

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION  
INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) – MAY / JUNE 2021**

**NOTES FOR PERSONS ENTERING FOR THE EXAMINATIONS**

**Candidate must read and ensure that you have understood these instructions 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 strongly advised to submit their registration online ([online.hkeaa.edu.hk](http://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 11 December 2020 (5:30 p.m.)**. Alternatively, school candidates may submit their registration by completed entry forms through their school heads.

School candidates who wish to apply for the “subsidised examination fee” for taking the IGCSE Chinese Examination MUST submit their completed Entry Form, Supplementary Entry Forms for Application for Subsidised Examination Fee and photocopy of their valid Hong Kong Identity Card or other identification document through their schools to the HKEAA in paper copies instead of online. Application for the “subsidised examination fee”, if applicable, will not be considered for those who do not submit properly completed Supplementary Entry Form. For paper registration, schools are required to submit the completed entry form and related documents to the HKEAA San Po Kong Office **in person on or before 11 December 2020**. No postal application will be accepted. Please note that the paper registration for school candidates is no longer available starting from next examination series (i.e. October/November 2021 series)

Private Candidates

Candidates are required to submit their registration online ([online.hkeaa.edu.hk](http://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 **11 December 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 those candidates who have difficulties with online registration, please contact the HKEAA by email ([ie3@hkeaa.edu.hk](mailto:ie3@hkeaa.edu.hk)) or by phone (3628 8761 / 3628 8787) for further assistance.**

Registration Office	Online Registration (Normal)	Online Registration (Late Entry)
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: <a href="mailto:ie3@hkeaa.edu.hk">ie3@hkeaa.edu.hk</a> Tel. 3628 8761 / 3628 8787 Fax. 3628 8790 Examination Board Website: <a href="http://www.cambridgeinternational.org/">www.cambridgeinternational.org/</a>	<b>26 November 2020</b> (8:30 a.m.) to <b>11 December 2020</b> (5:30 p.m.)	<b>12 December 2020</b> (8:30 a.m.) to <b>30 December 2020</b> (5:30 p.m.) and <b>1 January 2021</b> (8:30 a.m.) to <b>22 January 2021</b> (5:30 p.m.)

Remarks:

1. **Postal and in-person registrations are no longer available.**
2. The HKEAA will not accept the late entry submitted **after 22 January 2021 (5:30 p.m.)**.

Candidates with special needs and disabilities requiring special arrangements should contact the HKEAA by email at [ie3@hkeaa.edu.hk](mailto: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 22 January 2021.

**3. EXAMINATION FEES**

Subject	Exam Fee (per subject)
Each IGCSE Subject (except French (Foreign Language))	\$ 1,620
IGCSE French (Foreign Language)	\$ 2,500

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 the 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 at a later stage will **NOT** be refunded. Fees are **NOT** transferable to other exam centres (i.e. from HKEAA to other authorized exam centres), or from one examination to another (i.e. from IGCSE to GCE) / a later series (i.e. from May/June to Oct/Nov 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 AND PAST QUESTION PAPERS**

The syllabuses and past question papers may be downloaded from the website: [www.cambridgeinternational.org/](http://www.cambridgeinternational.org/). Please read the syllabuses CAREFULLY before making entries.

**5. SUBJECTS**

Candidates must check the requirements and conditions of entry for various subjects and keep themselves abreast of the latest changes on the Cambridge Assessment International Education website ([www.cambridgeinternational.org/](http://www.cambridgeinternational.org/)). 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 Cambridge Assessment International Education website. The following is a convenient highlight for reference only.

- (a) English (First Language) must not be taken with English (Second Language) in the same examination series.
- (b) Several subjects have core and extended curricula available to candidates. Candidates have to decide which curriculum they would opt for and then blacken the appropriate circle on the entry form. Questions in the core curricula are targeted at grades in the range C to G whereas grades A\* to E or A\* to G for the extended curricula papers.
- (c) Coursework, practical assessment and oral communication will not be offered to candidates, except the IGCSE French (0520).
- (d) All subjects to be offered for registration under the HKEAA will follow the A\* to G grading scale.

