

Phone: 3628 8860
Ref: DSE/CR 3/ 2013

6 December 2012

Dear Principal,

**Hong Kong Diploma of Secondary Education (HKDSE) Examination 2013
Important Examination Arrangements and Distribution of Handbooks for Candidates**

To familiarise candidates with the examination regulations, procedures and arrangements for the 2013 HKDSE Examination, the following documents and videos will be disseminated to them shortly:

- (a) Handbook for Candidates for 2013 HKDSE Category A and Category B Subjects;
- (b) Instructions to Candidates for 2013 HKDSE Category C (Other Languages) Subjects;
- (c) Videos for Candidates on 2013 HKDSE major examination procedures for written (including listening tests) and speaking examinations.

Items (a) and (b) will be available for schools' collection from the HKEAA Wan Chai Office (Address: 12/F, Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **from 14 to 21 December 2012** (Monday to Friday: 8:30 am to 5:00 pm). 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*. Item (c) will be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk>) around late February 2013 for access by candidates. Items (a) and (b) will also be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk/tc/hkdse/>) once they are available.

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 the reference of your teachers and record purposes. In addition, candidates who have entered for the Category C subjects will each receive a copy of the "Instructions to Candidates". Please ask your candidates to read carefully the Handbook and the Instructions (if applicable) which contain important notes, regulations and procedures relating to their participation in the 2013 HKDSE Examination 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 for the 2013 HKDSE Examination for your information and circulation to your teachers and candidates concerned:

1. English Language Paper 1 (Reading) and Paper 3 (Listening and Integrated Skills)

There are two parts in each of these two papers. All candidates must do Part A and then choose either Part B1, the easier section, or Part B2, the more difficult section. Candidates must tie their Part A question-answer book with the attempted Part B (i.e. either B1 or B2) question-answer book with the green tag provided. Invigilators will collect the attempted Part A + Part B1/B2 question-answer books and the unattempted Part B1/B2 question-answer book separately. No barcode label or candidate number need to be put on the cover of the unattempted Part B1/B2 question-answer book of English Language Paper 1.

To allow sufficient time for the collection of scripts at the end of Paper 1 examination, there is a sessional break of 60 minutes between Paper 1 and Paper 2.

2. Chinese Language Papers 3 & 5 (Listening and Integrated Skills)

Towards the end of the listening component of the test, candidates will be asked to take off their earphones, turn off their radios and be told of the remaining time of the examination via broadcast. The Paper 5 examination will follow the Paper 3 examination immediately with no break in between the 2 papers. The following instructions will be broadcast:

各位考生，錄音播放完畢。考試時間尚餘 1 小時 5 分。請摘下耳筒，關上收音機，繼續作答，直至試場主任宣布考試結束。

The examination time for Paper 5 (including the broadcast of the examination content and the answer time) is approximate 1 hour 15 minutes. At the end of Paper 5 examination, an announcement will be made by the Centre Supervisor when the time is up.

3. Change of Question Paper Format for the following subjects/papers

To facilitate candidates in answering the questions, the question paper format of the following subjects/papers have been changed:

Subject/Paper	2012 format	2013 format
Liberal Studies Paper 1	Question-Answer Book	Question-Answer Book inserted inside the Question Paper.
Liberal Studies Paper 2	Question-Answer Book	Question paper and Answer Book, instead of Question-Answer Book, will be used.
Mathematics (Extended Part) Modules 1 and 2	Question-Answer Book for Section A and Answer Book for Section B	A single Question-Answer Book will be used for both sections in each module.
Physics Paper 2	Question-Answer Book	Question-Answer Book for multiple-choice questions and Answer Book for structured questions
Health Management & Social Care Paper 2	Question-Answer Book	Question-Answer Book for Section A and Answer Book for Section B

4. Candidates' Discipline in Speaking Examinations

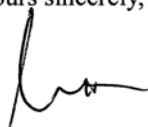
During the speaking examinations, candidates must not talk to other candidates (except during the group discussion) or use an electronic device (such as mobile phone or tablet) to communicate with others or access the internet/email/SMS/WhatsApp etc. after entering the reporting room (i.e. in the reporting room/preparation room/examination room/corridor) until the end of the examination. Candidates failing to follow the regulations will receive a mark penalty, subject downgrading or even be disqualified from the whole examination.

5. Provisional and Finalised Accommodation Requirements

Schools used as examination centres in the 2013 HKDSE Examination will be informed of the **Provisional Accommodation Requirements** via the Examination Centre Management (ECM) system at the HKDSE Examination Online Services in December 2012. The **Final Accommodation Requirements** will be available via the same system in January 2013 to confirm the exact usage of their school halls and/or classrooms for which suspension of classes is needed. At the same time, schools will be invited to nominate their teachers and staff members to serve as Centre Supervisors and invigilators for the examination via online.

Thank you for your continuing support of the 2013 HKDSE Examination. 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 2013 HKDSE Examination

DSE

School Code

Ref: DSE/CR 3/ 2013

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

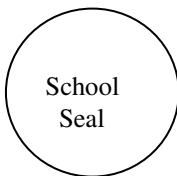
Collection Slip

Hong Kong Diploma of Secondary Education (HKDSE) Examination 2013 Collection of Handbooks and Instructions for Candidates

(The documents will be ready for collection between 14 and 21 December 2012)

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 Subjects Other Languages (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 arrange sufficient staff members to collect them.