Select **preferred language, font size and color theme** as the system interface on the top right-hand corner of the screen. System interface can be changed throughout the examination.

Candidates may read the instruction in a box on the right-hand side of the screen.
Use the **virtual keyboard** to enter the “HK Identity Card/Passport No.”.

(Note: No need to input any symbol such as dash, hyphen, slash, bracket, etc.)

To clear the wrong input, click on the “BACKSPACE” or “CLEAR” button on the virtual keyboard.
Click on the “Login” button to login into the Computer-based Examination system.
Click on the "Enter" button after checking the correctness of the examination information displayed to proceed to the next page. Contact the invigilator immediately if the information is incorrect.
Read carefully the Important Notice, put a tick in the box and click on the "Confirm" button at the bottom of this page when finished.
Click on the “Start Real Examination” button to start the real examination.

(Note: if candidates log in before the scheduled starting time of the examination and would like to take the mock examination, click on the “Start Mock Examination” button instead).
The real examination starts.

Examination paper that candidate is attempting, candidate name and built-in calculator are displayed in ① box. Examination question is shown in ② box. Answer options (i.e. the four options A, B, C,D, is shown in ③ box.
To answer a question, click on the answer option / “☐” button adjacent to the option answers A, B, C or D to indicate the answer that you have chosen.

Click another answer option / “☐” button for changing answer.

Selected answer will be displayed in the Question List window of the right-hand side of the screen.
To go to the next question, click on the “Next Question” button.

To return back to the previous question, click on the “Previous Question” button.

Candidate may also click on the clickable question/answer button on the right-hand side of the screen to go to the respective question/answer.
CPWP Module 1 Examination candidate may click on the "Formula Sheet" button to view the Formula Sheet, move the Formula Sheet on the screen or click on "X" to close the Formula Sheet.
Candidate may use the built-in **Calculator** by clicking on the “**Calculator**” button, click on “**add**” to move the calculator on the screen or click on “**x**” to close the calculator function.
Candidate may **bookmark** a question (to return to the question for review or re-checking) by clicking on the "Bookmark" button adjacent to “Bookmark”.

Once a question is bookmarked, a "Bookmark" button would be displayed adjacent to the selected question number shown in one of the clickable question/answer buttons on the right-hand side of the screen. Candidate may click on the bookmarked clickable question/answer button to return to the question.

Click the “Bookmark” button adjacent to “Bookmark” button if you would like to cancel the bookmark of the question.
On the time window, the “**Current Time**” is the current time of the Computer-based Examination system. “**End Time**” is the time the examination would end, and the “**Remaining Time**” is the time remaining before the examination reaches the examination “**End Time**”.
Complete And Submit The Real Examination
BEFORE Examination END TIME

After the Computer-based Examination has been started for more than 20 minutes, the candidate may submit the examination answers and leave the examination centre with the approval of an invigilator. Before submitting the answers, the candidate can check if all the questions have been answered by looking at the clickable question/answer buttons of the Question List on the right-hand side of the screen. Question numbers with a letter (A, B, C or D) are those questions that have been answered.

To begin the process of ending the examination, click on the “Submit All Answers” button.
Complete And Submit The Real Examination
BEFORE Examination END TIME

The completion status of the examination for the respective candidate is displayed: “Current Time”, “Remaining Time” and “Completed Questions” (The figures denote the number of questions completed and the total number of questions in the examination).

To return to the examination, click on the “Return to Examination” button.

To end the examination, click on the “Confirm Submission” button. Upon clicking the “Confirm Submission” button, NO further amendment will be accepted.
Complete And Submit The Real Examination

BEFORE Examination END TIME

All answers, ticked or unticked, have been submitted. Examination results will be displayed on the screen shortly.

Real Examination Ended By Examination End Time

The invigilator will announce that the examination time is up and the examination has been ended automatically and submitted all answers, ticked or unticked, by the examination end time.

Examination results will be displayed on the screen shortly.
Click on the “Close” button after viewing examination score and grade of the examination displayed to proceed to the next page (Candidates may download and print their Notification of Results from the HKSI Institute Online Portal approximately two hours after the examination).
Please await further instructions from the invigilator. Please make sure to take all personal belongings and identification documents when leave.