

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2023
Registration for Category C (Other Languages) Subjects
Instructions to Applicants (Private Candidates)

A. Examination Regulations

1. All candidates must comply with the regulations stipulated in the 2023 Hong Kong Diploma of Secondary Education Examination Regulations and Assessment Frameworks and Instructions to Candidates. Candidates in breach of any examination regulations or requirements will be subject to penalty.

B. Entry Qualifications

2. A person may enter for the 2023 Hong Kong Diploma of Secondary Education Examination (HKDSE) as a private candidate provided he/she satisfies one of the following requirements:
 - (a) Sat the previous HKDSE or an equivalent examination, or
 - (b) Reached the age of 19 by 1 January 2023, or
 - (c) Completed or is currently pursuing a non-HKDSE curriculum equivalent to Secondary 6 as determined by the HKEAA in 2022/2023.
3. The Authority may consider applications from persons possessing other qualifications or pleading special circumstances. 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 not normally be considered for special entry to the Examination. Exceptional cases may be considered on a case-by-case basis. Applications under this regulation must be made in writing to the Secretary General of the HKEAA **on or before 13 July 2022**.
4. A candidate may only enter for the 2023 HKDSE either as a school candidate or as a private candidate but not both in the 2023 HKDSE. He/she may not submit more than one entry for the 2023 HKDSE, whether for the same or different subjects.

C. Selection of Category C Subjects

5. Registration for the 2023 HKDSE will be conducted in two periods: June 2022 and September 2022. The June registration covers Category C (Other Languages) subjects (i.e. November 2022 series) only, while the September registration covers Category A and Category B subjects.
6. All six Category C subjects, viz. French, German, Hindi, Japanese, Spanish and Urdu, will be offered in the November 2022 series examinations. The Category C subjects entered in the November 2022 series will be combined with the Categories A and B subjects entered for the 2023 HKDSE and the total number is limited to a maximum of eight subjects.
7. The AS level question papers of Cambridge Assessment International Education (Cambridge International) will be used in the Category C examinations. (**Note:** There is no speaking component for Hindi and Urdu examinations.)
8. The results for Category C subjects - November 2022 series examinations will be released around **late January 2023**.
9. The speaking examinations of the Category C (Other Languages) subjects will be audio-recorded. If a candidate is absent from any papers of the Category C subjects for which they have entered, the candidate's result in that subject will be recorded as **ABSENT**. More information about the Category C subjects is available at the HKEAA website (www.hkeaa.edu.hk → HKDSE → Assessment Information → Subject Information) and the website of the Cambridge Assessment International Education (Cambridge International) at <http://www.cambridgeinternational.org/>.

D. Registration Period and Method

10. Registration for Category C (Other Languages) subjects of the 2023 HKDSE (i.e. November 2022 series) will be accepted **from 27 June to 13 July 2022**. Private candidates are required to register online via the Registration System at the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk>). Incomplete entry or unpaid entry will not be accepted. Also, hardcopies of entry forms will **not** be accepted.

E. Instructions on Completing Registration Entries

11. Private candidates are required to read carefully the 2023 HKDSE Examination Regulations and Assessment Frameworks and the information below before completing their registration entry on the Registration System. The ‘User Manual for Registration of Private Candidates’ will be available for download from the homepage of the HKDSE Examination Online Services. You are advised to read carefully the documents before submitting the applications.
12. Before accessing to the Registration System, you are required to register for a user account at the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk> → Create Account (Private Candidate)). After submitting your personal information (including Name in English, Name in Chinese, Password and Email Address), you will be given a User ID and you can set your password through an activation email.
13. You may log into the HKDSE Examination Online Services by using your **User ID** and **password**. In case you forget your password, you may click ‘Forgot Login Password’ on the homepage of the HKDSE Examination Online Services and follow the steps to reset your password.
14. After logging into the HKDSE Examination Online Services, you may click ‘HKDSE Examination Registration System’ on the ‘Registration of Private Candidates’ page and complete the registration online. While completing your registration entry, you may save the completed part by clicking the ‘Save’ button so that you can continue the next time you log into the System.
15. While entering your registration data into the System, you should note the following about your personal particulars:
- (1) Your full name in English, name in Chinese (if any), identification document number and date of birth must be identical with the information on your HKID card/valid identification document. (**Note:** The name that you enter into the System will be printed on your HKDSE certificate.) Candidates should use the same identification document number for both the HKDSE registration and JUPAS/tertiary institution application (if applicable). To enable the HKEAA to verify your identity, you are required to upload an image file of your HKID card/identification document (File format: 100 dpi in black and white JPEG is recommended). The image file will be deleted upon completion of the examination.

