

Super:

The Hong Kong Examinations and Assessment Authority

The Hong Kong Diploma of Secondary Education Examination
English Language
Paper 4 Speaking
Examination Procedures

VO:

The Hong Kong Diploma of Secondary Education Examination
English Language
Paper 4 Speaking
Examination Procedures

The speaking examination is divided into two parts.

Super:

Part A: Group Interaction

VO:

Part A is a group discussion based on an assigned topic and 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.

Super:

Part A: Group Interaction
Part B: Individual Response

VO:

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

Super:

Arriving at the Examination Centre

VO:

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 (original)
English Language Paper 4
(Examination centre) A1234
2-May (Wed)
05:00 PM Paper 4

VO:

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

Super:

Admission form (original)
Hong Kong Identity Card (original)

VO:

You must bring along the original copy of your admission form and identity card (or other valid identification document with a photograph) to the examination centre.

Super:

Admission form (original)
(Examination centre) A1234
2-May (Wed)
05:00 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
English Language Paper 4 Speaking

Centre Number	Reporting Room Located on
A1234	4/F
A1235	5/F

Reporting Time Printed on the Admission Form	Admittance to the Reporting Room NO earlier than
5:00 p.m.	4:45 p.m.
6:00 p.m.	5:45 p.m.
7:00 p.m.	6:45 p.m.

VO:

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 late more than 15 minutes
you will not be examined on that day and will have to apply for rescheduling.
within 3 working days subject to the payment of a supplementary fee.

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)
remove the battery (if possible) and put them inside your bag.
Do this before entering the reporting room.

Super:

Reporting Room/ Preparation Room/ Examination Room/ Corridor (In the examination centre or
during the speaking examinations)

VO:

If your mobile phone or electronic device including other wearable technologies with
communication or data storage functions etc emits sound or vibrates in the preparation room,
examination room or corridor; you will be subject to a mark penalty
You are not allowed to take photographs, video-record or audio-record in the reporting room /
preparation room / examination room
before / during / after 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 including a mobile phone, tablet
(or other wearable technologies with communication or data storage functions etc)
to communicate with others or access the internet/email/SMS/instant messaging application 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/ Toilet
Reporting Room
Preparation Room
Examination Room
Corridor

Toilet

VO:

the reporting room, preparation room, examination room, corridor, and toilet of the examination centre.

Super:

Important Notes

VO:

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

Super:

Procedures
Reporting Room

VO:

Procedures

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 (or other valid identification document with a photograph).
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:

(Labels) 1A, 1B, 1C, 1D
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 a group number pre-printed 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:

Proceeding to the Preparation Room

VO:

Proceeding to the Preparation Room

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.

Super:

Reporting Room

Preparation Room

VO:

After entering the preparation room or the examination room,

Super:

Preparation Room/ Examination Room

VO:

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.

Super:

Preparation Room

VO:

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 turned face down.

Super:

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

VO:

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

Super:

- Notecard for you to use to make notes.

VO:

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 to do so.

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:

Preparation Time

After the preparation room supervisor signals the start of the preparation, you will have 10 minutes to study Part A of the question paper.

If you notice that the timer is not working in the preparation room or you cannot see the timer clearly,

you should report it to the preparation room supervisor immediately.

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 along 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

VO:

Reporting to the Examination Room

Super:

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 →

Recording Equipment

VO:

Seating Arrangement

When you enter the examination room, you should hand in 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

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 you are seated, the examiner will first read out the candidate numbers on the score sheets.

Then, he or she will instruct the group to start their discussion and press a timer which will be placed in a position visible to all candidates.

If you cannot see the timer clearly or if you notice that the timer is not working properly, please inform the examiner immediately

Super:

Part A: Group Interaction

VO:

Part A: Group Interaction

After the examination has started,

you may turn over the question paper taped face down on the desk.

You may refer to the question paper and your notecard during the group interaction,

Super:

Examination Room

Important Notes

- Candidates are not allowed to take notes during the examination.

VO:

but you are not allowed to take any notes during the examination.

The group interaction will last for 8 minutes for 4 candidates

(or 6 minutes for a group of 3 candidates).

Super:

Time is up!

VO:

A timer will be displayed for all candidates to see. When the discussion is over, the examiner will announce that time is up

and the group should stop their discussion.

Please remain seated for Part B: 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.

No extra time will be given for preparation.

VO:

When the examiner asks you a question, you should listen and respond appropriately.

VO:

Each candidate will be asked a different question and will have up to one minute to respond.

While a candidate is responding,

you must keep quiet and not distract the candidate who is interacting with the examiner.

The examiner will start the timer after asking the first question and may ask another question depending on how much time is remaining.

Once the timer has been pressed, it will run down until the end of one minute.

Super:

Examination Room

Important Notes

VO:

During the Individual Response, 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.
Do not take away the question papers when you leave the examination room.

Super:

Points to note regarding examination irregularities

VO:

Candidates should focus on interacting
with the other candidates during the group discussion.
As the individual characteristics of the examiners or other candidates
including mannerisms and facial expressions may vary,
such variations are not regarded as an examination irregularity
or deviation from stipulated examination procedures.

VO:

Complaints about performance being affected by mannerisms and facial expressions of the
examiners or other candidates
will NOT be entertained.

VO:

Examination procedures are in place to allow all candidates
a fair chance to participate in the group interaction.
In this regard, examiners may intervene if they feel that
any candidate is dominating the group interaction.
The marking of dominating candidates will also be handled appropriately.
Complaint about domination of other candidate(s) in the same group will NOT be entertained.

Super:

Hong Kong Diploma of Secondary Education Examination
2018
Handbook for Candidates
(for Category A and Category B Subjects only)

VO:

For more details about the regulations,
procedures and instructions,
please refer to the Hong Kong Diploma of Secondary Education Examination
Handbook for Candidates

Super:

The End
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