

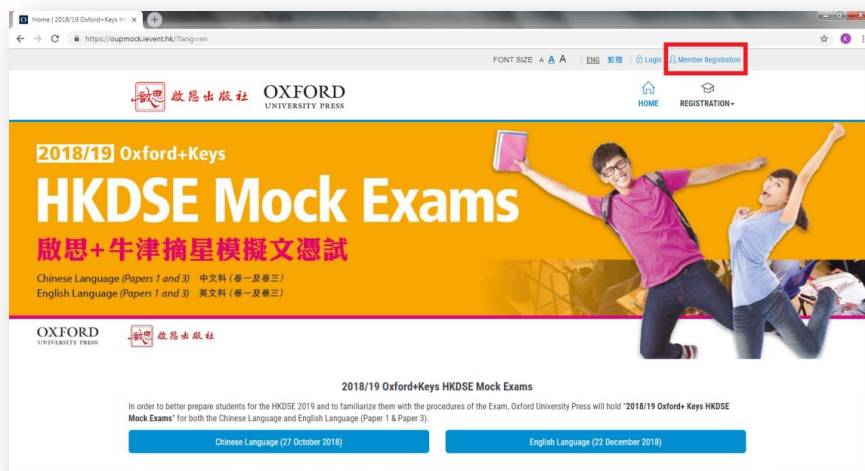
2018/19 Oxford+Keys HKDSE Mock Exams
Online registration guidelines

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1. Create account

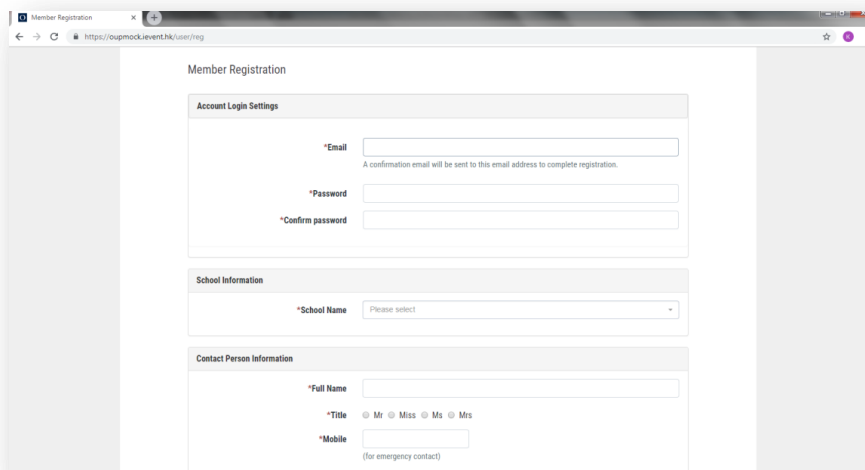
1.1 Register membership

Go to the enrolment page of the 2018/19 Oxford+Keys HKDSE Mock Exams website and click “Member Registration” to set up a personal account.



1.2 Fill in personal information

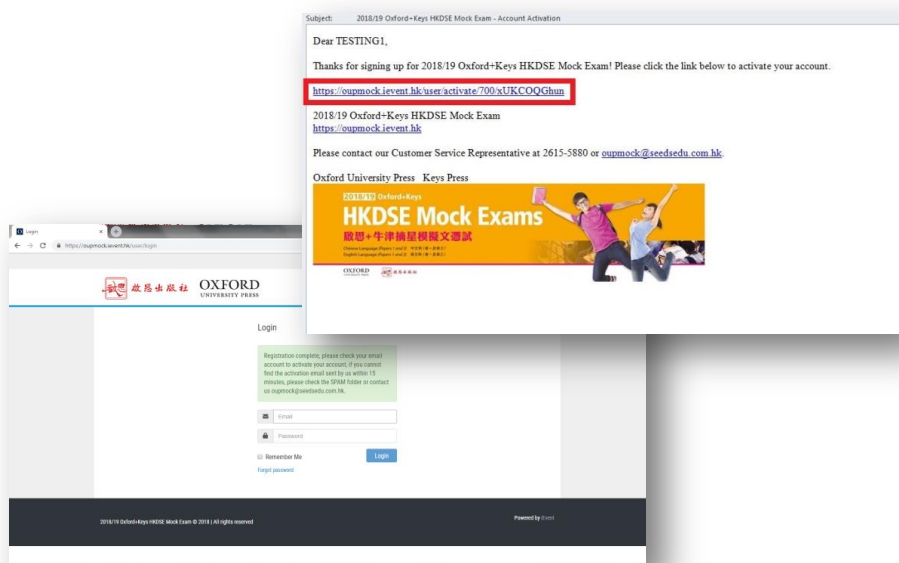
Complete the Membership Registration form and submit.

A screenshot of the 'Member Registration' form. The form is titled 'Member Registration' and is divided into three sections: 'Account Login Settings', 'School Information', and 'Contact Person Information'. The 'Account Login Settings' section includes fields for '*Email', '*Password', and '*Confirm password'. The 'School Information' section includes a dropdown menu for '*School Name'. The 'Contact Person Information' section includes fields for '*Full Name', '*Title' (with radio buttons for Mr, Miss, Ms, Mrs), and '*Mobile' (for emergency contact).

1.3 Activate the account

After submitting the member registration request, you will be directed to the login page. At the same time, you will receive an account activation email. **Click the link in the email to activate your account.**

*If you do not receive the activation email within 15 minutes, please check your junk mail folder or contact us at 2615-5880.



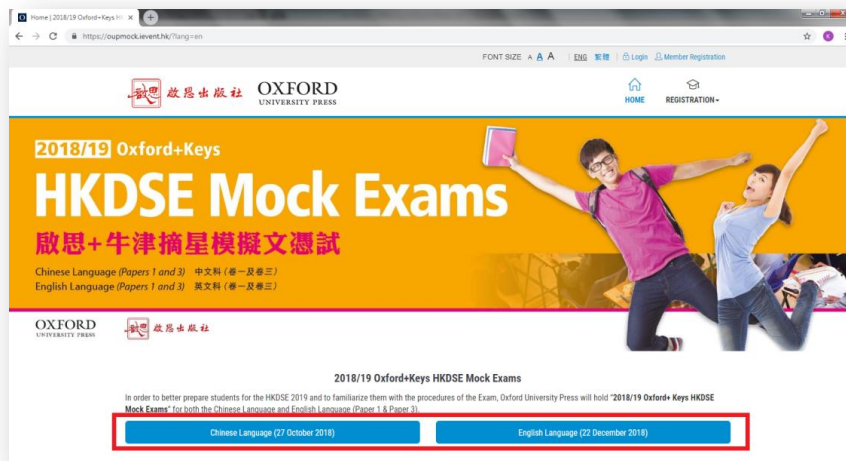
Upon successful activation of your account, you will receive a notification email.



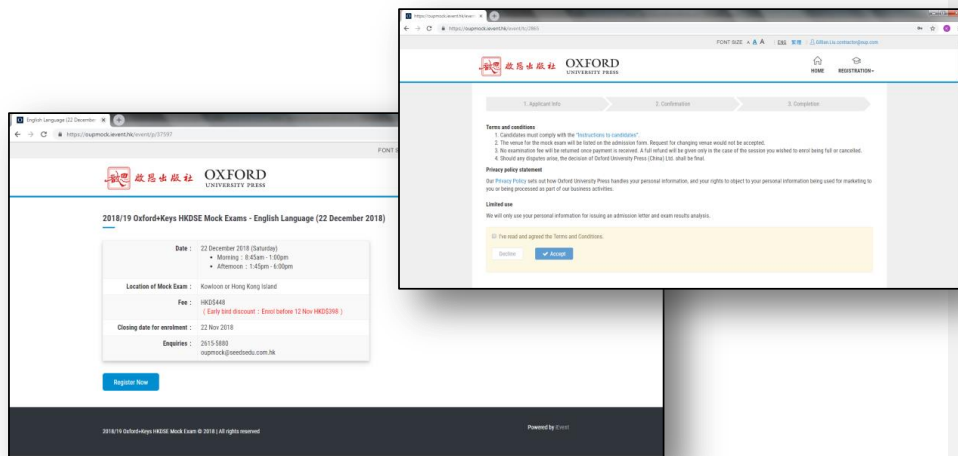
2. Enrol for the mock exam

2.1 Choose the mock exam subject

Choose the mock exam subject on the enrolment page of the 2018/19 Oxford+Keys HKDSE Mock Exams website.



