

**Instructions to Candidates and Examination Regulations**

- ☞ A. Before leaving for the centre
- 1 In view of the latest development of Coronavirus Disease 2019 (“COVID-19”), please note that you will **NOT** be admitted to the examination centre under any of the following circumstances and **NO** replacement examination will be arranged:
    - (i) **Fever (oral temperature at or higher than 37.5°C/tympanic temperature at or higher than 38°C), regardless of the presence of respiratory symptoms such as coughs or difficulty in breathing, etc.;**
    - (ii) **No fever but with the presence of respiratory symptoms such as cough or difficulty in breathing, etc.;**
    - (iii) **Loss of taste or smell suddenly;**
    - (iv) **Undergoing mandatory quarantine on the day of examination or having been to the Mainland, Macao or Taiwan or any overseas countries or areas in which mandatory quarantine is required within 14 days before the day of the examination;**
    - (v) **Failing to submit the completed “Candidate’s Declaration on Health”.**

For other precautionary measures to be taken at the examination, please refer to the *“Precautionary Measures at Examination Centres”* which can be downloaded from the HKEAA website (<http://www.hkeaa.edu.hk/en/ipe/>).

- 2 Candidates must 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 4 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 the Hong Kong Examinations and Assessment Authority (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: [iel@hkeaa.edu.hk](mailto:iel@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](http://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.
  - 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 and the original copy of your Hong Kong Identity Card. 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.** Also, 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 own stationery (e.g. HB pencil, pen, correction fluid and eraser). Stationery will not be supplied at centres. (Note: Candidates are not allowed to bring word-hidden pens.)
  - 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. Please refer to the List of Permitted Calculators of the HKEAA at [www.hkeaa.edu.hk/DocLibrary/IPE/cal/CALe2020.pdf](http://www.hkeaa.edu.hk/DocLibrary/IPE/cal/CALe2020.pdf). Calculators are NOT required to be pad-printed with the “H.K.E.A.A APPROVED” or “H.K.E.A. APPROVED” label. If any candidate is found using a calculator which is not on the List of Permitted Calculators of the HKEAA, you will not be allowed to use the calculator and you may **receive mark penalties** or even **your scores in the examination may be forfeited.** 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 30 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, notebooks, 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

Part A

- 1 Part A consists of 50 multiple choice questions. The examination papers are in bilingual form (i.e. English and Chinese). Candidates have to answer all questions, please select the most suitable answer.
- 2 The time allowed is 2 hours.
- 3 You will receive a question book, 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 book 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 book. Do not write on the backing sheet.

- 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.

#### Part B

- 7 Part B consists of essay type questions. The examination papers are in bilingual form (i.e. English and Chinese). Candidates can choose either language to answer the examination questions and have to attempt 4 out of 6 questions.
- 8 The time allowed is 2 hours and 30 minutes.
- 9 You will receive a question book and an answer book. Use ball pen to write the answers on the answer book. Answers put in the question book will not be marked.
- 10 If you anticipate the need for supplementary answer sheets, you should raise your hand to alert the invigilators before your answer book runs out as invigilators may not be able to attend to your request immediately.

#### Part A and Part B

- 11 For Part A, you should write your name, candidate number, centre number and seat number and sign your name on the appropriate spaces on your answer sheet. For Part B, you should write your candidate number, centre number, seat number and the brand and the model of your calculator on the appropriate spaces on your answer book. You should not write any identification data (such as name, identification document number, candidate number, seat number, etc.) on anywhere of the question book. Any candidate found doing so, the **scores in the examination may be forfeited**.
- 12 Your Admission Form and Hong Kong Identity Card 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**.
- 13 You must not turn over the pages of the question book and must not start working until you are instructed to do so. Otherwise, you risk **mark penalties**.
- 14 You must not copy anything from the question book onto your Admission Form/personal belongings/body. Any candidate found doing so, the **scores in the examination may be forfeited**.
- 15 You are not allowed to remove or tear off any sheets from the question book or **your scores in the examination may be forfeited**.
- 16 You must not leave your answer sheet/answer book in such a position that other candidates can see your answers.
- 17 You may leave the examination centre 45 minutes after the start and 15 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**.
- 18 If you need assistance during the examination, 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.

- 19 When the announcement: “Time is up” is made, make sure you follow it promptly. You are not allowed to work on your answer sheet/answer book including using a correction fluid/eraser after the “Time is up” announcement. If you are still working on your answer sheet/answer book, or holding your stationery, **your scores in the examination may be forfeited.** If at 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/answer book 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.**
- 20 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 books, answer sheets/answer books and backing sheets (for Part A only) 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/answer book with your candidate number filled in, even if no work has been attempted.
- 3 You should only leave the examination centre when instructed by the Centre Supervisor.
- 4 All question books 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 Parking facilities will not be provided for candidates at the examination venue.
- 5 Candidates should not enter the offices or classrooms in the examination venue without permission.

## 考生須知及考試規則

### A. 赴試前

- 1 因應 2019 新型冠狀病毒病 (COVID-19) 的最新發展，考生必須留意如出現以下情況將不能進入試場應考，且不會為其安排補考：
  1. 出現發燒(口探溫度達到攝氏 37.5 度或以上/耳探溫度達到攝氏 38 度或以上)，不論是否有急性呼吸道感染徵狀，例如咳嗽、氣促等；
  2. 沒有發燒，但有急性呼吸道感染徵狀，例如咳嗽、氣促等；
  3. 突然喪失了味覺或嗅覺；
  4. 於考試日正接受政府指定的強制檢疫，或於考試日前 14 天內到內地、澳門或台灣或任何要求強制隔離的海外國家或地區；
  5. 未有遞交填妥的「考生健康申報表」。

有關其他預防措施，請參照於考評局網頁 (<http://www.hkeaa.edu.hk/chi/ipe/>) 上載的「在試場實施的預防措施安排」。

- 2 考生必須在考試開考前最少 15 分前到達試場。考生必須完成「在試場實施的預防措施安排」第 4 點的程序後才獲准進入試場。如考生抵達試場的時間已逾上述列明的報到時間，在完成上述預防措施的程序後，可能會導致延遲其進場的時間。然而，考生由於上述原因而導致考試時間有所損失，則不會獲得補償。

### B. 考試前

- 1 小心核對准考證上的資料，如發現錯誤，請立即以書面通知香港考試及評核局(下稱「考評局」)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：ie1@hkeaa.edu.hk；地址：香港九龍新蒲崗爵祿街17號3樓)。切勿在准考證上寫上任何資料。
- 2 如考試當日遇惡劣天氣，考生應留意以下安排：
  - 如考生對當日天氣情況有所疑慮(例如當天文台可能發出八號或以上的颱風警告或紅色/黑色暴雨警告)，應於赴試場前留意電台、電視台或瀏覽考評局網頁(www.hkeaa.edu.hk)有關宣布。
  - 在一般情況下，考評局會在開考前約兩小時宣布延期或取消考試的決定。
  - 即使政府宣布學校因颱風警告或紅色/黑色暴雨警告而須停課，並不表示該日考試一定延期或取消。
  - 除非考評局正式宣布由考評局舉辦的考試/公開考試/國際及專業考試因惡劣天氣需要延期或取消，否則考生應依照原定安排應試，但考生亦應以安全為重，前往試場如有困



難，必須盡早於開考前與考評局聯絡(電話：(852)3628 8711 / (852)3628 8787)，考評局將按實際情況作個別考慮。

- 3 留意開考時間。試場主任不會補償答題時間予遲到的考生。
- 4 前往非指定試場應試的考生，可被扣分。
- 5 考生必須攜備以下物品往試場：
  - 准考證及香港身份證正本，否則試場主任可拒絕考生進入試場。此外，如考生的身份未能於現場核實，考生須於考試完結後於試場內填寫相關表格及拍照，以作試後核對身份之用，否則考生可能被取消考試成績。如監考員對考生出示的身份證明文件存有疑問，會即時為考生及其身份證明文件拍照，以供機電工程署作日後核實之用。在考試前及考試期間均不能在准考證上作任何書寫或繪圖，否則該准考證會被沒收，而考生亦可能被扣分或被取消考試成績。
  - 書寫文具（例如：HB鉛筆、原子筆、塗改液及擦膠等），試場不會供應文具。（注意：考生不可使用隱形墨水筆。）
- 6 考生可使用電子計算機，包括可輸入計算程式的計算機。但所使用的計算機必須以乾電池為能源、操作時不發出聲響、沒有輸入計算程式（由計算機供應商預設的計算程式除外）及沒有印刷或顯示圖表／語文字句設備。考生不得使用以點陣顯示模式的計算機。請參閱考評局的准用計算機型號名單（網址：[www.hkeaa.edu.hk/DocLibrary/IPE/cal/CALc2020.pdf](http://www.hkeaa.edu.hk/DocLibrary/IPE/cal/CALc2020.pdf)）。計算機毋須印有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤。考生如被發現使用准用計算機號名單以外的計算機，可被扣分或被取消考試成績。其他有顯示圖表／語文字句設備的電子工具（如具文字顯示功能的手錶、裝有流動應用程式或支援無線技術的智能手錶、電子辭典等），考生不得攜帶入試場。
- 7 考生應確實計算機的套內沒藏有任何紙張或由計算機供應商所提供的計算程式卡紙。
- 8 考生的計算機如不能正常運作，試場主任及監考員不會給予任何幫助，有關答題紙亦不獲特別處理。
- 9 監考員會檢查考生攜進試場的計算機，如有需要，可能會取去作進一步檢查。
- 10 考生應穿著端正服裝應試，試場主任會拒絕衣履不整的考生進入試場。
- 11 考生應帶備外套。個別試場會視乎實際天氣情況而決定是否開啟空調。考生就其考試表現受試場內室溫水平影響的投訴將不獲處理。
- 12 試場未必備有時鐘，考生必須自備手錶應試（具文字功能的手錶、裝有流動應用程式或支援無線技術的智能手錶除外），以計算考試時間。考生不可在考試期間使用手提電話作任何用途，包括計時。



- 13 考生應於開考前**15**分鐘到達試場。於開考後**30**分鐘，遲到的考生會被拒進入試場應考。
- 14 不應將任何書籍或個人物品放置在試場外，以免招致損失，機電工程署、考評局及試場恕不負責任何物品之遺失或損毀，及考生與其陪同人士身體的損傷。
- 15 確保衣袋內或身上沒有任何筆記、書籍或任何電子器材（例如：平板電腦、電子手帳(PDA)、手提電話、藍芽耳機、傳呼機、多媒體播放機、電子辭典、具文字顯示功能的手錶、裝有流動應用程式或支援無線技術的智能手錶、便攜式電腦、其他穿戴式附有通訊或資料貯存功能之科技用品等）。倘在考試進行時考生被發現有這些物品，可**被扣分或被取消考試成績**。
- 16 考評局已敦促試場為考生提供合適的環境應試，然而考生於考試期間難免仍會聽到一般試場的雜音（例如：外來的汽車聲、一般學校活動或課堂鈴聲等）。考生就其考試表現受有關雜音影響的投訴將不獲處理。

### C. 入試場後

- 1 在一般情況下，考生可於開考前15分鐘進入試場。
- 2 在試場內考生須按照准考證上指定的座位編號就座。准考證及身份證明文件應放置於桌上。
- 3 在試場內考生不可吸煙、亂拋垃圾、飲食（包括咀嚼香口膠）、攝影、錄音、錄影或將有關相片／紀錄公開展示。
- 4 在試場內考生必須保持肅靜，不得談話、打手勢或干擾他人。
- 5 在試場內考生必須將個人物品放入一個細小而附有拉鍊或鈕扣的手提包內，並將手提包口扣好或拉上拉鍊。
- 6 在試場內考生應將手提包、筆盒／筆袋放在座位的椅下或試場主任指定的地方。
- 7 考生若沒有上述的手提包，試場主任會要求考生將個人物品放在試場前的指定位置。
- 8 考生如攜帶了筆盒／筆袋（包括透明的筆袋），應將筆盒／筆袋內的文具取出放置在桌上，然後把筆盒／筆袋放在座位的椅下。
- 9 在試場內考生若被發現隨身攜帶違規物品進入試場，或將違規物品放在桌上／桌內或衣袋內，例如：書籍、字典、筆記、紙張、記事簿、平板電腦、電子手帳(PDA)、手提電話、藍芽耳機、傳呼機、多媒體播放機、電子辭典、具文字顯示功能的手錶、裝有流動應用程式或支援無線技術的智能手錶、便攜式電腦、其他穿戴式附有通訊或資料貯存功能之科技用品等，可**被扣分或被取消考**

試成績。

- 10 在試場內考生如有攜帶傳呼機或手提電話，應把它關掉（包括響鬧功能）並放入上述的手提包內或座位的椅下。在考試進行中，考生如被發現未有關掉電子／通訊器材（包括手提電話）或響鬧裝置如發出聲響，可被扣分或被取消考試成績。該儀器或會被試場主任或監考官沒收，試場主任或監考官亦會要求考生出示該儀器的通話、短訊紀錄或其儲存資料／圖像，並記下相關資料，以便考評局進行調查。拒絕合作者，試場主任會撰寫報告，將情況告知考評局。如可能的話，考生須先將手提電話的電池取出，以確保手提電話不會發出聲響。
- 11 於考試進行中，試場主任會用中文作宣布，在有需要時則輔以英文。
- 12 如個別考生的座位情況未如理想（例如燈光不足、有噪音滋擾或有滴水情況等），考生應該立即向監考官求助。如有關情況屬實而試場有其他座位，監考官可能會為該考生安排另一座位。倘若考生遇上以上情況，卻未有即時向監考官求助，而於考試後始提出相關投訴，個案將不獲處理。

#### D. 考試進行中

##### 甲部

- 1 甲部為多項選擇題。考試題目以雙語（即中、英文）擬備，共 50 題，考生須作答所有試題，請在選項中選取認為最適當的答案。
- 2 考試時間為 2 小時。
- 3 考生會獲發試題簿一本、多項選擇題答題紙及墊底紙各一張。考生必須用 HB 鉛筆在多項選擇題答題紙上作答，否則作廢；填寫在試題簿上的答案將不獲評閱。
- 4 作答時，只須在答題紙的適當方格內填畫一條粗線。不要在一題中填畫多過一個答案，否則該題答案將作廢。作答錯誤不會被扣分。
- 5 考生請利用試題簿內空白位置書寫草稿，不得塗污墊底紙。
- 6 填畫每一個答案時，應小心核對答案是否與試題號數相符。考評局不會接納考生於考試完結後申請更改答案。

##### 乙部

- 7 乙部為文字問答題。考試題目以雙語（即中、英文）擬備，考生可選擇其中一種語文作答。考生須在 6 題中選擇 4 題作答。
- 8 考試時間為 2 小時 30 分。

- 9 考生會獲發試題簿及答題簿各一本。考生必須用原子筆在答題簿上作答，填寫在試題簿上的答案將不獲評閱。
- 10 每一試場內考生人數眾多，監考員或許未能即時回應個別考生的要求，為免影響考生作答時間，如有需要，請在用畢答題簿前，預早向監考員索取補充答題紙。

#### 甲部及乙部

- 11 在甲部考試，考生須在答題紙上適當位置寫上考生姓名、考生編號、試場編號及座位編號，以及簽署。在乙部考試，考生須在答題簿上適當位置寫上考生編號、試場編號、座位編號及計算機牌子及型號。考生不得將可以識別的個人資料（如考生姓名、身份證明文件號碼、考生編號、座位編號等）寫在試題簿的任何頁面上，否則可能會被取消考試成績。
- 12 在考試進行時，考生須將准考證及其本人的香港身份證，放在桌上的右上角，以備監考員核對。考生不得在准考證上作任何書寫或繪圖，否則該准考證或會被沒收，而考生亦可能會被取消考試成績。任何冒認的考生將會交由警方處理，同時，被冒認的考生，亦會被取消其考試成績，及以後不獲批准參加所有由機電工程署舉辦，或委託其他機構代辦的考試。
- 13 未經指示前，不得翻閱試題簿或開始作答，否則可被扣分。
- 14 考生不得以任何形式抄錄試題（包括把試題抄錄在准考證/個人物品/身體部位上），否則有可能會被取消考試成績。
- 15 考生不得將試題簿撕下或將試題簿攜離試場，否則有可能會被取消考試成績。
- 16 考生不得把答題紙/答題簿放在其他考生可以看見其答案的位置。
- 17 考生如需早退，只可以在開考 45 分鐘後至完卷前 15 分鐘內，並經監考員允許後方可離開試場。考生早退時，須先舉手通知監考員。違反早退規則，可被扣分或被取消考試成績。
- 18 如有需要，考生可舉手示意，監考員將盡快協助考生。惟每一試場內考生人數眾多，監考員或許未能即時回應個別考生的要求。
- 19 當試場主任宣布「考試現在結束」時，考生應遵守規定，立即停止作答。當試場主任宣布「考試現在結束」後，考生不可再在答題紙/答題簿上作答，包括使用塗改液/擦膠。考生如果仍在答題紙/答題簿上作答，或仍拿著文具，有可能會被取消考試成績。若考生當時才發覺漏填了考生姓名、考生編號、座位編號或試場編號，應待監考員到達其座位時，得其允許後，方可補填。任何未經許可的書寫或更改，可被視作犯規而導致扣分或被取消考試成績。
- 20 考試進行中，個別考生如發出噪音或進行其他滋擾性/厭惡性行為影響他人，試場主任或監考員可能會為其安排另一座位。有關考生必須遵從試場主任或監考員的指示。

## E. 考試完畢

- 1 所有考試物料包括試題簿、答題紙/答題簿及墊底紙(只適用於甲部)會在考試完結後由監考員收集。考生不得將任何考試物料帶離試場。
- 2 考生即使沒有作答，亦必須交回已填妥考生編號的答題紙/答題簿。
- 3 考生須待試場主任指示，方可離開試場。
- 4 所有試題簿將於考試結束後銷毀。

## F. 其他

- 1 遵守考試規則及符合考試要求是考生的個人責任。
- 2 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。
- 3 任何當被發現有欺騙或不誠實的行為時，有可能會被取消考試成績，及以後不獲批准參加所有由機電工程署舉辦，或委託其他機構代辦的考試。
- 4 考試場地並無停車位供考生使用。
- 5 未經許可，考生不得進入試場內的辦公室或課室。