

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
UNIVERSITY OF LONDON EXAMINATIONS – MAY / JUNE 2020
NOTES FOR PERSONS ENTERING FOR THE EXAMINATIONS**

Please read and ensure that you have understood these instructions before completing the HKEAA Examination Application Form. The Hong Kong Examinations and Assessment Authority (HKEAA) shall not be responsible for incorrect entries.

1. Eligibility

Before submitting examination applications to the HKEAA, candidates should make sure that they are eligible to sit for the University of London (the University) examinations May / June 2020 and all necessary programmes regulations and examination registration procedures have been fulfilled. The HKEAA shall not be responsible if a candidate is later found unqualified or unnecessary to sit for the examinations entered 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 Period

Candidates should first submit examination applications to the HKEAA by only one of the following registration methods during their respective registration periods and then complete the online examination entry task on the candidates' University portal account before the entry deadline set by the University.

Registration Period			Registration Office
Online Registration	By Post	In-person or by a Representative	
30 December 2019 (8:30 am) to 6 February 2020 (5:30 pm)	30 December 2019 to 24 January 2020	29 January to 5 February 2020 Monday - Friday: 8:30 am to 5:15 pm (Without Lunch Break) Closed on Saturdays, Sundays and General Holidays	International and Professional Examinations Division Hong Kong Examinations and Assessment Authority 3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon Enquiries: tel. no.: 3628 8761 (then press 2#319) / 3628 8787 fax no.: 3628 8790 email address: ie3@hkeaa.edu.hk

Under special circumstances, the HKEAA may, at its discretion, admit a candidate after the above registration periods. A supplementary fee for late entry will be levied. Local examination fees or supplementary fees paid are **NOT refundable nor transferable** from one examination to another / a later examination or for other purposes.

3. Registration Documents

Registration documents (except the demand note) can be downloaded from the following websites:

HKEAA Examination Application Form	www.hkeaa.edu.hk/en/ipe/ulondon/
University's Examination Entry Form	The University's Student Portal at https://my.london.ac.uk/

Arrangements may also be made for the registration documents, including the demand note, to be sent to candidates by post. Please send a written request with a stamped and self-addressed envelope (please mark "UoL Entry Form") to the Registration Office.

4. Registration Procedures

For candidates wishing to take examinations during the period from 1 May to 30 June 2020, they can submit their examination applications by post / in-person / a representative or through online registration. For examinations not within this period, please contact the HKEAA for details directly.

(a) Online Registration

Candidates may select "University of London Examinations" and follow the guidelines below to submit their registration and pay the required local examination fee online (online.hkeaa.edu.hk) within the registration period.

- (i) Create a portal account on HKEAA online registration system with a valid email address before starting the registration.
- (ii) Start the registration after the portal account has been activated.
- (iii) Upload a valid signed digital image of the University's Examination Entry Form at the time of registration.
- (iv) A HKEAA reference number (8 digits) and a validation code (7 digits) will be issued once the required local examination fees are settled. Local examination fees must be settled online by credit card as instructed. Only credit cards with "Verified by VISA" or "MasterCard Secure Code" will be accepted. Please make sure that the total amount of the local examination fees does not exceed the credit limit of your credit card. Please quote the HKEAA reference number assigned when making enquiries with the HKEAA in the future.
- (v) Candidates should 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 there is a hyphen (-) in between.
- (vi) The HKEAA cannot accept any responsibilities for unsuccessful registration because of technical / network failure.

(b) Registration by Post / In-person or by a Representative

The following documents must be submitted, by post / in-person or by a representative, to the Registration Office within the registration period.

- (i) A completed HKEAA Examination Application Form, with local examination fees receipt / PPS payment pay-in date.
- (ii) Two PAPER COPIES of the University's Examination Entry Form with the original signature of the candidate.
 - ◆ The HKEAA will retain one copy of the University's Examination Entry Form and provide each candidate with a validation code (7 digits) which is marked on another copy. Such copy indicating the validation code will be officially stamped and returned to the candidate for completing the online examination entry task on the candidates' University portal account. Please note that only PAPER copy of University's Examination Entry Form will be accepted and the HKEAA does not offer printing service.
 - ◆ On receipt of the validation code, candidates should access their University portal account and follow the instructions to complete the online examination entry task before the deadline set by the University.

(iii) For registration by post only, related candidates should submit a stamped and self-addressed envelope with the application for returning a copy of the University's Examination Entry Form with the validation code. Please ensure that sufficient postage is paid to avoid unsuccessful delivery. The sender will bear any consequences arising from not paying sufficient postage. **If the University's Examination Entry Form showing the validation code is not received by 30 January 2020, candidates should contact the HKEAA.** Candidates are advised to send their applications by post in good time. The HKEAA cannot accept responsibility for any application forms lost or delayed in the post.

