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To : All Students (Associate Degree and Higher Diploma Programmes)  
From : Hong Kong Community College  
Date : 17 July 2019  
Re : [For immediate attention] Examination Arrangements for Summer Term 2018/19  
\*\*\*\*\*

Dear Student

## **Examination Arrangements for Summer Term 2018/19**

### **Examination Schedule and Guide to Examinations**

The examination period in Summer Term 2018/19 is from 7 August 2019 to 15 August 2019. The examination schedule for the Associate Degree and Higher Diploma programmes has been finalised and uploaded to “my.HKCC” at <http://www.hkcc-polyu.edu.hk/> for your information. For your easy reference, you may click the hyperlink below for the documents:

1. Examination Schedule for Summer Term 2018/19;and
2. Guide to Examinations.

You are strongly advised to read the “Guide to Examinations” carefully and thoroughly, as it contains regulations, procedures and important information relating to your participation in examinations. You should get familiar with the arrangements of examinations during bad weather conditions as stipulated in the HKCC Student Handbook and the “Guide to Examinations”. Examinations cancelled due to bad weather will be re-arranged to any timeslot either during the examination period or if necessary on the few days immediately after the examination period. Students affected will be informed of the detailed re-arrangement by email and SMS within 3 working days after the warning has been lowered. Notice about the re-arrangement of the examinations would also be put up on HKCC Notice Boards and the website of HKCC. You are advised to make suitable provision in your planning for post-examination activities in case you may need to attend re-arranged examinations arising from cancellation.

### **Detailed Seating Arrangement**

The detailed seating arrangements for examinations can be obtained via “my.HKCC” of the Hong Kong Community College website located at <http://www.hkcc-polyu.edu.hk>. You should [a] login your account in “my.HKCC” and [b] select the “Examination” page where you can find the “[c] Examination Arrangements > [d] Seating Arrangements”. For detailed guideline, please refer to [Guideline on Checking Examination Seating Arrangements](#).

You may wish to note the following pertaining to the seating arrangements:

- **Some examinations will be conducted in more than one location / campus.**
- Two or more examinations may be held concurrently in one location and their duration may vary. In such case, students are reminded to remain silent at all times in the examination room to avoid disturbance to other students still taking examinations in the same venue.

Please bring your **Hong Kong Identity Card** and **student identity card** to the examination(s) for identification and inspection.

In case of enquiries, you are welcome to contact us at 3746-0123 (tel.), [ccoffice@hkcc-polyu.edu.hk](mailto:ccoffice@hkcc-polyu.edu.hk) (email), 2994-8721 (fax-PolyU Hung Hom Bay Campus), 2625-4159 (fax-PolyU West Kowloon Campus), or visit our Information Kiosk on UG/F, PolyU Hung Hom Bay Campus or 2/F, North Tower, PolyU West Kowloon Campus.

Good luck to your study.  
Hong Kong Community College

JK/al

Subject Code	Subject Title	Exam Date	Day	Time	Venue*
CCN1007	Information Technology for Business	7 August 2019	Wed	18:30 - 21:30	WK-SUG16 (Hall)
CCN1008	Mathematics and Statistics for College Students	8 August 2019	Thu	18:30 - 21:30	WK-SUG16 (Hall)
CCN1016	Introduction to Internet Technology	12 August 2019	Mon	18:30 - 21:30	WK-SUG16 (Hall)
CCN1017	Introduction to Psychology	12 August 2019	Mon	18:30 - 21:30	WK-SUG16 (Hall), WK-SUG12
CCN1019	Japanese I	8 August 2019	Thu	18:30 - 20:30	WK-SUG16 (Hall)
CCN1024	Putonghua for College Students	8 August 2019	Thu	18:30 - 20:30	WK-SUG16 (Hall), WK-SUG12
CCN1028	Elementary Statistics	7 August 2019	Wed	18:30 - 21:30	WK-SUG16 (Hall)
CCN1055	Mathematics in Design Context	7 August 2019	Wed	18:30 - 21:30	WK-SUG16 (Hall), WK-SUG12
CCN1069	Calculus and Linear Algebra	7 August 2019	Wed	18:30 - 21:30	WK-SUG16 (Hall), WK-SUG12
CCN1070	Statistics and Vector Algebra	10 August 2019	Sat	14:30 - 17:30	WK-SUG16 (Hall)
CCN1102	Hotel Operations	13 August 2019	Tue	18:30 - 21:30	WK-SUG12
CCN2002	Introduction to Economics	9 August 2019	Fri	18:30 - 21:30	WK-SUG16 (Hall), WK-SUG12
CCN2003	Introduction to Marketing	12 August 2019	Mon	18:30 - 21:30	WK-SUG16 (Hall)
CCN2004	Managing Organisations	10 August 2019	Sat	14:30 - 17:30	WK-SUG16 (Hall), WK-SUG12
CCN2014	Food Hygiene and Nutritional Health	9 August 2019	Fri	18:30 - 21:30	WK-SUG16 (Hall)
CCN2017	Introduction to Chinese Culture	8 August 2019	Thu	18:30 - 21:30	WK-SUG16 (Hall), WK-SUG12
CCN2019	Introduction to Communication Studies	8 August 2019	Thu	18:30 - 21:30	WK-SUG16 (Hall), WK-SUG12
CCN2042	Computer Programming	10 August 2019	Sat	14:30 - 17:30	WK-SUG16 (Hall), WK-SUG12
CCN2049	Chinese and Western Cultures	7 August 2019	Wed	18:30 - 21:30	WK-SUG16 (Hall), WK-SUG12
CCN2101	Financial Accounting	9 August 2019	Fri	18:30 - 21:30	WK-SUG16 (Hall)
CCN2138	The Events Industry	10 August 2019	Sat	14:30 - 17:30	WK-SUG16 (Hall)
CCN2143	Introduction to Service Management	9 August 2019	Fri	18:30 - 21:30	WK-SUG16 (Hall), WK-SUG12
CCN2150	Venue Operations	12 August 2019	Mon	18:30 - 21:30	WK-SUG16 (Hall)
CCN2160	Negotiation Skills	10 August 2019	Sat	14:30 - 17:30	WK-SUG16 (Hall), WK-SUG12
CCN2232	General Microbiology	7 August 2019	Wed	14:00 - 17:00	WK-S111
CCN2293	Airworthiness and Aviation Legislation	7 August 2019	Wed	18:30 - 21:30	WK-SUG16 (Hall)

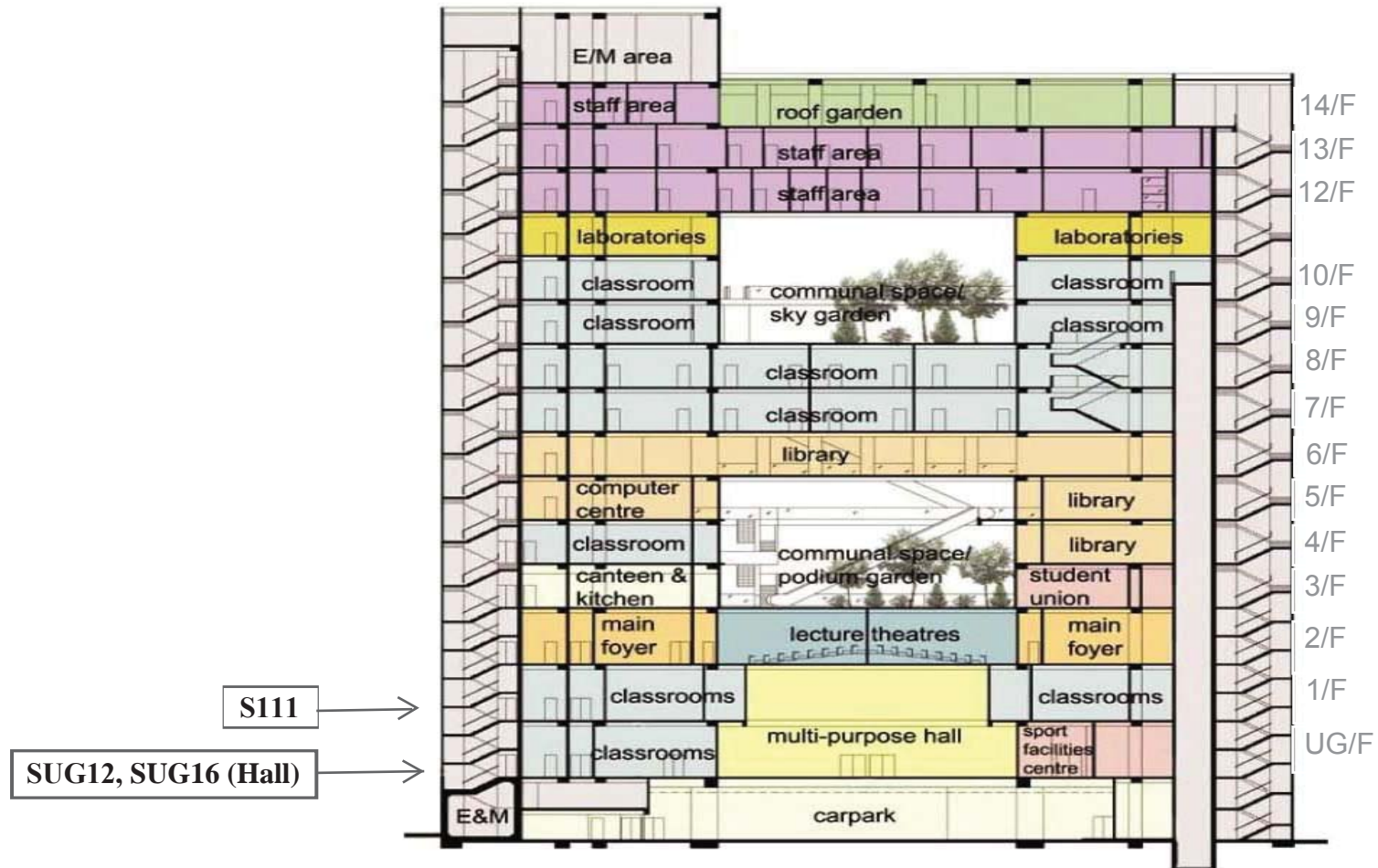
\* Remarks:

**WK - West Kowloon Campus**

WK-SUG16 (Hall), WK-SUG12, WK-S111

Last Update: 18 July 2019

# Campus Map West Kowloon (WK)



# *Hong Kong Community College*

## *Guide to Examinations*

**Students are strongly advised to read this Guide carefully as it contains important information on examination regulations.**

# **Important Notes**

This Guide to Examinations contains regulations, procedures and information relating to your participation in examinations. You should read the Guide carefully as it will help you prepare for examinations. You are reminded to abide by the regulations laid down in this Guide when taking examinations.

Hong Kong Community College

November 2018

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## **1. Instructions to Students**

### **1.1. Before the Commencement of the Examination Period**

- 1.1.1. You should check carefully the examination details, such as date, time and venue, before the commencement of the examination period concerned. An examination timetable will normally be sent to students by email about 4 weeks before the examination period of the semester concerned and 2 weeks before the examination period of the summer term. Please refer to the Academic Calendar printed in the HKCC Student Handbook for the examination periods. The examination timetable will also be posted on the my.HKCC Student Portal. You are strongly advised to check with the HKCC Information Kiosks in case you fail to receive the examination timetable by the aforementioned time, or if you discover any examination which you should take is not included in the examination timetable.
- 1.1.2. Examinations of some subjects may, if necessary, be held outside the examination period. Students will be advised in advance in such circumstances.
- 1.1.3. If you have a genuine need to withdraw from a subject after the add / drop period, you are advised to consult your Programme Leaders / Assistant Programme Leaders / Subject Lecturers / Personal Tutors before submitting an application for “Withdrawal of Subject” (Form 15a) to the HKCC Information Kiosks. The application deadline is one working day before the commencement of the semester / summer term examination period. Applications submitted after the deadline will not be accepted.

### **1.2. Before Entering the Examination Venue**

- 1.2.1. You should arrive at the examination venue at least 15 minutes before the commencement of the examination.
- 1.2.2. No extra time will be given to candidates who are late as compensation for any time lost.
- 1.2.3. Before the commencement of the examination, you shall not enter the examination venue until so instructed by the invigilation staff.
- 1.2.4. You must bring your own watches to time the examination as there may not be a clock in the examination venue. Databank watches, smart watches with mobile applications installed or wireless technologies supported are not allowed.
- 1.2.5. Except for authorised examination materials, you are strongly advised not to bring scrap papers, books, other kinds of written materials, cellular / mobile phones or other kinds of electronic / communication devices (e.g. iPod, tablets, PDA, mobile phones, MP3 players, electronic dictionaries, wearable devices, databank watches, smart watches with mobile applications installed or wireless technologies supported, computers and pagers, etc.) to examination venues. Should you do so, you must take them out from your pockets and switch off the electronic / communication devices (including the alarm function) before entering the examination venues. You are required to place ALL your personal belongings, except for authorised examination materials, under your chair in a position visible to the invigilation staff or at any other places designated by the invigilation staff.

- 1.2.6. You are strongly advised not to bring valuables to examination venues. HKCC will not be responsible for the loss of personal belongings being brought to examination venues.
- 1.2.7. You will not be allowed to sit for examinations at the wrong examination venue. At the invigilation staff's instructions, you should be allowed to enter the examination venue at least 10 minutes (15 minutes in the case of large examination halls), and be seated at least 5 minutes, before the commencement of an examination. Once you enter the examination venue, you are normally not allowed to leave until 30 minutes after the commencement of the examination.
- 1.2.8. Normally, you will not be allowed to enter the examination venue 30 minutes after the commencement of the examination. Nevertheless, the invigilation staff can exercise their discretion to allow candidates, who are late for more than 30 minutes, to enter the examination venue.
- 1.2.9. You must bring both your Hong Kong Identity Card (or passport for those without an HKID card) and student identity card to the examination. Photocopied documents are not accepted.
- 1.2.10. You must provide yourself with the necessary writing and drawing instruments, and other materials which are authorised for examination purpose. Please consult your respective subject lecturer for authorised examination materials.
- 1.2.11. Electronic calculators may be used in an examination, except those which are expressly disallowed by the subject lecturer concerned. Calculators brought into the examination venue are subject to inspection. If in doubt, please consult your subject lecturer before the examination. You are reminded that all programmes stored in your calculators should have been cleared before you enter the examination venue. You should check that no paper or card with standard formula is attached to / printed on the calculator jacket. Malfunction of your calculators will not warrant assistance from the invigilation staff or allowance on marking of your answer scripts.
- 1.2.12. You must be decently dressed to the examination venue, or you will be denied admittance.

### **1.3. After Entering the Examination Venue**

- 1.3.1. You should be seated at least 5 minutes before the commencement of the examination in accordance with the seating plan posted outside the examination venue.
- 1.3.2. Your Hong Kong Identity Card and student identity card should be placed on the top right hand corner of the desk for inspection by invigilation staff during the examination. A candidate shall be liable to expulsion from HKCC if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.
- 1.3.3. There shall neither be communication between candidates nor any dishonest conduct. You shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind will be reported to HKCC and the CPCE Student Discipline Committee for action as appropriate.

