

本局檔號：DSE/CR 3/2014

香港中學文憑考試
2013/2014 年度考試通告第四號
領取 2013 年考試證書

- 一. 請各與考學校委派職員於 2013 年 10 月 28 日至 11 月 1 日期間，於辦公時間（星期一至五：上午 8 時 30 分至下午 5 時）攜同填妥本函附夾的領取單到本局修頓中心辦事處（地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓）領取 2013 年香港中學文憑考試證書。
- 二. 證書依考生註冊編號次序排列，全試缺席或全部科目成績屬「不予評級」(UNCLASSIFIED)/「未達標」(Unattained)/「未獲級別」(Ungraded) 的考生不獲頒發證書。
- 三. 為方便校方記錄證書的派發情況，本局為各校提供一份電腦印製的文件，內依考生註冊編號次序列出考生資料 **(樣本一)**，文件將連同證書交予校方。考生在領取證書時應在該文件上填上其證書的編號並在適當位置簽收。該文件由校方保存，不必交回本局。
- 四. 請校方盡早派發證書予考生，並通知各考生核對其證書上的個人資料(包括中、英文姓名及香港身分證號碼)。如需作出更正，考生應盡早將證書及已填妥的申請更正表格 **(樣本二)**交回本局辦事處處理。如委託他人辦理，受託人須提交考生的身分證副本。凡於 2013 年 12 月 31 日或以前提出的更正申請，本局不收費用；於 2014 年 1 月 1 日至 2014 年 3 月 31 日之間提出的更正申請，考生須繳交費用港幣 226 元。2014 年 3 月 31 日後，本局不接納更改證書上個人資料的申請。
- 五. 考生如遺失證書或要求在 2014 年 3 月 31 日以後更改個人資料，可向本局申請成績證明書。申請成績證明書的費用現時為每張港幣 425 元。
- 六. 如有考生未回校領取證書，學校須於領取下年度(即 2014 年)證書時將仍未認領的 2013 年證書交還本局。
- 七. 如有查詢，請聯絡林進明先生(電話：3628 8911)。

學校考試及評核部總經理 許婉清

2013 年 10 月 17 日

致：各與考學校校長

Acknowledgement of Receipt of Certificates

樣 本 一 SPECIMEN 1

SCHOOL CODE: 10199

SCHOOL NAME: ABC College

REF	CAND NO.	CAND NAME	CERTIFICATE SERIAL NO.	SIGNATURE	DATE OF RECEIPT
6A01	132203XXX	AU KAI YUEN	_____	_____	_____
6A02	134870XXX	CHAN CHUN TUNG	_____	_____	_____
6A03	137345XXX	CHAN TAT CHOI RICKY	_____	_____	_____
6A04	134325XXX	CHIU YU YAN	_____	_____	_____
6A05	133245XXX	CHUK SHAN SHAN SUSAN	_____	_____	_____
6A06	138654XXX	FOK CHUN MAO	_____	_____	_____
6A07	136542XXX	HA WING HUNG	_____	_____	_____
6A08	136223XXX	KONG MAN KWONG	_____	_____	_____
6A09	133897XXX	LAM TAI MAN DAVID	_____	_____	_____
6A10	134889XXX	LAU TING BAO	_____	_____	_____
6A11	137666XXX	LAW CHING YAN YANNIE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
6A 12	133998XXX	TAM WAH HONG WILLIAM	_____	_____	_____
6A13	135667XXX	WONG KAI SUN FRANK	_____	_____	_____
6A14	133355XXX	YIP WING NING WENDY	_____	_____	_____
6A15	131146XXX	YUEN MAN KIT	_____	_____	_____

NO. OF CANDIDATES: 15

NO. OF CERTIFICATES: 14

DSE

To: Manager, School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority
12/F, Southorn Centre
130 Hennessy Road, Wan Chai
Hong Kong

樣本二
SPECIMEN 2

Hong Kong Diploma of Secondary Education Examination 2013
Request for Amendment of Personal Data on the Certificate
(Amendment requests will NOT be accepted after 31 March 2014)

1. I found the following error(s) in respect of my personal particulars on my 2013 HKDSE certificate:
(Please ‘√’ as appropriate)

Name in English

Hong Kong ID Card No.

Name in Chinese

Travel Document No.

Note

- (1) *The original certificate should be returned.*
- (2) *Applicants are required to produce their Hong Kong ID cards/Travel Documents for inspection. If the application is submitted through an authorised person, a copy of the applicant's Hong Kong ID card/Travel Document should be produced for verification against the data listed below.*
- (3) *Amendment of personal data on a certificate will be made by the Authority free of charge if the request is received on or before 31 December 2013. For requests made between 1 January 2014 and 31 March 2014, a fee of \$226 will be charged. No amendment of personal data on a certificate will be accepted after 31 March 2014.*

2. I enclose my original certificate. Please make the following amendment(s) :

	Error Detected	Correct Information (in BLOCK Letters)
Name in English		
Name in Chinese		
Hong Kong Identity Card No.		()
Travel Document		

Address: _____

Signature: _____
Name : _____
(in BLOCK letters)

Tel. No.: _____

Date : _____ Candidate No. : _____

For office use

Handled by _____

Checked by _____



HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

HKDSE 2013 – Amendment of personal data on the certificate

DSE

The applicant will be notified of the date for the collection of the amended certificate
around 15 January 2014 or two weeks after the submission of the form.

學校編號
School Code

領取單 COLLECTION SLIP

(請於 2013 年 10 月 28 日至 11 月 1 日到考評局領取會考證書)
(Certificates to be collected **between 28 October and 1 November 2013**)

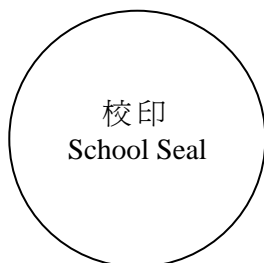
致：香港考試及評核局學校考試及評核部經理
To: Manager, School Examinations & Assessment Division, HKEAA

2013 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2013

請將本校下列各項文件交給
Please allow the bearer, Mr / Mrs / Ms
school the following documents:

先生／女士帶回：
to collect for my

_____ 2013 年香港中學文憑考試證書
certificates for the 2013 Hong Kong Diploma of Secondary Education Examination



校長簽署
Signature of Principal: _____

學校名稱
Name of School: _____

日期
Date: _____

辦公時間： 星期一至五：上午 8 時 30 分至下午 5 時

Office Hours: Monday to Friday: 8:30 am – 5:00 pm

地址： 香港灣仔軒尼詩道 130 號修頓中心 12 樓

Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong