Telephone Hotlines for Centre Supervisors

3628 8960
3628 8919

HKEAA Fax No. : 3628 8990

Date/Time of Examination

<table>
<thead>
<tr>
<th>Section</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>B</td>
<td>25 March 2013 (Monday)</td>
<td>8:30 a.m. - 9:45 a.m.</td>
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<tr>
<td>C</td>
<td>25 March 2013 (Monday)</td>
<td>10:30 a.m. - 12:00 noon</td>
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<tr>
<td>E</td>
<td>25 March 2013 (Monday)</td>
<td>1:30 p.m. - 3:15 p.m.</td>
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<tr>
<td>A (LT)</td>
<td>26 March 2013 (Tuesday)</td>
<td>9:15 a.m. - 11:00 a.m. (approximately)</td>
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Extended office hours during written exam dates

Monday to Friday 7:00 am – 5:30 pm
Saturday 7:00 am – 12:00 noon

(Closed on Sundays & Public Holidays)
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Notes for the Guidance of Centre Supervisors 2013

Section I: Responsibilities of Centre Supervisors

1. The Centre Supervisor (CS) is responsible for the proper conduct of the examination at the centre. In the event of the CS’s absence from the centre, the CS’s representative should assume all the responsibilities of the CS.

2. The CS is responsible for the collection/distribution of question papers and the return of answer scripts to the Hong Kong Examinations and Assessment Authority (HKEAA). The safe custody of question papers and answer scripts is very important. On receipt of the question paper packets on the morning of the examination day, the CS should lock the packets in a secure place 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.

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

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.

7. CSs and invigilators are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. In order to maintain a quiet examination environment for candidates, CSs and invigilators should also avoid wearing shoes that will make noise.

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 examination session and the names (and school codes) of the schools which will provide the invigilators to assist the CS in conducting the examinations (see Invigilators List - Specimen 10A). The invigilator assigned to the Listening Test Special Room should 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 examination 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 (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 on 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 circumstance 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/Hong Kong Examinations and Assessment Authority (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).

1.4 Invigilators are required to declare to the CS if they find a candidate they know at the centre. 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 concerned. In particular, the CS should not ask an invigilator who knows the candidate to accompany the candidate to the toilet.

2. Examination stationery

2.1 The HKEAA will make arrangements for the delivery of the answer books, supplementary answer sheets, graph papers, 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 at once.

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 within 5 days upon receipt of the stationery.

2.3 During the examination period, if an additional supply of stationery is required, the CS should contact the HKEAA at least 1 working 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 examinations.

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. A001) 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 hall;
3. prepare an enlarged Seating Plan (see Specimen 3) and display it together with a copy of the timetable at the entrance of the examination hall;
4. arrange the seats (the lateral distance between two rows should not be less than 2 feet);
5. stick the Seat Number Label (see Specimen 4) on the top left-hand corner of each desk in numerical order (not applicable to the Special Rooms in the Listening Tests);
6. for Listening Tests of language subjects, ensure that the Special Room(s) is/are ready (applicable to Listening Tests broadcast via the radio or the Infra-red Transmission System).

3.2 An examination venue is defined as:

**Hall centres**
The school hall and the area within 2 metres outside its entrance;

**Special rooms for Listening Tests**
The classrooms and the corridors outside the classrooms.

Only candidates and invigilation staff are allowed to enter the examination venue. Other persons (including the school staff members) should not be allowed to enter except with the prior permission of the CS. As such, the CS should post the “No Unauthorised 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 arrange with the school to turn off the school bell inside the examination hall/special room for the listening tests and, as far as possible, turn down or turn off the school bell and the PA system (if any) outside the examination hall/room. The special room should preferably be located away from the classrooms for normal lessons. If there is any construction work nearby, please inform the HKEAA and provide details as far as possible.

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 for candidates. The room temperature should preferably be maintained at 25.5°C according to the Government’s recommendation. While the HKEAA is supportive of the notion of energy conservation, schools are advised to keep the air-conditioning on and to close all the windows if noise from outside may cause disturbance to the candidates sitting the examinations.

3.5 Public Examinations Communication and Support System (PECSS)

1. The PECSS is a user-friendly system which involves the use of webcams and an instant messaging programme linked to the HKEAA Command Centre. It provides an instant and designated communication channel which enables the staff members of the HKEAA to communicate with examination centres promptly and to provide support/advice to CSs in handling examination irregularities whenever necessary. The examination proceedings will also be recorded for future reference.

2. In 2013, the PECSS will be set up in all HKAL written examinations, except A/AS Visual Arts, AS Physics and AS Chemistry written examinations. On the examination day, IT technicians of centre schools should set up the equipment at least 20 minutes before the start of the first examination session.
3.6 Attendance and Script Tracking System (ASTS)

(1) The ASTS serves two functions: taking of candidates’ attendance and tracking of candidates’ answer scripts. During attendance taking, invigilators will use handheld barcode scanners to scan the barcodes printed on candidates’ admission forms and their personalised barcode sheets. At the end of the examination, invigilators will collect candidates’ answer scripts according to the requirement of each subject/paper and scan the barcode labels stuck on the cover of the answer books/question-answer books/MC answer sheets. After the completion of scanning, the CS will upload the data to the System to verify the accuracy of the number of scripts collected. Such information will then be transmitted to the HKEAA via the PECSS for record purposes.

(2) In 2013, the ASTS will be used in a number of the HKAL written examinations held in halls and all the Special Rooms for the listening tests of the language subjects. The list of relevant subjects is given in Annex 5.

4. Allocation of candidates and question papers

The number of candidates allocated to the centre and the quantity of question papers supplied per examination session are detailed in the Question Paper Quantity Checklist (see Specimen 5).

B. Collection of Question Papers and Return of Answer Scripts

5. The CS may opt for (1) the delivery of question papers to the centre school 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) 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. 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 examination 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 examination day, the CS (or a responsible school staff member) should arrange to return the answer scripts and related documents to the Scripts Collection Centre chosen within one hour. The list of Scripts Collection Centres is given in Annex 1B. (It is not necessary to return the surplus and/or absentees’ question papers to the Scripts Collection Centre, except for AS Chemistry 1 & 2 and AS Physics 1 & 2.)
7.2 As all returned items need to be checked and counted, the CS (or the school staff) may be required to wait for a while at the Scripts Collection Centre. After collecting the scripts, staff members of the HKEAA will issue a receipt (see Specimen 29) to your school.

7.3 **Important Note:**
The CS is requested to note that it is not possible to change a Scripts Collection Centre once it has been opted for, as the other Collection Centres will not have the information and relevant receipt for your school.
Section III A: Examination Proceedings
General Guidelines for Various Sessions

1. Stationery and barcode sheets

1.1 Barcode labels

In order to enhance the 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. Candidates 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. They should be instructed to affix the barcode labels in the designated spaces of the answer books, question-answer books, MC answer sheets, supplementary answer sheets and graph papers only during the examination time. The personalised barcode sheets (one sheet for each candidate), additional personalised barcode sheets (if any) 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(iii)) and the outside of the question paper carton.

1.2 Stationery and barcode sheets should be distributed on each candidate’s desk before the admission of candidates into the examination hall. 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(i)).

- **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(i)).
  
  **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 in English. 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 and each candidate is given the correct barcode sheet by taking the correct seat.

1.3 After the announcement of the start of the examination, candidates should first write their candidate number in the boxes provided on the front cover of their answer book. They should also affix barcode labels in the designated spaces on the cover and all inner pages of their answer book according to the instructions on the cover. Candidates who fail to stick the barcode label(s) on the scripts as instructed will receive a mark penalty in the paper concerned.

To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of an answer book/cover of a question-answer book/MC answer sheet, the candidate should be asked to stick a barcode label on that cover/MC answer sheet under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form.
1.4 Spare barcode sheets

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

(2) There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. **Before the examination starts, the candidate concerned should be instructed to write his/her candidate number and seat number (if applicable) on each barcode label under the supervision of an invigilator.**

(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 spaces for barcode labels on the remaining pages of the answer script. **It is not necessary to provide the candidate with a spare barcode sheet or record the case on any form.**

(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 sheets 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 who have used spare barcode sheets or who have not stuck any barcode label on the MC answer sheet/on the cover of the answer books/Question-Answer Books should be recorded on Report Form SR4b. Scripts/MC answer sheets affixed with spare barcode labels (i.e. the situation described in paragraph 1.4(1) above) and those without barcode labels (i.e. the situation described in paragraph 1.4(4) above) should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets (see Specimen 25) and be returned to the Scripts Collection Centre together with the Report Form SR4b. Other irregularities concerning the use of barcode labels should also be recorded on the same form.

1.5 Additional personalised barcode sheets (if any)

(1) An additional personalised barcode sheet will be prepared for each candidate who adds/amends subject(s) after the issue of admission forms. For centre schools which will receive additional candidates, the CS will find the additional personalised barcode sheets (one sheet for each candidate), **Script/Answer Sheet Envelope for Additional Candidates** (see Specimen 26C), additional Attendance Lists (for subjects not using the ASTS) and answer books/question-answer books/MC answer sheets (for MC papers only) in a plastic bag, together with the question papers on the examination day. The quantity of the barcode sheets will be indicated on the barcode sheets packing label and the outside of the question paper carton.

(2) The CS should follow the normal procedures (as described in paragraphs 1.1-1.3 above and paragraphs 4.2, 9.6-9.7 below) in handling the additional personalised barcode sheets/labels and additional Attendance Lists.

(3) **Scripts/MC answer sheets affixed with additional personalised barcode labels should be put in the Script/Answer Sheet Envelope for Additional Candidates and not be mixed with other scripts.**

**Note:** For the Listening Test, if any of the candidates (including additional 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”.

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**Section III A: Examination Proceedings – General Guidelines for Various Sessions**

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1.6 **Supplementary answer sheets and graph papers** should be provided to candidates on request. Supplementary answer sheets/graph papers are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. A piece of short white string should also be given 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 additional sheet.

**Notes:**
(1) Please do not use surplus supplementary answer sheets/graph papers from previous years.
(2) Invigilators should always keep sufficient copies on hand so as to provide prompt assistance to the candidates upon request.

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

2. **Use of calculators**

2.1 Candidates have been told in the Handbook for Candidates that the use of calculators is permitted in any examination sessions (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 may receive a mark penalty. *(Note: For some calculator models where the space for pad-printing is limited, the size of the label will be reduced accordingly.)*

When checking candidates’ Admission Forms, invigilators should also check all the calculators on candidates’ desks and make sure that all calculators are properly labelled, and indicate such information on the Candidates’ Attendance Record Forms (except when the Attendance and Script Tracking System (ASTS) is used). If ASTS is used, invigilators need not complete the Attendance Record Form. Nevertheless, if a candidate’s calculator is not pad-printed with the required label, the invigilator should report the case on the Calculators Form (see **Specimen 40**). The CS should ask the candidate(s) concerned to stay behind after the examination to complete the Report Form SR4c (see **Specimen 23C**). Please also refer to **Section IV Paragraph 18** for handling cases of candidates whose calculators are not pad-printed with the required label.

2.2 Candidates who will use a calculator during the examination should put the calculator on their desk. Before the examination starts, they should be instructed to check and make sure that there are no writings/markings on their calculator. They should also remove the calculator cover/jacket and place it inside their bag or under the chair.

2.3 When checking candidates’ Admission Forms and during the examination, if a calculator cover/jacket is found on a candidate’s desk, the invigilator should check to see if there is any irregularity (such as notes/formulae written on the calculator cover/jacket). If no irregularity is found, the candidate should be told to place the calculator cover/jacket under his/her chair immediately (if the calculator cover/jacket can be detached from the calculator). In case of suspected cheating, please follow the steps in **Section IV paragraph 14**.

2.4 For language subject examinations, candidates should be advised to place their calculators in their bags or under their chairs during the examinations.
3. Checking the Admission Forms (original) and Identity Cards (original)

3.1 It is not necessary to check the photograph on 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 preclude the possibility of impersonation);

2. the candidate number shown on the Admission Form matches that on the barcode label;

3. the subject/paper 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 15A) 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. Taking Candidates’ Attendance

4.1 For Examinations using the Attendance and Script Tracking System (ASTS)

(1) Taking attendance

The invigilators should take attendance using the barcode scanners. Invigilators responsible for attendance taking should each be given a barcode scanner. Invigilators should select “Attendance Taking” from the Main Menu before they start checking candidates’ Admission Forms. After checking a candidate’s Admission Form/Identity Card according to the steps in paragraph 3, the invigilator should use the barcode scanner to scan the barcode printed on the top-right hand corner of the Admission Form and one of the barcode labels on the candidate’s barcode sheet. If latecomers are admitted, the invigilators should take their attendance using the barcode scanners after the candidates have settled. The invigilators should also check whether the latecomers have taken the correct seat according to their admission forms, written their candidate numbers and affixed barcode labels in the designated spaces of the answer books/question-answer books/MC answer sheets.

When taking attendance, 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 not, please record the case on the Calculators Form. If a calculator cover/jacket is found on a candidate’s desk, follow the steps in paragraph 2.3.

(2) Recording the absentees

30 minutes after the start of the examination, the CS should ask the invigilators to collect the question paper/answer book/question-answer book/MC answer sheet/barcode sheet from each vacant seat. After collecting the barcode sheets, invigilators should record the absentees using the barcode scanners. They should select “Recording Absentees” from the Main Menu and then scan the absentees’ barcode sheets.

(3) For examinations using the ASTS, there is no need for the CS/invigilators to complete the Candidates’ Attendance Record Forms or Attendance List as they will only be used in case all barcode scanners cannot function properly.
4.2. For Examinations not using the ASTS

(1) Completing the Candidates’ Attendance Record Forms

The CS should assign invigilators to complete the Candidates’ Attendance Record Forms (see Specimen 16A). 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 an “X” and complete the Report Form SR4c. If a calculator cover/jacket is found on a candidate’s desk, follow the steps in paragraph 2.3. 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.

(2) Marking the Attendance List

(a) 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 take the correct seats. The Candidates’ Attendance Record Forms should be amended if there are changes.

(b) 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.

(c) If there are latecomers, ensure that the Attendance List is amended accordingly.

(d) For the Listening Test session, if a candidate moves to the Special Room after the attendance taking process, the CS 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.

5. Questions raised by candidates

5.1 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/invigilators should reply along the following lines:

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

5.2 For other questions raised by candidates, CS/invigilators 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 contact the HKEAA via the Public Examinations Communication and Support System (PECSS) (if available) or telephone the HKEAA on 3628 8960 / 3628 8919.

6. Toilet arrangements

6.1 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 (see Specimen 23E). It is not necessary for the invigilator to ask the candidate whether he/she has a mobile phone on his/her body.

If many candidates request to go to the toilet at a time, they may be arranged to go one by one. CSs are requested to arrange additional school staff members to assist.
6.2 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 is
heard. In the 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 (please refer to Section IV paragraph 14).

6.3 In the case of an irregularity of candidates going to the toilet (e.g. falling sick or leaving early),
The candidate should not be given any extra time to make up for the time lost. During the
Listening Test, candidates may take their radio to the toilet. However, no examination materials
may be taken to the toilet.

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

7. Completing the Sessional Report

7.1 The Sessional Report (see Specimen 20) is for the CS/invigilators 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 Sessional Report should be completed by the CS and two
invigilators (including one invigilator not provided by the centre school).

7.2 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.

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

8.1 After the Listening Test, the CS should collect the “Return Envelope for LT Special Room
Sessional Report and Answer Scripts” (see Specimen 36) from the Special Room Invigilator.
Make sure that all the boxes/lines/brackets on the cover of the Envelope are properly filled in.

8.2 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)

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

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

9. Packing of answer scripts and examination materials

9.1 The answer scripts 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 CS and one invigilator
should then sign on the flap of the envelope across the tape (see Specimen 27). The envelopes
must be tied together with a piece of string.
For AS Physics 1 and AS Chemistry 1 & 2, all unused question-answer books should be placed in the “Return Envelope of Unused/Used Question Papers/Question Answer Books” (see Specimen 37).

For AS Physics 2, all used (collected from the candidates) and unused question books should be placed in the “Return Envelope of Unused/Used Question Papers/Question Answer Books” (see Specimen 37).

9.2 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 or 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 fewer than 100 MC answer sheets.</td>
</tr>
<tr>
<td>101 - 200</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>201 - 247</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

9.3 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 can produce their ID cards and 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 “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).

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”.

9.4 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 cannot produce their Admission Forms and their personalised barcode labels cannot be found;
(4) scripts of candidates who have taken a subject not listed on the Admission Form;
(5) scripts of any other candidates who use spare barcode labels / who are not given any barcode labels;
(6) Answer books/question-answer books with candidate number written but no barcode label stuck on the cover or MC answer sheets with candidate number written but no barcode label stuck on;
(7) Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t*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 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.
9.5 **Items to be placed in the Script/Answer Sheet Envelope for Additional Candidates**

Scripts/MC answer sheets of additional candidates.

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

For Examinations using the Attendance and Script Tracking System (ASTS):

(1) Calculators Form

For Examinations where ASTS is not used:

(1) Completed Attendance Lists;
(2) Attendance Record Forms

The Attendance List folder should be put on top with the front cover facing up.

9.7 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*).

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

10.1 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) (if any);
(4) Barcode sheets (in barcode sheet envelopes);
(5) Completed Attendance Lists (for examinations NOT using ASTS), Candidates’ Attendance Record Forms (for examinations NOT using ASTS);
(6) Calculators Form (applicable to examinations using ASTS except language subjects)
(7) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t* or SR4i (if any);
(8) Return Envelope for LT Special Room Sessional Report and Answer Scripts (for the Listening Test);
(9) Examination CD, Reserve Examination CD, Tapescripts and Demonstration CDs (for the Listening Test) (in the original envelopes);
(10) Geography maps (AL Geography Paper 1 examination);
(11) Script/Answer Sheet Envelope for Additional Candidates (if any);
(12) Unused question-answer books (AS Physics 1, AS Chemistry 1 & 2 only) (in the Return Envelope of Unused / Used Question Papers / Question Answer Books);
(13) Used and unused question books (AS Physics 2 only) (in the Return Envelope of Unused / Used Question Papers / Question Answer Books).

* The Sessional Reports, Report Form SR4t and unused Candidates’ Attendance Record Forms (Please refer to CS Handbook *Section IV paragraph 24.1*) need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.

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

10.3 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
Use of English Section A (Listening Test)

A. Arrangements of the Listening Test

1. Special features of the Listening Test

1.1 The Listening Test consists of three parts, i.e. Part 1, Part 2 and Part 3. The instructions and questions for all three parts will be broadcast either by RTHK Radio 2 or via the Infra-red (IR) Transmission System.

1.2 For radio-broadcast centres, candidates have been told to bring a radio (a Walkman/Discman is acceptable)/a radio-cassette player (of size not exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”) with earphones to take the test. If a cassette tape/disc has been brought along with a Walkman/radio-cassette player/Discman, the candidate must take it out and put it under his/her chair. Other electronic devices (including but not limited to MP3 players, Bluetooth devices, iPod or mobile phones) are not allowed.

1.3 For centres using the IR Transmission System, candidates have been told to bring their own earphones to plug into the receivers (diameter of plug: 3.5 mm) provided by the HKEAA. There is no need for them to bring a radio to the examination centres. The Listening Test will be broadcast via CD. The Centre Supervisor (CS) should make sure that the centre school provides a spare CD player for use in case the DVD/CD player does not function properly.

1.4 Latecomers arriving after 9:45 am (for both radio-broadcast and IR centres) will be sent to take the test in a Special Room where an ordinary portable radio (or a CD player) will be used and candidates will listen to it without earphones. All candidates who claim to have a problem with their radios/earphones will also be sent to take the test in the Special Room.

1.5 From a technical point of view, it is not essential for all the invigilation staff to listen to the broadcast of the Listening Test since RTHK/the examination CD will time the test to the nearest second and hence the beginning and ending times will be known precisely. However, in each centre the CS should assign at least one invigilator to listen to the broadcast to keep track of the progress of the test and the quality of the reception. The CS should make sure that the centre school provides the earphones/radios to the invigilator(s) concerned.
1.6 Radio channel and best frequencies for radio-broadcast centres

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley, Jardines Lookout</td>
<td>FM 94.8 MHz / FM 96.6 MHz</td>
</tr>
<tr>
<td>Central, Wan Chai, Causeway Bay, North Point</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kennedy Town, Sai Ying Pun, Quarry Bay, Tai Koo Shing, Shau Kei Wan, Hang Fa Chuen, Chai Wan</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Mo Sing Leng, Pok Fu Lam, Aberdeen, Ap Lei Chau, Wong Chuk Hang, Stanley</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Kowloon</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kowloon (East), Kwun Tong, Ngau Tau Kok, San Po Kong, To Kwa Wan, Sai Kung, Tseung Kwan O</td>
<td>FM 96.9 MHz / FM 94.8 MHz</td>
</tr>
<tr>
<td>Tuen Mun, Yuen Long</td>
<td>FM 96.4 MHz</td>
</tr>
<tr>
<td>Tsuen Wan, Kwai Chung, Tsing Yi</td>
<td>FM 95.6 MHz / FM 94.8 MHz</td>
</tr>
<tr>
<td>Sheung Shui, Fanling, Tai Po</td>
<td>FM 95.3 MHz</td>
</tr>
<tr>
<td>Shatin</td>
<td>FM 96.3 MHz</td>
</tr>
<tr>
<td>Ma On Shan</td>
<td>FM 95.3 MHz / FM 96.3 MHz</td>
</tr>
</tbody>
</table>

(2) At least **one day before** the test, please determine the best radio frequency for your centre with a digital radio and then complete the box below for later use:

<table>
<thead>
<tr>
<th>Radio</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

1.7 Setting-up of the IR Transmission System

On the day of the examination, the technician of the centre school will set up the IR Transmission System by 8:00 am. He/She will also distribute a set of receiver on each desk. A spare CD player and at least one set of headphones should also be arranged. The curtains in the examination hall should be closed to avoid possible interference of signal transmission from direct sunlight.

