

**Hong Kong Diploma of Secondary Education Examination 2015  
Examination Circular No. (1) 2014/2015**

**Applications for Special Examination Arrangements from Candidates with Special Needs**

1. Candidates with special needs (such as candidates with disabilities/chronic illness) may apply for special examination arrangements (SEAs) (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 Examination (HKDSE). School candidates should submit their applications to the Hong Kong Examinations and Assessment Authority (HKEAA) via schools.
2. To allow sufficient time for schools to practise the approved SEAs in internal examinations, candidates should submit applications two years before they sit for the HKDSE (i.e. in Secondary 5) 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 SEAs 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 in which they sit the HKDSE.
3. Applications of the following candidates should be submitted to the HKEAA together with the supporting documents from **Thursday, 4 September 2014 to Friday, 26 September 2014**:
  - candidates with special needs who will be studying S6 in 2014/15 and have not submitted their applications before (i.e. candidates who will sit the 2015 HKDSE); and
  - candidates with special needs who will be studying S5 in 2014/15 (i.e. candidates who will sit the 2016 HKDSE)
4. The 2014/15 timeline for applications for SEAs is given below:

Timeline	Application Procedures
Thursday, 4 September 2014 to Friday, 26 September 2014  (Applications submitted after the application deadline will normally <b>NOT</b> be accepted.)	School candidates and private candidates can submit applications for special examination arrangements via the <b>SEA Online Services</b> .
December 2014 to mid-January 2015	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.

Early March 2015	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 2015.
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For details, please refer to the Application Guide, which will be uploaded to the HKEAA website on **Friday, 29 August 2014**.

## Application Method

### *Special Examination Arrangements (SEA) Online Services*

- Schools should submit applications for their students via the SEA Online Services at the HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). School Principals may access the SEA Online Services by logging into the HKDSE Examination Online Services using the **same User ID and login password** for the Registration System. Apart from the School Principal, each school should designate up to three “Special Examination Arrangements (SEA) Application Officers” who will apply for special examination arrangements on behalf of their students, if applicable. SEA Application Officers who log into the SEA Online Services for the first time should use the **User ID and default login password** assigned by their School Principal / School Administrator. Should you have any enquiries, please call the SEN hotline on 3628 8917 or send an email to [dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk).
- To facilitate schools to collect the relevant information from their candidates before inputting the application data into the SEA Online Services, a printed copy of the online application will be uploaded to the SEA Online Services on **Friday, 29 August 2014** for schools’ reference. Please note that schools are still required to submit the applications for SEAs via the SEA Online Services.

### *Choice of Special Centre District*

- Starting from the 2015 HKDSE, new choices of special centre district will be available for candidates with special needs in the listening tests and speaking examinations as follows:

	<b>Choices of Special Centre District</b>
Listening Tests	Hong Kong Kowloon New Territories East (new) New Territories West (new)
Speaking Examinations	Hong Kong Kowloon New Territories East (new) New Territories West

Schools may indicate candidates’ preferred special centre districts through the SEA Online Services. For candidates who submitted SEA application in 2013/14 and would like to opt for the new special centre district for the listening tests or speaking examinations, schools should complete and return the DSE(SEN) form “Change of Choice for Special Centre District” (please refer to **Annex 1**) to the HKEAA Southern Centre office **on or before 26 September 2014**.

*Note: Depending on the supply of special centres in various districts, candidates may not be arranged to take the examinations in their chosen examination district.*

### *Application Guide and Information Leaflets*

- Schools may download the Application Guide from the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → Services to Special Needs Candidates → HKDSE). The following information leaflets, revised in August 2014, will be posted on the HKEAA website on **Friday, 29 August 2014**:
  - Providing Services to Candidates with Special Needs (revised in August 2014)
  - Providing Services to Candidates with Specific Learning Disabilities (revised in August 2014)

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**

9. To familiarise schools with the SEAs 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: 11 September 2014 (Thursday)  
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: 16 September 2014 (Tuesday)  
Time: 4:30 pm to 5:30 pm  
Venue: School Hall  
PHC Wing Kwong College  
155 Lung Cheung Road, Wang Tau Hom, Kowloon

For registration, please refer to our letter to schools dated 1 September 2014 concerning the important pre-examination events for the 2015 HKDSE.

