HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
ADVANCED PLACEMENT (AP) EXAMINATIONS & AP LATE-TESTING 2019
NOTES TO APPLICANTS

Please read these instructions carefully before completing your registration form. The Hong Kong Examinations and Assessment Authority (HKEAA) will not be responsible for incorrect entries which do not comply with these instructions.

1. ENTRY REQUIREMENTS
No entry requirements.

2. REGISTRATION
The term “applicant” on the registration form refers to the person who accepts the responsibilities for:

(a) reading and undertaking to abide by the Exam Regulations, ensuring that those connected with the exam are aware of relevant matters;
(b) entering candidates, ensuring the accuracy of the information supplied, including name, subjects, and any specific needs;
(c) notifying the candidate of the exam, time and venue;
(d) receiving all communications regarding the entries made (including e-admission form) and disseminating all such communications to the candidates as effectively as possible.

Applicants may submit their registration online via the HKEAA International and Professional Examinations Online Services at [https://online.hkeaa.edu.hk/Portal/home.xhtml](https://online.hkeaa.edu.hk/Portal/home.xhtml) (Online Services) during the specified registration period. For batch registration, applicants, teachers/schools are recommended to use the “pre-filled candidate information” function which allows an upload of a maximum of 30 candidates each time. Before registration, applicants are required to create their own accounts with a valid email address. After successful application and payment, applicants can login their accounts at the Registration Home Page to view their examination entries. The Authority cannot accept any responsibilities for unsuccessful registration because of technical/network failure.

Applicants may also submit their completed registration forms with payment (crossed cheque made payable to the Hong Kong Examinations and Assessment Authority) by post, in person or through a representative at the HKEAA San Po Kong Office: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. For postal registration, please ensure that sufficient postage is paid. The sender will bear any consequences arising from not paying sufficient postage. The HKEAA cannot accept the responsibility for any delay/loss in mail service.

Online Registration: [https://online.hkeaa.edu.hk/Portal/home.xhtml](https://online.hkeaa.edu.hk/Portal/home.xhtml)
Place of Registration: International and Professional Examinations Division
Hong Kong Examinations and Assessment Authority (San Po Kong Office)
3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon

3. EXAMINATION FEES

**AP Examination**: HK$1,905 per subject
**AP Late-testing**: HK$2,586 per subject

Exception: If the reason for a candidate taking AP late-testing is having timetable clash with: (a) another AP subject; or (b) an HKDSE Examination; or (c) an IB Examination, taking place at the same time, the examination fee under these “specific” special circumstances is HK$2,236 per subject, and the concerned applicants MUST submit copies of their admission form of the above examinations as supporting evidence.

Candidates who require a Letter of Certification of Participation for visa application before the issuance of admission form (especially those have to stay in Hong Kong for more than 7 days) may apply at the time of registration for a copy of the Letter of Certification of Participation. The HKEAA will deliver the Letter to those candidates in around 14 working days upon receipt of their application. The administration and courier fee of this service is HK$393 per letter.

Examination fee MUST be submitted with the corresponding registration form. If payment of examination fee is not made or in wrong amount, the registration will be accepted at the discretion of the HKEAA and a supplementary fee in addition to the examination fee will be levied.

Fees paid by a candidate who subsequently withdraws his/her entry, or is absent from the examination, or whose registration is later cancelled will NOT be refunded. Fees are not transferable to another AP test centre, from one examination to another/a later one or used for other purposes.

4. PAYMENT METHOD
Examination fees should be paid in Hong Kong Dollar (HKD) through any of the following payment methods. Credit card payment is recommended for applicants in Mainland China.

**A. Credit Card (MasterCard or VISA):**
If applicants register online, they MUST use credit card to settle the payment online.

