


## B. Instructions to Candidates

### 1. General Instructions

- ◆ Check carefully the information printed on the **admission form**. Report any discrepancy detected to the Hong Kong Examinations and Assessment Authority (HKEAA) immediately.
- ◆ **Do not** write anything on the admission form. Otherwise, you will be subject to a **mark penalty** or **may even be disqualified from the whole examination**.

 Note	<ul style="list-style-type: none"><li>◆ <b>Check carefully the starting time of the examination. Candidates who are late will NOT be given extra time to compensate for any time lost.</b></li><li>◆ <b>Candidates taking an examination in a wrong centre more than once without an acceptable explanation will receive a mark penalty in the second and subsequent subjects.</b></li></ul>
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- ◆ You must **bring to the examination centre**:
  - (a) the **original of both your admission form and identity card (or another valid identification document with a photograph)**. Otherwise, the Centre Supervisor may refuse to admit you or your answer scripts may not be accepted by the HKEAA. Moreover, candidates whose identity could not be verified on the spot will be required to complete a report form and have their photograph taken after the examination (if necessary) at the examination centre for future verification purposes. Failure to comply with this regulation will result in their answer scripts not being marked by the HKEAA;
  - (b) your own stationery (e.g. blue or black ball pens for conventional papers, HB pencils for MC papers etc.). Stationery will **not** be supplied at centres. (**Note:** Candidates are not allowed to use word-hidden pens; otherwise a **mark penalty** will be imposed.)
- ◆ For materials required for individual subjects, please refer to Section E, and Parts 7 and 8 of this section (for Listening components and Speaking examinations of Language Subjects).
- ◆ **Calculators** [Please refer to the **Annex** for the List of Permitted Calculators]

You must note the following:

- Electronic calculators, including programmable calculators, may be used in any examination sessions (**other than Chinese Language and English Language**) provided that the calculators are battery-powered, silent in operation, with no print-out or 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, you should have it pad-printed again before the examination. Candidates bringing a calculator without the required label to the examination will risk a **mark penalty**.
- You must not write anything on the back of the calculators. Otherwise, you will be subject to a **mark penalty or may even be disqualified from the whole examination**.
- You are required to **remove the calculator cover/jacket** and place it inside your bag or under your chair during the examination.
- No assistance can be expected from the Centre Supervisor or invigilators 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 in 2020:

	Mon	Tue	Wed	Thu	Fri
March					6
March					20

**Time** : 2:30 pm to 5:30 pm

**Place** : 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, H.K.

**Note** : Bring your admission form

## 2. Candidates' Discipline

- ◆ You must present yourself for the examination decently dressed. The Centre Supervisor will refuse to admit candidates who are not properly dressed.
- ◆ You are **not allowed** to:
  - smoke or litter anywhere in the centre school;
  - eat (including chewing gum) in the examination room, but may drink water with the permission of the invigilator;
  - take photographs, audio-record or video-record before/during/after the examination inside the examination room (including the reporting room and preparation room for speaking examinations), or else you will receive a **mark penalty**. If you display the photographs/videos/records electronically or publicly, you will receive a **subject downgrading**.
- ◆ Candidates who misbehave or act maliciously in such a way that they upset the conduct of the examination will risk **disqualification from the subject examination**. Other types of misbehaviour (e.g. being excessively rude to centre staff or examiners, repeatedly disobeying centre staff's reasonable instructions, using foul language or writing obscene words or putting other inappropriate words/drawings on answer scripts) may lead to **subject downgrading**.
- ◆ Please read carefully the examination regulations and the penalties for violating such regulations laid down in this handbook. You have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with. Candidates in breach of any requirements or regulations will be subject to **penalty**. For serious breach of examination regulations (e.g. cheating), candidates may risk **disqualification from the whole examination**. Should candidates fail to follow any examination instructions, the candidates concerned will be asked to complete and sign on a report form for follow up by the HKEAA.
- ◆ The HKEAA will not accept any claims from candidates about being misinformed by others as an excuse for exemption from penalty for violation of any examination regulations.

## 3. Before the Start of the Examination

- ◆ You are advised to arrive at the examination centre at least **15 minutes** before the start of the examination.
- ◆ Under normal circumstances, candidates may be admitted into the examination room **15 minutes before the examination** is due to start.
- ◆ 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 any loss of personal belongings.

### *Inside the Examination Room*

- ◆ The Public Examinations Communication and Support System (PECSS) will be set up in written examinations held in halls. The examination proceedings at these centres will be video-recorded for record purposes. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon the closing of examination (i.e. 30 November 2020).

- ◆ The announcements of the Centre Supervisors will be made in the same language medium as the one in which the candidates sit the examination.
- ◆ You must maintain absolute silence once you have entered an examination room. You must not disturb, speak or give signals to other candidates during an examination. Otherwise, you will receive a **mark penalty**.
- ◆ You must occupy the seat assigned to you in accordance with the seat number stated on your admission form.

### *Handling of Personal Belongings*

- ◆ You must put your personal belongings in a small bag that can be properly closed with a zip/buckle etc.
  - (a) The bag must be properly closed.
  - (b) The bag must be placed under your chair or in an area assigned by the Centre Supervisor/invigilators.
- ◆ 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 examination room.
- ◆ If you bring a pencil case/box with you, you must place the stationery on your desk and put the pencil case/box under your chair. Also, you must put your admission form and identification document on the desk **and not inside any folder**. If you bring along a folder, you must put it under your chair.
- ◆ After entering an examination room, you should not refer to any materials related to the subject of that examination session. If you are found disobeying this rule, you will be subject to a **penalty in the subject/paper(s) concerned**.
- ◆ If unauthorised articles such as books, dictionaries, revision notes in written/electronic form, question papers from previous examination session(s) and any electronic devices\* are found on your desk or in the drawer of your desk, in your pockets or on your body after the Centre Supervisor has announced the distribution of question papers, you will receive a **mark penalty or may even be disqualified from the whole examination**.
- ◆ **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 (if possible) from your mobile phone before the start of the examination** to ensure that no sound is emitted. If the alarm of your mobile phone/article that can emit sound rings during the examination, you will be subject to a **mark penalty or subject downgrading**.
- ◆ Before the start of an examination, make sure that articles such as notes, books and all kinds of electronic devices\* are taken out from your pockets/your body or removed from your desk/the drawer of your desk. If these articles are found on your desk or in the drawer of your desk, in your pockets or on your body during an examination, you may be **disqualified from the whole examination**. In case of doubt, the Centre Supervisor or invigilators may collect the device from you for further inspection after the examination. You will be asked to complete and sign on a report form for follow up by the HKEAA.
- ◆ If you are found to have any electronic device\* switched on during an examination, you will be subject to a **mark penalty or subject downgrading**.
- ◆ If your **mobile phone or the alarm rings** during an examination, the invigilation staff will ask you to **show the mobile phone call/SMS/instant message log, etc.** and note down the relevant information for further investigation by the HKEAA. If you refuse to cooperate, the invigilation staff will record this in the report to the HKEAA.
- ◆ Do not write on the rough-work sheet provided by the HKEAA before the start of the examination. If any writing is found on your rough-work sheet during the distribution of question papers, it will be collected by the Centre Supervisor or invigilators before the start of the examination.

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\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.

### *About Examination Centre Environment*

- ◆ The HKEAA enlists schools' assistance in providing a suitable examination environment for candidates. However, candidates will not be completely shielded from normal background noise (e.g. from outside vehicles, normal school activities, school bell etc.) during an examination. Claims of performance being affected by normal background noise will **NOT** be entertained.
- ◆ Information on the provision of air-conditioning at an examination centre is indicated on the admission form. Candidates are advised to bring a jacket to an air-conditioned examination centre. Subject to the actual weather condition, individual examination centres may decide whether or not to turn on the air-conditioners. Claims of performance being affected by unsuitable room temperature will **NOT** be entertained.
- ◆ If you find any undesirable conditions at your seat (e.g. insufficient lighting, noise disturbance, dripping water etc.), you should **seek help from an invigilator at once**. If the need is genuine and a spare seat is available at the centre, the invigilator may arrange another seat for you. If you do not seek help from an invigilator at the time the undesirable conditions arise but ask for special consideration after the examination, the request will **NOT** be entertained.  
**Note:** Special Rooms are set up for listening components of language subjects only i.e. Chinese Language Paper 3 (Cantonese) and English Language Paper 3, but not any other subject written examinations.
- ◆ Candidates who disturb other candidates by making noise or performing other disturbing/annoying acts during an examination may be relocated to another seat by the Centre Supervisor or an invigilator. Candidates should follow the instructions from the Centre Supervisor or invigilators, or else the candidate is liable to a **mark penalty**.

### *Distribution of Question Papers*


- ◆ 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 an invigilator.
- ◆ You must not turn over the pages of the question paper/reading passage/data file when checking the front cover unless the question-answer book is inserted inside, and must not start working/writing 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(s)/question-answer book(s) (instructions are given on the question paper/question-answer book(s)). If you sit these examinations, you must check the number of answer book(s)/question-answer book(s) provided to you according to the Centre Supervisor's instructions.

## **4. Affixing Barcode Labels on Answer Scripts and Marking of Question Numbers**

### **(a) Use of barcode labels**

- ◆ To enhance the reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates' answer scripts and multiple-choice answer sheets in a subject/paper, which will be scanned before marking.
- ◆ You will be issued with a sheet of personalised barcode labels at the examination centre, prior to the start of each examination session.

- ◆ Your name will be printed on the top of the barcode sheet and each barcode label will show your candidate number, centre number, seat number and subject/paper. You should make sure that you occupy the correct seat and are given the correct barcode sheet. Any irregularities should be reported to the invigilator immediately.
- ◆ A3 answer sheets, folded in the form of A4 answer books, will be used to facilitate scanning. For **conventional papers**, you should write your candidate number and affix a barcode label in the designated space on the cover and all inner pages of answer books and question-answer books, supplementary answer sheets and graph papers used **during the examination**. For the listening component of the language subjects, you will be instructed via the broadcast to write your candidate number and affix barcode labels on the question-answer book(s).
- ◆ For **multiple-choice papers**, you should write your candidate number and name, sign and then affix a barcode label in the designated space on the MC answer sheet **during the examination**.
- ◆ You should write your candidate number and affix barcode labels on your answer scripts **after the Centre Supervisor has announced the start of the examination**. Candidates not following this instruction will receive a **mark penalty**. You have the responsibility to check that you affix the correct barcode labels on your answer scripts. Any errors in the use of the personalised barcode labels may affect the recording of examination results.  
**Note:** 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.
- ◆ After the ‘Stop working’ announcement, you will **NOT** be permitted to stick barcode labels on your answer scripts/supplementary answer sheets/graph papers/MC answer sheets. If you have not stuck the barcode labels on the designated spaces on the cover and/or inner pages of your scripts as instructed, you will risk a **mark penalty and the possibility of your answers NOT be marked**. During script collection, to facilitate the scanning process, you will be allowed to stick a barcode label on the cover of your answer scripts/MC answer sheets under the supervision of the invigilator. You have to sign a report form before leaving the examination room for follow up by the HKEAA.
- ◆ If you make a mistake with the barcode labels or need extra barcode labels, you should summon an invigilator and follow the invigilator’s instructions.
- ◆ At the end of the examination, invigilators will collect the barcode sheets separately. **Candidates are NOT permitted to take photographs of any barcode labels or remove any remaining barcode labels from the examination centre; otherwise, they will receive a mark penalty. Candidates who display their barcode labels electronically or publicly will receive a subject downgrading.**

 <b>Note</b>	<ul style="list-style-type: none"> <li>◆ Candidates who fail to follow the instructions of sticking barcode labels on the designated spaces on the cover and/or inner pages of the answer scripts, MC answer sheets, supplementary answer sheets and graph papers will receive a <b>mark penalty</b> in the paper concerned.</li> <li>◆ Candidates who report to the HKEAA after the examination about not following the instruction of sticking barcode labels will <b>NOT</b> be followed up individually. The scripts of candidates will be handled according to the stipulated procedures.</li> <li>◆ Candidates who take photographs of any barcode labels or remove any remaining barcode labels from the examination centre and <b>display them electronically or publicly</b> will receive a <b>subject downgrading</b>.</li> </ul>
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## (b) Marking of question numbers on answer scripts

- ◆ The question numbers on individual pages of the answer books/supplementary answer sheets will be captured electronically. There is a question number box on the top of each page. You must put an 'X' in the appropriate box so that answers to the question can be marked accordingly. You can use either a pen or a pencil to fill in the question number box.

### 例 Example:

試題編號 Question No. = 3

試題編號 Question No.																								
1	2	3	4	5	6	7	8	9	10	11	12													
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	14	15	16	17	18	19	20	21	22	23	24	≥25												


- ◆ If you use a pencil and have made a mistake when marking the question number box, you should completely erase the wrong mark(s) with a clean rubber. If you use a pen, you may either erase the wrong mark with correction fluid/pen/tape or cross it out clearly as shown in the example below:

### 例 Example:

試題編號 Question No. = 12

試題編號 Question No.																								
1	2	3	4	5	6	7	8	9	10	11	12													
<input type="checkbox"/>	<input type="checkbox"/>	<del><input type="checkbox"/></del>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	14	15	16	17	18	19	20	21	22	23	24	≥25												

- ◆ Unless otherwise specified on the question paper, you are required to start each full question (not part of a question) on a new page of the answer books or supplementary answer sheets, i.e. you should not write answers to more than one question on the same page of the answer book/sheet. Remember to put an 'X' in the corresponding question number box on each page to indicate the correct question number.
- ◆ If a question consists of several parts, e.g. question number 1 consists of parts a, b and c, then mark the question number box as question number 1.

