

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Domestic Helper Training –
Candidate Guidelines

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Registration time: Morning sessions: **8:40a.m. to 8:45a.m**
Afternoon session: **1:40p.m. to 1:45p.m**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoes (except for boots)
 - self-prepared gloves and glasses (if necessary)The Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Domestic Helper Training –
Candidate Guidelines

7. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted, otherwise they may receive a downgrading or even be disqualified from the assessment.
8. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
9. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
10. For candidates who fail in 3 subjects or less, an immediate re-assessment can be arranged. No such arrangements will be made for those who fail in 4 subjects or more. The training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking re-assessments on a rescheduled date.
11. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in
Hotel Room Attendant / Hotel Public Area Cleaner Training – Candidate Guidelines
(Only applicable for class commencement date on or after 1 Oct 2009)

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Registration time: Morning sessions: **8:40a.m. to 8:45a.m**
Afternoon session: **1:40p.m. to 1:45p.m**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoes (except for boots)
 - self-prepared gloves and glasses (if necessary)The Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.

Practical Skills Training and Assessment Centre

Standardized Assessment for Certificate in

Hotel Room Attendant / Hotel Public Area Cleaner Training – Candidate Guidelines

(Only applicable for class commencement date on or after 1 Oct 2009)

7. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted, otherwise they may receive a downgrading or even be disqualified from the assessment.
8. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
9. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
10. The assessment results will be announced by the relevant training bodies 7 working days after the completion of the assessment.
11. For candidates who fail in the first assessment, **TWO** re-assessment can be arranged. Such training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking the re-assessments.
12. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in
Personal Care Worker Training /Elderly Home Care Worker Training /
Module Certificate in Elderly Care / Elderly Nursing Care – Candidate Guidelines
(Only applicable for class commencement date on or after 1 Oct 2009)

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Registration time: Morning sessions: **8:40a.m. to 8:45a.m**
Afternoon session: **1:40p.m. to 1:45p.m**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy and should be loose enough for rolling up the sleeves)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoes (except for boots)
 - self-prepared stop-watch and glasses (if necessary)The Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. Candidates must be obliged to ensure the assessment can proceed smoothly by playing the role as recipients (i.e. elderly).

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in
Personal Care Worker Training /Elderly Home Care Worker Training /
Module Certificate in Elderly Care / Elderly Nursing Care – Candidate Guidelines
(Only applicable for class commencement date on or after 1 Oct 2009)

7. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.
8. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted. Candidates must not advise others when taking the role as recipients, otherwise they may receive a downgrading or even be disqualified from the assessment.
9. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
10. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
11. The assessment results will be announced by the relevant training bodies 7 working days after the completion of the assessment.
12. For candidates who fail in the first assessment, **TWO** re-assessment can be arranged. Such training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking the re-assessments.
13. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Post-natal Care Worker Training /
Infant and Child Care Worker Training – Candidate Guidelines

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Registration time: Morning sessions: **8:40a.m. to 8:45a.m**
Afternoon session: **1:40p.m. to 1:45p.m**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy and should be loose enough for rolling up the sleeves)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoes (except for boots)
 - self-prepared stop-watch and glasses (if necessary)The Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. Candidates must be obliged to ensure the assessment can proceed smoothly by playing the role as recipients (i.e. post-delivery women; only applicable for Post-natal Care assessment).
7. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Post-natal Care Worker Training /
Infant and Child Care Worker Training – Candidate Guidelines

8. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted. Candidates must not advise others when taking the role as recipients, otherwise they may receive a downgrading or even be disqualified from the assessment.
9. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
10. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
11. The assessment results will be announced by the relevant training bodies 7 working days after the completion of the assessment.
12. For candidates who fail in the first assessment, the first re-assessment will be scheduled by the Assessment Centre and such candidates will be informed of the relevant time and date by the relevant training bodies. Such training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking re-assessments on a rescheduled date.
13. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

Practical Skills Training and Assessment Centre
Standardized Assessment for Module Certificate in
Post-natal Care / Child Care / Infant Care – Candidate Guidelines

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Registration time: Morning sessions: **8:40a.m. to 8:45a.m**
Afternoon session: **1:40p.m. to 1:45p.m**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy and should be loose enough for rolling up the sleeves)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoes (except for boots)
 - self-prepared stop-watch and glasses (if necessary)The Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. Candidates must be obliged to ensure the assessment can proceed smoothly by playing the role as recipients (i.e. post-delivery women; only applicable for Post-natal Care assessment).
7. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.

Practical Skills Training and Assessment Centre
Standardized Assessment for Module Certificate in
Post-natal Care / Child Care / Infant Care – Candidate Guidelines

8. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted. Candidates must not advise others when taking the role as recipients, otherwise they may receive a downgrading or even be disqualified from the assessment.
9. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
10. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
11. The assessment results will be announced by the relevant training bodies 7 working days after the completion of the assessment.
12. For candidates who fail in the first assessment, **TWO** re-assessment can be arranged. Such training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking the re-assessments.
13. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Massage for Healthcare –
Candidate Guidelines

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Morning sessions:
I). First session: **8:40a.m. to 8:45a.m.**, Second session: **11:00a.m. to 11:05a.m.** or
Afternoon Sessions:
II). First session: **1:40p.m. to 1:45p.m.**, Second session: **4:00p.m. to 4:05p.m.**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoesThe Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. Candidates must be obliged to ensure the assessment can proceed smoothly by playing the role as recipients (i.e. clients).
7. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Massage for Healthcare –
Candidate Guidelines

8. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted. During assessment, candidates must not advise others when they are taking the role as recipients, otherwise they may receive a downgrading or even be disqualified from the assessment.
9. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
10. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
11. The assessment results will be announced by the relevant training bodies 7 working days after the completion of the assessment.
12. For candidates who fail in the first assessment, the first re-assessment will be scheduled by the Assessment Centre and such candidates will be informed of the relevant time and date by the relevant training bodies. Such training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking the re-assessments.
13. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Laundry Assistant Training –
Candidate Guidelines
(Only applicable for class commencement date on or after 1 Oct 2009)

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Registration time: Morning sessions: **8:40a.m. to 8:45a.m**
Afternoon session: **1:40p.m. to 1:45p.m**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoes (except for boots)The Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Laundry Assistant Training –
Candidate Guidelines
(Only applicable for class commencement date on or after 1 Oct 2009)

7. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted, otherwise they may receive a downgrading or even be disqualified from the assessment.
8. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
9. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
10. The assessment results will be announced by the relevant training bodies 7 working days after the completion of the assessment.
11. For candidates who fail in the first assessment, **TWO** re-assessment can be arranged. Such training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking the re-assessments.
12. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Catering & Banquet Attendant Training –
Candidate Guidelines

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Morning sessions:
I). First session: **8:40a.m. to 8:45a.m.**, Second session: **11:00a.m. to 11:05a.m.** or
Afternoon sessions:
II). First session: **1:40p.m. to 1:45p.m.**, Second session: **4:00p.m. to 4:05p.m.**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoes (except for boots)The Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in Catering & Banquet Attendant Training –
Candidate Guidelines

7. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted, otherwise they may receive a downgrading or even be disqualified from the assessment.
8. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
9. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
10. The assessment results will be announced by the relevant training bodies 7 working days after the completion of the assessment.
11. For candidates who fail in the first assessment, **TWO** re-assessment can be arranged. Such training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking the re-assessments.
12. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in
Environmental Hygiene & Cleaning Worker Training –
Candidate Guidelines

