## Date/Time of Examination

<table>
<thead>
<tr>
<th>Subject/Paper</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Paper 1</td>
<td>4 April 2019 (Thursday)</td>
<td>8:30 am - 10:00 am</td>
</tr>
<tr>
<td>English Language Paper 2</td>
<td>4 April 2019 (Thursday)</td>
<td>11:00 am - 1:00 pm</td>
</tr>
<tr>
<td>English Language Paper 3</td>
<td>6 April 2019 (Saturday)</td>
<td>9:15 am - 12:10 pm (approximate)</td>
</tr>
<tr>
<td>(Listening and Integrated Skills)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Telephone Hotlines for Centre Supervisors

- 3628 8950
- 3628 8913

HKEAA Fax No.: 3628 8990

In case of emergency during the conduct of examination, please contact the HKEAA via the Public Examinations Communication & Support System (PECSS) or call the Command Centre at 3628 8380
Contents

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

Section I: Responsibilities of Centre Supervisors 1-2

Section II: Examination Logistics 1-4

A. Pre-examination Logistics
   • Invigilation arrangements
   • Examination stationery
   • Centre set-up
   • Allocation of candidates and question papers

B. Collection of Question Papers and Return of Answer Scripts

Section III A: Examination Procedures

General Guidelines for English Language 1-7

• Stationery and barcode sheets
• Use of calculators
• Checking Admission Forms (original) and identification documents (original)
• Taking candidates’ attendance
• Questions raised by candidates
• Toilet arrangements
• Completing the Sessional Report
• Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts
• Packing of answer scripts and examination materials
• Return of answer scripts to the collection centre

Section III B: Examination Procedures

English Language Papers 1 & 2 1-12

A. Before the Start of the Examination
   • Preparation for the examination
   • Distribution of stationery and barcode sheets
   • Admission of candidates
   • Late arrivals
   • First announcement (Recording of Examination Proceedings using the Public Examinations Communication and Support System (PECSS))
   • Second announcement (Checking of personal belongings)
   • Third announcement (Checking of barcode sheets)
   • Fourth announcement (Checking of Rough-work Sheets)
   • Fifth announcement (Distribution of Question-Answer Books)
   • Sixth announcement (Checking of Question-Answer Books)
   • Seventh announcement (Checking for Question-Answer Books and start of the examination)

B. Procedures after the Start of the Examination
   • Checking the Admission Forms/identification documents
   • Taking candidates’ attendance
   • Collecting Question-Answer Books and Rough-work Sheets from vacant seats
   • Early leavers
   • Questions raised by candidates
   • Toilet arrangements

C. Report Forms

D. End of Examination
   • Eighth announcement (Reminding candidates of the time left)
   • Ninth announcement (‘Stop working’ instruction)
   • Tenth announcement (Collection of answer scripts and examination materials)
   • Checking of answer scripts collected
   • Eleventh announcement (Dismissal of candidates)
   • Completing the Sessional Report
   • Data transmission to the HKEAA
   • Packing and return of answer scripts and examination materials
Section III C: Examination Procedures

English Language Paper 3 (Listening and Integrated Skills)

A. Arrangements for English Language Paper 3 (Listening and Integrated Skills)
   • Special features of the English Language Paper 3 (Listening and Integrated Skills)
   • School bell and PA system
   • Stationery and question papers
   • Late arrivals
   • Early leavers

B. Before the Start of the English Language Paper 3 (Listening and Integrated Skills)
   • Distributing barcode sheets & writing information on the blackboard
   • Admission of candidates
   • Preliminary announcements
   • Announcement concerning barcode sheets
   • Announcement concerning attendance-taking and equipment-check
   • Checking of Admission Forms/identification documents and taking candidates’ attendance
   • Playing the demonstration USB (applicable to Centres using the IR Transmission System only)
   • RTHK broadcast before the start of examination (applicable to Radio-broadcast Centres only)
   • Announcement concerning candidates’ tuning/reception problems
   • Latecomers

C. Start of the Listening Component
   • Distribution of Question-Answer Books
   • Announcement concerning the Question-Answer Books
   • Recording the absentees
   • RTHK broadcast (Greensleeves) (applicable to Radio-broadcast Centres only)
   • Start of the broadcast of listening material

D. End of the Examination/Collection of Scripts
   • End of the broadcast
   • Beginning of written tasks
   • Reminding candidates of the time left
   • End of the examination
   • Collection of answer scripts and barcode sheets
   • Checking of answer scripts collected
   • Dismissal of candidates
   • Completing the Sessional Report
   • Uploading of attendance and script records of candidates who have sat the Listening paper in the Special Room
   • Data transmission to the HKEAA
   • Packing and return of scripts and examination materials

Section IV: Handling of Irregularities

A. Report Forms
B. Bad Weather
C. Emergency Situations
   • Bomb threats
   • Fire outbreak and other emergency
   • Power failure
D. Question Paper Irregularities
   • Packing of question papers
   • Wrong/Insufficient question paper packets
   • Defective question papers
E. Irregularities Concerning Candidates
   • Candidates’ belongings
   • Irregularities related to mobile phone/electronic device/article that can emit sound
   • Handling of loss of personal property/mobile phones
   • Suspected cheating
   • Wrong centre/wrong version candidates
   • Subject not on Admission Form
   • Candidates without Admission Forms (original)/identification documents (original)
   • Candidates’ calculators
   • Candidates disobeying the ‘Stop working’ instruction
   • Candidates using wrong answer book/question-answer book
   • Candidates with highly contagious diseases
• Candidates’ attire
• Candidates’ personal conduct
• Contingency Plan for the Attendance and Script Tracking System (ASTS)
• Contingency Plan for the Public Examinations Communication & Support System (PECSS)

Reference Materials

(1) Annex 1A  Schedule for Delivery of Examination Stationery
(2) Annex 1B  List of Answer Scripts Collection Centres
(3) Annex 2 (1) Notes for the Guidance of Invigilators (General)
   Attachment 1: HKDSE Examination Timetable 2019
   Annex 2 (2) Notes for the Guidance of Hall Invigilators (English Language Paper 3 (Listening and Integrated Skills))
   Annex 2 (3) Notes for the Guidance of Special Room Invigilators (English Language Paper 3 (Listening and Integrated Skills))
(4) Annex 3  List of Stationery and Materials to be Supplied to Candidates
Notes for the Guidance of Centre Supervisors 2019

Section I: Responsibilities of Centre Supervisors

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

   * In case there are both hall and classroom centres in the school, the CS of the hall centre is responsible for all the Listening Paper Special Room(s).

2. The CS is responsible for the collection/distribution of question papers and the return of answer scripts to the Hong Kong Examinations and Assessment Authority (HKEAA). The safe custody of question papers and answer scripts is very important. On receipt of the question paper packets on the morning of the examination day, the CS should lock the packets in a secure place and take all measures to prevent any tampering with the packets. After each examination session, the CS should keep the answer scripts in a secure place and make arrangements for the return of the answer scripts and related documents to the Scripts Collection Centre after the last examination session.

3. The CS should never unseal the question paper packets in advance. The question paper packets should only be unsealed in the presence of the candidates and invigilators just a few minutes before the start of the examination session.

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

5. The CS and invigilators should be vigilant to prevent cheating and collusion among the candidates. If they have mobile phones or other electronic devices that can emit sound, they should switch them off to avoid disturbing candidates during the examination. Moreover, they should not use any devices to take photographs/videos in the examination 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.

6. In order to ensure the smooth running of the examination, the CS should brief all invigilators of the examination procedures and remind them of the important examination regulations (e.g. duration of the examination, mobile phone arrangements, attendance checking and handling of irregularities) before the first examination session of the day.

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

Specimen Documents

Documents mentioned in this Handbook can be found in a separate booklet for specimen documents.
CSs are obligated to preserve the secrecy of all matters coming to their knowledge in performing their job duties, and shall at all times keep strictly confidential of all information, materials and documents which they may have access to in the course of their duties.

The Authority is included in the Schedule to the Prevention of Bribery Ordinance (POBO) (Cap 201) as one of the Public Bodies governed by the Ordinance. CSs engaged in examination administration are also subject to the provisions of the POBO. CSs are advised to note in particular Section 9 of the Ordinance which prohibits both the offering of an advantage to, and the acceptance or solicitation of an advantage by, a CS as an inducement to or reward for or otherwise on account of that CS’s abuse of assigned post.
Section II: Examination Logistics

A. Pre-examination Logistics

1. Invigilation arrangements

   1.1 The Centre Supervisor (CS) will be notified in advance of the number of invigilators required for each examination session and the names (and school codes) of the schools which will provide invigilators to assist the CS in conducting the examinations (see Invigilators’ List - Specimen 10A). The invigilator(s) assigned to the Listening Paper Special Room(s) should come from the same school as the CS.

   1.2 Invigilators have been told to report for duty at least 30 minutes before the start of the examination session. They should produce an Invigilator’s Identification Slip or an Invigilator’s Assignment Slip (if they come from the centre school) (see Specimens 11(i) and 11(ii)) for identification purposes. The names of all invigilators present should be entered on the Invigilators’ Attendance Record (see Specimen 12). Each invigilator should be issued with an Invigilator Label (see Specimen 10B) to show his/her identity.

   1.3 (1) In the event of the unreasonably late arrival/absence of any invigilator, the CS is expected to delegate the invigilation duties to other invigilators or someone he/she can appoint from the centre school. The incident and the name of the replacement invigilator (if any) should be recorded on the Report Form SR4i (see Specimen 24).

   (2) Invigilators provided by other schools for the centre have been told that if they are unable to report to the centre for duty due to an emergency/unforeseen circumstances and are unable to inform their school principals at short notice to send other teachers to replace them, they may send a suitable substitute. The substitute invigilator must complete the relevant information in a blank row of his/her own Travelling Allowance Claim Form (which is printed at the back of the Invigilator’s Identification Slip) for endorsement by the CS. If the substitute invigilator cannot present his/her Invigilator’s Identification Slip, the CS should provide him/her a spare form (see Specimen 11(i)A) to fill in and sign on the Travelling Allowance Claim Form. The CS may exercise his/her discretion on whether or not to accept the substitute invigilator.

   1.4 Invigilators are required to declare to the CS if they find any candidate they know at the centre. The CS should exercise his/her discretion and arrange, as far as possible, for another invigilator to collect the scripts and to answer enquiries from the candidate concerned. In particular, the CS should not ask the invigilator who knows the candidate to accompany the candidate to the toilet. In case of Special Room Invigilators, they should complete the declaration on Part C of the Report Form SR4i (see Specimen 24) for onward transmission to the HKEAA via the CS.

2. Examination stationery

   2.1 The HKEAA will make arrangements for the delivery of the supplementary answer sheets, rough-work sheets, script envelopes and other documents/stationery to each centre school according to the schedule given in Annex IA. If the CS has not received these items by the date specified, the CS should contact the HKEAA at once.

   2.2 The CS should check the items received against the Stationery Checklist (see Specimen 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) on the Centre Poster (see Specimen 2A) and display it at the entrance of the school building;
2. stick up a series of arrows to clearly indicate the route from the school entrance to the examination hall;
3. prepare an enlarged Seating Plan (see Specimen 3A) and display it at the entrance of the examination hall;
4. arrange the seats (the lateral distance between two rows should not be less than 2 feet);
5. stick the Seat Number Label (see Specimen 4) on the top left-hand corner of each desk in numerical order (not applicable to Listening Paper Special Rooms);
6. ensure that the examination hall/Listening Paper Special Room(s) of the language subjects is/are ready (applicable to broadcast via the radio or the Infra-red Transmission System).

3.2 An examination venue is defined as:

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

**Listening Paper Special Room(s)**
The classroom(s) and the corridor outside the classroom(s).

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 hall/room, the CS should write down the details of the examination on the blackboard in the following format:

<table>
<thead>
<tr>
<th>Centre No.</th>
<th>A0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre Name</td>
<td>ABC School</td>
</tr>
<tr>
<td>Subject</td>
<td>English Language</td>
</tr>
<tr>
<td>Paper</td>
<td>1 (Reading)</td>
</tr>
<tr>
<td>Exam Time</td>
<td>Please write the exact time after the start of the exam</td>
</tr>
</tbody>
</table>

or

<table>
<thead>
<tr>
<th>Centre No.</th>
<th>A0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre Name</td>
<td>ABC School</td>
</tr>
<tr>
<td>Subject</td>
<td>English Language</td>
</tr>
<tr>
<td>Paper</td>
<td>3 (Listening and Integrated Skills)</td>
</tr>
<tr>
<td>Radio Frequency</td>
<td>Copy from Section III C paragraph 1.6 (2)</td>
</tr>
<tr>
<td>Broadcast Starting Time</td>
<td>Please write the exact time after the start of the broadcast</td>
</tr>
<tr>
<td>Broadcast Finishing Time</td>
<td>Please write the exact time when the broadcast finishes</td>
</tr>
<tr>
<td>Exam End Time</td>
<td>Please write the exam end time by adding one hour and fifteen minutes to the broadcast finishing time</td>
</tr>
</tbody>
</table>

3.3 In order to minimise noise disturbance to candidates, the CS should arrange with the school to turn off the school bell inside the examination hall/Listening paper special rooms and, as far as possible, turn down or turn off the school bell and the PA system (if any) outside the examination hall/special rooms (If class suspension has been arranged, both the school bell and the PA system should be turned off). The special rooms should preferably be located away from the classrooms for normal lessons. If there is any construction work nearby, please inform the HKEAA and provide details as far as possible.

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

3.5 Public Examinations Communication and Support System (PECSS)

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

(2) The PECSS will be set up in all written examinations held in halls (*including the special centres for SEN candidates*). On the examination day, IT technicians of centre schools should set up the equipment at least 20 minutes before the start of the first examination session.

(3) Starting from the 2019 HKDSE, a digital timer is available on the computer desktop of PECSS for timing of examinations. Apart from providing a countdown of the examination time, reminders of the last 15 minutes, last 5 minutes and end of the examination session will be popped up on the screen automatically.

3.6 Attendance and Script Tracking System (ASTS)

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

(2) The ASTS will be used in all written examinations held in halls (*for normal centres only*) and the Listening Paper Special Rooms of the language subjects.

4. Allocation of candidates and question papers

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

B. Collection of Question Papers and Return of Answer Scripts

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

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

The CS should arrange with his/her principal for a responsible staff member to be on duty at school at the specified time, normally between 7:15 am and 8:15 am (for Listening and Integrated Skills: between 7:45 am and 8:45 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. The person who is assigned by the school to receive the papers will be asked to stamp the school seal on it.
5.2 Collection of question papers from the HKEAA San Po Kong Distribution Centre

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

6. Storage of question papers and answer scripts

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

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

7. Return of answer scripts to the Scripts Collection Centre

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

7.2 All unattempted Question-Answer Books for Part B (either for B1 or B2) of English Language Paper 1 and Paper 3 should be returned to the Scripts Collection Centre.

7.3 As all returned items need to be checked and counted, the CS (or the school staff) may be required to wait for a while at the Scripts Collection Centre. After collecting the scripts, staff members of the HKEAA will issue a receipt (see *Specimen 29*) to your school.

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

1. Stationery and barcode sheets

1.1 Barcode labels

In order to enhance the reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates’ answer scripts which will be scanned before marking. Candidates should be issued with a sheet of personalised barcode labels [either with 5, 10 or 15 barcode labels] prior to the start of each examination session. They should be instructed to affix the barcode labels in the designated spaces of the Question-Answer Books and supplementary answer sheets only during the examination (except for Paper 3 Listening and Integrated Skills). The personalised barcode sheets (one sheet for each candidate), additional personalised barcode sheets (if any) and some spare barcode sheets for each examination day will be distributed to examination centres together with the question papers on that day. The quantity of the barcode sheets will be indicated on the barcode sheets packing label (see Specimen 7B(iii)) and the outside of the question paper carton.

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

(1) Paper 1: One Green Tag

Paper 2: 2 Rough-work Sheets

Paper 3: One Rough-work Sheet and one Green Tag

(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.

1.3 For Paper 1 Reading and Paper 2 Writing, after the announcement of the start of the examination, candidates should first write their candidate number in the boxes provided on the front cover of their Question-Answer Book(s). They should also affix barcode labels in the designated spaces on the cover and all inner pages of their Question-Answer Book(s) according to the instructions on the cover. For Paper 3 Listening and Integrated Skills, candidates would be instructed via the broadcast to write their candidate number and affix a barcode label on the Question-Answer Books. Candidates who fail to stick the barcode label(s) on the scripts as instructed will risk a mark penalty in the paper concerned and the possibility of their answers not being marked.

To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of a Question-Answer Book, the candidate should be asked to stick a barcode label on that cover under the supervision of the invigilator. A report must be made on Report Form SR4b (see Specimen 23B). The candidate should be asked to sign on the report form. For Paper 1, candidates need not stick any barcode label on the cover of the unattempted Part B1/B2 Question-Answer Book.
1.4 **Spare barcode sheets**

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

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

(3) In the event of a candidate having used up his/her personalised barcode labels, the candidate should be asked to write his/her candidate number in the designated spaces for barcode labels on the remaining pages of the answer script. It is **not necessary** to provide the candidate with a spare barcode sheet 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 1.4(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) in an envelope, together with the question papers on the examination day.

(2) The CS should follow the normal procedures (as described in paragraphs 1.1-1.3 above and paragraphs 4.1-4.2 & 9.2 below) in handling the additional personalised barcode sheets/labels.

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

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

1.6 **Supplementary answer sheets** are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. Otherwise, similar to removing pages from any answer book/question-answer book, candidates will risk a **mark penalty or even disqualification from the whole examination.** Supplementary answer sheets should be provided to candidates on request. 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. For Paper 1 and Paper 3 which require the use of more than one question-answer book for different sections, candidates should use separate supplementary answer sheets for each section. A piece of short white string should also be given to candidates for tying the supplementary answer sheets inside the relevant question-answer book. 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) Invigilators should always keep sufficient copies of supplementary answer sheets on hand so as to provide prompt assistance to the candidates upon request.

1.7 The question numbers on individual pages of supplementary answer sheets 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

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

3. Checking Admission Forms (original) and identification documents (original)

3.1 It is not necessary to check the photograph on a candidate’s Identity Card/valid identification document 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 (except Paper 3 Listening and Integrated Skills), ask the invigilators to check the Admission Forms (see Specimen 14) and identification documents and verify if:
(1) the photograph on the Admission Form/identification document resembles the candidate (invigilators should check this carefully so as to preclude the possibility of impersonation);
(2) the candidate number shown on the Admission Form matches that on the barcode label;
(3) the subject/paper being taken is listed on the Admission Form;
(4) the name/identification document number on the Admission Form matches that on the identification document.

3.2 If a candidate can produce a Form ROP140/140A (Acknowledgement of Application for a Hong Kong Permanent Identity Card, see Specimen 15A) issued by the Registration of Persons Office, a Re-entry Permit or a Passport, the Centre Supervisor (CS) should accept it as a valid 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 valid identification document with a photograph 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 Taking attendance

The Attendance and Scripts Tracking System (ASTS) is used in all written examinations held in the halls and Listening Paper Special Rooms of the language subjects. The invigilators should take attendance using the barcode scanners. Invigilators responsible for attendance taking should each
be given a barcode scanner. Invigilators should select ‘Attendance Taking’ from the Main Menu before they start checking candidates’ Admission Forms. After checking a candidate’s Admission Form/identification document according to the steps in paragraph 3, the invigilator should use the barcode scanner to scan the barcode printed on the top right-hand corner of the Admission Form and one of the barcode labels on the candidate’s barcode sheet. If latecomers are admitted, the invigilators should take their attendance using the barcode scanners after the candidates have settled. The invigilators should also check whether the latecomers have taken the correct seat according to their admission forms, written their candidate numbers and affixed barcode labels in the designated spaces of the question-answer books.

While taking attendance, if a calculator is found on the candidate’s desk, the case should be handled according to the procedures outlined in paragraph 2.

4.2 **Recording the absentees**

30 minutes after the start of the examination (except English Language Paper 3 Listening and Integrated Skills), the CS should ask the invigilators to collect the question-answer book(s)/barcode sheet from each vacant seat. After collecting the barcode sheets, invigilators should record the absentees using the barcode scanners. They should select ‘Recording Absentees’ from the Main Menu and then scan the absentees’ barcode sheets.

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

5. **Questions raised by candidates**

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

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

5.2 For other questions raised by candidates, CS/invigilators may answer according to the information given in the ‘Centre Supervisor’s Handbook’ or ‘Notes for the Guidance of Invigilators’. In case of doubt, the CS may contact the HKEAA via the Public Examinations Communication and Support System (PECSS) or telephone the DSE hotlines on 3628 8380 / 3628 8950.

6. **Toilet arrangements**

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

If many candidates request to go to the toilet at the same time, they may be arranged to go one by one. The CS 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. The invigilator should watch out for any irregularity in case the candidate has stayed unusually long in the toilet or any suspicious sound is heard. In case of any irregularity, the invigilator should record the incident in detail and report to the CS immediately. The case should then be handled according to the guidelines on suspected cheating (please refer to **Section IV paragraph 14**).

6.3 In the case of an irregularity of candidates going to the toilet (e.g. falling sick or leaving early), the details should be reported on Report Form SR4g (see **Specimen 23A**).
6.4 The candidate should not be given any extra time to make up for the time lost. For Paper 3 Listening and Integrated Skills, candidates may take their radio to the toilet during the Listening component. However, no examination materials may be taken to the toilet.

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

7. Completing the Sessional Report

7.1 The Sessional Report (see Specimen 20a) is for the CS/invigilators to confirm the quantity of question papers received, the starting/finishing time of the examination, the number of answer scripts collected and whether the examination has been conducted according to the prescribed procedures.

For each examination session, the Sessional Report should be completed by the CS and two invigilators (including one invigilator not provided by the centre school).

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

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

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

Note: An individual envelope should be used for each Special Room for returning the sessional report and answer scripts. If an additional Special Room is set up in the centre, the CS should photocopy the cover of the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’ (see Specimen 36) on an A4 paper (preferably in blue colour), and stick it onto a spare envelope to be used as a return envelope for the additional Special Room.

8.2 Items to be placed in the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’

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

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

8.4 All unattempted Question-Answer Books for Part B (either for B1 or B2) of Paper 1 (Reading) and Paper 3 (Listening and Integrated Skills) must be returned to the HKEAA in the envelope for ‘Return of Unused/Used/Unattempted Question Papers/Question-Answer Books’ (see Specimen 37).

8.5 For centres using the Infra-red Transmission System, the Special Room Invigilator should return the Demonstration, Examination and Reserve Examination USBs to the CS. The CS should then place them in the clear plastic bag provided together with the USBs used in the hall. Make sure that all the information concerning the number of returned USBs is properly filled in on the USB Return Form (see Specimen 41) enclosed in the plastic bag before the plastic bag is sealed and returned to the Scripts Collection Centre.
8.6 The Special Room Invigilator should also collect the barcode sheets (with/without unused barcode labels) from candidates and return them to the CS.

9. Packing of answer scripts and examination materials

9.1 The answer scripts should be placed in the appropriate script envelopes (see Specimen 26A) by candidate number order according to the candidate number ranges printed on the script envelope labels. The number of scripts collected should be written on the cover of each envelope. Each envelope should be sealed with a piece of Security Adhesive Tape. The CS and one invigilator should then sign on the flap of the envelope across the tape (see Specimen 27). The envelopes must be tied together with a piece of string.

9.2 Items to be placed in the normal script envelopes:

**Scripts/answer sheets of**

1. candidates who are present (including latecomers, early leavers and additional candidates);
2. candidates who cannot produce their Admission Forms but can produce their identification documents 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 identification documents but their personalised barcode sheets can be found at the centre;
4. candidates who have disobeyed the ‘Stop working’ instruction.

**Note:** For Paper 3 Listening and Integrated Skills, if any of the candidates sit the Listening paper in the Special Room, their scripts should be put in the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’.

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

* Report Forms SR4t need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.

9.4 Rough-work sheets and barcode sheets (unused barcode sheets and those collected from candidates) should be placed separately in the rough-work sheet envelopes (see Specimen 30A) and barcode sheet envelopes (see Specimen 30B).
10. Return of answer scripts to the collection centre

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

The following materials should be returned:
(1) Question-Answer Books (in script envelopes);
(2) Rough-work sheets (in rough-work sheet envelopes) (if any);
(3) Barcode sheets (in barcode sheet envelopes);
(4) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4p, SR4t* or SR4i (if any);
(5) Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts (for Paper 3 Listening and Integrated Skills);
(6) Unattempted Question-Answer Books for Part B (either for B1 or B2) of English Language Paper 1 (Reading) and Paper 3 (Listening and Integrated Skills) (in the envelope for Return of Unused/Used/Unattempted Question Papers/Question Answer Books).
(7) Demonstration, Examination and Reserve Examination USBs (in the clear plastic bag for the return of USBs) (applicable to centres using the Infra-red Transmission System)

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

10.2 Mobile Phone Reminder Cards need not be returned.

10.3 On rainy days, it would be appreciated if the answer scripts and related documents are returned to the Scripts Collection Centre/HKEAA staff in plastic bags.
A. Before the Start of the Examination

1. Preparation for the examination

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

- English Language Paper 1 (Reading) 8:30 am – 10:00 am
- English Language Paper 2 (Writing) 11:00 am – 1:00 pm

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

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

2. Distribution of stationery and barcode sheets

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

   (1) Stationery
   - English Language Paper 1  One Green Tag
   - English Language Paper 2  2 Rough-work Sheets (see Specimen 33)

   (2) Barcode sheets
   The barcode sheets should be distributed according to the seat numbers printed on them. Please refer to Section IIIA paragraph 1 for details.

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

3. Admission of candidates

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

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), 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 (DSE hotlines: 3628 8380 / 3628 8950).

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 Before making the first announcement (see paragraph 5.2), the CS should arrange one invigilator to stay at the entrance and distribute the Mobile Phone Reminder Cards (see
to those candidates arriving at the centre after the first announcement. The invigilator should be instructed to give a Mobile Phone Reminder Card to each of these latecomers upon their entry into the examination centre and to remind them to switch off their mobile phones.

4.3 Advise invigilators to check whether the candidate has entered his/her candidate number on the answer scripts and affixed barcode labels on the designated spaces at an appropriate time. All these must be done during the examination. Candidates who fail to stick the barcode label(s) as instructed may receive a mark penalty in the paper concerned and the possibility of their answers not being marked.

4.4 To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of his/her Question-Answer Book, the candidate should be asked to stick a barcode label on the cover under the supervision of the invigilator. A report must be made on Report Form SR4b (see Specimen 23B). The candidate should be asked to sign on the report form.

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

5.1 All announcements should be made in English.

5.2 The first announcement should be made when the majority of candidates have been admitted and seated. Before making the first announcement, the CS should arrange one invigilator to stay at the entrance and distribute the Mobile Phone Reminder Cards to latecomers (see Specimen 31).

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

The ‘Public Examinations Communication & Support System’ has been set up at this examination centre. The centre conditions and examination proceedings will be recorded. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon completion of the examination cycle.

6. Second announcement (Checking of personal belongings)

**English Language Papers 1 and 2**

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 or identification document on the top right-hand corner of your desk and not inside any folder. If you bring a folder, you must put it under your chair. (Pause)

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

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

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should ensure that the alarm function of the phone has also been turned off. Take out the battery from your mobile phone if possible 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 question paper(s) from previous examination session(s), notes, pieces of paper, books and dictionaries etc., put them in your bag. If you have brought any electronic devices (such as tablet, multimedia player, electronic dictionary, databank watch, smart watch or other wearable technologies with communication or data storage functions, etc.) or articles that can emit sound, switch them off now (if possible) and put them in your bag or under your chair. (Pause)
Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of the hall and put them … (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).

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

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

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

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

7. **Third announcement (Checking of barcode sheets)**

**English Language Papers 1 and 2**

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

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

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

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

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

8. **Fourth announcement (Checking of Rough-work Sheets)**

**English Language Paper 1**

**Note:** As no rough-work sheets are distributed to candidates for English Language Paper 1, the CS should move to the Fifth Announcement in paragraph 9 about the distribution of question papers.

**English Language Paper 2**

You should have on your desk two rough-work sheets. Put up your hand if you do not. (Pause)
9. **Fifth announcement (Distribution of Question-Answer Books)**

Each candidate should be given the following:

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

**English Language Paper 2:** One Question-Answer Book

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

**English Language Papers 1 and 2**

The Question-Answer Book(s) will be distributed to you now. Make sure you have put away all unauthorised articles; otherwise, you will be penalised. (Pause to allow sufficient time, say 10 seconds, for candidates to put away any unauthorised articles.)  
Do not turn over your Question-Answer Book(s) and do not start writing until you are told to do so.

The CS should then give the Question-Answer Books to the invigilators and instruct them to distribute the Question-Answer Books to the candidates with the cover of the Question-Answer Books facing up. If any writing is found on a candidate’s rough-work sheet during the distribution of Question-Answer Books, invigilators should collect the rough-work sheet immediately and replace it with a new one (applicable to Paper 2 only).

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

10. **Sixth announcement (Checking of Question-Answer Books)**

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

**English Language Paper 1**

You should have on your desk a Part A Reading Passages Booklet with a Part A Question-Answer Book inserted, a Part B1 Reading Passages Booklet with a Part B1 Question-Answer Book inserted and a Part B2 Reading Passages Booklet with a Part B2 Question-Answer Book inserted. You may open the Reading Passages Booklets to check if the Question-Answer Books are inserted. Put up your hand if you do not. (Pause)  
Close the Question-Answer Books and Reading Passages Booklets after checking.

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

Now read the Instructions on the cover of the Reading Passages Booklets.
You should have on your desk a Question-Answer Book. Put up your hand if you do not. (Pause)

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

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

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

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

11. Seventh announcement (Checking for Question-Answer Books and start of the examination)

11.1 Before the start of the examination, the CS should remind candidates to make sure that they do not have any electronic devices (including mobile phones) switched on or on the body. Then ask the candidates to open the Question-Answer Book(s) to check the number of pages/questions. After the start of the examination, candidates should first write their candidate numbers in the boxes provided on the front cover of their Question-Answer Book(s) and affix barcode labels in the designated spaces on the front cover and the inner pages of their Question-Answer Book(s) according to the instructions on the cover. No extra time will be given to candidates for sticking the barcode labels after the ‘Stop working’ announcement. The CS should announce:

English Language Papers 1 and 2

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

English Language Paper 1, add:

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

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

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

Close the Question-Answer Books after checking.

After the announcement of the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of the Part A Question-Answer Book and the Part B Question-Answer Book which you are going to attempt. You should copy this information from your Admission Form. You should also affix barcode labels in the designated spaces on the cover and the inner pages of your Question-Answer Books according to the instructions on the cover.

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

Write supplementary answers to Part A and Part B on separate supplementary answer sheets.

**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.

### English Language Paper 2, add:

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

Close the Question-Answer Book after checking.

**After the announcement of the start of the examination**, you should first write your Candidate Number in the boxes provided on the front cover of the Question-Answer Book. You should copy this information from your Admission Form. You should also affix a barcode label in the designated space on the cover and the inner pages of your Question-Answer Book according to the instructions on the cover.

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

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

11.2 The CS should also **check if there is any Special Notice**, which contains last-minute messages to candidates. The Special Notice, if any, is 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.

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

**English Language Papers 1 and 2**

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 hall (my watch), the time is ____. You may now start.

11.4 After the ‘You may now start’ announcement, the CS should write the actual starting time and the correct finishing time on the blackboard for the information of candidates and invigilators. **The CS should avoid the practice of writing up the starting and finishing times in advance**, and should do this only when the precise times are known. If the hall has a clock visible to the candidates and is functioning properly (see Notes below), it should be the one to refer to. The CS may also refer to the digital timer available on the computer desktop of PECSS. Apart from providing a countdown of the examination time, the timer also provides reminders of the last 15 minutes, last 5 minutes and end of the examination session. The CS must ensure that candidates are given the full amount of time as specified on the Question-Answer Book(s). **No extra time should be given** to the candidates for reading the Question-Answer Book(s) or for any other reason without specific instructions from the HKEAA.

**Notes:**

(1) The CS should check whether the clock in the hall is functioning properly before the start of the examination. If it is not, candidates should be reminded not to refer to the clock during the examination.
(2) If there are two clocks inside the hall (say one in the front of the hall and one at the back),
the CS should use the one facing the candidates and inform the candidates of the clock
he/she is using for timing the examination in order to avoid misunderstanding.

11.5 The CS 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-Answer Books being made available), the CS should ensure that the candidates are
given the full amount of time as specified on the question paper. Under no circumstances
should an examination start before the scheduled time.

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

B. Procedures after the Start of the Examination

12. Checking the Admission Forms/identification documents

15 minutes after the start of the session, invigilators should be assigned to check the candidates’
Admission Forms/identification documents. Please refer to Section III A paragraph 3 for details.

13. Taking candidates’ attendance

Please refer to Section IIIA paragraph 4 for details.

14. Collecting Question-Answer Books and Rough-work Sheets from vacant seats

14.1 30 minutes after the start of the examination, ask the invigilators to collect the Question-Answer
Book(s)/Reading Passages booklets/rough-work sheet(s)/barcode sheet from each vacant seat.
The blank Question-Answer Books should be put in a designated box/plastic bag to avoid
mixing them up with the candidates’ scripts to be collected at the end of the examination. The
barcode sheets of the absentees should be scanned and the absentees’ records uploaded to the
Attendance and Script Tracking System (ASTS) programme. After scanning, the absentees’
barcode sheets should be put inside the barcode sheet envelope (see Specimen 30B).

14.2 The school can keep the surplus Question-Answer Books (including Reading Passages Booklets)

14.3 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 on request.

15. Early leavers

15.1 For Paper 1 Reading and Paper 2 Writing, candidates may leave the examination hall after the
first 30 minutes of the session to 15 minutes before the end of the session. Candidates wishing
to leave during the permitted time must raise their hand to summon an invigilator. Before a
candidate is given permission to leave, the invigilator should ensure that (1) the candidate number
has been entered and barcode labels have been affixed in the designated spaces of the submitted
answer scripts even if no attempt has been made to answer any questions; and (2) the question
number box on each page of the answer scripts has been marked. Early leavers are NOT
allowed to take away the question papers.

15.2 The CS should report in detail (time of the incident, circumstances, etc.) any candidate who has
left the examination hall without permission or who has taken away the Question-Answer
Book(s) on Report Form SR4g (see Specimen 23A).

15.3 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. Please complete the attendance taking for the candidate and follow
the script collection procedures as described in paragraph 15.1 before letting the candidate leave.
15.4 The Question-Answer Book(s) 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 Paper 1 Reading Passages Booklets can be treated as ordinary surplus question papers which can be kept by the school.

16. Questions raised by candidates

Please refer to Section III A paragraph 5 for details.

17. Toilet arrangements

Please refer to Section III A paragraph 6 for details.

C. Report Forms

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

- Form SR1 — Candidates without Admission Form/Identification Document
- 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 SR4g — Examination Irregularities (Barcodes)
- 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

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

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

**English Language Papers 1 and 2**

You have 15 minutes left. You are not allowed to leave the examination hall 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(s).

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

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

19.2 5 minutes before the end of the session, the CS should announce:

**English Language 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 two Question-Answer Books that you have attempted and all supplementary answer sheets.
Cross out all unwanted materials. You will NOT be allowed to work on your Question-Answer Books including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the ‘Stop working’ announcement.

<table>
<thead>
<tr>
<th>English Language Paper 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have 5 minutes left. Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on your Question-Answer Book and all supplementary answer sheets.</td>
</tr>
<tr>
<td>Cross out all unwanted materials. You will NOT be allowed to work on your Question-Answer Book including affixing barcode labels, using an eraser or filling in question numbers or holding any stationery after the ‘Stop working’ announcement.</td>
</tr>
</tbody>
</table>

20. Ninth announcement (‘Stop working’ instruction)

20.1 When time is up, announce:

<table>
<thead>
<tr>
<th>English Language Papers 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
</tr>
<tr>
<td>Do not pack your personal belongings until you are told to do so. Close your Question-Answer Book(s). You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Language Paper 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have supplementary answer sheets for Part A, place them inside the Part A Question-Answer Book; for Part B, place them inside the Part B1 or Part B2 Question-Answer Book. Then fasten the two Question-Answer Books which you have attempted together with the green tag provided. Please be reminded that you must hand in one Question-Answer Book only for Part B.</td>
</tr>
<tr>
<td>Put the Question-Answer Books which you have attempted next to the unattempted Part B Question-Answer Book and the remaining barcode labels. They will be collected separately.</td>
</tr>
<tr>
<td>Make sure that your admission form and identification document do not get mixed up with your answer script.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Language Paper 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have supplementary answer sheets, tie them inside your Question-Answer Book with a piece of string. Put your Question-Answer Book next to the remaining barcode labels. They will be collected separately.</td>
</tr>
<tr>
<td>Make sure that your admission form and identification document do not get mixed up with your answer script.</td>
</tr>
</tbody>
</table>

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

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

The CS should announce:

**English Language Paper 1**

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

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

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

**English Language Paper 2**

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

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

21.1 The CS should arrange invigilators to collect the attempted Question-Answer Books first. The rough-work sheets, the barcode sheets (with/without remaining barcode labels), the unattempted Part B Question-Answer Books (for English Language Paper 1) and Mobile Phone Reminder Cards (if distributed) should be collected separately later.

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

21.3 While collecting the Question-Answer Books, if an invigilator discovers that a candidate has not stuck any barcode labels on the cover of the Question-Answer Book, the candidate should be asked to stick the barcode label(s) on that cover under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form before leaving the examination room.

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

**English Language Paper 1**

The unattempted Part B Question-Answer Book will be collected now. You can take away the Reading Passages.

21.5 For English Language Paper 1, all the unattempted Part B Question-Answer Books should be returned to the HKEAA using the ‘Envelope for Return of Unused/Used/Unattempted Question Papers/Question-Answer Books’ provided. However, it is not necessary to count and certify the number of copies collected.

22. Checking of answer scripts collected

22.1 The Question-Answer Books should be collected in candidate number order, with the smallest candidate number on top.
22.2 Ask the invigilators to scan the barcode labels on the scripts, including those using spare barcode sheets. After scanning all the answer scripts, invigilators should place the barcode scanners on the cradle for data transmission.

22.3 The CS should check the ‘Summary Report’ and the ‘Discrepancy Report’ in the ASTS programme to ensure that the number of candidates present tallies with the number of scripts collected. If there is a discrepancy between the attendance records and the scripts’ records, the relevant information will be shown in the ‘Discrepancy Report’ in the ASTS programme. The CS should investigate the irregularities immediately. Please refer to the ‘ASTS User Guide’ for details.

22.4 At the time of scanning the barcode labels on the scripts, if an invigilator discovers that a candidate has not stuck any barcode labels on the cover of a Question-Answer Book, the Question-Answer Book need not be scanned. The matter must be reported to the CS immediately and recorded on Report Form SR4b. The case will be shown in the ‘Discrepancy Report’ of the ASTS programme.

The CS should, under the page of ‘Answer Script’ in the ASTS programme, select the relevant candidate and click ‘Edit’ to manually update the script record. The candidate’s script record should be updated as follows:

**Paper 1** (two Question-Answer Books):
from ‘1/2’ (if only one Question-Answer Book/answer sheet cannot be scanned) to ‘✓’

**Paper 2:**
from ‘0/1’ (no Question-Answer Book is scanned) to ‘✓’

**Paper 1 or 3:**
from ‘0/2’ (if both Question-Answer Book and answer sheets cannot be scanned) to ‘✓’

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

22.5 The CS should put down the total number of scripts collected in the appropriate space on the Sessional Report.

23. Eleventh announcement (Dismissal of candidates)

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

**English Language Paper 1**
The English Language Paper 2 examination will begin at ____ am. Please come back 15 minutes before the start of the examination. Now, make sure you have your Admission Form, identification document and other personal belongings. (Pause) You can take away the Reading Passages Booklets. You may now leave.

**English Language Paper 2**
This is the end of the examination. You may now pack your personal belongings. Make sure you have your Admission Form, identification document and other personal belongings. (Pause) You may now leave.

23.2 In the case of a candidate reporting any irregularity concerning the examination (e.g. reports a mistake in the use of Question-Answer Books), the CS should record the details of the irregularity (such as whether the case was reported before or after the dismissal of candidates) on Report Form SR4g so that follow-up actions can be taken by the HKEAA (see Section IV paragraph 20 on candidates using wrong answer books/question-answer books).
24. Completing the Sessional Report

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

25. Data transmission to the HKEAA

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

26. Packing and return of answer scripts and examination materials

Please refer to Section IIIA paragraphs 9 and 10.
A. Arrangements for English Language Paper 3 (Listening and Integrated Skills)

1. Special features of the English Language Paper 3 (Listening and Integrated Skills)

1.1 English Language Paper 3 consists of various tasks. The instructions and questions for these tasks will be broadcast via **RTHK Radio 2** or the **Infra-red (IR) Transmission System**.

1.2 For radio-broadcast centres, candidates have been told to bring a listening device with an FM radio (of size not exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”) with earphones to take the examination. If a cassette tape/disc/SD card has been brought along with a listening device, the candidate must take it out and put it under his/her chair. **Other electronic devices (including but not limited to multimedia players, Bluetooth/Wi-Fi devices, mobile phones or earphones with built-in radio, etc.) are not allowed.**

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

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

1.5 From a technical point of view, it is not essential for all the invigilation staff to listen to the broadcast of the Listening component of English Language Paper 3 since RTHK/the examination USB will time the examination to the nearest second and hence the beginning and ending times will be known precisely. However, in each centre the CS should assign at least one invigilator to listen to the broadcast to keep track of the progress of the Listening component and the quality of the reception. The CS should make sure that the centre school provides the earphones/radios to the invigilator(s) concerned.

1.6 **Radio channel and best frequencies for radio-broadcast centres**

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Frequency chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley Jardines Lookout</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Central Wan Chai Causeway Bay North Point</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kennedy Town Sai Ying Pun</td>
<td>FM 96.9 MHz / FM 96.4 MHz</td>
</tr>
<tr>
<td>Quarry Bay Tai Koo Shing Hang Fa Chuen</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Shau Kei Wan Chai Wan</td>
<td></td>
</tr>
<tr>
<td>Mo Sing Leng Ap Lei Chau</td>
<td></td>
</tr>
<tr>
<td>Pok Fu Lam Wong Chuk Hang Stanley</td>
<td></td>
</tr>
<tr>
<td>Aberdeen Stanley</td>
<td>FM 96.0 MHz</td>
</tr>
</tbody>
</table>
### Setting-up of the IR Transmission System

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

### Examination USBs for centres using the IR Transmission System

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

1. A ‘confidential’ envelope containing one examination USB, one reserve examination USB and a copy of the tapescript;
2. an envelope containing two demonstration USBs.

### Special Room

Each school used as an examination centre for English Language Paper 3, no matter if it is broadcast via the radio or the IR Transmission System, will be required to provide a classroom as a Special Room. The Special Room is to accommodate candidates who arrive at the examination centre with the following problems:

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who:</td>
<td>Candidates who:</td>
</tr>
<tr>
<td>(1) have not brought a radio;</td>
<td>(1) have not brought earphones;</td>
</tr>
<tr>
<td>(2) have forgotten to bring or have lost earphones/batteries;</td>
<td>(2) have arrived after 9:45 am;</td>
</tr>
<tr>
<td>(3) have brought other electronic devices (see paragraph 1.2);</td>
<td>(3) have brought earphones which are not working;</td>
</tr>
<tr>
<td>(4) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);</td>
<td>(4) have reception problems.</td>
</tr>
<tr>
<td>(5) have arrived after 9:45 am;</td>
<td></td>
</tr>
</tbody>
</table>

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

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

(3) The technicians will set up the IR Transmission System by 8:00 am.
(6) have brought a radio or earphones which are not working;
(7) are unable to tune their radio to the correct channel or who have a radio with poor reception.

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

(2) For radio-broadcast centres, the Listening component will be broadcast via the radio in the Special Room.
For centres using the IR Transmission System, the Listening component will be broadcast via a USB player in the Special Room. The examination USBs will be provided on the day of the examination.

(3) At least one day before the examination, the CS should:
(i) obtain an ordinary portable radio (applicable to Special Room using radio)/two USB players (applicable to both the school hall and the Special Room using USB) from the school and test it. The radio should be tested on the teacher's desk in the Special Room to ensure it is in working order by tuning to RTHK Radio 2 (see paragraph 1.6);
(ii) display a Centre Poster for the Special Room (see Specimen 2E) outside the Special Room. Seat Number Labels are not required;
(iii) put up a series of arrows to clearly indicate the route to the Special Room and write on them the room number (e.g. Special Room: Room 301, 3/F).

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

<table>
<thead>
<tr>
<th>Special Rooms using Radios</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) a portable radio/radio-cassette player (and related accessories, e.g. batteries, adaptor);</td>
</tr>
<tr>
<td>(ii) the ‘Envelope for English Language Paper 3 Special Room’ (see Specimen 34B) containing:</td>
</tr>
<tr>
<td>(a) a centre poster for the Special Room (see Specimen 2E),</td>
</tr>
<tr>
<td>(b) a booklet of Sessional Report (see Specimen 35) &amp; Special Report Forms,</td>
</tr>
<tr>
<td>(c) supplementary answer sheets,</td>
</tr>
<tr>
<td>(d) a ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’ (see Specimen 36)*,</td>
</tr>
<tr>
<td>(e) an ‘Listening Paper Special Room Seating Plan’ (see Specimen 38),</td>
</tr>
<tr>
<td>(f) copies of ‘Special Room Reminder Card’ (see Specimen 39);</td>
</tr>
<tr>
<td>*Note: If an additional Special Room is required to be set up in the centre, the CS should photocopy the cover of the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’ on an A4 paper (preferably in blue colour), and stick it onto a spare envelope for use as a return envelope for each additional Special Room.</td>
</tr>
<tr>
<td>(iii) 3 packets (31 copies/packet) of question papers: An orange Part A Question-Answer Book, a blue Part B1 Data File and Question-Answer Book and a green Part B2 Data File and Question-Answer Book; (Note: The packets MAY only be opened at or after 9:45 am in the presence of the candidates.)</td>
</tr>
<tr>
<td>(iv) a note with the recommended radio frequency;</td>
</tr>
<tr>
<td>(v) a packet of 15 spare barcode sheets;</td>
</tr>
<tr>
<td>(vi) the Special Notice (if any).</td>
</tr>
</tbody>
</table>
### Special Room using USB Players

(i) a portable USB player (and related accessories, e.g. batteries, adaptor);  
(ii) the ‘Envelope for English Language Paper 3 Special Room’ (see *Specimen 34B*) containing:  
   (a) a centre poster for the Special Room (see *Specimen 2E*),  
   (b) a booklet of Sessional Report (see *Specimen 35*) & Special Report Forms,  
   (c) supplementary answer sheets,  
   (d) a ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’ (see *Specimen 36*),  
   (e) an ‘Listening Paper Special Room Seating Plan’ (see *Specimen 38*),  
   (f) copies of ‘Special Room Reminder Card’ (see *Specimen 39*);  
*Note:* If an additional Special Room is required to be set up in the centre, the CS should photocopy the cover of the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’ on an A4 paper (preferably in blue colour), and stick it onto a spare envelope for use as a return envelope for each additional Special Room.  
(iii) 3 packets (31 copies/packet) of question papers: An orange Part A Question-Answer Book, a blue Part B1 Data File and Question-Answer Book and a green Part B2 Data File and Question-Answer Book; *(Note: The packets MAY only be opened at or after 9:45 am in the presence of the candidates.)*  
(iv) a packet of 15 spare barcode sheets;  
(v) an envelope containing two demonstration USBs;  
(vi) a ‘confidential’ envelope containing one examination USB and one reserve examination USB and a copy of the tapescript;  
(vii) the Special Notice (if any).

(5) The Special Room Invigilator should be told that if he/she finds a candidate he/she knows in the Special Room, he/she should complete the declaration on Part C of the Report Form SR4i (see *Specimen 24*) for onward transmission to the HKEAA via the CS.  
(6) **Candidates are not allowed to use their own radios in the Special Room and must listen to the broadcast of the Listening component via the radio/USB player in the Special Room; otherwise, they will receive a mark penalty.**  
(7) The Special Room Invigilator is required to record the seats taken by individual candidates in the Special Room and their arrival times on the ‘Listening Paper Special Room Seating Plan’ so as to facilitate the HKEAA in following up with any irregularities happening in the Special Room.

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

### 2. School bell and PA system

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

### 3. Stationery and question papers

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

### 4. Late arrivals

4.1 Candidates who arrive before or at 9:45 am should be admitted to the examination hall. Candidates who arrive after the first announcement (i.e. instructing candidates to switch off the electronic devices) should be reminded to switch off their electronic devices (including mobile phones) and put their mobile phones under their chairs in a position clearly visible to the invigilators.
4.2 The ‘NO LATECOMERS WILL BE ADMITTED’ notice (see Specimen 2D), with information on the location of the Special Room, should be put on the door of the hall at 9:46 am. Candidates who arrive after 9:45 am should not be admitted to the examination hall and should be instructed to go to the Special Room to sit the Listening paper. They should be clearly told the location of the Special Room.

5. Early leavers

5.1 After the broadcast of the Listening component finishes, candidates will have one hour and fifteen minutes to do the written tasks.

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

5.3 If a candidate claims to be sick and wishes to leave early, he/she should state his/her reasons on Form SR4g. He/she has to write his/her name and address in the space provided on the form. Please refer to Section III B paragraph 15.3 for details.

B. Before the Start of the English Language Paper 3 (Listening and Integrated Skills)

6. Distributing barcode sheets & writing information on the blackboard

Before the admission of candidates into the examination hall, distribute the barcode sheets according to the seat numbers printed on them and the stationery (one rough-work sheet and one green tag for each candidate). Please refer to Section III A paragraph 1 for details.

**Notes:**

(1) After the start of the Listening component, candidates will be instructed via the broadcast to write their candidate number and affix barcode labels on the Question-Answer Books.

(2) **If a candidate is found trying to affix a barcode label before the start of the examination, the CS/invigilator should give a verbal warning to the candidate and instruct him/her only to affix the barcode labels after being instructed to do so.**

7. Admission of candidates

approx. 9:10 am

Write the following information on the blackboard:

**Radio-broadcast Centres**

<table>
<thead>
<tr>
<th>Centre No.</th>
<th>A0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre Name</td>
<td>ABC School</td>
</tr>
<tr>
<td>Subject</td>
<td>English Language</td>
</tr>
<tr>
<td>Paper</td>
<td>3 (Listening and Integrated Skills)</td>
</tr>
</tbody>
</table>

Broadcast Starting Time: Please write the exact time after the start of the broadcast

Broadcast Finishing Time: Please write the exact time when the broadcast finishes

Exam End Time: Please write the exam end time by adding one hour and fifteen minutes to the broadcast finishing time

**Centres using the IR Transmission System**

<table>
<thead>
<tr>
<th>Centre No.</th>
<th>A0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre Name</td>
<td>ABC School</td>
</tr>
<tr>
<td>Subject</td>
<td>English Language</td>
</tr>
<tr>
<td>Paper</td>
<td>3 (Listening and Integrated Skills)</td>
</tr>
</tbody>
</table>

Broadcast Starting Time: Please write the exact time after the start of the broadcast

Broadcast Finishing Time: Please write the exact time when the broadcast finishes

Exam End Time: Please write the exam end time by adding one hour and fifteen minutes on the broadcast finishing time
Candidates may be admitted into the examination hall at approximately 9:15 am. During bad weather, candidates will appreciate being allowed into the school premises earlier.

8. Preliminary announcements

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

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

<table>
<thead>
<tr>
<th>The ‘Public Examinations Communication &amp; Support System’ has been set up at this examination centre. The centre conditions and examination proceedings will be recorded. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon completion of the examination cycle.</th>
</tr>
</thead>
</table>

Then, announce:

<table>
<thead>
<tr>
<th><strong>Part I (all centres)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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 or identification document on the top right-hand corner of your desk and not inside any folder. If you bring a folder, you must put it under your chair. (Pause)</td>
</tr>
<tr>
<td>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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Part II A (radio-broadcast centres)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have a calculator with you, or if your listening device contains a cassette tape, disc or SD card, take it out and put it in your bag under your chair. (Pause)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Part II B (centres using the IR Transmission System)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have a calculator with you, put it in your bag under your chair. (Pause)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Part III (all centres)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should ensure that the alarm function of the phone has also been turned off. Take out the battery from your mobile phone if possible 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)</td>
</tr>
<tr>
<td>Now place the phone under your chair in a position clearly visible to the invigilators. (Pause)</td>
</tr>
<tr>
<td>If you have question paper(s) from previous examination session(s), notes, pieces of paper, books and dictionaries etc., put them in your bag. If you have brought any electronic devices (such as tablet, multimedia player, electronic dictionary, databank watch, smart watch or other wearable technologies with communication or data storage functions, etc.) or articles that can emit sound, switch them off now (if possible) and put them in your bag or under your chair. (Pause)</td>
</tr>
<tr>
<td>Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of the hall and put them … (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).</td>
</tr>
<tr>
<td>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 phones) switched on during the examination, you will receive a mark penalty, subject downgrading or even be disqualified from the whole examination.</td>
</tr>
<tr>
<td>Put up your hand if you have any questions. (Pause)</td>
</tr>
</tbody>
</table>
Note: Repeat this announcement nearer the start of the examination if there are a lot of latecomers.

The CS should ask the invigilators to check that the candidates follow these instructions. Before the examination begins, should no mobile phone be found under a candidate’s chair, invigilators may ask the candidate concerned if he/she has brought a mobile phone.

9. Announcement concerning barcode sheets

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

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

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

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

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

10. Announcement concerning attendance-taking and equipment-check

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

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

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

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

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

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

* refer to paragraph 1.6(2)
10.1 Ask an invigilator to listen to the broadcast.

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

10.3 Invigilators should also attend to candidates who arrive at the examination centre with the following problems.

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who:</td>
<td>Candidates who:</td>
</tr>
<tr>
<td>(1) have not brought a radio;</td>
<td>(1) have not brought earphones;</td>
</tr>
<tr>
<td>(2) have forgotten to bring or have lost earphones/batteries;</td>
<td>(2) have brought earphones which are not working.</td>
</tr>
<tr>
<td>(3) have brought other electronic devices (see paragraph 1.2);</td>
<td></td>
</tr>
<tr>
<td>(4) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);</td>
<td></td>
</tr>
<tr>
<td>(5) have brought a radio or earphones which are not working.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Check candidates’ listening devices to ensure that no storage media such as tape/disc/SD card is contained in the equipment;</td>
<td>Check if candidates have brought their earphones. If a candidate has brought a set of wireless earphones or the earphones cannot be plugged into the receiver provided by the HKEAA, please provide them with spare headphones. Alternatively, the candidate may choose to go to the Special Room.</td>
</tr>
<tr>
<td>(2) Check if the candidate is using a listening device other than a radio/radio-cassette player. If a candidate does not have a listening device with an FM radio, he/she should be asked to go to the Special Room.</td>
<td></td>
</tr>
</tbody>
</table>

11. Checking of Admission Forms/identification documents and taking candidates’ attendance

11.1 Ask invigilators to start checking candidates’ Admission Forms/valid identification documents and taking the attendance. These should be completed before the distribution of Question-Answer Books at around 9:50 am so that the candidates will not be disturbed once the examination broadcast starts. Please refer to Section IIIA paragraphs 3-4 for procedures about checking of Admission Forms/identification documents.

11.2 Ask the invigilators to take the candidates’ attendance using the barcode scanner according to the following steps and the instructions in the ‘ASTS User Guide’.
1. Invigilators should select ‘Attendance Taking’ from the Main Menu before they start checking candidates’ Admission Forms. They should first check candidates’ Admission Forms/identification documents, and then scan the barcode printed on the top right-hand corner of the Admission Forms and one of the barcode labels on the barcode sheet.

2. If there are any irregularities (for example, wrong centre candidates, subject not on the admission form (please refer to Section IV paragraphs 15.2 & 15.3 for the handling procedures), candidates without the original admission forms, etc.), invigilators should verify the candidates’ identities, and then report the case to the CS, bringing along the relevant candidates’ Admission Forms (or identification documents for candidates without Admission Forms), in accordance with the instructions in the ‘ASTS User Guide’.

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

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

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

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

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

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

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

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

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

14. Announcement concerning candidates’ tuning/reception problems

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

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

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

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

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

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

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

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

**Note:** Advice has been sought from experts in broadcasting and telecommunication to the effect that the use of a radio with an antenna device will not cause radio reception problems to surrounding radios. Moreover, there is no evidence that the so-called ‘attacking’ radio or antenna will cause interference to the reception of nearby radios.

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

**Centres using the IR Transmission System**

14.4 For centres using the IR Transmission System, if a candidate claims that the receiver is not working, give him/her another receiver. The CS should complete Report Form SR4g stating the reason, the time it happened and other details. If, however, the problem persists, the candidate should be asked if he/she wishes to move to the Special Room. Candidates who choose to take the Listening component in the Special Room should be reminded to take their Admission Forms, personalised barcode sheets and Question-Answer Books (if distributed) to the Special Room. (Candidates taking the Listening component in the Special Room have to affix their barcode labels on the Special Room Sessional Report.) These candidates should also be reminded that they cannot use their own listening device in the Special Room.

**For both Radio-broadcast centres and IR centres**

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

**Notes:**

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

15. Latecomers

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

C. Start of the Listening Component

16. Distribution of Question-Answer Books

At 9:46 am, announce:

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

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

I am now going to distribute the Question-Answer Books and Data Files. Make sure you have put away all unauthorised articles; otherwise you will be penalised. (Pause to allow sufficient time, say 10 seconds, for candidates to put away any unauthorised articles.)

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

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

The CS should then give the Question-Answer Books and Data Files to the invigilators and instruct them to distribute them to the candidates, with the covers facing up. If any writing is found on a candidate’s rough-work sheet during the distribution of Question-Answer Books and Data Files, invigilators should collect the rough-work sheet immediately and replace it with a new one.

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

17. Announcement concerning the Question-Answer Books

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

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

Close the Question-Answer Books and Data Files after checking.

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

Write supplementary answers to Part A and Part B on separate supplementary answer sheets.

Ask an invigilator to listen to the broadcast until the end of the Listening component.
18. Recording the absentees

Before 9:55 am, the CS should ask the invigilators to collect the rough-work sheet and barcode sheet from each vacant seat. After the start of the Listening component, the CS should ask one invigilator to record the absentees using the barcode scanners. The invigilator should select ‘Recording Absentees’ from the Main Menu and then scan the absentees’ barcode sheets. After finishing the scanning of the barcode labels of the absentees, the invigilator should place the scanner on the cradle for data transmission (Please refer to the ‘ASTS User Guide’).

19. RTHK broadcast (Greensleeves)
(applicable to Radio-broadcast Centres only)

At 9:55 am, RTHK will broadcast:

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

(The ‘Greensleeves’ to be broadcast until the 10:00 am time beeps)

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

20. Start of the broadcast of listening material

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

RTHK will broadcast/The examination USB will begin with:

Hong Kong Diploma of Secondary Education 2019, English Language Paper 3, Listening and Integrated Skills.

Instructions to Candidates.

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

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

Now look at the Part A Question-Answer Book. Check that the Part A Question-Answer Book has no missing pages. Look for the words ‘End of Part A. Now go to Part B’ on the last page. (10 second pause)

Now stick your barcode labels in the spaces provided on Pages 1, 3 and 5. Close your Part A Question-Answer Book when you have finished. (10 second pause)

Now look at your Part B1 Data File. Take out the inserted Part B1 Question-Answer Book. Check that your Part B1 Data File has no missing pages. Look for the words ‘This is the last page of the Part B1 Data File’ on the last page. (10 second pause)

Now write your Candidate Number in the space provided on Page 1 of your Part B1 Question-Answer Book. (10 second pause)

Check that the Part B1 Question-Answer Book has no missing pages. Look for the words ‘End of Part B1’ on the last page. (10 second pause)
Now stick your barcode label in the space provided on Page 1. Close the Part B1 Question-Answer Book when you have finished. (10 second pause)

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

Now write your Candidate Number in the space provided on Page 1 of your Part B2 Question-Answer Book. (10 second pause)

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

Now stick your barcode labels in the spaces provided on Pages 1 and 3. Close the Part B2 Question-Answer Book when you have finished. (10 second pause)

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

The listening component is about to begin. Keep your earphones on until you are told to take them off. (3 second pause)

Open your Part A Question-Answer Book at page 2. Part A is about to begin. (3 second pause)

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

RTHK/the examination USB will continue:

For centres using the IR Transmission System

The CS should refer to the tapescript concerning the progress of the examination. The tapescript is strictly confidential and MUST NOT be seen by the candidates.

The examination USB should be played once. The reserve examination USB should not be used unless the examination USB cannot function normally. If the reserve examination USB is used at the start or in the middle of the Listening component, the CS should complete Report Form SR4g stating the reason, the time it happened and other details.

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

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

**Action Required:** If individual candidates raise their hands to signal problems with their earphones/receivers, invigilators should give them a set of spare headphones and receiver as quickly as possible. The candidate number, the time of exchange of receivers/headphones and other details should be recorded on the Report Form SR4g. If the situation persists after the equipment has been replaced, the candidates may choose to go to the Special Room.
Scenario 2: Suspected/confirmed malfunctioning of the IR Transmission System during the broadcast of the Listening component

Action Required: If there is suspected malfunctioning of the IR Transmission System causing disruption to the broadcast, the CS should decide whether to stop the broadcast (factors for consideration: whether there are a lot of candidates raising their hands for help at the same time, whether the interruption happens frequently within a short period of time, say, 1 minute). The CS should contact the HKEAA via the PECSS or telephone and record the details of the incident.

If the CS decides to stop the broadcast, he/she should record where the broadcast stops, and ask the candidates to close their Question-Answer Books and take off their earphones. The CS should then ask the technician to put on the headphones to check the IR Transmission System using the demonstration USB. If the content of the demonstration USB is broadcast clearly, then probably there is a problem with the examination USB. Follow the ‘Action Required’ under Scenario 3. However, if the problem persists, the technician should further check the IR Transmission System using the spare USB player.

If the malfunctioning of the IR Transmission System is confirmed, he/she should urgently telephone the HKEAA for technical support (i.e. to set up a mobile IR System in the school hall by the service contractor of the HKEAA).

The CS should report all the details of the incident concerning the suspected/confirmed malfunctioning of the IR Transmission System on the Report Form SR4g.

Scenario 3: Malfunctioning of the examination USB during the broadcast of the Listening component

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

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

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

The CS should report all the details of the incident concerning the malfunctioning of the examination USB on the Report Form SR4g.
D. End of the Examination/Collection of Scripts

21. End of the broadcast

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

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

22. Beginning of written tasks

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

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

22.2 ## After this announcement, the CS should write the broadcast finishing time and the examination end time (by adding one hour and fifteen minutes to the broadcast finishing time) on the blackboard for the information of candidates and invigilators and record these on the Sessional Report (see Specimen 20A). This should only be done when the precise times are known. If the hall has a clock visible to the candidates and is functioning properly (see Notes below), it should be the one to which the CS refers. The CS may also refer to the digital timer available on the computer desktop of PECSS. Apart from providing a countdown of the examination time, the timer also provides reminders of the last 15 minutes, last 5 minutes and end of the examination session.

Notes: 1. The CS should check whether the clock in the hall is functioning properly before the start of the examination. If not, candidates should be reminded not to refer to the clock during the examination.

2. If there are two clocks inside the hall (say one in the front of the hall and one at the back), the CS should use the one facing the candidates and inform them of the clock he/she is using for timing the examination in order to avoid misunderstanding.

3. If there is no clock in the hall, the CS should count the time using his/her own watch. The CS should make sure that the watch used has been synchronised with the radio broadcast.

After the broadcast finished, all candidates should take off their earphones and continue to answer. From this moment, the CS can conduct the examination with normal examination procedures and the invigilators can resume their duties by walking down the aisles again. If any candidate is found not taking off his/her earphones, the CS/invigilator should remind the candidate concerned that mark penalty will be imposed on him/her. After the end of the examination, ask the candidate to fill in Report Form SR4g.

23. Reminding candidates of the time left

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

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

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

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

24. End of the examination

24.1 When time is up, announce:

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

Close your Question-Answer Books and put them on the desk next to the rough-work sheet. If
you have supplementary answer sheets for Part A, place them inside the Part A
Question-Answer Book; for Part B, place them inside the Part B1 or Part B2 Question-Answer
Book.

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

Make sure that your Admission Form and identification document do not get mixed up with the
Question-Answer Books.

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

24.2 For handling cases of candidates disobeying the ‘Stop working’ instructions, please refer to
Section IV paragraph 19.

25. Collection of answer scripts and barcode sheets

25.1 Announce:

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

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

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

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

25.4 While collecting the Question-Answer Books, if an invigilator discovers that a candidate has not
stuck a barcode label on the cover of his/her Question-Answer Book, the candidate should
be asked to stick a barcode label on that cover under the supervision of the invigilator. A
report must be made on Report Form SR4b. The candidate should be asked to sign the
report form before leaving the examination room.
25.5 After the collection of the attempted Question-Answer Books, announce:

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

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

26. Checking of answer scripts collected

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

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

26.3 The CS should check the ‘Summary Report’ and the ‘Discrepancy Report’ in the ASTS programme to ensure that the number of candidates present tallies with the number of scripts collected. If there is a discrepancy between the attendance records and the scripts’ records, the relevant information will be shown in the ‘Discrepancy Report’ in the ASTS programme. The CS should investigate the irregularities immediately. Please refer to the ‘ASTS User Guide’ where necessary.

26.4 At the time of scanning the barcode labels on the scripts, if an invigilator discovers that a candidate has not stuck any barcode labels on the cover of the Question-Answer Book, the Question-Answer Book need not be scanned. The matter must be reported to the CS immediately and recorded on Report Form SR4b. The case will be shown in the ‘Discrepancy Report’ of the ASTS programme.

The CS should select the relevant candidate under the page of ‘Answer Script’ in the ASTS programme and click ‘Edit’ to manually update the script record. The candidate’s script record should be updated from ‘0/1’ to ‘✓’.

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

26.5 The CS should put down the total number of scripts collected in the appropriate space on the Sessional Report.

27. Dismissal of candidates

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

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

28. Completing the Sessional Report

The Sessional Report should be completed by the CS and two invigilators (either of whom should be an outside invigilator and is not provided by the centre school). Please refer to Section III A paragraph 7 for details.
29. Uploading of attendance and script records of candidates who have sat the Listening paper in the Special Room

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

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

29.3 The Special Room Invigilator should then return the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’ (containing the answer scripts of the candidates in the Special Room) and the demonstration, examination and reserve examination USBs to the CS. He/She should seal the ‘Return Envelope’ with a piece of Security Adhesive Tape in the presence of the CS. Then the CS and the Special Room Invigilator should sign on the flap of the envelope across the tape. For the USBs, the CS should place them in a clear plastic bag together with the USBs used in the hall. Make sure that all the information concerning the number of returned USBs is properly filled in on the USB Return Form (see Specimen 41) provided in the plastic bag before having the plastic bag sealed and returned to the Scripts Collection Centre.

29.4 Answer scripts with additional personalised barcode labels should be put in the Script Envelope provided to the CS by the HKEAA. If an additional candidate has sat the Listening paper in the Special Room, the answer script with an additional personalised barcode label should be put in the Return Envelope for Listening Paper Special Room Sessional Report and Answer Script.

29.5 The CS should enter the number of Special Rooms operated on the examination day at the examination centre on the cover of the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’.

