

Handbook for the Trade Test for Security Guards

- Effective from 2 September 2024 –

1. Introduction

- 1.1 The Trade Test for Security Guards (“the Test”) is designed largely based on the basic training standards set by the Security and Guarding Services Industry Authority (“SGSIA”) in its assessment criteria for security training courses for security guards.
- 1.2 The Test is administered by the Security and Disciplined Services Training Board (“Training Board”) of the Vocational Training Council (“VTC”) and the Institute of Professional Education And Knowledge Examination Centre of the VTC (“PEAK Exam Centre”).
- 1.3 This Handbook aims to provide details of the Test including its requirements, formats and application procedures.

2. Test

2.1 Syllabus

Syllabus of the Test is at Appendix I.

2.2 Format

- 2.2.1 The test lasts for one hour and consists of 50 multiple-choice questions.
- 2.2.2 Candidates may attempt the test in written or computer mode.
- 2.2.3 The test questions are presented in both English and Chinese.
- 2.2.4 All test questions are compulsory.

2.3 Grading and Results

2.3.1 Test results are graded as follows:-

- (i) PASS WITH MERIT
- (ii) PASS
- (iii) FAIL

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

2.3.2 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). Absentees will not be re-scheduled to another test session and the fees paid are not refundable or transferable.

2.4 Assessment

To pass the test, candidates are required to attain a minimum score of marks to be decided by the 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

3. Test Fee

- 3.1 The fee for each sitting of the test is HK\$100 with no limit to the number of sittings.
- 3.2 Entry to the test will be invalidated if a candidate fails to pay the test fee.
- 3.3 Fees paid are **not refundable or transferable** except where candidates cannot be arranged to sit for the test.
- 3.4 Fees may be subject to revision as required.

4. Application

4.1 Test Timetable

- 4.1.1 The test is being held regularly.
- 4.1.2 The frequency of test is subject to demand.
- 4.1.3 The test timetable is promulgated on the PEAK Exam Centre website (www.vtc.edu.hk/cpdc).

4.2 Entry Requirement

- 4.2.1 The test is open to the public with age of 18 or above and who can understand either Chinese or English.
- 4.2.2 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 downloaded from the PEAK Exam Centre website (www.vtc.edu.hk/cpdc).
- 4.2.3 All test seats are allocated on a first-come-first-served basis. Incomplete applications or application received without payment will NOT be processed.
- 4.2.4 Once the application is accepted, any requests for re-scheduling and/or cancellation will not be entertained. Fees paid are not refundable or transferable.

5. Registration

5.1 Application Form and Handbook

- 5.1.1 Application Form and the Test Handbook can be obtained at the enrolment counter of the PEAK Exam Centre or downloaded from the PEAK Exam Centre website (www.vtc.edu.hk/cpdc).
- 5.1.2 Candidates 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.

5.2 Registration in person or by a representative

- 5.2.1 Candidates or their 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 the candidate's valid Hong Kong Identity Card or Passport.
- 5.2.2 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

	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

	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

- 5.2.3 Test fee can be paid by cash, EPS, Visa Card, Master Card, UnionPay, Alipay HK or WeChat Pay HK at the PEAK Exam Centre.
- 5.2.4 Receipt and Admission Form will be issued upon successful registration.

5.3 Registration by post

- 5.3.1 Completed application forms, together with a copy of the candidate's 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.
- 5.3.2 The PEAK Exam Centre will contact candidates by phone to confirm their test session upon receipt of the application form. The registration process is deemed complete only after confirmation by phone. If the test session chosen is already full, candidates will be offered an alternative session with their consent. The PEAK Exam Centre reserves the right to allocate candidates to designated test session.

- 5.3.3 Receipt and Admission Form will be issued to the candidate by post after clearing of the cheque.
 - 5.3.4 Candidates should contact the PEAK Exam Centre if they do not receive any phone call from the PEAK Exam Centre five working days after posting of the application form.
 - 5.3.5 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.
 - 5.3.6 Do not enclose cash with the application form. The PEAK Exam Centre will not accept responsibility for application forms and cheques or cashier's orders lost in the post or not paying sufficient postage.
 - 5.3.7 To safeguard against any possible loss or delay in mail, candidates are advised to send in their application forms by post in good time.
- 5.4 Registration methods and cut-off dates mentioned above may be subject to change where necessary.

