HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 2011
Instructions to Applicants (Private Candidates)

Note: The 2011 HKCEE is offered to private candidates only. Therefore, the term “candidates” used in this document refers to “private candidates”.

Examination Regulations

1. All candidates must comply with the regulations stipulated in the 2011 HKCEE Handbook of Regulations & Syllabuses and the Handbook for Candidates. The Handbook for Candidates will be issued to all candidates in early December 2010.

Entry Qualifications

2. A person may enter for the 2011 HKCEE provided he/she has satisfied the requirements set out at (1) or (2) or (3) below:
   (1) The person has sat a previous Hong Kong Certificate of Education Examination.
   (2) The person has reached the age of 18 by 1 January 2011.
   (3) The person has completed or is currently pursuing a non-local school curriculum equivalent to Secondary 5 in the year preceding the Examination.

3. Candidates who wish to enter for a practical subject must produce documentary evidence (certificate or results notice) of having taken the subject in a previous Hong Kong Certificate of Education Examination, or in an equivalent public examination. Those who wish to enter for Computer and Information Technology must have either taken this subject in a previous HKCEE or in an equivalent public examination, or Computer Studies or Information Technology in HKCEE in 2004 or before.

Points to Note

4. You should read carefully the contents of the 2011 HKCEE Handbook of Regulations & Syllabuses and the information below before completing the entry form.

5. If you have not reached the age of 18 by 1 January 2011, you may submit your application via one of the registration methods as listed in paras. 8-11 (except para. 9). However, you are required to submit a 3 cm x 4 cm photograph of yourself (taken within the last 6 months), in person or via your school (applicable to S6/S7 students only). The photograph should show your head and shoulders only, with your name, HKID/passport number and HKEAA reference number written on the back.

6. Candidates may not submit more than one entry for the Examination, whether for the same or different subjects.

7. The entry form should be completed with a ball pen. You are advised to keep a photocopy of the completed form for reference.

Registration Methods

8. Submit applications in person at the registration centre during the registration period

<table>
<thead>
<tr>
<th>Registration Centre</th>
<th>Registration Period</th>
<th>Office Hours</th>
<th>Documents Required</th>
<th>Payment Method</th>
</tr>
</thead>
</table>
| HKEAA               | 24 – 30 September 2010 | 10:00 am - 6:00 pm (Sundays and General Holidays excluded) | 1. the completed entry form  
2. HK Identity Card (If you have not reached the age of 18 by 1 January 2011, you should submit a 3cm x 4cm photograph of yourself showing your head and shoulders only taken within the last 6 months.)  
3. produce for inspection the original or a copy of your HKCEE certificate/results notice (Applicants possessing qualifications other than HKCEE should produce the original document for inspection and also submit a photocopy.) | Demand note to be issued on the spot (pay at 7-Eleven) |

9. Submit applications via a representative at the registration centre (only for candidates who have reached the age of 18 by 1 January 2011)

<table>
<thead>
<tr>
<th>Registration Centre</th>
<th>Registration Period</th>
<th>Office Hours</th>
<th>Documents Required</th>
<th>Payment Method</th>
</tr>
</thead>
</table>
| HKEAA               | 24 - 30 September 2010 | 10:00 am - 6:00 pm (Sundays and General Holidays excluded) | 1. the completed entry form  
2. a photocopy of the candidate’s HK Adult Identity Card (It will be destroyed upon completion of the examination.)  
3. the original or a copy of the candidate’s HKCEE certificate/results notice for inspection (Applicants possessing qualifications other than HKCEE should produce the original document for inspection and also submit a photocopy.) | Demand note to be issued on the spot (pay at 7-Eleven) |
10. Submit applications by post (If you have not reached the age of 18 by 1 January 2011, you will be required to submit a photograph in person after registration. The HKExA will contact these candidates in November 2010.)

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>Registration Period</th>
<th>Documents Required</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</td>
<td>8 - 16 September 2010</td>
<td>1. the completed entry form&lt;br&gt;2. a copy of your HK Identity Card&lt;br&gt;(It will be destroyed upon completion of the examination.)&lt;br&gt;3. a copy of your HKCEE certificate/results notice&lt;br&gt;4. a stamped (HK$1.4), self-addressed envelope (for sending the demand note for payment)</td>
<td>Demand note to be sent to you by mail on receipt of your application (pay at 7-Eleven) or via your school (see para 5) in October 2010.</td>
</tr>
</tbody>
</table>

Note: Please check if all of the documents required are enclosed before mailing your application. If the demand note is not received by 24 September 2010, candidates should submit a fresh application online by 4 October 2010 or at the registration centre by 30 September 2010.