 <b>Note</b>	<ul style="list-style-type: none"><li>◆ Do not tamper with the barcode labels (e.g. folding, scratching, or staining by correction fluid).</li><li>◆ Remember to <b>fill in the correct question number box on each page</b> of the answer book/supplementary answer sheet on which you have written your answers. If you fill in the wrong question number or do not fill in any question number, you will run the risk of your answers <b>NOT</b> being marked. Candidates will <b>NOT</b> be allowed to fill in the question number box after the 'Stop working' announcement.</li><li>◆ Candidates who report to the HKEAA after the examination about not following the instruction of writing the correct question numbers/marking the correct question number boxes will <b>NOT</b> be followed up individually. The scripts of all candidates will be handled according to the stipulated procedures.</li></ul>
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## Answer Book Cover

**2020 DSE (A)**  
 香港考試及評核局  
 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
 香港中學文憑考試  
 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION  
**答題簿**  
**ANSWER BOOK**

**考生須知**  
 (一) 宣布開考後，考生須首先在第 1 頁之適當位置填寫考生編號，並在第 1、3、5、7、9 及 11 頁之適當位置貼上電腦條碼。  
 (二) 每題(非指分題)必須另起新頁作答，並須在每一頁的相應試題編號方格填寫「X」號，以表示作答的題號(見下列)，並在每一頁之適當位置填寫作答的試題編號。  
 (三) 紙張兩面均應使用，並應每行書寫，不可在各頁邊界以外位置書寫。寫於邊界以外的答案，將不予評閱。  
 (四) 如有需要，可要求派發方格紙及補充答題紙，每一紙張均須填寫考生編號、填畫試題編號方格、貼上電腦條碼，並用繩縛於簿內。  
 (五) 試場主任宣布停筆後，考生不會獲得額外時間貼上電腦條碼及填畫試題編號方格。

**INSTRUCTIONS**  
 (1) After the announcement of the start of the examination, you should first write your Candidate Number in the space provided on Page 1 and stick barcode labels in the spaces provided on

請在此貼上電腦條碼  
 Please stick the barcode label here.

考生編號  
 Candidate Number

由考生填寫  
 To be filled in by the candidate

試題編號  
 Question No.

## MC Answer Sheet

**DSE** 香港考試及評核局 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

**答題紙 ANSWER SHEET**

請在此貼上電腦條碼  
 Please stick the barcode label here.

**宜用 H.B. 鉛筆作答**  
**YOU ARE ADVISED TO USE H.B. PENCILS**

(1) 考生編號 Candidate No.  
 (2) 考生姓名 Name of Candidate  
 (3) 考生簽署 Signature of Candidate

考生須照下列圖所示填畫答案：  
 1 △ △ △ △ △ △ 26 △ △ △ △ △ △ 51 △ △ △ △ △ △ 76 △ △ △ △ △ △  
 2 △ △ △ △ △ △ 27 △ △ △ △ △ △ 52 △ △ △ △ △ △ 77 △ △ △ △ △ △  
 3 △ △ △ △ △ △ 28 △ △ △ △ △ △ 53 △ △ △ △ △ △ 78 △ △ △ △ △ △  
 4 △ △ △ △ △ △ 29 △ △ △ △ △ △ 54 △ △ △ △ △ △ 79 △ △ △ △ △ △  
 5 △ △ △ △ △ △ 30 △ △ △ △ △ △ 55 △ △ △ △ △ △ 80 △ △ △ △ △ △  
 6 △ △ △ △ △ △ 31 △ △ △ △ △ △ 56 △ △ △ △ △ △ 81 △ △ △ △ △ △  
 7 △ △ △ △ △ △ 32 △ △ △ △ △ △ 57 △ △ △ △ △ △ 82 △ △ △ △ △ △  
 8 △ △ △ △ △ △ 33 △ △ △ △ △ △ 58 △ △ △ △ △ △ 83 △ △ △ △ △ △  
 9 △ △ △ △ △ △ 34 △ △ △ △ △ △ 59 △ △ △ △ △ △ 84 △ △ △ △ △ △

錫箔紙等可用橡皮擦擦淨後繼續作答。

## Barcode Sheet

**CHAN TAI MAN**  
**20000001** Centre: A1000  
 Seat: 001  
 0A010C 001200000001 09  
 CHIN LANG (CAN) - PAPER 1

**20000001** Centre: A1000  
 Seat: 001  
 0A010C 001200000001 09  
 CHIN LANG (CAN) - PAPER 1

**CHAN TAI MAN**  
**20000001** Centre: A1000  
 Seat: 001  
 0A010C 001200000001 06  
 CHIN LANG (CAN) - PAPER 1

## Inner Pages of an Answer Book

試題編號 Question No.  
 1 2 3 4 5 6 7 8 9 10 11 12  
 13 14 15 16 17 18 19 20 21 22 23 24 25

每題另起新頁作答。  
 Start each question on a new page.

寫於邊界以外的答案，將不予評閱。

請在此貼上電腦條碼  
 Please stick the barcode label here.

寫於邊界以外的答案，將不予評閱。

**Each page should be marked with the question number**

## Supplementary Answer Sheet

香港考試及評核局  
 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
 補充答題紙 (A) Supplementary answer sheet (A)

考生編號 Candidate Number

試題編號 Question No.  
 1 2 3 4 5 6 7 8 9 10 11 12  
 13 14 15 16 17 18 19 20 21 22 23 24 25

每題另起新頁作答。  
 Start each question on a new page.

寫於邊界以外的答案，將不予評閱。

請在此貼上電腦條碼  
 Please stick the barcode label here.


寫於邊界以外的答案，將不予評閱。

## 5. During the Examination

- ◆ You must write your candidate number and affix the barcode labels in the designated spaces on the cover and inner pages of your answer books, question-answer books (except the unattempted Part B1/B2 question-answer book of English Language Paper 1) and MC answer sheets **after the Centre Supervisor has announced the start of the examination**. For listening components of the language subjects, you will be instructed via the broadcast to write your candidate number and affix a barcode label on the question-answer book(s). If you have used supplementary answer sheets and/or graph papers for answering the questions, you are required to affix a barcode label on each of the supplementary answer sheets and graph papers used **during the examination**. No extra time will be given to you for sticking the barcode labels after the examination. If you fail to follow this instruction, you will receive a **mark penalty** on the paper concerned.
- ◆ An Attendance and Script Tracking System (ASTS) will be used for written examinations held in halls and in the Special Rooms for the listening components of language subjects. During attendance taking, invigilators will use barcode scanners to scan the barcode printed on your admission form and personalised barcode sheet.
- ◆ You must not write your name or identification document number on any pages of the answer book/question-answer book(s) or as part of any answer. You must not affix the part of the barcode sheet with your full name on the script. 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 must raise your hand to summon an invigilator. The invigilator will record your candidate number and the time you leave the examination room to go to the toilet and the time you re-enter the room.
- ◆ Leaving early will only be allowed during the **permitted time period** in an examination. If you want to leave early, you must **obtain the consent of an invigilator**. **The question papers must not be taken away from the centre until the end of the examination.**

	Leaving early		
	First 30 minutes	Last 15 minutes	The remaining time
Multiple-choice papers - Mathematics Compulsory Part Paper 2 - Economics Paper 1	<b>No</b>	<b>No</b>	<b>No</b>
Chinese Language Paper 3 English Language Paper 3 Music Papers 1A and 1B			<b>No</b>
Other conventional papers and practical examinations			<b>Yes #</b>

# If you wish to leave early, make sure that you have filled in all the necessary details on your answer book(s)/question-answer book(s) and supplementary answer sheet(s), and have affixed the barcode labels in the designated spaces. You must then tie up your papers and raise your hand to summon an invigilator.

