

Common Recruitment Examination and Basic Law Test (Degree / Professional Grades) (CRE and BLT)

(Examination to be held in December 2020 outside Hong Kong)

Frequently Asked Questions

About CRE results

- Q1 : How are the CRE results classified?
- A1 : Candidates' results in the Use of English (UE) and Use of Chinese (UC) papers are classified as Level 2, Level 1 or Fail, with Level 2 being the highest. Results in the Aptitude Test (AT) paper are classified as Pass or Fail. For the CREs held from December 2006 onwards, Level 2 and Level 1 results of the two language papers and Pass result of the AT paper are of permanent validity.
- Q2 : What are the required levels of results in the two language papers for the application of different civil service posts at degree or professional level?
- A2 : In general, applicants for [civil service posts at degree or professional level](#) are required to obtain either Level 2 or Level 1 in the UE and UC papers of the CRE for meeting the language proficiency requirements of the post concerned. Such requirements will be stipulated by individual recruiting departments / grades in the relevant recruitment advertisements. Applicants with Level 2 in the UE and UC papers will be considered as meeting the general language proficiency requirements of all degree or professional grades.
- Q3 : If I intend to join the disciplined services grades, do I need to take the CRE?
- A3 : [Some disciplined services grades](#), such as Police Inspector, offer different entry pay points to candidates according to their academic qualifications. Degree holders without the requisite CRE results may apply for these posts but will not be eligible for obtaining the pay points for degree entry. Therefore, it is advisable for degree holders who wish to join these grades to take the CRE.
- Q4 : I have Level 2 or Level 1 in the UE and UC papers only. Is it a must for me to take the AT paper?
- A4 : [Certain civil service posts](#) at degree or professional level require Level 2 or Level 1 in the UE and UC papers only. If you wish to apply for [civil service posts that also require a Pass in the AT paper](#), you will need to take the AT paper.
- Q5 : Is it a must to take all three papers in the coming CRE if I have just failed one or two of the papers? Will you accept valid results in the three papers obtained from different CREs?
- A5 : Results are issued for individual papers. You may therefore choose to take only one or any combination of papers which you have failed to attain the requisite results of particular civil service posts. For the purpose of applying for civil service posts, results obtained from different CREs can be taken together as long as the results are all valid at

the time of the job application. (Please also see Q&A 12)

About HKDSEE, HKALE, GCE A Level and IELTS results

- Q6 : I have obtained Level 5 or above in English Language and / or Chinese Language of the Hong Kong Diploma of Secondary Education Examination (HKDSEE). Is it necessary for me to take the UE and / or UC paper(s) of the CRE?
- A6 : Level 5 or above in **English Language** of the **HKDSEE** is accepted as equivalent to Level 2 in the UE paper of the CRE. Level 5 or above in **Chinese Language** of the **HKDSEE** is accepted as equivalent to Level 2 in the UC paper of the CRE. If you have the above result(s), you need not, and will **NOT** be arranged, to take the UE and / or UC paper(s) of the CRE.
- Q7 : I achieved Level 4 in the said subject(s) of the HKDSEE. Does it mean that I have to take the UE and / or UC paper(s) of the CRE?
- A7 : Level 4 in **English Language** of the **HKDSEE** is accepted as equivalent to Level 1 in the UE paper of the CRE. Level 4 in **Chinese Language** of the **HKDSEE** is accepted as equivalent to Level 1 in the UC paper of the CRE. In general, applicants for civil service posts at degree or professional level are required to obtain either Level 2 or Level 1 in the UE and UC papers of the CRE for meeting the language proficiency requirements as stipulated by individual recruiting departments / grades. You may wish to refer to the [requirements of civil service post\(s\)](#) in which you are interested to decide whether you need to take the UE and / or UC paper(s) to obtain Level 2.
- Q8 : I have passed Use of English in the Hong Kong Advanced Level Examination (HKALE) (or English Language in the General Certificate of Education (Advanced Level) (GCE A Level)) and / or Chinese Language and Culture in the HKALE. Will I be exempted from the CRE?
- A8 : Grade C or above in **Use of English** of the **HKALE** or in **English Language** of the **GCE A Level** is accepted as equivalent to Level 2 in the UE paper of the CRE. Grade C or above in **Chinese Language and Culture** or **Chinese Language and Literature** of the **HKALE** is accepted as equivalent to Level 2 in the UC paper of the CRE. If you have the above result(s), you need not, and will **NOT** be arranged to, take the UE and / or UC paper(s).
- Grade D in **Use of English** of the **HKALE** or in **English Language** of the **GCE A Level** is accepted as equivalent to Level 1 in the UE paper of the CRE. Grade D in **Chinese Language and Culture** or **Chinese Language and Literature** of the **HKALE** is accepted as equivalent to Level 1 in the UC paper of the CRE. If you have the above result(s), you may wish to take this into account in deciding whether you need to take the UE and / or UC paper(s) having regard to the [requirements of civil service post\(s\)](#) in which you are interested.
- Q9 : I have taken the International English Language Testing System (IELTS) test. Will I be exempted from the CRE?
- A9 : An overall band score of 6.5 or above with no subtest score below band 6 obtained in the same sitting in the Academic Module of the IELTS within the 2-year validity period of the test is accepted as equivalent to Level 2 in the UE paper of the CRE. If you have the above results, and are certain that the relevant IELTS results will still be valid at the time

of the job application, you may consider whether to take the UE paper of the CRE.

