HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

Note: The Examinations and Assessment Authority (HKEAA) will not be responsible for incorrect entries.
Please read these instructions and other notes issued by the Examination Board attached carefully before completing the entry form. The Hong Kong Examinations and Assessment Authority (HKEAA) cannot be 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) during the registration period. They should first obtain the school code and password through the Hong Kong Examinations and Assessment Authority (HKEAA). They can then use these codes to submit their entries online. Examination fees must be settled on or before 20 September 2018 (10:00 p.m.) for candidates using online registration only. Alternatively, candidates may submit their registration by completed form post in good time. The in-person registration deadline for school candidates is 19 September 2018.

Private Candidates

In-person Registration
Candidates are strongly advised to submit their registration online (online.hkeaa.edu.hk) during the registration period. They should upload their valid Hong Kong Identity Card or other identification documents for checking at the time of registration. Examination fees must be settled on or before 20 September 2018.

(b) Registration In-person (or Through a representative)
Candidates may complete their entry forms in-person or by a representative. They should show their valid Hong Kong Identity Card or other identification documents for checking at the time of registration. If the entry form is submitted by a representative, the representative should also bring along a photocopy of the applicant’s valid Hong Kong Identity Card or other identification document for checking and verification purposes. Please refer to the table below for the registration schedule.

(c) Late Entry
Candidates should mark “Edexcel IGCSE” on the envelope when sending the entry form by post. You should also enclose a photocopy of your valid Hong Kong Identity Card or other identification document (which will be destroyed after verification) and a stamped and self-addressed return envelope so that the examination fees can be paid by post for the late entry. The examination fees and cash must NOT be enclosed with the entry form. The entry form must reach the HKEAA before the following post registration closing date. If the demand note is not received before 12 September 2018, you must contact the HKEAA at 3628 8761 / 3628 8778 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 office cannot accept the responsibility for entry fees 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
International and Professional Examinations Division
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
San Po Kong Office
5/F, 17 Tseuk Luk Street, San Po Kong, Kowloon
Tel: 3628 8761 / 3628 8778 or 3628 8785

Registration Period
Online Registration
By Post
In-person
6 September 2018
12 to 19 September 2018
Monday to Friday
3628 8761
8:30 am - 5:30 pm
(While without Lunch Break)
9:00 am - 12:00 pm
20 September 2018
(For Registration Fee)
(For Registration Fee)
(For Registration Fee)
6 to 11 September 2018
3628 8761
8:30 am - 5:30 pm
(While without Lunch Break)
9:00 am - 12:00 pm
20 September 2018
(For Registration Fee)
(For Registration Fee)
(For Registration Fee)

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 20 September 2018.

3. EXAMINATION FEES

School Candidates

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Special Needs/Disabilities</th>
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<tbody>
<tr>
<td>HKL 1.505</td>
<td>HKL 1.505</td>
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<tr>
<td>HKL 2.420</td>
<td>HKL 2.420</td>
</tr>
<tr>
<td>HKL 2.815</td>
<td>HKL 2.815</td>
</tr>
</tbody>
</table>

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 at the address shown on the completed form when the entry is accepted. Please ensure that sufficient postage is paid by post for the late entry. The examination fees and cash must NOT be enclosed with the entry form. The entry form must reach the HKEAA before the following post registration closing date. If the demand note is not received before 12 September 2018, you must contact the HKEAA at 3628 8761 / 3628 8778 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 office cannot accept the responsibility for entry fees 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.

4. SYLLABUSES AND PAST QUESTION PAPERS

For syllabuses and past question papers, please visit www.edexcel.com. The syllabuses, marking schemes and past question papers are available for sale at Edexcel Publications, Adamsway Road, Mansfield, Notts, NG18 4FN, 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. INADMISSIBILITY

Candidates must check the examination’s requirement and conditions of entry for various subjects and keep themselves abreast of the latest changes on the Edexcel website (www.edexcel.com) or the HKEAA website (www.hkeaa.edu.hk). Candidates are required to contact the Exam Board at Tel: 3628 0100, email: int.pptv@hkeaa.edu.hk or visit www.hkeaa.edu.hk if not. No refunds or adjustments to the candidate’s examination’s requirement and conditions of entry will be made as a result of entries which do not comply with the information on the Edexcel website. The following is a convenient guide for frequent reference.

(a) Candidates must complete all subjects in a series.
(b) AMAO (Art, Media and Performing Arts) Certificate must enter in the Foundation Tier If Higher Tier.
(c) The syllabus of the Foundation Tier paper are targeted at grades in the range C to G whereas grades A* to D for the Higher Tier paper.
(d) All of the subjects to be offered in January 2019 will be the final examinations. For details, please refer to the Edexcel International GCSE 9 – 1 Grade Change Notice.

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 make two entries for the same subject or examination series under the same or 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 20 September 2018. If the application is accepted, a supplementary fee of HK$ 200 in addition to the examination fees will be levied for the candidate.
(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. Changes in the order of subjects of any subjects will be submitted to the HKEAA on or before 20 September 2018. If the application is accepted, a supplementary fee of HK$ 200 in addition to the examination fees will be levied for the candidate.

7. PERSONAL DATA AND PRIVACY POLICY

Personal data of candidates are used by the HKEAA and the Examination Board for delivery of examination and assessment services. Please read 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 process your request or an assessment examination payment can be sent to you for settlement. Cheques or cash must also be submitted.

The HKEAA may also use the personal data of candidates to third parties for use for the above purpose or other directly related purposes, including government organizations, public administrations or educational institutions, banks for (processing refund or payment), and service providers providing various administrative or technical services to deliver the examination and assessment services including but not limited to data patching, registration process, dispatch of examination materials or resources and other information handling policies if necessary.

8. TIMETABLE

A timetable showing the subjects available is printed overleaf. It is the candidates’ responsibility to check carefully the relevant examination timetables (timetable and any addendum) before making entries so as to avoid timetable clash and other arrangements. Normally, no special arrangements will be made under such circumstances. Candidates who wish to sit for more than one examination series on the same day are advised to check and ensure that there are sufficient time intervals between examination sessions for travelling and taking rest. These examinations may be held at different examination centres required travelling. Examination fees paid for subjects that are cancelled are not refundable and not transferable from one examination to another or from one candidate to another.

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 October 2018. Candidates should check if the information is correct. If amendments are required, they should be informed to HKEAA on or before 20 September 2018. Candidates who have not received their Candidate Entry Information Checklist should contact their participating schools / organizations or the HKEAA.

ADMISSION FORMS

Admission Forms will be sent to private candidates by post or school candidates through their participating schools / organizations. Candidates who have not received their Candidate Entry Information Checklist MUST contact their participating schools / organizations or the HKEAA. The examination venue, date and local starting time for each examination will be indicated on the Admission Form. Assignment forms will be sent out to private candidates before the examination date and to school candidates after the examination date.

10. RESULTS

Results will be available around March 2019. Candidate Statements of Provisional 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 March 2019 MUST contact their participating schools / organizations or the HKEAA.

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, resulting from or in any way connected to any unforeseeable circumstances, whether due to normal unforeseeable circumstances or otherwise. It is considered that the demand note for examination payment can be sent to you for settlement. Cheques or cash must also be submitted.

*Application requirements of special consideration are provided on the website of the Examination Board (http://www.hkeaa.edu.hk/special). The same applies to candidates with special needs.

Note: The HKEAA will not be responsible 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, procedures or policies.

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