Guidance Notes for Candidates of Written Examination (Part II) and Basic Law Test, Recruitment of Inspector of Customs and Excise, to be held on 7 July 2018

Important Points

(1) Where changes to the examination arrangements are required, announcement will be made on the Customs and Excise Department webpage at http://www.customs.gov.hk/en/about_us/recruitment/index.html. Please visit the webpage again on 6 July 2018 and before leaving for the examination centre on the examination day.

(2) The examination will only be held on 7 July 2018. You MUST take the examination on 7 July 2018 at the time and centre specified in the invitation e-mail (the e-mail). Any requests for change of examination date / time / centre will NOT be considered. The Presiding Invigilator will refuse to admit any candidate who has gone to a wrong centre.

(3) The examination consists of two parts:

Written Examination (Part II) (WE-II)

(a) The WE-II comprises two essay papers to assess candidates’ proficiency in English Language and Chinese Language, and competency in Problem Solving and Decision Making. For the English essay, candidates are required to write no fewer than 500 words on a given topic. As for the Chinese essay, candidates are required to write no fewer than 600 words on another given topic. The time allowed for each essay is 1 hour and there is no recess in between the two papers.

Basic Law (BL) Test

(b) The BL test will be conducted immediately after the WE-II for assessing candidates’ knowledge on BL.

(c) The questions in the BL test are set in both English and Chinese. It consists of 15 multiple-choice questions to be completed in 25 minutes.

(d) The BL test result will constitute an appropriate weighting in a candidate’s overall assessment.

(e) If you have attended the BL test arranged by other recruiting government bureaux/departments or the one centrally administered by the Civil Service Bureau, you will be exempted from sitting the BL test again and can use the previous test result as the basis of your BL score. In this connection, you may leave after the WE-II if you wish to use previous test result as the basis of your BL score in the current recruitment exercise. The previous BL test result will be

Note

Only the result of the BL test organized by government bureau / departments for applying the civil service posts can be used. The result of the BL test organized by other organizations, e.g. ICAC, will NOT be accepted. If you have any question, you may consult the bureau / departments or organizations which issued the BL test results.
accepted only upon your production of the original notification letter when
attending selection interview. You may, if so wish, take the BL test again and in
such case, the score obtained in the current recruitment exercise will be counted.

(f) Information on Assessment of Basic Law knowledge in civil service recruitment
is available on the CSB homepage (under the “Recruitment” section) at

(4) You should listen very carefully and follow the instructions given by the invigilators.
Candidates who violate the instructions given by the invigilators or the rules set out in
this Guidance Notes, or act dishonestly in any way during the examination, are LIABLE
TO BE DISQUALIFIED.

Before the Examination

(5) You should check your body temperature before leaving for the examination centre. If
you have a fever and / or respiratory symptoms, such as sneezing and coughing, you are
strongly advised NOT to attend the examination. You are allowed to bring masks and
put one on at the examination centre but will be required to remove your mask for the
invigilators’ verification of your identity.

(6) You should arrive at the examination centre according to the specified time stated in the
e-mail. Once the examination has started, you will NOT be allowed to enter the
premises to take the examination.

(7) You MUST bring to the examination centre:

(a) your Hong Kong Identity Card (or Passport if Passport No. is reported in the
application form) for identity verification. If you fail to produce your Hong Kong Identity Card (or Passport) for identity verification, you will NOT be
allowed to sit for the examination. Please note that you may be required to undergo identity verification at different stages of the examination.

(b) your own stationery, i.e. black / blue ball pen, HB pencil, rulers and erasers /
correction fluid / correction tape. Stationery will not be supplied at the centre.

(8) Bring a watch to the examination centre as not all centres will have a clock display.
Watches with functions / applications other than those of timekeeping are NOT
permitted. You are NOT allowed to use your mobile phones during the examination
for any purposes, including timekeeping.

During the Examination

(9) After the start of the examination, you are NOT allowed to leave the examination centre
until the end of the examination. Otherwise, you may be disqualified.

(10) Only necessary and permitted stationery can be put on the desk. All other personal
belongings, including mobile phones and other electronic devices MUST be put under
your chair. Mobile phones must NOT be covered by anything and should be clearly
seen by the invigilators. You must **NOT** put any unauthorized articles (including mobile phones and other electronic devices) on / in your desk, on your body or in your pockets during the examination. Mobile phones, other electronic devices or articles that can emit sound **MUST** be switched off throughout the examination. Otherwise, you may be disqualified. Please keep safe custody of your personal belongings, and the Customs and Excise Department assumes no responsibility for any loss or damage.

