



General Information and Rules for Joint Admission Examination (JAE) for Macao Four Higher Education Institutions in Academic Year 2018/2019 (Subjects: Languages and Mathematics)

1. General Information of Joint Admission Examination for Macao Four Higher Education Institutions (Subjects: Languages and Mathematics)

1.1 Introduction

Four higher education institutions of Macao namely the University of Macau, Macao Polytechnic Institute, Institute for Tourism Studies and Macau University of Science and Technology (hereinafter referred to as “the Four Institutions”) jointly implement the “Joint Admission Examination for Macao Four Higher Education Institutions (Subjects: Languages and Mathematics)” (hereinafter referred to as “JAE”). JAE refers to the admission examinations on four subjects namely Chinese, Portuguese, English and Mathematics jointly organised by the Four Institutions. Any written examination or interview for subjects other than these four subjects shall be arranged and announced by the Four Institutions individually.

The Four Institutions shall admit students according to their own admission criteria. Candidates are advised to check against the rules/regulations of relevant institutions for the corresponding admission requirements for individual programmes. As JAE is not a unified examination, there is no centralised allocation. Candidates may be admitted by multiple institutions for their higher education choices.

1.2 Eligibility of Candidates

JAE candidates must fulfil one of the following criteria:

- 1.2.1 Completed and graduated from secondary education (Form 6) or equivalent, or
- 1.2.2 Currently attending Form 6 or equivalent, or
- 1.2.3 Aged 25 or above on 1 September 2018 with special talent but without the above required qualifications.

1.3 JAE Subjects and Examination Timetable

Examination Date	Examination Time	Subject & Code	Scope & Type of Question
04/04/2018 (Wednesday)	18:00-20:30 (2.5 hours)	Portuguese Paper A (JP01)	Reading comprehension (35%), Language use (30%), Composition (35%)
06/04/2018 (Friday)	18:00-20:00 (2 hours)	Portuguese Paper B (JP02)	Reading comprehension (40%), Language use (40%), Composition (20%)
07/04/2018 (Saturday)	15:30-17:30 (2 hours)	Chinese Standard Paper (JC01)	Knowledge of language (40%), Reading literacy (20%), Composition (40%)
07/04/2018 (Saturday)	18:00-18:30 (30 minutes)	Chinese Supplementary Paper (JC02)	Questions and answers
08/04/2018 (Sunday)	10:00-12:00 (2 hours)	English (JE01)	Language use (40%), Reading comprehension (30%), Composition (30%)
08/04/2018 (Sunday)	15:30-17:30 (2 hours)	Mathematics Standard Paper (JM01)	Multiple choice (60%), Questions (40%)
08/04/2018 (Sunday)	18:00-19:00 (1 hour)	Mathematics Supplementary Paper (JM02)	Questions

1.4 Examination Syllabus, Mock and Past Examination Papers

For the Examination Syllabus, Mock and Past Examination Papers of each subject, please visit the official websites of the Four Institutions.

1.5 Application Period and Procedure

1.5.1 The JAE application period for academic year 2018/2019 is 03 to 19/01/2018.

1.5.2 Applicants are required to proceed with the online application procedures and settle the relevant application fee respectively at each of the higher education institutions they wish to apply to (if applicants wish to apply for programmes in all Four Institutions, they must proceed with the application procedures at all Four Institutions separately).

Upon completion of the application procedures, the Four Institutions will compile candidate's data for the arrangement of JAE and other necessary admission examination of the respective higher education institution.

1.5.3 If the candidate has applied to more than one higher education institution, the same identification document must be used for the application procedure, in



order to avoid the situation as described in 1.6.4 as below.

1.6 JAE Permit

- 1.6.1 If candidates have applied to one of the Four Institutions and have to attend any of the examination subjects stated in 1.3, they will be issued a JAE Permit. The JAE Permit will include emblems of the Four Institutions, candidate's information, campus for the subject concerned (e.g. UM, MPI, IFT and MUST), examination room and seat number, etc.
- 1.6.2 JAE Permit will be released online from **22/03 to 08/04/2018**. Candidates can download the JAE Permit through the online application system of the institution they have applied to.
- 1.6.3 Candidates are required to show their valid identification documents and JAE Permit when they attend the examination.
- 1.6.4 If a candidate uses different identification documents when applying to different higher education institutions, the Four Institutions will not treat the candidate as the same person. In that case, the candidate will be issued with more than one JAE number. The candidate will have to decide by himself/herself as to present which JAE Permit and its number for the examination. No show at examination will be considered as absence.
- 1.6.5 If candidates need to attend examinations or professional assessment of subjects other than JAE subjects at the institution they have applied to (e.g. physics subject of the UM), they must download the Examination Permit/Admission Examination Notice for that particular examination or professional assessment from the online application system of the respective institution (please note that such Examination Permit/Notice will only include the emblem of specific institution). Candidates attending the examination or professional assessment of individual institution must bring along their valid identification documents and Examination Permit/Admission Examination Notice of the institution in order to be admitted to the examination.

1.7 Result Release and Admission Criteria

- 1.7.1 Candidates can check their examination results from the online application system of the institution they have applied to during the second week of May 2018.
- 1.7.2 According to the admission requirement and quota of each programme, the Four Institutions will base on JAE results, other necessary admission assessment (if any) and interview (if any) for the selection process.
- 1.7.3 The Four Institutions will not release the JAE results to the public. The admission results of candidates will be released respectively by the institution they have applied to. Candidates who are admitted shall proceed with relevant registration procedures according to the institution's requirements.



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1.8 Exemption from Taking Particular Subject of JAE

- 1.8.1 Owing to different exemption criteria of each institution, candidates should refer to the applied institution(s) for the respective exemption criteria of each JAE subject.
- 1.8.2 If candidates wish to apply for exemption of certain JAE subject, they must abide by the application period and regulations established by the relevant institution.
- 1.8.3 If the application for exemption of any JAE subject is approved by all the applied institution(s), then the wordings “Examination Exempted” for that subject will be printed on the candidate’s JAE Examination Permit.
- 1.8.4 If the application for exemption of the JAE subject is not approved by all the institutions that the candidate has applied to, the candidate is still required to attend the examination in order to fulfil the admission requirements of the institutions which have not granted the exemption of examination.

1.9 Rechecking of JAE Results

- 1.9.1 If candidates have any queries about JAE results, they can apply for score rechecking before the prescribed deadline after the release of JAE results. No late application will be accepted.
- 1.9.2 The application fee for score rechecking is MOP50 per subject. Application will only be processed after payment has been settled. Both Chinese Supplementary Paper and Mathematics Supplementary Paper are considered as individual subjects.
- 1.9.3 The score rechecking process involves the checking by the Chief Examiner to ensure that the score of every part was given and their totals are rightly calculated as well as to confirm that every answer was being assessed.
- 1.9.4 The candidates will be informed by email of their rechecking results within 5 working days when the deadline is due.
- 1.9.5 The rechecked results will be deemed as the final score of the examination and no further appeal shall be accepted by the Four Institutions.
- 1.9.6 Under no circumstance shall the Four Institutions disclose the examination papers and answers of a candidate.



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1.10 Important Dates

Event	Date
Application Deadline for Special Examination Arrangement of the Students with Disabilities	31 December 2017
2018/2019 Application Period of the Four Institutions	03 - 19 January 2018
Issuance of JAE Examination Permit	22 March - 08 April 2018
JAE Examination	04 April - 08 April 2018
JAE Result Release	During the second week of May 2018
Application for Rechecking of JAE Results	To be announced upon release of JAE result
Announcement of the Admission Offer by the Four Institutions	Between the end of May and the beginning of June 2018

2. Examination Rules for the Joint Admission Examination for Macao Four Higher Education Institutions (Subjects: Languages and Mathematics)