(Note: With effect from 31 January 2021, British National (Overseas) (BN(O)) passport cannot be used as any form of proof of identity in Hong Kong. Applicants may use their Hong Kong Identity Card (or another valid identification document with a photograph) as proof of identity for the registration of the HKDSE.)
 - (2) You are required to provide a correspondence address and a daytime contact phone number in Hong Kong.
 - (3) **To facilitate the HKEAA in contacting you or disseminating important examination-related information to you via email or SMS in case of emergency, you should provide your email address (mandatory) and SMS phone number (optional).**
(Note: Candidates who do not have an email address should set up an account and must not use shared email accounts.)
16. If you have not reached the age of 19 by 1 January 2023 or if you have completed or will be pursuing a non-HKDSE curriculum equivalent to Secondary 6 in 2022/2023, you are required to note the following when providing information about your previous qualification(s):

- (1) Candidates should enter the examination year(s) of previous local public examination(s) taken.
 - (2) Candidates using GCE A-level or AS-level/IAL/other qualification examination results to enter for the 2023 HKDSE should provide the examination year(s) of the qualification already acquired and upload the photocopy of the examination certificate(s) concerned to the Registration System for verification by the HKEAA. Candidates will be required to produce a letter of approval from the HKEAA, and the original examination certificate(s) concerned for inspection **after the closing of the registration period**.
17. Upon completing your registration data in the Registration System, you should download your ‘Candidate Entry Information Checklist (CEIC)’ and the ‘Information Sheet for Checking Candidate Entry Information Checklist (CEIC)’ from the Registration System. Check your CEIC carefully to make sure that there are no errors in your entry.
 18. You are required to read the ‘Instructions to Applicants (Private Candidates)’ carefully, in particular **Section F** concerning the collection of personal data, and refer to this document and the ‘Information Sheet for Checking Candidate Entry Information Checklist (CEIC)’ when checking your CEIC.
 19. While checking your CEIC, you should make sure that your full name in English and your Chinese name (if any) on your CEIC are identical with your names on your HKID Card/identification document as the names will be printed on the HKDSE certificate. Extra attention should be paid to the subject(s) for which you have entered.
 20. If you discover any errors in your CEIC, you should make the amendments via your own account on the Registration System before the closing date of 13 July 2022. You are advised to check your CEIC again carefully after amendments have been made.
 21. Supplementary fee will be charged on amendments of subject entries made after submitting the entry in the Registration System (see more details in **Section J**). In this connection, you should make sure that there is no error in your registration entry and read the ‘Declaration’ carefully before confirming the submission of your registration entry to the HKEAA.
 22. If you **have not reached the age of 18 by 1 August 2022**, you are required to submit one recent photograph (3 cm x 4 cm) showing your head and shoulders to the HKEAA Southorn Centre office. The Registration System will ask you to choose a date and a time slot to submit your photograph. Upon successful payment of examination fee, you will receive a payment confirmation email notification attached with your photograph submission appointment. You should submit your photograph according to the instructions in the email notification.
 23. You will be required to select the payment method of the examination fee while registering online. If you choose to pay online by Visa/Master Card, the System will connect you to the Credit Card system instantly. If you choose to pay via PPS, internet banking or at any 7-Eleven/Circle K convenience stores in Hong Kong, you will be required to download a Demand Note and settle the payment **by 11:59 pm on 20 July 2022** (more details in **Section H**).

