

**Hong Kong Diploma of Secondary Education Examination 2021
Examination Circular No. (1) 2020/2021**

Applications for Special Examination Arrangements from Candidates with Special Needs

1. Candidates with special needs (such as candidates with disabilities/chronic illness) may apply for special examination arrangements (SEAs) (e.g. sitting exams at special centres, extra time allowance, supervised breaks, Braille/enlarged question papers, etc.) or exemption from component(s)/part(s) of an examination in the Hong Kong Diploma of Secondary Education Examination (HKDSE). School candidates should submit their applications to the Hong Kong Examinations and Assessment Authority (HKEAA) via schools.
2. To allow sufficient time for schools and students to practise the approved SEAs in internal examinations, schools should submit applications for their students two years before the HKDSE (i.e. in Secondary 5) so that they can be notified of the application results within the S5 school year. Upon receipt of the application results, schools should implement the approved SEAs in internal tests/examinations soonest possible so that the students can familiarise themselves with the arrangements. In case the students' conditions of disabilities are unstable, they may submit applications in the school year in which they sit the HKDSE.
3. The following candidates should submit applications to the HKEAA together with the supporting documents from **Friday, 11 September 2020 to Wednesday, 7 October 2020**:
 - candidates with special needs who will be studying S6 in 2020/21 and have not submitted their applications before (i.e. candidates who will sit the 2021 HKDSE); and
 - candidates with special needs who will be studying S5 in 2020/21 (i.e. candidates who will sit the 2022 HKDSE)

In view of the epidemic development, if it takes longer time for S5 candidates and/or their schools to collect the supporting documents, schools are advised to submit the application for SEAs for them in 2021/22.

4. The 2020/21 timeline for applications for SEAs is given below:

Timeline	Application Procedures
Friday, 11 September 2020 to Wednesday, 7 October 2020 (Applications submitted after the application deadline will normally NOT be accepted.)	School candidates and private candidates can submit applications for SEAs via the SEA Online Services .
Mid-January 2021	All applications will be considered by the Committee on Special Needs Candidates (the Committee) or the Task Group on SEAs for Candidates with Specific Learning Disabilities (the Task Group). The HKEAA will announce the results of the applications via the SEA Online Services. <i>(Note: Written notifications will NOT be sent to the schools/candidates by post unless otherwise specified in their applications for SEAs.)</i>

20 January 2021	If the school and/or candidate have not received the result of the application via the SEA Online Services, they should contact the HKEAA immediately (tel: 3628 8917).
Within 4 weeks from the date of issue of notification letter	Candidates who are not satisfied with the results of their applications may apply for review within 4 weeks from the date of notification of results. Applications for review must be supported by additional justifications and/or documentary evidence in writing.
22 January 2021	Super-late applications or amendments to SEAs due to oversight of schools and/or candidates will NOT be entertained after 22 January 2021.
Mid-March 2021	Applications for review are processed by an independent 'Appeal Panel for Special Needs Candidates'. Applicants will be notified in writing of the outcome of the review in mid-March 2021.
14 May 2021	S5 candidates who are not satisfied with the outcome of the review may apply for reconsideration of their cases on or before 14 May 2021 (only applicable to applications submitted two years before the examination within the stipulated application period in para. 3). Applications for reconsideration must be supported by additional justifications and/or documentary evidence in writing. The cases will be reconsidered by the Committee or Task Group. The candidates concerned will be notified in writing of the outcome of reconsideration in mid-June 2021.

For details, please refer to the Application Guide.

Application Method

Special Examination Arrangements (SEA) Online Services

- Schools should submit applications for their students via the SEA Online Services at the HKDSE Examination Online Services (www.hkdse.hkeaa.edu.hk). School Principals may access the SEA Online Services by logging into the HKDSE Examination Online Services using the **same User ID and login password** for the Registration System. Each school may designate up to three "Special Examination Arrangements (SEA) Application Officers" who will apply on behalf of their students for special examination arrangements, if applicable. SEA Application Officers who log into the SEA Online Services for the first time should use the **User ID and default login password** assigned by their School Principal / School Administrator. For enquiries, please call the SEN hotline on 3628 8917 or send an email to dse@hkeaa.edu.hk.
- To facilitate schools in collecting the relevant information from their students before inputting the application data into the SEA Online Services, a PDF version of the online application will be provided for schools' reference. Please note that schools are still required to submit the applications for SEAs via the SEA Online Services. Besides, a form will be provided for schools requesting to amend the SEAs for candidate(s) (e.g. addition/cancellation/withdrawal of SEAs) after submission of applications and/or approval of the SEAs by the HKEAA. The above forms will be available for download from the SEA Online Services on **Friday, 28 August 2020**.

Application Guide and Information Leaflets

7. Schools may download the Application Guide and the following information leaflets from the HKEAA website (www.hkeaa.edu.hk → Services to Special Needs Candidates → HKDSE) on **Friday, 28 August 2020**:

- Providing Services to Candidates with Special Needs (August 2020)
- Providing Services to Candidates with Specific Learning Disabilities (August 2020)

Please notify your students and parents to download and read carefully the Application Guide and information leaflets from the HKEAA website before submitting the SEA applications.