 <b>Note</b>	<ul style="list-style-type: none"> <li>◆ Early leavers are <b>NOT allowed to take away the question papers or any materials supplied by the HKEAA</b>. If candidates disobey this instruction, they will receive a <b>subject downgrading</b>.</li> <li>◆ If candidates leave early without the consent of an invigilator, they will receive a <b>mark penalty</b>.</li> </ul>
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- ◆ Centre Supervisors are asked to write the actual start time and end time of an examination session on a blackboard and remind candidates of the time left at 15 and 5 minutes before the end of each examination session.  
**Note: You must bring your own watch** to time the examination as not all examination rooms will have a clock. You are strongly advised to wear an ordinary watch as the Centre Supervisor or invigilators will not allow you to use any watch suspected to have been installed with mobile applications or supported by wireless technologies.  
 The examination time for each paper is shown on the examination timetable on P.3 of this Handbook and is printed on the cover of the question paper or question-answer book(s) for candidates' reference. Complaints about having no clock or not being able to view the clock in the examination centre will **NOT be entertained**.
- ◆ You must follow the instructions printed on the question papers.
- ◆ Unless otherwise stated on the question papers, you are advised to use a blue or black pen to write the answers. As for the multiple-choice questions in the question-answer books, you are advised to use an HB pencil.
- ◆ **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 (通用規範漢字表) published by the Chinese authorities (State Commission on Language Work).
- ◆ Unless otherwise stated on the question papers, 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 **write your candidate number, stick a barcode label** on the cover page of each sheet, and **mark the correct question number box on each page of the answer book/supplementary answer sheet** (see **Part 4(b) on P.12**).
- ◆ If you anticipate the need for supplementary answer sheets, you should raise your hand to alert an invigilator before your answer book runs out as invigilators may not be able to attend to your request immediately.
- ◆ Each A3 supplementary answer sheet consists of four A4 pages. Each page should be used for answering one single question only. However, you may put your answers to different questions on separate pages of the same supplementary answer sheet and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question. If a paper requires the use of more than one answer book/question-answer book for different sections, **use separate supplementary answer sheets for each section and fasten them with string inside the relevant answer book/question-answer book**.
- ◆ Do not remove any pages from any answer book/question-answer book, or tear the supplementary answer sheet/graph paper/worksheet into smaller parts. Otherwise, you risk a **mark penalty or even disqualification from the whole examination**. You must fasten all supplementary answer sheets/graph paper/worksheet inside your answer book/question-answer book with a short string.
- ◆ Write your answers in the specified area in the answer books/answer sheets/question-answer books. If you fail to follow this instruction, you will run the risk of your answers **NOT** being marked. **Answers written in the margin will NOT be marked**.
- ◆ You should cross out all unwanted materials before you hand in your scripts. In case you answered more questions than required, the excess answer(s) receiving the lowest score(s) will be disregarded in the calculation of the final mark. However, it should be noted that answering excess questions will not be to your advantage as examination time will be wasted.
- ◆ At the time the 'Stop working' announcement is made, make sure that you stop working immediately. You are not allowed to hold any stationery or work on your answer books including affixing barcode labels, using an eraser or filling in question numbers, etc. after the 'Stop working' announcement. If you try to do so, the Centre Supervisor or invigilators may assume that you are trying to change/add an answer, and this will lead to a **mark penalty**.

- ◆ At the end of the examination, invigilators will collect candidates' answer scripts and use barcode scanners to scan the barcode labels stuck on the cover of the answer book(s)/question-answer book(s) and the MC answer sheets (except for examinations held in classroom centres). You should only leave the examination room when instructed by the Centre Supervisor.
- ◆ The actual duration of the sessional break (i.e. the break time between two examination sessions) may vary depending on different circumstances in the examination centre and the time stated in the examination timetable. The sessional break includes the script collection time for the previous session and preparation time before the start of the next session.
- ◆ During the sessional break, candidates should not stay in the examination room or attempt to re-enter the examination room before the specified time announced by the Centre Supervisor, unless permission has been given by the Centre Supervisor.
- ◆ When you write/fill in an answer, check to see that you are giving the answer to the correct question number. Subsequent requests for special consideration on any change of wrongly completed answers after the examination will **NOT** be entertained.

## 6. Multiple-choice Papers

### (a) Answering multiple-choice questions on MC answer sheet

- ◆ All multiple-choice (MC) papers will have 4-options for each item.
- ◆ You will receive a question paper, an MC answer sheet and a backing sheet. Write your candidate number, your name and signature. Then affix a barcode label on the MC answer sheet.
- ◆ You are advised to use an HB pencil to mark all the answers on the MC answer sheet so that any wrong marks can be completely erased with a clean rubber.
- ◆ You will score **no marks for marking two or more answers** to the same question. **Answers written in the question paper will not be marked.**
- ◆ Rough work should be done in the question paper or on the rough-work sheet. Do not put your MC answer sheet inside your question paper. Only the MC answer sheet will be collected by the invigilators at the end of the examination session.

### (b) Answering multiple-choice questions on question-answer books

- ◆ For ease of correction, you should use an HB pencil to answer multiple-choice questions on the question-answer books. You must fill in the appropriate circle for your answer properly. Unless otherwise specified on the question-answer books, you should **NOT** fill in more than one answer to each question or else you will run the risk of your answers **NOT** being marked.

**Example:**

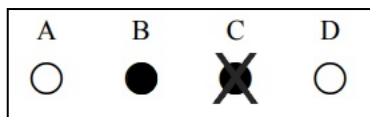
Answer = Option B

A	B	C	D
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- ◆ If you use a pencil and have made a mistake when filling in the circle, you should completely erase the wrong mark(s) with a clean rubber. If you use a pen, you should completely erase the wrong mark with correction fluid/pen/tape. However, in the event that correct fluid/pen/tape is not available, you should cross it out clearly as shown in the examples below:

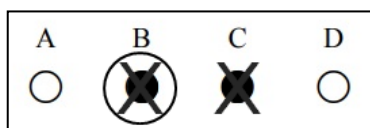
**Example 1:** You originally filled in the circle of Option C and then changed the answer to Option B.

Cross out the original circle of Option C with an 'X' and fill in the circle of Option B properly.



**Example 2:** You originally filled in the circle of Option B and then changed the answer to Option C (i.e. the circle of Option B has been crossed out with an 'X'). However, you would like to change the answer back to Option B.

Cross out the circle of Option C with an 'X' and wholly circle Option B to indicate the correct answer.



- ◆ **Note:** Other than Example 2, any words/marks/symbols written outside the circle will **NOT** be accepted.

## 7. Instructions for Listening Components of Language Subjects

This part outlines the examination procedures for the English Language and Chinese Language listening components. For details about English Language Paper 3 (Listening & Integrated Skills) and Chinese Language Paper 3 (Listening & Integrated Skills), please refer to **Section E Part (1)(a)**.

### (a) Points to note

<p>☞ Note</p>	<ul style="list-style-type: none"> <li>◆ Listening components will be broadcast via radio or the Infra-red (IR) Transmission System. This information will be indicated on the Admission Form.</li> <li>◆ For radio-broadcast centres, candidates must bring their own radio set equipped with earphones to take the examination.</li> <li>◆ If the radio has both stereo and non-stereo modes, use the non-stereo mode in order to get better reception.</li> <li>◆ Candidates assigned to centres using the IR System must bring their own earphones to the centres, but they need NOT bring a radio.</li> <li>◆ Candidates should take off their earphones after the examination broadcast has finished, or else they will receive a mark penalty.</li> </ul>
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◆ **Frequencies used in the listening components**

- There will be ample time for you to tune your radio to the best frequency before the examination.

RTHK Radio 2 Frequency Chart			
Channel	Frequency		
RTHK Radio 2	Happy Valley	Jardines Lookout	FM 94.8 MHz / FM 96.9 MHz
	Central Wan Chai	Causeway Bay North Point	FM 94.8 MHz / FM 96.9 MHz
	Kennedy Town	Sai Ying Pun	FM 96.9 MHz / FM 96.4 MHz
	Quarry Bay Shau Kei Wan Chai Wan	Tai Koo Shing Hang Fa Chuen	FM 94.8 MHz / FM 96.9 MHz
	Mo Sing Leng Pok Fu Lam Aberdeen	Ap Lei Chau Wong Chuk Hang Stanley	FM 96.0 MHz
	Kowloon		FM 94.8 MHz / FM 96.9 MHz
	Kowloon (East) Kwun Tong San Po Kong	To Kwa Wan Ngau Tau Kok	FM 96.9 MHz / FM 94.8 MHz
	Sai Kung	Tseung Kwan O	FM 96.9 MHz
	Tuen Mun	Yuen Long	FM 96.4 MHz
	Kam Tin	Shek Kong	FM 95.6 MHz
	Tsuen Wan Kwai Chung	Tsing Yi	FM 95.6 MHz / FM 94.8 MHz
	Sheung Shui Tai Po	Fanling	FM 95.3 MHz
	Shatin		FM 96.3 MHz / FM 95.3 MHz
	Ma On Shan		FM 95.3 MHz
	Cheung Chau		FM 94.8 MHz / FM 96.9 MHz
	Lantau East		FM 95.6 MHz / FM 94.8 MHz / FM 96.9 MHz
	Lantau West	Tung Chung	FM 96.4 MHz

- As can be seen in the above table, there is considerable variation in the frequencies in different areas. You should note that the best setting for your home environment may not be the most appropriate one for the examination centre.
- Centre Supervisors will indicate on the centre blackboard what the school considers to be the best frequency for that particular locality.
- The wires connecting the radio and the earphones act as an aerial. To facilitate better reception, you should straighten the earphone wires and let them dangle on the side. Do not curl the wires up in a heap for compactness or convenience. You are also advised to keep most of the earphone wires at a distance (say, at least 2 inches) away from your body. The radio reception may vary slightly when you turn your head. Irrespective of the type of radio you are using, you may be able to slightly improve the reception by changing the position of the set on the desktop. If your reception is poor and you cannot improve the situation after several attempts, you should request to move to the Special Room.
- No compensation will be given to individual candidates who claim to have encountered reception problems in the examination room, unless there is a general reception problem in the examination room.

### ◆ Restrictions and requirements for radios and earphones

- Candidates may use listening devices equipped with an FM radio. Except for these, **other electronic devices (including but not limited to multimedia players, Bluetooth/Wi-Fi devices, mobile phones or earphones with built-in radio, etc.) are not allowed.**
- The radio must fit comfortably on an examination desktop together with a question-answer book. You are not permitted to use a radio bigger than 46 cm x 15 cm x 15 cm (18" x 6" x 6"). Also, you are not allowed to place your radio on the floor. The antenna of your radio should not disturb other candidates or block the aisle.

**Note:** Advice has been sought from experts in broadcasting and telecommunication to the effect that the use of a radio with an antenna device will not cause radio reception problems to surrounding radios. Moreover, there is no evidence that the so-called ‘attacking’ radio or antenna will cause interference to the reception of nearby radios.

- If you bring a radio or earphones to the examination centre which does not satisfy the above requirements, you will not be allowed to use it. Instead you will be sent to a Special Room to take the examination.

### ◆ Preparation before the examination

- Make sure that your radio and earphones function properly. Equip your radio with new batteries. The examination centres will **NOT** carry a stock of spare batteries.
- If you are using a radio which you have borrowed or recently purchased, make sure you are familiar with its operation and the radio works properly. No assistance can be expected from the Centre Supervisor or invigilators should your radio fail to work properly or tune to the correct channel for any reason. No allowance will be given by markers for any mistakes arising from the above circumstances.

**Note:** You are advised against using the auto-tuning function of your radio (if any) as it might result in unstable reception.

- Make sure that there are no storage media (including but not limited to SD card, disc, tape, etc.) inside your listening device.

<b>Note</b>	Candidates are not allowed to leave the examination centre before the end of the English Language Paper 3 and Chinese Language Paper 3 examinations.
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### ◆ Procedures before the examination

- During the first 40 minutes in the examination room, the invigilators will:
  - take the attendance and check admission forms;
  - give candidates plenty of time to tune their radios to the correct channel;
  - check that all candidates have earphones;
  - check that candidates’ radios are not oversized and their antennae are placed appropriately;
  - check that candidates’ listening devices do not contain any storage media like SD cards, discs or tapes.

## ◆ Special Room

- Candidates with the following problems will be sent to the Special Room. Candidates who:
  - do not bring a radio;
  - bring a radio or earphones which are not working;
  - have forgotten to bring or lost earphones or batteries;
  - bring an oversized radio;
  - arrive 30 minutes or more after the reporting time;
  - are unable to tune radios to the correct channel or who have a radio with poor reception;
  - bring an electronic device other than a radio.
- The Special Room will be equipped with an ordinary radio. Candidates must listen to the radio broadcast without earphones and **are not allowed to use their own radio with earphones in the Special Room.**
- Candidates who take the examination in the Special Room will be required to fill in a Special Room Report. Candidates should make sure that their arrival time at the Special Room and the reason for taking the examination in the Special Room are correctly entered on the Report before signing it.

<b>Note</b>	<p>A <b>mark penalty</b> will be imposed on candidates who take the Listening component in the Special Room if they:</p> <ul style="list-style-type: none"><li>- do not bring a radio;</li><li>- do not bring earphones or batteries;</li><li>- arrive 30 minutes or more after the reporting time;</li><li>- bring an oversized radio or an electronic device other than a radio;</li><li>- use their own radio in the Special Room.</li></ul>
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- **A mark penalty will not be imposed on candidates moving to the Special Room due to reception problems or radios/earphones not working.**
- Complaints about reception must be lodged with the Centre Supervisor at the examination centre on the day of examination. Otherwise, the complaints will **NOT** be entertained.

## ◆ Centres using IR Transmission System

- Candidates **MUST** bring their own earphones with two insulating rings on the plug for plugging into the receivers (diameter of plug: 3.5 mm) provided by the HKEAA but they need **NOT** bring a radio.
- From 9:15 am to 9:45 am and 9:55 am to 10:00 am, the demonstration recording will be played for candidates to test their earphones and receivers. Other than this, the examination proceedings are the same as those at radio broadcast centres.



- Candidates with the following problems will be sent to a Special Room:
  - not bringing earphones;
  - earphones not working;
  - arriving 30 minutes or more after the reporting time;
  - poor reception.



**Note**

A **mark penalty** will be imposed on candidates who take the Listening component in the Special Room if they:

- do not bring earphones;
- arrive 30 minutes or more after the reporting time.

- A **mark penalty will NOT be imposed on candidates moving to the Special Room due to reception problems or earphones not working.**

## **(b) English Language Listening Component**

### **◆ English Language Paper 3 (Listening and Integrated Skills) Examination Procedures (broadcast via radio)**

- **9:15 am :** Candidates report to the centre.
- **9:30 am & 9:45 am :** RTHK **Radio 2** will broadcast an announcement concerning the examination to help candidates ensure that they have tuned to the correct channel.
- **9:55 am – 10:00 am :** RTHK will broadcast the English folk song ‘Greensleeves’ to reassure all candidates that they are tuned to the correct channel. (The normal 10:00 am news broadcast will be cancelled on the day of the examination.)
- **10:00 am :** The radio broadcast of the examination will begin. You should follow the instructions given and write your candidate number on the front cover of the Question-Answer Books.