Q10 : I have valid IELTS results as mentioned in A9. Can I still take the UE paper of the CRE?

A10 : You can still take the UE paper of the CRE even though you have valid IELTS results.

Q11 : Will you accept a combination of the IELTS results obtained from different sittings as an equivalent to the results of the UE paper of the CRE?

A11 : No, we only accept IELTS results in the overall band and subtests obtained in the same sitting.

Q12 : Will you accept a combination of results obtained from the CRE, HKDSEE, HKALE, GCE A Level and IELTS?

A12 : For meeting the general language proficiency requirements of degree or professional grades, a combination of results obtained from the CRE, HKDSEE, HKALE, GCE A Level and IELTS will be accepted, provided that all the results are valid at the time of the job application. Relevant results obtained in different CRE / HKDSEE / HKALE / GCE A Level sittings will be accepted (e.g. a Pass in AT paper obtained in the CRE held in December 2013, Level 2 obtained in UE paper of the CRE in June 2014 and Grade C in Chinese Language and Culture of the HKALE in 2010; or a Pass in AT paper, Level 2 in UC paper of the CRE in October 2018 and Level 5 in English Language of the HKDSEE in 2015, etc.). As for IELTS, only results obtained in the same sitting will be accepted.

Q13 : Apart from the results of the HKDSEE, HKALE, GCE A Level and IELTS, are there any public examination results being accepted as equivalent to CRE results?

A13 : At present, only the relevant results of the HKDSEE, HKALE, GCE A Level and IELTS are accepted as equivalent to CRE results.

About eligibility

Q14 : Who can apply for the coming CRE and BLT?

A14 : Applicants for the coming CRE and BLT should be –

- holders of degree (not including Associate Degree); or
- university students who will have attained a degree in the 2020-21 academic year; or
- holders of a qualification meeting the entry requirements on professional qualifications for civil service degree or professional posts. (Only applicable to those who are not in the above categories) (Please also see Q&A 15)

Q15 : I possess a professional qualification but not a degree. Can I apply to sit the CRE and BLT?

A15 : Non-degree holders may only apply to sit the CRE and BLT if they are eligible to apply for any of the civil service degree or professional posts with the professional qualification they possess. For example, if you are a registered student of the Hong Kong Institute of Certified Public Accountants (HKICPA) Qualification Programme, you may apply for sitting the CRE and BLT even if you do not possess a degree since the said qualification is accepted for applying for the Assistant Assessor post. However, if you have registered as

registered social worker under the Social Workers Registration Ordinance but do not possess a degree, you are **NOT** eligible for sitting the CRE and BLT since the entry requirements for the Assistant Social Work Officer post include both a professional qualification and a relevant degree.

Before submitting an application for the CRE and BLT, you are required to check from the [CSB website](#) and / or with the recruiting departments / grades concerned to confirm whether the qualification that you are holding is accepted for appointment to the relevant civil service degree / professional post(s). [The list of civil service degree or professional grades](#) is posted on the CSB website. You may also contact the Civil Service Examinations Unit by phone at (852) 2537 6429, by e-mail to csbcseu@csb.gov.hk, or by post to Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong to get the relevant details.

Q16 : I am expected to get the bachelor's degree within 2021. Can I apply to sit the coming CRE and BLT?

A16 : Persons who will have attained a degree in the 2020-21 academic year may apply to sit the coming CRE and BLT. Applicants who have questions about their attaining the degree qualification in 2020-21 academic year should first confirm with their tertiary institutions.

About the application procedure

Q17 : Do I need to submit the application form in person to the Civil Service Examinations Unit (CSEU)?

A17 : No. You can apply through the on-line application system before 5:00 p.m. on 9 October 2020 (Hong Kong time), or send the application form by post to the Civil Service Examinations Unit at Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (date of postmark on or before 9 October 2020). To avoid unsuccessful delivery of mail items, please ensure that the address on the envelope is clear and correct, and sufficient postage has been paid. Mail items bearing insufficient postage will not be delivered to the CSEU and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. An applicant will bear any consequences arising from not paying sufficient postage.

Q18 : Can I submit the application form by fax or e-mail?

A18 : No. Applications submitted by fax or e-mail will **NOT** be processed.

Q19 : I shall sit the coming CRE and / or BLT in Hong Kong in October this year. Can I now apply to sit the examination outside Hong Kong?

A19 : No. Interested persons can only sit the examination either in Hong Kong **OR** in one of the cities outside Hong Kong. Persons sitting the examination in Hong Kong in October this year are **NOT** allowed to apply for sitting the examination outside Hong Kong.

Q20 : I have applied for sitting the coming CRE and BLT in Hong Kong in October this year. If I change my mind and would like to take the examination in December outside Hong Kong, what should I do?

A20 : You are required to submit a written request to the CSEU **before 5:00 p.m. (Hong Kong time) on 9 October 2020** (i.e. the deadline for the application for sitting the examination

outside Hong Kong). Any request made after the said deadline will **NOT** be considered.

Q21 : I would like to apply for sitting the CRE. Can I also apply to take the BLT paper?

A21 : Yes. Applicants may choose to take any of the CRE papers and / or the BLT paper in the coming examination.

Q22 : I already possess the requisite CRE results. Can I choose to take the BLT paper only?

