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 / IGCSE / GCSE CHINESE EXAMINATIONS

1.1. SUBMISSION OF ENTRIES

School candidates may submit their entries and settle the examination fees online (online.hkeaa.edu.hk) during the registration period as stated below. They should first obtain the school code through their school heads. However, those candidates who wish to apply for subsidized examination fee or examination fee remission for taking the GCE / IGCSE / GCSE Chinese Examinations MUST submit their normal Entry Forms and Supplementary Entry Forms for Application for Subsidized Examination Fee / Examination Fee Remission in paper copies and settle the normal Chinese examination fee after making entries online.

Alternatively, candidates may submit their registration by completed Entry Forms and photocopy of your valid Hong Kong Identity Card or other identification document through their school/organization to the Registration Office. Those who wish to apply for subsidized examination fee or examination fee remission should attach the properly completed Supplementary Entry Forms for Application for Subsidized Examination Fee / Examination Fee Remission to their Entry Forms. Application for subsidized examination fee or examination fee remission, if applicable, will not be considered for those who do not submit properly completed Supplementary Entry Forms.

Please check with your participating school/organization for eligibility and registration details.

(a) **Online Registration** (Website: online.hkeaa.edu.hk; NOT applicable for GCSE Chinese Examinations)

**Registration Period:** 22 November 2016 (8:30 am) – 9 December 2016 (10:00 pm)

(b) **In-person Registration**

**Registration Period:** 1 – 7 December 2016 (Monday – Friday: 8:30 am – 5:00 pm; Saturday: 9:00 am – 12:00 nn)

Enquiries: 3628 8761 (Telephone) / 3628 8790 (Fax) / ie3@hkeaa.edu.hk (Email)

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 (the Circular) 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: 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

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

For NCS school candidates who are eligible for full or half level of assistance as assessed by the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency in the school year 2016/17, candidates who receive half grant are to pay half of the subsidized examination fee while candidates receiving full grant will not need to pay any examination fee.

1.3. ENTRIES

(a) **Dual Entries:** The first entry form for an examination series submitted by a candidate is considered as the final entry of the candidate. A candidate must not submit more than one entry in the same examination series whether for the same or for different units. 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 Registration Office on or before 20 January 2017. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No late entry will be accepted after 20 January 2017. (Online Registration system for late entry will be suspended from 5:00pm, 30 December 2016 to 12:00am, 1 January 2017.)

(c) **Addition of Subjects / Units and Change of Subject / Units or / and Language Option:** Once the first entry form has been submitted for an examination series, it is considered as the final entry of the candidate. Candidates are not permitted to make any changes to their entries. Application for addition of subjects / units or change of units or / and language option should be submitted to the Registration Office on or before 20 January 2017. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No addition of subjects / units or no change of units or / and language option will be accepted after 20 January 2017. It is the candidates’ responsibility to ensure any addition / change of subjects / units will not result in timetable clash.

(d) **Withdrawal:** Candidates must submit written request to the Registration Office. Approval of withdrawal is at the discretion of the Examination Board. Once withdrawal of subjects / units is processed, it cannot be revoked. No refund of examination fees will be made for the withdrawn subjects / units. If an eligible school candidate who has successfully applied for subsidized examination fee and examination fee remission, if applicable, 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 subsidized examination fee and examination fee remission, if applicable.

1.4. SYLLABUS AND PAST QUESTION PAPERS

The syllabus may be downloaded from the Examination Boards’ website (London Examinations, Edexcel: www.edexcel.com; Cambridge International Examinations: www.cie.org.uk). The syllabus and past question papers for London Examinations, Edexcel are available for sale at Edexcel Publications, Adamsway Road, Mansfield, Notts, NG18 4PN, United Kingdom. The syllabuses and past question papers for Cambridge International Examinations are available for sale at the Cambridge International Examinations, 1 Hills Road, Cambridge CB1 2EU, United Kingdom. For London Examinations, Edexcel examinations past questions paper and syllabuses 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 syllabus carefully before making entries.
1.5. 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/record/dependence/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 Registration Office.

1.6. CANDIDATE ENTRY INFORMATION CHECKLIST

The Candidate Entry Information Checklist will be sent to school candidates through their participating schools/organizations in early February 2017. Candidates should check if the information is correct. If amendments are required, they are advised to inform the Registration Office in writing before mid-February 2017. Candidates who have not received their Candidate Entry Information Checklist in mid-February MUST contact their participating schools/organizations or the Registration Office.

1.7. ADMISSION FORM

Admission forms will be sent to 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 Registration Office.

1.8. RESULTS

The Candidate Statements of Provisional Results / Statement of Results will be sent to candidates through participating schools/organizations in August 2017. Candidates who have not received their results by the end of August 2017 MUST contact their participating schools/organizations or the Registration Office. Candidates who want to use the GCSE/IGCSE/GCE qualifications as an alternative Chinese Language qualification under the Joint University Programmes Admissions System (JUPAS) application must provide the Full Course qualification (i.e. certificate with the overall grade). Please note and follow the requirements and stipulated deadline of the JUPAS office. Please note that eligible NCS candidates who only take the afore-mentioned Chinese examinations in May/June 2017 will NOT be able to meet JUPAS’s deadline for submission of these alternative qualifications in Chinese Language for JUPAS 2017 cycle. In other words, they are advised to take the afore-mentioned examinations at least one year in advance.

1.9. 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, government action or intervention, riot, or any cause not reasonably foreseeable and beyond the reasonable control of the Examination Board or the HKEAA.

2. LONDON EXAMINATIONS, EDEXCEL, GENERAL CERTIFICATE OF SECONDARY EDUCATION (GCSE) CHINESE

2.1. ENTRY REQUIREMENTS

Only the schools/organizations which have registered as GCSE (Chinese) sub-centres with London Examinations, Edexcel, the Examination Board can enter their candidates for GCSE Chinese examination via the HKEAA. A list of such schools/organizations is available at the HKEAA website (www.hkeaa.edu.hk/DocLibrary/ipe/gcse/Sub_centre_List.pdf).

2.2. EXAMINATION TIMETABLE

Internal School/Organization Controlled Assessments

5CN02 (Unit 2) Speaking is internally assessed by participating schools/organizations under controlled conditions and externally marked by the Examination Board. 5CN04 (Unit 4) Writing is conducted internally by participating schools/organizations under controlled conditions and externally marked by the Examination Board. The deadline of submitting examination materials for these units to the HKEAA is 5 May 2017.

External Examinations

<table>
<thead>
<tr>
<th>Examination Date</th>
<th>Starting Time</th>
<th>Paper No</th>
<th>Subject Name</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 May 2017 (Tue)</td>
<td>4:30 pm</td>
<td>5CN01</td>
<td>Chinese Unit 1H Listening</td>
<td>approx. 45 mins</td>
</tr>
<tr>
<td>23 May 2017 (Tue)</td>
<td>Consecutive section</td>
<td>5CN03</td>
<td>Chinese Unit 3H Reading</td>
<td>50 mins</td>
</tr>
</tbody>
</table>

It is the candidates’ responsibility to check carefully the relevant examination timetables (including GCE / IAL / IGCSE / GCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combinations 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 for subjects that are cancelled are NOT refundable and NOT transferable from one examination to another or from one candidate to another.

2.3. EXAMINATION FEES

Candidates MUST complete all 4 units (Listening, Speaking, Reading and Writing) in order to attain a full GCSE (Chinese) qualification. The respective examination fees are as follows:

<table>
<thead>
<tr>
<th>No. of units to be taken</th>
<th>Normal Examinaton Fee</th>
<th>Subsidized Examination Fee (h)</th>
<th>Half Fee Remission (c)</th>
<th>Full Fee Remission (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 units of GCSE Chinese (Cantonese/Mandarin)</td>
<td>$1,415</td>
<td>$395</td>
<td>$297</td>
<td>$0</td>
</tr>
</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.

(b) NCS school candidates meeting the specified circumstances as stated in the Circular are eligible for the subsidized examination fee for the stipulated number of entries. The subsidized examination fee is $595 for all 4 units of the GCSE Chinese examination in 2017.

(c) NCS school candidates who are eligible for full or half level of assistance as assessed by the SFO in the school year 2016/17 for full or half examination fee remission (EFR) and meet the specified circumstances as stated in the Circular are eligible for remission of the subsidized examination fee. Candidates receiving half grant will need to pay $297 for all 4 units of the GCSE Chinese examination in 2017. Candidates receiving full grant will not need to pay any examination fees.

