

**Hong Kong Diploma of Secondary Education Examination 2018
Examination Circular No. (1) 2017/2018**

Applications for Special Examination Arrangements from Candidates with Special Needs

1. Candidates with special needs (such as candidates with disabilities/chronic illness) may apply for special examination arrangements (SEAs) (e.g. sitting exams at special centres, extra time allowance, supervised breaks, Braille/enlarged question papers, etc.) or exemption from component(s)/part(s) of an examination in the Hong Kong Diploma of Secondary Education Examination (HKDSE). School candidates should submit their applications to the Hong Kong Examinations and Assessment Authority (HKEAA) via schools.
2. To allow sufficient time for schools and students to practise the approved SEAs in internal examinations, schools should submit applications for their students two years before the HKDSE (i.e. in Secondary 5) so that they can be notified of the application results within the S5 school year. Upon receipt of the application results, schools should implement the approved SEAs in tests/examinations in school soonest possible so that the students can familiarise themselves with the arrangements. In case the students' conditions of disabilities are unstable, they may submit applications in the school year in which they sit the HKDSE.
3. The following candidates should submit applications to the HKEAA together with the supporting documents from **Wednesday, 6 September 2017 to Wednesday, 27 September 2017**:
 - candidates with special needs who will be studying S6 in 2017/18 and have not submitted their applications before (i.e. candidates who will sit the 2018 HKDSE); and
 - candidates with special needs who will be studying S5 in 2017/18 (i.e. candidates who will sit the 2019 HKDSE)
4. The 2017/18 timeline for applications for SEAs is given below:

Timeline	Application Procedures
Wednesday, 6 September 2017 to Wednesday, 27 September 2017 (Applications submitted after the application deadline will normally NOT be accepted.)	School candidates and private candidates can submit applications for SEAs via the SEA Online Services .
Late December 2017 to mid-January 2018	All applications will be considered by the Committee on Special Needs Candidates (the Committee) or the Task Group on SEAs for Candidates with Specific Learning Disabilities (the Task Group). The HKEAA will announce the results of the applications via the SEA Online Services. <i>(Note: With effect from 2017/18, written notifications will NOT be sent to the schools/candidates by post unless otherwise specified in their applications for SEAs.)</i>

18 January 2018	If the school and/or candidate have not received the result of the application via the SEA Online Services, they should contact the HKEAA immediately (tel: 3628 8917).
Within 4 weeks from the date of issue of notification letter	Candidates who are not satisfied with the results of their applications may apply for review within 4 weeks from the date of notification of results. Applications for review must be supported by additional justifications and/or documentary evidence in writing.
Early March 2018	Applications for review are processed by an independent 'Appeal Panel for Special Needs Candidates'. Applicants will be notified in writing of the outcome of the review in early March 2018.
15 May 2018	S5 candidates who are not satisfied with the outcome of the review may apply for reconsideration of their cases on or before 15 May 2018 (only applicable to applications submitted two years before the examination within the stipulated application period in para. 3). Applications for reconsideration must be supported by additional justifications and/or documentary evidence in writing. The cases will be reconsidered by the Committee or Task Group. The candidates concerned will be notified in writing of the outcome of reconsideration in mid-June 2018.

For details, please refer to the Application Guide.

Application Method

Special Examination Arrangements (SEA) Online Services

- Schools should submit applications for their students via the SEA Online Services at the HKDSE Examination Online Services (www.hkdse.hkeaa.edu.hk). School Principals may access the SEA Online Services by logging into the HKDSE Examination Online Services using the **same User ID and login password** for the Registration System. Each school should designate up to three "Special Examination Arrangements (SEA) Application Officers" who will apply on behalf of their students for special examination arrangements, if applicable. SEA Application Officers who log into the SEA Online Services for the first time should use the **User ID and default login password** assigned by their School Principal / School Administrator. For enquiries, please call the SEN hotline on 3628 8917 or send an email to dse@hkeaa.edu.hk.
- To facilitate schools to collect the relevant information from their students before inputting the application data into the SEA Online Services, a PDF version of the online application will be provided for schools' reference. Please note that schools are still required to submit the applications for SEAs via the SEA Online Services. Besides, a new form will be provided for schools requesting to amend the SEAs for candidate(s) (e.g. addition/cancellation/withdrawal of SEAs) after submission of applications and/or approval of the SEAs by the HKEAA. The above files will be available for download from the SEA Online Services on **Friday, 11 August 2017**.

Application Guide and Information Leaflets

7. Schools may download the Application Guide from the HKEAA website (www.hkeaa.edu.hk → Services to Special Needs Candidates → HKDSE) on **Friday, 28 July 2017**. Besides, the following information leaflets will be posted on the HKEAA website on **Friday, 11 August 2017**:

- Providing Services to Candidates with Special Needs (August 2017)
- Providing Services to Candidates with Specific Learning Disabilities (August 2017)

Please notify your students and parents to download and read carefully the Application Guide and information leaflets from the HKEAA website before submitting the SEA applications.

