



《2021 HKDSE Category C (Other Languages) Subjects Examination Registration》

Dear S.5 Parents,

The school will help S.5 students to register for the Hong Kong Diploma of Secondary Education Examination (HKDSE) Category C (Other Languages) Subjects. The registration reminders are as follows:

1. The school will register our students for Category C subjects of the 2021 HKDSE via the Registration System at the HKDSE Examination Online Services. **Students should read the <Instructions to Applicants> (Annex 1) before registration.**
2. Students registering for the 2021 HKDSE Examination must be bona fide S.6 students of the school in the school year 2020/2021. A candidate may only enter for the 2021 HKDSE either as a school candidate or as a private candidate but not both in the same examination year.
3. All six Category C subjects, viz. French, German, Hindi, Japanese, Spanish and Urdu, will be offered in the October 2020 series examination. In May 2017, schools were informed that the Hindi and Urdu examinations would adopt the international version of the Cambridge International AS level examination (i.e. without a speaking component) with effect from the 2020 HKDSE.
4. If students do not enter for any subject that they are taking, they must submit the school a parent letter stating the reasons.
5. Students should fill in the form (Annex 2) carefully, when students fill in their English full name and Chinese Commercial Code (if you have), they should follow the information of their identity documents. Correcting the information afterwards may delay the registration.
6. To facilitate the Hong Kong Examinations and Assessment Authority (HKEAA) in contacting students or disseminating important examination-related information to them via e-mail, **student must provide their e-mail address (mandatory) and SMS phone numbers (optional) to the school. (Students who do not have an e-mail address should set up an account and must not use shared e-mail accounts.)**
7. Students should abide by the regulations laid down in the HKDSE Examination Regulations and 'Instructions to Candidates' for Category C (Other Languages) subjects when taking the examinations. Candidates in breach of any examination regulations or requirements are subject to penalty.
8. After completing the entry of the registration data into the System, the school will print the 'Candidate Entry Information Checklists' (CEICs) for students to verify their entry data.
9. After students receive their CEICs, they must verify their information, especially the phone numbers and e-mail address.
10. Students should check the information of their CEIC and sign it to confirm that all information contained therein is correct. Students should also keep the photocopy of the CEIC given by the school for their future reference.
11. Examination Fee Waiver for the 2021 HKDSE School Candidates. The Legislative Council has approved a financial commitment for paying examination fees for eligible school candidates sitting for the 2021 HKDSE as a one-off measure.
12. According to the Examination Regulations, under special circumstances the HKEAA may at its discretion admit a candidate after the normal closing date for entry, allow the addition or substitution of subject(s) to a candidate's entries, allow changes in a

candidate's choice of paper, or sections within a paper, etc., on payment of a supplementary fee in addition to the normal examination fee. For details, please refer to the <Instructions to Applicants>.

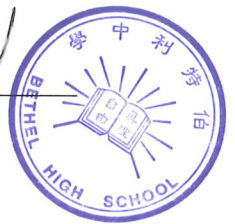
13. **Each student should submit to the school one recent photographs (3 cm x 4 cm) showing his/her head and shoulders on or before 6th July, 2020.** The School will keep these photographs and affix them on the admission form.
14. **Students should return the <2021 HKDSE Examination Registration Form> (Annex 2) to Ms Chan Man Wai on or before 6th July, 2020** so that we can proceed to the registration.
15. For enquiries, please contact Ms. Chan Man Wai of the Examination Team at 24712622.

Please note that the above information is essential to the HKDSE Examination Registration of students.

Yours faithfully,

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Chan Ka Fai
(Principal)



HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2021
Registration for Category C (Other Languages) Subjects
Instructions to Applicants (School Candidates)

A. Examination Regulations

1. All candidates must comply with the regulations stipulated in the 2021 Hong Kong Diploma of Secondary Education Examination Regulations and Assessment Frameworks and Instructions to Candidates. Candidates in breach of any examination regulations or requirements are subject to penalty.

B. Entry Qualifications

2. Only bona fide Secondary 6 students in the school year 2020/2021 of registered schools approved for participation in the 2021 Hong Kong Diploma of Secondary Education Examination (HKDSE) may be entered as school candidates in the Examination. The students must be studying at the registered address of the schools.
3. For any school candidates who enter for the 2021 HKDSE, their registration entries must be approved by the school principal and submitted through the school.
4. A candidate may only enter for the 2021 HKDSE either as a school candidate or as a private candidate but not both in the same examination year.

