

Candidates

University of Cambridge International Examinations, GCE London Examinations, Edexcel, GCE

1. Do I need to take IGCSE Examinations prior to registration for GCE Examinations?

There is no specific entry requirement for GCE Examination.

2. Can I register with the HKEAA as private candidate for GCE Examinations and at the same time register through my school as school candidate for different GCE subjects/units to be taken in the same examination series?

A candidate should not submit more than one entry in the same examination series whether for the same or for different subjects/units. Otherwise, this will be regarded as dual entries and may lead to cancellation of examination entries without prior notice. No refund of the examination fee will be made for the cancelled entries.

3. Can I register with the HKEAA at the same time for Cambridge GCE Examinations and London GCE Examinations to be taken in the same examination series?

There is no specific entry requirement for Cambridge GCE Examination and London GCE Examination. A candidate can enter with the HKEAA at the same time for Cambridge GCE Examination and London GCE Examination to be taken in the same examination series. However, candidates are reminded to check carefully the relevant examination timetables (including GCE/GCSE/IGCSE/IAL) on the HKEAA's website and the examination regulations and syllabus on the Examination Boards' websites before submitting their entries so as to avoid timetable clashes among subjects/units entered and prohibited combinations of subjects/units. Normally, no special arrangements will be made under such circumstances.

4. When will I receive the Candidate Entry Information Checklist?

Candidates will receive the Candidate Entry Information Checklist about two to three months after registration for the examination. Candidates who wish to change the information listed on the Checklist should inform the International and Professional Examinations Division of the HKEAA in writing before the closing date given in the letter "Candidate Entry Information Checklist".

5. If my name shown on the Candidate Entry Information Checklist is incorrect, or is different from my name shown on my official identification document to be presented in the written examination, how can I make amendment?

Candidates who wish to change the name listed on the Checklist should inform the International and Professional Examinations Division of the HKEAA in writing before the closing date given in the letter "Candidate Entry Information Checklist". Candidate's name shown on the Candidate Entry Information Checklist will be the same as that on the Admission Form. If the name is different from the one shown on the official identification document to be presented in the written examination, during the examination, the invigilation personnel will file a report to the Examination Board. Therefore, candidates should notify the International and Professional Examinations Division of the HKEAA to update the record as soon as possible.

6. If my postal address has been changed, how can I make amendment?

You should complete an Address Amendment Form which can be downloaded from the GCE webpage of the HKEAA website and submit the amendment request to the International and Professional Examinations Division by fax at 3628 8790; by email to ie3@hkeaa.edu.hk or by post to the HKEAA, 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon.

7. What should I do if I want to add or change subject(s)/unit(s) after having submitted registration?

Regarding application for addition or change of subjects/units, you should complete an Addition/Change of Subjects Form which can be downloaded from the GCE webpage of the HKEAA's website and submit the form to the International and Professional Examinations Division before the closing date for "Addition/Change of Subjects" as stated in item "Entries" in the 'Notes for Persons Entering for the Examination'. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No addition or change of subjects/units will be accepted after the closing date.

8. What should I do if I want to delete subject(s)/unit(s) after having submitted registration?

You should submit a written request for deletion of subject(s)/unit(s), stating clearly your name, candidate number, and the subject(s)/unit(s) to be deleted. The request should be sent to the International and Professional Examinations Division by fax at 3628 8790; by email to ie3@hkeaa.edu.hk or by post to the HKEAA, 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. Examination fees paid by a candidate who subsequently deletes one/more subjects/units will NOT be refunded.

9. Who will be eligible for the "subsidized examination fee"* for the GCE AS/A-Level Chinese Examination?

To be eligible for the "subsidized examination fee", the Non-Chinese Speaking (NCS) candidates should be studying at Secondary 4 to Secondary 6 pursuing the local curriculum and are presented by their school to take the GCE AS/A-Level (Chinese) administered by the HKEAA. Also, these candidates should have met either of the specified circumstances of:

- (i) having learned Chinese Language for less than 6 years while receiving primary and secondary education; or
- (ii) having learned Chinese Language for 6 years or more in schools, but having been taught an adapted and simpler curriculum not normally applicable to the majority of students in our local schools.

