

考試日期及時間： 2020年4月16日晚上7時至9時
Examination Date/Time： 16 April 2020 (7:00pm – 9:00pm)

報名手續 (查詢電話：(852) 3628 8711；網址：www.hkeaa.edu.hk/em)
報名地點： 九龍新蒲崗爵祿街17號3樓香港考試及評核局國際及專業考試部(1號櫃位)

郵遞報名 (日期：2020年2月3日至14日)
考生將填妥的報名表連同下列文件一併郵寄至上述報名地點。

1. 考生的香港身份證或護照影印本(只供審核資料用,申請手續辦妥後,考評局會將之銷毀);
2. 一個已貼郵票(郵資:\$5)及寫上考生姓名和地址的回郵信封(最小尺寸:245毫米 x 165毫米),以便考評局郵寄繳費單及「B級電業工程人員註冊考試簡介」給考生。

若上述文件未有連同報名表一併遞交,申請恕不接納。請確保已支付足夠郵資,以免郵件未能送達考評局。考生須自行承擔因未有支付足夠郵資而引致的任何後果。郵寄的報名表,按郵遞日期為準。任何因郵遞延誤或遺失,而導致報名表未能在郵遞截止日期前寄抵報名地點,或繳費單未能在截止繳費日期前寄抵申請人,考評局恕不負責。倘考生於2020年2月18日仍未收到繳費單,必須在親身報名截止日期前,親身或委託他人重新遞交報名表。

親身或委託他人報名 (日期:2020年2月17日至25日;時間:星期一至星期五-上午8時30分至下午5時30分)
考生可親身或委託他人遞交填妥的報名表。如委託他人遞交報名表,報名時必須一併遞交考生的香港身份證或護照影印本(只供審核資料用)。

網上報名 (日期:2020年2月3日上午8時30分至3月2日下午5時30分)
考生可在網上(online.hkeaa.edu.hk)辦理報名手續。報名時必須提交考生的香港身份證或護照掃描圖像(只供審核資料用,申請手續辦妥後,考評局會將之銷毀)及繳交考試費用。有關網上報名程序,詳情請參閱上述網址。任何因電腦技術/網絡上失誤而未能於指定日期內成功報名者,考評局恕不負責。

Application Procedures (Enquiry Telephone Number : (852) 3628 8711 ; Website : www.hkeaa.edu.hk/em)
Place of Registration : International and Professional Examinations Division, Hong Kong Examinations and Assessment Authority
3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon (Counter No.1)

Registration by Post (Date : 3 – 14 February 2020)

The completed application form together with the following should be mailed to the above place of registration :

1. a photocopy of the candidate's Hong Kong Identity Card / Passport (for verification purposes only and will be destroyed after the application is completed);
2. a stamped (postage: \$5), self-addressed envelope (Minimum dimensions: 245 mm x 165 mm) for sending a demand note for payment of examination fee and the “Notes on Examination for Registration as a Grade B Electrical Worker”.

Candidates must note that their entries will not be accepted if any of the above-mentioned documents have not been enclosed. Please ensure that sufficient postage is paid to avoid unsuccessful delivery. The candidate will bear any consequences arising from not paying sufficient postage. The postmark date on the envelope will be regarded as the date of application. The HKEAA cannot accept the responsibility for any delay / loss in mail service. If a demand note is not received by 18 February 2020, the candidate should submit another application form in person or through a representative within the in-person registration period.

Registration in Person/through a Representative (Date : 17 – 25 February 2020; Time : Monday to Friday, 8:30am – 5:30pm)

Candidates may submit a completed application form in person or through a representative. A photocopy of the candidate's Hong Kong Identity Card / Passport should also be submitted through the representative (for verification purposes only).

On-line Registration (Date : 3 February (8:30am) – 2 March (5:30pm) 2020)

Candidates may submit the registration on-line at online.hkeaa.edu.hk and are required to provide an image file of their Hong Kong Identity Cards / Passports (for verification purposes only and will be destroyed after the application is completed) and settle the examination fees on-line to complete the registration process. Regarding the on-line registration procedures, please refer to the above website for details. The HKEAA cannot accept any responsibilities for unsuccessful registration because of technical / network failure.

