

Guidance Notes for Candidates of Common Recruitment Examination and Basic Law Test (CRE and BLT) / Joint Recruitment Examination (JRE) to be held on 10 December 2011

Important Points

- (1) In case unforeseeable changes to the examination arrangements are required, announcement will be made on the Civil Service Bureau (CSB) homepage at www.csb.gov.hk/eng/cre.html. Please visit the homepage again on **9 December 2011 AND 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 **29 November 2011**, 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 **10 December 2011 at the time and place specified in the notification e-mail**. Requests for change of examination date / venue will **NOT** be considered.
- (5) Format and sample questions of the CRE, BLT and JRE are available on this webpage.

Before the Examination

- (6) **(Applicable to Hong Kong centres only)** You should check your body temperature before leaving for the examination centre. If you have a fever or influenza-like symptoms, such as sneezing and coughing, you are strongly advised **NOT** to attend the examination.
- (7) **(Applicable to Hong Kong centres only)** You are allowed to bring masks and put one on at the examination centre but will be required to remove your mask for verification of your identity by the invigilators.
- (8) You should arrive at the examination centre punctually according to the time stated in the notification e-mail.
- (9) 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; and
 - (b) your own stationery, i.e. HB pencils, erasers, rulers and calculators (see note (10) below) for the **CRE and BLT**; and black / blue pens, rulers and erasers / correction fluid / correction tapes for the **JRE**. Stationery will not be supplied at the centre.
- (10) Use of calculators and rulers is permitted for the Aptitude Test paper of the CRE. Calculators should be cordless, without printing or dictionary functions and silent in operation. Electronic devices with functions / applications other than those of a calculator are **NOT** permitted.
- (11) 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.
- (12) You **MUST** bring a watch to the examination centre as not all centres will have a clock. Please note that you are **NOT** allowed to use your mobile phones during the examination for any purposes, including timekeeping.
- (13) You are also advised to bring an overcoat to the examination centre.

During the Examination

- (14) **(Applicable to CRE and BLT only)** After the start of the 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.
- (15) **(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.
- (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 phone or other communication device, 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.
- (17) Only necessary and permitted stationery can be put on the desk. All other personal belongings, including mobile phones, **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) 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.
- (18) Mobile phones and articles that can emit sound **MUST** be switched off throughout the examination. You are also advised to take out the battery from your mobile phone to ensure that no sound will be emitted because of the alarm function.
- (19) You must **NOT** turn over the pages of the question book and start working until you are instructed to do so.
- (20) You must **NOT** leave your answer book / answer sheet in such a position that other candidates can see your answers.
- (21) For **CRE and BLT**, you **MUST** mark the answers on the multiple-choice answer sheet provided. For **JRE**, you **MUST** write the answers on the answer books provided. Answers written in the question book / draft paper will **NOT** be marked.
- (22) When the announcement : "**Time is up** " is made, you **MUST** put down your pencil / pen and stop working on the answer book / answer sheet immediately. You will be given a penalty, e.g. written warning, mark penalty, disqualification, etc., if you are still holding your pencil / pen or working on the answer book / answer sheet **after the Presiding Invigilator has finished making this announcement**. 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 an invigilator comes near and **ask for permission** to fill in the relevant information.
- (23) 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.

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

- (24) 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.
- (25) 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 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
- (c) Seat Number : 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 25 (a) to (c) 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 Paper No. 試卷編號: 1

Passport No. 護照號碼: _____

OR 或

<p>HKID No. 香港身分證號碼</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td colspan="7">E123456(7)</td></tr> <tr><td>A</td><td>K</td><td>U</td><td>A</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>A</td></tr> <tr><td>B</td><td>L</td><td>V</td><td>2</td><td>●</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>B</td></tr> <tr><td>C</td><td>M</td><td>W</td><td>3</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>2</td><td>C</td></tr> <tr><td>D</td><td>N</td><td>X</td><td>3</td><td>3</td><td>●</td><td>3</td><td>3</td><td>3</td><td>3</td><td>D</td></tr> <tr><td>E</td><td>O</td><td>Y</td><td>4</td><td>4</td><td>4</td><td>●</td><td>4</td><td>4</td><td>4</td><td>E</td></tr> <tr><td>F</td><td>P</td><td>Z</td><td>5</td><td>5</td><td>5</td><td>5</td><td>●</td><td>5</td><td>5</td><td>F</td></tr> <tr><td>G</td><td>Q</td><td></td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>●</td><td>6</td><td>G</td></tr> <tr><td>H</td><td>R</td><td></td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>●</td><td>H</td></tr> <tr><td>I</td><td>S</td><td></td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>I</td></tr> <tr><td>J</td><td>T</td><td></td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>J</td></tr> </table>	E123456(7)							A	K	U	A	0	0	0	0	0	0	A	B	L	V	2	●	1	1	1	1	1	B	C	M	W	3	2	2	2	2	2	2	C	D	N	X	3	3	●	3	3	3	3	D	E	O	Y	4	4	4	●	4	4	4	E	F	P	Z	5	5	5	5	●	5	5	F	G	Q		6	6	6	6	6	●	6	G	H	R		7	7	7	7	7	7	●	H	I	S		8	8	8	8	8	8	8	I	J	T		9	9	9	9	9	9	9	J	<p>Seat Number 座位編號</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td colspan="7">0012345</td></tr> <tr><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td><td>●</td></tr> <tr><td>1</td><td>1</td><td>●</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td><td>2</td><td>●</td><td>2</td><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td><td>3</td><td>3</td><td>●</td><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td><td>4</td><td>4</td><td>4</td><td>●</td><td>4</td></tr> <tr><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>5</td><td>●</td></tr> <tr><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td></tr> <tr><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td></tr> <tr><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td><td>8</td></tr> <tr><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td><td>9</td></tr> </table>	0012345							●	●	●	●	●	●	●	1	1	●	1	1	1	1	2	2	2	●	2	2	2	3	3	3	3	●	3	3	4	4	4	4	4	●	4	5	5	5	5	5	5	●	6	6	6	6	6	6	6	7	7	7	7	7	7	7	8	8	8	8	8	8	8	9	9	9	9	9	9	9
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- (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 made outside the examination time 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 book, answer sheet or paper, whether used or unused, out of the examination centre.

Examination Results

- (31) **(Applicable to CRE and BLT only)** The results of the examination will be issued by post within one month after the examination. CRE and BLT results are of permanent validity. Any appeals 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 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Late submissions will **NOT** be entertained.
- (32) **(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.

Typhoon / Rainstorm Signal (Applicable to Hong Kong centres only)

- (33) 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.
- (34) In the event of bad weather on the examination day, before you leave for the examination centre, you should visit the CSB homepage at www.csb.gov.hk/eng/cre.html, and pay attention to the radio / television broadcast for the latest examination arrangement.

Others

- (35) 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 grades / departments 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, including the post(s) that he / she has 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.
- (36) Parking facilities will not be provided for candidates at the examination venue.
- (37) Smoking in all areas within the centre premises is prohibited.
- (38) During the breaks, candidates should avoid gathering in crowds as far as possible and 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.