HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION
INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) – OCTOBER / NOVEMBER 2018
NOTES FOR PERSONS ENTERING 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 OF ENTRIES
Candidates are strongly advised to submit their registration online (online.hkeaa.edu.hk) during below registration period. They should first obtain their school code through their school heads. They should upload or submit the following documents, together with the completed entry form:
- The completed online entry form.
- Examination fees must be settled online on or before 12 July 2018 (10:00 p.m.)
- Alternatively, the completed entry form may be submitted by post

(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 Cards or other identification documents. If the candidate is the representative at the time of registration, the candidate 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) Registration by post
Please mark “Cambridge IGCSE” on the envelope when sending the completed 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 demand note for examination payment can be sent to you for settlement. Cheques or cash must NOT be enclosed with the entry form. The forms should reach the HKEAA during the following postal registration period. If the demand note is not received before 5 July 2018, you must contact the HKEAA at 3628 8761 / 3628 8787 and register in-person before the registration closing date. Please ensure that your email address is correct to receive helpful examination and assessment information.

International and Professional Examinations Division
Hong Kong Examinations and Assessment Authority
3628 8761 / 3628 8787 or
Fax. 3628 8790

Examination fees must be paid on or before 12 July 2018 (10:00 p.m).

3. EXAMINATION FEES

For candidates who wish to apply for retaking the same subject(s) in the May / June 2018 examination, the registration procedure will be different. Please contact the HKEAA for details.

4. SYLLABUSES AND PAST QUESTION PAPERS

The syllabuses and past question papers are available for sale at the Cambridge Assessment International Education, 1 Hills Road, Cambridge CB2 1JZ, United Kingdom. Syllabuses and question papers are also available for sale at all Hong Kong registered schools and Assessment Authority, G/F, 17 Tusen Lok Street, San Po Kong, Kowloon. Please read the syllabuses CAREFULLY before making entries.

5. SUBJECTS

(a) Candidates must check the requirements and conditions of entry for various subjects and keep themselves abreast of the latest changes on the Cambridge Assessment International Education website (www.cambriagedinternational.org). No refunds or adjustments to the candidate's examination schedule will be made if the candidate chooses to cancel his / her entry after the closing date.

(b) Several subjects have core and extended curricula available to candidates. Candidates should check which curriculum they plan to take and should upload or submit the correct version of the entry form. Questions in the core curricula are targeted at grades in the range C to G whereas Grades A* to A to G for the extended curricula.

(c) Coursework, practical and oral communication will not be offered to candidates, except the IGCSE 0502 French.

6. ENTRIES

(a) Early Entry: 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 submit more than one entry in the same examination whether for the same or for different subjects. Dual entries may lead to cancellation of either one or all entries. Examination fees will be made for the cancelled examination only.

(b) Late Entry: Application for late entry must be submitted to the HKEAA on or before 20 July 2018. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. No late entries will be accepted after 20 July 2018.

(c) Amendment of Changed of Subject Application for amendment of 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 HKEAA on or before 20 July 2018. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for each entry. Amendment of changed of subject application for examination series that has not yet been opened for entry under the examination regulations. The results of all new subjects will not result in timetable clash.

(d) Withdrawal or change of examination withdrawal of subjects is processed, it cannot be revoked. No refund of examination fees will be made for the withdrawn subjects. Candidates are not allowed to sit any of the examination(s) already withdrawn.

7. PERSONAL DATA

(a) Organization
Candidates are strongly advised to submit their registration on-line (www.hkeaa.edu.hk) during below 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 on or before 12 July 2018 (10:00 p.m).

(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 Cards or other identification documents. If the candidate is the representative at the time of registration, the candidate must 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.

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Examination fees must be paid on or before 12 July 2018 (10:00 p.m).

5 to 11 July 2018
8:30 am – 5:00 pm
9:00 am – 12:00 am

28 June 2018
28 June to
9:00 am – 5:00 pm
25 July to
(Monday – Friday)
(Weekend)
9:00 am – 12:00 am
12 July 2018
10:00 am
25 July to
9:00 am – 5:00 pm
28 June 2018
25 July to
9:00 am – 5:00 pm
11 July 2018

3628 8761 / 3628 8787

In the case of an act of God, labour strike, natural disaster, adverse weather, government action or intervention, riot, or any cause not reasonably foreseeable and beyond the reasonable control of Examination Board or the HKEAA, the Examination Board may postpone or cancel examinations due to unforeseeable circumstances. The Examination Board may also make examination adjustments in the light of any unforeseeable circumstances. Any special consideration may be granted as appropriate. Outcome of the special consideration is entirely up to the discretion of the Examination Board.

Note: The HKEAA, including their contractors and subcontractors, shall not be liable to anyone claiming 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, policies or procedures.

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