

Guidance Notes for Candidates of Common Recruitment Examination and Basic Law Test (CRE and BLT) in October 2020

(Candidates should read this in conjunction with the 'Common Recruitment Examination and Basic Law Test in October 2020 Contingency and Precautionary Measures at Examination Centres – Guidelines for Candidates')

Important Points

- (1) In case unforeseeable changes to the examination arrangements are required, announcement will be made on the Civil Service Bureau (CSB) webpage at www.csb.gov.hk/eng/cre.html. **(Note: The examination to be held on 17 October 2020 will be conducted as scheduled. Please visit this page again before leaving for the examination centre on the examination day.)**
- (2) Starting and finishing times of examination: please refer to the e-mail issued by the Civil Service Examinations Unit to individual candidates about the examination details (the notification e-mail).
- (3) If you do not receive the notification e-mail by **30 September 2020**, you should immediately contact the Civil Service Examinations Unit by phone at (852) 2537 6429 or by e-mail to csbcseu@csb.gov.hk.
- (4) You **MUST** take the examination on **the date, and at the time and place specified in the notification e-mail**. Any requests for change of examination date / venue will **NOT** be considered.
- (5) Format and sample questions of the CRE and BLT are available on the CSB webpage.

Before the Examination

- (6) You should check your body temperature, complete and sign the 'Candidate's Declaration Form on Health' attached to the notification e-mail before leaving for the examination centre. If you have a fever (body temperature at or higher than 38°C) or acute respiratory tract infection symptoms, such as cough or shortness of breath, you **MUST NOT** attend the examination. You should bring your own surgical mask(s)[#] and put one on properly (with the nose, mouth and chin fully covered) at the examination centre. Invigilators may ask you to remove your surgical mask temporarily for verification of your identity.
- (7) You should familiarise yourself with the transport route to be taken to the examination centre and arrive at the examination centre punctually according to the time stated in the notification e-mail. You should allow more time for your trip to the examination centre and pay attention to the latest transport and traffic news on radio and television before departing for examination centre.
- (8) You **MUST** bring to the examination centre :
 - (a) your Hong Kong Identity Card (or Passport if Passport Number is reported in the application form) for identity verification. Candidates who fail to produce such proof of identity may not be allowed to take the examination;
 - (b) your completed and signed "Candidate's Declaration Form on Health";
 - (c) your own surgical mask(s)[#]; and
 - (d) your own stationery, i.e. HB pencils, erasers, rulers and calculators (see note (9) below). Stationery will not be supplied at the centre.
- (9) Use of calculators and rulers is permitted only for the Aptitude Test paper of the CRE. Calculators should be cordless, without printing, graphic / word-display facilities or dictionary functions and

[#] Candidates are not allowed to wear masks or respirators with valves in examination centres as respiratory droplets can be dispersed through the valve thus exposing other people to the risk of possible infections.

silent in operation. Electronic devices with functions / applications other than those of a calculator are **NOT** permitted.

- (10) A **seat number** is assigned to you. To facilitate your locating the seat arranged for you, you **MUST** bring this seat number with you to the examination centre and should check against the seating plan which will be posted at the centre. Failure to bring your seat number may lead to delay in your admission to the centre with **NO** time / mark compensation for any loss of the examination time.
- (11) You are advised to bring a watch to the examination centre as not all centres will have a clock. Watches with functions / applications other than those of timekeeping (e.g. smart watch) are **NOT** permitted. Please note that you are **NOT** allowed to use your mobile phones during the examination for any purposes, including timekeeping.
- (12) You may bring an overcoat to the examination centre if necessary.

