

# Hong Kong Diploma of Secondary Education Examination 2023 and 2024

## Category A (Senior Secondary Subjects)

### Applications for Special Examination Arrangements from Candidates with special needs

#### Application Guide

## 1. Introduction

- 1.1 Candidates with special needs (such as candidates with disabilities) entering for the Hong Kong Diploma of Secondary Education Examination (HKDSE) may apply before the examination to the Hong Kong Examinations and Assessment Authority (the HKEAA) for special examination arrangements (SEAs) (e.g. sitting examination at special centres, extra time allowance, braille/enlarged question papers, etc.) or exemption from component(s)/part(s) of an examination. For candidates requiring the use of special equipment (e.g. CCTV, computer), such equipment should be provided by the schools or the candidates. In cases where a candidate's request for SEAs violates the assessment objectives, the application/request will **NOT** be approved.
- 1.2 Where a candidate has been exempted from component(s)/part(s) of an examination, his/her results for the affected component(s)/part(s) will be assessed by the HKEAA based on his/her performance in the other component(s)/part(s) of the examination sat. The component(s) exempted will be indicated on the candidate's certificate. However, the reasons for granting the exemption and the SEAs made will **NOT** be recorded.

## 2. Major updates

Major updates are summarised below. Please refer to the relevant section and annex for details.

	Special Needs	Major changes	Remarks
2.1	All	Starting from the 2024 HKDSE, (i) Citizenship and Social Development (CS) will replace Liberal Studies (LS) as one of the core subjects. The current provision of SEAs for LS would continue to apply to CS for SEN candidates fulfilling the eligibility criteria; and (ii) Chinese Language Paper 3 (Listening and Integrated Skills) and Paper 4 (Speaking), Combined Science and Integrated Science will be phased out.	N/A
2.2	Specific Learning Disabilities (SLD)	(i) <b>Annex 2</b> has been <u>cancelled</u> . A psychological assessment report, issued by a qualified educational/clinical psychologist (EP/CP) with professional practice training, and with the assessment conducted within 4 years before the public examination or not earlier than Secondary 3, should be submitted. The qualified EP/CP may submit a progress review report for cases previously assessed to have SLD, as deemed appropriate. (ii) The school should complete <b>Annex 3</b> for the candidate. (iii) Provision of 25% extra time allowance (ETA) for both conventional and MC papers, except for Visual Arts (Part B of Papers 1 & 2) where the current provision of 5% ETA will remain unchanged.	Sections 5.5 and 6.1(5)

### 3. Timeline for submitting applications and processing of applications

<u>Timeline</u>	<u>Application Procedures</u>
<p><b>Application period:</b></p> <p>From 5 September to 26 September 2022</p>	<ol style="list-style-type: none"> <li>1. <b>School candidates</b> must submit applications via their schools. Candidates who will be studying S5 in 2022/23 (i.e. candidates who will sit the 2024 HKDSE), and candidates who will be studying S6 in 2022/23 but have not submitted applications before (i.e. candidates who will sit the 2023 HKDSE) must submit their applications before the closing date if they wish to have SEAs. For candidates studying S5 in 2022/23, in case their conditions of disabilities are unstable, they may submit applications in the school year in which they sit the HKDSE.</li> <li>2. <b>Private candidates</b> must submit their applications during the same application period if they wish to apply for SEAs.</li> <li>3. <u>Application Period</u> Applications should be submitted to the HKEAA together with the supporting documents (<i>please refer to Section 5 for detailed requirements of documentary evidence</i>) from <b>5 September to 26 September 2022</b>. Since it might take some time for schools to process the applications, candidates/parents should inform their schools as soon as possible if they would like to submit applications. <b>Late applications will NOT be processed.</b></li> <li>4. <u>Points to note during submission of applications</u> When submitting applications, schools and candidates should note the following: <ol style="list-style-type: none"> <li>(i) ‘Candidate’s and Parent’s Consent Form’ Schools should have obtained prior consent of the candidates and their parents before submission of applications and supporting documents. The candidates and the parents should sign a consent form to this effect (<i>Annex 6</i>).</li> <li>(ii) Special Examination Arrangements (SEA) Online Services Schools/Private candidates should make an application via the ‘SEA Online Services’ on the HKDSE Examination Online Services (<a href="https://www.hkdse.hkeaa.edu.hk/">https://www.hkdse.hkeaa.edu.hk/</a>).</li> <li>(iii) Supporting Documents Scanned copies of the supporting documents should be submitted to the HKEAA via the SEA Online Services. Schools may refer to <i>Annex 9</i> for guidelines on the processing of candidates’ supporting documents.</li> </ol> </li> <li>5. The HKEAA will issue an acknowledgement to schools and private candidates via an <u>auto reply email</u> on receipt of the application. HKEAA staff will process the applications which are supported by the required documentary evidence in accordance with stipulated procedures. If necessary, the staff would contact the schools/private candidates for follow up.</li> <li>6. In cases where a candidate’s application is not supported by documentary evidence or the information/justifications submitted do not sufficiently support the special needs of the candidate, the applications will <b>NOT</b> be processed.</li> </ol>

<u>Timeline</u>	<u>Application Procedures</u>
	<p>7. If special circumstances warranting SEAs for candidates of the 2023 HKDSE arise after the application deadline, such requests and relevant medical proof should be submitted <b>immediately</b> for HKEAA's consideration on a case by case basis. The Authority will <b>NOT</b> accept any super-late applications or amendments to SEAs unless they are submitted with documentary evidence at least <b><u>10 working days before the start of written examinations</u></b>. Late requests or amendments to SEAs due to oversight of schools and/or candidates will <b>NOT</b> be entertained after <b><u>13 January 2023</u></b>.</p> <p>8. Requests for SEAs due to accidents or urgent medical conditions should be submitted with relevant medical proof at least <b>10</b> working days before the subject examination date. If such candidates are unable to sit the examinations, they may apply for special consideration on the paper(s)/subject(s) concerned as appropriate by submitting a written request with documentary evidence <b>within 21 calendar days after the date of the examination</b>. School candidates should apply via their schools.</p>
<p>Late December 2022 to 10 January 2023</p>	<p><b>All applications are considered by the Committee on Special Needs Candidates (CSNC) or the Committee on Candidates with Specific Learning Disabilities (CSLD).</b> The HKEAA will announce the results of the applications via the SEA Online Services.</p> <p><i>(Note: Written notifications will NOT be sent to the schools/candidates by post unless otherwise specified in their applications for SEAs.)</i></p>
<p>12 January 2023</p>	<p>If the school and/or candidate have <b>NOT</b> received the result of the application via the SEA Online Services, they should contact the HKEAA immediately (tel: 3628 8917).</p>
<p>Within 4 weeks from the date of issue of notification results</p>	<p>Candidates who are not satisfied with the results of their applications may apply for review within 4 weeks from the date of notification of results. Applications for review must be supported by additional justifications and/or documentary evidence in writing.</p>
<p>Early March 2023</p>	<p><b>Applications for review are processed by an independent 'Appeal Committee for Special Needs Candidates'.</b> The candidates concerned will be notified in writing of the outcome of the review in early March 2023.</p>
<p>12 May 2023</p>	<p>S5 candidates who are not satisfied with the outcome of the review may apply for reconsideration of the case on or before 12 May 2023 (<b>only applicable to applications submitted two years before the examination within the above stipulated application period</b>). Applications for reconsideration must be supported by additional justifications and/or documentary evidence in writing.</p> <p><b>The cases will be reconsidered by the CSNC/CSLD.</b> The candidates concerned will be notified in writing of the outcome of reconsideration in mid-June 2023.</p>

#### 4. Candidates with SEAs in previous public examinations

If a candidate (e.g. repeater, private candidate) has been given exemption and/or SEAs in a previous HKDSE/Hong Kong Certificate of Education Examination (HKCEE)/Hong Kong Advanced Level Examination (HKALE) and wishes to have SEAs in the forthcoming HKDSE, he/she must submit a fresh application. SEAs would **NOT** be arranged for him/her in the forthcoming HKDSE automatically based on previous provisions in a public examination.

#### 5. Documentary evidence required

Each application should be accompanied by an up-to-date medical/assessment report (valid throughout the examination period\*) issued by the Hospital Authority, Department of Health, Education Bureau (EDB), a registered medical practitioner, or a professional (e.g. audiologist, speech therapist, psychologist). The medical/assessment report(s) submitted should support the special needs of the candidates and state the SEAs required by the candidates (if applicable). **In cases where a candidate's application is not supported by documentary evidence or the information/justifications submitted do not sufficiently support the special needs of the candidate, the applications will NOT be processed.** Candidates with obvious and permanent disabilities (e.g. total blindness, colour vision deficiency) may provide the previous medical/assessment report.

\* *Counted from 1 January of the examination year (except for cases due to accidents or urgent medical conditions). For example, candidates with specific learning disabilities who apply for SEAs in the 2023 HKDSE should submit a psychological assessment report issued within 4 years before the public examination (i.e. on or after 1 January 2019).*

Depending on the nature of special needs, candidates are required to submit the following documents:

<u>Special Needs</u>	<u>Documentary Evidence Required</u>
5.1 Physical Disabilities	<p>Physical disabilities refer to motor function problems [e.g. candidates suffering from cerebral palsy, muscular dystrophy, developmental coordination disorder (DCD)]. The candidate's special needs should be supported by:</p> <ol style="list-style-type: none"> <li>1. A <b>medical certificate</b> to confirm the diagnosis of the candidate's physical disability;</li> <li>2. An <b>assessment report issued by a specialist [e.g. occupational therapist (OT), physiotherapist]</b> within 3 years before the public examination, containing the following information; and             <ol style="list-style-type: none"> <li>(I) Information on the candidate from clinical interviews                 <ol style="list-style-type: none"> <li>(a) history of hand function/fine motor problems and the support services received;</li> <li>(b) learning support from his/her family and school all along; and</li> <li>(c) description of functional impairments in daily functions (e.g. handling of stationery tools, level of functioning in self-care tasks).</li> </ol> </li> <li>(II) Assessment results and analysis (assessment tools with Hong Kong norms preferred)                 <ol style="list-style-type: none"> <li>(a) handwriting assessment (including speed and quality of handwriting); and</li> <li>(b) assessment tools related to writing, e.g.                     <ul style="list-style-type: none"> <li>- fine motor;</li> <li>- power and pinch strength;</li> <li>- visual perception;</li> <li>- visual motor integration; and</li> <li>- ocular motor skills.</li> </ul> </li> </ol> </li> <li>(III) Conclusion and recommendations Conclusion on the severity of handwriting and fine motor related problems and possible types of special examination arrangements</li> </ol> </li> <li>3. Record of provisions of SEAs made by the candidate's school in internal examinations (i.e. <b>Annex 3</b>). For candidates who request extra time allowance (ETA), the assessment report submitted should include information/assessment on their writing abilities.</li> </ol>

<u>Special Needs</u>	<u>Documentary Evidence Required</u>
5.1 Physical Disabilities (cont'd)	<p><i>Remarks:</i></p> <p>(i) <i>The diagnosis of DCD should normally be confirmed by a panel of doctors and specialists (e.g. paediatrician and OT) in the Child Assessment Centres of the Department of Health for children aged 12 or below. For those above 12, the diagnosis of DCD should be confirmed jointly by a paediatrician and an OT.</i></p> <p>(ii) <i>In case a candidate was assessed to have fine motor problems in primary or secondary school years, the school may submit the previous assessment report(s) together. The assessment report(s) should include the date of assessment(s), assessment tool(s), assessment result(s), type of diagnosis, etc.</i></p> <p>(iii) <i>The exact wordings related to candidates' performance in the assessment tool(s) should be consistently used in the assessment report as far as possible. The assessment results should also be expressed in terms of standard deviations as far as possible.</i></p> <p>4. SEAs will normally be made for candidates with confirmed diagnosis of physical disability. Special consideration may be given by the CSNC to candidates with <u>fine motor related problems only (not a formal diagnosis of physical disability)</u> who fulfill the eligibility criteria below:</p> <p>(I) In the assessment report issued by the OT, the candidate has demonstrated:</p> <p>(a) below average performance in a handwriting speed test; and</p> <p>(b) (i) well below average performance in fine motor; or            (ii) below average performance in fine motor and well below average performance in <b>ONE</b> of the other scopes of assessment: power and pinch strength, visual perception, visual motor integration or ocular motor skills.</p> <p>(II) The request should be supported by the candidate's school and the SEAs requested by the candidate should have been practised in school internal examinations. The school should complete <i>Annex 3</i> for the candidate.</p> <p>(III) For candidates who request ETA, the provision of ETA should be recommended by the OT and supported by the HKEAA speed test results and school practice. The amount of ETA to be granted should normally not exceed 25%.</p>



<u>Special Needs</u>	<u>Documentary Evidence Required</u>
5.2 Visual Disabilities	<p>The candidate should submit a <b>medical certificate or assessment report issued by an ophthalmologist or an optometrist</b> within 3 years before the public examination containing the following information:</p> <ul style="list-style-type: none"> <li>● visual acuity (V.A.) after correction</li> <li>● visual field</li> </ul> <p>In addition, the school should complete <i>Annex 3</i> for the candidate.</p> <p>For candidates with colour blindness/colour amblyopia problems, they should submit a medical/assessment report issued by an ophthalmologist/optometrist/the Department of Health for the special consideration in the arrangement of question papers. For question papers containing coloured diagrams/photographs, they will be given a set of black-white photocopied question papers in addition to the normal question papers. For questions requiring colour differentiation, in case no indication of the colours is provided, special consideration and appropriate marking will be given by the markers in accordance with the assessment objectives and requirements of the questions.</p>
5.3 Aural Disabilities	<p>The candidate should submit a <b>medical/audiological report (including an audiogram) or an audiogram alone with the degree of hearing impairment (HI) indicated</b>, issued within 3 years before the public examination, together with <i>Annex 1</i> completed by an ENT specialist/audiologist.</p> <p><i>Remarks:</i></p> <p>(i) <i>Candidates need not submit Annex 1 if the above documentary evidence is issued by the Hospital Authority, Department of Health or Education Bureau (EDB), with the degree of HI indicated.</i></p> <p>(ii) <i>For candidates whose degree of HI is persistently ‘severe or above’ in both ears and have been implanted with a life-long hearing device (such as cochlear implant, auditory brainstem implant), the validity of the documentation evidence will have no time limit on the condition that they are issued right after the time of the implant and details of the implantable hearing device are indicated in the documentary evidence.</i></p> <p>For candidates also having speech problems, the <i>Annex 1</i> submitted should include the assessment made by a speech therapist. For details, please refer to item 5.4.</p>
5.4 Oral Disabilities	<p>The candidate should submit a <b>speech and language assessment report</b> issued within 3 years before the public examination, together with <i>Annex 1</i> completed by a speech therapist.</p> <p><i>Remarks: Candidates need not submit Annex 1 if the speech and language assessment report is issued by the EDB speech therapist.</i></p>

<u>Special Needs</u>	<u>Documentary Evidence Required</u>
5.5 Specific Learning Disabilities (SLD)	<p>SLD refers to severe problems in reading and writing (i.e. Dyslexia). The candidate is required to submit the following documents:</p> <ol style="list-style-type: none"> <li>1. A psychological assessment report*, issued by a qualified educational/clinical psychologist (EP/CP) with professional practice training, and with the assessment conducted within 4 years before the public examination or not earlier than Secondary 3, should be submitted. The report should contain the following information: <ul style="list-style-type: none"> <li>(I) Information on the candidate, e.g. <ul style="list-style-type: none"> <li>(a) background information on formal education;</li> <li>(b) history of learning difficulty;</li> <li>(c) learning support from his/her family and school all along; and</li> <li>(d) factors, other than SLD (Dyslexia), that may affect the candidate's acquisition of literacy skills.</li> </ul> </li> <li>(II) Assessment results and analysis (assessment tools with Hong Kong norms preferred) <ul style="list-style-type: none"> <li>(a) intellectual functioning: previous or present assessment results;</li> <li>(b) literacy skills, e.g. <ul style="list-style-type: none"> <li>- word reading: accuracy and fluency;</li> <li>- word dictation: error patterns and speed of writing;</li> <li>- reading comprehension; and</li> <li>- writing at length: organisation and quality.</li> </ul> </li> <li>(c) cognitive-linguistic processes related to reading and writing, if necessary, e.g. <ul style="list-style-type: none"> <li>- rapid naming;</li> <li>- language comprehension;</li> <li>- morphological awareness;</li> <li>- orthographic knowledge; and</li> <li>- verbal memory.</li> </ul> </li> </ul> </li> <li>(III) Conclusion and recommendations <p style="text-align: center;"><b>Whether the candidate is a case of dyslexia and recommendations on the needs and possible types of SEAs</b></p> <ul style="list-style-type: none"> <li>* The qualified EP/CP may submit a progress review report for cases previously assessed to have SLD, as deemed appropriate.</li> </ul> </li> </ul> </li> <li>2. Record of provisions made by the candidate's school in internal examinations. The school should complete <i>Annex 3</i> for the candidate.</li> </ol> <p><i>Remarks:</i></p> <ol style="list-style-type: none"> <li>(i) <i>In case a candidate was assessed to have SLD in primary or early secondary school years, the school may submit the previous assessment report(s) together, or the qualified EP/CP should summarise details of the candidate's previous assessment(s) in the assessment report(s), including the date of assessment(s), assessment tool(s), assessment result(s), type of diagnosis, etc. The wordings related to candidates' performance in the assessment tool should be consistently used in the assessment report as far as possible.</i></li> <li>(ii) <i>Candidates who have been given SEAs in a previous HKDSE/HKCEE/HKALE (e.g. private candidates, repeaters) due to SLD will NOT be required to submit psychologists' reports in their applications in the HKDSE if they apply for the same SEAs.</i></li> </ol>



<u>Special Needs</u>	<u>Documentary Evidence Required</u>
5.6 Other Disabilities	<p>1. Candidates with Autism Spectrum Disorder (ASD) [including Autism, Asperger’s Syndrome, Atypical Autism, Pervasive Developmental Disorders (PDD), etc.]</p> <ul style="list-style-type: none"> <li>• a diagnostic report issued by a psychiatrist in any of the candidate’s secondary school years (only categorisation of the disability is required; detailed profile assessment and recommendation on the SEAs are <u>not</u> necessary); and</li> <li>• <b>Annex 3</b> (to be completed by the school concerned as proof that the SEAs requested by the candidate have been practised in school internal examinations).</li> </ul> <p>2. Candidates with Attention-Deficit/Hyperactivity Disorder (AD/HD)</p> <ul style="list-style-type: none"> <li>• a diagnostic report issued by a psychiatrist within 4 years before the public examination (only categorisation of the disability is required; detailed profile assessment and recommendation on the SEAs are <u>not</u> necessary); and</li> <li>• <b>Annex 3</b> (to be completed by the school concerned as proof that the SEAs requested by the candidate have been practised in school internal examinations).</li> </ul> <p><b>Remarks:</b>  <u>Candidates with ASD and/or AD/HD who request extra time allowance (ETA) should also submit a form</u> (please refer to <b>Annex 8</b>) completed within 4 years before the public examination in order to collect the rationale and recommendation for ETA jointly made by the school and the qualified educational/clinical psychologist (EP/CP).  (i) <b>Annex 8</b> consists of <b>Part A</b> and <b>Part B</b>:</p> <ul style="list-style-type: none"> <li>• <b>Part A</b> should be completed by the school. (Note: The ETA recommended for the candidates must <u>already</u> be practised in schools no later than December in the year preceding the public examination. Super-late applications (including additional requests) for ETA due to ASD and/or AD/HD after the above deadline would normally <b>NOT</b> be accepted.)</li> <li>• <b>Part B</b> should be completed by a qualified EP/CP and is divided into two sections: Part B1 is applicable to candidates with ASD; Part B2 is for those with AD/HD.  [Note: If the candidate concerned has handwriting speed and legibility problems due to fine motor, pen control, visual-perceptual and related difficulties, an assessment report issued by an occupational therapist (OT) within 3 years before the public examination should be submitted. In such case, Part B need <b>NOT</b> be completed. Special consideration may be given to those fulfilling the eligibility criteria below:  (1) In the assessment report issued by the OT, the candidate has demonstrated below average performance in (i) handwriting speed test and (ii) fine motor.  (2) The provision of ETA should be recommended by the OT and supported by the candidate’s school and school practice.].</li> </ul> <p>(ii) The ETA given will normally not exceed 25% and will be considered by the Committee on a case by case basis.</p>

<u>Special Needs</u>	<u>Documentary Evidence Required</u>
5.6 Other Disabilities (cont'd)	<p>3. Candidates with other disorder(s) related to mental health</p> <ul style="list-style-type: none"> <li>• a diagnostic report issued by a psychiatrist within 3 years before the public examination (only categorisation of the disability is required; detailed profile assessment and recommendation on the SEAs are <u>not</u> necessary); and</li> <li>• <b>Annex 3</b> (to be completed by the school concerned as proof that the SEAs requested by the candidate have been practised in school internal examinations). (<i>Note: Request for ETA should be supported by school observation to justify the need for ETA.</i>)</li> </ul> <p>4. Candidates with chronic medical illnesses (e.g. diabetes)</p> <ul style="list-style-type: none"> <li>• medical documents issued within 3 years before the public examination;</li> <li>• recommendations on the SEAs by medical professionals or the candidate's school (<i>Note: Request for ETA should be supported by rationale/observation given by the medical professional or the school to justify the need for ETA</i>); and</li> <li>• <b>Annex 3</b> (to be completed by the school concerned as proof that the SEAs requested by the candidate have been practised in school internal examinations).</li> </ul> <p>5. Candidates with other disabilities [i.e. other than those mentioned from (1) to (4) above] should submit a recent medical/assessment report issued by a doctor/specialist indicating the SEAs required by the candidate. The school concerned should also complete <b>Annex 3</b> and provide records of SEAs made for the candidate in internal examinations for the consideration of the Committee.</p> <p><i>Remarks:</i></p> <p>(i) <i>Candidates with ASD or AD/HD may submit a diagnostic report issued by a paediatrician/neurologist with subspecialty training in developmental-behavioral paediatrics or paediatric neurology.</i></p> <p>(ii) <i>Candidates with intellectual disabilities (ID) should submit a report (issued by a qualified EP/CP with professional practice training) confirming their ID within 4 years before the public examination. For candidates who request ETA, the rationale for ETA should be clearly stated in the recommendation jointly made by the Student Support Team and the qualified EP/CP.</i></p> <p>(iii) <i>In general, ETA will only be given where there is clear evidence/rationale to justify the need. The request should be supported by the relevant doctor/specialist and the school should have been providing ETA for the candidate in internal examinations. The ETA given will normally not exceed 25% and be considered by the Committee on a case by case basis.</i></p> <p>(iv) <i>Candidates who have been given SEAs in a previous HKDSE/HKCEE/HKALE (e.g. private candidates, repeaters) due to other disabilities are required to submit a timely diagnostic report again (i.e. within the same validity period as school candidates for different diagnoses) to confirm the diagnosis with their applications for SEAs even if they apply for the same set of provision.</i></p>