6. Admission Form

- 6.1 The Admission Form contains information including the Examination Number, Candidate Number, Examination Date, Time, Venue and Candidate's Name. Candidates should present themselves for test on the specified date, at the specified time and venue.
- 6.2 Candidates should notify the PEAK Exam Centre in writing at least one working day before the test if amendments in the personal particulars are required. The PEAK Exam Centre reserves the right to accept amendments to personal information submitted by candidates.
- 6.3 In case there is any discrepancy in the particulars, candidate will not be allowed to take the test and the test fees paid are not refundable or transferable; or the progress of the test will be delayed. No extra time will be given for this situation.
- 6.4 Candidates who register by post should contact the PEAK Exam Centre if they do not receive the Admission Form five working days after receiving telephone confirmation.
- 6.5 The PEAK Exam Centre will collect all Admission Forms during the test. Candidates will only be allowed to keep the Admission Forms upon approval of the invigilator.

7. Computer or System Breakdown

For candidates sitting the computer test, their results will be invalid if there is a technical breakdown caused by whatever reason during the test. The PEAK Exam Centre will try to fix the problems but delay may inevitably arise. If the technical problems cannot be fixed within a reasonable time, the PEAK Exam Centre will arrange the candidates concerned to take a rescheduled test as soon as possible. Candidates cannot object to the arrangements and any requests for cancellation and/or refunds will not be entertained. The PEAK Exam Centre will not be liable for the candidates' losses resulting from the system breakdowns.

8. Test Regulations

Candidates should read carefully the Regulations of the Test at Appendix II. Candidates who fail to observe any of these regulations may be disqualified from taking the Test.

9. Disqualification

- 9.1 If a candidate is found breaching the Regulations of the Test in the test, he/she may be disqualified of the test session being examined.
- 9.2 Any candidates who deliberately attempt to, or intend to, disrupt the system operations, destroy/alter the computer facilities and/or tamper with the computers will be disqualified immediately and are required to indemnify the PEAK Exam Centre for the losses.
- 9.3 The PEAK Exam Centre would report to the Hong Kong Police Force, and/or any law enforcement bodies if candidates commit any illegal acts during the test.

10. Identification Requirements

Candidates are required to bring with them their valid and original Hong Kong Identity Cards¹ or Passports and Admission Forms to the test venue for identification checking throughout the test. The identification document must be the original of the one submitted for the registration. Those who fail to produce such identification, whose identification documents are invalid, or whose identity cannot be satisfactorily verified will not be permitted to sit for the test. Fees paid are not refundable or transferable.

11. Distribution of Results

- 11.1 For candidates sitting the written test, Notification of Result will be sent to their local mailing address by ordinary mail within two working days after the test (excluding the test day). Candidates should contact the PEAK Exam Centre if they do not receive the Notification of Result seven full working days after the test.

Sample	Test Day	Mailing Day of Notification of Result
Sample 1	Monday	Wednesday
Sample 2	Friday / Saturday	Tuesday

- 11.2 For candidates sitting the computer test, they can get the Notification of Result immediately right after the test.
- 11.3 By virtue of confidentiality, the test results will not be disclosed by phone, facsimile or email.

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.

12. Re-marking of the Test Papers

- 12.1 Candidates who have enquiries on their test results may, within two weeks of the issue of the Notification of Result, request in writing to the PEAK Exam Centre for re-marking of the test papers.
- 12.2 Candidates submitting such request would have to enclose a crossed cheque or cashier's order for HK\$400 payable to "Vocational Training Council" as a re-marking fee for each test paper.
- 12.3 All re-marking fees are non-transferable and non-refundable. However, if the original test result is found incorrect after the re-marking, the re-marking fee will be refunded to the candidate concerned.
- 12.4 All applications for re-marking of test papers will be kept confidential.
- 12.5 The result will be sent to the candidates concerned in writing within one week after receipt of the re-marking request.
- 12.6 Candidates will only be notified of the result. The result of the re-marking is final. The PEAK Exam Centre will not disclose the scores, test questions and the corresponding correct answers in any case.

13. Re-sit for the Test

Candidates who have failed in the test can apply for the re-sit with full payment.

14. Certificates

- 14.1 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

- 14.2 Certificates can also be collected by a representative provided with a duly signed authorization letter and a copy of the Hong Kong Identity Card or Passport of the candidate concerned.
- 14.3 Alternatively, Certificates can be sent to candidates by registered mail upon candidates' written request (with a copy of Hong Kong Identity Card or Passport enclosed) and submission of a crossed cheque or cashier's order for the administrative fee of HK\$25 payable to "Vocational Training Council" being payment for the postal expenses.
- 14.4 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 15.2).

15. Reissuance of Documents

15.1 Reissuance of Notification of Result

- 15.1.1 Candidates 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**. Candidates are required to provide their 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.
- 15.1.2 The PEAK Exam Centre will contact the candidates 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 candidates 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.

15.2 Reissuance of Certificate

- 15.2.1 Candidates 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**. Candidates are required to provide their 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.
- 15.2.2 For postal application, candidates should enclose a crossed cheque or cashier’s order for the proper amount of reissuance fee payable to “Vocational Training Council”.
- 15.2.3 The PEAK Exam Centre will contact the candidates 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 candidates 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.
- 15.2.4 A chop “Duplicate” will appear on the Certificate to indicate that it is a reissued Certificate.

15.3 Reissuance of Receipt

- 15.3.1 Candidates may request a reissued copy of the receipt in writing or in person **within seven years from the test date** by providing their 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.

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

15.3.3 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 candidates 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.

15.4 Application for the reissuance of Notification of Result, Certificate or receipt will not be accepted seven years after the test date.

16. Notice on Personal Data (Privacy) Ordinance

Candidates who apply to sit for the test should read the Notice relating to the Personal Data (Privacy) Ordinance - Notes on Personal Information Collection in Connection with the Trade Test for Security Guards in Appendix III of the Handbook to understand their rights and obligations regarding the supply of their personal data to the PEAK Exam Centre, and the way in which the PEAK Exam Centre may use or deal with such data for their applications. They should sign the Consent on the application form.

17. Disclaimer

The PEAK Exam Centre shall not be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, epidemic, governmental action or intervention, riot or any other cause not reasonably foreseeable and beyond the reasonable control of the PEAK Exam Centre. Fees paid are not refundable or transferable.

18. Enquiries

18.1 Enquiries about the test may be directed to the PEAK Exam Centre:

Address: 1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong

Office hours: 9:00 a.m. – 7:30 p.m. from Monday to Friday
9:00 a.m. – 12:00 noon on Saturday

Note: The office hour may subject to change on the working day immediately before a public holiday or under special work arrangement. The PEAK Exam Centre will publish and post the related information on the website (www.vtc.edu.hk/cpdc) and in the PEAK Exam Centre.

Telephone: 2919 1467 / 2919 1468 / 2919 1478

Service hours for answering telephone enquiries:
9:00 a.m. – 5:15 p.m. from Monday to Friday
9:00 a.m. – 12:00 noon on Saturday

Email: cpdc@vtc.edu.hk

Fax: 2574 0213

18.2 Enquiries about the application for Security Personnel Permit may be directed to the Police Licensing Office:

Address: 12/F, Arsenal House, Police Headquarters
1 Arsenal Street, Wanchai, Hong Kong

Telephone: 2860 2973 (General Enquiries)
2860 6543 (New Application)
2860 6546 (Renewal)

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

Fax: 2200 4324

In case of any discrepancy between the English and Chinese versions of this Handbook, the English version shall prevail.

PEAK Examination Centre, Vocational Training Council
September 2024

Syllabus for the Trade Test for Security Guards

(i) Role, General Duties and Responsibilities of a Security Guard

- (a) The role and functions of security guards: to prevent and minimize losses and damages to life and properties:
- (b) Major duties and responsibilities including:
- prevention of unauthorized access to premises and properties;
 - registration of visitors and taking precautionary measures to protect the personal data from leaking out to unauthorized persons/parties;
 - regulating movement of persons and vehicles;
 - taking proper steps to impound unauthorized vehicles in accordance with the Road Traffic (Parking on Private Roads) Regulations Cap. 374;
 - patrolling;
 - prevention and detection of crimes and accidents;
 - preventing valuable assets from damages;
 - reporting and recording incidents properly;
 - handling emergencies in accordance with the contingency plan as set out by the employer;
 - monitoring of security systems;
 - keeping of keys properly;
 - acquainting with the assignment instructions as set out by the employer.

(ii) Conduct and Behaviour

- not to sleep, take alcoholic drinks and participate in any improper activities;
- not act contrary to the requirements of his/her duties as a security personnel, such as sleeping on duty, or being negligent, or remiss in the execution of his/her duty;
- be punctual to work, clock in or sign on and off on the attendance book;
- be polite;
- not to go off duty until handing over to the staff of next shift;
- to maintain good public relations with clients.

(iii) Uniforms and Equipment

(a) Uniforms

- Wear the right type of uniform;
- Keeps and maintains the uniform in a good condition.

(b) Equipment

- Types and use of general equipment including but not limiting to the use of CCTV, radio, recording and patrolling system, etc.
- Knowledge of operation of equipment.

(iv) Legal Responsibilities and Relevant Legislation

(a) Security and Guarding Services Ordinance (Cap. 460)

- To notify the Commissioner of Police in writing of:
 - any change of employer, unless he/she is employed by a Licensed Security Company; and
 - any institution of criminal proceedings against him/her within 14 days after the relevant event has occurred.
- Understands:
 - that one has to carry the security personnel permit at all time when on duty; and to produce this permit for inspection on demand by any police officer;
 - that one can only perform the type(s) of security work as specified in the Security Personnel Permit;
 - that one must not work over 372 hours per month and must not normally work over 12 hours per day;
 - the basic functions and activities of the Security Companies Inspection Unit and Police Licensing Office.

(b) Personal Data (Privacy) Ordinance (Cap. 486)

The importance of the Ordinance and registration of visitors in the following manner:

- not to place and keep the registration book open at the guard counter;
- to take possible security means to prevent visitors from gaining access to the personal information/data of the previous visitors;

- to store the registration book properly after registration.
- (c) Criminal Procedure Ordinance (Cap. 221) governing arrest and use of force.
- Understands that:
 - a security guard has no more authority than a general citizen and has no power of search;
 - one has to call the Police immediately in case of occurrence of crime;
 - one can only arrest under safe condition and to use minimum force when effecting an arrest.
 - Able to maintain politeness when questioning the suspects, effecting an arrest with minimum force;
- (d) Road Traffic (Parking on Private Roads) Regulations (Cap. 374)
- The condition that one can only impound/tow a vehicle at the “Restricted Parking Area” of a private road under the following conditions:
 - the vehicle is parked without authorization and the driver cannot be located;
 - the driver is unable to remove the vehicle, or refuse or fail to remove the vehicle, on being requested to do so by the owner of the private road concerned or an authorized officer in respect of the road.
 - Understands that one can only use an approved immobilization device to impound unauthorized vehicle;
 - Has the basic knowledge of impounding, removal and storage charges.
- (e) Prevention of Bribery Ordinance (Cap. 201)
- The importance of the Ordinance so as to refrain from:
 - acceptance of money and benefit from clients or contractors in carrying out the duties;
 - soliciting of money or benefits in any form;
- (f) Smoking (Public Health) Ordinance (Cap. 371)
- The knowledge of which area is designated as “No Smoking Area” in the work site;
 - The following handling procedures, when smoking in “No Smoking Area” is discovered:
 - to indicate to the offender that smoking is prohibited in the “No Smoking Area”;

- to request the offender to extinguish cigarette/tobacco product;
- if the offender refused to extinguish the cigarette, request him to leave the “No Smoking Area”.

(v) Fire Prevention and Procedures

(a) Fire Prevention

- the major causes of fire such as careless disposal of lighted cigarettes, etc;
- use and maintenance of the fire services installation;
- fire prevention including the importance of smoke doors.

(b) Handling Procedures

- the proper procedures in the use of fire services installation;
- the proper steps to be taken in case of fire;
- degrees and kinds of fire: handling of small local fire;
- information required in a fire report;
- evacuation procedures.

(vi) Handling of Emergencies

- remain calm in case of emergency;
- report case to the Police and supervisor and seek for assistance when emergency occurred;
- provide possible assistance to law enforcing officer/technician, etc;
- take appropriate steps according to the contingency plans to cope with different types of emergencies as below:
 - criminal activities
 - fire outbreak
 - sick or injured person
 - electricity failure
 - gas leakage: refrain from using radio, switching on lights etc. which may create sparks
 - lift failure
 - typhoon
 - flooding
 - bombs or suspicious objects: do not touch, cover or use radio evacuation
 - sounding of burglar alarm
 - suspicious persons
 - crowd control
 - falling objects

- collapse of building parts

(vii) Reporting and Recording

- book on and off duty punctually and with accuracy and legibility;
- hand over duty by recording in the occurrence book;
- record every events happened in the work site in the occurrence book;
- take appropriate follow-up action to solve the problem;
- report promptly important incidents to supervisor or responsible person for follow-up action.

