

CANDIDATES GUIDANCE NOTES FOR HKIQEP AIR/NOISE MODELLING PROFESSIONALS CERTIFICATION EXAMINATION

All candidates attending the Air/Noise Modelling Professionals Certification Examination are recommended to read this document carefully and become familiar with the requirements.

I. Examination Details

1. Please refer to your notification letter for the date, time, and venue of the examination.
2. The location is marked on the campus map in the notification letter. The examination room doors will open 10 minutes prior to the start of the examination.

II. General

3. Contact us at certification@hkiqep.org if you have not received a notification e-mail with your assigned room and seat number one week prior to the published examination date.
4. You must attend the examination on the scheduled date at the time and venue specified in the notification email. Requests for changes **WILL NOT** be considered.
5. In case unforeseen changes to the examination'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 the day prior to the examination, and again before leaving for the examination.
6. Arrangements in the event of Typhoon/Rainstorm warnings are as follows:
 - The examination 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 **3 hours before** the scheduled examination start time, the examination will be postponed to the next calendar day at the same time and venue. This date is also noted in your notification letter. A revised notification letter **WILL NOT** 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 **3 hours before** the scheduled examination start time on the backup examination days (i.e. the day referenced in the previous bullet point), details of the postponement will be announced on our website. The examination will be rescheduled, and you will be notified via email.
 - An examination 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 examination.

III. Before the Examination

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 examination. Deferral to take the exam at the next available date 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 examination 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 examination. You may be required to undergo identity verification at different stages of the examination; and
 - Stationery such as HB pencils, rulers, rubber and permitted calculator (see point 9 below).

Although not required, 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 examination.
 - You may **NOT** write anything on the back of the calculator. Otherwise, you may be disqualified from the examination.
 - You are required to remove the calculator cover/jacket and place it inside your bag or under your chair during the examination.
 - 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 examination room are subject to inspection and, in case of doubt, may be taken away for further inspection.

IV. At the Venue

10. The doors to the examination venue will open 10 minutes prior to the scheduled examination start time. You are requested not to gather outside the examination room until such time.
11. **You are required to sit at your assigned seat.** Classroom layouts and seating plans will be posted on the walls outside the examination room. You may stop by briefly to locate your assigned seat but must proceed to your assigned room and seat immediately.

V. During the Examination

12. Admission to the examination rooms will close **30 minutes after the start of the examination**, and you will **NOT** be permitted to enter the rooms after that time. Late-comers arriving within 30 minutes of the start of the examination may enter but will **NOT** be given extra time to complete their paper.
13. 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.
14. Once at your seat, place your identification document on the table according to instructions from the Invigilators, and leave it there until the end of the examination. The Invigilators may request you to look up and lower your facemask (if one is used) for identification verification during the examination.
15. You **MAY NOT** put any unauthorized items (such as notes, books, mobile phones, tablet computers, cameras or other communication devices) on your desk, on the chair beside you, on your body, or in your pockets during the examination. Otherwise, you may be disqualified. You are therefore advised to bring only the necessary and permitted stationery to the examination venue. HKIQEP assumes no responsibility for the loss of or damage to your personal belongings.
16. 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 examination **MAY BE DISQUALIFIED**.
17. You may **NOT** turn over the pages of the question book or start working until you are instructed to do so.
18. When instructed by the Invigilators, you **MUST** write the following on the answer sheet:
 - Surname & First Name: Write 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 is indicated in your notification letter.
 - Section No: Write your seat number.
19. 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.
20. 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.
21. You must **NOT** leave your answer sheet in such a position that other candidates can see your answers.

22. **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.
23. Complete silence must be observed during the examination. Mobile phones, tablet computers, pagers, alarms, other communication devices or articles that can emit sound **MUST** be switched off throughout the examination. Otherwise, you may be disqualified.
24. If you need to use the restroom during the examination, 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 paper with you. The Invigilators will record your candidate number and your exit/reentry time.
25. 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 Examination

26. You are **NOT** permitted to leave the examination room without obtaining permission from the Invigilators. You must remain seated until an Invigilator grants you permission to leave.
27. You are **NOT** permitted to leave the examination room during the **first 30 minutes** and the **last 30 minutes** of the examination.
28. You are strictly forbidden to take away any question books, answer sheets or backing sheets, or other examination materials whether used or unused, out of the examination room.

VII. Results Notification

29. You will receive the results of the examination via e-mail within 3 months after the examination date. A notice will be posted on the HKIQEP website at that time.

VIII. Other Points to Note

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