

Computer-Based Examination (CBE)

ENROLLING AND SCHEDULING YOUR EXAMINATION

VIA HKSI INSTITUTE MOBILE

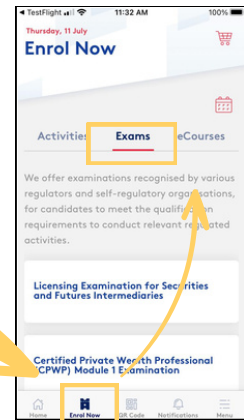


1 Enrol and Make Payment

Browse

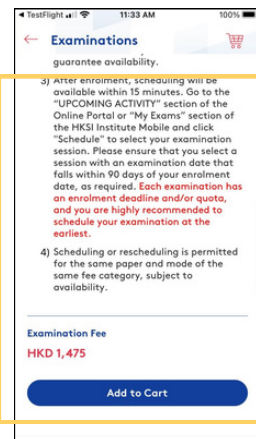
Go to the “Enrol Now” tab to access the CBE enrolment page. Select examination paper, preferred month for examination, and the system interface language*.

*Language used on menus, buttons, and icons



Add to Cart

Double check your selection and read the important notes before clicking “Add to Cart”.



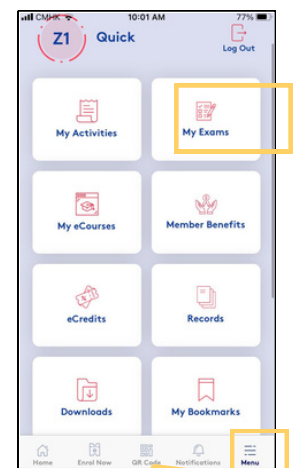
Checkout

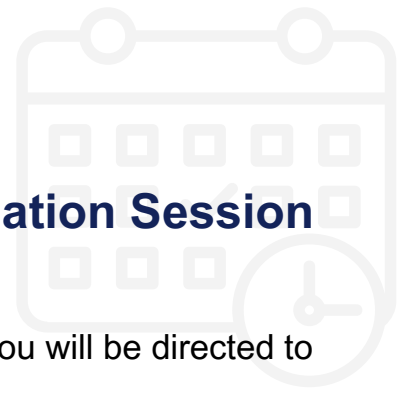
Read and agree to the terms and conditions, then click “Pay Now” to proceed with your payment.

Payment Confirmation

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

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





2

Schedule / Reschedule Your Examination Session

Start Scheduling

Click “Schedule Your Exam” 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.

Select Date

Read the scheduling notes. Go to “Find a Test Center” page, input “Hong Kong” on the address field and specify the date period of your choice.

Select Time

You can modify the “Start Date” and “End Date” for other available sessions within a two-week period.

Profile Check

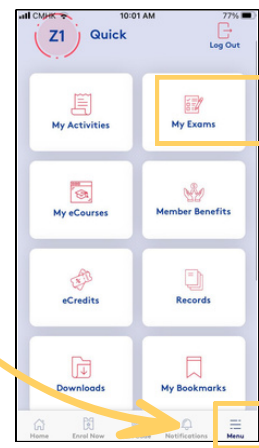
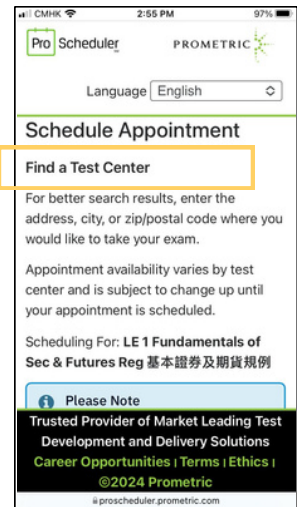
Ensure your personal particulars are correct before proceeding. Contact exam@hksi.org immediately should there be any discrepancies.

Verification

- Review before clicking “Complete Appointment”, then close the “Appointment Summary” page.
- The stated examination time includes the required check-in time.
- You will receive an email “eConfirmation of Examination Scheduling” and your selected session **will show on “My Exams” 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 Your Exam” button to complete the required steps.



- You cannot take the examination without scheduling for a session. If no scheduling is done, you will be graded as ABSENT.
- Scheduling or rescheduling the session after the deadlines will not be accepted, and the examination fees will not be transferrable or refunded.

Effective 8 August 2024

