

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
PEARSON EDEXCEL / CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION
GCE / IGCSE / GCSE (CHINESE) – MAY / JUNE 2019
NOTES FOR SCHOOL CANDIDATES ENTERING FOR CHINESE EXAMINATIONS

Please read and ensure you have understood these instructions and the Notice for Candidates Regarding the Edexcel International GCSE 9-1 Grading Scale Change and Letter for Disruption to the Taking of Examinations due to Adverse Weather issued by Examination Board carefully before completing the Entry Form. The Hong Kong Examinations and Assessment Authority (HKEAA) cannot be held 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 (NOT applicable for Pearson Edexcel GCSE Chinese Examinations). They should first obtain the school code through their school heads. They should upload their valid Hong Kong Identify Cards or other identification documents and settle the payment online. Examination fees must be settled **on or before 6 December 2018 (10:00 p.m.)**.

School candidates who wish to apply for subsidized examination fee for taking the GCE / IGCSE / GCSE Chinese Examinations (see 1.2) **MUST** submit their completed Entry Forms, Supplementary Entry Forms for Application for Subsidized Examination Fee and photocopy of your valid Hong Kong Identity Card or other identification document through their school / organization to the HKEAA in paper copies instead of online. Application for subsidized examination fee, if applicable, will not be considered for those who do not submit properly completed Supplementary Entry Form.

School candidates should check with your participating school / organization for eligibility and registration details. School 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. The examination fees must be settled when the Entry Forms are submitted. Candidates with special needs and disabilities requiring special arrangements should contact the HKEAA and submit the completed application form **on or before 21 January 2019**.

- (a) **Online Registration** (Website: online.hkeaa.edu.hk. NOT applicable for Pearson Edexcel GCSE Chinese Examinations)
Registration Period: 20 November 2018 (8:30 a.m.) – 6 December 2018 (10:00 p.m.)
- (b) **In-person Registration**
Registration Period: 29 November 2018 – 5 December 2018 (Monday – Friday: 8:30 a.m. – 5:30 p.m. (Without Lunch Break); Saturday: 9:00 a.m. – 12:00 nn (During registration period only)
Registration Office: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon.
Enquiries: 3628 8761 (Telephone) / 3628 8790 (Fax) / ie3@hkeaa.edu.hk (Email)

1.2. APPLICATION FOR SUBSIDIZED EXAMINATION FEE

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: 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.

Eligible NCS school candidates taking the 2019 GCE / IGCSE / GCSE Chinese Examinations shall pay the subsidized examination fee on par with that of the 2019 HKDSE (Chinese Language) Examination as stipulated overleaf, while the Education Bureau will top up the difference in fees between these examinations and the subsidized examination fee payable by school candidates.

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 mentioned Chinese Language examinations in the 2018 /19 school year will be waived accordingly. As such, eligible NCS school candidates entering for the Pearson Edexcel GCSE (Chinese) Examination, Pearson Edexcel IGCSE (Chinese) Examination, Cambridge International IGCSE (Chinese) Examination, Pearson Edexcel GCE AS-Level (Chinese) Examination and Pearson Edexcel GCE A-Level (Chinese) Examination in May / June 2019 series are not required to pay the examination fees which are listed in the respective table overleaf. 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.

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 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 **21 January 2019**. 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 **21 January 2019**. (*Online Registration system for late entry will be suspended from 5:31pm, 31 December 2018 to 11:59pm, 31 December 2018.*)
- (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 / and language option should be submitted to the HKEAA on or before **21 January 2019**. **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 / and language option will be accepted after **21 January 2019**. It is the candidates' responsibility to ensure any addition / change of subjects / units will not result in timetable clash.

- (d) **Withdrawal:** Candidates must submit a written request for any withdrawal to the HKEAA. 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. Candidates are not allowed to sit any of the examination(s) already withdrawn.

