



**CREST / HKIB CCASP
EXAMINATION BOOKING FORM**

**PLEASE READ THE “IMPORTANT NOTES FOR EXAMINATION APPLICATION” AND
FREQUENTLY ASKED QUESTIONS BEFORE COMPLETING THIS FORM**

**PLEASE ALSO FAMILIARISE YOURSELF WITH THE CREST HARD DISK DRIVE
WIPING POLICY**

IMPORTANT NOTES FOR EXAMINATION APPLICATION **(including Terms and Conditions and Hard Disk Drive Wiping Policy)**

This Application Form is designed to facilitate applicants to apply for written and practical examination by submitting one single form. Applicants may choose to complete the respective sections as deemed appropriate.

A. TERMS AND CONDITIONS

1. Entries must comply with the regulations and timetable published in the handbook or on the HKIB website.
2. Under no circumstances will change of subject entry be allowed.
3. Under no circumstances will the examination fees be refunded or transferred.
4. Examination Attendance Notices will be sent to candidates via email about 2 weeks before the examinations. You are obligated to inform the Institute if you do not receive Attendance Notice 1 week before the examinations.
5. Candidates are required to print a new copy of the Examination Attendance Notices themselves on a plain A4 paper before attending each examination session. Candidates MUST produce the Examination Attendance Notices in each examination session, along with valid identification document (HKID/ passport) specified on the application form. Photocopy will not be accepted.
6. **Results**
 - (a) Issue of results: Candidates will be notified of their results by post and only with written notice. Results will not be revealed over telephone, fax or any other electronic means, except through the HKIB e-result channel.
 - (b) For examinations with both written/multiple-choice and written elements, results will be released within 4-6 weeks from the date of last examination component. Results from examinations, or components thereof, taken at Pearson Vue Centres will be handed to candidates on completion of that examination element.
 - (c) Withholding of results: Results will be withheld from candidates who have not paid in full any monies due or payable to the Institute, including but not limited to examination entry fees.
 - (d) Please note that CREST/HKIB will not email certificates (where applicable) to candidates under any circumstances.
7. By signing this form, the candidate consents to comply with the requirements of the examination and to supply any information needed for assessment.
Note: Candidates are reminded that they MUST BRING PHOTO IDENTIFICATION to the examination. If they do not, they will be prohibited from taking the examination on the day.
8. Completion of this form reserves a place on the examination code nominated, subject to availability and confirmation by CREST/HKIB.
9. CREST/HKIB reserves the right to amend or cancel any examination and will endeavour to give adequate notice. A full refund of the examination fee will be given in the event of examination cancellation in these circumstances.
10. CREST/HKIB reserves the right to apply an administration charge if payment of the examination fee has not been received by the date of the exam.
11. **Examination in two parts:** If an examination is delivered in two parts, Part One must be taken before Part Two, and Part Two must be taken within three months of Part One.
12. **Hard Disk Drive Wiping Policy:**
 - 12.1 Hard disk drives ("disk" or "disks"), pen drives and removable media are required to be handed to the examination Assessor for wiping (erasure) or destruction at the end of the examination.
 - 12.2 Erased disks will usually be returned to the candidate within two weeks of the examination to the address identified on the Exam Candidate HD Return Form that will be given to the candidate for completion prior to the examination commencing.
 - 12.3 It is the responsibility of the candidate to ensure that their disk is left in an accessible manner for wiping, specifically without SATA BIOS passwords or similar security mechanisms enabled. (**Note:** software encryption products such as Bitlocker, Becrypt, Truecrypt, LUKS, etc. do NOT need to be disabled).
 - 12.4 Where **all-in-one devices** are used or devices have "memory card" style (eg. M2) hard disks rather than traditional 2.5" SATA drives, candidates must either:
 - a. Surrender the internal disks **AND** also provide a caddy allowing them to be accessed using either standard SATA or USB under Debian Linux; or
 - b. Surrender the internal disks for destruction – CREST/ASTRI will not be liable for the cost of the lost devices; or
 - c. Provide a bootable CD/DVD drive with the laptop and ensure that it can be booted from a Ubuntu LTS Linux CD or provide a bootable USB device containing standard Ubuntu LTS image that can be used to access and erase the device. Access to the BIOS will also need to be provided so that the Assessor can confirm there are no other storage devices present. It can then be left with CREST/ASTRI overnight (at the candidate's risk) and erased for collection the following day or at the convenience of the candidate and CREST/ASTRI.
 - 12.5 Where a disk cannot be wiped because it is inaccessible or faulty, CREST/ASTRI reserves the right to mechanically destroy the disk and return its remains to the candidate for audit purposes. CREST/ASTRI will not be liable for the cost of replacement disks in these circumstances.
 - 12.6 It is the responsibility of the candidate to ensure that the disk is adequately labelled with their full name prior to handing it over to CREST/ASTRI.
 - 12.7 In all cases, the decision of the Assessor regarding the appropriate action to take for a candidate supplied disk is final.
13. If a candidate leaves behind a laptop after their examination, it is the responsibility of the candidate to collect the said laptop in person at a mutually convenient time to CREST/ASTRI which may be up to 72 hours after the end of the examination. In such circumstances, CREST/ASTRI will not be held liable for loss or theft during this period.
14. CREST/ASTRI undertakes that information provided on this form will not be passed to third parties and no details provided on this form will be used by organisations other than CREST subject to the provisions of paragraph 15 below.
15. By signing this form:
 - 15.1 You agree to your overall pass/fail result (not component scores) being passed on to agreed third parties (see FAQ 10);
 - 15.2 You agree to your details being shared with CREST Chapters as necessary.
16. Candidates' mobile numbers will only be used to contact them in the case of an emergency.

