Guidance Notes for Candidates of Joint Recruitment Examination (JRE) and Common Recruitment Examination (CRE) to be held in Hong Kong in December 2026

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/english/recruit/exammat/353.html (for JRE) and www.csb.gov.hk/eng/cre.html (for CRE).

(2) Starting and finishing time of examination: please refer to the e-mail issued by the Civil Service Examinations Unit (CSEU) to individual candidates about the examination details (the notification e-mail).

(3) If you do not receive the notification e-mail by **23 November 2026**, you should immediately contact the CSEU by phone at (852) 2537 6429 or by e-mail to csbcseu@csb.gov.hk.

(4) You **MUST arrive at the examination centre punctually and 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 / time / venue will **NOT** be considered.

(5) **(Applicable to CRE only)** The notification e-mail has specified the paper(s) you are invited to take on the examination day. If you are **NOT** invited to take the paper, you will **NOT be allowed to enter the examination centre to sit for examination**.

(6) Format and sample questions of the JRE and CRE are available on the CSB webpage.

(7) You should study carefully the information in these Guidance Notes. If you violate the rules set out in these Guidance Notes, you are **LIABLE TO A PENALTY,** e.g. written warning, mark penalty, result downgrading, disqualification from examination, voiding of examination results, etc. Candidates are also required to provide explanations on a form after the examination.

Before the Examination

(8) You should check your body temperature before leaving for the examination centre. If you have a fever or respiratory tract infection symptoms, such as coughing, shortness of breath, or sneezing, you are strongly advised **NOT** to attend the examination.

(9) You could wear mask(s) at the examination centre as needed. If you have respiratory tract infection symptoms, you should wear a surgical mask to prevent the spread of infection. Invigilators will ask you to remove your mask temporarily for verification of your identity.

(10) 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 arrival 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 traffic news on radio or television before departing for the examination centre.

(11) You **MUST** bring to the examination centre :

(a) your identity document, i.e. Hong Kong Identity Card (HKID) (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. The British National (Overseas) passport cannot be used as any form of proof of identity in Hong Kong; and

(b) your own stationery, i.e. black / dark blue pens, rulers, calculators (see paragraph (12) below) and correction fluid / correction tapes for the **JRE**; and HB pencils, erasers, rulers and calculators (see note (12) below) for the **CRE**. Stationery will not be provided at the centre.

(12) Use of calculators and rulers is permitted only for the JRE and the Aptitude Test paper of the CRE. 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.

(13) A **Seat Number** is assigned to you. To facilitate you to locate 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 examination centre. Failure to bring your Seat Number may lead to delay in your admission to the examination centre. The time lost in the examination will **NOT** be compensated.

(14) You are strongly advised to **bring your own watch, which should be a normal one that displays only time and/or date,** to time the examination as not all examination centres will have a clock. Complaints about having no clock or not being able to view the clock in the examination centre will **NOT** be entertained. Watches with functions other than timekeeping, such as smart watches (including those installed with mobile application, with wireless data transmission technology or with health inspection functions only) are **PROHIBITED**. Please note that you are **NOT allowed** to use your mobile phones throughout the examination for any purposes, including timekeeping and alarm.

(15) You may bring a jacket to the examination centre if necessary.

About Examination Centre Environment

(16) The CSEU enlists venues' assistance in providing a suitable examination environment for candidates. However, candidates will not be completely shielded from normal background noise (e.g. from outside vehicles, normal school activities, school bell, etc.) during an examination. Claims of performance being affected by normal background noise will **NOT** be entertained.

(17) You are advised to bring a jacket to an air-conditioned examination centre. Subject to the actual weather and ventilation condition or health advice, in consultation with the venue owner and support staff, invigilators will decide on the ventilation arrangement (including whether to turn on all ventilation equipment) to provide a suitable environment for taking examinations. You should seek assistance from an invigilator immediately if you have concern on the ventilation condition. Claims of performance being affected by unsuitable room temperature or insufficient ventilation will **NOT** be entertained.

(18) If you find any undesirable conditions at your seat (e.g. insufficient lighting, noise disturbance, unsuitable room temperature, insufficient ventilation or dripping water, etc.), you should seek assistance from an invigilator at once. If the need is genuine and a spare seat is available at the centre, the invigilator may arrange another seat for you. However, the time lost in the examination will **NOT** be compensated. If you do not seek assistance from an invigilator at the time the undesirable conditions arise but ask for special consideration after the examination, the request will **NOT** be entertained.

(19) Candidates who disturb other candidates by making noise or performing other

disturbing/annoying acts during an examination may be relocated to another seat by invigilators. Candidates **MUST** follow the instructions from invigilators, or else the candidate is liable to a **PENALTY**, such as written warning, mark penalty, result downgrading, disqualification from examination, voiding of examination results, etc. The examination time lost will **NOT** be compensated.

Attending the Examination in the Examination Centre

(20) Mobile phones, smart watches, smart glasses, cameras, recording devices, other electronic devices [*], and articles that can emit sound **MUST** be switched off upon entry to the examination centre and remain switched off throughout the examination and you should ensure their functions such as alarm, data recording, data transmission etc. have been turned off. You are solely responsible for ensuring that no sound (including alarm) is emitted from your mobile phone even though your phone is power off.

(21) You are **NOT** allowed to take photographs, make audio recordings or video recordings in the examination centre before / during / after the examination, and / or display / playback such photographs / audio recordings/video recordings in any form and / or in any venues, including but not limited to electronically or publicly. Otherwise, you will be given **a PENALTY**, such as written warning, mark penalty, result downgrading, disqualification from examination, voiding of examination results, etc.

(22) Smoking, eating or drinking is **NOT** allowed in the examination centre. If you need to drink water during the examination, you should seek permission from an invigilator.

(23) **(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.

(24) **(Applicable to CRE 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.

(25) **Only necessary and permitted stationery can be put on the desk.** All other personal belongings, including mobile phones, smart watches, smart glasses, cameras, recording devices, and other electronic devices[*] **MUST** be put under your chair. Mobile phones must **NOT** be covered by any objects with screen facing up and can be clearly seen by the invigilators. You must **NOT** put any unauthorised articles (including mobile phones, smart watches, smart glasses, cameras, recording devices, and other electronic devices[*]) on / in your desk, on your body or in your pockets throughout the examination. You are therefore advised to bring only the necessary

[*] Electronic devices include any devices with text or graphic display, photograph taking, audio recording, video recording, communication, data recording, data storage, data transmission functions, including but not limited to computers, tablet computers, personal digital assistants, multimedia players, electronic dictionaries, watches, smart watches, smart glasses, cameras, recording devices, earphones, microphones, or wearable technology devices, etc.

and permitted stationery to the examination centre. You are also advised to bring with you a small bag to store your personal belongings. The CSEU assumes no responsibility for any loss of or damage to your personal belongings.

(26) **Candidates are PROHIBITED from using any smart glasses in examination centres.** After entering the examination centre, you are **NOT** allowed to wear and use any smart glasses. Smart glasses **MUST** be put under your chair. If you need to wear glasses for taking the examination, you **MUST** wear normal glasses without any electronic components and smart functions. **You will NOT be allowed to wear smart glasses for taking the examination under any circumstances.** Complaints about not being allowed to wear smart glasses during the examination will **NOT** be entertained.

(27) 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, smart watches, smart glasses, cameras, recording devices, other electronic devices*, question books, answer books, answer sheets or papers to the toilet. The invigilator will record your seat number and the time taken for going to the toilet. You will **NOT** be given any extra time to make up for the time lost.

(28) You must **NOT** turn over the pages of the question book (including after the examination), and must **NOT** start working (including filling in seat number or the number of identification document) until you are instructed to do so.

(29) You must **NOT** leave your answer book or answer sheet in such a position that other candidates can see your answers.

(30) You must **NOT** copy any questions on any paper, personal belongings or parts of your body.

(31) For **JRE**, you **MUST** write the answers clearly with **black / dark blue pens** in the answer books provided. For **CRE**, you **MUST** mark the answers with **HB pencils** on the multiple-choice answer sheets provided. Answers written in the question book or on draft paper will **NOT** be marked.

(32) You must **NOT** disturb, speak or give signals to other candidates during the examination. Otherwise, you will be given **a PENALTY**, such as written warning, mark penalty, result downgrading, disqualification from examination, voiding of examination results, etc.

(33) When the announcement: **"Time is up. Pencils / Pens down."** is made, you **MUST** stop working and put down all your stationery immediately. You are **NOT** allowed to write anything on your answer book or answer sheet or amend anything on the answer book or answer sheet by using an eraser or other stationery after the "Time is up. Pencils / Pens down." announcement. If you are still writing on your answer book or answer sheet, or holding any stationery, you will be given **a PENALTY**, such as written warning, mark penalty, result downgrading, disqualification from examination, voiding of examination results, etc. If you discover after the "Time is up. Pencils / Pens down." announcement that you have not filled in your seat number or the number of your identification document, you should wait until an invigilator comes near and **ASK FOR PERMISSION** to fill in the relevant information.

(34) You should listen very carefully and follow the instructions given by the Presiding Invigilator. If you 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, you are **LIABLE TO A PENALTY**, such as written warning, mark penalty, result downgrading, disqualification from examination, voiding of examination results, etc. You will also be required to provide explanations on a form after the examination.

(35) If you have serious sneezing or persistent coughing, you may be arranged to sit at the reserved seat of the examination centre in order to minimise disturbance to other candidates. You are required to follow the instructions of the invigilators. The time lost in the examination will **NOT** be compensated.

