

**King's College**  
**First Term Uniform Test 2023-2024**

**D) Guidelines for Students**

Please pay attention to the following information:

- There are two test sessions each day during Uniform Test weeks.
- There will be no morning reading session during Uniform Test weeks.
- Students should prepare for their tests and note their lesson periods by referring to the time-slot of the First Term Uniform Test.
- **All students should arrive at the test venue at least 5 minutes before the test session starts (i.e. first session: 8:10 a.m.; second session: 9:00 a.m.). All tests will be commenced sharply according to the timetable given.**

**The First Term Uniform Test is scheduled as follows:**

Form	S1- S6
Duration	25/10/2023 -- 27/10/2023 and 30/10/2023 -- 2/11/2023

**The time slot for the uniform test is as follows:**

Period	Time	Duration
Test Period 1 <i>* (Actual Test Time)</i>	8:15 a.m. – 8:55 a.m. <i>*(8:15 a.m. – 8:50 a.m.)</i>	40 min <i>*(35 min)</i>
Break	8:55 a.m. – 9:05 a.m.	10 min
Test Period 2 <i>* (Actual Test Time)</i>	9:05 a.m. – 9:45 a.m. <i>*(9:05 a.m. – 9:40 a.m.)</i>	40 min <i>*(35 min)</i>
Break	9:45 a.m. – 9:50 a.m.	5 min
1 <sup>st</sup> Period	9:50 a.m. – 10:20 a.m.	@30 min
2 <sup>nd</sup> Period	10:20 a.m. – 10:50 a.m.	
Recess	10:50 a.m. – 11:00 a.m.	10 min
3 <sup>rd</sup> Period	11:00 a.m. – 11:30 a.m.	@30 min
4 <sup>th</sup> Period	11:30 a.m. – 12:00 noon	
Recess	12:00 noon – 12:10 a.m.	10 min
5 <sup>th</sup> Period	12:10 p.m. – 12:35 p.m.	@25 min
6 <sup>th</sup> Period	12:35 p.m. – 1:00 p.m.	
Lunch	1:00 p.m. – 2:05 p.m.	65 min
Roll Call	2:05 p.m. – 2:10 p.m.	5 min
7 <sup>th</sup> Period	2:10 p.m. – 2:50 p.m.	@40 min
8 <sup>th</sup> Period	2:50 p.m. – 3:30 p.m.	

## II) Conduct during Test

- a. Students must behave honestly and ethically. Cheating is defined as any fraudulent response whatsoever by students to any item of assessment including deliberate or attempting to copy the work of another student or from any notes or books. If unauthorized articles such as books, dictionaries, notes, papers, notebooks, diaries, pagers/mobile phones, electronic dictionaries and other electronic devices which can store and/or display texts (including smart-watches) are found in students' pockets or in/on their desks once a test is underway, mark penalties and/or conduct mark deduction are likely to be imposed. You are also strongly reminded that your electronic devices, especially smart phone, have been switched off during the test sessions.  
The possession of any unauthorized material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty.  
Any form of misbehavior will be recorded in your student's Record Card. Your parents will be informed and interviewed.
- b. Make sure that the calculator jacket does not contain any paper or the card with standard formula lists provided by the manufacturer. Students are responsible for the calculator's power supply and working condition. No allowance will be given by markers for any mistakes arising from calculators malfunctioning. It is not the school's responsibility to provide calculators or other examination tools (pens, pencils, rulers etc).
- c. If you bring a pencil case / box (including transparent pencil boxes) into the examination room / centre, you must place the contents on your desks and put the pencil case / box under your chair.
- d. Students should sit up properly in their chairs for the entire time they are taking an examination. They must not rest their heads on their desks nor put their hands inside their overcoats/trouser pockets anytime during an examination regardless of whether they have finished their examination paper or not.
- e. If students need to visit the toilet, you must attract the attention of the invigilator by raising your hand without disturbing other students. **No extra time is allowed for toilet visits.**
- f. After the "Time is up" announcement, you must not write anything or you risk a mark penalty. If at that time you find that you have not filled in your personal information, you must wait until the invigilator is beside you and ask for his / her permission to fill it in. If you make any changes without permission, the centre supervisor / invigilator will naturally assume you are trying to change an answer, and this may lead to a mark penalty and conduct mark deduction.

### Absence

*No supplementary test will be arranged for absentees.*

**Any student who is unable to attend any session of the test, due to sickness, must inform the school by asking his parents to make a phone call regarding the matter of absence from test at least 30 minutes before the commencement of that test session. Students who are absent because of sickness are required to produce a medical certificate signed by a registered doctor. The test mark of the absentee will be assessed according to the school assessment criteria only if the absentee provides an acceptable reason and document of proof for his absence, otherwise he will receive zero marks for the paper in which he has been absent.**

### Typhoon, Rainstorm or School Suspension Arrangements during Test Weeks or Examination Periods

The announcement of the closure of school made by the Education Bureau due to a tropical cyclone, bad weather (red rainstorm or black rainstorm) or outbreak of the health crisis will result in the rescheduling of the tests or examinations to be held on the day of closure. The new test or exam dates for the postponed subject(s) will be announced when school resumes. **Students should be reminded that on the day of school resumption, the original test or exam time-table will be followed for the rest of the test or exam periods.**