

**Guidance Notes for Candidates of “Common Recruitment Examination and Basic Law Test” (“CRE and BLT”) and / or Joint Administrative Officer / Executive Officer / Labour Officer / Trade Officer Recruitment Examination (JRE) to be held on 29 November 2008**

**Important Points**

- (1) Where changes to the examination arrangements are required, announcement will be made on this page. Please visit this page again on **28 November 2008**. **(Note: There have been no changes to the examination arrangements.)**
- (2) Starting and Finishing Time of Examination : as advised in the letter of invitation (the letter) to individual candidates.
- (3) If you do not receive the letter by 24 November 2008, please contact the Civil Service Examinations Unit by phone at (852) 2537 6429 or by e-mail to [csbcseu@csb.gov.hk](mailto:csbcseu@csb.gov.hk) immediately.
- (4) The examination will only be held on the scheduled date and time. Due to limited seats in each examination centre, no requests for change of centre will be entertained. The Presiding Invigilator may refuse to admit any candidate who has gone to a wrong centre. You **MUST** take the examination **at the time and place specified in the letter.**
- (5) **(Applicable to CRE candidates only)** In arranging for you to take the paper(s) as specified in the letter, we have taken into account your relevant HKALE results and / or valid **CRE** results, if any. Should you still have any questions on the paper(s) to be taken, you should contact the Civil Service Examinations Unit by phone at (852) 2537 6429 or by e-mail to [csbcseu@csb.gov.hk](mailto:csbcseu@csb.gov.hk) **on or before 24 November 2008**.
- (6) Format and sample questions of the “**CRE** and **BLT**” and **JRE** are available on this homepage.

**Before the Examination**

- (7) **(Applicable to Hong Kong centres only)** If you have fever and / or respiratory symptoms, such as cough and running nose, you should bring masks with you and wear one whenever you are within the centre premises.
- (8) You should arrive at the examination centre punctually according to the time stated in the letter.
- (9) **(Applicable to JRE candidates only)** If you are late for more than half an hour, you will not be allowed to take the paper.
- (10) You **MUST** bring to the examination centre :
  - (a) your Hong Kong Identity Card (or Passport if Passport No. is reported in the application form) **AND** the letter for identity verification. Candidates who fail to produce such proof of identity may not be allowed to take the examination; and
  - (b) your own stationery, i.e. HB pencils, rubber, ruler and calculator for the “**CRE and BLT**”; and black or blue pens and rubber / correction fluid / correction tape for the **JRE**.

Stationery will not be supplied at the centre.

- (11) Use of calculators and rulers is permitted only for the Aptitude Test paper of the **CRE**. The calculator should be cordless, without printing or dictionary functions and silent in operation. Other electronic devices with calculation, graphic or word display, photo-taking or web surfing functions, such as personal digital assistants (PDA), digital watches, mobile phones, electronic dictionaries, digital cameras and digital recorders, are **NOT** permitted.
- (12) You are also advised to bring a watch and an overcoat to the examination centre.

### **During the Examination**

- (13) **(Applicable to “CRE and BLT” candidates only)** After the start of the paper, you are **NOT** allowed to leave the examination centre until the break or the end of the examination. If you need to leave early for special reasons, you are required to seek permission from the Presiding Invigilator and provide a written explanation.
- (14) **(Applicable to JRE candidates only)** For the **JRE**, you are **NOT** allowed to leave the examination centre in the first 30 minutes of the examination nor in the last 15 minutes before the examination ends. If you need to leave during these periods for special reasons, you are required to seek permission from the Presiding Invigilator and provide a written explanation. If you wish to leave at any other time during the examination, you should first obtain permission from the Presiding Invigilator. You are not allowed to return to the examination centre after you have left.
- (15) Only necessary and permitted stationery can be put on the desk. All other personal belongings, such as books, dictionaries, notes, papers, notebooks, mobile phones and pagers, must be put under your chair. The mobile phones must not be covered by anything and can be clearly seen by the invigilators. You are advised to bring with you a small bag to store your personal belongings. You must **NOT** put any unauthorized articles (including mobile phones) on/in your desk, on your body or in your pockets during the examination. Otherwise, you may be disqualified. You are therefore advised to bring only the necessary and permitted stationery to the examination centre. The Civil Service Examinations Unit assumes no responsibility for the loss of or damage to your personal belongings.
- (16) Mobile phones, pagers or articles that can emit sound **MUST** be switched off throughout the examination. Otherwise, you may be disqualified.
- (17) **BLT** candidates are **NOT** allowed to go to the washroom during the examination. If you need to go to the washroom during other examinations, you should request an invigilator to accompany you and you must **NOT** carry any pager, mobile phone, question book, answer book, answer sheet or paper to the washroom. The invigilator will record your seat number and the time taken for going to the washroom.
- (18) You must **NOT** turn over the pages of the question book and start working until you are instructed to do so.
- (19) You must **NOT** leave your answer sheet / answer book in such a position that other candidates

