

校內考試延長作答時間資料

(適用於自閉症譜系障礙及／或注意力不足／過度活躍症的考生
並於文憑試申請延長作答時間)

Hong Kong Examinations and Assessment Authority
Information on Extra Time Allowance (ETA) in Internal Examinations
[Applicable to candidates with Autism Spectrum Disorder (ASD) and/or
Attention-Deficit/Hyperactivity Disorder (AD/HD) who request ETA in the HKDSE]

一般情況下，學校應嘗試提供相關的特別考試安排及檢視其效用，以給予考生最適切之安排。考評局只會提供延長作答時間予能遞交充分證明有此需要的自閉症譜系障礙及／或注意力不足／過度活躍症的考生，有關證明包括但不限於(i)由相關醫生確診其自閉症譜系障礙及／或注意力不足／過度活躍症、(ii)由學校及相關專業人員（如合資格的教育心理學家、臨床心理學家或職業治療師）共同提供有關給予延長作答時間的理據及建議、及(iii)延長作答時間的安排已於校內考試實施。

此表格包括甲部及乙部。甲部應由學校填寫。乙部應由合資格教育心理學家／臨床心理學家填寫，並分為兩部分：(1)適用於有自閉症譜系障礙的考生及(2)適用於有注意力不足／過度活躍症的考生。由 2021 年文憑試起，學校須為申請延長作答時間的自閉症譜系障礙及／或注意力不足／過度活躍症考生遞交此表格。

注意事項：

- 1) 學校應只為有需要的考生申請延長作答時間。
- 2) 甲部一般應由學校的「學生支援組」或熟悉考生作答表現的教師填寫，並於填寫該部時檢視考生在校內考試的延長作答時間需要及諮詢上述相關專業人員的意見（如有需要）。

In general, the school should try out and evaluate the effectiveness of relevant special examination arrangements for the candidates so that the most appropriate and necessary ones would be provided. ETA will only be given to candidates with ASD and/or AD/HD where there is clear evidence to justify the need, including but not limited to (i) a confirmed diagnosis of ASD and/or AD/HD by a relevant medical doctor, (ii) rationale and recommendation on ETA jointly made by the school and the specialist (e.g. qualified educational psychologist (EP), clinical psychologist (CP) or occupational therapist (OT)), and (iii) school practice on ETA in internal examinations.

This form consists of **Part A** and **Part B**. Part A should be completed by the school. Part B should be completed by the qualified EP/CP and is divided into 2 sections (i.e. Part B1 is applicable to candidates with ASD; Part B2 is for those with AD/HD). Starting from the 2021 HKDSE, schools are required to submit the form for candidates with ASD and/or AD/HD **who request ETA**.

Notes:

- 1) The school should only apply for ETA for candidates with a genuine need.
- 2) **Part A** should normally be completed by the Student Support Team (SST) of the school or school teacher(s) who is/are familiar with the candidate's performance in test taking, and it is recommended that the candidate's need for ETA in internal examination be reviewed and the above-mentioned specialist be consulted (if deemed necessary) in the completion of this part.

學校
School: _____

考生姓名
Name of Candidate: _____

身分證明文件號碼
Identification Document No.: _____

考生的特殊需要類別
Nature of the candidate's special needs:

☐ 自閉症譜系障礙 ☐ 注意力不足／過度活躍症 ☐ 其他 Others
Autism Spectrum Disorder Attention-Deficit/Hyperactivity Disorder (請列明 Please specify: _____)

作答表現 Performance in Test Taking

(請於適當方格加上✓號)
(Please put a ✓ in the appropriate box.)

1. 請評估考生於一般考試時間下（即沒有延長作答時間）的作答能力：
Please assess the candidate's test taking ability within the normal examination time (i.e. without ETA):
 - a. 考生可於考試時間內完成考試。
The candidate could complete the examination within the normal examination time. ☐ 是 ☐ 否
Yes No
 - b. 考生會因遷就作答時限而縮短作答篇幅或影響其作答的質素。
The candidate completed the examination within the normal examination time at the expense of shorter length or poorer quality of answers. ☐ 是 ☐ 否
Yes No
 - c. 學校已按考生需要，曾實施或曾考慮延長作答時間以外的特別考試安排（例如：短暫休息時間、監考員給予提醒等），但相關安排未能移除其功能缺損所帶來的影響，因此需要申請延長作答時間。
In accordance with the candidate's needs, school has arranged or plans to arrange SEAs other than ETA (e.g. supervised breaks, prompters), but they still fail to remove the candidate's barrier due to his/her functional impairment(s), thus the candidate needs to apply for ETA. ☐ 是 ☐ 否
Yes No

