The following subjects have separate Classroom Centre Supervisor’s Handbooks:

中國語文
Mathematics Compulsory Part & Liberal Studies
### Date/Time of Examination

<table>
<thead>
<tr>
<th>Subject/Paper</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language 1</td>
<td>12 April 2013 (Friday)</td>
<td>8:30 a.m. - 10:00 a.m.</td>
</tr>
<tr>
<td>English Language 2</td>
<td>12 April 2013 (Friday)</td>
<td>11:00 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td>English Language 3</td>
<td>13 April 2013 (Saturday)</td>
<td>9:15 a.m. - 12:00 noon</td>
</tr>
<tr>
<td>Listening &amp; Integrated Skills</td>
<td></td>
<td>(approximate)</td>
</tr>
</tbody>
</table>

### Telephone Hotlines for Centre Supervisors

- 3628 8950
- 3628 8913

HKEAA Fax No.: 3628 8990
CONTENTS

Notes for the Guidance of Centre Supervisors (Classroom)
English Language

Section I: Responsibilities of Centre Supervisors

Section II: Examination Logistics

A. Pre-examination Logistics
- Invigilation arrangements
- Examination stationery
- Centre set-up
- Allocation of candidates and Question Papers

B. Collection of Question Papers and Return of Answer Scripts
- Collection of Question Papers
- Storage of Question Papers and Answer Scripts
- Return of Answer Scripts to the Scripts Collection Centre

Section III A: Examination Proceedings

1. General Guidelines for English Language
- Stationery and barcode sheets
- Use of calculators
- Checking the Admission Forms and Identity Cards
- Taking Candidates’ Attendance
- Questions raised by candidates
- Toilet arrangements
- Completing the Sessional Report
- Return Envelope for LT Special Room Sessional Report and Answer Scripts
- Packing of answer scripts and examination materials
- Return of answer scripts to the collection centre

Section III B: Notes for Supervisors of Classroom Centres

1. English Language 1 & 2
- Distribution of various items to Classroom Invigilators (CIs)
- School bell and PA system
- Admission of candidates
- Late arrivals
- Checking the examination starting time and finishing time
- Checking the Candidates’ Attendance Record Forms against the Attendance Lists
- Collecting Question-Answer Books and Rough-work Sheets from vacant seats
- Early leavers
- Examination irregularity
- Collection of various items from CIs

Section III C: Notes for Supervisors of Classroom Centres

1. English Language 3 (Listening & Integrated Skills)
- Special features of the English Language 3 (Listening & Integrated Skills)
- Special Room
- School bell
- Late arrivals
- Early leavers
- Examination stationery and question papers for classroom centres
- Collection of various items from CIs
Section IV: Handling of Irregularities
(Applicable to both Centre Supervisors and Classroom Invigilators)

A. Report Forms
B. Bad Weather
C. Emergency Situations
   • Bomb threats
   • Fire outbreak and other emergency
   • Power failure
D. Question Paper Irregularities
   • Packing of question papers
   • Wrong/Insufficient question paper packets
   • Defective question papers
E. Irregularities Concerning Candidates
   • Candidates’ belongings
   • Mobile phone irregularities
   • Handling of loss of personal property/mobile phones
   • Suspected cheating
   • Wrong centre candidates
   • Subject not on Admission Form
   • Candidates without Admission Forms/Identity Cards
   • Candidate’s calculators
   • Candidates disobeying the “Stop working” instruction
   • Candidates using wrong answer book
   • Candidates with highly contagious diseases
   • Candidates’ dress
   • Candidates’ personal conduct

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 (1) Notes for the Guidance of Classroom Invigilators (English Language 1 & 2)
    Attachment 1: Timetable for Classroom Centres/Items of Stationery and Other Materials to be used by Candidates
    Annex 2 (2) Notes for the Guidance of Classroom Invigilators (English Language 3)
    Annex 2 (3) Notes for the Guidance of Special Room Invigilators (English Language 3)
(4) Annex 3 Stationery and Materials to be supplied to candidates
Notes for the Guidance of Classroom Centre Supervisors 2013

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 (including the Special Room(s) for Paper 3 Listening and Integrated Skills *). In the event of the CS’s absence from the centre, the CS’s representative should assume all the responsibilities of the CS.
   * In case there are both hall and classroom centres in the school, the CS of the hall centre is responsible for all the Special Room(s) for the Listening Test.

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 all 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 the 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 CSs and CIs are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. In order to maintain a quiet examination environment for candidates, the CSs 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.
A. Pre-examination Logistics

1. Invigilation arrangements

1.1 The Centre Supervisor (CS) will be notified in advance of the number of classroom invigilators (CIs) required for each examination session. The invigilators assigned to the Listening Test Special Room(s) should also come from the same school as the CS.

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. CIs should report duty at least 30 minutes before the start of the session. They should produce an Invigilator’s Assignment Slip (see Specimen 11) for identification purpose. The names of the CIs present, including the Special Room Invigilator(s) for the Listening Test, 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.

1.3 The CIs have been told that if they find a candidate they know at the centre, they 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 Reading Passages Booklets with Question-Answer Books inserted, Data File Booklets with Question-Answer Books inserted, supplementary answer sheets, script envelopes 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 IA) 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 one 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 them together with a copy of the timetable at the entrance of each of the examination rooms;
4. arrange the seats (refer to Specimen 3B) and write the room numbers and centre numbers on the Seating Plans;
5. stick the Seat Number Label (see Specimen 4) on the top left-hand corner of each desk in numerical order (not applicable to the Special Rooms in the Listening Tests);
6. ensure that the Special Room(s) for Listening Tests of language subjects, is/are ready.

3.2 An examination venue is defined as:
The classrooms (including the Special rooms for Listening Test) 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/special 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 class suspension has been arranged, both the school bell and the PA system should be turned off). If there is any construction work nearby, please inform the HKEAA and provide details as far as possible.

3.4 For centres with air-conditioning facilities, the CS should arrange to turn on the air conditioners so as to minimise external noise disturbance and to provide a more comfortable environment for candidates. The room temperature should preferably be maintained at 25.5°C according to the Government’s recommendation. While the HKEAA is supportive of the notion of energy conservation, schools are advised to keep the air-conditioning on and to close all the windows if noise from outside may cause disturbance to the candidates sitting the examinations.

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 session are detailed in the Question Paper Quantity Checklist (see Specimens 5).

B. Collection of Question Papers and Return of Answer Scripts

5. Collection of Question Papers

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 HKEAA San Po Kong Distribution Centre.

5.1 Delivery of question papers to the school by a courier company

The CS should arrange with his/her principal for a responsible staff member to be on duty at school at the specified time, normally between 7:15 a.m. and 8:15 a.m. (for Listening Tests: between 7:45 a.m. and 8:45 a.m.) on each examination day to receive 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.

5.2 Collection of question papers from the HKEAA San Po Kong Distribution Centre

Staff members of the HKEAA will be on duty at the Distribution Centre every morning from 7:15 a.m. onwards (for Listening Tests: 7:45 a.m. onwards). At the time of collecting the question papers, the CS or his/her representative should present the Question Paper Collection Slip duly signed (see Specimen 6A).
6. Storage of question papers and answer scripts

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

6.2 On examination days with more than one examination session, answer scripts collected in the earlier examination session(s) should also be kept in a secure place until they are returned to the Scripts Collection Centre.

7. Return of answer scripts to the Scripts Collection Centre

7.1 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.

7.2 All used and unused Question-Answer Books for Part B (either for Part B1 or Part B2) of English Language Paper 1 and Paper 3 should be returned to the Scripts Collection Centre. Other than the above, it is not necessary to return the surplus and/or absentees’ question papers to the Scripts Collection Centre.

7.3 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 Script Collection Centre. After collecting the scripts, staff members of 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 English Language

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 which will be scanned before marking. Candidates should be issued with a sheet of personalised barcode labels [either with 5, 10 or 15 barcode labels] prior to the start of each examination session. They should be instructed to affix the barcode labels in the designated spaces of the Question-Answer Books and supplementary answer sheets only during the examination time (except for Paper 3 Listening and Integrated Skills). 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:

- **Paper 1**
  - One Green Tag;
  - a personalised barcode sheet (see Specimen 7B(i)).

- **Paper 2**
  - 2 Rough-work Sheets;
  - a personalised barcode sheet (see Specimen 7B(i)).

- **Paper 3**
  - One Rough-work Sheet and one Green Tag;
  - a personalised barcode sheet (see Specimen 7B(i)).

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 For Paper 1 Reading and Paper 2 Writing, 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(s). 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. For Paper 3 Listening and Integrated Skills, candidates would be instructed via the broadcast to write their candidate number and affix a barcode label on the Question-Answer Books. Candidates who fail to stick the barcode label(s) on the scripts as instructed will receive a mark penalty in the paper concerned.

1.4 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, the candidate should be asked to stick a barcode label on that cover 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. For English Language Paper 1, no barcode label is required to be put on the cover of the unattempted Part B1/B2 Question-Answer Book.

1.5 **Spare barcode sheets**

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

2. There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. Before the examination starts, 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 in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b (see *Specimen 23B*).

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

1.6 **Additional personalised barcode sheets** (if any)

1. An additional personalised barcode sheet will be prepared for each candidate who adds/amends subject(s) after the issue of admission forms. For centre schools which will receive additional candidates, the CS will find the additional personalised barcode sheets (one sheet for each candidate), 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, 9.2 below) in handling the additional personalised barcode sheets/labels and additional Attendance Lists.

3. **Scripts affixed with additional personalised barcode labels** should be put in the *Answer Script Envelope* (see *Specimen 26A*) together with other scripts.

   **Note:**
   For Paper 3 Listening and Integrated Skills, if any of the candidates (including additional candidates) take the test in the Special Room, their scripts should be put in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (see *Specimen 36*).

1.7 **Supplementary answer sheets** should be provided to candidates on request. Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. A piece of short white string should also be given to candidates for tying the
supplementary answer sheets to their 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 from previous years.
(2) CIs should always keep sufficient copies on hand so as to provide prompt assistance to the candidates upon request.

1.8 The question numbers on supplementary answer sheets 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 mark the question number box.

2. Use of calculators

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 Form (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;
(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 CS/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 Candidates’ Attendance

4.1 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 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.

4.2 Marking the Attendance List
(a) The CS/CI should check the candidate number for each occupied seat in the Candidates’ Attendance Record Forms 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 CS/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 CS/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 CS/CI should ensure that both Candidates’ Attendance Record Forms and Attendance List are amended accordingly.

(d) For the Listening Test sessions, if a candidate moves to the Special Room after the attendance taking process, the CS/CI should mark the candidate as absent on both Candidates’ Attendance Record Form and Attendance List. The HKEAA will take follow-up action to check the Candidates’ Attendance Record Form and the Attendance List against the list of candidates in the Special Room.

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 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.

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 for the time lost. For Paper 3
Listening and Integrated Skills, candidates may take their radio to the toilet during the examination. 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 the CI of each classroom centre.

7.2 The Sessional Reports need not be returned daily. They should be returned to the Scripts Collection Centre after the very last examination session in the centre.

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

8.1 For Paper 3 Listening and Integrated Skills, after the examination, the CS should collect the “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (see Specimen 36) from the Special Room Invigilator. Make sure that all the boxes/lines/brackets on the cover of the Envelope are properly filled in.

8.2 Items to be placed in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts”

- Report Form booklet with the covering Sessional Report (Special Room) completed (irrespective of whether there are candidates taking the listening examination in the Special Room)
- Question-Answer Books of candidates present in the Special Room
- Rough-work sheets of candidates present in the Special Room (if distributed)

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

8.4 All used and unused Question-Answer Books for Part B (either for Part B1 or Part B2) of English Language Paper 3 (Listening), must be returned to the HKEAA in the envelope for “Return of Unused/Used Question Papers/Question-Answer Books” (see Specimen 37).

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

9. Packing of answer scripts and examination materials

9.1 The answer scripts should be placed in the appropriate script envelopes (see Specimen 26A) in candidate number order according to the candidate number ranges printed on the script envelope labels. The number of scripts inside should be written on each of the envelopes. Each envelope should be sealed with a piece of Security Adhesive Tape. The CS and 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.

9.2 Items to be placed in the normal script envelopes:

- Scripts/answer sheets of
(1) candidates who are present (including latecomers, early leavers and additional candidates);
(2) Additional Candidates (if any)
(2)
candidates who cannot produce their Admission Forms but can produce their ID cards and their personalised barcode sheets can be found at the centre;
(3) candidates whose Admission Forms do not bear their photographs and who cannot produce their ID Cards;
(4) candidates who have disobeyed the “Stop working” instruction;

Note: For Paper 3 Listening and Integrated Skills, if any of the candidates take the test in the Special Room, their scripts should be put in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts”.

9.3 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;
(7) Report Forms SR1, SR3, SR4g, SR4b, SR4p, SR4t* or SR4i (if any);

9.4 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.

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

10. Return of answer scripts to the collection centre

10.1 Answer scripts and related documents should be returned daily to the Scripts Collection Centre preferably within one hour after the last session of the day. The CS/responsible school staff should handle the answer scripts carefully during the transportation.

The following materials should be returned:

(1) Question-Answer Books (in script envelopes);
(2) Rough-work sheets (in rough-work sheet envelopes) (if any);
(3) Barcode sheets (in barcode sheet envelopes);
(4) Attendance Lists;
(5) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4p, SR4t* or SR4i (if any);
(6) Return Envelope for LT Special Room Sessional Report and Answer Scripts (for Paper 3 Listening and Integrated Skills);
(7) All used and unused Question-Answer Books for Part B (either for Part B1 or Part B2) of English Language Paper 1 and Paper 3 (in the envelope for Return of Unused/Used Question Papers/Question Answer Books);

Section III A: Examination Proceedings – General Guidelines for Various Sessions
* The Sessional Reports and Report Form SR4t need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.

10.2 Mobile Phone Reminder Cards need not be returned.

10.3 On rainy days, it would be appreciated if the answer scripts and related documents are returned to the Scripts Collection Centre in plastic bags.
Section III B: Notes for Centre Supervisors of Classroom Centres

English Language 1 & 2

HKEAA Telephone Number: 3628 8950 / 3628 8913

1. Preparation for the Examination & Distribution of various items to Classroom Invigilators

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Time Allowing</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language 1 (Reading)</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td>English Language 2 (Writing)</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

(N.B. The break between Paper 1 and Paper 2 is 60 minutes)

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

1.3 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.

1.4 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 1B), invigilator label and the following items to each CI:

- A packet of the question paper;
- Items to be issued (see Annex 3);
- Personalised barcode sheets of candidates;
- Spare barcode sheets (if required, please give to the CIs);
- Answer script envelopes (see Specimen 26);
- Attendance List (see Specimen 17);
- Attendance Record Form (see Specimen 16B);
- Report forms (if required, please give to the CIs);
- Special Notice (if any)

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

**English Language 1**


**English Language 2**

Question-Answer Book

1.5 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).

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

4.4 To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if a CS/CI discovers that a candidate has not stuck any barcode label on the cover of a Question-Answer Book, the candidate should be asked to stick a barcode label on that cover 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. For English Language Paper 1, no barcode label is required to be put on the cover of the unattempted Part B1/B2 Question-Answer Book.

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-Answer Books and Rough-work Sheets from vacant seats

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

7.2 The school can retain the surplus Question-Answer Books of Paper 1 Part A and Paper 2.
7.3 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.

8. Early leavers

8.1 Leaving early will not be allowed for the listening tests (i.e. English Language Paper 3).

8.2 For English Language Papers 1 and 2, 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 put down and barcode labels have been affixed in the designated spaces of the submitted 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.

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 to be retained by the school.

9. Examination irregularity

9.1 In the case of a candidate reporting any irregularity concerning the examination, the CS/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 actions can be taken by the HKEAA.

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

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

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

Where necessary, the CS/CI may arrange another seat for the candidate if there are spare seats in the examination room. However, 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.

10. 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.

Conventional Papers
(1) Answer scripts (in script envelopes);
(2) Attendance List;
(3) Candidates’ Attendance Record Form;
(4) Sessional Report (Classroom);
(5) Other completed report forms (if any);
(6) Unused stationery;
(7) Barcode sheets
1. Special features of the English Language 3 (Listening & Integrated Skills)

1.1 English Language Paper 3 consists of various tasks. The instructions and questions for all these tasks will be broadcast by RTHK Radio 2.

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

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

1.4 From a technical point of view, it is not essential for all invigilation staff to listen to the broadcast of the Listening Test since RTHK will time the test to the nearest second and hence the beginning and ending times will be known precisely. However, the CIs will certainly feel more secure if they can hear what the candidates are hearing – at least at the beginning and the end of the test. For this reason, the HKEAA encourages those invigilating to bring a radio.

1.5 Radio channel and best frequencies for the examination centre

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley</td>
<td>FM 94.8 MHz / FM 96.6 MHz</td>
</tr>
<tr>
<td>Central</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Wan Chai</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kennedy Town</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Sai Ying Pun</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Quarry Bay</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Tai Koo Shing</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Mo Sing Leng</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Pok Fu Lam</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Aberdeen</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Ap Lei Chau</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kowloon</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kowloon (East)</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kwun Tong</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Ngau Tau Kok</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>San Po Kong</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Tuen Mun</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Tsuen Wan</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kwai Chung</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Sheung Shui</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Tai Po</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Shatin</td>
<td>FM 96.3 MHz</td>
</tr>
<tr>
<td>Ma On Shan</td>
<td>FM 95.3 MHz / FM 96.3 MHz</td>
</tr>
<tr>
<td>Cheung Chau</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Lantau East</td>
<td>FM 94.6 MHz</td>
</tr>
<tr>
<td>Lantau West</td>
<td>FM 95.6 MHz</td>
</tr>
</tbody>
</table>
(2) At least **one day before** the test, please determine the best radio frequency for each classroom with a digital radio. (*Note:* It will usually be the same throughout.) The Classroom Invigilators (CIs) should be given this information in writing.

1.6 **Special Room**

(1) Each school used as an examination centre for English Language Paper 3 will be required to provide an additional classroom for use as a Special Room. For schools providing both hall/gymnasium and classroom centres, two Special Rooms are required. The CS (Hall Centre) will take responsibility for the Special Room. The Special Room is to accommodate candidates who arrive at the examination centre with the following problems.

Candidates who:
(i) have not brought a radio;
(ii) have forgotten to bring or have lost earphones/batteries;
(iii) have brought an electronic device other than a radio, Walkman, Discman or radio-cassette player;
(iv) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);
(v) have arrived after 9:45 a.m;
(vi) have brought a radio or earphones which are not working;
(vii) are unable to tune radios to the correct channel or who have a radio with poor reception.

Note: Mark penalties will be imposed on candidates for (i), (ii), (iii), (iv) and (v) above.

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

(3) At least one day before the examination, the CS should:
   (i) obtain an ordinary portable radio from the school and test it (the radio should be tested on the teacher’s desk in the Special Room to ensure it is in working order by tuning to RTHK Radio 2 (*see paragraph 1.5*));
   (ii) display a Centre Poster for the Special Room (*Specimen 2E*) outside the Special Room; Seat Number Labels are not required;
   (iii) put up a series of arrows to clearly indicate the route to the Special Room and write on them the room number (e.g. Special Room: Room 301, 3/F).

(4) Shortly before admitting the candidates into the examination room (i.e. around 9:00 am), the CS should give the following items to the Special Room Invigilator (who should be a teacher of the centre school):
   (i) a portable radio/radio-cassette player (and related accessories, e.g. batteries, adaptor);
   (ii) the “Envelope for English Language Paper 3 Special Room” (*see Specimen 34B*) containing:
   (a) a centre poster for Special Room (see *Specimen 2E*),
   (b) a booklet of Sessional Report (see *Specimen 35*) & Special Report Forms,
   (c) supplementary answer sheets
   (c) a “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (*see Specimen 36*),
   (d) an “LT Special Room Seating Plan” (*see Specimen 38*),
   (e) copies of “Special Room Reminder Card” (*see Specimen 39*);
(iii) 3 packets (31 copies/packet) of question papers: An orange Part A Question-Answer Book, a blue Part B1 Data file and Question-Answer Book and a green Part B2 Data file and Question-Answer Book; (Note: The packets \textbf{MAY} only be opened at or after 9:45 am in the presence of the candidates.);

(iv) a note with the recommended radio frequency;

(v) a packet of 15 spare barcode sheets;

(vi) the Special Notice (if any).

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

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

(7) The Special Room Invigilator is required to record the seats taken by individual candidates in the Special Room by filling in the “LT Special Room Seating Plan” so as to facilitate the HKEAA in following up with any irregularities happening in the Special Room.

1.7 CIs should be told the exact location of the Special Room so that they can direct, if necessary, the candidates concerned.

2. School bell and PA system

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

3. Late arrivals

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

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

4. Early leavers

4.1 When the broadcast of the Listening Test finishes, candidates will have one hour and fifteen minutes to do the written tasks.

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

4.3 If a candidate claims to be sick and wishes to leave early, he/she should state his/her reasons on Form SR4g. He/She has to write his/her name and address in the space provided on the form.
5. Examination stationery and question papers for classroom centres

5.1 Each candidate should be provided with a sheet of barcode labels, a rough-work sheet, an orange Part A Question-Answer Book, a blue set including a Part B1 Data File Question-Answer Book and a green set including a Part B2 Data File and Question-Answer Book. Upon request, candidates can be provided with supplementary answer sheets.

5.2 About 20 minutes before the start of the session (ie. 8:55 am), the CS should distribute a copy of the “List of items required for the examination” (see Specimen 8), a plastic bag containing “Items for use in the examination room” (see Specimen 1B), invigilator label and the following items to each CI:

(a) 3 packets of question papers; An orange Part A Question-Answer Book (orange), a blue set of Part B1 Data file and Question-Answer Book (blue) and a green set of Part B2 Data file and Question-Answer Book (green);
(b) 30 rough-work sheets (see Specimen 33);
(c) Supplementary Answer Sheets;
(d) 1 Attendance List (see Specimen 17);
(e) 1 Attendance Record Form (see Specimen 16B);
(f) “NO LATECOMERS WILL BE ADMITTED” notice (see Specimen 2D);
(g) script envelopes (see Specimen 26);
(h) the Special Notice (if any);
(i) a note with the recommended radio frequency;
(j) room number/floor of the Special Room;
(k) Sessional Report (Classroom) and Report Forms (if required, please give to the CIs);
(l) Personalised barcode sheets of candidates;
(m) Spare barcode sheets (if required, please give to the CIs)

5.3 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).

5.4 Upon completion of the distribution, the CIs should be told to check the items received and to go to their respective rooms as soon as possible.

6. Collection of various items from CIs

After the candidates have been dismissed, the CIs will return the following items to the CS:

(a) Question-Answer Books (in script envelopes);
(b) Attendance Lists and Candidates’ Attendance Record Forms;
(c) Rough-work sheets;
(d) Completed Sessional Report (Classrooms);
(e) Other completed report forms (if any);
(f) Unused stationery;
(g) Barcode sheets
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)/invigilator may make use of the following report forms to report irregularities concerning the conduct of the examination:

- Form SR1 (Specimen 21) — Candidate Without Admission Form/Identity Card
- Form SR3 (Specimen 22) — Candidate Attended the Wrong Examination Centre / Subject not on Admission Form
- Form SR4g (Specimen 23A) — Examination Irregularities
- Form SR4b (Specimen 23B) — Examination Irregularities (Barcodes)
- Form 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 If any candidate complaints about the examination centre environment or finds his/her seat or the surrounding conditions undesirable (e.g. insufficient lighting, noise disturbance, dripping water, too cold, disturbance from neighbouring candidates), the CS/CI should investigate the matter immediately and provide assistance to the candidates on the spot as far as possible.

The following are common examples:

Noise disturbance - the CS/CI should attend to the source of the noise immediately so as to stop/minimise the noise disturbance.

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.

1.5 As regards complaints about reception in Paper 3 Listening and Integrated Skills, candidates have been
instructed to report any irregularities about the reception in the listening test at the examination centre on the day of the examination. To facilitate the follow-up by the HKEAA, CS/CI should provide as many details about the irregularities as possible (e.g. reception in the examination room, the environment of the examination room) in the Sessional Report.

B. Bad Weather

2. Postponement of an examination is a very serious matter. Any decision to do so by the HKEAA will be made only when it is absolutely necessary. If weather conditions are at all doubtful (such as the possible hoisting of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), CS/invigilators should listen to the radio, watch the television or check out the HKEAA website at www.hkeaa.edu.hk for the examination schedules right up to the time they leave for the examination centre. It is important that CS/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 invigilator to listen to the radio or check out the HKEAA website for the latest weather conditions and to keep a record of important announcements, e.g. suspension or disruption of transport services.

3.2 If the examination concerned is taking place in the first session, any announcement of postponement of the examination scheduled for the second session will be made over radio and television and on the HKEAA website.

3.3 In the event of an examination to be held as scheduled when a Red Rainstorm Warning is issued, the examination should be postponed by 15 minutes. If necessary, further delay by 15 minutes by individual centres is permissible. Beyond that, the CS/CI 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 via the Public Examinations Communication and Support System (PECSS) or the HKEAA (DSE hotlines: 3628 8950 / 3628 8913). 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.

5.3 In the case of Paper 3 Listening and Integrated Skills, if a bomb threat is received before the reporting time of the candidates (i.e. 9:15 am) or before the admission of candidates into the examination rooms, the CS/CI should delay the admission of candidates and inform the police and the HKEAA. Candidates should be told to wait in a safe place. If the threat is received after the reporting times, the CS/CI should inform the police and the HKEAA before taking any action.

6. Fire outbreak and other emergency

6.1 If a fire or other emergency which may jeopardise the safety of candidates occurs before the examination starts (i.e. before the distribution of question papers), the CS/CI should postpone the examination and arrange the candidates to wait in a safe place. He/She should also inform the HKEAA via the PECSS or 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 Tests via radio broadcast), the HKEAA should be informed immediately.
7. **Power failure**

7.1 If a power failure occurs before the examination starts (i.e. before the distribution of question papers), the CS should postpone the examination by 15 minutes and should immediately contact the power supply company to rectify the situation. If it is anticipated that the power supply cannot be resumed within 15 minutes, the HKEAA should be contacted.

7.2 If a power failure occurs during the examination but the lighting in the examination room is generally acceptable and only a small area of the examination 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 (or the CI in consultation with the CS) should report details of the candidates concerned and the duration of the interruption on Report Form SR4g. Candidates concerned should NOT be given extra time to answer the questions. If the lighting in the 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.

7.3 In the case of Paper 3 Listening and Integrated Skills, the CS/CI should inform the HKEAA before any action is taken.

D. **Question Paper Irregularities**

8. **Packing of question papers**

8.1 The question paper packets for each day are placed inside sealed carton(s). A label which specifies the centre number and the quantity of question papers for each session is glued to the outside of the carton.

8.2 **Each question paper packet contains 31 copies** of the question paper or question-answer book which is wrapped with a sheet of heat-shrunk polystyrene and sealed in a strong plastic bag. The word HKEAA is heat-embossed on the top and bottom edges. In the event that the CS suspects that the packets have been tampered with, he/she should inform the HKEAA and report the case on Report Form SR4g.

8.3 When the CS/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 ones) to the examination room, they must place the stationery 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, data bank watches, etc.) or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. Mobile phones should also be turned off (including disabling the alarm function) and put under the chair in a position clearly visible to the 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 against the wall under the blackboard of the examination room before the examination commences. Their purses and mobile phones (not in operating mode) can be put under their chairs. Candidates should not be allowed to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate attempts to cheat.

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

<table>
<thead>
<tr>
<th>Unauthorised item(s)</th>
<th>Positions where the item(s) is / are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>■ Books, dictionaries, notes, papers, notebooks, word-hidden pens, databank watches, etc.</td>
<td>On the candidates’ bodies or in their pockets, or on their desks or in the drawers of their desks (including writing on their admission forms or on the back of their calculators)</td>
</tr>
<tr>
<td>■ Electronic/communication devices (e.g. mobile phones, tablets, iPod, pagers, MP3 players, electronic dictionaries, PDA and other electronic devices which can store/display</td>
<td>Not in operating mode</td>
</tr>
<tr>
<td></td>
<td>In operating mode</td>
</tr>
</tbody>
</table>
### 11.4 Before the start of the examination, candidates who are found to have unauthorised articles (such as books, notes and paper) on their desks or in the drawers of their desks, in their pockets or on their bodies after the distribution of question papers are also subject to mark penalties. Such cases should be reported on Report Form SR4g. All written unauthorised materials should be collected from them where applicable and attached to the Report Form for investigation by the HKEAA.

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

### 12. Mobile phone irregularities

12.1 During the examination, if the ringing sound of a mobile phone is heard, the CS/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 CS/CI should note down the details of the case and ask the candidate after 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 and the invigilators do not need to take any further action.

13. Handling of loss of personal property/mobile phones

13.1 In a bid to minimise the occurrence of loss of personal property/mobile phones of candidates, CS/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 HKEAA (on Report Form SR4g) and advise the candidate to report to the police if he/she so wishes.

14. Suspected cheating

14.1 If a candidate is found copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, notes, papers, notebooks, electronic/ communication devices, using a mobile phone in the toilet, or communicating with other candidates or with persons inside or outside the examination room, the books, notes, mobile phones etc. should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination and they need to provide a written explanation before leaving 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 and invigilators search the body or personal belongings of the candidates who are suspected of cheating during the examination. When dealing with a suspected cheating case, the CS/CI and invigilators should find another invigilator to serve as a 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
14.5 If the CS/CI considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The CS/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 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/module/language version shown on the Admission Form. If a candidate has sat for a subject/paper/module/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/module/language version not on the Admission Form, the CS/CI should inform the candidate that his/her script for that subject/paper/module/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 Scripts/Answer Sheets.

16.3 If the centre does not have the question paper required by the candidate, the CS should contact the HKEAA via the PECSS or by phone immediately (DSE hotlines: 3628 8950 / 3628 8913). The HKEAA will fax a copy of the correct-version question paper to the centre under security arrangements.

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

17.1 Candidates have been told in the “Handbook for Candidates” to present both their Admission Forms and their Identity Cards for every examination session. If a candidate’s Admission Form bears his/her photograph, it is not necessary to check the photograph on his/her Identity Card unless there is doubt about the identity of the candidate.

17.2 If a candidate’s Admission Form does not bear his/her photograph, it is necessary to check his/her Identity Card or any acceptable identification document such as Form ROP140/140A (Acknowledgement of Application for a Hong Kong Permanent Identity Card), a Re-entry Permit or a Passport.

Under the following circumstances, Report Form SR1 should be completed. The candidate has to complete Part A of the form. The CS/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

Candidates are not allowed to use calculators in language subject examinations. They should be advised to place their calculators in their bags or under their chairs during the examinations.

19. Candidates disobeying the “Stop working” instruction

19.1 If a candidate is caught continuing to work on the answer script (including writing, erasing/crossing out answers, holding any stationery, affixing barcode labels or filling in question numbers) after the “Stop working” announcement, the CS/CI should 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. Please give as much information as possible about what the candidate was writing/erasing/crossing out after the “Stop working” announcement.

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


The use of answer book is not required in English Language examinations.

21. Candidates with highly contagious diseases

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

22. **Candidates’ dress**

22.1 Candidates have been told in the “Handbook for Candidates” to present themselves for the examination decently dressed. In the event of a serious breach of this rule, full details should be given to the HKEAA using Report Form SR4g which should be returned in the Envelope for Special Reports and Related Scripts/Answer Sheets.

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 centre;
   3. they should not smoke within the premises of the centre school and should not eat or drink in the examination centre;
   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 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 with the barcode labels (e.g. the Admission Forms) should be photocopied and attached to the Report Form.

23.5 If a candidate is found to be disturbing other candidates by making noise or engaging in other behaviours whether voluntary or involuntary, the CS/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 repeatedly disobeys the centre staff’s reasonable warning/instruction, or commits other types of misbehaviour (e.g. is excessively rude to the centre staff or examiners or uses foul language), the CS/CI should warn the candidate concerned again that they risk **subject downgrading.** 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.
Schedule for Delivery of Examination Stationery

由：2013年3月7日
From：7 March 2013

至：2013年3月13日
To：13 March 2013

Centre schools will be informed individually of the delivery date by HKEAA.
### 答卷收集中心
**Answer Scripts Collection Centres**

<table>
<thead>
<tr>
<th>區域</th>
<th>代號</th>
<th>收集中心名稱</th>
<th>地址</th>
</tr>
</thead>
<tbody>
<tr>
<td>香港</td>
<td>HKS</td>
<td>Lingnan Secondary School</td>
<td>香港杏花邨盛康里6號 6 Shing Hong Lane, Heng Fa Chuen, HK</td>
</tr>
<tr>
<td>九龍</td>
<td>SPK</td>
<td>HKEAA (San Po Kong Sub-office)</td>
<td>九龍新蒲崗爵祿街17號 17 Tseuk Luk Street, San Po Kong, KLN</td>
</tr>
<tr>
<td></td>
<td>WYC **</td>
<td>Wah Yan College, Kowloon</td>
<td>九龍黃大仙書院 56 Waterloo Road, KLN</td>
</tr>
<tr>
<td></td>
<td>TW</td>
<td>HKEAA (Tsuen Wan Assessment Centre)</td>
<td>荃灣城門道7號 7 Shing Mun Road, Tsuen Wan, NT</td>
</tr>
<tr>
<td></td>
<td>ST</td>
<td>GCCITKD Lau Pak Loc Secondary School</td>
<td>新界沙田大圍福德衛斯理街 1號 1 Chik Tai Lane, Chik Wan Street, Tai Wai, Sha Tin, NT</td>
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<td></td>
<td>TM</td>
<td>TWGHs Yau Tze Tin Memorial College</td>
<td>新界屯門兆康苑 Siu Hong Court, Tuen Mun, NT</td>
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<tr>
<td></td>
<td>TP</td>
<td>Carmel Holy Word Secondary School</td>
<td>新界大埔太和路10號 10 Tai Wo Road, Tai Po, NT</td>
</tr>
<tr>
<td></td>
<td>YL</td>
<td>NTHYK Yuen Long District Secondary School</td>
<td>新界元朗教育路123號 123 Kau Yuk Road, Yuen Long, NT</td>
</tr>
</tbody>
</table>

**祇限中國語文、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.*
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/distribution of question papers and the return of answer scripts to the Hong Kong Examination 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 tempering 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 any other device 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. CIs are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. In order to maintain a quiet examination environment for candidates, the 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.
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 which will be scanned before marking. Candidates should be issued with a sheet of personalised barcode labels [either with 5, 10 or 15 barcode labels] prior to the start of each examination session. They should be instructed to affix the barcode labels in the designated spaces of the Question-Answer Books and supplementary answer sheets only during the examination (except for Paper 3 Listening and Integrated Skills). 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) 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 (see Specimen 26);
(6) Attendance List (see Specimen 17);
(7) Attendance Record Form (see Specimen 16B);
(8) Report forms (if required, please contact the CS)

* English Language 1

* English Language 2
One Question-Answer Book

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

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

1.4 The CI should not allow candidates or students to take away any examination stationery. The stationery should only be used for the examination.
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** (each classroom should accommodate 30 candidates);

4. stick the Seat Number Label (see *Specimen 4*) in the top left-hand corner of each desk in numerical order (not applicable to the Special Rooms in the Listening Tests).

![Teacher's Desk](image)

**Figure 1**

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<td>30</td>
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</table>
A. Admission of Candidates and Start of the Examination

1. Distribution of Stationery and barcode sheets

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

(1) Stationery:

   - English Language 1: One green tag
   - English Language 2: two rough-work sheets (see Specimen 33)

(2) Barcode sheets

Each personalised barcode sheet will be printed with the candidate’s name. Besides, the candidate number, centre number, seat number and subject/paper name are pre-printed on each barcode label. Make sure that the correct barcode sheet is distributed to each desk 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(s) according to the instructions on the cover. Candidates who fail to stick the barcode label(s) on the scripts as instructed will receive a mark penalty in the paper concerned.

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 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 in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b (see Specimen 23B).

(5) The candidate number of candidates who have used spare barcode sheets or candidates who have not stuck any barcode label on the cover of the Question-Answer Books should be recorded on Report Form SR4b. Scripts 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 which will receive 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 12.2 & 24.2 below) in handling the additional personalised barcode sheets/labels and additional Attendance Lists.

(3) Scripts affixed with additional personalised barcode labels should be put in the Answer Script Envelope (see Specimen 26A) together with other scripts.

Note: For Paper 3 Listening and Integrated Skills, if any of the candidates (including additional candidates) take the test in the Special Room, their scripts should be put in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (see Specimen 36).

1.4 Supplementary answer sheets should be provided to candidates on request. Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. A piece of short white string should also be given to candidates for tying the supplementary answer sheets to their 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 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 The question numbers on individual pages of supplementary answer sheets will be captured electronically. There is a question number box on the margin of each page (see Specimen 18B). Candidates have to put an “X” in the appropriate box to indicate the question number. They can use either a pen or a pencil to mark the question number box.

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 am (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.

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

4. Use of calculators

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 made in English.

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:

<table>
<thead>
<tr>
<th>English Language 1 and 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>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.</strong> (Pause)</td>
</tr>
<tr>
<td><strong>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.</strong> (Pause)</td>
</tr>
<tr>
<td><strong>If you have a calculator with you, put it in your bag under your chair.</strong> (Pause)</td>
</tr>
<tr>
<td><strong>If you have brought a mobile phone, take it out now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should 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.</strong> (Pause for 15 seconds to ensure that candidates are complying with the instructions)</td>
</tr>
<tr>
<td><strong>Now put the phone under your chair in a position clearly visible to the invigilators.</strong> (Pause)</td>
</tr>
<tr>
<td><strong>If you have brought any article that can emit sound, switch it off now and put it inside your bag.</strong> (Pause)</td>
</tr>
</tbody>
</table>
If you have notes, pieces of paper, books, dictionaries, word-hidden pens, any electronic / communication devices (such as a tablet, iPod, PDA, pager, MP3 player, electronic dictionary, databank watch), or any articles that can store information or emit sound, the materials and devices/articles must be switched off and put in your bag. Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of the hall and put them … (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).

