

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

Instructions to Candidates

(A) Tropical Cyclone/Inclement Weather Arrangements

Tropical Cyclone or Rainstorm Warning Signal issued before an examination	Examination Arrangements
Tropical Cyclone Warning Signal No. 3 or lower and/or Rainstorm Warning Signal 'Amber'	<ul style="list-style-type: none"> The examination will be held as scheduled.
Red Rainstorm Warning Signal	<ul style="list-style-type: none"> The examination will be postponed by 15 minutes.
Tropical Cyclone Warning Signal No. 8 or above and/or Rainstorm Warning Signal 'Black'	<ul style="list-style-type: none"> The examination will be postponed. If a Tropical Cyclone Warning Signal No. 8 or above and/or Rainstorm Warning Signal 'Black' 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's announcement of the postponement 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 Warning Signal or Rainstorm Warning Signal 'Amber' or 'Red' does not imply any postponement of an examination scheduled to be held on that day. If the HKEAA announces the postponement of examinations/public examinations/international and professional examinations held by the HKEAA, the Class 3 Fire Service Installation Contractor Computerised Written Examination will also be postponed. For enquiries on examination arrangements under inclement weather, please call 3628 8787.</p>	
Tropical Cyclone Warning Signal or Rainstorm Warning Signal 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 7613) for rectification immediately.
- (iii) Candidates must arrive at the examination centre at the reporting time specified on the admission slip. Latecomers must complete the admission procedure before being allowed to take the examination. NO additional time will be given to any late comer.
- (iv) Candidates are advised to use public transport as parking facilities will not be available at the examination centre.
- (v) Candidates could wear surgical masks at the examination centre as needed. Candidates will be

required to produce their respective valid Hong Kong Identity Card/Passport and admission slip before they are admitted. Centre Supervisor/invigilator may ask candidates to remove their surgical masks temporarily during the registration/taking of attendance in order to verify their identities. 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 Card/Passport or admission slip may not be admitted to the examination centre. Moreover, candidates whose identities cannot be verified on the spot will be required to complete the report forms and have their photos taken after the examination at the examination centre for future verification purposes. Failure to comply with this regulation may lead to disqualification from the examination. In case the Centre Supervisor/invigilator has any doubt on the identification documents of candidates, the Centre Supervisor/invigilator may take photos of the candidates and their identification documents at the examination centre for verification purposes as and when required.

- (vi) Except for the items mentioned in (v) above, candidates must place all of their personal property in the lockers assigned by the Centre Supervisor/invigilator 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 workstation to work on. His/her workstation number will be specified on the admission slip.
- (viii) Smoking or eating is prohibited in the examination centre.
- (ix) Photo-taking or video/audio-recording is not permitted in the examination centre.
- (x) The examination centre is air-conditioned. Candidates are advised to bring overcoats to the examination centre.
- (xi) The examination centre is under 24-hour CCTV surveillance for security purposes. The CCTV footage at the examination centre is owned by the venue owner. No third parties are allowed to access to the CCTV footage under any circumstance.

(C) During the Examination

- (i) Each candidate will be supplied with a piece of rough work sheet and a pencil. Do not start writing before the start of examination. 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 materials distributed to the candidates must be handed back to the Centre Supervisor/invigilator at the end of the examination.
- (ii) Candidates can change the language of the examination system anytime during the examination by clicking 'Select Language' in the top right corner of the computer screen .
- (iii) Each candidate should use the virtual keyboard on the computer screen to enter his/her candidate number as stated on the admission slip to login the examination system. Then, he/she should verify the personal information shown on the screen carefully to ensure that the correct workstation is allocated for his/her use.
- (iv) Candidates should read carefully the 'Instructions' and 'Notes' shown in the examination system before the start of the examination.
- (v) 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.

- (vi) Candidates can click on 'Instructions' or 'Notes' to review the instructions any time after the examination has started. However, the examination timer will not stop running.
- (vii) Candidates can lock their screens when they go to the washroom. When they return to the examination centre, they can unlock the screen by entering their candidate numbers with the virtual keyboard and continue with the examination. However, the examination timer will not stop running. No extra time will be given to compensate for the time they have taken for going to the washroom.
- (viii) The examination timer on the title bar will flash when there are 15 minutes and 5 minutes to go before the end of the examination.
- (ix) 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 or continue with the examination.
- (x) 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.
- (xi) Candidates must present their respective valid Hong Kong Identity Card/Passport each time they enter the examination room.
- (xii) 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.
- (xiii) 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 slips from the Centre Supervisor/invigilator when leaving the examination centre.
- (ii) Candidates 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.
- (iii) Candidates must follow the instruction of Centre Supervisor/invigilator when they leave the examination centre.

(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 7613 / 2733 7617

Fax: 2367 3631

E-mail: lcpolice2@hkfsd.gov.hk

Hong Kong Fire Services Department
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