

**Information Notes for Private Organizations to Conduct  
Radio Amateur Examination and Amateur Morse Test  
Leading to the Issue of Amateur Station Licence and  
Permission to Operate Amateur Radio Transmission**

**1. Introduction**

- 1.1 Under the Telecommunications Ordinance, the Communications Authority (CA) may conduct Radio Amateur Examinations (RAE) and Amateur Morse Test (AMT). Candidates who have passed the RAE may apply for Amateur Station Licence and Authority to Operate (ATO) of amateur stations. Amateur Station Licensees who have passed the AMT may apply to operate Morse transmission of amateur station.
- 1.2 Without prejudice to the power of the CA under the Telecommunications Ordinance and the generality of any of the provisions thereunder the CA may recognize the result of examination held by a third party in respect of the Authority To Operate of amateur stations and Morse transmission under the Amateur Station Licence as long as that examining body holding the examination complies with these Notes.

**2. Notification of Intention to Conduct RAE and AMT**

- 2.1 The organisation, party or examining body holding the examination or test must be in the CA's opinion of good standing and has all the relevant capabilities to conduct RAE and AMT.
- 2.2 An organization or party should formally submit and inform the CA if it intends to conduct RAE and AMT. The following information should be provided to the CA together with the notification -
- (a) name of the organization with address;
  - (b) name of person(s) in charge of the RAE and AMT;
  - (c) qualifications and experience of the persons in charge of the RAE and AMT; and

- (d) a tentative schedule of the RAE and AMT to be conducted.

### **3. Syllabus of RAE**

- 3.1 The syllabus of the RAE is stipulated in Annex A of the Information Notes for Hong Kong Radio Amateurs' Examination which is posted on the Office of the Communications Authority's (OFCA's) website at (<http://www.ofca.gov.hk>).
- 3.2 The requirements of the AMT would be provided by OFCA if the applicant is considered as a potential candidate to operate RAE and AMT.

### **4. RAE Paper Format**

- 4.1. The examination papers of RAE should be available in bilingual (Chinese and English languages).
- 4.2 All the questions of the examination paper should be in multiple choice format with 1(one) correct answer and at least 3 (three) incorrect answers.
- 4.3 The examination paper should contain a mixture of 100 (one hundred) questions within which 70 (seventy) of them are on technical issues and theories and 30 (thirty) of them are evenly on regulations, operating procedures and licensing conditions.

### **5. Marking Scheme of RAE**

- 5.1 Each correct answer carries 1 (one) mark and no mark shall be deducted for an incorrect answer. The passing mark should be 50 (fifty) or above.

### **6. Duration of RAE**

- 6.1 The RAE should last 3 hours and no recess is allowed.

### **7. Eligibility for RAE**

- 7.1 The RAE should be open to all persons regardless of their sex, nationalities and age.

## **8. Approval and Monitoring of RAE**

- 8.1 The examination paper of RAE should be submitted to the CA for validation one month before the examination date. The examination paper should be revised in accordance with the comments given by the CA.
- 8.2 Three months advanced notice should be given to the CA and the public on the date, time and venue of examination. The CA may send officer(s) to monitor the conduct of the examination.

## **9. Venue for Conducting RAE**

- 9.1 The venue for conducting RAE should be easily accessible by the public.

## **10. Requirements on Amateur Morse Test**

- 10.1 The CA may examine the apparatus and venue for conducting AMT beforehand to ensure the apparatus and the venue are in the opinion of the CA reliable and suitable for conducting AMT.
- 10.2 The examination paper of the AMT should be submitted to the CA for validation 14 days before the examination date. The examination paper should be revised in accordance with the comments given by the CA.
- 10.3 The criteria of passing the AMT at 12 words per minute and 5 words per minute would be provided by OFCA if the applicant is considered as a potential candidate to operate RAE and AMT.
- 10.4 Two weeks advanced notice of the AMT should be given to the CA. The OFCA may send representative to monitor the conduct of AMT.

## **11. RAE and AMT Results**

- 11.1 The results of RAE and AMT should be sent to the CA for information as soon as they are available. On request by the CA, the examination papers and the records of AMT should also be provided to the CA for validation. The records of the RAE and AMT for each candidate should be kept and maintained for up to one year and six months respectively.

## **12. Secrecy**

- 12.1 The persons involved in the operation of RAE and AMT shall preserve and aid in preserving secrecy with regard to the contents of the examination papers.
- 12.2 The persons involved in the conduct and operation of RAE and AMT shall not communicate the content of the examination papers to any person other than the representatives of the CA, the persons or agent involved in the operation of RAE and AMT.
- 12.3 The persons involved in the conduct and operation of RAE and AMT shall not permit any person other than the representatives of the CA the persons or agent involved in the operation of the RAE and AMT to have access to any records in the possession, custody or control of the examination papers.

## **13. Variation**

- 13.1 The CA may vary, amend, revise, delete or withdraw, as the case may be these Information Notes on the conduct of RAE and AMT with adequate advance notice.

## **14. Reservation**

The CA may in its absolute discretion withhold withdraw, suspend or revoke its recognition of the results of RAE and AMT at such other time or times with or without notice to the examining body if -

- (a) as reasonably determined by the CA, the examining body fails to comply with or observe the information contained in these Information Notes;
- (b) these Information Notes is or proves to be unlawful, invalid, ineffective or insufficient to effect the conduct of RAE or AMT;
- (c) as reasonably determined by the CA, the operation of the party or organisation is not acceptable.

**15. For enquiry, please send to**

Office of the Communications Authority  
29/F Wu Chung House  
213 Queen's Road East  
Wan Chai,  
Hong Kong.

[Attn: Controller (Support Services)]

Tel.: 2961 6606  
Fax: 2803 5113