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

Put up your hand now 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)

**English Language 1 and 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 front cover of the Question-Answer Book(s). You should copy this information from your Admission Form. You should also affix barcode labels in the designated spaces on the cover and the inner pages of your Question-Answer Book(s). If you use a supplementary answer sheet, you should also write your candidate number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

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

Each page of the Question-Answer Book(s) and supplementary answer sheets has been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. It should also be noted that answers written in the margin will not be marked.

7. Third announcement (Checking of Question-Answer Books / Rough-work Sheets)

Note: As no rough-work sheets are distributed to candidates for English Language 1, the CI should move to the Fourth Announcement in paragraph 8 about the distribution of question papers.
English Language 2

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

If you use supplementary answer sheet you should mark the corresponding question number box on the supplementary answer sheet on which you have written any answers. You should also affix a barcode label in the designated space on the cover of the supplementary answer sheet.

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

8. Fourth announcement (Distribution of Question Papers)

Each candidate should be given the following:

English Language 1
- An orange Part A Reading Passages Booklet with a Part A Question-Answer Book inserted;
- A blue Part B1 Reading Passages Booklet with a Part B1 Question-Answer Book inserted; and

English Language 2
- One Question-Answer Book

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

English Language 1 and 2

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

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

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

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

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

English Language 1

You should have on your desk a Part A Reading Passages Booklet with a Part A Question-Answer Book inserted, a Part B1 Reading Passages Booklet with a Part B1 Question-Answer Book inserted and a Part B2 Reading Passages Booklet with a Part B2 Question-Answer Book inserted. Put up your hand if you do not. (Pause)

Answers to all questions should be written in the Question-Answer Books.

Now read the Instructions on the cover of the Reading Passages Booklets. Do not open the Reading Passages Booklets or the Question-Answer Books until you are told to do so.
English Language 2

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

Your answers to Parts A and B should be written in the spaces provided in the Question-Answer Book. You are reminded to write on each line.

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

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

If candidates have no questions, continue with the next announcement.

10. Sixth announcement (Checking of 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-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 front cover of their Question-Answer Book(s) and affix barcode labels in the designated spaces on the front cover and the inner pages of their Question-Answer Book(s) according to the instructions on the cover. No extra time will be given to candidates for sticking the barcode labels after the “Stop working” announcement.

The CI should announce:

English Language 1 and 2

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

English Language 1, add:

Check your Part A Reading Passages Booklet and Question-Answer Book to see that there are no missing pages. (Pause) The words “End of Reading Passages” should appear on the last page of the Reading Passages Booklet. The words "End of Part A" should appear on the last page of the Question-Answer Book.

Check your Part B1 Reading Passages Booklet and Question Answer Book to see that there are no missing pages. (Pause) The words “End of Reading Passages” should appear on the last page of Part B1 Reading Passages Booklet. The words "End of Part B1" should appear on the last page of the Question-Answer Book.

Check your Part B2 Reading Passages Booklet and Question Answer Book to see that there are no missing pages. (Pause) The words “End of Reading Passages” should appear on the last page of Part B2 the Reading Passages Booklet. The words "End of Part B2" should appear on the last page of the Question-Answer Book.

Close the Question-Answer Books 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 Part A Question-Answer Book and the Part B Question-Answer Book which you are going to attempt. You should copy this information from your Admission Form. You should also affix barcode labels in the designated spaces on the cover and the inner pages of your Question-Answer Books according to the instructions on the cover.
**English Language 2, add:**

Check your Question-Answer Book to see that there are no missing pages. The words "End of Paper" should appear in the last page of the Question-Answer Book. (Pause)

Close the 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 Question-Answer Book. You should copy this information from your Admission Form. You should also affix a barcode label in the designated space on the cover and the inner pages of your Question-Answer Book according to the instructions on the cover.

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

10.2 The CI should also check if there is a 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 latecomers.

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

<table>
<thead>
<tr>
<th>If you wish to leave early, you should put up your hand to seek my permission. Early leavers are not allowed to take away any examination materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>According to the clock in the examination room (my watch), the time is ____. You may now start.</td>
</tr>
</tbody>
</table>

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

**Notes:**

1. The CI should check whether the clock in the examination room is functioning properly before the start of the examination. If not, candidates should be reminded not to refer to the clock during the examination.
2. If there are two clocks inside the exam 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.

10.5 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. **Under no circumstances should an examination start before the scheduled time.**
10.6 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/Identity Cards

15 minutes after the start of the session, CI should check the candidates’ admission forms/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  
(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;
(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 Candidates’ Attendance

(1) Completing the Candidates’ Attendance Record Forms

15 minutes after the start of the examination 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 “9” against the candidate number. 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 Book(s).

(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 Forms 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 with 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 Forms and Attendance List are amended accordingly.

(d) For the Listening Test session, if a candidate moves to the Special Room after the attendance taking process, the CI should mark the candidate as absent on both Candidates’ Attendance Record Form and Attendance List. The HKEAA will take follow-up action to check the Candidates’ Attendance Record Form and the Attendance List against the list of candidates in the Special Room.

13. Collecting Question-Answer Books and rough-work sheets from vacant seats

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

13.2 The school can keep the surplus Question-Answer Books of Paper 1 Part A and Paper 2.

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 instead.

14. Early leavers

14.1 Leaving early is not allowed for the Paper 3 Listening & Integrated Skills.

14.2 For English Language Papers 1 and 2, 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 entered and barcode labels have been affixed in the designated spaces of the submitted 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-Answer Book(s) 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 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.”

15.2 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.

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 for the time lost. For Paper 3 Listening and Integrated Skills, candidates may take their radio to the toilet during the examination. However, 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 CS/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 “Stop working” instructions, etc.)
- Form SR4b — Examination irregularities (Barcodes)
- Form SR4p — Examination irregularities (Mobile Phones/Electronic or Communication Devices/Sounding Devices)
- Form SR4t — Candidates going to the toilet
- Form SR4i — Examination irregularities (Invigilators)
- Sessional Report

D. **End of Examination**

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

18.1 15 minutes before the end of the session, the CI should announce:
**English Language 1 and 2**

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

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

If you have used a supplementary answer sheet, make sure you have marked the question number box on those pages where there are answers, otherwise the marker may not know which question you have answered.

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

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

**English Language 1**

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

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

**English Language 2**

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

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

19. Eighth announcement (“Stop working” instruction)

19.1 When time is up, announce:

**English Language 1 & 2**

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

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

**English Language 1**

If you have Supplementary answer sheets for Part A, place them inside the Part A Question-Answer Book; for Part B1, place them inside the Part B1 Question-Answer Book; for Part B2, place them inside the Part B2 Question-Answer Book. Then fasten the two Question-Answer Books which you have attempted together with the green tag provided. Please be reminded that you must hand in one Question-Answer Book only for Part B.

Put the Question-Answer Books which you have attempted next to the unused Part B Question-Answer Book and the remaining barcode labels. They will be collected separately.

Make sure that your admission form and identity card do not get mixed up with your answer script.
**English Language 2**

If you have supplementary answer sheets, tie them inside your Question-Answer Book with a piece of string. Put your answer book next to the remaining barcode labels. They will be collected separately.

Make sure that your admission form and identity card do not get mixed up with your answer script.

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

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

20.1 The CI should announce:

**English Language 1**

The Question-Answer Books you have attempted will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the Question-Answer Books, if I discover that you have not stuck a barcode label on the cover of the Question-Answer Books, I will let you stick the label under supervision. You are however required to complete a report form.

**Note:** Reading Passage Booklets of the attempted parts do not need to be collected. However for the unused Part B Reading Passages Booklet, if candidates choose to take away the Reading Passages Booklet, they must take out the unused Question-Answer Book inside and leave it on the desk for collection.

**English Language 2**

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

While collecting the Question-Answer Book, if you are found not having stuck a barcode label on the cover of the Question-Answer Book, I will let you stick the label under my supervision. You are however required to complete a report form.

20.2 The CI should collect separately the **attempted Question-Answer Books**, the rough-work sheets, the barcode sheets (with/without remaining barcode labels), the unused Part B Question-Answer Book (for English Language 1) and Mobile Phone Reminder Cards (if distributed).

20.3 While collecting the Question-Answer Books, if the CI discovers that a candidate has not put down his/her candidate number on his/her Question-Answer Book, **the candidate should be asked to write 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, if the CI discovers that a candidate has not stuck any barcode labels on the cover of the Question-Answer Book, **the candidate should be asked to write his/her candidate number under the supervision of the CI. A report is not required to be filed for such cases.**

20.5 After the collection of the attempted Question-Answer Books, announce:

**English Language 1**

The unattempted Part B Question-Answer Book will be collected now. You can take away the Reading Passages.
20.6 For English Language 1, all the unattempted Part B Question-Answer Books should be returned to the HKEAA using the “Envelope for Return of Unused/Used Question Papers/Question-Answer Books” provided. However, it is not necessary to count and certify the number of copies collected.

21. Checking of answer scripts collected

The Question-Answer Books 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 (Dismissal of Candidates)

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

**English Language 1**

The English Language 2 examination will begin at [__] a.m. Please come back 15 minutes before the start of the examination. Now, make sure you have your Admission Form, Identity Card and other personal belongings. (Pause) You can take away the Reading Passages Booklets. You may now leave.

**English Language 2**

This is the end 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 may now leave.

22.2 In the case of a candidate reporting any irregularity concerning the examination (e.g. 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 HKEAA (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 very last examination session in the centre.

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 Items to be placed in the normal script envelopes

**Scripts/answer sheets of**

1. candidates who are present (including latecomers, early leavers and additional candidates);
2. candidates who cannot produce their Admission Forms but can produce their ID cards and their personalised barcode sheets can be found at centre;
3. candidates whose Admission Forms do not bear their photographs and who cannot produce their ID Cards;
4. candidates who have disobeyed the “Stop working” instruction.
24.3 **Items to be placed in the Envelope for Special Reports and Related Scripts (where appropriate):**

(1) scripts/answer sheets of candidates who are suspected of cheating and the cribs (if any);
(2) scripts/answer sheets of candidates who have attended a wrong centre;
(3) scripts/answer sheets of candidates who cannot produce their Admission Forms and whose personalised barcode labels cannot be found;
(4) scripts/answer sheets of candidates who have taken a subject not listed on the Admission Form;
(5) scripts/answer sheets of any other candidates who use spare barcode labels/who are not given any barcode labels;
(6) Question-Answer Books with candidate number written but no barcode label stuck on the cover;
(7) Report Forms SR1, SR3, SR4g, SR4b, SR4p, SR4t* or SR4i (if any);

24.6 **Items to be placed in a clear plastic bag:**

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

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

25. **Return of answer scripts to the CS**

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

The following materials should be returned:

(1) Question-Answer Books (in script envelopes);
(2) Rough-work sheets (in rough-work sheet envelopes) (if any);
(3) Barcode sheets (in barcode sheet envelopes);
(4) Attendance Lists; Candidates’ Attendance Record Forms together in one plastic bag
(5) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4p or SR4t*, SR4i (if any);
(6) All unused Question-Answer Books for Part B (either Part B1 or Part B2) of English Language Paper 1 (in the envelope for Return of Unused/Used Question Papers/Question-Answer Books)

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

25.2 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.
### 考試時間表

*課室試場專用*／考生須用的文具及其他考試用品

Supplementary answer sheets, graph papers and additional rough-work sheets should be supplied to candidates on request.

