

**Hong Kong Diploma of Secondary Education Examination**  
**Applications from Special Needs Candidates for Special Examination Arrangements**

**Application Guide**

**1. Introduction**

- 1.1 Candidates with special needs (such as candidates with disabilities) entering for the Hong Kong Diploma of Secondary Education (HKDSE) Examination may apply before the examination to the Hong Kong Examinations and Assessment Authority (the HKEAA) for special examination arrangements [e.g. allocation to special centres, extra time allowance, provision of braille or enlarged question papers] or exemption from part(s) of the requirements of an examination. For candidates requiring the use of special equipment (e.g. CCTV, personal computer), such equipment should be provided by the schools. In cases where a candidate's request for special examination arrangements violates the assessment objectives, the application / request will not be approved.
- 1.2 Where a candidate has been exempted from part(s) of the requirements of an examination, his / her results for the affected part(s) will be assessed by the HKEAA. The details of any such assessment will be listed on an Annex appended to the candidate's certificate. However, the reason for granting the exemption will not be recorded on the certificate. Special examination arrangements given to a candidate will not be recorded on the certificate as long as the candidate has completed the full requirements of the examination.

**2. Timeline for submitting applications and processing of applications**

<u>Timeline</u>	<u>Application Procedures</u>
<p><b>Application period:</b></p> <p>From 26 September to 18 October 2011</p>	<ol style="list-style-type: none"> <li>1. <b>School candidates</b> must submit applications via their schools. Candidates who are studying S6 in 2012/13 (i.e. candidates who will sit the 2013 HKDSE), and candidates who will be studying S6 in 2011/12 but have not submitted application before (candidates who will sit the 2012 HKDSE), must submit their applications if they wish to have special examination arrangements. For candidates studying S5 in 2011/12, in case their conditions of disabilities are unstable, they may submit applications in the school year they sit the HKDSE.</li> <li>2. <b>Private candidates</b> of 2012 HKDSE must submit their applications during the registration period if they wish to have special examination arrangements.</li> <li>3. <u>Application Period</u> Applications should be submitted to the HKEAA together with the supporting documents [please refer to para. 4 of the Application Guide for detailed requirements for the documentary evidence] from 26 September to 18 October 2011. Since schools require some time to process the applications, candidates / parents should inform their schools as soon as possible if they would like to submit applications. Late applications will not be processed.</li> <li>4. 2013 HKDSE Candidates taking "Other Language Subjects" in October / November 2012 For 2013 HKDSE candidates who are going to take the "other language subjects" (e.g. French) in October / November 2012, if they require special examination arrangements in the examinations of these subjects, they should submit the applications within the above-mentioned application period; otherwise, the HKEAA will not be able to consider their applications at an appropriate time and no</li> </ol>

<u>Timeline</u>	<u>Application Procedures</u>
	<p>special examination arrangements will be given.</p> <p>5. <u>Points to Notes during Application Submission</u>  When submitting the applications, schools should note the following:</p> <p>(i) “Candidate’s and Parent’s Consent Form” (For school candidates only)  Schools should have obtained the prior consent of the candidates and their parents before the submission of applications and supporting documents. The candidates and the parents should sign a consent form in this regard (at Annex 6).</p> <p>(ii) Special Examination Arrangements Online Services ( www.hkdse.hkeaa.edu.hk )  Schools (i.e. Principal and Special Examination Arrangements Application Officer) / Private candidates should make an application via the “Special Examination Arrangements (SEA) Online Services” on the HKDSE Examination Online Services. Users may view or download the user manual, frequently asked questions, online demonstration kit and the application guide from the SEA Online Services.</p> <p>(iii) Supporting Documents  Scanned copies of the supporting documents should be submitted to the HKEAA via the SEA Online Services. Schools may refer to Annex 7 for guidelines on the processing of candidates’ supporting documents.</p> <p>6. The HKEAA will issue an Acknowledgement to schools / private candidates on receipt of an application.</p>
Early January 2012	All applications are considered by the Committee on Special Needs Candidates or the Task Group on Special Examination Arrangements for Candidates with Specific Learning Disabilities. The HKEAA will announce the first and second batches of candidates via the SEA Online Services.
Mid-January 2012	The first batch of candidates will receive notification of results in writing.
By end of January 2012	The second batch of candidates will receive notification of results in writing.
Deadline for review of applications: Mid February or end of February 2012	Candidates who are not satisfied with the results of their applications may apply for review within 4 weeks from the date of notification of results. Applications for review must be supported with additional justifications and / or documentary evidence in writing.
Mid-March 2012	Applications for review are processed by an independent “Appeal Panel for Special Needs Candidates”. Applicants will be notified in writing of the outcome of the review by mid-March 2012.

**3. Candidates with special examination arrangements in the Hong Kong Certificate of Education Examination / Hong Kong Advanced Level Examination**

**If a candidate was given exemption and / or special examination arrangements in a previous Hong Kong Certificate of Education Examination (HKCEE) / Hong Kong Advanced Level Examination (HKALE) and wishes to have special examination arrangements in the HKDSE, he / she must submit a fresh application.**

**4. Documentary evidence required**

Each application should be supported by an up-to-date medical / assessment report, valid throughout the examination period, issued by the Hospital Authority, Department of Health, Education Bureau (EDB), or a registered medical practitioner, or a professional (e.g. audiologist, speech therapist, psychologist). The medical / assessment report(s) submitted should support the special needs of the candidates and state the special examination arrangements required by the candidates. In cases where a candidate's application is not supported by documentary evidence or the information / justifications submitted do not sufficiently support the special needs of the candidate, the applications will not be processed.

Depending on the nature of special needs, candidates are required to submit the following documents:

<u>Special Needs</u>	<u>Documentary Evidence Required</u>
4.1 Physical Disabilities	Physical disabilities refer to motor function problems (e.g. candidates suffering from cerebral palsy, muscular dystrophy, developmental coordination disorder). The <b>medical certificates / specialists' (e.g. physiotherapist, occupational therapist) reports</b> submitted should state clearly the conditions and degree of disability of the candidate (i.e. the candidate's motor function ability). In addition, the school should also complete <b>Annex 3</b> for the candidate. For candidates who request extra time allowance, the medical certificates / specialists' reports submitted should also include information / assessment on their writing abilities.
4.2 Visual Disabilities	The school should complete <b>Annex 3</b> for the candidate. The candidate should submit a <b>medical certificate or assessment report issued by an ophthalmologist or an optometrist</b> containing the following information: <ul style="list-style-type: none"> <li>• visual acuity (V.A.) after correction</li> <li>• visual field</li> </ul> <p>For candidates with colour-blindness / colour amblyopia problems, they should submit a medical / assessment report issued by an ophthalmologist / optometrist / the Department of Health for the special consideration in the arrangement of question papers. For question papers containing coloured diagrams / photographs, they will be given a set of black-white photocopied question papers in addition to the normal question papers. For questions requiring colour differentiation, in case no indication of the colours is provided, special consideration and appropriate marking will be given by the markers in accordance with the assessment objectives and requirements of the questions.</p>
4.3 Aural Disabilities	The candidate should submit an <b>assessment report (including an audiogram)</b> together with <b>Annex 1 completed by an ENT specialist / audiologist</b> . For candidates with speech problems, the Annex 1 submitted should include the assessment made by a speech therapist. They should also submit a <b>speech and language assessment report issued by the speech therapist</b> for the HKEAA's consideration of the special arrangements in the oral examinations. <p>School candidates who have made use of the special education services provided by the EDB may approach their schools for an audiologist report issued by the EDB audiologist and / or a speech and language assessment report issued by the EDB speech therapist. These candidates need not submit Annex 1.</p>
4.4 Oral Disabilities	The candidate should submit a <b>speech and language assessment report</b> together with <b>Annex 1</b> completed by a speech therapist. School candidates who have made use of the special education services provided by the EDB may approach their schools for a speech and language assessment report issued by the EDB speech therapist. These candidates need not submit Annex 1.

<u>Special Needs</u>	<u>Documentary Evidence Required</u>
4.5 Specific Learning Disabilities (SLD)	<p>SLD refers to severe problems in reading and writing (i.e. Dyslexia). The candidate is required to submit the following documents :</p> <ol style="list-style-type: none"> <li>1. An <b>Assessment Report form (Annex 2)</b> duly completed by a qualified educational / clinical psychologist with professional practice training and the head of the candidate's school (the candidate and his / her parent should also sign on the Assessment Report form).</li> <li>2. A psychological assessment report, issued within 4 years before the examination, containing the following information: <ol style="list-style-type: none"> <li>I) Information on the Candidate from a Clinical Interview <ol style="list-style-type: none"> <li>(a) background information on formal education</li> <li>(b) history of word learning difficulty</li> <li>(c) learning support from family and school all along</li> <li>(d) factors, other than SLD (Dyslexia), that may affect the candidate's acquisition of literacy skills</li> </ol> </li> <li>(II) Assessment Results and Analysis (Assessment tools with Hong Kong norms preferred) <ol style="list-style-type: none"> <li>(a) intellectual functioning: previous or present assessment results</li> <li>(b) literacy skills, e.g. <ul style="list-style-type: none"> <li>- word reading: accuracy and fluency</li> <li>- word dictation: error patterns and speed of writing</li> <li>- reading comprehension</li> <li>- writing at length: organization and quality</li> </ul> </li> <li>(c) cognitive processes related to reading and writing, e.g. <ul style="list-style-type: none"> <li>- rapid naming</li> <li>- orthographic knowledge</li> <li>- morphological awareness</li> <li>- phonological memory</li> </ul> </li> </ol> </li> <li>(III) Conclusion and Recommendations <p>conclusion on whether the candidate is a case of dyslexia and recommendations on the needs and possible types of special examination arrangements</p> </li> </ol> </li> <li>3. Record of provisions made by the candidate's school in internal examinations.</li> </ol> <p>Candidates who have been given special examination arrangements in a previous HKCEE / HKALE due to SLD will not be required to submit psychologists' reports in their applications in the HKDSE if they apply for the same special examination arrangements.</p>

<u>Special Needs</u>	<u>Documentary Evidence Required</u>
4.6 Other Disabilities	<p>(1) Candidates with autism / Asperger's Syndrome / Attention Deficit Hyperactivity Disorder / disorder related to mental health</p> <ul style="list-style-type: none"> <li>• A diagnostic report issued by a psychiatrist within 3 years before the public examination (only the categorization of the disability is required; detailed profile assessment is not mandatory); and</li> <li>• <b>Annex 3</b> completed by the school concerned (as a proof that the application is supported by the candidate's school and the special examination arrangements requested by the candidate have been practised in school internal examinations).</li> </ul> <p>(2) Candidates with chronic medical illnesses (e.g. Diabetes)</p> <ul style="list-style-type: none"> <li>• Medical documents issued within 3 years before the public examination;</li> <li>• recommendations on the special examination arrangements by medical professionals or the candidate's school; and</li> <li>• <b>Annex 3</b> completed by the school concerned.</li> </ul> <p>(3) Candidates with other disabilities should submit a recent medical / assessment report issued by a doctor / specialist indicating the special examination arrangements required by the candidate. The school concerned should also complete <b>Annex 3</b> and provide records of special arrangements made for the candidate in internal examinations for the reference of the HKEAA.</p>

## 5. Special Examination Arrangements

5.1 The special examination arrangements applicable to candidates with different types of special needs are listed below:

### (1) Physical disabilities

Candidates requesting extra time allowance (ETA) are required to take a speed test. Based on the speed test results, the HKEAA will decide whether ETA will be given and (if yes) the amount of ETA to be given. For papers involving multiple-choice (MC) questions, the arrangements of ETA are as follows:

	<u>Subject / Paper</u>	<u>ETA</u>
HKDSE	Papers involving both MC and conventional questions: <ul style="list-style-type: none"> <li>● Biology 1</li> <li>● Business, Accounting and Financial Studies 1</li> <li>● Chemistry 1</li> <li>● Geography 1</li> <li>● Information &amp; Communication Technology 1</li> <li>● Integrated Science 2</li> <li>● Physical Education 1</li> <li>● Physics 1 &amp; 2</li> <li>● Technology &amp; Living 1</li> <li>● Tourism &amp; Hospitality Studies 1</li> </ul>	The ETA for the papers is 85% of the ETA for the conventional paper(s) / questions in the same subject.
	Economics 1 (MC paper)	The ETA for Economics 1 is 50% of the ETA for Economics 2.
	Mathematics 2 (MC paper)	The ETA for Mathematics 2 is 75% of the ETA for Mathematics 1.

If the candidates with physical disabilities are being provided with ETA after taking the speed test, 45 minutes of ETA will be given to the candidates for Visual Arts 1B & 2B.

In addition, depending on the recommendations of the doctor / specialist, candidates may apply for short breaks during an examination, enlarged question papers, writing on alternate lines / alternate pages or circling the MC answers on the question papers instead of filling in the MC answers sheets, etc.

