

Section III B: Examination Procedures (SEN Centres)

Visual Arts Papers 1 & 2

VA

(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:

Visual Arts Paper 1 : (1) a personalised barcode sheet [see *Specimen 7B(i)*];
 (2) a DSE(E) answer book (see *Specimen 18B*); and
 (3) a white cartridge paper and a white bond paper.

Visual Arts Paper 2 : (1) a personalised barcode sheet [see *Specimen 7B(i)*];
 (2) a DSE(E) answer book (see *Specimen 18B*); and
 (3) White cartridge paper and white bond paper.

Notes:

- (1) During the examination, supplementary answer sheets should be provided to candidates on request, together with a short white string.
 - (2) The CS/invigilators need **not** distribute DSE(E) answer book to candidates who will use Speech-to-text (STT) software.
- 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/Hall)
Subject	: Visual Arts
Paper	: Paper 1/Paper 2
Language Version	: English
Exam Time	: [Please write down the exact starting time after the start of the examination; the exam 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 <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 27</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 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 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 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 inform 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 under bad weather or special circumstances, please refer to Section 4 (2).
- 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 compensated to latecomers.** 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 written examination, 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 invigilators should remind those late 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 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 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.

7.3 Centres with the provision of Speech-to-text (STT) Software

- (1) Before making the first announcement, the CS/invigilators should give 10 to 15 minutes for the candidate to practise the software. During this period, the CS/invigilators should remind the candidate that any malfunction of the software should be reported before the start of the examination.
- (2) In case a candidate requests to withdraw from using the software due to special circumstances, the CS/invigilators may accept the request and should instruct the candidate to turn off the computer facilities. If there is/are still other candidate(s) using the software in the exam room, the candidate concerned is required to put on the noise-blocking earmuffs during the examination in order to avoid disturbance from other candidate(s). If feasible, the CS/invigilators may arrange another appropriate seat in the same / another examination room for the candidate to sit the examination. The candidate concerned should fill in an SR4g form to explain the reason for withdrawal from using the software after the examination.
- (3) Prior to the commencement of the examination, the CS/invigilators should study the CS Handbook (SEN Centres), Notes for the Guidance of Invigilators (SEN Centres), Guidelines to CS for Candidates using STT Software in Examination (SEN-OP-04) and this subject booklet in order to familiarise themselves with the examination procedures and different subject announcements. To facilitate the smooth conduct of the examination, the CS/invigilators may refer to the relevant announcements regarding the provision of STT software (i.e. **the third, the fourth, and the sixth to eighth announcements**).

8. First Announcement

Announce:

You are going to sit the HKDSE **Visual Arts Paper 1 (Visual presentation of a theme) /Paper 2 (Design) (English version)** examination and the examination centre number is (e.g. H1005S). Put up your hand now if the announced subject/paper/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/language version/centre information announced by the CS/invigilator 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 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:

Visual Arts 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 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 now 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)

Visual Arts Papers 1 & 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 your answer book and the back page of your cartridge paper. You should copy your candidate number from your Admission Form. Moreover, you should affix a barcode label in the designated spaces on the cover of your answer book and the back page of your cartridge paper.

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.

Centres with the provision of Speech-to-text Software

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. Do not fold, scratch or stain the barcode labels. Put up your hand if you have any questions. (Pause)

After the start of the examination, you should input your answer to the question(s) for **Part A** on either MS Word or Pages version of the electronic answer sheet.

After the ‘Stop working’ announcement for **Part A**, the Centre Supervisor or invigilator will instruct you to print a hardcopy of the answer script file of **Part A** and to affix the barcode label in the designated box on the first page of the printed answer script. As your answer script is printed after the end of Part A, the CS/invigilator will adjust your examination time for **Part B** to compensate for the time spent on printing and collection of the answer script of **Part A**.

If you request to print the answer script during the **Part A** examination, you will NOT be allowed to use the speech-to-text software again.

Note: The CS/invigilator should adjust the examination time of Part B under different scenarios (See *paragraph 22.4*).

