

Guidance Notes for Candidates of Digitalised Basic Law and National Security Law Test (Degree / Professional Grades)

Important Points

- (1) Candidates **MUST take the examination on the date, and at the time and place specified in the confirmation e-mail.** To avoid affecting other candidates who have applied for the Digitalised Basic Law and National Security Law Test (Digitalised BLNST), candidates should attend Digitalised BLNST punctually. Otherwise, candidates will not be allowed to sit the examination and will be recorded as absentees.
- (2) To ensure optimal use of government resources, Digitalised BLNST has a three-month suspension period. If an applicant is absent from the examination or has not attained a pass result in the examination, he/she can only take Digitalised BLNST again three months after the date of absence or the date of failing the examination.
- (3) Any requests for same-day amendment/cancellation of examination date or time will **NOT** be considered. Please refer to the “Notes for Applicants” and “Frequently Asked Questions” for Digitalised BLNST for details regarding amendment/cancellation of examination date or time.
- (4) Candidates should meet the eligibility requirements specified in the “Notes for Applicants” for Digitalised BLNST. Candidates who fail to meet the eligibility shall be liable to disqualification from examination and/or voiding of examination results. The Civil Service Examinations Unit (CSEU) will conduct random checks after the examination. Candidates selected for random checks will receive an e-mail the day after the examination. They should follow the instructions and provide copies of their academic transcripts and/or certificates within the specified timeframe to prove their highest academic qualifications/professional qualifications. Candidates who fail to provide the required proof within the specified timeframe shall be liable to voiding of examination results.
- (5) Candidates should study carefully the information in these Guidance Notes. If candidates violate the rules set out in these Guidance Notes, they are **LIABLE TO 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.

Examination Process

- (6) Candidates **MUST** arrive at the reception of the examination venue on time for registration.
- (7) Candidates **MUST** bring their identity document for registration and identity verification. Candidates who fail to produce their proof of identity will not be allowed to sit the examination. The British National (Overseas) passport cannot be used as any form of proof of identity in Hong Kong.
- (8) Candidates should present the relevant confirmation e-mail and their identity document for registration. After completion of registration, an attendance slip will be issued to candidates. Candidates should wait in the designated waiting area until notified by the CSEU staff to proceed to the examination room.
- (9) Candidates should hold their attendance slip and identity document when entering the examination room for identity verification by the invigilators. Candidates must take their seat according to the seat number shown on their attendance slip.
- (10) After being seated, candidates should properly store their personal belongings and turn off mobile phones, other electronic devices*, and any articles that can emit sound. Only the attendance slip can be put on the desk. All other personal belongings, including mobile phones, **MUST** be put beside the desk.

* 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.



- (11) Candidates should enter their personal details into the examination system and then wait quietly for the instructions from the Presiding Invigilator. Candidates should read the “Notes for Candidates” placed on the desk.
- (12) Upon the commencement of examination as announced by the Presiding Invigilator, the computer will display the “Examination Instructions”. Candidates are given 5 minutes to read the instructions. The examination will start automatically at the end of the 5 minutes’ time.
- (13) The examination duration is 30 minutes. Candidates may complete and submit their answers before the end of the examination and leave the examination venue early. When the examination time is up, the system will automatically end the examination.

