

**Pleasure Vessel Operator Grade 2 Certificate of Competency  
Examination**

**Examination Handbook**

**PEAK Examination Centre  
Vocational Training Council**

June 2025

# **Handbook for Pleasure Vessel Operator Grade 2 Certificate of Competency Examination**

## **1. Introduction**

- 1.1. Every individual who has passed both Part A and Part B of the Pleasure Vessel Operator Grade 2 Certificate of Competency Examination (“the Examination”) within 2 years could apply for the Pleasure Vessel Operator Grade 2 Certificate (“PVOC2”) from the Marine Department (“MD”) subject to the fulfilment of all other applicable certification requirements stipulated in the Examination Rules for Pleasure Vessel Operator Certificate of Competency (“the Examination Rules”) of the MD.
- 1.2. The Institute of Professional Education And Knowledge (“PEAK”) of the Vocational Training Council (“VTC”) has been appointed by the MD as the examination body for the Examination. This is administered by the PEAK Examination Centre of the VTC (“PEAK Exam Centre”).
- 1.3. This Examination Handbook provides information of the requirements, format, structure, assessment, registration procedures and regulations of the Examination. Candidates should read this Examination Handbook, the Examination Rules ([https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/examrules\\_pl oc.pdf](https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/examrules_pl oc.pdf)) and Merchant Shipping (Local Vessels)(Local Certificates of Competency) Rules (“the COC Rules”) (<https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/cocrules.pdf>) of the MD for the examination and certification requirements before registration for the Examination.

## **2. Examination**

### **2.1. Structure**

The Examination consists of following parts:

- Part A: Navigation, Seamanship and Safety
- Part B: Engineering Knowledge

### **2.2. Syllabus**

Syllabus of the Examination is stipulated in Chapter 7 of the Examination Rules of the MD

([https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/examrules\\_pl oc.pdf](https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/examrules_pl oc.pdf)).

### 2.3. **Format**

2.3.1. The Examination is in the format of multiple-choice questions. Sample questions can be found on the MD website ([www.mardep.gov.hk](http://www.mardep.gov.hk)).

2.3.2. Examination time and number of questions are as per the following table.

Examination Part	Examination Time	Number of Questions
Part A	45 minutes	40
Part B	45 minutes	40

2.3.3. The examination questions are presented in English, Traditional Chinese or Simplified Chinese.

2.3.4. All examination questions are compulsory and carry the same mark.

2.3.5. The Examination is carried out through computer-based mode. Candidates are advised to familiarize with the examination format and operations. A “System Demonstration – Online Tutorial” is available on the PEAK Exam Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)). The PEAK Exam Centre will not be responsible for any disputes and consequences resulting from the commands incorrectly inputted by the candidates. Candidates should follow the instructions from the invigilators and input the required information for logging in the examination system by themselves. Invigilators will not input the information for candidates.

2.3.6. Candidates who claim to be illiterate may at the discretion of the MD be allowed, on presenting evidence in the form of a letter from an employer or other acceptable evidence of their illiteracy. The examination is conducted by the MD with audio assistance.

2.3.7. Similarly, if candidates consider that they are proficient in oral English but not in English script, they may be allowed to take the Examination with audio assistance by the MD.

2.3.8. Candidates opting for an examination with audio assistance as per the above two paragraphs shall submit their application for examination to the MD directly for their discretion.

### 2.4. **Grading and Examination Results**

2.4.1. Examination results are graded as either PASS or FAIL and the examination scores. The pass mark is 60%.

2.4.2. The examination questions and the corresponding correct answers will not be disclosed in any case.

- 2.4.3. Candidates who are not able to attend the examination for whatever reason are regarded as “ABSENT” (including those candidates who are late for more than 10 minutes after the start of the examination). Absentees will not be re-scheduled to another examination session and the fees paid are not refundable or transferable.
- 2.4.4. Re-schedule will only be allowed in exceptional circumstances and subject to the approval of the PEAK Exam Centre. Candidates should request in writing to the PEAK Exam Centre within one month of the scheduled examination date and produce a medical certificate issued by a registered medical practitioner certifying their inability to attend the Examination or present evidences proofing their absences from the Examination due to circumstances which were beyond their control. Late applications will NOT be entertained. Only ONE reschedule arrangement of an examination will be permitted.

