Section III B: Examination Procedures (SEN Centres)
Information and Communication Technology
Papers 1 & 2

ICT
(SEN Centres)

SEN Hotline: 3628 8917

Note: For examination centres presided by invigilator(s) only, the invigilator(s) should assume all the responsibilities of the Centre Supervisor (CS) and make references 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.

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:

Information and Communication Technology Paper 1 :	(1) a personalised barcode sheet [see ***Specimen 7B(i)***]; and (2) a multiple-choice (MC) answer sheet (see ***Specimens 18A***).
Information and Communication Technology Paper 2	(1) a personalised barcode sheet [see ***Specimen 7B(i)***]; and (2) a DSE(B) answer book (see ***Specimen 18B***).

Notes:
(1) Please do not use surplus multiple-choice answer sheets from previous years.
(2) Candidates who are approved to use an enlarged MC answer sheet will NOT be given a normal MC answer sheet.

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/notice board before the admission of candidates:

Centre Number	: H1005S
Centre Name	: ABC School (Classroom)
Subject	: Information and Communication Technology
Paper	: Paper 1
Language Version	: English
Exam Time	: [Please write down the **exact starting 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 17 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 ***CS Handbook (SEN Centres)***:	The invigilators should refer to the ***Notes for the Guidance of Invigilators (SEN Centres)***:
CS Working File	***Section II paragraph 1***	***Paragraph 7***
SEAs	***Section II paragraphs 9 – 11***	***Paragraph 8***
Seating Arrangements in SEN Centres	***Section II paragraph 4.3***	***Paragraph 9***
Examination Time and Break Time	***Section IIIA paragraph 8***	***Paragraph 10***
Early Leave	***Section IIIA paragraph 8.4***	***Paragraph 27***
Special Question Papers for Candidates	***Section IIIA paragraph 2***	***Paragraph 11***
Use of Ancillary Aids/Equipment	***Section IIIA paragraph 3***	***Paragraph 12***
Use of Special Answer Sheets/Graph Papers	***Section IIIA paragraph 4***	***Paragraph 15***
Irregularities Concerning SEAs	***Section IV paragraph 11***	***Paragraph 13***
Provision of Assistance to Candidates	***Section IIIA paragraph 10***	***Paragraph 14***

4. Admission of Candidates

4.1 Candidates may be admitted into the examination centre at least **15 minutes** before the start of the examination.

4.2 During bad weather, candidates will appreciate being allowed to enter 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 exercise 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 call the HKEAA SEN Hotline: 3628 8917.

4.4 In case of a territory-wide issue (e.g. adverse traffic conditions, power failure, etc.), or doubtful weather conditions (e.g. the possible hoisting of a Typhoon Signal No. 8 or above, or the issue of a Red or Black Rainstorm Warning), the HKEAA will take contingency measures, such as delaying the examination starting time or postponing the examination. For the handling of bad weather or special circumstances, please refer to ***Section IV paragraph 2 of the CS Handbook (SEN Centres)***.

4.5 The CS/Invigilators/School technician should set up and turn on the Examination Surveillance System (ESS) **at least 20 minutes** before the start of 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 given**. It is not necessary to record information on latecomers within the first 30 minutes of the examination unless an irregularity is observed. **However, if the latecomers arrived at the examination centre 30 minutes after the start of the first examination session, the CS should record the candidate number and the arrival time on Report Form SR4g (see *Specimen 23A*). The CS/invigilator do not need to require the latecomers to provide personal information or sign on the Report Form.** For the handling of latecomers for 2nd examination session, *please follow the steps in* ***Section IIIA paragraphs 8.3(3) and 8.3(4) of the CS Handbook (SEN Centres)***.

5.2 **The invigilator should remind those candidates arriving at the centre after the first announcement to switch off their mobile phones.** After the candidates are seated, they should be reminded to put their mobile phones under their chairs immediately in a position clearly visible to the CS/invigilators before they start working on the question papers. *(**Note**: Mobile phone reminder card has ceased to be provided.)*

5.3 The CS should advise invigilators to check whether the candidates have put down their candidate number on their answer scripts/MC answer sheets 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 answer 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

Candidates have been told in the 'Handbook for Candidates' that the use of electronic calculators, including programmable calculators, is permitted in any non-language examination sessions but the calculators must have the 'H.K.E.A.A. APPROVED' or 'H.K.E.A. APPROVED' label or they may receive a mark penalty. (**Note:** For some calculator models where the space for pad-printing is limited, the size of the label will be reduced accordingly.) For further information, the CS should refer to ***Section IIIA paragraph 5 of the CS Handbook (SEN Centres)*** while the invigilators should refer to ***paragraph 20 of the Notes for the Guidance of Invigilators (SEN Centres)***.

