

Nature of special needs:

(Please put a ✓ in the appropriate box. May tick more than one option if required.)

- | | | |
|--|--|---|
| <input type="checkbox"/> Physical Disabilities | Are you wheelchair bound?
Yes <input type="checkbox"/> No <input type="checkbox"/> | Candidates with physical disabilities must submit the following documents: |
| Name of disease(s) / Nature of disabilities
(e.g. muscular dystrophy):
_____ | | (i) Annex 3
(ii) Medical certificate(s) / assessment report(s) from a doctor / specialist (e.g. physiotherapist / occupational therapist)
(iii) Please refer to para. 4.1 of the “Application Guide” for detailed documentary requirements. |
| <input type="checkbox"/> Visual Disabilities: | Are you colour blind or do you have colour amblyopia problems?
Yes <input type="checkbox"/> No <input type="checkbox"/> | Candidates with visual disabilities must submit the following documents: |
| Name of disease(s) / Nature of disabilities
(e.g. left eye blindness):
_____ | | (i) Annex 3
(ii) Medical certificate(s) / assessment report(s) from an ophthalmologist / optometrist
(iii) Please refer to para. 4.2 of the “Application Guide” for detailed documentary requirements. |
| <input type="checkbox"/> Aural Disabilities: | Do you need to wear hearing aids?
Yes <input type="checkbox"/> No <input type="checkbox"/> | Candidates with aural disabilities must submit the following documents: |
| Name of disease(s) / Nature of disabilities
(e.g. right ear aural disability):
_____ | | (i) Annex 1
(ii) Assessment report(s) (including an audiogram) from an ENT specialist / audiologist
(iii) Please refer to para. 4.3 of the “Application Guide” for detailed documentary requirements. |
| <input type="checkbox"/> Oral Disabilities: | | Candidates with oral disabilities must submit the following documents: |
| Name of disease(s) / Nature of disabilities
(e.g. articulation difficulties due to cleft lips):
_____ | | (i) Annex 1
(ii) Speech and language assessment report(s) from a speech therapist
(iii) Please refer to para. 4.4 of the “Application Guide” for detailed documentary requirements. |
| <input type="checkbox"/> Specific Learning Disabilities (SLD) | | Candidates with SLD must submit the following documents: |
| | | (i) Annex 2
(ii) Psychological assessment report(s) issued within 4 years before the public examinations
(iii) Record of provisions made by the candidate’s school in internal examinations
(iv) Please refer to para. 4.5 of the “Application Guide” for detailed documentary requirements. |
| <input type="checkbox"/> Other Special Needs | | Candidates with other special needs must submit the following documents: |
| Name of disease(s) / Nature of disabilities
(e.g. Autism, Attention Deficit / Hyperactivity Disorder):
_____ | | (i) Annex 3
(ii) Medical certificate(s) / assessment report(s) from a doctor / specialist; please refer to para. 4.6 of the “Application Guide” for detailed documentary requirements. |

Part B: Application for Special Examination Arrangements (SEA)

1. Examination centres: I wish to take the examinations in the following examination centres:

Points to note: (1) The examination procedures in special examination centres are the same as those in other centres. However, extra invigilators are available to offer assistance to candidates if necessary. (2) Special examination arrangements (such as extended examination time, short breaks during an examination, special arrangements for question papers, etc.) will not be made if the candidate has chosen not to sit the examinations at special centres. (3) A candidate who wishes to apply for SEA exclusively for a subject/paper may fill in this request in Item 9 “Others” (e.g. I wish to apply for SEA for Chinese Language & Culture only).

1.1 All written examinations

- normal centres special centres, in the area listed below:
 HK Island
 Kowloon
 New Territories East (may be in Shatin or Fanling)
 New Territories West (may be in Tuen Mun or Yuen Long)

Oral examinations

- normal centres the special centre in Kowloon [**Points to Note :** (1) In special centres, the HKEAA may arrange professional candidates (pseudo candidates) to sit the group discussion in oral examinations as and when necessary. (2) Candidates with extra examination time in the written papers will also be given extra preparation time in the oral examinations of the same subjects. (3) In special centres, the group discussion of the Chinese Language & Culture and Use of English oral examinations will be conducted in groups of three.]

Listening Tests

- normal centres special centres, in the area listed below:
 HK Island
 Kowloon

1.2 Special requests on centre facilities / location

	Request	Reason(s)
1.		
2.		
3.		

2. Extended examination time

Point to Note: The medical certificate(s) / assessment report(s) submitted must support such needs of the candidate.

All written examinations

- I need extended examination time. I do not need extended examination time.

Oral examinations

- I need extended preparation time. I do not need extended preparation time.

Listening tests

Point to Note : Prolonged pauses refer to the increase in the length of normal pauses in the listening tests. The exact arrangements for prolonged pauses will vary having regards to the contents of the listening tests.

- I need prolonged pauses in the listening tests. I do not need prolonged pauses in the listening tests.

3. Short breaks during an examination

Point to Note : The medical certificate(s) / assessment report(s) submitted must support such needs of the candidate. In general, successful candidates will be granted a supervised break of 5 minutes for every 45 minutes for examinations lasting 90 minutes or above. However, candidates must not write during the break.

- I need to have a short break of 5 minutes per 45 minutes for examinations lasting 90 minutes or above.
- I need to have short breaks, please specify: _____
- I do not need short breaks.

4. Exemption from part of an examination / school-based assessment (SBA)

Point to Note : Candidates must provide documentary evidence and/or recommendation letters from schools to substantiate such needs. Where a candidate has been exempted from part(s) of the requirements of an examination, his/her results for the affected part(s) will be assessed by the HKEAA. The details of such assessment will be listed on an Annex appended to the candidate's certificate. However, the reason for granting the exemption will not be recorded on the certificate.

- I do not need exemption.
- I need to apply for exemption from the following subject / paper / specific question(s):

	Subject	Paper	Question(s)
<input type="checkbox"/> written paper	_____	_____	_____
<input type="checkbox"/> oral	_____	_____	_____
<input type="checkbox"/> listening test	_____	_____	_____
<input type="checkbox"/> SBA	_____	_____	_____

5. Special arrangements for question papers

Point to Note : May tick more than one option if required. However, you must not simultaneously opt for single-sided black / white question papers and single-sided ivory coloured question papers.

- I do not need special arrangements for question papers.
- I need to apply for special arrangements for question papers as follows:
 - Single-sided black / white question papers QP2
 - Braille question papers QP4
 - Single-sided enlarged question papers (in A3 size after enlargement) QP5
 - Single-sided ivory coloured question papers [Note : The background colour of the Application Guide posted on the HKEAA's website is ivory.] QP8
 - Others: (Please state below if you have other requests.)

6. Special arrangements for answering questions

- I do not need special arrangements for answering questions.
- I need the special arrangements for answering questions as specified in 6.1 to 6.3.

6.1 Special answer sheets for conventional questions (Point to Note: Please refer to Annex 4 for samples of special answer sheets.)

- I need to apply for special answer sheets as follows: [Please put a \surd in the appropriate box. Candidates may tick more than one option.]
- | | | |
|---|------|---|
| <input type="checkbox"/> Single line answer sheets – with darker lines (line width: 0.8cm) (H1) | | AS6 |
| <input type="checkbox"/> Enlarged single line answer sheets – line width : 1cm (H2) | AS7 | <input type="checkbox"/> Enlarged single line answer sheets – line width : 1.2cm (H3) AS8 |
| <input type="checkbox"/> Enlarged Chinese graph paper (12 x13 boxes) (C2) | AS5 | <input type="checkbox"/> Enlarged Chinese graph paper (15 x15 boxes) (C1) AS4 |
| <input type="checkbox"/> Enlarged graph paper (black & white colour) | AS11 | <input type="checkbox"/> Enlarged graph paper (green colour) AS10 |

6.2 Writing arrangements

- I need to apply for special writing arrangements as follows: [Candidates may tick more than one option.]
- | | |
|--|-----|
| <input type="checkbox"/> Writing on alternate lines. | OA4 |
| <input type="checkbox"/> Writing on alternate pages. | OA5 |

6.3 Special arrangements for answering multiple-choice (MC) questions (Point to Note: Please refer to Annex 4 for samples of special MC answer sheets.)

- I need to apply for special arrangements for answering MC questions as follows: **[Point to Note: Should only tick one option.]**
- | | |
|--|-----|
| <input type="checkbox"/> To use enlarged MC answer sheets (Size of the box : M1) | AS2 |
| <input type="checkbox"/> To use enlarged MC answer sheets (Size of the box : M2) | AS3 |
| <input type="checkbox"/> To circle MC answers in the question papers (i.e. no need to fill in the MC answer sheets) | OA2 |
| <input type="checkbox"/> To write the English alphabets representing the MC answers (i.e. no need to fill in the MC answer sheets) | OA3 |

7. Ancillary aids

Point to Note: Candidates with visual disabilities may use self-provided magnifier or Braille, or CCTV provided by schools. Candidates with aural disabilities may use self-provided hearing aids.

- I do not need to use ancillary aids.
- I need to apply for the use of the following ancillary aids (may tick more than one option):
- | | |
|---|---------------------------------------|
| <input type="checkbox"/> CCTV (閉路電視放大器) E2 | <input type="checkbox"/> magnifier E3 |
| <input type="checkbox"/> Braille for answering questions E4 | <input type="checkbox"/> Others _____ |

8. Special seating arrangements

- I do not need special seating arrangements.
- I need to apply for special seating arrangements as follows:
- | | |
|---|--|
| <input type="checkbox"/> To sit near sunlight / light source S2 | <input type="checkbox"/> To sit away from sunlight / light source S3 |
| <input type="checkbox"/> Others, please specify _____ | |

9. Others

- I do not need other arrangements.
- I need to apply for other arrangements as follows:
 - To be assisted in opening question papers, turning pages and drawing straight lines. OT4
 - To be assisted in using the calculator. OT5
 - To be assisted in confirming individual words / special symbols in question papers (only applicable to candidates with visual disabilities). OT6
 - Exemption from questions involving complicated pictures is needed [**Note: This arrangement is applicable to candidates with severe visual disabilities (e.g. severe low vision or total blindness) only. For these candidates, for questions that involve complicated pictures, where possible, text labels / descriptions will be provided on the pictures concerned; exemption will be given in case the provision of text labels / descriptions on the pictures concerned is not possible (e.g. unfair assistance may be given if text labels / descriptions are provided). For other detailed arrangements, please refer to paragraph 5.1(2) of the “Application Guide”.**]
 - Others

Details of Application	Subject(s) / Paper(s)	Reason(s)

Part C: Signature of Candidate, Parent and School Principal

Part C (1) : The candidate and the school principal must sign in the appropriate blanks provided.

Signature of Candidate: _____ Date: _____
 Signature of School Principal: _____ Date: _____

Part C (2) : Declaration and signature of the candidate and the parent

I agree to authorize the Hong Kong Examinations and Assessment Authority (the HKEAA) to obtain the relevant information of the candidate from other institutions including the Education Bureau, Department of Health, etc. to facilitate the HKEAA in processing the candidate’s application for special examination arrangements.

Signature of Candidate: _____ Date : _____
 (Name of Candidate: _____)

Signature of Parent: _____ Date : _____
 (Name of Parent: _____)