HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
UNIVERSITY OF LONDON INTERNATIONAL PROGRAMMES EXAMINATIONS – SEP/OCT/NOV 2017
NOTES FOR PERSONS ENTERING FOR THE EXAMINATIONS

Read these instructions carefully before completing the HKEAA Examination Application Form. The Hong Kong Examinations and Assessment Authority (HKEAA) shall not be responsible for incorrect entries.

1. Eligibility
Candidates should make sure that they are eligible to sit for the Sep/Oct/Nov 2017 examination and all necessary registration procedures have been completed with the University of London (the University) before submitting the application. The HKEAA shall not be responsible if a candidate is later found unqualified for the examination or the entry is rejected by the University. Local examination fees or supplementary fees paid are NOT refundable nor transferable from one examination to another / a later examination or for other purposes.

2. Registration Period
Candidates should complete their registration by one of the following channels only during their respective registration periods and observe the deadline for completing the online examination entry task on the candidates’ University portal account.

<table>
<thead>
<tr>
<th>Registration Period</th>
<th>Online Registration</th>
<th>By Post</th>
<th>In-person or by a Representative</th>
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<tr>
<td>10 Jul 2017 (8:30 am) to 8 Aug 2017 (10:00 pm)</td>
<td>10 Jul 2017 to 31 Jul 2017</td>
<td>1 to 7 Aug 2017 (without Lunch Break)</td>
<td>International and Professional Examinations Division Hong Kong Examinations and Assessment Authority 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon Enquiries: tel. no.: 3628 8761/3628 8787 fax no.: 3628 8790 email address: <a href="mailto:ie3@hkeaa.edu.hk">ie3@hkeaa.edu.hk</a></td>
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Under special circumstances, the HKEAA may, at its discretion, admit a candidate after the above registration period. A supplementary fee for late entry will be levied. Please contact the HKEAA for details. Local examination fees or supplementary fees paid are NOT refundable nor transferable in any circumstances.

3. Registration Documents
Registration documents (except the demand note) can be downloaded from the following websites:

- HKEAA Examination Application Form: www.hkeaa.edu.hk/en/ipe/ulondon/
- The University’s Examination Entry Form: The University’s Student Portal at https://my.londonexternal.ac.uk/london/portal

Arrangement may also be made for the registration documents, including the demand note to be sent to candidates by post. Please send a written request with a stamped and self-addressed envelope (please mark “UoL Entry Form”) to the HKEAA specified above.

4. Registration Procedures
For candidates taking examinations from 1 September to 30 November 2017, they can register the examination by post / in-person / a representative or through online registration. For other examination months, please contact the HKEAA for details directly.

   (A) Online Registration
Candidates may submit their registration and pay the required local examination fee online (online.hkeaa.edu.hk) within the registration period. They have to upload a signed copy of the University’s Examination Entry Form at the time of registration. A HKEAA reference number (8 digits) and a validation code (7 digits) will be issued once the required local examination fees are settled. Please quote the HKEAA reference number assigned when making enquiries with the HKEAA in the future. Candidates should also complete the online examination entry task using the validation code on the candidates’ University portal account before the deadline set by the University. For Imperial College Distance Learning MBA programmes candidates, please ignore the validation code as they are not required to complete the UoL online examination entry task.

   (B) Registration by Post / In-person or by a Representative
The following documents have to be submitted, by post / in-person or by a representative within the registration period, to the HKEAA specified above.

   (i) A completed HKEAA Examination Application Form, with local examination fees receipt / PPS payment pay-in-date.

   (ii) Two PAPER COPIES of the University’s Examination Entry Form with the original signature of the candidate.
- The HKEAA will retain one copy of the University’s Examination Entry Form and provide each candidate with a validation code (7 digits) which is marked on another copy. Such copy indicating the validation code will be officially stamped and returned to the candidate for completing the online examination entry task on the candidates’ University portal account. Please note that only PAPER copy of University’s Examination Entry Form will be accepted and the HKEAA does not offer printing service.
- On receipt of the validation code, candidates should check their University portal account and follow the instructions to complete the online examination entry task before the deadline set by the University. The validation code is unique and cannot be used more than once or by any other candidates. Please note that the examination entry will NOT be processed and the candidate is NOT ALLOWED to sit for the examination if he/she fails to complete the online examination entry task with the University. It is the responsibility of a candidate to complete all registration procedures, including the online examination entry task, with the University. The HKEAA shall not be responsible if a candidate who is consequently not permitted to take the examination by the University for any reasons, such as failure in completing the registration process, non-compliance with the programme regulations, etc.
- For security purpose, the HKEAA will not provide the validation code to candidates over the phone.
- Candidates who experience technical difficulties within the online examination entry task (e.g. unable to download their University’s Examination Entry Form from the student portal, wrong information shown on the University’s Examination Entry Form, unable to process the on-line payment of the Sterling examination fee, etc.) should lodge their enquiries to the University directly.

   (iii) (For registration by post only) Candidates should submit a stamped and self-addressed envelope with the application for returning a copy of the University’s Examination Entry Form with the validation code. Please ensure that sufficient postage is paid to avoid unsuccessful delivery. The sender will bear any consequences arising from not paying sufficient postage.
- If the University’s Examination Entry Form showing the validation code is not received by 1 August 2017, candidates should contact the HKEAA. Candidates are advised to send their applications by post in good time. The HKEAA cannot accept responsibility for any entry forms lost or delayed in the post.

5. Examination Timetables
Candidates must note that the local starting time is 9:00 am for the examinations to be held in the morning and 2:00 pm for the examinations to be held in the afternoon even if these may differ slightly from those given on the examination documents issued by the University. Candidates may refer to the advance examination timetables published on the University’s website. Final examination dates will be confirmed in the Admission Notice issued by the University and the Supplementary Admission Notice issued by the HKEAA.

Candidates should contact the University and the HKEAA if they have examination timetables clash. They may be required to pay a supplementary fee for any special arrangement to be made, if available.
6. Local Examination Fees (fees payable to the “Hong Kong Examinations and Assessment Authority”)

All candidates are required to pay local examination fees. Local examination fees or supplementary fees paid are NOT refundable nor transferable from one examination to another / a later one or for other purposes.

| (A) Postgraduate Law Programmes (LLM, PG Diploma or Certificate in Laws) | First section | HK$712 |
| (B) Written Paper for All Programmes except Postgraduate Law Programmes | First course/module | HK$812 |

The HKEAA handles the examination registration for the written paper(s) only. Candidates should inform the HKEAA if the papers entered involve oral/aural tests as additional charge will be levied. They will be informed of the amount payable before the examination.

(A) Online Registration

The local examination fees may be paid online (online.hkeaa.edu.hk) by credit card or PPS.

(B) Registration by Post/In-person or by a Representative

Demand note should be completed prior to making payment. Each demand note should be used by one candidate only. The demand note number has 16 digits. The first four digits are “2509”. The 1st to 10th digits are already printed on the demand note and are different for each demand note. The 11th to 16th digits are the candidate’s date of birth “dd/mm/yy”. Please complete part 3 on the HKEAA Examination Application Form by copying the information from the demand note. Payment may be made at any Hang Seng Bank branch, by PPS or through Automated Teller Machine (ATM). Detailed payment instructions are printed on the reverse side of the demand note. Candidates should keep the original receipt/payment reference number as evidence of payment. Payment methods other than specified are not acceptable.

7. Supplementary Admission Notice

The examination venue, date and local starting time for each examination will be indicated on Supplementary Admission Notice. Assignment of examination venues is based on the candidate’s status of the papers, availability and capacity of the venues. Examinations of different papers / durations may be held in the same examination venue. Request for change of the examination venue will not be accepted normally unless under very extreme circumstances.

The HKEAA Supplementary Admission Notice will be sent to candidates by post about two weeks before the candidates’ first examination. If candidates do not receive it one week before the commencing date of their examination, please contact the HKEAA at 3628 8761 (then press #319) / 3628 8787.

8. Withdrawal

Application for withdrawal from the examination after submission of entries should be sent directly to the University for consideration. Successful applications should be copied to the HKEAA.

Refund of University’s examination fee is at discretion of the University. The HKEAA shall not be responsible for any loss arising from withdrawals / changes to entries after candidates’ submission of the entries. Once the withdrawal of papers is processed, it cannot be revoked. Local examination fees or supplementary fees are NOT refundable nor transferable from one examination to another / a later examination or for other purposes.

9. Paper Entries

Candidates who wish to enter for the non-written paper(s), such as coursework, assignment, project, dissertation, etc. should confirm their entries of such paper(s)/module(s) with the University directly by completing the online examination entry task on their student portal.

Application for any paper entry changes after examination registration at the HKEAA should be submitted to the University for approval. Candidates should notify the HKEAA immediately of the changes (either on University’s or candidates’ request) and pay the supplementary fee plus the difference in examination fees (if applicable) to the HKEAA. NO refunds are payable in respect of any difference in local examination fees.

10. Postal Address / Email Address

The Supplementary Admission Notices will be sent to candidates according to the address provided on the HKEAA Examination Application Form/via the HKEAA online registration system. Candidates who need to change their postal address after registration should complete and return the “Address Amendment Form” by fax (3628 8790), by email to ic3@hkeaa.edu.hk or by post to the HKEAA. The Address Amendment Form can be downloaded from the HKEAA website (www.hkeaa.edu.hk/kc/ipe/ulondon/index.html#5). Candidates should also submit the address amendment request to the University separately.

11. 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 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 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 educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and

(g) 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 providers providing various administrative 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 HKEAA may be referred to the Examination Board concerned for delivery of examination and assessment services and for any of the above mentioned purposes or other directly related purposes. In general, upon completion of an examination or examination series and all the connecting examination services, the HKEAA 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 for 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 Registration Office.)

12. Disclaimers

The HKEAA shall not be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, governmental action or intervention, or any other cause not reasonably foreseeable and beyond the reasonable control of the University or the HKEAA.

The HKEAA, including their contractors and subcontractors, shall not be liable to anyone claiming for any damages 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.