

Super:

香港考試及評核局

Hong Kong Examinations and Assessment Authority

VO:

Welcome to view this video prepared for candidates.

Super:

HKDSE Category A subjects Examination Procedures

VO:

This video highlights the examination procedures and the important points.
for sitting the HKDSE Category A subjects.

Super:

Content:

1. Examination Procedures and Regulations
2. Important Points to Note on Examination Regulations
3. Points to Note Regarding English Language Examination.
4. Handling of Mobile Phone Irregularities.
5. Special Features of the Listening Components.

VO:

This video consists of 5 parts.

Part 1: Examination Procedures and Regulations.

Part 2: Important Points to Note on Examination Regulations.

Part 3: Points to Note Regarding English Language Examination.

Part 4: Handling of Mobile Phone Irregularities.

Part 5: Special Features of the Listening Components.

Super:

Part 1: Examination Procedures and Regulations.

VO:

Part 1: Examination Procedures and Regulations.

Super:

You must bring your own watch to time the examination as not all examination rooms will have a clock.

You are strongly advised to wear an ordinary watch as the Centre Supervisor or invigilators will not allow you to use any watch suspected to have been installed with mobile applications or supported by wireless technologies.

VO:

You must bring your own watch to time the examination as not all examination rooms will have a clock. You are strongly advised to wear an ordinary watch as the Centre Supervisor or invigilators will not allow you to use any watch suspected to have been installed with mobile applications or supported by wireless technologies.

Super:

The examination time for each paper is printed on the cover of the question paper or question-answer book(s) for candidates' reference.

VO:

The examination time for each paper is printed on the cover of the question paper or question-answer book(s) for candidates' reference.

Super:

Complaints about having no clock or not being able to view the clock in the examination centre will not be entertained

VO:

Complaints about having no clock or not being able to view the clock in the examination centre will not be entertained.

Super:

You must occupy the seat assigned to you in accordance with the seat number stated on your admission form.

VO:

You must occupy the seat assigned to you in accordance with the seat number stated on your admission form.

Super:

You must maintain absolute silence once you have entered an examination room.

VO:

You must maintain absolute silence once you have entered an examination room.

Super:

You must not disturb, speak or give signals to other candidates during an examination

VO:

You must not disturb, speak or give signals to other candidates during an examination.

Super:

Otherwise, you will receive a mark penalty.

VO:

Otherwise, you will receive a mark penalty.

Super:

Candidates who make noise or perform disturbing or annoying acts during an examination may be relocated to another seat by the Centre Supervisor or invigilators. The candidate concerned should follow the instructions from the Centre Supervisor or invigilators, or else he or she is liable to a mark penalty.

VO:

Candidates who make noise or perform disturbing or annoying acts during an examination may be relocated to another seat by the Centre Supervisor or invigilators. The candidate concerned should follow the instructions from the Centre Supervisor or invigilators, or else he or she is liable to a mark penalty.

Super:

Candidates who misbehave or act maliciously in such a way that they upset the conduct of the examination will risk disqualification from the subject examination.

VO:

Candidates who misbehave or act maliciously in such a way that they upset the conduct of the examination will risk disqualification from the subject examination.

Super:

Other types of misbehavior

e.g. being excessively rude to centre staff or examiners,

repeatedly disobeying centre staff's reasonable instructions, writing foul language or obscene words including inappropriate words or drawings on answer scripts may lead to subject downgrading.

VO:

Other types of misbehavior

e.g. being excessively rude to centre staff or examiners, repeatedly disobeying centre staff's reasonable instructions, writing foul language, obscene words or other inappropriate words or drawings on answer scripts may lead to subject downgrading.

Super:

Should candidates fail to follow any examination instructions, the candidate concerned will be asked to complete and sign on a report form for follow up by the HKEAA.

VO:

Should candidates fail to follow any examination instructions, the candidate concerned will be asked to complete and sign on a report form for follow up by the HKEAA.

Super:

Candidates are strongly advised not to bring their mobile phone to the examination centre

VO:

Candidates are strongly advised not to bring their mobile phone to the examination centre

Super:

Items to be put on desks:

1. Admission form
2. Identification document
3. Stationery

VO:

When you have entered the examination centre, follow the Centre Supervisor's instructions to place your admission form, identification document and stationery on your desk.

If you bring a pencil case/box with you, you must take out and place the stationery on your desk and put the pencil case/box under your chair.

Also, you must put your admission form and identification document on the desk and not inside any folder. If you bring along a folder, you must put it under your chair.

Super:

If you have a mobile phone or any other electronic devices including tablets, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc. check and make sure that they have been switched off.

VO:

If you have a mobile phone or any other electronic devices including tablets, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc. check and make sure that they have been switched off.

Super:

Remove the battery from your mobile phone if possible, and put it under your chair in a position clearly visible to the invigilators.
If you are found to have any electronic device (including a mobile phone) switched on during the examination, you will be subject to a mark penalty or subject downgrading.

VO:

Remove the battery from your mobile phone if possible, and put it under your chair in a position clearly visible to the invigilators.
If you are found to have any electronic device (including a mobile phone) switched on during the examination, you will be subject to a mark penalty or subject downgrading.

Super:

Must not take photographs, audio or video-record in any examinations

VO:

Candidates are not allowed to take photographs, video-record or audio-record in the examination room before/during/after the examinations, or else they will receive a mark penalty.

Super:

If any photographs/videos/records are displayed electronically or publicly, the candidates concerned will receive a subject downgrading.

VO:

If any photographs/videos/records are displayed electronically or publicly, the candidates concerned will receive a subject downgrading

Super:

If you are going to use a calculator, check and make sure that you do not write anything on the surface of the calculator.

Otherwise, you will be subject to a mark penalty or may even be disqualified from the whole examination.

VO:

If you are going to use a calculator, check and make sure that you do not write anything on the surface of the calculator.

Otherwise, you will be subject to a mark penalty or may even be disqualified from the whole examination.

Super:

Candidates are required to remove the calculator cover/jacket and place it inside your bag or under your chair during the examination.

VO:

Candidates are required to remove the calculator cover/jacket and place it inside your bag or under your chair during the examination.

Super:

At an appropriate time before the start of the examination, the Centre Supervisor will ask you to check your personalised barcode sheet and answer books/multiple-choice answer sheets on your desk, and read the instructions printed on them.

VO:

At an appropriate time before the start of the examination, the Centre Supervisor will ask you to check your personalised barcode sheet and answer books/multiple-choice answer sheets on your desk, and read the instructions printed on them.

Super:

Do not write on the rough-work sheet provided by the HKEAA before the start of the examination. If any writing is found on your rough-work sheet during the distribution of question papers/question-answer books, it will be collected by the Centre Supervisor or invigilators.

VO:

Do not write on the rough-work sheet provided by the HKEAA before the start of the examination. If any writing is found on your rough-work sheet during the distribution of question papers/question-answer books, it will be collected by the Centre Supervisor or invigilators.

Super:

Please close the question paper or question-answer book after checking

VO:

Please close the question paper or question-answer book after checking.

Super:

After the announcement of the distribution of question papers

VO:

If unauthorised articles such as books, dictionaries, revision notes in written/electronic form, question papers from previous examination session(s) and any electronic devices are found on your desk or in the drawer of your desk, in your pockets or on your body after the Centre Supervisor has announced the distribution of question papers, you will receive a mark penalty or may even be disqualified from the whole examination.

Super:

During the examination

Cover

Inner Pages

VO:

For conventional papers, except for listening papers, candidates should write their candidate number and affix barcode labels in the designated spaces on the cover and inner pages of answer scripts including supplementary answer sheets and graph papers used during the examination.

Super:

Candidates should make sure that they occupy the correct seat and are given the correct barcode sheet. Any irregularities should be reported to an invigilator immediately

VO:

Candidates should make sure that they occupy the correct seat and are given the correct barcode sheet. Any irregularities should be reported to an invigilator immediately

Super:

Candidates have the responsibility to check that they affix the correct barcode labels on their answer scripts. Any errors in the use of the personalised barcode labels may affect the recording of examination results.

VO:

Candidates have the responsibility to check that they affix the correct barcode labels on their answer scripts. Any errors in the use of the personalised barcode labels may affect the recording of examination results.

Super:

Candidates who report to the HKEAA after the examination about not following the instruction of sticking barcode labels will NOT be followed up individually. The scripts of candidates will be handled according to the stipulated procedures.

VO:

Candidates who report to the HKEAA after the examination about not following the instruction of sticking barcode labels will NOT be followed up individually. The scripts of candidates will be handled according to the stipulated procedures.

Super:

During the multiple-choice examinations

VO:

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

Super:

End of multiple-choice examinations

No extra time will be given to you for sticking the barcode labels after the examination

VO:

No extra time will be given to you for sticking the barcode labels after the examination.

Super:

End of multiple-choice examinations

If you fail to follow this instruction, you will receive a mark penalty on the paper concerned

VO:

If you fail to follow this instruction, you will receive a mark penalty on the paper concerned.

Super:

Do not fold, scratch or stain the barcode labels

VO:

Do not fold, scratch or stain the barcode labels.

Super:

Do not take photos of any barcode labels or remove any remaining barcode labels from the examination centre

VO:

Do not take photos of any barcode labels or remove any remaining barcode labels from the examination centre;

Super:

Otherwise, you will receive a mark penalty.

VO:

Otherwise, you will receive a mark penalty.

Super:

If you display the barcode labels electronically or publicly, you will receive a subject downgrading.

VO:

If you display the barcode labels electronically or publicly, you will receive a subject downgrading.

Super:

End of the examination

VO:

Invigilators will collect the barcode sheets at the end of the examination.

Super:

Written examinations in halls

The Attendance and Script Tracking System (ASTS) is set up in the written examinations conducted in

halls. During attendance taking, invigilators will scan the barcode printed on candidates' admission form and their personalised barcode sheet.

VO:

The Attendance and Script Tracking System (ASTS) is set up in the written examinations conducted in halls. During attendance taking, invigilators will scan the barcode printed on candidates' admission form and their personalised barcode sheet.

Super:

When you are answering the questions on an answer book or supplementary answer sheet, remember to put an "X" in the appropriate box on top of each page to indicate the questions you have selected to answer.

VO:

When you are answering the questions on an answer book or supplementary answer sheet, remember to put an "X" in the appropriate box on top of each page to indicate the questions you have selected to answer.

Super:

If you anticipate the need for supplementary answer sheets, you should raise your hand to alert an invigilator before your answer book/supplementary answer sheet runs out

VO:

If you anticipate the need for supplementary answer sheets, you should raise your hand to alert an invigilator before your answer book/supplementary answer sheet runs out.

Super:

Each A3 supplementary answer sheet/graph paper consists of four A4 pages. Each page should be used for answering one single question only. However, you may put your answers to different questions on separate pages of the same supplementary answer sheet and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question.

In case a paper requires the use of more than one answer book or question-answer book for different sections,

Papers require the use of more than one answer book or question-answer book for different sections:

English Language Paper 1 and Paper 3

Health Management and Social Care Paper 2

Design and Applied Technology Paper 2E

use separate supplementary answer sheets for each section and fasten them with string inside the relevant

answer book/question-answer book.

VO:

Each A3 supplementary answer sheet/graph paper consists of four A4 pages. Each page should be used for answering one single question only. However, you may put your answers to different questions on separate pages of the same supplementary answer sheet and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question.

In case a paper requires the use of more than one answer book or question-answer book for different sections, use separate supplementary answer sheets for each section and fasten them with string inside the relevant answer book/question-answer book.

Super:

Do not remove any pages from any answer book/question-answer book or tear the supplementary answer sheet/graph paper/worksheet into smaller parts.

Otherwise, you risk a mark penalty or even disqualification from the whole examination.

VO:

Do not remove any pages from any answer book or question-answer book or tear the supplementary answer sheet/graph paper/worksheet into smaller parts. Otherwise, you risk a mark penalty or even disqualification from the whole examination.

Super:

You must fasten all supplementary answer sheets/graph paper/worksheet inside your answer book/question-answer book with a short string. Write your answers in the specified area in the answer books/answer sheets/question-answer books.

If you fail to follow this instruction, you will run the risk of your answers not being marked. Answers written in the margin will not be marked.

VO:

You must fasten all supplementary answer sheets/graph paper/worksheet inside your answer book/question-answer book with a short string. Write your answers in the specified area in the answer books/answer sheets/question-answer books.

If you fail to follow this instruction, you will run the risk of your answers not being marked. Answers written in the margin will not be marked.

Super:

Make sure you have indicated the appropriate question number in the question number box on the cover and inner pages of the answer book and supplementary answer sheet, on which you have written any

answers.

If you write the wrong question number or do not write any question number, you will run the risk of your answers not being marked.

VO:

Make sure you have indicated the appropriate question number in the question number box on the cover and inner pages of the answer book and supplementary answer sheet, on which you have written any answers.

If you write the wrong question number or do not write any question number, you will run the risk of your answers not being marked..

