HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

LIBERAL STUDIES
MATHEMATICS (COMPULSORY PART)

CENTRE SUPERVISOR’S HANDBOOK

CLASSROOM

The following subjects have separate Classroom Centre Supervisors’ Handbooks:

English Language

中國語文
# Date/Time of Examination

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## Telephone Hotlines for Centre Supervisors

- 3628 8950
- 3628 8913

HKEAA Fax No.: 3628 8990
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Reference Materials

1. Annex 1A Schedule for Delivery of Examination Stationery
2. Annex 1B List of Question Papers Distribution/Answer Scripts Collection Centres
3. Annex 2 Notes for the Guidance of Classroom Invigilators
   - Attachment 1 Timetable for Classroom Centres/Items of Stationery and Other Materials to be used by Candidates
   - Attachment 2 List of Permitted Calculators and Handling Cases of Calculators Without the Required Label
4. Annex 3 Stationery and Materials to be supplied to candidates
Notes for the Guidance of Classroom Centre Supervisors 2012

Section I: Responsibilities of Centre Supervisors

HKEAA Telephone Number: 3628 8950 / 3628 8913

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. For classroom centres, the CS is the co-ordinator responsible for the collection/distribution of question papers and the return of answer scripts to the Hong Kong Examinations and Assessment Authority (HKEAA). 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. For classroom centres, the CS should remind Classroom Invigilators (CI) to unseal the question paper packets in the presence of the candidates just a few minutes before the start of the examination session.

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

5. The CS and CIs 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 CIs 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. The CS and CIs are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as jeans, vests or sports shoes. In order to maintain a quiet examination environment for candidates, the CS and CIs 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

HKEAA Telephone Number: 3628 8950 / 3628 8913

A. Pre-examination Logistics

1. Invigilation arrangements

1.1 The Centre Supervisor (CS) will be notified in advance of the number of classroom invigilators (CI) required for the conduct of examinations in each examination session.

1.2 Normally all CIs are provided by the centre schools. The CS should assign at least one invigilator to each classroom centre, and additional stand-by invigilators on each floor to provide assistance to the CIs if required, and to accompany candidates to the toilet.

1.3 CIs should report for duty at least 30 minutes before the start of the session. They should produce an Invigilator’s Assignment Slip (see Specimen 11(iii)) for identification purposes. The names of the CIs present should be entered on the Invigilators’ Attendance Record (see Specimen 12). Each CI should be issued with an Invigilator Label (see Specimen 10B) to show his/her identity.

1.4 The CIs have been told that if he/she finds a candidate they know at the centre, he/she should report this on Report Form SR4g. 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 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 1A) 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. A0001-A0015) on the Centre Poster (see Specimen 2A) and display it at the entrance of the school building;
2. put up a series of arrows to clearly indicate the route from the school entrance to the examination rooms;
3. prepare Seating Plans (see Specimen 3B) of appropriate size and display it together with a copy of the timetable at the entrance of each examination room;
4. arrange the seats and write the room numbers and centre numbers on the Seating Plan;
(5) stick the Seat Number Label (see Specimen 4) on the top left-hand corner of each desk in numerical order.

3.2 An examination venue is defined as:
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 and the PA system (if any) inside the examination rooms and, as far as possible, turn down or turn off the school bell and the PA system (if any) outside the examination rooms. If there is any construction work nearby, please inform the HKEAA.

3.4 For centres with air-conditioning facilities, the CS should arrange to turn on the air conditioners so as to minimise external noise disturbance and to provide a more comfortable environment for candidates. The room temperature should 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.

4. Allocation of candidates and question papers

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

5. The Public Examinations Communication and Support System (PECSS) and the Attendance and Script Tracking System (ASTS) will not be used in all classroom centres.

B. Collection of Question Papers and Return of Answer Scripts

6. The CS may opt for (1) the delivery of question papers to the school centre by a courier company or (2) the collection of question papers from the Distribution Centres at the HKEAA San Po Kong Office or Tsuen Wan Assessment Centre.

6.1 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. on each examination day to receive the sealed carton(s) containing the question papers. The staff members of the courier company will present a question paper Receipt (see Specimen 6B) detailing the number of cartons of question papers delivered and the person who is assigned by the school to receive the papers will be asked to stamp the school seal on it.

6.2 Collection of question papers from the HKEAA Distribution Centres at the San Po Kong Office or Tsuen Wan Assessment Centre

Staff members of the HKEAA will be on duty at the Distribution Centres at the San Po Kong Office and the Tsuen Wan Assessment 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).

Important Note:
The CS is requested to note that it is not possible to change the centre of collecting question papers once it has been opted for, as the other centre will not have the information and the question papers for your school.
7. **Storage of question papers and answer scripts**

7.1 The CS should keep **all question papers** in a secure place (i.e. locked in a storeroom or cabinet) before the examination session.

7.2 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.

8. **Return of answer scripts to the Scripts Collection Centre**

8.1 **Within one hour** after the last examination session of each day, the CS (or a responsible school staff member) should arrange to return the answer scripts and related documents to the Scripts Collection Centre chosen. The list of Scripts Collection Centres is given in Annex 1B.

8.2 It is not necessary to return the surplus and/or absentees’ question papers to the Scripts Collection Centre.

8.3 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, the HKEAA will issue a receipt (see *Specimen 29*) to your school.

**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

HKEAA Telephone Number: 3628 8950 / 3628 8913

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 room. 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:

- **Liberal Studies 1, 2:** (1) a personalised barcode sheet (see Specimen 7B(i));
- **Mathematics (Compulsory Part) 1:** (1) two rough work sheets (see Specimen 33); (2) a personalised barcode sheet (see Specimen 7B(i));
- **Mathematics (Compulsory Part) 2:** (1) a multiple-choice answer sheet and a backing sheet (see Specimen 18A and 19); (2) two rough work sheets (see Specimen 33); (3) 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 Question-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 may receive a mark penalty on the paper concerned.
To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if a CI discovers that a candidate has not stuck any barcode label on the 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 CI. 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 the CI.

(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 using spare barcode sheets 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 being assigned with additional candidates, the CS will find the additional personalised barcode sheets (one sheet for each candidate) and additional Attendance Lists in an envelope, together with the question papers on the examination day.

(2) The CS/CI should follow the normal procedures (as described in paragraphs 1.1-1.3 above and paragraphs 4.2, 8.3 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 Answer Script Envelope (see Specimen 26A) together with other scripts.

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 the designated space of each additional sheet.

Notes:
(1) Please do not use surplus supplementary answer sheets/graph papers from previous years.
(2) CIs 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 supplementary answer sheets/graph papers will be captured electronically. There will be a question number box on the margin of each page (see Specimen 18B). Candidates have to put an “X” in the appropriate box to indicate the question number. They can use either a pen or a pencil to complete the question number box.

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. APPROVED” or “H.K.E.A. APPROVED” label (see Annex 2) 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.)

When checking candidates’ Admission Forms, the CI 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. Nevertheless, if a candidate’s calculator is not pad-printed with the required label, the CS/CI should ask the candidate(s) concerned after the examination to stay behind 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, if a calculator cover/jacket is found on a candidate’s desk, the CI 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. In checking the Admission Forms (see Specimen 14) and Identity Cards, the CI should verify if:
(1) the photograph on the Admission Form/Identity Card resembles the candidate (CIs 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;

Section III A: Examination Proceedings – General Guidelines for Various Sessions
(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 CI 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 of Candidates’ Attendance

(1) Completing the Candidates’ Attendance Record Forms

The CI should complete the Candidates’ Attendance Record Forms (see Specimen 16B). 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 a candidate uses a spare barcode sheet, put a “✓” against the candidate number. If a calculator is found on a 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 CI should later check whether the latecomers have written their candidate numbers and affixed barcode labels in the designated spaces of the question-answer books/MC answer sheets.

(2) Marking the Attendance List

(a) The CI 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. The CI should mark the boxes of both present candidates and absentees on each page of the Attendance List. Please also mark at the bottom of each page of the Attendance List the total number of present candidates and absentees on that page. The CI should check carefully that the candidate numbers on each page of the Attendance List against the Candidates’ Attendance Record Forms to ensure that the candidates’ records shown on the Attendance List are correct before signing on the Attendance List.

(c) If there are latecomers, the CI should ensure that both Candidates’ Attendance Record Form and Attendance List are amended accordingly.

5. Questions raised by candidates

5.1 Neither the CS nor the CI should give explanations about the question papers. If a candidate asks a question about an examination paper and suggests there is an error, the CS/CI 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, the CS/CI 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/CI may contact the HKEAA via the DSE hotlines on 3628 8950 / 3628 8913.

6. Toilet arrangements

6.1 If a candidate requests to go to the toilet, the CI should ask a standby invigilator, preferably of the
same gender, to accompany the candidate and should record the candidate number and time on
Report Form SR4t (see Specimen 23B). It is not necessary for the CI 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. The
CS/CI is requested to arrange additional school staff members to assist.

6.2 The standby invigilator accompanying the candidate should exercise appropriate supervision and
be vigilant to prevent any cheating inside the toilet. He/she 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 standby invigilator should record the incident in detail and report
to the CS/CI 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 details should be reported on Report Form SR4g (see Specimen 23A).

6.4 The candidate should not be given any extra time to make up the time lost. However, no
examination materials may be taken to the toilet.

6.5 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 20B) is for the CS/CI 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 (Classroom) should be completed by each CI.

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. Packing of answer scripts and examination materials

8.1 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 the CI 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.

8.2 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>01 - 30</td>
<td>1</td>
<td>If there are absentees, the folder will have fewer than 30 MC answer sheets.</td>
</tr>
</tbody>
</table>

8.3 Items to be placed in the normal script envelopes/MC answer sheet folders:

Scripts/answer sheets of:
1. candidates who are present (including latecomers, early leavers and additional candidates);
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 “Time is up” 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).

8.4 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. 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).

8.5 Items to be placed in a clear plastic bag

1. Attendance Lists
2. Candidates’ Attendance Record Forms

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

8.6 Rough-work sheets and barcode sheets (unused barcode sheets and those collected from candidates) should be placed separately in the rough-work sheet envelopes (see Specimen 30A) and barcode sheet envelopes (see Specimen 30B).

9. Return of answer scripts to the collection centre

9.1 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. 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) Attendance Lists;

Candidates’ Attendance Record Forms;  \{ together in one plastic bag

(6) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t* or SR4i (if any);

* The Sessional Reports, Report Form SR4t and unused Candidates’ Attendance Record Forms (please refer to CS Handbook Section 4 paragraph 24.1) need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.

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

9.3 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 : Notes for Centre Supervisors of Classroom Centres

HKEAA Telephone Number: 3628 8950 / 3628 8913

1. Distribution of various items to Classroom Invigilators

1.1 The Centre Supervisor (CS) should reserve a classroom as his/her own distribution/collection point. The Classroom Invigilators (CIs) should be informed of its exact location. They should report for duty to the CS in this room before 8:00 a.m.

1.2 About 20 minutes before the start of the session, the CS should distribute a copy of “List of Items Required for the Examination”, a plastic bag containing “Items for use in the examination room” (see Specimen 1E), invigilator label and the following items to each CI:

Conventional Papers
(1) A packet of the question paper
(2) Items to be issued (see Attachment 1)
(3) Personalised barcode sheets of candidates
(4) Spare barcode sheets
   (If required, please give to the CIs)
(5) Answer script envelopes (see Specimen 26A)
(6) Attendance List (see Specimen 17)
(7) Attendance Record Form (see Specimen 16B)
(8) Report forms
   (If required, please give to the CIs)

Multiple-choice Papers
(1) A packet of the question paper
(2) Items to be issued (see Attachment 1)
(3) Personalised barcode sheets of candidates
(4) Spare barcode sheets
   (If required, please give to the CIs)
(5) MC answer sheets folder (see Specimen 28)
(6) Attendance List
(7) Attendance Record Form
(8) Report forms
   (If required, please give to the CIs)

Notes: Each question paper packet will contain 31 copies of the question paper. For some papers, supplementary answer sheets, graph paper and rough-work sheets will be required. This will be specified in Attachment 1 of this document.

1.3 The CS should check if there is any Special Notice which contains last-minute messages to candidates. The Special Notice is placed in a bright yellow envelope (see Specimen 9).

1.4 Upon completion of the distribution, the CIs should be told to go to their respective room as soon as possible, since candidates can be admitted into the classroom at 8:15 a.m.

2. School bell

As the classrooms may not have the same starting/finishing time, the CS should avoid using the school bell to signify the starting/finishing time of an examination session. If possible, the school bell should be switched off during the examination session in order not to disturb the candidates. The CIs should be informed of this arrangement.

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 conditions), the CS could use his/her discretion to delay the starting time for up to 15 minutes. If the CS wishes to delay the starting time further, he/she should telephone the HKEAA.
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 CIs have been told to distribute the Mobile Phone Reminder Cards (see Specimen 31) on all vacant seats before making the first announcement so that candidates arriving after the first announcement are reminded of the requirement 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.

4.3 The CI should check whether the candidate has entered his/her candidate number on the answer script/MC answer sheet and affixed barcode labels on the designated spaces at an appropriate time. Candidates who fail to stick the barcode label(s) on any papers(s) of the scripts as instructed will receive a mark penalty on the paper concerned.

4.4 All candidates, including latecomers, would be instructed to affix the barcode labels in the designated spaces of the question-answer books/supplementary answer sheets/graph paper/MC answer sheets during the examination time.

5. Checking the examination starting time and finishing time

Shortly after the start of the examination, the CS should check the examination starting and finishing times written on the blackboard of each examination room. If any discrepancy is found, advise the CI to amend it immediately and make an appropriate announcement to the candidates.

6. Checking the Candidates’ Attendance Record Forms against the Attendance Lists

If time permits, the CS should help the CIs to check the information on the Candidates’ Attendance Record Forms against that on the Attendance Lists.

7. Collecting question papers and answer books from vacant seats

7.1 30 minutes after the start of the examination, the CIs should collect the Question Paper/Question-Answer Book/MC answer sheet/barcode sheet from each vacant seat and return them to the CS after the examination session.

7.2 The school can keep the surplus question papers (including multiple-choice Question Papers and Question-Answer Books).

7.3 In case a candidate requests to have another Question-Answer Book, the request should normally not be accepted. Supplementary answer sheets should be supplied.

8. Early leavers

8.1 Leaving early will not be allowed for the listening tests and multiple-choice examinations.

8.2 For other subjects/papers, candidates may leave the examination room during the period from 30 minutes after the start of the session to 15 minutes before the end of the session.

8.3 Candidates wishing to leave during the permitted time must raise their hand to summon the CI. CIs have been informed that before a candidate is given permission to leave, they should ensure that (1) the candidate number has been entered and barcode labels have been affixed in the designated spaces of the answer script even if no attempt has been made to answer any questions; and (2) the question number box on each page of the answer book has been marked. Early leavers are not allowed to take away the question papers.
8.4 The CS/CI 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).

8.5 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.

8.6 The question papers and the answer scripts of early leavers should be left on the candidates' desks. The answer scripts should be collected at the end of the session together with those of other candidates and placed in the appropriate script envelope while the question papers can be treated as ordinary surplus question papers which can be kept by the school.

9. **Collection of various items from CIs**

At the end of each examination session, the CIs should immediately return the scripts and related documents to the CS.

<table>
<thead>
<tr>
<th>Conventional Papers</th>
<th>Multiple-choice Papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Answer scripts (in script envelopes);</td>
<td>(1) MC answer sheets (in answer sheet folders);</td>
</tr>
<tr>
<td>(2) Attendance List;</td>
<td>(2) Attendance List;</td>
</tr>
<tr>
<td>(3) Candidates' Attendance Record Form;</td>
<td>(3) Candidates’ Attendance Record Form;</td>
</tr>
<tr>
<td>(4) Sessional Report (Classroom);</td>
<td>(4) Sessional Report (Classroom);</td>
</tr>
<tr>
<td>(5) Other completed report forms (if any);</td>
<td>(5) Other completed report forms (if any);</td>
</tr>
<tr>
<td>(6) Unused stationery;</td>
<td>(6) Backing sheets;</td>
</tr>
<tr>
<td>(7) Barcode sheets.</td>
<td>(7) Unused stationery;</td>
</tr>
<tr>
<td></td>
<td>(8) Barcode sheets.</td>
</tr>
</tbody>
</table>
Hong Kong Diploma of Secondary Education Examination 2012
Notes for the Guidance of Classroom Invigilators

CI

This document is applicable to the Liberal Studies and Mathematics (Compulsory Part) examinations. For examination arrangements relating to the Chinese Language and English Language examinations, there are separate notes for the examinations.

HKEAA Telephone Number: 3628 8950 / 3628 8913

Section I: Responsibilities of Classroom Invigilators

1. The Classroom Invigilator (CI) is responsible for the proper conduct of the examination in the examination room to which he/she has been appointed. If the CI has to leave the examination room temporarily, he/she should ask the invigilator on stand-by duty or the Centre Supervisor (CS) to supervise the candidates. Under no circumstances should candidates be left unattended during the examination.

2. The CS is the coordinator of the classroom centres and is responsible for the collection and distribution of question papers and the return of answer scripts to the Hong Kong Examinations and Assessment Authority (HKEAA). The CI should report for duty to the CS at least 30 minutes before the start of the examination. When reporting for duty, the CI should be given an Invigilator Label (see Specimen 10B) which he/she should display during the examination to show his/her identity.

3. On receipt of the question paper packet(s) from the CS, the CI should safe-keep the packet(s) until the examination starts and take all measures to prevent any tampering with the packet(s).

4. The CI should never unseal the question paper packet(s) in advance and should only unseal them in the presence of the candidates just a few minutes before the start of the examination session.

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

6. The CI should be vigilant to prevent cheating and collusion among the candidates.

7. If the CI has a mobile phone, pager or other devices that can emit sound, he/she should switch them off to avoid disturbing candidates during the examination. If the CI pauses beside a candidate, he/she should not stay too long so as to avoid causing disturbance or embarrassment to the candidate.

8. If the CI finds a candidate he/she knows at the centre, the CI should report this on Report Form SR4g (see Specimen 23A) which should be forwarded to the HKEAA via the CS.

9. After each examination session, the CI should return the answer scripts and related documents to the CS for onward delivery to the Scripts Collection Centre. 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. The CI should not retain any examination stationery.

