

## **Opening Hours of the SPSE Admin Office during the Examination Period**

If an in-person examination of SPSE courses is conducted in the 1<sup>st</sup> period, the SPSE Admin Office will be open from 8:30 am before the opening hours.

If an in-person examination of SPSE courses is conducted in the 5<sup>th</sup> period, the SPSE Admin Office will be open until 5:30 pm after the opening hours. However, please note that we can only deal with the issuance of the Examination Entry Permission Card during the periods.

You should follow the procedures listed on the notice board in front of our office to obtain the Examination Entry Permission Card.

Except for the issuance of the Examination Entry Permission Card, our office hours are from 10:00 am to 4:00 pm.

Note: When you take an in-person examination, you must bring your student ID with you to the classroom. If you forget to bring it, you must visit the SPSE Admin Office before the examination to obtain the Examination Entry Permission Card.

SPSE Admin Office