HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 2010
Instructions to Applicants (Private Candidates)

Examination Regulations

1. All candidates must comply with the regulations stipulated in the 2010 HKCEE Handbook of Regulations & Syllabuses and the Handbook for Candidates.

Entry Qualifications

2. A person may enter for the Examination as a private candidate 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 in the year of the Examination.
   (3) The person has completed or is currently pursuing a non-HKCEE curriculum equivalent to Secondary 5 in the year preceding the Examination.

3. Private 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.
   (1) Private candidates 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.
   (2) The Hong Kong Examinations and Assessment Authority (HKEAA) does not accept private candidates to enter for the following practical subjects: Accommodation & Catering Services, Home Economics (Dress and Design), Home Economics (Food, Home and Family) and Word Processing & Business Communication (English).

Points to Note

4. You should read carefully the contents of the 2010 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 2010, 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 and whether as school or private candidates.

7. The entry form should be completed with a ball pen. You are advised to make a copy 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>Dates</th>
<th>Office Hours</th>
<th>Documents Required</th>
<th>Payment Method</th>
</tr>
</thead>
</table>
| HKEAA               | 25 September - 2 October 2009 | 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 2010, you should submit a 3 cm x 4 cm 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 2010)

<table>
<thead>
<tr>
<th>Registration Centre</th>
<th>Dates</th>
<th>Office Hours</th>
<th>Documents Required</th>
<th>Payment Method</th>
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</thead>
</table>
| HKEAA               | 25 September - 2 October 2009 | 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 your 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 2010, you will be required to submit a photograph in person after registration. The HKEAA will contact these candidates in November 2009.)

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>Dates</th>
<th>Documents Required</th>
<th>Payment Method</th>
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</thead>
<tbody>
<tr>
<td>HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</td>
<td>9 - 17 September 2009</td>
<td>1. the completed form 2. a copy of your HK Identity Card (it will be destroyed upon completion of the examination.) 3. a copy of your HKCEE certificate/results notice 4. a stamped (HK$1.4), self-addressed envelope (for sending the demand note for payment) Cheques or cash must not be enclosed with the entry forms.</td>
<td>Demand note to be sent to you by mail on receipt of your application (pay at 7-Eleven)</td>
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</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 2009, candidates should submit a fresh application online or at the registration centre before the registration closing date.

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

<table>
<thead>
<tr>
<th>Website</th>
<th>Dates</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>9:00 am on 9 September 2009 to 12:00 midnight on 5 October 2009</td>
<td>HK Identity Card (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 on-line registration at the above website. 2. The initial fee of private candidates using online registration will be deducted by $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 are supplied either by students through their schools or by private 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 HKEAA may not accept your entry. Assessment data are provided by markers, checkmarkers, examiners and schools (school data are only for subjects/papers with School-based Assessment/Teacher Assessment Scheme – the assessments are part of the normal teaching/learning process at schools).

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 HKEAA. 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 HKEAA Southorn Centre office, San Po Kong office and the HKEAA 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 HKEAA of your new address in writing (quoting the payment reference number where applicable). You may write the new address on the photocopy of your on-line registration acknowledgement slip/payment receipt/checklist, sign and send it to the HKEAA office.
   (3) To facilitate the HKEAA to contact candidates or disseminate important examination-related information to them via SMS or e-mail, please provide such information if you have a SMS phone number and/or an e-mail address.

Selection of Subjects
17. (1) You must refer to Regulations 2.1 to 2.10 in the 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 examined 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.
   (5) Private candidates are not required to take the School-based Assessment for Chinese Language and English Language, subject mark will be based entirely on their public examination marks and proportionally adjusted.

Private 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). Private candidates should either (i) submit coursework; or (ii) use their 2008 or 2009 coursework result [see also para. 19(2)]. Private candidates opting (i) are required to submit the coursework between 12 and 26 February 2010. 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) **Music** – You should blacken Circle 232 or Circle 432 and get a supplementary entry form for Music from the registration counter, complete the form and submit it with the entry form. If you wish to be exempted from the Practical Test, you should submit a certified true copy of your certificate together with the supplementary entry form for Music.

(4) **Physical Education** – You should blacken Circle 250 or Circle 450 and then choose your physical activities by completing Section E. You should get an information sheet on “Choice of Physical Activities” from the registration counter before you make the choice. You should also submit a 3cm x 4cm photograph showing your head and shoulders only. [Note: Applications for change of PE options will not be accepted after 15 December 2009.]

(5) **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 2010. Private candidates opting for submission of “Independent Study” [see also para. 19(2)] are required to submit the “Independent Study” between 1 and 6 March 2010. They should request, at the time of registration, a handbook regarding the submission of an “Independent Study”. Candidates should enter the same language version of compulsory and optional modules and use the same language to complete the “Independent Study”.

(6) **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. Private candidates should request, at the time of registration, an information sheet regarding the submission of portfolio. Private candidates are required to submit their portfolios between 27 and 29 January 2010. The examination works and/or portfolios may be selected for exhibition anonymously on-line or in public venues for teachers’ and potential candidates’ reference. If you object to your works for exhibition, you may raise your objection in writing.

19. The arrangements for private candidates entering for subjects with School-based Assessment (SBA)/Teacher Assessment Scheme (TAS) are as follows:

(1) **Chinese History/History/Integrated Humanities**
Private candidates may opt to use their school-based assessment (SBA) results obtained in 2008 or 2009. If they do not opt to use their previous SBA results, or if they do not have previous SBA results, their written paper score will be proportionally adjusted to form the total subject mark.

(2) **Computer & Information Technology/Science & Technology**
Private candidates may opt to use their previous teacher-assessed results to substitute the requirement for submission of coursework/independent study, provided that the teacher-assessed results are obtained in the same subject examination in the 2008/2009 HKCEE.

(3) **Design & Technology/Design & Technology (Alternative Syllabus)/Electronics & Electricity/Fashion & Clothing/Graphical Communication/Technological Studies**
Private candidates may enter for the above subjects if they have taken the same subjects as school candidates within two years (i.e. 2008 or 2009). Their previous teacher-assessed result on the project will be carried forward to constitute the current year’s project result. For private candidates who have both 2008 and 2009 results, the better of the two scores will be selected and candidates are not required to make the choice. The HKDSE will calculate the candidate’s percentile rank (relative position in terms of scores) in the previous examination based on his/her previous component score. This percentile rank will then be applied to the current year’s component mark distribution to obtain the candidate’s project score in the current year’s examination. For subjects with separate component grades, the project component grades will remain unchanged.

**Examinations Area**

20. You may be allocated to a number of different centres. You may choose the examination area. However, you will only be allocated to the examination area of your choice if sufficient accommodation is available. Otherwise, you will be allocated to centres in the nearest area. The 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.]

**Examination Fees**

21. (1) If you submit the application by post or in person, a demand note for examination fees will be issued at the time of registration and must be settled on or before the date specified (i.e. 5:00 pm on 9 October 2009). Please retain the receipt as proof of payment.

(2) The examination fees include the initial fee and the subject fees(s).

(3) Candidates withdrawing from the whole Examination may receive a partial refund of the fees they paid (namely any amount left after the deduction of an administration fee of HK$365) provided that the Secretary General of the HKEAA is notified in writing of their withdrawal on or before 15 December 2009. There will be no refund for partial withdrawal.

(4) Examination fees are not transferable from one examination to another, nor from one person to another.

(5) Examination fees will not be refunded to the following categories of candidates:
(a) Candidates who are disqualified;
(b) Candidates who enter for subjects of the same or different examinations which result in a timetable clash.

Note: Candidates are advised that no special arrangements will be made in the event of a timetable clash with other examinations.
Supplementary Fees
22. Candidates should note that applications for change of entry information after the completion of the registration procedures are subject to the approval of the HKEAA and the payment of supplementary fees.

Candidates with Special Needs
23. (1) Candidates with disabilities
(a) Candidates with disabilities may apply for special examination arrangements (e.g. allocation to special centres, extra time allowance, provision of braille or enlarged question papers) or exemption from part(s) of the requirements of an examination. Each application should be accompanied by supporting documents. Private candidates should submit the applications on or before 2 October 2009. Late applications without valid reasons will not be accepted.
(b) When a candidate has been exempted from part(s) of the requirements of an examination, his/her results for the affected part(s) will be assessed. The details of any such assessment will be listed on a second page to the candidate’s certificate. However, the reason for granting the exemption will not be recorded on the certificate. Special assistance given to a candidate will not be recorded on the certificate as long as the candidate has completed the full requirements of the examination.

(2) Candidates with colour-blindness/colour amblyopia problems
These candidates should inform the HKEAA and submit a medical/assessment report issued by an ophthalmologist/optometrist/the Department of Health for consideration of special examination arrangements. For details, please refer to the “Application Guide for Applications from Special Needs Candidates for Special Examination Arrangements”.
(3) Application forms and “Application Guide” may be obtained from the HKEAA Southorn Centre office or downloaded from the HKEAA website.

Examination Documents
24. 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; Handbook for Candidates</td>
<td>8 December 2009</td>
<td>The checklists are provided for candidates to check their entry details. Please refer to the HKEAA website from 4 December 2009.</td>
</tr>
<tr>
<td>Admission Form</td>
<td>5 March 2010</td>
<td>Please refer to the HKEAA website from 26 February 2010.</td>
</tr>
<tr>
<td>Results Notice</td>
<td>4 August 2010</td>
<td>---</td>
</tr>
<tr>
<td>Certificate</td>
<td>31 October 2010</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
25. The use of calculators in the HKCE Examination (except for Chinese Language, English Language, French and Putonghus) 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
26. 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.

French
27. (1) The French oral examination may be taped.
(2) If a candidate is absent from Paper 1, 2 or 3, the candidate’s French subject result will be recorded as ABSENT.
(3) The syllabus is available at the HKEAA Southorn Centre Office and CIE website (www.cie.org.uk).

Publications
28. 2010 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, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong (Tel. No.: 3628 8223);
(2) the HKEAA Publications Unit, 17 Tseuk Luk Street, Kowloon (Tel. No.: 3628 8263); and
(3) leading bookshops.

HKEAA Office
29. Enquiry Hotline : 3628 8860
Address : 12/F, Southorn 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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