

EXAMINATION FOR REGISTRATION AS A GRADE C ELECTRICAL WORKER
C 級電業工程人員註冊考試

Notes for Candidates Entering for the Examination

報名須知

Examination Date and Time 考試日期及時間

Part A 甲部

3 November 2020 (7:00pm – 9:00pm)
2020 年 11 月 3 日晚上 7 時至 9 時

Part B 乙部

6 November 2020 (7:00pm – 9:30pm)
2020 年 11 月 6 日晚上 7 時至 9 時 30 分

Entry Prerequisite 報考資格

There is no minimum entry prerequisite.
此項考試不設最低報考資格。

Application Procedures 報名手續

Place of Registration 報名地點

International and Professional Examinations Division, Hong Kong Examinations and Assessment Authority,
3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon (Counter No.1)
香港考試及評核局國際及專業考試部九龍新蒲崗爵祿街 17 號 3 樓(1 號櫃位)

Enquiry Telephone Number 查詢電話: (852) 3628 8711

Website 網址: www.hkeaa.edu.hk/emc

Registration By Post 郵遞報名

Date 1 – 25 September 2020
日期 2020 年 9 月 1 日至 25 日

The completed application form together with the following should be mailed to the above place of registration :

考生將填妥的報名表連同下列文件一併郵寄至上述報名地點。

1. A photocopy of the candidate's Hong Kong Identity Card (for verification purposes only and will be destroyed after the application is completed);
考生的香港身份證影印本 (只供審核資料用, 申請手續辦妥後, 香港考試及評核局 (考評局) 會將之銷毀);
2. A photocopy of your partially passed Examination Result Notice of the Grade C examination in the last two years (if applicable);
考生過往兩年內在 C 級考試曾考獲之合格部份的考試成績通知單影印本 (如適用);
3. A stamped (postage: \$2), self-addressed envelope (Maximum dimensions: 245 mm x 165 mm) for sending a demand note for payment of examination fee.
一個已貼郵票(郵資: \$2)及寫上考生姓名和地址的回郵信封(最大尺寸: 245 毫米 x 165 毫米), 以便考評局郵寄繳費單給考生。

*Candidates must note that their entries will not be accepted if any of the above-mentioned documents have not been enclosed. Please ensure that sufficient postage is paid to avoid unsuccessful delivery. The candidate will bear any consequences arising from not paying sufficient postage. The postmark date on the envelope will be regarded as the date of application. The Hong Kong Examinations and Assessment Authority (HKEAA) cannot accept the responsibility for any delay / loss in mail service. If a demand note is not received by **30 September 2020**, the candidate should contact the HKEAA by phone **before 1:00pm on 5 October 2020**.*

若上述文件未有連同報名表一併遞交, 申請恕不接納。請確保已支付足夠郵資, 以免郵件未能送達考評局。考生須自行承擔因未有支付足夠郵資而引致的任何後果。郵寄的報名表, 按郵戳日期為準。任何因郵遞延誤或遺失, 而導致報名表未能在郵遞截止日期前寄抵報名地點, 或繳費單未能在截止繳費日期前寄抵申請人, 香港考試及評核局(考評局)恕不負責。倘考生於 **2020 年 9 月 30 日** 仍未收到繳費單, 必須在 **2020 年 10 月 5 日下午一時前** 致電考評局查詢。

考試費用 Examination Fee

Demand notes will be issued to individual candidates at the time of registration. Payment must be made by **cash** at any 7-Eleven or Circle K convenience store in Hong Kong. Candidates should refer to the demand note for the "Payment Instructions". Entry to the examination will be invalidated if payment of examination fee is not made on or before the date stipulated on the demand note. If under special circumstances a late payment is accepted, a supplementary fee of 291 (per candidate) will be charged in addition to the normal examination fee. Fees paid are not refundable or transferable in any circumstances.

考生在辦妥報名手續後，將獲發給繳費單，考試費必須於指定的日期內以**現金**在任何一間香港 7-Eleven 或 OK 便利店繳付。繳費辦法列於繳費單上。逾期未繳考試費者，其報考申請將被取消。在特殊情況下，倘考生獲批准逾期繳費，除繳交應付的考試費外，另須繳交逾期附加費港幣 291 元(以每名考生計算)。所有考試費用一經繳付，概不退還，亦不可轉作其他用途。

Checking of Examination Result of the Grade C Examination in the Last Two Years

核查過往兩年內在 C 級考試的考試成績

This service is aimed at providing a quick qualification confirmation to enable candidates who fail to present a copy of his/her previous partially passed Examination Result Notice when applying for this examination. A supplementary fee of \$64 (per candidate) will be charged. Supplementary fees paid are not refundable or transferable in any circumstances.

