HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
PEARSON EDEXCEL GENERAL CERTIFICATE OF EDUCATION (GCE) EXAMINATIONS – MAY / JUNE 2023

NOTES TO APPLICANTS

Please read and ensure that you have understood all instructions listed in the “Notes to Applicants” and “Letter for Disruption to the Taking of Examinations due to Adverse Weather” issued by the Examination Board attached before submitting the registration. The Hong Kong Examinations and Assessment Authority (HKEAA) will not be held responsible for incorrect entries.

1. ENTRY REQUIREMENTS: No restrictions on entry requirements. All candidates can apply for registration.

2. SUBMISSION OF ENTRIES

School Candidates
Candidates are required to submit the registration via the HKEAA Online Registration System (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. Examination fees must be settled online by 16 December 2022 (5:30 p.m.).

[NEW] Eligible NCS school candidates who wish to apply for the “subsidised examination fee” for taking the Pearson Edexcel GCE Chinese examination MUST contact their schools for registration. Schools are required to submit the registrations via IPE Digital Form system during the registration period. After the registrations are submitted by schools, an entry form will be generated by the system automatically and schools will distribute the entry forms to candidates for signature. Candidates should check if the registration information is correct. If amendments on the forms are required, please contact the schools for further assistance. At last, schools will return the signed entry form with the photocopy of candidates identification documents (e.g. HKID card / Passport*) to the HKEAA San Po Kong Office in person no later than 16 December 2022 (5:30 p.m.).

Private Candidates
Candidates are required to submit their registration via the HKEAA Online Registration System (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 16 December 2022 (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.

*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 alternative form of valid and acceptable identification document as proof of identity for the registration of Pearson Edexcel GCE Examinations.

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

Registration
Website: https://online.hkeaa.edu.hk/Portal/
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:
Tel: 3628 8787
Email: ie@hkeaa.edu.hk
Examination Board
Tel: 8129 0100
Email: pp@internationalaccopearson.com
Website: https://qualifications.pearson.com

Request for Access Arrangement for Examinations:
Candidates with special needs and disabilities requiring access arrangements should contact the HKEAA by email at ie@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 20 January 2023, 5:30pm. Please be reminded that candidate should list out all the subjects which access arrangement is required on the application form, including change or addition of subject(s). No late application will be accepted after 20 January 2023, 5:30pm. The application of access arrangement is subject to Pearson Edexcel’s approval and the availability of the examination centre. The HKEAA does not guarantee all access arrangements requests can be approved and arranged. For any enquiries about the access arrangements, candidates are advised to contact the HKEAA for further assistance before submitting the registration.

3. EXAMINATION FEES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Subject Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS-Level Subjects</td>
<td>$2,290</td>
</tr>
<tr>
<td>(Business, Economics, Psychology, Politics)</td>
<td></td>
</tr>
<tr>
<td>A-Level Subjects</td>
<td>$4,400</td>
</tr>
<tr>
<td>(Business, Economics, Psychology, Politics)</td>
<td></td>
</tr>
<tr>
<td>AS-Level Subjects</td>
<td>$2,695</td>
</tr>
<tr>
<td>(Mathematics, Further Mathematics)</td>
<td></td>
</tr>
<tr>
<td>A-Level Subjects</td>
<td>$5,265</td>
</tr>
<tr>
<td>(Mathematics, Further Mathematics, Statistics)</td>
<td></td>
</tr>
<tr>
<td>A-Level Subjects (Chinese)</td>
<td>$6,765</td>
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</tbody>
</table>

Candidates should keep the 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.

Examination 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 examination centres (i.e. from HKEAA to other authorized examination centres), or from one examination to another (i.e. from GCE to IAL) / a later series (i.e. from May / June to January series) or for other purposes. In addition, the HKEAA will not offer the service of “Transfered 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’s website: https://qualifications.pearson.com. Past question papers are also available for sale from HKEAA Online Bookstore at https://online.hkeaa.edu.hk/Bookstore/faces/1_home.htm?lang=zh_TW. Please read the syllabuses CAREFULLY before making entries.