<b><u>Special Needs</u></b>	<b><u>Documentary Evidence Required</u></b>
5.7 Multiple Disabilities	<p>Candidates with confirmed diagnoses of multiple disabilities should submit up-to-date medical/assessment report(s) issued by respective doctor(s)/specialist(s). Appropriate arrangements will be made for them with reference to the SEAs applicable to respective types of disabilities.</p> <p>Special requests for additional ETA will be considered by the Committee based on the principles below on a case by case basis:</p> <ol style="list-style-type: none"> <li>(1) confirmed diagnoses of different disabilities;</li> <li>(2) rationale and recommendation for additional ETA due to functional limitations based on the findings of objective assessment(s) and further elaboration using clinical example(s) provided by specialist(s) (e.g. EP, CP, OT); and</li> <li>(3) evidence on school practice which meets the stated need(s) of the candidate.</li> </ol>

## 6. Special Examination Arrangements

6.1 The special examination arrangements (SEAs) applicable to candidates with different types of special needs are listed below:

(1) Physical disabilities

- (i) Candidates requesting extra time allowance (ETA) are required to take a speed test. Based on the HKEAA speed test results, recommendations given by the doctor/specialist (e.g. physiotherapist, occupational therapist) and school practice, the HKEAA will decide whether ETA will be given and (if yes) the amount of ETA to be given. For papers involving multiple-choice (MC) questions, the arrangements of ETA are as follows:

<b>Subject / Paper</b>	<b>ETA</b>
Papers involving both MC and conventional questions: <ul style="list-style-type: none"> <li>● Biology 1</li> <li>● Business, Accounting and Financial Studies 1</li> <li>● Chemistry 1</li> <li>● Geography 1</li> <li>● Information and Communication Technology 1</li> <li>● Integrated Science 2 (2023 HKDSE)</li> <li>● Physical Education 1</li> <li>● Physics 1 &amp; 2</li> <li>● Technology and Living 1</li> <li>● Tourism and Hospitality Studies 1</li> </ul>	The ETA for the papers is 85% of the ETA for the conventional paper(s)/questions in the same subject.
Economics 1 (MC paper)	The ETA for Economics 1 is 50% of the ETA for Economics 2.
Mathematics 2 (MC paper)	The ETA for Mathematics 2 is 75% of the ETA for Mathematics 1.

For candidates with physical disabilities who need to take more than 9 hours of examination (including ETA) on the same day, instead of being provided with ETA, they may be given an abridged version (approximately 50%) of the question paper to be completed in normal examination time. In other words, the candidate will be exempted from approximately 50% of the question paper. The information on abridged question paper will be provided to candidates together with the notification of application results.

*Remarks: For details of the exemption arrangements, please refer to para 1.2.*

(ii) Depending on the recommendations of the doctor/specialist, candidates may apply for supervised break(s) during an examination, enlarged (single-sided black and white) question papers, specially-designed supplementary answer sheet/graph paper/MC answer sheet (*please refer to Annex 4 for details*), writing on alternate lines/alternate pages, circling MC answers on the question papers instead of filling in the MC answers sheets, etc. (*Note: The provision may vary in different subject/paper examinations. For details, please refer to the notification of application results.*)

(iii) Candidates may be exempted from the listening components/speaking examination or be allowed to use a word processor to type the answers if documentary proof can be provided to substantiate the needs. If a candidate is allowed to use a word processor to type the answers, the word processor should only be used as a type-writer. Access to the Internet or functions such as calculation, spell-check, grammar-check, translation, thesauri and ‘displaying associated terms’ in the Chinese character input method are not allowed. The candidate/school should provide such equipment and software. The candidate may also request to receive question-answer (QA) books in overlay PDF format for typing the answers directly onto the QA books with a word processor.

(2) Visual disabilities

(i) The amount of ETA to be given for individual subjects/papers depends on the nature/design of the papers concerned. Detailed information is given below and in the notification letters on SEAs.

Group	Subject / Paper	Extra Time Allowance	
		<u>Educationally Blind</u> V.A.* $\leq 6/60 (0.1)$ <i>or visual field 20</i> <i>degree or below</i>	<u>Partially-Sighted</u> $6/60 (0.1) < V.A.*$ $\leq 6/18 (0.33)$
1	Chinese Language Paper 2, English Language Paper 2, Chinese History Paper 2, Chinese Literature Paper 1, Chinese Literature Paper 2 (for sighted candidates), Design and Applied Technology, Ethics and Religious Studies Paper 1, Health Management and Social Care, History Paper 2, Literature in English, Physical Education Paper 2, Technology and Living, Tourism and Hospitality Studies Paper 2, Visual Arts	20 minutes/hour	15 minutes/hour
2	Biology, Business, Accounting and Financial Studies Paper 1 & Paper 2B, Chemistry, Chinese History Paper 1, Chinese Literature Paper 2 (for blind candidates), Ethics and Religious Studies Paper 2, History Paper 1, Integrated Science (2023 HKDSE), Liberal Studies (2023 HKDSE), Citizenship and Social Development (2024 HKDSE), Physical Education Paper 1, Tourism and Hospitality Studies Paper 1	30 minutes/hour	15 minutes/hour

3	Chinese Language Paper 1, Chinese Language Paper 3 (Listening and Integrated Skills) writing task (2023 HKDSE), English Language Paper 1, English Language Paper 3 (Listening and Integrated Skills) writing task, Business, Accounting and Financial Studies Paper 2A, Economics, Geography, Information and Communication Technology, Physics	45 minutes/hour	15 minutes/hour
	Mathematics	45 minutes/hour	20 minutes/hour

\* V.A. refers to the visual acuity of the corrected better eye.

(ii) Apart from ETA, depending on the needs of individual candidates, they may be provided with Braille/enlarged (single-sided black and white) question papers, specially-designed supplementary answer sheet/graph paper/MC answer sheet (*please refer to Annex 4 for details*), and be allowed to use Braille/magnifier/CCTV and other specialised equipment in the examination. The candidate/school should provide such equipment. Candidates with cortical visual impairment or visual disability may also be provided with question papers of the following special font size and word- and line-spacing (if applicable):

- Chinese papers: font size 18, with 2.5 pt for word-spacing and 35 pt for line-spacing.
- English papers: font size 16, with double space-bar for word-spacing and 35 pt for line-spacing.

*Note: Enlarged question papers are printed in B/W only. For candidates who need to read the normal question papers containing coloured diagrams/photographs (if applicable), schools may apply for using ancillary equipment (e.g. magnifier, CCTV) for them, as appropriate.*

(iii) Candidates with visual disabilities may apply for supervised break(s) during an examination, writing on alternate lines/alternate pages, circling MC answers on the question papers instead of filling in the MC answers sheets, etc. Those with severe visual disabilities may also request to use question-answer (QA) books in overlay PDF format for typing the answers directly onto the QA books with a word processor. (*Note: The PDF format question-answer (QA) books are not applicable for screen reader.*)

(iv) Educationally blind candidates (i.e. the corrected better eye having a visual acuity of 0.1 or below, or a visual field 20 degree or below) are eligible for exemption from the following papers/questions:

#### HKDSE Geography

- specific map reading questions (i.e. the MC questions in Paper 1 Section A that use a map extract); and/or
- data/skill-based/structured questions involving map reading skills in Paper 1 and Paper 2. (*Note: The relevant sections consist of optional questions. Candidates who are approved for the exemption will **NOT** be provided with the optional questions concerned in the exam papers and they have to choose from the remaining questions to answer the required number of questions, which means that they will have fewer choices.*)

Candidates with severe visual disabilities (i.e. the corrected better eye having a visual acuity lower than 6/120 (0.05), or a visual field 20 degree or below) may be exempted from questions involving complex diagrams, tables, graphs and pictures in HKDSE English Language Paper 3 (Listening and Integrated Skills).



For candidates with severe visual disabilities [e.g. total blindness, the corrected better eye having a visual acuity lower than 6/120 (0.05) or a visual field 20 degree or below], for questions that involve complicated pictures, where appropriate, text labels/descriptions will be provided on the pictures concerned. Exemption will be given in case the provision of text labels/descriptions on the pictures concerned is not possible (e.g. unfair assistance may be given if text labels/descriptions are provided). In order to preserve the secrecy of question papers, candidates will be informed of the questions to be exempted and the adjusted examination time right before the start of the examination session. Candidates have to indicate at the time of application whether they want to be exempted from such questions.

For candidates with visual disabilities who need to take more than 9 hours of examination (including ETA) on the same day, instead of being provided with ETA, they may be given an abridged version (approximately 50%) of the question paper to be completed in normal examination time. In other words, the candidates will be exempted from approximately 50% of the question paper. The information on abridged question paper will be provided to candidates together with the notification of application results.

*Remarks: For details of the exemption arrangements, please refer to para 1.2.*

### (3) Aural disabilities

The SEAs made will normally be based on the severity of the aural disabilities. Details are as follows:

<b>Severity of Aural Disabilities</b>	<b>Definition</b>	<b>Special Examination Arrangements</b>
Unilateral	Normal hearing on one side and hearing impairment (HI) of any degree on the other side	①
Mild	Hearing level from 26 to 40 dB	②
Moderate	Hearing level from 41 to 55 dB	②
Moderately Severe	Hearing level from 56 to 70 dB	③ ④ ⑤
Severe	Hearing level from 71 to 90 dB	③ ⑤ ⑥
Profound	Hearing level at 91 dB or above	③ ⑤ ⑥

- ① To sit written examinations (including Listening components) at special centres; and to sit Speaking examination at special centre, facing or with the side of normal hearing towards other speakers.
- ② To sit written examinations (including Listening components) and Speaking examination at special centres.
- ③ To sit written examinations at special centres.
- ④ To sit Speaking examination at special centres.
- ⑤ Exemption from the Listening components.
- ⑥ Exemption from the Speaking examination and School-based Assessment (SBA) of English Language.

*Remarks:*

- (i) *If a candidate's left and right ears differ in the severity of aural disabilities, the better ear (except for cases of unilateral HI) will be used for the consideration of special examination arrangements.*
- (ii) *For details of the exemption arrangements, please refer to para 1.2.*



Candidates with aural disabilities (except for cases of unilateral HI) may be provided with (i) prolonged and/or additional pauses in the Listening components and/or (ii) extended examination time in the Speaking examination of language subjects. They have to indicate at the time of application whether they would like to be considered for the SEA(s). However, they are NOT eligible for extended preparation time in the Speaking examination of language subjects.