F. Your Personal Data and Answer Scripts

24. Personal data of candidates are used for the purpose of conducting the examination and the subsequent assessment of their performance. The entry data shall be supplied by private candidates submitting their own entries. Whether you provide the requested personal data is voluntary. However, if you fail to provide all the data, or if any of the data provided are inaccurate or incomplete, the processing of your examination results will be affected and hence the HKEAA may not accept your entry. Assessment data are provided by markers, checkmarkers and examiners.
25. The personal data, including examination results, may also be used for the following purposes:
 - (1) assisting tertiary institutions and other government/public organisations in their admission processes;
 - (2) assisting government/public organisations in respect of their requests for information in granting scholarships;
 - (3) certifying candidates’ examination results in response to legitimate requests;
 - (4) conducting educational research and/or analysis in an anonymous format in which the identities of candidates are not traceable; and
 - (5) processing of any refund or payment in relation to the examination by the Authority’s designated banks (or their appointees).

26. In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of a fee, to anyone who can establish his/her right to be informed of such data as are retained by the HKEAA. The procedures for applications for data access are included in the 'Application Guide on Data Access Requests' available at the HKEAA website at www.hkeaa.edu.hk.

27. All answer scripts submitted by candidates (including portfolios and audio/video recordings for speaking and practical examinations) shall be the property of the Authority. All scripts and works submitted may be handled by the Authority at any time and in any way it deems appropriate, in particular the Authority may (and may authorise third parties to) use, reproduce and/or publish those scripts and works, or any part thereof in an anonymous format in which the identities of applicants are not traceable. Also, the Authority will exercise reasonable care to protect and preserve the scripts and works submitted, but in the event of any loss or damage, as a result of which the candidate's performance cannot be assessed based on the scripts and/or the works submitted, the candidate concerned will waive all claims, if any, against the Authority.

G. Choice of Examination Centre District

28. The choice of examination centre district is not available for Category C subjects

H. Examination Fees

29. The subject fee for Category C (Other Languages) subjects of the 2023 HKDSE is \$697 per subject.

30. Private candidates are required to pay an initial fee of \$534 in addition to the subject fees when entering for the 2023 HKDSE.

31. If you choose to pay the examination fee online by credit card, the Registration System will connect you to the Credit Card system instantly. You should provide your choice of Visa or Master Card, your card number and the expiry date.

32. If you choose to make payment via PPS or via internet banking or pay at any 7-Eleven or Circle K convenience stores in Hong Kong, you should download your Demand Note from the Registration System and settle the payment before the deadline of **11:59 pm on 20 July 2022**. Candidates who fail to settle the examination fees by the above payment deadline will be required to pay a supplementary fee of \$278 in addition to the examination fees. An email enclosing the late payment demand note will be sent to the candidates concerned on 22 July 2022. Candidates should pay the examination fee plus supplementary fee of \$278 at any 7-Eleven or Circle-K Convenience Stores in Hong Kong before 11:59 pm on 27 July 2022. A copy of the demand note must be produced at the time of payment. Payment after 27 July 2022 will not be accepted and the registration entry of the candidate concerned for the Examination will be cancelled. For more details about the payment methods, please download the 'Instructions for Payment of Examination Fees (Private Candidates)' from the Registration System or the HKEAA website (www.hkeaa.edu.hk → HKDSE → Examination Administration → Examination Registration & Fees → Examination Fees).

Note: The Authority will not accept personal cheques from candidates/parents.

33. As stated in Regulation 5.10 in the 2023 HKDSE Examination Regulations that entries of candidates will not be regarded as having been accepted until the fees payable have been received in full by the HKEAA. If a candidate does not settle the examination fee before 11:59 pm on 27 July 2022, his/her registration entry will be cancelled.

34. Examination fees are not transferable from the June registration to the September registration, from one examination to another, nor from one candidate to another.

35. Examination fees will not be refunded in the following circumstances:

- (1) Candidates who are disqualified or absent; or
- (2) Candidates who enter for other examinations which result in a timetable clash.

Note: Candidates are advised that no special arrangements will be made in the event of a timetable clash with other examinations.

I. Examination Fee Remission/ Payment of Examination Fees by the Government

36. Private candidates are **not** eligible to apply for examination fee remission and are not covered by the payment of examination fees by the Government for the 2023 HKDSE.

J. Late Entry and Amendment of Subject Entries

37. Candidates should note that applications for late entry/change of subject entry information after the submission of their entry to the HKEAA are subject to the approval of the HKEAA and payment of supplementary fees. The HKEAA may at its discretion allow late entries/addition or substitution of subject(s) to candidates' entries after they have been submitted to the HKEAA and have been accepted, on payment of a supplementary fee of \$430 per candidate for late entry and \$278 per application (irrespective of the number of subjects) for amendment of subject entries. For candidates who apply for late entry/addition of subject(s), they are required to pay the subject fee(s) as well.
38. If you wish to apply for late entry/addition/substitution of subjects after submission of your entry to the HKEAA, you should submit a hard copy application form in person at the HKEAA Southorn Centre office during the **amendment period (from 14 July to 5:30 pm, 27 July 2022)**. You should settle the **full** amount of the supplementary fee and the subject fees (if applicable) by credit card/EPS/Octopus (the ceiling of each transaction is HK\$3,000)/Alipay/WeChat Pay/Faster Payment System (FPS) when the application is submitted or pay at any 7-Eleven or Circle-K Convenience Stores in Hong Kong before the specified deadline printed on the demand note. Applications will **not** be accepted after 27 July 2022. If super-late applications received after the date stipulated by the HKEAA are accepted under special circumstances, candidates are required to pay a higher supplementary fee.

K. Amendment of Personal Particulars and Contact Information

39. If you need to amend your personal particulars (such as your name or identification document and number) after submission of your registration entry, you should submit your request for amendments to the HKEAA together with supporting documents, such as identity card, birth certificate or statutory declaration for verification on or before 6 September 2022. (Please refer to **Section P** for the contact information of the HKEAA.) If you miss the above deadline, any information you wish to change cannot be updated on your admission form or speaking examination score sheets.
40. In case of any amendments of your contact information (such as your contact phone number, SMS phone number, email address and correspondence address), you may update the information via your own account on the Registration System.

L. Withdrawal from the Examination

41. A candidate who wishes to withdraw from the Category C (Other Languages) subject examination should make an application to the Secretary General of the HKEAA **on or before 16 August 2022**.
42. Candidates should apply in person or via an authorised representative at the HKEAA Southorn Centre office. Alternatively, they may send the completed application form (downloadable from the Registration System) together with a copy of their CEIC to the HKEAA by post. For applications by post, the candidate will receive an acknowledgement letter from the HKEAA within a week after receipt of the application by the HKEAA. In case the candidate has not received the acknowledgement after one week, he/she should contact the HKEAA (Tel. No. 3628 8860) immediately. The Authority is not responsible for any delay in postal delivery. Applications with a post-mark dated after 16 August 2022 will not be accepted.
43. For candidates who have entered for Category C (Other Languages) subject examination only, if he/she withdraws from the Examination and notifies the HKEAA **on or before 16 August 2022**, he/she will receive a partial refund of the fees paid (namely any amount left after the deduction of an administration fee of \$489). Refund of the examination fee paid will **not** be made for requests received after 16 August 2022.
44. No refund is payable if a subject is deleted at the candidate's request.
45. An order cheque for the refund of the examination fees will be sent to the candidates concerned. If the cheque has to be made payable to the parent of the candidate, a copy of the candidate's birth certificate should be submitted with the application for withdrawal.

M. Candidates with Special Needs

46. Private candidates with special needs (such as candidates with disabilities/chronic illness) may apply for special examination arrangements (SEAs) (such as 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 (subject to the approval of Cambridge International). Applications should be submitted via the SEA Online Services **from 27 June to 13 July 2022**. Each application should be accompanied by supporting documents. Late applications without valid reasons will not be accepted. Candidates with colour-blindness/colour amblyopia problems should also apply to the HKEAA through the SEA Online Services and submit a medical/assessment report issued by an ophthalmologist/optometrist/Department of Health for consideration of SEAs.
47. Where a candidate has been exempted from part(s) of the requirements of an examination, his/her results for the affected part(s) will be assessed by Cambridge International. The details of any such assessment will be listed on the candidate's certificate. However, the reason for granting the exemption and the SEAs made will not be recorded on the certificates.

