## 2018/19 Oxford+Keys HKDSE Mock Exams
## Online registration guidelines
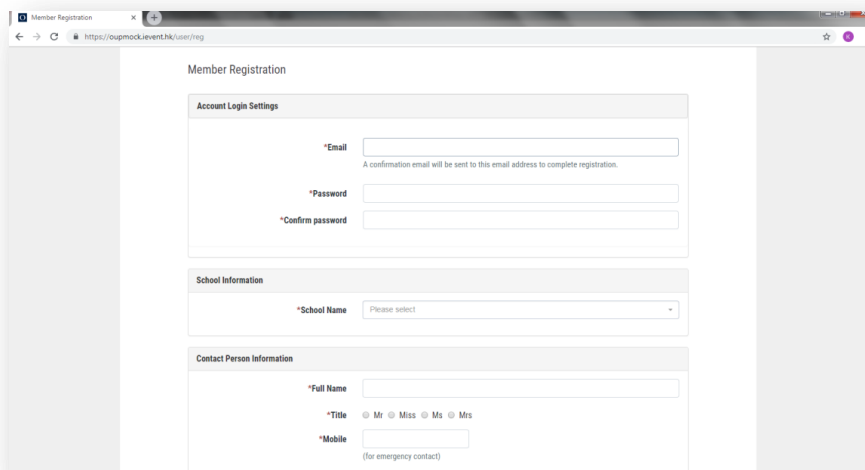
# 1. Create account

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.
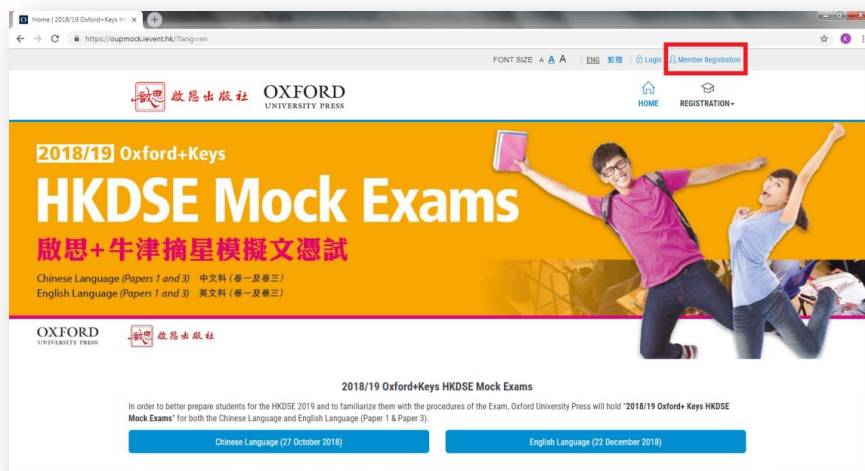


1.2 Fill in personal information

Complete the Membership Registration form and submit.

## 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.
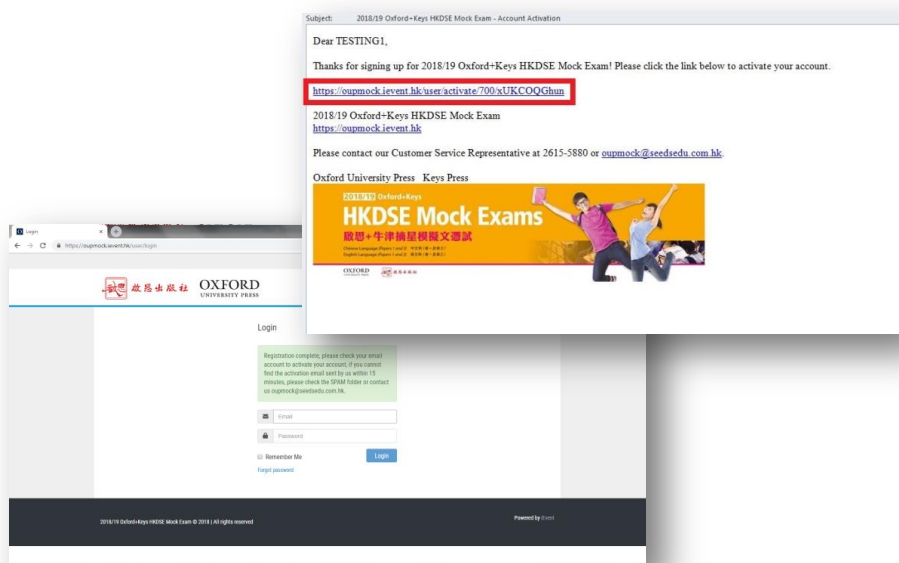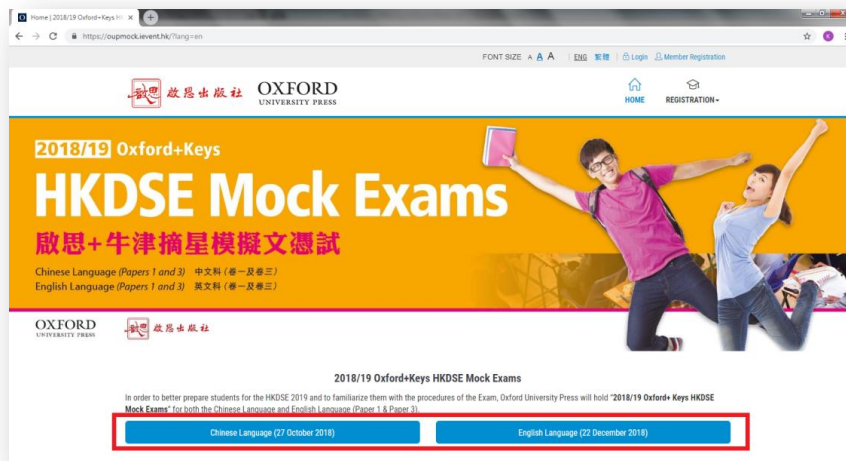


