1. **How to enter for the GCSE (Chinese) Examination?**

Candidates may enter for the examination through their schools/organizations who have successfully registered as a sub-centre with the examination board via the HKEAA. A list of GCSE (Chinese) Sub-centre is available for downloading from the HKEAA’s website (http://www.hkeaa.edu.hk/DocLibrary/ipe/gcse/Sub_centre_List.pdf)

For details of the application procedure/registration documents, please contact your school/organization.

2. **How many examination series are there in a year?**

The GCSE (Chinese) examination is held once a year in May and the registration is accepted in early December in the year preceding the examination held.

3. **How many units are there for the GCSE (Chinese)?**

There are 4 units, Listening (unit 1), Speaking (unit 2), Reading (unit 3) and Writing (unit 4). Candidates have to indicate their choices, Cantonese or Mandarin in taking Unit 1 (Listening) and Unit 2 (Speaking) when submitting their entries.

For unit 2 (Speaking) and unit 4 (Writing), candidates are assessed internally by the sub centres i.e. the schools/organizations they entered under controlled conditions. For unit 2 (Speaking), candidates need to undertake controlled assessments that are marked by the teacher of the sub-centre and moderated by the examination board. Unit 4 (Writing) is externally marked by the Examination Board. The sub-centres are required to submit the examination documents/ materials of these units for their candidates to the HKEAA in early May.

Unit 1 (Listening) and unit 3 (Reading) are externally assessed. The examination timetable is available at the HKEAA's website (www.hkeaa.edu.hk/en/IPE/gce_gcse_igcse_ial/gcse/).

4. **What kind of examination documents will be received after making the registration?**

The following examination documents are distributed to candidates via their school/organization:

(a) Candidate Entry Information Checklists for checking of personal particulars and entries (issue in February)
(b) Admission Forms stating the examination date/time and details of the examination venue (issue in two weeks before the examination commences)
(c) Candidate Statements of Provisional Results showing the grades and uniform marks (issue the end of August)
(d) The Certificates, the final confirmation of the results (issue in November).

Candidates who do not receive the documents by that time should contact their schools/organization for follow-up.

5. **If my name or date of birth shown on the Candidate Entry Information Checklist is different from the one shown on my official identification document, how can I make the amendment?**

Candidates should inform the HKEAA for amendment in writing via their school/organization by the end of February.

Candidate’s personal particulars shown on the Candidate Entry Information Checklist should be the same as those stated on the identification document. If they are found different in the examination, the invigilation personnel may have legitimate doubts about the candidate’s identity and will file a report to the Examination Board. It may affect the result release of the candidate.
6. What should I do if I need to change the language option (Cantonese/Mandarin) for unit 1 (Listening) and unit 2 (Speaking)?

Candidates should complete an Application for Change of Language Option Form which is available at the HKEAA’s website (http://www.hkeaa.edu.hk/tc/IPE/gce_gcsigce_ial/gcse/#5) and submit it to the HKEAA via the candidate’s school/organization before the closing date as stated in item 1.3(c) on the ‘Notes for School Candidates Entering for Chinese Examinations’. If the application is accepted, a supplementary fee will be levied. No change of language option will be accepted after the closing date.

7. Where can I get the information about the eligibility of my students for subsidized examination fee by the Education Bureau?

You may refer to the Education Bureau Circular No. 19/2012 of 7 December 2012 (http://applications.edb.gov.hk/circular/upload/EDBC/EDBC12019E.pdf) for details. For more information about the education support for Non-Chinese Speaking (NCS) students, please contact the Education Bureau or visit their website (www.edb.gov.hk/ncs)

8. How much is the examination fee if a student is eligible for subsidized examination fee?

The Education Bureau has made arrangements with the Authority to reduce the GCSE (Chinese) examination fee for eligible school candidates to a level on par with the Hong Kong Diploma of Secondary Education (HKDSE) (Chinese). For instance, the reduced examination fee for eligible candidates sitting for the 2015 GCSE (Chinese) examination is HK$567 for all 4 units. The examination fee of HKDSE is subject to annual review by the Authority.

9. Where can I get the information about the examination fee remission of the Student Finance Office, Working Family and Student Financial Assistance Agency?

For details regarding the full or half examination fee remission, please contact the Student Finance Office, Working Family and Student Financial Assistance Agency or visit their website (www.wfsfaa.gov.hk).

10. What are the application procedures of “subsidized examination fee”/“examination fee remission” for the GCSE (Chinese) examination?

You may complete a Supplementary Entry Form for Application for Subsidized Examination fee/Examination Fee Remission and mark the appropriate box in Part B on the form. The form should be signed and stamped the School Chop by the Head of the sub-centre you entered to certify that you have met the specified circumstances set by the Education Bureau/Student Finance Office, Working Family and Student Financial Assistance Agency. Such form should be attached to the School Candidates Entry Form when submitting the entries to the HKEAA.

11. What if I am subsequently found not eligible for “subsidized examination fee”/“examination fee remission”?

If you are subsequently found not eligible for subsidized examination fee/examination fee remission, you have to pay the normal examination fees required to the HKEAA within two weeks from receipt of the notice. Failure to do so may lead to cancellation of the entry and NO examination fees paid, if any will be refunded.

12. Will there be any refund of the examination fees if I withdraw from the examination after submitting the registration?

The examination fees or supplementary fees paid are NOT refundable nor transferable from one examination to another/a later one or for other purposes. Candidate who subsequently withdraws his/her entry, or is absent from the examination, will NOT be refunded.

For information about the subsidized examination fee/examination fee remission in retaking the examination, please contact the Education Bureau or Student Finance Office, Working Family and Student Financial Assistance Agency.