

「體育科實習考試體育活動選擇補充資料及健康申報電子表格」指引

學校替考生報考 2021 年文憑試時必須留意體育科卷三（實習考試）體育活動選擇的修訂及特別安排：

- (1) 考生只需 **從九項體育活動選擇其中一項** 作實習考試評核。
- (2) 本局已將「體育科實習考試體育活動選擇補充資料表格」及「健康申報表」合併成一**電子表格（可填寫的 PDF 檔案）**。學校請於報考前下載有關電子表格予考生填寫。
- (3) 考生須在電子表格上輸入其個人資料、體育活動選項及申報其健康狀況，並於表格加上其電子簽名或簽名圖像，在學校所指定的日期前交回電子表格（PDF 檔案）予學校處理。
- (4) 考試事務主任須於**報名截止日期前（即 2020 年 10 月 19 日）**將有關考生的**電子表格（PDF 檔案）**上載至報名系統，供校長確認及完成報考體育科程序。考評局**不接受於 2020 年 12 月 7 日後更改體育科卷三（實習考試）活動項目資料。**

Guidelines on completing the electronic form of the 'Choice of Physical Activities for Physical Education Paper 3 (Practical Examinations) and Health Declaration'

Schools should pay attention to the **changes and special arrangements for the selection of the physical activity for Physical Education Paper 3 (Practical Examinations)** when registering their candidates for the 2021 HKDSE:

- (1) Candidates are only required to choose **one of the nine physical activities**.
- (2) The *'Supplementary Information Form for Physical Education Practical Examination – Choice of Physical Activities'* and the *'Health Declaration Form'* have been merged into **one electronic form (fillable PDF format)**. Schools should download and distribute the electronic forms (PDF file) to the candidates concerned before the start of the registration.
- (3) Candidates are required to fill in their personal particulars, indicate their choice of physical activity and complete the health declaration, then insert their e-signature or signature image in the electronic form and return the electronic form (PDF file) to their schools for processing before a deadline specified by the schools. School Examination Officers (SEOs) are required to **upload the completed electronic forms (PDF files) of the candidates concerned to the Registration System** and submit the entries to the School Principal for endorsement **by the registration deadline (i.e. 19 October 2020)**.
- (4) Applications for amendments to the physical activity for Physical Education Paper 3 (Practical Examination) will **not** be accepted **after 7 December 2020**.

本指引會介紹以下流程：

This guideline will introduce the following workflows:

[步驟 1：如何下載電子表格？](#)

[Step 1: How to download the electronic form?](#)



[步驟 2：分發電子表格予考生](#)

[Step 2: Distribution of electronic forms to candidates](#)



[步驟 3：如何填寫電子表格](#)

[Step 3: How to fill in the electronic form](#)



[步驟 4：簽署電子表格](#)

[Step 4: Sign on the electronic form](#)



[步驟 5：儲存電子表格](#)

[Step 5: Save the electronic form](#)



[步驟 6：上載電子表格](#)

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步驟 1：如何下載電子表格？

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Step 1: How to download the electronic form?

方法一：於報名系統內點選已選擇的「體育」科目旁 ，並按圖示連結下載電子表格(可填寫的 PDF 檔案)。

Method 1: Click  next to the selected **Physical Education** subject in the Registration System, then click the hyperlink to download the electronic form (fillable PDF format).

Selected Category A Subjects		
Subject	Paper/Module	
中國語文 [廣東話]		X
English Language		X
經濟 [中文]		X
體育 [中文]		X

Upload Supplementary Information and Health Declaration Form for Physical Education

Step 1: Download **form**

Step 2: Upload the completed form to the System

Note: The file should be saved in JPEG/JPG/PDF/ZIP/RAR format and the file size should not exceed 2MB.

方法二：於報名系統主頁的「有用資料」下載有關電子表格。

Method 2: Download the electronic form from the 'Useful Information' section of the Registration System main page.

