

**Guideline for Checking Equipment for
the broadcast of Listening Components of Language Subjects
(for SEN Home Centre Schools)**

- (1) Home centre schools are required to equip themselves with the playing device (i.e. USB player) for the broadcast of the Listening components of the Chinese Language and English Language examinations. A spare set (e.g. USB player or computer with sound output) should be made available for contingency use.
- (2) The minimum system requirements of a computer (if applicable) are given below:
- Operating System: Windows 8 (either 32-bit or 64-bit) or higher
Processor: 1 gigahertz (GHz) or faster
RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit) or higher
HDD Space: 16 GB (32-bit) or 20 GB (64-bit)
Software: Windows Media Player 12 or higher
- (3) Home centre schools should follow the steps below to prepare a Demonstration USB
- A. Download the sample files of listening materials from the HKEAA website
(http://www.hkeaa.edu.hk/tc/Candidates/special_needs_candidates/hkdse.html)
 - B. Unzip the downloaded files (both Chinese and English versions saved in a zip file)
 - C. Copy the audio files to an empty USB drive one by one in the following sequence:
 1. DEMO DSE CANTONESE v1
 2. DEMO-DSE-CHI-PTH v1
 3. DEMO-DSE-ENG
- (4) Home centre schools must check the functions of the listening test equipment prior to the examination. The procedures for checking are outlined below:

Using an USB player to play the examination material:

- A. Switch on the USB player (switch to USB mode, if applicable)
- B. Connect the Demonstration USB to the USB player
- C. Check if the first audio file is played automatically
- D. Check if each audio file is still playing normally at the following timeframe:
 - First 10 seconds
 - 10 seconds at the middle of audio track
 - Last 10 seconds
- E. Check if the audio files can be played in a numeric order (e.g. 01, 02, 03.....) one by one automatically

Using a computer to play the examination material:

- A. Switch on the speakers
- B. Connect the Demonstration USB to the computer
- C. Login the windows and open the “window media player”  software
- D. Select and move all the audio files from the USB drive to the playlist in an alphabetical order
- E. Start to play the first audio file

- F. Adjust the sound volume to an acceptable level
 - G. Check if each audio file is still playing normally at the following timeframe:
 - First 10 seconds
 - 10 seconds at the middle of audio track
 - Last 10 seconds
 - H. Check if the audio files can be played in an alphabetical order one by one automatically
- (5) Home centre schools should complete the Testing Report and return the completed form to the HKEAA before the stipulated deadline.