

# **CILTHK Professional Qualifying Examination**

## **Candidate Handbook**

Education and Training Committee

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## **1. Introduction**

This handbook provides general guidelines and rules to all candidates who are aiming to sit for the qualifying examination of the Chartered Institute of Logistics and Transport in Hong Kong (CILTHK). A candidate passing nine specified subjects satisfies the academic requirements for joining CILTHK as Chartered Member (CMILT).

CILTHK has revised and widened the scope of its existing PQE in order to provide and train qualified transport and logistics professionals to meet the industry's needs.

In Hong Kong, many logistics and transport courses offered by local universities and educational institutions aim to prepare students for the PQE. Details of these courses may be obtained from the office of CILTHK. Students of these logistics and transport courses may join the CILTHK as Student or Affiliate Members and will benefit from regular information about activities of the Institute as well as the necessary information concerning with the PQE.

## **2. Entry Requirement of the Professional Qualifying Examination (PQE)**

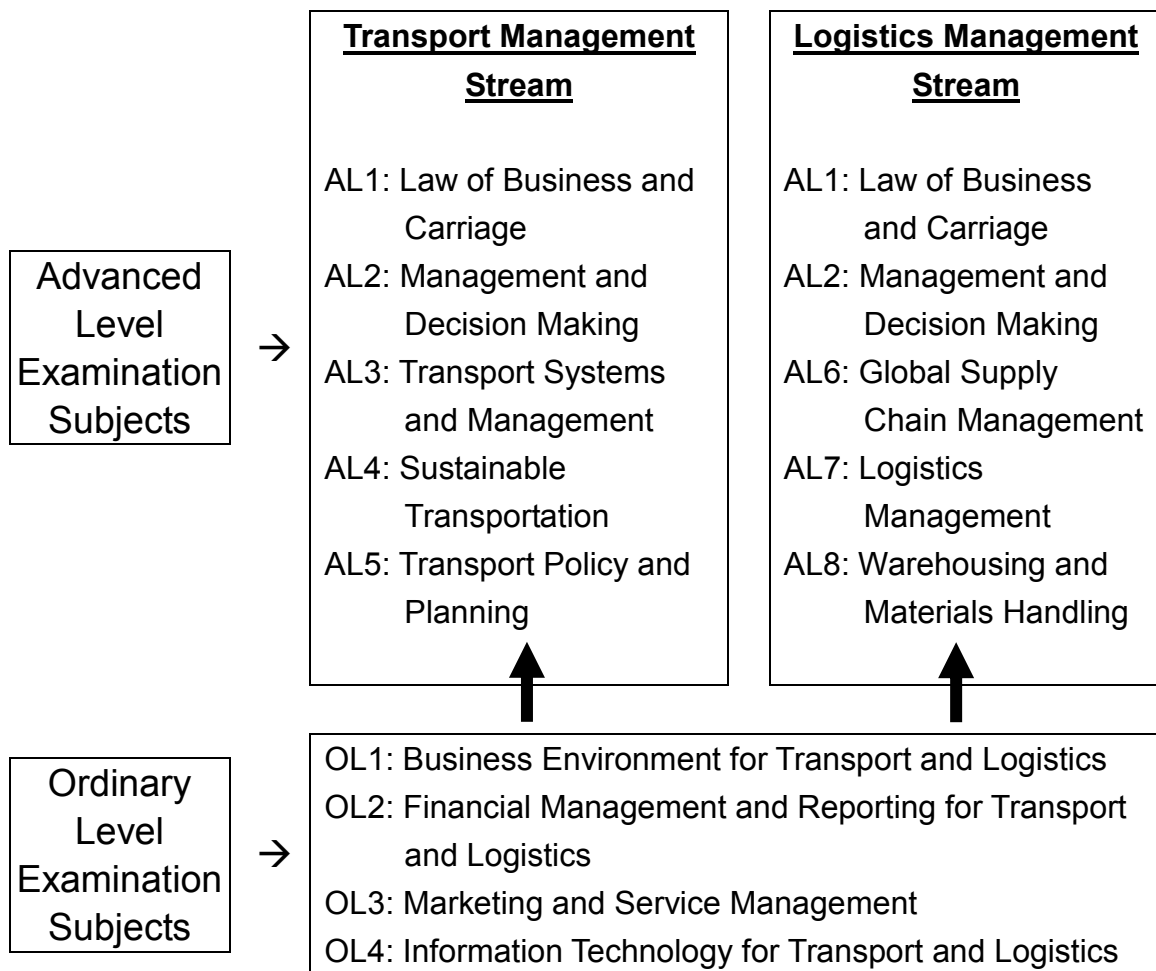
In view of the high academic standard of the PQE, it is envisaged that most of the candidates should be at least Student members of CILTHK. If the candidate is not currently a Student member, he or she must be a Member (MILT) or an Affiliate member before he or she is qualified to take the examination. Furthermore, the examination also provides a chance for Chartered Members (CMILTs) to enrich their logistics and transport knowledge.