10. The CIs are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as jeans, vests or sports shoes. In order to maintain a quiet examination environment for candidates, the CIs should also avoid wearing shoes that will make noise.
Specimen Documents

A booklet containing all specimen documents mentioned in this "Notes for the Guidance of Classroom Invigilators" is kept by the CS. CIs should consult the CS if they wish to read the booklet for information.
Section II: Examination Logistics

HKEAA 2012

Section II: Examination Logistics

HKEAA Telephone Number: 3628 8950 / 3628 8913

CI

1. Examination Stationery/Question Papers

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 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 sheets, 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 About 20 minutes before the start of the session, the Classroom Invigilator (CI) will receive from the CS a copy of the “List of Items Required for the Examination”, a plastic bag containing “Items for Use in the Examination Room” (see Specimen 1B), invigilator label and the following items:

Conventional Papers
(1) A packet of the question paper
(2) Items to be issued (see Attachment 1)
(3) Personalised barcode sheets of candidates
(4) Spare barcode sheets
   (If required, please contact the CS)
(5) Answer script envelopes (Specimen 26A)
(6) Attendance List (Specimen 17)
(7) Attendance Record Form (Specimen 16B)
(8) Report forms
   (If required, please contact the CS)

Multiple-choice Papers
(1) A packet of the question paper
(2) Items to be issued (see Attachment 1)
(3) Personalised barcode sheets of candidates
(4) Spare barcode sheets
   (If required, please contact the CS)
(5) MC answer sheets folder (Specimen 28)
(6) Attendance List
(7) Attendance Record Form (Specimen 16B)
(9) Report forms
   (If required, please contact the CS)

*Notes: Each question paper packet will contain 31 copies of the question paper. For some papers, supplementary answer sheets, graph papers and rough-work sheets will be required. This will be specified in Attachment 1 of this document.

1.3 The question numbers on individual pages of supplementary answer sheets/graph papers will be captured electronically. There will be a question number box on the margin of each page (see Specimen 1B). 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 complete the question number box.

1.4 The CI should not allow candidates or students to take away any examination stationery. The stationery should only be used for public examinations.

2. Seating Arrangements

At least one day before the examination, the CS/CI should:
(1) display a Seating Plan (see Specimen 3B) at the entrance of each classroom used as an examination room;
(2) write the room number (e.g. Room 3) and centre number (e.g. H1003) on the Seating Plan;
(3) arrange the seats as shown in Figure 1 below (each classroom should accommodate 30 candidates);

