

## Exam Entry Process (Individual Candidates)

You can apply for an exam through the Trinity Open Centre or any other Exam Centres. A complete list of exam centres is available [HERE](#).

For enquiries relating to exam entry, please contact us:

By phone: 2366 3792

By email: [exams@trinitycollege.hk](mailto:exams@trinitycollege.hk)

In person: 6 Floor, Gee Tuck Building, 16-20 Bonham Strand, Sheung Wan (MTR Exit A2)



### Enrol for an exam

- Walk-in apply or download Exam Entry Form at [www.trinitycollege.hk/enrol-esol](http://www.trinitycollege.hk/enrol-esol)
- Completed entry form should be sent with payment and a photocopy of HKID, passport or birth certificate.
- Payment – by cheque only, made payable to Trinity College London (HK) Limited
- Please ensure that sufficient postage is paid to avoid unsuccessful delivery.



### Confirmation of Exam Entry

- A confirmation email stating your tentative exam date and location will be sent within 3 days upon receipt of your exam entry.
- An official appointment will be sent to the candidate by post at least 3 weeks prior to the exam date. Applicant is responsible to [inform us](#) immediately if they do not receive the Appointment details in time.
- Trinity will not accept any request for changing an exam date, time or venue after entry closing date.



### On the day of the exam

- Candidates should bring their Appointment Slip and proof of ID on the exam day.
- Appointment slip must be handed to the examiner on entering the exam room.



### Results and Certificates

- Trinity will not give exam results over the phone, email or fax.
- Exam Report will be sent by post within 2 – 4 weeks after the exam.
- Applicants will receive an email once the certificates are available for collection (within 6 – 8 weeks after the exam). Applicants who have paid for postage service will receive their certificates by registered post.

## **Important Notes**

### **Entry requirements**

- Candidates between the ages of 4 and 5 years old (on entry closing date) are permitted to take GESE Grade 1 only.
- Candidates aged 5 years or above (on exam date) may take any GESE grade.
- Candidates must not apply for two different grades during the same exam session. If more than one entry is submitted, overpaid or duplicated exam fee will not be returned.

### **Exam dates and locations**

- Dates are allocated on a first-come, first-served basis. Applicants should return completed form together with ID document and payment ASAP.
- Additional dates may be made available if a session reaches full capacity.
- Applicants who have already submitted their Entry form and would like to request a change of exam date, MUST email to [exams@trinitycollege.hk](mailto:exams@trinitycollege.hk) and indicate your request with the candidate's full name and date of birth before entry closing date. Please note you can only switch to an exam date or location that is still available.
- Trinity reserves the right to change an exam date or location due to circumstances beyond our control. If it happens, we will try to allocate the best alternative date and inform applicants ASAP.
- Exam time will be allocated by Trinity. Candidates are not permitted to select or change the exam time for any reasons.

### **Completing the Entry form**

- All fields must be filled in English.
- Applicants should ensure that 1) the mail item includes a return address, and 2) the entry form is filled in with all necessary information. In case of missing enrolment details, supporting documents or cheque returned unpaid, the applications will not be accepted.
- Email address must be provided. Confirmation of exam entry will be sent to applicants by email within 3 working days. Applicants are responsible for checking their email inbox and junk mail promptly, and contact us immediately if the confirmation is not received.
- Applicants are responsible for the accuracy of the personal information provided. Any information provided will only be used by us. We will not disclose your personal information to any third party.

### **Payment**

- Exam fees cannot be refunded on any grounds.
- Applications and exam fees are not transferrable.

### **Closing date and late entries**

- Request for deferral will not be approved after entry closing date.
- Applications received after closing date are subject to late fees.
- Application documents including entry form(s), HKID or birth certificate copies and exam fee(s) must be received by the entry deadline.
- Unpaid mail items are subject to surcharge by Hong Kong Post. Trinity will not accept unpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by Hong Kong Post. For proper delivery of your mail items to Trinity, and to avoid unnecessary delay or unsuccessful applications, please ensure your mail items bear sufficient postage with return address before posting.
- In case of mail items with insufficient postage received by Trinity, applicants must settle the outstanding postage by cash at our office by the entry deadline so as to further the enrolment process.

## 重要提示

### 報考條件

- 於報考截止日期前滿四歲(未夠五歲)的考生只可報考 **Grade 1**
- 於考試當日年滿五歲的考生可報考任何級別
- 考生於同一考期內只可報考一次。如報考超過一次，額外繳交的考試費將不會獲退還。

### 考試日期及地點

- 考試日期以先到先得的形式安排。考生須將填妥的報名表、連同身分證明文件副本及考試費儘快交回。
- 如報名表中的考試日期已滿，本中心將有機會加入新的考試日期。
- 如於遞交報名表後要求更改考試日期，申請人必須於截止日期前電郵到 [exams@trinitycollege.hk](mailto:exams@trinitycollege.hk)，附上考生的姓名並指明需要更改的日期。請注意：只可選擇未滿的考試日期及場地。
- 如發生任何超出聖三一(香港)控制範圍內的情況，本中心將保留更改考試日期或地點的決定權。如須更改考試日期或地點，本中心將即時聯絡考生，並在許可情況下為受影響的考生作出合適的安排。
- 考試時間將由電腦編排，恕不設自選考試時間，所有指定或更改考試時間的要求將不會受理。

### 填寫報名表

- 必須以英文填寫報名表
- 申請人須於信封上寫上回郵地址，並填妥報名表上所有資料。如報名資料、文件不齊全或有誤、或支票未能於截止日期前兌現，申請恕不接納。
- 申請人必須填上電郵地址。本中心將於收到報名表後 **3** 個工作天內以電郵確認申請。申請人須於寄出報名表後查看電郵及垃圾郵箱。如未收到本中心發出的電郵，須即時與本中心聯絡。
- 申請人有責任確保所填寫的個人資料準確無誤。資料只會用於聖三一及申請人之間有關考試之聯絡用途。本中心不會將任何個人資料透露予第三者。

### 考試費

- 概不退回已繳交的考試費用
- 考試報名及費用均不能轉讓

### 截止日期及逾期報名事宜

- 本中心不接受任何於截止日期後提出更改考期的要求
- 任何於截止日期後收到的報名將會被徵收附加費用
- 本中心必須於截止日期當日或之前收齊報名表、身分證明文件及考試費。對任何因郵資不足而引致的延誤，恕不負責。
- 若郵件郵資不足，香港郵政會收取欠資及相關費用。本中心不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人(有回郵地址)或予以銷毀(沒有回郵地址)。為確保郵件能妥善送達本中心，並免卻不必要的派遞延誤或失誤，請於投寄郵件前支付足額郵資及註明回郵地址。
- 倘若申請人未能於截止日期前親自前往本中心以現金繳付郵資差額，該申請將被視為逾期報名。