

HONG KONG ADVANCED LEVEL EXAMINATION 2010
Instructions to Applicants

A Examination Regulations

All candidates must comply with the regulations stipulated in the 2010 HKALE Handbook of Regulations & Syllabuses and the Handbook for Candidates.

B School Candidates

1. All entries must be approved by and made through the principal of the school.
2. Examination fees should be paid when the entry forms are returned (only the subject fees are payable in the case of school candidates). The Hong Kong Examinations and Assessment Authority (HKEAA) will not issue receipts to individual school candidates.
3. The following examination documents will be sent to you through your school principal:

Name of Document	Date
Candidate Entry Information Checklist & Handbook for Candidates	Early December 2009
Admission Form	End of February 2010
Results Notice	30 June 2010
Certificate	October 2010

C Private Candidates**1. Entry Qualifications**

A person may enter for the Examination as a private candidate provided he/she has satisfied the requirements set out at (1) or (2) or (3) below.

- (1) The person has obtained in the Hong Kong Certificate of Education Examination (HKCEE) or an equivalent public examination
 - (i) Level 2/grade E or above in Chinese Language and English Language, and
 - (ii) At least 4 points in 4 other subjects* or at least 5 points in 3 other subjects* at one sitting (taken at least 18 months before the Examination for which he/she is entering)

* Each subject shall carry at least one point; grades A to E shall be given the numerical values of 5 to 1 respectively for the purpose of calculating the points.
- (2) The person has sat a previous Hong Kong Advanced Level Examination.
- (3) The person has reached the age of 20 by 1st January in the year of the Examination.

2. Practical Subjects

Candidates who wish to **enter for a practical subject** (i.e. A/AS-level Chemistry, A/AS-level Physics, AS-level Computer Applications, AS-level Electronics, A-level Biology or A-level Computer Studies) must in addition produce documentary evidence (certificate or results notice) of having taken the subject in a previous Hong Kong Advanced Level Examination, or in an equivalent public examination [please also refer to para. E4.(3) & (4)].

3. Registration Methods

- (1) Submit applications in person at the registration centre during the registration period

Registration Centre	Dates	Office Hours	Documents Required	Payment
HKEAA San Po Kong Office, 17 Tseuk Luk Street San Po Kong, Kowloon	25-30 September 2009	10:00 am – 6:00 pm (Sundays and General Holidays excluded)	(1) the completed entry form (2) HK Identity Card (If you are now a holder of juvenile identity card, you should submit a 3cm x 4cm photograph of yourself showing your head and shoulders only, taken within the last 6 months.) (3) the original or a copy of certificate(s) of previous examination(s) with results qualifying for entry as a private candidate for inspection (Applicants possessing qualifications other than HKCEE/HKALE should produce the original document for inspection and also submit a photocopy.)	Demand note to be issued on the spot (pay at 7-Eleven)

- (2) Submit applications via a representative at the registration centre (for holders of HK Adult Identity Cards only)

Registration Centre	Dates	Office Hours	Documents Required	Payment
HKEAA San Po Kong Office, 17 Tseuk Luk Street, San Po Kong, Kowloon	25-30 September 2009	10:00 am – 6:00 pm (Sundays and General Holidays excluded)	(1) the completed entry form (2) a copy of the applicant's HK Adult Identity Card (It will be destroyed upon completion of the examination.) (3) the original or a copy of certificate(s) of previous examination(s) with results qualifying for entry as a private candidate for inspection (Applicants possessing qualifications other than HKCEE/HKALE should produce the original document for inspection and also submit a photocopy.)	Demand note to be issued on the spot (pay at 7-Eleven)

- (3) Submit applications by post (Holders of juvenile identity cards will be required to submit a photograph in person after registration. The HKEAA will contact these candidates in November 2009.)

Postal Address	Dates	Documents Required	Payment
HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	9-17 September 2009	(1) the completed entry form (2) a copy of your HK Identity Card (It will be destroyed upon completion of the examination.) (3) a copy of certificate(s) of previous examination(s) with results qualifying for entry as a private candidate (4) a stamped (HK\$1.4), self-addressed envelope (for sending the demand note for payment) Cheques or cash must not be enclosed with the entry form.	Demand note to be sent to you by mail on receipt of your application (pay at 7-Eleven)
Note: Please check if the documents listed above are attached to your entry form before mailing your application. If the demand note is not received by 24 September 2009, candidates should submit a fresh application online or at the registration centre before the registration closing day.			