10. To promulgate the SEAs 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: 13 September 2014 (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 **Annex 2** for other details about the seminar.

### **Follow-up action**

11. 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 2014/15 and their parents.

### **Enquiries**

12. In case of enquiries, please call our SEN hotline on 3628 8917.

MARGARET HUI (MS)  
General Manager, School Examinations and Assessment Division

To: Principals of Participating Schools

學校名稱  
Name of School : \_\_\_\_\_

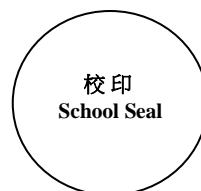
學校編號  
School Code: \_\_\_\_\_

個案編號 Case Number	考生姓名 Name of Candidate	考生身分證號碼 Candidate's ID Number	負責老師及 聯絡電話 Teacher & Contact Telephone Number	更改試場地區選擇 Change of Choice for Special Centre District			
				聆聽測驗 Listening & Integrated Skills		口試 Speaking Exams	
				獲批核的試場地區 Approved District	希望更改的試場地區 Preferred District	獲批核的試場地區 Approved District	希望更改的試場地區 Preferred District
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個案編號 Case Number	考生姓名 Name of Candidate	考生身分證號碼 Candidate's ID Number	負責老師及 聯絡電話 Teacher & Contact Telephone Number	更改試場地區選擇 Change of Choice for Special Centre District			
				聆聽測驗 Listening & Integrated Skills		口試 Speaking Exams	
				獲批核的試場地區 Approved District	希望更改的試場地區 Preferred District	獲批核的試場地區 Approved District	希望更改的試場地區 Preferred District
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注意事項： 1. 此表格必須由**校長簽署**，並於**2014年9月26日或以前**交回考評局灣仔辦事處(地址：香港灣仔軒尼詩道130號修頓中心12樓 / 傳真號碼：3628 8990)。  
 2. 此表格只適用於2013/14學年已遞交特別考試安排申請並將於2015年應考香港中學文憑考試的考生。  
 3. 考評局會盡量因應特殊需要考生的選擇而編配試場，然而最終所獲編配之試場則視乎各區試場實際供應情況而定。

Notes : 1. This form must be **signed by the Principal** and returned to the HKEAA Wan Chai office (Address:12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong / Fax: 3628 8990) **on or before 26 September 2014**.  
 2. This form is applicable only to those SEN candidates who submitted SEA application in 2013/14 school year and will sit the 2015 HKDSE.  
 3. The HKEAA will try to allocate SEN candidates to exam centres according to their choice of district. However, the final allocation of exam centres is subject to the actual supply of exam centres in various districts.



校長簽署  
Signature of Principal: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

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	2014 年 9 月 13 日（星期六） 下午 2 時至 4 時正 九龍塘沙福道 19 號 教育局九龍塘教育服務中心 西座四樓演講廳
講者 語言	考評局及教育局講者 粵語
內容	1. 特別考試安排及申請程序 2. 答問時間
報名	由 2014 年 8 月 28 日至 2014 年 9 月 12 日到以下網址： （ <a href="http://esurvey.hkeaa.edu.hk/2015senseminar">http://esurvey.hkeaa.edu.hk/2015senseminar</a> ）報名。 報名採用先到先得的方法。
查詢	3628 8917

家長亦可從考評局網頁（[www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → 為特殊需要考生提供服務 → 香港中學文憑考試）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 Examination (HKDSE) 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	13 September 2014 (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	Speakers from the HKEAA and EDB Cantonese
Content	1. Special examination arrangements and application procedures 2. Q & A Session
Registration	Register at the following website: （ <a href="http://esurvey.hkeaa.edu.hk/2015senseminar_eng">http://esurvey.hkeaa.edu.hk/2015senseminar_eng</a> ）from <b>28 August 2014 to 12 September 2014</b> . Seats will be reserved on a first-come first-served basis.
Enquiries	3628 8917

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