



## CANDIDATES GUIDANCE NOTES FOR 2021 HKIQEP PROFESSIONAL ASSESSMENT (PART I)

All candidates taking the 2021 Professional Assessment (Part I) should read this document carefully and become familiar with the requirements.

### I. Assessment Details

Date: 14 August 2021 (Saturday) (15 August 2021 in case of inclement weather)  
Time: 14:00-17:00  
Venue: The Hong Kong University of Science and Technology (HKUST)  
Clearwater Bay, Hong Kong  
Room and seat number as assigned in your notification letter

### II. General

1. Contact us at [qualification@hkiqep.org](mailto:qualification@hkiqep.org) if you have not received a notification e-mail with your assigned room and seat information by **1 August 2021**.
2. You **MUST** attend the Assessment on **14 August 2021** at the time and venue specified in the notification email. Requests for changes will **NOT** be considered.
3. In case unforeseen changes to the Assessment's arrangements are required, an announcement will be made on [www.hkiqep.org](http://www.hkiqep.org) and you will be contacted via email as soon as possible. You are advised to visit the HKIQEP website on **13 August 2021** and again **before leaving for the Assessment** on the day of assessment.
4. 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 is in force.
  - If Typhoon Signal No. 8 or above and/or Black Rainstorm Warning is hoisted or remains in force **at or after 11:00am** on 14 August 2021 (Saturday), the Assessment will be postponed to the **next day** (15 August 2021) at the same time and venue. No further notification letter will be issued. Announcements will be posted on our website.
  - If Typhoon Signal No. 8 or above and/or Black Rainstorm Warning is hoisted or remains in force **at or after 11:00am** on 15 August 2021 (Sunday), **details of Assessment postponement will be announced on our website**. Alternate arrangements will be made, and all candidates 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.



Environmental Integrity & Excellence

Hong Kong Institute of Qualified Environmental Professionals Limited (HKIQEP)  
香港合資格環保專業人員學會有限公司 (香港環專會)

### III. Before the Assessment

5. A Health Declaration will be sent to you with your notification letter. You are required to email the completed and signed declaration to [qualification@hkiqep.org](mailto:qualification@hkiqep.org) on **9<sup>th</sup> August 2021**. Failure to do so will result in refused entry to the HKUST campus, and you will NOT be able to sit for Professional Assessment (Part I) as scheduled. No refund will be provided by HKIQEP.  
*NOTE: This is stipulated by the university and HKIQEP does not have the authority to waive this requirement.*

6. **Bring the completed and signed Health Declaration on the day of the exam. You will be asked to present it with your identity document at your assigned seat.**

7. 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. Deferral to take the exam at the next available date (currently scheduled for August 2022) may be granted if a doctor's certificate is provided validating your illness on the date of the exam. This will be evaluated on a case by case basis.

8. You **MUST** bring to the Assessment:

- Your completed and signed Health Declaration.
- 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 9 below).

Although not mandatory, you are suggested to have your notification email readily available as backup documentation if required.

9. **Use of calculators is 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.



Environmental Integrity & Excellence

Hong Kong Institute of Qualified Environmental Professionals Limited (HKIQEP)  
香港合資格環保專業人員學會有限公司 (香港環專會)

#### IV. At the Venue

10. The doors to the assessment rooms will remain closed until approximately 10 minutes prior to the starting time. To avoid having large crowds congregating in one area, you are requested to spread out in the open areas if you arrive early.
11. **You are required to sit at your assigned seat.** Room layouts and seating plans will be posted outside the venue so you can easily locate your assigned seat.
12. You are requested to remain silent once you have entered the assessment rooms.
13. Once at your seat, place your Health Declaration and your identification document on the left side of your desk and leave them there until the end of the Assessment. The Invigilators may request you to look up for photo image verification during the Assessment.

#### V. During the Assessment

14. Late-comers will only be admitted to the assessment rooms **within the first 30 minutes** of the examination but will **NOT** be given extra time to complete their paper. You will **NOT** be permitted to enter after that time.
15. 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 seat.
16. You may **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.
17. 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 **MAY BE DISQUALIFIED.**
18. You may **NOT** turn over the pages of the question book or start working until you are instructed to do so.



Environmental Integrity & Excellence

Hong Kong Institute of Qualified Environmental Professionals Limited (HKIQEP)  
香港合資格環保專業人員學會有限公司 (香港環專會)

19. Upon instruction by the Invigilators, you must write the following on the answer sheet:
  - Surname & First Name: Your full name in English and in block letters as per your identity document.
  - I.D. No.: Your **8-digit candidate number** and fill in the corresponding bubble under each digit. Your candidate number for the Assessment is indicated in your notification letter.  
*Note: DO NOT write your HKID number.*
  - Section No: Your seat number.
20. You must mark the answers on the multiple-choice answer sheet provided. Answers not written on the multiple-choice answer sheet will **NOT** be scored.
21. The multiple-choice answer sheets will be processed by computer. You **MUST** use an **HB pencil** to mark your answers on the 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 question. Failure to follow the instructions above may result in your answer sheet being rejected by the computer with **NO MARKS** given to you.
22. You must **NOT** leave your answer sheet in such a position that other candidates can see your answers.
23. **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.
24. 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.
25. 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 your exit/reentry time.
26. In case of any emergency situations, you must follow the directions given by the Invigilators.

## VI. After the Assessment

27. You are **NOT** permitted to leave the Assessment room without obtaining permission from the Invigilators. You **MUST** remain seated until an Invigilator grants you permission to leave.
28. You are **NOT** permitted to leave the assessment room during the **first 30 minutes** and the **last 30 minutes** of the Assessment.



*Environmental Integrity & Excellence*

Hong Kong Institute of Qualified Environmental Professionals Limited (HKIQEP)  
香港合資格環保專業人員學會有限公司 (香港環專會)

29. You are strictly forbidden to take away any question book, answer sheet, other papers distributed for your use, or other Assessment materials whether used or unused, out of the assessment room.

## **VII. Results Notification**

30. You will receive results of the Assessment via e-mail before mid-September 2021. A notice will be posted on the HKIQEP website at that time.

## **VIII. Other Points**

31. Parking facilities will **NOT** be provided for candidates at the Assessment venue.
32. Smoking in all areas within the Assessment venue premises, both indoors and outdoors, is prohibited.