



澳門生產力暨科技轉移中心  
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU  
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

## General Exam Guidelines

1. Candidates are advised to arrive at the exam venue (Rua de Xangai 175, Ed. ACM, 7 andar Macau) at least 30 minutes in advance on the exam day.
2. Candidates must present valid identification documents (original copy) to enter the exam venue:
  - (Macau residents) Macau Resident Identity Card
  - (Mainland residents) Mainland Travel Permit for Hong Kong and Macau Residents, and People's Republic of China Resident Identity Card
  - (Other nationalities) Passport
3. Before the start of the exam, candidates must place all personal belongings (including turning off any electronic devices) at the designated location.  
**Note:** Macau Productivity and Technology Transfer Center (CPTTM) bears no responsibility for any loss of candidates' personal belongings, hence it is recommended that candidates avoid bringing valuable items to the exam venue as much as possible.
4. Candidates are not allowed to leave the exam room at the first 15 minutes of the exam. If a candidate needs to leave the examination room temporarily (e.g., to use the restroom) must be accompanied by a member of center staff, and he/she is not allowed to access any electronic devices or exam-related materials during this period.
5. Any candidate who arrives after 15 minutes start of the examination may not be allowed to sit the examination. Candidates who have finished the examination and have been allowed to leave the examination room early without disturbing other candidates, and they must not be allowed back into the room once they left.
6. Eating and drinking are prohibited inside the exam room.
7. The exam qualification may be cancelled due to malpractice of the following regulations:
  - Candidates must take the exam at the designated exam venue and he/she is not allowed to open any websites during the exam (except from those specified by the exam center).
  - Candidates can only use the draft paper which is provided by the exam center during the exam.
  - Any form of cheating or disturbing other candidates is prohibited, including attempting to communicate with individuals inside or outside the exam room, or sharing items with other candidates.
  - Taking photos or videos of the exam room or exam materials is prohibited.
  - Candidates must not disclose exam content to others or reproduce it in any form.
  - Before leaving the exam room, candidates must return all distributed draft papers (if applicable) to the invigilator.
8. In the event of a typhoon signal no. 8 or above, the exam will be automatically cancelled. CPTTM will inform candidates the arrangements for rescheduling the exam accordingly.