

Subject: Administrative Officer Recruitment Examination for In-Service Appointment in July 2021

<Name>

Seat Number: <xxxxxxx>

Dear Sir/Madam,

I am writing to inform you that you are admitted to take the 2021 Administrative Officer Recruitment Examination for In-Service Appointment (AORE) to be held on **17 July 2021 (Saturday)** at «the Assembly Hall / Room» of «sch_name», «district1» «district2» «district3» «cname». Please arrive at the examination centre by **9:25 a.m.**

You **MUST** take the examination on **17 July 2021 and at the time and place specified in this e-mail.** Any requests for change of examination time / venue will **NOT** be considered.

For the examination, it is most important that you note the following points –

- (a) You should arrive at the examination centre before the starting time of the paper that you will take, i.e. the Arrival Time” as specified in the examination schedule at the bottom of this e-mail.
- (b) Your **seat number** is given at the top of this e-mail. To facilitate your locating the seat arranged for you, you **MUST** bring this seat number with you to the examination centre and should check against the seating plan which will be posted at the centre. Failure to bring your seat number may lead to delay in your admission to the examination centre with **NO** time / mark compensation for any loss of your examination time.
- (c) In the light of the COVID-19, a number of precautionary measures (including body temperature screening and health declaration check of candidates) will be taken at the examination centre. Before leaving for the examination centre on the examination day, you **MUST** check your body temperature, complete and sign the “**Candidate’s Declaration Form on Health**” attached to this e-mail. If you have a fever (body temperature at or higher than 38°C), acute respiratory tract infection symptoms, such as cough or shortness of breath, or sudden loss of sense of taste or smell, you **MUST NOT** attend the examination.
- (d) You are required to declare that you are **NOT** undergoing compulsory quarantine or if you are under COVID-19 compulsory testing, the test result has been ascertained on the day of examination. Otherwise, you **MUST NOT** attend the examination. Only candidates with a negative result will be allowed to sit the examination.
- (e) You **MUST** bring your own **surgical mask(s)**[#] and put one on properly (with the nose, mouth and chin fully covered) at the examination centre. Invigilators may ask you to remove your mask temporarily for verification of your identity.
- (f) When attending the examination, you **MUST** bring your identity document, i.e. Hong Kong Identity Card for identity verification; and the completed and signed “**Candidate’s Declaration Form on Health**”.
- (g) The examination centres are located at scheduled premises under the Prevention and

[#] Candidates are allowed to wear CuMask+™ but **not** masks or respirators with valves (氣閥) in examination centres as respiratory droplets can be dispersed through the valve thus exposing other people to the risk of possible infections.

Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F). To protect the safety of members of the public, candidate is required to scan the "LeaveHomeSafe" QR code or register his/her name, contact number and the date and time of his/her visit before entering the examination centre for necessary contact tracing if a COVID-19 confirmed case is found. You are therefore advised to download the "LeaveHomeSafe" mobile app in advance and use it to scan the QR code before entering the premises concerned. Otherwise, you **MUST** arrive earlier to complete the registration on the examination day. Candidates who refuse to use the "LeaveHomeSafe" mobile app or register their particulars will **NOT** be admitted to the premises concerned, hence, the examination centres located at this premises.

- (h) You are advised to bring a watch to the examination centre as not all centres will have a clock. Watches with functions / applications other than those of timekeeping (e.g. smart watch) are **NOT** permitted. You are **NOT** allowed to use your mobile phones during the examination for any purposes, including timekeeping.
- (i) You **MUST** bring your own stationery, i.e. black / dark blue pens, rulers, calculators (see (j) below) and erasers / correction fluid / correction tapes. Stationery will not be supplied at the centre.
- (j) Calculators should be cordless, without printing, graphic / word-display facilities or dictionary functions and silent in operation. Electronic devices with functions / applications other than those of a calculator are **NOT** permitted.
- (k) 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, PDA, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage function, etc.), **MUST** be put under your chair. Mobile phones must **NOT** be covered by anything and can be clearly seen by the invigilators. You must **NOT** put any unauthorised 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 and articles that can emit sound **MUST** be switched off throughout the examination. Otherwise, you may be given a penalty, e.g. warning, mark penalty, disqualification, etc.

