Applications for Special Examination Arrangements from Candidates with Special Needs

1. Candidates with special needs (such as candidates with disabilities/chronic illness) may apply for special examination arrangements (e.g. allocation to special centres, extra time allowance, supervised breaks, provision of Braille/enlarged question papers) or exemption from part(s) of the requirements of an examination in the Hong Kong Diploma of Secondary Education (HKDSE) Examination. School candidates should submit their applications to the Hong Kong Examinations and Assessment Authority (HKEAA) via schools.

2. To enable schools to have adequate time to implement the approved special examination arrangements in internal examinations, candidates should submit applications two years before they sit for the HKDSE Examination (i.e. in S5) so that they can be notified of the application results within that school year. Upon receipt of the application results, schools should implement the approved special examination arrangements in tests / examinations in school soonest possible so that the candidates can familiarize themselves with the arrangements. In case the candidates’ conditions of disabilities are unstable, they may submit applications in the school year they sit the HKDSE Examination.

3. The 2012/13 timeline for applications for special examination arrangements is given in P.1 of the Application Guide.

Application Method

Special Examination Arrangements (SEA) Online Services

4. Schools should submit applications for their students through the SEA Online Services (www.hkdse.hkeaa.edu.hk). School Principals can access the SEA Online Services by logging into the HKDSE Examination Online Services using the same User IDs and login passwords as those for the SBA system and the Registration system for HKDSE. Apart from the School Principal, each school should designate one school staff as the SEA Application Officer who should continue to use the same user IDs and login passwords he/she has been using in the 2012 HKDSE Examination. For School Principals / SEA Application Officers who have lost their user ID / login password, please contact the Public Examinations Information Centre of the HKEAA on 3628 8860.

5. Applications of the following candidates should be submitted via the SEA Online Services to the HKEAA together with the supporting documents from 5 September 2012 to 24 September 2012:

- candidates with special needs who will be studying S6 in 2012/13 and have not submitted their applications before (i.e. candidates who will sit the 2013 HKDSE Examination)
- candidates with special needs who will be studying S5 in 2012/13 (i.e. candidates who will sit the 2014 HKDSE Examination)

Late applications will not be processed.

Application Guide and Information Leaflets

6. School may download the Application Guide from the HKEAA website (www.hkeaa.edu.hk → HKDSE → Services to Special Needs Candidates). The following information leaflets have been revised. Schools and candidates can download the updated version of the following information leaflets on the HKEAA
To familiarize schools with the special examination arrangements applicable to HKDSE candidates with special needs, the application procedures and the SEA Online Services, a seminar will be arranged for SEA Application Officers and teachers concerned. Details of the seminar are given below:

**Seminar for Schools**
Date: 13 September 2012 (Thursday)
Time: 4:00 pm to 5:00 pm
Venue: Lecture Theatre, 4/F, West Block
EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong

For registration, please refer to our letter to schools dated 30 August 2012 concerning the important pre-examination events for the 2013 HKDSE Examination.

To promulgate the special examination arrangements and the related administrative arrangements among parents and candidates, a seminar will be held at the time and venue as indicated below:

**Seminar for Candidates and Parents**
Date: 15 September 2012 (Saturday)
Time: 2:30 pm to 4:00 pm
Venue: School Hall, Holy Trinity College
3 Wai Chi Street, Shek Kip Mei, Kowloon

Please refer to the annex attached for other details about the seminar.

Follow-up action

School principals are requested to bring the contents of this letter to the attention of your staff, all your students studying S4/S5/S6 in 2012/13 and their parents.

Enquiries

In case of enquiries, please contact Miss Winnie Chan on 3628 8917 or Miss Eunice Chung on 3628 8993.

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

To: Principals of Participating Schools
### Special Examination Arrangements for Special Needs Candidates

Semantic for Candidates and Parents

Special examination arrangements can be made for special needs candidates in the Hong Kong Diploma of Secondary Education (HKDSE) Examination to enable them to be equitably assessed under suitable conditions. A seminar for candidates and parents will be conducted by the HKEAA to familiarize them with the special examination arrangements and the application procedures. Details are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>15 September 2012 (Saturday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>2:30 pm to 4:00 pm</td>
</tr>
<tr>
<td>Venue</td>
<td>School Hall, Holy Trinity College 3 Wai Chi Street, Shek Kip Mei, Kowloon</td>
</tr>
<tr>
<td>Speaker</td>
<td>HKEAA Speaker</td>
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<tr>
<td>Language</td>
<td>Cantonese</td>
</tr>
<tr>
<td>Content</td>
<td>1. Details about the special examination arrangements and application procedures</td>
</tr>
<tr>
<td></td>
<td>2. Q &amp; A Session</td>
</tr>
<tr>
<td>Registration</td>
<td>Register at the HKEAA website (<a href="http://www.hkeaa.edu.hk">www.hkeaa.edu.hk</a> → HKDSE → Services to Special Needs Candidates → Registration for Seminars → Seminar for Candidates and Parents) on or before 14 September 2012. Seats will be reserved on a first-come first-served basis.</td>
</tr>
<tr>
<td>Enquiries</td>
<td>3628 8917 / 3628 8993</td>
</tr>
</tbody>
</table>

For more information, please visit the HKEAA website (www.hkeaa.edu.hk → HKDSE → Services to Special Needs Candidates).

School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority