

Examination Regulations of the Certified International Investment Analyst (CIIA) Final Examination

CIIA® Candidates are advised to read carefully all the rules and regulations set out under the headings “General Rules”, “Proof of Identity”, “Use of Dictionaries and Electronic Calculators” and “Misconduct” below before attending their examinations. Failure to follow, and/or breach of, ANY of these examination regulations may result in **DISQUALIFICATION** from the examination and being suspended from taking all the HKSI Institute’s examinations for six months, unless otherwise specified. All examinations in which candidates have enrolled in the period of suspension will not be re-scheduled to another examination session and all fees paid are non-transferrable and non-refundable.

The Hong Kong Securities and Investment Institute (HKSI Institute) will report to the Association of Certified International Investment Analysts (ACIIA) any information of candidates who breach any of these examination regulations.

CIIA Candidates have the sole responsibility to ensure that the examination regulations are complied with at all times. The HKSI Institute will **NOT** accept any claims from CIIA Candidates for being misinformed by others (including the invigilation staff) as an excuse for exemption from disciplinary actions for any breach of the regulations.

General Rules

1. CIIA Candidates should ensure that they attend the enrolled examination at the scheduled examination time and centre. CIIA Candidates are advised to report to the assigned examination centre at least 15 minutes prior to the start of the examination. Late CIIA Candidates will not be given extra time to compensate for the time lost.
2. Under **NO** circumstances should any Chief Invigilator/invigilator(s) possess the authority to grant extra time to any CIIA Candidates.
3. CIIA Candidates who are not able to attend the examination or report to the correct examination centre listed on their Admission Forms for whatever reason will be graded **ABSENT**. No CIIA Candidate will be admitted to the examination centre more than **30 minutes after the scheduled starting time** of the examination; such CIIA Candidate will also be graded **ABSENT**.
4. Once admitted to the examination centre, CIIA Candidates should follow the instructions of the Chief Invigilator/invigilator(s) strictly until they are dismissed, failing which the CIIA Candidates may be disqualified from the examination.
5. Kindly note that announcements relating to the CIIA are currently made in English and Cantonese. It is the responsibility of all CIIA Candidates to familiarize themselves with the examination regulations before sitting for any CIIA examinations. CIIA Candidates who have difficulty in speaking and/or understanding English or Cantonese are advised to pay attention in this regard. They should seek assistance from the Chief Invigilator/invigilator(s) should they have any problems during the examinations. Chief Invigilator/invigilator(s) will provide assistance where they can. However, any breaches of the examination regulations for linguistic reasons will **NOT** be accepted, and may result in a CIIA Candidate’s disqualification from the examination.
6. CIIA Candidates should bring their own stationery (black/blue ball pens, erasers, correction fluid/tapes, highlighters, rulers, authorised dictionaries, authorised electronic calculators, etc) to all examinations. No stationery will be provided by the HKSI Institute at the examination centre. All items (including dictionaries and electronic calculators) brought into the examination centre are subject to inspection by the Chief Invigilator/invigilator(s). (For dictionaries and electronic calculators, please refer to “Use of Dictionaries and Electronic Calculators” below.)
7. Sharing, transferring, exchanging, borrowing and/or lending of, and trading in materials of any kind (including but not limited to stationery, dictionaries and electronic calculators)

between CIIA Candidates during the examination are **NOT** allowed, and may result in disqualification from the examination.