2.1 General information

- 2.1.1 JAE is held only once a year. No supplementary examination will be arranged.
- 2.1.2 Candidates must attend the JAE subjects according to the examination date, time and venue on their JAE Permit issued by the institutions they have applied to.
- 2.1.3 It is forbidden to scribble any information on the JAE Permit.
- 2.1.4 Candidates should check carefully against the personal information printed on their JAE Permit. Any mistakes found or any information missing should be reported in writing or by email to any one of the Four Institutions that they have applied to at least 3 working days before the scheduled first examination.
- 2.1.5 No stationery will be provided at the examination venue. Candidates are required to bring along the following items to attend the admission examination:
 - Personal identity card / passport (must be the same as the identification document printed on the JAE Permit);
 - JAE Permit;
 - Ink-Pens or ballpoint pens (blue or black), HB/2B pencils, rulers, erasers and correction fluid;
- 2.1.6 Candidates are not allowed to use any kind of calculators in the Mathematics examination.
- 2.1.7 Dictionary/thesaurus of any form are not allowed in the examination of any subjects.
- 2.1.8 No food or drink allowed inside the examination venue.
- 2.1.9 No photo-taking/recording allowed inside the venue.
- 2.1.10 Candidates carrying any electronic device or device that can produce sound, e.g. alarm watches, must be set to silent mode before the examination is due to start.
- 2.1.11 All mobile phones, smart watches with word/data display functions or any electronic devices must be switched off and disconnected from the Internet before entering the examination room. They must not be switched on or used during the examination or



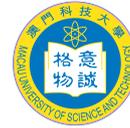
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before leaving the examination room.

- 2.1.12 Candidates must put all their personal belongings, e.g. notes, books and any other electronic devices (e.g. tablet computers) under his/her chair, and not on the desk. Candidate's mobile phone/ smart watch which bears the display function for numbers and data must be put inside a transparent envelope provided in the examination room, and is prohibited to be put in their body or pockets.
- 2.1.13 Candidates should not leave any personal belongings outside the examination room in case of theft. Any rain gears should be put outside the examination room to avoid causing wet and slippery floors inside the examination room.
- 2.1.14 Candidates should listen carefully to the invigilator's announcement. All the announcements shall be made in Cantonese and English.
- 2.1.15 Under general circumstances, all answers shall be written by ballpoint pen or ink-pen. For multiple choice answer sheets, please use HB/2B pencils. Candidates are required to read in details the instructions for each of the sections in the examination paper. Any answers made without following the instructions, or any answers written on the draft paper(s), will not be marked. Candidates are not permitted to make any special marks or signs on the examination paper or examination items.
- 2.1.16 The invigilators shall not make any explanation or confirmation on the content of the question or the manner in which answers shall be made.
- 2.1.17 For the examination of Mathematics subject, candidates can choose to answer in English or Chinese. Should candidates choose to answer in Chinese, they may write their answers in traditional Chinese or simplified Chinese characters.
- 2.1.18 For the examination of Chinese subject, candidates may write their answers in traditional Chinese or simplified Chinese characters.
- 2.1.19 If the candidate needs to go to the lavatory during the examination, the invigilator shall record the time the candidate was in/out of the room.
- 2.1.20 All times mentioned in this rule must follow the clock in the examination room.
- 2.1.21 If the candidate is not feeling well during the examination, he/she may request to go to the medical room for rest or treatment, but will not be given extra time for examination.
- 2.1.22 Candidates are required to follow the regulations and requirements set out in this document. Any violations may incur a deduction of scores. Any serious violation such as those stated in item 2.6 of this document, the candidate may be disqualified from the examination. If a candidate is found in any violations, he/she may be required to sign a declaration for the Four Institutions to follow up the case.

2.2 Before the Examination

- 2.2.1 Candidates are advised to arrive at the examination room 15 minutes in advance.
- 2.2.2 Once admitted into the examination room, candidate should occupy the seat assigned in accordance with the seat number stated on his/her JAE Permit. If a candidate cannot find his/her seat, he/she should inform the invigilator.
- 2.2.3 Candidates shall not turn over any paper or examination sheets or take photo of the examination paper. Any violations will have marks deducted or will be acted upon according to item 2.6 in this document.
- 2.2.4 Candidates, who arrive late and are admitted into the examination room after the examination has started, will not be given extra time.
- 2.2.5 No candidate shall be admitted into the examination room 30 minutes after the commencement of an examination.



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- 2.2.6 Item 2.2.5 is not applicable to the Supplementary Paper examination. If the candidate leaves the examination venue 15 minutes before the end of the examination time of the Standard Paper, the candidate must return to the examination venue according to the time given by the invigilator, to sit for the Supplementary Paper examination. Otherwise, the candidate will be considered as absent from the examination of that subject.

2.3 During the Examination

- 2.3.1 Candidates must remain absolutely silent and should not speak to or disturb other candidates.
- 2.3.2 Candidates should first read through the whole question paper when an examination begins. They should inform the invigilator immediately if there is anything wrong with the question paper, or they have not received the materials that are supposed to come with the examination.
- 2.3.3 Apart from the printing or binding problems, candidates shall not be allowed to change any paper or be given more papers or examination materials.
- 2.3.4 Candidates may ask questions by raising their hands, while they must not ask the invigilator for any hint, explanation or confirmation of the examination questions.
- 2.3.5 Candidates must write their JAE No., campus, building, examination room and seat number, etc. clearly on the front page of examination paper, the cover of answer booklet and on any other examination materials provided to them.
- 2.3.6 If the mobile phone or the alarm of a candidate rings during an examination, the invigilator shall ask him/her to show the mobile phone call, SMS message or MMS log, etc. All relevant information will then be noted down for further investigation. Any violation will lead to score deduction or consequences stated in item 2.6 of this document.
- 2.3.7 No candidate will be permitted to leave the examination room during the first 30 and the last 15 minutes of the examination. Any candidate wishing to temporarily leave the examination room will only be permitted to do so with the permission of an invigilator. A candidate must not re-enter the examination room upon submission of examination paper and answers.
- 2.3.8 Candidates attending examination for the Supplementary Paper shall not be allowed to leave the venue before the examination time is due.
- 2.3.9 If circumstances or disturbances (such as noises) arise during an examination, the Chief Invigilator should report them to the Commander-in-Chief or his/her assistant, who will investigate the matter and shall take appropriate action. The Commander-in-Chief or his/her assistant will determine the cancellation of examination or extension of examination time as appropriate. Should the Commander-in-Chief render it necessary for the examination to be cancelled, he/she will terminate the examination at once and arrange the collection of the written scripts and all other examination materials provided to the candidates. If the examination is cancelled due to emergency, the answers written will not be marked.

2.4 Collection of Examination Papers

- 2.4.1 Candidates are not allowed to leave the examination room during the last 15 minutes of the examination period until they are given permission to leave by the Chief Invigilator.
- 2.4.2 Candidates must stop writing and remain in their seats quietly upon completion of



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the examination. If the candidate is found to be continuing writing, he/she shall have scores deducted and acted upon according to item 2.6 of this document.

- 2.4.3 It is the responsibility of the candidates to ensure that all loose pages are securely placed into the answer booklets/examination papers, and that the examination papers and other examination materials provided to them at the scene are handed in.
- 2.4.4 Candidates are not permitted to switch on mobile phones or to take photos inside the examination room. Any violators will have score deducted or acted upon according to item 2.6 of this document.
- 2.4.5 Candidates must not take any examination papers, answer booklets or other materials provided at the scene, whether used or unused, out of the examination room.
- 2.4.6 After candidates have handed in the examination papers, no request for checking examination papers or answer scripts and amendment of personal information or examination content will be allowed.

2.5 Conduct of Candidates

- 2.5.1 Candidates shall comply with this rule and all instructions given by the invigilators.
- 2.5.2 Smoking, eating or drinking is prohibited in the examination room.
- 2.5.3 Candidates must remain quiet and must not shout in the examination room.
- 2.5.4 When communication is needed with an invigilator, candidates must not cause any unnecessary distraction to other candidates. A candidate who persists in causing disturbance to other candidates after a warning may be required to discontinue the examination and leave the examination room by the Chief Invigilator.
- 2.5.5 During the examination, candidates shall not communicate in any way with other candidates, nor give or receive any information, material or aid to or from other candidates, nor make use of any material or aid not authorised for that examination.
- 2.5.6 No person may impersonate a candidate, nor may any candidate permit himself/herself to be impersonated at any examination.

2.6 Disqualification

- 2.6.1 The Four Institutions reserve the right to disqualify candidates from examination if any information/document given in a candidate's application is found to be untrue/incorrect, or any dishonesty is found during the admission process.
- 2.6.2 Any one of the following acts committed by a candidate is considered cheating or misconduct. The Chief Invigilator has the right to discontinue the examination of the candidate involved, who will also be disqualified and asked to leave the examination room:
 - 2.6.2.1 A candidate disobeys the instructions of the invigilators.
 - 2.6.2.2 A candidate impersonates a candidate, or a candidate permits himself/herself to be impersonated.
 - 2.6.2.3 A candidate obtains the contents of examination papers in any way prior to the examination.
 - 2.6.2.4 A candidate starts to write any notes or answer any questions without permission or announcement before the start of the examination, or candidate who continues to write after the invigilator has announced the completion of the examination.
 - 2.6.2.5 A candidate is found to have any unauthorised article(s)/material(s) on/in the examination desk or on his/her body.



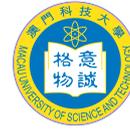
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- 2.6.2.6 A candidate communicates or attempts to communicate with any person in any way inside/outside the examination room.
- 2.6.2.7 A candidate uses any unauthorised notes, books or electronic devices (e.g. mobile phone, electronic dictionary, databank watch, tablet computer, etc.)
- 2.6.2.8 A candidate switches on/use mobile phone, takes photographs or publicly discloses any examination materials or examination scenes.
- 2.6.2.9 A candidate copies during the examination the information, data or material from the books, dictionaries, electronic devices brought into the examination room, or copies the answers of another candidate.
- 2.6.2.10 A candidate leaves and enters the examination room without permission.
- 2.6.2.11 A candidate causes noise/disturbance to other candidates in any way.
- 2.6.3 During the investigation of suspected cheating and misconduct incident, candidates may be requested to provide the data content stored inside their mobile phone or any other electronic devices. The Four Institutions may record any relevant information.
- 2.6.4 During the investigation of cheating and misconduct incident, the institution that the concerned candidate has applied to may withhold his/her examination and admission results.

2.7 Arrangement of Examination during Typhoons and Rainstorms

- 2.7.1 Typhoons and Rainstorms
 - 2.7.1.1 Typhoon signal no. 1, no. 3 or rainstorm warning signal
When typhoon signal no. 1, no. 3 or rainstorm warning signal is hoisted, the examination will be held as scheduled.
 - 2.7.1.2 Typhoon signal no. 8 or above
 - 2.7.1.2.1 When typhoon signal no. 8 or above is hoisted, the following arrangement will apply:

Typhoon signal no. 8 or above	JAE Arrangement
Hoisted during the admission examination	Examination will be continued as scheduled
Hoisted or still in force during the following times: <ul style="list-style-type: none"> 1) At or after 07:00 2) At or after 12:30 3) At or after 15:00 	<ul style="list-style-type: none"> 1) The examinations scheduled at 10:00 will be cancelled. 2) The examinations scheduled at 15:30 will be cancelled. 3) The examinations scheduled at 18:00 will be cancelled.

Remark: The Four Institutions will inform the candidates about the relevant examination arrangement through their webpages, mobile phone message (SMS) and emails.

2.7.1.2.2 When typhoon signal no. 8 or above is lowered or cancelled, the following arrangement will apply:

Typhoon signal no. 8 or above	JAE Arrangement
<p>Lowered or cancelled during the following times:</p> <ol style="list-style-type: none"> 1) Before 07:00 2) Between 07:00 - 12:30 3) Between 12:30 - 15:00 	<ol style="list-style-type: none"> 1) The examinations at 10:00 will be held as scheduled. 2) The examinations at 15:30 will be held as scheduled. 3) The examinations at 18:00 will be held as scheduled.

2.7.2 Arrangement for cancelled examinations

The examination will be postponed to the same time slot in the following week. Candidates concerned will be notified by mobile phone message (SMS) and email regarding the details of the examination rearrangement.

This document has been produced in Chinese, Portuguese and English. Should there be any discrepancies in the content, the Chinese version will prevail.