6. ENTRIES

(a) Dual Entries: The first entry for an examination series submitted by a candidate is considered as the final entry of the candidate. A candidate must not submit more than one in the same examination series whether for the same or for different subjects. Dual entries will lead to cancellation without prior notice. Notice of the examination fees will be made to the cancelled entries.

(b) Late Entry: Application for late entry should be submitted to the HKEAA on or before 20 July 2018. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for the late entry. No late entries will be accepted after 20 July 2018.

(c) Additions / Changes of Subjects: Once the first entry for an examination series has been submitted, it is considered as the final entry of the candidate. Candidates are not permitted to make any changes to their entries. Application for additions / changes of subjects should be submitted to the HKEAA on or before 20 July 2018. If the application is accepted, a supplementary fee in addition to the examination fees will be levied for the new additions / changes of subjects. No late entries will be accepted after 20 July 2018. Candidate's responsibility to ensure any addition / change of subjects will not result in conflict with the examination schedule.

(d) Withdrawal: No withdrawal of examination fees will be made for the withdrawal of subject(s). Candidates are not allowed to add any of the examination(s) already withdrawn.

7. PERSONAL DATA

Personal data of candidates are used by the HKEx and the Examination Board for delivery of examination and assessment services. Whether you provide the personal data voluntarily is optional. If you fail to provide all or any of the data are inaccurate or incomplete, the HKEx may not be able to accept your entry or provide all or part of the examination and assessment services. The personal data submitted may be used for:

(a) assisting tertiary institutions and other government / public organizations in their admissions processes;
(b) assisting tertiary institutions and other government / public organizations in respect of their requests for information in granting scholarships;
(c) assisting tertiary institutions and other government / public organizations to confirm the candidates' eligibility for financial assistance or other forms of subsidies, in which case the necessary personal data will be disclosed to the relevant institutions;
(d) certifying candidates' examination results in response to legitimate requests;
(e) processing any refund or relation to examination fees;
(f) conducting and assisting tertiary institutions / other government / public organizations to conduct educational research and analysis;
(g) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
(h) making the services and products of the Examination Board (including examination services, courses, events, publications, and other examination materials or resources) subject to the candidates' consent.

The HKEx may also transfer personal data to third parties for the above or other directly related purposes, including government / public organizations, schools and educational institutions, banks (for processing refund or payment), and service providers providing various administrative or technical services to facilitate the delivery of the examination and assessment services including but not limited to data matching, registering / unregistration process, dispersal of examination documents, and the capture, disposal or other processing of data.

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 be identified by the relevant or the student concerned from information recorded by the HKEx. Personal data correspond / other information recorded by the HKEx may be referred to the Examination Board concerned for delivery of examination and assessment services and for any of the aforementioned purposes or other directly related purposes. In general, upon completion of an examination or examination series and all the consequent examination services, the HKEx will transfer all such data to the Examination Board who will assume full control of such data. By filing such an application, candidates agree to the Examination Board's disposal of their data / information in accordance with its policies and procedures.

Candidates are recommended to check carefully the relevant examination timetables (including GCE / IGCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects. Normally, no special arrangements will be made under such circumstances. Candidates who wish to retake one or more examination sessions on the same day are advised to check and ensure that there is sufficient break time (e.g. two hours) between examination sessions for travelling and taking test. These examinations may be held at the examination centre concerned, if travelling will be required to cancel the affected subjects. Examination fees paid for a candidate who subsequently withdraws his / her entry, or is absent from the examination, or whose entry is later cancelled will not be refunded. Fees are not transferable from one examination to another / to a later one / for other purposes. By accepting the candidate's application, the Examination Board will not be held responsible for any inconvenience or loss to the candidate. Fees paid for a candidate who subsequently withdraws his / her entry, or is absent from the examination, or whose entry is later cancelled will not be refunded. Fees are not transferable from one examination to another / to a later one / for other purposes. By accepting the candidate's application, the Examination Board will not be held responsible for any inconvenience or loss to the candidate.