

# HONG KONG COLLEGE OF PSYCHIATRISTS

## General Guidelines for Written Examinations

1. The examination will be conducted by an invigilator appointed by the College.
2. The invigilator will inspect the ID card or passport of the candidates for identification before the examination begins. Any candidate failing to provide the required document for identification may not be allowed to sit for the examination.
3. Candidates should not be allowed to (a) communicate with each others in the examination venue, (b) bring books, notes or any electronic devices that can store information, (c) carry mobile phones, recording (sound or image) or other electronic devices that can enable communication with outside the venue, and (d) carry away any paper notes from the venue. Any breach of the regulations will lead to disqualification. The invigilator will provide a place for storage. The examination centre will not be responsible for any loss. The invigilator is responsible for checking the above.
4. Instructions will be given in English.
5. Candidates will be reminded that question papers, answer sheets and all examination materials remain the property of the Hong Kong College of Psychiatrists at all times.
6. Candidates who are late for more than thirty minutes will not be admitted.
7. Candidates will not be allowed to leave the examination venue within the first hour and during the last ten minutes of the examination. Any candidate who has left the examination venue will only be allowed to return if he/she has been escorted whilst outside.
8. Candidates must stop writing immediately at the end of the examination. Warning will be given at ten minutes before the end of the examination. Candidates must remain seated whilst the papers are being collected. All booklets and answer sheets must be collected at the end of the examination.
9. In the unlikely event of a candidate falling ill during the examination, the invigilator should be notified.
10. Candidates are responsible for keeping the Chief Examiner informed of any changes of address or telephone number after the application for examination is made.
11. Should an allegation of malpractice be reported during the examination, the candidate who is accused of malpractice should be allowed to complete the examination (provided that there is no disturbance to other candidates). The invigilator should inform the candidate of the nature of the alleged malpractice in front of a witness. A report will be submitted and the candidate will hear further from the College. Any material illegally

introduced into the examination venue should be temporarily confiscated and a receipt be given.

12. Only candidate number will appear on answer sheets to ensure anonymity of candidates.
13. After examination, all the examination materials will be returned to the College.
14. Invigilator cannot discuss the meaning of questions.