

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2021
Examination Circular No. (8) 2020/2021
Collection of Admission Forms

- The Admission Forms for the 2021 Hong Kong Diploma of Secondary Education Examination (HKDSE) will be available for collection by schools that have entered candidates for the Examination between **17 March and 23 March 2021** during office hours (Monday to Friday: 8:30 am - 5:30 pm) at the Hong Kong Examinations and Assessment Authority Southorn Centre office (Address: Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

To avoid overcrowding and reduce the queuing time, school principals are requested to send a member of their staff to collect the Admission Forms from the designated collection point according to their school code, bringing along the duly completed **collection slip** (see *Annex 1*).

HKDSE School Code starting with	Collection Points	
	Collection Date: 17 March (Time: 8:30 am - 5:30 pm)	Collection Date: on/after 18 March (Time: 8:30 am - 5:30 pm)
1 (e.g. 1XXXX)	Rm 1402 , Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
2 (e.g. 2XXXX)	12/F , Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	
3 (e.g. 3XXXX)	Rm 1404 , Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	

Precautionary Measures at Collection Points

As a contingency measure against the spreading of COVID-19, body temperature screening will be set up at the entrance of HKEAA Southorn Centre office. All school staff are required to undergo body temperature screening and wear surgical masks before entering. They should also maintain social distancing while queuing by following the related instructions. Alcohol sanitisers will be provided for school staff to sanitise their hands before entering the collection point.

- Examination Centres, Examination Stationery and HKDSE App**

The following documents have been/will be uploaded to the HKEAA website (www.hkeaa.edu.hk → <HKDSE> → <Examination Administration>) and the HKDSE Examination Online Services (www.hkdse.hkeaa.edu.hk → <News and Notice>) for candidates' reference:

- The list of examination centres for the 2021 HKDSE (with addresses and location maps for individual centres) from 17 March 2021;
- Specimens of Question Paper/Question-Answer Book Cover, MC Answer Sheet and Barcode Sheet (already uploaded).

Candidates can log into 'My Exam Schedule' on the HKDSE App (<http://www.hkeaa.edu.hk/en/app/>), available for free download from App Store or Google Play from 17 March 2021, to view their personalised examination timetable. For details, please visit the above website.

3. After collecting the admission forms and downloading the relevant documents/materials mentioned in paragraph 2, school principals are requested:
 - (1) to post them up in the school (if appropriate) or circulate them among teachers and candidates for their information;
 - (2) to instruct candidates to check the **candidate's name (in both Chinese and English), identification document type and number as well as subjects (including paper(s)/module/language version as appropriate)** printed on the admission form to ensure that the entry data are correct. The identification document type and number should match with those used for JUPAS applications. Any discrepancy or mismatch might affect the JUPAS application procedures. In case there is any discrepancy in the subject(s)/paper(s)/module/language version entered by your candidate, the school should submit a request for entry amendments which is subject to the approval of the Secretary General of the HKEAA. School principals are reminded that:
 - (a) **ANY SUPER-LATE REQUESTS FOR CHANGES WILL NOT BE ACCEPTED FROM 9 APRIL 2021** (i.e. 10 working days before the start of the written examinations on 23 April 2021);
 - (b) Applications for change of personal particulars should be submitted to the Authority with supporting documents. Candidates must submit their application **on or before 12 July 2021** if they wish to have the updated information shown on their Results Notice.
 - (3) to distribute **'Points to Note for Change of Broadcast Mode in Listening Examinations'** in *Annex 2* to the candidates who are allocated to examination centres using different broadcast modes from those specified in their admission forms in Chinese Language (Cantonese) and English Language Paper 3 (if applicable);
 - (4) to bring the **'Important Points'** in *Annex 3* to the attention of your SEN candidates who have been granted special examination arrangements (if applicable);
 - (5) to ask candidates to affix their recent photographs (of size 3 cm x 4 cm showing his/her head and shoulders) on their admission forms in the presence of the teacher. These photographs should have been submitted by your candidates to the school at the time of registration. For details, please refer to paragraph 10.2 of Annex 2 to Examination Circular No. (4) dated 23 September 2020; and
 - (6) to sign across the photographs affixed to the admission forms and stamp a school chop on top of the signature.
(Note: The barcode printed on the top right-hand corner of the admission form is for attendance taking purposes. Please do not cover the barcode with the photograph, or sign or stamp the school seal on it.)
4. When the processes in paragraph 3(2) - (6) have been completed, the admission forms should be distributed to the candidates **as soon as possible**. Candidates should be advised to take good care of their admission forms as they need to present them for inspection at every examination session. They should be told not to have their admission forms laminated. Applications for the re-issue of a lost/damaged admission form can be made at the HKEAA office. A fee of \$268 (per application), a recent photograph and a letter from the school will be required. Candidates are required to measure their body temperature daily and fill out the Declaration Form on Health to be submitted to the examination centre on each examination day. The Declaration Form (one form per day) is available for download from the HKEAA website (http://www.hkeaa.edu.hk/DocLibrary/MainNews/2021_HKDSE_Candidates_Declaration_on_Health.pdf). Please remind your candidates to **print out the declaration form themselves**. No hardcopy forms will be provided to candidates at the examination centres.
5. Admission forms of those candidates who have left school (if any) should be returned to this office **on or before 16 April 2021**.

6. School principals are requested to draw the attention of their candidates to the examination arrangements and regulations stated in the ‘**Handbook for Candidates**’ (already uploaded to the HKEAA website in mid-December 2020) and on the back of the admission form. Please remind them that violating examination regulations and instructions may lead to mark penalties, downgrading or even disqualification from the examination. In addition, the ‘**Video for Candidates**’ which highlights the important examination regulations and procedures for the HKDSE written examinations is available for **download from the HKEAA website** (http://www.hkeaa.edu.hk/en/candidates/videos_procedure). Kindly arrange for your candidates to view the video before their first day of examinations.
7. The HKEAA will continue to use the **PECSS and ASTS** in all written examinations conducted in school halls, including the hall centres for SEN candidates in the 2021 HKDSE. Video recording will also be arranged in some SEN classroom centres and some Listening paper special rooms of home centres. The **Video on PECSS and ASTS** and the **FAQs** are available for viewing by candidates at the HKEAA website ([http://www.hkeaa.edu.hk/en/candidates/New Initiatives/index.html](http://www.hkeaa.edu.hk/en/candidates/New_Initiatives/index.html)).
8. **Precautionary measures against COVID-19 Infection**
In a bid to prevent the spreading of COVID-19, precautionary measures will be taken at examination centres. The contingency and precautionary measures for the 2021 HKDSE have been updated according to the latest advice from the Centre for Health Protection (CHP) and will be uploaded to the HKEAA website ([https://www.hkeaa.edu.hk/DocLibrary/MainNews/Instructions_to_Candidates_Precautionary Measures at Exam Centre Eng.pdf](https://www.hkeaa.edu.hk/DocLibrary/MainNews/Instructions_to_Candidates_Precautionary_Measures_at_Exam_Centre_Eng.pdf)) from 17 March 2021 which supersedes the version issued on 22 January 2021. Further updates on the measures, if any, will be posted on the HKEAA website.
9. **Absence from the Examination due to Illness or Special Circumstances**
No supplementary examination will be arranged for written or practical papers. School candidates who are absent from the examination due to illness or special circumstances (e.g. in quarantine) may apply for special consideration on their results. The candidates concerned must notify the HKEAA by phone (Tel: 3628 8860) or via email (dse@hkeaa.edu.hk) **before the examination** takes place. A written request must be submitted **within 21 calendar days after the date of the examination** together with a support letter from the school principal and the original of the medical certificate(s) or supporting documents. There is no limit on the number of subjects to be assessed. The assessed subject levels are based on a comparison between the candidate’s academic records in school and those of his/her classmates as well as his/her classmates’ HKDSE results in the subject(s) concerned. Due to the special circumstances arising from the COVID-19 pandemic, the Public Examinations Board has approved that school candidates who cannot sit the examinations due to medical reasons or special circumstances may be given an assessed subject level up to Level 5 in the 2021 HKDSE as a one-off arrangement.
10. **Candidates absent from all written papers in subjects with School-based Assessment (SBA)**
Schools with candidates entering for the subjects/papers listed below are required to submit their School-based Assessment (SBA) scores and relevant records to the HKEAA. However, if such candidates do not sit any of the written papers, they will be regarded as absent from the subjects concerned, irrespective of whether their SBA scores and records have been submitted to the HKEAA before the examination. In such cases, ‘ABSENT’ will be printed against the subjects on the results notice and the subjects will not be listed on the certificate. No examination certificate will be issued if the candidate is absent from all subjects entered.

