試場主任手冊
CENTRE SUPERVISOR’S HANDBOOK

下列科目另備試場主任手冊：
The following subjects have separate Centre Supervisors’ Handbooks:

English Language

下列卷別另備試場主任手冊：

普通話科聽力測驗

English Language

中國語文

中國語文（普通話）

考生人數較少的科目（Small-entry subjects）
電話熱線
Telephone Hotlines for Centre Supervisors

3628 8951
3628 8911
3628 8902

考評局傳真號碼
HKEAA Fax No.

3628 8990
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(4) Annex 3 Stationery and Materials to be supplied to candidates
2009年試場主任須知

第（一）部：試場主任職責

1. 試場主任為主持試場考試（包括聽聽考試的特別室）的負責人。試場主任缺席時，副試場主任應全權負責執行其一切職務。
   課室試場（只適用於中學會考）的試場主任將統籌校內課室試場的工作並負責安排領取／派發試卷及將答卷交回考評局。

2. 妥善保管試卷及答卷極為重要，試場主任收到試卷封包後，應小心將之存放在有鎖的特定地方及
   防止他人擅自開封。在每節考試終結後，試場主任須存放答卷於安全地方待最後一節考試完結
   後，安排將答卷及有關文件送回考評局的答卷收集中心。

3. 試場主任切勿預先開拆試卷封包，而應在開考前數分鐘在監考員及考生見證下，始將試卷封包開
   拆。
   課室試場試場主任（只適用於中學會考）應提示課室監考員在考生見證下始行開拆試卷封包。

4. 試場主任必須確保考生獲給試卷上所示的作答時間。
   課室試場主任（只適用於中學會考）並請叮囑課室監考員留意有關的規定。

5. 試場主任及各監考員須防範考生作弊或討論答案，他們亦須關掉所有攜帶的手提電話／傳呼機／備
   有聲響功能的物品，以免滋擾考生。任何人士（包括考生及監考人員），均不可在整個考試時間
   內將試卷帶離試場。

6. 為確保考試順利進行，試場主任須於第一節考試開始前，與所有監考員進行工作會議，講解考試
   程序及提醒他們注意重要的考試規則（如考試時間、手提電話安排、考生出席紀錄等）。

文件樣本

本手冊內所提及的文件，見於文件樣本手冊。

第（一）部：試場主任職責

第1頁，共1頁
第（二）部： 考試安排

（一） 試前安排

1. 監考員

1.1 試場主任將於考試前一天收到每節考試所需的監考員名冊及派發監考員（禮堂試場）的學校名稱，請參閱「監考員名單」（見條本 10A）。請盡量委派試場學校的教師出任聆聽考試「特別室」的監考員。

1.2 監考員已獲通知應於開考前 30 分鐘向試場主任報到。監考員應出示「監考員證明函」，校內監考員應出示「監考員工作分配證」（見條本 11）、出席監考員（包括「特別室」監考員）的姓名應登記於「監考員出席紀錄表」（見條本 12）。監考員應獲派發「監考員標貼」（見條本 10B）一張，以資識別。

1.3 禮堂

（1）如遇監考員遲到或缺席，請將該監考員的工作分配予其他監考員或由試場另派教職員暫代，詳情應在 SR4 報告書（見條本 24）內填报。

（2）他校委派的監考員如因特殊事故不能出席，而又未能即時通知其任教學校校長安排替換，則可委託他人出席，但須塡寫「監考員證明函」的副本。試場主任可酌情決定是否接納該替代監考員。如監考員或試場主任已塡寫「監考員證明函」的副本或副本，則該證明函於試後用「特別報告書及有關簽署／簽署紙封套」（見條本 25）交回考評局。

（3）他校委派的監考員會要求試場主任在其「交通費用申領表」（見條本 13）簽署，證明其曾兼任監考員職務，以便日後向考評局領取交通費用。

2. 考試文具

2.1 試場監考員在試場主任回校的教師。試場主任應分派監考員主持各課室試場內的考試，如課室最少委派一人，如課室主任安排額外僱用監考員在每一樓層課室外走廊巡視，以確保課室內監考員不時之需，並陪同考生前往洗手間。

2.2 監考員已獲通知。如發覺試場內有其認識的考生，必須即時向試場主任申報。

2.3 試場主任須因應時間情況，盡量安排其他監考員收集該考生的答卷及回答該考生的查詢，試場主任不應讓認識考生的監考員陪同該考生前往洗手間。

3. 試場安排

3.1 試場主任應最遲於考試前一日

（1）在「試場牌」（見條本 2A）寫上試場編號（如禮堂 K150：課室 F101－F118）及將「試場牌」懸掛於試場入口適當位置；

（2）由校方沿途設置適當的方向標誌，以指示考生前往試場；

（3）編製「考生座位表」（見條本 3）並將該表與「考試時間表」一併張貼於試場（禮堂／課室）入口；

（4）安排座位（禮堂座位的左右距離以不少於 2 呎為準；課室座位按條本 3 安排並在「考生座位表」懸掛課室編號及試場編號）；

（5）將「座位編號卡」（見條本 4）順序貼在考生桌左上角；

（6）爲語文科聆聽考試的「特別室」作好準備（只適用於以電台廣播的聆聽考試）。
3.2 試場範圍包括：

禮堂
學校禮堂及其入口以外的兩米地方；
課室試場（只適用於中學會考）及聆聽考試特別室
學校課室及課室外的走廊。

只有考生及監考人員方可進入試場範圍，其他人士如需進入，須事先經試場主任批准。因此，
試場主任須在試場範圍入口的適當位置張貼「只准考生進入」告示牌（見樣本 2B）。

3.3 爲免考生於考試期間受到噪音滋擾，試場主任應盡量將校方安排，將校鈴及試場外的擴音系
統（例如有貓訊）的音量調低或將之關掉，如試場附近有工程進行，请知會考評局。

3.4 於設有空調設備的試場，試場主任應開啓空調以減低外來噪音之影響及使試場環境更舒適。

4. 考生人數
每節考生人數及試卷數目已列於「試卷數量核對表」（見樣本 5A）內。

（二）領取試卷及交回答卷

5. 試場主任可選擇（1）由文件運送公司將試卷送往試場或（2）前往考評局新鴨脷辦事處試卷派發
中心領取試卷。

（1）由文件運送公司運送試卷

試場主任應與校方安排職員於每日預定時間，通常大約早上 7 時 15 分至 8 時 15 分（聆聽考
試試約早上 7 時 45 分至 8 時 45 分；中學會考人數較少科目約早上 7 時 30 分至 8 時 30 分）接
收由文件運送公司送達的試卷。接收試卷的職員應根據運送公司交出的清單（見樣本 6B）
核對後在收據上加上校印。

（2）於考評局新鴨脷辦事處試卷派發中心領取試卷

考評局職員將於每日上午 7 時 15 分起在試卷分發中心辦公，試場主任或其代表在領取試卷時
須帶備試卷收據（見樣本 6A）。

6. 試卷及答卷之保管

6.1 試場主任於每節考試開始前必須將所有試卷存放於一安全地方（如鎖於書室／儲物櫃內。）

6.2 如考試當日有多於一節考試，於較早時間結束的考試所收集的答卷，亦須存放於一安全地方，
直至交回答卷收集中心。

7. 交回答卷

7.1 試場主任（或校方的負責人員）應在每日考試完畢後一小時內將當日的答卷及一切有關考試
文件交回答卷收集中心。（用剩的試卷或缺席考生的試卷，無需交回答卷收集中心。）

7.2 試場主任或其代表應於每天考試後將答卷交回已選定的收集中心。答卷收集中心的名單見

重要事項:
試場主任請注意，交回答卷的地點一經選定，日後不能更改。因一切有關資料、收據
等只儲存於已選定的答卷收集中心。

7.3 由於答卷收集中心的考評局人員需要當面點收各項目，略為費時，負責送交答卷者或需要時，
答卷妥後，考評局會發出收據（見樣本 2B）。
第（三）甲部：考試程序
各卷考試須知

1. 文具及電腦條碼紙

1.1 電腦條碼

為加強處理答卷程序的可靠性及效率，考生的答卷及多項選擇題答題紙會利用電腦條碼作識別，並經電腦掃描後才評閱。每節考試前，試場須派發一張電腦條碼紙（紙上印有 2（多項選擇題答題紙適用）、5、10 或 15 個電腦條碼貼紙）予每名考生，貼於答題簿、試題答題簿、多項選擇題答題紙、補充答題紙及方格紙的指定位置，每日考試所需的電腦條碼紙（每名考生一張，另有少量備用電腦條碼紙）會於考試當日與試卷一併分發到試場，其數量列於電腦條碼封包標貼（見樣本 7B）及試卷箱外的標貼上。

1.2 考試文具及電腦條碼紙應於考生進入禮堂前依當日「考試用品核對表」（見樣本 8）派發。一般而言，每名考生應獲派發:

• 普通試卷考試 —
  (1) 答題簿（見樣本 18B）（數量／種類按「考試用品核對表」所示）；
  (2) 一張個人電腦條碼紙（見樣本 7B）。

• 多項選擇題考試 —
  (1) 一張多項選擇題答題紙及一張墊紙（見樣本 18A 及 19）；
  (2) 一張個人電腦條碼紙（見樣本 7B）。

注意：請勿使用往年考試剩餘的多項選擇題答題紙。

每張個人電腦條碼紙均印有考生姓名；紙上的每個電腦條碼貼紙均印有考生編號、試場編號、座位編號及科目／卷別名稱，請按座位編號將正確的電腦條碼紙派放在適當的座位上。

1.3 備用電腦條碼紙

(1) 備用電腦條碼紙每張均印有一個獨立的編號（每張供一名考生使用），可在以下情況，供有關考生使用：
  (i) 試場沒有考生的個人電腦條碼紙（例如不往指定試場應試的考生）；
  (ii) 考生的個人電腦條碼紙有損壞、資料錯誤或不能找到。

(2) 備用電腦條碼紙上已預留位置讓考生填上考生編號及座位編號，監考員在開考前應指示考生在每個電腦條碼貼紙上寫上考生編號及座位編號（如適用的話）。（註：中學會考課堂試場的備用電腦條碼紙並沒有印上試場編號。）

(3) 若考生原來的個人電腦條碼紙不敷應用，可指示考生在沒有電腦條碼的方格內寫上考生編號，而無須另發備用電腦條碼。

(4) 倘試場的備用電腦條碼紙不敷應用，應指示考生在其答卷／多項選擇題答題紙的電腦條碼格子內填上考生編號，並將有關情況記錄於 SR4b 報告書內（見樣本 23B）。

(5) 試場主任／監考員應在 SR4b 報告書上，記錄使用備用電腦條碼紙或答卷有部分頁數沒貼上電腦條碼的考生的考生編號／所有使用備用電腦條碼紙的考生答卷／多項選擇題答題紙及沒有電腦條碼的考生答卷／多項選擇題答題紙，應在試後連同 SR4b 報告書一併放入「特別報告書及有關答卷／答題紙封套」內交回答卷收集中心。與電腦條碼有關的異常情況，亦應記錄在 SR4b 報告書內。

1.4 如考生要求補充答題紙**或方格紙**，應按其要求派發，並同時給予白短繩一條，以便考生將補充答題紙／方格紙與答卷繫在一起。監考員亦應提示考生在答卷上貼上電腦條碼。

** 為配合電腦掃描，補充答題紙／方格紙全部是 A3 大小，但摺成 A4 式樣，每張共 4 頁（已印上頁數），請勿將答題紙撕開。

1.5 答題簿／補充答題紙上各頁的試題編號將由電腦閱讀，而每頁上方均有一個試題

第（三）甲部：考試程序—各卷考試須知（包括普通話科／卷）
第 1 頁，共 5 頁
編號方格（見樣本18B）。考生須在適當方格內寫上「X」號，以顯示試題編號。

考生可使用原子筆或鉛筆塗寫試題編號方格。

注意：請勿使用往年剩餘的補充答題紙／方格紙。

2. 考生使用計算機

除語文科目以外，考生參加任何考試均不可使用計算機，但計算機必須印有「H.K.E.A.A.
APPROVED」或「H.K.E.A. APPROVED」的標籤，否則可被扣分。（注意：某些型號的計
算機由於可供加印標籤的空間較細所以標籤亦相應縮小。）監考員在核對准考證時，若發
現考生桌上放有計算機，須檢查考生的計算機是否印有認可標籤，並在「考生出席記錄
表」上塗寫有關資料。至於處理沒有標籤計算機的程序，請參閱第（四）部分第18段。在語
文科目考試時，試場主任可指示考生將攜來的計算機放入手提包內或將其放於座位椅下。

3. 檢查准考證（正本）／身分證（正本）

3.1 如考生的準考證附有附版，除非監考員確認考生的身分，否則監考員無須檢查
該考生的身分證。試場主任可分派監考員查核準考證（見樣本14）及身分證，並
留意以下各點：

(1) 准考證／身分證上的照片是否考生本人；
（監考員必須小心核對有關文件以免發生他人代考的事件）
(2) 准考證上的考生編號是否與電腦條碼貼紙所示的相同；
(3) 准考證上是否印有與考的科目；
(4) 准考證上的考生姓名／身分證號碼是否與身分證上所印的相同。

3.2 如考生未能出示身分證，但能出示人事登記處簽發的香港永久性居民身分證收據（ROP140／ROP140A 表格）（見樣本15），回港證或護照，試場
主任可接受這些文件為該考生的身分證明。

3.3 警署所簽發的 Loss Memo 不能用作考生的身分證明文件。

3.4 如考生未能出示任何身分證明文件，試場主任請照第（四）部分第17段的指
示辦理。

4. 填寫考生出席記錄表

試場主任應分派監考員塗寫「考生出席記錄表」（見樣本16）（中學會考課室試場的
考生出席紀錄表由課室監考員塗寫）。監考員須在記錄表上座位編號旁的格子內塗上
座標該座位考生的考生編號。空間的座位應塗寫「A B S」或「缺席」。如考生使用
備用電腦條碼，應在考生編號旁的方格加上「☑」。如考生桌上放有計算機，須檢查考
生的計算機是否印有認可標籤（見第2段）如有，應在考生編號旁的方格加上「☑」。
如沒有，加上「X」號並塗寫 SR4C 報告書。如有考生遲到，監考員須更正文「考生出席紀
錄表」。監考員須後須檢查遲到考生又有否在其答題簿／試題答題簿／多項選擇題答題
紙的適當位置塗寫考生素編號及貼上電腦條碼。

5. 填寫點名單

5.1 試場主任應核對「考生出席記錄表」上的考生編號是否與點名單（見樣本17）上
的考生編號相符，以確保所有出席考生坐在正確座位上（中學會考課室試場的點
名單由課室監考員塗寫）。如有錯誤，應立即調查及更正文「考生出席紀錄表」。