A22 : Yes. Applicants may apply to take the BLT paper only in the coming examination.

About the on-line application system

Q23 : What are the system requirements for the on-line application system?

A23 : The on-line application system was tested for the following combinations of operating systems and browsers –

<u>Browsers</u>	<u>Operating Systems</u>			
	<u>Windows 8.1</u>	<u>Windows 10</u>	<u>Mac OS X</u>	<u>Linux</u>
Microsoft Internet Explorer 11	Yes	Yes	Not Applicable	Not Applicable
Microsoft Edge 13 – 18	Not Applicable	Yes	Not Applicable	Not Applicable
Microsoft Edge 80 – 81	Yes	Yes	Yes	Not Applicable
Mozilla Firefox 27 – 80	Yes	Yes	Yes	Yes
Safari 7 – 13	Not Applicable	Not Applicable	Yes	Not Applicable
Google Chrome 30 – 85	Yes	Yes	Yes	Yes

For Mozilla Firefox users:

This system makes use of server certificates issued by the Hongkong Post for protecting your data during network transmission. However, Mozilla Firefox does not have the Root Certification Authority (CA) Certificates of Hongkong Post by default. You need to configure the browser of your computer to recognise certificates issued by the Hongkong Post. Please see Q24 below on how to download and install the Hongkong Post Root CA Certificates.

Q24 : Warning message “Website Certified by an Unknown Authority” or “Secure Connection Failed” popped up on the Firefox browser of my computer when I used the on-line application system. What should I do?

A24 : This system makes use of server certificates issued by the Hongkong Post for protecting your data during network transmission, but Firefox 66 or earlier versions do not have the Root CA Certificates of Hongkong Post by default. You have to configure the browser of your computer to recognise certificates issued by the Hongkong Post. Please visit the following page to download and install the Hongkong Post Root CA Certificates as illustrated:

- Hongkong Post Root CA Certificates
www.hongkongpost.gov.hk/product/download/root/index.html

The words "Hongkong Post e-Cert CA 2 - 17" will be displayed in the "Issuer" field of the above e-Certs.

- [Download the "Hongkong Post e-Cert CA 2 - 17" certificate](#)

Hongkong Post Root CA 3

This Root CA is valid for 25 years (3 June 2017 – 3 June 2042) and is required for verifying the Hongkong Post digital signature on the Sub CA^{Note 1} "Hongkong Post e-Cert SSL CA 3 - 17".

Click here

- [Download the "Hongkong Post Root CA 3" certificate](#)
- [Instructions of installation of CA certificates](#)

Hongkong Post e-Cert SSL CA 3 - 17

This Sub CA^{Note 1} is valid from 3 June 2017 to 3 June 2032 and is required for verifying the Hongkong Post digital signature on e-Cert (Server) supporting OCSP issued on or after **1 July 2019**.

The words "Hongkong Post e-Cert SSL CA 3 - 17" will be displayed in the "Issuer" field of the above e-Certs.

Click here

- [Download the "Hongkong Post e-Cert SSL CA 3 - 17" certificate](#)
- [Instructions of installation of CA certificates](#)

Expired Hongkong Post e-Cert CA 1

This Sub CA^{Note 1} expired on **15 May 2013**. It has been used to issue e-Cert and Bank-Cert in the following periods:-

- a. e-Cert (Personal) issued between **23 June 2003** and **25 February 2010**

1. Click on the link for “Hongkong Post Root CA 3 certificate” as highlighted above
2. For Firefox users, tick the checkbox “Trust this CA to identify websites” and click “OK”
3. Click on the link for “Hongkong Post e-Cert CA 3 – 17 certificate” as highlighted above and repeat steps 2 or 3

CRE in connection with the application for the post(s) of Administrative Officer (AO), Executive Officer II (EOII), Assistant Trade Officer II (ATOII) and / or Transport Officer II (TOII)

Q25 : It is noted that the open recruitment for the posts of AO, EOII, ATOII and TOII has started in September 2020. If I apply for the said post(s), will I be arranged to sit the CRE and BLT?

A25 : Applicants for the AO, EOII, ATOII and / or TOII post(s) will **NOT** automatically be arranged to sit the coming CRE and BLT. Persons interested in applying for these post(s) but do not possess the requisite CRE and / or BLT results **MUST make a separate application for the coming CRE and BLT now if they want to sit the examination outside Hong Kong.**

(Note: The application period for the CRE and BLT scheduled for October in Hong Kong was closed on 20 August 2020.)

Q26 : I intend to apply for / have applied for the AO, EOII, ATOII and / or TOII post(s) and will choose / have chosen to take the Joint Administrative Officer / Executive Officer / Trade Officer / Transport Officer Recruitment Examination (JRE) in Hong Kong. As I do not have the requisite CRE / BLT results, can I now apply to take the relevant CRE and / or BLT paper(s) in Hong Kong?

A26 : No. The application period for the coming CRE and BLT to be held in Hong Kong was closed on 20 August 2020. Nevertheless, applications for the examination tentatively scheduled for 5 December 2020 outside Hong Kong are invited from 26 September to 9 October 2020. Applicants who wish to sit the CRE and BLT in one of the cities outside Hong Kong **MUST** choose to sit the JRE in the same city if they would like to apply for the above post(s).

General

Q27 : Where can I get past papers of the CRE / BLT for reference?