N. Admission Form and 'Instructions to Candidates'

48. The admission form for the Category C (Other Languages) subject examination will be sent to private candidates by post in mid-September 2022. The 'Instructions to Candidates' will be uploaded to the HKEAA website in mid-September 2022 for viewing by candidates.

O. Important dates

49. A summary of the important dates pertaining to the Category C (Other Languages) subject examination (i.e. November 2022 series) is given below for ease of reference:

Event	Date
June – August 2022	
Registration for Category C (Other Languages) subjects	27 June – 13 July 2022
Applications for special examination arrangements – applicable to Category C (Other Languages) subjects only	27 June – 13 July 2022
Payment of examination fee	By 11:59 pm on 20 July 2022
Late payment of examination fee (See Section H for details)	Between 21 July 2022 and before 11:59 pm on 27 July 2022 (Note: Candidates will receive an email with the late payment demand note attached on 22 July 2022. Entries will be accepted on payment of a supplementary fee of \$278 per candidate in addition to the subject fees)
Applications for Late Entry/ Subject Amendment	14 July – 27 July 2022
Payment of supplementary fee & subject fees (if applicable)	You should settle the full amount of the supplementary fee and the subject fees (if applicable) by credit card/EPS/Octopus (the ceiling of each transaction is HK\$3,000)/Alipay/WeChat Pay/Faster Payment System (FPS) when the application is submitted or pay at any 7-Eleven or Circle-K Convenience Stores in Hong Kong before the specified deadline printed on the demand note.
Deadline for withdrawal	16 August 2022
September 2022	
Issue of Admission Forms and uploading of 'Instructions to Candidates' for Category C (Other Languages) subject examination on the HKEAA website	Mid-September 2022

Event	Date
October 2022	
Examination period for Category C (Other Languages) subjects: - Written examinations - Speaking examinations	10 October – 14 October 2022 1 October – 24 October 2022
January 2023	
Release of examination results	Late January 2023 (tentative)
Deadline for applications for Rechecking and Remarking	5 days after the release of results
Release of Rechecking and Remarking Results	To be advised by Cambridge International

P. Useful contact information of the HKEAA

50. Enquiry Hotlines : 3628 8860 (general enquiries)
3628 8917 (enquiries on special examination arrangements)
- Address : 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.
- Office Hours : Monday to Friday: 8:30 am - 5:30 pm
Closed on Saturday, Sunday and Public Holidays.
- HKEAA website : www.hkeaa.edu.hk
- E-mail : dse@hkeaa.edu.hk

Please keep this document for your future reference.

- End -

Hong Kong Diploma of Secondary Education Examination 2023
Category C (Other Languages) Subjects
Examination Timetable

The examinations for the 2023 HKDSE Category C (Other Languages) subjects will be conducted in October 2022. As announced by Cambridge Assessment International Education (Cambridge International), the examination timetable is as follows:

Date of Examination	Subject/Paper	Examination Time
10 October 2022 (Monday)	Hindi 3 Urdu 3	1:00 pm to 2:30 pm
12 October 2022 (Wednesday)	French 3 German 3 Japanese 3 Spanish 3	8:30 am to 10:00 am
13 October 2022 (Thursday)	Hindi 2 Urdu 2	1:00 pm to 2:45 pm
14 October 2022 (Friday)	French 2 German 2 Japanese 2 Spanish 2	8:30 am to 10:15 am

The speaking examinations of the above subjects (except Hindi and Urdu Languages) will be held between 1 and 24 October 2022. (*Note: There is no speaking component for the Hindi and Urdu examinations with effect from the 2020 HKDSE.*)

The examination results will be released in late January 2023.