- 1.3.4. No smoking, eating (including chewing gum), drinking (except for water in plastic containers), photo / video taking inside the examination venue are allowed. If you have any other urgent requirements, you can make a request to the invigilation staff.
- 1.3.5. You are not allowed to turn over the question paper until you are told to do so, or you will be penalised by mark reduction for the subject concerned.
- 1.3.6. If you are told to turn over the question paper, please check if you have got the correct paper for the examination. For an examination requiring more than one answer book, please also check the number of answer books you have got. Please raise your hand to call for assistance from the invigilation staff if you have any problem.
- 1.3.7. You shall not read or work on the examination question paper until instructed to do so by the invigilation staff.

#### **1.4. During Examination**

- 1.4.1. After the examination has commenced, you are normally not permitted to leave the examination venue in the first 30 minutes and the last 15 minutes of the examination. Candidates leaving early without the invigilation staff's approval may risk a subject downgrading.
- 1.4.2. If the invigilation staff allows you to leave early within the permitted period in an examination, you should then check if you have tied up your papers and filled in all the necessary details on your answer book(s) and supplementary answer sheet(s). Unless with the approval of the invigilation staff, early leavers are not allowed to take any of the examination materials out of the examination venue, or they will be disqualified from the examination of the subject.
- 1.4.3. During the examination, you shall not leave the examination venue temporarily and return subsequently, unless accompanied by the invigilation staff (this applies to examinations held in both the examination rooms and examination halls). Should you need to go to toilet, first raise your hand to seek the invigilation staff's consent and then follow the invigilation staff's instruction. You must not take with you any written materials or electronic / communication devices. Your time of leaving and returning to the examination venue shall be logged down for reference / record.
- 1.4.4. You will be subject to disciplinary penalties if you access unauthorised examination materials during the examination, or if any unauthorised examination materials are found on your desk, in your pockets or on your body during the examination. In case of any suspected use of unauthorised electronic / communication devices by a candidate, the candidate concerned is required to show the content (such as call log / SMS / instant messages / webpages) to the invigilation staff upon the latter's request. The invigilation staff will take a record of the relevant information to assess if any cheating is involved. The invigilation staff shall then instruct the candidate to switch off the electronic / communication device or remove the battery. All cases shall be reported to HKCC and, if appropriate, the CPCE Student Discipline Committee as well as the Chairman of the relevant Board of Examiners.
- 1.4.5. A reminder of the time remaining will be announced 30 minutes, 15 minutes and again 5 minutes before the end of the examination.

## **1.5. At the End of Examination**

- 1.5.1. When the invigilation staff announces “Time’s up, stop writing”, you shall stop working on the answer script or you will be regarded as being intended to make changes to your answers and warrant mark penalty. If you wish to fill in the missing student number or question numbers, you have to ask for the invigilation staff’s permission to do so. Mark penalty may be imposed otherwise.
- 1.5.2. At the end of the examination, you shall remain seated quietly until you are told to leave the examination venue.
- 1.5.3. You shall not take out of the examination venue any items issued by the invigilation staff, except the examination papers. Some examination papers, as specified, may not be taken away.
- 1.5.4. You should take all your personal belongings with you and leave the examination venue quietly to avoid disturbance to other candidates still taking examinations in the same venue.

## **1.6. Tips on Answering Examination Questions**

- 1.6.1. You should write only on answer books and / or answer sheets provided by the invigilation staff. No pages may be torn out from the answer books.
- 1.6.2. Unless otherwise specified, you should use a blue or black ball pen for conventional papers and an HB pencil for multiple-choice answer sheets.
- 1.6.3. You should write the numbers of the questions you have attempted clearly and consistently on the front cover of the answer book. Any discrepancy may lead to the possibility that your answers to the attempted questions will not be marked.
- 1.6.4. You should not attempt more questions than instructed. The examiner will only mark the required number of questions according to the actual sequence of questions attempted in the answer book regardless of the completeness of the answers.
- 1.6.5. You should cross out question numbers and answers that you do not want them to be marked.
- 1.6.6. If necessary, you should only use the mathematical or other tables provided by the invigilation staff for examination purpose.
- 1.6.7. If there is a section on multiple-choice questions, unless otherwise specified,
  - (a) you should mark your answers on the multiple-choice answer sheet provided by the invigilation staff and do the rough work in the question paper or rough-work sheet. No marks will be given to answers put on the question paper.
  - (b) you are advised to mark your answers on the multiple-choice answer sheet with an HB pencil to ensure wrong answers can be completely erased with a clean rubber. No scores will be given for marking more than one answer.

- (c) you are advised to check if you have marked the answers to the corresponding questions before the end of the examination. No special consideration on mismatched answers will be given subsequently.

