

Ref.: DSE/CR 3/2024

1 February 2024

**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2024**  
**Examination Circular No. (5) 2023/2024**  
**Collection of Admission Forms**

1. The Admission Forms for the 2024 Hong Kong Diploma of Secondary Education Examination (HKDSE) will be available **from 6 February 2024** for collection by schools that have entered candidates for the Examination. School principals are requested to send a member of their staff to collect the Admission Forms at the Hong Kong Examinations and Assessment Authority Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) between **6 February and 9 February 2024** during office hours (Monday to Friday: 8:30 am - 5:30 pm), bringing along the duly completed **collection slip** (see *Annex 1*).
2. 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>*) respectively for candidates' reference:
  - (1) The list of examination centres for the 2024 HKDSE (with addresses and location maps for individual centres); and
  - (2) Specimens of Question Paper/Question-Answer Book Cover, MC Answer Sheet and Barcode Sheet.

Candidates can login to 'My Exam Schedule' on the 'HKDSE App' (<http://www.hkeaa.edu.hk/en/app/>) or 'Examination Schedule' on the 'Check-in Smart (HKDSE)' App (please refer to *paragraph 7* for details) to view their personalised examination timetable **from 6 February 2024**. Besides, school principals and School Examination Officers (SEOs) may download the 'School Final Entry List' through the 'View Notice' function in the School Information Management (SIM) System at the HKDSE Examination Online Services (<http://www.hkdse.hkeaa.edu.hk>) on the same day.

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 carefully check **their 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 21 MARCH 2024;**
    - (b) Applications for change of personal particulars should be submitted to the HKEAA with supporting documents. However, it should be noted that any approved change of name will not be reflected on the candidate's score sheets in

the English Language Speaking examination (if applicable) as they have already been printed. Candidates must submit their application **on or before 8 July 2024** 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 5 September 2023); and
  - (5) to sign across the photographs affixed to the admission forms and stamp a school seal 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 download the ‘Check-in Smart (HKDSE)’ App (please refer to *paragraph 7* for details) in Google Play or App Store via the **QR code printed on the overleaf of the admission form right after they receive the admission forms**. They should 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 \$286 (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 8 April 2024**.
  6. The **‘Handbook for Candidates’** was uploaded to the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) →<HKDSE>→<Examination Administration>→<Handbook for Candidates>) in December 2023. School principals are requested to draw the attention of their candidates to the examination arrangements and regulations stated in the **‘Handbook for Candidates’** 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. They should also watch the **‘Video for Candidates’**, which highlights the important examination regulations and procedures for the HKDSE written examinations ([http://www.hkeaa.edu.hk/en/candidates/videos\\_procedure/](http://www.hkeaa.edu.hk/en/candidates/videos_procedure/)), before their first day of examinations.
  7. **Public Examinations Support System 2 (PESS2) (applicable to ALL normal centres)**  
The Public Examinations Support System 2 (PESS2) will replace the Public Examinations Communication and Support System (PECSS) and Attendance and Script Tracking System (ASTS) and be fully implemented **in all normal centres (including halls, classroom centres and the Special Room(s) for the Listening component of English Language, if applicable)** in the 2024 HKDSE. Candidates sitting the written examinations (including the Listening component of English Language) in **normal centres** should bring their mobile phone with ‘Check-in Smart (HKDSE)’ App installed before going to the examination centre. Candidates should use their mobile phone to complete the self check-in process before the end of the ‘Checking of personal belongings’ announcement. Once they have performed self check-in, they should turn off their mobile phone according to the instructions of the Centre Supervisor. No penalty will be imposed on them if they cannot complete the self check-in. The invigilator will take attendance for them

after the start of the examination. Candidates sitting the written examinations at normal centres are strongly advised to watch the video and read the FAQs of using ‘Check-in Smart (HKDSE)’ App which will be posted on 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)) from **6 February 2024**.

Besides, the **Examination Surveillance System (ESS)** will be set up in written examinations held in halls and classroom centres (including the Special Room(s) for the Listening component of English Language, if applicable) and some SEN centres. The examination proceedings at these centres will be video-recorded for record purposes.

