

Operational Guidelines (For School Use)

A. Adherence to the Procedure

The time for action in each stage defined in Details of Secondary Six Admission Procedure 2008 should be closely followed. Schools should not proceed to any stage in advance of the specified time schedule.

B. Distribution of Application Forms

- (a) Schools may distribute application forms or pre-printed information sheets on their S6 curriculum to applicants from other schools before the commencement of Stages II or IV.
- (b) No charges of any kind should be collected from the applicants without the approval of the Secretary for Education. Any collection of fees/charges for specific purposes should be in strict compliance with EDB Circular No. 46/99 issued on 15 September 1999.
- (c) Entrance Examination Fees could be charged only if and when arrangements are made for the applicants to take entrance examinations (including interviews). The collection of fees for the application forms only is not appropriate in this context.

C. Receiving Applications from Students of Other Schools

Except during the time specified for Stage II and Stage IV respectively, schools should NOT commit the following in advance:

- (a) collect application forms from students or check the information provided in the forms;
- (b) collect information from applicants, including their HKCEE results, their choice of streams/subjects, etc.;
- (c) assess the applicants in person or answer the questions raised by applicants in relation to their chance of admission;
- (d) arrange or conduct interviews with applicants or make verbal commitment with applicants regarding their applications;
- (e) retain the whole/part of their original /duplicate copies of HKCEE Results Notices as a gesture of admission;

- (f) perform in Stage II any of (a) to (e) above for students only eligible for Stage IV.

D. Admission Arrangement for Stages II & IV

- (a) All schools should inform individual applicants of the results of their applications within half an hour after interview and proceed to register successful applicants.
- (b) Schools should also inform the applicants beforehand of the approximate time required to wait for an interview so that students may decide whether to proceed with their applications or not.
- (c) Schools should plan well in advance the necessary arrangements for crowd control to avoid confusion in case there are a large number of applicants.

E. Other Points to Note throughout the Procedure

- (a) As long as there are still vacancies, schools should accept applications from eligible students at the appropriate stages.
- (b) Selection of students at any stage should be in accordance with their points obtained from the HKCEE results. If a student is rejected for reasons other than this, schools should be responsible for providing full justifications and keep a record for future reference.
- (c) When a student has been admitted, the S6 Admission Slip should be detached from the HKCEE results notice and kept by the school. Schools should make it very clear to the applicants that schools have no obligation to return to the applicants their admission slips after they have been admitted. No school should admit a current year HKCEE candidate to S6 who is unable to produce the original copy of the S6 Admission Slip.
- (d) Schools should keep the record of both successful and unsuccessful candidates for all stages.
- (e) At the end of each stage (including Session 1 of Stage II), schools should display a full list of admitted S6 students and the number of vacancies available at a prominent place of the school premises for information of students. Schools should observe the Personal Data (Privacy) Ordinance in displaying the admission lists of students. For details, schools should refer to the relevant circulars.