11. Fourth Announcement (Checking of Answer Books/ Cartridge paper/ Electronic Answer Sheet)**Visual Arts Paper 1**

You should have on your desk an answer book, a white cartridge paper and a white bond paper. Put up your hand if you do not. (Pause) If you want to draw on a Xuanzhi instead, put up your hand. (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, supplementary answer sheets and the back of the white cartridge paper on which you have written any answers.

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, cartridge paper and bond paper. (Pause)

If you need water for drawing, you should now get a small pot of water from the bucket nearest you.

Note: Candidates should be allowed to get water and/or dispose of waste materials more than once throughout the examination session.

Visual Arts Paper 2

You should have on your desk one answer book, a white cartridge paper and a white bond paper. 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, supplementary answer sheets and cartridge paper on which you have written any answers.

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, cartridge paper and bond paper. (Pause)

If you need water for drawing, you should now get a small pot of water from the bucket nearest you.

Note: Candidates should be allowed to get water and/or dispose of waste materials more than once throughout the examination session

Centres with the provision of Speech-to-text Software

You should have on your desk a USB containing electronic answer sheet templates, a white cartridge paper and a white bond paper. Put up your hand if you do not. (Pause)

Now, choose either MS Word or Pages version of the answer sheet template and save it in the ‘HKDSE’ folder of the computer using a designated file name (including candidate number, subject name and paper number) as your answer script file for Part A. Do not amend the preset format or margin of this answer script file. You should save the file periodically. (Pause)

You should input your candidate number in the designated space on the first page of your answer script file. You should copy your candidate number from your Admission Form. (Pause)

You should input the question number of each question on each page of the answer script file on which you have input any answers. Start each question on a new page. **No extra time will be given** to candidates for inputting the question number after the ‘Stop working’ announcement for Part A.

Now, read the instructions on the first page of the answer script file and on the cover of the cartridge paper and bond paper. (Pause)

If you need water for drawing, you should now get a small pot of water from the bucket nearest you.

Note: Candidates should be allowed to get water and/or dispose of waste materials more than once throughout the examination session

12. Fifth Announcement (Distribution of Question Papers)

Each candidate should be given the following:

Visual Arts Paper 1: One question paper
Visual Arts Paper 2: One question paper

As candidates entering **different papers** may sit the examination in the same examination centre, the CS/invigilators must distribute the question paper/cartridge paper of the correct paper to the candidate(s) concerned according to the information listed on the Examination Timetable for Special Centre.

The CS/invigilators should check carefully whether the question papers are **for the correct session**. The CS/invigilators should then unseal and **open the packets of question papers 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* and *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:

Visual Arts Papers 1 & 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 their 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 to the candidates with **the cover of the question papers facing up**. If any writing/drawing is found on a candidate's white bond paper during the distribution of question papers, invigilators should collect the white bond paper immediately and replace it with a new one.

13. Sixth Announcement (Checking of Question Papers)

On completion of the distribution of question papers, announce:

Visual Arts Papers 1 & 2

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

Answers for Part A must be marked put in the answer book. For Part B, you must draw and write your answers on the appropriate side of the white cartridge paper provided.

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

Centres with the provision of Speech-to-text Software

You should have on your desk a question paper, a white cartridge paper and a white bond paper. Put up your hand if you do not. (Pause)

You should input your answers for Part A in your answer script file. For Part B, you must draw and write your answers on the appropriate side of the white cartridge paper provided.

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 there are no questions from the candidates, the CS should 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 to **check the number of pages/questions**. After the start of the examination, candidates should first write their candidate number in the boxes provided on the front cover of their answer book/back page of the white cartridge paper/bond paper and affix barcode labels in the designated spaces on the front cover and the inner pages of the answer book/back page of the white cartridge paper 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:

Visual Arts Papers 1 & 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’** 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, the back page of the white cartridge paper and the bond paper. You should copy your candidate number from your Admission Form. You should affix barcode labels in the designated spaces on the cover and inner pages of your answer book and the back page of the white cartridge paper according to the instructions on the cover.

