



St. Joan of Arc Secondary School

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Circular No.: F401_F501_F602/2026-2027

2nd September 2026

Dear Parents / Guardians,

Application for Special Examination Arrangements for Students with Special Educational Needs

(SEN)

Hong Kong Diploma of Secondary Education Examination (HKDSE)

According to the guidelines of the Hong Kong Examinations and Assessment Authority (HKEAA), candidates with Special Educational Needs (SEN) may apply for Special Examination Arrangements (SEAs) (e.g., sitting examinations at special centers, extension of examination time, supervised breaks, provision of Braille or enlarged question papers, etc.) or exemption from component(s)/part(s) of an examination before entering for the HKDSE, based on their specific SEN categories.

In September each year, the school's Special Educational Needs (SEN) Unit assists Secondary 6 students (taking the 2027 HKDSE) and Secondary 5 students (taking the 2028 HKDSE) with SEN in submitting applications for SEAs for the HKDSE. Applicants must submit the following supporting documents to the HKEAA through the school in accordance with the HKEAA "Application Guide":

- A valid diagnostic/assessment report issued recently by a relevant professional (e.g., registered specialist doctor, psychiatrist, clinical psychologist, educational psychologist, audiologist, speech therapist, occupational therapist, etc.).
- Records of special examination arrangements conducted internally (students must have previously received special examination accommodations within the school).

If a candidate fails to submit the supporting documents or provides insufficient information/rationale, the application will not be processed.

For details regarding the application procedure and timeline, please refer to **Annex 1**.

The HKEAA will host an online webinar to introduce the special examination arrangements and relevant application procedures to candidates and parents. Please refer to **Annex 2** for details.

Please sign and submit the reply slip via the eClass Parent App on or before 4/9/2026 (Friday). Should you have any inquiries regarding the application or the online webinar, please contact the Special Educational Needs Coordinator (SENCO), Ms. L. Chow, at 2578 5984.

Yours faithfully,



Ms. HO Yee Wan Yvonne
Principal



Fill you with all joy and peace by means of your faith in him. (Romans 15:13)

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Reply Slip

Application for Special Examination Arrangements for Students with Special Educational Needs

(SEN)

Hong Kong Diploma of Secondary Education Examination (HKDSE)

Dear Principal,

I, the parent / guardian of _____ (student's name) (Class: _____ No: _____),
acknowledge receipt of the notice and * INTEND TO APPLY / DO NOT NEED TO APPLY for Special
Examination Arrangements (SEAs) for the HKDSE, and * AGREE / DO NOT AGREE to authorize the
school to submit the relevant supporting documents to the HKEAA on my behalf.

(* Please delete as appropriate)

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Emergency contact no.: _____

Date: _____

Annex 1: Application Procedure and Timeline for Special Examination Arrangements (2026/27 School Year)

Time / Period	Application Procedure
4 September 2026 to 24 September 2026 (Under normal circumstances, late applications will not be accepted by the HKEAA.)	School candidates and private candidates submit applications for Special Examination Arrangements (SEAs) via the "Special Examination Arrangements Online Services".
Late December 2026 to 4 January 2027	All applications will be reviewed by the "Task Force on Candidates with Special Needs" or the "Task Force on Candidates with Specific Learning Disabilities". The HKEAA will notify applicants of the results via the "Special Examination Arrangements Online Services".
Review Application Deadline: Within 4 weeks after the issue of application results	If candidates are not satisfied with the application results, they may submit an application for review within 4 weeks from the date of the result notification. Review applications must be made in writing with new supporting rationale and/or documents attached.
8 January 2027 (Friday)	Any late applications or requests for amendments to special examination arrangements submitted after 8 January 2027 due to negligence of the school and/or candidate will not be processed.
Late February to Early March 2027	Review applications will be processed by the independent "Appeal Committee on Special Needs Candidates". Candidates will receive written notification of the review results between late February and early March 2027.
14 May 2027	Secondary 5 candidates who are not satisfied with the review results may apply for reconsideration of their cases on or before 14 May 2027. Such applications must be made in writing with new supporting rationale and/or documents. The cases will be reviewed again by the relevant committee. Candidates will receive written notification of the results by late June 2027.

Annex 2: Online Webinar on Special Examination Arrangements for Candidates and Parents

Date:	9 September 2026 (Wednesday)
Time:	6:00 PM – 7:45 PM
Content:	1. Special Examination Arrangements and Application Procedures 2. Q&A Session
Speaker:	HKEAA Speaker (Conducted in Cantonese)
Registration:	Please register online at the following website on or before 4 September 2026 (Friday) (Places are allocated on a first-come, first-served basis): https://www.hkeaa.edu.hk/tc/events/seawebinar.html
Important Notes:	Please provide a valid email address upon registration. The HKEAA will send the webinar link to participants' emails on or before 7 September 2026. For inquiries, please contact the HKEAA Special Examination Arrangements Hotline at 3628 8917.