



CANDIDATES GUIDANCE NOTES FOR 2019 HKIQEP PROFESSIONAL ASSESSMENT (PART I)

All candidates taking the Professional Assessment (Part I) are recommended to read this document carefully and become familiar with the stated requirements.

I. Assessment Details

Date: 17 August 2019 (Saturday) (postpone to 18 August 2019 in case of inclement weather)
Time: 14:00-17:00
Venue: Rooms 2505 & 2510, 2/F
City University of Hong Kong
Li Dak Sum Yip Yio Chin Academic Building (AC2)
(Room and seat numbers assigned for each candidate to be notified shortly)

II. General Points

1. Contact us at qualification@hkiqep.org immediately if you have not received your personalized copy of the study guide.
2. Contact us at qualification@hkiqep.org if you have not received a notification e-mail indicating your room and seat numbers by **1 August 2019**.
3. You **MUST** take the Assessment on **17 August 2019** at the **time and venue specified** in the notification email. Requests for changes will **NOT** be considered.
4. In case unforeseen changes to the Assessment's arrangements are required, an announcement will be made on www.hkiqep.org. You are advised to visit the HKIQEP website on **16 August 2019** and again **before leaving for the Assessment** on Assessment day.
5. Assessment arrangements in the event of Typhoon/Rainstorm warnings are as follows:
 - The Assessment will be held as scheduled when typhoon signal No 3 or lower, and/or Amber or Red Rainstorm Warning signal is issued/in force.
 - If Typhoon Signal No 8 or above/Black Rainstorm Warning is hoisted or in force **at or after 11:00am**, the Assessment will be postponed to **18 August 2019 at the same time and venue**. No further notification letter will be issued. Announcements will be posted on our website, www.hkiqep.org.
 - If Typhoon Signal No 8 or above/Black Rainstorm Warning is hoisted or in force **at or after 11:00am on 18 August 2019**, **details of 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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III. Before the Assessment

6. If you have a fever and/or any symptoms of respiratory illness, 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 during the Assessment. You will be required by the Invigilators to remove your mask for verification of your identity.
7. You **MUST** bring to the Assessment venue:
 - The Notification Letter (refer to point 2 above);
 - Your identification document (i.e. Hong Kong Identity Card). If you fail to provide such proof of identity, you will **NOT** be permitted to take the Assessment. Note that you may be required to undergo identity verification at different stages of the Assessment;
 - Stationery such as HB pencils, rulers, rubber and permitted calculator (see point 8 below).
8. **Use of calculators is permitted.** Calculators must 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.
 - Only calculators listed on the [HKEAA website](#) may be used in the Assessment.
 - You may **NOT** write anything on the back of the calculator. 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 Invigilators should your calculator fail to function properly for any reason and no allowance will be given by markers for any mistakes arising from calculator malfunction.
 - 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.**

IV. 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** permitted 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. 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.



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13. Only necessary and permitted stationery may be put on the desk. All other personal belongings, including pencil cases, books, dictionaries, notes, papers, notebooks, mobile phones, pagers, and other communication devices must be placed under your chair.
14. You must **NOT** put any unauthorized items (such as notes, books, 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.
15. You should listen very carefully and follow the instructions given by the Invigilators. Candidates who violate the instructions given by the Invigilators or the rules set out in this document, or act dishonestly in any way during the Assessment, are **LIABLE TO BE DISQUALIFIED**.
16. You may **NOT** turn over the pages of the question book nor start working until you are instructed to do so.
17. Before starting on the questions, you **MUST** write the following on the answer sheet as instructed by the Invigilators:
 - Surname & First Name: Your full name in English and in block letters as per your identity document.
 - 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 indicated in the notification letter.
 - Section No: Enter the Assessment room number and your seat number.
18. 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.
19. 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 **NOT** score any marks if more than one answer is marked for 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.
20. You must **NOT** leave your answer sheet in such a position that other candidates can see your answers.
21. **NO** explanation of any kind shall be sought from the Invigilators on the meaning or interpretation of any part of the content of the questions.
22. 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.



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23. You are **NOT** permitted to leave the Assessment room without obtaining permission from the Invigilators. You are **NOT** permitted to leave the Assessment room during the **first 30 minutes** and the **last 30 minutes** of the Assessment.
24. If you need to use the washroom during the Assessment, you must obtain permission from the Invigilators. An Invigilator or HKIQEP representative of the same gender will accompany you. You may **NOT** carry any mobile phones, communication devices, question book, answer sheet or any papers with you. The Invigilators will record your candidate number and the time taken.

V. After the Assessment

25. At the end of the Assessment, you **MUST** remain seated until an Invigilator grants you permission to leave.
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.

VI. Results Notification

27. You will receive Assessment results by e-mail by end of September 2019. A notice will be posted on the HKIQEP website at that time.

VII. Other Points

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.