A. Before the Start of the Examination

1. Admission of candidates

1.1 **15 minutes** before the examination is due to start, candidates may be admitted into the examination room.

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

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

2. Late arrivals

2.1 Candidates who arrive late should be admitted. **No extra time should be given.** It is not necessary to record information on latecomers unless an irregularity is observed.

2.2 Before making the first announcement, the Centre Supervisor 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.

2.3 Advise invigilators to check whether the candidates have put down their candidate number on their answer scripts and affixed barcode labels in the designated spaces at an appropriate time. All these must be done during the examination time. Candidates who fail to stick the barcode label(s) on any page(s) of the scripts as instructed will receive a mark penalty in the paper concerned.

3. First announcement (Recording of Examination Proceedings using the Public Examinations Communication and Support System (PECSS))

3.1 **Language medium of announcement**

All announcements should be in the same language medium as that of the Question Paper.

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

3.3 Announce:

**All papers**

The “Public Examinations Communication & Support System” has been installed at this examination centre. The centre conditions and examination proceedings will be recorded. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon completion of the examination cycle.
4. Second announcement (Checking of personal belongings)

Announce:

(All papers)

Check that you have taken the correct seat according to the seat number as stated on your Admission Form. Place your Admission Form and Identity Card on the top-right hand corner of your desk. Put up your hand if you have any questions. (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 intend to use a calculator during the examination, put the calculator on your desk. Remove the calculator cover/jacket and place it inside your bag or under the chair. Check your calculator now to make sure that no writings or markings have been made on the calculator. (Pause)

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

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

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

If you have notes, pieces of paper, books, dictionaries, word-hidden pens, any electronic / communication devices (such as a tablet, iPod, PDA, pager, MP3 player, electronic dictionary, databank watch), or any articles that can store information or emit sound, the materials and devices/articles must be switched off and 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 the 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 unauthorised materials on your desk or in the drawer of your desk, in your pockets or on your body after the Question Papers have been distributed, or any electronic/communication devices (including mobile phone) switched on during the examination, you will receive a mark penalty, subject downgrading or even be disqualified from the whole examination.

Put up your hand if you have any questions. (Pause)

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

The Centre Supervisor should ask the invigilators to check that the candidates follow 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. Third announcement (Checking of barcode labels)

Please note that for Literature in English, examination for Paper 2 will be conducted before Paper 1.

**Literature in English 2 (Sets 1 & 2)**

<table>
<thead>
<tr>
<th>You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>After the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of the Answer Book. You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and the inner pages of your Answer Book.</td>
</tr>
<tr>
<td>If you use a supplementary answer sheet, you should also write your Candidate Number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.</td>
</tr>
<tr>
<td>No extra time will be given to candidates for sticking the barcode labels on after the “Stop working” announcement.</td>
</tr>
<tr>
<td>Each page of the Answer Book and supplementary answer sheet has been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. It should also be noted that answers written in the margins will not be marked.</td>
</tr>
</tbody>
</table>

**Literature in English 1 (Sets 1 & 2)**

<table>
<thead>
<tr>
<th>You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>After the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of your Answer Books. You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and the inner pages of your Answer Books.</td>
</tr>
<tr>
<td>If you use a supplementary answer sheet, you should also write your Candidate Number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.</td>
</tr>
<tr>
<td>No extra time will be given to candidates for sticking the barcode labels on after the “Stop working” announcement.</td>
</tr>
<tr>
<td>Each page of the Answer Books and supplementary answer sheet has been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. It should also be noted that answers written in the margins will not be marked.</td>
</tr>
</tbody>
</table>
6. Fourth announcement (Checking of Answer Books)

**Literature in English 2 (Sets 1 & 2)**

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

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 and supplementary answer sheets on which you have written any answers. Start each question on a new page.

No extra time will be given to candidates for filling in the question number boxes after the “Stop working” announcement.

