



## The CSTD and HKDSA Joint Examinations July 2018

### Notes to Applicants

#### A. Examination Schedule

- Examination Dates: **25 July – 30 July 2018 (9am to 7pm)**
- No alteration to the examination schedule is allowed once admission forms are issued. If, under special circumstances, teachers wish to apply for swapping examination dates / times between candidates, a supplementary fee of **HK\$53** per candidate will be charged. The completed entry form, together with the admission forms for swapping examination dates, should reach the HKEAA at least two weeks before the original examination dates.

#### B. Examination Venue

- All examinations will be held at Room 3, 6/F, Tai Kok Tsui Municipal Services Building, 63 Fuk Tsun Street, Tai Kok Tsui, Kowloon.

#### C. Eligibility for Examination

- Level 1 is the beginning of dance level on each type of dance examinations, candidates are not allowed to apply for a higher level unless they have passed the previous level.
- Candidates could take multi-dances in the same level or different level.

#### D. Completion of Entry Forms

- All entries should be completed in block capitals with black ink or ball pen. Entry form can also be downloaded from the Hong Kong Examinations and Assessment Authority (HKEAA) website: <http://www.hkeaa.edu.hk> during registration period;
- The name of applicant can either be an organization or a teacher;
- The names of candidates should be written or typed and must exactly match the name on their Hong Kong Identity Cards / Birth Certificates or passports as they will be appeared on the examination certificate. A fee of **HK\$514** will be levied if any amendment of personal particulars on examination certificates needed be made after the examination day;
- Photocopy of Hong Kong Identity Card / Birth Certificate / passport of each candidate should be sent together with the entry forms. These photocopies should be submitted in the same order of the names as entered in the form, in a separate packet. Entry forms, without the required photocopies, will not be accepted. The HKEAA will destroy all photocopies after verification.

- Different groups should be arranged in the same day as many as possible;
- New entry form should be used for each new day of examinations; and
- One form can be used for one candidate only; if more than one candidate, a new entry form should be used

### **E. Entry Form Page 1**

- Enter the personal particulars of the organization / teacher.
- Sign or chop on the form.

### **F. Entry Form Page 2**

- Grade code: refer to the Candidate Examination Entries form for the grade code of the dance.
- Group No.: enter 01 for the first group of candidates; 02 for the second group, and so on.
- Candidate No: enter 01 for the first candidate of the group; 02 for the second candidate, and so on.
- Name of candidate: the name of the candidate should be entered in the same order as shown on his/her HKID card, birth certificate or passport. A fee of **HK\$514** will be levied if any amendment of personal particulars on certificates needed be made after the examination day.
- Age of candidate: only count the year the candidate was born.

### **G. Summary of Examinations Entries Form**

- Enter the total number of dances that the candidates register.

### **H. Examination Fees**

- One cheque for the total amount of all the candidates' examination fees is acceptable.
- If the candidate takes more than one type of dance in the same level, a discount will be applied on the examination fee, e.g. if the candidate takes Samba and Rumba of Level 1 Certificate in the same exam session, he/she only needs to pay HK\$553. However, if the candidate takes Samba of Level 1 Certificate, but Rumba of Level 2 Bronze, he/she needs to pay HK\$377 and HK\$418 respectively.
- Under no circumstance will the examination fees be returned, transferred or retained for another examination.
- If a candidate is absent from the examination because of illness, application for half refund of the examination fees can be made in writing within two weeks from the date of examination upon presentation of original medical certificate issued by registered doctor.

## I. Admission Forms

- The HKEAA will send admission forms to teachers by post at least 14 days from the examination date. Please check with them if you do not receive it.

## J. On the Examination Day

- Candidates should arrive at the examination centre at least 40 minutes before the examination time;
- If candidates are late for more than half an hour for the examination, the Waiting Room Supervisor has the authority to turn them away; and
- Candidates should bring to the examination centre an identification document which bears the candidate's English full name, date of birth and photograph. Please note that Student handbook or Student I.D. is **NOT** an acceptable identification document for the exam.
- Below are the examples of acceptable identification document(s):
  - ✧ Hong Kong I.D. card with English Name, Date of Birth and Photo
  - ✧ Hong Kong I.D. card / Certificate of Birth without Photo PLUS Student handbook / Student Card with Photo of primary / secondary school
  - ✧ Passport
  - ✧ HKSAR Document of Identity (簽證身份書)
  - ✧ HKSAR Re-entry Permit (回港證)
  - ✧ Mainland Travel Permit for Hong Kong and Macao Residents (回鄉卡)
  - ✧ Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往來港澳通行證)

## K. Mark Sheets and Certificate

- All Candidates would receive mark sheets around two months after the examination.
- Candidates who pass the examination would be awarded two certificates issued by the CSTD and the HKDSA respectively around three months after the examination.

## L. Bad Weather Arrangement

- If weather conditions are at all doubtful (such as the possible raising of a Typhoon Signal No. 8 or above or the issue of the Rainstorm Red or Black Warning), candidates should pay attention to the radio or television broadcast, or view the HKEAA website for examination schedules right up to the time they leave for the examination centre. Under normal circumstances, the HKEAA announcement of the postponement/cancellation of an examination will be made approximately two hours before the commencement of the examination:



- AM Session: 9:00AM - 12:59PM (Exam Start Time); and
- PM Session: 1:00PM - 5:59PM (Exam Start Time); and
- EV Session: 6:00PM - 10:00PM (Exam Start Time)
- Unless an announcement has been made by the HKEAA that the examination is postponed/cancelled, candidates must assume that the examination will be conducted as originally scheduled. However, candidates should consider their personal safety first. Once an examination has started, it will continue for the full allotted time unless physical conditions in the examination centre are considered dangerous by the examiner. It is important that teachers should inform their candidates and the candidates' parents, etc. of these arrangements in advance.