

DSE 2020 (SEN)

**HONG KONG EXAMINATIONS AND
ASSESSMENT AUTHORITY**

**HONG KONG DIPLOMA OF SECONDARY
EDUCATION EXAMINATION**

ENGLISH LANGUAGE BOOKLET

Papers 1, 2 and 3

(Examination Procedures and Subject Announcements)

(FOR SEN CENTRES)

【For Centre Supervisors and Invigilators】

Attention :

In addition to this booklet, the centre supervisors and invigilators should also refer to the information on the Centre Supervisor's Handbook (SEN Centres) and Notes for the Guidance of Invigilators (SEN Centres) to ensure the smooth conduct of the English Language Examinations.

Date/Time of Examination

English Language Paper 1	2 April 2020 (Thursday)	8:30 am – 10:00 am
English Language Paper 2	2 April 2020 (Thursday)	11:00 am – 1:00 pm
English Language Paper 3 (Listening and Integrated Skills)	3 April 2020 (Friday)	Reporting Time: 9:15 am

Note: The above start/reporting time in normal centres is for reference only. In the SEN centres, the start time of Paper 1 and reporting time of Paper 3 are normally the same as those in normal centres. However, the end time of all papers and start time of Paper 2 would depend on the special examination arrangements of the candidates.

CS Hotlines (SEN Centres)

3628 8917

3628 8982

HKEAA Fax No.

3628 8990

Only applicable to Special Centres in School Halls:

**In case of emergency during the conduct of examination,
please contact the HKEAA via the**

**Public Examinations Communication &
Support System (PECSS)**

or call the Command Centre at 3628 8380

Section III B: Examination Procedures (SEN Centres) English Language Papers 1 & 2

English Language Papers 1 & 2 (SEN Centres)

SEN Hotline: 3628 8917

Note: For examination rooms presided by invigilator(s) only, the invigilator(s) should assume all the responsibilities of the Centre Supervisor (CS) and make reference to the relevant section(s)/paragraph(s) of the CS Handbook (SEN Centres) and the booklet of Specimen Documents (SEN Centres) in order to familiarise themselves with the examination procedures.

A. Before the Start of the Examination

1. Distribution of Stationery

- 1.1 The CS/invigilators should refer to the 'List of Items Required for the Examination' (see *Specimen 8*) and distribute the following items before the admission of candidates:

English Language Paper 1 (Reading) : one green tag
(Note: multiple-choice (MC) answer sheets need NOT be provided to candidates)

English Language Paper 2 (Writing) : two rough-work sheets (*Specimen 33*)

Supplementary answer sheets should be provided to candidates on request, together with a short white string.

- 1.2 Write the centre number and name of subject/paper on the blackboard before the admission of candidates:

Centre Number : H1005S
 Centre Name : ABC School (Hall/Classroom)
 Subject : English Language
 Paper : Paper 1 (Reading)
 Exam Time : [Please write down the **exact start time** after the start of the examination;
the examination finishing time does NOT need to be written]

2. Distribution of Barcode Sheets

The barcode sheets should be distributed on the appropriate desk according to the tailor-made seating plan prepared by the CS and the candidate number. The CS should refer to *Section IIIA paragraph 1 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 18 of the Notes for the Guidance of Invigilators (SEN Centres)*.

3. Special Examination Arrangements (SEAs)

For the points to note on SEAs, the CS/invigilators should refer to the relevant section/paragraph listed below in the *CS Handbook (SEN Centres)* and *Notes for the Guidance of Invigilators (SEN Centres)*:

	The CS should refer to the <i>CS Handbook (SEN Centres)</i> :	The invigilators should refer to the <i>Notes for the Guidance of Invigilators (SEN Centres)</i> :
CS Working File	<i>Section II paragraph 1</i>	<i>Paragraph 7</i>
SEAs	<i>Section II paragraphs 9 – 11</i>	<i>Paragraph 8</i>
Seating Arrangements in SEN Centres	<i>Section II paragraph 4.3</i>	<i>Paragraph 9</i>
Examination Time and Break Time	<i>Section IIIA paragraph 8</i>	<i>Paragraph 10</i>
Early Leave	<i>Section IIIA paragraph 8.4</i>	<i>Paragraph 28</i>

	The CS should refer to the <i>CS Handbook (SEN Centres)</i> :	The invigilators should refer to the <i>Notes for the Guidance of Invigilators (SEN Centres)</i> :
Special Question Papers for Candidates	<i>Section IIIA paragraph 2</i>	<i>Paragraph 11</i>
Use of Ancillary Aids/Equipment	<i>Section IIIA paragraph 3</i>	<i>Paragraph 12</i>
Use of Special Answer Sheets/Graph Papers	<i>Section IIIA paragraph 4</i>	<i>Paragraph 15</i>
Irregularities Concerning SEAs	<i>Section IV paragraph 11</i>	<i>Paragraph 13</i>
Provision of Assistance to Candidates	<i>Section IIIA paragraph 10</i>	<i>Paragraph 14</i>

4. Admission of Candidates

- 4.1 **15 minutes before the examination** is due to start, candidates may be admitted into the examination hall/room.
- 4.2 During bad weather, candidates will appreciate being allowed into the school premises earlier.
- 4.3 If more than one-fifth of the candidates have not arrived by 8:30 am for the first session (possibly due to a traffic accident or bad weather), the CS could use his/her discretion to delay the starting time for up to 15 minutes. If the CS wishes to delay the starting time further, he/she should telephone the HKEAA (SEN Hotline: 3628 8917).
- 4.4 In case of a territory-wide traffic issue, the HKEAA will take contingency measures, such as delaying the examination start time or postponing the examination.

5. Late Arrivals

- 5.1 Candidates who arrive late should be admitted to take the examination regardless of the time of arrival. **No extra time should be compensated** to latecomers. It is not necessary to record information on latecomers unless an irregularity is observed.

5.2 Hall Centres (SEN)

Before making the first announcement (see *paragraph 7.2*), the CS should arrange **one invigilator to stay at the entrance and distribute the Mobile Phone Reminder Cards** (see *Specimen 31*) to those candidates arriving at the centre after the first announcement. **The invigilator should be instructed to give a Mobile Phone Reminder Card to each of these latecomers upon their entry into the examination centre** and to remind them to switch off their mobile phones.

Classroom Centres (SEN)

Before making the first announcement (see *paragraph 7.2*), the CS/invigilators should **distribute the Mobile Phone Reminder Cards** (see *Specimen 31*) **on the vacant seats** so that candidates arriving after the first announcement are reminded of the requirement to switch off their mobile phones.

- 5.3 The CS should advise invigilators to check whether the candidate has entered his/her candidate number on the answer scripts and affixed barcode labels in the designated spaces at an appropriate time. All these must be done **during the examination**. Candidates who fail to stick the barcode label(s) on the scripts as instructed will risk a mark penalty in the paper concerned and the possibility of their answers **not** being marked.

6. Use of Calculators

The use of calculators is **NOT** permitted in **language subject** examinations. The CS/invigilators should instruct the candidates to put the calculators (if applicable) inside their bags or under their chairs.

7. Important Notes before the First Announcement

7.1 The CS/invigilators should make all announcements in English.

7.2 Hall Centres (SEN)

The first announcement should be made when the majority of candidates have been admitted and seated. Before making the first announcement, **the CS should arrange one invigilator to stay at the entrance and distribute the Mobile Phone Reminder Cards to latecomers** (See *Specimen 31*).

Classroom Centres (SEN)

Before making the first announcement, **the CS/invigilators should distribute the Mobile Phone Reminder Cards** (See *Specimen 31*) **on the vacant seats**. The announcement regarding checking of personal belongings (i.e. *paragraph 9*) should be made when the majority of candidates have been admitted and seated.

8. First Announcement [Recording of examination proceedings using the Public Examinations Communication and Support System (PECSS) for SEN Centres in Halls / using the video recording device for single examination room(s) in HKEAA San Po Kong Office or some designated SEN classroom centres]

Announce:

The 'Public Examinations Communication & Support System'/video recording device has been set up at this examination centre. The centre conditions and examination proceedings will be recorded. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon closing of the examination year.

9. Second Announcement (Checking of Personal Belongings)

Announce:

English Language Papers 1 and 2

Check that you have taken the correct seat according to the seat number as shown on the Seating Plan. Place your Admission Form and Identity Card or identification document on the top right-hand corner of your desk and not inside any folder. If you bring along a folder, you must put it under your chair. (Pause)

Put all the stationery you need to use on your desk. If you have brought a pencil case, put it in your bag or under your chair. (Pause)

If you have a calculator with you, put it in your bag under your chair. (Pause)

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should ensure that the alarm function of the phone has also been turned off. Take out the battery from your mobile phone if possible to ensure that no sound will be emitted because of the alarm function. (Pause for 15 seconds to ensure that candidates are complying with the instructions)

Now place the phone under your chair in a position clearly visible to the invigilators. (Pause)

If you have question paper(s) from previous examination session(s), notes, pieces of paper, books, dictionaries, etc., put them in your bag. If you have brought any electronic devices (such as tablet, multimedia player, electronic dictionary, databank watch, smart watch or other wearable technologies with communication or data storage functions, etc.) or articles that can emit sound, switch them off now (if possible) and put them in your bag or under your chair.

Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of the hall/classroom and put them ... (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).

Please note that if you are found to have any unauthorised materials on your desk or in the drawer of your desk, in your pockets or on your body after the Question Papers have been distributed, or any electronic devices (including mobile phones) switched on during the examination, you will receive a mark penalty, subject downgrading or even be disqualified from the whole examination.

Put up your hand now if you have any questions. (Pause)

Note: Repeat this announcement nearer the start of the examination if there are a lot of latecomers.

The CS/invigilators should check if candidates follow these instructions. **Before the examination begins, should no mobile phone be found under a candidate's chair, invigilators may ask the candidate concerned if he/she has brought a mobile phone.**

10. Third Announcement (Checking of Barcode Sheets)

English Language Papers 1 and 2

You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)

Your English name has been printed on the top of the barcode sheet. Each barcode label on the sheet has been printed with your candidate number, centre number, seat number and the subject/paper name. Please check to make sure that you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

After the start of the examination, you should first write your candidate number in the boxes provided on the front cover of the question-answer book(s). You should copy this information from your Admission Form. You should also affix barcode labels in the designated spaces on the cover and the inner pages of your question-answer book(s). If you use a supplementary answer sheet, you should also write your candidate number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

No extra time will be given to candidates for sticking the barcode labels after the 'Stop working' announcement.

