

DSE 2017

香港考試及評核局

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

香港中學文憑考試

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

通識教育科

數學科 必修部分

LIBERAL STUDIES

MATHEMATICS COMPULSORY PART

試場主任手冊

CENTRE SUPERVISOR'S HANDBOOK

課室

CLASSROOM

下列科目另備課室試場主任手冊：

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

英國語文 **English Language**

中國語文 **Chinese Language**

考試日期及時間

通識教育 卷一
通識教育 卷二

2017 年 4 月 3 日（星期一）

上午 8 時 30 分至 10 時 30 分
上午 11 時 15 分至下午 12 時 30 分

數學 必修部分 卷一
數學 必修部分 卷二

2017 年 4 月 10 日（星期一）

上午 8 時 30 分至 10 時 45 分
上午 11 時 30 分至下午 12 時 45 分

試場主任專用電話「熱線」

3628 8950

3628 8913

考評局傳真號碼

3628 8990

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| • 火警及其他危急情況 | |
| • 停電 | |
| （四）與試卷有關的異常事件 | |
| • 試卷包裝 | |
| • 試卷不足或封包內載有其他試卷 | |
| • 試卷不完整 | |

(五) 與考生有關的異常事件

- 考生個人物品
- 與手提電話有關的異常事件
- 處理考生遺失個人物品／手提電話的方法
- 懷疑考生作弊
- 考生前往非指定試場應試或錯誤報考應考語文／卷別／單元
- 准考證上未印有與考科目
- 考生未能出示准考證或身分證
- 考生計算機
- 考生不遵守「停止作答」指示
- 考生使用錯誤答題簿／試題答題簿作答
- 患有高度傳染性疾病的考生
- 考生的衣著
- 考生的個人行為

參考文件

- | | | |
|-----|-------|--|
| (1) | 附件 1A | 運送考試文具用品時間表 |
| (2) | 附件 1B | 答卷收集中心 |
| (3) | 附件 2 | 課室監考員須知 第(三)甲部：考試程序(課室試場) - 通識教育 第(三)乙部：考試程序(課室試場) - 數學 必修部分 附錄 1：考試時間表 (課室試場專用) 附錄 2：准用計算機型號名單及處理沒有標籤計算機的方法 |
| (4) | 附件 3 | 派發給考生的文具及用品 |

2017 年試場主任須知

第（一）部：課室試場主任職責

考評局電話：3628 8950／3628 8913

1. 試場主任須確保考試順利進行。試場主任缺席時，其代表應全權負責執行其一切職務。
2. 課室試場主任將統籌校內課室試場的工作，並負責安排領取／派發試卷及將答卷交回考評局。妥善保管試卷及答卷極為重要，試場主任在考試當日早上收到**試卷封包**後，應小心將之**存放在有鎖的安全地方**及防止他人擅自開拆。在每節考試終結後，試場主任亦須存放**答卷**於安全地方，待最後一節考試完結後，安排將所有答卷及有關文件送回考評局的答卷收集中心。
3. 試場主任不可預先開拆試卷封包。試場主任應提示課室監考員只可在開考前數分鐘在考生見證下始行開拆試卷封包。
4. 試場主任必須確保考生獲給予試卷上所示的作答時間，請提醒課室監考員留意有關的規定，並於考試剛開始時，核對及確保寫在各課室試場黑板上的考試時間均正確無誤。
5. 試場主任及各課室監考員須防範考生作弊或討論答案。在考試進行期間，所有監考人員必須關掉所攜帶的手提電話／傳呼機／備有響鬧功能的物品，以免騷擾考生。**任何人士**，包括考生及監考人員，**均不可在考試進行期間將試卷帶離試場**。
6. 為確保考試順利進行，試場主任須最遲於首天考試的前一天，與所有課室監考員進行工作會議，解釋考試程序及提醒他們須注意的重要考試規則（包括考試時間、手提電話安排、考生出席紀錄及異常事件之處理等）。
7. 試場主任及課室監考員應穿著整齊服裝擔任監考工作，避免穿著便服如短褲、背心、拖鞋等。此外，為確保試場為考生提供寧靜的環境，試場主任及課室監考員應避免穿著容易產生聲響的鞋子。

文件樣本

本手冊內所提及的文件，見於文件樣本手冊。

第（二）部：考試安排

考評局熱線：3628 8950／3628 8913

（一）試前安排

1. 監考員

- 1.1 試場主任將於考試前收到每節考試所需的考試課室數目及課室監考員人數。
- 1.2 課室監考員通常由試場主任同校的教師擔任。試場主任應分派監考員主持各課室試場的考試，每課室最少委派一人。請試場主任安排額外後備監考員在每一樓層課室外走廊巡視，以照應課室監考員不時之需，並陪同考生前往洗手間。
- 1.3 課室監考員已獲通知應於開考前**至少 30 分鐘**向試場主任報到，每名課室監考員應獲派發「監考員標貼」（見**樣本 10B**）一張，以茲識別。
- 1.4 課室監考員已獲通知，如發覺試場內有其認識的考生，必須即時向試場主任申報，並須於試後在 SR4g 報告書（見**樣本 23A**）內申報事件。

2. 考試文具

- 2.1 考評局已委託一文件運送公司依照**附件 1A**所列時間將試場所需的答題簿、補充答題紙、方格紙、多項選擇題答題紙、墊底紙、草稿紙、答卷封套、點名單及其他文件／文具送達試場。如試場主任於指定日期仍未收到上述物品，請即時致電考評局。
- 2.2 試場所需的物品已列於「考試文具核對表」（見**樣本 1A**）。試場主任應核對是否收訖所有物品。如有欠缺，請即時致電考評局。點收完畢後，試場主任須於收訖物品後的 5 天內填妥及寄回有關**回條**。
- 2.3 如在考試期間試場需要額外文具，請在該科開考前最少 1 個工作天通知考評局，以便安排補送。
- 2.4 試場主任切勿讓考生、學生或監考員等擅取考試文具。考試文具只供公開考試有關科目／卷別使用。

3. 試場安排

- 3.1 試場主任應最遲於考試前 1 天：
 - (1) 在「試場牌」（見**樣本 2A**）寫上試場編號（如 A0001－A0015）及將「試場牌」展示於學校入口適當位置；
 - (2) 由校門沿途設置適當的方向標誌，以指示考生前往各個考室；
 - (3) 編製「考生座位表」（見**樣本 3B**）並將其張貼於各課室入口；
 - (4) 安排座位（座位的左右距離以不少於 2 呎為準）；
 - (5) 將「座位編號卡」（見**樣本 4**）順序貼在考試桌左上角。
- 3.2 試場範圍包括：

學校課室及課室外面的走廊。

只有考生及監考人員方可進入試場範圍。其他人士（包括校方的職員）如需進入，須事先經試場主任批准。因此，試場主任須在試場範圍入口的適當位置張貼「只准考生進入」告示牌（見**樣本 2B**）。

在考生獲准進入考室前，課室監考員須按以下格式在黑板上寫上當日考試的詳細資料：

| | |
|------|-----------------|
| 試場編號 | ： H1003 |
| 試場名稱 | ： 甲乙丙學校（課室） |
| 科目 | ： 通識教育 |
| 卷別 | ： 卷一 |
| 應考語文 | ： 中文 |
| 考試時間 | ： 請於開考後填寫實際考試時間 |

3.3 為免考生於考試期間受到噪音滋擾，試場主任應與校方安排，將課室及試場範圍內的校鈴及擴音系統（如有）的音量調低或將之關掉。（如學校已安排停課，請將課堂鐘及學校廣播系統同時關掉）。如試場附近有工程進行，請及早知會考評局並盡可能提供有關細節。

3.4 於設有空調設備的試場，試場主任應開啟空調以減低外來噪音之影響及為考生提供更舒適的試場環境。試場學校會視乎實際天氣情況而決定是否將部分空調關掉或調低空調輸出。根據政府的建議，試場的室溫應最好維持在攝氏 25.5 度。考評局一向支持節約能源，惟倘若試場外噪音滋擾可能會影響考生作答，請有關學校務必於考試進行期間開放空調及關閉所有窗戶。

4. 考生人數及試卷數目

每節考試考生人數及試卷數目已列於「試卷數量核對表」（見**樣本 5**）內。

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

（二） 領取試卷及交回答卷

6. 試場主任可選擇（1）由文件運送公司將試卷送往試場或（2）前往考評局新蒲崗辦事處的試卷派發中心領取試卷。

6.1 由文件運送公司運送試卷

試場主任應與校方安排職員於考試當日指定時間，通常大約早上 7 時 15 分至 8 時 15 分接收由文件運送公司送達的試卷。運送公司會發出「試卷收據」（見**樣本 6B**），接收試卷的職員核對無誤後，應在收據上**蓋上校印**。

6.2 於考評局新蒲崗辦事處試卷派發中心領取試卷

考評局職員將於每日上午 7 時 15 分起在試卷派發中心當值，試場主任或其代表在領取試卷時須出示已簽署的「領取試題收據」（見**樣本 6A**）。

7. 試卷及答卷之保管

7.1 試場主任於每節考試開始前必須將**所有試卷**存放於一安全地方（如**鎖於**儲物室／儲物櫃內。）

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

8. 交回答卷到答卷收集中心

8.1 試場主任（或校方的負責人員）應於考試當日最後一節考試完畢後，將所有的答卷及一切有關考試的文件於**一小時內**交回所選定的答卷收集中心。答卷收集中心的名單見**附錄 1B**。

- 8.2 剩餘及缺席考生的答卷無須交回答卷收集中心。
- 8.3 由於答卷收集中心的人員需當面點收各項目，過程略為費時，負責送交答卷者或需稍候。答卷收妥後，考評局會發出「交回答卷及文件收據」予學校（見**樣本 29**）。

重要事項：

試場主任請注意，交回答卷的地點一經選定，整個考試期內**不得**更改，因一切有關資料、收據等只備存於已選定的答卷收集中心。

第（三）甲部：考試程序 各卷考試須知

考評局熱線：3628 8950／3628 8913

1. 文具及電腦條碼紙

1.1 電腦條碼貼紙

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

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

- **通識教育科 卷一** — (1) 一張個人電腦條碼紙（見**樣本 7B(i)**）。
 - **通識教育科 卷二** — (1) 一本 DSE(C)答題簿；
(2) 一張個人電腦條碼紙（見**樣本 7B(i)**）。
 - **數學科必修部分 卷一** — (1) 兩張草稿紙（見**樣本 33**）；
(2) 一張個人電腦條碼紙（見**樣本 7B(i)**）。
 - **數學科必修部分 卷二** — (1) 一張多項選擇題答題紙及一張墊底紙（見**樣本 18A 及 19**）；
(2) 兩張草稿紙（見**樣本 33**）；
(3) 一張個人電腦條碼紙（見**樣本 7B(i)**）。
- 注意：請勿使用往年考試剩餘的多項選擇題答題紙。**

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

1.3 **當宣布開考後**，考生須首先在答題簿／試題答題簿封面／多項選擇題答題紙之適當位置填寫考生編號，並根據指示於答題簿／試題答題簿封面及所有內頁／多項選擇題答題紙的指定位置上貼上電腦條碼貼紙。考生不按指示於答卷貼上電腦條碼貼紙，有關卷別會被扣分。

為確保考生的答卷能被掃描，若課室監考員在收集答卷時發現有考生未曾在答題簿／試題答題簿封面或多項選擇題答題紙貼上電腦條碼貼紙，應指示考生在其監督下在該封面／多項選擇題答題紙貼上電腦條碼貼紙，試場主任／課室監考員必須把個案記錄在 SR4b 報告書內（見**樣本 23B**），並要求考生在報告書上簽名。

1.4 備用電腦條碼紙

(1) 每張備用電腦條碼紙只供一名考生使用，紙上印有一個獨立編號，可在以下情

況下派發給有需要的考生使用：

- (i) 試場沒有考生的個人電腦條碼紙（例如前往非指定試場應試的考生）；
 - (ii) 考生的個人電腦條碼紙損毀、資料錯誤或未能找到。
- (2) 備用電腦條碼貼紙上已預留位置讓考生填上考生編號及座位編號，**課室監考員在開考前應指示及監督考生在每個備用電腦條碼貼紙上填寫其考生編號及座位編號（如適用）**。
- (3) 若考生原來的個人電腦條碼貼紙不敷應用，可指示考生在答卷原來張貼電腦條碼貼紙的指定位置上寫上考生編號，而**無須**另發備用電腦條碼貼紙或填寫任何報告書。
- (4) 倘試場的**備用電腦條碼紙不敷應用**，應指示沒有獲發電腦條碼貼紙的考生在其答卷／多項選擇題答題紙的電腦條碼貼紙方格內填上考生編號。試場主任／課室監考員須將個案記錄在 SR4b 報告書（見**樣本 23B**）內。
- (5) 試場主任／課室監考員應在 SR4b 報告書上，記錄使用備用電腦條碼紙的考生，或考生答卷封面未有貼上電腦條碼貼紙的考生編號。所有使用備用電腦條碼紙的考生答卷／多項選擇題答題紙（即**第 1.4(1)段**所述的情況）及沒有獲發電腦條碼紙的考生答卷／多項選擇題答題紙（即**第 1.4(4)段**所述的情況），應在試後連同 SR4b 報告書一併放入「**特別報告書及有關答卷／答題紙封套**」（見**樣本 25**）內交回答卷收集中心。與電腦條碼貼紙有關的其他異常情況，亦應記錄在 SR4b 報告書內。

1.5 新增考生個人電腦條碼紙（如適用）

- (1) 新增考生（即於派發准考證後新增／更改科目的考生）亦會獲發一張個人電腦條碼紙。獲編配新增考生的試場，其新增考生的個人電腦條碼紙（每名考生一張）及新增考生點名單會放入一封套內，並於考試當日與試卷一併分發到試場。
- (2) 試場主任／課室監考員須按照既定程序（即**第 1.1-1.3 段、4.2 段及 8.3 段**所述的步驟）處理新增考生的個人電腦條碼紙／貼紙及新增考生點名單。
- (3) **試場主任／課室監考員須把已貼上個人電腦條碼貼紙的新增考生的答卷／多項選擇題答題紙放入「答卷封套」（見樣本 26A）與其他答卷一併交回考評局。**

- 1.6 如考生要求**補充答題紙**或**方格紙**，課室監考員應按其要求派發。為配合電腦掃描，補充答題紙／方格紙均採用 A3 尺寸的紙張，並摺成 A4 式樣，**切勿將答題紙撕開使用**。每頁只供作答一條試題，但考生可在同一張補充答題紙的分頁上作答不同試題及在每一頁上填畫正確試題編號方格而無須另開新紙。課室監考員應同時派發白短繩一條，以便考生將補充答題紙／方格紙與答卷繫在一起。課室監考員亦應提示考生在補充答題紙／方格紙上貼上電腦條碼貼紙。

注意：

- (1) 請勿使用往年剩餘的補充答題紙／方格紙。
- (2) 課室監考員應確保手上常備足夠的補充答題紙／方格紙，以便按考生的要求即時派發紙張予他們。

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

2. 考生使用計算機

- 2.1 《考生手冊》列明，除**語文科目**考試外，考生參加任何科目考試均可使用計算機，但計算機必須印有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」的標籤（見**附錄 2**），否則可被扣分。（**注意：**某些型號的計算機可供加印標籤的空間較細，因此標籤亦相應縮小。）

課室監考員在點名及核對准考證時，須檢查考生放在桌上所有的計算機是否印有認可標籤，並在「考生出席紀錄表」上填寫有關資料。假若考生的計算機沒有印上認可標籤，試場主任／課室監考員應指示有關考生於完卷後留步填寫 SR4c 報告書（見**樣本 23C**）。

請同時參閱**第(四)部分第 18 段**處理未有印上標籤的計算機的相關程序。

- 2.2 需要使用計算機應考的考生應將其計算機放置於桌上。在考試開始前，須指示考生檢查並確保其計算機並沒有任何書寫內容或記號。考生須將計算機蓋／封套除下並放置於手提包內或座位下。
- 2.3 於核對准考證或考試進行時，若發現考生的計算機蓋／封套仍放於其桌上，課室監考員須檢查是否有異常情況（例如有筆記／應用程式寫於計算機蓋／封套上）。如證實沒有任何異常情況，課室監考員請指示考生立即將計算機蓋／封套放置於座位下（除非其蓋／封套不能與計算機分拆）。倘若有懷疑作弊的情況，請依照**第(四)部分第 14 段**的步驟處理。

3. 檢查准考證（正本）／身分證（正本）

- 3.1 如考生的准考證上附有相片，除非課室監考員懷疑考生的身分，否則課室監考員無須檢查該考生身分證上的相片。在開考後 15 分鐘，課室監考員查核准考證（見**樣本 14**）及身分證時，須留意以下各點：
- (1) 准考證／身分證上的照片是否與考生本人相符（課室監考員必須小心核對有關文件以排除他人代考的事件）；
 - (2) 准考證上的考生編號是否與電腦條碼貼紙所示的相同；
 - (3) 准考證上是否印有與考的科目／卷別／應考語文；
 - (4) 准考證上的考生姓名／身分證號碼是否與身分證上所印的相同。
- 3.2 如考生未能出示身分證，但能出示人事登記處簽發附有相片的申請香港永久性居民身分證收據（ROP140／ROP140A 表格）（見**樣本 15A**）、回港證或護照，試場主任／課室監考員可接納這些文件為該考生的身分證明。
- 3.3 警署所簽發的 Loss Memo（見**樣本 15B**）不能用作考生的身分證明文件。
- 3.4 如考生未能出示准考證／任何有效身分證明文件或只能出示准考證／身分證明文件影印本，試場主任／課室監考員請依照**第(四)部分第 17 段**的指示辦理。

4. 點名

所有在課室試場進行的筆試均不會採用「出席紀錄及答卷收集系統」(ASTS)進行點名。

4.1 填寫考生出席紀錄表

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

4.2 填寫點名單

- (i) 試場主任／課室監考員應核對「考生出席紀錄表」上的考生編號是否與點名單（見**樣本 17**）上的考生編號相符，以確保所有出席考生均在正確座位就座。如有錯誤，應立即調查及更正「考生出席紀錄表」。
- (ii) 試場主任／課室監考員須依照下列方法以**HB**鉛筆填妥點名單（點名工作如有錯誤，足以對成績記錄造成嚴重影響，故請特別小心處理）。試場主任／課室監考員須在每頁點名單上填畫出席和缺席的考生編號方格，然後在每頁點名單下端的適當位置填寫該頁出席和缺席考生的總人數。試場主任／課室監考員在每頁點名單上簽署前，必須小心核對在點名單和「考生出席紀錄表」（由課室監考員填寫）上的考生編號，以確保點名單上的考生紀錄正確無誤。
- (iii) 如個別考生遲到，切記更正「考生出席紀錄表」及點名單上的紀錄。

5. 考生的疑問

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

「本人不能答覆有關試題的疑問。（考生）應按試題的指示盡所能繼續作答。如（考生）認為有必要，本人可將提出的疑問呈報。」
- 5.2 若考生提出其他疑問，試場主任／課室監考員可根據《試場主任手冊》或《監考員須知》內載的資料作答。如有其他疑問，可致電考評局（文憑試熱線：3628 8950／3628 8913）。

6. 考生要求前往洗手間

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

如同一時間有多名考生要求前往洗手間，試場主任／課室監考員可按情況安排考生逐一前往或請學校職員協助。
- 6.2 陪同考生前往洗手間的監考員須實施適當監管，以防考生在洗手間內作弊。監考員亦須留意有否異常情況發生，例如留意考生在廁格內是否逗留過久或發出可疑的聲音。若有異常情況，須記錄事件的詳情及立即向試場主任／課室監考員報告。而試場主任／課室監考員可根據懷疑作弊事件的指引處理（請參閱**第(四)部分第 14 段**）。
- 6.3 如考生前往洗手間時有異常情況（例如考生不適或早退等），請在**SR4g**報告書（見**樣本 23A**）詳列有關情況。
- 6.4 試場主任／課室監考員不需另補時間給予前往洗手間的考生。考生不可攜帶任何與考試有關的文具物品。
- 6.5 試場主任／課室監考員不需即日交回**SR4t**報告書，只須於該試場所舉行的最後一節考試完畢後，將所有**SR4t**報告書一併交回答卷收集中心。

7. 填寫考試報告書 (Sessional Report)

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

每節「考試報告書」(課室試場)應由課室監考員填寫。

- 7.2 試場主任毋須即日交回「考試報告書」，只需在該試場所舉行的最後一節考試完畢後，將所有「考試報告書」一併交回答卷收集中心。

8. 包裝所收集的答卷及考試物品

- 8.1 答卷須按答卷封套標貼上的考生編號範圍，順序放入答卷封套（見**樣本 26A**）內，試場主任／課室監考員並須在封套上註明內載的答卷數目。試場主任及一位監考員／課室監考員應用特別的黏貼封條（見**樣本 27**）將封套封口並簽署，簽名應橫跨封條及封套口。試場主任必須用繩將所有答卷封套紮好。
- 8.2 出席考生的多項選擇題答題紙應放在答題紙紙夾（見**樣本 28**）內，紙夾應再放入透明膠袋並加保密封條，切勿摺曲或束綁該紙夾。每一紙夾只供一間課室試場使用。

| <u>座位編號</u> | <u>紙夾</u> | |
|-------------|-----------|---------------------------------|
| 01-30 | 1 | } |
| | | 如有考生缺席，該紙夾內載有的多項選擇題答題紙會少於 30 張。 |

8.3 下列考生的答卷應放入答卷封套交回考評局（即無須作特殊處理）：

- (1) 出席考生（包括遲到、早退及新增考生）；
- (2) 未能出示准考證，但帶備身分證及其個人電腦條碼紙可在試場內找到的考生；
- (3) 准考證上沒有相片而未能出示身分證，但其個人電腦條碼紙可在試場內找到的考生；
- (4) 違反「停止作答」指示的考生；
- (5) 考生使用沒有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤但列在准用型號名單上的計算機。

8.4 下列答卷／報告書應放入「特別報告書及有關答卷／答題紙封套」交回考評局：

- (1) 涉嫌作弊考生的答卷及考生用以作弊的書籍、紙張等（如適用）；
- (2) 前往非指定試場應試的考生的答卷；
- (3) 未能出示准考證而試場又沒有其個人電腦條碼紙的考生的答卷；
- (4) 未能出示准考證及身分證的考生的答卷，不論其個人電腦條碼紙可否在試場內找到；
- (5) 應考未有報考科目／卷別／單元／應考語文的考生的答卷；
- (6) 其他使用備用電腦條碼貼紙的考生的答卷、沒有獲發電腦條碼貼紙的考生的答卷；
- (7) 考生已填寫考生編號，惟沒有在答題簿／試題答題簿封面或多項選擇題答題紙貼上電腦條碼貼紙；
- (8) SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*或 SR4i 報告書（如適用）；
- (9) 考生使用沒有印上「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤，且不在准用名單上的計算機。

使用備用電腦條碼貼紙的考生

8.5 試場主任應將下列文件全部放入一透明膠袋內：

- (1) 已填妥的點名單；
 - (2) 考生出席紀錄表。
- } 用同一透明膠袋裝載，點名單紙夾在上，紙夾封面各上。

- 8.6 草稿紙及電腦條碼紙應分別放入草稿紙封套（見**樣本 30A**）及電腦條碼紙封套（見**樣本 30B**）內。

9. 交回答卷及考試物品

9.1 請在每日考試完畢後的一小時內，將下列物品交回答卷收集中心。試場主任／校方的負責人員應在運送答卷的過程中小心保管答卷。

- (1) 答題簿／試題答題簿（用答卷封套）；
- (2) 多項選擇題答題紙（放於考評局提供的紙夾及膠袋內）；
- (3) 草稿紙（用草稿紙封套）（如適用）；
- (4) 電腦條碼紙（用電腦條碼紙封套）；
- (5) 已填妥的點名單；
考生出席紀錄表。 } （共用一透明膠袋裝載）
- (6) 載有特別報告書及有關答卷／答題紙的封套（SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*或SR4i報告書（如適用））。

* 試場主任不需即日交回考試報告書及SR4t報告書，只須於該試場所舉行的最後一節考試完畢後，將所有考試報告書及SR4t報告書一併交回答卷收集中心。

9.2 無須交回手提電話提示卡。

9.3 於下雨天，請將答卷及考試物品放入膠袋後才交回答卷收集中心。

第（三）乙部：試場主任（課室試場）須知

考評局熱線：3628 8950／3628 8913

1. 派發各項物品給各課室監考員

- 1.1 試場主任請準備一課室作為試場的試卷分發處及答卷收集處，並在考試前通知各課室監考員於考試當日上午 8 時前前往該課室報到。
- 1.2 大約在開考前 20 分鐘，試場主任可分發當日「考試用品核對表」一份、「課室試場用品」一袋（見**樣本 1B**）、監考員標貼及下列物品予各課室監考員：

普通試卷考試

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

多項選擇題考試

- (1) 試卷一包
- (2) 須派發的文具（請參閱**附錄 1**）
- (3) 考生個人電腦條碼紙
- (4) 備用電腦條碼紙
（派發給有需要的課室監考員）
- (5) 多項選擇題答題紙紙夾（見**樣本 28**）
- (6) 點名單一張（見**樣本 17**）
- (7) 考生出席紀錄表（見**樣本 16B**）
- (8) 報告書（派發給有需要的課室監考員）

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

- 1.3 試場主任應檢查該節考試是否有「**特別通告**」須由課室監考員向考生宣布。特別通告(如有的話)，應存放在一**螢光黃色信封**內（見**樣本 9**）。
- 1.4 試場主任在分派試卷及文具後，請囑咐課室監考員盡早前往課室（考生可於 8 時 15 分進入課室）。

2. 校內電鈴

由於各課室試場可能於不同時間開考，故其完卷時間亦會稍有不同。試場主任不應以校內電鈴作為通知各課室試場考試終結的通訊工具，而應關閉校內電鈴以免影響考生應考。**試場主任須通知各課室監考員此項安排。**

3. 考生進入試場

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

4. 考生遲到

- 4.1 遲到的考生，不論其抵達試場的時間，應獲准應考，但該考生將**不獲額外時間**作答。除非情況特殊，否則課室監考員無需記錄遲到考生的資料。
- 4.2 課室監考員已獲通知，在作出第一項宣布前，應在未有考生就座的座位桌上派發手提電話提示卡（見**樣本 31**），提示那些在第一項宣布後始進入考室的考生將手提電話關掉。
- 4.3 課室監考員應在適當的時候檢查該考生有否在答卷指定位置填寫其考生編號及貼上電腦條碼貼紙。考生必須於**考試時間內**填寫考生編號及貼上電腦條碼貼紙。考生不按指示在答卷貼上電腦條碼貼紙，有關卷別可被扣分。

- 4.4 所有考生(包括遲到考生)應被指示於**考試時間內**，在答題簿、試題答題簿、補充答題紙、方格紙及多項選擇題答題紙的指定位置貼上電腦條碼貼紙。

5. 核實開考時間及完卷時間

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

6. 核對紀錄

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

7. 收集缺席考生的試卷／答題簿／試題答題簿

- 7.1 課室監考員於開考後 **30 分鐘**可收集缺席考生的試卷／答題簿／試題答題簿／多項選擇題答題紙／草稿紙／電腦條碼紙，並於試後將之交回試場主任。
- 7.2 試場學校可保留剩餘的試卷（包括多項選擇題試卷及試題答題簿）。
- 7.3 若考生中途**要求索取另一本「答題簿」／「試題答題簿」**，在一般情況下，課室監考員不應答允，應給有關考生派發補充答題紙。

8. 考生早退

- 8.1 考生不可在聆聽卷別及多項選擇題考試提早離開試場。
- 8.2 其他科目／卷別考試，考生可以在開考後 30 分鐘至完卷前 15 分鐘的一段時間內離開考室。
- 8.3 如考生欲在規定時間內提早離場，必須先舉手通知課室監考員。課室監考員須確保(1)考生所交的答卷，無論有否作答，均在答卷適當位置填上考生編號及貼上電腦條碼貼紙；(2)答卷的每頁均已填畫試題編號。**所有早退考生均不得將試卷帶離試場。**
- 8.4 如考生未獲批准便離開考室或早退時擅自將試卷帶離試場，試場主任／課室監考員應於 SR4g 報告書（見**樣本 23A**）詳細報告事件（包括發生事件的時間、細節等）。
- 8.5 如考生聲稱因病而需要在規定時間以外早退，該考生須在 SR4g 報告書上填寫理由，並在指定位置上填寫考生姓名及地址。
- 8.6 早退考生的試卷及答卷應留在該考生的桌上。**答卷應待考試終結時與其他考生的答卷一同收集**，並放入適當的答卷封套內。試卷可與其他剩餘試卷一樣，由試場學校保留。

9. 課室監考員交回答卷

每節考試完畢後，課室監考員須立即將答卷及其他有關文件交回試場主任。

普通試卷考試

- (1) 答題簿／試題答題簿（用答卷封套盛載）
- (2) 已填妥的點名單
- (3) 考生出席紀錄表
- (4) 考試報告書（課室試場）
- (5) 其他報告書（如曾填寫）
- (6) 剩餘的考試文具
- (7) 電腦條碼紙

多項選擇題考試

- (1) 多項選擇題答題紙（用答題紙紙夾盛載）
- (2) 已填妥的點名單
- (3) 考生出席紀錄表
- (4) 考試報告書（課室試場）
- (5) 其他報告書（如曾填寫）
- (6) 墊底紙
- (7) 剩餘的考試文具
- (8) 電腦條碼紙

第（四）部：異常事項的處理方法 （試場主任及課室監考員適用）

考評局熱線：3628 8950／3628 8913

（一）各類報告書

1.1 試場主任／監考員如需要就考試異常事件向考評局提出報告，可使用下列報告書：

- SR1（見**樣本 21**） 考生未能出示准考證／身分證
- SR3（見**樣本 22**） 考生前往非指定試場應試／准考證未印有與考科目／卷別／單元／應考語文
- SR4g（見**樣本 23A**） 考試異常事項
- SR4b（見**樣本 23B**） 考試異常事項（電腦條碼）
- SR4c（見**樣本 23C**） 考試異常事項（計算機）
- SR4p（見**樣本 23D**） 考試異常事項（手提電話／電子器材／備有響鬧功能物品）
- SR4t（見**樣本 23E**） 考生前往洗手間*
- SR4i（見**樣本 24**） 考試異常事項（監考員）

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

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

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

1.4 本局已建議考生如發現試場環境有不理想的情況，應該立即向試場人員求助。若有考生對試場環境作出投訴或發現其座位或座位周圍的情況不理想（例如：燈光不足、噪音滋擾、有滴水情況、太冷或受到鄰座考生的滋擾），試場主任／課室監考員須即時調查及盡量向考生提供協助。

以下是一些常見例子：

噪音滋擾 - 課室監考員應委派一位後備監考員調查噪音的來源，並盡可能停止或減低有關噪音，課室監考員應將窗戶及窗簾關閉（如適用）以改善情況。

試場溫度 - 試場主任／課室監考員應盡可能調校空調(如適用)，確保溫度適中。試場主任／課室監考員亦應多觀察考生，如發現很多考生因試場太冷穿上外套，便應立刻主動將部分空調關掉或調低空調輸出。

如考生所遇到的環境問題未能改善或解決但有確切需要，而試場內有剩餘的座位，試場主任／課室監考員可安排有關考生調往另一座位，然後將個案詳情記錄在 SR4g 報告書上。在安排調位時，試場主任／課室監考員須盡量減低對有關考生及鄰近考生造成滋擾。

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

（二）惡劣天氣

2. 延期考試，茲事體大，考評局只在必要時才會作是項決定。如考試當日天氣情況不穩定（例如天文台可能發出八號或以上熱帶氣旋警告或紅色／黑色暴雨警告），試場主任／課室監考員應於赴試場前密切留意電台、電視或考評局網頁（www.hkeaa.edu.hk）的宣布，並必須留意下列各點：

- (1) 延期考試的決定會在考試當日清晨宣布，並在上午七時後不斷重複。如有可能，該類宣布會於考試前一晚發出；
- (2) 即使有宣布學校因熱帶氣旋、惡劣天氣或紅色暴雨警告而須停課，這並不表示該日考試一定延期。惟若天文台發出八號或以上熱帶氣旋警告或黑色暴雨警告時，所有考試一般會延期，考評局並會盡早經報章、電台或考評局網頁公布有關該項考試的最新安排；

- (3) 除非考評局正式宣布由於天氣惡劣需要延期考試，否則試場主任／課室監考員應依照原定安排監考；
- (4) 除非試場主任／課室監考員認為試場情況有危險，否則各節考試一經開卷，將繼續進行，並依照原定時間完卷。

3. 考試進行時如遇熱帶氣旋警告信號／暴雨警告應採取的行動

- 3.1 試場主任應安排一位監考員聆聽電台或瀏覽考評局網頁，了解天氣的最新發展情況及記錄重要的宣布，例如有關公共交通服務暫停或中斷的宣布。
- 3.2 如在第一節考試舉行時發出熱帶氣旋警告信號／暴雨警告，考評局將於電台、電視台及考評局網頁宣布第二節考試會否延期。
- 3.3 倘若天文台發出**紅色暴雨警告**而考試仍如期舉行，所有試場應將**開考時間順延 15 分鐘**。如有需要，個別試場可再額外延遲 15 分鐘開考。如試場主任認為情況特殊並有需要再一步延遲開考時間，必須與考評局聯絡。
- 3.4 如天文台在考試進行期間發出熱帶氣旋警告信號／暴雨警告，試場主任／課室監考員應讓考試繼續進行，但應特別留意電台、電視台及考評局網頁的緊急宣布。
- 3.5 如有任何危險情況出現，試場主任應作出合理的判斷，斟酌情況並自行採取適當措施，以保障考生的安全。在絕對需要時，試場主任可疏散試場考生到安全的地方，但須盡可能保持考試的機密及防止考生討論答案。疏散考生前，試場主任／課室監考員應指示考生停止作答，並在答卷上畫下記號記錄停考前的答案。危險過後，試場主任／課室監考員可恢復考試，並應記錄停考及再開考的時間，惟考試時間應維持不變，試場主任／課室監考員不應為中途發生的滋擾事故額外補償作答時間。考試完結，試場主任／課室監考員應提示考生回家是否安全，並將有關公共交通服務的消息通知考生。倘若試場主任／課室監考員認為考生回家並不安全，應任令試場開放，直至情況安全始讓考生離去。

