HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
CAMBRIDGE INTERNATIONAL EXAMINATIONS
GENERAL CERTIFICATE OF EDUCATION (GCE) – OCTOBER/NOVEMBER 2017
NOTES FOR PERSONS ENTERING THE 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. ENTRY REQUIREMENTS: No specific requirements.

2. SUBMISSION OF ENTERIES

School Candidates
Candidates are strongly advised to submit their registration online (online.hkeaa.edu.hk) during below registration period. They should first obtain the school code through their school.

(a) For registration in person (or through a representative), a demand note will be issued at the time of registration.

(b) For registration by post, to safeguard against any possible loss or delay in mail, applicants are advised to send their entries by post in good time. The HKEAA will not be responsible for any loss or delay in the mail.

Candidates are not permitted to make any changes to their entries. Application for addition/change of subjects should be submitted to the Registration Office on or before the examination date of the withdrawn subject.

3. EXAMINATION FEES

Examination fees paid are not refundable and not transferable from one examination to another or from one student to another.

For candidates who may require updating of the same subject(s) took in the May/June examination, the registration procedure will be different.

Please consult the HKEAA for details.

4. ADDITIONAL CHARGE OF SUBJECTS

Candidates may submit their completed entry forms in person or as a representative. They should refer to the HKEAA for verification of entry.

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6. 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 Registration Office on or before 21 July 2017. If the application is accepted, a supplementary fee for in addition to the examination fees will be levied for each entry. No late entries will be accepted after 21 July 2017.

(c) Subject transfer: If the application is accepted, a supplementary fee for in addition to the examination fees will be levied for each entry. No addition/change of subjects will be accepted after 21 July 2017. It is the candidates’ responsibility to ensure any addition/change of subjects will not result in inelimable clash.

7. PERSONAL DATA

Personal data of candidates is used by the HKEAA and the Examination Board for delivery of examination and assessment services. Personal data will be used for the above purposes or other directly related purposes, including governments/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 processing, registration process, dispatch of examination documents, and the capture, disposal or other processing of data.

8. TIMETABLE

A timetable showing the available print-off exam series will be available on the HKEAA website. Candidates are strongly advised to check carefully the relevant examination timetables (including GCE/GCSE) before submitting entries 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 student to another.

9. 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 August 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-August 2017. Candidates who have not received their candidate Entry Information Checklists in mid-August MUST contact their participating schools/organizations or the Registration Office.

10. 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 Registration Office.

11. RESULTS

The results will be announced around 1 January 2018. 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 2018 MUST contact their participating schools/organizations or the Registration Office.

12. UNFORSEEABLE 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 trouble, riot, fire, war, civil commotion, earthquake, epidemic, earthquake, epidemic, epidemic, epidemic, or by any cause that is reasonably unforeseeable and beyond the reasonable control of Examination Board or the HKEAA.

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

UC Code Range 06177