

**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2022**  
**Examination Circular No. (8) 2021/2022**  
**Collection of Admission Forms**

- The Admission Forms for the 2022 Hong Kong Diploma of Secondary Education Examination (HKDSE) will be available for collection by schools that have entered candidates for the Examination between **7 April and 14 April 2022** 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 I*).

HKDSE School Code starting with	Collection Points	
	Collection Date: 7 April 2022 (Time: 8:30 am - 5:30 pm)	Collection Date: 8 April – 14 April 2022 (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)	Rm 1402, 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 uploaded to the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → <HKDSE> → <Examination Administration>) and the HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk) → <News and Notice>) for candidates' reference:

- The list of examination centres for the 2022 HKDSE (with addresses and location maps for individual centres);
  - Specimens of Question Paper/Question-Answer Book Cover, MC Answer Sheet and Barcode Sheet.
- 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 ON or AFTER 14 APRIL 2022;**
    - (b) Applications for change of personal particulars should be submitted to the Authority with supporting documents. Candidates must submit their application **on or before 11 July 2022** if they wish to have the updated information shown on their Results Notice.
  - (3) to bring the **'Important Points'** in *Annex 2* to the attention of your SEN candidates who have been granted special examination arrangements (if applicable);
  - (4) to affix candidates' recent photographs (of size 3 cm x 4 cm showing both head and shoulders) on their admission forms. 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. (2) dated 6 September 2021; and
  - (5) 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 paragraphs 3(2) - (5) 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 \$273 (per application), a recent photograph and a letter from the school will be required.
  5. Admission forms of those candidates who have left school (if any) should be returned to this office **on or before 21 April 2022**.
  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 2021) 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](http://www.hkeaa.edu.hk/en/candidates/videos_procedure)). Kindly remind 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 2022 HKDSE. Video recording will also be arranged in some SEN classroom centres and some Listening paper special rooms/additional classrooms 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 the interests of candidates and invigilation staff involved in the examination, step-up precautionary measures will be taken at examination centres. These include adopting a new procedure for verifying candidates' identity in an open area with good ventilation before the examination as well as providing COVID-19 rapid antigen test (RAT) kits to candidates and invigilation staff for doing a self-test on each examination day. Please remind your candidates to keep the RAT kits provided by the HKEAA properly for examination use as no back-up kits will be provided. Candidates are required to check their body temperature, perform the COVID-19 RAT, complete and sign the Declaration Form on Health on each examination day to be submitted at the examination centre. The Declaration Form (one form per day) is available for download from the HKEAA website ([http://www.hkeaa.edu.hk/DocLibrary/MainNews/2022\\_HKDSE\\_Candidates\\_Declaration\\_on\\_Health.pdf](http://www.hkeaa.edu.hk/DocLibrary/MainNews/2022_HKDSE_Candidates_Declaration_on_Health.pdf)). Please remind your candidates to **print out the latest version of the declaration form themselves**. No hardcopy forms will be provided to candidates at the examination centres. The contingency and precautionary measures for the 2022 HKDSE have been updated in consultation with the Centre for Health Protection (CHP) and 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)). 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](mailto: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. Following the practice in the 2020 and 2021 HKDSE, the Public Examinations Board has approved that school candidates who are absent from the examinations due to medical reasons or special circumstances may be considered for an assessed subject level up to Level 5 in the 2022 HKDSE as a contingency 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  
Design and Applied Technology  
Visual Arts

## 11. **Release of examination results**

The date of release of the 2022 HKDSE examination results is tentatively scheduled for **Wednesday, 20 July 2022**. 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 mid-July 2022.

12. **Release of examination results and rechecking/remarking to candidates via Short Message Service (SMS)**

Following the arrangement for the 2021 HKDSE, candidates providing an SMS phone number will receive their examination results and rechecking/remarking results (if applicable) via SMS. In case of amendments of the SMS phone number of candidates, schools may update the information on the Registration System directly. On the other hand, if any candidates do not wish to receive their results through SMS, schools are requested to complete *Annex 3* by filling in the relevant information of the candidate(s) and return the signed form to us by fax, email or via the 'School Request' function in the School Information Management (SIM) **between 15 June and 11 July 2022**. There is no need to remove the SMS phone number of candidates from the system.

