

Valuation Officer Trainee Recruitment Exercise
見習物業估價主任招聘遴選

Guidance Notes for Candidates of “Basic Law Test” (“BLT”)
to be held on the interview day
面試當日舉行的「基本法測試」的考生須知

Important Points

重要事項

- (1) Where changes to the test arrangement are required, announcement will be made on this page. Please visit this page again one day before your scheduled test date.
考試安排方面如有改動，會於本網頁公佈。請於考試前一天再次瀏覽本網頁。
- (2) Starting and Finishing Time of the BLT : as advised in the letter of invitation (the letter) to individual candidates.
考試開始及結束時間：請參考發給個別考生的考生邀請信（下稱「邀請信」）。
- (3) The BLT will only be held on the scheduled date and time. The Presiding Invigilator may refuse to admit any candidate who has gone to the Testing Centre on a wrong date and time. You **MUST** take the examination **at the time and place specified in the letter.**
是次考試只在指定日期及時間舉行。主考員可拒絕讓到錯場次的考生在該場次應考。**考生必須根據邀請信上訂明的時間準時抵達試場應考。**
- (4) Format and sample questions of the BLT are available on this homepage.
基本法測試的考試形式和參考試題，可瀏覽本網頁。

Before the BLT

考試前

- (5) You should bring masks with you and wear one whenever you are within the centre premises.
考生必須帶備口罩，並在試場範圍內戴上。
- (6) You should arrive at the test centre punctually according to the time stated in the letter.
必須根據邀請信上所列明的時間準時到達試場。

- (7) You **MUST** bring to the test centre:
- (a) your Hong Kong Identity Card (or Passport if Passport No. is reported in the application form) **AND** the letter for identity verification. Candidates who fail to produce such proof of identity may not be allowed to take the test; and
 - (b) your own stationery, i.e. HB pencils and rubbers. Stationery will not be supplied at the centre.
- 必須攜備以下物品進入試場：
- (a) 香港身分證（如考生在申請表上以護照號碼登記，須攜帶護照）和邀請信，以便核對身分。凡未能出示上述身分證明文件者，可能不獲准應考。
 - (b) 文具，即 HB 鉛筆和膠擦。試場並無文具供應。
- (8) You are also advised to bring a watch and other personal belongings that you may require, e.g. an overcoat, to the examination centre.
- 考生亦應帶備手錶及所需的個人物品，例如外套，進入試場。

During the BLT

考試進行時

- (9) After the start of the paper, you are **NOT** allowed to leave the test centre until the end of the BLT. If you need to leave early for special reasons, you are required to seek permission from the Presiding Invigilator and provide a written explanation.
- 開考後至考試完畢前，考生不可離開試場。如因特別原因需要提早離開試場，必須獲得主考員准許，並提交書面解釋。
- (10) Only necessary and permitted stationery can be put on the desk. All other personal belongings, such as books, dictionaries, notes, papers, notebooks, mobile phones/pagers must be put under your chair. The mobile phones must not be covered by anything and can be clearly seen by the invigilators. You are advised to bring with you a small bag to store your personal belongings. You must **NOT** put any unauthorized articles (including mobile phones) on/in your desk, on your body or in your pockets during the BLT. Otherwise, you may be disqualified. You are therefore advised to bring only the necessary and permitted stationery to the test centre. The Rating and Valuation Department assumes no responsibility for the loss or damage to your personal belongings.
- 只可將必需和獲准許使用的文具放在桌上。所有其他個人物品，例如：書籍、字典、筆記、紙張、記事簿、手提電話、傳呼機等，必須放在座位下。手提電話必須不被任何物件遮蓋，讓監考員清楚看到。考生可帶備一個小袋收藏個人物品。考生不可在考試期間將任何未獲准許使用的物品（包括手提電話）放在桌上、桌內、身上或衣袋內，否則可被取消考試資格。因此，我們建議考生只攜帶必需和獲准使用的文具到試場。考生的個人物品如有遺失或損毀，差餉物業估價署恕不負責。

- (11) Mobile phones, pagers or articles that can emit sound **MUST** be switched off throughout the BLT. Otherwise, you may be disqualified.
在整個考試過程中，考生必須關掉手提電話、傳呼機或任何備有在發聲功能的物品，否則可被取消考試資格。
- (12) If you need to go to the washroom during the BLT, you should request an invigilator to accompany you and you must **NOT** carry any pager, mobile phone, question book, answer sheet or paper to the washroom. The invigilator will record your seat number and the time taken for going to the washroom.
考生在考試期間如需要上洗手間，須由監考員陪同。不得攜帶傳呼機、手提電話、試卷、答題紙或紙張上洗手間。監考員會記錄考生的座位編號及上洗手間的時間。
- (13) You must **NOT** turn over the pages of the question book and start working until you are instructed to do so.
未經指示，不得翻閱試卷及開始作答。
- (14) You must **NOT** leave your answer sheet in such a position that other candidates can see your answers.
不可把答題紙放在其他考生可以看到答案的位置。
- (15) You should mark the answers on the multiple-choice answer sheet provided. Answers written in the question book will **NOT** be marked.
必須在試場提供的選擇題答題紙上作答。寫在試卷上的答案將不獲評閱。
- (16) When the announcement : “Time is up. Put down your pencils ...” is made, you should follow the instruction and stop writing immediately. If at that time you discover that you have not filled in your name, seat number or the number of the identify document, wait until the invigilator comes to your seat and **ask for permission** to fill in the relevant information.
當主考員宣佈「夠鐘！請停筆……」，考生應依照指示，立即停止作答。若當時才發覺未填上姓名、座位編號或身分證明文件號碼，應待監考員到達其座位附近時，**得其允許**方可補填有關資料。
- (17) You should listen very carefully and follow the instructions given by the Presiding Invigilator. Candidates who violate the instructions given by the Presiding Invigilator or the rules set out in these Guidance Notes, or act dishonestly in any way during the BLT, are **LIABLE TO BEING DISQUALIFIED**.
必須小心聆聽主考員的宣佈及遵照指示應考。考生如不遵照主考員的指示或本須知內的規定，或以不誠實的行為應考，**可被取消考試資格**。

Proper Ways of Filling in Multiple-choice Answer Sheets

填寫選擇題答題紙的正確方法

(18) The answer sheet is in multiple-choice format. Failure to follow the instructions below may result in **NO MARKS** given to you.

