

Functional Module - Membership Examination Part 1 & 2

Platform	Website
Description	Before enrolling for Ordinary Membership of the College, BSTs are required to pass the HKICBSC Membership Examinations Part 1 - 3. Non-BSTs are also allowed to enroll for Part 1 & 2 Examination while Part 3 Examination is only for BSTs.

	Workflow	Local BSTs	Non-BSTs/ Mainland BSTs	College Admin
1.	<p>Open Application (at least 3 months before exam)</p> <p>2 exam diets (Feb & Oct) per year</p>	<ul style="list-style-type: none"> Eligible BSTs would receive notification of open application and apply via system. 	<ul style="list-style-type: none"> To apply through an examination enrollment page which is for non-existing users of the system. 	<ul style="list-style-type: none"> Enable application function & URL Setting application period: Start & End date & time for application. Disable the URL for application after the deadline Sending system notification to COS, TS & their secretaries and BSTs (Potential Candidates)
2.	<p>Application Procedures</p>	<ul style="list-style-type: none"> Notes to applicants (regarding application flow, important info, special arrangement, etc.) Select Part 1/2 or both → proceed to apply Certified Recent Passport Photo (recent 6 months likeness of candidate) (if there is no photos from BST application before) Auto-filled personal information Pop-up message: Confirm if all information input are Correct and proceed to payment? 	<ul style="list-style-type: none"> Pop-up dialogue with check list of necessary documents. Prerequisites documentations: <ol style="list-style-type: none"> Certified Recent Passport Photo (recent 6 months likeness of candidate) Certified True copy of Basic Medical Qualification Form for verifying the recent 6 months likeness of candidate signed by medical or university officials Notes to applicants (regarding application flow, important info, special arrangement, etc.) 	<p>Vetting of application</p> <ul style="list-style-type: none"> Applications would be vetted daily (daily excel report on the no. of applications and application status) Status for application received: Submitted Notification on the number of applications received daily would be shown on the interface for admin Allow admin to change status after vetting: <ol style="list-style-type: none"> Outstanding: the application with outstanding documents Approved: Application processed and accepted. Unsuccessful (with reasons) Withdrawal <ul style="list-style-type: none"> Withdrawal within the application deadline: Refund would be made after deducting the admin charge Withdrawal after the application deadline:

		<ul style="list-style-type: none"> ● Online payment <p>Remarks: there will be no consent for releasing result to COS, TS, HA or HKAM. BSTs have been informed of the arrangement at the beginning of their admission.</p>	<ul style="list-style-type: none"> ● All required documents should be ready before proceed to fill in the personal information & payment ● For personal information: double entry of email address is required ● Consent by trainees for releasing result to COS/TS, HA, HKAM ● Pop-up message: Confirm to proceed payment? ● Online Payment 	<p>Refund would not be made (within application deadline)</p> <p>6. Present: candidate attended the exam</p> <p>7. Absent: candidate was absent from the exam</p>
3.	Once after Application Submitted	<p><u>Acknowledgement of receipt</u></p> <ul style="list-style-type: none"> ● To receive acknowledgement receipt via system & email (dialog box for BSTs); email for non-BSTs 		<p><u>Acknowledgement of Receipt</u></p> <p><i>(Sample 1 – Message_Acknowledge Receipt of Exam Application)</i></p> <ul style="list-style-type: none"> ● An acknowledgement of receipt would be automatically sent via system with a reference number (i.e. Feb2020P1-r1001) to applicants for confirming application has been received. ● Applicants would be notified of the application result within 2 weeks after the closing date of application.
4.	Within Deadline of Application	<p><u>Incomplete application</u></p> <ul style="list-style-type: none"> ● Required supporting document(s) is/are outstanding ● To receive an outstanding notification via system (for BSTs) and email (for non-BSTs) and request to submit the required document(s) within the application deadline ● BSTs can resubmit/ re-upload the outstanding document through web/app (after re-submission → status change from Outstanding to Submitted) 		<p><u>Incomplete application</u></p> <p><i>(Sample 2 – Notice to Applicants with Outstanding documents)</i></p> <ul style="list-style-type: none"> ● Vetting by College admin, update application status: Outstanding (with dialog box for stating which documents is/are outstanding) ● Notification on outstanding items (applicant should submit the outstanding documents within application deadline, otherwise → Unsuccessful application)