(d) An eligible school candidate may receive late Eligibility Certificate (EC) or notification for adjustment of assistance level confirming that the candidate has become eligible for EFR and the eligibility level he/she has been assessed. They should notify the Registration Office through their respective schools/organizations and apply for EFR. Such supplementary EFR applications should be submitted on or before 20 January 2017, or within 1 month after the issue of the EC or notification for adjustment of assistance level, whichever is later. Late EFR applications will not be accepted. Candidates who have paid the examination fees will be refunded by the HKEAA once the SFO has confirmed their eligibility for EFR.

2.4. CANTONESE AND MANDARIN SPEAKERS

GCSE Chinese accommodates learners of Cantonese or Mandarin. Where listening is tested, recordings are provided in Cantonese as well. The Chinese Unit 1 (6CN01) Speaking Test will be held in mid March 2017. Candidates who have paid the examination fees will be refunded by the HKEAA once the SFO has confirmed their eligibility for EFR.

3. CAMBRIDGE INTERNATIONAL EXAMINATIONS / LONDON EXAMINATIONS, EDEXCEL INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) CHINESE

3.1. ENTRY REQUIREMENTS: No specific requirements.

3.2. EXAMINATION TIMETABLE

The examination timetable is available to be downloaded at the HKEAA’s website: http://www.hkeaa.edu.hk/en/IPE/gce_gcse_igcse_ial/gce/index.html. It is the candidates’ responsibility to check carefully the relevant examination timetables (including GCE / IAL / IGCSE / GCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combinations 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 for subjects that are cancelled are NOT refundable and NOT transferable from one examination to another or from one candidate to another.

3.3. EXAMINATION FEES

<table>
<thead>
<tr>
<th>Examination</th>
<th>Normal Examination Fee</th>
<th>Subsidized Examination Fee (h)</th>
<th>Half Fee Remission (c)</th>
<th>Full Fee Remission (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge IGCSE Chinese</td>
<td>$1,390</td>
<td>$395</td>
<td>$297</td>
<td>$0</td>
</tr>
<tr>
<td>London IGCSE Chinese</td>
<td>$2,600</td>
<td>$595</td>
<td>$297</td>
<td>$0</td>
</tr>
</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.

(b) NCS school candidates meeting the specified circumstances as stated in the Circular are eligible for the subsidized examination fee for the stipulated number of entries. The subsidized examination fee is $595 for IGCSE Chinese examination in 2017.

(c) NCS school candidates who are eligible for full or half level of assistance as assessed by the SFO in the school year 2016/17 for full or half examination fee remission (EFR) and meet the specified circumstances as stated in the Circular are eligible for remission of the subsidized examination fee. Candidates receiving half grant will need to pay $297 for all 4 units of the IGCSE Chinese examination in 2017. Candidates receiving full grant will not need to pay any examination fees.

(d) An eligible school candidate may receive late Eligibility Certificate (EC) or notification for adjustment of assistance level confirming that the candidate has become eligible for EFR and the eligibility level he/she has been assessed. They should notify the Registration Office through their respective schools/organizations and apply for EFR. Such supplementary EFR applications should be submitted on or before 20 January 2017, or within 1 month after the issue of the EC or notification for adjustment of assistance level, whichever is later. Late EFR applications will not be accepted. Candidates who have paid the examination fees will be refunded by the HKEAA once the SFO has confirmed their eligibility for EFR.

4. LONDON EXAMINATIONS, EDEXCEL GENERAL CERTIFICATE OF EDUCATION (GCE) CHINESE

4.1. ENTRY REQUIREMENTS: No specific requirements.

4.2. EXAMINATION TIMETABLE

The examination timetable is available to be downloaded from the HKEAA’s website (http://www.hkeaa.edu.hk/en/IPE/gce_gcsedigcse_ial/gce/index.html). The Chinese Unit 1 (6CN01) Speaking Test will be held in mid to late April 2017. Candidates will be notified of the examination details in late March 2017.

It is the candidates’ responsibility to check carefully the relevant examination timetables (including GCE / IAL / IGCSE / GCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combinations 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 for subjects that are cancelled are NOT refundable and NOT transferable from one examination to another or from one candidate to another.
the subjects affected. Examination fees paid for subjects that are cancelled are NOT refundable and NOT transferable from one examination to another or from one candidate to another.

