

Ref.: DSE/CR 3/2019

31 January 2019

**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2019**  
**Examination Circular No. (4) 2018/2019**  
**Issue of Admission Forms and Examination-related Documents**

1. The following documents will be available from 13 February 2019 for collection by schools that have entered candidates for the 2019 Hong Kong Diploma of Secondary Education Examination (HKDSE):
  - (1) Admission Forms;
  - (2) Setup & User Guides for 'Public Examinations Communication & Support System' (PECSS) and 'Attendance & Script Tracking System' (ASTS)\* – for schools providing hall centres only.

\* *Starting from the 2020 Examination, hardcopies of the PECSS and ASTS Setup & User Guides will not be printed and only the **electronic version** of the Setup & User Guides will be provided in a bid to support environmental conservation. Schools can download the documents from the PECSS and ASTS webpage (<http://www1.hkeaa.edu.hk/pecssasts/>).*

School principals are requested to send staff member(s) to collect these documents at the Hong Kong Examinations and Assessment Authority Southorn Centre office (Address: 12th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) between **13 February and 20 February 2019** during office hours (Monday to Friday: 8:30 am - 5:30 pm), bringing with them the enclosed collection slip duly completed.

2. **Examination Centres, Examination Stationery and HKDSE App**

The following documents have been/will be uploaded to the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → <HKDSE> → <Examination Administration>) and the HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk) → <News and Notice>) for candidates' reference:

- (1) The list of examination centres for the 2019 HKDSE (with addresses and location maps for individual centres) from 1 March 2019;
- (2) Specimens of Question Paper/Question-Answer Book Cover, MC Answer Sheet and Barcode Sheet (already uploaded);

*Note: Starting from the 2019 Examination, the HKDSE calendar card will not be published. Candidates can login to 'My Exam Schedule' on the HKDSE App (<http://www.hkeaa.edu.hk/en/app/>), available for free downloading from App Store or Google Play from 25 February 2019, to view their personalised examination timetable. For details, please visit the above website.*

3. After the documents mentioned in paragraphs 1 and 2 have been collected/downloaded, school principals are requested:
  - (1) to post them at appropriate places in the school or circulate them among teachers and candidates for their information;
  - (2) to instruct candidates to check the **candidate's name (in both Chinese and English), identification document type and number as well as subjects (including paper(s)/module/language version as appropriate)** printed on the admission form to ensure that the entry data are correct. The identification document type and number should match with those used for JUPAS applications. Any discrepancy or mismatch might affect the JUPAS application procedures. In case there is any discrepancy in the subject(s)/paper(s)/module/language version entered by your candidate, the school should

submit a request for entry amendments which is subject to the approval of the Secretary General of the HKEAA. School principals are reminded that:

- (a) **ANY SUPER-LATE REQUESTS FOR CHANGES WILL NOT BE ACCEPTED FROM 15 MARCH 2019** (i.e. 10 working days before the start of the written examinations on 29 March 2019);
  - (b) Applications for change of personal particulars should be submitted to the Authority with supporting documents. However, it should be noted that any approved change of name will not be reflected on the candidate's speaking examination score sheets for the language subjects as they have already been printed. Candidates must submit their applications **on or before 3 July 2019** if they wish to have the updated information shown on their Results Notice.
- (3) to bring the Points to Note in **Annex 1** to the attention of your SEN candidates who have been granted special examination arrangements (if applicable);
  - (4) to ask candidates to affix their recent photographs (of size 3 cm x 4 cm showing his/her head and shoulders) on their admission forms in the presence of the teacher. These photographs should have been submitted by your candidates to the school at the time of registration. For details, please refer to paragraph 10.2 of Annex 2 to Examination Circular No. (2) dated 3 September 2018; and
  - (5) to sign across the photographs affixed to the admission forms and stamp a school chop on top of the signature.  
**(Note: The barcode printed on the top right-hand corner of the admission form is for attendance taking purposes. Please do not cover the barcode with the photograph, or sign or stamp the school seal on it.)**
4. When the processes in paragraph 3 (2) - (5) have been completed, the admission forms should be distributed to the candidates **no later than 28 February 2019**. Candidates should be advised to take good care of their admission forms as they need to present them for inspection at every examination session. They should be told not to have their admission forms laminated. Applications for the re-issue of a lost/damaged admission form can be made at the HKEAA office. A fee of \$258 (per application), a recent photograph and a letter from the school will be required.
  5. Admission forms of those candidates who have left school (if any) should be returned to this office **on or before 15 March 2019**.
  6. School principals are requested to draw the attention of their candidates to the examination arrangements and regulations stated in the '**Handbook for Candidates**' (already uploaded to the HKEAA website in mid-December 2018) and on the back of the admission form. Please remind them that violating examination regulations and instructions may lead to mark penalties, downgrading or even disqualification from the examination. In addition, the '**Video for Candidates**' which highlights the important examination regulations and procedures for the HKDSE written and speaking examinations will be available for downloading from the HKEAA website ([http://www.hkeaa.edu.hk/en/candidates/videos\\_procedure/](http://www.hkeaa.edu.hk/en/candidates/videos_procedure/)) from **20 February 2019**. Kindly arrange for your candidates to view the video before their first day of examinations.
  7. The HKEAA will continue to use the **PECSS and ASTS** in all written examinations conducted in school halls, including the hall centres for SEN candidates in the 2019 HKDSE. The **Video on PECSS and ASTS** and the **FAQs** are available for viewing by candidates at the HKEAA website ([http://www.hkeaa.edu.hk/en/candidates/New\\_Initiatives/index.html](http://www.hkeaa.edu.hk/en/candidates/New_Initiatives/index.html)).
  8. **Speaking examinations**

