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# ASHK EXAMINATION REGULATIONS

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## I. Cancellation and Refund Policy

1. Cancellation before the examination enrollment deadline will be subject to an administration fee of HKD250 and refunds will only be made after the completion of the examination. ASHK will mail the refund cheque and the amount will be the examination fee less the administration fee.
2. In the event of late cancellation (after the examination enrollment deadline) or absence, request of refund will not be entertained.

## II. Absence

1. Any candidate not attending the examination will be marked as absent and this will not count as an attempt.
2. Absence from the examination will result in a forfeiture of the entire examination fee.
3. In case of medical or other emergencies, candidates may apply for a waiver of the examination fee forfeiture if the following conditions are met:
  - i) the request must be made in writing and supported by appropriate documentation (original copy) such as a physician's letter; and
  - ii) the request must be received within TEN WORKING DAYS following the examination date.

## III. General Rules and Regulations

1. **Proof of identity:** Only candidates with valid proof of identity, namely,
  - i) admission ticket (printed or electronic copy); and
  - ii) a current and valid photo identity card issued by the government (or a valid passport)will be admitted to the examination room.

Invigilators have the authority to ban candidates with improper identification from writing. Candidates who have not registered for the examination will not be allowed to write. Walk-ins are NOT accepted.

2. **Personal Belongings (Allowable and Non-allowable Items):** Candidates are allowed to bring only Allowable Items (see "List of Allowable Items") to their examination seats. Items not on this list are Non-allowable Items and must not be brought to the examination seats for any reason whatsoever.

All items brought into the examination room are subject to inspection by invigilators.

3. **Calculators:** Calculators brought to the examination seats must be on the list of calculators approved by ASHK (see "List of Approved Calculators"). Candidates must clear all the memory of their programmable calculators prior to entering the examination room.
4. **Open Book Conditions:** As the examinations are 'open book', candidates are allowed to bring printed reading materials (e.g. their own notes, syllabus, study guides, regulations,

professional standards, guidelines and industry standard practice) into the examination room. However, candidates are not allowed to access to these materials via mobile phones or hand-held computers (e.g. iPad). Internet and email access are not allowed at all times during the examination.

5. **Examination Room Opens:** The examination room will be open at least 30 minutes prior to the start of the examination to allow for check-in procedures. Once check-in procedures and verbal instructions are completed the examination will begin. Candidates will be given the full amount of time to write the examination. Examination times do not include check-in, reading of instructions, or the collection of examination materials at the conclusion of examination.
6. **Seating Plan:** Candidates must sit according to their designated seat numbers and remain seated quietly at all times unless otherwise approved/instructed by an invigilator.
7. **During examination:**
  - i) Once admitted into the examination room, candidates must follow strictly the instructions of the invigilators until dismissed. In general, once admitted, candidates may only leave the examination room after the start of the examination within the permitted times.
  - ii) Once seated in their examination seats, candidates will not be permitted to access their personal belongings and Non-allowable Items in the designated area until the end of the examination.
  - iii) Only essential stationery as defined in the “List of Allowable Items”, approved calculator (without cover), admission ticket and identity card/passport are allowed to be placed on candidates’ desk. These items must remain on the desk and must be clearly visible. All other Allowable Items must be placed on the floor beneath candidates’ chairs.
  - iv) All examination materials are the property of ASHK. Candidates must not damage any examination materials and/or remove them from the examination room.
  - v) No candidate will be admitted to the examination room 15 minutes after the scheduled starting time of the examination. No additional time will be allowed for any late arrival. Invigilators will make a note of the time and any discussion should be deferred until after the examination.
  - vi) No candidate will be permitted to leave the examination room during the first 30 minutes after the start of the examination and during the final 10 minutes before the end of the examination.
  - vii) Candidates must not unseal or open an examination book or start working on the examination before being instructed to do so. Candidates must not continue working on the examination after being told to put pens down at the end of the examination.
  - viii) Candidates must not give/receive assistance to/from person(s) other than the invigilator(s) during the examination.
8. **Answer Sheet:** Only answers marked on the answer sheet with an HB pencil will be scored. Multiple responses to a single question will not be scored.
9. **Food and Drink, Smoking:** Only beverages are permitted in the examination room. For the consideration of other candidates, please do not bring beverages that may cause a disturbance. No eating, gum-chewing or smoking is allowed at any time in the examination room.
10. **Confidentiality and Conduct Agreement:**
  - i) Candidates must agree and understand that the contents of the examinations are copyrighted, proprietary, and confidential. Disclosure or reproduction of any portion of the examinations to any individual or entity for any purpose whatsoever is prohibited.

