地 產 代 理 監 管 局
ESTATE AGENTS AUTHORITY

Estate Agents Qualifying Examination Entry Form (Paper-based Examination)

Unless otherwise specified, all information must be filled in. Completed forms together with the relevant documents MUST be submitted by surface mail to PEAK Examination Centre, Vocational Training Council, 1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong within the registration period. Otherwise, they will NOT be processed. Candidates should consider their choices of preferred examination district carefully as once selected, no change will be permitted. However, since examination venues and seats in a particular district are limited, candidates' preferences of examination district may not always be met.

Examination Session Code	Examination Fee	Question Language	Examination District		
	$900	☐ Chinese (中文) ☐ English	☐ HK Island	☐ Kowloon	☐ N.T.

Candidate Particulars

~ *Form should be written by black or blue ball pen in block letters. Please "✓" the appropriate boxes.*
~ *Name and identification document number provided must be the same as shown on the valid identification document (i.e., Hong Kong Identity Card, passport, PRC Resident Identity Card or Exit-entry Permit for Travelling to and from Hong Kong and Macao), the original of which has to be presented at the examination venue for identity verification.*

Name in English# _____ Salesperson's Licence No. (if any) S-_____

Valid Identification Document No.# _____ Name in Chinese# _____

Date of Birth (DD/MM/YYYY)	Complete and Valid Hong Kong Correspondence Address#
Gender ☐ Male ☐ Female	
Valid Hong Kong Mobile Tel. No.*	Email Address

Identification items to be printed on the Result Slip, please write legibly.

* Please provide your valid Hong Kong mobile no. to receive SMS text message(s) on qualifying examination (including important notice such as successful registration and examination cancellation) from the Estate Agents Authority ("EAA") or PEAK Examination Centre ("PEAK Exam Centre").

Registration / Others	Document Enclosed/Presented	Registration Cut-off Date (Please check the PEAK Exam Centre's website for actual cut-off date)
Registration by post	Enclose a photocopy of your valid Identification Document (for passport, the page with your photograph)	3 weeks before the examination or when all seats have been taken (whichever is the earlier)
Changing question language (Administration fee payable)	----	Up to 2 weeks before the examination

Examination Results

Save and except hereinafter mentioned, Result Slips will be mailed out by surface mail by the PEAK Exam Centre on the 14th working day after the examination ("Result Release Date") to candidates who have provided their complete and valid Hong Kong correspondence addresses. Candidates who do not receive their Results Slips by surface mail 3 working days after the Result Release Date should contact the PEAK Exam Centre. Normally for candidates who failed to provide their complete Hong Kong correspondence addresses, their Result Slips will not be posted and they must collect their Result Slips in person at the PEAK Exam Centre 3 working days after the Result Release Date. If a mailed Result Slip is returned by Hongkong Post due to invalid address provided by a candidate and no re-issued copy of that Result Slip has been applied for, the PEAK Exam Centre will try to call the relevant candidate, who must collect the Result Slip in person at the PEAK Exam Centre. All uncollected Result Slips will be destroyed two months after the Result Release Date.

Candidates who have not disagreed to posting their examination results online can check their results by logging on to www.vtc.edu.hk/cpdc within one month from the Result Release Date. For candidates who received mark penalty for breach of examination regulation, their marks will only be shown on their Result Slips. All results posted for checking on the abovementioned website are for reference only and are subject to the results printed on the Result Slips which shall be final and conclusive.

Please tick "Disagree" if you disagree to posting your examination result on the abovementioned website.

☐ Disagree

The following information is collected for statistical analysis and research relating to the qualifying examinations. Candidates may supply the data voluntarily.

Attempts at Qualifying Examinations

☐ First	☐ Fourth
☐ Second	☐ Fifth
☐ Third	☐ Sixth or above

Education Level

☐ F.5	☐ Post-secondary or University
☐ F.6 or F.7	☐ Post-graduate

Licensed estate agency work experience (if any)

Years	Months

(e.g. 3 Years 4 Months)

Current/Past Field of Work ~ *Please choose the most appropriate choice*

☐ Estate Agency Practitioner	☐ Insurance
☐ Estate Management	☐ Education & Social Services
☐ Architectural & Surveying	☐ Aviation
☐ Hotel, Food & Beverage	☐ Student
☐ Tourism	☐ Others Please indicate :
☐ Retail & Wholesale	
☐ Banking, Accounting & Investment	

Have you attended any examination preparatory courses?

☐ Yes	Courses provided by:
☐ No	☐ Self-study reference materials suggested by the EAA ☐ Others

Payment Method

~ Only cheque or cashier's order will be accepted. Send only one entry form and the related cheque or cashier's order per envelope.