**B. HKD Cheque:**
All HKD cheques should be payable to the “Hong Kong Examinations and Assessment Authority”.

**C. Hong Kong 7-Eleven or Circle K Demand Note:**
If applicants register at HKEAA San Po Kong Office counter, they can request to have a Hong Kong 7-Eleven or Circle K Demand Note. Applicants can bring along the demand notes to make payment in cash at any 7-Eleven or Circle K convenient stores in Hong Kong. Please note that this payment method is only applicable in Hong Kong, and the total amount of examination fee should be less than HK$5,000 and settled before the due date printed on the demand note.

Office Hour: Monday – Friday: 8:30 am – 5:30 pm (without lunch break)
Except Saturday, Sunday and public holidays

No entry will normally be accepted after the registration period. Applicants are advised to submit their entries as early as possible in order to avoid the rush in the last few days. If under exceptional circumstances a late entry is accepted, an additional fee will be charged.

Candidates with disabilities requiring special arrangements should contact the College Board SSD office by telephone at (1) 212-713-8333 or by email at ssd@info.collegeboard.org to get their approval for receiving appropriate accommodations on or before 22 February 2019.

Place of Registration: [https://online.hkeaa.edu.hk/Portal/home.xhtml](https://online.hkeaa.edu.hk/Portal/home.xhtml)

Registration period:

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Registration Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Examination (</td>
<td>By Post 7 January 2019 – 17 January 2019</td>
</tr>
<tr>
<td>Examination Date: 6 – 17</td>
<td>In Person 18 January 2019 – 1 February 2019</td>
</tr>
<tr>
<td>May 2019)</td>
<td>Online 7 January 2019 – 8 March 2019</td>
</tr>
<tr>
<td>AP Late-testing (</td>
<td>By Post 7 January 2019 – 17 January 2019</td>
</tr>
<tr>
<td>Examination Date: 22 – 24</td>
<td>In Person 18 January 2019 – 1 February 2019</td>
</tr>
<tr>
<td>May 2019)</td>
<td>Online 7 January 2019 – 6 April 2019</td>
</tr>
</tbody>
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Online Registration: [https://online.hkeaa.edu.hk/Portal/home.xhtml](https://online.hkeaa.edu.hk/Portal/home.xhtml)
Place of Registration: International and Professional Examinations Division
Hong Kong Examinations and Assessment Authority (San Po Kong Office)
3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon
5. EXAMINATION CHOICE GUIDELINES
Candidates are not required to take an AP course before taking an AP Examination. They may repeat
an examination in the subsequent year. All available grades will be reported unless a special request
has been made by the candidate to withhold or cancel any particular grades. Candidates may take as
many AP Examinations as they want, in any combination, except that they cannot take the same
subject in AP Examination and AP Late-testing in the same year. Calculus AB and Calculus BC are
treated as the same subject. Resources on preparing for AP Examinations are available at:
https://apstudent.collegeboard.org/apcourse.

6. TIMETABLE AND SUBJECTS
The AP exam schedule is printed on this document and the registration form. Check to avoid
timetabling clash among subjects entered. In case of timetable clash, no special timetabling
arrangements can be made and candidates will be required to cancel the subjects affected. Fees paid
for subjects that are cancelled will not be refunded. For language subjects and Music Theory with
limited seats available (i.e. subjects with an asterisk * on the registration form), applicants must
contact the HKEAA to make reservation by email (tsa1@hkeaa.edu.hk) or telephone (852-3628 8191)
before submission of registration. Once the reservation is confirmed, applicants will receive a
reservation code which is required to be filled in on the registration form. The HKEAA will cancel
the registration of those candidates who do not make reservation in advance and forfeit the
examination fees paid.

7. CHANGE OF SUBJECT
Change of subjects before the registration deadline can be accepted subject to the payment of a
supplementary fee. Candidates cannot request to change their registered subjects after the registration
deadline.

8. E-ADMISSION FORM
E-admission form will be sent to applicants online via the HKEAA International and Professional
Examinations Online Services at https://online.hkeaa.edu.hk/Portal/home.xhtml (Online Services)
around 1 month prior to the examination date. Applicants submitted their registration by post or in
person (i.e. not via Online Services) are required to create their own accounts at Online Services with
the email address provided on the registration form in order to receive their admission forms.
Applicants who have not received their admission forms two weeks before the examination date
should contact the HKEAA for assistance. Candidates should print their admission forms on a clean
A4 paper and attend the examination at the assigned time/date/venue as specified on their admission
forms.

