

The Hong Kong Chartered Governance Institute Application Form for Examination Results Review (November 2023)

Application deadline: 12 March 2024 (Tuesday)

1. Personal Details

English Name: (Mr/Mrs/Miss/Ms) _____

Chinese Name: _____

Student No.: _____

Candidate No.: _____ /N23

2. Module(s) to be reviewed

Strategic Management

Corporate Governance

Risk Management

Corporate Secretaryship and Compliance

Boardroom Dynamics

Hong Kong Company Law

Hong Kong Taxation

Interpreting Financial and Accounting Information

3. Review Details

Please give details of your reason(s) to lodge a review. Fill in a new page for each module you wish to review. Supporting documentation must be attached, if any.

Module: _____

4. Examinations Results Review application fee: HK\$2,200 / module x ___ module(s) = HK\$_____

Proper form completion and full payment made required prior to the Institute acceptance and arrangement of requested matters.

- By EPS/ UnionPay - in person
- By cheque - in person/by post (Payable to 'The Hong Kong Chartered Governance Institute'. Post-dated cheque will NOT be accepted)

Bank: _____ Cheque No.: _____
 (Please specify your membership/graduate/student no. and payment description at the back)

- By Credit Card – Please fill in the below information if payment is made by email/by post.
 (I, as the cardholder, authorise the Institute to debit the payment from my credit card)

HKCGI American Express VISA MasterCard

Name of Cardholder (block letters): _____

Credit Card No.: _____ Card Expiry Date: _____ (mm)/ _____ (yy)

Signature _____ Date: _____
 (as with credit card)

If the cardholder and the applicant are not the same person, please explain basis for third party payments (e.g. employer payment). Applicant to bear consequences for unauthorised third-party payments: _____
 To facilitate payment, credit cards should not expire in less than one month.

Office Use: Invoice No.: _____ A/C Ref No.: _____

Statement on Collection of Personal Data

- (i) Your supply of personal data to The Hong Kong Chartered Governance Institute (“HKCGI”) is on a voluntary basis. However, failure to provide any requested personal data may render HKCGI unable to perform its contemplated functions, and/or the delivery of goods and services to the applicant.
- (ii) The information provided by you to HKCGI will be used by HKCGI for the purposes of performing its contemplated functions under the provisions of the Charter and Byelaws of The Chartered Governance Institute and the Articles of Association of HKCGI (collectively “the Rules”) for the time being in force including without limitation to membership, graduateship, studentship and/or stakeholder administration, activities and/or communications; registrations, examinations, assessments of qualifications and/or experiences; Continuing Professional Development (“CPD”) programmes; research and/or analysis; members’, graduates’ and/or students’ benefits; promotion of events supported by HKCGI and/or other functions and activities; the delivery of other goods or services; enforcement of compliance and/or discipline relating to non-compliance of the Rules; and for any other legitimate purposes as may be required, authorised or permitted by law, regulations or judicial orders.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, universities, business associates or service providers of HKCGI or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (iv) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (v) HKCGI provides members/graduates/students with the choice of opting out from the receipt of marketing/promotional materials from HKCGI. You can opt out or opt in at any time from receiving such materials by emailing to unsubscribe@hkcgi.org.hk with your request.
- (vi) Under the Personal Data (Privacy) Ordinance (“PDPO”), you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkcgi.org.hk.
- (vii) HKCGI is committed to protecting the privacy, confidentiality and security of the personal information by complying with the requirements of the PDPO. We have established a policy for the handling and management of personal data which is accessible at HKCGI’s website, i.e. hkcgi.org.hk.

Declaration

I declare that:

- (i) The information that I have provided in this form and attached documents, if any, is true.
- (ii) I have provided full details of my application with this Form.
- (iii) I understand that if I deliberately present false information, my application will be automatically rejected and actions may be taken against me by the Student Disciplinary Sub-Committee.
- (iv) I have read and fully understood the above and the policy and procedures on Application for Review of Examination Results listed on page 4 and 5 of this application form.

Signature: _____

Date: _____

Please submit your application with relevant documents to:

Qualifications and Assessments Section
The Hong Kong Chartered Governance Institute
3/F, Hong Kong Diamond Exchange Building
8 Duddell Street, Central
Hong Kong

Tel: 2881 6177

Fax: 2881 5050

Email: exam@hkcgi.org.hk

Policy and Procedures for Review of Examination Results

Review of Examination Results

A candidate may apply for a review of their examination results by application to the Head, Qualifications and Assessments (QA), HKCGI. The review of the examination results is a two-stage procedure.

- 1.1** A candidate may submit a request in writing through the Secretariat for a review of his/her examination result(s) on the following grounds:
- (a) the examination was not conducted in accordance with the Examination Regulations or the arrangements prescribed for the Institute's Chartered Governance Qualifying Programme examinations;
 - (b) an administrative, or other material irregularity has occurred;
 - (c) there are extenuating circumstances that, for valid reasons, the applicant was unable to bring to the attention of the Assessment Review Panel (ARP) before its meeting. Such circumstances must be supported in writing by contemporaneous or other evidence.

A candidate must submit his/her review application form with the review application fee of **HK\$2,200 per module** to the Secretariat within **ten (10) working days** from the release date of the examination result.

1.2 Stage 1: Request for Review

- 1.2.1** Stage 1 provides an opportunity to check that the result awarded has not been affected by any error or oversight on the part of the Chief Examiner.
- 1.2.2** Upon receipt of the request, the Head of QA will instigate the rechecking procedure:
- (a) Report to the ARP Chairman and proceed for a clerical check on the grades submitted to the ARP.
 - (b) Report on evidence of extenuating circumstances for consideration by the ARP Chairman.
- 1.2.3** Outcomes:
- (a) Where a clerical error is confirmed or extenuating circumstances are accepted, or if the ARP Chairman considers that error(s) in the marking have been identified, the ARP Chairman may adjust the grade approved by the ARP within **fourteen (14) working days**.
 - (b) The ARP Chairman will return the result of the reassessment to the Head of QA, who will inform the candidate of the outcome within **seven (7) working days** on the confirmation from the ARP Chairman.
 - (c) If the ARP Chairman determines that there are prima facie grounds for a Stage 2 review, he/she shall refer the case to the Examination Results Review Panel within **three (3) working days** of his/her decision.
 - (d) **If the ARP Chairman considers that there are no grounds, he/she will overrule the review.**

1.3 Stage 2: Examination Results Review Panel

1.3.1 Subject to the referral by the ARP Chairman of 1.2.3 (a) above, an Examination Results Review Panel (ERRP) meeting will be convened. Membership of the ERRP is composed of three members as follows:

- The Chairman of the Qualifications Committee or a member of the Qualifications Committee appointed by the Chairman;
- One Assessment Review Panel member; and
- The Chief Examiner and/or Reviewer of the module

1.3.2 The ARP Chairman and Chief Examiner may be invited by the ERRP to submit, prior to the meeting, comments relevant to the case under discussion and to attend the meeting of the ERRP at which the case is being considered.

1.3.3 The decision of the ERRP shall be final.

1.3.4 **The fee of HK\$2,200 per module will be refunded only if the review result in a change to the grade in either the Stage 1 or Stage 2 process. If the review is overruled, the review fee of HK\$2,200 is non-refundable.**