Chinese Language
English Language
Liberal Studies
Design and Applied Technology
Visual Arts

11. **Release of examination results**

The date of release of the 2021 HKDSE examination results is tentatively scheduled for **Wednesday, 21 July 2021**. Results notices will be distributed to school candidates via their schools on that day. Detailed arrangements on the release of examination results will be announced in early July 2021.

12. In case of enquiries, please contact our Public Examinations Information Centre on 3628 8860.

MARGARET HUI (MS)
Head of School Examinations and Assessment

To: Principals of Participating Schools in 2021 HKDSE

適用於學校編號字首為「1」
Applicable to schools whose school code starts with '1'

DSE
 學校編號
School Code

領取單 COLLECTION SLIP

(請於 2021 年 3 月 17 日 (星期三) 到以下指定的領取地點領取有關文件)
(Documents to be collected from the following designated collection point on **Wednesday, 17 March 2021**)

領取地點： Collection Point:	香港灣仔軒尼詩道 130 號修頓中心辦事處 14 樓 1402 室 Rm 1402, 14/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
領取時間： Collection Time:	上午 8 時 30 分至下午 5 時 30 分 8:30 am – 5:30 pm

To: Head of School Examinations and Assessment, HKEAA
致：香港考試及評核局學校考試及評核主管

2021 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2021

Please allow the bearer, Mr/Ms _____, to collect the admission forms for my school:
請將准考證交予來人 _____ 先生／女士：



校長簽署：
Signature of Principal: _____
學校名稱：
Name of School: _____
日期：
Date: _____

Office Hours 8:30 am – 5:30 pm
辦公時間： 上午 8 時 30 分至下午 5 時 30 分
Address 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
地址： 香港灣仔軒尼詩道 130 號修頓中心 12 樓

適用於學校編號字首為「2」
Applicable to schools whose school code starts with '2'

DSE

學校編號
School Code

領取單
COLLECTION SLIP

(請於 2021 年 3 月 17 日 (星期三) 到以下指定的領取地點領取有關文件)
(Documents to be collected from the following designated collection point on **Wednesday, 17 March 2021**)

領取地點： Collection Point:	香港灣仔軒尼詩道 130 號修頓中心辦事處 12 樓 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
領取時間： Collection Time:	上午 8 時 30 分至下午 5 時 30 分 8:30 am – 5:30 pm

To: Head of School Examinations and Assessment, HKEAA
致：香港考試及評核局學校考試及評核主管

2021 年香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2021

Please allow the bearer, Mr/Ms _____, to collect the admission forms for my school:
請將准考證交予來人 _____ 先生／女士：



校長簽署：
Signature of Principal: _____
學校名稱：
Name of School: _____
日期：
Date: _____

Office Hours 8:30 am – 5:30 pm
辦公時間： 上午 8 時 30 分至下午 5 時 30 分
Address 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
地址： 香港灣仔軒尼詩道 130 號修頓中心 12 樓

適用於學校編號字首為「3」
Applicable to schools whose school code starts with '3'

DSE
 學校編號
School Code

領取單 COLLECTION SLIP

(請於 2021 年 3 月 17 日 (星期三) 到以下指定的領取地點領取有關文件)
(Documents to be collected from the following designated collection point on **Wednesday, 17 March 2021**)

領取地點： Collection Point:	香港灣仔軒尼詩道 130 號修頓中心辦事處 14 樓 1404 室 Rm 1404, 14/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
領取時間： Collection Time:	上午 8 時 30 分至下午 5 時 30 分 8:30 am – 5:30 pm

To: Head of School Examinations and Assessment, HKEAA
致：香港考試及評核局學校考試及評核主管

2021 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2021

Please allow the bearer, Mr/Ms _____, to collect the admission forms for my school:
請將准考證交予來人 _____ 先生／女士：



校長簽署：
Signature of Principal: _____
學校名稱：
Name of School: _____
日期：
Date: _____

Office Hours 8:30 am – 5:30 pm
辦公時間： 上午 8 時 30 分至下午 5 時 30 分
Address 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong
地址： 香港灣仔軒尼詩道 130 號修頓中心 12 樓

Ref.: DSE/OP 5/2021

17 March 2021

Candidate Name: CHAN TAI MAN

Candidate No.: 21xxxxxxx

Dear Candidate

Hong Kong Diploma of Secondary Education Examination 2021
Points to note for Change of Broadcast Mode in Listening Examinations (Normal Centre)