Please pay special attention to the major changes below and refer to the specific part of the Application Guide:

	Special Needs	Major changes	Application Guide
1	Other Disabilities	<ul style="list-style-type: none"> ● Starting from the <u>2021 HKDSE</u>, <ul style="list-style-type: none"> (i) candidates with Autism Spectrum Disorder (ASD) and/or Attention-Deficit/ Hyperactivity Disorder (AD/HD) who request extra time allowance (ETA) should submit Annex 8; and (ii) the validity period of the diagnostic report issued by a psychiatrist (for candidates with AD/HD) is relaxed to 4 years before the public examination. 	Section 5.6 and Annex 8
2	Specific Learning Disabilities (SLD)	<ul style="list-style-type: none"> ● Regarding the provision of speech-to-text software, <ul style="list-style-type: none"> (i) the latest basic model of MacBook Air is allowed for use; and (ii) candidates who use the latest Mac operating system (i.e. macOS Catalina) should operate ‘Voice Control’ function (instead of ‘Dictation’ function) which supports offline operation for converting their speech into text. 	Annex 7

Online Seminars for Schools / Candidates and Parents

8. To familiarise schools with the SEAs for HKDSE candidates with special needs, the application procedures and the SEA Online Services, an online seminar will be arranged for SEA Application Officers and teachers concerned. Details of the seminar are given below:

Online Seminar for Schools

Date: 14 September 2020 (Monday)

Time: 3:00 – 4:45 pm

Registration: School Principals/SEA Application Officers/SEOs should sign up **via the School Information Management (SIM) System** (*Login HKDSE Examination Online Services → School Information Management School Information Management Online Service → Maintain → Register Event*) **on or before 8 September 2020 (Tuesday)** (on a first-come first-served basis). Please register with a valid email address and a link for the online seminar will be sent to the participants on or before 11 September 2020.

9. To promulgate the SEAs and the related administrative arrangements among parents and candidates, an online seminar will be held at the time as follows:

Online Seminar for Candidates and Parents on SEAs

Date: 14 September 2020 (Monday)

Time: 6:15 – 8:00 pm

Registration: Please refer to *Annex* for details.

Follow-up actions

10. School Principals are requested to bring the contents of this letter to the attention of your staff, **all** your students studying S4/S5/S6 in 2020/21 and their parents.

Enquiries

11. In case of enquiries, please call our SEN hotline on 3628 8917.

MARGARET HUI (MS)
General Manager, School Examinations and Assessment Division

To: Principals of Participating Schools

香港考試及評核局
香港中學文憑考試
為特殊需要考生提供特別考試安排
考生及家長網上講座

有特殊需要的香港中學文憑考試（文憑試）考生，考評局可為他們作特別考試安排，讓他們在適當的環境下應考，得到公平的評核。下述講座的目的是向考生及家長介紹特別考試安排及相關申請程序。

日期 時間	2020年9月14日（星期一） 下午6時15分至8時正
內容	1. 特別考試安排及申請程序 2. 問答環節
講者 語言	考評局講者 粵語
報名	由 2020年8月28日至2020年9月8日 到以下網址報名（以先到先得的方式安排）： http://www.hkeaa.edu.hk/tc/events/2021senseminar.html *請於報名時提供有效的電郵地址，以便本局於2020年9月11日或之前發送網上講座的連結予參加者。
查詢	3628 8917

家長亦可從考評局網頁（www.hkeaa.edu.hk → 為特殊需要考生提供服務 → 香港中學文憑考試）下載有關申請特別考試安排的詳細資料。

香港考試及評核局
學校考試及評核部

Hong Kong Examinations and Assessment Authority
Hong Kong Diploma of Secondary Education Examination
Special Examination Arrangements for Special Needs Candidates
Online Seminar for Candidates and Parents

Special examination arrangements (SEAs) can be made for special needs candidates in the Hong Kong Diploma of Secondary Education Examination (HKDSE) to enable them to be equitably assessed under suitable conditions. A seminar will be conducted by the HKEAA to familiarise candidates and parents with the SEAs and the related application procedures. Details are as follows:

Date	14 September 2020 (Monday)
Time	6:15 pm to 8:00 pm
Content	1. SEAs and application procedures 2. Q&A Session
Speaker Language	Speakers from the HKEAA Cantonese
Registration	Register (on a first-come first served basis) at the following website from 28 August 2020 to 8 September 2020 : http://www.hkeaa.edu.hk/en/events/2021senseminar.html * Please register with a valid email address and a link for the online seminar will be sent to the participants on or before 11 September 2020.
Enquiries	3628 8917

For more information, please visit the HKEAA website (www.hkeaa.edu.hk → Services to Special Needs Candidates → HKDSE).