

Postponing Examination Period by One Week and Conducting Invigilated Examinations Online

Academic Registry

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Dear Students,

As you may be aware, the pandemic situation in Hong Kong has been deteriorating over the past week with no sign of easing up any time sooner. In response to your strong concerns about the transmission risks that may arise from mass gatherings on campus, the need of graduating students to complete their programmes on time, and the wish of the continuing students to minimize disruption to their studies in the coming academic year, I am writing to advise you on the updated arrangements for on-campus invigilated examinations originally scheduled for 3 - 15 August 2020 (the examination period) as follows:

1. All the outstanding Semester 2 subjects originally scheduled for on-campus invigilated examinations will be replaced by online invigilated examinations. For subjects (e.g. Summer Term subjects) with examinations already announced to be conducted online, such mode will remain unchanged.
2. To provide time for subject teachers and students to review and prepare for the changes, the examination period **for all subjects** will be postponed by one week, i.e. from 3 - 15 August to **10 - 22 August 2020**, with the originally scheduled timeslots and the day of the week or weekend remaining unchanged, e.g. Subject XXX, originally scheduled to be held at 12:30 pm - 2:30 pm, Monday, 3 August 2020 will be changed to 12:30 pm - 2:30 pm, Monday, 10 August 2020.
3. Subject teachers will inform their students of the details on the arrangement on or before 31 July 2020. The examination timetable will be updated and released to students on the same day accordingly.
4. The University examinations require all students to contribute to the highest standards of academic integrity. Students must observe the guidelines for undertaking online invigilated examinations. Guidelines, reference materials and relevant videos will be issued by the Educational Development Centre (EDC) to students on or before 3 August 2020 via email. Please refer to them when preparing for the examinations (e.g. required steps to set up the computer/notebook/camera, etc.).

5. Students who have difficulty in undertaking online invigilated examinations at home (e.g. due to poor WiFi connection or a lack of a quiet environment) shall report this to their subject teachers as soon as possible and preferably at least 3 working days before the examination day, so that a venue on PolyU campus can be arranged for these students to undertake the online invigilated examinations. These students shall bring their own notebook/device and get themselves familiarized with attending online invigilated examinations as stipulated in point 4 above.

We appreciate your kind understanding and support of the above changes. Please stay alert and healthy.

Best regards,

Alex Wai
Deputy President and Provost