A. Instructions to Candidates

◆ Check carefully the information printed on the admission form. Any discrepancy detected should be reported to the Hong Kong Examinations and Assessment Authority (HKEAA) immediately. Do not write anything on the admission form.

◆ Check carefully the starting time of the examination. Late candidates will not be given extra time to compensate for the time loss.
◆ A candidate who took an examination in a wrong centre may receive a mark penalty in the subject concerned.

Note

◆ You should bring to the examination centre:
  1. the original copy of both your admission form and identity card. Otherwise, the Centre Supervisor may refuse to admit you;
  2. your own stationery (e.g. blue or black ball pen for conventional papers, HB pencil for MC papers). Stationery will not be supplied at centres. (Note: Candidates are not allowed to bring word-hidden pens; otherwise mark penalty may be imposed.)

◆ For materials required for individual subjects, please refer to Section B: Instructions on Individual Subjects.

◆ Calculators [Please refer to Annex 1 for the List of Permitted Calculators]

You should note the following:
◆ Electronic calculators, including programmable calculators, may be used in any examination session provided that the calculators are battery-powered, silent in operation and with neither print-out nor graphic/word-display facilities and do not use dot-matrix technology in the main display.
◆ The calculators must have been pad-printed with the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label. If the label on your calculator has faded with time, have it pad-printed again before the examination. Bringing to the examination a calculator without the required label may risk a mark penalty.
◆ Make sure that the jacket of your calculator does not contain any paper or the card with standard formula list provided by the manufacturer.
No help can be expected from the Centre Supervisor or invigilator should your calculator fail to function properly for any reason and no allowance will be given by markers for any mistakes arising from calculator malfunctioning.

Calculators brought into the examination room are subject to inspection and, in case of doubt, may be taken away for further inspection.

### Pad-printing of Calculators

Free pad-printing service will be provided on the following dates:

<table>
<thead>
<tr>
<th>Month</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29</td>
</tr>
<tr>
<td>April</td>
<td>2</td>
<td>9</td>
<td>16</td>
<td></td>
<td>26</td>
<td>30</td>
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<tr>
<td>May</td>
<td></td>
<td>7</td>
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</tr>
</tbody>
</table>

**Time:** 2:00 pm to 4:00 pm  
**Place:** 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, H.K.  
**Note:** Bring your admission form

- You must present yourself for the examination decently dressed. The Centre Supervisor will refuse to admit a candidate who is not properly dressed.
- You should arrive at the examination centre at least 15 minutes before the start of the examination.
- You are **not allowed** to
  - smoke or litter anywhere in the centre school
  - eat (including chewing gum) or drink in the examination room
  - take photographs in the examination room
You are advised not to bring valuables to examination centres. You should not leave study materials and personal property outside the examination room because of the risk of having such items stolen. The examination centre and the HKEAA will not be responsible for the loss of such items.

Make sure that articles such as notes, books and all kinds of electronic/communication devices (e.g. PDA, mobile phones, pagers, MP3 players, electronic dictionaries, databank watches) are taken out from your pockets. If these articles are found in your pocket/on your body during the examination, you may receive a subject downgrading or even be disqualified from whole examination.

Under normal circumstances, candidates may be admitted into the examination room 15 minutes before the examination is due to start.

You should occupy the seat assigned to you in accordance with the seat number stated on your admission form.

You must maintain absolute silence and should not speak to other candidates nor disturb them.

You are strongly advised not to bring your mobile phone to the examination centre. If you have a mobile phone with you, it must be turned off (including the alarm function) and put under your chair in a position clearly visible to the invigilators. You are also advised to take out the battery from your mobile phone to ensure that no sound will be emitted because of the alarm function. If the alarm of your mobile phone/article that can emit sound rings during the examination, you may receive mark penalties.

You must put all your other personal belongings in a small bag that can be properly closed with a zip/buckle etc.

If you have not brought a bag that can be securely closed, the Centre Supervisor will ask you to take your personal belongings to the front of the hall.

