試場主任手冊
CENTRE SUPERVISOR’S HANDBOOK

文件樣本
SPECIMEN DOCUMENTS
<table>
<thead>
<tr>
<th>SPECIMEN</th>
<th>NAME OF DOCUMENTS</th>
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</table>
| 1A.      | 考試文具核對表  
Checklist of stationery for the centre |
| 1B.      | 課室試場用品  
Items for use in examination room |
| 2A.      | 試場單  
Centre poster |
| 2B.      | 「只准考生進入」告示牌  
“No Unauthorized Entry” Notice |
| 2D.      | 「遲到考生不得進場」告示牌 (供聆聽考試用)  
“No late comers will be admitted” Notice (for Listening Tests) |
| 2E.      | 聆聽考試特別室試場牌  
Listening Test Special Room centre poster |
| 3.       | 試場座位表樣本  
Specimen seating plan |
| 4.       | 座位編號卡  
Seat number label |
| 5.       | 試卷數量核對表  
Question paper quantity checklist |
| 6A.      | 領取試卷收據  
Question paper collection slip |
| 6B.      | 試卷收據  
Question paper receipt |
| 7A.      | 標準試卷包裝 - 顏色標貼 / 試卷簡稱  
Standard packing of Question Papers - coloured label / corner code |
| 7B.      | 電腦條碼紙及封包標貼  
Barcode sheet and packing label |
| 8.       | 考試用品核對表  
List of items required for the examination |
| 9.       | 「特別通告」信封  
Envelopes for special notice |
| 10A.     | 監考員名單  
Invigilators list |
| 10B.     | 監考員標貼  
Invigilator’s label |
| 10C.     | 試場監考員名單  
Invigilators’ List for Examination Centre |
| 11.      | 監考員證明函 / 監考員工作分配證  
Invigilator’s identification slip / Invigilator’s assignment slip |
| 12.      | 監考員出席紀錄表  
Invigilators’ attendance record |
| 14.      | 准考證  
Admission Form |
15A. 申請香港永久性居民身分證收據 (ROP 140 表格) (由人事登記處發出)
Acknowledgement of application for a Hong Kong Permanent Identity Card (Form ROP 140) (issued by the Registration of Persons Office)

15B. 警署報失紙 (由警務處發出)
Loss Memo (issued by the police)

16A & B. 考生出席紀錄表 (禮堂試場) (只供「出席紀錄及答卷收集系統」(A: 礼堂; B: 課室)
Candidates' attendance record form (Hall Centre) (For contingency use of "Attendance Script Tracking System" only)

16C. 計算機報告書
Calculators Form

17. 點名冊
Attendance list

18A. 多選題題目答題紙
Multiple-choice answer sheet

18B. 答題簿封面
Answer book cover

19. 塗塗紙
Backing sheet

20. 考試報告書
Sessional report

21. SR1 報告書 - 考生未能出示准考證 / 身分證
Report form SR1 - Candidate without Admission Form / Identity Card

22. SR3 報告書 - 考生不於指定試場應試 / 准考證未印有與考科目
Report form SR3 - Candidate attended the wrong examination centre / subject not on Admission Form

23A. SR4g 報告書 - 考試異常事項
Report form SR4g - Examination irregularities

23B. SR4b 報告書 - 考試異常事項 (電腦條碼)
Report form SR4b - Examination irregularities (barcodes)

23C. SR4c 報告書 - 考試異常事項 (計算機)
Report form SR4c - Examination irregularities (calculators)

23D. SR4p 報告書 - 考試異常事項 (手機電話 / 電子或通訊器材 / 備有響鈴功能物品)
Report form SR4p - Examination irregularities (mobile phones / electronic or communication devices / sounding devices)

23E. SR4t 報告書 - 考生前往洗手間
Report form SR4t - Candidates going to the toilet

24. SR4i 報告書 - 考試異常事項 (監考員)
Report form SR4i - Examination irregularities (invigilators)

25. 特別報告書及有關答卷 / 答題紙封套
Envelope for special reports & related scripts / answer sheets

26A. 答卷封套
Answer script envelope

26B. 試場答卷封套數目總表 (按試場)
List of script envelopes by centre
<p>| | |</p>
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<tr>
<td><strong>SPECMEN</strong></td>
<td><strong>NAME OF DOCUMENTS</strong></td>
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| **27.** | 特別封條  
Security adhesive tape  |
| **28.** | 多項選擇題答題紙紙夾  
Multiple-choice answer sheet folder  |
| **29.** | 交回答卷及文件收據  
Receipt for the return of scripts  |
| **30A.** | 草稿紙封套  
Rough-work sheet envelope  |
| **30B.** | 電腦條碼紙封套  
Barcode sheet envelope  |
| **31.** | 手提電話提示卡  
Mobile phone reminder card  |
| **32.** | 手提電話膠套  
Mobile phone plastic bag  |
| **33.** | 草稿紙  
Rough work sheet  |
| **34.** | 特別室專用封套  
(A: 中國語文  ;  B: 美國語文)  
Envelope for Special Room  
(A: Chinese Language  ;  B: English Language)  |
| **35.** | 特別室考試報告書  
Sessional Report (Special Room)  |
| **36.** | 聆聽考試特別室考試報告書及答卷封套  
Return Envelope for LT Special Room Sessional Report and Answer Scripts  |
| **37.** | 交回未用 / 已用的試題 / 試題答題簿封套  
Envelope for Return of Unused / Used Question Papers / Question Answer Books  |
| **38.** | 聆聽考試特別室 (座位表)  
Listening Test Special Room (Seating Plan)  |
| **39.** | 特別室提示卡  
Special Room Reminder Card  |
| Packet Size | DSE(A) BOOK | DSE(A) BOOK | DSE(B) BOOK | DSE(C) BOOK | DSE(C) BOOK | DSE(D) BOOK | DSE(F) BOOK | SUPPLE SHT (A) | SUPPLE SHT (B) | GRAPH PAPER | ROUGH WK SHT | BACK SHEET | 4 OPT MC SHT |
|-------------|------------|------------|------------|------------|------------|------------|------------|---------------|---------------|-------------|-------------|------------|-------------|-------------|
| Packet Size | 50         | 50         | 50         | 50         | 50         | 50         | 50         | 200           | 200           | 200         | 200         | 100        | 100         |
| Number of Packets | 15       | 5          | 5          | 5          | 0          | 5          | 5          | 12            | 1             | 7           | 15          | 3          | 19          |
此袋載有物品如下 (供整段考試期間用):
This packet contains the following items (or the whole examination period):

1. 考試報告書
   Sessional Reports

2. 考生出席紀錄表
   Candidates’ Attendance Record Forms

3. 特別報告書 SR4t
   Special Report Form SR4t

4. 給遲到考生的提示咭
   Reminder to Latecomers

5. 手提電話膠套
   Mobile Phone Plastic Bag

6. 透明膠袋(供包裝多項選擇題答題紙用)
   Plastic bags (for packing MC Answer Sheets)

7. 鉛筆，刀片及短縷
   Pencil, blade and short strings
香港考試及評核局
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

香港中學文憑考試試場
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

試場編號
CENTRE NO. ____________________________
只准考生进入

(請出示准考證)

NO UNAUTHORIZED ENTRY

(PLEASE PRODUCE YOUR ADMISSION FORM)

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

香港考試及評核局
香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

聽力測試
LISTENING TEST

考試現正進行
EXAMINATION IN PROGRESS

遲到考生不得進場。
NO LATECOMERS WILL BE ADMITTED.

請前往特別室應考。特別室位於 ______ 樓 ______ 室。
PLEASE GO TO THE SPECIAL ROOM (RM _________,
_________/FL.) TO TAKE YOUR EXAMINATION.
以一容額二百人的試場爲例
for a centre of capacity 200

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入口／出口
Entrance/Exit

入口／出口
Entrance/Exit

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| 1 | 6 | 11 | 16 | 21 | 26 |
| 2 | 7 | 12 | 17 | 22 | 27 |
| 3 | 8 | 13 | 18 | 23 | 28 |
| 4 | 9 | 14 | 19 | 24 | 29 |
| 5 | 10| 15 | 20 | 25 | 30 |
座位編號卡
Seat Number Label

重要提示 Important Notice

關掉手機電話
Turn off mobile phone
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2014 年香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014
領取試卷收據
Question Paper Collection Slip

茲收到
I acknowledge receipt of

科目
Subject: ________________________________

第一節用試卷
Question paper for the 1st session
份 copies

第二節用試卷
Question paper for the 2nd session
份 copies

試場編號
Centre No.: __________________________

署
Signed
(試場主任 Centre Supervisor)

日期
Date: ________________________________
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Signature: ...........................................

Name: ...........................................

Time: ........................................... a.m.
When Centre Supervisors receive the sealed packets of question papers, they will find that the abbreviated subject name is visible at the top left-hand corner of the packet. They should check whether the abbreviated name corresponds with the subject name on the coloured label in the centre of the packet.
Each personalised barcode sheet will have a specified number of barcode labels [either with 2 (for multiple-choice each answer sheet), 5, 10 or 15 barcode labels]. Candidates should affix the barcode labels in the designated spaces of the cover and inside pages of their answer book(s) / question-answer book(s), and multiple-choice answer sheet. Each supplementary answer sheet / graph paper used should also be affixed with a barcode label.

The candidate number, centre number, seat number and subject/paper name are pre-printed on each barcode label.

Candidates should affix the barcode labels and mark the question number box(es) on the cover / inside pages of the answer books / supplementary answer sheets / graph papers before the end of the examination session. Candidates will not be given time after the “Time is up” announcement to affix the barcode labels or mark the question number box(es).
共分4款：
There are 4 types:
(1) 每張2個電腦條碼貼紙
2 barcode labels per sheet
(2) 每張5個電腦條碼貼紙
5 barcode labels per sheet
(3) 每張10個電腦條碼貼紙
10 barcode labels per sheet
(4) 每張15個電腦條碼貼紙
15 barcode labels per sheet

備用電腦條碼紙
Spare Barcode Sheet

下述情況的考生，須使用備用電腦條碼紙：
Candidates will have to use spare barcode sheets under the following circumstances:
- 試場沒有該考生的個人電腦條碼紙；
  Their personalized barcode sheets are not available at the centre；
- 該考生的原來的電腦條碼紙有損毀、資料錯誤或不能找到。
  Their original barcode sheets are damaged found to have incorrect information or cannot be located.

① 每張備用電腦條碼紙印有一個獨立的編號，只可給一名考生使用。
  Each spare barcode sheet will have a unique serial number and should be used by one candidate only.
② 每張備用電腦條碼紙貼紙已預留位置，讓考生填上考生編號及座位編號。
  There are designated spaces on each spare barcode label for the candidate to fill in the candidate number and seat number．
③ 備用電腦條碼紙會預印試場編號。
  Spare barcode sheets will be pre-printed with the centre numbers.
### Packing Label (Barcode Sheet)

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<th>Route No.</th>
<th>Exam. Date</th>
<th>Session</th>
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**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014 BARCODE LABELS**

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<th>Item Supplied</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>No. of Barcode Labels (Candidates)</td>
<td>sheets</td>
</tr>
<tr>
<td>No. of Spare Barcode Labels</td>
<td>sheets</td>
</tr>
</tbody>
</table>

**Note:** *In case of enquiries, please contact Mr. K.W. Lok at 3628 8951.*
<table>
<thead>
<tr>
<th>Examination session</th>
<th>Items supplied to a centre on exam day</th>
<th>Items required to be used by each candidate</th>
<th>Materials to be returned to HKDSEA</th>
</tr>
</thead>
</table>
| **First session**   | (1) 試題答題簿 (試卷簡稱：2014-DSE 中文科卷一)  | (1) 電腦條碼紙一張 1 Barcode sheet | (1) 試題答題簿 (放於(卷一)答卷封套內)  
Question-Answer Books (in answer script envelopes for ‘Paper 1’) |
|                     | (2) 藩寫答題簿 (試卷簡稱：2014-DSE 中文科卷一)  | * 補充答題紙(A) Supplementary answer sheet (A)  
* 草稿紙 Rough-work sheet | (2) 點名單 (放於原來的紙夾內) <如有>  
Attendance lists (in the original folder) <if any> |
|                     | (3) 電腦條碼紙 (每張有 5 個電腦條碼貼紙) Barcode sheets (each with 5 barcode labels) | (3) 考生出席紀錄表 (放入點名單袋內) <如適用>  
Candidates’ Attendance Record Forms (in the plastic bag for Attendance Lists) <if applicable> |
| **Second session**  | (1) 試卷 (試卷簡稱：2014-DSE 中文科卷二)  | (1) DSE(F) 答題簿一本 1 DSE(F) answer book | (4) 剩餘的電腦條碼紙 (放於電腦條碼紙封套內)  
Unused barcode sheets (in barcode sheet envelope) |
|                     | (2) 電腦條碼紙 (每張有 5 個電腦條碼貼紙) Barcode sheets (each with 5 barcode labels) | (2) 草稿紙二張 2 Rough-work sheets  
(3) 電腦條碼紙一張 1 Barcode sheet  
* 補充答題紙(B) Supplementary answer sheet (B)  
* 额外草稿紙 Additional rough-work sheet | (5) 草稿紙 (放於草稿紙封套內)  
Rough-work sheets (in rough-work sheet envelope) |

*此物品應在考生要求時才發放。* (Note: 須另發放空白題答面給考生，以便將補充答題紙/方格紙黏於答題簿內。)

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

如收到的試卷封包數目與應收者不符（無論多或少），請立即與香港考試及評核局聯絡（電話：3628 8951 或 3628 8902）。

If there is a shortage or excess of question paper packets, please telephone HKDSEA immediately at 3628 8951 or 3628 8902.
This envelope should be opened only by the Centre Supervisor immediately after the distribution of question papers to the candidates.

試場主任應在派發試題予考生後始可開拆此信封。
## Hong Kong Examinations and Assessment Authority
### Hong Kong Diploma of Secondary Education Examination
#### Invigilators List

Name of Centre: S1999 ABC College

<table>
<thead>
<tr>
<th>DAY</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
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<tbody>
<tr>
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<td>02/04</td>
<td>04/04</td>
<td>09/04</td>
<td>14/04</td>
<td>24/04</td>
<td>26/04</td>
<td>29/04</td>
<td>26/04</td>
<td>30/04</td>
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<td>AM</td>
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<td>AM</td>
<td>PM</td>
</tr>
<tr>
<td>SUBJECT/PAPER</td>
<td>VISUAL ARTS-C</td>
<td>COMBINED SCIENCE BIOLOGY-C</td>
<td>LIBERAL STUDIES-C</td>
<td>MATHEMATICS COMBINED PART-I</td>
<td>CHEMISTRY-C</td>
<td>CHINESE HISTORY</td>
<td>ECONOMICS-C</td>
<td>ECONOMICS EXTENDED PART-MODULE-1E</td>
<td>CHINESE LITERATURE</td>
<td>CHINESE LITERATURE</td>
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</table>

| No. of Candidates | 88 | 177 | 178 | 151 | 177 | 171 | 109 | 163 | 108 | 108 |

| No. of Invigilators Required | 4 | 4 | 4 | 4 | 4 | 3 | 4 | 3 | 3 |

**Name of Schools Providing Invigilators**

- 12345 CDE College
- 23456 EFG College
- 34567 GHI College
- 24567 LMN College
- 33456 JKL College
- 13456 MNPH College
- 16789 KLMN College

---

**SPECIMEN 10A**
監考員標貼
Invigilator's Label

香港考試及評核局
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

監考員
INVIGILATOR
## Provision Of Invigilators By Schools

**Name of School:** 12345 ABC College

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Subject / Exam Time</th>
<th>Centre No. / Name</th>
<th>No. of Exam Personnel</th>
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<tr>
<td>07 April 2014</td>
<td>CHIN LANG (CAND) Paper 1 &amp; 2 08:30 - 12:00</td>
<td>D1998 HALL</td>
<td>Invigilator</td>
</tr>
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<td>CHIN LANG (CAND) Paper 1 &amp; 2 08:30 - 12:00</td>
<td>D1999-D2006 CLASSROOM</td>
<td>Invigilator (No need to nominate through the EMIS Online Service)</td>
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<tr>
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<td>D1998 HALL</td>
<td>Invigilator</td>
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**End Of Report**
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<tr>
<th>考試日期時間</th>
<th>科目</th>
<th>試場名稱及編號</th>
<th>地址</th>
<th>報到時間Reporting Time</th>
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<tbody>
<tr>
<td>01-APR-2014 [Tue] 08:30 - 12:15</td>
<td>TOUR &amp; HOSP STUD-E Paper 1 &amp; 2</td>
<td>Wellington Education Organization Chang Pui Chang Memorial School</td>
<td>3 WAN LUNG ROAD TSEUNG KWAN O KLN</td>
<td>08:00</td>
</tr>
<tr>
<td>03-APR-2014 [Thu] 08:30 - 12:45</td>
<td>資訊及通訊科技 (中) 卷一及二</td>
<td>Christian &amp; Missionary Alliance Sun Kei Sei Soh Church 教育堂聖約瑟堂</td>
<td>6 TONG CHUN STREET TSEUNG KWAN O KLN</td>
<td>08:00</td>
</tr>
<tr>
<td>04-APR-2014 [Fri] 08:30 - 12:45</td>
<td>BIOLOGY-E Paper 1 &amp; 2</td>
<td>HICKLA Buddhist Ching Kok Secondary School 香海正覺蓮社佛教慈覺中學</td>
<td>38 CHU LING RD TIU KENG LENG TKO KLN</td>
<td>08:00</td>
</tr>
<tr>
<td>07-APR-2014 [Mon] 08:30 - 12:30</td>
<td>中國通史 (簡) 卷一及二</td>
<td>HKTA The Yuen Yuen Institute No. 3 Secondary School</td>
<td>SHEUNG TAK ESTATE TSEUNG KWAN O KLN</td>
<td>08:00</td>
</tr>
<tr>
<td>08-APR-2014 [Tue] 09:15 - 12:00</td>
<td>中國通史 (簡) 卷三</td>
<td>HKTA The Yuen Yuen Institute No. 3 Secondary School</td>
<td>SHEUNG TAK ESTATE TSEUNG KWAN O KLN</td>
<td>08:45</td>
</tr>
<tr>
<td>09-APR-2014 [Wed] 08:30 - 12:30</td>
<td>LIBERAL STUD-E Paper 1 &amp; 2</td>
<td>Ho Lap College (Sponsored By The Sik Sik Yuen)</td>
<td>15 TSBUK LUK STREET SANPOKONG KLN</td>
<td>08:00</td>
</tr>
<tr>
<td>11-APR-2014 [Fri] 08:30 - 13:00</td>
<td>ENGLISH LANGUAGE Paper 1 &amp; 2</td>
<td>Lang Kong WFSL Lau Wong Fat Secondary School</td>
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<td>Lang Kong WFSL Lau Wong Fat Secondary School</td>
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<td>MATHEMATICS CP-E Paper 1 &amp; 2</td>
<td>Sir Ellis Kadoorie Secondary School (West Kowloon)</td>
<td>22 HOI FAN ROAD TAI KOK TSUI KLN</td>
<td>08:00</td>
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<tr>
<td>15-APR-2014 [Tue] 08:30 - 12:30</td>
<td>歷史 (中) 卷一及二</td>
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<td>250 NAM CHEONG STREET SHAMSHUIPO KLN</td>
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<tr>
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<td>100 YUK WAI STREET TSWANSHAN KLN</td>
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<td>LIT IN ENGLISH (1) Paper 2</td>
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<td>23-APR-2014 [Wed] 08:30 - 13:00</td>
<td>HEALTH &amp; SOC CARE-E Paper 1 &amp; 2</td>
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<td>9 LUI YICK ST LUI WO MARKET FAANLING NT</td>
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<tr>
<td>02-MAY-2014 [Fri] 08:30 - 13:15</td>
<td>DESIGN &amp; APP TECH-E Paper 1 &amp; 2</td>
<td>Queen Elizabeth School Old Students' Assn Secondary School</td>
<td>18 TIN SHING RD TIN SHUI WAI YUENLONG NT</td>
<td>08:00</td>
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校長簽署: Principal's Signature: (39999)