Now, read the instructions on the cover of the Answer Book. (Pause)

**Literature in English 1 (Sets 1 & 2)**

You are provided with one DSE (C) and one DSE (D) Answer Book. Put up your hand if you do not. (Pause)

Write your answers to Section A in the DSE (D) Answer Book. Answers to Sections B and C should be put in the DSE (C) Answer Book. You should enter the question number on the front cover of the Answer Books and mark the corresponding question number box on each page of the Answer Books and supplementary answer sheets on which you have written any answers. Start each question on a new page.

No extra time will be given to candidates for filling in the question number boxes after the “Stop working” announcement.

Now, read the instructions on the cover of the Answer Books. (Pause)

7. Fifth announcement (Distribution of Question Papers)

The Centre Supervisor should check carefully whether the Question Papers are for the correct session. The Centre Supervisor should then unseal and open the packets of Question Papers in front of the invigilators and candidates. After ensuring that there are sufficient copies for distribution, announce:

**Literature in English 2 (Sets 1 & 2) and Literature in English 1 (Sets 1 & 2)**

The Question Paper will be distributed now. Make sure you have put away all unauthorised articles; otherwise you will be penalised. (Pause to allow sufficient time, say 10 seconds, for candidates to put away their unauthorised articles, if any)

Do not turn over your Question Paper and do not start writing until you are told to do so.

The Centre Supervisor should then give the Question Papers to the invigilators and instruct them to distribute the papers to the candidates, with the covers of the Question Papers facing up.

8. Sixth announcement (Checking of Question Papers)

**Literature in English 2 (Sets 1 & 2)**

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

**Literature in English 1 (Sets 1 & 2)**

You should have on your desk a Question Paper and two Answer Books. Put up your hand if you do not. (Pause)

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)

**9. Seventh announcement (Checking of Question Papers and start of the examination)**

9.1 Before the start of the examination, the Centre Supervisor 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 to check the number of pages/questions. After the start of the examination, candidates should first write their candidate numbers in the boxes provided on the front cover of their Answer Book(s) and affix barcode labels in the designated spaces on the front cover and inner pages of the Answer Book(s) according to the instructions on the cover. No extra time will be given to candidates for sticking the barcode labels after the “Stop working” announcement.

**Literature in English 2 (Sets 1 & 2)**

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 make sure that there are no missing questions. Words like "End of Paper" or "End of Section" should appear after the last question. (Pause)

Close the Question Paper after checking.

**After the announcement of the start of the examination**, you should first write your Candidate Number in the boxes provided on the front cover of the Answer Book. You should copy your Candidate Number from your Admission Form. You should stick barcode labels in the designated spaces on the cover and inner pages of your Answer Book according to the instructions on the cover.

**No extra time will be given** to candidates for sticking barcode labels after the “Stop working” announcement.

**Literature in English 1 (Sets 1 & 2)**

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 make sure that there are no missing questions. Words like "End of Paper" or "End of Section" should appear after the last question. (Pause)

Close the Question Paper after checking.
After the announcement of the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of the two Answer Books. You should copy your Candidate Number from your Admission Form. You should stick barcode labels in the designated spaces on the cover and inner pages of your Answer Books according to the instructions on the cover.

No extra time will be given to candidates for sticking barcode labels after the “Stop working” announcement.

9.2 The Centre Supervisor should check if there is any Special Notice which contains last-minute messages to candidates. The Special Notice, if any, 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 latecomers.

9.3 If there are no questions from the candidates, the Centre Supervisor should give the signal to begin by announcing:

Literature in English 2 (Sets 1 & 2) and Literature in English 1 (Sets 1 & 2) (leaving early is allowed during the period after the first 30 minutes and 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 _____. The finishing time is _____. You may now start.

9.4 After the "You may now start" announcement, the Centre Supervisor should write the actual starting time and the correct finishing time on the blackboard for the information of candidates and invigilators.

9.5 The Centre Supervisor should avoid the practice of writing up the starting and finishing times in advance, and should do this only when the precise times are known. If the hall has a clock visible to candidates and is functioning properly (see Notes below), it should be the one to which the Centre Supervisor refers. The Centre Supervisor 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.

Notes:

(1) The Centre Supervisor should check whether the hall clock is functioning properly before the start of the examination. If 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 Centre Supervisor should use the one facing the candidates and inform them of the clock he/she is using for timing the examination in order to avoid misunderstanding.

