

The Hong Kong Institute of Bankers
Professional Qualification Examinations

Guidelines for Examination Candidates

A. GENERAL EXAMINATION REGULATIONS

1. Please read the Programme Handbook before you take the examination, which may include other examination information (e.g. exam format, methodology, application, fees and payment, etc) not contained in this set of guidelines.
2. On all matters concerning interpretation of the regulations, the Professional Standard and Examination Board of the Institute has the final decision.
3. Candidates must complete the training class before taking the examination.
4. The examination is conducted in English unless specified.
5. Examinations are conducted and invigilated by responsible persons appointed by HKIB.
6. You are suggested to arrive the examination venue at least 15 minutes prior to the examination time in advance. Candidates must not enter the examination room until instructed to do so.
7. Any false declaration made by candidates will be considered as violation of HKIB examination regulations.
8. You **MUST** bring your identity document to the examination venue. Photocopy of your identity document is not accepted.
9. You are required to bring your own stationery, which include but not limited to pencil, eraser and pen for the examination. The Multiple Choice answer sheet must be completed by HB / 2B pencil. Please blacken the BEST choice on the answer sheet provided. If there is more than one choice is selected for a question, no mark will be given for that question. For the essay-type questions, it must be completed by pen.
10. All examinations begin at the time stated on the Attendance Notice. Latecomers may be admitted during the first 30 minutes of the examination, but extra time will not be given to compensate for any time lost. No admittance for latecomers after 30 minutes of examination start time.
11. For situations when typhoon signal No. 8 or above, the black rainstorm signal, or "extreme conditions" warning is hoisted, reference should be made to the "HKIB Bad Weather Arrangements" (Source: "HKIB Bad Weather Arrangements" <https://www.hkib.org/page/126>).

12. Smoking, eating and drinking are not allowed in the examination room. All mobile phones and other electronic devices must be switched off.
13. All bags, books and other personal belongings must be placed in a location advised by the invigilator, before the examination begins.
14. If you need to go to the toilet during the examination, you should seek permission from an invigilator. An invigilator will accompany you and you must NOT carry any mobile phones, other electronic devices, question books, answer sheets or other papers to the toilet.
15. Candidates cannot leave the examination room during the first 45 minutes and the last 15 minutes of an examination. Candidates who decide to leave early must notify the invigilator as quietly as possible and are not allowed to re-enter the examination room.
16. No other aids, such as books, dictionaries, computers (e.g. notebooks, PC tablets) or papers are permitted in the examination. No draft paper is provided during the examination. Rough workings or notes should be made on the question book and will not be marked.
17. The packets of question papers are opened in the presence of the candidates before the start of the examination.
18. Candidates must not detach any part of their answer sheet, or remove their answer sheet, wholly or partly, from the examination room.
19. The HKIB reserves the right and absolute sole discretion to arrange and alter the arrangement of an examination.
20. An examination is governed by the regulations in force at the time of the examination and not at the time of application, in case there are discrepancies between the two sets of regulations.

B. EXAMINATION ATTENDANCE NOTICE (EAN)

1. You are required to print a hard copy and bring the EAN before attending the examination.
2. You **MUST NOT** copy anything from the question book onto this EAN and/or any of your personal belongings. Otherwise, you may be disqualified.
3. Instructions for retrieving EAN are sent to candidates via email **ONLY**. Candidates must inform the Institute if they have not received such notification one week before the examination.
4. Candidates are required to print a copy on a plain sheet of A4 paper and **MUST** take their EAN to each examination, along with a valid identification document (e.g. HK Identity Card or passport). EAN are collected by the invigilators before the end of the examination, if necessary.

5. Candidates are not allowed to sit for the examination if they are unable to present EAN/valid identification document, or if the identification document does not contain a clear and current photograph of the candidate.

C. ALTERATION / TRANSFER OF APPLICATION FOR AN EXAMINATION

1. HKIB reserves the right to cancel, postpone and/or reschedule the examination.
2. If an examination is rescheduled, HKIB notifies candidates of the new date and time via email within one week of the original schedule. Under such circumstances, candidates are not required to re-register for the examination.
3. Under no circumstances are any changes to or transfers of examination application allowed.

