

**Guidance Notes for Candidates of Common Recruitment Examination and Basic Law Test
(CRE and BLT) / Joint Recruitment Examination (JRE) to be held outside Hong Kong
on 5 December 2020**

(Candidates should read this in conjunction with the ‘Common Recruitment Examination and Basic Law Test / Joint Recruitment Examination to be held outside Hong Kong on 5 December 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(s) at www.csb.gov.hk/eng/cre.html (for the CRE and BLT) and www.csb.gov.hk/english/recruit/exammat/353.html (for the JRE). **(Note: The examination will be held as scheduled, except for San Francisco. 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 **23 November 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 **5 December 2020 at the time and place specified in the notification e-mail**. Any requests for change of examination time / venue will **NOT** be considered.
- (5) Format and sample questions of the CRE, BLT and JRE 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 (100.4°F)) 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 for the **CRE and BLT**; 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.

black / dark blue pens, rulers, calculators and erasers / correction fluid / correction tapes for the **JRE** (see note (9) below). Stationery will not be supplied at the centre.

- (9) Use of calculators and rulers is permitted for the Aptitude Test paper of the CRE and the JRE. Calculators should be cordless, without printing, graphic / word-display facilities or dictionary functions and 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) **(Applicable to CRE and BLT only)** 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) **(Applicable to JRE only)** 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 also 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, 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.
- (16) 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.
- (17) If you need to go to the toilet during the examination, you should seek permission from an

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

invigilator. An invigilator will accompany you and you must **NOT** carry any mobile phones, other electronic devices*, question book, answer sheet, answer book or paper to the toilet. The invigilator will record your seat number and the time taken for going to the toilet.

- (18) You must **NOT** turn over the pages of the question book or start working until you are instructed to do so.
- (19) You must **NOT** leave your answer sheet or answer book in such a position that other candidates can see your answers.
- (20) You must **NOT** copy any questions on any paper, personal belongings or parts of your body.
- (21) For **CRE and BLT**, you **MUST** mark the answers on the multiple-choice answer sheet provided. For **JRE**, you **MUST** write the answers clearly in the answer books provided. Answers written in the question book or on draft paper will **NOT** be marked.
- (22) You must **NOT** disturb, speak or give signals to other candidates during the examination. Otherwise, you will be given a **penalty**, e.g. written warning, mark penalty, disqualification, etc.
- (23) When the announcement: **“Time is up”** is made, you **MUST** stop working and put down all your stationery immediately. You are not allowed to work on your answer sheet or answer book including using an eraser, correction fluid or correction tape after the **“Time is up”** announcement. If you are still working on your answer sheet or answer book, or holding your stationery, you will be given a **penalty**, e.g. written warning, mark penalty, disqualification, etc. If you discover after the **“Time is up”** announcement that you have not filled in your seat number or the number of your identity document, you should wait until an invigilator comes near and **ask for permission** to fill in the relevant information.
- (24) 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 A PENALTY**, e.g. written warning, mark penalty, disqualification, etc. They will also be required to provide explanations on a form after the examination.

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

- (25) The answer sheets will be processed by a computer. Failure to follow the instructions below may result in your answer sheet being rejected by the computer with **NO MARK** given to you.
- (26) Before going to the questions, you have to write down the following particulars on the answer sheet as instructed by the Presiding Invigilator :
 - (a) Passport No. : Put down your HKID Number (or Passport Number if it is reported in **OR** HKID No. the application form). Please also fill in the appropriate frame under each digit of the HKID Number.
護照號碼
或香港身分證號碼
 - (b) Seat No. : Enter your 7-digit seat number and fill in the appropriate frame under each digit. Your seat number for the examination is shown in the notification e-mail.
座位編號

An example of the instructions in paragraphs 26 (a) to (b) is given below:

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

ANSWER SHEET 答題紙

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- (27) 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.
- (28) You will score **NO** mark for marking two or more answers to the same question.
- (29) 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

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

Examination Results

- (32) **(Applicable to CRE and BLT only)** 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.
- (33) **(Applicable to JRE only)** The recruiting grade(s) will notify you as to whether you are selected for interviews for the post(s) you have applied for.

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 / Joint Recruitment Examination to be held outside in

Hong Kong on 5 December 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) You are **NOT** allowed to smoke or eat in the examination centre, but may drink water with the permission of the invigilators.
- (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) All answer scripts submitted by candidates of **JRE**, shall be the sole and exclusive property of the Government of the Hong Kong Special Administrative Region (the “Government”). All intellectual property rights (including copyright) of the scripts shall vest and remain vested in the Government immediately upon creation. All scripts may be handled by the Government at any time and in any way it deems appropriate. In particular, the Government may use, those scripts or any part thereof in any manner (including copying, adapting, editing or distributing) in an anonymous format in which the identities of candidates are not traceable for assessment, recruitment or related purposes. The Government also reserves all rights of action against any unauthorised dealings with the scripts.
- (40) 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 / BLT** results and / or the admission to the **JRE** do 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

Hong Kong Special Administrative Region Government