

APPENDIX 1: QRA EXAMINATION REGULATIONS (Version 19.1)

Examinees are NOT allowed to bring mobile phones, smart watches, databank watches, activity trackers or similar devices to their examination seats, even if they are switched off.

General Rules

1. Examinees must ensure that they attend the enrolled examination at the scheduled examination time and venue.
2. No paper of any sort is allowed to be brought to the examination seats.
3. Examinees are not allowed to use any communication devices inside the examination hall.
4. Only answers marked on the answer sheet with an HB pencil will be scored. Multiple responses to a single question will not be scored.
5. No examinee will be admitted to the examination hall 30 minutes after the scheduled starting time of the examination.
6. No examinee will be permitted to leave the examination hall permanently once the examination has started.
7. Only ID card/passport, admission card, essential stationery (does not include paper of any sort), approved calculator (without cover), wallet (money purse), noiseless wrist-watches (without mobile applications installed and do not support wireless technologies), calculator batteries, pencil sharpeners, eyeglasses, earplugs, tissues, pure drinking water and necessary medicines are allowed to be brought to the examination seats.
8. Only ID card/passport, admission card, essential stationery (does not include paper of any sort) and approved calculators (without cover) are allowed to be placed on examinees' desk. These items must remain on the desk and must be clearly visible. All other items that are allowed to be brought to the examination seats must be placed on the floor beneath examinees' chairs. Examinees are NOT permitted to bring mobile phones, smart watches, databank watches, activity trackers or similar devices, any food or drinks (except pure drinking water), clocks, calculators other than approved calculators, detachable calculator covers, textbooks, notes, dictionaries, electronic diaries, personal data assistants, cameras, computers, listening devices, recording devices, photographic devices, any devices which produce any sound or noise to their examination seats.
9. IFPHK will NOT be responsible for the loss, theft or damage of personal property during examinations.
10. Examinees must sit according to their designated seat numbers and remain seated quietly at all times unless otherwise approved/instructed by an invigilator.
11. Once admitted into the examination hall, examinees must follow strictly the instructions of the invigilators until dismissed.
12. No eating, gum-chewing or smoking is allowed at any time in the examination hall.
13. The examination question book is the property of IFPHK. Examinees are NOT allowed to damage or tear off any pages from the examination question book.
14. Examinees are not allowed to deface or write on the Admission Card before the examination or during the examination.
15. To protect the integrity of examination questions, examinees are prohibited at all times from revealing the detailed content of examination questions to avoid misrepresentation to parties not involved in the examination. IFPHK reserves the right to take appropriate action against persons who infringe the copyright and/or other intellectual property rights in the examination questions, such actions include but are not limited to being barred from taking the examination, or any other appropriate civil and/or criminal legal action.

List of Approved Calculators

Brand	Model
Casio	FC100 / FC200 / FC100V / FC200V
Hewlett Packard	10B / 10bII / 10bII+ / 17bII+ / 12C / 12c Platinum
Sharp	Business/Financial Calculator EL-733 / EL-733A / EL-738
Texas Instruments	BA II Plus / BA II Plus Professional / BA II Plus (Business Analyst)

Disqualification

An examinee may be disqualified from the examination if he or she:

1. improperly obtains knowledge of an examination paper prior to the examination;
2. communicates or attempts to communicate whether via telephone, the internet, in person or other any means with any person other than invigilators inside or outside the examination hall during the examination in any manner whatsoever;
3. copies from notes, books, electronic or other devices not allowed to be brought to the examination seats, or from the work of another person during the examination;
4. takes away, or attempts to take away from the examination hall 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;
5. leaves the examination hall without permission from the invigilators;
6. opens the examination question book or starts working on the examination before being instructed to do so, or continues working on the examination or the answer sheets after being told to stop at the end of the examination;
7. does anything or has on the body or at the seat or at the designated area for personal belongings any item, device or thing which may cause disturbance or distraction to other examinees or disruption to the examination;
8. takes 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);
9. fails to follow the General Rules or the instruction of the Presiding Officer or invigilators in the examination; or
10. cheats or attempts to cheat in whatever manner.

Proof of identity

On the examination day, every examinee must bring:

- Admission card; and
- Hong Kong Identification Card; or valid passport.

Examinees who fail to produce such identification, or whose identity cannot be satisfactorily verified, will not be permitted to sit for the examination.

Examination Arrangements in the event of Typhoons and/or Rainstorm Warnings and/or “extreme conditions” announced by the Government

1. The announcement of closure of secondary schools due to a tropical cyclone or the issue of the Red Rainstorm Warning does not necessarily imply the postponement of an examination scheduled to be held on that day.
2. If, at or after 8:00 am, Tropical Cyclone Warning Signal No.8 (or above) is hoisted, or Black Rainstorm Warning or “extreme conditions” are in force, the examination will normally be rescheduled.
3. If Tropical Cyclone Warning Signal No.8 (or above) is hoisted, or Black Rainstorm Warning or “extreme conditions” are in force while the examination is already in progress, the examination will normally continue until the scheduled time is up.
4. On the scheduled day of the examination, examinees should pay attention to public announcements and check out the IFPHK website (www.ifphk.org).
5. If an examination is rescheduled due to typhoon and/or rainstorm, IFPHK will notify examinees of the new date and time of the examination. In such cases examinees are not required to re-register. For examinees who are not able to sit for the examination at the new date and time, they can submit a written application to IFPHK to transfer the examination fee to the next scheduled examination ONLY. No other request will be accepted.