7. Important Notes before the First Announcement

7.1 **Language Medium of Announcement**
All announcements should be in the same language medium as that of the question paper. Bilingual announcements will unnecessarily delay the progress of the examination.

7.2 The first announcement (i.e. ***paragraph 8***) should be made when the majority of candidates have been admitted and seated.

8. First Announcement

Announce:

(All Papers)

> You are going to sit the HKDSE **Information and Communication Technology Paper 1/Paper 2 (English version)** examination and the examination centre number is (e.g. H1005S). Put up your hand now if the announced subject/paper/module/language version/centre information is different from that stated on your Admission Form. (Pause) If you request to move to another centre after you have read the question papers, you must follow the early leave requirement of this subject/paper i.e. to stay for the first 30 minutes before you leave. (Pause)
>
> The 'Examination Surveillance System' 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.

In case a SEN candidate claims that the subject/paper/module/language version/centre information announced by the CS/invigilators is different from that stated on his/her Admission Form, **the CS/invigilators should distribute the 'Notes for Wrong Centre or Wrong Version Candidates (Applicable to SEN Centres)'** [**SR3(Notes)-SEN** - see ***Specimen 40***] to the candidate concerned and let him/her decide whether or not to remain sitting the examination in this centre. Should there be a spare seat, normal question paper and examination materials for the use of the candidate concerned in the examination centre, the CS **should allow** the candidate to take the examination in the wrong centre. However, **the CS/invigilators should remind the candidate that he/she will NOT be granted any special examination arrangements (including special question papers).**

For handling cases of wrong centre/wrong version candidates, the CS should refer to ***Section IV paragraphs 16 & 17 of the CS Handbook (SEN Centres)*** while the invigilators should refer to ***paragraph 25 of the Notes for the Guidance of Invigilators (SEN Centres)***.

9. Second Announcement (Checking of Personal Belongings)

Announce:

(All Papers)

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. Put up your hand if you have any questions. (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 intend to use a calculator during the examination, put the calculator on your desk. Remove the calculator cover/jacket and place it inside your bag or under the chair. Check your calculator now to make sure that no writings or markings have been made on the calculator. (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, you should switch off your phone. (Pause) You should also ensure that the alarm and scheduled auto-restart functions of the phone have also been turned off and no sound will be emitted. (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 the previous examination session(s), notes, pieces of paper, books and 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, wireless earphones 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)

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, on your body or in your clothing 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 and remind the latecomers to switch off their mobile phones.**

10. Third Announcement (Checking of Barcode Labels)

Information and Communication Technology Paper 1

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. You should copy your candidate number from your Admission Form. Moreover, you should affix barcode labels in the designated spaces on the cover and inner pages of your question-answer book. You should also stick a barcode label, write your candidate number and name and sign on the MC answer sheet.

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 and supplementary answer sheet 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 margins will not be marked.

Information and Communication Technology Paper 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 answer book. You should copy your candidate number from your Admission Form. Moreover, you should affix barcode labels in the designated spaces on the cover and inner pages of your answer book.

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 on after the 'Stop working' announcement.

Each page of the answer book and supplementary answer sheet 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 margins will not be marked.

11. Fourth Announcement (Checking of MC answer sheets / answer books)

Information and Communication Technology Paper 1

You should have on your desk an MC answer sheet. Put up your hand if you do not. (Pause)

You are advised to use a pencil to mark the answers on the MC answer sheet and use a blue or black pen to write the answers on the question-answer book. Do not fold or puncture the MC answer sheet.

Now, read the instructions on the MC answer sheet. (Pause)

Information and Communication Technology Paper 2

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

You should enter the question number on the front cover of the answer book and mark the corresponding question number box on each page of the answer book and supplementary answer sheets on which you have written any answers. Start each question on a new page.

