

## Information Sheet for Checking of Candidate Entry Information Checklist (CEIC)

1. Candidates should, in their own interest, carefully check all personal data, subject entry information and supplementary information (for Music/Physical Education/Category C Subjects) on their CEIC to ensure that there are no errors in their entries. If candidates discover any errors, they should inform their School Examination Officer (SEO) immediately for amendment.

## 2. Information Printed on the CEIC

<i>Item</i>	<i>Explanatory Notes</i>
(1) School	The name of school of the candidate is listed here.
(2) Class & Class No.	The class and class no. of the candidate are listed here.
(3) Surname and Given Name	Candidates should carefully check the spelling of their surname and given name.
(4) Name in Chinese	<p>Candidates should check their Chinese name carefully particularly the Chinese characters such as 「群」 and 「羣」, 「峰」 and 「峯」, 「柏」 and 「栢」, 「強」 and 「强」. If candidates find any Chinese characters of their name incorrectly displayed or any garbled characters on the CEIC, they should notify their SEO and provide a copy of their identification document for verification. The SEO will contact the HKEAA for rectification.</p> <p>The Chinese name shown on the CEIC must be identical with that on their HKID card/valid identification document and it will be printed on the HKDSE certificate. For candidates who have not indicated their Chinese name, '---' will be printed in this column.</p>
(5) Name in English	Candidates should carefully check the spelling of their full name in English which should be identical with that on their HKID card/valid identification document and it will be printed on their HKDSE certificate.
(6) ID Type & ID No.	<p>Candidates should carefully check their identification document type and number as such information will be printed on their HKDSE certificate. If the candidate does not have a HKID Card, the name and number of the identification document will be indicated here.</p> <p><b>Note:</b> Candidates should use the same identification document number for the HKDSE registration and JUPAS/tertiary institution application (if applicable).</p>
(7) Date of Birth	(Day / Month / Year)
(8) Gender	M = Male, F = Female
(9) Email Address / SMS Phone No.	<p>Candidates should carefully check their email address and/or SMS phone number printed on the CEIC.</p> <p><b>To facilitate the HKEAA in contacting candidates or disseminating important examination-related information to them via email or SMS in case of emergency, candidates should provide their email addresses (<u>mandatory</u>) and SMS local phone numbers (<u>optional</u>).</b> Candidates providing SMS local phone number will receive their examination results and rechecking/remarking results (if applicable) via SMS. For candidates who have not provided their SMS phone number, '---' will be printed in this column.</p>
(10) Contact Phone No.	The contact phone number provided by the candidate is listed here.
(11) Address	The correspondence address provided by the candidate is listed here.
(12) Choice of Examination Centre District	The examination centre district chosen by the candidate and the preference of sitting the core subject examinations in home-centre/non-home centre are listed here.

