

Ref: 2010.05

P.i

導遊核證制度
Tourist Guide Accreditation System
導遊持續專業進修計劃
Continuing Professional Development Scheme
香港知識測驗
“Knowledge on Hong Kong” Quiz

測驗須知

Important Notes

「香港知識測驗」是專為準備第二次或以後續領「導遊證」的入境導遊而舉行的測試，目的是透過定期考核，讓導遊對香港知識不時溫故知新。此測驗是「導遊持續專業進修計劃」三部份的其中之一。

Knowledge on Hong Kong” Quiz, which is one of the three elements of the Continuing Professional Development Scheme, aims to help the tourist guides to consolidate and update their knowledge on Hong Kong. Tourist guides must pass this quiz before renewing their Pass for the second time or subsequent times.

除了測驗外，導遊可選擇參加由議會認可機構開辦的「香港知識工作坊」，以代替測驗。認可機構名單可於議會網頁下載（www.tichk.org），工作坊詳情請向有關機構查詢。

Apart from taking the Quiz, tourist guides may choose to attend a “Knowledge on Hong Kong” Workshop held by organizations recognized by the TIC instead. The list of recognized organizations can be downloaded from the TIC’s website (www.tichk.org). Please contact the organizations concerned for details of the Workshop.

I. 測驗形式 Format

測驗以筆試形式進行，共八十格填充題，限時為一小時三十分。考生可選擇中文卷或英文卷，但必須以與測驗卷相同的語言作答。

“Hong Kong Knowledge Quiz” is a written test with 80 blanks to complete. The duration is 1 hour 30 minutes. English test paper is available upon request.

II. 測驗範圍 Syllabus

內容取材自「香港知識測驗」溫習資料，有關資料會於接納測驗申請後郵寄給考生。

All the questions are taken from the “Hong Kong Knowledge Quiz - Revision Notes” which will be posted to the candidates.

III. 分數 Scores

全卷總分為八十分，合格分數為六十四分。Full marks: **80**; Pass marks: **64**

IV. 補測安排 Re-sit arrangements

1. 考生如因公事或身體不適而缺席當天考試，必須於考試前三天出示公司信；或病假後三個工作天內出示由註冊醫生簽發的病假證明信，方可獲免費補考安排。

2. 少於三日的通知或臨時缺席、或未能通過測驗之考生必須重新申請補測，每次補測費用為港幣一百元正，補測次數不限。

1. Candidates who are absent for a quiz are required to produce a company letter **3 days in advance** for official leave; or a certificate issued by a recognized medical practitioner **within 3 days after the quiz** for sick leave. Otherwise, they cannot be entitled to a free re-sit.

2. Candidates who are **absent without prior notice or any documentary proof**, or **do not pass the quiz** are required to re-apply and pay for the re-sit (HK\$100). The number of re-sits is unlimited.

Ref: 2010.05

P.ii

V. 成績覆核 Application for re-marking

不合格的考生如對測驗成績有異議，可以於成績通知書上所印之日期起計三十天內申請試卷覆核，費用為港幣五百元正。如覆核後的成績仍然是不合格，覆核費用將不會退還；如覆核後的成績由不合格調整為合格，覆核費用將全數發還，但不計利息。任何逾期申請，恕不受理。

Candidates who failed may apply for remarking of the quiz scripts within 30 days since the issue date of the quiz result slip. The remarking fee is HK\$500. Candidates shall be entitled to a full refund without interest if the result is adjusted from 'failed' to 'passed' whereas no refund will be given to candidates whose result remains 'failed' after remarking.

VI. 報考方法 How to apply

1. 申請表及測驗須知可透過議會網頁下載 (www.tichk.org)，或親臨議會辦事處索取。
 2. 填妥的表格及費用(港幣一百元)須於截止報考日期或之前郵寄或親身交回議會訓練部。如以郵寄方式遞交申請表，則以郵戳日期為準。
 3. 費用可以現金或支票繳交(如選用郵寄方式，必須以劃線支票繳費)，支票抬頭請註明「香港旅遊業議會」或「Travel Industry Council of Hong Kong」，並且在支票背面寫上姓名及導遊證號碼。
 4. 使用支票繳交費用的考生應確保銀行戶口有足夠款項以支付費用，若因銀行戶口存款不足而被銀行徵收行政費用，議會一概不會負責。
 5. 申請若被接納，議會將以書面通知考生測驗日期和時間，並附有測驗範圍的題目與答案供考生溫習。申請一經接納，費用恕不退還，亦不可更改測驗日期或時間。
 6. 申請若不被接納，或所報考時段經已額滿或取消，議會將以平郵退還已繳之測驗費用。
 7. 若申請人於測驗前兩星期仍未收到通知，請致電向議會訓練部職員查詢。
 8. 考生如更改通訊地址，必須儘早以書面通知議會辦事處。
 9. 議會保留修訂測驗細則的權利。如有修訂，申請人 / 考生將獲通知。
1. Application form and important notes can be downloaded from the TIC's website (www.tichk.org) or obtained at TIC's executive office.
 2. Completed form and quiz fee (HK\$100) should be submitted to the TIC by post or in person on or before the deadline for application. For submission by post, the deadline is based on the stamp chop date.
 3. Payment can be made by cash (for submission in person only) or crossed cheques payable to 'Travel Industry Council of Hong Kong' with applicant's name and Tourist Guide Pass number written on the back. Please do NOT mail cash.
 4. Applicants who make their payment by cheques are advised to make sure that there are enough funds in their accounts. The TIC is not responsible for any administration fees incurred as a result of bounced cheques.
 5. Candidates will receive a set of 'Hong Kong Knowledge Quiz - Revision Notes' with questions and model answers once their quiz applications are accepted. No change of quiz date or time will be arranged and no refund will be made after the acceptance of application.
 6. Should an application be rejected or a quiz be cancelled, the quiz fee will be returned in the form of a cheque by post.
 7. Should an applicant not receive any revision notes or notice of acceptance TWO WEEKS before the quiz, please contact the TIC Training Department by dialing 2969 8160.
 8. Candidates are required to immediately inform the TIC of any change in contact information.
 9. The TIC reserves the right to amend any rules, regulations or details of the quiz whenever necessary, and the applicants and candidates will be informed of the relevant amendments.

Ref: 2010.05

P.iii

VII. 測驗時間表及截止報考日期 Quiz timetable and application deadline

2010年6月至12月測驗 Quizzes from Jun – Dec 2010

(採用溫習資料2010年1月版 *Revision Notes Version 2010.01 is adopted*)

測驗編號 Quiz Code	測驗日期 Quiz Date	測驗時間 Quiz Time	截止報考日期 Application Deadline
HKQ2010006	29-06-2010 (二Tue)	2:15 pm – 3:45 pm	22-05-2010
HKQ2010007	23-07-2010 (五Fri)	6:45 pm – 8:15 pm	07-07-2010
HKQ2010008	28-08-2010 (六Sat)	11:15 am – 12:45 pm	08-08-2010
HKQ2010009	06-10-2010 (三Wed)	6:45 pm – 8:15 pm	09-09-2010
HKQ2010010	04-12-2010 (六Sat)	11:15 am – 12:45 pm	11-11-2010

VIII. 惡劣天氣安排 Arrangements during bad weather

天氣情況 Weather conditions	測驗安排 Arrangements
三號或以下熱帶氣旋警告信號， 或黃/紅色暴雨警告信號生效 Tropical Cyclone No. 3 or below, or Amber / Red Rainstorm Warning Signal is in force	測驗如常舉行。 All quizzes will be held as scheduled.
八號預警／八號或以上熱帶氣旋／黑色暴 雨警告信號生效 Tropical Cyclone Pre-No.8 / No. 8 or above, or Black Rainstorm Warning Signal is in force	<p>a) 當有關警告信號生效時，所有測驗將會取消，並將另行擇日重測。即使考生已在前往試場途中或已抵達試場，亦需在安全情況下折返或離開。If the signal is in force, all quizzes will be cancelled and rearranged for a later time. Candidates who are on the way to or already at the quiz venue should return home under safe conditions.</p> <p>b) 如有關警告信號於測驗開始前兩小時取消，測驗將如常舉行。If the signal is cancelled 2 hours before the quiz begins, the quiz will be held as scheduled.</p> <p>c) 如測驗經已開始，考生及監考員應留在課室內，直至測驗結束及在安全情況下方可離開。監考員亦必須在安全情況下協助考生解散。If the signal is in force when a quiz is in session, the quiz will continue until the end of the quiz, after which the invigilators will dismiss the candidates under safe conditions.</p>

