

**Guidance Notes for Candidates of Joint Recruitment Examination (JRE),
Common Recruitment Examination and Basic Law and National Security Law Test
(Degree / Professional Grades) (CRE and BLNST)
to be held outside Hong Kong in December 2023**

Important Points

- (1) In case unforeseeable changes to the examination arrangements are required, announcement will be made on the Civil Service Bureau (CSB) webpages at www.csb.gov.hk/english/recruit/exammat/353.html (for JRE) and www.csb.gov.hk/eng/cre.html (for CRE and BLNST). **(Note: The examination will be held as scheduled. Please visit the above webpages 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 **20 November 2023**, 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 / time / venue will **NOT** be considered.
- (5) Format and sample questions of the JRE, CRE and BLNST are available on the CSB webpage.
- (6) Candidates should study carefully the information in these Guidance Notes. Candidates who violate the rules set out in these Guidance Notes are **LIABLE TO A PENALTY**, e.g. written warning, mark penalty, disqualification, etc.

Before the Examination

- (7) 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.
- (8) 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.
- (9) 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 traffic news on radio and television before departing for the examination centre.
- (10) 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 note (11) below) and erasers / correction fluid / correction tapes for the **JRE**; and HB pencils, erasers, rulers and

calculators (see note (11) below) for the **CRE and BLNST**. Stationery will not be provided at the centre.

- (11) 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.
- (12) 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. The time lost in the examination will **NOT** be compensated.
- (13) You **MUST bring your own watch** 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 / 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 throughout the examination for any purposes, including timekeeping.
- (14) You may bring an overcoat to the examination centre if necessary.

Attending the Examination in the Examination Centre

- (15) **NO** photograph taking, audio recording or video recording is allowed in the examination centre.
- (16) 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.
- (17) **(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.
- (18) **(Applicable to CRE and BLNST 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.
- (19) 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 throughout 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

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

Examinations Unit assumes no responsibility for any loss of or damage to your personal belongings.

- (20) Mobile phones, other electronic devices*, and articles that can emit sound **MUST** be switched off throughout the examination. 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) 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 book, answer sheet or paper 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.
- (22) You must **NOT** turn over the pages of the question book or start working until you are instructed to do so.
- (23) You must **NOT** leave your answer book or answer sheet in such a position that other candidates can see your answers.
- (24) You must **NOT** copy any questions on any paper, personal belongings or parts of your body.
- (25) For **JRE**, you **MUST** write the answers clearly with black / dark blue pens in the answer books provided. For **CRE and BLNST**, 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.
- (26) 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.
- (27) 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 book or answer sheet including using an eraser, correction fluid or correction tape after the “Time is up” announcement. If you are still working on your answer book or answer sheet, 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.
- (28) 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.
- (29) Candidates with serious sneezing or persistent coughing may be arranged to sit at the reserved seats of the examination hall in order to minimise disturbance to other candidates. Candidates are required to follow the instructions of the invigilators. The time lost in the examination will **NOT** be compensated.
- (30) At the end of the examination, invigilators will collect candidates’ question books, answer books / answer sheets. You **MUST** remain seated until you are asked to pack your personal belongings and leave by the Presiding Invigilator.
- (31) 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.

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

- (32) 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.
- (33) 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 the application form). Please also fill in the appropriate frame under each digit of the HKID Number.
OR HKID No.
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 33 (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

Passport No. 護照號碼 :	Paper No. 試卷編號 :
or 或	1
HKID No. 香港身分證號碼	Seat No. 座位編號
E 1 2 3 4 5 6 (7)	0 0 1 2 3 4 5
A K U A 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0
B L V B 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1
C M W C 2 2 2 2 2 2 2 2	2 2 2 2 2 2 2
D N X D 3 3 3 3 3 3 3 3	3 3 3 3 3 3 3
E O Y E 4 4 4 4 4 4 4 4	4 4 4 4 4 4 4
F P Z F 5 5 5 5 5 5 5 5	5 5 5 5 5 5 5
G Q A G 6 6 6 6 6 6 6 6	6 6 6 6 6 6 6
H R A H 7 7 7 7 7 7 7 7	7 7 7 7 7 7 7
I S A I 8 8 8 8 8 8 8 8	8 8 8 8 8 8 8
J T A J 9 9 9 9 9 9 9 9	9 9 9 9 9 9 9

- (34) 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.
- (35) You will score **NO** mark for marking two or more answers to the same question.
- (36) 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.

Examination Results

- (37) (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.
- (38) (Applicable to CRE and BLNST only) The results of the examination will be issued **by post**

within one month after the examination. The pass results of the CRE and BLNST are acceptable for the purpose of applying for civil service jobs. Any appeals against the examination results should be made in writing and sent by post 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 2511, 25/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. For appeal made by post, the date of postmark will be taken as the date of appeal. Late submissions will **NOT** be entertained. If you do not meet the eligibility for the CRE and BLNST, you will be liable to disqualification from examination and / or voiding of examination results.

Others

- (39) Parking facilities will not be provided for candidates at the examination venues.
- (40) During the breaks, candidates should **NOT** gather in crowds. You should keep the examination venue clean, particularly when using the toilets. You should not, without permission, enter the offices, classrooms or any area in the examination venue not open to candidates.
- (41) 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.
- (42) The admission to the **JRE** and / or acquisition of the requisite CRE (or equivalent) and / or BLNST results 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

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