

香港考試及評核局  
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
以自修生身分報考 2024 年香港中學文憑考試之特殊申請

Application for Special Entry to the  
2024 Hong Kong Diploma of Secondary Education Examination as a Private Candidate

**注意事項：**

1. 根據考試規則，但凡符合下列條件中其中一項者，均可以自修生身分報考 2024 年香港中學文憑考試（文憑試）：
  - (a) 曾應考文憑試，或相等考試；或
  - (b) 於 2024 年 1 月 1 日計算，已足 19 歲；或
  - (c) 非修讀文憑試課程，但於 2022/23 學年已修畢或於 2023/24 學年正在修讀由考評局決定為等同中六程度之課程。本申請表格只適用於具備其他資格或情況特別之人士，擬以自修生身分報考 2024 年文憑試特殊申請之用。考評局將按個別情況予以考慮。曾應考其他公開考試之人士須證明其於擬報考的相同科目已達至適當的程度，或需由其就讀學校提供證明文件（如適用）。在一般情況下，考評局不會考慮現正修讀文憑試課程人士的申請，特殊個案則會個別處理。
2. 申請人必須於 **2023 年 10 月 5 日或之前** 向考評局秘書長書面提出有關特殊申請。
  - (i) 持本地學歷之申請人請將填妥的申請表格連同以下文件親身（或授權他人）交回或郵寄至考評局修頓中心辦事處（香港灣仔軒尼詩道 130 號修頓中心 12 樓）：
    - (a) 有效身分證明文件副本；及
    - (b) 相關學歷文件／成績證明函件副本。
  - (ii) 持非本地學歷之申請人（如於內地／海外就讀或修畢內地／海外高三課程之人士）的申請表格及其以下文件 **必須由個別學校利用郵政或快遞直接寄回本局上述辦事處**：
    - (a) 有效身分證明文件副本；
    - (b) 附有申請人六個月內近照並蓋上校印之學業成績證明（內附申請人就讀或修讀年份、班級及所修科目）副本；及
    - (c) 相關成績證明副本。
3. 審批結果一般會於申請及所需證明文件遞交後 **4 星期內** 以電郵或信函形式通知申請人或其授權代辦人。於 **2023 年 10 月 5 日或之前** 獲批之申請人須於文憑試截止報名之前，透過香港中學文憑考試網上服務的報名系統完成報名，並於指定時間內攜同曾提交的有關學歷文件／成績證明的 **正本** 及身分證明文件 **正本**，親身前往本局修頓中心辦事處，以供核實。
4. 考評局 **不會** 負責因郵遞延誤過期的申請，**郵戳日期為 2023 年 10 月 5 日後的申請，概不受理**。
5. 申請人所提供的個人資料為本局處理其申請報考香港文憑考試之用，倘不能提供全部所需資料或部分資料不準確或不完整，將會影響本局處理其申請，本局亦需較長時間處理有關申請。

**Notes:**

1. According to the Examination Regulations, a person may enter for the 2024 Hong Kong Diploma of Secondary Education Examination (HKDSE) as a private candidate provided that he/she satisfies one of the following requirements:
  - (a) Has sat the previous HKDSE or an equivalent examination, or
  - (b) Has reached the age of 19 by 1 January 2024, or
  - (c) Has completed (in 2022/23) or is pursuing (in 2023/24) a non-HKDSE curriculum equivalent to Secondary 6, as determined by the HKEAA in 2023/24.This application form is **only applicable to those possessing other qualifications or pleading special circumstances** for being considered for special entry for the 2024 HKDSE as a private candidate. Persons who have sat other public examinations are expected to demonstrate a suitable level of competence in the same subject(s) entered for the Examination and may be required to provide supporting documents from their schools (if applicable). Persons who are currently pursuing an HKDSE curriculum will normally **NOT** be considered for special entry to the Examination. Exceptional cases may be considered on a case-by-case basis.
2. Applicants should submit their request for special entry to the Secretary General of the HKEAA **on or before 5 October 2023**.
  - (i) Applicants who possess local qualification should complete and return this application form together with the following supporting documents in person/via an authorised representative or by post to HKEAA Southorn Centre office (12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong):
    - (a) Copy of valid identification document; and
    - (b) Copy of proof of academic qualification / certification of examination results.
  - (ii) For non-local applicants (such as persons who are studying in senior secondary three or have completed senior secondary curriculum in mainland China/overseas), their application form together with the following documents **must be delivered by their school concerned directly to the above HKEAA office by post or courier**:
    - (a) Copy of valid identification document;
    - (b) Copy of the certified academic record bearing a recent photo of the applicant taken within six months (including information on the year of study or year of completion of the study, class / grade and subjects);
    - (c) Copy of relevant certification(s) of academic results.
3. The application review result will normally be released to the applicant or his/her authorised agent by email or post **within 4 weeks after submission of the form and all the required supporting documents**. Applicants who are approved to enter the HKDSE as private candidates **on or before 5 October 2023** should complete their registration via the Registration System of the HKDSE Examination Online Services on or before the registration deadline and produce the **original** proof of academic qualification / certification of examination results and identification document in person for verification by the HKEAA at a designated time.
4. The Authority is **NOT** responsible for any delay in postal delivery. **Applications with a post-mark dated after 5 October 2023 will NOT be accepted.**
5. Personal data of applicants are used for the purpose of processing applications for special entry for the HKDSE. If applicants fail to provide all the data, or if any of the data provided are inaccurate or incomplete, the processing of the application will be affected and longer time may be required for processing the application.

**第一部分 Part I: 申請人資料 Applicant Information**

申請人提供的個人資料，包括有效的身分證明文件上所載的英文全名、中文全名（如有）、身分證明文件號碼及出生日期，應與其本人身分證明文件上的資料相同。

Personal data provided, including the full name in English, name in Chinese (if any), identification document number and date of birth, must be identical with the information on the valid identification document of the applicant.

1. 申請人姓名 (英文)  
Name of Applicant (English) \_\_\_\_\_  
(Surname 姓) (Given name 名)  
(中文)  
(Chinese) \_\_\_\_\_

**2. 身分證明文件類別 Identification Document Type (請在適當方格內填上「✓」號 Please tick in the appropriate box)**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | 香港身分證 Hong Kong Identity Card   |
| <input type="checkbox"/> | 護照 Passport   |
| <input type="checkbox"/> | 回港證 Re-entry Permit   |
| <input type="checkbox"/> | 身分證明書 Certificate of Identity   |
| <input type="checkbox"/> | 簽證身分書 Document of Identity  |
| <input type="checkbox"/> | 入境許可證／往來港澳通行證 Entry Permit  |
| <input type="checkbox"/> | 入境身分陳述書 Declaration of Identity for Entry Purposes                        |
| <input type="checkbox"/> | 前往港澳通行證／單程證 Permit for Proceeding to Hong Kong and Macao / One-way Permit |
| <input type="checkbox"/> | 其他（請註明：_____） Others (please specify: _____)                              |

3. 身分證明文件號碼 ID Document No. \_\_\_\_\_

4. 出生日期 (日/月/年) Date of Birth (dd/mm/yyyy) 

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5. 電郵 Email Address \_\_\_\_\_

6. 電話號碼 Telephone No. \_\_\_\_\_

7. 通訊地址 Correspondence Address \_\_\_\_\_

**8. 授權代辦人的資料（如適用） Information of Authorised Agent (if applicable)**

本人授權以下代辦人代表本人處理特殊申請之事務。I authorise the following agent to handle my special entry on my behalf.

代辦人姓名 (英文) (中文)  
Name of Agent (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

身分證明文件號碼 ID Document No. \_\_\_\_\_

電郵 Email Address \_\_\_\_\_ 香港電話號碼 HK Telephone No. \_\_\_\_\_

經授權代辦人遞交的申請，請直接填寫第五部分。授權代辦人需透過電郵（[dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk)）聯絡考評局

索取 Excel 表格，以提供第二至第四部分的資料。

For applications submitted via an authorised agent, please proceed to Part V directly. The authorised agent concerned should contact HKEAA via email ([dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk)) to obtain an excel form for filling in the information of Parts II to IV. information.

**第二部分 Part II: 現時學歷及就讀課程資料 Current Academic Qualification and Study Curriculum**

請附上由申請人所屬學校蓋上校印之學業成績證明的副本。Please submit a certified copy of academic record from the applicant's school.

