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| The Hong Kong Statistical Society Accreditation Office,  c/o HKU School of Professional and Continuing Education,  Rm 313, 3/F, Admiralty Centre, 18 Harcourt Rd, Hong Kong. Tel: (852) 3761-1121                Fax: (852) 2527-0489 Email: [exam@hkss.org.hk](mailto:exam@hkss.org.hk)      Website: <http://www.hkss.org.hk> | **HONG KONG STATISTICAL SOCIETY** |

# APPLICATION FOR ACADEMIC ASSESSMENT - ORDINARY CERTIFICATE

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| Membership  Category | | 🞎 Full  Member | | | 🞎 Student  Member | | | | | |  | | | | | | |
| Title | | \* Mr/Mrs/Miss/Ms/Other | | | | | HKID No. Please specify if other document | | | | | | | |  | | |
| Surname | |  | | | | | Other Names | | | | |  | | | | | |
| Date of Birth | |  | | | | | Email 🞎# | | | | |  | | | | | |
| Address | |  | | | | | | | | | | | | | | | |
| Telephone | |  | | Mobile Phone | | | | |  | | | | | Fax | | |  |
| Academic / Professional Qualifications (use separate sheet if insufficient space) | | | | | | | | | | | | | | | | | |
|  | Qualification | | Subject(s) Taken | | | Grade | | Year | | Awarding Body | | | | | | Documentary proof of relevant qualification attached see Note 3 | |
| 1 |  | |  | | |  | |  | |  | | | | | |  | |
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| 3 |  | |  | | |  | |  | |  | | | | | |  | |
| ***\*\* Please complete the Appendix by matching the subject(s) you have taken with the 2017 Ordinary Certificate syllabus*** | | | | | | | | | | | | | | | | | |
| Payment Method see Note 2 | | 🞎 Attached crossed cheque No: | | | | 🞎 Attached bank draft No: | | | | | | | 🞎 Attached original bank receipt for deposited amount | | | | |
| For acknowledgement of receipt of this form by the Society, you are required to enclose in addition a self-addressed stamped envelope. Please indicate whether acknowledgement is required: 🞎 Yes, a self-addressed envelope is enclosed 🞎 No | | | | | | | | | | | | | | | | | |

#: Please tick the box if you want to receive the notification letter of the assessment result by email.

Notes for filling in this form:

1. The main purpose the academic assessment services provided by the Hong Kong Statistical Society is to facilitate application of professional membership of the Society. In case any qualification is assessed to be equivalent to certain level of the 2017 examination organised by the Society, such assessment should not be regarded as a proof of additional academic qualification.
2. If you wish to apply for academic assessment, please fill in and return this form.
3. You are advised to enclose with it as much supporting evidence as possible. You must provide photocopy of transcript and/or certificates/diplomas. Do not send any originals. You must in any case provide a detailed breakdown of your course(s), showing clearly the statistical and mathematical units you have studied. Detailed syllabuses should be submitted. If you have previously been assessed by the Hong Kong Statistical Society (or by the Royal Statistical Society), please provide documentary proof of all previous assessment(s).
4. On receipt of the information, an assessment will be made and you will be notified accordingly.
5. Personal data provided will be solely used for the purpose of application, and in this connection the data will be handled by the HKSS and other authorized organizations or agencies only.
6. Complete each item in BLOCK LETTERS and use BALL PEN only.

Charges:

1. A non-refundable administration fee of $400 for each application will be charged when you submit this application form. Exact amount should be paid by crossed cheque or bank draft made payable to “Hong Kong Statistical Society” or by depositing into the Society’s HSBC bank account (A/C number: 110-479482-002). The crossed cheque or bank draft or the original bank receipt should be submitted together with the application form. No cash will be accepted.
2. Applicants will be notified of the assessment results by mail or email. If it is assessed that the qualification possessed by applicants is equivalent to certain level of the 2017 examination organised by the Society, the applicants may choose to submit further fees for obtaining a documentary proof for the assessment at the following scale:

Certificate of Academic Assessment fee

a) Ordinary certificate : Modular form $200 per module

b) Higher certificate : Modular form $250 per module

1. Fees mentioned in this form are subject to review/adjustment.

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| Signature |  | Date |  |

**Appendix**

**ORDINARY CERTIFICATE IN STATISTICS**

**MODULE 1: Collection and Compilation of Data**

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| **Syllabus** | **Please indicate below the matching subjects / courses that you have taken** |
| The origin, use and interpretation of published or administrative data. |  |
|  |
| Elementary ideas of sampling methods. Definitions of population and sampling frame. Methods of selecting samples (including practical problems) and implications of sample size: simple random sampling, systematic sampling, cluster sampling, quota sampling, stratified random sampling and multi-stage sampling. |
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| Pilot surveys, censuses, sample surveys, personal interviews, self-completion questionnaires, postal and telephone enquiries. Serial surveys - longitudinal or cross-sectional. Problems arising in the collection of data, dropouts, late returns, 'freak' values and their treatment, ‘cleaning’ data. |
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| Non-sampling errors. Identification and inter-pretation of bias error (e.g. from non-response, errors in defining the population, enumerator distortion, etc). |
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| Design of simple questionnaires and forms for collection of data. Formulation, classification and coding of questions, including verification. Making questionnaires suitable for data processing and analysis; use of missing value codes. |
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| Distinction between observational and experimental studies. |
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| Use of computers for data storage and retrieval. |

MODULE 2: Analysis and Presentation of Data

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| **Syllabus** | **Please indicate below the matching subjects / courses that you have taken** |
| Use of rough checks for order of magnitude and leading digits in results. |  |
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| Approximation, limits of accuracy, rounding and accuracy of recording. Percentages, ratios, rates and linear interpolation. Distinction between discrete and continuous data. |
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| Construction and uses of frequency tables for one or more variables and contingency tables. Tables for presenting collections of results together with summary tables of frequencies, relevant averages, standard deviations, etc. |
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| Graphs and diagrams, their use in analysis and presentation. Construction, uses and limitations of scatter diagrams, time charts, stem and leaf diagrams, histograms, bar charts, pie charts, frequency and cumulative frequency curves and boxplots (box and whisker plots). |
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| Sample measures of location and dispersion. Arithmetic mean, median, mode, percentiles, range, inter-quartile range, variance, standard deviation, coefficient of variation; their uses and limitations as measures; their calculation from frequency tables and raw data; graphical methods of estimation. Distinction between inter- and intra-subject variation. |
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| Identification of outliers in a data set, and appreciation of  steps that may be taken to deal with them. |
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| Probability as a measure of uncertainty. Link between probability and relative frequency. Allocation of probabilities in 'equally likely' cases. Mutually exclusive events. Independent events. Addition and multiplication of probabilities with simple applications. Use of Venn diagrams and tree diagrams. |
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| Calculation of least squares regression line and its interpretation. Correlation as a measure of linear association between two variables. Product-moment correlation coefficient.  Spearman's rank correlation coefficient. |
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| Simple moving averages for detecting trends and for smoothing time series. Seasonal data. |
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| Knowledge of weighted forms of moving average. |
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| Simple and weighted averages of price relatives. Construction of aggregate (Paasche, Laspeyres and Fisher) averages. Simple chain-based indices. Limitation and use of index numbers e.g. in assessment of productivity and prices. |
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| Interpretation. Translation of written statements into tabular forms; simple fallacies, typical misleading distortion in popular published graphs. Answers to questions about tables and charts. |
|  |
| Writing of clear and concise reports on numerical data in different contexts. |

- End -