If you bring a pencil case/box (including a transparent pencil box), you must place the contents on your desk and put the pencil case/box under your chair.
Note

◆ If you are found to have an electronic/communication device (including a mobile phone) switched on during the examination, you may be disqualified from the examination.

◆ If unauthorized articles such as books, dictionaries, notes, papers or word-hidden pens are found on/in your desk, on your body or in your pockets, you may receive a subject downgrading or even be disqualified from the examination.

◆ If your mobile phone rings during the examination, the invigilation staff will ask you to show the mobile phone call log/SMS/MMS log and take down the relevant information so that the HKEAA may assess if cheating is involved. If you refuse to do so, the invigilation staff will record this in the report to the HKEAA.

◆ The announcements of the Centre Supervisors will be made in the same language as the one used by the candidates in the examination.

◆ You will be given a sheet of personalised barcode labels for each examination session. Your candidate number, seat number and subject name will be shown on each barcode label. Make sure that you have got the right barcode sheet. If there is any discrepancy, ask the invigilator immediately.

◆ When you receive your question paper, check the front cover to ensure that it is the correct paper for that examination session. If you are in doubt, ask the invigilator.

◆ You must not turn over the pages of the question paper and must not start working until you are instructed to do so. Otherwise, you will receive a mark penalty.

◆ Some of the examinations require the use of more than one answer book (instructions are given on the question papers). If you sit these examinations, you should check the number of answer books provided to you.

◆ You should write your candidate number and affix the barcode labels in the appropriate spaces on your answer books, MC answer sheets, supplementary answer sheets and graph papers used (see Annex 2).

◆ You are strictly forbidden to take away any examination material. The question paper should not be taken away from the centre until the end of the examination.

◆ You must not write your name, identity card number or school name on the cover of the answer book or as part of any answer. Otherwise, you will receive a mark penalty.

◆ The rough-work sheets supplied in an examination will be collected separately at the end of the examination by the invigilators but they will not be marked.
◆ If you have to go to the toilet during the examination, you should raise your hand to summon an invigilator. The invigilator will record the name of the candidates going to the toilet and the time.

◆ Leaving early will only be allowed during the permitted period in an examination. If you want to leave early, you should obtain the consent of the invigilator.

<table>
<thead>
<tr>
<th>Leaving early</th>
<th>First 30 minutes</th>
<th>Last 15 minutes</th>
<th>The remaining time</th>
</tr>
</thead>
<tbody>
<tr>
<td>All multiple-choice papers</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
| Chinese Language Papers 3 & 5  
English Language Paper 2  
Putonghua Papers 1 & 2  
Music Paper 2  
French Paper 1  
Word Processing & Business Communication (English)  
Computer and Information Technology Paper 1 | No               | No              | No                |
| Other conventional papers | Yes*             |                 |                   |

* If you wish to leave early, you should first tie up your papers, make sure that you have filled in all the necessary details on your answer books and supplementary answer sheets, and have affixed the barcode labels in the designated spaces. You should then raise your hand to summon an invigilator.

◆ Early leavers are not allowed to take away the question papers. If you disobey this instruction, you will be disqualified from the subject examination.

◆ If you leave early without the consent of the invigilator, you may receive a subject downgrading.

◆ Centre Supervisors are asked to write the actual starting and finishing times on a blackboard and remind candidates at 15 and 5 minutes before the end of each examination session.

(Note: You are advised to bring your own watch as not all centres will have a clock.)

◆ When the announcement: “Time is up.” is made, make sure you obey promptly. If at that time you discover you have not filled in your candidate number or question number, wait until the invigilator is beside you and ask for the permission to fill it in. If you make any changes without permission, the Centre Supervisor will naturally assume you are trying to change an answer, and this may lead to a mark penalty.

◆ At the end of the examination, you should only leave the examination room when instructed by the Centre Supervisor.
◆ You must follow the instructions printed on the question paper.

◆ **Officially accepted simplified Chinese characters** are permitted in examinations where Chinese is the language medium. Accepted simplified Chinese characters refer to those contained in the official booklet (簡化字總表) published by the Chinese authorities (State Commission on Language Work) in October 1986.