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<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>6</th>
<th>11</th>
<th>16</th>
<th>21</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>7</td>
<td>12</td>
<td>17</td>
<td>22</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>8</td>
<td>13</td>
<td>18</td>
<td>23</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9</td>
<td>14</td>
<td>19</td>
<td>24</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>
```

(4) stick the Seat Number Label (see *Specimen 4*) on the top left-hand corner of each desk in numerical order.
A. Before the Start of the Examination

1. Distribution of stationery and barcode label sheets

1.1 Stationery and barcode sheets should be distributed on each candidate’s desk before the admission of candidates into the examination room. 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:

- **Liberal Studies 1, 2:**
  - (1) a personalised barcode sheet (see Specimen 7B(1)).

- **Mathematics (Compulsory Part) 1:**
  - (1) two rough work sheets (see Specimen 33);
  - (2) a personalised barcode sheet (see Specimen 7B(1)).

- **Mathematics (Compulsory Part) 2:**
  - (1) a multiple-choice answer sheet and a backing sheet (see Specimen 18A and 19);
  - (2) two rough work sheets (see Specimen 33);
  - (3) a personalised barcode sheet (see Specimen 7B(1)).

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.

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 question-answer book. They should also affix barcode labels in the designated spaces on the cover and all inner pages of their Question-Answer Book according to the instructions on the cover. All these must be done during the examination time. Candidates who fail to stick the barcode label(s) on the scripts as instructed may receive a mark penalty on the paper concerned.

1.2 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 a CL.
(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 using spare barcode sheets should be recorded on Report Form SR4b. Scripts/MC answer sheets affixed with spare barcode labels (i.e. the situation described in paragraph 1.2(1) above) and those without barcode labels (i.e. the situation described in paragraph 1.2(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.

1.3 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 being assigned with additional candidates, the CS will find the additional personalised barcode sheets (one sheet for each candidate) and additional Attendance Lists in an envelope, together with the question papers on the examination day.

(2) The CS/CI should follow the normal procedures (as described in paragraphs 1.1-1.3 above and paragraph 24.3 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 Answer Script Envelope (see Specimen 26A) together with other scripts.

1.4 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) CIs should always keep sufficient copies on hand so as to provide prompt assistance to the candidates upon request.

1.5 Rough-work sheets and graph papers may have to be distributed before the examination for some subjects/papers.

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

2. Admission of candidates

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

2.2 During bad weather, candidates will appreciate being allowed into the school premises earlier.
2.3 If more than one-fifth of the candidates have not arrived by 8:30 a.m. (possibly due to a traffic accident or bad weather conditions), the CS/CI may exercise his/her discretion to delay the starting time for up to 15 minutes. If the CS/CI wishes to delay the starting time further, he/she should telephone the HKEAA.

3. Late arrivals

3.1 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.

3.2 Before making the first announcement, the CI should distribute the Mobile Phone Reminder Cards (see Specimen 31) on all vacant seats so that candidates arriving after the first announcement are reminded of the requirement to switch off their mobile phones.

3.3 The CI should check whether the candidates concerned 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) on any page(s) of the scripts as instructed will receive a mark penalty on the paper concerned.

4. Calculators

4.1 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 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.)

When checking candidates’ Admission Forms, the CI 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. Nevertheless, if a candidate’s calculator is not pad-printed with the required label, the CS/CI should ask the candidate(s) concerned after the examination to stay behind 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.

4.2 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.

4.3 When checking candidates’ Admission Forms, if a calculator cover/jacket is found on a candidate’s desk, the CI 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.

4.4 For language subject examinations, candidates should be advised to place their calculators in their bags or under their chairs during the examinations.

5. First announcement (Checking of personal belongings)

5.1 Language medium of announcement

All announcements should be in the same language medium as that of the Question Paper. Bilingual announcements will unnecessarily delay the progress of the examination.
5.2 The first announcement should be made when the majority of candidates have been admitted and seated. Before making the first announcement, the CI should distribute the Mobile Phone Reminder Cards (see Specimen 31) on all vacant seats.

5.3 Announce:

All papers

Check that you have taken the correct seat according to the seat number as stated on your Admission Form. Place your Admission Form and Identity Card on the top-right hand corner of your desk. Put up your hand if you have any questions. (Pause)

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

If you intend to use a calculator during the examination, put the calculator on your desk. Remove the calculator cover or jacket and place it inside your bag or under the chair. Check your calculator now to make sure that no writings or markings have been made on the calculator. (Pause)

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (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 invigilator. (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 tablets, PDAs, pagers, MP3 players, electronic dictionaries, databank watches, 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 you chair but bring all your other belongings to the front of this examination room and put them against the wall under the blackboard.

Please note that if you are found to have any unauthorised materials on your desk or in the drawer of your desk, in your pockets or on your body after the Question Papers have been distributed, or any electronic/communication devices (including mobile phone) switched on during the examination, you will receive a mark penalty, subject downgrading, or even be disqualified from the whole examination.

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

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

The CI should check if the candidates have followed these instructions. Before the examination begins, should no mobile phone be found under a candidate's chair, the CI may ask the candidate concerned if he/she has brought a mobile phone.

6. Second announcement (Checking of barcode labels)
You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)

Your English name has been printed on the top of the barcode sheet. Each barcode label on the sheet has been printed with your candidate number, centre number, seat number and the subject/paper name. Please check to make sure that you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

After the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of your Question-Answer Book(s). You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and the inner pages of your Question-Answer Book(s).

If you use a supplementary answer sheet or graph paper, 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 “Time is up” announcement.

Each page of the Question-Answer Book, supplementary answer sheets and graph paper 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 margins will not be marked.

Mathematics (Compulsory Part) 2

You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)

Your English name has been printed on the top of the barcode sheet. Each barcode label on the sheet has been printed with your candidate number, centre number, seat number and the subject/paper name. Please check to make sure that you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

After the start of the examination, you should first write your Candidate Number in the boxes provided on the MC answer sheet. You should copy your Candidate Number from your Admission Form. Moreover, you should stick a barcode label and write your name in the designated spaces and sign on the MC answer sheet. 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 “Time is up” announcement.

Liberal Studies Paper 1&2 do not require any Answer Books, MC answer sheets, graph papers, please skip the third announcement in paragraph 7 and proceed to the distribution of Question Answer Books. (see paragraph 8)

7. Third announcement (Checking of MC answer sheets / Rough-work sheets)

Mathematics (Compulsory Part) 1, please announce:

You should have on your desk two Rough-work sheets. Put up your hand if you do not. (Pause)

Mathematics (Compulsory Part) 2

You should have on your desk an MC answer sheet and a backing sheet. As well as two Rough-work sheets. Put up your hand if you do not. (Pause)

Put your MC answer sheet on top of the backing sheet. Do not write on the backing sheet or you
risk a mark penalty. You are advised to use a pencil to mark your answers on the MC answer sheet.

Now, read the instructions on the MC answer sheet. (Pause)

8. Fourth announcement (Distribution of Question Papers/Question-Answer Books)

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

All papers

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

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

The CI should then distribute the Question Papers/Question-Answer Books to the candidates, with the covers of the Question Papers/Question-Answer Books facing up.

9. Fifth announcement (Checking of Question Papers/Question-Answer Books)

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

All papers

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

Now, read the Instructions on the cover of the Question Paper/Question-Answer Book. Do not turn over the Question Paper/Question-Answer Book until you are told to do so. (Pause for 15 seconds)

10. Sixth announcement (Checking for question papers and start of the examination)

10.1 Before the start of the examination, the CI should remind candidates to make sure that they do not have any electronic/communication devices (including mobile phones) switched on or on their body. Then ask the candidates to open the Question Papers/Question-Answer Book(s) 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 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 sheets and the front cover and inner pages of the 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 “Time is up” announcement.

All papers

Before the examination begins, make sure that you have switched off your mobile phone, including the alarm function, and that you do not have any electronic or communication devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your Question Paper/Question-Answer Book to make sure that there are no missing questions. The words "End of Paper" or "End of Section" should appear after the last question. (Pause)
Close the Question Paper/Question-Answer Book after checking.

After the announcement of the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of the Answer Book(s)/Question-Answer Book(s). You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and inner pages of your Question-Answer Book(s) according to the instructions on the cover. If you have an MC answer sheet, you should also write your Candidate Number, stick a barcode label and sign on the MC answer sheet.

No extra time will be given to candidates for sticking barcode labels after the “Time is up” announcement.

10.2 The CI should check if there is any Special Notice which contains last-minute messages to candidates. The Special Notice, if any, is placed in a bright yellow envelope (see Specimen 9). If there is a Special Notice for the session, make an announcement according to the instructions in the Special Notice and put down the contents of the Special Notice on the blackboard for reference by the latecomers.

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

For papers where leaving early is not allowed
(i.e. Mathematics (Compulsory Part) 2)

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

For papers where leaving early is allowed during the period after the first 30 minutes but before the last 15 minute
(i.e. Liberal Studies 1, 2 and Mathematics (Compulsory Part) 1)

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

According to the hall clock (my watch), the time is_______. The examination time will end at_______. You may now start.

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

10.5 The CI 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 exam room has a clock visible to candidates and is functioning properly (see Notes below), it should be the one to which the CI refers. The CI must ensure that candidates are given the full amount of time as specified on the Question Paper/Question-Answer Book. No extra time should be given to the candidates for reading the Question Paper/Question-Answer Book or for any other reason without specific instructions from the HKEAA.

Notes:
(1) The CI should check whether the clock in the examination room functions properly before the start of the examination. If not, candidates should be reminded not to refer to the clock during the examination.
(2) If there are two clocks in the examination room (say one in the front of the room and one at the back), the CI should use the one facing the candidates and inform them of the clock he/she is using for timing the examination in order to avoid misunderstanding.
10.6 The CI should ensure that all examinations start punctually as scheduled in the timetable. If under special circumstances an examination has to be delayed (due to bad weather or insufficient Question Papers supplied), the CI should ensure that the candidates are given the full amount of time as specified on the Question Paper/Question-Answer Book. Under no circumstances should an examination start before the scheduled time.

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

B. Procedures after the Start of the Examination

11. Checking the Admission Forms and Identity Cards

11.1 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, the CI should 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.

11.2 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 CS/CI should accept it as an identification document.

11.3 A “Loss Memo” (see Specimen 15B) issued by the police should not be accepted as a substitute for an identification document.

11.4 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.

12. Taking of Candidates’ Attendance

(1) Completing the Candidates’ Attendance Record Forms

15 minutes after the start of the session, the CI should complete the Candidates’ Attendance Record Forms (see Specimen 16B). 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 a candidate uses a spare barcode sheet, put a “✓” against a candidate number. If a calculator is found on a candidate’s desk, check if the calculator is pad-printed with the required label (see paragraph 4). If yes, put a “✓” against the candidate number. If not, put an “X” and complete the Report Form SR-4c. If a calculator cover/jacket is found on a candidate’s desk, follow the steps in paragraph 4.3. If latecomers are admitted, the forms should be amended accordingly. The CI should later check whether the latecomers have written their candidate numbers and affixed barcode labels in the designated spaces of the question-answer books/MC answer sheets.

(2) Marking the Attendance List

(a) 30 minutes after the start of the examination session, the CI 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. The CI should mark the boxes of both present candidates and absentees on each page of the Attendance List. Please also mark at the bottom of each page of the Attendance List the total number of present candidates and absentees on that page. The CI should check carefully that the candidate numbers on each page of the Attendance List against the Candidates' Attendance Record Forms (completed by invigilators) to ensure that the candidates' records shown on the Attendance List are correct before signing on the Attendance List.

(c) If there are latecomers, the CI should ensure that both Candidates' Attendance Record Form and Attendance List are amended accordingly.

13. Collecting Question Papers and Question-Answer Books from vacant seats

13.1 30 minutes after the start of the examination, the CI should collect the Question Paper/Question-Answer Book/MC answer sheet/Rough-work sheet/barcode sheet from each vacant seat and put the blank Question-Answer Books/MC answer sheets inside a designated box/plastic bag to avoid mixing them up with the candidates' scripts to be collected at the end of the examination. The barcode sheets of the absentees should be put inside the barcode sheet envelope (see Specimen 30B).

13.2 The school can retain the surplus Question Papers (including Multiple-Choice Question Papers and Question-Answer Books).

13.3 In the case of a candidate requesting to have another 'Question-Answer Book', the request should not normally be accepted. Supplementary answer sheets should be supplied.

14. Early leavers

14.1 Early leaving will not be allowed for the Multiple-Choice papers (i.e. Mathematics (Compulsory Part) 2).

14.2 For Liberal Studies Papers 1&2 and Mathematics (Compulsory Part) 1, candidates may leave the examination room during the period of 30 minutes after the start of the session to 15 minutes before the end of the session. Candidates wishing to leave during the permitted time must raise their hand to summon the CI. Before a candidate is given permission to leave, the CI 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.

14.3 The CI 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).

14.4 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g. He/she has to write his/her name and address in the space provided on the form.

14.5 The Question Papers and 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 schools.
15. Questions raised by candidates

15.1 Neither the CS nor the CI should give explanations about the question papers. If a candidate asks a question about an examination paper and suggests there is an error, the CI 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."

15.2 For other questions raised by candidates, the CI 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 CI may contact the HKEAA via the CS.

16 Toilet arrangements

16.1 If a candidate requests to go to the toilet, the CI should ask a standby invigilator, preferably of the same gender, to accompany the candidate and should record the candidate number and time on Report Form SR4t (see Specimen 23E). It is not necessary for the CI to ask the candidate whether he/she has a mobile phone on his/her body.

If many candidates request to go the toilet at a time, they may be arranged to go one by one. The CS/CI is requested to arrange additional school staff members to assist.

16.2 The standby invigilator accompanying the candidate should exercise appropriate supervision and be vigilant to prevent any cheating inside the toilet. He/she 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 standby invigilator should record the incident in detail and report to the CS/CI immediately. The case should then be handled according to the guidelines on suspected cheating. (please refer to Section IV paragraph 14)

16.3 In the case of an irregularity of candidates going to the toilet (e.g. falling sick or leaving early), the details should be reported on Report Form SR4g (see Specimen 23A).

16.4 The candidate should not be given any extra time to make up the time lost. No examination materials may be taken to the toilet.

16.5 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.

C. Report Forms

17. If the CI 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 "Time is up" instructions, etc.)
- Form SR4b — Examination irregularities (Barcodes)
- Form SR4c — Examination irregularities (Calculators)
- Form SR4p — Examination irregularities (Mobile Phones/Electronic or Communication Devices/Sounding Devices)
- Form SR4t — Candidates going to the toilet
- Form SR4i — Examination irregularities (Invigilators)
- Sessional Report
D. End of Examination

18. Seventh announcement (Reminding candidates of the time left)

18.1 15 minutes before the end of the session, the CI should announce:

**All papers**

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

No extra time will be given to candidates for sticking the barcode labels/filling in the question number boxes after the “Time is up” announcement.

(i) **Liberal Studies 1, 2 and Mathematics (Compulsory Part) 1**, add the following announcement:

Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces of the Question-Answer Book.

(ii) **Mathematics (Compulsory Part) 2**, add the following announcement:

Make sure you have written your Candidate Number and name, stuck a barcode label and signed on the MC answer sheet.

18.2 5 minutes before the end of the session, the CI should announce:

**All papers**

You have 5 minutes left. Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on the Question-Answer Book/MC answer sheet and every supplementary answer sheet/graph paper.

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

Cross out all unwanted materials. You will NOT be allowed to work on your question-answer books including affixing barcode labels on, using an eraser or filling in question numbers after the “Time is up” announcement.

* applicable to examinations with Question-Answer Books

19. Eighth announcement (“Time is up” instruction)

19.1 When time is up, announce:

**Liberal Studies 1, 2 and Mathematics (Compulsory Part) 1**

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

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

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

Make sure that your Admission Form and Identity Card do not get included in your answer script.
**Mathematics (Compulsory Part) 2**

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

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

Put your MC answer sheet, backing sheet and unused barcode labels side by side. They will be collected separately. You can keep the Question Paper.

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

19.2 For handling cases of candidates disobeying the "Time is up" instruction, please refer to Section IV paragraph 19.

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

20.1 The CI should announce:

**All papers**

Your Question-Answer Book(s)/MC answer sheets will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the answer scripts, if you are found not having stuck a barcode label on the cover of the Question-Answer Book/on the MC answer sheet, to facilitate scanning, I will let you stick the barcode label under my supervision. You are however required to complete a report form before leaving the examination room.

20.2 The CI should collect separately the answer scripts, the rough work sheets, the barcode sheets (with/without remaining barcode labels), backing sheets and Mobile Phone Reminder Cards (if distributed).

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

20.4 While collecting the Question-Answer Books/answer sheets/MC answer sheets, if the CI discovers that a candidate has not stuck any barcode labels on the 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 CI. A report must however be made on Report Form SR4b. The candidate should be asked to sign on the report form.

21. **Checking of answer scripts collected**

The answer scripts should be collected in candidate number order, with the smallest candidate number on top. The number of scripts collected should be counted and checked against the number of candidates present. The CI 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.
22. Tenth announcement

22.1 On completion of the collection and checking of all answer scripts, the CI should announce:

(1) If there is another session on the same day:

The examination of Paper 2 of this subject will be held at ______. Please come back 15 minutes before the start of the examination. You may now pack your personal belongings. Make sure you have your Admission Form, Identity Card and other personal belongings. (Pause) *You can take away your question paper. You may now leave.

(2) If this is the last session on the day:

You may now pack your personal belongings. Make sure you have your Admission Form, Identity Card and other personal belongings. (Pause) *You can take away your question paper. You may now leave.

* This statement is not applicable to examinations using Question-Answer Books

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

23. Completing the Sessional Report

The Sessional Report should be completed by the CI and should be returned to the CS after the examination (see Section IIIA Paragraph 7).

24. Packing of scripts and examination materials

24.1 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 CI should then sign on the flap of the envelope across the tape. (see Specimen 27) The envelopes must be tied with a piece of string for carrying purposes.

24.2 The MC answer sheets (absentees excluded) should be placed in the original answer sheet folder (see Specimen 28) which should then be placed in the clear plastic bags provided. The plastic bags 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>
</tr>
</thead>
<tbody>
<tr>
<td>01-30</td>
<td>1</td>
</tr>
</tbody>
</table>

If there are absentees, the folder will have fewer than 30 MC answer sheets.

24.3 Items to be placed in the normal script envelopes/MC answer sheet folders by the CI:

Scripts/answer sheets of
(1) candidates who are present (including latecomers, early leavers and additional candidates);
(2) candidates who cannot produce their Admission Forms but can produce their ID cards and the candidate numbers claimed can be verified;
(3) candidates whose Admission Forms do not bear their photographs and who cannot produce their ID Cards;

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(4) candidates who have disobeyed the “Time is up” 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).

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

(1) scripts/answer sheets of candidates who are suspected of cheating and the cribs (if any);
(2) scripts/answer sheets of candidates who have attended a wrong centre;
(3) scripts/answer sheets of candidates who cannot produce their Admission Forms and whose personalised barcode labels cannot be found;
(4) scripts/answer sheets of candidates who have taken a subject not listed on the Admission Form;
(5) scripts/answer sheets of any other candidates who use spare barcode labels/who are not given any barcode labels;
(6) Question-Answer Books with candidate number written but no barcode label stuck on the cover or MC answer sheet 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 which are not on the Permitted List.

Candiates who use spare barcode labels

24.5 Items to be placed in a clear plastic bag:

(1) Attendance Lists;
(2) Attendance Record Forms The Attendance List folder should be put on top with the front cover facing up.

24.6 Rough-work sheets and barcode sheets (unused barcode sheets and those collected from candidates) should be placed separately in the rough-work sheet envelopes (see Specimen 30A) and barcode sheet envelopes (see Specimen 30B).

25. Return of answer scripts to the collection centre

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

The following materials should be returned:
(1) 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) Attendance Lists (for examinations NOT using ASTS) together in one Attendance Record Forms (for examinations NOT using ASTS); plastic bag
(6) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p or SR4t*, SR4i (if any).

* The Sessional Reports, Report Form SR4t and unused Candidates’ Attendance Record Forms (please refer to CS Handbook Section 4 paragraph 24.1) need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.

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

25.3 On rainy days, it would be appreciated if the answer scripts and related documents are returned to the Scripts Collection Centre in plastic bags.
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject/Paper</th>
<th>Items To Be Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>28th March (Wednesday)</td>
<td>8:30-9:45</td>
<td>Chinese Language 1</td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Supplementary Answer Sheet (A)</td>
<td>* Additional Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td>10:30-12:00</td>
<td>Chinese Language 2</td>
<td>1 Supplementary Answer Sheet (B)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* DSE (F) Answer Book</td>
<td>* Additional Rough-work Sheet</td>
</tr>
<tr>
<td>29th March (Thursday)</td>
<td>9:15-12:00</td>
<td>Chinese Language 3</td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Supplementary Answer Sheet (B)</td>
<td>* Additional Rough-work Sheet</td>
</tr>
<tr>
<td>30th March (Friday)</td>
<td>8:30-10:00</td>
<td>English Language 1</td>
<td>1 Green Tag</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Supplementary Answer Sheet (A)</td>
<td>* Additional Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td>10:45-12:45</td>
<td>English Language 2</td>
<td>2 Rough-work Sheets</td>
</tr>
<tr>
<td>31st March (Saturday)</td>
<td>9:15-12:00</td>
<td>English Language 3</td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Supplementary Answer Sheet (A)</td>
<td>* Additional Rough-work Sheet</td>
</tr>
<tr>
<td>2nd April (Monday)</td>
<td>8:30-10:30</td>
<td>Liberal Studies 1</td>
<td>1 Supplementary Answer Sheet (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Supplementary Answer Sheet (A)</td>
<td>* Additional Rough-work Sheet</td>
</tr>
<tr>
<td>16th April (Monday)</td>
<td>8:30-10:45</td>
<td>Mathematics Compulsory Part 1</td>
<td>2 Rough-work Sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Supplementary Answer Sheet (A)</td>
<td>* Additional Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td>11:30-12:45</td>
<td>Mathematics Compulsory Part 2 (MC)</td>
<td>1 MC Answer Sheet (4-option)</td>
</tr>
</tbody>
</table>

**MC = Multiple-choice Questions**

*可在考生要求時派發 should be supplied to candidates on request

@此項物品應在考生要求時才派發，但不用派發白短繩給考生，
This item should be supplied to candidates on request. However, there is no need to issue short white string to the candidates.
<table>
<thead>
<tr>
<th>LIST OF PERMITTED CALCULATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASIO (continued)</td>
</tr>
<tr>
<td>J-10 AC</td>
</tr>
<tr>
<td>J-100 WALLY</td>
</tr>
<tr>
<td>J-100 TV</td>
</tr>
<tr>
<td>J-100 TV/V</td>
</tr>
<tr>
<td>J-100 TV/TV</td>
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<td>J-100 TV/TV</td>
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<td>J-100 TV/TV</td>
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<tr>
<td>J-100 TV/TV</td>
</tr>
</tbody>
</table>

**Note:** The calculator must be paid-printed with the "H.K.E.A. APPROVED" or "H.K.E.A. APPROVED" label.
### 2012年香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2012

<table>
<thead>
<tr>
<th>將考生成號及該計算機型號 記錄於 SR4c 報告書</th>
<th>將有關計算機於該節考試完 畢後送交考評局處理</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate number and calculator model to be recorded on Report Form SR4c</td>
<td>Calculator to be collected at the end of the session and sent to the HKEAA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(1) 該計算機已列在選用型 號表內</th>
</tr>
</thead>
<tbody>
<tr>
<td>In cases where the calculator is on the &quot;Permitted List&quot;</td>
</tr>
<tr>
<td>需要</td>
</tr>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) 該計算機不列在選用型 號表內</th>
</tr>
</thead>
<tbody>
<tr>
<td>In cases where the calculator is NOT on the &quot;Permitted List&quot;</td>
</tr>
<tr>
<td>需要</td>
</tr>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

* 假如考生堅持於第二節考試時仍使用該計算機，試場主任/監考員可讓考生使用該計算機直至第二節考試完畢。試場主任/監考員必須警告該考生可能會被扣分。
If the candidate insists, he/she may have the calculator for the second session until the end of the session. The candidate must be warned that he/she may risk a mark penalty.
Section IV: Handling of Irregularities
(Applicable to Centre Supervisors and Classroom Invigilators)

HKEAA Telephone Number: 3628 8950 / 3628 8913

A. Report Forms

1.1 The Centre Supervisor (CS)/Classroom Invigilator (CI)/invigilators 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/CI should record the details on Report Form SR4g so that the HKEAA can take follow-up actions.

1.3 If the irregularity case is dubious, the CS/CI should ask the candidate concerned after the examination to stay behind to complete the report.

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

For example, in case of noise disturbance the CS/CI should ask a standby invigilator to attend to the source of the noise immediately to stop/minimise the noise disturbance. In case of room temperature, the CS/CI should adjust the temperature of the air conditioners if possible if some candidates report that the examination centre is too cold. If the CS/CI sees many candidates putting on their jackets because of the low temperature, he/she 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/CI 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/CI should report the cases with as many details as possible in Form SR4g.
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/CI 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/CI 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/CI 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/CI.

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 invigilation staff 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/CI 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/CI 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/CI 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/CI 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/CI 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/CI 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. 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/CI 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.

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/CI should postpone the examination and arrange the candidates to wait in a safe place. He/She should also inform the HKEAA by telephone (DSE hotlines: 3628 8950/3628 8913).

6.2 If a fire breaks out or other emergency occurs while the examination is in progress, the CS/CI should immediately suspend the examination. Candidates should be told to stop answering, mark their work to indicate the point at which the interruption took place and close their answer books. They should then be evacuated to a safe place. Steps should be taken to ensure there is no collusion among the candidates. The examination can be resumed when the threat is over. A report should be made on Report Form SR4g giving details of the incident including the time and duration of the interruption. If the examination is unlikely to be resumed (e.g. Listening Test 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/CI 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 examination room is generally acceptable and only a small area of the room is affected by insufficient lighting, the examination should be continued. The CS (or the CI in consultation with the CS) should use his/her discretion on whether to relocate candidates affected to an area with acceptable lighting. The CS/CI 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 examination room is too weak for the examination to continue, the CS/CI 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.

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-shrink polystyrene and sealed in a strong plastic bag. The word HKEAA is heat-embossed on the top and bottom edges. In the event that the CS suspects that the packets have been tampered with, he/she should inform the HKEAA and report the case on Report Form SR4g.

8.3 When the CS/CI receives the sealed packets of question papers (see Specimen 7A), he/she will find that the abbreviated subject name is visible at the top left hand corner of each packet. He/She should check whether the abbreviated name corresponds with the full name of the subject printed on the coloured label in the centre. If it does not, the packet should not be opened. The HKEAA should be informed.

9. Wrong/Insufficient question paper packets

9.1 The number of question paper packets for each examination session is detailed in a Question Paper Quantity Checklist (see Specimen 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.

The CS should distribute the question papers to the CI only when he/she has a packet for each classroom centre.

9.2 If the sealed packet which has been opened does not contain the question papers described on the coloured label, the packet should immediately be resealed with the utmost care being taken to protect the security of the papers. The HKEAA should be informed.

9.3 The question papers should only be distributed when the CS/CI 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 pencil boxes) to the examination room, they must place the contents on their desks and put the pencil cases/boxes inside the small bags or under their chairs. Before the start of the examination, candidates should be reminded that if they have brought any electronic/communication devices (e.g. iPod, tablet, 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 CI. 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 examination room against the wall under the blackboard 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 forgets 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 cases, mark penalties, subject downgrading or disqualification from the whole examination will be imposed.

<table>
<thead>
<tr>
<th>Unauthorized item(s)</th>
<th>Positions where the items were 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 at 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 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 will be 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 videos using devices with video/photo-taking functions inside the examination hall, the candidate should be asked to switch off the device immediately and be warned that a mark penalty will be imposed. The candidate will need to 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/CI should locate the source. Record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p.

12.2 If the source cannot be located and the ring stops, the CS/CI does not need to take any further action.

12.3 If the source can be located, the CS/CI 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 CI should note down the details of the case and ask the candidate for the examination to stay behind to complete the Report Form SR4p.

   When carrying out these tasks, the CS/CI 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/CI should ask the candidate to show him/her the call log/SMS/MMS log. If the candidate agrees to do so, the CS/CI 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/CI 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/CI.

12.6 If a candidate reports an incident of mobile phone ringing and a suspected candidate can be identified, the CS/CI 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/CI does 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/CI is 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/CI 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/CI 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/CI should inform the candidate that it would be difficult for anything effective to be done but that a report will be made to the HKExA (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/CI 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 CS/CI suspects a candidate using such a tool, he/she must check the item 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/CI 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/CI should find another invigilator to serve as the third party witness.

14.4 The CS/CI 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 (see Specimen 25).

14.5 If the CS/CI considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The CI 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/CI 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/CI should contact the HKExA by phone immediately. The HKExA 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.
the latter case, the wrong-version question paper should be collected from the candidate after he/she has been given the correct version, i.e. the faxed copy.

15.3 At the end of the examination, the wrong centre candidate should complete Part B of Report Form SR3 and the CS/CI should complete Part A of the form. Both the answer script/answer sheets and the Report Form should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets.

16. Subject not on Admission Form

16.1 Candidates should only be allowed to sit for the subject/paper/section/language version shown on the Admission Form. If a candidate has sat for a subject/paper/section/language version not entered, the HKEAA reserves its right not to accept the candidate’s 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/CI 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 by phone immediately. The HKEAA will fax a copy of the correct-version question paper to the centre under security arrangements.

17. Candidates without Admission Forms (original)/Identity Cards (original)

17.1 Candidates have been told in the “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 photography 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/CI should complete Parts B & C of the form:

(1) The candidate cannot produce any identification document:

The candidate should copy one of the paragraphs in Part B(1) on the form in the space provided so that his/her handwriting can be checked later. His/Her answer script can be returned together with those of other candidates present.

(2) The candidate does not have an Admission Form:

(a) If the candidate’s personalised barcode sheet can be found at the centre, the script should be returned with those of other candidates present.

(b) If the candidate’s personalised barcode sheet cannot be found, the CS/CI should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The script should be returned to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets.
(3) The candidate has neither the Admission Form nor the identity card (i.e. the candidate’s personalised barcode sheet cannot be found):
The CS/CI should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The candidate should copy one of the paragraphs in Part B(1) on the form in the space provided so that his/her handwriting can be checked later. The script should be returned to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets.

17.3 Part C of the Report Form SR1 should be given to the candidate as a notification of the action he/she has to take. Parts A and B of the Report Form SR1 should be returned to the Scripts Collection Centre.

17.4 If a candidate can only produce a photocopy of the Admission form, this should be reported on the form following the procedures described in paragraph 17.2(2) above.

18. Candidates’ calculators

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 CI 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 CS/CI 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. However, after the examination, the candidate should be told that a report (Report Form SR4c) will be made to the HKEAA. The candidate may be allowed to use the calculator for the second session on the same day until the end of the session. The CS/CI 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/CI should collect the calculator from the candidate for inspection by the HKEAA after the examination. The HKEAA will return the calculator to the candidate on conclusion of the case. The candidate’s script/answer sheets can be returned together with those of other candidates.

18.3 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 “Time is up” instruction

19.1 If a candidate is caught continuing to work on the answer script (including writing, erasing/crossing out answers, affixing barcode labels or filling in question numbers) after the “Time is up” announcement, the CS/CI should:

• Conventional Papers: indicate on the answer scripts the extra work done beyond the time limit by circling it in red, and write a report on Form SR4g*.
• **Multiple-choice Papers:** record the question numbers of the work done beyond the time limit on Form SR4g*. Do not write anything on the MC answer sheet or make any marks on it.

* Please give as much information as possible about what the candidate was writing/erasing/crossing out after the “Time is up” 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 book/MC answer sheet can be collected together with those of other candidates and placed in the appropriate script envelope/answer sheet folder.

20. **Candidates using wrong answer book**

If a candidate is found using the wrong answer book to answer questions in an examination where more than one answer book is distributed, the CS/CI should advise the candidate according to the following guidelines:

1. If the candidate has only written a small portion of the answer in the wrong answer book (e.g. the answer takes up no more than half of a page) and the examination time allows, the candidate may copy the answer to the correct answer book.

2. If the candidate has already written a significant portion of the answer in the wrong answer book or the examination time does not allow, the candidate should be advised to continue with the examination on that answer book. The CS/CI should report the case on Report Form SR4g and the answer books concerned should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.

21. **Candidates with highly contagious diseases**

