

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
UNIVERSITY OF LONDON
COMPUTER-BASED EXAMINATION – MAY / JUNE 2024**

NOTES TO APPLICANT

Candidates must read the “Notes to Applicant” carefully and ensure that they have understood all instructions before submitting the online registration to the HKEAA. The HKEAA will not be held responsible for any incorrect registration.

1. Eligibility

Before submitting the registration to the HKEAA, candidates must make sure that they are eligible to sit for the University of London (the University) computer-based examination in May / June 2024 and all necessary programmes regulations and examination registration procedures with the University have been fulfilled and followed through before submitting the registrations to the HKEAA. It is the candidates’ responsibility to check if they are eligible to enter the computer-based examination. The HKEAA will not be held responsible for the registration if a candidate is later found ineligible to sit for the examinations or whose entry is rejected by the University. Local examination fees or supplementary fees paid are NOT refundable nor transferable from one examination to another / a later examination or for other purposes.

2. Registration Procedures

Candidates are required to complete the registration via the HKEAA Online Registration System (<https://online.hkeaa.edu.hk/Portal/home.xhtml>) during the registration period and complete the online examination entry task on the candidates’ University portal account with the validation code provided by the HKEAA. During registration, candidates are required to upload the image of the University’s Examination Entry Form for verification purpose.

**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 University of London computer-based examination.*

Candidates should refer to the following guidelines to complete the registration within the registration period:

- (i) Create a portal account on HKEAA online registration system with a valid email address before starting the registration.
- (ii) Activate the portal account and start the registration on HKEAA online registration system.
- (iii) Upload a valid signed digital image of the University’s Examination Entry Form at the time of registration. The University’s Examination Entry Form should be downloaded from the University’s Student Portal (<https://my.london.ac.uk/>). (Remark: if you have difficulty on downloading the Examination Entry Form from the Student Portal, please contact the University for further assistance.)
- (iv) A validation code* (7 digits) will be issued to candidates once the required local examination fees are settled. Local examination fees must be settled online as instructed.
- (v) Candidates must also complete the online examination entry task by inputting the validation code in the format of (275-XXXX) into the University’s Student Portal before the entry deadline set by the University. Please note the hyphen (-) in between. Examination registration will not be accepted by the University if candidates fail to complete the online examination entry task in the University’s student portal.

**Remark: Each validation code is unique and cannot be used more than once or by any other candidates.*

Candidates must complete the online registration and settle the local examination fees by 1 March 2024. Candidates are advised to submit their entries as early as possible in order to avoid the rush in the last few days. The HKEAA will not be held any responsible for any unsuccessful registration due to technical / network failure.

Candidates who experience technical difficulties within the online examination entry task (e.g. unable to download the University’s Examination Entry Form from the Student Portal, wrong information shown on the University’s Entry Form, unable to process the online payment of the Sterling examination fee, etc....) should lodge the enquires to the University via Student Portal directly.

3. Registration

<p>HKEAA Online Registration System: https://online.hkeaa.edu.hk/Portal/home.xhtml</p> <p>For Enquiries: Email: ie@hkeaa.edu.hk Tel: 3628 8787</p>	<p>Registration period: 5 February - 1 March 2024</p>
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Remark: Under special circumstances, the HKEAA may, at its discretion and the approval from the University, accept a late entry after the above registration period. A supplementary fee in addition to the local examination fee for the late entry will be levied.

4. Local Examination Fee

Candidates are required to pay the local examination fee to the HKEAA for completing the online registration. Candidates should keep the email of acknowledgement for application as evidence of payment. If payment of examination fees is not made by specific deadline, registrations will only be accepted at the discretion of the HKEAA and a supplementary fee in addition to the examination fees will be levied.

Examination Programme	Local Examination Fee (per paper)
1. Economics, Management, Finance, and Social Sciences (EMFSS) 2. Undergraduate Laws (UGLAW)	\$1,210

Local 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 University in a later stage will NOT be refunded. Fees are NOT transferable to other examination centres, or from one examination to another / a later series or for other purposes. 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.

5. Examination with access arrangement

Candidates who request for access arrangement for the examinations are required to seek advance approval from the University before submitting the registration to the HKEAA. **Candidates should only submit the registration to the HKEAA after the access arrangement is approved by the University and confirmed to sit the examination at the HKEAA examination centres.** Please note that the application of access arrangement is subject to University’s approval and the availability of the examination centre. The HKEAA does not guarantee all access arrangements can be arranged at the examination centres. The HKEAA will not be held responsible for the incorrect registration and no refund of the local examination fee paid will be made.

6. Examination Timetables

Candidates should refer to the examination timetables published on the University's website (<https://my.london.ac.uk/assessment-timetables>). Final examination dates will be indicated in the Admission Notice issued by the University and the Supplementary Admission Notice issued by the HKEAA. Candidates must note that the local examination start time is **2:00pm** even if it may differ slightly from those given on the University's Entry Form and Admission Notice issued by the University.

Candidates should contact the University and the HKEAA if they have examination timetables clash. Normally, for those subjects with timetable clash, no special arrangements will be made.

7. Supplementary Admission Notice

The examination venue, date and local starting time for each paper will be indicated on Supplementary Admission Notice issued by the HKEAA. Candidates should login their portal accounts at the Registration Home Page when receiving the notification email from the HKEAA to download the Supplementary Admission Notice and print it on a clean and blank A4 paper. No hard copies of the Supplementary Admission Notice will be sent to candidates by post.

Candidates will be assigned to take the examinations at the examination centres located in Hong Kong Island / Kowloon / New Territories. Assignment of examination venues is based on the candidature of the examination papers, availability and capacity of the venues. Request for change of the examination venue due to personal reason will not be entertained. Besides, please note that the examinations with different subject / durations may be held in the same examination venue.

8. Addition / Change of examination paper

Application for the addition / change of paper(s) after examination registration at the HKEAA should be submitted to the University for approval. Candidates should notify the HKEAA by email immediately of the changes (either on University's or candidates' request) and pay the supplementary fee in addition to the examination fee (if any) to the HKEAA.

9. Withdrawal Application

Application for withdrawal from the examination should be sent to the University for consideration. Successful applications should be copied to the HKEAA (email: ie@hkeaa.edu.hk). Please note that no refund of local examination fees and supplementary fees (if any) paid to the HKEAA will be arranged for the withdrawal application.

10. 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.*

11. Unforeseeable Circumstances

Candidates should accept 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. Postponement or Rescheduling of examinations due to unforeseeable circumstances will be subject to the decision made by the University, instead 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.