The Speaking Examination is divided into two parts.

**Part A: Group Interaction**

In Part A, a group of candidates have to discuss an assigned topic based on given prompts. For this part, you will be interacting with your peers and will be completely responsible for the progress of the discussion. Therefore, you will need to use a wide range of communication skills.

**Part B: Individual Response**

In Part B, you will have to answer an examiner's question based on the group discussion. You will not be given time to prepare and make notes for this part.

**Arriving at the Examination Centre**

Each candidate will be assigned to an examination centre, on a specified day and at a specified time.
Super:
Admission form
English Language Paper 4
A1234
6-May (Mon)
07:00 PM Paper 4

VO:
All of this information will be printed on your admission form from which you should read carefully.

Super:
Admission form
Hong Kong Identity Card

VO:
You must bring along your admission form and identity card to the examination centre.

Super:
Admission form
A1234
6-MAY (Mon)
07:00 PM Paper 4
4/F – A1234
→
5/F – A1235

VO:
Make sure you are familiar with the location of the examination centre if you have never been to the school before.

Super:
Reporting to the Reporting Room

VO:
Go to the examination centre at the reporting time printed on the admission form.

Super:
Important Notes
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION
In each reporting time, a fixed number of candidates will be scheduled to take the examination, so it is important that everyone arrives promptly or 5-10 minutes earlier to facilitate the procedures in the reporting room.

**Super:**
Important Notes
More than 15 minutes late

**VO:**
If you are more than 15 minutes late you will not be examined on that day and will have to apply for rescheduling.

**Super:**
Before Entering The Reporting Room

**VO:**
If you have brought a mobile phone or any electronic devices you must turn them off (including the alarm function) preferably with the battery removed and put them inside your bag. Do this before entering the reporting room.

**Super:**
Reporting Room/ Preparation Room/ Examination Room/ Corridor

**VO:**
If your mobile phone or electronic device emits sound in the preparation room
examination room or corridor, you will be subject to a mark penalty. You are not allowed to take photographs, video or audio-record in the examination room during the speaking examinations or else you risk a mark penalty.

After entering the reporting room, you must not talk to other candidates (except during the group discussion) or use an electronic device (such as mobile phone or tablet) to communicate with others or access the internet/email/SMS/WhatsApp etc. Otherwise, you will receive a mark penalty, subject downgrading or may even be disqualified from the whole examination. This applies until the end of the examination and to the following areas:

**Super:**
Reporting Room/ Preparation Room/ Examination Room/ Corridor
Reporting Room
Preparation Room
Examination Room
Corridor

**VO:**
the reporting room, preparation room, examination room and corridor of the examination centre.

**Super:**
Important Notes
Requests to go to the toilet should be made within the first 30 minutes of the reporting time.

**VO:**
Requests to go to the toilet should be made within the first 30 minutes of the reporting time.

**Super:**
Procedures

報到室
Reporting Room

Reporting Room

**VO:**
When you enter the reporting room, you should take a seat first and wait for the reporting room supervisor to take the attendance.
and check your admission form and your Hong Kong Identity Card. After attendance has been taken, you will be randomly assigned to a group of 4 candidates (or 3 if there are not enough candidates to form a group of 4).

**Super:**
A
B
C
D
Candidate coloured labels

**VO:**
Each member of the group will be given an adhesive label in one of four colours: red, blue, green or yellow and the label will have your surname and group number written on it. You should place the label on your chest so that the examiners and other candidates can see it clearly.

**Super:**
Two score sheets

**VO:**
You will also be given two score sheets; one blue and one pink. Each score sheet will have your candidate number and surname pre-printed on them. It will also show your group number and your examination room number. You should check the information on the score sheets carefully against your admission form and your adhesive label. If all this information is correct, put your signature on the designated boxes on both score sheets.

**Super:**
Two score sheets

Proceeding to the Preparation Room

**VO:**
When it is your group’s turn to start preparing for the examination, the waiting room supervisor will direct you to move to the preparation room.
After entering the preparation room or the examination room, you must not consult any books or notes or reference materials including those in the drawer of the examination desks. Otherwise, you will receive a mark penalty or may be disqualified from the subject examination.

3-4 groups of candidates will also begin their preparation at the same time. Each group should sit according to the seating plan. Taped to the top of each desk, is a copy of the question paper face down.

‘Do not turn over this question paper until you are told to do so.’

You will see the words, ‘Do not turn over this question paper until you are told to do so.’

