HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION
GENERAL CERTIFICATE OF EDUCATION (GCE) CHINESE AS / A-LEVEL OCTOBER / NOVEMBER 2018
NOTES FOR SCHOOL CANDIDATES ENTERING FOR CHINESE EXAMINATIONS

Please read these instructions carefully before completing the entry form. The Hong Kong Examinations and Assessment Authority (HKEAA) will not be responsible for incorrect entries.

1. GCE CHINESE

1.1. SUBMISSION OF ENTRIES

Candidates should submit their entry forms through their respective participating schools / organizations to the HKEAA. Those who wish to apply for “subsidized examination fee” should attach properly completed “Supplementary Entry Forms for Application for Subsidized Examination Fee” to their respective entry forms. Application for “subsidized examination fee” will not be considered for those who do not submit properly completed supplementary entry forms. Please check with your participating school / organization for your eligibility and the registration details.

<table>
<thead>
<tr>
<th>Registration Office</th>
<th>Registration Period</th>
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<tr>
<td>International and Professional Examinations Division, Hong Kong Examinations and Assessment Authority, 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon.</td>
<td>5 – 11 July 2018 Monday – Friday: 8:30 am – 5:00 pm (Without Lunch Break) Saturday: 9:00 am – 12:00 noon</td>
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The registration deadline is 11 July 2018. Candidates or participating schools / organizations are advised to submit their entries as early as possible in order to avoid the rush in the last few days. Candidates with disabilities requiring special arrangements should contact the HKEAA on or before 20 July 2018.

1.2. APPLICATION FOR SUBSIDIZED EXAMINATION FEE / EXAMINATION FEE REMISSION

Non-Chinese speaking (NCS) school candidates who have satisfied the specified circumstances as stated in the Education Bureau Circular No. 19/2012 will, during their full-time senior secondary school years, be eligible for “subsidized examination fee” and may apply for examination fee remission under the Examination Fee Remission Scheme, if applicable, for -

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

(b) up to two entries for the Pearson Edexcel GCE A-Level (Chinese) Examination and Cambridge International GCE A-Level (Chinese) Examination.

The Education Bureau has made arrangements with the HKEAA to reduce the examination fee for eligible NCS school candidates to a level on par with that of the Hong Kong Diploma of Secondary Education (HKDSE) (Chinese Language) Examination. The examination fee of HKDSE is subject to annual review by the HKEAA.

1.3. SYLLABUS AND PAST QUESTION PAPERS

The syllabuses may be downloaded from the website: www.cambridgeinternational.org. The syllabuses and past question papers are available for sale at the Cambridge Assessment International Education, 1 Hills Road, Cambridge CB1 2EU, United Kingdom. They are also available for sale at the Publications Unit, Hong Kong Examinations and Assessment Authority, G/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. Please read the syllabuses CAREFULLY before making entries.

1.4. PERSONAL DATA

Personal data of 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 organizations in their admissions processes;
(b) assisting tertiary institutions and other government / public organizations in respect of their requests for information in granting scholarships;
(c) assisting tertiary institutions and other government / public organizations 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 organizations 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 and assisting tertiary institutions and other government / public organizations to conduct educational research and analysis;
(g) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
(h) 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 candidates.*

The HKEAA may also transfer the personal data of candidates to third parties for use for the above purpose or other directly related purposes, including government / public organizations, 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 candidates’ personal data / correspondence / other information received by the HKEAA may be referred 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 HKEAA.

1.5. CANDIDATE ENTRY INFORMATION CHECKLIST

The Candidate Entry Information Checklist will be sent to private candidates by post or school candidates through their participating schools / organizations in early of August 2018. Candidates should check if the information is correct. If amendments are required, they are advised to inform the HKEAA in writing before mid-August. Candidates who have not received their Candidate Entry Information Checklist in mid-August MUST contact their participating schools / organizations or the HKEAA.
1.6. ADMISSION FORM

Admission forms will be sent to private candidates by post or school candidates through their participating schools / organizations. Candidates who have not received their admission forms two weeks before the commencing date of the examination MUST contact their participating schools / organizations or the HKEAA.

The examination venue, date and local starting time for each examination will be indicated on Admission Form. Assignment of examination venues is based on the canditature of the papers, availability and capacity of the venues. Examinations of different papers / durations may be held in the same examination venue. Request for change of the examination venue will not be accepted normally unless under very extreme circumstances.

1.7. RESULTS

The results will be available around January 2019. Statements of Results will be sent to private candidates by post or school candidates through their participating schools / organizations. Candidates who have not received their results by the end of January 2019 MUST contact their participating schools / organizations or the HKEAA. Candidates who want to use the GCE (Chinese) qualifications as an alternative Chinese Language qualification under the Joint University Programmes Admissions System (JUPAS) application must follow the requirements and stipulated deadline of the JUPAS office.

1.8. UNFORESEEABLE CIRCUMSTANCES

Please note that neither the Examination Board nor the HKEAA will be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, adverse weather, government action or intervention, riot, or any cause not reasonably foreseeable and beyond the rational control of the Examination Board or the HKEAA. Postponement or cancellation of examinations due to unforeseeable circumstances may not be accepted by the Examination Board, and instead, special consideration may be granted as appropriate. Outcome of the special consideration is entirely subject to the related policies of the Examination Board.

Note: The HKEAA, including their contractors and subcontractors, shall not be liable to anyone claiming for any damage, 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.

2. REGISTRATION PROCEDURES

2.1 ENTRY REQUIREMENTS: No specific requirements.

2.2 TIMETABLE

Candidates can download the timetable from the HKEAA’s website: http://www.hkeaa.edu.hk/en/IPE/gce_gcsie_gcsiae/gce/index.html. Candidates are reminded to check carefully the relevant examination timetables (including GCE / IGCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects. Normally, no special arrangements will be made under such circumstances. Candidates who wish to sit more than one examination session on the same day are advised to check and ensure that there is sufficient break time (e.g. two hours) between examination sessions for travelling and taking rest. These examinations may be held at different examination centres required travelling. Candidates will be required to cancel the subjects affected. Examination fees paid are NOT refundable and NOT transferable from one examination to another or from one candidate to another.

3. EXAMINATION FEES

<table>
<thead>
<tr>
<th>Chinese Examination</th>
<th>Normal Examination Fee (Without EDB Subsidy)</th>
<th>Subsidized Examination Fee (b)</th>
<th>Net Examination Fee for Eligible NCS School Candidates after the Waiver (c)</th>
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</thead>
<tbody>
<tr>
<td>Cambridge International GCE AS-Level Chinese (8681)</td>
<td>$1,625</td>
<td>$644</td>
<td>$0</td>
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<tr>
<td>Cambridge International GCE A-Level Chinese (9715)</td>
<td>$2,465</td>
<td>$644</td>
<td>$0</td>
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</tbody>
</table>

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

(b) Eligible NCS school candidates taking the 2018 Cambridge International GCE AS / A-Level (Chinese) Examinations shall pay the “subsidized examination fee” on par with that of the 2019 HKDSE (Chinese Language) Examination as stipulated above, while the Education Bureau will top up the difference in fees between these examinations and the “subsidized examination fee” payable by school candidates.

(c) With the approval of the 2018/19 Budget proposal to pay the examination fees for school candidates sitting for the 2019 HKDSE Examination by the Finance Committee of the Legislative Council at the meeting on 18 May 2018, the “subsidized examination fee” of eligible NCS school candidates sitting for the aforementioned Chinese Language examinations in the 2018/19 school year will be waived accordingly. As such, eligible NCS school candidates entering for the Cambridge International GCE AS / A-Level (Chinese) examinations in October / November 2018 are not required to pay the examination fees which are HK$ 1,625 (AS-Level) and HK$ 2,465 (A-Level) respectively. However, the fee waiver does not cover supplementary fees for late entry, addition / change of subjects, etc. For details, please refer to the Education Bureau Circular Memorandum No. 75/2018.

(d) If an eligible NCS school candidate who has successfully applied for the examination subsidy finally withdraws the entry, or is absent from the examination, s/he will be considered as having taken one examination entry and having benefited once from the examination subsidy, if applicable.

4. ENTRIES

(a) Dual Entries: The first entry form for an examination series submitted by a candidate is considered as the final entry of the candidates. A candidate must not submit more than one entry in the same examination series whether for the same or for different subjects. Dual entries will lead to cancellation without prior notice. No refund of the examination fees will be made for the cancelled entries.

(b) Late Entry: Application for late entry should be submitted to the HKEAA on or before 20 July 2018. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No late entries will be accepted after 20 July 2018.

(c) Addition / Change of Subjects: Once the first entry form for an examination series has been submitted, it is considered as the final entry of the candidate. Candidates are not permitted to make any changes to their entries. Application for addition / change of subjects should be submitted to the HKEAA on or before 20 July 2018. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No addition / change of subjects will be accepted after 20 July 2018. It is the candidates’ responsibility to ensure any addition / change of subjects will not result in timetable clash.

(d) Withdrawal: Candidates must submit written request to the HKEAA. Approval of withdrawal is at the discretion of the Examination Board. Once withdrawal of subject(s) is processed, it cannot be revoked. No refund of examination fees will be made for the withdrawn subject(s).