答題紙是選擇題形式的。如不遵照下列指示填寫，可能引致有關題目不獲給予分數。

(19) Before going to the questions, you have to write down the following particulars on the answer sheet as instructed by the Presiding Invigilator:

作答前，須根據主考員指示，在答題紙上填寫下列資料：

- (a) Name 姓名 : Your full name in English and in block letters.
用正楷清楚填寫考生的英文全名。
- (b) Passport No. **OR** HKID No.
護照號碼或香港身分證號碼 : Put down your HKID No. (or Passport No. if it is reported in the application form). The number of your identity document reported in the application is shown in the letter.
請填寫身分證號碼（如考生在申請表上以護照號碼登記，請填寫護照號碼）。考生在申請表上登記的身分證明文件號碼已在邀請信上列明。
- (c) Date 日期 : The date of the BLT.
基本法測試的舉行日期。
- (d) Seat No. 座位編號 : Enter the two digit seat number. Your seat number for the BLT is shown on the table.
請填寫座位編號的兩個數字。考生的座位編號已載列於邀請信上。
- (e) Paper No. 試卷編號 : The Paper No. is shown on the front page of your question book.
請填寫試卷編號。試卷編號已印在試卷封面上。

(20) You must use an **HB pencil to mark your answers**. Fill in the answer boxes in the same way as the example shown below. Erase wrong answers thoroughly with a clean rubber and do not fold the answer sheet.

填寫答案時，須用 **HB 鉛筆**，並如下圖例子把適當的圓圈完全塗黑。錯填答案須用清潔的膠擦將筆痕徹底擦去。切勿摺皺答題紙。

請用 **HB 鉛筆** 將答案方格塗滿。

E.g. A B C D
例 ○ ● ○ ○

- (21) You will score no marks for marking two or more answers to the same question.
不得在一題中填寫多於一個答案，否則該題將**不獲**給予分數。
- (22) As you fill in an answer, check to see that you are answering the right question.
Any requests for amend the answers made outside the test time will **NOT** be entertained.
填寫每一個答案時，應小心核對答案是否與試題號數相符。任何在答題時間以外提出更改答案的要求，將**不被**接納。

After the Examination

考試後

- (23) You must remain seated until you are asked to leave by the Presiding Invigilator.
試卷完畢後，須留在原位，直至主考員指示後，方可離場。
- (24) You are strictly forbidden to take away any question book, answer sheet or paper, whether used or unused, out of the test centre.
任何試卷、答題紙或紙張，不論是否曾經使用，均不得攜離試場。

Test Results

考試成績

- (25) The results of the BLT will be issued by post about one month after the BLT. BLT results are of permanent validity. Appeals should be made in writing which should be sent by post/by hand to the Establishment and Appointments Section of the Rating and Valuation Department at 18/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon or by fax to 2152 0128 within one week from the date of result notification. Late submissions will not be entertained.
考試結果將會在考試後約一個月以郵遞方式通知考生。基本法測試的成績永久有效。如欲覆核考試成績，必須在發出成績通知日期的一星期內，將書面申請送交或以郵遞方式送達差餉物業估價署編制及聘任組（地址：九龍長沙灣道 303 號長沙灣政府合署 18 樓），又或傳真至 2152 0128。逾期的覆核申請，將不獲處理。

Typhoon/Rainstorm Signal

熱帶氣旋／暴雨警告信號

- (26) As a general rule, the examination will be held as scheduled when typhoon signal No. 3 or lower, and/or rainstorm signal “Amber” or “Red” is issued. It will be postponed when typhoon signal No. 8 or above, or rainstorm signal “Black” is issued.

BL tests and interviews in the morning will be cancelled if Typhoon Warning Signal No. 8 or above OR Black Rainstorm Warning is in force at 7:00 A.M.

BL tests and interviews in the afternoon will be cancelled if such signal is still in force at 11:30 A.M.

一般來說，如天文台發出三號或以下的熱帶氣旋、「黃色」或「紅色」暴雨警告信號時，考試會如期舉行。如天文台發出八號或以上的熱帶氣旋或「黑色」暴雨警告信號，考試則會改期。

Others

其他

- (27) The “BLT” is held independent of the recruitment process for any civil service post. Persons who wish to apply for civil service vacancies should apply to the recruiting grades/departments direct. The acquisition of the BLT results does not imply that a candidate has fully met the entry requirements of any civil service post.

「基本法測試」與公務員職位的招聘程序是分開進行的。有意投考公務員職位的人士，應直接向進行招聘的職系／部門提交職位申請。取得基本法測試成績並不代表考生已完全符合任何公務員職位的入職要求。

- (28) Parking facilities will not be provided for candidates at the test centre.

在考試場地並無停車位供考生使用。

- (29) Smoking in all areas within the centre premises is prohibited.

試場範圍內不准吸煙。