## **2. Handling of Special Circumstances**

### **2.1. Arrangements during Bad Weather**

- 2.1.1 You should get familiar with the arrangements for examinations during bad weather conditions as stipulated in Appendix A. Examinations cancelled due to bad weather will be re-arranged to any timeslot either during the examination period or if necessary on the few days immediately after the examination period. Students affected will be informed of the detailed re-arrangements by email and SMS as early as possible, and in any case within 3 working days after the warning signal has been lowered. Notice about the re-arrangements of the examinations would also be posted on the my.HKCC Student Portal. You are advised to make suitable provision in your planning for post-examination activities in case you may need to attend re-arranged examinations arising from cancellation.
- 2.1.2 During the examination period, you should pay attention to the weather and traffic conditions. You should allow additional time for travelling to the examination venue if the weather is bad or there is traffic congestion.
- 2.1.3 You are required to follow the arrangements stipulated in Appendix A if a Rainstorm Warning Signal or Tropical Cyclone Warning Signal is issued. Please note that announcements made by the Education Bureau are not applicable to HKCC.

### **2.2. Sickness during Examination**

- 2.2.1 If you are absent from an examination because of sickness, injury or other unforeseeable reasons, you may apply for a late assessment. Please refer to the procedures for application for a late assessment stated in the HKCC Student Handbook.
- 2.2.2 If you cannot carry on the examination due to sickness or injury, you should immediately consult a registered medical practitioner and submit your application for a late assessment before the stipulated deadline. Please refer to the procedures for application for a late assessment stated in the HKCC Student Handbook.
- 2.2.3 You are advised to take the following precautionary measures against influenza during the examination:
  - (a) Check your body temperature before attending the examination. If you are having a body temperature over 38°C / 100.4°F or having symptoms of influenza include fever, lethargy, coughing and lack of appetite [some infected persons have reported running nose, sore throat, nausea, vomiting and diarrhoea], you should seek medical advice promptly.
  - (b) Wash your hands properly before entering the examination venue.

- (c) Wear a face mask throughout the examination period when symptoms of respiratory tract infection develop. You may get a mask from the invigilation staff who has kept a small stock, if needed.
- 2.2.4 You may be required to change your seat if you have severe respiratory discomfort (e.g. serious coughing) during the examination. The invigilation staff may take your body temperature to ascertain your fitness for continuing with the examination.

### **2.3. Complaints or Reports on Examination Irregularities**

- 2.3.1 Any complaint about the conduct of examination shall be made in writing to the Director of HKCC within 3 working days from the date of the examination.
- 2.3.2 You should state clearly in the letter your name, student number and the programme enrolled to facilitate communication between you and HKCC. No action will be taken on anonymous complaints / reports.
- 2.3.3 Complaints or reports on irregularities will be handled with strict confidence.

### **3. Penalties Applied to Examination Misconduct**

Disciplinary actions against students' misconduct related to academic integrity such as cheating in examinations and violating rules governing the conduct of examinations that are related to possible cheating (including the possession of unauthorised materials at examination, use of unauthorised electronic devices during examination, etc.) will be recorded in students' records. These include the inclusion of a remark to subject failure grade which is given due to academic dishonesty, and also putting students who have committed any misconduct on 'disciplinary probation'. Please refer to the section on "Penalties Applied to Offences" in the HKCC Student Handbook for details.

## Appendix A - Arrangements during Bad Weather

### Tropical Cyclone Warning

<b>Signal No. 1 or 3</b>	Examinations will be held as scheduled.	
<b>Signal No. 8 or above</b>	When the Hong Kong Observatory announces that Signal No. 8 or above is likely to be hoisted OR when the Signal is hoisted within 2 hours from the commencement of examinations <sup>^</sup>	Examinations <sup>^</sup> will be postponed.
	Signal No. 8 or above hoisted during examinations <sup>^</sup>	Examinations <sup>^</sup> will continue unless otherwise announced by HKCC.
	Signal No. 8 or above lowered 2 hours before the commencement of examinations <sup>^</sup>	Examinations <sup>^</sup> will be held as scheduled unless otherwise announced by HKCC.
	If Signal No. 8 is likely to be lowered	
	<ul style="list-style-type: none"> <li>• at or before 7:30 a.m., examinations<sup>^</sup> starting at 9:30 a.m. will be held as scheduled;</li> <li>• at or before 12:00 noon, examinations<sup>^</sup> starting at 2:00 p.m. will be held as scheduled;</li> <li>• at or before 4:30 p.m., examinations<sup>^</sup> starting at 6:30 p.m. will be held as scheduled.</li> </ul>	
	<b>Arrangements for Revised Examination Schedule</b>	
HKCC will contact students concerned on revised examination arrangements within 3 working days after the warning has been lowered.		
<b>Note for Attention:</b>		
<b>Announcements made by the Education Bureau are not applicable to HKCC.</b>		

<sup>^</sup> For oral examination, starting time refers to the commencement of the whole session (e.g. Morning Session - 9:00 a.m. to 12:00 noon or Afternoon Session - 1:00 p.m. to 4:00 p.m.) of the oral examination for a subject instead of the examination timeslot of an individual student.