香港考試及評核局
Hong Kong Examinations and Assessment Authority

您好 | [更改登入密碼](#) | [更改個人資料](#) | [登出](#)

English

首頁 | [學校資訊管理](#) | [學校考生報名](#) | [校本評核系統](#) | [考試成績](#) | [覆核成績](#)

主頁 > 學校考生報名

歡迎使用香港中學文憑考試網上服務，你可按「香港中學文憑考試報名系統」鍵進入報名系統，使用以下網上服務：

- 於報名期間提交考生報名資料
- 更新考生聯絡資料
- 查詢考生報考資料

香港中學文憑考試
報名系統 >> 進入

Welcome | [Change Login Password](#) | [Update Profile](#) | [Logout](#)

中文

Home | [School Information Management](#) | [Registration of School Candidate](#) | [School-based Assessment System](#) | [Examination Results](#) | [Rechecking & Remarking](#)

Home > Registration of School Candidates

歡迎使用香港中學文憑考試網上服務。您可按「HKDSE Examination Registration System」按鈕進入報名系統，並使用以下網上服務：

- Submit candidates' entries during the registration period
- Update candidates' contact information
- Enquire about candidates' entry information

HKDSE Examination
Registration System >> Enter

步驟 2：分發電子表格予考生

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Step 2: Distribution of electronic forms to candidates

考試事務主任須以 電子形式傳送電子表格(PDF 檔案) 給有關考生，並請考生於學校的指定日期前交回已填妥及簽署的電子表格(PDF 檔案)予學校，以完成報名程序。

SEO should send the electronic form (PDF file) via email/electronic platform to the candidates concerned and ask them to return the completed and signed electronic form (PDF file) by a deadline specified by the schools.

步驟 3：如何填寫電子表格

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Step 3: How to fill in the electronic form

建議考試事務主任 / 考生可於 Adobe 官方網頁(www.adobe.com)下載最新免費版本 Adobe Acrobat Reader DC 以電子形式填寫表格。

SEOs/candidates are advised to download the latest free version of Adobe Acrobat Reader DC from the official Adobe website (www.adobe.com).

考生須在電子表格上輸入其個人資料、體育活動選項(從 9 項中選 1 項)及申報其健康狀況，並於表格加上其電子簽名或簽名圖像，在學校所指定的日期前交回電子表格 (PDF 檔案) 予學校處理。

Candidates are required to fill in their personal particulars, indicate their choice of physical activity (choose 1 out of 9) and complete the health declaration, then insert their e-signature or signature image in the electronic form and return the electronic form (PDF file) to their schools for processing before a deadline specified by the schools.

考生編號 Candidate Number

2 1

2021 年香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2021
體育科實習試體育活動選擇 - 補充資料表格
SUPPLEMENTARY INFORMATION FORM FOR PHYSICAL EDUCATION PRACTICAL EXAMINATION
CHOICE OF PHYSICAL ACTIVITIES

填表前請先參閱體育科評核要求及本表的注意事項。考生日後要求更改選項，如無充分理由及繳付有關附加費，本局將不受理。
PLEASE STUDY THE REQUIREMENTS OF THE PHYSICAL EDUCATION ASSESSMENT AND THE NOTES BELOW BEFORE COMPLETING THE FOLLOWING TABLES. THE AUTHORITY WILL NOT ACCEPT REQUESTS FOR CHANGES UNLESS WITH VALID REASONS AND PAYMENT OF A SUPPLEMENTARY FEE.

考生姓名:
Candidate Name: (in English) (in Chinese)

班別: 班號:
Class: Class No.

應考語文: (英文或中文)
Language Version: (E = English, C = Chinese)

考生必須選擇以下其中一項體育活動作為體育科實習試的考核，並在適當的方格內加上“√”號以示選擇。
Candidates are required to select one physical activity from any one category below for Physical Education practical examination, and put a tick '√' in the appropriate box to indicate your choice.

