

## 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\$800 (Estate Agents Qualifying Examination) / HK\$550 (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. Four methods for registration:
  - (a) Registration in person
    - Fill in and submit the Entry Form and present the original copy of valid HKID Card / Passport at the PEAK Exam Centre in person. Examination fee may be paid by cash, EPS, credit card (Visa Card, Master Card or UnionPay) or Alipay HK / WeChat Pay HK.
    - Cut-off Date: 2 weeks before examination.
  - (b) Registration by a representative
    - Submit the completed Entry Form and present the photocopy / image of candidate's valid HKID Card / Passport to the PEAK Exam Centre by a representative. Representative can pay the examination fee by cash, EPS, credit card (Visa Card, Master Card or UnionPay) or Alipay HK / WeChat Pay HK for the candidate.
    - Cut-off Date: 2 weeks before examination.
  - (c) Registration online
    - Register at the website of the PEAK Exam Centre ([www.vtc.edu.hk/cpdc/eonline/EAA](http://www.vtc.edu.hk/cpdc/eonline/EAA)) in person and pay the examination fee by credit card (Visa Card, Master Card or UnionPay).
    - Cut-off Date: 2 weeks before examination.
  - (d) 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 for the proper amount of examination fee payable to "Vocational Training Council" should be sent to the PEAK Exam Centre by post. Submit early 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 shall be deemed the date of registration. However, only applications with postmark dates within the registration period and received within the said period will be processed.
    - Cut-off Date: 3 weeks before examination.
    - PEAK Exam Centre will send an acknowledgement of receipt of the Entry Form to the candidate's mobile phone by a text message after receipt of the Entry Form.
    - Candidates should contact the PEAK Exam Centre if they do not receive any text message from the PEAK Exam Centre 7 working days after posting of the Entry Forms. The concerned candidates may be required to register in person or by a representative at the PEAK Exam Centre 2 weeks before the examination if necessary.

Registration methods, cut-off dates, etc. mentioned above may be subject to change where necessary.

#### Preferred Examination District

5. 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

6. All examination seats are allocated on a first-come-first-served basis. Incomplete forms, forms without candidates' signature and forms received without payment will not be processed.
7. Once the registration is accepted, any requests for re-scheduling, and/or cancellation will not be entertained.
8. Candidates who register in person or by a representative will be issued a Receipt and an Admission Form upon the successful of making payment and acceptance of registration.
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 of 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 their registration is successful or not. Successful registrants will then receive a Receipt and Admission Form by surface post at least 7 working days after receipt of the SMS text message from the PEAK Exam Centre.
11. Please contact the PEAK Exam Centre if no Admission Form is received before the examination.

#### Changing Question Language

12. Candidates may apply for "Changing Question Language" 2 weeks before the examination and pay an administration fee of HK\$200.

#### Examination Handbook

13. The Examination Handbook can be downloaded at the website of the EAA or PEAK Exam Centre. Candidates should read the content 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

14. Result Slips will be mailed out by the PEAK Exam Centre to candidates by surface post 14 working days after the examination.
15. Candidates who have agreed to the posting of their examination results online can check their results on [www.vtc.edu.hk/cpdc](http://www.vtc.edu.hk/cpdc) starting from the 14th working days 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

16. 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. A fee of HK\$400 is payable for the re-checking. PEAK Exam Centre will re-check the candidate's answers of 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.