HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION
INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) – MAY / JUNE 2020
NOTES FOR PERSONS ENTERING FOR THE EXAMINATIONS

Please read and ensure that you have understood these instructions before completing the entry form. The Hong Kong Examinations and Assessment Authority (HKEAA) cannot be held 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 through their school heads. They should upload the image of their valid Hong Kong Identity Cards or other identification documents and settle the payment online. Examination fees must be settled online on or before 6 December 2019 (5:30 p.m.) for candidates using online registration only. Alternatively, candidates may submit their registration by completed entry forms through their school heads. Those candidates who wish to apply for subsidised examination fees or examination fee remission for taking the IGCSE Chinese Examinations MUST submit their registration in paper copies instead of online. The in-person registration deadline for school candidates is 5 December 2019.

Private Candidates

(a) Online Registration

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 the image of their valid Hong Kong Identity Cards or other identification documents and settle the payment online. Examination fees must be settled online on or before 6 December 2019 (5:30 p.m.). Alternatively, candidates may submit their registration by completed entry forms through their school heads. Those candidates who wish to apply for subsidised examination fees or examination fee remission for taking the IGCSE Chinese Examinations MUST submit their registration in paper copies instead of online.

(b) Registration In-person (or through a representative)

Candidates may submit their completed entry forms in-person or by a representative. They should show and bring along a photocopy of 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 6 December 2019 (5:30 p.m.).

(c) Registration by Post

Please mark “Cambridge IGCSE” on the envelope when sending the completed entry form to the HKEAA by post. You should also enclose a photocopy of your valid Hong Kong Identity Card or other identification document (which will be destroyed after the examinations are completed). Please refer to the table below for the registration schedule.

<table>
<thead>
<tr>
<th>Registration Office</th>
<th>Registration Period</th>
<th>Registration Format</th>
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<tbody>
<tr>
<td>San Po Kong Office</td>
<td>21 November 2019 (8:30 a.m.) to 6 December 2019 (5:30 p.m.)</td>
<td>Online Registration</td>
</tr>
<tr>
<td></td>
<td>21 to 28 November 2019</td>
<td>By Post</td>
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<tr>
<td></td>
<td>29 November to 5 December 2019</td>
<td>In-person</td>
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<tr>
<td></td>
<td>Monday – Friday: 8:30 a.m. – 5:30 p.m. (Without Lunch Break)</td>
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<tr>
<td></td>
<td>Closed on Saturdays, Sundays and Public Holidays</td>
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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 January 2020.

3. EXAMINATION FEES

<table>
<thead>
<tr>
<th>Subject</th>
<th>School Candidates</th>
<th>Private Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each IGCSE Subject (except French (Foreign Language))</td>
<td>$1,550</td>
<td>$1,550</td>
</tr>
<tr>
<td>IGCSE French (Foreign Language)</td>
<td>$2,400</td>
<td>$2,400</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 by mail as detailed in (c). Payment may be made at any Hong Kong Bank branch or through Automated Teller Machine (ATM). Detailed payment instructions are printed on the reverse side of the demand note. Candidates who do not submit their registration online are strongly recommended to settle the examination fees through ATM in order to facilitate further processing.

Fees must be paid on or before the date printed on the Demand Note (6 December 2019) for candidates who registered by post or in-person only. Candidates should keep their original receipts as evidence of payment. If payment of examination fees is 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.

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, candidates should write the demand note number at the back of the cheque.

4. SYLLABUSES AND PAST QUESTION PAPERS

The syllabuses may be downloaded from the website: www.cambridgeinternational.org/. The syllabuses and past question papers are available for sale at the Cambridge Assessment International Education, 1 Hills Road, Cambridge CB1 2EU, United Kingdom. Please read the syllabuses CAREFULLY before making entries.

5. SUBJECTS

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.cambridgeinternational.org/). No refund or adjustments to the candidate's examination schedule will be made as a result of entries which do not comply with the information on the Cambridge Assessment International Education website. The following mandatory highlights are referred to for reference only.

(a) English (First Language) must not be taken with English (Second Language) in the same examination series.

(b) Several subjects have core and extended curricula available to candidates. Candidates have to decide which curriculum they would opt for and then blacken the appropriate circle on the entry form. Questions in the core curricula are targeted at grades in the range C to G whereas grades A* to A or A* to G for the extended curricula part.

(c) Coursework, practical assessment and oral communication will not be offered to candidates, except the IGCSE 0520 French.

(d) All of the subjects to be offered for registration under the HKEAA will follow the A* to G grading scale.

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 submit more than one entry in the same examination series whether for the same or for different subjects. Subject entries cannot be cancelled without prior notice. No refund of 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 January 2020. 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 January 2020 (Online Registration system for late entry will be suspended from 5:30pm, 31 December 2019 to 11:59pm, 31 December 2019).

