Important Notes

1. Public Examinations Communication & Support System (PECSS) and Attendance & Script Tracking System (ASTS)
   - PECSS will be set up in all AL written examinations (except AL/AS Visual Arts, AS Physics, AS Chemistry & AS Ethics and Religious Studies).
   - ASTS will be used in some AL subjects (including Use of English).

2. Sticking of Barcode labels
   - Candidates should affix the barcode labels and write their candidate numbers **during the examination time**.
   - If no barcode is found on the cover of a candidate’s answer script during the collection of scripts, supervise the candidate to stick a barcode label on the cover. Report the case in form SR4b and ask the candidate to sign on the form.

3. Listening Test
   - The UE Listening Test will be broadcast via the radio or the Infra-red (IR) Transmission System.
   - For radio-broadcast centres, candidates must bring their own radio set equipped with earphones.
   - For IR centres, candidates must bring their own earphones to plug into the receivers provided by the HKEAA.
IMPORTANT NOTES (con’t)

4. Handling of exam irregularities/ complaints
   - Handle candidates’ complaints about the centre environment as soon as the problem arises.
   - Address candidates’ complaints about reception in the listening test promptly. Allow candidates to choose whether or not to move to the special room.
   - Maintain the room temperature at 25.5 °C as advised by the Government. Adjust the room temperature if candidates express concerns over it being too low or too high.
   - Other complaints and irregularity reports, if any, must be made in writing within 7 days after the date of the examination.

BEFORE THE EXAM

- Avoid holding activities and using the loudspeakers in the vicinity of the exam venue during an exam.
- Seek the cooperation of other teachers, staff and students to keep the exam venue quiet during an exam.
- Turn off the school bell and the PA system inside the exam hall and the special room for the listening test.
- Turn off or turn down the school bell and the PA system outside the exam hall/room.

BEFORE THE EXAM (con’t)

- Distribute the stationery and barcode sheets before admission of candidates.
- Supplementary answer sheets / graph papers are of A3 size (folded into A4 size) and should not be torn apart.
- Admit candidates 15 min before the start of exam (for written papers) / at 9:15 am (for Listening Test). Give them sufficient time to check the barcode sheets and exam stationery (e.g. answer books/sheets).

Handling Late Candidates

- Before making the first announcement, arrange an invigilator to stay at the entrance of the exam hall and distribute the Mobile Phone Reminder Cards to candidates arriving at the centre after the first announcement.
- This arrangement (issue of Mobile Phone Reminder Cards) is not applicable to UE Listening Test. Candidates arriving after 9:45 am should take the listening test in the Special Room.
Mobile Phone Reminder Card

Before the Exam (con’t)

- Handling Late Candidates (con’t)
  - After the candidates have been seated, remind them to place the mobile phones under their chairs in a position clearly visible to the invigilators.
  - Check candidates’ Admission Forms and Identity Cards at an appropriate time. Take attendance using the barcode scanner.
  - No extra time should be given to make up for the time lost.
  - Unless an irregularity arises, no need to complete a report.

- Before the Exam (con’t)
  - Make announcements according to the CS Handbook.
  - Instruct candidates to check and put away all unauthorized materials. Candidates found to have any unauthorized material after the distribution of question papers are subject to penalties.
  - Instruct candidates to check their mobile phones (and the alarm function) and other electronic / communication devices to ensure that the devices have been switched off, preferably with the batteries removed. Then put their mobile phones under their chairs in a position clearly visible to the invigilators.
  - Instruct candidates to check if they occupy the correct seats and are given the correct barcode sheets.
  - Instruct candidates to check the exam stationery (answer books / MC answer sheets / rough work sheets).

After Start of Exam (con’t)

- After the exam starts, write the actual starting time and the correct finishing time (UE Sections B, C and E only), subject, paper and centre number clearly on the blackboard.

- Nobody should be allowed to take away the question papers before the end time of the exam session.