Important Notes

- (14) Only the attendance slip can be put on the desk. All other personal belongings, including mobile phones and other electronic devices* **MUST** be put beside the desk. Mobile phones must **NOT** be covered by anything and can be clearly seen by the invigilators. The CSEU advises candidates to bring only the necessary articles to the examination venue and a small bag to store their personal belongings. The CSEU assumes no responsibility for any loss of or damage to their personal belongings.
- (15) Mobile phones, other electronic devices* and articles that emit sound **MUST** be switched off in the examination venue and candidates should ensure that no sound (including alarm) is emitted from their mobile phone even though their phone is powered off.
- (16) Candidates are **NOT** allowed to take photographs, make audio recordings or video recordings in the examination venue before/during/after the examination, and/or display/playback such photographs/audio recordings/videos recordings in any form and/or in any venue, including but not limited to electronically or publicly.
- (17) Smoking, eating or drinking is **NOT** allowed in the examination venue. If candidates need to drink water during the examination, they should seek permission from an invigilator.
- (18) Candidates must **NOT** disturb, speak or give signals to other candidates during the examination.
- (19) Candidates must **NOT** copy any questions on any paper, personal belongings or parts of their body in the examination venue.
- (20) The examination system is equipped with a timer that appears at the bottom left hand corner of the screen. Candidates may bring their own watches for the examination. Please note that watches with functions/applications other than timekeeping (e.g. smart watches) are **NOT** permitted. Please note that candidates are **NOT** allowed to use their mobile phones throughout the examination for any purposes, including timekeeping.
- (21) Candidates could wear mask(s) at the examination venue as needed. If candidates have respiratory tract infection symptoms, they should wear a surgical mask to prevent the spread of infection. Invigilators will ask candidates to remove their mask temporarily for verification of their identity.
- (22) If candidates need to go to the toilet during the examination, they should seek permission from an invigilator. An invigilator will accompany candidates and they must **NOT** carry any mobile phones, other electronic devices* or paper to the toilet. Candidates will **NOT** be given any extra time to make up for the time lost.
- (23) Candidates should pay attention to announcements made by the Presiding Invigilator and follow the instructions given by the invigilators. If candidates violate the instructions given by the invigilators or the rules set out in these Guidance Notes or “Examination Instructions”, or act dishonestly in any way during the examination, they are **LIABLE TO A PENALTY**, e.g. written warning, mark penalty, result downgrading, disqualification from examination, voiding of examination results, etc. Candidates will also be required to provide explanations on a form after the examination.
- (24) If candidates have serious sneezing or persistent coughing, the invigilator may arrange them to sit at the reserved seats of the examination venue 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.

- (25) Candidates are **strictly forbidden** to take away any paper, whether used or unused, out of the examination venue.
- (26) Candidates are required to bring all their personal belongings and leave quietly when leaving the examination room. Once candidates have left, they will **NOT** be permitted to enter the examination room again.

Use of Computer Examination System

- (27) Candidates are required to enter their personal details, including English name, type of identity document, identity document number (for example, if the Hong Kong Identity Card number is A123456(7), please enter A1234567), and seat number to log in the examination system. Then, candidates are required to wait quietly for the instructions of the Presiding Invigilator.
- (28) After the Presiding Invigilator announces the commencement of the examination, the examination system will display the “Examination Instructions”. Candidates are given **5** minutes to read the instructions and the examination will start automatically at the end of the 5 minutes’ time. If candidates finish reading the instructions within the 5 minutes’ time, they may click “**Start Examination**” button to start the examination.
- (29) There are **20** questions in this examination. Answer all questions. All questions carry equal marks. Marks will not be deducted for wrong answers. There is only one most suitable answer to each question. Answering at least 10 out of 20 questions correct will attain a pass result.
- (30) Candidates may select the language, text size and background colour at the top right hand corner of the screen and may change them during the examination.
- (31) An examination timer will appear at the bottom left hand corner of the screen. Candidates have **30** minutes to complete the examination. The system will begin to count down once Question 1 appears, and display a message when there are 5 minutes left.
- (32) Choose the correct answer by clicking the corresponding answer box. Candidates may change their answer by clicking another answer box.
- (33) Candidates may click “**Bookmark** ” button at the bottom of the screen to bookmark individual question(s). To remove the bookmark of a particular question, please click “**Bookmarked** ” button at the bottom of the screen of that question.
- (34) After the examination starts, candidates can click “ v ” button next to “Question” at the top left hand corner of the screen to view the status of questions (green colour represents question(s) which are already answered; red colour represents question(s) which are yet to be answered) and whether a question has been bookmarked. Candidates can click individual “**Question Number**” to go to that question. Candidates can hide the information by clicking “ ^ ” button next to “Question”.
- (35) If candidates would like to read the “Examination Instructions” during the examination, please click the “**Instructions**” button at the top right hand corner of the screen, and click “**Back to Examination**” button to return to the examination after reading. Please note that the examination timer will continue to count down when candidates are reading the examination instructions during the examination. Candidates may answer questions and change answers in any sequence during the examination time limit.
- (36) Candidates may leave early before the end of the examination. Candidates may end the examination by clicking the “**Submit Paper**” button at the bottom right hand corner of the screen. The screen will then show the question number(s) of unanswered questions (if any). Candidates can click “**Confirm Submission**” button to end the examination or click “**Back to Examination**” button to return to the examination. If candidates have already answered all questions, the screen will display a reminder message and they can click “**Confirm Submission**” button to end the examination or click “**Back to Examination**” button to return to the examination. **Once candidates have ended the examination, they cannot go back to the examination.**
- (37) If the examination time is up, the system will end the examination automatically.
- (38) If candidates have queries about the examination instructions or difficulties in using the computer, they should raise their hand for invigilator’s assistance. Candidates will **NOT** be given any extra

time to make up for the time lost.

- (39) Do not close the examination system window or attempt to open other applications during the examination. Candidates who are unable to take the examination due to the closing of the examination system window or attempting to open other applications will **NOT** be given any extra time to make up for the time lost.

Examination Results

- (40) The results of Digitalised BLNST in the form of electronic result certificates will be issued to candidates on the same day of the examination. The CSEU will send an e-mail to candidates through eproofcseu@csb.gov.hk with the download link of electronic result certificate. For details of electronic result certificate, please refer to the [CSB website](#).
- (41) Any appeals against the examination results should be made by e-mail to csbcseu@csb.gov.hk **within one week** from the date of the result notification. Late submissions will **NOT** be entertained. Appeals made by candidates who attain a pass result in Digitalised BLNST will **NOT** be entertained.

Examination Arrangement under Bad Weather

- (42) Generally speaking, Digitalised BLNST 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. If the Hong Kong Observatory issues a Pre-No. 8 Special Announcement (i.e., Tropical Cyclone Warning Signal No. 8 will be issued within two hours), Tropical Cyclone Warning Signal No.8 or higher, or “Black” Rainstorm Warning Signal, or if the government announces “extreme conditions”, the following arrangements will be made for Digitalised BLNST:
- (i) If the above warning signal or Special Announcement is hoisted or takes effect **at or after 7:00 AM**, the examinations held in the morning will be cancelled.
 - (ii) If the above warning signal or Special Announcement is hoisted or takes effect **at or after 11:30 AM**, the examination held in the afternoon will be cancelled.

If the above warning signal or Special Announcement is hoisted or takes effect during the examination, the ongoing examinations will continue. The CSEU will arrange alternative examination dates for the affected candidates and notify them by e-mail.

Others

- (43) Candidates should not, without permission, enter the offices or any area in the examination venue not open to candidates.
- (44) The BLNST (Degree / Professional Grades) is a 30-minute bilingual test (in both English and Chinese) comprising 20 multiple-choice questions. Answering at least 10 out of 20 questions correct will be deemed to have a pass result. Such pass result has permanent validity and is acceptable for the purpose of applying for all civil service jobs. Candidates who possess a pass result in BLNST (Degree / Professional Grades) will not be arranged to take the BLNST again. Unless otherwise specified, the result of the BLNST organised by the Independent Commission Against Corruption or other organisations not for civil service recruitment is not acceptable for applying for civil service posts. The format and sample questions of BLNST are available on the [CSB website](#).
- (45) A pass result in Digitalised BLNST 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
May 2025