- ii) Candidates must read and agree to be bound by these Examination Regulations before the examination.
- iii) Candidates must read and agree to be bound by ASHK examination-related policies including the adverse weather policy before the examination.
- iv) These Examination Regulations and examination related-policies are subject to change by ASHK without notice.
- v) On all matters concerning the interpretation of the Examination Regulations and examination related-policies, the decision of ASHK shall be final.

#### List of Approved Calculators

Brand	Model
Casio	Casio FX82 / FX83 / FX85 (with or without any suffix)
Hewlett Packard	HP12C (with or without any suffix)
Sharp	EL531 (with or without any prefix or suffix)
Texas Instruments	BA-35 / BA II Plus / BA II Plus Professional Edition / TI-30 / TI-30Xa / TI-30XIIS/B / TI-30XS/XB MultiView

#### List of Allowable Items

- Admission ticket (printed or electronic copy)
- Identity card/passport
- Arrival card issued by the Hong Kong government (where the candidate is not a Hong Kong resident/passport holder)
- Essential stationery: pencil, pencil sharpener, rubber, correction fluid, ruler, pen and highlighter
- Printed reading materials: candidate's own notes, syllabus, study guides, regulations, professional standards, guidelines and industry standard practice
- Approved calculators (without cover) and calculator batteries
- Wallet (money purse)
- Noiseless wrist-watches (without mobile applications installed and do not support wireless technologies)
- Eyeglasses
- Plain eyeglasses cleaning cloth without marking or pattern
- Earplugs
- Pure drinking water in a transparent (coloured or colourless) plastic bottle
- Tissues
- Necessary medicines
- Small colour or colourless transparent bag (not exceeding the size of 30cm x 21cm)

#### Remarks:

- Candidates are NOT allowed to bring mobile phones, smart watches, databank watches, activity trackers, hand held computers (e.g. iPad), camera or similar remote communication or photographic devices to their examination desks, even if they are switched off.

- To avoid administrative issues or disputes during the examination and to facilitate the making of appropriate arrangements (if necessary), candidates who need to bring medicines such as tablets, capsules, lozenges, linctus, liquids, sprays, inhalers and the like to their examination desks should report to the invigilators as soon as possible and before entering the examination room for administrative processing. Candidates who need to bring any other types of medically-necessary items or things are strongly advised to notify ASHK well before the exam and as early as possible on the nature of such items required.

### **Adverse Weather Policy**

Unless specified,

1. When Typhoon Signal No. 3 or below/ Amber or Red Rainstorm Warning is in force, the examination will be held as scheduled.
2. For the examination that has not started yet:

If Typhoon Signal No. 8 or Black Rainstorm Warning is in force after

7:30 am - morning section of the examination that start from 9:30 am will be rescheduled.

12:00 noon - afternoon section of the examination that start from 2:00 pm will be rescheduled.

4:30 pm - evening section of the examination that start from 6:30 pm will be rescheduled.

3. For the examination that is in progress:

If a typhoon signal No.8 (or above) or black rainstorm signal is hoisted while the examination is in progress, the examination will continue until the scheduled time is up.

4. On the scheduled day of the examination, candidates should pay attention to public announcements if they have any doubts regarding the examination arrangement.
5. If an examination is rescheduled due to typhoon and/or rainstorm, ASHK will notify candidates of the new date and time of the examination within 1 week of the original scheduled examination date. Candidates in such case are not required to re-register. Applications for refund will be considered if candidates cannot sit for the examination on the re-scheduled date.
6. ASHK reserves the right to postpone and/or cancel an examination at its own discretion under extraordinary circumstances for the purpose of protecting the safety of candidates and/or the integrity of the examination.

### **Explanatory Notes to Examination Regulations**

The purpose of the following Explanatory Notes is to help candidates to understand the Examination Regulations of the ASHK Examinations:

1. Candidates must ensure that they attend the enrolled examination at the scheduled examination time and venue.

2. Candidates are allowed to bring only items on the “List of Allowable Items” to their examination seats. It is candidates’ responsibility to ensure that they have such Allowable Items as they may need in the examination.
3. The “List of Approved Calculators” and “List of Allowable Items” will be updated by ASHK from time to time. The latest version of the Lists will be sent to the candidates with the Admission Ticket.
4. All items brought into the examination room are subject to inspection by invigilators. Invigilators have the right to remove Non-allowable Items from candidates and to inspect and/or make a record of such items. Candidates will not have access to such items during the examination. Non-allowable Items refer to any item not listed under the “List of Allowable Items”. Examples of Non-allowable Items include mobile phones, smart watches, databank watches, activity trackers or similar devices, any bag other than the small transparent bag described under the List of Allowable Items, food, clocks, calculators other than approved calculators, detachable calculator covers, electronic diaries, personal data assistants, cameras, computers, listening devices, recording devices, photographic devices, any devices which produce any sound or noise.
5. Possession of and/or the use of unauthorised items is a violation of ASHK’s Examination Regulations and will result in disciplinary actions.
6. Candidates are strongly advised to leave their valuable personal belongings at home. An area inside or outside the examination room will be designated for candidates’ personal belongings; however ASHK will NOT be responsible for the loss, theft or damage of personal property left in that area.
7. Failure by the invigilators to detect an unauthorised item prior to the start of the examination does not imply that the item is an allowable item or that the candidate who possesses the item will not be subject to disciplinary actions.
8. There will be a clock visible to all candidates. All times will be according to this clock and will be strictly observed. The invigilators will make announcements on the official starting and ending times of the examination.
9. Announcements made by the invigilators during the examination will be in English.
10. Blank paper is provided for scratch work during the examination.
11. All examination materials, including but not limited to examination books and answer sheets, are the property of ASHK. Candidates must not tear off any page from the examination book or remove any examination material from the examination room. By taking the examination, candidates are also deemed to acknowledge ASHK’s intellectual property rights in all examination materials and should not copy and/or reproduce and/or create derivative works from them. ASHK reserves the right to take legal action against any candidate who removes any examination material and/or reproduces any part of it in any manner or form whatsoever.
12. To protect the integrity of examination questions, candidates are prohibited at all times from revealing the content of examination questions to any individual or entity for any purpose whatsoever. ASHK reserves the right to take appropriate action against persons who infringe the copyright and/or other intellectual property rights in the examination questions.
13. Candidates are recommended to report to ASHK if they are requested by any unauthorised parties to reveal specific examination questions (as opposed to a general impression of the examination).
14. Candidates will not receive any assistance from invigilators with regard to examination questions, the borrowing of stationery/calculators or the repairing of such items. Since candidates are, once they have been admitted into the examination room, generally not

allowed to leave, they must ensure that they have the Allowable Items that they might need for the examination before they enter the examination room.

15. Should any discrepancy and/or inconsistency exist between the Examination Regulations, the Explanatory Notes and ASHK's examination-related policies, the Examination Regulations shall prevail.

#### **IV. Rules on Misconduct**

A candidate may be subject to disciplinary action, if he or she engages in activity including but not limited to:

1. cheating or attempting to cheat in whatever manner;
2. gaining access to examination questions prior to the examination;
3. having any non-allowable items at his or her examination seat during the examination;
4. taking the examination on behalf of or in the name of another person or allows another person to take the examination on his/her behalf (Note: Impersonation is a criminal offence liable to prosecution);
5. communicating or attempting to communicate whether via telephone, the internet, in person or other any means with any person other than invigilators inside or outside the examination room during the examination in any manner whatsoever;
6. taking away, or attempting to take away from the examination room any examination materials such as the examination book or any pages from it, the answer sheets or any other examination materials including examination questions in any form whatsoever;
7. revealing the contents of examination questions in whole or in part to parties not authorised by the ASHK to receive such information;
8. doing anything or has on the body or at the seat or at the designated area for personal belongings any item, device or thing which causes disturbance or distraction to other candidates or disruption to the examination;
9. threatening or verbally abusing any invigilators, ASHK staff or volunteers for curbing or reporting misconduct.
10. failing to follow the General Rules and Regulations or the instruction of the invigilators in the examination.

Invigilators will report to the ASHK any cases of misconduct or suspected violation. They are empowered to stop the examination of candidates who conduct themselves improperly. ASHK will investigate any candidate suspected of involvement in any misconduct or violation. Where a case for misconduct is to be considered, the candidate will be notified and given opportunity to explain in writing the circumstances of the case.

When a misconduct or violation is confirmed, ASHK may at its discretion impose sanctions in accordance with the Disciplinary Sanction Guidelines (Examination-Related Matters).

In addition, ASHK reserves the right to withhold publication of the examination results pending the completion of investigations into the alleged misconduct or violation.

The matter may also be referred for consideration under the Disciplinary Procedures of the ASHK.