

Guidelines of Online Special Examination



Hong Kong Securities and Investment Institute (HKSI Institute) offers online special examination in paper-based examination (PBE) mode under epidemic situation, i.e. candidates may sit the examination in their own place with no need to travel to an examination centre. Nevertheless, examination must take place in a **private place**.

Equipment Required

- The “candidate examination computer” for taking the examination. This refers to **ONE laptop / desktop computer with**
 - Miscrosoft Windows 10 / Windows 11 (English version)** - other operating systems or Mac are not accepted,
 - [WebEx](#) ,
 - camera ,
 - microphone,
 - speaker,
 - screen saver be disabled
- The “candidate monitoring equipment” for real-time monitoring and sending of Candidates’ Declaration and Answer Sheet. This refers to **ONE smartphone or tablet with**
 - WebEx,
 - WhatsApp,
 - camera,
 - microphone,
 - speaker

Please ensure no one will message or call you during the examination, particularly via this device.
- Internet connection must be stable.** Wired network is preferred over wireless network.
- HB Pencils
- Eraser

Setting before the examination

- The candidate examination computer** for taking examination putting **in front** of the candidate.
 - If the candidate is a right-hander (or left-hander), the candidate monitoring equipment** is put on the **left (or right hand-side)** of the candidate to capture **computer screen, desk, hands and candidate himself/herself**. HKSI Institute staff may instruct the candidate to adjust camera positions.
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- Ensure your **internet connection and electric support** is not interrupted during the examination. You are advised plug the power supplies into the **examination computer and monitoring equipment**.
 - Disable the screen saver** on your examination computer.
 - Turn off various functions and software** that will interrupt or undermine the integrity of the examination, including but not limited to instant messaging application, recording software, etc.
 - Turn off and put away all your communication devices and other devices which produce sound of any kind**, except the candidate examination computer and candidate monitoring equipment. These devices include, but not limited to, mobile phones, Smart Watches, Bluetooth headset and any remote communication devices etc.
 - Remove all unauthorised materials** from the desk. Only the candidate examination computer, candidate monitoring equipment, their accessories, Hong Kong identity card/passport, pencils, eraser and answer sheet are allowed on the desk.
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- Ensure **no other people** present in the examination room. **Lock the door** of your examination room to ensure the examination would not be interrupted.
 - Turn off all surveillance system**, such as IP cameras, inside the room for examination.
 - Ensure to get ready for the examination **at least 30 minutes prior to the start of the examination** for HKSI Institute for equipment check-up and identification verification. Late candidates will not be given extra time to compensate for the time lost.
 - Online special examination will not be available more than 15 minutes after the scheduled starting time of the examination. Absentees will not be re-scheduled to another examination session and all fees paid are non-transferrable and non-refundable.

Document required

- Your **original and valid Hong Kong identity card / passport** for identity verification. *(The name and number of the identification document must be identical to the one indicated in the HKSI Institute Online Portal.)*
- Hard copy of **Candidate's Declaration and Answer Sheet** printed on a piece of white A4 paper that was originally blank on both sides.

(HKSI Institute will send candidates a soft copy of candidate's declaration and answer sheet through email two working days before examination. Candidates are required to use clean and absolutely blank (both sides) A4 paper for the printing of declaration form and answer sheet before the date of examination.)

Forbidden items and actions

- Please always observe the clauses on the [Examination Regulations](#).
- Candidates cannot use **headphones** during the examination.
- Do not read out** the content of the question paper during the examination.
- No draft paper** for rough work is allowed to be used during the examination.
- No notes, rough work are allowed written down onto the Candidates' Declaration and Answer Sheet** during the examination.
- Candidates are **not allowed to touch and control** the candidate examination **computer** and candidate **monitoring equipment** after the video meetings have started.
- You are **not allowed to leave the view of the cameras** during the examination. Please take a toilet break and make all arrangements of home matters before the start of the examination.
- Other than the staff of HKSI Institute, you are **not allowed to communicate with anyone** directly or indirectly, physically or electronically, or by any other means during the examination.