9.6 The Centre Supervisor 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 Centre Supervisor 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.

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

10. Checking the Admission Forms and Identity Cards

Please refer to Section III A paragraph 3 for details.

11. Taking of Candidates’ Attendance

Please refer to Section III A paragraph 4 for details.

12. Collecting Question Papers and answer books from vacant seats

12.1 **30 minutes** after the start of the examination, ask the invigilators to collect the Question Paper/Answer Book(s)/barcode sheet from each vacant seat and return them to the Centre Supervisor. The Centre Supervisor is advised to put the blank Answer Books inside a designated box/plastic bag to avoid mixing them up with the candidates’ scripts to be collected at the end of the examination. The barcode sheets of the absentees should be put inside the barcode sheet envelope (see Specimen 30B).

The Centre Supervisor should ask the invigilators to select “Recording Absentees” from the Main Menu of their barcode scanner, scan the barcode sheets of the absentees, and upload the absentees’ records to the ASTS programme before the absentees’ barcode sheets are put inside the barcode sheet envelope.

12.2 The school can retain the surplus Question Papers.

13. Early leavers

13.1 Early leave is not allowed for Multiple-Choice papers (i.e. Mathematics Compulsory Part Paper 2 / Economics 1).

13.2 For other subjects/papers, candidates may leave the examination room during the period of 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 answer script has been marked. **Early leavers are not allowed to take away the Question Papers.**

13.3 The Centre Supervisor 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 Report 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 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 retained by the school.
14. Questions raised by candidates

Please refer to *Section III A paragraph 5* for details.

15. Toilet arrangements

Please refer to *Section III A paragraph 6* for details.

C. Report Forms

16. If the Centre Supervisor wishes to make a report about the conduct of the examination, he/she can use the following report forms:

- Form SR1 — Candidates without Admission Forms and/or Identity Cards
- Form SR3 — Candidates attended a wrong centre/Subject not on Admission Form
- Form SR4g — Examination irregularities (cheating/insufficient papers/candidates’ disobeying the “Stop working” instructions, etc.)
- Form SR4b — Examination irregularities (Barcodes)
- Form SR4c — Examination irregularities (Calculators)
- Form SR4p — Examination irregularities (Mobile Phones/Electronic or Communication Devices/Sounding Devices)
- Form SR4t — Candidates going to the toilet
- Form SR4i — Examination irregularities (Invigilators)
- Sessional Report

D. End of Examination

17. Eighth announcement (Reminding candidates of the time left)

17.1 15 minutes before the end of the session, the Centre Supervisor should announce:

**Literature in English 2 (Sets 1 & 2)**

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

Make sure you have marked the appropriate question number in the question number box on each page and on the cover of the Answer Book; otherwise the markers may not know which questions you have answered. Besides, make sure you have written your Candidate Number and stuck barcode labels in the designated spaces.

No extra time will be given to candidates for sticking the barcode labels or filling in the question number boxes after the “Stop working” announcement.

**Literature in English 1 (Sets 1 & 2)**

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

Make sure you have marked the appropriate question number in the question number box on each page and on the cover of both Answer Books; otherwise the markers may not know which questions you have answered. Besides, make sure you have written your Candidate Number and stuck barcode labels in the designated spaces.

No extra time will be given to candidates for sticking the barcode labels or filling in the question number boxes after the “Stop working” announcement.
17.2 5 minutes before the end of the session, the Centre Supervisor should announce:

**Literature in English 2 (Sets 1 & 2)**

You have 5 minutes left. Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on the Answer Book and all supplementary answer sheets.

**Remember to enter the question number and mark the question number box on all appropriate pages.**

Cross out all unwanted materials. You will **NOT** be allowed to work on your Answer Book and supplementary answer sheets including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the “Stop working” announcement.

**Literature in English 1 (Sets 1 & 2)**

You have 5 minutes left. Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on both Answer Books and all supplementary answer sheets.

**Remember to enter the question number and mark the question number box on all appropriate pages.**

Cross out all unwanted materials. You will **NOT** be allowed to work on your Answer Books and supplementary answer sheets including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the “Stop working” announcement.