C. Selection of Category C Subjects

5. Registration for the 2021 HKDSE will be conducted in two periods: June 2020 and September 2020. The June registration covers Category C (Other Languages) subjects (i.e. November 2020 series) only, while the September registration covers Category A and Category B subjects.
6. All six Category C subjects, viz. French, German, Hindi, Japanese, Spanish and Urdu, will be offered in the November 2020 series examinations. The Category C subjects entered in the November 2020 series will be combined with the Categories A and B subjects entered for the 2021 HKDSE and the total number is limited to a maximum of eight subjects.
7. The AS level question papers of Cambridge Assessment International Education (Cambridge International) will be used in the Category C examinations. (**Note:** There is no speaking component for Hindi and Urdu examinations.)
8. The results for Category C subjects - November 2020 series examinations will be released around **late January 2021**.
9. You should supply your school with the subject(s) that you would like to enter for Category C. The examination timetable is printed on page 7.
10. The speaking examinations of the Category C (Other Languages) subjects will be audio-recorded. If a candidate is absent from any papers of the Category C subjects for which they have entered, the candidate's result in that subject will be recorded as **ABSENT**. More information about the Category C subjects is available at the HKEAA website (www.hkeaa.edu.hk) → HKDSE → Assessment Information → Subject Information) and the website of the Cambridge Assessment International Education (Cambridge International) at <http://www.cambridgeinternational.org/>.

D. Instructions on Completing the Registration Entries

11. Registration for Category C (Other Languages) subjects of the 2021 HKDSE (i.e. November 2020 series) will be accepted **from 29 June to 23 July 2020**. Schools presenting students for the examination are required to register with the HKEAA via the Registration System. Hardcopies of entry forms will **not** be accepted.
12. After completing the entry of the registration data into the Registration System, your School Examination Officer (SEO) will give you a copy of your '**Candidate Entry Information Checklist (CEIC)**', together with the '**Instructions to Applicants (School Candidates)**' and the '**Information Sheet for Checking of Candidate Entry Information Checklist (CEIC)**', to verify your entry data.

13. You are required to read the '**Instructions to Applicants (School Candidates)**' carefully, in particular **Section E** concerning the collection of personal data, and refer to this document and the '**Information Sheet for Checking of Candidate Entry Information Checklist (CEIC)**' when checking your CEIC.
14. While checking your CEIC, you should make sure that your full name in English and your Chinese name (if any) on your CEIC are identical with your names on your HKID Card/valid identification document as the names will be printed on the HKDSE certificate. Candidates should use the same identification document number for both the HKDSE registration and JUPAS/tertiary institution application. Extra attention should be paid to the subject(s) for which you have entered. Schools should take note that they should not submit more than one entry for their candidates for the 2021 HKDSE, whether for the same or different subjects.
15. **To facilitate the HKEAA in contacting you or disseminating important examination-related information to you via email or SMS in case of emergency, you should provide your school with your email address (mandatory) and SMS phone number (optional).**
(Note: Candidates who do not have an email address should set up an account and must not use shared email accounts.)
16. You should check the information on your CEIC and read the 'Declaration' on your CEIC carefully. A supplementary fee will be charged to candidates on any requests for addition/substitution/deletion of subjects made after endorsement by the School Principal although the required subject fees of the 2021 HKDSE school candidates will be paid by the Government.
17. If you discover any errors in your CEIC, you should immediately inform your SEO who will update your entry record on the Registration System accordingly. When you confirm that all entry data on your CEIC is correct, you should sign on your CEIC and return it to your SEO. While keeping the original copy of your CEIC for record, your school will provide you with a photocopy for future reference.
18. The SEO will submit the registration entry confirmed by you to the School Principal for endorsement. Upon the completion of endorsement, your application will be submitted to the HKEAA for processing.
19. You should submit to your school one recent photograph (3 cm x 4 cm) showing your head and shoulders. Schools should keep these photographs and affix them on the admission forms when they are issued in mid-September 2020.

