# Examination Invigilation in Visual Arts

March 2020

School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority



# CONFIDENTIALITY

All exam personnel are obliged to preserve the secrecy of all matters coming to their knowledge in performing their job duties, and shall at all times keep strictly confidential of all information, materials and documents which they may have access to in the course of their duties

# **CONFLICT OF INTEREST**

- If invigilators find any candidates they know at the centre, they should inform the CS and complete the declaration on Part D of Report Form SR4i for onward transmission to the HKEAA via the CS. The CS should arrange another invigilator to handle the enquiries/collect the scripts of the candidates concerned, if possible
- In this case, the invigilator should not accompany the candidates concerned to the washroom during the exam



# Prevention of Bribery Ordinance (POBO) (Cap 201)

The Authority is specified in Schedule 1 to the Prevention of Bribery Ordinance (POBO) (Cap 201) as one of the Public Bodies governed by the Ordinance. CSs/Invigilators are reminded that they are prohibited from offering advantages to HKEAA staff. CSs/Invigilators engaged in examination administration are also subject to the provisions of the POBO. HKEAA prohibits CSs/Invigilators from soliciting or accepting any advantages from any persons or organisations having official dealings with the Authority. CSs/Invigilators are also prohibited from offering advantages to any person or organisation for the purpose of influencing such person or organisation in any dealings with the Authority.

Please view the video 'Training for Exam Personnel on Corruption Prevention' and leaflet prepared by ICAC for further information

# **Examination Invigilation in Visual Arts 2020**

Precautionary Measures at Exam Centres



(Please view the video / powerpoint slides for Contingency and Precautionary Measures at exam centres)

- Important Notes
- Delivery of Question Papers and Collection of Answer Scripts
- Exam Materials
- Details of the Exam Wrong Centre / Wrong Version Candidates
- Candidates without Admission Form and/or Valid Identification Document
- Part A of Papers 1 and 2
- Examination Regulations and Handling of Examination Irregularities / Complaints
- Collecting and Packing of Artwork
- Items to be Submitted to HKEAA

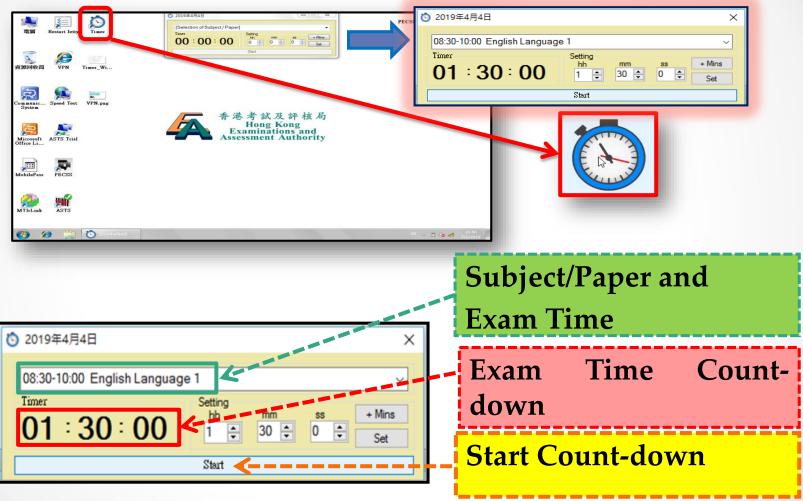


# **IMPORTANT NOTES**

- 1. Public Examinations Communication & Support System (PECSS) and Attendance & Script Tracking System (ASTS)
  - PECSS and ASTS will be used in the written exams held in halls (including VA)
  - HKEAA may disseminate important messages via PECSS before and during the exam
  - A digital timer is available on the computer desktop of PECSS for timing of exams. Apart from providing a countdown of the exam time, reminders of the last 15 minutes, last 5 minutes and end of the exam session will be popped up on the screen automatically



# **PECSS Digital Timer**





### Reminders





# **IMPORTANT NOTES**

### 2. Centre Environment

- The school bell should be switched off during the exam in order not to disturb the candidates
- For assistance, please contact the HKEAA staff at the Command Centre via PECSS



# DELIVERY OF QUESTION PAPERS & COLLECTION OF ANSWER SCRIPTS

# **Delivery of Question Papers**

By a courier company

# **Collection of Answer Scripts**

➤ For Visual Arts Papers 1 & 2, the answer scripts and related documents will be collected by the courier company at the end of the exam on 27 March



# **EXAMINATION MATERIALS**

Buckets and the following types of paper have been supplied to exam centres in early March:

White Cartridge Paper

White Bond Paper

Xuan Zhi

Chinese Rough Paper

Transparent Paper

**Cardboard Carton** 

Old Newspaper

Answer Book (E)

Supplementary Answer Sheet(A)

**Trigonal Clips** 

**Green Tag** 

(白畫紙)

(白書紙)

(宣紙)

(中式草稿紙)

(玻璃紙)

(收卷紙板)

(舊報紙)

(答題簿(E))

(補充答題紙(A))

(曲別針)

(綠繩)



Paper 1 only

#### 2020 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2020 考試用品核對表

List of items required for the examination

### 3月27日(星期五)視覺藝術(卷一)視覺形式表達主題

Visual Arts (Paper 1) Visual Presentation of a Theme on Friday, 27 March

考試節數 Examination session	考試日分發給試場的試卷/用品 Items supplied to a centre on exam day	每名考生須用的文具/物品 Stationery and other materials to be used by each candidate	須交回考評局的物品 Materials to be returned to HKEAA
First session 卷一	Question papers (試卷簡稱: 2020-DSE 視覺藝術 卷一) (Corner Code: 2020-DSE V ARTS PAPER 1) (2) 電腦條碼紙 (每張有 5 個電腦條碼貼紙) Barcode sheets (each with 5 barcode labels)	I DSE(E) answer book  (2) 白畫紙及白書紙 White cartridge paper and white bond paper  (3) 電腦條碼紙一張 I Barcode sheet  * 補充答題紙(A) Supplementary answer sheet (A)	(1) DSE(E) 答題簿(放於{卷一}答卷封套内) DSE(E) answer books (in answer script envelopes for 'Paper 1')  (2) 答卷 (放於包裝紙及答卷封套内) Worked scripts (in wrapping papers and answer script envelope)  (3) 點名單 (放於原來的紙夾內) <如有> Attendance lists (in the original folder) <if any="">  (4) 考生出席紀錄表 (放入點名單膠袋內) &lt;如適用&gt; Candidates' Attendance Record Forms (in the plastic bag for Attendance Lists) <if applicable="">  (5) 電腦條碼紙 (放於電腦條碼紙封套內) Barcode sheets (in barcode sheet envelope)</if></if>

<sup>\*</sup> 此項物品應在考生要求時才派發。(注意: 請另派發白短繩給考生,以便將補充答題紙繫於答題簿內。)

This item should be supplied to candidates on request. (Note: A short white string should also be provided to the candidates for tying the supplementary answer sheet to the answer book.)

注意:考試須用的文具〔如答題簿、補充答題紙、草稿紙、墊底紙等〕已於考試前送到試場。

Note: Stationery required (e.g. answer books, supplementary answer sheets, rough-work sheets, backing sheets, etc.) has been delivered to the centre prior to the examination.

如收到的試卷封包數目與應收者不符〔無論多或少〕,請立即與香港考試及評核局聯絡〔電話:3628 8951 或 3628 8910〕。

If there is a shortage or excess of question paper packets, please telephone HKEAA immediately at 3628 8951 or 3628 8910.