此項服務旨在為未能在報名時出示過往取得部份合格成績通知書影印本的考生，提供快捷核查其成績，供報名參加此考試之用。申請核查考試成績須繳費附加費港幣 64 元(以每名考生計算)。所有附加費用一經繳付，概不退還，亦不可轉作其他用途。

Late Entry 逾期報名

Under special circumstances, the HKEAA may at its discretion admit a candidate after the closing date for entry on payment of a supplementary fee of \$451 (per candidate) in addition to the normal examination fee. Supplementary fees paid are not refundable or transferable in any circumstances.

在特殊情況下，考評局可根據考生所提出的理由，考慮批准個別考生的逾期報名申請。如考生的申請獲批准，除繳交應付的考試費外，另須繳交逾期報名附加費港幣 451 元(以每名考生計算)。所有附加費用一經繳付，概不退還，亦不可轉作其他用途。

Admission Form 准考證

Admission Forms will normally be issued to all candidates about two weeks before the examination day by the HKEAA. Candidates should check their personal particulars carefully. If any discrepancies are found, please inform the HKEAA in writing for correction. If the discrepancies are related to candidate's Chinese or English name, a copy of the identification document must be submitted (Fax No.: (852) 3628 8790; Email: iel@hkeaa.edu.hk; Address: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon, Hong Kong). All candidates must take their examinations on the date, time and centre specified on their Admission Forms. Candidates who have not received their Admission Forms one week before the examination or in case of loss should immediately contact the HKEAA (Tel. No.: (852) 3628 8711 / (852) 3628 8787) for a replacement.

考評局約於考試舉行前兩個星期，發出准考證予各考生。考生收到准考證後，應小心核對准考證上的個人資料，如發現錯誤，請立即以書面通知香港考試及評核局國際及專業考試部修正。如考生的中、英文姓名有誤，則須連同身份證明文件副本一併遞交(傳真：(852) 3628 8790；電郵：iel@hkeaa.edu.hk；地址：香港九龍新蒲崗爵祿街 17 號 3 樓)。考生必須依時到達准考證上所指定的試場應試。考生如在考試前一個星期仍未收到准考證或遺失准考證，應立即聯絡考評局(電話：(852) 3628 8711 / (852) 3628 8787) 辦理補發手續。

Instructions to Candidates and Examination Regulations 考生須知及考試規則

The instructions to candidates and examination regulations for the examination will be sent to candidates together with the admission form. Candidates should ensure that they are conversant with these regulations and instructions prior to attending the examination to avoid being punished. Candidates have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with. The HKEAA will not accept any claims from candidates for being misinformed by others (including invigilation personnel) as an excuse for exemption from penalty for any breach of the regulations. Please read carefully the examination regulations and the penalties for breaching such regulations.

考生須知及考試規則會隨准考證一併郵寄予考生。考生須確保於應考前已熟悉其內容，以免因違反考試規則而受處分。遵守考試規則及符合考試要求是考生的個人責任。考評局不接納考生以受他人(包括監考人員)誤導為理由，申請豁免因其違規行為所導致的懲罰。請留意考試規則及違反規則可能引致的懲罰。

Notice of Examination Results 考試成績通知單

Examination Result Notices will normally be issued to all candidates ten weeks after the examination by the HKEAA. Candidates should contact the HKEAA at (852) 3628 8711 / (852) 3628 8787 if they do not receive it after the specified period. Application for re-issue of Examination Result Notice must be submitted no later than three months after the examination. Late application will not be accepted.

考評局約於考試後十個星期，發出成績通知單予各考生。考生如在此時段後仍未收到成績通知單，應致電 (852) 3628 8711 / (852) 3628 8787 向考評局查詢。補發考試成績通知單申請必須於考試後三個月內提出，逾期申請恕不接受。

Re-checking of Examination Result 覆核考試成績

If a candidate has doubt about his/her examination result and wishes his/her answer sheet or answer script remarked, he/she may, within 28 days of the issue of the Examination Result Notice, come in person to the International and Professional Examinations Division of the HKEAA at 3/F, 17 Tseuk Luk Street, San Po Kong to submit an application for re-checking of examination result and pay a supplementary fee for each paper applied. The candidate will be informed of the result of re-checking in writing. The supplementary fee paid will be returned to the candidate only if there is an upgrading of examination result after re-checking.

