

Ref.: DSE/CR 3/2019

15 October 2018

**Hong Kong Diploma of Secondary Education Examination
Examination Circular No. (3) 2018/2019
Collection of 2018 Examination Certificates**

1. School principals are requested to send a member of staff to collect the 2018 Hong Kong Diploma of Secondary Education Examination certificates for their candidates from the Authority's Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) during office hours (Monday to Friday: 8:30 am - 5:30 pm) **between 22 and 26 October 2018**, bringing the attached collection slip duly completed.
2. The certificates are arranged in Candidates' Reference Number order. Candidates who were absent from all subjects or whose results in all subjects are 'Unclassified'/'Unattained'/'Ungraded' will not be given a certificate.
3. To facilitate schools in recording the distribution of certificates to candidates, the Authority will provide each school with a computer-print document (*Specimen 1*), which lists the particulars of the candidates in Reference Number order. The document will be distributed to schools together with the certificates. Candidates should fill out the serial numbers of their certificates on the document and sign on the appropriate space to acknowledge receipt. This document is to be kept by the school and it does not need to be returned to the Authority.
4. School principals are requested to distribute the certificates to their candidates as soon as possible and advise them to check their personal data (such as Chinese/English name and identification document number) on the certificates. Should amendments be necessary, candidates should complete the amendment request form (*Specimen 2*) and return it together with the certificate to the Authority's Southorn Centre office as soon as possible. Candidates may request amendments through an authorised person who should submit a photocopy of the candidate's identification document. Amendment of personal data on the certificate will be made by the Authority free of charge if the request is received on or before 31 December 2018. For requests made between 1 January 2019 and 31 March 2019, a fee of HK\$248 will be charged. No amendment of personal data on the certificate will be accepted after 31 March 2019.
5. If a candidate loses his/her certificate or wishes to amend his/her personal data after 31 March 2019, he/she may apply for a Statement of Results from the Authority. The current fee for the issue of a Statement of Results is HK\$490 per copy.
6. School principals are required to return all unclaimed 2018 certificates to the Authority at the time when certificates for the next Examination (i.e. 2019 Examination) are collected.
7. In case of enquiries, please contact Ms Queenie Chan (Tel. No. 3628 8911).

MARGARET HUI (MS)
General Manager, School Examinations and Assessment Division

To: Principals of Participating Schools

學校編號
School Code

領取單 COLLECTION SLIP

(請於 2018 年 10 月 22 日至 26 日到考评局領取香港中學文憑考試證書)
(Certificates to be collected **between 22 and 26 October 2018**)

致：香港考試及評核局學校考試及評核部經理
To: Manager, School Examinations & Assessment Division, HKEAA

2018 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2018

請將本校下列各項文件交給
Please allow the bearer, Mr / Mrs / Ms
school the following documents:

先生／女士帶回：
to collect for my

_____ 2018 年香港中學文憑考試證書
certificates for the 2018 Hong Kong Diploma of Secondary Education Examination



校長簽署
Signature of Principal:

學校名稱
Name of School:

日期
Date:

辦公時間：星期一至五：上午 8 時 30 分至下午 5 時 30 分

Office Hours: Monday to Friday: 8:30 am – 5:30 pm

地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓

Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

Acknowledgement of Receipt of Certificates

SCHOOL CODE: 30999

SCHOOL NAME: ABC College

樣本一
SPECIMEN 1

REF.	CAND NO.	CAND NAME	CERTIFICATE SERIAL NO.	SIGNATURE	DATE OF RECEIPT
6A01	18■■■■208	CHEUNG	-----	-----	-----
6A02	18■■■■421	CHIN	-----	-----	-----
6A03	18■■■■597	HUI	-----	-----	-----
6A04	18■■■■838	LAI	-----	-----	-----
6A05	18■■■■552	LAM	-----	-----	-----
6A06	18■■■■297	LEUNG	-----	-----	-----
6A07	18■■■■720	LI	-----	-----	-----
6A08	18■■■■764	LI	-----	-----	-----
6A09	18■■■■066	MO	-----	-----	-----
6A10	18■■■■369	MUI	-----	-----	-----
6A11	18■■■■523	NG	-----	-----	-----
6A12	18■■■■213	SAN	-----	-----	-----
6A13	18■■■■423	SIU	-----	-----	-----
6A14	18■■■■382	SO	-----	-----	-----
6A15	18■■■■855	SO	-----	-----	-----
6A16	18■■■■973	TAM	-----	-----	-----
6A17	18■■■■234	YEUNG	-----	-----	-----
6A18	18■■■■003	YIM	-----	-----	-----
6A19	18■■■■463	CHAN	-----	-----	-----
6A20	18■■■■770	CHAU	-----	-----	-----
6A21	18■■■■132	CHOW	-----	-----	-----
6A22	18■■■■640	HO	-----	-----	-----
6A23	18■■■■102	LEE	-----	-----	-----
6A24	18■■■■914	LEE	-----	-----	-----
6A25	18■■■■328	LEE	-----	-----	-----

DSE

樣本二
SPECIMEN 2

To: Manager, School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority
12/F, Southorn Centre
130 Hennessy Road, Wan Chai
Hong Kong

Hong Kong Diploma of Secondary Education Examination 2018
Request for Amendment of Personal Data on the Certificate
(Amendment requests will NOT be accepted after 31 March 2019)

1. I found the following error(s) in respect of my personal particulars on the 2018 HKDSE certificate:
(Please '√' as appropriate)

Name in English

Identification Document No.

Name in Chinese

Points to Note

- (1) *The original certificate must be returned.*
(2) *Applicants are required to produce their identification document for inspection. If the application is submitted through an authorised person, a copy of the applicant's identification document should be produced for verification against the data listed below.*
(3) *Amendment of personal data on the certificate will be made by the Authority free of charge if the request is received on or before 31 December 2018. For requests made between 1 January 2019 and 31 March 2019, a fee of \$248 will be charged. No amendment of personal data on the certificate will be accepted after 31 March 2019.*

2. I enclose my original certificate. Please make the following amendment(s) :

	Error Detected	Correct Information (in BLOCK Letters)
Name in English		
Name in Chinese		
Identification Document No.		

Address: _____

Signature: _____

Name : _____
(in BLOCK letters)

Tel. No.: _____

Date : _____ Candidate No. : _____

For office use

Handled by _____

Checked by _____



HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

HKDSE 2018 – Amendment of personal data on the certificate

DSE

The applicant will be notified of the date for the collection of the amended certificate
around 16 January 2019 or two weeks after the submission of the form.

PLU 9814

2018CertificateAmendmentForm