(4) Oral disabilities

Oral disabilities are classified as mild, moderate or severe. Candidates with severe oral disabilities are eligible for exemption from the Speaking examination of language subjects and School-based Assessment (SBA) of English Language. Candidates with mild/moderate oral disabilities are eligible for sitting the Speaking examination with extended examination time at special centres. They have to indicate at the time of application whether they would like to be considered for the SEA(s). However, they are NOT eligible for extended preparation time in the Speaking examination of language subjects.

*Remarks: For details of the exemption arrangements, please refer to para 1.2.*

(5) Specific learning disabilities (SLD)

(i) Candidates who meet the diagnostic criteria of SLD (Dyslexia) are eligible for SEAs including ETA (normally 25% for both conventional and multiple-choice (MC) papers)\* and supervised break(s) during an examination. Other SEAs may include the provision of special question papers (e.g. single-sided black and white, single-sided black and white enlarged or single-sided ivory-colour), specially-designed supplementary answer sheet/graph paper/MC answer sheet (*please refer to Annex 4 for details*), writing on alternate lines/one side of an answer book, or circling MC answers on a question paper instead of filling in boxes on an answer sheet. (*Note: The provision may vary in different subject/paper examinations. For details, please refer to the notification of application results.*)

\* ETA 5% for Visual Arts 1B/2B

(ii) Use of a word processor instead of writing may be considered for the following candidates:

- candidates with illegible handwriting — the schools should provide a copy of the candidates' handwritten Chinese and English composition work in a recent internal test or examination for the consideration of the HKEAA.
- candidates with extremely slow handwriting speed (i.e. those who cannot cope with the examination even with the extra time stated above) — reports from occupational therapists/medical practitioners should be submitted as supporting evidence. Speed tests will be conducted for the candidates by the HKEAA for consideration of such a request.
- if a candidate requires the use of a word processor due to other reasons, the reasons should be specified on the application form with supporting documents provided.

If a candidate is allowed to use a word processor to type the answers, the word processor should only be used as a type-writer. Access to the Internet or functions such as calculation, spell-check, grammar-check, translation, thesauri and 'displaying associated terms' in the Chinese character input method are not allowed. The candidate/school should provide the computer facilities in public examinations. The candidate may also request to use question-answer (QA) books in overlay PDF format for typing the answers directly onto the QA books with a word processor.

(iii) Candidates satisfying the following criteria may be eligible for the use of speech-to-text software in Liberal Studies (2023 HKDSE) / Citizenship and Social Development (2024 HKDSE) and seven elective subjects (i.e. Chinese History, Ethics and Religious Studies, Geography, Health Management and Social Care, History, Literature in English, and Tourism and Hospitality Studies):

- (a) the candidate has a confirmed diagnosis of SLD, and the candidate's writing ability in the first language has been assessed on a standardised test with relevant norm (currently, the Hong Kong Test of Specific Learning Difficulties in Reading and Writing for Junior Secondary School Students – Second Edition [HKT-JS(II)] is considered relevant) administered by a qualified educational/clinical psychologist with professional practice training and the test results indicate that the candidate has severe writing difficulties; and
- (b) the candidate will be provided with the speech-to-text software in internal school assessment(s)/examination(s) before the HKDSE so that he/she is familiar with the arrangements and can apply it effectively in the public examination.

Eligible candidates will **only** be allowed to use the built-in speech-to-text software that comes with MacBook Air in the public examination. Candidates will have their speech converted into text via the software and the word processor, such as MS Word or Pages. They may edit the text with the keyboard and/or allowable Chinese character input methods, such as Cangjie, Quick, Pinyin, Stroke and Q9 input methods. Those functions on the speech-to-text software that might affect the fairness or appropriateness of the software must be removed or disabled prior to it being used in the public examination.

Practice in internal assessment(s)/examination(s), preferably from **Secondary 5**, is highly recommended for candidates whose applications to adopt the SEA have been accepted by the HKEAA so that they are familiar with the SEA and can use it effectively in the public examination. If a candidate decides to withdraw from using the software, he/she should inform the HKEAA in writing as soon as possible, preferably in November of the Secondary 6 school year (for applications submitted in Secondary 5) or in February of the examination year (for applications submitted in Secondary 6 and private candidates). School candidates must do so via their schools.

In case a candidate is seriously ill and unable to speak clearly for using the software or he/she cannot use the software due to technical problems, he/she should work on the paper in handwriting.

Schools should provide the computer facilities (including the speech-to-text software and printer), Chinese character input method (if applicable), examination venue (classroom/function room/hall), noise-blocking setup and earmuffs (if applicable) and invigilation personnel for their candidates in the public examination. Private candidates should provide for themselves the computer facilities (including the speech-to-text software) and Chinese character input method (if applicable).

Please refer to **Annex 7** for the guidelines on the use of speech-to-text software in the public examination.

(6) Candidates with other disabilities/special needs

- (i) SEAs will be made for the candidates concerned with reference to the nature and severity of the candidates' special needs, the recommendations of the specialists given in the medical/assessment reports (if applicable) and the special arrangements made in internal examinations. In general, ETA will only be given where there is clear evidence to justify the need. The request should be supported by the relevant medical

doctor/specialist and the school should have been providing ETA for the candidate in internal examinations. The ETA given will normally not exceed 25% and will be considered by the Committee on a case by case basis.

- (ii) Candidates may be allowed to sit the examination in a single room, a room with fewer candidates or in a familiar examination environment due to the nature of the special needs (e.g. likely to create noise during the examination; very sensitive to normal background noise such as normal school activities, school bells, etc.; very difficult to adapt to an unfamiliar environment; or other medical conditions such as Tourette's Syndrome). Such request should be clearly stated in the application for SEAs with rationale/recommendation made by the schools/specialists. The candidates concerned may be allowed to sit the examinations (except speaking examination) in their own school special centre (i.e. home centre). Private candidates should also state such request with rationale/ recommendation made by specialists in the application for SEAs.
- (iii) Candidates with Autism Spectrum Disorder (ASD) may apply for the provision of plain text labels/descriptions for questions that involve high level comprehension/interpretation of cartoons or complicated pictures, where appropriate. The plain text labels/descriptions describe the layout of the cartoons or pictures in the text format without giving any interpretation or revealing the underlying meaning of these cartoons or pictures, which would otherwise compromise the assessment objectives of the subjects concerned. Samples of the plain text labels/descriptions for Liberal Studies, Chinese History and History are available for downloading under 'Services to Special Needs Candidates' from the HKEAA website.

Candidates with ASD should indicate in the application for SEAs whether they need this SEA and for which subject(s) [normally applicable to **Liberal Studies (2023 HKDSE) / Citizenship and Social Development (2024 HKDSE), Chinese History, and History**]. Schools should provide the candidates concerned with the same arrangement in internal examinations.

The provision of plain text labels/descriptions to questions that involve high-level comprehension/interpretation of cartoons or complicated pictures is based on professional judgment with reference to the assessment objectives of the subjects concerned. If plain text labels/descriptions are provided, the candidates concerned will be given a set of special question paper with plain text labels/descriptions (normally printed double-sided on A3 white paper and output as A4 booklet) in addition to the normal question paper before the start of the examination session. If a candidate is also allowed to use question paper in special format (e.g. single-sided black and white enlarged), the plain text labels/descriptions will be provided on the relevant special question paper. If the questions do not require plain text labels/descriptions, the normal question paper or special question paper without plain text labels/descriptions will be provided as appropriate.

## 6.2 Use of Screen Readers

Candidates satisfying the following criteria may be eligible for the use of screen reader in the public examinations. The candidate:

- (i) has a confirmed diagnosis of SLD, and the candidate's word reading ability in the first language has been assessed on a standardised test with relevant norm (currently, the Hong Kong Test of Specific Learning Difficulties in Reading and Writing for Junior Secondary School Students – Second Edition [HKT-JS(II)] is considered relevant) administered by a qualified educational/clinical psychologist with professional practice training and the test results indicate that the candidate has severe word reading difficulties; or

- (ii) has a diagnosis of neurological impairment such as cerebral palsy, cerebral visual impairment or brain injuries, and is assessed by a professional (e.g. an occupational therapist) to have severe reading difficulties; or
- (iii) is blind or has severe visual disability, and is assessed by an occupational therapist to have significantly low Braille reading speed due to poor finger touch; or
- (iv) has lost his/her eyesight recently and thus cannot read Braille materials.

Except for (iv), practice in previous assessments/examinations is highly recommended for candidates applying to use the screen reader in public examinations so that they are familiar with the arrangements and can apply it effectively in the public examinations.

Screen reading will not be allowed in the following papers in which reading comprehension skills is tested:

	<b>Language papers / section of language papers in which the use of screen reader is prohibited</b>
HKDSE	Chinese Language Paper 1 (Reading) Chinese Language Paper 3 (Listening and Integrated Skills) – Reading Materials English Language Paper 1 (Reading) English Language Paper 3 (Listening and Integrated Skills) – Data File

In the public examination, candidates may use any of the following text-to-speech software designated by the HKEAA:

	<b>Text-to-speech Software</b>	<b>Organisation / Company</b>
1.	Windows Light or Windows Light (Read Assist)	Retina HK
2.	Text-to-speech in Penpower Chinese Writing Pad	Penpower
3.	NVDA	HK Blind Union
4.	Text-to-speech function in MacBook Air (or MacBook Pro)	Apple
5.	'Speak' command in Microsoft Word 2010 (or above)	Microsoft

Candidates must specify the text-to-speech software they intend to use in the public examination when they submit the application for use of screen reader. They must use the software designated by the HKEAA. Special consideration may be given if the school can produce evidence that the students have all along been using another software not designated by the HKEAA in tests/internal examinations.

Schools should provide the computer facilities (including the text-to-speech software), examination venue and invigilation personnel for their candidates in the public examination. Private candidates should provide for themselves the computer facilities (including the text-to-speech software). Please refer to **Annex 5** for the guidelines on the use of screen readers in the public examination.

### 6.3 School-based Assessment (SBA)

For information regarding the special arrangements for SEN candidates in conducting SBA, schools may visit the SBA section of the HKEAA website ([http://www.hkeaa.edu.hk/en/sba/info\\_corner/](http://www.hkeaa.edu.hk/en/sba/info_corner/)). In cases where a school cannot provide special arrangements for a particular student, the matter should be brought to the attention of the HKEAA in writing by the principal of the school for HKEAA's special consideration at the beginning of the school year. Such cases, once approved, may include exemption from part or whole of the SBA tasks. The application form for SBA exemption is available for downloading from 'HKDSE Online Services' (<https://www.hkdse.hkeaa.edu.hk/>).

## **7. Examination venues, invigilator staff and any ancillary aids/equipment**

- 7.1 Schools presenting special needs candidates for the public examinations have to provide examination venues, invigilation staff and any ancillary aids/equipment with regard to the provision of special examination arrangements (SEAs) to these candidates. Centre schools are also required to assist in examination administration (including the return of candidates' answer scripts after the examination).
- 7.2 Candidates who are given SEAs (e.g. ETA, prolonged and/or additional pauses in the Listening components, supervised breaks, Braille/special question papers, special answer sheets/books, ancillary aids/equipment, etc.) will be arranged to sit the examinations at special centres which are normally set up in secondary schools (mostly classrooms with a few school halls). Examination procedures in special centres are the same as those in other centres. However, extra invigilators are available to offer assistance to candidates if necessary.

### *Remarks:*

- (i) *SEN candidates with non-standard SEAs (including but not limited to ETA other than 25%, use of ancillary aids/equipment, prompters, and longer/more frequent supervised breaks), emotional disturbance, psychiatric problems, adjustment problems and medical illnesses will normally be accommodated at home centres. Other own school SEN candidates from the same school would also be accommodated at the home centre as far as possible.*
- (ii) *In general, candidates will be given different amounts of ETA and/or supervised breaks at special centres. To facilitate the smooth conduct of examinations, candidates are normally NOT allowed to withdraw from the approved supervised breaks.*
- (iii) *All candidates who sit the Listening components of language subjects in special centres will be given a 5-minute supervised break after completing Part A in order to synchronise the time for broadcasting the listening materials of Part B. Candidates should abide by the regulations on supervised breaks. For details, please refer to the Handbook for Candidates of the examination year.*
- 7.3 Examination rooms in a special centre are usually accessible by lift or on the same floor as the main entrance. Depending on the supply of special centres in various districts, candidates may not be arranged to take the examinations in their chosen examination district.

## **8. Listening Components and Speaking examination of Language Subjects**

- 8.1 Candidates who are granted ETA in written examinations may be provided with (i) prolonged and/or additional pauses in the Listening components and/or (ii) extended preparation and/or examination time in the Speaking examination of language subjects. They have to indicate at the time of application whether they would like to be considered for the SEA(s).
- 8.2 In general, candidates who sit Speaking examination at special centres, except for SLD candidates, will be arranged to sit the examination with Oral Examination Assistants to facilitate the conduct of the group discussion; whereas SLD candidates will normally sit the Speaking examination with other SLD candidates.

## **9. Hospital candidates**

Hospital candidates applying to take the examination in the hospital must obtain the doctor's written permission certifying the candidate is fit for the examination. The application must be submitted with the necessary documents at least **1** working day (Monday to Friday, excluding public holidays) before the examination. For example, applications for examinations held on Monday must be submitted no later than Friday of the preceding week.



## 10. Candidates' Personal Data

The personal data of candidates are used for the purposes of processing of applications for special examination arrangements and the conduct of examinations. The data are supplied by students through their schools, or by private candidates themselves. Whether the candidates provide the requested personal data or not is entirely voluntary. However, if the candidates fail to provide all the data, or if any of the data provided is inaccurate or incomplete, the processing of the applications will be affected and hence the HKEAA may not accept their applications.

The personal data may also be used for conducting educational research and analysis in an anonymous manner in which the identities of candidates are not traceable. Data used in the processing of the candidates' applications for special examination arrangements will be retained for three years and they will be destroyed thereafter.

## 11. Enquiries

Address : 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

Website : [www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → Services to Special Needs Candidates → HKDSE  
([http://www.hkeaa.edu.hk/en/Candidates/special\\_needs\\_candidates/hkdse.html](http://www.hkeaa.edu.hk/en/Candidates/special_needs_candidates/hkdse.html))

Tel No. : 3628 8917                      Email : [dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk)

For further information, please visit the HKEAA website or the HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)).



**Hong Kong Diploma of Secondary Education Examination (HKDSE)  
Candidate with Aural and/or Oral Disabilities**

This form should be accompanied by an up-to-date\* medical/assessment report or audiogram from the ENT specialist / audiologist or speech therapist. For details, please refer to Section 5.3 (Aural Disabilities) and Section 5.4 (Oral Disabilities) of the Application Guide for Special Examination Arrangements (SEAs).

(Note: School candidates **need not** submit this sheet if the documentary proof submitted is issued by the Education Bureau (for aural/oral disabilities), or the Hospital Authority / Department of Health (for aural disabilities only).

\* issued within 3 years before the public examination

**A. Candidate's personal particulars**

Name : (English) \_\_\_\_\_ (中文姓名) : \_\_\_\_\_

H.K. Identity Card No. : \_\_\_\_\_

**B. Overall assessment**

In connection with the candidate's application for SEAs and/or exemption, I confirm that the candidate has the following disabilities which will sustain over the entire examination period from \_\_\_\_\_ to \_\_\_\_\_ of the examination year:

(Please tick the appropriate box below.)

**Aural Disability (This part should be completed by an ENT specialist / audiologist.)**

**LEFT EAR**

- Normal
- Mild
- Moderate
- Moderately Severe
- Severe
- Profound

**RIGHT EAR**

- Normal
- Mild
- Moderate
- Moderately Severe
- Severe
- Profound

Name : \_\_\_\_\_  
(ENT Specialist/Audiologist)

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Oral Disability (This part should be completed by a speech therapist.)**

Diagnosis : \_\_\_\_\_

(1) Severity of oral disability

- Mild
- Moderate
- Severe

(2) Area of difficulty (may tick more than one box)

- Articulation
- Language
- Voice
- Fluency

Name : \_\_\_\_\_  
(Speech Therapist)

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**校內考試特別安排資料**  
**Information on Special Arrangements in Internal Examinations**

**附件 3**  
**Annex 3**

學校

School: \_\_\_\_\_

考生姓名

Name of Candidate: \_\_\_\_\_

香港身分證號碼

H.K.I.D. Card No.: \_\_\_\_\_

**1 校內特別考試安排**  
**Special Arrangement(s) in Internal Examinations**

- 學校曾於過去的校內考試，及/或會於考生應考文憑試前的校內考試提供予考生所申請的特別考試安排。  
The special examination arrangement(s) requested in the application form has/have been made available to the candidate in school *internal* examinations in the past and/or will be practised in school *internal* examinations before the HKDSE examination.

- 學校不會在考生應考文憑試前的校內考試提供予考生申請表內全部／部分特別安排。(請詳細說明未能提供的特別考試安排及相關原因)  
All or part of the special examination arrangement(s) requested in the application form will **NOT** be practised in school *internal* examinations before the HKDSE examination. (Please specify the special examination arrangement(s) without school practice and the reason)
- \_\_\_\_\_
- \_\_\_\_\_

**2 只適用於有精神健康相關障礙或長期病患，並申請延長作答時間的考生**  
**Only applicable to candidates with disorder(s) related to mental health or chronic medical illness who request extra time allowance**

學校需為上述考生提供延長作答時間的校內觀察／理據。請於以下位置選擇適當選項(可選多於一項)：

School should provide observation / rationale for extra time allowance for the above candidate. Please select the appropriate option(s) from below (may select more than one options):

- 訊息處理／工作速度受藥物副作用病情影響。  
Impeded information processing/working speed due to the side effect(s) of medication or medical conditions.
- 訊息處理／工作速度受不穩定的情緒影響。  
Impeded information processing/working speed due to unstable emotions.
- 其他相關理據／校內觀察：  
Other relevant rationale/school observation:
- \_\_\_\_\_
- \_\_\_\_\_

校長簽名

Signature of Principal: \_\_\_\_\_

日期

Date: \_\_\_\_\_

註：

- 1) 若申請特別版試卷的考生**同時**需要使用特別設計的補充答題紙／方格紙／多項選擇題答題紙，須於申請特別考試安排時提出，否則特別試場不會提供特別設計的補充答題紙／方格紙／多項選擇題答題紙。
- 2) 以下範本已上載考評局網頁([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → 為特殊需要考生提供服務 → 香港中學文憑考試)。

Notes:

- 1) If candidates who apply for special question paper **also** need to use specially-designed supplementary answer sheet/graph paper/MC answer sheet, they should submit the request in the application for SEAs. Otherwise, no specially-designed supplementary answer sheet/graph paper/MC answer sheet will be provided at special centres.
- 2) The following samples have been uploaded to the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → Services to Special Needs Candidates → HKDSE).

單行補充答題紙 (H1) – 行線較深色 (行距：0.8 厘米；紙張大小：A4)

Single line supplementary answer sheet (H1) – darker colour (line width: 0.8cm; paper size: A4)


放大單行補充答題紙 (H2) (行距：1 厘米；紙張大小：A4)

Enlarged single line supplementary answer sheet (H2) (line width: 1cm; paper size: A4)

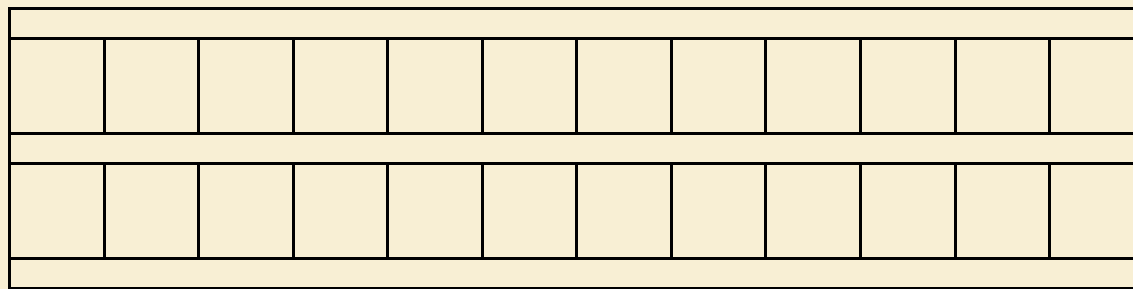

放大單行補充答題紙 (H3) (行距：1.2 厘米；紙張大小：A4)

Enlarged single line supplementary answer sheet (H3) (line width: 1.2cm; paper size: A4)

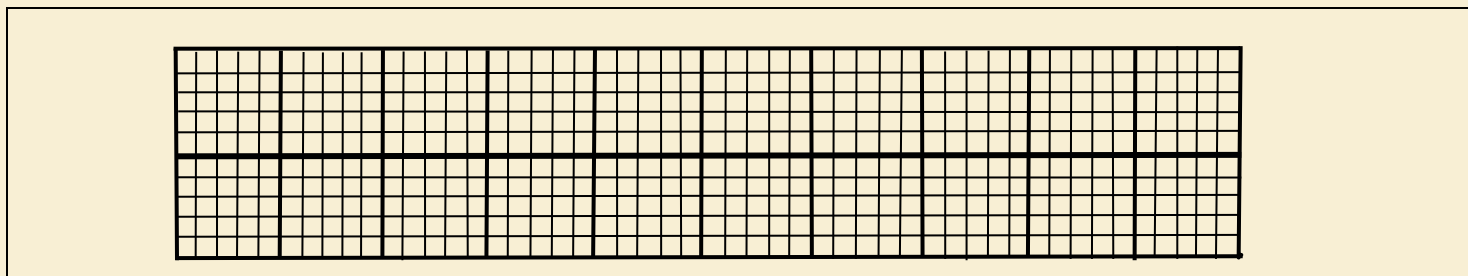

放大原稿紙 (C1) (15 x 15格；紙張大小：A4)

Enlarged Chinese graph paper (C1) (15 x15 boxes; paper size: A4)


放大原稿紙 (C2) (12 x 13格；紙張大小：A4)  
Enlarged Chinese graph paper (C2) (12 x13 boxes; paper size: A4)



放大方格紙 (顏色：黑白色／綠色；紙張大小：A3)  
Enlarged graph paper (black & white colour / green colour; paper size: A3)



