

Accredited Accounting Technician (AAT) Foundation Examination Important Notes for Candidates of July 2013 Session

- Examination Attendance Dockets (the Dockets) will be despatched by the Hong Kong Examinations and Assessment Authority to all candidates <u>two weeks</u> before the examination date. The Dockets will be mailed to schools for all candidates via block enrolments, while private candidates will receive the Dockets according to the provided correspondence address.
- 2. Candidate must check all details on the Docket. If any of the data is incorrect, candidate should contact the HKIAAT <u>IMMEDIATELY</u> for correction. Candidate should also note that request for changing examination centre will NOT be entertained by HKIAAT.
- 3. Candidates who have not received their Dockets by 3 July 2013 or have misplaced it should contact the HKIAAT <u>IMMEDIATELY</u> for a duplicate copy. HKIAAT would require at least two working days to process a duplicate copy; as such, candidates are strongly advised <u>NOT</u> to leave such an application until the last minute.
- 4. Candidate MUST produce his/her Docket and Hong Kong Identity Card/Passport at every examination for checking purpose. If candidate is unable to produce these documents to prove his/her identity, he/she may not be permitted to sit the examination.
- 5. Examination Regulations and Instructions are printed on both sides of the Docket. Candidates should read them carefully and observe them throughout the examination.
- 6. Candidates who take Paper 1 "Accounting and Business Essentials" examination should complete the required information, including candidate's name and signature, and clearly mark all their answers of Section A on the top of the Multiple-choice Answer Sheet by using HB pencils.

財務會計員基礎考試 2013 年 7 月試期考生重要事項

- 1. 准考證將於考試前兩星期由香港考試及評核局寄發給考生。透過學校報名之考生的准考證將 郵寄至所屬就讀學校;而獨立考生之准考證則寄往其聯絡地址。
- 2. 考生須核對准考證上所有資料。如資料不正確,考生應<u>立即</u>通知香港財務會計協會(本會) 作出更正。考生須注意本會不會接受任何更改考試場地之申請。
- 3. 考生如在 2013 年 7 月 3 日仍未收到准考證或已遺失准考證,請立即聯絡本會申請補領副本。本會需要最少兩個工作天處理此項申請;因此,考生應盡早辦理補領手續。
- **4.** 考生每次應考須出示其准考證及香港身份證/護照作核對用途。如考生不能提供以上文件用作 核實身份,主考官有可能不准許考生進場應考。
- 5. 考試規則及考生須知已列印在准考證的正面及背頁上。考生應詳細閱讀,並須在考試期間遵守各項規則。
- 6. 報考卷一"會計及商業元素"考試之考生,應用 <u>HB 鉛筆</u>填寫多項選擇題答題紙上方的所需 資料,包括考生姓名和簽名,及清楚填寫所有甲部之答案。