



Ref : RG/19/STD/060
To : **All Students**
From : Registry
Date : 6 December 2019
Re : Arrangement of Examination for Courses Offered in Semester 1 of 2019-20

IMPORTANT NOTICE

In this academic year (2019-20), examinations of Semester 1 courses will be replaced by alternative forms of assessment or postponed to Semester 2 as deemed appropriate. The general arrangement will be as follows:

- (1) **For courses that will have alternative forms of assessment for the replacement of examinations conducted in the Institute/College**, the course teacher will be informing students of the detailed arrangements. Please be mindful of the announcement on Moodle or by email for these courses.
- (2) **For courses that will finish before the commencement of Semester 2 and have examination arranged by the Registry**, the examination will take place during **13–24 January 2020 and 3–8 February 2020**. Examination will be arranged in day-time and the evenings on Monday to Saturday. Student can check the examination timetable starting 18 December 2019 (Wednesday) from the following locations (individual notification is not applicable):
 - (i) The Student Portal – Registry <http://studentportal.cihe.edu.hk> under “Examination Arrangement”
 - (ii) The student Intranet <http://booking.cihe.edu.hk>
 - (iii) The Registry’s notice boards located at Registry counter (2/F Student Services Centre on CIHE Campus)
- (3) **For courses that will finish after the commencement of Semester 2 and have examination arranged by the individual course teacher**, the examination will be arranged no later than the end of February 2020, and students will be informed by their course teacher of the detailed arrangements.

If needed, please also consult the individual course teacher on the examination of your courses in more detail.

Thank you for your kind attention.