E. Your Personal Data and Answer Scripts

20. Personal data of candidates are used for the purpose of conducting the examination and the subsequent assessment of their performance. The entry data are supplied by students through their schools. Whether you provide the requested personal data is voluntary. However, if you fail to provide all the data, or if any of the data provided is inaccurate or incomplete, the processing of your examination results will be affected and hence the HKEAA may not accept your entry. Assessment data are provided by markers, checkmarkers, examiners and schools (school data are only for subjects/papers with School-based Assessment – the assessments are part of the normal teaching/learning process at schools).
21. The personal data, including examination results, may also be used for the following purposes:
 - (1) assisting tertiary institutions and other government/public organisations in their admission processes;
 - (2) assisting government/public organisations in respect of their requests for information in granting scholarships;
 - (3) confirming with relevant Government authorities the eligibility of candidates by transferring necessary data of the school candidates concerned to these Government authorities for verification;
 - (4) certifying candidates' examination results in response to legitimate requests;
 - (5) conducting educational research and/or analysis in an anonymous format in which the identities of candidates are not traceable; and
 - (6) processing of any refund or payment in relation to the examination by the Authority's designated banks (or their appointees).
22. 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. The procedures for applications for data access are included in the 'Application Guide on Data Access Requests' available at the HKEAA website at www.hkeaa.edu.hk.
23. All answer scripts submitted by candidates (including portfolios and audio/video recordings for speaking and practical examinations) and all works submitted to the Authority under the SBA and ApL subjects (including coursework and audio/video recordings), shall be the property of the Authority. All scripts and works submitted may be handled by the Authority at any time and in any way it deems appropriate, in particular the Authority may (and may authorise third parties to) use, reproduce and/or publish those scripts and works, or any part thereof in an anonymous format in which the identities of applicants are not traceable. Also, the Authority will exercise reasonable care to protect and preserve the scripts and

works submitted, but in the event of any loss or damage, as a result of which the candidate's performance cannot be assessed based on the scripts and/or the works submitted, the candidate concerned will waive all claims, if any, against the Authority.

F. Choice of Examination Centre District

24. The choice of examination centre district is not available for Category C subjects.

G. Examination Fees

25. The subject fee for Category C subjects (Other Languages) of the 2021 HKDSE is \$670 per subject.

26. Payment of Examination Fees for School Candidates

The Finance Committee of the Legislative Council has approved a financial commitment for the Government to pay the examination fees for eligible school candidates sitting the 2021 HKDSE.

Eligibility

To be eligible for Government's payment of examination fees, a candidate must be studying in a registered school approved for participation in the 2021 HKDSE in the 2020/2021 school year and be entered for the 2021 HKDSE through his/her school, regardless of whether he/she is a first-time candidate or is repeating part or whole of the senior secondary curriculum in a day school or evening school.

Coverage of examination fees

Government's payment of examination fees covers the subject fees of Category A (Senior Secondary), Category B (Applied Learning) and Category C (Other Languages) subjects for the 2021 HKDSE, but excludes all supplementary fees.

School candidates should pay attention to the following special arrangements, which are applicable to the June Registration only:

(Remarks: Details regarding the special arrangements for the September Registration will be promulgated in the 'Instructions to Applicants (School Candidates) for the September Registration' by the HKEAA in mid-September 2020.)

- (1) Upon the School Principal's endorsement, SEOs are **not** required to print the demand notes and distribute them to individual candidates for payment of examination fees. Candidates should be reminded to verify their entry data carefully on the CEIC.
 - (2) School candidates do **not** have to pay the examination fees nor apply to the Government for the payment of examination fees by themselves. The administrative procedures will be handled by their schools, the HKEAA and the Education Bureau (EDB).
 - (3) Students who pass the means test of the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency need **not** apply for Examination Fee Remission (EFR) for the 2021 HKDSE.
 - (4) As stated in Section 5.9 of the 2021 HKDSE Examination Regulations, the entries of candidates will not be regarded as having been accepted until the fees payable have been received in full by the Authority. As such, all completed registration entries should be submitted by the SEO to the School Principal for endorsement by the registration deadline. Upon the school principal's endorsement, the payment status of all eligible school candidates' entries will be updated as 'Paid' after submission to the HKEAA.
27. Examination fees are not transferable from the June registration to the September registration, from one examination to another, nor from one candidate to another.