<table>
<thead>
<tr>
<th>日期</th>
<th>時間</th>
<th>科目 / 卷別</th>
<th>派發項目</th>
</tr>
</thead>
<tbody>
<tr>
<td>四月八日 (星期一)</td>
<td>8:30 – 9:45</td>
<td>中國語文卷一</td>
<td>* 補充答題紙（A）一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 稿紙一張</td>
</tr>
<tr>
<td></td>
<td>10:30 – 12:00</td>
<td>中國語文卷二</td>
<td>DSE (F) 答題簿一本</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>草稿紙兩張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 補充答題紙（B）一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 額外稿紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 supplementary Answer Sheet (B)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td>四月九日 (星期二)</td>
<td>9:15 – 12:00</td>
<td>普通語文卷三(聽力測驗), 卷五</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>* 額外稿紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></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>* 額外稿紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 Additional Rough-work Sheet</td>
</tr>
<tr>
<td>四月十日 (星期三)</td>
<td>8:30 – 10:30</td>
<td>通識教育 Liberal Studies 1</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>* 額外稿紙一張</td>
</tr>
<tr>
<td></td>
<td>11:15 – 12:30</td>
<td>通識教育 Liberal Studies 2</td>
<td>DSE(C) 答題簿一本</td>
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<td>* 補充答題紙（A）一張</td>
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<td></td>
<td>* 額外稿紙一張</td>
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<td></td>
<td></td>
<td></td>
<td>1 DSE (C) Answer Book</td>
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<td></td>
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<td>1 Rough-work Sheet</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1 Additional Rough-work Sheet</td>
</tr>
<tr>
<td>四月十二日 (星期五)</td>
<td>8:30 – 10:00</td>
<td>英語文 1</td>
<td>紙條一張</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>* 補充答題紙（A）一張</td>
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<td></td>
<td></td>
<td></td>
<td>* 額外稿紙一張</td>
</tr>
<tr>
<td></td>
<td>11:00 – 1:00</td>
<td>英語文 2</td>
<td>1 Green Tag</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 補充答題紙（A）一張</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>* 額外稿紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Rough-work Sheets</td>
</tr>
<tr>
<td>四月十三日 (星期六)</td>
<td>9:15 – 12:00</td>
<td>英語文 3 (LT)</td>
<td>紙條一張</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>* 補充答題紙（A）一張</td>
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<td></td>
<td></td>
<td>* 額外稿紙一張</td>
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<td></td>
<td></td>
<td></td>
<td>1 Rough-work Sheet</td>
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<td></td>
<td></td>
<td></td>
<td>1 Green Tag</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>* 額外稿紙一張</td>
</tr>
<tr>
<td>四月十五日 (星期一)</td>
<td>8:30 – 10:45</td>
<td>數學必修部分卷一</td>
<td>稿紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 補充答題紙（A）一張</td>
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<td></td>
<td></td>
<td></td>
<td>* 額外稿紙一張</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2 Rough-work Sheets</td>
</tr>
<tr>
<td></td>
<td>11:30 – 12:45</td>
<td>數學必修部分卷二（多項選擇題）</td>
<td>四與選擇題答題紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>草稿紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 方格紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>@ 額外草稿紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 MC Answer Sheet (4-option)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 Backing Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 Rough-work Sheets</td>
</tr>
</tbody>
</table>

**MC = 多項選擇題**
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.

### 試題封包

*Question Paper Packet*

- 試卷或科卷簡稱
  * Abbreviated Name
- 颜色標貼
  * Coloured Label
- (印有科卷名稱)
  * (with subject paper name)
- 卡紙
  * Cardboard
Section I: Responsibilities of Classroom Invigilators (CI)

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 Examination 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 tempering 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 any other device 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. CIs are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. In order to maintain a quiet examination environment for candidates, the 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 him/her if they wish to read the booklet for information.
1. Examination Stationery/Question Papers

1.1 Barcode labels

In order to enhance reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates’ answer scripts which will be scanned before marking. Candidates should be issued with a sheet of personalised barcode labels [either with 5, 10 or 15 barcode labels] prior to the start of each examination session. They should be instructed to affix the barcode labels in the designated spaces of the Question-Answer Books and supplementary answer sheets only during the examination (except for Paper 3 Listening and Integrated Skills). 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 7Biii) 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) Question paper *;
(2) Items to be issued (see Attachment 1);
(3) 30 Rough-work Sheets (see Specimen 33);
(4) Supplementary Answer Sheets;
(5) “NO LATERCOMERS WILL BE ADMITTED” notice (see Specimen 2D);
(6) room number/floor of the Special room;
(7) a note with the recommended radio frequency;
(8) Personalised barcode sheets of candidates;
(9) Spare barcode sheets (if required, please contact the CS);
(10) Answer script envelopes (see Specimen 26);
(11) Attendance List (see Specimen 17);
(12) Attendance Record Form (see Specimen 16B);
(13) Report forms (If required, please contact the CS)

* English Language Paper 3:
An orange Part A Question-Answer Book;
A blue set of Part B Data File with a Part B1 Question Answer Book inserted;

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

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

1.4 The CI should not allow candidates or students to take away any examination stationery. The stationery should only be used for the examination.
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 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 (each classroom should accommodate 30 candidates);

(4) stick the Seat Number Label (see Specimen 4) in the top left-hand corner of each desk in numerical order (not applicable to the Special Rooms in the Listening Tests).
1. **Special features of the English Language 3 (Listening & Integrated Skills)**

1.1 English Language Paper 3 consists of various tasks. The instructions and questions for all these tasks will be broadcast by **RTHK Radio 2**.

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

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

1.4 From a technical point of view, it is not essential for all invigilation staff to listen to the broadcast of the Listening Test since RTHK will time the test to the nearest second and hence the beginning and ending times will be known precisely. However, the CI will certainly feel more secure if they can hear what the candidates are hearing – at least at the beginning and the end of the test. For this reason, the HKEAA encourages those invigilating to bring a radio.

1.5 **Radio channel and best frequencies for the examination centre**

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

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

RTHK Radio Frequency Chart
(2) At least one day before the test, please determine the best radio frequency for each classroom with a digital radio. (Note: It will usually be the same throughout.) The Classroom Invigilators (CIs) should be given this information in writing.

2. Toilet arrangements

2.1 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 to the toilet at a time, they may be arranged to go one by one. The CS is requested to arrange additional school staff members to assist.

2.2 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).

2.3 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).

2.4 The candidate should not be given any extra time to make up for the time lost. For Paper 3 Listening and Integrated Skills, candidates may take their radio to the toilet during the examination. No examination materials may be taken to the toilet.

2.5 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.

3. Special Room

3.1 Each school used as an examination centre for English Language Paper 3 will be required to provide an additional classroom for use as a Special Room. For schools providing both hall/gymnasium and classroom centres, two Special Rooms are required. In this case, the CS (Hall Centre) will take responsibility for the Special Rooms. The Special Room is to accommodate candidates who arrive at the examination centre with the following problems.

Candidates who:
(i) have not brought a radio;
(ii) have forgotten to bring or have lost earphones/batteries;
(iii) have brought an electronic device other than a radio, Walkman, Discman or radio-cassette player;
(iv) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);
(v) have arrived after 9:45 am;
(vi) have brought a radio or earphones which are not working;
(vii) are unable to tune radios to the correct channel or who have a radio with poor reception.

Note: Mark penalties will be imposed on candidates for (i), (ii), (iii), (iv) and (v) above.

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

3.3 At least one day before the examination, the CS should:
(i) obtain an ordinary portable radio from the school and test it (the radio should be tested on the teacher’s desk in the Special Room to ensure it is in working order by tuning to RTHK Radio 2 (see paragraph 1.5);
(ii) display a Centre Poster for the Special Room (see Specimen 2E) outside the Special Room; Seat Number Labels are not required;
(iii) put up a series of arrows to clearly indicate the route to the Special Room and write on them the room number (e.g. Special Room: Room 301, 3/F).

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

(i) a portable radio/radio-cassette player (and related accessories, e.g. batteries, adaptor);
(ii) the “Envelope for English Language Paper 3 Special Room” (see Specimen 34B) containing:
   (a) a centre poster for the Special Room (see Specimen 2E),
   (b) a booklet of Sessional Report (see Specimen 35) & Special Report Forms,
   (c) Supplementary Answer Sheet,
   (d) a “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (see Specimen 36),
   (e) an “LT Special Room Seating Plan” (see Specimen 38),
   (f) copies of “Special Room Reminder Card (see Specimen 39);
(iii) 3 packets (31 copies/packet) of question papers: An orange Part A Question-Answer Book, a blue Part B1 Data file and Question-Answer Book and a green Part B2 Data file and Question-Answer Book (Note: The packets MAY only be opened at or after 9:45 am in the presence of the candidates.);
(iv) a note with the recommended radio frequency;
(v) a packet of 15 spare barcode sheets;
(vi) the Special Notice (if any).

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

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

3.7 The Special Room Invigilator is required to record the seats taken by individual candidates in the Special Room by filling in the “LT Special Room Seating Plan” so as to facilitate the HKEAA in following up with any irregularities happening in the Special Room.

3.8 The CIs should be told the exact location of the Special Room so that they can direct, if necessary, the candidates concerned.

4. Late arrivals

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

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

5.1 When the broadcast of the listening Test finishes, candidates will have one hour and fifteen minutes to do the written tasks.

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

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

B. Before the Start of the Test

6. Distribution of stationery and barcode sheet

6.1 Stationery and barcode sheet
Before the admission of candidates into the examination room, distribute the barcode sheets according to the seat numbers printed on them and the stationery (one rough-work sheet and a green tag for each candidate).

Each personalised barcode sheet will be printed with the candidate’s name. Besides, the candidate number, centre number, seat number and subject/paper name are pre-printed on each barcode label. Make sure that the correct barcode sheet is distributed to each desk and each candidate is given the correct barcode sheet by taking the correct seat.

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

To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if a CS/CI discovers that a candidate has not stuck any barcode label on the cover of a Question-Answer Book, the candidate should be asked to stick a barcode label on that cover 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.

6.2 Use of 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 would 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 in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b (see Specimen 23B).

(5) The candidate number of candidates who have used spare barcode sheets or candidates who have not stuck any barcode label on the cover of the Question-Answer Books should be recorded on Report Form SR4b. Scripts affixed with spare barcode labels (i.e. the situation described in paragraph 6.2(1) above) and those without barcode labels (i.e. the situation described in paragraph 6.2(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.

6.3 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 which will receive 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. The quantity of the barcode sheets will be indicated on the barcode sheets packing label and the outside of the question paper carton.

(2) The CS/CI should follow the normal procedures (as described in paragraph 6.1 above and paragraph 29.2 below) in handling the additional personalised barcode sheets/labels and additional Attendance Lists.

(3) Scripts affixed with additional personalised barcode labels should be put in the Answer Script Envelope (see Specimen 26) together with other scripts.

Note: For Paper 3 Listening and Integrated Skills, if any of the candidates (including additional candidates) take the test in the Special Room, their scripts should be put in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts” (see Specimen 36).

6.4 Supplementary answer sheets should be provided to candidates on request. Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. A piece of short white string should also be given to candidates for tying the supplementary answer sheets to their 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 from previous years.
(2) CIs should always keep sufficient copies on hand so as to provide prompt assistance to the candidates upon request.

7. Admission of candidates
Write the following information on the blackboard:

approx. 9:10 am
(1) Centre Number: _________________
(2) Radio 2 — Frequency: _______________ [copy from Paragraph 1.5(2)]

approx. 9:15 am
Candidates may be admitted into the examination hall at approximately 9:15 am.

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

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

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

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

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

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

**Part III**
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 ensure that the alarm function of the phone has also been turned off. You are strongly advised to take out the battery from your mobile phone to ensure that no sound will be emitted because of the alarm function. (Pause for 15 seconds to ensure that candidates are complying with the instructions)

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

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

If you have notes, pieces of paper, books, dictionaries, word-hidden pens, any electronic/communication devices (such as a tablet, iPod, PDA, pager, MP3 player, electronic dictionary, databank watch), or any articles that can store information or emit sound, the materials and devices/articles must be switched off and put in your bag. Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of the room and put them … (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).

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

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

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

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

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 are occupying the correct seat and you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

Place your barcode sheet on the top-right hand corner of your desk. (Pause)

After the start of the listening test, you will be instructed to affix barcode labels in the designated spaces on the cover and the inner pages of your Question-Answer Books. If you use a supplementary answer sheet, you should also affix a barcode label in the designated space before the end of the examination session. You will not be given extra time to affix the barcode labels after the ‘Stop working’ announcement. Do not fold, scratch or stain the barcode labels.

Each page of the Question-Answer Books and each supplementary answer sheet have been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. It should also be noted that answers written in the margin will not be marked.

10. Announcement concerning attendance-taking and equipment-check

During the next 20 minutes or so, I will check your Admission Form and take the attendance. At the same time, I will check to make sure that your equipment is complies with the regulations. **To comply with the regulations, candidates should not use any recording device or an electronic device other than a radio, Walkman, Discman or radio cassette player during the listening test.** I will check your Walkman, Discman or radio-cassette player to make sure that it has no cassette tapes/discs inside. **If you are using an electronic device other than a radio, Walkman, Discman or radio-cassette player or if your equipment has a recording function that does not use tape or disc, you will not be allowed to use it during the Listening Test. You will be sent to the Special Room to sit the Listening Test.**

While this check is being carried out, you may switch on your radios and tune them to RTHK Radio 2 on frequency* __________ megahertz. RTHK will make a short announcement at both 9:30 am and 9:45 am to help you check that you have located the correct channel. If your radios have both stereo and mono modes, use the mono mode in order to get a better reception.

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

* refer to Paragraph 1.5(2)

10.1 While taking attendance, the CI should not take time to respond to candidates who claim they cannot tune their radios to the designated station. At approximately 9:40 am after the completion of the checking procedures, the CI should specifically ask candidates if they have such problems.

10.2 CI should also attend to candidates who arrive at the examination centre with the following problems:

(1) have not brought a radio;
(2) have forgotten to bring or lost earphones/batteries;
(3) have brought an electronic device other than a radio, Walkman, Discman or a radio-cassette player;
(4) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);
(5) have brought a radio or earphones which is not working.
10.3 The CI should instruct these candidates to go immediately to the Special Room to take the Listening Test and clearly tell them the location of the Special Room. The candidates should be reminded to bring along their Admission Forms and personalised barcode sheets to the Special Room.

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

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

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

Approx. 9:20 am

11.1 CIs should start checking candidates’ Admission Forms/Identity Cards and taking the attendance. These should be completed before the distribution of Data File booklets and Question-Answer Books at around 9:50 am so that the candidates will not be disturbed once the examination broadcast starts.

11.2 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 (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;
(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.

11.3 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.

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

11.5 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.

11.6 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 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.

12. RTHK broadcast before the start of examination

9:30 am At 9:30 am*, RTHK will broadcast:

This is RTHK Radio 2. The time now is 9:30. We are now switching to mono mode. In half an hour’s time at 10 o’clock, we will be broadcasting the Hong Kong Examinations and Assessment Authority, Diploma of Secondary Education English Language Paper 3 Examination.
9:45 am  At 9:45 am*, RTHK will broadcast:

You are listening to RTHK Radio 2. It is now 9:45. We are now broadcasting in mono mode. At 10 o’clock you will hear the broadcast of the Diploma of Secondary Education English Language Paper 3 Examination of the Hong Kong Examinations and Assessment Authority. Please stay tuned.

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

13. Announcement concerning candidates’ tuning/reception problems

When the CI has completed the attendance-taking procedures, announce:

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

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

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

13.1 The CI should make sure that they duly attend to candidates who have reception problems.

13.2 If, prior to 10:00 am, a candidate claims to be dissatisfied with the quality of the radio reception, the CI who attends to him/her should make sure:

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

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

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

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

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

**Note:**

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

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

### 14. Latecomers

At 9:46 am, the CI should post the “**No LATECOMERS WILL BE ADMITTED**” notice (see Specimen 2D), on the door of the examination room. Candidates who arrive after 9:45 am should be instructed to go to the Special Room to take the test and clearly told the location of the Special Room. Please refer to **Paragraph 4**. Latecomers should be given spare barcode sheets for used and their barcode labels should be affixed on the Sessional Report.

### 15. Collecting rough-work sheets and barcode sheets from vacant seats

The rough-work sheets and barcode sheets of absentees should be collected between 9:46 am and 10:00 am before the broadcast of the Listening Test.

### C. Start of the Test

### 16. Distribution of Question-Answer Books

**At 9:46 am**

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

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

I am now going to distribute the Question-Answer Books and Data Files. 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 any unauthorised articles, if any.)

Do not open the Question-Answer Books and the Data Files until you are told to do so.

Each candidate should be given:

- An orange Part A Question-Answer Book;
- A blue Part B1 Data File with a Part B1 Question-Answer Book inserted;

The CI should then distribute the Question-Answer Books and Data Files to the candidates, with the covers facing up. The CI should also check if there is any Special Notice which contains last-minute messages to candidates. The Special Notice, if any, is placed in a bright yellow envelope (see Specimen 9). If there is a Special Notice, make an announcement according to the instructions in the Special Notice and write the contents of the Special Notice on the blackboard for reference of candidates.
17. Announcement concerning the question papers

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

- You should have on your desk a rough-work sheet, a Part A Question-Answer Book, a Part B1 Data File with an inserted B1 Question-Answer Book and a Part B2 Data File with an inserted B2 Question Answer Book. Put up your hand if you do not. (Pause)

- You should put your answer to the questions in the spaces provided in the Question-Answer Books. If you need a supplementary answer sheet, make sure that you mark the relevant Task Number in the question number box on each page. You should start a new page for each task.

- Do not open the Question-Answer Books or the Data Files until you are told to do so.

Now put on your earphones.

18. RTHK broadcast (Greensleeves)

9:55 am At 9:55 am, RTHK will broadcast:

This is RTHK Radio 2. The Hong Kong Diploma of Secondary Education English Language Paper 3 Examination will begin in 5 minutes. For the time being, you will hear Vaughan Williams’ Fantasia on “Greensleeves”, played by the Sinfonia of London conducted by Sir John Barbirolli. Candidates must not open the Question-Answer Books or the Data Files until 10 o’clock, when they will be told to do so. I repeat, candidates are not allowed to open the Question-Answer Books or the Data Files until they are told to do so.

(“Greensleeves” to be broadcast until the 10:00 am time beeps)

The CI should make sure that the candidates do not open their Question-Answer Books and Data Files at this point.

19. Start of the broadcast of test material

At 10:00 am* RTHK will broadcast:

Hong Kong Diploma of Secondary Education 2013, English Language Paper 3, Listening and Integrated Skills.

Instructions to Candidates.

- You should have on your desk a Part A Question-Answer Book, a Part B1 Data File with a Part B1 Question-Answer Book inserted and a Part B2 Data File with a Part B2 Question-Answer Book inserted. Do not open them until you are told to do so. I repeat, do not open the Question-Answer Books or the Data Files until you are told to do so.

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

- Now look at the Part A Question-Answer Book. Check that the Part A Question-Answer Book has no missing pages. Look for the words “End of Part A now go onto Part B” on the last page. (Pause for 10 seconds)

- Now stick your barcode labels in the spaces provided on Pages 1 and 3. Close the Question-Answer Book when you have finished. (30 seconds of Greensleeves)

- Now look at your Part B1 Data File. Take out the inserted Part B1 Question-Answer Book. Check that your Part B1 Data File has no missing pages. Look for the words “This is the last page of the Part B1 Data File” on the last page. (Pause for 10 seconds)
Now look at your Part B1 Question-Answer Book. Check that the Part B1 Question-Answer Book has no missing pages. Look for the words “End of Part B1” on the last page. (Pause for 10 seconds)

Now stick your barcode label in the space provided on Page 1. (Pause for 10 seconds)

Now look at your Part B2 Data File. Take out the inserted Part B2 Question-Answer Book. Check that the Part B2 Data File has no missing pages. Look for the words “This is the last page of the Part B2 Data file” on the last page. (10 seconds pause)

Now look at your Part B2 Question-Answer Book. Check that the Part B2 Question-Answer Book has no missing pages. Look for the words ‘End of Part B2’ on the last page. (10 seconds pause)

Now stick your barcode labels in the spaces provided on Pages 1 and 3. Close the Part B2 Question-Answer Book when you have finished. (30 seconds of Greensleeves)

You are reminded that all examination materials will be played ONCE only. The test is divided into two parts: Part A and Part B. You should use a pencil to answer all questions in Part A. For Part B, you can use a pen or a pencil. Put up your hand now if you have any difficulties. It is not possible to handle complaints after you have taken the test. (10 seconds pause)

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

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

RTHK will continue to broadcast:

Open your Part A Question-Answer Book ...

20. Questions raised by candidates

20.1 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."

20.2 For other questions raised by candidates, the CI may answer according to the information given in the “Notes for the Guidance of Invigilators”. In case of doubt, the CI may contact the HKEAA DSE hotlines via the CS.

21. Marking the Attendance List

(a) The CI should check the candidate number for each occupied seat in the Candidates’ Attendance Record Forms 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 with 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 each page of the Attendance List.
(c) For the Listening Test sessions, if a candidate moves to the Special Room after the attendance taking process, the CI should mark the candidate as absent on both Candidates’ Attendance Record Form and Attendance List. The HKEAA will take follow-up action to check the Candidates’ Attendance Record Form and the Attendance List against the list of candidates in the Special Room.

D. End of the Test/Collection of Scripts

22. End of the broadcast

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

approx. 10:45 am

That is the end of the listening component of this test. You will have one hour and fifteen minutes to complete the written tasks in Part B1 or Part B2. An announcement will be made when time is up. Take off your earphones now and turn off your radio.

23. Beginning of written tasks

23.1 Make sure that all candidates take off their earphones and turn off their radios after the radio broadcast.

From the time the broadcast finishes, the candidates have one hour and fifteen minutes to complete Paper 3. Announce:

That’s the end of the listening component of this test. You will have one hour and fifteen minutes to complete the paper. An announcement will be made when the time is up. According to the clock in the examination room (my watch), the time now is ____________. Time will be up at ____. You may not leave the examination room until you are instructed to do so.

23.2 After this announcement, the CI should write the actual starting time and the correct finishing time on the blackboard for the information of candidates and record these on the Sessional Report (see Specimen 20B). This should only be done when the precise times are known. If the room has a clock visible to candidates and is functioning properly (see Notes below), it should be the one to refer to.

Notes:
(1) The CI should check whether the clock in the examination room is functioning properly before the start of the examination. If not, candidates should be reminded not to refer to the clock during the examination.
(2) If there are two clocks inside the exam 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.

24. Reminding candidates of the time left

24.1 Fifteen minutes before the end of the examination, announce:

You have 15 minutes left. If you have used a supplementary answer sheet, make sure you have affixed barcode labels and marked the question number boxes on those pages where there are answers. You will NOT be given time after the “Stop working” announcement to affix barcode labels or mark the question number boxes.
24.2 Five minutes before the end of the examination, announce:

You have 5 minutes left. Make sure you have written your candidate number and affixed barcode labels in the designated spaces on your Question-Answer Book and all supplementary answer sheets. You will NOT be allowed to work on your Question-Answer Books including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the “Stop working” announcement. The Data File will not be collected. Make sure your answers are not written in the Data Files.

25. End of the examination

25.1 When time is up, announce:

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

You must not write anything or work on your script or you’ll risk a mark penalty.

Close your Question-Answer Books and put it on the desk next to the rough-work sheet. If you have supplementary answer sheets, tie them in your Question-Answer Books with the piece of string provided.

Now, tie your Part A Question-Answer Book with the Part B1 or Part B2 Question-Answer Book which you have attempted with a green tag. Put the unattempted Part B1 or Part B2 Question-Answer Book and data file away from the Part A and B Question-Answer Books tied.

Make sure that your Admission Form and Identity Card do not get mixed up with the Question-Answer Book.

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

25.2 For handling cases of candidates disobeying the “Stop-working” instructions, please refer to Section IV Paragraph 19.

26. Collection of answer scripts and barcode sheets

26.1 Announce:

Your Question-Answer Books tied with a green tag will be collected now. The unattempted Part B1 or Part B2 Question-Answer Book, rough-work sheet and the remaining barcode labels will be collected later. You can take away the Data File before leaving the examination room. Stay in your seat quietly until you are told to leave. Do not pack your personal belongings until you are told to do so.

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

26.2 The CI should collect the attempted Question-Answer Books first. The rough-work sheets, barcode sheets (with/without remaining barcode labels) and the unattempted Question-Answer Books should be collected separately later.

26.3 While collecting the Question-Answer Books, if the CI discovers that a candidate has not put down his/her candidate number on his/her Question-Answer Book, the candidate should be asked to do so under the supervision of the CI.
26.4 While collecting the Question-Answer Books, if CI discovers that a candidate has not stuck any barcode labels on the cover of his/her Question-Answer Book, the candidate should be asked to stick the barcode label on that cover 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 before leaving the examination room.

26.5 After the collection of the attempted Question-Answer Books, announce:

| The unattempted Question-Answer Book will be collected now. You can take away the Data File. |

26.6 All the unattempted Part B Question-Answer Books should be returned to the HKEAA using the “Envelope for Return of Unused/Used Question Papers/Question-Answer Books” provided. However, it is not necessary to count and certify the number of copies collected.

27. Checking of Answer Scripts collected

The Question-Answer Books 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.

28. Dismissal of candidates

On completion of the collection and checking of all answer scripts of candidates in the examination room, the CI should announce:

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

29. Completing the Sessional Report

The Sessional Report (see Specimen 20B) is for the 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.

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.

30. Packing of answer scripts and examination materials

30.1 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 together with a piece of string.

30.2 Items to be placed in the normal script envelopes (by the CI):

Question-Answer Books 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 “Stop working” instruction.

Note: For the Listening Test, if any of the candidates take the test in the Special Room, their
scripts should be put in the “Return Envelope for LT Special Room Sessional Report and Answer Scripts”.

30.3 **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;
(7) Report Forms SR1, SR3, SR4g, SR4b, SR4p, SR4t* or SR4i (if any).

30.4 **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.

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

31. **Return of answer scripts to the CS**

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

The following materials should be returned:

(1) Question-Answer Books (in script envelopes);
(2) Rough-work sheets (in rough-work sheet envelopes) (if any);
(3) Barcode sheets (in barcode sheet envelopes);
(4) Attendance Lists; Candidates’ Attendance Record Forms 

The materials should be returned together in one plastic bag.

