

## FAQs on the Trade Test for Security Guards

### **A) About the Registration**

#### **A1. What is the entry requirement for the test?**

The test is open to the public with age of 18 or above and who can understand either Chinese or English.

#### **A2. What are the differences between written and computer test?**

In terms of the test fee, test content and syllabus, written and computer test are the same. Yet, they are different in:

	Written Test	Computer Test
Mode of Answering	Use an H.B. pencil to mark answers on the answer sheet	Use a mouse to select answers on the screen.
Distribution of Result	Notification of Result will be sent to candidates by post within 2 working days after the date of the test (exclusive of the test day).	Notification of Result will be issued to the candidate immediately right after the test.

#### **A3. Where can I find the test timetable?**

Test timetable will be promulgated at the enrolment counter of the PEAK Examination Centre. Alternatively, you can download the timetable from the PEAK Examination Centre website (<http://www.vtc.edu.hk/cpdc>).

#### **A4. How can I register the test?**

You can make the registration in person or by a representative at the enrolment counter of the PEAK Examination Centre, or by post.

In Person:

- A completed enrolment form with original signature<sup>^</sup>; AND
- Present your valid Hong Kong Identity Card or Passport in original.

By a Representative or by Post:

- A completed enrolment form with original signature<sup>^</sup>; AND
- A photocopy of your valid Hong Kong Identity Card or Passport.

<sup>^</sup> Fax/digital copy will not be processed. Forms should be written by black or blue ball pen in blocks letters.

Deadline for registration:

	By post	In person or by a representative
Written Test	7 full working days before the date of test	2 full working days before the date of test
Computer Test		1 full working day before the date of test

You should submit your application form to the PEAK Examination Centre on or before the deadline for application. Late submission will not be accepted.

**A5. I have posted my application form to the PEAK Examination Centre for registration. How can I know whether my registration is successful?**

The PEAK Examination Centre will contact you by phone to confirm the session upon receipt of your application form(s) by post. The registration will be completed after confirmed by phone. You should contact the PEAK Examination Centre (Email: [cpdc@vtc.edu.hk](mailto:cpdc@vtc.edu.hk) or Tel.: 2919 1467 / 2919 1468 / 2919 1478) if you do not receive any phone call from the PEAK Examination Centre 7 working days after posting off the application forms.

**A6. Can I ask my representative to sign the application form for me?**

No. Application form should be original signed by you. Your representative can submit your application form for you but he/she cannot sign the application form for you.

**A7. Can I cancel, change or re-schedule my enrolment?**

NO cancellation, change or re-scheduling will be allowed after the enrolment is accepted. Test fee paid is NOT refundable or transferable.

**A8. How can I pay for the test fee?**

If you register in person or by a representative at the PEAK Examination Centre, you can pay the test fee by cash, EPS or Credit Card (Visa or Master).

If register by post, you can pay the test fee by enclosing a crossed cheque or a cashier's order for the proper amount of test fee payable to "Vocational Training Council".

**A9. Can I reserve test seat before the submission of the application form?**

Seats in all sessions are assigned to applicants who have successfully completed the registration (including settlement of the test fee in full and submission of all required documents) on a **first-come-first-served** basis. Therefore, no seat can be reserved.

## **B) About the Test**

### **B1. How long does the test take and how many questions for the test?**

The test lasts for 1 hour and consists of 50 multiple-choice questions.

### **B2. What is the passing mark for the test?**

To pass the test, candidates are required to attain a minimum score of marks to be decided by the Security Services Training Board.

Test results are graded as:

No. of Correct Questions	Grade
41 or above	PASS WITH MERIT
31-40	PASS
30 or below	FAIL

### **B3. Can I know my exact score?**

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

### **B4. Any test regulations should I follow during the test?**

You should read carefully the Regulations of the Test at Appendix II and Paragraph 7 – Disqualification of the Handbook for the Trade Test for Security Guards. Failure to observe any of these regulations will result in disqualification from the test.