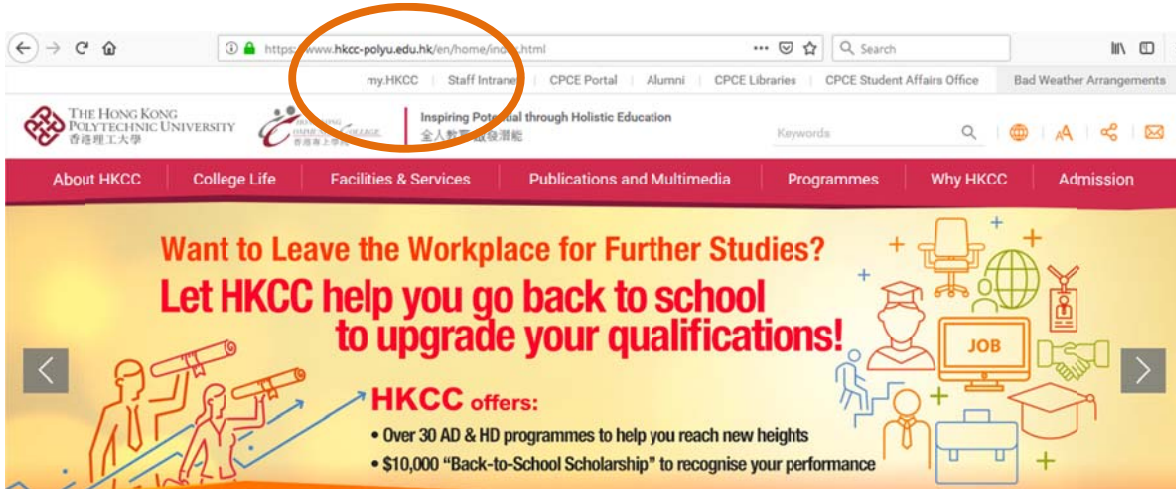
## Rainstorm Warning

<b>Amber Warning</b>	Examinations will be held as scheduled.	
<b>Red Warning</b>	Examinations will be held as scheduled unless HKCC announces the suspension of these activities.	
<b>Black Warning</b>	<b>Arrangements for Examinations NOT YET STARTED</b>	
	Warning issued within 2 hours from the commencement of examinations <sup>^</sup>	Examinations <sup>^</sup> will be postponed.
	Warning cancelled within 2 hours before the commencement of examinations <sup>^</sup>	Examinations <sup>^</sup> will be held as scheduled unless otherwise announced by HKCC.
	If warning is likely to be lowered	
	<ul style="list-style-type: none"> <li>• at or before 7:30 a.m., examinations<sup>^</sup> starting at 9:30 a.m. will be held as scheduled;</li> <li>• at or before 12:00 noon, examinations<sup>^</sup> starting at 2:00 p.m. will be held as scheduled;</li> <li>• at or before 4:30 p.m., examinations<sup>^</sup> starting at 6:30 p.m. will be held as scheduled.</li> </ul>	
	<b>Arrangements for Revised Examination Schedule</b>	
	HKCC will contact students concerned on revised examination arrangements within 3 working days after the warning has been lowered.	
<b>Arrangements for Examinations ALREADY STARTED</b>		
<ul style="list-style-type: none"> <li>▪ As advised by the Government, people should take shelter in a safe place during examinations, such activities will continue unless otherwise announced by HKCC.</li> <li>▪ If the warning is still in force when examinations end, you are advised to stay on campus for your own safety until the warning has been cancelled or the traffic conditions have improved. Air-conditioning will be maintained whenever practicable while the warning is prevailing.</li> <li>▪ You should contact the Campus Security Control Centre at 3746-0999 (PolyU West Kowloon Campus) / 3746-0666 (PolyU Hung Hom Bay Campus) / 2766-7666 (PolyU Main Campus) for assistance when necessary.</li> </ul>		
<b>Note for Attention:</b>		
<b>Announcements made by the Education Bureau are not applicable to HKCC.</b>		

<sup>^</sup> For oral examination, starting time refers to the commencement of the whole session (e.g. Morning Session - 9:00 a.m. to 12:00 noon or Afternoon Session - 1:00 p.m. to 4:00 p.m.) of the oral examination for a subject instead of the examination timeslot of an individual student.

## Guideline on Checking Examination Seating Arrangements at “my.HKCC” Portal

Step 1. Visit HKCC website located at <http://www.hkcc-polyu.edu.hk> and press “my.HKCC” button