- (4) Submit applications on-line (Holders of juvenile identity cards will be required to submit a photograph in person after registration. The HKEAA will contact these candidates in November 2009.)

Website	Dates	Documents Required (image file)	Payment
http://online.hkeaa.edu.hk	9:00 am on 9 September 2009 to 12:00 midnight on 2 October 2009	HK Identity Card (The image file will be destroyed upon completion of the examination.)	Pay immediately on-line or at 7-Eleven
Note: 1. Please refer to the Instructions to Applicants applicable to on-line registration at the above website. 2. The initial fee of private candidates using online registration will be deducted by \$50 per candidate.			

4. If you submit the application in person, via representative or by post, a demand note for examination fees will be issued at the time of registration and must be settled on or before the date specified on the demand note. You should retain the receipt as proof of payment.
5. The HKEAA will send the following documents to private candidates after the processing of entries. Candidates should contact the HKEAA if they have not received the documents by the dates specified below:

Name of Document	Candidates should contact HKEAA if they have not received the document by	Remarks
Candidate Entry Information Checklist & Handbook for Candidates	8 December 2009	The checklists are provided for candidates to check their entry details. Please refer to the HKEAA website from 4 December 2009.
Admission Form	3 March 2010	Please refer to the HKEAA website from 26 February 2010.
Results Notice	30 June 2010	—
Certificate	31 October 2010	The certificates will be sent to private candidates by registered mail.

D Your Personal Data

1. Personal data of candidates are used for the purpose of conducting the examination and the subsequent assessment of examination results. The entry data are supplied either by students through their schools or by private candidates responsible for their own entries. Whether you provide the requested personal data is voluntary. However, if you fail to provide all the data, or if any of the data provided are inaccurate or incomplete, the processing of your examination results will be affected and hence the HKEAA may not accept your

entry. Assessment data are provided by markers, checkmarkers, examiners and schools (school data are only for subjects/papers with School-based Assessment/Teacher Assessment Scheme—the assessments are part of the normal teaching/learning process at schools).

2. The personal data may also be used for the following purposes:
 - (1) assisting tertiary institutions and other government/public organizations in their processes for admissions purposes;
 - (2) assisting government/public organizations in respect of their requests for information in granting scholarships;
 - (3) certifying candidates' examination results in response to legitimate requests;
 - (4) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable.
3. In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of a fee, to anyone who can establish his/her right to be informed of such data as are retained by the HKEAA. The procedures for applications for data access are included in the "Application Guide on Data Access Requests". The application guide and application forms are available at the HKEAA Southorn Centre office, San Po Kong office and the HKEAA website.

E Completing the Entry Form

1. Read carefully the 2010 HKALE Handbook of Regulations and Syllabuses before completing the entry form. The entry form should be completed with a ball pen. You are advised to make a photocopy of the completed entry form for reference.
2. **Personal Particulars**
 - (1) The full name in English, name in Chinese, name in CC Code and date of birth entered must agree with those on your Identity Card. The full name in English must be entered in block letters with your surname first, starting from the first box, **leaving a blank box between names**. If you do not possess a HKID card, please enter your Travel Document Name and Travel Document Number, which will appear on your certificate.
 - (2) **Postal Address**
 - Complete each item applicable to your address in BLOCK LETTERS. If any item is not applicable, leave it blank. If necessary, you may use abbreviations such as RD for Road, EST for Estate, BLDG for Building, etc. You can make reference to a Demand Note for Rates, etc. for the proper writing of your address.
 - If you have changed your postal address, you should notify the HKEAA of your new address in writing (quoting the payment reference number where applicable). You may also write the new address on the photocopy of your payment receipt/on-line registration acknowledgement slip/checklist, sign and send it to the HKEAA office.
 - (3) **To facilitate the HKEAA to contact candidates or disseminate important examination-related information to you via SMS or e-mail, please provide such information if you have an SMS phone number and/or an e-mail address.**
3. **Previous Examination Results**
 - (1) Candidates are required to enter the details of the examination with results (at one sitting) satisfying the entry requirements. Details of any further attempts in the same examination need not be entered. The "Language Qualification" column is to be completed by candidates who failed to obtain an E⁺/ Level 2 grade in English Language and/or Chinese Language in the same HKCE examination.
 - (2) Candidates who wish to use previous GCE / GCSE / IGCSE examination results to enter for the Hong Kong Advanced Level Examination are required to produce:
 - (a) school candidates — a letter of approval from the HKEAA and a photocopy of the GCE / GCSE / IGCSE examination certificate(s) certified by the principal of school, at the time when the entry form is submitted;
 - (b) private candidates — a letter of approval from the HKEAA.
 - (3) Private candidates who have reached the age of 20 by 1 January 2010 and who do not enter for any practical subjects are not required to fill in the section on previous examination results on the entry form.
4. **Selection of Subjects**
 - (1) All entries made are subject to the Regulations published in the 2010 HKALE Handbook of Regulations and Syllabuses.
 - (2) Once entries have been made, subsequent applications for changes (including private candidates who wish to amend the options in A/AS-level Physics/Visual Arts, A-level Biology/Chemistry/Chinese Literature/Computer Studies and AS-level Chinese Language and Culture/Liberal Studies) are subject to the approval of the HKEAA and payment of additional fees. Only under very special circumstances will candidates be allowed to change their subject(s) after 15 December 2009.
 - (3) **Subjects with School-based Assessment (SBA)/Teacher Assessment Scheme (TAS)**
 - The SBA/TAS is compulsory for **all school candidates, including school candidates who are S7 repeaters**.
 - For **private candidates**, the following arrangements have been made:
 - (a) **A-level Biology / Chemistry / Chinese Literature
AS-level Chinese Language and Culture / Liberal Studies
A/AS-level Physics / Visual Arts**