### 2020 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2020 考試用品核對表

List of items required for the examination

### 3月27日(星期五)視覺藝術(卷二)設計 Visual Arts (Paper 2) Design on Friday, 27 March

考試節數 Examination session	考試日分發給試場的試卷/用品 Items supplied to a centre on exam day	每名考生須用的文具/物品 Stationery and other materials to be used by each candidate	須交回考評局的物品 Materials to be returned to HKEAA
First session 卷二	Question papers	White cartridge paper and white bond paper  (3) 電腦條碼紙一張 I Barcode sheet  * 補充答題紙(A) Supplementary answer sheet (A)	(1) DSE(E) 答題簿(放於{卷二}答卷封套内) DSE(E) answer books (in answer script envelopes for 'Paper 2')  (2) 答卷 (放於包裝紙及答卷封套内) Worked scripts (in wrapping papers and answer script envelope)  (3) 點名單 (放於原來的紙夾內) <如有> Attendance lists (in the original folder) <if any="">  (4) 考生出席紀錄表 (放入點名單膠袋內) &lt;如適用&gt; Candidates' Attendance Record Forms (in the plastic bag for Attendance Lists) <if applicable="">  (5) 電腦條碼紙 (放於電腦條碼紙封套內) Barcode sheets (in barcode sheet envelope)</if></if>

<sup>\*</sup> 此項物品應在考生要求時才派發。(注意: 請另派發白短繩給考生,以便將補充答題紙繫於答題簿內。)
This item should be supplied to candidates on request. (Note: A short white string should also be provided to the candidates for tying the supplementary answer sheet to the answer book.)

注意: 考試須用的文具[如答題簿、補充答題紙、草稿紙、墊底紙等]已於考試前送到試場。

Note: Stationery required (e.g. answer books, supplementary answer sheets, rough-work sheets, backing sheets, etc.) has been delivered to the centre prior to the examination.

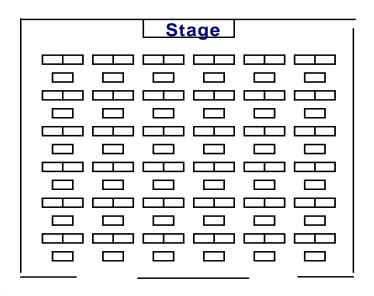
如收到的試卷封包數目與應收者不符〔無論多或少〕,請立即與香港考試及評核局聯絡〔電話:3628 8951 或 3628 8910〕。

If there is a shortage or excess of question paper packets, please telephone HKEAA immediately at 3628 8951 or 3628 8910.

# **SEATING PLAN**

Fig. 1 Centre set-up for Visual Arts Papers 1 & 2

(2 desks/1 long desk per Candidate with 1 chair)



EXTRANCE/EXIT

**ENTRANCE/EXIT** 



# **DETAILS OF THE EXAMINAITON**

The subject name, paper number, name of the elective part and language version should be written clearly on the blackboard <u>before</u> candidates are admitted to the exam hall

Centre No : A0001

Centre Name : ABC School Subject : Visual Arts Language Version : English

Paper : 2 (Design)

Exam Time : Please write the exact time

after the start of the exam for **Part A** and **Part B** 

respectively

or

試場編號 : A0001 試場名稱 : 甲乙丙學校 科目 : 視覺藝術

應考語文 : 中文

卷別 :二(設計)

詩試時間 : *請於開考後填寫甲部及乙部* 

實際考試時間



# WRONG CENTRE / WRONG VERSION CANDIDATES

- Candidates should attend the exam according to the exam centre printed on their admission forms. However, CS should accommodate wrong centre candidates provided that there is spare capacity
- The HKEAA will NOT provide faxed copies of question papers to wrong centre or wrong version candidates
- The CS should distribute the 'Notes for Wrong Centre or Wrong Version Candidates' (SR3-Notes) to the candidate concerned and let him/her decide whether or not to move to a suitable centre before the distribution of question papers
- Candidates who have entered for a wrong language version will NOT be allowed to move to a suitable centre AFTER they have read the question paper
- ➤ If the candidate requests to move to a suitable centre for the other paper AFTER he/she has read the question paper, the early leave requirement should be followed. For VA Papers 1 and 2, candidates are allowed to leave 30 minutes after the start of the exam. The candidate concerned should fill in the Report Form SR3



SR3(Notes)

### 考生前往非指定試場或錯誤報考 應考語文/卷別/單元須知

### 這試場未能提供你所需要的應考語文/卷別/單元試 卷,你可選擇:

- 前往准考證上指定的試場,但若你遲到你並不會獲得額外時間作答;或
- 2. <u>\*\*留在本試場並以本試場提供試卷</u>的應考語文/卷 別/單元(如適用)應考,但你可選擇以你**擬報考**的 應考語文作答;**或**
- 3. <u>\*\* 前往最就近的試場</u>,以該試場提供你**擬報考**的應 考語文/卷別/單元的試卷應考。[請致電考評局 (電話: 3628 8860)或瀏覽考評局網頁 (www.hkeaa.edu.hk → 香港中學文憑考試 → 考務 安排 → 試場一覽表)查詢相關試場資料。]

### 注意:錯誤報考應考語文的考生不會獲准於醋閱試卷後轉往合適的試場應試。

- 試場只會提供預設的應考語文/卷別/單元試卷,考評局不會提供傳真不同試卷的安排。
  - 考生或關於考試完畢後填寫 SR3 報告書。在未能提供合理解釋的情况下,考生如前往非指定試場應考超過一次,其第二次及之後於非指定試場應考的科目/卷別會被扣分。
  - 如考生應考的語文/卷別/單元與其准考證上所列的不符,考生必須於 試後立即向考評局申請更改應考語文/卷別/單元,倘若申請獲接納, 考生須繳交有關附加費及科目費。

# Notes for Wrong Centre or Wrong Version Candidates

This exam centre cannot provide the question papers for the language version / paper / module that you need, and you can choose to:

- go to the correct centre as stated on the Admission Form but no extra time will be given if you arrive late; or
- # remain in this centre and sit the exam in the Language Version / Paper / Module (if applicable) which this centre provides but your answers can be written in the language you intended to register for; or
- 3. # go to the nearest exam centre that provides the question papers of the language version / paper / module which you intended to register for. [Please call the HKEAA at 3628 8860 or browse the HKEAA website (www.hkeaa.edu.hk → Examination Administration → Examination Centres) for related centre information.]

Note: Candidates who have entered for a wrong language version will not be allowed to move to a suitable centre after they have read the question paper.

- The centre will <u>ONLY</u> provide the Language Version / Paper / Module as scheduled. The HKEAA will <u>NOT</u> provide faxed copies of different question papers.
  - Candidates may be asked to fill in the Report Form SR3 at the end of the exam.
     Candidates sitting an exam in a wrong centre more than once without an acceptable explanation will receive a <u>mark penalty</u> in the second and subsequent subjects/papers.
  - If the Language Version / Paper / Module that the candidates sat is different from that stated on the Admission Form, the candidates must seek special approval from the HKEAA immediately after the exam. The application, if approved by the HKEAA, is subject to the payment of related supplementary fee and subject fee.



# CANDIDATES WITHOUT ADMISSION and/or VALID IDENTIFICATION DOCUMENT

- Candidates whose identity could not be verified on the spot will be required to complete the <u>Report Form SR1</u> and have their photograph taken after the exam at the exam centre for future verification purposes
- Failure to comply with this regulation will result in their answer scripts not being marked by the HKEAA
- ➤ The candidate concerned should be distributed a 'Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document' (SR1-Notes) for reminding him/her of the handling procedures



SR1(Notes)

### 考生未能出示准考證及/或 有效身分證明文件須知

除非有特殊情況,考生未能出示准考證及/或附有照片的身分證明文件將<u>不獲准</u>應考。由於你未能出示准考證或有效身分證明文件(例如:香港身分證),你必須:

- 1. 於離開試場前,在試場主任的監督下填寫並簽署 SR1 報告書;及
- 2. <u>填寫本須知背頁的資料並</u>透過禮堂的試場通訊及支援系統(PECSS)<u>拍攝一張照片</u>(如適用),以作日後核對身分之用;及
- 3. 考試後 14 天內,於辦公時間前往考評局修頓中心辦事處核對有關文件/及照片。
- **4.** 如有查詢,請聯絡公開考試資訊中心(電話:3628 8860)。

