

THE HONG KONG CHARTERED GOVERNANCE INSTITUTE

October 2021

IMPORTANT: Instructions to Candidates (Beijing/Shanghai/Guangzhou examination centre)

Chartered Governance Qualifying Programme (CGQP) November 2021 Examination Diet

Candidates must comply with the following instructions when sitting The Hong Kong Chartered Governance Institute (HKCGI)/The Chartered Governance Institute examinations.

Reminder to Candidates before attending the examination

- (a) Candidates should read carefully the “**Important Notice to Test Takers during COVID-19**” at Annex I and bring to the examination centre their own **surgical masks** on each examination day. **Candidates will not be admitted to the examination centre under any of the following circumstances:**
 - i. **You are under 14-day compulsory quarantine, stay-at-home order, medical surveillance or a self-quarantine order, as specified by the China Government; or**
 - ii. **You have a high temperature (higher than 37.3 degrees Celsius), persistent cough, difficulty breathing or other flu-like symptoms; or**
 - iii. **Failing to submit the completed “Self-declaration Form”.**
- (b) To safeguard the health of all candidates, examination and administrative personnel, a series of precautionary measures (refer to **Annex I**), based on the recommendations of the British Council, will be implemented during the examinations. Candidates will only be admitted to the examination centre after completion of all steps of precautionary measures and admission to the examination centre may be delayed. The time lost in the examination will not be compensated. In this regard, it is important to note that candidates must strictly report to the examination centre in accordance with the reporting time as specified in the instructions to avoid delay in admission to the examination centre.
- (c) Before entering the examination centre/waiting room for examination, candidates must put on their own **surgical masks properly** and rub their hands by using alcohol sanitiser-gel of their own or placed in front of the entrance.
- (d) Check carefully the information printed on the Examination Admission Slip. If there are any errors or discrepancies, inform the Institute’s Education and Examinations Section **immediately**.
- (e) The Examination Admission Slip must be downloaded and printed on plain white A4 size paper. Candidates **must not write** anything on their admission slips. **Electronic version is not acceptable.**
- (f) Check carefully the starting time for the examination. No extra time will be allowed at the end of the examination for candidates who are late.
- (g) Candidates should arrive at the examination centre at least 60 minutes before scheduled start time of the examination. Candidates will not be allowed to enter the examination room 30 minutes after the commencement of the examination (i.e. 10:00am for morning examinations).
- (h) Candidates must bring along their **Examination Admission Slip** and **Hong Kong Identity Card** or other proper identity documents with a photograph (e.g. PRC Identity Card) to each sitting for identification purposes. Not having these documents means they may not be permitted to attempt the examination.
- (i) Candidates should attend the correct examination centre and sit at the desk bearing the seat number printed on their admission slips. Candidates **must** ensure that they sit at the correct centre and desk.
- (j) **Hong Kong Examinations and Assessment Authority (HKEAA) approved calculators, including programmable calculators, can be used provided that the calculators are battery-powered, silent in operation, have no print-out or graphic/word-display facilities and do not use dot-matrix**

technology in the main display. The list of approved calculators can be found on the HKEAA website (<https://www.hkeaa.edu.hk/tc/IPE/hkcgil/>).

- (k) Candidates are required to **remove the calculator cover/jacket** and place it inside their bags or under their chairs during the examination.
- (l) Calculators brought into the examination centre are subject to inspection and, in case of doubt, may be taken away for further inspection.
- (m) Smoking, eating or drinking are not permitted in the examination centre.

Instructions to Candidates

Any breach of these instructions may result in disqualification from the current examinations. In the case of a more serious violation of the instructions, the candidate may be subject to disciplinary actions by the Institute's disciplinary bodies.

- (n) **Do not** write anything on either side of the Examination Admission Slip. Otherwise, you may have **marks deducted** or **even be disqualified from the current examinations**.
- (o) Candidates whose identity cannot be verified on site will be required to complete a report form and have their photo taken after the examination (if necessary) at the examination centre for future verification purposes. Failure to comply with this regulation will result in their answer script not being marked and/or not being accepted by the Institute.
- (p) Candidates may only use **Hong Kong Examinations and Assessment Authority (HKEAA) approved calculators** which they have brought with them and will not be permitted to borrow calculators from other candidates or the Invigilators during the examinations. Digital diaries and any other electronic devices including **mobile phones, tablets, PDAs, pagers, MP3 players, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technologies supported, portable computers, wearable technologies with communication or data storage functions, etc.**, are not permitted. If you are found to have any electronic device switched on during an examination, you will have marks deducted, downgrading your result. Besides, all kinds of watches are not permitted in the examination centre due to security concern. Candidates are required to leave their watches with their belongings in the secure baggage area. The examination centre will ensure that every venue would have an appropriate clock that is visible to all candidates during the examinations.

Before the start of the examination

- (q) Before the start of an examination, make sure that articles such as notes, books and all kinds of electronic devices are taken out from your pockets/on your body or removed from your desk/the drawer of your desk. If these articles are found on your desk or in the drawer of your desk, in your pockets or on your body during the examination, you may be disqualified from the current examinations. In case of any doubt, the Chief Invigilator may collect the device from you for further inspection after the examination. You will be asked to complete and sign on a self-explanatory report for follow up by the Institute.
- (r) Candidates **must not** retain any statue, ordinance, text-book or any other handwritten, printed or manuscript paper or notes after entering the examination centre. Such items and all personal belongings, brief cases, bags, coats etc., must be placed under their chairs. Candidates are advised not to bring anything valuable to the examination centre and all items are left at their own risk. HKCGI/The Chartered Governance Institute, HKEAA or the examination centre is not responsible for any damage or loss to candidates at the examination centre.

