

To: Undergraduate Students

cc: All Staff

Semester B 2008/09 Examination Arrangements

Semester B examinations will commence on 4 May 2009. Students are advised to check their examination timetable again from the e-Portal. Remember to write down the assigned seat number for each examination as **NO** seat numbers and student lists will be posted at the entrance of all examination venues. You are also reminded to note and OBSERVE the following arrangements when attending examinations :

- Candidates have to leave their belongings in a designated place inside the examination venue. Their belongings should be put inside a bag which can be closed properly. **Please therefore remember to bring your own bag to store your belongings when attending an examination.**
- Candidates will only be allowed to leave the examination venue temporarily for good reason, one at a time under normal circumstance, and a record will be kept by the Invigilators.

Since the 'Serious Response Level' in accordance with the three levels specified in the Government's influenza pandemic response system is being activated by the HKSAR, the University will adopt the following examination arrangements prescribed by the University's Ad Hoc Group on Prevention of Avian Flu:

- Students are required to measure their body temperature at home before attending any examinations. They are required to wear a face mask if their body temperature exceeds 38°C or have symptoms of influenza.
- Invigilators will require students who cough or sneeze repeatedly to wear a face mask during the examinations.
- Invigilators may also check the temperature of students. If their temperature exceeds 38°C, they will be asked to wear a face mask during the examinations.
- For students who are asked to wear a face mask but cannot do so due to medical reasons, they will be asked to take their examination at a corner of the room or in another classroom.
- For those students who cannot attend the examinations due to influenza,

they should notify the University as soon as possible via the CityU e-Portal (by selecting 'Report Inability to Attend Examinations' from 'Courses I am Taking' under 'My CityU'), and provide documentary evidence to the Academic Regulations and Records Office at the earliest possible instance. Students who cannot attend the examinations for legitimate reasons will be given make-up examinations or alternative assessments as determined by the respective Course Examiners.

The University will take further precautionary measures if the Government's influenza pandemic response level is changed. Please visit the '[Examinations](#)' website and the '[Campus Prevention of Avian Flu](#)' website from time to time for updates.

Academic Regulations and Records Office
27 April 2009