### **B5. Which one should I take for applying Security Personnel Permit, the Trade Test on Security Guards or the Quality Assurance System (QAS) Course?**

If you are not sure whether you should take the Trade Test on Security Guards or Quality Assurance System (QAS) Course, please contact the Police Licensing Office for enquiry. The Enquiry Hotlines of Police Licensing Office:

General Enquiry : 2860 2973

New Applications : 2860 6543

Renewal Applications : 2860 6546

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

### **B6. My employer requests me to present a QAS certificate. Can I obtain the QAS certificate through the Trade Test on Security Guards?**

No. You have to complete the QAS course to obtain the QAS certificate.

### **B7. I want to take the QAS course. What should I do?**

You should contact any one of the SGSIA Recognized Training Course (QAS Course) Providers. You can find the details of the course providers in the [SGSIA Recognized Training Course \(QAS Course\) List](#).

**B8. Where can I find the details of the Security Personnel Permit?**

Please visit the website of the Police Licensing Office for details:  
[http://www.police.gov.hk/ppp\\_en/11\\_useful\\_info/licences/security.html](http://www.police.gov.hk/ppp_en/11_useful_info/licences/security.html)

**C) Preparation for the Test**

**C1. Does the PEAK Examination Centre issue past papers for the test?**

NO, the PEAK Examination Centre does not issue any past papers for the test.

**C2. How can I prepare for the test?**

There will be no mandatory training requirement for candidates wishing to take the trade test. However, candidates are encouraged to attend an appropriate security training course to enhance their chances of passing the test. Applicants may refer to the security services training courses under the Recognition Scheme. Course list is available [here](#). No study materials are provided by the PEAK Examination Centre.

**D) On the Test Day**

**D1. What should I bring to the test?**

You should bring:

- Valid Hong Kong Identity Card or Passport in original to the test. The identification document must be the original of the one you submitted for the registration.
- Admission Form. Admission Form will be collected by Invigilators before the end of test.
- Own stationery, i.e. H.B. pencils and erasers for the written test. For the computer test, you can bring your own stationery if necessary. No stationery is provided in the test venue.

**D2. I forgot to bring my Hong Kong Identity Card or Passport to the test. Can I use my driving license, staff card, credit card, Identity Card of other countries / regions (e.g. China, Macau, etc.) for the identification checking?**

**No.** Only the Hong Kong Identity Card or Passport is accepted for the identification checking. Therefore, you must bring your valid and original Hong Kong Identity Card or Passport to the test venue for identification checking throughout the test. The identification document must be the original of the one you submitted for the registration.

If you fail to produce such identification; your identity cannot be satisfactorily verified; or your identification document is no longer valid, you will not be permitted to sit for the test.

**D3. When should I arrive at the test venue?**

You are advised to arrive at the test venue at least 15 minutes before the start of the test. Please note that candidates who arrive at the test venue more than 15 minutes late for whatever reason will not be allowed to take the test and the test fee paid will not be refunded.

**D4. Can I take the test without Admission Form?**

Yes, you can take the test without Admission Form. However, you are advised to bring it with you for reminding yourself of the test date, time and venue.

**D5. Can I keep my Admission Form after the test?**

As all the Admission Forms will be collected by the invigilators during the test, you have to seek our invigilator's approval of keeping your Admission Form after the test. Please ask the invigilators during the test.

**D6. For the written test, how to answer the questions?**

You should use an H.B. Pencil to mark your answers on the multiple choice answer sheet. The mark should be bold. Mark one box only for each question and do not mark outside a box. Wrong marks may be erased with a rubber, please be sure to erase completely.

Do not use other pens for the examination, especially thermo-sensitive ink pens. As the computer-based marking process may produce heat, all your answers marked on the answer sheet may fade out. VTC will not bear any responsibility for the answers loss. Also, the use of correction fluid on the answer sheets is not permitted.

**D7. Can I bring my mobiles phones, smart watches or other communication devices into the test venue?**

You are required to switch off all communication devices (e.g. mobile phones, pagers, tablets, smart watches and etc.) and electronic devices which produce sound of any kind (e.g. alarm watches) BEFORE entering the test venue. Our invigilators will check your mobile phones and other devices at the entrance of the test venue to ensure all the devices are switched off. All devices should be switched off and placed inside your bag under your seat.