Situation happens during examination

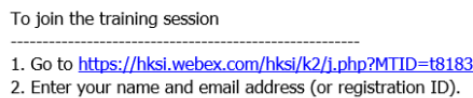
- In case of unexcepted technical problems during the examination, please inform the staff of HKSI Institute immediately. If the problem could not be resolved within 15 minutes, the examination may be cancelled.
- The examination may be paused if any suspicious behaviour and candidates may be disqualified from the examination.

Steps of taking examination

1. **Use the candidate examination computer to join a Webex Training Session** via the link (for the examination) provided by the HKSI Institute. Video meeting recording function is turned on by the staff of HKSI Institute.

Joining a Webex training session by the candidate examination computer

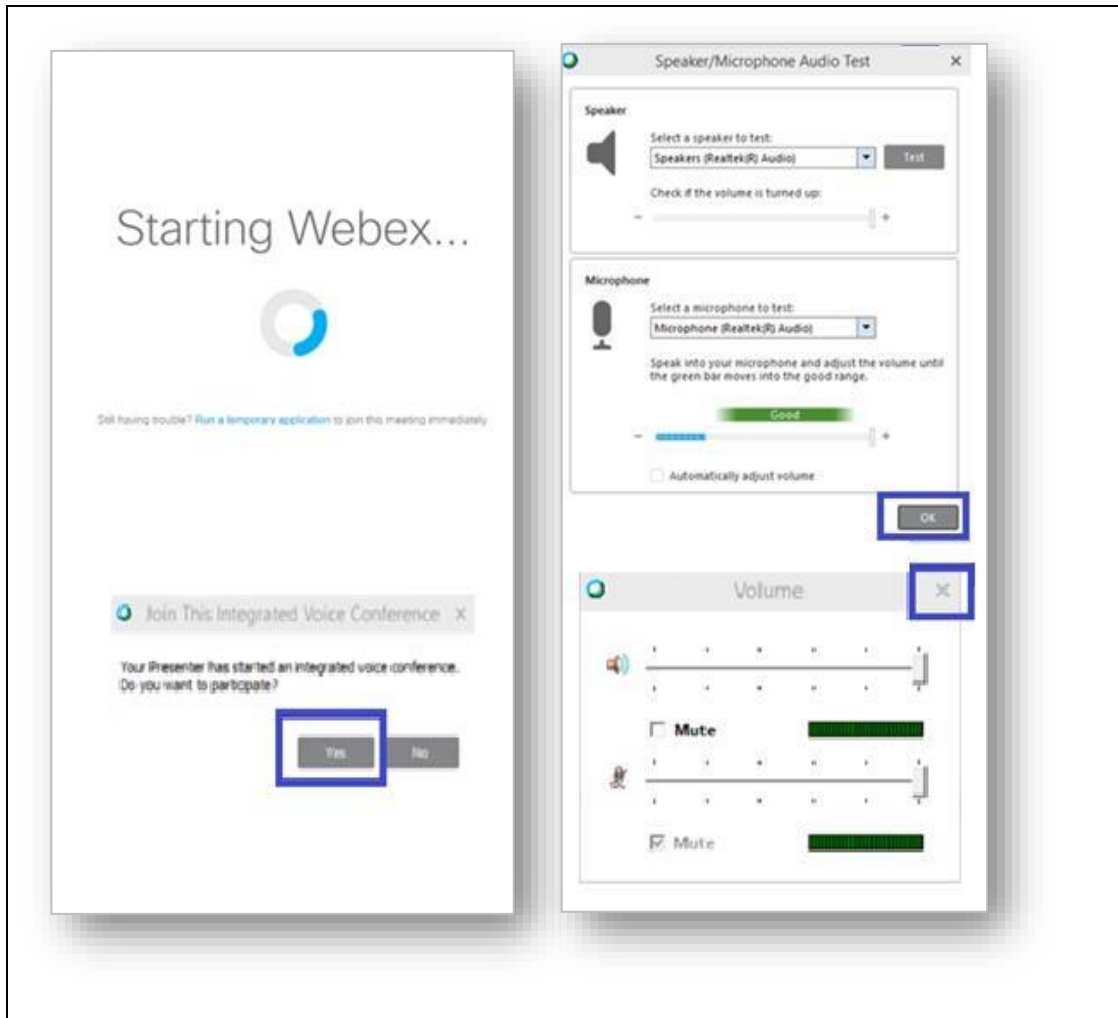
Step 1: Your registered email box should have received an invitation email in which a link to join a training session is provided. You will be redirected to the WebEx session by clicking the button. If the "Launch button" is not existed, you may have to refresh the page.



To join the training session

1. Go to <https://hksi.webex.com/hksi/k2/j.php?MTID=t8183>
2. Enter your name and email address (or registration ID).

Step 2: Press "Yes" to join in the WebEx session. The "Speaker/ Microphone Audio Test" box will be appeared, press "OK" after testing the audio. Close the "Volume" box and you are automatically muted in the webinar session.



- 1.1. **Turn on camera** (*virtual background is not allowed*), **microphone, speaker**.
- 1.2. Launch the **Task Manager** and **share your screen** to the host examination computer for a check-up (please ensure the Windows 10 and applications running on your laptop computer is English version)
- 1.3. You are not allowed to touch and control this device until the end of the examination.
2. Using the **candidate monitoring equipment to join another Webex Meeting Session** via the link (for monitoring) provided by the HKSI Institute (same as Step 1 above). Video meeting recording function is turned on by the staff of HKSI Institute.
 - 2.1. **turn on camera** (*virtual background is not allowed*) and share your video with our invigilator.
 - 2.2. **turn off the speaker and microphone** in the video meeting.
 - 2.3. **show your original and valid Hong Kong identity card/passport** to our invigilator (the page with your personal particular) and **look at the camera of the candidate examination computer**.

- 2.4. **to show 360-degree ambient environment** of the examination room
 - 2.4.1. horizontal
 - 2.4.2. tilted upward by 45-degree
 - 2.4.3. titled downward by 45-degree
(No unauthorized materials are allowed on the desk)
- 2.5. **show left and right side of your head** that no headphone is being used.
- 2.6. **show the appearance of the candidate examination computer and candidate monitoring equipment.** Please ensure to turn off all application and software that would interrupt the examination.
- 2.7. **show both sides of the candidates' declaration and answer sheet** which should be blank. Do not turn over the answer sheet that the page one should always face upward.
- 2.8. **switch to use the rear camera** that the back of the device is facing the candidate. Do not use the front camera and look at the screen during the examination.
- 2.9. **put it on the left or right hand-side** that keyboard, desk and hands are clearly captured. Then, do not touch it until you are told to do so.
3. If you have any questions during the examination, please tell the staff of HKSI Institute.

(Please always observe the above **forbidden items/actions** during the examination and keep your eyes on the examination computer or answer sheet during the examination. Looking around during examination will be treated as suspicious behaviour and the examination may be paused.)
4. The examination paper will be displayed on your examination computer when examination commences.
5. **Mark your answers onto the answer sheet.**
6. Please **tell the invigilator** when you would like to **view next/previous question or scroll down/up** the pages of the examination paper.
7. When time is up,
 - 7.1. use the **candidate monitoring equipment** to show **both sides of the Candidate's Declaration and Answer Sheet.**
 - 7.2. **send an image of the Candidate's Declaration and Answer Sheet immediately to +852-67386775** via WhatsApp (or go to <https://wa.me/85267386775> in browser) by using the candidate monitoring equipment.
8. The candidate examination computer and candidate monitoring equipment should **stay connected to the video meetings until further instructions** by HKSI Institute staff.

Important Notes:

- 1. You should text to +852-67386775 via WhatsApp immediately if candidate examination computer and candidate monitoring equipment are disconnected during the examination.**
- 2. Candidates may be disqualified from the examination if they are failed to follow, and/or in breach of, any of examination regulations and above guidelines.**
- 3. In case of discrepancies and/or inconsistencies between the examination regulations and above guidelines, the above guidelines shall apply and prevail.**