



**PRACTISING CERTIFICATE EXAMINATIONS
EXAMINATION ATTENDANCE DOCKET**

CANDIDATE NUMBER:

EXAMINATION SESSION:

DATE ISSUED:

Examination Date	Time	Examination	Examination Centre Name and Address	Centre Code	Desk No.
SAMPLE					

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

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

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.

1. 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.
2. You should not attempt to deceive the Institute or the Examination Supervisor by giving false or misleading information.
3. 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.
4. 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").
5. You must print out and bring 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.

6. 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).
7. You should arrive at least 45 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.
8. The examination is an open-book examination. You are permitted to take into the examination centre your own notes, reference books and stationery (including but not limited to noiseless and cordless programmable calculators). Computers and electronic dictionaries of any size or models are not allowed. All permitted items must not be equipped with communication function.
9. Mobile phones or any other electronic communication devices must be turned off at all times in the examination centre and placed out of reach, either in your bag or on the floor beneath your desk. If you are found to have any electronic communication device (including a mobile phone and smart watch) on your desk, or your mobile phone / smart watch ring or vibrate 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. You are not allowed to leave the examination centre during the first 30 minutes or the last 15 minutes of the examination.
15. The examination lasts for 3 hours. You are allowed to write your answers on the script booklet immediately at the commencement of the examination when instructed to do so by the Examination Supervisor.
16. You must answer in English. You must write your answer legibly in black or blue ink.
17. You should write clearly the question numbers and/or parts before your answers or at the top of the page of the script booklet.
18. Before the examination begins, you should complete all the details on the front cover of your script booklets according to the instruction by the Examination Supervisor. Your name or personal information **MUST NOT** appear anywhere on your script booklet. You should also complete the details on any continuation script booklet which may be given to you during the examination. No extra time is allowed for writing this at the end of the examination.
19. You must check the front cover of the question paper to ensure that you have been issued with the correct question paper.
20. **YOU MUST USE THE APPROPRIATE SCRIPT BOOKLET TO ANSWER EACH SECTION OF THE QUESTION PAPER**, i.e. Case on the script booklet for Case and Essay/Short Questions on the script booklet for Essay/Short Questions.
21. The script booklets and question paper must not be torn off, unstitched or mutilated.
22. 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.
23. You must submit all script booklets, 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 script booklet provided will not be marked. You are not allowed to remove any items owned by the Institute from the examination centre.
24. All script booklets and question paper remain the property of the Institute and will not be returned to you.

25. 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.

26. The Institute has endeavoured to ensure you to sit your examinations in the best conditions. If you find any undesirable conditions at your examination centre (e.g. insufficient lighting, noise disturbance, dripping water etc.), you should seek help from invigilation personnel / Examination Supervisor at once. Subsequent complaints of performance being affected by undesirable centre conditions after the examination will NOT be entertained.

-The End -

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