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

Centres with the provision of Speech-to-text Software

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 a final check)

Check your question paper to make sure that there are no missing questions. Words like **‘End of Paper’** 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 at the back page of the white cartridge paper and the bond paper. You should copy your candidate number from your Admission Form. You should affix barcode labels in the designated spaces on the back page of the white cartridge paper 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 any 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/invigilator 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 and the end of the exam.

Visual Arts Papers 1 and 2

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

The finishing time of Part A has been listed on the Examination Timetable for Special Centre on your desk. The answer book for Part A will be collected by the CS/invigilator according to your finishing time of Part A.

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 exam.

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 under special circumstances 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 examination 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 mistake made 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 Answer Books from Vacant Seats

- 17.1 The CS/invigilators **need not** collect the question paper/answer book/white cartridge paper/white bond paper/barcode sheet from vacant seats in SEN centres.
- 17.2 The school can keep the surplus question papers.
- 17.3 In the case of a candidate **requesting to have another answer 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 during the period of **30 minutes after the start of the examination session until 15 minutes before the end of the examination session** with the permission from the CS/invigilators.
- 18.2 Candidates wishing to leave during the permitted time must raise their hand to summon a/an CS/invigilator. Before a candidate is given permission to leave, the invigilator should ensure that (1) the candidate number has been put down 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 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 room 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/invigilator wishes 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 Part A of Visual Arts Papers 1 & 2

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

- Notes:**
- 1) The CS/invigilators may use the **Time Reminder Cards**, as appropriate.
 - 2) **Candidates can proceed with Part B during the Part A examination.**

- 22.1 **5 minutes before the end of Part A**, the CS/invigilators should make the following last 5-minute announcement for Part A of Visual Arts Papers 1 & 2:

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

Remember to enter the question number on the cover of the answer book and mark the question number box of your answers.

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

question numbers after the ‘Stop working’ announcement.

Centres with the provision of Speech-to-text Software

You have **5 minutes left** for Part A. Make sure you have input your candidate number in the designated space on the first page and the inner pages of your answer script file.

Remember to input the question number on all the appropriate pages.

Delete and cross out all unwanted materials. You will **NOT** be allowed to work on your answer script file including inputting the question numbers after the ‘Stop working’ announcement.

22.2 **When the time for Part A is up**, the CS/invigilator should make the following announcement:

The time now is _____. Stop working on Part A. **(Pause for 10 seconds to ensure that all candidates are complying with the instructions^)**

Close your answer book. If you have supplementary answer sheets, tie them in your answer book with the piece of string provided. I will now collect the answer book. **You can proceed with Part B during the collection.**

Centres with the provision of Speech-to-text Software

The time now is _____. Stop working on Part A. **(Pause for 10 seconds to ensure that all candidates are complying with the instructions^)**

- ^ During the 10-second pause after ‘*Stop working on Part A*’ is announced, the Centre Supervisor should stay on the stage to 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).

After making the ‘Stop working’ instruction, the CS/invigilator should adhere to the steps stated in **paragraphs 24 to 32, Points to Note for the Provision of STT software in Visual Arts (Papers 1A and 2A) and Annex 10 of the Guidelines to CS for Candidates using STT Software in Examination (SEN-OP-04)** to supervise the candidate(s) to save the final answer script file in the USB, print and confirm a hardcopy of the answer script file, affix the barcode label and adjust the exam time for Paper 1B/2B (if applicable).

I will now collect the printed answer script. **You can proceed with Part B after your printed answer script is collected. Your examination time of Part B will be adjusted if applicable.**

Important:

- (1) **Any answer book(s) and/or supplementary answer sheet(s) with the candidate’s answers (if applicable) should also be collected together with the printed answer script and with the barcode label affixed for submission to the HKEAA.**
- (2) The CS/invigilator should continue the steps stated in **paragraphs 33 to 34 of the Guidelines to CS for Candidates using STT Software in Examination (SEN-OP-04)** after the candidate proceeds with Part B.

