

Functional Module - Membership Examination Part 3

<b>Platform</b>	Website
<b>Description</b>	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.

	<b>Workflow</b>	<b>Local BST / Mainland BST or Jishuitan Candidates</b>	<b>College Admin</b>
1.	<b>Open application</b>	<p><b>Local BST</b> - Notification to be sent for exam application</p> <p><b>Mainland BST and Jishuitan Candidates</b> - To apply through an examination enrollment page which is for non-existing users of the system (similar to Part 1 &amp; 2 exam)</p>	<ul style="list-style-type: none"> <li>● Enable application with URL (For mainland BST)</li> <li>● Setting application period: Start &amp; End date &amp; time for application</li> <li>● Disable the URL after the deadline</li> <li>● Sending system notification to <b>COS, TS</b> &amp; their secretaries and BSTs (Potential Candidates)</li> </ul>
	<b>Generate report</b>		Eligibility of BST to apply Part 3 exam
2.	<b>Application procedure</b>	<p><b>Local BST</b></p> <ul style="list-style-type: none"> <li>● Notes to applicants (regarding application flow, important info, special arrangement, etc.)</li> <li>● Prerequisite:                             <ol style="list-style-type: none"> <li>1. Passport photo (Recent 6-month)</li> <li>2. No training interruption within 6 months prior to the exam</li> <li>3. BST registration fee (reminder if not yet paid) <b>(Mar diet only)</b></li> </ol> </li> </ul> <p>Cannot proceed to next step for application if cannot fulfill anyone of the above prerequisite</p> <p>* <b>COS/ TS</b> needs to verify no interruption of training and likeness of photo (Notification to be sent to <b>COS/TS</b> for verification)</p>	<p>Vetting application</p> <ul style="list-style-type: none"> <li>● Applications would to be vetted daily (daily excel report on the no. of applications and application status)</li> <li>● Status for application received: <u>Submitted</u></li> <li>● Notification of application received and total number after deadline on admin interface</li> <li>● Allow admin to <b>change status</b> of application after vetting                             <ol style="list-style-type: none"> <li>1. <u>Outstanding</u>: application with</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>● Personal information will be auto-filled in the application form Remark: Email address needs double input</li> <li>● Choose preferred language (3 options: Cantonese, English, Putonghua) to interact with surrogates in the Communication Stations</li> <li>● Pop-up message: Confirm if all information input are correct and proceed to payment?</li> <li>● Online payment</li> </ul> <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> <p><b>Mainland BST and Jishuitan Candidate</b></p> <ul style="list-style-type: none"> <li>● Prerequisite:             <ol style="list-style-type: none"> <li>1. Passport photo (Recent 6-month)</li> <li>2. No training interruption within 6 months prior to the exam</li> <li>3. Form for verifying (1) the recent 6 months likeness of candidate, (2) No training interruption within 6 months prior to the exam signed by medical or university officials</li> </ol> </li> <li>● Personal information to be filled by candidates Remark: Email address needs double input</li> <li>● Choose preferred language (3 options: Cantonese, English, Putonghua) to interact with surrogates in the Communication Stations</li> <li>● Consent by trainees for releasing result to COS/TS, HA, HKAM</li> <li>● Pop-up message: Confirm to proceed payment?</li> <li>● Online Payment</li> </ul>	<p>outstanding items</p> <ol style="list-style-type: none"> <li>2. <u>Approved/ Accepted</u>:</li> <li>3. <u>Unsuccessful</u> (with reasons)</li> <li>4. <u>Withdrawal</u></li> </ol> <ul style="list-style-type: none"> <li>● Withdrawal within the application deadline: Refund would be made after deducting the admin charge</li> <li>● Withdrawal after the application deadline: Refund would not be made</li> </ul> <ol style="list-style-type: none"> <li>5. <u>Present</u>: candidate attended the exam</li> <li>6. <u>Absent</u>: candidate absent from the exam</li> </ol>
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<p>3. <b>After application submitted (Once submitted)</b></p>	<p><b><u>Acknowledgement of receipt</u></b></p> <ul style="list-style-type: none"> <li>● Candidate will receive acknowledgement receipt <b>Application received</b> via system (BST)/ email (Mainland BST/JST)</li> </ul>	<p><b><u>Acknowledgement of Receipt</u></b>  <i>(Sample 1 – Message_Acknowledge Receipt of Exam Application)</i></p> <ul style="list-style-type: none"> <li>● An acknowledgement of receipt would be automatically sent via system with a reference number (i.e. 2020MarP3-001) to applicants for confirming application has been received.</li> <li>● Applicants would be notified of the application result within 2 weeks after the closing date of application.</li> </ul>
<p>4. <b>Within application period</b></p>	<p><b><u>Incomplete application</u></b></p> <ul style="list-style-type: none"> <li>● Candidate will receive an outstanding notification <b>Application outstanding</b> via system (BST)/email (Mainland BST/JST) <u>if required supporting document(s) is/are outstanding</u>. They are required to submit the required document before the application deadline</li> <li>● BSTs can resubmit/ re-upload the outstanding document via Web/app (after re-submission→ status change from <b>Outstanding</b> to <b>Submitted</b>)</li> </ul> <p>**Need further clarification:          If the verification of no training interruption is still not confirmed by training supervisor/COS before the deadline, the application will be treated as incomplete application?</p> <p>Reminder may need to be sent via system to training supervisor/COS a week and 2 days before the deadline if still no verification received.</p>	<p><b><u>Incomplete application</u></b>  <i>(Sample 2 – Notice to Applicants with Outstanding documents)</i></p> <ul style="list-style-type: none"> <li>● Vetting by College admin, update application status: <b>Outstanding</b> (with dialog box for stating which documents is/are outstanding)</li> <li>● Notification on outstanding items (applicant should submit the outstanding documents within application deadline, otherwise→Unsuccessful application)</li> <li>● 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 → <b>Approved/</b></li> </ul>

			Accepted
5.	After application deadline		<ul style="list-style-type: none"> <li>● Disable the application function via system/ URL</li> <li>● After closing date → only 2 status could be changed for those Successful application: Withdrawal &amp; Deferral</li> </ul>
		<p><b>Successful application</b></p> <ul style="list-style-type: none"> <li>● Candidate will receive a confirmation receipt Examination Confirmation via system (BST)/ email (Mainland BST/JST)</li> <li>● 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</li> </ul>	<p><b>Successful application</b></p> <p>(Sample 3 – Message to SUCCESSFUL applicants)</p> <ul style="list-style-type: none"> <li>● For admin check box for confirming the submitted documents are valid.</li> <li>● Send out confirmation message via system</li> </ul>
		<p><b>Unsuccessful application</b></p> <ul style="list-style-type: none"> <li>● Candidate fails to submit required supporting document before the deadline</li> <li>● Receive an email from College to inform the unsuccessful application with reason</li> </ul>	<p><b>Unsuccessful application</b></p> <ul style="list-style-type: none"> <li>● Change status by admin: Unsuccessful (allow space for remarks on reason)</li> <li>● Email would be sent by admin back end, not by system</li> </ul>
	Report generation (Excel format)	<ul style="list-style-type: none"> <li>● 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)</li> <li>● Content of the report: Excel sample report 1 + columns [application date and time; application status (Submitted/ Approved/ Outstanding/ Withdrawal / Deferral); receipt ref. no(i.e. 2020MarP3-001)]</li> <li>● Final report on the number of application received and application status → could only be generate after the close of application</li> <li>● Count on number of applications received: Successful, Unsuccessful</li> </ul>	
6.	Preparation of exam paper work	<ul style="list-style-type: none"> <li>● To receive the hard copy of the Admission Notice (with QR code) &amp; Payment Receipt one month prior to the exam date</li> <li>● For BSTs: Admission Notice &amp; Payment Receipt could be downloaded and printed by BSTs.</li> </ul>	Generate following reports

		<ul style="list-style-type: none"> <li>● For <b>Mainland BST or Jishuitan Candidates</b>: Official copy of the admission notice and payment receipt would be sent to them by College</li> </ul>	
	<b>Report generation</b>	<p><b>Payment receipt</b> to candidates in pdf format (<i>Sample 4 – Payment receipt</i>)</p> <ul style="list-style-type: none"> <li>● Auto fit in the field required for the document</li> <li>● to be sent by post to candidates one month before exam date</li> </ul> <p><b>Admission Notice with QR code</b> in pdf format (<i>Sample 5 - Admission Notice</i>)</p> <ul style="list-style-type: none"> <li>● Auto fit in the field required for the document, e.g. name of candidate, reference code, candidate number, mailing address</li> <li>● to be sent by post to candidates one month before exam date</li> </ul> <p><b>Admission Slip</b> in pdf format (<i>Sample 6 – Admission Slip</i>)</p> <ul style="list-style-type: none"> <li>● to be used onsite for taking candidates’ attendance</li> </ul>	
7.	<b>On the day of examination</b>	All candidates would need to show the admission notice at registration, invigilator (College registration staff) will scan the <b>QR code</b> (Day 1 & Day 2) on the notice to capture attendance.	<ul style="list-style-type: none"> <li>● Generate the list of attendance for record.</li> <li>● To cross check the attendance → confirm the candidates who presented or absented from the exam → allow amendment by admin (candidates’ signature on the admission slip would be the final record), <u>Present/ Absent</u></li> </ul>
8.	<b>After Examination</b>	Notification (BSTs)/ email ( <b>Mainland BST or Jishuitan Candidates</b> ) will be sent via system after result released and result letter posted	<p><b>Migration of Exam Result</b> (<i>Sample 7 – Candidate list with Exam Result</i>)</p> <ul style="list-style-type: none"> <li>● <b>Candidate list with Exam Result</b> in excel format to be prepared by Secretariat for migrating result (Pass/Fail/Withdrawal/Present/Absent) into the system</li> </ul> <p><b>Informing COS &amp; TS of their trainees’ exam result</b></p> <ul style="list-style-type: none"> <li>● Notification to <b>COS &amp; TS</b> (&amp; their</li> </ul>

			secretaries, HA & HKAM) via system
	<p><b>Generate report</b></p>	<p><b>Candidate list with Exam Result</b> in excel format to be prepared by Secretariat for migrating result (Pass/Fail/Withdrawal/Present/Absent) into the system</p>	