1.8 Examination CDs for centres using the IR Transmission System

On the morning of the examination, the following will be delivered to the examination centres together with the question papers in the carton boxes of question papers:

(1) A “confidential” envelope containing one examination CD, one reserve examination CD and a copy of the tapescripts;
(2) an envelope containing two demonstration CDs.
1.9 Special Room

(1) Each school used as an examination centre for the Use of English (Section A) Listening Test, no matter if the Listening Test will be broadcast via the radio or the IR Transmission System, will be required to provide a classroom as a Special Room. The Special Room is to accommodate candidates who arrive at the examination centre with the following problems:

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who:</td>
<td>Candidates who:</td>
</tr>
<tr>
<td>(1) have not brought a radio;</td>
<td>(1) have not brought earphones;</td>
</tr>
<tr>
<td>(2) have forgotten to bring or have lost earphones / batteries;</td>
<td>(2) have arrived after 9:45 a.m.;</td>
</tr>
<tr>
<td>(3) have brought an electronic device other than a radio, Walkman, Discman or radio-cassette player;</td>
<td>(3) have brought the earphones which are not working;</td>
</tr>
<tr>
<td>(4) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);</td>
<td>(4) have reception problems.</td>
</tr>
<tr>
<td>(5) have arrived after 9:45 a.m.;</td>
<td></td>
</tr>
<tr>
<td>(6) have brought a radio or earphones which are not working;</td>
<td></td>
</tr>
<tr>
<td>(7) are unable to tune radios to the correct channel or who have a radio with poor reception.</td>
<td></td>
</tr>
</tbody>
</table>

Mark penalty will be imposed on candidates for the following reasons:

Radio-broadcast centres: (1), (2), (3), (4) and (5)
Centres using the IR Transmission System: (1) and (2)

(2) For radio-broadcast centres, the Listening Test will be broadcast via the radio in the Special Room.

For centres using the IR Transmission System, the Listening Test will be broadcast via the radio (or a CD player in case of poor radio reception) in the Special Room. In the latter case, examination CDs will be provided on the day of the Listening Test.

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

(i) obtain an ordinary portable radio (applicable to Special Room using radio)/two CD players (applicable to both the school hall and the Special Room using CD) from the school and test it (the radio should be tested on the teacher’s desk in the Special Room to ensure it is in working order by tuning to RTHK Radio 2) (see paragraph 1.6);
(ii) display a Centre Poster for the Special Room (see Specimen 2E) outside the Special Room; Seat Number Labels are not required;
(iii) put up a series of arrows to clearly indicate the route to the Special Room and write on them the room number (e.g. Special Room : Room 301, 3/F).
Shortly before admitting the candidates into the examination hall (i.e. around 9:00 a.m.), the Centre Supervisor should give the following items to the Special Room Invigilator (who should be a teacher of the centre school):

**Special Rooms using Radios**

(i) a portable radio/radio-cassette player (and related accessories, e.g. batteries, adaptor);  
(ii) the “Envelope for Use of English (Section A) Special Room” (see Specimen 34B) containing:  
   (a) a centre poster for Special Room (see Specimen 2E),  
   (b) a booklet of Sessional Report (see Specimen 35) & Special Report Forms,  
   (c) supplementary answer sheets,  
   (d) a “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (see Specimen 36),  
   (e) an “LT Special Room Seating Plan” (see Specimen 38),  
   (f) copies of “Special Room Reminder Card” (see Specimen 39);  
(iii) a packet (31 copies) of the question-answer books (NB. The packets MAY only be opened at or after 9:45 a.m. in the presence of candidates);  
(iv) a note with the recommended radio frequency;  
(v) a packet of 15 spare barcode sheets;  
(vi) the Special Notice (if any).

**Special Rooms using CD Players**

(i) a portable CD player (and related accessories, e.g. batteries, adaptor);  
(ii) the “Envelope for Use of English (Section A) Special Room” (see Specimen 34B) containing:  
   (a) a centre poster for Special Room (see Specimen 2E),  
   (b) a booklet of Sessional Report (see Specimen 35) & Special Report Forms,  
   (c) supplementary answer sheets,  
   (d) a “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (see Specimen 36),  
   (e) an “LT Special Room Seating Plan” (see Specimen 38),  
   (f) copies of “Special Room Reminder Card” (see Specimen 39);  
(iii) a packet (31 copies) of the question-answer books (NB. The packets MAY only be opened at or after 9:45 a.m. in the presence of candidates);  
(iv) a packet of 15 spare barcode sheets;  
(v) an envelope containing two demonstration CDs  
(vi) a “confidential” envelope containing one examination CD and one reserve examination CD and a copy of the tapescripts;  
(vii) the Special Notice (if any).

(5) The Special Room Invigilator should be told that if he/she finds a candidate he/she knows in the Special Room and has answered the candidate’s enquiries or entertained the candidate’s requests, he/she should report the incident on the Report Form SR4g (see Specimen 23A), which should be forwarded to the HKEAA via the CS.

(6) Candidates are not allowed to use their own radios in the Special Room and must listen to the broadcast via the radio/CD player of the Special Room; otherwise, they will receive a mark penalty.

(7) The Special Room Invigilator is required to record the seats taken by individual candidates in the Special Room by filling in the “LT Special Room Seating Plan” so as to facilitate the HKEAA in following up with any irregularities happening in the Special Room.
1.10 Hall invigilators should be told the exact location of the Special Room so that they can direct, if necessary, the candidates concerned.

2. **School bell and PA system**

   The school bell and the PA system (if any) in the hall should be switched off during the test in order not to disturb the candidates during the radio/IR broadcast.

3. **Stationery and question papers**

   Each candidate should be provided with a sheet of barcode labels and a question-answer book. Upon request, candidates can be provided with supplementary answer sheets.

4. **Late arrivals**

   4.1 Candidates who arrive before or at 9:45 a.m. should be admitted to the examination hall. Candidates who arrive after the first announcement (i.e. instructing candidates to switch off the electronic/communication devices) should be reminded to switch off electronic/communication devices (including mobile phones) and put their mobile phones under their chairs in a position clearly visible to the invigilators.

   4.2 The “NO LATECOMERS WILL BE ADMITTED” notice (see Specimen 2D), with information on the location of the Special Room, should be put on the door of the hall at 9:46 a.m. Candidates who arrive after 9:45 a.m. should not be admitted to the examination hall and should be instructed to go to the Special Room to take the test. They should be clearly told the location of the Special Room.

5. **Early leavers**

   5.1 Candidates are not allowed to leave early. If a candidate leaves without permission, his/her candidate number should be recorded on Report Form SR4g.

   5.2 If a candidate claims to be sick and wishes to leave early, 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.
B. Before the Start of the Test

6. Distribution of barcode sheets & writing information on the blackboard

Before the admission of candidates into the examination hall, distribute the barcode sheets according to the seat numbers printed on them. Please refer to Section III A paragraph 1 for details.

Note:
1) After the start of the listening test, candidates would be instructed via the broadcast to write their candidate number and affix a barcode label on the question-answer book.
2) If a candidate is found trying to affix a barcode label before the start of the examination, the CS/invigilator should issue a verbal warning to him/her and instruct him/her only to affix the barcode labels after being instructed to do so.

7. Admission of candidates

approx. 9:10 a.m.

Write the following information on the blackboard:

Radio-broadcast Centres
(1) Centre Number: _________________
(2) Radio 2 — Frequency: _______________ [copy from paragraph 1.6(2)].

Centres using the IR Transmission System
(1) Centre Number: _________________

approx. 9:15 a.m.

Candidates may be admitted into the examination hall at approximately 9:15 a.m.

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

8. Preliminary announcements

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

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

The “Public Examinations Communication & Support System” has been set up 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.
Then, announce:

### Part I (all centres)
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. (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)

### Part II A (radio-broadcast centres)
If you have a calculator with you, or if your Walkman or Discman contains a cassette tape or disc, take it out and put it in your bag or under your chair. (Pause)

### Part II B (centres using the IR Transmission System)
If you have a calculator with you, put it in your bag or under your chair. (Pause)

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

Now place 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 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 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 phones) 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 a problem. (Pause)

### Note:
Repeat this announcement if there are many latecomers to ensure that candidates comply with the requirements concerning mobile phones/electronic and communication devices.

The CS/Invigilators should check that the candidates follow these instructions. **Before the test begins, should no mobile phone be found under a candidate’s chair, invigilators may ask the candidate concerned if he/she has brought a mobile phone.**
9. Announcement concerning barcode sheets

<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 are occupying the correct seat and have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)</td>
</tr>
<tr>
<td>Place your barcode sheet on the top-right hand corner of your desk. (Pause)</td>
</tr>
<tr>
<td>After the start of the listening test, you will be instructed to affix barcode labels in the designated spaces on the cover and the inner pages of your question-answer book. If you use a supplementary answer sheet, you should also affix a barcode label in the designated space before the end of the listening test. You will not be given extra time to affix the barcode labels after the “Stop working” announcement. Do not fold, scratch or stain the barcode labels.</td>
</tr>
<tr>
<td>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. Moreover, answers written in the margin will not be marked.</td>
</tr>
</tbody>
</table>
10. Announcement concerning attendance-taking and equipment-check

<table>
<thead>
<tr>
<th>Part A (radio-broadcast centres)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the next 20 minutes or so, the invigilators will check your Admission Form and take the attendance. At the same time, they will check to make sure that your equipment complies with the regulations. <strong>To comply with the regulations, candidates should not use any recording device or an electronic device other than a radio, Walkman, Discman or radio-cassette player during the listening test.</strong> Invigilators will check your Walkman, Discman or radio-cassette player to make sure that they have no cassette tapes/discs inside. <strong>If you are using an electronic device other than a radio, Walkman, Discman or radio-cassette player or if your equipment has a recording function that does not use tape or disc, you will not be allowed to use it during the Listening Test. You will be sent to the Special Room to sit the Listening Test.</strong></td>
</tr>
</tbody>
</table>

While this check is being carried out, you may switch on your radios and tune them to RTHK Radio 2 on frequency* __________ megahertz. RTHK will make a short announcement at both 9:30 a.m. and 9:45 a.m. to help you check that you have located the correct channel. If your radios have both stereo and mono modes, use the mono mode in order to get a better reception. Please be patient and do not trouble the invigilators with questions about tuning while they are carrying out their duties.

At approximately 9:40 a.m., I will ask if any of you have reception problems.

<table>
<thead>
<tr>
<th>Part B (centres using the IR Transmission System)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the next 20 minutes or so, the invigilators will check your Admission Form and take the attendance. At the same time, we will give you the time to try out your earphones and receivers. <strong>If you have not brought any earphones, you will be sent to the Special Room to sit the Listening Test.</strong> You may now plug your earphones into the receivers provided by the HKEAA placed on your desks.</td>
</tr>
</tbody>
</table>

During attendance-taking, you may switch on the receiver, turn the volume control gently and adjust it to a suitable volume. You will hear a demonstration recording, which will be repeated a few times. Put the receiver on the desk and do not cover the receiver with anything such as your Admission Form. Please be patient and do not trouble the invigilators with questions about reception while they are carrying out their duties.

At approximately 9:40 a.m., I will ask if any of you have reception problems.

* refer to paragraph 1.6(2)

10.1 Ask an invigilator to listen to the broadcast.

10.2 While taking attendance, invigilators should not take time to respond to candidates who claim they cannot tune their radios to the designated station (radio-broadcast centres) / who claim to have reception problems (centres using the IR Transmission System). At approximately 9:40 a.m. after the completion of the checking procedures, the CS should specifically ask candidates if they have such problems.
10.3 Invigilators should also attend to candidates who arrive at the examination centre with the following problems:

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who:</td>
<td>Candidates who:</td>
</tr>
<tr>
<td>(1) have not brought a radio;</td>
<td>(1) have not brought earphones;</td>
</tr>
<tr>
<td>(2) have forgotten to bring or have lost earphones / batteries;</td>
<td>(2) have brought earphones which are not working.</td>
</tr>
<tr>
<td>(3) have brought an electronic device other than a radio, Walkman, Discman or radio-cassette player;</td>
<td></td>
</tr>
<tr>
<td>(4) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);</td>
<td></td>
</tr>
<tr>
<td>(5) have brought a radio or earphones which are not working.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) check candidates’ radio-cassette players/Walkmans/Discmans to ensure that no cassette tapes/discs are contained in the equipment;</td>
</tr>
<tr>
<td>(2) check if the candidate is using an electronic device other than a radio/Walkman/Discman/radio-cassette player. If a candidate does not have a radio/Walkman/Discman/radio-cassette player, he/she should be asked to go to the Special Room.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) check if candidates bring their earphones. If a candidate brings a set of wireless earphones or the earphones cannot be plugged into the receiver provided by the HKEAA, please provide them with spare headphones. Alternatively, the candidate may choose to go to the Special Room.</td>
</tr>
</tbody>
</table>

11. Checking of Admission Forms/Identity Cards and taking candidates’ attendance

approx. 9:20 a.m.

11.1 Ask invigilators to start checking candidates’ Admission Forms/Identity Cards and taking the attendance. These should be completed before the distribution of question-answer books at around 9:50 a.m. so that the candidates will not be disturbed once the examination broadcast starts. Please refer to Section III A paragraph 3 for procedures about checking of Admission Forms/Identity Cards.

11.2 Ask the invigilators to take the candidates’ attendance using the barcode scanner according to the following steps and the instructions in the ASTS User Guide.

(1) Invigilators should select “Attendance Taking” from the Main Menu before they start checking candidates’ Admission Forms. They should first check candidates’ Admission Forms/Identity Cards, and then scan the barcode printed on the top-right hand corner of the Admission Forms and one of the barcode labels on the barcode sheet.

(2) If there are any irregularities (for example, wrong centre candidates, subject not on the Admission Form, candidates without the original Admission Forms, etc), invigilators should verify the candidates’ identities, and then report the case to the CS, bringing...
along the relevant candidates’ Admission Forms (or Identity Cards for candidates without Admission Forms), in accordance with the instructions in the ASTS User Guide.

(3) After taking candidates’ attendance, invigilators should place the scanner on the cradle for data transmission.

11.3 If there are any candidates who have gone to the Special Room after taking attendance, the CS should update the ASTS System record by marking the candidates “Going to Special Room” so as to avoid inconsistencies between the number of candidates present in the examination hall and that of the scripts collected.

12. Playing the demonstration CD
   (applicable to Centres using the IR Transmission System only)

   The CS should ask the technician to play the demonstration CD to enable candidates to check the listening equipment.

13. RTHK broadcast before the start of examination
    (applicable to Radio-broadcast Centres only)

   9:30 a.m. At 9:30 a.m.*, RTHK will broadcast:
   
   This is RTHK Radio 2. The time now is 9:30. We are now switching to mono mode. In half an hour’s time, at 10 o’clock, we will be broadcasting the Hong Kong Examinations and Assessment Authority, Advanced Level Use of English Section A Examination.

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

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

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

14. Announcement concerning candidates’ tuning/reception problems

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

If you have reception problems, put up your hand now. Make sure that you have switched off your mobile phone, including its alarm function, and any other sounding devices.

The mobile phone should be placed under your chair in a position clearly visible to invigilators. Also make sure that you do not have any electronic or communication devices on your desk or in the drawer of your desk, in your pockets or on your body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check.)

(The CS may at his/her discretion make this announcement at 9:40 a.m. and repeat it nearer the time of the broadcast of the test materials.)

14.1 Invigilators should make sure that they duly attend to candidates who have reception problems.
Radio-broadcast Centres

14.2 For radio-broadcast centres, if, prior to 10:00 a.m., a candidate claims to be dissatisfied with the quality of the radio reception, the invigilator who attends to him/her should make sure:

- the candidate has tried turning the radio to different directions to take care of any directional effects;
- the candidate has turned off the stereo switch if his/her Walkman/Discman has one (on most stereo models this function is indicated by a small red light).

The candidate may be reminded that the wires connecting the radio and the earphones act as an aerial. To facilitate better reception, candidates should straighten the earphone wires and let them dangle on the side. They should not curl the wires up in a heap for compactness or convenience. They are also advised to keep most of the earphone wires at a distance (say, at least 2 inches) away from their body. For this reason, the reception may vary slightly upon turning his/her head. The reception may also be improved by changing the position of the set on the desk.

14.3 If the invigilator cannot improve the situation, the candidate should be asked if he/she wishes to move to the Special Room. (Unless in very exceptional and justifiable circumstances, changing seats should not be permitted because of the possible unsettling effect this can have on the other candidates.) Candidates who choose to take the Listening Test in the Special Room should be reminded to take their Admission Forms, personalised barcode sheets and question papers (if distributed) to the Special Room. (Candidates taking the Listening Test in the Special Room have to affix their barcode labels on the Special Room Sessional Report.) These candidates should also be reminded that they cannot use their own listening equipment in the Special Room.

Centres using the IR Transmission System

14.4 For centres using the IR Transmission System, in case a candidate claims that the receiver is not working, give him/her another receiver. If, however, the problem persists, the candidate should be asked if he/she wishes to move to the Special Room. Candidates who choose to take the Listening Test in the Special Room should be reminded to take their Admission Forms, personalised barcode sheets and question papers (if distributed) to the Special Room. (Candidates taking the Listening Test in the Special Room have to affix their barcode labels on the Special Room Sessional Report.) These candidates should also be reminded that they cannot use their own listening equipment in the Special Room.

For both Radio-broadcast centres and IR centres

14.5 Candidates have been instructed to report any irregularities about the examination centre environment and reception in the Listening Test to the CS/invigilator at the time when the undesirable conditions arise. To facilitate follow-up action to be taken by the HKEAA, the CS/invigilator should provide as many details about the irregularity as possible (e.g. radio reception in the examination room, the environment of the examination room) in the Sessional Report.

Note:

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

2) There is no mark penalty for going to the Special Room due to reception problems. If a candidate decides not to go to the Special Room and only complains about the reception problems in the examination hall after the listening tests, the complaint will normally not be entertained.
15. Latecomers

At 9:46 a.m., ask an invigilator to post the “NO LATECOMERS WILL BE ADMITTED” notice at the entrance of the examination hall. Candidates who arrive after 9:45 a.m. should be instructed to go to the Special Room to take the test and clearly told the location of the Special Room. Please refer to paragraph 4. Latecomers should be given spare barcode sheets for use and their barcode labels should be affixed on the Sessional Report.

C. Start of the Test

16. Distribution of question-answer books

9:46 a.m. At 9:46 am, announce:

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

The CS should check again whether the question-answer books are for the correct session. The CS should then unseal and open the packets of question-answer books in front of the invigilators and candidates. After ensuring that there are sufficient question-answer books for distribution, announce:

I am now going to distribute the Question-Answer Books. 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 open the Question-Answer Books until you are told to do so.

The CS should then give the question-answer books to the invigilators and instruct them to distribute them to the candidates, with the covers facing up. The CS should also check if there is any Special Notice which will contain 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, make an announcement according to the instructions in the Special Notice and write up the contents of the Special Notice on the blackboard for reference of candidates.

17. Announcement concerning the question-answer books

On completion of the distribution of the question-answer books, announce:

You should have on your desk a Question-Answer Book. Put up your hand if you do not. (Pause) Do not open the question-answer book until you are told to do so.

Now, put on your earphones and keep them on until the end of the test.

Ask an invigilator to listen to the broadcast until the end of the listening test.

18. Recording the absentees

Before 9:55 am, the CS should ask the invigilators to collect the question-answer book and barcode sheet from each vacant seat. After the start of the Listening Test, the CS should ask one invigilator to record the absentees using the barcode scanners. The invigilator should select “Recording Absentees” from the Main Menu and then scan the absentees’ barcode sheets. After finishing the scanning of the barcode labels of the absentees, the invigilator should place the scanner on the cradle for data transmission (Please refer to the “ASTS User Guide”).
19. RTHK broadcast (Greensleeves)
   (applicable to Radio-broadcast Centres only)

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

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

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

   The CS should make sure that the candidates do not open their question-answer books at this point.

20. Start of the broadcast of test material

   **10:00 a.m.**
   At 10:00 a.m.*, ask the technician to play the examination CD (applicable to centres using IR Transmission System only). **Do not start playing the examination CD before 10:00 am.**

   RTHK will broadcast / the examination CD will begin with:

   Hong Kong Advanced Level Examination, Use of English Section A Listening Test 2013. Instructions to Candidates. You should have on your desk a Question-Answer Book. Do not open it until you are told to do so. I repeat, do not open the Question-Answer Book until you are told to do so.

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

   Now check through your Question-Answer Book and make sure it has no missing pages. Look for the words “End of Test” on the last page. (Pause for 10 seconds)

   Now stick your barcode labels in the spaces provided on pages 1, 3 and 5. (Pause for 15 seconds)

   You are reminded that all examination materials will be played ONCE only. The test is divided into three parts. You should use a pencil to write your answers for all three parts. At the end of the examination, when you are told to stop, put down your pencil and close your Question-Answer Book. You may not leave the examination room until you are instructed to do so at the end of the examination session. Put up your hand now if you have any difficulties.

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

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

   RTHK / the examination CD will continue:

   Now look at page 2 of your Question-Answer Book ...

   **For centres using the IR Transmission System**

   The CS should refer to the tapescript concerning the progress of the test. The tapescript is strictly confidential and **MUST NOT** be seen by the candidates.
The examination CD should be played once only. The reserve CD should not be used unless the examination CD cannot function normally. In case the reserve CD is used at the start or in the middle of the listening test, the CS should complete Report Form SR4g stating the reason, the time it happened and other details.

