



澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

WSET® 認證考試

考生須知

1. 學員必須達到課程要求的最低出席率才能參與考試。
2. 學員若已考獲WSET®資格證書，不能重覆參與相同項目及級別之考試。
3. 考生必須於考試前 15 分鐘到達考試地點報到。
考試地點：澳門生產力暨科技轉移中心 - 總辦事處
(新口岸上海街 175 號中華總商會大廈 7 樓)
4. 考生必須攜帶澳門居民身份證 或 護照 (適用於非澳門居民) 方可進場參加考試。
5. 考生在考場必須遵從監考員指示，否則可被取消考試資格及吊銷考試結果。
6. 任何考生在 開考 30 分鐘後 或 已有考生離開考場後 均不得進入試場；已進入考場的考生在開考後 15 分鐘之內不得離開考場。
7. 考試一旦開始，考生不得離開考場再返回，除非考生有合理私人理由需要離場再返回，而又獲得監考員的批准，而考生亦同意在離場期間由監考員全程陪同及作適當監察。
8. 提早完成答題的考生，直至考試結束前 10 分鐘為止，可在不干擾其他考生的情況下離開考場，一旦離開便不可再返回考場。
9. 在考試開始前，考生必須將個人物品放置在監考員指定的位置，並把流動電話、電子手錶等電子器材關閉及放在桌上。考生的個人物品如有任何損失，澳門生產力暨科技轉移中心(下稱“CPTTM”)是不會負上任何責任，故建議考生盡可能不要攜帶貴重物品到考試地點。
10. 進行筆試時，桌上只可以放置飲用水及由CPTTM提供之文具；嚴禁考生使用字典/辭典及其他翻譯器材。
11. 嚴禁考生拍攝顯示考場及考試資料/材料的相片或影片。
12. 嚴禁考生從筆記或書本中抄寫作弊、抄襲其他考生、企圖與考場內或外的人溝通，以及攜帶未經許可的物件，例如書本、便條、筆記、手抄本、空白紙等進入考場；一經發現，考生的考試資格將被取消。
13. 離開考場前，考生必須將全部試卷及答題紙交回監考員；嚴禁考生向他人披露試卷



澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

內容，或將試卷和內容以任何形式複製。

14. 如遇八號或以上颱風，考試將自動取消，CPTTM將另行通知考生有關考試延期的安排。
15. CPTTM將遞交學員之基本個人資料至WSET Awards 作報考WSET®認證考試之用；WSET Awards 有可能透過學員提供之電郵地址直接聯絡學員。

補考

16. 不合格之考生可以申請補考一次(補考費用請瀏覽CPTTM網站)。補考日期一般為下一期WSET®課程之考試日。補考不合格者，必須重新報讀WSET®課程才可再報考。
17. 若考生第一次考試不合格，其後再參與相同科目及級別之考試時，所獲取之最高成績將不會達到最高分段級別 (Distinction Grade)。

考試評語、覆核或上訴

18. 若考生要求WSET Awards 對其考試成績作覆核或評語，需在考試成績公佈後 7 個工作天內填妥“評語及成績覆核申請表”，並連同相關費用交到CPTTM。一般情況下，WSET Awards 將於收到申請表後兩星期內發出成績覆核結果或評語。
19. 若考生不滿意成績覆核結果，可對成績進行上訴；考生需在覆核結果發出後 7 個工作天內填妥“考試結果上訴申請表”，並連同相關費用交到CPTTM，以轉寄給WSET。一般情況下，WSET Awards 將於收到申請表後兩星期內發出上訴結果。

更多考試規定

20. 可參閱各WSET®資格認證章程 (<https://www.wsetglobal.com/qualifications/>)。

向WSET傳遞個人資料

21. 為報名參與WSET®認證課程及考試而收集之學員個人資料(例如姓名、出生日期、性別和聯繫方式)將傳遞給WSET及其認可的第三方，並按照WSET之資料保護政策處理 (<https://www.wsetglobal.com/privacy-and-cookie-policy/>)。

