



ST. LOUIS SCHOOL

Circular No. 078

23th September, 2024

Dear Parents/Guardians of _____,

Application for Special Exam Arrangements in HKDSE

Students with special educational needs may apply for special examination arrangements (such as allocation to special centres, extra time allowance, supervised breaks, and provision of enlarged question papers) in the Hong Kong Diploma of Secondary Education (HKDSE) Examination. All applications must be submitted with supporting documents (e.g. a medical certificate, an audiological report, an assessment report issued by an educational psychologist, occupational therapist, ophthalmologist/ optometrist, physiotherapist or speech therapist). If a student with SpLD, AD/HD or ASD wishes to apply for extra time allowance, justifications **MUST** be included (OR the exact learning difficulties justifying the need for extra time **MUST** be specified) in the medical or assessment report issued by specialists. A subsequent assessment conducted by an educational psychologist is also required to gain approval of the application. Please refer to the SEAs Application Guidelines from HKEAA for further details.



https://www.hkeaa.edu.hk/DocLibrary/Candidates/Special_Needs_Candidates/HKDSE_Application_Guide_2024_2025_HKDSE_Eng.pdf

If your son / charge wishes to apply for Special Exam Arrangements (SEAs) in the HKDSE, please return the reply slip with the supporting documents to Mr. YEUNG Hon Pan on or before **2nd October, 2024**. If you do not wish to apply in this academic year, the next application deadline is **10th September, 2025**. Due to the extensive time required for the assessment process, late applications will not be entertained under normal circumstances. Should there be any enquiries, please contact Mr. YEUNG Hon Pan at 2546 0117.

(Mr. YEUNG Hon Pan)
for Principal

Reply slip

Circular no. 078 (24-25)

Application for Special Exam Arrangements in HKDSE

Dear Principal,

As the parent/guardian of student _____ of Class _____ (No. _____), I acknowledge the arrangements for the application of SEAs in HKDSE. My son / charge
(Please put a “✓” in the boxes wherever appropriate.)

- does not wish to apply for SEAs in the HKDSE.
- wishes to apply for extra time allowance in the HKDSE and agrees to take the assessment conducted by the School-based Educational Psychologist.
- wishes to apply for other SEAs in the HKDSE.

Signature of Parent/Guardian : _____

Name of Parent/Guardian : _____

Emergency Contact Number : _____

Student’s Contact Number : _____

Date : _____

* Please delete wherever inappropriate.