

## Disciplinary Regulations for Candidates in Trade Tests

### 1.0 Introduction

**1.1** Notwithstanding the effort the Hong Kong Construction Industry Trade Testing Centre ('HKCITTC' hereafter) has been continuously exerting and actual measures taken to assure fair and consistent testing conditions, circumstances might still arise under which some candidates might gain advantage over others or else suffer from disadvantage. In view of this, HKCITTC is resolved to, via the publication of this document, lay down the disciplinary regulations as well as the principle enforcement which could be occasioned by the contravention of these codes.

**1.2** These regulations shall, unless otherwise stated in other publications issued by HKCITTC or expressed explicitly by the invigilators in charge of the test, apply to all trade tests (written test and practical test) and qualifying assessments for all certifications, which take place within the HKCITTC.

**1.3** For the purpose of this document all candidates who take part in any of the trade tests (written test and practical tests) or of the qualifying assessments for certifications offered by the HKCITTC are subject to the regulations stipulated here after.

**1.4** Unless otherwise conveyed in the context of the tests or in these regulations,

- (1) 'Cheat' or 'dishonest behaviour', includes all forms of fraud, deceit or dishonesty during a test or an assessment, so as to obtain or attempt to obtain an unfair advantage or to result in an unfair disadvantage to other candidates in the process. Here below an non-exhaustive list of examples,
  - Copying answers from another candidate;
  - Using unauthorised materials or aids during the tests;
  - Seeking unauthorised assistance from others in performing the tests;
  - Impersonating or being impersonated (or so attempted to) by another person engaging in any activities relating to the tests.

- (2) 'Irregularity', refers to any acts committed by the candidates during the tests which are considered as a breach of any of the regulations stipulated in this document.

(3) ‘Trade test’, refer to all forms of qualification tests offered by HKCITTC, which include but not limited to assessments of certifications, written tests, practical tests and/or viva voce.

**1.5** It is noteworthy that, however limited by the uncountable varieties of situations, this document cannot cover all possible irregular circumstances in reality. It should be considered as a reference to the candidates as to what kinds of conducts (or else similar) are regulated during the tests and how, in a general manner. HKCITTC reserves all rights to making any judgements in response to the particularity of each illegitimate event should it arise.

## 2.0 Regulations

### *2.1 Before the commencement of the tests*

**2.1.1** Candidates must present themselves for the trade tests in correct dress, with respect to the <Notice for Candidates: Dress Code> in separate document.

**2.1.2** Candidates should arrive at the designated test venue 15 minutes before the commencement of the tests.

**2.1.3** Candidates must present their HKID card, valid Construction Industry Safety Training Certificate (generally known as ‘green card’) and all required certificates to the HKCITTC staffs for inspections.

**2.1.4** Unless otherwise explicitly permitted by the invigilator, all candidates must switch off all their electronic devices and deposit them, together with all other personal belongings, at the designated place.

### *2.2 During the tests*

**2.2.1** Candidates must take all necessary safety precautions and measures as stipulated by the invigilator and in due compliance with the common trade practice.

**2.2.2** Candidates should not communicate with any person during the test, by any means, but the invigilator(s) in case they have any enquiries.

**2.2.3** Candidates should not take, or attempt to take, any unauthorised material (e.g. notes) or device (including but not limited to mobile phones, cameras, and any

device which could facilitate communication and/or recording) to the test venue and use or attempt to use them.

**2.2.4** Candidates may not leave or re-enter the test venue unless permitted by the invigilator.

**2.2.5** Candidates must keep quiet and not disturb others from their work.

### *2.3 After the tests*

**2.3.1** Candidates must stop their work when time is up.

**2.3.2** All tools, materials and test paper must be returned to the invigilator after the test and before leaving the test venue.

### *2.4 Before/During/After the tests*

**2.4.1** Candidates must follow the instructions about the conduct of the tests, either given by the invigilator and the HKCITTC staffs or on the test paper.

**2.4.2** No candidate shall cheat or act dishonestly by any means, or attempt to do so.

**2.4.3** Any form of bribery is against the law and therefore strictly prohibited. HKCITTC will report such unscrupulous act to the ICAC should it happen.

**2.4.4** No foul language nor inappropriate behaviour would be allowed within the test venue.

**2.4.5** All forms of record taking, which include but not limited to photo-, video- and/or voice-taping, by any means are strictly prohibited.

**2.4.6** Unless otherwise explicitly conveyed by the invigilator(s) in charge, candidates must not take away from the test venues any of the materials (including test papers), tools and/or equipment which are all part of the HKCITTC properties.

**2.4.7** Smoking is strictly prohibited in all area within the HKCITTC.

## 3.0 Enforcement

**3.1** Should any irregularities, in another word contravention of the codes of conduct laid down in this document, be observed by any HKCITTC staffs or anyhow brought

to HKCITTC's attention before/during/after the tests or any activities relating to them, HKCITTC could take a decision as to charge the involved candidates a penalty for such act or omission.

**3.2** The type and severity of the penalties would be decided by HKCITTC in the light of various factors, for example the nature of the irregularity reported and the degree of its impact. Penalties could include, but not limited to, mark penalty, conditional disqualification applicable to the test where the violation of conduct is found and full disqualification applicable to ensemble of the qualifying test.

**3.3** Should any investigation procedure be required, the issuance of test result and all following processes may be suspended, without prior notice to the concerning candidates, till HKCITTC could make a decision.

**3.4** HKCITTC reserves all rights to bring charges against a former candidate for offences committed during the trade tests which may affect the acquisition of the qualification over which HKCITTC maintains indefinite jurisdiction and, when necessary, to withdraw the qualification.

**3.5** HKCITTC reserves all rights to render conditional service to the candidates who have been sanctioned for the infringement of the regulations stipulated in this document or who is the subject of any investigation of such proceeding. Subject to the decisions of HKCITTC, any candidate who fails to comply with the requirements set forth in this document by virtue of his/her conduct(s) could be deemed ineligible for all his/her future requests for any kind of service provided by HKCITTC (which includes but not limited to all trade tests, qualifying assessments and succeeding re-sits etc.).

**3.6** Following a decision made by HKCITTC due to the violation of disciplinary regulations, the involved candidates could submit new evidences or request a review by pursuing the formal test result re-assessment procedure. For details, please contact HKCITTC by phone at 2100 9000.