

Hong Kong Diploma of Secondary Education Examination (HKDSE) 2025

Information Sheet for Checking of Candidate Entry Information Checklist (CEIC)

- Before confirming the submission of their registration entry to the HKEAA via the HKDSE Registration System, candidates should carefully check all personal data and subject entry information and supplementary information (for Music/Physical Education/Category C Subjects) on their CEIC to ensure that there are no errors in their entry. If they discover any errors, candidates should make the amendments online by logging into the Registration System using their login account.

- Information Printed on the CEIC**

<i>Item</i>	<i>Explanatory Notes</i>
(1) Surname and Given Name	Candidates should carefully check the spelling of their surname and given name.
(2) Name in Chinese	<p>Candidates should check their Chinese name carefully particularly the Chinese characters such as 「群」 and 「羣」, 「峰」 and 「峯」, 「柏」 and 「栢」, 「強」 and 「強」. If candidates find any Chinese characters of their name incorrectly displayed or any garbled characters on the CEIC, they should confirm the submission of their registration entry to the HKEAA via the Registration System first and then notify the HKEAA Public Examinations Information Centre immediately (<i>please refer to Paragraph 7 for the contact details</i>). The candidates may be requested to provide a copy of their identification document for the HKEAA to rectify the incorrect display.</p> <p>The Chinese name shown on the CEIC must be identical with that on their HKID card/valid identification document and it will be printed on the HKDSE certificate. For candidates who have not indicated their Chinese name, '---' will be printed in this column.</p>
(3) Name in English	Candidates should carefully check the spelling of their full name in English which should be identical with that on their HKID card/valid identification document and it will be printed on their HKDSE certificate.
(4) ID Type & ID No.	<p>Candidates should carefully check their identification document type and number as such information will be printed on their HKDSE certificate. If the candidate does not have a HKID Card, the name and number of the identification document will be indicated here.</p> <p>Note: Candidates should use the same identification document number for the HKDSE registration and JUPAS/tertiary institution application (if applicable).</p>
(5) Date of Birth	(Day / Month / Year)
(6) Gender	M = Male, F = Female
(7) Email Address / SMS Phone No.	<p>Candidates should carefully check their email address and/or local SMS phone number printed on the CEIC.</p> <p>To facilitate the HKEAA in contacting candidates or disseminating important examination-related information to them via email or SMS in case of emergency, candidates should provide their email address (<u>mandatory</u>) and SMS local phone number (<u>optional</u>). Candidates providing SMS local phone number will receive their examination results and rechecking/remarking results (if applicable) via SMS. For candidates who have not provided their SMS phone number, '---' will be printed in this column.</p>
(8) Contact Phone No.	The local contact phone number provided by the candidate is listed here.
(9) Address	<p>The local correspondence address provided by the candidate is listed here.</p> <p>Note: All correspondence and documents for the 2025 HKDSE (e.g. admission form and certificate) will be mailed to the candidate through this correspondence address. Candidates should check their address carefully.</p>
(10) Choice of Examination Centre District	The examination centre district chosen by the candidate is listed here (<i>also see Paragraph 3</i>).

<i>Item</i>	<i>Explanatory Notes</i>
(11) Examination Fee /Supplementary Fee (if applicable)	Amount of Examination Fee and Supplementary Fee (if applicable)
(12) Subject(s) Entered	<p>Extra attention should be paid to the subject(s) for which candidates have entered and their selection of paper/module as shown on the checklist (applicable to the following Category A subjects with the elective paper/module: <i>Business, Accounting and Financial Studies/Ethics and Religious Studies/Technology and Living/Visual Arts</i>)</p> <p>Please note: The HKEAA will not provide faxed copies of question papers to wrong-centre or wrong-version candidates.</p> <p>Supplementary fee will be charged on amendments of subject entries made after submitting the entry in the Registration System. In this connection, candidates should make sure that there are no errors in their registration entry before confirming the submission to the HKEAA.</p>
(13) Language Version	<p>The language version entered of each subject is listed here. After candidates have confirmed and submitted their registration entry to the HKEAA, a change of language version will be regarded as a change of subject.</p> <p>Subjects that provide one language version only (i.e. Chinese Language, English Language, Chinese Literature, Literature in English and Chinese History): ‘---’ will be printed in this column.</p>
(14) No. of Subject(s) Entered	This refers to the total number of subjects for which the candidate has entered.
(15) Supplementary Sheet	<p>The supplementary information for Music/Physical Education/Category C Subjects (if applicable) provided by the candidate is listed in this section. The information includes:</p> <ul style="list-style-type: none"> ■ the choice of subjects/papers; ■ the choice of musical instruments (for Music Paper 2 and Paper 4B); ■ the choice of physical activities (for Physical Education Paper 3); ■ application for exemption from Music Paper 4B/Paper 4C or Physical Education Paper 3 (Practical Examination); ■ the supplementary information for Category C Subjects (i.e. Registration Number, Customer Number, Year and Place of Sitting Exam, Proficiency Level and Grade Level). <p>This section will not be provided to candidates who have not entered for the subject of Music/Physical Education//Category C Subjects.</p>

3. Choice of Examination Centre District

While every effort is made to allocate candidates to the district of choice as indicated on their entries, the actual allocation will be subject to the availability of examination accommodation in various districts. **The choice of district is not applicable to speaking examination, practical examinations and subjects with small entries.** Subsequent applications for change of district will only be considered for candidates with valid reasons and subject to the payment of a supplementary fee (if applicable).

4. Where No Amendments are required

Candidates should check the information on their CEIC carefully. After confirming that all entry data on their CEIC are correct, candidates should confirm the submission of their registration entry to the HKEAA via the Registration System **before the closing date of 8 October 2024** and keep the CEIC for reference.

5. Where Amendments are required

If candidates discover any errors in their CEIC, they should make the amendments by logging into the Registration System using their login account. Candidates are advised to check their CEIC again carefully after amendments have been made. Where there are no errors in the entry, candidates should confirm and submit their online registration entry to the HKEAA before the closing date of 8 October 2024.

6. Amendment of Subject Entries

After candidates have confirmed and submitted their registration entry to the HKEAA, if they wish to apply for addition or substitution of subjects, they should apply for the amendments of subject entries (**except for the subject of Music**) via the Registration System during the **amendment period (tentatively scheduled from 15 November to 5 December 2024)**. Applications for change of subject entry information after the completion of registration are subject to the approval of the HKEAA, and payment of a supplementary fee (please refer to *Section J in the 'Instructions to Applicants (Private Candidates)'* for more details).

7. Enquiries

- Enquiries about registration for the HKDSE, please contact the Public Examinations Information Centre:
Tel: 3628 8860
Email: dse@hkeaa.edu.hk

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