D. EXAMINATION PREPARATION

1. Candidates enrolled in the examination are required to study all the essential, recommended and further reading material, if applicable, as part of their examination preparation.

E. CANDIDATE MISCONDUCT DURING EXAMINATIONS

1. If any candidate infringes any of the regulations listed in this set of guidelines, he/she is liable to disciplinary actions, including disqualification.
2. Candidates interfering with the proper conduct of the examinations are warned by the invigilator or expelled from the examination room in a serious case. Under such circumstances, a report is submitted to HKIB to consider whether disciplinary action should be taken. Disciplinary action includes, but is not limited to, candidate disqualification.
3. Candidates should remain silent and are not allowed to communicate with other candidates during an examination. They are also prohibited from communicating with third parties outside the examination room by using any electronic device. The invigilator has the right to expel candidates from the examination room if their behaviour interferes with the proper conduct of the examination. Any candidate attempting to copy from another candidate's script, or any other source is disqualified.
4. Other examples of misconduct behaviour by candidates during examination include, but are not limited to:
 - a. Cheating
 - b. Use of unauthorised electronic devices
 - c. Sharing or capturing of examination content

- d. Suspicious eye movement or behaviour
- e. Possession of prohibited material
5. Usage or wearing of eyeglasses with Artificial Intelligence (AI) capabilities, including photo/video capturing functions, is prohibited.
6. In consideration of whether a candidate has conducted misconduct behaviour, the HKIB may take into consideration the potential “motive” of the candidate or “attempted” behaviour.
7. For any suspected misconduct behaviour by examination candidates, HKIB will implement a robust mechanism to investigate the matter. Should it be concluded that there was actual misconduct, the HKIB will inform the related candidate in writing.
8. Candidates must stop writing when instructed to do so by the invigilator.
9. As a mechanism to appeal the HKIB’s outcome, the candidate will be provided with the opportunity to make representation to the HKIB in writing, providing additional information or documentation as appropriate. If necessary, upon receipt of candidate representation, the HKIB may convene a disciplinary hearing panel consisting of members of HKIB Committees, attended by the examination candidate, to determine a final decision on the matter.
10. Candidate behaviour deemed to be misconduct behaviour during examination will be divided into three levels of severity:
 - a. Level 1: INDIVIDUAL dishonest behaviour with NO LEAKAGE of exam questions
 - b. Level 2: INDIVIDUAL dishonest behaviour with LEAKAGE of exam questions
 - c. Level 3: GROUP dishonest behaviour with LEAKAGE of exam questions
11. The reference point for penalties resulting from candidate misconduct based on the three levels of severity are, respectively:
 - a. Level 1: Suspension from enrolling in HKIB Professional Qualifications Examinations for a period of 1 year; participation in “remediation programme” as specified by HKIB
 - b. Level 2: Suspension from enrolling in HKIB Professional Qualifications Examinations for a period of 3 years; participation in “remediation programme” as specified by HKIB
 - c. Level 3: Suspension from enrolling in HKIB Professional Qualifications Examinations for a period of 5 years; participation in “remediation programme” as specified by HKIB
12. The remediation programme would consist of mandatory participation in specified training courses provided by HKIB (no cost required) related to professional ethics and compliance

F. EXAMINATION RESULTS

Examination Results Announcements

1. Candidates will receive email notification once the examination results are available through the HKIB online platform. For multiple-choice type questions ONLY examination, result will be released within four weeks after the examination date. For examinations with the presence of essay-type questions, result will be released around eight weeks after the examination date of the last module of the exam diet.
2. Results are withheld from candidates who have not paid in full any monies due or payable to the Institute, including but not limited to examination application fees.

Examination Results Review

3. Candidates may request rechecking or remarking of their examination scripts, within one month of the issue of examination results by submitting an official Examination Result Appeal Form via HKIB website.
4. Rechecking fee of HKD500 per module is only applicable for multiple choice examinations and this fee covers the re-checking for technical errors only such as incorrect mark entries for multiple-choice answer sheets. Remarking fee of HKD1,700 per module is only applied to other types of examination.

G. EXAMINATION ARRANGEMENTS FOR CANDIDATES WITH SPECIAL NEEDS

1. Candidates with special needs may request special examination arrangements. Under these circumstances they are required to submit documentary evidence, such as medical proof issued by a registered medical practitioner, together with a written request, when applying for the examination. Approval of the request is subject to final HKIB decision.
2. Request for such arrangements may result in an additional charge.