18. Ninth announcement (“Stop working” instruction)

18.1 When time is up, announce:

**Literature in English 2 (Sets 1 & 2)**

The time now is ____. Time is up. Stop working. Put down all your stationery. (Pause for 10 seconds to ensure that all candidates are complying with the instructions)

Do not pack your personal belongings until you are told to do so. Close your Question Paper and Answer Book. You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)

If you have supplementary answer sheets, tie them in your Answer Book with the piece of string provided. Put your Answer Book and next to the unused barcode labels. They will be collected separately.

Make sure that your Admission Form and Identity Card do not get included in your answer script.

**Literature in English 1 (Sets 1 & 2)**

The time now is ____. Time is up. Stop working. Put down all your stationery. (Pause for 10 seconds to ensure that all candidates are complying with the instructions)

Do not pack your personal belongings until you are told to do so. Close your Question Paper and Answer Books. You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)

The DSE (C) Answer Book and DSE (D) Answer Book will be collected separately. If you have supplementary answer sheets, tie them in the relevant Answer Book with the piece of string provided.
2. The Centre Supervisor should stay on the stage to check that the candidates follow the instructions.

3. For handling cases of candidates disobeying the “Stop working” instruction, please refer to Section IV paragraph 19.

19. Tenth announcement (Collection of answer scripts)

**NOTE:** With the exception of Combined Science (Biology) Section A, Combined Science (Chemistry) Section A and Combined Science (Physics) Section A, the Question Papers of other subjects (including multiple-choice question papers) need **NOT** be collected.

19.1 The Centre Supervisor should announce:

**Literature in English 2 (Sets 1 & 2)**

Your Answer Book will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the answer scripts, if an invigilator discovers that you have not stuck a barcode label on the cover of the Answer Book, to facilitate scanning, the invigilator will let you stick the label under supervision. You are however required to complete a report form before leaving the examination room.

**Literature in English 1 (Sets 1 & 2)**

Your Answer Books will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the answer scripts, if an invigilator discovers that you have not stuck a barcode label on the cover of the Answer Books, to facilitate scanning, the invigilator will let you stick the label under supervision. You are however required to complete a report form before leaving the examination room.

19.2 The Centre Supervisor should assign the invigilators to collect separately the answer scripts, barcode sheets (with/without remaining barcode labels) and Mobile Phone Reminder Cards (if distributed).

19.3 While collecting the Answer Books/answer sheets, if an invigilator discovers that a candidate has not put down his/her candidate number on his/her Answer Book/answer sheet, the candidate can be allowed to write his/her candidate number only under the supervision of the invigilator, but not filling in the question number boxes.

19.4 While collecting the Answer Books/answer sheets, if an invigilator discovers that a candidate has not stuck any barcode labels on the cover of an Answer Book, to facilitate scanning the candidate should be asked to stick the barcode label on that cover under the supervision of the invigilator. A report must however be made on Report Form SR4b. The candidate should be asked to sign on the report form.
20. Checking of answer scripts collected

20.1 The answer scripts should be collected in candidate number order, with the smallest candidate number on top.

20.2 Ask the invigilators to scan the barcode labels on the scripts, including those using spare barcodes. After scanning all answer scripts, invigilators should place the barcode scanners on the cradle for data transmission.

20.3 The Centre Supervisor should check the “Summary Report” and the “Discrepancy Report” in the ASTS programme to ensure that the number of candidates present tallies with the number of collected scripts. If there is a discrepancy between the attendance records and the scripts’ records, the relevant information will be shown in the “Discrepancy Report” in the ASTS programme. The Centre Supervisor should investigate the irregularities immediately. Please refer to the “ASTS User Guide” where necessary.

20.4 If, at the time of scanning the barcode labels on the scripts, an invigilator discovers that a candidate has not stuck any barcode label on the cover of an Answer Book, the Answer Book needs not be scanned. The matter must be reported to the CS immediately and recorded on Report Form SR4b. The case will be shown in the “Discrepancy Report” of the ASTS programme.

