

THE UNIVERSITY OF HONG KONG

Frequently Asked Questions on University Examinations

1. When are university examinations held?

Please refer to the [University's Calendar](#) for the details of the assessment periods for individual curricula.

2. If I have special educational needs (SEN), how do I apply for special examination arrangements?

For registration and needs assessment, please contact the Student Support and Inclusion (Diversity and Inclusion), Centre of Development and Resources for Students (CEDARS), at inclusion@hku.hk.

3. When will my examination timetable be available?

Timetables for centrally administered examinations are normally released seven weeks prior to the scheduled examination dates.

4. Where can I find my examination timetable?

The examination timetables, excluding the summer semester, are published at <http://www.exam.hku.hk>. Once available, you can access your personalized examination timetable via the HKU Portal (Login HKU Portal → SIS Menu → Timetables → Examination Timetables). Please note that timetables for summer semester examinations will be sent to concerned students via email only.

5. When and where can I find my seat numbers?

You will receive an email notification when seat numbers for individual examinations, including specific venue assignments for examinations held in multiple venues, are available. Your seat number and the assigned venue will be uploaded and highlighted in your personalized timetable. Please refer to the sample screenshot below for reference.

Dec 9 2:30 pm - 4:00 pm TUE	GEOG1005 Map use, reading and interpretation	Loke Yew Hall
	Map use, reading and interpretation	Rm 103 Main Bldg.
	Map use, reading and interpretation	Rm 105 Chong Yuet Ming Amenities Ctr. (Seat no.: X)
	Map use, reading and interpretation	Rm 167 Main Bldg.

Additionally, seat numbers and seating plans will be displayed on the noticeboard at the entrance of the examination venue. Please check your personalized timetable and seat number again before attending each examination.

6. How can I check for the location of an examination venue?

Please click [here](#) to check the locations of major examination venues.

7. What are the examination arrangements during bad weather?

Please visit http://www.exam.hku.hk/a2_badweather.php for details.

8. What examination regulations or instructions should I follow in an examination?

Please read the [Instructions to Candidates for University Examinations 2025-2026](#) carefully and adhere to them strictly.

9. When should I arrive at the examination venue?

You should arrive at the examination venue at least 10 minutes before the start of the examination to avoid missing any announcements.

10. What happens if I am late for the examination?

You are permitted to enter the examination venue only during the first half of the examination time (e.g., for a two-hour paper, admission will not be allowed after the first hour). Late candidates will not normally be granted extra time.

11. Can I leave an examination if I finish early?

You may leave the examination venue at any time after half of the examination time has passed (e.g. after one hour of a two-hour paper), but not during the last five minutes. If you wish to leave early, you must obtain permission from an invigilator or an examiner before leaving, and leave your question paper and answer script on your desk.

12. Can I go to the washroom during the examination?

You may leave the examination venue to use the washroom only if you are accompanied by an invigilator. Otherwise, you will not be re-admitted to the examination venue.

13. What materials am I allowed to bring into the examination venue?

All in-person written examinations are closed-book unless otherwise specified. Only writing implements, rulers, erasers, calculators (where permitted), and your Student Registration Card may be placed on your desk. If you are allowed to bring your personal belongings into the examination venue, all items, including any printed or written matter, must be kept in a closed bag under your chair.

14. What models of calculators can I use if calculators are allowed in the examination?

Only the models of calculators listed on the [Approved List of Calculators](#) may be used in the University examinations, unless you have obtained explicit approval from the examiner(s) concerned. You are encouraged to familiarize yourself with your calculator's operation before the examination.

15. What should I do if I lose my Student Registration Card and cannot present it at the examination?

Please bring your HKID Card, or any other identification document with your photo, to the examination, and place it on the desk for inspection. If you need to replace your Student Registration Card, please apply online via HKU Portal (under SIS Menu -> Self Services -> Report Lost/ Damaged Card).

16. Can I bring my mobiles phones, smartwatches, or other communication devices into the examination venue?

Yes, but all such devices must be switched off during the examination. Mobile phones and smart watches must be turned off (airplane mode is not allowed) and placed inside the zipper pouch under your desk throughout the examination. Other electronic, communication, or any sound-making devices, must also be switched off and placed in your closed bag under your chair.

17. Where should I place my personal belongings inside the examination venue?

All personal belongings, including any printed or written matter, must be placed in a closed bag under your chair. If you do not have a bag, you may be required to place your personal belongings in a designated area in the examination venue.

18. Can I take photos or record videos inside the examination venue?

No. You must not take photos, audio recordings, or video recordings before, during, or after the examination in the examination venue. Displaying examination-related images, videos or recordings electrically or publicly is strictly forbidden.

19. Can I consume coffee, tea, other drinks or food inside the examination venue?

No. Only water is allowed. Consumption of coffee, tea, other drinks, or food is not permitted inside the examination venue.

20. What should I do if I have been absent from the examination due to illness?

If you are unable to attend any examination due to illness, you should submit a completed “[Form of Medical Certificate](#)”. You should consult a doctor and obtain a sick leave certificate covering the examination date(s). You should complete Part I of the Form and have your doctor complete Part II. The completed Form, together with the original sick leave certificate, should be submitted to the Examinations Office (Room 239B, 2/F, Main Building, HKU Main Campus) within seven calendar days of the examination concerned (the examination date is counted as the first day). Late or incomplete submissions will not be accepted.

21. What should I do if I have been absent from an examination due to non-medical reasons?

If you have been unable to attend any examination for reasons other than illness, you must write to the Examinations Secretary at exam@hku.hk within seven calendar days of the examination concerned (the examination date is counted as the first day), stating the reasons for your absence along with supporting documents.

22. What happens if I have attended my examination but they are affected by illness or other factors?

If you believe that your health status immediately before or during the examination has significantly affected your performance, you should consult a doctor and obtain a sick leave certificate covering the examination date(s). You should complete Part I of the “[Form of Medical Certificate](#)” and have your doctor complete Part II. The completed Form, together with the original sick leave certificate, should be submitted to the Examinations Office (Room 239B, 2/F, Main Building, HKU Main Campus) within seven calendar days of the examination concerned (the examination date is counted as the first day). Late or incomplete submissions will not be accepted.

If you believe that your performance may have been affected by an incident occurring during the examination, you should write to the Examinations Secretary at exam@hku.hk within seven calendar days of the examination concerned (the examination date is counted as the first day). Do not delay, and do not contact the examiners under any circumstances.

23. What should I do if I have left my personal belongings in the examination venue?

During the main assessment period, please visit the Examinations Office (Room 239B, 2/F, Main Building, HKU Main Campus) to check if your item has been handed in. After the main assessment period, any unclaimed items will be transferred to the Security Control Centre. In this case, please contact the Security Control Centre directly (address: Room 302, Pao Siu Loong Building, HKU; tel: 3917 2883; email: ecosecure@hku.hk).

24. When are examination results announced?

Assessment results are generally announced in January for examinations of the first semester, and in June for the second semester. Please contact your home Faculty/School for details.

25. Can I appeal for examination results?

There shall be no appeal against the results of examinations and all other forms of assessment. However, students may request checking of assessment results on the grounds of procedural irregularities. For further details, please refer to the “[Procedures for Checking of Assessment Results of Taught Courses](#)” in the student handbook.

26. Where can I access past examination papers?

Please visit the [Exambase](#).