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 To : Students enrolled in Summer Term 2018/19  
 From : Hong Kong Community College  
 Date : 30 July 2019  
 Re : Viewing of Marked Examination Scripts in Summer Term 2018/19  
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Dear Students

The viewing of marked examination scripts exercise for Summer Term 2018/19 will be conducted on 30 August 2019. You will be eligible to view the marked examination scripts of your own if you have fully settled your tuition fee of Summer Term 2018/19 before the commencement of the examination period, i.e. 7 August 2019, and registered for the viewing exercise. Please find the details of the viewing session below:

Date:	30 August 2019 (Friday)
Campus:	PolyU West Kowloon Campus
Venue:	Exact venue will be announced by email about one week before the date of viewing. You are strongly advised to check with the HKCC Information Kiosks in case you fail to receive the email by the aforesaid time.
Start time:	9:00 a.m.
Time allowed for viewing of marked examination script:	20 minutes per script (No time compensation will be given for late comers.)

**(I) Registration for Viewing of Marked Examination Scripts**

In order to view your marked examination script(s), you have to register for the viewing session of the relevant subject(s) by completing the registration form of [“Registration for Viewing Session of Marked Examination Scripts in Summer Term 2018/19”](#) and returning the duly completed registration form to our Information Kiosk on UG/F, PolyU Hung Hom Bay Campus or 2/F, North Tower, PolyU West Kowloon Campus. The deadline for registration is 15 August 2019. Late registration will NOT be accepted.

You are strongly advised to read the [“CPCE Regulations on Viewing of Marked Examination Scripts by Students”](#) carefully before attending the viewing session and you are required to strictly follow the regulations during the viewing session. Your special attention is drawn to that students who are more than 10 minutes late for the viewing session will not be allowed to enter the viewing venue. HKCC may take disciplinary action against students who commit any misconduct or dishonest behaviour during the viewing session and refer such cases to the CPCE Student Discipline Committee for investigation and decision.

**(II) Consultation**

There will be no discussion during the viewing session. However, you may approach your subject lecturers for consultation on 30 August 2019.

### **(III) Arrangements during Bad Weather and Make-up Viewing Session**

If the viewing session is cancelled due to bad weather, a make-up viewing session will be arranged on 31 August 2019 (Saturday) at the same time and venue of the original schedule. Notice of the make-up viewing session will be issued via mass email and posted on HKCC website as well as the “College Notices” on my.HKCC Student Portal. Students should check their HKCC email accounts and visit HKCC website for the latest updates. Students affected will NOT be informed of the make-up arrangements individually. Should they fail to attend the make-up viewing session, no further arrangement will be made.

You are advised to make suitable provision in your planning for post-examination activities in case you may need to attend the make-up viewing session arising from cancellation.

Please read the “[Arrangements for Viewing Sessions during Bad Weather](#)” carefully before attending the viewing sessions.

In case of enquiries, you are welcome to contact us at 3746-0123 (tel.), [ccoffice@hkcc-polyu.edu.hk](mailto:coffice@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.

Hong Kong Community College

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