30. Data transmission to the HKEAA

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

31. Packing and return of scripts and examination materials

For the procedures of packing and return of scripts and examination materials, please refer to Section IIIA paragraphs 8-10.
Section IV: Handling of Irregularities

A. Report Forms

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

- Form SR1 (**Specimen 21**) — Candidate without Admission Form/Identification Document
- 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 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/invigilators should record the details on Report Form SR4g so that the HKEAA can take follow-up actions.

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

1.4 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 the reception in the Listening components, or finds his/her seat or the surrounding conditions undesirable (e.g. insufficient lighting, noise disturbance, dripping water, unsuitable room temperature, disturbance from neighbouring candidates), the CS should investigate the matter immediately and provide assistance to the candidate on the spot as far as possible.

The following are common examples:

**Noise disturbance** - the CS should ask an invigilator to attend to the source of the noise immediately so as to stop/minimise the noise disturbance. Invigilators should close the windows and curtains (if appropriate) to improve the situation.

**Room temperature** - the CS/invigilators should adjust the temperature of the air conditioners (if possible) if some candidates report that the examination centre is too cold. If the CS/invigilators see many candidates putting on their jackets because of the low temperature, they should take the initiative to adjust the room temperature by switching off some of the ventilators or lowering their outputs.

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

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

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

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

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

1. the HKEAA announcement of the postponement of an examination session will be made early on the morning of the examination day and will be repeated frequently from 7:00 am onwards. Where possible, the announcements will be made in the evening preceding the examination;

2. the announcement of closure of schools due to a tropical cyclone or bad weather or the issue of 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 (Note: no announcement on the issue of the Red Rainstorm Warning will be made by the HKEAA);

3. unless a specific announcement has been made by the HKEAA that the examination has been postponed due to bad weather conditions, the CS/invigilators must assume the examination will be conducted as originally scheduled;

4. once an examination session has started, it will continue for the full allotted time unless the physical conditions in the examination room are considered dangerous by the CS.

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

3.1 The CS should arrange an invigilator to listen to the radio or check out the HKEAA website for the latest weather conditions and to keep a record of important announcements, e.g. suspension or disruption of transport services.

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

3.3 In the event of an examination to be held as scheduled when a Red Rainstorm Warning is issued, the examination should be postponed by 15 minutes. If necessary, further delay by 15 minutes by individual centres is permissible. Beyond that, the CS should contact the HKEAA.

3.4 If an examination is in progress while a typhoon/rainstorm signal is hoisted, the CS should still continue with the examination. However, he/she should pay special attention to the emergency announcements made over radio and television and on the HKEAA website.

3.5 In the event of any imminent danger to the candidates, the CS should exercise sound judgement to act independently to protect the safety of the candidates. If the evacuation of candidates to a safe place is necessary, efforts should be made to preserve the security of the examination and to prevent collusion among the candidates. Candidates should be told to mark their work to indicate the point at which the interruption took place. The examination can be resumed when the danger is over. The CS should note the time and duration of the interruption. No extra time should be given to compensate the interruption and the duration of the examination should remain unchanged. At the end of the examination, the CS should advise candidates whether it is safe to go home and inform candidates of any announcements concerning public transport services. If it appears unsafe for the candidates to go home, the CS should keep the centre open until it is safe to dismiss the candidates.
4. **Rescheduling of examinations**

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

C. **Emergency Situations**

5. **Bomb threats**

5.1 In the event that the CS receives a bomb threat before the examination starts (i.e. before the distribution of question papers to candidates), he/she should postpone the examination and inform the police and contact the HKEAA via the Public Examinations Communication and Support System (PECSS) or the HKEAA by telephone (DSE hotlines: 3628 8380 / 3628 8950). 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 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. 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. The examination end time written on the blackboard should be adjusted accordingly. A report should be made on Report Form SR4g giving details of the incident including the time and duration of the interruption.

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

6. **Fire outbreak and other emergency**

6.1 If a fire or other emergency which may jeopardise the safety of candidates occurs before the examination starts (i.e. before the distribution of question papers), the CS should postpone the examination and arrange for the candidates to wait in a safe place. He/She should also inform the HKEAA via the PECSS or by telephone (DSE hotlines: 3628 8380 / 3628 8950).

6.2 If a fire breaks out or other emergency occurs while the examination is in progress, the CS should immediately suspend the examination. Candidates should be told to stop answering, mark their work to indicate the point at which the interruption took place and close their question-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 (e.g. broadcast via radio), the HKEAA should be informed immediately.

6.3 During the examination, if a fire alarm is activated and emits sound, the CS should inform the HKEAA immediately via the PECSS. If the alarm stops within one minute, the examination should be continued as normal. However, the CS 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 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 and question papers. He/she should send an invigilator to the school office for investigation of the situation and also inform the HKEAA via the PECSS. If a false alarm is confirmed upon investigation, after the alarm has stopped, the CS should explain to the candidates that a false alarm has been confirmed and the examination can be resumed. The examination end time written on the blackboard should be adjusted accordingly. The CS 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 In the case of **Paper 3 Listening and Integrated Skills**, the CS/Special Room Invigilator 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 and Data Files. The CS should inform the HKEAA via the PECSS or by telephone before any action is taken. If a false alarm is confirmed upon investigation, after the alarm has stopped, the CS/Special Room Invigilator should explain to the candidates that a false alarm has been confirmed and the examination can be resumed. The examination end time written on the blackboard should be adjusted accordingly. A report should be made on Report Form SR4g giving details of the incident including the time and duration of the interruption.

6.5 After discussion with the HKEAA, the CS 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 via the PECSS or by telephone (DSE hotlines: 3628 8380 / 3628 8950).

7.2 If a power failure occurs during the examination (other than listening papers) but the lighting in the hall/examination room is generally acceptable and only a small area of the hall/examination room is affected by insufficient lighting, the examination should be continued. The CS should 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 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 hall/examination room is too weak for the examination to continue, the CS should suspend the examination and record the time on Report Form SR4g. Candidates should be told to stop working and close their question-answer books and question papers. The HKEAA should be informed immediately via the PECSS to decide if any follow-up action is warranted e.g. relocating all/some candidates to classrooms to continue the examination.

7.4 In the case of **Paper 3 Listening and Integrated Skills**, the CS should inform the HKEAA immediately via PECSS before any action is taken.

(a) For radio-broadcast centres, the examination should be continued if the lighting is generally acceptable; otherwise, wait for instructions from the HKEAA;

(b) For centres using the IR Transmission System, suspend the examination 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 and Data Files. A report should be made on Report Form SR4g giving details of the incident including the time and duration of the interruption.
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 receives the sealed packets of question papers (see Specimen 7A), he/she will find that the abbreviated subject name is visible at the top left-hand corner of each packet. He/She should check whether the abbreviated name corresponds with the full name of the subject printed on the coloured label in the centre. If it does not, the packet should not be opened. The HKEAA should be informed.

9. Wrong/Insufficient question paper packets

9.1 The number of question paper packets for each examination session is detailed in a Question Paper Quantity Checklist (see Specimen 5). The CS is advised to check the number of packets he/she has received against the list. If there is any shortage or excess, he/she should immediately inform the HKEAA so that additional packets can be delivered or the excess can be retrieved and sent to the correct centre.

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

9.3 The question papers should only be distributed when the CS has a copy for each candidate.

10. Defective question papers

10.1 If a candidate reports that he/she is given a defective question paper (such as one with blank pages or missing questions), give the candidate concerned another question paper from the surplus.

10.2 The defective question paper should be returned to the HKEAA in an Envelope for Special Reports and Related Scripts/Answer Sheets (see Specimen 25) together with a completed Report Form SR4g.

E. Irregularities Concerning Candidates

11. Candidates’ belongings

11.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/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 or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. Mobile phones should also be turned off (including disabling the alarm function) and put under the chair in a position clearly visible to the invigilators. The candidates are also advised to take out the batteries (if possible) from their mobile phones.

11.2 Candidates without a bag that can be securely closed should be asked to take their personal belongings to the front of the hall before the examination commences. Their purses and mobile phones (not in operating mode) can be put under their chairs. Candidates should not be allowed to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate attempts to cheat.

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

<table>
<thead>
<tr>
<th>Unauthorised item(s)</th>
<th>Positions where the item(s) is / are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, dictionaries, notes, question paper(s) from previous examination session(s), papers, word-hidden pens, databank watches, etc.</td>
<td>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)</td>
</tr>
<tr>
<td>Electronic devices which can be switched on or off</td>
<td>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</td>
</tr>
</tbody>
</table>

11.4 Before the start of the examination, candidates who are found to have unauthorised articles (such as books, notes, papers and question papers from previous examination session(s) of the same subject, etc.) on their desks or in the drawers of their desks, in their pockets or on their body after the CS 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/audio-recording inside the examination hall, 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.

---

* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.
12. Irregularities related to mobile phone/electronic device/article that can emit sound

12.1 During the examination, if the sound of a mobile phone/electronic device/article (e.g. radios, timers, watches, etc.) is heard, the CS/invigilators should locate the source. Record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p with all the boxes checked.

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

12.3 If the source can be located, the invigilator should ask the candidate concerned to show the screen of the phone/electronic device/article to ascertain if it 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/electronic device/article or remove the battery (if possible). The candidate should also be asked to stay behind after the examination to complete the Report Form SR4p.

(2) If the mobile phone/electronic device/article is in operating mode, instruct the candidate to switch it off or remove the battery (if possible). Put the candidate’s phone/electronic device/article inside a special Mobile Phone Plastic Bag (see Specimen 32) supplied by the HKEAA, seal it and put it under the candidate’s chair. If the device/article is too big, instruct the candidate to switch it off and place it under the chair till the end of the examination. The invigilator 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/invigilators should try to minimise the possible disturbance to the candidate and his/her neighbours.

12.4 In the case of paragraph 12.3(2), after the examination the CS should ask the candidate to show him/her the call/SMS/instant message logs, etc. If the candidate agrees to do so, the CS should check if there is any call or message received at the time the phone/electronic device rings. If yes, ask the candidate to show voluntarily the contents of the call/message to ascertain if cheating is involved. The CS should also ask the candidate to give an explanation of the situation on the Report Form SR4p. If the candidate refuses to show the call/SMS/instant message logs, ask the candidate to state the reasons on the form.

12.5 If the candidate enquiries 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.

12.6 If a candidate reports an incident of mobile phone/electronic device/article emitting sound and a suspected candidate can be identified, the CS should take the following courses of action:

(1) If the report is received before the dismissal of candidates, ask the suspected candidate to stay behind and follow the steps in paragraph 12.4.

(2) If the report is received after the dismissal of candidates, record the case on Report Form SR4p.

12.7 If a candidate reports an incident of mobile phone/electronic device/article emitting sound and a suspected candidate cannot be identified, the CS and the invigilators do not need to take any further action.

12.8 During the examination, if a mobile phone/electronic device put under the candidate’s chair, on the candidate’s desk, in the drawer of the desk, in the candidate’s pockets or on his/her body is found in operating mode even though it does not sound, CS should follow the procedures in paragraph 12.3(2). In case of suspected cheating, follow the procedures in paragraph 14.
13. Handling of loss of personal property/mobile phones

13.1 In a bid to minimise the occurrence of loss of personal property/mobile phones of candidates, CS/invigilators are requested to be vigilant about ‘idle’ candidates (those seemingly not working on the paper) and early leaving candidates to see if they have any unnatural/suspicious behaviour.

13.2 If a report on loss of personal property/mobile phones is received prior to the dismissal of candidates, the CS should make an announcement on the situation and ask if any candidates can locate the lost item. If there is evidence to indicate that a candidate might have taken another candidate’s property (e.g. witnessed by an invigilator/a neighbouring candidate), the CS may, after the examination, ask the suspected candidate to show all his/her belongings in a private location in the presence of at least two invigilators/school staff and the candidate who reports the loss. If the suspected candidate refuses to do so, this should be recorded on Report Form SR4g. The candidate who reports the loss may report to the police if he/she so wishes.

13.3 If a report on loss of personal property/mobile phones is received when other candidates are leaving or have been dismissed, the CS should inform the candidate that it would be difficult for anything effective to be done but that a report will be made to the HKEAA (on Report Form SR4g) and advise the candidate to report to the police if he/she so wishes.

14. Suspected cheating

14.1 If a candidate is found copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, revision notes in written/electronic form, 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 electronic devices, they should be switched off and placed inside a Mobile Phone Plastic Bag (see procedures in paragraphs 12.3(2), 12.4 and 12.8). 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/invigilators should pay particular attention to hi-tech cheating tools including electronic devices* 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 an invigilator suspects a candidate using such a tool, he/she must check the item and inform the CS immediately. All such cheating tools should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination and be asked to provide a written explanation before leaving the examination room. If the candidate refuses, this should be recorded on Report Form SR4g.

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

14.4 The CS should prepare a report giving the details of the suspected cheating (such as the time when the offence was discovered, whether the candidate was copying from a crib, and where the candidate put the crib etc.) on Report Form SR4g. The report, evidence, the answer script and the candidate’s explanation should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets (see Specimen 25).

---

1 Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.
14.5 If the CS/invigilator considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The invigilator should inform the candidate concerned after the examination to stay behind to complete a report.

15. Wrong centre/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 should accommodate a wrong centre candidate provided that there is spare capacity.

15.2 Before the distribution of question papers, if a candidate indicates that he/she has gone to a wrong centre, the CS/invigilator should distribute the ‘Notes for Wrong Centre or Wrong Version Candidates’ (SR3(Notes) - 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 Examinations Administration Exam Centre) or call the Public Examinations Information Centre of the HKEAA (telephone No.: 3628 8860) for assistance.

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

16. Subject not on Admission Form

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 & 15.3.

17. Candidates without Admission Forms (original)/identification documents (original)

17.1 Candidates have been told in the ‘Handbook for Candidates’ and Admission Form to present both their original Admission Forms and their original Identity Cards/valid identification documents for every examination session. Candidates who cannot produce sufficient identification documents for verification of identities should be distributed the ‘Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document’ (SR1(Notes) - see Specimen 42).

17.2 If a candidate’s Admission Form bears his/her photograph, it is not necessary to check the photograph on his/her Identity Card/identification document unless there is doubt about the identity of the candidate.

17.3 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 valid identification document such as Form ROP140/140A (Acknowledgement of Application for a Hong Kong Permanent Identity Card), a Re-entry Permit or a Passport].

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

The candidate should complete Part A of Report Form SR1 and 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 while the CS should complete Parts B & C of the form. Moreover, the candidate should write the information clearly on the back of the SR1(Notes) and have a photograph taken via the PECSS for future verification purposes.

(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 candidate should be given a spare barcode sheet. The CS should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of his/her answer script. 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 complete Part A of Report Form SR1 and 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 while the CS should complete Parts B & C of the form. If the photograph on the identification document does not resemble the candidate, the candidate should write the information clearly on the back of the SR1(Notes) and have a photograph taken via the PECSS for future verification purposes.

(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 CS should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of his/her answer script. The script should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.

(3) If a candidate cannot produce any identification document with a photograph but can produce an Admission Form:

If the photograph on the Admission Form resembles the candidate, the case should be handled according to the procedures outlined in Section IIIA paragraph 3 and Report Form SR1 need not be completed. However, if the photograph on the Admission Form does not resemble the candidate or the Admission Form bears no photograph, the candidate should complete Part A of Report Form SR1 and 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 while the CS should complete Parts B & C of the form. In that case, the candidate should write the information clearly on the back of the SR1(Notes) and have a photograph taken via the PECSS for future verification purposes.

(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.

**Remark:** If any candidate’s photograph is taken via the PECSS, the CS should place the completed SR1(Notes) together with the Report Form SR1 in the ‘Envelope for Special Reports and Related Scripts Answer Sheets’.

17.4 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.

17.5 If a candidate can only produce a photocopy of the Admission Form or the identification document provided cannot be accepted as a valid identification document, this should be reported on the form following the procedures described in paragraph 17.3 above as appropriate.

17.6 If the candidate refuses to comply with the above requirements or the identification of the candidate cannot be verified after checking with the HKEAA, the CS may refuse to admit the candidate to sit the next examination session.
18. Candidates’ calculators

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

19. Candidates disobeying the ‘Stop working’ instruction

19.1 If a candidate is caught continuing to work on the answer script (including writing, erasing/crossing out answers, holding any stationery, affixing barcode labels or filling in question numbers) after the ‘Stop working’ announcement, the CS should indicate on the answer scripts the extra work done beyond the time limit by circling it in red, and write a report on Form SR4g. Please give as much information as possible about what the candidate was writing/erasing/crossing out after the ‘Stop working’ announcement.

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


If a candidate is found using the wrong question-answer book to answer questions in an examination where more than one question-answer book are distributed, the CS/invigilators should instruct the candidate to continue with the examination on that question-answer book. The CS should report the case on Report Form SR4g and the 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 mark penalty will not 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 should contact the HKEAA via the PECSS or by phone (DSE hotlines: 3628 8380 / 3628 8950) 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/invigilators may ask the candidate to take off the hat or move it backwards or remove the mask during the checking of the identification document and may let the candidate wear the hat/mask for the rest of the examination if there are no elements of suspected cheating.
23. **Candidates’ personal conduct**

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

1. they should behave themselves and comply with the reasonable instructions of the invigilation staff when they sit for an examination;
2. they must maintain absolute silence, must not speak to nor disturb other candidates and must not communicate using signals/sign language inside the examination centre;
3. they should not smoke within the premises of the centre school and should not eat or drink in the examination hall;
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 should report the case on Report Form SR4g for follow up by the HKEAA.

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

23.4 If a candidate is found to have removed remaining barcode labels including barcode labels from previous examination sessions (e.g. sticking barcode labels on the Admission Form or other personal belongings), the case should be reported on Report Form SR4g. The materials (e.g. the Admission Form) with the barcode labels on 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 behaviour, whether voluntary or involuntary, the CS/invigilator may relocate the candidate concerned to another seat. The CS should report the case to the HKEAA on Report Form SR4g.

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

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

24.1 **Scenario 1: All barcode scanners cannot function properly**

1. In case all barcode scanners cannot function properly, take the candidates’ attendance in the conventional way, i.e. ask the invigilators to check the candidates’ admission forms/identification documents and take their attendance by entering the candidate number of each candidate present against the appropriate seat number on the ‘Candidates’ Attendance Record Forms (For contingency use of ASTS only)’ (see Specimen 16A). If a candidate uses a spare barcode sheet, put a ‘✓’ against the candidate number. If latecomers are admitted, the forms should be amended accordingly.

2. At the end of the examination, the invigilators should collect and count candidates’ answer scripts to ensure that the number of each type of answer scripts collected matches the number of candidates present. If there is any irregularity, the CS should investigate the matter immediately. (Please refer to Section III A, paragraph 9 of the ‘Centre Supervisor’s Handbook’.)
(3) Inform the HKEAA via the PECSS immediately so that arrangements can be made to deliver the replacement barcode scanners to the examination centre as soon as possible.

(4) Report the incident on Report Form SR4g.

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

(1) Ask the invigilators to check candidates’ admission forms/identification documents and to use the barcode scanners to take candidates’ attendance. (Please refer to Section IIIA, paragraphs 3 and 4 of the ‘Centre Supervisor’s Handbook’ and Section 3.1 of the ‘ASTS User Guide’.)

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

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

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

(5) Report the incident on Report Form SR4g.

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

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

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

25.2 The CS should contact the HKEAA immediately for necessary follow-up action and report the incident on Report Form SR4g.
運送考試文具用品時間表
Schedule for Delivery of Examination Stationery

由：2019年3月4日
From：4 March 2019

至：2019年3月8日
To：8 March 2019

考評局已發信通知個別試場學校有關運送的日期。
Centre schools have been informed individually of the delivery date by HKEAA.
### Answer Scripts Collection Centres

<table>
<thead>
<tr>
<th>面域</th>
<th>代號</th>
<th>收集中心名稱</th>
<th>地址</th>
</tr>
</thead>
</table>
| 香港
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
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 | 求龍華仁書院 Wah Yan College, Kowloon | 九龍窩打老道 56 號 56 Waterloo Road, KLN |
| 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 |

**祇限中英語文、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.*
GENERAL NOTES

1. Responsibilities

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

1.2 Invigilators should report to the CS at least 30 minutes before the start of the examination session and present their Invigilator’s Identification Slip or Invigilator’s Assignment Slip (if they come from the centre school) (see Specimens 11(i) and 11(ii)). Invigilators have to sign on the Invigilators’ Attendance Record. Each of them will be given an Invigilator Label (see Specimen 10B) to be displayed during the examination to show their identity.

Note: For external invigilators, the CS will sign on the back of the Identification Slips to certify their attendance.

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

1.4 In the event of an invigilator not being able to attend a particular session due to sickness or unforeseen circumstance, he/she must inform his/her school principal (for school invigilators) or telephone the Hong Kong Examinations and Assessment Authority (HKEAA) (DSE hotlines: 3628 8950/3628 8913) (for hired invigilators) in advance so that a substitute may be appointed. Teachers should note that to fulfill one of the conditions of participation, schools have to provide invigilators in accordance with the number of subject entries of the candidates they present for the examination.

1.5 Invigilators should be vigilant to prevent cheating and collusion among candidates. They should not smoke, listen to radios or other multimedia players, read newspapers/magazines, turn on any electronic devices, read question papers or chat with another invigilator, etc. when the examination is in progress. If they have mobile phones or other electronic devices that can emit sound, they should switch them off to avoid disturbing candidates during the examination. Moreover, they should not use any devices to take photographs/videos in the examination centre. If they pause beside a candidate, they should not stay too long so as to avoid causing disturbance or embarrassment to the candidate.

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

1.7 Invigilators are required to declare to the CS if they find any candidate they know at the centre. Under such circumstances, the CS will exercise his/her discretion and arrange, as far as possible, another invigilator to collect the scripts and to respond to any requests (such as going to the toilet or answering enquiries) from the candidate concerned. In case of Special Room Invigilators, they should complete the declaration on Part C of the Report Form SR4i (see Specimen 24) for onward transmission to the HKEAA via the CS.
1.8 At the end of each examination session, two invigilators may be requested to sign the Sessional Report as a witness to the proper conduct of the examination session, and to the effect that the number of scripts collected tallies with the number of candidates present in that session.

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

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

---

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

---

The Authority is included in the Schedule to the Prevention of Bribery Ordinance (POBO) (Cap 201) as one of the Public Bodies governed by the Ordinance. Invigilators engaged in examination administration are also subject to the provisions of the POBO. Invigilators are advised to note in particular Section 9 of the Ordinance which prohibits both the offering of an advantage to, and the acceptance or solicitation of an advantage by, an invigilator as an inducement to or reward for or otherwise on account of that invigilator’s abuse of assigned post.

