

Phone: 3628 8907

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3 October 2014

To: Principals of schools with SEN candidates sitting the 2015 HKDSE in own schools

Dear Principal

### **Hong Kong Diploma of Secondary Education Examination (HKDSE) 2015 Accommodation for SEN Candidates in Written Examinations**

Further to our letter dated 29 September 2014 regarding the examination accommodation for the 2015 HKDSE written examinations, I write to confirm that your school will be a home centre for your own SEN candidates in the 2015 HKDSE. In this connection, we would like to seek your collaboration and support for serving as a home cum district centre for other SEN candidates with similar special examination arrangements (SEAs) in the same district.

#### **Implementation of Home cum District Centres in the 2015 HKDSE**

Over the years, in the interests of SEN candidates and for better resources management, home-centre schools were requested to provide accommodation not only for their own students but also other SEN candidates who do not require any ancillary equipment. In 2014 HKDSE, some home-centre schools kindly agreed to provide extra classrooms so that other school or private candidates who required similar SEAs (such as extra time allowance, special question paper and/or special answer sheet) were grouped together to sit the written examinations. This practice has proved to be cost-effective in conducting examinations and could cater to the special needs of candidates.

In view of the upsurge in the numbers of SEN candidates and special/home centres required in the coming years, the provision of home cum district centres has been discussed with principals at the meeting of the HKEAA Advisory Committee on Public Examinations Administration, the meeting with district school principals' associations as well as the School Leaders' Meeting in 2013/14. Further discussion with the chairpersons / convenors of various district school principals' associations was also held on 17 and 18 September 2014. To strengthen this practice in the 2015 HKDSE, it has been agreed that individual schools serving as home centres in the 2015 HKDSE will be invited to indicate if additional classrooms could be made available for the conduct of written examinations for other SEN candidates.

#### **Examination Accommodation**

Each home cum district centre school is requested to provide three classrooms (i.e. 1-2 extra classrooms) on certain examination days when they are used as a home centre for their own students. Each extra classroom will accommodate up to 20 SEN candidates in the same or neighbouring district. With regard to invigilation, the home school will continue to provide suitable teaching staff to serve as the Centre Supervisor and invigilator(s) (if applicable) while cross invigilators from other schools will be deployed to assist in the invigilation.

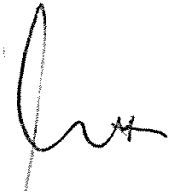
**Action Required**

Home-centre schools are required to view and confirm the availability of their school venues via the Examination Centre Management (ECM) System at the HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)) **between 6 October and 15 October 2014**. In case schools would like to provide more / fewer classrooms than the number specified, they may fill in the updated number of classrooms under the 'unavailable reason' column in the ECM System.

We appreciate the high level of cooperation which most schools have given us and treasure our partnership in providing quality examination services for SEN candidates over the years. We look forward to another year of smooth administration of public examinations with your school's valuable support and participation.

If you have any enquiries, please feel free to contact Mr Benny Chan on 3628 8907.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Margaret Hui', written in a cursive style.

Margaret Hui (Ms)  
General Manager - School Examinations and Assessment

MH/KC/bc