

Guidance Notes for Candidates of Assistant Trade Controls Officer Recruitment Basic Law Test

Important Point

- (1) The Basic Law Test comprises 15 multiple-choice questions to be completed in 25 minutes.
- (2) 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

- (3) 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 identity verification.
- (4) You **MUST** bring to the examination centre your own stationery, i.e. HB pencils and rubbers. Stationery will not be supplied at the centre.
- (5) You are advised to bring a watch to the examination centre. 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

- (6) 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.
- (7) Only necessary and permitted stationery can be put on the desk. All other personal belongings, such as books, dictionaries, notes and mobile phones etc **MUST** be put under your chair. Mobile phones must **NOT** be covered by anything and should be clearly seen by the invigilators. You are advised to bring with you a small bag to store your personal belongings. You must **NOT** put any unauthorized articles (including mobile phones) on / in your desk, on your body or in your pockets during the examination. Otherwise, you may be disqualified. You are therefore advised to bring only the necessary and permitted stationery to the examination centre. Keep safe custody of your personal belongings, and the Customs and Excise Department assumes no responsibility for any loss or damage.
- (8) Mobile phones and any articles that can emit sound **MUST** be switched off throughout the examination. Otherwise, you may be disqualified.
- (9) You must **NOT** turn over the pages of the question book nor start working until you are instructed to do so.

- (10) You must **NOT** leave your answer sheet in a position that other candidates can see your answers.
- (11) You **MUST** mark the answers on the multiple-choice answer sheet provided. Answers not written on the multiple-choice answer sheet will **NOT** be marked.
- (12) If you need to go to the washroom during the examination, the invigilator will accompany you. You must **NOT** carry any kind of electronic device, mobile phone, question book, answer sheet or paper to the washroom. The invigilator will record your candidate number and the time taken for going to the washroom. No extra time will be given to you to compensate for the time you have taken for going to the washroom.
- (13) 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 or candidate number, 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

- (14) Failure to follow the instructions below may result in your answer sheet being rejected with **NO MARKS** given to you.
- (15) 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) Candidate Name (in block letters) : Your full name in Chinese and English and in block letters.
- (b) Candidate Number : Write down your 6-digit candidate number. Your candidate number for the examination is shown in the invitation e-mail.
- (c) Signature of Candidate : Sign your name in the box provided.

An example of the instructions at paragraph 15(a) to (c) is given below :

ANSWER SHEET 答題紙

USE AN H.B. PENCIL ONLY
須用 H.B. 鉛筆填寫

(a) Candidate Name (In Block Letters)	考生姓名 (正楷)
English 英文	Chinese 中文
Chan Tai Man	陳大文
(b) Candidate Number 考生編號	003456
(c) Signature of Candidate 考生簽署	<i>Tom Chan</i>

Proper ways of filling in the multiple-choice Answer Sheet

填寫選擇題答題紙的正確方法

Mark your answer as follows:

考生須照下圖所示填劃答案:

A B C D

A B C D

22

22

- (16) 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.
- (17) You will score **NO MARKS** for marking two or more answers to the same question.
- (18) 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

- (19) At the end of the examination, you must remain seated until you are asked to leave by the Presiding Invigilator.
- (20) 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

- (21) 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.

Others

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

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