



**APTITUDE TEST
 EXAMINATION ATTENDANCE DOCKET**

CANDIDATE'S FULL NAME
 AND ADDRESS

CANDIDATE
 NUMBER ▶

EXAMINATION
 SESSION ▶

DATE ISSUED ▶

Examination Date	Time	Examination	Examination Centre (Name & Address)	Centre Code	Desk No.

SAMPLE

Please note that the Hong Kong Examinations and Assessment Authority (“HKEAA”) assists the Institute to administer the above examination. However, if any of the details above are incorrect, please report it immediately in writing to:

Hong Kong Institute of Certified Public Accountants
 37th Floor, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong
 Fax: 2147 3293 Email: examadmin@hkicpa.org.hk

EXAMINATION REGULATIONS

It is your responsibility to understand and adhere at all times to these Examination Regulations. Failure to follow any of these regulations may result in marks penalty or even disqualification from the entire examination.

- You are required to comply in all respects with any instructions issued by the Institute before an examination session or by the Examination Supervisor and/or his/her authorized invigilating personnel during an examination. An Examination Supervisor is obliged to report any cases of irregularity or improper conduct to the Institute and is empowered to discontinue the examination of a candidate suspected of misconduct and to exclude him/her from the examination centre.
- You should not attempt to deceive the Institute or the Examination Supervisor by giving false or misleading information.
- You should not engage in any unprofessional conduct designed to assist you or any other person(s) in your examination attempt. You should not obtain, or attempt to obtain assistance by improper means from any other person.
- You are authorized to sit only those examination(s) indicated at the examination centre(s) and desk(s) shown on this Examination Attendance Docket (“Docket”).
- You must produce this Docket to gain admission to the examination centre assigned and must also make this available for scrutiny throughout the examination. You may not be permitted to sit your examination(s) if you fail to produce this Docket.
- You should take your Hong Kong Identity Card or a valid passport to the examination centre. This identification document must be produced with this Docket at every examination for checking purpose. The name on your identification document must match exactly the name shown on this Docket. If you are unable to prove your identity, you may not be permitted to sit your examination(s).

KEEP THIS DOCKET SAFE AS YOU MUST TAKE IT WITH YOU TO THE EXAMINATION CENTRE.

- You should arrive at least 15 minutes before your examination starts. The Examination Supervisor will not allow you to enter the examination centre after the first 30 minutes of the examination.
- The examination is a close-book examination. You are NOT permitted unless authorized by the Institute to take to your desk, or use or possess while at your desk, any books, notes or other materials.
- You are permitted to use only noiseless, cordless and non-programmable calculators, provided that the calculators must not be equipped with communication function. Computers and electronic dictionaries of any size or models are not allowed.
- Mobile phones or any other electronic communication devices must be turned off at all times in the examination centre and are not permitted to be taken to the desk. If you are found to have any electronic communication device (including a mobile phone) on your desk, or your mobile phone rings or vibrates during the examination, that device may be confiscated by the invigilation personnel. After the examination, you will be asked to show the communication/viewing logs or any stored information/images held in that communication device. Such incident will be reported to the Institute for further investigation.
- You are not allowed to take photographs, audio records or video records inside the examination centre at all times. Any photographs or recordings taken must be surrendered to the Examination Supervisor for immediate disposal or deletion. Such incident will be reported to the Institute for further investigation.
- You are also not allowed to display photographs, audio records or video records taken inside the examination centre electronically or publicly. Such incident will also be reported to the Institute for further investigation.
- You should leave your personal belongings in the examination centre according to the instruction by the Examination Supervisor. The Institute or the HKEAA will not under any circumstances accept responsibility for loss, theft or damage to articles deposited in the examination centre.
- You must not behave in a manner likely to distract other candidates. You must not disturb, speak or give signals to other candidates during the examination.
- You are not allowed to leave the examination centre during the first 30 minutes or the last 15 minutes of the examination.
- The examination lasts for 1 hour 45 minutes. All questions are multiple-choice questions. You are not allowed to begin to write your answers on the answer sheet until instructed to do so by the Examination Supervisor.
- Before the examination begins, you should complete all the details on the top of your answer sheet according to the instruction by the Examination Supervisor. Your name or personal information MUST NOT appear on your answer sheet. No extra time is allowed for writing this at the end of the examination.
- You must check the front cover of the question paper to ensure that you have been issued with the correct question paper.
- **YOU MUST USE H.B. PENCIL TO FILL IN YOUR ANSWER ON THE ANSWER SHEET. ANSWERS WRITTEN ON THE QUESTION PAPER WILL NOT BE MARKED. YOU MUST BLACKEN THE WHOLE SPACE OF YOUR ANSWER COMPLETELY.**
- The answer sheet and question paper must not be torn off, unstitched or mutilated.
- You must stop writing immediately once the end of examination is announced. You are not allowed to leave your desk until instructed to do so by the Examination Supervisor.
- You must submit your answer sheet, question paper and any materials owned by the Institute to the invigilation personnel at the end of the examination. Any materials submitted other than the answer sheet provided will not be marked. You are not allowed to remove any items owned by the Institute from the examination centre.
- All answer sheet and question paper remain the property of the Institute and will not be returned to you.
- Your examination result will normally be available and posted to you within TWELVE weeks after the examination. The Institute will not enter into correspondence or deal with telephone enquiries on examination results.
- The Institute has endeavoured to ensure you to sit your examinations in the best conditions. If you have any complaint regarding the examination centre or arrangements, you should notify the Examination Supervisor in the first instance. The Institute will take further action if deems appropriate afterwards.