

## Guidance Notes on Resit of Professional Assessment

### 1. Exemption

Candidates resit for Professional Assessment (PA) may be exempted for part of the PA which they have passed in the previous attempt. The exemption granted to candidates will only be valid for 4 years counted from the date of the HKIE notification letter of the first PA result.

Candidates who are not able to pass a PA within the specified period stated above shall be required to submit a new application and to take a full PA. Candidates shall be required to:

- (a) fill in a new application form; and
- (b) fulfill the supporter requirement under the relevant route;
- (c) submit all documents\* as required in a new application;
- (d) sit for a full PA; and
- (e) pay the application and other relevant fees.

\*Candidates are required to update the application in accordance with the comments received from the Assessors or the Discipline Representative.

The exemption arrangement applies to membership applications submitted on or after 1 January 2013 via the following routes:

General Experience Route  
Formal Training Route  
Mature Route  
Research and Development Route  
Special Route for Specific Disciplines  
Non-accredited Engineering Degree Route  
Associate Membership Route to Corporate Membership

**Important notes:** The Qualification & Membership Board on 23 September 2020 resolved that the 4-year resit period shall be retrospective for the applications submitted for Professional Assessment before 1 January 2013. A grace period, up to 30 June 2021, will be provided to allow these applicants to submit their resit application for the next attempt. It follows that from 1 July 2021 onwards, if these applicants would like to proceed for the next attempt, a fresh application has to be submitted.

### 2. Competence-based Professional Assessment

The Council approved the launch of the Competence-based PA for membership applications (Corporate Members level) submitted on or after 1 April 2019. Candidates who failed the Professional Assessment under the non-competence-based system and submit the applications for resit of PA between 1 April 2019 and 31 December 2020 can choose to follow the same assessment system they have undergone or the competence-based assessment system. Once the candidate has chosen the competence-based PA, the candidate is not allowed to revert back to the previous assessment system. Candidates under the competence-based system should follow the format of writing assessment (essay/technical write-up) in the last attempt during the resit of PA.

It follows that candidates submit their applications on or after 1 January 2021 for resit of PA have to resit the PA under the competence-based system. Nevertheless, the 4-year period still apply to applications for the class of Member via routes to membership as listed above.

### 3. Application Procedure and Submission Requirement

Candidates should refer to the result letter of the last attempt for the scope of assessment and the submission required for resit.

All documents submitted should be the candidate's own work and should be verified by a Corporate Member of the HKIE or the candidate's employer.

For details of submission requirements, please refer to the information booklet M3 Routes to Membership which can be downloaded from the HKIE website ([www.hkie.org.hk](http://www.hkie.org.hk)) under "Members" > "Downloads" > "Membership"

Candidates should complete and return the "Application Form For Resit of Professional Assessment" at the HKIE website ([www.hkie.org.hk](http://www.hkie.org.hk)) under "Members" > "Downloads" > "Membership".

#### **Structural candidates shall refer to the following:**

- i) Candidates applying for resit of the HKIE Structural Examination can download the application form at the HKIE website ([www.hkie.org.hk](http://www.hkie.org.hk)) under "Members" > "Downloads" > "Membership" > "Guidance Notes for Applicants applying for Membership in Structural Discipline by taking the HKIE Structural Examination"
- ii) Candidates applying for resit of the HKIE Structural Examination (Interview Part Only) will also be notified by email separately.