

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION
Examination Circular No. (13) 2021/2022
Application for First Participation in the 2025 Examination

1. In accordance with the Regulations of the Hong Kong Diploma of Secondary Education Examination (HKDSE), schools wishing

- (1) to enter candidates for the first time, or
(2) to enter candidates for any of the following practical subjects ^{Note 1} for the first time,

must make a written application to the Secretary General of the Hong Kong Examinations and Assessment Authority (HKEAA) for approval three years preceding the Examination. Exceptional cases may be considered and approved by the Secretary General of the HKEAA.

Subject	Language in which the subject is to be examined
Biology	Chinese/English
Chemistry	Chinese/English
Design and Applied Technology	Chinese/English
Physics	Chinese/English
Technology and Living	Chinese/English

2. Applications for first participation in the 2025 HKDSE should be submitted to the HKEAA by **15 August 2022** ^{Note 2}. The HKEAA will notify local schools in Hong Kong of the decisions concerning their applications around 31 August 2022, or for schools outside Hong Kong, within a period as specified by the HKEAA. An application form (applicable to local schools in Hong Kong) is enclosed for completion by schools. Additional copies of the form may be downloaded from the HKEAA website (<http://www.hkeaa.edu.hk> → HKDSE → Examination Administration → Circulars → 2022).
3. In accordance with Section 3.4 of the 2025 HKDSE Examination Regulations, schools will be required to make a declaration that they must make their school premises available as may be required for the conduct of examinations and place their teaching staff at the reasonable disposal of the HKEAA. Under the home cum district centre arrangements for core subjects (i.e. Chinese Language, English Language, Mathematics Compulsory Part and Citizenship and Social Development), schools are obligated to accommodate all of their own candidates and external candidates including private candidates. For schools that cannot comply with the requirement, the HKEAA reserves the right to ask such schools to meet the costs incurred by hiring other examination venues and/or invigilators to accommodate their candidates.
4. The electronic version of the 2025 HKDSE Examination Regulations and Assessment Frameworks has been uploaded to the HKEAA website (<http://www.hkeaa.edu.hk>).
5. For enquiries, please contact Ms Iris Yeung (Tel No. 3628 8989) or Ms Katie Law (Tel No. 3628 8952).

MARGARET HUI (MS)
Head of School Examinations and Assessment

^{Note 1} Relevant document is required for joint-school programme of any new practical subject.

^{Note 2} Schools do not have to return the application form if no new practical subject(s) is/are to be added in the 2025 HKDSE.

To: Principals of all Secondary Schools

香港中學文憑考試
2025 年首次保送學生參加考試申請表
(適用於香港本地學校)

HKDSE

**Hong Kong Diploma of Secondary Education Examination (HKDSE)
Application for First Participation in the 2025 Examination
(for Local Schools in Hong Kong)**

注意事項：(1) 填妥的表格，須於 2022 年 8 月 15 日前連同有關文件交回香港考試及評核局秘書長（考評局地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓）。校方請將表格影印一份作紀錄用。

The completed form should be returned together with the relevant documents to the Secretary General of the Hong Kong Examinations and Assessment Authority (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) before 15 August 2022. The school is advised to make a photocopy of the application form for reference and record purposes.

(2) 不同地址的校舍或分校須作個別申請。A separate application must be made by each branch school or extension.

第一部分 學校資料
Part 1 School Information

註冊學校名稱 Registered Name of School	(中文)		
	(English)		
學校地址 Address	(中文)		
	(English)		
校長姓名 Name of Principal	(中文)		
	(English)		
稱謂 Salutation			
聯絡人 Contact Person	姓名 Name:	電話號碼 Tel No.:	傳真號碼 Fax No.:
校長(1)電郵地址 Principal 1's E-mail Address	校長(2)電郵地址 Principal 2's E-mail Address		
學校系統管理員(1)電郵地址 School Administrator 1's E-mail Address	學校系統管理員(2)電郵地址 School Administrator 2's E-mail Address		
教育局註冊證書編號 及文件簽發日期* EDB Registration Certificate Number and Date of Issue*	編號 Number :		簽發日期 Date of Issue :

* 請將教育局簽發的**註冊證書**副本連同本表一併遞交。私立／直資學校並須遞交**收費證書**副本。

Please submit a photocopy of the **Registration Certificate** issued by the Education Bureau together with this form. Private/Direct Subsidy Schools should also submit a photocopy of the **Fees Certificate**.