9. SCORE REPORT
AP Score Reports are provided in July by the College Board to the candidates, the colleges and
universities designated by the candidates on the answer sheet of the first subject taken, and their high
schools, if applicable. An AP score report is cumulative and includes grades for all the AP
Examinations the candidate has ever taken, unless the candidate has requested that one or more grades
be withheld from a college or cancelled. Candidates are advised to open their College Board accounts
before AP results are released (i.e. before July). Once they have signed up for an account, emails
given by the College Board will keep them updated on how and when to access the AP scores.

10. PERSONAL DATA
Personal data of applicants/candidates are used by the HKEAA and the Examination Board for delivery
of examination and assessment services. Whether you provide the requested personal data is voluntary.
However, if you fail to provide all the data, or if any of the data are inaccurate or incomplete, the
HKEAA may not be able to accept your entry or provide all or part of the examination and assessment
services. The personal data submitted may also be used for:

(a) assisting tertiary institutions and other government/public organisations in their admissions
processes;
(b) assisting tertiary institutions and other government/public organisations in respect of their
requests for information in granting scholarships;
(c) assisting tertiary institutions and other government/public organisations to confirm the
candidates’ eligibility for financial assistance or other forms of subsidization, in which case, the
necessary personal data of the candidates may have to be disclosed to the concerned
organisations for verification;
(d) certifying candidates’ examination results in response to legitimate requests;
(e) processing any refund or payment in relation to the examination;
(f) conducting educational research and analysis in an anonymous format in which the identities of
candidates are not traceable; and
(g) marketing the services and products of the Examination Board (including examination services,
courses, events, publications, and other examination materials or resources) subject to the
consent of the applicants/candidates*.

The HKEAA may also transfer the personal data of applicants/candidates to third parties for use for the
above purposes or other directly related purposes, including government/public organisations, schools
and educational institutions, banks (for processing refund or payment), and service providers providing
various administrative or technical services to facilitate the delivery of the examination and assessment
services including but not limited to data punching, registration process, dispatch of examination
documents, and the capture, disposal or other processing of data.

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. Please also note that applicants’/candidates’ personal
data/correspondence/other information received by the HKEAA may be transferred to the Examination
Board concerned for delivery of examination and assessment services and for any of the
abovementioned purposes or other directly related purposes. In general, upon completion of an
examination or examination series and all the connecting examination services, the HKEAA will
transfer all such data to the Examination Board who will then assume full control of such data. By then,
candidates should approach the Examination Board direct for their personal data/information handling
policies if necessary.

* If you have given consent but wish to withdraw your consent for your personal data to be used for
this purpose, please send a letter of request to the Registration Office.

Applicants / Candidates should accept that the HKEAA shall not be responsible for any non-
performance of duties where such non-performance has been caused by an act of God, labour strike,
natural disaster, governmental action or intervention, riot, or any other cause not reasonably foreseeable
and beyond the reasonable control of the HKEAA. The HKEAA, including their contractors and
subcontractors, shall not be liable to anyone claiming for any damages which are caused by, arising from
or otherwise related to the failure of staff members, examination personnel or the examination centres
to comply with the examination regulations, policies or procedures.

11. ENQUIRIES
For enquiries on registration and payment, please contact the International and Professional
Examinations Division of the HKEAA at telephone number: (852) 3628 8191/3628 8787 or email at
tsa1@hkeaa.edu.hk.

For enquiries on test scores, please contact the AP Services for Students at telephone number: (1) 212-
632-1780 or email at apstudents@info.collegeboard.org.
### 2019 AP Exam Schedule

#### 2019 AP Regular testing

<table>
<thead>
<tr>
<th>Week 1</th>
<th>AM (Start time 8:00am)</th>
<th>PM (Start time 01:00pm)</th>
</tr>
</thead>
</table>
| Monday, May 6 | ◆ United States Government and Politics | ◆ Chinese Language and Culture*  
◆ Environmental Science |
| Tuesday, May 7 | ◆ Spanish Language and Culture* | ◆ Japanese Language and Culture*  
◆ Physics 1: Algebra-Based |
| Wednesday, May 8 | ◆ English Literature and Composition | ◆ European History  
◆ French Language and Culture* |
| Thursday, May 9 | ◆ Chemistry  
◆ Spanish Literature and Culture | ◆ German Language and Culture*  
◆ Psychology |
| Friday, May 10 | ◆ United States History | ◆ Computer Science Principles  
◆ Physics 2: Algebra-Based  
◆ Studio Art (Drawing, 2-D Design or 3-D Design) |

<table>
<thead>
<tr>
<th>Week 2</th>
<th>AM (Start time 8:00am)</th>
<th>PM 1 (Start time 01:00pm)</th>
<th>PM 2 (Start time 2:45pm)</th>
</tr>
</thead>
</table>
| Monday, May 13 | ◆ Biology | ◆ Physics C: Mechanics  
◆ Physics C: Electricity and Magnetism |
| Tuesday, May 14 | ◆ Calculus AB  
◆ Calculus BC | ◆ Art History  
◆ Human Geography |
| Wednesday, May 15 | ◆ English Language and Composition | ◆ Italian Language and Culture*  
◆ Macroeconomics |
| Thursday, May 16 | ◆ Comparative Government and Politics  
◆ World History | ◆ Statistics |
| Friday, May 17 | ◆ Microeconomics  
◆ Music Theory* | ◆ Computer Science A  
◆ Latin |

* Remark: For language subjects and Music Theory with limited seats available (i.e. subjects with an asterisk “*” on the registration form), applicants must contact the HKEAA to make reservation by email (tsa1@hkeaa.edu.hk) or telephone (852-3628-8191) before submission of registration. Once the reservation is confirmed, the applicants/candidates will receive a reservation code which is required to be filled in on the registration form. The HKEAA will cancel the registration of those candidates who do not make reservation in advance and forfeit the examination fees paid.
### 2019 AP Late testing

<table>
<thead>
<tr>
<th>AM (Start time 8:00am)</th>
<th>PM (Start time 01:00pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, May 22</td>
<td></td>
</tr>
<tr>
<td>● English Language and Composition</td>
<td>● Art History</td>
</tr>
<tr>
<td>● European History</td>
<td>● Chemistry</td>
</tr>
<tr>
<td>● Microeconomics</td>
<td>● Computer Science A</td>
</tr>
<tr>
<td>● Physic C: Mechanics</td>
<td>● Japanese Language and Culture*</td>
</tr>
<tr>
<td>● Psychology</td>
<td>● Music Theory*</td>
</tr>
<tr>
<td>● Statistics</td>
<td>● Physics C : Electricity &amp; Magnetism</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday, May 23</td>
<td></td>
</tr>
<tr>
<td>● Biology</td>
<td>● Chinese Language and Culture*</td>
</tr>
<tr>
<td>● Computer Science Principals</td>
<td>● French Language and Culture*</td>
</tr>
<tr>
<td>● Environmental Science</td>
<td>● Italian Language and Culture*</td>
</tr>
<tr>
<td>● Physics 1: Algebra-Based</td>
<td>● Latin</td>
</tr>
<tr>
<td>● United States History</td>
<td>● Physics 2: Algebra-Based</td>
</tr>
<tr>
<td>● World History</td>
<td></td>
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<tr>
<td></td>
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<tr>
<td>Friday, May 24</td>
<td></td>
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<tr>
<td>● Calculus AB</td>
<td>● Comparative Government and Politics</td>
</tr>
<tr>
<td>● Calculus BC</td>
<td>● German Language and Culture*</td>
</tr>
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