4. 更改考試日期

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

(三) 危急或突發事件的處理方法

5. 炸彈恐嚇

- 5.1 如試場主任於開考前（即尚未派發試卷前）接獲炸彈恐嚇，應延遲開考，並立刻通知警方及致電考評局（文憑試熱線:3628 8950／3628 8913）。試場主任／課室監考員應安排考生到安全的地方等候。
- 5.2 如試場主任在考試進行期間接獲炸彈恐嚇，應在採取任何行動前先通知警方及考評局。如警方認為需要暫時終止考試，試場主任／課室監考員應通知考生停止作答，並指示考生在答卷上畫下記號記錄停考前的答案及合上試題答題簿／答題簿及試卷，然後安排疏散考生至安全的地方。試場主任／課室監考員須防止考生互通消息或討論答案。在危險過後可再次開考。試場主任／課室監考員應在 SR4g 報告書記錄有關事件的經過、停考及再開考的時間。

6. 火警及其他危急情況

- 6.1 如在開考前（即尚未派發試卷前）試場內／附近發生火警或其他影響考生安全的事務，試場主任應延遲開考及安排考生到安全的地方等候，並致電考評局（文憑試熱線:3628 8950／3628 8913）。
- 6.2 如在考試進行期間發生火警或其他危險事故，試場主任／課室監考員應立即通知考生停止作答，並指示考生在答卷上畫下記號記錄停考前的答案及合上試題答題簿／答題簿及試卷，然後安排疏散考生至安全的地方等候。試場主任須防止考生互通消息或討論答案。在危險過後可再次開考。試場主任／課室監考員應在 SR4g 報告書記錄有關事件的經過、停考及再開考的時間。倘若情況並不容許再次開考，試場主任應盡快通知考評局。
- 6.3 考試進行期間，若火警警報響起並發出聲響，試場主任／課室監考員應立即致電考評局。如火警警報於一分鐘內停止，考試應如常繼續進行。惟試場主任／課室監考員應在 SR4g 報告書記錄有關事件的詳細經過，以供考評局作紀錄之用。倘若火警警報持續發出聲響超過一分鐘，試場主任／課室監考員應立即暫停考試並向考生宣布停止作答，指示考生在答卷上畫下記號記錄停考前的答案並合上試題答題簿／答題簿及試卷。試場主任／課室監考員應委派一名後備監考員到校務處了解情況，並同時致電考評局。經調查後若確定是火警警報誤鳴，試場主任／課室監考員應在警報停止後向考生解釋確定是火警警報誤鳴並可再次開考。考試重開時，試場主任／課室監考員應確保給予正確的考試時間，並在 SR4g 報告書記錄有關事件的經過，包括停考及再開考的時間。
- 6.4 經與考評局商討後，試場主任／課室監考員應向在場考生宣布考評局會就滋擾可能對考生表現造成的影響採取適當的跟進。

7. 停電

- 7.1 如在開考前（即尚未派發試卷前）停電，試場主任／課室監考員應延遲 15 分鐘開考，並盡快聯絡有關電力供應公司要求盡快恢復電力供應。若試場主任預計試場不能於 15 分鐘內恢復電力供應，應立即致電考評局（文憑試熱線:3628 8950／3628 8913）。
- 7.2 若在考試進行期間停電，而考室內光線尚可接受，只有少部分位置光線不足，考試應繼續進行。試場主任（或課室監考員經諮詢試場主任後）應採取適當的改善措施（例如：開啟窗簾）及斟酌情況，決定會否安排受光線不足影響的考生調至光線可接受的座位。如試場主任／課室監考員作有關安排，應在 SR4g 報告書記錄有關考生的資料及考生因調位而答題受中斷的時間。試場主任／課室監考員無須給予有關考生額外答題時間。
- 7.3 若供電未能在五分鐘內恢復且考室內光線微弱，不適宜考試，試場主任／課室監考員應暫停考試並在 SR4g 報告書記錄考試中斷的時間，指示考生停止作答、合上試題答題簿／答題簿及試卷，亦應即時通知考評局，以決定應採取的跟進行動，例如將全體／部分考生調往其他課室繼續考試。

（四）與試卷有關的異常事件

8. 試卷包裝

- 8.1 每日的試卷以瓦通紙箱盛載。紙箱外的標貼詳列試場編號及每節考試的試卷封包數目。
- 8.2 **每包試卷載有試卷或試題答題簿 31 份**。每包試卷均用熱縮膠紙包裝並放入一堅韌的膠袋內。膠袋的上下邊均鈐壓有「HKEAA」字樣。試場主任如懷疑試卷封包曾被開拆，應立即向考評局報告，並填寫 SR4g 報告書。
- 8.3 試場所收到的試卷封包左上角（見**樣本 7A**）已印有該試卷的簡稱。試場主任／課室監考員必須小心核對此簡稱是否與封包正中位置顏色標貼所印的科目或卷別名稱相符；如名稱不符，切勿開拆試卷封包，並應通知考評局。

9. 試卷不足或封包內載有其他試卷

- 9.1 每節考試的試卷數目已列於一核對表上（見**樣本 5**）。試場主任必須小心點算所收試卷的封包數目。所收試卷的封包不論過多或不足，試場主任均應**立即**通知考評局，本局會立即為報告試卷不足的試場補發數量，或將過多的試卷送至其他試卷不足的試場。試場主任在有足夠試卷時，始可分發試卷予各課室監考員。
- 9.2 在開拆試卷封包後，試場主任／課室監考員如發現試卷與封包標貼所印的科目／卷別名稱不符，應立即將該封包重新密封，以保試卷的機密，並立即通知考評局。
- 9.3 試場主任／課室監考員在確定每名考生均能獲發一份試卷後方可派發試卷。

10. 試卷不完整

- 10.1 若有考生報告其試卷不完整（例如有空白頁或漏印試題），請派另一份完整試卷予有關考生。
- 10.2 試場主任／課室監考員應將不完整的試卷連同填妥的 SR4g 報告書放入「特別報告書及有關答卷／答題紙封套」（見**樣本 25**）內。

（五）與考生有關的異常事件

11. 考生個人物品

- 11.1 考生已獲通知不應在考室外放置任何書籍或個人物品，以免招致損失。考生應將上述物品放入一個細小而附有拉鍊或鈕扣的**手提包**內，並將手提包拉上拉鍊或扣好，於開考前**放在座位下**。考生亦不可將書籍、筆記等物品放在衣袋或桌子抽屜內。考生如攜帶了筆盒／筆袋（包括透明筆袋）進入試場，應將內裏的文具取出放於桌上，然後將筆盒／筆袋放在手提包內或座位下。考試開始前，試場主任／課室監考員須提醒考生，如有攜帶電子器材（例如：平板電腦、電子手帳(PDA)、傳呼機、多媒體播放器、電子字典、具文字顯示功能的手錶、裝有流動應用程式或支援無線技術的智能手錶等）或任何可儲存資料或發出聲響的物品，須一律關掉及放入手提包內。**手提電話（包括響鬧功能）則須關掉及放於座位下的當眼處，讓課室監考員清楚看見**。試場主任／課室監考員亦應提示考生將手提電話的電池取出。
- 11.2 考生若沒有上述的手提包，試場主任／課室監考員須要求考生於開考前將其個人物品靠牆放在考室內的黑板下。考生的錢包及已關掉的手提電話可一併放在座位下。試場主任／課室監考員切勿容許考生將手提包放於座位旁邊，以免阻塞通道，這亦有助防止意圖作弊的考生輕易取得手提包內的物品。
- 11.3 考試期間，考生若被發現在下述位置藏有／放置違規物品，試場主任／課室監考員須警告該考生，有關情況一經確定，考生應考的科目會被**扣分、降級或被取消全部科目考試成績**：

| 違規物品 | | 物品被發現的地方 |
|--|-----------------|-------------------------------------|
| ■ 書籍、字典、筆記、上一節考試的試卷、紙張、隱形墨水筆、具文字顯示功能的手錶等 | | 考生的身上、衣袋內、桌上或桌子抽屜內(包括在准考證上或計算機背面書寫) |
| ■ 具備開關功能的電子器材(例如手提電話、平板電腦、傳呼機、多媒體播放器、電子字典、電子手帳(PDA)、裝有流動應用程式或支援無線技術的智能手錶或其他可儲存/顯示文字、圖像、音頻或視像資料的電子儀器) | 處於 關掉 模式 | 考生的身上、衣袋內、桌上或桌子抽屜內 |
| | 處於 啟動 模式 | 考生的身上、衣袋內、桌上或桌子抽屜內或 考生座位下 |

- 11.4 宣布開考前，考生如於課室監考員宣布**派發試卷後**被發現在桌上、抽屜內、衣袋內或身上有違規物品，例如書籍、筆記、紙張或同一科目上節考試的試卷等，會被**扣分**。有關個案應詳細記錄於 SR4g 報告書上。
- 11.5 考生如違反以上 **第 11.3 段**及 **第 11.4 段**所述的規定，試場主任/課室監考員應收集**載有文字**的違規物品及資料，並呈交予考評局處理。
- 11.6 考生如被發現在考室內攝影、錄影或錄音，試場主任/課室監考員應著令考生立即把此等器材關掉及警告該考生其科目/卷別成績會被**扣分**或**降級**，考生需於考試完畢後將有關相片/錄像/錄音刪除，並填寫 SR4g 報告書。

12. 與手提電話有關的異常事件

- 12.1 考試進行期間，試場主任/課室監考員若聽到手提電話發出聲響，應找出響聲的來源，並在 SR4p 報告書上記錄發出響聲的時間及其他相關資料(例如其他考生有否受影響)，以及填畫所有空格選項。
- 12.2 若試場主任/課室監考員未能找出手提電話聲響的來源，而且聲響停止，便無須跟進事件。
- 12.3 若能找出手提電話聲響的來源，試場主任/課室監考員應要求有關考生展示手提電話屏幕，以確定手提電話是否處於開啟模式。
- (1) 若有關聲響是由預設的響鬧功能引起，應指示考生立刻關掉響鬧功能及電話，或將電池取出，並指示考生於完卷後留步填寫 SR4p 報告書。
 - (2) 若發現考生的手提電話處於開啟模式，應指示考生關掉電話或將電池取出，然後將考生的手提電話放進考評局提供的手提電話膠套內(見**樣本 32**)，封口及放在考生的座位下。試場主任/課室監考員亦應記下事件詳情，並於完卷後指示考生留步填寫 SR4p 報告書。

試場主任/課室監考員在執行上述工作時，應盡量避免騷擾有關考生及鄰近考生。

- 12.4 在上列 **第 12.3(2)段**的情況下，試場主任/課室監考員應在考試結束後，要求考生展示通話/短訊/即時通訊紀錄等。若考生同意，試場主任/課室監考員應檢查於手提電話發出聲響期間是否收到來電或訊息。若有，應要求考生自行出示有關內容以確定有否涉及作弊，並指示考生在報告書上寫下解釋。如考生拒絕展示通話/短訊/即時通訊紀錄等，應要求考生將其理由寫在報告書上。
- 12.5 如考生查詢有關處分的資料，試場主任/課室監考員可向考生解釋：所有異常事件均由考評局作出調查，以確定考生是否需作處分。考生亦可就事件作出書面解釋，經試場主任/課室監考員或直接交予考評局。
- 12.6 若有考生報告聽到手提電話發出聲響而又能找出涉及的考生，試場主任/課室監考員應按下列方法處理：
- (1) 若報告是在試場主任/課室監考員解散全體考生前收到，應指示持有關手提電話的考生於完卷後留步及按 **第 12.4 段**處理。
 - (2) 若報告是在試場主任/課室監考員已解散全體考生後收到，應將個案資料記錄在 SR4p 報告書上。
- 12.7 若有考生報告聽到手提電話發出聲響但未能找出聲響的來源，則無須跟進事件。

13. 處理考生遺失個人物品/手提電話的方法

- 13.1 為避免試場內的考生遺失個人物品或手提電話，試場主任/課室監考員應特別留意那些賦閒不在認真答卷及早退的考生有否不自然或可疑的行為。
- 13.2 若有考生在試場主任/課室監考員解散全體考生前報告遺失個人物品或手提電話，試場主任/課室監考員應就事件作出宣布，詢問有沒有考生發現遺失物品。若有證據顯示有考生擅自取去另一考生的物品(例如有課室監考員或坐在附近的考生目睹事件)，試場主任/課室監考員可在考試結束後，在最少兩位課室監考員或學校職員及報告失物的考生見證下，在非公眾地方要求嫌疑考生展示所有個人物品。如考生拒絕，試場主任/課室監考員須填寫 SR4g 報告書，並通知遺失物件的考生自行決定是否報警。

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

14. 懷疑考生作弊

- 14.1 試場主任／課室監考員如發現考生作弊（例如抄襲別人答案、考試期間持有或窺看書籍、字典、筆記、紙張、電子儀器以謀取不當的協助、於洗手間使用手提電話、或與其他考生或試場內或外人士互通消息等），須先收去該考生的違規物品（即書籍、筆記、手提電話或智能手錶等）作為證物，如該物品是手提電話或智能手錶，應將其關掉並放進手提電話膠套內（見 **第 12.3(2)段及第 12(4)段** 的程序），但應准許該考生完成考試。試場主任／課室監考員應要求該考生於考試完畢離開試場前作書面解釋，如考生拒絕，應在 SR4g 報告書上註明。
- 14.2 試場主任／課室監考員應特別留意考生有沒有利用可儲存資料或通訊的高科技用品作弊。這些器材可能與一般文具或用品相似（如膠擦、直尺、手錶等）。如課室監考員懷疑考生使用有關器材，須檢查該物件及收去有關物件作為證物，但應准許該考生完成考試。試場主任／課室監考員應要求該考生於考試完畢離開試場前作書面解釋，如考生拒絕，應在 SR4g 報告書上註明。
- 14.3 在任何情況下，即使懷疑考生作弊，試場主任／課室監考員均不可搜查有關考生的身體或其個人物品。在處理懷疑作弊個案的時候，試場主任／課室監考員應確保有另一位監考員作見證人。
- 14.4 試場主任／課室監考員須填寫 SR4g 報告書，詳述有關考生作弊的經過（包括發現考生作弊的時間、考生是否正在抄襲、考生收藏書籍／筆記的地方等）。報告書、考生答卷、作弊證據及考生的書面解釋等須放入「特別報告書及有關答卷／答題紙封套」（見 **樣本 25**）內交回答卷收集中心。
- 14.5 若對某宗異常個案有懷疑，試場主任／課室監考員應避免在考試進行期間騷擾考生。課室監考員應於 **考試完結後** 通知有關考生留下填寫報告。

15. 考生前往非指定試場應試或錯誤報考應考語文／卷別／單元

- 15.1 根據《考生手冊》，考生必須到准考證上指定的試場應試。遇有考生因特殊事故不能前往指定試場應試，而試場內仍有額外座位及考試文具供該考生使用，試場主任／課室監考員 **應容許** 前往非指定試場的考生應試。
- 15.2 考評局不會向前往非指定試場應試或錯誤報考應考語文／卷別／單元的考生提供傳真試卷的安排。如有考生即場表示其錯誤報考應考語文，試場主任／課室監考員應派發「考生前往非指定試場或錯誤報考應考語文／卷別／單元須知」（見 **樣本 40**）予有關考生，讓其決定是否轉往合適的試場應試。此外，考生可瀏覽考評局網頁（www.hkeaa.edu.hk → 考務安排 → 試場一覽表）或致電考評局公開考試資訊中心（電話：3628 8860）查詢相關試場資料，前往最就近的試場。
- 15.3 如考生所報考的試卷語文與試場的試卷不同但決定留在該試場應考，考生可選擇以其已／擬報考的應考語文作答。如考生不是以其已／擬報考的應考語文作答，考生於考試完結後須立即向考評局提出更改選修應考語文的特別申請。試場主任／課室監考員應告知該考生考評局可能不接納有關的答卷。倘若申請最終獲得接納，考生須繳交相關附加費及科目費。
- 15.4 在非指定試場應考或錯誤報考應考語文／卷別／單元的考生於考試結束後須填寫 SR3 報告書的乙部，試場主任／課室監考員須填寫該報告書的甲部。試場主任應將 SR3 報告書連同答卷放入「特別報告書及有關答卷／答題紙封套」內，交回答卷收集中心。

16. 准考證上未印有與考科目

考生只可應考在准考證上列出的科目／卷別／單元／語文考試。若考生出席未有報考的科目／卷別／單元／語文考試，考評局可能不接納考生的有關答卷。有關處理程序，請參閱 **第 15.2 至第 15.4 段**。

17. 考生未能出示准考證（正本）或身分證（正本）

- 17.1 根據《考生手冊》，考生必須攜帶 **准考證（正本）及身分證（正本）** 應試。如准考證附有考生的相片，除非課室監考員懷疑考生的身分，否則課室監考員 **無須** 查驗考生身分證上的相片。
- 17.2 **如准考證並未附有考生的相片或准考證上的相片與考生本人不符，監考員須查驗考生的身分證**（或其他身分證明文件如申請香港永久性居民身分證收據（ROP140/140A 表格）、回港證或護照）。在下列情況下須填寫 SR1 報告書（考生填寫甲部，試場主任填寫乙部及丙部）。

(1) 如考生未能出示任何附有考生相片的身分證明文件：

考生須在報告書指定位置抄錄乙(1)部其中一段文字以便考評局日後鑑辨其字跡。

- (a) 如試場**有**該考生的個人電腦條碼紙，該考生的答卷可與其他考生的答卷一併交回。
- (b) 如試場**沒有**該考生的個人電腦條碼紙，試場主任應派發一張備用電腦條碼紙給該考生。該考生的答卷須連同報告書一併放入「特別報告書及有關答卷／答題紙封套」。

(2) 如考生未能出示准考證但能出示附有考生相片的身分證明文件：

考生須在報告書指定位置抄錄乙(1)部其中一段文字以便考評局日後鑑辨其字跡。

- (a) 如試場**有**該考生的個人電腦條碼紙，該考生的答卷可與其他考生的答卷一併交回。
- (b) 如試場**沒有**該考生的個人電腦條碼紙，試場主任應用鉛筆在答題簿封面右下角寫上考生的姓名，並派發一張備用電腦條碼紙給該考生。該考生的答卷須連同報告書一併放入「特別報告書及有關答卷／答題紙封套」。

(3) 如考生未能出示准考證及任何附有考生相片的身分證明文件：

考生須在報告書指定位置抄錄乙(1)部其中一段文字以便考評局日後鑑辨其字跡。

- (a) 如試場**有**該考生的個人電腦條碼紙，該考生的答卷須連同報告書一併放入「特別報告書及有關答卷／答題紙封套」。
- (b) 如試場**沒有**該考生的個人電腦條碼紙，試場主任應用鉛筆在答題簿封面右下角寫上考生的姓名，並派發一張備用電腦條碼紙給該考生。該考生的答卷須連同報告書一併放入「特別報告書及有關答卷／答題紙封套」。

17.3 SR1 報告書的丙部備有資料指示考生於試後須完成的事項，試場主任應撕下該部分交予考生保管。SR1 報告書的甲、乙部應交回答卷收集中心。

17.4 若考生只能出示准考證或身分證明文件**影印本**，有關影印本並不能視為有效身分證明文件，考生需填寫 SR1 報告書，並按照上文**第 17.2 段**處理(如適用)。

18. 考生計算機

18.1 考生應在開考前將計算機蓋／封套除出並放置於手提包內或座位下。考試期間，課室監考官如發現考生的桌上放有計算機蓋／封套，應檢查是否涉及異常事件（例如計算機蓋／封套上是否寫有筆記／公式）。如沒有異常情況，課室監考官應指示考生立即將之放在座位下（如該計算機蓋／封套可除下）；如懷疑考生作弊，請按**第 14 段**處理。

18.2 試場主任／課室監考官如發現考生使用沒有指定標籤的計算機，若考生有攜帶其他已印上指定標籤的計算機，應指示考生使用另一部計算機；如考生沒有攜帶，可讓該考生於同日第二節的考試繼續使用該計算機作答，直至當天考試完畢。考試終結時，試場主任／課室監考官應填寫 SR4c 報告書，並將報告書放入「特別報告書及有關答卷／答題紙封套」內交回答卷收集中心。若該計算機**未列入准用型號名單**（見**附錄 2**），試場主任／課室監考官應在試後向考生**收取計算機**呈交至考評局檢查。考評局在處理個案後會將計算機交還考生。有關考生的答卷則可與其他考生的答卷一併收集交回。

18.3 如考生的計算機曾印上**標籤**但**因長期使用以致褪色**，試場主任／課室監考官**無須**將此類個案填報予考評局，但可在考試完結後提示考生在下次考試前到考評局加印標籤。

19. 考生不遵守「停止作答」指示

19.1 如發現考生違反「停止作答」指示（包括繼續書寫，刪除／修改答案、手持文具、張貼電腦條碼貼紙或填寫試題編號），試場主任／課室監考官應：

- **普通試卷考試：** 盡可能在答卷上用**紅筆**圈劃考生於考試終結後所寫的答案，並填寫 SR4g 報告書*。
- **多項選擇題考試：** 在 SR4g 報告書*指出該考生在宣布「停止作答」後所答的試題號碼。切勿在多項選擇題答題紙上圈劃或書寫。

* 請試場主任／課室監考官在報告書上詳細記錄考生在宣布「停止作答」後所書寫或刪改的部分。

19.2 試場主任／課室監考官須提醒該考生會遭受**扣分**處分。請指示該考生在 SR4g 報告書上填上姓名及地址，考評局會於稍後聯絡考生要求書面解釋。該考生的答卷可與其他考生的答卷一併收集交回。

20. 考生使用錯誤答題簿／試題答題簿作答

在某些卷別考試中，考生會獲派發多於一本的答題簿／試題答題簿。如發現考生錯誤使用答題簿／試題答題簿作答，試場主任／課室監考員應指示該考生繼續使用該答題簿／試題答題簿作答。試場主任／課室監考員須就個案填寫 SR4g 報告書，並將錯誤使用的答題簿／試題答題簿放入「特別報告書及有關答卷／答題紙封套」。

如考生查詢有關處分的資料，試場主任／課室監考員可告訴考生：考生錯誤使用答題簿／試題答題簿 **不會被扣分**。

21. 患有高度傳染性疾病的考生

考評局已在《考生手冊》內提示考生，若患上高度傳染性疾病（例如麻疹或水痘），不應往試場應試。如有疑問，試場主任／課室監考員發現有考生患上高度傳染性疾病，應忠告考生不應留在試場應考。如有疑問，試場主任應於**開考前**致電考評局（文憑試熱線：3628 8950／3628 8913）報告事宜。

22. 考生的衣著

22.1 根據《考生手冊》內的規定，考生須穿著端正服裝應試。試場主任／課室監考員如發現特殊違規情況，可將詳情記錄在 SR4g 報告書上，然後放入「特別報告書及有關答卷／答題紙封套」一併交回答卷收集中心。

22.2 試場主任／課室監考員在點名時，若有考生戴帽或口罩，請要求考生脫下帽子或將之拉至頭後，或除下口罩，以便核實考生的身分。若試場主任／課室監考員確定並沒有作弊成份，可讓考生戴着帽子或口罩應試。

23. 考生的個人行為

23.1 根據《考生手冊》／准考證上的規定：

- (1) 應試時，考生必須行為檢點及遵從試場主任／課室監考員的合理指示；
- (2) 在試場內，考生必須保持肅靜，不得談話或騷擾他人，亦不可以手語或身體語言與其他考生溝通；
- (3) 考生不可在試場學校範圍內任何地方吸煙或在試場內飲食；
- (4) 於考試開始前／期間／完畢後在考室內，考生均不可拍照、錄音或錄影；
- (5) 考生亦不可將剩餘的電腦條碼貼紙帶離試場。

23.2 考生如違反上述 **第 23.1 段** 的任何規則，試場主任／課室監考員應將個案的情況記錄在 SR4g 報告書內供考評局跟進。

23.3 考生如攜帶飲品（包括清水）進入試場，應將之放在座位下。倘考生在考試期間需要喝水，須先獲課室監考員許可。

23.4 如發現有考生將剩餘的電腦條碼貼紙（包括於早前考試獲發的電腦條碼貼紙）帶離試場（例如考生將電腦條碼貼紙張貼於准考證或其他個人物品上），試場主任／課室監考員應將個案填報於 SR4g 特別報告書內。並將相關的物件（例如准考證）連同電腦條碼貼紙複印附於特別報告書。

23.5 考試進行中，如發現有考生滋擾其他考生，例如發出噪音或其他行為，不論屬自主或非自主性的行為，試場主任／課室監考員可為該考生安排另一座位。試場主任／課室監考員須將個案的詳細情況填報於 SR4g 報告書內向考評局報告。

23.6 如有考生行為不檢，或肆意擾亂考試秩序，試場主任／課室監考員應警告有關考生，並告知其可被**取消科目成績**。如考生屢次不遵從試場主任／課室監考員的合理指示，或作出其他不檢點的行為（例如：對試場工作人員或主考員粗暴無禮或說粗言穢語），試場主任／課室監考員應警告有關考生其**科目成績可被降級**。試場主任／課室監考員請將個案的詳細情況（例如個案發生時間、原因）或考生的言行及解釋（如有的話）和其他見證人（例如其他監考員／其他考生提供的證據等）填報於 SR4g 報告書內，以便考評局作出跟進。

2017 年香港中學文憑考試

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2017

運送考試文具用品時間表

Schedule for Delivery of Examination Stationery

由： 2017 年 3 月 6 日

From： 6 March 2017

至： 2017 年 3 月 10 日

To： 10 March 2017

考評局將發信通知個別試場學校有關運送的日期。

Centre schools will be informed individually of the delivery date by HKEAA.

2017 年香港中學文憑考試
Hong Kong Diploma of Secondary Education Examination 2017

附件 1B
Annex 1B

| 答卷收集中心 Answer Scripts Collection Centres | | | |
|---|------------|--|---|
| 區域 Area | 代號 Code | 收集中心名稱 Name of Collection Centre | 地址 Address |
| 香港區 Hong Kong | HKS | 嶺南中學 Lingnan Secondary School | 香港杏花邨盛康里 6 號 6 Shing Hong Lane, Heng Fa Chuen, HK |
| 九龍區 Kowloon | SPK | 香港考試及評核局(新蒲崗辦事處) HKEAA (San Po Kong Sub-office) | 九龍新蒲崗爵祿街 17 號 17 Tseuk Luk Street, San Po Kong, KLN |
| | WYC ** | 九龍華仁書院 Wah Yan College, Kowloon | 九龍窩打老道 56 號 56 Waterloo Road, KLN |
| 新界區 New Territories | TW | 香港考試及評核局(荃灣評核中心) HKEAA (Tsuen Wan Assessment Centre) | 荃灣城門道 7 號 7 Shing Mun Road, Tsuen Wan, NT |
| | ST | 東莞工商總會劉百樂中學 GCCITKD Lau Pak Lok Secondary School | 新界沙田大圍積運街積泰里 1 號 1 Chik Tai Lane, Chik Wan Street, Tai Wai, Shatin, NT |
| | TM | 東華三院邱子田紀念中學 TWGHs Yau Tze Tin Memorial College | 新界屯門兆康苑 Siu Hong Court, Tuen Mun, NT |
| | TP | 迦密聖道中學 Carmel Holy Word Secondary School | 新界大埔太和路 10 號 10 Tai Wo Road, Tai Po, NT |
| | YL | 新界鄉議局元朗區中學 NTHYK Yuen Long District Secondary School | 新界元朗教育路 123 號 123 Kau Yuk Road, Yuen Long, NT |

** 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.

2017 年香港中學文憑考試 課室監考員須知

(課室監考員)

此須知適用於通識教育及數學科必修部分中文版的考試
有關中國語文科及英國語文科考試的程序，請參閱另備的相關須知

考評局熱線：3628 8950 / 3628 8913

第 (一) 部：課室監考員職責

1. 課室監考員為課室試場的負責人。如課室監考員因事故需暫時離開考室，須通知試場主任或後備監考員接替其監考工作。在任何情況下，切勿讓考生在沒有監考員看管下作答。
2. 試場主任將統籌校內課室試場的工作並負責領取 / 派發試卷及將答卷交回考評局。課室監考員須於**開考前至少 30 分鐘**向試場主任報到，在考試進行期間，貼上派發的「監考員標貼」(見**樣本 10B**)，以茲識別。
3. 在收到試卷封包後，課室監考員須保管試卷及防止他人擅自開拆。
4. 課室監考員切勿預先開拆試卷封包。課室監考員應在開考前數分鐘及在考生見證下，方能將試卷封包開拆。
5. 課室監考員必須確保考生獲給試卷上所規定的作答時間。
6. 課室監考員須防範考生作弊或討論答案。
7. 課室監考員必須關掉其手提電話 / 傳呼機 / 備有響鬧功能的物品，以免滋擾考生，亦不宜在考生的座位旁停留太久，以免令考生精神緊張或感覺不安。
8. 課室監考員若於試場內碰見其認識的考生，須於試後在 SR4g 報告書 (見**樣本 23A**) 內申報此事，報告書須經由試場主任轉交考評局。
9. 每節考試完畢後，課室監考員應盡快將答卷及有關文件交回試場主任，試場主任會將之交回答卷收集中心。**任何人士**，包括考生及監考員，**均不可在整個考試時間內將試卷帶離試場**。監考員亦不可擅取試場供應的文具。
10. 在考試完畢時，課室監考員須完成收集、核對及協助密封答卷等工作，以及填妥所有試場報告，並得到試場主任批准後方可離開。
11. 課室監考員應穿著整齊服裝擔任監考工作，避免穿著便服如短褲、背心、拖鞋等。此外，為確保試場為考生提供寧靜的環境，課室監考員應避免穿著容易產生聲響的鞋子。

文件樣本

課室監考員如欲參閱本《須知》所提及文件的樣本，可向試場主任索閱。

第（二）部：考試安排

考評局熱線：3628 8950／3628 8913

（課室監考員）

1. 考試文具／試卷

1.1 電腦條碼紙

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

- 1.2 大約在開考前 20 分鐘，試場主任會分發當日「**考試用品核對表**」一份、「**課室試場用品**」一袋（見**樣本 1B**）、監考員標貼及下列物品予各課室監考員：

普通試卷考試

- (1) 試卷一包*
- (2) 須派發的文具（見**附錄 1**）
- (3) 考生的個人電腦條碼紙
- (4) 備用電腦條碼紙（需要時，可向試場主任索取）
- (5) 答卷封套（見**樣本 26A**）
- (6) 點名單一張（見**樣本 17**）
- (7) 考生出席紀錄表（見**樣本 16B**）
- (9) 報告書（需要時，可向試場主任索取）

多項選擇題考試

- (1) 試卷一包*
- (2) 須派發的文具（見**附錄 1**）
- (3) 考生的個人電腦條碼紙
- (4) 備用電腦條碼紙（需要時，可向試場主任索取）
- (5) 多項選擇題答題紙紙夾（見**樣本 28**）
- (6) 點名單一張（見**樣本 17**）
- (7) 考生出席紀錄表（見**樣本 16B**）
- (9) 報告書（需要時，可向試場主任索取）

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

- 1.3 答題簿／補充答題紙／方格紙上各頁的試題編號將由電腦閱讀，而每頁上方均有一個試題編號方格（見**樣本 18B**）。考生須在適當方格內填畫「X」號。考生可使用原子筆或鉛筆填寫試題編號方格。
- 1.4 課室監考員切勿讓學生或考生等擅取考試文具。考試文具只供公開考試有關科目／卷別使用。

2. 安排座位

最遲於考試前一天，試場主任及課室監考員應：

- (1) 將「考生座位表」（見**樣本 3B**）張貼於課室入口處；
- (2) 在「考生座位表」的適當位置填上課室編號（如**Room 3**）及試場編號（如**H1003**）；
- (3) 安排座位（每間課室應容納 30 名考生）；

| 課室監考員席 | | | | | |
|--------|----|----|----|----|----|
| 1 | 6 | 11 | 16 | 21 | 26 |
| 2 | 7 | 12 | 17 | 22 | 27 |
| 3 | 8 | 13 | 18 | 23 | 28 |
| 4 | 9 | 14 | 19 | 24 | 29 |
| 5 | 10 | 15 | 20 | 25 | 30 |

- (4) 將座位編號卡（見**樣本 4**）順序貼在考生檯面左上角。

第（三）甲部：考試程序 通識教育科（中文版）

考評局熱線：3628 8950／3628 8913

（課室監考員）

（甲）考生進入試場／開考

1. 派發文具及電腦條碼紙

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

- **通識教育科 卷一** — (1) 一張個人電腦條碼紙（見**樣本 7B(i)**）。
- **通識教育科 卷二** — (1) 一本 DSE(C)答題簿（見**樣本 18B**）；
(2) 一張個人電腦條碼紙（見**樣本 7B(i)**）。

每張個人電腦條碼紙均印有考生的英文姓名，紙上的每個電腦條碼貼紙均印有考生編號、試場編號、座位編號及科目／卷別名稱。課室監考員須按座位編號將正確的電腦條碼紙派發在適當的座位上，確保考生在正確座位就座並獲發正確的電腦條碼紙。

