

Document Checklist for Invigilation in SEN Centres (2020 HKDSE)

Documents		Centre Supervisor(CS)		Invigilator(INV)	
		School CS	Appointed CS	School INV	Appointed INV
1	<p>CS Working File, including:</p> <ul style="list-style-type: none"> Examination Timetable for Special Centre (i.e. CS Timetable) 特別試場考試時間表 Stationery Checklist 考試文具核對表 Question Paper Quantity Checklist 試卷數量核對表 Invigilators' List 監考員名單 Seating plan (Classroom/Hall) 座位表 (班房/禮堂) Examination Personnel Card, Question Paper Collection Record and location for collecting question papers 考務人員證件、收卷紀錄及領取試卷地點 <p>Other guidelines (applicable to the SEN centres concerned only):</p> <ul style="list-style-type: none"> SEN-OP01 Guidelines to CS for Candidates using Screen Reader in Examination SEN-OP02 Guidelines to CS for Candidates using Word Processor/Overlay PDF QA Book in Examination SEN-OP03 Guidelines to CS for Examination Employing an Amanuensis SEN-OP04 Guidelines to Centre Supervisors for Candidates using Speech-to-text Software in Examination SEN-OP05 Notes to Centre Supervisors for Candidates using a Braille 	^ ^ ^ ^ ^ N/A	✓ ✓ ✓ ✓ ✓ ✓	N/A	N/A
2	<p>Guidelines:</p> <ul style="list-style-type: none"> CS Handbooks (SEN centres), Specimen Booklet (SEN centres) and subject booklets for all subjects (SEN centres) 試場主任手冊 (特別試場)、文件樣本手冊 (特別試場) 及所有科目之科目手冊 (特別試場) Notes for the Guidance of Invigilators (SEN centres)、Chinese Language and English Language subject booklets (including Listening components) (SEN centres) 監考員考試須知 (特別試場)、中國語文科及英國語文科科目手冊 (包括聆聽部分) (特別試場) 	* *	✓ ✓	N/A @	N/A ✓
3	<p>Others</p> <ul style="list-style-type: none"> Handbook for Candidates 考生手冊 User Guide of PECSS (<i>applicable to Hall Centres only</i>) 	N/A N/A	✓ ✓	N/A N/A	✓ N/A
4	<p>Important Notes:</p> <p>Before the public exams, CS/invigilators should download and study the following documents from the HKEAA website (http://www.hkeaa.edu.hk/tc/exam_personnel/info_centre/):</p> <ul style="list-style-type: none"> Video on Special Examination Arrangements Video and powerpoint file for the CS Conference (SEN centres) on 16 March 2020 Exercise on the Actual Start/Break/End time for the Writing Part of Listening Components on 16 March 2020 Self-test for Invigilation (SEN centres) 監考工作溫故知新 (特別試場適用) on 16 March 2020 Points to Note for Using CS Handbooks (SEN centres) and Notes for the Guidance of Invigilators (SEN centres) on 16 March 2020 使用試場主任手冊 (特別試場) 及監考員考試須知 (特別試場) 的注意事項 Frequently Asked Questions for SEN Centres 特別試場監考工作常見問題 on 16 March 2020 				

^ Schools serving as home/home cum district centres have been invited to collect the CS Working Files and relevant guidelines at the HKEAA Southorn Centre Office from 13 to 17 March 2020.

* Schools serving as home/home cum district centres have been invited to collect the CS Handbooks /Subject Announcements at the HKEAA Southorn Centre Office from 5 to 13 March 2020.

@ Schools nominating their teaching staff to serve as cross invigilators in SEN centres have been invited to collect the Notes for the Guidance of Invigilators (SEN centres) and Chinese Language and English Language subject booklets (including Listening components) (SEN centres) at the HKEAA Southorn Centre Office from 5 to 13 March 2020.

✓ Appointed CS/invigilators will receive the documents together with the service agreement from 16 March 2020. Please return the completed Declaration Form on or before the stipulated deadline in the service agreement.