Each page of the question-answer book(s) and supplementary answer sheets has been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. It should also be noted that answers written in the margin will not be marked.

11. Fourth Announcement (Checking of Rough-work Sheets)

English Language Paper 1

As **no** rough-work sheets are distributed to candidates for English Language Paper 1, the CS/invigilators should move to the Fifth Announcement in *paragraph 12* about the distribution of question papers.

English Language Paper 2

You should have on your desk two rough-work sheets. Put up your hand if you do not. (Pause)

12. Fifth Announcement (Distribution of Question-answer Books)

Each candidate should be given the following:

English Language Paper 1:

- (1) an orange Part A Reading Passages booklet with a Part A question-answer book inserted;
- (2) a blue Part B1 Reading Passages booklet with a Part B1 question-answer book inserted; and
- (3) a green Part B2 Reading Passages booklet with a Part B2 question-answer book inserted.

English Language Paper 2: one question-answer book

The CS/invigilators should check carefully whether the question-answer books are **for the correct session**. The CS/invigilators should then unseal and **open the packets of question-answer books in front of the invigilators (if applicable) and candidates**. Besides, the CS/invigilators should unseal and open the **special question paper envelope(s)** (if applicable) [see *Specimen 46*] with the subject, paper and candidate number concerned printed on the cover. After ensuring that there are sufficient question-answer books for distribution, announce:

English Language Papers 1 and 2

The question-answer book(s) will be distributed to you now. Make sure you have put away all unauthorised articles; otherwise, you will be penalised. (Pause to allow sufficient time, say 10 seconds, for candidates to put away any unauthorised articles.)

Do not turn over your question-answer book(s) and do not start writing until you are told to do so.

The CS/invigilators should then distribute the question-answer books and Reading Passage Booklets to the candidates with **the cover of the question-answer books facing up**.

Note: For English Language Paper 2 examination, if any writing is found on a candidate's **rough-work sheet** during the distribution of Question-Answer Books, invigilators should collect the rough-work sheet immediately and replace it with a new one.

13. Sixth Announcement (Checking of Question-answer Books)

On completion of the distribution of question-answer books, announce:

English Language Paper 1

You should have on your desk a Part A Reading Passages booklet with a Part A question-answer book inserted, a Part B1 Reading Passages booklet with a Part B1 question-answer book inserted and a Part B2 Reading Passages booklet with a Part B2 question-answer book inserted. You may open the Reading Passages booklets to check if the question-answer books are inserted. Put up your hand if you do not. (Pause)

Close the Question-Answer Books and Reading Passages booklets after checking.

Answers to all questions should be written in the question-answer books.

Now read the Instructions on the cover of the Reading Passages booklets.

English Language Paper 2

You should have on your desk a question-answer book. Put up your hand if you do not. (Pause)

Your answers to Parts A and B should be written in the spaces provided in the question-answer book. You are reminded to write on each line.

Now read the Instructions on the cover of the question-answer book. Do not open the question-answer book until you are told to do so. (Pause for 15 seconds)

Put up your hand if you have any questions. (Pause)

If candidates have no questions, continue with the next announcement.

14. Seventh Announcement (Checking for Question-answer Books and Start of the Examination)

14.1 Before the start of the examination, the CS/invigilators should remind candidates to make sure that they do not have any electronic devices (including mobile phones) switched on or on the body. Then, ask the candidates to open the question-answer book(s) to **check the number of pages/questions**. After the start of the examination, candidates should first write their candidate numbers in the boxes provided on the front cover of their question-answer book(s) and affix

barcode labels in the designated spaces on the front cover and the inner pages of their question-answer book(s) according to the instructions on the cover. **No extra time will be given** to candidates for sticking the barcode labels after the 'Stop working' announcement. The CS/invigilators should announce:

English Language Papers 1 and 2

Before the examination begins, make sure that you have switched off your mobile phone, including the alarm function, and that you do not have any electronic devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do a final check)

English Language Paper 1, add:

Check your Part A Reading Passages booklet and question-answer book to see that there are no missing pages. (Pause) The words '**End of Reading Passages**' should appear on the last page of the Reading Passages booklet. The words '**End of Part A**' should appear on the last page of the question-answer book.

Check your Part B1 Reading Passages booklet and question-answer book to see that there are no missing pages. (Pause) The words '**End of Reading Passages**' should appear on the last page of Part B1 Reading Passages booklet. The words '**End of Part B1**' should appear on the last page of the question-answer book.

Check your Part B2 Reading Passages booklet and question-answer book to see that there are no missing pages. (Pause) The words '**End of Reading Passages**' should appear on the last page of Part B2 Reading Passages booklet. The words '**End of Part B2**' should appear on the last page of the question-answer book.

Close the question-answer books after checking.

After the announcement of the start of the examination, you should first write your candidate number in the boxes provided on the front cover of the Part A question-answer book and the Part B question-answer book which you are going to attempt. You should copy this information from your Admission Form. You should also affix barcode labels in the designated spaces on the cover and the inner pages of your question-answer books according to the instructions on the cover.

If you use a supplementary answer sheet, you should mark the corresponding question number box on the supplementary answer sheet on which you have written any answers. You should also affix a barcode label in the designated space on the cover of the supplementary answer sheet.

Write supplementary answers to Part A and Part B on separate supplementary answer sheets.

No extra time will be given to candidates for sticking the barcode labels or filling in the question number boxes after the 'Stop working' announcement.

English Language Paper 2, add:

Check your question-answer book to see that there are no missing pages. The words '**End of Paper**' should appear in the last page of the question-answer book. (Pause)

Close the question-answer book after checking.

After the announcement of the start of the examination, you should first write your candidate number in the boxes provided on the front cover of the question-answer book. You should copy this information from your Admission Form. You should also affix a barcode label in the designated space on the cover and the inner pages of your question-answer book according to the instructions on the cover.

If you use a supplementary answer sheet, you should mark the corresponding question number box on the supplementary answer sheet on which you have written any answers. You should

also affix a barcode label in the designated space on the cover of the supplementary answer sheet.

No extra time will be given to candidates for sticking the barcode labels or filling in the question number boxes after the ‘Stop working’ announcement.

- 14.2 The CS/invigilators should also **check if there is any Special Notice**, which contains last-minute messages to candidates. The Special Notice, if any, is in a **bright yellow** envelope (see *Specimen 9*). If there is a Special Notice for the session, make an announcement according to the instructions in the Special Notice and write down the contents of the Special Notice on the blackboard for the candidates’ reference, particularly the latecomers.

Notes:

- (1) Except for candidates using an abridged version of question paper or exempted from answering some of the questions, all candidates using the special question paper **will also be provided with a set of normal question paper**.
- (2) The Special Notice (if any) is only applicable to the normal question papers. **The corresponding changes have already been incorporated in the special question papers.** The CS/invigilator should read out the following announcement before announcing the contents in the Special Notice:

The contents in the Special Notice are only applicable to the normal question papers. The corresponding contents have already been incorporated in the special question papers. However, if you are using or referring to the normal question papers during the examination, you should pay attention to the contents in the Special Notice.

- 14.3 If there are no questions from the candidates, the CS/invigilators should give the signal to begin by announcing:

Note: If an examination centre accommodates candidates with different examination finishing times, the CS/invigilators may make use of the **Time Reminder Cards** (see *Specimen 47*) to remind candidates about the start/end of the supervised breaks (if applicable), the remaining examination time, the end of the examination, and the start of second examination session (applicable to multiple starting times in the second examination session).

English Language Papers 1 and 2

(see *paragraph 18* for details of the early leave arrangement)

If you wish to leave early, you should put up your hand to seek an invigilator’s permission. Early leavers are not allowed to take away the question papers, unless the examination of that paper has ended in normal centres.

(If the CS/invigilators use the **Time Reminder Cards**, please add the announcement below:)

As this centre accommodates candidates with different examination finishing times, the invigilator will use the **Time Reminder Cards** to remind individual candidates about the start/end of the supervised breaks, the remaining examination time and the end of the examination.

According to the clock in the examination centre (my watch), the time is _____. You may now start.

- 14.4 After the ‘You may now start’ announcement, the CS/invigilators should write the actual starting time on the blackboard for the information of candidates and invigilators (if applicable).

The CS/invigilators should avoid the practice of writing up the starting time in advance, and should do this only when the precise times are known. If the examination centre has a clock visible to the candidates and is functioning properly (see **Notes** below), the CS should time the examination according to this clock. The CS/invigilators must ensure that candidates are given

the full amount of time as specified on their **Examination Timetable for Special Centre** (including **Extra Time Allowance**). **No extra time should be given** to the candidates for reading the question-answer book(s) or for any other reason without specific instructions from the HKEAA.

Notes:

- (1) The CS/invigilators should check whether the clock in the examination centre is functioning properly before the start of the examination. If it is not, candidates should be reminded not to refer to the clock during the examination.
 - (2) If there are two clocks inside the examination centre (say one in the front of the examination centre and one at the back), the CS/invigilators should use the one facing the candidates and inform the candidates of the clock he/she is using for timing the examination in order to avoid misunderstanding.
 - (3) If there is no clock in the examination centre, the CS/invigilators should count the time using his/her own watch.
 - (4) For SEN Centres in halls using the Public Examinations Communication and Support System (PECSS), a digital timer is available on the computer desktop. Apart from providing a countdown of the examination time, reminders of the last 15 minutes, last 5 minutes and end of examination session will be popped up on the screen automatically. The countdown and reminder functions are set for the examination time at **normal centres** only and are **NOT applicable to SEN centres**. The CS should refer to the examination time (including extra time allowance, if applicable) in the 'Examination Timetable for Special Centre' for giving time reminders to the candidates.
- 14.5 The CS/invigilators should ensure that all examinations start punctually as scheduled in the **Examination Timetable for Special Centre**. If under special circumstances an examination has to be delayed (due to bad weather or insufficient question-answer books being made available), the CS/invigilator should ensure that the candidates are given the full amount of time as specified on the **Examination Timetable for Special Centre** (including **Extra Time Allowance**). **Under no circumstances should an examination start before the scheduled time.**
- 14.6 Write the actual starting time and finishing time at the end of the session in the spaces provided on the Sessional Report (SEN Centres) (see *Specimen 20*).