**6. 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”. 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.
- (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 HKEAA on or before **22 January 2021** and a supplementary fee of \$451 (from 12 December 2020 to 30 December 2020) or \$463 (from 1 January 2021 to 22 January 2021) in addition to the examination fees will be levied for each applicant. No late entry will be accepted after **22 January 2021**.
- (c) **Addition of Subjects:** Candidates are allowed to add new subject(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 normal registration period. During the late entry period, a supplementary fee of \$451 (from 12 December 2020 to 30 December 2020) or \$463 (from 1 January 2021 to 22 January 2021) in addition to the examination fee will be levied. The application for addition of subjects must be submitted to the HKEAA on or before **22 January 2021**. No application will be accepted after **22 January 2021**. It is the candidates’ responsibility to ensure that any addition of subjects will not result in timetable clash.
- (d) **Change of Subjects:** Candidates are allowed to change any subject 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 subjects will be levied within the normal registration period. During the late entry period, a supplementary fee of \$451 (from 12 December 2020 to 30 December 2020) or \$463 (from 1 January 2021 to 22 January 2021) plus the difference in examination fee (if applicable) between subjects will be levied. The application for change of subjects should be submitted to the HKEAA on or before **22 January 2021**. No application will be accepted after **22 January 2021**. It is the candidates’ responsibility to ensure any change of subjects will not result in timetable clash.

- (e) **Withdrawal:** If planning to withdraw, candidates must submit written request to the HKEAA. 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 in 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:

- assisting tertiary institutions and other government / public organizations in their admissions processes;
- assisting tertiary institutions and other government / public organizations in respect of their requests for information in granting scholarships;
- assisting tertiary institutions and other government / public organizations to confirm the candidates' eligibility for financial assistance or other forms of subsidisation, in which case, the necessary personal data of the candidates may have to be disclosed to the concerned organizations for verification;
- certifying candidates' examination results in response to legitimate requests;
- processing any refund or payment in relation to the examination;
- conducting and assisting tertiary institutions and other government / public organizations to conduct educational research and analysis;
- conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and
- 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. EXAMINATION TIMETABLE

A timetable showing the subjects available in the HKEAA is attached. **It is the candidates' responsibility to check carefully the relevant examination timetables (including GCE / IGCSE) before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects with IGCSE examinations, or across different examinations under Cambridge International (i.e. GCE & IGCSE), or across different examinations of other examination boards. Candidates should avoid entering the subjects which are scheduled in the same exam 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 transferable to other exam centres (i.e. from HKEAA to other authorized exam centres), or from one examination to another (i.e. from IGCSE to GCE) / a later series (i.e. from May/June to Oct/Nov series) or for other purposes. Please contact the HKEAA for further advice before submitting the registration if candidates wish to sit both subjects in the same sessions.** 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 which very likely require travelling. Candidates who arrive the assigned examination centre later than the examination start time will not be permitted any extra time.

**The Speaking Test of IGCSE French (0520) - Paper 3 will be held between late March to mid-April 2021 tentatively. It might happen on weekdays, weekends or public holidays subject to the candidature, availability of examination venues and oral examiners.** Candidates are required to reserve their availability for taking the speaking test on the above period. No rescheduling of speaking test will be arranged. The admission letter with the exact examination dates, time and venues will be sent to private candidates by post or school candidates through their participating schools / organizations in mid-March 2021. Speaking Test will be audio-recorded as per examination regulation.

## 9. CANDIDATE ENTRY INFORMATION CHECKLIST

The Candidate Entry Information Checklist will be sent to private candidates by post or school candidates through their participating schools / organizations via HKEAA Extranet in early February 2021. Candidates should check if the personal particulars, which will be used for the examination arrangements and certification of results, are correct. If amendments on personal particulars are required, candidates must inform the HKEAA in writing before mid-February 2021. Candidates who have not received their Candidate Entry Information Checklist in mid-February 2021 MUST contact their participating schools / organizations or the HKEAA.

## 10. ADMISSION FORM

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

## 11. RESULTS AND CERTIFICATES

The results will be available around August 2021. Statements of 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 early September 2021 MUST contact their participating schools / organizations or the HKEAA. Candidates may apply for the Enquiries About Results (EAR) services in accordance with the procedures, fees and deadlines to be announced after the results day. The certificates, if applicable, will be available around November 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. 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 Examination Board or the HKEAA. Postponement/Rescheduling of examinations due to unforeseeable circumstances will not be accepted by the Examination Board, and instead, only special consideration may be granted as appropriate. Please note that the outcome of special consideration is entirely subject to the related policies and decision made by the Examination Board. If candidates are considered as having missed a timetabled component / unit for acceptable reasons by the Examination Board, an assessed mark for the missing component may be issued for candidates; otherwise, no result ("X grade") will be given instead.

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**