

FAQs on Examinations

1. When are examinations held?

There are two examination periods, one in December for the first semester courses and the other in May for the second semester and full-year courses.

2. When are examination results announced?

Examination results are announced in January for the first semester courses and June for the second semester and full-year courses.

3. If I cannot attend the examination due to illness, what should I do? Are there any supplementary examinations?

A candidate who is unable because of illness to be present for any paper in the examination or who believes that the state of his/her health either immediately before or during the examination has significantly affected his/her performance should

- a) write to the Examinations Secretary immediately setting out the case; and
- b) arrange to submit a Form of Medical Certificate. The candidate should complete Part I and then give or send the form to the attending doctor with a request that it be completed within 2 days of the date of the examination concerned and sent by the attending doctor direct to the Director, University Health Service. The completed Form must reach the Director of the University Health Service not later than 14 days after the date of examination. The Form of Medical Certificate could be downloaded from <http://www.exam.hku.hk/> or obtained from the Examinations Office, 10/F, Knowles Building. The leave granted by the attending doctor must cover the examination session that the candidate was absent from, otherwise supplementary examination will not be arranged.

The Board of Examiners (the Board) only considers the University's Form of Medical Certificate with Parts I, II & III duly completed. Students must ensure that the Form, with Parts I & II completed, be sent to the Director of the University Health Service not later than 14 days after the date of the examination of the course concerned. Late submissions will not be considered.

Only those students who are permitted by the Board to take a supplementary examination will be individually informed of such an outcome. The School/Department will arrange the supplementary examination as early as practicable. Other students who are absent from examinations are not permitted to take the supplementary examinations, and will result in an automatic failure in the examination component.

4. If I was absent from examinations due to reasons other than illness, what will be the consequence?

Supplementary examinations will not be arranged for students who are absent from examinations due to reasons other than illness and it will result in an automatic failure in the examination component.

5. Can I appeal for examination results?

All examination papers are carefully marked by examiners and the results are duly approved by the Board of Examiners. The University's position is that student appeals against examination results which are academic judgments are disallowed. However if students who wish to apply for checking of procedural irregularity or technical error of the assessment result shall apply in writing to the Faculty Office by submitting a separate application for each assessment result to be checked within 14 days after the announcement of the assessment results. Please refer to document 111/511 (amended) for the [Procedures for Checking of Assessment Results of Taught Courses](#):

- You have to submit one application form for each assessment result to be checked to the Faculty Office, together with the receipt of payment; AND
- Late application will not be considered.

6. Would supplementary examinations be arranged if I fail in examinations?

No, the Faculty does not have supplementary examinations for students who fail in the examinations.

7. Would any further supplementary examination be arranged if I am absent from the supplementary examination?

For students who are absent from the supplementary examination, no further supplementary examination will be arranged.

8. Will the grade of the re-taken course replace the fail grade in my first attempt? Will all the grades be shown in my transcript?

No, the grade of the re-taken course will not replace the fail grade you previously got. All your selected courses and the grades you obtained in every attempt will be shown on your transcript.

9. How is the CGPA calculated?

All the courses taken (including failed courses) by a candidate are considered at the time of calculating Cumulative Grade Point Average (CGPA).

For the explanation/definition of Grade Point Average (GPA), Semester GPA, Year GPA, Cumulative GPA and Graduation GPA, please refer to your Student Handbook on the Faculty website (<https://www.scifac.hku.hk/>).

10. Under what circumstances would I be discontinued from study?

The Faculty stresses the importance of the academic performance of students. Students who do not perform satisfactorily may be required to discontinue from their studies in accordance with the following regulations:

a) BSc

Sc5(h) Candidates shall be recommended for discontinuation of their studies if they have:

- i. failed to complete successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where they are not required to take such a number of credits in the two given semesters; or
- ii. failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters (not including the summer semesters); or
- iii. exceeded the maximum period of registration specified in Sc3, unless otherwise permitted by the Board of the Faculty.

b) BSc(ActuarSc)

AS5(g) Candidates shall be recommended for discontinuation of their studies if they have:

- i. failed to complete successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where they are not required to take such a number of credits in the two given semesters, or
- ii. failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters (not including the summer semester), or
- iii. exceeded the maximum period of registration specified in AS3, unless otherwise permitted by the Board of the Faculty.

c) BASc(AppliedAI)

AAI10 Unless otherwise permitted by the Board of the Faculty, candidates shall be recommended for discontinuation of their studies if they have:

- a. failed to complete 36 or more credits in two consecutive semesters (not including the summer semester), except where they are not required to take such a number of credits in the two given semesters; or
- b. failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters (not including the summer semester); or
- c. exceeded the maximum period of registration specified in AAI3.

G11 Unsatisfactory performance or progress:

A student whose performance at examinations or in coursework or in such class tests as may be held from time to time is unsatisfactory, or in the case of a higher degree student whose progress is unsatisfactory, may be required by the Senate to discontinue his/her studies.

Students who are recommended for discontinuation of their studies will be interviewed by the Faculty Review Committee on Student Performance and Discontinuation before their cases are considered by the University's Committee on Discontinuation. The Faculty Review Committee on Student Performance and Discontinuation normally meets in January/February and July every year. Students who cannot attend the Faculty Review Committee on Student Performance and Discontinuation meeting will be referred to the University's Committee on Discontinuation automatically. The decision made by the Committee on Discontinuation is final and is not subject to

appeal. Students who have any concerns and questions about their academic performance may contact the Administrative Assistant of the Faculty Office.