Private candidates who enter for the above subjects may opt to use their previous teacher-assessed practical component/reading report/project/portfolio, etc. results instead of taking the current year's practical examinations/submitting reading reports or projects or portfolio, etc if they took the same examination in 2008 or 2009 as school candidates. For private candidates who have both 2008 and 2009 results, the better of the two scores will be selected and candidates are not required to make the choice. The HKEAA will calculate the candidate's percentile rank (relative position in terms of scores) in the previous examination based on his/her previous component score. This percentile rank will then be applied to the current year's component mark distribution to obtain the candidate's component/project score in the current year's examination. The project component grade of Liberal Studies will remain unchanged.

(b) **AS-level Chemistry / Computer Applications / Electronics**

Practical examination will not be arranged for the above subjects. **Private candidates** may enter for the above subjects if they have **taken the same examination as school candidates within two years** (i.e. 2008 or 2009). Their previous school-based assessment (SBA)/teacher-assessed (TAS) results on the practical component/project will be carried forward to constitute the current year's practical/project results. [For details of the method of calculation, please refer to para. (a) above.]

(c) **A-level Computer Studies**

Private candidates may opt to use their 2008 or 2009 school-based assessment results instead of submitting project assignments. [For details of the method of calculation, please refer to para. (a) above.]

- (4) Choice of subjects should be indicated by blackening the small circle on the left-hand side of the subject name/code.

Example 1: A private candidate who wishes to use Cantonese in the Listening Comprehension and Oral components and opts to use the teacher-assessed result on the reading programme in the 2008 or 2009 HKAL Chinese Language & Culture examination.

<input checked="" type="radio"/>	512	中國語文及文化 (廣東話)
<input type="radio"/>	T0	提交閱讀作業
<input checked="" type="radio"/>	T3	沿用2008 或 2009年 校內作業成績
<input type="radio"/>	522	中國語文及文化 (普通話)
<input type="radio"/>	T0	提交閱讀作業
<input type="radio"/>	T3	沿用2008 或 2009年 校內作業成績

Example 2: A school candidate wishing to use Putonghua in the Listening Comprehension and Oral components of the HKAL Chinese Language & Culture examination.

<input type="radio"/>	512	中國語文及文化 (廣東話)
<input checked="" type="radio"/>	522	中國語文及文化 (普通話)

- (a) **A-level Biology** — Candidates taking the 2010 A-level Biology examination should refer to the “**Biology Curriculum and Assessment Guide (Advanced Level)**”, jointly prepared by the CDC and the HKEAA for the scope of the examination. This document can be downloaded from the following website and is available for sale at the HKEAA offices:

http://cd1.edb.hkedcity.net/cd/science/en/syllabuses/biology/synopses/al-bio_e_2002.pdf

Private candidates should blacken the relevant circle on the entry form to indicate their choice of using their previous teacher-assessed (TAS) result on the practical component or sitting the practical examination [please refer to para. E4.(3)(a)]. Private candidates opting for the practical examination should, at the time of registration, request a copy of the **Biology Practical List and a Sample Question Paper for the Practical Examination**. These candidates should also read the Handbook for Candidates about the equipment to bring for the practical examination. Candidates should note that coloured photos/diagrams may be included in the questions paper(s). Those with colour-blindness/colour amblyopia problems should refer to para. F2 & 3 and may apply for special examination arrangements.

