![Hong Kong Institute of Certified Public Accountants - CPA 香港會計師公會]

Exam Day Checklist for Modules 1 to 9
Examinations in Computerised Examination Centres

Before Your Exam 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 • Exam date, time and location Prepare to arrive 45 minutes before exam 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 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.
4.	Materials to bring	• EAD (See Step 1) • ID that is registered with the Institute (See Step 2) • Calculator that is approved by the Institute (See Step 3) • Stationery, excluding papers.
5.	Famarilise yourself with the Computer-based examination system.	Visit the [Insitute's website](#) for: • Tutorial video • CBE Practice Platform • FAQs

On the Exam Day

1.	Admission and Introduction	Arrive 45 minutes before exam start time.
		Present your printed Examination Attendance Docket (EAD) and registered identification document for admission.
		Before entering examination centre, switch off your electronic device(s).
		The invigilator will assign to you a workstation at the entrance.
		Once seated, place your personal belongings in your bag or on the floor beneath your desk. Check your personal details and read the exam rules/ policy.
2.	Exam Commencement	Five sheets of scratch paper will be provided.
		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 exam has started.

On the Exam 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.	Exam Submission	When you have completed the exam and is ready for submission before the exam 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 exam centre during the first 30 minutes.
		Answers will be automatically submitted at the end of examination session.
		Scratch paper will be collected by invigilators and destroyed at the end of the exam.