<i>Item</i>	<i>Explanatory Notes</i>
(13) Examination Fee Remission	<p>Candidates eligible for financial assistance from the SFO should check carefully the level of examination fee remission for which they have been approved here.</p> <p>‘Full’ = ‘Full’ level of assistance is <b>provisionally</b> granted</p> <p>‘Half’ = ‘Half’ level of assistance is <b>provisionally</b> granted</p> <p>‘Not Required’ = The candidate <b>is not eligible or has not applied for</b> examination fee remission</p>
(14) Examination Fee & Supplementary Fee (if applicable)	<p>The amount of examination fees and supplementary fee(s) (if applicable) are listed here. Candidates who receive ‘Full’ level of assistance need not pay any examination fees, the amount of examination fees listed here will be ‘\$0.00’ unless any supplementary fee is incurred. For those receiving ‘Half’ level of assistance, the amount of examination fees listed will be 50% of the examination fees and any supplementary fee (if applicable).</p>
(15) Subject(s) Entered	<p>Extra attention should be paid to the subject(s) for which candidates have entered and their selection of paper/module as shown on the checklist (applicable to the following Category A subjects with the elective paper/module: <b><i>Business, Accounting and Financial Studies/Design and Applied Technology/Ethics and Religious Studies/Technology and Living/Visual Arts</i></b>). If candidates have registered for any Category B ApL subject(s), they should pay special attention to the name of the subject(s) as some of the subject names are very similar.</p> <p><b>Important notes:</b></p> <ol style="list-style-type: none"> <li>(1) Although there are no public examinations for ApL subjects, candidates (including Secondary 5 students or Secondary 4/Secondary 5 repeaters) are reminded to register for the ApL subject(s) via your school within the registration period. Otherwise, their results of Category B subject(s) will not be shown on the 2025 HKDSE results notice and certificate (if applicable) nor could not be carried forward to the 2026 HKDSE and beyond.</li> <li>(2) Starting from the 2025 HKDSE, the June Registration has been cancelled. Schools should register their S6 students (if any) for the Category C subjects in the same registration period (i.e. from 11 September to 8 October 2024) so that their Category C subjects examination results will be included in the 2025 HKDSE results.</li> <li>(3) The HKEAA will <b>not</b> provide faxed copies of question papers to wrong-centre or wrong-version candidates.</li> </ol> <p>If candidates discover any errors in the CEIC, they should immediately inform their SEO who will update the entry record on the Registration System accordingly. Supplementary fee in addition of the subject fees (if applicable) will be charged for any requests for addition/substitution of subject(s) made after the registration deadline of 8 October 2024.</p>
(16) Language Version	<p>The language version entered of each subject is listed here. After the endorsement of the registration entries by the School Principal and the submission to the HKEAA, a change of language version will be regarded as a change of subject.</p> <p>Subjects that provide one language version only (i.e. Chinese Language, English Language, Chinese Literature, Literature in English and Chinese History): ‘---’ will be printed in this column.</p>
(17) No. of Subject(s) Entered	<p>This refers to the total number of subjects for which the candidate has entered.</p>
(18) Declaration	<p>Candidates should read the ‘Declaration’ carefully before signing their CEIC.</p>
(19) Supplementary Sheet	<p>The supplementary information for Music/Physical Education/Category C Subjects (if applicable) provided by the candidate is listed in this section. The information includes:</p> <ul style="list-style-type: none"> <li>■ the choice of subjects/papers;</li> <li>■ the choice of musical instruments (for Music Paper 4B);</li> <li>■ the choice of physical activities (for Physical Education Paper 3);</li> <li>■ application for exemption from Music Paper 4B/Paper 4C or Physical Education Paper 3 (Practical Examination);</li> </ul>

- the supplementary information for Category C Subjects (i.e. Registration Number, Customer Number, Year and Place of Sitting Exam, Proficiency Level and Grade Level).

This section will not be provided to candidates who have not entered for the subject of Music/Physical Education/Category C Subjects.

**3. Choice of Examination Centre District**

Please refer to *Section F in the 'Instructions to Applicants (School Candidates)'* for more details.

**4. Where No Amendments are required**

Candidates should check the information on their CEIC and read the 'Declaration' carefully. After confirming that all entry data on their CEIC are correct, candidates should sign their CEIC, write the date and return the CEIC to the SEO. While keeping the original copy of the CEIC for record, schools should provide each of their candidates with a photocopy for reference.

**5. Where Amendments are required**

If candidates discover any errors in their CEIC, they should immediately inform their SEO who will update their entry records online via the Registration System. The SEO is advised to print the CEIC for the candidates concerned to verify their entry data again after amendments have been made. When the candidates confirm that all entry data on their CEIC are correct, they should sign their CEIC, write the date and return the CEIC to the SEO. While keeping the original copy of the CEIC for record, schools should provide each of their candidates with a photocopy for reference.

**6. Amendment of Subject Entries**

After the endorsement of the registration entries by the School Principal and the submission to the HKEAA, if any candidates wish to apply for addition or substitution of subjects, they should raise their request to their SEO who should apply for the amendments of subject entries (**except for the subjects of Music**) for the candidates concerned via the Registration System during the **amendment period (tentatively scheduled from 15 November to 5 December 2024)**. Applications for change of subject entry information after the completion of registration are subject to the approval of the School Principal and the HKEAA, and payment of a supplementary fee (please refer to *Section H in the 'Instructions to Applicants (School Candidates)'* for more details).

**7. Enquiries**

In case of enquiries, candidates should contact their SEO.

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