

# CESGA Online Exam Policy for Physical Venue in Hong Kong

## 1. Required Identification

You must present an original, valid official identification document that clearly shows your name and photograph to gain entry to the examination room. The name on your identification must match the name used to register for the examination. Acceptable forms of identification include Identity Card and passport.

## 2. Venue and Timing

Please arrive at the examination center at least 30 minutes prior to your scheduled examination start time to allow for check-in procedures.

## 3. Computer Equipment

The examination venue **DOES NOT** provide any devices for examinations. You are required to bring your own laptop and charger. While charging ports are available at the venue, we recommend arriving with a fully charged device to avoid any technical disruptions during your examination.

## 4. Storage of Personal Belongings

Upon arrival, you must store all personal belongings (excluding your laptop, charger, and identification) in the designated storage area. All electronic devices such as mobile phones, tablets, and smartwatches must be powered off completely before storage. Friends of the Earth (HK) and the venue operator cannot be held responsible for any loss, theft, or damage to personal property. We recommend leaving valuables at home.

## 5. Movement During Examination

Candidates are not permitted to leave the examination room during the examination period, including for toilet breaks or other personal needs. After the first 15 minutes have passed, candidates who have completed their examination may leave quietly. However, re-entry is strictly prohibited once you have departed the room.

## 6. Punctuality

Candidates who arrive after the official start time will not be admitted to the examination.

## 7. Refreshments

Consumption of food and beverages, including water, inside the examination room is not permitted.

## 8. Academic Integrity Requirements

Any breach of the following rules will result in immediate disqualification and potential cancellation of your examination results:

- You must work only at your designated station and may access only the websites explicitly authorized by examination supervisors
- Only your laptop, mouse, charger, and identification are permitted on your desk. All other items including water bottles, personal notebooks, scratch paper, writing materials,

- and personal belongings must be stored in the designated area
- All forms of communication are forbidden, including speaking to other candidates, using hand signals, or attempting contact with anyone outside the examination room. Sharing materials or equipment with other candidates is prohibited
  - Recording the examination in any format—including photography, video, audio, or screenshots—is strictly forbidden
  - All examination content is confidential. Discussing, sharing, or reproducing examination questions or materials in any manner is prohibited

## **9. Additional Rules and Regulations**

For all other examination rules and procedures not specified above, please refer to the [CESGA Online Exam Guide](#) and the [Standard Terms for the Purchase of Online Courses](#) (“Official EFFAS Policies”). The Official EFFAS Policies are the final authoritative document governing examination procedures. In the event of any conflict between this policy and the Official EFFAS Policies, the Official EFFAS Policies shall take precedence.

## **10. Inclement Weather Policy**

If Typhoon Warning Signal No. 8 (or above) or a Black Rainstorm Warning is hoisted or in force 2 hours before the examination start time, the examination will be automatically cancelled. Friends of the Earth (HK) will inform candidates of the arrangements for rescheduling the examination accordingly.

## **11. Limitation of Liability**

EFFAS and Friends of the Earth (HK) reserve the right to amend this policy and modify examination arrangements as necessary. EFFAS and Friends of the Earth (HK) shall not be held liable for any examination disruptions, including technical difficulties, venue issues, or other unforeseen circumstances. No compensation or refunds will be provided for disruptions beyond the organizers' control.