

ESTATE AGENTS AUTHORITY

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

Examination Date and Time

1. Examination date and time can be browsed or downloaded from the website of the PEAK Examination Centre, Vocational Training Council (“PEAK Exam Centre”) or 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 save in exceptional circumstances subject to the approval of the EAA.

Registration Methods

4. Two methods for registration:
 - (a) Registration online
 - Register at the website of the PEAK Exam Centre (www.vtc.edu.hk/cpdc/econline/EAA) in person and pay the examination fee by credit card (Visa Card, Master Card or UnionPay).
 - Cut-off Date: 2 weeks before examination.
 - (b) Registration by post
 - The completed Entry Form together with a photocopy of the candidate’s valid HKID Card / Passport and a crossed cheque or a cashier’s order (one cheque for one entry form) for the proper amount of examination fee payable to “Vocational Training Council” should be sent to the PEAK Exam Centre by surface mail. Submit early within the registration period to avoid postal delay. Please ensure that sufficient postage is paid to avoid unsuccessful delivery. The sender will bear any consequences arising from not paying sufficient postage.
 - The postmark date on the envelope (one entry form per envelope) shall be deemed the date of registration. Only applications with postmark dates within the registration period and received within the said period will be processed after the registration period.
 - Cut-off Date: 3 weeks before examination.
5. Registration methods, cut-off dates, etc. mentioned above may be subject to change where necessary.

Preferred Examination District

6. Candidates may indicate their preferred district in the Entry Form. Please consider your choice carefully as no change is permitted. However, since there may not be sufficient examination venues in a particular district, candidates’ preferences of examination district may not always be met. The address of the examination venue will be shown on Admission Form. Candidates are reminded to find out where the examination venue is before the examination.

Registration Confirmation

7. All examination seats are allocated on a first-come-first-served basis. **Incomplete forms, forms without candidates’ signature, forms received without payment or without a photocopy of the candidate’s valid HKID Card / Passport will not be processed. Any supplementary information will not be accepted.**
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 registration is accepted, they will normally receive an Admission Form by email at least 2 working days after the 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 the application received is complete or not. For the incomplete applications, candidates must submit a full set of application by surface mail again. Any supplementary information will not be accepted.
11. Candidates who submit complete application by post 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 post 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. Successful candidates should contact the PEAK Exam Centre if no Admission Form is received before the examination.

Special Examination Arrangements

13. (a) Candidates may apply for “**Changing Question Language**” 2 weeks before the examination and pay an administration fee of **HK\$300**.
(b) Any other requests for special examination arrangements must 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 answer to 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 can be downloaded at the website of the EAA or PEAK Exam Centre. Candidates should read the contents of the 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.

Result Slips

15. Result Slips will be mailed out by the PEAK Exam Centre to candidates’ local postal addresses by surface post 14 working days after the examination.
16. Candidates who have agreed to the posting of their examination results online can check their results on www.vtc.edu.hk/cpdc starting from the 14th working day after the examination. The results will be posted on the website for 1 month. 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 on the website of the PEAK Exam Centre are for reference only. They are subject to the results printed on the Result Slips sent to candidates by post. The result printed on the Result Slip is final and conclusive.

Re-checking of Examination Result

17. A candidate may apply for re-checking of his/her examination result, within 14 days of the issue of the Result Slip, by submitting an application in person or by post to the PEAK Exam Centre. Only a crossed cheque or a cashier’s order payable to “Vocational Training Council” for a fee of HK\$400 is accepted for the re-checking. PEAK Exam Centre will re-check the candidate’s answers on the answer sheet 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 refer to the Examination Handbook or contact the PEAK Exam Centre for details.