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. allocation to special centres, extra time allowance, supervised breaks, provision of Braille / enlarged question papers) 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 to practise the approved SEAs in internal examinations, candidates should submit applications two years before they sit the HKDSE (i.e. in Secondary 5) so that they can be notified of the application results within that school year. Upon receipt of the application results, schools should implement the approved SEAs in tests / examinations in school soonest possible so that the candidates can familiarise themselves with the arrangements. In case the candidates’ conditions of disabilities are unstable, they may submit applications in the school year in which they sit the HKDSE.

3. Applications of the following candidates should be submitted to the HKEAA together with the supporting documents from Friday, 4 September 2015 to Friday, 25 September 2015:
   - candidates with special needs who will be studying S6 in 2015/16 and have not submitted their applications before (i.e. candidates who will sit the 2016 HKDSE); and
   - candidates with special needs who will be studying S5 in 2015/16 (i.e. candidates who will sit the 2017 HKDSE)

4. The 2015/16 timeline for applications for SEAs is given below:

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Application Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 4 September 2015 to Friday, 25 September 2015 (Applications submitted after the application deadline will normally NOT be accepted.)</td>
<td>School candidates and private candidates can submit applications for special examination arrangements via the <a href="https://www.hkeaa.edu.hk">SEA Online Services</a>.</td>
</tr>
<tr>
<td>December 2015 to mid-January 2016</td>
<td>All applications will be considered by the Committee on Special Needs Candidates or the Task Group on Special Examination Arrangements for Candidates with Specific Learning Disabilities. The HKEAA will announce the results of the applications via the SEA Online Services. The candidates will also receive notification of results in writing.</td>
</tr>
<tr>
<td>Within 4 weeks from the date of issue of notification letter</td>
<td>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.</td>
</tr>
</tbody>
</table>
Early March 2016

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 2016.

For details, please refer to the Application Guide, which will be uploaded to the HKEAA website on Monday, 31 August 2015.

Application Method

Special Examination Arrangements (SEA) Online Services

5. 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. Apart from the School Principal, each school should designate up to three “Special Examination Arrangements (SEA) Application Officers” who will apply for special examination arrangements on behalf of their students, 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.

6. To facilitate schools to collect the relevant information from their candidates before inputting the application data into the SEA Online Services, a PDF version of the online application will be available for download from the SEA Online Services on Monday, 31 August 2015 for schools’ reference. Please note that schools are still required to submit the applications for SEAs via the SEA Online Services.

Provision of new SEAs

7. As mentioned in our letter dated 24 June 2015, the provision of new SEAs below has been approved by the Public Examinations Board of the HKEAA:

Starting from the 2016 HKDSE

(i) Candidates with autistic spectrum disorder (ASD) may apply for the provision of plain text labels / descriptions for questions that involve high level comprehension / interpretation of cartoons or complicated pictures, where appropriate (normally in the subjects Liberal Studies, Chinese History and History). Schools should provide the candidates with the same arrangement for the subject(s) concerned in internal examinations.

(ii) Candidates with aural disabilities may apply for prolonged and/or more frequent pauses in the listening papers of the Chinese Language and English Language examinations.

Starting from the 2017 HKDSE

(iii) Candidates with Specific Learning Disabilities (SLD) fulfilling the prescribed eligibility criteria may apply for using speech-to-text software (a built-in function in MacBook Air) for answering questions in the Liberal Studies examination.

Schools may apply for the new SEA(s) for their candidate(s) through the SEA Online Services. For candidates whose SEA application for the 2016 HKDSE has been accepted by the HKEAA in 2014/15 and would like to apply for the new SEA(s) [i.e. item (i) and/or (ii) above], schools should complete and return the form “SEN16: Application for New Special Examination Arrangements” (please refer to Annex 1) to the HKEAA Southern Centre office on or before 25 September 2015. Schools need not submit an application again for the candidate(s) concerned through the SEA Online Services.
Application Guide and Information Leaflets

8. Schools may download the Application Guide from the HKEAA website (www.hkeaa.edu.hk ➔ Services to Special Needs Candidates ➔ HKDSE). The following information leaflets will be posted on the HKEAA website on Monday, 31 August 2015:

- Providing Services to Candidates with Special Needs (revised in August 2015)
- Providing Services to Candidates with Specific Learning Disabilities (revised in August 2015)

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.