5.2 試場主任（或課室監考員）可依下列方法以 HB 鉛筆塗寫點名單（點名工作如有
錯誤，足以引致成績紀錄產生嚴重問題，故須特別小心處理）：

(1) 若考生缺席，應在該考生的考生編號旁邊小空格內加一橫線。（試場主任無
須在出席考生的座位編號方格內加橫線。）

(2) 在每頁點名單下端的適當位置內畫押，以表示該頁所列缺席考生的總數。
5.3 如有考生遲到，切記更正點名單上的記錄。

5.4 以電台廣播的聆聽考試，如有考生在點名後移至「特別室」應考，應在「考生出席紀錄表」／點名單上將該考生列作缺席，考核局在試後會作出跟進，核對「考生出席紀錄表」／點名單與「特別室」的考生名單。

6. 考生的疑問

6.1 試場主任或監考員不得就試題作任何解釋，如考生懷疑試題有錯漏而發問，試場主任或監考員可答覆如下：

「本人不能答覆有關試題的疑問，（考生）應盡所能繼續作答。如（考生）認為有必要，本人可將提出的疑問呈報。」

6.2 考生的其他問題，試場主任或監考員可根據「試場主任手冊」或「監考員須知」內載的資料作答，如有疑問，可致電考核局。

7. 考生要求前往洗手間

7.1 (1) 館堂

若考生要求前往洗手間，試場主任須委派一位監考員（最好與考生同一性別）陪同前往，並在 SR41 報告書（見附本 23E）登記考勤編號及記錄時間。監考員無需向考生查問其身上是否有手提電話。

(2) 設室試場（只適用於中學會考）

若考生要求前往洗手間，須通知後備監考員（最好與考生同一性別），陪同該考生前往洗手間。設室監考員須在 SR41 報告書（見附本 23E）登記考勤編號及記錄時間。監考員無需向考生查問其身上是否有手提電話。

如同時間有很多考生要求前往洗手間，可安排考生逐一前往或請學校職員協助。

7.2 陪同考生前往洗手間的監考員須採取適當監管，以防考生在洗手間內作弊。監考員亦須留意有否異常情況發生，例如留意考生在廁位內是否逗留過久或發出可疑的聲音。若有異常情況，須記錄事件的詳情及向試場主任報告，而試場主任可根據懷疑作弊事件的指引處理。

7.3 試場主任不需另補時間給予前往洗手間的考生。

7.4 在以電台廣播的聆聽考試期間，考生前往洗手間時可攜帶收音機，但不可攜帶任何與考試有關的文具物品。

8. 填寫考試報告書（Sessional Report）

8.1 試場主任／課室監考員／監考員須在考試報告書上確認所收試卷數目、開考／完卷時間、收回答卷數目及考試的各項程序是否符合有關的規定。

館堂

每節考試報告書應由試場主任及兩位監考員（包括一位非試場學校委派的監考員）填寫。

課室試場（只適用於中學會考）

課室監考員須在每節考試完畢後填寫考試報告書（課室試場）。

8.2 報告書須在該試場所舉行的最後一節考試後，交回答卷收集中心。

9. 聆聽考試特別室考試報告書及答卷封套

9.1 聆聽考試結束後，試場主任須向「特別室」監考員收回聆聽考試特別室考試報告書及答卷封套。

第 (三) 部：考試程序一各卷考試須知（包括普通話科／卷）
9.2 「特別室」監考員應將下列文件放入該封套內交回：
- 報告書集連同已填妥的「特別室考試報告書」（不論是否有考生在特別室應考）
- 出席考生的試題答題簿
- 出席考生的草稿紙（如有派發）

9.3 「特別室」監考員應在試場主任的見證下用特別的黏貼封條將該封套封口，試場主任及「特別室」監考員須簽署，簽名應橫跨封條及封套口。

9.4 「特別室」監考員另須收回考生的電腦條碼紙（無論有沒有剩餘電腦條碼），交給試場主任。

10. 包裝所收集的答卷及考試物品

10.1 答卷須按答卷封套標貼上的考生編號範圍，放入答卷封套（見附表 26）內，試場主任／課室監考員並須在封套上註明內載的答卷數目。試場主任及一位監考員／課室監考員應用特別的黏貼封條（見附表 27）將封套封口並簽署，簽名應橫跨封條及封套口。試場主任應用纜將所有答卷封套緊好。

10.2 出席考生的答題紙應放在答題紙紙夾（見附表 28）內，紙夾應再放入膠袋並加保密封條（切勿摺摳）。除最後一個紙夾外，每一紙夾只載有 100 座位編號的考生的答題紙。例如:

<table>
<thead>
<tr>
<th>座位編號</th>
<th>紙夾</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>001-100</td>
<td>1</td>
<td>如有考生缺席，該紙夾會</td>
</tr>
<tr>
<td>101-200</td>
<td>2</td>
<td>載有少於 100 張答題紙。</td>
</tr>
<tr>
<td>201-247</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

10.3 下列答卷應放入答卷封套交回考評局（即無須作特殊處理）：

(1) 出席考生的答卷（包括遲到考生及早退考生）；
(2) 未能出示準考證，但其個人電腦條碼紙可在試場找到的考生的答卷；
(3) 准考證上沒有相片又未能出示身分證的考生的答卷；
(4) 違反「停止」指示的考生的答題簿；
(5) 計算機沒有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤的考生的答卷。

註：聆聽考試「特別室」考生的答卷，應放入「聆聽考試特別室考試報告書及答卷封套」。

10.4 下列答卷／報告書／物品應放入「特別報告書及有關答卷／答題紙封套」交回考評局：

(1) 涉嫌作弊考生的答卷及考生用以作弊的書籍、紙張等；
(2) 不在指定試場應試的考生的答卷；
(3) 應考未有報考科目的考生的答卷；
(4) 未能出示準考證而試場又沒有其個人電腦條碼紙的考生的答卷；
(5) 無付備用電腦條碼的考生的答卷；
(6) SR1、SR3、SR4g、SR4b、SR4c、SR4p 或 SR4i 報告書（如有的話）；
(7) 沒有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤的姓名不在准用名單上的計算機。

10.5 試場主任應將下列文件全部放入一透明膠袋內：

(1) 點名單；
(2) 考生出席紀錄表。

10.6 草稿紙及電腦條碼紙（未用過的電腦條碼紙及從出席考生收回的剩餘電腦條碼）
應分別放入草稿紙封套（見樣本 30A）及電腦條碼紙封套（見樣本 30B）內。

11. 交回答卷及考試物品

11.1 請在每日考試完畢後的一小時內，安排將下列物品交回答卷收集中心。試場主任／校方的負責人員應在運送答卷的過程中小心保管答卷。
(1) 答題簿及／或試題答題簿（用答卷封套）；
(2) 多項選擇題答題紙（放於考評局提供的紙夾及膠套內）；
(3) 草稿紙（用草稿紙封套）；
(4) 電腦條碼紙（用電腦條碼紙封套）；
(5) 當名單：{考生出席紀錄表} （共用－透明膠袋裝載）
(6) 載有特別報告書及有關答卷／答題紙的封套（如有壙寫 SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*及 SR4i 報告書）；
(7) 聆聽考試特別室考試報告書及答卷封套（聆聽考試）；
(8) 會考／高考地理科卷一地圖；
(9) 會考英語文科卷 1A Reading Passages Booklets；
(10) 會考普通話卷一「聽力測驗」考試光碟、錄音稿件及備用考試光碟。

* 考試報告書及 SR4t 報告書於該試場所舉行的最後一節考試後，交回答卷收集中心。

11.2 不用交回墊底紙及手提電話提示卡。

11.3 下雨天，請將答卷及考試物品放入膠袋後才交回答卷收集中心。
第（三）乙部：考试程序（礼堂）
适用於所有科目／卷別（中国语文科及英语语文科除外）

（一）阅考前的安排

1. 派发文具
    試場主任應於考生進入禮堂前依當日「考試用品核對表」（見樣本8）派發考試文具及電腦條碼紙。

2. 考生進入試場
    2.1 考生可於開考前15分鐘進入試場。
    2.2 如考試當日天氣情況惡劣，試場主任可考慮考生提早進入校內等候進入試場。
    2.3 如在上午8時30分仍有超過五分之一考生未到達試場（可能由於嚴重交通意外或天氣情況惡劣），試場主任可考慮延遲最多15分鐘開考。如再延遲開考，請通知考評局。
    2.4 請在告示板上寫上試場編號及科目／卷別名稱。

3. 考生遲到
    3.1 遲到的考生，應由監考員指引入座，但該考生將不受額外時間作答。
    在作出第一項宣布前，試場主任應安排一位監考員於試場入口派發考生手提電話提示卡（見樣本31），給遲到入試場的考生，提示他們關掉手提電話。
    3.2 試場主任應彙報監考員在適當的時候檢查考生有否在答卷／多項選擇題答題紙的指定位置寫上考生編號及貼上電腦條碼。
    3.3 除非有異常情況發生，否則試場主任／監考員無需記錄遲到考生的資料。

4. 宣布事項（一）考生檢查個人物品
    4.1 試場主任宣布事項所用的語言，應與該卷試題所用的語文相同。若同時用中、英文宣布，恐會延誤考試時間。
    4.2 當大部分考生就座後，試場主任應作出第一項宣布，在作出第一項宣布前，試場主任應安排一位監考員於試場入口，給遲到考生派發考生手提電話提示卡（見樣本31）。
    4.3 有關中國語文科的宣布，請參閱「中國語文科試場主任手冊」。請宣布：
        所有科目／卷別
        [詳見樣本]
        請考生根據準考證上的座位編號就座，然後將準考證及身分證放在檯面右上角。（稍停）
        請將你所需使用的文具放在桌上；如有攜帶筆袋，應將筆袋放在手提包內或椅子下面。（稍停）
        如你在考試時需使用計算機，請將計算機放在桌上，現在請檢查計算機的皮套，以確保皮套內並無藏有任何紙張。（稍停）
        （中國語文科）如你攜帶了計算機，請將計算機放在手提包內或椅子下。

如你有攜帶手提電話，請現在拿出電話，檢查電話是否已關掉。（稍停）若你的電話尚未關掉，請馬上關掉。你亦須確保已關掉電話的響鬧功能。你可將手提電話的電池取出，以確保電話不會因預設的響鬧功能而發出聲響。（停頓15秒讓考生確保自己符合這些規定）
現在，將你的電話放在座位椅下的當眼處，讓監考員清楚看見。（稍停）
如有攜帶電子機器，請將電子機器放在考卷旁邊。如你攜帶電子機器，請將進去的筆記本及手提電話放在桌上並無以任何紙張置於筆記本及手提電話之間，並將其他個人物品放在禮堂前的...（請考生留意，若有其他個人物品或被發現隨身攜帶違規物品或被發現未有關上電子／通訊器材，考生將會被取消考試成績，如有疑問，請舉手。（稍停）

注意：若有許多考生遲到，試場主任可在開考前重複這項宣布。

第（三）乙部：考试程序（礼堂）— 所有科目／卷別（中、英文除外） 第1頁，共10頁
4.4 試場主任應指示監考員檢查考生是否遵照指示，考試開始前，監考員如發現有考生座位椅下沒有手提電話，可向有關考生查詢以確定考生是否有帶手提電話進入試場。

5. 宣佈事項（二）檢查電腦條碼紙

| a. 所有普通試卷考試（電腦與資訊科技卷一除外） |
|---|---|---|---|---|---|
| 考生攜帶上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停） |
| 電腦條碼紙上印有你的英文姓名、紙上的每個電腦條碼貼紙均印有你的考生編號、試場編號、座位編號及科目/卷別名稱，請檢查條碼是否正確，如有疑問，請舉手。（稍停） |
| 考生須在答題簿／試題答案簿封面及簿的內頁的指定位置貼上電腦條碼。若你有使用補充答題紙或方格紙，亦須在紙上指定位置貼上電腦條碼。切勿將電腦條碼紙摺疊、剪碎或弄污。 |
| 答題簿／試題答案簿及補充答題紙每頁均印有頁數，考生不可更改頁數或在頁數附近書寫答案，因這樣做會影響掃描答案的過程。考生亦應留意：寫於邊界以外的答案，將不予評閱。 |

| b. 所有多項選擇題考試 |
|---|---|---|---|---|---|
| 考生攜帶上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停） |
| 電腦條碼紙上印有你的英文姓名，紙上的每個電腦條碼貼紙均印有你的考生編號、試場編號、座位編號及科目/卷別名稱，請檢查獲發的電腦條碼是否正確，如有疑問，請舉手。（稍停） |
| 考生須在多項選擇題答題紙的指定位置貼上電腦條碼，切勿將電腦條碼紙摺疊、剪碎或弄污。 |

| c. 電腦與資訊科技卷一 |
|---|---|---|---|---|---|
| 考生攜帶上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停） |
| 電腦條碼紙上印有你的英文姓名，紙上的每個電腦條碼貼紙均印有你的考生編號、試場編號、座位編號及科目/卷別名稱，請檢查獲發的電腦條碼是否正確，如有疑問，請舉手。（稍停） |
| 考生須在試題答題簿封面、簿的內頁及多項選擇題答題紙的指定位置貼上電腦條碼。若你有使用補充答題紙，亦須在紙上指定位置貼上電腦條碼。切勿將電腦條碼紙摺疊、剪碎或弄污。 |
| 試題答題簿及補充答題紙每頁均印有頁數，考生不可更改頁數或在頁數附近書寫答案，因這樣做會影響掃描答案的過程。考生亦應留意：寫於邊界以外的答案，將不予評閱。 |

6. 宣佈事項（三）檢查答題簿、填寫個人資料及貼上電腦條碼

旅遊與旅遊業卷一／二、社會教育卷一／二、經濟與公共事務卷一、政府與公共事務卷一、商業卷一、地理卷一、中國文學卷一／二及歷史

| a. |
|---|---|---|---|---|---|
| 考生攜帶上應有答題簿一本，如有欠缺，請舉手。（稍停） |
| 請在答題簿封面上適當位置寫上考生編號，考生可依照准考證抄寫。現在，請參閱答題簿封面上的「考生須知」。（稍停） |
| 請按照指示，在封面及簿內的指定位置貼上電腦條碼。（預留足夠時間約30至60秒）讓考生貼上電腦條碼。考生應在答題簿封面上寫名字的試題答題簿，並在答題簿／補充答題紙寫有答案的每一頁上填寫試題編號方格。 |

| 註：由於在電腦與資訊科技卷二、經濟卷一、生物卷一及普通話卷二考試時只派發試題答題簿，不派發答題簿。在考試時，請試場主任在派發試題答題簿後才提示考生填寫簿面上的資料及貼上電腦條碼。 |

| b. |
|---|---|---|---|---|---|
| 考生攜帶上應有答題簿一本及佛學經文一本，如有欠缺，請舉手。（稍停） |
| 請在答題簿封面上適當位置寫上考生編號，考生可依照准考證抄寫。現在，請參閱答題簿封面上的「考生須知」。（稍停） |
| 請按照指示，在封面及簿內的指定位置貼上電腦條碼。（預留足夠時間約30至60秒）讓考生貼上電腦條碼。考生應在答題簿封面上寫答案的試題答題簿，並在答題簿／補充答題紙寫有答案的每一頁上填寫試題編號方格。|
中國歷史

c. 考生桌上應有 CE(B)及 CE(F)答題簿各一本，如有欠缺，請舉手。（稍停）考生須將甲部的答案寫在 CE(B)答題簿內，乙部的答案則寫在 CE(F)答題簿內。考試完畢時，監考員將分開收納兩本答題簿。

