



## **ITS Exam Services: Terms and conditions for the sitting of all Exams at ITS**

All candidates **must** read the following notes carefully  
before completing an examination enrolment form.

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### **NOTES FOR CANDIDATES ENTERING EXAMINATIONS**

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

#### **I. ENTRY REQUIREMENTS**

No entry requirement is needed.

#### **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. If an invoice for examination fees is not paid in full before the closing date indicated by ITS for that particular examination, the candidate will be withdrawn from that examination.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, 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 enrolments 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 his/ her entry, or who is absent from the examination, or whose entry is cancelled.

Fees must be paid in the currency stated on the invoice. Cash is accepted but only in the currency stated on the invoice. Coins in foreign currency will not be accepted. If payment is made by electronic funds transfer, the transfer receipt should be emailed or faxed to ITS as confirmation of payment having been made. Details for the procedures about this are clearly detailed on all ITS invoices.

Candidates need to note that foreign currency cheques drawn on non-Hong Kong banks will attract an additional charge. If candidates pay an invoice by cheque, they should write their invoice number on the back of their cheque.

### **IV. SYLLABUSES**

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

### **V. ENTRIES**

(i) Dual Entries

Candidates considering making dual entries for examinations of more than one qualification must consult with the Exams Officer at ITS Exam Services before doing so.

*International Tuition Services Limited  
4/F BOC Group Life Assurance Tower,  
136 Des Voeux Road Central, Hong Kong  
Tel: 852-2116-3916 Fax: 852-2116-1675*

*[www.itseducation.asia](http://www.itseducation.asia)*



(ii) Late Entries

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, an 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.

## **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 organisations 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 Examination Board concerned.

Candidates should approach the Examination Board directly for that Board's personal data/information handling policies, if necessary.

## **VII. TIMETABLE**

Candidates are reminded to carefully check their relevant examination timetables before submitting entries so as to avoid timetable clashes among subjects entered and prohibited combination of subjects. Candidates may clarify arrangements regarding any potential timetable clashes with the Exams Officer at ITS.

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Examination fees paid are non-refundable nor transferable from one examination to another or from one candidate to another.

### **VIII. UNFORESEEABLE CIRCUMSTANCES**

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