

**Regulations of the
LOMA I*STAR Examination**

General Rules

1. Candidates shall only be allowed to attend an examination at the designated venue.
2. Candidates are advised to arrive at the examination venue **at least 15 minutes before the start of the examination**. Before being admitted to the examination venue, candidates must present their original, valid Hong Kong Identity Card or Passport and Enrollment Confirmation Email to the Proctors for verification purpose. Candidates will be assigned a seat after their identity is verified. Those who fail to produce any of the mentioned identification documents or whose identity cannot be satisfactorily verified will **not** be permitted to sit for the examination.
3. Candidates must sit according to the designated seat numbers unless otherwise approved by the Proctor.
4. As far as possible, the examination will be started according to the published schedule. However, the Institute of Professional Education And Knowledge Examination Centre of Vocational Training Council (“Examination Centre”) will not be responsible for any delay arisen due to operational reasons, including system failure. Candidates will be given the full examination time to take their examination if there are any technical problems with starting the examination.
5. Candidates who arrive at the examination venue more than 15 minutes after the start of the examination for whatever reason will not be allowed to take the examination and the examination fee paid will not be refunded.
6. LOMA calculators can only be allowed to use during examination. Please refer to the “Specifications for Calculators Approved For Use on Proctored LOMA Exams” at www.loma.org/siteassets/pdfs/reference/calculatorspecs.pdf.
7. Candidates are NOT allowed to use any communication/electronic devices during the examination. Communication/electronic devices include but not limited to mobile phones, tablets, Personal Digital Assistants (PDAs), Bluetooth headphones/headsets and smart watches etc.
8. Candidates are required to **switch off** all communication/electronic devices, including the alarm function, as well as devices which produce sound of any kind, such as alarm watches, **BEFORE entering the examination venue**. Proctors will check the devices at the entrance of the examination venue.
9. **Candidates who are not able to attend the examination for whatever reason are regarded as “ABSENT” (including those who are more than 15 minutes late). Absentees will not be re-scheduled to take another examination session and the fees paid are not refundable.** For the candidates who arrive at the examination venue within 15 minutes after the start of the examination, their examination time will not be extended.
10. The Examination Centre will not be responsible for any loss, theft or damage of personal property of candidates during the examination.

11. All personal articles including any textbooks, notes, dictionaries, electronic diaries and any other communication/electronic devices, study materials must be placed in the designated area during the examination.
12. Drinking, eating and smoking are not allowed in the examination venue.
13. Candidates can ask for scratch/blank paper to do rough work during the examination. However, all such papers should be returned to the Proctor and destroyed following the examination. Candidates are not allowed to take away any written information regarding the examination content from the examination venue.
14. Candidates are not allowed to leave the examination venue without permission. If a candidate must leave the examination for an emergency, the examination will be graded at the point the candidate leaves. The candidate will not be allowed to return to the examination venue upon departure. The candidate should re-enroll for the examination with full examination and administration fees.
15. Candidates should raise their hands to seek the Proctor's assistance if they encounter any problems during the examination.
16. At the end of the examination, candidates should remain silent and seated until the Proctor announces that they can leave the examination venue.
17. Proctors will report any suspected cheating or examination violations to LOMA's Office of the Registrar immediately.

Disqualification

A candidate may be disqualified from the examination if he/she:

1. obtains knowledge of an examination prior to the examination;
2. communicates or attempts to communicate with any person inside or outside the examination venue during examination by any means;
3. copies from notes, books or communication/electronic devices brought into the examination venue or from the work of another candidate during an examination session;
4. takes away or attempts to take away from the examination venue any examination materials, such as examination question books or examination questions, answer sheets, backing sheets, graph papers or scratch/blank papers by any means;
5. takes photographs, audio-recording or video-recording inside the examination 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.)
6. possesses prohibited materials/devices of all sorts on his/her examination desk on his/her person or within his/her reach;
7. uses communication/electronics devices for any purposes during examination;
8. leaves the examination venue without permission;

9. starts working before he/she is instructed to do so or continues working after “stop writing/the end of the examination” announcement is made;
10. does anything which causes unnecessary distraction to other candidates or disruption to the examination;
11. takes an examination on behalf or in the name of another person or allows other persons to take the examination instead of himself/herself;
12. does not turn off his/her communication/electronic devices including the alarm function and/or emits sound rings during examination;
13. fails to follow the General Rules or the instructions of the Proctors in the examination; or
14. is found cheating in whatever manner.

Proof of Identity

Candidates must bring their own login ID and password together with their respective valid and original Hong Kong Identity Cards¹ or Passports, as a proof of their identity, to the examination. Those who fail to produce such identification will not be permitted to sit for the examination.

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., examinations 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., examination 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., examination between 6:00 p.m. to 10:00 p.m. will be cancelled.
4. Candidates are advised to visit the website of the Examination Centre (www.vtc.edu.hk/cpdc) for any special announcements concerning postponement of examinations. The new examination date and time will be notified to candidates as soon as possible.
5. However, once the examination has commenced, candidates are required to sit through the examination even if the Typhoon Signal No. 8 or above or the Black Rainstorm Warning Signal is announced.

Disclaimer

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 examination which takes place after the 30th days following their 18th birthday. Otherwise, they will not be allowed to take the examination. Fees paid are not refundable or transferable.

VTC 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 VTC. Fees paid are not refundable or transferable.

PEAK Examination Centre
Vocational Training Council
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