

Phone: 3628 8860
Ref: DSE/CR 3/2017

8 December 2016

Dear Principal,

**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2017
Important Examination Arrangements and Distribution of Handbooks for Candidates**

To familiarise candidates with the examination regulations, procedures and arrangements for the 2017 HKDSE, the following documents and videos will be distributed to them / released shortly:

- (a) Handbook for Candidates for the 2017 HKDSE Category A and Category B subjects;
- (b) Instructions to Candidates for the 2017 HKDSE Category C (Other Languages) subjects; and
- (c) Videos for Candidates on 2017 HKDSE Examination Procedures for written (including listening components) and speaking examinations.

Items (a) and (b) will be available for collection by schools from the HKEAA Southern Centre office (Address: 12/F, Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **from 14 to 21 December 2016** (Monday to Friday: 8:30 am to 5:00 pm, Saturday: 9:00 am to 12:00 noon). They will also be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk/tc/hkdse/>) from 14 December. Item (c) will be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk>) around late February 2017 for viewing by candidates.

Based on the registration entries of individual schools, sufficient copies of the “Handbook for Candidates” have been printed for distribution to each of your candidates. Each school will also be given 3 copies each of the Chinese and English versions of the Handbook for your teachers’ reference and record purposes. In addition, candidates who have entered for Category C subjects will each receive a copy of the “Instructions to Candidates”.

School principals are requested to send staff members to collect the Handbooks (and the Instructions if applicable), bringing along the completed collection slip at the *Annex*. Please ask your candidates to read carefully the Handbook and the Instructions (if applicable) which contain important regulations, procedures and instructions relating to their participation in the 2017 HKDSE and remind them to abide by the regulations laid down in the documents when taking the examination.

Important Examination Arrangements

Below are the highlights of the major administrative arrangements and update regulations for the 2017 HKDSE for your information and dissemination to your teachers and candidates concerned:

1. Super-late Applications for Subject Amendment

Any super-late requests for changes will **NOT be accepted** from **20 March 2017** (i.e. 10 working days before the start of the written examinations on 31 March 2017). The HKEAA will cease to provide faxed copies of question papers to wrong-centre or wrong-version candidates. No special arrangements can be made for candidates who have registered for a wrong language version/paper/module on the spot. The candidate will need to work on the version of the question papers available at the centre. However, the answers can be written in the language the candidate has registered for or intended to register for.

2. Candidates’ Discipline in Written and Speaking Examinations

Candidates are not allowed to take photographs, video-record or audio-record in the examination room (including the Reporting Room and Preparation Room for Speaking examinations) before/during/after the examinations, or else they will receive **a mark penalty**. If any photographs/videos/records are displayed electronically or publicly, the candidates concerned will receive **a subject downgrading**.

In Speaking examinations, candidates must not talk to other candidates (except during the group discussion) or use an electronic device (such as mobile phone, tablet or smart watch) to communicate with others or access the internet/email/SMS/instant messaging application etc. after entering the reporting room (i.e. in the reporting room/preparation room/examination room/corridor/toilet) until the end of the examination. If any candidate disobeys the instructions, he/she will receive **a mark penalty, subject downgrading or even be disqualified from the whole examination**.

3. Reporting Time in Speaking Examinations

Candidates must report to the reporting room supervisor of the assigned examination centre at the time specified on their admission form. If a candidate is late for more than **15 minutes**, he/she will **NOT be examined on that day** and will have to apply for rescheduling.

4. Mannerisms, Facial Expressions of Examiners or Other Candidates and Domination of Other Candidate(s) in Speaking Examinations

Candidates should focus on interacting with the other candidates during the group interaction. 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. Complaints about performance being affected by the mannerisms and facial expressions of the examiners or other candidates will **NOT be entertained**. In addition, examination procedures are in place to allow all candidates a fair chance to participate in the group interaction. In this regard, examiners will take appropriate action if they feel that any candidate is dominating the group interaction. The marking of dominating candidates will also be handled appropriately. Therefore, complaints from candidates about other candidates dominating the group interaction will **NOT be entertained**.

5. Marking Correct Question Numbers on Answer Books/Supplementary Answer Sheets

Candidates should use either a pen or a pencil to put an "X" in the correct question number box on each page of the answer book/supplementary answer sheets so that answers to the selected question(s) can be captured accordingly. Also, candidates should **NOT** write answers to more than one question on the same page of the answer book/sheet. Otherwise, the marking of the page(s) with wrong question number(s)/without any question number(s) may be affected. For details, please refer to Section B4(b).

6. Candidates Lodging Complaints/Reporting Irregularities

Candidates should seek help from invigilators immediately if there are any undesirable conditions at the examination centre. **No special consideration** will be given to candidates who do not report unsatisfactory conditions at the centre but subsequently claim that their performance has been affected. For details, please refer to Section D2.

7. Applications for Rechecking and Remarking/Appeal Review

The application deadline for rechecking and remarking for Category A, Category B and Category C subjects is **5 calendar days** after the release of the examination results. For Categories A and B subjects, candidates should settle the required fee **within 2 calendar days after the submission of application**. **If the deadline for payment falls on a Sunday, it will be automatically deferred for 1 calendar day (i.e. to Monday)**. School candidates should follow the closing date for application set by their schools. Appeal review applications in respect of the processing of examination irregularities or rechecking and remarking process are accepted within **5 calendar days** after the release of the examination results or the rechecking and remarking results. For details, please refer to Section F.

8. Candidates Lodging Appeals/Queries/Requests after the Examination

The 2017 HKDSE is deemed to be closed on 30 November 2017 (unless otherwise decided by the HKEAA), after which the HKEAA will not consider or entertain any appeals, queries or requests in relation to the examination.

Common Irregularities Reported at Examination Centres

Apart from the above, your assistance is enlisted to alert your candidates of some common irregularities reported by centre supervisors which may lead to mark penalties. The following are some examples:

- (a) Admission Form placed in a transparent/plastic folder together with revision notes / personal items;
- (b) Admission Form put together with the previous session(s) question papers of the same subject;
- (c) Bringing in calculators with name/stickers/writings at the back;
- (d) Unauthorised materials though not directly related to the subject sat.

Thank you for your continuing support for the 2017 HKDSE. If you have any queries regarding the above arrangements, please contact us on 3628 8860.

Yours sincerely,



Margaret Hui (Ms)
General Manager
School Examinations & Assessment Division

To: Principals of schools participating in 2017 HKDSE

DSE

School Code

Ref: DSE/CR 3/ 2017

To: General Manager, School Examinations & Assessment Division
 Hong Kong Examinations and Assessment Authority
 12/F, Southorn Centre,
 130 Hennessy Road, Wan Chai
 Hong Kong

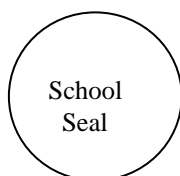
Collection Slip

**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2017
 Collection of Handbooks and Instructions for Candidates**

(The documents will be ready for collection between 14 and 21 December 2016)

Please allow the bearer Mr./Ms. _____,
 to collect the following documents for my school:

- Handbooks for Candidates for Category A and Category B subjects
 _____ copies of Chinese version; _____ copies of English version
- Instructions to Candidates for Category C (Other Languages) subjects (if applicable):
 _____ copies



Signature: _____
 (Principal of School)

School: _____

Date: _____

Office Hours: Monday to Friday
 Saturday

8:30 am - 5:00 pm
 9:00 am - 12:00 noon

N.B. As the above documents (in A4 size) are fairly bulky, please remind your staff members to bring along own bags and/or a trolley.

由於上述文件 (A4 尺寸) 有一定重量, 請提醒學校員工自備袋和/或手推車。

Each packet (50 copies) of the Handbook weighs approximately 20 lbs.

每包 50 本的「考生手冊」約重 20 磅。