We are writing to inform you about the **reporting time** and **broadcast mode** to be used in the following examination centre(s) to which you are allocated in the English Language and/or Chinese Language Paper 3 (Listening and Integrated Skills) examinations. The information below supersedes that stated on your Admission Form:

Exam Date	Reporting Time	Subject/ Paper	Exam Centre	Centre Type	Broadcast Mode
28-APR-21	9:30 am	English Language 3	C1500 Fukien Secondary School (Siu Sai Wan)	HALL	PA System/USB Player/Computer
30-APR-21	9:30 am	中國語文 (廣東話) 3	C1500 Fukien Secondary School (Siu Sai Wan)	HALL	PA System/USB Player/Computer

Your attention is drawn to the following:

- Candidates are advised to arrive at the examination centre **at least 30 minutes before the above-mentioned reporting time** to complete the procedures relating to the precautionary measures at the examination centre.
- The Chinese Language (Cantonese) and English Language Listening components will be broadcast via **Radio or Infra-red (IR) Transmission System or Public Address (PA) System/USB Player/Computer**. The Listening component of Chinese Language (Putonghua) will be broadcast via **PA System/USB Player/Computer**.

Broadcast Mode	Candidates must:	Provision of Special Room	Late Arrival after 9:45 am
Radio	bring their own radio set equipped with earphones to take the examination	Yes	Go to the Special Room
IR System	bring their own earphones, but they need not bring a radio to the centre		
PA System/USB Player/Computer	Candidates need not bring any radio or earphones	No	Go to the examination centre where you are allocated

For enquiries, please contact our Public Examinations Information Centre at 3628 8860.

School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority

Hong Kong Diploma of Secondary Education Examination 2021
Special Examination Arrangements
Points to Note for Checking Admission Form

Candidates having been granted special examination arrangements (SEAs) should read carefully the notification letter regarding the outcome of their application for SEAs and pay attention to the points below when checking their admission form:

Size of Admission Forms

The admission forms for candidates being granted extra time allowance (ETA) (including prolonged and/or additional pauses in the listening components of language subjects) and/or supervised breaks are printed in A3 size whereas the admission forms for those being given other SEAs (including sitting examinations in special centres) are printed in A4 size.

Information regarding SEAs

- The SEAs given to the candidate are indicated on the admission form which include the following (if applicable):
 1. subject/paper(s)/module/language version entered, examination centre information, date of examination, examination commencing time, etc.;
 2. percentage of ETA given, the actual examination time and finishing time with ETA included;
 3. number of supervised breaks and allocation of break time.
- For candidates who sit the examinations in special centres, the centre number should end with an ‘S’ which represents a special centre.
- The seat number in each special centre is indicated on the admission form for reference only. Candidates will be seated according to the instructions of the Centre Supervisor/invigilator(s).
- All candidates who sit the Listening components of language subjects at special centres (including those taking the examination in their own school) will be given a 5-minute supervised break after completing Part 3A in order to synchronise the time for broadcasting the listening materials of Part 3B. Candidates should abide by the regulations on supervised breaks. The 5-minute supervised break and prolonged and/or additional pauses (if applicable) are embedded in the listening contents and music will be played during the break/pauses. For details, please refer to the ‘General Arrangements for Listening Components of Language Subjects at Special Centres’* and the ‘Handbook for Candidates’*.
- Candidates who are allowed to use the **speech-to-text software** will be granted supervised breaks in the subject examination(s) concerned (i.e. normally a 5-minute break for every 45 minutes of examination). The break times are printed on the candidates’ admission forms with the examination timetable stuck on their desks on the day of the examination. For details about using the software in the examination, please refer to the ‘Application Guide for SEAs’* and the ‘Handbook for Candidates’*.

Late Applications

Any super-late applications or additional requests for SEAs will **NOT** be accepted on or after **9 April 2021** (i.e. 10 working days before the start of the first written examination on 23 April 2021). In case there are extenuating circumstances (i.e. accidents or urgent medical conditions), candidates must submit their application with relevant medical proof at least **10 working days** before the subject examination date.

Enquiries

Please call our SEN hotline on 3628 8917.

* available for downloading under ‘Services to Special Needs Candidates’ from the HKEAA website (http://www.hkeaa.edu.hk/en/Candidates/special_needs_candidates/hkdse.html)