can see your answers.

- (20) For the “**CRE and BLT**”, you should mark the answers on the multiple-choice answer sheet provided. For the **JRE**, you should write the answers on the answer books provided. Answers written in the question book and / or draft paper will **NOT** be marked.
- (21) When the announcement : "Time is up. Put down your pencils / pens ...." is made, you should follow the instruction and stop writing immediately. If at that time you discover that you have not filled in your name, seat number or the number of your identity document, wait until the invigilator is near your seat and **ask for permission** to fill in the relevant information.
- (22) You should listen very carefully and follow the instructions given by the Presiding Invigilator. Candidates who violate the instructions given by the Presiding Invigilator or the rules set out in these Guidance Notes, or act dishonestly in any way during the examination, are **LIABLE TO BEING DISQUALIFIED**.

**Proper Ways of Filling in Multiple-choice Answer Sheets (Applicable to “CRE and BLT” candidates only)**

- (23) The answer sheets will be processed by computer. Failure to follow the instructions below may result in your answer sheet being rejected by the computer with **NO MARKS** given to you.
- (24) Before going to the questions, you have to write down the following particulars on the answer sheet as instructed by the Presiding Invigilator:

- (a) Name : Your full name in English and in block letters.  
姓名
- (b) Passport No. : Put down your HKID No. (or Passport No. if it is reported in the application form). The number of your identity document reported in the application is shown in the letter. Please also fill in the appropriate frame under each digit of the HKID No.  
**OR** HKID No.  
護照號碼  
或香港身分證號碼
- (c) Examination : CRE and BLT  
考試
- (d) Seat Number : Enter your 6-digit seat number and fill in the appropriate frame under each digit. Your seat number for the examination is shown in the letter.  
座位編號

An example of the instructions in paragraphs 24 (a) to (d) is given below :

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**GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**  
**香港特別行政區政府**

**ANSWER SHEET 答題紙**

Name 姓名: DING SHING KUNG Examination 考試: CRE and BLT

Passport No. 護照號碼: \_\_\_\_\_ Paper No. 試卷編號: 1

OR 或

HKID No. 香港身分證號碼

E	1	2	3	4	5	6	7
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
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3	4	5	6	7	8	9	0
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9	0	1	2	3	4	5	6
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### **Typhoon/Rainstorm Signal (Applicable to Hong Kong centres only)**

- (32) As a general rule, the examination will be held as scheduled when typhoon signal No. 3 or lower, and / or rainstorm signal "Amber" or "Red" is issued. It will be postponed when typhoon signal No. 8 or above, or rainstorm signal "Black" is issued.
- (33) In the event of bad weather on the examination day, before you leave for the examination centre, you should visit GovHK ([www.gov.hk](http://www.gov.hk)), and pay attention to the radio / television broadcast for the latest examination arrangements.

### **Others**

- (34) The “**CRE and BLT**” is held independent of the recruitment process for any civil service post. Persons who wish to apply for civil service vacancies should apply to the recruiting grades / departments direct. The acquisition of **CRE** and / or **BLT** results and / or the invitation to the **JRE** do not imply that a candidate has fully met the entry requirements of any civil service post at degree or professional level, including the posts(s) that you have applied for. Vetting of academic and / or professional qualifications will be carried out by the recruiting grades / departments which may also conduct separate examinations / interviews.
- (35) Parking facilities will not be provided for candidates at the examination venue.
- (36) Smoking in all areas within the centre premises is prohibited.
- (37) Candidates should not enter the offices or classrooms in the examination venue without permission during the breaks.