For HKDSE candidates with physical disabilities who need to take more than 9 hours of examination (including extended examination time) on the same day, instead of being provided with ETA, they may be given an abridged version (approximately 50%) of the question paper to be completed in normal examination time. In other words, the candidate will be exempted from approximately 50% of the question paper. (Where a candidate has been exempted from part(s) of the requirements of the examination, his / her results for the affected part(s) will be assessed, based on the remaining parts / paper(s) that were sat, by the HKEAA. The details of any such assessment will be listed on an Annex appended to the candidate's certificate.) The information on abridged question paper will be provided to candidates together with the notification of results.

Candidates may be exempted from the Listening Tests / Oral examinations or be allowed to use the computer to answer questions if sufficient documentary proof can be provided.

(2) Visual disabilities

The amount of ETA to be given for individual subjects / papers depends on the nature / design of the papers concerned. Detailed information is given below and in the notification letters on special examination arrangements.

Group	HKDSE	Extra Time Allowance	
		Educationally Blind V.A.* $\leq$ 6/60 (0.1) or visual field 20 degree or below	Partially-Sighted 6/60 (0.1) < V. A.* $\leq$ 6/18 (0.33)
1	Chinese Language Paper 2, English Language Paper 2, Chinese History Paper 2, Chinese Literature Paper 1, Chinese Literature Paper 2 (for sighted candidates), Design & Applied Technology, Ethics & Religious Studies Paper 1, Health Management and Social Care, History Paper 2, Literature in English, Physical Education Paper 2, Technology & Living, Tourism & Hospitality Studies Paper 2, Visual Arts	20 minutes/hour	15 minutes/hour
2	Biology, Business, Accounting and Financial Studies Paper 1 & Paper 2B, Chemistry, Chinese History Paper 1, Chinese Literature Paper 2 (for blind candidates), Ethics & Religious Studies Paper 2, History Paper 1, Integrated Science, Liberal Studies, Physical Education Paper 1, Physics, Tourism & Hospitality Studies Paper 1	30 minutes/hour	15 minutes/hour
3	Chinese Language Paper 1, Chinese Language Paper 5 (Integrated Skills) writing task, English Language Paper 1, English Language Paper 3 (Listening and Integrated Skills) writing task, Business, Accounting and Financial Studies Paper 2A, Economics, Geography, Information & Communication Technology	45 minutes/hour	15 minutes/hour
	Mathematics	45 minutes/hour	20 minutes/hour

\* V.A. refers to the visual acuity of the corrected better eye.

Apart from ETA, depending on the needs of individual candidates, they may be provided with Braille / enlarged question papers, be allowed to use Braille / magnifier / CCTV and other specialised equipment in the examination. The candidate / school should provide such equipment (e.g. CCTV).

Educationally blind candidates (i.e. the corrected better eye having a visual acuity of 0.1 or below, or a visual field 20 degree or below) are eligible for exemption from the following papers / questions:

- specific map reading questions in HKDSE Geography (i.e. the MC questions in Paper 1 using a map extract provided)

Candidates with severe visual disabilities (i.e. the corrected better eye having a visual acuity lower than 6/120 (0.05), or a visual field 20 degree or below) are exempted from the following questions:

- Questions involving complex diagrams, tables, graphs and pictures in HKDSE English Language Paper 3 (Listening and Integrated Skills)

For HKDSE candidates with visual disabilities who need to take more than 9 hours of examination (including extended examination time) on the same day, instead of being provided with ETA, they may be given an abridged version (approximately 50%) of the question paper to be completed in normal examination time. In other words, the candidates will be exempted from approximately 50% of the question paper. (Where a candidate has been exempted from part(s) of the requirements of the examination, his / her results for the affected part(s) will be assessed, based on the remaining parts / paper(s) that were sat, by the HKEAA. The details of any such assessment will be listed on an Annex appended to the candidate's certificate.) The information on abridged question paper will be provided to candidates together with the notification of results.

For candidates with severe visual disabilities (e.g. total blindness, the corrected better eye having a visual acuity lower than 6/120 (0.05) or a visual field 20 degree or below), for questions that involve complicated pictures, where possible, text labels / descriptions will be provided on the pictures concerned. Exemption will be given in case the provision of text labels / descriptions on the pictures concerned is not possible (e.g. unfair assistance may be given if text labels / descriptions are provided). (The results for the exempted part(s) will be assessed by the HKEAA based on the remaining parts sat.) In order to preserve the secrecy of question papers, candidates will be informed of the questions to be exempted and the adjusted examination time right before the start of the examination session. Candidates have to indicate at the time of application whether they want to be exempted from such questions.

### (3) Aural disabilities

The special examination arrangements made will normally be based on the severities of the aural disabilities. Details are as follows:

<b>Severity of Aural Disabilities</b>	<b>Definition</b>	<b>Special Examination Arrangements</b>
Mild	Hearing loss from 26 to 40 dB	①
Unilateral	----	①
Moderate	Hearing loss from 41 to 55 dB	①
Moderately Severe	Hearing loss from 56 to 70 dB	②③④
Severe	Hearing loss from 71 to 90 dB	②④⑤
Profound	Hearing loss greater than 90 dB	②④⑤

*Note: If the candidate's left and right ears differ in the severities of aural disabilities, the better ear will be used for the consideration of special examination arrangements.*

- ① To sit the examinations (including listening tests and oral examinations) at special centres.
- ② To sit the written examinations at special centres.
- ③ To sit the oral examinations of language subjects at special centres.
- ④ Exemption from the listening tests.
- ⑤ Exemption from the oral examinations of language subjects and School-based Assessment (SBA) of English Language.

#### (4) Oral disabilities

Oral disabilities are classified as mild, moderate or severe. Candidates with severe oral disabilities are eligible for exemption from the oral examinations of language subjects and School-based Assessment (SBA) of English Language. Candidates with mild / moderate oral disabilities are eligible for sitting the oral examinations at special centres.

#### (5) Specific learning disabilities (SLD)

Candidates with confirmed diagnosis of SLD (Dyslexia) are eligible for special examination arrangements including additional examination time (normally 25% for written papers (including Visual Arts 1A & 2A) and 15% for multiple-choice papers / questions; 5 % of ETA will be granted for Visual Arts 1B & 2B) and supervised breaks. Other special examination arrangements may include the provision of black / white question papers with one-side printing or with enlarged print, single-sided and coloured (ivory) question papers, allowance to write on alternate lines / one side of an answer book or to circle multiple-choice answers on a question paper instead of filling in boxes on an answer sheet.

Use of computer instead of writing may be considered for the following candidates:

- candidates with illegible handwriting – the schools should provide a copy of the candidates' handwritten Chinese and English composition work in a recent internal test or examination for the consideration of the HKEAA.
- candidates with extremely slow handwriting speed (i.e. those who cannot cope with the examination even with the extra time stated above) - reports from occupational therapists / medical practitioners should be submitted as supporting evidence. Speed tests will be conducted for the candidates by the HKEAA for consideration of such a request.

If a candidate requires the use of computer due to other reasons, the reasons should be specified on the application form with supporting documents provided.

If a candidate is allowed to use computer in answering questions, the computer should only be used as a type-writer. Access to the Internet or functions such as calculation, spell-check, grammar-check, translation, thesauri and “displaying related terms” in Chinese character input are not allowed. The school should provide the computer facilities to the candidate in public examinations.

Other special arrangements may be considered on an individual basis provided that sufficient evidence in support of the candidate's request is submitted, and the requested arrangements are practicable in a public examination setting without any undue advantage over other candidates or violation of the assessment objectives.

#### (6) Candidates with other special needs

Special examination arrangements will be made for the candidates with reference being made to the nature and severities of the candidates' special needs, the recommendations of the specialists given in the medical / assessment reports and the special arrangements made in internal examinations.

## 5.2 Use of Screen Readers

In general, candidates fulfilling the following criteria may be eligible for the use of screen reader in the HKDSE:

The candidate:

- (i) has a confirmed diagnosis of SLD, and the candidate's word reading ability in the first language has been assessed on a standardized test with relevant norm administered by a qualified educational / clinical psychologist with professional practice training and the test results indicate that the candidate has severe word reading difficulties (currently, The Hong Kong Test of Specific Learning Difficulties in Reading and Writing for Junior Secondary School Students (HKT-JS) is considered relevant); or
- (ii) has a diagnosis of neurological impairment such as cerebral palsy, cerebral visual impairment or brain injuries, and is assessed by a professional (e.g. an occupational therapist) to have severe reading difficulties; or
- (iii) is blind or has severe visual disability, and is assessed by an occupational therapist to have significantly low Braille reading speed due to poor finger touch; or
- (iv) has lost his / her eyesight recently and thus cannot read Braille materials.

Except for (iv), practice in previous assessments / examinations is highly recommended for candidates applying to use the screen readers in the public examinations so that they are familiar with the arrangements and can use the arrangements effectively in the public examinations.

Screen reading will not be allowed in the following papers in which reading comprehension skills / correct pronunciation is tested:

	<b><u>Language papers / section of language papers in which the use of screen reader is prohibited</u></b>
HKDSE	Chinese Language Paper 1 (Reading) Chinese Language Paper 4A (Reading Aloud of Oral) Chinese Language Paper 5 (Integrated Skills) – Reading Materials English Language Paper 1 (Reading) English Language Paper 3 (Listening and Integrated Skills) – Data File

In the HKDSE, candidates may use any of the following text-to-speech software designated by the HKEAA:

	<b><u>Text-to-speech Software</u></b>	<b><u>Organization / Company</u></b>
1.	JAWS	Kan Han Technologies Limited
2.	Windows Light	Retina HK
3.	Sunshine	HK Blind Union
4.	Penpower Chinese Writing Pad	Penpower

Candidates must specify the text-to-speech software they intend to use in the HKDSE when they submit the application for use of screen readers. They must use the software designated by the HKEAA. Special consideration may be given if the school can produce evidence that the students have all along been using another software not designated by the HKEAA in tests / internal examinations.

For school candidates, the school should provide the computer facilities (including the text-to-speech software) for use in the HKDSE.

Please refer to **Annex 5** for the guidelines on the use of screen readers in the HKDSE.

## **6. Hospitalised candidates**

Hospitalised candidates applying to take the examination in the hospital must obtain the doctor's written permission. The application must be submitted with the necessary documents at least 24 hours before the examination.

## **7. Candidates' Personal Data**

The personal data of candidates are used for the purpose of processing of applications for special examination arrangements and the conduct of examination. The data are supplied by students through their schools. Whether the candidates provide the requested personal data is voluntary. However, if the candidates fail to provide all the data, or if any of the data provided is inaccurate or incomplete, the processing will be affected and hence the HKEAA may not accept their applications.

## **8. Enquiries**

Address : 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

Website : [www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → HKDSE → Services to Special Needs Candidates

Tel No. : 3628 8917

Email : [dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk)

**Hong Kong Advanced Level Examination (HKALE) /  
Hong Kong Diploma of Secondary Education (HKDSE)  
Candidate with Aural and/or Oral Disabilities**

This form should be accompanied by an up-to-date\* medical / assessment report (e.g. an audiogram or a speech and language assessment report) from the ENT specialist / audiologist or speech therapist (school candidates who have made use of the special education services provided by the Education Bureau **need not** submit this sheet.)

\* issued within 3 years before the commencement of the examination

**A. Candidate's personal particulars**

Name : (English) \_\_\_\_\_ (中文姓名) : \_\_\_\_\_

H.K. Identity Card No. : \_\_\_\_\_

**B. Overall assessment**

In connection with the candidate's application for special examination arrangements and/or exemption, I confirm that the candidate has the following disabilities which will sustain over the entire examination period from \_\_\_\_\_ to \_\_\_\_\_ of the examination year:

(Please tick the appropriate box below.)

**Aural Disability (This part should be completed by an ENT specialist / audiologist.)**

- | <b>LEFT EAR</b>                            | <b>RIGHT EAR</b>                           |
|--|--|
| <input type="checkbox"/> Normal            | <input type="checkbox"/> Normal            |
| <input type="checkbox"/> Mild              | <input type="checkbox"/> Mild              |
| <input type="checkbox"/> Moderate          | <input type="checkbox"/> Moderate          |
| <input type="checkbox"/> Moderately Severe | <input type="checkbox"/> Moderately Severe |
| <input type="checkbox"/> Severe            | <input type="checkbox"/> Severe            |
| <input type="checkbox"/> Profound          | <input type="checkbox"/> Profound          |

Name : \_\_\_\_\_  
(ENT Specialist/Audiologist)

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Oral Disability (This part should be completed by a speech therapist.)**

Diagnosis : \_\_\_\_\_

(1) Severity of oral disability

- Mild
- Moderate
- Severe

(2) Area of difficulty (may tick more than one box)

- Articulation
- Language
- Voice
- Fluency

Name : \_\_\_\_\_  
(Speech Therapist)

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

評估報告  
Assessment Report

香港高級程度會考/香港中學文憑考試 (刪去不適用者)  
HKALE/HKDSE (Please delete as appropriate.)

