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To Principals of schools participating in the 2012 HKDSE Examination

Dear Principal

Guidelines for Processing Public Examination Irregularities

Each year, the HKEAA reviews and updates the public examination procedures and regulations taking into account circumstances where candidates failed to comply with the stipulated rules and procedures in the previous examination. Minor changes in the wording of the examination procedures, regulations and instructions are made annually if necessary. To ensure the smooth conduct of the examinations, the major changes are expressly stated in the Handbook for Candidates and highlighted in the Video for Candidates.

The Standing Committee of the Authority is responsible for processing all complaints and irregularities related to public examinations in accordance with a set of guidelines approved by the Public Examinations Board (PEB). The Guidelines are reviewed annually in light of experience gained from the conduct of examinations. To increase openness and transparency of the Authority, the HKEAA has been disclosing the magnitude of mark penalties and mark adjustments on cases of individual candidates from the 2011 examinations. The information was conveyed to the candidates concerned before the release of examination results. To foster public understanding of the ways in which examination irregularities are handled, the Authority has produced a simplified version of the Guidelines, namely “**The Equitable Treatment of Examination Irregularities**” and a leaflet entitled “**Irregularities in Public Examinations**” with a view to informing major stakeholders, i.e. schools, candidates and parents, of the rationale for processing examination irregularities and the circumstances under which the guidelines are applied. Three copies of the leaflet are enclosed for your reference and circulation to your teachers and students. A full set of the irregularity guidelines is available from the HKEAA website (www.hkeaa.edu.hk/DocLibrary/HKDSE/Irregularities_Leaflet_E.pdf). Please note that the set of guidelines is pertinent to the 2012 examinations and will be reviewed annually.

Penalty cases for 2012 HKDSE

In the 2012 HKDSE Examination, the PEB made decisions on 699 penalty cases for breaching examination regulations. A breakdown of these cases is listed below:

- (a) Subject disqualification was imposed on three candidates for plagiarism in the school-based assessment (SBA) component of the subjects concerned. The HKEAA would like to enlist schools' assistance in reminding their students of the serious consequence of using plagiarised materials as their own work in the SBA component.
- (b) Subject downgrade was imposed on 33 candidates for offences of a more severe nature, such as mobile phones being turned on and found on candidates' body or desk, bringing in unauthorised materials capable of giving unfair advantage, and public display of barcode labels removed from examination centres.
- (c) Mark penalties were imposed on 663 candidates for breaking the examination regulations. The levels of penalty are 1%, 2% and 5% of the maximum paper mark depending on the seriousness of the offences.

Attached for your information is a list showing the number of penalty cases due to various offences in the 2012 HKDSE Examination. If any of these cases is applicable to your candidates, the number will be shown against different offences.

If you have any questions, please contact our Public Examinations Information Centre on 3628 8860.

Yours sincerely



Margaret Hui (Ms)

General Manager, School Examinations and Assessment Division

Hong Kong Diploma of Secondary Education Examination 2012

Penalties for not following the examination regulations

Severe penalties which involve downgrading and subject disqualification

No. of cases	Description
<u>0</u>	Cheating
<u>3</u>	Plagiarism in School-based Assessment / project work submitted
<u>0</u>	Misbehavior / malicious act at the examination centre
<u>24</u>	Mobile phone in operating mode and / or found on desk / body during an examination
<u>1</u>	Took away the question paper before the end of an examination session
<u>5</u>	Brought into the examination centre unauthorised materials capable of giving unfair assistance (e.g. handwritten notes or formulae on the calculator cover / packet)
<u>3</u>	Unauthorised public display of barcode label(s) removed from the examination room

Mild penalties which involve mark deduction

No. of cases	Description
<u>352</u>	Took the listening test without bringing any radios (at those centres where broadcast is done by radio), batteries or earphones, arrived at the examination centre more than 30 minutes after the reporting time or brought in a prohibited electronic device other than a radio, walkman, Discman or radio-cassette player
<u>48</u>	Mobile phones (e.g. alarm function) / sound-emitting articles under the chair sounded during an examination
<u>4</u>	Removed any remaining barcode labels or stuck the labels on their personal belongings
<u>80</u>	Brought into the examination centre unauthorised materials from which advantage might be gained (e.g. question paper of a previous examination session)
<u>124</u>	Disobeyed centre supervisors' time instructions (i.e. started working / reading the question paper before being instructed to do so, continued to work after the "Time-is-up" announcement or continued to look at the question paper after the end of the preparation time in speaking examinations) and other instructions
<u>3</u>	Failed to mark the multiple-choice (MC) answers on the MC answer sheets as instructed (i.e. marked the MC answers on the question-answer book or elsewhere instead of the MC answer sheet)
<u>18</u>	Revealed candidate's own identity on the answer scripts
<u>20</u>	Failed to stick any barcode label(s) on any answer books / question-answer books / MC answer sheets used in an examination
<u>8</u>	Brought into the examination centre a prohibited calculator
<u>1</u>	Attended the examination more than once at a wrong examination centre without an acceptable explanation
<u>5</u>	Left early in the examination session without acceptable reason(s) for which early leave is not allowed / Left during the first 30 minutes of an examination session without permission for which early leave is allowed
<u>0</u>	Took photos, audio record or video record during an examination



Irregularities in Public Examinations

Introduction

The Hong Kong Examinations and Assessment Authority (HKEAA) currently administers two large scale public examinations each year, the Hong Kong Advanced Level Examination (HKALE) and the Hong Kong Diploma of Secondary Education (HKDSE) Examination. Despite our best efforts, it is not always possible to ensure that all public examinations are conducted absolutely smoothly and without incident. When unexpected incidents occur, we have a range of measures to adjust for any consequent unfair advantage or disadvantage that might apply to individual candidates. The purpose of this leaflet is to share information about the general nature of such irregularities, the way in which they are dealt with and the kinds of adjustments made in response to them.

Types of irregularity

There is a wide range of types of incident that can occur and have an impact on candidates' performance in a public examination. For example, candidates may feel that the correct procedures for a particular examination paper were not followed, or that the conditions under which an examination was conducted were not satisfactory. We encourage candidates to raise any concerns on such matters (e.g. poor examination centre environment, excessive external noise) with the examination centre staff immediately so that the concerns can be addressed straightaway, possibly by a change of seating for the candidate. There may also be cases of examination centre staff assisting candidates who are unwell, or finding candidates who have broken the examination regulations or not followed invigilator instructions. Again, we ask examination centre staff to deal with such matters immediately with the candidates involved, hopefully resolving them as quickly and smoothly as possible.

How to report irregularities?

It may not be possible to satisfactorily resolve all such matters on the spot. In such cases, reports need to be made, preferably immediately after the examination, and submitted to the Authority for consideration. Candidates may lodge complaints with the centre supervisor at the examination centre, or use an electronic form on the Authority website, following procedures given in the Handbook for Candidates. Where examination centre staff have concerns about the conduct of candidates, these will also be reported to the Authority by centre supervisors, using a report form that is signed by the candidate(s) involved.

Irregularities handling procedures

Each case brought to the Authority's attention will be thoroughly investigated and considered. Authority staff will revert to the individuals involved, to examination centre staff and sometimes also to other candidates who may have relevant information to share, in order to gain as much background as possible in relation to the event. All this information is considered in detail by a Standing Committee of the Authority. This Standing Committee comprises a range of HKEAA's senior assessment staff. It refers to a set of guidelines which describe normal practices, and makes recommendations to the Public Examinations Board on what action to take for each case. Once the Public Examinations board has approved such actions, candidates are informed of the outcomes.

Processing of irregularities

A wide range of possible measures, each judged appropriate to the particular circumstances of each case, are employed. Cases of special consideration, where an unfair disadvantage to candidates in terms of impact on their performance is established, may lead to an upward mark adjustment, generally by a small percentage of the maximum mark for the examination paper involved. In cases where candidates have not followed examination regulations, or have not met examination requirements, a range of penalties from small mark deductions, through downgrading, to possible disqualification, are applied.

Further information

The handling of irregularities in public examinations involves complex details and procedures. For further information about common irregularity cases and relevant processes and procedures, you may refer to the publication *"The Equitable Treatment of Examination Irregularities"*, which is available on the HKEAA website www.hkeaa.edu.hk/DocLibrary/HKDSE/Irregularities_Leaflet_E.pdf If you have any queries regarding the information provided above, please contact the Public Examinations Information Centre (PEIC):

Tel:	(852) 3628 8860
Email:	dse@hkeaa.edu.hk (HKDSE) al@hkeaa.edu.hk (HKALE)
Address:	12/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong



公開考試異常事件

簡介

香港考試及評核局（考評局）每年負責舉辦兩個大型公開考試，包括香港高級程度會考（高考）及香港中學文憑考試（文憑試）。我們一直致力確保公開考試順利進行，但過程中難免出現意料之外的情況。為此，我們已制定一系列相應措施，處理個別考生在考試進行中因異常事件而得到益處或受到負面影響的個案。本單張旨在簡述於公開考試出現的各類異常事件，以及有關的處理方法及程序。

異常事件類別

公開考試期間有機會出現不同類型的事件，而考生表現可能因而受影響。例如，考生認為個別考試未有依照既定的程序進行，或試場環境未如理想。考生若遇上有關惡劣的試場環境、外來噪音等問題，我們建議考生立刻向監考人員提出，監考人員或可為考生安排其他坐位，以便即時處理。其他於考試期間發生的異常事件，例如考生感到身體不適、考生違反考試規則或未有遵從監考員指示，我們亦要求試場人員即時為考生處理有關情況，務求迅速及順暢地解決問題。

如何提交異常事件報告？

遇上未能在試場內即時解決的異常事件，考生應在考試完結後立即向考評局匯報。考生可即場向試場主任投訴，或依照《考生手冊》指引填妥考評局網頁內的電子表格。若遇到考生違反試場規則的情況，試場主任亦必須向考評局提交由涉事考生簽署的報告。

處理考試異常事件的程序

考評局會就每宗異常事件個案進行調查，並會要求有關考生、監考人員、甚至其他考生提供相關的資料。所有資料會交由考評局的常設委員會作詳細審閱。常設委員會由考評局秘書處資深的評核人員組成。就一般個案而言，委員會會根據指引向公開考試委員會就每宗個案提出建議。有關建議經公開考試委員會通過後，便會通知考生有關決定。

考試異常事件的處理方法

每宗個案經審議後會根據個別情況獲得不同的處理。如有不公平的情況出現以致對考生表現構成負面影響，有關考生的分數或會獲得調升，調升幅度通常是相關卷別總分的輕微百分比。如考生未有遵從考試規則或未能符合考試要求，將會受到不同程度的懲處，包括較輕微的扣分、降級甚至取消成績等。

更多資料

處理公開考試的異常情況牽涉複雜的細節與程序。有關常見異常情況的詳細資料，以及相關的處理程序及方法，請瀏覽《公正處理考試異常事件準則》

www.hkeaa.edu.hk/DocLibrary/HKDSE/Irregularities_Leaflet_C.pdf

如對上述內容有任何查詢，請與公開考試資訊中心聯絡：

電話：	(852) 3628 8860
電郵：	dse@hkeaa.edu.hk (文憑試) al@hkeaa.edu.hk (高考)
地址：	香港灣仔軒尼詩道 130 號修頓中心 12 樓