

**Recruitment of Immigration Officer 2022**  
**Written Examination**  
**Guidance Notes for Candidates**  
**(Date: 6 November 2022)**

**Important Notes**

- (1) In case unforeseeable changes to the examination arrangements are required, The Centre for Professional and Business English (CPBE), School of Professional Education and Executive Development, The Hong Kong Polytechnic University will make announcement on the website (<https://cpbe.speed-polyu.edu.hk/en/our-services/examination-announcement/index.html>) as soon as possible. Candidates should pay attention to the related information for updates (if any) before attending the examination. If the examination has to be postponed, candidates will be informed by email for the reschedule arrangement.
- (2) Examination venue, centre and time: as stated in the invitation e-mail to individual candidate.
- (3) The examination will only be held on the scheduled date at the venue, centre and time specified in the invitation e-mail. Candidates should take the examination accordingly. **Any requests for change of examination date / venue / centre / time will NOT be considered.**
- (4) If a candidate fails to attend the scheduled examination, it will be assumed that he / she does not want to proceed with his / her current application for the post of Immigration Officer.
- (5) Candidates should **print out the invitation e-mail** and attend the examination with the print out.
- (6) Candidates **MUST** print their invitation e-mail on **BLANK paper**, which does not have any other words, drawings or pictures (Note: Reused paper is **NOT** accepted.). Candidates must **NOT** mark the invitation e-mail print out with any writing or drawing both before and during the examination, otherwise the print out may be confiscated and **the candidates may be disqualified.**
- (7) The Written Examination consists of two papers – Paper I: Language & Aptitude Test (Multiple-choice questions) (1.5 hours) and Paper II: Essay Writing (2 hours).
- (8) Examination Format and Sample Questions are available on the website of the Immigration Department.
- (9) In view of the latest epidemic situation of COVID-19, candidates **MUST** strictly comply with the requirement as specified in the **“Precautionary Measures at Examination Centres”**. Candidates who fail to comply with the requirement will **NOT** be allowed to take the examination and **NO** supplementary examination will be arranged.

## Before the Examination

- (10) Candidates should arrive at the examination venue punctually according to the date, place and time specified in the invitation e-mail. The Presiding Invigilator **may refuse** to admit any latecomer or candidate who has gone to an examination centre other than the specified date, place or time. Candidates are advised to get familiar with the route to the examination venue well in advance of the examination. Candidates will be admitted to the examination venue after completion of the steps as specified in the ***“Precautionary Measures at Examination Centres”***. For candidates arriving at the examination venue after the reporting time, completion of the relevant steps in the precautionary measures concerned may lead to the delay in admission. However, the time lost in the examination in this regard will not be compensated.
- (11) On the examination day, candidates should pay attention to the traffic conditions so as to choose an appropriate route and means of transport to ensure their punctual arrival at the examination venue.
- (12) Candidates **MUST** bring the following items to the examination venue. **Candidates who fail to produce any one of these items may not be allowed to take the examination.**
- their Hong Kong Identity Cards (or passports if the passport numbers are reported on the application forms) **AND** the print outs of their invitation e-mails for identity verification. Moreover, candidates whose identity cannot be verified on the spot will be required to complete a report form and have their photos taken after the examination at the examination centre for future verification purposes. Failure to comply with this regulation may lead to their disqualification from the examination. Also, in case any invigilator has any doubt on the identification of a candidate, the invigilator may take photo(s) of the candidate and his / her identification document at the examination centre for future verification as and when required;
  - their completed ***“Candidate’s Declaration on Health”*** and ***“Declaration for Campus Access”***;
  - their phone with a photo of their COVID-19 rapid antigen test (“RAT”) result;
  - their own surgical mask(s) (Note: Candidates are required to put on a surgical mask properly and should not remove it throughout the entire written examination. Candidates are not allowed to wear masks or respirators with valves in the examination venue. Invigilators may ask candidates to remove their surgical masks temporarily during the taking of attendance in order to verify their identities.); and
  - their own stationery, e.g. **H.B. pencils**, blue or black ball-point pens, correction fluid / correction tape, erasers, rulers and calculators [see Note (13) below]. Stationery will **NOT** be supplied at the examination venue. (Note: Erasable and word-hidden pens are **NOT** allowed in the examination.)