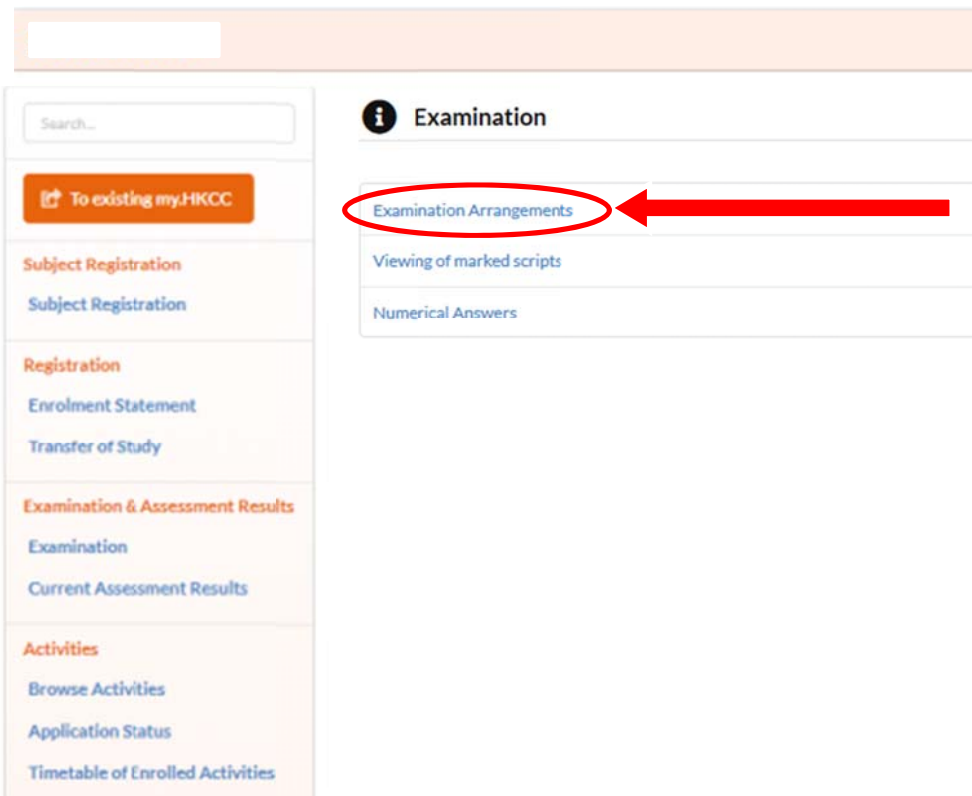
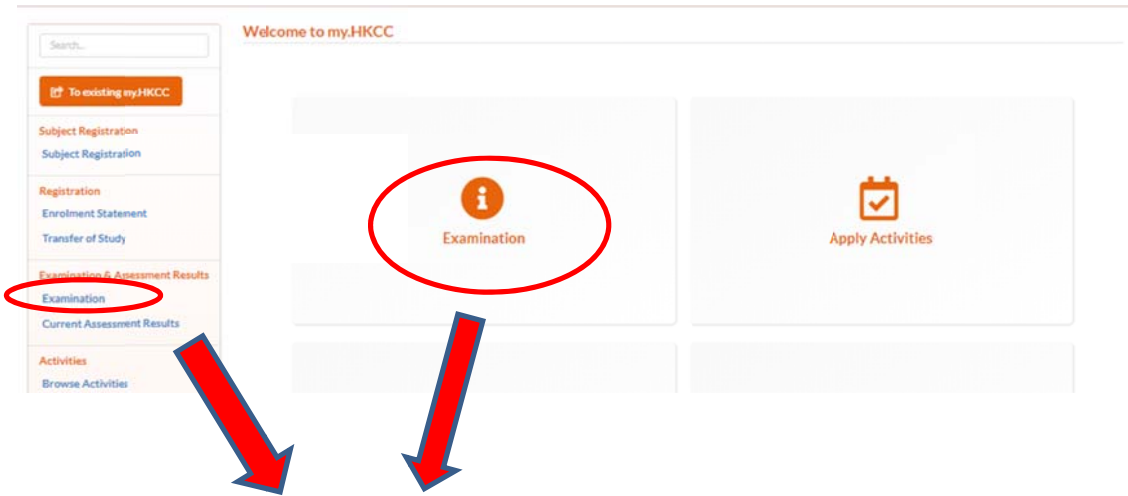
OR



Step 2. Login to the “CPCE Portal” (use the student number as “User name” and the password of email account as “Password”)

A screenshot of the "Sign In" page for the CPCE Single Sign On. The page header includes "Sign In" and the logos of "THE HONG KONG POLYTECHNIC UNIVERSITY" and "COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION". The main heading is "CPCE Single Sign On". Below this is a login form with two input fields: "User name:" containing the text "12345678A" and "Password:" containing seven asterisks. A "Sign In" button is located to the right of the password field. Below the form is a "Forget Password" link. At the bottom of the page is a large button labeled "New Student / Staff".

Step 3. Select “Examination” section, then press on “Examination Arrangements”



Step 4. Press on “Seating Arrangements”

The screenshot shows the 'Examination Arrangements' page on the my.HKCC portal. On the left is a navigation menu with categories: Search, To existing my.HKCC, Subject Registration, Registration, Examination & Assessment Results, Activities, and Transcript. The main content area is titled 'Examination Arrangements' and is divided into 'For Examination' and 'For Assessment Result' sections. Under 'For Examination', there is a table for 'Examination Period' and a list of links including 'Examination Timetable' and 'Seating Arrangements'. A red circle highlights 'Seating Arrangements' and a red arrow points to it from the right. Below the links is a section for 'Other Useful Information for Exam'. The 'For Assessment Result' section contains a link for 'Announcement of Assessment Results'.

