

**City & Guilds Business Support Examinations**  
**Enrolment Procedures**  
~ September 2006 edition ~

**To: Heads and Examination Secretaries of registered centres  
in Hong Kong and South China**

The purpose of this circular is to request Heads and Examination Secretaries of all registered centres to bring the attention of their teachers and students to some important issues of City & Guilds business support examinations.

**1. Procedures for booking of examinations**

Examinations take place at registered centres may normally be held on any date, provided that the Requisition Form, Candidate Result Entry Form and payment reach our office at least **six weeks** prior to the first proposed date of examinations. To enhance coordination, centres are advised to phone us and check the proposed dates and time before organizing the examinations.

**2. Entry fee**

For entry fee of each City & Guilds business support examination, please refer to our updated Fees Chart.

Please note that the minimum number of entries is **TEN** for each session of examination. If entries are less than ten, please contact City & Guilds, Hong Kong office to discuss the possibilities of special arrangement.

Please be reminded that entry fees paid are non-refundable and non-transferable.

**3. Examination accommodation**

Free accommodation and equipments (computers, floppy disks, printers, tape players, cassette tapes etc), if required, should be provided by centres.

Invigilator and candidates arrive **15 minutes** before the commencement of examination. With addition to the reading, warm-up and printing time for some subjects, centres are reminded to estimate the occupied duration of accommodation.

**4. Examination Requisition Form**

When completing the Examination Requisition Form, centres should specify the room number for each examination. If more than one room are required to accommodate all the candidates in any examination, the number of candidates allocated to each room must be given together with the respective room number (this manner is also required for completing the Candidate Result Entry Form). Name and signature of Principal and/or school chop should be present at the bottom of the form.

## 5. Candidate Result Entry Form

Centres should arrange the candidates allocated to EACH ROOM according to the alphabetical order of the candidates' surnames and submit the entries for each room on individual forms. Candidates' full name in English (as on HKID or passport), sex and date of birth should be provided.

If candidate enrolled any City & Guilds examinations before, please also quote the enrolment number given on previous examination documentations. Otherwise, please write ENR or simply leave the section blank.

Examination Secretaries should sign and date at the bottom of each page.

## 6. Additional accommodation, equipment and specialist for specific subjects

For some subjects, centres have to provide additional accommodation or equipment. If specific, specialists should be nominated and present during the examinations. Additional accommodation, equipment and/or specialist is a pre-requisite of holding an examination, centres are strongly recommended to allocate appropriate resource and manpower at the first instance.

Specialists nominated should be reminded that it is Invigilator's responsibility to conduct the examination on behalf of City & Guilds. Remuneration will be given to nominated specialists. Please refer to Nomination Form for details.

### English language examinations

- (a) International English for Speakers of Other Languages (IESOL): Cassette tape will be provided by Invigilator for the listening section. Centres should prepare a tape player and maintain a silent environment. City & Guilds, Hong Kong office can provide audio CD instead, only in case of prior request.
- (b) English for Office Skills (EOS) and ESOL for Young Learners: Reader should be nominated and present during the listening section. Reader should be a suitably qualified and experienced teacher of English and may be the candidates' own teacher of English.

Reader will get the Instruction to Reader from Invigilator before the commencement of examination. With sufficient time for preparation, Reader should read the specified passages during the examination under Invigilator's supervision. After finishing this section, Reader should leave the examination room.

- (c) International Spoken English for Speakers of Other Languages (ISESL) and SESOL for Young Learners: Centres should arrange two adjacent rooms (waiting room and examination room), prepare cassette tape recorder and provide sufficient empty tapes.

Interlocutor should also be nominated and present in the examination room. Interlocutor should be a suitably qualified and experienced teacher of English and may be the candidates' own teacher of English.

Interlocutor will get the question paper from Invigilator **15 minutes** before the commencement of examination. This over-ride the 1-hour time frame mentioned in ISESL Examination Guide. He/she should conduct the interview with candidates and make sure the recording equipment is working properly.

- (d) Use of computer for English for Business Communications examination is allowed, please nominate Specialist Teacher and notify City & Guilds, Hong Kong office when submitting the examination application forms.

### Modern office application examinations

- (a) Personal computers, relevant software package, networking system and printers are provided by the centre. Spare computers should be available in case of any machine fault.
- (b) Specialist Teacher should be nominated and present throughout the examinations. His/her responsibility is to give technical advice in handling facilities, to avoid cheating through the network or internet, to deal with any machine faults, to supervise the candidates in printing out their answers, and to erase all exam materials from storage media after the examination.
- (c) For those examinations require prior data input, City & Guilds, Hong Kong office is responsible to prepare the required data, text and/or image. Invigilator will bring sufficient amount of floppy disks to the exam venue. Unless with prior request, the files are prepared in the format of these software with specific version.
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|---|-----------------------------------|---|
| ■ | Word Processing Techniques        | Microsoft Word 2000   |
| ■ | Chinese Word Processing           | Microsoft Word 2000   |
| ■ | Desktop Publishing                | Microsoft Word 2000   |
| ■ | Spreadsheet Processing Techniques | Microsoft Excel 2000  |
| ■ | Chinese Spreadsheet Processing    | Microsoft Excel 2000  |
| ■ | Practical Data Processing         | Microsoft Access 2000 & Excel 2000                                    |
| ■ | Visual Presentation               | Microsoft PowerPoint 2000   |
| ■ | Computerised Accounts             | <i>please contact City &amp; Guilds, Hong Kong office for details</i> |
- (d) For other examinations which do not require prior data input, centre is responsible to provide empty floppy disks for candidates' use. Candidates are required to store their files in the disks during the examinations. After the examination, all files should be erased from the disks and/or storage medium.

### Shorthand & Audio Transcription

- (a) Dictation Reader should be nominated and present in the Shorthand examinations. He/she should read the specified passages under invigilator's supervision. After that, the Dictation Reader should leave the examination room.
- (b) For Audio Transcription examination, in addition to the special examination facilities, Dictation Reader should be nominated by centre. Please contact City & Guilds, Hong Kong office to arrange prior recording and duplication.
- (c) Use of computer for Audio Transcription examination is allowed, please nominate Specialist Teacher and notify City & Guilds, Hong Kong office when submitting the examination application forms.

## **7. Nomination Form for specialist**

To appreciate the support of specialists, remuneration will be given by City & Guilds, Hong Kong office. Their duties in brief and amounts of remuneration are stated on respective Nomination Form. Please complete the appropriate Nomination Form, with signature of Exam Secretary and school chop.

City & Guilds, Hong Kong office manages remuneration for specialists once a month, usually the second week of the month following the examination took place.

Harmonize with various centre policy, remuneration could be credited to specialist's own bank account, centre's bank account or any other bank account specified. Completion of Nomination Form is for the purpose of remuneration only. Absence of Nomination Form will be considered as giving up the remuneration for own reason. It supposes specialist will be present during the proposed examination even without completing the Nomination Form.

## **8. Confirmation of examinations**

Upon receipt of the whole set of documents and payment, our office will confirm the requisitioned examination at least one week before the first proposed date of examinations. Centres should notify the involved candidates of the confirmed examination arrangements. Please note that alterations to examination arrangements or information on the Candidate Result Entry Form will not be accepted once confirmed.

## **9. Candidate with Special Needs**

City & Guilds policy on assessment is to give all candidates equal opportunity to demonstrate attainment and to give candidates with disabilities and learning difficulties the same access to assessment as other candidates. To achieve this, special arrangement is allowed, provided that medical or professional evidence present. Please contact City & Guilds, Hong Kong office before organizing the examinations. The allowance of special arrangement is subject to approval.