2.2 Read the exam details and the terms and conditions

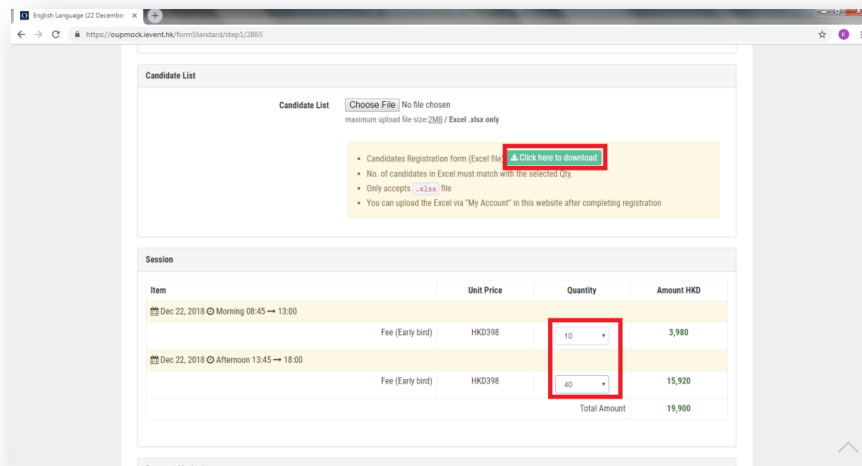


2.3 Fill in the required information

Most of the required fields in the enrolment form will be auto-generated based on your membership information. Please be reminded to **fill in “Quantity” (i.e. number of candidates) for each enrolled session** in order to reserve the correct number of seats.

Regarding the Candidates Registration form (Excel file) in the “Candidate List” section, you can choose to upload it immediately or later. The Excel file can be downloaded by clicking the green button.

Please note that **the number of candidates in the Excel file must match the “Quantity” for each session** in order to upload the file successfully.



The screenshot shows a web application interface for candidate registration. The 'Candidate List' section includes a file upload area with a 'Click here to download' button. Below it, a table lists sessions with columns for Item, Unit Price, Quantity, and Amount HKD. The 'Quantity' column has dropdown menus with values 10 and 40 highlighted by red boxes.

Item	Unit Price	Quantity	Amount HKD
Dec 22, 2018 Morning 08:45 → 13:00			
Fee (Early bird)	HKD398	10	3,980
Dec 22, 2018 Afternoon 13:45 → 18:00			
Fee (Early bird)	HKD398	40	15,920
Total Amount			19,900

2.4 Submit the enrolment form

Check that all information is correct before you submit the form. You will not be allowed to change the quantity of candidates after submission. **Please contact our customer service officers if any change to the quantity of candidates is needed.**

The screenshot shows a web browser window with the URL <https://openmock.eventbrite.com/StandardEvent/2865>. The page displays a 'Session' table with the following data:

Item	Unit Price	Quantity	Amount
Dec 22, 2018 Morning 08:45 - 13:00			
Fee (Early bird)	HKD398	10	HKD3,980
Dec 22, 2018 Afternoon 13:45 - 18:00			
Fee (Early bird)	HKD398	10	HKD3,920
Total			HKD7,900

Below the table, the 'Fee' section shows a 'Total' of HKD7,900. The 'Payment Method' section is set to 'Offline Payment (Cheque / Direct Credit)'. At the bottom, there are buttons for 'Reset', 'Back and Modify', and 'Confirm and Submit'.

2.5 Receive payment notice

After submitting the enrolment form, you will be shown a payment notice. Simultaneously, a copy of the payment notice will be emailed to you. Please settle the payment by following the instructions. **Seeds Education Services** will email you a digital invoice within 2 working days.

The screenshot shows a payment notice email and a digital invoice. The email subject is 'Enrolment acknowledgment and offline payment - English Language (22 December 2018)'. The email body contains the following information:

2018/19 Oxford-Keele HKDSE Mock Exams
English Language (22 December 2018)
Payment Notice

To whom it may concern,

Thank you for your recent registration for "2018/19 Oxford-Keele HKDSE Mock Exams" on 2018-09-26. A Digital Invoice will be sent to your email address within 2 working days. Please settle the payment through one of the payment methods listed below within 10 working days from the issue date of the Digital Invoice. A Payment Confirmation Email will be sent to the contact person within 3 working days on receipt of the payment by **Seeds Education Services**.

