

香港考試及評核局  
Hong Kong Examinations and Assessment Authority  
2024 年香港中學文憑考試  
Hong Kong Diploma of Secondary Education Examination (HKDSE) 2024  
申請成績評估／特別處理考試成績（學校考生）  
Application for Assessment / Special Consideration of Examination Results (School Candidates)

文件要求

Document requirements

- (a) 填妥的申請表。  
A completed application form.
- (b) 證明文件（例如：註冊醫生簽發的醫生證明書、相關機構發出的證明函），證實該考生(i)所患何病／所遇何事及(ii)不能應試的時期。  
Supporting documents (e.g. medical certificate issued by a registered medical practitioner, letter issued by the relevant organisation) stating explicitly (i) the illness/incident and (ii) how long the candidate is unfit to sit the examination.
- (c) 校內考試成績（請留意以下第 8 至 12 段）。  
School internal examination results (please refer to paragraphs 8 to 12 below).

註：請將以上(a)及(b)項文件正本交回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）。  
Note: Please submit the original of items (a) and (b) above to the HKEAA Southorn Centre office (12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

有關填寫本申請表

About completing this application form

- 請於本申請表第一部分填寫申請成績評估／特別處理考試成績的考生資料、科目／卷別及原因。  
Please fill in the candidate's information, subject(s)/paper(s) and the reason(s) for application in Part 1 of this application form.
- 本申請表須經學校校長簽署確認，並蓋有學校印鑑，方會獲得處理。  
This application form must be endorsed by the school principal with the school seal chopped; otherwise, it will not be processed.

有關評估成績方法

About assessing the examination results

- 如考生已應考有關科目至少一卷筆試，本局會考慮根據該考生於是次香港中學文憑考試已應考之同一科目的部分／卷別表現評估其科目成績。（註：因病或特殊情況而進行的成績評估，會根據相關課程／評核大綱及所評估的部分佔全個科目的比重來釐定，因此評估前及評估後的科目等級差別或會有限制。）  
Where a candidate **was able to sit at least one written paper** of the subject concerned, the HKEAA may consider giving an assessed mark on the part of the subject the candidate was absent from, based on the remaining parts/paper(s) that were sat in the same year. (*Note: For assessment of subject level on medical grounds or due to special circumstances, a limit will be applied to the difference between the subject level before and after assessment, depending on the weighting of the part assessed to the whole subject based on the relevant syllabus/assessment framework.*)
- 如考生缺席有關科目所有筆試的卷別，本局會考慮發給科目評審成績。評審成績是根據該考生與其全級同學在校內該科成績及全級同學在是次香港中學文憑考試該科考試中考獲的成績作比較而評定。  
Where a candidate **was absent from all written papers of the subject** concerned, the HKEAA may consider giving an assessed subject result. The assessed subject levels are based on a comparison between the candidate's academic records in the school and those of his/her classmates as well as on his/her classmates' HKDSE results in the subject(s) concerned.

6. 科目評審成績只限甲類核心科目\*第 1、2、3 及 4 等級及甲類選修科目第 2、3 及 4 等級（若考生經評審後的科目成績在以上所述之最低等級以下，則不獲發科目評審成績）。（**註：因應 2019 冠狀病毒病疫情所引致的特殊情況，公開考試委員會已通過 2024 年文憑試的科目評審成績最高可達第 5 級。**）
- \* 公民與社會發展科達標的評審成績只限「達標」。
- Such assessed subject levels are confined to Levels 1, 2, 3 and 4 for HKDSE Category A core subjects\* and Levels 2, 3 and 4 for Category A elective subjects (no assessed subject level will be given if the assessed level is below the above lowest level). (**Note: In view of special circumstances resulting from the COVID-19 pandemic, the Public Examinations Board has approved that the assessed subject result may be awarded to Level 5 in the 2024 HKDSE.**)
- \* For Citizenship and Social Development, the assessed result is limited to 'Attained'.
7. 科目評審成績會適當註明於考生的證書上。
- The assessed subject level(s) will be annotated on the certificate of the candidate concerned.