---

(B) HANDLING OF IRREGULARITIES

2. Bad Weather

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

1. the HKEAA announcement of the postponement of an examination session will be made early on the morning of the examination day and will be repeated frequently from 7:00 am onwards. Where possible, the announcements will be made in the evening preceding the examination;

2. the announcement of closure of schools due to a tropical cyclone or bad weather or the issue of 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 (Note: no announcement on the issue of the Red Rainstorm Warning will be made by the HKEAA);

3. unless a specific announcement has been made by the HKEAA that the examination has been postponed due to bad weather conditions, invigilators must assume that the examination will be conducted as originally scheduled;

4. once an examination session has started, it will continue for the full allotted time unless the physical conditions in the examination room are considered dangerous by the CS.

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

3. **Suspected Cheating**

3.1 If an invigilator finds a candidate copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, revision notes in written/electronic form, using a mobile phone in the toilet, or communicating with other candidates or with persons inside or outside the examination room, he/she must inform the CS immediately. 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 electronic devices, they should be switched off and placed inside a Mobile Phone Plastic Bag (see procedures in paragraphs 4.3(2), 4.4 & 4.7). The candidate should be allowed to finish the examination but he/she should be asked to provide a written explanation after the examination, before leaving the examination room. If he/she refuses, this should be recorded on Report Form SR4g.

3.2 Invigilators should pay particular attention to hi-tech cheating tools including electronic devices 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 an invigilator suspects a candidate using such a tool, he/she must check the item and inform the CS immediately. All such cheating tools should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination but he/she should be asked to provide a written explanation after the examination, before leaving the examination room.

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

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

3.5 It would be very helpful if the invigilator could note the time when the incident was discovered, whether the candidate was copying from a crib and where the candidate put the crib, etc.

3.6 If the CS/invigilator considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination. The invigilator should inform the candidate concerned after the examination to stay behind to complete Report Form SR4g.

4. **Irregularities related to mobile phone / electronic device / article that can emit sound**

4.1 During the examination, if the sound of a mobile phone/electronic device/article (e.g. radios, timers, watches, etc.) is heard, the CS/invigilators should locate the source. Record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p with all the boxes checked.

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

4.3 If the source can be located, the invigilator should ask the candidate concerned to show the screen of the phone/electronic device/article to ascertain if it is in operating mode.

---

Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.
(1) If the sound is triggered by the alarm function set, ask the candidate to deactivate the alarm function and switch off the phone/electronic device/article or remove the battery (if possible). The candidate should also be asked to stay behind after the examination to complete Report Form SR4p.

(2) If the mobile phone/electronic device/article is in operating mode, instruct the candidate to switch it off or remove the battery (if possible). Put the candidate’s phone/electronic device/article inside a special Mobile Phone Plastic Bag supplied by the HKEAA, seal it and put it under the candidate’s chair. If the device/article is too big, instruct the candidate to switch it off and place it under the chair till the end of the examination. The invigilator should note down the details of the case and ask the candidate after the examination to stay behind to complete Report Form SR4p.

When carrying out these tasks, invigilators should try to minimise the possible disturbance to the candidate and his/her neighbours.

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

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

4.6 If a candidate reports an incident of mobile phone/electronic device/article emitting sound and a suspected candidate cannot be identified, the CS and the invigilators do not need to take any further action.

4.7 During the examination, if a mobile phone/electronic device put under the candidate’s chair, on the candidate’s desk, in the drawer of the desk, in the candidate’s pockets or on his/her body is found in operating mode even though it does not sound, the invigilator should follow the procedures in paragraph 4.3(2). In case of suspected cheating, follow the procedures in paragraph 3.

5. Handling of loss of personal property / mobile phones

5.1 In a bid to minimise the occurrence of loss of personal property/mobile phones of candidates, invigilators are requested to be vigilant about ‘idle’ candidates (those seemingly not working on the paper) and early leaving candidates to see if they have any unnatural/suspicious behaviour.

5.2 If an invigilator receives a report on loss of personal property/mobile phones from a candidate, he/she should immediately report the case to the CS who will take appropriate action to investigate. If there is evidence to indicate that a candidate might have taken another candidate’s property (e.g. witnessed by an invigilator/a neighbouring candidate), the CS may, after the examination, ask the suspected candidate to show all his/her belongings in a private location in the presence of at least two invigilators/school staff and the candidate who reports the loss. If the suspected candidate refuses to do so, the CS will record the details on Report Form SR4g. The candidate who reports the loss may report the case to the police if he/she so wishes.

6. Candidates’ Personal Conduct

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

   (1) they should dress decently, behave themselves and comply with the reasonable instructions of the invigilation staff when they sit for an examination;
   (2) they must maintain absolute silence, must not speak to nor disturb other candidates and must not communicate using signals/sign language inside the examination room;
   (3) they should not smoke within the premises of the centre school and should not eat or drink in the examination hall;
   (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.
6.2 If a candidate is found violating any one of the rules in paragraph 6.1, the CS should report the case on Report Form SR4g for follow up by the HKEAA.

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

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

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

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

(C) EXAMINATION PROCEDURES

7. Public Examinations Communication and Support System (PECSS)

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

7.2 The PECSS will be set up in all written examinations held in halls (including the special centres for SEN candidates).

7.3 Starting from the 2019 HKDSE, a digital timer is available on the computer desktop of PECSS for timing of examinations. Apart from providing a countdown of the examination time, reminders of the last 15 minutes, last 5 minutes and end of the examination session will be popped up on the screen automatically.

8. Attendance and Script Tracking System (ASTS)

8.1 The ASTS serves two functions: tracking of candidates’ attendance records and tracking of candidates’ answer scripts. During attendance taking, invigilators will use handheld barcode scanners to scan the barcodes printed on candidates’ admission forms and their personalised barcode sheets. At the end of the examination, invigilators will collect candidates’ answer scripts and scan the barcode labels stuck on the cover of the answer books/question-answer books/MC answer sheets. After the completion of scanning, the CS will upload the data to the System to verify the accuracy of the number of scripts collected. Such information will then be transmitted to the HKEAA via the PECSS for record purposes.
8.2 The ASTS will be used in all written examinations held in halls (for normal centres only) and the Listening Paper Special Rooms of the language subjects.

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

9. Distribution of Stationery and Barcode Sheets

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

9.2 Before the admission of candidates into the examination hall, invigilators should assist the CS in distributing examination stationery and barcode sheets on the candidates’ desks according to the ‘List of Items Required for the Examination’ (to be sent to the centre on the examination day). In general, candidates should each be issued with:

- Conventional Papers — (1) answer book(s) (the number/type of answer books required will be stated in the ‘List of Items Required for the Examination’);
  (2) a personalised barcode sheet.

- Multiple-choice Papers — (1) a multiple-choice answer sheet and a backing sheet;
  (2) a personalised barcode sheet.

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

9.3 Supplementary answer sheets and graph papers are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. Otherwise, similar to removing pages from any answer book/question-answer book, candidates will risk a mark penalty or even disqualification from the whole examination. Supplementary answer sheets or graph papers should be provided to candidates on request. 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. If a paper requires the use of more than one answer book/question-answer book for different sections, candidates should use separate supplementary answer sheets for each section. A piece of short white string should also be given to candidates for tying the supplementary answer sheets/graph papers inside the relevant answer book/question-answer book. The candidates should be reminded to stick a barcode label on each additional sheet.

Notes:
(1) Please do NOT use surplus supplementary answer sheets/graph papers from previous years.
(2) Invigilators should always keep sufficient copies of supplementary answer sheets and graph papers on hand so as to provide prompt assistance to the candidates upon request.
9.4 For some subjects/papers, candidates may require rough-work sheets or more than one answer book/question-answer book. Please pay attention to the instructions of the CS.

9.5 **Spare Barcode Sheets**

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

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

(3) In the event of a candidate having used up his/her personalised barcode labels, the candidate should be asked to write his/her candidate number 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.

9.6 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.

9.7 **Sticking of Barcode Labels**

(1) Candidates should only perform the following tasks **after the CS has announced the start of the examination**:
   (i) write their candidate numbers in the boxes provided on the cover of the answer books/question-answer books;
   (ii) affix barcode labels in the designated spaces on their answer books/question-answer books/MC answer sheets.

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

(2) To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of an answer book/question-answer book 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 invigilator. A report must be made on Report Form SR4b (see Specimen 23B). The candidate should be asked to sign on the report form before leaving the examination room.

10. **Admission of Candidates**

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

11. **Candidates’ Belongings**

11.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/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. In the case of Visual Arts candidates may leave their bags holding paints, crayons, brushes, etc. (see paragraph 11.5) which they may use for the examination on their desks when the examination is in progress. Before the start of the examination, candidates should be reminded that if they have brought any electronic devices or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. Mobile phones should also be turned off (including disabling the alarm function) and put under the chair in a position clearly visible to the invigilators. The candidates are also advised to take out the batteries (if possible) from their mobile phones.

11.2 Candidates without a bag that can be securely closed will be required by the CS to take their personal belongings to the front of the hall before the examination commences. Their purses and mobile phones (not in operating mode) can be put under their chairs. Invigilators should not allow candidates to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate intends to cheat.

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

<table>
<thead>
<tr>
<th>Unauthorised item(s)</th>
<th>Positions where the item(s) is / are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, dictionaries, notes, question paper(s) from previous examination session(s), papers, word-hidden pens, databank watches, etc.</td>
<td>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)</td>
</tr>
<tr>
<td>Electronic devices which can be switched on or off</td>
<td>On the candidates’ body or in their pockets, or on their desks or in the drawers of their desks</td>
</tr>
<tr>
<td>In operating mode</td>
<td>On the candidates’ body or in their pockets, or on their desks or in the drawers of their desks or under the candidates’ chairs</td>
</tr>
</tbody>
</table>

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

** For Visual Arts examinations, if candidates are found to be using/have used unauthorised articles such as English and Chinese dictionaries (including excerpts from dictionaries), slow drying materials (e.g. oil paint), retarder, dangerous materials (e.g. aerosol paints, air-brushes, aerosol fixatives, etc.) and burning and smoking devices etc. during the examination, the candidates concerned should be warned that mark penalties or subject disqualification will be imposed on them. Details of the unauthorised article(s) found should be recorded in the Report Form SR4g. For more details about the items allowed in Visual Arts, please refer to paragraph 11.5.

# Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.
11.5 The following items are allowed in the examination centres:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Items allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>calculators</td>
</tr>
<tr>
<td>Business, Accounting and Financial Studies</td>
<td>calculators</td>
</tr>
<tr>
<td>Chemistry</td>
<td>calculators</td>
</tr>
<tr>
<td>Design and Applied Technology</td>
<td>calculators, T-squares, set-squares, graduates rulers, flexible rulers, protractors, compasses, French curves, flexi curves, circle and ellipse templates, drawing boards and colour pencils</td>
</tr>
<tr>
<td>Economics</td>
<td>calculators</td>
</tr>
<tr>
<td>Geography</td>
<td>calculators, graduated rulers with gridlines (for grid reading), protractors</td>
</tr>
<tr>
<td>Information and Communication Technology</td>
<td>flowcharting templates (with or without names of symbols printed on them)</td>
</tr>
<tr>
<td>Integrated Science</td>
<td>calculators</td>
</tr>
<tr>
<td>Mathematics Compulsory Part &amp; Extended Part</td>
<td>calculators, graduated rulers, flexible curves, set-squares, protractors</td>
</tr>
<tr>
<td>Physics</td>
<td>calculators</td>
</tr>
<tr>
<td>Technology and Living (Fashion, Clothing &amp; Textiles)</td>
<td>calculators, colour pencils, 1/5 scale rulers, other drawing media, miniature figures and basic blocks (bodice, sleeve, skirt and trousers) in 1/5 scale, the 1/5 scale basic blocks must not be labelled or inscribed with words</td>
</tr>
<tr>
<td>Technology and Living (Food Science &amp; Technology)</td>
<td>colour pencils</td>
</tr>
<tr>
<td>Ethics and Religious Studies</td>
<td>For Paper 2, Christianity, candidates may bring in a maximum of two copies of the approved versions of the Bible in order to have different language versions or translations. [Individual books from the approved versions of the Bible (English and Chinese) are acceptable.]</td>
</tr>
<tr>
<td>Visual Arts (Paper 1)</td>
<td>Painting materials and instruments (e.g. pencils, paint brushes, colours, palettes, drawing boards, clips, pins, erasers, adhesive tapes, papers, etc.) small quantity of materials for collage and reference materials (e.g. books and magazines, art dictionaries, etc.)</td>
</tr>
<tr>
<td>Visual Arts (Paper 2)</td>
<td>Design materials, drawing instruments and aids (e.g. pencils, paint brushes, colours, palettes, rulers, drawing boards, clips, pins, compasses, erasers, colour papers/adhesive papers, ready-made transfer letters, stencil devices, etc.) materials for cutting, sticking and collage materials, reference materials (e.g. book, type specimen books, magazines, scrap books, art dictionaries, etc.)</td>
</tr>
</tbody>
</table>

12. **Use of Calculators**

12.1 Candidates may use calculators in any examination sessions (other than **language subject examinations**) but the calculators must have the ‘H.K.E.A.A. APPROVED’ or ‘H.K.E.A. APPROVED’ label (see **Attachment 2**) or they may receive a **mark penalty**. (Note: For some calculator models which have limited space for pad-printing, the size of the label will be reduced accordingly.) During the attendance taking and checking of Admission Forms, invigilators should check the calculators on candidates’ desks to see if they are properly labelled and report any irregularity on the Calculators Form (see **Specimen 16C**).

12.2 **Candidates should remove the calculator covers/jackets and put them inside their bags or under their chairs before the start of the examination.** When checking candidates’ Admission Forms or during the examination, if a calculator cover/jacket is found on a candidate’s desk, the
invigilator should check to see if there is any irregularity (such as notes/formulae written on the calculator cover/jacket). If no irregularity is found, the candidate should be told to place the calculator cover/jacket under his/her chair immediately (if the calculator cover/jacket can be detached from the calculator). In case of suspected cheating, please follow the steps in paragraph 3.

12.3 If a candidate is found in possession of a calculator which does not have the required label, the invigilator should ask the candidate 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 in the examination. 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 completed Report Form SR4c together with the calculator collected from the candidate (if it is not on the Permitted List) should be passed to the CS.

12.4 If a candidate’s calculator was pad-printed but the label has faded, it is not necessary to report such a case to the HKEAA. The candidate may be reminded at the end of the examination to have the calculator pad-printed again at the HKEAA office before the next examination.

13. Late Arrivals

13.1 Candidates who arrive late should be admitted to take the examination regardless of the time of arrival. At the time they enter the examination hall, invigilators should give them a Mobile Phone Reminder Card to remind them to switch off their mobile phones. After the candidates are seated, they should be reminded to put their mobile phones under their chairs in a position clearly visible to the invigilators before they start working on the question papers. No extra time should be given to these candidates.

13.2 At an appropriate time, the invigilator should check whether the candidate has put down his/her candidate number on the answer script/MC answer sheet and affixed barcode labels on the designated spaces.

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

14. Start of the Examination

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

(1) open the question paper packets in the presence of invigilators and candidates;
(2) ask invigilators to distribute the question papers to candidates (the question papers should be distributed with the front cover facing up). If any writing is found on a candidate’s rough-work sheet during the distribution of question papers, invigilators should collect the rough-work sheet immediately and replace it with a new one (if applicable);
(3) ask candidates to check the question papers to see if there are any missing pages.;
(4) give instructions to candidates to start working.

(D) PROCEDURES AFTER THE START OF THE EXAMINATION

15. Taking Candidates’ Attendance

15.1 Checking Admission Forms (original) and Identification Documents (original)

15 minutes after the start of the examination, the CS will ask invigilators to take candidates’ attendance. Invigilators should check candidates’ Admission Forms and valid identification documents (Note: it is not necessary to check the photograph on a candidate’s Identity Card/identification document if his/her Admission Form bears his/her photograph unless there is doubt about the identity of the candidate) and verify if:

(1) the photograph on the Admission Form/identification document resembles the candidate (invigilators should check this carefully so as to preclude the possibility of impersonation);
(2) the candidate number shown on the Admission Form matches that on the barcode label;
(3) the subject being taken is listed on the Admission Form (if the subject/paper/module/language version entered by the candidate is different, the CS should be informed immediately);

(4) the name/Identification Document number on the Admission Form matches that on the identification document.

Notes:

(1) If a candidate cannot produce his/her Admission Form/any valid identification document with a photograph or can only produce a photocopy of the Admission Form/identification document, the case should be reported to the CS. Candidates who cannot produce sufficient identification documents for verification of identities should be distributed the ‘Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document’ (SRI(Notes) - see Specimen 42). A Passport, a Re-entry Permit or an Acknowledgement of Application for a Hong Kong Permanent Identity Card (Form ROP 140/ROP 140A) issued by the Registration of Persons Office can be accepted as the candidate's valid identification document. However, a Loss Memo issued by the police should not be accepted as a substitute for an identification document.

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

15.2 Taking Attendance

(1) Taking attendance using the barcode scanners

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

(ii) If there are any irregularities (for example, wrong centre candidates, subject not on the admission form (please refer to paragraph 16 for the handling procedures), candidates without the original admission forms, etc.), invigilators should verify the candidates’ identities according to the instructions in paragraph 15.1. The invigilators should report the cases to the CS, bringing along the relevant candidates’ admission forms (identification documents for candidates without admission forms), in accordance with the instructions in the ‘ASTS User Guide’.

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

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

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

30 minutes after the start of the examination, invigilators should collect the question paper/answer book/question-answer book/MC answer sheet/barcode sheet from each vacant seat. After collecting the barcode sheets, invigilators should record the absentees using the barcode scanners. They should select ‘Recording Absentees’ from the Main Menu and then scan the absentees’ barcode sheets. After finishing the scanning of the barcode sheets of the absentees, invigilators should place the scanners on the cradle for data transmission.

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

16. **Subject not on Admission Form**

16.1 Candidates should only be allowed to sit for the subject/paper/module/language version shown on the Admission Form. If a candidate has sat for a subject/paper/module/language version not entered, the HKEAA reserves its right not to accept the candidate’s script of that subject/paper.

16.2 The HKEAA does not provide faxed copies of question papers to wrong centre or wrong version candidates. Before the distribution of question papers, if a candidate indicates that he/she has entered for the wrong language version/paper/module, the CS/invigilator should distribute the ‘Notes for Wrong Centre or Wrong Version Candidates’ (SR3(Notes) - 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. However, if the candidate indicates after reading the question papers that he/she has entered for a wrong paper/module, the candidate must follow the early leave requirements of the respective subject/paper.

16.3 If the language version of the question paper is different from that entered by the candidate concerned, the candidate may choose to take the examination in another centre offering the desired language version provided that he/she has not read the question papers. If the candidate has read the question papers, he/she will need to work on the version of the question papers available at the centre. However, the candidate may choose to write the answers in the language version he/she intends to register for.

16.4 If the elective paper/module of the question paper available at the centre is different from that entered by the candidate and he/she still decides to sit the examination in this centre, the candidate should seek special approval for amendment of elective module from the HKEAA immediately after the examination. The CS/invigilators 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.

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

17. **Collecting Question Papers and Answer Books from Vacant Seats**

30 minutes after the start of the examination, the question paper/answer book/question-answer book/MC answer sheet/barcode sheet from each vacant seat can be collected and returned to the CS (see paragraph 15.2(2)).

18. **Candidates using Wrong Answer Book / Question-Answer Book**

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

If the candidate enquires about the penalty involved, he/she should be informed that mark penalty will not be imposed on candidates for using wrong answer book/question-answer book.

19. Early Leavers

19.1 Early leave is not allowed for the Listening papers and Multiple-Choice papers (i.e. Music Paper 1/Mathematics Compulsory Part Paper 2/Economics Paper 1).

19.2 For other subjects/papers, candidates may leave the examination hall after the first 30 minutes of the session to 15 minutes before the end of the session. Candidates wishing to leave during the permitted time must raise their hand to summon an invigilator. Before a candidate is given permission to leave, the invigilator should ensure that (1) the candidate number has been put down and barcode labels have been affixed in the designated spaces of the answer script even if no attempt has been made to answer any questions; and (2) the question number box on each page of the answer script has been marked. Early leavers are not allowed to take away the question papers.

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

19.4 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g. He/She has to write his/her name and address in the space provided on the form. Please complete the attendance taking for the candidate and follow the script collection procedures as described in paragraph 19.2 before letting the candidate leave.

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

20. Questions raised by candidates

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

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

21. Toilet Arrangements

21.1 If a candidate expresses that he/she has to go to the toilet, the invigilator should accompany the candidate and record the candidate number and time on Report Form SR4t.

21.2 The invigilator accompanying the candidate should exercise appropriate supervision and be vigilant to prevent any cheating inside the toilet. The invigilator should watch out for any irregularity in case the candidate has stayed unusually long in the toilet or any suspicious sound was heard. In case of any irregularity, the invigilator should record the incident in detail and report to the CS immediately.

21.3 The candidate should not be given any extra time to make up for the time lost.
(E) END OF EXAMINATION

22. Towards the end of the examination session, the CS will:
   (1) remind candidates of the time left;
   (2) at the end of the examination, announce ‘Stop working’ and instruct candidates to stop working on their scripts;
   (3) ask invigilators to collect and scan the scripts;
   (4) check and pack the scripts;
   (5) instruct candidates to leave.

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

Conventional Papers - If a candidate is caught continuing to work on his/her script after the ‘Stop working’ announcement, the invigilator should indicate the work done by the candidate outside the time limit by circling it in red. The CS should be informed.

Multiple-choice Papers - If a candidate is caught continuing to mark/erase his/her answers after the ‘Stop working’ announcement, the invigilator should record the question numbers of the work done by the candidate outside the time limit. **No marks/circling should be made on the MC answer sheet.**

The CS/invigilators are requested to **provide as much information as possible about what the candidate was writing/erasing/crossing out after the ‘Stop working’ announcement** on Report Form SR4g. The candidate should be reminded that he/she may receive a **mark penalty**. Ask the candidate to write his/her name and address in the space provided on Report Form SR4g. The HKEAA will write to the candidate later to ask for an explanation. The answer book/question-answer book/MC answer sheet can be collected together with those of other candidates and placed in the appropriate script envelope/answer sheet folder.

