

ESTATE AGENTS AUTHORITY
Estate Agents Qualifying Examination /
Salespersons Qualifying Examination (Paper-based Examination)
Application Procedure

Examination Date and Time

1. Examination date(s) and time(s) are published on the respective websites of the PEAK Examination Centre, Vocational Training Council (“PEAK Exam Centre”) and the Estate Agents Authority (“EAA”).

Examination Fee

2. Examination fee: HK\$900 (Estate Agents Qualifying Examination) / HK\$650 (Salespersons Qualifying Examination).
3. Fees paid are neither refundable nor transferable to any other candidate or for another examination save in exceptional circumstances subject to the approval of the EAA.

Registration Methods

4. Two methods for registration:
 - (a) Registration online
 - Candidates should register for themselves at the website of the PEAK Exam Centre (www.vtc.edu.hk/cpdc/eonline/EAA) and pay the examination fee by credit card (Visa, Master or UnionPay).
 - Registration Commencement Date: 5 weeks before examination.
 - Registration Cut-off Date: 2 weeks before examination or when all examination seats have been filled, whichever is the earlier.
 - (b) Registration by post
 - Send the completed Entry Form together with a photocopy of the candidate’s valid identification document (i.e. Hong Kong Identity Card, passport, PRC Resident Identity Card or Exit-entry Permit for Travelling to and from Hong Kong and Macao) and a crossed cheque or a cashier’s order for the relevant amount of examination fee payable to “Vocational Training Council” to the PEAK Exam Centre by surface mail. Submit early within the registration period to avoid postal delay and ensure that sufficient postage is paid to avoid unsuccessful delivery. The sender shall bear all consequences arising from insufficient postage.
 - The postmark date on the envelope shall be deemed the date of registration. Send only one Entry Form and the related cheque or cashier’s order per envelope. Only applications with postmark dates within the registration period and received within the said period will be processed.
 - Registration Commencement Date: 5 weeks before examination.
 - Registration Cut-off Date: 3 weeks before examination or when all examination seats have been filled, whichever is the earlier.

Candidates must input/provide their names and document numbers as stated in their valid identification documents, the original of which must be presented at the examination venue for identity verification. They must also provide a complete and valid Hong Kong correspondence address.

5. The above registration methods, commencement or cut-off dates for registration may be subject to change where necessary.

Preferred Examination District

6. Candidates may indicate their preferred district in the Entry Form or online registration form. Candidates should consider their choices carefully as once selected, no change of the preferred district is permitted. However, since examination venues or seats in a particular district are limited, candidates’ preferences of examination district may not always be met. The address of the examination venue will be shown on the Admission Form. Candidates should find out where the examination venue is located before the examination.

Matters Regarding Registration

7. Examination seats are limited and are allocated on a first-come-first-served basis. For registration by post, **incomplete forms, forms without candidates’ signature, forms without payment or without a photocopy of the candidate’s valid identification document enclosed will not be processed. Any supplementary information submitted will not be processed.**
8. Once the registration is accepted, any requests for re-scheduling and/or cancellation will not be entertained.
9. Candidates who register online will receive a Receipt by email upon successful online payment. If the online registration is accepted, candidates will normally receive an Admission Form sent by email from the PEAK Exam Centre at least 2 working days after the date of registration, excluding the date of registration.
10. Candidates who register by post will normally receive an SMS text message from the PEAK Exam Centre within 4 working days upon receipt of registration documents, notifying them whether all the required registration documents and information have been received. If any registration document or information is outstanding, candidates must re-submit a full set of registration documents by surface mail within the registration period.

- Any supplementary information submitted will not be processed.
11. Candidates who have submitted all the required registration documents and information by surface mail will normally receive another SMS text message from the PEAK Exam Centre 4 working days after the registration period, notifying them whether the registration is successful or not. Successful candidates will then receive a Receipt and Admission Form by surface mail at least 7 working days after receipt of the said SMS text message from the PEAK Exam Centre. Candidates should contact the PEAK Exam Centre if they do not receive any SMS text message from the PEAK Exam Centre 5 working days after the registration period.
 12. Candidates should contact the PEAK Exam Centre if no Admission Form is received before the examination.

Special Examination Arrangements

13. (a) Up to two weeks before the relevant examination, candidates may apply in writing to the PEAK Exam Centre for “**Changing Question Language**” upon payment of an administration fee of HK\$310.
- (b) Any other requests for special examination arrangements must also be made in writing to the EAA through the PEAK Exam Centre at least two weeks before the relevant examination, stating clearly the reasons and the special examination arrangement(s) needed, together with relevant supporting document(s) (e.g. medical certificate) for consideration. The EAA is not obliged to allow the request and may charge an administration fee for making the special examination arrangements. In any event, the EAA has sole discretion in the determination of such request and its decision shall be final.

Examination Handbook

14. The Examination Handbook (paper-based examination) can be downloaded from the website of the EAA or PEAK Exam Centre. Candidates should read the Examination Handbook carefully for it provides important information, such as the registration-related matters, examination format and syllabus, passing requirement, examination regulations, sample questions and answers for reference.

Examination Results

15. Save and except hereinafter mentioned, Result Slips will be mailed out by surface mail by the PEAK Exam Centre on the 14th working day after the examination (“Result Release Date”) to candidates who have provided their complete and valid Hong Kong correspondence addresses. Candidates who do not receive their Result Slips by surface mail 3 working days after the Result Release Date should contact the PEAK Exam Centre. Normally for candidates who failed to provide their complete Hong Kong correspondence addresses, their Result Slips will not be posted and they must collect their Result Slips in person at the PEAK Exam Centre 3 working days after the Result Release Date. If a mailed Result Slip is returned by Hongkong Post due to invalid address provided by a candidate and no re-issued copy of that Result Slip has been applied for, the PEAK Exam Centre will try to call the relevant candidate, who must collect the Result Slip in person at the PEAK Exam Centre. All uncollected Result Slips will be destroyed two months after the Result Release Date.
16. Candidates who have not disagreed to posting their examination results online can check their results by logging on to www.vtc.edu.hk/cpdc within one month from the Result Release Date. The examination result (namely, Pass with Commendation / Pass / Fail / Absent / Disqualified) and the marks obtained in Parts I and II of the examination paper will be shown on the website of the PEAK Exam Centre. For candidates who received mark penalty for breach of examination regulation, their marks will only be shown on their Result Slips. No mark will be given for “Absent” and “Disqualified” candidates. All results posted for checking on the website of the PEAK Exam Centre are for reference only. They are subject to the results printed on the Result Slips which shall be final and conclusive.

Re-checking of Examination Result

17. A candidate may apply in person or by post to the PEAK Exam Centre for re-checking of his/her examination result within 14 days of the Result Release Date upon payment of a re-checking fee of HK\$430 which must be made by a crossed cheque or cashier’s order payable to “Vocational Training Council”. The PEAK Exam Centre will re-check the candidate’s answers and the candidate will be informed in writing of the result of re-checking. The fee for the re-checking is not refundable unless there is an upgrading of examination result after the re-checking. Please contact the PEAK Exam Centre for details.

For enquiries regarding registration, examination arrangement and release of examination results, please contact the PEAK Exam Centre.

PEAK Examination Centre, Vocational Training Council
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