- (s) If your mobile phone or the alarm rings during an examination, the Chief Invigilator or Invigilators will ask you to show the mobile phone call/SMS/instant message log etc. and note down the relevant information for further investigation by the Institute. If you refuse to cooperate, the case will be recorded and reported to the Institute.
- (t) Candidates must enter their candidate numbers (**not HKCGI student number**) on the front page of the answer books and on each supplementary answer sheet used. **The candidate's name and HKCGI student number must not be written on the answer books or supplementary answer sheets.**
- (u) Candidates **must** complete the front page of the answer book and the headings on any additional pages during the examination. Candidates must write down the question numbers of **all** attempted questions on the front page and inside their answer books. **Failure to do so may result in marks being deducted (up to 2 marks in total).** Extra time will **not** be allowed after the examination has ended to do this.
- (v) No candidate is allowed to communicate with, receive assistance from, or attempt to copy from the script of any other candidate; nor may a candidate consult or attempt to use any books, papers or notes during the examination.

During the examination

- (w) Candidates are allowed 15 minutes reading time (i.e. 9:15am – 9:30am for morning examinations) to read through the question paper before the commencement of the examination. During the reading time, all candidates must be silent and must not write or make any marks on their question papers or answer books. Candidates must close all of their reference books, notes or other unauthorised materials and put them under their chairs. If any candidates write or make any marks during the reading time; or if they speak or communicate in any other way with anyone either inside or outside the examination centre during this period; or read any other unauthorised materials, they will be disqualified from taking this examination paper.
- (x) Once candidates have opened the question paper, they are not allowed to leave the examination centre within 30 minutes after the start of the examination (i.e. 10:00am for morning examinations).
- (y) During the course of the examination, no candidate may leave the centre without the permission of an Invigilator. Once a candidate has left the examination centre they will not be allowed to re-enter. Candidates who have finished the examination before the end of the examination session and who wish to leave the examination centre while the examination is still in progress must raise their hand to inform an Invigilator; their question papers and answer books will be collected by the Invigilator. Candidates can only leave the examination centre with the permission of an Invigilator. No candidate will be permitted to leave the examination centre during the last 15 minutes of the examination.
- (z) **Strict silence** must be observed during the examination. All pagers, mobile phones and any other electronic devices which make noise **must be switched off and put under the candidate's chair. Any mobile alarms must also be turned off.**
- (aa) Candidates are required to comply fully with all instructions given by the Chief Invigilator during the examination session until the Chief Invigilator has declared that the examination session is completed and all candidates are discharged from the examination centre.
- (bb) **The Chief Invigilator is empowered to discontinue the examination of a candidate and to exclude him/her from the examination centre if he/she is suspected of misconduct and/or failing to comply fully with instructions given by the Chief Invigilator during the examination.**
- (cc) Any **rough** work must be done in the Institute answer books. **No** scrap paper will be issued. Candidates must write legibly and use both sides of the stationery provided. Each answer must be started on a fresh page. If additional sheets are used, they should be firmly attached to the answer book using treasury

tags supplied for this purpose. Any unused paper should be left on the desk for the Invigilators to collect after the examination. **You must use only stationery that is provided by the Invigilators.**

- (dd) Do not remove any pages from any answer book. Otherwise, you risk having marks deducted **or even being disqualified from the whole examination**. You must not tear the supplementary answer sheets or graph paper into smaller parts.
- (ee) All answers should be written in blue or black ink but not in pencil. **Correction fluid must not be used** – if you make a mistake, you should cross out your error.
- (ff) Section, Code and Rule numbers are to be quoted if this is indicated in the question.
- (gg) For security reasons and owing to the international nature of the examination, you could **not** retain your question papers.
- (hh) **Candidates must cease writing and close their answer books immediately when the Chief Invigilator declares the examination is over.**

After the examination

- (ii) Results will be released online, normally ten to twelve weeks from the conclusion of the examinations. The results may be downloaded from the Institute's website on the 'Exam Results' section.
- (jj) If a candidate withdraws an application to sit an examination or fails to attend, the examination fees are non-refundable. However, if a candidate is prevented by **illness** from attending the examination and can provide a satisfactory medical certificate, the Institute may, at its discretion, allow the candidate to enter the next examination sitting on payment of a non-refundable postponement fee prescribed by the Institute.

Students should submit an examination postponement application (Form no: EE/022) within **three calendar weeks** (i.e. 17 December 2021) of the completion of the entire examination diet. Postponements may also be allowed under other circumstances subject to a case-by-case application basis. However, postponements will **not** be granted due to any absence based on employment requirements.

- i. Candidates should pay the examination postponement fee prescribed by the Institute for current financial year when they apply for an examination postponement. This is a non-refundable fee.
- ii. An approved examination postponement applies for one examination diet only.

Cancellation of examination

- (kk) If an examination session is cancelled due to uncontrollable reasons, for example, a typhoon signal No.8 or black rainstorm warning, HKEAA will make an announcement two hours before the cancellation through their website (www.hkeaa.edu.hk) and the media, e.g. radio, television. The Institute will also post the cancellation announcement on its website and send emails and SMSs to the candidates.
- (ll) The Institute will inform candidates of any postponement of examinations as soon as possible.

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