1. Do I need to take IGCSE examinations prior registration for GCE examinations?

There is no entry requirement for GCE examination.

2. Can I register with the Authority as private candidate for GCE examinations and at the same time register through my school as school candidate for different GCE subjects/units to be taken in the same examination series?

A candidate should not submit more than one entry in the same examination series whether for the same or for different subjects/units. Otherwise, this will be regarded as dual entries and may lead to cancellation of examination entries without prior notice. No refund of the examination fee will be made for the cancelled entries.
3. Can I register with the Authority at the same time for Cambridge GCE examinations and London GCE examinations to be taken in the same examination series?
There is no entry requirement for Cambridge GCE examination and London GCE examination. A candidate can enter with the Authority at the same time for Cambridge GCE examinations and London GCE examinations to be taken in the same examination series. However, candidates are reminded to check carefully the relevant examination timetables (including GCE/GCSE/IGCSE) and the examination regulations and syllabus on the Examination Boards’ websites before submitting their entries so as to avoid timetable clashes among subjects/units entered and prohibited combinations of subjects/units. Normally, no special arrangements will be made under such circumstances.

4. When will I receive the Candidate Entry Information Checklist?
Candidates will receive the Candidate Entry Information Checklist about two to three months after registration for the examination. Candidates who wish to change the information listed on the Checklist should inform the International and Professional Examinations Division of the Authority in writing before the closing date given in the clause “Candidate Entry Information Checklist” of the ‘Notes for Persons Entering for the Examination’.

5. If my name shown on the Candidate Entry Information Checklist is incorrect, or is different from my name shown on my official identification document to be presented in the written examination, how can I make the amendment?
Candidates who wish to change the name listed on the Checklist should inform the International and Professional Examinations Division of the Authority in writing before the closing date given in the clause “Candidate Entry Information Checklist” of the ‘Notes for Persons Entering for the Examination’.
Candidate’s name shown on the Candidate Entry Information Checklist will be the same as that on the Admission Form. If the name is different from the one shown on the official identification document to be presented in the written examination, during the examination, the invigilation personnel may have legitimate doubts about the candidate’s identity and will file a report to the Examination Board. Therefore, candidates should notify the International and Professional Examinations Division of the Authority to update the record as soon as possible.

6. If my postal address has been changed, how can I make the amendment?
You should complete an Address Amendment Form which can be downloaded from the GCE webpage of the Authority website and submit the amendment request to the International and Professional Examinations Division by fax at 3628 8790 or by post to the Authority, 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. Please contact the Authority staff at 3628 8761 press 2 # 1119 for assistance.

7. What should I do if I want to add or change subject(s)/unit(s) after having submitted registration?
Regarding application for addition or change of subjects/units, you should complete an Addition/Change of Subjects form which can be downloaded from the GCE webpage of the Authority’s website and submit the form to the International and Professional Examinations Division before the closing date for “Addition/Change of Subjects” as stated in item “Entries” in the ‘Notes for Persons Entering for the Examination’. If the application is accepted, a supplementary fee in addition to the subject/unit fees will be levied for each entry. No addition or change of subjects/units
will be accepted after the closing date.

8. What should I do if I want to delete subject(s)/unit(s) after having submitted registration?
You should submit a written request for deletion of subject(s)/unit(s), stating clearly your name, candidate number, and the subject(s)/unit(s) to be deleted, and sign on the letter. Please make sure the signature is the same as the signature on the entry form. Examination fee paid by a candidate who subsequently deletes one/more subjects/units will NOT be refunded.

9. If I withdraw from the examination, will there be a refund of the examination fee paid?
Examination fee paid by a candidate who subsequently withdraws his/her entry, or is absent from the examination, will NOT be refunded.

10. When will I receive the Admission Form?
School candidates will receive their Admission Forms through their respective schools. Admission Forms will be posted to private candidates. Candidates who have not received their Admission Forms two weeks before the first date of the examination must contact the International and Professional Examinations Division of the Authority. (Address: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. Telephones: 3628 8761/3628 8787 or fax: 3628 8790)

11. When will I receive my examination results?
School candidates will receive their Statements of Results through their respective schools and private candidates will receive their Statements of Results from post at the following time:
   **May/June examination series:**
   In mid August of the examination year.
   **October/November examination series:**
   In January of the year following the examination year
   **January examination series:**
   In March of the examination year

12. My results turned out to be worse than expected. What can I do?
If candidates think that there is something wrong with the results, they can apply for Result Enquiry Services. Fees will be charged by the Examination Board direct for Result Enquiry Services. To apply for Result Enquiry Services, you should complete a Result Enquiry Services form which can be downloaded from the GCE webpage of the Authority website and submit the form to the International and Professional Examinations Division of the Authority before the closing date which will be given in the letter attached to the examination result to be distributed to candidates.

13. When will I receive my Certificate?
   **May/June examination series:**
   December of the examination year (if you have entered the cash-in code for London GCE Examinations).
   **October/November examination series:**
   Late March of the year following the examination year.
   **January examination series:**
   June of the examination year (if you have entered the cash-in code for London GCE Examinations).
14. **What should I do to apply for a replacement certificate?**
The Examination Boards do not issue replacement certificate. If a candidate lost or damaged his/her Certificate, he/she has to apply direct with the Examination Boards for a Certifying Statement of Results.

15. **What is cashing in? (For London GCE Examinations only)**
Once a candidate has entered for the appropriate set of units, an entry may then be made for the AS/AL qualification. This is known as ‘cashing-in’. Cashing-in is NOT automatic. To apply for cashing in, a candidate must blacken the cash-in code(s) concerned on the entry form, e.g. 8GE01 for AS Geography and/or 9GE01 for AL Geography.

Results of units will be held in the Examination Board’s unit bank for as many years as the same syllabus remains available. The units can be taken in the same examination series, or can be banked under the candidate’s Unique Candidate Identifier (UCI) number if taken in more than one series. More than one cash-in code can be entered as long as the units required have been taken. No overall grade will be issued unless a cash-in code is entered at the time of registration. Results of individual units and overall grade(s) (if entered) will be issued to candidates on the Statements of Results.

16. **Can I cash-in the GCE Mathematics and Pure Mathematics in the same examination series? (For London GCE Examinations only)**
London GCE Mathematics and Pure Mathematics have several common units (e.g. 6663 Core Mathematics Unit 1). If a candidate has entered a common unit, he/she will not be eligible to cash-in Mathematics and Pure Mathematics at the same time. The same rule applies to the GCE Further Mathematics and Pure Mathematics who have several common units (e.g. 6667 Further Pure Mathematics Unit 1).

17. **I didn’t enter the cash-in code at the time of registration. What can I do? (For London GCE Examinations only)**
Requests for cash-in made after the examination registration deadline, if accepted, will be subject to late fees which are charged by the Examination Board. Such requests should be made through the International and Professional Examinations Division of the Authority before the closing date which will be given in the letter attached to the examination result to be distributed to candidates.

18. **Do I need to take practical tests for London GCE Science subjects? (For London GCE Examinations only)**
Unit 3 and Unit 6 of Biology, Chemistry and Physics contain internally assessed practical tests. However, candidates who register with the Authority for the London GCE examinations will take external written examinations. Such external written examinations are offered by the Examination Board as an international alternative to internal assessment.

19. **When will the speaking tests for London GCE Chinese Unit 1 be held? (For London GCE Examinations only)**
Speaking tests for London GCE Chinese Unit 1 takes place in April normally.