

**Cambridge Assessment International Education GCE – October / November 2018
Application for Enquiries About Results (EAR) Services**

I give consent to the Hong Kong Examinations and Assessment Authority to request for Enquiries About Results (EAR) services for the subject(s) / paper(s) listed below:

Subject Code	Subject Title	Paper No.	Service Type (Service 1 / 1S / 2 / 2S)

Means to receiving the outcome letter (Please put a tick “ v ” in the appropriate box)

In-person / By post (Address: _____)

Contact Telephone No.: _____

In giving consent, I understand that the final subject grade to be awarded to me following the EAR and any subsequent appeal may be higher than or the same as the subject grade which was originally awarded to me. I have read and agreed to the Notes on Application of the Enquiries About Results (EAR) Services for the examination.

I understand that the application will only be valid if payment of the service fee(s) is settled at the Publications Unit of the Hong Kong Examinations and Assessment Authority (HKEAA) San Po Kong office on the day of submitting the application.

Name in BLOCK Letters

Candidate's Signature

Date

FOR OFFICE USE**UC GCE – October / November 2018****Application for Enquiries About Results (EAR) Services**

EAR

Centre No. :		Service Fee (HK\$) (1)	No. of Papers (2)	Amount (HK\$) (PLU 660) (1x2)	
Candidate No. :					
		Service 1	@\$405		
		Service 1S	@\$730		
		Service 2	@\$875		
		Service 2S	@\$1,245		
				Total:	

M - EA(IE)3

Date

<PU>

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY**Cambridge Assessment International Education GCE October / November 2018****Application for Enquiries About Results (EAR) Services**

Application Number

EAR

Received the sum imprinted

Candidate Name: _____

Centre / Candidate No.: _____ / _____

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

Cambridge Assessment International Education GCE / IGCSE – October / November 2018

Notes on Application for Enquiries About Results (EAR) Services

Enquiries About Results (EAR) Services	Fees per candidate per paper		Deadline
	GCE	IGCSE	
Service 1 – Clerical Re-check ^{Note 3}	HK\$405	HK\$360	19 February 2019
Service 1S – Clerical Re-check with Copy of Script ^{Note 4}	HK\$730	HK\$720	
Service 2 – Review of Marking ^{Note 5}	HK\$875	HK\$745	
Service 2S – Review of Marking with Copy of Script ^{Note 6}	HK\$1,245	HK\$1,105	

1. Candidates should submit the completed application form with the fees to the Hong Kong Examinations and Assessment Authority (HKEAA) San Po Kong Office (Address: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon) on or before the respective deadline specified above during office hours (Mon – Fri: 8:30am to 5:30pm; closed on Saturdays, Sundays and General Holidays).
2. The application will only be valid if payment of the service fees is settled at the Publications Unit of the HKEAA San Po Kong Office on the day of submitting the application. The payment may be made by EPS / Cheque (payable to “Hong Kong Examinations and Assessment Authority”) / credit card (incl. MasterCard, VISA, Union pay). The HKEAA should not be responsible if a candidate is later found ineligible for the EAR services applied or whose application is rejected by the Examination Board. The service fees paid are **NOT** refundable nor transferable from one examination to another / a later one or for other purposes.
3. Service 1 – clerical re-check will include the following checks:
 - all parts of the script were marked;
 - the marks were totalled correctly; and
 - the marks were recorded correctly.
4. Service 1S – the same as Service 1 and includes a copy of the script.
5. Service 2 (Not available for multiple-choice question papers) – review of the original marking will include the following checks:
 - the agreed mark scheme was applied correctly; and
 - the re-checks detailed in Service 1.
6. Service 2S (Not available for multiple-choice question papers) – the same as Service 2 and includes a copy of the script.
7. For multiple choices papers, only Services 1 and 1S are available. For GCE / IGCSE Speaking Tests, no EAR service is available.
8. The Examination Board cannot accept additional paper enquiries for the same candidate / subject at a later date. This means that a candidate who has already requested an EAR service for a paper of a subject is not eligible to apply for additional EAR service for other paper(s) of the same subject at a later date.
9. Each candidate can only request the same type of EAR service for the papers of the same subject.
10. The Examination Board cannot guarantee the date by which they will complete an enquiry. They will make every effort to complete the enquiry as soon as they are able and whenever possible they will communicate an outcome to the candidate through the HKEAA as soon as possible. Hence, there is no guarantee that the outcome of an enquiry can be issued in time for the candidate to apply for the next examination series.
11. Where there is a change in the mark, the subject grade may either remain the same or go up.
12. Refund procedures:
 - Candidates may apply for a partial refund of the service fee(s) paid **only if** the outcome of the EAR leads to a change in the subject grade.
 - For GCE, candidate will receive a refund of HK\$305 (Service 1) or HK\$630 (Service 1S) or HK\$775 (Service 2) or HK\$1,145 (Service 2S) for each paper.
 - For IGCSE, candidate will receive a refund of HK\$260 (Service 1) or HK\$ 620 (Service 1S) or HK\$645 (Service 2) or HK\$1,005 (Service 2S) for each paper.
 - Eligible candidates may complete and submit the refund form to apply for a refund.