B. Procedures after the Start of the Examination

15. Checking the Admission Forms (original) and Identification Documents (original)

15 minutes after the start of the session, invigilators should be assigned to check the candidates' admission forms and valid identification documents. The CS should refer to *Section IIIA paragraph 6 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 25.1 of the Notes for the Guidance of Invigilators (SEN Centres)*.

16. Taking Candidates' Attendance

The 'Attendance and Scripts Tracking System (ASTS)' is not applicable to all written examinations held in SEN centres. The CS/invigilators should complete the Candidates' Attendance Record Form and Attendance List which should then be placed in a clear plastic bag and returned to the HKEAA on the day of the examination.

16.1 Completing the Candidates' Attendance Record Forms

15 minutes after the start of the examination session, the CS/invigilators should complete the Candidates' Attendance Record Forms (see *Specimens 16A & 16B*). The CS should refer to *Section IIIA paragraph 7.1 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 25.2(1) of the Notes for the Guidance of Invigilators (SEN Centres)*.

16.2 Marking the Attendance List

30 minutes after the start of the examination session, the CS/invigilators should check the candidate number for each occupied seat in the Candidates' Attendance Record Forms against the corresponding number in the Attendance List (see *Specimen 17*) to ensure that all candidates take the correct seats. The CS should refer to *Section IIIA paragraph 7.2 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 25.2(2) of the Notes for the Guidance of Invigilators (SEN Centres)*.

17. Collecting Question-answer Books and Rough-work Sheets from Vacant Seats

- 17.1 The CS/invigilators **need not** collect the question-answer book(s)/Reading Passages booklets/rough-work sheet(s)/barcode sheet from vacant seats in SEN Centres.
- 17.2 The school can keep the surplus question-answer books (including Reading Passages booklets) of Paper 1 Part A and Paper 2. The appointed CS (i.e. CS appointed by the HKEAA) should return the surplus question-answer books to the Script Collection Centre.
- 17.3 In the case of a candidate **requesting to have another 'Question-answer Book' (except for special question-answer book)**, the request should not normally be accepted. Supplementary answer sheets should be supplied.

18. Early Leavers

- 18.1 Candidates may leave the examination room during the period of 30 minutes after the start of the session to 15 minutes before the end of the session with the permission from the CS/invigilators. If a candidate leaves the special centre examination room during the **English Language Paper 1 examination**, he/she should return to the examination room before the examination commencing time of Paper 2 in normal centres.
- 18.2 Candidates wishing to leave during the permitted time must raise their hand to summon an invigilator. Before a candidate is given permission to leave, the invigilator should ensure that (1) the candidate number has been entered and barcode labels have been affixed in the designated spaces of the submitted answer scripts even if no attempt has been made to answer any questions; and (2) the question number box on each page of the answer scripts has been marked. **Early leavers are NOT allowed to take away the question papers (unless the examination of that paper has ended in normal centres).**
- 18.3 The CS/invigilators should remind the candidates that **those in breach of the above regulations will receive a mark penalty and are liable to severe penalties if cheating is suspected.** The CS/invigilators should report in detail (time of the incident, circumstances, etc.) any candidate who has left the examination hall/room without permission or who has taken away the question-answer book(s) on Report Form SR4g (see *Specimen 23A*).
- 18.4 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g. He/she has to write his/her name and address in the space provided on the form. Please complete the attendance taking for the candidate and follow the script collection procedures as described in *paragraph 18.2* before letting the candidate leave.
- 18.5 The question-answer books of early leavers should be left on the candidates' desks. **The answer scripts should be collected at the end of the session together with those of other candidates** and placed in the appropriate script envelope while the Paper 1 Reading Passages booklets can be treated as ordinary surplus question papers which can be kept by the school.

19. Questions raised by Candidates

The CS should refer to *Section IIIA paragraph 9 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 29 of the Notes for the Guidance of Invigilators (SEN Centres)*.

20. Toilet Arrangements

The CS should refer to *Section IIIA paragraph 11 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 30 of the Notes for Guidance of Invigilators (SEN Centres)*.

C. Report Forms

21. If the CS/invigilator wishes to make a report about the conduct of the examination, he/she can use the following report forms:

- Form SR1 — Candidates Without Admission Form/Identification Document
- Form SR3 — Candidates Attended the Wrong Examination Centre/Subject/Paper/Module/Language Version not on Admission Form
- Form SR4g — Examination Irregularities (cheating/insufficient papers/candidates' disobeying the 'Stop working' instructions, etc.)
- Form SR4b — Examination Irregularities (Barcodes)
- Form SR4p — Examination Irregularities (Mobile Phones/Electronic Devices/Sounding Devices)
- Form SR4t — Candidates going to the Toilet
- Form SR4i — Examination Irregularities (Invigilators)
- Sessional Report (SEN Centres)

D. End of Examination

22. Eighth Announcement (Reminding Candidates of the Time Left)

Note: The CS/invigilators may use the **Time Reminder Cards**, as appropriate.

22.1 **15 minutes** before the end of the session, the CS/invigilators should announce:

English Language Papers 1 and 2

You have 15 minutes left. You are not allowed to leave the examination centre until you are told to do so.

Make sure you have written your candidate number and stuck barcode labels in the designated spaces of the question-answer book(s).

If you have used a supplementary answer sheet, make sure you have marked the question number box on those pages where there are answers, otherwise the markers may not know which question you have answered.

No extra time will be given to candidates for sticking the barcode labels or filling in the question number boxes after the 'Stop working' announcement.

22.2 **5 minutes** before the end of the session, the CS/invigilators should announce:

English Language Paper 1

You have 5 minutes left. Make sure you have written your candidate number and stuck barcode labels in the designated spaces on the two question-answer books that you have attempted and all supplementary answer sheets.

Cross out all unwanted materials. You will **NOT** be allowed to work on your question-answer books including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the 'Stop working' announcement.

English Language Paper 2

You have 5 minutes left. Make sure you have written your candidate number and stuck barcode labels in the designated spaces on your question-answer book and all supplementary answer sheets.

Cross out all unwanted materials. You will **NOT** be allowed to work on your question-answer book including affixing barcode labels, using an eraser or filling in question numbers or holding any stationery after the ‘Stop working’ announcement.

23. Ninth announcement (‘Stop working’ instruction)

23.1 When time is up, announce:

Note: The CS/invigilators may use the Time Reminder Cards, as appropriate.

English Language Papers 1 & 2

The time now is _____. Time is up. Stop working. Put down all your stationery. **(Pause for 10 seconds to ensure that all candidates are complying with the instructions[^])**

Do not pack your personal belongings until you are told to do so. Close your question-answer book(s). You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)

[^] During the 10-second pause after ‘Put down all your stationery’ is announced, the CS should ensure that the candidates follow the instructions and invigilators should check if any candidates are still working on their answer scripts (including writing, erasing/crossing out answers, holding any stationery, affixing barcode labels or filling in question numbers).

English Language Paper 1

If you have supplementary answer sheets for Part A, place them inside the Part A question-answer book; for Part B, place them inside the Part B1 or Part B2 question-answer book. Then fasten the two question-answer books which you have attempted together with the green tag provided. Please be reminded that you must hand in one question-answer book only for Part B.

Put the question-answer books which you have attempted next to the unattempted Part B question-answer book and the remaining barcode labels. They will be collected separately.

Make sure that your admission form and identification document do not get mixed up with your answer script.

English Language Paper 2

If you have supplementary answer sheets, tie them inside your question-answer book with a piece of string. Put your question-answer book next to the remaining barcode labels. They will be collected separately.

Make sure that your admission form and identification document do not get mixed up with your answer script.

23.2 The CS/invigilators should see whether the candidates comply with the ‘Stop working’ instruction.

23.3 For handling cases of candidates disobeying the ‘Stop working’ instruction, the CS should refer to *Section IV paragraph 20 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 32 of the Notes for the Guidance of Invigilators (SEN Centres)*.

24. Tenth Announcement (Collection of Answer Scripts)

24.1 Please announce:

English Language Paper 1

The question-answer books you have attempted will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the question-answer books, if you are found not having stuck a barcode label on the cover of the question-answer books, the invigilator will let you stick the label on the cover under supervision. You are required to complete a report form.

Note: Reading Passages booklets of the attempted parts need not be collected. However, for the unused Part B Reading Passages booklet, if candidates choose to take away the Reading Passages booklet, they must take out the unattempted question-answer book inside and leave it on the desk for collection.

English Language Paper 2

The question-answer book will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the question-answer book, if you are found not having affixed a barcode label on the cover of the question-answer book, the invigilator will let you affix the label on the cover under supervision. You are required to complete a report form.

24.2 The invigilators should **collect the attempted question-answer books first**. The rough-work sheets, the barcode sheets (with/without remaining barcode labels), the unattempted Part B question-answer books (for English Language Paper 1) and Mobile Phone Reminder Cards (if distributed) should be collected separately later.

24.3 While collecting the question-answer books, if an invigilator discovers that a candidate has not put down his/her candidate number on the cover of his/her question-answer book, **the candidate can be allowed to write his/her candidate number on the cover only under the supervision of the invigilator. However, the candidate should not be allowed to fill in the question number boxes.**

24.4 While collecting the question-answer books, if an invigilator discovers that a candidate has not affixed any barcode labels on the cover of the question-answer book, **the candidate should be asked to affix the barcode label(s) on that cover under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign on the report form before leaving the examination room.**

24.5 After the collection of the attempted question-answer books, announce:

English Language Paper 1

The unattempted Part B question-answer book will be collected now. You can take away the Reading Passages booklets.

24.6 For English Language Paper 1, all the unattempted Part B question-answer books should be returned to the HKEAA using the 'Envelope for Return of Unused/Used/Unattempted Question Papers/Question Answer Books' provided. However, it is not necessary to count and certify the number of copies collected.

25. Checking of Answer Scripts Collected

The number of scripts collected should be counted and checked against the number of candidates present. The CS/invigilators should put down the total number of scripts collected in the appropriate spaces on the Sessional Report (SEN Centres). If there are any discrepancies, investigate them before the candidates are dismissed. The answer scripts should be sorted in candidates' seat number order on their barcode labels, with **the smallest number on top**.

26. Eleventh Announcement (Dismissal of candidates)

26.1 On completion of the collection and checking of all answer scripts, the CS/invigilators should announce:

English Language Paper 1

The English Language Paper 2 examination will begin at ____:____. Please come back at *____:____ to wait for the start of the Paper 2 exam. Now, make sure you have your Admission Form, identification document and other personal belongings. (Pause) You can take away the Reading Passages booklets. You may now leave.

* The CS/invigilators should indicate the exact time for the candidate(s) to return to the examination centre for Paper 2 examination, normally 15 minutes before the start of Paper 2 exam or before the start of Paper 2 examination in normal centres (i.e. 11:00 am), whichever is earlier.

English Language Paper 2

This is the end of the examination. You may now pack your personal belongings. Make sure you have your Admission Form, identification document and other personal belongings. (Pause) You may now leave.

26.2 In the case of a candidate reporting any irregularity concerning the examination (e.g. reports a mistake in the use of question-answer books or submits multiple sets of answer scripts), the CS/invigilators should record the details of the irregularity (such as whether the case was reported before or after the dismissal of candidates) on Report Form SR4g so that follow-up actions can be taken by the HKEAA [Regarding the procedures on handling 'Candidates using Wrong Answer Book/Question-answer Book or submitting Multiple Sets of Answer Scripts', the CS should refer to *Section IV paragraph 21 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 27 of the Notes for the Guidance of Invigilators (SEN Centres)*].

27. Completing the Sessional Report

27.1 The Sessional Report (SEN Centres) is for the CS/invigilators to confirm the quantity of question papers received, the starting/finishing time of the examination, the number of answer scripts collected and whether the examination has been conducted according to the prescribed procedures.

Hall Centres (SEN)

For each examination session, the Sessional Report (SEN Centres) should be completed by the CS and two invigilators (including one invigilator not provided by the centre school).

Classroom Centres (SEN)

For each examination session, the Sessional Report (SEN Centres) should be completed by the CS and one school invigilator from another school.

Home Centres (SEN)

For each examination session, the Sessional Report (SEN Centres) should be completed by the CS and one school invigilator from another school. For a single examination room, the Sessional Report (SEN Centres) should be completed by the CS and confirmed by the home centre school.

27.2 The Sessional Reports (SEN Centres) should be returned to the Script Collection Centre after the very last examination session of the HKDSE in the centre.

28. Packing and Return of Answer Scripts and Examination Materials

At the end of each examination session, the invigilators should immediately return the scripts and related documents to the CS. The CS should refer to *Section IIIA paragraphs 13 and 14 of the CS Handbook (SEN Centres)*.

Section III C: Examination Procedures (SEN Centres)
English Language Paper 3
(Listening and Integrated Skills)

English Language
Paper 3
(SEN Centres)

SEN Hotline: 3628 8917

Notes:

- (1) Different groups of candidates in the examination centre may have different ‘prolonged pauses’ and/or ‘supervised breaks’. Apart from this section, the Centre Supervisors (CS) and invigilators should read the ‘Examination Timetable for Special Centre’, CS Handbook (SEN Centres) and Notes for the Guidance of Invigilators (SEN Centres) prior to the examination.
- (2) For examination rooms presided by invigilator(s), the invigilator(s) should assume all the responsibilities of the CS and make reference to the relevant sections/paragraphs of the CS Handbook (SEN Centres) and the booklet of Specimen Documents (SEN Centres) in order to familiarise themselves with the examination procedures.
- (3) All candidates who sit the Listening components of English Language at special centres (including those taking the examination in their own school) will be given a 5-minute supervised break after completing Part 3A in order to synchronise the time for broadcasting the listening materials of Part 3B. Candidates should abide by the regulations on supervised breaks.

A. Arrangements for English Language Paper 3 (Listening and Integrated Skills)**1. Special Features of the English Language Paper 3 (Listening and Integrated Skills)**

1.1 The listening materials in SEN centres will be broadcast via one of the following channels:

(1) USB Player/Computer

The listening materials will be broadcast via a USB player or a computer [connected to the loud speaker(s)]. Candidates **need not** use earphones.

(2) Infra-red (IR) Transmission System

Receivers and earphones will be provided by the HKEAA. Candidates may also choose to use their own earphones with two insulating rings on the plug for plugging into the receiver (diameter of plug: 3.5 mm) provided by the HKEAA.

(3) Dan Sound

Corded earphones will be provided by the HKEAA. Candidates may also choose to use their own earphones with two insulating rings on the plug for plugging into the device (diameter of plug: 3.5 mm) provided by the HKEAA.

Notes:

- (1) The school CS should arrange a spare USB player as a back-up with their own school.
- (2) Candidates should bring their own hearing aids to the SEN centres, if necessary.
- (3) Requests made on the day of the examination for using other means (e.g. using **own radios**) to listen to the broadcast of the Listening component will **NOT** be entertained since the radio reception at the SEN centres may not be satisfactory. Besides, no special examination arrangements (e.g. prolonged pauses) are available in the listening material broadcast by **RTHK Radio 2**.
- (4) **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.**

1.2 It is not essential for all the invigilation staff to listen to the broadcast of the Listening component of English Language Paper 3. However, in each centre the Centre Supervisor should assign at least one invigilator to listen to the broadcast to keep track of the progress of the Listening component and the quality of the reception.

1.3 Setting-up of Equipment in SEN Centres

(1) USB Player/Computer

The school CS should test the equipment (including one USB player/computer, one spare USB player and at least one set of earphones) to ensure their normal functioning at least **one day** before the examination. On the day of the examination, the school CS should complete the set-up of equipment (including the final test before the start of the examination) in the examination centre by 8:15 am.

Equipment in some SEN centres will be provided by the HKEAA and delivered to the examination centres within one week before the examination. The appointed CS (i.e. CS appointed by the HKEAA) should ensure the readiness of equipment (including one USB player, one spare USB player and at least one set of earphones) in the examination centre by 8:15 am.

(2) IR Transmission System

The HKEAA will normally deliver the equipment for the IR Transmission System to the examination centres and set up the system within one week before the examination. On the day of the examination, the HKEAA will arrange a technician to provide technical support in the examination centres. The CS/technician should complete the set-up and final test of equipment (including the IR Transmission system and one USB player) by 8:15 am. **After the completion of final test, the CS/invigilators should place the IR receiver with earphones connected on each candidate's desk during 8:45 am to 9:10 am.** The technician should also arrange a spare USB player and at least one set of earphones in the examination centre. The CS/invigilators should close the curtain in the examination centre to avoid possible interference of the signal transmission from direct sunlight.

(3) Dan Sound

The HKEAA will normally deliver the Dan Sound, one USB player, one spare USB player and earphones within one week before the examination. On the day of the examination, the CS/technician should complete the set-up of equipment by 8:15 am and place the earphones connected to the Dan Sound on each candidate's desk.

1.4 Examination USB and Tapescript in SEN Centres

On the day of the examination, the following items will be delivered to the SEN centres together with the question papers in the carton boxes of question papers:

- (1) one 'confidential' envelope containing one examination USB, one reserve examination USB and a copy of the tapescript (with special instructions where appropriate); and
- (2) one envelope containing two demonstration USBs.

◆ Demonstration USBs

To instruct the candidates to place their Identity Card and Admission Form on their desks and check the reception of the broadcast (to be played before the start of the examination)

◆ Examination USB

To be played at **10:00 am**. The first track is about the announcement for checking question-answer books, affixing barcode labels, etc. The content of the examination will follow.

◆ Reserve USB

Never open the reserve USB unless the original examination USB is found not working properly.

◆ Tapescript

The CS/invigilator should refer to the tapescript closely while the USB is being played to ensure the smooth conduct of the Listening component and be aware of the timing of the break (if any) after Part A and/or prolonged pauses. The tapescript **MUST NOT** be seen by the candidates under any circumstances.

Note: The examination USB and tapescript are strictly confidential. They must be handled by the CS/invigilator and **MUST NOT** be seen/accessed by the candidates.

1.5 **No Special Rooms are set up in the SEN centres.**

1.6 Candidates not working or reading the examination materials according to the instructions during the examination period [i.e. after the start of broadcast of English Language Paper 3 (Listening and Integrated Skills) via the USB player/computer/IR Transmission System/Dan Sound] **are not considered as irregularities.** The CS/invigilators **need not** prompt the candidates.

2. **School Bell and PA System**

The school bell and the PA system (if any) in the examination centre should be switched off during the examination in order not to disturb the candidates during the broadcast.

3. **Stationery and Question Papers**

Each candidate should be provided with a barcode sheet, a rough-work sheet, a green tag, an orange Part A question-answer book, a blue set including a Part B1 Data File and question-answer book and a green set including a Part B2 Data File and question-answer book. Upon request, candidates can be provided with supplementary answer sheets.

4. **Toilet Arrangements**

4.1 If candidate requests to go to the toilet, the invigilator, preferably of the same gender, should accompany the candidate and record the candidate number and time on Report Form SR4t (see *Specimen 23E*). It is not necessary for the CS/invigilator to ask the candidate whether he/she has a mobile phone on his/her body.

If many candidates request to go to the toilet at the same time, they may be arranged to go one by one. The CS/invigilators are requested to arrange additional school staff members to assist.

4.2 The invigilator accompanying the candidate should exercise appropriate supervision and be vigilant to prevent any cheating inside the toilet. The invigilator should watch out for any irregularity in case the candidate has stayed unusually long in the toilet or any suspicious sound is heard. In case of any irregularity, the invigilator should record the incident in detail and report to the CS immediately. The case should then be handled by the CS according to the guidelines on suspected cheating [please refer to *Section IV paragraph 15 of the CS Handbook (SEN Centres)*].

4.3 In the case of an irregularity of candidates going to the toilet (e.g. falling sick or leaving early), the details should be reported on Report Form SR4g (see *Specimen 23A*).

4.4 The candidate should not be given any extra time to make up for the time lost unless the special examination arrangement has been specified on the examination timetable. No examination materials may be taken to the toilet.