Remind the invigilators to stay alert throughout the whole Listening Test. Ask invigilators to take spare headphones which are connected to receivers and switched on, and station themselves at various positions in the hall. In the event of disruptions to the Listening Test after the broadcast has started, the following are the suggested courses of action to be taken by the CS/technician/invigilators in the scenarios detailed herein:

**Scenario 1:** Candidates encounter problems with their earphones/receivers during the broadcast of the Listening Test

**Action Required:** If individual candidates raise their hands to signal problems with their earphones/receivers, invigilators should give them a set of spare headphones and receiver as quickly as possible. The candidate number, the time of exchange of receivers/headphones and other details should be recorded on the Report Form SR4g. If the situation persists after the equipment has been replaced, the candidates may choose to go to the Special Room.

**Scenario 2:** Suspected/confirmed malfunctioning of the IR Transmission System during the broadcast of the Listening Test

**Action Required:** If there is suspected malfunctioning of the IR Transmission System causing disruption to the broadcast, the CS should decide whether to stop the broadcast (factors for consideration: whether there are a lot of candidates raising their hands for help at the same time, whether the interruption happens frequently within a short period of time, say, 1 minute). The CS should contact the HKEAA via the PECSS or telephone and record the details of the incident. If the CS decides to stop the broadcast, he/she should record where the broadcast stops, and ask the candidates to close their question-answer books and take off their earphones. The CS should then ask the technician to put on the headphones to check the IR Transmission System using the demonstration CD. If the content of the demonstration CD is broadcast clearly, then probably there is a problem with the examination CD. Follow the “Action Required” under **Scenario 3**. However, if the problem persists, the technician should further check the IR Transmission System using the spare CD player.

If the malfunctioning of the IR Transmission System is confirmed, he/she should urgently telephone the HKEAA for technical support (i.e. to set up a mobile IR System in the school hall by the service contractor of the HKEAA). The CS should report all the details of the incident concerning the suspected/confirmed malfunctioning of the IR Transmission System on the Report Form SR4g.

**Scenario 3:** Malfunctioning of the examination CD during the broadcast of the Listening Test

**Action Required:** The CS should record where the broadcast stops, and ask the candidates to close their question-answer books and take off their earphones. The CS should then replace the faulty CD with the reserve CD, and ask the technician to locate the correct track (or correct time) on the reserve CD using the spare CD player (which has track display function). Do not connect the CD player
to the Main Unit of the IR Transmission System during checking. Candidates are not allowed to listen to the broadcast of the reserve CD during checking. Put on the headphones and listen to the broadcast of the reserve CD to make sure that the quality of broadcast is satisfactory.

Normally, when the examination resumes, the examination CD/reserve CD should be played from the point of interruption. However, prior to resuming the broadcast, the CS must telephone the HKEAA to seek confirmation on where to restart the playing of the examination CD. Then, the CS should ask the candidates to put on the earphones again and play the reserve CD from the point as agreed by the HKEAA.

In case the broadcast stops during the tidy-up time (i.e. when music is played), there is no need for the CS to re-start the broadcast in the middle of the music excerpt. Make sure that candidates are given the amount of tidy-up time as stated in the tapescript before re-starting the broadcast. The examination CD should be played from the part immediately after the tidy-up time (ask the technician to locate the correct track).

The CS should report all the details of the incident concerning the malfunctioning of the examination CD on the Report Form SR4g.

D. End of the Test/Collection of Scripts

21. End of the broadcast

Towards the end of the Listening Test, the following instructions will be broadcast:

<table>
<thead>
<tr>
<th>Time</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 a.m.</td>
<td>That's the end of the test. Stop writing now and put down your pencil. Close your Question-Answer Book and leave it on the desk in front of you for the invigilator to collect. Take off your earphones now and turn off your radio.</td>
</tr>
</tbody>
</table>

22. End of the test

After the end of the radio broadcast, the CS should immediately announce:

<table>
<thead>
<tr>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Question-Answer Book will be collected now. Stay in your seats quietly until you are told to leave. Do not pack your personal belongings until you are told to do so.</td>
</tr>
</tbody>
</table>

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

The CS should stay on the stage to supervise the candidates. No extra time should be given to the candidates for any reason without specific instructions from the HKEAA.

For handling cases of candidates disobeying the “Stop working” instructions, please refer to Section IV paragraph 19.
23. Collection of answer scripts and barcode sheets

23.1 The CS should assign the invigilators to collect separately the question-answer books and the barcode sheets (with/without remaining barcode labels).

23.2 While collecting the question-answer books, if an invigilator discovers that a candidate has not put down his/her candidate number on his/her question-answer book, the candidate should be asked to do so under the supervision of the invigilator.

23.3 While collecting the question-answer books, if an invigilator discovers that a candidate has not stuck a barcode label on the cover of his/her question-answer book, the candidate should be asked to stick a barcode label on the cover under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form before leaving the examination room.

24. Checking of answer scripts collected

24.1 Question-answer books should be collected in candidate number order, with the smallest candidate number on top.

24.2 After collecting the answer scripts of all candidates in the examination hall, ask the invigilators to scan the barcode labels on the scripts, including those using spare barcodes. After scanning all the answer scripts, invigilators should place the barcode scanner on the cradle for data transmission.

24.3 The CS 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 scripts collected. 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 CS should investigate the irregularities immediately. Please refer to the ASTS User Guide where necessary.

24.4 At the time of scanning the barcode labels on the scripts, if an invigilator discovers that a candidate has not stuck any barcode labels on the cover of the question-answer book, the question-answer book need 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 CS should, under the page of “Answer Script” in the ASTS programme, select the relevant candidate and click “Edit” to manually update the script record. The candidate’s script record should be updated from “0/1” to “✓”.

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

24.5 The CS should put down the total number of scripts collected in the appropriate space on the Sessional Report.
25. Dismissal of candidates

On completion of the collection and checking of all answer scripts of candidates in the examination hall (see Section III A paragraphs 9-10), the CS should announce:

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

* Notes: For centres using IR Transmission System, before dismissal of candidates, the CS should arrange invigilators to collect the receivers and/or headphones provided by the HKEAA and check the numbers.

26. Completing the Sessional Report

The Sessional Report should be completed by the CS and two invigilators (either of whom should be an outside invigilator and not provided by the centre school). Please refer to Section III A paragraph 7 for details.

27. Uploading of attendance and script records of candidates taking the Listening Test in the Special Room

27.1 After completing the attendance taking/script collection procedures and all relevant special reports, the Special Room Invigilator can dismiss the candidates in the Special Room and then bring along the barcode scanner and the answer scripts to the examination hall.

27.2 On returning to the examination hall, the Special Room Invigilator should first upload the records to the ASTS Programme. The CS should check the “Summary Report” in the ASTS programme to ensure that the number of candidates present tallies with the number of scripts collected.

27.3 The Special Room Invigilator should then return the “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (containing the answer scripts of the candidates in the Special Room) to the CS. He/She should seal the “Return Envelope” with a piece of Security Adhesive Tape in the presence of the CS. Then the CS and the Special Room Invigilator should sign on the flap of the envelope across the tape.

27.4 Answer scripts affixed with additional personalised barcode labels should be put in the Script/Answer Sheet Envelope for Additional Candidates provided by the HKEAA to the CS and not be mixed with other scripts. If an additional candidate has taken the test in the Special Room, the answer script affixed with an additional personalised barcode label should be put in the Return Envelope for LT Special Room Sessional Report and Answer Script and the candidate number of the candidate concerned should be marked on the Script/Answer Sheet Envelope for Additional Candidates.

27.5 The CS should enter the number of Special Rooms operated on the examination day at the examination centre on the cover of the “Return Envelope for LT Special Room Sessional Report and Answer Scripts”.

28. Data transmission to the HKEAA

The CS should click “Export File” in the ASTS programme to transmit the uploaded candidates’ attendance and script records to the HKEAA.

29. Packing and return of scripts and examination materials

For the procedures of packing and return of scripts and examination materials, please refer to Section III A Paragraphs 8-10.
A. Before the Start of the Examination

1. Preparation for the examination

1.1 Time allowances for the Use of English written examinations are as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Time Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section B</td>
<td>(Writing)</td>
<td>1 hour 15 minutes.</td>
</tr>
<tr>
<td>Section C</td>
<td>(Reading and Language Systems)</td>
<td>1 hour 30 minutes.</td>
</tr>
<tr>
<td>Section E</td>
<td>(Practical Skills for Work and Study)</td>
<td>1 hour 45 minutes.</td>
</tr>
</tbody>
</table>

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

2. Distribution of stationery and barcode sheets

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

   (1) Stationery

   - Section B: one AL(F) answer book (see Specimen 18B(iii))
   - Section B: two rough-work sheets (see Specimen 33)
   - Section C: one multiple-choice answer sheet (see Specimen 18A)
   - Section C: one backing sheet (see Specimen 19)
   - Section E: one rough-work sheet

   (2) Barcode sheets

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

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

3. Admission of candidates

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

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

3.3 If more than one-fifth of the candidates have not arrived by 8:30 a.m. for the first session (possibly due to a traffic accident or bad weather), the CS could use his/her discretion to delay the starting time for up to 15 minutes. If the CS wishes to delay the starting time further, he/she should telephone the HKEAA (AL hotlines: 3628 8960/3628 8919).
4. **Late arrivals**

4.1 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.

4.2 Before making the first announcement (see paragraph 5.3), 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 each of these candidates upon their entry into the examination hall and to remind them to switch off their mobile phones.

4.3 Advise invigilators to check whether the candidates have put down their candidate numbers on their answer scripts/MC answer sheets 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) as instructed may receive a mark penalty on the paper concerned.

4.4 To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of an answer book/cover of a question-answer book/MC answer sheet, the candidate should be asked to stick a barcode label on that cover/MC answer sheet under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form.

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

5.1 All announcements should be made in English.

5.2 The first announcement should be made when the majority of candidates have been admitted and seated. Announce:

| The “Public Examinations Communication & Support System” has been set up 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. |
6. Second announcement (Checking of personal belongings)

Announce:

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. (Pause)

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

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

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should 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 or 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 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 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 phones) switched on during the examination after the examination papers have been distributed, 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 CS/Invigilators should check if candidates have followed these instructions. **Before the examination begins, should no mobile phone be found under a candidate’s chair, invigilators may ask the candidate concerned if he/she has brought a mobile phone.**
7. Third announcement (Checking of barcode labels)

**Part 1 (Sections B, C and E)**
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 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)

After the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of your answer book / question-answer book. You should copy this information from your Admission Form. You should also affix barcode labels in the designated spaces on the cover and the inner pages of your answer book/question-answer book.

**Part 2 (Section C only)**
You should affix a barcode label, write your Candidate Number and name and sign on the MC answer sheet as well.

**Part 3 (Sections B, C and E)**
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.

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

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. It should be noted that answers written in the margin will not be marked.

8. Fourth announcement (Checking of answer books/MC answer sheets/rough-work sheets)

**Section B**
You are provided with one AL(F) answer book and 2 rough-work sheets. Put up your hand if you do not. (Pause)

Candidates should enter the question-number on the front cover of the answer book. 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)

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

Put your answer sheet on top of the backing sheet. Do not write on the backing sheet or you risk a mark penalty. Now, read the instructions on the MC answer sheet. (Pause)

**Section E**
You should have on your desk a rough-work sheet only. Put up your hand if you do not.
9. **Fifth Announcement (Distribution of question papers)**

Each candidate should be given the following:

- **Section B**: one question paper
- **Section C**: one question-answer book
- **Section E**: one question-answer book and one data file

The CS should check again 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.

After ensuring that there are sufficient question papers for distribution, announce:

The question papers (or question-answer books) (or question-answer books and data files) will be distributed to you 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 (or question-answer book) (or question-answer book and data file) and do not start writing until you are told to do so.

The CS should then give the question papers to the invigilators and instruct them to distribute the question papers to the candidates, with the covers of the question papers facing up.

10. **Sixth announcement (Checking of question papers)**

On completion of the distribution of question papers, announce:

- **Section B**
  
  You should have on your desk a question paper for Section B. 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)

- **Section C**
  
  You should have on your desk a question-answer book for Section C. Put up your hand if you do not. (Pause) Now, read the instructions on the cover of the question-answer book. Do not turn over your question-answer book until you are told to do so. (Pause for 15 seconds)

  Answers to all multiple-choice questions must be marked on the multiple-choice answer sheet. Answers to the other questions should be written in the appropriate spaces in the question-answer book. You are advised to use a pencil to mark the answers on the MC answer sheet and use a blue or black pen to write the answers on the question-answer book.

- **Section E**
  
  You should have on your desk a data file and a question-answer book for Section E. Put up your hand if you do not. (Pause) Now, read the instructions on the cover of the question-answer book. Do not turn over the data file and the question-answer book until you are told to do so. (Pause for 15 seconds)
11. Seventh announcement (Checking of question papers and start of the examination)

11.1 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. After the start of the examination, candidates should first write their candidate numbers in the boxes provided on the MC answer sheets and the front cover of their answer books/question-answer books (candidates should also write their name and sign on the MC answer sheets) and affix barcode labels in the designated spaces on the MC answer sheet and the front cover and inner pages of the answer books/question-answer books 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.

* Special note to the CS regarding the design of the Question-Answer Book for Section C:

The Section C Question-Answer Book consists of 11 pages on three folded A3 sheets, which are not stapled together. Pages 1 to 7 contain the multiple-choice questions and need not be collected after the examination. **Pages 8 to 11 contain the open-ended questions and candidates must write their answers to these questions in the spaces provided on these pages, which must be handed in at the end of the examination session.** Candidates should be instructed to take out pages 8 to 11 from the middle of the book before checking it. Spaces for the candidate number and the barcode label are to be found on page 8, which is orange in colour.

**The CS should brief invigilators so that they are able to answer candidates’ queries.**

The CS should announce:

**Section B**

<table>
<thead>
<tr>
<th>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)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check your question paper to see that there are no missing questions. The words &quot;End of Paper&quot; should appear after the last question. (Pause)</td>
</tr>
<tr>
<td><strong>Close the question paper after checking.</strong></td>
</tr>
<tr>
<td><strong>After the announcement of the start of the examination,</strong> you should first write your Candidate Number in the boxes provided on page 1 of the answer book. You should copy this information from your Admission Form. You should also affix two barcode labels in the designated spaces on page 1 and one barcode label on page 3 of your answer book.</td>
</tr>
<tr>
<td><strong>No extra time will be given</strong> to candidates for sticking the barcode labels after the “Stop working” announcement.</td>
</tr>
</tbody>
</table>
Section C

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 book to see that there are no missing questions. Take pages 8 to 11 out of your question-answer book. Page 8 is orange in colour. (Pause) The words "End of Paper" should appear after the last question on page 11. (Pause)

After checking, close the question-answer book and put pages 8 to 11 under pages 1 to 7.

After the announcement of the start of the examination, you should first write your Candidate Number in the boxes provided on page 8 of the question-answer book. You should copy this information from your Admission Form. You should also affix a barcode label in the designated space on this page. You should affix a barcode label, write your Candidate Number and name and sign on the MC answer sheet as well.

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

Section E

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 both your question-answer book and your data file to see that there are no missing pages. The words "End of Paper" should appear on the last page of the question-answer book. The words "This is the last page of the data file" should appear on the last page of the data file. (Pause)

Close the question-answer book and the data file 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 question-answer book. You should copy this information from your Admission Form. You should also affix barcode labels in the designated spaces on the cover and inner pages of your question-answer book 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.

11.2 The CS should also 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 the reference of the latecomers.
If there are no questions from the candidates, the CS should give the signal to begin by announcing:

(1) **for papers where early leave is not allowed (i.e. Section C)**

No candidate will be allowed to leave early in this examination session. According to the hall clock (my watch), the time is ________. The examination will end at ________. You may now start.

(2) **for papers where early leave is allowed during the period after the first 30 minutes but before the last 15 minutes (i.e. Sections B and E)**

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

According to the hall clock (my watch), the time is ____. The examination will end at ________. You may now start.

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

**Notes:**
1. The CS should check whether the clock in the hall 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 inside the hall (say one in the front of the hall and one at the back), the CS should use the one facing the candidates and inform the candidates of the clock he/she is using for timing the examination in order to avoid misunderstanding.

The CS should ensure that all examinations start punctually as scheduled in the timetable. Under no circumstances should an examination start before the scheduled time.

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

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

15 minutes after the start of the session, invigilators should be assigned to check the candidates’ admission forms/identity cards. Please refer to Section III A paragraph 3 for details.

13. Taking Candidates’ Attendance

Please refer to Section III A paragraph 4 for details.

14. Collecting question papers and answer books from vacant seats

14.1 30 minutes after the start of the examination, ask the invigilators to collect the question paper/answer book/question-answer book/data file/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 scanned and the absentees’ records uploaded to the Attendance and Script Tracking System (ASTS) programme. After scanning, the absentees’ barcode sheets should be put inside the barcode sheet envelope (see Specimen 30B).

14.2 The school can keep the surplus question papers (including question-answer books and data files).

14.3 In the case of a candidate requesting to have another question-answer book, the request should not normally be accepted. Supplementary answer sheet should be supplied on request.

15. Early leavers

15.1 No early leaving is permitted for Section C.

15.2 For Sections B and E, candidates may leave the examination room during the period 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 scripts even if no attempt has been made to answer any questions; and (2) for Section B, the two question number boxes on the front cover have been filled in. Early leavers are not allowed to take away the question papers.

15.3 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).

15.4 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.

15.5 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 kept by schools.

16. Questions raised by candidates

Please refer to Section III A paragraph 5 for details.

17. Toilet arrangements

Please refer to Section III A paragraph 6 for details.
C. Report Forms

18. If the CS 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 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

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

19.1 15 minutes before the end of the session, the CS should announce:

**Section B**

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 indicated the appropriate question number in the two question number boxes on page 1 of the answer book; otherwise the marker may not know which question you have answered. Besides, make sure you have written your Candidate Number and stuck two barcode labels in the designated spaces on page 1. 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.

**Section C**

You have 15 minutes left.

Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on the question-answer book. Besides, make sure you have written your Candidate Number and name, stuck a barcode label and signed on the MC answer sheet. No extra time will be given to candidates for sticking the barcode labels after the “Stop working” announcement.

**Section E**

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 written your Candidate Number and stuck barcode labels in the designated spaces on the question-answer book. No extra time will be given to candidates for sticking the barcode labels after the “Stop working” announcement.
19.2 5 minutes before the end of the session, the CS should announce:

**Section B**

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 every supplementary answer sheet. Write the correct question number of your composition in the boxes provided. Cross out all unwanted materials. You will **NOT** be allowed to work on your answer book including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the "Stop working" announcement.

**Section C**

You have 5 minutes left. Make sure you have written your Candidate Number and stuck a barcode label on the MC answer sheet. Also make sure you have written your Candidate Number and stuck a barcode label in the designated space on page 8 of your question-answer book and all supplementary answer sheets. Cross out all unwanted materials. You will **NOT** be allowed to work on your answer scripts including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the "Stop working" announcement.

**Section E**

You have 5 minutes left. Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on your question-answer book and supplementary answer sheets. Cross out all unwanted materials. You will **NOT** be allowed to work on your question-answer book including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the "Stop working" announcement.
20. Ninth announcement (“Stop working” instruction)

20.1 When time is up, announce:

**Sections B & E**

<table>
<thead>
<tr>
<th>The time now is _____. Time is up. Stop working. (Pause for 10 seconds to ensure that all candidates are complying with the instructions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not pack your personal belongings until you are told to do so. Close your question book. You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)</td>
</tr>
<tr>
<td>If you have supplementary answer sheets, tie them in your answer book with the piece of string provided. Put your answer book (or question-answer book) next to the unused barcode labels. They will be collected separately.</td>
</tr>
<tr>
<td>Make sure that your admission form and identity card do not get mixed up with your answer script.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>The time now is _____. Time is up. Stop working. (Pause for 10 seconds to ensure that all candidates are complying with the instructions)</td>
</tr>
<tr>
<td>Do not pack your personal belongings until you are told to do so. Close your question-answer book. You must not work on your answers or affix the barcode label now, otherwise you will receive a mark penalty. (Pause)</td>
</tr>
<tr>
<td>Please check again that your answers to the multiple-choice questions are marked on the MC answer sheet while answers to other questions are written on pages 8 to 11 of your question-answer book. Put up your hand if you have any problems. (Pause)</td>
</tr>
<tr>
<td>Put pages 8 to 11 of your question-answer book and the MC answer sheet next to the backing sheet. They will be collected separately. You can keep pages 1 to 7 of the question-answer book.</td>
</tr>
<tr>
<td>Make sure that your admission form and identity card do not get mixed up with your answer script.</td>
</tr>
</tbody>
</table>

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

20.3 For handling cases of candidates disobeying the “Stop working” instruction, please refer to *Section IV paragraph 19.*
21. Tenth announcement (Collection of answer scripts and examination materials)

NOTE: It is **not necessary** to collect the Section B question papers, the multiple-choice section of the Section C question-answer books or the Section E data files.

The CS should announce:

<table>
<thead>
<tr>
<th>Sections B &amp; E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your answer book (or question-answer book) will be collected now. Stay in your seats 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your question-answer book and MC answer sheet will be collected now. Stay in your seats 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 or on the MC answer sheet, 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.</td>
</tr>
</tbody>
</table>

21.1 The CS should arrange invigilators to collect separately the answer books/question-answer books, MC answer sheets, the rough-work sheets, the barcode sheets (with/without remaining barcode labels) and backing sheets (for Section C), and Mobile Phone Reminder Cards (if distributed).

21.2 While collecting the answer books/question-answer books/answer sheets/MC answer sheets, if an invigilator discovers that a candidate has not put down his/her candidate number on his/her answer book/answer sheet/MC 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.**

21.3 While collecting the answer books/question-answer books/answer sheets/MC answer sheet, if an invigilator discovers that a candidate has not stuck any barcode labels on the cover of an answer book/cover of the question-answer book/MC answer sheet, **the candidate should be asked to stick the barcode label on that cover/MC answer sheet under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form before leaving the examination room.**
22. Checking of answer scripts collected

22.1 The Question-answer books should be collected in candidate number order, with the smallest candidate number on top.

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

In UE Section C, as there are 2 types of answer scripts (i.e. question-answer books and MC answer sheets), invigilators should finish scanning one type after another.

22.3 The CS 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 CS should investigate the irregularities immediately. Please refer to the ASTS User Guide where necessary.

22.4 At the time of scanning the barcode labels on the scripts, if an invigilator discovers that a candidate has not stuck any barcode labels on the cover of an answer book/cover of the question-answer book/MC answer sheet, the answer book/question-answer book/MC answer sheet need 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 CS should, under the page of “Answer Script” in the ASTS programme, select the relevant candidate and click “Edit” to manually update the script record. The candidate’s script record should be updated as follows:

Sections B & E (one answer book/question-answer book):
from “0/1” to “✓”

Section C (one question-answer book and one MC answer sheet)
from “1/2” to “✓” (if only one answer book/sheet cannot be scanned)
from “0/2” to “✓” (if both answer book and answer sheet cannot be scanned)

The completed Report Form SR4b and the answer book/question-answer book/MC answer sheet should be placed in the Envelope for Special Reports & Related Scripts/Answer Sheets.

22.5 The CS should put down the total number of scripts collected in the appropriate space on the Sessional Report.
23. Eleventh announcement (Dismissal of candidates)

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

**Section B**

The Section C examination will begin at 10:30 a.m. 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.

**Section C**

The Section E examination will begin at 1:30 p.m. 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 MC questions. You may now leave.

**Section E**

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 data file. You may now leave.

23.2 In the case of a candidate reporting any irregularity concerning the examination (e.g. the candidate requests a realignment of his/her MC answers), 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.

24. Completing the Sessional Report

The Sessional Report should be completed by the CS and two invigilators (including one invigilator not provided by the centre school). Please refer to *Section III A paragraph 7* for details.

25. Data transmission to the HKEAA

The CS should click “Export File” in the ASTS programme to transmit the uploaded candidates’ attendance and script records to the HKEAA.

26. Packing and return of answer scripts and examination materials

Please refer to *Section III A paragraphs 9-10* for details.
Section IV: Handling of Irregularities

A. Report Forms

1.1 The Centre Supervisor (CS) / invigilator 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 / Electronic or Communication Devices / Sounding Devices)
- Form SR4t (*Specimen 23E*) — Candidates going to the toilet*
- Form SR4i (*Specimen 24*) — Examination Irregularities (Invigilators)

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

1.2 If a candidate lodges a complaint at the centre, the CS/invigilators 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 should ask the candidate concerned after the examination to stay behind to complete the report.

1.4 If any candidate complains about the examination centre environment or finds his/her seat or the surrounding conditions undesirable (e.g. insufficient lighting, noise disturbance, dripping water, too cold, disturbance from neighbouring candidates), the CS should investigate the matter immediately and provide assistance to the candidates on the spot as far as possible.

The following are common examples:

- **Noise disturbance** - the CS should ask an invigilator to attend to the source of the noise immediately so as to stop/minimise the noise disturbance.
- **Room temperature** - the CS/invigilators should adjust the temperature of the air conditioners if some candidates report that the examination centre is too cold. If the CS/invigilators see many candidates putting on their jackets because of the low temperature, they should take the initiative to adjust the room temperature by switching off some of the ventilators or lowering their outputs.

If the need of the candidate is genuine but the conditions cannot be improved and a spare seat is available at the centre, the CS may arrange another seat for the candidate and report the case on Report Form SR4g. However, when making the arrangement care should be taken to minimise the disturbance to the candidate and his/her neighbours when the examination is in progress.

If the complaints/cases are very minor e.g. school bell, bird singing or the problems are resolved before the examination starts, there is no need to file a report to the HKEAA.

For other cases/complaints particularly those involving follow-up actions by the HKEAA, the CS/invigilators should report the cases with as many details as possible in Form SR4g.

1.5 As regards complaints about reception in the listening tests, candidates have been instructed to report any irregularities about the reception in the listening test at the examination centre on the day of the examination. To facilitate the follow-up by the HKEAA, CS/invigilators should provide as many details about the irregularities as possible (e.g. reception in the examination hall, the environment of the examination hall) in the Sessional Report.
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 hoisting of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), CS/invigilators should listen to the radio, watch the television or check out the HKEAA website at www.hkeaa.edu.hk for the examination schedules right up to the time they leave for the examination centre. It is important that CS/invigilators should note the following points:

(1) the HKEAA announcement of the postponement of an examination session will be made early on the morning of the examination day and will be repeated frequently from 7:00 am 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, on the radio and on the HKEAA website 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/invigilators 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 the 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 or check out the HKEAA website 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 and on the HKEAA website.

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 and on the HKEAA website.

3.5 In the event of any imminent danger to the candidates, the CS should exercise sound judgement 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. No extra time should be given to compensate the interruption and the duration of the examination should remain unchanged. 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, on the radio and on the HKEAA website 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 contact the HKEAA via the Public Examinations Communication and Support System (PECSS) (if available) or the HKEAA by telephone (AL hotlines: 3628 8960 / 3628 8919). 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 the reporting time of the candidates (i.e. 9:15 a.m. for centres using radio-broadcast or the Infra-red Transmission System / 9:30 a.m. for Chinese Language and Culture (Putonghua)) or before the admission of candidates into the examination hall/room, the CS should delay the admission 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 the reporting time, 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 jeopardise 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 the candidates to wait in a safe place. He/She should also inform the HKEAA via the PECSS (if available) or by telephone (AL hotlines: 3628 8960 / 3628 8919).

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 Tests via radio broadcast), 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/examination room is affected by insufficient lighting, the examination should be continued. The CS should use his/her discretion on whether to relocate candidates affected to an area with acceptable 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 working 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 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 5**). 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.

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 their pockets or in the drawers of the desks. If they bring pencil cases or pencil boxes (including transparent ones) to the examination room, they must place the stationery on their desks and put the pencil cases/boxes inside the 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. iPod, tablets, PDA, pagers, MP3 players, electronic dictionaries, data bank watches, etc.) or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. Mobile phones should also be turned off (including disabling the alarm function) 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.

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 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 attempts to cheat.

11.3 Candidates who are found to have unauthorised articles at the following positions during the examination should be warned that upon confirmation of the case, a mark penalty, subject downgrading or disqualification from the whole examination will be imposed.

<table>
<thead>
<tr>
<th>Unauthorised 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 candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks (including writing on their admission forms or on the back of their calculators)</td>
</tr>
<tr>
<td>Electronic/communication devices (e.g. mobile phones, tablets, iPod, pagers, MP3 players, electronic dictionaries, PDA and other electronic devices which can store/display text, images, audio or video materials), which can be switched on or off</td>
<td>Not in operating mode On the candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks</td>
</tr>
<tr>
<td></td>
<td>In operating mode On the candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks or under the candidates’ chairs</td>
</tr>
</tbody>
</table>

11.4 Before the start of the examination, candidates who are found to have unauthorised articles (such as books, notes and paper) on their desks or in the drawers of their desks, in their pockets or on their bodies after the distribution of question papers are also subject to mark penalties. Such cases should be reported on Report Form SR4g.

11.5 For candidates who are found violating the rules in paragraphs 11.3 and 11.4, all written unauthorised materials should be collected from them where applicable and attached to the Report Form for investigation by the HKEAA.
11.6 In case a candidate is found taking photographs or video/audio recording using a device with photo-taking or video/audio recording functions 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 Form SR4g at the end of the examination.

12. Mobile phone irregularities

12.1 During the examination, if the ringing sound of a mobile phone is heard, the CS/invigilators 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/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/invigilators should try to minimise the possible disturbance to the candidate and his/her neighbours.

12.4 In the case of paragraph 12.3(2), after the examination the CS should ask the candidate to show him/her the call log or 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 paragraph 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 minimise the occurrence of loss of personal property/mobile phones of candidates, CS/invigilators 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 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. The candidate who reports the loss may report to the police if he/she so wishes.

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 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 inside or 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 they need 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 The CS/invigilators should pay particular attention to hi-tech cheating tools which are capable of storing texts or communicating to gain unfair advantage. Such tools may resemble ordinary stationery items (such as erasers, rulers). 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 before leaving the examination room. If the candidate refuses, this should be recorded on Report Form SR4g.

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

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

14.5 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 “Handbook for 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 via the PECSS (if available) or by phone immediately (AL hotlines: 3628 8960 / 3628 8919). 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 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 script 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/invigilators should inform the candidate that his/her script for that subject/paper/section/language version may not be accepted by the HKEAA. 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 via the PECSS (if available) or by phone immediately (AL hotlines: 3628 8960 / 3628 8919). 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 “Handbook for 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 the photograph on 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 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 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 (the candidate’s personalised barcode sheet cannot be found):

The CS 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

18.1 Before the examination, candidates should remove the calculator covers/jackets and put them inside their bags or under their chairs. If, during the examination, a calculator cover/jacket is found on a candidate’s desk, the invigilator should check to see if there is any irregularity (such as notes/formulae written on the calculator cover/jacket). If no irregularity is found, the candidate should be told to place the calculator cover/jacket under his/her chair immediately (if the calculator cover/jacket can be detached from the calculator). In cases of suspected cheating, please follow the steps in paragraph 14.

18.2 If a candidate is found in possession of a calculator which does not have the required label, the invigilator should ask the candidate if he/she has with him/her another calculator with the required label. If not, the candidate should be allowed to continue with his/her work using the calculator in the examination. 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 on the same day for the second session until the end of the session. The CS should report the case on 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 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.

18.3 If a candidate’s calculator was pad-printed but the label has faded, it is not necessary to report such a case to the HKEAA. 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.

18.4 Candidates are not allowed to use calculators in language subject examinations. For language subject examinations, candidates should be advised to place their calculators in their bags or under their chairs.
19. Candidates disobeying the “Stop working” instruction

19.1 If a candidate is caught continuing to work on the answer script (including writing, erasing/crossing out answers, holding any stationery, affixing barcode labels or filling in question numbers) after the “Stop working” announcement, the CS 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 Report Form SR4g*.
- **Multiple-choice Papers:** record the question numbers of the work done beyond the time limit on Report Form SR4g*. Do not write anything on the MC answer sheet or make any mark on it.

* Please give as much information as possible about what the candidate was writing/erasing/crossing out after the “Stop working” announcement.

19.2 The candidate should be reminded that he/she may receive a mark penalty. Ask the candidate to write his/her name and address in the space provided on Report Form SR4g. The HKEAA will write to the candidate later to ask for an explanation. The answer script can be collected together with those of other candidates and placed in the appropriate script envelope/answer sheet folder.


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/invigilators 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 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.

If the candidate enquiries about the penalty involved, he/she should be informed that no mark penalty will be imposed on candidates for using wrong answer books.

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. In case of doubt, the CS should contact the HKEAA via the PECSS (if available) or by phone (AL hotlines: 3628 8960 / 3628 8919) before the examination begins.

22. Candidates’ dress

22.1 Candidates have been told in the “Handbook for 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.
If a candidate is wearing a hat/mask, the CS/invigilators may ask the candidate to take off the hat or move it backwards or remove the mask during the checking of the identification document and may let the candidate wear the hat/mask for the rest of the examination if there are no elements of suspected cheating.

23. Candidates’ personal conduct

23.1 Candidates have been told in the “Handbook for Candidates” / on the Admission Form that:

(1) they should behave themselves and comply with the reasonable instructions of the invigilation staff when they sit for an examination;

(2) they must maintain absolute silence, must not speak to nor disturb other candidates and must not communicate using signals/sign language inside the examination centre;

(3) they should not smoke within the premises of the centre school and should not eat or drink in the examination hall/room;

(4) they should not take photographs, audio record or video record inside the examination hall/room at any time in any examinations; and

(5) they should not remove the remaining barcode labels from the examination centre.

23.2 If a candidate is found violating any one of the rules in paragraph 23.1, the CS should report the case to the HKEAA on Report Form SR4g.

23.3 If a candidate brings to the examination hall 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 an invigilator.

23.4 If a candidate is found to have removed remaining barcode labels including barcode labels from previous examination sessions (e.g. candidates who stuck barcode labels on their Admission Forms or other personal belongings), the case should be reported on Report Form SR4g. The materials with the barcode labels (e.g. the Admission Forms) should be photocopied and attached to the Report Form.

23.5 If a candidate is found to be disturbing other candidates by making noise or engaging in other behaviours whether voluntary or involuntary, the CS/invigilator may relocate the candidate to another seat. The CS should report the case to the HKEAA on Report Form SR4g.

23.6 If a candidate misbehaves or acts maliciously in such a way that he/she disturbs the conduct of the examination, the CS/invigilator should warn the candidate concerned and inform him/her that his/her act will risk disqualification from the subject examination. If the candidate repeatedly disobeys the centre staff’s reasonable warning/instruction, or commits other types of misbehaviour (e.g. is excessively rude to the centre staff or examiners or uses foul language), the CS/invigilator should warn the candidate concerned again that they risk subject downgrading. The CS should give details of the misbehaviour (such as the time and cause of the misbehaviour, what the candidate did and said, the candidate’s explanation (if any) and evidence from other witnesses such as invigilators or other candidates) on Report Form SR4g so that the HKEAA can take follow-up action.

24. Contingency Plan for the Attendance and Script Tracking System (ASTS)

24.1 Scenario 1: All barcode scanners cannot function properly

(1) In case all barcode scanners cannot function properly, take the candidates’ attendance in the conventional way, i.e. ask the invigilators to check the candidates’ admission forms / identity cards and take their attendance by entering the candidate number of each candidate present against the appropriate seat number on the “Candidates’ Attendance Record Forms (For ASTS contingency use only)” (see Specimen 16B). But there is no need for the CS to complete the Attendance List. If a candidate uses a spare barcode sheet, put a “✓” against the candidate number. If latecomers are
admitted, the forms should be amended accordingly. (For the procedures about completing the “Candidates’ Attendance Record Forms”, please refer to Section IIIA, paragraph 4.2 (1) of the Centre Supervisor’s Handbook.)

(2) At the end of the examination, the invigilators should collect and count candidates’ answer scripts to ensure that the number of each type of answer scripts collected matches the number of candidates present. If there is any irregularity, the CS should investigate the matter immediately. (Please refer to Section IIIA, paragraph 9 of the Centre Supervisor’s Handbook.)

(3) Inform the HKEAA via the PECSS immediately so that arrangements can be made to deliver the replacement barcode scanners to the examination centre as soon as possible.

(4) Report the incident on Report Form SR4g.

24.2 Scenario 2: The barcode scanners can function properly but the cradle and/or the ASTS Programme cannot function properly

(1) Ask the invigilators to check candidates’ admission forms / identity cards and to use the barcode scanners to take candidates’ attendance. (Please refer to Section IIIA, paragraphs 3 and 4.1 of the Centre Supervisor’s Handbook and Section 3.1 of the ASTS User Guide.)

(2) At the end of the examination, the invigilators should scan the barcode labels on candidates’ answer scripts (please refer to Section 3.7 of the ASTS User Guide) and manually count the number of answer scripts collected to ensure that it matches the number of each type of answer scripts scanned, and matches the number of candidates present. If there is any irregularity, the CS should investigate the matter immediately.

(3) There is no need to upload the scanned records stored in the barcode scanners to the ASTS programme.

(4) Inform the HKEAA via PECSS immediately so that arrangements can be made to deliver the replacement cradle / notebook computer to the examination centre as soon as possible (in case ASTS & PECSS will be used in other papers to be held in the same examination centre) or necessary follow-up action can be taken.

(5) Report the incident on Report Form SR4g.

25. Contingency Plan for the Public Examinations Communication & Support System (PECSS)

25.1 The PECSS is to facilitate the communication between centres and the HKEAA and to record the examination proceedings. The examination should be conducted as normal if the System cannot be set up or recording cannot be captured. In case of malfunctioning of the System or the equipment, the first announcement regarding the recording of the examination proceedings should be revised to:

Owing to technical problems, the examination proceedings will not be recorded today. The matter has been reported to the HKEAA.

25.2 The CS should contact the HKEAA immediately for necessary follow-up action and report the incident on Report Form SR4g.
2013 年香港高级程度会考
HONG KONG ADVANCED LEVEL EXAMINATION 2013

运送考试文具用品时间表
Schedule for Delivery of Examination Stationery

由： 2013 年 3 月 7 日
From: 7 March 2013

至： 2013 年 3 月 11 日
To: 11 March 2013

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.
<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>順南中學 Lingnan Secondary School</td>
<td>香港杏花邨盛康里 6 號 6 Shing Hong Lane, Heng Fa Chuen, Hong Kong</td>
</tr>
<tr>
<td>SPK</td>
<td>考評局(新蒲崗辦事處) HKEAA - San Po Kong Office</td>
<td>九龍新蒲崗爵祿街 17 號 17 Tseuk Luk Street, San Po Kong, Kowloon</td>
</tr>
<tr>
<td>TW</td>
<td>考評局(荃灣評核中心) HKEAA - Tsuen Wan Assessment Centre</td>
<td>新界荃灣城門道 7 號 7 Shing Mun Road, Tsuen Wan, 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>新界沙田大圍龍運街德里 1 號 1 Chik Tai Lane, Chik Wan Street, Tai Wai, Shatin, 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 Siu Hong Court, Tuen Mun, N.T.</td>
</tr>
</tbody>
</table>
(A) GENERAL NOTES

1. Responsibilities

1.1 The Centre Supervisor (CS) is responsible for the proper conduct of the examination. Invigilators are expected to give every assistance to the CS 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 Slip or Invigilator’s Assignment Slip (if they come from the centre school). Invigilators are requested to sign on the Attendance Record. They will be given Invigilator Labels which they should display during the examination to show their identity. After the examination, invigilators may leave with the permission of the CS after all answer scripts have been collected, checked and packed, and irregularity report forms have been completed as appropriate.

1.3 Invigilators are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. In order to maintain a quiet examination environment for candidates, invigilators should also avoid wearing shoes that will make noise.

1.4 In the event of an invigilator not being able to attend a particular session due to sickness or unforeseeable circumstances, he/she must inform his/her school principal (for invigilators from schools) or telephone the Hong Kong Examinations and Assessment Authority (HKEAA) (AL hotlines: 3628 8960 / 3628 8919) (for hired invigilators) in advance so that a substitute may be appointed.

1.5 Invigilators should be vigilant to prevent cheating and collusion among candidates. They should not smoke, listen to radios or other music players, read newspapers/magazines, turn on any electronic/communication devices, read question papers or chat with another invigilator etc. when the examination is in progress. 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 respond to any requests (such as going to the toilet or answering enquiries) from the candidate concerned.

1.8 At the end of each examination session, two invigilators may be requested 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.
1.9 Invigilators may, within 7 days after an examination, submit a report direct to the Secretary General of HKEAA if they consider that circumstances warrant it.

(B) HANDLING OF IRREGULARITIES

2. Bad Weather

2.1 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 hoisting of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), invigilators should listen to the radio, watch the television or check out the HKEAA website at www.hkeaa.edu.hk for the 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 on the morning of the examination day and will be repeated frequently from 7:00 am 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, on the radio and on the HKEAA website 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 the physical conditions in the examination room are considered dangerous by the CS.

2.2 If an examination is to be held as scheduled when a typhoon/rainstorm signal is hoisted, the CS should arrange an invigilator to listen to the radio or check out the HKEAA website for the latest weather conditions and to keep a record of important announcements, e.g. suspension or disruption of transport services. Invigilators should follow the CS’s instructions on the arrangements that need to be made to the examination.

3. Suspected Cheating

3.1 If an invigilator finds a candidate 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 inside or outside the examination room, he/she must inform the CS immediately. All 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 a written explanation after the examination, before leaving the examination room.

3.2 Invigilators should pay particular attention to hi-tech cheating tools which are capable of storing texts or communicating to gain unfair advantage. Such tools may resemble ordinary stationery items (such as erasers, rulers). 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 after the examination, before leaving the examination room.

3.3 Under no circumstances should the CS/invigilators 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.

3.4 The collected evidence, the candidate’s answer script and his/her explanation, together with the duly completed Report Form SR4g, should be sent to the HKEAA for follow-up and investigation.

3.5 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.

3.6 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 to stay behind to complete Report Form SR4g.

4. Mobile Phone Irregularities

4.1 During the examination, if the ringing sound of a mobile phone is heard, the CS/invigilators 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/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, invigilators should try to minimise the possible disturbance to the candidate and his/her neighbours.

4.4 In the case of paragraph 4.3(2), the CS should ask the candidate concerned to show him/her the call log or SMS/MMS log after the examination and take appropriate action.

4.5 If a candidate reports an incident of mobile phone ringing to an invigilator and a suspected candidate can be identified, the invigilator should immediately inform the CS who will take appropriate actions to investigate.

4.6 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.
5. Handling of loss of personal property/mobile phones

5.1 In a bid to minimise the occurrence of loss of personal property/mobile phones of candidates, the CS/invigilators 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.

5.2 If an invigilator receives a report of loss on personal property/mobile phones from a candidate, he/she should immediately report the case to the CS who will take appropriate action to investigate. 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, the CS will record the details on Report Form SR4g. The candidate who reports the loss may report the case to the police if he/she so wishes.

6. Candidates’ Personal Conduct

6.1 Candidates have been told in the ‘Handbook for Candidates’ / on the Admission Form that:

(1) they should dress decently, behave themselves and comply with the reasonable instructions of the invigilation staff when they sit for an examination;
(2) they must maintain absolute silence, must not speak to nor disturb other candidates and must not communicate using signals/sign language inside the examination room;
(3) they should not smoke within the premises of the centre school and should not eat or drink in the examination hall/room;
(4) they should not take photographs, audio record or video record inside the examination hall/room at any time in any examinations; and
(5) they should not remove the remaining barcode labels from the examination centre.

6.2 If a candidate is found violating any one of the rules in paragraph 6.1, the CS should report the case to the HKEAA on Report Form SR4g.

6.3 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 an invigilator.

6.4 If a candidate is found to have removed remaining barcode labels including barcode labels from previous examination sessions (e.g. candidates who stuck barcode labels on their Admission Forms or other personal belongings), the case should be reported on Report Form SR4g. The materials with the barcode labels (e.g. the Admission Forms) should be photocopied and attached to the Report Form.

6.5 If a candidate is found to be disturbing other candidates by making noise or engaging in other behaviours whether voluntary or involuntary, the CS/invigilator may relocate the candidate to another seat. The CS should report the case to the HKEAA on Report Form SR4g.

6.6 If a candidate misbehaves or acts maliciously in such a way that he/she disturbs the conduct of the examination, the CS/invigilator should warn the candidate concerned and inform him/her that his/her act will risk disqualification from the subject examination. If the candidate repeatedly disobeys the centre staff’s reasonable warning/instruction, or commits other types of misbehaviour (e.g. is excessively rude to the centre staff or examiners or uses foul language), the CS/invigilator should warn the candidate concerned again that they risk subject downgrading. The CS should give details of the misbehaviour (such as the time and cause of the misbehaviour, what the candidate did and said, the candidate’s explanation (if any)
and evidence from other witnesses such as invigilators or other candidates) on Report Form SR4g so that the HKEAA can take follow-up action.

(C) EXAMINATION PROCEDURES

7. Public Examinations Communication and Support System (PECSS)

7.1 The PECSS is a user-friendly system which involves the use of webcams and an instant messaging programme linked to the HKEAA Command Centre. It provides an instant and designated communication channel which enables the staff members of the HKEAA to communicate with examination centres promptly and to provide support/advice to CSs in handling examination irregularities whenever necessary. The examination proceedings will also be recorded for future reference.

7.2 In 2013, the PECSS will be set up in all HKAL written examinations, except A/AS Visual Arts, AS Physics and AS Chemistry written examinations.

8. Attendance and Script Tracking System (ASTS)

8.1 The ASTS serves two functions: taking of candidates’ attendance and tracking of candidates’ answer scripts. During attendance taking, invigilators will use handheld barcode scanners to scan the barcodes printed on candidates’ admission forms and their personalised barcode sheets. At the end of the examination, invigilators will collect candidates’ answer scripts according to the requirement of each subject/paper and scan the barcode labels stuck on the cover of the answer books/question-answer books/MC answer sheets. After the completion of scanning, the CS will upload the data to the System to verify the accuracy of the number of scripts collected. Such information will then be transmitted to the HKEAA via the PECSS for record purposes.

8.2 In 2013, the ASTS will be used in a number of the HKAL written examinations held in halls and all the Special Rooms for the listening tests of the language subjects. The list of relevant subjects is given in Attachment 2.

8.3 Invigilators should read the ASTS User Guide carefully before the examination, take the candidates’ attendance during the examination and track the scripts collected at the end of the examination according to the procedures.

9. Distribution of Stationery and Barcode Sheets

9.1 Barcode Labels

In order to enhance the 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. Candidates would be instructed to affix the barcode labels in the designated spaces of the answer books, question-answer books, MC answer sheets, supplementary answer sheets and graph papers during the examination. The personalised barcode sheets (one sheet for each candidate), additional personalised barcode sheets (if any) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on the day.

9.2 Before the admission of candidates into the examination hall, invigilators should assist the CS in distributing examination stationery and barcode sheets on the candidates’ desks 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 in English. 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 and each candidate is given the correct barcode sheet by taking the correct seat.

9.3 Supplementary answer sheets and graph papers should be provided to candidates on request. Supplementary answer sheets and graph papers are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. A piece of short white string should also be given 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 additional sheet.

Note:
Invigilators should always keep sufficient copies of supplementary answer sheets and graph papers on hand so as to provide prompt assistance to the candidates upon request.

9.4 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.

9.5 **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. 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. Before the examination starts, invigilators should ask and supervise each candidate concerned to write his/her candidate number and seat number (if applicable) on each label of the barcode sheet.

(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 and seat number (if applicable) in the designated spaces for barcode labels on the remaining pages of the answer script. It is not necessary to provide the candidate with a spare barcode sheet or record it on any report form.

9.6 The candidate numbers of candidates using spare barcode sheets or candidates who have not stuck any barcode label on the MC answer sheets/on the covers of the answer books/Question-Answer Books should be recorded on Report Form SR4b.

9.7 **Sticking of Barcode Labels**

(1) Candidates should only perform the following tasks after the CS has announced the start of the examination:
(i) write their candidate numbers in the boxes provided on the cover of the answer books/question-answer books/answer sheets/MC answer sheets;
(ii) affix barcode labels in the designated spaces on their answer books/question-answer books/answer sheets/MC answer sheets.
If you find a candidate trying to affix a barcode label before the start of the examination, you should issue a verbal warning to him/her and instruct him/her only to affix the barcode labels after the start of the examination.

(2) To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of an answer book/question-answer book/answer sheet/MC answer sheet, the candidate should be asked to stick a barcode label on that cover/answer sheet/MC answer sheet under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form before leaving the examination room.

10. Admission of Candidates

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

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 their pockets or in the drawers of the desks. If they bring pencil cases or pencil boxes (including transparent ones) to the examination room, they must place the stationery on their desks and put the pencil cases/boxes inside the 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. tablets, iPod, PDA, pagers, MP3 players, electronic dictionaries, databank watches, etc.) or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. Mobile phones should also be turned off (including disabling the alarm function) 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.

11.2 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 intends to cheat.

11.3 In case candidates are found to have unauthorised articles at the following positions during the examination, the invigilators should report the cases to the CS and warn the candidates concerned that upon confirmation of their cases, a mark penalty, subject downgrading or disqualification from the whole examination will be imposed:

<table>
<thead>
<tr>
<th>Unauthorised item(s)</th>
<th>Positions where the item(s) is / are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, dictionaries, notes, papers, notebooks,</td>
<td>On the candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks (including</td>
</tr>
<tr>
<td>word-hidden pens, databank watches, etc.</td>
<td>writing on their admission forms or on the back of their calculators)</td>
</tr>
<tr>
<td>Electronic/communication devices (e.g. mobile phones,</td>
<td></td>
</tr>
<tr>
<td>tablets, iPod, pagers, MP3 players, electronic</td>
<td>On the candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks (including</td>
</tr>
<tr>
<td>dictionaries,</td>
<td>writing on their admission forms or</td>
</tr>
<tr>
<td>Not in operating mode</td>
<td></td>
</tr>
</tbody>
</table>
PDA and other electronic devices which can store/display text, images, visual or audio materials), which can be switched on or off

| In operating mode | On the candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks (including writing on their admission forms or on the back of their calculators) or under the candidates’ chairs |

11.4 Before the start of the examination, candidates who are found to have unauthorised articles (such as books, notes and paper) on their desks or in the drawer of their desks, in their pockets or on their bodies after the distribution of question papers will be subject to mark penalties. Such cases should be reported on Report Form SR4g. All written unauthorised materials should be collected from candidates where applicable and attached to the Report Form for investigation by the HKEAA.

12. Use of Calculators

12.1 Candidates have been told in the Handbook for Candidates that they may use calculators in any examination sessions (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 Attachment 3) or they will receive a mark penalty. (Note: For some calculator models where the space for pad-printing is limited, the size of the label will be reduced accordingly.) During attendance taking and checking of Admission Forms, invigilators should check the calculators on candidates’ desks to see if they are properly labelled, and indicate such information on the Candidates’ Attendance Record Forms (except when the Attendance and Script Tracking System (ASTS) is used).

If ASTS is used, invigilators need not complete the Attendance Record Form. Nevertheless, if a candidate’s calculator is not pad-printed with the required label, the invigilator should report the case on the Calculators Form.

12.2 Candidates should remove the calculator covers/jackets and put them inside their bags or under their chairs before the start of the examination. When checking candidates’ Admission Forms or during the examination, if a calculator cover/jacket is found on a candidate’s desk, the invigilator should check to see if there is any irregularity (such as notes/formulae written on the calculator cover/jacket). If no irregularity is found, the candidate should be told to place the calculator cover/jacket under his/her chair immediately (if the calculator cover/jacket can be detached from the calculator). In case of suspected cheating, please follow the steps in paragraph 12.3.

12.3 If a candidate is found in possession of a calculator which does not have the required label, the invigilator should ask the candidate if he/she has with him/her another calculator with the required label. If not, the candidate should be allowed to continue using the calculator in the examination. 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 on the same day 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.

12.4 If a candidate’s calculator was pad-printed but the label has faded, it is not necessary to report such a case to the HKEAA. 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.
12.5 Candidates are not allowed to use calculators in language subject examinations. For language subject examinations, invigilators should advise candidates to place their calculators in their bags or under their chairs.

13. Late Arrivals

13.1 Candidates who arrive late should be admitted to the examination hall. At the time they enter the examination hall, invigilators should give them a Mobile Phone Reminder Card to remind them to switch off their mobile phones. 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. No extra time should be given to these candidates.

13.2 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.

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

14. Start of the Examination

After the admission of candidates into the examination hall, the CS will:

(1) open the question paper packets in the presence of invigilators and candidates;
(2) ask invigilators to distribute the question papers to candidates (the question papers should be distributed with the front cover facing up);
(3) ask candidates to check the question papers to see if there are any missing pages;
(4) give instructions to candidates to start working.

(D) PROCEDURES AFTER THE START OF THE EXAMINATION

15. Taking Candidates’ Attendance

15.1 Checking the Admission Forms (Original) and Identity Cards (Original)

15 minutes after the start of the examination, the CS will ask invigilators to take candidates’ attendance. Invigilators should check candidates’ Admission Forms and Identity Cards (Note: it is not necessary to check the photograph on 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 preclude 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 that on the Identity Card.

Notes:
(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/ROP 140A) 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 a substitute for an identification document.

(2) If a candidate is wearing a hat/mask, the invigilator may ask the candidate to take off the hat or move it backwards or remove the mask while checking their identification. Invigilators may let the candidate wear the hat/mask for the rest of the examination if there are no elements of suspected cheating.

15.2 Taking attendance

(1) **For Examinations using the ASTS**

(i) Taking attendance using the barcode scanners

(a) The invigilators should take attendance using the barcode scanners. Invigilators responsible for attendance taking should each be given a barcode scanner. Invigilators should select “Attendance Taking” from the Main Menu before they start checking candidates’ Admission Forms. After checking a candidate’s Admission Form/Identity Card according to the steps in paragraph 15.1, the invigilator should use the barcode scanner to scan the barcode printed on the top-right hand corner of the Admission Form and one of the barcode labels on the candidate’s barcode sheet.

(b) If there are any irregularities (for example, wrong centre candidates, subject not on the admission form, candidates without the original admission forms, etc), invigilators should verify the candidates’ identities according to the instructions in paragraph 15.1. The invigilators should report the cases to the CS, bringing along the relevant candidates’ admission forms (identity cards for candidates without admission forms), in accordance with the instructions in the ASTS User Guide.

(c) After taking candidates’ attendance, invigilators should place the scanner on the cradle for data transmission.

(d) If latecomers are admitted, the invigilators should take their attendance using the barcode scanners after the candidates have settled. The invigilators should also check whether the latecomers have taken the correct seat according to their admission forms, written their candidate numbers and affixed barcode labels in the designated spaces of the answer books/question-answer books/MC answer sheets.

(e) If a calculator is found on the candidate’s desk, check if the calculator is pad-printed with the required label (see paragraph 12.1). If not, please record the case on the Calculators Form. If a calculator cover/jacket is found on a candidate’s desk, follow the steps in paragraph 12.2.

(ii) Recording the absentees

30 minutes after the start of the examination, invigilators should collect the question paper/answer book/question-answer book/MC answer sheet/barcode sheet from each vacant seat. After collecting the barcode sheets, invigilators should record the absentees using the barcode scanners. They should select “Recording Absentees” from the Main Menu and then scan the absentees’ barcode sheets. After finishing the scanning of the barcode labels of the absentees, invigilators should place the scanners on the cradle for data transmission.
(iii) For examinations using the ASTS, there is **no need** for the CS/invigilators to complete the Candidates’ Attendance Record Forms or Attendance List. The Candidates’ Attendance Record Forms will only be used in case all barcode scanners cannot function properly.

(2) **For Examinations not using the ASTS**

**Completing the Candidates’ Attendance Record Forms**

(i) While checking candidates’ Admission Forms and Identity Cards, invigilators should also 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 (see paragraph 12.1). If yes, put a “✓” against the candidate number. If not, put an “X” and inform the CS as well as complete Report Form SR4c. If a calculator cover/jacket is found on a candidate’s desk, follow the steps in paragraph 12.2.

(ii) If latecomers are admitted, the forms should be amended accordingly. The CS should also be informed. The invigilator should later check whether the latecomer has put down his/her candidate number on the front cover of his/her answer book/question-answer book/answer sheet and affixed barcode labels on all designated spaces.

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 script 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/invigilators should arrange the question paper for the candidate but inform the candidate that his/her script for that subject/paper/section/language version may not be accepted by the HKEAA. If the centre does not have the question paper required by the candidate, the CS should contact the HKEAA. The candidate should be asked to complete Report Form SR3.

16.3 If the centre does not have the question paper required by the candidate, the CS/invigilator should contact the HKEAA via the PECSS (if available) or by phone immediately. The HKEAA will fax a copy of the correct-version question paper to the centre under security arrangements.

17. **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 (please refer to paragraph 15.2(1)(ii)).
18. Candidates using wrong answer book

During an examination where more than one answer book is distributed, if a candidate is found using the wrong answer book to answer questions, the CS/invigilators 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 should report the case on Report Form SR4g.

If the candidate enquires about the penalty involved, he/she should be informed that no mark penalty will be imposed on candidates for using wrong answer book.

19. Early Leavers

19.1 Early leave will not be allowed for the following examinations:
   (a) AS Economics / AL Economics 1 & 2;
   (b) AS Physics 2 / AL Physics 2;
   (c) AS Use of English Section C & Listening Test;
   (d) AS Chinese Language & Culture Listening Test.

19.2 For other subjects/papers, candidates may leave the examination hall 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 answer script has been marked. Early leavers are not allowed to take away the question papers.

19.3 In case there is any candidate who has left the examination hall without permission or who has taken away the question paper, the invigilators should record the information and report to the CS immediately.

19.4 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.

19.5 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 retained by the school, except for AS Physics 2.

20. Questions raised by candidates

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 follow the instructions on the question paper, carry on and do the best you can. If you wish, I will report your query.”
21. **Toilet Arrangements**

21.1 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.

21.2 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.

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

(E) **END OF EXAMINATION**

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

1. remind candidates of the time left;
2. at the end of the examination, announce “Stop working” and instruct candidates to stop working on their scripts;
3. ask invigilators to collect and scan the scripts;
4. check and pack the scripts;
5. instruct candidates to leave.

23. **“Stop working” Instruction**

As soon as the CS announces “Stop working,” candidates must stop working on their scripts including writing, erasing or crossing out answers, affixing barcode labels or filling in question numbers. They must not hold any stationery in hand.

**Conventional Papers** - If a candidate is caught continuing to work on his/her script after the “Stop working” announcement, the invigilator should indicate the work done by the candidate 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 “Stop working” announcement, the invigilator should record the question numbers of the work done by the candidate 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/erasing/crossing out after the “Stop working” announcement on Report Form SR4g. The candidate should be reminded that he/she may receive a mark penalty. Ask the candidate to write his/her name and address in the space provided on Report Form SR4g. The HKEAA will write to the candidate later to ask for an explanation. The answer book/question-answer book/MC answer sheet can be collected together with those of other candidates and placed in the appropriate script envelope/answer sheet folder.

24. **Collection of Answer Scripts**

24.1 While collecting the answer books/question-answer books/answer sheets/MC answer sheets, if an invigilator discovers that a candidate has not put down his/her candidate number on his/her answer book/question-answer book/answer sheet/MC answer sheet, the candidate should be asked to do so under the supervision of the invigilator. However, the candidate should not be allowed to fill in the question number boxes.
24.2 While collecting the answer books/question-answer books/answer sheets/MC answer sheets, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of his/her answer book/question-answer book/answer sheet/MC answer sheet, the candidate should be asked to stick the barcode label on the cover of that answer book/question-answer book/answer sheet/MC answer sheet under the supervision of the invigilator. A report should be made on Report Form SR4b. The candidate should be asked to sign on the report form.

24.3 Invigilators should pay attention that candidates should not remove any pages from an answer book or question-answer book even if they have not written anything on those pages. Candidate must also fasten all supplementary answer sheets/graph papers to their answer book/question-answer book with a short string.

25. Checking of Answer Scripts Collected

25.1 For Examinations using the ASTS

(1) The answer books/question-answer books/answer sheets should be collected in candidate number order, with the smallest candidate number on top.

(2) After collecting the answer scripts, invigilators should first scan the barcode labels on the cover of the scripts, including those using additional personalised barcode labels and spare barcode labels. For examinations using 2 answer books/sheets, invigilators could scan all types of answer books/sheets of a candidate at the same time for ease of packing of answer scripts. After scanning all answer scripts, invigilators should place the barcode scanners on the cradle for data transmission.

(3) The CS 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 scripts collected. 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 CS should investigate the irregularities immediately.

(4) If, at the time of scanning the barcode labels on the scripts, an invigilator discovers that a candidate has not stuck any barcode labels on the cover of an answer book/question-answer book/MC answer sheet, the answer book/question-answer book/MC answer sheet need 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 CS should, under the page of “Answer Script”, select the relevant candidate and click “Edit” to update the script record. The completed Report Form SR4b and the answer book/question-answer book/MC answer sheet should be placed in the Envelope for Special Reports & Related Scripts / Answer Sheets.

(5) The scripts of additional candidates should be put in the Script/Answer Sheet Envelope for Additional Candidates.

25.2 For Examinations not using the ASTS

The number of scripts collected should be counted and checked against the number of candidates present. The Centre Supervisor 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.
26. Packing of Answer Scripts

26.1 Conventional Papers

Answer scripts should be placed in script envelopes according to the candidate number ranges printed on the script envelope labels. 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 for carrying purposes.

26.2 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 bag should be sealed with adhesive tape (please do not fold). Except for the last folder, answer sheets of candidates (absentees excluded) from each 100 seats should be placed in one folder, e.g.

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

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

27. After the examination, invigilators may leave with the permission of CS after all answer scripts have been collected, checked and packed, and irregularity report forms have been completed as appropriate.

(F) CONTRACT SERVICE FEE

28. The contract service fees for the hired invigilators will be paid in accordance with the schedule stated in the contract for service.

-END-

Attachment 1: HKAL Examination Timetable 2013
Attachment 2: List of Examinations with PECSS / ASTS Implemented
Attachment 3: List of Permitted Calculators and Handling Cases of Calculators Without the Required Label
HONG KONG ADVANCED LEVEL EXAMINATION
NOTES FOR THE GUIDANCE OF HALL INVIGILATORS

Annex 3

Use of English (Section A) Listening Test
Tuesday, 26 March 2013 (9:15 a.m. – approx. 11:00 a.m.)

HKEAA Telephone Number: 3628 8960 / 3628 8919

(A) GENERAL NOTES

1. Examination

1.1 The Use of English (Section A) Listening Test consists of three parts, i.e. Part 1, Part 2 and Part 3. The instructions and questions for all three parts will be broadcast either by RTHK Radio 2 or via the Infra-red (IR) Transmission System.

1.2 For radio-broadcast centres, candidates have been told to bring a radio (a Walkman/Discman is acceptable)/ radio-cassette player (of size not exceeding 46 cm x 15 cm x 15 cm or 18" x 6" x 6") with earphones and batteries to take the test. If a cassette tape/disc has been brought along with a Walkman/radio-cassette player/Discman, candidates must take it out and put it under their chairs before the start of the test. Other electronic devices (including but not limited to MP3 players, Bluetooth devices, iPod or mobile phones) are not allowed.

1.3 For centres using the IR Transmission System, candidates have been told to bring their own earphones to plug into the receivers (diameter of plug: 3.5 mm) provided by the HKEAA. They need not bring a radio to the examination centres. The Listening Test will be broadcast via CD.

1.4 Latecomers arriving after 9:45 am (for both radio-broadcast and IR centres) will be sent to take the test in a Special Room where an ordinary portable radio/radio-cassette player/CD player will be used and candidates will listen to it without earphones. All candidates who claim to have a problem with their radios/earphones will also be sent to take the test in the Special Room.

1.5 The Centre Supervisors (CS) have been told to arrange for at least one invigilator to listen to the broadcast to keep track of the progress of the test and the quality of the broadcast. The CS should make sure that the centre school can provide the earphones/radios to the invigilator(s) concerned. If you have access to earphones/radios with earphones and would like to use it during the broadcast, please feel free to do so. (Note: You cannot use the radio function of your mobile phone.)

2. Responsibilities

2.1 The CS is responsible for the proper conduct of the examination. Invigilators are expected to give every assistance to the CS and carry out his/her instructions.

2.2 Invigilators should report to the CS no later than 8:45 a.m. and present their Invigilators' Identification Slips or an Invigilators' Assignment Slip (if they come from the centre school). Invigilators are requested to sign on the Attendance Record. They will be given Invigilator Labels which they should display during the examination to show their identity. After the examination, invigilators may leave with the permission of the CS after all answer scripts have been collected, checked and packed, and irregularity report forms have been completed as appropriate.
2.3 Invigilators are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. In order to maintain a quiet examination environment for candidates, invigilators should also avoid wearing shoes that will make noise.

2.4 In the event of an invigilator not being able to attend the session due to sickness or unforeseen circumstances, he/she must inform his/her school principal (for invigilators from schools) or telephone the Hong Kong Examinations and Assessment Authority (HKEAA) (AL hotline: 3628 8960 / 3628 8919) (for hired invigilators) in advance so that a substitute may be appointed.

2.5 Invigilators should be vigilant to prevent cheating and collusion among candidates. They should not smoke, read newspapers/magazines, turn on any electronic/communication devices, read question papers or chat with another invigilator etc. when the examination is in progress. If they have brought a mobile phone, pager 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.

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

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

2.8 At the end of the session, two invigilators may be requested, 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.

2.9 Invigilators may, within 7 days after an examination, submit a report direct to the Secretary General of HKEAA if they consider that circumstances warrant it.

(B) HANDLING OF IRREGULARITIES

3. Bad Weather

3.1 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 hoisting of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), invigilators should listen to the radio, watch the television or check out the HKEAA’s website at www.hkeaa.edu.hk 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 on 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 regarding any alternative arrangements for the postponed examination will be made in the press, on the radio and on the HKEAA’s website 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 the physical conditions in the examination room are considered dangerous by the CS.

3.2 If an examination is to be held as scheduled when a typhoon/rainstorm signal is hoisted, the CS should arrange an invigilator to listen to the radio or check out the HKEAA’s website for the latest weather conditions and to keep a record of important announcements, e.g. suspension or disruption of transport services. Invigilators should follow the CS’s instructions on the arrangements that need to be made to the examination.

4. Suspected Cheating

4.1 If an invigilator finds a candidate 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 inside or outside the examination room, he/she must inform the CS immediately. All 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 a written explanation after the examination, before leaving the examination room.

4.2 Invigilators should pay particular attention to hi-tech cheating tools which are capable of storing texts or communicating to gain unfair advantage. Such tools may resemble ordinary stationery items (such as erasers, rulers). 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 after the examination, before leaving the examination room.

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

4.4 The collected evidence, the candidate’s answer script and his/her explanation, together with the duly completed Report Form SR4g, should be sent to the HKEAA for follow-up and investigation.

4.5 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.

4.6 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 Report Form SR4g.
5. Mobile Phone Irregularities

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

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

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

1. If the source 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 invigilators should try to minimise the possible disturbance to the candidate and his/her neighbours.

5.4 In the case of paragraph 5.3(2), the CS should ask the candidate concerned to show him/her the call log or SMS/MMS log after the examination and take appropriate action.

5.5 If a candidate reports an incident of mobile phone ringing to an invigilator and a suspected candidate can be identified, the invigilator should immediately inform the CS who will take appropriate actions to investigate.

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

6. Handling of Loss of Personal Property/Mobile Phones

6.1 In a bid to minimise the occurrence of loss of personal property/mobile phones of candidates, the CS/invigilators 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.

6.2 If an invigilator receives a report of loss on personal property/mobile phones from a candidate, he/she should immediately report the case to the CS who will take appropriate action to investigate. 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, the CS will record the details on Report Form SR4g. The candidate who reports the loss may report the case to the police if he/she so wishes.
7. Candidates’ Personal Conduct

7.1 Candidates have been told in the “Handbook for Candidates” / on the Admission Form that:

1. they should dress decently, behave themselves and comply with the reasonable instructions of the invigilation staff when they sit for an examination;
2. they must maintain absolute silence, must not speak to nor disturb other candidates and must not communicate using signals/sign language inside the examination centre;
3. they should not smoke within the premises of the centre school and should not eat or drink in the examination hall/room;
4. they should not take photographs, audio record or video record inside the examination hall/room at any time in any examinations; and
5. they should not remove the remaining barcode labels from the examination centre.

7.2 If a candidate is found violating any one of the rules in paragraph 7.1, the CS should report the case to the HKEAA on Report Form SR4g.

7.3 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 an invigilator.

7.4 If a candidate is found to have removed remaining barcode labels including barcode labels from previous examination sessions (e.g. candidates who stuck barcode labels on their Admission Forms or other personal belongings), the case should be reported on Report Form SR4g. The materials with the barcode labels (e.g. the Admission Forms) should be photocopied and attached to the Report Form.

7.5 If a candidate is found to be disturbing other candidates by making noise or engaging in other behaviours whether voluntary or involuntary, the CS/invigilator may relocate the candidate to another seat. The CS should report the case to the HKEAA on Report Form SR4g.

7.6 If a candidate misbehaves or acts maliciously in such a way that he/she disturbs the conduct of the examination, the CS/invigilator should warn the candidate concerned and inform him/her that his/her act will risk disqualification from the subject examination. If the candidate repeatedly disobey the centre staff’s reasonable warning/instruction, or commits other types of misbehaviour (e.g. is excessively rude to the centre staff or examiners or uses foul language), the CS/invigilator should warn the candidate concerned again that they risk subject downgrading. The CS should give details of the misbehaviour (such as the time and cause of the misbehaviour, what the candidate did and said, the candidate’s explanation (if any) and evidence from other witnesses such as invigilators or other candidates) on Report Form SR4g so that the HKEAA can take follow-up action.

8. Late Arrivals

8.1 Candidates who arrive before or at 9:45 a.m. should be admitted to the examination hall. Candidates who arrive after the first announcement (i.e. instructing candidates to switch off the electronic/communication devices) should be reminded to switch off electronic/communication devices (including mobile phones) and put their mobile phone under their chairs in a position clearly visible to the invigilators.

8.2 The “NO LATECOMERS WILL BE ADMITTED” notice will be put on the door at 9:46 a.m. Candidates who arrive after 9:45 a.m. should not be admitted to the examination hall and should be instructed to go to the Special Room to take the test. They should be clearly told the location of the Special Room.
9. **Early Leavers**

9.1 Candidates are **not** allowed to leave early. If a candidate leaves without permission, his/her candidate number should be recorded on Report Form SR4g.

9.2 If a candidate claims to be sick and wishes to leave early, 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.

10. **Questions raised by candidates**

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

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

11. **Toilet Arrangements**

11.1 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.

11.2 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 the case of an irregularity, the invigilator should record the incident in detail and report to the CS immediately.

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

11.4 For radio-broadcast centres, the candidate may bring along his/her radio. However, no examination material can be taken to the toilet.

(C) **EXAMINATION PROCEDURES**

12. **Public Examinations Communication and Support System (PECSS)**

12.1 The PECSS is a user-friendly system which involves the use of webcams and an instant messaging programme linked to the HKEAA Command Centre. It provides an instant and designated communication channel which enables the staff members of the HKEAA to communicate with examination centres promptly and to provide support/advice to CSs in handling examination irregularities whenever necessary. The examination proceedings will also be recorded for future reference.

12.2 In 2013, the PECSS will be set up in all HKAL written examinations, except A/AS Visual Arts, AS Physics and AS Chemistry written examinations.

13 **Attendance and Script Tracking System (ASTS)**

13.1 The ASTS serves two functions: taking of candidates’ attendance and tracking of candidates’ answer scripts. During attendance taking, invigilators will use handheld barcode scanners to scan the barcodes printed on candidates’ admission forms and their personalised barcode sheets. At the end of the examination, invigilators will collect candidates’ answer scripts and scan the barcode labels stuck on the cover of the question-answer books. After the
completion of scanning, the CS will upload the data to the System to verify the accuracy of the number of scripts collected. Such information will then be transmitted to the HKEAA via the PECSS for record purposes.

13.2 In 2013, the ASTS will be used in a number of the HKAL written examinations (including Use of English Listening Test).

13.3 **Invigilators should read the ASTS User Guide carefully before the examination, and take the candidates’ attendance before the broadcast of the test and track the scripts collected at the end of the examination according to the procedures.**

14. **Distribution of Stationery and Barcode Sheets**

14.1 **Barcode labels**

In order to enhance reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates’ answer scripts which will be scanned before marking. Each candidate should be issued with a sheet of personalised barcode labels [either with 5, 10 or 15 barcode labels] prior to the start of each examination session. Candidates would be instructed via the broadcast to write their candidate number and affix a barcode label on the question-answer book. The personalised barcode sheets (one sheet for each candidate), additional personalised barcode sheets (if any) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on that day.

14.2 Before the admission of candidates into the examination hall, invigilators should assist the CS in distributing a barcode sheet on the candidates’ desks. 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.

14.3 **Supplementary answer sheets** should be provided to candidates on request. Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. A piece of short white string should also be given to candidates for tying the supplementary answer sheets to their question-answer books. The candidates should be reminded to stick a barcode label on each additional sheet.

**Note:**
Invigilators should always keep sufficient copies of supplementary answer sheets on hand so as to provide prompt assistance to the candidates upon request.

14.4 **Spare barcode sheets**

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

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

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

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

14.5 The candidate numbers of candidates using spare barcode sheets or candidates who have not stuck any barcode label on the cover of the question-answer books should be recorded on Report Form SR4b.

14.6 Before the commencement of the Listening Test, each candidate should be issued with a question-answer book.

14.7 Sticking of Barcode Labels

After the start of the listening test, candidates will be instructed via the broadcast to affix barcode labels in the designated spaces on the question-answer books.

If you find a candidate trying to affix a barcode label before the start of the examination, you should issue a verbal warning to him/her and instruct him/her only to affix the barcode labels after being instructed to do so.

To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of a question-answer book, the candidate should be asked to stick a barcode label on the cover under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form before leaving the examination room.

15. Admission of Candidates

Candidates may be admitted into the examination hall at approximately 9:15 a.m.

16. Candidates’ Belongings

16.1 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 their pockets or in the drawers of the desks. If they bring pencil cases or pencil boxes (including transparent ones) to the examination room, they must place the stationery on their desks and put the pencil cases/boxes inside the 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. tablets, iPod, PDA, pagers, MP3 players, electronic dictionaries, databank watches, etc.) or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. Mobile phones should also be turned off (including disabling the alarm function) 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.

16.2 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. The invigilators should not allow candidates to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate attempts to cheat.

16.3 In case candidates are found to have unauthorised articles in the following positions in the examination, the invigilators should report the cases to the CS and warn the candidates concerned that upon confirmation of their cases, a mark penalty, subject downgrading or
disqualification from the whole examination will be imposed:

<table>
<thead>
<tr>
<th>Unauthorised 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 candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks (including writing on their admission forms or on the back of their calculators)</td>
</tr>
</tbody>
</table>
| Electronic/communication devices (e.g. mobile phones, tablets, iPod, pagers, MP3 players, electronic dictionaries, PDA and other electronic devices which can store/display text, images, video or audio materials), which can be switched on or off | Not in operating mode
|                                                                                      | In operating mode
|                                                                                      | On the candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks
|                                                                                      | On the candidates’ bodies or in their pockets, or on their desks or under the candidates’ chairs |

16.4 Before the start of the examination, candidates who are found to have unauthorised articles (such as books, notes and paper) on their desks or in the drawer of their desks, in their pockets or on their bodies after the distribution of question papers will be subject to mark penalties. Such cases should be reported on Report Form SR4g. All written unauthorised materials should be collected from candidates where applicable and attached to the Report Form for investigation by the HKEAA.

16.5 Candidates are not allowed to use calculators in Chinese Language & Culture and Use of English examinations. Invigilators should advise candidates to place their calculators in their bags or under their chairs.

17. Taking Candidates’ Attendance

17.1 Checking the Admission Forms (Original) and Identity Cards (Original)

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

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

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

Note:
(1) If a candidate cannot produce his/her Admission Form or Identity Card, the case should be reported to the CS. A Passport, Re-entry Permit or an Acknowledgement of Application for a Hong Kong Permanent Identity Card (Form ROP 140/ROP 140A) 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 a substitute for an identification document.

(2) If a candidate is wearing a hat/mask, the invigilator may ask the candidate to either take off the hat or move it backwards or remove the mask while checking their identification. Invigilators may let the candidate wear the hat/mask during the rest of the examination if there are not any elements of suspected cheating.

### 17.2 Taking attendance

(1) Taking attendance using the barcode scanners

(a) The invigilators should take attendance using the barcode scanners. Invigilators responsible for attendance taking should each be given a barcode scanner. Invigilators should select “Attendance Taking” from the Main Menu before they start checking candidates’ Admission Forms. After checking a candidate’s Admission Form/Identity Card according to the steps in **paragraph 17.1**, the invigilator should use the barcode scanner to scan the barcode printed on the top-right hand corner of the Admission Form and one of the barcode labels on the candidate’s barcode sheet.

(b) If there are any irregularities (for example, wrong centre candidates, subject not on the admission form, candidates without the original admission forms, etc), invigilators should verify the candidates’ identities according to the instructions in **paragraph 17.1**. The invigilators should report the cases to the CS, bringing along the relevant candidates’ admission forms (identity cards for candidates without admission forms), in accordance with the instructions in the ASTS User Guide.

(c) After taking candidates’ attendance, invigilators should place the scanner on the cradle for data transmission.

(2) There is **no need** for the CS/invigilators to complete the Candidates’ Attendance Record Forms or Attendance List as they will only be used in case all barcode scanners cannot function properly

(3) While taking attendance (at around 9:20 a.m.), invigilators should not take time to respond to candidates who claim they cannot tune their radios to the designated station (radio-broadcast centres) / who claim to have reception problems (centres using the IR Transmission System). At approximately 9:40 a.m. after the completion of the checking procedures, the CS should specifically ask candidates if they have such problems.

### 18. Checking Candidates’ Equipment

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

18.2 For centres using IR Transmission System, the CS will ask candidates to plug their earphones into the receivers provided by the HKEAA placed on their desks while invigilators are checking Admission Forms and equipment. The CS should ask the technician to play the demonstration CD to enable candidates to check the reception of the equipment.
Invigilators should also attend to candidates who have arrived at the examination centre with the following problems:

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who:</td>
<td>Candidates who:</td>
</tr>
<tr>
<td>(1) have not brought a radio</td>
<td>(1) have not brought earphones</td>
</tr>
<tr>
<td>(2) have forgotten to bring or have lost earphones/batteries</td>
<td>(2) have brought earphones which are not working</td>
</tr>
<tr>
<td>(3) have brought an electronic device other than a radio, Walkman, Discman or radio-cassette player</td>
<td></td>
</tr>
<tr>
<td>(4) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”)</td>
<td></td>
</tr>
<tr>
<td>(5) have brought a radio or earphones which are not working</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Radio-broadcast Centres**

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

**Centres using the IR Transmission System**

(1) check if candidates bring their earphones. If a candidate brings a set of wireless earphones or the earphones cannot be plugged into the receiver provided by the HKEAA, please provide a spare headphone to the candidate. Alternatively, the candidate may choose to go to the Special Room.

For radio-broadcast centres, RTHK will broadcast **two short announcements at 9:30 a.m. and 9:45 a.m.** for candidates to feel assured that they have located the correct station. **Try to avoid disturbing the candidates while these two RTHK announcements are made.**

At 9:55 a.m., RTHK will broadcast the folk song “Greensleeves”.

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

The candidate may be reminded that the wires connecting the radio and the earphones act as an aerial. To facilitate better reception, candidates should straighten the earphone wires and let them dangle on the side. They should not curl the wires up in a heap for compactness or convenience. They are also advised to keep most of the earphone wires at a distance (say, at least 2 inches) away from their body. For this reason, the reception may vary slightly when he/she turns his/her head. The reception may also be improved by...
changing the position of the set on the desk.

Note: Advice has been sought from experts in the broadcasting and telecommunication fields to the effect that the use of a radio with antenna device will not cause any radio reception problems to the surrounding radios.

18.7 If the invigilator cannot improve the situation, the candidate should be asked if he/she wishes to move to the Special Room. (Unless in very exceptional and justifiable circumstances, changing seats should not be permitted because of the possible unsettling effect this can have on the other candidates.) Candidates who choose to take the Listening Test in the Special Room should be reminded to take their Admission Forms, personalised barcode sheets and question papers (if distributed) to the Special Room. (Candidates taking the Listening Test in the Special Room have to affix their barcode labels on the Special Room Sessional Report.) These candidates should also be reminded that they cannot use their own listening equipment in the Special Room.

Centres using IR Transmission System

18.8 For centres using the IR Transmission System, in case a candidate claims that the receiver is not working, give him/her another receiver. If, however, the problem persists, the candidate should be asked if he/she wishes to move to the Special Room. Candidates who choose to take the Listening Test in the Special Room should be reminded to take their Admission Forms, personalised barcode sheets and question papers (if distributed) to the Special Room. (Candidates taking the Listening Test in the Special Room have to affix their barcode labels on the Special Room Sessional Report.) These candidates should also be reminded that they cannot use their own listening equipment in the Special Room.

18.9 Candidates have been instructed to report any irregularities about the examination centre environment and reception in the Listening Test to the CS/invigilator at the time when the undesirable conditions arise at the examination 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 examination room, the environment of the examination room) in the Sessional Report.

Notes:
1) Invigilators will find that no matter how good the radio reception is, it is normal to experience some interference as they move around the room/hall. This is caused by fluorescent lights, fans, etc. and is not normally a cause for concern. What is important is the reception when seated.
2) There is no mark penalty for going to the Special Room due to reception problems. If a candidate decides not to go to the Special Room and only complains about the reception problems in the examination hall after the listening tests, the complaint will normally not be entertained.

19. Distribution of Question-Answer Books

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

(1) open the packets of question papers containing the question-answer books in front of the invigilators and candidates;
(2) ask invigilators to distribute the question-answer books (with the covers facing up) to the candidates.

20. Collecting barcode sheets from vacant seats

Before 9:55 a.m., the CS will ask invigilators to collect the question-answer book and barcode sheet from each vacant seat. After the start of the listening test, the CS will ask one invigilator to
record the absentees using the barcode scanners. The invigilator should select “Recording Absentees” from the Main Menu and then scan the absentees’ barcode sheets. After finishing the scanning of the barcode labels of the absentees, the invigilator should place the scanner on the cradle for data transmission.

21. **Start of Broadcast of Test Material**

**10:00 a.m.**

At 10:00 a.m.*, the CS will ask the technician to play the examination CD (applicable to centres using IR Transmission System only).

RTHK/the examination CD will broadcast:

| Hong Kong Advanced Level Examination, Use of English Section A Listening Test 2013. Instructions to Candidates. You should have on your desk a Question-Answer Book. Do not open it until you are told to do so. I repeat, do not open the Question-Answer Book until you are told to do so. .......

* From this point, invigilators should avoid walking down the aisles to minimise interference to the candidates’ radio reception.

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

For centres using the IR transmission system, the CS will ask invigilators to take spare headphones connected to receivers and switched on, and station themselves at various positions in the hall. If candidates raise their hands to signal problems with their earphones/receivers, invigilators should give them a set of spare headphones and receiver as quickly as possible. The candidate may also choose to go to the Special Room. The candidate number and the time of exchange of receivers/headphones should be recorded on the Report Form SR4g.

22. **End of Broadcast**

**11:00 a.m.**

Towards the end of the Listening Test, the following instructions will be broadcast:

(approx.)

| That's the end of the test. Stop writing now and put down your pencil. Close your Question-Answer Book and leave it on the desk in front of you for the invigilator to collect. Take off your earphones now and turn off your radio. |

23. **“Stop working” Instruction**

23.1 After the broadcast, the CS should immediately announce:

| Your Question-Answer Book will be collected now. Stay in your seats quietly until you are told to leave. Do not pack your personal belongings until you are told to do so. While collecting the answer scripts, if an invigilator discovers that you have not stuck a barcode label on the cover of the question-answer book, to facilitate scanning, the invigilator will let you stick the label under supervision. You are required to complete a report form before leaving the examination room. |

Candidates must stop working on their scripts including writing, erasing or crossing out answers, affixing barcode labels on or filling in question numbers. They must not hold any stationery in hand.

23.2 If a candidate is caught continuing to work on the answer script (including writing/erasing/crossing out answers/holding any stationery, affixing barcode labels or filling in question numbers) after the “Stop working” announcement, the invigilator should indicate the work done by the candidate outside the time limit by circling it in red on the candidate’s
Question-Answer Book. The CS should be informed. Please provide as much information as possible about what the candidate was writing/erasing/crossing out after the “Stop working” announcement on Report Form SR4g. The candidate should be warned that he/she may receive a mark penalty. Ask the candidate to write his/her name and address in the space provided on Report Form SR4g. The HKEAA will write to the candidate later to ask for an explanation. The question-answer book can be collected together with those of other candidates.

24. At the **end of the test**, the CS will:

1. ask invigilators to collect and scan the scripts;
2. ask invigilators to check the barcode label sheets collected and the Mobile Phone Reminder Cards (if applicable);
3. check and pack the scripts;
4. ask invigilators to collect and check the earphones and receivers (applicable to centres using the IR Transmission System);
5. instruct candidates to leave.

25. **Collection of Answer Scripts and Barcode Sheets**

25.1 While collecting the question-answer books, if the invigilator discovers that a candidate has **not put down his/her candidate number on his/her question-answer book**, the candidate **should be asked to write the candidate number under the supervision of the invigilator**.

25.2 Invigilators should pay attention that candidates should not remove any pages from the question-answer book even if they have not written anything on those pages. Candidates must also fasten all supplementary answer sheets to their question-answer books with a short string.

25.3 While collecting the question-answer books, if an invigilator discovers that a candidate has **not stuck a barcode label on the cover of his/her question-answer book**, the candidate **should be asked to stick a barcode label on the cover under the supervision of the invigilator but a report must be made on Report Form SR4b. The candidate should be asked to sign on the report form before leaving the examination room**.

25.4 Invigilators should also collect the barcode sheets (with/without remaining barcode labels).

26. **Checking of Answer Scripts Collected**

26.1 Question-answer books should be collected in candidate number order, with the smallest candidate number on top.

26.2 After collecting the answer scripts, invigilators should first scan the barcode labels on cover of the scripts, including those using additional personalised barcode labels and spare barcode labels. After scanning all the answer scripts, invigilators should place the barcode scanners on the cradle for data transmission.

26.3 The CS 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 CS should investigate the irregularities immediately.

26.4 If, at the time of scanning the barcode labels on the scripts, an invigilator discovers that a candidate has not stuck any barcode labels on the cover of the question-answer book, the question-answer book need 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 CS should, under the page of “Answer Script”, select the relevant candidate and click “Edit” to manually update the script record. The completed Report Form SR4b and the question-answer book should be placed in the Envelope for Special Reports & Related Scripts / Answer Sheets.

26.5 The scripts of additional candidates should be put in the Script/Answer Sheet Envelope for Additional Candidates.

27. Packing of Answer Scripts

Answer scripts should be placed in script envelopes according to the candidate number ranges printed on the script envelope labels. 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 for carrying purposes.

28. After the examination, invigilators may leave with the permission of CS after all answer scripts have been collected, checked and packed, and irregularity report forms have been completed as appropriate.

(D) TRAVELLING ALLOWANCE / CONTRACT SERVICE FEE

29. For hired invigilators, the contract service fees will be paid in accordance with the schedule stated in the contract for service.

- END -
HONG KONG ADVANCED LEVEL EXAMINATION
NOTES FOR THE GUIDANCE OF SPECIAL ROOM INVIGILATORS

Use of English (Section A) Listening Test
Tuesday, 26 March 2013 (9:15 a.m. – approx. 11:00 a.m.)
HKEAA Telephone Number: 3628 8960 / 3628 8970

(A) GENERAL NOTES

1. Examination

1.1 The Use of English (Section A) Listening Test consists of three parts, i.e. Part 1, Part 2 and Part 3. The instructions and questions for all three parts will be broadcast either by RTHK Radio 2 or via the Infra-red (IR) Transmission System.

1.2 Equipment for the Listening Tests

For Radio-broadcast Centres

Candidates have been told to bring a radio (a Walkman/Discman/radio-cassette player of size not exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”) with earphones and batteries to listen to the radio broadcast. If a cassette tape/disc has been brought along with a Walkman/radio-cassette player/Discman, candidates must take it out and put it under their chairs. Other electronic devices (including but not limited to MP3 players, Bluetooth devices, iPod, mobile phones) are not allowed.

For Centres using the IR Transmission System

Candidates have been told to bring their own earphones to plug into the receivers (diameter of plug: 3.5 mm) provided by the HKEAA. They need not bring a radio to the centres. The Listening Test will be broadcast via CD.

1.3 Latecomers arriving after 9:45 a.m. (for both radio-broadcast and IR centres) will be sent to take the test in a Special Room where an ordinary portable radio/radio-cassette player/CD player will be used and candidates will listen to it without earphones. All candidates who claim to have a problem with their radios/earphones will also be sent to take the test in the Special Room.

1.4 Barcode labels

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

1.5 Spare barcode sheets

(1) Spare barcode sheets will each have a unique serial number (i.e. one sheet per candidate). They should be used under the following circumstances:
(i) for candidates whose personalised barcode sheets are not available at the centre (e.g. 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. **Before the examination starts**, invigilators should supervise the candidate concerned to write his/her candidate number on each label of the barcode sheet. [Note: Seat number is not applicable to Special Room Candidates.]

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

1.6 The candidate number of candidates who have used spare barcode sheets or who have not stuck any barcode label on the cover of the Question-Answer Books should be recorded on Report Form SR4b.

1.7 Before the commencement of the Listening Test, each candidate should be issued with a question-answer book.

1.8 **Sticking of Barcode Labels**

After the start of the listening test, candidates should be instructed via the broadcast to affix barcode labels in the designated spaces on the question-answer books. **If you find a candidate trying to affix a barcode label before the start of the examination, you should issue a verbal warning to the candidate concerned and instruct him/her to affix the barcode labels according to the instructions.**

2. **Responsibilities**

2.1 The Centre Supervisor (CS) is responsible for the proper conduct of the examination. Invigilators are expected to give every assistance to the CS and carry out his/her instructions.

2.2 Special Room Invigilators should report to the CS no later than 8:45 a.m. Special Room Invigilators will be requested to sign on the Attendance Record. They will be given Invigilator Labels which they should display during the examination session to show their identity. **After the examination, Special Room Invigilators may leave with the permission of the CS after all answer scripts have been collected, checked and packed, and irregularity report forms have been completed as appropriate.**

2.3 The CS and invigilators are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. **In order to maintain a quiet examination environment for candidates, the CS and invigilators should also avoid wearing shoes that will make noise.**

2.4 In the event of a Special Room Invigilator not being able to attend the session, due to sickness or unforeseen circumstances, he/she must inform his/her school principal in advance so that a substitute may be appointed.

2.5 Special Room Invigilators should be vigilant to prevent cheating and collusion among candidates. **They should not smoke, read newspapers/magazines, turn on any electronic/communication devices, read question papers or chat with any school staff etc. when the examination is in progress. If they have brought a mobile phone, pager or other devices that can emit sound, they should switch them off to avoid disturbing candidates during the examination.**
candidate, they should not stay too long so as to avoid causing disturbance or embarrassment to the candidate.

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

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

3. **Preparations before the Examination Day**

3.1 **For radio-broadcast Centres**

The Listening Test will be broadcast via the radio in the Special Room.

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

<table>
<thead>
<tr>
<th>Radio</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td></td>
</tr>
</tbody>
</table>

3.2 **For centres using the IR Transmission System**

The Listening Test will be broadcast via the radio/radio-cassette player or a CD player (in case of poor radio reception) in the Special Room. In the latter case, examination CDs will be provided on the day of the Listening Test.

The Special Room Invigilator should take the precaution of trying out the radio/radio-cassette player/CD player provided by the school prior to the day of the Listening Test. He/she needs to be sure that the machine has new batteries available to avoid the problems that might arise in the event of power failure. Using the classroom power supply is perfectly acceptable, but if this is done, the machine should be fitted with batteries and be of a type that can be switched easily from a.c. to d.c. [Note: some machines automatically use the battery supply (d.c.) if batteries are in place.]

The Special Room Invigilator should ensure that he/she is familiar with the school radio/radio-cassette player/CD player. In the former case, he/she should be able to tune it accurately to the best available frequency (see paragraph 4) and fill in the box below to have the information ready for the actual examination.  

<table>
<thead>
<tr>
<th>Radio</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td></td>
</tr>
</tbody>
</table>
(B) EXAMINATION PROCEDURES

4. Before the Examination

4.1 For radio-broadcast Special Rooms

Shortly before admitting candidates into the examination hall (i.e. around 9:00 am), the CS should hand over the following items to the Special Room Invigilator (who should be a teacher of the centre school):

1. a portable radio/radio-cassette player (and related accessories, e.g. batteries, adaptor);
2. the “Envelope for Special Room” containing:
   a. a centre poster for the Special Room,
   b. a booklet of Sessional Report & Special Report Forms,
   c. supplementary answer sheets,
   d. a “Return Envelope for LT Special Room Sessional Report and Answer Scripts”,
   e. an “LT Special Room Seating Plan”,
   f. copies of “Special Room Reminder Card”
3. a packet (31 copies) of Question-Answer Books (Note: The packet MAY only be opened at or after 9:45 a.m. in the presence of candidates);
4. a packet of 15 spare barcode sheets;
5. a note with the recommended radio frequency;
6. the Special Notice (if any).

The Special Room Invigilator should put the radio/radio-cassette player on the teacher's desk in the Special Room and tune it to the station (RTHK Radio 2). The frequencies as advised by the RTHK are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley, Jardines Lookout</td>
<td>FM 94.8 MHz / FM 96.6 MHz</td>
</tr>
<tr>
<td>Central, Wan Chai, Causeway Bay, North Point</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kennedy Town, Sai Ying Pun, Quarry Bay, Tai Koo Shing, Shau Kei Wan, Hang Fa Chuen, Chai Wan</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Mo Sing Leng, Pok Fu Lam, Aberdeen, Ap Lei Chau, Wong Chuk Hang, Stanley</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Kowloon</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kowloon (East), Kwun Tong, Ngau Tau Kok, San Po Kong, To Kwa Wan, Sai Kung, Tseung Kwan O</td>
<td>FM 96.9 MHz / FM 94.8 MHz</td>
</tr>
<tr>
<td>Tuen Mun, Yuen Long</td>
<td>FM 96.4 MHz</td>
</tr>
<tr>
<td>Tsuen Wan, Kwai Chung, Tsing Yi</td>
<td>FM 95.6 MHz / FM 94.8 MHz</td>
</tr>
<tr>
<td>Sheung Shui, Fanling, Tai Po</td>
<td>FM 95.3 MHz</td>
</tr>
<tr>
<td>Shatin</td>
<td>FM 96.3 MHz</td>
</tr>
<tr>
<td>Ma On Shan</td>
<td>FM 95.3 MHz / FM 96.3 MHz</td>
</tr>
</tbody>
</table>

4.2 For Special Rooms using CD Players

Shortly before admitting candidates into the examination hall (i.e. around 9:00 am), the CS should hand over the following items to the Special Room Invigilator (who should be a teacher of the centre school):

1. a portable CD player (and related accessories, e.g. batteries, adaptor);
2. the “Envelope for Special Room” containing;
(a) a centre poster for the Special Room,
(b) a booklet of Sessional Report & Special Report Forms,
(c) supplementary answer sheets,
(d) a “Return Envelope for LT Special Room Sessional Report and Answer Scripts”;
(e) an “LT Special Room Seating Plan”;
(f) copies of “Special Room Reminder Card”

(3) a packet (31 copies) of Question-Answer Books (Note: The packet MAY only be opened at or after 9:45 a.m. in the presence of candidates);
(4) a packet of 15 spare barcode sheets;
(5) an envelope containing two demonstration CDs;
(6) a “confidential” envelope containing 1 examination CD and 1 reserve examination CD and a copy of the tapescripts;
(8) the Special Notice (if any).

5. Admission of Candidates

5.1 The Special Room is to accommodate candidates who arrive at the examination centre with the following problems.

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who:</td>
<td>Candidates who:</td>
</tr>
<tr>
<td>(1) have not brought a radio</td>
<td>(1) have not brought earphones</td>
</tr>
<tr>
<td>(2) have forgotten to bring or have lost earphones / batteries</td>
<td>(2) have arrived after 9:45 a.m.</td>
</tr>
<tr>
<td>(3) have brought an electronic device other than a radio, Walkman, Discman or radio-cassette player</td>
<td>(3) have brought the earphones which are not working</td>
</tr>
<tr>
<td>(4) have brought an oversized radio (exceeding 18” x 6” x 6”)</td>
<td>(4) have reception problems</td>
</tr>
<tr>
<td>(5) have arrived after 9:45 a.m.</td>
<td></td>
</tr>
<tr>
<td>(6) have brought a radio or earphones which are not working</td>
<td></td>
</tr>
<tr>
<td>(7) are unable to tune their radios to the correct channel or who have a radio with poor reception</td>
<td></td>
</tr>
</tbody>
</table>

Mark penalty will be imposed on candidates for the following reasons:
Radio-broadcast centres: (1), (2), (3), (4) and (5)
Centres using the IR Transmission System: (1) and (2)

5.2 The Special Room Invigilator should admit candidates of the above categories any time from 9:15 am to the end of the session. On/before admission of the first candidate or at around 9:45 am (in case no candidate entered the Special Room before this time), the Special Room Invigilator should switch on the radio or the CD player (and play the demonstration CD for Special Rooms using the CD player).

5.3 Candidates sitting the Listening Test in the Special Room are not allowed to use their own radio with earphones and must listen to the radio broadcast without earphones / broadcast via the CD player; otherwise, they will receive a mark penalty. The Special Room Invigilator should instruct the candidates to take off the earphones when they enter the Special Room. Please refer to part E regarding the procedures for handling irregularities.

5.4 The Special Room Invigilator should assign candidates to sit near the radio/CD player.
5.5 **Filling in “LT Special Room Seating Plan”**

The Special Room Invigilator should record the seats taken by individual candidates in the Special Room by writing their Candidate Number in the corresponding spaces in the “LT Special Room Seating Plan”. This is to assist the HKEAA in following up with any irregularities happening in the Special Room.

**Note:**

To facilitate the completion of the “Sessional Report (Special Room)”, for candidates who enter the Special Room before the first announcement (i.e. before 9:46 am), the Special Room Invigilator (or the Special Room Assistant) may write both their candidate numbers and arrival times in the appropriate boxes on the Seating Plan.

For candidates entering the Special Room after 9:45 am, the Special Room Invigilator (or the Special Room Assistant) may record their arrival times against their seats on the seating plan first, and copy their candidate numbers onto the seating plan after the Listening Test.

5.6 **Attendance and Script Tracking System (ASTS)**

1. The ASTS serves two functions: taking of candidates’ attendance and tracking of candidates’ answer scripts. During attendance taking, invigilators will use handheld barcode scanners to scan the barcodes printed on candidates’ admission forms and their personalised barcode sheets. At the end of the examination, invigilators will collect candidates’ answer scripts and scan the barcode labels stuck on the cover of the Question-Answer Books. After the completion of scanning, the CS will upload the data to the System to verify the accuracy of the number of scripts collected.

2. In 2013, the ASTS will be used in a number of the HKAL written examinations held in halls and all the Special Rooms for the listening tests of the language subjects.

3. Invigilators should read the ASTS User Guide carefully before the examination, take the candidates’ attendance before the broadcast of the test and track the scripts collected at the end of the examination according to the procedures.

6. **Handling Late Arrivals**

6.1 As the Special Room Invigilator, you will have to be very flexible in handling the examination arrangements for any candidate who arrives just before/after the examination begins. The main point is to have such a candidate sit down, find the correct place in the Question-Answer Book, and begin answering as soon as possible. All the normal procedures can be attended to after the examination is over and before dismissal of the candidates concerned.

6.2 Candidates who come from the hall after the broadcast has commenced may or may not bring with them the Question-Answer Books issued to them earlier. If they already have the Question-Answer Books, they should continue to use them. If not, they should be given a new one as they enter the Special Room.

6.3 Distribute a “Special Room Reminder Card” to remind candidates who arrive at the Special Room to take off the earphones. Record the seats they take in the “LT Special Room Seating Plan”.

Notes for the Guidance of SR Invigilators – AS Use of English (LT)
6.4 Candidates who move from the hall to the Special Room (for various reasons) should use their personalised barcode sheets. If they do not bring with them their personalised barcode sheets, the Special Room Invigilator should give them a spare barcode sheet.

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

7. Candidates’ Belongings (for those candidates seated prior to 9:45am)

7.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/buckles to hold their books and notes, etc. **The bags must be small enough to be placed under their chairs** and be properly closed before the examination begins. Candidates are not allowed to put their books and notes in their pockets or in the drawers of the desks. If they bring pencil cases or pencil boxes (including transparent ones) to the examination room, they must place the stationery on their desks and put the pencil cases/boxes inside the 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. tablets, iPod, PDAs, pagers, MP3 players, electronic dictionaries, databank watches, etc.) or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. **Mobile phones should also be turned off (including disabling the alarm function) 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 Special Room Invigilator to take their personal belongings against the wall under the blackboard. Their purses and mobile phones (not in operating mode) can be put under their chairs. The invigilators should not allow candidates to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate attempts to cheat.

7.3 If candidates are found to have unauthorised articles in the following positions in the examination, the Invigilator should report the cases to the CS and warn the candidates concerned that upon confirmation of the case, a **mark penalty, subject downgrading or disqualification from the whole examination** will be imposed:

<table>
<thead>
<tr>
<th>Unauthorised 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 candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks (including writing on their admission forms or on the back of their calculators)</td>
</tr>
<tr>
<td>Electronic/communication devices (e.g. mobile phones, tablets, iPod, pagers, MP3 players, electronic dictionaries, PDA and other electronic devices which can store/display text, images, video or audio materials), which can be switched on or off</td>
<td><strong>Not in operating mode</strong>&lt;br&gt;On the candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks or <strong>under the candidates’ chairs</strong></td>
</tr>
</tbody>
</table>
7.4 Before the start of the examination, candidates who are found to have unauthorised articles (such as books, notes, papers) on their desks or in the drawer of their desk, in their pockets or on their bodies after the distribution of question papers are also subject to mark penalties. Such cases should be reported on Report Form SR4g.

7.5 Candidates are not allowed to use calculators in Chinese Language & Culture and Use of English examinations. Candidates who have calculators should be instructed to place them in their bags or under their chairs.

7.6 For candidates who are found violating the rules in paragraphs 7.3 and 7.4, all unauthorised items should be collected from them where applicable and attached to the Report Form for investigation by the HKEAA.

8. Distribution of Stationery

8.1 On admission of a candidate, the Special Room Invigilator should give the candidate a spare barcode sheet if he/she has not got his/her personalised barcode sheet. Upon issuing a spare barcode sheet, the Special Room Invigilator should ask the candidate to write his/her candidate number on each label of the barcode sheet if time permits.

8.2 Supplementary answer sheets should be provided to candidates on request. Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. A short white string should also be issued to candidates for tying the supplementary answer sheets to their Question-Answer Books. The candidates should be reminded to stick a barcode label on each supplementary answer sheet before the end of the test. No extra time will be given to candidates for sticking the barcode labels after the “Stop working” announcement.

9. RTHK Broadcast before the Start of the Examination (applicable to Special Rooms using Radios only)

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

This is RTHK Radio 2. The time now is 9:30. We are now switching to mono mode. In half an hour's time, at 10 o'clock, we will be broadcasting the Hong Kong Examinations and Assessment Authority, Advanced Level Use of English Section A Examination.

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

You are listening to RTHK Radio 2. It is now 9:45. We are now broadcasting in mono mode. At 10 o'clock you will hear the broadcast of the Hong Kong Examinations and Assessment Authority, Advanced Level Use of English Section A. The examination will be broadcast in mono mode. Please stay tuned.

* Try to avoid disturbing the candidates when these two RTHK announcements are made.
### (C) START OF THE EXAMINATION

#### 10. First Announcement (Checking of personal belongings)

After RTHK’s broadcast at 9:45am (special rooms using radios) / At 9:46 am (special rooms using CD players), please announce:

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place your Admission Form and Identity Card on the top-right hand corner of</td>
<td>your desk. (Pause)</td>
</tr>
<tr>
<td>your desk. (Pause)</td>
<td>Put all the stationery you need to use on your desk. If you have brought a pencil case, put</td>
</tr>
<tr>
<td>your bag or under your chair. (Pause)</td>
<td>it in your bag or under your chair. (Pause)</td>
</tr>
<tr>
<td>If you have a calculator with you, put it in your bag or under your chair.</td>
<td>(Pause)</td>
</tr>
<tr>
<td>If you have a mobile phone, take out the phone now. Check to see if it has</td>
<td>been switched off. (Pause) If not, switch it off now. You should ensure that the alarm</td>
</tr>
<tr>
<td>been switched off. (Pause) If not, switch it off now. You should ensure that</td>
<td>function of the phone has also been turned off. You are strongly advised to take out the</td>
</tr>
<tr>
<td>alarm function of the phone has also been turned off. You are strongly advised</td>
<td>battery from your mobile phone to ensure that no sound will be emitted because of the alarm</td>
</tr>
<tr>
<td>the phone has also been turned off. You are strongly advised to take out the</td>
<td>function. (Pause for 15 seconds to ensure that candidates are complying with the instructions)</td>
</tr>
<tr>
<td>battery from your mobile phone to ensure that no sound will be emitted because</td>
<td></td>
</tr>
<tr>
<td>of the alarm function. (Pause for 15 seconds to ensure that candidates are</td>
<td></td>
</tr>
<tr>
<td>complying with the instructions)</td>
<td></td>
</tr>
<tr>
<td>Now place the phone under your chair in a position clearly visible to the</td>
<td>invigilators. (Pause)</td>
</tr>
<tr>
<td>invigilators. (Pause)</td>
<td>If you have brought any articles that can emit sound, switch them off now and then put</td>
</tr>
<tr>
<td>If you have brought any articles that can emit sound, switch them off now and</td>
<td>them inside your bag. (Pause)</td>
</tr>
<tr>
<td>them inside your bag. (Pause)</td>
<td>If you have notes, pieces of paper, books, dictionaries, word-hidden pens, any electronic</td>
</tr>
<tr>
<td>If you have notes, pieces of paper, books, dictionaries, word-hidden pens,</td>
<td>/ communication devices (such as a tablet, iPod, PDA, pager, MP3 player, electronic</td>
</tr>
<tr>
<td>any electronic / communication devices (such as a tablet, iPod, PDA, pager,</td>
<td>dictionary, databank watch), or any articles that can store information or emit sound,</td>
</tr>
<tr>
<td>pager, MP3 player, electronic dictionary, databank watch), or any articles</td>
<td>the materials and devices/articles must be switched off and put in your bag. Zip up your</td>
</tr>
<tr>
<td>that can store information or emit sound, the materials and devices/articles</td>
<td>bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a</td>
</tr>
<tr>
<td>must be switched off and put in your bag. Zip up your bag and put it under</td>
<td>bag, put your purse and your mobile phone under your chair but bring all your other belongings to</td>
</tr>
<tr>
<td>your chair. Do not leave your bag in the aisle. If you do not have a bag,</td>
<td>the front of this room and put them … (Please clearly tell the candidates the location which</td>
</tr>
<tr>
<td>put your purse and your mobile phone under your chair but bring all your other</td>
<td>you assign).</td>
</tr>
<tr>
<td>belongings to the front of this room and put them … (Please clearly tell the</td>
<td></td>
</tr>
<tr>
<td>candidates the location which you assign).</td>
<td></td>
</tr>
<tr>
<td>Please note that after the question papers have been distributed, if you are</td>
<td>Put up your hand if you have a problem. (Pause)</td>
</tr>
<tr>
<td>found to have any unauthorised materials on your desk or in the drawer of your</td>
<td></td>
</tr>
<tr>
<td>desk, in your pockets or your electronic/communication devices (including</td>
<td></td>
</tr>
<tr>
<td>mobile phones) switched on during the examination, you will receive a mark</td>
<td></td>
</tr>
<tr>
<td>penalty, subject downgrading or even be disqualified from the whole examination.</td>
<td></td>
</tr>
<tr>
<td>Put up your hand if you have a problem. (Pause)</td>
<td></td>
</tr>
</tbody>
</table>
11. Checking the Admission Forms (original) and Identity Cards (original) and Taking Attendance

11.1 Before making the second announcement, the Special Room Invigilator may check the Admission Forms/Identity Cards of the candidates in the Special Room and take their attendance. **However, the examination proceedings must not be delayed and checking must be stopped before 9:55 am. The Special Room Invigilator should also leave sufficient time for the distribution of question papers before 9:55 am.**

11.2 If it is foreseen that the checking of admission forms and attendance taking could not be completed before 9:55 am (for example, there are too many candidates in the Special Room), the Special Room Invigilator may check the Admission Forms/Identity Cards of candidates in the Special Room and take their attendance after the Listening Test (see paragraph 19).

