

## Guidelines on How to Apply for Checking of Assessment Results via MyFuture

### Important Notes:

- 1) An application fee of **HK\$500** will be charged for checking assessment results of **EACH** course. The fees charged are non-refundable unless the applicant receives an upgrade in his/her final grade for the course.
- 2) The course(s) applied for checking of assessment results will be checked for procedural irregularity or technical error (e.g. errors in the recording, collating or aggregation of marks/grades) in the determination of the final course grade(s).
  - a) For Examination component: the examination script and marksheet will be checked for procedural/technical errors such as arithmetical errors, unmarked questions and wrong mark entries;
  - b) For Continuous Assessment component: unmarked assignments<sup>#</sup>, arithmetical errors and wrong mark entries in the marksheet will be checked.
- 3) The checking of assessment results does not entail academic re-assessment of any materials or coursework presented by students.
- 4) Students who decide to make an application for checking of assessment result should note that the outcome of upgrading and downgrading of the final course grade is equally possible.
- 5) The College Office will notify students of the checking results by email normally around three weeks from the date of receiving the application. However, it may take at least four weeks for courses offered by the Faculty of Science of HKU.
- 6) The decision reached after the checking shall be final.
- 7) For enquiry, please contact Examination Team at 3762 2372.

*# only for those assignments which have been submitted to the lecturer on or before the designated deadline but are found being lost/unmarked.*

### Notes for Online Application Procedures:

**(1) The online application should be operated via Google Chrome.**

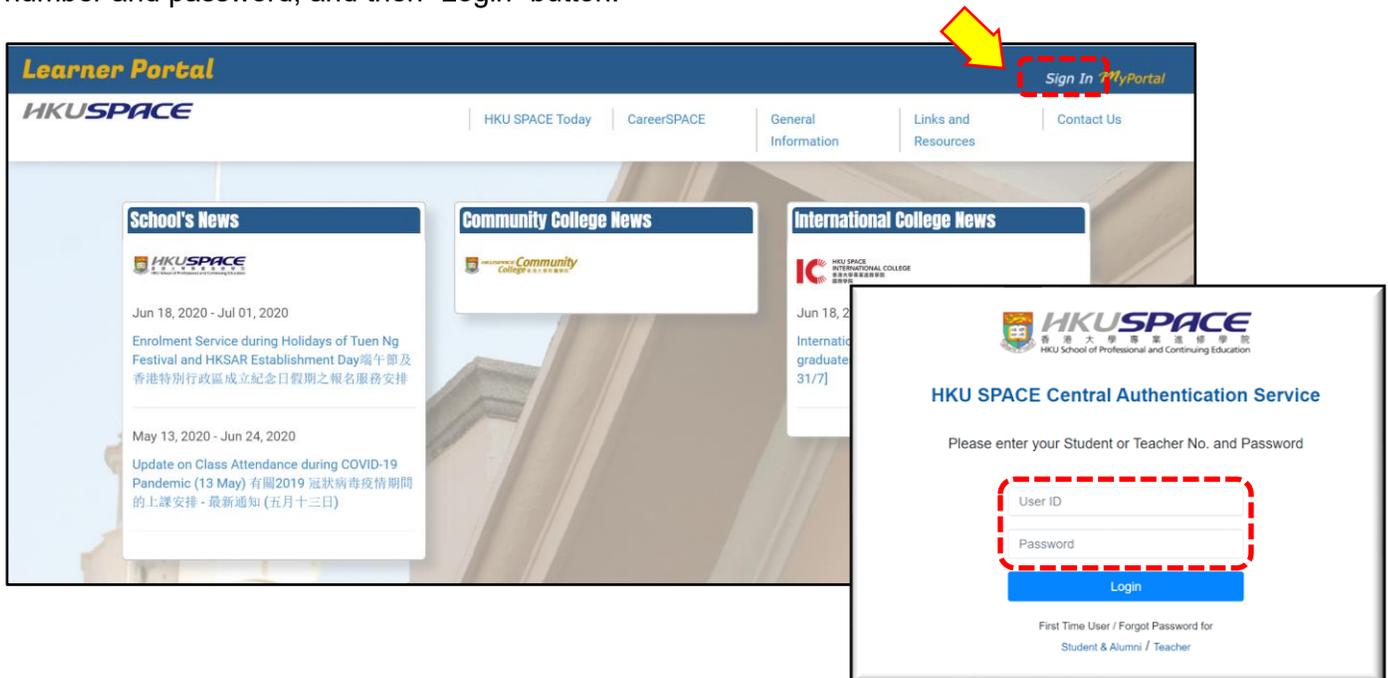
**(2) The payment transaction will pop-up in a separate window. In case you click on a button or a link but nothing happens, please check if the address bar is marked Pop-up blocked. If that is the case, you need to turn off the pop-up blocker to allow pop-ups.**

**(3) Application fee can be paid by VISA, Mastercard or PPS.**

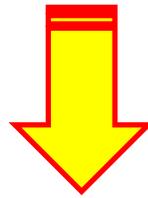
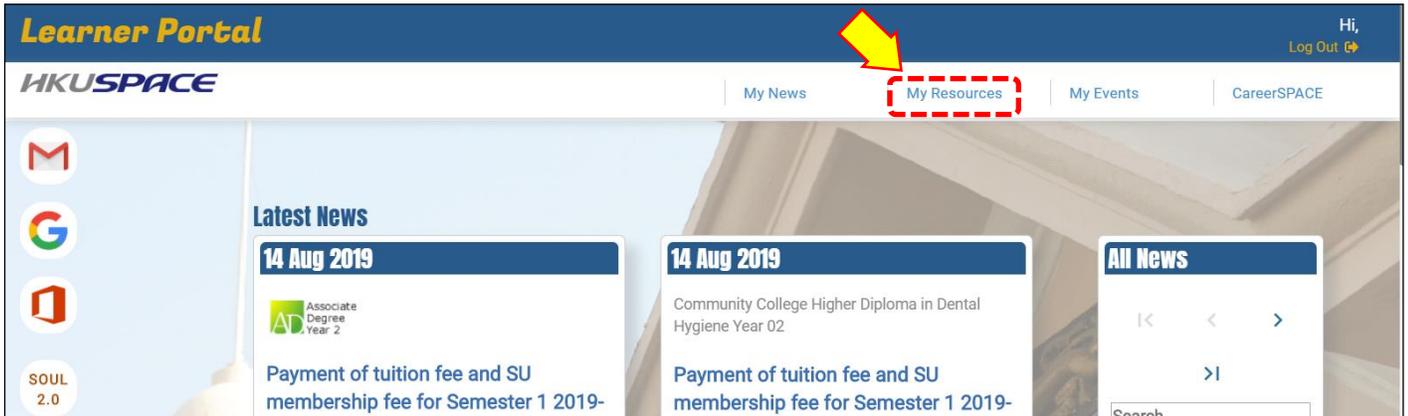
Step 1 – For applying checking of assessment results, please access to **MyFuture** via **Learner Portal**. By clicking the “Learner” at the HKU SPACE CC website (<http://hkuspace.hku.hk/cc>), you will be directed to the **Learner Portal** login page.



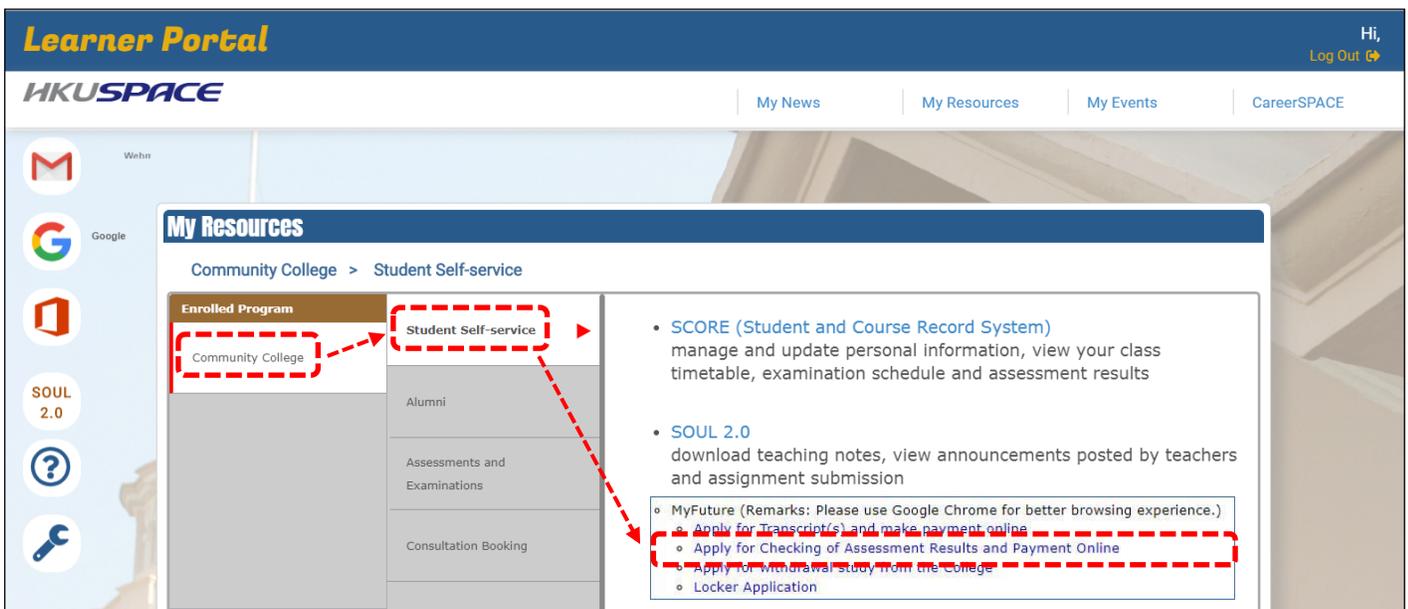
Step 2 – In the login page of **Learner Portal**, click “Sign In” button. To login, type your Student ID number and password, and then “Login” button.



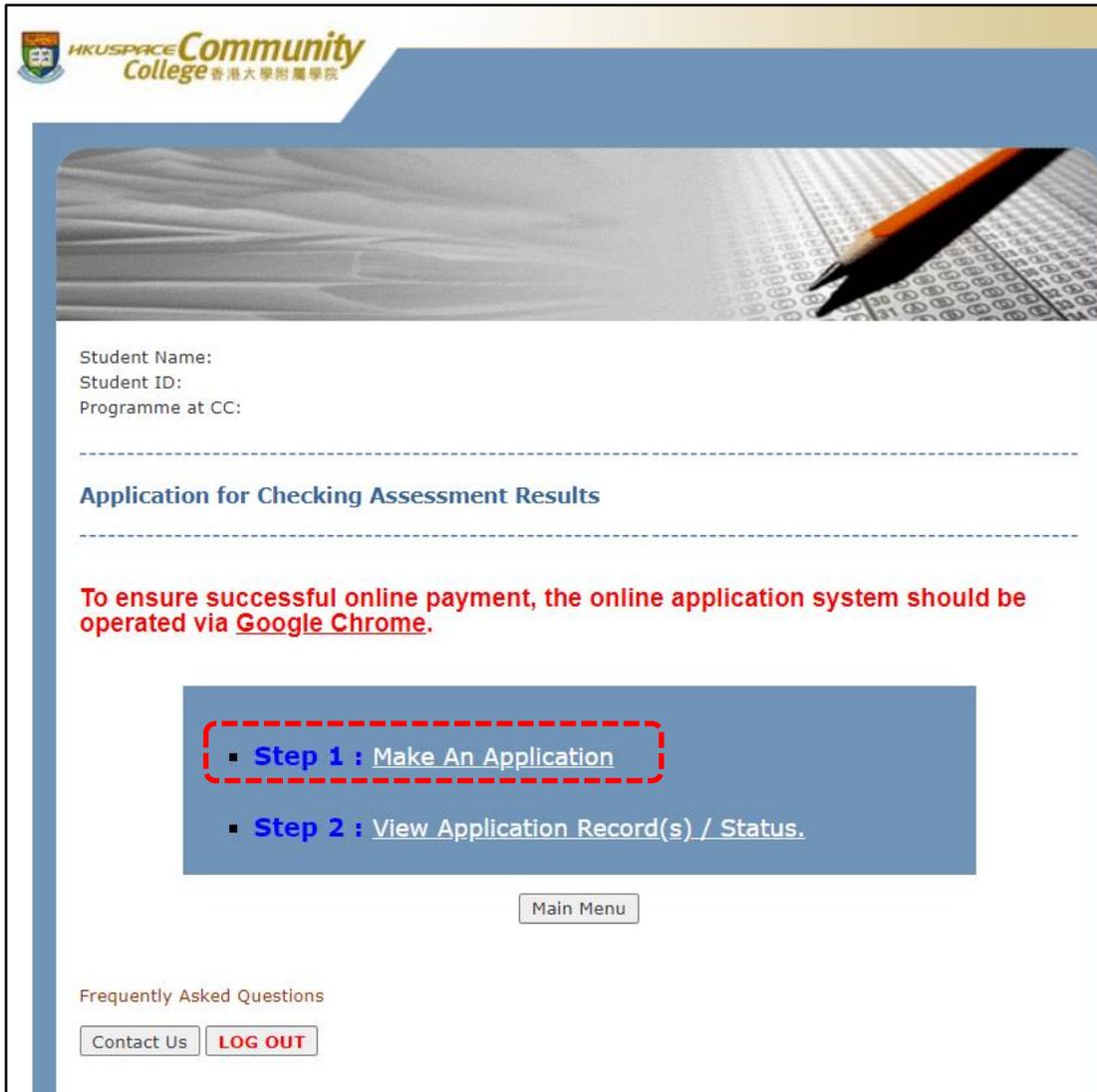
Step 3 – In the **Learner Portal**, go to “My Resource” tab and then click the paths ([Community College > Student Self-service > MyFuture](#)) to access **MyFuture**.



Step 4 – Under the section of MyFuture, select the link of “Apply for Checking of Assessment Results and Payment Online”



Step 5 – You will be diverted to the page of “Application for Checking Assessment Results”, click the link “Make An Application”.



 HKUSPACE Community College 香港大學附屬學院

Student Name:  
Student ID:  
Programme at CC:

---

**Application for Checking Assessment Results**

---

**To ensure successful online payment, the online application system should be operated via Google Chrome.**

- **Step 1 : Make An Application**
- **Step 2 : View Application Record(s) / Status.**

[Main Menu](#)

Frequently Asked Questions

[Contact Us](#) [LOG OUT](#)

Step 6 – Read the Notes and Application Procedures. Click the checkbox to confirm you have read through and accept the notes.

---

#### Notes and Application Procedures

1. Completed applications should reach the College Office **within 7 calendar days from the release date of assessment results.**
2. An application fee of **HK\$500** will be charged for checking assessment results of **EACH** course. The fees charged are non-refundable unless the applicant receives an upgrade in his/her final grade for the course.
3. The course(s) applied for checking of assessment results will be checked for procedural irregularity or technical error (e.g. errors in the recording, collating or aggregation of marks/grades) in the determination of the final course grade(s).
  - a. For Examination component: the examination script and marksheet will be checked for procedural/technical errors such as arithmetical errors, unmarked questions and wrong mark entries;
  - b. For Continuous Assessment component: unmarked assignments<sup>‡</sup>, arithmetical errors and wrong mark entries in the marksheet will be checked.
4. The checking of assessment results does not entail academic re-assessment of any materials or coursework presented by students.
5. Students who decide to make an application for checking of assessment result should note that the outcome of upgrading and downgrading of the final course grade is equally possible.
6. The College Office will notify students of the checking results by mail normally around three weeks from the date of receiving the application. However, it may take at least four weeks for courses offered by the Faculty of Science of HKU.
7. The decision reached after the checking shall be final.

*‡only for those assignments which have been submitted to the lecturer on or before the designated deadline but are found being lost/unmarked.*

Please Click to Continue

I have read through and accept the notes indicated above.

[Back](#) [Main Menu](#)

Step 7 – After clicking the checkbox to acknowledge the notes, you may fill in the course(s) information to be applied for checking of assessment result(s).

Please Click to Continue

I have read through and accept the notes indicated above.

**Course(s) to be Checked**

Course	Course Code	Course Name	Grade Obtained
<input type="checkbox"/> 1.			
<input type="checkbox"/> 2.			
<input type="checkbox"/> 3.			
<input type="checkbox"/> 4.			
<input type="checkbox"/> 5.			
<input type="checkbox"/> 6.			

No. of Course(s) Amount : 0

**Important Note:**

Please **DO NOT** close the payment browser (**pop up browser**) during the transaction process.

The payment browser (**pop up browser**) will be closed automatically once the transaction has completed.

(It may take a few minutes.)

In case the online payment cannot be successfully processed due to Internet interruption/ disconnection, the system will cancel the unsuccessful transaction momentarily. Please capture the screenshot of system error for record and try again **10 minutes later**.

Frequently Asked Questions

7.1 Click the checkbox

7.2 Key in the following information:  
> Course code  
> Course name  
> Grade obtained

7.3 Number of course(s) to be applied

7.4 Total amount of application fee to be paid (Note: HK\$500 per course)

7.5 **DO NOT** close the pop up browser during the transaction process.

7.6 Select the payment method to pay the application fee.

Step 8 – After select the payment method, a confirmation page will pop up. If the information is correct, press “OK” button to confirm. When you see a pop-up window reminding you **NOT to close the pop up browser during the transaction process**, press the “OK” button to carry on the payment transaction.

cc8.hkuspace.hku.hk says  
--- Please check the details of your online payment ---  
Type of Online Payment : Checking of Assessment Results  
No. of Course(s) : 2  
Amount : 1000  
Do you want to continue ?  
OK Cancel

cc8.hkuspace.hku.hk says  
\*\*\*\*\*  
Please DO NOT close the payment browser (pop up browser) during the transaction process.  
\*\*\*\*\*  
The payment browser (pop up browser) will be closed automatically once the transaction has completed.  
Do you confirm and want to continue?  
OK Cancel

Step 9 – Check the payment amount and press “Confirm” to proceed the payment.

**HKUSPACE**  
香港大學專業進修學院  
HKU School of Professional and Continuing Education

### Select Your Payment Method

After clicking 'Confirm', you will be diverted to the payment gateway. Please have your credit card or PPS internet account information ready.

Name:	TEST ACCOUNT
Payment Item:	Application for Checking of Assessment Results for AD/DFS
Payment Method:	PPS
Amount:	1000.00
Payment Reference No.:	51548666
Remark:	

If you do not have a PPS account yet, please DO NOT select PPS as your payment method. For information on how to open a PPS account and how to set up a PPS Internet password, please visit <http://www.ppskh.com>

Cancel Confirm

Step 10(a) – If you choose to pay by PPS, enter your PPS Account Number and PPS Internet Password and click the “Submit” button.

You **must read** the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement before clicking "Submit" for payment. For PPS Services General Terms and Conditions of Use, please browse [ppshk.com](http://ppshk.com)

**Merchant Name:** HKU SPACE  
**Reference Number:** IPG2000003553  
**Amount (HK\$):** 1000.00  
**8-digit PPS Account Number or PPS Account Name \* :**   
**PPS Internet Password:**

I have read and hereby accept the PPS Services General Terms and Conditions of Use. PPS customers will receive SMS alert on every successful payment made to the merchant categories of "Credit Services" & "Securities Broker".

**Submit** **Cancel**

\*If you don't have a PPS account yet, you may create your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#).

Step 10 (b) – If you choose to pay by credit card, enter your credit card number, expiry date and the 3-digit card verification number and click the “proceed” button.

**BEA 東亞銀行** EN | 繁 | 簡

Amount: **HKD 500.00**  
 Merchant: HKU Space  
 Invoice Number: ICR2200002141

Press your payment method to pay.

Card Type **VISA**

« Cancel, and return to HKU Space

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd. **Jetco**

Your payment instruction will be securely transmitted to the bank for authorisation.

---

**BEA 東亞銀行** EN | 繁 | 簡

Amount: **HKD 500.00**  
 Merchant: HKU Space  
 Invoice Number: ICR2200002141

**Card Information**  
 Enter your card information.

Card Type:

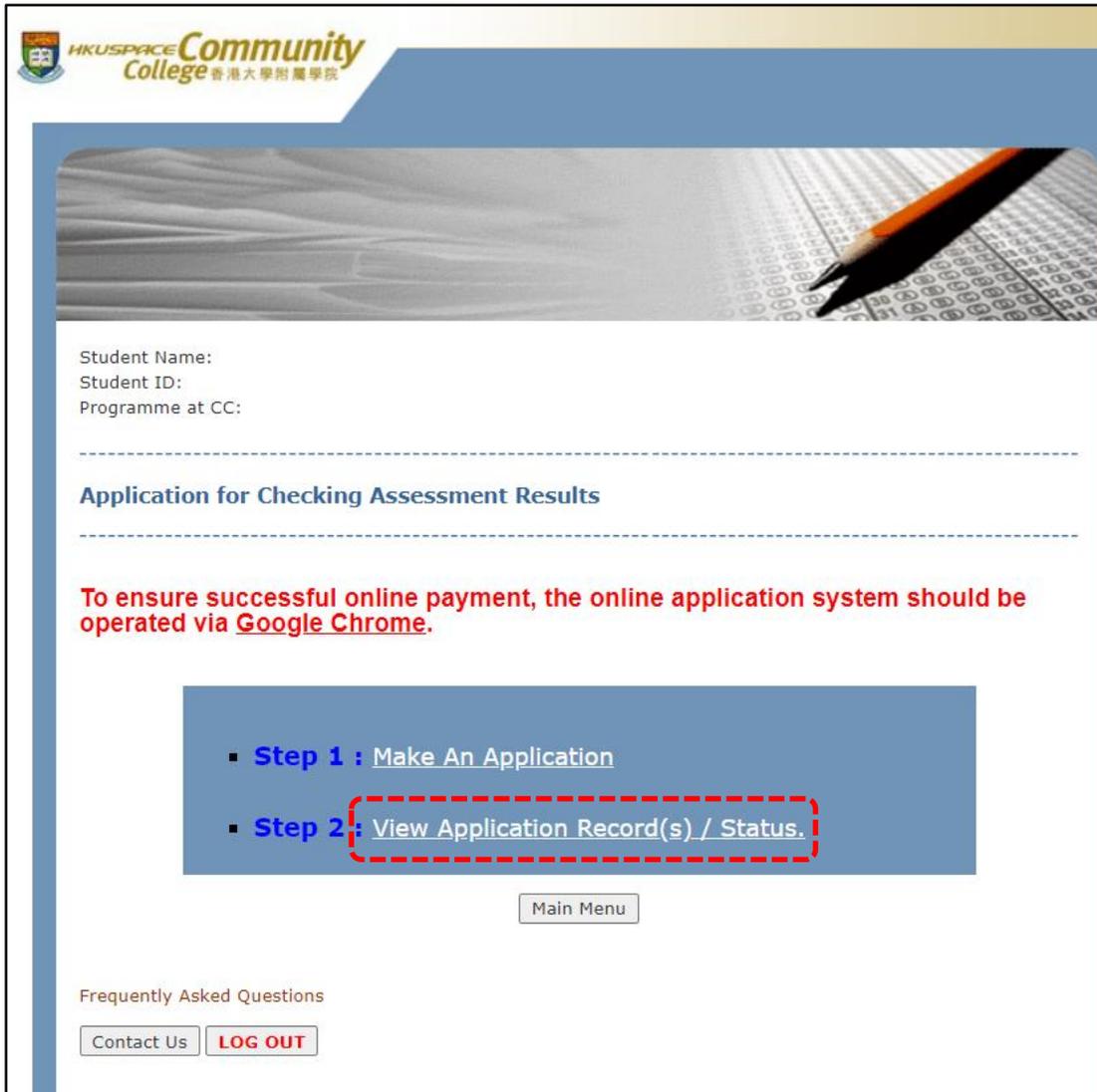
Credit Card Number:  -  -  -

Expiry Date: MM  YYYY  Card Verification Number:  [What is this?](#)

**Pay Now**

« Cancel, and return to HKU Space

Step 11 – If your payment is accepted, you will be diverted to the home page. Select “View Application Record(s) / Status” to check your application record.



 HKUSPACE Community College 香港大學附屬學院

Student Name:  
Student ID:  
Programme at CC:

---

**Application for Checking Assessment Results**

---

**To ensure successful online payment, the online application system should be operated via Google Chrome.**

- **Step 1 :** [Make An Application](#)
- **Step 2 :** [View Application Record\(s\) / Status.](#)

[Main Menu](#)

Frequently Asked Questions

[Contact Us](#) [LOG OUT](#)

Step 12 – If your payment is accepted, the payment status will change to “Paid” and a Reference No. will be shown respectively. Click the Reference No. to check the application details.

Click the "Ref.No." to check the details of application status.

Type of Online Payment	No. of Application	Amount	Application Date	Payment Status	Ref. No.
Checking Assessment Results	2	\$ 1000	2020-06-12	Pending	51548666

[Make Another Payment](#)

Click the "Ref.No." to check the details of application status.

Type of Online Payment	No. of Application	Amount	Application Date	Payment Status	Ref. No.
Checking Assessment Results	2	\$ 1000	2020-06-12	Paid	51548666

[Make Another Payment](#)

**Payment Record**

Student Name:  
Student ID:  
Programme at CC:

---

**Applications Details**

Type of Payment : Checking Assessment Results  
 Amount : \$ 1000  
 Date of Payment : 2020-06-12 18:22:32  
 Method of Payment : PPS  
 Status of Payment : **Paid**  
 Payment Receipt No. : 0000700753  
 Ref. No. : **51548666**

Course Code	Course Name	Grade Obtained	Application Status
CCBS4009	Business 4009	C-	Submitted
CCMA4009	Maths 4009	B	Submitted

[Make Another Payment](#) [Back](#)

--- END ---