

FAQs on the Trade Test for Security Guards

A) About the Registration

A1. What is the entry requirement for the test?

The test is open to the public with age of 18 or above and who can understand either Chinese or English.

A2. What are the differences between written and computer test?

In terms of the test fee, test content and syllabus, written and computer test are the same. Yet, they are different in:

| Type | Mode of Answering | Distribution of Result |
|---------------|--|--|
| Written Test | Use an H.B. pencil to mark answers on the answer sheet | Notification of Result will be sent to candidates by post within two working days after the date of the test (exclusive of the test day) |
| Computer Test | Use a mouse to select answers on the screen. | Notification of Result will be issued to the candidate immediately right after the test |

A3. Where can I find the Application Form, the Test Handbook and test timetable?

Application Form and the [Test Handbook](#) can be obtained at the enrolment counter of the PEAK Examination Centre of the Vocational Training Council ("PEAK Exam Centre") or downloaded from the PEAK Exam Centre website (www.vtc.edu.hk/cpdc).

You can refer to the test timetable at the PEAK Exam Centre website (www.vtc.edu.hk/cpdc) for the Test Date and Time when completing the application form.

A4. How can I register the test?

Registration in person or by a representative

You or your representative can register for the test at the PEAK Exam Centre during office hours. If registration by a representative, a completed application form[^] should be submitted together with a copy of your valid Hong Kong Identity Card or Passport.

Application should be submitted to the PEAK Exam Centre on or before the cut-off date of the test. Late submission will not be accepted.

Cut-off date for **written test: 2 full working days** before the test

| Sample | Test Date | Test Time | Cut-off Date |
|----------|-----------|------------|---------------------|
| Sample 1 | Monday | 10:00 a.m. | Last Thursday |
| Sample 2 | Wednesday | 11:00 a.m. | Monday of that week |

Cut-off date for **computer test**: 1 hour before the test

| Sample | Test Date | Test Time | Cut-off Date |
|----------|-----------|------------|--|
| Sample 1 | Monday | 10:00 a.m. | 9:00 a.m. of that day (Application should be submitted on last Friday) |
| Sample 2 | Wednesday | 11:00 a.m. | 10:00 a.m. of that day |

Registration by post

Completed application form[^], together with a copy of your valid Hong Kong Identity Card or Passport and a crossed cheque or a cashier's order (one cheque for one application form) for the test fee payable to "Vocational Training Council" should be sent by post to the PEAK Exam Centre. Otherwise, they will NOT be processed. Only applications received before cut-off date of the test session will be processed.

Cut-off date for written and computer tests is 10 full working days before the test.

[^] Fax/digital copy will not be processed. Forms should be written by black or blue ball pen in blocks letters.

A5. I have posted my application form to the PEAK Exam Centre for registration. How can I know whether my registration is successful?

The PEAK Exam Centre will contact you by phone to confirm the session upon receipt of your application form(s) by post. The registration process is deemed complete only after confirmation by phone. You should contact the PEAK Exam Centre (Email: cpdc@vtc.edu.hk or Tel.: 2919 1467 / 2919 1468 / 2919 1478) if you do not receive any phone call from the PEAK Exam Centre five working days after posting off the application forms.

A6. Can I ask my representative to sign the application form for me?

No. Application form should be original signed by you. Your representative can submit your application form for you but he/she cannot sign the application form for you.

A7. Can I cancel, change or re-schedule my enrolment?

Once the application is accepted, any requests for re-scheduling and/or cancellation will not be entertained. Fees paid are not refundable or transferable.

A8. How can I pay for the test fee?

If you register in person or by a representative at the PEAK Exam Centre, you can pay the test fee by cash, EPS, Visa Card, Master Card, UnionPay, Alipay HK or WeChat Pay HK.

If register by post, you can pay the test fee by enclosing a crossed cheque or a cashier's order for the proper amount of test fee payable to "Vocational Training Council".

A9. Can I reserve test seat before the submission of the application form?

Seats in all sessions are assigned to applicants who have successfully completed the registration (including settlement of the test fee in full and submission of all required documents) on a **first-come-first-served** basis. Therefore, no seat can be reserved.

B) About the Test

B1. How long does the test take and how many questions for the test?

The test lasts for one hour and consists of 50 multiple-choice questions.

B2. What is the passing mark for the test?

To pass the test, candidates are required to attain a minimum score of marks to be decided by the Security and Disciplined Services Training Board .

The table below shows the general grade distribution.

| Grade | No. of Correct Answers |
|-----------------|-------------------------------|
| PASS WITH MERIT | 41 or above |
| PASS | 31-40 |
| FAIL | 30 or below |

B3. Can I know my exact score?

The exact score, the test questions and the corresponding correct answers will not be disclosed.

B4. Any test regulations should I follow during the test?

You should read carefully Paragraph 8 & 9 and the Appendix II of the [Test Handbook](#) for the test regulations. Failure to observe any of these regulations will result in disqualification from the test.