- During identity checking & attendance taking, check whether:
  1. the photo on the Admission Form / Identity Card resembles the candidate (to preclude the possibility of impersonation);
  2. the name and ID number on the Admission Form match that on the HKID card;
  3. the subject being taken is listed on the Admission Form;
  4. the candidate number shown on the Admission Form matches that on the barcode label.
**Attendance Taking**

Exam Centre Type:
- Hall (HL)
- LT Special Room (SR)

Please select a test centre:
- Hall
- LT Special Room

- Main Menu (HL)
  - 1. Attendance Taking
  - 2. Recording Absentees
  - 3. Script Counting
  - 4. Upload

**Recording Absentees**

- Main Menu (HL)
  - 1. Attendance Taking
  - 2. Recording Absentees
  - 3. Script Counting
  - 4. Upload

- Attendance Taking (HL)
  - Adm. Form:
  - Total: 1

**AFTER START OF EXAM (con’t)**

- Use a barcode scanner to scan the barcode printed on the candidate’s admission form and one of the barcode labels on the candidate’s barcode sheet.
- Place the scanner on the cradle for data transmission after taking candidates’ attendance.
- For UE Listening Test, attendance taking should be completed before 9:40 am.

**AFTER START OF EXAM (con’t)**

- About 30 minutes after the start of exam, collect question papers, answer books and barcode sheets from vacant seats.
- For UE Listening Test, the question books and barcode sheets should be collected before the start of the Listening Test.
- Scan the barcode sheets of the absentees and then place the scanner on the cradle for data transmission.
- If a candidate requests to go to the toilet, arrange an invigilator to accompany the candidate and exercise an appropriate degree of supervision. Record the candidate number and time on Report SR4t.

**AFTER START OF EXAM (con’t)**

- The answer scripts and question papers of early leavers should be collected together with those of other candidates at the end of the exam.
- Candidates requesting to leave outside the permitted time period should fill in Report SR4g.
- Candidates will be subject to mark penalties if they leave the exam centre without the permission of the CS/invigilators.
**AFTER START OF EXAM (con’t)**

- Report irregularities in detail to the HKEAA (e.g. suspected cheating, irregularities concerning mobile phones or electronic / communication devices, subject not listed on the Admission Form, etc.).
- Refer to the stipulated procedures, instruct the candidates to stay behind after the exam to complete a report.

**END OF EXAM**

- Before the end of an exam session, remind candidates of 15 minutes and 5 minutes left (not applicable to UE Listening Test).
- When the time is up, instruct the candidates to stop working immediately. They should not hold any stationery. Pause for 10 seconds to ensure all candidates are complying with the instructions.

**END OF EXAM (con’t)**

- When collecting the answer scripts,
  - if a candidate has not put down the candidate number, he/she can be allowed to write the candidate number under the invigilator’s supervision.
  - if a candidate has not stuck a barcode label on the answer book cover / MC answer sheet, he/she should be asked to stick a label on that cover / MC answer sheet. The case must be reported on Report Form SR4b. The candidate should be asked to sign on the report.

**END OF EXAM (con’t)**

- Scan the barcode label on the cover of each answer book / on the MC answer sheet. Place the scanner on the cradle for data transmission.
- Check the “Summary Report” and the “Discrepancy Report” in the ASTS programme to ensure that the number of candidates tallies with the number of collected scripts.
- Collect all barcode sheets (with/without remaining barcode labels) and put them in the Barcode Sheet Envelope.
- Dismiss the candidates only if the number of scripts collected tallies with the number of candidates present.

**END OF EXAM (con’t)**

- Place the answer scripts in the appropriate script envelopes according to the candidate number ranges printed on them. The envelopes must be tied together with a piece of string.
- In case of an irregularity, follow it up with an invigilator immediately before dismissing all invigilation staff.
Candidates should report any irregularities about the reception in the Listening Test at the exam centre. To facilitate the follow-up by the HKEAA, the Centre Supervisor / invigilator should provide as many details about the irregularity as possible (e.g. radio reception in the exam room, the environment of the exam room) in the Sessional Report.