(36) At the end of the examination, invigilators will collect candidates' question books and answer books / answer sheets. You **MUST** remain seated until you are asked to pack your personal belongings and leave by the Presiding Invigilator.

(37) You are **STRICTLY FORBIDDEN** to take away any question book, answer book, answer sheet or paper, whether used or unused, out of the examination centre.

Handling Mechanism of Irregularities found in Examination

(38) Examinations will be conducted in accordance with established procedures. Candidates should immediately report to the invigilator(s) any irregularities. If the irregularities could not be resolved on the spot after being reported to the invigilators, candidates may report the incident in a form after the examination and submit it to the invigilator(s) for forwarding to the CSEU for follow-up action.

(39) When completing the form, candidates **MUST** provide name, candidate number, the paper taken, name of the examination centre and details of the incident. Anonymous form or those not submitted on the spot at the examination centre will **NOT** be processed.

(40) **(Applicable to CRE only)** Upon CSEU's investigation, if there is sufficient evidence that a candidate's performance had been significantly affected by the irregularities reported which could not be resolved on the spot, the CSEU may apply suitable remedial measures such as upward mark adjustment.

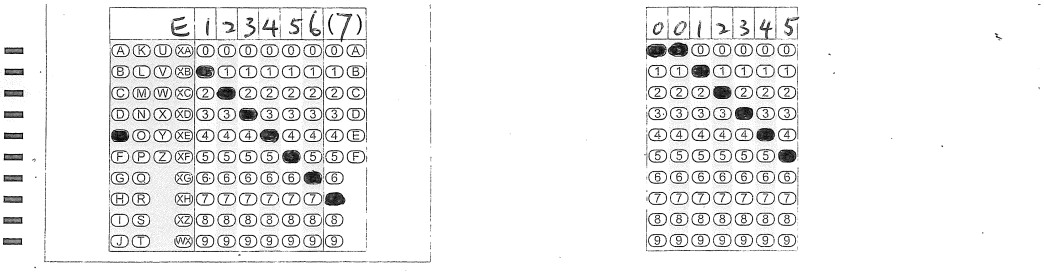
Proper Ways of Filling in Multiple-choice Answer Sheets (Applicable to CRE only)

(41) 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.

(42) 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. **OR** HKID No. 護照號碼**或** 香港身份證號碼	:	Write down your HKID Number and fill in the appropriate frame under each digit of the HKID Number. (Write down your Passport Number if it is reported in the application form but does not need to fill in the frame).
(b)	Seat No. 座位編號	:	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.

An example of the instructions in paragraphs 42 (a) to (b) is given below:



(43) 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.

(44) You will score **NO** mark for marking two or more answers to the same question.

(45) 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. Pencils / Pens down.**" announcement will **NOT** be entertained.

Examination Results

(46) **(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.

(47) **(Applicable to CRE only)** The examination results in the form of electronic result certificate will be issued within one month after the examination. The CSEU will send an e-mail to you through eproofcseu@csb.gov.hk with the download link of electronic result certificate. Please refer to the CSB webpage (www.csb.gov.hk/english/recruit/cre/ecert/2926.html) for details. The pass results of the CRE are acceptable for the purpose of applying for civil service jobs. Any appeals against the examination results should be made by e-mail to csbcseu@csb.gov.hk **within two weeks from the issuance date of the electronic result certificate.** Late submissions will **NOT** be entertained. If you have obtained Level 2 in the Use of Chinese / Use of English papers or a Pass in the Aptitude Test paper, the review request of the concerned paper(s) will **NOT** be considered. Your examination results will be voided if you are found ineligible for the CRE.

Examination Arrangement under Bad Weather

(48) As a general rule, the examination will be held as scheduled when the Tropical Cyclone Warning Signal No. 3 or below, and / or "Amber" or "Red" Rainstorm Warning Signal is issued. It may be postponed when a Pre-No. 8 Special Announcement or Tropical Cyclone Warning Signal No. 8 or higher, or "Black" Rainstorm Warning Signal is issued, or "extreme conditions" announcement by the Government is in force.

(49) 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/english/recruit/exammat/353.html, and pay attention to the radio / television broadcast for the latest examination arrangements.

Others

(50) Parking facilities will not be provided for candidates at the examination venues.

(51) You should not, without permission, enter the offices, classrooms or any areas in the examination venue not open to candidates.

(52) 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.

(53) The admission to the **JRE** and / or acquisition of the requisite **CRE** results do not imply that a candidate has fully met the entry requirements of any civil service posts at degree or professional level. Vetting of academic and / or professional qualifications will be carried out by the recruiting departments / grades which may also conduct separate examinations / interviews.

(54) If you do not meet the eligibility for the JRE and CRE, you will be liable to disqualification from examination and / or voiding of examination results.

Civil Service Examinations Unit
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