學校  
School: \_\_\_\_\_

考生姓名  
Name of Candidate: \_\_\_\_\_

香港身分證號碼  
H.K.I.D. Card No.: \_\_\_\_\_

考試年份  
Examination Year: \_\_\_\_\_

班別  
Class: \_\_\_\_\_

出生日期  
Date of Birth: \_\_\_\_\_

特殊學習障礙紀錄 History of Specific Learning Disabilities

1. 如考生在學習讀寫的過程中有特殊困難，請列出有關紀錄(例如以往的評估結果)或附上有關文件。  
Please indicate any history of the candidate having specific difficulties with the learning of literacy skills (e.g. previous assessment results) or attach relevant documents.

閱讀/書寫技能 Reading/Writing Skill

(請於適當方格內加上✓號)  
(Please put a ✓ in the appropriate box.)

2. 請評估考生於以下範疇中的能力及就其能力與其他同齡學生作出比較：  
Please assess the candidate's ability in each of the following areas in comparison with his/her age peers:

- a. 閱讀準確度  
reading accuracy  
b. 閱讀速度  
reading speed  
c. 書寫的可辨認程度  
handwriting legibility  
d. 書寫速度  
handwriting speed  
e. 默書/串字  
dictation/ spelling  
f. 文字表達/寫作  
written expression / writing composition

明顯在平均以下  
Grossly  
below average  
平均以下  
Below  
average  
平均/平均以上  
Average/  
above average

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. 考生的口語表達能力是否比其文字表達能力顯著優勝？  
Is the candidate's ability to express himself /herself orally significantly better than in writing?

有顯著差異  
Significant  
Discrepancy  
有些微差異  
Mild  
Discrepancy  
沒有差異  
No  
Discrepancy

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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校內支援 Support from School

4. 學校有否在過去兩年內於校內考試提供特別考試安排予考生？(如有的話，請於下面列明詳情)  
Have special arrangements been made available to the candidate in internal examinations in the past two years? 有 Yes  無 No   
(If yes, please specify details below)

校內考試特別安排 (請於適當位置填寫)#

Special Arrangements in Internal Examinations (please tick/specify as appropriate) #

科目/卷別 Subject / Paper	請於適當方格內加上✓號# Please tick the appropriate box(es) #					其他(請在方格內註明詳情) 6: Others (please specify details below)
	1	2	3	4	5	

- # 較長的作答時間 1 = Time allowance  
應試時短暫休息 2 = Supervised breaks  
試場的特別安排 3 = Special arrangements in examination centres  
試題的特別安排 4 = Special format of question papers  
特別答題簿 5 = Special answer books  
其他(例如：以電腦代替書寫) 6 = Others (e.g. use of computer instead of writing)

5. 你認為學校於校內考試所作的特別安排是否已照顧考生的需要？  
Do you think the school's arrangements in the internal examinations have adequately addressed the need of the candidate for his/her disabilities? 是 Yes  否 No

如否，請列明哪些需要未獲照顧：  
If no, please specify the needs not yet addressed: \_\_\_\_\_

6. 你認為學校於校內考試所作的特別安排有否對其他同學構成不公平？  
Do you think the school's arrangements in internal examinations have given the candidate an unfair advantage over his/her schoolmates? 有 Yes  否 No

如有的話，請列明特別安排構成哪方面的不公平：  
If yes, please state what kind of unfair advantage: \_\_\_\_\_

**此部分由心理學家填寫 This part to be filled in by the psychologist**

(曾於香港中學會考／香港高級程度會考因學障而獲得特別考試安排的考生，若所申請的特別考試安排與往屆考試相同，申請時無須心理學家填寫此部分。)  
(Candidates who have been given special examination arrangements in a previous Hong Kong Certificate of Education Examination or Hong Kong Advanced Level Examination on the ground of specific learning disabilities will not need to have this part completed by the psychologist if they apply for the same special examination arrangements.)

**1. 以前曾作的評估**

**Previous Assessment**

(請於適當方格內加上✓號)  
(Please put a ✓ in the appropriate box.)

	測試日期 Date administered	測驗名稱 Test administered	測試結果 Test Results	結論 Conclusion			
智力 Intellectual Functioning				正常? Normal?	是 Yes <input type="checkbox"/>	不是 No <input type="checkbox"/>	
讀寫能力 Reading & Writing				讀寫障礙? Dyslexia?	有 Yes <input type="checkbox"/>	無 No <input type="checkbox"/>	其他 Others <input type="checkbox"/>

**2. 目前的評估(考試前四年內)\***

**Current Assessment (within four years before the examination)\***

	測試日期 Date administered	測驗名稱 Test administered	測試結果 Test Results	結論† Conclusion†		
智力 Intellectual Functioning				正常? Normal?	是 Yes <input type="checkbox"/>	不是 No <input type="checkbox"/>
讀寫能力 Reading & Writing			<input type="checkbox"/> 符合有關測驗的讀寫障礙準則 Criteria of the test for dyslexia are met <input type="checkbox"/> 不符合有關測驗的讀寫障礙準則 Criteria of the test for dyslexia are not met	讀寫障礙? Dyslexia?	有 Yes <input type="checkbox"/>	無 No <input type="checkbox"/>

其他已知診斷(如有的話，請註明：) \_\_\_\_\_ 有  無   
Other known diagnoses (if yes, please specify: \_\_\_\_\_) Yes  No

\* 請於心理評估報告內列出測驗結果及相關的數據。  
Please list the test results with relevant data in the psychological assessment report.

† 請根據所有所得資料(包括但不限於目前的測試結果)為個案作結論。  
Please draw your conclusion on the case based on all the available information (including but not limited to the current test results).

**3. 本人確定上述資料正確無誤。現附上考生最近期的心理評估報告。**

**I confirm that the above information is accurate. The latest psychological assessment report of the candidate is attached.**

心理學家姓名 \_\_\_\_\_ 服務機構 \_\_\_\_\_  
Name of Psychologist: \_\_\_\_\_ Organisation: \_\_\_\_\_

資歷(例如：專業學會會員資格)  
Qualifications (e.g. professional membership): \_\_\_\_\_  
考評局或會要求提供證明文件作核對用。The HKEAA may ask for documentary proof.

心理學家簽名 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature of Psychologist: \_\_\_\_\_ Date: \_\_\_\_\_

香港高級程度會考/香港中學文憑考試特別考試安排建議  
Recommendations for Special Examination Arrangements in the HKALE/HKDSE

註：特別考試安排只提供予經評估確定有讀寫障礙的考生

Note: Special examination arrangements will only be made for candidates with confirmed diagnosis of Dyslexia.

7. 就考生的特別考試安排作出建議前，請參閱考評局印發的「為學障考生提供服務」資料單張（可從考評局網頁 www.hkeaa.edu.hk 下載）。  
Before summarising below the recommendations of special arrangements for the candidate, please refer to the leaflet "Providing services to candidates with specific learning disabilities" (may be downloaded from the HKEAA web site: www.hkeaa.edu.hk).  
(請於適當的方格內加上✓號及列明詳情。Please tick the relevant boxes and specify details against each ticked box.)

較長的作答時間(筆試一般可延長 25%，多項選擇題可延長 15%；如考生需要更長的作答時間，請列明所需的時間及原因)  
Time allowance (normally 25% for written papers and 15% for multiple-choice; if more allowance is needed, please state the amount and give supporting reasons)

應試時短暫休息(適用於獲較長作答時間的考生。一般而言，只設於 90 分鐘或以上的考試，通常為每 45 分鐘有 5 分鐘休息時間 — 如要求不同，請列明需要詳情及原因。)  
Supervised breaks (applicable to candidates with time allowance; normally a 5-minute break for every 45 minutes for examinations lasting 90 minutes or more — if different, please state details of the proposed breaks and give supporting reasons.)

需要 Required       不需要 Not Required

試場的特別安排  
Special arrangements in examination centres

試卷的特別安排：  
Special format of question papers(QP)：  
 單面印製       放大至 A3       顏色(象牙色)試卷  
One-side printing      enlarged to A3      coloured (ivory) QP

特別答題簿  
Special answer books

以電腦代替書寫 - 原因為：  
Use of computer instead of writing – the reason is:

字跡難以辨認  
Illegible handwriting  
(請提供考生近期校內中、英文科手寫作文測驗/考試樣本各一份，供考評局考慮)  
(Please provide a copy of the candidate's handwritten Chinese/English composition work in a recent internal test/exam for the HKEAA to consider)

書寫速度極慢  
Extremely slow handwriting speed  
(請提供職業治療師/醫生報告作為證明)  
(Please provide report from occupational therapist/medical practitioner as supporting evidence)

其他原因  
Other reasons \_\_\_\_\_  
(請註明原因及提供證明文件)  
(Please specify and provide supporting documents)

使用電腦讀屏器(請註明所使用的讀屏軟件，及於最近期的心理評估報告內提供考生的讀字困難評估結果)  
Use of screen reader (please specify the name of the text-to-speech software to be used, and provide the assessment result of the candidate's word reading difficulties in the latest psychological assessment report) \_\_\_\_\_

其他  
Others \_\_\_\_\_

簽名 Signature: \_\_\_\_\_  
校長 Principal

日期 Date: \_\_\_\_\_

\*\*\*\*\*

簽名 Signature: \_\_\_\_\_  
家長 Parent

日期 Date: \_\_\_\_\_

\_\_\_\_\_

日期 Date: \_\_\_\_\_

考生 Candidate



單行答題紙 - 行線較深色(行距：0.8 厘米；紙張大小：A4) H1  
Single line answer sheets – darker colour (line width: 0.8cm) (H1)


放大單行答題紙 (行距：1 厘米；紙張大小：A4) H2  
Enlarged single line answer sheets – line width : 1cm (H2)

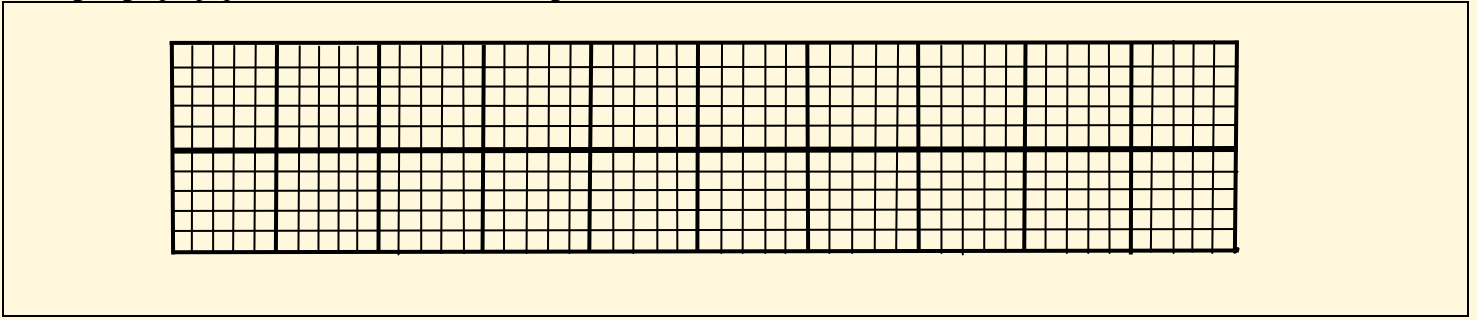

放大單行答題紙 (行距：1.2 厘米；紙張大小：A4) H3  
Enlarged single line answer sheets – line width : 1.2cm (H3)


放大原稿紙 (15 x 15 格；紙張大小：A4) C1  
Enlarged Chinese graph paper (15 x15 boxes) (C1)


放大原稿紙 (12 x 13 格；紙張大小：A4) C2  
Enlarged Chinese graph paper (12 x13 boxes) (C2)


**特別答題紙 Special Answer Sheets**

放大格子紙 (紙張大小：A3) (顏色：黑白色／綠色)  
Enlarged graph paper (black & white colour / green colour)



放大多項選擇題答題紙 (方格大小：M1) (紙張大小：A4)  
Enlarged MC answer sheets (Size of the box : M1)

1.	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>
2.	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>

放大多項選擇題答題紙 (方格大小：M2) (紙張大小：A4)  
Enlarged MC answer sheets (Size of the box: M2)

1.	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>
2.	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>

Guidelines on Allowing Candidates to Use Screen Readers in the HKALE and HKDSE**Eligibility Criteria**

1. In general, candidates fulfilling the following criteria may be eligible for the use of screen reader in the HKALE / HKDSE:

the candidate:

- (i) has a confirmed diagnosis of SLD, and the candidate's word reading ability in the first language has been assessed on a standardized test with relevant norm administered by a qualified educational / clinical psychologist with professional practice training and the test results indicate that the candidate has severe word reading difficulties (currently, The Hong Kong Test of Specific Learning Difficulties in Reading and Writing for Junior Secondary School Students (HKT-JS) is considered relevant); or
- (ii) has a diagnosis of neurological impairment such as cerebral palsy, cerebral visual impairment or brain injuries, and is assessed by a professional (e.g. an occupational therapist) to have severe reading difficulties; or
- (iii) is blind or has severe visual disability, and is assessed by an occupational therapist to have significantly low Braille reading speed due to poor finger touch; or
- (iv) has lost his / her eyesight recently and thus cannot read Braille materials.

2. Except for (1)(iv), practice in previous assessments / examinations is highly recommended for candidates applying to use the screen readers in the public examinations so that they are familiar with the arrangements and can use the arrangements effectively in the public examinations.