Candidates have been advised through the “Handbook for Candidates” that if they have contracted a highly contagious disease (e.g. Measles, Chickenpox), they should not go to the examination centre. In cases where such a candidate turns up at your centre, please advise the candidate that he/she should not take the examination at your centre. The CS/CI should contact the HKEAA by phone immediately before the examination begins (DSE hotlines: 3628 8950/3628 8913).

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.

22.2 If a candidate is wearing a hat/mask, the CS/CI 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 room;

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

(4) they should not take photographs, audio record or video record inside the examination 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/CI should report the case to the HKEAA on Report Form SR4g.

23.3 If a candidate brings to the examination room any drink (including water), he/she should put it under his/her chair. In case the candidate wishes to drink water during the examination, he/she should first obtain the permission from the CS/CI.

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 (e.g. the Admission Forms) with the barcode labels 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/CI may relocate the candidate to another seat. The CS/CI 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/CI should warn the candidate concerned and inform him/her that his/her act will risk disqualification from the subject examination. If the candidate subsequently 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/CI should warn the candidate concerned again that they risk disqualification. The CS/CI 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 the CS and/or another CI or other candidates) on Report Form SR4g so that the HKEAA can take follow-up action.
香港考試及評核局

香港中學文憑考試

通識教育科及數學科（必修部分）

試場主任手冊

課室

下列科目另備試場主任手冊：

English Language

中國語文
考試日期及時間

通識教育 卷一及卷二
2012年4月2日（星期一）
上午8時30分至下午12時30分

數學(必修部分) 卷一及卷二
2012年4月16日（星期一）
上午8時30分至下午12時45分

試場主任專用電話「熱線」

3628 8950
3628 8913

考評局傳真號碼：3628 8990
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- 處理考生遺失個人物品／手提電話的方法
- 懷疑考生作弊
- 考生不按指定試場應試
- 准考證上未印有與考科目
- 考生未出示考證或身分證
- 考生計算機
- 考生不遵守「事筆」指示
- 考生使用錯誤答題簿作答
- 患有高度傳染性疾病考生
- 考生服裝
- 考生的個人行為

參考文件

1. 附件 1A 運送考試文具用品時間表
2. 附件 1B 答卷收集中心
3. 附件 2 課室監考員須知
   附錄 1：考試時間表（課室試場專用）／考生須用之文具及其他考試用品
   附錄 2：準用計算機型號名單及處理沒有標籤計算機的方法
4. 附件 3 派發給考生的文具及用品
2012年試場主任須知

第一部：課室試場主任職責

考評局電話：3628 8950／3628 8913

1. 試場主任須確保考試順利進行，試場主任缺席時，其代表應全權負責執行其一切職務。

2. 課室試場主任將統籌校內課室試場的工作，並負責安排領取／派發試卷及將答卷交回考評局。妥善保管試卷及答卷極為重要，試場主任於考試當日早上收到試卷封包後，應小心將之存放在有鎖的安全地方及防止他人擅自開拆。在每節考試終結後，試場主任亦須存放答卷於安全地方，待最後一節考試完成後，安排將所有答卷及有關文件送回考評局的答卷收集中心。

3. 試場主任不可預先開拆試卷封包。課室試場主任應提示課室監考員在考生見證下始行開拆試卷封包。

4. 試場主任必須確保考生獲給試卷上所示的作答時間，並請叮囑課室監考員留意有關的規定。

5. 試場主任及各課室監考員須防範考生作弊或討論答案。在考試進行期間，所有監考人員必須將掉所攜帶的手提電話／傳呼機／備有響鈴功能的物品，以免騷擾考生。任何人士，包括考生及監考人員，均不可在考試進行期間將試卷帶離試場。

6. 為確保考試順利進行，課室試場主任須最遲於當天考試的前一天，與所有課室監考員進行工作會議，解釋考試程序及提醒他們須注意的重要考試規則（包括考試時間、手提電話安排、考生出席紀錄及異常事件之處理等）。

7. 試場主任及監考員應穿著整齊服裝擔任監考工作，避免穿著便服如牛仔褲、背心、波鞋等。此外，為確保試場為考生提供寧靜的環境，試場主任及監考員應避免穿著容易產生聲響的鞋子。

文件樣本
本手冊內所提及的文件，見於文件樣本文冊。

第（一）部：課室主任職責
第 (二) 部：考試安排

考評局電話：3628 8950／3628 8913

(一) 試前安排

1. 監考員

   1.1 試場主任將於試前收到每場試所的試場考室數目及監考員人數

   1.2 試場監考員通常由試場主任同校的教師擔任，試場主任應分派監考員主持試場試

       場的考試。每場試最少委派一人，試場主任安排額外後備監考員在每日考前

       調試試室外走廊巡視，以照應試室外監考員不時之需，並陪同考生前往洗手間。

   1.3 試場監考員已獲通知應於開考前至少 30 分鐘向試場主任報到，課室監考員應出示

       「監考員工作分配證明」（見附件 11(iii)）。監考員應獲派發「監考員標貼」（見

       標本 10B）一張，以識別。

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

       須於試後在 SR4g 報告書內申報事件。

2. 考試文具

   2.1 考評局已委託一文件運送公司依照附件 1A 所列時間將試場所需的補充答題紙、方

       格紙、多項選擇題答題紙、筆記紙、答卷封套、點名單及其他文件／文具送達試

       場。如試場主任於指定日期仍未收到上述物品，請即時致電考評局。

   2.2 試場所需的物品亦列於「考試文具核對表」（見標本 1A）。試場主任應核對是否

       收到所有物品，如有欠缺，請即時致電考評局。點收完畢後，試場主任需於收訖

       物品後的 5 天內填妥及寄回有關回條。

   2.3 如在考試期間試場需要額外文具，請在該科開考前最少 1 個工作天通知考評局，

       以便安排補送。

   2.4 試場主任切勿讓考生、學生或監考員等擅自取得考試文具，考試文具只供公開考試有

       關科目／卷別使用。

3. 試場安排

   3.1 試場主任應最遲於試前 1 天：

       (1) 在「試場牌」（見標本 2A）寫上試場編號（如 A0001－A0015）及將「試場

           牌」展示於學校入口適當位置；

       (2) 由校門沿途設置適當的位置標誌，以指示考生前往各個試考室；

       (3) 編製放大版「考生座位表」（見標本 3B）並將該表與「考試時間表」一併張

           貼於各課室入口；

       (4) 安排座位（座位的左右距離以不少於 2 呎為準）；

       (5) 將「座位編號卡」（見標本 4）順序貼在試場左上角。

3.2 試場範圍包括：

    學校課室及課室外的走廊。

    只有考生及監考人員方可進入試場範圍。其他人士（包括校方的職員）如需進入，
    須事先經試場主任批准，因此，試場主任須在試場範圍入口的適當位置張貼「只
    准考生進入」告示牌（見標本 2B）。
3.3 為防考生於考試期間受到噪音滋擾，試場主任應與校方安排，將各考室及試場範圍內的按鈴及擴音系統（如有）的音量調低或將之關掉，如試場附近有工程進行，請及早知會考評局。

3.4 於設有空調設備的試場，試場主任應開啓空調以減低外來噪音之影響及為考生提供更舒適的試場環境。根據政府的建議，試場的室溫應維持在攝氏 25.5 度。考評局一向支持節約能源，惟倘若試場外噪音滋擾可能影響考生作答，請有關學校務必於考試進行期間開放空調及關閉所有窗戶。

4. 考生人數及試卷數目
每節考試考生人數及試卷數目已列於「試卷數量核對表」（見標本 SA）內。

5. 所有課室試場均不採用「試場通訊及支援系統」及「出席紀錄及答卷收集系統」。

(二) 領取試卷及交回答卷

6. 關於所有甲類科目的筆試，試場主任可選擇（1）由文件運送公司將試卷送往試場或（2）前往考評局新蒲崗辦事處或荃灣評核中心的試卷派發中心領取試卷。

6.1 由文件運送公司運送試卷
試場主任應與校方安排職員於考試當日指定時間，通常大約早上 7 時 15 分至 8 時 15 分接收由文件運送公司運送的試卷。運送公司會發出「試卷收據」（見標本 BE），接收試卷的職員核對無誤後，應在收據上蓋上校印。

6.2 於考評局新蒲崗辦事處或荃灣評核中心的試卷派發中心領取試卷
考評局職員將於每日上午 7 時 15 分起在試卷派發中心辦公，試場主任或其代表在領取試卷時須出示已簽署的「領取試卷收據」（見標本 GA）。
重要事項：
試場主任須注意，試卷派發中心一經選定，試場主任不能隨意更改已選定的試卷派發中心，因其他試卷派發中心沒有相關學校的試卷及資料。

7. 試卷及答卷之保管
7.1 試場主任於每節考試開始前必須將所有試卷存放於一安全地方（如鎖於儲物室／
儲物櫃內。）

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

8. 交回答卷到試卷收集中心
8.1 試場主任（或校方的負責人員）應於考試當日最後一節考試完畢後，將所有的答卷及一切有關考試的文件於一小時內交回所選定的答卷收集中心。答卷收集中心

8.2 剩餘或／及缺席考生的答卷無須交回答卷收集中心。

8.3 由於答卷收集中心的人員需當面點收各項目，過程略為費時，負責送交答卷者或
需稍候。答卷收妥後，考評局會發出「交回答卷及文件收據」予學校（見標本 29）。
重要事項：
試場主任請注意，交回答卷的地點一經選定，整個考試期內不得更改，因一切有
關資料、收據等只備存於已選定的答卷收集中心。
第（三）甲部：考試程序
各卷考試須知

考評局電話：3628 8950／3628 8913

1. 文具及電腦條碼貼紙

1.1 電腦條碼

為提升處理答卷程序的可靠性和效率，考生的答卷及多項選擇題答卷紙會利用電腦條碼貼紙作識別，並經電腦掃描後才評閱。每節考試前，須派發一張電腦條碼紙（紙上印有２（多項選擇題答卷紙適用）、５、10或15個電腦條碼貼紙）予每位考生。請指示考生只可在考試時間內，在答題簿、試題答題簿、多項選擇題答卷紙、補充答卷紙及方格紙的指定位置貼上電腦條碼貼紙。每日考試所需的個人電腦條碼紙（每名考生一張）、新增考生的個人電腦條碼紙（如適用）及少量備用電腦條碼紙會於考試當日與試卷一併分發到各試場，其數量列於「電腦條碼封包標貼」（見欄本 7B(iii)）及試卷紙箱外的標貼中。

1.2 考試文具及電腦條碼紙應於考生進入課室前依當日『考試用品核對表』（見欄本 8）派發在每名考生的桌上。一般而言，每名考生應獲派發：

- 通識教育卷一及二 — (1) 一張個人電腦條碼紙（見欄本 7B(i)）。
- 數學必修部分卷一 — (1) 兩張草稿紙（見欄本 3B）；
  (2) 一張個人電腦條碼紙（見欄本 7B(i)）。
- 數學必修部分卷二 — (1) 一張多項選擇題答卷紙及一張墊底紙（見欄本 18A 及 19）；
  (2) 兩張草稿紙（見欄本 3B）；
  (3) 一張個人電腦條碼紙（見欄本 7B(i)）。

注意：請勿使用往年考試剩餘的多項選擇題答卷紙。

每張個人電腦條碼紙均印有考生英文姓名；紙上的每個電腦條碼貼紙均印有考生編號、試場編號、座位編號及科目／卷別名稱。請按座位編號將正確的電腦條碼紙放在適當的座位上，確保考生在正確座位就座並獲發正確的電腦條碼紙。

1.3 宣布開考後，考生須首先在答題簿封面之適當位置填寫考生編號。考生亦須根據指示，於答題簿封面及所有內頁的指定位置上貼上電腦條碼貼紙，考生不按指示於答卷貼上電腦條碼貼紙，有關卷別可被扣分。

為確保考生的答卷能被掃描，若課室監考員在收集答卷時發現有考生未曾在答題簿封面上答題簿封面／試題答題簿封面／多項選擇題答卷紙貼上電腦條碼貼紙，應指示考生在其監督下在該封面上／多項選擇題答卷紙貼上電腦條碼貼紙。試場主任／課室監考員必須把個案記錄在 SR4b 報告書內，並要求考生在報告書上簽名。

1.4 備用電腦條碼紙

(1) 備用電腦條碼紙每張均印有兩個獨立編號（每張供一名考生使用），可在以下情況下供有關考生使用：
  (i) 試場沒有考生的個人電腦條碼紙（例如前往非指定試場應試的考生）；
  (ii) 未能找到考生的個人電腦條碼紙，或電腦條碼貼紙有損毀或資料錯誤。
1.5 新增考生個人電腦條碼紙（請注意）

(1) 新增考生（即於派發準考證後新增／更改科目的考生）亦會獲發一張個人電腦條碼紙。新增考生將被編配到指定試場應試，其個人電腦條碼紙（每名考生一張）及新增考生點名單會放入一密封內，並於考試當日與試卷一併發到試場。

(2) 試場主任／課室監考員必須按照既定程序（即第 1.1-1.3 段及 4.2、8.3 段所述的步驟）處理新增考生的個人電腦條碼紙／貼紙及新增考生點名單。

(3) 試場主任／課室監考員須於已貼上個人電腦條碼紙的新增考生的答卷／多項選擇題答題紙放入「答卷封套」（見樣本 26A）與其他答卷一併交回考評局。

注意：

(1) 請勿使用往年剩餘的補充答題紙／方格紙。

(2) 課室監考員應確保手上備足夠的補充答題紙／方格紙，以便按考生的要求即時派發紙張予他們。

1.6 如考生要求補充答題紙或方格紙，應按其要求派發。為配合電腦掃描，補充答題紙／方格紙均採用 A3 尺寸的紙張，並摺成 A4 式樣，請勿將答題紙撕開。課室監考員應同時派發自編號一樣，以便考生將補充答題紙／方格紙與答卷繫在一起。課室監考員亦應提示考生在指定位址貼上電腦條碼紙。

1.7 補充答題紙／方格紙上各頁的試題編號將由電腦閱讀，而每頁上方均設試題編號方格（見樣本 18B）。考生須在適當方格內填寫「X」號，以顯示試題編號。考生可使用原子筆或鉛筆填寫試題編號方格。

2. 考生使用計算機

2.1 「考生手冊」列明，除語文科項目外，考生參加任何科目的考試均可使用計算機，惟計算機必须印有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」的標籤（見附錄 2），否則將被扣分。（注意：某些型號的計算機可供加印標籤的空間較細，因此標籤亦相應縮小。）

課室監考員在點名及核對當考證時，若發現考生桌上放有計算機，須檢查考生的計算機是否印有認可標籤，並在「考生出席記錄表」上填寫有關資料。假若考生的計算機沒有印上可認可標籤，試場主任／課室監考員應指示有關考生於完卷後留步填寫 SR4a 報告書（見樣本 23C）。

請同時參閱第 (四) 部第 18 段處理未有印上標籤的計算機的相關程序。
2.2 需要使用計算機應考的考生應將其計算機放置於桌上，再考試開始前，須指示考生
檢查並確保其計算機並沒有任何書寫內容或記號。考生須將計算機封蓋／皮套除下
並放置於手提包內或座位下。

2.3 於核對准考證或試場進行時，若發現考生的計算機封蓋／皮套仍放於其桌上，課室
監考員須檢查是否有異常情況（例如有筆記／應用程式寫於計算機封蓋／皮套
上），如證實沒有任何異常情況，課室監考員請指示考生立即將計算機封蓋／皮套
放置於手提包內或座位下（除非封蓋／皮套不能與計算機分拆）。倘若有懷疑作弊
的情況，請参照第四部分第 14 段的步驟處理。

2.4 在語文科目考試時，試場主任／課室監考員應指示考生將攜來的計算機放入手提包
內或將其放於座位椅下。

3. 檢查准考證（正本）／身分證（正本）

3.1 如考生的準考證上附有相片，除非課室監考員懷疑考生的身分，否則課室監考員無
須檢查該考生身分證上的相片。課室監考員查核准考證（見樣本 14）及身分證時，
須留意以下各點：

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

3.2 如考生未能出示身分證，但能出示人事登記處簽發附有相片的申請香港永久性居民
身分證收據（ROP140／ROP140A 表格）（見樣本 15A）、回港證或護照，試場主
任／課室監考員可接納這些文件為該考生的身分證明。

3.3 警署所簽發的 Loss Memo（見樣本 15B）不能用作考生的身分證明文件。

3.4 如考生未能出示准考證或任何有效身分證明文件，試場主任／課室監考員請依照第
四部分第 17 段的指示辦理。

4. 點名

(1) 填寫考生出缺席紀錄表

課室監考員應填寫「考生出缺席紀錄表」（見樣本 16B）。課室監考員須在紀錄
表上座位編號旁的方格內填上在該座位就座考生的考生編號。空置座位的考生
編號旁應填寫「ABS」或「缺席」。如考生使用備用電腦條碼貼紙，應在考生
編號旁的方格加上√ 號。如考生桌上放有計算機，須檢查考生的計算機是否
印有可認標籤（見第 2 段），如有，在考生編號旁的方格加上√ 號，如沒有，
加上 × 號並填寫 SR4c 報告書。若發現考生的計算機封蓋／皮套仍放於其桌上，
請依照第 2.3 段的步驟處理。如個別考生遲到，課室監考員須更正「考生
出缺席紀錄表」。課室監考員華後須檢查遲到考生有否在其答題簿／試題答題簿
／多項選擇題題答紙的指定位置填寫考生編號及貼上電腦條碼貼紙。

(2) 填寫點名單

(i) 課室監考員應核對「考生出缺席紀錄表」上的考生編號是否與點名單（見
樣本 17）上的考生編號相符，以確保所有出缺席考生均在正確座位就座。
如有錯誤，應立即調查及更正「考生出席紀錄表」。

(ii) 課室監考員須依照下列方法以 HB 鉛筆填妥點名單（點名工作如有錯誤應對成績錄入造成嚴重影響，故請特別小心處理）。課室監考員須在每頁點名單上填寫出席和缺席的考生編號名稱，然後在每頁點名單下端的適當位置填寫該頁出席和缺席考生的總人數。課室監考員在每頁點名單上標注前，必須小心核對出點名單和「考生出席紀錄表」（由課室監考員填寫）上的考生編號以確保點名單上的考生紀錄正確無誤。

(iii) 如個別考生遲到，切記更正「考生出席紀錄表」及點名單上的紀錄。

5. 考生提出疑問

5.1 試場主任或課室監考員不得就試題作任何解釋。如考生懷疑試題有錯漏而提問，試場主任或監考員可答覆如下：

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

5.2 若考生提出其他疑問，試場主任／課室監考員可根據「試場主任手冊」或「監考員須知」內載的資料作答。如有其他疑問，可致電考評局(文憑試熱綫: 3628 8950／3628 8913)。

6. 考生要求前往洗手間

6.1 若考生要求前往洗手間，須通知後備監考員（與考生同性別為佳）陪同前往，並在 SR4t 報告書（見 模本 23E）登記考生編號及記錄時間。課室監考員無需向考生查問其身上是否備有手提電話。

如同一時間有多名考生要求前往洗手間，試場主任／課室監考員可按情況安排考生逐一前往或請學校職員協助。

6.2 陪同考生前往洗手間的監考員須實施適當監管，以防止考生在洗手間內作弊。監考員亦須留意有無異常情況發生，例如留意考生在廁所內是否逗留過久或發出可疑的聲音。若有異常情況，須記錄事件的詳情及立即向試場主任／課室監考員報告。而試場主任／課室監考員可根據懷疑作弊事件的指引處理（請參閱 第四部第14款）。

6.3 如考生前往洗手間時有異常情況（例如考生不適或早退等），請在 SR4g 報告書（見 模本 23A）詳列有關情況。

6.4 試場主任／課室監考員不得另補時間給予前往洗手間的考生。

6.5 試場主任／課室監考員不得即日交回 SR4t 報告書，須於該試場所舉行的最後一節考試完畢後，將所有 SR4t 報告書一併交回答卷收集中心。

7. 填寫考試報告書 (Sessional Report)

7.1 試場主任／課室監考員須在「考試報告書」（見 模本 20B）上確認所收試卷數目、開考／完卷的實際時間、收回答卷數目及考試的各項程序是否符合有關的規定。每一節「考試報告書」（課室試場）應由課室監考員填寫。

7.2 試場主任不需即日交回「考試報告書」，只須在該試場所舉行的最後一節考試完畢後，將所有「考試報告書」一併交回答卷收集中心。
8. 包装所收集的答卷及考试物品

8.1 答卷须按答卷封套标签上之考生编号范围，顺次放入答卷封套（见标签 26A）内，试场主任／考室监考员并须在封套上注明内载的答卷数目。试场主任及一位监考员／考室监考员应用特别的贴封条（见标签 27）将封套封口并签署，签署应横跨封条及封套口。试场主任必须用签名所有答卷封套核对。

8.2 出席考生的多项选择题答卷纸应放在答题纸纸夹（见标签 28）内，纸夹内应再放入胶袋并加保密封条（切勿扭结）。切勿插曲或束系该纸夹，除最后一个纸夹外，每一纸夹只裁每 30 位编号范围内的出席考生的答卷纸。例如：

<table>
<thead>
<tr>
<th>位置编号</th>
<th>纸夹</th>
<th>1</th>
</tr>
</thead>
</table>

如有考生缺席，该纸夹内载有的答卷纸会少于 30 张。

8.3 下列考生的答卷应放入答卷封套交回考评局（即无须作特别处理）：

1. 出席考生（包括迟到、早退及新增考生）；
2. 未能出示准考证明，但带身份证及图钉考号牌的考生；
3. 擦洗考号上没有相片而未能出示身份证的考生；
4. 违反「停考」指示的考生；
5. 计算机没有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」标籤的考生（不论该计算机是否列入准用型号名单）。

8.4 下列答卷／报告表／物品应放入「特别报告表及有关答卷／答卷纸封套」交回考评局：

1. 涉嫌作弊考生的答卷及考卷用以作弊的书籍、纸张等（如适用）；
2. 前往非指定试场应考的考生的答卷；
3. 未能出示准考证而试场又没有其个人电脑条码纸条的考生的答卷；
4. 懈考未有报考科目的考生的答卷；
5. 其他使用备用电脑条码贴纸的考生的答卷，没有获发电脑条码贴纸的考生的答卷；
6. 考生已填写考生编号，惟没有在试题答题箱封面或多选题答题纸贴上电脑条码贴纸；
7. SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*或 SR4i 报告表（如适用）；
8. 没有印上「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」标籤，且不在准用型号名单上的计算机。

8.5 试场主任须将下列文件全部放入一透明胶袋内：

1. 已填写的点名单；
2. 考生出席纪录表，用同一透明胶袋装，点名单纸夹在上，纸夹封面各上。

8.6 草稿纸及电脑条码贴纸（未涂使用的电脑条码纸及从出席考生收回的剩余电脑条码贴纸）应分别放入草稿纸封套（见标签 30A）及电脑条码贴纸封套（见标签 30B）内。

9. 交回答卷及考试物品

9.1 请在每日考试完毕后的一小时内，将下列物品交回答卷收集中心。试场主任／校方的负责人员应在运送答卷的过程中检测保管答卷。
(1) 試題答題簿（用答卷封套）；
(2) 多項選擇題答題紙（放於考評局提供的紙夾及膠套內）；
(3) 草稿紙（用草稿紙封套）（如適用）；
(4) 電腦條碼紙（用電腦條碼紙封套）；
(5) 已填妥的點名單
    考生出席紀錄表
    （共用一透明膠袋裝載）
(6) 戴有特別報告書及有關答卷／答題紙的封套（SR1、SR3、SR4g、SR4b、SR4c、
    SR4p、SR4t或 SR4i 報告書（如適用））。

* 試場主任不遲即日交回考試報告書、SR4t 報告書、及未經使用的「考生出席
  紀錄表」（請參閱試場主任手冊 第四部 第 24.1 段），只須於該試場所舉行的
  最後一節考試完畢後，將所有考試報告書、SR4t 報告書及「考生出席紀錄表」
  （不論有否使用）一併交回答卷收集中心。

9.2 無須交回手提電話提示卡。

9.3 於下雨天，請將答卷及考試物品放入膠袋後才交回答卷收集中心。
第（三）部：試場主任（課室試場）須知

考評局電話：3628 8950／3628 8913

1. 派發各項物品給各課室監考員

1.1 試場主任請準備一課室作爲試場的試卷分發處及答卷收集處，並在考試前通知各課室監考員於考試當日上午 8 時前前往該課室報到。

1.2 大約在開考前 20 分鐘，試場主任可分發當日「考試用品檔案對表」一份、「課室試場用品」一袋（見標本 1B）、監考員標貼及下列物品予各監考員：

普通試卷考覈
(1) 試卷一包
(2) 須派發的文具（請參閱附錄 1）
(3) 考生個人電腦條碼紙
(4) 備用電腦條碼紙
(5) 答卷封套（見標本 26A）
(6) 點名單一張（見標本 17）
(7) 考生出席紀錄表（見標本 16B）
(8) 報告書（派發給有需要的課室監考員）

多項選擇題考覈
(1) 試卷一包
(2) 須派發的文具（請參閱附錄 1）
(3) 考生個人電腦條碼紙
(4) 備用電腦條碼紙
(5) 多項選擇題答題紙小（見標本 28）
(6) 點名單一張
(7) 考生出席表
(8) 報告書（派發給有需要的課室監考員）

注意：每一試卷封包載有試卷 31 份。此外，部分科目考試考生須用補充答題紙，方格紙及草稿紙等，詳情請參閱附錄 3。

1.3 試場主任應檢查該節考試是否有「特別通告」，請由課室監考員向考生宣布。特別通告如有任何不合，應存放在一釐光黃色信封內（見標本 9）。

1.4 試場主任在分派試卷及文具後，請獨附課室監考員盡早前往課室（考生可於 8 時 15 分進入課室）。

2. 校內電鈴

由於各課室試場可能於不同時間開考，故其開卷時間亦會稍有不同。試場主任不應以校內電鈴作爲通知開卷時間的訊息工具，而應關閉校內電鈴以免影響考生應考。試場主任須通知各課室監考員此項安排。

3. 考生進入試場

3.1 考生可於開考前 15 分鐘進入試場。
3.2 如開考當日天氣情況惡劣，試場主任可讓考生提早進入校內等候進入試場。
3.3 如在上午 8 時 30 分仍有超過五分之一考生未到達試場（可能由於嚴重交通意外或天氣情況惡劣），試場主任可考慮延遲最多 15 分鐘開考。如需再延遲開考，請通知考評局。

4. 考生遲到

4.1 遲到的考生，應由課室監考員指引入口，但該考生將不獲額外時間作答，除非情況特殊，否則課室監考員無需記錄遅到考生的資料。
4.2 課室監考員已通知，則考生於第一項宣布前，應在未有考生就座的座位先上派發手提電話提示卡（見標本 31），提示那些在第一項宣布後始進入考室的考生將手提電話關機。
4.3 課室監考員在適當的時候檢查該考生有否在答卷指定位置塗黑其考生編號及貼上電腦條碼貼紙。考生必須於考試時間內塗黑其考生編號及貼上電腦條碼貼紙，考生在答卷塗黑電

第（三）部：試場主任（課室試場）須知 第 1 頁, 共 2 頁
紙、方格紙及多項選擇題答題紙的指定位置貼上電腦條碼貼紙。

5. 核實開考時間及完卷時間

閉考後不久，試場主任應檢查各課室試場寫在黑板上的開考及完卷時間。若發現考試時間不正確，試場主任應指示課室監考員立即更正，並向考生作出適當宣布。

6. 核對紀錄

試場主任可於開考後前往各課室協助有需要的課室監考員核對點名單及考生出席紀錄表的資料。

7. 收集缺席考生的試卷／答題簿

7.1 課室監考員於開考後 30 分鐘可收集缺席考生的試卷／試題答題簿／多項選擇題答題紙／電腦條碼紙紙，並於試後將之交回試場主任。

7.2 試場學校可保留剩餘的試卷（包括多項選擇題試卷及試題答題簿）。

7.3 若考生中途要求更換「試題答題簿」，在一般情況下，課室監考員不應答允。應給有關考生派發補充答題紙。

8. 考生早退

8.1 考生不可在聆聽能力考試及多項選擇題考試提早離開試場。

8.2 其他科目／卷別考試，考生可以在開考後 30 分鐘至完卷前 15 分鐘的一段時間內離開課室。

8.3 如考生欲在規定時間內提早離場，必須先通知課室監考員。課室監考員須確保考生所交的答卷，無論有無作答，均在答卷適當位置填上考生編號及貼上電腦條碼貼紙；答卷的每頁均應加試題編號。所有早退考生均不得將試卷帶離試場。

8.4 如考生未獲批准便離開課室或早退時擅自將試卷帶離試場，試場主任／課室監考員應於 SR4g 報告書（見附表 23A）詳細報告事件（包括發生事件的時間、細節等）。

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

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

9. 課室監考員交回答卷

每節考試完畢後，課室監考員須立即將答卷及其他有關文件交回試場主任。

普通試卷及多項選擇題答卷


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第(三)乙部：試場主任（課室試場）須知 第 2 頁，共 2 頁
2012年香港中學文憑考試
課室監考員須知
(課室監考員)

此須知適用於通識教育及數學科（必修部分）中英文的考試
有關中國語文科及英語文科考試的安排，請參閱另備的相關須知

考評局電話：3628 8950／3628 8913

第（一）部：課室監考員職責

1. 課室監考員為課室試場的負責人。如課室監考員因事假暫時離開課室，須通知試場主任或後備監考員接替其監考工作。在任何情況下，切勿讓考生在沒有監考員監管下作答。

2. 試場主任將統籌爐內課室試場的工作並負責領取／派發試卷及將答卷交回考評局。課室監考員須於開考前30分鐘向試場主任報到，試場主任會分發「監考員標本」（見附圖10B），請課室監考員在考試期間佩戴該標本，以識別。

3. 在收到試卷封包後，課室監考員須保管試卷及防止他人擅自開拆。

4. 課室監考員切勿預先開拆試卷封包。課室監考員應在開考前數分鐘及在考生見證下，方能將試卷封包開拆。

5. 課室監考員必須確保考生獲給試卷上所規定的作答時間。

6. 課室監考員須防範考生作弊或討論答案。

7. 課室監考員必須關掉其手提電話／傳呼機／備有響鬧功能的物品，以免滋擾考生，亦不宜在考生的座位旁停留太久，以免令考生精神緊張或感覺不安。

8. 課室監考員若於試場內遇見其認識的考生，須於試後在SR4g報告（見附圖23A）內申報此事，報告書須經由試場主任轉交考評局。

9. 每節考試完畢後，課室監考員應盡快將答卷及有關文件交回試場主任，試場主任會將之交答卷收集中心。任何人，包括考生及監考員，均不可在整個考試時間內將答卷帶離試場。監考員亦不可擅自取試場供應的文具。

10. 課室監考員應注意整體服裝擔任監考工作時，穿著整體服裝如牛仔褲、背心、波鞋等。此外，為確保試場為考生提供寧靜的環境，課室監考員應避免穿著容易產生聲響的鞋子。

文件樣本
課室監考員如欲參閱本「須知」所提及文件的樣本，可向試場主任索取。

第（一）部：課室監考員職責
第（二）部：考試安排

考評局電話：3628 8950／3628 8913

（課室監考員）

1. 考試文具／試卷

1.1 電腦條碼

為提升處理答題程序的可靠性和效率，考生的答卷及多項選擇題答題紙會利用電腦條碼作識別，並經電腦掃描後才評閱。每場考試前，須派發一張電腦條碼紙（紙上印有 2 項多項選擇題答題紙選用）、5、10 或 15 個電腦條碼貼紙（每名考生）及各場次的指定場次貼上電腦條碼貼紙。每日考試所需的人員電腦條碼紙（每名考生一張）、新增考生的個人電腦條碼紙（如適用）及少量備用電腦條碼紙會於考試當日與試卷一併發放至各考場，其數量列於「電腦條碼封包標籤」（見 標本 7B(iii)）及試卷紙箱外的標籤上。

1.2 大約在開考前 20 分鐘，試場主任會發放當日「考生用品核對表」一份、「課室試場用品」一袋（見 標本 1B）、監考員標籤及下列物品予各課室監考員:

普通試卷考試
(1) 試卷一本（見附錄 1）
(2) 須派發的文具（見附錄 1）
(3) 考生的個人電腦條碼紙
(4) 備用電腦條碼紙（必要時，可向試場主任索取）
(5) 考生出席記錄表（見標本 18A）
(6) 點名單二張（見標本 17）
(7) 考生出席記錄表（見標本 16B）
(8) 報告書（必要時，可向試場主任索取）

多項選擇題考試
(1) 試卷一本
(2) 須派發的文具（見附錄 1）
(3) 考生的個人電腦條碼紙
(4) 備用電腦條碼紙（必要時，可向試場主任索取）
(5) 須派發的文具（見附錄 1）
(6) 考生出席記錄表（見標本 18B）
(7) 考生出席記錄表（見標本 16B）
(8) 報告書（必要時，可向試場主任索取）

* 注意： 試卷封包載有試卷 31 份，此外，部分科目考試考生須用補充答題紙、方格紙及草稿紙等，詳情請參閱附錄 1。

1.3 答題冊／補充答題紙／方格紙上各頁的試題編號將由電腦閱讀，而每頁上方均有一個試題編號方格（見標本 18B）。考生須在適當方格內填寫「X」號。考生可使用原子筆或鉛筆填寫試題編號方格。

1.4 課室監考員切勿讓學生或考生等攜取考試文具。考試文具只供公開考試有關科目／卷別使用。

2. 安排座位

最遲於考試前一天，試場主任及課室監考員應:
(1) 將「考生座位表」（見標本 3B）張貼於課室入口處；
(2) 在「考生座位表」的適當位置填上課室編號（如 Room 3）及試場編號（如 H1003）；
(3) 安排座位（每間課室應容納 30 名考生）;

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(4) 將座位編號卡（見標本 4）順序貼在考生檯面左上角。

第（二）部：考試安排（課室）－通識教育及數學(必修部分)

第 2 頁，共 15 頁
第 (三) 部：考試程序
通識教育及數學（必修部分）(中文版)

考評局電話：3628 8950／3628 8913

（課室監考員）

（甲）考生進入試場／開考

1. 派發文具及電腦條碼貼紙

1.1 考試文具及電腦條碼紙應於考生進入課室前依當日「考試用品核對表」（見標本 8）
派發在每名考生的桌上。一般而言，每名考生應獲派發：

- 通識教育卷一及二 — (1) 一張個人電腦條碼紙（見標本 7B(i)）。

- 數學必修部分卷一 — (1) 兩張草稿紙（見標本 33）；
  (2) 一張個人電腦條碼紙（見標本 7B(i)）。

- 數學必修部分卷二 — (1) 一張多項選擇題答題紙及一張墊底紙（見標本 18A 及 19）；
  (2) 兩張草稿紙（見標本 33）；
  (3) 一張個人電腦條碼紙（見標本 7B(i)）。

