



Board of Examinations

REGULATIONS FOR WRITTEN EXAMINATIONS

1. Candidates should arrive and report to the registration desk at the examination venue at least 15 minutes before the examination commences.
2. Candidates should present their identity document to the registration desk for admission to the examination venue.
3. Candidates should take up their seats according to the seating plan 10 minutes before the examination commences.
4. Candidates who arrive late at the examination venue but still within the first 30 minutes after the start of the examination may be allowed to sit the examination but no time extension will be given to the candidates concerned due to late arrival. Notwithstanding the above, candidates who are more than 30 minutes late will normally be prohibited from taking the examination except that explicit directive has been given from the Invigilator or Examiner.
5. Candidates are not allowed to bring to the examination venue any food or drink, mobile phones, electronic organizer, calculators, pagers or any materials that may be construed as aids in cheating.
6. Candidates are strictly prohibited from talking, peeking and/or engaging in any form of communication with other candidates in the examination venue during the course of the examination.
7. Candidates are strictly prohibited from writing and/or going through the examination papers before the start of the examination unless directed by the Invigilator.
8. Candidates may ask questions concerning errors and ambiguities in the examination papers during the first 30 minutes of the examination session. Examiner will be made available to answer these questions by phone.
9. Candidates are prohibited from leaving the examination venue during the first 30 minutes and the last 15 minutes of the examination. Candidates who wish to leave the examination venue during the intervening period should indicate so and wait for the answer books to be collected by the invigilator, after which they must leave the examination venue immediately and will not be re-admitted to the same examination.
10. Candidates must immediately stop writing when the Invigilator announces that the examination session has ended, and should remain in their seats quietly until they have been given direction to leave the examination venue.
11. Candidates wishing to appeal against the conduct of the written examination must address such appeal to the HKCA Appeal Committee through Honorary Secretary in writing within four weeks of the end of that written examination.



BOARD OF EXAMINATIONS

SUSPECTED MISCONDUCT BY EXAMINATION CANDIDATES

- 7.1 The Board of Examinations may refuse to admit to an examination, or to proceed with the examination of, any candidate who infringes any of the regulations, or who is considered by the Examination Coordinator and/or official to be guilty of misconduct during examination, or who has previously been found guilty of such misconduct.
- 7.2 Misconduct during examination is deemed to be those actions and practices which threaten the integrity of the examination, and/or damage the authority of those responsible for conducting the examination. The following are examples of misconduct by candidates. The list is not exhaustive and other instances of misconduct may be considered by the Board of Examinations at its discretion:
- 7.2.1 introduction of unauthorised material into the examination room;
 - 7.2.2 obtaining, receiving, exchanging or passing on confidential examination-related information;
 - 7.2.3 failing to abide by the instructions or advice of an examination official in relation to the examination rules and regulations;
 - 7.2.4 obtaining or seeking to obtain unfair advantage from an examination official, examiner, patient or other participant;
- 7.3 A candidate suspected of misconduct should be allowed to complete the examination provided that no disturbance is being caused to other candidates. The candidate should then be informed of the nature of the alleged misconduct in front of a witness. If deemed necessary, any material illegally introduced into the examination room should be temporarily confiscated (including electronic equipment) and a receipt given. The candidate should be informed that a report will be submitted.
- 7.4 The Examination Coordinator and/or official will carry out an investigation, and submit a full report to the Board of Examinations and College Council, including an account of the candidate's response, and material confiscated where appropriate. In all cases a candidate accused of misconduct must be sent full details of the allegations and evidence against him/her, and be given the opportunity to respond in writing to allegations made. If necessary, College Council may appoint a panel to investigate and weigh evidence to determine whether the allegation is proven and determine the appropriate penalty, depending on seriousness of the misconduct, and possible extenuating circumstances.
- 7.5 College Council may, at the recommendation of the Board of Examinations or at its discretion, impose the following penalties, either alone or in combination, against a candidate found guilty of misconduct.
- 7.5.1 The candidate is issued with a formal warning;
 - 7.5.2 The candidate's result for the examination or section is annulled;
 - 7.5.3 The candidate's results from all parts of the examination taken to date are annulled;
 - 7.5.4 The candidate is barred from entering part of the examination for a set period or even indefinitely;
 - 7.5.5 Any other penalties deemed necessary and appropriate by College Council.

