

Guidance Notes for Candidates of Government Standard Examination

Important Points

1. Starting and Finishing Time of Examination: please refer to the letter issued by the Civil Service Examinations Unit to individual candidates about the examination details (the notification letter).
2. The examination will only be held on the scheduled date and no alternative arrangements will be made. You should take the examination at the time and place specified in the notification letter.
3. Format and sample questions of the examination are available on the Civil Service Bureau (CSB) webpage at www.csb.gov.hk/english/recruit/exammat/342.html.

Before the Examination

4. You should check your body temperature before leaving for the examination centre. If you are **infected persons with obvious symptoms** (e.g. fever, cough, shortness of breath, vomiting and diarrhea), you **SHOULD NOT** attend the examination. You should bring your own 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 mask temporarily for verification of your identity.
5. You should arrive at the examination venue punctually according to the time stated in the notification letter.
6. If you are late for half an hour or more for any paper, you will **NOT** be allowed to take the paper.
7. You **MUST** bring to the examination centre :
 - (a) your Hong Kong Identity Card for identity verification. Candidates who fail to produce such proof of identity may not be allowed to take the examination;
 - (b) your own mask(s)[#]; and
 - (c) your own stationery, i.e. pens and rubber / correction fluid / correction tapes. Stationery will not be supplied at the centres.
8. You are also advised to bring a watch (watches with functions / applications other than those of timekeeping are **NOT** permitted, e.g. smart watch) and an overcoat to the examination centre.

During the Examination

9. 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 the loss of or damage to your personal belongings.

[#] 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.

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

10. 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.
11. You must **NOT** turn over the pages of the question book and must not start working until you are instructed to do so.
12. You must **NOT** copy any questions on any paper, personal belongings or parts of your body.
13. You must **NOT** leave your answer book in such a position that other candidates can read it.
14. 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, other electronic devices*, question book, answer book or paper to the toilet.
15. You should write the answers on the answer book. Answers written in the question book will **NOT** be marked.
16. 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.
17. When the announcement : “Time is up. Put down your pens.” is made, you must follow the instruction and stop writing immediately. If at that time you discover you have not filled in your seat number, wait until the invigilator is beside you and ask for permission to fill it in.
18. 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.

After the Examination

19. At the end of each examination session, you must remain in your seat until you are told to leave by the Presiding Invigilator.
20. You must **NOT** take any question paper, answer book or writing paper, whether used or unused, out of the examination centre.

Tropical Cyclone / Rainstorm Warning Signal

21. As a general rule, the examination will be held as scheduled when Tropical Cyclone Warning signal No. 3 or lower, and / or “Amber” or “Red” Rainstorm Warning Signal is issued. It may be postponed when Tropical Cyclone Warning Signal No. 8 or above, or “Black” Rainstorm Warning Signal is issued.
22. In the event of bad weather on the examination day, you should visit the CSB webpage before you leave for the examination centre.

Others

23. **NO** photograph taking, audio recording or video recording is allowed in the examination centre.
24. Parking facilities will not be provided for candidates at the examination venue.
25. Smoking in the examination centre and within the school premises / compound is prohibited.
26. Before you enter the examination centre or during the breaks, you should avoid gathering in crowds as far as possible and 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.
27. The invitation to the examination does not imply that your qualifications have met the entry requirements of the post you have applied for.