The Authority may at its discretion allow a candidate to attend a speaking examination (i.e. Chinese Language and English Language) at a session other than that indicated on his/her admission form. Applications made prior to the date of the examination will require a payment of \$282 per subject. Applications made after the original examination date but within 3 working days (Monday to Friday during office hours) will require a payment of \$398. Applications made

more than 3 working days after the original examination date **will not be accepted**. Applications for rescheduling will be accepted from 1 March 2019 and relevant application forms are available at the HKEAA office. The fee for rescheduling will be waived for candidates under the following circumstances:

- (1) timetable clashes with public examinations held by the HKEAA, internal examinations in secondary schools or speech day organised by schools approved for participation in the HKDSE (a certification letter from the school is required);
- (2) inability to attend the examination due to illness (original medical certificate is required).

\* The HKEAA does not accept applications for waiver of supplementary fees on the ground of clashes with graduation dinners.

#### 9. **Precautionary measures against influenza**

In a bid to prevent the spreading of influenza, precautionary measures will be taken at examination centres. For details, please refer to *Annex 2*. Further updates on the measures, if any, will be posted on the HKEAA website.

#### 10. **Candidates absent from all written papers in subjects with School-based Assessment (SBA)**

Schools with candidates entering for the subjects/papers listed below are required to submit their School-based Assessment (SBA) scores and relevant records to the Authority. However, if such candidates do not sit any of the written papers, they will be regarded as absent from the subjects concerned, irrespective of whether their SBA scores and records have been submitted to the Authority before the examination. In such cases, 'ABSENT' will be printed against the subjects on the results notice and the subjects will not be listed on the certificate. No examination certificate will be issued if the candidate is absent from all subjects entered.

Biology	Information and Communication Technology
Chemistry	Liberal Studies
Chinese Language	Literature in English
Chinese Literature	Physics
Design and Applied Technology	Combined/Integrated Science
English Language	Technology & Living
Health Management & Social Care	Visual Arts

#### 11. **Release of examination results**

The date of release of the 2019 HKDSE examination results is tentatively scheduled for **Wednesday, 10 July 2019**. Results notices will be distributed to school candidates via their schools on that day. Detailed arrangements on the release of examination results will be announced in early July 2019.

12. In case of enquiries, please contact our Public Examinations Information Centre on 3628 8860.

MARGARET HUI (MS)  
General Manager, School Examinations & Assessment Division

To: Principals of Participating Schools in 2019 HKDSE

**Hong Kong Diploma of Secondary Education Examination 2019**  
**Special Examination Arrangements**  
**Points to Note for Checking Admission Forms**

Candidates having been granted special examination arrangements (SEAs) should read carefully the notification letter regarding the outcome of their application for SEAs and pay attention to the points below when checking their admission form:

**Size of Admission Forms**

The admission forms for candidates who are granted extra time allowance (ETA) (including prolonged and/or additional pauses in the listening components of language subjects) and/or supervised breaks are printed in A3 size whereas the admission forms for those being given other SEAs (including sitting examinations in special centres) are printed in A4 size.

**Information regarding SEAs**

- The SEAs given to the candidate are indicated on the admission form which include the following (if applicable):
  1. subject/paper(s)/module/language version entered, examination centre information, date of examination, examination commencing time, etc.;
  2. percentage of ETA given, the actual examination time and finishing time with ETA included;
  3. number of supervised breaks and allocation of break time.
- For candidates who sit the examinations in special centres, the centre number should end with an ‘S’ which represents a special centre.
- The seat number in each special centre is indicated on the admission form for reference only. Candidates will be seated according to the instructions of the Centre Supervisor/invigilator(s).
- All candidates who sit the Listening components of language subjects at special centres (including those taking the examination in their own school) will be given a 5-minute supervised break after completing Part 3A in order to synchronise the time for broadcasting the listening materials of Part 3B. Candidates should abide by the regulations on supervised breaks. The 5-minute supervised break and prolonged and/or additional pauses (if applicable) are embedded in the listening contents and music will be played during the break/pauses. For details, please refer to the ‘General Arrangements for Listening Components of Language Subjects at Special Centres’\* and the ‘Handbook for Candidates’\*.
- Candidates who are allowed to use the **speech-to-text software** will be granted supervised breaks in the Liberal Studies examination (i.e. normally a 5-minute break for every 45 minutes of examination). The break times are printed on the candidates’ admission forms with the examination timetable stuck on their desks on the day of the examination. For details about using the software in the examination, please refer to the ‘Application Guide for SEAs’\* and the ‘Handbook for Candidates’\*.