**D8. Where should I place my personal belongings inside the test venue?**

All personal belongings or articles including any textbooks, notes, dictionaries, electronic diaries and any other electronic devices, study materials must be placed in the designated area during the test. Usually, your personal belongings should be placed under your seat.

**D9. Can I enjoy coffee, sandwich, candies or chewing gum inside the test venue?**

No eating or drinking (except pure drinking water) will be allowed inside the test venue.

## **E) After the Test**

### **E1. What should I do if I was absent from the test?**

Candidates who are not able to attend the test for whatever reason are regarded as "ABSENT" (including those candidates who are late for 15 minutes or more after the start of the test). Absentee will not be re-scheduled to another session and the fee paid is not refundable or transferable. You are required to enroll another session with full payment.

### **E2. How can I get the result?**

For written test:

Notification of result will be sent to you by post within 2 working days after the date of the test (exclusive of the test day). Therefore, if you do not receive the notifications 7 full working days after the date of test, you can make enquiries to the PEAK Examination Centre by email, by phone or in person. You are required to apply for re-issuance at the PEAK Examination Centre if the notification lost in the post. By virtue of confidentiality, the examination results will not be disclosed by phone, facsimile or email.

For computer test:

Notification of Result will be issued to you immediately right after the test.

### **E3. Can I re-sit if I am failed in the test?**

If you are failed in the test can apply for the re sit with full payment. There is no limit to the number of sittings.

### **E4. When can I get the certificate?**

If you pass the test, you will be awarded a certificate.

For written test:

You can collect your certificate at the enrolment counter of the PEAK Examination Centre during office hours 2 days upon receipt of the "Notification of Result".

For computer test:

You can collect your certificate at the enrolment counter of the PEAK Examination Centre during office hours on the second full working day after the test (exclusive of the test day).

Please collect your certificate within six months from the date of the test. If the certificate has not been collected after six months of the test date, you are required to request for re-issuance of certificate.

### **E5. I am not able to collect certificate by myself. Can I ask my representative to collect for me?**

You can sign an **authorization letter** to authorize a representative to collect certificate for you. Your representative should submit a signed and completed authorization letter together with a photocopy of your Hong Kong Identity Card or passport to the PEAK Examination Centre.

Alternatively, certificate can be sent to you by registered mail upon your written request (a photocopy of Hong Kong Identity Card or Passport enclosed) and submission of a crossed cheque for HK\$25 payable to “Vocational Training Council” being payment for the postal expenses.

**E6. I have lost my certificate. Can I request for re-issuance?**

Yes, you can send your request in writing together your contact number, a photocopy of Hong Kong Identity Card or Passport, a copy of corresponding Notification of Result slip, and a crossed cheque for re-issuance fee payable to “Vocational Training Council” to the PEAK Examination Centre for certificate re-issuance. Alternatively, you can come to the PEAK Examination Centre in person for application. The charge is HK\$50 per certificate.

The PEAK Examination Centre will contact you 7 working days after receipt of the application (excluding the application date) to collect the certificate in person one week after the receipt of the request. The uncollected re-issued certificates will be disposed of six months after the application date.

A chop “Duplicate” will appear on the certificate to indicate that it is a re-issued certificate. Certificates will only be re-issued once.

**E7. I have lost my Notification of Result. Can I request for re-issuance?**

Yes, you request a re-issued copy of the Notification of Result in writing together with your contact number and a copy of your Hong Kong Identity Card / Passport to the PEAK Examination Centre by post. Alternatively, you can come to the PEAK Examination Centre in person for application. Re-issuance of copy of Notification is free of charge.

The PEAK Examination Centre will contact you by phone 7 working days after receipt of the application (excluding the application date) to collect the Notification of Result in person. The uncollected re-issued copy of the Notification of Results will be disposed of six months after the application date.

**E8. I have lost my receipt. Can I request for re-issuance?**

From 1 May, 2009, all receipts will be issued ONCE only. Please keep the original receipt carefully. You can request for re-issuance of receipt. The charge is HK\$10 per receipt. Please come to the PEAK Examination Centre in person for application.

Please refer to the Trade Test Handbook or contact the PEAK Examination Centre for details.

PEAK Examination Centre  
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