若在答題簿封面上適當位置寫上考生編號，考生可依照准考證照抄寫。現下，請參閱兩本答題簿封面上的「考生須知」。（稍停）

請按指示，在封面及蓋內的指定位位置貼上電腦條碼。（預留足夠時間，約30至60秒）讓考生貼上電腦條碼。考生應在答題簿封面寫上答試題的試題編號，並在答題簿／補充答題紙寫有答案的每頁上塗寫試題編號方格。

附加數學

d. 每一考生桌上應有答題簿一本及草稿紙兩張，如有欠缺，請舉手。（稍停）

若在答題簿封面上適當位置寫上考生編號，考生可依照准考證照抄寫。現下，請參閱兩本答題簿封面上的「考生須知」。（稍停）

請按指示，在封面及蓋內的指定位位置貼上電腦條碼。（預留足夠時間，約30至60秒）讓考生貼上電腦條碼。考生應在答題簿封面寫上答試題的試題編號，並在答題簿／補充答題紙寫有答案的每頁上塗寫試題編號方格。

會計學原理

e. 考生桌上應有 CE(F)及 CE(B)答題簿各一本，如有欠缺，請舉手。（稍停）考生須將甲部的答案寫在 CE(F)答題簿內，乙部的答案則寫在 CE(B)答題簿內。考試完畢時，監考員將分開收納兩本答題簿。

若在答題簿封面上適當位置寫上考生編號，考生可依照准考證照抄寫。現下，請參閱兩本答題簿封面上的「考生須知」。（稍停）

請按指示，在封面及蓋內的指定位位置貼上電腦條碼。（預留足夠時間，約30至60秒）讓考生貼上電腦條碼。考生應在答題簿封面寫上答試題的試題編號，並在答題簿／補充答題紙寫有答案的每頁上塗寫試題編號方格。

化學卷一、數學卷一及普通話卷四

f. 每一考生桌上應有草稿紙兩張，如有欠缺，請舉手。

物理卷一

g. 每一考生桌上應有草稿紙一張，如有欠缺，請舉手。

宗教科甲組、宗教科乙組

h. 考生桌上應有答題簿一本，如有欠缺，請舉手。（稍停）

若在答題簿封面上適當位置寫上考生編號，考生可依照准考證照抄寫。現下，請參閱答題簿封面上的「考生須知」。（稍停）

請按指示，在封面及蓋內的指定位位置貼上電腦條碼。（預留足夠時間，約30至60秒）讓考生貼上電腦條碼。考生應在答題簿封面寫上答試題的試題編號，並在答題簿／補充答題紙寫有答案的每頁上塗寫試題編號方格。考生所攜帶的聖經不可有手寫的筆記。
如有疑問，請舉手。
電腦與資訊科技卷一及各科多項選擇題考試（數學卷二、化學卷二及物理卷二除外）

每一考生桌上應有一張多項選擇題答題紙及一張墊底紙。如有欠缺，請舉手，（稍停）
請將答題紙放在墊底紙之上。切勿在墊底紙上寫字，否則可能會被扣分。
在答題紙的位置（1）、（2）及（3）分別填寫考生編號、考生姓名及簽署。考生可從准考證抄錄考生
編號。 （稍停）
現在，請在答題紙上的指定位置貼上電腦條碼。（稍停）
考生作答時宜用鉛筆將答案填在答題紙上。
本節考試考生不得提早離開試場。

（數學卷二、化學卷二及物理卷二）

每一考生桌上應有一張多項選擇題答題紙，一張墊底紙及草稿紙兩張（數學卷二）／草稿紙一張
（化學卷二及物理卷二）。如有欠缺，請舉手，（稍停）
請將答題紙放在墊底紙之上。切勿在墊底紙上寫字，否則可能會被扣分。
在答題紙的位置（1）、（2）及（3）分別填寫考生編號、考生姓名及簽署。考生可從准考證抄錄考生
編號。 （稍停）
現在，請在答題紙上的指定位置貼上電腦條碼。（稍停）
考生作答時宜用鉛筆將答案填在答題紙上。
本節考試考生不得提早離開試場。

7. 宣佈事項（四）分發試卷
7.1 試場主任請再檢查所收到的試卷是否為該節的試卷，然後在監考員及考生見證下開拆試卷封包。如有
足夠試卷分發，請宣佈：

現在分發試卷。考生不得翻閱派放在桌上的試卷，未宣佈前切勿開始作答。

7.2 宣佈後，試場主任可將試卷交予監考員分派給考生，並囑咐監考員派發試卷時應將封面向上。

8. 宣佈事項（五）檢查試卷
8.1 所有科目／卷別（除以下科目外：電腦與資訊科技卷一／二、經濟卷一、附加數學、地理卷一、數學
卷一、生物卷一、物理卷一、化學卷一及普通話卷二／四）

a. 每一考生桌上應有試卷一份。如有欠缺，請舉手。考生切勿翻閱試題，但現在可細閱試卷封面各
項須知。（停頓 15 秒）

b. 電腦與資訊科技卷一

每一考生桌上應有甲部多項選擇題試卷一份及乙部試題答題簿一份。如有欠缺，請舉手。（稍停）
在乙部試題答題簿封面上適當位置寫上考生編號，考生可依照准考證抄寫。（稍停）
考生須將乙部所有答案寫在試題答題簿中預留的空位內。考生切勿翻閱試題，但現在可細閱試卷
封面各項須知。 （停頓 30 秒）

經濟能卷一

c. 每一考生桌上應有兩本試題答題簿，分別是甲部試題答題簿和乙部試題答題簿。如有欠缺，請舉
手。（稍停）
現在，在兩本簿面上適當位置寫上考生編號，考生可依照准考證抄寫。考生切勿翻閱試題，但現
在可細閱試卷封面各項須知。（停頓 60 秒）
附加數學

d. 每一考生攜上應有試題答題簿一本，如有欠缺，請舉手。（稍停）
現在，在試題答題簿封面上適當位置寫上考生編號，考生可依照准考證抄寫。考生須將甲部試題的答題寫在試題答題簿中預留的空間內。考生切勿翻閱試題，但現在可細閱試卷封面各項須知。
（停頓 15 秒）

地理卷一

e. 每一考生攜上應有試卷一份及彩色地圖一張。如有欠缺，請舉手。（稍停）
考試終結時監考員將收回彩色地圖。考生切勿翻閱試題，但現在可細閱試卷封面各項須知。
（停頓 15 秒）

數學卷一及生物卷一

f. 每一考生攜上應有試題答題簿一本。如有欠缺，請舉手。
現在，在試題答題簿封面上適當位置寫上考生編號，考生可依照准考證抄寫。
考生須將所有答題寫在試題答題簿中預留的空間內。作答乙部時應將所答試題的試題編號填寫在封面上。考生切勿翻閱試題答題簿，但現在可細閱試卷封面各項須知。
（停頓 15 秒）

電器與資訊科技卷二、物理卷一、化學卷一及普通話卷四

g. 每一考生攜上應有試題答題簿一本。如有欠缺，請舉手。
現在，在試題答題簿封面上適當位置寫上考生編號，考生可依照准考證抄寫。
考生須將所有答題寫在試題答題簿中預留的空間內。考生切勿翻閱試題，但現在可細閱試卷封面各項須知。
（停頓 15 秒）

普通話卷二

h. 每一考生攜上應有試題答題簿一本。如有欠缺，請舉手。
現在，在試題答題簿封面上適當位置寫上考生編號，考生可依照准考證抄寫。
考生須將所有答題寫在試題答題簿中預留的空間內。考生切勿翻閱試題，但現在可細閱試卷封面各項須知。
（停頓 15 秒）

8.2 在開考前，請提醒考生須確定已關掉電子／通訊器材（包括手提電話）及沒有隨身攜帶電子／通訊器材。接着，請通知考生翻開試卷（或試題答題簿），檢視頁數／題目，如該節考試使用試題答題簿，須指示考生按簿面所示，在封面及簿內的指定位置貼上電腦條碼。（試場主任須預留足夠時間讓考生貼上電腦條碼）

8.3 請宣布：

所有科目／卷別（除以下科目外：經濟卷及數學與資訊科技卷一）

在考試開始前，請再次確定已關掉手提電話包括電話的警報功能，亦請確定身上沒有任何電子／通訊器材。（預留足夠時間[約 30 秒]讓考生確保自己符合這些規定）

請檢查有無漏題目。
最後一題之後應印有「試卷完」（或「甲部完」）三個字。

#現在，按照試題答題簿封面的指示，在封面及簿內的指定位置貼上電腦條碼。（預留足夠時間（約 30 至 60 秒）讓考生貼上電腦條碼）

#如該節有使用試題答題簿，請加上此句。
8.4 試場主任應檢查是否有「特別通告」；如有，須於此時向考生宣布。特別通告應放在一張光黃色信封內（見模本9）。若該節考試有「特別通告」，試場主任須按照「通告」上的指示，向考生作出宣布，並將「通告」的內容寫在告示板上，讓考生知悉。 

9. 宣佈事項（六）宣佈開考 
9.1 如沒有考生發問，即宣布： 
   a. 整節考試時間內不接受考生早退的科目／卷別
      
根据禮堂時鐘（本人的手錶），現在時間是 ___ 時 ___ 分。考生可以開始作答。

b. 接受考生在開考後 30 分鐘至完卷前 15 分鐘的一段時間內早退的科目／卷別

根据禮堂時鐘（本人的手錶），現在時間是 ___ 時 ___ 分。考生可以開始作答。

9.2 在宣佈「考生可以開始作答」後，試場主任應隨即將其試場的實際開考時間及正確的完卷時間寫在告示板上，供考生及監考員參考。試場主任不應在未開考前預先寫上開考及完卷時間。如試場內設有操作正常的時鐘（見錄），且在各考生的視線範圍內，試場主任應根據此時鐘計時。試場主任必須確保考生獲給試卷上所規定的答卷時間。除非考評局有特別通知，試場主任不得給予考生額外時間作閱讀試題或其他用途。

註：（1）試場主任應在開考前檢查試場內的時鐘是否運作正常，如所顯示的時間並不正確，須提示考生不要以該時鐘計時。
（2）若試場內有兩個時鐘（例如一個放在禮堂前方，另一個放在後方），試場主任應告知考生是哪一個時鐘計時，以避免不必要的誤會。

9.3 試場主任須依照時間表所規定的答卷時間開考。如遇天氣情況惡劣或試卷不足等而需延遲開考，試場主任須確保考生獲給試卷上所規定的答卷時間，在任何情況下，不可提早開考。

9.4 請在考試報告書（Sessional Report）（見模本20A）填寫開考及完卷的時間。

（二）開考後的工作
10. 檢查準考證（正本）及身分證（正本）
    請參閱第（三）甲部第3段。

第（三）乙部：考試程序（禮堂）— 所有科目／卷別（中、英語文除外）
11. 填寫考生出席紀錄表及點名單
請參閱第（三）甲部第4-5段。

12. 收集缺席考生的試卷／答題簿
12.1 監考員於開考後30分鐘可收集缺席考生的試卷／答題簿／試題答題簿／多項選擇題答題紙／電腦條碼紙，並將之交回試場主任。試場主任可將空白的試題答題簿／答題簿／多項選擇題答題紙放在一特定的紙箱／膠袋內，以供與完卷時所收集的考生答卷混淆。缺席考生的電腦條碼紙須放入電腦條碼紙封套（見標本30B）內。
12.2 試場可保留剩下的試卷（包括多項選擇題試卷及試題答題簿）。
12.3 如考生中途要求更換「試題答題簿」，一般情況下監考員不應答允，應給有關考生派發補充答題紙。

13. 考生早退
13.1 考生不可在下列考試早退：
(1) 多項選擇題考試；
(2) 普通話卷一／二及
(3) 電腦與資訊科技卷一。
13.2 其他科目／卷別考試，考生可在開考後30分鐘至完卷前15分鐘的一段時間內，離開考室。如考生欲在規定時間內提早離場，必須先舉手通知監考員，監考員須確保考生所交的答卷，無論有無作答，均(1) 在答卷的適當位置塗上考生編號及塗上電腦條碼及(2) 填妥每頁答卷上的試題編號方格。早退考生不可將試卷帶離試場。
13.3 如考生未獲批准便離開考室或早退時將試卷帶離試場，試場主任應於SR4g報告書（見標本23A）報讀報告事件（包括發生事件的時間、細節等）。
13.4 如考生顯然因病而需要在規定時間以外早退，該考生須在SR4g報告書上填寫理由，並在指定位置上塗寫考生姓名及地址。
13.5 早退考生的試卷及答卷應留在該考生的桌上。答卷應待考試終結時與其他考生的答卷一同收集，並放入適當的答卷封套內。試卷可與其他剩餘試卷一樣，由試場學校保留。

(三) 考試結尾
14. 宣佈事項（七）提高考生餘暇考試時間
14.1 考試結尾前15分鐘，試場主任須向考生宣佈：
（所有科目／卷別）

| 考試時間尚餘 15 分鐘，考試完結前，考生不得離開試場。 |
| 若該節考試有答題冊派發予考生，請加上以下宣佈： |
| 如果你使用補充答題紙，檢查清楚答題紙上的試題編號方格是否已塗寫好。宣布停筆後， |
| 將不會給予額外時間補寫漏填的方格， |

14.2 考試結尾前5分鐘，向考生宣佈：

所有科／卷
【除以下科目外：數學卷一、生物卷一、物理卷一、化學卷一、普通話卷二／四、中國歷史、|
會計學原理、經濟卷一及附加數學】

a. 考試時間尚餘5分鐘。檢查你是否已在答題簿及所有補充答題紙或方格紙的指定位置塗上 |
考生編號及貼上電腦條碼，並將不需要的字句及圖形劃去。考試終結時，宣布停筆後，考生 |
一概不得書寫或更改答案。