Before coming to the examination, you are required to visit the Civil Service Bureau's webpage at www.csb.gov.hk/english/recruit/exammat/353.html and study carefully the information about the examination, in particular the ***"Guidance Notes for Candidates of Administrative Officer Recruitment Examination for In-service Appointment and Aptitude Test to be held on 17 July 2021"*** (Guidance Notes) and ***"Administrative Officer Recruitment Examination for In-service Appointment and Aptitude Test to be held on 17 July 2021 Contingency and Precautionary Measures at Examination Centre – Guidelines for Candidates"*** (Guidelines). The Guidance Notes provide useful guidelines on what you should or should not do before, during and after the examination, whereas the Guidelines provide a series of contingency and precautionary measures to ensure the health and well-being of candidates, invigilators and examination personnel. Candidates who fail to follow the measures or comply with the rules set out in the said documents are **LIABLE TO A PENALTY**, e.g. written warning, mark penalty, disqualification, etc. The Guidance Notes and Guidelines will also be posted at the entrance of the examination centre.

Announcements on **last-minute changes** to the examination arrangements, if any, will also be made on the above **webpage**. You may also receive **SMS / WhatsApp messages or e-mails** for any updates. You should check your mobile phone and e-mail account regularly, and visit the webpage to check for any updates again on **16 July 2021 AND before leaving for the examination centre on the examination day.**

The admission to take the AORE does not imply that a candidate has fully met the entry requirements of the post that he / she has applied for.

For enquiries, please contact us by phone at (852) 2537 6429 or by e-mail to csbcseu@csb.gov.hk.

Examination schedule

Paper	Arrival Time	Examination Time (including administration time*)
AORE	9:25 a.m.	From 9:40 a.m. to around 1:10 p.m.

* **Administration time** is required for candidates to fill in their personal particulars and relevant information on answer books, check question papers, etc. before the examination, and for invigilators to collect and count question books and answer books, etc. after the examination.

[Attachment: Candidate's Declaration Form on Health]

Yours faithfully,

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for Secretary for the Civil Service

2021年7月17日舉行的政務主任內部聘任招聘考試及能力傾向測試
Administrative Officer Recruitment Examination
for In-service Appointment (AORE) and Aptitude Test (AT) to be held on 17 July 2021
考生健康申報表 Candidate's Declaration on Health

For Staff Use Only
職員專用

考生姓名 Name of Candidate: _____

座位編號 Seat Number.: _____

日期 Date: _____

本人聲明以下所有申報的資料均屬實，並明白根據2021年7月17日舉行的政務主任內部聘任招聘考試及能力傾向測試的考生須知，提供虛假、不完整或誤導訊息將受到懲處，甚至被取消考試資格。

I declare that all information given below is true and correct to the best of my knowledge. I understand that according to the Guidance Notes for Candidates of AORE and AT to be held on 17 July 2021, I shall be subject to penalties or even disqualification for giving false, incomplete or misleading information.

是 Yes / 否 No

- (a) 我是否有冠狀病毒病的病徵，例如發燒（體溫達攝氏38度或以上）、急性呼吸道感染徵狀（例如咳嗽、氣促）或突然喪失味覺或嗅覺等？

☐☐

Do I have symptoms of COVID-19, such as having a fever (body temperature at 38°C or above), symptoms of acute respiratory tract infection (such as cough or shortness of breath) or sudden loss of taste or smell, etc.?

- (b) 在考試當日，我是否正接受政府的強制檢疫或2019冠狀病毒病強制檢測而仍未確定檢測結果？

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Am I undergoing compulsory quarantine or COVID-19 compulsory testing where the test result has not been ascertained on the day of examination?

考生簽署 Candidate's Signature: _____

注意事項 Point to note:

如考生在上述任何聲明表示「是」，便不應赴考。

Candidates who indicate 'Yes' in any of the statements above should NOT go to the examination centre.