9. 學校名稱 School Name \_\_\_\_\_

10. 學校地址 School Address \_\_\_\_\_

11. 2023/24 學年就讀課程 Study Curriculum in 2023/24 \_\_\_\_\_

12. 2023/24 學年就讀級別 Class Level in 2023/24 \_\_\_\_\_

Remark: If the applicant has graduated from the school, please provide a copy of the latest certified academic record from the school concerned.

備註：如申請人已離校，請提供由其學校蓋上校印之最近學業成績證明的副本。

**第三部分 Part III: 曾應考的公開考試詳情 Previous Examination Attempted**

請附上有關公開考試成績的副本。Please submit a copy of the public examination certificate concerned.

**13. 公開考試**

**Public Exam** \_\_\_\_\_

**14. 考試年份**

**Exam Year** \_\_\_\_\_

**15. 考試成績 Exam Results**

Subject(s) sat 應考科目	Result(s) attained 成績

**第四部分 Part III: 報考科目 Subject Entry** (請在適當方格內填上「✓」號 Please tick in the appropriate box)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 中國語文 Chinese Language  |
| <input type="checkbox"/> | 英國語文 English Language  |
| <input type="checkbox"/> | 數學 必修部分 Mathematics Compulsory Part  |
| <input type="checkbox"/> | 數學延伸部分 Mathematics Extended Part   |
| <input type="checkbox"/> | <input type="checkbox"/> 單元一 - 微積分與統計 Module 1 - Calculus & Statistics <input type="checkbox"/> 單元二 - 代數與微積分 Module 2 - Algebra & Calculus   |
| <input type="checkbox"/> | 公民與社會發展 Citizenship and Social Development   |
| <input type="checkbox"/> | 生物 Biology   |
| <input type="checkbox"/> | 企業、會計與財務概論 Business, Accounting and Financial Studies  |
| <input type="checkbox"/> | <input type="checkbox"/> 選修單元：2A 會計 Elective Module: 2A Accounting<br><input type="checkbox"/> 選修單元：2B 商業管理 Elective Module: 2B Business Management  |
| <input type="checkbox"/> | 化學 Chemistry   |
| <input type="checkbox"/> | 中國歷史 Chinese History   |
| <input type="checkbox"/> | 中國文學 Chinese Literature  |
| <input type="checkbox"/> | 經濟 Economics   |
| <input type="checkbox"/> | 倫理與宗教 Ethics and Religious Studies   |
| <input type="checkbox"/> | 地理 Geography   |
| <input type="checkbox"/> | 健康管理與社會關懷 Health Management and Social Care  |
| <input type="checkbox"/> | 歷史 History   |
| <input type="checkbox"/> | 資訊及通訊科技 Information and Communication Technology   |
| <input type="checkbox"/> | <input type="checkbox"/> 選修單元：2A 數據庫 Elective Module: 2A Database<br><input type="checkbox"/> 選修單元：2B 數據通訊及建網 Elective Module: 2B Data Communications & Networking<br><input type="checkbox"/> 選修單元：2C 多媒體製作及網站建構 Elective Module: 2C Multimedia Production & Web Site Development<br><input type="checkbox"/> 選修單元：2D 軟件開發 Elective Module: 2D Software Development |
| <input type="checkbox"/> | 英語文學 Literature in English   |
| <input type="checkbox"/> | 音樂 Music   |
| <input type="checkbox"/> | 體育 Physical Education  |
| <input type="checkbox"/> | 物理 Physics   |
| <input type="checkbox"/> | 科技與生活 Technology and Living  |
| <input type="checkbox"/> | <input type="checkbox"/> 食品科學與科技 Food Science & Technology<br><input type="checkbox"/> 服裝、成衣與紡織 Fashion, Clothing & Textiles   |
| <input type="checkbox"/> | 旅遊與款待 Tourism and Hospitality Studies  |
| <input type="checkbox"/> | 視覺藝術 Visual Arts   |

## 第五部分 Part V: 申請人聲明 Declaration of Applicant

本人向香港考試及評核局遞交本申請，謹此作出以下聲明：

In submitting this application to the Hong Kong Examinations and Assessment Authority (HKEAA), I declare the following:

- (1) 本人確認申請表格上所列的資料正確無誤，並同意遵守申請表格注意事項內所述的條件，包括收集個人資料作指定用途。

I confirm that the information given on this form is correct and I agree to abide by the conditions set forth in the 'Notes' including the collection of personal data for the purposes stated.