Arrangements for maximum entries

NCS candidates who have satisfied the above specified circumstances will, during their full-time senior secondary school years, be eligible for the "subsidized examination fee" for:

- (i) up to two entries for any of the following examinations: London GCSE (Chinese) Examination, London IGCSE (Chinese) Examination, Cambridge IGCSE (Chinese) Examination, London GCE AS-Level (Chinese) Examination and Cambridge GCE AS-Level (Chinese) Examination; and

- (ii) up to two entries for the London GCE A-Level (Chinese) Examination and Cambridge GCE A-Level (Chinese) Examination.

* Please refer to the Education Bureau Circular No. 19/2012 of 7 December 2012 for details.

10. How much is the examination fee of the GCE AS/A-Level (Chinese) Examination if I am eligible for the “subsidized examination fee”*?

The Education Bureau has made arrangements with the HKEAA to reduce the GCE AS and A-Level (Chinese) examination fee for eligible school candidates to a level on par with the Hong Kong Diploma of Secondary Education (HKDSE) (Chinese). For instance, in 2015 the subsidized examination fee for eligible school candidates sitting for the 2015 London GCE (Chinese) Examination is HK\$567 for taking London GCE A-Level all units or Unit 3 or taking AS-Level Unit 1 and Unit 2 in one examination series. The subsidized examination fee is \$283 for taking either AS-Level Unit 1 or Unit 2 of the London GCE Chinese Examination in 2015. The examination fee of HKDSE is subject to annual review by the HKEAA.

* Please refer to the Education Bureau Circular No. 19/2012 of 7 December 2012 for details.

11. Who will be eligible for the “examination fee remission” for the GCE AS/A-Level (Chinese) Examination?

Effective from the 2012/13 school year, the “examination fee remission scheme” (EFR) has been extended to cover needy eligible NCS students sitting for the GCSE (Chinese) / IGCSE (Chinese) / GCE AS and A-Level (Chinese) Examination, with remission of full or half of the “subsidized examination fee” (refer to Q9 and Q10 above). Students who can pass the means test of the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency are eligible to apply for EFR.

To be eligible for full or half EFR, the candidates should meet the specified circumstances as stated in the Education Bureau Circular No. 19/2012 of 7 December 2012 and, on top, either one of the following criteria:

- (i) Candidates whose ‘Eligibility Level’ has been assessed as ‘Full’ or ‘Half’ by the SFO; or
- (ii) Candidates who study in government, aided, per caput grant secondary day schools and local private day schools under the Direct Subsidy Scheme and are recommended for receiving ‘Full’ or ‘Half’ grant of School Textbook Assistance by the attending schools.

As to how student-applicants can ascertain whether they are eligible for ‘Full’ or ‘Half’ grant, there are presently two channels:

- a. “Notification of Result on Assessment of Eligibility” (notification letter in green): Student-applicants who are past recipients of School Textbook Assistance (TA) and have submitted the “Application for Assessment of Eligibility for Primary and Secondary Students (Form B)” together with the “Application for Financial Assistance Scheme(s) (Form R)” to the SFO will receive the notification letter from the SFO, provided they can pass the means test. The notification letter states, among others, the student’s assessed level of assistance; and

- b. Eligibility Certificate (EC in pink): Students other than those in (a) above who apply for student finance from the SFO and can pass the means test will each receive an (EC) issued by the SFO, which indicates the assistance level the student is entitled to.

12. How can I apply for the “examination fee remission” and what is the examination fee of the GCE AS/A-Level (Chinese) Examination?

Candidates who wish to apply for the “subsidized examination fees” and the “examination fee remission” should attach properly completed supplementary entry forms for “Application for Subsidized Examination Fee/ Examination Fee Remission” to their respective entry forms and submit these forms through their respective participating schools/organizations to the Registration Office. Application for the “subsidized examination fee” and the “examination fee remission”, if applicable, will not be considered for those who do not submit properly completed supplementary entry forms.

