

Guidance Notes for Candidates of Written Examination (Part I) & (Part II) and Basic Law Test, Recruitment of Inspector of Customs and Excise

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 22 October 2021 and before leaving for the examination centre on the examination day.
- (2) The examination will only be held on 23 October 2021. You **MUST** take the examination on that day 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 parts:

Written Examination (Part I) (WE-I)

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. After the completion of WE-I, candidates will take a 10-minute break before proceeding to the second part of the examination.

Written Examination (Part II) (WE-II)

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 less than **500** words on a given topic. As for the Chinese essay, candidates are required to write no less 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 Test (BLT)

- (a) The BLT will be conducted immediately after the WE-II for assessing candidates' knowledge on Basic Law.
- (b) The BLT paper is bilingual (in both English and Chinese). It consists of 15 multiple-choice questions for completion in 25 minutes.
- (c) The BLT result will constitute an appropriate weighting in a candidate's overall assessment.

- (d) **If you have attended the BLT arranged by other recruiting government bureaux/departments^{Note} or the one centrally administered by the Civil Service Bureau**, you will be exempted from sitting the BLT again and can use the previous test result as the basis of your BLT score. In this connection, you may leave after the WE-II if you wish to use previous test result as the basis of your BLT score in the current recruitment exercise. The previous BLT result will be accepted only upon your production of the original notification letter when attending selection interview. You may, if so wish, take the BLT again and in such case, the score obtained in the current recruitment exercise will be counted.
- (e) BLT sample questions (for civil service jobs requiring non-degree or non-professional qualifications at or above completion of secondary education level) is available on the CSB homepage at www.csb.gov.hk/english/recruit/basiclaw/1412.html.
- (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 symptoms of acute respiratory tract infection, such as a cough, shortness of breath; and / or loss of taste or smell suddenly, you should **NOT** go to the examination centre. You should put your own surgical mask properly at the 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 pencils, rulers, calculators (see (8) below) and erasers / correction fluid / correction tape. Stationery will **NOT** be supplied at the centre.
- (8) Use of calculators and rulers is permitted for the examination. Calculators should be

Note Only the result of the BLT organized by government bureau / departments for applying the civil service posts can be used. The result of the BLT 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 BLT results.

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 and answer book in a position that other candidates can see your answers.
- (14) For WE-I and BLT, 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) For WE-II, you should give the answers on the answer books provided. Answers not written on the answer book will **NOT** be marked.
- (16) 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.
- (17) 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

- (18) The answer sheets will be processed by computer. Failing to follow the instructions below may result in your answer sheet being rejected by the computer with **NO MARKS** given to you.
- (19) 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** HKID No. : Enter your HKID No. (or Passport No. if it is 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 19(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

1. 填滿整個適當的橢圓圈。

例: ● 正確

☑ ⊗ ⊖ ⊙ 不正確

2. 須用 H.B. 鉛筆填寫。

3. 錯填答案須用膠擦將筆痕徹底擦去。

4. 切勿摺皺此答題紙。

1. Fill in the answer frame completely.

e.g. ● Right

☑ ⊗ ⊖ ⊙ Wrong

2. Use an H.B. pencil to mark your answers.

3. Erase wrong marks completely with a rubber.

4. Do not fold this sheet.

或
or

香港身分證號碼
HKID No.

	A	1	2	3	4	5	6	(0)
(A) K U	●	①	①	①	①	①	①	● (A)
(B) L V XB	●	①	①	①	①	①	①	① (B)
(C) M W XG	②	●	②	②	②	②	②	② (C)
(D) N X XD	③	③	●	③	③	③	③	③ (D)
(E) O Y YG	④	④	④	●	④	④	④	④ (E)
(F) P Z XG	⑤	⑤	⑤	⑤	●	⑤	⑤	⑤ (F)
(G) Q XG	⑥	⑥	⑥	⑥	⑥	●	⑥	⑥ (G)
(H) R XH	⑦	⑦	⑦	⑦	⑦	⑦	●	⑦ (H)
(I) S	⑧	⑧	⑧	⑧	⑧	⑧	⑧	⑧ (I)
(J) T	⑨	⑨	⑨	⑨	⑨	⑨	⑨	⑨ (J)

考試編號
Exam. No.

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

考生編號
Candidate No.

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

- (20) 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.
- (21) You will score **NO** marks for marking two or more answers to the same question.
- (22) 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

- (23) At the end of the examination, you must remain seated until you are asked to leave by the Presiding Invigilator.
- (24) 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

- (25) The results of the WE-I & WE-II will be used for selecting candidates for attending the Selection Interview. Invitation e-mail will be sent out by batches between mid-November 2021 and December 2021. Those who are not invited for the Selection Interview may assume that their applications are unsuccessful.
- (26) The results of the BLT will be issued by post within four weeks 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

- (27) 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 8:00 a.m. on 23 October 2021, the examination will be automatically postponed to 30 October 2021 with the time and venue being unchanged.

Others

- (28) 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.
- (29) Parking facilities will **NOT** be provided for candidates at the examination centre.

- (30) Smoking in all areas within the examination centre premises is prohibited.
- (31) In case of any dispute, the decision made by the Customs and Excise Department shall be final and conclusive.
- (32) To avoid the spread of COVID-19, a series of precautionary measures will be implemented. You should carefully read the Appendix – Instructions to Candidates under COVID-19 Situation.

- End -

Instructions to Candidates under COVID-19 Situation

1. Candidates must bring their completed Health Declaration Form (as attached) to the examination centre. Candidates making false, incomplete or misleading declaration may be disqualified from the examination.
2. Candidates should inform the Appointments Unit immediately if they or their close contacts fall into the conditions mentioned in the Health Declaration Form.
3. Candidates with the following conditions should not go to the examination centre but consult a doctor promptly:
 - (i) Fever (body temperature at or higher than 38°C), regardless of the presence of acute respiratory tract infection symptoms such as cough or shortness of breath;
 - (ii) No fever but with the presence of acute respiratory tract infection symptoms; or
 - (iii) Loss of sense of taste or smell suddenly.
4. Candidates should put on a surgical mask properly at the examination centre and should not remove it during the examination.
5. Invigilators may ask candidates to remove their surgical mask temporarily during the taking of attendance in order to verify their identities.
6. Invigilators will take the body temperature of candidates at the entrance of the school hall.
7. Candidates will be required to rub their hands by using alcohol sanitizer-gel every time when entering the school hall.
8. Candidates should keep social distance and avoid talking with other candidates at waiting area.

- End -