若對上述事宜有任何查詢，請於辦公時間聯繫專業考試資源中心(電話：88980864 電郵：vqa@cpttm.org.mo)。



澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

WSET® Examinations

Notice for Candidates

1. To sit for an examination, students must meet the minimum attendance requirement of the training course.
2. A student who has already obtained a WSET® qualification certificate cannot retake the examination for the same subject and level.
3. Candidates must report at the exam venue 15 minutes prior to the start time of the examination.
Exam venue: Macau Productivity & Technology Transfer Center - Head Office
(Rua de Xangai 175, Ed. ACM, 7th Fl., Macau)
4. Candidates must bring their Macau Identity Card (or for non-Macau residents, their passport) to enter the exam venue.
5. Candidates must follow the instructions from the invigilator(s), otherwise they may be disqualified from sitting for the exam and their exam results be rendered invalid.
6. No candidate is allowed to enter the exam room 30 minutes after the exam has started or if any other candidate has already left the examination; having entered the exam room, candidates are also not allowed to leave until the first 15 minutes of the exam time have elapsed.
7. Once the examination has started, candidates cannot leave, and then return to, the exam room unless the invigilator(s) approves that the candidates have justifiable personal needs to do so and the candidates agree to be accompanied and appropriately monitored by the invigilator(s) at all times while they are out of the exam room.
8. Candidates who complete the examination may leave the exam room up until the last 10 minutes providing they do not disturb other candidates; no re-admission will be permitted.
9. Before the start of the exam, candidates must place their personal belongings in the designated area instructed by the invigilator(s); mobile phones, electronic watches and other electronic devices must be switched off and placed on the desks. The Macau Productivity & Technology Transfer Center (CPTTM) will not bear any responsibility for the loss of candidates' personal belongings, therefore, candidates are strongly advised not to bring valuables to the exam venue.
10. For written exam, only drinking water and stationery provided by CPTTM can be placed on the desks; the use of dictionaries and other translation devices is prohibited.
11. Candidates are prohibited to take any photographs or videos of the exam room and exam materials.
12. Candidates are prohibited to copy from notes or books or other candidates, attempt to communicate with people inside or outside the exam room, and carry unauthorized objects, such as books, post-its, notes, manuscripts, blank papers, etc inside the exam room, otherwise, the candidates will be disqualified from sitting for the examination.
13. After completing the exam, candidates must return all exam papers and answer sheets to the invigilator(s) before leaving the exam room; candidates are prohibited to reveal the content of exam papers to others, or reproduce it in any way.



澳門生產力暨科技轉移中心
CENTRO DE PRODUTIVIDADE E TRANSFERÊNCIA DE TECNOLOGIA DE MACAU
MACAU PRODUCTIVITY AND TECHNOLOGY TRANSFER CENTER

14. In the event of Typhoon No. 8 or above, the examination will be cancelled automatically; CPTTM will notify the candidates of the rescheduling arrangement.
15. For exam registration purpose, basic personal data of the candidates will be provided by CPTTM to WSET Awards; WSET Awards may contact candidates directly through the email address provided.

EXAM RESIT

16. Unsuccessful candidates may apply for one resit (please refer to the CPTTM website for the resit fee). The resit date will usually be arranged on the exam day of the next WSET® course. If unsuccessful, the resit candidate will need to retake the training course to sit for the the examination.
17. Candidates who fail to pass a WSET® exam in the first attempt will not be able to receive a “Distinction Grade” for the same subject and level in their future attempts.

EXAM FEEDBACK, ENQUIRY AND APPEAL

18. Candidates requesting enquiry (re-mark) and/or feedback by WSET Awards on their exam paper need to complete and submit an “Enquiry and Feedback Form” to CPTTM along with the appropriate fee within 7 working days after the exam results have been announced. Under normal circumstances, enquiry and feedback will be issued within two weeks of receipt by WSET Awards.
19. Candidates who are dissatisfied with the results of an enquiry can request an appeal by completing and submitting an “Appeal Against Enquiry Application Form” to CPTTM along with the appropriate fee within 7 working days after the notification of the enquiry decision. Under normal circumstances, appeal outcome will be issued within two weeks of receipt by WSET Awards.

MORE ABOUT EXAMINATION REGULATIONS

20. Please refer to WSET® Specification (<https://www.wsetglobal.com/qualifications/>).

TRANSFER OF PERSONAL DATA TO WSET AWARDS

21. Personal data of candidates collected for enrolling in WSET® training courses and examinations, such as name, date of birth, gender and contact details, will be transferred to WSET and its approved third parties, and handled in accordance with WSET’ Privacy and Data Protection Policy (<https://www.wsetglobal.com/privacy-and-cookie-policy/>).

For enquiry, please contact the Professional Examinations Resources Unit (tel: 88980864, email: vqa@cpttm.org.mo) during office hours.