Upon successful activation of your account, you will receive a notification email.
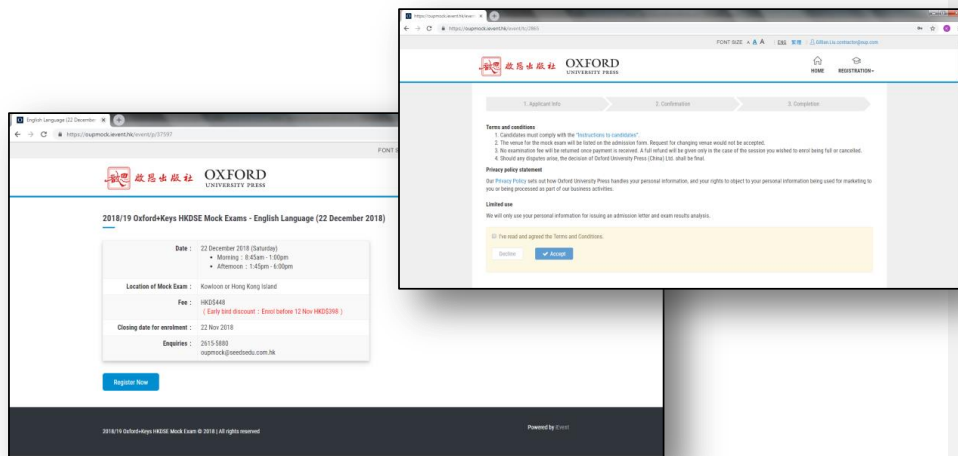
## 2. Enrol for the mock exam

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
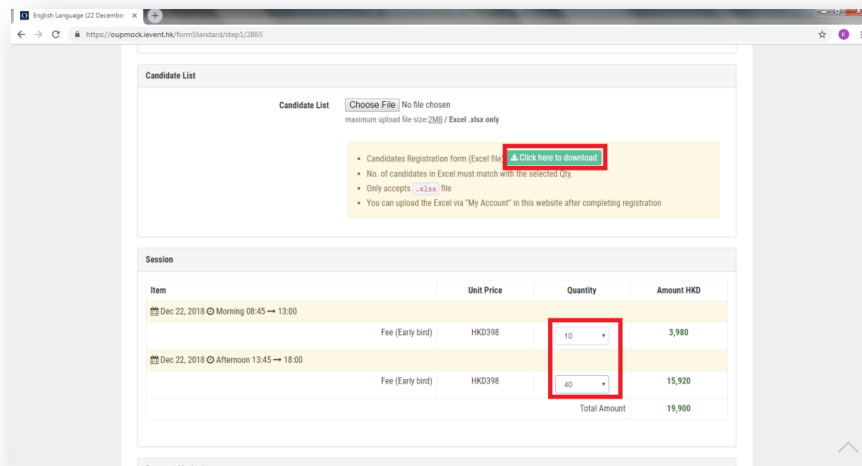
## 2.3 Fill in the required information

Most of the required fields in the enrolment form will be auto-generated based on your membership information. Please be reminded to <mark>fill in "Quantity" (i.e. number of candidates) for each enrolled session</mark> 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 <mark>the number of candidates in the Excel file must match the "Quantity" for each session</mark> in order to upload the file successfully.