體育活動 PHYSICAL ACTIVITIES

羽毛球	Badminton	<input type="checkbox"/>	<input type="checkbox"/>
籃球	Basketball	<input type="checkbox"/>	<input type="checkbox"/>
足球	Football	<input type="checkbox"/>	<input type="checkbox"/>
乒乓球	Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
排球	Volleyball	<input type="checkbox"/>	<input type="checkbox"/>
手球	Handball	<input type="checkbox"/>	<input type="checkbox"/>

田徑 ATHLETICS

徑項	田項
Track Event	Field Event
100 m	跳高 High Jump

考生簽署 / Signature of Candidate

日期 / Date

*紅色標示之欄位為必須輸入項目

The fields with a red frame are mandatory items.

Step 4: Sign on the electronic form

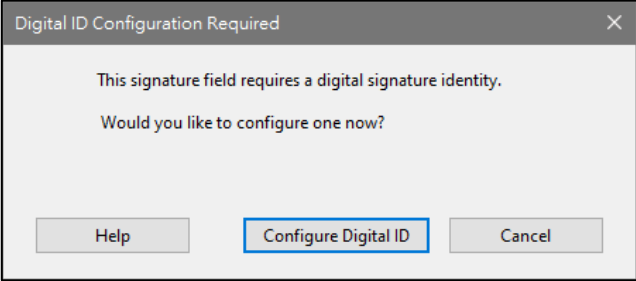
方法一：於 Adobe Acrobat Read DC 建立個人電子簽名

Method 1: Create your personal E-signature in Adobe Acrobat Reader DC

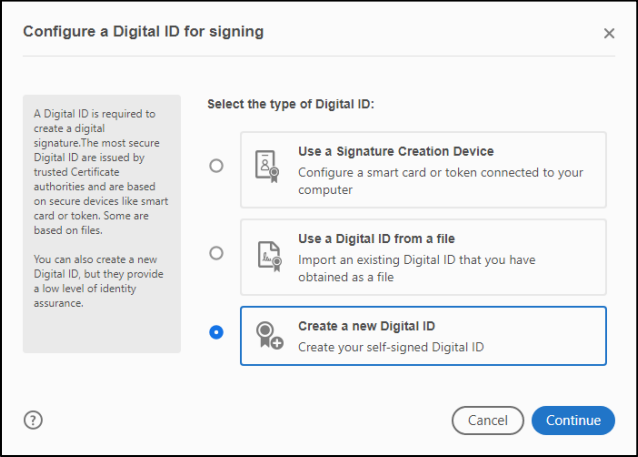
如考生首次使用 Adobe Acrobat Reader DC 建立電子簽名功能，可參考以下步驟設定其個人電子簽名。
For candidates who are going to create their personal E-signature in Adobe Acrobat Reader DC for the first time, please follow the steps below to create their personal e-signature.

設定個人電子簽名 Configure E-signature

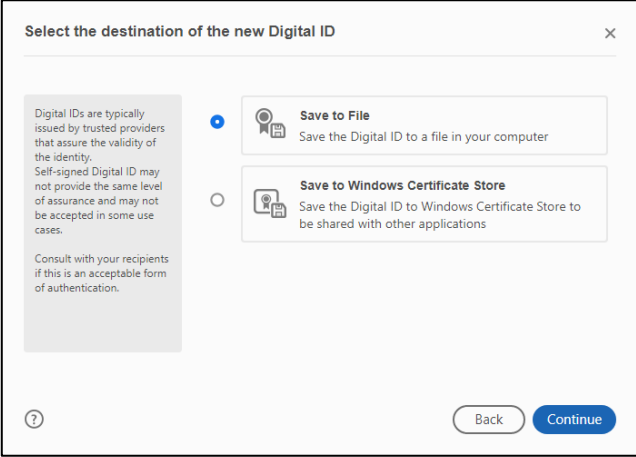
1



2



3



(i) 輸入個人資料 Fill in your personal information

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name: Chan Tai-man

Organizational Unit: Enter Organizational Unit...

Organization Name: Enter Organization Name...

