Date/Time of Examination

<table>
<thead>
<tr>
<th>Subject/Paper</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language 1A</td>
<td>8 May 2009 (Friday)</td>
<td>8:30 a.m. - 9:30 a.m.</td>
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<tr>
<td>English Language 1B</td>
<td>8 May 2009 (Friday)</td>
<td>10:15 a.m. - 11:45 a.m.</td>
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<tr>
<td>English Language 2(LT)</td>
<td>9 May 2009 (Saturday)</td>
<td>9:15 a.m. - 12:00 noon (approximately)</td>
</tr>
</tbody>
</table>

Telephone Hotlines for Centre Supervisors

3628 8951
3628 8911
3628 8902

HKEAA Fax No.: 3628 8990
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Reference Materials

(1) Annex 1A Schedule for Delivery of Examination Stationery
(2) Annex 1B List of Question Papers Distribution/Answer Scripts Collection Centres
(3) Annex 2 (1) Notes for the Guidance of Invigilators (General)
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Annex 2 (2) Notes for the Guidance of Hall Invigilators (English Language Paper 2)
Annex 2 (3) Notes for the Guidance of Special Room Invigilators (English Language Paper 2)
(4) Annex 3 Stationery and Materials to be supplied to candidates
Notes for the Guidance of Centre Supervisors 2009

Section I: Responsibilities of Centre Supervisors

1. The Centre Supervisor (CS) is responsible for the proper conduct of the examination at the centre (including the Special Room for the Listening Test). In the event of the CS's absence from the centre, the Deputy CS should assume all the responsibilities of the CS.

For classroom centres (HKCEE only), the CS is the co-ordinator responsible for the collection/distribution of question papers and the return of answer scripts to the Hong Kong Examinations and Assessment Authority (HKEAA).

2. The safe custody of question papers and answer scripts is very important. On receipt of the question paper packets in the morning of the examination day, the CS should lock the packets in a secure place until the examination starts and take all measures to prevent any tampering with the packets. After each examination session, the CS should keep the answer scripts in a secure place and make arrangements for the return of the answer scripts and related documents to the Scripts Collection Centre after the last examination session.

3. The CS should never unseal the question paper packets in advance. The question paper packets should only be unsealed in the presence of the candidates and invigilators just a few minutes before the start of the examination session.

For classroom centres (HKCEE only), the CS should remind Classroom Invigilators (CI) to unseal the question paper packets in the presence of the candidates.

4. The CS should ensure that candidates are given the full amount of examination time as specified on the question paper(s).

The CS of classroom centres (HKCEE only) should remind CI of this point.

5. The CS and invigilators should be vigilant to prevent cheating and collusion among the candidates. If they have mobile phones, pagers or other devices that can emit sound, they should switch them off to avoid disturbing candidates during the examination. Nobody should be allowed to take away the question papers from the examination centre during the entire examination period. This restriction applies to both candidates and invigilation staff.

6. In order to ensure the smooth running of the examination, the CS should brief all invigilators of the examination procedures and remind them of the important examination regulations (e.g. duration of the examination, mobile phone arrangements, attendance checking, handling of irregularities) before the first examination session of the day.

Specimen Documents
Documents mentioned in this Handbook can be found in a separate booklet for specimen documents.
Section II: Examination Logistics

A. Pre-examination Logistics

1. Invigilation arrangements

1.1 The Centre Supervisor (CS) will be notified in advance of the number of invigilators required for each session and (for hall centres) the names (and school codes) of the schools which will provide the invigilators to assist the CS in conducting the examinations (see Invigilator List - Specimen 10A). The invigilator assigned to the Listening Test Special Room should preferably come from the same school as the CS.

1.2 Invigilators have been told to report for duty at least 30 minutes before the start of the session. They should produce an Invigilator’s Identification Slip or an Invigilator’s Assignment Slip (if they come from your own school) (see Specimen 11) for identification purposes. The names of the invigilators present, including the Special Room Invigilator for the Listening Test, should be entered on the Invigilators’ Attendance Record (see Specimen 12). Each invigilator should be issued with an Invigilator Label (see Specimen 10B) to show his/her identity.

1.3 Hall centres
(1) In the event of the unreasonably late arrival/absence of any invigilator, the CS is expected to delegate the invigilation duties to other invigilators or someone he/she can appoint from his/her own staff коллеги. The incident and the name of the replacement invigilator (if any) should be recorded in the Report Form SR/4i (see Specimen 24).
(2) Invigilators provided by other schools for the centre have been told that if they are unable to report to the centre for duty due to an emergency/unforeseen circumstances and are unable to inform their school principals at short notice to send other teachers to replace them, they may send a suitable substitute. The invigilator must complete Part C of the Invigilator’s Identification Slip to inform the CS/HKEAA of the substitution. The CS may exercise his/her discretion on whether or not to accept the substitute invigilator. If Part C and/or Part D of the slip has been filled in, the slip should be returned to the HKEAA in an Envelope for Special Reports and Related Scripts/Answer Sheets (see Specimen 25).
(3) Invigilators provided by other schools may present a Travelling Allowance Claim Form (see Specimen 13) to the CS for endorsement so that they can claim a travelling allowance from the HKEAA.

Classroom centres (HKCEE only)
Normally all Classroom Invigilators (CI) are provided by the centre schools. The CS should assign at least one invigilator to each classroom centre, and additional stand-by invigilators on each floor to provide assistance to the CI if required, and to accompany candidates to the toilet.

1.4 Invigilators are required to declare to the CS if they find a candidate they know at the centre.
Hall centres
The CS should exercise his/her discretion and arrange, as far as possible, for another invigilator to collect the scripts and to answer enquiries from the candidate. In particular, the CS should not ask an invigilator who knows the candidate to accompany the candidate to the toilet.

Classroom centres (HKCEE only)
The Classroom Invigilators (CI) have been told that if they find a candidate they know at the centre, they should report this on Report Form SR4g.

2. Examination stationery

2.1 The Hong Kong Examinations and Assessment Authority (HKEAA) will make arrangements for
the delivery of the answer books, supplementary answer sheets, multiple-choice (MC) answer sheets, backing sheets, script envelopes, attendance lists and other documents/stationery to each centre school according to the schedule given in Annex IA. If the CS has not received these items by the date specified, the CS should contact the HKEAA.

2.2 The CS should check the items received against the Stationery Checklist (see Specimen 1) to ensure his/her centre has enough stationery for the entire examination. If there is any discrepancy, he/she should immediately contact the HKEAA. After checking the stationery, the CS should complete a Reply Form and return it to the HKEAA.

2.3 During the examination period, if the additional supply of stationery is required, the CS should contact the HKEAA at least one day before the examination for the delivery arrangements.

2.4 The CS should not allow candidates, students or invigilators to take away any examination stationery. The stationery should only be used for the public examination.

3. Centre set-up

3.1 At least one day before the first examination session, the CS should:

(1) write the centre number (e.g. K150 for hall centres; F101-F118 for classroom centres) on the Centre Poster (see Specimen 2A) and display it at the entrance of the school building;
(2) stick up a series of arrows to clearly indicate the route from the school entrance to the examination room;
(3) prepare a Seating Plan (see Specimen 3) of appropriate size and display it together with a copy of the timetable at the entrance of the hall/room;
(4) arrange the seats (Hall: the lateral distance between two rows should not be less than 2 feet; Classroom: refer to Specimen 3 and write the room numbers and centre numbers on the Seating Plan);
(5) stick the Seat Number Label (see Specimen 4) in the top left-hand corner of each desk in numerical order;
(6) for Listening Tests of language subjects, ensure that the Special Room(s) is/are ready.

3.2 An examination venue is defined as:

Hall centres
The school hall and the area within 2 metres outside its entrance;
Classroom centres (HKCEE only) / Special rooms for the Listening Tests
The classrooms and the corridors outside the classrooms.

Only candidates and invigilation staff are allowed to enter the examination venue. Other persons should not be allowed to enter except with the prior permission of the CS. As such, the CS should post the “No Unauthorized Entry” Notice (see Specimen 2B) at an appropriate place at the entrance of the examination venue.

3.3 In order to minimise noise disturbance to candidates, the CS should, as far as possible, arrange with the school to turn down or turn off the school bell and the PA system (if any) outside the examination hall/room. If there is any construction work nearby, please inform the HKEAA.

3.4 For centres with air-conditioning facilities, the CS should arrange to turn on the air conditioners so as to minimise external noise disturbance and to provide a more comfortable environment.

4. Allocation of candidates

The number of candidates allocated to the centre and the quantity of question papers supplied on each examination day are detailed in the Question Paper Quantity Checklist (see Specimen 5A).
B. Collection of Question Papers and Return of Answer Scripts

5. The CS may opt for (1) the delivery of question papers to the school centre by a courier company or (2) the collection of question papers from the HKEAA San Po Kong Distribution Centre.

(1) Delivery of question papers to the school by a courier company

The CS should arrange with his/her principal for a responsible staff member to be on duty at school at the specified time, normally between 7:15 a.m. and 8:15 a.m. (for Listening tests: between 7:45 a.m. and 8:45 a.m.; for HKCEE small entry subjects: between 7:30 a.m. and 8:30 a.m.) on each examination day to receive sealed carton(s) containing the question papers. The staff members of the courier company will present a Question Paper Receipt (see Specimen 6B) detailing the number of cartons of question papers delivered and the person who is assigned by the school to receive the papers will be asked to stamp the school seal on it.

(2) Collection of question papers from the HKEAA San Po Kong Distribution Centre

Staff members of the HKEAA will be on duty at the Distribution Centre every morning from 7:15 a.m. onwards. At the time of collecting the question papers, the CS or his/her representative should present the Question Paper Collection Slip duly signed (see Specimen 6A).

6. Storage of question papers and answer scripts

6.1 The CS should keep all question papers in a secure place (i.e. locked in a storeroom or cabinet) before the examination session.

6.2 On days with more than one examination session, answer scripts collected in the earlier examination session(s) should also be kept in a secure place until they are returned to the Scripts Collection Centre.

7. Return of answer scripts to the Collection Centre

7.1 After the last examination session of each day, the CS (or a responsible school staff member) should arrange to return the answer scripts and related documents to the Scripts Collection Centre within one hour. (It is not necessary to return the surplus and/or absentees’ question papers to the Scripts Collection Centre.)

7.2 The CS or his/her representative should return the answer scripts and other related materials on each examination day to the Answer Scripts Collection Centre chosen. The list of Answer Scripts Collection Centres is given in Annex 1B.

Important Note:
CSs are requested to note that it is not possible to change a Collection Centre once it has been opted for, as the other Collection Centres will not have the information and relevant receipt for your school.

7.3 As all the items returned need to be checked and counted, the CS (or the school staff) may be required to wait for a while. After collecting the scripts, staff members of the HKEAA will issue a receipt (see Specimen 29).
Section III A: Examination Proceedings
General Guidelines for English Language

1. Stationery and barcode sheets

1.1 Barcode labels

In order to enhance reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates' answer scripts and multiple-choice (MC) answer sheets which will be scanned before marking. Each candidate should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session and be asked to affix the barcode labels in the designated spaces of the answer book, question-answer book, MC answer sheet, supplementary answer sheets and graph papers. The personalised barcode sheets (one sheet for each candidate) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on that day. The quantity of the barcode sheets will be indicated on the barcode sheets packing label (see Specimen 7B) and the outside of the question paper carton.

1.2 Stationery and barcode sheets should be distributed before the admission of candidates. The items required for each session are detailed in the List of Items Required for the Examination (see Specimen 8). In general, candidates should each be issued with:

- **Conventional Papers:**
  1. answer book(s) (see Specimen 18B); the number/type of answer books required is stated in the “List of Items Required for the Examination”;
  2. a personalised barcode sheet (see Specimen 7B).

- **Multiple-choice Papers:**
  1. a multiple-choice answer sheet and a backing sheet (see Specimen 18A and 19);
  2. a personalised barcode sheet (see Specimen 7B).

Note: Please do not use surplus multiple-choice answer sheets from previous years.

Each personalised barcode sheet will be printed with the candidate's name. Besides, the candidate number, centre number, seat number and subject/paper name are pre-printed on each barcode label. Make sure that the correct barcode sheet is distributed to each desk.

1.3 Spare barcode sheets

1. Spare barcode sheets will each have a unique serial number (i.e. one sheet per candidate). They should be used under the following circumstances:
   (i) for candidates whose personalised barcode sheets are not available at the centre (e.g. wrong centre candidates);
   (ii) for candidates whose personalised barcode sheets are damaged, found to have incorrect information or cannot be located.

2. There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. Invigilators should ask each candidate concerned to write his/her candidate number and seat number (if applicable) on each label of the barcode sheet before the examination starts. (Note: Spare barcode sheets for HKCEE classroom centres will not be pre-printed with the centre number.)

3. In the event of a candidate having used up his/her personalised barcode labels, the candidate should be asked to write his/her candidate number in the designated space of the remaining pages of the answer script. It is not necessary to provide the candidate with a spare barcode sheet.
(4) If there is a shortage of spare barcode sheets, candidates without barcode sheets should be asked to write their candidate numbers on their answer scripts/MC answer sheet in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b (see Specimen 23B).

(5) The candidate numbers of candidates using spare barcode sheets or where answer scripts contain pages without barcode labels should be recorded on Report Form SR4b. Scripts/MC answer sheets affixed with spare barcode labels and those without barcode labels should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets and be returned to the Scripts Collection Centre together with the Report Form SR4b. Irregularities concerning the use of barcode labels should also be recorded on the same form.

1.4 Supplementary answer sheets* and graph papers* should be provided to candidates on request. A piece of short white string should also be issued to candidates for tying the supplementary answer sheets/graph papers to their answer scripts. The candidates should be reminded to stick a barcode label on each sheet.

* Supplementary answer sheets/graph papers are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. Each sheet will have 4 pages (with page number).

1.5 The question numbers on individual pages of answer books/supplementary answer sheets/graph papers will be captured electronically. There will be a question number box on the margin of each page (see Specimen 18B). Candidates have to put a "X" in the appropriate box to indicate the question number. They can use either a pen or a pencil to complete the question number box.

Note: Please do not use surplus supplementary answer sheets/graph papers from previous years.

2. Use of calculators

For language subject examinations, calculators need not be used. Candidates should be advised to place their calculators in their bags or under their chairs as calculators will not be required.

3. Checking the Admission Forms (original) and Identity Cards (original)

3.1 It is not necessary to check a candidate’s Identity Card if his/her Admission Form bears his/her photograph unless there is a doubt about the identity of the candidate. Once candidates are settled, ask the invigilators to check the Admission Forms (see Specimen 14) and Identity Cards and verify if:

(1) the photograph on the Admission Form/Identity Card resembles the candidate (invigilators should check this carefully so as to reduce the possibility of impersonation);
(2) the candidate number shown on the Admission Form matches that on the barcode label;
(3) the subject being taken is listed on the Admission Form;
(4) the name/ID card number on the Admission Form matches that on the Identity Card.

3.2 If a candidate can produce a Form ROP140/140A (Acknowledgement of Application for a Hong Kong Permanent Identity Card, see Specimen 15) issued by the Registration of Persons Office, a Re-entry Permit or a Passport, the Centre Supervisor (CS) should accept it as an identification document.

3.3 A "Loss Memo" (see Specimen 15B) issued by the police should not be accepted as a substitute for an identification document.

3.4 If the candidate cannot produce the Admission Form or any acceptable identification document, the case should be handled according to the procedures outlined in Section IV paragraph 17.
4. Completing the Candidates’ Attendance Record Forms

The CS should assign invigilators to complete the Candidates’ Attendance Record Forms (see Specimen 16). [For HKCEE classroom centres, this task should be done by Classroom Invigilators (CI).] The candidate number of each candidate present should be entered against the appropriate seat number on the form. The space against the seat number of a vacant seat should be marked "ABS". If the candidate uses a spare barcode sheet, put a “✓” against the candidate number. If a calculator is found on the candidate’s desk, check if the calculator is pad-printed with the required label (see Paragraph 2). If yes, put a “✓” against the candidate number. If not, put a “X” and complete the Report Form SR4c. If latecomers are admitted, the forms should be amended accordingly. The invigilators should later check whether the latecomers have written their candidate numbers and affixed barcode labels in the designated spaces of the answer books/question-answer books/MC answer sheets.

5. Marking the Attendance List

5.1 The CS should check the candidate number for each occupied seat in the Candidates’ Attendance Record Form against the corresponding number in the Attendance List (see Specimen 17) to ensure that all candidates are in the correct seats. (For HKCEE classroom centres, this task should be done by CI.) The Candidates’ Attendance Record Forms should be amended if there are changes.

5.2 Mark the Attendance List using an HB pencil. This should be done carefully as any mistake in the Attendance List may lead to very serious problems in the recording of examination results. Mark only the boxes of absentees (leave the boxes blank for those present). Please also mark at the bottom of each Attendance List the total number of absentees on that sheet.

5.3 If there are latecomers, ensure that the Attendance List is amended accordingly.

5.4 For the Listening Test session, if a candidate moves to the Special Room after the attendance taking process, the CS/CI should mark the candidate as absent on the Candidates’ Attendance Record Form/Attendance List. The HKEAA will take follow-up action to check the Candidates’ Attendance Record Form/Attendance List against the list of candidates in the Special Room.

6. Questions raised by candidates

6.1 Neither the CS nor the invigilators should give explanations about the question papers. If a candidate asks a question about an examination paper and suggests there is an error, the CS/CI/I should reply along the following lines:

“I am not allowed to say anything to you about the examination questions. You should carry on and do the best you can. If you wish, I will report your query.”

6.2 For other questions raised by candidates, CS/CI/I may answer according to the information given in the “Centre Supervisor’s Handbook” or “Notes for the Guidance of Invigilators”. In case of doubt, the CS may telephone the HKEAA.

7. Toilet arrangements

7.1 (1) Hall centres

If a candidate requests to go to the toilet, the CS should assign an invigilator, preferably of the same gender, to accompany the candidate and should record the candidate number and time on Report Form SR4t (Specimen 23E). It is not necessary for the invigilator to ask the candidate whether he/she has a mobile phone on the body.

(2) Classroom centres (HKCEE only)

The CI should ask a standby invigilator, preferably of the same gender, to accompany the candidate and should record the candidate number and time on Report Form SR4t (Specimen 23E). It is not necessary for the invigilator to ask the candidate whether he/she has a
mobile phone on the body.

If many candidates request to go to the toilet at a time, they may be arranged to go one by one. CS are requested to arrange additional school staff members to assist.

7.2 The invigilator accompanying the candidate should exercise appropriate supervision and be vigilant to prevent any cheating inside the toilet. The invigilator should watch out for any irregularity in case the candidate has stayed unusually long in the toilet or any suspicious sound was heard. In case of an irregularity, the invigilator should record the incident in detail and report to the CS immediately. The case should then be handled according to the guidelines on suspected cheating.

7.3 In case of an irregularity of candidates going to the toilet (e.g. falling sick or leaving early), the details should be reported on Report Form SR4g.

7.4 The candidate should not be given any extra time to make up the time lost. During the Listening Test, candidates may take their radio to the toilet. However, no examination materials may be taken to the toilet.

7.5 The Report Form SR4t need not be returned daily. It should be returned to the Script Collection Centre after the very last examination session in the centre.

8. Completing the Sessional Report

8.1 The Sessional Report (see Specimen 20) is for the CS/CI/I to confirm the quantity of question papers received, the starting/finishing time of the examination, the number of answer scripts collected and whether the examination has been conducted according to the prescribed procedures.

Hall centres
For each examination session, the Sessional Report should be completed by the CS and two invigilators (including one invigilator not provided by the centre school).

Classroom centres (HKCEE only)
For each examination session, a Sessional Report (Classroom) should be completed by each CI.

8.2 The Sessional Reports need not be returned daily. They should be returned to the Scripts Collection Centre after the very last examination session in the centre.

9. Return Envelope for LT Special Room Sessional Report and Answer Scripts

9.1 After the Listening Test, the CS should collect the “Return Envelope for LT Special Room Sessional Report and Answer Scripts” from the invigilator for the Special Room.

9.2 Items to be placed in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts”

- Report Form booklet with the covering Sessional Report (Special Room) completed (irrespective of whether there are candidates taking the Listening Test in the Special Room)
- Question-Answer Books of candidates present in the Special Room
- Rough-work sheets of candidates present in the Special Room (if distributed)

9.3 The “Return Envelope for LT Special Room Sessional Report and Answer Scripts” should be sealed with a piece of Security Adhesive Tape. Then the CS and the Special Room Invigilator should sign on the flap of the envelope across the tape.

9.4 The Special Room Invigilator should also collect the barcode sheets (with/without unused barcode labels) from candidates and return them to the CS.

10. Packing of answer scripts and examination materials

10.1 The answer books/question-answer books should be placed in the appropriate script envelopes (see Specimen 26) in candidate number order according to the candidate number ranges printed
on the script envelope labels. The number of scripts inside should be written on each of the envelopes. Each envelope should be sealed with a piece of Security Adhesive Tape (see Specimen 27). The CS and one hall invigilator/the CI should then sign on the flap of the envelope across the tape. The envelopes must be tied together with a piece of string.

10.2 The MC answer sheets (absentees excluded) should be placed in the answer sheet folder (see Specimen 28) which should then be placed in a clear plastic bag. The plastic bag should be sealed with security adhesive tape. Do not bend nor tie the folders. Except for the last folder, answer sheets of candidates (absentees excluded) from each 100 seats should be placed in one folder, e.g.

<table>
<thead>
<tr>
<th>Seat Number Range</th>
<th>Folder</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 - 100</td>
<td>1</td>
<td>If there are absentees, the folder will have less than 100</td>
</tr>
<tr>
<td>101 - 200</td>
<td>2</td>
<td>MC answer sheets</td>
</tr>
<tr>
<td>201 - 247</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

10.3 **Items to be placed in the normal script envelopes/MC answer sheet folders:**

- Scripts/answer sheets of
  1. candidates who are present (including latecomers and early leavers);
  2. candidates who cannot produce their Admission Forms but their personalised barcode sheets can be found at the centre;
  3. candidates whose Admission Forms do not bear their photographs and who cannot produce their ID Cards;
  4. candidates who have disobeyed the “Pens Down” instruction.

Note: For the Listening Test, if any of the candidates take the test in the Special Room, their scripts should be put in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts”.

10.4 **Items to be placed in the Envelope for Special Reports and Related Scripts/Answer Sheets (where appropriate):**

1. scripts of candidates who are suspected of cheating and the cribs (if any);
2. scripts of candidates who have attended the wrong centre;
3. scripts of candidates who have taken a subject not listed on the Admission Form;
4. scripts of candidates who cannot produce their Admission Forms and their personalised barcode labels cannot be found;
5. scripts of any other candidates who use spare barcode labels or whose scripts do not have barcode labels;
6. Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p and SR4i (if any).

**Candidates who use spare barcode labels**

10.5 **Items to be placed in a clear plastic bag**

Attendance Lists and Candidates’ Attendance Record Forms - in one plastic bag. The Attendance List folder should be put on top with the front cover facing up.

10.6 Rough-work sheets and barcode sheets (unused barcode sheets and those collected from candidates) should be placed separately in the rough-work sheet envelopes (see Specimen 30A) and barcode sheet envelopes (see Specimen 30B).
11. Return of answer scripts to the collection centre

11.1 Answer scripts and related documents should be returned daily to the Scripts Collection Centre preferably within one hour after the last session of the day. The CS / responsible school staff should handle the answer scripts carefully during the transportation.

The following materials should be returned:
1. Answer books and/or question-answer books (in script envelopes);
2. MC answer sheets (in the answer sheet folders and plastic bags provided);
3. Rough-work sheets (in rough-work sheet envelopes);
4. Barcode sheets (in barcode sheet envelopes);
5. Attendance Lists, Attendance Record Forms; together in one plastic bag
6. Envelopes for Special Reports & Related Scripts with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t* and SR4t (if any);
7. Return Envelope for LT Special Room Sessional Report and Answer Scripts (for the Listening Test);
8. Geography maps (CE/AL Geography Paper 1 examination);
9. Reading Passages Booklets for CE English Language 1A examination (in Envelope for Return of Unused/Used Question Papers/Question Answer Books, Specimen 37)

* The Report Form SR4t should be returned to the HKEAA on the last examination day of the centre.

11.2 Backing sheets and Mobile Phone Reminder Cards need not be returned.

11.3 On rainy days, it would be appreciated if the answer scripts and related documents are returned to the Scripts Collection Centre in plastic bags.
Section III B: Examination Proceedings
CE English Language 1A & 1B

A. Before the Start of the Examination

1. Distribution of stationery

1.1 The CS should refer to the “List of Items Required for the Examination” (see Specimen 8) and distribute the following items before the admission of candidates:

   Paper 1B    one CE(C) answer book
   one rough-work sheet

1.2 Supplementary answer sheets should be provided to candidates on request, together with a short white string.

1.3 Write the centre number and the name of subject/paper on the blackboard.

2. Distribution of barcode sheets

The barcode sheets should be distributed according to the seat numbers printed on them. Please refer to Section IIIA Paragraph 1 for details.

3. Admission of candidates

3.1 **15 minutes** before the examination is due to start, candidates may be admitted into the examination room.

3.2 During bad weather, candidates will appreciate being allowed into the school premises earlier.

3.3 If more than one-fifth of the candidates have not arrived by 8:30 a.m. for the first session (possibly due to a traffic accident or bad weather), the CS could use his/her discretion to delay the starting time for up to 15 minutes. If the CS wishes to delay the starting time further, he/she should telephone the HKEAA.

4. Late arrivals

4.1 Candidates who arrive late should be admitted. **No extra time should be given.**

   **Hall centres**
   Before making the first announcement, the CS should arrange one invigilator to stay at the entrance and distribute the Mobile Phone Reminder Cards (see Specimen 31) to candidates arriving after the first announcement. The invigilator should be instructed to give a Mobile Phone Reminder Card to these candidates upon entry into the hall centre and to remind them to switch off their mobile phones.

   **Classrooms centres**
   Before making the first announcement, the Classroom Invigilator (CI) should distribute the Mobile Phone Reminder Cards (see Specimen 31) on all vacant seats so that candidates arriving after the first announcement are reminded of the requirement to switch off their mobile phones.

4.2 At an appropriate time, the CS/CI should ask an invigilator to check whether the candidate has entered his/her candidate number on the answer script/MC answer sheet.
4.3 It is not necessary to record information on latecomers unless an irregularity is observed.

5. Checking of personal belongings and stationery

5.1 All announcements should be made in English.

5.2 When the majority of candidates have been admitted and are seated, announce:

You should take your seat according to the seat number as stated on your Admission Form. Place your Admission Form and Identity Card in the top-right hand corner of your desk. (Pause)

Put all the stationery you need to use on your desk. If you have brought a pencil case, put it in your bag or under your chair. (Pause)

If you have a calculator with you, put it in your bag under your chair. (Pause)

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should ensure that the alarm function of the phone has also been turned off. You are strongly advised to take out the battery from your mobile phone to ensure that no sound will be emitted because of the alarm function. (Pause for 15 seconds to ensure that candidates are complying with the instructions)

Now place the phone under your chair in a position clearly visible to the invigilators. (Pause)

If you have brought any article that can emit sound, switch it off now and then put it inside your bag. (Pause)

If you have notes, pieces of paper, books, dictionaries, word-hidden pens or any electronic/communication devices such as PDA, pagers, MP3 players, electronic dictionaries, databank watches, put them in your bag. Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of this hall and put them ... (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).

Please note that if you are found to have any unauthorized materials on your desk or on your body, or any electronic/communication devices (including mobile phones) in operating mode during the examination, you may be disqualified from the examination.

Put up your hand if you have a problem. (Pause)

Note: Repeat this announcement nearer the start of the examination if there are a lot of latecomers.

The CS/Invigilators should check if candidates have followed these instructions. Before the examination begins, should no mobile phone be found under a candidate's chair, invigilators may ask the candidate concerned if he/she has brought a mobile phone.
5.3 **Then continue:**

You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)

Your English name has been printed on the top of the barcode sheet. Each barcode label on the sheet has been printed with your candidate number, centre number, seat number and the subject/paper name. Please check to make sure that you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

You should affix barcode labels in the designated spaces on the cover and the inside pages of your answer book(s)/question-answer book(s). If you use a supplementary answer sheet, you should also affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

Each page of the answer book, question-answer book and supplementary answer sheets has been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. **You should note that answers written in the margin will not be marked.**

5.4 **Then continue:**

**English Language 1A**

**Note:** As only Question-Answer Books and Reading Passages Booklets are provided to candidates during the English Language 1A examination, please remind candidates to fill out the cover of the question-answer books and to affix the barcode labels after the distribution of question-answer books.

**English Language 1B**

You should have on your desk an answer book for Task 2 and one rough-work sheet. Put up your hand if you do not. (Pause)

You must write on each line.

On the front cover of your answer book, write your candidate number in the boxes provided. Copy this information from your Admission Form. Read the Instructions on the cover of the answer book. (Pause)

Affix a barcode label in the designated space on the cover of your answer book. (Pause for 15 seconds)

6. **Distribution of question papers**

The hall CS/CI in classroom centres should check carefully whether the question papers are for the correct session. The CS/CI should then unseal and open the packets of question papers in front of the candidates and (hall) invigilators. If there are sufficient question papers for distribution, announce:

The question papers will be distributed to you now. Do not turn over your question paper and do not start writing until you are told to do so.

The hall CS should then give the question papers to the invigilators and instruct them to distribute the question papers to the candidates with the cover of the question papers facing up. (CI in classrooms should get ready to distribute the question papers.)
7. Checking of question papers

On completion of the distribution of question papers, announce:

**English Language IA**

You should have on your desk a Reading Passages Booklet and a Question-Answer Book. Put up your hand if you do not. (Pause)

Now, on the front cover of the Question-Answer Book, write your candidate number in the boxes provided. Copy this information from your Admission Form. Answers to all questions should be written in the Question-Answer Book. Now read the Instructions on the cover of the Reading Passages Booklet and the Question-Answer Book. Do not open the Reading Passages Booklet or the Question-Answer Book until you are told to do so. (Pause for 60 seconds)

**English Language 1B**

You should have on your desk a Question-Answer Book. Put up your hand if you do not. (Pause)

Now, on the front cover of the Question-Answer Book, write your candidate number in the boxes provided. Copy this information from your Admission Form. Your answer to Task 1 should be written in the space provided in the Question-Answer Book. Your answer to Task 2 should be written in the Answer Book. Do not write your answer to Task 2 in the Question-Answer Book. The space provided there is for Task 1 answers only.

Now read the Instructions on the cover of the Question-Answer Book. Do not open the Question-Answer Book until you are told to do so. (Pause for 15 seconds)

Now look at the Task 2 Answer Book. After choosing the Task 2 question, you should enter the question number on the front cover of the answer book and mark the corresponding question number box on each page of the answer book-supplementary answer sheets on which you have written any answers. You may use either a pen or a pencil to mark the question number box. Put up your hand if you have any questions. (Pause)

If candidates have no questions, continue with the next announcement.

8. Start of the examination

8.1 Before the start of the examination, remind candidates to make sure that they do not have any electronic/communication devices (including mobile phones) switched on or on your person. Then ask the candidates to open the question papers (or question-answer books) to check the number of pages/questions. If question-answer books are used, ask candidates to affix barcode labels in the designated spaces on the cover and inside pages according to the instructions on the cover. (The CS/CI should allow sufficient time for candidates to affix barcode labels.) The CS/CI should announce:

Before the examination begins, make sure that you have switched off your mobile phone, including the alarm function, and that you do not have any electronic or communication devices on your person. (Pause to allow sufficient time, say 30 seconds, for candidates to do a final check)

**English Language 1A, add:**

Check your Reading Passages Booklet and Question-Answer Book to see that there are no missing pages. The words “End of Reading Passages” should appear on the last page of the Reading Passages Booklet. The words "End of Paper" should appear on the last page of the Question-Answer Book. (Pause)

Now, affix barcode labels in the designated spaces on the cover and inside pages of your Question-Answer Book according to the instructions on the cover. (Pause to allow sufficient time, say 30-60 seconds, for the candidates to affix barcode labels)
English Language 1B, add:

Check your Question-Answer Book to see that there are no missing questions. The words "End of Paper" should appear after the last question. (Pause)

Now, affix barcode labels in the designated spaces on the cover and inside pages of your Question-Answer Book according to the instructions on the cover. (Pause to allow sufficient time, say 30-60 seconds, for the candidates to affix barcode labels)

8.2 The CS/CI should check if there is any Special Notice which will contain last-minute messages to candidates. The Special Notice is placed in a bright yellow envelope (see Specimen 9). If there is a Special Notice for the session, make an announcement according to the instructions in the Special Notice and put down the contents of the Special Notice on the blackboard for reference by latecomers.

8.3 If there are no questions from the candidates, give the signal to begin by announcing:

**Language 1A**

If you wish to leave early, you should put up your hand to seek an invigilator’s permission. Early leavers are not allowed to take away any examination materials.

According to the hall clock (my watch), the time is ____. You may now start.

**Language 1B**

If you wish to leave early, you should put up your hand to seek an invigilator’s permission. Early leavers are not allowed to take away the question papers.

According to the hall clock (my watch), the time is ____. You may now start.

8.4 After the "You may now start" announcement, the CS/CI should write the actual starting time and the correct finishing time on the blackboard for the information of candidates and invigilators. This should only be done when the precise times are known. If the hall has a clock visible to candidates and is functioning properly (see Note below), it should be the one to refer to. The CS must ensure that candidates are given the full amount of time as specified on the question paper. No extra time should be given to the candidates for reading the question paper or for any other reason without specific instructions from the HKEAA.

**Note:**

(1) The CS should check whether the hall clock is functioning properly before the start of the examination. If it is not, candidates should be reminded not to refer to the clock during the examination.

(2) If there are two clocks inside the hall (say one in the front of the hall and one at the back), the CS should candidly inform candidates which clock he/she is using for timing the examination in order to avoid misunderstanding.

8.5 The CS/CI should ensure that all examinations start punctually as scheduled in the timetable. If under special circumstances an examination has to be delayed (due to bad weather or insufficient question papers being supplied), the CS should see that the candidates are given the full amount of time as specified on the question paper. Under no circumstances should an examination start before the scheduled time.

8.6 Write the actual starting time and finishing time at the end of the session in the spaces provided on the Sessional Report (See Specimen 20).
B. Procedures After the Start of the Examination

9. Checking Admission Forms/Identity Cards and completing the Candidates’ Attendance Record Forms

15 minutes after the start of the session, invigilators should be assigned to check candidates’ admission forms/identity cards and complete the Candidates’ Attendance Record Forms. Please refer to Section IIIA Paragraphs 3-4 for details.

10. Marking the Attendance List

The CS/CI should check the Candidates’ Attendance Record Forms and complete the Attendance List. Please refer to Section IIIA Paragraph 5 for details.

11. Collecting question papers and answer books from vacant seats

11.1 30 minutes after the start of the examination, invigilators should collect the question paper/answer book/question-answer book/MC answer sheet/barcode sheet from each vacant seat. The CS/CI is advised to put the blank question-answer books/answer books/MC answer sheets inside a designated box/plastic bag to avoid mixing them up with the candidates’ scripts to be collected at the end of the examination. The barcode sheets of the absentees should be put inside the barcode sheet envelope (see Specimen 30B).

11.2 The school can keep the surplus question papers (including question-answer books).

11.3 If a candidate requests another question-answer book, the request should normally not be accepted. Supplementary answer sheets should be supplied.

12. Early leavers

12.1 Candidates may leave the examination room during the period from 30 minutes after the start of the session to 15 minutes before the end of the session. Candidates wishing to leave during the permitted time must raise their hand to summon an invigilator. Before a candidate is given permission to leave, the invigilator should ensure that (1) the candidate number has been entered and barcode labels have been affixed in the designated spaces of the answer script even if no attempt has been made to answer any questions; and (2) the question number box in the answer book has been marked. Early leavers are not allowed to take away the question papers.

12.2 The CS/CI should report in detail (time of the incident, circumstances, etc.) any candidate who has left the examination room without permission or who has taken away the question paper on Report Form SR4g.

12.3 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Form SR4g. He/she has to write his/her name and address in the space provided on the form.

12.4 The question papers and the answer scripts of early leavers should be left on the candidates’ desks. The answer scripts should be collected at the end of the session together with those of other candidates and placed in the appropriate script envelope while the question papers can be treated as ordinary surplus question papers which can be kept by the school.
C. End of Examination

13. Reminding candidates of the time left

13.1 15 minutes before the end of the session, the CS should announce:

You have 15 minutes left. If you have used a supplementary answer sheet, make sure you have marked the question number box on those pages where there are numbers. You will NOT be given time after the “Time is up” announcement to mark the question number box. You are not allowed to leave the examination room until you are told to do so.

13.2 5 minutes before the end of the session, the CS should announce:

**English Language 1A**

You have 5 minutes left. Make sure you have written your candidate number and affixed barcode labels in the designated spaces on your Question-Answer Book and all supplementary answer sheets. Cross out all unwanted materials. You will not be allowed to write anything after the “Time is up” announcement.

**English Language 1B**

You have 5 minutes left. Make sure you have written your candidate number and affixed barcode labels in the designated spaces on your Question-Answer Book, your Answer Book and all supplementary answer sheets. Cross out all unwanted materials. You will not be allowed to write anything after the “Time is up” announcement.

14. End of Examination

14.1 When time is up, announce:

The time now is ______. Time is up. Stop writing. (Pause)

You must not write anything more or you risk a mark penalty.

If you have supplementary answer sheets, tie them in your Answer Book/Question-Answer Book with the piece of string provided. Put your Question-Answer Book and/or Answer Book next to the unused barcode labels. They will be collected separately. Make sure that your Admission Form and Identity Card do not get mixed up with your answer script. Do not pack your personal belongings until you are told to do so.

The hall CS should stay on the stage to see whether the candidates comply with the instructions.

14.2 For handling cases of candidates disobeying the pens-down instruction, please refer to Section IV Paragraph 19.

15. Collection of answer scripts and examination materials

The CS/CI should announce:

Your answer book/answer sheet will be collected now. Stay in your seat until you are told to leave.
**English Language 1A, add**

Put the Reading Passages Booklet next to your Question-Answer Book. They will be collected separately.

**English Language 1B, add**

Put your Question-Answer Book next to your answer book. They will be collected separately.

15.1 Invigilators should collect separately the answer scripts, the rough-work sheets, the barcode sheets (with/without unused barcode labels) and Reading Passages Booklet (English Language 1A examination) and Mobile Phone Reminder Cards (if distributed).

15.2 All the Reading Passages Booklets, including those collected from the candidates at the end of the examination and the surplus copies, should be returned to the HKEAA using the Envelope for Return of Unused/Used Question Papers/Question Answer Books provided. However, it is not necessary to count and certify the number of copies collected.

15.3 If, while collecting the answer books/answer sheets, an invigilator discovers that a candidate has not put down his/her candidate number or affixed barcode labels on his/her answer book/supplementary answer sheet, the candidate can be allowed to do so under the supervision of the invigilator.

16. Checking of answer scripts collected

The question-answer books/MC answer sheets should be collected in candidate number order, with the smallest candidate number on top. **The number of scripts collected should be counted and checked against the number of candidates present.** The CS/CI should put down the total number of scripts collected in the appropriate spaces on the Sessional Report. If there are any discrepancies, investigate them before the candidates are dismissed.

17. Dismissal of candidates

17.1 On completion of the collection and checking of all answer scripts (see Section IIIA Paragraphs 10-11), the CS should announce:

**English Language 1A**

The English Language 1B examination will begin at ___ a.m. Please come back 15 minutes before the start of the examination. **Now, make sure you have your Admission Form, Identity Card and other personal belongings.** (Pause) You may now leave.

**English Language 1B**

You may now pack your personal belongings. Make sure you have your Admission Form, Identity Card and other personal belongings. (Pause) You may now leave.

17.2 In the case of a candidate reporting any irregularity concerning the examination before leaving the centre, the CS should record the details of the irregularity on Report Form SR4g so that follow-up actions can be taken by the HKEAA.

18. Completing the Sessional Report

The Sessional Report should be completed by the hall CS and two invigilators (including one invigilator not provided by the centre school) or the CI of classroom centres. Please refer to Section IIIA Paragraph 8 for details.

19. Packing and return of answer scripts and examination materials

Please refer to Section IIIA Paragraphs 10-11 for details.
Section III C: Examination Proceedings
CE English Language 2 (Listening & Integrated Skills)

A. Arrangements of the Listening Test

1. Special features of the Listening Test

1.1 English Language Paper 2 consists of various tasks. The instructions and questions for these tasks will be broadcast by RTHK Radio 2.

1.2 Candidates have been told to bring a radio (Walkman/Discman is acceptable) / a radio-cassette player (of size not exceeding 18" x 6" x 6") with earphones to listen to the radio broadcast. If a cassette tape/disc has been brought along with a Walkman/radio-cassette player/Discman, candidates must take it out and put it under their chairs. **The use of MP3 players is not allowed.**

1.3 Latecomers arriving 30 minutes or more after the 9:15 a.m. reporting time (i.e. arriving at 9:45 a.m. or after) will be sent to take the test in a Special Room where an ordinary portable radio/radio-cassette player will be used and candidates will listen to it without earphones. All candidates who claim to have a problem with their radios/earphones will also be sent to take the test in the Special Room.

1.4 In order to avoid invigilators feeling isolated during the Listening Test, it is considered advisable for them to have the use of a Radio. From a technical point of view, this is not essential since RTHK will time the test to the nearest second and hence the beginning and ending times will be known precisely. However, invigilators will certainly feel more secure if they can hear what the candidates are hearing - at least at the beginning and the end of the test. For this reason, the HKEAA encourages those invigilating to bring a radio. (For those assigned to a hall, only one invigilator needs a set.)

1.5 **Radio channel and best frequencies for the examination centre**

(1) RTHK’s advice on the frequencies used by Radio 2 is as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley</td>
<td>Jardines Lookout</td>
</tr>
<tr>
<td>Central</td>
<td>Causeway Bay</td>
</tr>
<tr>
<td>Wan Chai</td>
<td>North Point</td>
</tr>
<tr>
<td>Kennedy Town</td>
<td>Shau Kei Wan</td>
</tr>
<tr>
<td>Sai Ying Pun</td>
<td>Hang Pa Chuen</td>
</tr>
<tr>
<td>Quarry Bay</td>
<td>Chai Wan</td>
</tr>
<tr>
<td>Tai Koo Shing</td>
<td></td>
</tr>
<tr>
<td>Mo Sing Leng</td>
<td>Wong Chuk Hang</td>
</tr>
<tr>
<td>Pok Fu Lam</td>
<td>Deep Water Bay</td>
</tr>
<tr>
<td>Aberdeen</td>
<td>Repulse Bay</td>
</tr>
<tr>
<td>Ap Lei Chau</td>
<td>Stanley</td>
</tr>
<tr>
<td>Kowloon</td>
<td></td>
</tr>
<tr>
<td>Kowloon (East)</td>
<td></td>
</tr>
<tr>
<td>Kwun Tong</td>
<td></td>
</tr>
<tr>
<td>Ngau Tau Kok</td>
<td></td>
</tr>
<tr>
<td>San Po Kong</td>
<td></td>
</tr>
<tr>
<td>Tuen Mun</td>
<td></td>
</tr>
<tr>
<td>Tsuen Wan</td>
<td></td>
</tr>
<tr>
<td>Kwai Chung</td>
<td></td>
</tr>
<tr>
<td>Sheung Shui</td>
<td></td>
</tr>
<tr>
<td>Tai Po</td>
<td></td>
</tr>
<tr>
<td>Shatin</td>
<td></td>
</tr>
<tr>
<td>Ma On Shan</td>
<td></td>
</tr>
<tr>
<td>Cheung Chau</td>
<td></td>
</tr>
<tr>
<td>Lantau Island (E)</td>
<td></td>
</tr>
<tr>
<td>Lantau Island (W)</td>
<td></td>
</tr>
</tbody>
</table>
(2) At least one day before the test, please determine the best radio frequency for your centre with a digital radio and then complete the box below for later use:

Radio Frequency

1.6 Special Room

(1) Each school used as an examination centre for English Language Paper 2 will be required to provide a classroom to serve as a Special Room. For schools providing both hall/gymnasium and classroom centres, two Special Rooms are required. In this case, the CS (Classroom Centres) will take responsibility for the Special Room. The Special Room is to accommodate candidates who arrive at the examination centre with the following problems. Those:

• with no radio;
• with radio/earphones not working;
• having forgotten or lost earphones/batteries;
• with an oversized radio (exceeding 18" x 6" x 6");
• arriving 30 minutes or more after the 9:15 a.m. reporting time;
• unable to tune radios to the correct channel or having poor reception; or
• with an MP3 player.

