

Authorisation for Collection of Marking Materials

Guidance notes on authorisation

1. The authorised person has to produce his/her identification document that has a photo (e.g. HKID card) for identity verification.
2. The authorised person must present the marker's service agreement and a copy of the marker's identification document (e.g. HKID card) for verification.
3. Marking materials sealed inside the envelope are important documents and should only be accessed by the appointed marker. The confidentiality requirements as stipulated in the marker service agreement prevail even if a marker authorises a person to collect the marking materials on his/her behalf.
4. Markers should not authorise any person who has a potential conflict of interest to collect the marking materials. For details, please refer to the marker service agreement and reply form.

To: The Hong Kong Examinations and Assessment Authority

Marker's name: _____ (in English block letters)

Marker's HKID (first 4 digits): _____

Subject / Paper: _____ / _____

Marker number: _____

I, _____ (*name of marker*), authorise _____ (*name of authorised person*), holder of HKID (first 4 digits) _____ to collect the marking materials on my behalf. I understand that I shall be fully responsible for the proper delivery of the marking materials by my representative.

Signature of marker: _____

Date: _____

Acknowledgement of Receipt of Marking Materials
Signature of authorised person: _____
Name of authorised person: _____
Date: _____

The personal data of the marker or the authorised person will be used for collection of the marking materials and record purpose only. The ID information collected in this authorisation form will be removed at the end of the examination cycle each year.