- (13) Use of calculators is permitted only for the Paper I examination. The calculators should be battery-powered, silent in operation, without printing, dictionary or graphic / word-display facilities and not use dot-matrix technology in the main display. Electronic devices with functions / applications other than those of a calculator are **NOT** permitted.
- (14) Candidates may bring their own watches, except databank watches and smart watches with mobile application installed or wireless technologies supported, to time the examination as not all examination centres will have a clock. Watches with functions/applications other than those of timekeeping are **NOT** permitted. Use of mobile phones is **NOT** allowed during the examination for any purposes, including timekeeping.
- (15) Candidates are advised to bring overcoats to the examination venue. Subject to the actual weather conditions, individual examination centres may decide whether or not to turn on the air-conditioners. Claims of performance being affected by unsuitable room temperature will **NOT** be considered.
- (16) Candidates are advised to bring a small bag with them to store their personal belongings. The Immigration Department, the CPBE, and the examination venue assume no responsibility for any loss of or damage to their personal belongings.
- (17) Each candidate is assigned a seat number at the specified examination date, venue, centre and time, which is stated in the invitation e-mail.

### **During the Examination**

- (18) For both Paper I and Paper II, candidates are **NOT** allowed to leave the examination centre in the first 30 minutes after the start of the paper nor in the last 15 minutes before the Paper ends. If under exceptional circumstances, candidates wish to leave in the course of the paper, they should seek permission from the Presiding Invigilator, who will submit a report to the Immigration Department and their answer sheets / answer books may **NOT** be marked. Candidates are **NOT** allowed to return to the examination centre during the running of the same paper / test after they have left.
- (19) If candidates need to go to the washroom during the examination, they should seek permission from an invigilator. The invigilator will accompany the candidates and record their seat numbers and the time they leave the examination centre to go to the washroom. Candidates must **NOT** carry any kind of electronic devices, question book, answer sheet / answer book, backing sheet or paper to the washroom. **NO** extra time will be given to candidates to compensate for the time they have taken for going to the washroom.
- (20) Candidates **MUST** remain silent and should **NOT** refer to any reference materials once they have entered an examination centre. Candidates must **NOT** disturb other candidates, and speak or give signals to them. Otherwise, **they may be disqualified**.

- (21) Only necessary and permitted stationery can be put on the desk. All other personal belongings, such as books, dictionaries, notes, paper, notebooks and all kinds of electronic devices (e.g. tablets, Personal Digital Assistants (PDA), mobile phones, Bluetooth headsets, pagers, multimedia players, smartphones, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technologies supported, portable computers, other wearable technologies with communication or data storage functions, etc.) **MUST** be put under the chair. Mobile phones and smart watches must **NOT** be covered by anything and can be clearly seen by the invigilators. Candidates must **NOT** put any unauthorised articles (including mobile phones and other electronic devices) on / in their desks, on their bodies or in their pockets during the examination. Otherwise, **they may be disqualified**. Candidates are therefore advised to bring only the necessary and permitted stationery to the examination centre.
- (22) Candidates **MUST** switch off their mobile phones, Bluetooth headsets, pagers or articles that can emit sound or have vibration alerting functions, including the alarm function, throughout the examination. Otherwise, **they may be disqualified**. Candidates are advised to take out the battery (if possible) from their mobile phones before the start of the examination to ensure that no sound is emitted.
- (23) **Candidates may be disqualified** if, during the examination, they –
- (a) communicate or attempt to communicate improperly with any person inside or outside the examination venue; or
  - (b) take photographs, audio-record or video-record inside the examination venue; or
  - (c) are found to have any electronic/communication device (including a mobile phone) switched on, or your mobile phone or the alarm rings or vibrates during the examination. The device in question may be confiscated by the Presiding Invigilator or an invigilator who will ask you to show the communication or viewing logs, or any stored information/images, and note down the information for further investigation by the CPBE. If you refuse to cooperate, the Presiding Invigilator will record this and report to the Immigration Department.
- (24) Candidates must **NOT** turn over the pages of the question book and must **NOT** start working until they are instructed to do so.
- (25) Candidates must **NOT** leave their question book or answer sheets / answer books in such a position that other candidates can see their answers and must **NOT** see or copy the answer from other candidates.
- (26) Candidates must **NOT** copy anything from the question books onto the invitation e-mail and / or any paper, personal belongings or parts of their bodies. Otherwise, **they may be disqualified**.
- (27) Candidates should mark the answers on the answer sheets / answer books provided. Answers written in the question books will **NOT** be marked.