### 有關提供校內考試成績

#### About providing the school internal examination results

8. 如考生已應考有關科目至少一卷筆試，本局會按上述（4）的評估方法處理，學校一般無需遞交校內考試成績作評估之用。
- Where a candidate **was able to sit at least one written paper** of the subject concerned, according to the assessment method in (4) above, the school is normally not required to provide internal school examination results for assessment purposes.
9. 如考生缺席有關科目所有筆試的卷別，本局會按上述（5）的評估方法處理，學校需要提供有關科目校內考試成績（例如：中六模擬考試或中六上學期考試分數）作評估之用。
- Where a candidate **was absent from all written papers of the subject** concerned, according to the assessment method in (5) above, the school should submit the internal school examination results (e.g. S6 Mock Examination or S6 First Term Examination) of the subject concerned for assessment purposes.
10. 若學校已經由「預測等級研究系統」（PLSS）提交中六模擬考試或中六上學期考試分數（一般以非網上形式進行），當考生因病或遇上一些其他罕見或不可預計情況需要申請評估科目成績時，這些分數將用作評估其科目等級之用。若所提交的分數並非中六模擬考試或中六上學期考試分數，學校或需提供相關試卷及申請人答卷的副本，供考評局參考。
- The marks of **S6 Mock Examination** or **S6 First Term Examination** (normally conducted in a **non-online mode**) submitted by schools in the **Predicted Level Study System (PLSS)** would be used for assessing the subject levels of their candidates when they submit requests for assessment of subject results for their candidates due to medical reasons or other unforeseeable circumstances. Schools that have submitted marks **other than** S6 Mock Examination or S6 First Term Examination in PLSS may be required to provide a copy of the related question paper(s) and the applicant's answer script(s) for the reference of the HKEAA.
11. 若學校未有經 PLSS 提交上述校內考試的分數，考評局會以電郵發放**指定的文件格式表格**予學校負責人。該表格會以密碼保護，內載相關科目的學生名單，學校須在表格內輸入學生在該次校內考試的積分，格式與 PLSS 相同。學校亦須在有關表格內填寫聲明確定分數無誤。填妥的表格於指定限期內電郵至考評局（電郵地址：[md@hkeaa.edu.hk](mailto:md@hkeaa.edu.hk)）。
- When a school has not provided marks from internal examination results specified above via PLSS, the HKEAA will send a **specific template** by email to the person-in-charge of the school. The specific template is password-protected and preloaded with the list of S6 students of the school for the relevant subject. The school should input the subject marks of the students in the internal examination, in the same format as PLSS, and should also complete the declaration in the template to confirm that the marks submitted are correct. The completed template should be sent to the HKEAA via email (email address: [md@hkeaa.edu.hk](mailto:md@hkeaa.edu.hk)) within the specified period.
12. 若參加有關科目校內結業考試／校內評估或公開考試的學生人數在 10 人以下，學校須提供該次校內考試／評估的試卷及申請人答卷的副本各一份，以供考評局參考。
- If **fewer than 10 students** took the mock examination/school assessment or the public examination of the subject concerned, **the school should provide a copy of the question papers and the applicant's answer scripts** for the reference of the HKEAA.

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Hong Kong Diploma of Secondary Education Examination (HKDSE) 2024  
申請成績評估／特別處理考試成績（學校考生）

**Application for Assessment / Special Consideration of Examination Results (School Candidates)**

致：香港考試及評核局學校考試及評核部高級經理

To: Senior Manager, School Examinations and Assessment Division, HKEAA

第一部分 Part 1

1.1 考生資料 Candidate's information

考生編號

Candidate Number: \_\_\_\_\_

考生姓名

Name of Candidate: \_\_\_\_\_

(英文 English)

(中文 Chinese)

學校編號及名稱

School Code and Name:

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1.2 申請科目／卷別 Subject/Paper applied

	科目 Subject	卷別 Paper	以「預測等級研究系統」提交校內考試成績作評估用 Use PLSS marks for assessment of examination results *（請在適當方格加上「✓」號）（please put '✓' in the appropriate box）		
例 1 e.g.1	English Language	1, 2 & 3	<input checked="" type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable
例 2 e.g.2	中國語文	1	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input checked="" type="checkbox"/> 不適用 Not applicable
例 3 e.g.3	體育	實習 – 籃球	<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input checked="" type="checkbox"/> 不適用 Not applicable
1.			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable
2.			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable
3.			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable
4.			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable
5.			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable
6.			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable
7.			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable
8.			<input type="checkbox"/> 是 Yes	<input type="checkbox"/> 否 No	<input type="checkbox"/> 不適用 Not applicable

\* 如考生已應考有關科目至少一卷筆試，學校一般無需遞交校內考試成績作評估之用，請選填「不適用」。  
Please select 'Not applicable' if the candidate was able to sit at least one written paper of the subject concerned. The school is normally not required to provide internal school examination results for assessment purposes.

1.3 申請原因 (請在適當方格加上「✓」號)

Reason(s) for the application (please put '✓' in the appropriate box)

病情嚴重／患上高度傳染性疾病 (例如：麻疹或水痘等)  
Seriously ill/Highly contagious disease contracted (e.g. Measles, Chickenpox)

遇上一些罕見或不可預計的事件，請列明：  
Other unforeseeable circumstances, please specify:

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第二部分 聲明

Part 2 Declaration

1. 本人證明有關考生已完成中六課程。基於上述原因，本人支持考生申請成績評估／特別處理考試成績，並附上有關的證明文件。

I certify that the candidate has completed the Secondary 6 (S6) curriculum. I support the candidate to apply for the assessment / special consideration of examination results with the reason(s) specified above and the relevant supporting documents submitted.

2. 有關考生要求評估科目成績一事，本人證明本校提供的校內成績可靠及真確無誤，並最能如實反映考生於有關科目所達的水平，以供香港考試及評核局用作評估考生的公開考試成績。

With reference to the application for assessment of subject results for the candidate, I certify that our school internal examination results submitted are reliable and correct, and can best reflect the candidate's attainment in the subject(s) concerned. The results can be used by the Hong Kong Examinations and Assessment Authority for the purpose of assessment of the candidate's public examination results.

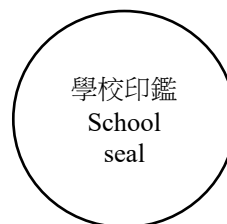
3. 有關上述考生的申請事宜，可聯絡本校以下教職員：

Regarding all matters of this application, the HKEAA may contact our staff below:

負責人 職位  
Person-in-charge: \_\_\_\_\_ Position: \_\_\_\_\_

電話號碼 電郵  
Telephone No.: \_\_\_\_\_ Email address: \_\_\_\_\_

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



日期  
Date: \_\_\_\_\_

考評局專用 For HKEAA Use	
MD-	