4.5 The Report Form SR4t need not be returned daily. It should be returned to the Script Collection Centre after the very last examination session in the centre.

5. **Late Arrivals**

5.1 **No Special Rooms are set up in the SEN centres. Candidates who arrive late should be admitted to the examination centre.** Those who arrive after the first announcement (i.e. instructing candidates to switch off the electronic devices) should be reminded to switch off electronic devices (including mobile phones) with a Mobile Phone Reminder Card and to put their mobile phones under their chairs in a position clearly visible to the invigilator(s).

5.2 The latecomers should be arranged to sit near the entrance of the examination centre (if applicable) in order to minimise the disturbance to other candidates.

5.3 **No extra time should be compensated** to latecomers. It is not necessary to record information on latecomers unless an irregularity is observed.

6. Early Leavers

- 6.1 **Early leave is not allowed in Paper 3 Listening and Integrated Skills in normal centre.** If the examination has ended in normal centres, candidates in SEN centres may leave the examination room during the period from the examination end time of normal centres to 15 minutes before the end of his/her examination with permission of the CS/invigilator. The CS/invigilators should remind the candidates that **those in breach of the above regulations will receive a mark penalty and are liable to severe penalties if cheating is suspected.** The CS/invigilator should report in detail (e.g. time of the incident, circumstances, etc.) any candidate who has left the examination room without permission or who has taken away the question-answer book(s) on Report Form SR4g.
- 6.2 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g. He/she has to write his/her name and address in the space provided on the form. Please complete the attendance taking for the candidate and follow the script collection procedures as described in *Section III B paragraph 18.2* before letting the candidate leave.
- 6.3 The question-answer books of early leavers (including attempted and unattempted ones) should be left on the candidates' desks. **The answer scripts should be collected at the end of the session together with those of other candidates** and placed in the appropriate script envelope.

B. Special Examination Arrangements (SEAs)

7. For the points to note on SEAs, the CS/invigilators should refer to the relevant section/paragraph listed below in the *CS Handbook (SEN Centres)* and *Notes for the Guidance of Invigilators (SEN Centres)*:

	The CS should refer to the <i>CS Handbook (SEN Centres)</i> :	The invigilators should refer to the <i>Notes for the Guidance of Invigilators (SEN Centres)</i> :
CS Working File	<i>Section II paragraph 1</i>	<i>Paragraph 7</i>
SEAs	<i>Section II paragraphs 9 – 11</i>	<i>Paragraph 8</i>
Seating Arrangements in SEN Centres	<i>Section II paragraph 4.3</i>	<i>Paragraph 9</i>
Examination Time and Break Time	<i>Section IIIA paragraph 8</i>	<i>Paragraph 10</i>
Early Leave	<i>Section IIIA paragraph 8.4</i>	<i>Paragraph 28</i>
Special Question Papers for Candidates	<i>Section IIIA paragraph 2</i>	<i>Paragraph 11</i>
Use of Ancillary Aids/Equipment	<i>Section IIIA paragraph 3</i>	<i>Paragraph 12</i>
Use of Special Answer Sheets/Graph Papers	<i>Section IIIA paragraph 4</i>	<i>Paragraph 15</i>
Irregularities Concerning SEAs	<i>Section IV paragraph 11</i>	<i>Paragraph 13</i>
Provision of Assistance to Candidates	<i>Section IIIA paragraph 10</i>	<i>Paragraph 14</i>

8. Different groups of candidates in the examination centre may have different 'prolonged pauses' and/or 'supervised breaks' in Part 3B (writing part). The CS/invigilators should refer to the information listed on the '**Examination Timetable for Special Centre**' before the examination.
9. Candidates with **the same amount of prolonged pauses** have been arranged in the same hall/examination room. The examination USB and tapescript applicable to a particular group of candidates will be delivered to the CS/invigilators as appropriate. The CS/invigilators should pay attention to the instructions in the tapescript and make the examination arrangements accordingly.
10. All prolonged pauses and the 5-minute supervised break after Part 3A are already pre-recorded in the examination USB. The CS/invigilators **need not stop playing the USB to provide the prolonged pauses and the 5-minute supervised break to the candidates.** Music will be played during the prolonged/additional pauses and the 5-minute supervised break.

11. The listening materials for both Part 3A and Part 3B are recorded in the same examination USB. During the broadcast, the CS and invigilators should pay attention to the content of the examination to ensure that the examination recording **is played in the correct order**, and they should follow the tapescript to make appropriate arrangements.
12. The CS and invigilators should have a good understanding of the instructions on the tapescript before playing the examination USB.

C. Before the Start of the English Language Paper 3 (Listening and Integrated Skills)

13. (8:45 am to 9:10 am) Preparation Work

- 13.1 The CS should brief the invigilators on the examination procedures of the Listening and Integrated Skills and assign duties to them.
- 13.2 Please refer to the **Examination Timetable for Special Centre (sorted by candidate numbers)** in the CS Working File to confirm whether individual candidates are granted prolonged pauses and/or supervised breaks.
- 13.3 An additional examination timetable will be provided for individual candidate(s) (A3 size). It is **sorted by candidate numbers** and is also enclosed in the CS Working File. The invigilators should **cut the examination time and break time of individual candidates in both Part 3A and Part 3B together out of the timetable and stick the information on the candidate's desk concerned** according to the tailor-made seating plan prepared by the CS for the reference of candidates and invigilation staff.

13.4 Distribution of Stationery and Barcode Sheets

The CS/invigilators should refer to the 'List of Items Required for the Examination' (see *Specimen 8*) and distribute the following items before the admission of candidates:

English Language Paper 3: one rough-work sheet (*Specimen 33*) and one green tag

The barcode sheets should be distributed to the appropriate desk according to the tailor-made seating plan prepared by the CS and the candidate number. The CS should refer to **Section IIIA paragraph 1 of the CS Handbook (SEN Centres)** while the invigilators should refer to **paragraph 18 of the Guidance of Invigilators (SEN Centres)**.

Notes:

- (1) After the start of the Listening component, candidates will be instructed via the broadcast to write their candidate number and affix barcode labels on the question-answer books.
 - (2) **If a candidate is found trying to affix a barcode label before the start of the examination, the CS/invigilators should issue a verbal warning to the candidate and instruct him/her to affix the barcode labels only after being instructed to do so.**
- 13.5 Should there be any additional candidate(s), the Examination Timetable for Special Centre and examination timetable for individual candidate(s) will be delivered to the examination centre together with the question papers in the morning of the examination day.
 - 13.6 For centres using the **IR Transmission System**, the CS/invigilators should place the receivers with earphones connected on each candidate's desk.
 - 13.7 Write the centre number and the name of subject/paper on the blackboard before the admission of candidates:

Centre Number	: H1005S
Centre Name	: ABC School (Hall/Classroom)
Subject	: English Language
Paper	: Paper 3 (Listening and Integrated Skills)
Start Time of the Broadcast	: [Please write down the exact start time after the start of the broadcast]
Start Time of the Writing Part	: [Please write down the exact start time after the start of the Writing Part. The exam finishing time does NOT need to be written.]

13.8 The CS/technician should ensure that the **USB mode** has been selected on the USB player and **no CD is placed in it**.

14. (9:10 am) Admission of Candidates

14.1 Candidates may be admitted into the examination hall/room at approximately 9:15 am.

14.2 During bad weather, candidates will appreciate being allowed into the school premises earlier.

15. (9:15 am) Preliminary Announcements

15.1 All announcements made by the CS/invigilators should be in English.

15.2 When the majority of candidates have been admitted and are seated [**only applicable to recording of examination proceedings using the Public Examinations Communication and Support System (PECSS) for SEN Centres in Halls / using the video recording device for single examination room(s) in HKEAA San Po Kong Office or some designated SEN classroom centres**], announce:

<p>The 'Public Examinations Communication & Support System'/video recording device has been set up at this examination centre. The centre conditions and examination proceedings will be recorded. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon closing of the examination year .</p>

Then, announce (**all SEN Centres**):

<p>Check that you have taken the correct seat according to the seat number as shown on the Seating Plan. Place your Admission Form and Identity Card or identification document on the top right-hand corner of your desk and not inside any folder. If you bring a folder, you must put it under your chair. (Pause)</p>

<p>Put all the stationery you need to use on your desk. If you have brought a pencil case, put it in your bag under your chair. (Pause)</p>

<p>If you have a calculator or radio with you, put it in your bag or under your chair. (Pause)</p>
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<p>If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should ensure that the alarm function of the phone has also been turned off. Take out the battery from your mobile phone if possible to ensure that no sound will be emitted because of the alarm function. (Pause for 15 seconds to ensure that candidates are complying with the instructions)</p>
--

<p>Now place the phone under your chair in a position clearly visible to the invigilators. (Pause)</p>
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<p>If you have question paper(s) from previous examination session(s), notes, pieces of paper, books, dictionaries, etc., put them in your bag. If you have brought any electronic devices (tablet, multimedia player, electronic dictionary, databank watch, smart watch or other wearable technologies with communication or data storage functions, etc.) or articles that can emit sound, switch them off now (if possible) and put them in your bag or under your chair. (Pause)</p>

<p>Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of the hall/classroom and put them ... (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).</p>
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Please note that if you are found to have any unauthorised materials on your desk or in the drawer of your desk, in your pockets or on your body after the Question Papers have been distributed, or any electronic devices (including mobile phones) switched on during the examination, you will receive a mark penalty, subject downgrading or even be disqualified from the whole examination.

Put up your hand if you have any questions. (Pause)

Note:

Repeat this announcement nearer the start of the examination if there are a lot of latecomers.

The CS/invigilators should check that the candidates follow these instructions. **Before the examination begins, should no mobile phone be found under a candidate's chair, invigilators may ask the candidate concerned if he/she has brought a mobile phone.**

16. Announcement concerning Barcode Sheets

You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)

Your English name has been printed on the top of the barcode sheet. Each barcode label on the sheet has been printed with your candidate number, centre number, seat number and the subject/paper name. Please check to make sure that you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

Place your barcode sheet on the top right-hand corner of your desk. (Pause)

After the start of the Listening component, you will be instructed to affix barcode labels in the designated spaces on the cover and the inner pages of your question-answer books. If you use a supplementary answer sheet, you should also affix a barcode label in the designated space before the end of the examination session. **You will not be given extra time to affix the barcode labels after the 'Stop working' announcement.** Do not fold, scratch or stain the barcode labels.

Each page of the question-answer books and each supplementary answer sheet have been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. It should also be noted that answers written in the margin will not be marked.

17. Announcement concerning Attendance-taking and Equipment-check

Centres using USB Player/Computer

During the next 20 minutes or so, the invigilators will check your Admission Form and take the attendance.

During attendance-taking, you will hear a demonstration recording, which will be repeated several times. Please be patient and do not trouble the invigilators with questions about reception or sound quality while they are carrying out their duties.

At approximately 9:40 am, I will ask if any of you have reception or sound quality problems.

Centres using the IR Transmission System

During the next 20 minutes or so, the invigilators will check your Admission Form and take the attendance. At the same time, we will give you the time to try out the receivers and earphones provided by the HKEAA placed on your desks. **You may choose to use your own earphones with two insulating rings on the plug for plugging into the receiver.**

During attendance-taking, you may switch on the receiver, turn the volume control gradually and adjust it to a suitable volume. You will hear a demonstration recording, which will be repeated several times. Put the receiver on the desk and do not cover the receiver with anything such as your Admission Form. Please be patient and do not trouble the invigilators with questions about reception while they are carrying out their duties.

At approximately 9:40 am, I will ask if any of you have reception problems.

Centres using Dan Sound

During the next 20 minutes or so, the invigilators will check your Admission Form and take the attendance. At the same time, we will give you the time to try out the device and earphones provided by the HKEAA. **You may choose to use your own earphones with two insulating rings on the plug for plugging into the device.**

During attendance-taking, you will hear a demonstration recording, which will be repeated several times. Please be patient and do not trouble the invigilators with questions about reception or sound quality while they are carrying out their duties.

At approximately 9:40 am, I will ask if any of you have reception or sound quality problems.

- 17.1 The CS/invigilators should play the **demonstration USB** to enable candidates to check the reception/sound quality and the equipment. An invigilator should be assigned to listen to the broadcast.
- 17.2 When taking attendance, invigilators should not take time to respond to candidates who claim to have sound volume/reception problem (for centres using the IR Transmission System). At approximately 9:40 am after the completion of the checking procedures, the CS/invigilators should specifically ask candidates if they have such problems.
- 17.3 For centres using the **IR Transmission System** or **Dan Sound**, the invigilators should also check if candidates have plugged the earphones into the receiver/device on their desk when taking attendance. If candidates bring a wireless earphone or their earphones cannot be plugged into the receiver/device provided by the HKEAA, please distribute the spare earphones provided by the HKEAA to them.

18. (9:20 am) Checking of Admission Forms/Identification Documents and Taking Candidates' Attendance

18.1 Checking the Admission Forms (original)/Identification Documents (original)

The CS should ask invigilators to start checking candidates' admission forms and valid identification documents. These should be completed before the distribution of question-answer books at around 9:50 am so that the candidates will not be disturbed once the examination broadcast starts. The CS should refer to *Section IIIA paragraph 6 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 25.1 of the Notes for the Guidance of Invigilators (SEN Centres)*.

18.2 Taking Candidates' Attendance

The 'Attendance and Scripts Tracking System (ASTS)' is not applicable to all written examinations held in SEN centres. The CS/invigilators should complete the Candidates' Attendance Record Form and Attendance List which should then be placed in a clear plastic bag and returned to the HKEAA on the day of the examination.

(1) Completing the Candidates' Attendance Record Forms

The CS/invigilators should complete the Candidates' Attendance Record Forms (see *Specimen 16A & 16B*). The CS should refer to *Section IIIA paragraph 7.1 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 25.2(1) of the Notes for the Guidance of Invigilators (SEN Centres)*.

Note: The use of calculator is **not** permitted in language subject examinations. The CS/invigilators should instruct the candidates to put the calculators (if applicable) inside their bags or under their chairs.

(2) Marking the Attendance List

The CS/invigilators should check the candidate number for each occupied seat in the Candidates' Attendance Record Forms against the corresponding number in the Attendance List (see *Specimen 17*) to ensure that all candidates take the correct seats. The CS should refer to *Section IIIA paragraph 7.2 of the CS Handbook (SEN Centres)* while the

invigilators should refer to *paragraph 25.2(2) of the Notes for the Guidance of Invigilators (SEN Centres)*.

19. (9:40 am) Announcement concerning Candidates' Reception/Sound Quality Problems

19.1 When the invigilators have completed the attendance-taking procedures, announce:

If you have reception or sound quality problems, put up your hand now. Make sure that you have switched off your mobile phone, including its alarm function, and any other sounding devices.

The mobile phone should be placed under your chair in a position clearly visible to invigilators. Also make sure that you do not have any electronic devices on your desk or in the drawer of your desk, in your pockets or on your body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check.)

Note: The CS/invigilator may at his/her discretion make this announcement at **9:40 am** and repeat it nearer the time of the broadcast of the examination materials.

Centres using the USB Player/Computer

In case any candidate expresses that he/she cannot listen to the broadcast clearly, the CS may adjust the volume. Some candidates, due to their special needs (e.g. bilateral hearing loss), cannot listen to the broadcast clearly at the seat allocated to them. The CS/invigilators should arrange a seat change for them as far as possible.

Centres using the IR Transmission System

If a candidate claims that the receiver/earphone is not working, the invigilator should give him/her another set of receiver/earphones.

Centres using Dan Sound

If a candidate claims that the earphones are not working, the invigilator should give him/her another set of earphones.

19.2 Invigilators should make sure that they duly attend to candidates who have reception/sound quality problems.

19.3 Candidates have been instructed to report any irregularities about the examination centre environment and reception in the Listening component to the CS/invigilator at the time when the undesirable conditions arise. To facilitate follow-up action by the HKEAA, the CS/invigilator should provide as many details about the irregularity as possible (e.g. reception in the examination centre, the environment of the examination centre) in the Sessional Report (SEN Centres).

Note: Invigilators will find that no matter how good the reception is, it is normal to experience some interference as they move around the room/hall. This is caused by fluorescent lights, fans, etc. and is not normally a cause for concern. What is important is the reception when seated.

D. Start of the Listening Component

20. (9:46 am) Distribution of Question-Answer Books

20.1 The CS/invigilators should announce: (only applicable to centres using **IR Transmission System** or **Dan Sound**)

Now take off your earphones. I repeat, take off your earphones.

The CS/invigilators should pause and check whether the candidates follow the instruction.

20.2 The CS/invigilators should check carefully that the packets of question-answer books correspond

to **the correct examination session**. The CS/invigilators should then unseal and **open the packets of question-answer books in front of the invigilators (if applicable) and candidates**. Besides, the CS/invigilators should unseal and open the **special question paper envelope(s)** (if applicable) with the subject, paper and candidate number concerned printed on the cover. After ensuring that there are sufficient question-answer books for distribution, announce:

I am now going to distribute the question-answer books and Data Files. Make sure you have put away all unauthorised articles; otherwise you will be penalised. (Pause to allow sufficient time, say 10 seconds, for candidates to put away any unauthorised articles.)

Do not open the **question-answer books** and the **Data Files** until you are told to do so.

Each occupied seat should be given:

- An orange Part A question-answer book;
- A blue Part B1 Data File with a Part B1 question-answer book inserted; and
- A green Part B2 Data File with a Part B2 question-answer book inserted.

The CS/invigilators should then distribute the question-answer books and Data Files to the candidates, with **the covers facing up**. If any writing is found on a candidate's rough-work sheet during the distribution of Question-Answer Books and Data Files, invigilators should collect the rough-work sheet immediately and replace it with a new one.

The CS/invigilators should also **check if there is any Special Notice** which will contain last-minute messages to candidates. The Special Notice, if any, is in a **bright yellow envelope** (see *Specimen 9*). If there is a Special Notice, make an announcement according to the instructions in the Special Notice and write down the contents of the Special Notice on the blackboard for reference of the candidates.

Notes:

- (1) Except for candidates using an abridged version of question paper or exempted from answering some of the questions, all candidates using the special question paper **will also be provided with a set of normal question paper**.
- (2) The Special Notice (if any) is only applicable to the normal question papers. **The corresponding changes have already been incorporated in the special question papers**. The CS/invigilator should read out the following announcement before announcing the contents in the Special Notice:

The contents in the Special Notice are only applicable to the normal question papers. The corresponding contents have already been incorporated in the special question papers. However, if you are using or referring to the normal question papers during the examination, you should pay attention to the contents in the Special Notice.

20.3 On completion of the distribution of the question-answer books and Data Files, announce:

Centres using USB Player/Computer

You should have on your desk a rough-work sheet, a Part A question-answer book, a Part B1 Data File with an inserted B1 question-answer book and a Part B2 Data File with an inserted B2 question-answer book. You may open the Data Files to check if the question-answer books are inserted. Put up your hand if you do not. (Pause)

Close the question-answer books and Data Files after checking.

You should put your answer to the questions in the spaces provided in the question-answer books. If you need a supplementary answer sheet, make sure that you mark the relevant Task Number in the question number box on each page. You should start a new page for each task.

Write supplementary answers to Part A and Part B on separate supplementary answer sheets.

Centres using IR Transmission System/Dan Sound

You should have on your desk a rough-work sheet, a Part A question-answer book, a Part B1 Data File with an inserted B1 question-answer book and a Part B2 Data File with an inserted B2 question-answer book. You may open the Data Files to check if the question-answer books are inserted. Put up your hand if you do not. (Pause)

Close the question-answer books and Data Files after checking.

You should put your answer to the questions in the spaces provided in the question-answer books. If you need a supplementary answer sheet, make sure that you mark the relevant Task Number in the question number box on each page. You should start a new page for each task.

Write supplementary answers to Part A and Part B on separate supplementary answer sheets.

Now put on your earphones.

- 20.4 Ask an invigilator to listen to the broadcast until the end of the Listening component.
- 20.5 The CS/invigilators should make sure that the candidates do not open their question-answer books and Data Files at this point.
- 20.6 The CS/invigilator should open the **Examination USB packet** and go through the tapescript. The tapescript is strictly confidential and **MUST NOT** be seen by the candidates. The CS/invigilators should also check the label on the examination USB to ensure that the correct examination USB will be broadcast.

