Centre Supervisors’ Briefing

HKDSE Category C (Other Languages)
Written Examinations

12 October 2011
## Category C Subjects (Nov. Series)

### Final Entry Figures

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code</th>
<th>No. of candidates</th>
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<tbody>
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<td>Urdu</td>
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<td>Hindi</td>
<td>8687</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>174</strong></td>
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• Important Notes
• Major Exam Procedures
• Handling of Exam Irregularities
• Q & A
Important Notes
IMPORTANT NOTES

1. Sticking of Candidate labels

- Candidates should affix the candidate labels and sign on the cover of the answer booklet/Question-Answer Book (Japanese Paper 2) before the start of the exam.

- If no candidate label is found on the cover of a candidate’s answer booklet/Question-Answer Book during the collection of scripts, supervise the candidate to stick a candidate label on the cover. Report the case in SR4g form & ask the candidate to sign on the form.
2. Arrival Time of Candidates:

- Candidate should arrive at the exam centre at least 15 minutes before the start of the exam (8:30 am/1:00 pm) shown on the Admission Form.

- Candidates who arrive after the starting time of an exam session should report to the centre supervisor or an invigilator. They may be allowed to enter the exam room and sit the exam but are required to fill out a report after the exam and state the reasons for being late. CIE reserves the right not to accept their answer scripts.

- Remind the candidates to switch off the mobile phones (distribute the Mobile Phone Reminder Cards).
IMPORTANT NOTES

- After the candidates have been seated, remind them to place the mobile phones under their chairs in a position clearly visible to the invigilators.

- Check candidates’ Admission Forms and Identity Cards (if the admission forms do not have the candidates’ photos) at an appropriate time.

- Amend the attendance record.

- No extra time should be given to make up for the time lost.
3. Early Leave of Candidates:

- Candidates are not allowed to leave during the first 60 minutes and the last 15 minutes of the session. No candidates, including early leavers, are allowed to take away any question papers from the exam centre.

- Check whether early leavers have affixed candidate labels, signed (except Japanese Paper 2) and marked the question number boxes (except Japanese Paper 2).

- The answer scripts and question papers of early leavers should be collected together with those of other candidates at the end of the exam.
IMPORTANT NOTES

- Candidates requesting to leave outside the permitted time should fill in Report SR4g.

- Candidates will receive a mark penalty if they leave the exam centre without the permission of the CS/invigilators.

4. Exam Announcements:

- The announcements of the Centre Supervisors should be made in English in the exam.
5. **Exam Stationery:**

- Correction pens, fluid or tape, erasable pens, highlighters or gel pens must not be used.
- Write in dark blue or black pen.

6. **Other important regulations:**

- Candidates must not discuss or disclose by any means the contents of the paper with any person who has not taken the exam for 24 hours after taking the exam. If they do so they will be automatically disqualified from the subject being taken.
7. Handling of exam irregularities/ complaints

- Candidates must lodge their complaints about the centre environment at the exam centre.
- Maintain the room temperature at 25.5 °C as advised by the Government. Adjust the room temperature if candidates express concerns over it being too low or too high.
- Other complaints and irregularity reports, if any, must be made in writing within one week after the date of the exam.
Major Exam Procedures
BEFORE THE EXAM

- Avoid holding activities and using the loudspeaker in the vicinity of the exam venue during exam.

- Seek the cooperation of other teachers and students to keep the exam hall/room(s) quiet during exam.

- Turn off the school bell and the PA system inside the exam hall/room(s). Turn off or turn down the school bell and the PA system outside the hall/room(s).
BEFORE THE EXAM

- Upon receipt of the question papers, stamp a school seal on the receipt.

- Brief the invigilators of the exam regulations and procedures.

- Invigilators should report for duty 30 minutes before the start of exam (i.e. at 8:00 am/12:30 pm).
BEFORE THE EXAM

- Distribute the stationery and candidate label sheets before admission of candidates.

- Admit candidates 15 minutes before the start of exam at 8:15 am/12:45 pm. Give them sufficient time to check the candidate label sheets and exam stationery (e.g. answer booklets).

- Supplementary answer booklets should not be torn apart.
BEFORE THE EXAM

Before making the first announcement, arrange an invigilator to stay at the entrance of the exam hall and distribute the Mobile Phone Reminder Cards to candidates arriving at the centre after the first announcement.

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

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.
BEFORE THE EXAM

- Make announcements according to the Important Notes for CS & Invigilators.
- Instruct candidates to check their personal belongings and put away all unauthorised materials. Candidates found to have any unauthorised material after the distribution of question papers are subject to mark penalties or disqualification.
- Instruct candidates to check their mobile phones (and the alarm function) and other electronic/communication devices to ensure that the devices have been switched off. Then put their mobile phones, preferably with the batteries removed, under their chairs in a position clearly visible to the invigilators.
- Instruct candidates to check the candidate label sheets.
- Instruct candidates to check the exam stationery (answer booklets).
BEFORE THE EXAM

- Check carefully the question paper packets and open them in front of the candidates and the invigilators.
- Distribute the question paper.
- For Japanese Paper 2, candidates will be instructed to check the Question-Answer Book.
- For all other papers, instruct candidates to check if there are any missing pages in their question papers.
- Instruct candidates to close their question paper/Question-Answer Book upon checking.
- (Note: In case a candidate reports to have a defective question paper/Question-Answer Book, make sure that a replacement question paper/Question-Answer Book is given to the candidate promptly.)
AFTER THE START OF EXAM

- Write the actual starting time and the correct finishing time, subject, paper and centre number clearly on the blackboard.

- Nobody should be allowed to take away the question papers during the entire exam period.
During attendance taking, check whether
- the photo on the Admission Form / Identity Card resembles the candidate (to reduce the possibility of impersonation);
- the subject being taken is listed on the Admission Form;
- the candidate number shown on the Admission Form matches that on the candidate label.

About 30 minutes after the start of exam, collect question papers, answer booklets and candidate label sheets from vacant seats. (For Japanese Paper 2, the Question-Answer Books and candidate label sheets should be collected.)
If a candidate requests to go to the toilet, arrange an invigilator to accompany the candidate and exercise an appropriate degree of supervision. Record the candidate number and time on Report SR4t.

Make sure that early leavers do not remove the question papers and answer scripts from the exam centre. (Early leave is not allowed during the first 60 minutes and last 15 minutes of the exam.)

Report irregularities in detail to the HKEAA (e.g. suspected cheating, irregularities concerning mobile phones or electronic/communication devices, subject not listed on the Admission Form, etc.)

Where necessary, remind candidates to stay behind after the exam to complete a report.
Before the end of the exam sessions, remind candidates of **15 minutes** and **5 minutes** left.

When the time is up, ask candidates to stop writing immediately. Pause for 10 seconds to ensure all candidates comply with the instructions.
When collecting the answer scripts,

- if an invigilator discovers that a candidate has not stuck a candidate label on the answer booklet/Question-Answer Book cover, the candidate should be asked to stick a candidate label on that cover of the answer booklet/Question-Answer Book. The case must be reported on Report SR4g. The candidate should be asked to sign on the report.
Collect all candidate label sheets (with/without remaining candidate labels) and put them in the Candidate Label Sheet Envelope.

Dismiss the candidates only if the number of scripts collected tallies with the number of candidates present.

Place the answer scripts in the appropriate script envelopes according to the candidate number ranges printed on them. The envelopes must be tied together with a piece of string.

In case of an irregularity, follow it up with an invigilator before dismissing all invigilation staff.
Candidates should report any irregularities at the examination centre. To facilitate the follow-up by the HKEAA, the Centre Supervisor/invigilator should provide as many details about the irregularity as possible (e.g. the environment of the examination room) in the SR4g Report.
Handling of Exam Irregularities
HANDLING OF EXAM IRREGULARITIES

1. Candidates requesting to go to the toilet
2. Mobile phone irregularities
3. Suspected cheating
4. Irregularities concerning candidate/barcode labels
1. CANDIDATES REQUESTING TO GO TO THE TOILET

- An invigilator (preferably of the same gender) should accompany the candidate and exercise an appropriate degree of supervision.

- Record the candidate number and time on Report SR4t.

- In case of irregularities, report them on SR4g.

- Handle the irregularities in the presence of an invigilator.

- Under no circumstances should the body or personal belongings of a candidate be searched.

- No extra time should be given to make up for the time lost.
2. MOBILE PHONE IRREGULARITIES

- Locate the source of the ringing sound and instruct the candidate to switch off the mobile phone at once. Put the phone inside a Mobile Phone Plastic Bag, seal it and put under the candidate’s chair.

- Record the time and other details on Report SR4p.

- In case the mobile phone is switched on, ask the candidate to show the call / SMS / MMS log after the exam.

- No follow-up action will need to be taken if the ringing sound cannot be traced and the ring stops.
3. SUSPECTED CHEATING

- Examples: copying from the answer scripts of other candidates, obtaining unfair assistance from books, communicating with other people, using a mobile phone in the toilet.

- Remove the notes, books or pieces of papers, etc. as evidence.

- Handle the irregularities in the presence of an invigilator.

- For doubtful cases (including a candidate reporting another candidate cheating), avoid disturbing the candidate during the exam. Inform the candidate after the exam to complete a report.
4. IRREGULARITIES CONCERNING BARCODES

- The following candidates will be given spare candidate label sheets:
  - candidates whose personalised candidate label sheets are not available at the centre;
  - candidates whose personalised candidate label sheets are damaged or found to have incorrect information.

- The candidate numbers of candidates using spare candidate label sheets/candidates who have not stuck any candidate labels on the or the cover of the answer booklet/Question-Answer Book should be reported on Report SR4g. The answer scripts concerned and Report SR4g should be placed in the “Envelope for Special Reports and Related Scripts / Answer Sheets”.

4. IRREGULARITIES CONCERNING BARCODES

- If a candidate is found to have barcode/candidate labels (including barcode/candidate labels from previous examination sessions) on the personal belongings (including barcode/candidate labels stuck on the Admission Form), the case should be reported on Report SR4g. The materials with the barcode/candidate labels should be copied and attached to the Report Form.
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2012

Examination Irregularities

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

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 HKDSE in an Envelope For Special Reports and Related Scripts/Answer Sheets together with the candidate’s answer script or answer sheet (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, SR4d or SR4f.

<table>
<thead>
<tr>
<th>Time of the incident:</th>
<th>From</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of the incident:</td>
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Follow-up action taken by invigilation staff *:

* 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 HKDSE together with this Report.

<table>
<thead>
<tr>
<th>Centre Supervisor</th>
<th>Invigilator</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please put a “✓” in the appropriate box.)</td>
<td>(If the case is not handled by the Centre Supervisor)</td>
</tr>
<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)

<table>
<thead>
<tr>
<th>(FIRST CANDIDATE)</th>
<th>(SECOND CANDIDATE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate No.:</td>
<td>Candidate No.:</td>
</tr>
<tr>
<td>Name:</td>
<td>Name:</td>
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<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Daytime Contact Telephone No.:</td>
<td>Daytime Contact Telephone No.:</td>
</tr>
<tr>
<td>Email Address:</td>
<td>Email Address:</td>
</tr>
</tbody>
</table>

(If any)  

| This is a complaint requiring follow up. | This is a report for information only. |
| This is a complaint requiring follow up. | This is a report for information only. |

Signature:  
Signature:  

SR4g 6/79
**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2012**

**Examination Irregularities (Invigilators)**

<table>
<thead>
<tr>
<th>Centre Number</th>
<th></th>
<th></th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>Paper</td>
<td>Examination Time:</td>
<td>From to</td>
</tr>
</tbody>
</table>

**Note:** 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/collagues 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, chatting with another invigilator), 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>
</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 HKDSE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School</td>
<td>School Code</td>
<td>See Invigilators' List</td>
</tr>
</tbody>
</table>

4. 
   - [ ] I have appointed Mr. / Ms. _____ of my school to replace the above absent invigilator.
   - [ ] HKDSE 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: _____

   - [ ] Please put a "✓" in the appropriate box.
   - Signature: (Centre Supervisor) _____
   - Name: _____

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**E.A.**
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2012
Examination Irregularities (Mobile Phones/Electronic or Communication Devices/Sounding Devices)

Centre Number: ____________________________  Date: ____________________________

Subject: ____________________________  Paper: ____________________________

Examination Time: From ____________________________ To ____________________________

Note:
(1) Candidates are required to switch off their mobile phones (excluding the alarm function) and put them under their chairs in a position clearly visible to the invigilator. They are also required to switch off other electronic/communication devices such as PDA, pagers, MP3 players, electronic dictionaries, databank watches and articles that can emit sound, and put them inside their bags.

(2) For irregularities concerning mobile phones/electronic or communication devices/sounding devices, a report should be made on this form. The completed form should be returned to the HSECAB in an Envelope For Special Reports and Related Scripts/Answer Sheets.

Please put a "x" in the appropriate box.

PART 1

1. During the examination (time: ___________ a.m./p.m.), the:
   - [ ] mobile phone (please specify brand name: ____________________________)
   - [ ] other electronic/communication device
     (please specify: ____________________________)
   - [ ] sounding device
     (please specify: ____________________________)
   - [ ] model no (if available):
   - [ ] in operating mode (please also complete Part 2)
   - [ ] o/w:
     - [ ] was found
     - [ ] not in operating mode
     - [ ] it vibrated.
     - [ ] did not ring

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:

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 "x" in the appropriate box)

Name: ____________________________  Signature: ____________________________

(To be completed by the candidate being reported)

Candidate No: ____________________________  The candidate's explanation (if any):

Name: ____________________________  ____________________________

Address: ____________________________  ____________________________

Dayline Contact Telephone No.: ____________________________  ____________________________

Email Address: ____________________________  ____________________________

Signature: ____________________________  ____________________________

(To be completed by the candidate being reported)
The following candidates went to the toilet during the examination:

<table>
<thead>
<tr>
<th>Candidate Number</th>
<th>Time</th>
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<tbody>
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Note: For any irregularities happening in the toilet, please report the details on Report Form SR43g.