LISTENING TEST: EXAM PROCEDURES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>Invigilators report duties at the Centre</td>
</tr>
<tr>
<td>8:45-9:00</td>
<td>Briefing to all invigilation staff (including the &quot;Special Room Invigilator&quot;)</td>
</tr>
<tr>
<td>9:00-9:10</td>
<td>Hall: Invigilators distribute barcode sheets Special Room: Pass the following materials to the Special Room Invigilator - question papers, barcode sheets (15 spare) and other examination materials - a note with the recommended radio frequency (for Special Rooms using radios only) - demonstration CDs and examination CDs (for Special Rooms using CD players only)</td>
</tr>
</tbody>
</table>

LISTENING TEST: EXAM PROCEDURES (con’t)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:10</td>
<td>Admit candidates into the exam hall</td>
</tr>
<tr>
<td>9:15</td>
<td>Announcement concerning Public Examinations Communication &amp; Support System (PECSS), Announcement to remind candidates to turn off their mobile phones, put personal belongings under their chairs, check their barcode sheets, etc.</td>
</tr>
<tr>
<td>9:20-9:40</td>
<td>Verify identity &amp; take attendance - Candidates may switch on their radios to check the reception.</td>
</tr>
<tr>
<td>9:46</td>
<td>Put up the &quot;NO LATECOMERS WILL BE ADMITTED&quot; notice at hall entrance; direct latecomers (those arriving after 9:45) to take the test in the &quot;Special Room&quot;. - Instruct candidates to take off the headphones after checking. - Stop playing the demonstration CD (IR centres only) - Unseal question packet in front of invigilators / candidates and distribute the question papers (i.e. question-answer books)</td>
</tr>
</tbody>
</table>

LISTENING TEST: SPECIAL ROOM

- Assign one to two classrooms close to the exam hall as “Special Rooms”.
- Place an ordinary radio or radio-cassette player on the teacher’s desk in the “Special Room” and tune it to RTHK Radio 2 (for “Special Rooms” using radios).
- Place a CD player on the teacher’s desk in the “Special Room” (for “Special Rooms” using CD players).
- Arrange a staff to act as the Special Room Assistant to assist the Special Room Invigilator during the Listening Test.

Part 4 : Instructions for Special Room Invigilators
LISTENING TEST: SPECIAL ROOM (con’t)

- At 9:45 am, switch on the radio (or the CD player and play the demonstration CD) even if no candidate has entered the “Special Room”.
- Stop taking candidates’ attendance at 9:55 am.
- Candidates who sit the listening tests in the “Special Room” must not use their own radio with earphones.

LISTENING TEST: SPECIAL ROOM (con’t)

- For candidates who go to the “Special Room” after the start of the exam broadcast, if they bring with them the question-answer books and personalised barcode sheets, they should continue to use them.
- In case the candidates do not bring with them the question-answer books and personalised barcode sheets, they should be given a new question-answer book and a spare barcode sheet.
- Distribute the “Special Room Reminder Card”.

LISTENING TEST: SPECIAL ROOM (con’t)

- “Special Room” invigilators should be very flexible in handling the exam arrangements for any candidates who arrive just before / after the exam begins.
- Record the seats taken by individual candidates in the Special Room by filling in the "LT Special Room Seating Plan".
- To facilitate the completion of the Sessional Report, the Special Room Invigilator (or the Special Room Assistant) may record the candidates’ arrival time together with their candidate numbers against their seats on the seating plan.

LISTENING TEST: SPECIAL ROOM (con’t)

- After the exam ends, instruct the candidates to close their answer scripts.
- For candidates whose attendance has not been taken before the start of the broadcast (e.g. those arrived after 9:55 am), check their admission forms and identity cards, and take their attendance using the barcode scanner.
- After the collection of answer scripts, scan the barcode label on the cover of each answer book. Put down the total number of scripts collected on the Sessional Report.

LISTENING TEST: SPECIAL ROOM (con’t)

- During collection of the Question-Answer Books, if the Special Room Invigilator discovers that a candidate has not been given any barcode sheet, the candidate should be given a spare barcode sheet and be asked to write his/her candidate number on the barcode sheet.
- The Special Room Invigilator should record the incident on Report SR4b (Parts A and C) so that mark penalty for not following the instruction of sticking the barcode label during the exam will not be imposed on the candidate concerned.