The Centre Supervisor should, under the page of “Answer Script”, select the relevant candidate and click “Edit” manually to update the script record. The candidate’s script record should be updated as follows:

(i) from “0/1” to “✓” (for examinations using 1 answer book);
(ii) from “1/2” to “✓” (for examinations using 2 answer books and 1 answer book has been scanned while the other cannot be scanned)
(iii) from “0/2” to “✓” (for examinations using 2 answer books and both answer books cannot be scanned).

The completed Report Form SR4b and the Answer Book should be placed in the Envelope for Special Reports & Related Scripts/Answer Sheets.

20.5 The Centre Supervisor should put down the total number of scripts collected in the appropriate spaces on the Sessional Report.

21. Eleventh announcement (Dismissal of candidates)

21.1 On completion of the collection and checking of all answer scripts, the Centre Supervisor should announce:

**Literature in English 2 (Sets 1 & 2)**

The Paper 1 examination of this subject will be held at ______. Please come back 15 minutes before the start of the examination. 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.

**Literature in English 1 (Sets 1 & 2)**

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.
21.2 In the case of a candidate reporting any irregularity concerning the examination (e.g. the candidate reports a mistake in the use of answer books), the Centre Supervisor 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 action can be taken by the HKEAA (see Section IV paragraph 20 on candidates using wrong answer books).

22. Completing the Sessional Report

The Sessional Report should be completed by the Centre Supervisor and two invigilators (including one invigilator not provided by the centre school). This report need not be returned daily. It should be returned to the Scripts Collection Centre after the very last HKDSE examination session in the centre.

23. Packing of scripts and examination materials

23.1 The Centre Supervisor should refer to the Script Envelope Summary (see Specimen 26B) for the number of pre-printed script envelopes provided to the centre. The answer books should be placed in the appropriate script envelopes (see Specimen 26A) 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. The Centre Supervisor and one invigilator should then sign on the flap of the envelope across the tape (see Specimen 27). The envelopes must be tied with a piece of string for carrying purposes.

23.2 Items to be placed in the normal script envelopes:

Scripts/answer sheets of
(1) candidates who are present (including latecomers, early leavers and additional candidates);
(2) candidates who cannot produce their Admission Forms but can produce their ID cards and the candidate numbers claimed can be verified;
(3) candidates whose Admission Forms do not bear their photographs and who cannot produce their ID Cards;
(4) candidates who have disobeyed the “Stop working” instruction;
(5) candidates whose calculators do not have the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label (no matter whether the calculators are on the Permitted List or not).

23.3 Items to be placed in the Envelope for Special Reports and Related Scripts (where appropriate):

(1) scripts/answer sheets of candidates who are suspected of cheating and the cribs (if any);
(2) scripts/answer sheets of candidates who have attended a wrong centre;
(3) scripts/answer sheets of candidates who cannot produce their Admission Forms and whose personalised barcode labels cannot be found;
(4) scripts/answer sheets of candidates who have taken a subject not listed on the Admission Form;
(5) scripts/answer sheets of any other candidates who use spare barcode labels / who are not given any barcode labels;
(6) Answer Books with candidate number written but no barcode label stuck on the cover;
(7) Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4i* or SR4i (if any);
(8) candidates’ calculators which do not have the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label and which are not on the Permitted List.

Candidates who use spare barcode labels

* Report Forms SR4t need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.
23.4 **Items to be placed in a clear plastic bag:**

Calculators Form

23.5 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*).

24. **Return of answer scripts to the collection centre**

24.1 Answer scripts and related documents should be returned daily to the Scripts Collection Centre preferably **within one hour** after the last session of the examination day.

The following materials should be returned:

1. Answer Books (in script envelopes);
2. Rough-work sheets (in rough-work sheet envelopes) (if any);
3. Barcode sheets (in barcode sheet envelopes);
4. Calculators Form
5. Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p or SR4t*, SR4i (if any).

* The Sessional Reports and Report Form SR4t need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.

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

24.3 On rainy days, it would be appreciated if the answer scripts and related documents are returned to the Scripts Collection Centre in plastic bags.