Seminars for Schools / Candidates and Parents

9. 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:

Seminars for Schools

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>14 September 2015 (Monday)</td>
</tr>
<tr>
<td>Time</td>
<td>4:15 – 5:30 pm</td>
</tr>
<tr>
<td>Venue</td>
<td>Lecture Theatre, 4/F, West Block, EDB Kowloon Tong Education Services Centre (Address: 19 Suffolk Road, Kowloon Tong)</td>
</tr>
</tbody>
</table>

For registration, please refer to our letter to schools dated 4 September 2015 concerning the important pre-examination events for the 2016 HKDSE.

10. 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:

Seminars for Candidates and Parents

Date: 12 September 2015 (Saturday)
Time: 2:00 – 4:00 pm
Venue: Hall, Concordia Lutheran School
       12 Tai Hang Tung Road, Shek Kip Mei, Kowloon

Please refer to Annex 2 for details about the seminar.

Follow-up actions

11. 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 2015/16 and their parents.

12. To enhance the understanding of the services provided by the HKEAA to candidates with special needs among schools, parents and students, a poster has been produced for distribution to the schools’ Parent-Teacher Association. Two copies of the poster and the information leaflets (as mentioned in paragraph 8 above) will be sent to schools by post in early September 2015. Please pass the promotional materials to the Student Support Team and Parent-Teacher Association of your school for putting up the posters / reference.

Enquiries

13. 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
### Application for New Special Examination Arrangements (School Candidates)

#### 致：香港考試及評核局總經理-學校考試及評核
To: General Manager-School Examinations and Assessment

兹证明下列本校学生已於2014／2015年度獲考評局接納其於2016年香港中學文憑考試的特別考試安排申請，並根據2015／2016年度考試通告第一號申請於指定科目／卷別增加新增的特別考試安排。

This is to certify that the application(s) for special examination arrangements (SEAs) of the following student(s) of my school has/have been accepted by the HKEAA in 2014/2015. According to the Examination Circular No. (1) 2015/2016, the candidate(s) concerned would like to apply for new SEA(s) in the designated subject(s)/paper(s).

#### 申請於以下科目／卷別增加新增的特別考試安排

<table>
<thead>
<tr>
<th>個案編號</th>
<th>考生姓名</th>
<th>聆聽考試中有較長及／或較多的停頓時段 Prolonged and/or more frequent pauses in the listening tests （適用於聽障考生） (Applicable to candidates with aural disabilities)</th>
<th>於涉及高階分析／理解的漫畫或複雜圖畫的試題加上文字標註／描述 Provision of plain text labels / descriptions for questions that involve high level comprehension / interpretation of cartoons or complicated pictures （適用於有自閉症譜系障礙的考生） (Applicable to candidates with Autistic Spectrum Disorder (ASD))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example DSE2016</td>
<td>陳大文 Chan Tai Man</td>
<td>☑ 通識教育科 Liberal Studies ☑ 中國歷史科 Chinese History ☑ 歷史科 History ☑ 其他(請列明) Others (please state): 通識教育科 Liberal Studies</td>
<td>√ 學校曾在校內考試的相關科目提供此項新增的特別考試安排予考生 This new SEA has been made available to the candidate for the subject(s) concerned in internal exams ☑ 是 Yes ☐ 否 No</td>
</tr>
<tr>
<td>DSE2016</td>
<td>☐ 中國語文科卷三 ☐ English Language Paper 3 ☐ 中國歷史科 Chinese History ☐ 歷史科 History ☐ 其他(請列明) Others (please state): 中國歷史科 Chinese History</td>
<td></td>
<td>√ 學校曾在校內考試的相關科目提供此項新增的特別考試安排予考生 This new SEA has been made available to the candidate for the subject(s) concerned in internal exams ☑ 是 Yes ☐ 否 No</td>
</tr>
<tr>
<td>個案編號</td>
<td>考生姓名（先填寫姓氏）</td>
<td>聆聽考試中有較長及／或較多的停頓時段（適用於聽障考生）</td>
<td>適用於涉及高階分析／理解的漫畫或複雜圖畫的試題加上文字標註／描述（適用於有自閉症譜系障礙的考生）</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
<td>----------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>DSE2016</td>
<td></td>
<td>□ 中國語文科卷三 □ English Language Paper 3</td>
<td>□ 通識教育科 Liberal Studies □ 中國歷史科 Chinese History □ 歷史科 History □ 其他(請列明) Others (please state):</td>
</tr>
<tr>
<td>DSE2016</td>
<td></td>
<td>□ 中國語文科卷三 □ English Language Paper 3</td>
<td>□ 通識教育科 Liberal Studies □ 中國歷史科 Chinese History □ 歷史科 History □ 其他(請列明) Others (please state):</td>
</tr>
<tr>
<td>DSE2016</td>
<td></td>
<td>□ 中國語文科卷三 □ English Language Paper 3</td>
<td>□ 通識教育科 Liberal Studies □ 中國歷史科 Chinese History □ 歷史科 History □ 其他(請列明) Others (please state):</td>
</tr>
<tr>
<td>DSE2016</td>
<td></td>
<td>□ 中國語文科卷三 □ English Language Paper 3</td>
<td>□ 通識教育科 Liberal Studies □ 中國歷史科 Chinese History □ 歷史科 History □ 其他(請列明) Others (please state):</td>
</tr>
</tbody>
</table>
學校名稱
Name of School:

學校編號
School Code:

個案編號
Case Number

考生姓名
Name of Candidate

考生身分證號碼
Candidate’s ID Number

申請於以下科目／卷別增加新增的特別考試安排
Application for new SEA(s) in the following subject(s)/paper(s)

聆聽考試中有較長及／或較多的停頓時段
Prolonged and/or more frequent pauses in the listening tests
（適用於聽障考生）
(Applicable to candidates with aural disabilities)

於涉及高階分析／理解的漫畫或複雜圖畫的試題加上文字標註／描述
Provision of plain text labels / descriptions for questions that involve high level comprehension / interpretation of cartoons or complicated pictures
（適用於有自閉症譜系障礙的考生）
(Applicable to candidates with Autistic Spectrum Disorder (ASD))

學校曾在校內考試的相關科目
This new SEA has been made available to the candidate for the subject(s) concerned in internal exams

是
Yes

否
No

DSE2016

□ □ 中國語文科卷三

□ □ English Language Paper 3

□ □ 中國歷史科

□ □ Chinese History

□ □ 历史科

□ □ History

□ 其他(請列明)

□ Others (please state):

__________________________________

DSE2016

□ □ 中國語文科卷三

□ □ English Language Paper 3

□ □ 中國歷史科

□ □ Chinese History

□ □ 历史科

□ □ History

□ 其他(請列明)

□ Others (please state):

__________________________________

注意事項：
1. 請於有關科目／卷別旁的方格內加上“✔”號。
2. 此表格須由校長簽署及蓋上校印，並於2015年9月25日或以前交回考評局灣仔辦事處（地址：香港灣仔軒尼詩道130號修頓中心12樓／傳真號碼：3628 8990）。
3. 此表格只適用於2014/15學年已遞交特別考試安排申請，並將參加2016年香港中學文憑考試的考生。
4. 考評局將於2015年12月至2016年1月期間通知學校及考生有關的申請結果。

Notes:
1. Please put a “✔” in the boxes against the subjects/papers concerned.
2. This form must be signed by the Principal and sealed with a school chop and returned to the HKEAA Wan Chai office (Address:12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong / Fax: 3628 8990) on or before 25 September 2015.
3. This form is applicable only to those SEN candidates who already submitted SEA application in 2014/15 school year and will sit the 2016 HKDSE.
4. The HKEAA will notify the school and the candidate(s) of the results between Dec 2015 and Jan 2016.

負責老師:
Name of Teacher:

聯絡電話:
Contact Telephone No:

校長簽署:
Signature of Principal:

日期:
Date:
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 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 for candidates and parents will be conducted by the HKEAA to familiarise them with the special examination arrangements and the application procedures. Details are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>12 September 2015 (Saturday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>2:00 pm to 4:00 pm</td>
</tr>
<tr>
<td>Venue</td>
<td>Hall, Concordia Lutheran School</td>
</tr>
<tr>
<td></td>
<td>12 Tai Hang Tung Road, Shek Kip Mei, Kowloon</td>
</tr>
<tr>
<td>Speaker</td>
<td>Speakers from the HKEAA and EDB</td>
</tr>
<tr>
<td>Language</td>
<td>Cantonese</td>
</tr>
<tr>
<td>Content</td>
<td>1. Special examination arrangements and application procedures</td>
</tr>
<tr>
<td></td>
<td>2. Q &amp; A Session</td>
</tr>
<tr>
<td>Registration</td>
<td>Register at the following website: (<a href="http://esurvey.hkeaa.edu.hk/2016senseminar">http://esurvey.hkeaa.edu.hk/2016senseminar</a>) from 28 August 2015 to 11 September 2015. Seats will be reserved on a first-come first-served basis.</td>
</tr>
<tr>
<td>Enquiries</td>
<td>3628 8917</td>
</tr>
</tbody>
</table>

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

School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority