HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
LONDON EXAMINATIONS, EDXCEL
INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) – JANUARY 2018
NOTES FOR PERSONS ENGAGING FOR THE EXAMINATIONS

Please read these instructions carefully before completing the entry form. The Hong Kong Examinations and Assessment Authority (HKEAA) will not be responsible for incorrect entries.

1. ENTRY REQUIREMENTS: No specific requirements.

2. SUBMISSION OFENTRIES

Send to: 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 through their school heads. They should upload their valid Hong Kong Identity Cards or other identification documents and settle the payment before or on 20 September 2017. It can be settled on or before 20 September 2017. For candidates using online registration only. Alternatively, candidates may submit their completed registration forms through their school heads. The in-person registration deadline for school candidates is 19 September 2017.

Private Candidates

(a) Online 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 Cards or other identification documents for checking at the time of registration. Examination fees must be settled online during the registration period. If the demand note is not received before 14 September 2017, you must contact the HKEAA at 3628 8671 / 3628 8778 and register in person before the registration closing date as a claim for examination services which may be made as a result of entries which do not comply with instructions relating to examinations.

(b) Registration in person (or through a representative)

Candidates may submit their completed entry forms in person or by a representative. They should show their valid Hong Kong Identity Card or other identification document (with the photograph face up) 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 form should reach the Registration Office during the following postal registration period. If the demand note is not received before 14 September 2017, you must contact the HKEAA at 3628 8671 / 3628 8778 and register in person before the registration closing date as per above.

Payment may be made at any Hang Seng Bank branch or through Automated Teller Machine (ATM). It is recommended that candidates shake the relevant bank branch where payment is made. The information received by the HKEAA may be referred to the Examination Board for decision of examination fees and services for any of the abovementioned purposes or other directly related purposes. In general, upon completion of an examination or examination series and all the examination fees are paid, the HKEAA will transfer the 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.

The personal data of candidates may be disclosed to the concerned organizations or the Registration Office.

Candidates are advised to submit their entry forms as early as possible in order to avoid the rush in the last few days. Candidates with disabilities requiring special arrangements should contact the Registration Office and submit the complete application form on or before 20 September 2017.

3. EXAMINATION FEES

<table>
<thead>
<tr>
<th>Group A Subjects</th>
<th>£540</th>
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<tbody>
<tr>
<td>Accounting, Commerce, English Language (Specification A or B), English Literature, Mathematics (Specification A or B), Further Pure Mathematics, Physics, History, Biology and Human Geography</td>
<td>£3,235</td>
</tr>
<tr>
<td>Group B Subjects</td>
<td>£2,250</td>
</tr>
<tr>
<td>Economics, Economics (half or full)</td>
<td>£2,650</td>
</tr>
</tbody>
</table>

School Candidates: £1,440
Private Candidates: £1,440

Fee must be paid on or before the date printed on the Demand Note (20 September 2017) if candidates register by post or in-person only.

Candidates may make a payment of the examination fees 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.

Pass a candidate who subsequently withdraws his/her entry, or is absent from the examination, or whose entry is later cancelled will NOT be refunded. If payment by cheque, please write your name at the bottom of the cheque.

4. SYLLABUSES AND PAST QUESTION PAPERS

The syllabuses of the subjects are available from the web at www.edxcel.com. The syllabuses, marking schemes and past question papers are available for sale at Edxcel Publications, Adamsway House, Mansfield, Notts, NG18 4FN, United Kingdom. Syllabuses and question papers are also available for sale from.Hong Kong Examinations and Assessment Authority, 71, Ten Lok Street, San Po Kong, Kowloon. Please read the syllabuses CAREFULLY before making entries.

5. SUBJECTS

Candidates are listed in the entry form. Please check the requirements and conditions of entry for various subjects on the Edxcel website (www.edxcel.com). No refunds or adjustments to the candidate’s examination schedule will be made as a result of entries which do not comply with the regulations of the Edxcel website.

(a) Candidates entering for 4CH0 Mathematics (Double Award) must not enter for the 4B08 Biology, 4CH0 Chemistry and 4PH0 Physics in the same examinations series.

(b) 4MO Mathematics (Spec. A) is a two-tiered qualification. Candidates should enter at either Foundation Tier or Higher Tier. Questions in the Foundation Tier paper are targeted at grades in the range C to G whereas grades A* to D for the Higher Tier paper.

(c) Coursework, practical and oral communication of IGCSE subjects will not be offered to candidates.

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 may apply to add or delete one entry or to make one change among different subject entries. Dual entries will lead to the examination fees, and other examinations due to the candidate’s exam entry will not be responsible for incorrect entries. 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 Registration Office on or before 29 September 2017. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No refund of examination fees will be made for the cancelled entries.

(c) Amendment 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 Registration Office after 29 September 2017. 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 29 September 2017.

7. PERSONAL DATA

Personal data of candidates are used by the HKEAA and the Examination Board for delivery of examination services and other purposes. Whether you provide the personal data or not, it will not affect your right to apply for examinations. 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 and assisting tertiary institutions and other government/public organizations to conduct and assist in data analysis in an anonymous format in which the identities of the candidates are untraceable;

(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 personal data of candidates may be disclosed to the concerned organizations or the Registration Office.

CANDIDATE ENTRY INFORMATION CHECKLIST

The Candidate Entry Information Checklist will be sent to private candidates by post or school candidates through their principals. They should check carefully the relevant personal data submitted may also be used for the following purposes:

(a) certifying candidates’ examination results in response to legitimate requests;

(b) processing any refund or payment in relation to the examination;

(c) conducting and assisting tertiary institutions and other government/public organizations to conduct educational research and analysis;

(d) conducting and assisting tertiary institutions and other government/public organizations to conduct data analysis in an anonymous format in which the identities of the candidates are untraceable;

(e) 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.

If you have given your consent but wish to withdraw your consent for your personal data to be used for the purpose, please send a letter of request to the Registration Office.

8. TIMETABLE

A timetable showing the subjects available in Hong Kong is printed overleaf. Candidates are reminded to check correctly the relevant examination timetables (including IAL/IGCSE) before submitting entries so as to avoid timetable clashes among subjects entered and possible clashes with work commitments or other activities. Normally, no changes in time arrangements will be made after 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 travelling rest. These examinations may be held at different examination centres required travelling. Candidates will be responsible for payment of the travel costs.

Examination fees paid are not refundable and not transferable from one examination to another or from one candidate to another.

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 October 2017. Candidates who have not received the information should contact the Examination Board for information. All candidates must complete the dilemma checklist and return to the Registration Office before the application period.

10. ADMISSION FORM

Admission forms must be submitted 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 before the commencement date.

11. RESULTS

The results will be available around March 2018. Candidate Statements of Provisional Results will be sent to private candidates by post or school candidates through their schools/organizations. Candidates who have not received their results by the end of March 2018 MUST CONTACT their participating schools/organizations or the Registration Office.

12. UNFORESEEABLE CIRCUMSTANCES

Please DO NOT send to the Examination Board nor the HKEAA will be responsible for any non-performance of services when such non-performance has been caused by an act of God, labour strike, natural disaster, adverse weather, government action or intervention, not, or any cause not reasonably foreseeable and outside the control and research and analysing the Examination Board or the HKEAA. Postponement or cancellation of examination because of 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: Refunds are not paid to candidates by their contractors and subsidiaries in case of any damage, which are caused by, or arising from or 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.

LE-IGCSE RegNote – JAN 18