(5) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4p, SR4t* or SR4i (if any);
(6) Return Envelope for LT Special Room Sessional Report and Answer Scripts (for the Listening Test);

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

31.2 Mobile Phone Reminder Cards need not be returned.

31.3 On rainy days, it would be appreciated if the answer scripts and related documents are returned to the Scripts Collection Centre in plastic bags.
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION
NOTES FOR THE GUIDANCE OF SPECIAL ROOM INVIGILATORS

English Language Paper 3 (Listening & Integrated Skills)
Saturday, 13 April 2013 (9:15 am – approx. 12:00 noon)

HKEAA Telephone Number: 3628 8950/3628 8913

(A) GENERAL NOTES

1. Examination

1.1 English Language Paper 3 consists of 2 parts, Part A (Compulsory) and Part B (B1 or B2). The instructions and questions for both parts will be broadcast either by RTHK Radio 2 or via the Infra-red (IR) Transmission System.

1.2 Equipment for the Listening Tests

For Radio-broadcast Centres

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

For Centres using the IR Transmission System

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

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

1.4 Barcode labels

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

1.5 Spare barcode sheets

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

(2) There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. Before the examination starts, invigilators should supervise the candidate concerned to write his/her candidate number on each label of the barcode sheet. (Note: Seat number is not applicable to Special Room candidates.)

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

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

1.7 Before the commencement of the Listening Test, each candidate should be issued with a barcode sheet, a rough-work sheet, an orange Part A Question-Answer Book, a blue set of Part B1 Data file and Question-Answer Book and a green set of Part B2 Data file and Question-Answer Book. Upon request, candidates can be provided with supplementary answer sheets.

1.8 Sticking of Barcode Labels

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

2. Responsibilities

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

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

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

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

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

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

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

3. **Preparations before the Examination Day**

3.1 **For radio-broadcast Centres**

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Radio</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency</td>
<td></td>
</tr>
</tbody>
</table>
4. **Before the Examination**

4.1 **For radio-broadcast Special Rooms**

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

1. a portable radio/radio-cassette player (and related accessories, e.g. batteries, adaptor);
2. the “Envelope for English Language Paper 3 Special Room” containing:
   a. a centre poster for the Special Room,
   b. a booklet of Sessional Report & Special Report Forms,
   c. supplementary answer sheets, 
   d. a “Return Envelope for LT Special Room Sessional Report and Answer Scripts”;
   e. an “LT Special Room Seating Plan”;
   f. copies of “Special Room Reminder Card”;
3. 3 packets of question papers (31 copies/packet): Part A Question-Answer Book (orange), Part B1 Data file and Question-Answer Book (blue), Part B2 Data file and Question-Answer Book (green); *(Note: The packets MAY only be opened at or after 9:45 am in the presence of candidates)*
4. a note with the recommended radio frequency;
5. a packet of 15 spare barcode sheets;
6. the Special Notice (if any).

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley</td>
<td>FM 94.8 MHz / FM 96.6 MHz</td>
</tr>
<tr>
<td>Central</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kennedy Town</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Sai Ying Pun</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Quarry Bay</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Tai Koo Shing</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Mo Sing Leng</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Pok Fu Lam</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Aberdeen</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Ap Lei Chau</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Kowloon</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Kowloon (East)</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Kwun Tong</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Ngau Tau Kok</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>San Po Kong</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Tuen Mun</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Tsuen Wan</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Kwai Chung</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Sheung Shui</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Tai Po</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Shatin</td>
<td>FM 96.3 MHz</td>
</tr>
<tr>
<td>Ma On Shan</td>
<td>FM 96.3 MHz</td>
</tr>
<tr>
<td>Cheung Chau</td>
<td>FM 96.3 MHz</td>
</tr>
<tr>
<td>Lantau East</td>
<td>FM 96.4 MHz</td>
</tr>
<tr>
<td>Lantau West</td>
<td>FM 96.6 MHz</td>
</tr>
</tbody>
</table>
4.2 **For Special Rooms using CD Players**

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

1. a portable CD player (and related accessories, e.g. batteries, adaptor);
2. the “Envelope for English Language Paper 3 Special Room” containing:
   a. a centre poster for the Special Room,
   b. a booklet of Sessional Report & Special Report Forms,
   c. supplementary answer sheets,
   d. a “Return Envelope for LT Special Room Sessional Report and Answer Scripts”,
   e. an “LT Special Room Seating Plan”,
   f. copies of “Special Room Reminder Card”
3. 3 packets of question papers (31 copies/packet): Part A Question-Answer Book (orange), Part B1 Data file and Question-Answer Book (blue), Part B2 Data file and Question-Answer Book (green); *(Note: The packets MAY only be opened at or after 9:45 am in the presence of candidates)*
4. a packet of 15 spare barcode sheets;
5. an envelope containing two demonstration CDs;
6. a “confidential” envelope containing 1 examination CD and 1 reserve examination CD and a copy of the tapescripts;
7. the Special Notice (if any).

5. **Admission of Candidates**

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

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

**Note:** Mark penalties will be imposed on candidates for the following reasons:

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

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

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

5.4 The Special Room Invigilator should assign candidates to sit near the radio/CD player.

5.5 **Filling in “LT Special Room Seating Plan”**

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

**Note:**
To facilitate the completion of the “Sessional Report (Special Room)”, for candidates who enter the Special Room before the first announcement (i.e. before 9:46 am), the Special Room Invigilator (or the Special Room Assistant) may write both their candidate numbers and arrival times in the appropriate boxes on the Seating Plan.
For candidates entering the Special Room after 9:45 am, the Special Room Invigilator (or the Special Room Assistant) may record their arrival times against their seats on the seating plan first, and copy their candidate numbers onto the seating plan after the Listening Test.

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

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

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

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

6. **Handling Late Arrivals**

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

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

6.3 Distribute a “Special Room Reminder Card” to remind candidates who arrive at the Special Room to take off the earphones. Record the seats they take in the “LT Special Room Seating Plan”.
6.4 Candidates who move from the hall to the Special Room (for various reasons) should use their personalised barcode sheets. If they do not bring with them their personalised barcode sheets, the Special Room Invigilator should give them a spare barcode sheet.

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

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

7.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/buckles to hold their books and notes, etc. The bags must be small enough to be placed under their chairs and be properly closed before the examination begins. Candidates are not allowed to put their books and notes in their pockets or on the drawers of the desks. If they bring pencil cases or pencil boxes (including transparent ones) to the examination room, they must place the stationery on their desks and put the pencil cases/boxes inside the 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. tablets, iPod, PDAs, pagers, MP3 players, electronic dictionaries, databank watches, etc.) or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. Mobile phones should also be turned off (including disabling the alarm function) and put under the chair in a position clearly visible to the invigilators. The candidates are also advised to take out the batteries from their mobile phones.

7.2 Candidates without a bag that can be securely closed will be required by the Special Room Invigilator to take their personal belongings against the wall under the blackboard. Their purses and mobile phones (not in operating mode) can be put under their chairs. The invigilators should not allow candidates to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate attempts to cheat.

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

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

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

8. Distribution of Stationery

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

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

9. RTHK Broadcast before the Start of the Examination

(applicable to Special Rooms using Radios only)

9:30 am At 9:30 am*, RTHK will broadcast:

This is RTHK Radio 2. The time now is 9:30. We are now switching to mono mode. In half an hour’s time at 10 o’clock, we will be broadcasting the Hong Kong Examinations and Assessment Authority, Diploma of Secondary Education Examination English Language Paper 3 Examination.

9:45 am At 9:45 am*, RTHK will broadcast:

You are listening to RTHK Radio 2. It is now 9:45. We are broadcasting in mono mode. At 10 o’clock you will hear the broadcast of the Diploma of Secondary Education Examination English Language Paper 3 Examination of Hong Kong Examinations and Assessment Authority. Please stay tuned.

* Try to avoid disturbing the candidates when these two RTHK announcements are made.

(C) START OF THE EXAMINATION

10. First Announcement (Checking of personal belongings)

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

Place your Admission Form and Identity Card in the top-right hand corner of your desk. (Pause)

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

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

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

Now place the phone under your chair in a position clearly visible to the invigilators. (Pause)
If you have brought any articles that can emit sound, switch them off now and then put them inside your bag. (Pause)

If you have notes, pieces of paper, books, dictionaries, word-hidden pens, any electronic / communication devices (such as a tablet, iPod, PDA, pager, MP3 player, electronic dictionary, databank watch), or any articles that can store information or emit sound, the materials and devices/articles must be switched off and put in your bag. Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of the hall and put them … (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).

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

Put up your hand if you have a problem. (Pause)

11. Checking the Admission Forms (original) and Identity Cards (original) and Taking Attendance

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

11.2 If it is foreseen that the checking of admission forms and attendance taking could not be completed before 9:55 am (for example, there are too many candidates in the Special Room), the Special Room Invigilator may check the Admission Forms/Identity Cards of candidates in the Special Room and take their attendance after the Listening Test (see paragraph 22).

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

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

Please also refer to paragraph 26 for handling of cases of candidates without Admission Form (original)/Identity Card (original).

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

1. Check the candidate’s Admission Form, and then scan the barcode printed on the top-right hand corner of the Admission Form and one of the barcode labels on the candidate’s barcode sheet.
In case the barcode printed on a candidate’s Admission Form cannot be scanned, the Special Room Invigilator should take the candidate’s attendance as follows:

(i) press <F1>, then a sequence number will be generated and shown on the barcode scanner,
(ii) copy the sequence number together with the candidate’s name on the Session Report (Special Rooms) in the box for candidate’s name
(iii) press <ENT>
(iv) scan one of the barcode labels on the candidate’s barcode sheet

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

Note: If only classroom centres are provided by the school, Attendance Script Tracking System (ASTS) will not be used in the special room.

12. Second Announcement (Distribution of Question-Answer Books)

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

I am now going to distribute the Question-Answer Books and Data Files. 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 any unauthorised articles, if any)

Do not open the Question-Answer Books and the Data Files until you are told to do so.

Each Candidate should be given:
- An orange Part A Question-Answer Book;
- A blue Part B1 Data File with a Part B1 Question-Answer Book inserted;

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

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

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

You should have on your desk a rough-work sheet, a Part A Question-Answer Book, a Part B1 Data File with an inserted B1 Question-Answer Book and a Part B2 Data File with an inserted B2 Question-Answer Book. Put up your hand if you do not. (Pause)

You should put your answer to the questions in the spaces provided in the Question-Answer Books. If you need a supplementary answer sheet, make sure that you mark the relevant Task Number in the question number box on each page. You should start a new page for each task.

(for special rooms using radios)
Do not open the Question-Answer Books or the Data Files until you are told to do so.
by the radio announcer, at about 10 o'clock.

(for special rooms using CD players)
Do not open the Question-Answer Books or the Data Files until you are told to do so at about 10 o'clock.

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

9:55 am At 9:55 am, RTHK will broadcast:

This is RTHK Radio 2. The Hong Kong Diploma of Secondary Education Examination English Language Paper 3 Examination will begin in 5 minutes. For the time being, you will hear Vaughan Williams’ Fantasia on “Greensleeves”, played by the Sinfonia of London conducted by Sir John Barbirolli. Candidates must not open the Question-Answer Book or the Data File until 10 o’clock, when they will be told to do so. I repeat, candidates are not allowed to open the Question-Answer Books or the Data Files until they are told to do so.

(“Greensleeves” to be broadcast until the 10:00 am time beeps)

The Special Room Invigilator should make sure that the candidates do not open their Question-Answer Books at this point.

14. Start of Broadcast of Test Material

9:59 am For special rooms using CD players
The Special Room Invigilator should announce:

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

The Special Room Invigilator should start playing the examination CD at 10:00 am

10:00 am For all centres

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

Hong Kong Diploma of Secondary Education 2013, English Language Paper 3, Listening and Integrated Skills.

Instructions to Candidates.
You should have on your desk a Part A Question-Answer Book, a Part B1 Data File with a Part B1 Question-Answer Book inserted and a Part B2 Data File with a Part B2 Question-Answer Book inserted. Do not open them until you are told to do so. I repeat, do not open the Question-Answer Books or the Data Files until you are told to do so.