24. Collection of Answer Scripts

24.1 While collecting the answer books/question-answer books/MC answer sheets, if an invigilator discovers that **a candidate has not put down his/her candidate number on the cover of the answer book/question-answer book/MC answer sheet**, the candidate can be allowed to do so under the supervision of the invigilator. **However, the candidate should not be allowed to fill in the question number boxes.**

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

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

25. Checking of Answer Scripts Collected

25.1 The answer books/question-answer books/MC answer sheets should be collected in candidate number order, with the **smallest candidate number on top.**
25.2 After collecting the answer scripts, invigilators should first scan the barcode labels on the cover of the scripts, including those using additional personalised barcode labels and spare barcode labels. For examinations using more than one answer books/question-answer books/MC answer sheets, invigilators could scan all types of answer books/question-answer books/MC answer sheets of a candidate at the same time for ease of packing of answer scripts. After scanning all answer scripts, invigilators should place the barcode scanners on the cradle for data transmission.

25.3 The CS should check the ‘Summary Report’ and the ‘Discrepancy Report’ in the ASTS programme to ensure that the number of candidates present tallies with the number of scripts collected. If there is a discrepancy between the attendance records and the scripts’ records, the relevant information will be shown in the ‘Discrepancy Report’ in the ASTS programme. The CS should investigate the irregularities immediately.

25.4 If, at the time of scanning the barcode labels on the scripts, an invigilator discovers that a candidate has not stuck any barcode labels on the cover of an answer book/question-answer book/MC answer sheet, the answer book/question-answer book/MC answer sheet need not be scanned. The matter must be reported to the CS immediately and recorded on Report Form SR4b. The case will be shown in the ‘Discrepancy Report’ of the ASTS programme. The CS should, under the page of ‘Answer Script’, select the relevant candidate and click ‘Edit’ to update the script record. The completed Report Form SR4b and the answer book/question-answer book/MC answer sheet should be placed in the Envelope for Special Reports & Related Scripts/Answer Sheets.

25.5 The scripts of additional candidates should be put in scripts envelopes together with the scripts of other candidates.

26. Packing of Answer Scripts

26.1 Conventional Papers

Answer scripts should be placed in script envelopes according to the candidate number ranges printed on the script envelope labels. The number of scripts inside each envelope should be written on it. Each envelope should be sealed with a piece of Security Adhesive Tape. The CS and one invigilator should then sign on the flap of the envelope across the tape. The envelopes must be tied together with string for carrying purposes.

26.2 Multiple-choice Papers

The MC answer sheets (absentees excluded) should be placed in the answer sheet folders which should then be placed in the plastic bag provided. The plastic bag should be sealed with adhesive tape (please do not fold). Except for the last folder, answer sheets of candidates (absentees excluded) from each 100 seats should be placed in one folder, e.g.

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

{If there are absentees, the folder will have fewer than 100 MC answer sheets

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

27. After the examination, invigilators may leave with the permission of CS after all answer scripts have been collected, checked and packed, and irregularity report forms have been completed as appropriate.
(F) **TAXABLE TRAVELLING ALLOWANCE / SERVICE FEE**

28. Teachers nominated by their schools to invigilate in an examination centre other than their own school will receive a taxable travelling allowance. For school invigilators who opt to receive the travelling allowance, they should enter their personal information on the HKEAA Examination Personnel Online System (http://epo.hkeaa.edu.hk) during 21 February to 24 May 2019 for processing of payment by the HKEAA.

29. The service fees (if applicable) will be paid in accordance with the assigned schedule stated in the service agreement.

– END –

**Attachment 1:** HKDSE Examination Timetable 2019
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject/Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 March</td>
<td>8:30-12:30</td>
<td>Visual Arts 1,2</td>
</tr>
<tr>
<td>30 March</td>
<td>13:30-18:00</td>
<td>Chinese Language 1</td>
</tr>
<tr>
<td>1 April</td>
<td>8:30-12:30</td>
<td>Chinese Language 2</td>
</tr>
<tr>
<td>1 April</td>
<td>13:30-18:00</td>
<td>Combined Science (Chemistry)</td>
</tr>
<tr>
<td>1 April</td>
<td>9:00-11:20</td>
<td>Integrated Science 1</td>
</tr>
<tr>
<td>1 April</td>
<td>13:30-15:00</td>
<td>Information &amp; Communication Technology 1</td>
</tr>
<tr>
<td>1 April</td>
<td>15:00-17:00</td>
<td>Information &amp; Communication Technology 2</td>
</tr>
<tr>
<td>1 April</td>
<td>17:00-19:00</td>
<td>Mathematics Compulsory Part 1</td>
</tr>
<tr>
<td>1 April</td>
<td>19:00-21:00</td>
<td>Chinese Literature 1</td>
</tr>
<tr>
<td>2 April</td>
<td>8:30-11:00</td>
<td>Chinese Literature 2</td>
</tr>
<tr>
<td>2 April</td>
<td>11:00-12:45</td>
<td>Ethics &amp; Religious Studies 1</td>
</tr>
<tr>
<td>2 April</td>
<td>13:00-14:45</td>
<td>Ethics &amp; Religious Studies 2</td>
</tr>
<tr>
<td>3 April</td>
<td>8:30-10:15</td>
<td>Business, Accountancy &amp; Financial Studies 1</td>
</tr>
<tr>
<td>3 April</td>
<td>10:30-12:30</td>
<td>Business, Accountancy &amp; Financial Studies 2</td>
</tr>
<tr>
<td>4 April</td>
<td>8:30-10:15</td>
<td>History 1</td>
</tr>
<tr>
<td>4 April</td>
<td>10:30-12:30</td>
<td>History 2</td>
</tr>
<tr>
<td>5 April</td>
<td>8:30-10:15</td>
<td>Geography 1</td>
</tr>
<tr>
<td>5 April</td>
<td>10:30-12:30</td>
<td>Geography 2</td>
</tr>
<tr>
<td>6 April</td>
<td>8:30-10:15</td>
<td>Tourism &amp; Hospitality Studies 1</td>
</tr>
<tr>
<td>6 April</td>
<td>10:30-12:30</td>
<td>Tourism &amp; Hospitality Studies 2</td>
</tr>
<tr>
<td>7 April</td>
<td>Reserve</td>
<td></td>
</tr>
<tr>
<td>7 April</td>
<td>Reserve</td>
<td></td>
</tr>
<tr>
<td>8 April</td>
<td>8:30-10:15</td>
<td>Mathematics Extended Part Modules 1,2</td>
</tr>
<tr>
<td>8 April</td>
<td>10:30-12:30</td>
<td>Mathematics Extended Part Modules 1,2</td>
</tr>
<tr>
<td>8 April</td>
<td>13:00-15:00</td>
<td>Design and Applied Technology 1</td>
</tr>
<tr>
<td>8 April</td>
<td>15:00-17:00</td>
<td>Design and Applied Technology 2</td>
</tr>
<tr>
<td>8 April</td>
<td>17:00-19:00</td>
<td>Physical Education 1</td>
</tr>
<tr>
<td>8 April</td>
<td>19:00-21:00</td>
<td>Physical Education 2</td>
</tr>
</tbody>
</table>

**Note:**
- Candidates taking the Cantonese version of Paper 3 should report at 9:15 a.m. while those taking the Putonghua version should report at 9:30 a.m.
- Approximate examination end time of the Listening papers.

**Attachment 1**

**Note:**
- Candidates should refer to the Admission Form for the examination date and time (reporting time) for the following Subjects/Papers:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-17:30</td>
<td></td>
<td>Physical Education 3 (Practical)</td>
</tr>
<tr>
<td>9:00-18:00</td>
<td></td>
<td>History 1</td>
</tr>
<tr>
<td>10:30-18:00</td>
<td></td>
<td>History 2</td>
</tr>
<tr>
<td>11:00-18:00</td>
<td></td>
<td>Geography 1</td>
</tr>
<tr>
<td>12:30-18:00</td>
<td></td>
<td>Geography 2</td>
</tr>
<tr>
<td>13:30-18:00</td>
<td></td>
<td>Tourism &amp; Hospitality Studies 1</td>
</tr>
<tr>
<td>14:00-18:00</td>
<td></td>
<td>Tourism &amp; Hospitality Studies 2</td>
</tr>
<tr>
<td>15:00-18:00</td>
<td></td>
<td>Mathematics Extended Part Modules 1,2</td>
</tr>
<tr>
<td>16:00-18:00</td>
<td></td>
<td>Mathematics Extended Part Modules 1,2</td>
</tr>
</tbody>
</table>

Candidates are expected to make themselves available for the whole examination period including the reserve examination dates specified above in case any written/speaking examinations are rescheduled due to unforeseeable circumstances.

考生應預留整個考試時段包括上述列出的後備考試日期，如遇到一些未能預計的情況，筆試／口試可能會被安排於後備考試日期進行。
NOTES FOR THE GUIDANCE OF HALL INVIGILATORS

English Language Paper 3 (Listening and Integrated Skills)
Saturday, 6 April 2019 (9:15 am – approx. 12:10 pm)

HKEAA Telephone Number: 3628 8380 / 3628 8950

(A) GENERAL NOTES

1. Examination

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

1.2 For radio-broadcast centres, candidates have been told to bring a listening device (of size not exceeding 46 cm x 15 cm x 15 cm or 18" x 6" x 6") with earphones and batteries to take the examination. If a cassette tape/disc/SD card has been brought along with a listening device, the candidate must take it out and put it under his/her chair. Other electronic devices (including but not limited to multimedia players, Bluetooth/Wi-Fi devices, mobile phones or earphones with built-in radio etc.) are not allowed.

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

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

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

2. Responsibilities

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

2.2 Invigilators should report to the CS no later than 8:45 am and present their Invigilators’ Identification Slips or an Invigilators’ Assignment Slip (if they come from the centre school) (see Specimens 11(i) and 11(ii)). Hall invigilators (including invigilators provided by other schools) have to sign on the Invigilators’ Attendance Record. Each of them will be given an Invigilator Label (see Specimen 10B) to be displayed during the examination to show their identity. Note: For external invigilators, the CS will sign on the back of the Identification Slips to certify their attendance.

2.3 Invigilators are expected to dress decently for the conduct of the examinations. They should avoid wearing casual clothing such as shorts, vests or slippers. In order to maintain a quiet examination environment for candidates, invigilators should also avoid wearing shoes that will make noise.
2.4 In the event of an invigilator not being able to attend the session, due to sickness or unforeseen circumstances, he/she must inform his/her school principal (for school invigilators) or telephone the Hong Kong Examinations and Assessment Authority (HKEAA) (DSE hotlines: 3628 8950/3628 8913) (for hired invigilators) in advance so that a substitute may be appointed. Teachers should note that to comply with the condition of participation, schools have to provide invigilators for the examination in accordance with the number of subject entries of the candidates they present for the examination.

2.5 Invigilators should be vigilant to prevent cheating and collusion among candidates. They should not smoke, read newspapers/magazines, turn on any electronic devices, read question papers or chat with another invigilator, etc. when the examination is in progress. If they have brought a mobile phone or other electronic devices that can emit sound, they should switch them off to avoid disturbing candidates during the examination. Moreover, they should not use any devices to take photographs/videos in the examination centre. If they pause beside a candidate, they should not stay too long so as to avoid causing disturbance or embarrassment to the candidate.

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

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

2.8 At the end of the session, two invigilators may be requested, to sign on the Sessional Report as a witness to the proper conduct of the examination session, and to the effect that the number of scripts collected tallies with the number of candidates present in that session.

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

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

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

The Authority is included in the Schedule to the Prevention of Bribery Ordinance (POBO) (Cap 201) as one of the Public Bodies governed by the Ordinance. Invigilators engaged in examination administration are also subject to the provisions of the POBO. Invigilators are advised to note in particular Section 9 of the Ordinance which prohibits both the offering of an advantage to, and the acceptance or solicitation of an advantage by, an invigilator as an inducement to or reward for or otherwise on account of that invigilator’s abuse of assigned post.

(B) HANDLING OF IRREGULARITIES

3. Bad Weather

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

1. the HKEAA announcement of the postponement of an examination session will be made early in the morning of the examination day and will be repeated frequently from 7:00 am onwards. Where possible, the announcements will be made in the evening preceding the examination;

2. the announcement of closure of schools due to a tropical cyclone or bad weather or the issue of a Red Rainstorm Warning does not necessarily imply the postponement of an examination scheduled to be held that day. However, all examinations will normally be postponed when a Typhoon Signal No. 8 or above is hoisted, or when a Black Rainstorm Warning is issued. In this regard, an announcement concerning any alternative arrangements for the postponed examination will be made in the press or on the radio and on the HKEAA website as soon as possible (Note: no announcement on the issue of the Red Rainstorm Warning will be made by the HKEAA);

3. unless a specific announcement has been made by the HKEAA that the examination has been postponed due to bad weather conditions, invigilators must assume that the examination will be conducted as originally scheduled;

4. once an examination session has started, it will continue for the full allotted time unless the physical conditions in the examination room are considered dangerous by the CS.

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

4. **Suspected Cheating**

4.1 If an invigilator finds a candidate copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, revision notes in written/electronic form, using a mobile phone in the toilet, or communicating with other candidates or with persons inside or outside the examination room, he/she must inform the CS immediately. 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 electronic devices, they should be switched off and placed inside a Mobile Phone Plastic Bag (see procedures in paragraphs 5.3(2), 5.4 & 5.7). The candidate should be allowed to finish the examination but he/she should be asked to provide an explanation after the examination before leaving the examination room. If he/she refuses, this should be recorded on Report Form SR4g.

4.2 Invigilators should pay particular attention to hi-tech cheating tools including electronic devices which are capable of storing texts or communicating to gain unfair advantage. Such tools may resemble ordinary stationery items or articles (such as erasers, rulers, watches etc.). If an invigilator suspects a candidate using such a tool, he/she must check the item and inform the CS immediately. All such cheating tools should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination but he/she should be asked to provide a written explanation after the examination before leaving the examination room.

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

---

* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.
4.4 The collected evidence, the candidate’s answer script and his/her explanation, together with
the duly completed Report Form SR4g, should be sent to the HKEAA for follow-up and
investigation.

4.5 It would be very helpful if the invigilator could note the time when the incident was
discovered, whether the candidate was copying from the crib and where he/she put the crib,
etc.

4.6 If the CS/invigilator considers an irregularity case dubious, he/she should avoid disturbing
the candidate during the examination. The invigilator should inform the candidate
concerned after the examination to stay behind to complete Report Form SR4g.

5. Irregularities related to Mobile Phone/Electronic Device/Article that can emit Sound

5.1 During the examination, if the sound of a mobile phone/electronic device/article (e.g. radios,
timers, watches, etc.) is heard, the invigilator should locate the source. Record the time and
all relevant details (such as whether any other candidates have been affected by the incident)
on Report Form SR4p with all the boxes checked.

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

5.3 If the source can be located, the invigilator should ask the candidate concerned to show the
screen of the phone/electronic device/article to ascertain if it 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/electronic device/article or remove the battery
(if possible). The candidate should also be asked to stay behind after the examination
to complete the Report Form SR4p.

(2) If the mobile phone/electronic device/article is in operating mode, instruct the candidate
to switch it off or remove the battery (if possible). Put the candidate’s
phone/electronic device/article inside a special Mobile Phone Plastic Bag supplied by
the HKEAA, seal it and put it under the candidate’s chair. If the device/article is too
big, instruct the candidate to switch it off and place it under the chair till the end of the
examination. The invigilator should note down the details of the case and ask the
candidate to stay behind after the examination to complete the Report Form SR4p.

When carrying out these tasks, the invigilator should try to minimise the possible
disturbance to the candidate and his/her neighbours.

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

5.5 If a candidate reports an incident of mobile phone/electronic device/article emitting sound to
an invigilator and a suspected candidate can be identified, the invigilator should immediately
inform the CS who will take appropriate action to investigate.

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

5.7 During the examination, if a mobile phone/electronic device put under the candidate’s chair,
on the candidate’s desk, in the drawer of the desk, in the candidate’s pockets or on his/her
body is found in operating mode even though it does not sound, the invigilator should follow
the procedures in paragraph 5.3(2). In case of suspected cheating, follow the procedures in
paragraph 4.

6. Handling of Loss of Personal Property / Mobile Phones

6.1 In a bid to minimise the occurrence on loss of personal property/mobile phones of
candidates, the CS/invigilators are requested to be vigilant about ‘idle’ candidates (those
seemingly not working on the paper) and early leaving candidates to see if they have any
unnatural/suspicious behaviour.
6.2 If an invigilator receives a report on loss of personal property/mobile phones from a candidate, he/she should immediately report the case to the CS who will take appropriate action to investigate. If there is evidence to indicate that a candidate might have taken another candidate’s property (e.g. witnessed by an invigilator/a neighbouring candidate), the CS may, after the examination, ask the suspected candidate to show all his/her belongings in a private location in the presence of at least two invigilators/school staff and the candidate who reports the loss. If the suspected candidate refuses to do so, the CS will record the details on Report Form SR4g. The candidate who reports the loss may report the case to the police if he/she so wishes.

7. Candidates’ Personal Conduct

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

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

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

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

(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.

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

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

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

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

7.6 If a candidate misbehaves or acts maliciously in such a way that he/she disturbs the conduct of the examination, the CS/invigilator should warn the candidate concerned and inform him/her that his/her act will risk disqualification from the subject examination. If the candidate repeatedly 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/invigilator should warn the candidate concerned that he/she risks subject downgrading. The CS should give details of the misbehaviour (such as the time and cause of the misbehaviour, what the candidate did and said, the candidate’s explanation (if any) and evidence from other witnesses such as invigilators or other candidates) on Report Form SR4g so that the HKEAA can take follow-up action.
8. Late Arrivals

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

8.2 The ‘NO LATECOMERS WILL BE ADMITTED’ notice will be put on the door at 9:46 am. Candidates who arrive after 9:45 am should not be admitted to the school hall and should be instructed to go to the Special Room to take the examination. They should be clearly told the location of the Special Room.

9. Early Leavers

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

9.2 If a candidate claims to be sick and wishes to leave early, he/she should state his/her reasons on Report Form SR4g. He/She has to write his/her name and address in the space provided on the form. Please refer to Centre Supervisor’s Handbook Section IIIB paragraph 15.3 for details.

10. Questions raised by candidates

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

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

11. Toilet Arrangements

11.1 If a candidate expresses that he/she has to go to the toilet, the invigilator should accompany the candidate and record the candidate number and time on Report Form SR4t.

11.2 The invigilator accompanying the candidate should exercise appropriate supervision and be vigilant to prevent any cheating inside the toilet. The invigilator should watch out for any irregularity in case the candidate has stayed unusually long in the toilet or any suspicious sound was heard. In case of any irregularity, the invigilator should record the incident in detail and report to the CS immediately.

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

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

(C) EXAMINATION PROCEDURES

12. Public Examinations Communication and Support System (PECSS)

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

12.2 The PECSS will be set up in all the HKDSE written examinations held in halls (including the special centres for SEN candidates).

12.3 Starting from the 2019 HKDSE, a digital timer is available on the computer desktop of PECSS for timing of examinations. Apart from providing a countdown of the examination
time, reminders of the last 15 minutes, last 5 minutes and end of the examination session will be popped up on the screen automatically.

13. Attendance and Script Tracking System (ASTS)

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

13.2 The ASTS will be used in all HKDSE written examinations held in halls (for normal centres only) and the Listening Paper Special Rooms of the language subjects.

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

14. Distribution of Stationery and Barcode Sheets

14.1 Barcode labels

In order to enhance the reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates’ answer scripts which will be scanned before marking. Each candidate should be issued with a sheet of personalised barcode labels [either with 5, 10 or 15 barcode labels] prior to the start of each examination session. Candidates would be instructed via the broadcast to write their candidate number and affix barcode labels on all the Question-Answer Books. 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 question paper carton.

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

14.3 Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. Otherwise, similar to removing pages from any answer book/question-answer book, candidates will risk a mark penalty or even disqualification from the whole examination. Supplementary answer sheets should be provided to candidates on request. 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. For Paper 3 which requires the use of more than one Question-Answer Book for different sections, candidates should use separate supplementary answer sheets for each section. A piece of short white string should also be given to candidates for tying the supplementary answer sheets inside the relevant Question-Answer Book. The candidates should be reminded to stick a barcode label on each supplementary sheet.

Notes:
(1) Please do NOT use surplus supplementary answer sheets from previous years.
(2) Invigilators should always keep sufficient copies of supplementary answer sheets on hand so as to provide prompt assistance to the candidates upon request.
14.4 Spare barcode sheets

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

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

(3) In the event of a candidate having used up his/her personalised barcode labels, the candidate should be asked to write his/her candidate number in the designated space of 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.

14.5 The candidate numbers 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.

14.6 Before the commencement of the Listening component, each candidate should be issued with 3 Question-Answer Books.

14.7 Sticking of Barcode Labels

After the start of the Listening component, candidates will be instructed via the broadcast to affix barcode labels in the designated spaces on the Question-Answer Books.

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

To ensure that candidates’ answer scripts can be scanned, while collecting the answer scripts, if an invigilator discovers that a candidate has not stuck any barcode label on the cover of a Question-Answer Book, the candidate should be asked to stick a barcode label on the cover under the supervision of the invigilator. A report must be made on Report Form SR4b (see Specimen 23B). The candidate should be asked to sign on the report form before leaving the examination room.

15. Admission of Candidates

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

16. Candidates’ Belongings

16.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/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 the 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 or any articles that can store information or emit sound, the devices/articles should

* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.
be switched off and put in the bags. **Mobile phones (including disabling the alarm function) should also be turned off and put under the chair in a position clearly visible to the invigilators.** The candidates are also advised to take out the batteries (if possible) from their mobile phones.

16.2 Candidates without a bag that can be securely closed will be required by the CS to take their personal belongings to the front of the hall before the examination commences. Their purses and mobile phones (not in operating mode) can be put under their chairs. The invigilators should not allow candidates to put their bags beside their chairs since this clutters up the aisles and allows easy access if a candidate attempts to cheat.

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

<table>
<thead>
<tr>
<th>Unauthorised item(s)</th>
<th>Positions where the item(s) is / are found</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, dictionaries, notes, question paper(s) from previous examination session(s), papers, word-hidden pens, databank watches, etc.</td>
<td>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)</td>
</tr>
<tr>
<td>Electronic devices* which can be switched on or off Not in operating mode</td>
<td>On the candidates’ body or in their pockets, or on their desks or in the drawers of their desks</td>
</tr>
<tr>
<td>In operating mode</td>
<td>On the candidates’ body or in their pockets, or on their desks or in the drawers of their desks or <strong>under the candidate’s chair</strong></td>
</tr>
</tbody>
</table>

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

17. Taking Candidates’ Attendance

17.1 **Checking Admission Forms (original) and Identification Documents (original)**

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

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

1. **the photograph** on the Admission Form/identification document **resembles the candidate (invigilators should check this carefully so as to preclude the possibility of impersonation);**
2. **the candidate number shown on the Admission Form matches with that on the barcode label;**
3. **the subject of English Language is listed on the Admission Form;**

---

*Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.*
(4) the name/identification document number on the Admission Form matches that on the identification document.