H. POCKET CALCULATORS

1. Only permitted calculators can be used in this examination, which are listed in the Appendix.
2. HKIB strictly enforces all policies with regard to calculator usage during examinations and candidates are required to abide by the policies of HKIB. Calculators are inspected prior to the start of the exam. They must remain on your desk in full view and proctors continue to inspect calculators throughout the administration of the examination. Possession or use of an unauthorised

calculator at the test centre results in the voiding of your examination results and may lead to the suspension or termination of your candidacy in HKIB Programme. Failure by the proctors to detect an unauthorised calculator prior to the start of the examination, or your use of an unauthorised calculator at any time during the examination, does not imply that the calculator is an approved model or that your scores will ultimately be reported. Calculator covers, keystroke cards, and loose batteries are permitted in the testing room; instruction manuals are not.

3. Candidates are required to clear financial calculator memory prior to each session of the examination. (Please do not ask invigilators to clear it.) It is candidates' responsibility to revert their own calculator to desired setting(s) once the calculator's memory has been cleared. If a candidate's calculator has notes/formulas printed on the back of the calculator, includes pull-out cards or contains other supplemental material, this information must be removed or masked by solid colour tape before entering the examination room.

I. OFF-SITE REMOTE EXAMINATION CANDIDATES

1. Candidates participating in off-site remote examination candidates should refer to the "Guidelines for Remote Examination Candidates – Candidate Handbook" for specific regulations, including requirements on platform rehearsal practice.

Appendix – List of Permitted Calculators

A.MAX					
SC-801	SC-802	SC-809	SC-813		
ATABA / AURORA					
AC-688	AC-689	AC-690	AC-692	AC-693	AC-694
AT-1	AT-105	AT-106 A	AT-108 A	AT-168	AT-208 N/B
AT-231 A/B/C/D	AT-232 /S	AT-233	AT-241 T	AT-244 H	AT-256 H
AT-268	AT-281 /S	AT-282	AT-283	AT-368	AT-508
AT-510	AT-512	AT-518	AT-520	AT-522	AT-601 A
AT-620 A	AT-630	AT-687	AT-2129 A/B	AT-6120	AT-6320
AT-9300	BD-1	BD-2	D-8 /N	D-10 /N	D-12 N
SC-170	SC-180	SC-200	SC-500		
BISTEC					
B300	B500	B600	B700	B900	
BLT					
BT-206	BT-600	BT-2016-12	BT-2018-12	BT-2200	BT-2600
BT-2800	BT-2900	BT-3600-12	BT-5900	BT-8838-12	DC-308- 8S/12
DC-318-8S/12	DC-338- 8S/12	DC-408	DC-508	SC-183	
CANON					
AS-8	AS-120	AS-120 II	AS-120V	AS-1200	AS-2200
AS-2222	BS-100	BS-102	BS-120	BS-122	BS-123
BS-200	BS-300	BS-1200TS	CB II BK/G	CB III	F-45
F-65	F-73 /P	F-402	F-500	F-502	F-600
F-602	F-604	F-605	F-612	F-700	F-715S /SG
F-730SX	F-800 P	F-802 P	FC-4 S	FC-42 S	FINANCI AL/II
FS-400	FS-600	HS-20H/TG	HS-20TSC		
HS-100	HS-102H	HS-120L	HS- 1010TUC		
HS- 1200RS/T/TV/TS	HS-1210TC	KC-20	KS-10	KS-20	KS-30
KS-80	KS-100	KS-102	KS-120	KS-122	KS-123
KS-125WUC	KS- 1220TSG	L-20 II W AD	L-30 II W AD	L-813 II	L-1011
L-1214II/AD	L-1218	LC-22	LC-23	LC-34 /T	LC-44
LC-63	LC-64 T	LC-101	LC-210Hi III	LC-500H	LC-1016

LC-1222	LC-1620H	LS-8	LS-12H	LS-12TC	LS-21
LS-25H II	LS-31 II	LS-32	LS-39H	LS-41 II	LS-42
LS-43 B/S	LS-51	LS-52 BK/W	LS-54 W	LS-61	LS-62 BK/W
LS-80/H	LS-81 Z	LS-82 H/Z	LS- 88Hi/V/Hi II/V II/Hi III	LS-100 II/H/TS	LS- 101H/TU C
LS-102 Z	LS- 120H/L/RS /V/Hi II/Hi III/V II	LS-122TS	LS-123TC	LS-125T	LS-151
LS-153TS	LS-270H/V II	LS-355TS	LS-500	LS-510	LS-550 G/B1
LS-552	LS-553	LS-560	LS-562	LS-563	LS-566H
LS-716H	LS-1000H	LS-1200H	LS-SMART	M-10	M-20
M-30	OS-1200	PS-8 BK/W	PS-10BK/W	SI-120T	SK-100H
T-14BK/G/W	T-19	TR-10H	TR-1200H	TS-81/H	TS-83
TS-85H	TS-101	TS-103	TS-105H	TS-120TL/TS	TS- 1200TSC
TX-1210Hi/Hi II/Hi III	WS-100	WS-112H	WS-120	WS-121H	WS-200H
WS-220H	WS-1200H	WS- 1210Hi/Hi II/Hi III/T	WS-1410T	WS-2222	WS-2224
WS-2226	WS-2235H				
CASIO					
AX-12B	AX-120B	AX-120ST	AZ-45F	BF-80	BF-100
CV-700	D-20 A/L	D-40D/L	D- 100W/L/LA	D- 120F/L/W/T/ LA/TV/S	DC-12M
DF-10L	DF-20L	DF- 120FM/TE/ TV/MS	DJ-120/TG	DM- 1200FM/T/T EV/TM/MS	DM- 1400F/TV
DN-10	DN-20	DN-40	DS-1B/L/TV	DS-2B/L/TV	DS- 3/B/L/V
DS-8 E	DS-10 E/L/G/TV	DS-20 E/L/G/TV	DS-120 /TV	DW-120MS	DX-12B
DX-120B/ST	FC-100	FN-10	FN-20	FX-8	FX-10 F
FX-39	FX-50 F/FH/FH II	FX-55	FX-61 F	FX-68 /B	FX-78
FX- 82/B/C/D/L/LB/ SUPER/SX/W	FX-85 /M/N/V	FX-100 /A/B/C/V/D	FX-115 /M/N/V/D	FX-120	FX-135

FX-140	FX-210	FX-350/A/C/D/H/HA/W	FX-451 M	FX-500 /A	FX-550 /S
FX-570A-/C-/V/D/S	FX-911S/SA	FX-991 /M/N/V/D/H/S	FX-992V/VB/S	FX-3400P	FX-3600 P/V/A/PV
FX-3650P/P II	FX-3800 P	FX-3900PV	FX-3950P	GX-12B	GX-120B
HL-100 L	HL-122 /L	HL-812/E/L	HL-815L	HL-820 A/LU/D/LV	HS-4A
HS-8G /L/LU/D	HS-9	HS-88	HS-90	J-10 A/D	J-20
J-30 C	J-100 W/L/LA	J-120F/L/W/T/TV	JE-2	JE-3	JF-120 FM/TE/TV /TM/MS
JF-200 TV	JJ-120TG	JL-210	JN-10	JN-20	JN-40
JS-8 C	JS-10/B/C/M/L/LA/TV	JS-20B/C/M/L /LA/TV	JS-25	JS-40 B/L/LA/V	JS-110 /TV
JS-120 /TV/TVS	JS-140/TVS/V	JW-120MS	JW-200SC	LC-160LV	LC-401A/LV
LC-403C/E/L/LU/LB	LC-700	LC-710	LC-787 G/GU	LC-797G/GU	LC-798 G
LC-1000/TV/L	LC-1210	MC-40 S	MC-801 S	MJ-20	MJ-100TG
MJ-120 /TG	MJ-C10Plus	MP-12R	MS-5A	MS-6	MS-7/LA/T/TV /UC
MS-8 F/W/A/TV/S	MS-9	MS-10F/W/L/T V/S	MS-20 F/W/TE/TV/ UC	MS-70 L	MS-80F/TV
MS-100 A/FM/TV/TM/MS	MS-120 A/FM/TE/T V/TM/MS	MS-140 A	MS-170 L/LA/T/TV	MS-270L/LA/T/T V	MS-470 L/LB/V
MW-5V	MW-8V	MX-8B	MX-12B	MX-120B	NS-3
NS-10L	NS-20L	RC-770	S-1	S-2	S-20L
SJ-20	SL-80 E	SL-100 A/B	SL-110 A/B	SL-120 A/B	SL-200
SL-210	SL-220 /TE	SL-240/L/LB	SL-300 H/J/L/LH/LU /LB/LV/TV	SL-310 M/UC	SL-320TV
SL-330	SL-340VA	SL-350	SL-450	SL-510 /A	SL-704
SL-720 /L	SL-760 A/C/LU/LB	SL-787 /TV	SL-790L	SL-797 TV	SL-805A
SL-807 /A/L/LU	SL-817 L	SL-850	SL-910L	SL-1000 M/SC	SL-1200L
SL-1510	SL-1530T	SL-2000 M	SX-100	SX-220	SX-300
SX-320P	US-20	US-100	WD-100L	WD-120L	WD-320MT

