



## 海外考試場地 – 由海外學術機構填寫 OVERSEAS EXAMINATION VENUE – to be completed by the overseas academic institution

你是否同意為此科考試作出海外考試安排，例如提供監考員、試場等，

是 否

又承諾完全遵照香港都會大學的有關規定舉行是次的考試，包括考試時間表？

Do you agree to administer the examination of the course concerned, e.g. to provide invigilation, exam venue and etc., in compliance with the HKMU's guidelines governing the conduct of an examination including the examination timetable?

Yes No

建議之海外學術機構名稱

Name of the overseas academic institution nominated: \_\_\_\_\_

地址

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

電話號碼

傳真機號碼

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

電郵地址

聯絡人 職銜

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

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

聯絡人簽署

日期

Signature of Contact Person: \_\_\_\_\_

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

## 費用 PAYMENT

茲連同本表格繳交每科港幣伍佰元 \* 支票 / 銀行本票，號碼為 \_\_\_\_\_，抬頭人為“香港都會大學”，作為大學安排是次海外考試之行政費用。本人明白並同意需負責繳付其他各項有關是次海外考試的費用。

I have enclosed with this request a \*cheque/bank cashier order number \_\_\_\_\_ of HK\$500 per course payable to “Hong Kong Metropolitan University” to cover the administrative costs of HKMU. I understand that I am responsible for all other costs which are incurred in making the overseas examination arrangements.

## 未能安排於海外考試 UNSUCCESSFUL OVERSEAS EXAMINATION ARRANGEMENTS

如不能成功安排海外考試，本人希望(請在下列適當的空格內加上✓號)：

In case of unsuccessful overseas examination arrangements, I would like (please ✓ as appropriate):

延遲至該科的下一期考試期應考 to defer the examination to next examination period available for the course concerned

退修 to withdraw from studies

在香港應試 to attend the examination held in Hong Kong

其他 others

(請註明 Please specify : \_\_\_\_\_)

## 承諾 UNDERTAKING

由於本人獲得特別批准，可於大學允許的海外時間及試場應考上述科目，本人承諾會完全遵照香港都會大學就考試事宜所訂明的各項規例及程序，包括考試時間表，否則，校方可對有關學生採取處分；此外，在未得到大學事先批准及在香港的考試未舉行之之前，本人承諾不會將是次考試的任何資料透露或傳達給其他人士。

As I am permitted exceptionally to take the examination for the above course overseas at the time and venue as agreed by the HKMU, I undertake to comply with all the regulations and procedures governing the conduct of the examination(s) including the examination timetable as specified by the University. Otherwise, I may be subject to the University's disciplinary action. Also, I hereby undertake that I will not communicate or transmit anything concerning the above examination to any person before the examination is completed in Hong Kong without prior permission from Hong Kong Metropolitan University.

學生簽署

日期

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

請填妥下格，以便本處寄回收訖通知。如你於寄出本表格後十天內仍未收到本處的收訖通知，請致電 2768 6688 或傳真至 8148 3378 與考試及評核組聯絡。 Please complete the box below so that we can send you an acknowledgement. If you do not receive our acknowledgement within 10 days from your posting of this form, please contact the Examinations & Assessment Team at tel. no. 2768 6688 or at fax no. 8148 3378.



姓名

Name: \_\_\_\_\_

地址

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

敬啟者:

Dear Student

本處已收到你的 E-OE 表格，並會於考試期前一個月內以書面通知你有關結果。如有查詢，請致電 2768 6688 或傳真至 8148 3378 與考試及評核組聯絡。 We acknowledge the receipt of your Form E-OE which is being processed now. You will be notified of the result in writing within 1 month before the examination period. For enquiries, please contact the Examinations & Assessment Team at tel. no. 2768 6688 or at fax no. 8148 3378.

教務處考試及評核組

Examinations & Assessment Team, Registry

\* 請刪去不適用者

\* Please delete as appropriate

**重要事項****IMPORTANT NOTES**

- 1 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡教務處考試及評核組或保障資料主任。  
The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Examinations & Assessment Team of the Registry, or the Data Protection Officer.
- 2 學生如因公幹、海外升學、移民等特別事故不能在香港出席考試，學生可申請延期至該科的下一考試期應考。詳情請參閱學生手冊及 E-DA 表格。  
If for a particular reason, such as business trip, overseas study or emigration, you are unable to attend the examination in Hong Kong, you may apply for deferment of examination to the next examination period available for the course concerned. For details, please refer to the Student Handbook and Form E-DA.
- 3 如果個別學生希望安排於海外應考，可填妥本表格，附上認可及有效之證明文件，交予教務長申請有關安排。學生須留意，所有海外考試均會編排在相等於香港的考試時間內或最多不遲逾半小時舉行。  
If you wish to take the examination abroad, you may apply for overseas examination arrangements by submitting this form and enclosing any acceptable and relevant supporting evidence to the Registrar. You should however note that all overseas examinations will be held at a time equivalent to that scheduled for the Hong Kong candidates or up to half an hour later than the scheduled time.
- 4 海外考試的安排不適用於測試技巧或口試或聆聽考試等，學生如計劃在海外參加這類考試，應先向教務處考試及評核組查詢，才選修有關科目。  
Overseas examination arrangements may not be practicable for examinations that are skill-based or those involving oral/listening sessions, etc. Students should consult the Examinations & Assessment Team of the Registry before registration if they plan to take an overseas examination.
- 5 學生如欲安排於海外應考，其平時作業總分必須達到及格成績或 31 分或以上，並且必須已符合必修日間課堂的規定（如適用）。否則，其申請將不予受理。若學生的平時作業總分於考試日前兩週尚未達到上述要求，則校方不會替其安排於海外應考。  
You must have achieved a pass or a score of 31 or above in the Overall Continuous Assessment and fulfilled any compulsory dayschool requirements, when you consider a need to take an examination outside Hong Kong. Otherwise your request will not be considered. The University will not arrange overseas examination for students who do not meet the aforesaid requirement in the Overall Continuous Assessment two weeks before the examination date.
- 6 怎樣安排海外考試：  
How the Overseas Examination is arranged :
  - (1) 除下列種類的海外學術機構外，學生提名其他機構協辦是次考試，將須呈交文件，證明該機構為認可機構及可頒授專上程度的有關學銜，然而，基於其他考慮，校方保留權利不接納某一機構擔任安排考試及監考的工作。在提名有關海外機構協助安排是次海外考試及監考之前，學生必須先取得該機構的同意，該機構亦須填妥 E-OE 表格之第二頁的有關部分（倘若學生獲得多於一間海外機構的同意，承諾安排是次海外考試，可一併遞交經有關機構簽署的 E-OE 表格複本）：  
Apart from the following types of overseas academic institution, you are required to submit documentary proof to certify that the nominated institution is a recognized self-accredited educational body. Nonetheless, the HKMU may consider other factors and reserve the right to refuse to authorize any overseas institutions to arrange and invigilate the examination on its behalf. You should have sought the agreement of the overseas institution concerned and ask them to fill in the 2<sup>nd</sup> page of Form E-OE before you nominate it as the overseas examination body (you may send in separate copies of Form E-OE if more than one overseas institution agree to administer the overseas examination for you) :
    - 專上學院 a tertiary education institution or college
    - 認可之專業團體 recognized professional organizations

注意：監考員須由安排海外考試的機構委派，並事先得到本校的同意。本校不會批准學生之僱主、同事、朋友、或親屬擔當監考員的工作。

NOTE: Invigilator must be appointed by the overseas examination body with the consent of the HKMU. Employers, colleagues, friends or relatives will NOT be allowed to invigilate your examination.

(2) 本表格內須詳列有關海外學術機構之名稱、地址、聯絡人、其職銜、電郵地址、聯絡電話及傳真號碼。當考試時間表公布後，校方會聯絡獲提名的海外學術機構，進一步確定是次海外考試的日期、時間及其他細則。本校保留是否委任該機構協辦是次海外考試及監考之權利。

The name, address, contact person, position, email address, telephone and fax numbers of the institution concerned should be clearly stated in the application form. Once the examination timetable is announced, the HKMU will liaise and confirm with the overseas institution direct on the examination date, time and related arrangements. Nevertheless, the HKMU reserves the right not to accept such a nomination.

- 7 填妥之表格必須連同每科港幣伍佰元之支票或銀行本票（抬頭人為「香港都會大學」）一併交回，作為安排是次海外考試的行政費用。另外，學生亦必須負責繳付其他各項有關是次海外考試的費用。假若未能成功安排於海外應考，校方將扣除每科貳佰元作為手續費，並退還餘款予學生。  
Your request must be accompanied by a cheque/cashier order of HK\$500 per course payable to “HONG KONG METROPOLITAN UNIVERSITY” to cover HKMU administrative costs. You are responsible for all other costs which are incurred in making the overseas examination arrangements. If the overseas examination arrangements turn out to be unsuccessful, a refund will be made after the deduction of HK\$200 per course as a handling charge.
- 8 假若是次考試未能成功安排於海外舉行，請填寫你希望校方如何處理你的申請。  
Indicate your preference of further arrangements if overseas examination cannot be arranged.
- 9 學生必須於每一期考試前就個別科目的海外考試遞交申請表及／或有關的證明文件。  
Students have to submit a new application and/or attach the relevant supporting evidence each time they need to take an examination overseas.
- 10 填妥之表格必須於考試期開始當日起六星期前交至九龍何文田牧愛街三十號五樓 A0511 室香港都會大學教務處考試及評核組。請勿把表格寄給學科主任或導師。  
The completed form must reach the Examinations & Assessment Team of the Registry, Hong Kong Metropolitan University, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon at least six weeks before the start of the exam period. Do NOT send the form to your Course Coordinator or tutor.
- 11 若學生未能親自提出申請，可委託他人代為辦理有關手續。然而，學生必須呈交一封授權書，列明受託人之姓名及香港身分證號碼。請注意，學生或其代理人仍需遵照校方規定的程序及限期提出申請。  
If you are unable to submit the application by yourself, you may request a second party to submit the application on your behalf. You must however enclose a letter of authorization stating the name and HKID number of that authorized person. Please note that you or your agent have to follow the procedures and deadline as specified by the University.
- 12 校方是根據學生所提供的資料及證明文件作出相應安排（如適用）。假若發現有虛報資料或提供偽證的情況，校方得保留權利，取消有關安排，並可向有關學生採取處分。  
The special arrangements, if appropriate, are granted subject to the verification of the information and/or supporting documents provided by you. The University reserves the right to cancel the related arrangements for any falsified evidence submitted. Disciplinary action may also be taken against the student(s) concerned.
- 13 如有任何查詢，請於辦公時間內致電 27686688 與考試及評核組聯絡。  
For any enquiries, please contact the Examinations & Assessment Team at 27686688 during office hours.