### **◆ English Language Paper 3 (Listening and Integrated Skills) Examination Procedures (broadcast via IR system)**

- **9:15 am :** Candidates report to the centre.
- **9:15 am – 9:45 am :** The demonstration recording will be played to let candidates try out the earphones and the receiver.
- **9:55 am – 10:00 am :** The demonstration recording will be played to let candidates try out the earphones and the receiver again.
- **10:00 am :** The examination recording will be played. Candidates should follow the instructions given and write your candidate number on the front cover of the Question-Answer Books.

- At the start of the listening component of the paper, you will hear this:

Hong Kong Diploma of Secondary Education 2020, English Language Paper 3, Listening and Integrated Skills.

Instructions to Candidates.

You should have on your desk a Part A Question-Answer Book, a Part B1 Data File with a Part B1 Question-Answer Book inserted and a Part B2 Data File with a Part B2 Question-Answer Book inserted. Do not open them until you are told to do so....

- Next you will hear a set of instructions which will tell you to write your Candidate Number in the space provided on Page 1 of the Question-Answer Book for Part A, and to check that the Data Files and Question-Answer Books for Parts B1 and B2 do not have any missing pages before sticking barcode labels onto the Question-Answer Books.

When the listening component is about to begin, you will hear the following instruction:

You are reminded that all examination materials will be played ONCE only. This paper is divided into two parts: Part A and Part B. For Part A, you should use a pencil to answer all questions. For Part B, you can use a pen or a pencil. Put up your hand now if you have any difficulties. It is not possible to handle complaints after you have taken the paper ...(pause)... The listening component is about to begin. Keep your earphones on until you are told to take them off.

- At the end of the listening component of the paper, you will hear this:

That is the end of the listening component of this paper. You will have one hour and fifteen minutes to complete the written tasks in either Part B1 or Part B2. An announcement will be made when time is up. Take off your earphones now and turn off the radio.

- After one hour and fifteen minutes, the Centre Supervisor will tell you to stop writing and collect your Question-Answer Books. You should wait quietly and leave only when instructed to do so.

## (c) Chinese Language Listening Component

### ◆ 中國語文科（廣東話組）卷三（聆聽及綜合能力考核）考試過程（以電台廣播）

- 上午 9 時 15 分： 考生報到。
- 上午 9 時 30 分及 9 時 45 分： **香港電台第二台**將廣播一段有關聆聽及綜合能力考核的簡短通告，讓所有考生確認電台頻道。
- 上午 9 時 55 分至 10 時： 香港電台將播出英國民謠 Greensleeves，讓所有考生再次確認電台頻道。（在考試當日，電台日常的 10 時正新聞報告將會取消。）
- 上午 10 時正： 電台廣播考試內容。考生須首先根據指示完成各有關事項。

### ◆ 中國語文科（廣東話組）卷三（聆聽及綜合能力考核）考試過程（以紅外線接收系統廣播）

- 上午 9 時 15 分： 考生報到。
- 上午 9 時 15 分至 9 時 45 分： 試場播放示範錄音，讓所有考生測試聽筒及接收器。
- 上午 9 時 55 分至 10 時： 試場播放示範錄音，讓所有考生再次測試聽筒及接收器。
- 上午 10 時正： 試場播放考試錄音。考生須首先根據指示完成各有關事項。

2020 年香港中學文憑考試中國語文科試卷三聆聽及綜合能力考核。在考試開始前，請各位考生留意以下宣布，並請依照指示完成各有關事項。

- 接着的廣播會提示考生考試即將開始及閱讀試題的時間。


2020 年香港中學文憑考試中國語文科試卷三聆聽及綜合能力考核正式開始。

- 考生應在整段考試時間戴上聽筒。
- 在廣播結束時，考生將聽到以下指示：

各位考生，乙部聆聽資料播放完畢。考試時間尚餘 1 小時 15 分鐘。請摘下聽筒，關上收音機，繼續作答，直至試場主任宣布考試結束。

- 考試時限屆滿，試場主任宣布考試結束。試場主任會在此時開始收集答卷，考生應靜候試場主任通知，方可離場。

## ◆ 中國語文科（普通話組）卷三（聆聽及綜合能力考核）考試過程（以學校播音系統廣播）

 注意	<ul style="list-style-type: none"><li>◆ 考試內容以學校播音系統播放。</li><li>◆ 整段考試時間內，考生不得離開試場。</li><li>◆ 中國語文科（普通話組）卷三（聆聽及綜合能力考核）不設特別室。</li></ul>
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### ◆ 考試過程

- 上午 9 時 30 分： 考生報到。
- 上午 9 時 40 分至 9 時 55 分： 試場播放示範錄音。
- 上午 10 時正： 試場播放考試錄音。考生須首先根據指示完成各有關事項。

2020 年香港中學文憑考試中國語文科試卷三聆聽及綜合能力考核。在考試開始前，請各位考生留意以下宣布，並請依照指示完成各有關事項。

- 接着的錄音會提示考生考試即將開始及閱讀試題的時間。

2020 年香港中學文憑考試中國語文科試卷三聆聽及綜合能力考核正式開始。

- 在錄音結束時，考生將聽到以下指示：


各位考生，乙部聆聽資料播放完畢。考試時間尚餘 1 小時 15 分鐘。請繼續作答，直至試場主任宣布考試結束。

- 考試時限屆滿，試場主任宣布考試結束。試場主任會在此時開始收集答卷，考生應靜候試場主任通知，方可離場。

## 8. Instructions for Speaking Examinations of Language Subjects

### (a) General Instructions

- ◆ You must bring the original of your admission form and identity card (or another valid identification document with a photograph) to the examination centre (**Note: a photocopy of the admission form/identification document will not be accepted**). Candidates without an admission form will not be admitted and will have to apply for rescheduling at a charge within 3 working days.

 Note	<ul style="list-style-type: none"><li>◆ <b>You are strongly advised not to bring your mobile phone to the examination centre.</b> If you have brought a mobile phone, you must turn it off (including the alarm function) and put it inside your bag before entering the reporting room. <b>You are also advised to take out the battery (if possible) from your mobile phone before entering the reporting room</b> to ensure that no sound is emitted. If your mobile phone/electronic devices* emits a sound/vibrates in the preparation room/examination room/corridor, you will be subject to a <b>mark penalty</b>.</li></ul>
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\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.

