

The Thirteenth Speaking Contest for Hong Kong Students

Application Procedures (School Application)

1. Receive invitation letter containing login information, read the overview and rules carefully.

2. School issues a notice to the students and parents.
Please remind parents that the data will be collected anonymously for research purposes only. Refer to Article 6 in Appendix I for details.

3. i. Teacher-in-charge gather the total number of participants and items
ii. Login to online system (<https://www.rceshk.com>) by assigned username & password and download the application form.

4. **On or before 30 September 2018,**

- i. Submit and upload the completed student application form(s) to the online system;
- ii. Email all the completed application form and supporting documents to 1819app@rces.hk;
- iii. Mail original copy of the school application form and a cheque or original deposit slip for the registration fee

Official receipts will be mailed to schools or uploaded to school account after the completion of the whole contest.

5. A reply slip will be emailed to schools to ensure all the information is correct.

6. The Timetable of Contest (Preliminaries) will be released on **18 October 2018**.

7. Application for amendment/revision of the Contest (Preliminaries) Timetable from the same school must be made on or before **25 October 2018** through the online system (<https://www.rceshk.com>). The amendment of the Contest Timetable can only be made between students who participate in only one contest item which belongs to the same category. Confirmation notice will be sent to the teacher-in-charge and the revised schedule will be announced on the website on **30 October 2018**.