11. Submit applications on-line (If you have not reached the age of 18 by 1 January 2011, you will be required to submit a photograph in person at the HKExA office or via your school (see para 5) in October 2010.)

<table>
<thead>
<tr>
<th>Website</th>
<th>Registration Period</th>
<th>Documents Required (image file)</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://online.hkeaa.edu.hk">http://online.hkeaa.edu.hk</a></td>
<td>From 9:00 am on 8 September 2010 to 12:00 midnight on 4 October 2010</td>
<td>HK Identity Card&lt;br&gt;(The image file will be destroyed upon completion of the examination.)</td>
<td>Pay immediately on-line or at 7-Eleven</td>
</tr>
</tbody>
</table>

Note: 1. Please refer to the Instructions to Applicants applicable to online registration at the above website. 2. The initial fee of candidates using online registration will be deducted by HK$50 per candidate.

Your Personal Data

12. Personal data of candidates are used for the purpose of conducting the examination and the subsequent assessment of examination results. The entry data shall be supplied by candidates submitting 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 provided are inaccurate or incomplete, the processing of your examination results will be affected and hence the HKExA may not accept your entry. Assessment data are provided by markers, checkmarkers and examiners.

13. The personal data may also be used for the following purposes
   (1) assisting tertiary institutions and other government/public organizations in their processes for admissions purposes;
   (2) assisting government/public organizations in respect of their requests for information in granting scholarships;
   (3) certifying candidates’ examination results in response to legitimate requests;
   (4) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable.

14. 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 HKExA. The procedures for applications for data access are included in the “Application Guide on Data Access Requests”. The application guide and application forms are available at the HKExA website.

Completing the Entry Form

15. Personal Particulars
   The full name in English, name in Chinese, name in CC code (where applicable) and date of birth entered must agree with those on your Identity Card. The full name in English must be entered in block letters with your surname first, starting from the first box, leaving a blank box between names. If you do not possess a HKID card, please enter your Travel Document Name and Travel Document Number, which will appear on your certificate.

16. Postal Address
   (1) Complete each item applicable to your address in block letters. If any item is not applicable, leave it blank. If necessary, you may use abbreviations such as RD for Road, EST for Estate, BLDG for Building, etc. You can make reference to a Demand Note For Rates, electricity bill etc. for the proper writing of your address.
   (2) If you have changed your postal address, you should inform the HKExA of your new address in writing (quoting the payment reference number where applicable). You may write the new address on the photocopy of your online registration acknowledgement slip/payment receipt/checklist, sign and send it to the HKExA office.
   (3) To facilitate the HKExA to contact candidates or disseminate important examination-related information to them via SMS or e-mail, please provide such information if you have an SMS phone number and/or an e-mail address.

Selection of Subjects

17. (1) You must refer to Regulations 2.1 to 2.8 in the 2011 Handbook of Regulations and Syllabuses before you make your selection.
   (2) If you want to enter for a practical subject (practical subjects are marked with an * on the entry form), you must produce evidence of having sat the subject in a previous Hong Kong Certificate of Education Examination or in an equivalent public examination.
   (3) Blacken the circle(s) against the subject name(s) for the subject(s) you want to enter for. You can take a maximum of 10 subjects.
   (4) In any subject with a syllabus examinable in both Chinese and English, only one language version may be entered. For example, if you wish to take the Geography examination in English, you should blacken the circle against the subject code 100. If you wish to take the same examination in Chinese, you should blacken the circle against the code 300.
Candidates should note the following when entering for the above subject(s):

1. **Chinese Language** – You should blacken Circle 011 or Circle 012. For 011, both listening test and oral examination will be conducted in Cantonese. For 012, both listening test and oral examination will be conducted in Putonghua.

2. **Computer & Information Technology** – You should blacken Circle 212 or Circle 412 and then choose 1 module from the 4 elective modules (denoted by 2A, 2B, 2C or 2D). Candidates are required to submit the coursework between 14 and 18 February 2011. The language used in the coursework must be the same as the one chosen in the written examination. They should request an information sheet at the time of registration.