#### 備註:

- 1. 如未能遵從以上要求,你的答卷將不獲考評局評閱。
- 2. 如未能核實你的身分,試場主任可拒絕你應考下一節考試。

# Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document

Unless there are extenuating circumstances, candidates who cannot produce Admission Form and/or any identification document with photograph will <u>NOT</u> be allowed to sit the examination. Since you cannot produce Admission Form or valid identification document (e.g. Hong Kong Identity Card), you must:

- 1. <u>complete and sign the SR1 report form</u> under the supervision of the Centre Supervisor <u>before you leave the examination centre</u>; <u>and</u>
- 2. if applicable, complete the information on the back of this note and have a photograph taken via the Public Examinations Communication and Support System (PECSS) for future verification purposes; and
- 3. go to the HKEAA Southorn Centre office during office hours within 14 days after the examination to have your document/and photograph checked.
- In case of enquiries, please contact our Public Examinations Information Centre at 3628 8860.

#### Remarks:

- Failure to comply with the above requirements will result in your answer scripts not being marked by the HKEAA.
- If your identification cannot be verified, the Centre Supervisor may refuse to admit you to sit the next examination session.



### PART A of PAPER 1 & 2

- Candidates have 45 minutes to answer Part A
- The answer books (DSE(E)) for Part A should be collected 45 minutes after the start of the exam
- The CS should write down on the board the <u>actual</u> starting and finishing times for the two parts of the Paper (i.e. Part A and Part B)



# **EXAM REGULATIONS (BARCODE LABELS)**

- Candidates should be instructed to affix the barcode labels in the designated spaces of the answer book and the cartridge paper during the exam time
- Candidates who fail to stick the barcode label(s) on the scripts as instructed will risk a mark penalty in the subject/paper concerned and the possibility of their answer not being marked
- No extra time will be given to candidates for sticking the barcode labels after the 'Stop working' announcement. If candidates attempt to do so, they may be subject to mark penalty



# **EXAM REGULATIONS (LATE ARRIVAL)**

- Candidates who arrive late after the start of the exam should be admitted to take the exam regardless of the time of arrival. *No extra time should be given*. Their answer scripts should be collected together with other normal candidates
- ➤ It is not necessary to report late arrivals unless an irregularity is found



# **EXAM REGULATIONS (EARLY LEAVE)**

- ➤ Candidates may leave between 30 mins after the start of the exam and 15 mins before the end of exam
- ➤ Candidates are subject to mark penalty if they leave the exam centre without the permission of the CS/invigilators
- ➤ In case a candidate requests to leave early, please complete the attendance taking for the candidate
- ➤ Check whether early leavers have written their candidate number, affixed barcode labels and marked the question number boxes on their answer scripts before letting the candidate leave
- ➤ Remind the candidate **NOT** to take away the question papers from the exam centre
- The answer scripts and question papers of early leavers should be collected together with those of other candidates at the end of the exam

# **EXAM REGULATIONS (EARLY LEAVE)**

- ➤ In case of special circumstances or candidates requesting to leave outside the permitted time, the cases should be recorded on Report Form SR4g
- ➤ Report irregularities (e.g. suspected cheating, irregularities regarding mobile phones or electronic devices, subject not printed in admission form etc.) in detail to the HKEAA using the appropriate forms
- ➤ The candidate concerned should be instructed to complete a report after the exam



# **EXAM REGULATIONS (CALCULATORS)**

- Candidates must make sure that they do not write anything on the back of the calculators
- Candidates are required to:
  - remove the calculator cover/jacket
  - place it inside their bag or under their chair









# **EXAM REGULATIONS (CALCULATORS)**

During attendance taking, if a calculator is found on the candidate's desk, the invigilator should check:

- if the calculator is pad-printed with the required label
- if the candidates have written anything e.g. notes, formulae etc. on the surface of the calculator. If so, ask the candidate to stay behind to complete **Report Form SR4c** (Refer to the guidelines on Suspected Cheating)





# **EXAM REGULATIONS (CANDIDATES' BELONGINGS)**

- Articles such as English and Chinese dictionaries (except Art dictionaries) and all kinds of electronic devices which can be switched on and off (e.g. mobile phones, tablets, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.) must be taken out from the pockets, switch off and put them under the chair
- ➤ Visual Arts Materials 'Materials Allowed' (See Notes for the guidance of Invigilators paragraph 11.5)



# **Handbook for Candidates**

卷一 Paper 1	● <u>可使用物品:</u> 繪畫用的美術材料及工具(如:鉛筆、畫筆、顏料、調色碟、畫板、夾、圖釘、擦膠、膠貼條、紙張等)、少量 拼貼材料、參考資料(如:書本、雜誌、美術字典等)。 ◆ <b>Materials Allowed:</b> Painting materials and instruments (e.g. pencils, paint brushes, colours, palettes, drawing boards, clips, pins, erasers, adhesive tapes, paper, etc.) small quantity of materials for collage, and reference materials (e.g. books, magazines, art dictionaries, etc.).
	<ul> <li>▼可使用物品:</li> <li>英文及中文字典(包括字典摘錄)、慢乾性材料(如:油畫顏料)、慢乾劑、危險性物料(如:罐裝噴漆、噴筆、噴裝固定液等)、火燒及煙薰技法的器材。</li> <li>Materials NOT Allowed:</li> <li>English and Chinese dictionaries (including excerpts from dictionaries), slow drying materials (e.g. oil paint), retarder, dangerous materials (e.g. aerosol paints, air-brushes, aerosol fixatives, etc.) and burning and smoking devices.</li> </ul>
卷二 Paper 2	<ul> <li>■ 可使用物品: 設計用的材料及工具、器材及輔助用品(如:鉛筆、畫板、顏料、調色碟、尺、畫板、夾、圖釘、圓規、膠擦、色(貼)紙、現成移印紙字、移印版等)、拼貼或剪貼技巧的材料、參考資料(如:書本、字體樣本的書籍、雜誌、搜集簿、美術字典等)。</li> <li>◆ Materials Allowed:         Design materials, drawing instruments and aids (e.g. pencils, paint brushes, colours, palettes, rulers, drawing boards, clips, pins, compasses, eraser, colour paper/adhesive paper, ready-made transfer letters, stencil devices, etc.) materials for cutting, sticking and collage materials, reference materials (e.g. books, type specimen books, magazines, scrap books, art dictionaries, etc.).     </li> </ul>
	<ul> <li>不可使用物品:         英文及中文字典(包括字典摘錄)、慢乾性材料(如:油畫顏料)、慢乾劑、危險性物料(如:罐裝噴漆、噴筆、噴裝固定液等)、火燒及煙薰技法的器材。</li> <li>◆ Materials NOT Allowed:         English and Chinese dictionaries (including excerpts from dictionaries), slow drying materials (e.g. oil paint), retarder, dangerous materials (e.g. aerosol paints, air-brushes, aerosol fixatives, etc.) and burning and smoking devices.</li> </ul>

Unauthorised item(s)	Positions where the item(s) is/are found	
English and Chinese dictionaries, noteb computers, word-hidden pens, databanketc.	On the candidates' body 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)	
Electronic devices which an be switched on or off (e.g. tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart	Not in operating mode	On the candidate's body or in their pockets, or on their desks or in the drawers of their desks
watches or other wearable technologies with communication or data storage functions, etc.)	In operating mode	On the candidates' body or in their pockets, or on their desks, or in the drawer of their desks or under the candidate's chair



### HANDLING OF UNAUTHORISED ITEMS

- ➤ Centre Supervisors/Invigilators should warn the candidates being found to have unauthorised articles in the exam after the Centre Supervisor has announced the distribution of question papers and report the details in Report Form SR4g
- ➤ Please contact the HKEAA via PECSS if Centre Supervisors/Invigilators have any queries about the articles that the candidates used



### HANDLING OF MOBILE PHONE IRREGULARITIES

Before making the first announcement, arrange an invigilator to stay at the entrance of the exam hall and distribute the Mobile Phone Reminder Cards to candidates arriving at the centre after the first announcement



### **Mobile Phone Reminder Card**



請關上手提電話(包括電話的響鬧功能),並放於座位椅下的當眼處。

Please <u>turn off</u> your mobile phone, including the alarm function, and put it under your chair in a position clearly visible to invigilators.



