Secondary 7 School Candidates

1. Collection of Entry Forms

Entry forms for Secondary 7 school candidates for the 2006 Hong Kong Advanced Level Examination are now available for collection. (Candidates applying for examination fee remission should use the same entry form.) School principals are requested to send a staff member to collect these forms and related documents, including the “Instructions to Applicants” (specimens attached), during office hours at this office on the 12th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong. He/She should bring along the completed collection slip (Annex 1) enclosed.

2. Completion of Entry Forms

(1) Candidates should be advised to read carefully the “Instructions to Applicants” before completing the entry forms, in particular Section D concerning the collection of personal data.

(2) Each candidate should be asked to complete and return one entry form only. Special attention must be given to the choice of subjects, syllabus and language medium. Candidates should also be told to check carefully the spelling of their full names and the C.C. codes of their Chinese names against their identity cards as subsequent amendments will cause unnecessary delay in the processing of entries.

(3) Candidates are strongly advised to keep a photocopy of the completed entry form and related documents for records. They may be required to produce the photocopy when they apply for a change of subjects/personal particulars after the submission of their entry forms.

(4) A candidate may not submit more than one entry for the 2006 Hong Kong Advanced Level Examination, whether for the same or different subjects, and whether as a school or private candidate.

Note: Copies of the English version of the 2006 “Instructions to Applicants and the Composite Examination Timetable” may be supplied to non-Chinese speaking candidates on request.

3. Photographs

Each candidate should now submit to the school one recent photograph (3 cm x 4 cm) showing his/her head and shoulders only. Schools should keep these photographs and affix them on the admission forms which will be issued in March 2006.

4. Choice of Subjects

(1) Candidates should be advised to refer to the Handbook of Regulations and Syllabuses for the Hong Kong Advanced Level Examination 2006 when completing their entry forms. They should also be reminded that extra care must be exercised in indicating their choice of examination subjects on their entry forms.
Addition or substitution of a subject or subjects to a candidate's entries will be accepted only under special circumstances after the closing date but on or before 15 December 2005 and subject to payment of a "supplementary fee" in addition to the normal subject fees. (Please refer to paragraph 11.)

**Subjects with School-based Assessment (SBA)/Teacher Assessment Scheme (TAS)**

Schools presenting candidates to enter for subjects with SBA/TAS are required to arrange assessments for the candidates concerned and submit related documents (such as score sheets and assessment records) to the Authority according to the requirements of SBA/TAS.

**A/AS-level Visual Arts**

In addition to the normal entry forms, school candidates entering for the 2006 Visual Arts examination are required to complete a Choice of Visual Arts Papers form (Form AL1021) indicating their choice of examination papers and/or proposed projects.

**A/AS-level Music**

In addition to the normal entry forms, school candidates entering for the 2006 Music examination are required to complete a Choice of Music Papers form (Form AL1022A/B), indicating their choice of examination papers and/or proposed projects.

**AS-level Ethics and Religious Studies**

Schools wishing to present candidates for Part III: Introduction to Religion, Part IV Section 1: Buddhism and/or Part IV Section 3: Confucianism should have made a written request to the Authority two academic years prior to the date of the examination (i.e. for 2006, such applications should have reached the Secretary General of the Authority by 1 September 2004). Should any school wish to enter candidates for any of the parts/sections mentioned above in 2006 but has not submitted the application, it should inform the Authority immediately.

**Choice of Area**

While every effort will be made to allocate candidates to the area of choice as indicated on their entry forms, arbitrary allocation may be necessary due to insufficient centre facilities in certain areas. The choice of area does not apply to oral examinations, practical examinations and subjects with small entries. Subsequent applications for change of area will only be considered for candidates with valid reasons. School principals are requested to stress to their students that they should choose the area in which they live, as the Authority's marking and grading systems are designed to be completely independent of area choice.

**Examinations Fees**

(1) The 2006 examination fees for school candidates are as follows:

**Subject fees**

- AS languages $490 per subject
- Other AS subjects $165 per subject
- AL subjects $325 per subject

**Practical examination fees**

- AL Computer Studies $175

(2) Examination fees should be collected from candidates (excluding those who have applied for examination fee remission) at the time the entry forms are submitted. A crossed cheque made payable to the Hong Kong Examinations and Assessment Authority covering the appropriate fees should be returned to this office together with all entry forms. The cheque should be accompanied by an Examination Fees Payment Record Form (Form AL1004A) completed in triplicate so that the Authority staff can sign and return one copy to acknowledge receipt of payment and for the school’s record purposes.
Note:  
(a) Schools wishing to present multiple cheques instead of a single cheque to cover their students' examination fees are requested to complete and return an additional form (Form AL1004B).
(b) Cheques returned to the Authority by the banks will automatically be referred back to the schools.*

* Schools/Candidates whose cheques are dishonoured will be required to pay a reprocessing fee of $160 per cheque.

7. Examination Fee Remission

School principals are requested to refer to the General Examination Circular No. (2) 2005/2006 dated 9 September 2005 for procedures for handling the examination fee remission applications.