數學卷一、生物卷一、物理卷一、化學卷一及電腦與資訊科技卷二

b. 考試時間尚餘5分鐘。檢查你是否已在試題答題簿及所有補充答題紙或方格紙的指定位置 |
塗上考生編號及貼上電腦條碼，並將不需要的字句及圖形劃去。考試終結時，宣布停筆後， |
考生一概不得書寫或更改答案。
普通話卷二／四

c. 考試時間餘5分鍾。檢查你是否已在試題答題簿及所有補充答題紙的指定位置填上考生編號及貼上電腦條碼，並將不需要的字句劃去。考試終結時，宣布停筆後，考生一概不得書寫或更改答案。

中國歷史及會計學原理

d. 考試時間餘5分鍾。檢查你是否已在兩本試題答題簿及所有補充答題紙的指定位置填上考生編號及貼上電腦條碼，並將不需要的字句及圖形劃去。考試終結時，宣布停筆後，考生一概不得書寫或更改答案。

經濟卷一

e. 考試時間餘5分鍾。檢查你是否已在兩本試題答題簿及所有補充答題紙的指定位置填上考生編號及貼上電腦條碼，並將不需要的字句及圖形劃去。考試終結時，宣布停筆後，考生一概不得書寫或更改答案。

附加數學

f. 考試時間餘5分鍾。檢查你是否已在甲部的試題答題簿、乙部的試題答題簿及所有補充答題紙的指定位置填上考生編號及貼上電腦條碼，並將不需要的字句及圖形劃去。考試終結時，宣布停筆後，考生一概不得書寫或更改答案。

電腦與資訊科技卷一

g. 考試時間餘5分鍾。檢查你是否已在試題答題簿、多選題答題簿及所有補充答題紙的指定位置填上考生編號及貼上電腦條碼，並將不需要的字句及圖形劃去。考試終結時，宣布停筆後，考生一概不得書寫或更改答案。

多項選擇題考試

h. 考試時間餘5分鍾。檢查你是否已在答題紙填上考生編號及貼上電腦條碼。考試終結時，宣布停筆後，考生一概不得書寫。

15. 宣布事項（八）宣布考試終結

15.1 考試終結時應宣布：

a. 所有使用答題簿的普通試卷考試

現在時間是____時____分，考試已終結，立即停筆。（稍停）

考生不准再書寫答案，否則可能被扣分。

將補充答題紙／方格紙與答卷用繩繫緊，將答卷及剩餘的電腦條碼分開平放繩上，以便分開收集。答卷時，切勿將答題及分證號混雜在答卷內。男生須安坐靜候，待獲得指示時才可收拾個人物件。

b. 所有使用試題答題簿的普通試卷考試

現在時間是____時____分，考試已終結，立即停筆。（稍停）

考生不准再書寫答案，否則可能被扣分。

將補充答題紙／方格紙與答卷用繩繫緊，將答卷及剩餘的電腦條碼分開平放繩上，以便分開收集。答卷時，切勿將答題及分證號混雜在答卷內。男生須安坐靜候，待獲得指示時才可收拾個人物件。
c. 多項選擇題考試

現在時間是____時____分。試卷現已終結，立即停筆。（稍停）

考生不准再書寫，否則可能被扣分。

考生須合上試題簿，安坐靜候，待獲得指示時才可收拾個人物件。將塗鴉紙、剩餘的電腦條
碼及答題紙分開平放在桌上，以便分開收集。考生可保留試題簿。

15.2 試場主任請留在講台上留意考生是否遵守停筆規定。

16. 宣布事項（九）收集答卷及考試文具

16.1 請宣布:
所有科目／卷別

現在開始收集答卷。考生須待全部答卷收妥，得到指示後方可離場。

中國歷史考、會計學原理考及經濟卷一考試，請加以下宣布:

請將兩本答卷分開平放在桌上，以便分別收集。

地理卷一考試，請加以下宣布:

請將答題簿及彩色地圖分開平放在桌上，以便分別收集。

佛學考，請加以下宣布:

請將答卷及佛學經文分開平放在桌上，以便分別收集。

電腦與資訊科技卷一考試，請加以下宣布:

請將多項選擇題答題紙及乙部試題答題簿分開平放在桌上，以便分別收集。

附加數學考，請加以下宣布:

請將甲部試題答題簿及乙部答題簿分開平放在桌上，以便分別收集。

16.2 宣布後，監考員可收集答卷、草稿紙、電腦條碼紙（無論有沒有剩余的電腦條碼）、地圖、塗鴉
紙（如曾派發）及手提電話提示卡（如曾派發）。

16.3 若監考員在收集答題簿／補充答題紙／多項選擇題答題紙時發現有考生未按填寫考生編號或未
貼上電腦條碼，監考員可允許考生在其監督下補填考生編號、貼上電腦條碼。

17. 核對所收集的答卷

答題簿／答題紙應按考生編號依次序收集，編號最小者應放在每包答卷最上面。試場主任應小心點算答
卷（所收答卷必須與考生出席人數相同），然後才將答卷放入適當的答卷封套內。試場主任並須將所收
答卷總數填寫在考試報告書上適當的位置。如有不符，應立即調查。

18. 宣布事項（十）通知考生離場

18.1 試場主任點核已收集的答卷並確定所有答卷收妥後，請宣布:

（如當日尚有另一節考試）

本科卷二／四（普通話科）／乙組（宗教科）的考試將
於____時____分開始。考生應於開考前15分鐘返回試
場，收拾自己的准考證、身分證及其他個人物件，
（稍停）*考生可以取去試卷。現在可以離開試場。

收拾自己的准考證、身分證及其他個人物件。（稍停）*考生
可以取去試卷。現在可以離開試場。

*如該節使用試題答題簿，則此句不適用

第（三）乙部：考試程序（禮堂）— 所有科目／卷別（中、英語文除外）
第 9 頁，共 10 頁
18.2 若有考生報告任何與考試有關的異常情況（例如該考生將多項選擇題答案填寫在答題紙的錯誤位置上或誤用答題簿），試場主任應將有關情況（包括考生是在離開試場前抑或離開試場後提出）詳列於 SR4g 報告書內，以便考評局跟進。 （請參閱第四部第 20 段「考生使用錯誤答題簿作答」的處理方法。）

19. 填寫考試報告書

每節考試報告書旨在讓試場主任確認獲發試卷的數目、開考／完卷時間、收回的答卷數目及考試的各項程序是否符合有關的規定。試場主任須就每節考試填寫考試報告書一份。
第 (四) 部：異常事項的處理方法

(一) 各類報告書
1.1 試場主任／課室監考員／監考員如需要就考試事項向考評局提出報告，可使用下列報告書：
- SR1（見附件 21）考生未能出示准考證／身分證
- SR3（見附件 22）考生不往指定試場應試／准考證未印有與考科目
- SR4g（見附件 23a）異常事項
- SR4b（見附件 23b）考試異常事項（電腦條碼）
- SR4c（見附件 23c）考試異常事項（計算機）
- SR4p（見附件 23d）考試異常事項（手提電話／電子／通訊器材／備有騷擾功能物品）
- SR4t（見附件 23e）考生前往洗手間
- SR4i（見附件 24）異常事項（監考員）

1.2 若考生在試場作出投訴，試場主任／課室監考員／監考員須將個案詳情記錄在 SR4g 報告書上，以便考評局跟進。

1.3 若對任何異常事項的個案有懷疑，試場主任／監考員應於試後通知有關考生留下以完成報告。

* 但凡因考生前往洗手間而發生意外異常情況，均應填寫 SR4g 報告書。該類事項不應填寫在 SR4t 報告書內。

(二) 惡劣天氣
2. 延期考試，事務體大，考評局非必要時不會作是項決定。如試場主任／課室監考員／監考員對當日天氣情況有所疑慮（例如當天風大雨訕可能發出八號或以上的熱帶氣旋警告信號或發出紅色／黑色暴雨警告時），應於赴試場前留意電台或電視的有關宣佈，同時，必須留意下列各點：
(1) 延期考試的決定，會在考試當日清晨宣布，並在上午七時後不斷重複。如有可能，該類宣佈會於考試前一晚發出；
(2) 即使有宣布學校因熱帶氣旋或惡劣天氣或紅色暴雨警告而須停課，並不表示該日考試一定延期，惟若天文台發出八號或以上的熱帶氣旋警告信號或發出黑色暴雨警告時，通常所有考試會延期。在此情況下，考評局會盡早經報章或電台公佈有關該項考試的新安排；
(3) 除非考評局正式宣布由於天氣惡劣需要延期考試，否則試場主任／課室監考員／監考員應依照原定安排監考；
(4) 除非試場主任認為試場情況有危險，否則所有考試一經開考，將繼續進行，並依照原定時間完卷。

3. 考試進行時如遇熱帶氣旋警告信號／暴雨警告應採取的行動
3.1 試場主任應安排一監考員聆聽電台有關天氣的發展情況及記錄重要的宣布，例如：有關公共交通服務暫停或中斷的宣布。
3.2 如在第一節考試舉行時發出熱帶氣旋警告信號／暴雨警告，考評局將於電台及電視台公布第二節考試會否延期。
3.3 如當天文台發出紅色暴雨警告而考試仍如期舉行，所有試場應將開考時間延遲 15 分鐘。如有需要，個別試場可再額外延遲 15 分鐘開考。之後，如試場主任認爲情況特殊並有需要再延遲開考時間，必須與考評局聯絡。
3.4 如天文台在考試進行中發出熱帶氣旋警告信號／暴雨警告，試場主任應容許試場繼續進行，但應該特別小心留意電台的緊急宣布。
3.5 如有任何危急情況出現，試場主任應自行斟酌情形，採取適當措施，以保障考生的安全。在絕對需要時，試場主任可疏散試場所有考生，但須盡可能保持考生的檔案及防止考生討論答案（疏散考生前，試場主任應通知考生停止作答，並囑咐考生在答卷卷一橫線以表示停考前的答案部分），俾考生於危急過去後得以完成其答卷（試場主任應記錄停考及再開考的時間）。考試完結後，試場主任應通知考生回家是否安全，並將有關公共交通服務及路面阻塞的消息通知考生。倘若試場主任認為考生回家並不安全，應令試場開放，直至情況安全，始讓考生離去。

4. 更改考試日期
如考試須改期舉行，重訂的考試日期或有關考試的其他重要更改，將盡快在報章或電台宣布。

(三) 危急或突發事件的處理方法
5. 炸彈恐嚇
5.1 如在開考前（即尚未派發試卷時）接獲爆炸恐嚇，試場主任應延遲開考及通知警方及考評局，並安排考生在安全的地方等候。
5.2 如在考試開始後接獲爆炸恐嚇，試場主任應在採取任何行動前先通知警方及考評局。如警方認為需要暫時停止考試，試場主任應通知考生停止作答，並囑咐考生在答卷卷一橫線以表示停考前的答案部分及合上答題簿，然後安排疏散考生至安全地方。試場主任須防止考生互相傳遞或討論答案。在危險過後可再次開考。試場主任應在 SR4g 報告書記錄有關事件的經過，停考及再開考的時間。

第 (四) 部：異常事項的處理方法
5.3 在舉行聆聽考試時，如在上午 9 時 15 分前（或考生進入試場前）接獲等同或類似的舉報，試場主任應延遲考生進入試場及通知警方及考評局，並安排考生在安全的地方等候。如在上午 9 時 15 分後接獲等同或類似的舉報，試場主任應在接獲舉報後立即通知警方及考評局。

6. 火警及其他危急情況
6.1 如在開考前 (即尚未發放試卷時) 試場內/附近發生火警或其他影響考生安全的事故，試場主任應立即通知考生進入試場及通知警方及考評局，並安排考生在一安全的地方等候，並通知考評局。
6.2 如在試場開始後发生火警或其他危急事故，試場主任應立即通知考生停止考作，並通知考生在答卷上一欄作以表示停止考作的答案部分及合上考作簿，然後安排疏散考生至安全地點等候。試場主任應防止考生互相交流或討論答案，在危急過後可再次開考。試場主任應在 SR4g 報告書記錄有關事件的經過、停考及再開考的時間。倘若情況並不容許再次開考（例如聆聽考試），試場主任應立即通知考評局。

7. 停電
7.1 如在開考前（即尚未派發試卷時）停電，試場主任應延遲 15 分鐘開考，並盡快聯絡有關電力供應公司進行維修。若預計試場不能於 15 分鐘內恢復電力供應，試場主任應聯絡考評局。
7.2 若在試場進行中停電，而禮堂／考室內光線仍可接受，只有少部分位置光線不足，試場主任（或課室監考員／應試試場主任後者）應容許考生繼續進行，但須酌情安排，將受光線不足影響的考生遷至光線較佳的位置，並在 SR4g 報告書記錄影響考生的資料及撤離座位所需時間，試場主任應監察有關考生額外解答時間，若禮堂／考室內光線微弱，不適宜考試，試場主任應暫停考試，在 SR4g 報告書記錄考試中斷的時間，提示考生停止，合上試卷及答題簿，並即時通知考評局。
7.3 在舉行聆聽考試時，試場主任應在接獲任何行動前先通知考評局。

(四) 與試卷有關的異常事件
8. 試卷包裝
8.1 每試的試卷以瓦通紙箱盛載，紙箱外的標籤詳列試卷封包數目及試場編號。
8.2 每包試卷數有試卷 31 份，每包試卷均用熱塑膠紙包裝並放入一堅固的膠袋內，膠袋的上下邊均註有「HKEAA」字樣。試場主任如懷疑試卷封包被開拆，應即向考評局報告，並填寫 SR4g 報告書。
8.3 試場所收到的試卷封包左上角（見標本 7A）標有對試卷的簡稱，試場主任／課室監考員必須小心核對此簡稱是否與封包中位置顏色標籤所印的科目或卷別名稱相符，如名稱不符，切勿開拆試卷封包，並應通知考評局。

9. 試卷不足或封包內數有其他試卷
9.1 每試的試卷數目與開封試卷數目，所收試卷的封包不論過少或多於，試場主任均應立即通知考評局。試場主任應即將過少的試卷通知其他試卷不足的試場。
9.2 在見到試卷包封後，試場主任／課室監考員應即發現試卷與封包標籤所印的科目或卷別名稱不符，應立即將該封包重新密封，以保試卷的撿測，並立即通知考評局。
9.3 試場主任／課室監考員在見到試卷時始可分發試卷。

10. 試卷不完整
10.1 若試卷不完整（有空白頁或缺少某部分試題等情況），請送另一份完整試卷予有關考生。
10.2 試場主任應將不完整的試卷連同 SR4g 報告書放入「特別報告書及有關答卷／答題紙封套」（見標本 25）內。