- (28) If candidates anticipate the need for supplementary answer sheets, they should raise their hand to alert the invigilators before their answer books run out as invigilators may not be able to attend to their request immediately.
- (29) If candidates need any assistance during the examination, they should raise their hands to alert the invigilators and the invigilator will come to help as soon as possible. Please note that the invigilators may not be able to attend to their request immediately.
- (30) Candidates who disturb other candidates by making noise or performing other disturbing / annoying acts during the examination may be relocated to another seat by the Presiding Invigilator or an invigilator. Candidates are required to follow the instructions from the Presiding Invigilator or the invigilator.
- (31) If candidates find any undesirable conditions at their seats (e.g. insufficient lighting, noise disturbance, dripping water, etc.), they should seek help from an invigilator at once. If the need is genuine and a spare seat is available at the examination centre, the invigilator may arrange another seat for them. If candidates do not seek help from an invigilator at the time the undesirable conditions arise but ask for special consideration after the examination, the request will **NOT** be considered.
- (32) CPBE tries to provide a suitable examination environment for candidates. However, candidates will not be completely shielded from background noise (e.g. from outside vehicles, normal school activities, school bell, etc.) during the examination. Claims of performance being affected by background noise will **NOT** be considered.
- (33) When the announcement "Time is up" is made, candidates **MUST** stop working and put down all their stationery immediately. They are not allowed to work on their answer sheets / answer books including using erasers or correction fluid / correction tape after the "Time is up" announcement. If a candidate is still working on his / her answer sheet / answer book, or holding his / her stationery, he / she **may be disqualified**. If at that time candidates discover that they have not filled in any of their requested candidate data (e.g. candidate number or seat number), they should wait until an invigilator comes near their seats and ask for permission to fill in the information.
- (34) Candidates should listen very carefully and follow the instructions given by the Presiding Invigilator. Candidates who have violated the instructions given by the Presiding Invigilators or the rules set out in these Guidance Notes, or have acted dishonestly in any way during the examination, or have been excessively rude to the Presiding Invigilator / invigilators, or have repeatedly disobeyed their reasonable instructions, or have written foul language or obscene wordings on the answer sheets / answer books, **may be disqualified**. They will also be required to provide written explanations after the examination.

## Proper Ways of Filling in the Multiple-choice Answer Sheet for Paper I (Language & Aptitude Test (Multiple-choice questions))

(35) The answer sheets will mainly be processed by computer. Failure to follow the instructions below may result in the answer sheets being rejected by the computer with **NO marks** given to the candidates.

(36) Before going to the questions, candidates have to write down the following particulars on their answer sheets:

- (a) Name of Candidate  
考生姓名 : Write down full name in English and in BLOCK LETTERS.
- (b) Signature of Candidate  
考生簽署 : Sign in the appropriate space provided.
- (c) Candidate No  
考生編號 : Write down the 5-digit candidate number after the letter 'B' and fill in the corresponding frame under each of the 5 digits of the candidate number. The candidate number for the examination is shown in the invitation e-mail.
- (d) Seat No.  
座位編號 : Write down the 3-digit seat number and fill in the corresponding frame under each digit. Seat number is shown in the invitation e-mail.
- (e) Centre No.  
試場編號 : Write down the 4-digit centre number and fill in the corresponding frame under each digit. The centre number for the examination is shown in the invitation e-mail.



- (43) Candidates are strictly **forbidden** to take away any question book or answer sheet / answer book, backing sheet or paper, whether used or not, out of the examination centre. Anything written by candidates during the examination **MUST** be handed in to the invigilator.
- (44) At the end of the examination, candidates should follow the instructions of Presiding Invigilator in leaving the examination centre in batches, so as not to crowd the exits.

**Tropical Cyclone / Rainstorm Warning Signal / Other Unforeseeable Circumstances**

(45) 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 Warning Signal is / are in force. It will be postponed when Tropical Cyclone Pre-No. 8 Special Announcement / Tropical Cyclone Warning Signal No. 8 or above, “Black” Rainstorm Warning Signal or “Extreme Conditions” Announcement is in force. Please also note the examination arrangements under inclement weather conditions as follows:

	Weather Conditions	Examination Arrangements
i.	<p><b>Tropical Cyclone Warning Signal and “Extreme Conditions” Announcement</b></p> <p>Tropical Cyclone Warning Signal No. 3 or below remains in force.</p> <p>Tropical Cyclone Warning Signal No. 8 or “Extreme Conditions” Announcement is cancelled before 7:00 a.m.</p> <p>Tropical Cyclone Pre-No. 8 Special Announcement / Tropical Cyclone Warning Signal No. 8 or above, or “Extreme Conditions” Announcement is issued during the examination.</p> <p>Tropical Cyclone Pre-No. 8 Special Announcement / Tropical Cyclone Warning Signal No. 8 or above, or “Extreme Conditions” Announcement is issued / remains in force at any time from 7:00 a.m. until the commencement of the examination.</p>	<p>Examination will be held as scheduled.</p> <p>Examination will be held as scheduled.</p> <p>Examination in progress will be continued.</p> <p>Examination on that day will be cancelled and postponed to another date.</p>

<b>ii. Rainstorm Warning Signal</b>	
“Amber” or “Red” Rainstorm Warning Signal remains in force.	Examination will be held as scheduled.
“Black” Rainstorm Warning Signal is lowered before 7:00 a.m.	Examination will be held as scheduled.
“Black” Rainstorm Warning Signal is issued during the examination.	Examination in progress will be continued.
“Black” Rainstorm Warning Signal is issued / remains in force at any time from 7:00 a.m. until the commencement of the examination.	Examination on that day will be cancelled and postponed to another date.

- (46) If the examination is cancelled due to Tropical Cyclone Pre-No. 8 Special Announcement / Tropical Cyclone Warning Signal No. 8 or above, “Black” Rainstorm Warning Signal or “Extreme Conditions” Announcement as stipulated in the table above, the CBPE will make announcement on the website (<https://cpbe.speed-polyu.edu.hk/en/our-services/examination-announcement/index.html>) as soon as possible. Candidates should pay attention to the related information for updates (if any) before attending the examination. Candidates will be informed by email for the reschedule arrangement.
- (47) If the examination is in progress while a tropical cyclone or rainstorm warning signal is issued, the Presiding Invigilator will allow the examination to continue. Once the examination has started, it should continue for the full time allotted unless the Presiding Invigilator considers the situation dangerous.

### Others

- (48) The invitation to the Written Examination does not imply that the candidates have met the entry requirements for the post of Immigration Officer as it takes time to process all applications. Candidates who do not meet the entry requirements will not be further considered irrespective of their examination results. Only those candidates who have passed the examination will be further considered for the next selection tier.
- (49) Result of the Written Examination will be used for drawing up the candidate list for the Final Interview.

- (50) No photograph taking, audio recording or video recording is allowed in the examination venue. Candidates are **NOT** allowed to display any photographs and recordings of the examination, if so taken / recorded, electronically or publicly.
- (51) Parking facilities will **NOT** be provided for candidates at the examination venue.
- (52) Smoking and littering in all areas within the examination premises are **prohibited**.
- (53) Eating (including chewing gum) is **NOT** allowed in the examination venue. Candidates may drink water with the permission of the invigilator.
- (54) Before and after the examination, candidates should avoid gathering in crowds and keep the examination venue and facilities clean and tidy. Candidates should not, without permission, enter the offices, classrooms or any area in the examination venue not open to candidates. The Immigration Department, the CBPE and the examination venue will not be held responsible for any injury suffered by candidates due to their unauthorised entry into the aforesaid places.
- (55) For enquiries, candidates may contact the Recruitment and Training Research Section of Immigration Department at 3693 8166.

~ END ~

**Immigration Department**  
**October 2022**