(2) At least one day before the examination, the CS should:

(i) obtain an ordinary portable radio or radio-cassette player from the school, test it on the teacher’s desk in the Special Room to ensure it is in working order by tuning to RTHK Radio 2 (see paragraph 1.5);
(ii) display a Centre Poster for the Special Room (Specimen 2E) outside the Special Room; Seat Number Labels are not required;
(iii) put up a series of arrows to clearly indicate the route to the Special Room and write on them the room number (e.g. Special Room : Room 301, 3/F).

(3) Shortly before the examination session starts, the CS should give the following items to the Special Room Invigilator (who should be a teacher of the centre school):

(i) a portable radio/radio-cassette player (and related accessories, e.g. batteries, adaptor);
(ii) the “Envelope for English Language Paper 2 Special Room” (see Specimen 34) containing:
   (a) a centre poster for Special Room (see Specimen 2E),
   (b) a booklet of Sessional Report (see Specimen 35) & Special Report Forms,
   (c) “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (see Specimen 36);
(iii) a packet (31 copies) each of the Question-Answer Book and Data File (Note: The packets may be opened at 9:45 a.m.);
(iv) a note with the recommended radio frequency;
(v) a packet of 15 spare barcode sheets;
(vi) Special Notice (if any).

(4) The Special Room Invigilator should be told that if he/she finds a candidate he/she
knows in the Special Room, he/she should report this on the Report Form SR4g (see *Specimen 23A*) which should be forwarded to the HKEAA via the CS.

(5) With effect from the 2009 examinations, candidates taking the LT at the Special Room cannot use their own radio with earphones. Candidates have been told via the Handbook for Candidates that penalties may be imposed on candidates who use their own radio in the Special Room.

1.7 Hall invigilators should be told the exact location of the Special Room so that they can direct, if necessary, the candidates concerned.

2. School bell

If possible, the school bell and the PA system (if any) should be switched off during the test in order not to disturb the candidates during the radio broadcast.

3. Stationery and question papers

Each candidate should be provided with a sheet of barcode labels, a rough-work sheet, a Question-Answer Book and a Data File. Upon request, candidates can be provided with supplementary answer sheets.

4. Late arrivals

4.1 Candidates who arrive late but before 9:45 a.m. should be admitted. These candidates should be reminded to switch off all electronic/communication devices (including mobile phones) and put the mobile phones under their chairs in a position clearly visible to the invigilators.

4.2 The “No latecomers will be admitted” notice (see *Specimen 2D*), with information on the location of the Special Room, should be put on the door of the hall at 9:45 a.m. Candidates who arrive at or after 9:45 a.m. should not be admitted and they should be instructed to go to the Special Room to take the test. They should be clearly told the location of the Special Room.

5. Early leavers

5.1 Candidates are not allowed to leave the examination room at any time during the examination. If a candidate leaves without permission, his/her candidate number should be recorded on Report Form SR4g.

5.2 After the radio broadcast, candidates will have one hour and fifteen minutes to do the written tasks.

5.3 If a candidate claims to be sick and wishes to leave early, he/she should state his/her reasons on Form SR4g. He/she has to write his/her name and address in the space provided on the form.

B. Before the Start of the Test

6. Distribution of barcode sheets

Distribute the barcode sheets and stationery (one rough-work sheet) before the admission of candidates. Please refer to *Section III A Paragraph 1* for details.
7. Admission of candidates

Write the following information on the blackboard:

(1) Centre Number: ____________
(2) Radio 2 — Frequency: ____________ [copy from Paragraph 1.5(2)].

Candidates may be admitted into the examination room 5 minutes before the start of the session, at approximately 9:10 a.m.

During bad weather, candidates will appreciate being allowed into the school premises earlier.

8. Preliminary announcements

8.1 All announcements made by the CS should be in English.

8.2 When the majority of candidates have been admitted and are seated, announce:

approx. 9:15 a.m.

You should take your seat according to the seat number as stated on your Admission Form. Place your Admission Form and Identity Card in the top-right hand corner of your desk. (Pause)

Put all the stationery you need to use on your desk. If you have brought a pencil case, put it in your bag or under your chair. (Pause)

If you have a calculator with you, or if your Walkman/Discman contains a cassette tape or disc, take it out and put it in your bag/under your chair.

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should ensure that the alarm function of the phone has also been turned off. You are strongly advised to take out the battery from your mobile phone to ensure that no sound will be emitted because of the alarm function. (Pause for 15 seconds to ensure that candidates are complying with the instructions)

Now place the phone under your chair in a position clearly visible to the invigilators. (Pause)

If you have brought any article that can emit sound, switch it off now and then put it inside your bag. (Pause)

If you have notes, pieces of paper, books, dictionaries, word-hidden pens or any electronic / communication devices such as PDA, pagers, MP3 players, electronic dictionaries, databank watches, these items should be put in your bag. Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of this hall and put them ... (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).

Please note that if you are found to have any unauthorized materials on your desk or on your body, or any electronic/communication devices (including mobile phone) in operating mode during the examination, you may be disqualified from the examination.

Put up your hand if you have a problem. (Pause)

Note:
Repeat this announcement if there are many latecomers to ensure that candidates comply with the requirements concerning mobile phones/electronic and communication devices.
The CS/Invigilators should check if candidates follow these instructions. Before the test begins, should no mobile phone be found under a candidate’s chair, invigilators may ask the candidate concerned if he/she has brought a mobile phone.

9. Announcement concerning barcode sheets

You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)

Your English name has been printed on the top of the barcode sheet. Each barcode label on the sheet has been printed with your candidate number, centre number, seat number and the subject/paper name. Please check to make sure that you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

You should affix barcode labels in the designated spaces on the cover and the inside pages of your question-answer book. If you use a supplementary answer sheet, you should also affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

Each page of the question-answer book and supplementary answer sheet has been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. You should note that answers written in the margin will not be marked.

10. Announcement concerning attendance-taking and equipment-check

During the next 20 minutes or so, the invigilators will check your admission form and take the attendance. At the same time, they will check to make sure that your equipment is in accordance with the regulations. To comply with the regulations, candidates should not use any recording devices nor MP3 players during the listening test. Invigilators will check your Walkmans/Discmans or radio-cassette players to make sure that they have no cassette tapes/disks inside. If you are using an MP3 player or if your equipment has a recording function without using tape or disc, you will not be allowed to use it during the Listening Test. You will be sent to the Special Room to sit the Listening Test where you will listen to the radio broadcast through the ordinary radio provided in the room.

While this check is being carried out, you may switch on your radios and tune to RTHK Radio 2 on frequency* ___________ megahertz. RTHK will make a short announcement at both 9:30 a.m. and 9:45 a.m. to help you check that you have located the correct channel. If your radios have both stereo and mono modes, use the mono mode in order to get better reception.

At approximately 9:40 a.m., I will ask if any of you are having difficulty tuning your radios to the correct channel. Please be patient and do not trouble the invigilators with questions about tuning while they are carrying out their duties.

* refer to Paragraph 1.5(2)

10.1 The invigilator with a radio should tune his/her radio to the correct frequency.

10.2 While taking attendance, invigilators should not take time to respond to candidates who claim they cannot tune their radios to the designated station. At approximately 9:40 a.m. after the completion of the checking procedures, the CS/Classroom Invigilator (CI) should specifically ask candidates if they have such problems.

10.3 Invigilators should also attend to candidates who have arrived at the examination centre with the following problems. Those:
- with no radio;
- with radio/earphones not working;
• having forgotten or lost their earphones/batteries;
• with an oversized radio (exceeding 18" x 6" x 6");
• arriving 30 minutes or more after the reporting time;
• unable to tune radios to the correct channel or with poor reception;
• with an MP3 player.

Invigilators should instruct these candidates to go immediately to the Special Room to take the examination and clearly tell them the location of the Special Room. The candidates concerned should be reminded to bring along their personalised barcode sheets to the Special Room.

10.4 While invigilators are taking attendance, they should carry out the following checks:
(1) check candidates’ radio-cassette players/radio devices (e.g. Walkmans, Discmans) to ensure that no cassette tapes/discs are contained in the equipment;
(2) check if the candidate is using an MP3 player. If a candidate does not have a radio (other than the MP3 player), he/she should be asked to go to the Special Room.

11. Checking of Admission Forms/Identity Cards and completing the Candidates’ Attendance Record Forms

approx. 9:20 a.m.
Ask invigilators to start checking candidates’ Admission Forms/Identity Cards and to take the attendance by completing the Candidates’ Attendance Record Forms. These should be completed before the distribution of question papers at around 9:50 a.m. so that the candidates will not be disturbed once the examination broadcast starts. Please refer to Section 3 paragraphs 3-4 for details.

12. RTHK broadcast (confirm the radio channel)

9:30 a.m. At 9:30 a.m.*, RTHK will broadcast:

This is RTHK Radio 2. The time now is 9:30. We are now switching to mono mode. In half an hour’s time at 10 o’clock, we will be broadcasting the Hong Kong Examinations and Assessment Authority, Certificate of Education English Language Paper 2 Examination.

9:45 a.m.
At 9:45 a.m.*, RTHK will broadcast:

You are listening to RTHK Radio 2. It is now 9:45. We are now broadcasting in mono mode. At 10 o’clock you will hear the broadcast of the Certificate of Education English Language Paper 2 Examination of the Hong Kong Examinations and Assessment Authority. Please stay tuned.

* Try to avoid disturbing the candidates during these two RTHK announcements.

13. Announcement concerning candidates’ tuning problems

When the invigilators have completed the attendance-taking procedures, announce:

If you have reception problems, put up your hand now.

Make sure that you have switched off your mobile phone, including its alarm function, and any other sounding devices. The mobile phone should be placed under your chair in a position clearly visible to invigilators. Also make sure that you do not have any electronic or communication devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)
(The CS/CI may at his/her discretion make this announcement at 9:40 a.m. and repeat it nearer the time of the broadcast of the test materials.)

13.1 Invigilators should see that candidates having reception problems are attended to.

13.2 If, prior to 10:00 a.m., a candidate claims to be dissatisfied with the quality of the radio reception, the invigilator who attends to him/her should make sure:
   - the candidate has tried turning the radio through a complete revolution to take care of any directional effects;
   - the candidate has turned off the stereo switch if his/her radio device has one (on most stereo models this function is indicated by a small red light).

The candidate may be reminded that the wires connecting the radio and the earphones act as an aerial. For this reason, the reception may vary slightly upon turning his/her head. The reception may also be improved by changing the position of the set on the desktop.

13.3 If the invigilator cannot improve the situation, the candidate should be asked if he/she wishes to move to the Special Room. (Changing desks should not be permitted because of the very unsettling effect this can have on the other candidates.) Candidates who choose to take the Listening Test in the Special Room should be reminded to take both their personalised barcode sheets and question papers to the Special Room. (With effect from the 2009 examinations, candidates taking the LT in the Special Room have to have their barcode labels affixed on the Special Room Sessional Report.) These candidates should also be reminded that they cannot use their own radio with earphones in the Special Room.

Note:
Invigilators will find that no matter how good the radio reception is, it is normal to experience some interference as they move around the room/hall. This is caused by fluorescent lights, fans, etc. and is not normally a cause for concern. What is important is the reception when seated.

14. Latecomers

At 9:45 a.m., ask a hall invigilator to post the “No latecomers will be admitted” notice on the door. Candidates who arrive at or after 9:45 a.m. should be instructed to go to the Special Room to take the test. Please refer to Paragraph 4 above. They should be given spare barcode sheets for use and their barcode labels should be affixed on the Sessional Report (Special Room).

15. Collecting rough-work sheets and barcode sheets from vacant seats

The rough-work sheets and barcode sheets of absentees should be collected.

C. Start of the Test

16. Distribution of question papers

9:46 a.m. After the 9:45 a.m. RTHK announcement, announce:

Now take off your earphones. I repeat, take off your earphones.

The CS/CI should check again whether the question papers are for the correct session. The CS/CI should then unseal and open the packets of question papers in front of candidates and (hall) invigilators. If there are sufficient question papers for distribution, announce:

I am now going to distribute the Question-Answer Books and Data Files. Do not open them until you are told to do so.
The hall CS should then give the Question-Answer Books and Data Files to the invigilators and instruct them to distribute the question papers, with the covers facing up. (CI in classroom should get ready to distribute the Question-Answer Books and Data Files). The CS/CI should also check if there is any Special Notice which will contain last-minute messages to candidates. The Special Notice is placed in a bright yellow envelope (see Specimen 9). If there is a Special Notice, make an announcement according to the instructions in the Special Notice and put down the contents of the Special Notice on the blackboard for reference of candidates.

17. Announcement concerning the question papers

On completion of the distribution, announce:

You should have on your desk a rough-work sheet, a Question-Answer Book and a Data File. Put up your hand if you do not. (Pause)

You should put your answer to the questions in the spaces provided in the Question-Answer Book. In case you need a supplementary answer sheet, make sure that you mark the relevant Task Number in the Question No. box on each page. You should start a new page for each task.

Do not open the Question-Answer Book or the Data File until you are told to do so by the radio announcer, at about 10 o’clock.

Now put on your earphones.

The invigilator with a radio should listen to the broadcast until the end of the broadcast.

18. RTHK broadcast (Greensleeves)

At 9:55 a.m., RTHK will broadcast:

This is RTHK Radio 2. The Hong Kong Certificate of Education English Language Paper 2 Examination will begin in 5 minutes. For the time being, you will hear Vaughan Williams’ Fantasia on “Greensleeves”, played by the Sinfonia of London conducted by Sir John Barbirolli. Candidates must not open the Question-Answer Book or the Data File until 10 o’clock, when they will be told to do so. I repeat, candidates are not allowed to open the Question-Answer Book or the Data File until they are told to do so.

("Greensleeves" to be broadcast until the 10:00 a.m. time beeps)

The CS/CI should make sure that the candidates do not open their Question-Answer Books and Data Files at this point.

19. Start of the broadcast of test material

At 10:00 a.m.*, RTHK will broadcast:

Hong Kong Certificate of Education Examination 2009, English Language Paper 2, Listening and Integrated Skills, Instructions to Candidates.

You should have on your desk a Question-Answer Book and a Data File. Do not open them until you are told to do so. I repeat, do not open the Question-Answer Book or the Data File until you are told to do so.

Now write your Candidate Number in the space provided on Page 1 of the Question-Answer Book. (10 seconds pause)

Now look at your Question-Answer Book. Check that your Question-Answer Book has no missing pages. Look for the words “End of Paper” on the last page. (10 seconds pause)
Now stick your barcode labels in the spaces provided on Pages 1, 3 and 5. Close the Question-Answer Book when you have finished. (30 seconds of Greensleeves)

Now look at your Data File. Check that your Data File has no missing pages. Look for the words "This is the last page of the Data File" on the last page. (10 seconds pause)

You are reminded that all examination materials will be played ONCE only. (.....)

The test is about to begin. Keep your earphones on until you are told to take them off.

* From this point, invigilators should avoid walking down the ailles to minimize interference to the candidates' radio reception.

RTHK will continue to broadcast:

Open your Question-Answer Book ... ...

20. Marking the Attendance List

The CS/CI should check the Candidates' Attendance Record Forms and complete the Attendance List. Please refer to Section IIIA Paragraph 5 for details.

21. End of the radio broadcast

approx. 10:45 a.m.

When RTHK completes the broadcast for the test, the following sentences will be at the end of the tape:

That’s the end of the listening component of this test. Take off your earphones now and turn off your radio.

22. Beginning of written tasks

22.1 From the time the broadcast finishes, the candidates have one hour and fifteen minutes to complete Paper 2. Announce:

That’s the end of the listening component of this test. You will have one hour and fifteen minutes to complete the paper. An announcement will be made when the time is up. According to the hall clock (my watch), the time now is ____________. Time will be up at ____. You may not leave the examination room until you are instructed to do so.

22.2 After this announcement, the hall CS (CI in classrooms) should write the actual starting time and the correct finishing time on the blackboard for the information of candidates and invigilators and record these on the Sessional Report (see Specimen 20.4). This should only be done when the precise times are known. If the hall has a clock visible to candidates and is functioning properly (see Note below), it should be the one to refer to.

Note: 1. The CS should check whether the hall clock is functioning properly before the start of the examination. If it is not, candidates should be reminded not to refer to the clock during the examination.

2. If there are two clocks inside the hall (say one in the front of the hall and one at the back), the CS should inform candidates which clock he/she is using for timing the examination in order to avoid misunderstanding.
22.3 No extra time should be given to the candidates for any reason without specific instructions from the HKEAA.

22.4 Make sure that all candidates take off their earphones and turn off their radios after the radio broadcast.

D. End of the Test/Collection of Scripts

23. Reminding candidates of the time left

23.1 Fifteen minutes before the end of the examination, announce:

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You have 15 minutes left. If you have used a supplementary answer sheet, make sure you have marked the question number box on those pages where there are numbers. You will NOT be given time after the “Time is up” announcement to mark the question number box.
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23.2 Five minutes before the end of the examination, announce:

```
You have 5 minutes left. Make sure you have written your candidate number and affixed barcode labels in the designated spaces on your Question-Answer Book and all supplementary answer sheets. You will not be allowed to write anything after the “Time is Up” announcement. The Data File will not be collected. Make sure your answers are not written in the Data File.
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24. End of the examination

24.1 When time is up, announce:

```
The time now is _______. Time is up. Stop writing. (Pause)

Put down your pens or pencils. You must not write anything more or you risk a mark penalty.

Close your Question-Answer Book and put it on the desk next to the rough-work sheet. If you have supplementary answer sheets, tie them in your Question-Answer Book with the piece of string provided. Make sure that your Admission Form and Identity Card do not get mixed up with the Question-Answer Book. Do not pack your personal belongings until you are told to do so.
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The hall CS should stay on the stage to supervise the candidates.

24.2 For handling cases of candidates disobeying the pens (pencils)-down instruction, please refer to Section IV Paragraph 19.

25. Collection of answer scripts

Note: Data Files need not be collected.

25.1 Announce:

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Your Question-Answer Book will be collected now. The rough-work sheets and the unused barcode labels will be collected later. You can take away the Data File. Stay in your seat until you are told to leave.
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25.2 Invigilators should then collect the Question-Answer Books, the rough-work sheets and the barcode sheets (with/without unused barcode labels) separately.

25.3 If, while collecting the Question-Answer Books, an invigilator discovers that a candidate has not put down his/her candidate number or affixed barcode labels on his/her Question-Answer Book, the candidate can be allowed to do so under the supervision of the invigilator.

25.4 Question-Answer Books should be collected in candidate number order, with the smallest candidate number on top. The number of scripts collected should be counted and checked against the number of candidates present. The CS/CI should put down the total number of scripts collected in the appropriate spaces on the Sessional Report. If there is any discrepancy, investigate the matter before the candidates are dismissed.

26. Dismissal of candidates

On completion of the collection and checking of all answer scripts, the CS/CI should announce:

You may now pack your personal belongings. Make sure you have your Admission Form and Identity Card. (Pause) You may now leave.

27. Completing the Sessional Report

The Sessional Report should be completed by the hall CS and two invigilators (including one invigilator not provided by the centre school) or the CI of classroom centres. Please refer to Section III A Paragraph 8 for details.

28. Packing and return of scripts and examination materials

Please refer to Section III A Paragraphs 9-11 for details.
Section IV: Handling of Irregularities
English Language

A. Report Forms

1.1 The Centre Supervisor (CS) / Classroom Invigilator (CI) / Invigilator (I) may make use of the following report forms to report irregularities concerning the conduct of the examination:

- Form SR1 (Specimen 21) — Candidate Without Admission Form/Identity Card
- Form SR3 (Specimen 22) — Candidate Attended the Wrong Examination Centre / Subject Not On Admission Form
- Form SR4g (Specimen 23A) — Examination Irregularities
- Form SR4b (Specimen 23B) — Examination Irregularities (Barcodes)
- Form SR4c (Specimen 23C) — Examination Irregularities (Calculators)
- Form SR4p (Specimen 23D) — Examination Irregularities (Mobile phones / Communication Devices / Sounding Devices)
- Form SR4t (Specimen 23E) — Candidates going to the toilet*
- Form SR4i (Specimen 24) — Examination Irregularities (Invigilators)

1.2 If a candidate lodges a complaint at the centre, the CS/CI/I should record the details on Report Form SR4g so that the HKEAA can take follow-up actions.

1.3 If the irregularity case is dubious, the CS/CI should inform the candidate concerned after the examination to stay behind to complete the report.

* Any irregularities happening in the toilet should be reported in Report Form SR4g. Such cases SHOULD NOT be entered into Report Form SR4t.

B. Bad Weather

2. Postponement of an examination is a very serious matter. Any decision to do so by the HKEAA will be made only when it is absolutely necessary. If weather conditions are at all doubtful (such as the possible raising of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), CS/CI/I should listen to the radio or television broadcasting stations for examination schedules right up to the time they leave for the examination centre. It is important that CS/CI/I should note the following points:

(1) the HKEAA announcement of the postponement of an examination session will be made early in the morning of the examination day and will be repeated frequently from 7:00 a.m. onwards. Where possible, the announcements will be made in the evening preceding the examination;

(2) the announcement of closure of schools due to a tropical cyclone or bad weather or the issue of the Red Rainstorm Warning does not necessarily imply the postponement of an examination scheduled to be held on that day. However, all examinations will normally be postponed when a Typhoon Signal No. 8 or above is hoisted, or when a Black Rainstorm Warning is issued. In this regard, an announcement concerning any alternative arrangements for the postponed examination will be made in the press or on the radio as soon as possible;

(3) unless a specific announcement has been made by the HKEAA that the examination has been postponed due to bad weather conditions, the CS/CI/I must assume the examination will be conducted as originally scheduled;
(4) once an examination session has started, it will continue for the full allotted time unless physical conditions in the examination room are considered dangerous by the CS.

3. Actions to be taken if an examination is to be held as scheduled when a typhoon/rainstorm signal is hoisted

3.1 The CS should arrange an invigilator to listen to the radio for the latest weather conditions and to keep a record of important announcements, e.g. suspension or disruption of transport services.

3.2 If the examination concerned is taking place in the first session, any announcement of postponement of the examination scheduled for the second session will be made over radio and television services.

3.3 In the event of an examination to be held as scheduled when a Red Rainstorm Warning is issued, the examination should be postponed by 15 minutes. If necessary, further delay by 15 minutes by individual centres is permissible. Beyond that, the CS should contact the HKExA.

3.4 If an examination is in progress while a typhoon/rainstorm signal is hoisted, the CS should still continue with the examination. However, he/she should pay special attention to the emergency announcements made over radio and television services.

3.5 In the event of any imminent danger to the candidates, the CS should use his/her initiative to act independently to protect the safety of the candidates. If the evacuation of candidates to a safe place is necessary, efforts should be made to preserve the security of the examination and to prevent collusion among the candidates. Candidates should be told to mark their work to indicate the point at which the interruption took place. The examination can be resumed when the danger is over. The CS should note the time and duration of the interruption. At the end of the examination, the CS should advise candidates whether it is safe to go home and inform candidates of any announcements concerning public transport services. If it appears unsafe for the candidates to go home, the CS should keep the centre open until it is safe to dismiss the candidates.

4. Rescheduling of examinations

If an examination is rescheduled, an announcement will be made in the press or on the radio giving the new examination date and any consequential changes.

C. Emergency Situations

5. Bomb threats

5.1 In the event that the CS receives a bomb threat before the examination starts (i.e. before he/she has distributed the question papers to the candidates), he/she should postpone the examination and inform the police and the HKExA by telephone. Candidates should be sent to wait in a safe place.

5.2 If the threat is received while the examination is in progress, the CS should inform the police and the HKExA before taking any other action. If the police opine that it is necessary to suspend the examination, the candidates should be told to stop answering, mark their work to indicate the point at which the interruption took place and close their answer books. Candidates should then be evacuated to a safe place. Steps should be taken to ensure there is no collusion among the candidates. The examination can be resumed when the threat is over. A report should be made on Report Form SR4g giving details of the incident including the time and duration of the interruption.

5.3 In the case of the Listening Test, if a bomb threat is received before 9:15 a.m. (or the admission
of candidates), the CS should delay the entry of candidates and inform the police and the HKEAA. Candidates should be told to wait in a safe place. If the threat is received after 9:15 a.m., the CS should inform the police and the HKEAA before taking any action.

6. Fire outbreak and other emergency

6.1 If a fire or other emergency which may jeopardize the safety of candidates occurs before the examination starts (i.e. before the distribution of question papers), the CS should postpone the examination and arrange for the candidates to wait in a safe place. He/She should also inform the HKEAA by telephone.

6.2 If a fire breaks out or other emergency occurs while the examination is in progress, the CS should immediately suspend the examination. Candidates should be told to stop answering, mark their work to indicate the point at which the interruption took place and close their answer books. They should then be evacuated to a safe place. Steps should be taken to ensure there is no collusion among the candidates. The examination can be resumed when the threat is over. A report should be made on Report Form SR4g giving details of the incident including the time and duration of the interruption. If the examination is unlikely to be resumed (e.g. Listening Test), the CS should contact the HKEAA by telephone as soon as possible.

7. Power failure

7.1 If a power failure occurs before the examination starts (i.e. before the distribution of question papers), the CS should postpone the examination by 15 minutes and should immediately contact the power supply company to rectify the situation. If it is anticipated that the power supply cannot be resumed within 15 minutes, the HKEAA should be contacted.

7.2 If a power failure occurs during the examination but the lighting in the hall/examination room is generally acceptable and only a small area of the hall/room is affected by insufficient lighting, the examination should be continued. The CS (or the CI in consultation with the CS) should use his/her discretion on whether to relocate candidates affected to an area with better lighting. The CS should report details of the candidates concerned and the duration of the interruption on Report Form SR4g. Candidates concerned should NOT be given extra time to answer the questions. If the lighting in the hall/examination room is too weak for the examination to continue, the CS should suspend the examination and record the time on Report Form SR4g. Candidates should be told to stop writing and close their question papers and answer books. The HKEAA should be informed immediately.

7.3 In the case of the Listening Test, the CS should inform the HKEAA before any action is taken.

D. Question Paper Irregularities

8. Packing of question papers

8.1 The question paper packets for each day are placed inside sealed carton(s). A label which specifies the centre number and the quantity of question papers for each session is glued to the outside of the carton.

8.2 Each question paper packet contains 31 copies of the question paper or question-answer book which is wrapped with a sheet of heat-shrunk polystyrene and sealed in a strong plastic bag. The word HKEAA is heat-embossed on the top and bottom edges. In the event that the CS suspects that the packets have been tampered with, he/she should inform the HKEAA and report the case on Report Form SR4g.

8.3 When the CS/CI receives the sealed packets of question papers (see Specimen 7A), he/she will
find that the abbreviated subject name is visible at the top left hand corner of each packet. He/She should check whether the abbreviated name corresponds with the full name of the subject printed on the coloured label in the centre. If it does not, the packet should not be opened. The HKEAA should be informed.

9. Wrong/Insufficient question paper packets

9.1 The number of question paper packets for each examination session is detailed in a Question Paper Quantity Checklist (see Specimen 5A). The CS is advised to check the number of packets he/she has received against the list. If there is any shortage or excess, he/she should immediately inform the HKEAA so that additional packets can be delivered or the excess can be retrieved and sent to the correct centre.

Classroom centres
The CS should distribute the question papers to the CI only when he/she has a packet for each classroom centre.

9.2 If the sealed packet which has been opened does not contain the question papers described on the coloured label, the packet should immediately be resealed with the utmost care being taken to protect the security of the papers. The HKEAA should be informed.

9.3 The question papers should only be distributed when the CS has a copy for each candidate.

10. Defective question papers

10.1 If a candidate reports that he/she is given a defective question paper (such as one with blank pages or missing questions), give the candidate concerned another question paper from the surplus.

10.2 The defective question paper should be returned to the HKEAA in an Envelope for Special Reports and Related Scripts/Answer Sheets (see Specimen 25) together with a completed Report Form SR4g.

E. Irregularities Concerning Candidates

11. Candidates’ belongings

11.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/buckles to hold their books and notes, etc. The bags must be small enough to be placed under their chairs and be properly closed before the examination begins. Candidates are also not allowed to put their books and notes in the “shelves” of the desks. If they bring pencil cases or pencil boxes (including transparent pencil boxes) to the examination room, they must place the contents on their desks and put the pencil cases/boxes inside the small bags or under their chairs. Before the start of the examination, candidates should be reminded that if they have brought any electronic/communication devices (e.g. PDA, pagers, MP3 players, electronic dictionaries) or any articles that can emit sound, the devices/articles should be switched off and put in the bags. Mobile phones (including the alarm function) should also be turned off/disabled and put under the chair in a position clearly visible to the invigilators. The candidates are also advised to take out the battery from their mobile phone.

11.2 Candidates without a bag that can be securely closed should be asked to take their personal belongings to the front of the hall (or against the wall under the blackboard of the examination room) before the examination commences. Their purses and mobile phones (not in operating mode) can be put under their chairs. Candidates should not be allowed to put their bags beside
their chairs since this clutters up the aisles and allows easy access if a candidate decides to cheat.

11.3 Candidates who are found to have unauthorized articles at the following positions during the examination should be warned that downgrading or disqualification from the whole examination are likely to be imposed.

<table>
<thead>
<tr>
<th>Unauthorized item(s)</th>
<th>Positions where the item(s) is are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, dictionaries, notes, papers, notebooks, word-hidden pens, databank watches, etc.</td>
<td>On the candidate’s body/desk; in the shelf of the desk or in his/her clothing</td>
</tr>
<tr>
<td>Electronic/communication devices (e.g. mobile phones, pagers, MP3 players, electronic dictionaries, PDA and other electronic devices which can store/display text, images, audio materials), which can be switched on or off</td>
<td>Not in operating mode On the candidate’s body/desk, in the shelf of the desk or in his/her clothing</td>
</tr>
<tr>
<td></td>
<td>In operating mode On the candidate’s body/desk, in the shelf of the desk or in his/her clothing or under the candidate’s chair</td>
</tr>
</tbody>
</table>

12 Mobile phone irregularities

12.1 During the examination, if the ringing sound of a mobile phone is heard, the CS/C1I should locate the source. Record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p.

12.2 If the source cannot be located and the ring stops, the CS/C1I and the invigilators do not need to take any further action.

12.3 If the source can be located, the invigilator should ask the candidate concerned to show the screen of the phone to ascertain if the phone is in operating mode.

   (1) If the sound is triggered by the alarm function set, ask the candidate to deactivate the alarm function and switch off the phone or remove the battery. The candidate should also be asked to stay behind after the examination to complete the Report Form SR4p.

   (2) If the mobile phone is in operating mode, instruct the candidate to switch off the phone or remove the battery. Put the candidate’s phone inside a special Mobile Phone Plastic Bag (see Specimen 32) supplied by the HKEAA, seal it and put it under the candidate’s chair. The invigilator should note down the details of the case and ask the candidate to stay behind after the examination to complete the Report Form SR4p.

When carrying out these tasks, the CS/C1I should try to minimize the possible disturbance to the candidate and his/her neighbours.

12.4 In the case of (2), after the examination, the CS should ask the candidate to show him/her the call log/SMS/MMS log. If the candidate agrees to do so, the CS should check if there is any call or message received at the time the phone rings. If yes, ask the candidate to show voluntarily the contents of the call/message to ascertain if cheating is involved. The CS should also ask the candidate to give an explanation of the situation on the Report Form SR4p. If the candidate refuses to show the contents of the call/message, ask the candidate to state the reasons on the form.
12.5 If the candidate enquires about the penalty involved, he/she should be informed that all such cases will be investigated by the HKEAA to determine whether penalties will be imposed. The candidate may submit a written explanation directly to the HKEAA or via the CS.

12.6 If a candidate reports an incident of mobile phone ringing and a suspected candidate can be identified, the CS should take the following courses of action:

(1) If the report is received before the dismissal of candidates, ask the suspected candidate to stay behind and follow the steps in para 12.4.

(2) If the report is received after the dismissal of candidates, record the case on Report Form SR4p.

12.7 If a candidate reports an incident of mobile phone ringing and a suspected candidate cannot be identified, the CS and the invigilators do not need to take any further action.

13 Handling of loss of personal property / mobile phones

13.1 In a bid to minimize the occurrence of loss of personal property/mobile phones of candidates, CS/CI/I are requested to be vigilant about “idle” candidates (those seemingly not working on the paper) and early leaving candidates to see if they have any unnatural / suspicious behaviour.

13.2 If a report of loss on personal property/mobile phones is received prior to the dismissal of candidates, the CS/CI should make an announcement on the situation and ask if any candidates can locate the lost item. If there is evidence to indicate that a candidate might have taken another candidate’s property (e.g. witnessed by an invigilator/a neighbouring candidate), the CS may, after the examination, ask the suspected candidate to show all his/her belongings in a private location, in the presence of at least two invigilators/school staff and the candidate who reports the loss. If the suspected candidate refuses to do so, this should be recorded on Report Form SR4g.

13.3 If a report on loss of personal property/mobile phones is received when other candidates are leaving or have been dismissed, the CS/CI should inform the candidate that it would be difficult for anything effective to be done but that a report will be made to the HKEAA (on Report Form SR4g) and advise the candidate to report to the police if he/she so wishes.

14 Suspected cheating

14.1 If a candidate is found copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, notes, papers, notebooks, electronic / communication devices, using a mobile phone in the toilet, or communicating with other candidates or with persons outside the examination room, the books, notes, mobile phone etc. should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination. The candidate should also be asked to provide a written explanation before he/she leaves the examination room. If he/she refuses, this should be recorded on Report Form SR4g.

14.2 Under no circumstances should the CS search the body or personal belongings of the candidate who is suspected of cheating during the examination. When dealing with a suspected cheating case, the CS/CI should find an/another invigilator to serve as a third party witness.

14.3 The CS/CI should prepare a report giving the details of the suspected cheating (such as the time when the offence was discovered, whether the candidate was copying from a crib, and where the candidate put the crib etc.) on Report Form SR4g. The report, evidence, the answer script and the
candidate’s explanation should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets.

14.4 If the CS/CI considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The invigilator should inform the candidate concerned after the examination to stay behind to complete a report.

15. Wrong centre candidates

15.1 Candidates have been told in the “Instructions to Candidates” that they have to attend the examination in the centre printed on their Admission Forms. However, the CS should accommodate a wrong centre candidate provided that there is spare capacity.

15.2 If the language version of the question paper is different from the language version entered by the candidate concerned, the CS should contact the HKEAA by phone immediately. The HKEAA will take appropriate actions e.g. advise the candidate to go to a correct-version centre nearby or fax a copy of the correct version to the centre under security arrangements, etc. In the latter case, the wrong-version question paper should be collected from the candidate after he/she has been given the correct version, i.e. the faxed copy.

15.3 At the end of the examination, the wrong centre candidate should complete Part B of Report Form SR3 and the CS/CI should complete Part A of the form. Both the answer script/answer sheets and the Report Form should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets.

16. Subject not on Admission Form

16.1 Candidates should only be allowed to sit for the subject/paper/section/language version shown on the Admission Form. If a candidate has sat for a subject/paper/section/language version not entered, the HKEAA reserves its right not to accept the candidate’s scripts of that subject/paper.

16.2 In case a candidate turns up at the centre pleading to sit for a subject/paper/section/language version not on the Admission Form, the CS/CI/I should inform the candidate that his/her script for that subject/paper/section/language version may not be accepted. The candidate should be asked to complete Report Form SR3. The candidate’s script and Report Form SR3 should be returned in the Envelope for Special Reports and Related Script/Answer Sheets.

16.3 If the centre does not have the question paper required by the candidate, the CS should contact the HKEAA by phone immediately. The HKEAA will fax a copy of the correct-version question paper to the centre under security arrangements.

17. Candidates without Admission Forms (original)/Identity Cards (original)

17.1 Candidates have been told in the “Instructions to Candidates” to present both their Admission Forms and their Identity Cards for every examination session. If a candidate’s Admission Form bears his/her photograph, it is not necessary to check his/her Identity Card unless there is doubt about the identity of the candidate.

17.2 If a candidate’s Admission Form does not bear his/her photograph, it is necessary to check his/her Identity Card for any acceptable identification document such as Form ROP140/140A (Acknowledgement of Application for a Hong Kong Permanent Identity Card), a Re-entry Permit or a Passport. Under the following circumstances, Report Form SR1 should be completed. The candidate has to complete Part A of the form. The CS/CI should complete Parts B & C of the form:
(1) The candidate cannot produce any identification document – the candidate should copy one of the paragraphs in Part B(1) on the form in the space provided so that his/her handwriting can be checked later. His/Her answer script can be returned together with those of other candidates present.

(2) The candidate does not have an Admission Form:

(a) If the candidate’s personalised barcode sheet can be found at the centre, the script should be returned with those of other candidates present.

(b) If the candidate’s personalised barcode sheet cannot be found, the CS/CI should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The script should be returned to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets.

(3) The candidate has neither the Admission Form nor the identity card (i.e. the candidate’s personalised barcode sheet cannot be found) – the CS/CI should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The candidate should copy one of the paragraphs in Part B(1) on the form in the space provided so that his/her handwriting can be checked later. The script should be returned to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets.

17.3 Part C of the Report Form SR1 should be given to the candidate as a notification of the action he/she has to take. Parts A and B of the Report Form SR1 should be returned to the Scripts Collection Centre.

17.4 If a candidate can only produce a photocopy of the Admission form, this should be reported on the form following the procedures described in paragraph 17.2(2) above.

18. Use of calculators

For language subject examinations, calculators need not be used. Candidates should be advised to place their calculators in their bags or under their chairs as calculators will not be required.

19. Candidates disobeying the “Pens Down” instruction

19.1 If a candidate is caught continuing to write or erase/cross out answers after the “Pens Down” announcement, the CS/CI should:

- **Conventional Papers:** indicate on the answer scripts the extra work done beyond the time limit by circling it in red, and write a report on Form SR4g*.  
- **Multiple-choice Papers:** record the question numbers of the work done beyond the time limit on Form SR4g*. Do not write anything on the answer sheet or make any marks on it.

19.2 The candidate should be told that he/she may receive a mark penalty. The HKEAA will contact him/her later to ask for an explanation. (Ask the candidate to write his/her name and address in the space provided on Report Form SR4g.) The answer book/MC answer sheet can be collected together with those of other candidates and placed in the appropriate script envelope/answer sheet folder.
* Please give as much information as possible about what the candidate was writing after the pens-down announcement.


If a candidate is found using the wrong answer book to answer questions in an examination where more than one answer book is distributed, the CS/Cl/I should advise the candidate according to the following guidelines:

1. If the candidate has only written a small portion of the answer in the wrong answer book (e.g. the answer takes up no more than half of a page) and the examination time allows, the candidate may copy the answer to the correct answer book.

2. If the candidate has already written a significant portion of the answer in the wrong answer book or the examination time does not allow, the candidate should be advised to continue with the examination on that answer book. The CS/CI should report the case on Report Form SR4g and the answer books concerned should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.

21. Candidates with highly contagious diseases

Candidates have been advised through the "Handbook for Candidates" that if they have contracted a highly contagious disease (e.g. Measles, Chickenpox), they should not go to the examination centre. In cases where such a candidate turns up at your centre, please advise the candidate that he/she should not take the examination at your centre and should make a telephone call immediately to the HKEAA before the examination begins.

22. Candidates' dress

22.1 Candidates have been told in the "Instructions to Candidates" to present themselves for the examination decently dressed. In the event of a serious breach of this rule, full details should be given to the HKEAA using Report Form SR4g which should be returned in the Envelope for Special Reports and Related Scripts/Answer Sheets.

22.2 If a candidate is wearing a hat, the CS/Cl/I may ask the candidate to either move the hat backwards or to take off the hat during the checking of the identification document and may let the candidate wear the hat for the rest of the examination if there are not any elements of suspected cheating.

23 Candidates' discipline

23.1 Candidates have been told in the "Instructions to Candidates" that they should not smoke within the premises of the centre school and should not eat or drink in the examination room.

23.2 If a candidate smokes in the school premises and does not stop smoking even after being advised not to do so, the CS may report the case to the HKEAA on Report Form SR4g.

23.3 If a candidate brings to the examination room any drink (including water), he/she should put it under his/her chair. In case the candidate wishes to drink water during the examination, he/she should first obtain the permission from the invigilator.

23.4 Candidates have also been told in the "Instructions to Candidates" that they should not take photographs in the examination room. Once candidates are admitted into the examination room, the CS/Cl/I should not allow them to take photographs.
2009 年香港中學會考

2009 HONG KONG CERTIFICATE OF EDUCATION EXAMINATION

運送考試文具用品時間表

Schedule for Delivery of Examination Stationery

由： 2009 年 3 月 16 日

From： 16 March 2009

至： 2009 年 3 月 25 日

To： 25 March 2009

考評局將發信通知個別試場學校有關運送的日期。

Centre schools will be informed individually of the delivery date by the HKEAA.
## Question Papers Distribution Centre

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Name of Centre</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPK</td>
<td>Hong Kong Examinations and Assessment Authority (San Po Kong Sub-office)</td>
<td>17 Tseuk Luk Street, San Po Kong, Kowloon.</td>
</tr>
</tbody>
</table>

## Answer Scripts Collection Centre

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Name of Centre</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKS</td>
<td>Lingnan Secondary School</td>
<td>6 Shing Hong Lane, Heng Fa Chuen, Hong Kong.</td>
</tr>
<tr>
<td>SPK</td>
<td>Hong Kong Examinations and Assessment Authority (San Po Kong Sub-office)</td>
<td>17 Tseuk Luk Street, San Po Kong, Kowloon.</td>
</tr>
<tr>
<td>WYC</td>
<td>Wah Yan College, Kowloon</td>
<td>56 Waterloo Road, Kowloon.</td>
</tr>
<tr>
<td>KC</td>
<td>Lutheran School for the Deaf</td>
<td>New World Building, 89</td>
</tr>
<tr>
<td>ST</td>
<td>GCCITKED Lau Pak Lok Secondary School</td>
<td>1 Chik Tai Lane, Chik Wan Street, Tai Wai, Shatin, N.T.</td>
</tr>
<tr>
<td>TP</td>
<td>Carmel Holy Word Secondary School</td>
<td>New World Building, 10</td>
</tr>
<tr>
<td>TM</td>
<td>TWGHs Yau Tszi Tin Memorial College</td>
<td>Siu Hong Court, Tuen Mun, N.T.</td>
</tr>
<tr>
<td>YL</td>
<td>NTHKYK Yuen Long District Secondary School</td>
<td>New World Building, 123</td>
</tr>
</tbody>
</table>

+ 試限中國語文，英國語文及數學科考試

For Chinese Language, English Language and Mathematics examinations only
HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 2009

NOTES FOR THE GUIDANCE OF INVIGILATORS

English Language

(A) GENERAL NOTES

1. Responsibilities

1.1 The Centre Supervisor (CS) is responsible for the proper conduct of the examination. Therefore, invigilators should give every assistance to the Centre Supervisor and carry out his/her instructions.

1.2 Invigilators should report to the CS at least 30 minutes before the start of the examination session and present their Invigilator's Identification Slips or Invigilator's Assignment Slip (if they come from the centre school). They should not leave until all the answer scripts have been collected, checked and packed.

1.3 Invigilators will be requested to sign in the Attendance Record. They will be given Invigilator Labels which they should display during the examination to show their identity.

1.4 In the event of an invigilator not being able to attend a particular session, he/she must inform his/her school principal in advance so that a substitute may be appointed. Teachers should note that it is a condition of participation that schools should provide invigilators for the examination in accordance with the number of candidates they present for the examination.

1.5 Invigilators should be vigilant to prevent cheating and collusion among candidates. They should not smoke, listen to radios/walkmans, read newspapers/magazines or chat with another invigilator etc. in the examination room. If they have mobile phones, pagers or other devices that can emit sound, they should switch them off to avoid disturbing candidates during the examination. If they pause beside a candidate, they should not stay too long so as to avoid causing disturbance or embarrassment to the candidate.

1.6 Nobody should be allowed to take away the question papers from the examination centre during the entire examination period. This restriction applies to both candidates and invigilation staff. Also, invigilators should not take away any examination stationery.

1.7 Invigilators are required to declare to the CS if they find a candidate they know at the centre. Under such circumstances, the CS will exercise his/her discretion and arrange, as far as possible, another invigilator to collect the scripts and to entertain any requests (such as going to the toilet or answering enquiries) from the candidate.

1.8 Two invigilators may be requested, at the end of each examination session, to sign the Sessional Report as a witness to the proper conduct of the examination session, and to the effect that the number of scripts collected tallies with the number of candidates present in that session. Invigilators may submit a report direct to the Secretary General, Hong Kong Examinations and Assessment Authority (HKEAA), if they consider that circumstances warrant it.
(B) HANDLING OF IRREGULARITIES

2. Bad Weather

Postponement of an examination is a very serious matter. Any decision to do so by the HKEAA will be made only when it is absolutely necessary. If weather conditions are at all doubtful (such as the possible raising of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), invigilators should listen to the radio or television broadcasting stations for examination schedules right up to the time they leave for the examination centre. It is important that invigilators should note the following points:

1. the HKEAA announcement of the postponement of an examination session will be made early in the morning of the examination day and will be repeated frequently from 7:00 a.m. onwards. Where possible, the announcements will be made in the evening preceding the examination;

2. the announcement of closure of schools due to a tropical cyclone or bad weather or the issue of the Red Rainstorm Warning does not necessarily imply the postponement of an examination scheduled to be held that day. However, all examinations will normally be postponed when a Typhoon Signal No. 8 or above is hoisted, or when a Black Rainstorm Warning is issued. In this regard, an announcement concerning any alternative arrangements for the postponed examination will be made in the press or on the radio as soon as possible;

3. unless a specific announcement has been made by the HKEAA that the examination has been postponed due to bad weather conditions, invigilators must assume that the examination will be conducted as originally scheduled;

4. once an examination session has started, it will continue for the full allotted time unless physical conditions in the examination room are considered dangerous by the CS.

3. Suspected Cheating

3.1 If a candidate is found copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, notes, paper, notebooks, electronic/communication devices, using a mobile phone in the toilet, or communicating with other candidates or with persons outside the examination room, the books, notes, mobile phones, etc. should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination and be asked to provide an explanation at the end of the examination. The CS should be informed of the suspected cheating.

3.2 Under no circumstances should the CS/invigilator search the body or personal belongings of the candidate who is suspected of cheating during the examination. When dealing with a suspected cheating case, invigilators should ask the CS/another invigilator to serve as the third party witness.

3.3 It would be very helpful if the invigilator could note the time when the incident was discovered, whether the candidate was copying from a crib and where the candidate put the crib, etc.

3.4 If the CS/invigilator considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The invigilator should inform the candidate concerned after the examination to stay behind to complete a report.

4. Mobile Phone irregularities

4.1 During the examination, if the ringing sound of a mobile phone is heard, the invigilator should locate the source. Record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p.

4.2 If the source cannot be located and the ring stops, the CS and invigilators do not need to take any further action.
4.3 If the source can be located, the invigilator should ask the candidate concerned to show the screen of the phone to ascertain if the phone is in operating mode.

(1) If the sound is triggered by the alarm function set, ask the candidate to deactivate the alarm function and switch off the phone or remove the battery. The candidate should also be asked to stay behind after the examination to complete the Report Form SR4p.

(2) If the mobile phone is in operating mode, instruct the candidate to switch off the phone or remove the battery. Put the candidate’s phone inside a special Mobile Phone Plastic Bag supplied by the HKEAA, seal it and put it under the candidate’s chair. The invigilator should note down the details of the case and ask the candidate to stay behind after the examination to complete the Report Form SR4p.

When carrying out these tasks, the invigilator should try to minimize the possible disturbance to the candidate and his/her neighbours.

4.4 In the case of (2) after the examination, the CS will ask the candidate to show him/her the call log/SMS/MMS log.

(C) EXAMINATION PROCEDURES

5. Distribution of Stationery and Barcode Sheets

5.1 Barcode labels

In order to enhance reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates’ answer scripts and multiple-choice (MC) answer sheets which will be scanned before marking. Each candidate should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session and be asked to affix the barcode labels in the designated spaces of the answer book, question-answer book, MC answer sheet, supplementary answer sheets and graph papers. The personalised barcode sheets (one sheet for each candidate) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on that day.

5.2 Before the admission of candidates, invigilators should assist the CS in distributing examination stationery and barcode sheets according to the “List of Items Required for the Examination” (to be sent to the centre on the examination day). In general, candidates should each be issued with:

- Conventional Papers — (1) answer book(s) (the number/type of answer books required will be stated in the “List of Items Required for the Examination”);
  (2) a personalised barcode sheet.

- Multiple-choice Papers — (1) a multiple-choice answer sheet and a backing sheet;
  (2) a personalised barcode sheet.

Each personalised barcode sheet will be printed with the candidate’s name. Besides, the candidate number, centre number, seat number and subject/paper name are pre-printed on each barcode label. Make sure that the correct barcode sheet is distributed on each desk.

5.3 Supplementary answer sheets* and graph papers* should be provided to candidates on request. A piece of short white string should also be issued to candidates for tying the supplementary answer sheets/graph papers to their answer scripts. The candidates should be reminded to stick a barcode label on each paper.

* Supplementary answer sheets and graph papers are of A3 size (folded into A4 format) to facilitate scanning. Each sheet will have 4 pages (with page number) and should not be torn apart.
5.4 For some subjects/papers, candidates may require rough-work sheets or more than one answer book. Please pay attention to the instructions of the CS.

5.5 **Spare barcode sheets**

(1) Spare barcode sheets will each have a unique serial number (i.e. one sheet per candidate). They should be used under the following circumstances:

- (i) for candidates whose personalised barcode sheets are not available at the centre e.g. for wrong centre candidates;
- (ii) for candidates whose personalised barcode sheets are damaged, found to have incorrect information or cannot be located.

(2) There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. Invigilators should ask each candidate concerned to write his/her candidate number and seat number (if applicable) on each label of the barcode sheet before the examination starts.

(3) In the event of a candidate having used up his/her personalised barcode labels, the candidate should be asked to write his/her candidate number in the designated space of the remaining pages of the answer script. It is **not necessary** to provide the candidate with a spare barcode sheet.

5.6 The candidate numbers of candidates using spare barcode sheets or whose answer scripts contain pages without barcode labels should be recorded on Report Form SR4b.

6. **Admission of Candidates**

Candidates can be admitted into the examination room **15 minutes** before the start of the session.

7. **Candidates’ Belongings**

7.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/buckles to hold their books and notes, etc. **The bags must be small enough to be placed under their chairs** and be properly closed before the examination begins. Candidates are also not allowed to put their books and notes in the “shelves” of the desks. If they bring pencil cases or pencil boxes (including transparent pencil boxes) to the examination room, they must place the contents on their desks and put the pencil cases/boxes inside the small bags or under their chairs. Before the start of the examination, candidates who have brought any electronic / communication devices (e.g. PDA, pagers, MP3 players, electronic dictionaries) or any articles that can emit sound should be reminded to switch off the devices / articles and put them in the bags. **Mobile phones** (including the alarm function) should be **turned off / disabled and put under the chair in a position clearly visible to the invigilators**. The candidates are also advised to take out the batteries from their mobile phones.

7.2 Candidates without a bag that can be securely closed will be required by the CS to take their personal belongings to the front of the hall before the examination commences. Their purses and mobile phones (not in operating mode) can be put under their chairs. Invigilators should not allow candidates to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate decides to cheat.

7.3 In case candidates are found to have unauthorized articles at the following positions during the examination, the invigilators should report the cases to the CS and warn the candidates that downgrading or disqualification from the whole examination are likely to be imposed:
<table>
<thead>
<tr>
<th>Unauthorized item(s)</th>
<th>Positions where the item(s) are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, dictionaries, notes, papers, notebooks, word-hidden pens, databank watches, etc.</td>
<td>On the candidate’s body / desk, in the shelf of the desk or in his / her clothing</td>
</tr>
<tr>
<td>Electronic/communication devices (e.g. mobile phones, pagers, MP3 players, electronic dictionaries, PDA and other electronic devices which can store/display text, images, audio materials), which can be switched on or off</td>
<td><strong>Not in operating mode</strong></td>
</tr>
<tr>
<td></td>
<td>On the candidate’s body / desk, in the shelf of the desk or in his / her clothing</td>
</tr>
<tr>
<td></td>
<td><strong>In operating mode</strong></td>
</tr>
<tr>
<td></td>
<td>On the candidate’s body / desk, in the shelf of the desk or in his / her clothing or under the candidate’s chair</td>
</tr>
</tbody>
</table>

7.4 The following items are allowed in the examination centres:

**Additional Mathematics:**  graduated rulers, flexible curves, set-squares, protractors and compasses.

**Biology:**  graduated rulers.

**Chemistry:**  stencils designed for drawing of apparatus.

**Computer & Information Technology:**  flowcharting templates (with or without names of symbols printed on them).

**Geography:**  graduated rulers with gridlines (for grid reading), compasses, protractors and colour pencils. Self-made transparent plastic sheets with gridlines are not allowed.

**Mathematics:**  graduated rulers, flexible curves, set-squares, protractors and compasses.

**Physics:**  graduated rulers.

**Religious Studies:**

- Candidates may bring a maximum of two copies of the approved versions of the Bible. [Individual books from the approved versions of the Bible (English and Chinese) are acceptable.]
- The approved versions of the Bible are as follows:
  - The use of unapproved versions will incur mark penalties.
- The use of textbooks, commentaries or other reference books will NOT be permitted during the examination.
- The use of versions which are study Bibles, or which contain unauthorized material such as commentaries or handwritten study notes will also not be permitted.
- Apart from the particulars of the owner (e.g. name, class, address), the books used must **not have been written in**, although candidates may underline the text. Candidates may also write down letters of the alphabet, numbers and the names of the books in the Bible.
- Candidates are also permitted to mark pages with symbols, paper tags or coloured paper clips but pages should not be clipped together.
- During the examination, invigilators will examine all copies of the Bible which candidates have brought into the centre. If any unauthorized material is found, candidates concerned will be allowed to continue with the examination but will be required to hand in the Bible to the CS / invigilators for inspection at the end of the examination. It will later be decided whether the
candidates have breached the regulations.

8. Calculators

For language subject examinations, calculators need not be used. Candidates should be advised to place their calculators in their bags or under their chairs as calculators will not be required.

9. Late Arrivals

9.1 Candidates who arrive late should be admitted. **No extra time should be given.** These candidates should be given a Mobile Phone Reminder Card (to remind them to switch off their mobile phone). After the candidates are seated, they should be reminded to put their mobile phones under their chairs in a position clearly visible to the invigilators before they start working on the question papers.

9.2 At an appropriate time, the invigilator should check whether the candidate has put down his/her candidate number on the answer script / MC answer sheet and affixed barcode labels on the designated spaces.

9.3 The answer book/MC answer sheet of late candidates should be returned with those of other candidates in the appropriate script envelope/answer sheet folder.

10. Start of the Examination

After the admission of candidates, the CS will:
(1) ask candidates to enter candidate numbers and to affix barcode labels on their answer books/answer sheets;
(2) open the question paper packets in the presence of invigilators and candidates;
(3) ask invigilators to distribute the question papers to candidates (the question papers should be distributed with the **front cover facing up**);
(4) ask candidates to check the question papers to see if there are any missing pages (and to affix barcode labels on the question-answer books);
(5) give the signal to candidates to start working.

(D) PROCEDURES AFTER THE START OF THE EXAMINATION

11. Checking the Admission Forms (Original) and Identity Cards (Original)

Once the examination has started, the CS will ask invigilators to check candidates’ Admission Forms and Identity Cards (Note: it is not necessary to check a candidate’s Identity Card if his/her Admission Form bears his/her photograph unless there is doubt about the identity of the candidate) and verify if:

(1) the **photograph** on the Admission Form/Identity Card resembles the candidate (invigilators should check this carefully so as to reduce the possibility of impersonation);
(2) the candidate number shown on the Admission Form matches that on the barcode label;
(3) the subject being taken is listed on the Admission Form (if the subject/language version entered by the candidate is different, the CS should be informed immediately);
(4) the name/ID card number on the Admission Form matches those on the Identity Card.

Note: (1) If a candidate cannot produce his/her Admission Form or Identity Card, the case should be reported to the CS. A Passport, a Re-entry Permit or an Acknowledgement of Application for a Hong Kong Permanent Identity Card (Form ROP 140) issued by the Registration of Persons Office can be accepted as the candidate’s identification document. However, a Loss Memo issued by the police should **not** be accepted as an identification document.

(2) If a candidate is wearing a hat, the invigilator may ask the candidate to either move the hat backwards or to take off the hat during the checking of the identification document.
and may let the candidate wear the hat during the remaining time if there are not any elements of suspected cheating.

12. Completing the Candidates’ Attendance Record Forms

15 minutes after the start of the examination, the CS will ask invigilators to check the seat number of each candidate and to complete the Candidates’ Attendance Record Forms. The candidate number of each candidate present should be entered against the appropriate seat number on the form. The space against the seat number of a vacant seat should be marked “ABS”. The invigilators should be very careful since a mistake in the attendance record may lead to an error in the recording of results. If a candidate uses a spare barcode sheet, the invigilator should put a \( \checkmark \) in the box against his/her candidate number. If a calculator is found on the candidate’s desk, check if the calculator is pad-printed with the required label. If yes, put a “\( \times \)” against the candidate number. If not, put a “\( \times \)” and inform the CS as well as complete Report Form SR4c. If latecomers are admitted, the forms should be amended accordingly. The CS should be informed. The invigilator should later check whether the latecomer has written his/her candidate number on the front cover of his/her answer book/question-answer book/MC answer sheet and affixed barcode labels on them.

13. Collecting Question Papers and Answer Books from Vacant Seats

30 minutes after the start of the examination, the question paper/answer book/question-answer book/MC answer sheet/barcode sheet from each vacant seat can be collected and returned to the CS.

14. Early Leavers

14.1 Early leave will not be allowed for the following examinations:
   (a) all multiple-choice examinations;
   (b) Chinese Language Papers 3/5;
   (c) English Language Paper 2;
   (d) Putonghua Papers 1/2 and
   (e) Computer and Information Technology Paper 1.

14.2 For other subjects/papers, candidates may leave the examination room during the period from 30 minutes after the start of the session to 15 minutes before the end of the session. Candidates wishing to leave during the permitted time must raise their hand to summon an invigilator. Before a candidate is given permission to leave, the invigilator should ensure that (1) the candidate number has been put down and barcode labels have been affixed in the designated spaces of the answer script even if no attempt has been made to answer any questions; and (2) the question number box on each page of the answers has been marked. Early leavers are not allowed to take away the question papers.

14.3 The invigilators should record the information and report to the CS in case there is any candidate who has left the examination room without permission or who has taken away the question paper.

14.4 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g. He/She has to write his/her name and address in the space provided on the form.

14.5 The question papers and the answer scripts of early leavers should be left on the candidates’ desks. The answer scripts should be collected at the end of the session together with those of other candidates and placed in the appropriate script envelope while the question papers can be treated as ordinary surplus question papers to be kept by the school.

15. Queries about Questions, Rubrics etc.

No explanation of any kind should be given by anyone about the question papers. If a candidate
asks a question about an examination paper and suggests there is an error, invigilators should reply along the following lines:

"I am not allowed to say anything to you about the examination questions. You should carry on and do the best you can. If you wish, I will report your query."

16. **Toilet Arrangements**

16.1 If a candidate expresses that he/she has to go to the toilet, the invigilator should accompany the candidate and record the candidate number and time on Report Form SR4t.

16.2 The invigilator should exercise appropriate supervision and be vigilant to prevent any cheating inside the toilet. The invigilator should watch out for any irregularity in case the candidate has stayed unusually long in the toilet or any suspicious sound was heard. In case of an irregularity, the invigilator should record the incident in detail and report to the CS immediately.

16.3 The candidate should not be given any extra time to make up for the time lost.

(E) **END OF EXAMINATION**

17. Towards the end of the examination session, the CS will:

1. remind candidates of the time left;
2. at the end of the examination, instruct candidates to stop writing and check to ensure that they have entered the question numbers on the answer book cover as well as on all inside pages;
3. ask invigilators to collect the scripts;
4. check and pack the scripts;
5. instruct candidates to leave.

18. **Pens Down Instruction**

As soon as the CS announces "Time is up. Stop writing. Put down your pens.", candidates must stop writing.

**Conventional Papers**

If a candidate is caught continuing to write after the pens-down announcement, the invigilator should indicate the work done outside the time limit by circling it in red. The CS should be informed.

**Multiple-choice Papers**

If a candidate is caught continuing to mark/erase his/her answers after the pens-down announcement, the invigilator should record the question numbers of the work done outside the time limit. **No marks/circling should be made on the MC answer sheet.** The CS should be informed.

The CS/invigilators are requested to provide as much information as possible about what the candidate was writing. The candidate should be warned that he/she may receive a mark penalty. The HKEAA will write to the candidate later to ask for an explanation.

19. **Collection of Answer Scripts**

19.1 If while collecting the answer books/answer sheets, an invigilator discovers that a candidate has not put down his/her candidate number or has not affixed barcode labels on his/her answer book/answer sheet, the candidate can be allowed to do so under the supervision of the invigilator.

19.2 **Conventional Papers**

Answer scripts should be collected in candidate number order with the smallest number on top,
and placed in script envelopes according to the candidate number ranges printed on the script envelope labels. The number of answer scripts collected should be counted and checked against the attendance list before the candidates leave the room. The number of scripts inside each envelope should be written on it. Each envelope should be sealed with a piece of Security Adhesive Tape. The CS and one invigilator should then sign on the flap of the envelope across the tape. The envelopes must be tied together with a piece of string.

19.3 Multiple-choice Papers

The MC answer sheets (absentees excluded) should be placed in the answer sheet folders which should then be placed in the plastic bag provided. The plastic bags should be sealed with adhesive tape (please do not fold). Except for the last folder, answer sheets of candidates (absentees excluded) from each 100 seats should be placed in one folder, e.g.

<table>
<thead>
<tr>
<th>Seat Number Range</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 - 100</td>
<td>1</td>
</tr>
<tr>
<td>101 - 200</td>
<td>2</td>
</tr>
<tr>
<td>201 - 247</td>
<td>3</td>
</tr>
</tbody>
</table>

If there are absentees, the folder will have less than 100 MC answer sheets

19.4 Invigilators should also collect the rough-work sheets, the barcode sheets (with/without unused barcode labels), maps and backing sheets (if distributed).

(F) TRAVELLING ALLOWANCE

20. Teachers who are required to invigilate in an examination centre other than their own school will receive a travelling allowance. Invigilators should complete the Travelling Allowance Claim Form and present it to the CS for endorsement. The completed claim form should be handed to the school principal before 1 June 2009 for onward despatch to the HKGAA.