E. End of Examination of Visual Arts Paper 1B/Paper 2B**23. Ninth Announcement (Reminding Candidates of the Time Left in Part B)**

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

23.1 **15 minutes before the end of the session**, the CS/invigilators should announce:

Visual Arts Papers 1 & 2 (Part B)

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 indicated the appropriate question number in the question number box on the white cartridge paper, otherwise the markers may not know which question you have answered. Besides, make sure you have written your candidate number and stuck barcode labels in the designated spaces. You must not write your name or identification document number on the answer book/cartridge paper/bond paper.

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.

Now, you will be given four paper clips and a sheet of transparent paper to protect your still wet drawing. You should clip the transparent paper and the white cartridge paper together.

23.2 **5 minutes before the end of the session**, the CS/invigilators should announce:

Visual Arts Papers 1 & 2 (Part B)

You have **5 minutes left**. Make sure you have written your candidate number and stuck barcode labels in the designated spaces on the cartridge paper. Remember to enter the question number on the cover of the cartridge paper.

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

24. Tenth announcement (‘Stop working’ instruction)

24.1 **When time is up**, announce:

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

Visual Arts Papers 1 & 2 (Part B)

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)

Leave the white cartridge paper on the desk. If you have creative/design brief drawn on the white bond paper, tie it in the cartridge paper with the green string provided. Put your cartridge paper 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.

- ^ 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).

24.2 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)*.

25. Eleventh Announcement (Collection of answer scripts)

Note: The question papers of **Visual Arts Papers 1 and 2 need not** be collected.

Please announce:

Visual Arts Papers 1 & 2 (Part B)

Your cartridge paper 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 back of the cartridge paper, to facilitate scanning, the invigilator will let you stick the label on the back of cartridge paper under supervision. You are required to complete a report form before leaving the examination centre.

- 25.1 The invigilators should collect separately the answer scripts, white bond paper and barcode sheets (with/without remaining barcode labels), etc.
- 25.2 While collecting the answer scripts, if a/an CS/invigilator discovers that **a candidate has not put down his/her candidate number on the back of his/her answer scripts, the candidate is allowed to write his/her candidate number on the back only under the supervision of the invigilator. However, the candidate should not be allowed to fill in the question number boxes.**
- 25.3 While collecting the answer scripts, if a/an CS/invigilator discovers that **a candidate has not stuck any barcode labels on the back of his/her answer scripts, to facilitate scanning, the candidate should be asked to stick the barcode label on back 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.**

26. Checking of Answer Scripts Collected

The number of answer 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 in **candidates' seat number order on their barcode labels, with the smallest number on top.**

27. Twelfth Announcement (Dismissal of candidates)

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

Visual Arts Papers 1 & 2 (Part B)

If you have made the desk dirty or the floor wet, clean it now. (Pause) If you have any small pieces of waste paper, put them in the waste paper baskets or litter bins at the examination centre.

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.

- 27.2 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).
- 27.3 In the case of a candidate reporting any irregularity concerning the examination (e.g. 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)*].

28 Completing the ‘Sessional Report (applicable to SEN Centre - Classroom) - for elective subjects’ and ‘ESS Report (applicable to SEN Centre – Classroom – for elective subjects)’

- 28.1 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.

- 28.2 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 elective subjects (see *Specimens 54*).
- 28.3 The Sessional Report and ESS Report need **not** be returned daily. They should be returned to the Script Collection Centre after the very last examination session of elective subjects of the HKDSE in the examination centre.

29. Packing and Return of Answer Scripts and Examination Materials

29.1 Part A examination

The answer scripts should be placed in the ‘Answer Script Envelope (SEN Centre)’ (see *Specimen 50*) by **candidates’ seat number order on their barcode labels**. The number of scripts collected should be written on the cover of each envelope which should be sealed with a piece of Security Adhesive Tape. The CS and one invigilator should then sign on the flap of the envelope across the tape (see *Specimen 27*). The envelopes must be tied together with a piece of string.

29.2 Part B examination

The CS/invigilator should make a packing bag (see the photo below) using the wrapping papers or use the cardboard holders (only applicable to some designated exam centres) provided to the centre. The drawing papers should be placed in the packing bag/cardboard holders by **candidates’ seat number order on their barcode labels**. The number of drawing papers inside should be written on the cover of the answer script envelope (for Part B). The envelope should then be adhered on the package bag/cardboard holders, which should be sealed with a piece of Security Adhesive Tape (see *Specimen 27*). The CS and one invigilator should then sign on the flap of the package bag/cardboard holder across the tape.



29.3 Items to be placed in the answer script envelopes/cardboard holders (no special handling is required):

Scripts/Answer Sheets of

- (1) candidates who are present (including latecomers, early leavers and additional candidates);
- (2) candidates who cannot produce their Admission Forms but can produce their identification documents and their personalised barcode sheets can be found at the centre;
- (3) candidates whose Admission Forms do not bear their photographs and who cannot produce their identification documents but their personalised barcode sheets can be found at the centre;
- (4) candidates who have disobeyed the ‘Stop working’ instruction;
- (5) candidates who have cancelled the supervised break(s)/disobeyed the regulations on supervised breaks and/or sessional breaks; and
- (6) candidates whose calculators do not have the ‘H.K.E.A.A. APPROVED’ or ‘H.K.E.A. APPROVED’ label but are on the Permitted List.

29.4 Scripts/Reports to be placed in the Envelope for Special Reports and Related Scripts/Answer Sheets (where appropriate):

- (1) scripts of candidates who are suspected of cheating and the cribs (if any);
- (2) scripts of candidates who have attended the wrong centre;
- (3) scripts of candidates who cannot produce their Admission Forms and/or valid identification documents and their personalised barcode sheets cannot be found at the centre;
- (4) scripts of candidates who have taken a subject not listed on the Admission Form;
- (5) scripts of any other candidates who use spare barcode labels/who are not given any barcode labels;
- (6) scripts of candidates who cannot produce their Admission Forms and valid identification documents but their personalised barcode sheets can be found at the centre;
- (7) Answer books/question-answer books with candidate number written but no barcode label stuck on the cover or MC answer sheets with candidate number written but no barcode label stuck on;
- (8) Report Forms SR1(SEN), SR3, SR4g, SR4b, SR4c, SR4p, SR4t*or SR4i (SEN) (if any); and
- (9) candidates' calculators (which do not have the 'H.K.E.A.A. APPROVED' or 'H.K.E.A. APPROVED' label and are **NOT** on the Permitted List).

Candidates who use spare barcode labels

* Report Forms SR4t need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.

29.5 Items to be Placed in a Clear Plastic Bag

- (1) Attendance Lists;
- (2) Candidates' Attendance Record Forms, and
- (3) Additional Candidate Attendance List (if any)

The Attendance List folder should be put on top with the front cover facing up.

29.6 Rough-work sheets and barcode sheets (unused barcode sheets and those collected from candidates) should be placed separately in the rough-work sheet envelopes (see *Specimen 30A*) and barcode sheet envelopes (see *Specimen 30B*).

30. Return of Answer Scripts to the Collection Centre

30.1 Drawing papers and related documents as specified below will be collected after the examination by the courier company/HKEAA staff. The Centre Supervisor should handle the answer scripts carefully and may appoint a responsible staff member to wait for the collection of the following:

- (1) Answer scripts (in answer script envelopes for Part A; cardboard holders/packing bags for Part B);
- (2) Rough-work sheets (in rough-work sheet envelopes) (if any);
- (3) Barcode sheets (in barcode sheet envelopes);
- (4) Calculators Form;
- (5) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1(SEN), SR3, SR4g, SR4b, SR4c, SR4p or SR4t*, SR4i (SEN) (if any).

* The Sessional Report (for elective subjects), Report Form SR4t and unused Candidates' Attendance Record Forms need not be returned daily. They should be returned to the Scripts Collection Centre after the last examination session of elective subject(s) of the HKEAA in the centre.

