

Phone: 3628 8860

Ref.: DSE/PO 16

5 July 2019

To: Principal of participating schools

Dear Principal,

Hong Kong Diploma of Secondary Education Examination (HKDSE) 2020 Withdrawal of School Candidates from the Examination

In order to streamline the procedures for processing applications for withdrawal from the HKDSE, a **standard form** is devised for schools to submit the applications for their candidates from the 2020 Examination. Schools are required to complete the attached form and provide the reason(s) for withdrawal pertinent to their school candidates for processing by the HKEAA. Withdrawal on medical grounds should be accompanied by supporting evidence such as the original copy of the medical certificates.

Your attention is drawn in particular to the following points:

- (1) Candidates who wish to withdraw from the 2020 HKDSE must inform the HKEAA via their School Principal by completing the attached form and returning it to the HKEAA on or before the stipulated deadlines listed below:

Registration	Deadline for Withdrawal	Refund Arrangements
June Registration - Category C subjects	16 August 2019	A refund of the subject fees paid after the deduction of an administration fee of \$470 will be made to the Government.
September Registration - Categories A & B subjects	30 November 2019	* No refund of supplementary fee (if any) is payable if the application is submitted at the candidate's request.

- (2) If the candidates have sat any Category C subject (November 2019 Series) examinations and/or their Category B (ApL) marks have been submitted to the HKEAA, the results of the Category B/C subject(s) concerned will be retained and shown on their 2020 HKDSE results notice and certificate (if applicable). Under such circumstances, only partial deletion of Category A subjects instead of withdrawal from the examination would be accepted.
- (3) A partial refund of the examination fees for the Category A subject(s) after the deduction of an administration fee will be made to the Government. No refund of the examination fees paid will be made to the Government if the requests are received after the above deadline except under special circumstances.

Schools are requested to draw the attention of their teachers concerned to the contents of this letter. If you have any queries on this matter, please contact our Public Examinations Information Centre on 3628 8860.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Margaret Hui', with a stylized flourish at the end.

Margaret Hui (Ms)
General Manager, School Examinations and Assessment Division

學校編號
School Code

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2020 年香港中學文憑考試 (文憑試)
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION (HKDSE) 2020
學校考生退出考試申請

Withdrawal from Examination – School Candidate

退出考試的截止日期 Deadline for Withdrawal	丙類科目 Category C Subjects	甲類及乙類科目 Categories A & B Subjects
	2019 年 8 月 16 日 16 August 2019	2019 年 11 月 30 日 30 November 2019

注意事項：

1. 本申請表格須於**上述指定截止日期或以前**交回考評局修頓中心辦事處（地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓）。考生於**上述截止日期之後**申請退出文憑試須獲得考評局批准。
2. 請以正楷填寫此表格，並在適當的方格加上別號。填寫的資料必須與考生資料核對表所列相同。
3. 如退出考試是基於考生的要求，則考生不會獲發還已繳付的附加費（如有）。
4. 如考生有應考丙類科目及／或其乙類科目成績已呈交予考評局，其丙類／乙類科目成績會被保留並列於 2020 年文憑試的成績單及證書上（如適用）。本局只會取消考生的甲類科目，而有關甲類科目的科目費於扣減行政費後將退回給政府。除非特殊情況，於**上述指定截止日期之後**接獲的申請，本局**不會**退還已繳付的考試費予政府。

Notes:

1. This application form must be completed and returned to the HKEAA Southorn Centre Office (Address: 12/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **on or before the above stipulated deadline**. Applications submitted **after the deadline** are subject to the approval of the HKEAA.
2. Please complete this form in BLOCK LETTERS and tick the appropriate box below. The candidate's information must agree with those indicated on the Candidate Entry Information Checklist.
3. No refund of supplementary fee (if any) is payable if the application is submitted at the candidate's request.
4. If the candidates have sat any Category C subject (November 2019 Series) examinations and/or their Category B (ApL) marks have been submitted to the HKEAA, the results of the Category B/C subject(s) concerned will be retained and be shown on their 2020 HKDSE results notice and certificate (if applicable). The Authority will delete the Category A subject(s) only and a partial refund of the relevant examination fees after the deduction of an administration fee will be made to the Government. Except under special circumstances, no refund of the examination fee paid will be made to the Government for requests received **after the above deadline**.

考生資料 Candidate Information

考生姓名 (英文) _____ (中文) _____
Name of Candidate (English) _____ (Chinese) _____

考生編號
Candidate No.

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其他身份證明文件
Other ID Document

香港身分證
Identification Document
Number

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 或 OR

退出文憑試原因 Reason for Withdrawal from HKDSE

- 未能升讀中六 Not promoted to S6
 健康理由[^] Medical reason[^]
([^] 請提供醫生證明書正本 Please provide **original** copy of medical certificate(s))
 其他 (請註明) Others (Please specify) _____
- 退學 Dropout
 海外升學 Study abroad

學校名稱
Name of School _____

聯絡人
Contact Person _____

校長簽署
Signature of Principal _____

日期
Date _____

校印
School Seal

Refund of Examination Fees to the Government (To be completed by HKEAA)

Date of Withdrawal Received: _____

- On or before 16 Aug / 30 Nov After 16 Aug / 30 Nov On medical grounds Others: _____

Total amount of exam fee paid by the Government	\$
<i>Minus: Category B/C Subject Fee(s) (if applicable)</i>	\$
<i>Minus: Administration Fee (if applicable)</i>	\$
Refund amount to the Government	\$

- Partial deletion
 No refund

Processed by: _____ Checked by: _____ Approved by: _____
2020 Withdrawal from Examination – School Candidate