(11) You must **NOT** turn over the pages of the question book nor start working until you are instructed to do so.

(12) You must **NOT** leave your answer book and answer sheet in a position that other candidates can see your answers.

(13) For the English and Chinese essays, you should give the answers on the answer books provided. Answers not written on the answer book will **NOT** be marked. For the BL test, you should mark the answers on the multiple-choice answer sheet provided. Answers not written on the multiple-choice answer sheet will **NOT** be marked.

(14) If you need to go to the washroom during the examination, the invigilator will accompany you. You must **NOT** carry any electronic device, mobile phone, question book, answer book, answer sheet or paper to the washroom. The invigilator will record your candidate number and the time taken for going to the washroom.

(15) When the announcement: "Time is up. Put down your pens / pencils …" is made, you should follow the instruction and stop writing immediately. If at that time you discover that you have not filled in your name or candidate number or other required information, wait until the invigilator comes to you and ask for permission to fill in the relevant information.

**Proper Ways of Filling in the Multiple-choice Answer Sheet for Basic Law Test**

(16) The answer sheets will be processed by computer. Failure to follow the instructions below may result in your answer sheet being rejected by the computer with **NO MARKS** given to you.

(17) Before going to the questions, you have to use an **HB pencil** to write down the following particulars on the answer sheet as instructed by the Presiding Invigilator:

(a) **Name (in block letters)** : Your full name in Chinese and English and in block letters.

(b) **Candidate No.** : Enter your 5-digit candidate number. Your candidate number for the examination is shown in the e-mail.

(c) **Centre No.** : Fill in the 2-digit centre number as instructed by the Presiding Invigilator.

(d) **Rank Number** : Fill in your 5-digit candidate number. Your candidate number for the examination is shown in the e-mail.
An example of the instructions at paragraph 17(a) to (d) is given below:

(18) You **MUST** use an **HB pencil to mark your answers** on the multiple-choice answer sheet. Fill in the answer boxes in the same way as the example shown above. Erase wrong answers thoroughly with a clean eraser and do not fold the answer sheet.

(19) You will score **NO** marks for marking two or more answers to the same question.

(20) When you fill in an answer, check to see that you are answering the right question. Any requests for amending the answers made beyond the examination time will **NOT** be considered.

**After the Examination**

(21) At the end of the examination, you must remain seated until you are asked to leave by the Presiding Invigilator.

(22) You are strictly forbidden to take away any question book, answer book, answer sheet, backing sheet or draft paper, whether used or unused, out of the examination centre.

**Notification of the Results**

(23) The results of the WE-II will be used for selecting candidates for attending the Selection Interview. Invitation e-mail will be sent out by batches in late July 2018. Those who are not invited for the Selection Interview may assume that their applications are unsuccessful.

(24) The results of the BL test will be issued by post about one month after the examination. The results are of permanent validity. Appeals should be made in writing and sent by post / hand to the Appointments Unit at 31/F, Customs Headquarters Building, 222 Java Road, North Point, or by e-mail to customs_appointments_unit@customs.gov.hk within one week from the date of result notification. Late submission will **NOT** be considered.
Tropical Cyclone / Rainstorm Warning Signal

(25) As a general rule, the examination will be held as scheduled when tropical cyclone warning signal No. 3 or lower, and / or rainstorm signal "Amber" or "Red" is issued. If typhoon signal No. 8 or above, and / or rainstorm warning "Black" is still hoisted at or after 11:30 a.m. on 7 July 2018, the examination will be suspended. Alternative arrangements, if any, will be published on the Customs and Excise Department webpage at http://www.customs.gov.hk/en/about_us/recruitment/index.html on the first working day that follows.

Others

(26) The invitation to the examination does not imply that a candidate has fully met the entry requirements as the vetting process is still in progress. Candidates who do not meet the entry requirements will not be further considered irrespective of their examination results.

(27) Parking facilities will NOT be provided for candidates at the examination centre.

(28) Smoking in all areas within the centre premises is prohibited.

(29) In case of any dispute, the decision made by the Customs and Excise Department shall be final and conclusive.

- End -