H. Late Entry and Subject Amendment

28. Registration for Category C (Other Languages) subjects of the 2021 HKDSE will be closed on 23 July 2020. School candidates who wish to apply for late entry or amendment of their subject entry information should immediately inform their school principals to make an application to the HKEAA using hardcopy application forms which can be downloaded from the Registration System during the amendment period from 24 July to 6 August 2020. Applications will normally **not** be accepted after 6 August 2020.
29. If you wish to apply for late entry/addition/substitution of subjects after School Principal's endorsement, you should submit a hardcopy application form in person at the HKEAA Southorn Centre office during the **amendment period (from 24 July to 5:30 pm, 6 August 2020)**. Prior approval from your school principal for late entry/change of your subject entered must be sought. You should settle the full amount of the supplementary fee (see the table below) by credit card / EPS / Octopus

(maximum payment amount per transaction is HK\$3,000) at the HKEAA counter or pay at any 7-Eleven or Circle-K Convenience Stores in Hong Kong before the specified deadline printed on the demand note while the subject fees will be paid by the Government.

Supplementary Fees

Category	From 24 July to 6 August 2020 (i.e. during the amendment period)
Deletion of subjects	No supplementary fee will be charged.
Substitution of subjects	School candidate should pay a supplementary fee of \$268 (per application irrespective of the number of subjects).
Addition of subjects	School candidate should pay a supplementary fee of \$268 (per application irrespective of the number of subjects) while the subject fees will be paid by the Government.
Late entry	A supplementary fee of \$414 will be charged per candidate while the subject fees will be paid by the Government.

I. Change of Status

30. Application for change of status may be accepted at the discretion of the Authority:

Change of Status		Supplementary Fees
(i)	Change from a school candidate to a private candidate	\$414 per candidate plus initial fee \$514 and the required subject fees.
(ii)	Change from a private candidate to a school candidate	The examination fees* (except the initial fee \$514) paid by the candidate will be refunded. No supplementary fee will be charged.
(iii)	Change of school by a school candidate	\$414 per candidate.

* The HKEAA will reimburse the examination fees (except the initial fee \$514) paid by sending an order cheque to the candidate concerned. If the cheque has to be made payable to the parent of the candidate, a copy of the candidate's birth certificate should be submitted with the application for change of candidate's status.

J. Amendment of Personal Particulars and Contact Information

31. If you wish to amend your personal particulars (i.e. name, identification document and number) after submission of your registration entry, you should submit your request for amendment to the HKEAA via your school together with the supporting documents, such as identity card, birth certificate or statutory declaration for verification on or before 4 September 2020. The HKEAA will update your record on the Registration System after verifying your documents. If you miss the above deadline, any information you wish to change cannot be updated on your admission form or speaking examination score sheets.
32. In case of amendments of your contact information (such as contact phone number, SMS phone number, email address and correspondence address), you may make requests with your school for updating your contact information on the Registration System accordingly.

K. Withdrawal from the Examination

33. Candidates who wish to withdraw from the Category C subject, or cannot be promoted to Secondary 6 or have left school in the school year 2020/2021 must inform the HKEAA via their School Principal by completing the relevant form, which is available for download from the Registration System main page, and returning it to the HKEAA Southern Centre office **on or before 14 August 2020**.
34. No refund of supplementary fee (if any) is payable if a subject is deleted at the candidate's request.

L. Candidates with Special Needs

35. Candidates with special needs (such as candidates with disabilities/chronic illness) may apply via schools for special examination arrangements (SEAs) (such as allocation to special centres, extra time allowance, supervised breaks, provision of Braille/enlarged question papers) or exemption from part(s) of the requirements of an examination (subject to the approval of Cambridge International). Applications should be submitted via the SEA Online Services. Each application should be accompanied by supporting documents. Candidates with colour-blindness/colour amblyopia problems should also apply

to the HKEAA through the SEA Online Services via schools and submit a medical/assessment report issued by an ophthalmologist/optometrist/Department of Health for consideration of SEAs.

36. School candidates wishing to apply for SEAs in the Category C subject examination are requested to submit the applications via schools **from 29 June to 23 July 2020**. Late applications without valid reasons will not be accepted.
37. Where a candidate has been exempted from part(s) of the requirements of an examination, his/her results for the affected part(s) will be assessed by Cambridge International. The details of any such assessment will be listed on the candidate's certificate. However, the reason for granting the exemption and the SEAs made will not be recorded on the certificates.

M. Admission Form and 'Instructions to Candidates'

38. The admission form for the Category C (Other Languages) subject examination will be issued to school candidates in mid-September 2020 through their schools. The 'Instructions to Candidates' will be uploaded to the HKEAA website in mid-September 2020 for viewing by candidates.