- (b) **A-level Chemistry and A/AS-level Physics** — Private candidates should blacken the relevant circle to indicate their choice of using their previous teacher-assessed (TAS) result on the practical component or sitting the practical examination [please refer to para. E4.(3)(a)].
- (c) **AS-level Chinese Language & Culture** — (i) HKEAA will offer the Listening Comprehension and Oral components in Cantonese (Code 512) and Putonghua (Code 522) for candidates to choose. (ii) Private candidates should blacken the relevant circle to indicate their choice of using their previous teacher-assessed result on the reading programme or submitting reading reports [please refer to para. E4.(3)(a) and Example 1]. Private candidates opting for the latter are required to submit their reading reports between 1 and 15 March 2010. They should request a **reading list and relevant information** for the Reading Programme component at the time of registration.
- (d) **A-level Chinese Literature** — Private candidates should blacken the relevant circle to indicate their choice of using their previous teacher-assessed Papers 3 & 4 results or submitting coursework for the 2 papers. Private candidates opting for the latter are required to submit their reading reports between 1 and 15 March 2010. They should request an **information sheet about Papers 3 & 4** at the time of registration.
- (e) **AS-level Computer Applications** — Private candidates should, at the time of registration, request a **Suggested List of Reserved Words and Functions**.
- (f) **A-level Computer Studies** — Private candidates should, at the time of registration, request a **Suggested List of Reserved Words and Functions**. Private candidates should blacken the relevant circle to indicate their choice of (i) completing a project assignment; or (ii) using their school-based assessment result obtained in 2008 or 2009 HKAL Examination [Please refer to para. E4.(3)(c)]. Private candidates choosing (i) are required to submit their assignments between 22 and 27 February 2010. They should request the documents **Project Assignment Guidelines to Private Candidates and Project Assignment List** at the time of registration.

- (g) **AS-level Ethics and Religious Studies** — Questions will not be set for Part III Introduction to Religion and Part IV Section 3 Confucianism in the 2010 examination. For Part IV Section 1 Buddhism, only the Chinese version of the questions will be available.
- (h) **A-level Government & Public Affairs** — School candidates from schools which have joined the Project Assessment Scheme (PAS) should blacken Circle 676 or 677. All other candidates (including **private candidates**) should blacken Circle 666 or 667 if they wish to enter for this subject.

(i) **AS-level Liberal Studies**

School candidates should choose two modules and do a project on one of the two chosen modules.

Private candidates should choose two modules and opt for one of the following:

- (i) do a project on one of the two chosen modules; or
 (ii) use their teacher-assessed project result obtained in the 2008 or 2009 HKAL Examination. [Please refer to para. E4.(3)(a)]

Candidates should blacken the relevant circles to indicate their choice. Private candidates choosing (i) above are required to submit their projects between 6 and 12 February 2010. They should request the document **AS Liberal Studies: Project Guidelines (private candidates)** at the time of registration.

If candidates do not sit any of the written papers, they will be regarded as absent from the subject, irrespective of whether their project or SBA scores have been submitted to the Authority before the examination. In such cases, “ABSENT” will be printed against the subject on the results notices and the subject will not be listed on the certificates.

- (j) **A/AS-level Literature in English** — Private candidates should submit their portfolio work for Paper 1, Part II between 25 and 30 January 2010.
- (k) **A/AS-level Visual Arts** — Candidates must complete the appropriate **Choice of Papers Form** (obtainable from the HKEAA office/registration counter) to indicate their choice of papers. Private candidates should blacken the relevant circle to indicate their choice of using their previous portfolio results or submitting the portfolio [please refer to para.E4.(3)(a)]. All candidates should submit their portfolio bags on 18 or 19 March 2010. The examination works and/or portfolios may be selected for exhibition anonymously on-line or in public venues for teachers’ and potential candidates’ reference. If you object to your works for exhibition, you may raise your objection in writing.

(5) There are no compulsory subjects.

(6) No candidate may enter for more than 8 A-level/AS-level subjects.

(7) Candidates may not submit more than one entry for the Examination, whether for the same or different subjects, and whether as school or private candidates.

5. **Examination Area**

You may be allocated to a number of different centres. You may choose the examination area. However, you will only be allocated to the examination area of your choice if sufficient accommodation is available. Otherwise, you will be allocated to centres in the nearest area. The choice of area is not applicable to oral examinations, practical examinations or subjects with small entries. Application for change of examination area will only be considered if you have strong reasons supported by documentary evidence. (Note: The choice of area has no effect whatsoever on your examination results.)

