

LOMA Regulations

General Rules

1. Students shall only be allowed to attend an examination at the designated venue.
2. A clock is available in the examination venue. Students are advised to arrive at the examination venue **at least 15 minutes before the start of the examination**. Proctors will check the student's valid Hong Kong Identity Card or Passport and Enrollment Confirmation E-mail upon their arrival. Students will be assigned a seat after their identity is verified. Those who fail to produce such identification or whose identity cannot be satisfactorily verified will **not** be permitted to sit for the examination.
3. As far as possible, the examination will be started according to the published schedule. However, the Vocational Training Council will not be responsible for any delay arisen due to operational reasons, or system failure. Students will be given the full examination time to take their exams if there are any technical problems with starting the exams.
4. Students who arrive at the examination venue more than 15 minutes late for whatever reason will not be allowed to take the examination and the examination fee paid will not be refunded.
5. Only LOMA calculators will be allowed in the examination room.
6. Students may not take any notes or study materials into the examination area. All other materials must be left with VTC proctors in a secure area during the examination. All electronic items, such as cell phones, pagers and PDA's must be placed in the off or silent position. Access to these items is not allowed during the exam.
7. **Students who are not able to attend the Examination for whatever reason are regarded as "ABSENT" (including those who are more than 15 minutes late). Absentees will not be re-scheduled to another examination session and the fees paid are not refundable.** For the students who arrive at the examination venue within 15 minutes after the start of the examination, their examination time will not be extended.
8. The Vocational Training Council will not be responsible for any loss, theft or damage of personal property of students during the examination.
9. All personal articles including any textbooks, notes, dictionaries, electronic diaries and any other electronic devices, study materials must be placed in the designated area during the examination.
10. Drinking, eating and smoking are not allowed in the examination venue.

11. Students must sit according to the designated seat numbers unless otherwise approved by the proctor. Students must stay in the view of the proctor at all times, and the proctor must be present for the duration of the testing period.
12. At the end of the examination, students should remain silent and seated until the proctors announce that they can leave the examination venue.
13. Proctors will collect all paper from students at the end of the examination. Under no circumstances will a student be permitted to carry copies of exam questions or other notes outside the test area.
14. Students are not allowed to leave the examination room without permission. If a student must leave the exam for an emergency, the exam will be graded at the point the student leaves. The student may not return to the exam. The student must re-enroll for the exam with full fees. Restroom breaks will be allowed, however nothing may be taken to or from the restroom. The break should last no longer than five minutes, and the student cannot communicate with anyone while out of the examination room. Smoking breaks and phone calls are not allowed during the exams.
15. Proctors will report any suspected cheating or exam violations to LOMA's Office of the Registrar immediately.

Disqualification

A student may be disqualified from the Examination if he/she:

1. obtains knowledge of an examination prior to the examination;
2. communicates or attempts to communicate with any person inside or outside the examination centre during an examination;
3. copies from notes, books or electronic devices brought into the examination centre or from the work of another candidate during an examination session;
4. takes away or attempts to take away from the examination centre any examination materials, such as examination question books or examination questions, answer sheets, backing sheets or graph papers by any means;
5. leaves the examination centre without permission;
6. does anything which causes unnecessary distraction to other students or disruption to the examination;
7. takes an examination on behalf or in the name of another person or allows other persons to take the examination instead of himself/herself;
8. fails to follow the General Rules or the instructions of the proctors in the examination; or
9. is found cheating in whatever manner.

Proof of Identity

Students must bring their own login ID and password together with their respective valid Hong Kong Identity Cards or Passports, as a proof of their identity, to the examination. Those who fail to produce such identification will not be permitted to sit for the examination.

Typhoon and Black Rainstorm Warning

1. If the typhoon signal no. 8 or higher signals or the black rainstorm warning signal is in force after 6:15 a.m., but before 11:00 a.m., all daytime examinations (those between 9:00 a.m. to 6:00 p.m.) will be cancelled.
2. If the typhoon signal no. 8 or higher signals or the black rainstorm warning signal is in force at or after 11:00 a.m., all remaining examinations in the day (those at or after 12:00 noon) will be cancelled.
3. Students are advised to listen to radio or television broadcasts for any special announcements concerning postponement of examinations. The new examination date and time will be notified to candidates as soon as possible.
4. However, once the examination has commenced, candidates are required to sit through the examination even if the typhoon signal no. 8 or higher signal or black rainstorm warning signal is announced.