

1. ISSCC is willing to conduct examinations on the request of individual candidate(s) normally under the following arrangements:

- (a) the examining body or the candidate(s) concerned will be responsible for the expenses incurred in the holding the examinations, the expense will include the payment to invigilators, postage, rental of examination venue, stationery and administrative costs;
- (b) the candidate(s) concerned should contact the Center and supply information concerning the name of the examining body, the nature of examination and the examination date/time;
- (c) on verbal agreement to conduct the examination given by the Center, the candidate(s) concerned should contact the examining body directly and arrange for written request for the conduct of the examination together with the relevant details to be sent by the examining body to the Center;
- (d) the examining body should send to the Center question papers and stationery well before the examination; the Center will be responsible for the safe custody of the examination papers;
- (e) the Center will hire examination venue, appoint invigilators, and deliver question papers and examination materials to the venue, the examination will be conducted in accordance with the regulations and instructions of the examining body; and
- (f) the Center will return by courier / register air mail all worked scripts to the examining body for marking.

2. The Center will need to obtain approval from the examining body to conduct the examinations. To allow time for processing, the candidate(s) should fill out the form (A1) and submit to the Center at least 3 weeks before the first day of the proposed examination.

3. Scale of Charges

4. The Center's scale of charges for 2003/2004 is as follows:

No of candidate(s) entered	Hourly charges* per candidate
1-3	HK\$350
4-10	HK\$265
11 and above	HK\$220

The rates are subject to change annual review and change will normally effective on first date of September.

Enquires should be addressed to the address below.



FORM A1

1. Information sheet on “Conduct of Examinations on the Request of Individual Local Candidates” is enclosed for your attention.
2. Please complete and return the following portion of this form to our office for record.
3. On receipt of examination paper(s) from Overseas Examining Body concerned, the Center will contact the candidate for local examination arrangements.
4. For further enquiries, please contact Examination Manager at the address below.

Reply Slip

Request for conduct of external examination – To be completed by candidate

Part A: (Particulars of the External Examination)

Name of Overseas University / Examining Body: _____

Subject	Duration	Examination Date & Time

Nature of the Examination/Course

External Examination for a purely distance learning course

Deferred / Supplementary Examination

Re-sit Examination

Others (Please specify) _____

Part B: (Particulars of Candidate)

Name (in BLOCK LETTERS) _____ Student Number (if applicable) _____

Address: _____

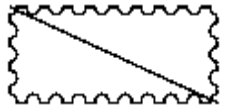
Tel: (HK) _____ Email: _____

Signature _____

Date: _____

**BY AIR MAIL
PAR AVION**

NE PAS AFFRANCHIR



NO STAMP REQUIRED

IBRS NO: 0137

**REPLY PAID / RÉPONSE PAYÉE
HONG KONG**

INTERNATIONAL STUDENT SERVICES CENTER CORPORATION LIMITED
ROOM 2201, BILLION TRADE CENTER
31 HUNG TO ROAD
KWUN TONG, KOWLOON
HONG KONG

-----Fold here-----