

學員/考生紀律守則

Disciplinary Regulations for Trainees/Candidates

1.0 前言 Introduction

1.1 雖然香港建造業工藝測試中心（「工藝測試中心」）一直致力維持訓練/工藝測試的公平與一致性，但亦難免有個別學員/考生的違規情況發生。有鑑於此，工藝測試中心希望透過此文件，制定學員/考生的應考守則及相關執行條款。

Notwithstanding the effort the Hong Kong Construction Industry Trade Testing Centre ('HKCITTC' hereafter) has been continuously exerting and actual measures taken to assure fair and consistent training/testing conditions, circumstances might still arise under which some trainees/candidates might gain advantage over others or else suffer from disadvantage. In view of this, HKCITTC is resolved to, via the publication of this document, lay down the disciplinary regulations as well as the principle enforcement which could be occasioned by the contravention of these codes.

1.2 此守則適用於工藝測試中心舉行的所有訓練/工藝測試（筆試和實務試）及其他資歷證明測試。除非在其他工藝測試中心發出的文件列明，或者訓練導師/測試監考員的明確表述，否則所有學員/考生應嚴格遵守此紀律守則。

These regulations shall, unless otherwise stated in other publications issued by HKCITTC or expressed explicitly by the instructors/invigilators in charge of the training/test, apply to all training/trade tests (written test and practical test) and qualifying assessments for all certifications, which take place within the HKCITTC.

1.3 學員/考生進行工藝測試中心所舉行的所有訓練/工藝測試（筆試和實務試）及其他資歷證明測試，均受到此守則與條款約束。

For the purpose of this document all trainees/candidates who take part in any of the training/trade tests (written test and practical tests) or of the qualifying assessments for certifications offered by the HKCITTC are subject to the regulations stipulated here after.

1.4 除非在訓練/測試中或本守則另有說明；

Unless otherwise conveyed in the context of the training/tests or in these regulations,

(1) 「作弊」或「不誠實的行為」，包括在訓練/測試或評估的過程中的各種欺詐，欺騙和不誠實的行為，以在訓練/測試中獲取優勢或對其他學員/考生構成不同程度的不公平情況。部份例子：

‘Cheat’ or ‘dishonest behaviour’, includes all forms of fraud, deceit or dishonesty during a training/test or an assessment, so as to obtain or attempt to obtain an unfair advantage or to result in an unfair disadvantage to other trainees/candidates in the process. Here below a non-exhaustive list of examples,

- 抄襲其他學員/考生的答案；
- Copying answers from another trainee/candidate;
- 使用未經許可的物件及輔助工具；
- Using unauthorised materials or aids during the training/tests;
- 在進行訓練/測試時尋求他人協助；
- Seeking unauthorised assistance from others in performing the training/tests;
- 冒認或被假冒身份（或試圖）進行任何關於訓練/工藝測試的活動。
- Impersonating or being impersonated (or so attempted to) by another person engaging in any activities relating to the training/tests.

(2) 「違規」，指在訓練/測試中學員/考生干犯的任何行為，均視為違反此守則。‘Irregularity’, refers to any acts committed by the trainees/candidates during the training/tests which are considered as a breach of any of the regulations stipulated in this document.

(3) 「訓練/工藝測試」，指由工藝測試中心所提供任何形式的訓練/測試，包括資歷證明測試、筆試、實務試及安全訓練等。

‘Training/Trade test’, refer to all forms of qualification training/tests offered by HKCITTC, which include but not limited to assessments of certifications, written tests, practical tests, safety training and/or viva voce.

1.5 此文件未必能涵蓋所有違規的情況，旨在為一般訓練/測試規管行為提供扼要準則及常見處理方式。工藝測試中心保留對違規行為的最終決定權。

It is noteworthy that, however limited by the uncountable varieties of situations, this document cannot cover all possible irregular circumstances in reality. It should be considered as a reference to the trainees/candidates as to what kinds of conducts (or else similar) are regulated during the training/tests and how, in a general manner. HKCITTC reserves all rights to making any judgements in response to the particularity of each illegitimate event should it arise.

