

ENROLLING AND SCHEDULING YOUR EXAMINATION

VIA HKSI INSTITUTE MOBILE



1 Enrol and Make Payment

Select

Go to the “ENROL NOW” tab to access the examination enrolment page. Select the examination paper, city/country, and choose your preferred venue/mode.

Computer-based examination (CBE)

Choose the available options:

- **Hong Kong Examination Centre;**
- **Global Examination Centre;** or
- **Remote Examination** (select proctor language)

Paper-based examination (PBE)

Choose your examination session.

Add to Cart

Read the important notes before clicking "Add to Cart".

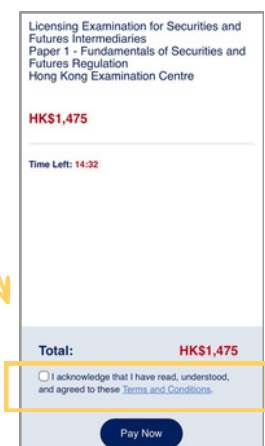
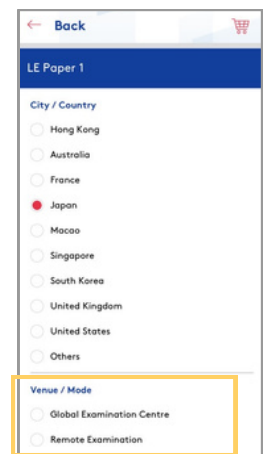
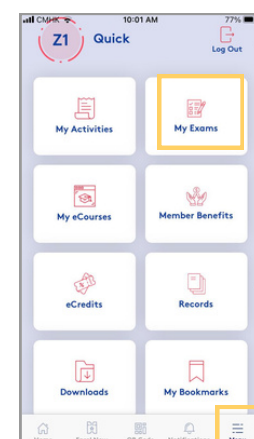
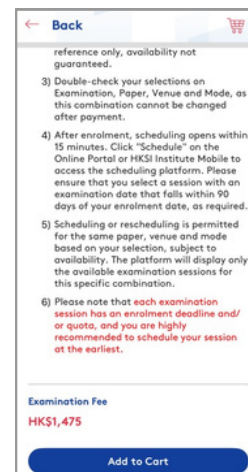
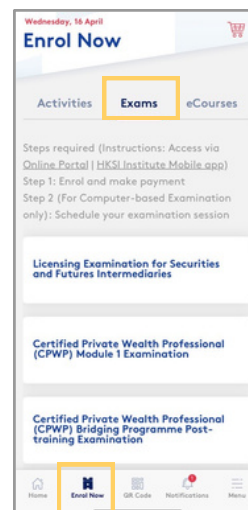
Checkout

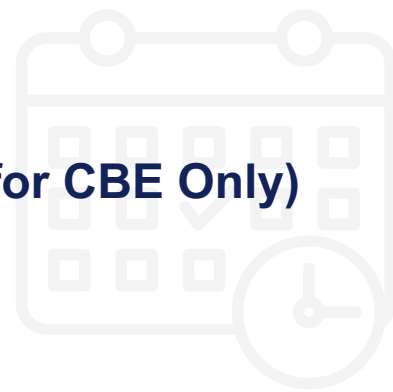
Double check your selection, read and agree to the terms and conditions, then click “Pay Now” to proceed with your payment.

Payment Confirmation

Upon successful payment, you will receive an email “Confirmation of Enrolment and Payment”. If you do not receive it, please check your junk/spam folder.

View your enrolment details under “My Exams” of the "Menu" tab. The **“Schedule” button will appear 15 minutes after CBE enrolment**, enabling you to proceed with the necessary scheduling.





2 Schedule Your Examination Session (for CBE Only)

Start Scheduling

Click “Schedule” under “My Exams”, and you will be directed to the scheduling platform “ProScheduler”.

- Schedule examination session before the scheduling deadline. Seats are on first-come, first-served basis.
- Choose any available session within 90 days of your enrolment unless otherwise specified.

Make a Selection

For Hong Kong or Global Centre:

1. Input the “**City Name**” in the address field.
2. Specify a **two-week date range** in the “Start Date” and “End Date” fields.
3. You can modify the date range to find your preferred session.

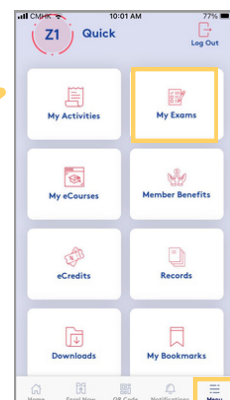
For Remote Examination:

1. Select your “**Testing Location Time Zone**”.
2. Specify your preferred date and modify the date as needed.

Please note the stated examination time includes the required check-in time.

Verification

- Review before clicking “Complete Appointment”, then close the “Appointment Summary” page.
- You will receive an email “Confirmation of Examination Scheduling” containing details of your selected examination session. It will also **show on the “My Exams” tab of the mobile app after 15 minutes.**



Rescheduling (if applicable)

- This can be done before the rescheduling deadline, which is 6 full days before the start of your scheduled examination session.
- Go to “My Exams” of the mobile app and click on the “Reschedule” button to complete the required steps.



- **No changes are permitted** to your examination selection (examination, paper, venue/mode) after confirmation and payment, except for examinations taken at global centres, where you may change location based on availability (e.g., from Japan to France).
- You must schedule an examination session. Failure to do so will result in being **marked as ABSENT**.
- Scheduling or rescheduling the session after the deadlines will not be accepted, and the **examination fees will not be transferrable or refunded**.
- If your name appears incorrectly on the scheduling page, please contact exam@hksi.org immediately for correction.

