London Examinations, Edexcel GCSE (Chinese)
Questions Frequently Ask (for schools)

1. **We would like to present students to take the GCSE (Chinese) Examination. What should we do?**

   Only GCE/IAL/IGCSE participating schools of the HKEAA can apply as a sub-centre to enter their students for GCSE (Chinese) examination. Such schools must be on the registered school lists of the Education Bureau.

   A school may send the application to become a participating school to the HKEAA and attach a copy of the registration certificate and fees certificate issued by the Education Bureau to the application. If the application is successful, the school will receive a confirmation letter together with a unique login ID and a password for accessing the HKEAA’s extranet online facility which the school may download the entry documents and information disseminated by the Authority.

   The participating schools who apply as a sub-centre for GCSE (Chinese) should complete and submit an International Academic Centre Approval Form to the HKEAA before 1 September in the year preceding the examination for the examination board, Edexcel’s approval.

   Prior to the approval, Edexcel may arrange an one-off sub-centre inspection to ensure the school is suitable for teaching and conducting the controlled assessments of the examination specifications. As a sub-centre attached to the HKEAA, the application cost and the annual registration fee charged by Edexcel will be waived.

2. **What are the sub centres expected to do for their students?**

   The sub-centres have to submit the entries for their students to the HKEAA and the heads of the schools are required to sign and stamp the school chop on the Entry Forms as well as on the Supplementary Entry Form for Application for Subsidized Examination Fee/Examination Fee Remission, if any. They are also responsible for the accuracy and completeness of the entry data submitted to the HKEAA.

   The schools should collect all the examination documents such as Candidate Entry Information Checklists, Admission Forms, Candidate Statements of Provisional Results and the Certificates from the HKEAA and distribute them to their students in timely manner.

   The school teachers are required to conduct the controlled assessments (Unit 2 Speaking and Unit 4 Writing) for their students according to the instructions set by the Edexcel. The examination documents/materials for these units must be submitted to the HKEAA before the deadline.

3. **Where could we find the information for conducting the Controlled Assessments?**

   The following documents are available for downloading from the links:

   a) The Instructions for Conduct of the Controlled Assessments issued by the HKEAA
   (http://www.hkeaa.edu.hk/tc/IPE/gce_gcese_igcse_ial/gcse/#9)

   b) Specifications and sample assessments
   l#filterQuery=category:Pearson-UK:Category%2FSpecification-and-sample-assessments)

   c) Forms to be used in conducting the controlled assessments, Marking Guidance and Sample Task for the previous years.
   l#filterQuery=category:Pearson-UK:Category%2FControlled-assessments)

   d) Question Papers, Examiner Report and Mark Scheme
   l#filterQuery=category:Pearson-UK:Category%2FExam-materials)
4. Where can we 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).

5. 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.

6. Where can we 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).

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

The Head of sub-centre have to complete the Supplementary Entry Form for Application for Subsidized Examination Fee/Examination Fee Remission and mark the appropriate box in Part B on the form. The Head of the sub-centre should also sign and stamp the School Chop on the form to certify that the candidates presented have met the specified circumstances set by the Education Bureau/Student Finance Office, Working Family and Student Financial Assistance Agency. Such forms should be attached to the School Candidates Entry Forms when submitting the entries to the HKEAA.

8. What if a candidate is subsequently found not eligible for “subsidized examination fee” / “examination fee remission”?

If a candidate is subsequently found not eligible for subsidized examination fee/examination fee remission, the sub-centre has to pay the 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.

9. If my student leave my school or withdraws from the examination, will there be a refund of the examination fees paid?

The examination fees or supplementary fees paid are NOT refundable nor transferable from one examination to another / a later one or for other purposes. 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.