



## GUIDANCE NOTES FOR THE HKIQEP PROFESSIONAL ASSESSMENT (PART I) 2018

For the HKIQEP Professional Assessment (Part I) 2018, it is the most important that you take note of the following:-

1. In case unforeseen changes to the Assessment's arrangements are required, an announcement will be made on [www.hkiqep.org](http://www.hkiqep.org). Please visit the website again on **17 August 2018 and before leaving for the Assessment venue on the Assessment day.**
2. If you do not receive a notification letter or e-mail by **1 August 2018**, please contact us at [qualification@hkiqep.org](mailto:qualification@hkiqep.org).
3. If you have not received any acknowledgement email or a study guide email in June 2018, please contact us at [qualification@hkiqep.org](mailto:qualification@hkiqep.org).
4. You **MUST** take the Assessment on **18 August 2018 at the time and venue specified in the letter**. Any request for change of Assessment date/ venue will **NOT** be considered.
5. Assessment arrangements in the event of Typhoon/Rainstorm warnings are as follows:-
  - As a general rule, the Assessment will be held as scheduled when typhoon signal No.3 or lower, and/ or rainstorm warning signal "Amber" or "Red" is issued/in force.
  - If Typhoon Signal No.8 or above/ Black Rainstorm Warning is hoisted or in force **at or after 11:00 a.m.**, the Assessment will be postponed to **19 August 2018 at the same time and venue**. No further notification letter will be issued. Please check the announcements on our website, [www.hkiqep.org](http://www.hkiqep.org).
  - If Typhoon Signal No.8 or above/ Black Rainstorm Warning is hoisted or in force **at or after 11:00 a.m on 19 August 2018, an Assessment postponement will be announced on our website** and you will be notified via e-mail.
  - An assessment already in progress will continue until the end of the session regardless of any changes in weather conditions.
  - Public announcements made by the Hong Kong Examinations and Assessment Authority are **NOT** applicable to this Assessment.



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### Before the Assessment

6. If you have a fever and/or any respiratory symptoms, such as sneezing and coughing, you are strongly advised **NOT** to attend the Assessment. If you do attend, you should bring with you a face mask and wear it in the Assessment room. You will be required by the invigilator to remove your mask for verification of your identity.
  
7. You **MUST** bring to the Assessment venue:
  - The Notification Letter;
  - Your identification document i.e. Hong Kong Identity Card. If you fail to provide such proof of identity, you will **NOT** be allowed to take the Assessment. Please note that you may be required to undergo identity verification at different stages of the Assessment;
  - Your own stationery, i.e. HB pencils, rulers, rubber and permitted calculator (see below point 8).
  
8. **Use of calculators is permitted.** The calculator should be cordless, without printing or dictionary functions and silent in operation. Other electronic devices with calculation, graphic or word display, photo-taking or web surfing functions are **NOT** permitted.
  - Electronic calculators may be used in the Assessment provided that they are in the attached list of permitted calculators.
  - You must **NOT** write anything on the back of the calculators. Otherwise, you may be disqualified from the Assessment. You are required to remove the calculator cover/jacket and place it inside your bag or under your chair during the Assessment.
  - No assistance can be expected from the invigilator should your calculator fail to function properly for any reason and no allowance will be given by markers for any mistakes arising from calculator malfunctioning.
  - Calculators brought into the Assessment room are subject to inspection and, in case of doubt, may be taken away for further inspection.
  
9. The seating plan will be posted outside the Assessment venue. **You are required to sit according to the seat number assigned.**