The structure of the PQE is divided into two levels, which cover 12 subjects with two streams at the Advanced Level. A candidate can attempt any number of subjects at either the Ordinary or the Advanced Level. To meeting the academic requirement for being a Chartered Member (CMILT.), candidate will need to successfully complete (and/or be exempted for) the Ordinary Level subjects plus subjects at either Transport or Logistics stream at the Advanced Level.

In order to give our Student Members, Affiliate Members and Members (MILT) more flexibility to prepare for the examination, additional examination will be conducted each year. The PQE from the year 2012 will be organised twice annually, i.e. in May and November.

PQE in May is called “Summer Session”; while PQE organised in November is called “Winter Session”.

### 3. The Structure of the Professional Qualifying Examination



The list of Advanced Level subjects is currently limited to 8 subjects due to resource constraints. More elective subjects may be added in the future when such subjects could be identified and justified.

### 4. Registration

All interested persons who want to sit for the PQE must join the CILTHK

as Student members, Affiliate members or Members (MILTs). They can then register as candidates in to sit for the examination to be held in May or Nov.

A candidate can attempt any number of subjects. An official application form must be submitted to register into the examination, together with the appropriate examination fee. This form can be downloaded from CILTHK website or obtained in person from the CILTHK office. The Chartered Institute of Logistics and Transport in Hong Kong, 7/F, Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong. Candidates should note that all fees paid are not refundable.

Upon receiving the examination fee, each candidate will receive information about the examination timetable, examination venue(s), and rules governing the candidates' behaviour in the examination, etc.

An official examination letter will be sent to each registered candidate within the first two weeks in April (Summer Session) or in October (Winter Session). This examination letter is the official document to allow the candidates to sit in the examination. Any candidate who fails to bring his or her examination letter to the examination venue will not be allowed to take the examination at all. It is the sole responsibility of a candidate to make sure that he or she brings the examination letter at every session of his or her examination.

A candidate who fails to receive his or her examination letter within the notification period should contact the CILTHK office promptly for a replacement. Again it is the sole responsibility of a candidate to ensure that he or she receives the examination letter before the commencement of the examination in May / November.

## **5. Exemption**

Members (MILT) and former Associate Members elected before 30<sup>th</sup> September 2004 are entitled to an exemption of the Ordinary Level subjects in the PQE. The application of exemption is based on the grounds of the nature of work and years of relevant proven supervisory working experience or the equivalent academic qualification. This exemption application must be addressed to the Chairperson of the

Education and Training Committee.

Qualifications from certain professional bodies, universities, or Institutes of Vocational Education may be entitled to the exemption from some subjects of the PQE. It should be noted that the exemption will not be considered for any incomplete qualifications. All exemptions are to be reviewed by the Education and Training Committee of the Institute.

Exemption application is not open to non-member.

## **6. Examination**

This section gives all candidates the rules of the examination and regulations about their behaviour in the Examination, including pre- and post-examination period.

### **6.1. The Rules of the Examination**

- 6.1.1. Candidates can only be allowed to enter the examination hall from 10 minutes before to 30 minutes after the examination starting time. Any candidate who arrives later than this time will not be allowed to take part in the examination unless he or she has a genuinely good reason. Any loss in the examination time due to late arrival will not be compensated.
- 6.1.2. No candidate is allowed to leave the examination hall within the first half hour of the examination. Any candidate who has finished answering the question paper may leave the examination hall any time but not within the first hour or the last half hour of the examination.
- 6.1.3. Any candidate must raise his or her hand if assistance is required, including requesting to have physical relief. He or she has to wait until an invigilator comes to find out what assistance is requested. Such assistance must be carried out under the supervision of an invigilator or with the permission from that invigilator.
- 6.1.4. All candidates who are still present at the final half hour of the examination must wait in the examination hall until all answered scripts have been collected and tallied. They are allowed to leave when the Chief Invigilator tell them to do so. When candidates leave the examination

hall, they should avoid making loud noise and causing nuisance to people nearby.