8. All personal belongings brought into the examination centre are subject to inspection. In case of doubt, it may be taken away for inspection.
9. CIIA Candidates are **NOT** allowed to use any communication devices at any time inside the examination centre and/or during the examination. CIIA Candidates are required to switch off all communication devices such as mobile phones, smart watches, Bluetooth headset and any remote communication devices, as well as devices which produce sound of any kind, such as alarm watches, **BEFORE** entering the examination centre. All devices of such kind should have the power off (including the alarm function) at all times inside the examination centre and/or during the examination. Those who are in breach of this Clause may be disqualified from the examination.
10. CIIA Candidates are **NOT** allowed to use or any electronic devices (except authorised electronic calculators mentioned under the heading “Use of Dictionaries and Electronic Calculators” below) which include any of the following functions at any time inside the examination centre and/or 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. tablets, fitness tracker, databank watches and/or any such like);
 - computer connectivity via any cable, infrared, or wireless technology;
 - 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) capability;
 - text/graphics scanning functions;
 - photo-taking functions.Those who are in breach of this Clause may be disqualified from the examination.
11. Any CIIA Candidates whose devices listed as above sound at any time inside the examination centre and/or during the examination will be asked to reveal the call log / SMS (Short Message Service) log / MMS (Multimedia Messaging Service) log / alarm clock setting to the Chief Invigilator/Invigilator(s), so that the relevant information can be recorded in the Chief Invigilator’s report for the HKSI Institute to assess whether cheating is involved. If such CIIA Candidates refuse to do so, the Chief Invigilator will include this in the report to the HKSI Institute, and the refusal may be ground for disqualification from the examination.
12. At any time inside the examination centre and/or during the examination, CIIA Candidates are **NOT** allowed to
 - litter anywhere in the examination centre;
 - drink, eat (including chew gum), or smoke;
 - take photographs with any electronic or photographic devices;
 - give/receive assistance to/from person(s) other than the Chief Invigilator/invigilator(s);
 - communicate with anyone other than the Chief Invigilator/invigilator(s);
 - start filling in any information on the question booklets until they are told to do so;
 - start writing/turn over the pages to read/work on the examination paper until they are told by the Chief Invigilator to do so;
 - cause unnecessary distraction to the Chief Invigilator/invigilator(s) or other CIIA Candidates, or disruption to the examination process. Such a CIIA Candidate will be requested to leave the examination centre should he/she refuse to stop the distraction or disruption immediately, and he/she may be disqualified from the examination. The Chief Invigilator has the sole discretion in determining what constitutes unnecessary distraction or disruption, and whether the CIIA Candidate concerned should be requested to leave the examination centre in order to stop the distraction or disruption;
 - use threatening, abusive or insulting language, or behave in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other CIIA Candidates or interfere with the Chief Invigilator/invigilator(s) in the performance of their

duties or interfere with equipment in the examination centre. Such a CIIA Candidate will be requested to leave the examination centre and he/she may be disqualified from the examination. The Chief Invigilator has the sole discretion in determining whether a CIIA Candidate is using threatening, abusive or insulting language, or behaving in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other CIIA Candidates and whether the CIIA Candidate concerned should be requested to leave the examination centre on the basis of the CIIA Candidates' behaviour.

Those who are in breach of this Clause may be disqualified from the examination.

13. CIIA Candidates should maintain absolute silence at any time inside the examination centre and/or during the examination.
14. CIIA Candidates must sit on the designated seats according to the seat numbers printed on their Admission Form, unless otherwise approved by the Chief Invigilator/invigilator(s).
15. CIIA Candidates must use **black or blue ball pens** to fill in all their personal particulars and the examination details on the question booklets. **ONLY CORRECT personal particulars and examination details** marked in the specified areas on the question booklets with **black or blue ball pens** will be used to identify the CIIA Candidates. Personal particulars and examination details marked outside the specified areas on the question booklets will not be used for identification purposes. CIIA Candidates will be graded "**ABSENT**" if their personal particulars and/or the examination details provided cannot be read to identify the CIIA Candidates, regardless of whether or not the CIIA Candidates have proved their identities to the Chief Invigilator/invigilator(s) and/or their attendance have been recorded. Wrong personal particulars and/or examination details filled in must be completely removed with correction fluid/tapes to avoid inaccurate reading.
16. CIIA Candidates must use **black or blue ball pens** to write their answers of all questions on the question booklets. **NO** marks will be given to any question in which the answers provided cannot be read.
17. By taking the examination, CIIA Candidates acknowledge that marking by the HKSI Institute's and the ACIIA's appointed marker(s) shall be final, conclusive and binding upon the CIIA Candidates. CIIA Candidates shall waive any claims against the HKSI Institute regarding the marking by the HKSI Institute's and the ACIIA's appointed marker(s) and agree to be bound by the marking by the HKSI Institute's and the ACIIA's appointed marker(s).
18. Only the hard copy of Admission Form, Hong Kong identity card/passport and stationery (black/blue ball pens, erasers, correction fluid/tapes, highlighters, rulers, authorised dictionaries and authorised electronic calculators) are allowed on the desk. These items must remain on the desk and be clearly visible during the examination. All personal belongings, wallets, pencil case/box, baggage of any kind, documents, paper of any kind, textbooks, notes, tablets, electronic/communication devices, food, drink, jewellery (other than wedding or engagement rings), ornate hair clips, headbands, barrettes, combs, tie clips, cufflinks and any other study materials must be placed in the designated area (i.e. on the floor under the chair of the respective CIIA Candidate), any electronic/communication devices must be put under the chair in a position clearly visible to the Chief Invigilator/invigilator(s) at any time inside the examination centre and/or during the examination. The Chief Invigilator/invigilator(s) have the right to remove any unauthorised items from CIIA Candidates/the desk, and to inspect and/or photograph/make a record of such items. CIIA Candidates must not access such items during the examination.
19. Failure by the Chief Invigilator/invigilator(s) to detect any unauthorised item prior to the start of the examination, admittance to the examination centre, or even after completion of the examination does **NOT** imply that the item is authorised in the examination, or that the CIIA Candidates possessing the item will not be subject to disciplinary actions.
20. The HKSI Institute will not be responsible for any loss due to whatever causes, or damage of personal belongings at any time inside the examination centre and/or during the examination.
21. Timing devices may be but are not necessarily provided in the examination centre. CIIA Candidates are advised to keep the time with their own noiseless timekeepers. The Chief Invigilator will make announcement regarding the scheduled start, 15 minutes before the

end, and the end of the examination.

22. No CIIA Candidates are allowed to leave the examination centre within the **first 30 minutes** of the starting time of the examination. Once the examination has been in progress for **more than 30 minutes**, CIIA Candidates may request to leave the examination centre with the approval of the Chief Invigilator/invigilator(s). However, CIIA Candidates are not allowed to leave the examination centre in the **last 15 minutes** of the examination. Such restrictions are necessary to ensure that the Chief Invigilator/invigilator(s) can handle the administrative work smoothly. CIIA Candidates must return all examination materials (including but not limited to the question booklets) to the Chief Invigilator/invigilator(s) before leaving the examination centre.
23. Once the Chief Invigilator announces the end of the examination, CIIA Candidates should stop writing, erasing and/or using correction fluid/tape to amend any writing whatsoever (including but not limited to the answers in the question booklets) immediately. Subsequent requests for special consideration in filling in the personal particulars and/or examination details on the question booklets, filling in, erasing and/or using correction fluid/tape to amend any writing whatsoever (including but not limited to the answers) in question booklets will **NOT** be entertained after the announcement of the end of the examination.
24. Following the announcement of the end of the examination, CIIA Candidates should remain silent and seated while waiting for the Chief Invigilator/invigilator(s) to collect all examination materials (including but not limited to the question booklets). **NO** candidates are allowed to leave the examination centre until they are told by the Chief Invigilator/invigilator(s) to do so.
25. All question booklets submitted by CIIA Candidates will be and remain the properties of the HKSI Institute and the ACIIA and as such, will be handled by the HKSI Institute and the ACIIA at any time and in any way it deems fit. While the HKSI Institute and the ACIIA will exercise reasonable care to protect and preserve the question booklets, in the event of any loss or damage, as a result of which the CIIA Candidate's performance cannot be assessed based on the question booklets, the CIIA Candidates concerned will waive all claims, if any, against the HKSI Institute and the ACIIA.
26. CIIA Candidates are not allowed to take photograph of, record, copy, distribute, publish, modify, create derivative works from or otherwise use in any manner or media, the information, materials and questions contained in the question booklet. All information, materials and questions contained in the question booklet are the proprietary information of the ACIIA and all copyright and/or any intellectual property rights therein belong exclusively to the ACIIA. By taking the examination, CIIA Candidates are deemed to acknowledge the ACIIA's intellectual property rights (including copyright) in all such information, materials and questions contained in the question booklet. The ACIIA reserves the right to take appropriate actions against any CIIA Candidates to enforce its intellectual property rights and hold the CIIA Candidates liable for all losses, damages and/or costs incidental thereto.
27. CIIA Candidates (a) who are not able to attend the examination or report to the correct examination centre or are not admitted to the examination centre under Clause 3 in this section; or (b) whose personal particulars and/or examination details provided on question booklets cannot be read; or (c) who fail to produce the original and valid (non-expired) identification documents for verification within 30 minutes after the scheduled starting time of the examination and/or whose identity cannot be verified will be graded ABSENT under Clause 3 or Clause 14 in this section or Clause 1 in the section "Proof of Identity"(as the case may be). CIIA Candidates who are graded ABSENT or disqualified as a result of breach of any provision(s) herein will **NOT** be rescheduled to another examination session and the fees paid are not transferable and not refundable.

Proof of Identity

1. On the examination date, each CIIA Candidate **MUST** bring the following for verification purposes:
 - i) his/her original and valid (non-expired) identification document, such as Hong Kong identity card, passport, or other formal travel documents with a photo acceptable to the HKSI Institute. The name and number of the identification document **MUST** be identical to the one indicated on the Admission Form); and
 - ii) the hard copy of his/her Admission Form printed on a piece of white A4 paper that was originally blank on both sides. (If the Admission Form consists of more than one page, he/she must print all pages on separate pieces of the A4 paper and produce all pages during the examination.

Anyone failing to produce the above documents within 30 minutes after the scheduled starting time of the examination, and/or whose identity cannot be verified will NOT be permitted to sit for the examination. Such a CIIA Candidate will be graded **ABSENT**.
2. **NO** examination-related information is allowed to be printed/written on and/or attached to the identification document.
3. CIIA Candidates are **NOT** allowed to write anything on the Admission Form at any time.
4. If, in the opinion of the Chief Invigilator/invigilators, a CIIA Candidate's identity is in doubt, the Chief Invigilator/invigilators will take photographs of this CIIA Candidate and photocopy his/her identification document. The CIIA Candidate whose identity is in doubt should offer all necessary assistance (e.g. by removing any glasses, hat or mask) to ensure that the photographs can reveal his/her full face. The photographs and copy/copies of the identification document will be retained for further investigation. In the event that the HKSI Institute is unable to clear its doubt about the true identity of the CIIA Candidate taking the examination, it has the sole discretion in invalidating his/her results of the examination. If he/she does not allow the Chief Invigilator/invigilators to take photographs of him/her or photocopy his/her identification documents, he/she will be disqualified from the examination.
5. Any incident of impersonation will be reported to the police. Those who commit criminal offences may be prosecuted.

Use of Dictionaries and Electronic Calculators

1. **Dictionaries** may be used by CIIA Candidates in examinations. Only **non-thematic translation dictionaries** from a foreign language into the examination language and back, without any annotation, are authorised. Financial, thematic and electronic dictionaries are not authorised. **NO** examination-related information is allowed to be printed/written on and/or attached to the dictionaries.
2. **Electronic calculators** may be used by CIIA Candidates in examinations, provided that the electronic calculators are battery-powered and operate without sound. The jacket/case of the electronic calculators should **NOT** contain any piece of paper, card or cloth.
3. Calculators with spreadsheet capability are forbidden. However:
 - Only executable formulas may be programmed into the calculator
 - No text of any sort is authorised;
 - No file or any directory should be hidden or protected by a password. The Chief Invigilator/Invigilator(s) must be able to access every file, without any restriction, at all times throughout the examination.
4. A list of approved models of electronic calculators is published on the HKSI Institute website. It is subject to change and modification by the HKSI Institute at its absolute discretion without prior notice.