Examination Period	
Semester One 2018/19	8 December 2018 - 30 December 2018
Semester Two 2018/19	4 May 2019 - 26 May 2019
Summer Term 2018/19	7 August 2019 - 15 August 2019

Examination Timetable

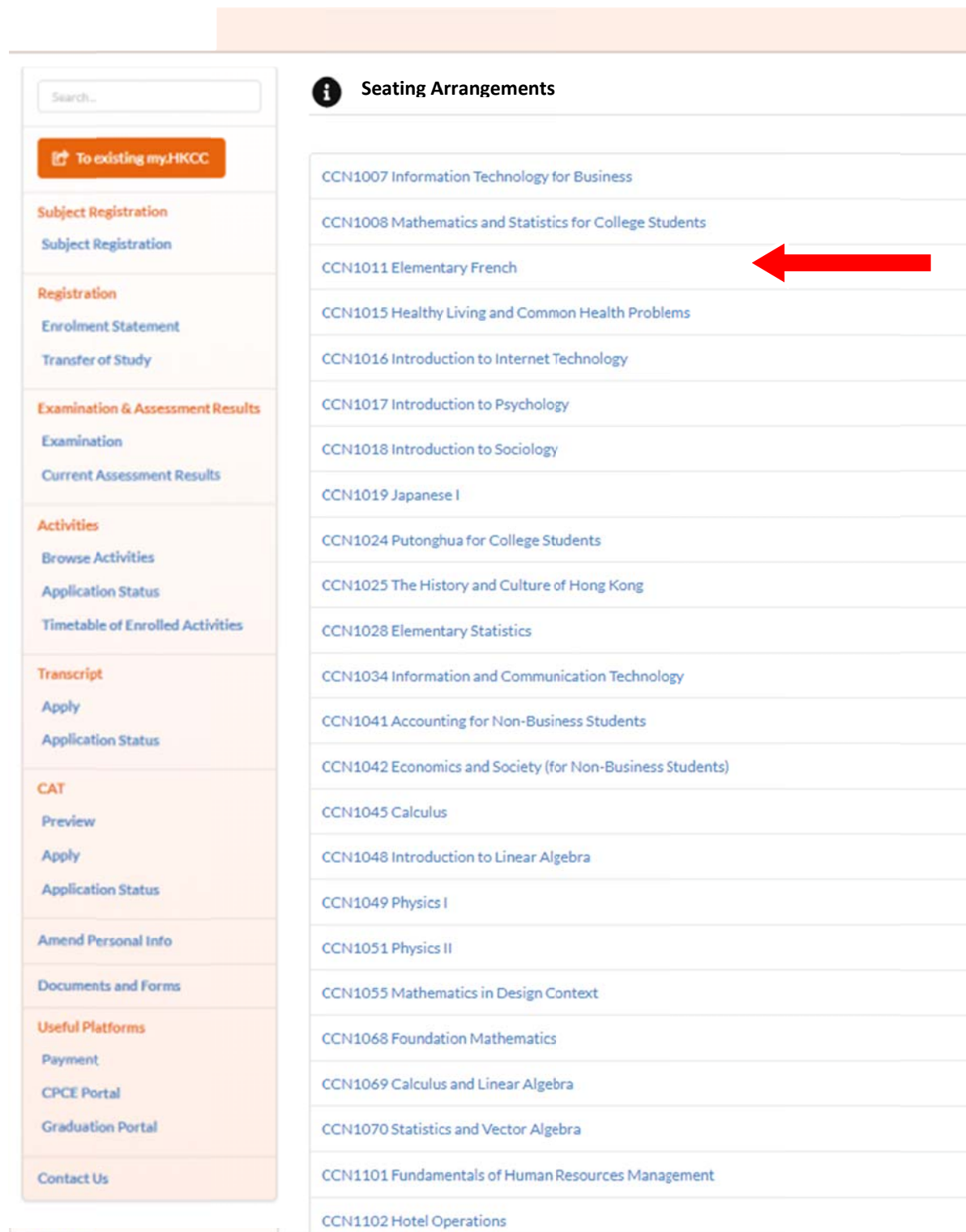
**Seating Arrangements**

Other Useful Information for Exam

For Assessment Result

Announcement of Assessment Results

Step 5. To view the seating arrangement for the respective subject



The screenshot displays the my.HKCC user interface. On the left is a navigation sidebar with categories: Search, To existing my.HKCC, Subject Registration, Registration, Examination & Assessment Results, Activities, Transcript, CAT, Amend Personal Info, Documents and Forms, Useful Platforms, and Contact Us. The main content area is titled 'Seating Arrangements' and contains a list of subjects. A red arrow points to the entry 'CCN1011 Elementary French'.

Seating Arrangements	
CCN1007	Information Technology for Business
CCN1008	Mathematics and Statistics for College Students
CCN1011	Elementary French
CCN1015	Healthy Living and Common Health Problems
CCN1016	Introduction to Internet Technology
CCN1017	Introduction to Psychology
CCN1018	Introduction to Sociology
CCN1019	Japanese I
CCN1024	Putonghua for College Students
CCN1025	The History and Culture of Hong Kong
CCN1028	Elementary Statistics
CCN1034	Information and Communication Technology
CCN1041	Accounting for Non-Business Students
CCN1042	Economics and Society (for Non-Business Students)
CCN1045	Calculus
CCN1048	Introduction to Linear Algebra
CCN1049	Physics I
CCN1051	Physics II
CCN1055	Mathematics in Design Context
CCN1068	Foundation Mathematics
CCN1069	Calculus and Linear Algebra
CCN1070	Statistics and Vector Algebra
CCN1101	Fundamentals of Human Resources Management
CCN1102	Hotel Operations