



## GENERAL NOTES FOR CANDIDATES ENTERING EXAMINATIONS

ITS Exam Services (ITS) will not be responsible for any incorrect entries.

### I. ENTRY REQUIREMENTS

You are responsible for making sure you meet the entry requirements of the awarding body which oversees your examination.

### II. SUBMISSION OF ENTRIES *All Candidates*

#### (i) Examination Registration in Person or Through a Representative

Completed examination enrolment forms can be submitted in person or by a representative. If a candidate submits their form in person, they must show a valid Hong Kong Identity Card or other official identification documentation at the time of exam registration. If the examination enrolment form is submitted by a representative, the representative must show a photocopy of the candidate's valid Hong Kong Identity Card or other official identification so that an examination candidate's identification can be verified. If a candidate is unclear about what constitutes "other official identification documentation", they should contact ITS directly for clarification.

#### (ii) Registration by Post

If submitting an examination enrolment form by post, clearly mark the envelope "For the Attention of ITS Exam Services". Candidates must also enclose a photocopy of their valid Hong Kong Identity Card or other official identification documentation. Once an examination candidate's identification has been verified, any photocopies held by ITS will be destroyed. Cheques or cash must NOT be enclosed with an examination enrolment form. An invoice will be issued later. If an invoice for examination fees is not paid in full before the closing date indicated by ITS for that particular examination period, the candidate will be withdrawn from that examination. ITS accepts no responsibility for examination enrolment forms lost in the post. All examination candidates are strongly advised to mail their examination enrolment form in good time or by registered post, and to contact ITS directly if their examination enrolment form has not been acknowledged within a suitable time-period after posting.

#### (iii) Registration by Fax or Email

Examination enrolment forms can be submitted to ITS by fax or email. A copy of a valid Hong Kong Identity Card or other official identification documentation must accompany forms submitted in this way.

### III. EXAMINATION FEES

#### *All Candidates*

At the time of processing an application to sit an examination, an invoice for the examination fees will be issued. The invoice will be sent by email to a candidate. All fees must be paid on or before the date printed on the invoice. Candidates should keep their original receipts as evidence of their having paid the invoice. If payment of an examination fee is not made by the date specified on the invoice, late payments will be only be accepted at the discretion of ITS and a supplementary fee in addition to the examination fee may be levied.

Examination fees are not transferrable, either from one examination session to another or from one candidate to another. Candidates are advised that once they have paid their examination fees, no refunds will be issued either for a candidate who withdraws their entry, or who is absent from the examination, or whose entry is cancelled, or for any other reason whatsoever.

All examination invoices issued by ITS Exam Services will be in Hong Kong Dollars.

### IV. SYLLABUSES

Please read all relevant syllabuses CAREFULLY before completing an examination enrolment form.

### V. ENTRIES

#### (i) Dual Entries

Candidates are highly discouraged from enrolling in different exam centres (and making dual entries toward qualifications) within an exam session. ITS will not accommodate exam clashes unless both subjects have been enrolled through ITS.

#### (ii) Late Entries (if applicable)

Some examinations have entry deadlines. Any application for late entry must be submitted to ITS. If a late entry application is accepted, an additional fee in addition to the listed fees will be levied for each entry.

#### (iii) Addition/Change of Subject

Changes to an examination entry cannot be made once examination fees have been paid. If a candidate wishes to add or make change(s) to an examination entry, a written application must be submitted to ITS. If the application is accepted, a supplementary fee in addition to the invoiced fees may be levied for each change or addition.

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### ITS Exam Services

4/F BOC Group Life Assurance Tower, 136 Des Voeux Road Central, Hong Kong

Email: [exams@itseducation.asia](mailto:exams@itseducation.asia) • Tel: +852 2116 3916 •

Hong Kong Registered School (No: 566985);  
Edexcel Academic Centre (No: 92885);  
UCAS centre (No: S45903);  
Cambridge ATS Centre (No: HK109)



#### VI. PERSONAL DATA

Personal data of candidates are used for the delivery of examination services. This data is entry data that has been supplied either by students through their schools, or by candidates who are responsible for their own entries. The provision of any requested personal data is voluntary. However, if a candidate fails to provide all the required examination entry data or if any of the data supplied are inaccurate or incomplete, ITS might be unable to accept or process their entry.

Personal data submitted may also be used for:

- (a) assisting tertiary institutions and other educational institutions in their processes for admissions purposes
- (b) assisting government/public organizations in granting scholarships or/and financial assistance
- (c) certifying candidates' examination results in response to legitimate requests
- (d) conducting educational research and analysis in an anonymous format in which the identities of candidates are not released

ITS will process all candidates' personal 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 their right to be informed of such data as are retained by the ITS. Please also note that candidates' personal data/correspondence/other information received by ITS may be referred to the awarding body concerned. Candidates should approach the awarding body directly for that body's personal data/information handling policies, if necessary.

#### VII. STATEMENT OF ENTRY AND TIMETABLE

Candidates are reminded to carefully check their relevant statements of entry before submitting payment to ensure that the correct enrolments have been made. Once received, examination timetables must also be checked to ensure the correct subjects have been entered and prohibited combinations of subjects have been addressed. Candidates may clarify arrangements regarding any potential timetable clashes with the Exams Officer at ITS.

As exams are held at multiple locations in each exam session as indicated on the individual exam timetable, failure to arrive on time at the designated venue for each exam may result in non-admission.

#### VIII. UNFORESEEABLE CIRCUMSTANCES

Please note that neither the awarding body nor ITS will be responsible for any non-performance of duties where such non-performance has been caused by an act of God, pandemic, labour strike, natural disasters, government action or intervention, riot, staff negligence or any cause not reasonably foreseeable and beyond the reasonable control of the awarding body or ITS.

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I agree to the conditions set forth in the "ITS Exam Services - Terms and Conditions for the Sitting of all exams at ITS", including the collection of personal data for the purposes stated within the aforementioned document.

Candidate's Name \_\_\_\_\_  
(Print in BLOCK LETTERS)

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(DD/MM/YR)

Parent/Guardian's Signature \_\_\_\_\_  
(If a candidate is under 18 years of age)

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**Please return to:** ITS Exam Services, 4/F BOCG Life Assurance Tower, 134-136 Des Voeux Road Central

**Or by fax to:** 2116 1675

**Or scan and email to:** info@itseducation.asia

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