

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
ADVANCED PLACEMENT (AP) EXAMINATIONS & AP LATE-TESTING 2020
NOTES TO APPLICANTS

Please read these instructions carefully before completing your registration form. The Hong Kong Examinations and Assessment Authority (HKEAA) will not be responsible for incorrect entries which do not comply with these instructions.

1. ENTRY REQUIREMENTS

No entry requirements.

2. REGISTRATION

The term “applicant” on the registration form refers to the person who accepts the responsibilities for:

- (a) reading and undertaking to abide by the Exam Regulations, ensuring that those connected with the exam are aware of relevant matters;
- (b) entering candidates, ensuring the accuracy of the information supplied, including name, subjects, and any specific needs;
- (c) notifying the candidate of the exam, time and venue;
- (d) receiving all communications regarding the entries made (including e-admission form) and disseminating all such communications to the candidates as effectively as possible.

Applicants may submit their registration online via the HKEAA International and Professional Examinations Online Services at <https://online.hkeaa.edu.hk/Portal/home.xhtml> (Online Services) during the specified registration period. For batch registration, applicants, teachers/schools are recommended to use the “pre-filled candidate information” function which allows an upload of a maximum of 30 candidates each time. Before registration, applicants are required to create their own accounts with a valid email address. After successful application and payment, applicants can login their accounts at the Registration Home Page to view their examination entries. The Authority cannot accept any responsibilities for unsuccessful registration because of technical/network failure.

Applicants may also submit their completed registration forms with payment (crossed cheque made payable to the Hong Kong Examinations and Assessment Authority) by post, in person or through a representative at the HKEAA San Po Kong Office: 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon. For postal registration, please ensure that sufficient postage is paid. The sender will bear any consequences arising from not paying sufficient postage. The HKEAA cannot accept the responsibility for any delay / loss in mail service.

Registration period:

Test Type	Registration Period	
AP Examination (Examination Date: 4 – 15 May 2020)	By Post	18 September 2019 – 22 September 2019
	In Person	23 September 2019 – 30 September 2019
	Online	18 September 2019 – 4 November 2019
AP Late-testing (Examination Date: 20 – 22 May 2020)	By Post	18 September 2019 – 22 September 2019
	In Person	23 September 2019 – 30 September 2019
	Online	18 September 2019 – 4 November 2019

Online Registration: <https://online.hkeaa.edu.hk/Portal/home.xhtml>
 Place of 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: Monday – Friday: 8:30 am – 5:30 pm (without lunch break)
 Except Saturday, Sunday and public holidays

No entry will normally be accepted after the registration period. Applicants are advised to submit their entries as early as possible in order to avoid the rush in the last few days. If under exceptional circumstances a late entry is accepted, extra examination fee per subject and an additional administration fee on top will be charged.

Candidates with disabilities requiring special arrangements should submit their registration to the HKEAA on or before 4 November 2019 and contact the College Board SSD office by telephone at (1) 212-713-8333 or by email at ssd@info.collegeboard.org to get their approval for receiving appropriate accommodations on or before 17 January 2020.

3. EXAMINATION FEES

AP Examination... HK\$ 1,936 per subject
AP Late-testing... HK\$ 2,588 per subject Exception

Exception: If the reason for a candidate taking AP late-testing is having timetable clash with: (a) another AP subject; or (b) an HKDSE Examination; or (c) an IB or Cambridge Examination, taking place at the same time, the examination fee under these “specific” special circumstances is **HK\$2,277 per subject**, and the concerned applicants **MUST submit copies of their registration acknowledgement receipt with the payment record** of the above examinations as supporting evidences.

Candidates who require a **Letter of Certification of Participation** for visa application before the issuance of admission form (especially those have to stay in Hong Kong for more than 7 days) may apply at the time of registration for a copy of the Letter of Certification of Participation. The HKEAA will courier the Letter to those candidates in around 14 working days upon receipt of their application. The administration and courier fee of this service is **HK\$405 per letter**.

Examination fee MUST be submitted with the corresponding registration form. If payment of examination fee is not made or in wrong amount, the registration will be accepted at the discretion of the HKEAA and a supplementary fee in addition to the examination fee will be levied.

Fees paid by a candidate who subsequently withdraws his/her entry, or is absent from the examination, or whose registration is later cancelled will NOT be refunded. Fees are not transferable to another AP test centre, from one examination to another/a later one or used for other purposes.

4. PAYMENT METHOD

Examination fees should be paid in Hong Kong Dollar (HKD) through any of the following payment methods. Credit card payment is recommended for applicants in Mainland China.

- A. Credit Card (MasterCard or VISA):**
If applicants register online, they MUST use credit card to settle the payment online.
- B. HKD Cheque:**
All HKD cheques should be payable to the “Hong Kong Examinations and Assessment Authority”.
- C. Hong Kong 7-Eleven or Circle K Demand Note:**
If applicants register at HKEAA San Po Kong Office counter, they can request to have a Hong Kong 7-Eleven or Circle K Demand Note. Applicants can bring along the demand notes to make payment in cash at any 7-Eleven or Circle K convenient stores in Hong Kong. Please note that this payment method is only applicable in Hong Kong, and the total amount of examination fee should be **less than HK\$5,000** and settled before the due date printed on the demand note.

5. EXAMINATION CHOICE GUIDELINES

Candidates are not required to take an AP course before taking an AP Examination. They may repeat an examination in the subsequent year. All available grades will be reported unless a special request has been made by the candidate to withhold or cancel any particular grades. Candidates may take as many AP Examinations as they want, in any combination, except that they cannot take the same subject in AP Examination and AP Late-testing in the same year. Calculus AB and Calculus BC are treated as the same subject. Resources on preparing for AP Examinations are available at: <https://apstudents.collegeboard.org/course-index-page>.

6. TIMETABLE AND SUBJECTS

The AP exam schedule is printed on this document and the registration form. **Starting from 2020, the subjects of 2-D or 3-D Art & Design; Drawing and Computer Science Principles are no longer available at the HKEAA centres.** Check to avoid timetable clash among subjects entered. In case of timetable clash, no special timetabling arrangements can be made and candidates will be required to cancel the subjects affected. Fees paid for subjects that are cancelled will not be refunded. For language subjects and Music Theory with limited seats available (i.e. subjects with an asterisk "*" on the registration form), applicants must contact the HKEAA to make reservation by email (tsa1@hkeaa.edu.hk) **before submission of registration.** Once the reservation is confirmed, applicants will receive a reservation code which is required to be filled in on the registration form. **The HKEAA will cancel the registration of those candidates who do not make reservation in advance and forfeit the examination fees paid.**

7. CHANGE OF SUBJECT

Change of subjects before the registration deadline can be accepted subject to the payment of a supplementary fee. Candidates cannot request to change their registered subjects after the registration deadline.

8. E-ADMISSION FORM

E-admission form will be sent to applicants online via the HKEAA International and Professional Examinations Online Services at <https://online.hkeaa.edu.hk/Portal/home.xhtml> (Online Services) around 1 month prior to the examination date. Applicants submitted their registration by post or in person (i.e. not via Online Services) are required to create their own accounts at Online Services with the email address provided on the registration form in order to receive their admission forms. **Applicants who have not received their admission forms two weeks before the examination date should contact the HKEAA for assistance.** Candidates should print their admission forms on a clean A4 paper and **attend the examination at the assigned time/date/venue as specified on their admission forms.**

9. SCORE REPORT

AP Score Reports are provided in July by the College Board to the candidates, the colleges and universities designated by the candidates on the answer sheet of the first subject taken, and their high schools, if applicable. An AP score report is cumulative and includes grades for all the AP Examinations the candidate has ever taken, unless the candidate has requested that one or more grades be withheld from a college or cancelled. Candidates are advised to open their College Board accounts before AP results are released (i.e. before July). Once they have signed up for an account, emails given by the College Board will keep them updated on how and when to access the AP scores.

10. PERSONAL DATA

Personal data of applicants/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 organisations in their admissions processes;
- (b) assisting tertiary institutions and other government/public organisations in respect of their requests for information in granting scholarships;
- (c) assisting tertiary institutions and other government/public organisations 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 organisations 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 educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
- (g) 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 applicants/candidates*.

The HKEAA may also transfer the personal data of applicants/candidates to third parties for use for the above purposes or other directly related purposes, including government/public organisations, 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 applicants'/candidates' personal data/correspondence/other information received by the HKEAA may be transferred 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 Registration Office.*

Applicants / Candidates should accept that the HKEAA shall not be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, governmental action or intervention, riot, or any other cause not reasonably foreseeable and beyond the reasonable control of the HKEAA. The HKEAA, including their contractors and subcontractors, shall not be liable to anyone claiming for any damages 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.

11. ENQUIRIES

For enquiries on registration and payment, please contact the International and Professional Examinations Division of the HKEAA at telephone number: (852) 3628 8191/3628 8787 or email at tsa1@hkeaa.edu.hk.

For enquiries on test scores, please contact the AP Services for Students at telephone number: (1) 212-632-1780 or email at apstudents@info.collegeboard.org.

2020 AP Exam Schedule

2020 AP Regular testing			
Week 1	AM (Start time 8:00am)	PM 1 (Start time 01:00pm)	PM 2 (Start time 2:45pm)
Monday, May 4	◆ United States Government and Politics	◆ Physics C:Mechanics	◆ Physics C:Electricity and Magnetism
Tuesday, May 5	◆ Calculus AB ◆ Calculus BC	◆ German Language and Culture * ◆ Human Geography	
Wednesday, May 6	◆ English Literature and Composition	◆ European History ◆ Physics 2:Algebra-Based	
Thursday, May 7	◆ Chemistry ◆ Spanish Literature and Culture	◆ Japanese Language and Culture * ◆ Physics 1:Algebra-Based	
Friday, May 8	◆ United States History	◆ Art History ◆ Computer Science A	

Week 2	AM (Start time 8:00am)	PM 1 (Start time 01:00pm)
Monday, May 11	◆ Biology	◆ Chinese Language and Culture * ◆ Environmental Science
Tuesday, May 12	◆ Spanish Language and Culture *	◆ Latin ◆ Psychology
Wednesday, May 13	◆ English Language and Composition	◆ Microeconomics ◆ Music Theory *
Thursday, May 14	◆ Comparative Government and Politics ◆ World History:Modern	◆ Italian Language and Culture * ◆ Macroeconomics
Friday, May 15	◆ French Language and Culture *	◆ Statistics

Remarks:

- Starting from 2020, the subjects of 2-D or 3-D Art & Design; Drawing and Computer Science Principles are no longer available at the HKEAA centres.
- For language subjects and Music Theory with limited seats available (i.e. subjects with an asterisk "*" on the registration form), applicants must contact the HKEAA to make reservation by email (tsal@hkeaa.edu.hk) **before submission of registration**. Once the reservation is confirmed, the applicants/candidates will receive a reservation code which is required to be filled in on the registration form. **The HKEAA will cancel the registration of those candidates who do not make reservation in advance and forfeit the examination fees paid.**

2020 AP Late testing		
	AM (Start time 8:00am)	PM (Start time 01:00pm)
Wednesday, May 20	<ul style="list-style-type: none"> ◆ English Language and Composition ◆ European History ◆ Microeconomics ◆ Physics C:Mechanics ◆ Psychology ◆ Statistics 	<ul style="list-style-type: none"> ◆ Chemistry ◆ Computer Science A ◆ Japanese Language and Culture * ◆ Latin ◆ Music Theory * ◆ Physics C:Electricity and Magnetism
Thursday, May 21	<ul style="list-style-type: none"> ◆ Biology ◆ Environmental Science ◆ Physics 1:Algebra-Based ◆ United States History ◆ World History:Modern 	<ul style="list-style-type: none"> ◆ Art History ◆ Chinese Language and Culture * ◆ French Language and Culture * ◆ Italian Language and Culture * ◆ Physics 2:Algebra-Based
Friday, May 22	<ul style="list-style-type: none"> ◆ Calculus AB ◆ Calculus BC ◆ English Literature and Composition ◆ Human Geography ◆ United States Government and Politics 	<ul style="list-style-type: none"> ◆ Comparative Government and Politics ◆ German Language and Culture * ◆ Macroeconomics ◆ Spanish Language and Culture * ◆ Spanish Literature and Culture

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