## 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.==



## 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.

## 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.
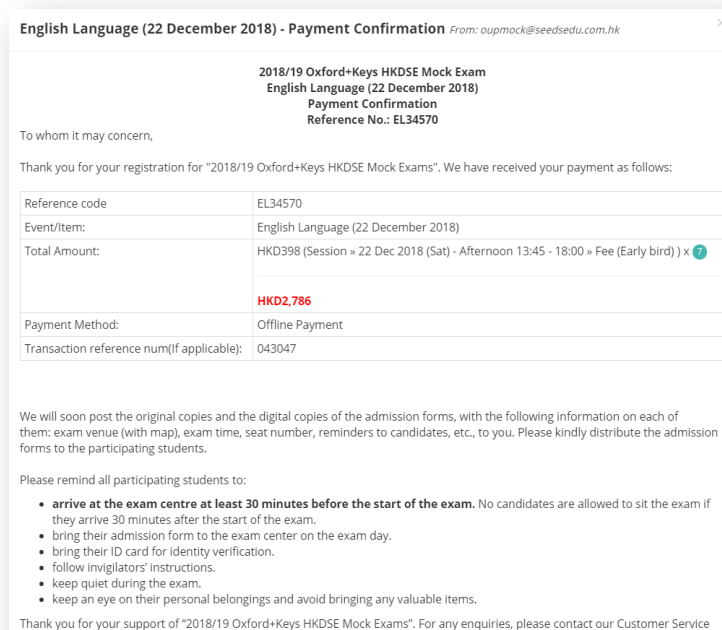


Remark[#]: Oxford University Press (China) Ltd has authorized Seeds Education Services to provide services, including customer services, registration and payment, for "2018/19 Oxford+Keys HKDSE Mock Exams".

## 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".



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.
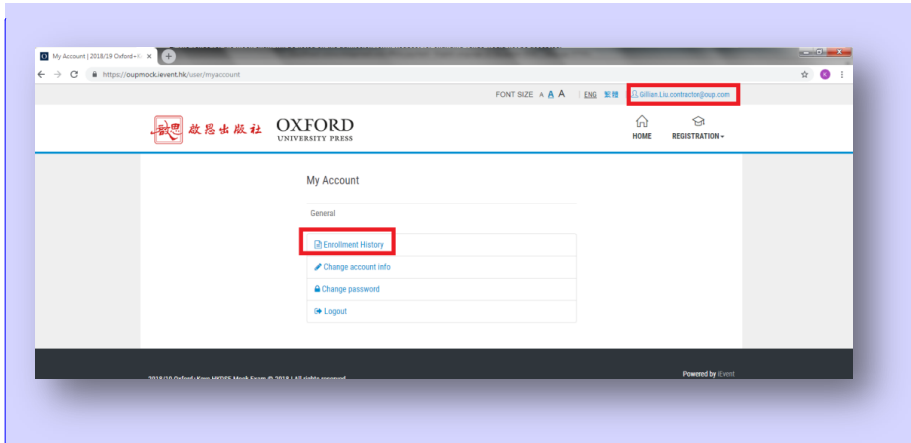


**註解 [FJ1]:** The word 'Enrollment' on this page is spelled differently ('Enrolment' should be single L instead of double L).

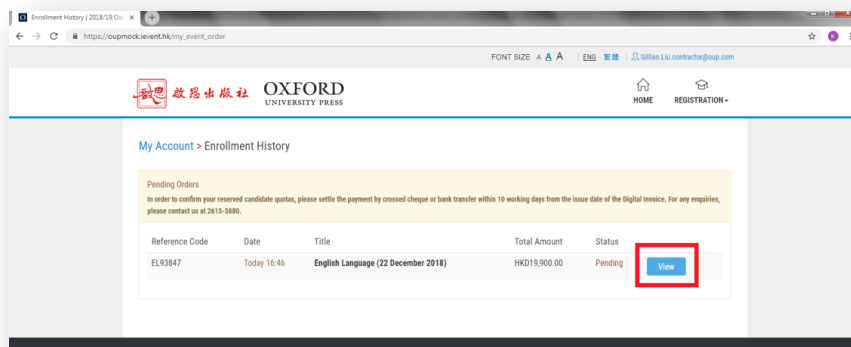3.3 Submit the Candidates Registration form (Excel file)

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.