21. (10:00 am) Start of the Broadcast of Listening Material

- 21.1 For **candidates with prolonged pauses during the Listening component**, the CS/invigilators should announce the following before playing the examination USB:
(Do **not** make this announcement if no candidates are granted prolonged pauses.)

You will be given prolonged pauses in the Listening component of English Language Paper 3. In deciding the arrangement of prolonged pauses, the HKEAA has taken into consideration of individual candidate's conditions and the nature of the paper. The prolonged pauses for different candidates and different papers may vary according to the instructions given by the HKEAA.

- 21.2 All prolonged pauses (if applicable) and the 5-minute supervised break after Part 3A are already pre-recorded in the examination USB. The CS/invigilators **need not stop playing the USB to provide the prolonged pauses and the 5-minute supervised break to the candidates**. Music will be played during the prolonged/additional pauses and the 5-minute supervised break. Please announce the following before playing the examination USB:

There will be a supervised break of 5 minutes after Part 3A. Instructions will be given in the recording before the start of the supervised break. Music will be played during the supervised break.

- 21.3 The CS/invigilators should play or instruct the technician to play the **examination USB**. **Do not start playing the examination USB before 10:00 am.**

The examination USB will broadcast:

Hong Kong Diploma of Secondary Education 2020, English Language Paper 3, Listening and Integrated Skills.

Instructions to Candidates.

You should have on your desk a Part A question-answer book, a Part B1 Data File with a Part B1 question-answer book inserted and a Part B2 Data File with a Part B2 question-answer book inserted. Do not open them until you are told to do so. **I repeat, do not open the question-answer books or the Data Files until you are told to do so.**

Now write your Candidate Number in the space provided on Page 1 of your Part A question-answer book. (10 second pause)

Now look at the Part A question-answer book. Check that the Part A question-answer book has no missing pages. Look for the words **'End of Part A. Now go to Part B'** on the last page. (10 second pause)

Now stick your barcode labels in the spaces provided on Pages 1, 3 and 5. Close your Part A question-answer book when you have finished. (10 seconds of pause)

Now look at your Part B1 Data File. Take out the inserted Part B1 question-answer book. Check that your Part B1 Data File has no missing pages. Look for the words **'This is the last page of the Part B1 Data File'** on the last page. (10 second pause)

Now write your candidate number in the space provided on Page 1 of your Part B1 question-answer book (10 second pause)

Check that the Part B1 question-answer book has no missing pages. Look for the words **'End of Part B1'** on the last page. (10 second pause)

Now stick your barcode label in the space provided on Page 1. Close the Part B1 question-answer book when you have finished. (10 second pause)

Now look at your Part B2 Data File. Take out the inserted Part B2 question-answer book. Check that the Part B2 Data File has no missing pages. Look for the words **'This is the last page of the Part B2 Data file'** on the last page. (10 second pause)

Now write your candidate number in the space provided on Page 1 of your Part B2 question-answer book. (10 second pause)

Now check that the Part B2 question-answer book has no missing pages. Look for the words **'End of Part B2'** on the last page. (10 second pause)

Now stick your barcode labels in the spaces provided on Pages 1 and 3. Close the Part B2 question-answer book when you have finished. (10 second pause)

You are reminded that all examination materials will be played ONCE only. This paper is divided into two parts: Part A and Part B. For Part A, you should use a pencil to answer all questions. For Part B, you can use a pen or a pencil. Put up your hand now if you have any difficulties. It is not possible to handle complaints after you have taken the paper. (10 second pause)

The listening component is about to begin. Keep your earphones on until you are told to take them off. (3 second pause)

Open your Part A Question-Answer Book at page 2. Part A is about to begin. (3 second pause)

*** From this point, invigilators should avoid walking down the aisles to minimise interference to the candidates.**

The examination USB will continue:

Open your Part A question-answer Book

- 21.4 As the examination USB is playing, the CS/invigilators should refer to the tapescript concerning the progress of the examination. The tapescript is strictly confidential and **MUST NOT** be seen by the candidates.
- 21.5 **The examination USB should be played once only.**
- 21.6 The CS/invigilators should stay alert throughout the whole Listening component. For centres using **IR Transmission System**, all invigilators should take spare earphones which are connected to the receivers switched on and station themselves at various positions in the examination centre.
- 21.7 In the event of disruptions to the Listening component after the broadcast has started, please refer to the suggested courses of action to be taken by the CS/technician/invigilators in **paragraph 25**.

22. Supervised break after the end of Part 3A

22.1 After the end of Part 3A, the following announcement will be made via the examination USB:

There will be a supervised break of 5 minutes. Stop working now. Please turn over all your question-answer books and Data Files. Candidates should remain in their seats.

(Music is played during the 5-minute supervised break.)

This is the end of the supervised break. Please turn over all your question-answer books and Data Files. Listening Part 3B is about to begin.

22.2 The CS/invigilators do **NOT** need to press ‘pause’ during the broadcast or write down the actual end time of Part 3A and the actual start time of the listening part in Part 3B on the candidates’ examination timetable.



Note:

The duration of the listening part as indicated in the Examination Timetable for Special Centre covers the listening content for Part 3A, 5-minute supervised break and the listening content for Part 3B and is only approximate. A sample is given below:

Hong Kong Diploma of Secondary Education Examination 2020
Examination Timetable for Special Centre

Centre No. and Name: H9040S HKEAA San Po Kong Office

Exam arrangement of this exam room/hall :
LT Equip : IR system
Prolonged Pauses : with prolonged pauses (SEN 1)
A 5-min break is given after part A and is embedded in the exam recording. Part B will begin immediately after the music (Do NOT pause the exam recording).

Exam Date	Room No.	Subject / Paper / Version	Normal Exam Time	Cand No.	Case No.	ExamTime	Breaks	Duration (incl. break) (minutes)	Remarks
03-Apr-2020	403	English Language/ Paper 3 Listening and Integrated Skills (Listening Part)	10:00 - 10:55	2020*****	DSE2020X****	10:00 - 11:21	N/A	81	Single-sided QP
03-Apr-2020	403	English Language/ Paper 3 Listening and Integrated Skills (Writing Part)	10:55 - 12:10	2020*****	DSE2020X****	11:21 - 13:05	[1] 12:06 - 12:11 [2] 12:35 - 12:40	104	Paper 3B (Writing) Start Time: _____ End Time: _____ Single-sided QP

23. End of the Listening Part and Beginning of the Writing Part

- 23.1 At the end of the listening part in Part 3B, the following announcement will be made via the examination USB:

That is the end of the listening component of this paper. You will have one hour and fifteen minutes to complete the written tasks in either Part B1 or Part B2. An announcement will be made when time is up. Take off your earphones now and turn off your radio.

Notes:



- (1) **Do not give the duration of the writing part to the candidates by simply referring to the announcements from the recording.** The duration of one hour and fifteen minutes is only applicable to **normal centres** or **those candidates without extra time allowance or supervised breaks in the writing part.**
 - (2) The CS/invigilators should refer to the **Examination Timetable for Special Centre** for the special examination arrangements (e.g. extra time allowance, supervised breaks) granted to individual candidates and the duration of examination time for the writing part.
- 23.2 The CS/invigilators should make sure that all candidates take off the earphones and switch off the receivers (if applicable). NO break is given at this time. The CS/invigilators should give the signal to begin by announcing:

Note: If an examination centre accommodates candidates with different examination finishing times, the CS/invigilators may make use of the **Time Reminder Cards** (see *Specimen 47*) to remind candidates about the start/end of the supervised breaks (if applicable), the remaining exam time and the end of the exam.

That's the end of the listening part of this paper.

Candidates have different exam finishing times in this examination centre (if applicable). An announcement will be made when the time is up. **OR**

(For the CS/invigilators using the **Time Reminder Cards**:)

As this centre accommodates candidates with different exam finishing times, the invigilator will use the **Time Reminder Cards** to remind individual candidates about the start/end of the supervised breaks, the remaining examination time and the end of the exam.

According to the clock in the examination centre (my watch), the time is _____. You may now start.

- 23.3 After this announcement, the CS/invigilators should write **the actual start time of the writing part on the blackboard** for the information of candidates and invigilators (if applicable) and record this on the Sessional Report (SEN Centres). This should be done when the precise times are known. The CS/invigilators should also:



- (1) write down the **actual start time of the writing part** on the candidates' examination timetable;
- (2) **if the writing part starts earlier or later than that stated in the Examination Timetable for Special Centre, adjust the supervised breaks (if any) and the end time of the writing part accordingly for respective candidates based on the actual start time of the writing part.** Care must be taken to ensure that the **exact duration for the writing part (including supervised breaks, if any)** as stated in the Examination Timetable for Special Centre is given to the respective candidates; and
- (3) write down the **actual supervised break time** (if any) and the **actual end time of the writing part** on the candidates' examination timetable.

Example:

In the Examination Timetable for Special Centre in *paragraph 22.2*, the examination time for Part B Writing Part is from 11:21 to 13:05, i.e. a total of 104 minutes (including two supervised breaks). If the actual start time of the Writing Part is 11:23 (i.e. 2 minutes later than the estimate time), the end time of Part B Writing Part should be postponed by 2 minutes to 13:07; and the supervised breaks should also be postponed by 2 minutes. The total examination time of 104 minutes should remain unchanged.

- 23.4 If the examination centre has a clock visible to candidates and is functioning properly, the CS should time the examination according to this clock.

