

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 and Assessment Office of the Registry, or the Data Protection Officer.
- 2 倘若你希望測試自己的語文能力，你可選擇不註冊修讀有關的語文進階科目，而只參加期終考試。考試及格會獲頒證書，但不可取得學分。有興趣人士，請填妥 E-LP 表格，連同每科港幣壹仟元正的考試費的劃線支票在限期前(請參閱刊載於本校網站的截止提交日期)，寄交九龍何文田牧愛街三十號五樓 A0511 室香港公開大學教務處考試及評核組。逾期申請，恕不受理。
Anyone interested may apply to attend the end-of-course examination of the Language Enhancement Courses offered by the University to assess his/her language ability. Application can be made by submitting a completed Form E-LP, together with a crossed cheque of HK\$1,000 per course before the deadline to cover the examination fee to the Examinations and Assessment Office of the Registry, The Open University of Hong Kong, Room A0511, 5/F, 30 Good Shepherd Street, Ho Man Tin, Kowloon. Please refer to the deadlines specified in the OUHK website. Any applications received after the deadline will not be processed.
- 3 申請一經接納，在任何情況下，申請者將不獲退還有關考試費。
Under all circumstances, the examination fee will not be refunded once the application is accepted by the University.
- 4 最新的學科簡介及課程概覽詳載有關科目的簡介及其他有關資料。
The up-to-date Courses Supplement and Prospectus contain more details on the course description and related information.
- 5 各科語文能力考試的日期及時間或有衝突，申請者須確定自己不須於同一時間出席兩科或以上的考試(包括香港公開大學其他科目的期終考試在內)。除語文能力考試的口試時間外，校方不可能替報考者作出任何調配。在任何情況下，語文能力考試的口試日期是不會更改的。
Some Language Proficiency Examinations may clash with one another. Applicants should ensure that they do not need to attend more than one examination at one time, including the examination of other OUHK courses. The University is unable to make alternative arrangements for applicants with the exception of oral examination time slot, i.e. no alternative date.
- 6 本校不會為申請者提供有關科目的教材或導修課輔導等。申請者可到香港公開大學圖書館，查閱有關科目的課程綱要或教材，考生將在考試前收到有關科目的模擬試題。
Course materials and tutorial support will not be provided to applicants of Language Proficiency Examinations. Applicants may, however, refer to the course syllabus or course materials placed at the OUHK Library and will receive a specimen examination paper before the examinations.
- 7 申請者會於有關考試期前一個月接獲覆函，確定申請結果及考試安排等資料。
Applicants will be notified of the application results and examination arrangements about 1 month before the respective examination period.
- 8 考試及格者會於有關考試期後三個月內收到證書(校方會以掛號方式將證書郵寄予有關考生)。證書一經簽發，在任何情況下，校方不會再簽發複本。
Successful candidates will receive a Certificate (to be sent by registered mail) 3 months after the respective examinations held. Under all circumstances, the Certificates are issued without replacement.
- 9 考生在接獲成績通知後，如欲申請上訴考試成績，請填妥 E-AR 表格，連同每科港幣陸佰伍拾元正的劃線支票在限期前寄交教務處考試及評核組。請參閱刊載於學生手冊校曆表內的截止日期或聯絡考試及評核組查詢，逾期申請，恕不受理。
Upon receipt of your examination result, you may apply for course result appeal before the deadline by submitting Form E-AR together with a crossed cheque of HK\$650 per course to the Examinations and Assessment Office of the Registry. Please refer to the deadline specified in the Academic Calendar of the Student Handbook or contact the Examinations and Assessment Office for information. Any appeals received after the deadline will not be entertained.
- 10 如有任何查詢，請於辦公時間內致電 2768 6688 與考試及評核組聯絡。
For any enquiries, please contact the Examinations and Assessment Office at 2768 6688 during office hours.

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 and Assessment Office 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-LP 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-LP 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 and Assessment Office at tel. no. 2768 6688 or at fax no. 8148 3378.

教務處考試及評核組
Examinations and Assessment Office, Registry