			<ul style="list-style-type: none"> ● Applicants would require to resubmit of the outstanding documents via email to College admin within the application deadline, Admin will then upload the document onto the system and change the status of application → <u>Approved/ Accepted</u>
		<p><u>Successful application</u></p> <ul style="list-style-type: none"> ● To receive confirmation message for successful application via system (for BSTs) or email (for non-BSTs) ● Successful candidates would be informed that the Admission Notice (with QR code for used of attendance record) would be sent out one month prior to the exam date 	<p><u>Successful application</u> (<i>Sample 3 – Message to SUCCESSFUL applicants</i>)</p> <ul style="list-style-type: none"> ● For admin check box for confirming the submitted documents are valid. ● Send out confirmation message via system (with dialog box)
<p>A. <u>List of applications in excel format</u></p> <ul style="list-style-type: none"> ● Number of applications and status updated as at 23:59 of the day before (to be generated on a daily basis for vetting of applications) ● Content of the report: Excel sample report 1 + columns [application date and time; application status (<u>Submitted</u>/<u>Approved</u>/<u>Outstanding</u>/<u>Withdrawal</u>/<u>Deferral</u>; receipt ref. no(i.e. Feb2020P1-r1001)] ● Final report on the number of application received and application status → could only be generate after the close of application <ul style="list-style-type: none"> - Count on number of applications received: <u>Successful</u>, <u>Unsuccessful</u> by each part of exam 			
5.	<p>Close of Application</p>	<p><u>Unsuccessful application</u></p> <ul style="list-style-type: none"> ● Failure to submit required supporting document before the deadline ● To receive an email from College to inform the unsuccessful application with reason 	<ul style="list-style-type: none"> ● Disable the application function via system/ URL ● After 1mth of the closing date → only 2 status could be changed for those <u>Successful</u> application: <u>Withdrawal</u> & <u>Deferral</u> <p><u>Unsuccessful application</u></p> <ul style="list-style-type: none"> ● Change status by admin: <u>Unsuccessful</u> (allow space for the remarks on reasons) ● Email would be sent by admin back end, not by system

6.	Preparation: Exam Paperwork	<ul style="list-style-type: none"> ● To receive the hard copy of the Admission Notice (with QR code) & Payment Receipt one month prior to the exam date ● For BSTs: both Admission Notice & Payment Receipt could be downloaded and printed by BSTs. ● For non-BSTs: official copy of the admission notice and payment receipt would be sent to them 	<ul style="list-style-type: none"> ● To allow admin to generate the following reports and documents
B. List of candidates in excel format (including both BSTs/ non-BSTs candidates) <ul style="list-style-type: none"> ● Auto assign candidates no. to each of the Successful application ● Will also be used for the list of attendance on the exam day 			
C. Payment receipt to candidates in pdf format (Sample 4 – Payment receipt) <ul style="list-style-type: none"> ● Auto fit in the field required for the document, ● Separated notice for each part of exam to be sent by post to candidates one month before exam date			
D. Admission Notice with QR code in pdf format (Sample 5 - Admission Notice) <ul style="list-style-type: none"> ● Auto fit in the field required for the document, e.g. name of candidate, reference code, candidate number, mailing address ● Separated notice for each part of exam ● to be sent by post to candidates one month before exam date 			
E. Admission Slip in pdf format (Sample 6 – Admission Slip) <ul style="list-style-type: none"> ● to be used onsite for taking candidates' attendance 			
7.	On the day of examination	All candidates would need to put the admission notice on the exam desk, invigilators will scan the QR code that printed on the notice to capture attendance.	<ul style="list-style-type: none"> ● Generate the list of attendance for record. ● To cross check the attendance → confirm the candidates who present or absent from the exam → allow amendment by admin (candidates' signature on the admission slip would be the final record) After finished → close the record, for those do not have the scanned QR code → change the status Absent by admin.

8.	After Examination	<ul style="list-style-type: none"> To receive a notification through system after result released and posted 	<ul style="list-style-type: none"> To receive an email notification from system after result released and posted 	<p><u>Migration of Exam Result</u> <i>(Sample 8 – Candidate list with Exam Result)</i></p> <ul style="list-style-type: none"> Candidate list with Exam Result in excel format to be prepared by Secretariat for migrating result (Pass/Fail/Withdrawal/Present/Absent) into the system <p><u>Informing COS & TS of their trainees' exam result</u></p> <ul style="list-style-type: none"> Notification to COS & TS (& their secretaries, HA & HKAM) via system
<p><u>F. Generate Exam Result Letter</u> <i>(Sample 7 – Exam Result Letter)</i></p> <ul style="list-style-type: none"> Exam Result Letter will not be shown/ downloaded on the interface of BSTs/non-BSTs (College will send the official copy of the result letter to candidates by post) 				