考試費用

考生在辦妥報名手續後,將獲發給繳費單,考生須於指定日期內繳付考試費。逾期未繳考試費者,其報考申請將被取消。在特殊情況下,倘考生獲批准逾期繳費,除繳交應付的考試費外,另須繳交逾期附加費。所有考試費用一經繳付,概不退還,亦不可轉作其他用途。

Examination Fee

Demand notes will be issued to individual candidates at the time of registration. Entry to the examination will be invalidated if payment of examination fee is not made on or before the date stipulated on the demand note. If under special circumstances a late payment is accepted, a supplementary fee will be charged in addition to the normal examination fee. Fees paid are not refundable or transferable in any circumstances.

逾期報名

在特殊情況下,考評局可根據考生所提出的理由,考慮批准個別考生的逾期報名申請。如考生的申請獲批准,除繳交應付的考試費外,另須繳交逾期報名附加費。

Late Entry

Under special circumstances, the HKEAA may at its discretion admit a candidate after the closing date for entry on payment of a supplementary fee in addition to the normal examination fee.

考生個人資料

考生個人資料為讓考評局及考試機構提供考試及評核服務所使用。考生可自行決定是否提供所需的個人資料。但倘若未能提供全部所需的資料或提供了不準確或不完整的資料,考評局可因而拒絕接受有關申請或拒絕提供全部或部分考試及評核的服務。已提交的個人資料,亦可能作以下用途:

- (1) 協助高等院校、政府或公營機構處理入學申請;
- (2) 應高等院校、政府或公營機構要求,提供資料協助處理獎學金申請;
- (3) 應高等院校、政府或公營機構要求,提供資料協助核實考生於津貼申請的資格,在此情況下,考評局將向有關機構披露所需的個人資料;
- (4) 根據《電力(註冊)規例》5(2)(c)(ii)條,通知及證實考生成績;
- (5) 協助調查考試異常事件;
- (6) 處理任何有關考試的退款或付款;
- (7) 以不記名及在不披露考生身份的方式,進行教育研究及分析;
- (8) 在考生同意下,為所屬考試機構推廣服務及產品(包括考試服務、課程、活動、刊物及其他考試有關的物品或資源)。^{*}

考評局亦可能將考生個人資料轉移至第三者作上述或其他直接有關的用途,包括政府或公營機構、學校及教育機構、銀行(處理退款或付款)及提供各項行政或技術服務的服務提供者,透過他們提供的服務(包括但不限於資料輸入、報名過程、發放考試文件及其他關於資料的收集、棄置或處理等)以協助考評局提供考試及評核服務。

根據個人資料(私隱)條例,任何人士若能向考評局證明其資料當事人之身份,在繳付有關費用後,可向考評局提出查閱其個人資料的申請。惟請注意由考評局所收集有關考生的個人資料/聯絡方法/其他資料,可能會轉交相關考試機構用作提供考試及評核服務及對上述各項作任何用途或其他直接有關的用途。一般情況下,在考試或考試季度及所有相關的考試服務完結後,考評局會將所有有關資料轉交擁有該等資料的完全處理權的考試機構處理。如有需要,考生屆時可直接向所屬考試機構申請查閱其個人資料或有關資料處理的政策。

^{*}如閣下已給予同意把您的個人資料作此用途但又欲將其撤回,請將有關要求以書面方式通知考評局。

Personal Particulars

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:

- (1) assisting tertiary institutions and other government/public organizations in their admission processes;
- (2) assisting tertiary institutions and other government/public organizations in respect of their requests for information in granting scholarships;
- (3) 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;
- (4) certifying and informing candidates' examination results in accordance with reg. 5 (2) (c) (ii) of the Electricity (Registration) Regulations;
- (5) assisting in the investigation of examination irregularities;
- (6) processing any refund or payment in relation to the examination;
- (7) conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
- (8) 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 purposes 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 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 HKEAA.