- ◆ Candidates should report to the reporting room supervisor of the assigned examination centre at the time specified on their admission form. Candidates are allowed to enter the reporting room 15 minutes before the reporting time. If a candidate is more than **15 minutes late**, he/she will **NOT be examined on that day** and will have to apply for rescheduling **within 3 working days**, subject to the payment of a supplementary fee.
- ◆ Requests to go to the toilet should be made within the first 30 minutes of the reporting time. If you withdraw from the examination at this time due to an absolute need, you may apply to change your speaking examination date. In such cases, you will have to pay a supplementary fee. After entering the preparation room, you will normally **NOT** be permitted to go to the toilet.
- ◆ You are not allowed to take photographs or video-record or audio-record in the reporting room/preparation room/examination room before/during/after the speaking examinations, or else you risk a **mark penalty**. If any photographs/videos/records are displayed electronically or publicly, you will receive a **subject downgrading**.
- ◆ You are not allowed to eat (or chew gum) in the examination centre, but you may drink water in the reporting room.
- ◆ You should bring a pen/pencil to take notes during the preparation period.
- ◆ You should bring your own watch for the speaking examinations.
- ◆ Candidates will be assigned to different groups by the reporting room supervisor and the examination will proceed with one group after another. If you are assigned to a group to be examined in the later part of the session or the next session, you may have to wait for a longer time before your examination starts. It is advisable for you to eat something before going to the examination centre and to go to the toilet within the first 30 minutes of your reporting time.
- ◆ You may read books/newspapers (but not in electronic version) in the reporting room but must stay in your seat.
- ◆ You must not talk to other candidates (except during the group discussion) or use an electronic device\* to communicate with others or access the internet/emails/SMS/instant messaging applications etc. after entering the reporting room (i.e. in the reporting room/preparation room/examination room/corridor/toilet) until the end of the examination. If you disobey this instruction, you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination**.
- ◆ After entering the preparation room/examination room, you must not consult any books/notes/reference materials including those in the drawer of the examination desks in the preparation room or the examination room. **Otherwise, you will receive a mark penalty or may be disqualified from the subject examination.**
- ◆ You must put your personal belongings under your chair or in an area assigned by the reporting room supervisor/preparation room supervisor/oral examiners.
- ◆ If you notice that the timer is not working in the preparation room/examination room or you cannot see the timer clearly, you should report it to the preparation room supervisor/examiner immediately.
- ◆ You are not allowed to leave the preparation room before the end of the preparation time or leave the examination room before the end of the examination. **Otherwise, you will receive a mark penalty.**
- ◆ For more details about the guidelines for candidates taking the speaking examinations, please go to:  
[www.hkeaa.edu.hk/en/hkdse/assessment/subject\\_information/category\\_a\\_subjects/hkdse\\_subj.html?A1&1&2\\_5](http://www.hkeaa.edu.hk/en/hkdse/assessment/subject_information/category_a_subjects/hkdse_subj.html?A1&1&2_5)  
 (for English Language Speaking examination)  
[www.hkeaa.edu.hk/tc/hkdse/assessment/subject\\_information/category\\_a\\_subjects/hkdse\\_subj.html?A1&1&1\\_5](http://www.hkeaa.edu.hk/tc/hkdse/assessment/subject_information/category_a_subjects/hkdse_subj.html?A1&1&1_5)  
 (for Chinese Language Speaking examination)

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\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.

## (b) English Language Paper 4 Speaking

### Reporting Room

- ◆ Report to the reporting room when you arrive according to the reporting time stated on your admission form. Candidates are allowed to enter the reporting room 15 minutes before the reporting time.
- ◆ The reporting room supervisor will:
  - check your admission form and your identity card (or another valid identification document with a photograph), and assign you to an examination group.
  - give you an adhesive coloured label (for identification) and two score sheets.
- ◆ You must:
  - check the information (including your candidate number) printed on your two score sheets to ensure that you have been given the correct score sheets. If there are any errors, report this to the reporting room supervisor immediately.
  - place the label on your chest so that the examiners can see it clearly.
  - sign in the designated box of the two score sheets to confirm that the score sheets given to you are correct. Use of incorrect score sheets may affect the recording of the examination results.
  - not write on/deface your score sheets.
  - wait for the instructions from the reporting room supervisor, who will direct you to the preparation room.
- ◆ You must not talk to other candidates or use an electronic device\* after entering the reporting room. If you communicate with others or access the internet/emails/SMS/instant messaging applications etc. , you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination.**

### Preparation Room

- ◆ Take the seat assigned to you by the preparation room supervisor.
- ◆ You must not turn over and/or read the question paper until you are told to do so, or continue to read the question paper or write on the question paper/notecard after the end of the preparation time. Otherwise, you will receive a **mark penalty.**
- ◆ You must not talk to other candidates or use an electronic device\* to communicate with others or access the internet/emails/SMS/instant messaging applications etc. Otherwise, you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination.** If your mobile phone/device emits a sound, you will be subject to a **mark penalty.**
- ◆ Do not consult any books/notes/reference materials including those in the drawers of examination desks. **Otherwise, you will receive a mark penalty or may even be disqualified from the subject examination.**
- ◆ You will be given a question paper with instructions and a notecard for taking notes. The instructions will be for Part A (group interaction) only. No instructions or preparation time will be given for Part B as the individual response will follow immediately after the group interaction.
- ◆ You will be given 10 minutes to prepare for Part A of the examination.
- ◆ You may take notes on both sides of the notecard provided, but must not write anything on the question paper. You should bring your own pen or pencil to write with. You will only be given ONE notecard.
- ◆ After the preparation time, you must stop writing and turn over the question paper. Otherwise, you will receive a **mark penalty.** You must leave the question paper in the preparation room but should take your notecard with you to the examination room.
- ◆ You are not allowed to leave the preparation room before the end of the preparation time or else you will receive a **mark penalty.**

**When it is time for your group to be examined, the preparation room supervisor will direct you to the examination room. You must take your notecard and score sheets with you to the examination room but you must not read your notecard or talk to other candidates during the transfer to the examination room.**

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## Examination Room

**The examination proceedings will be video-recorded. You should speak loudly enough for examiners and other group members to hear. Otherwise, the audio input may not be clearly recorded.**

**When you enter the examination room, hand in your score sheets to each examiner and sit according to the seating plan.**

**Leave your notecard on your desk and put all your personal belongings (including your admission form and identification document) under your chair.**

- ◆ A timer will be placed in a prominent position where all candidates can see it.
  - ◆ You must not talk to other candidates before the start of the group interaction or use an electronic device\* to communicate with others or access the internet/emails/SMS/instant messaging applications etc. Otherwise, you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination**. If your mobile phone/article emits a sound, you will be subject to a **mark penalty**.
  - ◆ You will have 8 minutes for your group interaction (or 6 minutes if there are only 3 candidates in a group).
  - ◆ An examiner will read out the candidate numbers. Then, he/she will indicate to the group when to start the group interaction and start the timer.
  - ◆ The same set of question papers as in the preparation room will be available for your reference in the examination room. You must not turn over the question paper or the notecard until you are told to do so, nor write on the question paper or the notecard in the examination room. If you fail to follow the instructions, you will receive a **mark penalty**.
  - ◆ A 'One minute left' sign will NOT be shown by an examiner to remind candidates of the time left before the end of the group interaction. You should look at the timer provided to check the time. When the time is up, the timer will ring and you should stop your discussion.
  - ◆ Remain seated. An examiner will initiate Part B by asking a question related to the discussion topic to Candidate A. After the question has been asked, the examiner will start the timer for one minute. The timer will ring at the end of one minute to indicate the end of the individual response.
  - ◆ The examiner will then ask Candidate B a different question and repeat the above process. You should make full use of the one minute to demonstrate your speaking ability.
  - ◆ If you do not understand the examiner's question, you may ask him/her to repeat it, but he/she will repeat it ONCE only. If you do not know the answer to the question, you may indicate this to the examiner, and he/she will ask you another question. The examiner will not stop the timer when repeating the question/asking another question.
  - ◆ The examiner may ask one or two questions depending on the candidate's response and the time remaining.
  - ◆ While a candidate is responding to the question, the other candidates must keep quiet and not distract the candidate who is interacting with the examiner. Otherwise, they will receive a **mark penalty**.
  - ◆ You may refer to your notecard but must not give prepared answers or repeat points that have already been made in the group interaction.
- At the end of the examination, hand in your notecard to the examiners.
- ◆ Do not take away the question paper or the notecard after the examination is finished. Otherwise, you will be subject to a **mark penalty**.
  - ◆ Do not consult any books/notes/reference materials, **otherwise you will receive a mark penalty or may even be disqualified from the subject examination**.
  - ◆ There may be observers in the examination room to ensure the quality of the examination process.
  - ◆ You are not allowed to leave the examination room before the end of the examination or else you will receive a **mark penalty**.
  - ◆ The individual characteristics of the examiners or other candidates including mannerisms and facial expressions will vary and such variations are not regarded as an examination irregularity or deviation from stipulated examination procedures.
  - ◆ Candidates should focus on interacting with the other candidates during the group interaction. Complaints about their performance being affected by the mannerisms and facial expressions of the examiners or other candidates will **NOT** be entertained.
  - ◆ Examination procedures are in place to allow all candidates a fair chance to participate in the group interaction. In this regard, examiners may intervene if they feel that any candidate is dominating the group interaction. The marking of dominating candidates will also be handled appropriately. Therefore, complaints about other candidates dominating the group interaction/interruption by other candidates in the same group/interruption by the oral examiners in the group discussion when normal procedures are being followed will **NOT be entertained**.