**Language Papers / Section of Language Papers in which the Use of Screen Reader is Prohibited**

3. The use of screen readers may be allowed in an examination only if it does not lead to the violation of the assessment objectives of the examination. Screen reading will NOT be allowed in the following language papers or section of language papers in which reading comprehension skills / correct pronunciation is tested:

	<b><u>Language papers / section of language papers in which the use of screen reader is prohibited</u></b>
HKALE	Chinese Language & Culture Paper 1B (Reading) Use of English Section C (Reading and Language Systems)
HKDSE	Chinese Language Paper 1 (Reading) Chinese Language Paper 4A (Reading Aloud of Oral) Chinese Language Paper 5 (Integrated Skills) – Reading Materials English Language Paper 1 (Reading) English Language Paper 3 (Listening and Integrated Skills) – Data File

### ***Facilities Requirements***

3. Screen readers are computers installed with computer software having the “text-to-speech” function. The following facilities requirements should be observed when providing screen readers to a candidate in an examination:

(a) Computer facilities:

- computer
- licensed text-to-speech software
- MS Word for viewing the softcopies of the question papers
- sound card
- headphone

(b) Candidates may use any of the following text-to-speech software designated by the HKEAA:

- (i) JAWS
- (ii) Windows Light
- (iii) Sunshine
- (iv) Penpower Chinese Writing Pad

For Penpower Chinese Writing Pad, the “translation” function has to be uninstalled.

(c) Access to the Internet is not allowed.

4 For school candidates, the school should provide the computer facilities for use in the HKALE / HKDSE. The home-centre cross-invigilation arrangement will be adopted except for subjects with a small number of candidates using screen readers.

5 For private candidates, candidates may provide for themselves any of the four software permitted by the HKEAA and a notebook computer for the examinations. For candidates who cannot provide their own software, the HKEAA will provide them with the computer facilities and either Windows Light or Sunshine. Under such circumstances, the candidates will be arranged to try out the computer and the software on specified dates before the HKALE / HKDSE commences.

6. Candidates must specify the text-to-speech software they intend to use when they submit the application for use of screen readers. They must use the software designated by the HKEAA. Special consideration may be given if the school can produce evidence that the students have all along been using another software not designated by the HKEAA in tests / internal examinations.

### ***Limitations of Using Screen Readers in Public Examinations***

7. The screen reader only serves as an ancillary aid to the candidates in reading the question papers in the examinations. Candidates should note the limitations of the assistance that can be offered by screen readers in public examinations, which is dependent on the design of the text-to-speech software and the question papers:

(a) For candidates who are allowed to use screen readers in the examination, apart from the softcopy of the question paper, they will also be provided with a copy of the printed (or Braille) question papers. Where there are any discrepancies

between the contents of the printed (or Braille) question papers and the questions read out by the screen readers, the printed (or Braille) version shall prevail.

- (b) Most mathematical formulae and numbers in papers such as Mathematics and Additional Mathematics cannot be read.
  - (c) Candidates should familiarize themselves with the functions of the text-to-speech software used. For example, some special symbols such as “ $\alpha$ ” and “ $\beta$ ” cannot be read out by some software. Also, different software read numbers in different ways. Candidates should also be aware of the possible incorrect decoding of the digits and characters contained in mathematical / scientific formulae and equations.
  - (d) The screen reader cannot decode any information that is saved as an image in the softcopy of the question paper (e.g. photographs, diagrams, maps and graphs). Under such circumstances, the images will be skipped and the candidate should refer to the printed (or Braille) question papers.
  - (e) For candidates with specific learning disabilities, standard extra time allowance (i.e. 25% for conventional papers and 15% for MC papers / questions) will be given to candidates who use screen readers in an examination. No additional extra time allowance will be given due to the use of screen readers. Similarly, no additional extra time allowance will be given to blind candidates or candidates with neurological impairment / severe visual disabilities due to the use of screen readers.
8. The HKEAA accepts no claims that a candidate’s performance in an examination is affected by the use of the screen reader due to the following circumstances:
- (a) He / She is not familiar with the operation of the text-to-speech software.
  - (b) His / Her performance is affected by the design of the text-to-speech software.
  - (c) There are any discrepancies between the contents of the printed (or Braille) question papers and the questions read out by the text-to-speech software.
  - (d) Some information in the question paper cannot be read by the text-to-speech software because the information in the softcopy of the question paper is not compiled in such a way that is readable for the text-to-speech software.
9. In case of malfunctioning of the screen readers during an examination, time compensation will be given to the candidates concerned.

### ***Preparations***

- 10. Candidates who are allowed to use screen readers in public examinations should familiarize themselves with the text-to-speech software well in advance of the examination.
- 11. A familiarization exercise should normally be allowed such that candidates can practice the operation of the designated software for a while (between 10-15 minutes) shortly before the examination starts. Candidates are expected to operate the software on their own during the examination.

香港考試及評核局  
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
香港中學文憑考試  
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION  
特別考試安排申請  
APPLICATION FOR SPECIAL EXAMINATION ARRANGEMENTS

考生及家長同意書  
Candidate's and Parent's Consent Form

致：香港考試及評核局

To: Hong Kong Examinations and Assessment Authority

本人確認：

甲、已清楚細閱香港中學文憑考試特別考試安排的『申請指引』；

乙、同意授權 \_\_\_\_\_（學校名稱）為本人／敝子弟：

- (1) 透過香港考試及評核局（考評局）的網上電子表格系統向該局遞交香港中學文憑考試特別考試安排申請、附件 3（如有的話）及此同意書；及
- (2) 按『申請指引』內的文件要求，將醫生／專家簽發的證明文件／附件遞交考評局；及

丙、已得悉本人／敝子弟香港中學文憑考試特別考試安排申請的詳情。

I hereby acknowledge that:

- A. I have read the “Application Guide” on applications for special examination arrangements in the Hong Kong Diploma of Secondary Education Examination (HKDSE);
- B. I agree to authorize \_\_\_\_\_ (Name of School) to submit on my / my child's behalf:
  - (1) my / my child's application for special examination arrangements in the HKDSE, Annex 3 (if any) and this consent form via the online electronic application system of the HKEAA; and
  - (2) supporting document(s) / annexe(s) signed by registered medical practitioner(s) / professional(s) in accordance with the documentation requirements in the “Application Guide”; and
- C. I have noted the information in my / my child's application for special examination arrangements in the HKDSE.

