

Examination Regulations and Instructions to Candidates

A. Before leaving for the centre

- 1 Candidates should read carefully the ***“Precautionary Measures at Examination Centres”*** which can be downloaded from the website of the Hong Kong Examinations and Assessment Authority (HKEAA) (https://www.hkeaa.edu.hk/DocLibrary/ipe/IPE_Precationary_Measures_Eng.pdf) and bring to the examination centre their own **“Candidate's Declaration on Health”** AND **surgical masks** on the examination day (Candidates are not allowed to wear masks or respirators with valves in the examination centres as respiratory droplets can be dispersed through the valve thus exposing other people to the risk of possible infections). **Candidates will NOT be admitted to the examination centre under any of the following circumstances** and **NO** replacement examination will be arranged:
 - i) **Having symptoms of COVID-19, such as having a fever (tympanic temperature at or higher than 38°C), symptoms of acute respiratory tract infection (such as a cough or shortness of breath) or sudden loss of sense of taste or smell; or**
 - ii) **Undergoing mandatory quarantine or required to undergo compulsory testing through different channels, e.g. Government gazettes compulsory testing notice, LeaveHomeSafe mobile app or still awaiting test results of COVID-19 compulsory testing on the day of examination.**

For other precautionary measures to be taken at the examination, please refer to the ***“Precautionary Measures at Examination Centres”***.

- 2 To protect the safety of members of the public, candidates are required to use the “LeaveHomeSafe” mobile application before they are allowed to enter some of the examination centres. Candidates are reminded to download the “LeaveHomeSafe” mobile application in advance and use it to scan the QR code before entering the buildings/premises concerned to save time. Candidates who refuse to use the “LeaveHomeSafe” mobile application, excepted for those exempted, will **NOT** be admitted to the buildings/premises concerned, hence, the examination centres located at these buildings/premises. Candidates should pay attention to the latest announcement by the Government and the HKEAA regarding the precautionary measures of COVID-19, including use of the “LeaveHomeSafe” mobile application.
- 3 Candidates should arrive at the examination centre at least 15 minutes before the start of the examination. Candidates will only be admitted to the examination centre after completion of the steps as specified in Paragraph 5 of the ***“Precautionary Measures at Examination Centres”***. For candidates arriving at the examination centre after the above reporting time, completion of the relevant steps in the precautionary measures concerned may lead to the delay in admission to the examination centre. However, the time lost in the examination under the above-mentioned circumstances will not be compensated.

B. Before the examination

- 1 Check carefully the personal particulars printed on the Admission Form. If any discrepancies are found, please inform HKEAA in writing immediately 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: ie1@hkeaa.edu.hk; Address: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon, Hong Kong.) **Do not** write anything on the Admission Form.

2 Under bad weather conditions, candidates should pay attention to the following:

- If weather conditions are at all doubtful (such as the possible hoisting of a Typhoon Signal No. 8 or above or the issue of the Rainstorm Red or Black Warning), you should pay attention to the radio/television broadcast, or view the HKEAA website (www.hkeaa.edu.hk) for examination schedules right up to the time you leave for the examination centre.
- Under normal circumstances, the HKEAA announcement of the postponement/cancellation of an examination will be made approximately two hours before the commencement of the examination.
- The announcement of closure of schools due to a typhoon or the issue of the Red/Black Rainstorm Warning does not necessarily imply the postponement/cancellation of an examination scheduled to be held for that day.
- If the examination is in progress while a typhoon signal or Rainstorm Warning signal is issued, the Centre Supervisor would allow the examination to continue. Once the examination has started, it will continue for the full time allotted time unless physical conditions in the examination centre are considered to be dangerous by the Centre Supervisor.
- Unless an announcement has been made by the HKEAA that the examination/public examinations/international and professional examination held by the HKEAA are postponed/cancelled due to bad weather conditions, you must assume that the examination will be conducted as originally scheduled. However, you should consider your personal safety first and if you have genuine difficulties in reaching the examination centre, you should contact the HKEAA (Tel: (852) 3628 8711 / (852) 3628 8787) before the examination begins. Special consideration will be given to individual cases depending on the circumstances.

