

**Please note any incomplete form with missing fields will not be processed.**

**1) Personal Details – all fields are compulsory**

Date: \_\_\_\_\_

Candidate Name: <small>(same as HKID/ passport)</small>	Surname	First name	Date of birth:
Parents Telephone No.: <small>(please provide a Hong Kong contact number)</small>		<small>(first contact)</small>	<small>(second contact)</small>
Email Address:			

**2) Overseas Institution Details – all fields are compulsory**

Name of School:			
Person to Contact:		Department:	
Telephone No.:			
Email Address:			

**3) List of subject(s) for examination – all fields are compulsory**

*Please note that we provide exam invigilation service from Monday to Friday (except public holidays).  
Exam start times are fixed: exams can either start at 10am or 2pm only.*

	Date	Time	Duration	Computer/ Paper-based	Subject(s)
1					
2					
3					
4					
5					
6					

**4) Special Arrangement (if applicable) – Please specify your requirements below. You must obtain approval from your chosen school regarding all special arrangements.**

**Contact information:**

**British Council, Examination Services**  
**Address: British Council, 3 Supreme Court Road, Admiralty, Hong Kong**  
**Kong Tel: +852 26329800**  
**Email: [examsrequest@britishcouncil.org.hk](mailto:examsrequest@britishcouncil.org.hk)**

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**For office use only**

No. of session(s)		Charging Instruction	Receipt No.	Date
Total exam fee		School – M/155/010/01		

**5) Payment Details:**

<b>School Entrance Exam</b>	
Exam Paper(s)	Monday to Friday (10am - 6pm)
First Session (no more than 3 hours including break time between papers)	HKD 2,100
Each additional session on the same day	HKD 1,680

- Each test session is no more than three hours. Candidate can sit more than one paper in the test session.
- Every test that is not taken on the same day will be counted as a new session.
- The exam fee covers the receipt, safe-keeping and return of the examination papers, provision of an examination room, invigilation and provision of laptops for computer-based tests.

**Total exam fee: HK\$ \_\_\_\_\_ (To be filled in by candidate)**

**Refund Policy: Exam fees are not refundable in any circumstances.**

**Payment method:**

**Online payment**

**Please be aware that your exam application will not be processed until payment is received. An email with a link to the payment page will be sent to you. If payment is not completed within 24-hour of receiving the payment link, your exam request will not be accepted.**

**Please contact us at 26329800 if you have any questions regarding the payment. Please note that only Visa and Mastercard are accepted.**

**6) Please return this form by E-mail – Completed form must be **SCANNED** and e-mailed to: [examsrequest@britishcouncil.org.hk](mailto:examsrequest@britishcouncil.org.hk)**

**Disclaimer**

*The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.*