During the Examination

- (13) After the start of a paper, you are **NOT** allowed to leave the examination centre until the end of the paper. If you need to leave early for special reasons, you are required to seek permission from the Presiding Invigilator and provide a written explanation. You are not allowed to return to the examination centre for the paper after you have left.
- (14) Only necessary and permitted stationery can be put on the desk. All other personal belongings, including mobile phones and other electronic devices* **MUST** be put under your chair. Mobile phones must **NOT** be covered by anything and can be clearly seen by the invigilators. You must **NOT** put any unauthorised articles (including mobile phones and other electronic devices*) on / in your desk, on your body or in your pockets during the examination. You are therefore advised to bring only the necessary and permitted stationery to the examination centre. You are also advised to bring with you a small bag to store your personal belongings. The Civil Service Examinations Unit assumes no responsibility for any loss of or damage to your personal belongings.
- (15) Mobile phones, other electronic devices*, and articles that can emit sound **MUST** be switched off throughout the examination. You are also advised to take out the battery (if possible) from your mobile phone to ensure that no sound will be emitted.
- (16) If you need to go to the toilet during the examination, you should seek permission from an invigilator. An invigilator will accompany you and you must **NOT** carry any mobile phones, other electronic devices*, question book, answer sheet or paper to the toilet. The invigilator will record your seat number and the time taken for going to the toilet.
- (17) You must **NOT** turn over the pages of the question book or start working until you are instructed to do so.
- (18) You must **NOT** leave your answer sheet in such a position that other candidates can see your answers.
- (19) You must **NOT** copy any questions on any paper, personal belongings or parts of your body.
- (20) You **MUST** mark the answers on the multiple-choice answer sheet provided. Answers written in the question book will **NOT** be marked.

* Electronic devices include tablets, PDA, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage function, etc.

- (26) You **MUST** use an **HB pencil to mark your answers**. Fill in the answer boxes in the same way as the example shown above. Erase wrong answers thoroughly with a clean eraser and do not fold the answer sheet.
- (27) You will score **NO** mark for marking two or more answers to the same question.
- (28) As you fill in an answer, check to see that you are answering the right question. Any requests for amending the answers after the “Time is up” announcement will **NOT** be entertained.

After the Examination

- (29) You **MUST** remain seated until you are asked to leave by the Presiding Invigilator.
- (30) You are **strictly forbidden** to take away any question book, answer sheet or paper, whether used or unused, out of the examination centre.

Examination Results

- (31) The results of the examination will be issued **by post** within one month after the examination. The pass results of the CRE and the BLT results are of permanent validity. Any appeals against the examination results should be made in writing and sent by post / by hand to the Civil Service Examinations Unit, or by e-mail to csbcseu@csb.gov.hk **within two weeks from the date of the result notification**. The address of the Civil Service Examinations Unit is Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Late submissions will **NOT** be entertained.

Tropical Cyclone / Rainstorm Warning Signal

- (32) As a general rule, the examination will be held as scheduled when Tropical Cyclone Warning Signal No. 3 or lower, and / or "Amber" or "Red" Rainstorm Warning Signal is issued. It may be postponed when Tropical Cyclone Warning Signal No. 8 or above, or "Black" Rainstorm Warning Signal is issued.
- (33) In the event of bad weather on the examination day, before you leave for the examination centre, you should visit the CSB webpage at www.csb.gov.hk/eng/cre.html, and pay attention to the radio / television broadcast for the latest examination arrangements.

Others

- (34) A series of contingency and precautionary measures has been devised to ensure the health and well-being of candidates, invigilators and examination personnel. They are listed in the ‘Common Recruitment Examination and Basic Law Test in October 2020 Contingency and Precautionary Measures at Examination Centres – Guidelines for Candidates’. Candidates who fail to follow the measures in the said Guidelines are **LIABLE TO A PENALTY**, e.g. written warning, mark penalty, disqualification, etc.
- (35) **NO** photograph taking, audio recording or video recording is allowed in the examination centre.
- (36) Parking facilities will not be provided for candidates at the examination venue.
- (37) Smoking, eating or drinking is **NOT** allowed in the examination centre.
- (38) During the breaks, candidates should **NOT** gather in crowds. They should keep the examination venue clean, particularly when using the toilets. Candidates should not, without permission, enter

the offices, classrooms or any area in the examination venue not open to candidates.

- (39) The CRE and BLT is held independently of the recruitment process for any civil service post. Persons who wish to apply for civil service posts should apply to the recruiting departments / grades direct. The acquisition of CRE and / or BLT results does not imply that a candidate has fully met the entry requirements of any civil service post. Vetting of academic and / or professional qualifications will be carried out by the recruiting departments / grades which may also conduct separate examinations / interviews.

Civil Service Examinations Unit

Civil Service Bureau