注意：請勿使用往年考試剩餘的多項選擇題答題紙。

每張個人電腦條碼紙均印有考生的英文姓名，紙上的每個電腦條碼貼紙均印有考生編
號、試場編號、座位編號及科目／卷別名稱。課室監考員在派發條碼紙時，應檢查考生的姓名
及編號是否正確，確保考生正確就座並獲發正確的電腦條碼紙。

宣布開考後，考生須首先在答題簿封面之適當位置填寫考生編號。考生亦須根據指
示，於試題答題簿封面及所有內頁的指定位置上貼上電腦條碼紙。考生不按指示貼
上電腦條碼紙，有關科目／卷別可被扣分。

1.2 備用電腦條碼紙

(1) 備用電腦條碼紙每張均印有一個獨立編號（每張供一名考生使用），可在以下
情況，供有關考生使用：
  (i) 試場沒有考生的個人電腦條碼紙（例如未能找到非指定試場應試的考生）；
  (ii) 未能找到考生的個人電腦條碼紙，或電腦條碼紙有損毀或資料錯誤。

(2) 備用電腦條碼紙已預留位置讓考生填上考生編號及座位編號，宣布開考前，
課室監考員應指示考生在其監督下從每張備用電腦條碼紙上填寫其考生編號
及座位編號（如適用）。

(3) 若考生原來的個人電腦條碼紙不敷應用，可指示考生在答題簿的相關頁面，
原用來條碼貼紙貼紙的指定位置上寫上考生編號，無需另發備用電腦條碼
紙或填寫報告。

(4) 將試場的備用電腦條碼紙不敷應用，應指示沒有獲發電腦條碼紙的考生在其答
卷／多項選擇題答題紙的電腦條碼貼紙方格內填上考生編號。試場主任須將個
案記錄在 SR4b 報告表（見標本 238）內。
1.3 新增考生個人電腦條碼紙 (如適用)

(1) 新增考生（即於派發准考證後新增／更改科目的考生）亦會獲發一張個人電腦條碼紙。新增考生將被編配到指定試場應試，其個人電腦條碼紙（每名考生一張）及新增考生點名冊會放入一封套內，並於考試當日與試卷一併分發到試場。

(2) 試場主任／課室監考員須按照既定程序 [即第1.1-1.3及24.3所述的步驟] 處理新增考生的個人電腦條碼紙／貼紙及新增考生點名單。

(3) 試場主任須把已貼上個人電腦條碼貼紙的新增考生的答卷／多項選擇題答題紙放入「答卷封套」 (見屬本26A) 與其他答卷一併交回考評局。

1.4 如考生要求補充答題紙或方格紙，應按其要求派發。為配合電腦掃描，補充答題紙／方格紙均採用 A3 尺寸的紙張，並壓縮成 A4 式樣，請妥善保管答題紙及答卷。監考員應同時派發答題紙，以便考生將補充答題紙／方格紙與答卷繫在一起。監考員亦應提示考生在指定位置貼上電腦條碼貼紙。

注意:

(1) 請勿使用往年試卷的補充答題紙／方格紙。
(2) 考試進行期間，課室監考員應隨時注意補充答題紙／方格紙的手，以便第一時間提供予有需要的考生。

1.5 部份科目／卷別考試時或需在開考前派發草稿紙。

1.6 請在黑板上寫上試場編號及科目／卷別名稱。

2. 考生進入試場

2.1 考生可於開考前 15 分鐘進入試場。

2.2 如考試當日天氣情況惡劣，課室監考員可讓考生提早進入校內等候進入試場。

2.3 如在上午 8 時 30 分仍有風過五分之一考生未到達試場，可考慮延遲最多 15 分鐘開考，並按通知考評局。

3. 考生遲到

3.1 遲到的考生，應由課室監考員指引入座，但該考生將獲額外時間作答。除非情況特殊，否則監課室考員無須記錄遲到考生的資料。

3.2 課室監考員已獲通知，並在第一節宣佈前，應在考生未到座的位子派發答題紙及電話提示卡（見屬本37），提示在第一節宣佈後即進入考室的考生將手提電話開關。

3.3 課室監考員須在適當的時候檢查該考生有否在其答卷／多項選擇題答題紙的指定位置上注名考生編號及貼上電腦條碼貼紙。答卷必須於考試時間內填寫考生編號及貼上電腦條碼貼紙。考生未按指示在答卷上貼上電腦條碼貼紙，有關卷別可被扣分。

4. 考生使用計算機

4.1 「考生手冊」列明，除語文科目的考試外，考生參加任何科目考試均可使用計算機。但
計算機必須印有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」的標籤（見附
件 2），否則會被扣分。（注意：某些型號的計算機可附加印標籤的空間較細，因此
標籤亦相應縮小。）

課室監考員在點名及核對准考證時，若發覺考生桌上放有計算機，須檢查考生的計算
機是否印有認可標籤，並在「考生出席紀錄表」上填寫有關資料。試場主任應指示有
關考生於完成後留步填写 SR4c 報告書（見標本 23C）。

請同時參阅第(四)部分第 18 條處理未有印上標籤的計算機的相關程序。

4.2 需要使用計算機應考的考生應將其計算機放置於桌上。在考試開始前，須指示考生檢
查並確保其計算機並沒有任何書寫內容或記號。考生應將計算機封蓋／皮套除下並放
置於手提包內或座位下。

4.3 於核對准考證或考試進行時，若發現考生的計算機封蓋／皮套仍放置於其桌上，課室監
考員須檢查是否有異常情況（例如有筆記／應用程式寫於計算機封蓋／皮套上）。如
證實有任何異常情況，課室監考員於考生立即將計算機封蓋／皮套放置於手提
包內或座位下（除非封蓋／皮套不能與計算機分隔）。倘若有懷疑作弊的情況，請依
照第(四)部分第 14 條的程序處理。

4.4 在語文科目考試時，課室監考員應指示考生將攜帶的計算機收入手提包內或将其放於
座位下。

5. 宣佈事項（一）（考生檢查個人物品）

5.1 宣佈時所用的語言

課室監考員應用中文作此各項宣佈。

5.2 當考生進入課室時，請通知考生將手提包放在座位下。考生不應將個人物品放於課室
外走廊，以免招致損失。

5.3 大部分考生就座後，請宣佈：

（所有考生）

檢查你的准考證上的座位編號，確定你是根據獲編配的座位就座，然後將准考證及身分
證放在檯面右上角。如有疑問，請舉手。 （稍停）

請將你需要使用的文具放在桌上；如帶備筆袋，應將筆袋放在手提包內或座位下。 （稍
停）

如你打算在考試時使用計算機，請將計算機放在桌上，並將計算機封蓋／皮套放置於手
提包內或座位下。現在請檢查計算機，以確保機身沒有任何書寫內容或記號。 （稍停）

如你帶備手提電話，現在請拿出電話，核查電話是否已關掉。 （稍停）若你的電話尚未
關掉，請馬上關掉。你亦須確保已關掉電話的鈴聲功能，你可將手提電話的電池取出，
以確保電話不會因預設的鈴聲功能而發出聲響。 （停頓 15 秒讓考生確保自己符合這些
規定）

現在，將你的電話放在座位下的當眼處，讓監考員清楚看見。 （稍停）

如你帶備有靜音功能的物品，現在把電源關掉，然後放在手提包內。 （稍停）

如你帶備筆記、紙張、書籍、字典、隱形墨水筆或任何電子／通訊器材（例如：平板電腦、
iPod、電子手帳（PDA）、答呼機、MP3 機、電子字典、具文字顯示功能的手錶等）或

第 (三) 部：考試程序 - 適識教育及數學必修部分
任何可儲存資料或發出聲響的物品，一律必須關掉及放在手提包內。請將手提包拉上拉鍊或扣好，然後放在座位下。切勿將手提包放於通道邊緣。如你沒有攜帶手提包，請將你的錢包及手機放在座位下，並將其他個人物品放在禮堂前的...（請清楚指示考生將物品放於何處及如何監考官協助。）

考生請留意，派發試卷後，若在你的桌上、抽屜內、衣袋內或身上發現任何違規物品，或在開考後，你被發現未有關掉電子／通訊器材（包括手提電話），你將被扣分、降級，甚至取消全部考試成績。

如有疑問，請舉手。（稍停）

注意：若遲到人數眾多，試場主任可在開考前重複這項宣布。

課室監考員須檢查考生是否遵照指示。考試開始前，課室監考員如發現有考生座位下沒有手提電話，可向有關考生查詢，以確定考生是否攜帶手提電話進入試場。

6. 第二輪宣布 (檢查電腦條碼)

（通識教育卷一及二／數學必修部分卷一）

考生桌上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停）

電腦條碼紙上印有你的英文姓名，上面每個電腦條碼貼紙均印有你的考生編號、試場編號、座位編號及科目／卷別名稱。請檢查獲發的電腦條碼是否正確。如有疑問，請舉手。（稍停）

宣布報告後，考生須首先在試題答題簿封面之適當位置填寫考生編號，你應依照准考證抄寫。此外，你必須在試題答題簿封面上的指定位置貼上電腦條碼貼紙。

若你使用補充答題紙或方格紙，亦須在紙上指定位處填寫考生編號及貼上電腦條碼貼紙。切勿將電腦條碼貼紙摺疊、刮花或弄污。

宣布停筆後，考生不會獲得額外時間張貼電腦條碼貼紙。

試題答題簿、補充答題紙及方格紙每頁均印有頁數，考生不得更改頁數或在頁數附近書寫答案，以免影響掃描答卷的過程。此外，寫於邊界以外的答案將不予評閱。

（數學必修部分卷二）

考生桌上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停）

電腦條碼紙上印有你的英文姓名，上面每個電腦條碼貼紙均印有你的考生編號、試場編號、座位編號及科目／卷別名稱。請檢查獲發的電腦條碼是否正確。如有疑問，請舉手。（稍停）

宣布報告後，考生須在多項選擇答題紙的指定位置填寫考生編號。你應依照准考證抄寫。此外，你必須在多項選擇題答題紙的指定位置貼上電腦條碼貼紙、填寫姓名及簽署，切勿將電腦條碼貼紙摺疊、刮花或弄污。

宣布停筆後，考生不會獲得額外時間張貼電腦條碼貼紙。

第 (三) 部：考試程序-通識教育及數學必修部分 第 6 頁，共 15 頁
7. 第三輪宣布（檢查答題簿／多項選擇題答題紙／草稿紙）

(a) 數學必修部分卷一，請宣布：

每名考生獲發兩張草稿紙，如欠缺，請舉手。

(b) 數學必修部分卷二，請宣布：

每名考生獲發一張多項選擇題答題紙、一張墊底紙及兩張草稿紙，如欠缺，請舉手。
（稍停）

請將答題紙放在墊底紙之上。切勿在墊底紙上寫字，否則可被扣分。考生作答時宜
用鉛筆將答案填在多項選擇題答題紙上。

現在，請參閱多項選擇題答題紙上的「考生須知」。（稍停）

8. 第四輪宣布（分發試卷／試題答題簿）

課室監考員請再檢查所收到的試題答題簿是否為該節考試的試卷／試題答題簿。然後在考生
見證下拆開試卷／試題答題簿封包。在確定有足夠試題答題簿分發後，請宣布：

所有卷別

現在分發試卷／試題答題簿。請確定你沒有任何違規物品，否則會被扣分。（預留足夠
時間[約 10 秒]讓考生把違規物品（如有的話）收拾妥當）

考生不得翻開桌上的試卷／試題答題簿。未宣布開考前切勿開始作答。

此時，課室監考員可將試卷／試題答題簿分派給考生，並派發試卷／試題答題簿時應將封面向
上。

9. 第五輪宣布（檢查試卷／試題答題簿）

所有卷別

試卷（或試題答題簿）分發妥當後，請向考生宣布：

每一考生桌上應有試卷（或試題答題簿）一份，如有欠缺，請舉手。（稍停）

考生切勿翻閱試題，但現在可細閱試卷（或試題答題簿）封面各項須知。（停頓 15
秒）
10. **第六輪宣布（檢查試卷及開考）**

10.1 在開考前，課室監考員須提醒考生，務必確認已關掉電子／通訊器材（包括手提電話）及沒有隨身攜帶電子／通訊器材。接着，請通知考生即刻檢查試卷（或試題答題簿），檢查頁數／題目。宣布開考後，考生須首先在試題答題簿封面及數字選項題答題紙之適當位置填寫考生編號。考生亦須在多項選擇題答題紙上寫上姓名及簽署，及按封面上的「考生須知」，在試題答題簿封面及內頁及多項選擇題答題紙的指定位置貼上電腦條碼貼紙。課室監考員宣布停筆後，考生不獲額外時間貼上電腦條碼貼紙。

所有細節

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

請檢查有無漏印題目。最後一題之後應印有「試卷完」／「試題完」的句子。（稍停）

檢查完畢後，請合上試卷／試題答題簿。

宣布開考後，須首先在答題簿／試題答題簿封面上適當位置填寫考生編號，你應依照準考證抄寫。此外，你必須根據封面上的「考生須知」，在答題簿／試題答題簿封面及內頁的指定位置貼上電腦條碼貼紙。如有多項選擇題答題紙，你亦須在多項選擇題答題紙上寫上考生編號，貼上電腦條碼貼紙及簽署。

宣布停筆後，考生不獲額外時間貼上電腦條碼貼紙。

10.2 課室監考員應檢查該輪考試是否有「特別通告」。有的話，須於此時向考生宣布，特別通告應存放於一隻光黃色信封內（見樣本 9）。課室監考員須按「通告」上的提示，向考生作出宣布，並將「通告」的內容寫在黑板上，讓所有考生知悉。

10.3 如無考生發問，即宣布

(1) **整節考試時間內不接受考生早退【數學必修部分卷二】**

<table>
<thead>
<tr>
<th>本節考試考生不得提早離開試場。根據考室時鐘（本人的手錶），現在時間是____時____分。考試的完結時間為____時____分。考生可以開始作答。</th>
</tr>
</thead>
</table>

(2) **接受考生在開考後 30 分鐘至完卷前 15 分鐘的一段時間內早退【通識教育卷一及二／數學必修部分卷一】**

<table>
<thead>
<tr>
<th>考生如要早退，請先舉手，得到批准後方可離開試場。所有早退考生均不得將試卷帶離試場。</th>
</tr>
</thead>
<tbody>
<tr>
<td>根據考室時鐘（本人的手錶），現在時間是____時____分。考試的完結時間為____時____分。考生可以開始作答。</td>
</tr>
</tbody>
</table>
10.4 在宣布「考生可以開始作答」後，課室監考員應隨即將其考室的實際開考時間及完卷時間寫在黑板上，以供考生參考。

10.5 課室監考員不應在未開考前預先寫上開考及完卷時間，而應在確實後始將時間寫上，如課室內設有操作正常的時鐘（見圖），且在各考生的視線範圍以內，課室監考員應根據此時鐘計時，課室監考員必須確保考生獲給試卷上所規定的答卷時間。除非考評局有特別通知，課室監考員得不給予考生額外時間作閱讀試題或其他用途。

註：
(1) 課室監考員須檢查考室內的時鐘是否運作正常，如所顯示的時間並不正確，須提示考生不要以該時鐘計時。
(2) 若考室內有兩個時鐘（例如一個擺放在考室前方，另一個在後方），課室監考員應根據考室前方的時鐘計時，並告知考生是以該時鐘計時，以避免不必要的誤會。

10.6 課室監考員須依照時間表上所規定的答卷時間開考。如遇天氣情況惡劣或試卷不足等而需延遲開考，課室監考員須確保考生獲給試卷上所規定的作答時間。在任何情況下，不可提早開考。

10.7 請在考試報告書(Sessional Report) 會寫實際開考及完卷的時間。

(乙) 開考後的工作

11. 檢查准考證及香港身分證

11.1 如考生的准考證上附有相片，除非課室監考員懷疑考生的身分，否則課室監考員無須檢查該考生身分證上的相片。在查核准考證（見樣本 14）及身分證時，須留意以下各點：
(1) 准考證／身分證上的照片是否與考生本人相符；
(2) 准考證上的考生編號是否與電腦條碼貼紙所示的相同；
(3) 准考證上是否印有與考的科目／卷別；
(4) 准考證上的考生姓名／身分證號碼是否與身分證明上所印的相同。

11.2 如考生未能出示身分證，但仍能出示人事登記處發佈有相片的申請香港永久性居民身份證收據（ROP140／ROP140A 表格）（見樣本 15A）。回港證或護照，試場主任／課室監考員可接納這些文件為該考生的身分證明。

11.3 警署所簽發的 Loss Memo（見樣本 15B）不能用作考生的身分證明文件。

11.4 如考生未能出示准考證或任何有效身分證明文件，試場主任／課室監考員請依照第(四)部分第 17 段的指示辦理。

12. 點名

(1) 填寫考生出席紀錄表

課室監考員應填写「考生出席紀錄表」（見樣本 16B）。課室監考員須在紀錄表上座位編號旁的方格內填上該考生的考室編號及名稱。空缺座位的考生名稱旁應填寫「ABS」或「缺席」。如考生使用備用電腦條碼貼紙，應在考生編號旁的方格加上 V 號。如考生名稱為字庫機，須檢查考生的計算機是否印有認可標籤（見第 4 段）。如有，在考生名稱旁的方格加上 V 號。如沒有，加上 X 號並填寫 SR4e 報告書。若發現考生的計算機封蓋／皮套仍設於其桌上，請依照第 4.3 段的步驟處理。如個別考生遲到，課室監考員須更正「考生出席紀錄表」。課室監考員務必須檢查遲到考生有否在試題答案簿或多項選擇題答案紙的指定位置填寫考生編號及貼上電腦條碼貼紙。
(2) 填寫點名單

(i) 課室監考員應核對「考生出席記錄表」上的考生編號是否與點名單（見 標準 17）上的考生編號相符，以確保所有考生均在正確座位就座。如有錯誤，應立即調查及更正「考生出席記錄表」。

(ii) 課室監考員須依照下列方法以 HB 鉛筆填妥點名單（點名工作如有錯誤，足以對成績紀錄造成嚴重影響，故請特別小心處理）。課室監考員應在每頁點名單上填寫出席和缺席的考生編號。然後在每頁點名單下端的適當位置填寫該頁出席和缺席考生的總人數。課室監考員在每頁點名單上簽名前，必須核實該點名單和「考生出席記錄表」上的考生編號以確保點名單上的考生記錄正確無誤。

(iii) 如個別考生遲到，切記更正「考生出席記錄表」及點名單上的紀錄。

13. 收集缺席考生的試卷／答題簿

13.1 課室監考員於開考後 30 分鐘可收集缺席考生的試卷／試卷答題簿／多項選擇題答題紙／草稿紙／電腦條碼紙，並將之放在一特定的紙箱／膠袋內，以避免與完卷時所收集的考生答卷混淆。缺席考生的電腦條碼紙須放入電腦條碼紙套袋（見 標準 30B）內。

13.2 試場可保留剩餘的試卷（包括多項選擇題試卷及試卷答題簿）。

13.3 若考生中途要求更換「試題答題簿」，於一般情況下，課室監考員不應答允，應給有關考生派發補充答題紙。

14. 考生早退

14.1 考生不得在下列考試早退：

- 多項選擇題考試（即數學必修部分卷二）

14.2 遼闊教育卷一／二及數學必修部分卷一，考生可以在開考後 30 分鐘至完卷前 15 分鐘的一段時間內離開考場。如考生欲在規定時間內提早離場，必須先舉手通知課室監考員。課室監考員須確保(1)考生所交的答卷，無論有無作答，均在答卷封起位置上考生編號及貼上電腦條碼；(2) 答卷的每頁均已填寫試題編號。所有早退考生均不得將試卷帶離試場。

14.3 如考生曾獲批准便離開考場或早退時擅自將試卷帶離試場，課室監考員應於 SR4g 報告書（見 標準 23A）詳細報告事件（包括事件發生的時間、細節等）。

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

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

15 考生提出疑問

15.1 試場主任或課室監考員不得就試題作任何解釋，如考生懷疑試題有錯誤而提出，課室監考員可答覆如下：

「本人不能答覆有關試題的疑問，（考生）應按試題的指示盡可能繼續作答。如（考生）認為有必要，本人可將提出的疑問呈報。」

15.2 若考生提出其他疑問，課室監考員可根據「監考員須知」內載的資料作答。如有其
他疑問，可致電考評局(文憑試熱線: 3628 8950／3628 8913)。

16. 考生要求前往洗手間

16.1 若考生要求前往洗手間，須通知後備監考員（與考生同一性別為佳）陪同前往，並在 SR4t 報告書（見 索引 23E）登記考生編號及記錄時間。課室監考員無需向考生查詢其身上是否擁有手提電話。

如同一時間有多名考生要求前往洗手間，課室監考員可按情況安排考生逐一前往或請學校職員協助。

16.2 陪同考生前往洗手間的監考員須實時適當監管，以防考生在洗手間內作弊。監考員亦須留意有否異常情況發生，例如留意考生在門外是否逗留過久或發出可疑的聲音。若有異常情況，須記錄事件的詳情及立即向試場主任／課室監考員報告。而試場主任／課室監考員可根據懷疑作弊事件的指標處理（請參閱第(四)節第 14 段）。

16.3 如考生前往洗手間時有異常情況（例如考生不適或早退等），請在 SR4g 報告書（見 索引 23A）詳列有關情況。

16.4 課室監考員不需另補時間給予前往洗手間的考生。

16.5 課室監考員不需即日交回 SR4t 報告書，只須於該試場所舉行的最後一節考試完畢後，將所有 SR4t 報告書一併交回答卷收集中心。

(丙) 各類報告書

17. 課室監考員如需就考試事項向考評局提交報告，可使用下列報告書：

- SR1 考生未能出示準考證／身分證
- SR3 考生前往非指定試場應試／準考證未印有與考科目
- SR4g 考試異常事項（作弊，試卷不足，考生不遵守停止作答規定等）
- SR4b 考試異常事項（電腦條碼）
- SR4c 考試異常事項（計算機）
- SR4p 考試異常事項（手提電話／電子／通訊器材／備有聲響功能物品）
- SR4t 考生前往洗手間
- SR4i 考試異常事項（監考員）
- 考試報告書(Sessional Report)

(丁) 考試完結

18. 第七輪宣布（確定考生剩餘考試時間）

18.1 考試完結前 15 分鐘，課室監考員須向考生宣布：

所有卷別

<table>
<thead>
<tr>
<th>考試時間尚餘 15 分鐘。考試完結前，考生不得離開試場。</th>
</tr>
</thead>
<tbody>
<tr>
<td>當宣布停筆後，考生不會獲給予額外時間貼上電腦條碼貼紙或塗滿試題編號方格。</td>
</tr>
</tbody>
</table>

第 (三) 部：考試程序-通識教育及數學必修部分 第 11 頁，共 15 頁
(i) 通識教育卷一及二／數學必修部分卷一，請加上以下宣布：

請確保你已在試題答題簿的指定位置填上考生編號及貼上電腦條碼貼紙。

(ii) 數學必修部分卷二，請加上以下宣布：

請確保你已在多選選擇題答題紙填上考生編號、姓名、簽署及貼上電腦條碼貼紙。

18.2 考試完結前 5 分鐘，課室監考員應向考生宣布：

所有卷別

考試時間餘 5 分鐘，檢查你是否已在試題答題簿／多選選擇題答題紙及所有補充答題紙或方格紙的指定位置填上考生編號及貼上電腦條碼貼紙。

* 請小心檢查是否已適當填寫試題編號並填滿試題編號方格。

將不必要文字、草稿及圖形劃去。當考試完結，宣佈停筆後，考生不可再改動試題答題簿。包括貼貼電腦條碼貼紙或使用膠擦或塗寫試題編號。

* 此句只適用於使用試題答題簿的考試

19. 第八輪宣布（「停止作答」指示）

19.1 考試完結時應宣布：

(1) (通識教育卷一及二／數學必修部分卷一)

現在時間是____時____分。考試現已完結，停止作答。（停頓 10 秒以確定所有考生遵從是項宣布）

考生須安坐靜候，待得到指示後才可收拾個人物件。合上試題答題簿。你不得繼續作答或貼上電腦條碼貼紙，否則會被扣分。

將補充答題紙／方格紙與答卷／試題答題簿用繫繫緊。將試題答題簿及剩餘紙分開平放桌上，以便分開收集。

交卷時切勿將准考證及身分證混雜在答卷內。

(2) 數學必修部分卷二

現在時間是____時____分。考試現已完結，停止作答。（停頓 10 秒以確定所有考生遵從是項宣布）

考生須安坐靜候，待得到指示後才可收拾個人物件。合上試題簿。你不得繼續作答或貼上電腦條碼貼紙，否則會被扣分。
19.2 有關處理考生違反「停筆」指示的程序，請參閱第 (四) 部第 19 段。

20. 第九輪宣布（收集答卷）

注意：試卷（包括多項選擇題試卷）均不需收集。

20.1 課室監考員宣布：

所有卷別

現在開始收集試題答題簿／多項選擇題答題紙。考生須待全部試題答題簿／多項選
擇題答題紙收妥，得到指示後方可離開試場。

若在收集答卷時發現你未曾將試題答題簿封面或多項選擇題答題紙上貼上電腦條
碼貼紙，為確保答卷能被掃描，我會讓你在我監督下補貼，惟考生離開教室前須填
寫報告書。

20.2 宣布後，課室監考員可分開收集答卷、草稿紙、電腦條碼紙（無論有沒有剩餘電腦條
碼）、墊底紙及手提電話提示卡等（如曾派發）。

20.3 若課室監考員在收集試題答題簿／答題紙／多項選擇題答題紙時發現有考生未曾填寫
考生編號，課室監考員可允許考生在其監督下補填考生編號，但不得填寫試題編號方
格。

20.4 若課室監考員在收集試題答題簿／答題紙／多項選擇題答題紙時發現有考生未曾將試
題答題簿封面／多項選擇題答題紙貼上電腦條碼貼紙，為確保答卷能被掃描，課室監
考員應指示考生在其監督下將該封面／多項選擇題答題紙貼上電腦條碼貼紙，課室監
考員必須把個案記錄在 SR4b 報告書內，並要求考生在報告書上簽名。

21. 核對所收集的答卷

答卷應按考生編號依次序收集，編號最小者應放在該包答卷最上面。課室監考員應小心點算
答卷（所收答卷必須與考生出席人數相同），並須將所收答卷總數填寫在考試報告書上適當
的位置。如有不符，應立即調查。

22. 第十輪宣布（通知考生離場）

22.1 課室監考員點核已收集的答卷並確定所有答卷收妥後，請宣布：

(1) 如當日尚有另一節考試

本科卷二的考試將於時 分開始。考生應於開考前 15 分鐘返回試
場。請收拾自己的准考證、身分證及其他個人物品。（稍停）考生可以取
去試卷。現在可以離開試場。
22.2 若有考生報告任何與考試有關的異常情況（例如：該考生將多項選擇題答案填寫在答題紙的錯誤位置上或誤用答題簿），課室監考員應將有關情況（不論考生是在離開試場前或離開試場後始提出）詳列於 SR4g 報告書內，以便考評局跟進。（請參閱第 20 条「考生使用錯誤答題簿作答」之處理。）

23. 填寫考試報告書（Sessional Report）

「考試報告書」應由課室監考員填寫。課室監考員應在考試完結後，將「考試報告書」交回試場主任（請參閱第 20 条「考生使用錯誤答題簿作答」之處理。）

24. 包裝所收集的答卷及考試物品

24.1 課室監考員須依考生編號次序將答卷分別放入答卷封套（見課本 26A）內，並須在封套上註明內載的答卷數目。課室監考員應用特別的黏貼封條將封套封口且簽署，簽名應應為封條及封口（見課本 27）。課室監考員必須用繩將所有答卷封套包紮稳妥。

24.2 出席考生的多項選擇題答題紙應放在答卷紙紙夾（見課本 28）內，紙夾應再放入膠袋並加密封封條，切勿摺曲或夾雜該紙夾。除最後一個紙夾外，每一紙夾只載每 30 座位編號範圍內的出席考生的答題紙。例如：

<table>
<thead>
<tr>
<th>座位編號</th>
<th>紙夾</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - 30</td>
<td>1</td>
</tr>
</tbody>
</table>

如有考生缺席，該紙夾所載有的答題紙會少於 30 張。

24.3 課室監考員應將下列考生的答卷用答卷封套／紙夾退交回（即無需作特殊處理）：

1. 出席考生（包括遲到、早退及新增考生）；
2. 未能出示準考證，但帶備身分證及其考生編號已經核實的考生；
3. 考生准考證上沒有相片又未能出示身分證的考生；
4. 違反「停筆」指示的考生；
5. 使用無「H.K.E.A.A. APPROVED」或「H.K.E.A.A. APPROVED」標準的計算機的考生（不論該計算機是否列入准用型號名單）。

24.4 課室監考員應將下列答卷／報告書／物品用「特別報告書及有關答卷／答題紙封套」退交回：

1. 涉嫌作弊的考生的答題簿／答題紙及考生用以作弊的書籍、紙張等（如適用）；
2. 前往非指定試場應試的考生的答題簿／答題紙；
3. 未能出示准考證而試場又沒有其個人電腦條碼紙的考生的答題簿／答題紙；
4. 應考未有報考科目的考生的答題簿／答題紙；
5. 其他使用備用電腦條碼的考生的答題簿／答題紙，沒有獲發電腦條碼紙的考生的答題簿／答題紙；
6. 考生已填寫考生編號，惟沒有在答卷／試題答題簿封面上或多項選擇題答題紙上貼上電腦條碼貼紙。
(7) SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*或SR4i報告書（如適用）；
(8) 未印有「H.K.E.A. APPROVED」或「H.K.E.A. APPROVED」標籤且不在「准
用計算機模型名單」上的計算機。

24.5 試場主任應將下列文件全部放入一透明膠袋內

(1) 已填妥的點名單；
(2) 考生出席紀錄表。

用同一透明膠袋裝載，點名單紙袋內，紙袋卡面向上。

24.6 草稿紙及電腦條碼紙（未使用的電腦條碼紙及從出席考生收回的剩餘電腦條碼貼紙）
應分別放入草稿紙封套（見 Inner 30A）及電腦條碼紙封套（見 Inner 30B）內。

25. 交回答卷及考試物品

25.1 請在每日考試完成後的一小時內，將下列物品交回答卷收集中心：

(1) 試題答題簿（用答卷封套）；
(2) 多項選擇題答題紙（用答題紙夾和膠袋包裝）；
(3) 草稿紙（用草稿紙封套）（如適用）；
(4) 電腦條碼紙（用電腦條碼紙封套）；
(5) 已填妥的點名單（非使用 ASTS 的考試）
考生出席紀錄表（非使用 ASTS 的考試）

共用一透明膠袋裝載

(6) 特別報告書及有關答卷／答題紙封套（如有填寫 SR1、SR3、SR4g、SR4b、SR4c、
SR4p、SR4t*或SR4i報告書（如適用））。

* 試場主任不需立即交回考試報告書、SR4t 報告書，及未經使用的「考生出席
紀錄表」（請參閱試場主任手冊 第十八章 24.4 段），只須於該試場所舉行的
最後一節考試完成後，將所有考試報告書、SR4t 報告書及「考生出席紀錄表」
（不論有否使用）一併交回答卷收集中心。

25.2 不用交回墊底紙及手提電話提示卡。

25.3 於下雨天，請將答卷及考試物品放入膠袋後才交回答卷收集中心。
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject/Paper</th>
<th>Items To Be Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>28th March</td>
<td>8:30 - 9:45</td>
<td>通用語文卷一</td>
<td>草稿紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 補充答題紙 (A) 一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 額外草稿紙一張</td>
</tr>
<tr>
<td></td>
<td>10:30 - 12:00</td>
<td>通用語文卷二</td>
<td>1 DSE (F) Answer Book</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Rough-work Sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 額外草稿紙一張</td>
</tr>
<tr>
<td>29th March</td>
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MC = 多項選擇題
Multiple-choice Questions

* 可在考生要求時遞發
should be supplied to candidates on request

此項物品應在考生要求時遞發，但不用
此項目應在考生要求時才遞發，但不用
此項目應在考生要求時才遞發

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**LIST OF PERMITTED CALCULATORS**

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**Note:**

The calculator must be marked with the "H.K.E.A. APPROVED" label.
### Hong Kong Diploma of Secondary Education Examination 2012

**Candidates** with calculators are required to bring in the label reading "H.K.E.A.A. APPROVED" when they are used in the examination. Any calculator found to be used without the label must be seized and reported to the invigilator. Action to be taken by centre supervisors or invigilators when candidates are found to have brought in / used calculators without the "H.K.E.A.A. APPROVED" label:

<table>
<thead>
<tr>
<th>將考生編號及該計算機型號 記錄於 SR4c 報告書</th>
<th>將有關計算機於該節考試完 畢後送交考評局處理</th>
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<tr>
<td>Candidate number and calculator model to be recorded on Report Form SR4c</td>
<td>Calculator to be collected at the end of the session and sent to the HKEAA</td>
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</tbody>
</table>

1. **該計算機已列在准用型號表內**
   - In cases where the calculator is on the "Permitted List"**
     - 需要 YES
     - 不需要 NO

2. **該計算機不列在准用型號表內**
   - In cases where the calculator is NOT on the "Permitted List"**
     - 需要 YES
     - 需要 YES

* 假如考生堅持於第二節考試時仍使用該計算機，試場主任/監考員可讓考生使用該計算機直至第二節考試完畢。 試場主任/監考員必須警告該考生可能會被扣分。* If the candidate insists, he/she may have the calculator for the second session until the end of the session. The candidate must be warned that he/she may risk a mark penalty.

---

*附件 2 Attachment 2*
第（四）部：異常事項的處理方法
（試場主任及課室監考員適用）

考評局電話號碼：3628 8950／3628 8913

（一）各類報告書
1.1 試場主任／課室監考員／監考員如果需就考試異常事件向考評局提出報告，可使用下列報告書：
   - SR1 （見表本 21）考生未能出示准考證／身分證
   - SR3 （見表本 22）考生因為非指定試場應試／准考證未印有與考科目
   - SR4g （見表本 23A）考試異常事項
   - SR4h （見表本 23B）考試異常事項（電腦編碼）
   - SR4c （見表本 23C）考試異常事項（計算機）
   - SR4p （見表本 23D）考試異常事項（手提電話／電子或其他通訊器材／擅自開閉功能物品）
   - SR4t （見表本 23E）考生前往洗手間
   - SR4i （見表本 23F）考試異常事項（監考員）

* 於考試進行期間在洗手間發生的異常事項須詳列於 SR4g 報告書，該類事項不應填寫在 SR4t 報告書上。

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

1.3 試場主任如對任何異常事項的個案有懷疑，應指示有關考生於考試完結後留下填寫報告。

1.4 若有考生對試場環境作出投訴或發現其座位或座位周圍的情況不理想（例如：燈光不足、噪音滋擾、有漏水情況或太冷），試場主任／課室監考員須即時調查及盡量向考生提供協助。

例如遇有噪音滋擾時，試場主任／課室監考員應委派一位後備監考員到查噪音的來源，並盡可能停止或減低有關噪音。如有部分考生向監考員報告試場太冷，試場主任／課室監考員應盡可能調校空調，確保溫度適中。試場主任／課室監考員亦應多觀察考生，如發現很多考生因試場太冷穿上外套，便應立刻安排調節試場內的溫度，或關閉部分空調。

如考生所遇到的環境問題未能改善或解決但有確切需要，而試場內仍有其他座位，試場主任／課室監考員可安排有關考生調往另一座位，然後將個案詳情記載在 SR4g 報告書上，在安排座位時，試場主任／課室監考員須盡量減低對鄰近考生造成滋擾。