考生簽署

日期

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

考生姓名

(Name of Candidate: \_\_\_\_\_)

考生身分證號碼首4個字母／數字

First 4 characters / digits of the candidate's HKID No: \_\_\_\_\_

家長簽署

日期

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

家長姓名

(Name of Parent : \_\_\_\_\_)

**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION****Applications for Special Examination Arrangements  
Guidelines for Processing of Supporting Documents by Schools*****Introduction***

1. In processing applications for special examination arrangements from Hong Kong Diploma of Secondary Education (HKDSE) candidates with special needs, schools (on behalf of candidates presented by them) and private candidates should submit the applications online together with the supporting documents (e.g. psychological assessment reports, medical documents, annexes, supporting letters from schools / teachers) to the Hong Kong Examinations and Assessment Authority (HKEAA) via the “Special Examination Arrangements (SEA) Online Services” (hereafter called “Online Services”) on the “HKDSE Examination Online Services”.
2. Each application for SEA must be accompanied by supporting documents. Before starting to make an application on the Online Services, schools should carefully read the “Application Guide” for special examination arrangements for the types of supporting documents to be submitted by candidates with different types of special needs.
3. The supporting documents contain information about candidates’ special needs, e.g. diagnoses of candidates’ medical problems, results of psychological assessment of candidates’ reading and writing abilities. **These are candidates’ personal data and shall be classified and handled as restricted information. They must be handled with the strictest confidence and guarded against unauthorized access.**
4. With the launch of the Online Services, schools are requested to submit all the supporting documents via this platform. Supporting documents are usually issued by medical practitioners or professionals (e.g. occupational therapists, audiologists and psychologists) in the form of hardcopies. Under such circumstances, each of these documents, after submission to schools by the candidates, must be converted into an electronic format (electronic file) via scanning, before it can be uploaded onto the Online Services for transmission to the HKEAA.
5. If the supporting documents received by schools are in an electronic format, then the files can be uploaded directly to the Online Services provided that the files are in any of the following formats and do not exceed 2MB each:

pdf, gif, jpeg, tiff, zip, rar
6. For each school, please ensure that only the principal and a “Special Examination Arrangements (SEA) Application Officer” designated by the school can access the Online Services. While the SEA Application Officer is responsible for making the applications on the Online Services, the school may designate the SEA Application Officer or other staff member(s) to handle the supporting documents after making certain that they are aware of the guidelines in handling restricted personal data.
7. All applications and supporting documents should be processed on a designated computer with restricted access. Furthermore, during the conversion of the supporting documents into electronic files, where necessary, the electronic files thus created should

only be sent to and stored on this computer. Any temporary storage device used must be password-protected.

8. The following provide some guidance to schools on how to handle the supporting documents when making applications for SEA via the Online Services.

### ***Receipt of Hardcopies of Supporting Documents***

9. Upon receipt of the supporting documents from the candidates, record the following information:
  - (a) number of supporting documents submitted by the candidate; and
  - (b) name, issue date and total number of pages of each document.

Keep the documents in safe custody and away from any unauthorized access.

### ***Conversion of Hardcopies of Supporting Documents into Electronic Files***

10. Prior to making an application on the Online Services, convert the hardcopies of supporting documents into electronic files via scanning.
11. The SEA Application Officer (or the staff designated for handling the supporting documents) should be present throughout the process of scanning. Never leave the supporting documents unattended at the scanning machine.
12. Some fax machines can save their scanned documents in the machine, same for photocopiers or scanning machines. If there is such a function, that function should be turned off before scanning.
13. In case a supporting document has more than one page but is not paginated, before de-stapling, write the page number at the back (if the document is single-sided) or at a corner of each page using a pencil. This allows the pages to be arranged in the correct sequence again in case the pages are accidentally mixed up after de-stapling.
14. If the count of number of pages scanned is available on the scanning machine, check this count against the total number of pages of the document.
15. After scanning one document, staple the document immediately to avoid the loss of any page of the document.
16. In case a candidate has more than one supporting document, scan each document into a separate electronic file.
17. If the designated staff has to scan the supporting documents of more than one candidate, to avoid mixing up of the documents of the candidates, he / she should scan all the supporting documents of one candidate before proceeding to handle those of another candidate.
18. Where the scanning is done on a photocopier or fax machine, in case paper jamming occurs, check to ensure that all jammed papers are cleared from the photocopier or fax

machine. It is advisable to scan the whole document again to ensure that it is completely scanned.

19. After scanning, cross check that the hardcopies of the supporting documents are not left at the scanning machine. Keep the documents in safe custody again.
20. Specifications of the electronic files (scanned images)
  - (a) File formats: Adobe Portable Document Format (PDF) / Graphics Interchange Format (GIF) / Joint Photographic Experts Group (JPEG) / Tag Image File Format (TIFF)
  - (b) File size: 2MB or below per file
  - (c) Image resolution: 200dpi or below

It is advisable to scan the documents into black & white images in order to minimize the file size.

### ***Checking, Processing and Storing of Electronic Files (Scanned Images) of Supporting Documents***

21. Process and store the electronic files of the supporting documents on a designated computer / drive / folder with restricted access and with screen saver protection. The designated staff should activate the screen saver whenever he / she needs to be away from the workstation for a short while in order to ensure that the supporting documents displayed on the monitor or stored in the hard disk cannot be accessed by others. Under such circumstances, the hardcopies of the documents must not be left unattended.
22. Check on the designated computers that the electronic files of all supporting documents scanned are successfully created.
23. For each electronic file of the documents, check to ensure that:
  - (a) the total number of pages of the scanned document in the electronic file tallies with that of the hardcopy and the record stated in paragraph 9;
  - (b) each page of the hardcopy of the document has been scanned;
  - (c) each page of the document has been completely scanned; and
  - (d) the information in the electronic file is clearly legible.

In case of incomplete or unclear scanning of any page of the supporting documents, scan the whole document again. The electronic files with incomplete or unclear scanning should be deleted from the computer / drive / folder at once to avoid mixing up with the files of the same documents created during re-scanning.

24. The filenames of the electronic files created by the computer during scanning are usually sets of numbers. It is thus difficult for one to tell which candidate a particular file belongs to. This is particularly risky when the supporting documents of more than one candidate have to be handled at the same time, as the files of different candidates can be easily mixed up. Thus, it is advisable to rename the electronic files of the supporting documents by including, say, the names of the candidates as part of the filenames. It is important that the electronic files are clearly and systematically indexed in order to minimize the chance of mixing up of supporting documents of different candidates.

*Submission of Electronic Files of Supporting Documents via the Online Services*

25. The SEA Application Officer should upload the electronic files of the supporting documents onto the Online Services. Activate the screen saver whenever he / she needs to be away from the computer for a short while.
26. After successful submission of an application, delete all the electronic files of the supporting documents of the candidate from the hard disk of the computer and / or any storage media. Clear the files in the “Recycle Bin” of the computer.

31 August 2011