3 **Check carefully the starting time of the examination. Late candidates will not be given extra time to compensate for the time loss.**

4 **Any candidate taking an examination in a wrong centre may receive mark penalties.**

5 You should bring to the examination centre:

- your Admission Form (If you submitted your application online, you should print your Admission Form on BLANK paper, which does not have any other words, drawings or pictures) and the original copy of your Hong Kong Identity Card (or the original copy of your Passport if the Passport Number is reported on the application form (Note: British National (Overseas) passport cannot be used as any form of proof of identity in Hong Kong)). Otherwise, the Centre Supervisor may refuse to admit you. Moreover, candidates whose identity cannot be verified on the spot will be required to complete a report form and have their photos taken after the examination at the examination centre for future verification purposes. Failure to comply with this regulation, **your scores in the examination may be forfeited**. In case any invigilator has any doubt on the identification of a candidate, the invigilator may take photo(s) of the candidate and his/her identification document at the examination centre for future verification by the EMSD. You must not mark your Admission Form with any writing or drawing during the examination, otherwise the Admission Form may be confiscated and you will **receive mark penalties** or even **your scores in the examination may be forfeited**

- your completed “**Candidate’s Declaration on Health**” (blank copy at the “*Precautionary Measures at Examination Centres*”).
 - your own stationery (e.g. HB pencil and eraser). Stationery will not be supplied at centres. (Note: Erasable pens and word-hidden pens are not allowed in the examination).
- 6 Electronic calculators, including programmable calculators, may be used in the examination provided that the calculators are battery-powered, silent in operation, no pre-programmed formula (except formula programmed by manufacturer), and with neither print-out nor graphic/word-display facilities and do not use dot-matrix technology in the main display. Other electronic devices with graphic/word-display facilities (such as databank watches, smart watches with mobile application installed or wireless technologies supported, electronic dictionaries, etc.) are not permitted in examination centres.
 - 7 Make sure that the jacket of your calculator does not contain any paper or the card with standard formula list provided by the manufacturer.
 - 8 No help can be expected from the Centre Supervisor or invigilator should your calculator fail to function properly for any reason and no allowance will be given for any mistakes arising from calculator malfunctioning.
 - 9 Calculators brought into the examination centre are subject to inspection and, in case of doubt, may be taken away for further inspection.
 - 10 You must present yourself for the examination decently dressed. The Centre Supervisor will refuse to admit any candidate who is not properly dressed.
 - 11 You are also advised to bring an overcoat to the examination centre. Subject to the actual weather conditions, the individual examination centres may decide whether or not to turn on the air-conditioners. Claims of performance being affected by unsuitable room temperature will not be entertained.
 - 12 You must bring your own watch, except databank watches and smart watches with mobile applications installed or wireless technologies supported, to time the examination as the examination centre may not have a clock. Use of mobile phones is not allowed during the examination for any purposes, including timekeeping.
 - 13 You should arrive at the examination centre at least **15** minutes before the commencement of the examination. No candidate is allowed to attend the examination **25** minutes after the commencement of the examination.
 - 14 You are advised not to leave study materials and personal property outside the examination centre because of the risk of having such items stolen. The EMSD, the HKEAA and the examination centre assume no responsibility for the loss of or damage to candidates’ personal belongings or injury incurred to the candidates or their accompanying persons.
 - 15 Make sure that articles such as notes, books and all kinds of electronic devices (e.g. tablets, PDA, mobile phones, Bluetooth headsets, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile application installed or wireless technologies supported, portable computers, other wearable technologies with communication or data storage functions, etc.) are taken out from your pockets. If these articles are found in your pocket/on your body during the examination, you may receive **mark penalties** or even **your scores in the examination may be forfeited**.
 - 16 The HKEAA enlists the examination centres’ assistance in providing a suitable

examination environment for candidates. However, candidates will not be completely shielded from background noise (e.g. from outside vehicles, normal school activities, school bell, etc.) during an examination. Claims of performance being affected by background noise will not be entertained.