Attachment 1: HKCE Examination Timetable 2009
<table>
<thead>
<tr>
<th>日期</th>
<th>Date</th>
<th>Time 時間</th>
<th>Subject / Paper</th>
<th>科目／試卷</th>
</tr>
</thead>
<tbody>
<tr>
<td>三月十六日（星期一）</td>
<td>Monday, 16th March</td>
<td>9:00 - 12:00</td>
<td>Visual Arts 1A, 1B</td>
<td>視覺藝術卷一、二</td>
</tr>
<tr>
<td>三月十七日（星期二）</td>
<td>Tuesday, 17th March</td>
<td>9:00 - 12:00</td>
<td>Visual Arts 2, 4</td>
<td>視覺藝術卷一、四</td>
</tr>
<tr>
<td>三月二十日（星期五）</td>
<td>Friday, 20th March</td>
<td>9:00 - 12:00</td>
<td>Visual Arts 3</td>
<td>視覺藝術卷三</td>
</tr>
<tr>
<td>三月二十一日（星期六）</td>
<td>Saturday, 21st March</td>
<td>9:00 - 11:30</td>
<td>Physical Education 2 (Theoretical)</td>
<td>體育卷二（理論）</td>
</tr>
<tr>
<td>三月二十四日（星期二）</td>
<td>Tuesday, 24th March</td>
<td>9:00 - 10:30</td>
<td>Electronics and Electricity 1</td>
<td>電子與電學卷一</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:00 - 12:00</td>
<td>Electronics and Electricity 2 (M.C.)</td>
<td>電子與電學卷二（多項選擇題）</td>
</tr>
<tr>
<td>三月二十五日（星期三）</td>
<td>Wednesday, 25th March</td>
<td>* 8:30 - 11:00 / 11:45 - 2:15</td>
<td>Word Processing &amp; Business Communication (English)</td>
<td>英文文書處理及商業通訊</td>
</tr>
<tr>
<td>三月二十六日（星期四）</td>
<td>Thursday, 26th March</td>
<td>9:00 - 11:00</td>
<td>Fashion and Clothing 1 (Theory)</td>
<td>時裝及服裝卷一（理論）</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00 - 11:00</td>
<td>Home Economics (Dress and Design) 1 (Theory)</td>
<td>家政（服裝與設計）卷一（理論）</td>
</tr>
<tr>
<td>三月二十七日（星期五）</td>
<td>Friday, 27th March</td>
<td>9:00 - 11:30</td>
<td>Fashion and Clothing 2 (Clothing Technology)</td>
<td>時裝及服裝卷二（製衣工藝）</td>
</tr>
<tr>
<td>三月三十日（星期一）</td>
<td>Monday, 30th March</td>
<td>9:00 - 11:00</td>
<td>Accommodation &amp; Catering Services 1 (Theory)</td>
<td>食宿服務卷一（理論）</td>
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<tr>
<td></td>
<td></td>
<td>9:00 - 11:00</td>
<td>Home Economics (Food, Home and Family) 1 (Theory)</td>
<td>家政（膳食與家居與家庭）卷一（理論）</td>
</tr>
<tr>
<td>四月一日（星期三）</td>
<td>Wednesday, 1st April</td>
<td>9:00 - 11:30</td>
<td>Graphical Communication 1</td>
<td>圖像傳播卷一</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00 - 10:45</td>
<td>Home Economics (Food, Home and Family) 2 (Meal Planning)</td>
<td>家政（膳食與家居與家庭）卷二（膳食計劃）</td>
</tr>
<tr>
<td>四月六日（星期一）</td>
<td>Monday, 6th April</td>
<td>9:00 - 11:30</td>
<td>Design &amp; Technology (Alternative Syllabus) 1</td>
<td>設計與科技（另選課程）卷一</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00 - 11:00</td>
<td>Design &amp; Technology 1 (Design)</td>
<td>設計與科技卷一（設計）</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00 - 11:15</td>
<td>Technological Studies 1</td>
<td>科技概論卷一</td>
</tr>
<tr>
<td>四月七日（星期二）</td>
<td>Tuesday, 7th April</td>
<td>9:00 - 11:00</td>
<td>Design &amp; Technology 2 (Technological Studies)</td>
<td>設計與科技卷二（科技學習）</td>
</tr>
<tr>
<td>四月八日（星期三）</td>
<td>Wednesday, 8th April</td>
<td>9:00 - 11:00</td>
<td>Integrated Humanities</td>
<td>綜合人文</td>
</tr>
<tr>
<td>四月九日（星期四）</td>
<td>Thursday, 9th April</td>
<td>9:00 - 10:30</td>
<td>Music 2</td>
<td>音樂卷二</td>
</tr>
<tr>
<td>四月十四日（星期二）</td>
<td>Tuesday, 14th April</td>
<td>9:00 - 12:00</td>
<td>Music 3</td>
<td>音樂卷三</td>
</tr>
</tbody>
</table>

* 考生應參閱附錄一之報到時間。
  Candidates should refer to their Admission Forms for exact reporting time.

注意：下列科／卷考生應參閱附錄一之報到時間之考試日期及時間：
Note: Candidates should refer to their Admission Forms for exact date & time for the following Subjects / Papers:
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
<th>Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th April</td>
<td>8:30 - 9:30</td>
<td>Social Studies 1</td>
<td></td>
</tr>
<tr>
<td>15th April</td>
<td>10:15 - 12:00</td>
<td>Social Studies 2</td>
<td></td>
</tr>
<tr>
<td>16th April</td>
<td>8:30 - 9:40</td>
<td>Travel and Tourism 1</td>
<td></td>
</tr>
<tr>
<td>16th April</td>
<td>10:30 - 12:15</td>
<td>Travel and Tourism 2</td>
<td></td>
</tr>
<tr>
<td>17th April</td>
<td>8:30 - 9:15</td>
<td>Putonghua 2</td>
<td></td>
</tr>
<tr>
<td>17th April</td>
<td>10:00 - 12:00</td>
<td>Putonghua 4</td>
<td></td>
</tr>
<tr>
<td>18th April</td>
<td>9:30 - 10:40</td>
<td>Putonghua 1 (LT)</td>
<td></td>
</tr>
<tr>
<td>20th April</td>
<td>8:30 - 10:15</td>
<td>Physics 1</td>
<td></td>
</tr>
<tr>
<td>20th April</td>
<td>11:00 - 12:00</td>
<td>Physics 2 (M.C.)</td>
<td></td>
</tr>
<tr>
<td>21st April</td>
<td>8:30 - 10:15</td>
<td>Geography 1</td>
<td></td>
</tr>
<tr>
<td>21st April</td>
<td>11:00 - 12:00</td>
<td>Geography 2 (M.C.)</td>
<td></td>
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<tr>
<td>23rd April</td>
<td>8:30 - 10:30</td>
<td>Computer and Information Technology 1</td>
<td></td>
</tr>
<tr>
<td>23rd April</td>
<td>11:15 - 12:15</td>
<td>Computer and Information Technology 2</td>
<td></td>
</tr>
<tr>
<td>24th April</td>
<td>8:30 - 9:45</td>
<td>Chinese Language 1</td>
<td></td>
</tr>
<tr>
<td>24th April</td>
<td>10:30 - 12:00</td>
<td>Chinese Language 2</td>
<td></td>
</tr>
<tr>
<td>25th April</td>
<td>9:15 - 12:00</td>
<td>Chinese Language 3 (LT), 5</td>
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<tr>
<td>27th April</td>
<td>8:30 - 10:30</td>
<td>Mathematics 1</td>
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<td>27th April</td>
<td>11:15 - 12:45</td>
<td>Mathematics 2 (M.C.)</td>
<td></td>
</tr>
<tr>
<td>28th April</td>
<td>8:30 - 10:30</td>
<td>History</td>
<td></td>
</tr>
<tr>
<td>29th April</td>
<td>8:30 - 10:00</td>
<td>Economics 1</td>
<td></td>
</tr>
<tr>
<td>29th April</td>
<td>10:45 - 11:45</td>
<td>Economics 2 (M.C.)</td>
<td></td>
</tr>
<tr>
<td>30th April</td>
<td>8:30 - 10:15</td>
<td>Chemistry 1</td>
<td></td>
</tr>
<tr>
<td>30th April</td>
<td>11:00 - 12:00</td>
<td>Chemistry 2 (M.C.)</td>
<td></td>
</tr>
<tr>
<td>4th May</td>
<td>8:30 - 10:30</td>
<td>Chinese History</td>
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<tr>
<td>5th May</td>
<td>8:30 - 10:00</td>
<td>Religious Studies - Section A</td>
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<tr>
<td>5th May</td>
<td>10:45 - 11:45</td>
<td>Religious Studies - Section B</td>
<td></td>
</tr>
<tr>
<td>6th May</td>
<td>8:30 - 11:00</td>
<td>Additional Mathematics</td>
<td></td>
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<tr>
<td>7th May</td>
<td>8:30 - 9:45</td>
<td>Chinese Literature 1</td>
<td></td>
</tr>
<tr>
<td>7th May</td>
<td>10:30 - 12:30</td>
<td>Chinese Literature 2</td>
<td></td>
</tr>
<tr>
<td>8th May</td>
<td>8:30 - 9:30</td>
<td>English Language 1A</td>
<td></td>
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<tr>
<td>8th May</td>
<td>10:15 - 11:45</td>
<td>English Language 1B</td>
<td></td>
</tr>
<tr>
<td>9th May</td>
<td>9:15 - 12:00</td>
<td>English Language 2 (LT)</td>
<td></td>
</tr>
<tr>
<td>11th May</td>
<td>8:30 - 11:00</td>
<td>Principles of Accounts</td>
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</tr>
<tr>
<td>12th May</td>
<td>8:30 - 10:15</td>
<td>Biology 1</td>
<td></td>
</tr>
<tr>
<td>12th May</td>
<td>11:00 - 12:00</td>
<td>Biology 2 (M.C.)</td>
<td></td>
</tr>
<tr>
<td>13th May</td>
<td>8:30 - 10:00</td>
<td>Economics &amp; Public Affairs 1</td>
<td></td>
</tr>
<tr>
<td>13th May</td>
<td>10:45 - 11:45</td>
<td>Economics &amp; Public Affairs 2 (M.C.)</td>
<td></td>
</tr>
<tr>
<td>14th May</td>
<td>8:30 - 10:00</td>
<td>Government &amp; Public Affairs 1</td>
<td></td>
</tr>
<tr>
<td>14th May</td>
<td>10:45 - 11:45</td>
<td>Government &amp; Public Affairs 2 (M.C.)</td>
<td></td>
</tr>
<tr>
<td>14th May</td>
<td>8:30 - 10:00</td>
<td>Commerce 1</td>
<td></td>
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<tr>
<td>14th May</td>
<td>10:45 - 11:45</td>
<td>Commerce 2 (M.C.)</td>
<td></td>
</tr>
<tr>
<td>15th May</td>
<td>9:00 - 11:00</td>
<td>Science &amp; Technology</td>
<td></td>
</tr>
<tr>
<td>16th May</td>
<td>8:30 - 11:00</td>
<td>Literature in English</td>
<td></td>
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<tr>
<td>18th May</td>
<td>8:30 - 10:15</td>
<td>French 1</td>
<td></td>
</tr>
<tr>
<td>19th May</td>
<td>11:00 - 12:00</td>
<td>French 2</td>
<td></td>
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<tr>
<td>20th May</td>
<td>2:00 - 2:45</td>
<td>French 3</td>
<td></td>
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<tr>
<td>20th May</td>
<td>2:00 - 3:30</td>
<td>French 4</td>
<td></td>
</tr>
</tbody>
</table>

* 2009年香港中學會考
* HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 2009
* 考試時間表
* TIMETABLE

Note: The Cantonese version of the Papers 3 and 5 should report at 9:15 a.m. while those taking the Putonghua version should report at 9:30 a.m.
(A) GENERAL NOTES

1. Examination

1.1 English Language Paper 2 consists of various tasks. The instructions and questions for these tasks will be broadcast by RTHK Radio 2.

1.2 Candidates have been told to bring a radio (Walkman or Discman is acceptable) / a radio-cassette player (of size not exceeding 18" x 6" x 6") with earphones to listen to the radio broadcast. If a cassette tape/disc has been brought along with a Walkman/radio-cassette player/Discman, candidates must take it out and put it under their chairs. The use of MP3 player is not allowed.

1.3 Latecomers arriving 30 minutes or more after the 9:15 a.m. reporting time (i.e. arriving at 9:45 a.m. or after) will be sent to take the test in a Special Room where an ordinary portable radio/radio-cassette player will be used and candidates will listen to it without earphones. All candidates who claim to have a problem with their radios/earphones will also be sent to take the test in the Special Room.

1.4 The Centre Supervisors (CS) have been told to arrange for at least one invigilator to have the use of a radio with earphones/Walkman/Discman so that at least one of those supervising knows what is happening. If you have access to a radio with earphones/Walkman/Discman and would like to use it during the broadcast, please feel free to do so.

2. Responsibilities

2.1 The CS is responsible for the proper conduct of the examination. Therefore, invigilators should give every assistance to the CS and carry out his/her instructions.

2.2 Invigilators should report to the CS at least 30 minutes before the start of the session (i.e. arriving at 8:45 a.m.) and present their Invigilator’s Identification Slips or an Invigilator’s Assignment Slip (if they come from the centre school) as a means of introduction. They should not leave until all the answer scripts have been collected, checked and packed.

2.3 Invigilators will be requested to sign in the Attendance Record. They will be given Invigilator Labels which they should display during the examination session to show their identity.

2.4 In the event of an invigilator not being able to attend the session, he/she must inform his/her school principal in advance so that a substitute may be appointed. Teachers should note that it is a condition of participation that schools should provide invigilators for the examination in accordance with the number of candidates they present for the examination.

2.5 Invigilators should be vigilant to prevent cheating and collusion among candidates. They should not smoke, read newspapers/magazines or chat with another invigilator etc. in the examination room. If they have mobile phones, pagers or other devices that can emit sound, they should switch them off to avoid disturbing candidates during the examination. If they pause beside a candidate, they should not remain too long so as to avoid causing disturbance or embarrassment to the candidate.

2.6 Nobody should be allowed to take away the question papers from the examination centre during the entire examination period. This restriction applies to both candidates and invigilation staff. Also, invigilators should not take away any examination stationery.
2.7 Invigilators are required to declare to the CS if they find a candidate they know at the centre. Under such circumstances, the CS will exercise his/her discretion and arrange, as far as possible, another invigilator to collect the scripts and to entertain any requests (such as going to the toilet or answering enquiries) from the candidate.

2.8 Two invigilators may be requested, at the end of the session, to sign in the Sessional Report as a witness to the proper conduct of the examination session, and to the effect that the number of scripts collected tallies with the number of candidates present in that session. Invigilators may submit a report direct to the Secretary General, Hong Kong Examinations and Assessment Authority (HKEAA), if they consider that circumstances warrant it.

(B) HANDLING OF IRREGULARITIES

3. Bad Weather

Postponement of an examination is a very serious matter. Any decision to do so by the HKEAA will be made only when it is absolutely necessary. If weather conditions are at all doubtful (such as the possible raising of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), invigilators should listen to the radio or television broadcast for examination schedules right up to the time they leave for the examination centre. It is important that invigilators should note the following points:

1. The HKEAA announcement of the postponement of an examination session will be made early in the morning of the examination day and will be repeated frequently from 7:00 a.m. onwards. Where possible, the announcements will be made in the evening preceding the examination;
2. The announcement of closure of schools due to a tropical cyclone or bad weather or the issue of the Red Rainstorm Warning does not necessarily imply the postponement of an examination scheduled to be held that day. However, all examinations will normally be postponed when a Typhoon Signal No. 8 or above is hoisted, or when a Black Rainstorm Warning is issued. In this regard, an announcement concerning any alternative arrangements for the postponed examination will be made in the press or on the radio as soon as possible;
3. If a specific announcement has been made by the HKEAA that the HKCE examination has been postponed due to bad weather conditions, invigilators must assume that the examination will be conducted as originally scheduled;
4. Once an examination session has started, it will continue for the full allotted time unless physical conditions in the examination room are considered dangerous by the CS.

4. Suspected Cheating

4.1 If a candidate is found copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, notes, paper, notebooks, electronic/communication devices, using a mobile phone in the toilet, or communicating with other candidates or with persons outside the examination room, the books, notes, mobile phones, etc. should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination and be asked to provide an explanation at the end of the examination. The CS should be informed of the suspected cheating.

4.2 Under no circumstances should the CS/Invigilator search the body or personal belongings of the candidate who is suspected of cheating during the examination. When dealing with a suspected cheating case, invigilators should ask the CS/another invigilator to serve as the third party witness.

4.3 It would be very helpful if the invigilator could note the time when the incident was discovered, whether the candidate was copying from the crib and where he/she put the crib, etc.

4.4 If the CS/Invigilator considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The invigilator should inform the candidate concerned after the examination to stay behind to complete a report.
5. Mobile Phone Irregularities

5.1 During the examination, if the ringing sound of a mobile phone is heard, the invigilator should locate the source. Record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p.

5.2 If the source cannot be located and the ring stops, the invigilator and the invigilators do not need to take any further action.

5.3 If the source can be located, the invigilator should ask the candidate concerned to show the screen of the phone to ascertain if the phone is in operating mode.

   (1) If the sound is triggered by the alarm function set, ask the candidate to deactivate the alarm function and switch off the phone or remove the battery. The candidate should also be asked to stay behind after the examination to complete the Report Form SR4p.

   (2) If the mobile phone is in operating mode, instruct the candidate to switch off the phone or remove the battery. Put the candidate’s phone inside a special Mobile Phone Plastic Bag supplied by the HKExA, seal it and put it under the candidate’s chair. The invigilator should note down the details of the case and ask the candidate to stay behind after the examination to complete the Report Form SR4p.

When carrying out these tasks, the invigilator should try to minimize the possible disturbance to the candidate and his/her neighbours.

5.4 In the case of (2) after the examination, the CS will ask the candidate to show him/her the call log/SMS/MMS log.

6. Latecomers

6.1 Candidates who arrive late but before 9:45 a.m. should be admitted. These candidates should be reminded to switch off all electronic/communication devices (including mobile phones) and put the mobile phones under their chairs in a position clearly visible to the invigilators.

6.2 The "No Latecomers will be admitted" notice will be put on the door at 9:45 a.m. Candidates who arrive at or after 9:45 a.m. should not be admitted and they should be instructed to go to the Special Room to take the examination. They should be clearly told the location of the Special Room and be given spare barcode sheets for use together with spare barcode labels affixed on the Sessional Report (Special Room).

7. Early Leavers

7.1 Candidates cannot leave the examination room at any time during the Paper 2 examination. If a candidate leaves without permission, his/her candidate number should be recorded on Report Form SR4g.

7.2 After the radio broadcast, candidates will have one hour and fifteen minutes to do the written tasks.

7.3 If a candidate claims to be sick and wishes to leave early, he/she should state his/her reasons on Form SR4g. He/She has to write his/her name and address in the space provided on the form.

8. Queries about Questions, Rubrics etc.

No explanation of any kind should be given by anyone about the question papers. If a candidate asks a question about an examination paper and suggests there is an error, the invigilators should reply along the following lines:

"I am not allowed to say anything to you about the examination questions. You should..."
9. Toilet Arrangements

9.1 If a candidate expresses that he/she has to go to the toilet, the invigilator should accompany the candidate and record the candidate number and time.

9.2 The invigilator should exercise appropriate supervision and be vigilant to prevent any cheating inside the toilet. The invigilator should watch out for any irregularity in case the candidate has stayed unusually long in the toilet or any suspicious sound was heard. In case of an irregularity, the invigilator should record the incident in detail and report to the CS immediately.

9.3 The candidate should not be given any extra time to make up for the time lost.

9.4 The candidate may bring along his/her radio. However, no examination materials may be taken to the toilet.

(C) EXAMINATION PROCEDURES

10. Stationery and Barcode sheets

10.1 Barcode labels
In order to enhance reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates' answer scripts which will be scanned before marking. Each candidate should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session and be asked to affix the barcode labels in the designated spaces of the answer book, question-answer book, MC answer sheet, supplementary answer sheets and graph papers. The personalised barcode sheets (one sheet for each candidate) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on that day.

10.2 Before the admission of candidates, invigilators should assist the CS in distributing examination stationery and barcode sheets according to the "List of Items Required for the Examination" (to be sent to the centre on the examination day). During the English Language Listening Test, each candidate should be issued with a rough-work sheet and a barcode sheet with the candidate's name shown on it. The candidate number, centre number, seat number and subject/paper name are pre-printed on each barcode label. Make sure that the correct barcode sheet is distributed on each desk.

10.3 Supplementary answer sheets* should be provided to candidates on request. A piece of short white string should also be issued to candidates for tying the supplementary answer sheets to their answer scripts. The candidates should be reminded to stick a barcode label on each sheet.

* Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. Each sheet will have 4 pages (with page number) and should not be torn apart.

10.4 Spare barcode sheets

(1) Spare barcode sheets will each have a unique serial number (i.e. one sheet per candidate). They should be used under the following circumstances:
(i) for candidates whose personalised barcode sheets are not available at the centre (e.g. wrong centre candidates);
(ii) for candidates whose personalised barcode sheets are damaged, found to have incorrect information or cannot be located.

(2) There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. Invigilators should ask each candidate concerned to write his/her candidate number and seat number on each label of the barcode sheet before the examination starts.

(3) In the event of a candidate having used up his/her personalised barcode labels, the candidate should be asked to write his/her candidate number in the designated space.
of the remaining pages of the answer script. It is not necessary to provide the candidate with a spare barcode sheet.

10.5 The candidate numbers of candidates using spare barcode sheets or whose answer scripts contain pages without barcode labels should be recorded on Report Form SR4b.

11. Admission of Candidates

Candidates may be admitted into the examination room 5 minutes before the start of the session, at approximately 9:10 a.m.

12. Candidates’ Belongings

12.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/buckles to hold their books and notes, etc. The bags must be small enough to be placed under their chairs and be properly closed before the examination begins. Candidates are also not allowed to put their books and notes in the “shelves” of the desks. If they bring pencil cases or pencil boxes (including transparent pencil boxes) to the examination room, they must place the contents on their desks and put the pencil cases/boxes inside the small bags or under their chairs. Before the start of the examination, candidates who have brought any electronic / communication devices (e.g. PDA, pagers, MP3 players, electronic dictionaries) or any articles that can emit sound should be reminded to switch off the devices / articles and put them in the bags. Mobile phones (including the alarm function) should be turned off / disabled and put under the chair in a position clearly visible to the invigilators. The candidates are also advised to take out the batteries from their mobile phones.

12.2 Candidates without a bag that can be securely closed will be required by the CS to take their personal belongings to the front of the hall before the examination commences. Their purses and mobile phones (not in operating mode) can be put under their chairs. Invigilators should not allow candidates to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate decides to cheat.

12.3 In case candidates are found to have unauthorized articles at the following positions during the examination, the invigilators should report the cases to the CS and warn the candidates that downgrading or disqualification from the whole examination are likely to be imposed:

<table>
<thead>
<tr>
<th>Unauthorized item(s)</th>
<th>Positions where the item(s) are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, dictionaries, notes, papers, notebooks, word-hidden pens, databank watches, etc.</td>
<td>On the candidate’s body / desk, in the shelf of the desk or in his / her clothing</td>
</tr>
<tr>
<td>Electronic/communication devices (e.g. mobile phones, pagers, MP3 players, electronic dictionaries, PDA and other electronic devices which can store/display text, images, audio materials), which can be switched on or off</td>
<td>Not in operating mode: On the candidate’s body / desk, in the shelf of the desk or in his / her clothing. In operating mode: On the candidate’s body / desk, in the shelf of the desk or in his / her clothing or under the candidate’s chair</td>
</tr>
</tbody>
</table>

12.4 Candidates have been told to bring a radio device (Walkman or Discman or radio/radio-cassette player of size not exceeding 18" x 6" x 6") with earphones. If a cassette tape or disc has been brought along with a Walkman/radio-cassette player/Discman, it must be taken out and put under the chair of the candidate.