☐ Cheque or Cashier's Order (*Payable to "Vocational Training Council")*

No. : _____ Bank : _____

Important Notice

1. Fees paid are neither refundable nor transferable to any other candidate or for another examination save in exceptional circumstances subject to the approval of the EAA.
2. Before registration, candidates should ensure that they satisfy all the licensing requirements, any documentary evidence requirements, and have read the *Application Procedure* and *Instructions to Candidates* supplied together with the Entry Forms.
3. A licence applicant must: (a) be at least 18 years of age; (b) have completed an education level of Form 5 of secondary education or its equivalent; (c) have passed the relevant qualifying examination within the 12 months prior to making the application; and (d) be considered a fit and proper person to hold a licence by the EAA.
4. In considering whether an applicant is a fit and proper person, the EAA will consider all relevant factors which include but are not limited to the applicant (a) being a bankrupt; (b) having made a composition or scheme of arrangement with creditors in the past 5 years; (c) having criminal conviction; and (d) being a mental patient. Please visit the EAA website for details: https://www.eaa.org.hk/en-us/Licensing/Licensing-requirements/Fit-and-proper-individual.
5. The examination result will only be valid for licence application purpose within 12 months of passing the examination.
6. Any person impersonating a candidate at examination (or aiding such act) will be prosecuted.
7. You should not register for this examination if you:
   (a) have passed an estate agents qualifying examination within the last 12 months from the date of registration and/or the date of the examination; or
   (b) are the holder of a valid estate agent's licence (individual) on the date of registration and/or the date of the examination; or
   (c) were the holder of an estate agent's licence (individual) which had not ceased to have effect (whether by reason of its expiration or otherwise) for more than 24 months on the date of registration and/or the date of the examination.

   Otherwise, you will be disqualified from this examination even if you have registered or sat for this examination, and any fees paid will not be refunded. Neither the EAA nor the PEAK Exam Centre has any obligation to verify and/or inform you whether you belong to the above categories. Hence, you should ensure that you do not belong to any of the aforesaid categories before registration.
8. Any requests for special examination arrangements must be made in writing to the EAA through the PEAK Exam Centre at least two weeks before the relevant examination, stating clearly the reasons and the special examination arrangement(s) needed, together with relevant supporting document(s) (e.g., medical certificate) for consideration. The EAA is not obliged to allow the request and may charge an administration fee for making the special examination arrangements. In any event, the EAA has sole discretion in the determination of such request and its decision shall be final.
9. **Candidates who take and pass a qualifying examination after 1 January 2025 will be subject to the EAA's mandatory learning requirement upon the grant of a licence using the result of such qualifying examination unless they are excluded from the first phase of the Mandatory Continuing Professional Development Scheme ("Phase 1 Mandatory Scheme"). Failure to comply with the mandatory learning requirement could affect a licensee's eligibility to renew a licence.**

Details concerning licensing requirements, educational qualification and persons who will be subject to the Phase 1 Mandatory Scheme may be found at www.eaa.org.hk. You may also contact the EAA through their hotline at 2111 2777 for enquiry.

Acceptance and Declaration

1. I acknowledge and agree that my personal data collected or generated during administration of the examination may be used by the PEAK Exam Centre and/or the EAA for the following purposes and/or in the following manner:
   (a) administering qualifying examinations and other directly related purposes including but not limited to the release of examination results, posting of examination results on the PEAK Exam Centre website for my own checking (unless I have expressly disagreed to such posting in writing);
   (b) disclosing or transferring my personal data and examination results to the EAA for monitoring purpose and/or the purposes of assisting the EAA to perform and discharge its functions;
   (c) conducting research or statistical analysis in an anonymous format in which the identities of candidates are not traceable;
   (d) disclosing or transferring my personal data to the venue provider(s) for record of visits, if necessary; and/or
   (e) conducting any other lawful activities with purposes directly related to the above.

   I understand that my failure to provide all necessary data may affect registration for and administration of the examination (including verification of my identity and/or processing and/or distribution of my examination results).

   Note: Candidates are entitled to request access to or to request the correction of any data provided, in the manner and subject to the limitations prescribed in the Personal Data (Privacy) Ordinance. Please read the "Notes on Personal Information Collection in Connection with Estate Agents / Salespersons Qualifying Examination" (www.peak.edu.hk/exam/en/doc/Notes_Privacy_en.pdf) issued by the PEAK Exam Centre for details or contact the PEAK Exam Centre (see contact details at the bottom of this page).

2. I accept that neither the EAA nor the PEAK Exam Centre will be responsible for any nonperformance of duties due to bad weather, an act of God, labour strike, natural disaster, governmental action or intervention, riot, or any other cause or circumstances not reasonably foreseeable and beyond the reasonable control of the EAA or the PEAK Exam Centre.
3. I confirm that I have read and agree to all the terms and conditions above and in the *Application Procedure* and *Instructions to Candidates*.
4. I declare that the information given above is correct and complete and that the documents provided by me in connection with this application are true copies.
5. I understand that if I knowingly supply false information or withhold any material information, the PEAK Exam Centre and /or the EAA shall have the right to deny this registration.

Date _____ **Candidate's Signature** _____

Name of Candidate _____ **Valid Identification Document No.** _____

The personal information provided in this Entry Form will be treated as confidential. The Entry Form and any document submitted together with it will be passed to the EAA for further action (including disposal and/or destruction) after 2 months from the Result Release Date of the examination.

Examination Enquiry and Registration

PEAK Examination Centre, Vocational Training Council
1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
Tel：2919 1467 / 2919 1468 / 2919 1478 E-mail : cpdc@vtc.edu.hk
Office Hours: (Closed on Sunday and Public Holidays)
Monday to Friday 9:00am – 5:15pm (hotline) / 7:30pm (counter) ♦ Saturday 9:00am – 12:00nn

(For Official Use Only)
Candidate No.:

地 產 代 理 監 管 局
ESTATE AGENTS AUTHORITY

NOTICE

Estate Agents/Salespersons Qualifying Examinations
Revision to the Level of Penalty
for Certain Breaches of Examination Regulations

Applicable to qualifying examinations scheduled to be held after **1 January 2022**, the level of penalty for the below breaches of examination regulations will be revised as follows:

	Type of breach	Revised penalty
(a)	Electronic device(s) not placed according to the prescribed instructions.	Deduction of : (i) 5 marks if the device is on; and (ii) 3 marks if the device is off.
(b)	Failure to produce valid original identification document for verification during examination but the identity of the candidate in question can be verified within the next working day.	Deduction of 5 marks.
(c)	Starting to work before being instructed to start or continuing to work after being told to stop at the end of the examination.	Deduction of 3 marks.
(d)	Attending the wrong examination venue to take the examination.	Deduction of 3 marks.