5. Dictionaries and Electronic calculators brought into the examination centre are subject to inspection and, in case of doubt, may be taken away for inspection. This procedure may take up to fifteen minutes per candidate. **NO** extra time or replacement of dictionaries and/or electronic calculators will be given to the CIIA Candidate under such circumstances. The model numbers of the electronic calculators should be clearly visible to the Chief Invigilator/invigilators. Electronic calculators with which model numbers and/or functions cannot be verified/identified are **NOT** allowed to be used in the examination. In cases of doubt, the Chief Invigilator/Invigilator(s) are authorised to confiscate the dictionaries and electronic calculators of any candidate, and the latter has no right to demand a replacement one. Sharing, transferring, exchanging, borrowing and/or lending of, and trading in dictionaries and/or electronic calculators between CIIA Candidates during the examination are **NOT** allowed.
6. **NO** help will be offered by the Chief Invigilator/invigilator(s) should the electronic calculators fail to function properly for whatever reason. Allowance of any kind (such as replacement, extra time or mark) will **NOT** be given for any mistakes arising from electronic calculator malfunctioning.
7. Should CIIA Candidates have any queries regarding the acceptance of their dictionaries and/or electronic calculators, for example, if their electronic calculators are not on the list of approved models of electronic calculators but have features which may meet the HKSI Institute and the ACIIA standard, they are advised to call the HKSI Institute or bring them to the HKSI Institute's office for approval before the examination. CIIA Candidates who use any dictionaries not authorised by the HKSI Institute and the ACIIA, or use electronic calculators not on the list of approved models of electronic calculators and/or having feature(s) not authorised by the HKSI Institute and the ACIIA may be disqualified from the examination.
8. Failure by the Chief Invigilator/invigilators to detect any unauthorised dictionaries and/or electronic calculators prior to the start of the examination, during the conduct of the examination, or even after completion of the examination does **NOT** imply that such dictionaries and/or electronic calculators are authorised to be used in the examination, or that the CIIA Candidates using the dictionaries and/or electronic calculators will not be subject to disciplinary actions. CIIA Candidates have the sole responsibility to ensure that the dictionaries and electronic calculators brought into the examination centre comply with the requirements stipulated in this section and "General Rules" above.

Misconduct

When, in the HKSI Institute's judgement in accordance with the examination regulations, there is misconduct in connection with the examination, the HKSI Institute may issue a warning letter to the CIIA Candidate concerned, disqualify him/her from the examination and decline to release his/her examination results, suspend him/her from taking all the HKSI Institute's examinations for six months or take whatever disciplinary action(s) it deems necessary. All examinations in which candidates have enrolled in the period of suspension will not be re-scheduled to another examination session and all fees paid are non-transferrable and non-refundable. A report regarding the incident will be filed by the HKSI Institute in the CIIA Candidate's personal records for future reference. Such report will also be reported to the ACIIA. Misconduct means a failure to follow, and/or breach of, any of the latest examination regulations published by the HKSI Institute.

ACIIA Candidate may be disqualified from the examination if he/she:

1. provides false personal particulars in his/her registration form and/or examination enrolment form or in the HKSI Institute Online Portal, wherever applicable;
2. improperly obtains information about an examination paper prior to the examination;
3. communicates or attempts to communicate with any person other than the Chief Invigilator/invigilator(s) inside or outside the examination centre during the examination in any manner whatsoever;