A27 : The CRE and BLT papers are not published. Sample questions of the [CRE](#) and [BLT](#) papers are available on the CSB website.

Q28 : What is the syllabus for the CRE?

A28 : There is no prescribed syllabus for the CRE. The UE and UC papers assess candidates' language proficiency whereas the AT paper assesses their reasoning abilities. The [examination format](#) and [sample questions](#) can be found on the CSB website.

Q29 : What is the content for the BLT?

A29 : The scope of the BLT will be based on the text of the BL (which includes all its annexes, attachments and appendices). Relevant reference materials can be found in the [Basic Law website](#). The [examination format](#) and [sample questions](#) can be found on the CSB website.

Q30 : If I want to amend my personal particulars, what can I do?

A30 : If you want to amend your personal particulars, such as your name, identity document number and correspondence address, etc, you may write to Senior Executive Officer

(Examinations)2 of the Civil Service Examinations Unit at Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by e-mail to: csbcseu@csb.gov.hk, giving your name in English and HKID / Passport No.

Q31 : Will a fee be charged for the CRE / BLT?

A31 : There is no application fee for the CRE and BLT.

About result notification and job application

Q32 : When and how will I receive the results of the CRE and BLT?

A32 : Result notifications will be sent **by post** to candidates within one month after the examination.

Q33 : What should I do if I want to have a review on my CRE / BLT result(s)?

A33 : Your request should be made in writing and sent by post to the Civil Service Examinations Unit at Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, or by e-mail to : csbcseu@csb.gov.hk **within two weeks** from the date of the result notification. Late submissions will **NOT** be considered.

Q34 : If I obtain Level 2 or Level 1 in the UE and UC papers and a Pass in the AT paper of the CRE, will I be qualified for applying for civil service posts? When and how can I apply for these posts?

A34 : Individual recruiting departments / grades will stipulate in the relevant recruitment advertisements their CRE requirements. As the CRE is held independently of the recruitment process for any civil service post, you should apply to the recruiting departments / grades direct in response to [recruitment advertisements](#) published in newspapers and on the CSB website. Vetting of academic and / or professional qualifications will be carried out by the recruiting departments / grades which may also conduct separate examinations / interviews in addition to the CRE.

Q35 : Do I need to retain the letter of CRE results?

A35 : You must retain the letter, which is a proof of your attainment in obtaining the requisite CRE results when you apply for civil service posts at degree or professional level.

Q36 : Do I need to retain the letter of BLT result?

A36 : You must retain the letter of BLT result. It is a proof of your BLT result and you are required to present this letter to the recruiting departments / grades when attending recruitment interview.

- Q37 : I have lost the letter of CRE / BLT results. Can I request another copy?
- A37 : You may make a request in writing which may be sent by post to the Civil Service Examinations Unit at Room 718, 7/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, or by e-mail to : csbcseu@csb.gov.hk.
- Q38 : Can I use the CRE results to apply for jobs outside the civil service?
- A38 : The CRE is a threshold examination for the appointment of civil service degree or professional posts. It is not a general academic qualification.

Precautionary measures at examination centres in response to the COVID-19

- Q39 : Will any precautionary measures be put in place in the coming examination to safeguard the health of candidates in response to the COVID-19?
- A39 : Precautionary measures will be taken to safeguard the health of candidates and invigilators including setting up of body temperature screening at the entrance of the examination centres, requiring all candidates and invigilators to wear masks and widening the seat spacing among candidates, etc.

For the examination **outside Hong Kong**, it may only be held subject to the regulations and prevailing measures in that particular city in the light of the development of the COVID-19. If the situation warrants, the examination may be **deferred or cancelled**. Any updates of the examination arrangements will be announced on the Civil Service Bureau webpage at www.csb.gov.hk/eng/cre.html. Persons who wish to take the coming CRE and BLT outside Hong Kong should visit the said webpage regularly and refer to the relevant details on it.

Regulations and prevailing measures as required by the local governments of the seven cities concerned arising from the COVID-19

- Q40 : If I have applied for sitting the coming CRE and BLT tentatively scheduled for 5 December 2020 in one of the seven cities concerned outside Hong Kong (i.e. Beijing, London, San Francisco, New York, Toronto, Vancouver and Sydney), are there any special arrangements arising from the COVID-19 that I have to take into consideration when taking the examination?
- A40 : In the light of the evolving situation regarding the COVID-19, the local governments of the seven cities concerned outside Hong Kong may impose restrictions or promulgate regulations on certain groups of people to undergo compulsory quarantine/ self-isolation for a specified period of time. You are therefore reminded to keep abreast of the latest updates on the regulations and prevailing measures arising from the COVID-19 released by the local governments of the cities concerned outside Hong Kong. Candidates who are undergoing compulsory quarantine/ self-isolation as required by the relevant local governments on the day of examination will not be allowed to enter the examination centre.

綜合招聘考試及基本法測試(學位/專業程度職系)(以下簡稱基本法測試)

(2020年12月在香港境外舉行的考試)

常見問題

關於綜合招聘考試成績

問 1 : 綜合招聘考試成績等級為何?

答 1 : 英文運用及中文運用試卷的成績分為二級、一級或不及格,並以二級為最高等級;而能力傾向測試的成績則分為及格或不及格。於2006年12月及以後舉辦的綜合招聘考試所獲取的英文運用及中文運用試卷的二級及一級成績和能力傾向測試的及格成績,則永久有效。

問 2 : 假若我想申請學位或專業程度公務員職位,我需在兩張語文試卷取得哪個級別的成績?

答 2 : 一般來說,應徵 [學位或專業程度公務員職位](#) 的人士,需在綜合招聘考試的英文運用及中文運用兩張試卷取得二級或一級成績,以符合有關職位的語文能力要求。個別招聘部門/職系會於招聘廣告中列明有關要求。在英文運用及中文運用試卷中取得二級成績的應徵者,會被視為已符合所有學位或專業程度職系的一般語文能力要求。

問 3 : 如果我想投考一些紀律部隊職系,是否需要參加綜合招聘考試?

答 3 : [部分紀律部隊職系](#)(如警務督察)會按應徵者的學歷提供不同起薪點。持有大學學位的人士,若未具備所需的綜合招聘考試成績,仍可投考這些職位,但不會獲得學位持有人的起薪點。因此,我們建議有意投考這些職位的學位持有人參加綜合招聘考試。

問 4 : 我只持有英文運用及中文運用兩張試卷的二級或一級成績。我是否必須參加能力傾向測試呢?

答 4 : [某些學位或專業程度公務員職位](#)只需申請人在英文運用及中文運用試卷中取得二級或一級成績。但假若你希望申請那些同時[要求能力傾向測試及格成績的職位](#),你必須應考能力傾向測試,以符合有關職位的入職要求。

問 5 : 假若我只在其中一張(或兩張)試卷不及格,我是否需要重考全部三張試卷?三張試卷在不同的綜合招聘考試中取得的有效成績會否被接納?

答 5 : 三張試卷有其獨立成績。你可選擇應考未取得所需成績的一張或任何組合的試卷,以取得個別公務員職位的所需成績。考生在不同的綜合招聘考試中取得的成績,如在投考政府職位時仍然有效,可合併使用。(請參閱問題 12 及答案)

關於香港中學文憑考試、香港高級程度會考、GCE A LEVEL 及 IELTS 考試成績

問 6 : 我已在香港中學文憑考試英國語文科及/或中國語文科取得第 5 級或以上成績,是否需要報考綜合招聘考試英文運用及/或中文運用試卷?

答 6 : **香港中學文憑考試英國語文科第 5 級或以上成績會獲接納為等同綜合招聘考試英文運用試卷的二級成績。香港中學文憑考試中國語文科第 5 級或以上成績會獲接納為等同綜合招聘考試中文運用試卷的二級成績。**持有上述成績的申請人,你不需要,亦**不會**被安排應考英文運用及/或中文運用試卷。

問 7 : 我在上述香港中學文憑考試英國語文及/或中國語文科目中取得第 4 級成績,這是否表示我需報考綜合招聘考試英文運用及/或中文運用試卷?

答 7 : **香港中學文憑考試英國語文科第 4 級成績會獲接納為等同綜合招聘考試英文運用試卷的一級成績。香港中學文憑考試中國語文科第 4 級成績會獲接納為等同綜合招聘考試中文運用試卷的一級成績。**一般來說,應徵學位或專業程度公務員職位的人士,需在綜合招聘考試的英文運用及中文運用兩張試卷取得二級或一級成績,以符合有關職位的語文能力要求。你可以參考有意投考的[公務員職位的要求](#),以決定是否需要應考英文運用及/或中文運用試卷,以取得二級成績。

問 8 : 我已在香港高級程度會考英語運用科 (或 General Certificate of Education A Level (GCE A Level) English Language 科)及/或中國語文及文化科取得及格成績,可否獲豁免參加綜合招聘考試?

答 8 : **香港高級程度會考英語運用科或 GCE A Level English Language 科 C 級或以上成績會獲接納為等同綜合招聘考試英文運用試卷的二級成績;香港高級程度會考中國語文及文化、中國語言文學或中國語文科 C 級或以上成績會獲接納為等同綜合招聘考試中文運用試卷的二級成績。**如果你持有上述成績,你不需要,亦**不會**被安排應考英文運用及/或中文運用試卷。

香港高級程度會考英語運用科或 GCE A Level English Language 科 D 級成績會獲接納為等同綜合招聘考試英文運用試卷的一級成績;香港高級程度會考中國語文及文化、中國語言文學或中國語文科 D 級成績會獲接納為等同綜合招聘考試

中文運用試卷的一級成績。如果你持有上述成績，你可因應有意投考的[公務員職位的要求](#)，決定是否需要應考綜合招聘考試英文運用及／或中文運用試卷。

問 9 : 如果我已參加 International English Language Testing System (IELTS) 考試，可否獲豁免參加綜合招聘考試？

答 9 : 在 IELTS 學術模式整體分級取得 6.5 或以上，並在同一次考試中各項個別分級取得不低於 6 的人士，在考試成績的兩年有效期內，其 IELTS 成績可獲接納為等同綜合招聘考試英文運用試卷的二級成績。因此，如你持有上述成績，並確定所持成績在申請職位時仍然有效，可考慮是否需要應考英文運用試卷。

問 10 : 我已考獲如答案 9 所述的有效 IELTS 成績。我是否仍可報考綜合招聘考試的英文運用試卷？

答 10 : 即使你已取得有效的 IELTS 成績，你仍可選擇報考英文運用試卷。

問 11 : 在不同 IELTS 考試取得的成績，會否被接納為等同綜合招聘考試英文運用試卷的成績？

答 11 : 不會。我們只接受在同一次 IELTS 考試取得的整體及分級成績。

問 12 : 於綜合招聘考試、香港中學文憑考試、香港高級程度會考、GCE A Level 及 IELTS 取得的考試成績可否合併使用？

答 12 : 於綜合招聘考試、香港中學文憑考試、香港高級程度會考、GCE A Level 及 IELTS 取得的考試成績，若在申請職位時仍然有效，可合併使用，以符合學位或專業程度公務員職位的一般語文能力要求。我們接受在不同的綜合招聘考試／香港中學文憑考試／香港高級程度會考／GCE A Level 中取得的所需成績(例如在 2013 年 12 月舉行的綜合招聘考試能力傾向測試取得的及格成績、在 2014 年 6 月的綜合招聘考試英文運用試卷取得的二級成績及在 2010 年香港高級程度會考中國語文及文化科中取得的 C 級成績；或在 2018 年 10 月舉行的綜合招聘考試能力傾向測試取得的及格成績、在中文運用試卷取得的二級成績及於 2015 年香港中學文憑考試英國語文科取得第 5 級成績等)，但只接受在同一次 IELTS 考試取得的成績。

問 13 : 除了相關的香港中學文憑考試、香港高級程度會考、GCE A Level 及 IELTS 考試成績外，有否其他公開考試成績獲接納為等同綜合招聘考試成績？

答 13 : 現時只有香港中學文憑考試、香港高級程度會考、GCE A Level 及 IELTS 的相關成績獲接納為等同綜合招聘考試成績。

關於申請資格

問 14：誰可報考是次綜合招聘考試及基本法測試？

答 14：是次綜合招聘考試及基本法測試的申請人必須—

- 持有大學學位(不包括副學士學位)；或
- 將於 2020-21 學年獲取大學學位；或
- 持有符合申請學位或專業程度公務員職位所需的專業資格。(只適用於非以上兩類人士。)(請參閱問題 15 及答案)

問 15：我持有專業資格，但並無大學學位，可否申請參加綜合招聘考試及基本法測試？

答 15：非學位持有人如擁有可申請學位或專業程度公務員職位的專業資格，可申請參加綜合招聘考試及基本法測試。舉例來說，如你為香港會計師公會專業資格課程的註冊學生，即使沒有大學學位，你仍可以申請參加綜合招聘考試及基本法測試，因為你可持上述資格申請助理評稅主任職位。但若你只持有根據《社會工作者註冊條例》的註冊社會工作者資格，而沒有大學學位，你並**不**符合申請綜合招聘考試及基本法測試的資格，因為助理社會工作主任的入職條件包括專業資格及相關大學學位。

在提交綜合招聘考試及基本法測試的申請書前，請先閱覽[公務員事務局網頁](#)及／或聯絡有關招聘部門／職系查證以確認你持有的資格可申請相關的學位或專業程度公務員職位。[上述職系的名單](#)已上載公務員事務局網頁。你亦可致電 (852) 2537 6429、電郵至 csbcseu@csb.gov.hk 至香港添馬添美道 2 號政府總部西翼 7 樓 718 室，向公務員考試組索取有關資料。

問 16：我預期在 2021 年內取得學士學位。我可以申請參加是次綜合招聘考試及基本法測試嗎？

答 16：將於 2020-21 學年獲取大學學位的人士可申請參加是次綜合招聘考試及基本法測試。如申請人對是否在 2020-21 學年內獲取學位資格有任何疑問，應先向所屬院校確定有關資料。

關於申請程序

問 17：我是否需要親身到公務員考試組遞交申請書？

答 17：不需要。你可以在 2020 年 10 月 9 日下午 5 時前(香港時間)透過網上申請系統提交申請，或郵寄申請書(郵戳的日期為 2020 年 10 月 9 日或之前)到公務員考試組(地址：香港添馬添美道 2 號政府總部西翼 7 樓 718 室)。為避免郵件無法成功派遞，申請人請確保信封上已清楚寫上正確地址及已支付足夠郵資。郵資不足的郵件將不會派遞至公務員考試組，並會由香港郵政按情況退還寄件人或銷毀。申請人須自行承擔因未有支付足夠郵資而引致的任何後果。

問 18 : 我可否以傳真或電郵方式遞交申請書？

答 18 : 不可以。以傳真或電郵方式遞交的申請書將**不獲**處理。

問 19 : 我將於本年 10 月在香港應考綜合招聘考試及/或基本法測試，現在可否申請在香港以外城市應考？

答 19 : 不可以。有意參加考試的人士只可在香港 **或**香港以外的其中一個城市應考。於本年 10 月在香港應考的人士**不可**申請在香港以外城市應考。

問 20 : 我已申請於本年 10 月在香港參加綜合招聘考試及基本法測試。若我改變主意並希望改為於 12 月在香港以外城市應考，我應怎樣做？

答 20 : 你須在 **2020 年 10 月 9 日下午 5 時前（香港時間）**（即香港境外考試的申請期最後期限），向公務員事務局提交書面申請。過期遞交的申請將**不獲處理**。

問 21 : 我現希望申請應考綜合招聘考試，我可以同時申請應考基本法測試嗎？

答 21 : 可以。申請人可選擇應考任何一張或多張綜合招聘考試試卷及／或基本法測試試卷。

問 22 : 我已持有所需的綜合招聘考試成績，可以只報考基本法測試嗎？

答 22 : 可以。申請人可申請只應考基本法測試。

關於網上申請系統

問 23 : 網上申請系統有甚麼系統要求？

答 23 : 網上申請系統已通過以下的操作系統及瀏覽器組合的測試：

瀏覽器	操作系統			
	微軟視窗 8.1	微軟視窗 10	Mac OS X	Linux
微軟 Internet Explorer 11	通過	通過	不適用	不適用
微軟 Edge 13 – 18	不適用	通過	不適用	不適用
微軟 Edge 80 – 81	通過	通過	通過	不適用
Mozilla Firefox 27 – 80	通過	通過	通過	通過
Safari 7 – 13	不適用	不適用	通過	不適用
Google Chrome 30 – 85	通過	通過	通過	通過

Mozilla Firefox 用家請注意：

本系統使用由香港郵政發出的電子證書來保護你在網絡傳送期間的數據，但 **Mozilla Firefox** 並沒有內置香港郵政根源證書。你需要設定你的瀏覽器認受由香港郵政發出的電子證書。請參考問題 24 如何下載並安裝香港郵政根源證書。

問 24 : 當我使用網上申請系統時，**Firefox** 瀏覽器顯示「網站憑證由未知單位所提供」或「安全連線失敗」的警告。我該怎麼辦？

答 24 : 本系統使用由香港郵政發出的電子證書來保護您在網絡傳送期間的數據，但 **Firefox 66** 或較早版本並沒有內置香港郵政根源證書。你須要設定你的瀏覽器認受由香港郵政發出的電子證書。請到以下香港郵政網頁，按指示下載並安裝香港郵政根源證書：

- 香港郵政根源證書

www.hongkongpost.gov.hk/product/download/root/index_c.html

上述電子證書中的「發行者」欄內會顯示 Hongkong Post e-Cert CA 2 - 17"字樣。

- 下載"Hongkong Post e-Cert CA 2 - 17"根源證書

Hongkong Post Root CA 3

此根源證書有效期為25年 (2017年6月3日至2042年6月3日)，並可用作核實下述中繼證書^{註1} "Hongkong Post e-Cert SSL CA 3 - 17"。

- 下載"Hongkong Post Root CA 3"根源證書

- 安裝根源證書指引

Hongkong Post e-Cert SSL CA 3 - 17

此中繼證書^{註1}有效期由2017年6月3日至2032年6月3日，並須用作核實下列證書上的香港郵政數碼簽署：於2019年7月1日或之後發出支援線上證書狀態通訊規約(OCSP)的電子證書(伺服器)。

上述電子證書中的「發行者」欄內會顯示"Hongkong Post e-Cert SSL CA 3 - 17"字樣。

- 下載"Hongkong Post e-Cert SSL CA 3 - 17"根源證書

- 安裝根源證書指引

已過期的Hongkong Post e-Cert CA 1

此中繼證書^{註1}的有效期已於2013年5月15日屆滿，曾於下列期間發出電子證書及銀行證書：

- a. 於2003年6月23日至2010年2月25日期間發出的電子證書(個人)

1. 如上圖所示，按「“Hongkong Post Root CA 3”根源證書」的連結
2. Firefox 用家，請按「信任此憑證機構以識別網站」，並按「確定」
3. 如上圖所示，按「“Hongkong Post e-Cert CA 3 - 17”證書」的連結並重覆步驟2或3

與申請政務主任、二級行政主任、二級助理貿易主任及／或二級運輸主任職位有關事宜

問 25：據知政務主任、二級行政主任、二級助理貿易主任及二級運輸主任職位的公開招聘已於2020年9月展開。如我申請上述職位，是否會獲安排參加是次綜合招聘考試及基本法測試？

答 25：政務主任／二級行政主任／二級助理貿易主任及／或二級運輸主任職位的申請人**不會**自動獲安排參加是次綜合招聘考試及基本法測試。因此，有意投考／已投

考這些職位的人士，若尚未具備所需的綜合招聘考試及／或基本法測試成績，**必須於現在自行報名參加在香港以外城市舉行的考試。**

(備註：於 2020 年 10 月在香港舉行的綜合招聘考試及基本法測試的申請已於 2020 年 8 月 20 日截止。)

問 26：我準備申請／已申請政務主任／二級行政主任／二級助理貿易主任及／或二級運輸主任職位，並會／已選擇在香港參加政務主任／行政主任／貿易主任／運輸主任聯合招聘考試（聯合招聘考試）。我並沒有所需的綜合招聘考試／基本法測試成績，現在可否申請於香港應考相關試卷？

答 26：不可以。於香港舉行的綜合招聘考試及基本法測試的申請已在 2020 年 8 月 20 日截止，但暫定於 2020 年 12 月 5 日在香港以外城市舉行的考試會於 2020 年 9 月 26 日至 10 月 9 日接受申請。申請在香港以外其中一個城市應考綜合招聘考試及基本法測試的人士，如欲申請上述職位，**必須**選擇於同一城市應考聯合招聘考試。