Notecard for you to use to make notes.

There will also be a notecard for you to use to make notes. Do not turn over the question paper until the preparation room supervisor instructs you.
**Super:**
- Candidates should only write on the notecard.
- Candidates must not write on the question paper.

**VO:**
During the preparation, you should only write on the notecard and you must not write on the question paper.

**Super:**
Preparation Time

Preparation Room

10m00s

**VO:**
After the preparation room supervisor signals the start of the preparation, all candidates will have 10 minutes to study Part A of the question paper. You should make sure that you read all the instructions carefully, even if you are already familiar with the procedures for the examination. You should also read the discussion topic carefully.
You may make notes on the notecard provided using either a pencil or a pen (which you should bring yourself).
When the 10 minutes are up, a timer will ring and the preparation room supervisor will instruct everyone to stop reading and writing. Turn the question paper back over and wait for further instructions.

**Super:**
Reporting to the Examination Room

Preparation Room
Examination Room1
Examination Room2
Examination Room3

**VO:**
When it is time for your group to be examined, the preparation room supervisor will direct the group into the examination rooms.
Super:
There are 3-4 examination rooms, one for each group.

VO:
There are 3-4 examination rooms, one for each group, so make sure you follow the preparation room supervisor’s directions and enter into the correct examination room. The examination room number has also been marked on your score sheets. Do not take away the question paper but take only your notecard and all your personal belongings with you.

Super:
Seating Arrangement

Examination Room
A B C D
Score sheets →

VO:
When you enter the examination room, you should hand your score sheets to each examiner. The examiners will then instruct candidates to sit according to the seating plan. As the examination proceedings will be video-recorded, candidates will be required to sit in a semi-circle facing the examiners.

Super:
Important Notes
Examination Room
- Do not move the chair from the designated positions.
- Candidates should speak loudly enough for examiners and other group members to hear.

VO:
Do not move the chair from the designated positions. You should also speak loudly enough for examiners and other group members to hear. Otherwise, the audio input may not be recorded.

Super:
Examination Room

VO:
After candidates are seated,
the examiner will read out the candidate numbers on the score sheets before instructing the group to start their discussion.

Super:
Examination Room
08m00s

VO:
The examiner will press a timer, which will be displayed in a position where all candidates can see it.

Super:
Part A: Group Interaction

VO:
Part A: Group Interaction

VO:
After the exam has started, candidates may turn over the question paper which has been taped face down on the desk. They may refer to the question papers and their notes during the group interaction,

Super:
Examination Room
Important Notes
- Candidates are not allowed to take notes during the examination.

VO:
but they are not allowed to take notes during the examination. The group interaction will last for 8 minutes for 4 candidates (or 6 minutes for a group of 3 candidates). One minute before the end of the group interaction, an examiner will display a sign which says, '1 minute left',

Super:
1 Minute Left

VO:
to indicate that the group has one minute remaining. After that minute, the examiner will announce that time is up
**Super:**
Time is up!

**VO:**
and the group should stop their discussion.
When the discussion is over, candidates should remain seated for Part B the Individual Response.

**Super:**
Part B: Individual Response

**VO:**
Part B: Individual Response

**Super:**
Important Notes

**VO:**
In this part, an examiner will ask each candidate one question related to the discussion topic.

**Super:**
Important Notes
  - Candidates will not have time to prepare.

**VO:**
There will be no time to prepare.
Candidates need to listen and understand the questions asked and respond appropriately.

**Super:**
Important Notes
  - Each candidate will have one minute to respond to the examiner’s question.

**VO:**
Each candidate will be asked a different question and will have one minute to respond.
While a candidate is responding, the others must keep quiet and not distract the candidate who is interacting with the examiner. The examiner may ask one or more questions depending on the candidate’s response within the time allowed and will only start the timer after asking the first question.
Super:
Examination Room
Important Notes
● Candidates may refer to their notecards and question papers if necessary.
● Candidates are not allowed to write down notes.

VO:
Candidates may refer to their notecards and question papers if necessary, but they are not allowed to write down notes.
After all the candidates in the group have completed Part B,

Super:
That’s the end of the examination.
Please give me your notecards.

VO:
The notecards will be collected by the examiners and the group will be dismissed.
Candidates must not take away the question papers when they leave the examination room.
As the examination is in progress for other candidates, please leave the centre quietly to avoid any disruption.

Super:
The End
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