### **3. Examination Fee**

- 3.1. The examination fees are:
- Part A: HK\$550
  - Part B: HK\$550
- 3.2. All fees paid are not refundable or transferable except where the candidates cannot be arranged to sit for one of their chosen examination sessions.
- 3.3. Fees may be subject to revision as required.

### **4. Registration**

#### **4.1. Examination Schedule**

- 4.1.1. Examinations for Part A and Part B are being held regularly.
- 4.1.2. The frequency of examination is subject to demand.
- 4.1.3. Weekly examination schedule will be promulgated at 9 a.m. on the 1st working day of the preceding four weeks through the PEAK Exam Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)) and Online Registration System ([www.vtc.edu.hk/cpdc/eonline/md](http://www.vtc.edu.hk/cpdc/eonline/md)).
- 4.1.4. The examination sessions available for registration by post are made available in the examination schedule at the PEAK Exam Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)) and are updated hourly.
- 4.1.5. The examination sessions and number of seats available for online registration are made available in the Online Registration System ([www.vtc.edu.hk/cpdc/eonline/md](http://www.vtc.edu.hk/cpdc/eonline/md)) and are updated instantly.

## 4.2. Entries

- 4.2.1. The Examination is open to public who are at least 18 years of age when applying for the Examination only.
- 4.2.2. Before registration, candidates should ensure that they satisfy all the eligibility criteria for the examination and certification, including all documentary proof required. The PEAK Exam Centre has no obligation to verify and/or inform candidates whether they satisfy the issuance of PVOC2 requirements. Details concerning the examination and certification requirements may be found on the MD website ([www.mardep.gov.hk](http://www.mardep.gov.hk)) and the Examination Rules of the MD at [https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/examrules\\_ploc.pdf](https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/examrules_ploc.pdf).
- 4.2.3. Candidates should not register for the examination if they are being prohibited from sitting for re-examination for contravention (including those candidates who are not allowed to sit the examination by the MD or the PEAK Exam Centre). The PEAK Exam Centre has no obligation to verify and/or inform candidates whether they are still in the prohibition period. Otherwise, candidates will not be allowed to take the examination even if they have registered for the examination, and any fees paid will not be refunded; or candidates will be regarded as having failed the examination even if they have sat for the examination.
- 4.2.4. Candidates should submit their application forms to the PEAK Exam Centre by post or via the Online Registration System ([www.vtc.edu.hk/cpdc/eonline/md](http://www.vtc.edu.hk/cpdc/eonline/md)) on or before the cut-off date for registration. Late submission will NOT be accepted.
- 4.2.5. Candidates may take Part A and Part B separately and register for more than one session of each Part. If candidates have passed only one Part (i.e. Part A or Part B), they should pass the remaining Part within two years after the date of passing the Part to apply for the PVOC2. Candidates do not need to take the Part if they had already passed within previous two years from new examination date.
- 4.2.6. All examination seats are allocated on a first-come-first-served basis. Incomplete applications or application received without payment will NOT be processed.
- 4.2.7. Once the registration is accepted, any requests for re-scheduling and/or cancellation will not be entertained, unless there are exceptional circumstances subject to the approval of the PEAK Exam Centre.
- 4.2.8. Fees paid are not refundable or transferable.

## **5. Registration Procedures**

### **5.1. Registration by Post**

- 5.1.1. Candidates can obtain Application Form and Examination Handbook at the enrolment counter of the PEAK Exam Centre or download the documents from the PEAK Exam Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)).
- 5.1.2. Examination Date and Time can be referred to the examination schedule at the PEAK Exam Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)). Candidates may have three choices of examination sessions in order of priority for each Part they sit for by specifying the respective Examination Date and Time in the application form. However, candidates should consider the three choices carefully as NO change is permitted.
- 5.1.3. Completed forms, together with a photocopy of the candidate's valid HKID Card / Passport and a crossed cheque or a cashier's order (one cheque for one application form) for the proper amount of examination fee payable to "Vocational Training Council" should be sent by post to the PEAK Exam Centre. Otherwise, they will NOT be processed.
- 5.1.4. The PEAK Exam Centre will arrange the candidates to sit for an examination session according to the order of priority specified in the application forms. However, since there are limited seats of each examination session, candidates' preferences of examination session may not always be met. Candidates will receive a notification from the PEAK Exam Centre by phone if the examination sessions chosen are already full. Subject to the agreement of the candidates, they will be arranged to sit for an examination session which differs from their original choices. The PEAK Exam Centre reserves the right to allocate candidates to designated examination sessions.
- 5.1.5. Final registered examination session will be notified through a SMS to candidate. Receipt and Admission Form will be issued to the candidate by post after clearing of the cheque.
- 5.1.6. Candidates should contact the PEAK Exam Centre if they do not receive any SMS nor phone call from the PEAK Exam Centre seven working days after posting of the application forms.
- 5.1.7. Only applications received before cut-off date of the examination session will be processed. Cut-off date is 10 working days before examination.
- 5.1.8. 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.
- 5.1.9. To safeguard against any possible loss or delay in mail, candidates are advised to send in their application forms by post in good time.