Students receiving “Full” grant as indicated in the notification letter / Eligibility Certificate would not need to pay the examination fee while students receiving “Half” grant would need to pay half of the “subsidized examination fee” (refer to Q9 and Q10 above).

13. If I withdraw from the examination, will there be a refund of the examination fee paid?

Examination fee paid by a candidate who subsequently withdraws his/her entry, or is absent from the examination, will NOT be refunded.

If eligible school candidates who have entered for the GCE AS/A-Level (Chinese) Examination and have been granted Full or Half “examination fee remission” at the time of registration finally withdraw their entries, or are absent from the examination, they will be considered as having taken one examination entry and having benefited once from the “subsidized examination fee”/ “examination fee remission”, if applicable.

14. When will I receive the Admission Form?

School candidates will receive their Admission Forms through their respective schools. Admission Forms will be posted to private candidates. Candidates who have not received their Admission Forms two weeks before the first date of the examination must contact the International and Professional Examinations Division of the HKEAA. (Address: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon; Telephone No: 3628 8761/3628 8787; Fax No: 3628 8790 or email: ie3@hkeaa.edu.hk)

15. When will I receive my examination results?

School candidates will receive their Statements of Results through their respective schools and private candidates will receive their Statements of Results from post as follows: May/June examination series: In mid-August of the examination year; October/November examination series: In January of the year following the examination year.

16. What can I do if my results turn out to be worse than expected?

If candidates think that there is something wrong with the results, they can apply for Result Enquiry Services. To apply for Result Enquiry Services, you should complete a Result Enquiry Services form which can be downloaded from the GCE webpage of the HKEAA

website and submit the form with the fees to the International and Professional Examinations Division of the HKEAA before the closing date which will be given in the letter attached to the examination result to be distributed to candidates.

17. When will I receive my certificate?

May/June examination series: December of the examination year (if you have entered the cash-in code for London GCE Examinations); October/November examination series: Late March of the year following the examination year.

18. What should I do to apply for a replacement certificate?

If a candidate lost or damaged his/her certificate, he/she has to apply directly with the Examination Boards.

19. What is cashing in? (For London GCE Examinations only)

Once a candidate has entered for the appropriate set of units, an entry may then be made for the AS/AL qualification. This is known as 'cashing-in'. Cashing-in is NOT automatic. To apply for cashing in, a candidate must blacken the cash-in code(s) concerned on the entry form, e.g. 8GE01 for AS Geography and/or 9GE01 for AL Geography. It is the candidate's responsibility to check whether he/she is eligible to cash-in. If in doubt, he/she may call the examination board at 8129 0100 to ask.

Results of units will be held in the Examination Board's unit bank for as many years as the same syllabus remains available. The units can be taken in the same examination series, or can be banked under the candidate's Unique Candidate Identifier (UCI) number if taken in more than one series. More than one cash-in code can be entered as long as the units required have been taken. No overall grade will be issued unless a cash-in code is entered at the time of registration. Results of individual units and overall grade(s) (if entered) will be issued to candidates on the Statements of Results.

20. Can I cash-in the GCE Mathematics and Pure Mathematics in the same examination series? (For London GCE Examinations only)

London GCE Mathematics and Pure Mathematics have several common units (e.g. 6663 Core Mathematics Unit 1). If a candidate has entered a common unit, he/she will not be eligible to cash-in Mathematics and Pure Mathematics at the same time. The same rule applies to the GCE Further Mathematics and Pure Mathematics which have several common units (e.g. 6667 Further Pure Mathematics Unit 1). It is the candidate's responsibility to check whether he/she is eligible to cash-in. If in doubt, he/she may call the examination board at 8129 0100 to ask.

21. I didn't enter the cash-in code at the time of registration. What can I do? (For London GCE Examinations only)

Requests for cash-in made after the examination registration deadline, if accepted, will be subject to late fees charged by the Examination Board. Such requests should be made through the International and Professional Examinations Division of the HKEAA before the closing date which will be given in the letter attached to the examination result. It is the candidate's

responsibility to check whether he/she is eligible to cash-in. If in doubt, he/she may call the examination board at 8129 0100 to ask.