IX. 資料查詢 Enquiries

如有任何查詢，可於辦公時間內致電2807-1199與訓練部聯絡。

For any further queries, please contact the TIC Training Department at 2807 1199 during office hours.

Ref: 2010.05

P.iv

X. 「個人資料收集說明」 Notes on Collection of Personal Data

1. 本表格上所填報的個人資料，香港旅遊業議會（下稱“議會”）將用作如下用途：
 - (i) 處理測驗或考試事宜；
 - (ii) 儲存考生的資料於議會；
 - (iii) 向考生發放測驗或考試成績及有關資料；
 - (iv) 進行研究或統計分析；
 - (v) 其他相關用途。
2. 申請人請儘量提供足夠資料，否則議會不能有效處理閣下的申請。
3. 申請人須親身出示香港身份證以供議會核實身份。議會職員只會於核對申請人身份證上的資料後，才於申請表上簽名作實。申請人如未能親身到議會核實身份，可用郵寄或傳真方式遞交身份證副本；該身份證副本將由議會保存，直至有關申請人親身出示身份證以供議會核實身份為止。在任何法例許可的情況下，議會均有權要求申請人出示身份證，複印申請人的身份證，並保存其身份證副本。
4. 議會會將申請人的資料保密，但議會可能會將申請人的有關資料，提供給任何其他人士或其代表，以作第 1 段所列舉的用途。
5. 根據《個人資料(私隱)條例》，申請人有權：
 - (i) 查閱議會是否持有申請人的個人資料；
 - (ii) 要求獲得 5(i)段所述資料的複本；及
 - (iii) 要求議會改正有關申請人的個人資料。

申請人必須提供足夠資料予議會辦事處以識別申請人的身份，否則辦事處有權拒絕申請人查閱資料的要求。議會可能就有關要求收取費用。

6. 如欲查閱個人資料，申請人必須以書面向議會訓練部提出。議會地址如下：

香港北角英皇道 250 號北角城中心 1706-1709 室

1. The personal data provided in this application form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - (i) to administer the quizzes or examinations;
 - (ii) to maintain candidates' records in the TIC;
 - (iii) to distribute quiz or examination results, and relevant information to candidates;
 - (iv) to conduct research or statistical analysis; and
 - (v) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
3. Applicants will be required to produce their HKID Card in person for verification purposes, and staff of the TIC will only sign the application form after verifying the contents of the applicant's HKID Card. If an applicant is unable to come to the TIC in person, the applicant may submit a copy of his/her HKID Card by post or by fax but any such copy shall be retained until such time as the applicant concerned is able to produce his/her HKID Card in person for verification purposes. The TIC reserves the right to require the production and to make and retain copies of an applicant's HKID Card in any circumstances which are permitted by law.
4. The TIC will keep the personal data of applicants confidential but may provide such data to any other person or his/her representative for any one or more of the purposes set out in paragraph 1 above.
5. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - (i) ascertain whether their personal data are held by the TIC;
 - (ii) obtain a copy of the data mentioned in paragraph 5(i); and
 - (iii) correct their personal data held by the TIC.

Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.

6. Any request for access to personal data should be made in writing and addressed to the TIC Training Department at:
Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong

Ref: 2010.05

P.1

導遊核證制度
Tourist Guide Accreditation System
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「香港知識測驗」報考表
Application for "Knowledge on Hong Kong" Quiz

注意事項 Important Notes

1. 請把填妥的表格連同測驗費用港幣一百元正，寄回或親身交回議會辦事處，Please submit this form with the quiz fee (HK\$100) to the TIC Executive Office by post or in person.
2. 劃線支票抬頭請註明「香港旅遊業議會」及在支票背面寫上申請人姓名及導遊證編號，切勿郵寄現金。Crossed cheques should be made payable to "Travel Industry Council of Hong Kong" with applicant's full name and Tourist Guide Pass no. written on the back. Please **DO NOT** mail cash.
3. 請以正楷填寫。Please complete the form in BLOCK LETTERS.

甲部 Part A :

姓名 Name : (以身份證上登記為準 As printed on HKID card)

英文 In English _____
姓(Surname) _____ 名(First/Other name) _____

中文 In Chinese _____ 香港身份證號碼 HKID Card No.: _____ ()

性別 Sex : * 男 M / 女 F *請將不適用者刪去 Please delete if inappropriate

導遊證編號 Tourist Guide Pass number : TG _____ 有效期至 Valid until : _____

通訊資料 Contact Information *任何香港以外之地址或郵政信箱皆不能作為申請人與議會通訊之用途。Please note that no address or mailbox outside HK should be used as the applicant's correspondence address.

議會將不時以手機短訊、電郵、傳真或郵寄方式向導遊發放議會資訊(包括課程資料)。為確保資訊有效傳遞，下列通訊資料如有任何更改，請於議會網頁下載「更改通訊資料申請表」，填妥後交回議會訓練部。

The TIC will disseminate information (including course information) to tourist guides from time to time by SMS, email, fax or post. In order to ensure effective transmission of information, tourist guides should notify the TIC of any changes in the contact information below by downloading the form "Application for Change of Contact Information" from the TIC's website, and completing and returning it to the TIC Training Department.

(此部份請以英文填寫 Please complete this section in English)

flat/room 室 _____ floor (字)樓 _____ block 座 _____ phase/tower 期 _____

name of building/lot number 大廈/地段號數 _____

number and name of estate/street/village 街道名稱/屋村/鄉村及門牌號碼 _____

*HK 香港 / KLN 九龍 / N.T. 新界

District (e.g. Wanchai, Kwun Tong etc.) 地區(例如:灣仔, 觀塘等...) _____

In Chinese 中文地址 _____

Tel. Nos. 電話號碼 : Home(住宅) _____ Mobile (手提電話) _____

Office(辦事處) _____ Fax (傳真號碼) _____

E-mail(電郵) _____

Ref: 2010.05

P.2

乙部 Part B :

欲報考之測驗 Quiz(zes) to be attended :

選擇 Choice	測驗編號 Quiz code	測驗日期 Quiz Date	測驗時間 Quiz Time	請在下列適當空格內劃上「✓」號。 Please put a tick "✓" in the appropriate box below.
首選 First Choice				<input type="checkbox"/> 首次報考 First attempt <input type="checkbox"/> 重考 Re-sit
次選 Second Choice				

丙部 Part C :

應考語言 Quiz Language (請在下列適當空格內劃上「✓」號。Please put a tick "✓" in the appropriate box below.)

中文卷 In Chinese

英文卷 In English

聲明書 Declaration :

- 本人(申請人)已細閱、明白並同意附於此報考表的「測驗須知」和「個人資料收集說明」(Ref:2010.05)。
 I, the applicant, have read, understood and agreed to the "Important Notes" and "Notes on Collection of Personal Data" (Ref: 2010.05) that are attached to this application form.
- 本人證明以上所填資料正確無誤。如本人之聲明有何失實之處，貴會有權取消本人之申請資格。
 I hereby declare that the information provided in this form is true and correct. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made.
- 本人同意議會以任何形式(包括手機短訊、電郵、傳真及郵寄等)向本人發放議會資訊(包括課程資料)。
 I agree to receive information (including course information) from the TIC by any means (including SMS, email, fax, post, etc.)

申請人簽署 Signed by applicant:

日期 Date:
