



Notice for the CILTHK Professional Qualifying Examination (PQE)

1. The Rules of the Examination

- a) 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.
- b) 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 half hour or the last half hour of the examination.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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).
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) Besides 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.
- m) Candidates must put their PQE Entry Admission Form 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.
- n) 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.



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- o) 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.
- p) A candidate will be disqualified from the examination if he or she is found passing answer/information to another candidate or obtaining answer/information to 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.
- q) 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 continues to talk, murmur or sing in the examination hall, 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.

2. Students' Behaviour at Moment Prior to the Examination

- a) 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.
- b) Candidates are required to bring with them the PQE Entry Admission Form and their own Hong Kong Identity Cards to the examination. These documents must be produced for the purpose of identity verification.
- c) 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.
- d) 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.

3. Preparation for the Examination

- a) Sample question of each PQE paper are posted on the CILTHK website (<http://www.cilt.org.hk/>) at Download Area for member/candidate's reference.
- b) Details of syllabus and recommended reference readings of each paper are in the "Professional Qualifying Examination (PQE) Syllabus" handbook. Copy of it can be accessible/downloaded at the CILTHK website/ Download Area.

4. Examination Result Announcement

Candidates will know about their examination results via one of more of the following 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 of August.

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 or her examination paper has been unfairly marked, he or she can launch an appeal.