

EXAMINATION REGULATIONS OF THE TRUST TRAINING CERTIFICATE (TTC) EXAMINATION

Candidates are advised to read carefully all the rules and regulations set out under the headings “General Rules”, “Proof of Identity” 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 Hong Kong Trustees’ Association Limited (HKTA) any information of candidates who breach any of these examination regulations.

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 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. Candidates should ensure that they attend the enrolled examination at the scheduled examination time and centre. Candidates are advised to report to the assigned examination centre at least 15 minutes prior to the start of the examination. Late 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 candidates.
3. 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 candidate will be admitted to the examination centre more than **15 minutes after the scheduled starting time** of the examination; such candidate will also be graded **ABSENT**.
4. Once admitted to the examination centre, candidates should follow the instructions of the Chief Invigilator/invigilator(s) strictly until they are dismissed, failing which the candidates may be disqualified from the examination.
5. Kindly note that announcements relating to the TTC Examination are currently made in English. It is the responsibility of all candidates to familiarise themselves with the examination regulations before sitting for any examination papers. Candidates who have difficulty in speaking and/or understanding English 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 candidate’s disqualification from the examination.
6. Candidates may bring their own stationery (HB pencils, erasers, highlighters, rulers, pencil sharpeners etc.) to all examinations. No stationery will be provided by the HKSI Institute at the examination centre. All items brought into the examination centre are subject to inspection by the Chief Invigilator/invigilator(s).
7. Sharing, transferring, exchanging, borrowing and/or lending of, and trading in materials of any kind (including but not limited to stationery) between candidates during the examination are **NOT** allowed, and may result in disqualification from the examination.

8. Candidates are **NOT** allowed to use any communication devices at any time inside the examination centre and/or during the examination. 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.
9. Candidates are **NOT** allowed to use any electronic devices 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.
10. Any 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 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.
11. At any time inside the examination centre and/or during the examination, 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 answer sheet 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 candidates, or disruption to the examination process. Such a 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 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 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 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 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 candidates and whether the candidate concerned should be requested to leave the examination centre on the basis of the candidate's behaviour.

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

12. Candidates should maintain absolute silence at any time inside the examination centre and/or during the examination.
13. Candidates must sit on the designated seats according to the seat numbers printed on their Admission Forms, unless otherwise approved by the Chief Invigilator/invigilator(s).
14. Candidates must use **HB pencils** to fill in all their personal particulars and the examination details on the question booklets/answer sheets. **ONLY CORRECT personal particulars and examination details** marked in the specified areas on the question booklets/answer sheets with **HB pencils** will be used to identify candidates. Personal particulars and examination details marked outside the specified areas on the question booklets/answer sheets will not be used for identification purpose. Candidates will be graded "**ABSENT**" if their personal particulars and/or the examination details provided cannot be read by the marking machine to identify the candidates, regardless of whether or not the 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 a clean eraser to avoid inaccurate reading by the marking machine.
15. Candidates must use **HB pencils** to answer the multiple-choice questions on the answer sheets. **ONLY** correct answers marked with **HB pencils** within the specified boxes on the answer sheet will be counted towards a candidate's score. **NO** marks will be given to any question in which the answers provided cannot be read by the marking machine, and/or two or more answers are marked on the answer sheet for a single question. Any answers marked in the question booklets or outside the specified boxes on the answer sheet will **NOT** be counted. Wrong markings and/or unnecessary markings on the answer sheet must be completely removed with a clean eraser to avoid inaccurate reading by the marking machine.
16. By taking the examination, candidates acknowledge that reading of the marking machine and marking by the HKSI Institute's and the HKTA's appointed marker(s) shall be final, conclusive and binding upon the candidates. Candidates shall waive any claims against the HKSI Institute regarding the function of the marking machine or accuracy of its reading, the marking by the HKSI Institute's and the HKTA's appointed marker(s) and agree to be bound by the reading delivered by the marking machine and the marking by the HKSI Institute's and the HKTA's appointed marker(s).
17. Only the hard copy of Admission Form, Hong Kong identity card/passport and stationery (HB pencils, erasers, highlighters, rulers and pencil sharpeners) 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, electronic calculators, dictionaries, 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 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 candidates/the desk, and to inspect and/or photograph/make a record of such items. Candidates must not access such items during the examination.
18. 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 candidates possessing the item will not be subject to disciplinary actions.
19. 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.

20. Timing devices may be but not necessarily provided in the examination centre. 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.
21. No candidates are allowed to leave the examination centre within the **first 20 minutes** of the starting time of the examination. Once the Examination has been in progress for **more than 20 minutes**, candidates may request to leave the examination centre with the approval of the Chief Invigilator/invigilator(s). However, 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. Candidates must return all examination materials (including but not limited to the question booklets/answer sheets/backing sheets) to the Chief Invigilator/invigilator(s) before leaving the examination centre.
22. Once the Chief Invigilator announces the end of the examination, candidates should stop writing and/or erasing any writing whatsoever (including but not limited to the filled box(es) on the answer sheet) immediately. Subsequent requests for special consideration in filling in the box(es)/personal particulars on the answer sheets/question booklets, filling in, erasing/correcting any writing whatsoever (including but not limited to the filled box(es) on the answer sheet) on the answer sheets/question booklets will **NOT** be entertained after the announcement of the end of the examination.
23. Following the announcement of the end of the examination, 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 and answer sheets). **NO** candidates are allowed to leave the examination centre until they are told by the Chief Invigilator/invigilator(s) to do so.
24. All answer sheets submitted by candidates will be and remain the properties of the HKSI Institute and the HKTA and as such, will be handled by the HKSI Institute and the HKTA at any time and in any way it deems fit. While the HKSI Institute and the HKTA will exercise reasonable care to protect and preserve the answer sheets, in the event of any loss or damage, as a result of which the candidate's performance cannot be assessed based on the answer sheets, the candidates concerned will waive all claims, if any, against the HKSI Institute and the HKTA.
25. 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 HKSI Institute / the HKTA and all copyright and/or any intellectual property rights therein belong exclusively to the HKSI Institute / the HKTA. By taking the examination, candidates are deemed to acknowledge the HKSI Institute's / the HKTA's intellectual property rights (including copyright) in all such information, materials and questions contained in the question booklet. The HKSI Institute / the HKTA reserves the right to take appropriate actions against any candidates to enforce its intellectual property rights and hold the candidates liable for all losses, damages and/or costs incidental thereto.
26. 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) who fail to produce the original and valid (non-expired) identification documents for verification within 15 minutes after the scheduled starting time of the examination and/or whose identity cannot be verified; or (c) whose personal particulars and/or examination details provided on answer sheets cannot be read by the marking machine to identify them 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). 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 candidate **MUST** bring the following documents 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 hard copy of 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 15 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 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. Candidates are **NOT** allowed to write anything on the hard copy of the Admission Form at any time.
4. If, in the opinion of the Chief Invigilator/invigilator(s), a candidate's identity is in doubt, the Chief Invigilator/invigilator(s) will take photographs of this candidate and photocopy his/her identification document. The 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 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/invigilator(s) 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.

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 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 candidate's personal records for future reference. Such report will also be reported to the HKTA. Misconduct means a failure to follow, and/or breach of, any of the latest examination regulations published by the HKSI Institute.

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

1. provides false personal particulars in the Online Portal or in his/her examination enrolment form, 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 the work of other candidates (including but not limited to the answer(s)) during the examination;
5. glances or looks at another candidate's examination materials, or gives the appearance of doing so;
6. allows another 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. leaves any unauthorised materials including but not limited to documents, textbooks, notes, electronic calculator, dictionaries, 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;
10. takes away, or attempts to take away, from the examination centre and/or damage any examination materials, such as question booklets, answer sheets, backing sheets or draft paper;
11. copies any information, materials and questions contained in the question booklet on any media other than the question booklet;
12. discloses any information, materials and questions contained in the question booklet by any means to any parties;
13. vandalises any properties not belonging to him/her and/or belonging to the examination centre provider in the examination centre on purpose;
14. leaves the examination centre without permission;
15. starts to read/work on the examination paper before being instructed to do so, or continues to write/erase any writing whatsoever (including but not limited to the filled box(es) on the answer sheet) after being told to stop writing at the end of the examination;
16. does anything which causes unnecessary distraction to the Chief Invigilator/invigilator(s) or other candidates, or disruption to the examination;
17. uses threatening, abusive or insulting language, or behaves in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other candidates or interferes with the Chief Invigilator/invigilator(s) in the performance of their duties or interferes with equipment in the examination centre. A candidate who is found to be in breach of this Clause may be disqualified from taking any further HKSI Institute examinations;
18. 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;
19. fails to follow the instructions given by the Chief Invigilator/invigilator(s) during the examination;
20. fails to adhere to any of the latest examination regulations published by the HKSI Institute;
21. disregards the instructions contained in the warning letter issued by the HKSI Institute in connection with his/her misconduct in any examination conducted by the HKSI Institute;
22. is found cheating in any manner whatsoever.

Guidelines on the Cancellation and/or Rescheduling of Examinations

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 arrangement, candidates please refer to the HKSI Institute website (www.hksi.org).
- If the examination is cancelled without rescheduling, the HKSI Institute will offer a full refund of the applicable examination fee(s) to the affected candidates. The refund will be paid to affected candidates within 28 working days of the affected examination date. 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.