Use of barcode labels on answer scripts

- In order to enhance reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates’ answer scripts and multiple-choice answer sheets, which will be scanned before marking.

- Each candidate will be issued with a sheet of personalised barcode labels at the examination centre, prior to the start of each examination session.

- The candidate’s name will be printed on top of the barcode sheet and each barcode label will show the candidate number, centre number, seat number and subject/paper name. Candidates should make sure that they occupy the correct seat and are given the correct barcode sheet. Any irregularities should be reported to the invigilator immediately.

- A3 answer sheets, folded in the form of A4 answer books, will be used to facilitate scanning. For conventional papers, candidates should write their candidate number and affix a barcode label in the designated space on the cover and inner pages of answer books and question-answer books, supplementary answer sheets and graph paper used.

- For multiple-choice papers, candidates should write their candidate number and name, sign and then affix a barcode label in the designated space on the MC answer sheet.

- If a candidate makes a mistake with the labels or needs extra labels, he/she should summon an invigilator and follow the invigilator’s instructions accordingly.

- At the end of the examination, invigilators will collect the barcode label sheets separately. Candidates are not permitted to remove any unused labels from the examination centre; otherwise, they may receive a mark penalty.
New design of answer books / supplementary answer sheets

◆ The question numbers on individual pages of the answer books / supplementary answer sheets will be captured electronically. There will be a question number box on the margin of each page. Candidates have to put a “X” in the appropriate box. You can use either a pen or a pencil to fill in the question number box.

Example:

Example:

If you use a pencil and have made a mistake when completing the question number box, you should completely erase the wrong marks with a clean rubber. If you use a pen, you may either erase the wrong mark with correction fluid / correction pen or cross it out clearly as in the example below:

Example:

Example:

Unless otherwise specified on the question paper, you should start each full question (not part of a question) on a new page. If a question consists of several parts (say question number 1 consists of parts a, b and c), fill in the question number box as question number 1.

Note:

◆ Do not tamper with the barcode labels (e.g. folding, scratching of the labels, staining by correction fluid).
◆ Remember to fill in the question number box on each page of the answer book / supplementary answer sheet on which you have written any answers.
1. Each page should be marked with the question number.