HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 2009
Instructions to Applicants (School Candidates)

Examination Regulations

1. All candidates must comply with the regulations stipulated in the 2009 HKCEE Handbook of Regulations & Syllabuses and the Handbook for Candidates.

Instructions on Completing the Entry Form

2. You should read carefully the contents of the 2009 HKCEE Handbook of Regulations & Syllabuses and the information below before completing the entry form.
3. You should submit a 3 cm x 4 cm photograph (taken within the last 6 months) showing your head and shoulders to your school principal and write your name on the back of the photograph.
4. The entry form should be completed with a ball pen. You are advised to make a copy of the completed form for reference.
5. The completed entry form and examination fees must be submitted to the school on a date to be decided by your school principal. All schools will be required to return the completed entry forms to the Hong Kong Examinations and Assessment Authority (HKEAA) on or before 23 October 2008.
6. Note: (1) 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.
   (2) In the specified spaces, you must write the correct name of the school and the address of the building in which you are studying. You may be disqualified from the examination without a refund of the examination fees if you provide any false information.

Your Personal Data

7. 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 is 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).

8. 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.

9. 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 Southern Centre office, San Po Kong Office and the HKEAA website.

Completing the Entry Form

10. (1) **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.
   
   (2) **Postal Address**
   - 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 may make reference to a Demand Note For Rates, electricity bills etc. for the proper writing of your address.
   - If you have changed your postal address, you should inform your school and notify the HKEAA of your new address in writing. You may write the new address on the photocopy of your 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

11. (1) You must refer to Regulations 2.1 to 2.10 in the 2009 HKCEE Handbook of Regulations and Syllabuses before you make your selection. You must also obtain approval from your school principal in connection with the subjects (including the language versions) and the number of subjects to be taken.
   (2) If you want to enter for a practical subject (practical subjects are marked with an * on the entry form), you must first refer to Regulations 2.5 and 3.3.
   (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.
12. Subjects with School-based Assessment (SBA)/ Teacher Assessment Scheme (TAS)  
SBA/TAS is compulsory for all school candidates, including school candidates who are S5 repeaters.

(1) 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). You are required to complete a coursework assignment chosen from a list issued by the HKEAA in the year before the examination based on the chosen elective module. The language used in the coursework must be the same as the one chosen in the written examination.

(2) Chinese Language/Chinese History/English Language/History/Integrated Humanities – SBA is compulsory for all school candidates wishing to enter for these subjects. Your school must submit the SBA School Candidates Marksheat on-line. Furthermore, your school should submit documents concerned to the HKEAA office whenever necessary.

(3) Science and Technology – You should blacken Circle 279 or Circle 479 and then choose 2 optional modules. [Note: The modules of “Telecommunications” and “Technological Design” will be offered in Chinese only in 2009.] You should complete 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”. The language will be given information about “Independent Study” via their schools.

(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. You should also submit your portfolio between 21 and 23 January 2009. 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.

13. Chinese Language/Music/Physical Education

(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) Music – You should blacken Circle 232 or Circle 432. You should also get a supplementary entry form for Music from your school and complete it to indicate your choice. 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.

(3) Physical Education – You should blacken Circle 290 or Circle 490 and then choose your physical activities by completing Section E. You should get an information sheet on “Choice of Physical Activities” from your school before you make the choice. [Note: Applications for change of PE options will not be accepted after 15 December 2008.]

Examination Area

14. 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/Remission

15. (1) The examination fees include the subject fees only. The HKEAA will not issue receipts to individual school candidates.

(2) 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 2008. There will be no refund for partial withdrawal.

(3) Examination fees are not transferable from one examination to another, nor from one candidate to another.

(4) Examination fees will not be refunded to the following categories of candidates:
   (a) Candidates who are disqualified; or
   (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.

(5) If you are a Secondary 5 student of a government school, a government-subsidised school, or a private day school, and if you are eligible (i.e. your assistance level is assessed as “Full” by the Student Financial Assistance Agency), you may apply for examination fee remission from the SFAA. Candidates may obtain details from their school principal.

Supplementary Fees

16. 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

17. (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. School candidates who have not submitted their applications in S4 should apply via their schools on or before 2 October 2008. 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 certificates. 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 special consideration in the arrangement of question papers. However, candidates entering for CE Geography should note that coloured maps will usually be included in the question papers and no special arrangements will be made in this respect.
(3) Application forms and "Application Guide" may be obtained from the HKEAA Southorn Centre office or downloaded from the HKEAA website.

Examination Documents

18. The following examination documents will be sent to you through your school principal:

<table>
<thead>
<tr>
<th>Name of Document</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Entry Information Checklist &amp; Handbook for Candidates</td>
<td>Early December 2008</td>
</tr>
<tr>
<td>Admission Form</td>
<td>Early March 2009</td>
</tr>
<tr>
<td>Results Notice</td>
<td>5 August 2009</td>
</tr>
<tr>
<td>Certificate</td>
<td>October 2009</td>
</tr>
</tbody>
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Regulation on Use of Calculators in Examination

19. The use of calculators in the HKCE Examination 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 in early December.

Scripts of Candidates

20. While the Authority 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

21. (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 Office and CIE website (www.cie.org.uk).

Publications

22. 2009 HKCEE Handbooks of Regulations & Syllabuses as well as Subject Examinations Reports and Question 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 8222);
(2) the HKEAA Publications Unit, 17 Tseuk Luk Street, Kowloon (Tel. No.: 3628 8263); and
(3) leading bookshops.

23. A list of schools approved for participation in the 2009 Hong Kong Certificate of Education Examination together with the approved practical subjects is available at the HKEAA offices, District Offices of Home Affairs Department and the HKEAA website.

HKEAA Office

24. 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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