

Practical Skills Training and Assessment Centre
Standardised Practical Assessment – Guide Notes for Candidates

1. Candidates must bring along their original Hong Kong Identity Cards for verification before admission to the Practical Skills Training and Assessment Centre (PSTAC) for assessment. Candidates failing to do so will not be allowed to undergo assessment and have to contact their respective training bodies for details of the re-take arrangement.
2. Irrespective of whether this is a fresh assessment or a re-take, candidates must reach the PSTAC **on time for registration (the respective training bodies will notify candidates of the registration time)**. Latecomers may not be allowed to undergo assessment and will have to contact their respective training bodies for details of the re-take arrangement. **One assessment opportunity will be deducted in case of absence. If candidates are not able to attend assessments upon confirmation of the schedules due to reasonable causes, they may submit applications for wavier of deduction of an assessment opportunity to the PSTAC through their respective training bodies .**
3. Candidates must assess their medical fitness for undergoing assessment. To prevent influenza or other contagious diseases, candidates should take temperature reading beforehand and seek medical consultation as soon as possible, rather than joining the assessment, should there be a fever or symptoms of influenza. Candidates absent from assessment for health or emergency reasons (**e.g. accidents**) should notify their respective training bodies as early as possible and later contact them for details of the re-take arrangement. Candidates may be arranged to undergo assessment on another day, if considered physically unfit to do it.
4. Candidates must dress properly and appropriately. The PSTAC reserves the right to refuse those failing to do so from undergoing assessment, which involves different postures and limb movements. Long-sleeved clothes, long pants and flat sport shoes are preferred to vests, short pants, dresses and high-heel shoes to avoid embarrassment and accidents. Candidates refused entry for assessment have to contact their respective training bodies for details of the re-take arrangement.
5. Candidates should consult their respective training bodies concerning the assessment process and bring the required tools (for instance, candidates should bring their own gloves for assessment under the domestic helper training course) as required. If the required assessment tools are to be provided by the PSTAC, candidates will not be allowed to use their own tools without prior approval. Also they should not bring invaluable personal belongings to avoid possible loss.

6. For a fair and just assessment, candidates must not provide any advantage for the PSTAC staff or assessors, or cause any nuisance/ threats in any form, or else they will be subjected to disqualification.
7. Candidates have to observe the rules **and** instructions set out by the PSTAC staff/ assessors **including, but not limit to, the following:**
 - To keep the PSTAC clean and no smoking, eating, drinking (except water) and littering are allowed;
 - To keep quiet and speaking loudly or bad language is not allowed;
 - To switch off electronic devices such as mobile phone or tablet computer, or switch them to the “silent” mode; making or receiving phone calls is prohibited;
 - No photo-taking, video-taping and voice-recording are allowed;
 - **Animals, hazardous materials, trolleys and large luggage are not allowed;**
 - Other than candidates, other persons are not allowed to enter into the PSTAC without approval;
 - Taking away property of the PSTAC is prohibited.
8. Some of the assessment subjects (including healthcare masseurs, care-related support workers, care workers, practical skills for care workers (Lifting and Transfer), practical skills for care workers (feeding skills), practical skills for care workers (incontinence care), elderly care workers, elderly nursing care & elderly care, etc) require cooperation among candidates by performing the helper role (customer/ elderly client/ patient/ assistant) in the assessment process. Helpers will not be provided by the PSTAC. Matching of helpers with candidates will be made by the PSTAC on the spot during the assessment day. Any candidates incapable of performing the helper role should apply for exemption from the PSTAC through the training body before the assessment. Any helpers involved in cheating will be disqualified.
9. Candidates must complete the assessment procedure as instructed by the assessor(s). Performance outside the time allowed will not be considered. **Candidates must turn off their electronic devices before the assessment.**
10. If any candidates need early release before completing the assessment procedure for health or emergency reasons, they have to apply to the PSTAC as soon as possible. The permitted candidates may contact their respective training bodies for details of the re-take arrangement for the uncompleted parts afterwards. In the event of termination of assessment by the PSTAC on the grounds of emergency (for instance power failure, Hong Kong Observatory has issued/ hoisted Typhoon Signal No. 8 or above, accident to a candidate), arrangements in conjunction with the training bodies concerned will be made for the affected candidates for re-scheduling assessment for the uncompleted parts.

11. To facilitate the candidates' enquiry, the PSTAC will notify their respective training bodies of their assessment results within 9 working days approximately upon completion of assessment. Candidates who failed in the assessments should approach their respective training bodies for detailed explanations of the failure and support for re-assessments.
12. Each candidate has two chances of re-take. All re-takes have to take place within half a year upon completion of the first assessment. The PSTAC will take the initiative to arrange re-takes for unsuccessful candidates or candidates absent from assessments. Candidates' own applications for re-takes are therefore unnecessary.
13. When the Hong Kong Observatory has issued/ hoisted the Black Rainstorm Warning or Tropical Cyclone Warning Signal No. 8 or above, the PSTAC may cancel scheduled assessments or make special arrangements. The relevant measures are at **Annex**.
14. To protect the privacy of the candidates and ensure the confidentiality of the assessment process, videos will not be taken during the assessments.
15. Videos and photos of various assessments can be viewed at the ERB website :(http://www.erb.org/quality_assurance/skills_assessments/GuidesNotes_Candidates_Scopes/en/)

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Arrangements of Assessment during Rainstorm or Tropical Cyclone Warnings

Warnings	Time	Condition		
		Warning announced	Warning remain hoisted	Warning cancelled or is lowered
Amber or Red Rainstorm Warning & Tropical Cyclone Signal No. 3 or below	Any time	All assessments continue		
Black Rainstorm Warning & Tropical Cyclone Signal No. 8 or above	Before 7:00 a.m.	Candidates should listen to radio or television announcements for the latest information	assessments continue	
	At 7:00 a.m.	Morning assessment sessions cancelled but afternoon assessment sessions are to be confirmed	assessments continue	
	After 7:00 a.m. and before 12:00 noon	Morning assessment sessions cancelled but afternoon assessment sessions are to be confirmed	Morning assessment sessions cancelled but afternoon assessment sessions continue	
	At 12:00 noon	Afternoon assessment sessions cancelled	Morning assessment sessions cancelled but afternoon assessment sessions continue	
	After 12:00 noon	Afternoon assessment sessions cancelled		

Remarks:

- (1) Assessments are to continue if Black Rainstorm Warning is issued during the assessments.
- (2) Assessments are to be terminated if Tropical Cyclone Signal No. 8 or above is issued during the assessments.
- (3) In the event of cancellation or termination of assessments by PSTAC due to bad weather conditions, arrangements in conjunction with the training bodies concerned will be made for the affected candidates to re-schedule assessments for the uncompleted parts. Candidates may contact their respective training bodies for detailed arrangement.