(五) 與考生有關的異常事件
11. 考生個人物品
11.1 考生已確認通知不應在試場外放置任何書籍或個人物品，以免招致損失。考生應將上述物品放入一個袋內。考生名冊、中學文憑及考評局已發放的考生證照，並於開考前放在椅子下面。考生亦不可將書籍、筆記等物品放在考桌內。考生如攜帶筆、筆袋進入試場，應將筆、筆袋（包括透明筆袋）內的文具取出放於桌上，然後將筆盒、筆袋放在手提包內或座位的椅背。考生開考前，試場主任／課室監考員須提醒考生，如有攜帶電子／通訊器材（例如電子手錶、傳呼機、MP3 機、電子字典）或任何可發出聲響的物品，須把它（們）關掉及放入手提包內；手提電話（包括擴音功能）則須關掉及放於座位椅下的貯藏處，課室監考員應清楚知道。試場主任／課室監考員亦應提示考生監考員不會批評考生的電池取出。
11.2 考生若沒有上述的手提包，試場主任／課室監考員須要求考生於開考前將其個人物品放在課室前的指定位置（課室試場內課室的黑板下）。考生的錢包可與已關掉的手提電話一同放在其椅子下面。試場主任切勿容許考生將手提包放於通道旁邊，以免阻塞通道及引誘考生作弊。

11.3 考試期間，考生若被發現在下述位置藏有／放置違規物品，試場主任／課室監考員／監考員務必警告該考生可能會被降級或取消全部科目考試成績：

<table>
<thead>
<tr>
<th>違規物品</th>
<th>物品被發現的地方</th>
</tr>
</thead>
<tbody>
<tr>
<td>書籍、字典、筆記、紙張、記事簿、隱形墨水筆、具文字顯示功能的手機等</td>
<td>考生的身上、桌上／桌內或衣袋內</td>
</tr>
<tr>
<td>具備開關功能的電子／通訊器材（例如手提電話、傳呼機、MP3 機、電子字典、電子手帳或其他任何可儲存／顯示文字、圖像或音頻資料的電子儀器）</td>
<td>处於關閉模式</td>
</tr>
<tr>
<td></td>
<td>处於啓動模式</td>
</tr>
</tbody>
</table>

12. 與手提電話有關的異常事件

12.1 考試進行期間，若聽到手提電話發出聲響，試場主任／課室監考員／監考員應找出聲響的來源。在 SR4g 報告書上記載發出聲響的時間及其他相關資料（例如其他考生有否受影響等）。

12.2 若試場主任／課室監考員／監考員未能找出手提電話聲響的來源，而聲響停止，便無須跟進事件。

12.3 若能找出手提電話聲響的來源，監考員應要求有關考生展示手提電話屏幕，以確定手提電話是是否處於開啓模式。

(1) 若發現電聲設備是由預設的響鈴功能引發，應指示考生取消電話的響鈴功能，並且關掉電話或將電話取出，並指示考生於完成後留步寫 SR4g 報告書。

(2) 若發現考生的手提電話是處於開啓模式，應指示考生關掉電話或將電話取出。將考生的手提電話及考評局提供的手提電話隔離套（見樣本 32），然後將考封封口及放在考生的座椅下面。監考員亦應記下事件詳情，並指示考生於完成後留步寫 SR4g 報告書。

試場主任／課室監考員／監考員在執行上述工作時，應盡量減低對有關考生及鄰近考生的滋擾。

12.4 在上列 (2) 段的情況下，試場主任應於考試結束後，要求考生展示通話紀錄、短訊及多媒體短訊紀錄。若考生同意，試場主任應檢查於手提電話發出聲響期間是否收到來電或訊息。若有，便要求考生自行出示有關內容以確定有否涉及作弊的情況，並指示考生在報告書上寫下解釋。如考生拒絕展示通話紀錄、短訊及多媒體短訊紀錄，應要求考生將其理由寫在報告書上。

12.5 如考生查詢有關處分的資料，試場主任／課室監考員／監考員可向考生解釋：所有異常事件均由考評局作出調查，以確定考生是否屬作處分。考生亦可就事件作出書面解釋，經試場主任或直接交付考評局。

12.6 若有考生報告聽到手提電話發出聲響而未能找出涉及的考生，試場主任應按下列方法處理：

(1) 若報告是在考生離開試場前收到，應指示考生於完成後留步並按 12.4 段處理。

(2) 若報告是在考生離開試場後收到，應將個案資料記載在 SR4g 報告書上。

12.7 若有考生報告聽到手提電話發出聲響但未能找出聲響的來源，則無須跟進事件。

13. 處理考生遺失個人物品／手提電話的方法

13.1 為減低考生遺失個人物品／手提電話的可能，試場主任／課室監考員／監考員應留意「開着的」考生（不是在作答的考生）及提早的考生有否不正常／可疑的行為。

13.2 若有考生在考生離開試場前報告遺失個人物品／手提電話，試場主任／課室監考員應就事件作出報告。若考生沒有發現遺失物品，而有證據顯示遺失物品可能是由另一考生拿走（例如有監考員／坐在附近的考生目睹事件），試場主任可在考試結束後，在最少兩位監考員／學校職員及報告失物的考生見證下，在非公開地方要求嫌疑考生展示個人物品。如考生拒絕展示個人物品，試場主任須填寫 SR4g 報告書一份。

13.3 若有考生在其它考生正在離開試場或經已離開試場後才報告遺失個人物品／手提電話，試場主任／課室監考員應告知該考生難以有效跟進事件，並建議該考生自行決定是否報告。試場主任須填寫 SR4g 報告書一份。

14. 疑問考生作弊

14.1 試場主任／課室監考員／監考員如發現考生作弊（例如：抄襲、換換書籍、字典、筆記、記事簿及電子／通訊儀器），於洗手間使用手提電話／又或與其他考生
15. 考生不準指定試場應試
15.1 除「考生須知」及考生必須到準考證上所列的試場應試。遇有考生因特殊事故，不能前往指定試場應試，試場內仍須由考生及考務文書提供考生使用的，試場主任應容許考生應試。
15.2 如考生所報考的試卷語文與試場的語文不相同，試場主任須盡快作電考評局，以便本局及時採取適當的措施。如在時間許可下建議該考生前往就近設有適當版本試卷的試場應考，或與試場安排，在保密情況下將適當版本試卷傳真至試場等。在考生獲發適當版本試卷（傳真副本）時，試場主任可收集有關資料或考生的試卷。若指定試場應考的考生於考試結束後須織寫 SR3 報告書的乙部，試場主任須編寫該報告書的甲部，試場主任應將 SR3 報告書連同答卷放入「特別報告書及有關答卷／答題紙封套」內，交回答卷收集中心。

16. 准考證上未印有與考科目
16.1 考生只可應考在准考證上列出的科目／卷別／語文考試。若考生出席未有報考的科目／卷別／語文考試，考評局可能不接納考生的有關答卷。
16.2 如遇考生因報考於准考證上未印有訂考的科目／卷別／語文考試，試場主任／課室監考員／監考員應告知該考生於備考局可能不接受有關的答卷，並指示該考生織寫 SR3 報告書一份。若考生的答卷違規 SR3 報告書放入「特別報告書及有關答卷／答題紙封套」內，交回答卷收集中心。
16.3 如試場內沒有該考生所需的試卷，試場主任須盡快作電考評局，以便本局與試場安排，在保密情況下將適當版本試卷傳真至試場。

17. 考生未能出示准考證（正本）或身分證（正本）
17.1 考生須出示准考證及身分證應試。如准考證附有考生的相片，除非監考員懷疑考生的身分，否則監考員無須查驗考生的身分證。
17.2 如准考證並未附有考生的相片，監考員須查驗考生的身分證。如考生未能出示任何身份證明文件，考生須在報告書指定位置抄寫乙(1)部其中一段文字以供考評局日後識別其字跡。該考生的答卷可與其他考生的答卷一同交回答卷收集中心。
17.3 如有考生未能出示准考證及身分證（即試場沒有其個人電腦條碼卡）—— 試場主任／課室監考員應用鉛筆在答卷封面上右下角寫上考生的姓名，並派發一張備用電腦條碼紙給該考生。該考生的答卷須在報告書上特別報告書及有關答卷／答題紙封套交回答卷收集中心。
17.4 如考生未能出示准考證及身分證—— 試場主任／課室監考員應用鉛筆在答卷封面上右下角寫上考生的姓名，並派發一張備用電腦條碼紙給該考生。考生須在報告書指定位置抄寫乙(1)部其中一段文字以供考評局日後識別其字跡。該考生的答卷須在特別報告書及有關答卷／答題紙封套交回答卷收集中心。
17.5 SR1 報告書的丙部應交予考生作爲通知書及囑咐其必須完成的事項。SR1 報告書的甲、乙部應交回答卷收集中心。

第 (四) 部：異常事項的處理方法
18. 考生計算機沒有 HKEAA APPROVED 標籤
18.1 試場主任／課室監考員如發現考生使用沒有指定標籤的計算機，應讓該考生繼續作答，但須告知該考生有關情況將呈報考評局（填寫 SR4c 報告書）。試場主任／課室監考員可讓該考生使用該機直至第二節考試完畢。考試終結時，試場主任／課室監考員應填寫 SR4c 報告書，並將報告書放入「特別報告書及有關答卷／答卷紙封套」內交回答卷收集中心。若該計算機並未列在准用型號單（見附件 2），試場主任／課室監考員應在試後收取該計算機，以便考評局檢查。考評局在處理個案後會將計算機交還考生。有關考生的答卷則可與其他考生的答卷一併收集交回。
18.2 如考生的計算機曾印上標籤但因長期使用以致褪色，試場主任／課室監考員無須將此類假案稟報，但可在考試完結後提示考生在下次考試前到考評局加印標籤。

19. 考生不遵守「停筆」指示
19.1 如發現考生違反停筆規定，試場主任／課室監考員應：
   • 普通試卷考試：答可在答卷上用紅筆圈劃考生於考試終結後所寫的答案，並填寫 SR4g 報告書一份。
   • 多項選擇題考試：在 SR4g 報告書*指出該考生在宣布停筆後所答的試題號數，切勿在多項選擇題答卷紙上圈劃。
19.2 試場主任／課室監考員須警告該考生可能遭受扣分處分。考評局會於稍後聯絡考生要求書面解釋（請指示該考生在 SR4g 報告書上填上姓名及地址），該考生的答卷可與其他考生的答卷一併收集交回。
   *請試場主任／課室監考員在報告書上詳細描述該考生在宣布停筆後所書寫的部分。

20. 考生使用錯誤答案模板作答
在某些科別考試中，考生會獲發多於一款的答案模板。如發現考生錯誤使用答題模板作答，試場主任／課室監考員／監考員可按照以下指引處理：

   (1) 若考生只誤將少部分的答案填寫於不當的答案模板（例如已填寫的答案不多於半頁答題紙），而考試時間亦許可的話，試場主任／課室監考員／監考員可指示考生將答案重新填寫於正確的答案模板上。
   (2) 若考生已將大部分答案填寫於不當的答案模板。試場主任／課室監考員／監考員可建議該考生繼續使用該答題模板作答。試場主任／課室監考員須就個案填寫 SR4g 報告書一份，並將錯誤使用的答題模板放入「特別報告書及有關答卷／答卷紙封套」。

21. 患有高度傳染性疾病者的考生
考評局已在「考生手冊」內提示考生：若患上高度傳染性疾病（例如：癬疹或水痘等），不應往試場應試。如試場主任發現有考生患上高度傳染性疾病，請指示該考生於開考前致電考評局，考生不應留在試場應考。

22. 考生服裝
22.1 根據「考生須知」內的規定，考生須穿著端正服裝應試。試場主任／課室監考員如發現特殊違規情況，可將詳情記於 SR4g 報告書內交回答卷收集中心。
22.2 若考生頭戴帽子，試場主任／課室監考員／監考員可要求考生將帽子的前端拉後或除下帽子，以便核实考生的身份。若試場主任／課室監考員確定並沒有作弊成分，可讓該考生戴著帽子應試。

23. 考生的紀律
23.1 根據「考生須知」內的規定，考生不可在試場學校範圍內任何地方吸煙或在試場內飲食。
23.2 考生如在學校範圍內飲酒，經勸告無效，試場主任可將有關情況記載在 SR4g 報告書上向考評局報告。
23.3 考生如帶了飲品（包括水瓶）進入試場，應將之放在座位下。倘考生在考試期間需要喝水，須先獲監考員同意。
23.4 根據「考生須知」內的規定，考生不可在試場內攝影。考生在進入試場後，試場主任／課室監考員／監考員不應讓考生攝影。
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/colleagues. The incident and the name of the replacement invigilator (if any) should be recorded in the Report Form SR4i (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 absentee’s 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).
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

Candidates have been told that the use of calculators is permitted (other than language subject examinations) but the calculators must have the "H.K.E.A.A. APPROVED" or "H.K.E.A. APPROVED" label (see Annex 2) or they will risk a mark penalty. (Note: In some calculator models where the space for pad-printing is limited, the size of the label will be reduced accordingly.) During the checking of Admission Forms, CI/I should check all calculators as long as they are found on the desks of the candidates and make sure that all calculators are properly labeled, and indicate such information on the Attendance Record Forms. For handling cases of candidates whose calculators are not pad-printed with the required label, please refer to Section IV Paragraph 18. For language subject examinations, candidates should be advised to place their calculators in their bags or under their chairs during language subject examinations.

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

7.4 During the Listening Test, candidates may take their radio to the toilet. However, no
examination materials may be taken to the toilet.

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;
(5) candidates whose calculators do not have the "H.K.E.A.A. APPROVED" or "H.K.E.A. APPROVED" label.

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);
(7) candidates' calculators which do not have the "H.K.E.A.A. APPROVED" or "H.K.E.A. APPROVED" label and are not on the Permitted List.

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 SR4i (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 return envelope).

* The Sessional Reports and Report Form SR4t are to be returned to the HKEEA 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 (Hall)
All Subjects/Papers
(except Chinese & English Languages)

A. Before the Start of the Examination

1. Distribution of stationery

   The Centre Supervisor (CS) should refer to the List of Items Required for the Examination (see Specimen 8) and distribute the stationery items and barcode sheets before the admission of candidates.

2. Admission of candidates

   2.1 15 minutes before the examination is due to start, candidates may be admitted into the examination room.

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

   2.3 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 conditions), 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.

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

3. Late arrivals

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

      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 those candidates arriving at the centre 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.

   3.2 The CS should advise invigilators to check whether the candidate has entered his/her candidate number on the answer script/MC answer sheet and affixed barcode labels on the designated spaces at an appropriate time.

   3.3 It is not necessary to record information on latecomers unless an irregularity is observed.

4. First announcement (Checking of personal belongings)

   4.1 Language medium of announcements

      All announcements should be in the same language medium as that of the question paper. Bilingual announcements will unnecessarily delay the progress of the examination.