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

Now, read the Instructions on the cover of the answer book. (Pause)

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

Each candidate should be given the following:

Information and Communication Technology Paper 1	: One question paper and one question-answer book
Information and Communication Technology Paper 2	: One answer book (See **Note** below)

The CS/invigilators should check carefully whether the question papers/question-answer books are **for the correct session.** The CS/invigilators should then unseal and **open the packets of question papers/question-answer books in front of the candidates and invigilators (if applicable) just a few minutes before the start of the examination session**. Besides, the CS/invigilators should unseal and open the **special question paper envelope(s)** (if applicable) (see ***Specimen 46A & 46B)***. The CS should refer to ***Section IV paragraph 8 of the CS Handbook (SEN Centres)*** while the invigilators should refer to ***paragraph 11 of the Notes for the Guidance of Invigilators (SEN Centres).*** After ensuring that there are sufficient copies for distribution, announce:

Information and Communication Technology Paper 1

The question paper and question-answer book 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 paper or question-answer book and do not start writing until you are told to do so.

Information and Communication Technology Paper 2

The question paper will be distributed 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 paper and do not start writing until you are told to do so.

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

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

Upon completion of the distribution of question papers/question-answer books, announce:

Information and Communication Technology Paper 1

You should have on your desk a question paper, an MC answer sheet and a question-answer book. Put up your hand if you do not. (Pause)

Answers for Section A must be marked on the MC answer sheet and answers for Sections B should be put in the question-answer book.

Now, read the instructions on the cover of the question paper and question-answer book. Do not turn over the question paper and question-answer book until you are told to do so. (Pause for 15 seconds)

Information and Communication Technology Paper 2

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

Now, read the Instructions on the cover of the question paper. Do not turn over the question paper until you are told to do so. (Pause for 15 seconds)

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

14. Seventh Announcement (Checking of Question Papers 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) with them which are switched on. Then, ask the candidates to open the question paper/question-answer book 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 MC answer sheet and the front cover of their answer book/question-answer book (candidates should also write their name and sign on the MC answer sheet), and affix barcode labels in the designated spaces on the MC answer sheet, the front cover and inner pages of the answer book/question-answer book 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/invigilator should announce:

Information and Communication Technology Paper 1

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

Check your question paper and question-answer book to make sure that there are no missing questions. Words like **'End of Paper'** or **'End of Section'** should appear after the last question. (Pause)

Close the question paper and 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 your candidate number from your Admission Form. You should stick barcode labels in the designated spaces on the cover and inner pages of your question-answer book according to the instructions on the cover. You should also stick a barcode label, write your candidate number and name and sign on the MC answer sheet.

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

Information and Communication Technology Paper 2

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

Check your question paper to make sure that there are no missing questions. Words like **'End of Paper'** or **'End of Section'** should appear after the last question. (Pause)

Close the question paper 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 answer book. You should copy your candidate number from your Admission Form. You should stick barcode labels in the designated spaces on the cover and inner pages of your answer book according to the instructions on the cover.

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

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

Notes:

(1) Candidates using the special question paper **must be provided with a set of normal question paper**. For candidates being granted exemption from some of the questions (including an abridged version of question paper), they will not be provided with the normal question paper so as not to cause confusion. However, if the normal question paper contains colour printing, the CS/invigilators should provide a set of normal question paper to the candidate for reference.

(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/invigilators 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 the examination 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).

Information and Communication Technology 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 CS/invigilators 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/notice board for the information of candidates and invigilators (if applicable).

14.5 The CS/invigilators should **not write the starting time on the blackboard/notice board 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 that 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 questions 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.

14.6 The CS/invigilators should ensure that all examinations start punctually as scheduled in the **Examination Timetable for Special Centre**. If an examination has to be delayed under special circumstances (e.g. due to bad weather or insufficient question papers 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.**

14.7 Write the actual starting time and finishing time at the end of the session in the spaces provided on the 'Sessional Report (applicable to SEN Centre - Classroom) - for elective subjects' (see ***Specimen 20B)***.

B. Procedures after the Start of the Examination

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

15 minutes after the start of the examination 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 24.1***

of the Notes for the Guidance of Invigilators (SEN Centres).

16. Taking Candidates' Attendance

The 'Public Examinations Support System 2 (PESS2)' is not applicable to all written examinations held in SEN centres for attendance taking. The CS/invigilators should complete the Candidates' Attendance Record Form and Attendance List carefully as any made mistake in the Attendance List may lead to very serious problems in the recording of examination results. After completion, they should 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 24.2(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 17A***) to ensure that all candidates take the correct seats. If there are latecomers, the CS/invigilators should refer to ***paragraph 5.1*** on how to record the late arrival time on Report Form SR4g.