In addition, with respect to qualifying examinations scheduled to be held after **1 January 2022**, a new penalty will be added to the examination rules such that any candidate convicted of an offence involving a dishonest or fraudulent act in relation to any qualifying examinations organized by the Estate Agents Authority ("EAA") will be disqualified from the relevant examination and be prohibited from registering for any subsequent qualifying examination for a period of two years from the date of conviction.

A revised "Instructions to Candidates" will be published on the respective websites of the EAA and the Institute of Professional Education And Knowledge Examination Centre (PEAK Exam Centre) in or around mid-October 2021. Candidates who will be sitting for qualifying examinations after 1 January 2022 should refer to the abovementioned "Instructions to Candidates".

Estate Agents Authority
28 September 2021

地 產 代 理 監 管 局
ESTATE AGENTS AUTHORITY

NOTICE

Estate Agents/Salespersons Qualifying Examinations
Registration Restrictions
Applicable as from the registration of the April 2019 Qualifying Examination

Applicable as from the registration of the April 2019 qualifying examination, the following persons will not be allowed to register or sit for the respective qualifying examinations:

Estate Agents Qualifying Examination (EAQE)	Salespersons Qualifying Examination (SQE)
(i) A person who has passed an EAQE within the last 12 months from the date of registration and/or the date of the examination	(i) A person who has passed an EAQE and/or SQE within the last 12 months from the date of registration and/or the date of the examination
(ii) A person who is the holder of a valid estate agent's licence (individual) on the date of registration and/or the date of the examination	(ii) A person who is the holder of a valid estate agent's licence (individual) and/or a salesperson's licence on the date of registration and/or the date of the examination
(iii) A person who was the holder of an estate agent's licence (individual) which had not ceased to have effect (whether by reason of its expiration or otherwise) for more than 24 months on the date of registration and/or the date of the examination	(iii) A person who was the holder of an estate agent's licence (individual) or a salesperson's licence which had not ceased to have effect (whether by reason of its expiration or otherwise) for more than 24 months on the date of registration and/or the date of the examination
	(iv) A person who has registered or sat for an SQE which is to be or was held in the same month (i.e. a candidate may only sit for an SQE once each month)

Even if such persons have registered or sat for the respective qualifying examinations, they will be disqualified.

Estate Agents Authority
February 2019

地 產 代 理 監 管 局
ESTATE AGENTS AUTHORITY

重要提示

考生的身份證明文件

考生須攜帶准考證及有效的身份證明文件的正本應試。未能出示准考證及身分證明文件的考生可被拒絕進入試場。

考試期間，監考員會檢查考生的准考證及身份證明文件，以核實考生的身份。**考生出示的身份證明文件必須是其報名表上所填寫的身份證明文件。**

2019 年 2 月

Important Notice

Candidate's Identification Document

Candidates are required to bring their Admission Forms and valid original identification documents (hereinafter referred to as "ID Document") to the examination venue. Candidates who cannot show their Admission Forms and ID Documents may be refused to enter the examination venue.

During the examination, invigilators will check the candidate's Admission Form and the ID Document to verify the candidate's identity. **The ID Document presented must be the same as the one stated on the Entry Form.**

February 2019

ESTATE AGENTS AUTHORITY
Estate Agents Qualifying Examination /
Salespersons Qualifying Examination (Paper-based Examination)
Application Procedure

Examination Date and Time

1. Examination date(s) and time(s) are published on the respective websites of the PEAK Examination Centre, Vocational Training Council ("PEAK Exam Centre") and the Estate Agents Authority ("EAA").

Examination Fee

2. Examination fee: HK$900 (Estate Agents Qualifying Examination) / HK$650 (Salespersons Qualifying Examination).
3. Fees paid are neither refundable nor transferable to any other candidate or for another examination save in exceptional circumstances subject to the approval of the EAA.

Registration Methods

4. Two methods for registration:
   (a) Registration online
   - Candidates should register for themselves at the website of the PEAK Exam Centre (www.vtc.edu.hk/cpdc/econline/EAA) and pay the examination fee by credit card (Visa, Master or UnionPay).
   - Registration Commencement Date: 5 weeks before examination.
   - Registration Cut-off Date: 2 weeks before examination or when all examination seats have been filled, whichever is the earlier.

   (b) Registration by post
   - Send the completed Entry Form together with a photocopy of the candidate's valid identification document (i.e. Hong Kong Identity Card, passport, PRC Resident Identity Card or Exit-entry Permit for Travelling to and from Hong Kong and Macao) and a crossed cheque or a cashier's order for the relevant amount of examination fee payable to "Vocational Training Council" to the PEAK Exam Centre by surface mail. Submit early within the registration period to avoid postal delay and ensure that sufficient postage is paid to avoid unsuccessful delivery. The sender shall bear all consequences arising from insufficient postage.
   - The postmark date on the envelope shall be deemed the date of registration. Send only one Entry Form and the related cheque or cashier's order per envelope. Only applications with postmark dates within the registration period and received within the said period will be processed.
   - Registration Commencement Date: 5 weeks before examination.
   - Registration Cut-off Date: 3 weeks before examination or when all examination seats have been filled, whichever is the earlier.