ABC College

此部分由監考員撰寫: To be completed by the invigilator

本人承擔對本人在履行職務時所獲悉的一切事宜保密，並不論於何時何地對本人在受聘期間可能取閱的所有資料、材料及文件嚴格保密。我 undertake to preserve secrecy with regard to all matters coming to my knowledge in performing my job duties, and shall at all times keep strictly confidential of all information, materials and documents which I may have access to in the course of my appointment.

監考員簽署 / Invigilator’s Signature: ____________________________
### Hong Kong Diploma of Secondary Education Examination 2014 - Travelling Allowance Claim Form

<table>
<thead>
<tr>
<th>Date</th>
<th>AM or PM</th>
<th>Centre Code</th>
<th>Centre</th>
<th>Supervisor Signature</th>
<th>Remarks (If applicable)</th>
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<tr>
<td>01-APR-2014</td>
<td>AM</td>
<td>K1100</td>
<td>Wellington Education Organization Chang Pui Chung Memorial School</td>
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</tr>
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<td>03-APR-2014</td>
<td>AM</td>
<td>K1150</td>
<td>Christian &amp; Missionary Alliance Sun Kei Sec Sch</td>
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<td>04-APR-2014</td>
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<td>23-APR-2014</td>
<td>AM</td>
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<td>HHCKLA Buddhist Ma Kam Chan Memorial English Sec School</td>
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<tr>
<td>02-MAY-2014</td>
<td>AM</td>
<td>T2050</td>
<td>Queen Elizabeth School Old Students' Assn Secondary School</td>
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<td></td>
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</tbody>
</table>

* If you are unable to perform duty, please mark "ABS" if you cannot perform duty. Please fill in the details of serving as replacement invigilator in the blank row of the above table. Please use a separate sheet if the space provided above is not sufficient.

School teachers serving as external invigilators who opt to receive the travelling allowance will have to login on the HKEAA Examination Personnel Online System to enter their personal information (including personal data, bank account). The invigilator should also return this form to his/her school principal before deadline.

**Deadline for Submission of Application**: 20 MAY 2014

**URL**: http://eppo.hkeaa.edu.hk

**Login Name**: EAAPP_37

**Password**: E3276717

**Name in English as printed on HKID Card (In BLOCK LETTERS)**

**HKID no.**: (Printed on HKID Card)

**Name of School**: ABC College

**School Name**: ABC College

**Day Time Contact Tel. No**: ABC College

**Number of Students**: ABC College

**Signature**: ABC College

**Remarks**: ABC College

**Principal**: ABC College

**Remarks**: ABC College

**Remarks**: ABC College

**Remarks**: ABC College

**Remarks**: ABC College

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### 2014年香港中學文憑考試
**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014**

**INVIGILATOR'S ASSIGNMENT SLIP**

教職員獲安排於下列日期擔任本校試場的監考工作。

CHANTAI MAN PETER is assigned to invigilate in our school centre on the date specified below.

<table>
<thead>
<tr>
<th>考試日期時間</th>
<th>科目</th>
<th>試場編號及類別</th>
<th>報到時間</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exam Date/Time</strong></td>
<td><strong>Subject</strong></td>
<td><strong>Centre Code and Centre Type</strong></td>
<td><strong>Reporting Time</strong></td>
</tr>
<tr>
<td>01-APR-2014 [Tue]</td>
<td>TOUR &amp; HOSP STUD-E Paper 1 &amp; 2</td>
<td>禮堂 Hall (K1100)</td>
<td>08:00</td>
</tr>
<tr>
<td>03-APR-2014 [Thu]</td>
<td>資訊及通訊科技 (中) 卷一及二</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>08:00</td>
</tr>
<tr>
<td>04-APR-2014 [Fri]</td>
<td>BIOLOGY-E Paper 2</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>11:15</td>
</tr>
<tr>
<td>07-APR-2014 [Mon]</td>
<td>中國語文 (廣) 卷二</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>10:00</td>
</tr>
<tr>
<td>08-APR-2014 [Tue]</td>
<td>中國語文 (廣) 卷三</td>
<td>禮堂 - 「特別室」監考員 Hall - Special Room Invigilator (K1100)</td>
<td>08:45</td>
</tr>
<tr>
<td>09-APR-2014 [Wed]</td>
<td>LIBERAL STUD-E Paper 2 通識教育 (中) 卷二</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>10:45</td>
</tr>
<tr>
<td>11-APR-2014 [Fri]</td>
<td>ENGLISH LANGUAGE Paper 1 &amp; 2</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>08:00</td>
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<tr>
<td>12-APR-2014 [Sat]</td>
<td>ENGLISH LANGUAGE Paper 3</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>08:45</td>
</tr>
<tr>
<td>14-APR-2014 [Mon]</td>
<td>MATHEMATICS CP-E Paper 1 &amp; 2 數學 (必修) (中) 卷一及二</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>08:00</td>
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<tr>
<td>15-APR-2014 [Tue]</td>
<td>歷史 (中) 卷一及二</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>08:00</td>
</tr>
<tr>
<td>16-APR-2014 [Wed]</td>
<td>INTEGRATED SCIENCE-E Paper 1 &amp; 2 綜合科學 (中) 卷一及二</td>
<td>禮堂2 Hall 2 (K1130)</td>
<td>08:00</td>
</tr>
<tr>
<td>17-APR-2014 [Thu]</td>
<td>LIT IN ENGLISH (1) Paper 2</td>
<td>禮堂 Hall (K1100)</td>
<td>08:00</td>
</tr>
<tr>
<td>17-APR-2014 [Thu]</td>
<td>LIT IN ENGLISH (1) Paper 1</td>
<td>禮堂 Hall (K1100)</td>
<td>13:00</td>
</tr>
<tr>
<td>23-APR-2014 [Wed]</td>
<td>HEALTH &amp; SOC CARE-E Paper 1 &amp; 2 健康管理與社會關懷 (中) 卷一及二</td>
<td>禮堂 Hall (K1100)</td>
<td>08:00</td>
</tr>
<tr>
<td>02-MAY-2014 [Fri]</td>
<td>DESIGN &amp; APP TECH-E Paper 1 &amp; 2 設計與應用科技 (中) 卷一及二</td>
<td>禮堂 Hall (K1100)</td>
<td>08:00</td>
</tr>
</tbody>
</table>

校長簽署:
Principal's Signature: ____________________________ (39999)

ABC College

此部份由監考員填寫:"To be completed by the invigilator"

本人承認在履行職務時所獲悉的一切事宜保密，並不論於什麼時候對本人在受聘期間可能取閱的所有資料、材料及文件嚴格保密。

I undertake to preserve secrecy with regard to all matters coming to my knowledge in performing my job duties, and shall at all times keep strictly confidential all information, materials and documents which I may have access to in the course of my appointment.

監考員簽署/Invigilator's Signature: ____________________________
## Invigilators' Attendance Record

### For invigilators provided by this centre school

<table>
<thead>
<tr>
<th>Name of Invigilators Present (in BLOCK letters)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

### For invigilators not provided by this centre school

<table>
<thead>
<tr>
<th>Name of Invigilators Present (in BLOCK letters)</th>
<th>Name of Teaching School*</th>
<th>School Code</th>
<th>Time of Arrival</th>
<th>Signature</th>
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</tbody>
</table>

* If the invigilator is appointed by the Hong Kong Examinations and Assessment Authority, please write HKEAA.

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
</tr>
</thead>
</table>

* 如該監考員由香港考試及評核局委派，請填 HKEAA。*
ACKNOWLEDGEMENT OF APPLICATION FOR A HONG KONG PERMANENT IDENTITY CARD
申請香港永久性居民身份證收據

CHEUNG, 張

1728
21-12-19
***AMZY
16-12-2005
(01-1997)

Please collect your identity card from 22-02-2013 to 22-03-2013

This form will cease to be valid for identification purpose after 22-03-2013

This form must be returned to the Registration of Persons Office upon collection of the new identity card

Free Issue

For Official Use Only

(Digitised photo of applicant 申請人相片代碼)

JRA8CN

Card issued on : E870955
Audit no.
Loss Memo

From: Duty Officer/Central Police Station To: Whom it may concern
Ref.:
Tel.:
Date: Your ref.:

Loss: ................................................................................................................
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This is certify that Mr/Mrs/Miss .................................................................
................................................................................................................
today reports to our station the loss of the above item in .............................. on ..................................
................................................................................................................

Duty Officer/Central

In accordance with Regulation 13 of the Registration of Persons Regulations, Cap 177A, Laws of Hong Kong, the holder of a Hong Kong Identity Card that has been reported lost shall report to a registration officer of the Immigration Department within 14 days of such loss, failure to comply may lead to such person being liable to prosecution.

