1. Students should put their books, notes, notebooks, etc in a small bag and put the bag under the chair in the examination hall or room. Otherwise students will have to leave the study materials outside the examination hall or room. Students must take their purses with them. Students will not be allowed to take out any material from the bag during the examination without permission.

2. Students should behave properly and obey the instructions of teachers. Students should remain absolutely quiet in the assigned seats throughout the exam. Proper school uniforms should be worn in any exam occasion, even on Saturdays and "school holidays".

3. The student’s name, class, class number and subject name should be written on the answer sheets and on each loose sheet. These can be written before the exam starts. (If an answer book is provided, this data and question numbers, in the order of answering, should be put on its front cover before the exam ends.)

4. Students should answer in blue/black using ball-pens except instructed otherwise.

5. If (a) there is something unclear, wrong or missing in the question paper or (b) additional sheets are required, a student may ask the teacher. But students must not ask any questions connected with the subject.

6. Fairness in exams is very important. Students who talk, disturb others, cheat, attempt to cheat, obtain any unfair assistance, misbehave or disobey the instructions of teachers will be punished and his exam paper may be wholly or partly disqualified.

7. Electronic calculators (battery-powered, silent, with neither print-out nor graphic/word-display facilities) are allowed for S.1 - S.7. The calculator should have the "HKEA APPROVED" label. (But booklets and cards are not allowed.)

8. If a student is late for the examination, it will be recorded in the school report. If the student is late by 30 minutes or more, the student’s exam paper may be disqualified.

9. Students must stay until the end of the exam.

10. A parent's letter is required for absence in an exam, and should be submitted to the form teachers as soon as possible. Normally supplementary examinations will NOT be arranged for absentees. Deliberate absence is a serious offence and is always disadvantageous to the student concerned.

11. When a teacher announces ‘time is up', students are NOT permitted to write ANYTHING. Students are NOT allowed to answer, cross out or erase any answers, write question numbers, names, classes, class numbers, subjects etc. Students should remain quiet in their seats until the teacher tells them to leave.

12. When an examination is in progress in the hall/room, other students should not stay or make noise outside the location.

13. The exam will be cancelled when there is an announcement, over the radio or television, that schools are closed due to a typhoon or bad weather. The school will announce the new date for the examination of the papers affected. But the other exam papers will be written on the dates as scheduled.

14. Before or after exams, students are not allowed to play in the playground, disturb other classes or students taking exams. Students may study in or near the canteen or in the library. (For Half-yearly or Mock Exams, students are not allowed to return to the classrooms or stay outside them.)