   Candidates must input/provide their names and document numbers as stated in their valid identification documents, the original of which must be presented at the examination venue for identity verification. They must also provide a complete and valid Hong Kong correspondence address.
5. The above registration methods, commencement or cut-off dates for registration may be subject to change where necessary.

Preferred Examination District

6. Candidates may indicate their preferred district in the Entry Form or online registration form. Candidates should consider their choices carefully as once selected, no change of the preferred district is permitted. However, since examination venues or seats in a particular district are limited, candidates' preferences of examination district may not always be met. The address of the examination venue will be shown on the Admission Form. Candidates should find out where the examination venue is located before the examination.

Matters Regarding Registration

7. Examination seats are limited and are allocated on a first-come-first-served basis. For registration by post, **incomplete forms, forms without candidates' signature, forms without payment or without a photocopy of the candidate's valid identification document enclosed will not be processed. Any supplementary information submitted will not be processed.**
8. Once the registration is accepted, any requests for re-scheduling and/or cancellation will not be entertained.
9. Candidates who register online will receive a Receipt by email upon successful online payment. If the online registration is accepted, candidates will normally receive an Admission Form sent by email from the PEAK Exam Centre at least 2 working days after the date of registration, excluding the date of registration.
10. Candidates who register by post will normally receive an SMS text message from the PEAK Exam Centre within 4 working days upon receipt of registration documents, notifying them whether all the required registration documents and information have been received. If any registration document or information is outstanding, candidates must re-submit a full set of registration documents by surface mail within the registration period.

Any supplementary information submitted will not be processed.

11. Candidates who have submitted all the required registration documents and information by surface mail will normally receive another SMS text message from the PEAK Exam Centre 4 working days after the registration period, notifying them whether the registration is successful or not. Successful candidates will then receive a Receipt and Admission Form by surface mail at least 7 working days after receipt of the said SMS text message from the PEAK Exam Centre. Candidates should contact the PEAK Exam Centre if they do not receive any SMS text message from the PEAK Exam Centre 5 working days after the registration period.
12. Candidates should contact the PEAK Exam Centre if no Admission Form is received before the examination.

Special Examination Arrangements

13. (a) Up to two weeks before the relevant examination, candidates may apply in writing to the PEAK Exam Centre for "**Changing Question Language**" upon payment of an administration fee of HK$310.
    (b) Any other requests for special examination arrangements must also be made in writing to the EAA through the PEAK Exam Centre at least two weeks before the relevant examination, stating clearly the reasons and the special examination arrangement(s) needed, together with relevant supporting document(s) (e.g. medical certificate) for consideration. The EAA is not obliged to allow the request and may charge an administration fee for making the special examination arrangements. In any event, the EAA has sole discretion in the determination of such request and its decision shall be final.

Examination Handbook

14. The Examination Handbook (paper-based examination) can be downloaded from the website of the EAA or PEAK Exam Centre. Candidates should read the Examination Handbook carefully for it provides important information, such as the registration-related matters, examination format and syllabus, passing requirement, examination regulations, sample questions and answers for reference.

Examination Results

15. Save and except hereinafter mentioned, Result Slips will be mailed out by surface mail by the PEAK Exam Centre on the 14th working day after the examination ("Result Release Date") to candidates who have provided their complete and valid Hong Kong correspondence addresses. Candidates who do not receive their Result Slips by surface mail 3 working days after the Result Release Date should contact the PEAK Exam Centre. Normally for candidates who failed to provide their complete Hong Kong correspondence addresses, their Result Slips will not be posted and they must collect their Result Slips in person at the PEAK Exam Centre 3 working days after the Result Release Date. If a mailed Result Slip is returned by Hongkong Post due to invalid address provided by a candidate and no re-issued copy of that Result Slip has been applied for, the PEAK Exam Centre will try to call the relevant candidate, who must collect the Result Slip in person at the PEAK Exam Centre. All uncollected Result Slips will be destroyed two months after the Result Release Date.
16. Candidates who have not disagreed to posting their examination results online can check their results by logging on to www.vtc.edu.hk/cpdc within one month from the Result Release Date. The examination result (namely, Pass with Commendation / Pass / Fail / Absent / Disqualified) and the marks obtained in Parts I and II of the examination paper will be shown on the website of the PEAK Exam Centre. For candidates who received mark penalty for breach of examination regulation, their marks will only be shown on their Result Slips. No mark will be given for "Absent" and "Disqualified" candidates. All results posted for checking on the website of the PEAK Exam Centre are for reference only. They are subject to the results printed on the Result Slips which shall be final and conclusive.

Re-checking of Examination Result

17. A candidate may apply in person or by post to the PEAK Exam Centre for re-checking of his/her examination result within 14 days of the Result Release Date upon payment of a re-checking fee of HK$430 which must be made by a crossed cheque or cashier's order payable to "Vocational Training Council". The PEAK Exam Centre will re-check the candidate's answers and the candidate will be informed in writing of the result of re-checking. The fee for the re-checking is not refundable unless there is an upgrading of examination result after the re-checking. Please contact the PEAK Exam Centre for details.

For enquiries regarding registration, examination arrangement and release of examination results, please contact the PEAK Exam Centre.

PEAK Examination Centre, Vocational Training Council
Address: 1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
Tel.: 2919 1467 / 2919 1468 / 2919 1478
Website: www.vtc.edu.hk/cpdc ♦ E-mail: cpdc@vtc.edu.hk

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

Estate Agents Authority
Estate Agents Qualifying Examination / Salespersons Qualifying Examination (Paper-based Examination)
Instructions to Candidates

WARNINGS:

1. **IMPERSONATION AT AN EXAMINATION MAY LEAD TO DISQUALIFICATION FROM THE EXAMINATION AND/OR PROSECUTION FOR CRIMINAL OFFENCE(S).**

2. **ANY CANDIDATE CONVICTED OF AN OFFENCE INVOLVING A DISHONEST OR FRAUDULENT ACT IN RELATION TO ANY QUALIFYING EXAMINATION ORGANISED BY THE ESTATE AGENTS AUTHORITY ("EAA") WOULD BE DISQUALIFIED FROM THE RELEVANT EXAMINATION AND BE PROHIBITED FROM REGISTERING FOR ANY SUBSEQUENT QUALIFYING EXAMINATION FOR A PERIOD OF TWO YEARS FROM THE DATE OF THE CONVICTION.**

The following instructions must be carefully noted and observed in every detail.

A. Check your Admission Form before the Examination

1. Check carefully that the information printed on your Admission Form (i.e., name (English and Chinese), identification document (as defined below) number, date and time of the examination and question language) corresponds with that in your Entry Form. If you discover a discrepancy, you must make a written request to the PEAK Examination Centre, Vocational Training Council ("PEAK Exam Centre") (see address above) for amendment at least 1 week before the examination.

Note: **Fees paid are neither refundable nor transferable** to any other candidate or for another examination save in exceptional circumstances and subject to the approval of the EAA.

B. Instructions regarding Examination Venue Admission

1. You must take the examination at the examination venue specified on your Admission Form. Candidates who go to an examination venue other than the one stated on their Admission Form may not be allowed to take the examination. Even if you are admitted to take the examination, **3 marks will be deducted**. You may contact the PEAK Exam Centre to enquire about the location of the examination venue before the examination.
2. Arrive at the examination venue **15 minutes** before the examination time specified on your Admission Form.
3. Bring your original Admission Form and your original and valid identification document (i.e., Hong Kong Identity Card, passport, PRC Resident Identity Card or Exit-entry Permit for Travelling to and from Hong Kong and Macao) ("identification document") to the examination venue. **The identification document must be the one stated on your Entry Form.** The chief invigilator may refuse to admit a candidate who cannot show his/her Admission Form and his/her identification document. Even if you are admitted to take the examination and you can produce your original and valid identification document within the next working day after the examination, **5 marks will be deducted**. You will be **disqualified** if you fail to produce your original and valid identification document to verify your identity within the next working day after the examination. If you registered online, please print your Admission Form on blank A4-sized white paper and bring it to the examination.
4. Parking facilities will not be available at the examination venue.
5. Late Admission
   (a) If you arrive late but not more than 45 minutes after the designated start time of the examination as stated in the Admission Form, you will be admitted to the examination venue but no extra time will be given to you.
   (b) **You will not be admitted to the examination venue 45 minutes after the designated start time of the examination**, unless the chief invigilator determines otherwise.
   (c) Even if you are admitted to the examination venue 45 minutes after the designated start time of the examination, you will be **disqualified** from the examination and no mark for the examination will be given to you unless you satisfy the EAA that there are very exceptional circumstances justifying your lateness.

C. Instructions at the Examination Venue

1. You must occupy the seat assigned to you in accordance with *the seating plan displayed at the examination venue*.
2. You will be instructed to complete the required candidate information on the answer sheet. Invigilators will not complete the information for you. After completing the required information and before starting to read or work on the question book, you must put your Admission Form in a bag placed under your chair.
3. You must not start to read and/or work on the question book before being instructed to do so. Otherwise, **3 marks will be deducted**.
4. **You may not leave the examination venue during the first 90 minutes or during the last 30 minutes of the examination.** Otherwise, you will be **disqualified**.
5. If you wish to leave the examination venue during the permitted time, you must make sure that you have completed all the necessary details on your answer sheet and question book cover. Then, you should raise your hand to summon an invigilator to submit the examination materials. You may only leave the examination venue after obtaining the approval of the invigilator.
6. No writing instruments will be provided at the examination venue. Please bring the following items for the examination:
   - H.B. pencils
   - a soft eraser