F Candidates with Special Needs

1. **Candidates with disabilities**

- (1) Candidates with disabilities may apply for special examination arrangements (e.g. allocation to special centres, extra time allowance, provision of braille or enlarged question papers) or exemption for part(s) of the requirements of an examination. Each application should be accompanied by supporting documents. **School candidates** who have not submitted their applications in S6 should apply via their schools **on or before 2 October 2009**. **Private candidates** also should submit the applications **on or before 2 October 2009**. Late applications without valid reasons will not be accepted.
- (2) When 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. The details of any such assessment will be listed on a second page to the candidate’s certificate. However, the reason for granting the exemption will not be recorded on the certificates. Special assistance given to a candidate will not be recorded on the certificate as long as the candidate has completed the full requirements of the examination.

2. **Candidates with colour-blindness / colour amblyopia problems**

These candidates should inform the HKEAA and submit a medical/assessment report issued by an ophthalmologist/optometrist/the Department of Health for consideration of special examination arrangement. For details, please refer to the “Application Guide for Applications from Special Needs Candidates for Special Examination Arrangements”.

3. Application forms and “Application Guide” may be obtained from the HKEAA Southorn Centre office or downloaded from the HKEAA website.

G Regulation on Use of Calculators in Examination

The use of calculators in the examination is permitted (except Chinese Language & Culture and Use of English), but the calculator must have been pad-printed with the "H.K.E.A.A. APPROVED" or "H.K.E.A. APPROVED" label. Calculators with the required label are available for sale at bookshops and shops selling audio-visual products. If your calculator does not have the label and if you want to have it pad-printed, you should refer to the pad-printing schedule in the Handbook for Candidates which will be issued to candidates in early December.

H Scripts of Candidates

While the Authority will exercise reasonable care to protect and preserve the scripts, in the event of any loss or damage, as a result of which the candidate's performance cannot be assessed based on the scripts, the candidate concerned waives all claims, if any, against the Authority.

I Examination Fees / Remission

1. For school candidates, examination fees should be paid when the entry forms are submitted. For private candidates, a demand note for examination fees will be issued at the time of registration (for candidates who apply in person, via representative or by post) and it must be settled on or before the date specified (i.e. 5:00 pm on 8 October 2009).
2. Candidates **withdrawing from the whole Examination** may receive a partial refund of the fees they paid (namely any amount left after the deduction of an administration fee of HK\$365) provided that the Secretary General of the Hong Kong Examinations and Assessment Authority is notified in writing of their withdrawal on or before 15 December 2009. There will be no refund for partial withdrawal.
3. Examination fees are not transferable from one examination to another, or from one candidate to another.
4. Examination fees will not be refunded to the following categories of candidates:
 - (1) Candidates who are disqualified;
 - (2) Candidates who enter for subjects of the same or different examinations which result in a timetable clash.**Note:** Candidates are advised that no special arrangements will be made in the event of a timetable clash with other examinations.
5. If you are a full-time student of a government school, a government-subsidized school, or a private day school, and if you are eligible (i.e. your assistance level for school textbook is assessed as "full" by the SFAA), you may apply for examination fee remission. Candidates may obtain details from their school principals.

J Supplementary Fees

Candidates should note that applications for change of entry information after the completion of registration procedures are subject to the approval of the HKEAA and payment of supplementary fees.

K Publications

1. The 2010 HKALE Handbooks of Regulations and Syllabuses and past examination papers are available for sale at the HKEAA On-line Bookstore (<http://online.hkeaa.edu.hk/bookstore>) and the following places:
 - (1) Hong Kong Examinations and Assessment Authority, 12/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong (Tel No.: 3628 8222);
 - (2) HKEAA Publications Unit, 17 Tseuk Luk Street, San Po Kong, Kowloon (Tel No.: 3628 8263); and
 - (3) leading bookshops.
2. The Biology Curriculum and Assessment Guide (Advanced Level) is available for sale at the HKEAA offices.
3. A list of schools approved for participation in the 2010 Hong Kong Advanced Level Examination together with approved practical subjects is available at the HKEAA offices, District Offices of Home Affairs Department and the HKEAA website.

L HKEAA Office

Enquiry Hotline : 3628 8860
Address : 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.
HKEAA website : www.hkeaa.edu.hk
E-mail : al@hkeaa.edu.hk

Please keep this document for your future reference.

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