1. Candidates must bring the **original copy** of their identity cards to the Assessment Centre for identity verification.
2. Candidates must arrive at the assigned Assessment Centre **within the scheduled registration time** for registration. Late comers will be barred from taking the assessment on that day.
Registration time: Morning sessions: **8:40a.m. to 8:45a.m**
Afternoon session: **1:40p.m. to 1:45p.m**
Candidates sitting for re-assessment should arrive at the Assessment Centre at specific time for registration.
3. In order to avoid any kinds of delay, candidates **must** make themselves fully aware of the venue of the venue of the assessment and the registration time. Candidates are suggested to arrive at the venue earlier.
4. For safety reasons, candidates **must** present themselves to the assessment properly dressed as set out below:
 - sleeved clothes (should not be too sexy)
 - trousers (should at least cover the knees)
 - sneakers or closed toe flat shoes (except for boots)
 - self-prepared gloves and rain boots
 - glasses (if necessary)The Assessment Centre can refuse to admit any candidate who is not properly dressed.
5. Assessment time: around **9:00a.m. to 1:00p.m.**, or
around **2:00p.m. to 6:00p.m.**
6. In order to maintain the fairness and justice of the assessment, candidates are not allowed to offer any benefits to or threaten or disturb the staff of the centre as well as the assessors by whatever means; otherwise candidates may be disqualified from the assessment.

Practical Skills Training and Assessment Centre
Standardized Assessment for Certificate in
Environmental Hygiene & Cleaning Worker Training –
Candidate Guidelines

7. Smoking and eating are prohibited in the assessment centre. Beeping devices in mobiles and pages **must be** switched off during the assessment. In order to avoid disturbing others, candidates should keep silent and no foul language is allowed. No paper and pen should be taken in or away from the assessment centre. While waiting, candidates should behave themselves and no discussion on the assessment is permitted, otherwise they may receive a downgrading or even be disqualified from the assessment.
8. Candidates who are unable to present to the assessment on the assigned date and at the assigned time in case of emergency **must** report to the relevant training bodies for further arrangement, otherwise they would be treated as being quit.
9. In case of illness or threatening the safety of others or oneself while waiting or taking the assessment, the Assessment Centre is entitled to terminate the assessment.
10. For candidates who pass at least 1 subject, an immediate re-assessment can be arranged. No such arrangement will be made for those who fail in all subjects. The training bodies are suggested to provide make-up classes for those candidates or allow them to sit in on classes before taking the re-assessment on a rescheduled date.
11. If there is a black rainstorm warning or a typhoon signal No.8 or above in force on the scheduled assessment date, the assessment will be cancelled. The Assessment Centre will arrange another date for the assessment. For details on the measures under typhoon signal or rainstorm warning, please refer to the annex I.

**Practical Skills Training and Assessment Centre
Measures Under Typhoon Signal and Rainstorm Warning**

Typhoon Signal

Situation	Arrangements on Assessments	
Typhoon signal No.3 or below is hoisted.	All assessments will be held as scheduled.	
Typhoon signal No.8 or above is hoisted.	All assessments will be cancelled and rescheduled on another date.	
Typhoon signal No.8 is removed or lowered.	<u>Cancellation Time</u> Before 7:00a.m. Between 7:00a.m. and 12:00noon After 12:00noon	<u>Arrangements</u> Assessments will be held as scheduled. Assessments in the morning session will be cancelled. Assessments in the afternoon session will be held as scheduled. Assessments in the afternoon session will also be cancelled.

Rainstorm Warning

Situation	Arrangements on Assessments	
“Amber” or “Red” warning signal is in force.	All assessments will be held as scheduled.	
“Black” warning signal is in force.	All assessments will be cancelled and rescheduled on another date.	
“Black” warning signal is removed.	<u>Cancellation Time</u> Before 7:00a.m. Between 7:00a.m.to 12:00 noon After 12:00noon.	<u>Arrangements</u> Assessments will be held as scheduled. Assessments in the morning session will be cancelled. Assessments in the afternoon session will also be cancelled.