- a pencil sharpener

7. Do not place any kind of bag on your desk.
8. You are not allowed to use any dictionary during the examination.
9. Handling of Personal Belongings/Unauthorised Articles
   You must put all your personal belongings in a bag. The bag must be properly closed and small enough to be placed under the chair or in an area assigned by the chief invigilator/invigilators before the examination begins. However, the PEAK Exam Centre will not be responsible for safekeeping your belongings. If you bring a pencil box into the examination venue, you must place the pencil(s) and soft eraser on your desk and put the pencil box under the chair. You will not be allowed to take out any articles from your bag during the examination. If you are found to possess any unauthorised articles including but not limited to books, dictionaries, notes, papers (including Admission Form), electronic devices, etc. that are not placed according to examination rules during the examination, you may be **disqualified** from the examination. If you are found to possess any kind of electronic devices (e.g., calculators, mobile phones, Bluetooth headphones/headsets, camera devices/equipment, electronic dictionaries, smart watches which support wireless technology or with mobile applications installed, smart glasses or other electronic devices which can store and/or display texts, record and/or play audio and/or video, etc.) that are not placed according to examination rules during the examination, even in the absence of any indication of cheating by you and regardless of whether any sound was emitted from it, (i) **3 marks will be deducted** if such electronic device is switched off; and (ii) **5 marks will be deducted** if such electronic device is switched on.
10. Switch off all mobile phones, Bluetooth headphones/headsets and other electronic devices, and ensure that no sound is emitted from these devices during the examination. Deactivate the alarm function before switching off your mobile phone and/or any electronic device.
11. Even if an electronic device is placed according to examination rules, should any sound be emitted from it during an examination, **2 marks will be deducted** for an initial breach and heavier sanction(s) will be imposed for further breaches.
12. You are not allowed to take photographs, audio-recording or video-recording inside the examination venue. Any photographs or recordings taken and their associated equipment would be taken away for further inspection and the photographs and/or recordings will be erased by the chief invigilator.
13. Environment of the Examination Venue
    (a) If there are any undesirable conditions at the examination venue, you should inform an invigilator of the same immediately. Since it is difficult to collect circumstantial evidence after the examination, no consideration will be given to candidates who do not report unsatisfactory conditions at the venue in writing.
    (b) In general, no consideration will be given to candidates' claims of performance being affected by any of the following factors:
        (i) Normal background noise at examination venues – You should not expect complete silence at the examination venue as there may be normal background noise coming from outside vehicles, normal school activities, school bells, coughing and sniffling of neighbouring candidates, candidates entering and leaving the examination venue etc. during an examination.
        (ii) Unsuitable room temperature – Examinations take place at various times throughout the year, and room temperatures of various examination venues may differ and the PEAK Exam Centre may not be able to adjust the examination venue temperature to suit each and every individual's requirements.
        (iii) 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 your 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.
14. Checking for electronic devices
    You may be required to be scanned by electronic detection scanning devices (for example, hand-held metal detectors/wands) at such time and place, and in particular before/after going to the toilet, as may be decided by an invigilator. Failure to comply with such requirement will result in dismissal from the examination venue, and your examination fees will not be refunded.
15. Smoking or eating is not allowed at the examination venue. Candidates who smoke or eat during an examination may be **asked to leave the examination venue immediately**.
16. You are advised to bring a watch to time the examination as not all examination venues have a clock. Watches with functions/applications other than those of timekeeping are not permitted. The examination time is in accordance with the time announced by the chief invigilator.

D. Instructions during the Examination

1. Place your original identification document on the top right-hand corner of your desk to facilitate verification of your identity by the invigilator. The identification document presented must be the original and valid identification document stated in the Entry Form. Candidates must be clearly identifiable from their identification document. Where the invigilator is of the view that the photograph on the identification document does not resemble the candidate or has doubts about the validity or authenticity of the identification document, the candidate in question will be required to provide further information and assistance to the invigilator and/or chief invigilator for the verification of his/her identity. The PEAK Exam Centre and/or the EAA have the right to conduct an investigation against the candidate(s) involved and withhold releasing his/her score or cancel his/her score (if already released) pending completion of the investigation. Candidates should be cooperative. The EAA has the right to **disqualify** the candidate if he/she is not cooperative in the investigation. If you do not have your Admission Form during the examination, report to an invigilator immediately. Keep the Admission Form after the examination for record purposes.
2. Read carefully and carry out the instructions given on the question book and the multiple-choice answer sheet. Do not write your name on the question book or answer sheet.
3. When you receive your question book, check that you have been given the correct paper and language version of the question book. However, do not turn over the pages of the question book or start working until you are instructed to do so. You will only be provided with the question book in the language opted by you in the Entry Form. A Table of Stamp Duty Rates will be provided in the question book.
4. You should do rough work in your question book only. Do not write anything on the Admission Form. If you write anything on

the materials other than the question book and answer sheet (such as writing on the Admission Form), it will be considered as copying or retaining information relating to the examination questions and/or answers.

5. Answer sheets will be marked by an optical mark reader. When filling in the boxes on the answer sheet, aim to fill in the box completely by a blunt HB pencil. Fill one box for each question. **No marks will be given** if two or more boxes are filled for the same question. Rub out completely any boxes you wish to change by using a good quality soft eraser and not the one on the end of your pencil. Answers written in the question book will **not be marked**.
6. If you need to go to the toilet, you must raise your hand first. Wait for the invigilator to escort you to the toilet. Your IN/OUT time will be recorded. No extra time will be given to make up for the time lost. If you take any unauthorised articles and/or examination materials out of the examination venue or bring any unauthorised articles back with you, you may be **disqualified.**
7. You should raise your hand to seek the invigilator's assistance if you encounter any problems during the examination.
8. If you have any queries about the contents of an examination question or you believe that there is an error in an examination question, you may at the end of the examination ask the invigilator to give you a "Candidate's Note". You may write your query down in the note and hand it to the invigilator before you leave the examination venue.
9. Keep quiet when leaving the examination venue early as other candidates may still be working on the examination.

E. Instructions at the end of the Examination

All question books and answer sheets will be collected by the invigilators at the end of the examination. No material distributed to you can be taken out of the examination venue at any time during or after the examination.