LISTENING TEST: SPECIAL ROOM (con’t)

- On the Sessional Report (Special Room), “Special Room” invigilators should
  1. accurately enter the candidates’ arrival time at the “Special Room” and the reasons for attending the test in the “Special Room”;
  2. affix individual candidates’ barcode labels in the designated spaces on the Sessional Report;
  3. ask the candidates to verify the information on the report and sign against their candidate numbers.
Handling of Exam Irregularities

1. CANDIDATES REQUESTING TO GO TO THE TOILET
   - An invigilator (preferably of the same gender) should accompany the candidate and exercise an appropriate degree of supervision.
   - Record the candidate number and time on Report SR4t.
   - In case of irregularities, report them on Report SR4g.
   - Handle the irregularities in the presence of an invigilator.
   - Under no circumstances should the body or personal belongings of a candidate be searched.
   - No extra time should be given to make up for the time lost.

2. MOBILE PHONE IRREGULARITIES
   - Locate the source of the ringing sound and instruct the candidate to switch off the mobile phone at once.
   - Record the time and other details on Report SR4p.
   - In case the mobile phone is switched on, ask the candidate to show the call / SMS / MMS log after the exam.
   - No further action should be taken if the source of the ringing sound cannot be located and the ring stops.

3. Photo-taking or video/audio recording in the exam centre
   - In case a candidate is found taking photographs or video/audio recording inside the examination hall/room, the candidate should be asked to switch off the device immediately and be warned that a mark penalty or subject downgrading will be imposed on him/her.
   - The candidate should be told to delete the photos/video/audio recordings concerned and fill out the Report SR4g at the end of the examination.

4. Photo-taking or video/audio recording in the exam centre (con’t)
   - The CS/invigilators should pay particular attention to hi-tech cheating tools which are capable of storing texts or communication to gain unfair advantage. Such tools may resemble ordinary stationery items (such as erasers, rulers).
Photo-taking or Video/Audio Recording in the Exam Centre (con’t)

If an invigilator suspects a candidate using such a tool, he/she must check the item and inform the CS immediately. All such cheating tools should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination and be asked to provide a written explanation on Report Form SR4g before leaving the examination room.

SUSPECTED CHEATING

Examples: copying from the work of other candidates, obtaining unfair assistance from books/cribs, communicating with other people, using a mobile phone in the toilet.

- Remove the notes, books or pieces of papers, etc. (except for essential items).
- Handle the irregularities in the presence of an invigilator.
- For doubtful cases (including a candidate reporting another candidate cheating), avoid disturbing the candidate during the exam. Inform the candidate after the exam to stay behind and complete a report.

IRREGULARITIES CONCERNING BARCODES

- The following candidates will be given spare barcode sheets:
  - candidates whose personalised barcode sheets are not available at the centre (e.g. wrong centre candidates);
  - candidates whose personalised barcode sheets are damaged or found to have incorrect information.

- In case of insufficient barcode labels, candidates should be asked to write their candidate numbers on their answer scripts in the designated spaces for barcode labels on the remaining pages of the answer scripts (no need to issue spare barcode sheets).

IRREGULARITIES CONCERNING BARCODES (con’t)

- The candidate numbers of candidates using spare barcode sheets / candidates who have not stuck any barcode labels on the MC answer sheet or the cover of the answer book should be reported on Report SR4b. The answer scripts concerned and Report SR4b should be placed in the “Envelope for Special Reports and Related Scripts / Answer Sheets”.

- If a candidate is found to have barcode labels (including barcode labels from previous exam sessions) on the personal belongings (including barcode labels stuck on the Admission Form), the case should be reported on Report SR4g.

IRREGULARITIES CONCERNING THE LISTENING TEST CONDUCTED IN THE “SPECIAL ROOM”

- In case a candidate, despite being reminded by the Special Room Invigilator, continues to use his / her own radio with earphones, let the candidate use them for the remaining time. Do not disturb the candidate.
- After the Listening Test, ask the candidate to fill in Report SR4g.

OTHER USEFUL INFORMATION

HKEAA website
www.hkeaa.edu.hk → Schools and Teachers → Teachers’ Corner → Information for Teachers

www.hkeaa.edu.hk → Schools and Teachers → Public Examinations Communication & Support System (PECSS) and Attendance & Script Tracking System (ASTS)