   4.2 The first announcement should be made when the majority of candidates have been admitted and seated. Before making the first announcement, the CS should arrange one invigilator to stay at the entrance and distribute the Mobile Phone Reminder Cards to latecomers (See Specimen 31).

   4.3 For announcements concerning CE English Language, please refer to the English Language Handbook. Announce:
All papers

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 will use a calculator during the examination, put the calculator on your desk. Check your calculator jacket now to make sure that the jacket does not contain any paper. (Pause)

(English Language) If you have a calculator with you, put it in your bag or 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, 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 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.

4.4 The CS should ask the invigilators to 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. Second announcement (Checking of barcode labels)

(a) All conventional papers (except Computer & Information Technology 1)

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 or graph paper, 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 also note that answers written in the margin will not be marked.

(b) All multiple-choice papers

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 a barcode label in the designated space on the multiple-choice answer sheet. Do not fold, scratch or stain the barcode labels.

(c) Computer & Information Technology 1

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 and also on the multiple-choice answer sheet. 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 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 also note that answers written in the margin will not be marked.

6. Third announcement (Checking of answer books, filling in personal particulars and affixing barcode labels)

For the following subjects / papers, please announce:

(a) Commerce 1, Economic & Public Affairs 1, Geography 1, Government & Public Affairs 1, History, Literature in English, Social Studies 1 and 2, and Travel & Tourism 1 and 2

You should have on your desk an answer book. Put up your hand if you do not. (Pause)

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

Affix barcode labels in the designated spaces on the cover and inside pages of your answer book according to the instructions on the cover. (Pause to allow sufficient time say, 30 to 60 seconds, for the candidates to affix barcode labels). 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.

Note: As only question-answer books are provided to candidates during the Computer & Information Technology 2, Economics 1 and Biology 1 examinations, 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.
(b) **Additional Mathematics**

You should have on your desk an answer book and two rough-work sheets. Put up your hand if you do not. (Pause)

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

Affix barcode labels in the designated spaces on the cover and inside pages of your answer book according to the instructions on the cover. (Pause to allow sufficient time say, 30 to 60 seconds, for the candidates to affix barcode labels)

Answers to questions in Section B should be written in this answer book. 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.

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(c) **Chemistry 1, Mathematics 1 and Physics 1**

You should have on your desk (Chemistry 1 / Mathematics 1) **two** rough-work sheets/(Physics 1) **one** rough-work sheet. Put up your hand if you do not.

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(d) **Principles of Accounts**

You should have on your desk a CE(F) and a CE(B) answer book. Put up your hand if you do not. (Pause) Answers for Section A must be written in the CE(F) answer book, and those for Section B in the CE(B) answer book. The two answer books will be collected separately at the end of the examination.

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

Affix barcode labels in the designated spaces on the cover and inside pages of your answer books according to the instructions on the cover. (Pause to allow sufficient time say, 30 to 60 seconds, for the candidates to affix barcode labels)

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.

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(e) **Religious Studies Section A / Section B**

You should have on your desk an answer book. Put up your hand if you do not. (Pause)

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

Affix barcode labels in the designated spaces on the cover and inside pages of your answer book according to the instructions on the cover. (Pause to allow sufficient time say, 30 to 60 seconds, for the candidates to affix barcode labels)

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. Now check your Bible to make sure there are no handwritten notes in it. Put up your hand if you have any problems.
(f) **Computer & Information Technology 1 and all multiple-choice papers (except Chemistry 2, Mathematics 2 and Physics 2)**

You should have on your desk an MC answer sheet and a backing sheet. Put up your hand if you do not. (Pause)

Put the answer sheet on top of the backing sheet. Do not write on the backing sheet, otherwise you risk a mark penalty.

On your answer sheet, write your candidate number, your name and sign in boxes marked (1), (2) and (3) respectively. You may copy the candidate number from your Admission Form. (Pause)

Now, affix a barcode label in the designated space on the MC answer sheet. (Pause) You are advised to use a pencil to mark your answers on the MC answer sheet. No candidate will be allowed to leave early.

(g) **Chemistry 2, Mathematics 2 and Physics 2**

You should have on your desk an MC answer sheet, a backing sheet and (Mathematics 2) two rough-work sheets / (Chemistry 2 and Physics 2) one rough-work sheet. Put up your hand if you do not. (Pause)

Put the answer sheet on top of the backing sheet. Do not write on the backing sheet, otherwise you risk a mark penalty.

On your answer sheet, write your candidate number, your name and sign in boxes marked (1), (2) and (3) respectively. You may copy the candidate number from your Admission Form. (Pause)

Now, affix a barcode label in the designated space on the MC answer sheet. (Pause) You are advised to use a pencil to mark your answers on the MC answer sheet. No candidate will be allowed to leave early.

7. **Fourth announcement (Distribution of question papers)**

7.1 The CS should check carefully whether the question papers are for the correct session. The CS should then unseal and open the packets of question papers in front of the invigilators and candidates. If there are sufficient question papers for distribution, announce:

**All papers**

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.

7.2 The 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.

8. **Fifth announcement (Checking of question papers)**

8.1 On completion of the distribution of question papers, announce:

(a) **All papers (except Additional Mathematics, Computer & Information Technology 1 and 2, Chemistry 1, Physics 1, Economics 1, Geography 1, Biology 1 and Mathematics 1)**

You should have on your desk a question paper. Put up your hand if you do not. Now read the Instructions on the cover of the question paper. Do not turn over the question paper until you are told to do so. (Pause for 15 seconds)

(b) **Additional Mathematics**

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. Answers to questions in Section A should be written in the spaces provided in the Question-Answer Book. Now read the Instructions on the cover of the question-answer book. Do not turn over the Question-Answer Book until you are told to do so. (Pause for 15 seconds)

(c) **Computer & Information Technology 1**

You should have on your desk an MC question paper for Section A and a Question-Answer Book for Section B. Put up your hand if you do not. (Pause)

On the front cover of your Question-Answer Book, write your candidate number in the boxes provided. Copy this information from your Admission Form. (Pause)

All answers for Section B should be written in the spaces provided in the Question-Answer Book. Now read the Instructions on the cover of the question paper and the question-answer book. Do not turn over the Question-Answer Book and the question paper until you are told to do so. (Pause for 30 seconds)

(d) **Computer & Information Technology 2, Chemistry 1 and Physics 1**

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. All answers should be written in the spaces provided in the Question-Answer Book. 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)

(e) **Economics 1**

You should have on your desk two question-answer books: the Question-Answer Book for Section A and the Question-Answer Book for Section B. Put up your hand if you do not. (Pause)

Now, on the cover of both question-answer books, write your candidate number in the boxes provided. Copy this information from your Admission Form. Now read the Instructions on the cover of the question-answer books. Do not turn over the question-answer books until you are told to do so. (Pause for 60 seconds)

(f) **Geography 1**

You should have on your desk a question paper and a colour map. Put up your hand if you do not. (Pause) The map will be collected at the end of the examination. Now read the Instructions on the cover of the question paper. Do not turn over the question paper until you are told to do so. (Pause for 15 seconds)

(g) **Biology 1 and Mathematics 1**

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. All answers should be written in the spaces provided in the Question-Answer Book. When you are answering questions in Section B, enter the question numbers on the front cover. Now read the Instructions on the cover of the Question-Answer Book. Do not turn over the Question-Answer Book until you are told to do so. (Pause for 15 seconds)
8.2 Before the start of the examination, the CS should remind candidates to make sure that they do not have any electronic/communication devices (including mobile phones) switched on or on the body. 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. (CS should allow sufficient time for candidates to affix barcode labels.)

8.3 The CS should announce:

(a) **All papers (except Economics 1 and Computer & Information Technology 1)**

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 the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your question paper to see that there are no missing questions. (Pause)

The words "End of Paper" (or "End of Section A") should appear after the last question. # 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)

# This statement is applicable only to examinations using question-answer books.

(b) **Economics 1**

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 the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your question-answer books to see that there are no missing questions. (Pause)

In the Question-Answer Book for Section A, the words 'End of Section A' should appear after the last question. In the Question-Answer Book for Section B, the words 'End of Section B' should appear after the last question. All answers should be written in the spaces provided in the question-answer books.

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

(c) **Computer & Information Technology 1**

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 the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your multiple-choice question paper and question-answer book to see that there are no missing questions. (Pause)

The words "End of Paper" should appear after the last question.

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)

8.4 The CS 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 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 the latcomers.
9. Sixth announcement (Start of examination)

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

(a) For papers where early leave is not allowed

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

(b) For papers where early leave is allowed during the period after the first 30 minutes but before the last 15 minutes:

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.

9.2 After the “You may now start” announcement, 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 in 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.

9.3 The CS 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 supplied), the CS should ensure 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.

9.4 Write the actual starting time and finishing time at the end of the session in the spaces provided on the Sessional Report (see Specimen 20A).

B. Procedures After the Start of the Examination

10. Checking the Admission Form/Identity Cards

Please refer to Section IIIA Paragraph 3.

11. Completing the Candidates’ Attendance Record Forms and Marking the Attendance Lists

Please refer to Section IIIA Paragraphs 4-5.

12. Collecting question papers and answer books from vacant seats

12.1 30 minutes after the start of the examination, collect the question paper/answer book/question-answer book/MC answer sheet/barcode sheet from each vacant seat. The blank question-answer books/answer books/MC answer sheets should be put in 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*).

12.2 The school can keep the surplus question papers (including multiple-choice question papers and question-answer books).

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

13. **Early leavers**

13.1 Early leave will not be allowed for the following examinations:
(1) all multiple-choice examinations;
(2) Putonghua Papers 1/2 and
(3) Computer & Information Technology Paper 1.

13.2 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 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 on each page of the answer has been marked. **Early leavers are not allowed to take away the question papers.**

13.3 The CS 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 (see *Specimen 23A*).

13.4 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.

13.5 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 which can be kept by the school.

C. **End of Examination**

14. **Seventh announcement (Reminding candidates of the time left)**

14.1 15 minutes before the end of the session, the CS should announce:

**All papers**

You have 15 minutes left. You are not allowed to leave the examination room until you are told to do so.

For examinations using answer books, add the following announcement:

Make sure you have entered the question number on the question number box on each page and the cover of the answer books, otherwise marking of your scripts may be affected. If you have used a supplementary sheet, make sure you have marked the question number box on those pages where there are answers. **You will NOT be given time after the “Time is up” announcement to mark the question-number boxes.**
14.2 5 minutes before the end of the session, the CS should announce:

(a) **All conventional papers (except Additional Mathematics, Biology 1, Chemistry 1, Mathematics 1, Physics 1, Economics 1 and Principles of Accounts)**

You have 5 minutes left. Make sure you have written your candidate number and affixed barcode labels in the designated spaces on the answer book and all supplementary answer sheets or graph papers. Cross out all unwanted materials. You will not be allowed to write or amend answers after the “Time is up” announcement.

(b) **Additional Mathematics**

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

(c) **Biology 1, Chemistry 1, Computer & Information Technology 2, Mathematics 1 and Physics 1**

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

(d) **Computer & Information Technology 1**

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

(e) **Economics 1**

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

(f) **Principles of Accounts**

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

(g) **Multiple-choice papers**

You have 5 minutes left. Make sure you have written your candidate number and affixed a barcode label on the multiple-choice answer sheet. You will not be allowed to write anything more after the “Time is up” announcement.
15. Eighth announcement ("Pens Down" instruction)

15.1 When time is up, announce:

(a) **All conventional papers using answer books**

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

You must not write any answers now or you risk a mark penalty. (Pause)

If you have graph papers or supplementary answer sheets, tie them in your answer book with the piece of string provided. Put your 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.

(b) **All conventional papers using question-answer books**

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 graph papers or supplementary answer sheets, tie them in your question-answer book with the piece of string provided. Put your question-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.

(c) **Multiple-choice papers**

The time now is ____. Time is up. Put down your pencils. (Pause)

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

Close your question book. Do not pack your personal belongings until you are told to do so. Put your answer sheet next to the backing sheet and the unused barcode labels. They will be collected separately. You can keep the MC question paper.

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

16. Ninth announcement (Collection of answer scripts and examination materials)

16.1 The CS should announce:

**All papers**

Your answer book/answer sheet will be collected now. Stay in your seat until you are told to leave.

**Additional Mathematics, add**

Put your Question-Answer Book for Section A next to the answer book for Section B. They will be collected separately.

**Computer & Information Technology 1, add**

Put your answer sheet next to the Question-Answer book for Section B. They will be collected separately.

**Economics 1, add**

Put the two question-answer books side by side. They will be collected separately.
Geography 1, add
Put your answer book next to the colour map. They will be collected separately.

Principles of Accounts, add
Put the two answer books side by side. They will be collected separately.

16.2 The CS should arrange invigilators to collect separately the answer scripts, the rough-work sheets, the barcode sheets (with/without unused barcode labels), maps, backing sheets (if distributed) and Mobile Phone Reminder Cards (if distributed).

16.3 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/supplementary answer sheet/MC answer sheet, the candidate can be allowed to do so under the supervision of the invigilator.

17. Checking of answer scripts collected
The answer scripts 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 before putting these into the appropriate script envelopes. The CS 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.

18. Tenth announcement (Dismissal of candidates)

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

If this is the last session on the day:
You may now pack your personal belongings. Make sure you have your Admission Form, Identity Card and other personal belongings. (Pause) *You can take away your question paper. You may now leave.

If there is another session on the same day:
The _______ Paper 2 examination/Religious Studies Section B 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 can take away your question paper. You may now leave.

* This statement is not applicable to examinations using question-answer books.

18.2 In the case of a candidate reporting any irregularity concerning the examination (e.g. the candidate requests a realignment of his/her MC answers or reports a mistake in the use of answer books), the CS should record the details of the irregularity (such as whether the case was reported before or after the dismissal of candidates) on Report Form SR4g so that follow-up actions can be taken by the HKEAA (see Section IV Paragraph 20 on candidates using wrong answer books).

19. Completing the Sessional Report
The Sessional Report is for the CS 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. For each examination session, the CS should complete a Sessional Report.
Section IV: Handling of Irregularities

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 HKEAA.

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 HKEAA 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 HKEAA 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 HKEAA should be informed immediately.

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/CI/I 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/CI/I 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/CI/I 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/C1/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/C1 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/C1 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, invigilators should ask the CS/another invigilator to serve as the third party witness.

14.3 The CS/C1 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

Section IV: Handling of Irregularities
Scripts/Answer Sheets.

14.4 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.

