

## Updates on Examination Arrangements for Semester One, 2021/22

Academic Registry

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Dear Students

The University has resumed face-to-face learning and teaching activities for Semester One of this academic year, which has received positive feedbacks from students and staff at large. Students were advised before their subject registration in July 2021 on semester-end examination arrangements for each subject, which take the form of on-campus, online invigilated, or take-home examinations.

On account of the stabilizing pandemic situation in Hong Kong and a continued increase in the number of students and staff having completed two doses of vaccine, we are writing to advise students on the detailed arrangements for subjects conducting on-campus face-to-face examinations for Semester One and the associated vaccination/coronavirus testing requirements as follows:

### **On-campus examinations for students staying in Hong Kong**

1. To uphold academic integrity and invigilation effectiveness, students staying in Hong Kong are required to attend the examinations face-to-face in accordance with the published timetable and venue on the PolyU campus.
2. Examination halls will be set up with a social distancing (0.6 meter apart between desks) to reasonably safeguard the health and wellbeing of students and to foster academic integrity and honesty / avoid cheating in examinations.
3. To ensure a healthy and safe environment for the PolyU community, students sitting for on-campus examinations must either be fully vaccinated at least 14 days prior to the start of the examination period or possess negative coronavirus test results during the 7-day period before they sit for an on-campus examination(s).
4. As the examination period for Semester One, 2021/22 will commence on 2 December 2021, students getting jabs shall report their vaccination status fully on or before 17 November 2021 via the COVID-19 Self-Report Portal.
5. Students who cannot get vaccinated (e.g. due to medical reasons) shall get tested and report their negative coronavirus test results during the 7-day period before the day they sit for

individual examinations via the COVID-19 Self-Report Portal. Students can refer to **Table 1** for the window / period within which they should undergo the coronavirus testing and report it in relation to their on-campus examination dates. If students are sitting for more than one on-campus examination, they may refer to **Table 2** to identify the optimal window / period for testing and reporting.

6. Students undertaking coronavirus testing should bring along a hard copy of the proof of negative coronavirus test result to the examination for checking by the subject examiner/invigilator as appropriate. Since students are not allowed to switch on their mobile phones or other electronic devices in the examination venues, negative test result in the form of SMS should be printed on a piece of paper showing the SMS receipt date, Reference. No., Identity No. and the test result, to facilitate checking by examiners/invigilators on-site, in addition to reporting it via the COVID-19 Self-Report Portal.
7. Students failing to report fully their vaccinated status / negative test results, or failing to present a hard copy of the proof of negative coronavirus test results but attending on-campus examinations will be subject to disciplinary action.
8. Besides, students who are absent from examinations without providing justifications (e.g. due to illness on the examination day with medical certificate) will be handled according to the assessment scheme of the subject concerned (e.g. getting zero mark for the examination component).

### **For students staying outside Hong Kong**

1. Some students are currently staying outside Hong Kong due to the severe pandemic situation in their home countries and HKSAR's travel restrictions. These students were informed of the learning, teaching and assessment arrangements of individual subjects, and were advised to consult the subject offering Departments before registering for subjects requiring face-to-face elements, including sitting for on-campus examinations.
2. Students under these special circumstances are required to seek prior approval from their subject offering Departments concerned, with proof if deemed necessary by their subject teachers, in order to attend the examination(s) to be invigilated online. They shall apply **at least four weeks** before the start of the examination period, i.e. **on or before Thursday, 4 November 2021**, to allow time for the arrangements including student's attendance to a mock run of the online invigilated examination. Please be reminded that late application will not be accommodated. Students attending online invigilated examinations are also required

to familiarize themselves with this form of examination by studying the Student Guide on Online Invigilated and Take-home Examinations, and make ready the requisite devices (e.g. notebook, camera and other necessary electronic devices) before the mock run.

If you have any questions in general, please do not hesitate to contact the Academic Registry [hotline: (852) 2333 0600 or email: [ar.dept@polyu.edu.hk](mailto:ar.dept@polyu.edu.hk)]; for questions related to individual subject examination arrangements, please contact your subject teachers.

Yours sincerely,

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Vice President (Education)