

TQUK Certificate in Graded Examination in Visual Art

Candidate Handbook

English Version

Applicable Year: 2026

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Updated in accordance with the 2026 HKEAA administrative arrangements.

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1. Examination Overview

1.1 Examination Overview

The TQUK Certificate in Graded Examination in Visual Art is an international-standard art assessment system designed for children and young people. The examination consists of three levels and eight grades, and assesses candidates' development in observation, composition, media handling, creative expression and artistic understanding through on-site creation, a portfolio and advanced written reflection.

The examination provides candidates of different ages and stages of learning with a clear pathway in visual arts learning, enabling them to progressively build observational skills, picture organisation, control of media and personal expression. Recommended ages are for reference only. The actual entry grade should be determined by considering the candidate's observational ability, compositional ability, control of media and overall standard of completion.

In 2026, the Hong Kong Examinations and Assessment Authority (HKEAA) will administer the on-site practical examination for Grades 1 to 5. Arrangements for Grades 6 to 8 are subject to the official website, annual administrative notice and latest examination notice.

1.2 About TQUK and Official Recognition

This qualification is awarded by Training Qualifications UK (TQUK). TQUK is one of the UK's awarding organisations and is regulated and recognised by the Office of Qualifications and Examinations Regulation (Ofqual). The structure, assessment standards and certificates of this examination are established in accordance with the relevant requirements, and may be used for learning records and the presentation of ability.

1.3 Intended Candidates

- Children beginning the study of visual art.
- Young people receiving systematic art training.
- Advanced students who need to build higher-level portfolio and reflective creative skills.
- Adult candidates who meet the relevant requirements.
- Studios, schools and partner examination centres that meet the administrative, invigilation, quality assurance, child protection and data management requirements set out in this document.

2. Overall Examination Structure

2.1 Three Levels and Eight Grades

This examination is divided into three levels and eight grades. This handbook sets out the full eight-grade structure for course planning and learning-pathway reference. Grades 1 to 4 focus on still-life drawing, while Grades 5 to 8 focus on thematic creation.

For the 2026 examination administered by HKEAA, entries are open for Grades 1 to 5. The actual grades open for entry are subject to the latest examination notice.

Level	Grade	Recommended Age	Examination Format	Duration	Paper Size
Level 1	Grade 1	5-6	Still-life drawing	75 minutes	390 x 270 mm
Level 1	Grade 2	6-8	Still-life drawing	90 minutes	390 x 270 mm
Level 1	Grade 3	7-9	Still-life drawing	90 minutes	390 x 270 mm
Level 2	Grade 4	8-11	Still-life drawing	120 minutes	390 x 270 mm
Level 2	Grade 5	10-13	Thematic creation	120 minutes	390 x 270 mm
Level 3	Grade 6	11-15	Thematic creation	120 minutes	390 x 270 mm
Level 3	Grade 7	13-17	Thematic creation	180 minutes	540 x 390 mm
Level 3	Grade 8	17 or above	Thematic creation	180 minutes	540 x 390 mm

2.2 Suggested Learning Hours for Reference

The following learning hours are for course planning and grade selection reference only. They do not constitute entry requirements or guarantee results. The actual time required may vary according to the candidate's age, foundation, lesson frequency, portfolio preparation and amount of regular practice.

Grade	Guided Learning Hours	Total Learning Hours
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Grade 1	14 hours	24 hours
Grade 2	18 hours	30 hours
Grade 3	24 hours	40 hours
Grade 4	36 hours	70 hours
Grade 5	48 hours	100 hours
Grade 6	60 hours	130 hours
Grade 7	72 hours	160 hours
Grade 8	90 hours	200 hours

"Guided Learning Hours" generally refers to time when the teacher is directly teaching, demonstrating, explaining and guiding classroom practice. "Total Learning Hours" includes classroom learning, home practice, portfolio preparation, mock examinations, revision of works and self-reflection.

2.3 Examination Languages

- Traditional Chinese.
- Simplified Chinese.
- English.

3. Entry Eligibility and Progression Rules

The examination is open to candidates aged 5 or above.

Candidates aged 6 or below must enter Grade 1.

Candidates aged 10 or below who wish to enter Level 2 must first have obtained a result in Level 1 (i.e. Grade 1, Grade 2 or Grade 3).

Grade 5 is the main open-entry grade for the thematic creation group.