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

Now look at the Part A Question-Answer Book. Check that the Part A Question-Answer Book has no missing pages. Look for the words “End of Part A now go onto Part B” on the last page. (Pause for 10 seconds)

Now stick your barcode labels in the spaces provided on Pages 1 and 3. Close the Question-Answer Book when you have finished. (30 seconds of Greensleeves)
Now look at your Part B1 Data File. Take out the inserted Part B1 Question-Answer Book. Check that your Part B1 Data File has no missing pages. Look for the words "This is the last page of the Part B1 Data File" on the last page. (Pause for 10 seconds)

Now look at your Part B1 Question-Answer Book. Check that the Part B1 Question-Answer Book has no missing pages. Look for the words "End of Part B1" on the last page. (Pause for 10 seconds)

Now stick your barcode label in the space provided on Page 1. (Pause for 10 seconds)

Now look at your Part B2 Data File. Take out the inserted Part B2 Question-Answer Book. Check that the Part B2 Data File has no missing pages. Look for the words "This is the last page of the Part B2 Data File" on the last page. (10 seconds pause)

Now look at your Part B2 Question-Answer Book. Check that the Part B2 Question-Answer Book has no missing pages. Look for the words ‘End of Part B2’ on the last page. (10 seconds pause)

Now stick your barcode labels in the spaces provided on Pages 1 and 3. Close the Part B2 Question-Answer Book when you have finished. (30 seconds of Greensleeves)

You are reminded that all examination materials will be played ONCE only. The test is divided into two parts: Part A and Part B. You should use a pencil to answer all questions in Part A. For Part B, you can use a pen or a pencil. Put up your hand now if you have any difficulties. It is not possible to handle complaints after you have taken the test. (10 seconds pause)

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

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

RTHK /the examination CD will continue:

Open your Part A Question-Answer Book … … (Pause 5 seconds)

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

15. Early Leavers

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

15.2 If a candidate claims to be sick and wishes to leave early, he/she should state his/her reasons on Report Form SR4g. He/she has to write his/her name and address in the space provided on the form. Also, before the candidate leaves, the Special Room Invigilator should check the candidate's Admission Form/Identity Card and ask the candidate to sign on the Sessional Report (Special Room) (follow the procedures mentioned in paragraphs 22.2 – 22.3).
16. Questions raised by candidates

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

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

17. End of Radio Broadcast/Examination CD

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

| That is the end of the listening component of the test. You will have one hour and fifteen minutes to complete the written tasks in either Part B1 or Part B2. An announcement will be made when time is up. Take off your earphones now and turn off your radio. |

18. Third Announcement (Beginning of written tasks)

18.1 From the time the broadcast finishes, the candidates have one hour and fifteen minutes to complete Paper 3. Announce:

| That is the end of the listening component of this test. You will have one hour and fifteen minutes to complete the paper. An announcement will be made when the time is up. According to the classroom clock (my watch), the time now is _______________. Time will be up at ____. You may not leave the examination room until you are instructed to do so. |

18.2 After this announcement, the Special Room Invigilator should write the actual starting time and the correct finishing time of the writing tasks on the blackboard for the information of candidates and record these on the Sessional Report (Special Room). This should only be done when the precise times are known. If the room has a clock visible to candidates and is functioning properly (see Note below), it should be the one to refer to. No extra time should be given to the candidates for any reason without specific instructions from the HKEAA.

Note: The Special Room Invigilator should check whether the classroom clock is functioning properly before the start of the examination. If it is not, candidates should be reminded not to refer to the clock during the examination.

18.3 Write the actual starting time and also the actual finishing time in the Sessional Report (Special Room).
19. Fourth Announcement (Reminding candidates of the time left)

19.1 Fifteen minutes before the end of the examination, announce:

You have 15 minutes left. If you have used supplementary answer sheets, make sure you have affixed barcode labels and marked the question number boxes on those pages where there are answers. You will **NOT** be given time after the “Stop working” announcement to affix barcode labels or mark the question number boxes.

19.2 Five minutes before the end of the examination, announce:

You have 5 minutes left. Make sure you have written your candidate number and affixed barcode labels in the designated spaces on your Question-Answer Books and all supplementary answer sheets. You will **NOT** be allowed to work on your Question-Answer Books including affixing barcode labels, using an eraser or holding any stationery after the “Stop working” announcement. The Data File will not be collected. Make sure your answers are not written in the Data File.

20. Fifth Announcement (End of the examination)

20.1 When time is up, announce:

The time now is _________. Time is up. Stop writing. Put down all your stationery (Pause)

You must not write anything or work on your script or you’ll risk a mark penalty.

Close your Question-Answer Books and put them on the desk next to the rough-work sheet. If you have supplementary answer sheets, tie them in your Question-Answer Book with the piece of string provided.

Now, tie your Part A Question-Answer Book with the Part B1 or Part B2 Question-Answer Book which you have attempted with a green tag. Put the unattempted Part B1 or Part B2 Question-Answer Book and data file aside from the Part A and B Question-Answer Books tied.

Make sure that your Admission Form and Identity Card do not get mixed up with the Question-Answer Book.

20.2 If a candidate is caught continuing to write or erase/cross out answers after the “Stop working” instructions, the Special Room Invigilator should indicate on the answer script the extra work done outside the time limit by circling it in **red**, and report on Form SR4g (please give as much information as possible about what the candidate was writing). The candidate should be told that he/she may receive a mark penalty. The HKEAA will contact him/her later to ask for an explanation. (Ask the candidate to write his/her name and address in the space provided on Report Form SR4g.)
21. Sixth Announcement (Collection of scripts)

After the end of the broadcast given in paragraph 20, announce:

Your Question-Answer Books tied with a green tag will be collected now. The unattempted Part B1 or Part B2 Question-Answer Book, rough-work sheet and the remaining barcode labels will be collected later. You can take away the Data File before leaving the examination room. Stay in your seat quietly until you are told to leave. Do not pack your personal belongings until you are told to do so.

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

21.1 The SRI should ask the Special Room Assistant to collect the attempted Question-Answer Books first. The rough-work sheets, barcode sheets (with/without remaining barcode labels) and the unattempted Question-Answer Books should be collected separately later.

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

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

21.4 After the collection of the attempted Question-Answer Books, announce:

The unattempted Question-Answer Book will be collected now. You can take away the Data File.

21.5 All the unattempted Part B Question-Answer Books should be returned to the HKEAA using the “Envelope for Return of Unused/Used Question Papers/Question-Answer Books” provided. However, it is not necessary to count and certify the number of copies collected.

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

1. The Special Room Invigilator should select “Script Counting” from the “Main Menu (SR)”.
2. Then he/she should scan the barcode label on the cover of each Question-Answer Book, including those using spare barcode labels.
3. After scanning all the Question-Answer Books, the Special Room Invigilators should count them manually and check whether the number of the Question-Answer Books tallies with the total records scanned and the number of candidates present.
21.7 Put down the total number of scripts collected in the appropriate space on the Sessional Report (Special Room). If there is any discrepancy, investigate the matter before the candidates are dismissed.

21.8 In the examination hall, barcode labels are distributed on the candidates’ desks before the admission of candidates. Candidates who move from the hall/classrooms to the Special Room should bring with them their personalised barcode sheets. Candidates without personalised barcode sheets (e.g. candidates who arrive at the examination centre after 9:45 am) should each be given a spare barcode sheet (together with the Question-Answer Book).

If in a rare circumstance the Special Room Invigilator discovers, during collection of the Question-Answer Books, that a candidate has not been given any barcode sheet, the candidate should be given a spare barcode sheet and be asked to write his/her candidate number on the barcode labels. This is to ensure that the candidate is recorded as “present” in the Listening Test (please refer to paragraphs 11 and 22). The Special Room Invigilator should record the incident on Report Form SR4b (Part A for the reasons for issuing spare barcode sheets to the candidate and Part C for issuing the labels after the examination) so that mark penalty for not following the instruction of sticking the barcode label during the examination session will not be imposed on the candidate concerned.

21.9 The Data Files need not be collected.

22. Seventh Announcement (Candidates Signing the Sessional Report)

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

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

Announce:

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

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

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

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

22.3 Except for those who are required to complete additional forms mentioned in paragraphs
22.4 The barcode sheets (with/without remaining barcode labels) collected should be passed to the CS.

23. **Return Envelope for LT Special Room Sessional Report and Answer Scripts (“Return Envelope”) and uploading of attendance and script records of candidates taking the Listening Test in the Special Room**

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

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

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

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

(E) **HANDLING OF IRREGULARITIES**

24. **Bad Weather**

Postponement of an examination is a very serious matter. Any decision to do so by the HKEAA will be made only when it is absolutely necessary. If weather conditions are at all doubtful (such as the possible hoisting of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), invigilators should listen to the radio or watch the television or check out the HKEAA’s website at [www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) for examination schedules right up to the time they leave for the examination centre. It is important that invigilators should note the following points:

1. the HKEAA announcement of the postponement of an examination session will be made early in 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 or on the radio as soon as possible;
3. unless a specific announcement has been made by the HKEAA that the HKDSE examination has been postponed due to bad weather conditions, invigilators must assume that the examination will be conducted as originally scheduled;
4. once an examination session has started, it will continue for the full allotted time unless physical conditions in the examination room are considered dangerous by the CS.
25. Suspected cheating (Report Form SR4g)

25.1 If a candidate is found copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, notes, paper, notebooks, electronic/communication devices, using a mobile phone in the toilet, or communicating with other candidates or with persons outside the examination room, the books, notes, mobile phones, etc. should be removed and kept as evidence. The candidate should be allowed to finish the examination. The candidate should be asked to provide a written explanation before he/she leaves the examination room. If he/she refuses, this should be recorded on Report Form SR4g.

25.2 The Special Room Invigilator should pay particular attention to hi-tech cheating tools which are capable of storing texts or communicating to gain unfair advantage. Such tools may resemble ordinary stationery items (such as erasers, rulers). If the Special Room Invigilator suspects a candidate using such a tool, he/she must check the item and inform the CS immediately. All such cheating tools should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination and be asked to provide a written explanation before leaving the examination room. If the candidate refuses, this should be recorded on Report Form SR4g.

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

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

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

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

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

26.2 If a candidate’s Admission Form does not bear his/her photograph, it is necessary to check his/her Identity Card [or any acceptable identification document such as Form ROP140/140A (Acknowledgement of Application for a Hong Kong Permanent Identity Card), a Re-entry Permit or a Passport]. However, a Loss Memo issued by the police should not be accepted as a substitute for an identification document. Under the following circumstances, Report Form SR1 should be completed. The candidate has to complete Part A of the form. The Special Room Invigilator should complete Parts B and C of the form:

1) The candidate does not have any identification document but the personalised barcode sheet can be located – the candidate should copy one of the paragraphs in Part B (1) on the form in the space provided so that his/her handwriting can be checked later. His/Her answer script can be returned together with those of other candidates present.

2) The candidate does not have an Admission Form:
   a) If the candidate moves from the hall to the Special Room and has got his/her personalised barcode sheet, the script should be returned with those of other candidates present.
(b) If the candidate does not have his/her personalised barcode sheet, the Special Room Invigilator should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The script should be returned to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets.

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

26.3 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.

26.4 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 26.2 (2) above.

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

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

28. Mobile phone irregularities (Report Form SR4p)

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

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

After the examination, the Special Room Invigilator should ask the candidate concerned to show him/her the call log/SMS/MMS log. If the candidate agrees to do so, the Special Room Invigilator should check if there is any call or message received at the time the phone rings. If yes, ask the candidate to show voluntarily the contents of the call/message to ascertain if cheating is involved. The Special Room Invigilator should also ask the candidate to give an explanation of the situation on the Report Form SR4p. If the candidate refuses to show the contents of the call/message, ask the candidate to state the reasons on the form.

28.3 If the source cannot be located and the ring stops, the SRI does not need to take any further action.

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

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

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

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

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

(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.

29.2 If a candidate is found violating any one of the rules in paragraph 29.1, the CS should report the case to the HKEAA on Report Form SR4g.

29.3 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 Special Room Invigilator.

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

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

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

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

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

30.2 If there is **a shortage of spare barcode sheets**, candidates without barcode sheets should be asked to write their candidate numbers on their answer scripts in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b.
30.3 The candidate numbers of candidates using spare barcode sheets or where the cover of the answer scripts are without any barcode labels should be recorded on Report Form SR4b. These scripts should be put in the **Envelope for Special Reports and Related Scripts/Answer Sheets** and be returned to the Scripts Collection Centre together with the Report Form SR4b.

31. Candidates who are found to have used their own radio in the Special Room will receive mark penalties. In case a candidate, despite being reminded by the Special Room Invigilator, continues to use his/her own radio with earphones, let the candidate concerned use them for the remaining time. Do not disturb the candidate. After the Listening Test, ask the candidate to fill in Report Form SR4g.

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

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

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

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

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

- END -
### LIST OF STATIONERY AND MATERIALS TO BE SUPPLIED TO CANDIDATES

1. 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. 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.

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<tr>
<th>日期 Date</th>
<th>科∕卷 Subject/Paper</th>
<th>派發項目 Items To Be Issued</th>
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<tr>
<td>2/4 (Tue)</td>
<td>科技與生活 卷一 Technology &amp; Living 1</td>
<td>DSE(B)答題簿一本 1 DSE(B) Answer Book</td>
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<td>- 食品科學與科技 Food Science &amp; Technology</td>
<td>四項選擇題答題紙一張 1 MC Answer Sheet (4-option)</td>
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<td>- 服裝、成衣與紡織 Fashion, Clothing &amp; Textiles</td>
<td>墊底紙一張 1 Backing Sheet</td>
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<td>草稿紙一張 1 Rough-work Sheet</td>
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<td>英語文學 卷二 Literature in English 2</td>
<td>DSE(A)答題簿一本 1 DSE(A) Answer Book</td>
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<td>繪藝藝術 卷一 Visual Arts 1</td>
<td>DSE(E)答題簿一本 1 DSE(E) Answer Book</td>
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