3. **Science & Technology** – You should blacken Circle 279 or Circle 479 and choose 2 optional modules. Candidates should note that the modules of “Telecommunications” and “Technological Design” will be offered in Chinese only in 2011. Candidates are required to submit the “Independent Study” between 1 and 4 March 2011. They should request, at the time of registration, a handbook regarding the submission of an “Independent Study”. The language used in the independent study must be the same as the one chosen in the written examination.

4. **Visual Arts** – You should blacken Circle 230 or Circle 430 and then complete Section D Visual Arts Option. For Part I, you should choose one paper from Paper 1A, 1B, 2, 3 or 4. Candidates should request, at the time of registration, an information sheet regarding the submission of portfolio. Candidates are required to submit their portfolios between 26 and 28 January 2011. The examination works and/or portfolios may be selected for exhibition anonymously on-line or in public venues. If you object to your works for exhibition, you may raise your objection in writing to the HKEAA.

5. **Examination Fees** will not be refunded to the following categories of candidates:

   - The examination fees include the initial fee and the subject fee(s).
   - Examination fees are not transferable from one examination to another, nor from one person to another.

6. **Supplementary Fees** will be settled on or before the date specified (i.e. 5:00 pm on 8 October 2010). Please retain the receipt as proof of payment.

7. **Examination area** will only be considered if you have strong reasons supported by documentary evidence.

8. **Choice of area** is not applicable to subjects with small candidate entries and oral examinations. Applications for change of examination area will only be considered if you have strong reasons supported by documentary evidence. [Note: The choice of area has no effect whatsoever on your examination results.]

9. **Examinations Area**

10. **Examination Fees**

11. **Supplementary Fees**

12. **Candidates with Special Needs**

13. **Candidates with disabilities**

14. **Candidates with colour-blindness/colour amblyopia problems**

15. **Application forms** and “Application Guide” may be obtained from the HKEAA Southorn Centre office or downloaded from the HKEAA website.
Examination Documents

23. After the entry data have been processed, the HKEAA will send you the following documents:

<table>
<thead>
<tr>
<th>Document</th>
<th>Candidates should contact the HKEAA if they have not received the document by</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Entry Information Checklist &amp;</td>
<td>8 December 2010</td>
<td>The checklists are provided for candidates to check their entry details.</td>
</tr>
<tr>
<td>Handbook for Candidates</td>
<td></td>
<td>Please refer to the HKEAA website from 3 December 2010.</td>
</tr>
<tr>
<td>Admission Form</td>
<td>4 March 2011</td>
<td>Please refer to the HKEAA website from 25 February 2011.</td>
</tr>
<tr>
<td>Results Notice</td>
<td>4 August 2011</td>
<td>—</td>
</tr>
<tr>
<td>Certificate</td>
<td>31 October 2011</td>
<td>The certificate will be sent to you by registered mail.</td>
</tr>
</tbody>
</table>

Candidates should contact the HKEAA if they have not received the documents by the dates specified above.

Regulation on Use of Calculators in Examination

24. The use of calculators in the HKCE Examination (except for Chinese Language, English Language and Putonghua) is permitted, but the calculator must have been pad-printed with the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label. Calculators with the required label are available for sale at bookshops and shops selling audio-visual products. If your calculator does not have the label and if you want to have it pad-printed, you should refer to the pad-printing schedule in the Handbook for Candidates which will be issued to candidates in early December.

Scripts of Candidates

25. While the HKEAA will exercise reasonable care to protect and preserve the scripts, in the event of any loss or damage, as a result of which the candidate’s performance cannot be assessed based on the scripts, the candidate concerned waives all claims, if any, against the Authority.

Publications

26. 2011 HKCEE Handbook of Regulations & Syllabuses as well as Subject Examination Reports and Questions Papers for past years are available for sale at the HKEAA On-line Bookstore (https://online.hkeaa.edu.hk/bookstore) and the following places:

(1) Hong Kong Examinations and Assessment Authority, 12/F, Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong (Tel. No.: 3628 8222);
(2) the HKEAA Publications Unit, 17 Tseuk Luk Street, San Po Kong, Kowloon (Tel. No.: 3628 8263); and
(3) leading bookshops.

HKEAA Office

27. Enquiry Hotline : 3628 8860
Address : 12/F, Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong.
HKEAA website : www.hkeaa.edu.hk
E-mail : ce@hkeaa.edu.hk

Please keep this document for your future reference.

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