

**Hong Kong Diploma of Secondary Education Examination 2014
Examination Circular No. (1) 2013/2014**

Applications for Special Examination Arrangements from Candidates with Special Needs

- Candidates with special needs (such as candidates with disabilities/chronic illness) may apply for special examination arrangements (e.g. allocation to special centres, extra time allowance, supervised breaks, provision of Braille/enlarged question papers) or exemption from part(s) of the requirements of an examination in the Hong Kong Diploma of Secondary Education (HKDSE) Examination. School candidates should submit their applications to the Hong Kong Examinations and Assessment Authority (HKEAA) via schools.
- To enable schools to have adequate time to implement the approved special examination arrangements in internal examinations, candidates should submit applications two years before they sit for the HKDSE Examination (i.e. in S5) so that they can be notified of the application results within that school year. Upon receipt of the application results, schools should implement the approved special examination arrangements in tests / examinations in school soonest possible so that the candidates can familiarize themselves with the arrangements. In case the candidates' conditions of disabilities are unstable, they may submit applications in the school year they sit the HKDSE Examination.
- The 2013/14 timeline for applications for special examination arrangements is given below:

Timeline	Application Procedures
From Monday, 9 September 2013 to Friday, 27 September 2013	School candidates and private candidates can submit applications for special examination arrangements.
December 2013 to mid-January 2014	All applications are considered by the Committee on Special Needs Candidates or the Task Group on Special Examination Arrangements for Candidates with Specific Learning Disabilities. The HKEAA will announce the results of the applications via the SEA Online Services. The candidates will also receive notification of results in writing.
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.
March 2014	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 early March 2014.

For details, please refer to the Application Guide, which will be uploaded to the HKEAA website on Monday, 9 September 2013.

Application Method

Special Examination Arrangements (SEA) Online Services

4. Schools should submit applications for their students through the SEA Online Services at the HKDSE Examination Online Services (www.hkdse.hkeaa.edu.hk). School Principals can login the HKDSE Examination Online Services by using the same User IDs and login passwords as those for the SBA system and the Registration System for HKDSE. Apart from the School Principal, each school should designate one school staff as the SEA Application Officer who should continue to use the same user ID and login password he/she has been using in the 2013 HKDSE Examination. For School Principals / SEA Application Officers who have lost their user IDs / login passwords, please contact the Public Examinations Information Centre of the HKEAA on 3628 8860.
5. Applications of the following candidates should be submitted via the SEA Online Services to the HKEAA together with the supporting documents from **Monday, 9 September 2013 to Friday, 27 September 2013**:
 - candidates with special needs who will be studying S6 in 2013/14 and have not submitted their applications before (i.e. candidates who will sit the 2014 HKDSE Examination)
 - candidates with special needs who will be studying S5 in 2013/14 (i.e. candidates who will sit the 2015 HKDSE Examination)

Late applications will **NOT** be processed.

Application Guide and Information Leaflets

6. School may download the Application Guide from the HKEAA website (www.hkeaa.edu.hk → HKDSE → Services to Special Needs Candidates). The following information leaflets, revised in June 2013, have been posted on the HKEAA website:
 - Providing Services to Candidates with Special Needs (Revised in June 2013)
 - Providing Services to Candidates with Specific Learning Disabilities (Revised in June 2013)

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.

Seminars for Schools / Candidates and Parents

7. To familiarize schools with the special examination arrangements for HKDSE candidates with special needs, the application procedures and the SEA Online Services, a seminar (two identical sessions) will be arranged for SEA Application Officers and teachers concerned. Details of the two identical sessions are given below:

Seminar for Schools

(Session 1)

Date: 16 September 2013 (Monday)
Time: 11:30 am to 12:30 pm
Venue: Lecture Theatre, 4/F, West Block
EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong

(Session 2)

Date: 17 September 2013 (Tuesday)
Time: 4:30 pm to 5:30 pm
Venue: Lecture Theatre, 4/F, West Block
EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong

For registration, please refer to our letter to schools dated 30 August 2013 concerning the important pre-examination events for the 2014 HKDSE Examination.

8. To promulgate the special examination arrangements and the related administrative arrangements among parents and candidates, a seminar will be held at the time and venue as follows:

Seminar for Candidates and Parents

Date: 14 September 2013 (Saturday)
Time: 2:00 pm to 4:00 pm
Venue: Lecture Theatre, 4/F, West Block
EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong

Please refer to the annex attached for other details about the seminar.

Follow-up action

9. 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 2013/14 and their parents.

Enquiries

10. In case of enquiries, please contact Ms Winnie Chan on 3628 8917 or Ms Emily Lai on 3628 8993.

CINDY CHIU (MS)
Acting 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講解特殊需要考生的特別考試安排及申請程序。

日期 時間 地點	2013年9月14日（星期六） 下午2時至4時正 西座四樓演講廳 教育局九龍塘教育服務中心 九龍塘沙福道19號
講者 語言	考評局及教育局講者 粵語
內容	1. 特別考試安排詳情及申請程序 2. 答問時間
報名	於2013年9月13日或之前到以下網址： （ http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=88LMl04 ）報名。 報名採用先到先得的方法。
查詢	3628 8917 / 3628 8993

家長亦可從考評局網頁（www.hkeaa.edu.hk → 文憑考試 → 為特殊需要考生提供服務）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
Seminar for Candidates and Parents

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

Date Time Venue	14 September 2013 (Saturday) 2:00 pm to 4:00 pm Lecture Theatre, 4/F, West Block EDB Kowloon Tong Education Services Centre 19 Suffolk Road, Kowloon Tong
Speaker Language	HKEAA & EDB Speaker Cantonese
Content	1. Details about the special examination arrangements and application procedures 2. Q & A Session
Registration	Register at the following website: （ http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=88LMl04 ） on or before 13 September 2013 . Seats will be reserved on a first-come first-served basis.
Enquiries	3628 8917 / 3628 8993

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

School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority