

Hong Kong Fire Services Department
Class 3 Fire Service Installation Contractor Computerised Written Examination

Instructions to Candidates

(A) Tropical Cyclone/Bad Weather Arrangements

Tropical cyclone or rainstorm warning issued before an examination	Examination Arrangements
Tropical cyclone warning signal No. 3 / Amber rainstorm warning	<ul style="list-style-type: none"> The examination will be held as scheduled.
Red rainstorm warning	<ul style="list-style-type: none"> The examination will be postponed by 15 minutes.
Tropical cyclone warning signal No. 8 / Black rainstorm warning	<ul style="list-style-type: none"> The examination will be postponed / cancelled. If a typhoon signal No. 8 or above / Black rainstorm warning is likely to be issued, candidates should pay attention to the radio / television broadcast, or visit the website of the Hong Kong Examinations and Assessment Authority (HKEAA) (www.hkeaa.edu.hk) for the latest examination arrangement made by the HKEAA. Under normal circumstances, the HKEAA announcement of the postponement / cancellation of an examination will be made approximately two hours before the commencement of the examination.
<p>★ Any announcement on the closure of schools due to a tropical cyclone or the issue of the rainstorm warning signal “Amber” or “Red” does not imply any postponement / cancellation of an examination scheduled to be held on that day. If the HKEAA announces the postponement / cancellation of examinations / public examinations / international and professional examinations held by the HKEAA, the Class 3 Fire Service Installation Contractor Written Examination will also be postponed / cancelled. For enquiries on examination arrangements under bad weather, please call 3628 8787.</p>	
Tropical cyclone or rainstorm warning issued while an examination is in progress	Examination Arrangements
	Once started, the examination will continue as scheduled unless physical conditions in the examination centre are considered dangerous by the Centre Supervisor.

(B) General Instructions

- (i) The duration of each session of examination is 45 minutes with a total of 45 multiple-choice questions. The passing score is 80%.
- (ii) Candidates should check carefully the information printed on the admission slip. If there is any discrepancy, please notify the Fire Service Installation Contractor Registration Unit of this Department (Tel: 2733 7612) for rectification immediately.
- (iii) Candidates should read carefully the “**Precautionary Measures at Examination Centres**” at HKEAA website (https://www.hkeaa.edu.hk/DocLibrary/ipe/IPE_Precationary_Measures_Eng.pdf) and bring to the examination centre their own “**Candidate’s Declaration on Health**” AND

surgical masks on the examination day. Candidates will NOT be admitted to the examination centre under any of the following circumstances:

- a. **Fever (oral temperature at or higher than 37.5°C/tympanic temperature at or higher than 38°C), regardless of the presence of respiratory symptoms such as coughs or difficulty in breathing, etc.;**
 - b. **No fever but with the presence of respiratory symptoms such as cough or difficulty in breathing, etc.;**
 - c. **Loss of taste or smell suddenly;**
 - d. **Undergoing mandatory quarantine or waiting for mandatory COVID-19 test results on the day of examination or having been to the Mainland, Macao or Taiwan or any overseas countries or areas in which mandatory quarantine is required within 14 days before the day of the examination;**
 - e. **Failing to submit the completed “Candidate’s Declaration on Health”.**
- (iv) **Candidates must arrive at the examination centre at least 20 minutes before the start of the examination. Candidates will only be admitted to the examination centre after completion of the steps as specified in point 4 of the “Precautionary Measures at Examination Centres” and admission to the examination centre may be delayed. The corresponding time lost in the examination will not be compensated.**
- (v) Candidates must arrive at the examination centre at the reporting time specified on the admission slip. The Centre Supervisor may refuse to admit late candidates.
- (vi) Candidates are advised to use public transport as parking facilities will not be available at the examination centre.
- (vii) Candidates will be required to produce their respective valid Hong Kong Identity Cards / Passports and admission slips before they are admitted. The documents should also be placed on the desk throughout the examination to facilitate checking by the Centre Supervisor/ invigilator. Candidates without valid Hong Kong Identity Cards / Passports or admission slips may not be admitted to the examination centre. Moreover, candidates whose identities cannot be verified on the spot will be required to complete report forms and have their photos taken after the examination at the examination centre for future verification. Failure to comply with this regulation may lead to disqualification from the examination. In case the Centre Supervisor has any doubt on the identification documents of candidates, the Centre Supervisor may take photos of the candidates and their identification documents at the examination centre for future verification.
- (viii) Except for the items listed in (vii) above, each candidate must place his / her personal property in a locker assigned by the Centre Supervisor with all telecommunication devices turned off. Candidates will not be allowed to take out any items from the lockers during the examination.
- (ix) Each candidate will be assigned with an individual terminal to work on. The terminal number will be specified on the admission slip and on the seating plan to be posted at the entrance of the examination room.
- (x) Smoking or eating is prohibited in the examination centre.
- (xi) Photo-taking or video / audio-recording is not permitted in the examination centre.
- (xii) The examination centre is air-conditioned. Candidates are advised to bring overcoats to the examination centre.

- (xiii) The examination centre is under 24-hour Closed Circuit Television (CCTV) surveillance for security purposes.

(C) During the Examination

- (i) Candidates may take a trial run to familiarise themselves with the format of the examination before its commencement.
- (ii) Each candidate will be supplied with a piece of rough work sheet and a pencil. Used rough work sheet will be collected before an additional sheet is provided. The candidate number should be put on each rough work sheet provided. All material distributed to the candidates must be handed back to the Centre Supervisor / invigilator at the end of the examination.
- (iii) Each candidate should verify the name shown on the computer screen to ensure that the correct terminal is allocated for his/her use. The first 4 numerical digits of the candidate's Hong Kong Identity Card / Passport number should then be entered (based on the proof of identity provided at the time of application) as the password to access the examination system.
- (iv) 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.** Nothing written on the rough work sheet will be marked. All rough work sheets will be destroyed after the examination.
- (v) Candidates can click on HELP or NOTES to review the instructions any time after the examination has started. However, the examination timer will not stop running.
- (vi) The examination timer on the title bar will flash for 15 seconds both when there are 15 minutes and 5 minutes to go before the end of the examination.
- (vii) Candidates may end the examination by clicking the END OF EXAMINATION button at the bottom right 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. Candidates will be given an opportunity to confirm their wish to end the examination in the Examination Summary screen. Once the CONFIRM END button is clicked, candidates can no longer return to questions and continue with the examination.
- (viii) Candidates should not leave the examination room during the examination except with the Centre Supervisor's authorisation. 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.
- (ix) Candidates must present their respective valid Hong Kong Identity Cards / Passports each time they enter the examination room.
- (x) If candidates leave the examination room without Centre Supervisor's authorisation, the Centre Supervisor will terminate their examination sessions and the examination results will not be issued.
- (xi) Candidates 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 authorised to leave by the

Centre Supervisor.

(D) End of Examination

- (i) At the end of the examination, the provisional result “Pass / Fail” will be shown on the screen. Candidates may also collect the provisional result slip from the Centre Supervisor / invigilator when leaving the examination centre.
- (ii) Candidates should be quiet and remain seated until the invigilator has collected the examination materials from all the candidates and the Center Supervisor has announced the dismissal.

(E) Breach of Examination Regulations

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

- (i) Obtaining knowledge of contents of questions prior to the examination.
- (ii) Copying from notes, books or electronic devices brought into the examination room or from the work of other candidates. (Note: Possession of unauthorised 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.)
- (iii) Communicating or attempting to communicate in any form with persons inside or outside the examination centre during an examination session.
- (iv) Attempting to take away from the examination centre any examination material.
- (v) Attempting to tamper with a computer.
- (vi) Attempting to copy or record examination questions (in any format) from the examination centre.
- (vii) Impersonation or requesting others to impersonate.
- (viii) Deliberately disturbing or causing a nuisance to other candidates.
- (ix) Disobeying the instructions of Centre Supervisor / invigilator and / or being excessively rude to the Centre Supervisor / invigilator.
- (x) Leaving the examination room before the end of the session without authorisation.

Warning : Impersonation at an Examination may render those involved liable to prosecution for a criminal offence.

(F) Publication of Examination Results

Candidates will be notified of the confirmed examination results by this Department in writing within one month after the examination date.

(G) Enquiries

For enquiries, please contact the Fire Service Installation Contractor Registration Unit of this Department:

Tel: 2733 7612 / 2733 7617

Fax: 2367 3631

E-mail: **lcpolic2@hkfsd.gov.hk**

Hong Kong Fire Services Department
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