(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. Candidates are not permitted to make any changes to their entries. Application for addition / change of subjects is not allowed before the HKEAA on or before 20 January 2020. 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 20 January 2020. It is the candidates’ responsibility to ensure any addition / change of subjects will not result in timetable clash.

(d) Withdrawal: Candidates must submit written request to the HKEAA. Approval of withdrawal is at the discretion of the Examination Board. Once 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

Personal data of candidates are used by the HKEAA and the Examination Board for delivery of examination and assessment services. Whether you provide the requested personal data is voluntary. However, if you fail to provide all of the data, or if any of the data are inaccurate or incomplete, the HKEAA may not be able to accept your entry or provide all or part of the examination and assessment services. 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 subsidisation, 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 educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
(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 HKEAA may also transfer the personal data of candidates to third parties for use for the above purpose or other directly related purposes, including government / public organizations, schools and educational institutions, banks (for processing refund or payment), and service or technical services to facilitate the delivery of the examination and assessment services including but not limited to data punching, registration process, dispatch of examination documents, and the capture, disposal or other processing of 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 the HKEAA. Please also note that candidates’ personal data / correspondence / other information received by the HK Exams may be referred to the Examination Board for the purpose of examination arrangements. Candidates concerned for delivery of examination and assessment services and for any of the abovementioned purposes or other directly related purposes. In general, upon completion of an examination or examination series and all the connecting examination services, the HK Exams will transfer all such 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.

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

8. TIMETABLE

A timetable showing the subjects available in the HK Exams is attached. It is the candidates’ responsibility to check carefully the relevant examination timetables (including IGCSE / GCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects. Special arrangements are charged services. Normally, no special arrangements will be made under such circumstances. Candidates who wish to sit 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 taking rest. These examinations may be held at different examination centres required travelling. Candidates will be required to cancel the subjects affected. Examination fees paid are NOT refundable and NOT transferable from one examination to another or from one candidate to another.

The 0520 French Paper 3 Speaking Test will be held in late March to mid-April 2020 on weekdays, weekends or public holidays subject to the candidate’s availability of examination venues and teacher examiners. Speaking Test will be audio-recorded as per examination regulation. The notification of the examination dates, time and venues will be sent to private candidates by post or school candidates through their participating schools / organizations in mid-March 2020.

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 early February 2020. Candidates should check if the information, which will be used for the examination arrangements and certification of results, is correct. If amendments are required, they are advised to inform the HK Exams in writing before mid-February 2020. Candidates who have not received their Candidate Entry Information Checklist in mid-February 2020 MUST contact their participating schools / organizations or the HK Exams.

10. ADMISSION FORM

Admission Forms will be sent 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 or the HK Exams. The examination venue, date and local examination starting time for each examination will be indicated on the Admission Form. Assignment of examination venues is based on the candidates’ ranking of the papers, availability and capacity of the venues. Examination of different papers / duration may be held in the same examination venue. Request of change of examination venue will not be accepted normally unless under very extreme circumstances.

11. RESULTS AND CERTIFICATES

The results will be available around mid-August 2020. Statements of 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 early September 2020 MUST contact their participating schools / organizations or the HK Exams. Candidates may apply for the Enquiries About Results (EAR) services in accordance with the procedures, fees and deadlines to be announced after the results day. The certificates, if applicable, will be available around November 2020 which will be sent to private candidates by post or school candidates through their participating schools / organizations.

Candidates who have not received their certificates should contact the HK Exams to track the delivery status within 5 months after mail; otherwise, the certificates will be regarded as successfully received by the candidates. Certificates unclaimed for 5 months after mail will be returned to the Examination Board without further notice. After that, request for lost or unclaimed certificates will have to be made directly with the Examination Board by the candidates as applications for replacement certificates. Fees will be charged by the Examination Board. Candidates should inform the HK Exams in writing of their new address and contact telephone number if their address has been changed. The HK Exams cannot accept the responsibility for any possible loss, delay or damage in mail causing the need of requesting for replacement certificates. The HK Exams cannot reproduce certificates in any form.

12. UNFORESEEABLE CIRCUMSTANCES

Please note that neither the Examination Board nor the HK Exams 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, adverse weather, government action or intervention, riot, or any cause not reasonably foreseeable and beyond the reasonable control of Examination Board or the HK Exams. Postponement or cancellation of examinations due to 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: The HK Exams, 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 LOSE THIS SET OF INSTRUCTIONS / TIMETABLE

KEEP IT FOR FUTURE REFERENCE

UC IGCSE Reg Note May 20