Super:

‘Stop Working’

No Extra Time will be Given

to fill in the question number boxes after the announcement
after the ‘Stop working’ announcement

VO:

Candidates will NOT be allowed to fill in the question number box after the “Stop working” announcement.

Super:

Candidates who report to the HKEAA after the examination about not following the instructions will not be followed up individually. The scripts of candidates will be handled according to the stipulated procedures.

VO:

Candidates who report to the HKEAA after the examination about not following the instructions will not be followed up individually. The scripts of candidates will be handled according to the stipulated procedures.

Super:

‘Stop Working’

VO:

At the time the ‘Stop Working’ announcement is made,

make sure that you stop working immediately and close the answer book.

You are not allowed to hold any stationery or work on your answer books including affixing barcode

labels, using an eraser or filling in question numbers after the announcement. If you try to do so, the Centre Supervisor or invigilators may assume that you are trying to change an answer, and this will lead to a mark penalty.

Super:

At the end of the examination

VO:

At the end of an examination session, invigilators will collect candidates' answer scripts and scan the barcode labels stuck on the cover of the answer books/ multiple-choice answer sheets.

Super:

Early leave requirement of respective subjects/papers

VO:

Candidates are not allowed to leave early in multiple-choice and listening examinations.

For conventional examinations, you must obtain the consent of an invigilator to leave early after the first 30 minutes and before the last 15 minutes.

Super:

Early leaver

VO:

If you wish to leave early, make sure that you have filled in all the necessary details on your answer books and supplementary answer sheets, and have affixed the barcode labels in the designated spaces on each of them.

Super:

You must tie up your papers and raise your hand to summon an invigilator.

VO:

You must tie up your papers and raise your hand to summon an invigilator.

Super:

During the examination

VO:

Candidates are not allowed to take away the question papers during the entire examination period.

If you disobey this instruction, you will receive a subject downgrading.

If you take away any examination materials supplied by the HKEAA, you will be subject to a mark penalty.

Super:

If you have to go to the toilet, inform an invigilator who will accompany you.

VO:

If you have to go to the toilet, inform an invigilator who will accompany you.

Super:

You are not allowed to bring the question papers or the answer scripts to the toilet.

VO:

You are not allowed to bring the question papers or the answer scripts to the toilet.

Super:

As the examination finishing time of classroom centres may be slightly different, candidates sitting the examination at classroom centres should remain silent when leaving the examination room and corridor.

VO:

As the examination finishing time of classroom centres may be slightly different, candidates sitting the examination at classroom centres should remain silent when leaving the examination room and corridor.

Super:

Sessional break between two examination sessions

VO:

The actual duration of the sessional break between two examination sessions may vary depending on different circumstances in the examination centre and the time stated in the examination timetable.

The sessional break includes the script collection time for the previous session and preparation time before the start of the next session.

Super:

The HKEAA enlists the schools' assistance in providing a suitable examination environment for candidates.

VO:

The HKEAA enlists the schools' assistance in providing a suitable examination environment for candidates.

Super:

However, candidates will not be completely shielded from background noise e.g. from outside vehicles, school activities, school bells etc. during examinations.

VO:

However, candidates will not be completely shielded from background noise, e.g. from outside vehicles, school activities, school bells etc. during examinations.

Super:

Any request for special consideration of performance being adversely affected by insufficient examination time

VO:

Any request for special consideration of performance being adversely affected by insufficient examination time

Super:

Normal background noise (e.g. coughing and sniffing of neighboring candidates), or unsuitable room temperature will not be entertained.

VO:

Normal background noise (e.g. coughing and sniffing of neighboring candidates), or unsuitable room temperature will not be entertained.

Super:

Undesirable conditions at your seat

If you find undesirable conditions at your seat

Insufficient lighting,

Noise disturbance,

Dripping water

VO:

If you find undesirable conditions at your seat,

for example insufficient lighting, noise disturbance, dripping water,

you should seek help from an invigilator at the time when the undesirable conditions arise at the examination centre.

If the need is genuine and a spare seat is available at the centre, the invigilator may arrange another seat for you.

Super:

Candidates may report to the Centre Supervisor if they find anything that deviates from the stipulated examination procedures.

VO:

Candidates may report to the Centre Supervisor if they find anything that deviates from the stipulated examination procedures.

Super:

Complaints about examination centre environment (e.g. insufficient lighting, loud noise disturbance etc.) and reception in the listening component must be made with the Centre Supervisor / invigilator at the examination centre.

Candidates should provide specific information about the undesirable condition(s) encountered (e.g. time and duration of the noise/disturbance) before they leave the examination centre.

VO:

Complaints about examination centre environment (e.g. insufficient lighting, loud noise disturbance etc.) and reception in the listening component must be made with the Centre Supervisor / invigilator at the examination centre.

Candidates should provide specific information about the undesirable condition(s) encountered (e.g. time and duration of the noise/disturbance) before they leave the examination centre.

Super:

Subsequent complaints of performance being affected by undesirable centre conditions or reception problem after the examination will not be entertained.

VO:

Subsequent complaints of performance being affected by undesirable centre conditions or reception problem after the examination will not be entertained.

Super:

For other complaints, you can make use of the specific electronic form on the HKEAA website, or write directly to the HKEAA by post, fax or email within 7 calendar days after the date of the examination.

VO:

For other complaints, you can make use of the specific electronic form on the HKEAA website, or write directly to the HKEAA by post, fax or email within 7 calendar days after the date of the examination.

Super:

The Standing Committee of the Authority will investigate cases with substantiated evidence. Depending on the nature and circumstances of individual cases, the Committee will contact the Centre Supervisors, invigilators, Oral Examiners, Waiting Room Supervisors and/or other candidates present in the same centre in the process of investigation.

VO:

The Standing Committee of the Authority will investigate cases with substantiated evidence. Depending on the nature and circumstances of individual cases, the Committee will contact the Centre Supervisors, invigilators, Oral Examiners, Waiting Room Supervisors and/or other candidates present in the same centre in the process of investigation.

Super:

The Committee may also check the video recordings of the examination, review the candidates' scripts and perform statistical analysis in relation to the cases as appropriate. Candidates concerned will be informed of the outcome before the release of examination results.

VO:

The Committee may also check the video recordings of the examination, review the candidates' scripts and perform statistical analysis in relation to the cases as appropriate. Candidates concerned will be informed of the outcome before the release of examination results.

Super:

Candidates who do not agree with the Committee's conclusion on their cases should provide new or additional evidence and write to the HKEAA within 5 calendar days upon the issue of the notification

VO:

Candidates who do not agree with the Committee's conclusion on their cases should provide new or additional evidence and write to the HKEAA within 5 calendar days upon the issue of the notification. The Committee will reconsider the cases based on the new/additional evidence provided, as appropriate, and make recommendations on these cases to the PEB for consideration and decision.

Super:

How Candidates' Complaints are Handled

After the examination Within 7 calendar days after the examination

Centre Report E-forms Letter Fax Email

Complaints about the examination centre environment (e.g. insufficient lighting, loud noise disturbance etc.) and reception in the listening component must be made with the Centre Supervisor/ invigilator at the examination centre.

Investigation(e.g. contact the Centre Supervisors, invigilators, Oral Examiners, Waiting Room Supervisors and/or other candidates in the same centre in the process of investigation. May also check the video recordings of the examination, review the candidates' scripts and perform statistical analysis in relation to the cases as appropriate.)

Standing Committee	Public Examinations Board	Appeal Review Committee
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Request Reconsideration*	Apply for Appeal Review**	Final Decision
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Written Reply	Written Reply	Written Reply
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Before Release of Results	Before Release of Results	Around mid-August
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* Write to the HKEAA within 5 calendar days upon the issue of the notification.

** Apply for Appeal Review in writing within 5 calendar days after release of result

VO:

Candidates who are not satisfied with the PEB decision and have valid reasons, new or additional evidence to substantiate their claims may apply for appeal review within 5 calendar days after the release of examination results

Super:

Please refer to Section F of the HKDSE Handbook for Candidates for further details, which can be downloaded from the HKEAA website (www.hkeaa.edu.hk).

VO:

Please refer to Section F of the HKDSE Handbook for Candidates for further details, which can be downloaded from the HKEAA website (www.hkeaa.edu.hk).

Super:

Part 2: Important Points to Note on Examination Regulations.

VO:

Part 2: Important Points to Note on Examination Regulations.

Super:

Items to be put on desk:

1. Admission form
2. Identity card or another valid identification document with a photograph

VO:

Candidates must bring along the original of their admission form and identity card (or another valid identification document with a photograph) for inspection at each examination session. Otherwise, the Centre Supervisor may refuse to admit you or your answer scripts may not be accepted by the HKEAA. Moreover, candidates whose identity could not be verified on the spot will be required to complete a report form and have their photograph taken after the examination (if applicable) at the examination centre for future verification purposes. Failure to comply with this regulation will result in their answer scripts not being marked by the HKEAA.