N. Important dates

39. A summary of the important dates pertaining to the Category C (Other Languages) subject examination – (i.e. November 2020 series) is given below for ease of reference:

	Event	Date
June – August 2020		
1.	Applications for special examination arrangement for SEN candidates – applicable to Category C subjects (Other Languages) only	29 June – 23 July 2020
2.	Registration for Category C (Other Languages) subjects	29 June – 23 July 2020
3.	Payment of examination fee	Not applicable
4.	Late payment of examination fee	Not applicable
5.	Applications for Late Entry/Subject Amendment (See Section H for details)	24 July – 6 August 2020
6.	Deadline for withdrawal	14 August 2020
September 2020		
7.	Issue of Admission Forms and uploading of 'Instructions to Candidates' for Category C (Other Languages) subject examination on the HKEAA website	Mid-September 2020
October 2020		
8.	Examination period for Category C (Other Languages) subjects - Written examinations - Speaking examinations	1 October – 27 October 2020 1 October – 18 October 2020
Late January 2021		
9.	Release of examination results: - Category C (Other Languages) subjects	Late January 2021 (tentative)
10.	Deadline for applications for Rechecking and Remarking	5 days after the release of results
11.	Release of Rechecking and Remarking Results	To be advised by Cambridge International

O. Useful contact information of the HKEAA

40. Enquiry Hotline : 3628 8860 (general enquiries)
3628 8917 (enquiries on special examination arrangements)
Address : 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.
Office Hours : Monday to Friday: 8:30 am - 5:30 pm
Closed on Saturday, Sunday and Public Holidays.
HKEAA website : www.hkeaa.edu.hk
E-mail : dse@hkeaa.edu.hk

Please keep this document for your future reference.

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**Hong Kong Diploma of Secondary Education Examination 2021
Category C (Other Languages) Subjects
Examination Timetable**

The examinations for the 2021 HKDSE Category C (Other Languages) subjects will be conducted in October 2020. As announced by Cambridge Assessment International Education (Cambridge International), the examination timetable is as follows:

Date of Examination	Subject/Paper	Examination Time
1 October 2020 (Thursday)	Hindi 3 Urdu 3	1:00 pm to 2:30 pm
7 October 2020 (Wednesday)	French 2 German 2	8:30 am to 10:15 am
13 October 2020 (Tuesday)	Japanese 2 Spanish 2	8:30 am to 10:15 am
14 October 2020 (Wednesday)	French 3 German 3	8:30 am to 10:00 am
19 October 2020 (Monday)	Hindi 2 Urdu 2	1:00 pm to 2:45 pm
21 October 2020 (Wednesday)	Japanese 3	8:30 am to 10:00 am
27 October 2020 (Tuesday)	Spanish 3	8:30 am to 10:00 am

The speaking examinations of the above subjects (except Hindi and Urdu Languages) will be held between 1 and 18 October 2020. (*Note: There is no speaking component for the Hindi and Urdu examinations with effect from the 2020 HKDSE.*)

The examination results will be released in late January 2021.

< 2021 HKDSE Category C (Other Languages) Subjects Examination Registration Form >
Students should return the form to Ms Chan Man Wai on or 6th July, 2020

Reminders:

1. When students fill in their English full name and Chinese name(if you have), they should follow the information of their identity documents. Correcting the information afterwards may delay the registration.
2. Students must provide their e-mail addresses and mobile phone number.

Blacken the 'O' to indicate the subjects entered and their language version.

Subject:	Urdu
Class:	
Class no.:	
English Name:	
Chinese Name: (if you have)	
Gender: (circle as appropriate)	M / F
Date of Birth: (DD/MM/YY)	/ /
Type of Identity Document: (circle as appropriate)	HK ID card / Passport / Re-entry Permit / DI (Document of Identity for Visa Purposes) / Others: (please specify) _____
ID Document Number:	
Contact Number:	
SMS Phone Number:	
E-mail Address:	
Postal Address (in English): (Flat/Floor/Block/Name of Building/ Name of Estate/ Name and No. of Street/ District / Area) (in block letter)	

I acknowledge that the information and personal particulars listed on this form are correct and I have read through the circular of 《HKDSE 2021 Registration for Category C (Other Languages) Subjects Instructions to Applicants (School Candidates)》.

Student's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____