考生若對其考試成績有任何存疑，須於考試成績通知單發出日期起計 28 天內，親身到九龍新蒲崗爵祿街 17 號 3 樓考評局國際及專業考試部遞交覆核考試成績申請及繳交附加費（以每考卷計算）。在覆核考生的考試成績後，考評局將以書面通知考生覆核結果。若成績獲提升，已繳交之附加費將獲發還。

Qualification and Examination Syllabus 註冊資格及考試大綱

Details are available at HKEAA website 詳情請瀏覽考評局網頁: www.hkeaa.edu.hk/emc

Data Privacy 考生個人資料

Personal data of candidates are used by the HKEAA and the Examination Board for delivery of examination and assessment services. Whether you provide the requested personal data is voluntary. However, if you fail to provide all the data, or if any of the data are inaccurate or incomplete, the HKEAA may not be able to accept your entry or provide all or part of the examination and assessment services. The personal data submitted may also be used for:

- (1) assisting tertiary institutions and other government/public organizations in their admission processes;
- (2) assisting tertiary institutions and other government/public organizations in respect of their requests for information in granting scholarships;
- (3) assisting tertiary institutions and other government/public organizations to confirm the candidates' eligibility for financial assistance or other forms of subsidization, in which case, the necessary personal data of the candidates may have to be disclosed to the concerned organizations for verification;
- (4) certifying and informing candidates' examination results in accordance with reg. 6 (2) (b) (iii) of the Electricity (Registration) Regulations;
- (5) assisting in the investigation of examination irregularities;
- (6) processing any refund or payment in relation to the examination;
- (7) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
- (8) marketing the services and products of the Examination Board (including examination services, courses, events, publications, and other examination materials or resources) subject to the consent of the candidates.*

The HKEAA may also transfer the personal data of candidates to third parties for use for the above purposes or other directly related purposes, including government/public organizations, schools and educational institutions, banks (for processing refund or payment), and service providers providing various administrative or technical services to facilitate the delivery of the examination and assessment services including but not limited to data punching, registration process, dispatch of examination documents, and the capture, disposal or other processing of data.

In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of a fee, to anyone who can establish his/her right to be informed of such data as are retained by the HKEAA. Please also note that candidates' personal data/correspondence/other information received by the HKEAA may be transferred to the Examination Board concerned for delivery of examination and assessment services and for any of the abovementioned purposes or other directly related purposes. In general, upon completion of an examination or examination series and all the connecting examination services, the HKEAA will transfer all such data to the Examination Board who will then assume full control of such data. By then, candidates should approach the Examination Board direct for their personal data/information handling policies if necessary.

*If you have given consent but wish to withdraw your consent for your personal data to be used for this purpose,

please send a letter of request to the HKEAA.

考生個人資料為讓考評局及考試機構提供考試及評核服務所使用。考生可自行決定是否提供所需的個人資料。但倘若未能提供全部所需的資料或提供了不準確或不完整的資料，考評局可因而拒絕接受有關申請或拒絕提供全部或部分考試及評核的服務。已提交的個人資料，亦可能作以下用途：

- (1) 協助高等院校、政府或公營機構處理入學申請；
- (2) 應高等院校、政府或公營機構要求，提供資料協助處理獎學金申請；
- (3) 應高等院校、政府或公營機構要求，提供資料協助核實考生於津貼申請的資格，在此情況下，考評局將向有關機構披露所需的個人資料；
- (4) 根據《電力（註冊）規例》6(2)(b)(iii) 條，通知及證實考生成績；
- (5) 協助調查考試異常事件；
- (6) 處理任何有關考試的退款或付款；
- (7) 以不記名及在不披露考生身份的方式，進行教育研究及分析；
- (8) 在考生同意下，為所屬考試機構推廣服務及產品（包括考試服務、課程、活動、刊物及其他考試有關的物品或資源）。*

考評局亦可能將考生個人資料轉移至第三者作上述或其他直接有關的用途，包括政府或公營機構、學校及教育機構、銀行(處理退款或付款)及提供各項行政或技術服務的服務提供者，透過他們提供的服務(包括但不限於資料輸入、報名過程、發放考試文件及其他關於資料的收集、棄置或處理等)以協助考評局提供考試及評核服務。

根據個人資料(私隱)條例，任何人士若能向考評局證明其資料當事人之身份，在繳付有關費用後，可向考評局提出查閱其個人資料的申請。惟請注意由考評局所收集有關考生的個人資料/聯絡方法/其他資料，可能會轉交相關考試機構用作提供考試及評核服務及對上述各項作任何用途或其他直接有關的用途。一般情況下，在考試或考試季度及所有相關的考試服務完結後，考評局會將所有相關資料轉交擁有該等資料的完全處理權的考試機構處理。如有需要，考生屆時可直接向所屬考試機構申請查閱其個人資料或有關資料處理的政策。

*如閣下已給予同意把你的個人資料作此用途但又欲將其撤回，請將有關要求以書面方式通知考評局。