

**順德聯誼總會胡兆熾中學**  
**領取 2024 年考試證書事宜**  
**(2023-2024 年度中六級考生適用)**

由：學務委員會

致：2023-2024 年度中六級考生

學務委員會收到由香港考試及評核局發出之 2023-2024 年度中六級考生的「2024 年考試證書」，請學生按照以下說明回校領取，並留意有關注意事項。

**1. 領取證書安排：**

- 請在 12 月 16 日（星期一）或之前的上學日 於下列時段往校務處向張小姐領取考試證書：

星期一至星期五（08：30-12：00 ；14：00-15：30）

- 考生在領取證書時須在考評局提供的簽收表填上其證書的編號並在適當位置簽收；
- 如有考生未回校領取證書，學校須將未認領的「2023 年考試證書」交還考評局，屆時考生須自行前往考評局申請領取，而有關費用將由考生自行支付。

**2. 其他注意事項：**

- 全試缺席或全部科目成績屬「不予評級」(Unclassified)／「未達標」(Unattained)／「未獲級別」(Ungraded)的考生不獲頒發證書；
- 在領取考試證書時，各考生應核對其證書上的個人資料（包括中、英文姓名及身分證明文件號碼）。如需作出更正，考生應盡早將證書及已填妥的申請更正表格（**見附件**）交回考評局辦事處處理。如委託他人辦理，受託人須提交考生的身分證明文件副本。凡於 2024 年 12 月 31 日或以前提出的更正申請，考評局不收費用；於 2025 年 1 月 1 日至 2025 年 3 月 31 日之間提出的更正申請，考生須繳交費用港幣 286 元。2025 年 3 月 31 日後，考評局不接納更改證書上個人資料的申請；
- 考生如遺失證書或要求在 2025 年 3 月 31 日以後更改個人資料，可向考評局申請成績證明書。申請成績證明書的費用現時為每張港幣 568 元。

敬請 2023-2024 年度中六級考生留意上述事宜，如有查詢，可致電學校 2762 1183 向學務委員會黎峻楠老師或黃建群老師查詢。

DSE

To: Manager, School Examinations and Assessment Division  
Hong Kong Examinations and Assessment Authority  
12/F, Southorn Centre  
130 Hennessy Road, Wan Chai  
Hong Kong

樣本二  
SPECIMEN 2

**Hong Kong Diploma of Secondary Education Examination 2024**  
**Request for Amendment of Personal Data on the Certificate**  
(Amendment requests will NOT be accepted after 31 March 2025)

1. I found the following error(s) in respect of my personal particulars on the 2024 HKDSE certificate:  
(Please '✓' as appropriate)

☐ Name in English☐ Identification Document No.☐ Name in Chinese

**Points to Note**

- (1) *The original certificate must be returned.*
  - (2) *Applicants are required to produce their identification document for inspection. If the application is submitted through an authorised person, a copy of the applicant's identification document should be produced for verification against the data listed below.*
  - (3) *Amendment of personal data on the certificate will be made by the Authority free of charge if the request is received on or before 31 December 2024. For requests made between 1 January 2025 and 31 March 2025, a fee of \$286 will be charged. Amendment of personal data on the certificate will NOT be accepted after 31 March 2025.*
2. I enclose my original certificate. Please make the following amendment(s) :

	Error Detected	Correct Information (in BLOCK Letters)
Name in English		
Name in Chinese		
Identification Document No.		

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Name : \_\_\_\_\_  
(in BLOCK letters)

Tel. No.: \_\_\_\_\_

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

Candidate No. : \_\_\_\_\_

For office use

Handled by \_\_\_\_\_

Checked by \_\_\_\_\_



HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

HKDSE 2024 – Amendment of personal data on the certificate

DSE

The applicant will be notified of the date for the collection of the amended certificate  
around two weeks after the submission of the form.

