1 Before the Commencement of Examination

1.1 Candidates shall not enter the examination room/hall until so instructed by the invigilator.

1.2 No test standards unless otherwise specified in the “Admission for Examination”, slip, books, scrap papers and other written materials, etc. shall be brought into the examination room/hall. Articles brought into the examination room/hall with the permission of the invigilator shall be deposited in a place designated by the invigilator. The possession of unauthorised materials by a candidate during an examination shall constitute a breach of regulations and the candidate concerned will be subjected to disciplinary penalties. The case shall be reported to the Certification Board.

1.3 Permitted test standards shall be unmarked and authorized hardcopies. Candidates are responsible for obtaining the authorized use of the copies they bring before the examination and bear sole responsibility for any intellectual property and copyright infringements, and undertake to indemnify HKTIC of any claims of such infringements. Candidates are not allowed to mark or write on the copies during the examination. Copies of standards brought in will be checked during the examination. Violators will be expelled immediately.
1.4 No communication devices should be brought into the venue except those which are expressly allowed by the subject. If this is unavoidable, you must turn them off (including the alarm function) and put them under the chair in a position clearly visible to the invigilators. If an electronic/communication device (e.g. PDA, mobile phones, MP3 players, electronic dictionaries, databank watches, etc.), is found in your pocket / on your body, you will be disqualified for the paper being examined. If the electronic/communication device placed under the chair is found switched on or sounded during the examination, you may receive mark penalties.

1.5 Candidates are strongly advised not to bring their pagers, handheld computers, note pad/note book and cellular/mobile phones to the examination room/hall. If these devices are carried as accompaniment, they must be turned off (including the alarm function) before entering the examination venue.

1.6 Except for the authorised examination materials, candidates are required to place all their personal belongings under their chairs (for hall venue) or take them to the front of the examination venue (for lecture theatre/classroom venue). Depending on the actual situation, invigilators will have the discretion to assign a specific area for candidates to place their personal belongings.

Candidates are advised to bring along an approved calculator details of which are given in the below link and No calculator will be provided in the examination venue.

1.7 Candidates are advised not to bring valuables to the examination venues. HKTIC will not be responsible for the loss of personal belongings being brought to the examination venues.

1.8 At the instruction of the invigilator, candidates should be allowed to enter the examination venue at least 10 minutes (15 minutes in the case of large examination halls), and be seated at least 5 minutes, before the commencement of an examination. Normally, candidates will not be allowed to enter the examination room/hall 30 minutes after the commencement of the examination. Nevertheless, invigilators can exercise their discretion to allow students, who are late for more than 30 minutes, to enter the examination room/hall.
1.9 Candidates must sit according to the seating plan posted outside the examination room/hall, if there is any.

1.10 Candidates must bring their Hong Kong identity cards and "Admission for Examination" slip to the examination. These documents should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the Scheme if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and substitute in such cases.

1.11 No candidates shall start the examination until instructed to do so by the invigilator.

1.12 Candidates must provide themselves with necessary writing and drawing instruments. Red ball pen and pencils shall not be used.

1.13 Candidates shall write only on answer books and supplementary answer sheets provided for examination purpose. No pages may be torn out of the answer books. Raise your hand if you need more such sheets. You must attach all additional sheets issued to you to the answer book for collection by the Invigilators, including those with your rough workings and calculations. Please put down your application number (TC No.) and code of your identity card (first alphabetical letter and first three numerical number) on your answer book and all special or supplementary answer sheets.
2 During the Examination

2.1 After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination room/hall with the approval of the invigilator. However, candidates may not be permitted to leave the examination room/hall during the final 15 minutes of the examination.

2.2 During the examination, candidates shall not leave the examination room/hall temporarily and return subsequently, unless accompanied by an invigilator. They must not take with them any written materials or electronic/communication devices.

2.3 During the examination, there shall neither be communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind will be reported to the Certification Board for action as appropriate.

2.4 No food or drink is allowed in the examination room/hall during the examination. However, if a candidate needs to drink water (to accompany medication for example) or has any other urgent requirements, he/she can make his/her request to the invigilator.

2.5 In case of any suspected use of electronic/communication devices by a candidate, the invigilator may require the candidate concerned to show the content (such as call log/SMS/MMS log) and take a record of the relevant information to assess if any cheating is involved. The case will then be reported to the Certification Board.

2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.
3 At the End of the Examination

3.1 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room/hall. They shall not take out of the examination room/hall any items including the examination questions and answer book issued by the invigilator.

3.2 Candidates should leave the examination room/hall quietly to avoid disturbance to other students taking examinations in the same venue.

3.3 Any complaint about the conduct of the examination shall be made in writing to the Chairman of the Certification Board as soon as possible after the examination.

主辦機構
Organised by

香港測試認證協會有限公司
Hong Kong Testing, Inspection and Certification Ltd.

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