

## Regulations of the MPF Intermediaries Examination

### General Rules

1. Candidates who attend an examination not in a designated venue shall not be allowed to take the examination.
2. Candidates are advised to arrive at the examination centre **at least 15 minutes before the start of the examination**. For the Mandatory Provident Fund Schemes Examination conducted by the PEAK, the invigilators will check the candidates' valid Hong Kong Identity Card or Passport and Admission Form upon their arrival. Candidates will be assigned a seat after their identity is verified. Those who fail to produce such identification or whose identity cannot be satisfactorily verified will **not** be permitted to sit for the examination.
3. As far as possible, the examination organised by the PEAK will be started according to the published schedule. However, the Vocational Training Council will not be responsible for any delay arisen due to operational reasons, or system failure.
4. No candidates will be admitted to the examination centre more than **15 minutes** after the start of the examination. Absentees will not be re-scheduled to another examination session and the fees paid are non-transferable and non-refundable.
5. Calculators brought into the examination centre are subject to inspection. Non-programmable electronic calculators may be used in examination, provided that the calculators are battery-powered, silent in operation and with neither print-out nor graphic/word display functions.
6. Candidates are **NOT** allowed to use any communication devices during the examination. Candidates are required to switch off all communication devices such as mobile phones and pagers, as well as devices which produce sound of any kind, such as alarm watches, **BEFORE entering the examination centre**.
7. Candidates are **NOT** allowed to use Personal Digital Assistants (PDAs) or any devices (except authorised calculators stipulated in Rule number 5 above) which include any of the following functions during the examination :
  - input/output and/or transmission of information such as data, text and images;
  - data, text or image storage/display functions (e.g. electronic diaries, dictionaries and databank watches);
  - wireless communication functions such as Bluetooth® wireless technology, infrared interface, Wireless Local Area Network (LAN);
  - audio/video play-back and/or recording (e.g. MP3 and compact disc players);
  - walkie-talkie (i.e. radio transmitting and/or receiving);
  - text/graphics scanning;
  - photo-taking.
8. Candidates should bring their own pencils and erasers into the examination centre.
9. Candidates should use HB pencils to answer multiple-choice questions.
10. **Candidates who are not able to attend the examination for whatever reason are regarded as "ABSENT" (including those who are more than 15 minutes late)**. For the Candidates who arrive at the examination centre within 15 minutes after the start of the examination, their examination time will not be extended.
11. Candidates attending CSME are **forbidden** to switch on the monitors or any computer facilities until they are instructed by the Chief Invigilator. Before the start of the examination, candidates must listen to the Chief Invigilator's announcement. Then the candidates will have **one minute** to log in the examination system. The Chief Invigilator will announce the start of the examination after the login is completed (normally within one minute).
12. After the examination has been in progress for **more than 30 minutes**, candidates may request to leave the examination centre with the approval of the invigilator. However, candidates attending Pencil-and-Paper Mode Examination are not permitted to leave the examination centre in the **final 15 minutes**.
13. The examination bodies will not be responsible for any loss, theft or damage of personal properties of candidates during the examination.
14. All personal articles including any textbooks, notes, dictionaries, study materials, electronic diaries and any other electronic devices (except authorised calculators stipulated in Rule Number 5 above) must be placed in the designated area during examination.
15. Drinking, eating and smoking are not allowed in the examination centre.
16. Candidates must sit according to the designated seat numbers unless otherwise approved by the invigilator.
17. The use of correcting fluid on the Multiple Choice Answer Sheets is not permitted.

18. At the end of the examination, candidates should remain silent and seated until all examination papers have been collected by the invigilators.

### **Disqualification**

A candidate may be disqualified from the examination if he or she:

1. obtains knowledge of an examination paper by any means prior to the examination;
2. communicates or attempts to communicate with any person inside or outside the examination centre during an examination;
3. copies from notes, books or electronic devices brought into the examination centre or from the work of another candidate during an examination session;
4. takes away or attempts to take away from the examination centre any examination materials, such as examination question books or examination questions, answer sheets, backing sheets or graph paper by any means;
5. leaves the examination centre without permission;
6. starts to work on the question paper before being instructed to do so or continues to write after being told to stop writing at the end of an examination session;
7. does anything which causes unnecessary distraction to other candidates or disruption to the examination;
8. takes an examination on behalf or in the name of another person or allows other persons to take the examination instead of himself/herself;
9. fails to follow the General Rules or the instructions of the invigilators in the examination; or
10. is found cheating in whatever manner.

### **Proof of Identity**

Candidates must bring the Admission Forms together with proof of valid Hong Kong Identity Cards or passports to the examination. The number of this identity document must be identical to the one indicated on the Admission Form. Those who fail to produce such identification may not be permitted to sit for the examination.

### **Typhoon and Black Rainstorm Warning**

#### PEAK Examination Centre of Vocational Training Council

1. If the typhoon signal no. 8 or higher signals or the black rainstorm warning signal is in force after 6:15 a.m., but before 11:00 a.m., all daytime examinations (those between 9:00 a.m. to 6:00 p.m.) will be cancelled.
2. If the typhoon signal no. 8 or higher signals or the black rainstorm warning signal is in force at or after 11:00 a.m., all remaining examinations conducted by the PEAK Examination Centre in the day (those at or after 12:00 noon) will be cancelled.
3. Candidates are advised to listen to radio or television broadcasts for any special announcements concerning postponement of examinations. The new examination date and time will be notified to candidates as soon as possible.
4. However, once the examination has commenced, candidates are required to sit through the examination even if the typhoon signal no. 8 or higher signals or black rainstorm warning signal is announced.

#### Hong Kong Securities Institute

1. Examinations will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is hoisted.
2. All examinations that start between 9:00 a.m. and 6:00 p.m. will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is in force after 6:00 a.m. but before 12:00 noon.
3. All examinations that start between 12:00 noon and 10:00 p.m. will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is in force at or after 12:00 noon.
4. If typhoon signal No. 8 or above or the black rainstorm warning signal is hoisted while the examination is in progress, the examination will continue until the scheduled finishing time.
5. Candidates are advised to call the HKSI's Examination Hotline (3120 6220) for any special announcements.
6. Candidates are also advised to listen to radio and/or television broadcasts for any special announcements.
7. If an examination is cancelled, the HKSI will notify candidates in writing of the examination's rescheduled date and time. Under these circumstances, candidates do not have to re-register for the examination. Applications for refund and/or transfer of examination fees paid will not be entertained.
8. The HKSI reserves the right to postpone and/or cancel an examination under extraordinary circumstances.