30.2 The carton box for holding the question papers (QP box) can be reused for packing the answer scripts and other items listed in paragraph 29.5 and 30.1. On rainy days, it would be appreciated if the answer scripts and related documents are all packed in plastic bags before

placing them into the QP box to facilitate the collection by the courier company/HKEAA staff.

31. Enquiries

- 31.1 For enquiries regarding the special examination arrangements, please call our SEN Hotline at 3628 8917.
- 31.2 In case of any emergency on the day of the examination, please contact the HKEAA [CS Hotlines (SEN Centres): 3628 8917/3628 8982/3628 8963], Mr Benny Chan (3628 8907) or Ms Carmen Wu (3628 8901).

Points to note for Visual Arts

A. Regarding unauthorised materials

1. Open book examination arrangement is adopted in Papers 1 and 2. The following are listed in the Handbook for Candidates as ‘materials allowed’ and ‘materials not allowed’ in the examination:

Materials Allowed

Paper 1

Painting materials and instruments (e.g. pencils, paint brushes, colours, palettes, drawing boards, clips, pins, erasers, adhesive tapes, paper, etc.) small quantity of materials for collage, and reference materials (e.g. books, magazines, art dictionaries, etc.).

Paper 2

Design materials, drawing instruments and aids (e.g. pencils, paint brushes, colours, palettes, rulers, drawing boards, clips, pins, compasses, eraser, colour paper/adhesive paper, ready-made transfer letters, stencil devices, etc.) materials for cutting, sticking and collage materials, reference materials (e.g. books, type specimen books, magazines, scrap books, art dictionaries, etc.).

Materials NOT Allowed (for both Papers 1 and 2)

English and Chinese dictionaries (including excerpts from dictionaries), slow drying materials (e.g. oil paint), retarder, dangerous materials (e.g. aerosol paints, air-brushes, aerosol fixatives, etc.) and burning and smoking devices.

2. During the Visual Arts examination, as in the examination of all other HKDSE subjects, invigilation staff may examine the materials which candidates have brought into the examination centre and report any irregularities to the HKEAA as appropriate.
3. Invigilation staff should avoid disturbing the candidates as far as possible when checking the materials, i.e. they should only check the materials when candidates are not referring to or using them.
4. If a candidate is found to be using/have used any dangerous materials/devices during the examination, the invigilation staff should stop the candidate from using them immediately. Details of the unauthorised materials/devices found should be recorded in the Report Form SR4g and signed by the candidate concerned for follow up by the HKEAA.
5. If a candidate is found to be using/have used unauthorised articles such as English and Chinese dictionaries (including excerpts from dictionaries) or slow drying materials during the examination, the invigilation staff should allow the candidate concerned to continue using the relevant articles while the examination is in progress. They should not disturb the candidate concerned during the examination, but should ask him/her to fill in an SR4g Report Form after the examination, together with the articles being collected, for the HKEAA to follow up.

B. Regarding the use of reference materials

6. As in the past HKDSE, appropriate reference materials are allowed in the examination. However, reference materials should be used for reference only and not for direct copying. Apart from being incompatible with the assessment objectives of the public examination, direct copying from reference materials may result in works that cannot demonstrate candidates’ own abilities to produce original works based on the chosen theme by means of transference or association during the examination.
7. During the examination, if direct copying is observed, invigilation staff should allow the candidate concerned to continue using the relevant reference material(s) while the examination is in progress. They should not disturb the candidate concerned during the examination but should ask him/her to fill in an SR4g Report Form after the examination for the HKEAA to follow up.

8. Invigilation staff should exercise their professional judgment in deciding whether there is a need to report any irregularities to the HKEAA for follow up (with reference to the examples provided and discussed at the Centre Supervisors' training session).
9. The Centre Supervisor should avoid giving concluding remarks on whether the candidates have directly copied from reference material(s) or whether the candidates will be penalised. To avoid misunderstanding, the Centre Supervisor may explain to the candidate concerned as follows:

<p>This report and the reference material(s) will be submitted to the HKEAA for scrutiny to confirm whether it is a case of direct copying. You will be informed of the conclusion on your case in writing before the release of examination results.</p>
