

DIRECTIONS FOR ADMINISTRATION

Joint Administrative Officer / Executive Officer / Labour Officer / Trade Officer / Management Services Officer / Transport Officer Recruitment Examination (JRE)

(3 hours)

GENERAL

The directions for the administration of test are printed in ordinary type and ***bold italic*** type. The words in ordinary type set out what you should do, while those in ***bold italic*** type give what you should read out to candidates.

DETAILED INSTRUCTIONS

1. Distribute one single-lined answer book, one Chinese answer book, two pieces of draft paper and an alcohol pad to seats which are allocated to candidates as indicated in the Candidate List on the Assistant Invigilator (AI)'s clipboard. If there is a whiteboard on the stage, write the name of the examination and the name of the examination centre on the board. If no whiteboard is available, write the information on sheets of A3 white paper and place the sheets of paper on the stage.
2. Remind the designated AI to assist in measuring the time during the examination to ensure accuracy.
3. Candidates may be allowed to enter the examination centre at 3:00 p.m.
4. During the 15-minute period of the 'Before test' session, the Presiding Invigilator (PI) should check with AI(1) whether the question books are for JRE before unsealing the packet(s). The PI should then unseal and open the packet(s) of question books in front of AIs and candidates, and assign an AI to assist in counting the question books. DO NOT read the questions during counting.
5. Please make the following announcements no earlier than 3:15 p.m.
6. When starting to make announcements, ask the two AIs staying at the entrance of the examination centre to close the door(s) and stop candidates from entering the centre.
7. When the candidates are in their seats, say:
 - (a) ***Welcome to the Joint Administrative Officer, Executive Officer, Labour Officer, Trade Officer, Management Services Officer and Transport Officer Recruitment Examination. This examination centre is (English name of the examination centre *) . If you have any doubts, raise your hand and an invigilator will come to you.*** (Pause)

(*Please read out the English name of your examination centre.)

/(b) You are reminded...

- (b) *You are reminded to put on your surgical mask properly throughout the examination. You may also use the alcohol pad on your desk in case of needs.*
- (c) *Do not start writing before my instructions.*
- (d) *Make sure the Seat Number on your desk is the same as the number assigned to you.*
- (e) *Place on the top right-hand corner of your desk your Identity Card or Passport, and your completed 'Candidate's Declaration Form on Health'. Only your identity document, completed 'Candidate's Declaration Form on Health', pens, rulers, calculators, erasers, correction fluid and correction tape may remain on your desk.*
- (f) *Your calculator 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.*
- (g) *If you have brought mobile phones, smart watches or other electronic devices, please take them out, switch them off and place them under your chair now. I repeat, you must switch off your mobile phones, smart watches and other electronic devices, including their alarm function, and place them under your chair. Otherwise, you will be liable to a penalty, such as warning, mark penalty, disqualification, etc. You will also be required to provide explanations on a form after the test.*

Make sure that your mobile phones are not covered by anything and can be clearly seen by the invigilators.

(Pause for candidates to switch off their mobile phones, smart watches and other electronic devices, and place them under their chairs.)

I repeat, make sure that your mobile phones are NOT covered by anything and can be clearly seen by the invigilators.

- (h) *You should also switch off all other articles that will emit sounds, such as the alarm function in your digital watches. (Pause)*

(PI and AIs should ensure that no one uses a mobile phone throughout the examination for any purposes, including timekeeping.)

- (i) *If you have brought other personal belongings into the examination centre, put them under your chair now. You must not put any unauthorised articles or personal belongings on or in your desk, on your body or in your pockets during the examination. Otherwise, you will be liable to a penalty, such as warning, mark penalty, disqualification, etc. You will also be required to provide explanations on a form after the test. The invigilators will now check whether you have put your mobile phones under your chair. At the same time, they will check your Identity Card or Passport and Seat Number to ensure that you are sitting in the right seat. They will also collect your completed 'Candidate's Declaration Form on Health'. Please remove your mask temporarily when the invigilators approaching you for verification of identity.*

/(The AIs should ...

(The AIs should now move around to check whether candidates' mobile phones, smart watches and other electronic devices are placed under their chairs. If no mobile phone is placed under a candidate's chair, an AI should ask the candidate to verbally confirm whether he/she has brought any mobile phone to the examination centre. If he/she answers "yes", ask him/her to switch off the mobile phone and put it under the chair where the AIs can see. Meanwhile, the AIs should check the candidates' identity and whether they are sitting in the right seat against the Candidate List on the AI's clipboard as well as collecting the completed 'Candidate's Declaration Form on Health'. The PI should continue to make the following announcements when the AIs are verifying the candidates' identity.)

- (j) ***If you have any questions during the examination or if you need to go to the toilet, raise your hand and an invigilator will come to you. If you go to the toilet, an invigilator will accompany you and record your Seat Number and the time. You are not allowed to carry any mobile phones, smart watches, other electronic devices, question book, answer book or paper with you to the toilet.***

8. Before starting the paper, say:

- (a) ***You are not allowed to leave the examination centre in the first 30 minutes after the start of this paper nor in the last 15 minutes before it ends. If you wish to leave at the other time of the examination, raise your hand and an invigilator will come to you. No one may leave his or her seat without permission. You are not allowed to return to the examination centre after you have left.***
- (b) ***You have one single-lined answer book, one Chinese answer book and two pieces of draft paper on your desk. You should use the single-lined answer book for answers in English, and the Chinese answer book for answers in Chinese. The two pieces of paper are for draft work only. Please write your answers on the answer books. I repeat, write your answers on the answer books only. Answers written on the question book and draft papers will not be marked.***
- (c) ***Now write the 7-digit Seat Number assigned to you in the box provided on the cover and on each page of your single-lined and Chinese answer books. Do not write your name on any pages; otherwise, you will be liable to a penalty, such as warning, mark penalty, disqualification, etc. Put down your pens after writing. (Pause)***
- (d) ***Now you have 1 minute to read the Instructions to Candidates on the cover of the answer books.***

(Allow 1 minute for candidates to read the instructions.)

- (e) ***If you have any questions, raise your hand now and an invigilator will come to you.***

(Pause for the AIs to answer candidates' questions.)

/(After the AIs...

(After the AIs have finished verifying candidates' identity and collecting the declaration form, instruct an AI to inform the AIs staying at the entrance to let those candidates waiting outside enter the examination centre.)

(When these candidates are in their seats, continue to make the following announcements. If, however, no candidate enters the examination centre at this point in time, skip item (f) and item 9(c)(ii).)

(f) *Candidates who have just entered the examination centre should place the identity document and your completed 'Candidate's Declaration Form on Health' on the top right-hand corner of your desk. Except for your identity document, completed 'Candidate's Declaration Form on Health', pens, rulers, calculators, erasers, correction fluid and correction tape, all other personal belongings, including mobile phones and smart watches, must be put under your chair. Mobile phones must not be covered by anything and can be clearly seen by the invigilators. Make sure your mobile phones, other electronic devices, and articles that can emit sounds are switched off. You will be given time to write the Seat Number assigned to you in the box provided on the cover and on each page of your single-lined and Chinese answer books and read the Instructions to Candidates on the cover of the answer books before the start of the paper. The invigilators will check your identity document and collect your completed 'Candidate's Declaration Form on Health' after the start of the paper. Please remove your mask temporarily when the invigilators approaching you for verification of identity.*

9. The PI should give an appropriate amount of the question books to the AIs concerned for distribution to candidates.

(a) *The invigilators will now distribute the question books. Do not turn over the pages until you are told to do so. I repeat, **DO NOT** turn over the pages.*

(Pause for the AIs to distribute the questions books, with the front cover facing up, to each candidate. Do not hand out question books to vacant seats.)

After every candidate gets a question book, say:

(b) *This is the Joint Administrative Officer, Executive Officer, Labour Officer, Trade Officer, Management Services Officer and Transport Officer Recruitment Examination Paper. Look at the front cover of the question book and check if it is the correct paper. If it is not, raise your hand and an invigilator will come to you. (Pause)*

(c) (i) *Write your 7-digit Seat Number in the box provided at the top right-hand corner of the front cover of the question book. Put down your pen after writing. (Pause)*

/(ii) *Candidates who have ...*

- (ii) *Candidates who have just entered the examination centre should write the 7-digit Seat Number assigned to you in the box provided on the cover and on each page of your single-lined and Chinese answer books. Put down your pen after writing.*

(Pause for candidates to fill in the information.)

Now you have 1 minute to read the Instructions to Candidates on the cover of the answer books.

(Allow 1 minute for candidates to read the instructions.)

- (d) *Your question book should have x pages excluding the front cover. You may now check if it has the right number of pages. Don't read the questions during checking. If your question book doesn't have the right number of pages, raise your hand. (Pause) Close the book **IMMEDIATELY** after checking.*

- (e) *Now you have 2 minutes to read the Instructions to Candidates on the front cover of the question book. Do not turn to the inner pages. Otherwise, you will be liable to a penalty, such as warning, mark penalty, disqualification, etc. You will also be required to provide explanations on a form after the test. You may now read the instructions, but **DO NOT** turn to the inner pages.*

(Allow 2 minutes for candidates to read the instructions. The AIs should move around to ensure that no one turns to the inner pages.)

10. After 2 minutes, say:

- (a) *Any questions?*

(Pause for candidates to ask questions.)

- (b) *After I have told you to start, write your answers on the answer books. I repeat, you should write your answers on the answer books only. Answers written on the question book and draft papers will not be marked. You have 3 hours for this paper. At the end of the paper, I will announce "Time is up". You must put down your pen and other stationery and stop working on the answer books at once. If you are still working on the answer books or holding your pen or other stationery, you will be given a penalty, such as warning, mark penalty, disqualification, etc. You will also be required to provide explanations on a form after the test. I will remind you when it is before the end of the paper in the last 15 minutes and the last 5 minutes.*

- (c) *According to my watch, I repeat, according to my watch, the time is ____*. You can start now.*

(*make sure the time of your watch tallies with the time of the designated AI's watch in order to ensure accuracy.)

11. Put on the whiteboard (if there is one) the start time and end time of the examination. If no whiteboard is available, write the information on sheets of A3 white paper and place the sheets of paper on the stage.
12. As soon as the examination has started, ask the AIs to verify the identity of the candidates who just came in and collect their health declaration forms.
13. 40 minutes after the commencement of the examination, report to CSEU the number of candidates attending the examination.
14. 45 minutes after the commencement of the examination, ask the AIs to collect the answer books and draft papers from absent candidates' seats.
15. During the 3-hour examination

Give out supplementary answer sheets and green tags if requested.

(If a candidate insists on leaving in the first 30 minutes after the start of the paper or the last 15 minutes before the end of the paper, the PI should request the candidate to provide a written explanation and record the case in the PI's Statement. If a candidate wants to leave within the permitted time, written explanation is not required. In all cases, the AI should record the candidate's leaving time on the AI's Statement and collect the answer books, question book (with the candidate's Seat Number written) and draft papers from the candidate before he/she leaves the examination centre. The AI should also remind the candidate that he/she will not be allowed to return to the examination centre for the paper after he/she has left.)

16. 15 minutes before the end of the paper (PI to confirm the time with the AI), say:

Attention please! You have fifteen minutes left. No one may leave now until the paper is over. Make sure you have written down your Seat Number on each page of your answer books and supplementary answer sheets that you may have used as well as on your question book. If you are working on the draft papers, you are reminded to transfer your answers to the answer books. No answers on the draft papers or question book will be marked.

17. 5 minutes before the end of the paper (PI to confirm the time with the AI), say:

Attention please! You have five minutes left. Be reminded that when I say "Time is up" at the end of the paper, you must put down your pen and other stationery at once. If you are still working on the answer books or holding your pen or other stationery, you will be given a penalty.

18. At the end of 3 hours (PI to confirm the time with the AI), step forward and stand at the front of the stage and say :

(a) ***Time is up.***

(Pause for 10 seconds for the AIs to check and ensure that all candidates have put down their pens and other stationery.)

/(b) ***Close the question ...***

- (b) ***Close the question book and the answer books. Please use the green tags to fasten the single-lined supplementary answer sheets inside the single-lined answer book and the Chinese supplementary answer sheets inside the Chinese answer book. If you have any questions, please raise your hand and an invigilator will come to you. Do not pack your personal belongings until you are told to do so. Please be reminded that all mobile phones, other electronic devices, and articles with alarm or sound-emitting functions should remain switched off.***

(Pause for the AIs to check and ensure that all candidates have closed the question book and answer books.)

(The PI should remain standing and pay attention to what is happening in the examination centre.)

- (c) ***The invigilators will first collect the single-lined answer books. Please hand in your single-lined answer book when an invigilator comes to you. If you discover that you have not filled in your Seat Number on the front cover or on any pages of your answer books, please wait until an invigilator comes to you and you should seek the invigilator's permission before filling in the information.***

(The AIs collect the single-lined answer books.)

(The PI should remain standing and pay attention to what is happening in the examination centre when the AIs are collecting the single-lined answer books from candidates.)

- (d) ***The invigilators will now collect the Chinese answer books. Please hand in your Chinese answer book when an invigilator comes to you.***

(The AIs collect the Chinese answer books.)

(The PI should remain standing and pay attention to what is happening in the examination centre when the AIs are collecting the Chinese answer books from candidates.)

19. After the answer books have been collected, say:

The invigilators will now collect the question books and draft papers. Please hand in your question book and all your draft papers when the invigilator comes to you.

(The AIs collect the question books and draft papers.)

(After the question books and draft papers have been collected, the AIs should count the two sets of answer books and the question books collected. Each AI should ensure that two sets of answer books and a question book have been received from each candidate present in the rows he/she invigilates.)

20. Before the PI and AIs start to check the answer books, question books and Seat Numbers, say:

- (a) ***For your interest, we are going to count and check the answer books to ensure that all have been collected and the Seat Numbers entered are correct. Please remain seated while the checking is in progress.***
- (b) ***Do not pack your personal belongings until you are told to do so. Please be reminded that all mobile phones, other electronic devices, and articles with alarm or sound-emitting functions should remain switched off.***

(Pause. Repeat announcement 20(a) and (b) if necessary.)

21. The purpose of the checking of answer books is to ensure that two sets of answer books have been collected from each of the candidate present, and that the Seat Number entered is correct. For the question books, it is not necessary to verify the Seat Number against the attendance sheet. The PI is only required to double check the total number of question books collected, which has to tally with the total number of candidates present.

22. When checking of the answer books and question books has been completed, please announce items (a), (d) and (e) below. In the event that Tropical Cyclone Warning Signal No. 8 or above will be issued or Black Rainstorm Warning has been issued, skip items (a) and (d), announce items (b), (c) and (e).

- (a) ***The examination is over. You must remain seated until you are asked to leave.***

(The PI should determine how the candidates could be dismissed in batches according to the location of the exit.)

- (b) ***The examination is over. You must remain seated until you are asked to leave. Please note that Tropical Cyclone Warning Signal No. 8/9/10 will be issued / Black Rainstorm Warning has been issued.***

- (c) ***In view of the weather conditions, you can either leave the examination centre or stay outside the examination hall. Now, please follow my instructions to leave the hall in batches. Make sure you take away your Identity Card, Passport, mobile phone and all other personal belongings. A trash bag is placed at the entrance of this examination hall. Please place your used alcohol pad to the trash bag when leaving. Now, the first three rows (*) may leave.***

(If the area outside the examination hall is not suitable for accommodating the candidates, e.g. too small or uncovered, please allow the candidates to stay inside the hall until they leave. Please ensure the safe custody of all question books, answer books collected and examination materials.)

(* Please say which side of the candidates may leave first, i.e. “on my right” or “on my left”.)

(The PI may make a gesture to indicate which side of the candidates may leave first. Pause.)

/(d) ***To avoid over-crowding ...***

- (d) *To avoid over-crowding at the exits, please leave the examination hall in batches according to my instructions. Make sure you take away your Identity Card, Passport, mobile phone and all other personal belongings. A trash bag is placed at the entrance of this examination hall. Please place your used alcohol pad to the trash bag when leaving. Now, the first three rows (*) may leave.*

(*Please say which side of the candidates may leave first, i.e. “on my right” or “on my left”.)

(The PI may make a gesture to indicate which side of the candidates may leave first. Pause)

- (e) *Now, the next three rows may leave.*

(Repeat announcement 22(e) until all candidates are dismissed.)

- END OF EXAMINATION -