## **5.2. Registration Online**

- 5.2.1. Candidates should select the examination session(s) and provide personal particulars in the Online Registration System ([www.vtc.edu.hk/cpdc/eonline/md](http://www.vtc.edu.hk/cpdc/eonline/md)). The personal particulars provided should be accurate and the same as those printed on the Hong Kong Identity Card or Passport.
  - 5.2.2. Candidates should pay the examination fee by Visa, Master or UnionPay Card in the Online Registration System.
  - 5.2.3. Online registration procedures should be completed within 20 minutes. Otherwise, the selected examination session(s) will be released and the registration procedures have to start all over again.
  - 5.2.4. If the registration is accepted, Admission Form and Receipt will be sent to the email address provided by the candidates after completion of the application. If the registration is not accepted, candidates will receive a notification from the PEAK Exam Centre by phone or by email not later than two working days of the registration, excluding the date of registration, and the fees paid will be refunded.
  - 5.2.5. For the operations of the Online Registration System, please refer to the Online Enrolment Instructions at [www.vtc.edu.hk/cpdc/eonline/md](http://www.vtc.edu.hk/cpdc/eonline/md).
  - 5.2.6. Cut-off date is three working days before examination.
- 5.3. Registration methods and cut-off dates mentioned above may be subject to change where necessary.

## **6. Admission Form**

- 6.1. Candidates will receive an Admission Form by post (for registration by post) or by email (for registration online). If candidates do not receive the Admission Form two working days before the examination, they should contact the PEAK Exam Centre.
- 6.2. The Admission Form contains information including the Candidate's Name, Examination Session Code, Examination Date, Time and Venue. Candidates should present themselves for examination on the specified date, at the specified time and examination venue.
- 6.3. Candidates should notify the PEAK Exam Centre at least two working days before the examination if amendments in the personal particulars are required. Otherwise, candidates will not be able to log in the examination system and time will be wasted. NO extra time will be given for this situation.

## **7. Receipt and Reissuance of Receipt**

- 7.1. Candidates will receive a Receipt, together with Admission Form, by post (for registration by post) or by email (for registration online). If candidates do not receive the receipt because of the incorrect / invalid address or email address, it will be regarded as loss of receipt.
- 7.2. Candidates may request a re-issued copy of the receipt in writing or in person providing their contact telephone numbers, a copy of the Hong Kong Identity Card or Passport, information on reissued receipt, and postal address if returned by mail. The charge is HK\$10 per receipt.
- 7.3. For postal application, candidates should enclose a crossed cheque or cashier's order for the proper amount of re-issuance fee payable to "Vocational Training Council".
- 7.4. 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 re-issued copy of the receipt can be sent to candidates by post. The PEAK Exam Centre will not be responsible for the loss of the reissued copy of receipt sent by post.
- 7.5. The uncollected reissued receipt(s) will be disposed of one year after the application date.

## **8. Computer or System Breakdown**

Candidates' results will be invalid if there is a technical breakdown caused by whatever reason during the examination. 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 examination 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.

## **9. Examination Regulations and Disqualification**

- 9.1. Candidates should read carefully the Regulations of the Examination at Appendix I of this Examination Handbook and the Examination Rules of the MD. Candidates who fail to observe any of these regulations will not be allowed to take the Examination for a period as may be decided by the MD or the PEAK Exam Centre.
- 9.2. If a candidate is found breaching the Regulations of the Examination in the examination, he/she will be regarded as having failed the Examination and will not be allowed to present himself/herself for the Examination for a period of 12 months from the date of examination.



- 9.3. If a candidate breaches the Regulations of the Examination in the examination on more than one occasion, he/she will be regarded as having failed the Examination and will not be allowed to present himself/herself for the Examination for 24 months from the last contravention.
- 9.4. 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. The PEAK Exam Centre would also report the incident to the Hong Kong Police Force, and/or any law enforcement bodies, if necessary.
- 9.5. The PEAK Exam Centre will report to the MD any disqualification cases in respect of the Examination.

## **10. Release of Examination Results and Reissuance of Result Slips**

- 10.1. Examination results will be shown on the computer screen immediately after completion of the examination. Candidates must inform the invigilators before they submit the answers. The invigilators will guide the candidates to submit the answers and record the results for candidates' confirmation and signature. The on-screen examination result is for reference only and is subject to the result printed on the Result Slip.
- 10.2. Candidates can download and print the Result Slips in the "Exam Result Checking" system on the PEAK Exam Centre website ([www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)) 1 hour after each examination. Hard copy of the Result Slips will not be provided.
- 10.3. The examination results and Result Slips will be available in the "Exam Result Checking" system for three months after the date of examination. After three months of the examination, candidates are required to apply for re-issuance of the Result Slips.
- 10.4. Candidates who do not agree to having their results and Result Slips available on the PEAK Exam Centre website must inform the PEAK Exam Centre in writing by email to [cpdc@vtc.edu.hk](mailto:cpdc@vtc.edu.hk) at least three full working days before the date of examination for sending the hard copy of the Result Slips to their local postal addresses. Candidates should provide their name, Hong Kong Identity Card or Passport number, date of examination, examination part, contact telephone number and local postal address in the email. Late notifications will not be entertained. Their Result Slips will then be sent to the candidates' local postal addresses by surface post within 7 full working days after the date of examination. If the Result Slips were lost in the post, candidates are required to apply for reissuance.
- 10.5. By virtue of confidentiality, the examination results will not be disclosed by phone, facsimile or email.

- 10.6. List of candidates who registered the Examination (including Hong Kong Identity Card or Passport number) will be sent to the MD with examination details for certification purpose.
- 10.7. Reissuance of Result Slips
  - 10.7.1. Candidates may request a reissued copy of the Result Slip in writing together with their contact telephone numbers and a copy of the Hong Kong Identity Card or Passport to the PEAK Exam Centre by post or in person starting from three months after the examination until within two years of the examination.
  - 10.7.2. The application for the reissuance of copy is free of charge. The PEAK Exam Centre will contact the candidates by phone seven working days after receipt of the application (excluding the application date) to collect the Result Slip in person. The uncollected re-issued copy of the Result Slips will be disposed of one month after the application date.

## **11. Re-marking of the Examination Papers**

- 11.1. Candidates who are not satisfied with their examination results may, within 30 days after the date of examination, request in writing to the PEAK Exam Centre for re-marking of the examination papers.
- 11.2. Candidates submitting such request would have to enclose a crossed cheque or cashier's order for HK\$550 payable to "Vocational Training Council" as a fee for re-marking of each examination paper.
- 11.3. All re-marking fees are non-transferable and non-refundable. However, if the original examination result is found incorrect after the re-marking, the re-marking fee will be refunded to the candidate concerned.
- 11.4. All re-marking applications will be kept confidential.
- 11.5. The result will be sent to the candidates concerned in writing within 1 month of the receipt of the re-marking request.
- 11.6. Candidates will only be notified of the final grade (i.e. PASS or FAIL) and the examination scores. The result of the re-marking is final. The PEAK Exam Centre will not disclose the examination questions and the corresponding correct answers in any case.

## **12. Application for Issuing of Certificates**

- 12.1. Candidates are required to apply for issuing of Certificates by providing documentary evidence directly to the MD. The application can be made in person, by eBS or by post.

- 12.2. Candidates are eligible for the issue of a Pleasure Vessel Operator Grade 2 Certificate of Competency if they:
- (a) are at least 18 years of age when applying for the Examination;
  - (b) have passed both Part A and Part B of the Examination within two years, unless otherwise exempted;
  - (c) have attained the required eyesight standard and medically fit for operating a local vessel;
  - (d) satisfy all the requirements stipulated under section 3.1 of the Examination Rules of the MD; and
  - (e) do not suffer from any physical handicap, or have declared and assessed by the MD as stipulated under section 5.10 of the Examination Rules of the MD.
- 12.3. Application for certificates, enquiries on the certification requirement and examination exemption should be made to:
- Address: River Trade and Local Examination Section  
Marine Department  
3/F Harbour Building, 38 Pier Road, Central, Hong Kong
- Hotline: 2852 4895
- Email: [local\\_crt@mardep.gov.hk](mailto:local_crt@mardep.gov.hk)
- Website: [www.mardep.gov.hk](http://www.mardep.gov.hk)

### **13. Examination Guidebook**

The MD has published the Pleasure Vessel Operator Grade 2 Certificate of Competency Examination Guidebook to facilitate candidates understanding on the deck and engineering knowledge required for the Examination. The Examination Guidebook can be downloaded at [https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/pvoc\\_guide.pdf](https://www.mardep.gov.hk/filemanager/en/share/pub-services/pdf/pvoc_guide.pdf).

### **14. Notice on Personal Data (Privacy) Ordinance**

- 14.1. Candidates should read the notice relating to the Personal Data (Privacy) Ordinance at Appendix II of this Examination Handbook in understanding their rights and obligations regarding the supply of their personal data to the PEAK Exam Centre and the manner in which the PEAK Exam Centre may use or deal with such data for their examination applications.
- 14.2. Candidates who apply to sit for the Examination should read the Notes on Personal Information Collection in Connection with the Pleasure Vessel Operator Grade 2 Certificate of Competency Examination and confirm the Consent in the Online Registration System or sign the Consent in the application form when they register for the Examination.

### **15. Disclaimer**

The MD or 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 MD or the PEAK Exam Centre. Fees paid are not refundable or transferable.

## 16. Enquiries

Enquiries may be directed to the PEAK Exam Centre:

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

Office Hour: 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 and in the PEAK Exam Centre.*

Hotline: 2919 1467 / 2919 1468 / 2919 1478

Enquiry Hotline Hour: 9:00 a.m. – 5:15 p.m. from Monday to Friday

9:00 a.m. – 12:00 noon on Saturday

Fax: 2574 0213

Email: [cpdc@vtc.edu.hk](mailto:cpdc@vtc.edu.hk)

Website: [www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc)

Online Registration System: [www.vtc.edu.hk/cpdc/eonline/md](http://www.vtc.edu.hk/cpdc/eonline/md)

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

PEAK Examination Centre, Vocational Training Council  
June 2025

**Regulations of the**  
**Pleasure Vessel Operator Grade 2 Certificate of Competency Examination**

**A. General Rules**

1. Candidates shall only be allowed to attend an examination on the designated date, time and 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 and valid Hong Kong Identity Card<sup>1</sup> 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 examination. 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 examination 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 examination venue late for more than 10 minutes after the start of the examination for whatever reason or are still in the prohibition period (including those candidates who are not allowed to sit the examination by the MD or the PEAK Exam Centre) will not be allowed to take the examination and the examination fee paid will not be refunded. They will be regarded as having failed the examination even if they have sat for the examination.
6. Calculators brought into the examination venue are subject to inspection. Non-programmable electronic calculators (without cover) may be used in examination, provided that the calculators are battery-powered, silent in operation and with neither print-out nor graphic/word display functions. Please refer to the Approved Calculators List at “FAQs” on the PEAK Exam Centre Website ([www.vtc.edu.hk/cpdc/doc/ApprovedCalculators](http://www.vtc.edu.hk/cpdc/doc/ApprovedCalculators)). Calculators on the Approved Calculators List can only be allowed to use during examination.
7. Candidates are NOT allowed to use any communication/electronic devices during the examination. Electronic devices include but not limited to mobile phones, tablets, Bluetooth headphones/headsets, camera devices/equipment, electronic dictionaries,

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<sup>1</sup> 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.

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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.

