

Examination Time Schedule for 2011 Autumn Term

Date	Time	Module
Tuesday, 3 January 2012	7:00 pm - 9:00 pm	Business Strategy
Wednesday, 4 January 2012	7:00 pm - 9:00 pm	Human Resources Management
Thursday, 5 January 2012	7:00 pm - 9:00 pm	The Economic Environment
Friday, 6 January 2012	7:00 pm - 9:00 pm	Marketing
Saturday, 7 January 2012	2:30 pm – 4:30 pm	Business Communication
Sunday, 8 January 2012	10:00 am - 12:00 noon	Financial Management
Monday, 9 January 2012	7:00 pm – 9:00 pm	Business Law
Tuesday, 10 January 2012	7:00 pm – 9:00 pm	Introduction to Management
Wednesday, 11 January 2012	7:00 pm - 9:00 pm	International Business
Thursday, 12 January 2012	7:00 pm - 9:00 pm	Information Technology
Friday, 13 January 2012	7:00 pm - 9:00 pm	Operations Management
Saturday, 14 January 2012	2:30 pm – 4:30 pm	Marketing Management
Sunday, 15 January 2012	10:00 am - 12:00 noon	Change and Quality Management
Monday, 16 January 2012	7:00 pm – 9:00 pm	Organizational Behaviour
Tuesday, 17 January 2012	7:00 pm – 9:00 pm	Accounting for Managers
Wednesday, 18 January 2012	7:00 pm - 9:00 pm	Management Accounting
Thursday, 19 January 2012	7:00 pm – 9:00 pm	Management for Information Technology

Examination Centres

- Examinations for all classes except the Tin Shui Wai classes, will be held in **HKMA Li Ka-shing College of Professional & Continuing Education (LKS Centre), 8 Hoi Wang Road, Mongkok (West), Kowloon**
- Examination for the Tin Shui Wai classes (G), will be held in the Tin Shui Wai Centre, **HKMA K S Lo College, 26 Tin Pak Road, Tin Shui Wai, New Territories**
- All remedial examinations will be held in **HKMA Li Ka-shing College of Professional & Continuing Education (LKS Centre), 8 Hoi Wang Road, Mongkok (West), Kowloon**

Rules Governing the Conduct of Examinations

Students are required to note the following rules governing the conduct of examinations. Failure to observe any of these rules may result in disqualification from the examination or suspension of study.

1. Candidates must bring their student identity cards to the examination and place them on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the Programme if the document does not correspond to the person sitting the examination. Students who have lost their Student Cards should contact DMS Secretariat (Tel: 2774 8504 / 2774 8505) to have their Student Cards re-issued.
2. It is important to take note of the examination centre as the one designated may be different from the one at which lectures are held. Candidates must attend the examinations at the assigned centre.
3. Candidates shall not enter the examination room/hall until so instructed by the invigilator.
4. No books, memoranda, notes, scrap papers, dictionaries, electronic storage device (such as an electronic organizer, diary or electronic dictionary) or any other similar material shall be put on the desk or in the pockets. Articles brought into the examination room/hall with the permission of the invigilator shall be deposited in a place designated by the invigilator. The possession of unauthorized materials by a candidate in an examination room/hall shall constitute a breach of regulations and will be disqualified from the Programme.
5. If necessary, candidates should only use the mathematical or other tables provided. Special tables may only be used after inspection by and with the approval of the invigilator.
6. Candidates should be seated at least 5 minutes before the commencement of an examination. However, at the discretion of the invigilator, candidates may be allowed to enter the examination room/hall within 45 minutes of the commencement of the examination.
7. Candidates must sit according to the seat number assigned.
8. No candidate shall start the examination until instructed to do so by the invigilator.
9. Candidates must provide themselves with necessary writing and drawing instruments.
10. Electronic calculators may be used in an examination. Unless expressly allowed, the electronic calculator should be hand-held, self-powered, silent in operation, and with neither printout nor graphic / word-display facilities. No external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules, are allowed. Candidates should make sure that the cover and / or the back of their calculators do not contain any paper.
11. Candidates shall write only on answer books and supplementary answer sheets provided for examination purpose. No pages may be torn out of the answer books.
12. After the examination has been in progress for more than 45 minutes, candidates may be allowed to leave the examination room / hall with the approval of the invigilator. However, candidates may not be permitted to leave the examination room/hall during the final 15 minutes of the examination.
13. During the course of examination, candidates shall not leave the examination room/hall temporarily and return subsequently, unless accompanied by an invigilator.
14. During the examination, there shall neither be communication between candidates for any dishonest conduct. Candidates shall not do anything which causes necessary distraction to other candidates. Irregularities of any kind will be reported to the DMS Secretariat for action as appropriate. Anyone found cheating in any manner will be disqualified from the Programme.
15. All pagers and mobile phones should be switched off during the examination.
16. No food, drinking or smoking is allowed in the examination room / hall during the examination. However, if a candidate needs to drink water (to accompany medication for example) or has any other urgent requirements, he can make his request to the invigilator.
17. A reminder of the time remaining will be announced 15 minutes before the end of the examination.
18. At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room / hall. They shall not take out of the examination room/hall any items issued by the invigilator. Examination papers cannot be taken away.
19. ***A student alleged to have cheated or have contravened the examination regulations shall be disqualified and barred for at least two years from the DMS Programme.*** After the said period, the student may reapply if he/she so wish. However, acceptance will be subject to the prevailing requirements.

All DMS regulations are subject to repeal or amendment by the Joint Course Leaders as and when deemed appropriate.