4. copies from/uses notes, books or electronic devices brought into the examination centre, or any writing whatsoever of other CIIA Candidates (including but not limited to answer(s)) during the examination;
5. glances or looks at another CIIA Candidate's examination materials, or gives the appearance of doing so;
6. allows another CIIA Candidate(s) to copy from his/her own writing whatsoever (including but not limited to answer(s));
7. leaves an electronic/communication device (including but not limited to a mobile phone) switched on at any time inside the examination centre and/or during the examination;
8. uses any unauthorised devices such as communication/electronic devices not approved by the HKSI Institute at any time inside the examination centre and/or during the examination, including the time when he/she is having a convenience break;
9. uses an electronic calculator that is not on the HKSI Institute's list of approved models and/or has any feature(s) not authorised by the HKSI Institute and the ACIIA as listed in the sections "General Rules" and "Use of Dictionaries and Electronic Calculators" above during the examination;
10. uses a dictionary not authorised by the HKSI Institute and the ACIIA as listed in the sections "General Rules" and "Use of Dictionaries and Electronic Calculators" above during the examination;
11. leaves any unauthorised materials including but not limited to documents, textbooks, notes, tablets, electronic/communication devices, food, drink, and any other study materials on the desk and/or on his/her person at any time inside the examination centre and/or during the examination;
12. takes away, or attempts to take away, from the examination centre and/or damage any examination materials, such as question booklets;
13. copies any information, materials and questions contained in the question booklet on any media other than the question booklet;
14. discloses any information, materials and questions contained in the question booklet by any means to any parties;
15. vandalizes any properties not belonging to him/her and/or belonging to the examination centre provider in the examination centre on purpose;
16. leaves the examination centre without permission;
17. starts to read/work on the examination paper before being instructed to do so, or continues to write/erase/use correction fluid/tape to amend any writing whatsoever (including but not limited to the filled answers in the question booklets) after being told to stop writing at the end of the examination;
18. does anything which causes unnecessary distraction to the Chief Invigilator/invigilator(s) or other CIIA Candidates, or disruption to the examination;
19. uses threatening, abusive or insulting language, or behaves in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other CIIA Candidates or interferes with the Chief Invigilator/invigilator(s) in the performance of their duties or interferes with equipment in the examination centre. A CIIA Candidate who is found to be in breach of this Clause may be disqualified from taking any further HKSI Institute examinations;
20. takes the examination on behalf of or in the name of another person or allows another person to take the examination on his/her behalf;
21. fails to follow the instructions given by the Chief Invigilator/invigilator(s) during the examination;
22. fails to adhere to any of the latest examination regulations published by the HKSI Institute;
23. disregards the instructions contained in the warning letter issued by the HKSI Institute in connection with his/her misconduct in any examination(s) conducted by the HKSI Institute; or
24. is found cheating in any manner whatsoever.

Guidelines on the Cancellation and/or Rescheduling of Examinations

CIIA Candidates should take note of the guidelines below regarding the cancellation and/or rescheduling of examinations:

- The following general arrangements under tropical cyclone (commonly known as “typhoon”)/rainstorm will apply. If the examination is cancelled due to typhoon and/or rainstorm, the HKSI Institute will make public announcements on the HKSI Institute website (www.hksi.org) accordingly.

Typhoon/Rainstorm Warning Signals	Signal Issued by Hong Kong Observatory	Examination Arrangements
Typhoon Warning Signal No. 1 or No. 3 / Amber or Red Rainstorm Warning Signal	At any time	Examinations will be held as scheduled
Pre-No.8 Special Announcement / Typhoon Warning Signal No. 8 or above/ Black Rainstorm Warning Signal	While examinations are in progress	Examinations will continue until the scheduled finishing time
	At or after 6 a.m. but before 10:00 a.m.	All examinations start between 8:00 a.m. and before 1:00 p.m. will be cancelled
	At or after 10:00 a.m. but before 2:00 p.m.	All examinations start between 10:00 a.m. and before 5:00 p.m. will be cancelled
	At or after 2:00 p.m.	All examinations start between 2:00 p.m. and before 10:00 p.m. will be cancelled

- For the latest announcement on examination arrangements, CIIA Candidates please refer to the HKSI Institute website (www.hksi.org).
- If an examination is cancelled without rescheduling, the HKSI Institute will offer a full refund of the applicable examination fee(s) to the affected CIIA Candidates. The refund will be paid to affected CIIA Candidates within 28 working days of the affected examination date. CIIA Candidates do not have to apply for a refund of the examination fee(s).
- The HKSI Institute reserves the right and absolute sole discretion to cancel and/or reschedule an examination.

All the times mentioned in these examination regulations refer to Hong Kong standard time as announced by the Hong Kong Observatory (<http://www.hko.gov.hk/contente.htm>).

On all matters concerning the interpretation of the examination regulations, the decision of the HKSI Institute shall be final.

In case of discrepancies and/or inconsistencies between the latest examination regulations and other document(s) published by the HKSI Institute, the latest examination regulations shall apply and prevail.

In case of discrepancies and/or inconsistencies between the English and Chinese versions of the latest examination regulations, the English version shall apply and prevail.