- (c) The validation code is unique and cannot be used more than once or by any other candidates. For security purpose, the HKEAA will not provide the validation code to candidates over the phone. Please note that the examination entry will NOT be processed and the candidate is NOT ALLOWED to sit for the examination if he / she fails to complete the online examination entry task with the University. It is the responsibility of a candidate to complete all registration procedures, including the online examination entry task, with the University. The HKEAA shall not be responsible if a candidate who is consequently not permitted to take the examination by the University for any reasons, such as failure in completing the registration process, non-compliance with the programme regulations, etc.
- (d) Candidates who experience technical difficulties within the online examination entry task (e.g. unable to download their University's Examination Entry Form from the student portal, wrong information shown on the University's Examination Entry Form, unable to process the online payment of the Sterling examination fee, etc....) should lodge their enquires to the University directly.

5. Examination Timetables

Candidates must note that the local starting time is **9:00 am for the examinations to be held in the morning** and **2:00 pm for the examinations to be held in the afternoon** even if these may differ slightly from those given on the University's Examination Entry Form and Admission Notice issued by the University. Candidates may refer to the advance examination timetables published on the University's website for reference. Final examination dates will be confirmed in the Admission Notice issued by the University and the Supplementary Admission Notice issued by the HKEAA.

Candidates should contact the University and the HKEAA if they have examination timetables clash. They may be required to pay a supplementary fee for any special arrangement to be made, if available.

6. Local Examination Fees (fees payable to the “Hong Kong Examinations and Assessment Authority”)

All candidates are required to pay local examination fees. Local examination fees or supplementary fees paid are **NOT refundable nor transferable** from one examination to another / a later one or for other purposes.

Postgraduate Law Programmes (LLM, PG Diploma or Certificate in Laws)	First section	HK\$785
	Each additional section	HK\$600
Written Paper for All Programmes EXCEPT Postgraduate Law Programmes	First course / module	HK\$895
	Each additional course / module	HK\$730

In general, the HKEAA offers written paper(s) only. Candidates should inform the HKEAA if the papers entered involve oral / aural tests as additional charge will be levied. They will be informed of the amount payable before the examination.

(a) Online Registration

The local examination fees may be paid online (online.hkeaa.edu.hk) by credit card with "Verified by VISA" or "MasterCard Secure Code" function.

(b) Registration by Post / In-person or by a Representative

Demand note should be completed prior to making payment. Each demand note should be used by one candidate only. The demand note number has 16 digits. The first four digits are “2505”. The 1st to 10th digits are already printed on the demand note and are *different for each demand note*. The 11th to 16th digits are the candidate’s date of birth “dd / mm / yy”. Please complete part 3 on the HKEAA Examination Application Form by copying the information from the demand note. Payment may be made at any Hang Seng Bank branch, by PPS or through Automated Teller Machine (ATM). Detailed payment instructions are printed on the reverse side of the demand note. Candidates should keep the original receipt / payment reference number as evidence of payment. Payment methods other than specified are not acceptable.

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. Assignment of examination venues is decided by the HKEAA subject to the candidature of the papers, availability and capacity of the venues. Examinations of different papers / durations may be held in the same examination venue. Request for change of the examination venue will not be accepted normally unless under very extreme circumstances.

For online registrants, candidates should login their portal accounts at the Registration Home Page when receiving the notification from HKEAA to download the HKEAA Supplementary Admission Notice and print it on a clean and blank A4 paper. (Note: No hard copies will be sent to online registrants by post.)

For postal / in-person registrants, the HKEAA Supplementary Admission Notice will be sent to candidates by post about two weeks before the candidates’ first examination. If candidates do not receive it one week before the commencing date of their examination, please contact the HKEAA at 3628 8761 (then press 2#319) / 3628 8787.

8. Withdrawal

Application for withdrawal from the examination after registration should be sent directly to the University for consideration. Successful applications should be copied to the HKEAA. (email: ie3@hkeaa.edu.hk). Refund of University’s examination entry fee is at discretion of the University.

The HKEAA shall not be responsible for any loss arising from withdrawal / changes to entries. Once the withdrawal of papers is processed, it cannot be revoked. Local examination fees or supplementary fees paid are **NOT refundable nor transferable** to another / a later examination or for other purposes.

9. Paper Entries

Candidates wishing to enter for the non-written paper(s), such as coursework, assignment, project, dissertation, etc. should confirm their entries of such paper(s) / module(s) with the University directly by completing the online examination entry task on their student portal.

Application for any paper entry changes after registration at the HKEAA should be submitted to the University for approval. Candidates should notify the HKEAA immediately of the changes (either on University’s or candidates’ request) and pay the supplementary fee plus the difference in local examination fees (if applicable) to the HKEAA. **NO** refunds are payable in respect of any difference in local examination fees.

10. Postal Address / Email Address

The Supplementary Admission Notices will be sent to candidates according to the address provided on the HKEAA Examination Application Form / via the HKEAA online registration system. Candidates who need to change their postal address after registration should complete and return the Address Amendment Form by fax (3628 8790), by email to ie3@hkeaa.edu.hk or by post to the HKEAA. The Address Amendment Form can be downloaded from the HKEAA website (www.hkeaa.edu.hk/tc/ipe/ulondon/index.html#5). Candidates should also submit the address amendment request to the University separately.

11. 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 subsidization, 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 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 above-mentioned 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.)

12. Disclaimers

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, adverse weather, governmental action or intervention, or any other cause not reasonably foreseeable and beyond the reasonable control of the University or 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.