如考生的投訴／個案性質屬輕微（例如有學校鐘聲或雛鳥聲），或考生的問題已於開考前解決，試場主任／課室監考員便無需填寫特別報告書，否则試場主任／課室監考員應盡量將投訴／個案的資料，尤其需要考評局跟進的個案，詳細列寫於 SR4g 報告書上。

(二) 異常天氣
2. 延期考試，茲事體大，考評局只在必要時才會作此項決定。如考試當日天氣情況不穩定（例如天文台可能發出八號或以上熱帶氣旋警告或紅色／黑色暴雨警告），試場主任／課室監考員應於試場開課前密切留意電台／電視或考評局網頁（www.hkeaa.edu.hk）的宣布，並必須留意下列各點：
   (1) 延期考試的決定會在考試當日清晨宣布，並在上午七時後不斷重覆。如有需要，該類宣布會於考試前一日作出；
   (2) 即使有宣布學校因熱帶氣旋、惡劣天氣或紅色暴雨警告而須停課，這並不表示該日考試一定延期。惟若天文台發出八號或以上熱帶氣旋警告或黑色暴雨警告時，所有考試一般會延期，考評局並會盡早發報單／電話或考評局網頁公佈有關該項考試的最新安排；
   (3) 除非考評局正式宣布由於天氣惡劣需要延期考試，否則試場主任／課室監考員應依照原定安排監考；
   (4) 除非試場主任認為試場情況有危險，否則各節考試一經開卷，將繼續進行，並依照原定時間完卷。

3. 考試進行時如遇熱帶氣旋警告信號／暴雨警告應採取的行動
3.1 試場主任應安排一位後備監考員聽取電台或瀏覽考評局網頁（www.hkeaa.edu.hk），了解天氣的最新發展情況及記錄重要的宣布，例如有關公共交通服務暫停或中斷的宣布。
3.2 如在第一節考試舉行時發出熱帶氣旋警告信號／暴雨警告，考務局將於電台、電視台及考務局網頁（www.hkeaa.edu.hk）宣布第二節考試會否延期。

3.3 倘若天文台發出紅色暴雨警告而考試仍如期舉行，所有試場應於開考時間延遲15分鐘，如有需要，個別試場可再額外延遲15分鐘開考，如試場主任認為情況特殊並有需要再進一步延遲開考時間，必須與考評局聯絡。

3.4 如天文台在考試進行期間發出熱帶氣旋警告信號／暴雨警告，試場主任／課室監考員應讓試場繼續進行，但應特別注意安全，並通知考評局有關災害報告。

3.5 如有任何危險情況出現，試場主任應作出合理的判斷，酌酌情况並自行採取適當措施，以保障考生的安全。在絕對必要時，試場主任可疏散試場考生到安全的地方，但必須可保持試場的機密及防止考生討論答案，疏散考生前，試場主任／課室監考員應指示考生停止作答，並在答卷上記上記載記載停考前的答案，並將答題本，然後安排疏散考生至安全的地方。試場主任／課室監考員須防止考生互相通訊或討論答案，在危險過後可再次開考。如試場主任／課室監考員應在 SR4g 報告書記錄有關問題的經歷、停考及再開考的時間。

4. 更改考試日期
如考試須改期舉行，重訂的考試日期及其他有關的更改事項，將盡快在報章、電台及考評局網頁公布。

(三) 危急或突發事件的處理方法

5. 火警及其他危急情況

6.1 如在開考前（即尚未發出警告之前）試場突然發生火警或其他影響考生的安全事故，試場主任應通知考生到安全的地方等候，並通知考評局。

6.2 如在考試進行期間發生火警或其他危急事故，試場主任／課室監考員應立即通知考生停止作答，並指示考生在答卷上記載記載停考前的答案及合上答題簿，然後排疏散考生至安全的地方。試場主任／課室監考員須防止考生互相通訊或討論答案。在危急過後可再次開考。試場主任／課室監考員應在 SR4g 報告書記錄有關事件的經歷、停考及再開考的時間。倘有情況不許再次開考（例如電台廣播的聆聽能力考試），試場主任應盡快通知考評局。

6. 火警及其他危急情況

7. 停電

7.1 如在開考前（即尚未發出警告之前）停電，試場主任／課室監考員應延遲15分鐘開考，並盡快聯絡有關電力供應公司要求盡快恢復電力供應。如試場主任／課室監考員預計試場不能於15分鐘內恢復電力供應，應聯絡考評局。

7.2 假如在考試進行期間停電，而考生未能接受，只有少數位置光線不足，考試應停止進行。試場主任／課室監考員應在試場主任／課室監考員預計試場不能於15分鐘內恢復電力供應，應聯絡考評局。

(四) 與試卷有關的異常事件

8. 試卷包裝

8.1 每日的試卷以瓦楞紙箱承載，紙箱外的標貼詳列試場編號及每節考試的試卷庫位資料。

8.2 每班試卷開封時，試卷開封簿為 31 份，每包試卷均用熱敏膠紙包裝並放入一堅固的膠袋內，袋內的上下均標記有「HKEAA」字樣。試場主任於懷疑試卷封包曾被開拆，應立即向考評局報告。如試場主任／課室監考員開拆試卷包，試場主任／課室監考員應在 SR4g 報告書記錄有關開拆試卷的資料。

8.3 試場所收到的試卷封包左上角（見樣本）已印有該試卷的簡稱，試場主任／課室監考員應仔細檢查是否與封包正中位置顏色標貼所印的科目或卷別名稱相符。
第(四)部：異常事項的處理方法

第 3 頁，共 7 頁
12.2 若事務主管／課室監考員未能找出手提電話聲響的來源，而且聲響停止，便無須跟進事件。

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

(1) 若有關聲響是由預設的響鈴功能引起，應指示考生立刻關閉響鈴功能及電話，或將電池取出，並指示考生於完成後留步填寫 SR4p 報告書。

(2) 若發現考生的手提電話處於開啓模式，應指示考生關掉電話或將電池取出，然後將考生的手提電話放置考評局保管。考生亦可保留於考評局內作備用（見表本 32），封口及放在考生的座位下。試場主任／課室監考員亦應記下事件詳細，並於完成後指示考生留步填寫 SR4p 報告書。

試場主任／課室監考員在舉行上述工作時，應盡量避免騷擾有關考生或鄰近考生。

12.4 在上述 2 段的情況下，試場主任／課室監考員應在考試結束後，要求考生展示通話紀錄、短訊及多媒體短訊紀錄。若有考生同意，試場主任／課室監考員應檢查手提電話發出聲響期間是否收到來電或訊息。若有，應要求考生自行出示有關內容以確定是否有涉及作弊，並指示考生在報告書上寫下解釋，如考生拒絕展示通話紀錄、短訊或多媒體短訊紀錄，應要求考生将其理由寫在報告書上。

12.5 如考生查詢有關處分的資料，試場主任／課室監考員可向考生解釋：所有違規事件均由考評局作出調查，以確定考生是否作出違規處分。考生亦可就事件作出書面解釋，經試場主任／課室監考員或直接交予考評局。

12.6 若有考生報告聽到手提電話發出聲響而又未能找出涉及的考生，試場主任／課室監考員應按下列方法處理：

(1) 若報告是在試場主任／課室監考員解散全體考生前收到，應指示持有關手提電話的考生於完成後留步及按第 12.4 段處理。

(2) 若報告是在試場主任／課室監考員已解散全體考生後收到，應將個案資料記錄在 SR4p 報告書上。

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

13. 處理考生遺失個人物品／手提電話的方法

13.1 為避免試場內的考生遺失個人物品或手提電話，試場主任／課室監考員應特別留意那些試前不認真答卷及早退的考生有否不自然或可疑的行為。

13.2 若有考生在試場主任／課室監考員解散全體考生前報告遺失個人物品或手提電話，試場主任應即作出宣布，詢問有沒有考生發現遺失物品。若有證據顯示有考生擅自取去另一考生的物品（例如有課室監考員或坐在附近的考生目擊事件），試場主任可在考試結束後，在最少兩位課室監考員或學校職員及報告失物的考生見證下，於非公開場合要求嫌疑考生展示所有個人物品，如考生抗拒，試場主任須填寫 SR4g 報告書，並通知遺失物件的考生自行決定是否報警。

13.3 若有考生在其他考生正在離開試場時或試場主任／課室監考員已解散全體考生後報告遺失個人物品或手提電話，試場主任應向該考生表明難以有效跟進事件，但會填寫 SR4g 報告書向考評局報告事宜，及讓該考生自行決定是否報警。

14. 懷疑考生作弊

14.1 試場主任／課室監考員如發現考生作弊（例如抄襲他人答案、考試期間持有或翻看書籍、字典、筆記、紙張、記事簿、電子／通訊儀器以違規不當的協助、於洗手間使用手提電話、或與其他考生或試場外人士互通消息等），須先收去該考生的書籍、筆記或手提電話等違規物品作證物，但應准許該考生完成考試。試場主任／課室監考員應要求該考生於考試完畢離開試場前自書面解釋，如考生抗拒，應在 SR4g 報告書上註明。

14.2 試場主任／課室監考員應特別留意考生有沒有利用可儲存資料或通訊的高科技用品作弊。這些器材可能與一般文具相似（如銀座、尺）。如課室監考員懷疑考生使用有關器材，須檢查該物件及收去有關物件作證物，但應准許該考生完成考試。試場主任／課室監考員應要求該考生於考試完畢離開試場前作出書面解釋，如考生抗拒，應在 SR4g 報告書上註明。

14.3 在任何情況下，即使懷疑考生作弊，試場主任／課室監考員亦不可搜查有關考生的身體或其個人物品。在處理懷疑作弊個案的時候，試場主任／課室監考員應確保有另一位監考員作見證人。

14.4 若試場主任／課室監考員須填寫 SR4g 報告書，詳述有關考生作弊的經過（包括發現考生作弊的時間、考生是否正在抄襲、考生存放書籍／筆記的地方等）。報告書、考生答卷、作弊證據及考生的書面解釋等須放入「特別報告書及有關答卷／答題紙封套」（見表本 25）內交回答卷收集中心。

14.5 若對某考生個案有懷疑，試場主任／課室監考員應避免在考試進行期間騷擾考生。監考員應於考試完結後通知有關考生留下填寫報告。
15. 考生前往非指定試場應試

15.1 根據《考生須知》，考生必須到准考證上指定的試場應試，惟有考生因特殊事故不能前往指定試場應試，而試場內有額外座位及考試文具供該考生使用，試場主任／課室監考

15.2 考生所報考的試卷語文與試場的試卷不同，試場主任／課室監考員應盡快通知考生評

15.3 如非指定試場應考的考生於考試結束後須前往 SR3 報告書的乙部，試場主任／課室監考

16. 准考證上未列明應考科目

16.1 考生只可應考在准考證上列出的科目／卷別／節數／語文考試，若考生出席未有報考的科目／卷別／節數／語文考試，評核局可能不接納考生的有關答卷。

16.2 如遇有考生因未有應考准考證上未列明應考的科目／卷別／節數／語文考試，試場主任／課室監考員應盡量確保考生的應考科目與準考證上列明的科目相符合，並向評核局報告。

16.3 如試場內有未被考生使用的試卷，試場主任／課室監考員應盡快通知評核局，以便考生

17. 考生未能出示准考證（正本）或身分證（正本）

17.1 此次（考生須知），考生必須攜帶準考證及身分證應試。如考生未有攜帶身分證，評核局可能將考生的答卷視為非是考生的答卷。

17.2 如准考證上未列明應考科目，課室監考員須盡量確保考生的應考科目與準考證上列明的科目相符合，並向評核局報告。

17.3 評核局在後續會接收考生的答卷，且考生的答卷可能會被評核局作廢。

17.4 如考生未能出示准考證（正本）或身分證（正本），評核局會將考生的答卷視為非是考生的答卷。

18. 考生計算機

18.1 考生應在試場前將計算機的封蓋／皮套除出並放置於手提包內或座位下。試考期間，課室監考員應留意考生的計算機的封蓋／皮套，並檢查是否涉及異常事件（例如計算機的封蓋／皮套上有擦痕或筆記／公式）。如沒有異常情況，課室監考員應指示考生立即將之放在座位下（如該計算機的封蓋／皮套可除下），如懷疑考生作弊，請按第

18.2 送交標本。課室監考員應注意考生使用未有指定標本的計算機，應先請考生著手使用未有攜

18.3 試場主任／課室監考員應注意考生使用未有指定標本的計算機，應先請考生著手使用未有攜

18.4 試場主任／課室監考員應注意考生使用未有指定標本的計算機，應先請考生著手使用未有攜

第 (四) 節：異常事項的處理方法

第 5 頁，共 7 頁
19. 考生不遵守停筆指示
19.1 如發現考生違反停筆指示（包括繼續書寫，刪除／修改答案，張貼電腦條碼貼紙或塗寫題目編號），試場主任／課室監考人員應作以下處理：

- **普通試卷試考**：
  - 盡可能在答卷上用紅筆圈劃考生於考試終結後所寫的答案，並塗寫 SR4g 報告書**。

- **多項選擇題試考**：
  - 在 SR4g 報告書*指出該考生在宣布“停止作答”後所答的試題號碼，切勿在多項選擇題答題紙上圈畫或塗寫。

*請試場主任／課室監考人員在報告書上詳細記載考生在宣布停筆後所書寫或塗改的部分。

19.2 試場主任／課室監考人員應提示考生考試受到影響部分。請將該考生在 SR4g 報告書上塗上姓名及地址，考評局會於稍後聯絡考生要求書面解釋。該考生的答卷可與其他考生的答卷一併收集交回。

20. 考生使用錯誤答題簿作答
在某些科別考試中，考生會獲派發多於一款的答題簿，以備考生須使用不同款的答題簿作答，試場主任／課室監考人員可按下指示處理：

- 若考生只使用其中一款的答題簿塗寫於不合的答題簿（例如已塗寫的答案不多於半頁答題紙），而試場時間亦許可的話，試場主任／課室監考人員可指示考生將答題重新塗寫於正確的答題簿。

- 若考生已使用多款答題簿塗寫於不當的答題簿，試場主任／課室監考人員可建議考生重新塗寫於該答題簿作答。試場主任須就個案塗寫 SR4g 報告書，並將錯誤使用的答題簿放入“特別報告書及有關答卷／答題紙封套”。

21. 患有高度傳染性疾病病的考生
考評局已在《考生須知》內提出考生，若患上高度傳染性疾病（例如麻疹或水痘），應不得參加試場應試，如試場主任／課室監考人員發現有考生患上高度傳染性疾病，應告考生不得留在試場應考。試場主任／課室監考人員應向考評局報告事態。

22. 考生的衣着
22.1 根據《考生須知》內的規定，考生須著標準正裝應試。試場主任／課室監考人員如發現考生衣着不整，可將其詳細記載於 SR4g 報告書上，其後放入“特別報告書及有關答卷／答題紙封套”一併交答卷收集中心。

22.2 試場主任／課室監考人員在點名時，若見考生戴帽或口罩，應當考生取下帽子或口罩之拉至頭後，或除下口罩，以檢核考生的身份。若試場主任／課室監考人員確定並未作弊成分，可讓考生戴著帽子或口罩應試。

23. 考生的個人行為
23.1 根據《考生須知》／準考證上的規定，
1. 試場時，考生必須行爲檢點及遵從試場主任／課室監考人員的合理指示；
2. 在試場內，考生必須保持肅靜，不得談話或干擾他人，亦不可以手部或身體接觸與其他考生溝通；
3. 若考生不可在試場學校範圍內任何地方吸煙或在試場內飲食；
4. 在試場內，考生在任何時間均不可拍照、錄音或錄影；
5. 考生亦不可將剩餘的電腦條碼貼紙或離場。

23.2 考生如違反上述第 23.1 款的任何規定，試場主任／課室監考人員可將有關情況記載在 SR4g 報告書上向考評局報告。

23.3 考生如攜帶飲品（包括飲水）進入試場，應當將之放在座位下。考生在考試期間需要飲水，須先獲課室監考人員許可。

23.4 如發現有考生另設備的電腦條碼貼紙（包括於早前考試獲發的電腦條碼貼紙或離場），試場主任／課室監考人員應將個案報告於 SR4g 報告書上，並將相關的物件（例如手冊）連同電腦條碼貼紙覆印附於特別報告書。
23.5 考試進行中，如有考生發出噪音或以其他行為滋擾他人，不論屬自主或非自主性的行為，試場主任／課室監考員可為該考生安排另一座位。試場主任／課室監考員須將個案的詳細情況填報於 SRA4g 報告書內向考評局報告。

23.6 如有考生行爲不檢，或肆意擾亂考試秩序，試場主任／課室監考員應警告有關考生，並告知其可被取消科目成績。如考生仍然不遵從試場主任／課室監考員的合理指示，或作出其他不檢點的行爲（例如：對試場工作人員或主考員粗暴無禮或說粗言穢語），試場主任／課室監考員應再次警告有關考生，其科目成績可被取消。試場主任／課室監考員須將個案的詳細情況（例如個案發生時間、原因）或考生的言行及解釋（如有有的話）和其他見證人（例如其他監考員／其他考生提供的證據等）填報於 SRA4g 報告書內，以便考評局作出跟進。
2012 香港中學文憑考試
2012 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

運送考試文具用品時間表
Schedule for Delivery of Examination Stationery

由： 2012 年 3 月 8 日
From: 8 March 2012

至： 2012 年 3 月 14 日
To: 14 March 2012

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.
### Answer Scripts Collection Centres

<table>
<thead>
<tr>
<th>Area</th>
<th>Code</th>
<th>Name of Collection Centre</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>香港區</td>
<td>HKS</td>
<td>Lingnan Secondary School</td>
<td>6 Shing Hong Lane, Heng Fa Chuen, HK</td>
</tr>
<tr>
<td>九龍區</td>
<td>SPK</td>
<td>HKEAA (San Po Kong Sub-office)</td>
<td>17 Tseuk Luk Street, San Po Kong, KLN</td>
</tr>
<tr>
<td></td>
<td>WYC</td>
<td>Wah Yan College, Kowloon</td>
<td>56 Waterloo Road, KLN</td>
</tr>
<tr>
<td>新界區</td>
<td>TW</td>
<td>HKEAA (Tsuen Wan Assessment Centre)</td>
<td>7 Shing Mun Road, Tsuen Wan, NT</td>
</tr>
<tr>
<td></td>
<td>ST</td>
<td>GCCITKD Lau Pak Lok Secondary School</td>
<td>1 Chik Tai Lane, Chik Wan Street, Tai Wai, Shatin, NT</td>
</tr>
<tr>
<td></td>
<td>TM</td>
<td>TWGHs Yau Tze Tin Memorial College</td>
<td>Siu Hong Court, Tuen Mun, NT</td>
</tr>
<tr>
<td></td>
<td>TP</td>
<td>Carmel Holy Word Secondary School</td>
<td>10 Tai Wo Road, Tai Po, NT</td>
</tr>
<tr>
<td></td>
<td>YL</td>
<td>NTHYK Yuen Long District Secondary School</td>
<td>123 Kau Yuk Road, Yuen Long, NT</td>
</tr>
</tbody>
</table>

**祗限中國語文、英國語文、通識教育及數學科（必修部分）考試。**

*For Chinese Language, English Language, Liberal Studies and Mathematics (Compulsory Part) examinations only.*
### LIST OF STATIONERY AND MATERIALS TO BE SUPPLIED TO CANDIDATES

1. 監考員應於考生進入試場前派妥下列文具，惟附有『發』及『@』號項目，則須於考生有需要時，始行派發。

   All of the following stationery items, except those marked with "*" and "@", should be issued before the admission of candidates. Items marked with "*" and "@" should be supplied to candidates on request.

2. 電腦條碼紙將於考試日隨試卷送抵試場，每節考試前，試場須派發一張電腦條碼紙（紙上印有 2 位數的項目編號）予每名考生，粘於答题簿、試題答題簿、多項選擇題答題紙。補充答題紙及格線紙的指定位置，並應於每節考試考生進入試場前派妥。

Barcode sheets will be delivered to the examination centre on each examination day together with the question papers. Each candidate should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session and be asked to affix the barcode labels in the designated spaces of the answer book, question-answer book, MC answer sheet, supplementary answer sheets and graph papers.

### Table: List of Stationery and Materials to Be Supplied to Candidates

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject/Paper</th>
<th>Items To Be Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/3 (Wed)</td>
<td>Chinese Language 1</td>
<td>*補充答題紙(A)一張 *額外草稿紙一張</td>
</tr>
<tr>
<td></td>
<td>Chinese Language 2</td>
<td>DSE(D)答題簿一本 草稿紙兩張</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*補充答題紙(B)一張 額外草稿紙一張</td>
</tr>
<tr>
<td>29/3 (Thu)</td>
<td>Chinese Language 3 (LT) &amp; 5</td>
<td>筆錦一枝 *補充答題紙(A)一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*額外草稿紙一張</td>
</tr>
<tr>
<td></td>
<td>English Language 1</td>
<td>棉繩一條 *補充答題紙(A)一張</td>
</tr>
<tr>
<td></td>
<td>English Language 2</td>
<td>筆錦一枝 *補充答題紙(A)一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet</td>
</tr>
<tr>
<td>3/4 (Tue)</td>
<td>English Language 3 (LT)</td>
<td>筆錦一枝 *補充答題紙(A)一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*額外草稿紙一張</td>
</tr>
<tr>
<td>5/4 (Thu)</td>
<td>Literature in English 2</td>
<td>*補充答題紙(A)一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*額外草稿紙一張</td>
</tr>
<tr>
<td>10/4 (Tue)</td>
<td>Technology &amp; Living 1</td>
<td>DSE(E)答題簿一本 四項選擇題答題紙一張 額外答題紙一張</td>
</tr>
<tr>
<td></td>
<td>- Food Science &amp; Technology</td>
<td>DSE(E)答題簿一本</td>
</tr>
<tr>
<td></td>
<td>- Fashion, Clothing &amp; Textiles</td>
<td>DSE(E)答題簿一本</td>
</tr>
<tr>
<td></td>
<td>- Technology &amp; Living 2</td>
<td>DSE(G)答題簿一本</td>
</tr>
<tr>
<td></td>
<td>- Food Science &amp; Technology</td>
<td>DSE(G)答題簿一本</td>
</tr>
<tr>
<td></td>
<td>- Fashion, Clothing &amp; Textiles</td>
<td>DSE(G)答題簿一本</td>
</tr>
<tr>
<td>日期</td>
<td>科 / 卷</td>
<td>派發項目</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>11/4</td>
<td>設計與應用科技</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>(Wed)</td>
<td>Design &amp; Applied Technology</td>
<td><strong>DSE(G)試題簿兩本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>12/4</td>
<td>倫術與宗教</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>(Thu)</td>
<td>Ethics &amp; Religious Studies</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>14/4</td>
<td>旅遊與款待</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>(Sat)</td>
<td>Tourism &amp; Hospitality Studies</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<tr>
<td>15/4</td>
<td>數學 必修部分</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<tr>
<td>(Mon)</td>
<td>Mathematics Compulsory Part 1</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<td>電算必修部(多選題選)</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<td></td>
<td>Mathematics Compulsory Part 2 (M.C.)</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>17/4</td>
<td>健康管理與社會關係</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>(Tue)</td>
<td>Health Management &amp; Social Care 1</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td></td>
<td>健康管理與社會關係</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<td></td>
<td>Health Management &amp; Social Care 2</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<tr>
<td>19/4</td>
<td>資訊及通訊科技</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<tr>
<td>(Thu)</td>
<td>Information &amp; Communication Technology 1</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td></td>
<td>資訊及通訊科技</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<td></td>
<td>Information &amp; Communication Technology 2</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
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<tr>
<td>20/4</td>
<td>化學</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>(Fri)</td>
<td>Chemistry</td>
<td><strong>DSE(G)試題簿一本</strong>&lt;br&gt;<strong>補充答題紙(A)一張</strong>&lt;br&gt;<strong>草稿紙一張</strong></td>
</tr>
<tr>
<td>日期</td>
<td>科 / 卷</td>
<td>派發項目</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
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</tr>
<tr>
<td>Date</td>
<td>Subject</td>
<td>Items To Be Issued</td>
</tr>
<tr>
<td>2/14</td>
<td>Chinese History 1</td>
<td>1 DSE(B) Answer Book</td>
</tr>
<tr>
<td>2/14</td>
<td>Chinese History 2</td>
<td>1 DSE(C) Answer Book</td>
</tr>
<tr>
<td>2/15</td>
<td>Integrated Science 1</td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td>2/15</td>
<td>Integrated Science 2</td>
<td>1 DSE(D) Answer Book</td>
</tr>
<tr>
<td>2/15</td>
<td>Physics 1</td>
<td>1 MC Answer Sheet (4-option)</td>
</tr>
<tr>
<td>2/15</td>
<td>Physics 2</td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td>2/16</td>
<td>History 1</td>
<td>1 DSE(B) Answer Book</td>
</tr>
<tr>
<td>2/16</td>
<td>History 2</td>
<td>1 DSE(C) Answer Book</td>
</tr>
<tr>
<td>2/17</td>
<td>Biology 1</td>
<td>1 DSE(C) Answer Book</td>
</tr>
<tr>
<td>2/17</td>
<td>Biology 2</td>
<td>1 DSE(C) Answer Book</td>
</tr>
<tr>
<td>2/18</td>
<td>Combined Science (Chemistry)</td>
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<td>Combined Science (Physics)</td>
<td>1 Backing Sheet</td>
</tr>
<tr>
<td>2/18</td>
<td>Mathematics Extended Part Modules 1,2</td>
<td>1 MC Answer Sheet (4-option)</td>
</tr>
</tbody>
</table>

注：以上表单包含日期、科目/卷、派發項目（Items To Be Issued）等信息。
<table>
<thead>
<tr>
<th>Date</th>
<th>Subject/Paper</th>
<th>派發項目 Items To Be Issued</th>
</tr>
</thead>
</table>
| 30/4 (Mon) | 地理 - 卷1  
Geography 1 | DSE(B)答題簿一本  
四項選擇題答題紙一張  
塗鈣紙一張  
書寫紙一張  
方格紙一張  
1 DSE(B) Answer Book  
1 MC Answer Sheet (4-option)  
1 Backing Sheet  
1 Supplementary Answer Sheet (A)  
1 Rough-work Sheet  
1 Graph Paper |
|       | 地理 - 卷2  
Geography 2 | DSE(C)答題簿一本  
書寫紙一張  
補充答題紙(A)一張  
1 DSE(C) Answer Book  
1 Supplementary Answer Sheet (A)  
1 Rough-work Sheet  
1 Graph Paper |
| 2/5 (Wed) | 企業 - 會計與財務概論 卷一  
Business, Accounting & Financial Studies 1 | 四項選擇題答題紙一張  
塗鈣紙一張  
書寫紙一張  
補充答題紙(A)一張  
1 MC Answer Sheet (4-option)  
1 Backing Sheet  
1 Supplementary Answer Sheet (A)  
1 Rough-work Sheet |
|       | 企業 - 會計與財務概論 卷二  
Business, Accounting & Financial Studies 2 | DSE(A)答題簿一本  
補充答題紙(A)一張  
1 DSE(A) Answer Book  
1 Supplementary Answer Sheet (A)  
1 Rough-work Sheet |
| 3/5 (Thu) | 體育 - 卷一  
Physical Education 1 | 四項選擇題答題紙一張  
塗鈣紙一張  
書寫紙一張  
補充答題紙(A)一張  
1 MC Answer Sheet (4-option)  
1 Backing Sheet  
1 Supplementary Answer Sheet (A)  
1 Rough-work Sheet |
|       | 體育 - 卷二  
Physical Education 2 | DSE(C)答題簿一本  
書寫紙一張  
補充答題紙(A)一張  
1 DSE(C) Answer Book  
1 Supplementary Answer Sheet (A)  
1 Rough-work Sheet |
| 9/5 (Tue) | 法語 - 卷二  
French 2 | 答題簿一本  
1 Answer Booklet |
| 9/5 (Wed) | 西班牙語 - 卷二  
Spanish 2 | 答題簿一本  
1 Answer Booklet |
| 10/5 (Thu) | 法語 - 卷三  
French 3 | 答題簿一本  
1 Answer Booklet |
| 11/5 (Fri) | 西班牙語 - 卷三  
Spanish 3 | 答題簿一本  
1 Answer Booklet |