WJ-10	WJ-20	WJ-100L	WJ120L	WM-220MS	WM-320MT
CITIZEN					
CT-500	CT-600	ELS-301	ELS-302	ELS-501	F-908 /N
F-920	F-940 N	F-950	FT-200	LC-505	LC-508 N
LC-510 N	LC-516 N	LC-531	LC-5001	LH-700	LH-830
SB-741 P	SDC-810	SDC-814	SDC-826	SDC-830	SDC-833
SDC-834	SDC-836	SDC-839	SDC-848	SDC-850	SDC-865
SDC-868	SDC-875	SDC-878	SDC-880	SDC-888	SDC-8001
SDC-8401	SLD-702	SLD-705 B	SLD-707	SLD-708	SLD-711 /N
SLD-712 /N	SLD-720	SLD-722	SLD-723	SLD-725	SLD-732
SLD-735	SLD-737	SLD-740	SLD-742	SLD-750	SLD-760
SLD-767	SLD-781	SLD-7001	SLD-7401	SR-30	SR-35
SR-70	SR-260	SRP-40	SRP-45	SRP-60	SRP-65
SRP-75	SRP-80	SRP-285II			
HEWLETT- PACKARD					
HP-6S	HP-6S Solar	HP-9S	HP-10 B/BII/BII+	HP-11 C	HP-12 C
HP-15 C	HP-16 C	HP-20b Business Consultant	HP-20 S	HP-21 S	HP-30S
HP EasyCalc 100	HP OfficeCalc 100/200/3 00				
KARCE					
KC-107	KC-117	KC-119	KC-121	KC-127	KC-153
KC-159					
SHARP					
EL-231C/L	EL-233G	EL- 240C/SA	EL-310A	EL-326L/S	EL-330A
EL-331A	EL- 334H/A/F	EL-337M/C	EL-338A/F	EL-344G	EL-354L
EL-373	EL-376G	EL-386L	EL-387L	EL-480G	EL- 501V/X
EL-506A/G/R/V	EL- 509G/D/S/ L/R/V	EL-520 D/G/L/R/V	EL-530 A	EL-531 GH/H/P/LH/ RH/VH	EL- 546D/G/L

EL-556G/L	EL-731	EL-733A	EL-771C	EL-782C	EL-792C
EL-879L	EL-2125/C	EL-2128H/V	EL-2135	EL-5020	
TEXAS INSTRUMENTS					
BA-III	BA-SOLAR	BA-II/II PLUS/II PLUS PROFESSIONAL	BA-35	BUSINESS-EDGE	FINANCIAL – INVESTMENT - ANALYST
MATH EXPLORER	TI-COLLEGIATE	TI-25X SOLAR	TI-30 /Xa/Xa Solar/XIIB	TI-31	TI-32
TI-34 /II	TI-35 /X	TI-36 /X Solar	TI-60	TI-65	
TRULY					
101 /A	102	103	105	106	107
F110	P-127	SC-106A	SC-107B/C/F/G	SC-108	SC-109 /X
SC-110 /X	SC-111 /X	SC-118 /A/B	SC-128	SC-183 /B	SC-185
北雁					
CZ-118B					