If there is an additional candidate, the CS/invigilators will receive the 'Additional Candidate Attendance List' (see ***Specimen 17B***) and additional personalised barcode sheet for the candidate concerned. The CS should refer to ***Section IIIA paragraph 7.2 of the CS Handbook (SEN Centres)*** while the invigilators should refer to ***paragraph 24.2(2) of the Notes for the Guidance of Invigilators (SEN Centres)***.

17. Collecting Question Papers and Question-answer Books from Vacant Seats

17.1 The CS/invigilators **need not** collect the question paper/question-answer book/MC answer sheet/barcode sheet from vacant seats in SEN Centres.

17.2 The school can keep the surplus and the absentees' question papers (including multiple-choice question papers and question answer books).

17.3 In the case of a candidate **requesting to have another question-answer (QA) book,** the request should **not** normally be accepted. **Supplementary answer sheets** should be supplied instead.

18. Early Leavers

18.1 Candidates may leave the examination centre **after the first 30 minutes 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 examination centre during the **Information and Communication Technology Paper 1 examination**, he/she should return to the examination centre 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 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 may 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 centre without permission or who has taken away the question paper 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 for follow-up by the HKEAA. He/she has to write his/her name and address in the space provided on the form. The CS/invigilators should 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 papers and answer scripts of early leavers should be left on the candidates' desks. **The answer scripts should be collected at the end of the examination session together with those of other candidates** and packed in the appropriate script envelope. Their question papers 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 28 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 29 of the Notes for Guidance of Invigilators (SEN Centres).***

C. Report Forms

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

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

Notes:

* The Report Forms SR4t need **not** be returned on the same day after the examination. They should be returned to the Scripts Collection Centre after the very last examination session in the centre.

** After the end of each examination session, the CS should complete the Sessional Report (separately for core subjects and elective subjects) (see Specimens 20A and 20B) to confirm the quantity of Question Papers received, the starting/finishing time of the examination, the number of answer scripts collected, the number of surplus QA books (if applicable), the invigilators' attendance record and whether the examination has been conducted according to the prescribed procedures, etc. For each examination session, the Sessional Report should be completed by the CS and one school invigilator from another school. If **there is no invigilator assigned by another school** or if the candidate is taking the examination in **a single examination room at home centre**, the Sessional Report should be completed by

the CS and confirmed by the home centre school. The Sessional Report **and** ESS Report need **not** be returned on the same day after the examination. They should be returned to the Scripts Collection Centre after the very last examination session of the elective subject(s) in the centre.

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:

Information and Communication Technology Paper 1

> 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 name, stuck a barcode label and signed on the MC answer sheet. Also, make sure you have written your candidate number and stuck barcode labels in the designated spaces of question-answer book.
>
> 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.

Information and Communication Technology Paper 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 marked the appropriate question number in the question number box on each page and on the cover of the answer book; otherwise the markers may not know which questions you have answered. Besides, make sure you have written your candidate number and stuck barcode labels in the designated spaces.
>
> 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:

Information and Communication Technology 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 MC answer sheet, question-answer book and all supplementary answer sheets.
>
> **Remember to enter the question number and mark the question number box on all appropriate pages.**
>
> Cross out all unwanted materials. You will **NOT** be allowed to work on your MC answer sheet, question-answer book and supplementary answer sheets including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the 'Stop working' announcement.

Information and Communication Technology 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 answer book and all supplementary answer sheets.

Remember to enter the question number and mark the question number box on all appropriate pages.

Cross out all unwanted materials. You will **NOT** be allowed to work on your answer book and supplementary answer sheets including affixing barcode labels, using an eraser, 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.

Information and Communication Technology Paper 1

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 paper and question-answer book. You must not work on your answers or affix barcode labels now; otherwise you will receive a mark penalty. (Pause)

The MC answer sheet and question-answer book will be collected separately. If you have supplementary answer sheets, tie them in your question-answer book with the piece of string provided. Put your question-answer book and MC answer sheet next to the unused barcode labels. They will also be collected separately.

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

Information and Communication Technology Paper 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 paper and answer book. You must not work on your answers or affix barcode labels now; otherwise you will receive a mark penalty. (Pause)

If you have supplementary answer sheets, tie them inside your answer book with the piece of string provided. Put your answer book next to the unused 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.