/Continued overleaf.....

17. Re-Take Policy

- 17.1 Examinations being re-taken are charged at the standard, published rate.
- 17.2 Candidates can sit the written aspects of CREST examinations once in a seven day period. If a candidate fails the written examination, they must wait seven days before attempting to rebook the examination.
- 17.3 If a candidate fails the practical examination, they must wait two months between attempts.
- 17.4 If a candidate fails a CREST examination or any element thereof, the retake periods (also known as re-sit periods) in the following table will apply:

Exam	Type	Re-Sit period	Validity Period
CPSA *	Written	7 days	All CREST qualifications are valid for three (3) years
CRT	Practical	8 weeks (2 months)	
CCT Inf *	Written	7 days	
CCT Inf	Practical	8 weeks (2 months)	
CCSAS *	Written	7 days	
CCSAS	Practical	8 weeks (2 months)	

- 17.5 If an examination that comprises two parts needs to be retaken, both parts must be retaken.
- 17.6 * For these examinations, if a candidate is unsuccessful on their fourth attempt, they must wait six months before they can re-attempt the examination at which point they will have a further four attempts available to them. ie: 4 attempts, all fail = six-month break. Further 4 attempts, all fail = six-month break. And so on.
- 17.7 If there is an unenforced six-month break, candidates will have four attempts before this policy is applied.
- 18 When taking a CREST examination, the Candidate agrees that:
- 18.1 They will not participate in any dishonest or deceptive activity, breach of security, misconduct or any other behaviour that could be considered to compromise the integrity or confidentiality of the examination; and
- 18.2 They will not use aids, notes or other materials during the examination other than those expressly permitted by CREST/ASTRI; and
- 18.3 They will not remove or attempt to remove from the testing centre any examination items, questions or responses in any format, or notes, note boards or scratch paper; and
- 18.4 They will not distribute CREST examination content of any sort in any form to third parties after they have completed the CREST examination; and
- 18.5 They will not attempt to take the examination for someone else; and
- 18.6 They will report to the testing centre administrator or assessor any known instances of misconduct by other candidates taking the examination; and
- 18.7 They will not tamper with the operation of the testing centre computers nor attempt to use them for any function other than taking the examination during such examination; and
- 18.8 They will follow examination regulations and instructions of the testing centre administrator or assessor and will not otherwise violate any testing centre regulations or policies; and
- 18.9 No title or ownership in the examination content is licenced to the candidate and that CREST owns and retains all title and ownership in the examinations including without limitation all copyrights and intellectual property rights.

B. APPLICATION PERIOD AND METHOD

1. Please refer to the Examination Schedule for enrolment deadline.
2. HKIB reserves the right to postpone, modify and/or cancel the scheduled training programmes and/or examinations.
3. All fees paid are non-refundable and non-transferable.
4. Applicants can complete the Application Form with copies of relevant documents and submit it to HKIB by email, by post or in person.

C. EXAMINATION FORMAT AND APPLICABLE PRE-REQUISITES

CPSA examination

1. The CPSA is a written (theory) online examination, delivered in Pearson Vue test centres. It is used to assess the theory element of the CRT.
2. The CPSA examination is a pre-requisite for candidates wishing to take the CRT examination.

CRT examination

1. The CRT is a multiple-choice practical only examination that has the pre-requisite of a CPSA pass.
2. All candidates wishing to qualify as a CRT must hold a valid CPSA pass.

CCT examinations

1. The written and practical components of the CREST Certified level Infrastructure and Web Applications examinations are separate. The written component is delivered via Pearson Vue test centre; the practical examinations remain half day examinations delivered in Hong Kong Applied Science and Technology Research Institute Company Limited (ASTRI).
2. All CCT candidates must have a pass in the written examination in order to book the CCT practical in that examination to enable the award of a CCT qualification.

All Other examinations

1. Further detail on these changes, including validity and re-take criteria and FAQs, are available on the CREST website at <https://www.crest-approved.org/booking-an-examination-hk/index.html>

Contact Us

Address : 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

Telephone : (852) 2153 7800

Email : programme@hkib.org or hongkong@crest-approved.org

FREQUENTLY ASKED QUESTIONS

1. Can I pay by credit card?

Yes you can. Please follow the instructions in Section C (Payment Methods) of the booking form.

2. Can I change the date of my examination?

Yes, you can change the date of your examination once provided you give us 21 days' written notice (please see Important Notes). If you need to reschedule your examination within the 21 day limit and there are extreme extenuating circumstances, please contact CREST and HKIB and a decision will be taken on a case by case basis although no guarantees can be made.

NOTE: a rescheduling request due to changes in work or project commitments within the 21 day limit will not be accepted as extenuating circumstances and the standard 21 day policy will apply.

You can also substitute a candidate free of charge if you do not wish to cancel an examination. You may only offer a substitution once. Any additional changes to those outlined above will incur another examination fee (based on the examination type).

3. When will I receive confirmation of my examination booking (joining instructions)?

You will receive confirmation by email with full details on the examination four weeks prior to your examination date. Links to the technical syllabus, notes for candidates and location details are sent via email at the time of booking and are also available from the CREST website (<https://www.crest-approved.org/professional-qualifications/crest-exams/index.html>)

See also Clause A4 and A5 in the Important Notes section of this Form.

4. What verification do CREST/HKIB require if I want additional time for my examination because of a medical condition?

If you have a medical condition that justifies or qualifies for additional time for you to take your examination, you will need to provide a letter from your doctor or medical specialist to support your request. CREST follows the British Dyslexia Association recommended provisions and our policy covering additional time can be found on our website <https://www.crest-approved.org/local-chapters/uk/examinations/special-arrangements-for-candidates/index.html>

5. Why must I hold a current CCT INF qualification to be able to sit the CCSAS examination?

The CCSAS examination does not assess the core infrastructure penetration testing skills that are assessed during the CCT Infrastructure examination. These core infrastructure testing skills are deemed essential for any Simulated Attack engagement, and therefore a current CCT Infrastructure qualification is deemed mandatory for any individual wishing to sit or retain the CC SAS exam and qualification.

Candidates should note that expiry of the CCT Inf qualification will result in the CCSAS qualification being suspended until such time as the Inf qualification has been re-certified.

6. When will I receive my examination results?

Please see Clause A6 in the Important Notes section of this Form

7. How long must I wait before I can re-sit my examination?

Please see Clause A17 in the Important Notes section of this Form.

8. Why do I have to supply different addresses?

Invoice Correspondence: CREST/HKIB are aware that, particularly in larger companies, the accounts department may be based at a different location to the candidate. By supplying an address for billing correspondence, CREST can ensure that information reaches the appropriate destination. Please provide the alternative invoice address below:

Attention Of: _____

Address _____

Hard Drive: CREST/HKIB are aware that candidates may prefer to have their computer hard drives returned directly to them, particularly if they do not attend their business address regularly. We make every effort to return hard drives to candidates within 14 days of the date of the examination. Please also read the Hard Drive Return policy at Clause A12 of the Important Notes section of this form.

9. What happens if I want my certificate sent to another address?

The CREST policy is to send all examination correspondence to your business address. However, if there is a valid business reason that your certificate should not be sent to your employer's address, please provide the alternative address below:

Address: _____

10. Is my examination status sent to third parties?

If it is appropriate and based on the examination you sit, CREST/HKIB will advise the ASTRI/HKMA of your status.

If it is appropriate and based on the examination you sit, CREST reserves the right to advise the Bank of England of your status due to the agreement that is in place between the Bank of England and CREST around the CBEST scheme. CREST reserves the right to advise other CREST Chapters of your status if appropriate.

Candidates are advised to read the Notes for Candidates for their specific examination available on the CREST Website (<https://www.crest-approved.org/professional-qualifications/recommended-examination-preparation/index.html>) as these contain additional information on the format of the examinations.

PLEASE ALSO READ THE HARD DRIVE WIPING POLICY CONTAINED IN SECTION A12

Section A Personal Particulars

Please complete all relevant parts in BLOCK LETTERS and with BLACK PEN.

For NEW HKIB member, please complete all the required information under Part 1 and 2. For current HKIB member, you are required to complete Part 1 only if there is no update of your personal details in Part 2.

Part 1: Personal Details	
<<applicable to new and existing members>>	
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof.	HKIB Membership: <input type="checkbox"/> Yes _____ <i>(Please specify the Membership No.)</i> <input type="checkbox"/> No
Name in English: (as shown on identity document) (Surname) (Given Name)	Name in Chinese: (as shown on identity document)
HKID / Passport Number* <i>(please delete where inappropriate):</i>	
Mobile No. :	Primary / Work Email ¹ :
Part 2: Personal Details	
<<applicable to new and existing members who have to update their personal information>>	
Correspondence Address:	Secondary Email (if any):
Name of Current Employer:	Office Telephone No.:
Job Title:	Department:
Office Address:	
Division (for customized service): <input type="checkbox"/> Asset Management <input type="checkbox"/> Commercial / Corporate Banking <input type="checkbox"/> Compliance & Risk Management <input type="checkbox"/> General Management <input type="checkbox"/> Investment Banking <input type="checkbox"/> Operations & Support <input type="checkbox"/> Private Banking <input type="checkbox"/> Retail Banking <input type="checkbox"/> Treasury <input type="checkbox"/> Others: _____	Industry (for customized service): <input type="checkbox"/> Accounting / Audit <input type="checkbox"/> Banking <input type="checkbox"/> Commercial / Industrial <input type="checkbox"/> Education <input type="checkbox"/> Government / Regulator <input type="checkbox"/> Insurance <input type="checkbox"/> Legal Practice <input type="checkbox"/> Securities and other institutions <input type="checkbox"/> Others: _____
Highest Academic Qualification Obtained: University / Tertiary Institution:	Year of Completion:
Other Professional Qualifications: Professional Bodies:	

Note: ¹All HKIB Training Confirmation, Examination Attendance and related communication will be sent via email by using the Primary / Work Email Address.

For Official Use

DATE	ACK	LOG	REF
BATCH	CM	MO	VER

Section D Information Source

From which of the following sources did you find out about our Professional Banking Qualifications?

- HKIB's website HR/Training Department Education and Manpower Bureau
 Newspaper/Magazine Colleagues/Classmates/Friends Information Session/Exhibition
 Labour Department Others, please specify _____

Section E Statement on Collection of Personal Data

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise HKIB may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for membership, programme and examination, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKIB staff but may be transferred to an authorised third party providing services to HKIB in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKIB staff or by staff of an authorised third party providing services to HKIB in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
4. Applicants understand that they have the right to check whether HKIB holds personal data about them and that, if so, they have a right of access to their personal data. They can request HKIB to correct any inaccurate personal data and if they need to obtain a copy of their personal data or have it corrected, they can write to HKIB. They understand that HKIB is permitted by law to charge a reasonable fee for the processing of any data access request.
5. Personal data provided on the application form will be used by HKIB for the purpose relating to application and admission. For details of the Personal Data Collection Statement, please refer to the website: <http://www.hkib.org>

Please tick if you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time.

Section F Acknowledgement and Declaration

- I declare that the information contained in my application is truthful and complete, and will be used for the purpose of administration and communication by HKIB / CREST. I agree to notify CREST/HKIB of any material changes to my responses to any of the questions in this application, including my contact details. I understand and agree that HKIB may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent and otherwise) in this application.
- I understand that the fees paid are non-refundable and non-transferable.
- I understand and agree to comply with all conditions, requirements, policies and procedures established by CREST/HKIB as may be amended from time to time.
- I confirm that I have read the relevant handbook, examination-related information published in the CREST/HKIB, and/or Examination Guidance Notes, and fully understand and accept the regulations.

By my signature below, I am submitting my application and have fully read, understood and accepted the terms and conditions stated above and in "Important Notes For Examination Application"

Signature (E-signatures accepted)

Date

Section G Document Checklist for Enrolment

Please check the following items before submitting to the Institute and **keep a copy of all relevant documents for your own record.**

	Examination Application
Completed all applicable sections of this form	<input type="checkbox"/>
Signed and dated the acknowledgement and declaration	<input type="checkbox"/>
Enclosed a copy of your identity card / passport	<input type="checkbox"/>
Enclosed relevant proof of qualification or work experience for entry qualification assessment	<input type="checkbox"/>
Payment or evidence of payment	<input type="checkbox"/>