5. SUBJECTS

Candidate must check the requirements and conditions of entry for various subjects and should keep themselves abreast of the latest changes on the Pearson’s website (https://qualifications.pearson.com). Candidates may contact the Examination Board at Tel.: 8129 0100. Email: pp@internationalaccopearson.com if necessary. The HKEAA will not be held responsible for incorrect entries. 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 Edexcel website. The following is a convenient summary for reference only.

(a) Candidates entering A-Level Chinese (9CN0) Mandarin will be examined for Paper 1 & 3 in Mandarin.
(b) For Mathematics and Further Mathematics, please refer to the specification for the option code combinations.

6. SPEAKING TEST ARRANGEMENT FOR 9CN0 CHINESE PAPER 3 SPEAKING TEST

The speaking test (Paper 3) of GCE Chinese examination will be held between mid-April and early May 2023 on weekdays, weekends or public holidays subject to candidate’s availability of examination venues and oral examiners. Speaking Test will be audio-recorded as per examination regulation. The admission letter with the exact examination dates, time and venues will be sent to private candidates by email or school candidates through participating schools in early April 2023. Candidates are required to make themselves available for the speaking test on the scheduled date specified on the admission letter and no rescheduling of the speaking test will be arranged.
7. ENTRIES
(a) Dual Entries: Each candidate should only submit one application for each examination series. Candidates who submitted more than one application in the same examination series whether for entering the same or new subject will be counted as “Dual Entries”. If a candidate submits in the second application will be cancelled without prior notice and no refund of the examination fees will be made for the cancelled candidates.
(b) Late Entry: All registration submitted after the normal registration period will be served as late entry. The late entry should be submitted to the HKEA on or before 20 January 2023 and a supplementary fee of $484 (from 19 December 2022 to 30 December 2022) or $498 (starting from 1 January 2023) in addition to the examination fee will be levied for each applicant. No late entry will be accepted after 20 January 2023.
(c) Addition of Subjects: Candidates are allowed to add new subject(s) after registration has been submitted to the HKEA. For each application to the examination fee payable in terms of $313 in addition to the examination fee. During the late entry period, a supplementary fee of $484 (from 19 December 2022 to 30 December 2022) or $498 (starting from 1 January 2023) in addition to the examination fee will be levied. For adding the application of the HKEA and the application must be completed on or before 20 January 2023. No application will be accepted after 20 January 2023. It is the candidates’ responsibility to ensure that any addition of subject(s) will not result in timetable clash.
(d) Change of Subjects: Candidates are allowed to change any subject after registration has been submitted to the HKEA. For each application, a supplementary fee of $313 plus the difference in examination fee (if applicable) between subjects will be levied within the same examination series. The candidates’ personal data may be used by the HKEA and third parties for the purpose of providing examination and assessment services.
(e) Withdrawal: If planning to withdraw, candidates must submit written request to the HKEA. Once the request of subject withdrawal 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 in the same examination series. If candidates would like to withdraw the subject after the entry has been submitted to the Examination Board, the approval of withdrawal is at the discretion of the Examination Board, not HKEA.

8. PERSONAL DATA
Personal data of candidates are collected by the HKEA for the purpose of delivery of examination and assessment services. The personal data submitted by candidates may be used for:
(a) assisting the HKEA to contact the candidate in writing to arrange examination arrangements;
(b) assisting the HKEA to verify the candidate’s identity and address;
(c) assisting the HKEA to contact the candidate in writing to arrange examination arrangements;
(d) conducting assessment and analysis of the candidate’s performance.

9. EXAMINATION TIMETABLE
The examination timetable showing the subjects available can be found in the HKEA website at https://www.hkeaa.edu.hk/vp/fgcc/gce/gce/aial/gce/. It is the candidates’ responsibility to check carefully the relevant examination timetable before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects with GCE examinations, or across different examinations under Pearson Edexcel and Cambridge International. Candidates should avoid entering the subjects which are scheduled in the same examination session (i.e. AM or PM session). Normally, for those subjects with timetable clash, no special arrangements will be made and candidates are required to cancel either one subject. Examination fees paid are NOT refundable and NOT transferable to other examination centres (i.e, from HKEA to other authorized examination centres), or from one examination to another. For Dual Entries, candidates who have withdrawn one subject(s) will be allowed to sit another subject(s) in the same examination series whether for entering the same or new subject will be counted as “Dual Entries.”