一般問題

問 27：哪裡可以取得過往的綜合招聘考試／基本法測試的試卷作參考？

答 27：綜合招聘考試及基本法測試試卷並無公開。[綜合招聘考試](#)及[基本法測試](#)的參考題目已載於公務員事務局網頁。

問 28：綜合招聘考試的課程綱要是甚麼？

答 28：綜合招聘考試並沒有特定的課程綱要。英文運用和中文運用兩張試卷測試考生的語文能力，而能力傾向測試則評估考生的推理能力。考試的[形式](#)及[參考題目](#)已載於公務員事務局網頁。

問 29：基本法測試的內容是甚麼？

答 29：基本法測試的內容是根據《基本法》(包括所有附件及夾附的資料)而訂定的，有關的參考資料載於政府[《基本法》網頁](#)。考試的[形式](#)及[參考題目](#)已載於公務員事務局網頁。

問 30：如果我需要更改個人資料，該怎麼辦？

答 30：如果你需要更改個人資料，如姓名、身分證明文件號碼和通訊地址等，你可以書面通知公務員考試組高級行政主任(考試)2(地址：香港添馬添美道 2 號政府總部西翼 7 樓 718 室)，或電郵至 csbcseu@csb.gov.hk，並提供你的英文姓名和香港身分證或護照號碼。

問 31 : 綜合招聘考試／基本法測試是否收費？

答 31 : 綜合招聘考試及基本法測試不設報名費。

關於考試成績的發放及職位申請

問 32 : 綜合招聘考試及基本法測試的成績將於何時及以哪種形式發放？

答 32 : 考試成績會在考試後的一個月內以**郵寄**方式通知考生。

問 33 : 如果我想覆核綜合招聘考試／基本法測試的成績，該怎樣辦？

答 33 : 你需在發出成績通知書日期的**兩星期內**，將書面申請郵寄至公務員考試組(地址：香港添馬添美道 2 號政府總部西翼 7 樓 718 室)，或電郵至 csbcseu@csb.gov.hk。逾期的覆核申請，將**不獲**處理。

問 34 : 如我在綜合招聘考試的英文運用及中文運用試卷取得二級或一級成績，並在能力傾向測試中取得及格成績，我是否已符合資格申請公務員職位？我可以在何時及怎樣申請這些職位？

答 34 : 個別招聘部門／職系會於招聘廣告中列明有關職位所需的綜合招聘考試成績。由於綜合招聘考試與公務員職位的招聘程序是分開進行的，你應留意在各報章及公務員事務局網頁刊登的[公務員職位招聘廣告](#)，然後直接向招聘部門／職系提交職位申請。招聘部門／職系會核實你的學歷及／或專業資格，並可能在綜合招聘考試外，另設其他考試／面試。

問 35 : 我是否需要保留綜合招聘考試的成績通知書？

答 35 : 你必須保留綜合招聘考試的成績通知書。因為當你申請學位或專業程度公務員職位時，你需要出示該成績通知書，以證明你已取得所需的綜合招聘考試成績。

問 36 : 我是否需要保留基本法測試的成績通知書？

答 36 : 你必須保留基本法測試的成績通知書。因為你須於參加面試時，向招聘部門／職系出示該成績通知書。

問 37 : 我遺失了綜合招聘考試／基本法測試的成績通知書，可否要求獲補發另一成績通知書？

答 37 : 你可以書面（地址：香港添馬添美道 2 號政府總部西翼 7 樓 718 室）或電郵形式（電郵地址：csbcseu@csb.gov.hk）向公務員考試組提出申請。

問 38 : 我可否利用綜合招聘考試的成績來申請政府以外的工作？

答 38 : 綜合招聘考試是為招聘學位或專業程度公務員職位而設的基本測試，而非一項學歷資格。

因應 2019 冠狀病毒病在試場實施的防疫措施

問 39 : 公務員事務局會否按 2019 冠狀病毒病的疫情在是次考試採取任何防疫措施來保障考生的健康？

答 39 : 公務員事務局會在試場採取預防措施，以保障考生和監考人員的健康，包括在試場入口設置體溫監察站，要求所有考生和監考人員在試場內戴上口罩，以及擴闊考生座位之間距離等。

在**香港境外**舉行的考試會按有關城市就 2019 冠狀病毒病疫情所實施的法規和措施而進行，並可能因應疫情而**延期或取消**。有關考試的最新安排會在公務員事務局網頁(www.csb.gov.hk/chi/cre.html)內公布。有意參加是次在香港境外舉行的綜合招聘考試及基本法測試的人士，應不時瀏覽該網頁，並細閱有關詳情。

試場所在城市政府因應 2019 冠狀病毒病所實施的法規和措施

問 40 : 假如我已申請參加是次暫定於 2020 年 12 月 5 日在香港境外七個城市（即北京、倫敦、三藩市、紐約、多倫多、溫哥華和悉尼）其中之一個所舉行的綜合招聘考試及基本法測試，我需要留意有關城市因應 2019 冠狀病毒病實施的措施嗎？

答 40 : 因應 2019 冠狀病毒病的疫情發展，在七個香港境外試場所在城市的政府可能會實施限制或頒布法規，要求當地某些類別人士在指定期間內進行強制檢疫 / 自我隔離。因此你應留意有關城市政府就 2019 冠狀病毒病所發布的法規和措施的最新信息。考生若於考試當日正接受有關城市政府指定的強制檢疫 / 自我隔離，則不會獲准進入試場。