*** This memo cannot be accepted as proof of identity ***
### Candidates’ Attendance Record Form

(For contingency use of “Attendance Script Tracking System” only)

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</tr>
</tbody>
</table>

* Please copy from candidates’ Admission Forms

**Note:**

1. Invigilators should assist the Centre Supervisor in completing this attendance record form. The completed form should be returned to the Centre Supervisor after attendance taking.

2. If the candidate is absent, write “ABS” in the column for the candidate number. If the candidate uses a spare barcode sheet, put a “✓” against the candidate number.

3. If a calculator is found on the candidate’s desk, the invigilator should check if the calculator is pad-printed with the “H.K.E.A. APPROVED” label. If it is pad-printed with the label, put a “✓” against the candidate number. If not, put a “×” and notify the Centre Supervisor to complete the Report Form SR4c. If no calculator is found on the candidate’s desk, leave the box blank.

4. The Centre Supervisor is requested to return the completed Candidates’ Attendance Record Forms in one clear plastic bag and return it to the Hong Kong Examinations and Assessment Authority at the end of each examination day.
<table>
<thead>
<tr>
<th>座位編號</th>
<th>考生編號*</th>
<th>計算機使用備用電腦條碼紙 Barcode Sheet (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
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</tbody>
</table>

* 請依照出席考生的准考證抄錄 Please copy from candidates' Admission Forms

<table>
<thead>
<tr>
<th>座位編號</th>
<th>考生編號*</th>
<th>計算機使用備用電腦條碼紙 Barcode Sheet (✓)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

注意 Note:
1. 課室監考員應填寫考生出席紀錄表。
Classroom Invigilators should complete this attendance record form.
2. 若考生缺席，應在考生編號一欄填上「ABS」。若考生使用備用電腦條碼紙，應在其編號旁加「✓」號。
   If the candidate is absent, write "ABS" in the column for the candidate number. If the candidate uses a spare barcode sheet, put a "✓" against the candidate number.
3. 若考生桌上放置計算機，監考員應檢查該計算機是否印有 "H.K.E.A.A. APPROVED" 或 "H.K.E.A. APPROVED" 標籤，如有標籤，在考生編號旁加 "✓" 畫；如沒有標籤，則加 "✗" 畫及填寫 SR 4c 報告書。如考生桌上沒有計算機，此欄可空白。
   If a calculator is found on the candidate's desk, the invigilator should check if the calculator is pad-printed with the "H.K.E.A.A. APPROVED" or "H.K.E.A. APPROVED" label. If it is pad-printed with the label, put a "✓" against the candidate number. If not, put a "✗" and complete the Report Form SR 4c. If no calculator is found on the candidate's desk, leave the box blank.
4. 請課室監考員將已填妥的本節「考生出席紀錄表」及載有「點名單」的紙夾放入同一透明膠袋內，並於考試當日交予課室試場主任。
The Classroom Invigilator is requested to place the completed Candidates' Attendance Record Forms together with the folder containing the Attendance Lists in one clear plastic bag and return it to the Classroom Centre Supervisor at the end of each examination day.
計算機報告書
CALCULATORS FORM
(For examinations using “Attendance Script Tracking System”)

於檢查考生的準考證時，若考生桌上放置計算機，監考員應檢查該計算機是否印有「H.K.E.A.A. APPROVED」或「H.K.E.A.A. APPROVED」標籤。 如沒有標籤，監考員須在此表格記錄其考生編號，並知會試場主任填寫 SR4c 報告書，若考生桌上沒有計算機或考生的計算機印有標籤（即使標籤已褪色），監考員無需作記錄。

When checking candidates’ Admission Forms, if a calculator is placed on a candidate’s desk, the invigilator should check if the calculator is pad-printed with the “H.K.E.A.A. APPROVED” or “H.K.E.A.A. APPROVED” label. If it is not pad-printed with the label, the hall invigilators should record the candidate number on this form and notify the Centre Supervisor to complete the Report Form SR4c. If there is no calculator on the candidate’s desk or the candidate’s calculator is pad-printed (even if the label has faded), the invigilator needs not record the candidate number.

試場編號
Centre No.: 

考試日期 科目／卷別
Exam Date: Subject/Paper:

<table>
<thead>
<tr>
<th>考生編號</th>
<th>考生編號</th>
<th>考生編號</th>
<th>考生編號</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Number</td>
<td>Candidate Number</td>
<td>Candidate Number</td>
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</tr>
</tbody>
</table>

監考員姓名 監考員簽署
Name of Invigilator: Signature of Invigilator:

注意
Note:
試場主任須將此表格連同有關的 SR4c 報告書交予考評局。
The Centre Supervisor should return this form together with the Report Form SR4c to the HKEAA.
<table>
<thead>
<tr>
<th>EXAM</th>
<th>CENTRE NUMBER</th>
<th>SUBJECT / PAPER / EXAM DATE &amp; TIME</th>
<th>SLICE</th>
<th>SEAT NUMBER RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSE</td>
<td>A1234</td>
<td>A010C CHIN LANG (CAN) 1 APR 07 8:30 AM</td>
<td>1</td>
<td>001-030</td>
</tr>
</tbody>
</table>

**Instructions:**

- Mark the box if the candidate is present or absent.
- Use an H.B. pencil as shown on the right.

<table>
<thead>
<tr>
<th>(SEAT NUMBER)</th>
<th>CANDIDATE NUMBER</th>
<th>(SEAT NUMBER)</th>
<th>CANDIDATE NUMBER</th>
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</tbody>
</table>

I confirm that the candidate numbers of the present candidates have been checked against the Candidates' Attendance Record Form and the candidates' records shown on this Attendance List are correct.

**Total Number of Present Candidates on This Page:**

**Total Number of Absentees on This Page:**

- 試場主任 / 檢考員姓名
- 名稱 / CENTRE SUPERVISOR / INVIgilator
- 簽名
- SIGNATURE OF CENTRE SUPERVISOR / INVIgilator

(D12 MR06)
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
2014 DSE (A)
香港考試及評核局
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

答題簿
Sample

考生須知

(一) 宣布開考後，考生須首先在第 1 頁之適當位置填寫考生編號，並在第 1、3、5、7、9 及 11 頁之適當位置貼上電腦條碼。

(二) 每題(非指分題)必須另起新頁作答，並須在每一頁的相應試題編號方格填「X」號，以表示該題的題號(見下例)。

(三) 紙張兩面均應使用，並應依序答寫。不可在於頁邊界以外位置書寫。寫在邊界以外的答案，將不予評閱。

(四) 如有需要，可要求派發方格紙及補充答題紙。每一紙張均應標明考生編號、檢查試題編號方格、貼上電腦條碼，並用橡筋束於簿內。

(五) 試場主任宣布停筆後，考生不會獲得額外時間貼上電腦條碼及填寫試題編號方格。

INSTRUCTIONS

(1) After the announcement of the start of the examination, you should first write your Candidate Number in the space provided on Page 1 and stick barcode labels in the spaces provided on Pages 1, 3, 5, 7, 9 and 11.

(2) Start each question (not part of a question) on a new page. Put 'X' in the corresponding question number box on each page to indicate the appropriate question number (see the example below).

(3) Write on both sides using each line. Do not write in the margins. Answers written in the margins will not be marked.

(4) Graph paper and supplementary answer sheets will be supplied on request. Write your Candidate Number, mark the question number box and stick a barcode label on each sheet, and fasten them with string INSIDE this booklet.

(5) No extra time will be given to candidates for sticking on the barcode labels or filling in the question number boxes after the 'Time is up' announcement.

例 Example:
試題編號 Question No. = 3

<table>
<thead>
<tr>
<th>試題編號 Question No.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13 14 15 16 17 18 19 20 21 22 23 24 25

請在此貼上電腦條碼
Please stick the barcode label here.

答題簿
Sample

考生編號
Candidate Number

試題編號 Question No.

各題數
Marks

總分
Total
Hong Kong Diploma of Secondary Education Examination

Sessional Report (for Hall Centres)

Centr No.: ____________________________

Name of Centre: _______________________

Subject: ______________________________

Paper: _______________________________

Date: _________________________________

This report must be completed by two invigilators (including one invigilator not provided by the centre school) and the centre supervisor.

We certify, in our capacity as invigilators, that

1. The actual starting time is ________________.

2. This centre received ________________ packets of question papers (including all types of question papers) for this session; the packets containing the question papers were sealed at the time of opening and appeared not to have been physically interfered with;

3. The above packets were opened in the presence of the candidates;

4. This examination was conducted in strict accordance with the "Notes for the Guidance of Invigilators";

5. The number of answer scripts collected at the end of the session (Total ________________ scripts) tallies with the number of candidates present;

6. A Special Report on irregularities concerning the following candidate(s) / invigilator(s) (delete if not applicable) is submitted along with the answer scripts to the Hong Kong Examinations and Assessment Authority;

7. (Applicable to Listening Test only)

Reception of the radio/Infra-red Transmission System (delete if not applicable) in the hall centre during the examination (please put a "✓" in the appropriate box):

☐ satisfactory

☐ generally acceptable with occasional minor interferences which did not affect the general reception

☐ With reception problem (Please give details)

Invigilator (i) Name & Signature of Invigilator (1) ________________________

Invigilator (ii) Name & Signature of Invigilator (2) ________________________

Name of School ________________________

Signature of Centre Supervisor ________________________
### INVIGILATORS' ATTENDANCE RECORD

<table>
<thead>
<tr>
<th>出席監考員姓名</th>
<th>簽署</th>
</tr>
</thead>
<tbody>
<tr>
<td>(用正楷填寫)</td>
<td>Signature</td>
</tr>
<tr>
<td>Name of Invigilators Present (in BLOCK letters)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>出席監考員姓名</th>
<th>學校名稱</th>
<th>學校編號</th>
<th>抵達時間</th>
<th>簽署</th>
</tr>
</thead>
<tbody>
<tr>
<td>(用正楷填寫)</td>
<td><em>Name of Teaching School</em></td>
<td></td>
<td>Time of Arrival</td>
<td>Signature</td>
</tr>
</tbody>
</table>

* 如該監考員由香港考試及評核局委派，請填 HKExAA。*

If the invigilator is appointed by the Hong Kong Examinations and Assessment Authority, please write HKExAA.
兹证明
I certify, in my capacity as Classroom Invigilator, that

(1) 確實的開始時間是 the actual starting time is ____________

(2) 本試場本節考試共收到 this centre received ____________ packets of question papers (including all types of question papers) for this session; the packets containing the question papers were sealed at the time of opening and appeared not to have been physically interfered with;

(3) 每包試卷均在考生面前拆封：the above packets were opened in the presence of the candidates;

(4) 是次考試的各項程序均符合「課室監考員須知」內的規定；this examination was conducted strictly in accordance with the "Notes for the Guidance of Classroom Invigilators";

(5) 在試後收回的答卷數目（共 ____________ 份）與考生出席人數相同；the number of answer scripts collected at the end of the session (Total ____________ scripts) tallies with the number of candidates present;

(6) 有關下列 *考生／監考員（*請刪去不適用者）的「特別報告書」已連同答卷交予香港考試及評核局：a Special Report on irregularities concerning the following candidate(s) / invigilator(s) (delete if not applicable) is submitted along with the answer scripts to the Hong Kong Examinations and Assessment Authority;

(7) （只適用於聆聽考試）
(Applicable to Listening Test only)

考室期間課室試場的收音機接收情況（請在適當方格內加「✓」）：Reception of the radio in the classroom centre during the examination (please put a “✓” in the appropriate box):

☐ 良好 Satisfactory

☐ 大致良好，間中出現少許干擾但不影響整體接收 Generally acceptable with occasional minor interferences which did not affect the general reception

☐ 曾出現接收問題（請詳述） With reception problem (Please give details)
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014
Candidate Without Admission Form / Identity Card

# Please put a “✓” in the appropriate box.
Part A (to be completed by the candidate)

To: Manager (SEAD)

I took the following examination without producing my
# ☐ Admission Form because I lost/forgot to bring it/them.
# ☐ Identity Card

Centre Number:                      Candidate Number:                        Language Medium: # ☐ Chinese / ☐ English
Subject:                             Paper:
Home Address:
Daytime Contact Tel. No.:HK Identity Card No.: ( )
Email address:

I understand that I have to go to the HKEAA office during office hours within 14 days after the examination to have my documents checked. If I fail to do so, my answer script will not be marked.

Name: ________________________________
Date: ________________

Signature of candidate:

---

Part B (to be completed by the centre supervisor / invigilator)

To: Manager (SEAD)

(1) I have checked the candidate's
# ☐ Identity Card and the number is indicated in Part A. The candidate cannot produce his/her Admission Form but the candidate's personalised barcode label sheet can be found at the centre.

A/R SEAD

# ☐ Admission Form. However, the candidate cannot produce his/her Identity Card, and his/her Admission Form does not bear his/her photograph. I have told him/her to copy a paragraph below so that his/her handwriting can be checked by the HKEAA.

A/R ESU SEAD

# ☐ Identity Card and the number is indicated in Part A. The candidate cannot produce his/her Admission Form and the candidate's personalised barcode label sheet cannot be found at the centre.

The candidate's answer script / sheet is placed in the normal Script Envelope / Multiple-choice Answer Sheet Folder.

The candidate's answer script / sheet is placed in an "Envelope For Special Reports And Related Scripts / Answer Sheets".

I haven't checked the candidate's Admission Form nor Identity Card because
# ☐ the candidate cannot produce these documents. I have told him/her to copy a paragraph below so that his/her handwriting can be checked by the HKEAA.

(2) Candidate's handwriting

____________________________________

____________________________________

Date: ________________________________
Name & Signature: ____________________

(Centre Supervisor / Invigilator)

---

Part C (to be completed by the centre supervisor / invigilator and issued to the candidate)

To: Name of candidate

Centre No.  □□□□□□□ Date ____________

Candidate No. / Identity Card No. □□□□□□□

Paper ____________

---

* You must go to the HKEAA office (Address: Southern Centre, 12/F, 130 Hennessy Road, Wan Chai, Hong Kong) during office hours within 14 days after the examination to have your documents checked. You should bring your Admission Form, Identity Card and this slip. If you have lost your Admission Form, you should immediately apply for a new one. The fee is $226. School candidates should bring a certification letter issued by their school and one recent photograph showing the head and shoulder only.
# 請在適當方格內加「✓」號
甲部（由有關考生填寫）
致：學校考試及評核部經理

本人於下列科目考試時，由於遺失／忘記攜帶而未能出示

□ 准考證。

□ 身分證。

<table>
<thead>
<tr>
<th>試場編號：</th>
<th>考生編號：</th>
</tr>
</thead>
</table>
| 科目： | 巻別：
應考語文：□ 中文／□英文 |
| 考生住址： | 郵政地址： |

日間聯絡電話號碼：

香港身分證號碼：

本人明白須在考試後的十四日內於辦公時間前往香港考試及評核局呈交身分證明文件以作核對，本人明白若未有如期辦妥有關手續，答卷將不獲評閱。

考生姓名：

考生簽署：

日期：

乙部（由試場主任／監考員填寫）
致：學校考試及評核部經理

(1) 本人曾查閱該考生的

□ 身分證，其身分證號碼列於本表甲部。考生未能出示准考
證，但其個人電腦條碼紙可在試場找到。

□ 准考證，該考生不能出示身分證，而其准考證亦未貼有考
生的相片，本人親其抄錄文字以下以便考評局日後能識辨
其字跡。

□ 身分證，其身分證號碼列於本表甲部。考生未能出示准考
證，而試場亦沒有其個人電腦條碼紙。

本人不查閱該考生的准考證及身分證。因

□ 該考生不能出示這些證明文件，本人親其抄錄文字以下便
以免考評局日後能識辨其字跡。

(2) 考生的字跡：

日期：

試場主任／監考員姓名及簽署：

丙部（由試場主任或監考員填寫後交予有關考生）

試場編號：

考試日期：__________

卷別：

考生姓名：

考生編號／身分證號碼：

* 考生須在考試後的十四日內於辦公時間攜同其准考證、身分證及本便條，前往香港灣仔軒尼詩道 130 號修頓中心 12 樓考
評局辦事處呈交身分證明文件以作核對。

考生如遺失准考證，需立即向考評局申請補發，費用為 8226。學校考生另須攜同學校發出的證明信及繳交半身近照一張。
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014
Candidate Attended The Wrong Examination Centre/Subject Not On Admission Form

Part A (to be completed by the Centre Supervisor/Invigilator)
To: Manager (SEAD)

Centre Number:  
Name of Centre:  
Subject:  
Language Medium:  

☐ The above candidate was not allocated to my centre today, but I have permitted him/her to take the examination here.

☐ This candidate took the subject/paper which is not listed on his/her Admission Form. The candidate has been informed that the HKDIEA may not accept his/her scripts of that subject/paper.

His/Her answer script is to be returned to the HKDIEA in the "Envelope For Special Reports and Related Scripts/Answer Sheets".

Date:  
Name & Signature:  
(Centre Supervisor/Invigilator)

Part B (to be completed by the candidate after the examination session)
To: Manager (SEAD)

☐ I took the examination at a centre which was different from the one specified on my Admission Form. The information printed on my Admission Form is:

Subject:  
Language Medium:  

☐ Chinese / ☐ English

Original Centre Number:  
Seat Number printed on the Admission Form:  
Name of Original Examination Centre:  

I understand that any candidate who deliberately takes an examination at an examination centre other than the one specified on his/her Admission Form will risk a mark penalty. Therefore I provide the following information for your consideration:

Home Address:
Daytime Contact Tel. No.:
Email Address:
Type of transport used:
(from home to centre)
Reasons for attending a wrong centre:
HK Identity Card No.:

☐ I took the subject/paper indicated in Part A which is not listed on my Admission Form. I understand that the HKDIEA may not accept my scripts of that subject/paper. If approval is subsequently given, I have to pay a supplementary fee of $322 and the subject fee concerned.