Notes:

(1) If a candidate cannot produce his/her Admission Form/any valid identification document with a photograph or can only produce a photocopy of the Admission Form/identification document, the case should be reported to the CS. Candidates who cannot produce sufficient identification documents for verification of identities should be distributed the ‘Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document’ (SR1(Notes) - see Specimen 42). A Passport, Re-entry Permit or an Acknowledgement of Application for a Hong Kong Permanent Identity Card (Form ROP 140/ROP 140A) issued by the Registration of Persons Office can be accepted as the candidate's valid identification document. However, a Loss Memo issued by the police should not be accepted as a substitute for an identification document.

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

17.2 Taking attendance

(1) Taking attendance using the barcode scanner

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

(b) If there are any irregularities (for example, wrong centre candidates, subject not on the admission form (please refer to English Language CS Handbook Section IV paragraphs 15.2 & 15.3 for the handling procedures), candidates without the original admission forms, etc.), invigilators should verify the candidates’ identities according to the instructions in paragraph 17.1. The invigilators should report the cases to the CS, bringing along the relevant candidates’ admission forms (identification documents for candidates without admission forms), in accordance with the instructions in the ‘ASTS User Guide’.

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

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

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

18. Checking Candidates’ Listening Devices

18.1 For radio-broadcast centres, the CS will ask candidates to put on their earphones and tune their radios while invigilators are checking Admission Forms and equipment. He/She will announce which frequency of RTHK Radio 2 to tune to at that examination centre. This information will be put on the blackboard by the CS.
18.2 For centres using IR Transmission System, the CS will ask candidates to plug their earphones into the receivers provided by the HKEAA placed on their desks while invigilators are checking Admission Forms and equipment. The CS should ask the technician to play the demonstration USB to enable candidates to check the reception of the equipment.

18.3 Invigilators should also attend to candidates who arrive at the examination centre with the following problems:

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who:</td>
<td>Candidates who:</td>
</tr>
<tr>
<td>(1) have not brought a radio;</td>
<td>(1) have not brought earphones;</td>
</tr>
<tr>
<td>(2) have forgotten to bring or have lost earphones/batteries;</td>
<td>(2) have brought earphones which are not working;</td>
</tr>
<tr>
<td>(3) have brought other electronic devices (see paragraph 1.2);</td>
<td></td>
</tr>
<tr>
<td>(4) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);</td>
<td></td>
</tr>
<tr>
<td>(5) have brought a radio or earphones which are not working.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Check candidates’ listening devices to ensure that no storage media such as tape/disc/SD card is contained in the equipment;</td>
<td>Check if candidates have brought their earphones. If a candidate has brought a set of wireless earphones or the earphones cannot be plugged into the receiver provided by the HKEAA, please provide the candidate with spare headphones. Alternatively, the candidate may choose to go to the Special Room.</td>
</tr>
<tr>
<td>(2) Check if the candidate is using a listening device other than a radio/radio-cassette player. If a candidate does not have a listening device with an FM radio, he/she should be asked to go to the Special Room.</td>
<td></td>
</tr>
</tbody>
</table>

**Radio-broadcast centres**

18.5 For radio-broadcast centres, RTHK will broadcast two short announcements at 9:30 am and 9:45 am for candidates to feel assured that they have located the correct station. **Try to avoid disturbing the candidates while these two RTHK announcements are made.** At 9:55 am, RTHK will broadcast the folk song ‘Greensleeves’.

18.6 Between 9:40 am and 10:00 am, if a candidate claims to be dissatisfied with the quality of the radio reception, the invigilator who attends to him/her should make sure:

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

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

**Note:** Advice has been sought from experts in the broadcasting and telecommunication to the effect that the use of a radio with antenna device will not cause radio reception problems to the surrounding radios. Moreover, there is no evidence that the so-called ‘attacking’ radio or antenna will cause interference to the reception of nearby radios.

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

**Centres using IR Transmission System**

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

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

**Notes:**

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

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

19. **Distribution of Question-Answer Books**

At **approximately 9:50 am**, the CS will

(1) open the packets of question paper containing the Question-Answer Books **in front of the invigilators and candidates**;

(2) ask invigilators to distribute the Question-Answer Books to occupied seats (the question papers should be distributed with **the front cover facing up**). If any writing is found on a candidate’s rough-work sheet during the distribution of Question-Answer Books, the invigilators should collect the rough-work sheet immediately and replace it with a new one.
20. Collecting barcode sheets from vacant seat

Before 9:55 am, the CS will ask invigilators to collect the rough-work sheet and barcode sheet from each vacant seat. After the start of the Listening component, the CS will ask one invigilator to record the absentees using the barcode scanners. The invigilator should select ‘Recording Absentees’ from the Main Menu and then scan the absentees’ barcode sheets. After finishing the scanning of the barcode labels of the absentees, the invigilator should place the scanner on the cradle for data transmission.

21. Start of the Broadcast of Listening Material

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

RTHK/the examination USB will broadcast:

<table>
<thead>
<tr>
<th>Hong Kong Diploma of Secondary Education 2019, English Language Paper 3, Listening and Integrated Skills. Instructions to Candidates. ......</th>
</tr>
</thead>
<tbody>
<tr>
<td>* From this point, invigilators should avoid walking down the aisles to minimise interference to the candidates’ radio reception.</td>
</tr>
</tbody>
</table>

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

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

22. End of the Broadcast

11:00 am Towards the end of the Listening component, the following instructions will be broadcast:

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

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

After the broadcast finishes, all candidates should take off their earphones; otherwise, they will receive mark penalties. The CS/invigilators can conduct the examination according to normal examination procedures and invigilators can walk down the aisles. Remind candidates to take off the earphones if they have not. In case a candidate is found not having taken off his/her earphones after the broadcast has finished, despite being reminded, ask the candidate to fill in Report Form SR4g after the end of the examination.

23. ‘Stop working’ Instruction

23.1 After the ‘Stop working’ announcement, the CS will announce:

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

While collecting the answer scripts, if an invigilator discovers that you have not stuck a barcode label on the cover of the Question-Answer Books, to facilitate scanning, the invigilator will let you stick the label on the cover under supervision. You are required to complete a report form before leaving the examination room.
Candidates must stop working on their scripts including writing, erasing or crossing out answers, affixing barcode labels on or filling in question numbers. They must not hold any stationery in hand.

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

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

\[
\text{The unattempted Question-Answer Book will be collected now. You can take away the Data File.}
\]

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

24. At the end of the examination, the CS will:

(a) remind candidates of the time left;
(b) at the end of the examination, announce ‘Stop working’ and instruct candidates to stop working on their scripts;
(c) ask invigilators to collect and scan the scripts;
(d) check and pack the scripts;
(e) ask invigilators to collect and check the earphones and receivers (applicable to centres using the IR Transmission System);
(f) instruct candidates to leave.

25. Collection of Answer Scripts and Barcode Sheets

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

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

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

25.4 Invigilators should also collect the rough-work sheets and the barcode sheets (with/without unused barcode labels).

26. Checking of Answer Scripts collected

26.1 Question-Answer Books should be collected in candidate number order, with the smallest candidate number on top.
26.2 After collecting the answer scripts, invigilators should first scan the barcode labels on cover of the scripts, including those using additional personalised barcode labels and spare barcode labels. After scanning all the answer scripts, invigilators should place the barcode scanners on the cradle for data transmission.

26.3 The CS should check the ‘Summary Report’ and the ‘Discrepancy Report’ in the ASTS programme to ensure that the number of candidates present tallies with the number of collected scripts. If there is a discrepancy between the attendance records and the scripts’ records, the relevant information will be shown in the ‘Discrepancy Report’ in the ASTS programme. The CS should investigate the irregularities immediately.

26.4 If, at the time of scanning the barcode labels on the scripts, an invigilator discovers that a candidate has not stuck any barcode labels on the cover of the Question-Answer Book, the Question-Answer Book need not be scanned. The matter must be reported to the CS immediately and recorded on Report Form SR4b. The case will be shown in the ‘Discrepancy Report’ of the ASTS programme. The CS should, under the page of ‘Answer Script’, select the relevant candidate and click ‘Edit’ to manually update the script record. The completed Report Form SR4b and the Question-Answer Book should be placed in the Envelope for Special Reports & Related Scripts/Answer Sheets.

26.5 The scripts of additional candidates should be put in scripts envelopes together with the scripts of other candidates.

27. Packing of Answer Scripts

Answer scripts should be placed in script envelopes according to the candidate number ranges printed on the script envelope labels. The number of scripts inside each envelope should be written on the cover. Each envelope should be sealed with a piece of Security Adhesive Tape. The CS and one invigilator should then sign on the flap of the envelope across the tape. The envelopes must be tied together with string for carrying purposes.

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

(D) TAXABLE TRAVELLING ALLOWANCE / SERVICE FEE

29. Teachers nominated by their schools to invigilate in an examination centre other than their own school will receive a taxable travelling allowance. For school invigilators who opt to receive the travelling allowance, they should enter their personal information on the HKEAA Examination Personnel Online System (http://epo.hkeaa.edu.hk) during 21 February to 24 May 2019 for processing of payment by the HKEAA.

30. The service fees (if applicable) will be paid in accordance with the assigned schedule stated in the service agreement.

- END -
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION
NOTES FOR THE GUIDANCE OF SPECIAL ROOM INVIGILATORS

English Language Paper 3 (Listening and Integrated Skills)
Saturday, 6 April 2019 (9:15 am – approx. 12:10 pm)

HKEAA Telephone Number: 3628 8380 / 3628 8950

(A) GENERAL NOTES

1. Examination

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

1.2 Equipment for the Listening component

For Radio-broadcast centres

Candidates have been told to bring a listening device with an FM radio (of size not exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”) equipped with earphones and batteries to listen to the radio broadcast. If a cassette tape/disc/SD card has been brought along with a listening device, candidates must take it out and put it under their chairs. Other electronic devices (including but not limited to multimedia players, Bluetooth/Wi-Fi devices, mobile phones or earphones with built-in radio, etc.) are not allowed.

For Centres using the IR Transmission System

Candidates have been told to bring their own earphones with two insulating rings on the plug to plug into the receivers (diameter of plug: 3.5 mm) provided by the HKEAA. They need not bring a radio to the centre. The Listening component will be broadcast via USB.

1.3 Latecomers arriving after the 9:45 am (for both radio-broadcast and IR centres) will be sent to sit the Listening paper in a Special Room where an ordinary portable radio (or a USB player) will be used and candidates will listen to it without earphones. Candidates who claim to have encountered problems with their radios/earphones will also be sent to sit the Listening paper in the Special Room.

1.4 Barcode labels

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

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

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

(3) In the event of a candidate having used up his/her personalised barcode labels, the candidate concerned should be asked to write his/her candidate number in the designated spaces for barcode labels on the remaining pages of the answer script. It is *not necessary* to provide the candidate with a spare barcode sheet nor file a report on the case.

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

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

1.8 **Sticking of Barcode Labels**

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

2. **Responsibilities**

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

2.2 Special Room Invigilators should report to the CS no later than 8:45 am. Special Room Invigilators will be requested to sign on the Attendance Record. They will be given Invigilator Labels to be displayed during the examination session to show their identity.

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

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

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

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

2.7 If a Special Room Invigilator finds any candidate he/she knows in the Special Room,
he/she should complete the declaration on Part C of the Report Form SR4i (see Specimen
24) for onward transmission to the HKEAA via the CS.

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

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

The Authority is included in the Schedule to the Prevention of Bribery Ordinance (POBO)
(Cap 201) as one of the Public Bodies governed by the Ordinance. Special Room
Invigilators engaged in examination administration are also subject to the provisions of the
POBO. Special Room Invigilators are advised to note in particular Section 9 of the
Ordinance which prohibits both the offering of an advantage to, and the acceptance or
solicitation of an advantage by, a Special Room Invigilator as an inducement to or reward
for or otherwise on account of that Special Room Invigilator’s abuse of assigned post.

3. **Preparations before the Examination Day**

3.1 **For radio-broadcast centres**

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

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

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

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

The Listening component will be broadcast via the USB player in the Special Room.
Examination USBs will be provided on the day of the examination.

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

The Special Room Invigilator should ensure that he/she is familiar with the USB player.

(B) EXAMINATION PROCEDURES

4. Before the Examination

4.1 For radio-broadcast Special Rooms

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

(1) a portable radio (and related accessories, e.g. batteries, adaptor);
(2) the ‘Envelope for English Language Paper 3 Special Room’ containing:
   (a) a centre poster for the Special Room,
   (b) a booklet of Sessional Report & Special Report Forms,
   (c) supplementary answer sheets,
   (d) a ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’*,
   (e) a ‘Listening Paper Special Room Seating Plan’,
   (f) copies of ‘Special Room Reminder Card’;
*Note: If an additional Special Room is required to be set up in the centre, the CS should photocopy the cover of the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’ on an A4 paper (preferably in blue colour), and stick it onto a spare envelope for use as a return envelope for each additional Special Room.

(3) 3 packets of question papers (31 copies/packet): Part A Question-Answer Book (orange), Part B1 Data File and Question-Answer Book (blue), Part B2 Data File and Question-Answer Book (green); (Note: The packets MAY only be opened at or after 9:45 am in the presence of candidates)

(4) a note with the recommended radio frequency;
(5) a packet of 15 spare barcode sheets;
(6) the Special Notice (if any).

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

<table>
<thead>
<tr>
<th>RTHK Radio 2 Frequency Chart</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area</strong></td>
<td><strong>Frequency</strong></td>
</tr>
<tr>
<td>Happy Valley</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Central</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Wan Chai</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kennedy Town</td>
<td>FM 96.9 MHz / FM 96.4 MHz</td>
</tr>
<tr>
<td>Quarry Bay</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Shau Kei Wan</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Chai Wan</td>
<td>FM 96.0 MHz</td>
</tr>
<tr>
<td>Mo Sing Leng</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Pok Fu Lam</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Aberdeen</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
<tr>
<td>Kowloon</td>
<td>FM 96.9 MHz / FM 94.8 MHz</td>
</tr>
<tr>
<td>Kowloon (East)</td>
<td>To Kwa Wan</td>
</tr>
<tr>
<td>Kwun Tong</td>
<td>Ngau Tau Kok</td>
</tr>
<tr>
<td>San Po Kong</td>
<td>FM 94.8 MHz / FM 96.9 MHz</td>
</tr>
</tbody>
</table>
4.2 **For Special Rooms using USB Players**

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

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

5. **Admission of Candidates**

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

<table>
<thead>
<tr>
<th>Radio-broadcast Centres</th>
<th>Centres using the IR Transmission System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates who:</td>
<td>Candidates who:</td>
</tr>
<tr>
<td>(1) have not brought a radio;</td>
<td>(1) have not brought earphones;</td>
</tr>
<tr>
<td>(2) have forgotten to bring or have lost earphones/batteries;</td>
<td>(2) have arrived after 9:45 am;</td>
</tr>
<tr>
<td>(3) have brought other electronic devices (see paragraph 1.2);</td>
<td>(3) have brought earphones which are not working;</td>
</tr>
</tbody>
</table>

---

*SNote: If an additional Special Room is required to be set up in the centre, the CS should photocopy the cover of the ‘Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts’ on an A4 paper (preferably in blue colour), and stick it onto a spare envelope for use as a return envelope for each additional Special Room.*
(4) have brought an oversized radio (exceeding 46 cm x 15 cm x 15 cm or 18” x 6” x 6”);
(5) have arrived after 9:45 am;
(6) have brought a radio or earphones which are not working;
(7) are unable to tune their radio to the correct channel or who have a radio with poor reception.

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

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

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

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

5.5 Filling in ‘Listening Paper Special Room Seating Plan’

The Special Room Invigilator should record the seats taken by individual candidates in the Special Room and their arrival times by writing their Candidate Number in the corresponding spaces on the ‘Listening Paper Special Room Seating Plan’. This is to assist the HKEAA in following up with any irregularities happening in the Special Room.

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

5.6 Attendance and Script Tracking System (ASTS)

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

(2) The ASTS will be used in all written examinations held in halls (for normal centres only) and the Listening Paper Special Rooms of the language subjects.

(3) Invigilators should read the ‘ASTS User Guide’ carefully before the examination, and take the candidates’ attendance before the broadcast of the listening materials and track the scripts collected at the end of the examination according to the procedures.
6. **Handling Late Arrivals**

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

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

6.3 Distribute a ‘Special Room Reminder Card’ to remind candidates who arrive at the Special Room to take off the earphones. Record the seats they take in the ‘Listening Paper Special Room Seating Plan’.

6.4 Candidates who move from the hall to the Special Room (for various reasons) should use their personalised barcode sheets. If they do not bring with them their personalised barcode sheets, the Special Room Invigilator should give them a spare barcode sheet.

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

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

7.1 Candidates have been told not to leave study materials and personal property outside the examination room because of the risk of having such items stolen. Candidates should bring a bag that can be properly closed with a zip/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 not allowed to put their books and notes in their pockets or on the drawers of the desks. If they bring pencil cases or pencil boxes (including transparent ones) to the examination room, they must place the stationery on their desks and put the pencil cases/boxes inside the small bags or under their chairs. Before the start of the examination, candidates should be reminded that if they have brought any electronic devices\(^6\) or any articles that can store information or emit sound, the devices/articles should be switched off and put in the bags. **Mobile phones should also be turned off (including disabling the alarm function) and put under the chair in a position clearly visible to the invigilators.** The candidates are also advised to take out the batteries (if possible) from their mobile phones.

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

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

---

\(^6\) Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.
Unauthorised item(s) | Positions where the item(s) is/are found
--- | ---
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)

Electronic devices* which can be switched on or off | 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 candidate’s chair

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

7.5 In case a candidate is found taking photographs or video/audio-recording inside the examination hall, 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.

8. Distribution of Stationery

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

8.2 Supplementary answer sheets are of A3 size (folded into A4 format) to facilitate scanning and should not be torn apart. Otherwise, similar to removing pages from any answer book/question-answer book, candidates will risk a mark penalty or even disqualification from the whole examination. Supplementary answer sheets should be provided to candidates on request. 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. For English Language Paper 3 which requires the use of more than one Question-Answer Book for different sections, candidates should use separate supplementary answer sheets for each section. A piece of short white string should also be issued to candidates for tying the supplementary answer sheets inside the relevant Question-Answer Book. The candidates should be reminded to stick a barcode label on each supplementary answer sheet before the end of the examination. No extra time will be given to candidates for sticking the barcode labels after the ‘Stop working’ announcement.
9. **RTHK Broadcast before the Start of the Examination**  
   (applicable to Special Rooms using Radios only)

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

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

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

(C) **START OF THE EXAMINATION**

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

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

   - Place your Admission Form and Identity Card or identification document on the top right-hand corner of your desk and not inside any folder. If you bring a folder, you must put it under your chair. (Pause)
   - Put all the stationery you need to use on your desk. If you have brought a pencil case, put it in your bag or under your chair. (Pause)
   - If you have a calculator with you, put it in your bag under your chair. (Pause)
   - If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should also ensure that the alarm function of the phone has also been turned off. Take out the battery from your mobile phone if possible 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 question paper(s) from previous examination session(s), notes, pieces of paper, books and dictionaries etc., put them in your bag. If you have brought any electronic devices (such as tablet, multimedia player, electronic dictionary, databank watch, smart watch or other wearable technologies with communication or data storage functions, etc.) or articles that can emit sound, switch them off now (if possible) and put them in your bag or under your chair. (Pause)
   - 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 Special Room and put them … (Please clearly tell the candidates the location which you assign and ask the Special Room Assistant to assist).

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

   Put up your hand if you have any questions. (Pause)
11. Checking Admission Forms (original) and Identification Documents (original) and Taking Attendance

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

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

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

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

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

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

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

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

3. If there are any irregularities (for example, wrong centre candidates, subject not on the admission form (please refer to English Language CS Handbook Section IV paragraphs 15.2 & 15.3 for the handling procedures), candidates without the original admission forms, etc.), invigilators should verify the candidates’ identities according to the instructions in paragraph 11.3, and then take the candidates’ attendance using the barcode scanner in accordance with the instructions in the ‘ASTS User Guide’. Report such cases on the relevant Report Form(s) (e.g. SR1 for candidates without admission form/identification document, SR3 for wrong centre candidates).

Note: If only classroom centres are operated by the school, Attendance Script Tracking System (ASTS) will not be used in the special room.
12. Second Announcement (Distribution of Question-Answer Books)

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

| I am now going to distribute the Question-Answer Books and Data Files. Make sure you have put away all unauthorised articles; otherwise you will be penalised. (Pause to allow sufficient time, say 10 seconds, for candidates to put away any unauthorised articles.) |
| Do not open the Question-Answer Books and the Data Files until you are told to do so. |

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

The Special Room Invigilator/Special Room Assistant should distribute the Question-Answer Books to candidates present, with the covers facing up. If any writing is found on a candidate’s rough-work sheet during the distribution of Question-Answer Books, Special Room Invigilator should collect the rough-work sheet immediately and replace it with a new one.

12.2 You should also check to see if there is a Special Notice, which will contain last-minute information to candidates. The Special Notice, if any, is in a bright yellow envelope. If there is a Special Notice, 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.

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

| You should have on your desk a rough-work sheet, a Part A Question-Answer Book, a Part B1 Data File with an inserted B1 Question-Answer Book and a Part B2 Data File with an inserted B2 Question-Answer Book. You may open the Data Files to check if the Question-Answer Books are inserted. Put up your hand if you do not. (Pause) |
| Close the Question-Answer Books and Data Files after checking. |
| You should put your answer to the questions in the spaces provided in the Question-Answer Books. If you need a supplementary answer sheet, make sure that you mark the relevant Task Number in the question number box on each page. You should start a new page for each task. |
| Write supplementary answers to Part A and Part B on separate supplementary answer sheets. |

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

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

| This is RTHK Radio 2. The Hong Kong Diploma of Secondary Education Examination English Language Paper 3 Examination will begin in 5 minutes. For the time being, you will hear Vaughan Williams’ Fantasia on ‘Greensleeves’, played by the Sinfonia of London conducted by Sir John Barbirolli. Candidates must not open the Question-Answer Book or the Data File until 10 o’clock, when they will be told to do so. I repeat, candidates are not allowed to open the Question-Answer Books or the Data Files until they are told to do so. |
| ‘Greensleeves’ to be broadcast until the 10:00 am time beeps |

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

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

I am going to start the USB for the Listening component.

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

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

Hong Kong Diploma of Secondary Education 2019, English Language Paper 3, Listening and Integrated Skills.

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

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

Now look at the Part A Question-Answer Book. Check that the Part A Question-Answer Book has no missing pages. Look for the words ‘End of Part A. Now go to Part B’ on the last page. (10 second pause)

Now stick your barcode labels in the spaces provided on Pages 1, 3 and 5. Close your Part A Question-Answer Book when you have finished. (10 second pause)

Now look at your Part B1 Data File. Take out the inserted Part B1 Question-Answer Book. Check that your Part B1 Data File has no missing pages. Look for the words ‘This is the last page of the Part B1 Data File’ on the last page. (10 second pause)

Now write your Candidate Number in the space provided on Page 1 of your Part B1 Question-Answer Book. (10 second pause)

Check that the Part B1 Question-Answer Book has no missing pages. Look for the words ‘End of Part B1’ on the last page. (10 second pause)

Now stick your barcode label in the space provided on Page 1. Close the Part B1 Question-Answer Book when you have finished. (10 second pause)

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

Now write your Candidate Number in the space provided on Page 1 of your Part B2 Question-Answer Book. (10 second pause)

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

Now stick your barcode labels in the spaces provided on Pages 1 and 3. Close the Part B2 Question-Answer Book when you have finished. (10 second pause)

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

The listening component is about to begin. Keep your earphones on until you are told to take them off. (3 second pause)
Open your Part A Question-Answer Book at page 2. Part A is about to begin. (3 second pause)

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

RTHK /the examination USB will continue:

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

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

15. Early Leavers

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

15.2 If a candidate claims to be sick and wishes to leave early, he/she should state his/her reasons on Report Form SR4g. He/she has to write his/her name and address in the space provided on the form. Also, before the candidate leaves, the Special Room Invigilator should check the candidate's Admission Form/identification document and ask the candidate to sign on the Sessional Report (Special Room) (follow the procedures mentioned in paragraphs 22.2 – 22.3). Please refer to Centre Supervisor’s Handbook Section IIIIB paragraph 15.3 for details.

16. Questions raised by candidates

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

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

17. End of Radio Broadcast/Broadcast of Examination USB

11:00 am (approx.)

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

18. Third Announcement (Beginning of written tasks)

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

18.2 ## After this announcement, the Special Room Invigilator should write the broadcast finishing time and the examination end time (by adding one hour and fifteen minutes to the broadcast finishing time) on the blackboard for the information of candidates and record these on the Sessional Report (Special Room). This should only be done when the precise times are known. If the room has a clock visible to the candidates and
is functioning properly (see Notes below), it should be the one to refer to. No extra time should be given to the candidates for any reason without specific instructions from the HKEAA.

Notes: 1. The Special Room Invigilator should check whether the classroom clock is functioning properly before the start of the examination. If it is not, candidates should be reminded not to refer to the clock during the examination.
2. If there is no clock in the Special Room, the Special Room Invigilator should time the examination using his/her own watch and ensure that the time of the watch has been adjusted to follow that of the radio broadcast.
3. It is not necessary for the Special Room Invigilator to announce the remaining examination time to the candidates after the broadcast finishes, but remember to make the last 15 minutes, 5 minutes and end of examination announcements.

From this point, the Special Room Invigilator can conduct the examination according to normal examination procedures and walk down the aisles.

18.3 Write the actual starting time and also the actual finishing time in the Sessional Report (Special Room).

(D) END OF EXAMINATION/COLLECTION OF SCRIPTS

19. Fourth Announcement (Reminding candidates of the time left)

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

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

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

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

20. Fifth Announcement (End of the examination)

20.1 When time is up, announce:

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)

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

Close your Question-Answer Books and put them on the desk next to the rough-work sheet. If you have supplementary answer sheets for Part A, place them inside the Part A Question-Answer Book; for Part B, place them inside the Part B1 or Part B2 Question-Answer Book.

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

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

20.2 If a candidate is caught continuing to write or erase/cross out answers after the ‘Stop working’ instructions, the Special Room Invigilator should indicate on the answer script the extra work done outside the time limit by circling it in red on the candidate’s Question-Answer Book. **Please provide as much information as possible about what the candidate was writing/erasing/crossing out/holding after the ‘Stop working’ announcement** on Report Form SR4g. The candidate should be told that he/she may receive a **mark penalty**. Ask the candidate to write his/her name and address in the space provided on Report Form SR4g. The HKEAA will write to the candidate later to ask for an explanation. The Question-Answer Books can be collected together with those of other candidates.

21. **Sixth Announcement (Collection of scripts)**

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

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

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

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

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

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

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

The unattempted Question-Answer Book will be collected now. You can take away the Data File.
21.5 All the unattempted Part B Question-Answer Books should be returned to the HKEAA using the ‘Envelope for Return of Unused/Used/Unattempted Question Papers/Question-Answer Books’ provided. However, it is not necessary to count and certify the number of copies collected.

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

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

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

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

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

21.9 The Data Files need not be collected.

22. Seventh Announcement (Candidates Signing the Sessional Report)

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

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

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

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

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

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

22.3 Except for those who are required to complete additional forms mentioned in paragraphs 25 – 31, candidates may leave individually after signing on the Sessional Report (Special Room) and the Special Room Invigilator has completed the ‘Listening Paper Special Room Seating Plan’.

22.4 The barcode sheets (with/without remaining barcode labels) collected should be passed to the CS.

23. **Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts** (‘Return Envelope’) and uploading of attendance and script records of candidates taking the Listening component in the Special Room

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

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

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

23.4 The ‘Return Envelope’ should be sealed with a piece of Security Adhesive Tape in the presence of the CS. Then the CS and the Special Room Invigilator should sign on the flap of the envelope across the tape. The CS will take over the ‘Return Envelope’. The demonstration, examination and reserve examination USBs should also be returned to the CS.
(E) HANDLING OF IRREGULARITIES

24. Bad Weather

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

1. the HKEAA announcement of the postponement of an examination session will be made early in the morning of the examination day and will be repeated frequently from 7:00 am onwards. Where possible, the announcements will be made in the evening preceding the examination;

2. the announcement of closure of schools due to a tropical cyclone or bad weather or the issue of a Red Rainstorm Warning does not necessarily imply the postponement of an examination scheduled to be held that day. However, all examinations will normally be postponed when a Typhoon Signal No. 8 or above is hoisted, or when a Black Rainstorm Warning is issued. In this regard, an announcement concerning any alternative arrangements for the postponed examination will be made in the press or on the radio as soon as possible (Note: no announcement on the issue of the Red Rainstorm Warning will be made by the HKEAA);

3. unless a specific announcement has been made by the HKEAA that the HKDSE examination has been postponed due to bad weather conditions, invigilators must assume that the examination will be conducted as originally scheduled;

4. once an examination session has started, it will continue for the full allotted time unless physical conditions in the examination room are considered dangerous by the CS.

25. Suspected cheating (Report Form SR4g)

25.1 If a candidate is found copying from the answer scripts of other candidates, in possession of or obtaining unfair assistance from books, dictionaries, revision notes in written/electronic form, using a mobile phone in the toilet, or communicating with other candidates or with persons 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 electronic devices, they should be switched off and placed inside a Mobile Phone Plastic Bag (see procedures in paragraphs 28.3(2), 28.4 & 28.8). The candidate should be allowed to finish the examination but he/she should be asked to provide an explanation after the examination before leaving the examination room. If he/she refuses, this should be recorded on Report Form SR4g.

25.2 The Special Room Invigilator should pay particular attention to hi-tech cheating tools including electronic devices which are capable of storing texts or communicating to gain unfair advantage. Such tools may resemble ordinary stationery items or articles (such as erasers, rulers, watches etc.). If the Special Room Invigilator suspects a candidate using such a tool, he/she must check the item and inform the CS immediately. All such cheating tools should be removed immediately and kept as evidence. The candidate should be allowed to finish the examination 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.

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

25.4 The Special Room Invigilator/CS should make a report giving full details of the

---

*Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.*
suspected cheating (such as the time when the incident was discovered, whether the candidate was copying from a crib, and where the candidate put the crib, etc.) on Report Form SR4g. The report, evidence, the answer script and the candidate’s explanation should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets.

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

26. Candidates without Admission Forms (original)/Identification Documents (original) (Report Form SR1)

26.1 Candidates have been told in the ‘Handbook for Candidates’ and Admission Form to present both their original Admission Forms and their original Identity Cards/valid identification documents for every examination session. Candidates who cannot produce sufficient identification documents for verification of identities should be distributed the ‘Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document’ (SR1(Notes) - see Specimen 42).

26.2 If a candidate’s Admission Form bears his/her photograph, it is not necessary to check the photograph on his/her Identity Card/identification document unless there is doubt about the identity of the candidate.

26.3 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 valid identification document such as Form ROP140/140A (Acknowledgement of Application for a Hong Kong Permanent Identity Card), a Re-entry Permit or a Passport]. However, a Loss Memo issued by the police should not be accepted as a substitute for an identification document.

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

The candidate should complete Part A of Report Form SR1 and 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 while the Special Room Invigilator should complete Parts B & C of the form. Moreover, the candidate should write the information clearly on the back of the SR1(Notes) and have a photograph taken via the PECSS at the hall for future verification purposes.

(a) If the candidate moves from the hall to the Special Room and has got his/her personalised barcode sheet, the script should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.

(b) If the candidate does not have his/her personalised barcode sheet, the candidate should be given a spare barcode sheet. The Special Room Invigilator should write the candidate’s name in pencil at the bottom right-hand corner on the front cover of his/her Question-Answer Book. 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 complete Part A of Report Form SR1 and 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 while the Special Room Invigilator should complete Parts B & C of the form. If the photograph on the identification document does not resemble the candidate, the candidate should write the information clearly on the back of the SR1(Notes) and have a photograph taken via the PECSS at the hall for future verification purposes.

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

(3) If a candidate cannot produce any identification document with a photograph but can produce an Admission Form:
If the photograph on the Admission Form resembles the candidate, the case should be handled according to the procedures outlined in Section IIIA paragraph 3 and Report Form SR1 need not be completed. However, if the photograph on the Admission Form does not resemble the candidate or the Admission Form bears no photograph, the candidate should complete Part A of Report Form SR1 and 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 while the Special Room Invigilator should complete Parts B & C of the form. In that case, the candidate should write the information clearly on the back of the SR1(Notes) and have a photograph taken via the PECSS at the hall for future verification purposes.
(a) If the candidate moves from the hall to the Special Room and has got his/her personalised barcode sheet, the script should be returned with those of other candidates present.
(b) If the candidate does not have his/her personalised barcode sheet, the candidate should be given a spare barcode sheet. The script should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.

Remark: If any candidate’s photograph is taken via the PECSS, the CS should place the completed SR1(Notes) together with the Report Form SR1 in the ‘Envelope for Special Reports and Related Scripts Answer Sheets’.

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

26.5 If a candidate can only produce a photocopy of the Admission Form or the identification document provided could not be accepted as a valid identification document, this should be reported on the form following the procedures described in paragraph 26.3 above as appropriate.

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

28. Irregularities related to Mobile Phone/Electronic Device/Article that can emit Sound (Report Form SR4p)
28.1 During the examination, if the sound of a mobile phone/electronic device/article (e.g. radios, timers, watches, etc.) is heard, the Special Room Invigilator should locate the source. Record the time and all relevant details (such as whether any other candidates have been affected by the incident) on Report Form SR4p with all the boxes checked.
28.2 If the source cannot be located and the sound stops, the SRI does not need to take any further action.
28.3 If the source can be located, the Special Room Invigilator should ask the candidate concerned to show the screen of the phone/electronic device/article to ascertain if it 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/electronic device/article or remove the battery (if possible). The candidate should also be asked to stay behind after the examination to complete the Report Form SR4p.

(2) If the mobile phone/electronic device/article is in operating mode, instruct the candidate to switch it off or remove the battery (if possible). Put the candidate’s phone/electronic device/article inside a special Mobile Phone Plastic Bag supplied by the HKEAA, seal it and put it under the candidate’s chair. If the device/article is too big, instruct the candidate to switch it off and place it under the chair till the end of the examination. The Special Room Invigilator should note down the details of the case and ask the candidate to stay behind after the examination to complete the Report Form SR4p.

When carrying out these tasks, the Special Room Invigilator should try to minimise the possible disturbance to the candidate and his/her neighbour.

28.4 In the case of paragraph 28.3(2), after the examination the Special Room Invigilator should ask the candidate concerned to show him/her the call/SMS/instant message logs, etc. If the candidate agrees to do so, the Special Room Invigilator should check if there is any call or message received at the time the phone/electronic device rings. If yes, ask the candidate to show voluntarily the contents of the call/message to ascertain if cheating is involved. The Special Room Invigilator should also ask the candidate to give an explanation of the situation on the Report Form SR4p. If the candidate refuses to show the call/SMS/instant message logs, ask the candidate to state the reasons on the form.

28.5 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 Special Room Invigilator.

28.6 If a candidate reports an incident of mobile phone/electronic device/article emitting sound to the Special Room Invigilator and a suspected candidate can be identified, the Special Room Invigilator 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 28.4.

(2) If the report is received after the dismissal of candidates, record the case on Report Form SR4p.

28.7 If a candidate reports an incident of mobile phone/electronic device/article emitting sound and a suspected candidate cannot be identified, the Special Room Invigilator do not need to take any further action.

28.8 During the examination, if a mobile phone/electronic device put under the candidate’s chair, on the candidate’s desk, in the drawer of the desk, in the candidate’s pockets or on his/her body is found in operating mode even though it does not sound, the Special Room Invigilator should follow the procedures in paragraph 28.3(2). In case of suspected cheating, follow the procedures in paragraph 25.

29. Candidates’ Personal Conduct

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

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

(2) they must maintain absolute silence, must not speak to nor disturb other candidates and must not communicate using signals/sign language inside the examination centre;
(3) they should not smoke within the premises of the centre school and should not eat or drink in the examination hall;

(4) they should not take photographs, audio-record or video-record before/during/after the examination inside the examination room; and

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

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

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

29.4 If a candidate is found to have removed remaining barcode labels including barcode labels from previous examination sessions (e.g. sticking barcode labels on the 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 on should be photocopied and attached to the Report Form.

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

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

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

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

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

30.3 The candidate numbers of candidates using spare barcode sheets or whose answer scripts do not have any barcode labels on the cover should be recorded on Report Form SR4b. These scripts should be put in the **Envelope for Special Reports and Related Scripts/Answer Sheets** and returned to the Scripts Collection Centre together with the Report Form SR4b.

31. Candidates who are found to have used their own listening device in the Special Room will receive **mark penalties**. In case a candidate, despite being reminded by the Special Room Invigilator, continues to use his/her own listening device with earphones, let the candidate concerned use them for the remaining time. Do not disturb the candidate. After the end of the examination, ask the candidate to fill in Report Form SR4g.
32. In case of emergency that the radio/USB player in the Special Room is not functioning properly, the Special Room Invigilator should inform the CS immediately and to arrange relevant remedial measures such as switching the radio/USB player from a.c. to d.c., replacing with a spare radio/USB player, etc.

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

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

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

33.2 The CS/Special Room Invigilator should report all incidents concerning malfunctioning of the examination USB on Report Form SR4g stating the details.

- END -
1. 監考員應於考生進入試場前派發下列文具，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張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發。
   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.

---

<table>
<thead>
<tr>
<th>日期/科∕巻</th>
<th>科∕巻</th>
<th>派發項目</th>
<th>Items To Be Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/3 (Fri) 視覺藝術 卷一</td>
<td>Visual Arts 1</td>
<td>DSE(E)答題簿一本</td>
<td>1 DSE(E) Answer Book</td>
</tr>
<tr>
<td></td>
<td></td>
<td>白畫紙一張</td>
<td>1 White Card Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>白書紙一張</td>
<td>1 White Bond Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>補充答題紙 (A)一張</td>
<td>* 1 Supplementary Answer Sheet (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>宣紙及中式草稿紙</td>
<td>* Xuan Zhi and Chinese Rough Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>透明玻璃紙一張</td>
<td>* 1 Transparent Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>曲別針四個</td>
<td>* 4 Trigonal Clips</td>
</tr>
<tr>
<td></td>
<td></td>
<td>綠繩一條</td>
<td>* 1 Green Tag</td>
</tr>
<tr>
<td>30/3 (Sat) 綜合科學 卷一</td>
<td>Integrated Science 1</td>
<td>草稿紙一張</td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>補充答題紙 (A)一張</td>
<td>* 1 Supplementary Answer Sheet (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>方格紙一張</td>
<td>* 1 Graph Paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>空白稿紙一張</td>
<td>* 1 Additional Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>線方補充稿紙一張</td>
<td>* 1 Supplementary Answer Sheet (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>綠繩一條</td>
<td>* 1 Additional Rough-work Sheet</td>
</tr>
<tr>
<td>1/4 (Mon) 中國語文 卷一</td>
<td>Chinese Language 1</td>
<td>四項選擇題答題紙一張</td>
<td>1 DSE(D) Answer Book</td>
</tr>
<tr>
<td></td>
<td></td>
<td>墊底紙一張</td>
<td>1 MC Answer Sheet (4-option)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>草稿紙一張</td>
<td>1 Backing Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>補充答題紙 (A)一張</td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>空白稿紙一張</td>
<td>* 1 Supplementary Answer Sheet (A)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>綠繩一條</td>
<td>* 1 Additional Rough-work Sheet</td>
</tr>
<tr>
<td>2/4 (Tue) 中國語文 卷三 (聆聽及綜合能力考核)</td>
<td>Chinese Language 3 (Listening and Integrated Skills)</td>
<td>四項選擇題答題紙一張</td>
<td>1 DSE(F) Answer Book</td>
</tr>
<tr>
<td></td>
<td></td>
<td>墊底紙一張</td>
<td>2 Rough-work Sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>草稿紙一張</td>
<td>* 1 Supplementary Answer Sheet (B)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>補充答題紙 (B)一張</td>
<td>* 1 Additional Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>空白稿紙一張</td>
<td>1 Rough-work Sheet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>綠繩一條</td>
<td>* 1 Supplementary Answer Sheet (B)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>空白稿紙一張</td>
<td>* 1 Additional Rough-work Sheet</td>
</tr>
<tr>
<td>日期</td>
<td>科目</td>
<td>答題簿</td>
<td>答題紙</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>3/4</td>
<td>Liberal Studies 1</td>
<td>答題簿一本</td>
<td>补充答題紙(A)一張</td>
</tr>
<tr>
<td>3/4</td>
<td>Liberal Studies 2</td>
<td>答題簿一本</td>
<td>补充答題紙(A)一張</td>
</tr>
<tr>
<td>4/4</td>
<td>English Language 1</td>
<td>答題簿一本</td>
<td>补充答題紙(A)一張</td>
</tr>
<tr>
<td>4/4</td>
<td>English Language 2</td>
<td>补充答題紙(A)一張</td>
<td>草稿紙一張</td>
</tr>
<tr>
<td>6/4</td>
<td>English Language 3</td>
<td>补充答題紙(A)一張</td>
<td>草稿紙一張</td>
</tr>
<tr>
<td>8/4</td>
<td>Mathematics Compulsory Part 1</td>
<td>补充答題紙(A)一張</td>
<td>草稿紙一張</td>
</tr>
<tr>
<td>8/4</td>
<td>Mathematics Compulsory Part 2</td>
<td>补充答題紙(A)一張</td>
<td>草稿紙一張</td>
</tr>
<tr>
<td>9/4</td>
<td>Technology &amp; Living</td>
<td>DSE(B)答題簿一本</td>
<td>四項選擇題答題紙一張</td>
</tr>
<tr>
<td>10/4</td>
<td>Physics 1</td>
<td>DSE(D)答題簿一本</td>
<td>四項選擇題答題紙一張</td>
</tr>
<tr>
<td>11/4</td>
<td>Chinese Literature 1</td>
<td>DSE(F)答題簿一本</td>
<td>四項選擇題答題紙一張</td>
</tr>
<tr>
<td>11/4</td>
<td>Chinese Literature 2</td>
<td>DSE(G)答題簿一本</td>
<td>四項選擇題答題紙一張</td>
</tr>
<tr>
<td>日期</td>
<td>科目</td>
<td>内容</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>12/4 (Fri)</td>
<td>Economics 1</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>13/4 (Sat)</td>
<td>Literature in English 1</td>
<td>DSE(A)含題簿一本 補充答題紙(A)一張 墊底紙一張</td>
<td></td>
</tr>
<tr>
<td>13/4 (Sat)</td>
<td>Literature in English 2</td>
<td>DSE(A)含題簿一本 補充答題紙(A)一張 墊底紙一張</td>
<td></td>
</tr>
<tr>
<td>15/4 (Mon)</td>
<td>Biology 1</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>16/4 (Tue)</td>
<td>Ethics &amp; Religious Studies 1</td>
<td>DSE(C)含題簿一本 補充答題紙(A)一張 墊底紙一張</td>
<td></td>
</tr>
<tr>
<td>17/4 (Wed)</td>
<td>Business, Accounting &amp; Financial Studies 1</td>
<td>DSE(D)含題簿一本 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</td>
<td></td>
</tr>
<tr>
<td>18/4 (Thu)</td>
<td>Music 1A</td>
<td>草稿紙一張 補充答題紙(A)一張 頭外草稿紙一張</td>
<td></td>
</tr>
<tr>
<td>18/4 (Thu)</td>
<td>Music 1B</td>
<td>草稿紙一張 補充答題紙(A)一張 頭外草稿紙一張</td>
<td></td>
</tr>
<tr>
<td>18/4 (Thu)</td>
<td>Physical Education 1</td>
<td>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</td>
<td></td>
</tr>
<tr>
<td>18/4 (Thu)</td>
<td>Physical Education 2</td>
<td>DSE(C)含題簿一本 補充答題紙(A)一張 墊底紙一張 草稿紙一張</td>
<td></td>
</tr>
<tr>
<td>日期</td>
<td>科目</td>
<td>卷</td>
<td>答題簿</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
<td>------</td>
<td>-----------</td>
</tr>
<tr>
<td>23/4</td>
<td>資訊及通訊科技 卷一</td>
<td></td>
<td>徐選選擇題答題紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>墊底紙一張</td>
</tr>
<tr>
<td>24/4</td>
<td>中國歷史 卷一</td>
<td></td>
<td>DSE(B)答題簿一本</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25/4</td>
<td>健康管理與社會關懷 卷一</td>
<td></td>
<td>DSE(D)答題簿一本</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26/4</td>
<td>地理</td>
<td></td>
<td>DSE(A)答題簿一本</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>四項選擇題答題紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>墊底紙一張</td>
</tr>
<tr>
<td>27/4</td>
<td>數學 延伸部分 單元一及二</td>
<td></td>
<td>DSE(B)答題簿一本</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29/4</td>
<td>歷史 卷一</td>
<td></td>
<td>DSE(C)答題簿一本</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30/4</td>
<td>旅館與款待 卷一</td>
<td></td>
<td>DSE(D)答題簿一本</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>四項選擇題答題紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>墊底紙一張</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>