**Note:** More details about the trial-run of PESS2 and ESS prior to the commencement of written examinations, and the arrangements of seminar and workshops will be promulgated in a letter to be issued on 2 February 2024.

#### 8. **Pad-printing of Calculators**

The regulations on the use of calculators and the List of Permitted Calculators for the 2024 HKDSE are given in Section B and Annex of the ‘**Handbook for Candidates**’ respectively. Please be reminded that the calculators must have been pad-printed with the ‘**H.K.E.A.A. APPROVED**’ or ‘**H.K.E.A. APPROVED**’ label. Candidates bringing a calculator without the required label to the examination will risk a **mark penalty**. The HKEAA will arrange the following two sessions of free pad-printing of calculators for the 2024 HKDSE candidates on a need basis:

Date : **8 and 15 March 2024**  
Time : 2:00 pm to 5:30 pm  
Place : 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
Note : Candidates should bring along the admission form for checking.

#### 9. **Precautionary measures at examination centres**

The HKEAA is implementing appropriate precautionary measures during the examinations to safeguard the health and well-being of candidates, examination personnel and all involved in the administration of the examinations. Details of the precautionary measures at examination centres for the 2024 HKDSE will be uploaded to the HKEAA website ([https://www.hkeaa.edu.hk/en/HKDSE/info\\_corner/2024HKDSE\\_Contingency\\_Precautionary\\_Measures/](https://www.hkeaa.edu.hk/en/HKDSE/info_corner/2024HKDSE_Contingency_Precautionary_Measures/)) on 6 February 2024. Further updates, if any, will be posted on the same website.

#### 10. **Absence from the Examination due to Illness or Special Circumstances**

Except for Speaking examinations in which rescheduling is accepted within 3 working days after the original date of examination, **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 may apply for special consideration on their results (including assessed marks for the subject/paper(s) concerned). The candidate 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. Schools should submit the completed **application form** for the candidates **within 21 calendar days** after the date of the relevant examination together with the original of the medical certificate(s) or supporting documents to the HKEAA Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

The above application form will be available for download at the HKEAA website ([https://www.hkeaa.edu.hk/en/Schools\\_and\\_Teachers/school\\_teachers/info\\_teachers/index.html](https://www.hkeaa.edu.hk/en/Schools_and_Teachers/school_teachers/info_teachers/index.html)) from 6 February 2024. 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. In view of special circumstances resulting from the COVID-19 pandemic, 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 2024 HKDSE.

11. **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	Health Management and Social Care
English Language	Information and Communication Technology
Biology	Literature in English
Chemistry	Physics
Chinese Literature	Technology and Living
Design and Applied Technology	Visual Arts

12. **Release of examination results**

The date of release of the 2024 HKDSE examination results is tentatively scheduled for **Wednesday, 17 July 2024**. 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 2024.

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

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) **on or before 9 July 2024**. There is no need to remove the SMS phone number of candidates from the system.

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

KENNETH CHU  
Head of School Examinations and Assessment

To: Principals of Participating Schools in the 2024 HKDSE

DSE

學校編號  
School Code

領取單  
COLLECTION SLIP

(請於 2024 年 2 月 6 日至 2 月 9 日領取)  
(To be collected between 6 February and 9 February 2024)

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

2024 年香港中學文憑考試  
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2024

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 2024**  
**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 English Language Listening component) 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/invigator(s).
- All candidates who sit the English Language Listening component 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 English Language Listening Component 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 (Note: except for Visual Arts Papers 1A and 2A). 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 **21 March 2024** (i.e. 10 working days before the start of the first written examination on 9 April 2024). 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. For speaking examination, any super-late applications or additional requests for SEAs will **NOT** be accepted on or after **11 March 2024**.

**Enquiries**

Please call our SEN hotline on 3628 8917.

\* available for download 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**2024年7月9日或之前**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 on or before 9 July 2024)

**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)

**2024 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) 2024**  
**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: \_\_\_\_\_