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### 報到室

- ◆ 抵達試場後須根據准考證上的指定時間到報到室向主管報到。考生可於指定報到時間前 15 分鐘進入報到室。
- ◆ 報到室主管會：
  - 檢查考生的准考證及身分證（或其他附有相片的有效身分證明文件），並分配組別。
  - 派給考生一張顏色貼紙（以作識別）及兩張記分紙。貼紙上的號碼（1 至 21）為組別編號，而英文字母（A 至 E）則為考生於首輪發言時發言的次序，號碼及英文字母會印刷在不同顏色的貼紙上以作識別。
- ◆ 考生必須：
  - 核對兩張記分紙上的資料（包括考生編號），以確保獲發的記分紙正確無誤。如發現錯誤，須立即告知報到室主管。
  - 把顏色貼紙貼在胸前的適當位置。在全段考試期間，須把它緊貼胸前，以助主考員識別各考生。
  - 確定你所獲發的記分紙正確後，在兩張記分紙上的指定方格內簽署。使用錯誤的記分紙可導致考試成績的紀錄出現問題。
  - 切勿弄污或弄皺記分紙。
  - 等待報到室主管指引才前往備試室。
  - 請勿與其他考生交談或使用電子器材 \* 進行通訊、上網、收發電郵／訊息（SMS）或使用即時通訊應用程式等，否則會被**扣分、降級或甚至可能會被取消全部考試成績**。

### 備試室

- ◆ 考生須按照備試室主管編配的座位就座。
- ◆ 未經指示前，不得翻閱及／或閱讀試題紙，或在備試時間完結後繼續閱讀試題紙或在試題紙上繼續書寫，否則會被**扣分**。
- ◆ 請勿與其他考生交談或使用電子器材 \* 進行通訊、上網、收發電郵／訊息（SMS）或使用即時通訊應用程式等，否則會被**扣分、降級或甚至可能會被取消全部考試成績**。若考生的手提電話／電子器材 \* 發出聲響，其科目成績會被**扣分**。
- ◆ 考生不得閱讀書刊或其他參考資料，包括書桌儲物抽屜內存放的任何書刊或其他參考資料，否則會被**扣分或可能會被取消科目成績**。考生應將所有個人物品放在座位椅下。
- ◆ 考生收到試題後，有 10 分鐘時間構思，如有需要，可把構思重點記在試題紙上。
- ◆ 考生不可於備試時間完畢前離開備試室，否則會被**扣分**。

**備試時間完畢後，考生應依照備試室主管的指引，帶同試題紙及記分紙前往指定的考室應考。在前往考室途中，考生不可繼續閱讀試題紙及不可與其他考生交談。**

\* 電子器材包括平板電腦、手提電話、多媒體播放器、電子字典、具文字顯示功能的手錶、智能手錶或其他穿戴式附有通訊或資料貯存功能之科技用品等

## 考室

**注意：口試過程會被錄影，考生應提高聲量以便收音。**

**進入考室後，你應首先把兩張記分紙交給兩名主考員，然後按考室布置就坐。**

**把試題紙放在你的桌上，而所有個人物品(包括你的准考證及身分證明文件)則放於座椅下。**

- ◆ 除兩名主考員外，個別考室或有其他考務人員監察考試運作。
- ◆ 考生不得閱讀書刊或其他參考資料，包括書桌儲物抽屜內存放的任何書刊或其他參考資料，否則會被**扣分**或**可能會被取消科目成績**。
- ◆ 未經指示前，不得翻閱**試題紙**或在試題紙上書寫，否則會被**扣分**。
- ◆ 進入考室後，考生首先把兩張記分紙交給主考員，然後依照主考員的安排，依據貼紙英文字母(A至E)圍桌而坐，主考員會先讀出考生編號，然後開始口語溝通考試。
- ◆ 請勿與其他考生交談或使用電子器材\*進行通訊、上網、收發電郵／訊息(SMS)或使用即時通訊應用程式等，否則會被**扣分、降級或甚至可能會被取消全部考試成績**。若考生的手提電話／電子器材\*發出聲響，其科目成績會被**扣分**。
- ◆ 在一般情況下，全組考生共有5人，考試時間為15分鐘；若全組人數少於5人，主考員會作出適當的調整(例如：全組只有4人，則考試時間為12分鐘)。
- ◆ 考試開始，考生依次(由考生A開始)先作1分鐘的首輪發言，然後進入自由發言時間，考生發言次數不限，但如果發言時間過長、壟斷、搶奪或霸佔發言的機會，主考員會介入提醒，並且考慮扣分。
- ◆ 在討論過程中，考生可以在試題紙上記下要點，以便發言時參考。
- ◆ 在主考桌上放有電子計時器，讓考生知道餘下的考試時間。時間屆滿，考生須停止討論。
- ◆ 若考試時間尚未屆滿，各人再無意見發表，在全組考生同意並得主考員批准下，口語溝通考試可提前結束。
- ◆ 完成口語溝通考試後，考生須在離開試場前把試題紙交還主考員，否則可被**扣分**。在主考員示意後，方可離開試場。考生不可於考試時間完畢前離開考室，否則會被**扣分**。
- ◆ 主考員或其他考生的性格各異，其態度或面部表情或有不同，而有關的差別不能被視為考試異常情況或偏離既定的考試程序。
- ◆ 考生在整個口試過程中必須專注於與其他考生的交流，有關投訴主考員或其他考生的態度及面部表情而影響表現等個案將**不獲處理**。
- ◆ 考試設有既定程序，以確保所有考生在自由發言時得到均等的發言機會。若發現有任何考生壟斷發言，主考員會作出適當跟進，並會對壟斷發言考生的評分作出適當的處理。因此，考生投訴同組其他考生壟斷、搶奪或霸佔發言機會／主考員介入討論的個案將**不獲處理**。

\* 電子器材包括平板電腦、手提電話、多媒體播放器、電子字典、具文字顯示功能的手錶、智能手錶或其他穿戴式附有通訊或資料貯存功能之科技用品等

(d) Seating Plans of the Speaking Examinations