Reference code: EL51847

Event/Item: English Language (22 December 2018)

Total Amount: HKD398 (Session - 22 Dec 2018 (Sat) - Morning 08:45 - 13:00) + Fee (Early Bird) x 10
HKD398 (Session - 22 Dec 2018 (Sat) - Afternoon 13:45 - 18:00) + Fee (Early Bird) x 10
HKD7,900

Payment Method: Offline Payment

If you would like to change the number of candidates before payment, please contact us at 3651-5880 or openmock@seedsedu.com.hk.
To submit the information of the candidates, please log in to your [eEvent account](#) and upload the completed "School Registration Form".

Payment methods:

1. By crossed cheque

2018/19 Oxford-Keele HKDSE Mock Exams
English Language (22 December 2018)
Payment Notice

To whom it may concern,

Thank you for your recent registration for "2018/19 Oxford-Keele HKDSE Mock Exams" on 2018-09-26. A Digital Invoice will be sent to your email address within 2 working days. Please settle the payment through one of the payment methods listed below within 10 working days from the issue date of the Digital Invoice. A Payment Confirmation Email will be sent to the contact person within 3 working days on receipt of the payment by **Seeds Education Services**.

Reference code: EL51847

Event/Item: English Language (22 December 2018)

Total Amount: HKD398 (Session - 22 Dec 2018 (Sat) - Morning 08:45 - 13:00) + Fee (Early Bird) x 10
HKD398 (Session - 22 Dec 2018 (Sat) - Afternoon 13:45 - 18:00) + Fee (Early Bird) x 10
HKD7,900

Payment Method: Offline Payment

The digital invoice from Seeds Education includes the following details:

Seeds Education INVOICE

Address: Suite 101, Hsuan-Hsin Building, 301 Nathan Road, Hong Kong
Phone: 3651-5880
Email: openmock@seedsedu.com.hk

Invoice No.: 016_1925
Invoice Date: On Issuance
Due Date: 4/26/19
Due Amount: HKD7,900

Item	Description	No. of Candidates	Unit Price	Total Amount
1	2018/19 Oxford-Keele HKDSE Mock Exams Chinese Language - Paper 1, Paper 2 (Date: 22 Dec 2018 - 08:00 - 13:00)	10	398	3,980
2	2018/19 Oxford-Keele HKDSE Mock Exams Chinese Language - Paper 1, Paper 2 (Date: 22 Dec 2018 - 13:45 - 18:00)	10	392	3,920

Payment can be made by:

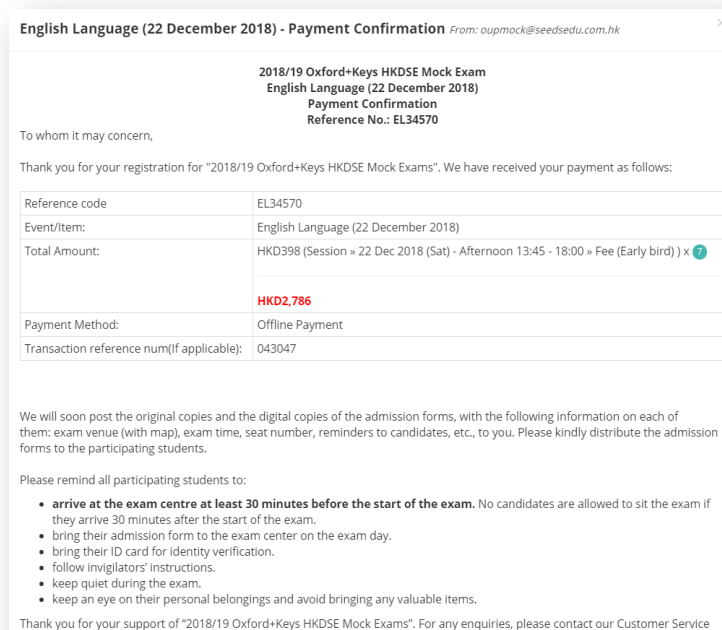
- Cheque (Crossed cheque, "Payable to Seeds Education Services" and "Pay to the Order of" "Seeds Education Services")
- Bank Transfer (The following bank details are for reference only. Please refer to the bank's website for details.)
Account No.: 362 785 79250000
Branch Name: Seeds Education Services
Full Name: Seeds Education Services
Please refer to the bank's website for details on how to transfer funds to Seeds Education Services.