1. When the chief invigilator announces that the time is up, immediately stop working on your answer sheet and place your pencil/any stationaries down. Remain seated and silent while the invigilators are collecting your materials. Wait until the chief invigilator has checked and counted all the question books, answer sheets and other examination materials. When all the materials have been collected, the chief invigilator will announce your dismissal.
2. You must not continue to work on your answer sheet after being told to stop at the end of the examination. Otherwise, **3 marks will be deducted**.
3. The answer sheet and question book must be submitted at the end of the examination.
4. You may be **disqualified** if you do not follow the instructions given by the chief invigilator or an invigilator.
5. You may be asked to complete and sign on a "Candidate's Note" for follow up by the PEAK Exam Centre and/or the EAA if you are suspected to have committed a breach of any of the instructions herein.

F. Breach of Examination Regulations

You are warned that any of the following acts may lead to prosecution and/or refusal of permission to sit or prohibition from registering for examination for a period reasonably determined by the EAA and/or disqualification from the examination and/or deduction of marks:

1. Obtaining knowledge of contents of question books prior to the examination.
2. Cheating or attempting to cheat or conducting yourself in such a manner which can reasonably be construed as cheating or attempting to cheat.
3. Copying from notes, books, electronic devices or any other thing brought into the examination venue or from the work of another candidate.
4. Possession of unauthorised article(s), including any kind of electronic devices, that are not placed according to examination rules during the examination. Any such acts may be considered sufficient grounds for a charge of attempting to cheat and may lead to disqualification.
5. Copying or retaining any information relating to examination questions and/or answers.
6. Communicating or attempting to communicate in any form with persons inside or outside the examination venue during the examination.
7. Operating any mobile communication device at the examination venue. If you speak or communicate on or use any mobile communication device or electronic device during an examination, you **may be asked to leave the examination venue immediately and will not be allowed to continue with the examination**.
8. Taking photographs, audio-recording or video-recording inside the examination venue.
9. Allowing any electronic device that is placed according to examination rules to emit sound during an examination.
10. Starting to read and/or work on the question book before being instructed to do so or continuing to work on your answer sheet including using an eraser or filling in information, etc. after being told to stop at the end of the examination.
11. Attempting to take away from the examination venue any examination stationery such as the question book and/or answer sheet, refusing to return the question book and/or answer sheet or taking examination questions out of the examination venue.
12. Removing or tearing off any sheets from the question book.
13. Impersonating or attempting to impersonate or permitting such act in the examination.
14. Committing a dishonest or fraudulent act in relation to the examination and obtaining a conviction of an offence involving such act, you will be **disqualified** and be **prohibited from registering** for any subsequent qualifying examination for a period of **two years** from the date of the conviction.
15. Doing anything which causes disturbance to other candidates or disruption to the examination.
16. Failing to follow the requirements under the "Instructions to Candidates" (and Supplemental Guidelines thereto, if any) or the instructions of the chief invigilator or an invigilator during the examination.
17. Leaving, or attempting to leave the examination venue without permission or during the first 90 minutes of the examination or within 30 minutes before the end of the examination.

G. Publication of Examination Results

1. Save and except hereinafter mentioned, Result Slips will be mailed out by surface mail by the PEAK Exam Centre on the 14th working day after the examination ("Result Release Date") to candidates who have provided their complete and valid Hong Kong correspondence addresses. Normally for candidates who failed to provide their complete Hong Kong correspondence addresses,

their Result Slips will not be posted and they must collect their Result Slips in person at the PEAK Exam Centre 3 working days after the Result Release Date. If a mailed Result Slip is returned by Hongkong Post due to invalid address provided by a candidate and no re-issued copy of that Result Slip has been applied for, the PEAK Exam Centre will try to call the relevant candidate, who must collect the Result Slip in person at the PEAK Exam Centre. All uncollected Result Slips will be destroyed two months after the Result Release Date.

2. Candidates who have not disagreed to posting their examination results online can check their results by logging on to www.vtc.edu.hk/cpdc within one month from the Result Release Date. The examination result (namely, Pass with Commendation/Pass/Fail/Absent/Disqualified) and the marks obtained in Parts I and II of the examination paper will be shown on the website of the PEAK Exam Centre. For candidates who received mark penalty for breach of examination regulation, their marks will only be shown on their Result Slips. No mark will be given for "Absent" or "Disqualified" candidates. **All results posted for checking on the website of the PEAK Exam Centre are for reference only. They are subject to the results printed on the Result Slips which shall be final and conclusive**.
3. There is no result checking services by telephone/email/in person at the PEAK Exam Centre or the EAA.
4. If you do not receive your Result Slip by surface mail 3 working days after the Result Release Date, you should contact the PEAK Exam Centre. You may apply for a re-issued copy of the Result Slip within **two months** from the Result Release Date by submitting a completed original application form (www.peak.edu.hk/exam/en/doc/EAA_reissue_result_slip_Eng.pdf) together with a copy of your identification document to the PEAK Exam Centre either by post or in person. Please refer to the Application Details in the application form for application methods, processing time, collection methods, etc.