◆ Unless otherwise stated on the question paper, you must start each full question (not part of a question) on a new page. You may ask for supplementary answer sheets or graph paper if required. You should fill in the question number and mark on the corresponding boxes on each page of the answer book/supplementary answer sheet (see Annex 2).

◆ Unless permitted by the invigilator, do not remove any sheets from any answer book. You must also fasten all supplementary answer sheets/graph paper with a short string.

◆ Write your answers in the specified area in the answer books / answer sheets / question-answer books. **Answers written in the margin will not be marked.**

◆ You should cross out all unwanted material before you hand in your script. Candidates who have answered more questions than required should note that the excess answers at the end of the answer scripts will not be marked.

◆ All multiple-choice (MC) papers will be in 4-option format.

◆ You will receive a question book, an MC answer sheet and a backing sheet. Put your candidate number, your name and signature, and then affix a barcode label on the MC answer sheet.

◆ Use an HB pencil to mark the answers on the MC answer sheet. Use an HB pencil to mark the answers. Wrong marks must be completely erased with a clean rubber.

◆ You will score no marks for marking two or more answers to the same question. **Answers put in the question book will not be marked.**

◆ Rough work should be done in the question book or on the rough-work sheet. Do not put your answer sheet inside your question book. Only the MC answer sheet will be collected by the invigilator.

◆ As you fill in an answer, check to see that you are answering the right question. Subsequent requests for special consideration regarding this kind of wrongly completed answer sheets will not be entertained after candidates have left the centres.
The following subjects require the submission of projects/coursework/portfolio. Candidates must submit their projects/coursework/portfolio before the deadlines. **Late submission will not be accepted** and **zero score** will be entered for the work concerned:

- Chinese History
- Computer and Information Technology
- Design and Technology
- Design and Technology (Alternative Syllabus)
- Electronics and Electricity
- Fashion and Clothing
- Graphical Communication
- History
- Integrated Humanities
- Science and Technology
- Technological Studies
- Visual Arts

Candidates who pass off work done by someone else as their own, in any part of a project or a portfolio where original work is required, may be **disqualified from the whole examination**.

You have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with. The Authority will not accept any claims from candidates for being misinformed by others (including invigilation staff) as an excuse for exemption from penalty for any breach of the regulations.

Please read carefully the examination regulations and the penalties for breaching such regulations. They are printed on the reverse side of your admission form for ease of reference.
The tentative date for the release of examination results is Monday, 4 August 2008. An announcement concerning the exact date of publication will be made in the local newspapers on 28 July 2008. Each candidate will receive a Results Notice.

Except for the subjects of Chinese Language, English Language and French, the performance of candidates in each subject is recorded in terms of six grades, A (the highest) to F (the lowest). Achievements below grade F will be designated as “UNCLASSIFIED”. Subjects for which the candidate was absent and subjects with unclassified results will not be recorded on the certificates.

For the subjects of Chinese Language and English Language, the performance of candidates will be recorded in terms of five levels, with Level 1 being the lowest and Level 5 being the highest. Achievements below Level 1 will be designated as “Unclassified” (U). Level 5 candidates with the best performance will have their results annotated with the symbol *.

For the subject of French, the grade awarded is in accordance with the International General Certificate of Secondary Education (IGCSE) Foreign Language French Examination of the University of Cambridge International Examinations (CIE). Achievement in this subject is indicated by grades A*(a*), A(a), B(b), C(c), D(d), E(e), F(f), G(g) and UNGD(Ungraded). A candidate who was absent from Paper 1, 2 or 3 will have the result recorded as ABSENT. Achievements below grade F and absence will not be recorded on the certificate.

For the following subjects, the component results are also printed on the certificate if the candidate has sat the examination and obtained a subject result of grade F/Level 1 or above:

- Chinese Language
- English Language
- Computer and Information Technology
- Design & Technology (Alternative Syllabus)
- Electronics & Electricity
- Graphical Communication
- Home Economics (Dress & Design)
- Home Economics (Food, Home and Family)
- Physical Education
- Putonghua
- Science and Technology
- Technological Studies

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