4.3. EXAMINATION FEES

<table>
<thead>
<tr>
<th>School Candidates</th>
<th>Normal Examination Fee</th>
<th>Subsidized Examination Fee (b)</th>
<th>Half Fee Remission (c)</th>
<th>Full Fee Remission (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>London GCE Chinese A-Level all 3 Units</td>
<td>$4,980</td>
<td>$595</td>
<td>$297</td>
<td>$0</td>
</tr>
<tr>
<td>London GCE Chinese AS-Level Unit 1 and Unit 2</td>
<td>$3,320</td>
<td>$595</td>
<td>$297</td>
<td>$0</td>
</tr>
<tr>
<td>London GCE Chinese A-Level Unit 1 or Unit 2 and Unit 3</td>
<td>$3,320</td>
<td>$595</td>
<td>$297</td>
<td>$0</td>
</tr>
<tr>
<td>London GCE Chinese AS-Level Unit 1</td>
<td>$1,660</td>
<td>$298</td>
<td>$149</td>
<td>$0</td>
</tr>
<tr>
<td>London GCE Chinese AS-Level Unit 2</td>
<td>$1,660</td>
<td>$298</td>
<td>$149</td>
<td>$0</td>
</tr>
<tr>
<td>London GCE Chinese A-Level Unit 3</td>
<td>$1,660</td>
<td>$595</td>
<td>$297</td>
<td>$0</td>
</tr>
</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.

(b) NCS school candidates meeting the specified circumstances as stated in the Circular are eligible for the subsidized examination fee for the stipulated number of entries. The subsidized examination fee is $595 for taking A-Level Unit 3/ A-Level Unit 1 or Unit 2 and Unit 3/ A-Level all units/ AS-Level Unit 1 and Unit 2 of the GCE Chinese examination in one examination series in 2017. The subsidized examination fee is $298 for taking either AS-Level Unit 1 or Unit 2 of the GCE Chinese examination in 2017.

(c) NCS school candidates who are eligible for full or half level of assistance as assessed by the SFO in the school year 2016/17 for full or half examination fee remission (EFR) and meet the specified circumstances as stated in the Circular are eligible for remission of the subsidized examination fee. Candidates receiving half grant will need to pay $297 for taking A-Level Unit 3 or taking all units or taking AS-Level Unit 1 and Unit 2 or taking A-Level Unit 1 or Unit 2 and Unit 3 in one examination series while candidates receiving half grant will need to pay $149 for taking either AS-Level Unit 1 or Unit 2 of the GCE Chinese examination in 2017. Candidates receiving full grant will not need to pay any examination fees.

(d) An eligible NCS school candidate may receive late Eligibility Certificate (EC) or notification for adjustment of assistance level confirming that the candidate has become eligible for EFR and the eligibility level he / she has been assessed. They should notify the Registration Office through their respective schools and apply for EFR. Such supplementary EFR applications should be submitted on or before 20 January 2017, or within 1 month after the issue of the EC or notification for adjustment of assistance level, whichever is later. Late EFR applications will not be accepted. Candidates who have paid the examination fees will be refunded by the HKEAA once the SFO has confirmed their eligibility for EFR.

4.4. CASHING-IN

Once a candidate has entered for the appropriate set of units, an entry may then be made for the Advanced Subsidiary / Advanced Level 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, i.e. 8CN01 for AS-Level Chinese, 9CN01 for A-Level Chinese.

<table>
<thead>
<tr>
<th>Cash-in Code</th>
<th>Subject Title</th>
<th>Units Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>8CN01</td>
<td>AS-Level Chinese</td>
<td>AS-Level Unit 1(6CN01) and Unit 2(6CN02)</td>
</tr>
<tr>
<td>9CN01</td>
<td>A-Level Chinese</td>
<td>AS-Level Unit 1(6CN01), AS-Level Unit 2(6CN02) and A-Level Unit 3(6CN03)</td>
</tr>
</tbody>
</table>

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 entry. Results of UNITS taken will be issued to candidates on the Individual Candidate Statements of Results. If a cash-in code has been quoted at the time of entry, SUBJECT results at AS or AL will also be issued.

DO NOT LOSE THIS SET OF INSTRUCTIONS / TIMETABLE
KEEP IT FOR FUTURE REFERENCE