- (2) 本人已閱讀並理解香港考試及評核局的私隱聲明 (<https://www.hkeaa.edu.hk/tc/privacy/>)，並同意局方根據該聲明處理本人的個人資料。

I confirm that I have read and understood the Privacy Policy of the HKEAA (<https://www.hkeaa.edu.hk/en/privacy/>), and hereby explicitly consent to the processing of my personal information in accordance with the Privacy Policy.

- (3) 本人同意對本人資料的收集、使用、轉讓及其他處理，可能包含本人的敏感訊息。

I agree that the collection, use, transfer and other processing of my personal information may include my sensitive personal information.

- (4) 本人明白若本人提供的個人資料及／或證明文件有誤及／或不完整，香港考試及評核局將不會處理我的申請。

I understand that if the information and / or documents submitted are inaccurate and / or incomplete, my application would not be processed by the HKEAA.

**居住內地之申請人同時需作出第(5)項聲明並打勾以確認相關同意（否則香港考試及評核局將不能處理申請）：**

**The declaration and consent (by way of ticking all the relevant checkboxes) in Item (5) are also required for applicants residing in the Mainland:**

- (5) 本人授權本申請表格第一部分所列明的授權代辦人（如適用）及／或本人所就讀的學校（即本申請表格第二部分所列明的學校）（如適用）：

I authorise the agent named under Part I of this application form and/or my school (i.e. the one mentioned under Part II of this application form), as may be applicable:

- ☐ 向香港考試及評核局提供為處理本申請個案所需的任何本人紀錄或個人資料。

To provide any of my record or personal information to the HKEAA for the processing of this application.

- ☐ 向本人居住司法管轄區以外的司法管轄區，提供為處理本申請個案所需的任何本人紀錄或個人資料。

To provide any of my record or personal information to jurisdictions outside of my residence jurisdiction for the processing of this application.

- ☐ 提供（向香港考試及評核局和本人居住司法管轄區以外的司法管轄區）為處理本申請個案所需的任何本人的敏感個人資料。

To provide (to the HKEAA and to jurisdictions outside of my residence jurisdiction) any of my sensitive personal information for the processing of this application.

申請人簽署  
Signature of Applicant

日期  
Date

考評局會於文憑試終結後（即 2024 年 11 月 30 日後）三年內銷毀有關申請。

The application will be destroyed within three years upon the closing of examination (i.e. 30 November 2024).

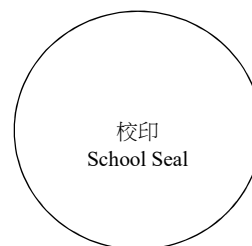
**第六部分 Part VI: 學校證明 School Certification** (只適用於非本地申請人。Applicable to non-local applicants only.)

本校代表本申請表格第一部分的申請人向香港考試及評核局遞交本申請，本校謹此確認：

In submitting this application to the Hong Kong Examinations and Assessment Authority (HKEAA) on behalf of the applicant as listed in Part I of this application form, our school hereby confirms that:

- (1) 本申請表格第一部分的申請人 **#現正就讀本校／為本校畢業生**。  
The applicant as listed in Part I of this application form **# is a current student of our school / has graduated from our school.**
- (2) 就本校所知，本申請表內第二及第三部分所填報的各項資料均為正確、完備和真實。  
All information given in Part II and Part III of this application form is correct, complete and true to the best of our knowledge.
- (3) 就處理本申請個案而向香港考試及評核局／中國內地境外第三方提供申請人相關個人資料的程序，皆符合中華人民共和國個人信息保護法的規定且本校已依法取得申請人的所有相關同意。  
The provision of the personal information of the applicant to the HKEAA / third parties outside the territory of Mainland China for the processing of this application is in compliance with the Personal Information Protection Law of the People's Republic of China, and that our school has obtained all the relevant consent from the applicant in accordance with the law.

# 請刪除不適用者。Please delete as appropriate



學校名稱

Name of School

\_\_\_\_\_

聯絡人

Contact Person

\_\_\_\_\_

電郵

Email

\_\_\_\_\_

校長姓名

Name of Principal

\_\_\_\_\_

校長簽署

Signature of Principal

\_\_\_\_\_

日期

Date

\_\_\_\_\_