

## **Buildings Department**

### **Guidelines and Rules of Multiple Choice (MC) Examination for appointment as Authorized Signatory (AS) or Pre-accepted AS**

#### **A. General Rules**

- (1) The duration of each session of examination is 45 minutes with a total of 30 multiple-choice questions.
- (2) Candidates should check carefully the information printed on the examination invitation letter. If there is any discrepancy, please notify the Registration Unit of this department for rectification immediately.
- (3) 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 letter.
- (4) You should check your body temperature before leaving for the examination centre. If you have a fever or influenza symptoms, such as sneezing and coughing, you are strongly advised **NOT** to attend the examination. You are allowed to bring masks and put one on at the examination centre but will be required to remove your mask by the invigilators for verification of your identity.

#### **B. Breach of Examination Rules**

Candidates are warned that any of the following offences may lead to disqualification from the examination:

- (5) Obtaining knowledge of contents of questions prior to the examination.
- (6) Copying from notes, books or electronic devices brought into the examination room or from the work of other candidates (Note: Possession of unauthorized material/devices found on/in the examination desk or on the candidate will be considered sufficient grounds for a charge of premeditated cheating and this will lead to full disqualification).
- (7) Communicating or attempting to communicate in any form with persons inside or outside the examination center during an examination session.

- (8) Attempting to take away from the examination center any examination material.
- (9) Attempting to tamper with a computer.
- (10) Attempting to copy or record examination questions (in any format) from the examination center.
- (11) Deliberately disturbing or causing a nuisance to other candidates.
- (12) Leaving the examination room before the end of the session without authorization.

#### C. Before the Examination

- (13) Candidate should arrive at the examination venue punctually according to the time stated in the letter.
- (14) If Candidate is late for 15 minutes or more for this examination, you will not be allowed to take the examination.
- (15) Candidates **MUST** bring to the examination centre :
  - (a) your Hong Kong Identity Card and the Letter for identity verification. Candidate who fails to produce such proof of identity may not be allowed to take the examination.
- (16) The examination centre is air-conditioned. Candidate is advised to bring overcoats to the examination centre.
- (17) Candidate should read carefully the 'Exam Details' and 'Guideline' shown in the examination system before the start of the examination.

#### D. Arriving Examination Centre and During the Examination

- (18) Only necessary can be put on the desk. All other personal belongings, such as books, dictionaries, notes, papers, notebooks, mobile phones, bluetooth headsets, pagers, must be put under your desk. You are advised to bring with you a small bag to store your personal belongings. You must NOT put any unauthorised articles on/in your desk, on your body or in your pockets during the examination. Otherwise, you may be disqualified. The Registration Unit of this Department assumes no responsibility

for the loss of or damage to your personal belongings.

- (19) You must NOT copy anything from the question list onto the Letter and / or any of your personal belongings. Otherwise, you may be disqualified.
- (20) Mobile phones / bluetooth headsets / pagers / articles that can emit sound must be switched off throughout the examination. Otherwise, you may be disqualified.
- (21) Read carefully and follow the instructions given on screen. All answers must be marked by clicking the mouse in the circle next to the desired option.
- (22) The examination timer on the title bar will turn yellow when there are 10 minutes to go, and turn red when there are 5 minutes remaining before the end of the examination..
- (23) Candidate may end the examination by clicking the ‘Submit for Review’ button at the bottom left hand side of the screen to finish the examination before the official end time. When clicked, the Examination Summary will appear with the Review Box. Candidate will be given an opportunity to confirm their wish to end the examination in the screen. Once the ‘Confirm to submit’ button is clicked, candidate can no longer return to questions or continue with the examination.
- (24) If the candidate fails to complete the examination before the specified closing time, the answer paper will be automatically submitted.
- (25) Candidate should not leave the examination room during the examination except with the Centre Supervisor’s authorization. No extra time will be given to make up for the time lost. If any material is taken out of or brought back to the examination room by the candidate concerned, he or she may be disqualified.
- (26) If candidate leaves the examination room without Centre Supervisor’s authorization, the Centre Supervisor will terminate their examination sessions and the examination results will not be issued.
- (27) Candidate finishing the examination early may only request to leave 15 minutes after the commencement of the examination and

no later than 5 minutes before the official end time of the examination. They should remain seated until they are authorized to leave by the Centre Supervisor.

#### E. End of Examination

- (28) Candidate must be quiet and remain seated until the Centre Supervisor/invigilator has collected the examination materials from all the candidates and the Center Supervisor has announced the dismissal.
- (29) Candidate must follow the instruction of Centre Supervisor/invigilator when they leave the examination centre.

#### F. Others

- (30) Parking facilities will not be provided for candidates at the examination venue.
- (31) Eating or smoking in the examination centre is prohibited.
- (32) Photo-taking or video/audio-recording is not permitted in the examination centre.

#### G. Arrangement after Examination

- (33) After this office has verified the candidate's results, a letter will be sent to inform the candidate of the subsequent arrangements.