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

(1) the photograph on the Admission Form/Identity Card resembles the candidate (Special Room Invigilators should check this carefully so as to preclude the possibility of impersonation);
(2) the subject of Use of English is listed on the Admission Form;
(3) the name/ID card number on the Admission Form matches that on the Identity Card.

Please also refer to paragraph 23 for handling of cases of candidates without Admission Form (original)/Identity Card (original).

11.4 Take the candidates’ attendance using the barcode scanner according to the following steps and the instructions in the ASTS User Guide.

(1) Check the candidate’s Admission Form, and then scan the barcode printed on the top-right hand corner of the Admission Form and one of the barcode labels on the candidate’s barcode sheet.

(2) In case the barcode printed on a candidate’s Admission Form cannot be scanned, the Special Room Invigilator should take the candidate’s attendance as follows:
   (i) press <F1>, then a sequence number will be generated and shown on the barcode scanner,
   (ii) copy the sequence number together with the candidate’s name on the Sessional Report (Special Rooms) in the box for candidate’s name
   (iii) press <ENT>
   (iv) scan one of the barcode labels on the candidate’s barcode sheet

(3) If there are any irregularities (for example, wrong centre candidates, subject not on the Admission Form, candidates without the original Admission Forms, etc), invigilators should verify the candidates’ identities, and then take the candidates’ attendance using the barcode scanner in accordance with the instructions in the ASTS User Guide. Report such cases on the relevant Report Form(s) (e.g. SR1 for candidates without admission form/identity card, SR3 for wrong centre candidates).
12. Second Announcement (Distribution of Question-Answer Books)

12.1 Open the packet containing the Question-Answer Books (if you have not yet done so). Check the front cover of the Question-Answer Books to see that they are for the right examination. After ensuring that there are sufficient question papers for distribution, announce:

I am now going to distribute the Question-Answer Book(s). 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 open your Question-Answer Book(s) until you are told to do so.

The Special Room Invigilator / Special Room Assistant should distribute the Question-Answer Books to candidates present, with the covers facing up.

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

On completion of the distribution of the Question-Answer Books, announce:

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

(for special rooms using radios)

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

(for special rooms using CD players)

Do not open the Question-Answer Book until you are told to do so at about 10 o'clock.

13. RTHK Broadcast before the Start of the Examination
   (applicable to radio-broadcast centres only)

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

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

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

The Special Room Invigilator should make sure that the candidates do not open their Question-Answer Books at this point.
14. Start of the Broadcast of Test Material

9:59 a.m. For special rooms using CD players

The Special Room Invigilator should announce:

I am going to start the CD for the Listening Test.

The Special Room Invigilator should start playing the examination CD at 10:00 a.m.

10:00 a.m. For all centres

At 10:00 a.m.*, RTHK will broadcast (for special rooms using radios) / the examination CD will begin with (for special rooms using CD players):

**Hong Kong Advanced Level Examination, Use of English Section A Listening Test 2013, Instructions to Candidates.** You should have on your desk a Question-Answer Book. Do not open it until you are told to do so. **I repeat, do not open the Question-Answer Book until you are told to do so.**

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

Now check through your Question-Answer Book and make sure it has no missing pages. Look for the words “End of Test” on the last page. (Pause for 10 seconds)

Now stick your barcode labels in the spaces provided on pages 1, 3 and 5. (Pause for 15 seconds)

You are reminded that all examination materials will be played ONCE only. The test is divided into three parts. You should use a pencil to write your answers for all three parts. At the end of the examination, when you are told to stop, put down your pencil and close your Question-Answer Book. You may not leave the examination room until you are instructed to do so at the end of the examination session. Put your hand up now if you have any difficulties.

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

* Special Room Invigilators should avoid disturbing the candidate(s) during the broadcast of the Listening Test.

RTHK / the examination CD will continue:

Now look at page 2 of your Question-Answer Book. (Pause 5 seconds)

Introduction. Situation. You ...

**Note:**

For the Special Rooms in which the Listening Test will be broadcast via the CD player, the Special Room Invigilators should start playing the examination CD at 10:00 am (i.e. at the same time as the radio broadcast) no matter whether there is any candidate in the Special Room. If possible, the Special Room Invigilators should listen to the radio broadcast in order to synchronise the playing of the examination CD with the radio broadcast.
15. Early Leavers

15.1 Candidates are not allowed to leave early. If a candidate leaves without permission, his/her candidate number should be recorded on Report Form SR4g.

15.2 If a candidate claims to be sick and wishes to leave early, 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. Also, before the candidate leaves, the Special Room Invigilator should check the candidate's Admission Form/Identity Card and ask the candidate to sign on the Sessional Report (Special Room) (follow the procedures mentioned in paragraphs 19.2 – 19.3).

16. Questions raised by candidates

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

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

17. End of Radio Broadcast / Examination CD

11:00 a.m. (approx.) Toward the end of the Listening Test, you will hear the following instructions:

That's the end of the test. Stop writing now and put down your pencil. Close your Question-Answer Book and leave it on the desk in front of you for the invigilator to collect. Take off your earphones now and turn off your radio.

17.1 No extra time should be given to the candidates for any reason without specific instructions from the HKEAA.

17.2 If a candidate is caught continuing to work on the answer script (including holding any stationery, writing/erasing/crossing out answers, affixing barcode labels or filling in question numbers) after the “Stop working” announcement, the Special Room Invigilator should indicate the work done outside the time limit by circling it in red on the candidate’s Question-Answer Book, and report on Form SR4g (please provide as much information as possible about what the candidate was working after the “Stop working” announcement). The candidate should be warned that he/she may receive a mark penalty. Ask the candidate to write his/her name and address in the space provided on Report Form SR4g. The HKEAA will write to him/her later to ask for an explanation. The question-answer book can be collected together with those of other candidates. The CS should be informed.
(D) END OF EXAMINATION / COLLECTION OF SCRIPTS

18. Third Announcement (Collection of scripts)

After the end of the broadcast given in paragraph 17, announce:

The Question-Answer Book will be collected now. Stay in your seat quietly until you are told to leave. Do not pack your personal belongings until you are told to do so.

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

18.1 The Special Room Invigilator should ask the Special Room Assistant to collect the Question-Answer Books.

18.2 While collecting the Question-Answer Books, if the Special Room Assistant discovers that a candidate has not put down his/her candidate number on his/her Question-Answer Book-supplementary answer sheet (if any), the candidate can be allowed to write his/her candidate number only under the supervision of the Special Room Invigilator.

18.3 Candidates have been advised to affix barcode labels on their Question-Answer Books/supplementary answer sheets before the end of the examination. While collecting the question-answer books, if the Special Room Assistant discovers that a candidate has not stuck a barcode label on the cover of his/her Question-Answer Book, the candidate should be asked to stick a barcode label on the cover under the supervision of the Special Room Invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form before leaving the examination room.

18.4 After collecting all the Question-Answer Books, the Special Room Assistant should pass them to the Special Room Invigilator for scanning. The Special Room Invigilator should read the ASTS User Guide carefully before the examination and scan the answer scripts collected according to the procedures.

(1) The Special Room Invigilator should select “Script Counting” from the “Main Menu (SR)”.
(2) Then he/she should scan the barcode label on the cover of each Question-Answer Book, including those using spare barcode labels.
(3) After scanning all the Question-Answer Books, the Special Room Invigilators should count them manually and check whether the number of the Question-Answer Books collected tallies with the total records scanned and the number of candidates present.

18.5 Put down the total number of answer scripts collected in the appropriate space on the Sessional Report (Special Room). If there is any discrepancy, investigate the matter before the candidates are dismissed.

18.6 In the examination hall, barcode labels are distributed on candidates’ desks before the admission of candidates. Candidates who move from the hall to the Special Room should bring with them their personalised barcode sheets. Candidates without their personalised barcode sheets (e.g. candidates who arrive at the examination centre after 9:45 am) should be given a spare barcode sheet (together with the Question-Answer Book).
If in a rare circumstance the Special Room Invigilator discovers, during collection of the Question-Answer Books, that a candidate has not been given any barcode sheet, the candidate should be given one spare barcode sheet and be asked to write his/her candidate number on the barcode labels. This is to ensure that the candidate is recorded as “present” in the Listening Test (please refer to paragraphs 11 and 19). The Special Room Invigilator should record the incident on Report Form SR4b (Part A for the reasons for issuing spare barcode sheets to the candidate and Part C for issuing the labels after the examination) so that mark penalty for not following the instruction of sticking the barcode label during the examination session will not be imposed on the candidate concerned.

19. Fourth Announcement (Candidates Signing the Sessional Report)

19.1 After collection and scanning of scripts, the Special Room Invigilator should complete the covering Sessional Report (Special Room) of the Report Form booklet and take attendance (if attendance taking has not been completed before 9:55 am). In particular, the candidates’ arrival time at the Special Room and the reasons for attending the Special Room should be verified and recorded accurately. The Special Room Invigilator should affix individual candidates’ personalised barcode label in the designated space of the form and ask each of them to sign against their candidate numbers.

Note: If the Special Room Invigilator/Special Room Assistant has written down candidates’ arrival times on the Seating Plan, the Special Room Invigilator may refer to the Seating Plan when completing the Sessional Report.

Announce:

You are required to hand in your barcode sheet and show me your Admission Form for checking. You should then verify the information on the Sessional Report and sign on it. After signing, you may pack your personal belongings and leave. Make sure you have your Admission Form, Identity Card and other personal belongings when you leave.

The Special Room Assistant should help maintain order when the Special Room Invigilator is performing the above task.

If there are many candidates in the Special Room, the Special Room Invigilator may ask the candidates to come out row by row.

19.2 For those candidates whose attendance has not been taken before the start of the broadcast (e.g. those arrived at the examination centre after 9:55 am), check their Admission Forms (original) and Identity Cards (original) and take their attendance in accordance with the procedures stated in paragraph 11.

19.3 Except for those who are required to complete additional forms mentioned in paragraphs 22 – 28, candidates may leave individually after signing on the Sessional Report (Special Room) and the Special Room Invigilator has completed the “LT Special Room Seating Plan”.

19.4 The barcode sheets (with/without remaining barcode labels) collected should be passed to the CS.
20. **Return Envelope for LT Special Room Sessional Report and Answer Script (“Return Envelope”) and Uploading of attendance and script records of candidates taking the Listening Test in the Special Room**

20.1 Item to be placed in the “Return Envelope” if no candidates take the Listening Test in the Special Room:
- Report Form booklet with the covering Sessional Report (Special Room) completed

20.2 Items to be placed in the “Return Envelope” if there are candidates taking the Listening Test in the Special Room:
- Report Form booklet with the covering Sessional Report (Special Room) completed
- Question-Answer Books of candidates present
- Completed “LT Special Room Seating Plan”

20.3 On returning to the examination hall, the Special Room Invigilator should first upload the records to the ASTS programme. The CS should then 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 scripts collected.

20.4 The “Return Envelope” should be sealed with a piece of Security Adhesive Tape in the presence of the CS. Then the CS and the Special Room Invigilator should sign on the flap of the envelope across the tape. The CS will then take over the “Return Envelope”.

Notes for the Guidance of SR Invigilators – AS Use of English (LT)
(E) HANDLING OF IRREGULARITIES

21. 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 hoisting of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), invigilators should listen to the radio, watch the television or check out the HKEAA’s website at www.hkeaa.edu.hk for the 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 on 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 and on the HKEAA’s website 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.

22. Suspected cheating (Report Form SR4g)

22.1 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 inside/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 a written explanation before he/she leaves the examination room. If he/she refuses, this should be recorded on Report Form SR4g.

22.2 The Special Room Invigilator should pay particular attention to hi-tech cheating tools which are capable of storing texts or communicating to gain unfair advantage. Such tools may resemble ordinary stationery items (such as erasers, rulers). If the Special Room 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 before leaving the examination room. If the candidate refuses, this should be recorded on Report Form SR4g.

22.3 Under no circumstances should the Special Room 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.
22.4 The Special Room Invigilator/CS should make a report giving full details of the suspected cheating (such as the time when the incident was discovered, whether the candidate was copying from a crib, and where the candidate put the crib, etc.) on Report Form SR4g. The report, evidence, the answer script and the candidate's explanation should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets.

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

23. Candidates Without Admission Form (original)/Identity Card (original) (Report Form SR1)

23.1 Candidates have been told in the “Handbook for Candidates” and Admission Form to present both their Admission Forms and their Identity Cards for every examination session.

23.2 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]. However, a Loss Memo issued by the police should not be accepted as a substitute for an identification document. Under the following circumstances, Report Form SR1 should be completed. The candidate has to complete Part A of the form. The Special Room Invigilator should complete Parts B and C of the form:

(1) The candidate does not have any identification document but the personalised barcode sheet can be located – 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 moves from the hall to the Special Room and has got his/her personalised barcode sheet, the script should be returned with those of other candidates present.

(b) If the candidate does not have his/her personalised barcode sheet, the Special Room Invigilator 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 (the candidate’s personalised barcode sheet cannot be found) – the Special Room Invigilator 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.
23.3 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.

23.4 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 23.2 (2) above.

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

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

25. Mobile phone irregularities (Report Form SR4p)

25.1 During the examination, if the ringing sound of a mobile phone is heard, the Special Room Invigilator should locate the source.

25.2 If the source can be located, the Special Room Invigilator should ask the candidate concerned to switch off the phone at once. When carrying out these tasks, the Special Room Invigilator should try to minimise the possible disturbance to the candidate and his/her neighbour.

After the examination, the Special Room Invigilator should ask the candidate concerned to show him/her the call log or SMS/MMS log. If the candidate agrees to do so, the Special Room Invigilator 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 Special Room Invigilator 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.

25.3 If the source cannot be located and the ring stops, the Special Room Invigilator does not need to take any further action.

25.4 No matter whether the source can be located or not, record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p.

26. Candidates’ Personal Conduct

26.1 Candidates have been told in the “Handbook for Candidates” / on the Admission Form that:

1. they should dress decently, behave themselves and comply with the reasonable instructions of the invigilation staff when they sit for an examination;
2. they must maintain absolute silence, must not speak to nor disturb other candidates and must not communicate using signals/sign language inside the examination centre;
3. they should not smoke within the premises of the centre school and should not eat or drink in the examination hall/room;
4. they should not take photographs, audio record or video record inside the examination hall/room at any time in any examinations; and
they should not remove the remaining barcode labels from the examination centre.

26.2 If a candidate is found violating any one of the rules in paragraph 26.1, the Special Room Invigilator should report the case to the HKEAA on Report Form SR4g.

26.3 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 an invigilator.

26.4 If a candidate is found to have removed remaining barcode labels including barcode labels from previous examination sessions (e.g. candidates who stuck barcode labels on their Admission Forms or other personal belongings), the case should be reported on Report Form SR4g. The materials with the barcode labels (e.g. the Admission Forms) should be photocopied and attached to the Report Form.

26.5 If a candidate is found to be disturbing other candidates by making noise or engaging in other behaviours whether voluntary or involuntary, the Special Room Invigilator may relocate the candidate to another seat. The Special Room Invigilator should report the case to the HKEAA on Report Form SR4g.

26.6 If a candidate misbehaves or acts maliciously in such a way that he/she disturbs the conduct of the examination, the Special Room Invigilator should warn the candidate concerned and inform him/her that his/her act will risk disqualification from the subject examination. If the candidate repeatedly disobeys the centre staff’s reasonable warning/instruction, or commits other types of misbehaviour (e.g. is excessively rude to the centre staff or examiners or uses foul language), the Special Room Invigilator should warn the candidate concerned again that they risk subject downgrading. The Special Room Invigilator should give details of the misbehaviour (such as the time and cause of the misbehaviour, what the candidate did and said, the candidate’s explanation (if any) and evidence from other witnesses such as invigilators or other candidates) on Report Form SR4g so that the HKEAA can take follow-up action.

27. Candidates using Spare Barcode Sheets/Without Barcode Sheets/Not Sticking a Barcode Label on the Cover of the Answer Book (Report Form SR4b)

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

27.2 If there is a shortage of spare barcode sheets, candidates without barcode sheets should be asked to write their candidate numbers on their answer scripts in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b.

27.3 The candidate numbers of candidates using spare barcode sheets or where the cover of the answer scripts are without any barcode labels should be recorded on Report Form SR4b. These scripts 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.
28. Candidates who are found to have used their own radio in the Special Room will receive **mark penalties**. In case a candidate, despite being reminded by the Special Room Invigilator, continues to use his/her own radio with earphones, let the candidate concerned use them for the remaining time. Do not disturb the candidate. After the Listening Test, ask the candidate to fill in Report Form SR4g.

29. In case of emergency that the radio in the Special Room is not functioning properly, the Special Room Invigilator should inform the CS immediately and to arrange relevant remedial measures such as switching the radio from a.c. to d.c., replacing with a spare radio, etc.

30. **Contingency arrangements in case of faulty examination CD**

30.1 In case of malfunctioning of the examination CD during the examination broadcast, the Special Room Invigilator should record where the broadcast stops. Candidates should be asked to close their Question-Answer Books at once.

   The Special Room Invigilator should replace the faulty examination CD with the reserve CD. When the examination resumes, start playing the examination CD from the point of interruption.

30.2 The CS should report all incidents concerning malfunctioning of the examination CD on Report Form SR4g stating the details.

- END -
### List of Examinations with PECSS / ASTS Implemented

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<thead>
<tr>
<th>Date &amp; Time</th>
<th>2013 HKAL Examination</th>
<th>Implementation of ASTS &amp; PECSS</th>
<th>Implementation of PECSS only</th>
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</thead>
<tbody>
<tr>
<td>Mar. 25 Mon AM PM</td>
<td>Use of English B &amp; C</td>
<td>Use of English A (LT)</td>
<td>✓</td>
</tr>
<tr>
<td>Mar. 26 Tue AM</td>
<td>Use of English E</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Mar. 27 Wed AM PM</td>
<td>Pure Mathematics 1</td>
<td>Pure Mathematics 2</td>
<td>✓</td>
</tr>
<tr>
<td>Mar. 28 Thur AM PM</td>
<td>Visual Arts 2</td>
<td>Visual Arts 3</td>
<td>✓</td>
</tr>
<tr>
<td>Apr. 2 Tue AM PM</td>
<td>Visual Arts 2</td>
<td>Visual Arts 3</td>
<td>✓</td>
</tr>
<tr>
<td>Apr. 3 Wed AM PM</td>
<td>Economics 1</td>
<td>Economics 2</td>
<td>✓</td>
</tr>
<tr>
<td>Apr. 5 Fri AM PM</td>
<td>Liberal Studies-China Today</td>
<td>Liberal Studies-The Modern World</td>
<td>✓</td>
</tr>
<tr>
<td>Apr. 6 Sat AM</td>
<td>Visual Arts 1</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Apr. 8 Mon AM PM</td>
<td>Chemistry 1</td>
<td>Chemistry 2</td>
<td>✓</td>
</tr>
<tr>
<td>Apr. 9 Tue AM PM</td>
<td>Chinese History 1</td>
<td>Chinese History 2</td>
<td>✓</td>
</tr>
<tr>
<td>Apr. 10 Wed AM PM</td>
<td>Principles of Accounts 1</td>
<td>Principles of Accounts 2</td>
<td>✓</td>
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<tr>
<td>Apr. 11 Thur AM PM</td>
<td>Biology 1</td>
<td>Biology 2</td>
<td>✓</td>
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<tr>
<td>Apr. 12 Fri AM PM</td>
<td>History 1</td>
<td>History 2</td>
<td>✓</td>
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<td>✓</td>
<td></td>
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<tr>
<td>Apr. 15 Mon AM PM</td>
<td>Physics 1</td>
<td>Physics 2</td>
<td>✓</td>
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<tr>
<td>Apr. 16 Tue AM PM</td>
<td>Chinese Lang &amp; Culture 1A,1B</td>
<td>Chinese Lang &amp; Culture 2</td>
<td>✓</td>
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<tr>
<td>Apr. 17 Wed AM</td>
<td>Chinese Lang &amp; Culture 3 (LT)</td>
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<tr>
<td>Apr. 18 Thur AM PM</td>
<td>Geography 1</td>
<td>Geography 2</td>
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<tr>
<td>Apr. 19 Fri AM PM</td>
<td>Business Studies 1</td>
<td>Business Studies 2</td>
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<td>Apr. 22 Mon AM PM</td>
<td>Liberal Studies- Hong Kong Studies</td>
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<td>Apr. 23 Tue AM PM</td>
<td>Applied Mathematics 1</td>
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<td>Apr. 24 Wed AM PM</td>
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<tr>
<td>Apr. 25 Thur AM PM</td>
<td>Govt &amp; Public Affairs 1</td>
<td>Govt &amp; Public Affairs 2</td>
<td>✓</td>
</tr>
<tr>
<td>Apr. 26 Fri AM PM</td>
<td>Psychology 1</td>
<td>Psychology 2</td>
<td>✓</td>
</tr>
<tr>
<td>Apr. 27 Sat AM</td>
<td>Computer Applications 1</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Apr. 29 Mon AM PM</td>
<td>Chinese Literature 1</td>
<td>Chinese Literature 2</td>
<td>✓</td>
</tr>
</tbody>
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**Note:**
- 29 March - 1 April 2013 (Easter Holidays); 4 April 2013 (Ching Ming Festival); 1 May 2013 (Labour Day); 17 May 2013 (Buddha’s Birthday)
- Subjects that will not carry out ASTS and PECSS: Visual Arts, AS-level Chemistry and AS-level Physics.
- Subjects that will only carry out PECSS: Biology, History, Ethics & Religious Studies, Business Studies and Psychology.