2009 HKCEE/HKALE
Highlight of Examination Regulations and Procedures

Centre Supervisors are requested to note the following important examination regulations and procedures:

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<th>Examination Regulations</th>
<th>Related Examination Procedures</th>
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| 1. Candidates are not allowed to use electronic / communication devices (such as PDA, mobile phones, pagers, MP3 players) in the examination centre. All such devices should be switched off, preferably with the batteries removed. | • When the candidates are seated, make step-by-step announcements (see the announcements in the Centre Supervisor’s Handbook) to ask candidates to:  
  ▪ put their Admission Forms and Identity Cards on the desks;  
  ▪ check to ensure that their mobile phones (including the alarm function) have been switched off (pause to allow them to comply with the instruction);  
  ▪ put the mobile phones under their chairs;  
  ▪ put other personal belongings in a bag under their chairs. |
| 2. Barcodes will be used in all answer books, supplementary answer sheets, graph papers and multiple-choice answer sheets. | • Before the start of the examination, instruct candidates to:  
  ▪ check that they have been given the correct barcode sheets;  
  ▪ (for conventional papers) read the instructions on the answer book / question-answer book cover and stick barcodes in the designated spaces (allow sufficient time for the candidates to do so).  
  ▪ (for multiple-choice papers) stick a barcode in the designated space on the multiple-choice answer sheet.  
  • Candidates are not allowed to take away any unused barcode labels from the examination centre; otherwise, they may receive a mark penalty. |
| 3. Nobody is allowed to take away the questions papers during the entire examination period. (Note: This regulation applies to all candidates, invigilators and school staff.) | • Early leavers should not take away the question papers.  
  • Invigilators should make sure that the candidates leave the answer books / scripts and question papers on their desks. |
| 4. Entering of question numbers on the cover of answer books / marking of question number boxes | • Candidates should enter the question numbers on the cover of the answer books.  
  • Candidates should mark the question number box on each page of the answer books / supplementary answer sheets on which they have written any answers.  
  • No extra time will be given to the candidates after the “Time is up” announcement to mark the question number boxes. |
| 5. Electronic calculators are not allowed in language subject examinations. | • Language subject examinations:  
  ▪ CE: Chinese Language / English Language / Putonghua / French  
  ▪ AL: Chinese Language & Culture / Use of English  
  • Candidates should be advised to place their calculators in their bags or under their chairs.  
  • If a candidate is found to have a calculator on the desk during a language subject exam, the invigilator should check the calculator jacket and instruct the candidate to put it under the chair. If no irregularity is observed, it is not necessary to report such cases to the HKEAA. |
| 6. Checking of candidates’ identity | • Ask invigilators to check carefully whether the photograph on the Admission Form / Identity Card resembles the candidate to reduce the possibility of impersonation.  
  • Report to the Centre Supervisors when the identity of the candidate is in doubt. |
| 7. Toilet arrangements | • The candidate should be accompanied by an invigilator, preferably of the same gender;  
  • The candidate number and the time should be recorded on Report Form SR4t;  
  • The invigilator who accompanies the candidate should be vigilant of any irregularities. |
| 8. Late arrivals | • It is not necessary to record information on latecomers unless an irregularity is observed. |
| 9. Candidates who sit the listening tests in the “Special Room” cannot use their own radio with earphones. | • Candidates who are found to have used their own radio with earphones in the “Special Room” may receive mark penalties. The “Special Room” Invigilator should stop candidates from using their own radio immediately and report the case details in Report Form SR4g. |

Centre Supervisors are requested to brief invigilators of the examination regulations and procedures (including those highlighted above) before the examination to ensure the smooth running of the examination.