Recruitment of Inspector of Customs and Excise

Guidance Notes for Candidates of Written Examination (Part I) & (Part II) and Basic Law and National Security Law Test

Important Points

(1) Where changes to the examination arrangements are required, announcement will be made on the Customs and Excise Department webpage at https://www.customs.gov.hk/en/about-us/recruitment-information/index.html. Please visit the webpage again before leaving for the examination centre on 13 September 2025.

(2) The examination will only be held on 13 September 2025. 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) Details of the examination are as follows:

Written Examination (Part I) (WE-I)

The WE-I consists of three tests, each comprising 30 multiple-choice questions assessing your competencies in three aspects --- use of English language, use of Chinese language and aptitude. 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 and National Security Law Test (non-degree / non-professional civil service grades at or above completion of secondary education level) (BLNST) ***[Applicable to candidates who are arranged to take the BLNST]***

(a) A pass result in the Basic Law and National Security Law Test (BLNST) is an entry requirement for all civil service jobs. Only those candidates who have passed the BLNST will be considered for appointment. Answering at least 10 out of 20 questions correct will be deemed to have a pass result in BLNST.

(b) The BLNST written test will be conducted immediately after the WE-II on the same day.

(c) The BLNST will be in the form of 20 multiple-choice questions to be completed in 35 minutes. For test format, sample questions and answers, please refer to the webpage on "Basic Law and National Security Law Test in Civil Service Recruitment" on Civil Service Bureau's website.

(d) If you fail in this BLNST, your current application for the appointment of Inspector of Customs and Excise will not be considered further, unless you have taken a BLNST (for grades with academic requirements at or above completion of secondary level) **prior to** our arrangement of the BLNST and attained a pass result in the prior BLNST.

(e) In case you have attended a relevant BLNST (either a BLNST centrally conducted by the Civil Service Bureau or a BLNST (for grades with academic requirements at or above completion of secondary education level) arranged by individual bureaux / departments in their civil service recruitment exercises) **before** you attend the BLNST we arrange for you, **please inform us as soon as possible**.

(4) Please note that if you have attained a pass result in the Common Recruitment Examination (CRE) and BLNST (Degree / Professional Grades), you are required to ensure that you have met the eligibility requirements for the test taken at that time, and you should be -

(a) Holders of degree (not including Associate Degree); or

(b) University students who are in the final year of undergraduate courses; or

(c) University students who are in the penultimate year of undergraduate courses (with effect from the CRE and BLNST October 2023); or

(d) Holders of a qualification meeting the entry requirement on professional qualifications for civil service degree or professional posts.

Otherwise, the result of the test will not be accepted in this application. If you are in this case, please inform us immediately by noon on the day before the WE, we will make the arrangement for you to take the BLNST (for grades with academic requirements at or above completion of secondary education level) held by this department.

(5) 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

(6) You should check your body temperature before leaving for the examination centre. For those who are wearing mask at the examination centre, invigilators may ask you to remove your mask temporarily for verification of your identity. If you have a fever or respiratory tract infection symptoms, you are advised not to attend the examination. Please note that no rescheduling arrangement will be made.

(7) 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 school hall to take the examination.

(8) 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 (11) below) and erasers / correction fluid / correction tape. Stationery will **NOT** be supplied at the centre.

(9) 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.

(10) Smart 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

(11) 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.

(12) 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.

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

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

(15) For WE-I and BLNST, 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.

(16) For WE-II, you should give the answers on the answer books provided. Answers not written on the answer book will **NOT** be marked.

(17) 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.

(18) 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.

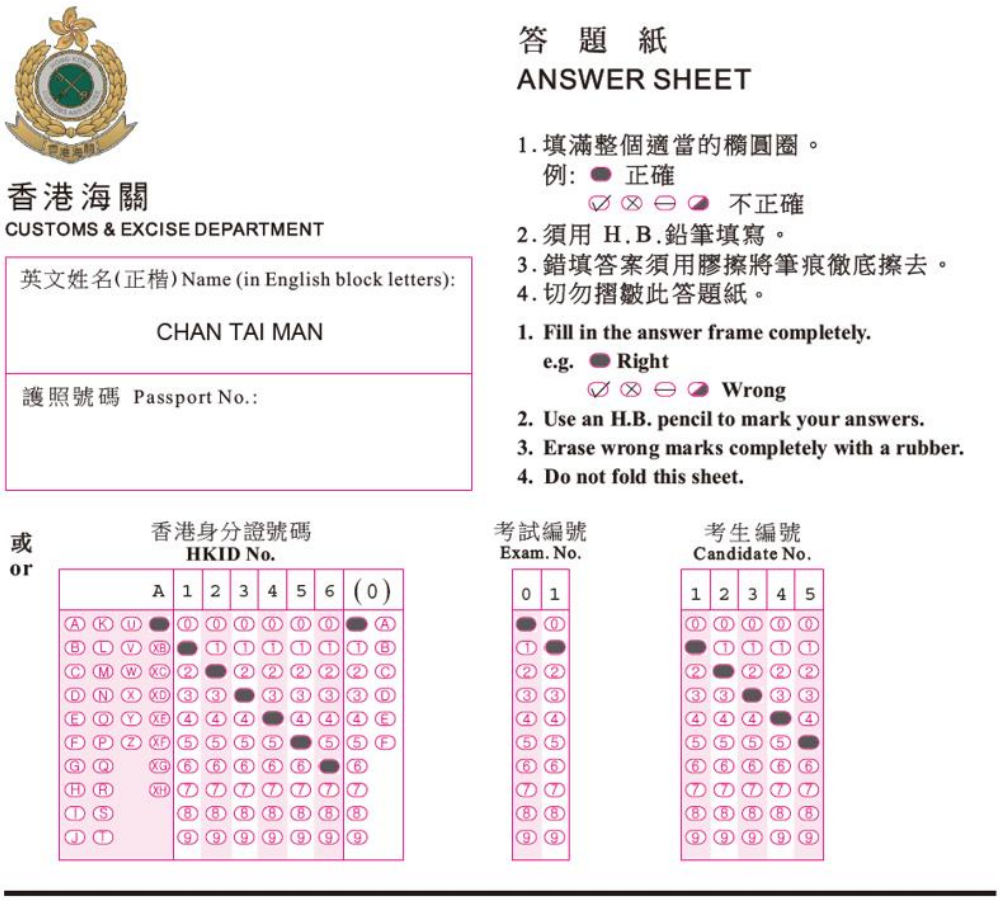
Proper Ways of Filling in the Multiple-choice Answer Sheet

(19) 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.

(20) 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 20(a) to (d) is given below :



(21) 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.

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

(23) 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

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

(25) 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

(26) The results of the WE-I, WE-II & BLNST will be used for determining your eligibility to attend the Physical Fitness Test. If you are selected to attend the Physical Fitness Test, you will receive an invitation e-mail by early-October 2025. You may assume your application is unsuccessful if you do not receive an invitation e-mail by then.

(27) The results of the BLNST 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.

(28) If a candidate fails to obtain a passing score in any one of the papers of Written Examination (i.e. WE-I, the Chinese essay or the English Essay of WE-II), the candidate's answer to the remaining paper(s) (i.e. the Chinese essay and / or the English Essay of WE-II) may not be assessed.

Tropical Cyclone / Rainstorm Warning Signal

(29) As a general rule, the examination will be held as scheduled when Tropical Cyclone Warning Signal No. 3 or lower, and / or "Amber" or "Red" Rainstorm Signal is hoisted. If Typhoon Cyclone Pre-No. 8 Special Announcement / Typhoon Cyclone Warning Signal No. 8 or above / "Black" Rainstorm Warning Signal, and / or "Extreme Conditions" is issued / remains in force at or after 8:00 a.m. on 13 September 2025, the examination will be automatically postponed to 20 September 2025 with the time and venue being unchanged.

Others

(30) 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.

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

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

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

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