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 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 [or 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. Candidates’ calculators without the “H.K.E.A.A. APPROVED” label

18.1 If a candidate is found in possession of a calculator which does not have the required label, the candidate should be allowed to continue with his/her work. The candidate should be told that a report (Report Form SR4c) will be made to the HKEAA. The candidate may be allowed to use the calculator for the second session until the end of the session. The CS/CI should report the case on the Report Form SR4c which should be passed to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets. If the calculator concerned is not on the Permitted List (see Annex 2), the CS/CI should collect the calculator from the candidate for inspection by the HKEAA after the examination. The HKEAA will return the calculator to the candidate on conclusion of the case. The candidate’s script/answer sheets can be returned together with those of other candidates.

18.2 If a candidate’s calculator was pad-printed but the label has faded, it is not necessary to report such a case. The candidate may be reminded at the end of the examination to have the calculator pad-printed again at the HKEAA office before the next examination.

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/CI/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/CI/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/CI/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.
### List of Question Papers Distribution/Answer Scripts Collection Centres
(For Large-entry subjects only)

**Question Papers Distribution Centre**

<table>
<thead>
<tr>
<th>代號 Abbreviation</th>
<th>名稱 Name of Centre</th>
<th>地址 Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPK</td>
<td>香港考試及評核局 (San Po Kong Sub-office)</td>
<td>九龍新蒲崗爵祿街 17 號&lt;br&gt;17 Tseuk Luk Street, San Po Kong, Kowloon.</td>
</tr>
<tr>
<td>+ WYC</td>
<td>九龍華仁書院, Kowloon</td>
<td>九龍窩打老道 56 號&lt;br&gt;56 Waterloo Road, Kowloon.</td>
</tr>
<tr>
<td>KC</td>
<td>路德會啓聰學校, Kowloon</td>
<td>新界葵涌興華街 89 號&lt;br&gt;89 Hing Shing Road, Kwai Chung, N.T.</td>
</tr>
<tr>
<td>ST</td>
<td>東莞工商總會劉百樂中學, GCCITKD Lau Pak Lok Secondary School</td>
<td>新界沙田大圍積員街 1 號&lt;br&gt;1 Chik Tai Lane, Chik Wan Street, Tai Wai, Shatin, N.T.</td>
</tr>
<tr>
<td>TP</td>
<td>迦密聖道中學, Carmel Holy Word Secondary School</td>
<td>新界大埔太和路 10 號&lt;br&gt;10 Tai Po Tai Wo Road, Tai Po, N.T.</td>
</tr>
<tr>
<td>TM</td>
<td>東華三院邱子田紀念中學, TWGHs Yau Tsz Tin Memorial College</td>
<td>新界屯門兆康苑&lt;br&gt;Siu Hong Court, Tuen Mun, N.T.</td>
</tr>
<tr>
<td>YL</td>
<td>新界鄉議局元朗區中學, NTHYK Yuen Long District Secondary School</td>
<td>新界元朗教育路 123 號&lt;br&gt;123 Kau Yuk Road, Yuen Long, N.T.</td>
</tr>
</tbody>
</table>

**Answer Scripts Collection Centre**

<table>
<thead>
<tr>
<th>代號 Abbreviation</th>
<th>名稱 Name of Centre</th>
<th>地址 Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKS</td>
<td>嶺南中學, Lingnan Secondary School</td>
<td>香港杏花村盛慶里 6 號&lt;br&gt;6 Shing Hong Lane, Heng Fa Chuen, Hong Kong.</td>
</tr>
<tr>
<td>SPK</td>
<td>香港考試及評核局 (San Po Kong Sub-office)</td>
<td>九龍新蒲崗爵祿街 17 號&lt;br&gt;17 Tseuk Luk Street, San Po Kong, Kowloon.</td>
</tr>
<tr>
<td>+ WYC</td>
<td>九龍華仁書院, Kowloon</td>
<td>九龍窩打老道 56 號&lt;br&gt;56 Waterloo Road, Kowloon.</td>
</tr>
<tr>
<td>KC</td>
<td>路德會啓聰學校, Kowloon</td>
<td>新界葵涌興華街 89 號&lt;br&gt;89 Hing Shing Road, Kwai Chung, N.T.</td>
</tr>
<tr>
<td>ST</td>
<td>東莞工商總會劉百樂中學, GCCITKD Lau Pak Lok Secondary School</td>
<td>新界沙田大圍積員街 1 號&lt;br&gt;1 Chik Tai Lane, Chik Wan Street, Tai Wai, Shatin, N.T.</td>
</tr>
<tr>
<td>TP</td>
<td>迦密聖道中學, Carmel Holy Word Secondary School</td>
<td>新界大埔太和路 10 號&lt;br&gt;10 Tai Po Tai Wo Road, Tai Po, N.T.</td>
</tr>
<tr>
<td>TM</td>
<td>東華三院邱子田紀念中學, TWGHs Yau Tsz Tin Memorial College</td>
<td>新界屯門兆康苑&lt;br&gt;Siu Hong Court, Tuen Mun, N.T.</td>
</tr>
<tr>
<td>YL</td>
<td>新界鄉議局元朗區中學, NTHYK Yuen Long District Secondary School</td>
<td>新界元朗教育路 123 號&lt;br&gt;123 Kau Yuk Road, Yuen Long, N.T.</td>
</tr>
</tbody>
</table>

*For Chinese Language, English Language and Mathematics examinations only*
2009年香港中學會考
監考員須知

（一）一般事項

1. 職責
1.1 試場主任為試場的負責人，監考員須盡力協助試場主任及遵從其委派的職務。
1.2 監考員需嚴格於每卷開考前30分鐘抵達試場，並向試場主任出示「監考員證明函」（校內監考員應出示「監考員工作分配證」）。在考試完畢時，監考員必須在收集及核對答卷工作完成後方可離去。
1.3 監考員須在出席檔案上簽到及在監考期間佩戴「監考員標誌」，以資識別。
1.4 監考員如因事未能出席監考，必須事先通知其校長，以便校方委派另一教師代其執行監考職務，教師須明瞭學校委派的職員出任監考員，乃學校保送學生參加會考的條件之一。
1.5 監考員應專注於監考工作，以防止考生作弊或互通消息。監考員切勿在試場內吸煙、收聽收音機／唱機／閱讀報章／雜誌或與其他監考員閒聊等，他們亦須關掉所攜帶的手提電話／傳呼機／攜有復原功能的物品，以免滋擾考生。監考員亦不宜在考生的座位旁停留太久，以免令考生精神緊張或感到不安。
1.6 任何人士，包括考生及監考人員，均不可在整個考試時間內將試卷帶離試場。監考員亦不可攜取試場供應的文具。
1.7 監考員如發現試場內有其認識的考生，必須即時向試場主任申報。在這種情況下，試場主任會因應實際情況，盡量安排其他監考員收集該考生的答卷、回答該考生的查詢或陪同該考生前往洗手間。
1.8 每節考試結束時，試場主任將邀請兩位監考員在考試報告書(Sessonal Report)上簽署，證明該節考試正常進行，並確認所收集的答卷與該節出席的考生人數相同。如監考員認為事屬必要，可另函直接向香港考試及評核局秘書長報告。

（二）異常事項的處理

2. 嚴重天氣
延期考試，若事體大，評核局必要時會作是項決定，如監考員對當日天氣情況有所懷疑（例如當天文台可能懸掛八號或以上的熱帶氣旋警告信號或發出紅色／黑色暴雨警告時），應於赴試場前留意電視或電台的有關報告，同時，監考員必須留意下列各點：
(1) 延期考試的決定，會在考試當日清晨宣布，並在下午七時後不斷重複。如有可能，該類宣布會於考試前一晚發布。
(2) 即使有宣布學校因熱帶氣旋或惡劣天氣或紅色暴雨警告而須停課，並不表示該日考試一定延期。當天文台懸掛八號或以上的熱帶氣旋警告信號或發出黑色暴雨警告時，通常所有考試會延期，在此情況下，評核局會盡早電報及電台發布有關該項考試的新安排。
(3) 除非評核局正式宣布由於天氣惡劣需要延期考試，否則監考員應依照原定安排監考。
(4) 除非試場主任認為試場情況有危險，否則各節考試一經開卷，將繼續進行，並依照原定時間完成。

3. 嘗試考生作弊
3.1 監考員如發現考生作弊（例如：抄襲他人答案、夾帶或竊看書籍、字典、筆記、紙張、記事簿、電子／無線通訊儀器，或從手提電話中使用手提電話，又或與其他考生／試場外人士互通消息等），須先收去該考生的書籍或筆記或手提電話等作弊物品，作爲證物，但應准許該考生繼續作答，並要求考生在試後作出解釋。監考員亦應注意監考員作弊事件告知試場主任。
3.2 在任何情況下，監考員須知學校中學會考監考員均不可搜集有關考生的資料或其個人資料；在處理懷疑作弊個案的時候，監考員應尋找試場主任／另一位監考員作見證人。
3.3 監考員應記載有關考生作弊的經過（包括發現該考生作弊的時間、作弊者是誰）。
4. 與手提電話有關的異常事件
4.1 考試進行期間，若聽到手提電話發出聲響，監考員應找出聲響的來源。在 SR4p 報告書上記錄該聲響的時間及其他相關資料（例如其他考生有否受影響等）。
4.2 若監考員未能找出手提電話聲響的來源，而且聲響停止，便無須跟進事件。
4.3 若能找出手提電話聲響的來源，監考員應要求有關考生展示手提電話屏幕，以確定是否為瀕電話是否處於開啓模式。
    (1) 若發現聲響是由於預設的響鈴功能所引發，則指示考生取消電話的響鈴功能，並且關掉電話或將電池取出，並指示考生於完卷後留步塗寫 SR4p 報告書。
    (2) 若發現考生的手提電話是處於開啓模式，則指示考生關掉電話或將電池取出。

監考員在執行上述工作時，應盡量減低對有關考生或鄰近考生的滋擾。

4.4 在上述 (2) 段的情況下，試場主任會在考試結束後，要求考生展示通話紀錄、短訊及多媒體短訊紀錄。

(三) 考試程序
5. 派發文件及電腦條碼紙
5.1 電腦條碼

為加強處理答卷程序的可靠性及效率，考生的答卷及多項選擇題答題紙，會利用電腦條碼作識別，並於電腦掃描後才評閱，每節考試前，試場將派發一張電腦條碼紙（紙上印有 2（適用於多項選擇題答題紙）、5、10 或 15 個電腦條碼貼紙）予每名考生，貼於答題簿、試題答題簿及多項選擇題答題紙。補充答題紙及方格紙的規定位置。

每日考試所需之電腦條碼紙（每名考生一張，另有少量備用電腦條碼紙）會於考試當日與試卷一併分發到試場。

5.2 在考生進入試場前，監考員須協調試場主任於當天「考試用品核對表」將各試場物資分發於考生身上。一般而言，每名考生應獲派發：

- 普通試卷答題（數量／種類按「考試用品核對表」所示）；
- 一張個人電腦條碼紙；
- 多項選擇題答題紙及一張墊底紙；
- 一張個人電腦條碼紙。

每張個人電腦條碼紙均印有考生姓名及考號，紙上的每個電腦條碼貼紙均印有考生編號、試場編號、座位編號及科目／卷別名稱。監考員請按座位編號將正確的電腦條碼紙派發在適當的座位上。

5.3 如考生要求補充答題紙*或方格紙*，監考員應按其要求派發，並同時給予白短縮一張，以便考生將補充答題紙／方格紙與卷別紙黏在一起。監考員亦應提示考生在紙上貼上電腦條碼。

* 為配合電腦掃描，補充答題紙及方格紙全部是 A3 大小，但揀成 A4 式樣，每張共 4 頁（已印上頁數）。

5.4 部分科目／卷別考試時，考生或需使用草稿紙或超過一本答題簿，請留意試場主任的指示。

5.5 備用電腦條碼紙

(1) 備用電腦條碼紙每張均印有一個獨立的編號（每張供一名考生使用），可在以下情況，供有關考生使用：

   (i) 試場沒有考生的個人電腦條碼紙（例如：不往指定試場應試的考生）；
   (ii) 考生的個人電腦條碼紙有損毀、資料錯誤或不能找到。

(2) 備用電腦條碼紙上已預留位置讓考生塗上考生編號及座位編號，監考員在開考前應指示考生在每個電腦條碼貼紙上塗上考生編號及座位編號（如適用的話）。

(3) 若考生原來的個人電腦條碼不應使用，可指示考生在沒有電腦條碼的方格內塗上考生編號，而無需另發備用電腦條碼。

5.6 使用備用電腦條碼紙或答卷有部分頁數沒貼上電腦條碼的考生的考生編號，應記錄在監考員須知（禮堂）。
在 SR4b 報告書上。

6. 考生進入試場
考生於每科開考前 15 分鐘進入試場。

7. 考生個人物品
7.1 考生已獲通知不應在試場外放置任何書籍或個人物品，以免招致損失。考生應將上述物品放入一個細小而附有拉鍊或壓扣的手提包內，並將手提包拉上拉鍊或扣好，於開考前放在椅子下面。考生亦不可將書籍、筆記等物品放在桌上。考生如有筆盒／筆袋，應將筆盒／筆袋（包括透明筆袋）內的文具取出放於桌上，然後將筆盒／筆袋放在手提包內或座位的椅下。考試開始前，監考員須提醒考生，如有攜帶電子／通訊器材（例如電子手錶、傳呼機、MP3 機、電子字典）或任何可發出聲響的物品，須把它們關掉及放入手提包內。手提電話（包括響鈴功能）則須關掉及放於座位椅下的當眼處，讓監考員清楚看得。監考員亦應提示考生將手提電話的電池取出。

7.2 考生若沒有上述的手提包，試場主任會要求考生於開考前將其個人物品放在禮堂前的指定位置。考生的錢包可與已關掉的手提電話一同放在其椅子下面。監考員切勿容許考生將手提包放在通道旁边，以免阻塞通道及引誘考生作弊。

7.3 考試期間，考生若被發現在指定位置藏有／放置違規物品，監考員應向試場主任報告及須警告該考生可能會被降級或取消全部科目考試成績的懲罰。

<table>
<thead>
<tr>
<th>違規物品</th>
<th>物品被發現的地方</th>
</tr>
</thead>
<tbody>
<tr>
<td>書籍、字典、筆記、紙張、記事簿、隱形墨水筆，具文字顯示功能的手機等</td>
<td>考生的身上、桌上／桌內或衣袋內</td>
</tr>
<tr>
<td>具備開關功能的電子／通訊器材（例如傳呼機、手提電話、MP3 機、電子字典、電子手錶或其他任何可儲存／顯示文字、圖像或音頻資料的電子儀器）</td>
<td>處於關閉模式</td>
</tr>
<tr>
<td></td>
<td>處於啟動模式</td>
</tr>
<tr>
<td></td>
<td>考生的身上、桌上／桌內或衣袋內</td>
</tr>
<tr>
<td></td>
<td>考生的身上、桌上／桌內或衣袋內或考生座位椅下．</td>
</tr>
</tbody>
</table>