Notes:

- (1) The CS/invigilators should check whether the clock in the examination centre is functioning properly before the start of the examination. If it is not, candidates should be reminded not to refer to the clock during the examination.
 - (2) If there are two clocks inside the examination centre (say one in the front of the examination centre and one at the back), the CS/invigilators should use the one facing the candidates and inform the candidates of the clock he/she is using for timing the examination in order to avoid misunderstanding.
 - (3) If there is no clock in the examination centre, the CS/invigilators should count the time using his/her own watch.
 - (4) For SEN Centres in halls using the Public Examinations Communication and Support System (PECSS), a digital timer is available on the computer desktop. Apart from providing a countdown of the examination time, reminders of the last 15 minutes, last 5 minutes and end of examination session will be popped up on the screen automatically. The countdown and reminder functions are set for the examination time at **normal centres** only and are **NOT applicable to SEN centres**. The CS should refer to the examination time (including extra time allowance, if applicable) in the 'Examination Timetable for Special Centre' for giving time reminders to the candidates.
- 23.5 The CS can now follow the normal examination procedures, and the invigilators can walk along the aisles to perform the invigilation tasks. If any candidate is found not taking off his/her earphones, the CS/invigilator should remind the candidate concerned that **mark penalty** will be imposed on him/her. After the end of the examination, ask the candidate to fill in Report Form SR4g.

24. Questions raised by Candidates

The CS should refer to *Section IIIA paragraph 9 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 29 of the Notes for the Guidance of Invigilators (SEN Centres)*.

25. Special Circumstances and Contingency Measures

Scenario 1 : **Candidates encounter problems with their earphones/receivers during the broadcast of the Listening component**

Action Required: If individual candidates raise their hands to signal problems with their earphones/receivers, invigilators should give them a set of spare earphones and receiver as quickly as possible. The candidate number, the time of exchange of receivers/earphones and other details should be recorded on Report Form SR4g.

Scenario 2: **Suspected/confirmed malfunctioning of the IR Transmission System during the broadcast of the Listening component**

Action Required: If there is suspected malfunctioning of the IR Transmission System causing disruption to the broadcast, the CS should decide whether to stop the broadcast (factors for consideration: whether there are a lot of candidates raising their hands for help at the same time, whether the interruption happens frequently within a short period of time, say, 1 minute). The CS should contact the HKEAA via the PECSS or telephone (SEN Hotline: 3628 8917) and record the

details of the incident.

If the CS decides to stop the broadcast, he/she should record where the broadcast stops, and ask the candidates to close their question-answer books and take off their earphones. The CS should then ask the technician to put on the earphones to check the IR Transmission System using the demonstration USB. If the content of the demonstration USB is broadcast clearly, then probably there is a problem with the examination USB. Follow the 'Action Required' under Scenario 3. However, if the problem persists, the technician should further check the IR Transmission System using the spare USB player.

If the malfunctioning of the IR Transmission System is confirmed, he/she should urgently telephone the HKEAA for technical support (e.g. to replace the IR System in the examination centre by the service contractor of the HKEAA).

The CS should report all the details of the incident concerning the suspected/confirmed malfunctioning of the IR Transmission System on Report Form SR4g.

Scenario 3: Malfunctioning of the USB Player/Computer/Dan Sound/Examination USB during the broadcast of the Listening component

Action Required: The CS should record where the broadcast stops, and ask the candidates to close their question-answer books and take off their earphones. The CS/technician should then replace the faulty USB with the reserve USB, and locate the correct track (or correct time) on the reserve USB using the spare USB player (which has track display function). Do not connect the USB player to the Main Unit of the IR Transmission System/Dan Sound (if applicable) during checking. Candidates are not allowed to listen to the broadcast of the reserve USB during checking. Put on the earphones and listen to the broadcast of the reserve USB to make sure that the quality of broadcast is satisfactory.

Normally, when the examination resumes, the examination USB/reserve USB should be played from the point of interruption. However, prior to resuming the broadcast, the CS must telephone the HKEAA to seek confirmation on where to restart the playing of the examination USB. Then, the CS should ask the candidates to put on their earphones again and play the reserve USB from the point as agreed by the HKEAA. In case of any doubts, the CS should contact the HKEAA via the PECSS or telephone (SEN Hotline: 3628 8917).

If the broadcast stops when music is being played, there is no need for the CS to re-start the broadcast in the middle of the music excerpt. Make sure that candidates are given the correct amount of time as stated in the tapescript before re-starting the broadcast. The examination USB should be played from the part immediately after the music (the CS/technician should locate the correct track).

The CS should report all the details of the incident on Report Form SR4g.

E. End of the Examination/Collection of Scripts

26. Reminding Candidates of the Time Left

Note: The CS/invigilators may use the **Time Reminder Cards**, as appropriate.

26.1 15 minutes before the end of the examination, announce:

You have 15 minutes left. If you have used a supplementary answer sheet, make sure you have affixed barcode labels and marked the question number boxes on those pages where there are answers. You will **NOT** be given time after the 'Stop working' announcement to affix barcode labels or mark the question number boxes.

26.2 5 minutes before the end of the examination, announce:

You have 5 minutes left. Make sure you have written your candidate number and affixed barcode labels in the designated spaces on your question-answer books and all supplementary answer sheets. You will **NOT** be allowed to work on your question-answer books including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the ‘Stop working’ announcement. The Data Files will not be collected. Make sure your answers are not written in the Data Files.

27. End of the Examination

27.1 When time is up, announce:

Note: The CS/invigilators may use the **Time Reminder Cards**, as appropriate.

The time now is _____. Time is up. Stop working. Put down all your stationery. **(Pause for 10 seconds to ensure that all candidates are complying with the instructions[^])**

You must not write anything or work on your script or you’ll risk a mark penalty.

Close your question-answer books and put them on the desk next to the rough-work sheet. If you have supplementary answer sheets for Part A, place them inside the Part A Question-Answer Book; for Part B, place them inside the Part B1 or Part B2 Question-Answer Book.

Now, tie your Part A question-answer book with the Part B1 or Part B2 question-answer book which you have attempted with a green tag. Put the unattempted Part B1 or Part B2 question-answer book and Data File away from the Part A and B question-answer books tied.

Make sure that your Admission Form and identification document do not get mixed up with the question-answer books.

[^] During the 10-second pause after ‘Put down all your stationery’ is announced, the CS should ensure that the candidates follow the instructions and invigilators should check if any candidates are still working on their answer scripts (including writing, erasing/crossing out answers, holding any stationery, affixing barcode labels or filling in question numbers).

27.2 No extra time should be given to the candidates for any reason without specific instructions from the HKEAA. For handling cases of candidates disobeying the ‘Stop working’ instruction, the CS should refer to *Section IV paragraph 20 of the CS Handbook (SEN Centres)* while the invigilators should refer to *paragraph 32 of the Notes for the Guidance of Invigilators (SEN Centres)*.

28. Collection of Answer Scripts and Barcode Sheets

28.1 The CS/invigilators should announce:

Your question-answer books tied with a green tag will be collected now. The unattempted Part B1 or Part B2 question-answer book, rough-work sheet and the remaining barcode labels will be collected later. You can take away the Data File from the examination room. Stay in your seat quietly until you are told to leave. Do not pack your personal belongings until you are told to do so.

While collecting the answer scripts, if you are found not having affixed a barcode label on the cover of the question-answer books, to facilitate scanning, the invigilator will let you affix the label on the cover under supervision. You are required to complete a report form before leaving the examination room.

- 28.2 The invigilators should **collect the attempted question-answer books first**. The rough-work sheets, barcode sheets (with/without remaining barcode labels), the unattempted question-answer books and Mobile Phone Reminder Cards (if distributed) should be collected separately later.
- 28.3 While collecting the question-answer books, if an invigilator discovers that **a candidate has not put down his/her candidate number on the cover of his/her question-answer book, the candidate can be allowed to write his/her candidate number on the cover only under the supervision of the invigilator. However, the candidate should not be allowed to fill in the question number boxes.**
- 28.4 While collecting the question-answer books, if an invigilator discovers that **a candidate has not affixed a barcode label on the cover of his/her question-answer book, the candidate should be asked to affix a barcode label on the cover under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign the report form before leaving the examination room.**
- 28.5 After the collection of the attempted question-answer books, announce:

The unattempted question-answer book will be collected now. You can take away the Data File.

- 28.6 All the unattempted Part B question-answer books should be returned to the HKEAA using the 'Envelope for Return of Unused/Used Question Papers/Question-Answer Books' provided. However, it is not necessary to count and certify the number of copies collected.

29. Checking of Answer Scripts Collected

The number of scripts collected should be counted and checked against the number of candidates present. The CS/invigilators should put down the total number of scripts collected in the appropriate spaces on the Sessional Report (SEN Centres). If there are any discrepancies, investigate them before the candidates are dismissed. The answer scripts should be sorted by **candidates' seat number order on their barcode labels, with the smallest number on top.**

30. Dismissal of Candidates

On completion of the collection and checking of all answer scripts of candidates in the examination centre, please announce:

You may now pack your personal belongings. Make sure you have your Admission Form, identification document and other personal belongings. (Pause) You may now leave.

31. Completing the Sessional Report

- 31.1 The Sessional Report (SEN Centres) is for the CS/invigilators to confirm the quantity of question papers received, the starting/finishing time of the examination, the finishing time of the broadcast of Part 3A and Part 3B, the number of answer scripts collected and whether the examination has been conducted according to the prescribed procedures.

Hall Centres (SEN)

For each examination session, the Sessional Report (SEN Centres) should be completed by the CS and two invigilators (including one invigilator not provided by the centre school).

Classroom Centres (SEN)

For each examination session, the Sessional Report (SEN Centres) should be completed by the CS and one school invigilator from another school.

Home Centres (SEN)

For each examination session, the Sessional Report (SEN Centres) should be completed by the CS and one school invigilator from another school. For a single examination room, the Sessional Report (SEN Centres) should be completed by the CS and confirmed by the home centre school.

- 31.2 The Sessional Reports (SEN Centres) need not be returned daily. They should be returned to the Script Collection Centre after the very last examination session of the HKDSE in the centre. Please refer to *Section IIIA paragraph 12 of the CS Handbook (SEN Centres)*.

32. Packing and Return of Answer Scripts and Examination Materials

- 32.1 At the end of each examination session, the invigilators should immediately return the scripts and related documents to the CS. The CS should refer to *Section IIIA paragraphs 13 and 14 of the CS Handbook (SEN Centres)*.
- 32.2 The CS should place the **demonstration USB, examination USB, reserve USB and the tapescripts** from all examination rooms in a clear plastic bag provided by the HKEAA. Make sure that all the information concerning the number of returned USBs and the tapescripts are properly filled in on the USB Return Form (see *Specimen 4I*) provided in the plastic bag before having the plastic bag sealed and returned to the Script Collection Centre.

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