^ During the 10-second pause after *'Put down all your stationery'* is announced, the C S 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).

23.2 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 31 of the Notes for the Guidance of Invigilators (SEN Centres)***.

24. Tenth Announcement (Collection of Answer Scripts)

Note: The question papers of **Information and Communication Technology Papers 1 and 2 need not** be collected.

Please announce:

Information and Communication Technology Paper 1

> Your question-answer book and MC answer sheet will be collected now. Stay in your seat quietly until you are told to leave.
>
> While collecting the answer scripts, if you are found not having stuck a barcode label on the cover of the question-answer book or the MC answer sheet, to facilitate scanning, the invigilator will let you stick the label on the cover or the MC answer sheet under supervision. You are required to complete a report form before leaving the examination centre.

Information and Communication Technology Paper 2

> Your answer book will be collected now. Stay in your seat quietly until you are told to leave.
>
> While collecting the answer scripts, if you are found not having stuck a barcode label on the cover of the answer book, to facilitate scanning, the invigilator will let you stick the label on the cover under supervision. You are required to complete a report form before leaving the examination centre.

24.1 The CS/invigilators should collect the answer scripts, rough-work sheets, barcode sheets (with/without remaining barcode labels), etc. separately.

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

24.3 While collecting the answer book/question-answer books/MC answer sheets, if a/an CS/invigilator discovers that **a candidate has not stuck any barcode labels on the cover of a answer book/question-answer book/MC answer sheet, the candidate should be asked to stick the barcode label on that cover/MC answer sheet under the supervision of the CS/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 centre.**

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 (applicable to SEN Centre - Classroom) - for elective subjects'. 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**.

26. Eleventh Announcement (Dismissal of candidates)

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

Information and Communication Technology Paper 1

The Information and Communication Technology Paper 2 examination will be held at __:__. Please come back at *__:__ to wait for the start of paper 2 examination. You may now pack your personal belongings. Make sure you have your Admission Form, identification document and other personal belongings. (Pause) You can take away your question paper. 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 examination or before the start of Paper 2 examination in normal centres (i.e. 11:15 am), whichever is earlier.

Information and Communication Technology Paper 2

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 Upon the announcement of 'Dismissal of candidates', the CS and invigilators should instruct the candidates to leave the examination centre in an orderly manner (except those who need to stay behind for the handling of examination irregularities).

26.3 In the case of a candidate reporting any irregularity concerning the examination (e.g. requests a realignment of his/her MC answers, reports a mistake in the use of 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 [For handling cases of 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 26 of the Notes for the Guidance of Invigilators (SEN Centres)***].

27. Completing the 'Sessional Report (applicable to SEN Centre - Classroom) - for elective subjects' and 'ESS Report (applicable to SEN Centre - Classroom - for elective subjects'

27.1 The 'Sessional Report (applicable to SEN Centre - Classroom) – for elective subjects' 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, the number of surplus QA books (if applicable), the invigilators' attendance record and whether the examination has been conducted according to the prescribed procedures. In the case where all candidates are absent in the examination session, the Sessional Report should still be completed by the CS.

For each examination session, the Sessional Report should be completed by the CS and one school invigilator from another school. If **there is no invigilator assigned by another school** or if the candidate is taking the examination in **a single examination room at home centre**, the Sessional Report should be completed by the CS and confirmed by the home centre school.

The CS should count the surplus question-answer (QA) books (if applicable) and record the quantity on the Sessional Report and the relevant record form (for school's retention) (see ***Specimen 43***). After each examination session, those surplus QA books should be kept by schools and locked in a secure place (i.e. locked in a storeroom or cabinet) until HKEAA's notification that they can be used for teaching purposes..

27.2 The Examination Surveillance System (ESS) will be set up in written examinations held in all SEN centres to video-record the examination proceedings. With the assistance from the School IT technician, the CS should record the starting/ finishing time of the recording, the status of connection indicator before switching off the Web Camera and the remaining memory capacity of the Web Camera, etc., in the 'ESS Report (applicable to SEN Centre - Classroom)' for core subjects (see ***Specimens 54***).

27.3 The Sessional Report and ESS Report need **not** be returned daily. They should be returned to the Scripts Collection Centre after the very last examination session of the elective subject(s) 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)***.