(viii) Access Control and Patrolling

Able to:

- prevent unauthorized access;
- pay special attention to stranger who follow residents into the building;
- conduct patrol and be familiar with the work site;
- record and report patrol results.

(ix) Health and Safety

- Understands that a security guard can also contribute to safety and health in the work sites.
- Able to follow the proper work procedures in observing safety rules.
- Aware of the potential danger at work site.

(x) Courtesy and Customer Relations

Understands the importance of being polite and courteous while on duty.

Regulations of the Trade Test for Security Guards

General Rules

1. Candidates shall only be allowed to attend a test on the designated date, time and venue.
2. Candidates are advised to arrive at the test venue at least 15 minutes before the start of the test. Before being admitted to the test venue, candidates must present their original and valid Hong Kong Identity Card² or Passport and Admission Form to the invigilators for verification purpose. The identification documents must be the original of the one submitted for the registration. Candidates will be assigned a seat after their identity is verified. Those who fail to produce any of the mentioned identification documents, whose identification documents are invalid, or whose identity cannot be satisfactorily verified will not be permitted to sit for the test. Fees paid are not refundable or transferable.
3. Candidates must sit according to the designated seat numbers unless otherwise approved by the invigilator.
4. As far as possible, the test will be started according to the published schedule. However, the PEAK Exam Centre will not be responsible for any delay arisen due to operational reasons, including system failure.
5. Candidates who arrive at the test venue late for more than 15 minutes after the start of the test for whatever reason will not be allowed to take the test and the test fee paid will not be refunded.
6. Candidates are NOT allowed to use any communication/electronic devices during the test. Electronic devices include but not limited to mobile phones, tablets, Personal Digital Assistants (PDAs), Bluetooth headphones/headsets, pagers, MP3 players, camera devices/equipment, electronic dictionaries, scanner pens, databank watches, smart watches with mobile applications installed or wireless technologies supported or other electronic devices which can store and/or display texts, take photos/videos, and record sounds.
7. Candidates are required to switch off all communication/electronic devices (include but not limited to the devices listed in Rule number 6 above) including the alarm function, as well as devices which produce sound of any kind, such as alarm watches, BEFORE entering the test venue. Invigilators will check the devices at the entrance of the test venue.
8. Candidates should bring their own pencils and erasers for the test. Candidates attending the written test should use HB pencils to answer multiple choice questions. The use of correction fluid or tape on the Multiple Choice Answer Sheets is not permitted.

² 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.

9. Candidates who are not able to attend the test for whatever reason are regarded as “ABSENT” (including those who are late for more than 15 minutes after the start of the test). Absentees will not be re-scheduled to another test session and the fees paid are not refundable. For the candidates who arrive at the test venue within 15 minutes after the start of the test, their test time will not be extended.
10. Candidates attending the computer test are forbidden from switching on the monitor or any computer facilities until they are instructed to do so by the Chief Invigilator. Before the start of the test, candidates must listen to the Chief Invigilator’s announcement. With the Chief Invigilator’s instruction, the candidates log in the test system. The Chief Invigilator will announce the start of the test after the login is completed (normally within one minute).
11. After the test has been in progress for more than 15 minutes, candidates may request to leave the test venue with the approval of the invigilator. However, candidates attending the written test are not permitted to leave the test venue in the final 15 minutes.
12. The PEAK Exam Centre will not be responsible for any loss, theft or damage of personal property of candidates during the test.
13. All personal articles including any textbooks, notes, study materials, mobile phones and any other electronic devices must be placed in the designated area during the test.
14. Drinking, eating and smoking are not allowed in the test venue.
15. Candidates should write or do rough work on question papers, answer sheets or authorized papers.
16. Candidates should raise their hands to seek the invigilator’s assistance if they encounter any problems during the test.
17. At the end of the test, candidates should remain silent and seated until the invigilators announce that they could leave the test venue.