2.0 守則 Regulations

2.1 訓練/測試正式開始前 *Before the commencement of the training/tests*

2.1.1 學員/考生應按照指定服飾要求（詳情見〈學員/考生服裝要求〉），穿著合適的工作服進行訓練/測試。

Trainees/Candidates must present themselves for the training/trade tests in correct dress, with respect to the <Dress Code for Trainees/Candidates> in separate document.

2.1.2 學員/考生應在訓練/考試開始前 15 分鐘到達指定的訓練/應試地點。

Trainees/Candidates should arrive at the designated training/test venue 15 minutes before the commencement of the training/tests.

2.1.3 學員/考生應出示〈香港身份證〉，有效的〈建造業安全訓練證明書〉（「平安卡」）及其他要求的有效文件予工藝測試中心職員檢查。

Trainees/Candidates must present their HKID card, valid Construction Industry Safety Training Certificate (generally known as 'green card') and all required certificates to the HKCITTC staffs for inspections.

2.1.4 除非預先獲導師/監考員許可，否則所有學員/考生必須關掉所有電子設備，並將電子設備與其他個人物品存放於指定地點。

Unless otherwise explicitly permitted by the instructor/invigilator, all trainees/candidates must switch off all their electronic devices and deposit them, together with all other personal belongings, at the designated place.

2.2 訓練/測試過程中 *During the training/tests*

2.2.1 學員/考生必須採取所有安全措施及遵守一般行業守則。

Trainees/Candidates must take all necessary safety precautions and measures as stipulated by the instructor/invigilator and in due compliance with the common trade practice.

2.2.2 學員/考生在訓練/測試期間不得與任何人交流，如有疑問應向導師/監考員查詢。

Trainees/Candidates should not communicate with any person during the training/test, by any means, but the instructor(s)/invigilator(s) in case they have any enquiries.

2.2.3 學員/考生不得在訓練場地/試場上使用或試圖使用未經許可的物件（如筆記）或設備（包括手機、相機、或任何電訊及記錄器材）。

Trainees/Candidates should not take, or attempt to take, any unauthorised material (e.g. notes) or device (including but not limited to mobile phones, cameras, and any device which could facilitate communication and/or recording) to the training/test venue and use or attempt to use them.

2.2.4 除非導師/監考員許可，否則學員/考生不得擅自離開或重新進入訓練場地/考場。

Trainees/Candidates may not leave or re-enter the training/test venue unless permitted by the instructor/invigilator.

2.2.5 訓練/測試期間，所有學員/考生應保持安靜，不得騷擾其他學員/考生。

Trainees/Candidates must keep quiet and not disturb others from their work.

2.3 訓練/測試完結後 *After the training/tests*

2.3.1 當訓練/測試時間結束，學員/考生應立即停止手上的工作。

Trainees/Candidates must stop their work when time is up.

2.3.2 在訓練/測試後和離開訓練場地/試場前，學員/考生必須將所有工具、材料及試題交還予導師/監考員。

All tools, materials and test paper must be returned to the instructor/invigilator after the training/test and before leaving the training/test venue.

2.4 訓練/測試開始之前 / 訓練/測試過程中 / 訓練/測試完結後 *Before/During/After the training/tests*

2.4.1 學員/考生應遵守所有訓練/測試守則，以及由導師/監考員、工藝測試中心職員和試題上提供的指引。

Trainees/Candidates must follow the instructions about the conduct of the training/tests, either given by the instructor/invigilator and the HKCITTC staffs or on the test paper.

2.4.2 學員/考生不得進行或試圖作弊和進行不誠實的行為。

No trainee/candidate shall cheat or act dishonestly by any means, or attempt to do so.

2.4.3 任何形式的賄賂都是違法行為，因此被嚴格禁止。如發現任何賄賂行為，工藝測試中心將向廉政公署報告。

Any form of bribery is against the law and therefore strictly prohibited. HKCITTC will report such unscrupulous act to the ICAC should it happen.