8. Candidates are required to switch off all communication/electronic devices (include but not limited to the devices listed in Rule number 7 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 will check the devices at the entrance of the examination venue.
9. Candidates should only write or do rough work on draft papers provided by the invigilator. They should bring their own pencils, erasers, rulers, protractors and permitted calculators for the examination.
10. Candidates who are not able to attend the examination for whatever reason are regarded as “ABSENT” (including those who are late for more than 10 minutes after the start of the examination). Absentees will not be re-scheduled to another examination session and the fees paid are not refundable. For the candidates who arrive at the examination venue within 10 minutes after the start of the examination, their examination time will not be extended.
11. Candidates 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 examination, candidates must listen to the Chief Invigilator’s announcement. With the Chief Invigilator’s instruction, the candidates log in the examination system. The Chief Invigilator will announce the start of the examination after the login is completed (normally within one minute).
12. After the examination has been in progress for more than 20 minutes, candidates may request to leave the examination venue with the approval of the invigilator.
13. The PEAK Exam Centre will not be responsible for any loss, theft or damage of personal property of candidates during the examination.
14. 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 examination.
15. Drinking, eating and smoking are not allowed in the examination venue.
16. Candidates should raise their hands to seek the invigilator’s assistance if they encounter any problems during the examination.
17. At the end of the examination, candidates should remain silent and seated until the invigilators announce that they could leave the examination venue.

**B. Disqualification**

A candidate may be disqualified from the Examination and is prohibited from sitting for the re-examination if he/she contravenes any of the following misbehavior for a period as may be decided by the MD or the PEAK Exam Centre, or 12 months from the date of examination for an initial breach and 24 months from the last contravention for further breaches. Candidate should not register for the examination if he/she is in the prohibition period.

1. obtain access to the examination paper or part thereof prior to the examination through any unlawful means;
2. use other person's name to attend the examination, 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. refer to any unauthorized materials related to the subject of that examination session during examination;
4. observe and note the work of another candidate or allow his/her work to be copied by the other candidates;
5. give assistance or information to another person;
6. accept assistance or information from another person;
7. take away or attempt to take away from the examination venue any examination materials, such as examination questions and answers by whatever means;
8. take 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.)
9. possess prohibited materials/devices of all sorts on his/her examination desk on his/her person or within his/her reach;
10. communicate or attempt to communicate with any person inside or outside the examination venue during examination by whatever means;
11. use electronic devices for any purposes, including but not limited to access the internet/email/SMS/WhatsApp/any instant messaging applications during examination;
12. write anything or do rough work on the materials other than the materials provided by the invigilator;
13. leave the examination venue without permission or during non-permitted time period in the examination;

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14. start working before he/she is instructed to do so or continue working after “stop writing/the end of the examination” announcement is made;
15. misbehave or act maliciously in such a way that he/she upsets the conduct of the examination;
16. have been guilty of insolence to the invigilators;
17. do not turn off his/her electronic devices including the alarm function and/or emit sound rings during examination;
18. damage or deface any examination documents or equipment provided;
19. fail to follow the instruction(s) of the invigilators, the Regulations of the Examination at Appendix I of this Examination Handbook or the Examination Rules of the MD in the examination; or
20. misbehave or act dishonestly during examination.

### **C. 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., examinations 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., examinations between 6:00 p.m. to 10:00 p.m. will be cancelled.
4. 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. The candidates will be notified of the new examination date and time 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.



### **Notice relating to the Personal Data (Privacy) Ordinance**

In view of the Personal Data (Privacy) Ordinance (“the Ordinance”), this notice is to help candidates understand their obligations and rights 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 registered as candidates for the Examination until six months after the date of the examination.
- (2) The PEAK Exam Centre may use the supplied personal data for the following purposes:-
  - a. administering the examination;
  - b. maintaining a candidate record;
  - c. releasing of examination results to candidates concerned;
  - d. posting of examination result on the PEAK Exam Centre website for the candidates’ own checking and downloading, unless expressly requested not to do so by the respective candidate in writing;
  - e. transferring candidates’ personal data and examination results to the MD;
  - f. reporting cases of disqualified candidates to the MD;
  - g. conducting research or statistical analysis;
  - h. transferring candidates’ personal data to the venue provider(s) for record of visits, if necessary; or
  - i. conducting other lawful purposes directly related to the above.
- (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, registration information, the answers submitted by candidates in the examination (which may contain their personal data) will be destroyed two months after the date of the examination concerned. Candidates’ examination results will be destroyed two years after the date of the examination 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](mailto:cpdc@vtc.edu.hk)