Please pay special attention to the major changes below and refer to the specific part of the Application Guide:

Special Needs	Major changes	Application Guide
Physical Disabilities	<ul style="list-style-type: none"> ● Updated requirement on documentary evidence ● New eligibility criteria for candidates with fine motor problems only 	Section 4.1
Specific Learning Disabilities (SLD) / Visual Disabilities / Physical Disabilities	<ul style="list-style-type: none"> ● Updated list of text-to-speech software designated by the HKEAA 	Section 5.2 and Annex 5
SLD	<ul style="list-style-type: none"> ● Inclusion of more examples of allowable Chinese character input methods for the provision of speech-to-text (STT) software ● Updated arrangements for candidates eligible for both STT and text-to-speech software 	Annex 7
Other Disabilities	<ul style="list-style-type: none"> ● Inclusion of a new form about ‘Information on Extra Time Allowance (ETA) in Internal Examinations’ <p><i>Note: The new form is for trial run only (optional), applicable to candidates with Autism Spectrum Disorder (ASD) and/or Attention-Deficit/ Hyperactivity Disorder (AD/HD) who request ETA in the 2019 HKDSE. Schools are strongly encouraged to submit the above form for the candidate(s) concerned.</i></p>	Section 4.6 and Annex 8

Seminars for Schools / Candidates and Parents

8. To familiarise schools with the SEAs for HKDSE candidates with special needs, the application procedures and the SEA Online Services, a seminar (**two identical sessions**) will be arranged for SEA Application Officers and teachers concerned. Details of the seminar are given below:

Seminar for Schools

	<i>Session 1</i>	<i>Session 2</i>
Date	12 September 2017 (Tuesday)	14 September 2017 (Thursday)
Time	4:15 – 5:30 pm	
Venue	Lecture Theatre, 4/F, West Block, EDB Kowloon Tong Education Services Centre (Address: 19 Suffolk Road, Kowloon Tong)	

For registration, please refer to our letter to schools which will be issued in early September 2017 concerning the important pre-examination events for the 2018 HKDSE.

9. To promulgate the SEAs and the related administrative arrangements among parents and candidates, a seminar will be held at the time and venue as follows:

Seminar for Candidates and Parents on SEAs

Date: 9 September 2017 (Saturday)
Time: 2:00 – 4:00 pm
Venue: Lecture Theatre, 4/F, West Block
EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong

Please refer to *Annex* for details about the seminar.

Follow-up actions

10. School Principals are requested to bring the contents of this letter to the attention of your staff, **all** your students studying S4/S5/S6 in 2017/18 and their parents.

Enquiries

11. In case of enquiries, please call our SEN hotline on 3628 8917.

MARGARET HUI (MS)
General Manager, School Examinations and Assessment Division

To: Principals of Participating Schools

香港考試及評核局
香港中學文憑考試
為特殊需要考生提供特別考試安排
考生及家長講座

有特殊需要的香港中學文憑考試（文憑試）考生，考評局可為他們作特別考試安排，讓他們在適當的環境下應考，得到公平的評核。下述講座的目的是向考生及家長介紹特別考試安排及相關申請程序。

日期 時間 地點	2017年9月9日（星期六） 下午2時至4時 九龍塘沙福道19號 教育局九龍塘教育服務中心 西座四樓演講廳
講者 語言	考評局及教育局講者 粵語
內容	1. 特別考試安排及申請程序 2. 答問時間
報名	由 2017年7月13日至2017年9月8日 到以下網址： （ http://esurvey.hkeaa.edu.hk/2018senseminar ）報名。 本局不會發出確認報名通知；座位會以先到先得的方式安排。
查詢	3628 8917

家長亦可從考評局網頁（www.hkeaa.edu.hk → 為特殊需要考生提供服務 → 香港中學文憑考試）下載有關申請特別考試安排的詳細資料。

香港考試及評核局
學校考試及評核部

Hong Kong Examinations and Assessment Authority
Hong Kong Diploma of Secondary Education Examination
Special Examination Arrangements for Special Needs Candidates
Seminar for Candidates and Parents

Special examination arrangements (SEAs) can be made for special needs candidates in the Hong Kong Diploma of Secondary Education Examination (HKDSE) to enable them to be equitably assessed under suitable conditions. A seminar will be conducted by the HKEAA to familiarise candidates and parents with the SEAs and the related application procedures. Details are as follows:

Date Time Venue	9 September 2017 (Saturday) 2:00 pm to 4:00 pm Lecture Theatre, 4/F, West Block EDB Kowloon Tong Education Services Centre 19 Suffolk Road, Kowloon Tong
Speaker Language	Speakers from the HKEAA and EDB Cantonese
Content	1. SEAs and application procedures 2. Q&A Session
Registration	Register at the following website: http://esurvey.hkeaa.edu.hk/2018senseminar from 13 July 2017 to 8 September 2017 . Registration will not be acknowledged. Seats will be allocated on a first-come first-served basis.
Enquiries	3628 8917

For more information, please visit the HKEAA website (www.hkeaa.edu.hk → Services to Special Needs Candidates → HKDSE).