Super:

Before admission of candidates

VO:

Before the candidates are admitted to the examination hall, the Centre Supervisor will write down the details of the examination on the blackboard including the centre number, centre name, subject, paper, language version, elective module (if applicable) and examination time.

If any candidate reports having gone to a wrong centre which does not have the question paper for the language version or elective module for which the candidate has entered or intends to enter, the Centre Supervisor will distribute a 'Notes for Wrong Centre or Wong Version Candidates', to remind the candidate about the handling procedures.

Super:

After reading the question papers

Candidate has to stay in the examination center for the first 30 minutes and to fill an SR3 report

No early leave for multiple-choice examinations and listening examinations

VO:

If the candidate who has entered a wrong paper/module requests to move to a suitable centre after he/she has read the question papers, the early leave requirements of the respective subject/paper should be followed.

Super:

Part 3: Points to Note Regarding English Language Examination.

VO:

Part 3: Points to Note Regarding English Language Examination.

Super:

English Language Paper 1 (Reading) and Paper 3 (Listening and Integrated Skills) consist of two parts in each of these two papers.

VO:

English Language Paper 1 (Reading) and Paper 3 (Listening and Integrated Skills) consist of two parts in each of these two papers.

Super:

All candidates must do Part A and then choose either Part B1, the easier section, or Part B2, the more difficult section.

VO:

All candidates must do Part A and then choose either Part B1, the easier section, or Part B2, the more difficult section.

Super:

English Language Paper 1 (Reading)

Question-Answer Books:

Part A and Part B1 or B2 (cover & inner pages)

Supplementary answer sheets will be supplied on request. Use separate supplementary answer sheets for Part A and Part B. Write your candidate number, mark the question number box and stick a barcode label on each sheet. Fasten them with string inside the relevant question-answer book.

VO:

For English Language Paper 1 (Reading), candidates are required to write the candidate number and affix barcode labels in the designated spaces on the cover and the inner pages of the Part A and attempted Part B1 or B2 Question-Answer Books during the examination.

Supplementary answer sheets will be supplied on request. Use separate supplementary answer sheets for Part A and Part B. Write your candidate number, mark the question number box and stick a barcode label on each sheet. Fasten them with string inside the relevant question-answer book.

Super:

At the end of the examination

Barcode labels and candidate numbers need not be put on the cover of the unattempted Part B

question-answer book. Just leave it on the desk for collection by invigilators separately.

VO:

Barcode labels and candidate numbers need not be put on the cover of the unattempted Part B question-answer book. Just leave it on the desk for collection by invigilators separately.

Super:

The sessional break between English Language Paper 1 and Paper 2

Sessional Break 60 Minutes

VO:

There is a sessional break of 60 minutes between English Language Paper 1 and Paper 2.

Super:

The sessional break includes the time for script collection in Paper 1 and the preparation time before the start of Paper 2 examination.

VO:

The sessional break includes the time for script collection in Paper 1 and the preparation time before the start of Paper 2 examination.

Super:

English Language Paper 3 (Listening & Integrated Skills)

Candidates will be instructed via the broadcast to write their candidate number and affix barcode labels on the question-answer books

VO:

For English Language Paper 3 (Listening & Integrated Skills), candidates will be instructed via the broadcast to write their candidate number and affix barcode labels on the question-answer books.

Super:

At the end of the examination

Fasten the attempted Part A and Part B1 or B2 Question-Answer Books together with a green tag

VO:

At the end of the examination session, candidates should fasten the attempted Part A and Part B1 or B2 Question-Answer Books together with a green tag.

Super:

At the end of the examination

The attempted Question-Answer Books will be collected first

VO:

The attempted Question-Answer Books will be collected first.

Super:

Candidates can take away:

Paper 1 – Reading Passages booklets

Paper 3 – Data Files

VO:

Candidates can take away the Reading Passages Booklets (for Paper 1) and Data Files (for Paper 3).

Super:

Part 4: Handling of Mobile Phone Irregularities

VO:

Part 4: Handling of mobile phone irregularities

Super:

Example 1: Ringing sound of a mobile phone is heard.

VO:

Example 1: Ringing sound of a mobile phone is heard.

Super:

During the examination

Alarm mode activated

You should deactivate the alarm function or remove the battery from your phone. You should stay behind after the examination to complete a report.

VO:

If your mobile phone rings during the examination, the invigilator will ask you to show the screen of your phone. If the sound is triggered by the alarm function only, you should deactivate the alarm function or remove the battery from your phone. You should stay behind after the examination to complete a report.

Super:

Example 2: The mobile phone is in operating mode.

VO:

Example 2: The mobile phone is found in operating mode.

Super:

During the examination

In operating mode

You should switch it off immediately

The invigilator will ask you to put your phone inside the plastic bag and leave it under your chair

You should stay behind after the examination to complete a report and have your phone checked

VO:

If your phone is found in operating mode, you should switch it off immediately.

The invigilators will ask you to put your phone inside a plastic bag and leave it under your chair.

You should stay behind after the examination to complete a report and have your phone checked.

Super:

After the examination,

the invigilation staff will ask you to show the mobile phone call logs/message records and note down the relevant information for further investigation by the HKEAA

VO:

After the examination,

the invigilation staff will ask you to show the mobile phone call logs or message records and note down the relevant information for further investigation by the HKEAA

Super:

After the examination

If you refuse to cooperate, the invigilation staff will record this in the report to the HKEAA.

VO:

If you refuse to cooperate, the invigilation staff will record this in the report to the HKEAA.

Super:

If you are found to have a mobile phone switched on during an examination, you will be subject to a mark penalty or subject downgrading.

VO:

If you are found to have a mobile phone switched on during an examination, you will be subject to a mark penalty or subject downgrading.

Super:

Part 5: Special Features of the Listening Components

VO:

Part 5: Special features of the Listening Components

Super:

Radio broadcast

The Listening Components will be broadcast via radio in the majority of centres or through the Infra-red (IR) Transmission System at designated centres

VO:

The Listening components will be broadcast via radio in the majority of centres, or through the Infra-red (IR) Transmission System at designated centres.

Super:

The information will be indicated on the admission form

Infra-red (IR) Transmission System at examination centres

VO:

The information will be indicated on the admission form.

Super:

Infra-red (IR) Transmission System

Infrared Receiver Earphones

candidates must bring their own earphones to be plugged onto the receivers provided by the HKEAA but they need not bring a radio to the centres.

VO:

In the centres using the IR System,

candidates must bring their own earphones to be plugged onto the receivers provided by the HKEAA but they need not bring a radio to the centres.

Super:

Radio Broadcast

Candidates should bring their own radio set equipped with earphones to take the examination
When you are seated, check your radio and tune it to the correct channel
according to the best frequency written on the board.

VO:

For radio-broadcast centres,
candidates should bring their own radio set equipped with earphones to take the examination.
When you are seated, check your radio and tune it to the correct channel
according to the best frequency written on the board.

Super:

No assistance can be expected from the Centre Supervisor or invigilators should your radio fail to work properly or tune to the correct channel for any reason. No special consideration will be given to the above circumstances in the marking

VO:

No assistance can be expected from the Centre Supervisor or invigilators should your radio fail to work properly or tune to the correct channel for any reason. No special consideration will be given to the above circumstances in the marking.

Super:

Radio Broadcast

If you are using a radio with an extendable antenna,
please make sure that the radio antenna, once extended,
would not disturb neighbouring candidates or block the aisle in the exam centre.

VO:

If you are using a radio with an extendable antenna,
please make sure that the radio antenna, once extended,
would not disturb neighbouring candidates or block the aisle in the examination centre.

Super:

Radio Broadcast

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

VO:

Advice has been sought from experts in broadcasting and telecommunication to the effect that the use of a

radio with an antenna device will not cause radio reception problems to surrounding radios. Moreover, there is no evidence that the so-called “attacking” radio or antenna will cause interference to the reception of nearby radios.

Super:

Radio Broadcast

Candidates may use listening devices equipped with an FM radio.

Other electronic devices (including but not limited to multimedia players, Bluetooth/Wi-Fi devices, mobile phones, earphones with built-in radio etc.) are not allowed.

VO:

Candidates may use listening devices equipped with an FM radio. Other electronic devices (including but not limited to multimedia players, Bluetooth/Wi-Fi devices, mobile phones, earphones with built-in radio etc.) are not allowed.

Super:

Candidates should take off their earphones after the examination broadcast has finished or else they will receive a mark penalty

VO:

In addition, candidates should take off their earphones after the examination broadcast has finished, or else they will receive a mark penalty.

Super:

Candidates with the following problems will be sent to the Special Room
Radio broadcast centres (From 9:15 am to the end of the examination)

VO:

Under different circumstances, candidates will be sent to the Special Room during the whole examination time (i.e. from 9:15am to the end of the examination).

Super:

Special Room

Mark Penalty will be imposed

- Not bringing a radio to a radio-broadcast centre;
- Having forgotten to bring or lost earphones/batteries;
- Arriving 30 minutes or more after the reporting time;
- Bringing a radio bigger than 18” by 6” by 6”

- Or an electronic devices other than a radio.

Mark Penalty will also be imposed on candidates who use their own radio in the Special Room

VO:

Mark penalty will be imposed on candidates going to the Special Room under the following situations:

- Not bringing a radio to a radio-broadcast centre;
- Having forgotten to bring or lost earphones/batteries;
- Arriving 30 minutes or more after the reporting time;
- Bringing a radio bigger than 18” by 6” by 6”
- Or an electronic devices other than a radio.

Mark penalty will also be imposed on candidates who use their own radio in the Special Room.

Super:

Special Room

Mark Penalty will not be imposed

Radio / earphones not working

Unable to tune radio to the correct channel or radio with poor reception

VO:

Mark Penalty will not be imposed on candidates going to the Special Room under the following situations:

Radio or earphones not working;

Unable to tune the radio to the correct channel or radio with poor reception

Super:

Candidates should go to the Special Room if they encounter reception problems.

Candidates who claim to have encountered reception problems but decide not to go to the “Special Room” will not be given any compensation.

VO:

Candidates should go to the Special Room if they encounter reception problems.

Candidates who claim to have encountered reception problems but decide not to go to the “Special Room” will not be given any compensation.

Super:

No compensation will be given to candidates who claim to have encountered reception problems in the examination room, unless there is a general reception problem in the examination room.

VO:

No compensation will be given to individual candidates who claim to have encountered reception problems in the examination room, unless there is a general reception problem in the examination room.

Super:

Candidates going to the Special Room during different sessions of the examination should follow the instructions outlined in the following examples

VO:

Candidates going to the Special Room during different sessions of the examination should follow the instructions outlined in the following examples:

Super:

Before the distribution of question papers

Example One: If you go to the Special Room before the distribution of question papers

1. Personal belongings
2. Personalised barcode sheet

VO:

Example One: If you go to the Special Room before the distribution of question papers, bring along your personal belongings and personalised barcode sheet.

Super:

After the distribution of question papers

Example Two: If you go to the Special Room after the question papers are distributed

1. Personal belongings
2. Question paper
3. Personalised barcode sheet

VO:

Example Two: If you go to the Special Room after the question papers are distributed, bring along the question papers and personalised barcode sheet together with your personal belongings so that you can continue working on the examination.

Super:

Completing a report

You will be asked to complete the 'Special Room Sessional Report' which includes verifying your arrival time and reason, affixing your personalised barcode label and signing on the form. Then, fill in the seating

plan before you leave.

VO:

You will be asked to complete the ‘Special Room Sessional Report’ which includes verifying your arrival time and reason, affixing your personalised barcode label and signing on the form. Then, fill in the seating plan before you leave.

Super:

Special Room

The Attendance and Script Tracking System (ASTS) will also be used in Special Rooms.

During attendance taking, Special Room Invigilator will scan the barcode printed on candidates’ admission form and their personalised barcode sheet.

At the end of an examination session, Special Room Invigilator will collect candidates’ answer scripts and scan the barcode labels stuck on the cover of the answer books.

VO:

The Attendance and Script Tracking System (ASTS) will also be used in Special Rooms.

During attendance taking, Special Room Invigilator will scan the barcode printed on candidates’ admission form and their personalised barcode sheet.

At the end of an examination session, Special Room Invigilator will collect candidates’ answer scripts and scan the barcode labels stuck on the cover of the answer books.

Super:

Special Room

Candidates who use their own radio in the Special Room will receive a mark penalty.

VO:

Candidates who use their own radio in the Special Room will receive a mark penalty.

Super:

Special Room

You are not allowed to use your own radio with earphones in the Special Room. Offenders will risk a mark penalty.

Special Report Form

VO:

Special Room Invigilator will report the case details in a special report for follow up by the HKEAA.

Super:

For other examination procedures of the listening papers, please refer to the Handbook for Candidates,

which can be downloaded from the HKEAA website www.hkeaa.edu.hk.

VO:

For other examination procedures of the listening papers, please refer to the Handbook for Candidates, which can be downloaded from the HKEAA website www.hkeaa.edu.hk.