

報考需知 /terms and conditions

#考試成績將於考試後兩個月內公布，考獲合格、優良或優異成績的考試證書將於成績公布後兩個月後寄出到申請人地址，而不合格者將不會獲頒證書，敬請留意。

#為保障考生能順利應考，考生如有任何特殊需要，請於報名前查詢本中心，確實主辦機構能夠配合考生。如未有事先通知，已報名考生如因任何特殊狀況而未能順利完成考試，該考生的考試資格將被取消，本中心亦將不會發還任何考試費用。

免責聲明及申請人/考生個人資料

香港教學資源中心及考評局不會對以下情況負上任何責任：因天災、工人罷工、自然災害、惡劣天氣、疫情、政府干預、動亂、或任何不能預料及香港教學資源中心或考評局不能控制的情況下，而引致香港教學資源中心或考評局不能履行職務。考評局或其委託人士不會對因職員、考務人員或考場沒有履行考試的規則、政策或程序而導致的損失作出賠償。所有已繳交的費用，概不發還，亦不可轉讓他人或轉作其他考試或其他用途。

申請人/考生個人資料為讓考評局及考試機構提供考試及評核服務所使用。申請人/考生可自行決定是否提供所需的個人資料。但倘若未能提供全部所需的資料或提供了不準確或不完整的資料，考評局可因而拒絕接受有關申請或拒絕提供全部或部分考試及評核的服務。已提交的個人資料，亦可能作以下用途：

協助高等院校、政府或公營機構處理入學申請；應高等院校、政府或公營機構要求，提供資料協助處理獎學金申請；應高等院校、政府或公營機構要求，提供資料協助核實考生於津貼申請的資格。在此情況下，考評局將向有關機構披露所需的個人資料；回應合法要求，證明考生的成績；處理任何有關考試的退款或付款；

以不記名及在不披露考生身份的方式，進行教育研究及分析；

在申請人/考生同意下，為所屬考試機構推廣服務及產品（包括考試服務、課程、活動、刊物及其他考試有關的物品或資源）。*

考評局亦可能將申請人/考生個人資料轉移至第三者作上述或其他直接有關的用途，包括政府或公營機構、學校及教育機構、銀行(處理退款或付款)及提供各項行政或技術服務的服務提供者，透過他們提供的服務(包括但不限於資料輸入、報名過程、發放考試文件及其他關於資料的收集、棄置或處理等)以協助考評局提供考試及評核服務。

根據個人資料(私隱)條例，任何人士若能向考評局證明其資料當事人之身份，在繳付有關費用後，可向考評局提出查閱其個人資料的申請。惟請注意由考評局所收集有關申請人/考生的個人資料/聯絡方法/其他資料，可能會轉交相關考試機構用作提供考試及評核服務及對上述各項作任何用途或其他直接有關的用途。一般情況下，在考試或考試季度及所有相關的考試服務完結後，考評局會將所有相關資料轉交擁有該等資料的完全處理權的考試機構處理。如有需要，申請人/考生屆時可直接向所屬考試機構申請查閱其個人資料或有關資料處理的政策。

*如閣下已給予同意把你的個人資料作此用途但又欲將其撤回，請將有關要求以書面方式通知考評局。

Examination results will be announced within two months after the conclusion of the exam. Certificates for those who have achieved a passing, good, or excellent grade will be dispatched to the applicants' addresses two months after the announcement of the results. It is important to note that candidates who did not pass the examination will not be issued a certificate; your attention to this matter is greatly appreciated.

In order to facilitate a smooth examination process for all candidates, we kindly request that individuals with any special needs inquire with our center prior to the registration. This will enable us to ensure that the organizing institution can accommodate the candidates effectively. In the absence of prior notification, registered candidates who encounter any special circumstances preventing them from completing the examination successfully will have their examination eligibility revoked. In such cases, Hong Kong Teaching Resource Center will not refund any examination fees.

Personal data of applicants/candidates are used by the HKEAA and the Examination Board for delivery of examination and assessment services; whether you provide the requested personal data is voluntary. However, if you fail to provide all the data, or if any of the data are inaccurate or incomplete, the HKEAA may not be able to accept your entry or provide all or part of the examination and assessment services. The personal data submitted may also be used for:

Assisting tertiary institutions and other government/public organisations in their admission processes;

Assisting tertiary institutions and other government/public organisations in respect of their requests for information in granting scholarships;

Assisting tertiary institutions and other government/public organisations to confirm the candidates' eligibility for financial assistance or other forms of subsidization, in which case, the necessary personal data of the candidates may have to be disclosed to the concerned organisations for verification;

Certifying candidates' examination results in response to legitimate requests;

Processing any refund or payment in relation to the examination;

Conducting educational research and analysis in an anonymous format in which the identities of candidates are not traceable; and

Marketing the services and products of the Examination Board (including examination services, courses, events, publications, and other examination materials or resources) subject to the consent of the applicants/candidates. *

The HKEAA may also transfer the personal data of applicants/candidates to third parties for use for the above purposes or other directly related purposes, including government/public organisations, schools and educational institutions, banks (for processing refund or payment), and service providers providing various administrative or technical services to facilitate the delivery of the examination and assessment services including but not limited to data punching, registration process, despatch of examination documents, and the capture, disposal or other processing of 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 his/her right to be informed of such data as are retained by the HKEAA. Please also note that applicants' /candidates' personal data/correspondence/other information received by the HKEAA may be transferred to the Examination Board concerned for delivery of examination and assessment services and for any of the abovementioned purposes or other directly related purposes. In general, upon completion of an examination or examination series and all the connecting examination services, the HKEAA will transfer all such data to the Examination Board who will then assume full control of such data. By then, applicants/candidates should approach the Examination Board direct for their personal data/information handling policies if necessary.

* If you have given consent but wish to withdraw your consent for your personal data to be used for this purpose, please send a letter of request to the Authority.

申請人簽署Applicant's signature_____日期Date_____