當宣布開考後，考生須首先在答題簿／試題答題簿封面之適當位置填寫考生編號，並根據指示於答題簿／試題答題簿封面及所有內頁的指定位置上貼上電腦條碼貼紙。考生不按指示貼上電腦條碼貼紙，有關科目／卷別會被扣分。

1.2 備用電腦條碼紙

- (1) 每張備用電腦條碼紙只供一名考生使用，紙上印有一個獨立編號，可在以下情況下派發給有需要的考生使用：
 - (i) 試場沒有考生的個人電腦條碼紙（例如前往非指定試場應試的考生）；
 - (ii) 考生的個人電腦條碼紙損毀、資料錯誤或未能找到。
- (2) 備用電腦條碼紙上已預留位置讓考生填上考生編號及座位編號，**課室監考員在開考前應指示及監督考生在每個備用電腦條碼貼紙上填寫其考生編號及座位編號（如適用）**。
- (3) 若考生原來的個人電腦條碼貼紙不敷應用，可指示考生在答卷原用來張貼電腦條碼貼紙的指定位置上寫上考生編號，而**無須**另發備用電腦條碼紙或填寫任何報告書。
- (4) 倘試場的**備用電腦條碼紙不敷應用**，應指示沒有獲發電腦條碼貼紙的考生在其答卷的電腦條碼貼紙方格內填上考生編號。課室監考員須將個案記錄在 SR4b 報告書（見**樣本 23B**）內。
- (5) 課室監考員應在 SR4b 報告書上，記錄使用備用電腦條碼紙的考生，或考生答卷封面未有貼上電腦條碼貼紙的考生編號。所有使用備用電腦條碼紙的考生答卷（即**第 1.2(1)段**所述的情況）及沒有獲發電腦條碼紙的考生答卷（即**第 1.2(4)段**所述的情況），應在試後連同 SR4b 報告書一併放入「**特別報告書及有關答卷封套**」（見**樣本 25**）內交回答卷收集中心。與電腦條碼有關的其他異常情況，亦應記錄在 SR4b 報告書內。

1.3 新增考生個人電腦條碼紙（如適用）

- (1) 新增考生（即於派發准考證後新增／更改科目的考生）亦會獲發一張個人電腦條碼紙。獲編配新增考生的試場，其新增考生的個人電腦條碼紙（每名考生一張）及新增考生點名單會放入一封套內，並於考試當日與試卷一併分發到試場。
- (2) 試場主任／課室監考員須按照既定程序（即**第 1.1-1.3 段及第 24.2 段**所述的步驟）處理新增考生的個人電腦條碼紙／貼紙及新增考生點名單。
- (3) **試場主任／課室監考員須把已貼上個人電腦條碼貼紙的新增考生的答卷放入「答卷封套」（見樣本 26A）與其他答卷一併交回考評局。**

- 1.4 如考生要求**補充答題紙**，課室監考員應按其要求派發。為配合電腦掃描，補充答題紙採用 A3 尺寸的紙張，並摺成 A4 式樣，**切勿將答題紙撕開使用**。每頁只供作答一條試題，但考生可在同一張補充答題紙的分頁上作答不同試題及在每一頁上填畫正確試題編號方格而無須另開新紙。監考員應同時派發白短繩一條，以便考生將補充答題紙與答卷繫在一起。監考員亦應提示考生在指定位置貼上電腦條碼貼紙。

注意：

- (1) 請勿使用往年考試剩餘的補充答題紙。
- (2) 課室監考員應確保手上常備足夠的補充答題紙，以便按考生的要求即時派發紙張予他們。

- 1.5 在考生進入考室前，課室監考員須按以下格式在黑板上寫上當日考試的詳細資料：

試場編號：H1003
 試場名稱：甲乙丙學校（課室）
 科目：通識教育
 卷別：卷一
 應考語文：中文
 考試時間：請於開考後填寫實際考試時間

2. 考生進入試場

- 2.1 考生可於開考前 **15 分鐘** 進入試場。
- 2.2 如考試當日天氣情況惡劣，試場主任可讓考生提早進入校內等候進入考室。
- 2.3 如在上午 8 時 30 分仍有超過五分之一考生未到達考室（可能由於嚴重交通意外或天氣情況惡劣），試場主任／課室監考員可考慮延遲最多 15 分鐘開考。如需再延遲開考，請通知考評局。

3. 考生遲到

- 3.1 遲到的考生，不論其抵達試場的時間，應獲准應考，但該考生將**不獲額外時間**作答。除非情況特殊，否則課室監考員無須記錄遲到考生的資料。
- 3.2 課室監考員在作出第一項宣布前，應在未有考生就座座位的桌上派發手提電話提示卡（見**樣本 31**），提示在第一項宣布後始進入考室的考生將手提電話關掉。
- 3.3 課室監考員須在適當的時候檢查該考生有否在其答卷的指定位置填寫考生編號及貼上電腦條碼貼紙。考生必須**於考試時間內**填寫考生編號及貼上電腦條碼貼紙。考生不按指示在答卷貼上電腦條碼貼紙，有關卷別可被扣分。

4. 考生使用計算機

- 4.1 《考生手冊》列明，除**語文科目**考試外，考生參加任何科目考試均可使用計算機，但計算機必須印有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」的標籤（見**附件 2**），否則可被扣分。（**注意**：某些型號的計算機可供加印標籤的空間較細，因此標籤亦相應縮小。）

課室監考員在點名及核對准考證時，須檢查考生放在桌上所有的計算機是否印有認可標籤，並在「考生出席紀錄表」上填寫有關資料。如考生使用沒有指定標籤的計算機，課室監考員應指示有關考生於完卷後留步填寫 SR4c 報告書（見**樣本 23C**）。

請同時參閱**第(四)部分第 18 段**處理未有印上標籤的計算機的相關程序。

- 4.2 需要使用計算機應考的考生應將其計算機放置於桌上。**在考試開始前，須指示考生檢查並確保其計算機並沒有任何書寫內容或記號。考生須將計算機蓋／封套除下並放置於手提包內或座位下。**
- 4.3 於核對准考證或考試進行時，若發現考生的計算機蓋／封套仍放於其桌上，課室監考員須檢查是否有異常情況（例如有筆記／應用程式寫於計算機蓋／封套上）。如證實沒有任何異常情況，課室監考員請指示考生立即將計算機蓋／封套放置於座位下（除非其蓋／封套不能與計算機分拆）。倘若有懷疑作弊的情況，請依照**第(四)部分第 14 段**的步驟處理。

5. 宣布事項（一）（檢查個人物品）

5.1 宣布時所用的語言

課室監考員各項宣布所用的語言，應與試題所用的語文相同。若同時用中、英文宣布，恐會延誤考試時間。

- 5.2 在作出第一項宣布前，**課室監考員應在未有考生的座位派發手提電話提示卡予遲入試場的考生**（見**樣本 31**）。

- 5.3 當大部分考生就座後，請宣布：

所有卷別

你將應考香港中學文憑考試**通識教育科卷一／卷二（應考語文為中文）**，本試場編號為（例如 H1003），如所宣布的科目／卷別／語文／試場資料與你准考證上的不同，請舉手。（稍停）

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

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

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

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

現在，將你的電話放在座位下的當眼處，讓監考員清楚看見。（稍停）

如你帶備有響鬧功能的物品，現在把電源關掉，然後放在手提包內。（稍停）

如你帶備上一節考試的試卷、筆記、紙張、書籍、字典、隱形墨水筆或任何電子器材[例如：平板電腦、電子手帳（PDA）、傳呼機、多媒體播放器、電子字典、具文字顯示功能的手錶、智能手錶等]，或任何可儲存資料或發出聲響的物品，一律必須關掉及放在手提包內。請將手提包拉上拉鍊或扣好，然後放在座位下。切勿將手提包放於通道旁邊。如你沒有攜帶手提包，請將你的錢包及手提電話放於座位下，並將其他個人物品放於考室前方的...。（請清楚指示考生將物品放於何處及知會監考員協助。）

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

如有疑問，請舉手。（稍停）

注意：若遲到人數眾多，課室監考員可在開考前重複這項宣布。

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

5.4 如有考生表示所宣布的科目／卷別／語文／試場資料與其准考證上的不同，**課室監考員應向該考生派發「考生前往非指定試場或錯誤報考應考語文／卷別／單元須知」**（見**樣本 40**），讓該考生決定會否留於這試場應試。有關處理考生前往非指定試場應試或錯誤報考應考語文的程序，請參閱**第（四）部分第 15 及 16 段**。

6. 第二輪宣布（檢查電腦條碼紙）

通識教育卷一

考生桌上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停）

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

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

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

宣布「停止作答」後，考生不會獲得額外時間張貼電腦條碼貼紙。

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

通識教育卷二

考生桌上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停）

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

宣布開考後，考生須首先在答題簿封面之適當位置填寫考生編號。你應依照准考證抄寫。此外，你必須在答題簿封面及內頁的指定位置貼上電腦條碼貼紙。

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

宣布「停止作答」後，考生不會獲得額外時間張貼電腦條碼貼紙。

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

7. 第三輪宣布（檢查答題簿）

通識教育卷一

本卷別不需使用答題簿，課室監考員可轉至第四輪宣布，即分發試卷／試題答題簿（見第8段）。

通識教育卷二

每名考生獲發一本答題簿，如欠缺，請舉手。（稍等）

考生須在答題簿封面填寫所答試題的試題編號，並在答題簿及補充答題紙寫有答案的每一頁上填畫試題編號方格。每條題目請開新一頁作答。

宣布「停止作答」後，考生不會獲得額外時間填畫試題編號方格。

現在，請參閱答題簿上的「考生須知」。（稍停）

8. 第四輪宣布（分發試卷／試題答題簿）

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

通識教育卷一

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

考生不得翻閱桌上的試卷或試題答題簿。未宣布開考前切勿開始作答。

通識教育卷二

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

考生不得翻閱桌上的試卷。未宣布開考前切勿開始作答。

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

9. 第五輪宣布（檢查試卷／試題答題簿）

通識教育卷一

每一考生桌上應有一份試卷，試卷內夾附一本試題答題簿，你可翻開試卷以檢查試題答題簿是否附夾在其中，如有欠缺，請舉手。（稍停）

考生切勿翻閱試卷及試題答題簿，但現在可細閱試卷封面各項須知。
〔停頓 15 秒〕

通識教育卷二

每一考生桌上應有一份試卷及一本答題簿，如有欠缺，請舉手。（稍停）

考生切勿翻閱試卷，但現在可細閱試卷封面各項須知。（停頓 15 秒）

10. 第六輪宣布（檢查試卷及開考）

- 10.1 在開考前，課室監考員請提醒考生須確定已關掉電子器材（包括手提電話）及沒有隨身攜帶電子器材。接着，請通知考生翻開試卷／試題答題簿，**檢查頁數／題目**。宣布開考後，考生須首先在答題簿／試題答題簿封面之適當位置填寫考生編號，及按封面上的「考生須知」，在答題簿／試題答題簿封面及內頁的指定位置貼上電腦條碼貼紙。課室監考員宣布「停止作答」後，考生不會獲得額外時間貼上電腦條碼貼紙。

通識教育卷一

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

請檢查試卷及試題答題簿有無漏印題目。最後一題之後應印有「**試卷完**」或「**該部分完**」等字。（稍停）

檢查完畢後，請合上試卷及試題答題簿。

宣布開考後，你須首先在試題答題簿封面之適當位置填寫考生編號，你應依照准考證抄寫。此外，你必須根據封面上的「考生須知」，在試題答題簿封面及內頁的指定位置貼上電腦條碼貼紙。

宣布「停止作答」後，考生**不會獲得額外時間**張貼電腦條碼貼紙。

通識教育卷二

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

請檢查試卷有無漏印題目。最後一題之後應印有「**試卷完**」或「**該部分完**」等字。（稍停）

檢查完畢後，請合上試卷。

宣布開考後，你須首先在答題簿封面之適當位置填寫考生編號，你應依照准考證抄寫。此外，你必須根據封面上的「考生須知」，在答題簿封面及內頁的指定位置貼上電腦條碼貼紙。

宣布「停止作答」後，考生**不會獲得額外時間**張貼電腦條碼貼紙。

- 10.2 課室監考員應**檢查是否有「特別通告」**，如有，須於此時向考生宣布。特別通告（如有的話），應在一**螢光黃色信封**內（見**樣本 9**）。若該節考試有「特別通告」，課室監考員須按「通告」上的提示，向考生作出宣布，並將「通告」的內容寫在黑板上，讓遲到考生知悉。

- 10.3 如無考生發問，即宣布：

通識教育卷一及卷二（接受考生在開考後 30 分鐘至完卷前 15 分鐘的一段時間內早退）

考生如要早退，請先舉手，在得到監考員批准後方可離開試場。所有早退考生均不得將試卷帶離試場。

根據考室時鐘(本人的手錶)，現在時間是____時____分。考試的完結時間為____時分。考生可以開始作答。

- 10.4 在宣布「考生可以開始作答」後，課室監考員應隨即將試場的實際開考時間及完卷時間寫在黑板上，以供考生參考。
- 10.5 課室監考員不應在未開考前預先寫上開考及完卷時間，而應在確實後始將時間寫上。如考室內設有操作正常的時鐘（見註），且在各考生的視線範圍以內，課室監考員應根據此時鐘計時。課室監考員必須確保考生獲給試卷／試題答題簿上所規定的答卷時間。除非考評局有特別通知，課室監考員**不得給予考生額外時間**作閱讀試題或其他用途。
- 註：**
- (1) 課室監考員須檢查考室內的時鐘是否運作正常，如所顯示的時間並不正確，須提示考生不要以該時鐘計時。
 - (2) 若考室有兩個時鐘(例如一個擺放在考室前方，另一個在後方)，課室監考員應根據考室前方的時鐘計時，並告知考生是以該時鐘計時，以避免不必要的誤會。
- 10.6 課室監考員須依照時間表上所規定的答卷時間開考。如遇天氣情況惡劣或試卷不足等而需延遲開考，課室監考員須確保考生獲給試卷／試題答題簿上所規定的作答時間。**在任何情況下，不可提早開考。**
- 10.7 請在考試報告書(Sessional Report-見**樣本 20**)填寫實際開考及完卷的時間。

(乙) 開考後的工作

11. 檢查准考證及香港身分證

- 11.1 如考生的准考證上附有相片，除非課室監考員懷疑考生的身分，否則課室監考員無須檢查該考生身分證上的相片。在開考後**15分鐘**，查核准考證（見**樣本 14**）及身分證，須留意以下各點：
- (1) 准考證／身分證上的**照片是否與考生本人相符（課室監考員必須小心核對有關文件以排除他人代考的事件）**；
 - (2) **准考證上的考生編號是否與電腦條碼貼紙所示的相同**；
 - (3) 准考證上是否印有與考的科目／卷別／應考語文；
 - (4) 准考證上的考生姓名／身分證號碼是否與身分證上所印的相同。
- 11.2 如考生未能出示身分證，但能出示人事登記處簽發附有相片的申請香港永久性居民身分證收據（ROP140／ROP140A 表格）（見**樣本 15A**）、回港證或護照，試場主任／課室監考員可接納這些文件為該考生的身分證明。
- 11.3 警署所簽發的 Loss Memo（見**樣本 15B**）不能用作考生的身分證明文件。
- 11.4 如考生未能出示准考證／任何有效身分證明文件或只能出示准考證／身分證明文件影印本，試場主任／課室監考員請依照**第(四)部分第 17 段**的指示辦理。

12. 點名

(1) 填寫考生出席紀錄表

開考後 15分鐘，課室監考員應填寫「考生出席紀錄表」（見**樣本 16B**）。課室監考員須在紀錄表上座位編號旁的方格內填上在該座位就座考生的考生編號。空置座位的考生編號旁應填寫「ABS」或「缺席」。如考生使用備用電腦條碼貼紙，應在考生編號旁的方格加上√號。如考生桌上放有計算機，須檢查考生的計算機是否印有認可標籤

(見第4段)，如有，在考生編號旁的方格加上√號，如沒有，加上X號並填寫SR4c報告書。若發現考生的計算機蓋／封套仍放於其桌上，請依照第4.3段的步驟處理。如個別考生遲到，課室監考員須更正「考生出席紀錄表」。課室監考員稍後須檢查遲到考生有否在其答題簿／試題答題簿的指定位置填寫考生編號及貼上電腦條碼貼紙。

(2) 填寫點名單

- (i) **開考後 30 分鐘**，課室監考員應核對「考生出席紀錄表」上的考生編號是否與點名單(見**樣本 17**)上的考生編號相符，以確保所有出席考生均在正確座位就座。如有錯誤，應立即調查及更正「考生出席紀錄表」。
- (ii) 課室監考員須依照下列方法以 HB 鉛筆填妥點名單(點名工作如有錯誤，足以對成績記錄造成嚴重影響，故請特別小心處理)。課室監考員須在每頁點名單上填畫出席和缺席的考生編號方格，然後在每頁點名單下端的適當位置填寫該頁出席和缺席考生的總人數。課室監考員在每頁點名單上簽署前，必須小心核對在點名單和「考生出席紀錄表」上的考生編號以確保點名單上的考生紀錄正確無誤。
- (iii) 如個別考生遲到，切記更正「考生出席紀錄表」及點名單上的紀錄。

13. 收集缺席考生的試卷／答題簿／試題答題簿

- 13.1 課室監考員於開考後 **30 分鐘**可收集缺席考生的試卷／答題簿／試題答題簿／電腦條碼紙，並將之放在一特定的紙箱內，以免與完卷時所收集的考生答卷混淆。
- 13.2 試場可保留剩餘的試卷(包括試題答題簿)。
- 13.3 若考生中途**要求索取另一本「答題簿」／「試題答題簿」**，在一般情況下，課室監考員不應答允，應給有關考生派發補充答題紙。

14. 考生早退

- 14.1 考生**不得**在多項選擇題考試(即數學科必修部分卷二)的考試時間內早退。
- 14.2 **通識教育卷一及卷二**，考生可以在開考後 30 分鐘至完卷前 15 分鐘的一段時間內離開考室。如考生欲在規定時間內提早離場，必須先舉手通知課室監考員。課室監考員須確保(1)考生所交的答卷，無論有無作答，均在答卷適當位置填上考生編號及貼上電腦條碼貼紙；(2)答卷的每頁均已填畫試題編號。**所有早退考生均不得將試卷帶離試場。**
- 14.3 如考生未獲批准便離開考室或早退時擅自將試卷帶離試場，課室監考員應於SR4g報告書(見**樣本 23A**)詳細報告事件(包括事件發生的時間、細節等)。
- 14.4 如考生聲稱因病而需要在規定時間以外早退，該考生須在SR4g報告書上填寫理由，並在指定位置填上考生姓名及地址。
- 14.5 早退考生的試卷及答卷應留在該考生的桌上。**答卷應待考試完結時與其他考生的答卷一同收集**，並放入適當的答卷封套內。試卷可與其他剩餘試卷一樣，由試場學校保留。

15 考生的疑問

- 15.1 課室監考員不得就試題作任何解釋。如考生懷疑試題有錯漏而提問，課室監考員可答覆如下：

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

- 15.2 若考生提出其他疑問，課室監考員可根據《監考員須知》內載的資料作答。如有疑問，課室監考員可透過試場主任聯絡考評局。

16. 考生要求前往洗手間

- 16.1 若考生要求前往洗手間，須通知後備監考員（與考生同一性別為佳）陪同前往，並在 SR4t 報告書（見 **樣本 23E**）登記考生編號及記錄時間。課室監考員無需向考生查問其身上是否備有手提電話。
- 如同一時間有多名考生要求前往洗手間，課室監考員可按情況安排考生逐一前往或請學校職員協助。
- 16.2 陪同考生前往洗手間的監考員須實施適當監管，以防考生在洗手間內作弊。監考員亦須留意有否異常情況發生，例如留意考生在廁格內是否逗留過久或發出可疑的聲音。若有異常情況，須記錄事件的詳情及立即向試場主任／課室監考員報告。而試場主任／課室監考員可根據懷疑作弊事件的指引處理（請參閱 **第(四)部第 14 段**）。
- 16.3 如考生前往洗手間時有異常情況（例如考生不適或早退等），請在 SR4g 報告書（見 **樣本 23A**）詳列有關情況。
- 16.4 課室監考員不需另補時間給予前往洗手間的考生。
- 16.5 課室監考員不需即日交回 SR4t 報告書，只須於該試場所舉行的最後一節考試完畢後，將所有 SR4t 報告書一併交回答卷收集中心。

(丙) 各類報告書

17. 課室監考員如需就考試事項向考評局提交報告，可使用下列報告書：

- SR1 考生未能出示准考證／身分證
- SR3 考生前往非指定試場應試／准考證未印有與考科目／卷別／單元／應考語文
- SR4g 考試異常事項（作弊、試卷不足、考生不遵守「停止作答」規定等）
- SR4b 考試異常事項（電腦條碼）
- SR4c 考試異常事項（計算機）
- SR4p 考試異常事項（手提電話／電子器材／備有響鬧功能物品）
- SR4t 考生前往洗手間
- SR4i 考試異常事項（監考員）
- 考試報告書(Sessional Report)

(丁) 考試完結

18. 第七輪宣布（提醒考生剩餘考試時間）

- 18.1 考試完結前 15 分鐘，課室監考員須向考生宣布：

通識教育卷一

考試時間尚餘 15 分鐘。考試完結前，考生不得離開試場。

請確保你已在試題答題簿的指定位置填上考生編號及貼上電腦條碼貼紙。

當宣布「停止作答」後，考生不會獲給予額外時間貼上電腦條碼貼紙。

通識教育卷二

考試時間尚餘 15 分鐘。考試完結前，考生不得離開試場。

請緊記在答題簿封面填寫題號及在每一頁填畫試題編號方格，以便閱卷員得悉你選答的題目。此外，請確保你已在指定位置填上考生編號及貼上電腦條碼貼紙。

當宣布「停止作答」後，考生不會獲給予額外時間貼上電腦條碼貼紙或填畫試題編號方格。

18.2 考試完結前 5 分鐘，課室監考員須向考生宣布：

通識教育卷一

考試時間尚餘 5 分鐘。檢查你是否已在試題答題簿及所有補充答題紙的指定位置填上考生編號及貼上電腦條碼貼紙。

請小心檢查是否已適當地填寫試題編號，並填畫試題編號方格。

將不必要的文字、草稿及圖形劃去。當考試完結，宣布「停止作答」後，考生不可再改動試題答題簿及補充答題紙，包括張貼電腦條碼貼紙、使用膠擦、填寫試題編號或手持文具。

通識教育卷二

考試時間尚餘 5 分鐘。檢查你是否已在答題簿及所有補充答題紙的指定位置填上考生編號及貼上電腦條碼貼紙。

請小心檢查是否已適當地填寫試題編號，並填畫試題編號方格。

將不必要的文字、草稿及圖形劃去。當考試完結，宣布「停止作答」後，考生不可再改動答題簿及補充答題紙，包括張貼電腦條碼貼紙、使用膠擦、填寫試題編號或手持文具。

19. 第八輪宣布（「停止作答」指示）

19.1 考試完結時應宣布：

通識教育卷一

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

考生須安坐靜候，待得到指示後才可收拾個人物件。合上試卷及試題答題簿。你不得繼續作答或張貼電腦條碼貼紙，否則會被扣分。（稍停）

若你有補充答題紙，將補充答題紙與試題答題簿用繩繫緊。將試題答題簿與剩餘的電腦條碼貼紙分開平放桌上，以便分開收集。

交卷時切勿將准考證及身分證混雜在答卷內。

通識教育卷二

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

考生須安坐靜候，待得到指示後才可收拾個人物件。合上試卷及答題簿。你不得繼續作答或張貼電腦條碼貼紙，否則會被扣分。（稍停）

若你有補充答題紙，將補充答題紙與答題簿用繩繫緊。將答題簿與剩餘的電腦條碼貼紙分開平放桌上，以便分開收集。

交卷時切勿將准考證及身分證混雜在答卷內。

19.2 課室監考員請留意考生是否遵守停止作答規定。

19.3 有關處理考生違反「停止作答」指示的程序，請參閱**第(四)部分第19段**。

20. 第九輪宣布 (收集答卷)

注意：通識教育卷二試卷不需收集。

20.1 課室監考員宣布：

通識教育卷一

現在開始收集試題答題簿。考生須待得到指示後方可離開試場。

在收集答卷時，倘若你被發現未曾在試題答題簿封面上貼上電腦條碼貼紙，為確保答卷能被掃描，我會讓你在我監督下在該封面補貼，你須於離開考室前填寫報告書。

通識教育卷二

現在開始收集答題簿。考生須待得到指示後方可離開試場。

在收集答卷時，倘若你被發現未曾在答題簿封面上貼上電腦條碼貼紙，為確保答卷能被掃描，我會讓你在我監督下在該封面補貼，你須於離開考室前填寫報告書。

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

20.3 若課室監考員在收集答題簿／試題答題簿時發現有**考生未曾在答題簿／試題答題簿封面填寫考生編號**，課室監考員可讓考生在其監督下在該封面補填考生編號，惟考生不會獲批准補畫試題編號方格。

20.4 若課室監考員在收集答題簿／試題答題簿時發現有**考生未曾在答題簿／試題答題簿封面貼上電腦條碼貼紙**，為確保答卷能被掃描，課室監考員應指示考生在其監督下在該封面貼上電腦條碼貼紙，課室監考員必須把個案記錄在 SR4b 報告書內，並要求考生在報告書上簽名。

21. 核對所收集的答卷

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

22. 第十輪宣布 (通知考生離開試場)

22.1 課室監考員點核已收集的答卷並確定所有答卷收妥後，請宣布：

通識教育卷一

本科卷二的考試將於____時____分開始。考生應於開考前 15 分鐘返回試場。請收拾自己的准考證、身分證及其他個人物品。（稍停）考生可以取去試卷。現在可以離開試場。

通識教育卷二

請收拾自己的准考證、身分證及其他個人物品。(稍停)考生可以取去試卷。現在可以離開試場。

- 22.2 若有考生報告任何與考試有關的異常情況(例如:該考生誤用答題簿),課室監考員應將有關情況(不論考生是在離開試場前或離開試場後始提出)詳列於SR4g報告書內,以便考評局跟進。(請參閱**第(四)部分第20段**「考生使用錯誤答題簿/試題答題簿作答」之處理。)

23. 填寫考試報告書 (Sessional Report)

「考試報告書」應由課室監考員填寫。課室監考員應在考試完結後,將「考試報告書」交回試場主任(請參閱**第(三甲)部分第7段**)。

24. 包裝所收集的答卷及考試物品

- 24.1 課室監考員須依考生編號次序將答卷分別放入答卷封套(見**樣本 26A**)內,並須在封套上註明內載的答卷數目。課室監考員應用特別的黏貼封條將封套封口並簽署,簽名應橫跨封條及封套口(見**樣本 27**)。課室監考員必須用繩將所有答卷封套包紮穩當。

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

- (1) 出席考生(包括遲到、早退及新增考生);
- (2) 未能出示准考證,但帶備身分證及其考生編號已經核實的考生;
- (3) 考生准考證上沒有相片又未能出示身分證,但其個人電腦條碼紙可在試場內找到的考生;
- (4) 違反「停止作答」指示的考生;
- (5) 考生使用沒有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤但列在准用型號名單上的計算機。

24.3 課室監考員應將下列答卷/報告書用「特別報告書及有關答卷/答題紙封套」盛載交回:

- (1) 涉嫌作弊的考生的答卷及考生用以作弊的書籍、紙張等(如適用);
 - (2) 前往非指定試場應試的考生的答卷;
 - (3) 未能出示准考證而試場又沒有其個人電腦條碼紙的考生的答卷;
 - (4) 未能出示准考證及身分證的考生的答卷,不論其個人電腦條碼紙可否在試場內找到;
 - (5) 應考未有報考科目/應考語文的考生的答卷;
 - (6) 其他使用備用電腦條碼貼紙的考生的答卷、沒有獲發電腦條碼貼紙的考生的答卷;
 - (7) 考生已填寫考生編號、惟沒有在答題簿/試題答題簿封面貼上電腦條碼貼紙;
 - (8) SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*或SR4i報告書(如適用);
 - (9) 考生使用未印有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤且不在「准用計算機型號名單」上的計算機。
- } 使用備用電腦條碼貼紙的考生

24.4 課室監考員應將下列文件全部放入一透明膠袋內

- (1) 已填妥的點名單;
 - (2) 考生出席紀錄表。
- } 用同一透明膠袋裝載,點名單紙夾在上,紙夾封面向上。

- 24.5 草稿紙及電腦條碼紙應分別放入草稿紙封套(見**樣本 30A**)及電腦條碼紙封套(見**樣本 30B**)內。

25 交回答卷及考試物品

25.1 請在每日考試完畢後的一小時內，將下列物品交回答卷收集中心：

- (1) 答題簿／試題答題簿（用答卷封套）；
- (2) 草稿紙（用草稿紙封套）（如適用）；
- (3) 電腦條碼紙（用電腦條碼紙封套）；
- (4) 已填妥的點名單；
考生出席紀錄表； } 共用一透明膠袋裝
- (5) 特別報告書及有關答卷／答題紙封套（如有填寫 SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*或 SR4i 報告書（如適用））；

* 試場主任不需即日交回考試報告書及 SR4t 報告書，只須於該試場所舉行的最後一節考試完畢後，將所有考試報告書及 SR4t 報告書一併交回答卷收集中心。

25.2 不用交回墊底紙及手提電話提示卡。

25.3 於下雨天，請將答卷及考試物品放入膠袋後才交回答卷收集中心。

第（三）乙部：考試程序 數學科 必修部分（中文版）

考評局熱線：3628 8950／3628 8913

（課室監考員）

（甲）考生進入試場／開考

1. 派發文具及電腦條碼貼紙

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

數學科必修部分 卷一

- (1) 兩張草稿紙（見**樣本 33**）；
- (2) 一張個人電腦條碼紙（見**樣本 7B(i)**）。

數學科必修部分 卷二

- (1) 一張多項選擇題答題紙及一張墊底紙（見**樣本 18A 及 19**）；
- (2) 兩張草稿紙（見**樣本 33**）；
- (3) 一張個人電腦條碼紙（見**樣本 7B(i)**）。

注意：請勿使用往年考試剩餘的多項選擇題答題紙。

每張個人電腦條碼紙均印有考生的英文姓名，紙上的每個電腦條碼貼紙均印有考生編號、試場編號、座位編號及科目／卷別名稱。課室監考員須按座位編號將正確的電腦條碼紙派發在適當的座位上，確保考生在正確座位就座並獲發正確的電腦條碼紙。

當宣布開考後，考生須首先在試題答題簿封面之適當位置填寫考生編號，並根據指示於試題答題簿封面及所有內頁的指定位置上貼上電腦條碼貼紙。考生不按指示貼上電腦條碼貼紙，有關科目／卷別會被扣分。

1.2 備用電腦條碼紙

- (1) 每張備用電腦條碼紙只供一名考生使用，紙上印有一個獨立編號，可在以下情況下派發給有需要的考生使用：
 - (i) 試場沒有考生的個人電腦條碼紙（例如前往非指定試場應試的考生）；
 - (ii) 考生的個人電腦條碼紙損毀、資料錯誤或未能找到。
- (2) 備用電腦條碼紙上已預留位置讓考生填上考生編號及座位編號，**課室監考員在開考前應指示及監督考生在每個備用電腦條碼貼紙上填寫其考生編號及座位編號（如適用）**。
- (3) 若考生原來的個人電腦條碼貼紙不敷應用，可指示考生在答卷原用來張貼電腦條碼貼紙的指定位置上寫上考生編號，而**無須**另發備用電腦條碼紙或填寫任何報告書。
- (4) 倘試場的**備用電腦條碼紙不敷應用**，應指示沒有獲發電腦條碼貼紙的考生在其答卷／多項選擇題答題紙的電腦條碼貼紙方格內填上考生編號。課室監考員須將個案記錄在 SR4b 報告書（見**樣本 23B**）內。
- (5) 課室監考員應在 SR4b 報告書上，記錄使用備用電腦條碼紙的考生，或考生答卷封面未有貼上電腦條碼貼紙的考生編號。所有使用備用電腦條碼紙的考生答卷／多項選擇題答題紙（即**第 1.2(1)段**所述的情況）及沒有獲發電腦條碼

紙的考生答卷／多項選擇題答題紙(即**第 1.2(4)段**所述的情況)，應在試後連同 SR4b 報告書一併放入「**特別報告書及有關答卷／答題紙封套**」(見**樣本 25**)內交回答卷收集中心。與電腦條碼有關的其他異常情況，亦應記錄在 SR4b 報告書內。

1.3 新增考生個人電腦條碼紙 (如適用)

- (1) 新增考生(即於派發准考證後新增／更改科目的考生)亦會獲發一張個人電腦條碼紙。獲編配新增考生的試場，其新增考生的個人電腦條碼紙(每名考生一張)及新增考生點名單會放入一封套內，並於考試當日與試卷一併分發到試場。
- (2) 試場主任／課室監考員須按照既定程序(即**第 1.1-1.3 段**及**第 24.3 段**所述的步驟)處理新增考生的個人電腦條碼紙／貼紙及新增考生點名單。
- (3) **試場主任／課室監考員須把已貼上個人電腦條碼貼紙的新增考生的答卷／多項選擇題答題紙放入「答卷封套」(見樣本 26A)與其他答卷一併交回考評局。**

- 1.4 如考生要求**補充答題紙或方格紙**，課室監考員應按其要求派發。為配合電腦掃描，補充答題紙／方格紙均採用 A3 尺寸的紙張，並摺成 A4 式樣，**切勿將答題紙撕開使用**。每頁只供作答一條試題，但考生可在同一張補充答題紙的分頁上作答不同試題及在每一頁上填畫正確試題編號方格而無須另開新紙。監考員應同時派發白短繩一條，以便考生將補充答題紙／方格紙與答卷繫在一起。監考員亦應提示考生在指定位置貼上電腦條碼貼紙。

注意：

- (1) 請勿使用往年考試剩餘的補充答題紙／方格紙。
- (2) 課室監考員應確保手上常備足夠的補充答題紙／方格紙，以便按考生的要求即時派發紙張予他們。

- 1.5 數學必修部分卷一及卷二均需在開考前派發草稿紙。

- 1.6 在考生進入考室前，課室監考員須按以下格式在黑板上寫上當日考試的詳細資料：

試場編號：H1003
 試場名稱：甲乙丙學校(課室)
 科目：數學 必修部分
 卷別：卷一
 應考語文：中文
 考試時間：請於開考後填寫實際考試時間

2. 考生進入試場

- 2.1 考生可於開考前 **15 分鐘** 進入試場。
- 2.2 如考試當日天氣情況惡劣，試場主任可讓考生提早進入校內等候進入考室。
- 2.3 如在上午 8 時 30 分仍有超過五分之一考生未到達考室(可能由於嚴重交通意外或天氣情況惡劣)，試場主任／課室監考員可考慮延遲最多 15 分鐘開考。如需再延遲開考，請通知考評局。

3. 考生遲到

- 3.1 遲到的考生，不論其抵達試場的時間，應獲准應考，但該考生將**不獲額外時間**作答。除非情況特殊，否則課室監考員無需記錄遲到考生的資料。

- 3.2 課室監考員在作出第一項宣布前，應在未有考生就座座位的桌上派發手提電話提示卡〔見**樣本 31**〕，提示在第一項宣布後始進入考室的考生將手提電話關掉。
- 3.3 課室監考員應在適當的時候檢查該考生有否在答卷／多項選擇題答題紙的指定位置填寫其考生編號及貼上電腦條碼貼紙。考生必須於**考試時間內**填寫考生編號及貼上電腦條碼貼紙。考生不按指示在答卷貼上電腦條碼貼紙，有關卷別可被扣分。

4. 考生使用計算機

- 4.1 《考生手冊》列明，除**語文科目**考試外，考生參加任何科目考試均可使用計算機，但計算機必須印有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」的標籤（見**附件 2**），否則可被扣分。（**注意**：某些型號的計算機可供加印標籤的空間較細，因此標籤亦相應縮小。）

課室監考員在點名及核對准考證時，須檢查考生放在桌上所有的計算機是否印有認可標籤，並在「考生出席紀錄表」上填寫有關資料。如考生使用沒有指定標籤的計算機，課室監考員應指示有關考生於完卷後留步填寫 SR4c 報告書（見**樣本 23C**）。

請同時參閱**第(四)部分第 18 段**處理未有印上標籤的計算機的相關程序。

- 4.2 需要使用計算機應考的考生應將其計算機放置於桌上。**在考試開始前，須指示考生檢查並確保其計算機並沒有任何書寫內容或記號。考生須將計算機蓋／封套除下並放置於手提包內或座位下。**
- 4.3 於核對准考證或考試進行時，若發現考生的計算機蓋／封套仍放於其桌上，課室監考員須檢查是否有異常情況（例如有筆記／應用程式寫於計算機蓋／封套上）。如證實沒有任何異常情況，課室監考員請指示考生立即將計算機蓋／封套放置於座位下（除非其蓋／封套不能與計算機分拆）。倘若有懷疑作弊的情況，請依照**第(四)部分第 14 段**的步驟處理。

5. 宣布事項（一）（檢查個人物品）

- 5.1 **宣布時所用的語言**
課室監考員各項宣布所用的語言，應與試題所用的語文相同。若同時用中、英文宣布，恐會延誤考試時間。
- 5.2 在作出第一項宣布前，**課室監考員應在未有考生的座位派發手提電話提示卡予進入試場的考生**（見**樣本 31**）。
- 5.3 大部分考生就座後，請宣布：

所有卷別

你將應考香港中學文憑考試**數學科必修部分卷一／卷二(應考語文為中文)**，本試場編號為(例如 H1003)，如所宣布的科目／卷別／語文／試場資料與你准考證上的不同，請舉手。（稍停）

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

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

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

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

現在，將你的電話放在座位下的當眼處，讓監考員清楚看見。（稍停）

如你帶備有響鬧功能的物品，現在把電源關掉，然後放在手提包內。（稍停）

如你帶備上一節考試的試卷、筆記、紙張、書籍、字典、隱形墨水筆或任何電子器材[例如：平板電腦、電子手帳（PDA）、傳呼機、多媒體播放器、電子字典、具文字顯示功能的手錶、智能手錶等]，或任何可儲存資料或發出聲響的物品，一律必須關掉及放在手提包內。請將手提包拉上拉鍊或扣好，然後放在座位下。切勿將手提包放於通道旁邊。如你沒有攜帶手提包，請將你的錢包及手提電話放於座位下，並將其他個人物品放於考室前方的...。（請清楚指示考生將物品放於何處及知會監考員協助。）

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

如有疑問，請舉手。（稍停）

注意：若遲到人數眾多，課室監考員可在開考前重複這項宣布。

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

5.4 如有考生表示所宣布的科目／卷別／語文／試場資料與其准考證上的不同，**課室監考員應向該考生派發「考生前往非指定試場或錯誤報考應考語文／卷別／單元須知」**（見**樣本 40**），讓該考生決定會否留於這試場應試。有關處理考生前往非指定試場應試或錯誤報考應考語文的程序，請參閱**第（四）部分第 15 及 16 段**。

6. 第二輪宣布（檢查電腦條碼紙）

數學 必修部分卷一

考生桌上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停）

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

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

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

宣布「停止作答」後，考生不會獲得額外時間張貼電腦條碼貼紙。

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

數學 必修部分卷二

考生桌上應有電腦條碼紙一張，如有欠缺，請舉手。（稍停）

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

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

宣布「停止作答」後，考生不會獲得額外時間張貼電腦條碼貼紙。

7. 第三輪宣布（檢查草稿紙／多項選擇題答題紙）**數學 必修部分卷一**

每名考生獲發兩張草稿紙，如欠缺，請舉手。（稍停）

數學 必修部分卷二

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

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

現在，請參閱多項選擇題答題紙上的「考生須知」。（稍停）

8. 第四輪宣布（分發試卷／試題答題簿）

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

數學 必修部分卷一

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

考生不得翻閱桌上的試題答題簿。未宣布開考前切勿開始作答。

數學 必修部分卷二

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

考生不得翻閱桌上的試卷。未宣布開考前切勿開始作答。

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

9. 第五輪宣布（檢查試卷／試題答題簿）

數學 必修部分卷一

每一考生桌上應有一份試題答題簿及兩張草稿紙，如有欠缺，請舉手。（稍停）

考生切勿翻閱試題答題簿，但現在可細閱試題答題簿封面各項須知。（停頓 15 秒）

數學 必修部分卷二

每一考生桌上應有一份試卷、一張多項選擇題答題紙、一張墊底紙及兩張草稿紙，如有欠缺，請舉手。（稍停）

考生切勿翻閱試卷，但現在可細閱試卷封面各項須知。（停頓 15 秒）

10. 第六輪宣布（檢查試卷及開考）

- 10.1 在開考前，課室監考員請提醒考生須確定已關掉電子器材（包括手提電話）及沒有隨身攜帶電子器材。接着，請通知考生翻開試卷／試題答題簿，**檢查頁數／題目**。宣布開考後，考生須首先在試題答題簿封面及多項選擇題答題紙之適當位置填寫考生編號（考生亦須在多項選擇題答題紙上寫上姓名及簽署），及按封面上的「考生須知」，在試題答題簿封面及內頁及多項選擇題答題紙的指定位置貼上電腦條碼貼紙。課室監考員宣布「停止作答」後，考生不會獲得額外時間貼上電腦條碼貼紙。

數學 必修部分卷一

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

請檢查試題答題簿有無漏印題目。最後一題之後應印有「**試卷完**」或「**該部分完**」等字。（稍停）

檢查完畢後，請合上試題答題簿。

宣布開考後，你須首先在試題答題簿封面之適當位置填寫考生編號，你應依照准考證抄寫。此外，你必須根據封面上的「考生須知」，在試題答題簿封面及內頁的指定位置貼上電腦條碼貼紙。

宣布「停止作答」後，考生**不會獲得額外時間**張貼電腦條碼貼紙。

數學 必修部分卷二

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

請檢查試卷有無漏印題目。最後一題之後應印有「**試卷完**」或「**該部分完**」等字。（稍停）

檢查完畢後，請合上試卷。

宣布開考後，你須在多項選擇題答題紙上寫上考生編號及姓名，貼上電腦條碼貼紙及簽署。

宣布「停止作答」後，考生**不會獲得額外時間**張貼電腦條碼貼紙。

10.2 課室監考員應**檢查是否有「特別通告」**，如有，須於此時向考生宣布。特別通告（如有的話），應在一**螢光黃色信封**內（見**樣本 9**）。若該節考試有「特別通告」，課室監考員須按「通告」上的提示，向考生作出宣布，並將「通告」的內容寫在黑板上，讓遲到考生知悉。

10.3 如無考生發問，即宣布：

數學 必修部分卷一（接受考生在開考後 30 分鐘至完卷前 15 分鐘的一段時間內早退）

考生如要早退，請先舉手，在得到監考員批准後方可離開試場。所有早退考生均不得將試卷帶離試場。

根據考室時鐘（本人的手錶），現在時間是____時____分。考試的完結時間為時____分。考生可以開始作答。

數學 必修部分卷二（不接受考生早退）

本節考試考生不得提早離開試場。根據考室時鐘（本人的手錶），現在時間是時

____分。考試的完結時間為____時____分。考生可以開始作答。

10.4 在宣布「考生可以開始作答」後，課室監考員應隨即將試場的實際開考時間及完卷時間寫在黑板上，以供考生參考。

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

註：

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

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

10.7 請在考試報告書(Sessional Report-見**樣本 20**)填寫實際開考及完卷的時間。

(乙) 開考後的工作

11. 檢查准考證及香港身分證

11.1 如考生的准考證上附有相片，除非課室監考員懷疑考生的身分，否則課室監考員無須檢查該考生身分證上的相片。在開考後**15 分鐘**，查核准考證（見**樣本 14**）及身分證，須留意以下各點：

- (1) 准考證／身分證上的**照片是否與考生本人相符（課室監考員必須小心核對有關文件以排除他人代考的事件）**；
- (2) **准考證上的考生編號是否與電腦條碼貼紙所示的相同**；
- (3) 准考證上是否印有與考的科目／卷別／應考語文；

(4) 准考證上的考生姓名／身分證號碼是否與身分證上所印的相同。

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

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

11.4 如考生未能出示准考證／任何有效身分證明文件或只能出示准考證／身分證明文件影印本，試場主任／課室監考員請依照**第(四)部分第 17 段**的指示辦理。

12. 點名

(1) 填寫考生出席紀錄表

開考後 15 分鐘，課室監考員應填寫「考生出席紀錄表」（見**樣本 16B**）。課室監考員須在紀錄表上座位編號旁的方格內填上在該座位就座考生的考生編號。空置座位的考生編號旁應填寫「ABS」或「缺席」。如考生使用備用電腦條碼貼紙，應在考生編號旁的方格加上√號。如考生桌上放有計算機，須檢查考生的計算機是否印有認可標籤（見**第 4 段**），如有，在考生編號旁的方格加上√號，如沒有，加上 X 號並填寫 SR4c 報告書。若發現考生的計算機蓋／封套仍放於其桌上，請依照**第 4.3 段**的步驟處理。如個別考生遲到，課室監考員須更正「考生出席紀錄表」。課室監考員稍後須檢查遲到考生有否在其試題答題簿／多項選擇題答題紙的指定位置填寫考生編號及貼上電腦條碼貼紙。

(2) 填寫點名單

(i) **開考後 30 分鐘**，課室監考員應核對「考生出席紀錄表」上的考生編號是否與點名單（見**樣本 17**）上的考生編號相符，以確保所有出席考生均在正確座位就座。如有錯誤，應立即調查及更正「考生出席紀錄表」。

(ii) 課室監考員須依照下列方法以 HB 鉛筆填妥點名單（點名工作如有錯誤，足以對成績記錄造成嚴重影響，故請特別小心處理）。課室監考員須在每頁點名單上填畫出席和缺席的考生編號方格，然後在每頁點名單下端的適當位置填寫該頁出席和缺席考生的總人數。課室監考員在每頁點名單上簽署前，必須小心核對在點名單和「考生出席紀錄表」上的考生編號以確保點名單上的考生紀錄正確無誤。

(iii) 如個別考生遲到，切記更正「考生出席紀錄表」及點名單上的紀錄。

13. 收集缺席考生的試卷／試題答題簿

13.1 課室監考員於開考後**30 分鐘**可收集缺席考生的試卷／試題答題簿／多項選擇題答題紙／草稿紙／電腦條碼紙，並將之放在一特定的紙箱／膠袋內，以免與完卷時所收集的考生答卷混淆。

13.2 試場可保留剩餘的試卷（包括多項選擇題試卷及試題答題簿）。

13.3 若考生中途**要求索取另一本「試題答題簿」**，在一般情況下，課室監考員不應答允，應給有關考生派發補充答題紙。

14. 考生早退

14.1 考生**不得**在多項選擇題考試（即數學科必修部分卷二）的考試時間內早退。

14.2 **數學必修部分卷一**，考生可以在開考後 30 分鐘至完卷前 15 分鐘的一段時間內離開考室。如考生欲在規定時間內提早離場，必須先舉手通知課室監考員。課室監考員

須確保(1)考生所交的答卷，無論有無作答，均在答卷適當位置填上考生編號及貼上電腦條碼貼紙；(2) 答卷的每頁均已填畫試題編號。**所有早退考生均不得將試卷帶離試場。**

- 14.3 如考生未獲批准便離開考室或早退時擅自將試卷帶離試場，課室監考員應於 SR4g 報告書(見**樣本 23A**)詳細報告事件(包括事件發生的時間、細節等)。
- 14.4 如考生聲稱因病而需要在規定時間以外早退，該考生須在 SR4g 報告書上填寫理由，並在指定位置填上考生姓名及地址。
- 14.5 早退考生的試卷及答卷應留在該考生的桌上。**答卷應待考試完結時與其他考生的答卷一同收集**，並放入適當的答卷封套內。試卷可與其他剩餘試卷一樣，由試場學校保留。

15. 考生的疑問

- 15.1 課室監考員不得就試題作任何解釋。如考生懷疑試題有錯漏而提問，課室監考員可答覆如下：
- 「本人不能答覆有關試題的疑問。(考生)應按試題的指示盡所能繼續作答。如(考生)認為有必要，本人可將提出的疑問呈報。」
- 15.2 若考生提出其他疑問，課室監考員可根據《監考員須知》內載的資料作答。如有疑問，課室監考員可透過試場主任聯絡考評局。

16. 考生要求前往洗手間

- 16.1 若考生要求前往洗手間，須通知後備監考員(與考生同一性別為佳)陪同前往，並在 SR4t 報告書(見**樣本 23E**)登記考生編號及記錄時間。課室監考員無需向考生查問其身上是否備有手提電話。
- 如同一時間有多名考生要求前往洗手間，課室監考員可按情況安排考生逐一前往或請學校職員協助。
- 16.2 陪同考生前往洗手間的監考員須實施適當監管，以防考生在洗手間內作弊。監考員亦須留意有否異常情況發生，例如留意考生在廁格內是否逗留過久或發出可疑的聲音。若有異常情況，須記錄事件的詳情及立即向試場主任/課室監考員報告。而試場主任/課室監考員可根據懷疑作弊事件的指引處理(請參閱**第(四)部分第 14 段**)。
- 16.3 如考生前往洗手間時有異常情況(例如考生不適或早退等)，請在 SR4g 報告書(見**樣本 23A**)詳列有關情況。
- 16.4 課室監考員不需另補時間給予前往洗手間的考生。
- 16.5 課室監考員不需即日交回 SR4t 報告書，只須於該試場所舉行的最後一節考試完畢後，將所有 SR4t 報告書一併交回答卷收集中心。

(丙) 各類報告書

17. 課室監考員如需就考試事項向考評局提交報告，可使用下列報告書：

- SR1 考生未能出示准考證/身分證
- SR3 考生前往非指定試場應試/准考證未印有與考科目/卷別/單元/應考語文
- SR4g 考試異常事項(作弊、試卷不足、考生不遵守「停止作答」規定等)
- SR4b 考試異常事項(電腦條碼)
- SR4c 考試異常事項(計算機)

- SR4p 考試異常事項（手提電話／電子器材／備有響鬧功能物品）
- SR4t 考生前往洗手間
- SR4i 考試異常事項（監考員）
- 考試報告書(Sessional Report)

(丁) 考試完結

18. 第七輪宣布（提醒考生剩餘考試時間）

18.1 考試完結前 15 分鐘，課室監考員須向考生宣布：

數學 必修部分卷一

考試時間尚餘 15 分鐘。考試完結前，考生不得離開試場。

請確保你已在試題答題簿的指定位置填上考生編號及貼上電腦條碼貼紙。

當宣布「停止作答」後，考生不會獲給予額外時間貼上電腦條碼貼紙。

數學 必修部分卷二

考試時間尚餘 15 分鐘。考試完結前，考生不得離開試場。

請確保你已在多項選擇題答題紙填上考生編號、姓名、簽署及貼上電腦條碼貼紙。

當宣布「停止作答」後，考生不會獲給予額外時間貼上電腦條碼貼紙。

18.2 考試完結前 5 分鐘，課室監考員須向考生宣布：

數學 必修部分卷一

考試時間尚餘 5 分鐘。檢查你是否已在試題答題簿及所有補充答題紙的指定位置填上考生編號及貼上電腦條碼貼紙。

請小心檢查是否已適當地填寫試題編號，並填畫試題編號方格。

將不必要的文字、草稿及圖形劃去。當考試完結，宣布「停止作答」後，考生**不可**再改動試題答題簿及補充答題紙，包括張貼電腦條碼貼紙、使用膠擦、填寫試題編號或手持文具。

數學 必修部分卷二

考試時間尚餘 5 分鐘。檢查你是否已在多項選擇題答題紙的指定位置填上考生編號及貼上電腦條碼貼紙。

當考試完結，宣布「停止作答」後，考生**不可**再改動多項選擇題答題紙，包括張貼電腦條碼貼紙、使用膠擦或手持文具。

19. 第八輪宣布（「停止作答」指示）

19.1 考試完結時應宣布：

數學 必修部分卷一

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

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

若你有補充答題紙或方格紙，將補充答題紙和方格紙與試題答題簿用繩繫緊。將試題答題簿與剩餘的電腦條碼貼紙分開平放桌上，以便分開收集。

交卷時切勿將准考證及身分證混雜在答卷內。

數學 必修部分卷二

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

考生須安坐靜候，待得到指示後才可收拾個人物件。合上試卷。你不得繼續作答或張貼電腦條碼貼紙，否則會被扣分。（稍停）

將多項選擇題答題紙，墊底紙及剩餘的電腦條碼貼紙分開平放桌上，以便分開收集。你可保留試卷。

交卷時切勿將准考證及身分證混雜在答卷內。

19.2 課室監考員請留意考生是否遵守「停止作答」規定。

19.3 有關處理考生違反「停止作答」指示的程序，請參閱**第（四）部分第19段**。

20. 第九輪宣布（收集答卷）

注意：多項選擇題試卷**不需**收集。

20.1 課室監考員宣布：

數學 必修部分卷一

現在開始收集試題答題簿。考生須待得到指示後方可離開試場。

在收集答卷時，倘若你被發現未曾在試題答題簿封面上貼上電腦條碼貼紙，為確保答卷能被掃描，我會讓你在我監督下在該封面補貼，你須於離開考室前填寫報告書。

數學 必修部分卷二

現在開始收集多項選擇題答題紙。考生須待得到指示後方可離開試場。

在收集答卷時，倘若你被發現未曾在多項選擇題答題紙上貼上電腦條碼貼紙，為確保答卷能被掃描，我會讓你在我監督下在多項選擇題答題紙上補貼，你須於離開考室前填寫報告書。

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

20.3 若課室監考員在收集試題答題簿／多項選擇題答題紙時發現有**考生未曾在試題答題簿封面／多項選擇題答題紙填寫考生編號**，課室監考員可讓考生在其監督下在該封面／多項選擇題答題紙補填考生編號，惟考生不會獲批准補畫試題編號方格。

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

21. 核對所收集的答卷

答卷應按考生編號依次序收集，編號最小者應放在最上面。課室監考員應小心點算答卷（所

收答卷必須與考生出席人數相同），並須將所收答卷總數填寫在考試報告書上適當的位置。如有不符，應立即調查。

22. 第十輪宣布（通知考生離開試場）

22.1 課室監考員點核已收集的答卷並確定所有答卷收妥後，請宣布：

數學 必修部分卷一

本科卷二的考試將於____時____分開始。考生應於開考前 15 分鐘返回試場。請收拾自己的准考證、身分證及其他個人物品。（稍停）現在可以離開試場。

數學 必修部分卷二

請收拾自己的准考證、身分證及其他個人物品。（稍停）考生可以取去試卷。現在可以離開試場。

22.2 若有考生報告任何與考試有關的異常情況（例如：該考生將多項選擇題答案填劃在答題紙的錯誤位置上），課室監考員應將有關情況（不論考生是在離開試場前或離開試場後始提出）詳列於 SR4g 報告書內，以便考評局跟進。

23. 填寫考試報告書（Sessional Report）

「考試報告書」應由課室監考員填寫。課室監考員應在考試完結後，將「考試報告書」交回試場主任（請參閱**第（三甲）部分第 7 段**）。

24. 包裝所收集的答卷及考試物品

24.1 課室監考員須依考生編號次序將答卷分別放入答卷封套（見**樣本 26A**）內，並須在封套上註明內載的答卷數目。課室監考員應用特別的黏貼封條將封套封口並簽署，簽名應橫跨封條及封套口（見**樣本 27**）。課室監考員必須用繩將所有答卷封套包裝穩當。

24.2 出席考生的多項選擇題答題紙應放在答題紙紙夾（見**樣本 28**）內，紙夾應再放入透明膠袋並加保密封條，切勿摺曲或束綁該紙夾。每個紙夾只一間課室試場使用。

座位編號

紙夾

01-30

1

} 如有考生缺席，該紙夾載有的多項選擇題答題紙會少於 30 張。

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

- (1) 出席（包括遲到、早退及新增）考生的答卷；
- (2) 未能出示准考證，但帶備身分證及其考生編號已經核實的考生的答卷；
- (3) 考生准考證上沒有相片又未能出示身分證，但其個人電腦條碼紙可在試場內找到的考生的答卷；
- (4) 違反「停止作答」指示的考生的答卷；
- (5) 考生使用沒有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤但列在准用型號名單上的計算機。

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

- | | | |
|---|---|---------------|
| <ul style="list-style-type: none"> (1) 涉嫌作弊的考生的答卷及考生用以作弊的書籍、紙張等（如適用）； (2) 前往非指定試場應試的考生的答卷； (3) 未能出示准考證而試場又沒有其個人電腦條碼紙的考生的答卷； (4) 未能出示准考證及身分證的考生的答卷，不論其個人電腦條碼紙可否在試場內找到； (5) 應考未有報考科目／應考語文的考生的答卷； (6) 其他使用備用電腦條碼貼紙的考生的答卷、沒有獲發電腦條碼貼紙的考生的答卷； (7) 考生已填寫考生編號、惟沒有貼上電腦條碼貼紙的試題答題簿封面或多項選擇題答題紙； (8) SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*或 SR4i 報告書（如適用）； (9) 考生使用未印有「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤且不在「准用計算機型號名單」上的計算機。 | } | 使用備用電腦條碼貼紙的考生 |
|---|---|---------------|

24.5 課室監考員應將下列文件全部放入一透明膠袋內：

- | | | |
|--|---|---------------------------|
| <ul style="list-style-type: none"> (1) 已填妥的點名單； (2) 考生出席紀錄表。 | } | 用同一透明膠袋裝載，點名單紙夾在上，紙夾封面向上。 |
|--|---|---------------------------|

24.6 草稿紙及電腦條碼紙應分別放入草稿紙封套（見**樣本 30A**）及電腦條碼紙封套（見**樣本 30B**）內。

25. 交回答卷及考試物品

25.1 請在每日考試完畢後的一小時內，將下列物品交回答卷收集中心：

- (1) 試題答題簿（用答卷封套）；
- (2) 多項選擇題答題紙（用答題紙紙夾和膠袋包裝）；
- (3) 草稿紙（用草稿紙封套）（如適用）；
- (4) 電腦條碼貼紙（用電腦條碼貼紙封套）；
- (5) 已填妥的點名單；
- 考生出席紀錄表；
- } 共用一透明膠袋裝載
- (6) 特別報告書及有關答卷／答題紙封套（如有填寫 SR1、SR3、SR4g、SR4b、SR4c、SR4p、SR4t*或 SR4i 報告書（如適用））；

* 試場主任不需即日交回考試報告書及 SR4t 報告書，只須於該試場所舉行的最後一節考試完畢後，將所有考試報告書及 SR4t 報告書一併交回答卷收集中心。

25.2 不用交回墊底紙及手提電話提示卡。

25.3 於下雨天，請將答卷及考試物品放入膠袋後才交回答卷收集中心。

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

Timetable for Classroom Centres/Items of Stationery and Other Materials to be used by Candidates

監考員應於考生進入試場前派妥下列各項文具；補充答題紙、方格紙及額外草稿紙可在考生要求時派發。

The following items of stationery should be issued before candidates are admitted to the examination room. Supplementary answer sheets, graph papers and additional rough-work sheets should be supplied to candidates on request.

| 日期 Date | 時間 Time | 科目 / 卷別 Subject/Paper | 派發項目 Items To Be Issued |
|------------------------------------|---------------|---|--|
| 四月三日 (星期一) Monday, 3rd April | 8:30 – 10:30 | Liberal Studies 1 通識教育卷一 | * 補充答題紙 (A) 一張 * 草稿紙一張 * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 11:15 – 12:30 | Liberal Studies 2 通識教育卷二 | DSE (C) 答題簿一本 * 補充答題紙 (A) 一張 * 草稿紙一張 1 DES (C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 四月五日 (星期三) Wednesday, 5th April | 8:30 – 9:45 | 中國語文卷一 | * 補充答題紙 (A) 一張 * 草稿紙一張 * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 10:30 – 12:00 | 中國語文卷二 | DSE (F) 答題簿一本 草稿紙兩張 * 補充答題紙 (B) 一張 * 額外草稿紙一張 1 DSE(F) Answer Book 2 Rough-work Sheets * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| 四月六日 (星期四) Thursday, 6th April | 9:15 – 11:40 | 中國語文卷三 (聆聽及綜合能力 考核) | 草稿紙一張 * 補充答題紙 (B) 一張 * 額外草稿紙一張 1 Rough-work Sheets * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| 四月七日 (星期五) Friday, 7th April | 8:30 – 10:00 | English Language 1 | 綠繩一條 * 補充答題紙 (A) 一張 * 草稿紙一張 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 11:00 – 13:00 | English Language 2 | 草稿紙兩張 * 補充答題紙 (A) 一張 * 額外草稿紙一張 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| 四月八日 (星期六) Saturday, 8th April | 9:15 – 12:10 | English Language 3 (Listening and Integrated Skills) | 草稿紙一張 綠繩一條 * 補充答題紙 (A) 一張 * 額外草稿紙一張 1 Rough-work Sheet 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| 四月十日 (星期一) Monday, 10th April | 8:30 – 10:45 | 數學必修部分卷一 Mathematics Compulsory Part 1 | 草稿紙兩張 * 補充答題紙 (A) 一張 * 方格紙一張 @額外草稿紙一張 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Graph Paper @1 Additional Rough-work Sheet |
| | 11:30 – 12:45 | 數學必修部分卷二 (多項選擇題) Mathematics Compulsory Part 2 (MC) | 四項選擇題答題紙一張 墊底紙一張 草稿紙兩張 @方格紙一張 @額外草稿紙一張 1 MC Answer Sheet (4-option) 1 Backing Sheet 2 Rough-work Sheets @1 Graph Paper @1 Additional Rough-work Sheet |

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才派發，但不用
派發白短繩給考生。

This item should be supplied to candidates
on request. However, there is no need to
issue short white string to the candidates.

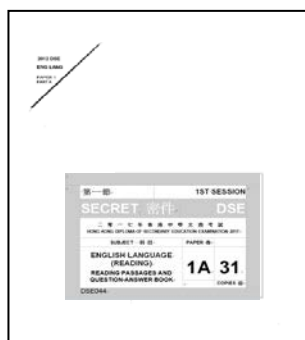
試題封包

Question Paper Packet

試卷或科卷簡稱
Abbreviated Name

顏色標貼
(印有科卷名稱)
Coloured Label
(with subject paper name)

卡紙
Cardboard



考生可攜帶入試場的計算機型號名單

LIST OF PERMITTED CALCULATORS

| A.MAX | SC-802 | SC-809 | SC-813 |
|--|--|---|---|
| SC-801 | | | |
| ATABA/AURORA | | | |
| AC-688 AC-693 AT-106 A AT-231 A/B/C/D AT-244 H AT-282 AT-510 AT-522 AT-687 AT-9300 D-10 /N SC-200 | AC-689 AC-694 AT-108 A AT-232 /S AT-256 H AT-283 AT-512 AT-601 A AT-2129 A/B BD-1 D-12 N SC-500 | AC-690 AT-1 AT-168 AT-233 AT-268 AT-368 AT-518 AT-620 A AT-6120 BD-2 D-12 N SC-170 | AC-692 AT-105 AT-208 N/B AT-241 T AT-281 /S AT-508 AT-520 AT-530 AT-6320 D-8 /N SC-180 |
| BISTEC | | | |
| B300 B900 | B500 | B600 | B700 |
| BLT | | | |
| BT-206 BT-2200 BT-3600-12 DC-318-8S/12 SC-183 | BT-600 BT-2600 BT-5900 DC-338-8S/12 | BT-2016-12 BT-2800 BT-8838-12 DC-408 | BT-2018-12 BT-2900 DC-308-8S/12 DC-508 |
| CANON | | | |
| AS-8 AS-2222 BS-122 BS-1200TS F-65 F-502 F-605 F-800 P FINANCIAL/II HS-100 HS-1200RS/T/TV/TS KS-20 KS-102 L-20 II W AD L-1214II/AD LC-34 /T LC-101 LC-1222 LS-21 LS-39H LS-51 LS-62 BK/W LS-88Hi/V/Hi II/V II LS-120H/L/RS/V/Hi III/Hi III/V III LS-270H/V II LS-550 G/B1 LS-562 LS-1000H M-20 PS-10BK/W TR-10H TS-85H TS-120TL/TS WS-121H WS-1210Hi/Hi III/Hi III | AS-120 BS-100 BS-123 CB II BK/G F-73 /P F-600 F-612 F-802 P FS-400 HS-102H HS-1210TC KS-30 KS-120 L-30 II W AD L-1218 LC-44 LC-210Hi III LC-1620H LS-25H II LS-41 II LS-52 BK/W LS-80/H LS-100 II/H/TS LS-123TC LS-355TS LS-552 LS-563 LS-1200H M-30 SK-100H TR-1200H TS-101 TX-1210Hi/Hi III/Hi III WS-200H WS-2222 | AS-1200 BS-102 BS-200 CB III F-402 F-604 F-700 FC-4 S FS-600 HS-120L KC-20 KS-80 KS-122 L-813 II L-1218 LC-63 LC-500H LS-8 LS-31 II LS-42 LS-54W LS-81 Z LS-101H/TS LS-151 LS-500 LS-553 LS-566H LS-SMART OS-1200 T-14BK/G/W TS-81/H TS-103 TX-1210Hi/Hi III/Hi III WS-220H WS-2224 | AS-2200 BS-120 BS-300 CB III F-500 F-604 F-715S /SG FC-42 S HS-20H/TG HS-1010TUC KS-10 KS-100 KS-123 L-1011 LC-22 LC-64 T LC-1016 LS-12TC LS-32 LS-43 B/S LS-61 LS-82 H/Z LS-102 Z LS-153TS LS-510 LS-560 LS-716H M-10 PS-8 BK/W T-19 TS-83 TS-105H WS-120 WS-1200H WS-2226 |
| CASIO | | | |
| AZ-45F D-20 A/L DF-10L DM-1200T/TEV/TM/MMS DN-40 DS-8 E DW-120MS FX-8 FX-55 FX-82/B/C/D/L/LB/SUPER/SX/W FX-120 FX-350/A/C/D/H/HAW FX-570A-C-N/D/S FX-3400P FX-3900PV HL-812/E/L | BF-80 D-40 D/L DF-20L DM-1400TV DS-1 B/L/TV DS-10 E/L/G/TV FC-100 FX-10 F FX-61 F FX-85 /M/N/V FX-135 FX-451 M FX-911 /S/A FX-3600 P/V/A/PV FX-3950P HL-820 A/LU/D/LV | BF-100 D-100 W/L/LA DF-120 TEV/TM/S DN-10 DS-2 B/L/TV DS-20 E/L/G/TV FN-10 FX-39 FX-68 /B FX-100 /A/B/C/V/D FX-140 FX-500 /A FX-991 /M/N/V/D/H/S FX-3650P/P II HL-100 L HS-4A | CV-700 D-120 LAW/T/LA/TV/S DJ-120 /TG DN-20 DS-3 /L/V DS-120 FN-20 FX-50 F/H/FH II FX-78 FX-115 /M/N/V/D FX-210 FX-550 /S FX-992V/B/S FX-3900 P HL-122 L HS-8G /L/LU/D |

注意
Note

計算機必須已印上「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤
The calculator must have been pad-printed with the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label.

| CASIO (continued) | HS-88 | HS-90 | J-10 A/D |
|---|--|---|---|
| HS-9 J-20 JE-2 JJ-120TG JN-40 JS-25 JS-140 /V LC-403C/E/L/LU/LB LC-797G/GU MC-40 S MJ-120 /TG MS-7/LA/T /TV MS-20 W/TE/TV MS-120 A/TE/TV/TMMS MS-470 L/LB/V NS-10L S-2 SL-100 A/B SL-210 SL-310 M SL-350 SL-720 /L SL-797 SL-850 SL-1510 US-100 WJ-20 | HS-88 J-30 C JE-3 JL-210 JS-8 C JS-40 L/LA/V JW-120MS LC-700 LC-798 G MC-801 S MJ-C10Plus MS-8 W/A/TV/S MS-70 L MS-140 A MW-5V NS-20L S-20 L SL-110 A/B SL-220 SL-320TV SL-450 SL-760 A/C/LU/LB SL-797 SL-805A SL-910L SL-1530T WD-100L WJ-100L | HS-90 J-100 W/L/LA JF-120 TE/TV/TM/MMS JN-10 JS-10 /C/M/L/LA/TV JS-110 /TV LC-160LV LC-710 LC-1000 /L MJ-20 MS-5A MS-9 MS-80TV MS-170 L/LA/T/TV MW-8V RC-770 SJ-20 SL-120 A/B SL-240/L SL-330 SL-510 /A SL-787 SL-807 A/L/LU SL-1000 M SL-2000 M WD-120L WJ120L | J-10 A/D J-120LAW/T/TV JF-200 TV JN-20 JS-20/C/M/L/LA/TV JS-120 /TV LC-401A LC-787 G/GU LC-1210 MJ-100TG MS-6 MS-10W/L/TV/S MS-100 A/TV/TMMS MS-270L/LA/T/TV NS-3 S-1 SL-80 E SL-200 SL-300 H/J/L/LH/LU/LB/LV/TV SL-340VA SL-704 SL-790L SL-817 L SL-1200L US-20 WJ-10 |
| CITIZEN | | | |
| CT-500 ELS-501 F-950 LC-510 N LH-700 SDC-814 SDC-834 SDC-850 SDC-878 SDC-8401 SLD-702 SLD-711 /N SLD-723 SLD-735 SLD-750 SLD-7001 SR-70 SRP-60 SRP-285II | CT-600 F-908 /N FT-200 LC-516 N LH-830 SDC-826 SDC-836 SDC-865 SDC-880 SLD-702 SLD-711 /N SLD-723 SLD-737 SLD-760 SLD-7401 SR-260 SRP-65 | ELS-301 F-920 LC-505 LC-531 SB-741 P SDC-810 SDC-830 SDC-839 SDC-868 SDC-888 SDC-8801 SLD-707 SLD-720 SLD-725 SLD-737 SLD-767 SR-30 SRP-40 SRP-75 | ELS-302 F-940 N LC-508 N LC-5001 SDC-810 SDC-833 SDC-848 SDC-875 SDC-888 SLD-707 SLD-720 SLD-732 SLD-742 SLD-781 SR-35 SRP-45 SRP-80 |
| HEWLETT-PACKARD | | | |
| HP-6S HP-11 C HP-20b Business Consultant HP EasyCalc 100 | HP-6S Solar HP-12 C HP-20 S HP OfficeCalc 100/200/300 | HP-9S HP-15 C HP-21 S | HP-10 B/II/BIH+ HP-16 C HP-30S |
| KARCE | | | |
| KC-107 KC-127 | KC-117 KC-153 | KC-119 KC-159 | KC-121 |
| SHARP | | | |
| EL-231C/L EL-326L/S EL-337M/C EL-373 EL-480G EL-520 D/G/L/R/V EL-556G/L EL-782C EL-2128H/V | EL-233G EL-330A EL-338A/F EL-376G EL-501V/X EL-530 A EL-731 EL-792C EL-2135 | EL-240C/SA EL-334H/A/F EL-344G EL-386L EL-506A/G/R/V EL-531 GH/H/P/LH/RH/VH EL-733A EL-879L EL-5020 | EL-310A EL-334H/A/F EL-354L EL-387L EL-509G/D/S/L/R/V EL-546D/G/L EL-771 C EL-2125/C |
| TEXAS INSTRUMENTS | | | |
| BA-III FINANCIAL-INVESTMENT-ANALYST TI-25X SOLAR TI-34 II TI-65 | BA-SOLAR FINANCIAL-INVESTMENT-ANALYST TI-30 /Xa/Xa Solar/XIIB TI-35 /X TI-35 /X | BA-III/II PLUS/II PLUS Professional MATH EXPLORER TI-31 TI-36 /X Solar | BA-35 TI-COLLEGIATE TI-32 TI-60 |
| TRULY | | | |
| 101 /A 106 SC-106A SC-110 /X SC-183 /B | 102 107 SC-107B/C/F/G SC-111 /X SC-185 | 103 F110 SC-108 SC-118 /A/B | 105 P-127 SC-109 /X SC-128 |

北雁
CZ-118B

附錄 2
Attachment 2

2017 年 香 港 中 學 文 憑 考 試

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2017

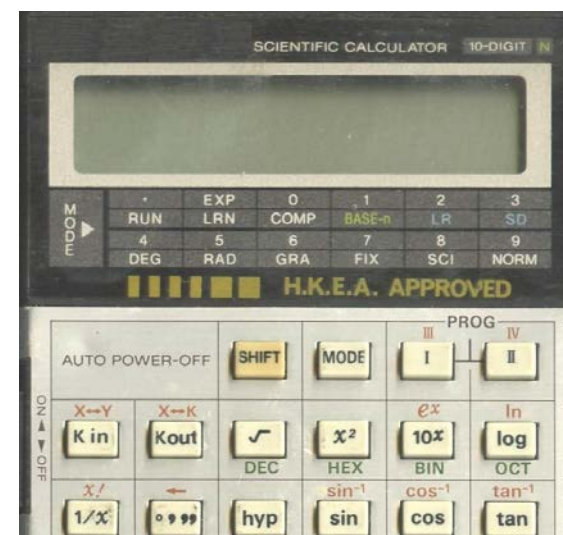
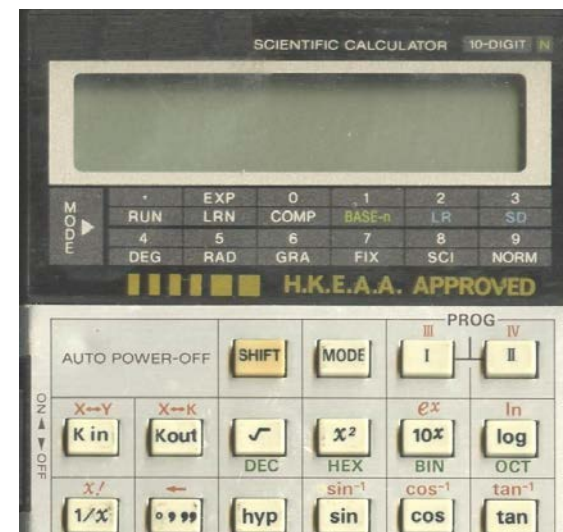
若考生攜帶及使用的計算機未經考評局印上『H.K.E.A.A. APPROVED』或『H.K.E.A.A. APPROVED』標籤，試場主任/監考員應按照下列方法處理：

Action to be taken by centre supervisors or invigilators when candidates are found to have brought in / used calculators without the 『H.K.E.A.A. APPROVED』 or 『H.K.E.A.A. APPROVED』 label:

| | 將考生編號及該計算機型號記錄於 SR4c 報告書 Candidate number and calculator model to be recorded on Report Form SR4c | 將有關計算機於該節考試完畢後送交考評局處理 Calculator to be collected at the end of the session and sent to the HKEAA |
|---|--|---|
| (1) 該計算機已列在准用型號表內 In cases where the calculator is on the “Permitted List” | 需要 YES | 不需要 NO |
| (2) 該計算機不列在准用型號表內 In cases where the calculator is NOT on the “Permitted List” | 需要 YES | 需要 YES |

* 假如考生堅持於第二節考試時仍使用該計算機，試場主任/監考員可讓考生使用該計算機直至第二節考試完畢。試場主任/監考員必須警告該考生可能會被扣分。

If the candidate insists, he/she may have the calculator for the second session until the end of the session. The candidate must be warned that he/she may risk a mark penalty.



須派發給考生的文具及用品一覽表
LIST OF STATIONERY AND MATERIALS TO BE SUPPLIED TO CANDIDATES

1. 監考員應於考生進入試場前派妥下列文具，惟附有『*』及『@』號項目，則須於考生有需要時，始行派發。
All of the following stationery items, except those marked with “*” and “@”, should be issued before the admission of candidates. Items marked with “*” and “@” should be supplied to candidates on request.
2. 電腦條碼紙將於考試日隨試卷送抵試場。每節考試前，試場須派發一張電腦條碼紙（紙上印有 2〔用於多項選擇題答題紙〕、5、10 或 15 個電腦條碼貼紙）予每名考生，貼於答題簿、試題答題簿、多項選擇題答題紙、補充答題紙及方格紙的指定位置。並應於每節考試考生進入試場前派妥。
Barcode sheets will be delivered to the examination centre on each examination day together with the question papers. Each candidate should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session and be asked to affix the barcode labels in the designated spaces of the answer book, question-answer book, MC answer sheet, supplementary answer sheets and graph papers.

| 日期 Date | 科 / 卷 Subject/Paper | 派發項目 Items To Be Issued | |
|---------------|---|--|---|
| 31/3 (Fri) | 視覺藝術 卷一 Visual Arts 1 | DSE(E)答題簿一本 白畫紙一張 白書紙一張 * 補充答題紙 (A)一張 * 宣紙及中式草稿紙 * 透明玻璃紙一張 * 曲別針四個 * 綠繩一條 | 1 DSE(E) Answer Book 1 White Cartridge Paper 1 White Bond Paper * 1 Supplementary Answer Sheet (A) * Xuan Zhi and Chinese Rough Sheet * 1 Transparent Paper * 4 Trigonal Clips * 1 Green Tag |
| | 視覺藝術 卷二 Visual Arts 2 | DSE(E)答題簿一本 白畫紙一張 白書紙一張 * 補充答題紙 (A)一張 * 透明玻璃紙一張 * 曲別針四個 * 綠繩一條 | 1 DSE(E) Answer Book 1 White Cartridge Paper 1 White Bond Paper * 1 Supplementary Answer Sheet (A) * 1 Transparent Paper * 4 Trigonal Clips * 1 Green Tag |
| 1/4 (Sat) | 綜合科學 卷一 Integrated Science 1 | 草稿紙一張 * 補充答題紙 (A)一張 * 方格紙一張 * 額外草稿紙一張 | 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Graph Paper * 1 Additional Rough-work Sheet |
| | 綜合科學 卷二 Integrated Science 2 | DSE(D)答題簿一本 四項選擇題答題紙一張 墊底紙一張 草稿紙一張 * 補充答題紙 (A)一張 * 額外草稿紙一張 | 1 DSE(D) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| | 物理 卷一 Physics 1 | 四項選擇題答題紙一張 墊底紙一張 草稿紙一張 * 補充答題紙 (A)一張 * 方格紙一張 * 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Graph Paper * 1 Additional Rough-work Sheet |
| | 物理 卷二 Physics 2 | DSE(D)答題簿一本 草稿紙一張 * 補充答題紙 (A)一張 * 方格紙一張 * 額外草稿紙一張 | 1 DSE(D) Answer Book 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Graph Paper * 1 Additional Rough-work Sheet |
| | 組合科學 (物理) Combined Science (Physics) | 四項選擇題答題紙一張 墊底紙一張 草稿紙一張 * 補充答題紙 (A)一張 * 方格紙一張 * 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Graph Paper * 1 Additional Rough-work Sheet |
| 3/4 (Mon) | 通識教育 卷一 Liberal Studies 1 | * 補充答題紙 (A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 通識教育 卷二 Liberal Studies 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |

| | | | |
|---------------|---|---|---|
| 5/4 (Wed) | 中國語文 卷一 Chinese Language 1 | * 補充答題紙(A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 中國語文 卷二 Chinese Language 2 | DSE(F)答題簿一本 草稿紙兩張 * 補充答題紙(B)一張 * 額外草稿紙一張 | 1 DSE(F) Answer Book 2 Rough-work Sheets * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| 6/4 (Thu) | 中國語文 卷三 (聆聽及綜合能力考核) Chinese Language 3 (Listening and Integrated Skills) | 草稿紙一張 * 補充答題紙(B)一張 * 額外草稿紙一張 | 1 Rough-work Sheet * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| 7/4 (Fri) | 英國語文 卷一 English Language 1 | 綠繩一條 * 補充答題紙(A)一張 * 草稿紙一張 | 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 英國語文 卷二 English Language 2 | 草稿紙兩張 * 補充答題紙(A)一張 * 額外草稿紙一張 | 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| 8/4 (Sat) | 英國語文 卷三 (聆聽及綜合能力考核) English Language 3 (Listening and Integrated Skills) | 草稿紙一張 綠繩一條 * 補充答題紙(A)一張 * 額外草稿紙一張 | 1 Rough-work Sheet 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| 10/4 (Mon) | 數學 必修部分 卷一 Mathematics Compulsory Part 1 | 草稿紙兩張 * 補充答題紙(A)一張 * 方格紙一張 @ 額外草稿紙一張 | 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Graph Paper @ 1 Additional Rough-work Sheet |
| | 數學 必修部分 卷二 Mathematics Compulsory Part 2 | 四項選擇題答題紙一張 墊底紙一張 草稿紙兩張 @ 方格紙一張 @ 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 2 Rough-work Sheets @ 1 Graph Paper @ 1 Additional Rough-work Sheet |
| 11/4 (Tue) | 科技與生活 Technology & Living - 食品科學與科技 卷一 - Food Science & Technology 1 | DSE(B)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙(A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | - 食品科學與科技 卷二 - Food Science & Technology 2 | DSE(B)答題簿一本 * 補充答題紙(A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 科技與生活 Technology & Living - 服裝、成衣與紡織 卷一 - Fashion, Clothing & Textiles 1 | DSE(G)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙(A)一張 * 草稿紙一張 | 1 DSE(G) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | - 服裝、成衣與紡織 卷二 - Fashion, Clothing & Textiles 2 | DSE(G)答題簿一本 * 補充答題紙(A)一張 * 草稿紙一張 | 1 DSE(G) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 12/4 (Wed) | 化學 卷一 Chemistry 1 | 四項選擇題答題紙一張 墊底紙一張 草稿紙兩張 * 補充答題紙(A)一張 * 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| | 化學 卷二 Chemistry 2 | DSE(D)答題簿一本 草稿紙一張 * 補充答題紙(A)一張 * 額外草稿紙一張 | 1 DSE(D) Answer Book 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| | 組合科學 (化學) Combined Science (Chemistry) | 四項選擇題答題紙一張 墊底紙一張 草稿紙兩張 * 補充答題紙(A)一張 * 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |

| | | | |
|---------------|--|---|--|
| 13/4 (Thu) | 英語文學 卷一 Literature in English 1 | DSE(A)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(A) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 英語文學 卷二 Literature in English 2 | DSE(A)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(A) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 設計與應用科技 卷一 Design & Applied Technology 1 | DSE(G)答題簿一本 綠繩一條 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(G) Answer Book 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 設計與應用科技 卷二 Design & Applied Technology 2 | DSE(G)答題簿一本 綠繩一條 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 DSE(G) Answer Book 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Sheet |
| 18/4 (Tue) | 中國歷史 卷一 Chinese History 1 | DSE(B)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 中國歷史 卷二 Chinese History 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 19/4 (Wed) | 數學 延伸部分 單元一、二 Mathematics Extended Part Modules 1,2 | 草稿紙兩張 * 補充答題紙 (A)一張 * 方格紙一張 @額外草稿紙一張 | 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Graph Paper @1 Additional Rough-work Sheet |
| 20/4 (Thu) | 歷史 卷一 History 1 | DSE(B)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 歷史 卷二 History 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 21/4 (Fri) | 資訊及通訊科技 卷一 Information & Communication Technology 1 | 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 資訊及通訊科技 卷二 Information & Communication Technology 2 | * 補充答題紙 (A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 22/4 (Sat) | 地理 卷一 Geography 1 | DSE(B)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 DSE(B) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Paper |
| | 地理 卷二 Geography 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Paper |
| 24/4 (Mon) | 生物 卷一 Biology 1 | 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Paper |
| | 生物 卷二 Biology 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 組合科學 (生物) Combined Science (Biology) | 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Paper |

| | | | |
|---------------|---|--|---|
| 25/4 (Tue) | 倫理與宗教 卷一 Ethics & Religious Studies 1 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 倫理與宗教 卷二 Ethics & Religious Studies 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 26/4 (Wed) | 企業、會計與財務概論 卷一 Business, Accounting & Financial Studies 1 | DSE(D)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(D) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 企業、會計與財務概論 卷二 Business, Accounting & Financial Studies 2 | DSE(A)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(A) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 27/4 (Thu) | 健康管理與社會關懷 卷一 Health Management & Social Care 1 | * 補充答題紙 (A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 健康管理與社會關懷 卷二 Health Management & Social Care 2 | DSE(D)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(D) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 28/4 (Fri) | 體育 卷一 Physical Education 1 | 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 體育 卷二 Physical Education 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 29/4 (Sat) | 經濟 卷一 Economics 1 | 四項選擇題答題紙一張 墊底紙一張 * 草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Rough-work Sheet |
| | 經濟 卷二 Economics 2 | * 補充答題紙 (A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 2/5 (Tue) | 旅遊與款待 卷一 Tourism & Hospitality Studies 1 | DSE(D)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(D) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 旅遊與款待 卷二 Tourism & Hospitality Studies 2 | DSE(B)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 4/5 (Thu) | 中國文學 卷一 Chinese Literature 1 | DSE(F)答題簿一本 草稿紙兩張 * 補充答題紙 (B)一張 * 額外草稿紙一張 | 1 DSE(F) Answer Book 2 Rough-work Sheets * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| | 中國文學 卷二 Chinese Literature 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 西班牙語 卷二 Spanish 2 | * 額外答題簿一本 | * 1 Additional Answer Book |
| 5/5 (Fri) | 音樂 卷一甲 Music 1A | 草稿紙一張 * 補充答題紙 (A)一張 * 額外草稿紙一張 | 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work sheet |
| | 音樂 卷一乙 Music 1B | 草稿紙一張 * 補充答題紙 (A)一張 * 額外草稿紙一張 | 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work sheet |
| | 法語 卷二 French 2 | * 額外答題簿一本 | * 1 Additional Answer Book |
| 9/5 (Tue) | 西班牙語 卷三 Spanish 3 | * 額外答題簿一本 | * 1 Additional Answer Book |
| 12/5 (Fri) | 法語 卷三 French 3 | * 額外答題簿一本 | * 1 Additional Answer Book |

DSE 2017

**HONG KONG EXAMINATIONS AND
ASSESSMENT AUTHORITY**

**HONG KONG DIPLOMA OF SECONDARY EDUCATION
EXAMINATION**

**LIBERAL STUDIES
MATHEMATICS COMPULSORY PART**

CENTRE SUPERVISOR'S HANDBOOK

CLASSROOM

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

**English Language
Chinese Language**

Date/Time of Examination

| | | |
|-------------------------------------|------------------------|---------------------|
| Liberal Studies Paper 1 | 3 April 2017 (Monday) | 8:30 am – 10:30 am |
| Liberal Studies Paper 2 | | 11:15 am – 12:30 pm |
| Mathematics Compulsory Part Paper 1 | 10 April 2017 (Monday) | 8:30 am – 10:45 am |
| Mathematics Compulsory Part Paper 2 | | 11:30 am – 12:45 pm |

Telephone Hotlines for Centre Supervisors

3628 8950

3628 8913

HKEAA Fax No.

3628 8990

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- Mobile phone irregularities
- Handling of loss of personal property/mobile phones
- Suspected cheating
- Wrong centre/wrong version candidates
- Subject not on Admission Form
- Candidates without Admission Forms/Identity Cards
- Candidates' calculators without the "H.K.E.A.A. APPROVED" label
- Candidates disobeying the "Stop working" instruction
- Candidates using wrong answer book/question-answer book
- Candidates with highly contagious diseases
- Candidates' attire
- Candidates' personal conduct

Reference Materials

- | | |
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| (1) Annex 1A | Schedule for Delivery of Examination Stationery |
| (2) Annex 1B | List of Question Papers Distribution/Answer Scripts Collection Centres |
| (3) Annex 2 | Notes for the Guidance of Classroom Invigilators Section III A: Examination Procedures (CI) – Liberal Studies Section III B: Examination Procedures (CI) – Mathematics Compulsory Part Attachment 1: Timetable for Classroom Centres Attachment 2: List of Permitted Calculators and Handling Cases of Calculators Without the Required Label |
| (4) Annex 3 | Stationery and Materials to be supplied to candidates |

Notes for the Guidance of Classroom Centre Supervisors 2017

Section I: Responsibilities of Centre Supervisors

HKEAA Hotline: 3628 8950 / 3628 8913

1. The Centre Supervisor (CS) is responsible for the proper conduct of the examination at the centre. In the event of the CS's absence from the centre, the CS's representative should assume all the responsibilities of the CS.
2. For classroom centres, the CS is the co-ordinator responsible for the collection/distribution of question papers and the return of answer scripts to the Hong Kong Examinations and Assessment Authority (HKEAA). The safe custody of question papers and answer scripts is very important. On receipt of the **question paper packets** on the morning of the examination day, the CS should **lock the packets in a secure place** and take all measures to prevent any tampering with the packets. After each examination session, the CS should keep the **answer scripts** in a secure place and make arrangements for the return of the answer scripts and related documents to the Scripts Collection Centre after the last examination session.
3. The CS should never unseal the question paper packets in advance. For classroom centres, the CS should remind Classroom Invigilators (CI) to unseal the question paper packets in the presence of the candidates just a few minutes before the start of the examination session.
4. The CS should remind CIs to ensure that candidates are given the full amount of examination time as specified on the question paper(s). Shortly after the start of the examination, the CS should check and ensure the examination time written on the blackboard of each classroom centre is correct.
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 and handling of irregularities) before the first examination session of the day.
7. The CS and CIs are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. In order to maintain a quiet examination environment for candidates, the CS and CIs should also avoid wearing shoes that will make noise.

Specimen Documents

Documents mentioned in this Handbook can be found in a separate booklet for specimen documents.

Section II: Examination Logistics

HKEAA Hotline: 3628 8950 / 3628 8913

A. Pre-examination Logistics

1. Invigilation arrangements

- 1.1 The Centre Supervisor (CS) will be notified in advance of the number of classroom invigilators (CI) required for the conduct of examinations in each examination session.
- 1.2 Normally all CIs are provided by the centre schools. The CS should assign at least one invigilator to each classroom centre, and additional standby invigilators on each floor to provide assistance to the CIs if required, and to accompany candidates to the toilet.
- 1.3 CIs should report for duty **at least 30 minutes** before the start of the session. Each CI should be issued with an Invigilator Label (see *Specimen 10B*) to show his/her identity.
- 1.4 The CIs have been told that if they find any candidate they know at the centre, they should report this on Report Form SR4g (see *Specimen 23A*). 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 the invigilator who knows the candidate to accompany the candidate to the toilet.

2. Examination stationery

- 2.1 The HKEAA will make arrangements for the delivery of the answer books, supplementary answer sheets, graph papers, multiple-choice (MC) answer sheets, backing sheets, rough-work sheets, script envelopes, attendance lists and other documents/stationery to each centre school according to the schedule given in *Annex IA*. If the CS has not received these items by the date specified, the CS should contact the HKEAA at once.
- 2.2 The CS should check the items received against the Stationery Checklist (see *Specimen 1A*) to ensure his/her centre has enough stationery for the entire examination. If there is any discrepancy, he/she should immediately contact the HKEAA. After checking the stationery, the CS should complete a **Reply Form** and return it to the HKEAA within 5 days upon receipt of the stationery.
- 2.3 During the examination period, if an additional supply of stationery is required, the CS should contact the HKEAA at least 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*) and display them at the entrance of each examination room;

- (4) arrange the seats 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.

3.2 An examination venue is defined as:

The classrooms and the corridors outside the classrooms.

Only candidates and invigilation staff are allowed to enter the examination venue. Other persons (including the school staff members) should not be allowed to enter except with the prior permission of the CS. As such, the CS should post the “No Unauthorised Entry” Notice (see *Specimen 2B*) at an appropriate place at the entrance of the examination venue.

Before candidates are admitted to the examination room, the CI should write down the details of the examination on the blackboard in the following format:

| | |
|------------------|---|
| Centre No | : H1003 |
| Centre Name | : ABC School (Classroom) |
| Subject | : Liberal Studies |
| Paper | : Paper 1 |
| Language Version | : English |
| Exam Time | : Please enter the exact time after the start of the examination |

- 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. (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. Subject to the actual weather conditions, schools may consider switching off some of the ventilators or lowering their outputs. 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 close all the windows if noise from outside may cause disturbance to the candidates sitting the examinations.

4. Allocation of candidates and question papers

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

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

B. Collection of Question Papers and Return of Answer Scripts

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

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

The CS should arrange with his/her principal for a responsible staff member to be on duty at school at the specified time, normally between 7:15 am and 8:15 am on each examination day to receive the sealed carton(s) containing the question papers. The staff members of the courier company will present a question paper Receipt (see *Specimen 6B*) detailing the number of cartons of question papers delivered and the person who is assigned by the school to receive the papers will be asked to **stamp the school seal** on it.

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

Staff members of the HKEAA will be on duty at the Distribution Centre every morning from 7:15 am 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*).

7. Storage of question papers and answer scripts

- 7.1 The CS should keep **all question papers** in a secure place (i.e. **locked** in a storeroom or cabinet) before the examination session.
- 7.2 On examination days with more than one examination session, **answer scripts** collected in the earlier examination session(s) should also be **kept in a secure place** until they are returned to the Scripts Collection Centre.

8. Return of answer scripts to the Scripts Collection Centre

- 8.1 **Within one hour** after the last examination session of each day, the CS (or a responsible school staff member) should arrange to return the answer scripts and related documents to the Scripts Collection Centre chosen. The list of Scripts Collection Centres is given in *Annex 1B*.
- 8.2 It is not necessary to return the surplus and absentees' question papers to the Scripts Collection Centre.
- 8.3 As all returned items need to be checked and counted, the CS (or the school staff) may be required to wait for a while at the Scripts Collection Centre. After collecting the scripts, the HKEAA will issue a receipt (see *Specimen 29*) to your school.

Important Note:

The CS is requested to note that it is **not** possible to change a Scripts Collection Centre once it has been opted for, as the other Collection Centres will not have the information and relevant receipt for your school.

Section III A: Examination Procedures General Guidelines for Various Sessions

HKEAA Hotline: 3628 8950 / 3628 8913

1. Stationery and barcode sheets

1.1 Barcode labels

In order to enhance the reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates' answer scripts and multiple-choice (MC) answer sheets which will be scanned before marking. Candidates should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session. They should be instructed to affix the barcode labels in the designated spaces of the answer books, question-answer books, MC answer sheets, supplementary answer sheets and graph papers only *during the examination*. The personalised barcode sheets (one sheet for each candidate), additional personalised barcode sheets (if any) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on that day. The quantity of the barcode sheets will be indicated on the barcode sheets packing label (see *Specimen 7B(iii)*) and the outside of the question paper carton.

1.2 Stationery and barcode sheets should be distributed on each candidate's desk before the admission of candidates into the examination room. The items required for each session are detailed in the **List of Items Required for the Examination** (see *Specimen 8*). In general, candidates should each be issued with:

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

Note: Please do not use surplus multiple-choice answer sheets from previous years.

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

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

To ensure that candidates' answer scripts can be scanned, while collecting the answer scripts, if a CI discovers that a candidate has not stuck any barcode label on the cover of the answer book/question-answer book or MC answer sheet, the candidate should be asked to stick a barcode label on that cover/MC answer sheet under the supervision of the CI. A report must be made on Report Form SR4b (see *Specimen 23B*). The candidate should be asked to sign on the report form.

1.4 Spare barcode sheets

- (1) Spare barcode sheets will each have a unique serial number (i.e. one sheet per candidate). They should be used under the following circumstances:
 - (i) for candidates whose personalised barcode sheets are not available at the centre (e.g. wrong centre candidates);
 - (ii) for candidates whose personalised barcode sheets are damaged, found to have incorrect information or cannot be located.
- (2) There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. **Before the examination starts, the candidate concerned should be instructed to write his/her candidate number and seat number (if applicable) on each barcode label under the supervision of the CI.**
- (3) In the event of a candidate having used up his/her personalised barcode labels, the candidate should be asked to write his/her candidate number in the designated spaces for barcode labels on the remaining pages of the answer script. It is **not necessary** to provide the candidate with a spare barcode sheet nor file a report on the case.
- (4) If there is a **shortage of spare barcode sheets**, candidates without barcode sheets should be asked to write their candidate numbers on their answer scripts/MC answer sheets in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b (see *Specimen 23B*).
- (5) The candidate number of those candidates who have used spare barcode sheets or who have not stuck any barcode label on the cover of their answer scripts should be recorded on Report Form SR4b. Scripts/MC answer sheets affixed with spare barcode labels (i.e. the situation described in *paragraph 1.4(1)* above) and those without barcode labels (i.e. the situation described in *paragraph 1.4(4)* above) should be put in the **Envelope for Special Reports and Related Scripts/Answer Sheets** (see *Specimen 25*) and returned to the Scripts Collection Centre together with the Report Form SR4b. Other irregularities concerning the use of barcode labels should also be recorded on the same form.

1.5 Additional personalised barcode sheets (if any)

- (1) An additional personalised barcode sheet will be prepared for each candidate who adds/amends subject(s) after the issue of admission forms. For centre schools with additional candidates, the CS will find the additional personalised barcode sheets (one sheet for each candidate) and additional Attendance Lists in an envelope, together with the question papers on the examination day.
- (2) The CS/CI should follow the normal procedures (as described in *paragraphs 1.1-1.3* above and *paragraphs 4.2 & 8.3* below) in handling additional personalised barcode sheets/labels and additional Attendance Lists.
- (3) **Scripts/MC answer sheets affixed with additional personalised barcode labels should be put in the 'Answer Script Envelope' (see *Specimen 26A*) together with other scripts.**

- 1.6 **Supplementary answer sheets and graph papers** should be provided to candidates on request. Supplementary answer sheets/graph papers are of A3 size (folded into A4 format) to facilitate

scanning and **should not be torn apart**. Each page should be used for answering one single question only. However, candidates may put their answers to different questions on separate pages of the same supplementary answer sheet and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question. A piece of short white string should also be given to candidates for tying the supplementary answer sheets/graph papers to their answer scripts. The candidates should be reminded to stick a barcode label on the designated space of each additional sheet.

Notes:

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

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

2. Use of calculators

- 2.1 Candidates have been told in the ‘Handbook for Candidates’ that the use of calculators is permitted in any examination sessions (other than **language subject examinations**) but the calculators must have the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label (see *Annex 2*) or they may receive a mark penalty. (**Note:** For some calculator models where the space for pad-printing is limited, the size of the label will be reduced accordingly.)

When checking candidates’ Admission Forms, the CI should also check all the calculators on candidates’ desks and make sure that all calculators are properly labelled, and indicate such information on the Candidates’ Attendance Record Forms. Nevertheless, if a candidate’s calculator is not pad-printed with the required label, the CS/CI should ask the candidate(s) concerned after the examination to stay behind to complete the Report Form SR4c (see *Specimen 23C*).

Please also refer to *Section IV paragraph 18* for handling cases of candidates whose calculators are not pad-printed with the required label.

- 2.2 Candidates who will use a calculator during the examination should put the calculator on their desk. Before the examination starts, they should be instructed to check and make sure that there is no writing/markings on their calculator. They should also remove the calculator cover/jacket and place it inside their bag or under the chair.
- 2.3 When checking candidates’ Admission Forms, if a calculator cover/jacket is found on a candidate’s desk, the CI should check to see if there is any irregularity (such as notes/formulae written on the calculator cover/jacket). If no irregularity is found, the candidate should be told to place the calculator cover/jacket under his/her chair immediately (if the calculator cover/jacket can be detached from the calculator). In case of suspected cheating, please follow the steps in *Section IV paragraph 14*.

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. **15 minutes** after the start of the examination, 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/language version 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/any acceptable identification document or can only produce a photocopy of the Admission Form/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 a calculator is found on a candidate’s desk, check if the calculator is pad-printed with the required label (see *paragraph 2*). If yes, put a “✓” against the candidate number. If not, put an “X” and complete the Report Form SR4c. If a calculator cover/jacket is found on a candidate’s desk, follow the steps in *paragraph 2.3*. If latecomers are admitted, the forms should be amended accordingly. The CI should later check whether the latecomers have written their candidate numbers and affixed barcode labels in the designated spaces of the answer books/question-answer books/MC answer sheets.

4.2 Marking the Attendance List

The “Attendance and Scripts Tracking System” is not applicable to written examinations held in classroom centres.

- (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 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 Form and Attendance List are amended accordingly.

5. Questions raised by candidates

- 5.1 Neither the CS nor the CI should give explanations about the question papers. If a candidate asks a question about an examination paper and suggests there is an error, the CS/CI should reply along the following lines:

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

- 5.2 For other questions raised by candidates, the CS/CI may answer according to the information given in the 'Centre Supervisor's Handbook' or 'Notes for the Guidance of Invigilators'. In case of doubt, the CS/CI may contact the HKEAA via the DSE hotlines on 3628 8950 / 3628 8913.

6. Toilet arrangements

- 6.1 If a candidate requests to go to the toilet, the CI should ask a standby invigilator, preferably of the same gender, to accompany the candidate and should record the candidate number and time on Report Form SR4t (see *Specimen 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 the same 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 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 case of any irregularity, the 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. 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.

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

8. Packing of answer scripts and examination materials

- 8.1 The answer scripts should be placed in the appropriate script envelopes (see *Specimen 26A*) in candidate number order according to the candidate number ranges printed on the script envelope labels. The number of scripts inside should be written on each of the envelopes. Each envelope should be sealed with a piece of Security Adhesive Tape. The CS and the CI should then sign on the flap of the envelope across the tape (see *Specimen 27*). The envelopes must be tied together with a piece of string.
- 8.2 The MC answer sheets (absentees excluded) should be placed in the answer sheet folder (see

Specimen 28) which should then be placed in a clear plastic bag. The plastic bag should be sealed with security adhesive tape. Do not bend or tie the folders. Each folder should be used for one classroom centre only.

| Seat Number Range | Folder | Remarks |
|-------------------|--------|--|
| 01 - 30 | 1 | If there are absentees, the folder will have fewer than 30 MC answer sheets. |

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

Scripts/answer sheets of

- (1) candidates who are present (including latecomers, early leavers and additional candidates);
- (2) candidates who cannot produce their Admission Forms but can produce their ID cards and their personalised barcode sheets can be found at the centre;
- (3) candidates whose Admission Forms do not bear their photographs and who cannot produce their ID Cards but their personalised barcode sheets can be found at the centre;
- (4) candidates who have disobeyed the “Stop working” instruction;
- (5) candidates whose calculators do not have the “H.K.E.A.A. APPROVED” or “H.K.E.A.A. APPROVED” label but are on the Permitted List.

8.4 Scripts/Reports 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 sheets cannot be found at the centre;
- (4) scripts of candidates who cannot produce their Admission Forms and ID cards, regardless of whether their personalised barcode sheets can be found at the centre;
- (5) scripts of candidates who have taken a subject not listed on the Admission Form;
- (6) scripts of any other candidates who use spare barcode labels/who are not given any barcode labels;
- (7) Answer Books/Question-Answer Books with candidate number written but no barcode label stuck on the cover, or MC answer sheets with candidate number written but no barcode label stuck on;
- (8) Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t*or SR4i (if any);
- (9) candidates’ calculators (which do not have the “H.K.E.A.A. APPROVED” or “H.K.E.A.A. APPROVED” label and are **NOT** on the Permitted List).

} Candidates who use spare barcode labels

8.5 Items to be placed in a clear plastic bag

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

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

9. Return of answer scripts to the collection centre

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

The following materials should be returned:

- (1) Answer Books/Question-Answer Books (in script envelopes);
- (2) MC answer sheets (in the answer sheet folders and plastic bags provided);
- (3) Rough-work sheets (in rough-work sheet envelopes) (if any);
- (4) Barcode sheets (in barcode sheet envelopes);
- (5) Attendance Lists;
Candidates' Attendance Record Forms; } together in one plastic bag
- (6) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t*or SR4i (if any);

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

- 9.2 Backing sheets and Mobile Phone Reminder Cards need not be returned.
- 9.3 On rainy days, it would be appreciated if the answer scripts and related documents are returned to the Scripts Collection Centre in plastic bags.

Section III B : Notes for Centre Supervisors of Classroom Centres

HKEAA Hotline: 3628 8950 / 3628 8913

1. Distribution of various items to Classroom Invigilators

- 1.1 The Centre Supervisor (CS) should reserve a classroom for use as a distribution/collection point. The Classroom Invigilators (CIs) should be informed of the exact location. They should report for duty to the CS in this room before 8:00 am.
- 1.2 About 20 minutes before the start of the session, the CS should distribute a copy of “List of Items Required for the Examination”, a plastic bag containing “Items for use in the examination room” (see *Specimen 1B*), invigilator label and the following items to each CI:

Conventional Papers

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

Multiple-choice Papers

- (1) A packet of the question paper
- (2) Items to be issued (see *Attachment 1*)
- (3) Personalised barcode sheets of candidates
- (4) Spare barcode sheets
(If required, please give to the CIs)
- (5) MC answer sheets folder (see *Specimen 28*)
- (6) Attendance List (see *Specimen 17*)
- (7) Attendance Record Form (see *Specimen 16B*)
- (8) Report forms
(If required, please give to the CIs)

Notes: Each question paper packet will contain 31 copies of the question paper. For some papers, supplementary answer sheet, graph paper and rough-work sheet will be required. This will be specified in *Annex 3* of this document.

- 1.3 The CS should check if there is any **Special Notice** which contains last-minute messages to candidates. The Special Notice is placed in a **bright yellow** envelope (see *Specimen 9*).
- 1.4 Upon completion of the distribution, the CIs should be told to go to their respective room as soon as possible, since candidates can be admitted into the classroom at 8:15 am.

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. Instead, 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 am 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 to take the examination regardless of the time of arrival. **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 in a bid to remind candidates arriving thereafter of the requirement to switch off their mobile phones. After the candidates are seated, they should be reminded to put their mobile phones under their chairs in a position clearly visible to the invigilators before they start working on the question papers.
- 4.3 The CI should check whether the candidate has entered his/her candidate number on the answer script/MC answer sheet and affixed barcode labels on the designated spaces at an appropriate time. Candidates who fail to stick the barcode label(s) on any papers(s) of the scripts as instructed will receive a mark penalty in the paper concerned.
- 4.4 All candidates, including latecomers, should be instructed to affix the barcode labels in the designated spaces of the answer books/question-answer books/supplementary answer sheets/graph papers/MC answer sheets *during the examination*.

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 the time immediately and make an announcement to the candidates right away.

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

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

7. Collecting question papers and answer books from vacant seats

- 7.1 **30 minutes** after the start of the examination, the CIs should collect the question paper/answer book/question-answer book/MC answer sheet/rough-work sheet/barcode sheet from each vacant seat and return them to the CS after the examination session.
- 7.2 The school can keep the surplus question papers (including multiple-choice question papers and question-answer books).
- 7.3 In case a candidate **requests to have another answer book/question-answer book**, the request should normally not be accepted. Supplementary answer sheets should be supplied.

8. Early leavers

- 8.1 Leaving early is not allowed for the Listening papers and Multiple-Choice papers.
- 8.2 For other subjects/papers, candidates may leave the examination room during the period of 30 minutes after the start of the session to 15 minutes before the end of the session.
- 8.3 Candidates wishing to leave during the permitted time must raise their hand to summon the CI. CIs have been informed that before a candidate is given permission to leave, they should ensure that (1) the candidate number has been entered and barcode labels have been affixed in the designated spaces of the answer script even if no attempt has been made to answer any questions; and (2) the question number box on each page of the answer book has been marked. **Early leavers are NOT allowed to take away the question papers.**

- 8.4 The CS/CI should report in detail (time of the incident, circumstances, etc) any candidate who has left the examination room without permission or who has taken away the question paper on Report Form SR4g (see *Specimen 23A*).
- 8.5 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g. He/She has to write his/her name and address in the space provided on the form.
- 8.6 The question papers and the answer scripts of early leavers should be left on the candidates' desks. **The answer scripts should be collected at the end of the session together with those of other candidates** and placed in the appropriate script envelope while the question papers can be treated as ordinary surplus question papers which can be kept by the school.

9. Collection of various items from CIs

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

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.

Multiple-choice Papers

- (1) MC answer sheets (in answer sheet folders);
- (2) Attendance List;
- (3) Candidates' Attendance Record Form;
- (4) Sessional Report (Classroom);
- (5) Other completed report forms (if any);
- (6) Backing sheets;
- (7) Unused stationery;
- (8) Barcode sheets.

Section IV: Handling of Irregularities (Applicable to Centre Supervisors and Classroom Invigilators)

HKEAA Hotline: 3628 8950 / 3628 8913

A. Report Forms

1.1 The Centre Supervisor (CS)/Classroom Invigilator (CI)/invigilators may make use of the following report forms to report irregularities concerning the conduct of the examination:

- Form SR1 (*Specimen 21*) — Candidate Without Admission Form/Identity Card
- Form SR3 (*Specimen 22*) — Candidate Attended the Wrong Examination Centre/ Subject/Paper/Module/Language Version not on Admission Form
- Form SR4g (*Specimen 23A*) — Examination Irregularities
- Form SR4b (*Specimen 23B*) — Examination Irregularities (Barcodes)
- Form SR4c (*Specimen 23C*) — Examination Irregularities (Calculators)
- Form SR4p (*Specimen 23D*) — Examination Irregularities (Mobile phones/Electronic 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 Candidates have been advised that they should seek help from the centre staff if they find any undesirable conditions at the examination centre. If any candidate complains about the examination centre environment or finds his/her seat or the surrounding conditions undesirable (e.g. insufficient lighting, noise disturbance, dripping water, too cold, disturbance from neighbouring candidates), the CS/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 ask a standby invigilator to attend to the source of the noise immediately so as to stop/minimise the noise disturbance. The CI should close the windows and curtains (if appropriate) to improve the situation.

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 on Report Form SR4g.

B. Bad Weather

2. Postponement of an examination is a very serious matter. Any decision to do so by the HKEAA will be made only when it is absolutely necessary. If weather conditions are at all doubtful (such as the possible hoisting of a Typhoon Signal No. 8 or above, or the issue of the Red or Black Rainstorm Warning), CS/CI should listen to the radio, watch the television or check out the HKEAA website: 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 a Red Rainstorm Warning does not necessarily imply the postponement of an examination scheduled to be held on that day. However, all examinations will normally be postponed when a Typhoon Signal No. 8 or above is hoisted, or when a Black Rainstorm Warning is issued. In this regard, an announcement concerning any alternative arrangements for the postponed examination will be made in the press, on the radio and on the HKEAA website as soon as possible;
- (3) unless a specific announcement has been made by the HKEAA that the examination has been postponed due to bad weather conditions, the CS/CI must assume the examination will be conducted as originally scheduled;
- (4) once an examination session has started, it will continue for the full allotted time unless the physical conditions in the examination room are considered dangerous by the CS/CI.

3. Actions to be taken if an examination is to be held as scheduled when a typhoon/rainstorm signal is hoisted

- 3.1 The CS should arrange an invigilation staff to listen to the radio or check out the HKEAA website for the latest weather conditions and to keep a record of important announcements, e.g. suspension or disruption of transport services.
- 3.2 If the examination concerned is taking place in the first session, any announcement of postponement of the examination scheduled for the second session will be made over radio and television and on the HKEAA website.
- 3.3 In the event of an examination to be held as scheduled when a **Red Rainstorm Warning** is issued, the examination should be **postponed by 15 minutes**. If necessary, further delay by 15 minutes by individual centres is permissible. Beyond that, the CS should contact the HKEAA.
- 3.4 If an examination is in progress while a typhoon/rainstorm signal is hoisted, the CS/CI should still continue with the examination. However, he/she should pay special attention to the emergency announcements made over radio and television and on the HKEAA website.
- 3.5 In the event of any imminent danger to the candidates, the CS/CI should exercise sound judgement to act independently to protect the safety of the candidates. If the evacuation of candidates to a safe place is necessary, efforts should be made to preserve the security of the examination and to prevent collusion among the candidates. Candidates should be told to mark their work to indicate the point at which the interruption took place. The examination can be resumed when the danger is over. The CS/CI should note the time and duration of the interruption. No extra time should be given to compensate the interruption and the duration of the examination should remain unchanged. At the end of the examination, the CS/CI should advise candidates whether it is safe

to go home and inform candidates of any announcements concerning public transport services. If it appears unsafe for the candidates to go home, the CS/CI should keep the centre open until it is safe to dismiss the candidates.

4. Rescheduling of examinations

If an examination is rescheduled, an announcement will be made in the press, on the radio and on the HKEAA website giving the new examination date and any consequential changes.

C. Emergency Situations

5. Bomb threats

5.1 In the event that the CS receives a bomb threat before the examination starts (i.e. before the distribution of question papers to candidates), he/she should postpone the examination and inform the police and contact the HKEAA by telephone (DSE hotlines: 3628 8950 / 3628 8913). Candidates should be arranged 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 question-answer books/answer books and question papers. Candidates should then be evacuated to a safe place. Efforts should be made to prevent collusion among the candidates. The examination can be resumed when the threat is over. A report should be made on Report Form SR4g giving details of the incident including the time and duration of the interruption.

6. Fire outbreak and other emergency

6.1 If a fire or other emergency which may jeopardise the safety of candidates occurs before the examination starts (i.e. before the distribution of question papers), the CS/CI should postpone the examination and arrange for the candidates to wait in a safe place. He/She should also inform the HKEAA by telephone (DSE hotlines: 3628 8950 / 3628 8913).

6.2 If a fire breaks out or other emergency occurs while the examination is in progress, the CS/CI should immediately suspend the examination. Candidates should be told to stop answering, mark their work to indicate the point at which the interruption took place and close their question-answer books/answer books and question papers. They should then be evacuated to a safe place. Efforts should be made to prevent 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, the HKEAA should be informed immediately.

6.3 During the examination, if a fire alarm is activated and emits sound, the CS/CI should inform the HKEAA immediately by telephone. If the alarm stops within one minute, the examination should be continued as normal. However, the CS/CI should report the details of the incident on the Report Form SR4g for HKEAA's record purposes. If the fire alarm continues to sound for more than one minute, the CS/CI should suspend the examination immediately and ask the candidates to stop answering, mark their work to indicate the point at which the interruption took place and close their question-answer books/answer books and question papers. He/she should send a standby invigilator to the school office for investigation of the situation and also inform the HKEAA by telephone. If a false alarm is confirmed upon investigation, after the alarm has stopped, the CS/CI should explain to the candidates that a false alarm has been confirmed and the examination can be resumed. The CS/CI should make sure that the candidates are given the correct amount of examination time when the examination resumes. A report should be made on Report Form SR4g giving details of the incident including the time and duration of the

interruption.

- 6.4 After discussion with the HKEAA, the CS/CI should make an announcement to all candidates on the spot that appropriate follow-up action will be taken by the HKEAA regarding the possible impact of the disturbance on the candidates' performance.

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 by telephone (DSE hotlines: 3628 8950 / 3628 8913).
- 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 take remedial action as appropriate (e.g. open the curtains) and use his/her discretion on whether the candidates affected should be relocated to an area with acceptable lighting. The CS/CI should report details of the candidates concerned and the duration of the interruption on Report Form SR4g. Candidates concerned should not be given extra time to answer the questions.
- 7.3 If the power supply cannot be resumed in five minutes and 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-answer books/answer books and question papers. The HKEAA should be informed immediately by telephone to decide if any follow-up action is warranted, e.g. relocating all/some candidates to other classrooms to continue the examination.

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 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/buckle 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 devices (e.g. tablets, PDA, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technologies supported, etc.) or any articles that can store information or emit sound, the devices or articles should be switched off and put in the bags. **Mobile phones should also be turned off (including disabling the alarm function) and put under the chair in a position clearly visible to the CI.** The candidates are also advised to take out the batteries from their mobile phones.
- 11.2 Candidates without a bag that can be securely closed should be asked to take their personal belongings to the front of the examination room against the wall under the blackboard before the examination commences. Their purses and mobile phones (not in operating mode) can be put under their chairs. Candidates should not be allowed to put their bags beside their chairs since this 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 cases, a **mark penalty, subject downgrading or disqualification from the whole examination** will be imposed.

| Unauthorised item(s) | | Positions where the item(s) is/are found |
|--|------------------------------|--|
| <ul style="list-style-type: none"> ■ Books, dictionaries, notes, question paper(s) from previous examination session(s), papers, word-hidden pens, databank watches, etc. | | On the candidates' body or in their pockets, or on their desks or in the drawers of their desks (including writing on their admission forms or on the back of their calculators) |
| <ul style="list-style-type: none"> ■ Electronic devices which can be switched on or off (e.g. mobile phones, tablets, pagers, multimedia players, electronic dictionaries, PDA, smart watches with mobile applications installed or wireless technologies supported or any other electronic devices which can store/display text, images, audio or video materials) | Not in operating mode | On the candidates' body or in their pockets, or on their desks or in the drawers of their desks |
| | In operating mode | On the candidates' body or in their pockets, or on their desks or in the drawers of their desks or under the candidates' chairs |

- 11.4 Before the start of the examination, candidates who are found to have unauthorised articles (such as books, notes, paper and question papers from previous session(s) of the same subject, etc.) on their desks or in the drawers of their desks, in their pockets or on their bodies **after the CI has announced the distribution of question papers** are subject to **mark penalties**. Such cases should be reported on Report Form SR4g.
- 11.5 For candidates who are found violating the rules in *paragraphs 11.3 and 11.4 above*, all **written** unauthorised materials should be collected from them where applicable and attached to the Report Form for investigation by the HKEAA.
- 11.6 In case a candidate is found taking photographs or video or 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 photographs/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 with all the boxes checked.
- 12.2 If the source cannot be located and the ring stops, the CS/CI does not need to take any further action.
- 12.3 If the source can be located, the CS/CI should ask the candidate concerned to show the screen of the phone to ascertain if the phone is in operating mode.
- (1) If the sound is triggered by the alarm function set, ask the candidate to deactivate the alarm function and switch off the phone or remove the battery. The candidate should also be asked to stay behind after the examination to complete the Report Form SR4p.
 - (2) If the mobile phone is in operating mode, instruct the candidate to switch off the phone or remove the battery. Put the candidate's phone inside a special **Mobile Phone Plastic Bag** (see *Specimen 32*) supplied by the HKEAA, seal it and put it under the candidate's chair.

The CI should note down the details of the case and ask the candidate 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 /SMS/instant message logs etc. 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 call/SMS/instant message logs, 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 what level of penalties will be imposed. The candidate may submit a written explanation directly to the HKEAA or via the CS/CI.
- 12.6 If a candidate reports an incident of mobile phone ringing and a suspected candidate can be identified, the CS/CI should take the following courses of action:
- (1) If the report is received before the dismissal of candidates, ask the suspected candidate to stay behind and follow the steps in *paragraph 12.4*.
 - (2) If the report is received after the dismissal of candidates, record the case on Report Form SR4p.
- 12.7 If a candidate reports an incident of mobile phone ringing and a suspected candidate cannot be identified, the CS/CI does not need to take any further action.

13. Handling of loss of personal property / mobile phones

- 13.1 In a bid to minimise the occurrence of loss of personal property/mobile phones of candidates, CS/CI is requested to be vigilant about “idle” candidates (those seemingly not working on the paper) and early leaving candidates to see if they have any unnatural/suspicious behaviour.
- 13.2 If a report on loss of 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, electronic devices, using a mobile phone in the toilet, or communicating with other candidates or with persons inside or outside the examination room, the unauthorised articles (i.e. books, notes, mobile phones, smart watches etc.) should be removed immediately and kept as evidence. In the case of mobile

phones or smart watches, they should be switched off and placed inside a Mobile Phone Plastic Bag (see procedures in *paragraphs 12.3(2) & 12(4)*). The candidate should be allowed to finish the examination but he/she should be asked 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 communication to gain unfair advantage. Such tools may resemble ordinary stationery items or articles (such as erasers, rulers, watches etc.). 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 but he/she should be asked to provide a written explanation before leaving the examination room. If the candidate refuses, this should be recorded on Report Form SR4g.
- 14.3 Under no circumstances should the CS/CI search the body or personal belongings of the candidates who are suspected of cheating during the examination. When dealing with a suspected cheating case, the CS/CI should find another invigilator to serve as the third party witness.
- 14.4 The CS/CI should prepare a report giving the details of the suspected cheating (such as the time when the offence was discovered, whether the candidate was copying from a crib, and where the candidate put the crib etc.) on Report Form SR4g. The report, evidence, the answer script and the candidate's explanation should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets (see *Specimen 25*).
- 14.5 If the CS/CI considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The CI should inform the candidate concerned **after the examination** to stay behind to complete a report.

15. Wrong centre / wrong version 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 The HKEAA does not provide faxed copies of question papers to wrong centre or wrong version candidates. If a candidate indicates on the spot that he/she has entered for the wrong language version, the CS/CI should distribute the "Notes for Wrong Centre or Wrong Version Candidates" (see *Specimen 40*) to the candidate concerned and let him/her decide whether or not to move to a suitable centre. Alternatively, the candidate may look up the nearest centre information on the HKEAA website (www.hkeaa.edu.hk→Examination Administration→Examination Centres) or call the Public Examinations Information Centre of the HKEAA (telephone no. 3628 8860) for assistance.
- 15.3 If the language version of the question paper is different from that entered by the candidate concerned and he/she decides to sit the examination in the centre, the candidate may choose to write the answers in the language version he/she has registered/intends to register for. If the candidate decides to answer in the language version he/she has not registered for, the candidate should seek special approval for amendment of language version from the HKEAA immediately after the examination. The CS/CI should inform the candidate that his/her scripts may not be accepted by the HKEAA. If approval is subsequently given, the candidate has to pay a supplementary fee and the subject fee concerned.
- 15.4 At the end of the examination, the wrong centre/wrong version 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

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. Details about the handling procedures, please refer to *paragraphs 15.2– 15.4*.

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

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

17.2 **If a candidate's Admission Form does not bear his/her photograph or the photograph on the Admission Form does not resemble the candidate, 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]. Report Form SR1 should be completed in the circumstances stated below. The candidate should complete Part A of the form while the CS/CI should complete Parts B & C of the form.

(1) **If a candidate cannot produce any identification document with a photograph:**

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.

- (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 candidate should be given a spare barcode sheet. The script should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.

(2) **If a candidate does not have an Admission Form but can produce an identification document with a photograph:**

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.

- (c) If the candidate's personalised barcode sheet **can** be found at the centre, the script should be returned with those of other candidates present.
- (d) If the candidate's personalised barcode sheet **cannot** be found, the CS should write the candidate's name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The script should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.

(3) **If a candidate does not have an Admission Form or any identification document with a photograph:**

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.

- (a) If the candidate's personalised barcode sheet **can** be found at the centre, the script should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.
- (b) If the candidate's personalised barcode sheet **cannot** be found, the CS should write the candidate's name in pencil at the bottom right-hand corner on the front cover of the answer book. The candidate should be given a spare barcode sheet. The script should be put into the 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 or the identification document which cannot be accepted as valid identification documents, this should be reported on the form following the procedures described *in paragraph 17.2* above as appropriate.

18. Candidates' calculators

- 18.1 Before the examination, candidates should remove the calculator covers/jackets and put them inside their bags or under their chairs. If, during the examination, a calculator cover/jacket is found on a candidate's desk, the CI should check to see if there is any irregularity (such as notes/formulae written on the calculator cover/jacket). If no irregularity is found, the candidate should be told to place the calculator cover/jacket under his/her chair immediately (if the calculator cover/jacket can be detached from the calculator). In cases of suspected cheating, please follow the steps in *paragraph 14*.
- 18.2 If a candidate is found in possession of a calculator which does not have the required label, the CS/CI should ask the candidate to use another calculator with the required label if he/she has got one. If not, the candidate should be allowed to continue using the calculator. After the examination, the candidate should be told that a report (Report Form SR4c) will be made to the HKEAA. The candidate may be allowed to use the calculator for the second session until the end of the examination on the same day. At the end of the last session of the day, the CS/CI should report the case on Report Form SR4c which should be passed to the Scripts Collection Centre in an Envelope for Special Reports and Related Scripts/Answer Sheets. If the calculator concerned is **not on the Permitted List** (see *Annex 2*), the CS/CI should **collect the calculator** from the candidate for inspection by the HKEAA after the examination. The HKEAA will return the calculator to the candidate on conclusion of the case. The candidate's script/answer sheets can be returned together with those of other candidates.
- 18.3 If a candidate's calculator was pad-printed but **the label has faded**, it is **not necessary** to report such a case to the HKEAA. The candidate may be reminded at the end of the examination to have the calculator pad-printed again at the HKEAA office before the next examination.

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:

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

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

20. Candidates using wrong answer book/question-answer book

If a candidate is found using the wrong answer book/question-answer book to answer questions in an examination where more than one answer book/question-answer book are distributed, the CS/CI should instruct the candidate to continue with the examination on that answer book/question-answer book. The CS/CI should report the case on Report Form SR4g and the answer books/question-answer book concerned should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.

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

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 by phone (DSE hotlines: 3628 8950 / 3628 8913) **before the examination begins**.

22. Candidates' attire

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

22.2 If a candidate is wearing a hat/mask, the CS/CI may ask the candidate to take off the hat or move it backwards or remove the mask during the checking of the identification document and may let the candidate wear the hat/mask for the rest of the examination if there are no elements of suspected cheating.

23. Candidates' personal conduct

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

- (1) they should behave themselves and comply with the reasonable instructions of the invigilation staff when they sit for an examination;
- (2) they must maintain absolute silence, must not speak to nor disturb other candidates and must not communicate using signals/sign language inside the examination room;
- (3) they should not smoke within the premises of the centre school and should not eat or drink in the examination room;
- (4) they should not take photographs, audio-record or video-record before/during/after the examination inside the examination room; 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 on Report Form SR4g for follow up by the HKEAA.

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 stick barcode labels on their Admission Forms

or other personal belongings), the case should be reported on Report Form SR4g. The materials (e.g. the Admission Forms) with the barcode labels should be photocopied and attached to the Report Form.

- 23.5 If a candidate is found disturbing other candidates e.g. making noise or engaging in other behaviours whether voluntary or involuntary, the CS/CI may relocate the candidate concerned 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. being excessively rude to the centre staff or examiners or uses foul language), the CS/CI should warn the candidate concerned that he/she risks **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.

2017 年香港中學文憑考試

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2017

運送考試文具用品時間表

Schedule for Delivery of Examination Stationery

由： 2017 年 3 月 6 日

From： 6 March 2017

至： 2017 年 3 月 10 日

To： 10 March 2017

考評局將發信通知個別試場學校有關運送的日期。

Centre schools will be informed individually of the delivery date by HKEAA.

2017 年香港中學文憑考試
Hong Kong Diploma of Secondary Education Examination 2017

附件 1B
Annex 1B

| 答卷收集中心 Answer Scripts Collection Centres | | | |
|---|------------|--|---|
| 區域 Area | 代號 Code | 收集中心名稱 Name of Collection Centre | 地址 Address |
| 香港區 Hong Kong | HKS | 嶺南中學 Lingnan Secondary School | 香港杏花邨盛康里 6 號 6 Shing Hong Lane, Heng Fa Chuen, HK |
| 九龍區 Kowloon | SPK | 香港考試及評核局(新蒲崗辦事處) HKEAA (San Po Kong Sub-office) | 九龍新蒲崗爵祿街 17 號 17 Tseuk Luk Street, San Po Kong, KLN |
| | WYC ** | 九龍華仁書院 Wah Yan College, Kowloon | 九龍窩打老道 56 號 56 Waterloo Road, KLN |
| 新界區 New Territories | TW | 香港考試及評核局(荃灣評核中心) HKEAA (Tsuen Wan Assessment Centre) | 荃灣城門道 7 號 7 Shing Mun Road, Tsuen Wan, NT |
| | ST | 東莞工商總會劉百樂中學 GCCITKD Lau Pak Lok Secondary School | 新界沙田大圍積運街積泰里 1 號 1 Chik Tai Lane, Chik Wan Street, Tai Wai, Shatin, NT |
| | TM | 東華三院邱子田紀念中學 TWGHs Yau Tze Tin Memorial College | 新界屯門兆康苑 Siu Hong Court, Tuen Mun, NT |
| | TP | 迦密聖道中學 Carmel Holy Word Secondary School | 新界大埔太和路 10 號 10 Tai Wo Road, Tai Po, NT |
| | YL | 新界鄉議局元朗區中學 NTHYK Yuen Long District Secondary School | 新界元朗教育路 123 號 123 Kau Yuk Road, Yuen Long, NT |

** 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.

Hong Kong Diploma of Secondary Education Examination 2017 Notes for the Guidance of Classroom Invigilators

CI

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

HKEAA Hotline: 3628 8950 / 3628 8913

Section I: Responsibilities of Classroom Invigilators

1. The Classroom Invigilator (CI) is responsible for the proper conduct of the examination in the examination room to which he/she has been appointed. If the CI has to leave the examination room temporarily, he/she should ask the invigilator on standby 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 Examinations and Assessment Authority (HKEAA). The CIs should report for duty **at least 30 minutes** before the start of the session. Each CI should be issued with an Invigilator Label (see *Specimen 10B*) to show his/her identity.
3. On receipt of the question paper packet(s) from the CS, the CIs should safe-keep the packet(s) until the examination starts and take all measures to prevent any tampering with the packet(s).
4. The CIs 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 CIs should ensure that candidates are given the full amount of examination time as specified on the question paper(s).
6. The CIs should be vigilant to prevent cheating and collusion among the candidates.
7. If a CI has a mobile phone, pager or other devices that can emit sound, he/she should switch it/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 a CI finds any 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 CIs 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 CIs should not retain any examination stationery.
10. After the examination, the CIs 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.
11. 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.

Section II: Examination Logistics

HKEAA Hotline: 3628 8950 / 3628 8913

CI

1. Examination Stationery/Question Papers

1.1 Barcode Labels

In order to enhance the reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates' answer scripts and multiple-choice (MC) answer sheets which will be scanned before marking. Candidates should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session. Candidates would be instructed to affix the barcode labels in the designated spaces of the answer books, question-answer books, MC answer sheets, supplementary answer sheets and graph papers only *during the examination*. The personalised barcode sheets (one sheet for each candidate), additional personalised barcode sheets (if any) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on that day. The quantity of the barcode sheets will be indicated on the barcode sheets packing label (see *Specimen 7B(iii)*) and the outside of the question paper carton.

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

Conventional Papers

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

Multiple-choice Papers

- (1) A packet of the question paper*
- (2) Items to be issued (see *Attachment 1*)
- (3) Personalised barcode sheets of candidates
- (4) Spare barcode sheets
(If required, please contact the CS)
- (5) MC answer sheets folder (see *Specimen 28*)
- (6) Attendance List (see *Specimen 17*)
- (7) Attendance Record Form (see *Specimen 16B*)
- (9) Report forms
(If required, please contact the CS)

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

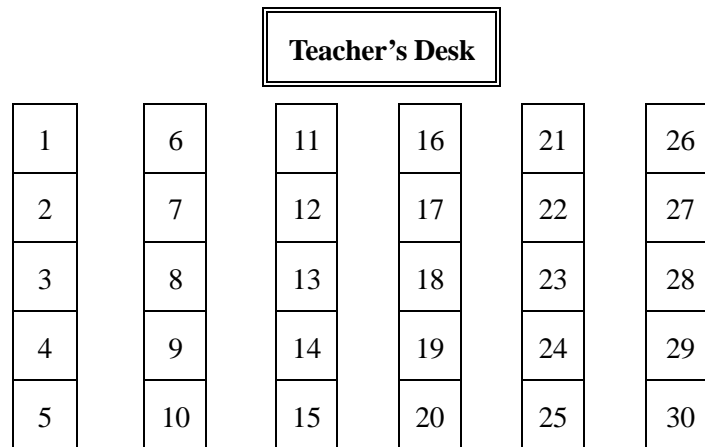
- 1.3 The question numbers on individual pages of supplementary answer sheets/graph papers will be captured electronically. There will be a question number box on the margin of each page (see *Specimen 18B*). Candidates have to put an “X” in the appropriate box to indicate the question number. They can use either a pen or a pencil to complete the question number box.
- 1.4 The CI should not allow candidates or students to take away any examination stationery. The stationery should only be used for public examinations.

2. Seating Arrangements

At least one day before the examination, the CS/CI should:

- (1) display a Seating Plan (see *Specimen 3B*) at the entrance of each classroom used as an examination room;
- (2) write the room number (e.g. **Room 3**) and centre number (e.g. **H1003**) on the Seating Plan;

- (3) arrange the seats as shown below (each classroom should accommodate 30 candidates);



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

Section IIIA: Examination Procedures Liberal Studies (English Version)

HKEAA Hotline: 3628 8950 / 3628 8913

CI

A. Before the Start of the Examination

1. Distribution of stationery and barcode label sheets

1.1 Stationery and barcode sheets should be distributed on each candidate's desk before the admission of candidates into the examination room. The items required for each session are detailed in the **List of Items Required for the Examination** (see *Specimen 8*). In general, candidates should each be issued with:

- **Liberal Studies 1:** (1) a personalised barcode sheet (see *Specimen 7B(i)*).
- **Liberal Studies 2:** (1) a DSE(C) answer book (see *Specimen 18B*);
(2) 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.

After the announcement of the start of the examination, candidates should first write their candidate number in the boxes provided on the front cover of their Answer Book/Question-Answer Book. They should also affix barcode labels in the designated spaces on the cover and all inner pages of their Answer Book/Question-Answer Book according to the instructions on the cover. All these must be done during the examination. Candidates who fail to stick the barcode label(s) on the scripts as instructed may receive a mark penalty on the subject/paper concerned.

1.2 Spare barcode sheets

- (1) Spare barcode sheets will each have a unique serial number (i.e. one sheet per candidate). They should be used under the following circumstances:
 - (i) for candidates whose personalised barcode sheets are not available at the centre (e.g. wrong centre candidates);
 - (ii) for candidates whose personalised barcode sheets are damaged, found to have incorrect information or cannot be located.
- (2) There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. **Before the examination starts, the candidate concerned should be instructed to write his/her candidate number and seat number (if applicable) on each barcode label under the supervision of a 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 nor file a report on the case.
- (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 those candidates who have used spare barcode sheets or who have not stuck any barcode label on the cover of their answer scripts 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 returned to the Scripts Collection Centre together with the Report Form SR4b. Other irregularities concerning the use of barcode labels should also be recorded on the same form.