**Late Applications**

Any super-late applications or additional requests for SEAs will **NOT** be accepted on or after **15 March 2019** (i.e. 10 working days before the start of the first written examination on 29 March 2019). In case there are extenuating circumstances (i.e. accidents or urgent medical conditions), candidates must submit their application with relevant medical proof at least **5 working days** before the subject examination date.

**Enquiries**

Please call our SEN hotline on 3628 8917.

\* available for downloading under ‘Services to Special Needs Candidates’ from the HKEAA website ([http://www.hkeaa.edu.hk/en/Candidates/special\\_needs\\_candidates/hkdse.html](http://www.hkeaa.edu.hk/en/Candidates/special_needs_candidates/hkdse.html))

**2019 Hong Kong Diploma of Secondary Education Examination (HKDSE)  
Precautionary Measures against Influenza at Examination Centres**

1. Please inform candidates, centre supervisors and invigilators before the commencement of the examination of the following precautionary measures against the spread of influenza at examination centres:
  - Examination centres should maintain good indoor ventilation;
  - Candidates will be allowed to put on masks at the written examination centres. Invigilators may ask these candidates to remove their masks temporarily during the taking of attendance in order to verify candidates' identities;
  - Candidates who experience symptoms of upper respiratory tract infection, such as sneezing, coughing or sore throat should be advised to put on masks;
  - Candidates with serious sneezing or coughing may be arranged to sit at the back of the examination room in order to minimise disturbance to other candidates. Centre Supervisors should report the details on the SR4g Report Form;
  - Candidates attending the Speaking examinations may put on masks in the reporting room and preparation room. However, they must take off their masks in the examination room until they finish the examination. Candidates' sitting position should be at a distance greater than 1 metre from the examiners and other candidates in the same group.

Invigilators with symptoms of upper respiratory tract infection should also put on masks at examination centres.

Always practise hand hygiene after going to toilet, coughing and sneezing by washing hands with soap and water, or disinfect hands with alcoholic hand rub.

2. In case a candidate feels very unwell, he/she should not attend the Speaking examination on the originally scheduled examination date and should consult the doctor as soon as possible. He/she should apply for rescheduling of the Speaking examination date within three working days (Monday to Friday during office hours) after the original examination date. The supplementary fee will be waived if valid medical documents (original) can be produced. For candidates who are seriously ill during the written and practical examinations\*, please refer to Section D4 of the 'Handbook for Candidates' which is uploaded on the HKEAA website in December 2018 on how such cases may be handled.

\* *No supplementary examination will be arranged for written and practical examinations.*

3. A box of 50 face masks, 50 pieces of disinfected wet tissue and a bottle of alcohol sanitizer-gel will be provided to each examination centre and be delivered together with the examination stationery before the examination period. These masks should be provided to centre supervisors, invigilators and candidates who have symptoms of upper respiratory tract infection but do not bring their own masks. In case your centre requires further supply of the above items, please contact Ms Wing Poon of this office (Tel. No. 3628 8963). Please keep the unused masks at your centre for future public examinations.
4. Please refer to the following website of the Centre for Health Protection for detailed information on prevention of influenza :  
[http://www.chp.gov.hk/en/view\\_content/14843.html](http://www.chp.gov.hk/en/view_content/14843.html)
5. Any changes to the precautionary measures will be communicated to schools and announced via the Authority's website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)) as soon as possible. In case of enquiries, please contact us at 3628 8860.



**Collection Slip**  
**領取單**

(Documents to be collected between 13 and 20 February 2019)  
(請於2019年2月13日至20日領取)

To: General Manager, School Examinations and Assessment Division, HKEAA  
致：香港考試及評核局學校考試及評核部總經理

**Hong Kong Diploma of Secondary Education Examination 2019**  
**2019年香港中學文憑考試**

Please allow the bearer, Mr/Ms \_\_\_\_\_, to collect the following documents for my school:  
請將下列文件交予來人 \_\_\_\_\_ 先生／女士：

- (1) Admission Forms;  
准考證；
- (2) Setup & User Guides for 'Public Examinations Communication & Support System' (PECSS) and 'Attendance & Script Tracking System' (ASTS) (for schools providing hall centres only).  
「試場通訊及支援系統」及「出席紀錄及答卷收集系統」設定及使用手冊（只限提供禮堂試場的學校）。



Principal's Signature  
校長簽署

: \_\_\_\_\_

Name of School  
學校名稱

: \_\_\_\_\_

Date  
日期

: \_\_\_\_\_

**Office Hours** Monday to Friday 星期一至五: 8:30 am – 5:30 pm 上午8時30分至下午5時30分  
**辦公時間：**

**Address** 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
**地址：**香港灣仔軒尼詩道130號修頓中心12樓