12.5 Candidates have been told that they may use a calculator in the examination (except language subjects). However, candidates should be advised to place their calculators in their bags or under their chairs as calculators will not be required for this paper.
13. Checking Candidates’ Equipment

13.1 The CS will ask candidates to put on their earphones and tune their radios while invigilators are checking Admission Forms and equipment. He/She will announce which frequency of RTHK Radio 2 to tune to at that examination centre. This information will be put on the blackboard by the CS.

13.2 While taking attendance (at around 9:20 a.m.), invigilators should not take time to respond to candidates who claim they cannot tune their radios to the designated station. At approximately 9:40 a.m. after the completion of the checking procedures, the CS will specifically ask candidates if they have such problems.

13.3 Invigilators should also attend to candidates who arrive at the examination centre with the following problems. Those:
- with no radio;
- with radio/earphones not working;
- having forgotten or lost earphones/batteries;
- with an oversized radio (exceeding 18” x 6” x 6”);
- arriving 30 minutes or more after the reporting time;
- unable to tune radios to the correct channel or with poor reception;
- with an MP3 player.

Invigilators should instruct these candidates to go immediately to the Special Room to take the examination and clearly tell them the location of the Special Room. The candidates concerned should be reminded to bring along their personalized barcode sheets to the Special Room.

13.4 While invigilators are taking attendance, they should carry out the following checks:

(1) check candidates’ radio-cassette players/Walkmans/Discmans to ensure that no cassette tapes/discs are contained in the equipment;
(2) check if the candidate is using an MP3 player. If a candidate does not have a radio (other than the MP3 player), he/she should be asked to go to the Special Room.

13.5 (1) RTHK will broadcast two short announcements at 9:30 a.m. and 9:45 a.m. for candidates to feel assured that they have located the correct station. Try to avoid disturbing the candidates during these two RTHK announcements.
(2) At 9:55 a.m., RTHK will broadcast the folk song "Greensleeves".

13.6 Between 9:40 a.m. and 10:00 a.m., if a candidate claims to be dissatisfied with the quality of the radio reception, the invigilator who attends to him/her should make sure:
- the candidate has tried turning the radio through a complete revolution to take care of any directional effects;
- the candidate has turned off the stereo switch if his/her Walkman/Discman has one (on most stereo models this function is indicated by a small red light).

The candidate may be reminded that the wires connecting the radio and the earphones act as an aerial. For this reason, the reception may vary slightly upon turning his/her head. The reception may also be improved by changing the position of the set on the desktop.

If the invigilator cannot improve the situation, the candidate should be asked if he/she wishes to move to the Special Room. (Changing desks should not be permitted because of the very unsettling effect this can have on the other candidates.) For candidates who choose to take the Listening Test in the Special Room, they should be reminded to take with them both their personalised barcode sheets and question papers. (With effect from the 2009 examinations, candidates taking the LT in the Special Room have to have their barcode labels affixed on the Special Room Sessional Report.) These candidates should also be reminded that they cannot use their own radio with earphones in the Special Room.

Notes: Invigilators will find that no matter how good the radio reception is, it is normal to experience some interference as they move around the room/hall. This is caused by fluorescent lights, fans, etc. and is not normally a cause for concern. What is important is the reception when seated.
14. Checking the Admission Forms (original) and Identity Cards (original)

14.1 At around 9:20 a.m., the CS will ask invigilators to check candidates’ Admission Forms and take attendance. (Note: The checking should be completed before the distribution of question papers at around 9:50 a.m. so that the candidates will not be disturbed once the examination broadcast starts.)

14.2 It is not necessary to check a candidate’s Identity Card if his/her Admission Form bears his/her photograph unless there is doubt about the identity of the candidate. Check the Admission Forms and Identity Cards and verify if:

1. the *photograph* on the Admission Form/Identity Card resembles the candidate (invigilators should check this carefully so as to reduce the possibility of impersonation);
2. the candidate number shown on the Admission Form agrees with that on the barcode label;
3. the subject of English Language is listed on the Admission Form;
4. the name/ID card number on the Admission Form agrees with that on the Identity Card.

*Note:* (1) If a candidate cannot produce his/her Admission Form or Identity Card, the case should be reported to the CS. A Passport, Re-entry Permit or an Acknowledgement of Application for a Hong Kong Permanent Identity Card (Form ROP140/140A) issued by the Registration of Persons Office can be accepted as the candidate's identification document. A "Loss Memo" issued by the police should not be accepted as an identification document.

(2) If a candidate is wearing a hat, the invigilator may ask the candidate to either move the hat backwards or take off the hat during the checking of the identification document and may let the candidate wear the hat during the remaining time if there are not any elements of suspected cheating.

15. Completing the Candidates' Attendance Record Forms

The CS will ask invigilators to check the seat number of each candidate and to complete the Candidates' Attendance Record Forms. The candidate number of each candidate present should be entered against the appropriate seat number on the form. The space against the seat number of a vacant seat should be marked "ABS". If a candidate uses a spare barcode sheet, the invigilator should put a ✓ in the box against his/her candidate number on the record form. If candidates are admitted after they have been marked "absent", the Candidates' Attendance Record Forms should be amended accordingly. The CS should be informed. The invigilators should be very careful since a mistake in the attendance record may lead to an error in the recording of results.

16. Collecting rough-work sheets and barcode sheets from vacant seat.

The rough-work sheets and barcode sheets of absentees should be collected.

17. Distribution of Question-Answer Books and Data Files

At approximately 9:50 a.m., the CS will

1. open the question paper packets containing the Question-Answer Books and Data Files in the presence of the invigilators and candidates;
2. ask invigilators to distribute the Question-Answer Books and Data Files to candidates with the cover of the question papers facing up.

18. Start of Examination Broadcast

10:00 a.m. At 10:00 a.m.*, RTHK will broadcast the examination tape, starting with the following:

*Hong Kong Certificate of Education Examination 2009, English Language Paper 2, Listening and Integrated Skills. Instructions to Candidates. ......*
From this point, invigilators should avoid walking down the aisles to minimize interference to the candidates' radio reception.

The Announcer will instruct candidates to fill in their personal particulars on the Question-Answer Book covers, to affix the barcode labels and to check their Question-Answer Books and Data Files.

19. End of Radio Broadcast

10:45 a.m. (approx.) When RTHK completes the broadcast for the test, the following sentences will be at the end of the tape:

That’s the end of the listening component of the test. Take off your earphones now and turn off your radio.

This announcement will be repeated over the PA system by the CS. Invigilators should ask candidates to take off their earphones if they find a candidate has not done so.

20. At the end of the one hour and fifteen minutes, the CS will

(a) instruct candidates to stop writing and remind them to ensure that they have entered the question numbers on the answer book cover as well as on all inside pages and supplementary sheets;
(b) ask invigilators to collect the scripts;
(c) check and pack the scripts;
(d) instruct candidates to leave.

21. “Pens (Pencils) Down” Instruction

As soon as the CS announces “Put down your pens”, candidates must stop writing. If a candidate is caught continuing to write or erase/cross out answers after the “Pens (Pencils) Down”, announcement, the invigilator should indicate the extra work done outside the time limit by circling it in red on the candidate’s Question-Answer Book.* The CS should be informed.

*Please provide as much information as possible about what the candidate was writing. The candidate should be warned that he/she may receive a mark penalty. The HKEAA will write to the candidate later to ask for an explanation.

22. Collection of Answer Scripts

22.1 If, while collecting the Question-Answer Books, the invigilator discovers that a candidate has not put down his/her candidate number or affixed barcode labels on his/her Question-Answer Book, the candidate can be allowed to do so under the supervision of the invigilator.

22.2 The Question-Answer Books should be collected in candidate number order, with the smallest candidate number on top, and placed in script envelopes according to the candidate number ranges printed on the script envelope labels. The number of Question-Answer Books collected should be counted and checked against the Attendance List before the candidates leave the room. The number of Question-Answer Books inside each envelope should be written on it. Each envelope should be sealed with a piece of Security Adhesive Tape. The CS and one invigilator should then sign on the flap of the envelope across the tape. The envelopes must be tied together with a piece of string.

22.3 Invigilators should also collect the rough-work sheets and the barcode sheets (with/without unused barcode labels). Data Files need not be collected.

(D) TRAVELLING ALLOWANCE

23. Teachers who are required to invigilate in an examination centre other than their own school will receive a travelling allowance. Invigilators should complete the Travelling Allowance Claim Form and present it to the CS for endorsement. The completed claim form should be handed to the school principal before 1 June 2009 for onward despatch to the HKEAA.
NOTES FOR THE GUIDANCE OF SPECIAL ROOM INVIGILATORS

English Language Paper 2 (Listening & Integrated Skills)
Saturday, 9 May 2009 (9:15 a.m. — approx. 12:00 noon)

HKEAA Telephone Number: 3628 8951 / 3628 8953

(A) GENERAL NOTES

1. Examination

1.1 English Language Paper 2 consists of various tasks. The instructions and questions for all tasks will be broadcast by RTHK Radio 2.

1.2 Candidates have been told to bring a radio (Walkman/Discman is acceptable) / radio-cassette player (of size not exceeding 18" x 6" x 6") with earphones to listen to the radio broadcast. The use of MP3 players is not allowed.

1.3 Latecomers arriving 30 minutes or more after the 9:15 a.m. reporting time (i.e. arriving at 9:45 a.m. or after) will be sent to take the test in a Special Room where an ordinary portable radio/radio-cassette player will be used and candidates will listen to it without earphones. All candidates who claim to have a problem with their radios/earphones will also be sent to take the test in the Special Room.

1.4 Barcode labels

In order to enhance reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates’ answer scripts which will be scanned before marking. Each candidate should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session and be asked to affix the barcode labels in the designated spaces of the answer book, question-answer book, MC answer sheet, supplementary answer sheets and graph papers. The personalised barcode sheets (one sheet for each candidate) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on that day.

1.5 Spare barcode sheets

(1) Spare barcode sheets will each have a unique serial number (i.e. one sheet per candidate). They should be used under the following circumstances:
   (i) for candidates whose personalised barcode sheets are not available at the centre (e.g. for wrong-centre candidates);
   (ii) for candidates whose personalised barcode sheets are damaged, found to have incorrect information or cannot be located.

(2) There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. Invigilators should ask each candidate concerned to write his/her candidate number on each label of the barcode sheet before the examination starts. (Note: Seat number is not applicable to Special Room candidates.)

(3) In the event of a candidate having used up his/her personalised barcode labels, the candidate should be asked to write his/her candidate number on the designated space of the remaining pages of the answer script. It is not necessary to provide the candidate with a spare barcode sheet.

1.6 The candidate numbers of candidates using spare barcode sheets or whose answer scripts contain pages without barcode labels should be recorded on Report Form SR4b.
2. Responsibilities

2.1 The Centre Supervisor (CS) is responsible for the proper conduct of the examination. Therefore, invigilators should give every assistance to the CS and carry out his/her instructions. If the school is used as both a hall and a classroom centre, the Centre Supervisor (Classroom Centres) will take responsibility for the Special Room.

2.2 Special Room Invigilators (SRIs) should report to the CS at least 30 minutes before the start of the session (i.e. arriving at 8:45 a.m.). SRIs will be requested to sign in the appropriate Invigilators’ Attendance Record Form. They will be given Invigilator Labels which they should display during the examination session to show their identity. They should not leave until all the answer scripts have been collected, checked and packed.

2.3 SRIs should be vigilant to prevent cheating and collusion among candidates. They should not smoke or read newspapers/magazines in the examination room. If they have mobile phones, pagers or other devices that can emit sound, they should switch them off to avoid disturbing candidates during the examination. If they pause beside a candidate, they should not remain too long to disturb or embarrass the candidate.

2.4 Nobody should be allowed to take away the question papers from the examination centre during the entire examination period. This restriction applies to both candidates and invigilation staff. Also, invigilators should not take away any examination stationery.

2.5 If a SRI finds a candidate he/she knows in the Special Room, he/she should report this on Report Form SR4g which should be forwarded to the HKEAA via the CS.

3. Preparations before the Examination Day

The SRI should take the precaution of trying out the radio/radio-cassette player provided by the school prior to the day of the Listening Test. He/she needs to be sure that the machine has new batteries available to avoid the problems that might arise in the event of power failure. Using the classroom power supply is perfectly acceptable, but if this is done, the machine should be fitted with batteries and be of a type that can be switched easily from a.c. to d.c. [Note: some machines automatically use the battery supply (d.c.) if batteries are in place.] The SRI should ensure that he/she is familiar with the school radio and can tune it accurately to the best available frequency (see Paragraph 4) and fill in the box below to have the information ready for the actual examination.

| Radio Frequency | 2 |

(B) EXAMINATION PROCEDURES

4. Before the Examination

4.1 Shortly before the examination, the CS should hand over the following items to the SRI:

1. a portable radio/radio-cassette player (and related accessories, e.g. batteries, adaptor);
2. the “Envelope for English Language Paper 2 Special Room”;
3. a packet (31 copies) each of Question-Answer Book and Data File (Note: The packet MAY be opened at 9:45 a.m.);
4. a packet of 15 spare barcode sheets;
5. a note with the recommended radio frequency;
6. Special Notice (if any).
4.2 The SRI should put the radio/radio-cassette player on the teacher's desk in the Special Room and tune to the station (RTHK Radio 2). The frequencies as advised by the RTHK are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley</td>
<td>Jardines Lookout</td>
</tr>
<tr>
<td>Central</td>
<td>Causeway Bay</td>
</tr>
<tr>
<td>Wun Chai</td>
<td>North Point</td>
</tr>
<tr>
<td>Kennedy Town</td>
<td>Shau Kei Wan</td>
</tr>
<tr>
<td>Sai Ying Pun</td>
<td>Hang Fa Chuen</td>
</tr>
<tr>
<td>Quarry Bay</td>
<td>Chai Wan</td>
</tr>
<tr>
<td>Tai Koo Shing</td>
<td></td>
</tr>
<tr>
<td>Mo Sing Leng</td>
<td>Wong Chuk Hang</td>
</tr>
<tr>
<td>Pok Fu Lam</td>
<td>Deep Water Bay</td>
</tr>
<tr>
<td>Aberdeen</td>
<td>Repulse Bay</td>
</tr>
<tr>
<td>Ap Lei Chau</td>
<td>Stanley</td>
</tr>
<tr>
<td>Kowloon</td>
<td></td>
</tr>
<tr>
<td>Kowloon (East)</td>
<td>To Kwa Wan</td>
</tr>
<tr>
<td>Kwan Tong</td>
<td>Sai Kung</td>
</tr>
<tr>
<td>Ngau Tau Kok</td>
<td>Tsuen Kwan O</td>
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<tr>
<td>San Po Kong</td>
<td></td>
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<tr>
<td>Tuen Mun</td>
<td>Yuen Long</td>
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<tr>
<td>Tsuen Wan</td>
<td>Tsing Yi</td>
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<tr>
<td>Kwai Chung</td>
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<tr>
<td>Sheung Shui</td>
<td>Fanling</td>
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<tr>
<td>Tai Po</td>
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<tr>
<td>Shatin</td>
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</tr>
<tr>
<td>Ma On Shan</td>
<td>Lamima Island</td>
</tr>
<tr>
<td>Cheung Chau</td>
<td></td>
</tr>
<tr>
<td>Lantau Island (E)</td>
<td></td>
</tr>
<tr>
<td>Lantau Island (W)</td>
<td></td>
</tr>
</tbody>
</table>

5. Admission of Candidates

5.1 The Special Room is to accommodate candidates who arrive at the examination centre with the following problems. Those:
- with no radio;
- with radio/earphones not working;
- having forgotten or lost earphones/batteries;
- with an oversized radio (exceeding 18" x 6" x 6");
- arriving 30 minutes or more after the 9:15 a.m. reporting time;
- unable to tune radios to the correct channel or with poor reception;
- or
- with an MP3 player.

5.2 The SRI should admit candidates of the above categories any time during the examination session (i.e. 9:15 a.m. to the end of the session). On admission of the first candidate, the SRI should switch on the radio.

5.3 The SRI should assign candidates to sit near the radio.

5.4 With effect from the 2009 examinations, candidates taking the LT in the Special Room cannot use their own radio with earphones.

6. Handling Late Arrivals

6.1 As the SRI, you will have to be very flexible in handling the examination arrangements for any candidate who arrives just before/after the examination begins. The main point is to have such a candidate sit down, find the correct place in the question books, and begin answering as soon as possible. All the normal procedures can be attended to once the examination is over.

6.2 Candidates who come from the hall after the broadcast has commenced may or may not bring...
with them the Question-Answer Book, Data File or rough-work sheet issued to them earlier. If they already have these items, they should continue to use them. If not, they should be given a new set as well as spare barcode sheets as they enter.

6.3 Candidates who move from the hall/classroom centres to the Special Room (for various reasons) should use their personalised barcode sheets. If they do not bring with them their personalised barcode sheets, the SRI should give them a spare barcode sheet.

6.4 Although some candidates can be very casual about taking the examination, you can expect serious candidates to be in a very agitated state when they arrive. Please do your best to reassure them and calm them down so that their arrival causes the minimum disruption to candidates already present.

7. Candidates' Belongings (For those candidates seated prior to 9:45 a.m.)

7.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/buckles to hold their books and notes, etc. The bags must be small enough to be placed under their chairs and be properly closed before the examination begins. Candidates are not allowed to put their books and notes in the "shelves" of the desks. If they bring pencil cases or pencil boxes (including transparent pencil boxes) to the examination room, they must place the contents in their desks and put the pencil cases/boxes inside the small bags or under their chairs. Before the start of the examination, candidates should be reminded that if they have brought any electronic / communication devices (e.g. PDAs, pagers, MP3 players, electronic dictionaries) or any articles that can emit sound, the devices/articles should be switched off and put in the bags. Mobile phones (including the alarm function) should also be turned off / disabled and put under the chair in a position clearly visible to the invigilators. The candidates are also advised to take out the batteries from their mobile phones.

7.2 Candidates without bags that can be securely closed will be required by the SRI to take their personal belongings against the wall under the blackboard. Their purses and mobile phones (not in operating mode) can be put under their chairs. The invigilators should not allow candidates to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate decides to cheat.

7.3 If candidates are found to have unauthorized articles in the following positions in the examination, the SRI should report the cases to the CS and warn the candidates that downgrading or disqualification from the whole examination are likely to be imposed:

<table>
<thead>
<tr>
<th>Unauthorized item(s)</th>
<th>Positions where the item(s) are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, dictionaries, notes, papers, notebooks, word-hidden pens, databank watches, etc.</td>
<td>On the candidate's body / desk, in the shelf of the desk or in his / her clothing</td>
</tr>
<tr>
<td>Electronic/communication devices (e.g. mobile phones, pagers, MP3 players, electronic dictionaries, PDA and other electronic devices which can store/display text, images, audio materials), which can be switched on or off</td>
<td>Not in operating mode On the candidate's body / desk, in the shelf of the desk or in his / her clothing</td>
</tr>
<tr>
<td></td>
<td>In operating mode On the candidate's body / desk, in the shelf of the desk or in his / her clothing or under the candidate's chair</td>
</tr>
</tbody>
</table>

7.4 Calculators will not be required for the Listening Test. Candidates who have calculators should be instructed to place them in their bags or under their chairs.
8. Distribution of Stationery

On admission of a candidate, the SRI should give the candidate a rough-work sheet and a spare barcode sheet if he/she has not got any. Upon issuing a spare barcode sheet, the SRI should ask the candidate to write his/her candidate number on each label of the barcode sheet if time permits. Supplementary answer sheets* should be provided to candidates on request. A short white string should also be issued to candidates for tying the supplementary answer sheets to their Question-Answer Books. The candidates should be reminded to stick a barcode label on each supplementary answer sheet.

* Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn. Each sheet will have 4 pages (with page number).

9. RTHK Broadcast

9:30 a.m.* RTHK will broadcast:

\[\text{This is RTHK Radio 2. The time now is 9:30. We are now switching to mono mode. In half an hour's time at 10 o'clock, we will be broadcasting the Hong Kong Examinations and Assessment Authority, Certificate of Education English Language Paper 2 Examination.}\]

9:45 a.m.* RTHK will broadcast:

\[\text{You are listening to RTHK Radio 2. It is now 9:45. We are broadcasting in mono mode. At 10 o'clock you will hear the broadcast of the Certificate of Education English Language Paper 2 Examination of the Hong Kong Examinations and Assessment Authority. Please stay tuned.}\]

* Try to avoid disturbing the candidates during these two RTHK announcements.

(C) START OF THE EXAMINATION

10. First Announcement (Checking of personal belongings and distribution of question papers)

After RTHK's broadcast at 9:45am, please announce:

\[\text{Place your Admission Form and Identity Card in the top-right hand corner of your desk. (Pause)}\]

\[\text{Put all the stationery you need to use on your desk. If you have brought a pencil case, put it in your bag or under your chair. (Pause)}\]

\[\text{If you have a calculator with you, put it in your bag or under your chair.} \]

\[\text{If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should also ensure that the alarm function of the phone has also been turned off. You are strongly advised to take out the battery from your mobile phone to ensure that no sound will be emitted because of the alarm function. (Pause for 15 seconds to ensure that candidates are complying with the instructions)}\]

\[\text{Now place the phone under your chair in a position clearly visible to the invigilators. (Pause)}\]

\[\text{If you have brought any article that can emit sound, switch it off now and then put it inside your bag. (Pause)}\]

\[\text{If you have notes, pieces of paper, books, dictionaries, word-hidden pens or any electronic / communication devices such as PDA, pagers, MP3 players, electronic dictionaries, databank watches, these items should be put in your bag. Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of this room and put them against the wall under the blackboard.}\]
Please note that if you are found to have any unauthorized materials on your desk or on your body, or any electronic/communication devices (including mobile phones) are in operating mode during the examination, you may be disqualified from the examination.

You must listen to the radio broadcast without earphones and you cannot use your own radio in the Special Room.