1.3 Additional personalised barcode sheets (if any)

- (1) An additional personalised barcode sheet will be prepared for each candidate who adds/amends subject(s) after the issue of admission forms. For centre schools being assigned with additional candidates, the CS will find the additional personalised barcode sheets (one sheet for each candidate) and additional Attendance Lists in an envelope, together with the question papers on the examination day.
- (2) The CS/CI should follow the normal procedures (as described in *paragraphs 1.1-1.3 & 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.**

- 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**. Each page should be used for answering one single question only. However, candidates may put their answers to different questions on separate pages of the same supplementary answer sheet and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question. 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 of supplementary answer sheets on hand so as to provide prompt assistance to the candidates upon request.
- 1.5 Before candidates are admitted to the examination room, the CI should write down the details of the examination on the blackboard in the following format:

| | |
|------------------|--|
| Centre No | : H1003 |
| Centre Name | : ABC School (Classroom) |
| Subject | : Liberal Studies |
| Paper | : Paper 1 |
| Language Version | : English |
| Exam Time | : Please enter the exact time after the start of the examination |

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/CI could exercise his/her discretion to delay the starting time for up to 15 minutes. If the CS/CI wishes to delay the starting time further, he/she should telephone the HKEAA.

3. Late arrivals

- 3.1 Candidates who arrive late should be admitted to take the examination regardless of the time of arrival. **No extra time should be given.** It is not necessary to record information on latecomers unless an irregularity is observed.
- 3.2 Before making the first announcement, the CI should distribute the Mobile Phone Reminder Cards (see *Specimen 31*) on all vacant seats so that candidates arriving after the first announcement are reminded of the requirement to switch off their mobile phones.
- 3.3 The CI should check whether the candidates concerned have put down their candidate number on their answer scripts and affixed barcode labels in the designated spaces at an appropriate time. All these must be done **during the examination.** Candidates who fail to stick the barcode label(s) on any page(s) of the scripts as instructed will risk a mark penalty in the paper concerned.

4. Calculators

- 4.1 Candidates have been told in the ‘Handbook for Candidates’ that the use of calculators is permitted in any examination sessions (other than **language subject examinations**) but the calculators must have the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label (see *Annex 2*) or they may receive a mark penalty. (**Note:** For some calculator models where the space for pad-printing is limited, the size of the label will be reduced accordingly.)

When checking candidates’ Admission Forms, the CI should also check all the calculators on candidates’ desks and make sure that all calculators are properly labelled, and indicate such information on the Candidates’ Attendance Record Forms. Nevertheless, if a candidate’s calculator is not pad-printed with the required label, the CI should ask the candidate(s) concerned after the examination to stay behind to complete the Report Form SR4c (see *Specimen 23C*).

Please also refer to *Section IV Paragraph 18* for handling cases of candidates whose calculators are not pad-printed with the required label.

- 4.2 Candidates who will use a calculator during the examination should put the calculator on their desk. **Before the examination starts, they should be instructed to check and make sure that there is no writing/markings on their calculator. They should also remove the calculator cover/jacket and place it inside their bag or under the chair.**
- 4.3 When checking candidates’ Admission Forms, if a calculator cover/jacket is found on a candidate’s desk, the CI should check to see if there is any irregularity (such as notes/formulae written on the calculator cover/jacket). If no irregularity is found, the candidate should be told to place the calculator cover/jacket under his/her chair immediately (if the calculator cover/jacket can be detached from the calculator). In case of suspected cheating, please follow the steps in *Section IV paragraph 14*.

5. First announcement (Checking of personal belongings)

5.1 Language medium of announcement

All announcements should be in the same language medium as that of the Question Paper. Bilingual announcements will unnecessarily delay the progress of the examination.

- 5.2 The first announcement should be made when the majority of candidates have been admitted and seated. Before making the first announcement, **the CI should distribute the Mobile Phone Reminder Cards (see *Specimen 31*) on all vacant seats.**

5.3 Announce:

All papers

You are going to sit the HKDSE **Liberal Studies Paper 1/Paper 2 (English version)** examination and the examination centre number is (e.g. H1003). Put up your hand now if the announced subject/paper/language version/centre information is different from that stated on your Admission Form. (Pause)

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

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

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

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (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 question paper(s) from previous examination session(s), notes, pieces of paper, books, dictionaries, word-hidden pens, any electronic devices (such as a tablet, PDA, pager, multimedia player, electronic dictionary, databank watch, smart watch), or any articles that can store information or emit sound, the devices or 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 classroom and put them ... (Please clearly tell the candidates the location which you assign).

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 devices (including mobile phone) switched on during the examination, you will receive a mark penalty, subject downgrading or even be disqualified from the whole examination.

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

Note:

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

The CI should check that the candidates follow 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.**

- 5.4 In case a candidate claims that the subject/paper/language version/centre information announced by the CI is different from that stated on his/her Admission Form, the **CI should distribute the “Notes for Wrong Centre or Wrong Version Candidates”** (See *Specimen 40*) to the candidate concerned and let him/her decide whether or not to remain sitting the examination in this centre. For handling cases of wrong centre/wrong version candidates, please refer to *Section IV paragraphs 15 and 16*.

6. Second announcement (Checking of barcode sheets)

Liberal Studies 1

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. You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and the inner pages of your Question-Answer Book.

If you use a supplementary answer sheet, you should also write your Candidate Number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

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

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

Liberal Studies 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 your Answer Book. You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and the inner pages of your Answer Book.

If you use a supplementary answer sheet, you should also write your Candidate Number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

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

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

7. Third announcement (Checking of Answer Books)

Liberal Studies 1

This paper does not require any Answer Books. Please proceed to the fourth announcement on distribution of Question Papers/Question-Answer Books (see *paragraph 8*).

Liberal Studies 2

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

You should enter the question number on the front cover of the Answer Book and mark the corresponding question number box on each page of the Answer Book and supplementary answer sheets on which you have written any answers. Start each question on a new page.

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

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

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

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

Liberal Studies 1

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

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

Liberal Studies 2

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

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

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

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

Liberal Studies 1

You should have on your desk a Question Paper with a Question-Answer Book inserted. You may open the Question Paper to check if the Question-Answer Book is inserted. Put up your hand if you do not. (Pause)

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

Liberal Studies 2

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

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

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 devices (including mobile phones) switched on or on the body. Then ask the candidates to open the Question Paper/Question-Answer Book to **check the number of pages/questions**. After the start of the examination, candidates should first write their candidate numbers in the boxes provided on the front cover of their Answer Book/Question-Answer Book and affix barcode labels in the designated spaces on the front cover and inner pages of the Answer Book/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.

Liberal Studies 1

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 devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your Question Paper and Question-Answer Book to make sure that there are no missing questions. Words like "**End of Paper**" or "**End of Section**" should appear after the last question. (Pause)

Close the Question Paper and 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 your Candidate Number from your Admission Form. You should stick barcode labels in the designated spaces on the cover and inner pages of your Question-Answer Book according to the instructions on the cover.

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

Liberal Studies 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 devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

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

Close the Question Paper after checking.

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

instructions on the cover.

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

- 10.2 The CI should **check if there is any Special Notice** which contains last-minute messages to candidates. The Special Notice, if any, is 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 write down the contents of the Special Notice on the blackboard for reference by the latecomers.
- 10.3 If there are no questions from the candidates, the CI should give the signal to begin by announcing:

Liberal Studies 1 and 2 (leaving early is allowed during the period after the first 30 minutes and before the last 15 minutes)

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

According to the clock in the examination room (my watch), the time is _____. The finishing time is _____. You may now start.

- 10.4 After the "You may now start" announcement, the CI should write the actual starting time and the correct finishing time on the blackboard for the information of candidates.
- 10.5 The CI should avoid the practice of writing up the starting and finishing times in advance, and should do this **only** when the precise times are known. If the examination room has a clock visible to candidates and is functioning properly (see **Notes** below), it should be the one to which the CI refers. The CI must ensure that candidates are given the full amount of time as specified on the Question Paper/Question-Answer Book. **No extra time** should be given to the candidates for reading the questions or for any other reason without specific instructions from the HKEAA.

Notes:

- (1) The CI should check whether the examination room clock is functioning properly before the start of the examination. If not, candidates should be reminded not to refer to the clock during the examination.
 - (2) If there are two clocks in the examination room (say one in the front of the room and one at the back), the CI should use the one facing the candidates and inform them of the clock he/she is using for timing the examination in order to avoid misunderstanding.
- 10.6 The CI should ensure that all examinations start punctually as scheduled in the timetable. If under special circumstances an examination has to be delayed (due to bad weather or insufficient question papers being made available), the CI should ensure that the candidates are given the full amount of time as specified on the Question Paper/Question-Answer Book. **Under no circumstances should an examination start before the scheduled time.**
- 10.7 Write the actual starting time and finishing time at the end of the session in the spaces provided on the Sessional Report (See *Specimen 20*).

B. Procedures after the Start of the Examination

- 11.1 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. **15 minutes** after the start of the examination, the CI should check the Admission Forms (see *Specimen 14*) and Identity Cards and verify if:

- (1) the **photograph** on the Admission Form/Identity Card **resembles the candidate (invigilators should check this carefully so as to preclude the possibility of impersonation)**;
 - (2) **the candidate number shown on the Admission Form matches that on the barcode label**;
 - (3) the subject/paper/language version 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/any acceptable identification document or can only produce a photocopy of the Admission Form/identification documents, 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 session, the CI should complete the Candidates’ Attendance Record Forms (see *Specimen 16B*). The candidate number of each candidate present should be entered against the appropriate seat number on the form. The space against the seat number of a vacant seat should be marked "ABS". If a candidate uses a spare barcode sheet, put a “✓” against the candidate number. If a calculator is found on a candidate’s desk, check if the calculator is pad-printed with the required label (see *paragraph 4*). If yes, put a “✓” against the candidate number. If not, put an “X” and complete the Report Form SR4c. If a calculator cover/jacket is found on a candidate’s desk, follow the steps in *paragraph 4.3*. If latecomers are admitted, the forms should be amended accordingly. The CI should later check whether the latecomers have written their candidate numbers and affixed barcode labels in the designated spaces of the answer books/question-answer books.

(2) Marking the Attendance List

- (a) **30 minutes** after the start of the examination session, the CI should check the candidate number for each occupied seat in the Candidates’ Attendance Record Form against the corresponding number in the Attendance List (see *Specimen 17*) to ensure that all candidates take the correct seats. The Candidates’ Attendance Record Forms should be amended if there are changes.
- (b) Mark the Attendance List using an HB pencil. This should be done carefully as any mistake in the Attendance List may lead to very serious problems in the recording of examination results. The CI should mark the boxes of both present candidates and absentees on each page of the Attendance List. Please also mark at the bottom of each page of the Attendance List the total number of present candidates and absentees on that page. The CI should check carefully that the candidate numbers on each page of the Attendance List against the Candidates’ Attendance Record Forms (completed by invigilators) to ensure that the candidates’ records shown on the Attendance List are correct before signing on the Attendance List.
- (c) If there are latecomers, the CI should ensure that both Candidates’ Attendance Record Form and Attendance List are amended accordingly.

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

- 13.1 **30 minutes** after the start of the examination, the CI should collect the Question Paper/Answer Book/Question-Answer Book/barcode sheet from each vacant seat and put the blank Question-Answer Books inside a designated box to avoid mixing them up with the candidates' scripts to be collected at the end of the examination.
- 13.2 The school can retain the surplus Question Papers (including Question-Answer Books).
- 13.3 In the case of a candidate **requesting to have another 'Answer Book'/'Question-Answer Book'**, the request should not normally be accepted. Supplementary answer sheets should be supplied.

14. Early leavers

- 14.1 Early leave is **not** allowed for Multiple-Choice papers (Mathematics Compulsory Part Paper 2).
- 14.2 For **Liberal Studies Papers 1 & 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 put down and barcode labels have been affixed in the designated spaces of the answer script even if no attempt has been made to answer any questions; and (2) the question number box on each page of the answer script has been marked. **Early leavers are not allowed to take away the Question Papers.**
- 14.3 The CI should report in detail (time of the incident, circumstances, etc.) any candidate who has left the examination room without permission or who has taken away the Question Paper on Report Form SR4g (see *Specimen 23A*).
- 14.4 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g. He/she has to write his/her name and address in the space provided on the form.
- 14.5 The Question Papers and answer scripts of early leavers should be left on the candidates' desks. **The answer scripts should be collected at the end of the session together with those of other candidates** and placed in the appropriate script envelope while the Question Papers can be treated as ordinary surplus Question Papers to be retained by the school.

15. Questions raised by candidates

- 15.1 The CI should not give any explanations about the question papers. If a candidate asks a question about an examination paper and suggests there is an error, the CI should reply along the following lines:
- "I am not allowed to say anything to you about the examination questions. You should follow the instructions on the question paper, carry on and do the best you can. If you wish, I will report your query."
- 15.2 For other questions raised by candidates, the CI may answer according to the information given in the 'Notes for the Guidance of Invigilators'. In case of doubt, the CI may contact the HKEAA via the CS.

16 Toilet arrangements

- 16.1 If a candidate requests to go to the toilet, the CI should ask a standby invigilator, preferably of the same gender, to accompany the candidate and should record the candidate number and time on Report Form SR4t (see *Specimen 23E*). It is not necessary for the CI to ask the candidate

whether he/she has a mobile phone on his/her body.

If many candidates request to go to the toilet at the same 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 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 case of any irregularity, the 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. No examination materials may be taken to the toilet.
- 16.5 The Report Form SR4t need not be returned daily. It should be returned to the Scripts Collection Centre after the very last examination session in the centre.

C. Report Forms

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

- Form SR1 — Candidates Without Admission Form/Identity Card
- Form SR3 — Candidates Attended the Wrong Examination Centre/Subject/Paper/Module/Language Version not on Admission Form
- Form SR4g — Examination Irregularities (cheating/insufficient papers/candidates' disobeying the "Stop working" instructions, etc.)
- Form SR4b — Examination Irregularities (Barcodes)
- Form SR4c — Examination Irregularities (Calculators)
- Form SR4p — Examination Irregularities (Mobile Phones/Electronic 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:

Liberal Studies 1

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.

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

Liberal Studies 2

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

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

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

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

Liberal Studies 1

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

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

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

Liberal Studies 2

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

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

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

19. Eighth announcement (“Stop working” instruction)

19.1 When time is up, announce:

Liberal Studies 1

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

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

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

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

Liberal Studies 2

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

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

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

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

19.2 The CI should check that the candidates follow the instructions.

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

20. Ninth announcement (Collection of answer scripts)

Note: The question papers of **Liberal Studies Paper 2** need **NOT** be collected.

20.1 The CI should announce:

Liberal Studies 1

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

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

Liberal Studies 2

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

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

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

20.3 While collecting the Answer Books/Question-Answer Books, if the CI discovers that **a candidate has not put down his/her candidate number on the cover of his/her Answer Book/Question-Answer Book, the candidate can be allowed to write his/her candidate number on the cover only under the supervision of the CI. However, the candidate should not be allowed to fill in the question number boxes.**

- 20.4 While collecting the Answer Books/Question-Answer Books, if the CI discovers that a candidate has not stuck any barcode labels on the cover of an Answer Book/Question-Answer Book, to facilitate scanning, the candidate should be asked to stick the 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.

21. Checking of answer scripts collected

The answer scripts should be collected in candidate number order, with the smallest candidate number on top. The number of scripts collected should be counted and checked against the number of candidates present. The CI should put down the total number of scripts collected in the appropriate spaces on the Sessional Report. If there are any discrepancies, investigate them before the candidates are dismissed.

22. Tenth announcement (Dismissal of candidates)

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

Liberal Studies 1

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

Liberal Studies 2

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

- 22.2 In the case of a candidate reporting any irregularity concerning the examination (e.g. the candidate reports a mistake in the use of answer books), the 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 examination (see *Section IIIA Paragraph 7*).

24. Packing of scripts and examination materials

- 24.1 The answer scripts should be placed in the appropriate script envelopes (see *Specimen 26A*) in candidate number order according to the candidate number ranges printed on the script envelope labels. The number of scripts inside should be written on each of the envelopes. Each envelope should be sealed with a piece of Security Adhesive Tape. The CI should then sign on the flap of the envelope across the tape (see *Specimen 27*). The envelopes must be tied with a piece of string for carrying purposes.

- 24.2 **Items to be placed in the normal script envelopes folders by the CI:**

Scripts/answer sheets of

- (1) candidates who are present (including latecomers, early leavers and additional candidates);
- (2) candidates who cannot produce their Admission Forms but can produce their ID cards and the candidate numbers claimed can be verified;
- (3) candidates whose Admission Forms do not bear their photographs and who cannot produce their ID Cards but their personalised barcode sheets can be found at the centre;

- (4) candidates who have disobeyed the “Stop working” instruction;
- (5) candidates whose calculators do not have the “H.K.E.A.A. APPROVED” or “H.K.E.A.A. APPROVED” label but the calculators are on the Permitted List.

24.3 **Scripts/Reports to be placed in the Envelope for Special Reports and Related Scripts (where appropriate):**

- (1) scripts of candidates who are suspected of cheating and the cribs (if any);
 - (2) scripts of candidates who have attended a wrong centre;
 - (3) scripts of candidates who cannot produce their Admission Forms and whose personalised barcode sheets cannot be found at the centre;
 - (4) scripts of candidates who cannot produce their Admission Forms and ID cards, regardless of whether their personalised barcode sheets can be found at the centre;
 - (5) scripts of candidates who have taken a subject/language version not listed on the Admission Form;
 - (6) scripts of any other candidates who use spare barcode labels/who are not given any barcode labels;
 - (7) Answer Books/Question-Answer Books with candidate number written but no barcode label stuck on the cover;
 - (8) Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t* or SR4i (if any);
 - (9) candidates' calculators which do not have the “H.K.E.A.A. APPROVED” or “H.K.E.A.A. APPROVED” label and which are **NOT** on the Permitted List.
- } Candidates who use spare barcode labels

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

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

24.5 Rough-work sheets and barcode sheets should be placed separately in the rough-work sheet envelopes (see *Specimen 30A*) and barcode sheet envelopes (see *Specimen 30B*).

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

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

- (1) Answer Books/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 ;
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, SR4c, SR4p or SR4t*, SR4i (if any).

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

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

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

Section IIIB: Examination Procedures Mathematics Compulsory Part (English Version)

HKEAA Hotline: 3628 8950 / 3628 8913

CI

A. Before the Start of the Examination

1. Distribution of stationery and barcode label sheets

1.1 Stationery and barcode sheets should be distributed on each candidate's desk before the admission of candidates into the examination room. The items required for each session are detailed in the **List of Items Required for the Examination** (see *Specimen 8*). In general, candidates should each be issued with:

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

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

Note: Please do not use surplus multiple-choice answer sheets from previous years.

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

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

1.2 Spare barcode sheets

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

- (2) There are designated spaces on the spare barcode sheets for candidates to fill in their candidate numbers and seat numbers. **Before the examination starts, the candidate concerned should be instructed to write his/her candidate number and seat number (if applicable) on each barcode label under the supervision of a 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 nor file a report on the case.

- (4) If there is a **shortage of spare barcode sheets**, candidates without barcode sheets should be asked to write their candidate numbers on their answer scripts/MC answer sheets in the designated spaces for barcode labels. The case should be recorded on Report Form SR4b (see *Specimen 23B*).
- (5) The candidate number of those candidates who have used spare barcode sheets or who have not stuck any barcode label on the cover of their Question-Answer Books should be recorded on Report Form SR4b. Question-Answer Books /MC answer sheets affixed with spare barcode labels (i.e. the situation described in *paragraph 1.2(1)* above) and those without barcode labels (i.e. the situation described in *paragraph 1.2(4)* above) should be put in the **Envelope for Special Reports and Related Scripts/Answer Sheets** (see *Specimen 25*) and returned to the Scripts Collection Centre together with the Report Form SR4b. Other irregularities concerning the use of barcode labels should also be recorded on the same form.

1.3 Additional personalised barcode sheets (if any)

- (1) An additional personalised barcode sheet will be prepared for each candidate who adds/amends subject(s) after the issue of admission forms. For centre schools being assigned with additional candidates, the CS will find the additional personalised barcode sheets (one sheet for each candidate) and additional Attendance Lists in an envelope, together with the question papers on the examination day.
- (2) The CS/CI should follow the normal procedures (as described in *paragraphs 1.1-1.3* above and *paragraph 24.3* below) in handling the additional personalised barcode sheets/labels and additional Attendance Lists.
- (3) **Scripts/MC answer sheets affixed with additional personalised barcode labels should be put in the Answer Script Envelope** (see *Specimen 26A*) **together with other scripts.**

1.4 **Supplementary answer sheets and graph papers** should be provided to candidates on request. Supplementary answer sheets/graph papers are of A3 size (folded into A4 format) to facilitate scanning and **should not be torn apart**. Each page should be used for answering one single question only. However, candidates may put their answers to different questions on separate pages of the same supplementary answer sheet and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question. A piece of short white string should also be given to candidates for tying the supplementary answer sheets/graph papers to their answer scripts. The candidates should be reminded to stick a barcode label on each additional sheet.

Notes:

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

1.5 Rough-work sheets have to be distributed before the examination for Paper 1 and Paper 2.

1.6 Before candidates are admitted to the examination room, the CI should write down the details of the examination on the blackboard in the following format:

| | |
|------------------|--|
| Centre No. | : H1003 |
| Centre Name | : ABC School (Classroom) |
| Subject | : Mathematics Compulsory Part |
| Paper | : Paper 1 |
| Language Version | : English |
| Exam Time | : Please enter the exact time after the start of the exam |

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), the CS/CI could exercise his/her discretion to delay the starting time for up to 15 minutes. If the CS/CI wishes to delay the starting time further, he/she should telephone the HKEAA.

3. Late arrivals

- 3.1 Candidates who arrive late should be admitted to take the examination regardless of the time of arrival. **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 3I*) on all vacant seats so that candidates arriving after the first announcement are reminded of the requirement to switch off their mobile phones.
- 3.3 The CI should check whether the candidates concerned have put down their candidate number on their answer scripts/MC answer sheets and affixed barcode labels in the designated spaces at an appropriate time. All these must be done **during the examination**. Candidates who fail to stick the barcode label(s) on any page(s) of the scripts as instructed will risk a mark penalty in the paper concerned.

4. Calculators

- 4.1 Candidates have been told in the ‘Handbook for Candidates’ that the use of calculators is permitted in any examination sessions (other than **language subject examinations**) but the calculators must have the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label (see *Annex 2*) or they may receive a mark penalty. (**Note:** For some calculator models where the space for pad-printing is limited, the size of the label will be reduced accordingly.)

When checking candidates’ Admission Forms, the CI should also check all the calculators on candidates’ desks and make sure that all calculators are properly labelled, and indicate such information on the Candidates’ Attendance Record Forms. Nevertheless, if a candidate’s calculator is not pad-printed with the required label, the CI should ask the candidate(s) concerned after the examination to stay behind to complete the Report Form SR4c (see *Specimen 23C*).

Please also refer to *Section IV Paragraph 18* for handling cases of candidates whose calculators are not pad-printed with the required label.

- 4.2 Candidates who will use a calculator during the examination should put the calculator on their desk. **Before the examination starts, they should be instructed to check and make sure that there is no writing/markings on their calculator. They should also remove the calculator cover/jacket and place it inside their bag or under the chair.**
- 4.3 When checking candidates’ Admission Forms, if a calculator cover/jacket is found on a candidate’s desk, the CI should check to see if there is any irregularity (such as notes/formulae written on the calculator cover/jacket). If no irregularity is found, the candidate should be told to place the calculator cover/jacket under his/her chair immediately (if the calculator cover/jacket can be detached from the calculator). In case of suspected cheating, please follow the steps in *Section IV paragraph 14*.

5. First announcement (Checking of personal belongings)

5.1 Language medium of announcement

All announcements should be in the same language medium as that of the Question Paper. Bilingual announcements will unnecessarily delay the progress of the examination.

5.2 The first announcement should be made when the majority of candidates have been admitted and seated. Before making the first announcement, **the CI should distribute the Mobile Phone Reminder Cards (see Specimen 31) on all vacant seats.**

5.3 Announce:

All papers

You are going to sit the HKDSE **Mathematics Compulsory Part Paper 1/Paper 2 (English version)** examination and the examination centre number is (e.g. H1003). Put up your hand now if the announced subject/paper/language version/centre information is different from that stated on your Admission Form. (Pause)

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

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

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

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (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 question paper(s) from previous examination session(s), notes, pieces of paper, books, dictionaries, word-hidden pens, any electronic devices (such as a tablet, PDA, pager, multimedia player, electronic dictionary, databank watch, smart watch), or any articles that can store information or emit sound, the 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 classroom and put them ... (Please clearly tell the candidates the location which you assign).

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 devices (including mobile phone) switched on during the examination, you will receive a mark penalty, subject downgrading or even be disqualified from the whole examination.

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

Note:

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

The CI should check that the candidates follow 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.**

- 5.4 In case a candidate claims that the subject/paper/language version/centre information announced by the CI is different from that stated on his/her Admission Form, the **CI should distribute the “Notes for Wrong Centre or Wrong Version Candidates”** (See *Specimen 40*) to the candidate concerned and let him/her decide whether or not to remain sitting the examination in this centre. For handling cases of wrong centre/wrong version candidates, please refer to *Section IV paragraphs 15 and 16*.

6. Second announcement (Checking of barcode sheets)

Mathematics Compulsory Part Paper 1

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. You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and the inner pages of your Question-Answer Book.

If you use a supplementary answer sheet or graph paper, you should also write your Candidate Number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

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

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

Mathematics Compulsory Part Paper 2

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

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

After the start of the examination, you should first write your Candidate Number in the boxes provided on the MC answer sheet. You should copy your Candidate Number from your Admission Form. Moreover, you should stick a barcode label, write your name and sign in the designated spaces on the MC answer sheet. Do not fold, scratch or stain the barcode labels.

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

7. Third announcement (Checking of MC answer sheets/Rough-work sheets)**Mathematics Compulsory Part Paper 1**

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

Mathematics Compulsory Part Paper 2

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

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

| |
|--|
| Now, read the Instructions on the MC answer sheet. (Pause) |
|--|

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

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

Mathematics Compulsory Part Paper 1

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

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

Mathematics Compulsory Part Paper 2

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

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

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

9. Fifth announcement (Checking of Question Papers/Question-Answer Books)**Mathematics Compulsory Part Paper 1**

| |
|--|
| You should have on your desk a Question-Answer Book and two rough-work sheets. Put up your hand if you do not. (Pause) |
|--|

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

Mathematics Compulsory Part Paper 2

You should have on your desk a Question Paper, an MC answer sheet, a backing sheet and two rough-work sheets. Put up your hand if you do not. (Pause)

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

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 devices (including mobile phones) switched on or on the body. Then ask the candidates to open the Question Paper/Question-Answer Book to **check the number of pages/questions**. After the start of the examination, candidates should first write their candidate numbers in the boxes provided on the MC answer sheet and the front cover of their Question-Answer Book (candidates should also write their name and sign on the MC answer sheet) and affix barcode labels in the designated spaces on the MC answer sheet and the front cover and inner pages of the 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.

Mathematics Compulsory Part Paper 1

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 devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your Question-Answer Book to make sure that there are no missing questions. Words like "**End of Paper**" or "**End of Section**" should appear after the last question. (Pause)

Close the Question-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 your Candidate Number from your Admission Form. You should stick barcode labels in the designated spaces on the cover and inner pages of your Question-Answer Book according to the instructions on the cover.

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

Mathematics Compulsory Part Paper 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 devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your Question Paper to make sure that there is no missing questions. Words like "**End of Paper**" or "**End of Section**" should appear after the last question. (Pause)

Close the Question Paper after checking.

After the announcement of the start of the examination, you should stick a barcode label, write your Candidate Number and name and sign on the MC answer sheet.

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

- 10.2 The CI should **check if there is any Special Notice** which contains last-minute messages to candidates. The Special Notice, if any, is 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 write down the contents of the Special Notice on the blackboard for reference by the latecomers.
- 10.3 If there are no questions from the candidates, the CI should give the signal to begin by announcing:

Mathematics Compulsory Part Paper 1 (leaving early is allowed during the period after the first 30 minutes and before the last 15 minutes)

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

According to the clock in the examination room (my watch), the time is _____. The finishing time is _____. You may now start.

Mathematics Compulsory Part Paper 2 (leaving early is **not** allowed)

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

- 10.4 After the "You may now start" announcement, the CI should write the actual starting time and the correct finishing time on the blackboard for the information of candidates.
- 10.5 The CI should avoid the practice of writing up the starting and finishing times in advance, and should do this **only** when the precise times are known. If the examination room has a clock visible to candidates and is functioning properly (see **Notes** below), it should be the one to which the CI refers. The CI must ensure that candidates are given the full amount of time as specified on the Question Paper/Question-Answer Book. **No extra time** should be given to the candidates for reading the questions or for any other reason without specific instructions from the HKEAA.

Notes:

- (1) The CI should check whether the examination room clock is functioning properly before the start of the examination. If not, candidates should be reminded not to refer to the clock during the examination.
 - (2) If there are two clocks in the examination room (say one in the front of the room and one at the back), the CI should use the one facing the candidates and inform them of the clock he/she is using for timing the examination in order to avoid misunderstanding.
- 10.6 The CI should ensure that all examinations start punctually as scheduled in the timetable. If under special circumstances an examination has to be delayed (due to bad weather or insufficient Question Papers being made available), the CI should ensure that the candidates are given the full amount of time as specified on the Question Paper/Question-Answer Book. **Under no circumstances should an examination start before the scheduled time.**
- 10.7 Write the actual starting time and finishing time at the end of the session in the spaces provided on the Sessional Report (See *Specimen 20*).

B. Procedures after the Start of the Examination

11. Checking the Admission Forms and Identity Cards

- 11.1 It is not necessary to check the photograph on a candidate's Identity Card if his/her Admission Form bears his/her photograph unless there is a doubt about the identity of the candidate. **15 minutes** after the start of the examination, the CI should check the Admission Forms (see *Specimen 14*) and Identity Cards and verify if:
- (1) the **photograph** on the Admission Form/Identity Card **resembles the candidate (invigilators should check this carefully so as to preclude the possibility of impersonation)**;
 - (2) **the candidate number shown on the Admission Form matches that on the barcode label**;
 - (3) the subject/paper/language version 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/any acceptable identification document or can only produce a photocopy of the Admission Form/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 session, the CI should complete the Candidates' Attendance Record Forms (see *Specimen 16B*). The candidate number of each candidate present should be entered against the appropriate seat number on the form. The space against the seat number of a vacant seat should be marked "ABS". If a candidate uses a spare barcode sheet, put a "✓" against a candidate number. If a calculator is found on a candidate's desk, check if the calculator is pad-printed with the required label (see *paragraph 4*). If yes, put a "✓" against the candidate number. If not, put an "X" and complete the Report Form SR4c. If a calculator cover/jacket is found on a candidate's desk, follow the steps in *paragraph 4.3*. If latecomers are admitted, the forms should be amended accordingly. The CI should later check whether the latecomers have written their candidate numbers and affixed barcode labels in the designated spaces of the question-answer books/MC answer sheets.

(2) Marking the Attendance List

- (a) **30 minutes** after the start of the examination session, the CI should check the candidate number for each occupied seat in the Candidates' Attendance Record Form against the corresponding number in the Attendance List (see *Specimen 17*) to ensure that all candidates take the correct seats. The Candidates' Attendance Record Forms should be amended if there are changes.
- (b) Mark the Attendance List using an HB pencil. This should be done carefully as any mistake in the Attendance List may lead to very serious problems in the recording of examination results. The CI should mark the boxes of both present candidates and absentees on each page of the Attendance List. Please also mark at the bottom of each page of the Attendance List the total number of present candidates and absentees on that

page. The CI should check carefully that the candidate numbers on each page of the Attendance List against the Candidates' Attendance Record Forms (completed by invigilators) to ensure that the candidates' records shown on the Attendance List are correct before signing on the Attendance List.

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

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

- 13.1 **30 minutes** after the start of the examination, the CI should collect the Question Paper/Question-Answer Book/MC answer sheet/rough-work sheet/barcode sheet from each vacant seat and put the blank Question-Answer Books/MC answer sheets inside a designated box/plastic bag to avoid mixing them up with the candidates' scripts to be collected at the end of the examination.
- 13.2 The school can retain the surplus Question Papers (including Multiple-Choice Question Papers and Question-Answer Books).
- 13.3 In the case of a candidate **requesting to have another 'Question-Answer Book'**, the request should not normally be accepted. Supplementary answer sheets should be supplied.

14. Early leavers

- 14.1 Early leave is not allowed for the Multiple-Choice papers (i.e. Mathematics Compulsory Part Paper 2).
- 14.2 For **Mathematics Compulsory Part Paper 1**, candidates may leave the examination room during the period of 30 minutes after the start of the session to 15 minutes before the end of the session. Candidates wishing to leave during the permitted time must raise their hand to summon the CI. Before a candidate is given permission to leave, the CI should ensure that (1) the candidate number has been put down and barcode labels have been affixed in the designated spaces of the answer script even if no attempt has been made to answer any questions; and (2) the question number box on each page of the answer script has been marked. **Early leavers are not allowed to take away the Question Papers.**
- 14.3 The CI should report in detail (time of the incident, circumstances, etc.) any candidate who has left the examination room without permission or who has taken away the Question Paper on Report Form SR4g (see *Specimen 23A*).
- 14.4 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g. He/she has to write his/her name and address in the space provided on the form.
- 14.5 The Question Papers and answer scripts of early leavers should be left on the candidates' desks. **The answer scripts should be collected at the end of the session together with those of other candidates** and placed in the appropriate script envelope while the Question Papers can be treated as ordinary surplus Question Papers to be retained by the school.

15. Questions raised by candidates

- 15.1 The CI should not give any explanations about the question papers. If a candidate asks a question about an examination paper and suggests there is an error, the CI should reply along the following lines:

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

- 15.2 For other questions raised by candidates, the CI may answer according to the information given in the 'Notes for the Guidance of Invigilators'. In case of doubt, the CI may contact the HKEAA via the CS.

