



Application for Make-up Written Test 筆試補考申請表

Date of Make-up Test 補考日期: **Mar 5, 2019**

Deadline of Application 截止申請日期: **Feb 18, 2019**

Notes on Application 申請須知

- The Organizer normally does not entertain any requests from individual students for alteration of written test date or time. 一般情況下，主辦機構不接受個別學生申請更改筆試日期或時間。
- If a student is unable to attend the written test due to extenuating circumstances, he/she should submit an application for make-up test prior to the application deadline. Late application will **NOT** be considered. All applications should be accompanied by valid and original supporting document(s) to certify that the student is unable to attend the scheduled test. 學生若因特殊情况預知不能如期出席筆試，必須於截止申請日期前向主辦機構提交補考申請。截止日期後遞交之補考申請將**不獲受理**。所有補考申請須同時提交有效證明文件正本，以證明當日未能出席筆試之原因。
- Application for make-up test, together with supporting document(s), have to be submitted to osa@youtharch.org before application deadline. Please specify "Make-up Test Application" and student's name in **English** (e.g. Make-up Test Application_Chan Tai Man) in the subject. All submitted documents must be in PDF format and only email application is accepted. Late application or application without supporting document will **NOT** be processed. 補考申請表需連同證明文件於截止日期前一同電郵至 osa@youtharch.org，請在主旨上以**英文**註明補考申請及學生名稱(例: Make-up Test Application_Chan Tai Man)。主辦機構只接受 PDF 格式之文件，並只接納以電郵形式遞交之申請，逾期申請及沒有附上證明文件的申請將**不獲處理**。
- Details of the make-up test will be announced via e-mail with the result of application one week after application deadline. Students are required to check your email account regularly and contact us if no email has been received. 補考詳情會連同申請結果於申請到期日後一星期以電郵通知學生。學生們務必定期查閱電郵，如果沒有收到電郵通知，請與主辦機構聯絡。
- Only ONE make-up test will be arranged. Students are required to attend the make-up test on the designated date. NO alternative arrangements will be made for any absentees. 主辦機構只提供一次補考機會，成功申請補考的學生必須於指定日期出席筆試；學生若因任何原因而未能出席，將不獲其他安排。
- Make-up test will be rescheduled if Typhoon Signal No. 8 or above or a Black Rainstorm Warning Signal is hoisted/forecasted 3 hours prior to its commencement. New date will be announced via email and on the official website. 若香港天文台於補考開始前 3 小時，宣佈已懸掛或將懸掛八號或以上颱風訊號或黑色暴雨警告，筆試將會取消及改期進行，最新安排將以電郵形式通知及於網站公佈。
- Personal data collected in this form and documents are processed for make-up test application only, and will be destroyed after assessment of the Award. 學生於此表格所填報的個人資料及提交的文件只供處理筆試補考申請，並將於選舉遴選結束後銷毀。

PERSONAL PARTICULARS 學生個人資料

English Name: 姓名(英文) :	Chinese Name : 姓名(中文) :	HKID Card No : 身份證號碼 :
Contact No : 聯絡電話 :	Email Address: 電郵地址 :	
Name of School (English): 學校名稱(英文) :		

REASONS FOR ABSENCE 缺席原因

Reason for Absence (supporting documents are required)
缺席原因 (需附上證明文件)

Organizer: 活動單位:	Person-in-charge (Full Name in English): 負責人(英文全名) :	Contact Number of PIC: 負責人聯絡電話 :
Signature of Student: 學生簽署 :	Signature of Person-in-charge: 負責人簽署 :	Date: 日期:

FOR OFFICE USE ONLY 主辦機構專用

Application received by: _____ (/ /) SC Approval: Approved/ Not Approved by: _____ (/ /)

Remarks: _____