C. After Entering the Examination Centre

- 1 Under normal circumstances, candidates may be admitted into the examination centre 15 minutes before the examination is due to start.
- 2 You should occupy the seat assigned to you in accordance with the seat number stated on your Admission Form. You must put your Admission Form and identification document on the desk.
- 3 You are not allowed to smoke or litter anywhere in the premises of the examination centre; eat (including chewing gum) or drink in the examination centre; or take photographs, audio-record or video-record inside the examination centre or display the photos and recordings electronically.
- 4 You must maintain absolute silence and should not speak or give signals to other candidates nor disturb them.
- 5 You must put your personal belongings in a small bag that can be properly closed with a zip/buckle etc.
- 6 Bags must be placed under your chair or in an area assigned by the Centre Supervisor/invigilator.
- 7 If you have not brought a bag that can be securely closed, the Centre Supervisor will ask you to take your personal belongings to the front of the hall.
- 8 If you bring a pencil case/box (including a transparent pencil box), you must place the contents on your desk and put the pencil case / box under your chair.
- 9 If unauthorized items such as books, dictionaries, notes, papers, tablets, PDA, mobile phones, Bluetooth headsets, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile application installed or wireless technologies supported, portable computers, other wearable technologies with communication or data storage functions, etc. are found on / in your desk, on your body or in your pockets, you may **receive mark penalties** or even **your scores in the examination may be forfeited**.
- 10 If you have a pager or a mobile phone, you should turn it off (including the alarm function) and put it inside your bag or under your chair. If you are found to have any electronic/communication device (including a mobile phone) switched on, or your mobile phone or the alarm rings during an examination, mobile phone/article emits any sound during the examination, you may **receive mark penalties** or even **your scores in the examination may be forfeited**. The device may be confiscated by the Centre Supervisor or invigilator who will ask you to show the communication or viewing logs or any stored information/images and note down the relevant information for further investigation by the HKEAA. If you refuse to cooperate, the Centre Supervisor will record this in the report to the HKEAA. Candidates are advised to take out the battery (if possible) from their mobile phones before the start of the examination to ensure that no sound is emitted.
- 11 The announcements made by the Centre Supervisors will be made in Chinese (and supplemented with English, if necessary) during the examination.
- 12 If you find any undesirable conditions at your seat (e.g. insufficient lighting, noise disturbance, dripping water, etc.), you should seek help from an invigilator at once.

If the need is genuine and a spare seat is available at the examination centre, the invigilator may arrange another seat for you. If you do not seek help from an invigilator at the time the undesirable conditions arise but asks for special consideration after the examination, the request will not be entertained.

D. During the Examination

- 1 The examination is in the form of multiple choice questions in 4-option format. Please select the most suitable answer.
- 2 All questions must be attempted. A total of the 100 questions are set in two parts. The time allowed is two hours.
- 3 You will receive a question booklet, an MC answer sheet and a backing sheet. Use an HB pencil to mark the answers on the MC answer sheet or you will receive **mark penalties**. Answers put in the question booklet will not be marked.
- 4 On the MC answer sheet, mark the answer by filling the corresponding box with a thick line. You will **score no marks** for marking two or more answers to the same question. No marks will be deducted for wrong answers.
- 5 Rough work should be done in the question booklet. Do not put your answer sheet inside your question booklet. Question booklet, answer sheet and backing sheet will be collected separately by the invigilator.
- 6 As you fill in an answer, check to see that you are answering the right question. Subsequent requests for special consideration regarding this kind of wrongly completed answer sheets will not be entertained after the examination has ended.
- 7 You should write your name, candidate number, seat number and centre number and sign on the appropriate spaces on your answer sheet only. You should not write any identification data (such as name, identification document number, candidate number, seat number, etc.) on anywhere of the question booklet. Any candidate found doing so, the **scores in the examination may be forfeited**.
- 8 Your Admission Form and Hong Kong Identity Card/Passport should be placed at the top right hand corner of the desk for inspection by the invigilators throughout the examination. You must not mark the Admission Form with any writing or drawing, otherwise the Admission Form may be confiscated and the **scores in the examination may be forfeited**. Impostor, if found, will be handed to the Hong Kong Police. The candidate's **scores in the examination will be forfeited and the candidate will no longer be allowed to sit any of the examinations organised by the EMSD or agencies commissioned by EMSD**.
- 9 You must not turn over the pages of the question booklet and must not start working until you are instructed to do so. Otherwise, you risk **mark penalties**.
- 10 You must not copy anything from the question booklet onto your Admission Form/personal belongings/body. Any candidate found doing so, the **scores in the examination may be forfeited**.
- 11 You are not allowed to remove or tear off any sheets from the question booklet or **your scores in the examination may be forfeited**.
- 12 You must not leave your answer sheet in such a position that other candidates can see your answers; and must not see or copy the answers from other candidates.
- 13 You may leave the examination centre 30 minutes after the start and 30 minutes before the end of the examination. Any candidate wishing to leave early should raise a hand to summon an invigilator. **Disobeying the above may result in mark penalties or even the scores in the examination may be forfeited**.

- 14 If you need assistance, you should raise your hand to alert the invigilators and they may come to you as soon as possible. Please note that the invigilators may not be able to attend to your request immediately.
- 15 When the announcement: “Time is up” is made, make sure you follow it promptly. You are not allowed to work on your answer sheet including using an eraser after the “Time is up” announcement. If you are still working on your answer sheet or holding your stationery after the “Time is up” announcement, **your scores in the examination may be forfeited.** If by that time you discover that you have not filled in your name, candidate number, seat number or centre number, wait until an invigilator is near your seat and ask for the permission to fill in the relevant information. If you make any changes on your answer sheet without permission, the Centre Supervisor may assume you are trying to change an answer, and this may lead to **mark penalties** or even **the scores in the examination may be forfeited.**
- 16 Candidates who disturb other candidates by making noise or performing other acts during an examination may be relocated to another seat by the Centre Supervisor or an invigilator. Candidates are required to follow the instructions from the Centre Supervisor or invigilators.

E. After the examination

- 1 Examination materials including question booklets, answer sheets and backing sheets will be collected by invigilators at the end of the examination. Candidates cannot take away from the examination centre any examination materials.
- 2 You must hand in your answer sheet with your candidate number and seat number filled in, even if no work has been attempted.
- 3 At the end of the examination, candidates should follow the instructions of the Centre Supervisor in leaving the examination centre in batches, so as not to crowd the exits.
- 4 All question booklets will be destroyed right after the examination.

F. Others

- 1 Candidates have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with.
- 2 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.
- 3 Anyone found cheating or acting dishonestly during the examination, the **scores in the examination may be forfeited and the candidate will no longer be allowed to sit any of the examinations organised by the EMSD or agencies commissioned by EMSD.**
- 4 An overall pass grade will only be awarded if a candidate has obtained a pass mark in both Parts A and B.
- 5 Parking facilities will not be provided for candidates at the examination venue.
- 6 Candidates should not enter the offices or classrooms in the examination venue without permission.

- 7 Some examination centres may be under 24-hour CCTV surveillance for security purposes. The CCTV footage at the examination centre is owned by the venue owner. No third parties are allowed to access to the CCTV footage under any circumstance..
- 8 Candidates must strictly abide by the rules of venue set by individual schools and must not maliciously damage the school property. Smoking is prohibited within the school area.