
To : All Students (Associate Degree and Higher Diploma Programmes)
From : Hong Kong Community College
Date : 2 August 2019
Re : Commencement of the Examination Period

The examination period for this term will start on 7 August 2019. Please find below some useful reminders to get you ready for the examinations:

- **Check Seating Arrangement**

You are reminded to check out your examination venues and seat numbers prior to the examination dates via “my.HKCC” at <https://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 are also advised to visit your examination venues in advance as **students will not be allowed to sit for examinations at the wrong examination venues**. If you have gone to the wrong examination venues and have sat the examinations by mistake, your answer scripts will not be marked.

You may refer to the [Transportation Means](#) and [Campus Map](#) for reference.

- **Read “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. In particular, we would like to draw your attention to the following Section in “[Guide to Examinations](#)”:

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” on Pages 47 – 48 in the [HKCC Student Handbook](#) for details.

- **Alert Arrangement during Bad Weather**

During the examination period, you should also pay attention to the weather and traffic conditions. Additional time should be allowed for travelling to the campus if the weather is bad or there is traffic congestion. The College will inform students via email in case of any special arrangements. You should, therefore, check your email account regularly. Kindly refer to “[Appendix A - Arrangements during Bad Weather](#)” of “[Guide to Examinations](#)” for information.

In case of enquiries, you are welcome to contact us at 3746-0123 (tel.), 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.

Hong Kong Community College

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Green Tips: Please think before you print.