



Exam Checklist

Bring Your Own Device (BYOD) Examinations

Associate Module 10 in Hong Kong only

Before Your Examination Day

1.

You can download and print the Examination Attendance Docket ("EAD") in QP Self-service Student Centre two weeks before the examination. Please double check its details:

- Candidate's full name
- Examination date, time and location

Prepare to arrive 1 hour before examination begins

2.

Check your identification document

Check your registered identification document in QP Self-service Student Centre. For details, please read through Examination Attendance Docket in section 3.9.2 of the QP Student Handbook.

3.

Check if your device is compatible

My device should be:

- **Wi-Fi network compatible**
- **Memory:** 4 GB or above
- **Hard Drive:** 10 GB or above
- **CPU:** Dual core or above
- **Display:** 1024 * 768 or above
- **Operating System:** Windows 10 or above/ Mac OS 10.13 or above
- **Browser Requirements:** Google Chrome 90 or above / Safari 13 or above / Edge 90 or above
- **iPad or Android Tablets are NOT allowed**

Bring external batteries to ensure the testing device can support the full examination for at least 4 hours



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Install the latest version of the examination application "[HKEAA Cloud Exam Client](#)" correctly on your device designated for the BYOD examination. Double check if the application is the latest version 2 days prior to the examination date.

4.

Check if your calculator satisfy the Institute's rule

My calculator should be:

- battery-powered
- noiseless
- cordless
- pocket-sized
- WITHOUT communication function
- WITHOUT printout, dictionary or graphic/ word display facilities.

5.

Materials to bring

- EAD (See Step 1)
- ID that is registered with the Institute (See Step 2)
- Testing device and *external batteries if applicable* (See Step 3)
- Calculator that is approved by the Institute (See Step 4)
- Stationery
- Your own notes and reference books in hard copy format

6.

Familiarise yourself with the CBE system.

Visit the [Institute's website](#) for:

- Tutorial video
- CBE Practice Platform
- FAQs

7.

Contact for support

Reach out to the Institute for any clarifications or assistance regarding the BYOD examination



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On the Examination Day

1.

Admission and Introduction

Arrive 1 hour before examination start time.

Present your printed Examination Attendance Docket (EAD) and registered identification document for admission.

Before entering examination centre, switch off your non-examination related electronic device(s).

The invigilator will assign to you a seat at the check-in point.

Once seated, place your personal belongings in your bag or on the floor beneath your desk.

Connect your device to the venue's internet according to the Wifi information on your desk.

Check your personal details and read the examination rules/ policy.

Candidates are NOT permitted to borrow devices from other candidates or from examination centre on examination day.

2.

Examination Commencement

Invigilator will announce the examination start time.

Official timer will appear at the top right of your screen.

Candidates are not allowed to enter the examination centre 30 minutes after the examination has started.



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On the Examination Day

3.

Restroom Break

Raise your hand and wait until invigilator advises you to leave your seat. Once you have permission, click the 'Screen Lock' at the top right of your screen.

Take your EAD with you when you leave the workstation.

Time will NOT be stopped or paused during the break.

4.

Examination Submission

When you have completed the examination and is ready for submission before the examination end time, raise your hand to notify the invigilator first.

Click 'End Exam and Submit' at the bottom left of the screen.

Wait until invigilator advises you that you can leave your seat.

Candidates are not permitted to leave the examination centre during the first 30 minutes.

Answers will be automatically submitted at the end of examination session.