16 Toilet arrangements

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

If many candidates request to go to the toilet at the same 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 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 case of any irregularity, the 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. No examination materials may be taken to the toilet.
- 16.5 The Report Form SR4t need not be returned daily. It should be returned to the Scripts Collection Centre after the very last examination session in the centre.

C. Report Forms

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

- Form SR1 — Candidates Without Admission Form/Identity Card
- Form SR3 — Candidates Attended the Wrong Examination Centre/Subject/Paper/Module/Language Version not on Admission Form
- Form SR4g — Examination Irregularities (cheating/insufficient papers/candidates' disobeying the "Time is up" instructions, etc.)
- Form SR4b — Examination Irregularities (Barcodes)
- Form SR4c — Examination Irregularities (Calculators)
- Form SR4p — Examination Irregularities (Mobile Phones/Electronic 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:

Mathematics Compulsory Part Paper 1

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.

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

Mathematics Compulsory Part Paper 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 name, stuck a barcode label and signed on the MC answer sheet.

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

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

Mathematics Compulsory Part Paper 1

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

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

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

Mathematics Compulsory Part Paper 2

You have 5 minutes left. Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on the MC answer sheet.

You will **NOT** be allowed to work on your MC answer sheet including affixing barcode labels, using an eraser or holding any stationery after the “Stop working” announcement.

19. Eighth announcement (“Stop working” instruction)

19.1 When time is up, announce:

Mathematics Compulsory Part Paper 1

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 Book. You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)

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

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

Mathematics Compulsory Part Paper 2

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

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

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

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

19.2 The CI should check that the candidates follow the instructions.

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

20. Ninth announcement (Collection of answer scripts)

Note: The multiple-choice question papers of Mathematics Compulsory Part Paper 2 need **NOT** be collected.

20.1 The CI should announce:

Mathematics Compulsory Part Paper 1

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

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

Mathematics Compulsory Part Paper 2

Your MC answer sheet will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the answer sheets, if you are found not to have stuck a barcode label on the MC answer sheet, to facilitate scanning, I will let you stick the label on the MC answer sheet under my supervision. You are required to complete a report form before leaving the examination room.

- 20.2 The CI should collect separately the answer scripts, rough-work sheets, barcode sheets (with/without remaining barcode labels), backing sheets and Mobile Phone Reminder Cards (if distributed).
- 20.3 While collecting the Question-Answer Books/MC answer sheets, if the CI discovers that a candidate has not put down his/her candidate number on the cover of his/her Question-Answer Book/MC answer sheet, the candidate can be allowed to write his/her candidate number on the cover/MC answer sheet only under the supervision of the CI. However, the candidate should not be allowed to fill in the question number boxes.
- 20.4 While collecting the Question-Answer Books/MC answer sheets, if the CI discovers that a candidate has not stuck any barcode labels on the cover of the Question-Answer Book/MC answer sheet, to facilitate scanning the candidate should be asked to stick the barcode label on that cover/MC answer sheet under the supervision of the CI. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form.

21. Checking of answer scripts collected

The answer scripts should be collected in candidate number order, with the smallest candidate number on top. The number of scripts collected should be counted and checked against the number of candidates present. The CI should put down the total number of scripts collected in the appropriate spaces on the Sessional Report. If there are any discrepancies, investigate them before the candidates are dismissed.

22. Tenth announcement (Dismissal of candidates)

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

Mathematics Compulsory Part Paper 1

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

Mathematics Compulsory Part Paper 2

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

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

23. Completing the Sessional Report

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

24. Packing of scripts and examination materials

24.1 The answer scripts should be placed in the appropriate script envelopes (see *Specimen 26A*) in candidate number order according to the candidate number ranges printed on the script envelope labels. The number of scripts inside should be written on each of the envelopes. Each envelope should be sealed with a piece of Security Adhesive Tape. The CI should then sign on the flap of the envelope across the tape (see *Specimen 27*). The envelopes must be tied with a piece of string for carrying purposes.

24.2 The MC answer sheets (absentees excluded) should be placed in the original answer sheet folder (see *Specimen 28*) which should then be placed in the clear plastic bags provided. The plastic bags should be sealed with Security Adhesive Tape. Do not bend or tie the folders. Except for the last folder, answer sheets of candidates (absentees excluded) from each 30 seats should be placed in one folder, e.g.

| <u>Seat Number Range</u> | <u>Folder</u> | |
|--------------------------|---------------|---|
| 01- 30 | 1 | } If there are absentees, the folder will have fewer than 30 MC answer sheets |
| | | |

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

Scripts/answer sheets of

- (1) candidates who are present (including latecomers, early leavers and additional candidates);
- (2) candidates who cannot produce their Admission Forms but can produce their ID cards and the candidate numbers claimed can be verified;
- (3) candidates whose Admission Forms do not bear their photographs and who cannot produce their ID Cards but their personalised barcode sheets can be found at the centre;
- (4) candidates who have disobeyed the “Stop working” instruction;
- (5) candidates whose calculators do not have the “H.K.E.A.A. APPROVED” or “H.K.E.A.A. APPROVED” label but the calculators are on the Permitted List.

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

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

- (8) Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t* or SR4i (if any);
- (9) candidates' calculators which do not have the "H.K.E.A.A. APPROVED" or "H.K.E.A.A. APPROVED" label and which are **NOT** on the Permitted List.

24.5 Items to be placed in a clear plastic bag:

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

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

25. Return of answer scripts to the collection centre

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

- (1) Question-Answer Books (in script envelopes);
- (2) MC answer sheets (in the answer sheet folders and plastic bags provided);
- (3) Rough-work sheets (in rough-work sheet envelopes) (if any);
- (4) Barcode sheets (in barcode sheet envelopes);
- (5) Attendance Lists;
Attendance Record Forms; } together in one plastic bag
- (6) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p or SR4t*, SR4i (if any).

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

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

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

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

Timetable for Classroom Centres/Items of Stationery and Other Materials to be used by Candidates

監考員應於考生進入試場前派妥下列各項文具；補充答題紙、方格紙及額外草稿紙可在考生要求時派發。

The following items of stationery should be issued before candidates are admitted to the examination room. Supplementary answer sheets, graph papers and additional rough-work sheets should be supplied to candidates on request.

| 日期 Date | 時間 Time | 科目 / 卷別 Subject/Paper | 派發項目 Items To Be Issued |
|------------------------------------|---------------|---|--|
| 四月三日 (星期一) Monday, 3rd April | 8:30 – 10:30 | Liberal Studies 1 通識教育卷一 | * 補充答題紙 (A) 一張 * 草稿紙一張 * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 11:15 – 12:30 | Liberal Studies 2 通識教育卷二 | DSE (C) 答題簿一本 * 補充答題紙 (A) 一張 * 草稿紙一張 1 DES (C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 四月五日 (星期三) Wednesday, 5th April | 8:30 – 9:45 | 中國語文卷一 | * 補充答題紙 (A) 一張 * 草稿紙一張 * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 10:30 – 12:00 | 中國語文卷二 | DSE (F) 答題簿一本 草稿紙兩張 * 補充答題紙 (B) 一張 * 額外草稿紙一張 1 DSE(F) Answer Book 2 Rough-work Sheets * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| 四月六日 (星期四) Thursday, 6th April | 9:15 – 11:40 | 中國語文卷三 (聆聽及綜合能力 考核) | 草稿紙一張 * 補充答題紙 (B) 一張 * 額外草稿紙一張 1 Rough-work Sheets * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| 四月七日 (星期五) Friday, 7th April | 8:30 – 10:00 | English Language 1 | 綠繩一條 * 補充答題紙 (A) 一張 * 草稿紙一張 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 11:00 – 13:00 | English Language 2 | 草稿紙兩張 * 補充答題紙 (A) 一張 * 額外草稿紙一張 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| 四月八日 (星期六) Saturday, 8th April | 9:15 – 12:10 | English Language 3 (Listening and Integrated Skills) | 草稿紙一張 綠繩一條 * 補充答題紙 (A) 一張 * 額外草稿紙一張 1 Rough-work Sheet 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| 四月十日 (星期一) Monday, 10th April | 8:30 – 10:45 | 數學必修部分卷一 Mathematics Compulsory Part 1 | 草稿紙兩張 * 補充答題紙 (A) 一張 * 方格紙一張 @額外草稿紙一張 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Graph Paper @1 Additional Rough-work Sheet |
| | 11:30 – 12:45 | 數學必修部分卷二 (多項選擇題) Mathematics Compulsory Part 2 (MC) | 四項選擇題答題紙一張 墊底紙一張 草稿紙兩張 @方格紙一張 @額外草稿紙一張 1 MC Answer Sheet (4-option) 1 Backing Sheet 2 Rough-work Sheets @1 Graph Paper @1 Additional Rough-work Sheet |

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才派發，但不用
派發白短繩給考生。

This item should be supplied to candidates
on request. However, there is no need to
issue short white string to the candidates.

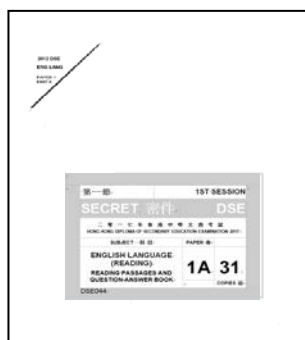
試題封包

Question Paper Packet

試卷或科卷簡稱
Abbreviated Name

顏色標貼
(印有科卷名稱)
Coloured Label
(with subject paper name)

卡紙
Cardboard



考生可攜帶入試場的計算機型號名單

LIST OF PERMITTED CALCULATORS


注意
 Note

計算機必須已印上「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」標籤
The calculator must have been pad-printed with the “H.K.E.A.A. APPROVED” or “H.K.E.A. APPROVED” label.

| A.MAX | SC-802 | SC-809 | SC-813 |
|---|---|---|---|
| ATABA/AURORA | | | |
| AC-688 AC-693 AT-106 A AT-231 A/B/C/D AT-244 H AT-282 AT-510 AT-522 AT-687 AT-9300 D-10 /N SC-200 | AC-689 AC-694 AT-108 A AT-232 /S AT-256 H AT-283 AT-512 AT-601 A AT-2129 A/B BD-1 D-12 N SC-500 | AC-690 AT-1 AT-168 AT-233 AT-268 AT-368 AT-518 AT-620 A AT-6120 BD-2 D-12 N SC-170 | AC-692 AT-105 AT-208 N/B AT-241 T AT-281 /S AT-508 AT-520 AT-630 AT-6320 D-8 /N SC-180 |
| BISTEC | | | |
| B300 B900 | B500 | B600 | B700 |
| BLT | | | |
| BT-206 BT-2200 BT-3600-12 DC-318-8S/12 SC-183 | BT-600 BT-2600 BT-5900 DC-338-8S/12 | BT-2016-12 BT-2800 BT-8838-12 DC-408 | BT-2018-12 BT-2900 DC-308-8S/12 DC-508 |
| CANON | | | |
| AS-8 AS-2222 BS-122 BS-1200TS F-65 F-602 F-605 F-800 P FINANCIAL/II HS-100 HS-1200RS/T/TV/TS KS-20 KS-102 L-20 II W AD L-1214III/AD LC-34 /T LC-101 LC-1222 LS-21 LS-39H LS-51 LS-62 BK/W LS-88Hi/V/Hi II/V II LS-120H/L/RS/V/Hi III/Hi III/V III LS-270H/V II LS-550 G/B1 LS-562 LS-1000H M-20 PS-10BK/W TR-10H TS-85H TS-120TL/TS WS-121H WS-1210Hi/Hi III/Hi III | AS-120 BS-100 BS-123 CB II BK/G F-73 /P F-600 F-612 F-802 P FS-400 HS-102H HS-1210TC KS-30 KS-120 L-30 II W AD L-1218 LC-44 LC-210Hi III LC-1620H LS-25H II LS-41 II LS-52 BK/W LS-80/H LS-100 IIH/TS LS-123TC LS-355TS LS-552 LS-563 LS-1200H M-30 SK-100H TR-1200H TS-101 TX-1210Hi/Hi III/Hi III WS-200H WS-2222 | AS-1200 BS-102 BS-200 CB III F-402 F-604 F-700 FC-4 S FS-600 HS-120L KC-20 KS-80 KS-122 L-813 II L-1218 LC-63 LC-500H LS-8 LS-31 II LS-42 LS-54W LS-81 Z LS-101H/TS LS-151 LS-500 LS-553 LS-566H LS-SMART OS-1200 T-14BK/G/W TS-81/H TS-103 TX-1210Hi/Hi III/Hi III WS-220H WS-2224 | AS-2200 BS-120 BS-300 CB III F-500 F-604 F-715S /SG FC-42 S HS-20H/TS HS-1010TUC KS-10 KS-100 KS-123 L-1011 LC-22 LC-64 T LC-1016 LS-12TC LS-32 LS-43 B/S LS-61 LS-82 H/Z LS-102 Z LS-153TS LS-510 LS-560 LS-716H M-10 PS-8 BK/W T-19 TS-83 TS-105H WS-120 WS-1200H WS-2226 |
| CASIO | | | |
| AZ-45F D-20 A/L DF-10L DM-1200T/TEV/TM/MMS DN-40 DS-8 E DW-120MS FX-8 FX-55 FX-82/B/C/D/L/LB/SUPER/SX/W FX-120 FX-350/A/C/D/H/HAW FX-570A-C-N/D/S FX-3400P FX-3900PV HL-812/E/L | BF-80 D-40 D/L DF-20L DM-1400TV DS-1 B/L/TV DS-10 E/L/G/TV FC-100 FX-10 F FX-61 F FX-85 /M/N/V FX-135 FX-451 M FX-811/SA FX-3600 P/V/A/PV FX-3950P HL-820 A/LU/D/LV | BF-100 D-100 W/L/LA DF-120 TE/TV/MMS DN-10 DS-2 B/L/TV DS-20 E/L/G/TV FN-10 FX-39 FX-68 /B FX-100 /A/B/C/V/D FX-140 FX-500 /A FX-991 /M/N/V/D/H/S FX-3650P/P II HL-100 L HS-4A | CV-700 D-120 L/W/T/LA/TV/S DJ-120 /TG DN-20 DS-3 /L/V DS-120 FN-20 FX-50 F/H/FH II FX-78 FX-115 /M/N/V/D FX-210 FX-550 /S FX-992V/B/S FX-3800 P HL-122 L HS-8G /L/LU/D |

| CASIO (continued) | HS-88 | HS-90 | J-10 A/D |
|---|--|---|---|
| HS-9 J-20 JE-2 JJ-120TG JN-40 JS-25 JS-140 /V LC-403C/E/L/LU/LB LC-797G/GU MC-40 S MJ-120 /TG MS-7/LA/T /TV MS-20 W/TE/TV MS-120 A/TE/TV/TM/MMS MS-470 L/LB/V NS-10L S-2 SL-100 A/B SL-210 SL-310 M SL-350 SL-720 /L SL-797 SL-850 SL-1510 US-100 WJ-20 | HS-88 J-30 C JE-3 JL-210 JS-8 C JS-40 L/LA/V JW-120MS LC-700 LC-798 G MC-801 S MJ-C10Plus MS-8 W/A/TV/S MS-70 L MS-140 A MW-5V NS-20L S-20 L SL-110 A/B SL-220 SL-320TV SL-450 SL-760 A/C/LU/LB SL-797 SL-805A SL-910L SL-1530T WD-100L WJ-100L | HS-90 J-100 W/L/LA JF-120 TE/TV/TM/MMS JN-10 JS-10 /C/M/L/LA/TV JS-110 /TV LC-160LV LC-710 LC-1000 /L MJ-20 MS-5A MS-9 MS-80TV MS-170 L/LA/T/TV MW-8V RC-770 SJ-20 SL-120 A/B SL-240/L SL-330 SL-510 /A SL-787 SL-807 A/L/LU SL-1000 M SL-2000 M WD-120L WJ120L | J-10 A/D J-120LAW/T/TV JF-200 TV JN-20 JS-20/C/M/L/LA/TV JS-120 /TV LC-401A LC-787 G/GU LC-1210 MJ-100TG MS-6 MS-10W/L/TV/S MS-100 A/TV/TM/MMS MS-270L/LA/T/TV NS-3 S-1 SL-80 E SL-200 SL-300 H/J/L/LH/LU/LB/LV/TV SL-340VA SL-704 SL-790L SL-817 L SL-1200L US-20 WJ-10 |
| CITIZEN | | | |
| CT-500 F-908 /N F-950 LC-510 N LH-700 SDC-814 SDC-834 SDC-850 SDC-878 SDC-8401 SLD-702 SLD-711 /N SLD-723 SLD-735 SLD-750 SLD-7001 SR-70 SRP-60 SRP-285II | CT-600 F-908 /N FT-200 LC-516 N LH-830 SDC-826 SDC-836 SDC-865 SDC-880 SLD-702 SLD-711 /N SLD-723 SLD-737 SLD-760 SLD-7401 SR-260 SRP-65 | ELS-301 F-920 LC-505 LC-531 SB-741 P SDC-810 SDC-830 SDC-839 SDC-868 SDC-888 SDC-88801 SLD-707 SLD-720 SLD-725 SLD-737 SLD-767 SR-30 SRP-40 SRP-75 | ELS-302 F-940 N LC-508 N LC-5001 SDC-810 SDC-833 SDC-848 SDC-875 SDC-8801 SLD-707 SLD-720 SLD-732 SLD-742 SLD-781 SR-35 SRP-45 SRP-80 |
| HEWLETT-PACKARD | | | |
| HP-6S HP-11 C HP-20b Business Consultant HP EasyCalc 100 | HP-6S Solar HP-12 C HP-20 S HP OfficeCalc 100/200/300 | HP-9S HP-15 C HP-21 S | HP-10 B/III/BI+ HP-16 C HP-30S |
| KARCE | | | |
| KC-107 KC-127 | KC-117 KC-153 | KC-119 KC-159 | KC-121 |
| SHARP | | | |
| EL-231C/L EL-326L/S EL-337M/C EL-373 EL-480G EL-520 D/G/L/R/V EL-556G/L EL-782C EL-2128H/V | EL-233G EL-330A EL-338A/F EL-376G EL-501V/X EL-530 A EL-731 EL-792C EL-2135 | EL-240C/SA EL-334H/A/F EL-344G EL-386L EL-506A/G/R/V EL-531 GH/H/P/LH/RH/VH EL-733A EL-879L EL-5020 | EL-310A EL-334H/A/F EL-354L EL-387L EL-509G/D/S/L/R/V EL-546D/G/L EL-771C EL-2125/C |
| TEXAS INSTRUMENTS | | | |
| BA-III FINANCIAL-INVESTMENT-ANALYST TI-25X SOLAR TI-34 II TI-65 | BA-SOLAR FINANCIAL-INVESTMENT-ANALYST TI-30 /Xa/Xa Solar/XIIB TI-35 /X TI-35 /X | BA-III/II PLUS/II PLUS Professional MATH EXPLORER TI-31 TI-36 /X Solar | BA-35 TI-COLLEGIATE TI-32 TI-60 |
| TRULY | | | |
| 101 /A 106 SC-106A SC-110 /X SC-183 /B | 102 107 SC-107B/C/F/G SC-111 /X SC-185 | 103 F110 SC-108 SC-118 /A/B | 105 P-127 SC-109 /X SC-128 |

北雁
CZ-118B

附錄 2
Attachment 2

2017 年 香 港 中 學 文 憑 考 試

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2017

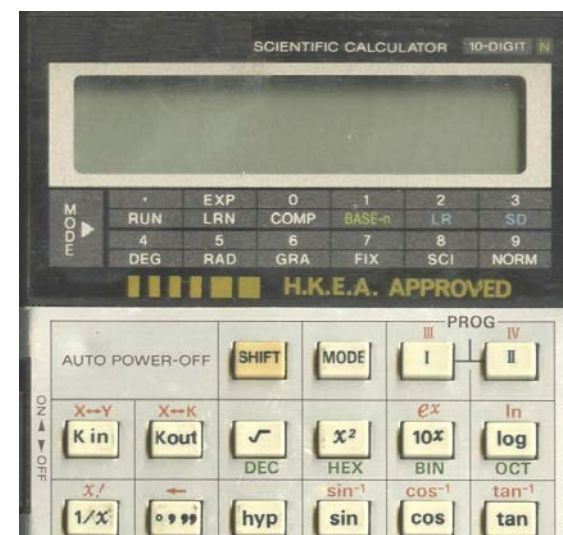
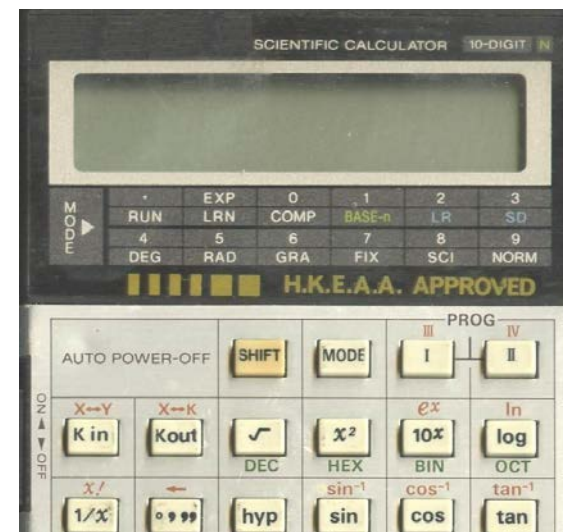
若考生攜帶及使用的計算機未經考評局印上『H.K.E.A.A. APPROVED』或『H.K.E.A.A. APPROVED』標籤，試場主任/監考員應按照下列方法處理：

Action to be taken by centre supervisors or invigilators when candidates are found to have brought in / used calculators without the 『H.K.E.A.A. APPROVED』 or 『H.K.E.A.A. APPROVED』 label:

| | 將考生編號及該計算機型號記錄於 SR4c 報告書 Candidate number and calculator model to be recorded on Report Form SR4c | 將有關計算機於該節考試完畢後送交考評局處理 Calculator to be collected at the end of the session and sent to the HKEAA |
|---|--|---|
| (1) 該計算機已列在准用型號表內 In cases where the calculator is on the “Permitted List” | 需要 YES | 不需要 NO |
| (2) 該計算機不列在准用型號表內 In cases where the calculator is NOT on the “Permitted List” | 需要 YES | 需要 YES |

* 假如考生堅持於第二節考試時仍使用該計算機，試場主任/監考員可讓考生使用該計算機直至第二節考試完畢。試場主任/監考員必須警告該考生可能會被扣分。

If the candidate insists, he/she may have the calculator for the second session until the end of the session. The candidate must be warned that he/she may risk a mark penalty.



須派發給考生的文具及用品一覽表
LIST OF STATIONERY AND MATERIALS TO BE SUPPLIED TO CANDIDATES

1. 監考員應於考生進入試場前派妥下列文具，惟附有『*』及『@』號項目，則須於考生有需要時，始行派發。
 All of the following stationery items, except those marked with “*” and “@”, should be issued before the admission of candidates. Items marked with “*” and “@” should be supplied to candidates on request.
2. 電腦條碼紙將於考試日隨試卷送抵試場。每節考試前，試場須派發一張電腦條碼紙（紙上印有 2〔用於多項選擇題答題紙〕、5、10 或 15 個電腦條碼貼紙）予每名考生，貼於答題簿、試題答題簿、多項選擇題答題紙、補充答題紙及方格紙的指定位置。並應於每節考試考生進入試場前派妥。
 Barcode sheets will be delivered to the examination centre on each examination day together with the question papers. Each candidate should be issued with a sheet of personalised barcode labels [either with 2 (for MC answer sheets), 5, 10 or 15 barcode labels] prior to the start of each examination session and be asked to affix the barcode labels in the designated spaces of the answer book, question-answer book, MC answer sheet, supplementary answer sheets and graph papers.

| 日期 Date | 科 / 卷 Subject/Paper | 派發項目 Items To Be Issued | |
|---------------|---|--|---|
| 31/3 (Fri) | 視覺藝術 卷一 Visual Arts 1 | DSE(E)答題簿一本 白畫紙一張 白書紙一張 * 補充答題紙 (A)一張 * 宣紙及中式草稿紙 * 透明玻璃紙一張 * 曲別針四個 * 綠繩一條 | 1 DSE(E) Answer Book 1 White Cartridge Paper 1 White Bond Paper * 1 Supplementary Answer Sheet (A) * Xuan Zhi and Chinese Rough Sheet * 1 Transparent Paper * 4 Trigonal Clips * 1 Green Tag |
| | 視覺藝術 卷二 Visual Arts 2 | DSE(E)答題簿一本 白畫紙一張 白書紙一張 * 補充答題紙 (A)一張 * 透明玻璃紙一張 * 曲別針四個 * 綠繩一條 | 1 DSE(E) Answer Book 1 White Cartridge Paper 1 White Bond Paper * 1 Supplementary Answer Sheet (A) * 1 Transparent Paper * 4 Trigonal Clips * 1 Green Tag |
| 1/4 (Sat) | 綜合科學 卷一 Integrated Science 1 | 草稿紙一張 * 補充答題紙 (A)一張 * 方格紙一張 * 額外草稿紙一張 | 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Graph Paper * 1 Additional Rough-work Sheet |
| | 綜合科學 卷二 Integrated Science 2 | DSE(D)答題簿一本 四項選擇題答題紙一張 墊底紙一張 草稿紙一張 * 補充答題紙 (A)一張 * 額外草稿紙一張 | 1 DSE(D) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| | 物理 卷一 Physics 1 | 四項選擇題答題紙一張 墊底紙一張 草稿紙一張 * 補充答題紙 (A)一張 * 方格紙一張 * 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Graph Paper * 1 Additional Rough-work Sheet |
| | 物理 卷二 Physics 2 | DSE(D)答題簿一本 草稿紙一張 * 補充答題紙 (A)一張 * 方格紙一張 * 額外草稿紙一張 | 1 DSE(D) Answer Book 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Graph Paper * 1 Additional Rough-work Sheet |
| | 組合科學 (物理) Combined Science (Physics) | 四項選擇題答題紙一張 墊底紙一張 草稿紙一張 * 補充答題紙 (A)一張 * 方格紙一張 * 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Graph Paper * 1 Additional Rough-work Sheet |
| 3/4 (Mon) | 通識教育 卷一 Liberal Studies 1 | * 補充答題紙 (A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 通識教育 卷二 Liberal Studies 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |

| | | | |
|---------------|---|---|---|
| 5/4 (Wed) | 中國語文 卷一 Chinese Language 1 | * 補充答題紙(A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 中國語文 卷二 Chinese Language 2 | DSE(F)答題簿一本 草稿紙兩張 * 補充答題紙(B)一張 * 額外草稿紙一張 | 1 DSE(F) Answer Book 2 Rough-work Sheets * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| 6/4 (Thu) | 中國語文 卷三 (聆聽及綜合能力考核) Chinese Language 3 (Listening and Integrated Skills) | 草稿紙一張 * 補充答題紙(B)一張 * 額外草稿紙一張 | 1 Rough-work Sheet * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| 7/4 (Fri) | 英國語文 卷一 English Language 1 | 綠繩一條 * 補充答題紙(A)一張 * 草稿紙一張 | 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 英國語文 卷二 English Language 2 | 草稿紙兩張 * 補充答題紙(A)一張 * 額外草稿紙一張 | 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| 8/4 (Sat) | 英國語文 卷三 (聆聽及綜合能力考核) English Language 3 (Listening and Integrated Skills) | 草稿紙一張 綠繩一條 * 補充答題紙(A)一張 * 額外草稿紙一張 | 1 Rough-work Sheet 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| 10/4 (Mon) | 數學 必修部分 卷一 Mathematics Compulsory Part 1 | 草稿紙兩張 * 補充答題紙(A)一張 * 方格紙一張 @ 額外草稿紙一張 | 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Graph Paper @ 1 Additional Rough-work Sheet |
| | 數學 必修部分 卷二 Mathematics Compulsory Part 2 | 四項選擇題答題紙一張 墊底紙一張 草稿紙兩張 @ 方格紙一張 @ 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 2 Rough-work Sheets @ 1 Graph Paper @ 1 Additional Rough-work Sheet |
| 11/4 (Tue) | 科技與生活 Technology & Living - 食品科學與科技 卷一 - Food Science & Technology 1 | DSE(B)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙(A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | - 食品科學與科技 卷二 - Food Science & Technology 2 | DSE(B)答題簿一本 * 補充答題紙(A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 科技與生活 Technology & Living - 服裝、成衣與紡織 卷一 - Fashion, Clothing & Textiles 1 | DSE(G)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙(A)一張 * 草稿紙一張 | 1 DSE(G) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | - 服裝、成衣與紡織 卷二 - Fashion, Clothing & Textiles 2 | DSE(G)答題簿一本 * 補充答題紙(A)一張 * 草稿紙一張 | 1 DSE(G) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 12/4 (Wed) | 化學 卷一 Chemistry 1 | 四項選擇題答題紙一張 墊底紙一張 草稿紙兩張 * 補充答題紙(A)一張 * 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| | 化學 卷二 Chemistry 2 | DSE(D)答題簿一本 草稿紙一張 * 補充答題紙(A)一張 * 額外草稿紙一張 | 1 DSE(D) Answer Book 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |
| | 組合科學 (化學) Combined Science (Chemistry) | 四項選擇題答題紙一張 墊底紙一張 草稿紙兩張 * 補充答題紙(A)一張 * 額外草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work Sheet |

| | | | |
|---------------|---|---|--|
| 13/4 (Thu) | 英語文學 卷一 Literature in English 1 | DSE(A)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(A) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 英語文學 卷二 Literature in English 2 | DSE(A)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(A) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 設計與應用科技 卷一 Design & Applied Technology 1 | DSE(G)答題簿一本 綠繩一條 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(G) Answer Book 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 設計與應用科技 卷二 Design & Applied Technology 2 | DSE(G)答題簿一本 綠繩一條 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 DSE(G) Answer Book 1 Green Tag * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Sheet |
| 18/4 (Tue) | 中國歷史 卷一 Chinese History 1 | DSE(B)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 中國歷史 卷二 Chinese History 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 19/4 (Wed) | 數學 延伸部分 單元一、二 Mathematics Extended Part Modules 1,2 | 草稿紙兩張 * 補充答題紙 (A)一張 * 方格紙一張 @額外草稿紙一張 | 2 Rough-work Sheets * 1 Supplementary Answer Sheet (A) * 1 Graph Paper @1 Additional Rough-work Sheet |
| 20/4 (Thu) | 歷史 卷一 History 1 | DSE(B)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 歷史 卷二 History 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 21/4 (Fri) | 資訊及通訊科技 卷一 Information & Communication Technology 1 | 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 資訊及通訊科技 卷二 Information & Communication Technology 2 | * 補充答題紙 (A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 22/4 (Sat) | 地理 卷一 Geography 1 | DSE(B)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 DSE(B) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Paper |
| | 地理 卷二 Geography 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Paper |
| 24/4 (Mon) | 生物 卷一 Biology 1 | 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Paper |
| | 生物 卷二 Biology 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 組合科學 (生物) Combined Science (Biology) | 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 * 方格紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet * 1 Graph Paper |

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| 25/4 (Tue) | 倫理與宗教 卷一 Ethics & Religious Studies 1 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 倫理與宗教 卷二 Ethics & Religious Studies 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 26/4 (Wed) | 企業、會計與財務概論 卷一 Business, Accounting & Financial Studies 1 | DSE(D)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(D) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 企業、會計與財務概論 卷二 Business, Accounting & Financial Studies 2 | DSE(A)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(A) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 27/4 (Thu) | 健康管理與社會關懷 卷一 Health Management & Social Care 1 | * 補充答題紙 (A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 健康管理與社會關懷 卷二 Health Management & Social Care 2 | DSE(D)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(D) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 28/4 (Fri) | 體育 卷一 Physical Education 1 | 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 體育 卷二 Physical Education 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 29/4 (Sat) | 經濟 卷一 Economics 1 | 四項選擇題答題紙一張 墊底紙一張 * 草稿紙一張 | 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Rough-work Sheet |
| | 經濟 卷二 Economics 2 | * 補充答題紙 (A)一張 * 草稿紙一張 | * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 2/5 (Tue) | 旅遊與款待 卷一 Tourism & Hospitality Studies 1 | DSE(D)答題簿一本 四項選擇題答題紙一張 墊底紙一張 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(D) Answer Book 1 MC Answer Sheet (4-option) 1 Backing Sheet * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 旅遊與款待 卷二 Tourism & Hospitality Studies 2 | DSE(B)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(B) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| 4/5 (Thu) | 中國文學 卷一 Chinese Literature 1 | DSE(F)答題簿一本 草稿紙兩張 * 補充答題紙 (B)一張 * 額外草稿紙一張 | 1 DSE(F) Answer Book 2 Rough-work Sheets * 1 Supplementary Answer Sheet (B) * 1 Additional Rough-work Sheet |
| | 中國文學 卷二 Chinese Literature 2 | DSE(C)答題簿一本 * 補充答題紙 (A)一張 * 草稿紙一張 | 1 DSE(C) Answer Book * 1 Supplementary Answer Sheet (A) * 1 Rough-work Sheet |
| | 西班牙語 卷二 Spanish 2 | * 額外答題簿一本 | * 1 Additional Answer Book |
| 5/5 (Fri) | 音樂 卷一甲 Music 1A | 草稿紙一張 * 補充答題紙 (A)一張 * 額外草稿紙一張 | 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work sheet |
| | 音樂 卷一乙 Music 1B | 草稿紙一張 * 補充答題紙 (A)一張 * 額外草稿紙一張 | 1 Rough-work Sheet * 1 Supplementary Answer Sheet (A) * 1 Additional Rough-work sheet |
| | 法語 卷二 French 2 | * 額外答題簿一本 | * 1 Additional Answer Book |
| 9/5 (Tue) | 西班牙語 卷三 Spanish 3 | * 額外答題簿一本 | * 1 Additional Answer Book |
| 12/5 (Fri) | 法語 卷三 French 3 | * 額外答題簿一本 | * 1 Additional Answer Book |