Disqualification

A candidate may be disqualified from the test if he or she:

1. obtains access to the test paper or part thereof prior to the test through any unlawful means;
2. uses other person’s name to attend the test, including impersonating another candidate or allowing himself/herself to be impersonated. Any incident of impersonation will be reported to the Hong Kong Police Force;
3. refers to any unauthorized materials related to the subject of that test session during test;
4. observes and notes the work of another candidate or allows his/her work to be copied by the other candidates;

5. takes away or attempts to take away from the test venue any test materials, such as test question books or test questions, answer sheets, backing sheets or graph papers, by whatever means;
6. takes photographs, audio-recording or video-recording inside the test venue; (Note: the photographs and/or recordings taken and their associated equipment would be taken away for further inspection and the photographs and/or recordings would be erased.)
7. possesses prohibited materials/devices of all sorts on his/her test desk on his/her person or within his/her reach;
8. communicates or attempts to communicate with any person inside or outside the test venue during test by whatever means;
9. uses electronic devices for any purposes, including but not limited to access the internet/email/SMS/WhatsApp/any instant messaging applications during test;
10. writes anything or does rough work on the materials other than test paper, answer sheet or authorized paper;
11. leaves the test venue without permission or during non-permitted time period in the test;
12. starts working before he/she is instructed to do so or continues working after “stop writing/the end of the test” announcement is made;
13. misbehaves or acts maliciously in such a way that he/she upsets the conduct of the test;
14. has been guilty of insolence to the invigilators;
15. does not turn off his/her electronic devices including the alarm function and/or emits sound rings during test;
16. fails to follow the general rules or the instruction of the invigilators in the test; or
17. misbehaves or acts dishonestly during test.

Typhoon / Black Rainstorm Warning / “Extreme Conditions”

1. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force after 6:15 a.m., but before 11:00 a.m., tests between 9:00 a.m. to 12:00 noon will be cancelled.
2. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force at 11:00 a.m., but before 4:00 p.m., tests between 12:00 noon to 6:00 p.m. will be cancelled.
3. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force at or after 4:00 p.m., tests between 6:00 p.m. to 10:00 p.m. will be cancelled.
4. Candidates are advised to visit the website of the PEAK Exam Centre (www.vtc.edu.hk/cpdc) for any special announcements concerning postponement of tests. The candidates will be notified of the new test date and time as soon as possible.
5. However, once the test has commenced, candidates are required to sit through the test even if the Typhoon Signal No. 8 or above or the Black Rainstorm Warning Signal is announced.

**Notice Relating to the Personal Data (Privacy) Ordinance –
Notes on Personal Information Collection in Connection with
the Trade Test for Security Guards**

In view of the Personal Data (Privacy) Ordinance (“the Ordinance”), this notice is to help candidates understand their rights and obligations in respect of the supply of their personal data to the PEAK Exam Centre and the way in which the PEAK Exam Centre may use or handle such data.

1. Candidates are required to keep the PEAK Exam Centre informed of any change of their personal data once they are enrolled as candidates for the test until six months after the date of the test.
2. The PEAK Exam Centre may use the supplied personal data for the following purposes:
 - (a) administering the test;
 - (b) maintaining a candidate record;
 - (c) distribution of test results to candidates concerned;
 - (d) certifying candidates’ test results to the SGSIA, the Police Licensing Office and the Training Board;
 - (e) reporting cases of disqualified candidates to the SGSIA, the Police Licensing Office and the Training Board;
 - (f) conducting research or statistical analysis;
 - (g) transferring candidates’ personal data to the venue provider(s) for record of visits, if necessary; or
 - (h) conducting any other related purposes.
3. The PEAK Exam Centre will keep the personal data of candidates confidential. Nevertheless, during its operations, the PEAK Exam Centre may, as permitted by law, compare, match, transfer or exchange their data with the data already possessed, or obtained hereafter, by the PEAK Exam Centre for these or any other purposes.
4. Candidates may have the right under the Ordinance to request access to or correction of any data provided by them as per the manner and limitations prescribed therein. As the Ordinance allows, the PEAK Exam Centre has the right to charge a reasonable fee for the processing of any request for data access.
5. Please note that all candidates’ application forms and the answer sheets used by candidates in the test (which may contain their personal data) will be destroyed two months after the date of the test concerned. Candidate records, including the test results, will be destroyed seven years after the date of the test concerned.
6. Candidates who request for access to data or correction of data may contact or write to the PEAK Exam Centre. The address, telephone number, fax number and email address are as below:

PEAK Examination Centre, Vocational Training Council
1/F VTC Tower, 27 Wood Road, Wanchai, Hong Kong
Telephone : 2919 1467 / 2919 1468 / 2919 1478
Fax : 2574 0213
Email : cpdc@vtc.edu.hk