

Hong Kong Civil Aviation Department
Instructions for Candidates
(w.e.f. 1 March 2018)

Please read these instructions carefully. Candidate who breaches any of the rules listed below, cheats or does not follow instructions given by the invigilator may be disqualified from the examination.

Registration and Seating Arrangement

- Please arrive at the examination room at least 10 minutes before the published start time.
- Present your identity card or travel document to the invigilator for identity check and registration. Candidates will not be admitted 15 minutes after the commencement of the examination.
- Adhere to the seating plan.

Personal Belongings

- Switch off your **mobile phone** and **all electronic devices** (including the alarm function) and put them under the computer desk in a position clearly visible to the invigilator.
- Take off your **watch** and put it under the computer desk in a position clearly visible to the invigilator.
- All other personal belongings (such as unauthorized stationery, pencil cases, watches, ear/headphones, laptops, etc.) must be put in your bag and stowed under your computer desk.
- Unless provided or approved by CAD, reference books or backing pads are not allowed. Making notes of questions and answers is also prohibited.
- Photographing, audio-recording or video-recording is not allowed in the examination room at all times.
- CAD will not be responsible for the loss or damage of any personal belongings in or outside the examination room.

At the Start of the Examination

- Make sure that all unauthorized articles such as notes, books and all kinds of electronic devices are taken out from your pockets/your body and removed from your desk. If these articles are found on your desk or in the drawer of your desk, in your pockets or on your body during the examination, you will be disqualified from the examination.
- Make sure all your electronic devices are switched off and no sound will be emitted. If any of your electronic devices is found to be switched on or emitting sound during the examination, you will be disqualified from the examination.
- Please check that you have been registered to the correct examination.
- If the examination is conducted in paper form, please read the instructions carefully and complete personal information clearly.

During the Examination

- Put only necessary stationery on the desk in a position clearly visible by the invigilator.
- Invigilator reserves the right to perform checks on suspicious items including stationery and calculators.
- You must maintain absolute silence once the examination has started. You must not disturb, speak or give signals to other candidates during an examination.
- Permission of the invigilator must be sought if you wish to leave the room during the examination.
- If you have any doubts on any of the questions, or, if you wish to raise any complaints concerning the conduct of the examination, you should either address your problem to the invigilator during the examination, or register your questions or complaints on the “PCES Candidate Comment Page”. Any complaints or objections made after the examination will not be entertained.

At the End of the Examination

- On completion of the examination, all rough work, stationery and other materials provided by CAD must be returned to the invigilator before leaving the examination room.

Personnel Licensing Office, HKCAD
1 March 2018