

## **QRA Examination Regulations (Version 16.1)**

***Examinees are NOT allowed to bring mobile phones and/or other communication devices to their examination seats. These MUST be switched off and placed in an area designated for examinees' personal belongings.***

### **General Rules**

1. Examinees must ensure that they attend the enrolled examination at the scheduled examination time and venue.
2. No scratch paper is allowed.
3. Examinees MUST switch off beeping watches, pagers, mobile phones and other communication devices before entering the examination room. Examinees are not allowed to use any communication devices inside the examination room.
4. Only answers marked on the answer sheet with an HB pencil will be scored. Multiple responses to a single question will not be scored.
5. No examinee will be admitted to the examination room 30 minutes after the scheduled starting time of the examination.
6. No examinee will be permitted to leave the examination room permanently once the examination has started.
7. Only ID card/passport, admission card, essential stationery (does not include paper of any sort), authorized calculator (without cover), wallet (money purse), noiseless wrist-watches, calculator batteries, pencil sharpeners, eyeglasses, earplugs, tissues, pure drinking water (in a transparent bottle) and necessary medicines are allowed to be brought to the examination seats.
8. Only ID card/passport, admission card, essential stationery (does not include paper of any sort) and authorized calculator (without cover) are allowed to be placed on examinees' desk. These items must remain on the desk and must be clearly visible. All other items that are allowed to be brought to the examination seats must be placed on the floor beneath examinees' chairs. Examinees are NOT permitted to bring any food or drinks (except pure drinking water in a transparent bottle), textbooks, notes, dictionaries, mobile phones, pagers, beeping watches, electronic diaries, personal data assistants, cameras, computers, any communication or photographic devices or any other study materials to the examination seats.
9. IFPHK will NOT be responsible for the loss, theft or damage of personal property during examinations.
10. Examinees must sit according to their designated seat numbers and remain seated quietly at all times unless otherwise approved/instructed by an invigilator.
11. Once admitted into the examination room, examinees must follow strictly the instructions of the invigilators until dismissed.
12. NO eating, gum-chewing or smoking is allowed at any time in the examination room.
13. The examination question book is the property of IFPHK. Examinees are NOT allowed to damage or tear off any pages from the examination question book.
14. To protect the integrity of examination questions, examinees are prohibited at all times from revealing the detailed content of examination questions to avoid misrepresentation to parties not involved in the examination. IFPHK reserves the right to take appropriate action against persons who infringe the copyright and/or other intellectual property rights in the examination questions, such actions include but are not limited to being barred from taking the examination, or any other appropriate civil and/or criminal legal action.

### List of Authorized Calculators

Brand	Model
Casio	: FC100 / FC200 / FC100V / FC200V
Hewlett Packard	: 10B / 10BII / 12C / 12C Platinum
Texas Instrument	: BAII Plus / BAII Plus Professional

All calculators brought into the examination room are subject to inspection.

### Disqualification

An examinee may be disqualified from the examination if he or she:

1. improperly obtains knowledge of an examination paper prior to the examination;
2. communicates or attempts to communicate with any person other than invigilators inside or outside the examination room during the examination in any manner whatsoever;
3. copies from notes, books, electronic or other devices, or from the work of another person during the examination;
4. takes away, or attempts to take away from the examination room any examination materials such as the examination book or any pages from it, the answer sheets or any other examination materials including examination questions in any form whatsoever;
5. leaves the examination room without permission from the invigilators;
6. opens the examination question book or starts working on the examination before being instructed to do so, or continues working on the examination or the answer sheets after being told to stop at the end of the examination;
7. does anything which causes unnecessary distraction to other examinees or disruption to the examination;
8. takes the examination on behalf of or in the name of another person or allows another person to take the examination on his/her behalf (Note: Impersonation is a criminal offence liable to prosecution);
9. fails to follow the General Rules or the instruction of the Presiding Officer or invigilators in the examination; or
10. cheats or attempts to cheat in whatever manner.

### Proof of identity

On the examination day, every examinee must bring:

- Admission card; and
- Hong Kong Identification Card; or valid passport.

Examinees who fail to produce such identification, or whose identity cannot be satisfactorily verified, will not be permitted to sit for the examination.

### Typhoon and rainstorm signals arrangement

1. If the typhoon signal no. 8 (or above) or black rainstorm signal is hoisted or remains in force TWO HOURS before the start of the examination, the examination will be re-scheduled.
2. If a typhoon signal no. 8 (or above) or black rainstorm signal is hoisted while the examination is in progress, the examination will continue until the scheduled time is up.
3. If an examination is re-scheduled, IFPHK will notify examinees of the new date and time of the examination. In such cases examinees are not required to re-register. For examinees who are not able to sit for the examination at the new date and time, they can submit a written application to IFPHK to transfer the examination fee to the next scheduled examination ONLY. No other request will be accepted.