Notes & Conditions:
Payment is due within 10 working days.
Please refer to the digital invoice for the bank details and contact information for other matters.
For any enquiries regarding the invoice, please contact us at 3651-5880 or openmock@seedsedu.com.hk.
Issued by: 2018-09-26 on behalf of: openmock@seedsedu.com.hk

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2.6 Receive payment confirmation

Seeds Education Services[#] will send you a payment confirmation by email on receipt of the payment. The number of the reserved seats is now confirmed officially.

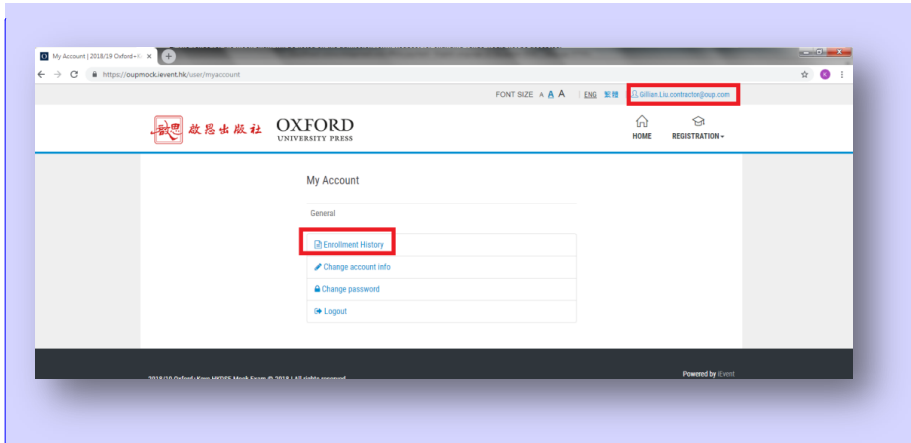


Remark[#]: Oxford University Press (China) Ltd has authorized Seeds Education Services to provide services, including customer services, registration and payment, for "2018/19 Oxford+Keys HKDSE Mock Exams".

3. Submit the Candidates Registration form (Excel file)

3.1 Go to the “My Account” page

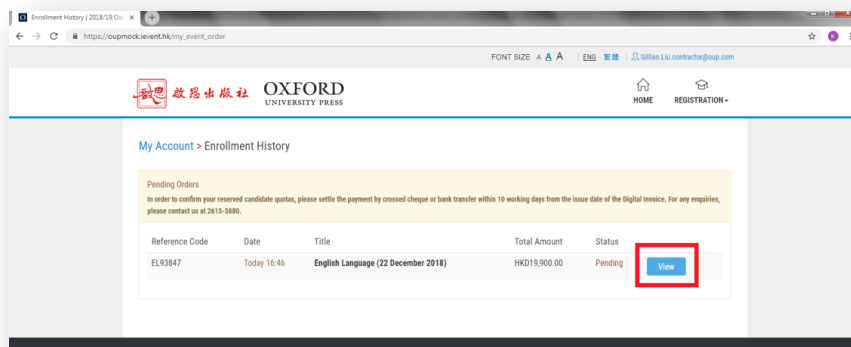
Go to the “My Account” page by clicking your email address in the top right hand corner of the website. Then, click “Enrolment History”.



註解 [F]1: The word ‘Enrollment’ on this page is spelled differently (‘Enrolment’ should be single L instead of double L).

3.2 Edit the enrolment history

You will find all your enrolment records on the “Enrolment History” page. Click “View” to see each of them.



3.3 Submit the Candidates Registration form (Excel file)

Click “Export Candidate List” (green button) to download the Excel file. Complete the Excel file by filling in all the candidates’ details. Then, click “Import Candidate List” (blue button) to upload the completed Excel file. After the file has been uploaded, click the “Confirm” button to complete the registration process.

Please note that **the number of candidates in the Excel file must match the “Quantity” for each session** in order to upload the file successfully.