Direct entry to Grade 6 is permitted, but candidates are generally advised to have attained Grade 5 standard or an equivalent level.

Grade 7 requires prior attainment of Grade 6. Grade 8 requires prior attainment of Grade 7.

Recommended ages are for reference only. The actual entry grade should be chosen according to the candidate's ability and overall standard of work.

3.1 Eligibility for Local and Overseas Candidates

The examination welcomes local Hong Kong candidates, overseas candidates and non-local candidates.

Hong Kong candidates must provide Hong Kong Identity Card details at the time of registration and must present the original Hong Kong Identity Card for checking on the examination day.

Non-Hong Kong candidates must provide valid passport details at the time of registration and must present the original valid passport for checking on the examination day.

Candidates aged 18 or above may complete the online application by themselves. Applications for candidates aged under 18 must be submitted by an applicant (parent or guardian) aged 18 or above.

For candidates under the age of majority, registration may be completed by a parent or guardian on the candidate's behalf, but the candidate's name, date of birth and identity details must be accurately provided.

3.2 Guidance on Grade Selection

- Whether the candidate can complete the work independently within the specified time.
- Whether the candidate can handle the number of objects or the level of thematic complexity required at that grade.
- Whether the candidate can consistently demonstrate proportion, spatial relationships, light and shade, or thematic development.
- Regular work should show stable performance; one-off performance alone should not be relied upon.

4. Assessment Components and Result Grades

4.1 Assessment Components

- The on-site examination accounts for 85%.
- The portfolio assessment component accounts for 15%.
- For Grades 1 to 6, the portfolio accounts for 15%.
- For Grades 7 to 8, the portfolio works account for 10% and the art criticism essay accounts for 5%.
- To achieve an overall Pass or above, the candidate must attain the minimum passing standard in the on-site examination, submit a complete portfolio on time, and, for Grades 7 to 8, submit a compliant art criticism essay on time.
- If any compulsory assessment component is not submitted, the result will be recorded as Incomplete or Ungraded.

4.2 Result Grades

- Distinction
- Merit
- Pass
- Fail

5. On-site Examination Specifications, Media and Question Arrangements

5.1 On-site Examination Specifications

Grades 1 to 4 are based on still-life drawing. For Grades 5 to 6, three official examination questions will be published in advance, and candidates will choose one question to answer on the examination day. For Grade 7, three thematic directions will be published in advance, and the specific question will be published on the examination day. For Grade 8, the question will be published on the examination day.

Questions or thematic directions published in advance are provided only to help candidates understand the direction of the examination and prepare for practice. Candidates must not bring completed drafts, compositional sketches, colour studies, reference images or any pre-prepared creative materials into the examination venue.

5.2 Media and Tool Regulations

Candidates in Grades 1 to 4 must use one dominant medium in the on-site examination. A pencil for initial sketching and necessary supporting tools may be used, but the overall work should be expressed mainly through the chosen medium. Common media include oil pastels, coloured pencils, watercolour, markers, poster colour and graphite pencil.

For Grades 5 to 8, media are unrestricted. Candidates may choose to use one medium or more than one medium / drawing tool in their work. Candidates may work in a single medium or mixed media, but the work must be visually coherent, complete and able to support the expression of the theme.

Unless otherwise stated in the examination notice, reference images, sketchbooks, notes, mobile phones and smart devices, unapproved templates, and fixative or spray adhesive used inside the venue are not permitted.

5.3 Guidance on Reference Works and Thematic Directions

- Grade 1: emphasis on the recognition of three objects, basic shapes, basic colours and completion of the whole picture.
- Grade 2: emphasis on the size relationships of four objects, overlapping and more stable use of colour.
- Grade 3: emphasis on the structure and overlapping of four objects and an initial awareness of perspective.
- Grade 4: emphasis on more complex still life, foreground-middle-ground-background layering, and more mature handling of light, shade and volume.
- Grade 5: emphasis on the transition from still-life observation to thematic creation, building conceptual thinking, picture integration and basic creative development.
- Grade 6: emphasis on more mature thematic development, emotion or narrative, control of media and a more complete visual language.
- Grade 7: emphasis on conceptual deepening, awareness of cultural or social dimensions, a more mature expressive language, and the relationship between the work and the essay.

- Grade 8: emphasis on high originality, integration of technique and concept, a stable personal style, and a more professional overall level of completion.

5.4 Sample Question Arrangements and Thematic Direction Examples by Grade

Grade 1: e.g. an apple, a banana and a paper cup.

Grade 2: e.g. an apple, a banana, a paper cup and a small towel.

Grade 3: e.g. an aubergine, a glass, a green pepper and a dragon fruit.

Grade 4: e.g. a pineapple, a bunch of grapes, a sweet pepper, a glass soda bottle and a cloth.

Grade 5: e.g. A Garden in My Dreams / Underwater Adventure / The Room I Most Want to Live In.

Grade 6: e.g. A Story of Light and Shadow / Dream and Reality / The City After Rain.

Grade 7: e.g. The Passage of Time / Memories of the City / My Distance from Tradition.

Grade 8: e.g. Chaos and Order / Future Symbiosis / Identity and Mask.

6. Portfolio Requirements

The portfolio forms part of the overall assessment and is used to reflect the candidate's regular practice, creative process and overall development. All works must be original works completed within 12 months before the examination date.

6.1 Number of Works Required by Grade

- Grades 1 to 3: the portfolio must contain 3 works.
- Grades 4 to 5: the portfolio must contain 4 works.
- Grades 6 to 8: the portfolio must contain 3 works.

6.2 Information Required for Each Work

- Title of work
- Date of completion
- Medium used
- Dimensions of the work
- Process photographs
- Candidate originality declaration
- Parent or guardian declaration (for under-age candidates)
- Centre or teacher endorsement
- File naming format

6.3 Process Photographs

Each work must be accompanied by at least 2 and at most 5 process photographs, clearly showing the draft or initial composition, middle-stage development, near-complete stage and the finished work.

6.4 Short Statement on the Creative Process

- Grades 1 to 4: no short statement on the creative process is required.
- Grades 5 to 8: each work must be accompanied by a short statement including the theme or purpose of the work, the medium used, a brief account of the process, and self-reflection or technical points.
Recommended length: 50-120 Chinese words; 40-100 English words.

6.5 Media Requirements for the Portfolio

- Grades 1 to 3: the 3 works must use one dominant medium that is the same as, or highly similar to, that used in the examination.
- Grade 4: the 4 works must use one dominant medium that is the same as, or highly similar to, that used in the examination.
- Grade 5: the 4 works may be created in a single medium or in mixed media.
- Grades 6 to 8: the 3 works may be created in a single medium or in mixed media.

6.6 Submission Method

The portfolio must be uploaded in the manner specified in the annual administrative circular for that year. Files must be prepared according to the required naming rules, formats and deadline stated in the notice. Late submission may affect assessment.

7. Art Criticism Essay for Grades 7-8

- Candidates in Grades 7 and 8 must submit an art criticism essay as part of the portfolio assessment component. The art criticism essay accounts for 5% and, together with the portfolio works, makes up the 15% portfolio assessment component.
- Candidates may choose Traditional Chinese, Simplified Chinese or English as the main language of the essay. If a bilingual version is submitted, one version must be designated as the main version for assessment.
- Recommended length: 400-800 Chinese words; 300-600 English words.
- The essay may include the creative concept, thinking behind the theme, reasons for the choice of media, reflection on the creative process, self-evaluation, cultural or art-historical references, and the connection between the work and the candidate's views.
- Relevant artists or works may be cited, but extensive copying of information is not permitted. The assessment focus remains the candidate's own understanding, reflection and expression.
- Generative AI must not be used to write the full essay, rewrite the full essay, generate analytical content, automatically generate reflection, or substantially expand the candidate's ideas. Dictionaries, spell-check, basic grammar-check and general input tools may be used as aids.
- The organiser may conduct text similarity checks, AI-assisted writing review, draft version comparison, oral clarification, teacher or centre verification, and cross-checking with portfolio process evidence.

8. Registration, Examination and Result Arrangements

Registration dates, examination dates, venues, fees, portfolio upload deadline, result release dates and certificate issuance arrangements will be published in the latest examination notice each year. The actual grades open for entry, dates, fees and submission deadlines are subject to the latest examination notice.

8.1 2026 HKEAA Administrative Arrangements

- 2026 examination date: 24 October 2026.
- 2026 registration period: 1 July 2026 to 15 August 2026.
- Online application and required documents are available at www.universalvisualarts.com.
- Candidates aged 18 or above can complete the online application by themselves. Applications for candidates aged under 18 must be submitted by an applicant (parent or guardian) aged 18 or above.
- The examination date, time and venue will be announced upon the issuance of the Admission Ticket. Enquiries regarding examination arrangements made prior to the release of the Admission Ticket will not be entertained.
- Requests for specific examination dates, times or venues will not be accommodated.

8.2 Examination Fees in 2026

Level	Grade	Suggested Age	Fee in 2026
Level 1	Grade 1	Aged 5-6	HK\$1,550
Level 1	Grade 2	Aged 6-8	HK\$1,550
Level 1	Grade 3	Aged 7-9	HK\$1,660
Level 2	Grade 4	Aged 8-11	HK\$1,780
Level 2	Grade 5	Aged 10-13	HK\$2,040

8.3 Supplementary Fees and Change Applications

- Candidates who wish to apply for late entry or change of examination level and grade must submit the application to Universal Visual Arts Assessment Centre on or before 17 August 2026.
- Upon approval, the late entry fee is HK\$538 per candidate.
- The change of examination discipline or grade fee is HK\$349 per candidate.
- All applicable fees must be paid upon approval of the application.
- Change, late entry and fee arrangements are subject to the latest examination notice and official website.

8.4 Admission Ticket and Examination Venue

- The Admission Ticket will be issued to applicants by HKEAA by email about two weeks before the examination date, together with links to notes and regulations regarding the examination. Candidates are required to print and bring the Admission Ticket to the examination venue for identification verification.
- If applicants have not received the Admission Ticket one week before the examination date, they should contact UVAAC by email at info@universalvisualarts.com as soon as possible.
- Upon receipt of the Admission Ticket, applicants or candidates should check and ensure that the listed personal particulars are correct.
- If any misinformation is found, Universal Visual Arts Assessment Centre should be informed in writing immediately. If the candidate's Chinese or English name, date of birth or gender is incorrect, a copy of the identification document must be submitted for amendment.
- Personal particulars on certificates will be printed according to the information on the Admission Ticket. A supplementary fee will be levied if any amendment is made after the examination date and approved.
- The examination will generally be held in the HKEAA San Po Kong Assessment Centre or a school hall/classroom. The Admission Ticket will include the details of the examination venue.

8.5 Examination Rules

- Candidates should arrive at the venue at the designated time and must bring the Admission Ticket and a valid identity document.
- Candidates arriving up to 15 minutes late may be admitted at the discretion of the invigilator according to on-site arrangements. No extra time will normally be granted. Candidates arriving more than 15 minutes late will generally not be admitted.
- Candidates must not talk to or exchange items with other candidates during the examination.
- Reference images, notes or electronic devices must not be used unless approved.
- If a candidate needs to leave the seat temporarily, use the toilet, or feels unwell, the invigilator must be informed first.
- Candidates must stop drawing immediately when instructed to stop.
- Candidates are advised to arrive 30-45 minutes before the start of the examination to complete registration procedures.
- Mobile phones, smart watches, tablet computers and other electronic devices must not be used during the examination. If brought into the venue, they must be switched off or stored in accordance with the invigilator's instructions.
- Only candidates are allowed to enter the examination venue. Parents and guardians are not allowed to accompany candidates to the floors of the examination venue or remain on the school campus or within the premises of the examination venue.
- In the event of adverse weather, extreme conditions, emergency government announcements or other force majeure events, the organiser or HKEAA may change, postpone or cancel the examination and will announce arrangements through the official website, email or other official channels.

9. Result Services and Certificate Verification

9.1 Types of Result Documents

- Result Notification: showing the overall result and related administrative information.
- Certificate: the official certificate issued to candidates who achieve Pass or above, carrying an individual anti-fraud number.
- Replacement Documents: including replacement certificates or replacement result statements.

9.2 Result Release and Dispatch Arrangements

- Examination results will be issued by Universal Visual Arts Assessment Centre within one month after the examination.
- Candidates who achieve Pass or above will receive an official certificate. Certificates will be issued by Universal Visual Arts Assessment Centre approximately two months after the release of results.
- Notices regarding the mailing of certificates will be posted on the official website or relevant webpage.
- Applicants or candidates who have not received result notifications or certificates should contact Universal Visual Arts Assessment Centre.

- If an applicant changes correspondence address or contact number, the applicant must immediately inform Universal Visual Arts Assessment Centre by email at info@universalvisualarts.com and attach a copy of the candidate's Admission Ticket for verification.
- The certificate will clearly state the candidate's name, examination grade and result grade. Each certificate carries an individual number for verification purposes.
- The certificate for this examination is issued by Training Qualifications UK (TQUK). The specimen certificate, verification method and related arrangements are subject to the latest official announcements.

9.3 Available Result Services

The following result services are processed by the organiser upon application. The actual fees, procedures and required documents are subject to the official website or the annual administrative notice.

9.4 Marks Check and Marking Review

A marks check is mainly used to confirm whether the addition of marks, calculation, transcription and data input are correct. A marking review is mainly used to confirm whether marking has been carried out in accordance with the official assessment standards, and does not amount to re-marking, re-creating the work, or generating a completely new result. If a candidate or parent wishes to challenge the result further, the formal appeal procedure should be followed.

9.5 Replacement of Certificates

If a certificate is lost, damaged, or a duplicate copy is required, an application for replacement may be made to the organiser. Identity details, original examination records and the relevant administrative fee may be required. The format, notation and issue time of the replacement document are subject to the administrative arrangements of the relevant year.

9.6 Certificate Verification

Schools, organisations or parents who need to verify the authenticity of a certificate may submit a verification enquiry to the organiser. The candidate's name, examination grade, examination year and document number should be provided. The organiser may check the internal records and confirm whether the document is consistent with the records on file. Unauthorised third-party platforms or self-altered documents do not constitute valid proof of verification.

9.7 Application Time Limits and Response Standards

Service Item	Application Time Limit	Response Time
Correction of details	Within 14 days after result release	Within 10 working days after receipt of complete information
Marks check	Within 14 days after result release	Within 15 working days after receipt of complete information
Marking review	Within 14 days after result release	Within 20 working days after receipt of complete information
Formal appeal	According to the deadline stated in the annual administrative notice	Replied to in stages according to the appeal procedure
Replacement certificate application	May be submitted at any time	Within 20 working days after receipt of complete information
Certificate verification enquiry	May be submitted at any time	Within 10 working days after receipt of complete information

9.8 Application Method

The relevant application forms, replacement fees, verification enquiry fees and processing arrangements will be published on the official website or in the latest examination notice. For enquiries, please email info@universalvisualarts.com or visit www.universalvisualarts.com.

10. Appeals, Complaints, Malpractice and Maladministration

10.1 Appeals Policy

- Purpose: to explain how candidates or parents may raise a formal appeal if they have concerns about result handling, procedures or marking outcomes.

- Scope: applies to all candidates who have formally entered and completed the examination.
- Types of appeal: errors in mark handling, procedural irregularities, and marking review according to the established rules.
- The administrative fee for each appeal is HK\$300. Fees paid are non-refundable.
- Appeals must be submitted within the time limit stated in the annual administrative notice. Late applications will generally not be accepted unless there are special circumstances supported by reasonable evidence.
- The organiser will acknowledge receipt within 5 working days. A formal review will be carried out by a person other than the original marker. The whole process must be completed within 28 working days of receipt, and the result will be notified in writing.
- The appeal procedure does not include re-sitting the examination, re-creating the work, or re-submitting works. The review will be based on the original examination work, portfolio materials and related examination records.
- An appeal does not guarantee an upward adjustment of the result and may result in the original result being maintained.

10.2 Complaints Policy

- Purpose: to explain how complaints relating to administrative services, communication arrangements, staff conduct or the examination experience will be handled.
- Scope: applies to candidates, parents, teachers and partner centres.
- Complaints concern services and arrangements, whereas appeals concern results and assessment procedures. If a complaint concerns a dispute about results, it will be transferred to the appeal procedure.
- The organiser will acknowledge receipt within 5 working days and provide an initial response within 14 working days. Where more detailed investigation is required, a final response will be provided within 28 working days.
- All complaints will be handled fairly, respectfully and confidentially.

10.3 Malpractice and Maladministration

- Examples of candidate malpractice include plagiarism, impersonation, submission of work not produced by the candidate, use of unauthorised materials or tools in the examination, undeclared improper use of artificial intelligence, fabrication of portfolio process evidence, and bringing completed drafts, compositional sketches, colour studies, reference images or any pre-prepared creative materials into the examination venue.
- Centre maladministration includes, but is not limited to, incorrect registration data, improper invigilation, improper retention of documents, inadequate authentication of portfolios, and insufficient security of examination materials.
- Where suspicious circumstances are identified, the organiser may require additional evidence or oral clarification. Candidates have the right to know the nature of the allegation and to submit a written statement.
- Possible penalties include warning, mark deduction, disqualification, result invalidation, withholding of certification, suspension of the centre's entry rights or suspension of the centre's participation rights.
- If a candidate disagrees with a malpractice decision, the appeals policy may be followed.

11. Reasonable Adjustments, Special Consideration and Child Protection

11.1 Reasonable Adjustments Policy

- This policy is intended to support candidates with known learning needs or physical needs to take the examination on a fair basis.
- It applies to candidates with supporting documentary evidence of special learning or physical needs.
- Applications for reasonable adjustments must be submitted at least 21 days before the examination, together with the required supporting evidence.
- Possible arrangements may include extra time, seat adjustment, lighting support or other appropriate support.
- All applications will be considered on the basis of individual need and the principle of fairness in the examination. The core requirements of the examination must not be changed because of the adjustment.

11.2 Special Consideration Policy

- This policy is used to deal with unforeseen circumstances arising before the examination, after the examination, or on the examination day.

- Applicable situations include illness, injury, bereavement, examination venue incidents or other serious circumstances affecting the candidate's performance.
- Applications must be submitted within 7 working days after the examination together with reasonable supporting evidence.
- Special consideration does not guarantee an adjustment to the result. The organiser will make a judgement based on the evidence and the actual impact. It does not mean automatic mark adjustment or automatic passing.

11.3 Child Protection Policy

- This policy is intended to safeguard the safety, dignity and basic rights of under-age candidates. All personnel involved in the examination have a duty to provide a safe examination environment.
- It applies to all under-age candidates and all personnel who come into contact with them.
- Emergency contact details must be retained.
- Anyone who has concerns about the safety or welfare of an under-age candidate may report them by email to info@universalvisualarts.com or orally to any member of staff present. All reports will be taken seriously and handled confidentially.

12. Data Retention and Privacy, Use of Candidate Works and Disclaimer

12.1 Disclaimer and Fee Policy

- Neither Universal Visual Arts Assessment Centre nor HKEAA shall be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, adverse weather, epidemic, governmental action or intervention, riot or any other cause not reasonably foreseeable and beyond the reasonable control of Universal Visual Arts Assessment Centre or HKEAA.
- HKEAA, including its contractors and subcontractors, shall not be liable to anyone claiming for any damages which are caused by, arising from or otherwise related to the failure of staff members, examination personnel or examination centres to comply with examination regulations, policies or procedures.
- All examination fees and supplementary fees paid are non-refundable and non-transferable from one examination to another, from one candidate to another, or for any other purposes unless otherwise expressly stated by the organiser.

12.2 Data Retention and Privacy Policy

- Personal data of candidates are used by HKEAA and Universal Visual Arts Assessment Centre (the Examination Board) for the delivery of examination and assessment services. Providing the requested personal data is voluntary. If any required data are not provided, or if any data are inaccurate or incomplete, HKEAA and the Examination Board may not be able to accept the entry or provide all or part of the examination and assessment services.
- Candidate data may be used for registration, identity verification, examination administration, access arrangements, result processing, certificate issuance, certificate verification, quality assurance and compliance purposes. At the time of registration, candidates must provide their name, date of birth, identity document details such as Hong Kong Identity Card or valid passport, contact number, email address, and, where applicable, the contact details of the parent or guardian of an under-age candidate.
- Candidate data may also be used, where applicable, to assist tertiary institutions or government / public organisations in admissions, scholarship or financial-assistance requests, to certify examination results in response to legitimate requests, to process refunds or payments, to conduct educational research and analysis in anonymous form, and to market the services and products of the Examination Board subject to consent.
- HKEAA and the Examination Board may transfer candidates' personal data between them and to third parties, whether in or outside Hong Kong, including government / public organisations, regulatory bodies, schools and educational institutions, banks, and administrative or technical service providers, for the above or directly related purposes.
- In general, upon completion of an examination or examination series and all related examination services, HKEAA will transfer the relevant data to the Examination Board, which will then assume full control of such data. Candidates should then approach the Examination Board directly for personal data or information-handling policies if necessary.

- Administrative and invigilation records, marking and quality assurance records, and records of dispute cases will generally be kept for at least 24 months. Records relating to results, certificates and verification may be retained for a longer period as required for examination and verification purposes.
- Candidates have the right to enquire about and request correction of the personal data held by the organiser. To the extent permitted by law, candidates may request deletion of personal data that no longer needs to be retained. For access to or correction of personal data, please contact info@universalvisualarts.com.

12.3 Use of Candidate Works and Authorisation

- Where images of candidate works are to be used for teaching examples, publicity or publication, the organiser must first obtain written consent from the candidate or, in the case of an under-age candidate, the parent/guardian.
- The registration form will include separate consent boxes for the candidate or parent/guardian to confirm whether they agree to the organiser's use of images of the candidate's works for teaching, publicity or publication purposes, and whether they agree to the organiser's transfer of candidate data to TQUK for certificate application and verification purposes.
- Universal Visual Arts Assessment Centre reserves the right to amend the examination date, time, venue, administrative arrangements and related procedures where necessary.

13. Marking, Review, Standardisation and Centre Governance

13.1 Marking, Review and Standardisation

- All assessment materials must be processed using candidate numbers so that markers do not see candidate names or centre names.
- Each assessment material must be marked independently by two markers.
- If the difference between the two markers exceeds 8 marks, a third marker must act as the adjudicator.
- Before each examination cycle, all markers must complete training on the marking standards, alignment using sample works, borderline case calibration, and conflict of interest declaration.
- The organiser must retain marking sheets, review records, discrepancy adjudication records and final result confirmation records.
- All marking sheets must be used in accordance with the officially approved assessment items and the formal Rubrics. Assessment categories and marking principles must not be altered without authorisation.

13.2 Marker Recruitment and Training Policy

- Markers must complete the designated marker training and standardisation procedures for this examination, and must be confirmed by the organiser as meeting the marking requirements.
- Markers should have experience in art teaching, assessment or relevant professional practice, and must carry out marking in accordance with the official standards and relevant marking requirements.
- Where TQUK-related training or confirmation procedures are involved, they will be carried out according to the formal arrangements of the relevant year.
- The organiser will arrange marking criteria training, sample alignment and standardisation work. All markers must complete the standardisation training for the relevant examination cycle each year before they may participate in formal marking.

13.3 Centre Governance and Examination Operations Control

- All centres must have suitably qualified and experienced personnel, quality assurance procedures, internal verification and standardisation procedures, security measures for assessment materials, data protection measures, a conflict of interest declaration system, mechanisms for reasonable adjustments and special consideration, and procedures for handling appeals and complaints.
- All personnel involved in examination work must possess academic qualifications, experience and training commensurate with their responsibilities, and records must be retained of curriculum vitae or qualification documents, training records, appointment records and declarations of conflict of interest.
- A seating plan must be retained for every examination session, showing candidate numbers, seat numbers and invigilation zones, and must be kept for not less than 24 months.
- Every examination session must use a standard invigilator script. Any irregularity must be recorded on an incident report form.

- Material checks must be conducted before the examination begins. For every late arrival, the arrival time, whether admission was granted, and the invigilator's signature must be recorded.
- Whenever a candidate leaves the room to use the toilet, the time of leaving, time of return, whether accompanied, and any special remarks must be recorded.
- If illness, emotional distress, sudden disruption, noise incident or spillage of media occurs during the examination, it must be dealt with and recorded according to the established procedure.
- In the event of fire, power failure or a serious incident, the centre must immediately suspend the examination, evacuate safely, protect question papers and works, record the point of interruption, and the Chief Examiner or authorised person will decide whether the examination should resume, be extended or be re-run.
- At the end of the examination, works must be collected, checked, recorded, sealed and handed over with proper transfer records. Audit records must be retained for all digital portfolio uploads.
- Where video recording arrangements are in place for that year, the entire examination session will be recorded for fairness, security and dispute handling. The recordings may only be accessed by authorised personnel.

14. Contact Information

For any enquiries about registration, examination arrangements, portfolio requirements, result services or document requirements, please contact the organiser or the entry centre.

Universal Visual Arts Assessment Centre

Email: info@universalvisualarts.com

Website: www.universalvisualarts.com