

Instructions to Students with SEN
Applying for Special Exemption / Special Arrangement for Assessment

1. The completed application form should be submitted to the relevant departmental office of your campus (or via the register for PTE classes) by the end of WEEK TWO of each academic year. Late applications normally will NOT be considered.
2. It is the applicant's responsibility to provide documentary evidence to support his / her application for special exemption / special arrangement for assessment. Please submit this form together with copies of relevant documents including the notification letter issued by the HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY certifying the granting of special exemption / special examination arrangement to the applicant in open examinations (e.g. HKDSE, HKCEE, HKALE), and / or assessment reports issued by doctors, psychologists, audiologists, physiotherapists, occupational therapists, speech therapists, etc. An original copy should be available for verification upon request.
3. The application fee for exemption of HK\$100 per module is waived.
4. A Module Exemption is granted within the framework contained in the General Academic Regulations (GARs) and the policies laid down by the Programme Board concerned. Students should refer to the relevant documents for full information.
 - 4.1 GARs:
 - (Under Old Academic Structure) The GARs do not allow a student to be exempted from more than 50% of the total module value of the course.
 - (Under New Academic Structure)
 - NHD: A student may not normally be allowed module exemption and/or credit transfer for more than 50% of the total number of credits required for the award concerned, while module exemption granted on justifiable grounds other than formal academic achievements and/or relevant experience (such as justifiable grounds due to SEN) should normally not constitute more than 25% of the total number of credits required for the award.
 - DFS/DVE: A student is not allowed to meet credit requirements of the award concerned through 100% credit transfer. Also, student is not allowed module exemption for more than 50% of the total remaining number of credits required for the award after credit transfer, while module exemption granted on justifiable grounds other than formal academic achievements and/or relevant experience (such as justifiable grounds due to SEN) should normally not constitute more than 25% of the total remaining number of credits required for the award after credit transfer.)
 - 4.2 An exempted module is excluded from the calculation of Module Averages (SMA, CMA and AMA) or Grade Point Averages (SGPA, CPGA and AGPA).
 - 4.3 An exempted module is indicated on the student's Grade Transcript by the symbol Z.
 - 4.4 Special exemption / special arrangement for assessment can only be considered if there is sufficient supporting evidence to prove that the applicant has a genuine need due to the applicant's type(s) of SEN.
 - 4.5 The validity period of the granted special exemption / special arrangement for examination will last throughout the study duration of the programme concerned provided that the student's type(s) of SEN remain(s) unchanged.
 - 4.6 Students must continue to attend classes of all modules as normal until their application for special exemption is approved.
5. Applicants will be notified in writing the results of their applications normally within three weeks from the date of submission.
6. Applicants who are not satisfied with the results of their applications may apply for a review in writing within seven working days from the date of receiving notification of application result, exemption_e

giving reasons and supporting documents (where applicable). Such cases will be reviewed by an "Appeal Committee". The decisions of the "Appeal Committee", which should be the final outcome of the cases, will be conveyed to the applicants concerned within seven working days upon receipt of the cases.