B5. Which one should I take for applying Security Personnel Permit, the Trade Test on Security Guards or the Quality Assurance System (“QAS”) Course?

If you are not sure whether you should take the Trade Test on Security Guards or QAS Course, please contact the Police Licensing Office for enquiry.

The Enquiry Hotlines of Police Licensing Office:

General Enquiry : 2860 2973

New Applications : 2860 6543

Renewal Applications : 2860 6546

Email : security-personnel-permit@police.gov.hk

B6. My employer requests me to present a QAS certificate. Can I obtain the QAS certificate through the Trade Test on Security Guards?

No. You have to complete the QAS course to obtain the QAS certificate.

B7. How to enroll the QAS course

You should contact any one of the QAS Course providers. You can find the details in the [Quality Assurance System Course List](#).

B8. Where can I find more information on the Security Personnel Permit?

Please visit the website of the Police Licensing Office for details: http://www.police.gov.hk/ppp_en/11_useful_info/licences/security.html

C) Preparation for the Test

C1. Does the PEAK Exam Centre issue past papers for the test?

NO, the PEAK Exam Centre does not issue any past papers for the test.

C2. How can I prepare for the test?

There will be no mandatory training requirement for candidates wishing to take the test. However, candidates are encouraged to attend an appropriate security training course to enhance their chances of passing the test. The Quality Assurance System Course List under the Recognition Scheme can be found in the [Quality Assurance System Course List](#). No study materials are provided by the PEAK Exam Centre.

D) On the Test Day

D1. What should I bring to the test?

You should bring the following items to the test:

- i. *Valid and original Hong Kong Identity Card or Passport*
The identification document must be the original of the one you submitted for the registration.
- ii. *Admission Form*
Admission Form will be collected by Invigilators before the end of test.
- iii. *Own stationeries, i.e. H.B. pencils and erasers for the written test.*
For the computer test, you can bring your own stationeries if necessary. No stationery is provided in the test venue.

D2. I forgot to bring my Hong Kong Identity Card or Passport to the test. Can I use my driving license, staff card, credit card, Identity Card of other countries / regions (e.g. China, Macau, etc.) for the identification checking?

No. Only the Hong Kong Identity Card or Passport is accepted for the identification checking. You are required to bring with you your valid and original Hong Kong Identity Card¹ or Passport and Admission Form to the test venue for identification checking throughout the test. The identification document must be the original of the one submitted for the registration. If you fail to produce such identification, your identification document is invalid, or your identity cannot be satisfactorily verified will not be permitted to sit for the test. Fees paid are not refundable or transferable.

D3. When should I arrive at the test venue?

You are advised to arrive at the test venue at least 15 minutes before the start of the test. Please note that candidates who arrive at the test venue more than 15 minutes late for whatever reason will not be allowed to take the test and the test fee paid will not be refunded.

D4. Can I take the test without Admission Form?

Yes, you can take the test without Admission Form. However, you are advised to bring it with you for reminding yourself of the test date, time and venue.

¹ For candidates who have just reached 18 years old, they are required to produce their adult identity card (or an acknowledgement of an application for an adult identity card) for identity verification during any test which takes place after the 30th days following their 18th birthday. Otherwise, they will not be allowed to take the test. Fees paid are not refundable or transferable.

D5. Can I keep my Admission Form after the test?

As all the Admission Forms will be collected by the invigilators during the test, you have to seek our invigilator's approval of keeping your Admission Form after the test. Please ask the invigilators during the test.

D6. For the written test, how to answer the questions?

You should use an H.B. Pencil to mark your answers on the multiple choice answer sheet. The mark should be bold. Mark one box only for each question and do not mark outside a box. Wrong marks may be erased with a rubber, please be sure to erase completely.

Do not use other pens for the examination, especially thermo-sensitive ink pens. As the computer-based marking process may produce heat, all your answers marked on the answer sheet may fade out. The PEAK Exam Centre will not bear any responsibility for the answers loss. Also, the use of correction fluid on the answer sheets is not permitted.

D7. Can I bring my mobiles phones, smart watches or other communication devices into the test venue?

You are required to switch off all communication devices (e.g. mobile phones, pagers, tablets, smart watches and etc.) and electronic devices which produce sound of any kind (e.g. alarm watches) BEFORE entering the test venue.

Our invigilators will check your mobile phones and other devices at the entrance of the test venue to ensure all the devices are switched off. All devices should be switched off and placed inside your bag under your seat.

D8. Where should I place my personal belongings inside the test venue?

All personal belongings or articles including any textbooks, notes, dictionaries, electronic diaries and any other electronic devices, study materials must be placed in the designated area during the test. Usually, your personal belongings should be placed under your seat.

D9. Can I enjoy coffee, sandwich, candies or chewing gum inside the test venue?

No eating or drinking (except pure drinking water) will be allowed inside the test venue.

E) After the Test

E1. What should I do if I was absent from the test?

Candidates who are not able to attend the test for whatever reason are regarded as "ABSENT" (including those candidates who are late for 15 minutes or more after the start of the test). Absentee will not be re-scheduled to another session and the fee paid is not refundable or transferable. You are required to enroll another session with full payment.

E2. How can I get the result?

For written test:

Notification of result will be sent to you by post within two working days after the date of the test (excluding the test day). You should contact the PEAK Exam Centre if you do not receive the Notification of Result seven full working days after the test. You are required to apply for reissuance of Notification of Result if the notification lost in the post. By virtue of confidentiality, the test results will not be disclosed by phone, facsimile or email.

For computer test:

Notification of Result will be issued to you immediately right after the test.

E3. Can I re-sit if I am failed in the test?

If you are failed in the test can apply for the re-sit with full payment. There is no limit to the number of sittings.

E4. When can I get the certificate?

Candidates who pass the test will be awarded Certificates which can be collected by candidates in person from the PEAK Exam Centre during office hours starting from two full working day of the issue of the Notification of Result.

| Sample | Test Day | Notification of Result Issuance Day | Certificate Collection Day |
|--|-----------------|--|-----------------------------------|
| Sample 1 (Written Test Candidates) | Monday | Wednesday | Friday |
| Sample 2 (Computer Test Candidates) | Thursday | Thursday | Monday |

Certificates are available for collection for 6 months from the test date. Any uncollected Certificates will be disposed of after this period. Candidates who have not collected their Certificates within the 6-month period are required to request for reissuance of Certificate (please refer to FAQ E7.).

E5. I am not able to collect certificate by myself. Can I ask my representative to collect for me?

You can sign an authorization letter to authorize a representative to collect certificate for you. Your representative should submit a signed and completed authorization letter together with a photocopy of your Hong Kong Identity Card or passport to the PEAK Exam Centre.

Alternatively, certificate can be sent to you by registered mail upon your written request (with a photocopy of Hong Kong Identity Card or Passport enclosed) and submission of a crossed cheque for the administrative fee of HK\$25 payable to "Vocational Training Council" being payment for the postal expenses.

E6. Can I request for reissuance of Notification of Result?

You may request a reissued copy of the Notification of Result three working days after the date of release of test results. The request can be made in writing or in person within seven years from the test date. You are required to provide your contact telephone number, a copy of the Hong Kong Identity Card or Passport, information on the test session, and local postal address if returned by mail. The application for reissued copy of Notification of Result is free of charge.

The PEAK Exam Centre will contact you by phone to collect the reissued copy of Notification of Result in person seven working days after the receipt of the application (excluding the application date). Alternatively, the reissued copy of Notification of Result can be sent to you by ordinary mail. The uncollected reissued Notification(s) of Result will be disposed of one month after the application date. The PEAK Exam Centre will not be responsible for the loss of the reissued copy of Notification of Result sent by mail.

Application for the reissuance of Notification of Result will not be accepted seven years after the test date.

E7. Can I request for reissuance of Certificate?

You may request a reissued copy of the Certificate three working days after the date of release of test results. The request can be made in writing or in person within seven years from the test date. You are required to provide your contact telephone number, a copy of the Hong Kong Identity Card or Passport, information on the test session, and local postal address if returned by registered mail. An administrative fee of HK\$25 payable to "Vocational Training Council" will be charged if returned by registered mail. The application for reissued copy of Certificate is HK\$50 per copy.

For postal application, you should enclose a crossed cheque or cashier's order for the proper amount of reissuance fee payable to "Vocational Training Council".

The PEAK Exam Centre will contact you by phone to collect the reissued copy of Certificate in person seven working days after the receipt of the application (excluding the application date). Alternatively, the reissued copy of Certificate can be sent to you by registered mail. The uncollected reissued Certificate(s) will be disposed of one month after the application date. The PEAK Exam Centre will not be responsible for the loss of reissued copy of Certificate sent by mail.

A chop "Duplicate" will appear on the Certificate to indicate that it is a reissued Certificate.

Application for the reissuance of Certificate will not be accepted seven years after the test date.

E8. Can I request for reissuance of Receipt?

You may request a reissued copy of the receipt in writing or in person within seven years from the test date by providing your contact telephone number, a copy of the Hong Kong Identity Card or Passport, information on reissued receipt, and local postal address if returned by mail. The charge is HK\$10 per receipt.

For postal application, you should enclose a crossed cheque or cashier's order for the proper amount of reissuance fee payable to "Vocational Training Council".

The PEAK Exam Centre will contact the candidates by phone to collect the reissued copy of the receipt in person seven working days after the receipt of the application (excluding the application date). Alternatively, the reissued copy of the receipt can be sent to you by ordinary mail. The uncollected reissued receipt(s) will be disposed of one month after the application date. The PEAK Exam Centre will not be responsible for the loss of the reissued copy of receipt sent by mail.

Application for the reissuance of receipt will not be accepted seven years after the test date.

Please refer to the [Test Handbook](#) or contact the PEAK Exam Centre for details.