

Accredited Accounting Technician (AAT) Examination
Important Notes for Candidates
(From Examination Entry to Sitting the December 2013 Examination)

Date	HKIAAT Action	Candidate Action	Remarks
21 October 2013	The last batch of Examination Entry Acknowledgement will be despatched to all candidates for the December 2013 examination.	Upon receipt of the Examination Entry Acknowledgement, candidates must check that all details contained in the document are correct. If any of the data is incorrect, candidates should contact the HKIAAT <u>IMMEDIATELY</u> .	Rejection letters together with cheque(s) and the cancelled Entry Forms will be sent to students whose applications are rejected for the following reasons: (i) incomplete application despite reminders; or (ii) late applications.
25 October 2013		Candidates who have not received an Examination Entry Acknowledgement or a rejection letter should contact the HKIAAT <u>IMMEDIATELY</u> to enquire the status of their examination entry.	
22 November 2013	Examination Attendance Dockets will be despatched by the HKIAAT (for Papers 1 to 4) and/or the Hong Kong Examinations and Assessment Authority (for Papers 5 to 8) to all candidates.	Upon receipt of the Examination Attendance Docket, candidates must check all details on the document. If any of the data is incorrect, candidates should contact the HKIAAT <u>IMMEDIATELY</u> .	Changes in examination centres will not be entertained.
27 November 2013		Candidates who have not received their Examination Attendance Docket or have misplaced it should contact the HKIAAT <u>IMMEDIATELY</u> for a duplicate copy.	At least two working days should be allowed to process a duplicate copy of the Examination Attendance Docket. Candidates are strongly advised <u>NOT</u> to leave such an application until the last minute.
From 2 December 2013 to date of examination		Candidates who have not received a duplicate copy of their Examination Attendance Docket should check with the HKIAAT <u>IMMEDIATELY</u> to establish their examination centre.	Candidates are strongly advised to alert the HKIAAT at the earliest opportunity of non-receipt of the duplicate docket.
7, 8, 14 & 15 December 2013		Examination dates.	All papers last for three hours, other than Paper 1 which lasts for 3¼ hours (from 2:00 p.m. to 6:00 p.m., with a 45-minute break from 4:00 p.m. to 4:45 p.m.).

Accredited Accounting Technician Examination Examination Rules and Regulations

We would like to remind candidates that breaching the examination rules is prohibited under any circumstances, and disciplinary action will always be taken against candidates who are found violating the rules. These candidates will be disqualified from the examinations, and more severe penalties such as permanent removal from our student register may be imposed.

Students should read the notes shown on the back of the Examination Attendance Docket or the "Examination Regulations and Instructions" enclosed with the Examination Attendance Docket carefully and follow the Centre Supervisor's instructions during the examinations. Please bring your HKID card/student registration card and the Examination Attendance Docket with you to **EVERY** examination. If you have misplaced either the registration card or docket, you should contact the HKIAAT **IMMEDIATELY** to arrange for a replacement.

Electronic calculators, including programmable calculators, may be used in any examination session provided that the calculators are battery-powered, silent in operation, without communication function, with neither print-out nor graphic/word-display facilities and do not use dot-matrix technology in the main display. Other electronic devices with graphic/word-display facilities (such as databank watches) are **NOT** permitted in the examination centre. If they are brought in, this will be considered as a breach of regulations and will lead to confiscation of the calculators. Candidates who wish to check whether their calculators can be used in the examination should refer to the list of permitted calculators on the Hong Kong Examinations and Assessment Authority website at <http://www.hkeaa.edu.hk/en/IPE/hkiaat/index.html>. (Please note that calculators are **not** required to be pad-printed with the "H.K.E.A.A. APPROVED" label for the HKIAAT Examinations.)

Candidates are also **NOT** permitted to bring dictionaries into the examination.

Candidates are advised to bring their own watches to the examination centre for reference as not all centres will have a clock. The Centre Supervisor's decision prevails should there be any disputes about the examination time. Please note that candidates are not allowed to use their mobile phones during the examination for any purposes, including timekeeping.

Admission to the examination centre after the first 30 minutes of an examination is at the discretion of the Examination Centre Supervisor. Candidates are therefore requested to arrive at the examination centres on time. Otherwise, you may have marks deducted or be disqualified from the examination.

Candidates who have fever and / or respiratory symptoms, such as cough and running nose, are advised to bring masks with them and wear one whenever they are within the examination premises. However, the invigilating personnel have the discretion of requesting the candidates to remove their masks for verification of their identities.

Accredited Accounting Technician Examination

Format of December 2013 Examination Papers

Format of Paper 1:

Section	Marks
Section A: 10 to 20 multiple choice questions	20
Section B: 2 out of 3 optional questions	50
Section C: 1 to 3 compulsory questions	30
Total	100

Format of Papers 2 to 8:

Section	Marks
Section A: 10 to 20 multiple choice questions	20
Section B: 1 to 3 compulsory questions	30
Section C: 2 out of 3 optional questions	50
Total	100

Students should note that the new Companies Ordinance, which is expected to commence operation in 2014, is examinable in according to the rule for determining the examinable contents. However, as a concession, the new Companies Ordinance will NOT be examinable in the December 2013 session and is examinable starting from the June 2014 session.