Email Address: chantm@email.com

Country/Region: HK - HONG KONG

Key Algorithm: 2048-bit RSA

Use Digital ID for: Digital Signatures and Data Encryption

Back Continue

(ii) 設定啟用電子簽名的密碼 Setup a password for your E-signature

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location:

C:\Users\ChanTai-man.pfx Browse

Apply a password to protect the Digital ID:

Confirm the password:

Back Save

於簽署欄位加入電子簽名 Insert your created E-signature to the signature field

(i) 選擇已設定的電子簽名檔，並點選 'Continue'

Sign with a Digital ID

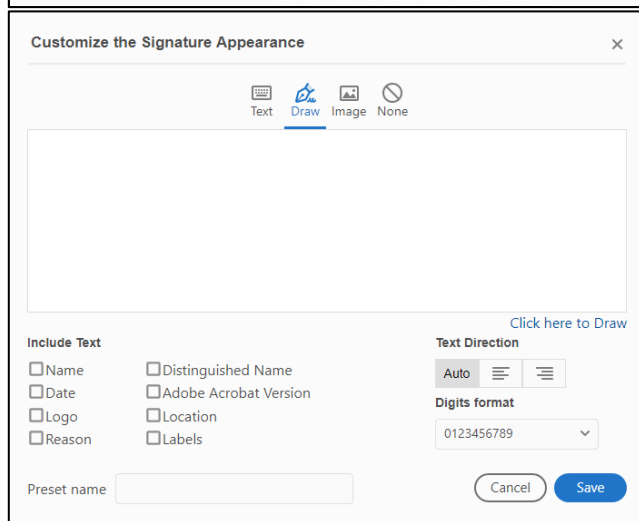
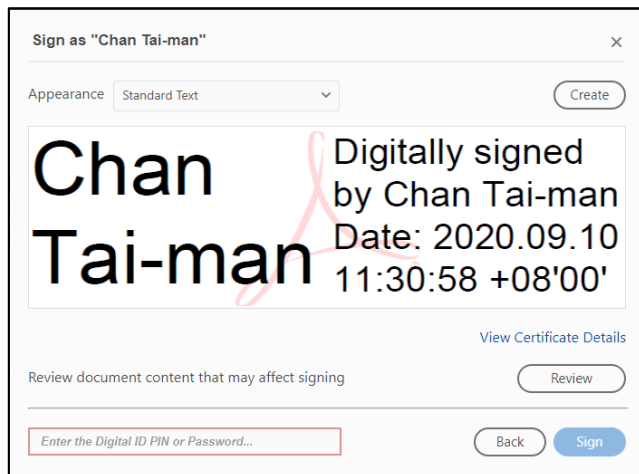
Choose the Digital ID that you want to use for signing: Refresh

Chan Tai-man (Digital ID file) View Details
Issued by: Chan Tai-man, Expires: 2025.09.10

Configure New Digital ID Cancel Continue

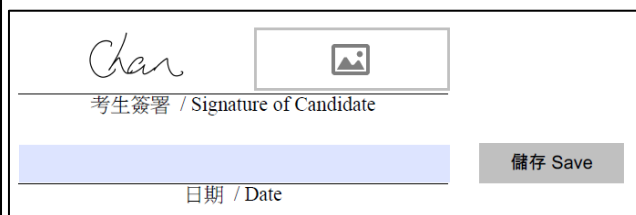
(ii) 自訂簽名樣式(以文字/繪圖/圖像形式)及設定相關資料

Design your personal signature (in **Text/Draw/Image** format) and default other relevant settings



(iii) 設定完成後，輸入啟用密碼並點按 'Sign' 以加入你的電子簽署至欄位

After creating your E-signature, input your **password** and click 'Sign' button to insert your E-signature to the field.