考試期間,考生如被發現未有關上手提電話,或其身上/桌上有手提電話,可被扣分甚或取消考試成績。

If your mobile phone is switched on, or a mobile phone is found on your body/desk during the examination, you may receive a mark penalty or even be disqualified from the examination.



### CANDIDATES TAKING PHOTOGRAPHS or VIDEO/AUDIO-RECORDING

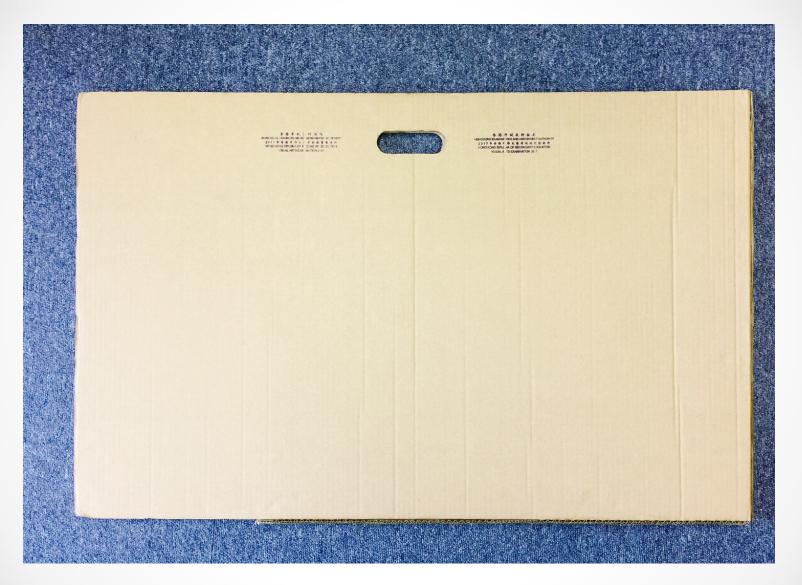
- No one, including all exam personnel, should use any devices to take photographs/videos in the exam centres
- If a candidate is found taking photographs or video/audio-recording before/during/after the exam inside the exam room, the candidate should be asked to switch off the device immediately and be warned that a penalty will be imposed on him/her
- The candidate should be told to delete the photographs/video/audio-recordings concerned and fill out the Report Form SR4g at the end of the exam



# **COLLECTING & PACKING OF ARTWORK**

- 1. Collect candidates' scripts according to the seat number ranges shown on the script envelopes
- 2. Instruct the candidates to tie the white bond paper in the cartridge paper with the green string provided if they have creative/design brief drawn on it
- 3. Leave the transparent paper on top of each piece of artwork (if any)
- 4. Put all the artwork into the cardboard holder(s) provided
- 5. Fill in the information and sign on the Answer Script Envelope
- 6. Stick the Answer Script Envelope on top of the cardboard holder by using the sealing tape



















# ITEMS TO BE SUBMITTED TO THE HKEAA

- 1. Answer scripts for Part A
- 2. Artwork packed in cardboard holders for Part B
  - Scripts in Special Envelope (if any)
  - Packed artwork for Special Reports for candidates who are suspected of cheating/using spare barcode labels/cannot produce their Admission Forms/have attended a wrong centre or wrong version/whose personalised barcode sheets cannot be found, etc. (where appropriate)
- 3. Report Forms SR4g, SR4b, SR4p, etc. (if any)
- 4. Unused barcode sheets (in barcode envelope)





For questions, please email to: dse@hkeaa.edu.hk
or via telephone at:

- √ 3628 8860 (exam administration)
  - √ 3628 8070 (subject information)