Name of Candidate:  
Signature:  
(in BLOCK letters)  
(Candidate)

Part C (For Office Use)

☐ script to be sent to the marker  
☐ supplementary fee to be collected PAID/UNPAID  
☐ script not to be accepted  
☐ details for the computer record

SR3-B/79
2014年香港中學文憑考試
考生前往非指定試場應試／准考證未印有與考科目

# 請在適當方格內加「✓」號

甲部 (由試場主任／監考員填寫)
致：學校考試及評核部經理

<table>
<thead>
<tr>
<th>試場編號：</th>
<th>考生編號：</th>
</tr>
</thead>
<tbody>
<tr>
<td>科目：</td>
<td>巻別：</td>
</tr>
<tr>
<td>應考語文： #□ 中文／□英文</td>
<td></td>
</tr>
</tbody>
</table>

## □ 上述考生原非獲准在本試場應試，惟本人予以容納。

## □ 上述考生的准考證未印有上列科目／卷別。考生已獲告知考評局可能不接納其答卷。

其答卷已放入「特別報告書及有關答卷／答題紙封套」內一併交回考評局。

日期： ____________________  試場主任／監考員姓名及簽署： _______________

乙部 (完卷後由有關考生填寫)
致：學校考試及評核部經理

# □ 本人沒有依照准考證上指的試場應試。本人准考證上所列的資料如下：

| 科目：     | 巻別：     |
| 應考語文： #□ 中文／□英文 |
| 原來試場編號： | 印在準考證上的座位編號： |
| 原來試場名稱： | |

本人知悉，如故意違犯規則，於非指定試場應試，可被扣分。下列資料請予以考慮：

| 考生住址： |
| 日間聯絡電話： | 電郵地址： |
| 由住所前往試場所使用的交通工具： |
| 前往非指定試場應試的原因： |
| 香港身分證號碼： | （ ） |

# □ 本人應考的甲部所列科目／卷別，並沒有列於准考證上。本人明白考評局可能不接納該份答卷。倘考評局事後批准本人的應考資格，本人須繳交附加費 $522 及有關的科目費。

考生姓名： ____________________  考生簽署： ____________________

（用英文正楷填寫）

丙部 (由考評局填寫)

☐ script to be sent to the marker

☐ supplementary fee to be collected PAID/UNPAID

☐ script not to be accepted

☐ details for the computer record

SR3-C/80
Note: If any irregularity occurs during an examination session, a report should be made on this form. The completed form should be returned to the HKEAA in an Envelope For Special Reports and Related Scripts/Answer Sheets together with the candidate’s answer script or answer sheet or article(s) involved in suspected cheating (if any). There is no need to report on this Form those cases which have already been stated in Report Forms SR1, SR3, SR4b, SR4c, SR4p or SR4i.

For Speaking examinations (if applicable):

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Group No.</th>
<th># Speaking exam not recorded</th>
<th># Recording started/stopped prematurely</th>
<th># DV recording problem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Time of the incident: From ___ to ___

Details of the incident:

Follow-up action taken by invigilation staff:

Candidate’s explanation* (to be completed by the candidate at the end of the examination, if any):

* If the case involves suspected cheating, the candidate(s) concerned should be asked to provide a written explanation before he/she leaves the centre. If the candidate refuses, this should be stated on the form.

There are ______ answer scripts returned to the HKEAA together with this Report.

<table>
<thead>
<tr>
<th>Centre Supervisor / Invigilator</th>
<th>Invigilator handling the case (if the case is not handled by the Centre Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

Details of the candidates being reported: (one box ONLY to be completed by each candidate)

(FIRST CANDIDATE)

<table>
<thead>
<tr>
<th>Candidate No.:</th>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daytime Contact Telephone No. :

Email Address:

# This is a complaint requiring follow up.
#

This is a report for information only.

Signature :

(SECOND CANDIDATE) (if any)

<table>
<thead>
<tr>
<th>Candidate No.:</th>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Daytime Contact Telephone No. :

Email Address:

# This is a complaint requiring follow up.
#

This is a report for information only.

Signature :

# Please put a "✓" in the appropriate box.
2014年香港中學文憑考試
考試異常事項

試場編號：
試場名稱：
科目：
卷別：
日期：
考試時間：由 至

注意：如遇試場發生特別事故，試場主任須在此表格上填報，並將之放在「特別報告書及有關答卷／答題紙封套」內交回香港考試及評核局。如該事故涉及考生的答卷/答題紙，甚至作弊用的物品等，亦應將之一併交回。已記錄在 SR1、SR3、SR4a、SR4b、SR4c、SR4d及 SR4f 報告書內的事項，不須在此重複。

口試用 (如適用)：

教室編號：
小組編號：

# □ 沒有錄影  □ 沒有按時錄影  □ 攝錄機故障

事件發生時間：由 至

事件經過：

監考人員曾作的跟進工作：

考生解釋 (完卷後由考生填寫，如有的話)：

* 如事件涉及懷疑考生作弊，監考人員應要求有關考生於離開試場前作一書面解釋。倘考生拒絕，應在此表上註明。

遞交此報告交回考評局的考生答卷共 份。

# □ 試場主任 / □ 監考員

姓名：

處理上述個案的監考員（如有個案並非由試場主任處理）

姓名：

有關的考生資料如下：（每考生只須填寫一格）

由第一名考生填寫

姓名編號：
姓名：
地址：
日間聯絡電話：

# □ 是項投訴需考評局跟進
# □ 是項報告供考評局參考

# 請在適當方格內加「✓」號

由第二名考生填寫（如有第二名考生）

姓名編號：
姓名：
地址：
日間聯絡電話：

# □ 是項投訴需考評局跟進
# □ 是項報告供考評局參考

# 請在適當方格內加「✓」號
**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014**

**Examination Irregularities (Barcodes)**

---

**Centre Number:**

**Name of Centre:**

**Paper:**

**Date:** 23B

---

**Part A  Use of spare barcode sheets**

<table>
<thead>
<tr>
<th>Candidate Number</th>
<th>Reasons for issuing spare barcode sheets*</th>
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* Reasons for issuing spare barcode sheets:
A: Wrong-centre candidate (with SR3 Report)
B: Subject not on Admission Form (with SR3 Report)
C: The candidate could not produce his/her admission form and his/her personalised barcode sheet was not found at the centre (with SR1 Report)
D: The candidate’s original barcode sheet was damaged / found to include incorrect information / could not be located
E: The candidate took the Listening Test in the special room due to late arrival (see Special Room Sessional Report)
F: The candidate went to the special room from the exam hall/classroom without bringing along his/her original barcode sheet
G: Others (Please specify)

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**Part B  Candidates without sticking barcode labels on the MC answer sheet/on the cover of the answer book/question-answer book**

*Please put a “✓” in the box below if the candidate was allowed to stick the barcode label on the MC answer sheet/on the cover of the answer book/question-answer book under the supervision of an Invigilator to facilitate the scanning of the answer scripts.*

<table>
<thead>
<tr>
<th>Candidate Number</th>
<th>#</th>
<th>Signature of Candidate</th>
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**Part C  Other irregularities concerning barcode sheet/label (if any)**

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Notes: The answer scripts of candidates concerned should be returned to the Scripts Collection Centre in an Envelope For Special Reports and Related Scripts/Answer Sheets together with this report.

There are __________________ answer scripts returned to the HKEAA together with this Report.

☐ Centre Supervisor / ☐ Invigilator (Please put a “✓” in the appropriate box.)

**Name:** ____________________________  **Signature:** ____________________________

---
# 2014 年香港中學文憑考試
## 考試異常事項(電腦條碼)

<table>
<thead>
<tr>
<th>試場編號</th>
<th>試場名稱</th>
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### 甲部 使用備用電腦條碼紙的考生

<table>
<thead>
<tr>
<th>考生編號</th>
<th>派發備用電腦條碼紙的原因*</th>
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* 使用備用電腦條碼紙的原因：
  A: 考生前往非指定試場應試（另有 SR3 報告書）
  B: 考生的准考證未印上與考科目（另有 SR3 報告書）
  C: 考生未接到准考證而試場又沒有其個人電腦條碼紙（另有 SR1 報告書）
  D: 考生原來的電腦條碼紙損壞／資料有誤／不能找到
  E: 考生因遲到（請參閱特別室考試報告書）需到特別室應考聆聽考試
  F: 考生沒有由醫委／課室攜帶原來的電腦條碼紙到聆聽考試的特別室
  G: 其他原因（請註明）

### 乙部 沒有在答題簿／試題答題簿的封面或多項選擇題答題紙貼上電腦條碼貼紙的考生

（若監考員因需進行答卷掃描而允許考生在其監督下在答題簿／試題答題簿的封面或多項選擇題答題紙貼上電腦條碼貼紙，請在下列方格內加上「✓」號）

<table>
<thead>
<tr>
<th>考生編號</th>
<th>考生簽署</th>
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### 丙部 與電腦條碼紙／貼紙有關的其他異常事項（如有的話）


---

注意：上述考生的答卷，應連同本報告書放在「特別報告書及有關答卷／答題紙封套」內交回答卷收集中心。

連同此報告表回考評局的考生答卷共 ____________ 份。

☐ 試場主任 ☐ 監考員（請在香港方格內加「✓」號）

姓名： ___________________________ 簽署： ______________
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014  
Examination Irregularities (Calculators)

Centre Number:  
Name of Centre:  
Subject:  
Paper:  
Date:  

Note: If a candidate is found in possession of a calculator which is not pad-printed with the "H.K.E.A.A. APPROVED" or "H.K.E.A. APPROVED" label, he/she should be allowed to use the calculator to continue with his/her work until the end of the last examination session of the day.

1. If the calculator is not on the permitted list, the calculator must be collected after the last examination session of the day and returned to the Scripts Collection Centre together with this report.

2. If the calculator is on the permitted list but not pad-printed, the case should be reported on this form but the calculator needs not be collected.

3. If the calculator was pad-printed but the label has faded, it is not necessary to report such a case.

<table>
<thead>
<tr>
<th>Manufacturer of the Calculator</th>
<th>Model Number</th>
<th>Candidate Number</th>
<th>Calculator collected and sent to HKEAA? (Yes/No)</th>
<th>Remarks (Mark A or B)*</th>
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* A: The calculator has not been pad-printed with the label but is on the permitted list.
B: The calculator has not been pad-printed with the label and is not on the permitted list.

☐ Centre Supervisor / ☐ Invigilator  (Please put a "✓" in the appropriate box.)

Name: ___________________________  Signature: ___________________________

Details of the candidates being reported: [to be completed by the candidate(s) concerned – one box for each candidate]

1. Candidate No.:  
   Name:  
   Address:  
   Daytime Contact Telephone No.:  
   Email Address:  
   Signature:  

2. Candidate No.:  
   Name:  
   Address:  
   Daytime Contact Telephone No.:  
   Email Address:  
   Signature:  

3. Candidate No.:  
   Name:  
   Address:  
   Daytime Contact Telephone No.:  
   Email Address:  
   Signature:  

4. Candidate No.:  
   Name:  
   Address:  
   Daytime Contact Telephone No.:  
   Email Address:  
   Signature:  

SR4c-8/79
2014年香港中學文憑考試
考試異常事項(計算機)

試場編號： 試場名稱：
科 目： 卷別： 日期：

注意：試場主任或監考員如發現考生使用未印有「H.K.E.A.A. APPROVED」或「H.K.E.A.A. APPROVED」標籤的計算機，應准許其使用該計算機至當日最後一分鐘試卷終止。
(1) 若該計算機的型號不在准用計算機型號名單內，該計算機須在當日最後一分鐘試卷後連同本報告書一併交回答卷收集中心。
(2) 若考生的計算機在准用計算機型號名單內但未印有標籤，試場主任或監考員須在此報告書內註明有關個案，但無須將計算機呈交考評局。
(3) 若考生的計算機印有標籤但因長期使用而致褪色，試場主任或監考員無須填報此類個案。

<table>
<thead>
<tr>
<th>計算機製造商</th>
<th>型號</th>
<th>考生編號</th>
<th>有否將計算機交予考評局？</th>
<th>備註</th>
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* A: 該計算機並未印有標籤，但在准用計算機型號名單內。
  B: 該計算機並未印有標籤，且不在准用計算機型號名單內。

□ 試場主任／ □ 監考員 （請在適當方格內加「✓」號）
姓名： __________________ 簽署： __________________

有關考生的資料如下：[ 由考生填寫 — 每名考生填寫一方格 ]

<table>
<thead>
<tr>
<th>考生編號：</th>
<th>姓名：</th>
<th>地址：</th>
<th>日間聯絡電話：</th>
<th>電郵地址：</th>
<th>考生簽署：</th>
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<th>地址：</th>
<th>日間聯絡電話：</th>
<th>電郵地址：</th>
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### Part 1

1. **During the examination** (time: ______________________ a.m./p.m.), the:
   - [ ] mobile phone [please specify brand name: ______________________] model no (if available): ______________________
   - [ ] in operating mode
   - [ ] rang.

   - [ ] other electronic/communication device [please specify: ______________________] of the candidate below was found
   - [ ] not in operating mode
   - [ ] vibrated.

   - [ ] sounding device [please specify: ______________________].
   - [ ] in a mode that could not be confirmed
   - [ ] did not ring
   - [ ] nor vibrate.

2. The mobile phone/electronic or communication device/sounding device was found:
   - [ ] under the candidate’s chair / inside the candidate’s bag.
   - [ ] on the candidate’s desk.
   - [ ] in other location [please specify: ______________________].
   - [ ] inside the drawer of the candidate’s desk.
   - [ ] on the candidate’s body [please specify (e.g. in the pocket): ______________________].

### Part 2 (To be completed if the mobile phone/electronic or communication device is found in operating mode)

1. Did the candidate agree to voluntarily show the mobile phone call log / SMS / MMS log?  
   - [ ] Yes  
   - [ ] No

   If not, ask the candidate to give an explanation on this form.

2. After checking, did the log(s) show that any call or message was received during the examination session?  
   - [ ] Yes  
   - [ ] No

3. If yes, please provide details of the caller; please provide further information if cheating is suspected (use a separate sheet if necessary):

   - [ ]

4. Did the candidate attend to the call / message during the examination?  
   - [ ] Yes  
   - [ ] No

   If yes, please provide the details (e.g. contents of the conversation):

   - [ ]

### Other relevant information:

- [ ]

### Centre Supervisor  
Invigilator (Please put a “✓” in the appropriate box.)

Name: ______________________  
Signature: ______________________

(To be completed by the candidate being reported)

Candidate’s explanation (if any):

Name: ______________________
Address: ______________________
Daytime Contact Telephone No.: ______________________
Email Address: ______________________
Signature: ______________________
2014 年香港中學文憑考試

考試異常事項（手提電話／電子或通訊器材／備有響鈴功能物品）

試場編號：

試場名稱：

科目：

日期：

考場時間：

注意：

（1）考生必須將手提電話的響鈴功能及電源關掉，並放在座位下的當眼處讓監考員清楚看見。考生亦

須關掉其他電子／通訊器材 [例如：iPod、平板電腦、手提電話、傳呼機、MP3 機、電子字典、

具文字顯示功能的手錶等] 及備有儲存資料或響鈴功能的物品，並放在手提包內。

（2）與手提電話、電子／通訊器材及備有響鈴功能物品有關的事故，試場主任須在此表格上填報，並

將之放在「特別報告書及有關附卷／答題紙封套」內交回香港考試及評核局。

請在適當方格內加「✓」號

第（一）部分

1 考試進行期間（時間：上午／下午），下述考生的：

☐ 手提電話（請註明牌子名稱：_____________ 型號（如有的話）：_____________）

☐ 處於啟動模式

☐ 停止放響鈴。

☐ 其他電子／通訊器材

[請註明：_____________]

☐ 處於關機模式

☐ 沒有播出聲音或震動

☐ 備有響鈴功能的物品

[請註明：_____________]

☐ 處於關機模式

☐ 沒有發出聲響或震動

2 有關係的物品放在：

☐ 考生的座位下／手提包內。

☐ 考生桌上。

☐ 其他位置 [請註明：_____________]。

☐ 考生座位的抽屜內。

☐ 考生身上 [請註明（例如：衣袋內）：_____________]。

第（二）部分（只在考生的手提電話／電子或通訊器材處於啟動模式的情況下填寫）

1 考生是否自願展示手提電話的通訊紀錄、短訊及多媒體短訊紀錄？

☐ 是 ☐ 否

如否，請考生在此表格上寫上解釋。

2 經檢查後，有否發現該手提電話在考試期間曾收到來電或訊息？

☐ 有 ☐ 无

3 如有，請提供來電者的資料：若懷疑涉及作弊，請提供詳細資料（可另加紙張填寫）：

4 考生在考試期間有否接聽來電或查看訊息？

☐ 有 ☐ 無

如否，請提供資料（例如通話內容）：

其他相關資料：

☐ 試場主任 ☐ 監考員（請在適當方格內加「✓」號）

姓名：

簽署：

有關的考生資料如下：（由考生填寫）

考生編號：

姓名：

地址：

日間聯絡電話：

電郵地址：

簽署：
The following candidates went to the toilet during the examination:

<table>
<thead>
<tr>
<th>Candidate Number</th>
<th>Time</th>
<th>Candidate Number</th>
<th>Time</th>
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<tbody>
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☐ Centre Supervisor / ☐ Invigilator  (Please put a “✓” in the appropriate box.)

Name: __________________________________ Signature: __________________________________

Note: For any irregularities happening in the toilet, please report the details on Report Form SR4g.
2014年香港中學文憑考試
考生前往洗手間

試場號碼：
試場名稱：
科目：
日期：

下列考生於考試期間前往洗手間：

<table>
<thead>
<tr>
<th>考生編號</th>
<th>時間</th>
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□ 試場主任 / □ 監考員（請在適當方格內加「✓」號）

姓名： 簽署：

註：但凡在洗手間內發生的異常情況，請在 SR4g 報告書詳列有關情況。
In the event of the absence of an invigilator, the Centre Supervisor is expected to delegate the invigilation duties to other invigilators or appoint his/her own staff/colleagues as a replacement.

If an invigilator was late or behaved in such a way that had affected the smooth running of the examination (e.g. giving improper instructions to candidates, not vigilant in performing invigilation duties, reading question papers or other articles, chatting with another person), the details should be recorded in the "Remarks" column.

(1) Number of invigilators assigned to this centre: ________________ (See Invigilators' List)

(2) Number of invigilators present:

<table>
<thead>
<tr>
<th>Name of invigilator present *</th>
<th>School of the invigilator</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of School *</td>
<td>School Code</td>
</tr>
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</tr>
</tbody>
</table>

* Please refer to Invigilators' Identification Slips or Invigilators' Assignment Slips.

(3) Details of the absent invigilators:

<table>
<thead>
<tr>
<th>School of the invigilator</th>
<th>Remarks</th>
<th>Name of absent invigilator (to be completed by HKEAA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>See Invigilators' List</td>
<td></td>
</tr>
</tbody>
</table>

(4) 

# [ ] I have appointed Mr. / Ms. ____________________________ of my school to replace the above absent invigilator.

# [ ] HKEAA needs not pay him/her any invigilation fee.

# [ ] Please pay the invigilation fee into our school's bank account as detailed below:

Bank: ____________________________

Branch: ____________________________

Name of account holder: ____________________________

Account number: ____________________________

Signature: ____________________________

(Centre Supervisor)

Name: ____________________________

# Please put a "✓" in the appropriate box.
2014年香港中學文憑考試
考試異常事項(監考員)

試場編號：
試場名稱：
科目：

日期：
考試時間：由 至

注意：如遇監考員缺席，請將監考工作分配給其他監考員或由試場主任委派其她職員代替。

如遇監考員遲到或在試場內作出任何影響考試順利進行的行為（例如：給予考生錯誤的指示、沒有執
行監考工作、閱讀試卷或其他物品，或與他人閒聊等），請在『備註』欄內註明。

（1）本試場應有監考員的人數： 人（請參閱 Invigilators’ List）
（2）出席監考員人數： 人

<table>
<thead>
<tr>
<th>出席監考員姓名*</th>
<th>任教學校</th>
<th>學校名稱*</th>
<th>學校編號*</th>
<th>備註</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* 請參閱「監考員證明函」或「監考員工作分配證」。

（3）缺席監考員的資料：

<table>
<thead>
<tr>
<th>任教學校</th>
<th>學校名稱</th>
<th>學校編號</th>
<th>備註</th>
<th>缺席監考員姓名（由考評局填寫）</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

（4）

# □ 本試場已委派本校教職員 先生／女士代替上述缺席監考員。

# □ 考評局無須支付監考費用予上述教職員。

# □ 請將監考費用存入本校銀行戶口，詳情如下：

銀行： __________________________ / __________________________ 分行

戶口持有人姓名： __________________________

戶口號碼： __________________________

試場主任簽署： __________________________

姓名： __________________________

# 請在適當方格內加「✓」號。
**Envelope for Special Reports and Related Scripts / Answer Sheets**

<table>
<thead>
<tr>
<th>Centre No.</th>
<th>Subject/Paper</th>
<th>No. of forms enclosed</th>
<th>Form No. enclosed</th>
<th>No. of scripts/answer sheets enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **SR1** Candidates without admission forms/ID Cards
- **SR3** Wrong centre candidates
- **SR4b** Barcode irregularities
- **SR4c** Candidates bringing in calculators without HKEA/HKCAA approved label
- **SR4p** Mobile phone irregularities
- **SR4i** Irregularities related to Invigilators
- **SR4g** Other examination irregularities (including suspected cheating)

* If the candidate could produce his/her identity card and his/her candidate number was verifiable from the ASTS/attendance list with his/her personalized barcode sheet available at the centre, the candidate's answer script or answer sheet should NOT be put in this envelope.

The candidate's answer script or answer sheet should be put in this envelop when:

(i) the candidate could not remember his/her candidate number and his/her personalized barcode sheet could not be found at the centre;

(ii) the candidate could not produce his/her identity card.
香港中學文憑考試  HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

考 試 期  07 APR 2014
日  DATE OF EXAM
考 期  08:30 AM
試  8:30 AM

考 場  A1234  HKEAA San Po Kong Office

科  目  A010C  CHIN LANG (CAN)

卷  PAPER  1

考  場  CENTRE  (HALL)

區位編號範圍  001 至 050
Seat No. Range  TO

(考生編號  (140012345)  (140045645)
CAND. NO.)

封包號數  1  (共  4  包)
SCRIPT ENVELOPE  OF

1
<table>
<thead>
<tr>
<th>EXAM. DATE</th>
<th>COMM. TIME</th>
<th>SUBJECT</th>
<th>PAPER</th>
<th>NO. OF ENVELOPES</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/04</td>
<td>08:30</td>
<td>CHIN LANG (CAN)</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>07/04</td>
<td>10:30</td>
<td>CHIN LANG (CAN)</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>08/04</td>
<td>09:15</td>
<td>CHIN LANG (CAN)</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>09/04</td>
<td>08:30</td>
<td>LIBERAL STUD-C</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>09/04</td>
<td>11:15</td>
<td>LIBERAL STUD-C</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>11/04</td>
<td>08:30</td>
<td>ENGLISH LANGUAGE</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>11/04</td>
<td>11:00</td>
<td>ENGLISH LANGUAGE</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>12/04</td>
<td>09:15</td>
<td>ENGLISH LANGUAGE</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL NO. OF ENVELOPES** 33
Centre Supervisor
To sign across

One Invigilator
To sign across
請將填妥的答題紙，順座位編號，由小至大，最小者排列在上，放回紙夾內。

Please arrange the answer sheets in seat number order, with the Smallest Seat Number on top, when returning them.

除最後的紙夾外，每一紙夾應放入 100 個座位內出席考生的答題紙。至於課室試場，不論考生多少，每一課室須使用一紙夾。

Except the last folder, each folder should contain the answer sheets of candidates (Absentees Excluded) of 100 seat numbers. One folder should be used for each classroom.
This is to acknowledge receipt of the following documents from the above-named centre:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer Script</td>
<td>6 packets</td>
</tr>
<tr>
<td>Multiple Choice Answer Sheets</td>
<td>3 packets</td>
</tr>
<tr>
<td>Multiple Response Answer Sheets</td>
<td>2 sets</td>
</tr>
<tr>
<td>Envelope for Special Report</td>
<td>1 packet</td>
</tr>
<tr>
<td>Envelope for GT Special Report</td>
<td>1 packet</td>
</tr>
</tbody>
</table>

Signature: __________________________
(Examination Authority Staff)
給遲到考生的提示咗
Reminder to Latecomers

請關上手提電話（包括電話的響鬧
功能），並放於座位椅下的當眼處。

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

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

If your mobile phone is switched on, or a mobile phone is found on your body/desk during the
examination, you may receive a mark penalty or even be disqualified from the examination.
考生不可打開此膠套。

Not to be opened by the candidate.

考生的行動電話如在考試期間發出聲響，應放在此行動電話膠套內，
考試完結後，由試場主任/監考員打開膠套及檢查電話。

The mobile phone which rings during the examination should be put in this Mobile Phone Plastic Bag. The bag should be opened after the examination by the Centre Supervisor/Invigilator for inspection of the mobile phone.
Notes: 1. Nothing written on this sheet will be marked.
   2. Do not hand in this sheet in your answer book.
      It will be collected separately.
   3. This sheet must not be taken away.

注意：
1. 草稿纸上書寫之任何文字或圖表將不予以評閱。
2. 草稿紙將另行收集，不應夾在答題簿內。
3. 考生不得將草稿紙携離試場。
香港考試及評核局

香港中學文憑考試

中國語文卷三(聽力測驗)及卷五

特別室專用封套

本封套內有：
1) 特別室試場牌及各類在特別室使用的告示牌
2) 座位表
3) 報告書集 (內有特別室考試報告書及各類特別報告書)
4) 草稿紙30張
5) 補充答題紙30張及短繩
6) 聽聽考試特別室考試報告書及答卷封套
7) 特別室提示卡
ENVELOPE FOR SPECIAL ROOM

Items enclosed:
1) A Centre Poster for Special Room and Posters to be put up in the Special Room
2) A Seating Plan
3) A booklet of Sessional Report & Special Report Forms
4) 30 Rough Work Sheets
5) 30 Supplementary Answer Sheets & Short White Strings
6) A Return Envelope for LT Special Room Sessional Report and Answer Scripts
7) Special Room Reminder Cards
2014年香港中文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014

第一部分

Part 1

A. 試場名稱
Name of Centre: ____________________

試場編號
Centre No.: ____________________

B. 本人證實 I certify that

(1) 確實的開考時間 is the actual starting time is ____________________

(2) 本節考試的試卷封包在開考前完整無缺; the packet containing the examination question papers for this session was sealed until the time of opening and appeared not to have been physically interfered with;

(3) 上述試卷封包由本人於9時45分或之後在考生面前開拆。the above packet was opened by me at/after 9:45 a.m in front of the candidate(s).

C. 此節考試並無考生在此「特別室」應考。No candidate attended the examination in this Special Room.

D. 此節考試共有 _______ 名考生在此「特別室」應考。 _______ candidate(s) was/were admitted in this Special Room.

E. 考試期間特別室的*收音機接收／考试光碟播放情况 (*請刪去不適用者):

*Radio reception / quality of broadcast of the examination CD (*delete if not applicable) in the Special Room during the examination:

- 良好 Satisfactory
- 大致良好，間中出現少許干擾，但不影響整體接收／播放效果。Generally acceptable with occasional minor interferences which did not affect the general reception / quality of broadcast.
- 曾出現接收／播放問題(請詳述) With reception / broadcast problem (Please give details)

注意: 試験中或試験後使用特殊室內光碟時，「特別室」監考員須將有關情況記錄在SR4g報告書內。Note: If the examination CD was defective or the reserve examination CD was used, the Special Room Invigilator must record the details in the Report Form SR4g.

特別室監考員姓名
Name of Special Room Invigilator: ____________________

簽署
Signature: ____________________

請在適當方格內加「√」號。 Please put a "√" in the appropriate box
DSE
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

Return Envelope for LT Special Room Sessional Report and Answer Scripts

試場編號
Centre No.: ____________________________ 科目
Subject: _______________________________

試場名稱
Name of Centre: ____________________________

出席人數
No. of Candidates Present: __________________

本封包內答卷數目
No. of Scripts Enclosed: __________________

此校特別室總數:
Total Number of Special Room in this school:

注意：如沒有考生在「特別室」應考，仍須將此封套交回。
Note: This envelope must be returned even if no candidates took the Listening Test in the special room.
Return of Unused/Used Question Papers/Question Answer Books

試場編號: __________________________
Centre No. __________________________

---

**ENGLISH LANGUAGE**

☐ ENGLISH LANGUAGE PAPER 1
☐UNUSED QUESTION-ANSWER BOOKS FOR PART B

☐ ENGLISH LANGUAGE PAPER 3
☐UNUSED QUESTION-ANSWER BOOKS FOR PART B

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**COMBINED SCIENCE**

☐ COMBINED SCIENCE (BIO)
   - SECTION A QUESTION PAPERS / SECTION B QUESTION-ANSWER BOOKS

☐ COMBINED SCIENCE (CHEM)
   - SECTION A QUESTION PAPERS / SECTION B QUESTION-ANSWER BOOKS

☐ COMBINED SCIENCE (PHY)
   - SECTION A QUESTION PAPERS / SECTION B QUESTION-ANSWER BOOKS

切勿把考生答卷放進本封套內。
Please DO NOT put candidates' answer scripts into this envelope.
請以“△”表示收音機／光碟播放機的擺放位置。 Please indicate the location of the radio/CD player with the symbol “△”.
考生不可於「特別室」使用自備的耳筒式收音機。請即摘下耳筒，否則將被扣分。

You are not allowed to use your own radio with earphones in the "Special Room". Please take off your earphones now or you will risk a mark penalty.