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### During the Assessment

10. You should arrive at the Assessment venue punctually according to the time stated in the notification letter.
11. You are **NOT** allowed to enter the Assessment room **30 minutes after the start of the Assessment**. Late-comers arriving within 30 minutes of the start of the Assessment will **NOT** be given extra time to complete their paper.
12. You are **NOT** allowed to leave the Assessment room without the prior permission of the invigilator. You are **NOT** allowed to leave the Assessment room during the **first 30 minutes and the last 30 minutes of the Assessment**.
13. If you need to go to the washroom during the Assessment, you have to seek the permission from the invigilator. An invigilator will accompany you. You must **NOT** carry any mobile phone, other communication device, question book, answer sheet or paper with you. The invigilator will record your candidate number and the time taken.
14. Once at your seat, place your Notification Letter and your identification document on the top right corner of your desk and leave them there until the end of the Assessment.
15. **NO** explanation of any kind shall be sought from the invigilator on the meaning or interpretation of any part of the content of the questions.
16. You must mark the answers on the multiple-choice answer sheet provided. Answers not written on the multiple-choice answer sheet will **NOT** be marked.
17. The multiple-choice answer sheets will be processed by computer. You **MUST** use an **HB pencil** to mark your answers on the multiple-choice answer sheet. Erase wrong answers thoroughly with a clean eraser and do **NOT** fold the answer sheet. You will score **NO** marks for marking two or more answers to the same questions. Failure to follow the instructions above may result in your answer sheet being rejected by the computer with **NO MARKS** given to you.
18. Before starting on the questions, you have to write down the following particulars on



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the answer sheet as instructed by the invigilator:

- Surname & First Name: Your full name in English and in block letters.
- I.D. No.: Enter your 8-digit candidate number and fill in the corresponding frame under each digit. Your candidate number for the Assessment is shown in the notification letter.
- Section No: Enter the Assessment room number and your seat number.

19. Only necessary and permitted stationery can be put on the desk. All other personal belongings, including pencil cases, books, dictionaries, notes, papers, notebooks, mobile phones, pagers, other communication devices must be placed under your chair.

20. You must **NOT** put any unauthorized articles (including mobile phones, tablet computers, cameras and other communication devices) on your desk, on your body or in your pockets during the Assessment. Otherwise, you may be disqualified. You are therefore advised to bring only the necessary and permitted stationery to the Assessment venue. HKIQEP assumes no responsibility for the loss of or damage to your personal belongings.

21. Complete silence **MUST** be observed during the Assessment. Mobile phones, tablet computer, pagers, alarms, other communication devices or articles that can emit sound **MUST** be **switched off** throughout the Assessment. Otherwise, you may be disqualified.

22. You must **NOT** turn over the pages of the question book nor start working until you are instructed to do so.

23. You must **NOT** leave your answer sheet in such a position that other candidates can see your answers.

24. You should listen very carefully and follow the instructions given by the invigilator. Candidates who violate the instructions given by the invigilator or the rules set out in this document, or act dishonestly in any way during the Assessment, are **LIABLE TO BE DISQUALIFIED**.



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### **After the Assessment**

25. At the end of the Assessment, you **MUST** remain seated until you are asked to leave by the invigilator.
26. You are strictly forbidden to take away any question book, answer sheet or backing sheet, or other Assessment materials whether used or unused, out of the Assessment room.

### **Notification of the Results**

27. You will receive the Assessment result by e-mail by end of September 2018.

### **Others**

28. Parking facilities will **NOT** be provided for candidates at the Assessment venue.
29. Smoking in all areas within the Assessment venue premises is prohibited.



**CASIO (continued)**

HS-9  
J-20  
JE-2  
JJ-120TG  
JN-40  
JS-25  
JS-140 /V  
LC-403C/E/L/LU/LB  
LC-797G/GU  
MC-40 S  
MJ-120 /TG  
MS-7/LA/T /TV  
MS-20 W/TE/TV  
MS-120 A/TE/TV/TM/MS  
MS-470 L/LB/V  
NS-10L  
S-2  
SL-100 A/B  
SL-210  
SL-310 M  
SL-350  
SL-720 /L  
SL-797  
SL-850  
SL-1510  
US-100  
WJ-20

HS-88  
J-30 C  
JE-3  
JL-210  
JS-8 C  
JS-40 L/LA/V  
JW-120MS  
LC-700  
LC-798 G  
MC-801 S  
MJ-C10Plus  
MS-8 W/A/TV/S  
MS-70 L  
MS-140 A  
MW-5V  
NS-20L  
S-20 L  
SL-110 A/B  
SL-220  
SL-320TV  
SL-450  
SL-760 A/C/LU/LB  
SL-805A  
SL-910L  
SL-1530T  
WD-100L  
WJ-100L

HS-90  
J-100 W/L/LA  
JF-120 TE/TV/TM/MS  
JN-10  
JS-10 /C/M/L/LA/TV  
JS-110 /TV  
LC-160LV  
LC-710  
LC-1000 /L  
MJ-20  
MS-5A  
MS-9  
MS-80TV  
MS-170 L/LA/T/TV  
MW-8V  
RC-770  
SJ-20  
SL-120 A/B  
SL-240/L  
SL-330  
SL-510 /A  
SL-787  
SL-807 /A/L/LU  
SL-1000 M  
SL-2000 M  
WD-120L  
WJ120L

J-10 A/D  
J-120L/W/T/TV  
JF-200 TV  
JN-20  
JS-20/C/M/L/LA/TV  
JS-120 /TV  
LC-401A  
LC-787 G/GU  
LC-1210  
MJ-100TG  
MS-6  
MS-10W/L/TV/S  
MS-100 A/TV/TMMS  
MS-270L/LA/T/TV  
NS-3  
S-1  
SL-80 E  
SL-200  
SL-300 H/J/LH/LU/LB/LV/TV  
SL-340VA  
SL-704  
SL-790L  
SL-817 L  
SL-1200L  
US-20  
WJ-10

**CITIZEN**

CT-500  
ELS-501  
F-950  
LC-510 N  
LH-700  
SDC-814  
SDC-834  
SDC-850  
SDC-878  
SDC-8401  
SLD-708  
SLD-722  
SLD-735  
SLD-750  
SLD-7001  
SR-70  
SRP-60  
SRP-285II

CT-600  
F-908 /N  
FT-200  
LC-516 N  
LH-830  
SDC-826  
SDC-836  
SDC-865  
SDC-880  
SLD-702  
SLD-711 /N  
SLD-723  
SLD-737  
SLD-760  
SLD-7401  
SR-260  
SRP-65

ELS-301  
F-920  
LC-505  
LC-531  
SB-741 P  
SDC-830  
SDC-839  
SDC-868  
SDC-888  
SLD-705 B  
SLD-712 /N  
SLD-725  
SLD-740  
SLD-767  
SR-30  
SRP-40  
SRP-75

ELS-302  
F-940 N  
LC-508 N  
LC-5001  
SDC-810  
SDC-833  
SDC-848  
SDC-875  
SDC-8001  
SLD-707  
SLD-720  
SLD-732  
SLD-742  
SLD-781  
SR-35  
SRP-45  
SRP-80

**HEWLETT-PACKARD**

HP-6S  
HP-11 C  
HP-20b Business Consultant  
HP EasyCalc 100

HP-6S Solar  
HP-12 C  
HP-20 S  
HP OfficeCalc 100/200/300

HP-9S  
HP-15 C  
HP-21 S

HP-10 B/BII/BII+  
HP-16 C  
HP-30S

**KARCE**

KC-107  
KC-127

KC-117  
KC-153

KC-119  
KC-159

KC-121

**SHARP**

EL-231C/L  
EL-326L/S  
EL-337M/C  
EL-373  
EL-480G  
EL-520 D/G/L/R/V  
EL-556G/L  
EL-782C  
EL-2128H/V

EL-233G  
EL-330A  
EL-338A/F  
EL-376G  
EL-501V/X  
EL-530 A  
EL-731  
EL-792C  
EL-2135

EL-240C/SA  
EL-331A  
EL-344G  
EL-386L  
EL-506A/G/R/V  
EL-531 GH/H/P/LH/RH/VH  
EL-733A  
EL-879L  
EL-5020

EL-310A  
EL-334H/A/F  
EL-354L  
EL-387L  
EL-509G/D/S/L/R/V  
EL-546D/G/L  
EL-771C  
EL-2125/C

**TEXAS INSTRUMENTS**

BA-III  
BUSINESS-EDGE  
TI-25X SOLAR  
TI-34 /II  
TI-65

BA-SOLAR  
FINANCIAL-INVESTMENT-ANALYST  
TI-30 /Xa/Xa Solar/XIIB  
TI-35 /X

BA-II/II PLUS/II PLUS Professional  
MATH EXPLORER  
TI-31  
TI-36 /X Solar

BA-35  
TI-COLLEGIATE  
TI-32  
TI-60

**TRULY**

101 /A  
106  
SC-106A  
SC-110 /X  
SC-183 /B

102  
107  
SC-107B/C/F/G  
SC-111 /X  
SC-185

103  
F110  
SC-108  
SC-118 /A/B

105  
P-127  
SC-109 /X  
SC-128

北雁  
CZ-118B