

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION  
GENERAL CERTIFICATE OF EDUCATION (GCE) – MAY / JUNE 2019

NOTES FOR PERSONS ENTERING FOR THE EXAMINATIONS

Please read and ensure that you have understood these instructions carefully before completing the entry form. The Hong Kong Examinations and Assessment Authority (HKEAA) cannot be held responsible for incorrect entries.

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

2. **SUBMISSION OF ENTRIES**

School Candidates

Candidates are strongly advised to submit their registration online ([online.hkeaa.edu.hk](http://online.hkeaa.edu.hk)) during below registration period. They should first obtain the school code through their school heads. They should upload the image of their valid Hong Kong Identity 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.) for candidates using online registration only**. Alternatively, candidates may submit their registration by completed entry forms through their school heads. The in-person registration deadline for school candidates is **5 December 2018**.

Private Candidates

(a) Online Registration

Candidates are strongly advised to submit their registration online ([online.hkeaa.edu.hk](http://online.hkeaa.edu.hk)) during below registration period. They should upload the image of their valid Hong Kong Identity Cards or other identification documents for checking at the time of registration. Examination fees must be settled online **on or before 6 December 2018 (10:00 p.m.)**.

(b) Registration In-person (or through a representative)

Candidates may submit their completed entry forms in-person or by a representative. They should show and bring along a photocopy of their valid Hong Kong Identity Cards or other identification documents for checking at the time of registration. If the completed entry form is submitted by a representative, the representative should also bring along a photocopy of the candidate's valid Hong Kong Identity Card or other identification document for checking which will be destroyed after the examinations are concluded. Please refer to the table below for the registration schedule.

(c) Registration by Post

Please mark "Cambridge GCE" on the envelope when sending the completed entry form to the HKEAA by post. You should also enclose a photocopy of your valid Hong Kong Identity Card or other identification document (which will be destroyed after the examinations are concluded) and a stamped and self-addressed return envelope so that the demand note for examination payment can be sent to you for settlement. Cheques or cash must **NOT** be enclosed with the entry form. The entry form should reach the HKEAA during the following postal registration period. If the demand note is not received **before 29 November 2018**, you must contact the HKEAA at 3628 8761 / 3628 8787 and register in-person before the registration closing date. **Please ensure that sufficient postage is paid to avoid unsuccessful delivery. The sender will bear any consequences arising from not paying sufficient postage.** The HKEAA cannot accept responsibility for entry forms or demand notes lost in the post. To safeguard against any possible loss or delay in mail, candidates are advised to send their entries by post in good time.

Registration Office	Registration Period		
	Online Registration	By Post	In-person
International and Professional Examinations Division Hong Kong Examinations and Assessment Authority San Po Kong Office 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon Enquiries: Tel. 3628 8761 / 3628 8787 or Fax. 3628 8790	20 November 2018 (8:30 a.m.) to 6 December 2018 (10:00 p.m.)	20 to 27 November 2018	29 November to 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)

Candidates are advised to submit their entries as early as possible in order to avoid the rush in the last few days. 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**.

3. **EXAMINATION FEES**

	School Candidates	Private Candidates
Each Advanced Level Subject	\$ 2,465	\$ 2,465
Each Advanced Subsidiary Level Subject (except French and Spanish Language)	\$ 1,625	\$ 1,625
Each Advanced Subsidiary Level Subject (French and Spanish Language)	\$ 2,340	\$ 2,340
Each Ordinary Level Subject	\$ 1,620	\$ 1,620

For registration in-person (or through a representative), a Demand Note will be issued at the time of registration. For postal registration, a demand note will be sent to the candidate by mail as detailed in 2(c). Payment may be made at any Hang Seng Bank branch or through Automated Teller Machine (ATM). Detailed payment instructions are printed on the reverse side of the demand note. **Candidates who do not submit their registration online are strongly recommended to settle the examination fees through ATM in order to facilitate further processing.**

**Fees must be paid on or before the date printed on the Demand Note (6 December 2018) for candidates who registered by post or in-person only.** Candidates should keep their original receipts as evidence of payment. If payment of examination fees is not made by that date, entries are accepted at the discretion of the HKEAA and a supplementary fee in addition to the examination fees will be levied.

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. If paying by cheque, candidates should write your demand note number at the back of the cheque.

4. **SYLLABUSES AND PAST QUESTION PAPERS**

The syllabuses may be downloaded from the website: [www.cambridgeinternational.org/](http://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. Syllabuses and question papers 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.

5. **SUBJECTS**

Candidates must check the requirements and conditions of entry for various subjects and keep themselves abreast of the latest changes on the Cambridge Assessment International Education website ([www.cambridgeinternational.org/](http://www.cambridgeinternational.org/)). No refunds or adjustments to the candidate's examination schedule will be made as a result of entries which do not comply with the information on the Cambridge Assessment International Education website. The following is a convenient highlight for reference only.

- (a) English Language (A-Level) must not be taken with English Language (AS-Level) in the same examination series.
- (b) History (A-Level) must not be taken with History (AS-Level) in the same examination series.

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 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 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 / 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 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 / change of subjects will be accepted after **21 January 2019**. 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 subjects. Candidates are not allowed to sit any of the examination(s) already withdrawn.

7. **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.*

## 8. TIMETABLE

A timetable showing the subjects available in HKEAA is attached. **It is the candidates' responsibility 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. 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 are NOT refundable and NOT transferable from one examination to another or from one candidate to another.

The French and Spanish Language Paper 1 Speaking Test will be held in early to mid-April 2019 on weekdays, weekends or public holidays subject to the candidature, availability of examination venues and teacher examiners. Speaking Test will be audio-recorded as per examination regulation. The notification of the examination dates, time and venues will be sent to private candidates by post or school candidates through their participating schools / organizations in mid-March 2019.

## 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 early February 2019. Candidates should check if the information, which will be used for the 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 2019 MUST contact their participating schools / organizations or the HKEAA.

## 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 HKEAA. The examination venue, date and local examination 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 / duration may be held in the same examination venue. Request of change of examination venue will not be accepted normally unless under very extreme circumstances.

## 11. RESULTS AND CERTIFICATES

The result will be available around mid-August 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 early September 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.

## 12. 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 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.

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