Put up your hand if you have a problem. (Pause)

I am now going to distribute the Question-Answer Books and Data Files. Do not open them until you are told to do so.

10.1 Open the packet containing the Question-Answer Books and Data Files (if the SRI has not yet done so). Check the front cover of the Question-Answer Books and Data Files to see that they are for the right examination. Distribute the Question-Answer Books and Data Files to candidates present, with the covers facing up.

10.2 The SRI should also check to see if there is any Special Notice which will contain last-minute messages to candidates. The Special Notice is placed in a bright yellow envelope. If there is a Special Notice, make an announcement according to the instructions in the Special Notice and put down the contents of the Special Notice on the blackboard for reference of candidates.

11. Second Announcement

On completion of the distribution, announce:

You should have on your desk a rough-work sheet, a Question-Answer Book and a Data File. Put up your hand if you do not. (Pause)

You should put your answers to the questions in the spaces provided in the Question-Answer Book. In case you need a supplementary answer sheet, make sure that you mark the relevant Task Number in the Question No. box on each page. You should start a new page for each Task.

Do not open the Question-Answer Book or the Data File until you are told to do so by the radio announcer, at about 10 o'clock.

12. RTHK Broadcast

9:55 a.m. At 9:55 a.m., RTHK will broadcast:

This is RTHK Radio 2. The Hong Kong Certificate of Education English Language Paper 2 Examination will begin in 5 minutes. For the time being, you will hear Vaughan Williams’ Fantasia on “Greensleeves”, played by the Sinfonia of London conducted by Sir John Barbirolli. Candidates must not open the Question-Answer Book or the Data File until 10 o’clock, when they will be told to do so. I repeat, candidates are not allowed to open the Question-Answer Book or the Data File until they are told to do so. (“Greensleeves” to be broadcast until the 10:00 a.m. time beeps)

The SRI should make sure that the candidates do not open their Question-Answer Books and Data Files at this point.

13. Start of Examination Broadcast

10:00 a.m. At 10:00 a.m.*, RTHK will broadcast:

Hong Kong Certificate of Education Examination 2009, English Language Paper 2, Listening and Integrated Skills, Instructions to Candidates.
You should have on your desk a Question-Answer Book and a Data File. Do not open them until you are told to do so. I repeat, do not open the Question-Answer Book or the Data File until you are told to do so.

Now write your Candidate Number in the space provided on Page 1 of the Question-Answer Book. (10 seconds pause)

Now look at your Question-Answer Book. Check that your Question-Answer Book has no missing pages. Look for the words “End of Paper” on the last page. (10 seconds pause)

Now stick your barcode labels in the spaces provided on Pages 1, 3 and 5. Close the Question-Answer Book when you have finished. (30 seconds of Greensleeves)

Now look at your Data File. Check that your Data File has no missing pages. Look for the words “This is the last page of the Data File” on the last page. (10 seconds pause)

You are reminded that all examination materials will be played ONCE only. (… …)

The test is about to begin. Keep your earphones on until you are told to take them off.

* SRIs should avoid disturbing the candidate(s) during the radio broadcast.

RTHK will continue to broadcast:

Open your Question-Answer Book … …

14. Early Leavers

14.1 Candidates are not allowed to leave the examination room at any time during the examination. If a candidate leaves without permission, his/her candidate number should be recorded on Report Form SR4g.

14.2 If a candidate claims to be sick and wishes to leave early, he/she should state his/her reasons on Form SR4g. He/she has to write his/her name and address in the space provided on the form. Also, before the candidate leaves, the SRI should check the candidate’s Admission Form/Identity Card and ask the candidate to sign on the Sessional Report (Special Room) (follow the procedures mentioned in Paragraphs 21.2 – 21.5).

15. Queries about Questions, Rubrics etc.

No explanation of any kind should be given by anyone about the question papers. If a candidate asks a question about an examination paper and suggests there is an error, the SRI should reply along the following lines:

“I am not allowed to say anything to you about the examination questions. You should carry on and do the best you can. If you wish, I will report your query.”

16. End of Radio Broadcast

10:45 a.m. (approx.)

When RTHK completes the broadcast for the test, the following sentences will be at the end of the tape:

That’s the end of the listening component of the test. Take off your earphones now and turn off your radio.
17. Third Announcement (Beginning of written tasks)

17.1 From the time the broadcast finishes, the candidates have one hour and fifteen minutes to complete Paper 2. Announce:

That's the end of the listening component of this test. Put down your pencil. You will have one hour and fifteen minutes to complete the paper. An announcement will be made when the time is up. According to the classroom clock (or your watch), the time now is ____________. Time will be up at ____________. You may not leave the examination room until you are instructed to do so.

17.2 After this announcement, the SRI should write the actual starting time and the correct finishing time of the writing tasks on the blackboard for the information of candidates and record these on the Sessional Report (Special Room). This should only be done when the precise times are known. If the room has a clock visible to candidates and is functioning properly (see Note below), it should be the one to refer to. No extra time should be given to the candidates for any reason without specific instructions from the HKEAA.

Note: The SRI should check whether the classroom clock is functioning properly before the start of the examination. If it is not, candidates should be reminded not to refer to the clock during the examination.

17.3 Write the actual starting time and also the actual finishing time in the Sessional Report (Special Room).

(D) END OF EXAMINATION / COLLECTION OF SCRIPTS

18 Fourth Announcement (Reminding candidates of the time left)

18.1 Fifteen minutes before the end of the examination, announce:

You have 15 minutes left. If you have used a supplementary answer sheet, make sure you have marked the question number box on those pages where there are numbers. You will NOT be given time after the “Time is up” announcement to mark the question number box.

18.2 Five minutes before the end of the examination, announce:

You have 5 minutes left. Make sure you have written your candidate number and affixed barcode labels in the designated spaces on your Question-Answer Book and all supplementary answer sheets. You will not be allowed to write anything after the “Time is Up” announcement. The Data File will not be collected. Make sure your answers are not written in the Data File.

19 Fifth Announcement (End of the examination)

19.1 When time is up, announce:

The time now is ________. Time is up. Stop writing. (Pause) Put down your pens or pencils. You must not write anything more or you risk a mark penalty. Close your
Question-Answer Book and put it on the desk next to the rough-work sheet. If you have supplementary answer sheets, tie them in your Question-Answer Book with the piece of string provided. Make sure that your Admission Form and Identity Card do not get mixed up with the Question-Answer Book. Do not pack your personal belongings until you are told to do so.

19.2 If a candidate is caught continuing to write or erase/cross out answers after the “Pens (Pencils) Down” announcement, the SRI should indicate on the answer script the extra work done outside the time limit by circling it in red, and report on Form SR4g (please give as much information as possible about what the candidate was writing). The candidate should be told that he/she may receive a mark penalty. The HKEAA will contact him/her later to ask for an explanation. (Ask the candidate to write his/her name and address in the space provided on Report Form SR4g.)

20 Sixth Announcement (Collection of scripts)

20.1 Announce:

Your Question-Answer Book will be collected now. The rough-work sheets and the unused barcode labels will be collected later. You can take away the Data File. Stay in your seat until you are told to leave.

20.2 While collecting the Question-Answer Books, if the SRI discovers that a candidate has not put down his/her candidate number or affixed barcode labels on his/her Question-Answer Book, the candidate can be allowed to do so under the supervision of the SRI.

20.3 Question-Answer Books should be collected first. The number of scripts collected should be counted and checked against the number of candidates present. The SRI should put down the total number of scripts collected in the appropriate spaces on the Sessional Report (Special Room). If there is any discrepancy, investigate the matter before the candidates are dismissed.

20.4 The rough-work sheets should be collected.

20.5 The barcode sheets (with/without unused barcode labels) should also be collected and passed to the Centre Supervisor for return to the HKEAA in the barcode sheet envelope.

20.6 The Data Files need not be collected.

21. Seventh Announcement (Candidates Signing the Sessional Report)

21.1 The SRI should complete the covering Sessional Report (Special Room) of the Report Form booklet. In particular, they should put down the candidates’ arrival time at the Special Room and the reasons for attending the Special Room accurately. The SRI should also ask individual candidates to sign against their candidate numbers after collection of scripts, with their personalized/spare barcode labels affixed.

Announce:

You are required to show me your Admission Form for checking and to sign your name on the Sessional Report. After signing, you may leave. Make sure you have your
21.2 Checking the Admission Forms (original) and Identity Cards (original)

It is not necessary to check a candidate’s Identity Card if his/her Admission Form bears his/her photograph unless there is doubt about the identity of the candidate. Check the Admission Forms (and Identity Cards if necessary) to verify if:

(1) the photograph on the Admission Form/Identity Card resembles the candidate (SRIs should check this carefully so as to reduce the possibility of Impersonation);
(2) the subject of English Language is listed on the Admission Form;
(3) the name/ID card number on the Admission Form agrees with that on the Identity Card.

Please also refer to Paragraph 25.

21.3 For candidate whose script has been affixed with personalised/spare barcode label, check to confirm that the candidate number shown on the Admission Form agrees with that on the barcode label.

21.4 For candidate whose script does not have barcode labels, issue the candidate with a spare barcode sheet. Instruct the candidate to affix the barcode labels in the designated spaces on the cover and the inside pages of the Question-Answer Book and to write the candidate number on each label of the barcode sheet.

21.5 After signing on the Sessional Report (Special Room), candidates may leave individually except for those who are required to complete additional forms mentioned in the following paragraphs.

22. Return Envelope for LT Special Room Sessional Report and Answer Scripts

22.1 Item to be placed in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts” if no candidates took the Listening Test in the Special Room:

- Report Form booklet with the covering Sessional Report (Special Room) completed

22.2 Items to be placed in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts” if there were candidates taking the Listening Test in the Special Room:

- Report Form booklet with the covering Sessional Report (Special Room) completed
- Question-Answer Books of candidates present
- Rough-work sheets of candidates present

22.3 The “Return Envelope for LT Special Room Sessional Report and Answer Scripts” should be sealed with a piece of Security Adhesive Tape in the presence of the Centre Supervisor. Then the Centre Supervisor and the SRI should sign on the flap of the envelope across the tape. The Centre Supervisor will take over the Return Envelope for LT Special Room Sessional Report and Answer Scripts.

(E) HANDLING OF IRREGULARITIES

23. Bad Weather

Postponement of an examination is a very serious matter. Any decision to do so by the HKEAA will be made only when it is absolutely necessary. If weather conditions are at all doubtful (such as the possible raising of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), invigilators should listen to the radio or television broadcast for examination schedules right up to the time they leave for the examination centre. It is important that invigilators should note the following points:
the HKEAA announcement of the postponement of an examination session will be made early in the morning of the examination day and will be repeated frequently from 7:00 a.m. onwards. Where possible, the announcements will be made in the evening preceding the examination;

(2) the announcement of closure of schools due to a tropical cyclone or bad weather or the issue of the Red Rainstorm Warning does not necessarily imply the postponement of an examination scheduled to be held that day. However, all examinations will normally be postponed when a Typhoon Signal No. 8 or above is hoisted, or when a Black Rainstorm Warning is issued. In this regard, an announcement concerning any alternative arrangements for the postponed examination will be made in the press or on the radio as soon as possible;

(3) unless a specific announcement has been made by the HKEAA that the examination has been postponed due to bad weather conditions, invigilators must assume that the examination will be conducted as originally scheduled;

(4) once an examination session has started, it will continue for the full allotted time unless physical conditions in the examination room are considered dangerous by the C.S.

24. Suspected cheating (Report Form SR4g)

24.1 If a candidate is found copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, notes, paper, notebooks, electronic/communication devices, using a mobile phone in the toilet, or communicating with other candidates or with persons outside the examination room, the books, notes, mobile phones, etc. should be removed and kept as evidence. The candidate should be allowed to finish the examination. The candidate should be asked to provide a written explanation before he/she leaves the examination room. If he/she refuses, this should be recorded on Report Form SR4g.

24.2 Under no circumstances should the SRI/CS search the body or personal belongings of the candidate who is suspected of cheating during the examination. When dealing with a suspected cheating case, invigilators should ask the CS/another invigilator to serve as the third party witness.

24.3 The SRI/CS should make a report giving full details of the suspected cheating (such as the time when the incident was discovered, whether the candidate was copying from a crib, and where the candidate put the crib, etc.) on Report Form SR4g. The report, evidence, the answer script and the candidate’s explanation should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets.

24.4 If the CS/Invigilator considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The invigilator should inform the candidate concerned after the examination to stay behind to complete a report.

25. Candidates Without Admission Form (original)/Identity Card (original) (Report Form SRI)

25.1 Candidates have been told in the “Instructions to Candidates” to present both their Admission Forms and their Identity Cards for every examination session. If a candidate’s Admission Form bears his/her photograph, it is not necessary to check his/her Identity Card unless there is doubt about the identity of the candidate.

25.2 If a candidate’s Admission Form does not bear his/her photograph, it is necessary to check his/her Identity Card for any acceptable identification document such as Form ROP140/140A (Acknowledgement of Application for a Hong Kong Permanent Identity Card), a Re-entry Permit or a Passport. Under the following circumstances, Report Form SRI should be completed. The candidate has to complete Part A of the form. The SRI should complete Parts B & C of the form:

(1) The candidate does not have any identification document – the candidate should copy one of the paragraphs in Part B(1) on the form in the space provided so that his/her handwriting can be checked later. His/Her answer script can be returned together with those of other candidates present.

Notes for the Guidance of SR Invigilators – CE Eng Language 2 (LT)
(2) The candidate does not have an Admission Form:

(a) If the candidate moves from the hall/classroom centres to the Special Room and has got his/her personalised barcode sheet, the script should be returned with those of other candidates present.

(b) If the candidate does not have his/her personalised barcode sheet, the SRI should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The script should be returned to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets.

(3) The candidate has neither the Admission Form nor the Identity Card (i.e. the candidate’s personalised barcode sheet cannot be found) – the SRI should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The candidate should copy one of the paragraphs in Part B(1) on the form in the space provided so that his/her handwriting can be checked later. The script should be returned to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets.

25.3 Part C of the Report Form SR1 should be given to the candidate as a notification of the action he/she has to take. Parts A and B of the Report Form SR1 should be returned to the Scripts Collection Centre.

25.4 If a candidate can only produce a photocopy of the Admission Form, this should be reported on the form following the procedures described in Paragraph 25.2 (2) above.

26. Subject Not On Admission Form (Report Form SR3)

If a candidate presents himself/herself for the Listening Test but the subject is not listed on his/her Admission Form, he/she should be told that his/her answer script may not be accepted. At the end of the test, he/she should complete Report Form SR3. The candidate’s script and Report Form SR3 should be returned in the Envelope for Special Reports and Related Scripts/Answer sheets.

27. Mobile phone irregularities

27.1 During the examination, if the ringing sound of a mobile phone is heard, the SRI should locate the source. Record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p.

27.2 If the source cannot be located and the ring stops, the SRI does not need to take any further action.

27.3 If the source can be located, the SRI should ask the candidate concerned to show the screen of the phone to ascertain if the phone is in operating mode.

(1) If the sound is triggered by the alarm function set, ask the candidate to deactivate the alarm function and switch off the phone or remove the battery. The candidate should also be asked to stay behind after the examination to complete the Report Form SR4p.

(2) If the mobile phone is in operating mode, instruct the candidate to switch off the phone or remove the battery. Put the candidate’s phone inside a special Mobile Phone Plastic Bag supplied by the HKEAA, seal it and put it under the candidate’s chair. The SRI should note down the details of the case and ask the candidate to stay behind after the examination to complete the Report Form SR4p.

When carrying out these tasks, the SRI should try to minimize the possible disturbance to the candidate and his/her neighbours.

27.4 In the case of (2), after the examination, the SRI should ask the candidate to show him/her the call
log/SMS/MMS log. If the candidate agrees to do so, the SRI should check if there is any call or message received at the time the phone rings. If yes, ask the candidate to show voluntarily the contents of the call/message to ascertain if cheating is involved. The SRI should also ask the candidate to give an explanation of the situation on the Report Form SR4p. If the candidate refuses to show the contents of the call/message, ask the candidate to state the reasons on the form.

28. Candidates using Spare Barcode Sheets/Without Barcode Sheets (Report Form SR4b)

28.1 If spare barcode sheets have been used, the SRI should record the candidate numbers and the reasons on Report Form SR4b. Irregularities concerning the use of barcode labels should also be recorded on the same form.

28.2 If there is a shortage of spare barcode sheets, candidates without barcode sheets should be asked to write their candidate numbers on their answer scripts in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b.
<table>
<thead>
<tr>
<th>Date</th>
<th>Subject/Paper</th>
<th>Items To Be Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/4</td>
<td>Social Studies 1</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>16/4</td>
<td>Social Studies 2</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>17/4</td>
<td>Social Studies 2</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>18/4</td>
<td>Travel and Tourism 1</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>19/4</td>
<td>Travel and Tourism 2</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>20/4</td>
<td>Physics 1</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>21/4</td>
<td>Physics 2 (M.C.)</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>22/4</td>
<td>Geography 1</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>23/4</td>
<td>Geography 2 (M.C.)</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
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<td>24/4</td>
<td>Chinese Language 1</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
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<tr>
<td>25/4</td>
<td>Chinese Language 2</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>26/4</td>
<td>Chinese Language 3 (Exam) &amp; 5</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>27/4</td>
<td>Mathematics 1</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
</tr>
<tr>
<td>28/4</td>
<td>Mathematics 2 (M.C.)</td>
<td>CE(B) Answer Book, Supplementary Answer Sheet (A), Rough-work Sheet, Graph Paper</td>
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<tr>
<td>Date</td>
<td>Subject/Paper</td>
<td>Items To Be Issued</td>
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</table>
| 28/4 (Tue) | History | CE(A) 答題簿  
補充答題紙 (A) | CE(A) Answer Book  
Supplementary Answer Sheet (A) |
| 29/4 (Wed) | Economics 1 | CE(A) 答題簿  
補充答題紙 (A)  
草稿紙 | CE(A) Answer Book  
Supplementary Answer Sheet (A)  
Rough-work Sheet |
| 30/4 (Thu) | Economics 2 (多項選擇題) | 多項選擇題答題紙 (四項)  
答題紙  
草稿紙 | Multiple-Choice Answer Sheet (4-opt)  
Backing Sheet  
Rough-work Sheet |
| 31/4 (Fri) | Chemistry 1 | 草稿紙兩張  
補充答題紙 (A)  
數學草稿紙 | 2 Rough-work Sheets  
Supplementary Answer Sheets (A)  
Additional Rough-work Sheet |
| 1/5 (Sat) | Chemistry 2 (多項選擇題) | 多項選擇題答題紙 (四項)  
答題紙  
草稿紙 | Multiple-Choice Answer Sheet (4-opt)  
Backing Sheet  
Rough-work Sheet |
| 4/5 (Mon) | Chinese History | CE(B) 答題簿  
補充答題紙 (A) | CE(B) Answer Book  
Supplementary Answer Sheet (A) |
| 5/5 (Tue) | Buddhist Studies | CE(B) 答題簿  
補充答題紙 (A)  
草稿紙 | CE(B) Answer Book  
Reference Book for Buddhist Studies  
Supplementary Answer Sheet (A) |
| 6/5 (Wed) | Religious Studies - Section A | CE(B) 答題簿  
補充答題紙 (A) | CE(B) Answer Book  
Supplementary Answer Sheet (A) |
| 7/5 (Thu) | Religious Studies - Section B | CE(B) 答題簿  
補充答題紙 (A) | CE(B) Answer Book  
Supplementary Answer Sheet (A) |
| 8/5 (Fri) | Additional Mathematics | CE(A) 答題簿  
草稿紙兩張  
補充答題紙 (A)  
方格紙  
數學草稿紙 | CE(A) Answer Book  
2 Rough-work Sheets  
Supplementary Answer Sheet (A)  
Graph Paper  
Additional Rough-work Sheet |
| 9/5 (Sat) | English Language 1A | CE(C) 答題簿  
補充答題紙 (A) | CE(C) Answer Book  
Rough-work Sheet  
Supplementary Answer Sheet (A) |
| 11/5 (Mon) | English Language 1B | CE(C) 答題簿  
補充答題紙 (A) | CE(C) Answer Book  
Rough-work Sheet  
Supplementary Answer Sheet (A) |
| 12/5 (Tue) | Principles of Accounts | CE(D) 答題簿  
CE(B) 答題簿  
補充答題紙 (A) | CE(D) Answer Book  
Supplementary Answer Sheet (A)  
Graph Paper |
| 13/5 (Wed) | Philosophy | 補充答題紙 (A)  
方格紙 | Supplementary Answer Sheet (A)  
Graph Paper |
| 14/5 (Thu) | Economics & Public Affairs 1 | 多項選擇題答題紙 (四項)  
答題紙  
草稿紙 | Multiple-Choice Answer Sheet (4-opt)  
Backing Sheet |
| 15/5 (Fri) | Economics & Public Affairs 2 (M.C.) | CE(B) 答題簿  
補充答題紙 (A)  
草稿紙 | CE(B) Answer Book  
Supplementary Answer Sheet (A)  
Graph Paper |
| 16/5 (Sat) | Government & Public Affairs 1 | CE(B) 答題簿  
補充答題紙 (A)  
方格紙 | CE(B) Answer Book  
Supplementary Answer Sheet (A)  
Graph Paper |
| 17/5 (Sun) | Government & Public Affairs 2 (M.C.) | 多項選擇題答題紙 (四項)  
答題紙  
草稿紙 | Multiple-Choice Answer Sheet (4-opt)  
Backing Sheet |
| 18/5 (Mon) | Commerce 1 | CE(B) 答題簿  
補充答題紙 (A) | CE(B) Answer Book  
Supplementary Answer Sheet (A) |
| 19/5 (Tue) | Commerce 2 (多項選擇題) | 多項選擇題答題紙 (四項)  
答題紙  
草稿紙 | Multiple-Choice Answer Sheet (4-opt)  
Backing Sheet |
| 20/5 (Wed) | English Literature | CE(A) 答題簿  
補充答題紙 (A) | CE(A) Answer Book  
Supplementary Answer Sheet (A) |