

### 英語口試考生須知(中譯本)

#### 言行舉止

1. 在試場內，考生**必須保持肅靜**。喧嘩或滋擾他人之考生會被記名及接受留堂班處分。
2. 考生應在試前往洗手間。
3. 考生由試場內「準備區」前往「考試區」時必須携同隨身物品如書包等。考試完畢，考生不能再踏進「等候區」或以任何方式與區內考生互通消息。考生如違反上述規定，將會按違規行為之性質及嚴重性處分。
4. 考試作弊，一經查證，考試分數為零，並記**小過**一次。
5. 考生應時刻遵從監考老師及試場主管的指示。

#### 缺席

1. 為確保考試公平，英文科口試**不設補考**。考生須於**指定時段**內應考。
2. 考生如因事缺席口試，須於三個工作天前以書面形式向負責老師申請。如獲接納，該卷考試分數將獲評為**ABS(缺席)**。
3. 考生如因病缺席，須於回校當天向負責老師遞交家長信及註冊**醫生給假證明**，而該卷分數將獲評為**ABS(缺席)**。
4. 凡未經負責老師許可，無故缺席英語口試者，考試分數為零。

#### 遲到

考生必須準時應考。遲到同學一律不得進入試場，其考試分數為零。

### Instructions to Students Sitting the English Oral Exam

#### Proper behaviour

1. Students must **keep quiet** in the examination hall. Noisy or disturbing students will have their names recorded and be sent to the Detention Class.
2. Students are advised to go to the washroom before attending the exam.
3. Students must take along their belongings like schoolbags when they go to the preparation section and examination section. After the examination, they cannot go back to the waiting section or communicate in any way with anyone waiting to have their examination. Any student who violates the rules will be penalized according to the nature and seriousness of the offence.
4. Any student found cheating will receive a zero grade **and a demerit**.
5. Students are expected at all times to follow the instructions of the examiners and the centre supervisor(s).

#### Absence

1. To ensure fairness, there will be **NO make-up exams**. Each student has to take the exam at the **designated time slot**.
2. In case of casual leave, the student has to submit a written application to the responsible teacher at least 3 working days in advance. A code 'ABS' (absence) will be marked on the report cards of students with excused absences.
3. If a student is unable to take the exam because of illness, a **medical certificate** issued by a registered doctor and a letter from a parent or legal guardian should be submitted to the responsible teacher as soon as he/ she returns. In this case, an 'ABS' will be given.
4. Any absence from the oral examination without reason or permission will receive a zero grade.

#### Lateness

Students must be punctual for the examination. Any late comers will not be admitted to the exam hall and a zero grade will be given.