7.4 考生可攜帶入試場的物品
附加數學 有刻度的直尺、蛇形尺、三角尺、量角器及圓規。  
生物 有刻度的直尺。  
化學 繪圖用的儀器及模板。  
電腦與資訊科技 學生可使用流程圖模板作圖（模板上附有符號名稱或不附有符號名稱均准使用）。  
地理 有刻度、有方格的直尺（用作格網閱讀）、圓規、量角器及顏色筆，但不可使用自製的方格透明膠片。  
數學 有刻度的直尺、蛇形尺、三角尺、量角器及圓規。  
物理 有刻度的直尺。  
宗教 考生可使用認可的新舊的聖經，最多兩本（包括聖經內各書卷的中、英文版小冊）。  

本書準的各種聖經版本如下:

採用未經核准的聖經版本會被扣分。

- 考生不准使用教科書、筆記或任何有關的參考書。
- 考生不准使用有聖經注解的版本或未經批准材料，例如註釋、評述或手寫筆記等。

監考員須知（禮堂）
8. 考生使用計算機

8.1 除語文科例外，考生可攜帶計算機應試，但計算機必須印有「H.K.E.A.A. APPROVED」或「H.K.E.A.A. APPROVED」的標籤（見附件2），否則可被扣分。監考員在點名及核對准考證時亦應同時檢查考生桌上的計算機是否印有認可的標籤。

8.2 監考員如發現考生的計算機沒有標籤，應請該考生繼續作答，但於考試完畢後須報告該考生，有關情況將呈報考評局（填寫SR4c報告書）。監考員可請該考生使用該機直至第二節考試完畢。考試終結時，監考員應將該計算機（只限未列入准用型號的計算機）連同SR4c報告書交予試場主任。

8.3 如考生的計算機會印上標籤但因長期使用以致褪色，監考員無須將此類個案報投，但可在考試完結後提示考生在下次考試前到考評局加印標籤。

9. 考生遲到

9.1 遲到的考生，應由監考員派發手提電話提示卡（提示考生關掉手提電話），然後指引入座，遲到考生不獲補外時間作答。當考生就座後，監考員須提醒考生將手提電話放於座位前上當面處。

9.2 監考員應在適當的時候檢查該考生有否在答卷／多項選擇題答題紙的指定位罝填寫其考生編號及貼上電腦條碼。

9.3 遲到考生的答卷可與其他考生的答卷一併交回。

10. 開考

考生就座後，試場主任將會：
(1) 通知考生在答題簿／答題紙上填寫考生編號及貼上電腦條碼；
(2) 在監考員及考生見證下開拆試卷封包；
(3) 通知監考員分派試卷（監考員派發試卷時應將試卷封面向上）；
(4) 通知考生小心檢查試卷有否漏印題目（及在試題答題簿上貼上電腦條碼）；
(5) 通知考生可以開始作答。

(四) 開考後的工作

11. 檢查准考證（正本）／身分證（正本）

考生開始作答後，試場主任會指示監考員查核考生的准考證及身分證。如考生的准考證附有相片，監考員應查核考生的身分，否則監考員無需檢查該考生的身分證。監考員亦請留意以下各點：
(1) 准考證／身分證上的照片是否考生本人（監考員必須小心核對有關文件以免發生他人代考的事情）；
(2) 准考證上的考生編號是否與電腦條碼貼紙所示的相同；
(3) 准考證上是否印有與考的科目（如考生所報考的科目或試卷語文與試場的試卷不同，應即知會試場主任）；
(4) 准考證上的考生姓名／身分證號碼是否與身分證上所印的相同。

注意：
(1) 如考生未能出示准考證或身分證，監考員應向試場主任報告。護照、回港證或人事登記處所發放附有相片的申請香港永久性居民身分證收據（ROPI140表格）可被接納為考生的身分證明文件。警署所發放的Loss Memo不能用作考生的身分證明文件。
(2) 若考生頭戴帽子，監考員可要求考生將帽子的前端拉後或除下帽子，以便核实考生的身分。若監考員確定並沒有作弊成分，可讓該考生戴著帽子應試。
12. 填寫考生出席紀錄表
開考後 15 分鐘，試場主任將安排監考員核對考生的座位編號及填寫考生出席紀錄表。請在紀錄表上座號編號列的格子內填上坐該座考生的考生編號，空置的座號應填寫「ABS」或「缺席」。點名工作如有錯誤，足以影響成績紀錄產生嚴重問題，故各監考員應特別小心填寫。如考生使用備用電腦條碼，應在考生編號旁的方格加上 ✓ 號，若考生桌上放有計算
機，監考員應檢查該計算機是否印有認可標籤，如有，在考生編號旁加上 ✓ 號；如沒有標籤，則加 x 號，並通知試場主任及填寫 SR4b 報告書。如有考生遲到，監考員應更正紀錄表，並須通知試場主任。監考員稍後應檢查遲到考生有否在答題簿封面／試題答題簿封
面／答題紙上填寫考生編號及在適當位置貼上電腦條碼。

13. 收集缺席考生的試卷／答題簿
監考員於開考後 30 分鐘可收集缺席考生的試卷／答題簿／試題答題簿／多項選擇題答題
紙／電腦條碼紙，並將之交回試場主任。

14. 考生早退
14.1 考生不可在下列考試早退：
(a) 多項選擇題考試：
(b) 中國語文卷三／五：
(c) 英語語文卷二：
(d) 普通話卷一／二及
(e) 電腦與資訊科技卷一：

14.2 其他科目／卷別考試，考生可在開考後 30 分鐘至完卷前 15 分鐘的一段時間內，離
開考室。如考生欲在規定時間內提早離場，必須先舉手通知監考員。監考員必須確保考生所交的答卷，無論有否作答，均(1)在答卷的適當位置填上考生編號及貼上電腦條碼；及(2)填妥每頁答案上的試題編號方格。早退考生不可將試卷帶離試場。

14.3 如考生未獲批准便離開考室或早退時將試卷帶離試場，監考員應立即記錄該考生的考生
編號，並向試場主任報告。

14.4 如考生聲稱因病而需要在規定時間以外早退，該考生須在 SR4g 報告書上填寫理由，並在指定位置填寫考生姓名及地址。

14.5 早退考生的試卷及答卷應留在該考生的桌上。答卷應待考試終結時與其他考生的答
卷一同收集，並放入適當的答卷封套內。試卷可與其他剩餘試卷一樣，由試場學校保留。

15. 有關試題的疑問
監考員不應對試題作任何解釋。如遇考生懷疑試題有錯誤而發問，監考員可答覆如下：
「本人不能答覆有關試題的疑問。」(考生) 應盡所能繼續作答。如 (考生) 認為有
必要，本人可將提出的疑問呈報。」

16. 考生要求前往洗手間
16.1 若考生要求前往洗手間，監考員應陪同該考生前往，並在 SR4t 報告書內記載考生
編號及記錄時間。

16.2 監考員應採取適當監管，以防考生在洗手間內作弊，例如留意考生在隔間內是否逗
留太久或發出可疑的聲音。若有異常情況，須記錄事件的詳情及向試場主任報告。

16.3 前往洗手間的考生不得另補時間作答。

(五) 考試終結

17. 在考試接近終結時，試場主任將：
(1) 提醒考生所剩餘的作答時間及檢查是否已將試題編號塗在答題簿封面及每一內頁；
(2) 在考試終結時，通知考生停止作答；
(3) 分派監考員收集答卷；
(4) 核對及收回所收集的答卷；
(5) 通知考生離場。

18. 有關考生答畢規定
試場主任宣布「考試終結，立即答畢」後，考生必須立即停止作答。

監考員須知（禮堂）
普通試卷考試：
如監考員發現考生在上交答畢後仍繼續書寫，監考員可用紅筆圈好考生於考試終結後所寫的答案，並向試場主任報告。

多項選擇題試卷：
如監考員發現考生在「試場終結，立即停筆」的宣布後仍繼續塗寫或填寫答案，監考員應記錄有關的試題號數並通知試場主任。監考員不可在考生的多項選擇題答題紙上圈劃。

請詳細描述該考生在宣布停筆後所書寫的部分，並警告該考生可能遭受扣分處分。考評局於稍後將致函該考生要求書面解釋。

19. 收集答卷
19.1 若監考員在收集答題簿或答題紙時發現有考生未曾填寫考生編號或未貼上電腦條碼，監考員可允許考生在其監督下補回有關資料。
19.2 普通試卷考試
考生的答題簿應按考生編號依次序收集，編號最小者應放在上面。監考員須小心點算答卷（所收答卷必須與考生出席人數相同），然後根據答卷封套標記上所列考生編號範圍放入封套內。放置妥當後，須在封套上註明內載的答題簿總數。試場主任及一位監考員應用特別的黏貼封條將封套封口並簽署，簽名應印於封條及封套口。所有載有答卷的封套，必須用繩包紮纏緊。
19.3 多項選擇題試卷
出席考生的多項選擇題答題紙應放在答題紙紙夾內。再將紙夾放入膠袋並加上的保密封條（請勿撕破），除最後一個紙夾外，每一紙夾只載有每一百座位編號的考生的答題紙，例如：

<table>
<thead>
<tr>
<th>座位編號</th>
<th>紙夾</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>

19.4 監考員亦須收集草稿紙、電腦條碼紙（無論有沒有剩餘的電腦條碼）、地圖及墊底紙等（如曾派發）。

（六）交通費津貼

20. 派往非原校試場監考的教師將獲本局支付交通費。監考員須將填妥的交通費申領表於監考當日交予試場主任簽署，並於 2009 年 6 月 1 日前交給任教學校校長寄回考評局。

附錄 1：2009 年香港中學會考考試時間表
附錄 2：准用計算機型號名單及處理沒有標籤計算機的方法

監考員須知（禮堂）
HONG KONG CERTIFICATE OF EDUCATION EXAMINATION 2009

NOTES FOR THE GUIDANCE OF INVIGILATORS

(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:
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

8.1 Candidates may use calculators in the examination (except language subjects), but the calculators must have the "H.K.E.A.A. APPROVED" or "H.K.E.A. APPROVED" label (see Annex 2) or they will risk a mark penalty. During the attendance taking and checking of Admission Forms, invigilators should also check the calculators on candidates' desks to see if they are properly labelled.

8.2 If a candidate is found in possession of a calculator which does not have the required label, the candidate should be allowed to continue with his/her work. However, after the examination, the candidate should be told that a report (Report Form SR4c) will be made to the HKEAA. The candidate may be allowed to use the calculator for the second session until the end of the session. At the end of the last session of the day, the completed Report Form SR4c and the calculator (if it is not on the Permitted List) should be passed to the CS.

8.3 If a candidate's calculator was pad-printed but the label has faded, it is not necessary to report such a case. The candidate may be reminded at the end of the examination to have the calculator pad-printed again at the HKEAA office before the next examination.

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 √ 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 “√” against the candidate number. If not, put a “X” 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 and instruct them to check to ensure that they have entered the question numbers on the answer book cover as well as on each inside pages;
(2) at the end of the examination, instruct candidates to stop writing;
(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>
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</thead>
<tbody>
<tr>
<td>001 - 100</td>
<td>1</td>
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<td>101 - 200</td>
<td>2</td>
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<tr>
<td>201 - 247</td>
<td>3</td>
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</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 HKEAA.

**Attachment 1**: HKCE Examination Timetable 2009

**Attachment 2**: List of Permitted Calculators and Handling Cases of Calculators Without the Required Label.
<table>
<thead>
<tr>
<th>Date/Date</th>
<th>Time/時間</th>
<th>Subject / Paper</th>
<th>科目／試卷</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.2.2009 - 14.3.2009</td>
<td>8:30 - 5:00</td>
<td>Physical Education 1 (Practical)</td>
<td>體育卷一（實習）</td>
</tr>
<tr>
<td>17.3.2009 - 19.3.2009</td>
<td></td>
<td>Accommodation &amp; Catering Services 2 (Practical Test A)</td>
<td>廣宿服務卷二（實習測驗甲）</td>
</tr>
<tr>
<td>21.3.2009 - 23.3.2009</td>
<td></td>
<td>Music 1 (Practical)</td>
<td>音樂卷一（樂科考試）</td>
</tr>
<tr>
<td>25.3.2009 - 27.3.2009</td>
<td></td>
<td>Accommodation &amp; Catering Services 2 (Practical Test B)</td>
<td>廣宿服務卷二（實習測驗乙）</td>
</tr>
<tr>
<td>30.3.2009 - 31.3.2009</td>
<td>9:00 - 6:30</td>
<td>Home Economics (Dress and Design) 2 (Design &amp; Pattern Construction)</td>
<td>家政（服裝與設計）卷二 (設計與紙樣製作)</td>
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<td>1.4.2009 - 2.4.2009</td>
<td></td>
<td>Home Economics (Dress and Design) 3 (Garment Construction &amp; Project)</td>
<td>家政（服裝與設計）卷三 (服裝縫製與設計作業)</td>
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<td>6.4.2009 - 7.4.2009</td>
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<td>Home Economics (Food, Home and Family) 3 (Meal Preparation)</td>
<td>家政（膳食・家居與家庭）卷三（膳食烹調）</td>
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<td>14.4.2009 - 16.4.2009</td>
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<td>French 3 (Oral)</td>
<td>法文卷三（口試）</td>
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<td>8:30 to 9:30</td>
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<td>Social Studies 1</td>
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<td>10:15 to 12:00</td>
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<td>8:30 to 9:40</td>
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<td>Travel and Tourism 1</td>
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<td>10:30 to 12:15</td>
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<td>Putonghua 2</td>
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<td>9:30 to 10:40</td>
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<td>Physics 2 (M.C.)</td>
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<td>Geophysics 2 (M.C.)</td>
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### LIST OF PERMITTED CALCULATORS

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Action to be taken by centre supervisors or invigilators when candidates are found to have brought in / used calculators without the "H.K.E.A. APPROVED" label:

<table>
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<tr>
<th>設備</th>
<th>將考生編號及該計算機型號 記錄於 SR4c 報告書</th>
<th>將有關計算機於該節考試完 毕後送交考評局處理</th>
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<td>(1)</td>
<td>設備已列在準用型號表內 In cases where the calculator is on the “Permitted List”</td>
<td>需要 YES</td>
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<td>(2)</td>
<td>設備不列在準用型號表內 In cases where the calculator is NOT on the “Permitted List”</td>
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* 假如考生堅持於第二節考試時仍使用該計算機，試場主任/監考員可讓考生使用該計算機直至第二節考試完畢。試場主任/監考員必須警告該考生可能會被扣分。

If the candidate insists, he/she may have the calculator for the second session until the end of the session. The candidate must be warned that he/she may risk a mark penalty.
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