8. Candidates with Disabilities

School principals are requested to inform candidates with disabilities (including colour-blind candidates) that they may apply for special examination arrangements or exemption from part(s) of the requirements of an examination. Please refer to the General Examination Circular No. (3) 2005/2006 dated 9 September 2005 for further information.

9. Return of Entry Forms

The entry forms may be arranged in any order convenient to the school. They may be sorted by class into different books. Each form in a book should be indexed by a sheet number of 2 digits, starting from 00, 01, 02, 03 and so on (a space is provided at the top right hand corner for this purpose). The entry forms of candidates applying for examination fee remission should preferably be put at the end of a book for ease of checking. These forms should also be indexed by sheet numbers (Annex 2). A reference number, derived from the book number and sheet number of the entry form, will be assigned to each candidate. The reference number of a candidate should be quoted in any correspondence with the Authority concerning the candidate. Examination results will be issued in reference number order.

10. Closing Date

All forms/documents mentioned in the foregoing paragraphs together with the return slip (AL1031) should be returned to this office by Monday, 24 October 2005.

Office Hours:  
Monday to Friday  8:30 am - 5:00 pm  
Saturday  9:00 am - 12:00 noon

11. Supplementary Fees

In the Handbook of Regulations and Syllabuses for the Hong Kong Advanced Level Examination 2006, it is stipulated under Regulation 5.7 that under special circumstances, the Authority may at its discretion:

(1) admit a candidate after the normal closing date for entry (i.e. 24 October 2005), on payment of a supplementary fee in addition to the normal examination fee;

(2) allow the addition or substitution of a subject or subjects to a candidate's entries after they have been accepted, on payment of a supplementary fee (For the purpose of this regulation, a change of language version will be regarded as a change of subject.);

(3) allow changes in a candidate’s choice of paper, or sections within a paper, on payment of a supplementary fee;

(4) accept a script submitted by a candidate in a language medium, or in answer to questions set on a subject/syllabus other than that for which he/she entered, on payment of a supplementary fee;

(5) permit a school candidate, who has ceased to attend the school which submitted the candidate’s entry to change his/her status to that of a private candidate (subject to the candidate’s satisfying the relevant entry requirement), on payment of the initial fee and a supplementary fee.
The supplementary fees payable by school candidates concerning the above applications are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Supplementary Fees</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>on or before 15 December 2005</td>
</tr>
<tr>
<td>(1)</td>
<td>$250 per candidate</td>
</tr>
<tr>
<td>(2)</td>
<td>$160 per application</td>
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<tr>
<td>(3)</td>
<td>$160 per application</td>
</tr>
<tr>
<td>(4)</td>
<td>not applicable</td>
</tr>
<tr>
<td>(5)</td>
<td>$250 per candidate</td>
</tr>
</tbody>
</table>

** Candidates who apply for substitution of a subject or a change in paper choice/section after 15 December 2005 should also pay the subject fee in addition to the supplementary fee.

*** Candidates concerned should also pay an administration fee of $280.

12. If a candidate participates in the Hong Kong Advanced Level and Certificate of Education Examinations in the same year, he/she may enter as a school candidate for only one Examination.

13. **Withdrawal from the Examination**

School principals are reminded that a candidate withdrawing from the whole examination may receive a partial refund of the fees he/she paid (namely any amount left after the deduction of an administration fee of $280) provided that the Secretary General of the Authority is notified in writing of his/her withdrawal on or before **15 December 2005**.

14. **Examination Timetable**

The examination timetable is printed on the reverse side of the “Instructions to Applicants”.

15. **Examination Accommodation and Invigilation Arrangements**

Schools will be required to provide accommodation and invigilation staff for the conduct of the examination based on their examination entries. Details of the arrangements will be sent to schools at a later stage.

16. **Secondary 6 Private Candidates**

Principals are requested to inform S6 students of the following:

(1) S6 students who obtained grade A in at least 5 subjects and with grade C or above in both Chinese Language and English Language (Syllabus B) in the 2005 HKCEE will be allowed to take the 2006 HKALE as private candidates.

(2) The relevant entry forms and “Instructions to Applicants” are now available from the HKEAA offices at Southorn Centre and San Po Kong. These documents may also be downloaded from the HKEAA web site (www.hkeaa.edu.hk).

(3) The completed S6 private candidate entry forms and related documents should be returned to the registration counter by the students themselves during the registration period (from 22 to 29 September 2005) or alternatively, sent to the HKEAA office by post on or before 15 September 2005.

17. If your school would like to collect the entry forms and “Instructions to Applicants” on behalf of your eligible S6 students, please indicate the number of copies required on the collection slip attached to this circular and collect them at the same time when the S7 school candidate entry forms are collected.

Enquiries

18. In case of enquiries, please contact Ms. Vivien Poon (Tel. No. 2239 2705) or Mr. K.W. Lok (Tel. No. 2239 2761).

MARGARET HUI (MS)
Head, School Examinations and Assessment Division

To: Principals of Participating Schools