

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

(A) Typhoon/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. • If a typhoon signal No. 8 or Red/Black rainstorm warning is likely to be issued, candidates should pay attention to the announcements made by the Hong Kong Examinations and Assessment Authority (HKEAA) on radio or television.
Red rainstorm warning	Candidates should pay attention to HKEAA's announcements on radio or television.
Tropical cyclone warning signal No. 8 / Black rainstorm warning	The examination will be postponed.
<p>★ If HKEAA announces the closure of schools, it does not necessarily mean the cancellation of all examination. If HKEAA announces the cancellation of all “public examination”, the Class 3 Fire Service Installation Contractor Written Examination will also be cancelled as well. For enquiries on the examination arrangements under typhoon / bad weather, please contact HKEAA hotline at 3628 8702.</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 written examination is conducted by using a computerised examination system. The duration of each session of examination is 45 minutes with a total of 45 multiple-choice questions.
- (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 must arrive at the examination centre at the reporting time specified on the admission slip. The Centre Supervisor may refuse to admit late candidates.
- (iv) Candidates are advised to use public transport as parking facilities will not be available in the examination centre.
- (v) Candidates will be required to produce their 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 Invigilator. Candidates with neither an admission slip nor an Identity Card / a Passport may not be admitted.
- (vi) Except for the items listed in (v) 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.

- (vii) 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.
- (viii) Smoking is prohibited in the examination centre.

(C) During the Examination

- (i) Candidates may take a trial run to familiarize themselves with the format of the examination before its commencement.
- (ii) Each candidate will be supplied with a piece of rough work sheet. 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 over to the Invigilator at the end of the examination.
- (iii) Each candidate should verify the name shown on the 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).
- (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.
- (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 Test Summary will appear with the Review Box. Candidates will be given an opportunity to confirm their wish to end the examination in the Test 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 Invigilator'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.
- (ix) Candidates finishing the examination early may only request to leave at least 15 minutes after the commencement of the examination and no later than 5 minutes before the official end time. They should remain seated until they are authorised to leave by the Invigilator.
- (x) Candidates may not eat or drink during the examination.

(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 Invigilators have collected the examination materials and 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 Supervisors or Invigilators.
- (x) Leaving the examination room before the end of the session without authorization.

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 in writing within two months after the examination date.

(G) Enquiries

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

Tel: 2733 7617 / 2733 7612

Fax: 2367 3631

E-mail: LcpoLic2@hkfsd.gov.hk

Hong Kong Fire Services Department
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