

## **Guidance Notes for Candidates of Written Examination (Part I), Recruitment of Inspector of Customs and Excise, to be held on 15 June 2019**

### **Important Points**

- (1) Where changes to the examination arrangements are required, announcement will be made on the Customs and Excise Department website at [http://www.customs.gov.hk/en/about\\_us/recruitment/index.html](http://www.customs.gov.hk/en/about_us/recruitment/index.html). Please visit the website again on 14 June 2019 and before leaving for the examination centre on the examination day.
- (2) The examination will only be held on 15 June 2019. You **MUST** take the examination on 15 June 2019 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 three tests, each comprising 30 multiple-choice questions assessing your competencies in three aspects --- aptitude, use of Chinese language and use of English language. The time allowed for each test is 30 minutes and there is no break between each test.
- (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 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. HB pencils, rulers, calculators (see (8) below) and erasers. Stationery will **NOT** be supplied at the centre.
- (8) Use of calculators and rulers is permitted for the examination. Calculators should be battery-powered, silent in operation, without printing or graphic/word-display facilities and do not use dot-matrix technology in the main display. Electronic devices with functions / applications other than those of a calculator are **NOT** permitted.
- (9) 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**

- (10) 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.
- (11) Only necessary and permitted stationery can be put on the desk. All other personal belongings, including mobile phones and other electronic devices (e.g. tablets, PDAs, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technologies supported, etc.) **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.
- (12) You must **NOT** turn over the pages of the question book nor start working until you are instructed to do so.
- (13) You must **NOT** leave your multiple-choice answer sheet in a position that other candidates can see your answers.
- (14) 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.
- (15) 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.
- (16) When the announcement: "Time is up. Put down your 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, 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

- (17) 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.
- (18) 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 English and in block letters.
- (b) Passport No. **OR** : Enter your HKID No. (or Passport No. if it is  
HKID No. reported in the application form). Please also fill in the appropriate frame under each digit of the HKID No.
- (c) Exam No. : Fill in the 2-digit examination number as instructed by the Presiding Invigilator. Please also fill in the appropriate frame under each digit of the Exam No.
- (d) Candidate No. : Fill in your 5-digit candidate number. Please also fill in the appropriate frame under each digit of the Candidate No. Your candidate number is shown in the e-mail.

An example of the instructions at paragraph 18(a) to (d) is given below :



香港海關

CUSTOMS & EXCISE DEPARTMENT

英文姓名(正楷) Name (in English block letters):

CHAN TAI MAN

護照號碼 Passport No.:

### 答題紙 ANSWER SHEET

- 填滿整個適當的橢圓圈。  
例: ● 正確  
☑ ⊗ ⊖ ⊙ 不正確
  - 須用 H. B. 鉛筆填寫。
  - 錯填答案須用膠擦將筆痕徹底擦去。
  - 切勿摺皺此答題紙。
- Fill in the answer frame completely.  
e.g. ● Right  
☑ ⊗ ⊖ ⊙ Wrong
  - Use an H.B. pencil to mark your answers.
  - Erase wrong marks completely with a rubber.
  - Do not fold this sheet.

或  
or

香港身分證號碼  
HKID No.

A	1	2	3	4	5	6	(0)
● K U VA	① ① ① ① ① ①	● A					
● L V XB	● 1 1 1 1 1 1						
● M W XE	② ● 2 2 2 2 2 2						
● N X YD	③ ③ ③ ③ ③ ③ ③ ③						
● O Y XF	④ ④ ④ ● 4 4 4 4						
● P Z YF	⑤ ⑤ ⑤ ⑤ ● 5 5 5 5						
● Q W XG	⑥ ⑥ ⑥ ⑥ ⑥ ● 6						
● H D YB	⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦ ⑦						
● I S YB	⑧ ⑧ ⑧ ⑧ ⑧ ⑧ ⑧ ⑧						
● J T YB	⑨ ⑨ ⑨ ⑨ ⑨ ⑨ ⑨ ⑨						

考試編號  
Exam. No.

0	1
● ①	①
① ●	
② ②	
③ ③	
④ ④	
⑤ ⑤	
⑥ ⑥	
⑦ ⑦	
⑧ ⑧	
⑨ ⑨	

考生編號  
Candidate No.

1	2	3	4	5
① ① ① ① ①				
● ① ① ① ① ①				
② ● ② ② ② ②				
③ ③ ③ ● ③ ③				
④ ④ ④ ④ ● ④				
⑤ ⑤ ⑤ ⑤ ● ⑤				
⑥ ⑥ ⑥ ⑥ ⑥				
⑦ ⑦ ⑦ ⑦ ⑦				
⑧ ⑧ ⑧ ⑧ ⑧				
⑨ ⑨ ⑨ ⑨ ⑨				

- (19) 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 rubber and do not fold the answer sheet.

- (20) You will score **NO** marks for marking two or more answers to the same question.
- (21) 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**

- (22) At the end of the examination, you must remain seated until you are asked to leave by the Presiding Invigilator.
- (23) You are strictly forbidden to take away any question book, answer sheet or backing sheet, whether used or unused, out of the examination centre.

### **Notification of the Results**

- (24) The results of the Written Examination (Part I) will be used for selecting candidates for attending the Group Discussion. Invitation e-mail will be sent out by batches between mid and end July 2019, please visit our website ([http://www.customs.gov.hk/en/about\\_us/recruitment/index.html](http://www.customs.gov.hk/en/about_us/recruitment/index.html)) regularly for the latest information. Those who are not invited for the Group Discussion may assume that their applications are unsuccessful.

### **Typhoon/Rainstorm Signal**

- (25) As a general rule, the examination will be held as scheduled when typhoon 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 8:00 a.m. on 15 June 2019, the examination will be suspended. Alternative arrangements, if any, will be published on the website of Customs and Excise Department 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 venue.
- (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 -**