13. **Admission Forms for Practical Examinations**

The Physical Education/Music practical examinations will be rescheduled for late May/early June 2022. Admission Forms for practical examinations will be issued by early May 2022.

14. **Postponement of the Examination**

If the HKDSE has to be postponed due to the pandemic, **revised admission forms** with updated examination dates will **NOT** be re-issued to candidates as the assigned examination centres will remain unchanged. The updated information will be shown in My Exam Schedule on the HKDSE App. Candidates need to bring the original admission form to examination centres for identity verification and attendance taking purposes.

15. 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 2022 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 2022 年 4 月 7 日至 14 日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 between 7 April to 14 April 2022)

<b>領取地點：</b> Collection Point:	<b>4 月 7 日</b> 香港灣仔軒尼詩道 130 號修頓中心辦事處 <b>14 樓 1402 室</b> <b>Rm 1402, 14/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</b>
<b>領取時間：</b> Collection Time:	<b>4 月 8 日至 14 日</b> 香港灣仔軒尼詩道 130 號修頓中心辦事處 <b>12 樓</b> <b>12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</b>
	<b>上午 8 時 30 分至下午 5 時 30 分 8:30 am – 5:30 pm</b>

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

### 2022 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2022

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 2022 年 4 月 7 日至 14 日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 between 7 April to 14 April 2022)

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<b>領取時間：</b> Collection Time:	<b>上午 8 時 30 分至下午 5 時 30 分 8:30 am – 5:30 pm</b>

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

### 2022 年香港中學文憑考試

### HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2022

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 2022 年 4 月 7 日至 14 日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 between 7 April to 14 April 2022)

領取地點： Collection Point:	<b>4 月 7 日</b> 香港灣仔軒尼詩道 130 號修頓中心辦事處 <b>14 樓 1404 室</b> <b>Rm 1404, 14/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</b>
	<b>4 月 8 日至 14 日</b> 香港灣仔軒尼詩道 130 號修頓中心辦事處 <b>12 樓</b> <b>12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong</b>
領取時間： Collection Time:	<b>上午 8 時 30 分至下午 5 時 30 分 8:30 am – 5:30 pm</b>

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

### 2022 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2022

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：



校印  
School Seal

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

**Hong Kong Diploma of Secondary Education Examination 2022**  
**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 **14 April 2022**. 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](http://www.hkeaa.edu.hk/en/Candidates/special_needs_candidates/hkdse.html))



(請於2022年6月15日至7月11日期間以傳真、電郵或透過學校資訊管理系統(SIM)系統通知考評局)

(Please return it to HKEAA by fax, email or via SIM between 15 June and 11 July 2022)

**回條**  
**Reply Slip**

To: Head of School Examinations and Assessment  
School Examinations and Assessment Division, HKEAA  
致: 香港考試及評核局學校考試及評核主管  
Fax no. 傳真號碼: 3628 8990 / Email 電郵: [dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk)

**2022年香港中學文憑考試**  
**透過手機短訊形式(SMS)發放考試成績**  
**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2022**  
**Release of Examination Results via SMS**

本人確認以下考生選擇不透過SMS收取香港中學文憑考試成績及覆核成績結果(如適用):

I wish to confirm that the candidate(s) as listed in the following table has/have opted **NOT** to receive the HKDSE examination results and rechecking & remarking results (if applicable) via SMS:

	<b>Candidate Number 考生編號</b>	<b>Candidate Name 考生姓名</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



**校長簽署**

Signature of Principal: \_\_\_\_\_

**校長姓名**

Name of Principal: \_\_\_\_\_

**學校名稱**

Name of School: \_\_\_\_\_

**學校編號**

School Code: \_\_\_\_\_

**日期**

Date: \_\_\_\_\_