

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) – MAY/JUNE 2012

NOTES FOR PERSONS ENTERING FOR THE EXAMINATION

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 entry requirement is needed.

2. SUBMISSION OF ENTRIES

School Candidates

Candidates should submit their entry forms through their respective participating schools. Please check with your participating school for the registration details.

Private Candidates

(a) 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 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.

(b) Registration by post

Please mark "Cambridge 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, 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 30 November 2011**, you must contact HKEAA at 3628 8761/3628 8787 and register in person before the registration closing date. HKEAA office cannot accept responsibility for entry forms or demand notes lost in the post. To safeguard against any possible loss or delay in mail, applicants are advised to send their entries by post in good time.

Registration Office	Registration Period	
	By Post	In Person
International and Professional Examinations Division Hong Kong Examinations and Assessment Authority San Po Kong Office 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon Enquiries: tel. 3628 8761 / 3628 8787 or fax. 3628 8790	18 – 26 November 2011	1 – 7 December 2011 Monday – Friday: 8:30 am – 5:00 pm Saturday: 9:00 am – 5:00 pm (without lunch break)

The closing date of normal registration is 7 December 2011. Candidates are advised to submit their entries 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 as early as possible.

3. EXAMINATION FEES

	School Candidates	Private Candidates
Each IGCSE Subject [except French (Foreign Language)]	HK\$1060	HK\$ 1100
IGCSE French (Foreign Language)	HK\$ 1675	HK\$ 1715

Private Candidates

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 by mail as detailed in 2(b). Payment may be made at any Hang Seng Bank branch or through Automated Teller Machine (ATM). Detailed payment instructions are printed on the reverse side of the demand note.

Fees must be paid on or before the date printed on the Demand Note (13 December 2011). Candidates should keep their original receipts as evidence of payment. If payment of examination fee is not made by that date, entries are accepted at the discretion of HKEAA and a supplementary fee in addition to the examination fee will be levied.

Fees paid by a candidate who subsequently withdraws his/her entry, or is absent from the examination, or whose entry is later cancelled will **NOT** be refunded. Fees are not transferable from one examination to another/a later one or for other purposes.

If paying by cheque, please write your demand note number at the back of the cheque.

4. SYLLABUSES AND PAST QUESTION PAPERS

The syllabuses may be downloaded from the website: www.cie.org.uk. The syllabuses and past question papers are available for sale at the University of Cambridge International Examinations, 1 Hills Road, Cambridge CB1 2EU, United Kingdom. They are also available for sale at the Publications Unit, Hong Kong Examinations and Assessment Authority, G/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. Please read the syllabuses CAREFULLY before making entries.

5. SUBJECTS

- (a) English (First Language) may not be taken with English (Second Language) in the same examination series.
- (b) Several subjects have core and extended curricula available to Hong Kong candidates. Candidates have to decide which curriculum they would opt for and then blacken the appropriate circle on the entry form.
- (c) Coursework, practical and oral communication will not be offered to Hong Kong candidates, except the IGCSE 0520 French (Foreign Language).

6. ENTRIES

- (a) Dual Entries: A candidate may not submit more than one entry in the same examination whether for the same or for different subjects. Dual entries may lead to cancellation without prior notice. No refund of the examination fee will be made for the cancelled entries.
- (b) Late Entry: Application for late entry should be submitted to the Registration Office **before 27 January 2012**. If the application is accepted, a supplementary fee in addition to the subject fees will be levied for each entry. No late entries will be accepted after 27 January 2012.
- (c) Addition/Change of Subjects: Once the examination fees have been settled, candidates are not permitted to make any changes to their entries. Application for addition/change of subjects should be submitted to the Registration Office **before 27 January 2012**. If the application is accepted, a supplementary fee in addition to the subject fees will be levied for each entry. No addition/change of subjects will be accepted after 27 January 2012.
- (d) Withdrawal: Candidates must submit written request to the Registration Office. Approval of withdrawal is at the discretion of the examination board. No refund of examination fee will be made.

7. PERSONAL DATA

Personal data of candidates are used for delivery of the examination services. The entry data are supplied either by students through their schools or by private candidates responsible for their own entries. Whether you provide 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, HKEAA may not be able to accept your entry. The personal data submitted may also be used for:

- (a) assisting tertiary institutions and other government/public organizations in their processes for admissions purposes;
- (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; and
- (e) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable.

The Examination Board will process candidates' personal data. In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of a fee, to anyone who can establish his/her right to be informed of such data as are retained by HKEAA. Please also note that candidates' personal data/correspondence/other information received by the HKEAA may be referred to the Examination Board concerned. Candidates should approach the Examination Board direct for their personal data/information handling policies if necessary.

8. TIMETABLE

A timetable showing the subjects available in Hong Kong is printed overleaf. **Candidates are reminded to check carefully the relevant examination timetables (including GCE/IGCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects. Normally, no special arrangements will be made under such circumstances.** Candidates will be required to cancel the subjects affected. 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.

The 0520 French (Foreign Language) Paper 3 Speaking Test will be held in early April 2012. Candidates will be notified of the examination dates, time and venues through schools (school candidates) / by post (private candidates) in mid-March 2012.

9. CANDIDATE ENTRY INFORMATION CHECKLIST

The "Candidate Entry Information Checklist" will be sent through schools (school candidates) / by post (private candidates) in February 2012. Candidates should check if the information is correct. If amendments are required, they are advised to inform the Registration Office in writing before late February 2012.

10. ADMISSION FORM

Admission forms will be sent through schools (school candidates) / by post (private candidates). Private candidates who have not received their admission forms one week before the commencing date of the examination **MUST** contact the Registration Office.

11. RESULTS

In mid-August 2012, Statements of Results will be sent through schools (school candidates) / by post (private candidates).

12. 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 an act of God, labour strike, natural disaster, government action or intervention, riot, or any cause not reasonably foreseeable and beyond the reasonable control of Examination Board or the HKEAA.

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