2. 請指出考生有沒有出現以下的狀況：

Please indicate if the candidate displays the following condition(s):

- a. 做事欠缺彈性，過份執著小節或有固執的工作習慣，因而影響工作速度
Impeded working speed due to rigidity and obstinacy on workflows or obsession with details ☐ 有 ☐ 沒有
Yes No
- b. 容易受環境影響分心或過度沉浸於無關的思緒／事物／自我刺激的行為而影響工作速度
Impeded working speed due to weaknesses in attention control or excessive obsession with thoughts, objects or self-stimulation ☐ 有 ☐ 沒有
Yes No
- c. 思考欠流暢或處理文字／語言訊息較慢，因而影響工作速度
Lack of fluency in thinking or slowness in processing of texts/languages, which results in impeded working speed ☐ 有 ☐ 沒有
Yes No
- d. 在注意力的持久度及集中應試方面表現極大困難，並顯著及持續地影響其工作速度或作答篇幅／質素
Exceptional difficulties in sustaining attention which significantly and persistently hamper the speed of working or the length/quality of answers ☐ 有 ☐ 沒有
Yes No
- e. 在安坐應試方面表現極大困難，並顯著及持續地影響其工作速度或作答篇幅／質素
Exceptional difficulties in on-seat behaviour which significantly and persistently hamper the speed of working or the length/quality of answers ☐ 有 ☐ 沒有
Yes No
- f. 在規劃及組織能力方面表現極大困難，並顯著及持續地影響其工作速度或作答篇幅／質素
Exceptional difficulties in planning and organisation which significantly and persistently hamper the speed of working or the length/quality of answers ☐ 有 ☐ 沒有
Yes No
- g. 書寫速度慢，字體難以辨認；因小肌肉、筆控及視覺感知等問題影響（註：應遞交一份於考試前3年內由職業治療師撰寫的評估報告（即不用遞交乙部））
Handwriting speed and legibility problems due to fine motor, pen control, visual-perceptual and related difficulties (Note: An assessment report issued by an OT within 3 years before the public examination should be submitted (i.e. Part B is **not** required)) ☐ 有 ☐ 沒有
Yes No
- h. 其他觀察（如有）
Other observations (if any): _____

校內支援 Support from School

3. 學校有否為學生在**校內**考試提供延長作答時間？（如是，請列明詳情）

☐ 有 ☐ 否
Yes No

Did the school provide ETA to the candidate in **internal examinations**? (If yes, please specify details)

科目／卷別 Subject / Paper	加時幅度（例如 25%） Amount of ETA (e.g. 25%)	*開始提供延長作答時間的學年 * School year starting the provision of ETA
<input type="checkbox"/> 所有報考科目／卷別 All subjects / papers entered		
<input type="checkbox"/> 個別科目／卷別，註明如下 Subject(s) / paper(s) as specified below:		

* 一般情況下（如申請 25% 或以下的延長作答時間），學校**無**需提交詳細的校內紀錄，惟學校須最遲於公開考試舉行前一年的 12 月已經為學生在校內考試提供延長作答時間。

Under normal circumstances (e.g. application for 25% ETA or below), schools are **not** required to submit detailed internal records, but ETA must already be practised in the school no later than December in the year preceding the public examination.

4. 學校的學生支援組有否持續檢視學生在校內考試的延長作答時間需要？

Has the SST of school continuously reviewed the candidate's need for ETA in internal examinations?

☐ 有 Yes 請提供資料 Please provide details:

(i) 最近一次檢視會議已於 _____ 年 _____ 月進行。

The last review meeting was conducted in _____ (month) of _____ (year).

(ii) 檢視結果是否確認學生在校內考試有延長作答時間需要？

☐ 是 ☐ 否
Yes No

Did the review results confirm the candidate's need for ETA in internal examinations?

☐ 否 No （請列明原因 Please specify the reason: _____）

簽名 Signature:

校長 Principal

日期 Date: _____

家長 Parent

日期 Date: _____

考生 Candidate

日期 Date: _____