2.4.4 訓練場地/試場內不得使用粗言穢語或進行不適當行為。

No foul language nor inappropriate behaviour would be allowed within the training/test venue.

2.4.5 嚴禁任何形式的記錄，包括但不只限於照片，錄像和/或者錄音。

All forms of record taking, which include but not limited to photo-, video- and/or voice-taping, by any means are strictly prohibited.

2.4.6 除非導師/監考員批准，否則學員/考生不得帶走訓練場地/試場內任何物件（包括試題）、工具和/或者設備，其均屬工藝測試中心財產。

Unless otherwise explicitly conveyed by the instructor(s)/invigilator(s) in charge, trainees/candidates must not take away from the training/test venues any of the materials (including test papers), tools and/or equipment which are all part of the HKCITTC properties.

2.4.7 工藝測試中心內所有範圍均嚴禁吸煙。

Smoking is strictly prohibited in all area within the HKCITTC.

3.0 違規處理 *Enforcement*

3.1 一旦被工藝測試中心職員發現任何在訓練/測試前/期間/後違反此守則的行為，工藝測試中心或會向涉事學員/考生作出追究。

Should any irregularities, in another word contravention of the codes of conduct laid down in this document, be observed by any HKCITTC staffs or anyhow brought to HKCITTC's attention before/during/after the training/tests or any activities relating to them, HKCITTC could take a decision as to charge the involved trainees/candidates a penalty for such act or omission.

3.2 追究的形式及嚴重程度將會由工藝測試中心因應不同情況而決定，一般視乎違規行為的性質及其嚴重程度等。懲罰可能包括但不只限於分數扣減，取消涉事訓練/工藝測試考試資格（部份或全科）。

The type and severity of the penalties would be decided by HKCITTC in the light of various factors, for example the nature of the irregularity reported and the degree of its impact. Penalties could include, but not limited to, mark penalty, conditional disqualification applicable to the training/test where the violation of conduct is found and full disqualification applicable to ensemble of the qualifying training/test.

3.3 如需要進行任何調查程序，訓練/測試的結果和及後的程序將會暫停，將不會事先通知學員/考生，直到工藝測試中心作出決定。

Should any investigation procedure be required, the issuance of training/test result and all following processes may be suspended, without prior notice to the concerning trainees/candidates, till HKCITTC could make a decision.

3.4 對於曾在訓練/測試中違規的學員/考生，工藝測試中心保留一切追究權利。鑑於違規的行為將影響學員/考生在工藝測試中心所獲取的資格，工藝測試中心將有最終決定權，考慮在必要時褫奪學員/考生的訓練/工藝測試資格。

HKCITTC reserves all rights to bring charges against a former trainee/candidate for offences committed during the training/trade tests which may affect the acquisition of the qualification over which HKCITTC maintains indefinite jurisdiction and, when necessary, to withdraw the qualification.

3.5 工藝測試中心將保留一切權利，提供有限度的服務予違反此守則的學員/考生或正接受調查的學員/考生。按個別情況，工藝測試中心可拒絕為任何違反此守則的學員/考生提供任何工藝測試中心服務（包括但不只限於訓練/工藝測試、資歷證明測試和補考等等）。

HKCITTC reserves all rights to render conditional service to the trainees/candidates who have been sanctioned for the infringement of the regulations stipulated in this document or who is the subject of any investigation of such proceeding. Subject to the decisions of HKCITTC, any trainee/candidate who fails to comply with the requirements set forth in this document by virtue of his/her conduct(s) could be deemed ineligible for all his/her future requests for any kind of service provided by HKCITTC (which includes but not limited to all training/trade tests, qualifying assessments and succeeding re-sits etc.).

3.6 如學員/考生希望對工藝測試中心對於違規行為所作之決定呈交新證據或者提出覆核訓練/測試成績，或對本文件有任何疑問，可致電 2100 9000。

Following a decision made by HKCITTC due to the violation of disciplinary regulations, the involved trainees/candidates could submit new evidences or request a review by pursuing the formal training/test result re-assessment procedure. For details, please contact HKCITTC by phone at 2100 9000.