



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

## LCCI考試須知

1. LCCI考試以電腦(機試)進行，考試語言為英文，考試時間兩小時(實際時長按考試界面顯示為準)。
2. 考試前，考生須確保可以登入LCCI個人線上帳戶(<https://iabeducation.co.uk/customer/account/login>)。
3. 考試當日，考生建議提前 30 分鐘到達考試地點(新口岸上海街 175 號中華總商會大廈 7 樓)報到。
4. 考生必須出示有效之身份證明文件**正本**方可進場參加考試。
  - (澳門或香港居民) 澳門/香港居民身份證
  - (內地居民) 港澳通行證及中華人民共和國居民身份證
  - (其他國籍) 護照
5. 在考試開始前，考生必須將所有個人物品(包括將電子通訊設備關閉)放置在監考員指定的位置。考生只可攜帶以下物品進入考場：
  - 文具: 鉛筆、擦膠、間尺及透明筆盒(袋)
  - 計算機(沒有任何編程、財務及記錄功能)
  - 紙本語言詞典(詞典內不能有任何記號或筆記)
  - 手提電話(用於開考前登入LCCI個人線上帳號接收郵箱中的驗證碼，開考後必須關機)
  - 水(水樽必須透明並沒有任何包裝紙)

**注意:**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”)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。
6. 開考首 15 分鐘，考生不得離開考場。若考生要求離開考室(如:使用洗手間)，需在考試開始 15 分鐘後，並經監考員准許及全程陪同下離開、返回考試場地。離開座位期間，不可使任何通訊設備及查看考試相關資料。
7. 開考 15 分鐘後，遲到的考生不得進入試場；同時提早完成答題的考生可在不干擾其他考生的情況下交卷離場，一旦離開後便不可返回考場。
8. 考場內禁止飲食。
9. 考生違反以下規定，考試資格將被取消：
  - 考生必須在指定考點進行考試;考試期間不可在考試機位開啟任何網站(考試機構指定網站除外);
  - 考試期間只能使用由考試單位提供之草稿紙；
  - 嚴禁以任何形式作弊、干擾其他考生，包括企圖與考場內或外的人溝通、與其他考生共用物品；
  - 嚴禁拍攝顯示考場及考試資料/材料的相片或影片；
  - 嚴禁向他人披露試題內容，或將其以任何形式複製；
  - 離開考場前，考生必須將所有派發之草稿紙(如適用)交回監考員。
10. 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。

### 考試成績公佈、補考及證書

11. 成績將於考試後 10 周可在LCCI個人線上帳戶查閱。
12. IAB-LCCI官方公佈之成績為最終成績，不設上訴機制。
13. 成績不合格者，可再次報考該考試科目。
14. 紙本證書於考試成績公佈後約一個月可供領取，實際領取日期以本中心通知為準。

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：88980850 電郵：[vqa@cpttm.org.mo](mailto:vqa@cpttm.org.mo))。  
Any inquiries, please contact Professional Examination Resources Unit at office hour(Tel: 88980850 Email: [vqa@cpttm.org.mo](mailto:vqa@cpttm.org.mo)).



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## LCCI Exam Guidelines

1. LCCI exams are in computers-based format, with the exam language in English. The exam duration is two hours (actual duration may vary as displayed on the exam screen).
2. Prior to the exam, candidates must ensure they can log in to their LCCI personal online accounts (<https://iabeducation.co.uk/customer/account/login>).
3. Candidates are advised to arrive at the exam venue (Rua de Xangai 175, Ed. ACM, 6 andar Macau) at least 30 minutes in advance on the exam day.
4. Candidates must present valid identification documents(original copy) to enter the exam venue:
  - (Macau or Hong Kong residents) Macau/Hong Kong Resident Identity Card
  - (Mainland residents) Mainland Travel Permit for Hong Kong and Macau Residents, and People's Republic of China Resident Identity Card
  - (Other nationalities) Passport
5. Before the start of the exam, candidates must place all personal belongings (including turning off any electronic devices) at the designated location. Only the following items are allowed in the exam room:
  - Stationery: pencils, erasers, ruler, and transparent pencil case (bag)
  - Calculator (without any programming, financial, or record functions)
  - Paper dictionary (without any markings or notes inside)
  - Mobile phone (for receiving verification code to login the LCCI personal online account before the exam. Mobile phone must be turned off during the exam)
  - Bottle Water (the bottle must be transparent and without any packing/label)

**Note:** Macau Productivity and Technology Transfer Center (CPTTM) bears no responsibility for any loss of candidates' personal belongings, hence it is recommended that candidates avoid bringing valuable items to the exam venue as much as possible.

6. Candidates are not allowed to leave the exam room at the first 15 minutes of the exam. If a candidate needs to leave the examination room temporarily (e.g., to use the restroom) must be accompanied by a member of centre staff, and he/she is not allowed to access any electronic devices or exam-related materials during this period.
7. Any candidate who arrives after 15 minutes start of the examination may not be allowed to sit the examination. Candidates who have finished the examination and have been allowed to leave the examination room early without disturbing other candidates, and they must not be allowed back into the room once they left.
8. Eating is prohibited inside the exam room.
9. The exam qualification may be cancelled due to malpractice of the following regulations:
  - Candidates must take the exam at the designated exam venue and he/she is not allowed to open any websites during the exam (except from those specified by the exam center).
  - Candidates can only use the draft paper which is provided by the exam center during the exam.
  - Any form of cheating or disturbing other candidates is prohibited, including attempting to communicate with individuals inside or outside the exam room, or sharing items with other candidates.
  - Taking photos or videos of the exam room or exam materials is prohibited.
  - Candidates must not disclose exam content to others or reproduce it in any form.
  - Before leaving the exam room, candidates must return all distributed draft papers (if applicable) to the invigilator.
10. In the event of a typhoon signal no. 8 or above, the exam will be automatically cancelled. CPTTM will inform candidates the arrangements for rescheduling the exam accordingly.

### **Announcement of Exam Results, Resit, and Certificates**

11. Exam results can be viewed in candidates' LCCI personal online accounts approximately 10 weeks after the exam.
12. The results announced by IAB-LCCI are final. No appeal will be allowed.
13. Re-sit for the examination is allowed with full examination fees..
14. Paper certificates can be collected approximately one month after the announcement of exam results, and the actual collection date will be notified by the CPTTM.

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：88980850 電郵：[vqa@cpttm.org.mo](mailto:vqa@cpttm.org.mo))。  
Any inquiries, please contact Professional Examination Resources Unit at office hour(Tel: 88980850 Email: [vqa@cpttm.org.mo](mailto:vqa@cpttm.org.mo)).