



School Entrance Examination Invigilation Service Exam Request Form

Date:

Contact Details:

Student	Surname:	First Name:
	Year of Entry:	Year Group:
Parent	Surname	First Name:
	Email:	Tel:

School Details:

Name of School			
Contact Person			
Email		Tel:	
*If sitting the ISEB Common Pre-test , please provide the Applicant ID :			

Details of Exam Papers:

	Subject	Durations	Computer / paper-based	Remarks
1				
2				
3				
4				
5				

Preferred Exam Date & Time (if known):

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Fees:

Exam duration	Fees	Service Hours & Location
1 to 4 hours	HK\$2000	Mon to Fri: 10:00am to 7:00pm /Saturday: 9:30am - 1:00pm
5 to 6 hours	HK\$3000	No exam service on Sunday and Public Holidays
7 to 8 hours	HK\$4,000	Rm A, 5/F, United Centre, 95 Queensway, Admiralty, HK

Remarks:

1. The fee includes the coordination with school for receipt of exam papers and return of scanned copies of completed papers by email, provision of an examination room, invigilation and provision of laptops of computer-based tests.
2. If the school requests that the completed original scripts be sent back by courier, they will be sent back by DHL at an additional charge.
3. Candidate must be taking the exam papers of the same school in each exam session. There will be 10 mins break time between each paper. For sitting exam papers of another school will be counted as a new session.
4. Once the exam service is confirmed and scheduled, the exam session cannot be cancelled and the payment is non-refundable.

Please submit the Exam Request Form to: exams@cisedu.com.hk. For enquiry, please contact us at **35210688**. Upon receipt of the Form, our staff will contact you for exam arrangement.