

CANDIDATES GUIDANCE NOTES FOR 2023/24 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: 12 August 2023 (Saturday) (13 August 2023 in case of inclement weather)

Time: 14:00-17:00

Venue: The Hong Kong University of Science and Technology (HKUST) *

Room and seat number as assigned in your notification letter

** The location is marked on the campus map in your notification letter. To avoid crowding in the hallways, all candidates are requested to remain on the ground floor until 13:50.*

II. General

1. Contact us at qualification@hkiqep.org if you have not received a notification e-mail with your assigned room and seat numbers by **05 August 2023**.
2. You **MUST** attend the Assessment on **12 August 2023 (Saturday)** 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 and you will be contacted via email as soon as possible. You are advised to visit the HKIQEP website on **11 August 2023 (Friday)** and again **before leaving for the Assessment** on Assessment day.
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**, the Assessment will be postponed to **13 August 2023 (Sunday)** 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 13 August 2023 (Sunday)**, **details of the 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.

III. Before the Assessment

5. 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 2024) 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.
6. You **MUST** bring to the Assessment venue:
 - 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. You may be required to undergo identity verification at different stages of the Assessment; and
 - Stationery such as HB pencils, rulers, rubber and permitted calculator (see point 7 below).

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

7. **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.

IV. At the Venue

8. To avoid having large crowds gathering in the tight corridors, you are requested to remain on the ground level until 1:50pm, at which time you may proceed to the exam classrooms using the nearest elevators or stairs.
9. **You are required to sit at your assigned seat.** Classroom layouts and seating plans will be posted on the walls near the elevators and stairwell exits on the floor where the exam classrooms are located. Copies will also be on the walls beyond the elevator lobby area and along the corridor of the classrooms. You may stop by briefly to locate your assigned seat but must proceed to your assigned classroom and seat immediately. The seats are generally numbered from front to back and left to right (when facing the front of the classroom).
10. **Do not remain in the corridor area** after you have checked your seat location.

V. During the Assessment

11. Admission to the Assessment rooms will close **30 minutes after the start of the Assessment**, and you are **NOT** permitted to enter the rooms after that time. Late-comers arriving within 30 minutes of the start of the Assessment may enter but will **NOT** be given extra time to complete their paper.
12. Only necessary and permitted stationery may be placed 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.
13. Once at your seat, write your candidate number legibly on the seat number label. Place your identification document next to the seat number label and leave it there until the end of the Assessment. The Invigilators may request you to look up and lower your facemask (if one is used) for verification during the Assessment.
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 the chair beside you, 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 **MAY BE DISQUALIFIED**.
16. You may **NOT** turn over the pages of the question book or start working until you are instructed to do so.
17. When instructed by the Invigilators, you **MUST** write the following on the answer sheet when:
 - 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 bubble under each digit. Your candidate number for the Assessment is indicated in your notification letter.
 - Section No: Enter the Assessment classroom number and your seat number.
18. You must mark your answers on the multiple-choice answer sheet provided. Answers not written on the multiple-choice answer sheet will **NOT** be scored.
19. 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.
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 computers, pagers, alarms, other communication devices or articles that can emit sound **MUST** be **switched off** throughout the Assessment. Otherwise, you may be disqualified.
23. 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.
24. In case of emergency where evacuation is required, you must follow the instructions of the Invigilators. DO NOT talk with anyone during the entire evacuation process.

VI. After the Assessment

25. 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.
26. You are **NOT** permitted to leave the Assessment room during the **first 30 minutes** and the **last 30 minutes** of the Assessment.
27. You are strictly forbidden to take away any question books, answer sheets or backing sheets, or other Assessment materials whether used or unused, out of the Assessment room.

VII. Results Notification

28. You will receive results of the Assessment via e-mail by mid-September 2023. A notice will be posted on the HKIQEP website at that time.

VIII. Other Points to Note

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