10. CANDIDATE ENTRY INFORMATION CHECKLIST
The Candidate Entry Information Checklist will be sent to private candidates by post or school candidates through their participating schools via HKEA. 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, candidates must inform the HKEA in writing. Candidates who have not received their Candidate Entry Information Checklist in mid-February 2023 MUST contact their participating schools or the HKEA.

11. ADMISSION FORM
Admission forms will be sent to private candidates by post or school candidates through their participating schools via HKEA. Candidates who have not received their Admission Form (one week before the commencing date of the examination) or those who have not confirmed their admission forms will be allowed to enter the examination(s) only if the HKEA does not guarantee that a nearby examination centre between sessions can be arranged. Candidates who arrive the assigned examination centre later than the examination start time will not be permitted any extra time.

12. RESULTS AND CERTIFICATION
The examination results will be available in August 2023. Candidate Statements of Provisional Results will be sent to private candidates by post and school candidates through their schools. Candidates who have not received their results by early September 2023 MUST contact their participating schools or the HKEA.

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 in November 2023 subject to the arrangement of Pearson Edexcel which will be sent to private candidates by post or school candidates through their schools. Candidates who have not received their certificates should contact the HKEA 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 Board without further notice. After that, request for lost or replacement certificates will be subject to the arrangement of Pearson Edexcel and a charge of $50 per certificate will be levied to candidates. The HKEA will provide candidates with replacement certificates. The HKEA will charge the candidates for loss, damage or delay in mailing the certificates.

Candidates should contact the HKEA for further assistance before submitting the registration.

13. UNFORESEEABLE CIRCUMSTANCES
Please note that neither the Examination Board nor the HKEA 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 HKEA. In such circumstances, the HKEA will reserve the right to cancel or postpone the examination(s) and the HKEA will not be able to guarantee that a nearby examination centre between sessions can be arranged. Candidates who arrive the assigned examination centre later than the examination start time will not be permitted any extra time.

Vaccine Pass. If candidates have any questions about the Vaccine Pass arrangement at the examination centres, please contact the HKEA for further assistance before submitting the registration.

*Application and eligibility requirements of special consideration are provided on the website of the Examination Board (https://qualifications.pearson.com/en/support/support-topics/exams/special-requirements/special-consideration.html).

Note: The HKEA, 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.
April 2018

Disruption to the taking of exams due to adverse weather

Dear Pearson Edexcel exam candidate

We are aware that there may be occasions where there is adverse weather in your vicinity that may impact a scheduled examination. This may be because your exam centre is unable to open to conduct the exams, or you are unable to reach the exam venue because of disruption to transport due to adverse weather. In these instances, the safety of candidates and staff are paramount, and all exam centres and candidates should follow local advice and restrictions in place designed to ensure your safety.

Unfortunately, in these circumstances it is not possible for Pearson Edexcel exams to be postponed until a later date or time. To do so would create the likelihood that the content of an exam was no longer confidential, and that candidates sitting the exam at a later date or time would have been able to obtain some advance knowledge of the exam content. This would not be acceptable, as it would mean some candidates having an unfair advantage in the exam compared to other candidates.

Where you have been unable to take an exam due to circumstances beyond your control, your exam centre is able to apply to Pearson to have special consideration in relation to the exam you have missed. If Pearson accepts that you have missed an exam for a valid reason, and the structure of the qualification allows it, we will issue a grade for that exam based on our statistically-calculated estimate of the mark you are likely to have achieved in that exam. This will be based on your performance in other exams you have taken in the same qualification.

You should note that we will only generate a mark for a missed exam if it is in the exam series you are planning to complete the qualification, and that you have entered a 'cash-in' for that qualification, so as to ensure that you are able to progress to the next stage of your education to the intended timescale. If you are not completing the Pearson Edexcel qualification until a later date, we advise you to enter for the exam again at the next available opportunity.

We hope this letter explains how Pearson balances the need to maintain the security of exam content, to ensure a level playing field for all exam candidates, while still having a mechanism which allows candidates to complete qualifications where they have missed an exam for reasons beyond their control.
If you have had examinations affected by adverse weather, or have other any questions in relation to the content of this letter, please speak to your examination centre who will be able to liaise with the relevant Pearson Edexcel team.

Yours sincerely

Chris Harvey
Business Improvement and Regulation team