- 6.1.5. In the examination, each question paper comprises of two sections, namely Part A and Part B, with four questions being set in each section. Candidates are asked to answer not more than two questions from each section, within a total permitted time of three hours.
- 6.1.6. No programmable calculator is allowed to be used by any candidate in the examination. If a candidate is found to be using a programmable calculator, that calculator will be taken away from that candidate until the examination is over. It is the sole responsibility that all candidates comply with this rule.
- 6.1.7. Any question calling for mathematical solutions must be answered clearly showing all steps of calculation. Any rough work on calculation(s), if done on any page(s) of the answer book, should be crossed out at the end of the examination time so as not to confuse with the answer(s).
- 6.1.8. Candidates should use blue or black ball points or fountain pens to answer the questions. They should not use any ball points of red colour in any circumstances in the examination.
- 6.1.9. Every candidate should complete the front page of the answer book as per instructions printed. Before the answer book is being collected at the end of the examination, the candidate must put all supplementary answer sheets, if used, in the answer book and has them tagged together.
- 6.1.10. Candidates should not bring their books and/or notes to the examination hall. However, if books and/or notes have been brought along for last minute revision before the examination, they should put away at the far side or designated locations in the examination hall. In no circumstances will books and/or notes be allowed to be put in his or her desk or under the candidate's desk or chair.
- 6.1.11. Candidates are not allowed to bring their electronic pagers, mobile telephones, or any other electronic communication equipment into the examination hall. In case they have this electronic equipment with them, this equipment must be switched off and put away together with their books and/or notes at the far side or designated locations in the

examination hall.

- 6.1.12. Beside the question paper and answer book provided, candidates must not put anything on the desks except pencils, pen or ballpoints, ruler, correction fluid or correction pen, and non-programmable calculator, if needed.
- 6.1.13. Candidates must put their examination cards together with their own Hong Kong Identify Cards on the top right hand corner of their desks for checking by the invigilator. No candidate is allowed to take part in the examination if he or she fails to produce these two identification documents.
- 6.1.14. Any candidate, if found using another person to stand-in for him/her in the examination, will be disqualified from all the examinations. The disguised candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for further action and record purposes.
- 6.1.15. Candidates are advised to concentrate in answering their own papers and not to look around at other candidates' scripts. A candidate caught peeping over the answered scripts of the neighbouring candidates would render his or her candidature to be disqualified. This candidate will be told to leave examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.
- 6.1.16. A candidate will be disqualified from the examination if he or she is found passing answer/information to another candidate or obtaining answer/information from another candidate, or found cheating by whatever means. This candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.
- 6.1.17. No candidate is allowed to talk, murmur or sing during the examination session. If such act is found, the candidate in contempt will be warned. If the candidate ignores the warning and continue to talk, murmur or sing

in the examination, he or she shall be disqualified from the examination. This candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.

## **6.2. Candidates' Behaviour at Moment Prior to the Examination**

- 6.2.1. Candidates are advised to arrive at the examination venue or examination hall in good time so as to avoid being late to the examination due to any unforeseen traffic congestion.
- 6.2.2. Candidates are required to bring with them the examination letters and their own Hong Kong Identity Cards to the examination. These documents must be produced for the purpose of identity verification.
- 6.2.3. Candidates are advised to wait outside the examination venue or examination hall until they are called to enter the hall 10 minutes before the examination time. While they are waiting outside the examination hall, they should refrain from making loud noise or shouting in the waiting area.
- 6.2.4. Before entering into the examination hall, candidates are advised to check the seating plan being put up in front of the entrance of the examination hall.

## **7. Examination Result Announcement**

Candidates will know about their examination results via one or more of the three different means, namely:

- a. Direct notification from the CILTHK
- b. Result announcement in the Institute's web site
- c. Other media

The date of the examination result announcement is around mid-August (Summer Session) or subsequent February (Winner Session).

Candidates are not advised to call the CILTHK office inquiring about their

examination results because there will not be any responsible staff available to comment about your examination results. CILTHK has taken every measure to maintain the setting and marking of the questions at high standard and with impartiality. If a candidate feels that his/her examination paper has been unfairly marked, he/she can launch an appeal.

## **8. Appeal**

A candidate may appeal against the results of the examination of any subject if he/she has a good reason to believe that:

- a) there may be an error in the marking of his/her answer script, or
- b) there has been an irregularity in the conduct of an examination.

The appellant has to lodge an appeal within 21 calendar days after the announcement of the results.

The appellant has to pay HK\$800 per subject for the appeal. (The amount is subject to adjustments as approved by the Council.)

After receiving the written petition and the appropriate fee for the appeal, the Education and Training (E&T) Committee will re-examine the answer script, focusing on the reason(s) being listed in the appeal.

If the appeal is found to be of valid grounds, the E&T Committee will re-adjust the marks and amend the results accordingly.

If the appeal is found with no valid grounds, the appellant will be notified by the E&T Committee accordingly. If the appellant is still not satisfied with the appeal results, he/she can make a second appeal by paying the appropriate fee. This second appeal shall be attended by the Appeal Panel formed from the Board of Examiner (BOE) to review the answer script again. The verdict of this Appeal Panel is final.

The E&T Committee will notify the appellant formally about the results of the appeal within one calendar month. The normal result of an appeal would either be (i) a re-adjusted mark or grade for the appellant's

examination subject, or (ii) retaining the original marking score.

The payment for the appeal will not be refunded in any circumstances.

The application for appeal should be addressed to the Chairperson of the Education and Training Committee.

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