1.4. SYLLABUS AND PAST QUESTION PAPERS

The syllabuses may be downloaded from the websites (Pearson Edexcel: www.edexcel.com; Cambridge Assessment International Education: www.cambridgeinternational.org/). The syllabuses and past question papers for Pearson Edexcel are available for sale at Edexcel Publications, Adamsway Road, Mansfield, Notts, NG18 4FN, United Kingdom; while that for Cambridge Assessment International Education are available for sale at Cambridge Assessment International Education, 1 Hills Road, Cambridge CB1 2EU, United Kingdom. The past questions papers and syllabuses of the mentioned examinations are also available for sale at the Publications Unit, HKEAA, G/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. Please read the syllabuses 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:

- assisting tertiary institutions and other government / public organizations in their admissions processes;
- assisting tertiary institutions and other government / public organizations in respect of their requests for information in granting scholarships;
- 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;
- certifying candidates' examination results in response to legitimate requests;
- processing any refund or payment in relation to the examination;
- conducting and assisting tertiary institutions and other government / public organizations to conduct educational research and analysis;
- conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
- 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.*

1.6. TIMETABLE

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 combination of subjects. Special arrangements are charged services. 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.**

1.7. CANDIDATE ENTRY INFORMATION CHECKLIST

The Candidate Entry Information Checklist will be sent to school candidates through their participating schools / organizations in early February 2019. Candidates should check if the information, which will be used for examination arrangements and certification of results, is correct. If amendments are required, they are advised to inform the HKEAA in writing before mid-February 2019. Candidates who have not received their Candidate Entry Information Checklist in mid-February MUST contact their participating schools / organizations or the HKEAA.

1.8. 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 HKEAA. The examination venue, date and local starting time for each examination will be indicated on the Admission Form. Assignment of examination venues is based on the candidature of the papers, availability and capacity of the venues. Examination 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.

1.9. RESULTS AND CERTIFICATES

The results statements will be sent to school candidates through participating schools / organizations in August 2019. Candidates who have not received their results by the end of August 2019 MUST contact their participating schools / organizations or the HKEAA. Candidates

may apply for the Enquiries About Results (EAR) services in accordance with the procedures, fees and deadlines to be announced after the results day. The certificates, if applicable, will be available around November 2019 which will be sent to private candidates by post or school candidates through their participating schools / organizations. Candidates who have not received their certificates should contact the HKEAA to track the delivery status within 5 months after mail; otherwise, the certificates will be regarded as successfully received by the candidates. Certificates unclaimed for 5 months after mail will be returned to the Examination Board without further notice. After that, request for lost or unclaimed certificates will have to be made directly with the Examination Board by the candidates as applications for replacement certificates. Fees will be charged by the Examination Board. Candidates should inform the HKEAA in writing of their new address and contact telephone number if their address has been changed. The HKEAA cannot accept the responsibility for any possible loss, delay or damage in mail causing the need of requesting for replacement certificates. The HKEAA cannot reproduce certificates in any form. 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 mentioned Chinese examinations in May / June 2019 will NOT be able to meet JUPAS's deadline for submission of these alternative qualifications in Chinese Language for JUPAS 2019 cycle. In other words, they are advised to take the mentioned examinations at least one year in advance.

1.10. 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 reasonable 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 terms and conditions of the related policies of the Examination Board. If candidates are considered as having missed a timetabled component / unit for acceptable reasons by the Examination Board, aegrotat marks (calculated marks based on the candidates' performance in other papers they have sat) may be issued to eligible candidates*; otherwise, a "zero mark" will be given instead.

*Application and eligibility requirements of special consideration are provided on the website of the Examination Board (<https://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/special-consideration.html>).

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. PEARSON 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 Pearson Edexcel, the Examination Board, can enter their students for GCSE Chinese examination via the HKEAA.

2.2. EXAMINATION TIMETABLE

Speaking Assessments

1CN0/2H (Paper 2) speaking assessment is conducted internally by participating schools / organizations and externally marked by the Examination Board. The deadline of submitting examination materials for speaking assessments to the HKEAA is **2 May 2019**.

External Examinations

Examination Date	Starting Time	Paper No	Subject Name	Time
22 May 2019 (Wed)	4:30 pm	1CN0/1H	Chinese Paper 1H Listening	Approx. 45 mins
22 May 2019 (Wed)	Consecutive section	1CN0/3H	Chinese Paper 3H Reading	1 hour 5 mins
3 June 2019 (Mon)	7:30pm	1CN0/4H	Chinese Paper 4H Writing	1 hour 25 mins

2.3. EXAMINATION FEES

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

Component Units	Normal Examination Fee (Without EDB Subsidy)	Subsidized Examination Fee	Net Examination Fee for Eligible NCS School Candidates after the Waiver
All 4 Units (Cantonese / Mandarin)	\$1,635	\$644	\$0

2.4. CANTONESE AND MANDARIN SPEAKERS

Pearson Edexcel GCSE Chinese accommodates learners of Cantonese or Mandarin. Where listening is tested, recordings are provided in Cantonese as well as Mandarin to cater for different learner needs. Similarly, the speaking assessments are suitable for both Cantonese and Mandarin speakers. Candidates entering Language Option HC (Cantonese) for Paper 1 (1CN0/1H) and Paper 2 (1CN0/2H) will be examined in Cantonese. Candidates entering for Language Option HM (Mandarin) Paper 1 (1CN0/1H) and Paper 2 (1CN0/2H) in Mandarin.

3. CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION / PEARSON 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 at the HKEAA's website (http://www.hkeaa.edu.hk/en/IPE/gce_gcse_igcse_ial/igcse/index.html).

The speaking test of Pearson Edexcel IGCSE Chinese Examination Paper 3 (4CN1/03) will be held in late March to mid April 2019. Candidates will be notified of the examination details in mid-March 2019.

3.3. EXAMINATION FEES

Chinese Examinations	Normal Examination Fee (Without EDB Subsidy)	Subsidized Examination Fee	Net Examination Fee for Eligible NCS School Candidates after the Waiver
Cambridge International IGCSE	\$1,495	\$644	\$0
Pearson Edexcel IGCSE	\$2,860	\$644	\$0

4. PEARSON EDEXCEL GENERAL CERTIFICATE OF EDUCATION (GCE) CHINESE

4.1. **ENTRY REQUIREMENTS:** No specific requirements.

4.2. EXAMINATION TIMETABLE

The examination timetable is available at the HKEAA's website (http://www.hkeaa.edu.hk/en/IPE/gce_gcse_igcse_ial/gce/index.html). The legacy modular specification Chinese Unit 1 (6CN01) and the new linear specification Paper 3 (8CN0/03 and 9CN0/03) speaking tests will be held in mid to late April 2019. Candidates will be notified of the examination details in early April 2019.

4.3. EXAMINATION FEES

Chinese Examinations	Component Paper / Unit	Normal Examination Fee (Without EDB Subsidy)	Subsidized Examination Fee	Net Examination Fee for Eligible NCS School Candidates after the Waiver
Pearson Edexcel GCE A-Level (Legacy modular specification for eligible re-sit candidates ONLY) ^ *	All 3 Units	\$5,370	\$644	\$0
	A-Level Unit 3 only	\$1,790	\$644	\$0
	A-Level Unit 1 or Unit 2 and Unit 3	\$3,580	\$644	\$0
Pearson Edexcel GCE AS-Level (Legacy modular specification for eligible re-sit candidates ONLY) ^ *	AS-Level Unit 1 or Unit 2	\$1,790	\$322	\$0
	AS-Level Unit 1 and Unit 2	\$3,580	\$644	\$0
Pearson Edexcel GCE A-Level (New linear specification) *	Paper 1, Paper 2 and Paper 3	\$5,610	\$644	\$0
Pearson Edexcel GCE AS-Level (New linear specification) *	Paper 1, Paper 2 and Paper 3	\$3,725	\$644	\$0

^ Only those existing candidates who have previously sat the unit(s) for Pearson Edexcel GCE AS / A Level Chinese examination(s) and entered respective cash-in code(s) are eligible for final re-sit opportunity at their legacy modular specifications in May / June 2019 series. Candidates must submit documentary evidence (e.g. copy of result statement(s) and / or certificate(s)) to prove their eligibility together with this Supplementary Form. AS-level candidates will also not be allowed to enter A-Level units to achieve A-Level qualification in May / June 2019. Ineligible candidates may consider taking Pearson Edexcel GCE AS / A Level Chinese examination(s) at new linear specification instead as appropriate.

* Candidates can only enter either legacy modular specification or new specification for Chinese examinations but not both in May / June 2019.

4.4. CASHING-IN (FOR LEGACY MODULAR SPECIFICATION ONLY)

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.

Cash-in Code	Subject Title	Units Required
8CN01	AS-Level Chinese	AS-Level Unit 1(6CN01) and Unit 2 (6CN02)
9CN01	A-Level Chinese	AS-Level Unit 1(6CN01), AS-Level Unit 2 (6CN02) and A-Level Unit 3 (6CN03)

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 Candidate Statements of Provisional Results. Only if a cash-in code has been marked 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**