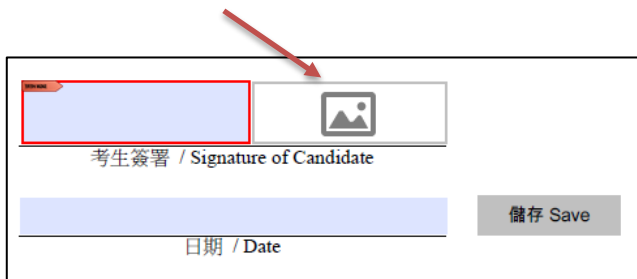


方法二：使用個人簽名影像檔案

Method 2: Upload your personal signature image

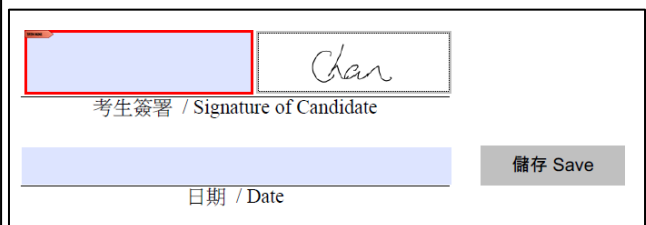
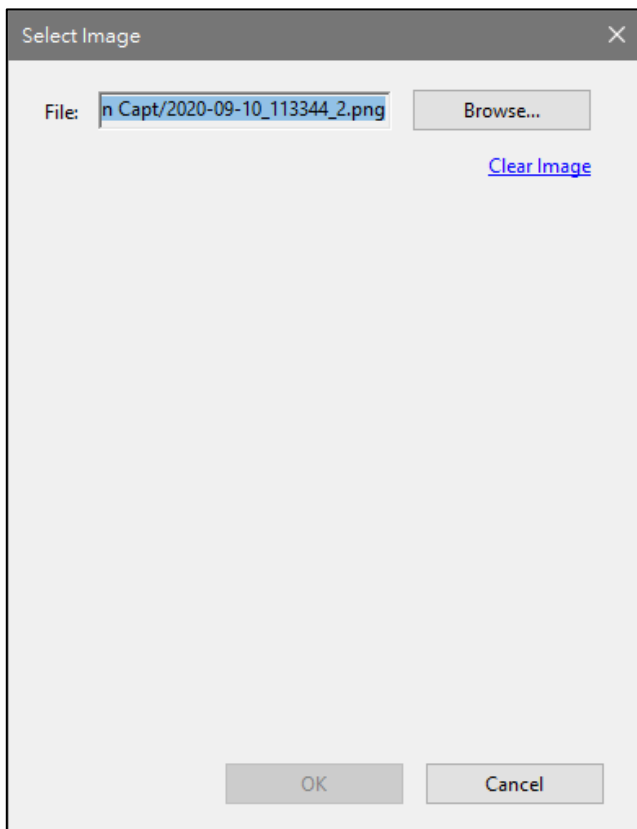
1. 點選所示位置以插入簽名影像檔案

Click the image icon to insert your personal signature image



2. 瀏覽及選取指定簽名圖像檔案位置並按 'OK' 鍵。選取的簽名圖像檔案會顯示於方格內。

Browse and select your personal signature image file, then click 'OK' button. Your signature image will be displayed in the box.



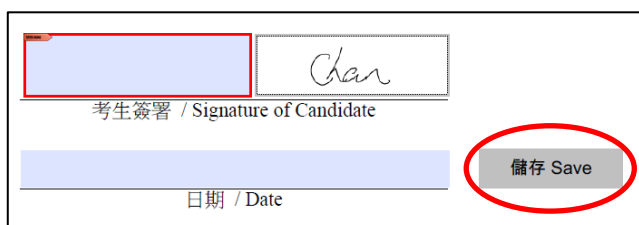
步驟 5：儲存電子表格

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Step 5: Save the electronic form

最後，考生須按「儲存」鍵以檢測是否已填妥所需欄位及儲存表格，並按學校的指示於指定日前交回電子表格(PDF 檔案)予學校，以完成餘下的報名程序。

At last, candidates should press 'Save' button to validate and save the form. They should follow their school's instructions to return the completed and signed electronic form (PDF file) to their schools by a deadline in order to complete the following registration process.