第二部分 申請詳情
Part 2 Details of the Application

請在適當方格加上「✓」號 Please tick as appropriate

擬首次保送學生參加 2025 年香港中學文憑考試
Wishing to enter candidates for the first time in the 2025 HKDSE

擬首次保送考生報考以下所列之實習科目
Wishing to enter candidates for the first time for any of the following in practical subjects

請在擬保送考生報考的甲類科目右欄加上「✓」號 Please put a '✓' against the Category A subjects to be entered by your candidates	甲類 – 需有實驗室或工場設備的科目考生人數 Category A subject that requires laboratory/ workshop facilities	√
	生物 Biology	
	化學 Chemistry	
	設計與應用科技 Design and Applied Technology	
	物理 Physics	
	科技與生活 Technology and Living	
校內設置的特別用途室 Special Purpose Rooms available	請在適當方格內加上「✓」號。 Please put a '✓' in the appropriate box(es).	
<input type="checkbox"/> 化學實驗室 Chemistry Laboratory	<input type="checkbox"/> 生物實驗室 Biology Laboratory	<input type="checkbox"/> 美術室 Art Room
<input type="checkbox"/> 物理實驗室 Physics Laboratory	<input type="checkbox"/> 禮堂/體育室 Hall/Gymnasium	<input type="checkbox"/> 電腦室 Computer Room
	<input type="checkbox"/> 其他 Others (請列明 Please specify: _____)	

第三部分 聲明（所有申請首次保送學生參加香港中學文憑考試的學校均須填寫）
Part 3 Declaration (To be completed by all schools applying for first participation in the HKDSE)

關於本校於 2025 年首次保送學生參加香港中學文憑考試的申請，本校承諾遵守考試規則如下：
With reference to the application from my school for first participation in the 2025 HKDSE, our school undertakes to comply with the conditions of participation as follows:

- (1) 本校參加香港中學文憑考試，必須派遣教員擔任與考試有關的職務（包括出任試場主任及監考員），考評局當盡量合理地安排。本校亦須提供校舍及設備〔列於「考試場地」表格內〕供考評局舉辦考試用，並在核心科目考試容納本校所有原校學生及外來考生包括自修生。
As a condition of participation in the HKDSE, our school must place our teaching staff at the reasonable disposal of the HKEAA (including serving as centre supervisors and invigilators), and make our school buildings and facilities (as indicated in the Examination Accommodation form) available as may be required for the conduct of the Examination to accommodate all of our own students and external candidates including private candidates in core subjects.
- (2) 若本校未能於某考試年份提供考試場地或教員擔任監考工作，則必須於考試前一年九月三十日前向考評局秘書長提出申請，並提供充份理由。然而，凡連續兩年未能提供考試場地供舉辦考試之用的學校將會從下一個考試年度的與考學校名單中剔除。
If our school is unable to provide examination venues or teaching staff to serve as invigilation staff in a particular year, application for exemption must be made to the Secretary General of the HKEAA before 30 September of the year preceding the Examination with valid reasons. Nonetheless, schools that have not made their school premises available for the conduct of examinations for two consecutive years will be removed from the list of participating schools for the following examination year.
- (3) 若本校未能派出足夠監考員，可向考評局申請以聘任監考員替代，惟須於試前得到秘書長批准，並繳付有關聘用監考員之費用。
If our school is unable to provide the required number of invigilators, approval should be sought from the Secretary General before the Examination for the option of paying the costs of hiring invigilators.
- (4) 若本校沒有合適的場地或未能提供考試場地，本校則需派出額外的監考人員。考評局保留權利向本校收取為本校考生租用其他考試場地及／或聘用監考員的費用。
If our school does not have proper venues or cannot provide examination venues, our school is required to provide extra invigilation staff. The HKEAA reserves the right to charge us the costs incurred by hiring other venues and/or invigilators to accommodate our candidates.
- (5) 本校確保提供足夠及符合資格(檢定／准用)的教師教授香港中學文憑考試科目。
The school will ensure that sufficient and qualified (registered/permitted) teachers are available for teaching the HKDSE subjects concerned.
- (6) 本校已按教育局的指引，具備足夠的儀器／設備開辦香港中學文憑考試甲類學科所列需有實驗室或工場設備的科目*〔見第二部分〕。
The school has adequate equipment/facilities as prescribed by the Education Bureau for conducting courses for the HKDSE subject(s)* which require(s) laboratory/workshop facilities (see Part 2).
* 保送學生應考**實習科目考試**的學校，須於校內提供考核用之有關實驗室或工場場地。該些科目包括：生物、化學、設計與應用科技、物理、科學以及科技與生活。
*Schools presenting candidates for **practical subjects** should provide the laboratory/workshop facilities for practical work. These subjects are: Biology, Chemistry, Design & Applied Technology, Physics, Science and Technology & Living.*
(如有需要，考評局會要求校方提供有關需有實驗室或工場設備科目的儀器／設備的詳細資料。)
(The HKEAA may require the school to provide detailed information on equipment/facilities for the subject(s) which requires laboratory/workshop facilities if necessary.)
- (7) 本校承諾遵守香港中學文憑考試之規則，並為本校考生完成有關科目之校本評核要求：
The school will comply with the HKDSE examination regulations and complete the SBA requirements for subjects with an SBA component.
我們明白若學校沒有參與校本評核計劃，則考評局不會接受其學生參加上述科目考試。
We understand that the HKEAA will not accept entries for subjects with an SBA component from candidates presented by schools which do not join the SBA scheme.

日期 _____ 校長 _____
Date : _____ Principal : _____
Signature Signature Name Name

日期 _____ 校監／校管會主席 _____
Date : _____ Supervisor/ : _____
Chairperson of SMC Signature Signature Name Name

香港中學文憑考試
考試場地
Hong Kong Diploma of Secondary Education Examination (HKDSE)
Examination Accommodation

HKDSE

(請於 2022 年 8 月 15 日前填妥並寄回香港考試及評核局)
(Please complete and return this form to the HKEAA before 15 August 2022)

致：香港考試及評核局秘書長
To: Secretary General, Hong Kong Examinations and Assessment Authority

有關本校申請於 2025 年首次保送學生參加香港中學文憑考試，本校承諾提供校舍及以下設施，供考評局作筆試及口試試場之用：

In connection with our school's application for first participation in the 2025 HKDSE, our school undertakes to make available our school buildings and the following facilities for the conduct of written and speaking examinations:

請填妥以下適當的空格：

Please fill in the appropriate boxes below:

校內設置的場地／設施 Venues/facilities of the school	有關場地的位置／樓層 The location/floor(s) of the venue(s)	可供使用的房間數目(如適用) Number of rooms available (if applicable)	容額 Seating Capacity	寬頻網絡 Broadband Network ✓ or ×	冷氣設備 Air-conditioning facilities ✓ or ×	輪椅通道 Wheelchair Accessible ✓ or ×
禮堂 1 Hall 1						
禮堂 2 Hall 2 (如有多於一個禮堂) (if there is more than one hall)						
室內體育場館 Gymnasium						
多用途室 Multi-purpose Room						
課室 Classroom (請列出每樓層的分佈) (Please list the distribution of classrooms on each floor)						
其他 Others (請列明 Please specify: _____)						

學校名稱

Name of School: _____

地址

Address: _____

校長

Principal:

_____ () _____ 日期
Date: _____
簽署 Signature 姓名 Name

校監／校管會主席

Supervisor /

Chairperson of SMC:

_____ () _____ 日期
Date: _____
簽署 Signature 姓名 Name