H. Bad Weather / "Extreme Conditions" / Unexpected Event Arrangements

1. If the Pre-No. 8 Special Announcement, the typhoon signal No. 8 or above, the black rainstorm warning signal, or the "Extreme Conditions" Announcement is issued and/or in force at or 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, the typhoon signal No. 8 or above, the black rainstorm warning signal, or the "Extreme Conditions" Announcement is issued and/or in force at or after 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, the typhoon signal No. 8 or above, the black rainstorm warning signal, or the "Extreme Conditions" Announcement is issued and/or in force at or after 4:00 p.m., examinations between 6:00 p.m. to 10:00 p.m. will be cancelled.
4. The EAA or the PEAK Exam Centre may also cancel any examination due to bad weather, Extreme Conditions", an act of God, labour strike, natural disaster, governmental action or intervention, riot, or any other cause or circumstances not reasonably foreseeable and beyond the reasonable control of the EAA or the PEAK Exam Centre (collectively, "Unexpected Event").
5. However, once the examination has commenced, it will continue for the full allotted time even if the Pre-No. 8 Special Announcement, the typhoon signal No. 8 or above, the black rainstorm warning signal, or the "Extreme Conditions" Announcement is issued and/or in force, or an Unexpected Event in the opinion of the EAA has occurred, unless physical conditions in the examination venue are considered dangerous by the chief invigilator.
6. Candidates are advised to visit the website of the PEAK Exam Centre (www.vtc.edu.hk/cpdc) for any special announcements concerning cancellation and/or postponement of examinations.
7. In case of bad weather, "Extreme Conditions" or Unexpected Event and that the examination has to be cancelled, the PEAK Exam Centre or the EAA may, but is not obliged to, arrange for the candidates to take a re-scheduled examination. Candidates shall not object to the arrangements, and any requests for refunds or transfer of examination fee to another examination will not be entertained save in very exceptional circumstances supported by evidence and documents and subject to the approval of the EAA. Where an application for refund is approved, candidates will only be refunded the examination fee after deduction of the service fee charged per candidate by the PEAK Exam Centre or 50% of the examination fee, whichever is the lower.
8. In the event that the PEAK Exam Centre is closed on the Result Release Date due to bad weather, "Extreme Conditions" or Unexpected Event, the examination results will be published on the next working day.

I. Closure of Certain Examination Venue(s) due to an Unexpected Event

1. In case certain examination venue(s) of a qualifying examination is/are closed due to an Unexpected Event but the same qualifying examination at other venue(s) will proceed as scheduled, the PEAK Exam Centre will notify affected candidates assigned to the closed venue(s) that their examination will be cancelled via mobile phone text message (SMS) as soon as practicable. As the venue provider may not give sufficient notice to the PEAK Exam Centre or the EAA before deciding to close their venue, candidates are advised to check the website of the PEAK Exam Centre (www.vtc.edu.hk/cpdc) for relevant announcement 2 hours before the start of the examination to ensure that their assigned venue(s) will still be opened for the examination.
2. In case of closure of certain examination venue(s) due to an Unexpected Event and the examination to be held at such venue(s) has to be cancelled, the PEAK Exam Centre or the EAA may, but is not obliged to, arrange for the affected candidates assigned to the closed venue(s) to take a re-scheduled examination. Candidates shall not object to the arrangements, and any requests for refunds or transfer of examination fee to another examination will not be entertained save in very exceptional circumstances supported by evidence and documents and subject to the approval of the EAA. Where an application for refund is approved, candidates will only be refunded the examination fee after deduction of the service fee charged per candidate by the PEAK Exam Centre or 50% of the examination fee, whichever is the lower.
3. Candidates shall accept that neither the EAA nor the PEAK Exam Centre will be responsible for closure of certain examination venue(s) due to an Unexpected Event.

Notes on Personal Information Collection in Connection with Estate Agents / Salespersons Qualifying Examination

This notice is to help candidates understand their rights and obligations in respect of the supply of their personal data to the PEAK Examination Centre, Vocational Training Council ("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 such time as they have completed the examination. Failure to provide all necessary data may affect registration for and administration of the examination (including verification of candidate's identity and/or processing and/or distribution of candidate's examination results).

2. The PEAK Exam Centre and/or the Estate Agents Authority ("EAA") may use the personal data collected or generated during administration of the examination for the following purposes and/or in the following manner:-

   (a) administering qualifying examinations and other directly related purposes including but not limited to the release of examination results, posting of examination results on the PEAK Exam Centre website for candidate's checking (unless the candidate has expressly disagreed to such posting in writing);
   (b) disclosing or transferring candidates' personal data and examination results to the EAA for monitoring purpose and/or the purposes of assisting the EAA to perform and discharge its functions;
   (c) conducting research or statistical analysis in an anonymous format in which the identities of candidates are not traceable;
   (d) disclosing or transferring candidates' personal data to the venue provider(s) for record of visits, if necessary; and/or
   (e) conducting any other lawful activities with 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, use such data for verification and administrative purposes, including comparing or matching it with data already held by the PEAK Exam Centre. Any transfer or exchange of data will be limited to purposes directly related to examination administration and compliance requirements.

4. Please note that the answer sheets, question books and/or supplementary information books used by candidates in the examination (which may contain their personal data) will be destroyed after 2 months from the Result Release Date of the examination. All candidates' Entry Forms and candidate records, including the examination results, will be transferred to the EAA for further action (including disposal and/or destruction) after 2 months from the Result Release Date. The PEAK Exam Centre will not keep such information.

5. Candidates are entitled to request access to or to request the correction of any data provided, in the manner and subject to the limitations prescribed in the Personal Data (Privacy) Ordinance. 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. Candidates may contact the PEAK Exam Centre for enquiries. 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

PEAK Examination Centre
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