

**Written Examination for Candidates Applying for  
Registration as Lift Engineers and/or Escalator Engineers  
under the Lifts and Escalators Ordinance**

**Examination Regulations**

A. Before the examination

1. Candidates will NOT be admitted to the examination venue for having a fever, cough, diarrhea, vomiting or other flu-like symptoms, and NO replacement examination will be arranged and any fees paid will not be refundable or transferrable.
2. Candidates are advised to arrive at the examination venue at least 30 minutes before the start of the examination.
3. Candidates are required to check carefully the personal particulars printed on the Admission Form. If any discrepancies are found, please inform the PEAK Exam Centre in writing immediately for correction. If the discrepancies are related to candidate's Chinese or English name, and/or Hong Kong Identity Card/Passport Number, a copy of the identification document must be submitted (email: [cpdc@vtc.edu.hk](mailto:cpdc@vtc.edu.hk)). Do NOT write anything on the Admission Form.
4. Under adverse weather conditions, candidates should pay attention to the following:
  - a) 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 p.m. will be cancelled.
  - b) 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 2:00 p.m., examinations between 12:00 p.m. to 6:00 p.m. will be cancelled.
  - c) Candidates are advised to visit the PEAK Exam Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)) for any special announcements concerning postponement of examinations.
  - d) 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.
5. Candidates are required to check carefully the starting time of the examination. Candidates who arrive at the examination venue more than 30 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. For the candidates who arrive at the examination venue within 30 minutes after the start of the examination, their examination time will not be extended.

6. Candidates are only allowed to attend an examination on the designated date, time and venue. They must sit according to the designated seat number stated on the Admission Form unless otherwise approved by the invigilator.
7. Candidates must bring their original and valid Hong Kong Identity Cards or Passports, as a proof of their identity, to the examination. The identification document must be the original of the one submitted for the enrolment. 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 examination.
8. Candidates must not mark their Admission Form with any writing or drawing during the examination, otherwise the Admission Form may be confiscated and candidates will receive mark penalties or even the scores in the examination may be forfeited.
9. Candidates should bring their own stationeries (e.g. black or blue ball pens, correction fluid or tapes, etc.). Stationeries will not be supplied at venues. (Note: Erasable pens and word-hidden pens are NOT allowed in the examination)
10. Each candidate is allowed to bring in statutes, Codes of Practice (as listed below) and Circular Letters for his/her own reference (not for other candidates) in the examinations:
  - a) Lifts and Escalators Ordinance (Chapter 618);
  - b) Code of Practice on the Design and Construction of Lifts and Escalators;
  - c) Code of Practice for Lift Works and Escalator Works;
  - d) Relevant International Standards (e.g. EN81 / EN115);
  - e) Factories and Industrial Undertakings (Goods Lifts) Regulations (Chapter 59O) and Code of Practice for Safety at Work (Lift and Escalator) issued by the Labour Department;
  - f) Code of Practice on Building Works for Lifts and Escalators, relevant parts of Code of Practice for Fire Safety in Buildings and Design Manual - Barrier Free Access issued by the Building Authority; and
  - g) Guidelines on Safety of Lift Shaft Works issued by the Construction Industry Council.

Only clean legal copies of the above-mentioned materials are allowed. Written notes, additional printed text or any other paper/notes stapled or added to the clean legal copies are not allowed. However, key words or phrases can be highlighted or underlined and small tabs may be used. Any kind of “model answers”, sample answers or similar will not be allowed. Candidate, if found to bring in any unauthorized materials, will be disqualified at the judgement of the Chief Invigilator. The unauthorized material (if found) will be collected by the Chief Invigilator and returned to the candidate after making a copy.

11. Only calculators on the Approved Calculators List are allowed to use during examination. Please refer to the Approved Calculators List at “FAQs” on the PEAK Exam Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)). Calculators brought into the examination venue are subject to inspection. It is the candidate’s responsibility to ensure his/her calculator meets the requirements and operates satisfactorily. Candidates shall make sure that the jacket of the calculator does not contain any paper or the card with standard formula list provided by the manufacturer. No help can be expected from the Chief Invigilator or invigilator should the calculators fail to function properly for any reason and no allowance will be given for any mistakes arising from calculator malfunctioning.
12. Candidates must present themselves for the examination decently dressed. The Chief Invigilator will refuse to admit any candidate who is not properly dressed.
13. Candidates are NOT allowed to use any communication/electronic devices for any purposes (except authorised calculators) during the examination. Electronic devices refer 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.
14. Candidates are required to switch off all communication/electronic devices (include but not limited to the devices listed in para. 13 above) including the alarm function, as well as devices which produce sound of any kind, such as alarm watches, BEFORE entering the examination venue. Invigilators may check the devices at the entrance of the examination venue. If candidates are found to have any electronic/communication device (including a mobile phone) switched on, or the mobile phone or the alarm rings during an examination, mobile phone/article emits any sound during the examination, candidates may receive mark penalties or even the scores in the examination may be forfeited. The device may be confiscated by the Chief Invigilator or invigilator who will ask the candidates to show the communication or viewing logs or any stored information/images and note down the relevant information for further investigation by the PEAK Exam Centre. If candidates refuse to cooperate, the Chief Invigilator will record this in the report to the PEAK Exam Centre. 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.
15. All personal items including any bags, textbooks, notes, dictionaries, electronic diaries and any other electronic devices, study materials must be placed under candidates’ chair or in the designated area assigned by the Chief Invigilator/invigilator. The EMSD and the PEAK Exam Centre will not be responsible for any loss, theft or damage of personal property of candidates during the examination.

