



## 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: |  |

### Details of Exam Papers:

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

### Preferred Exam Date & Time (if known):

### Fees:

| Exam duration   | Fees      | Service Hours & Location   |
|-----------------|-----------|--|
| 1 hour or below | HK\$1,000 | Mon to Fri: 10:00am to 7:00pm /Saturday: 9:30am - 1:30pm           |
| 1 to 3 hours    | HK\$1,500 | No exam service on Sunday and Public Holidays                      |
| 3 to 6 hours    | HK\$2,000 | <b>Rm 2124, Sun Hung Kai Centre, 30 Harbour Road, Wan Chai, HK</b> |

### Remarks:

- 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.
- Upon request of school, original scripts will be returned to school by courier and an additional cost of **HK\$400** will be charged.
- 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.



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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](mailto:exams@cisedu.com.hk). For enquiry, please contact us at 35210688. Upon receipt of the Form, our staff will contact you for exam arrangement.**

**Address: Room 2124-6, Sun Hung Kai Centre, 30 Harbour Road, Wan Chai, Hong Kong**

**☎: (852) 3521 0688 📠: (852) 3521 0650 📧: [info@cisedu.com.hk](mailto:info@cisedu.com.hk) 📱: (852) 9544 3697 🌐: [www.cisedu.com.hk](http://www.cisedu.com.hk) 📘: [www.facebook.com/CISeducation](https://www.facebook.com/CISeducation)**

**Business Hours: Mon to Fri: 9:30am-7:00pm ; Sat: 9:30am – 1:30pm ; Sun & Public Holidays: Closed**