考生簽署 / Signature of Candidate


日期 / Date


儲存 Save

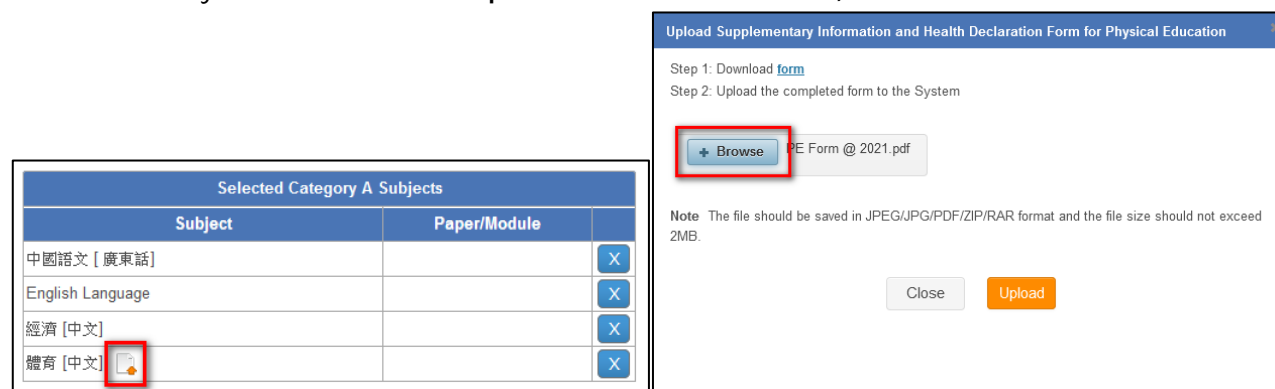
步驟 6：上載電子表格

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Step 6: Upload the electronic form

考試事務主任須把個別考生交回的電子表格(PDF 檔案)上載至報名系統(搜尋個別考生的報考資料→科目→點選已選擇的「體育」科目旁  → 按「瀏覽」鍵選擇正確的檔案上載)。

SEO should upload the electronic form of the individual candidates to the Registration System (Search the candidate's registration record → Subject → Click  next to the selected Physical Education subject → Browse and upload the correct PDF file).



Selected Category A Subjects	
Subject	Paper/Module
中國語文 [廣東話]	
English Language	
經濟 [中文]	
體育 [中文]	

Upload Supplementary Information and Health Declaration Form for Physical Education

Step 1: Download [form](#)

Step 2: Upload the completed form to the System

PE Form @ 2021.pdf

Note: The file should be saved in JPEG/JPG/PDF/ZIP/RAR format and the file size should not exceed 2MB.

注意事項 Notes

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(1) 考試事務主任須於報名截止日期前(即2020年10月19日)將有關考生的電子表格(PDF 檔案)上載至報名系統，供校長確認及完成報考體育科程序。

School Examination Officers (SEOs) are required to upload the completed electronic forms (PDF files) of the candidates concerned to the Registration System and submit the entries to the School Principal for endorsement by the registration deadline (i.e. 19 October 2020).

(2) 考評局會在完成整個9月份報名階段收集所有報考體育科的考生的電子表格(PDF 檔案)後，為考生輸入體育活動選項資料，因此，考生於報名期間所收到的「考生報考資料核對表」只會顯示考生的選科(體育科)，而不會顯示其體育活動選項。學校可以於逾期報名/科目資料更改時段列印已更新的「考生報考資料核對表」供有關考生核對及存檔。

After collecting the electronic forms (PDF files) of all the candidates registering for Physical Education during the September Registration period, the Authority will coordinate to update the choice of physical activities to the Registration System. As such, the copy of 'Candidate Entry Information Checklist (CEIC)' that the candidates will receive from their schools during the September Registration will show the selected subject (Physical Education), but not including their choice of physical activities. Schools are advised to **download and distribute the updated CEICs to the candidates concerned for checking and record during the Late Entry/Subject Amendment period.**

(3) 考評局不接受於 2020 年 12 月 7 日後更改體育科卷三 (實習考試) 活動項目資料。

Applications for amendments to the physical activity for Physical Education Paper 3 (Practical Examination) will **not** be accepted **after 7 December 2020.**