16. Candidates shall make sure that unauthorised items such as notes, books and all kinds of electronic devices (e.g. tablets, PDA, mobile phones, Bluetooth headsets, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile application installed or wireless technologies supported, portable computers, other wearable technologies with communication or data storage functions, etc.) are taken out from candidates' pockets. If these articles are found in the candidates' pocket/on candidates' body during the examination, candidates may receive mark penalties or even the scores in the examination may be forfeited.
17. In general, no consideration will be given to candidates' claims of performance being affected by any of the following factors:
  - a) Normal background noise at examination venue (e.g. from outside vehicles, normal institution activities, coughing and sniffing of neighbouring candidates, candidates entering and leaving the examination venue etc. during an examination).
  - b) Unsuitable room temperature – Candidates are advised to bring an overcoat to the examination venue. Subject to the actual weather conditions, the examination venue may decide whether to adjust the air-conditioners settings.
  - c) Change of seat – If the reported undesirable condition at the examination venue may be rectified or improved by a seat change, the Chief Invigilator may, upon the candidate's request, arrange a seat change if the need is genuine and a spare seat is available at the venue. In any case, no extra examination time will be given with regard to any change of seat.

**B. During the Examination**

18. The announcements made by the Chief Invigilator will be made in English during the examination.
19. Candidate No. and Seat No. should be written on the cover of answer book. Candidates should NOT write any identification data (such as name, identification document number, etc.) on anywhere of the answer book. Any candidate found doing so, the scores in the examination may be forfeited.
20. Admission Form and identification document should be placed at the top right hand corner of the desk for inspection by the invigilators throughout the examination. Candidates must NOT mark the Admission Form with any writing or drawing, otherwise the Admission Form may be confiscated and the scores in the examination may be forfeited. Impostor, if found, will be handed to the Hong Kong Police Force. The candidate's scores in the examination will be forfeited and the candidate will no longer be allowed to sit any of the examinations organised by the EMSD or agencies commissioned by the EMSD.
21. Candidates must NOT turn over the pages of the question book and must NOT start working until they are instructed to do so. Otherwise, candidates risk mark penalties.

22. Candidates should not communicate or attempt to communicate with any person inside or outside the examination venue during examination by whatever means.
23. Candidates should write or do rough work on question books and answer books or authorized papers.
24. Candidates must NOT take away or attempt to take away from the examination venue any examination materials, such as question books or answer books, by whatever means. Any candidate found doing so, the scores in the examination may be forfeited.
25. Candidates are NOT allowed to remove or tear off any sheets from the question book/answer book or the scores in the examination may be forfeited.
26. Candidates must not leave the answer book in such a position that other candidates can see their answers; and must not see or copy the answers from other candidates.
27. Candidates are NOT allowed to take photographs, audio-record or video-record inside the examination venue or display the photos and recordings electronically.
28. Candidates may leave the examination venue 30 minutes after the start and 30 minutes before the end of the examination. Any candidate wishing to leave early should raise a hand to summon an invigilator. Disobeying the above may result in mark penalties or even the scores in the examination may be forfeited.
29. Invigilators will not answer any inquires relating to the examination questions. Candidates are expected to use their own interpretations and make their assumptions on the examination questions.
30. Drinking, eating and smoking are not allowed in the examination venue.
31. Candidates who misbehave or act maliciously in such a way that they upset the conduct of the examination or fail to follow the instruction of the invigilators in the examination may result in mark penalties or even the scores in the examination may be forfeited.
32. If candidates need assistance during the examination, candidates should raise their hand to alert the invigilators and they may come to candidates as soon as possible. Please note that the invigilators may not be able to attend to candidates' request immediately.
33. When the announcement: "Time is up" is made, candidates must follow it promptly. They are not allowed to work on the answer book including using a correction fluid/eraser after the "Time is up" announcement. If candidates are still working on the answer book, or holding their stationeries, the scores in the examination may be

forfeited. If at that time candidates discover that they have not filled in their Candidate No. and/or Seat No., they shall wait until an invigilator is near their seat and ask for the permission to fill in the relevant information. If candidates make any changes on their answer book without permission, the Chief Invigilator may assume candidates are trying to change an answer, and this may lead to mark penalties or even the scores in the examination may be forfeited.

34. Candidates who disturb other candidates by making noise or performing other acts during the examination may be relocated to another seat by the Chief Invigilator/invigilator. Candidates are required to follow the instructions from the Chief Invigilator/invigilator.

#### C. After the Examination

35. Examination materials including question books and answer books will be collected by invigilators at the end of the examination. Candidates cannot take away from the examination venue any examination materials.
36. Candidates must hand in their answer book with their Candidate No. and Seat No. filled in, even if no work has been attempted.
37. At the end of the examination, candidates should follow the instructions of the Chief Invigilator in leaving the examination venue in batches, so as not to crowd the exits.
38. All question books will be destroyed right after the examination.

#### D. Others

39. Candidates have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with.
40. The PEAK Exam Centre will not accept any claims from candidates for being misinformed by others (including invigilation personnel) as an excuse for exemption from penalty for any breach of the regulations.
41. Cheating or acting dishonestly during the examination may lead to permanent banning from the examination and/or criminal prosecution.
42. Parking facilities will not be provided for candidates at the examination venue.
43. Candidates should not enter the offices or classrooms in the examination venue without permission.
44. Examination venue may be under 24-hour CCTV surveillance for security purposes. The CCTV footage at the examination venue is owned by the venue owner. No third parties are allowed to access to the CCTV footage under any circumstance.

45. Candidates must strictly abide by the rules of venue set by venue provider and must not maliciously damage the property of the venue.

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