

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
PEARSON EDEXCEL INTERNATIONAL ADVANCED LEVEL (IAL) EXAMINATIONS – JANUARY 2021
NOTES FOR PERSONS ENTERING FOR THE EXAMINATIONS

Please read and ensure that you have understood these instructions and Letter for Disruption to the Taking of Examinations due to Adverse Weather issued by the Examination Board attached before completing the entry form. The Hong Kong Examinations and Assessment Authority (HKEAA) cannot be held responsible for incorrect entries.

1. ENTRY REQUIREMENTS: No specific requirements.

2. SUBMISSION OF ENTRIES

School Candidates

Candidates are required to submit their registration online (online.hkeaa.edu.hk) during the registration period. They should first obtain the school code through their school heads. They should upload the image of their valid Hong Kong Identity Cards or other identification documents and settle the payment online. Candidates must complete the online registration and settle the examination fees by **5 October 2020 (5:30 p.m.)**. Alternatively, candidates may submit their registration by completed entry forms through their schools. Schools must submit the completed entry forms, the photocopies of candidate's identification documents and examination fees to the HKEAA San Po Kong Office in-person by **5 October 2020 (5:30 p.m.)**.

Private Candidates

Candidates are required to submit their registration online (online.hkeaa.edu.hk) during the registration period. They should upload the image of their valid Hong Kong Identity Cards or other identification documents for checking at the time of registration. Candidates must complete the online registration and settle the examination fees by **5 October 2020 (5:30 p.m.)**. Candidates are advised to submit their entries as early as possible in order to avoid the rush in the last few days.

For candidates who have difficulties with online registration, please contact the HKEAA by email (ie3@hkeaa.edu.hk) or by phone (3628 8761 / 3628 8787) for further assistance.

Registration Office	Online Registration
International and Professional Examinations Division Hong Kong Examinations and Assessment Authority San Po Kong Office 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon Office Hour - Mon to Fri: 8:30am – 5:30pm (without lunch break) Closed on Saturdays, Sundays and General Holidays Enquiries: HKEAA Email: ie3@hkeaa.edu.hk Tel. 3628 8761 / 3628 8787 Fax. 3628 8790 <u>Examination Board</u> Tel: 8129 0100 Email: pqs.internationaleo@pearson.com Website: https://qualifications.pearson.com/	16 September 2020 (8:30 a.m.) to 5 October 2020 (5:30 p.m.)

Remarks:

- Please note that the postal and in-person registration is no longer available starting from January 2021 series.
- The HKEAA will not accept the registration submitted after 5 October 2020 (5:30 p.m.).

Access Arrangement

Candidates with special needs and disabilities requiring special arrangements should contact the HKEAA by email at ie3@hkeaa.edu.hk and enquire for the application form as well as the list of supporting documents. Completed application must be received by the HKEAA on or before **23 September 2020**.

3. EXAMINATION FEES

Units	Examination / Unit Fee
Each Advanced Subsidiary / Advanced Level Unit (Business, Economics, Psychology, History, English Language, English Literature)	\$995
Each Advanced Subsidiary / Advanced Level Unit (Biology, Chemistry, Physics, Mathematics)	\$795
Each Advanced Subsidiary / Advanced Level Special Unit (Accounting, Arabic, Greek)	\$1,955

Candidates should keep their original receipts or a record of online registration as evidence of payment. If payment of examination fees is not made by specific deadline, entries are accepted at the discretion of the HKEAA and a supplementary fee in addition to the examination fees will be levied.

Fees paid by a candidate who subsequently withdraws his / her entry, or is absent from the examination, or the examination is cancelled by the Examination Board in a later stage will NOT be refunded. Fees are NOT transferable to other centres (i.e. from HKEAA to other authorized exam centres), or from one examination to another (i.e. from IAL to IGCSE) / a later series (i.e. from January to May / June series) or for other purposes. In addition, the HKEAA will not offer the service of "Transferred Candidate" under any circumstance.

Any supplementary fees paid during the registration will not be counted as a part of examination fees. The supplementary fee paid will not be refunded under any circumstances.

4. SYLLABUSES, MARKING SCHEME AND PAST QUESTION PAPERS

The syllabuses, marking scheme and past papers can be downloaded from Pearson website: <https://qualifications.pearson.com>. Past question papers are also available for sale at the Publications Unit, Hong Kong Examinations and Assessment Authority, G/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. Please read the syllabuses CAREFULLY before making entries.

5. SUBJECTS

Candidate must check the requirements and conditions of entry for various subjects and keep themselves abreast of the latest changes on the Pearson website (<https://qualifications.pearson.com>). Candidates may contact the Examination Board at Tel.: 8129 0100, Email: pqs.internationaleo@pearson.com if necessary. No refund or adjustments to the candidate's examination schedule will be made as a result of entries which do not comply with the information on the Pearson website. The following is a convenient summary for reference only.

- Some AS / AL IAL qualifications consist of three / six units, e.g. AS Biology consists of units 1, 2 and 3 while AL Biology consists of units 1, 2, 3, 4, 5 and 6. Some AS / AL IAL qualifications consist of two / four units, e.g. AS Business consists of units 1 and 2 while AL Business consists of units 1, 2, 3, and 4.
- Candidates are not able to combine 2013 and 2018 unit in all specification, except for Mathematics. However, Pearson Edexcel has not yet launched new specifications in Further Pure Mathematics, Mechanics and Statistics. Therefore, the Mathematics Legacy (2013 specification) units are able to combine with 2018 specification units in cash-in process.

6. ENTRIES

- When entries are made for units, there is no requirement for the candidate to declare the level or title of the qualification that he / she is intending to complete.
- Cash-in:** Once a candidate has entered for the appropriate set of units, an entry may then be contributed to the AS / AL qualification. This is known as 'cash-in'. Cash-in is **NOT** automatic. To apply for cash-in, candidate must blacken the Cash-in code(s), e.g. XB111 for AS Biology and YB111 for AL Biology. **No overall grade will be issued unless a cash-in code is entered at the time of entry.**

The units can be taken in the same examination series, or can be banked under the candidate's Unique Candidate Identification (UCI) number if taken in more than one series. Once the AS or AL qualification has been certified, all units contributing to that qualification are deemed to be used up. However, a candidate may enter for at least one related unit in a later examination and cash in again for the qualification. Results of UNITS taken will be issued to candidates on the Individual Candidate Statements of Results. If a 'cash-in' code has been quoted at the time of entry, SUBJECT results at AS or AL will also be issued.

All cash-in applications are subject to the eligibility rules, units, combinations and final decision as determined by the Examination Board. **It is the candidate's responsibility to check whether he / she is eligible to cash-in. Please refer to the Important Notices issued by the Examination Board for details. If in doubt, candidates may call the Examination Board at 8129 0100 to ask.**

- Re-sit:** For all IALs, except for Mathematics, candidates will be able to re-sit individual units once before certification. If candidates re-sit the examinations more than once, only the last two results will be taken into consideration when awarding the grade. This means that the higher mark of the last two examinations will be used to calculate the grade. Candidates are only counted as taking an examination if they were present at the time of the examination. If a candidate is absent from the examination, it will not count as an attempt.
- Dual Entries:** Each candidate should only submit one application for each examination series. Candidates who submitted more than one application for the same examination series whether for entering the same or new subject will be counted as "Dual Entries". For Dual Entries, the registered subjects in the second application will be cancelled without prior notice and no refund of the examination fees will be made for the cancelled subjects.

- (e) **Addition of Unit(s):** Candidates are allowed to add new unit(s) after registration has been submitted to the HKEAA. For each application, a supplementary fee of \$291 in addition to the examination fee will be levied within the registration period. For applying the addition of unit(s), please contact the HKEAA and the application must be completed on or before **5 October 2020**. No application will be accepted after **5 October 2020**. It is the candidates' responsibility to ensure that any addition of unit(s) will not result in timetable clash.
- (f) **Change of Unit(s):** Candidates are allowed to change any unit(s) after registration has been submitted to the HKEAA. For each application, a supplementary fee of \$291 plus the difference in examination fee (if applicable) between unit(s) will be levied within the registration period. For applying the change of unit(s), please contact the HKEAA and the application must be completed on or before **5 October 2020**. No application will be accepted after **5 October 2020**. It is the candidates' responsibility to ensure any change of unit(s) will not result in timetable clash.
- (g) **Withdrawal:** If planning to withdraw, candidates must submit written request to the HKEAA. Once the request of subject is processed, it cannot be revoked. No refund of examination fees and supplementary fees (if any) will be arranged for the withdrawn subjects. Candidates are not allowed to sit any of the withdrawn examination(s) or re-enter the withdrawn subject examination in the same examination series. If candidates would like to withdraw the subject after the entry data has been submitted to the Examination Board, the approval of withdrawal is at the discretion of the Examination Board, not HKEAA.

7. PERSONAL DATA

Personal data of candidates are used by the HKEAA and the Examination Board for delivery of examination and assessment services. Whether you provide the requested personal data is voluntary. However, if you fail to provide all the data, or if any of the data are inaccurate or incomplete, the HKEAA may not be able to accept your entry or provide all or part of the examination and assessment services. The personal data submitted may also be used for:

- (a) assisting tertiary institutions and other government / public organizations in their admissions processes;
- (b) assisting tertiary institutions and other government / public organizations in respect of their requests for information in granting scholarships;
- (c) assisting tertiary institutions and other government / public organizations to confirm the candidates' eligibility for financial assistance or other forms of subsidization, in which case, the necessary personal data of the candidates may have to be disclosed to the concerned organizations for verification;
- (d) certifying candidates' examination results in response to legitimate requests;
- (e) processing any refund or payment in relation to the examination;
- (f) conducting and assisting tertiary institutions and other government / public organizations to conduct educational research and analysis;
- (g) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
- (h) marketing the services and products of the Examination Board (including examination services, courses, events, publications, and other examination materials or resources) subject to the consent of the candidates.*

The HKEAA may also transfer the personal data of candidates to third parties for use for the above purpose or other directly related purposes, including government / public organizations, schools and educational institutions, banks (for processing refund or payment), and service providers providing various administrative or technical services to facilitate the delivery of the examination and assessment services including but not limited to data punching, registration process, dispatch of examination documents, and the capture, disposal or other processing of data.

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. Please also note that candidates' personal data / correspondence / other information received by the HKEAA may be referred to the Examination Board concerned for delivery of examination and assessment services and for any of the abovementioned purposes or other directly related purposes. In general, upon completion of an examination or examination series and all the connecting examination services, the HKEAA will transfer all such data to the Examination Board who will then assume full control of such data. By then, candidates should approach the Examination Board direct for their personal data / information handling policies if necessary.

**If you have given consent but wish to withdraw your consent for your personal data to be used for this purpose, please send a letter of request to the HKEAA.*

8. TIMETABLE

A timetable showing the subjects available in HKEAA is attached. **It is the candidate's responsibility to check carefully the relevant examination timetables (IAL & IGCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects within IAL examinations or across different examinations (i.e. IAL & IGCSE). Candidates should avoid to enter the subjects which are scheduled in the same session. Normally, no special arrangements will be made under such circumstances. Please contact the HKEAA for further advice before submitting the registration if candidates wish to sit both subjects in the same sessions.** Besides, candidates who wish to sit more than one examination session on the same day are strongly advised to check and ensure that there is sufficient break time (e.g. at least two hours) between examination sessions for travelling and taking rest. These examinations may be held at different examination centres required travelling. If candidates are not able to attend the examination due to timetable clash, they will be required to cancel the subjects affected. Examination fees paid are NOT refundable and transferable to other centres (i.e. from HKEAA to other authorized exam centres), or from one examination to another (i.e. from IAL to IGCSE) / a later series (i.e. from January to May / June series) or for other purposes. There may have minor changes on examination timetables made by Pearson Edexcel in a later stage. Please refer to the Admission Form for the final examination schedule.

9. CANDIDATE ENTRY INFORMATION CHECKLIST

The Candidate Entry Information Checklist will be sent to private candidates or school candidates through their participating schools / organizations in early October 2020. Candidates should check if the personal particulars, which will be used for examination arrangements and certification of results, are correct. If amendments on personal particulars are required, they are advised to inform the HKEAA in writing by mid-October 2020. Candidates who have not received their Candidate Entry Information Checklist in mid-October 2020 MUST contact their participating schools / organizations or the HKEAA.

10. ADMISSION FORM

Admission forms will be sent to private candidates or school candidates through their participating schools / organizations. Candidates who have not received their admission forms two weeks before the commencing date of the examination MUST contact their participating schools / organizations or the HKEAA. The examination venue, date and local starting time for each examination will be indicated on the Admission Form. Assignment of examination venue is based on the candidature of the papers, availability and capacity of the venues. Examination of different papers / durations may be held in the same examination venue. Request for change of examination venue will not be accepted under any circumstances.

11. RESULTS AND CERTIFICATION

The results will be available around early March 2021. Candidate Statements of Provisional Results will be sent to private candidates by post or school candidates through their participating schools / organizations. Candidates who have not received their results by mid-March 2021 MUST contact their participating schools / organizations or the HKEAA.

Candidates may apply for the Reviews of Marking and Moderation (RoMM) services in accordance with the procedures, fees and deadlines to be announced after the results day. The certificates, if applicable, will be available around mid-June 2021 which will be sent to private candidates by post or school candidates through their participating schools / organizations. Candidates who have not received their certificates should contact the HKEAA to track the delivery status within 5 months after mail; otherwise, the certificates will be regarded as successfully received by the candidates. Certificates unclaimed for 5 months after mail will be returned to the Examination Board without further notice. After that, request for lost or unclaimed certificates will have to be made directly with the Examination Board by the candidates as applications for replacement certificates. Fees will be charged by the Examination Board directly. Candidates should inform the HKEAA in writing of their new address and contact telephone number if their address has been changed. The HKEAA cannot accept the responsibility for any possible loss, delay or damage in mail causing the need of requesting for replacement certificates. The HKEAA cannot reproduce certificates in any form.

12. UNFORESEEABLE CIRCUMSTANCES

Please note that neither the Examination Board nor the HKEAA will be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, adverse weather, epidemic, government action or intervention, riot, or any cause not reasonably foreseeable and beyond the reasonable control of the Examination Board or the HKEAA.

Note: The HKEAA, including their contractors and subcontractors, shall not be liable to anyone claiming for any damage, which are caused by, arising from or otherwise related to the failure of staff members, examination personnel or the examination centres to comply with the examination regulations, policies or procedures.

DO NOT LOSE THIS SET OF INSTRUCTIONS / TIMETABLE

KEEP IT FOR FUTURE REFERENCE