\* 放大多項選擇題答題紙 (紙張大小：A4)  
\* Enlarged MC answer sheet (paper size: A4)

	A	B	C	D
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	A	B	C	D
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

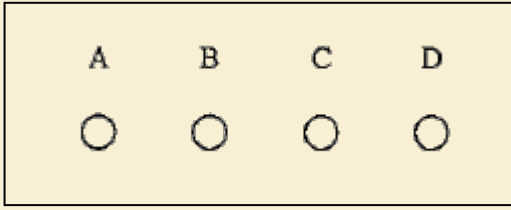
\* 一般只適用於以下科目／卷別：數學必修部分(二)、經濟(一)、地理(一)、旅遊與款待(一)、生物(一)、化學(一)、物理(一)、綜合科學(二)、組合科學(物理／化學／生物)(一)、企業、會計與財務概論(一)、資訊及通訊科技(一)、科技與生活(一)、體育(一)

*Normally applicable to the following subjects/papers only: Mathematics Compulsory Part 2, Economics 1, Geography 1, Tourism & Hospitality Studies 1, Biology 1, Chemistry 1, Physics 1, Integrated Science 2, Combined Science (Physics/Chemistry/Biology) 1, Business, Accounting & Financial Studies 1, Information & Communication Technology 1, Technology & Living 1, Physical Education 1*

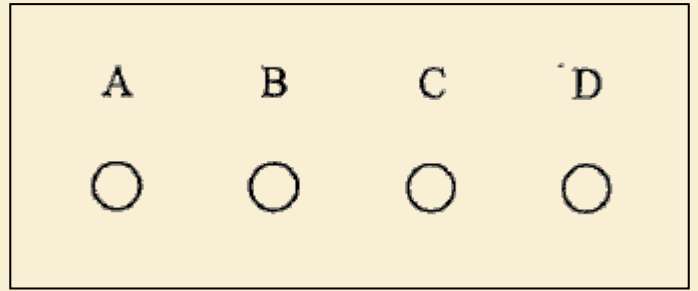
**備註：**  
考生於中國語文(一)及(三)、英國語文(一)及物理(二)不會獲發多項選擇題答題紙。若考生作答選擇題時(如適用)需塗滿較大的圓圈，應另行申請放大版試題答題簿。以下為普通版及放大版試題答題簿內的圓圈範本。

**Remarks:**  
Candidates will **NOT** be given a multiple-choice (MC) answer sheet in Chinese Language 1 & 3, English Language 1 and Physics 2. If a candidate needs to blacken bigger circles for MC questions (if applicable), he/she should apply for an enlarged question-answer (QA) book separately. Samples of circles in the normal QA book and enlarged QA book are given below.

普通版試題答題簿內的圓圈  
Circles in normal QA book



放大版試題答題簿內的圓圈  
Circles in enlarged QA book



***Guidelines on Allowing Candidates to Use Screen Readers in the HKDSE***

***Eligibility Criteria***

1. In general, candidates satisfying the following criteria may be eligible for the use of screen reader in the HKDSE:
  - (a) the candidate:
    - (i) has a confirmed diagnosis of SLD, and the candidate’s word reading ability in the first language has been assessed on a standardised test with relevant norm (currently, the Hong Kong Test of Specific Learning Difficulties in Reading and Writing for Junior Secondary School Students – Second Edition [HKT-JS(II)] is considered relevant) administered by a qualified educational/clinical psychologist with professional practice training and the test results indicate that the candidate has severe word reading difficulties; or
    - (ii) has a diagnosis of neurological impairment such as cerebral palsy, cerebral visual impairment or brain injuries, and is assessed by a professional (e.g. an occupational therapist) to have severe reading difficulties; or
    - (iii) is blind or has severe visual disability, and is assessed by an occupational therapist to have significantly low Braille reading speed due to poor finger touch; or
    - (iv) has lost his/her eyesight recently and thus cannot read Braille materials.
  - (b) Except for 1(a)(iv), practice in previous assessments/examinations is highly recommended for candidates applying to use the screen reader in the public examinations so that they are familiar with the arrangements and can apply it effectively in the public examinations.

***Language Papers/Section of Language Papers in which the Use of Screen Readers is Prohibited***

2. The use of screen readers may be allowed in an examination only if it does not lead to the violation of the assessment objectives of the examination. Screen reading will NOT be allowed in the following language papers or section of language papers in which reading comprehension skills are tested:

	<b>Language papers/section of language papers in which the use of screen reader is prohibited</b>
HKDSE	Chinese Language Paper 1 (Reading) Chinese Language Paper 3 (Listening and Integrated Skills) – Reading Materials English Language Paper 1 (Reading) English Language Paper 3 (Listening and Integrated Skills) – Data File



## ***Facilities Requirements***

3. Screen readers are computers installed with computer software having the ‘text-to-speech’ function. The following facilities requirements should be observed when providing screen readers to candidates in an examination:

(a) Computer facilities:

- Computer [CPU: Pentium IV or higher; RAM: 512MB or higher; Free Disk Space: at least 100MB; Windows 7 or higher]
- Microsoft Word 2010 (or above) for viewing the softcopies of the question papers
- Sound card
- Headphones
- CD ROM drive
- Hong Kong Supplementary Character Set (<http://www.microsoft.com/hk/hkscs>)

(b) Candidates may use any of the following licensed text-to-speech software designated by the HKEAA:

- (i) Windows Light (version for the visually impaired) OR Windows Light (Read Assist) (version for dyslexia)
- (ii) Text-to-speech in Penpower Chinese Writing Pad
- (iii) NVDA
- (iv) Text-to-speech function in MacBook Air (or MacBook Pro)
- (v) ‘Speak’ command in Microsoft Word 2010 (or above)

***Remarks:***

1. For Penpower Chinese Writing Pad, the ‘translation’ function has to be uninstalled.
2. Starting from the 2019 HKDSE, JAWS, Sunshine and Supernova Dolphin have been removed from the above designated list of text-to-speech software. Requests for using them in the subsequent HKDSE may be considered on a case-by-case basis.

(c) Access to the internet is not allowed.

***Remarks: For the use of screen readers, the examination papers are given in .docx format. Schools and candidates may download the demo files from the HKEAA website ([http://www.hkeaa.edu.hk/en/Candidates/special\\_needs\\_candidates/hkdse.html](http://www.hkeaa.edu.hk/en/Candidates/special_needs_candidates/hkdse.html)) for testing the functions of their text-to-speech software. The guidelines to Centre Supervisors for candidates using screen readers will be distributed to the centre schools concerned by October of the year preceding the examination.***

4. For school candidates, the school should provide the computer facilities for use in the HKDSE. The home-centre cross-invigilation arrangement will be adopted except for subjects with a small number of candidates using screen readers.

5. For private candidates, candidates may provide for themselves any of the software permitted by the HKEAA and a notebook computer for the examinations. For candidates who cannot provide their own software, the HKEAA will provide them with the computer facilities and Windows Light/Windows Light (Read Assist). Under such circumstances, the candidates will be arranged to try out the computer and the software on specified dates before the HKDSE commences.
6. Candidates must specify the text-to-speech software they intend to use when they submit the application for use of screen readers. They must use the software designated by the HKEAA. Special consideration may be given if the school can produce evidence that the students have all along been using another software not designated by the HKEAA in tests/internal examinations.

*Remarks: Candidates who also need to use the software in the speaking examinations of language subjects should indicate this request when they submit the application. The special centres of speaking examinations will provide candidates of approved cases with the computer facilities and Windows Light/Windows Light (Read Assist).*

### ***Limitations of Using Screen Readers in Public Examinations***

7. The screen reader only serves as an ancillary aid to the candidates in reading the question papers in the examinations. Candidates should note the limitations of the assistance that can be offered by screen readers in public examinations, which is dependent on the design of the text-to-speech software and the question papers:
  - (a) For candidates who are allowed to use screen readers in the examination, apart from the softcopy of the question paper, they will also be provided with a copy of the printed (or Braille) question papers. Where there are any discrepancies between the contents of the printed (or Braille) question papers and the questions read out by the screen readers, the printed (or Braille) version shall prevail.
  - (b) Most mathematical formulae and numbers in papers such as Mathematics cannot be read.
  - (c) Candidates should familiarise themselves with the functions of the text-to-speech software used. For example, some special symbols such as ‘ $\alpha$ ’ and ‘ $\beta$ ’ cannot be read out by some software. Also, different software read numbers in different ways. Candidates should also be aware of the possible incorrect decoding of the digits and characters contained in mathematical/scientific formulae and equations.
  - (d) The screen reader cannot decode any information that is saved as an image in the softcopy of the question paper (e.g. photographs, diagrams, maps and graphs). Under such circumstances, the images will be skipped and the candidate should refer to the printed (or Braille) question papers.
  - (e) For candidates with specific learning disabilities, standard extra time allowance [i.e. 25% for both conventional and MC papers, whereas 5% for Visual Arts (Part B of Papers 1 & 2)] will be given to candidates who use screen readers in an examination. No additional extra time allowance will be given due to the use of screen readers. Similarly, no additional extra time allowance will be given to blind candidates or candidates with neurological impairment/severe visual disabilities due to the use of screen readers.

8. The HKEAA accepts no claims that a candidate's performance in an examination is affected by the use of the screen reader due to the following circumstances:
  - (a) He/She is not familiar with the operation of the text-to-speech software.
  - (b) His/Her performance is affected by the design of the text-to-speech software.
  - (c) There are any discrepancies between the contents of the printed (or Braille) question papers and the questions read out by the text-to-speech software.
  - (d) Some information in the question paper cannot be read by the text-to-speech software because the information in the softcopy of the question paper is not compiled in such a way that is readable for the text-to-speech software.
9. In case the screen reader malfunctions during an examination which leads to interruptions for more than 1 minute in total, the examination time will be extended accordingly.

### ***Preparations***

10. Candidates who are allowed to use screen readers in public examinations should familiarise themselves with the text-to-speech software well in advance of the examination.
11. A familiarisation exercise should normally be allowed such that candidates can practise the operation of the designated software for a while (between 10-15 minutes) shortly before the examination starts. Candidates should operate the software on their own during the examination.

香港考試及評核局  
香港中學文憑考試特別考試安排申請  
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION  
APPLICATION FOR SPECIAL EXAMINATION ARRANGEMENTS

考生及家長同意書  
Candidate's and Parent's Consent Form

致：香港考試及評核局

To: Hong Kong Examinations and Assessment Authority

本人確認：

甲、已清楚細閱香港中學文憑考試特別考試安排的『申請指引』；

乙、同意授權 \_\_\_\_\_（學校名稱）為本人／敝子弟：

- (1) 透過香港考試及評核局（考評局）的網上電子表格系統向該局遞交香港中學文憑考試特別考試安排申請、附件 3（如有的話）及此同意書；及
- (2) 按『申請指引』內的文件要求，將醫生／專家簽發的證明文件／附件遞交考評局；及

丙、已得悉本人／敝子弟香港中學文憑考試特別考試安排申請的詳情。

I hereby acknowledge that:

- A. I have read the 'Application Guide' on applications for special examination arrangements (SEAs) in the Hong Kong Diploma of Secondary Education Examination (HKDSE);
- B. I agree to authorise \_\_\_\_\_ (Name of School) to submit on my / my child's behalf:
  - (1) my / my child's application for SEAs in the HKDSE, Annex 3 (if any) and this consent form via the online electronic application system of the HKEAA; and
  - (2) supporting document(s) / annex(es) signed by registered medical practitioner(s) / professional(s) in accordance with the documentation requirements in the 'Application Guide'; and
- C. I have noted the information in my / my child's application for SEAs in the HKDSE.

考生簽署

日期

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

考生姓名

(Name of Candidate: \_\_\_\_\_)

考生身分證號碼首4個字母／數字

First 4 characters / digits of the candidate's HKID No: \_\_\_\_\_

家長簽署

日期

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

家長姓名

(Name of Parent: \_\_\_\_\_)

***Guidelines on Allowing Candidates to Use Speech-to-text Software***  
***(Not Applicable to Category C Subjects – Other Languages)***

***Eligibility Criteria***

1. In general, candidates satisfying the following criteria may be eligible for the use of speech-to-text software to replace handwriting:
  - (a) the candidate has a confirmed diagnosis of SLD, and the candidate’s writing ability in the first language has been assessed on a standardised test with relevant norm (currently, The Hong Kong Test of Specific Learning Difficulties in Reading and Writing for Junior Secondary School Students – Second Edition [HKT-JS(II)] is considered relevant) administered by a qualified educational/clinical psychologist with professional practice training and the test results indicate that the candidate has severe writing difficulties; and
  - (b) the candidate will be provided with the speech-to-text software in internal school assessment(s)/examination(s) before the HKDSE so that he/she is familiar with the arrangements and can apply it effectively in the public examination.

***Scope of Use of Speech-to-text Software in the Public Examination***

2. The use of speech-to-text software may be allowed in an examination only if it does not compromise the assessment objectives of the examination and pose any unfair advantage to SLD candidates over other candidates. It should NOT be used in language subjects where the writing input of candidates are to be assessed. It is only applicable to subjects/papers requiring extended writing such as long essay-type questions. Eligible SLD candidates may use the speech-to-text software in Liberal Studies (2023 HKDSE) / Citizenship and Social Development (2024 HKDSE) and seven elective subjects (i.e. Chinese History, Ethics and Religious Studies, Geography, Health Management and Social Care, History, Literature in English, and Tourism and Hospitality Studies).

***Facilities, Seating Requirements and Examination Arrangements***

3. The following facilities and seating requirements should be observed when providing speech-to-text software to eligible SLD candidates in an examination:
  - (a) The built-in speech-to-text software that comes with MacBook Air (hereinafter called the ‘software’):
 

Apple MacBook Air 13”\*

    - 1.4GHz dual-core Intel Core i5, or above
    - 8GB 1600MHz LPDDR SDRAM
    - 128GB PCIe-based Flash Storage
    - Headphones with microphone (e.g. Apple EarPods)
    - Mouse
    - (Carrying) Case for MacBook Air
    - 3-year extended warranty

\* or the latest basic model of MacBook Air, e.g. MacBook Air (Retina) with 1.1GHz dual-core Intel Core i3

*Remarks:*

- 1) *For matters relating to the purchase of MacBook Air, schools can contact Special Education Support 4 Section of the Education Bureau at 2307 0265.*
- 2) *Speech-to-text software in MacBook Pro may also be considered.*

*Important notes:*

- 1) *As the 'Dictation' function in some Mac operation systems (i.e. Catalina and Big Sur) does not support offline operation, candidates should operate 'Voice Control' function which supports offline operation for converting their speech into text.*
  - 2) *If the candidate has been familiar with the 'Dictation' function in offline mode, the school should avoid updating the macOS for their existing MacBook or install an earlier macOS, such as Mojave.*
  - 3) *Schools should provide sufficient training/practice for the candidates in order to familiarise themselves with the 'Voice Control' or 'Dictation' function.*
- (b) Candidates will have their speech converted into text via the speech-to-text software and word processor, such as MS Word or Pages. They may edit the text with the keyboard and/or allowable Chinese character input methods, such as Cangjie, Quick, Pinyin, Stroke and Q9 input methods. If an external writing pad is used, the request should be considered by the HKEAA on a case-by-case basis. The school/candidate should provide evidence that the writing pad supports MacBook Air and it can be operated with the word association functions disabled.
- (c) Those functions on the software that might affect the fairness or appropriateness of the software must be removed or disabled prior to it being used in the public examination:
- trackpad on the MacBook Air (or MacBook Pro) for editing the text
  - calculation, autotext, predictive text, dictionary/translation, spell check, grammar-check and thesaurus
  - the word association functions for dictation/voice recognition and input methods
  - choice of words with identical pronunciation by the user
- (d) Access to the internet is **NOT** allowed.
- (e) Candidates who are allowed to use the speech-to-text software will be granted supervised breaks in the examination (i.e. normally a 5-minute break for every 45 minutes of examination).
- (f) Candidates should choose to work on an electronic answer sheet (i.e. either MS Word or Pages version) provided by the HKEAA on the day of the examination. Schools and candidates may download the sample electronic answer sheets from the HKEAA website ([http://www.hkeaa.edu.hk/en/Candidates/special\\_needs\\_candidates/hkdse.html](http://www.hkeaa.edu.hk/en/Candidates/special_needs_candidates/hkdse.html)) for practicing the speech-to-text software. The relevant subject teachers are strongly advised to practise the sample electronic answer sheet (either MS Word or Pages version) with the candidate(s) concerned in internal examination(s) before the public examination.

*Remarks:*

- 1) *Schools/candidates must **NOT** amend the preset format/margin of the electronic answer sheet.*
- 2) *If the school needs to update the setting of the computer (including MS Word or Pages), the updating must be completed **before the public examination**. The school should practise the above sample electronic answer sheet with the*



*candidate(s) concerned to ensure normal functioning of the software.*

- (g) After the end of the examination, candidates should, under the instructions and supervision of the invigilation staff, print a hardcopy of the answers (i.e. printed in **actual size** on single-sided pages) and affix the barcode label in the designated box on the first page for submission to the HKEAA for marking. The answers should also be saved on the USB flash disk provided by the HKEAA for submission to the HKEAA for checking if necessary. Under normal circumstances, the softcopy of the answers will **NOT** be marked.
  - (h) Candidates are **NOT** allowed to work on the printed answer script **after the end of the examination**. If a candidate requests to edit/write on the printed answer script, he/she will be allowed to print the answers during the examination. However, he/she will **NOT** be allowed to use the software again and the time spent on printing will **NOT** be compensated.
  - (i) To ensure that ALL candidates are equitably assessed under suitable conditions, the use of speech-to-text software should avoid disturbing other candidates. If feasible, it should be conducted in a single room for individual candidates.
  - (j) If **more than 1 candidate is accommodated in an examination venue**, a minimum of 5 metres distance between their seats is required and special seating arrangements (with noise-blocking partitions or notice boards being erected) should be made available. For instance, a standard classroom can accommodate a maximum of 2 candidates; a function room with the size of around 2 standard classrooms a maximum of 4 candidates; and a school hall 5 or more candidates. Candidates are also required to put on both headphones with microphone (e.g. Apple EarPods) and noise-blocking earmuffs (with Noise Reduction Rating of 29-30 dB) during the examination.
4. For school candidates, the school should provide the computer facilities (including the software and printer), Chinese character input method (if applicable), examination venue (classroom/function room/hall), noise-blocking setup and earmuffs (if applicable) and invigilation personnel in the HKDSE.
5. Private candidates should provide for themselves the speech-to-text software suggested by the HKEAA for the examination.

#### ***Limitations of Using Speech-to-text Software in the Public Examination***

6. The speech-to-text software only serves as an ancillary aid to the candidates in presenting the answers in an examination. Candidates should note the limitations of the assistance that can be offered by the software in the public examination, which depend on the design and familiarity of the software:
- (a) The software is not 100% accurate and using the software to replace handwriting will involve editing/modifying the text to ensure accuracy during the examination. The accuracy of speech recognition also depends on the oral language ability of the user (e.g. pronunciation, fluency). Those who display articulation difficulties or oral disabilities would face problems of poor recognition of the software.
  - (b) The pilot study on speech-to-text software shows that the use of the software does not pose any unfair advantage to SLD candidates over other candidates but the amount of

assistance to SLD candidates is not statistically significant. As such, the software might not be helpful to eligible SLD candidates. Schools should assist eligible SLD students to understand the appropriateness of using the software in learning and assessment, and consider their preference, confidence, familiarity and effectiveness in relation to the use of software, so that the students can make informed choice in applying for using the software in the HKDSE.

- (c) The software cannot compensate for candidates' lack of content knowledge in the subject. Despite the use of software, candidates' performance in the examination is still subject to other learning factors such as whether they can comprehend the examination question and give the answer effectively.
  - (d) Sufficient training should be given to candidates to get familiar with the software (including the allowable Chinese character input methods) and the use of written Chinese for oral dictation. In addition to using it in school internal assessments/examinations, the software should be used on a regular basis for academic work, preferably from **Secondary 5**.
  - (e) Only standard extra time allowance (ETA) (i.e. 25% for conventional papers) will be given to candidates who use the speech-to-text software in an examination.
  - (f) If a candidate is also allowed to use the screen reader in the examination, only standard ETA (i.e. 25% for conventional papers) will be given. **NO** additional ETA will be given for using both the speech-to-text software and the screen reader. The candidate may 'read back' his/her answers with the text-to-speech function of the MacBook Air. He/She may operate both software on the same computer with sufficient training/practice given by the school but he/she is strongly advised to use separate computers in order to lower the chance of technical problem or human error.
7. The HKEAA accepts no claims that a candidate's performance in an examination is affected by the use of the software because he/she is not familiar with the operation of the software or his/her performance is affected by the design of the software. In case a candidate is seriously ill and unable to speak clearly enough for using the software or he/she cannot use the software due to technical problems, the candidate should work on the paper in handwriting.
8. In case the software malfunctions during an examination which leads to interruptions for more than 1 minute in total, the examination time will be extended accordingly.

### ***Preparations***

9. Candidates who are allowed to use the software in the public examination should familiarise themselves with the software well in advance of the examination. If a candidate decides to withdraw from using the software, he/she should inform the HKEAA in writing as soon as possible, preferably in **November of the Secondary 6 school year** (for applications submitted in Secondary 5) or in **February of the examination year** (for applications submitted in Secondary 6 and private candidates). School candidates must do so via their schools.
10. To facilitate schools in logistics arrangements for providing speech-to-text software in the public examination, the guidelines to Centre Supervisors will be distributed to the centre schools concerned by **October** of the year preceding the examination.

11. A familiarisation exercise should normally be allowed such that candidates can practise the operation of the software for a while (between 10-15 minutes) shortly before the examination starts. Candidates should operate the software on their own during the examination.

香港考試及評核局  
校內考試延長作答時間資料  
(適用於自閉症譜系障礙及／或注意力不足／過度活躍症的考生  
並於文憑試申請延長作答時間)

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

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

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

注意事項：

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

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

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

Notes:

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

學校  
School: \_\_\_\_\_

考生姓名  
Name of Candidate: \_\_\_\_\_

香港身分證號碼  
H.K.I.D. Card No.: \_\_\_\_\_

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

自閉症譜系障礙  
Autism Spectrum Disorder

注意力不足／過度活躍症  
Attention-Deficit/Hyperactivity Disorder

其他 Others  
(請列明 Please specify: \_\_\_\_\_)

作答表現 Performance in Test Taking

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

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

2. 請指出考生有沒有出現以下的狀況：

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

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

**校內支援 Support from School**

3. 學校有否為學生在**校內**考試提供延長作答時間？（如是，請列明詳情）  有  否  
Did the school provide ETA to the candidate in **internal examinations**? (If yes, please specify details) Yes No

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

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

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

4. 學校的學生支援組有否持續檢視學生在校內考試的延長作答時間需要？  
Has the SST of school continuously reviewed the candidate's need for ETA in internal examinations?

有 Yes 請提供資料 Please provide details:

(i) 最近一次檢視會議已於 \_\_\_\_\_ 年 \_\_\_\_\_ 月進行。

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

(ii) 檢視結果是否確認學生在校內考試有延長作答時間需要？

Did the review results confirm the candidate's need for ETA in internal examinations?  是  否  
Yes No

否 No （請列明原因 Please specify the reason: \_\_\_\_\_）

簽名 Signature: \_\_\_\_\_

校長 Principal

日期 Date: \_\_\_\_\_

\_\_\_\_\_

家長 Parent

日期 Date: \_\_\_\_\_

\_\_\_\_\_

考生 Candidate

日期 Date: \_\_\_\_\_

**建議為有自閉症譜系障礙的考生提供延長作答時間的佐證**  
**Supporting information to recommend Extra Time Allowance (ETA) for**  
**candidates with Autism Spectrum Disorder (ASD)**

學校

School: \_\_\_\_\_

考生姓名

Name of Candidate: \_\_\_\_\_

香港身分證號碼

H.K.I.D. Card No.: \_\_\_\_\_

**注意事項：**

- (1) 教育／臨床心理學家請根據附件 8 (甲部) 由學校所填寫的「作答表現」部分第二項的相關項目及所收集的資料，填寫下表，以說明考生出現因自閉症譜系障礙功能缺損所引致的一項或以上困難，而有關困難令學生需要延長作答時間。
- (2) 專業人員應綜合多方面的資料以作有效及可信的佐證，如使用有常模參照的測量方法時，評估工具應獲專業普遍認可為合適。請清楚說明標準測驗結果與延長作答時間需要的佐證相互的關聯。

**Notes:**

- (1) With reference to item 2 of Annex 8 (Part A) in “Performance in Test Taking” completed by the school and the information collected, educational/clinical psychologists are requested to fill out the following table to illustrate at least one or more difficulties manifested by the candidate due to functional impairment(s) and the resulting needs for ETA.
- (2) Practitioners are advised to incorporate multiple sources of information to provide valid and reliable empirical evidence. When using norm-referenced measures, the assessment tools should be generally recognised as appropriate by professional standards. Linkages between standardised assessment findings and the needs for ETA should be clearly elaborated.

**第一部分：功能缺損及佐證**

**Part 1: Functional impairment and supporting information**

<b>反映有需要延長作答時間的 功能缺損 Functional impairment(s) suggesting ETA needs</b>	<b>佐證 Supporting information</b>
<input type="checkbox"/> 做事欠缺彈性，過份執著小節或有固執的工作習慣，因而影響工作速度 Impeded working speed due to rigidity and obstinacy on workflows or obsession with details	
<input type="checkbox"/> 容易受環境影響分心或過度沉浸於無關的思緒／事物／自我刺激的行為而影響工作速度 Impeded working speed due to weaknesses in attention control or excessive obsession with thoughts, objects or self-stimulation	
<input type="checkbox"/> 思考欠流暢或處理文字／語言訊息較慢，因而影響工作速度 Lack of fluency in thinking or slowness in processing of texts/languages, which results in impeded working speed	



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**第二部分：其他支持延長作答時間的資料及佐證 (如適用)**

**Part 2: Other supporting information (if any)**

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**第三部分：結論**

**Part 3: Conclusion**

建議提供延長作答時間  是  
Recommend extra time allowance in examination  Yes

本人確定上述資料正確無誤。  
**I confirm that the above information is accurate.**

心理學家姓名  服務機構   
Name of Psychologist:  Organisation:

資歷 (例如：專業學會會員資格)  
Qualifications (e.g. professional membership):

考評局或會要求提供證明文件作核對用。The HKEAA may ask for documentary proof.

心理學家簽名  日期   
Signature of Psychologist:  Date:

建議為有注意力不足/過度活躍症的考生提供延長作答時間的佐證  
Supporting information to recommend Extra Time Allowance (ETA) for  
candidates with Attention-Deficit / Hyperactivity Disorder (AD/HD)

學校  
School: \_\_\_\_\_

考生姓名  
Name of Candidate: \_\_\_\_\_

香港身分證號碼  
H.K.I.D. Card No.: \_\_\_\_\_

**注意事項：**

- (1) 教育／臨床心理學家請根據附件 8 (甲部) 由學校所填寫的「**作答表現**」部分**第二項的相關項目**及所收集的資料，提供佐證以說明考生因功能缺損，以致其工作速度持續並顯著地緩慢，或在時限下作答的篇幅/質素受顯著影響，令學生需要延長作答時間。
- (2) 專業人員應綜合多方面的資料以作有效及可信的佐證，如使用有常模參照的測量方法時，評估工具應獲專業普遍認可為合適。請清楚說明標準測驗結果與延長作答時間需要的佐證相互的關聯。

**Notes:**

- (1) With reference to item 2 of Annex 8 (Part A) in "Performance in Test Taking" completed by the school and information collected, educational/clinical psychologists are requested to provide supporting information to illustrate that due to functional impairment(s), the candidate's speed of working is persistently and significantly slow, or the length/quality of work under time limits is significantly hampered, thus resulting in the need for ETA.
- (2) Practitioners are advised to incorporate multiple sources of information to provide valid and reliable empirical evidence. When using norm-referenced measures, the assessment tools should be generally recognised as appropriate by professional standards. Linkages between standardised assessment findings and the needs for ETA should be clearly elaborated.

**第一部分：功能缺損及佐證**

**Part 1: Functional impairment and supporting information**

**(i) 反映有需要延長作答時間的功能缺損**

**Functional impairment(s) suggesting ETA needs**

- 在注意力的持久度及集中應試方面表現極大困難，並顯著及持續地影響其工作速度或作答篇幅/質素  
Exceptional difficulties in sustaining attention which significantly and persistently hamper the speed of working or the length/quality of answers
- 在安坐應試方面表現極大困難，並顯著及持續地影響其工作速度或作答篇幅/質素  
Exceptional difficulties in on-seat behaviour which significantly and persistently hamper the speed of working or the length/quality of answers
- 在規劃及組織能力方面表現極大的困難，並顯著及持續地影響其工作速度或作答篇幅/質素  
Exceptional difficulties in planning and organisation which significantly and persistently hamper the speed of working or the length/quality of answers

**(ii) 佐證 – 請在以下空白部分解說考生如何 (a) 因相關的功能缺損而其工作速度顯著及持續受影響；以致 (b) 工作速度顯著緩慢，或在時限下的作答的篇幅/質素受顯著影響。**

**Supporting Information – Please illustrate in the blank space below (a) how the candidate's speed of working is significantly and persistently affected by the related functional impairment(s), such that (b) the working speed or length/quality of work under time limits is significantly hampered.**

佐證 (須包括(a)及(b)的解說) Supporting information (must include illustration on (a) and (b))

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**第二部分：其他支持延長作答時間的資料及佐證 (如適用)**

**Part 2: Other supporting information (if any)**

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**第三部分：結論**

**Part 3: Conclusion**

建議提供延長作答時間  是  
Recommend extra time allowance in examination  Yes

本人確定上述資料正確無誤。  
I confirm that the above information is accurate.

心理學家姓名  服務機構   
Name of Psychologist:  Organisation:

資歷 (例如：專業學會會員資格)  
Qualifications (e.g. professional membership):

考評局或會要求提供證明文件作核對用。The HKEAA may ask for documentary proof.

心理學家簽名  日期   
Signature of Psychologist:  Date:

## HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

**Applications for Special Examination Arrangements  
Guidelines for Processing of Supporting Documents by Schools*****Introduction***

1. In processing applications for special examination arrangements (SEAs) from candidates with special needs in the Hong Kong Diploma of Secondary Education Examination (HKDSE), schools (on behalf of their candidates) and private candidates should submit the applications online together with the supporting documents (e.g. psychological assessment reports, medical documents, annexes, supporting letters from schools / teachers) to the Hong Kong Examinations and Assessment Authority (HKEAA) via the SEA Online Services (hereafter called ‘Online Services’) at the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk/>).
2. Each application for SEAs must be accompanied by supporting documents. Before making an application via the Online Services, schools should carefully read the ‘Application Guide’ for the types of supporting documents to be submitted by candidates with different types of special needs.
3. As the supporting documents contain information about candidates’ special needs, e.g. diagnoses of candidates’ medical problems, results of psychological assessment of candidates’ reading and writing abilities, they **are candidates’ personal data and shall be classified and handled as restricted information. They must be handled with the strictest confidence and guarded against unauthorised access.**
4. Schools are requested to submit all the supporting documents via the Online Services. Supporting documents are usually issued by medical practitioners or professionals (e.g. occupational therapists, audiologists and psychologists) in the form of hardcopies. Under such circumstances, each of these documents, after submission to schools by the candidates, must be converted into an electronic format (electronic file) via scanning, before it can be uploaded onto the Online Services for transmission to the HKEAA.
5. If the supporting documents received by schools are in an electronic format, then the files can be uploaded directly to the Online Services provided that the files are in any of the following formats and the total size does not exceed 10MB:  

PDF, JPEG or JPG
6. For each school, please ensure that only the principal and the ‘SEA Application Officer(s)’ designated by the school can access the Online Services. While the SEA Application Officer is responsible for making the applications via the Online Services, the school may designate the SEA Application Officer or other staff member(s) to handle the supporting documents after making certain that they are aware of the guidelines in handling restricted personal data.
7. All applications and supporting documents should be processed on a designated computer with restricted access. Furthermore, during the conversion of the supporting documents into electronic files, where necessary, the electronic files thus created should only be sent to and stored on this computer. Any temporary storage device used must be password-protected.
8. The following provides some guidance to schools on how to handle the supporting documents when making applications for SEAs via the Online Services.

### ***Receipt of Hardcopies of Supporting Documents***

9. Upon receipt of the supporting documents from the candidates, record the following information:

- (a) number of supporting documents submitted by the candidate; and
- (b) name, issue date and total number of pages of each document.

Keep the documents in safe custody and away from any unauthorised access.

### ***Conversion of Hardcopies of Supporting Documents into Electronic Files***

10. Prior to making an application on the Online Services, convert the hardcopies of supporting documents into electronic files via scanning.

11. The SEA Application Officer (or the staff designated for handling the supporting documents) should be present throughout the process of scanning. Never leave the supporting documents unattended at the scanning machine.

12. Some fax machines can save their scanned documents in the machine, same for photocopiers or scanning machines. If there is such a function, that function should be turned off before scanning.

13. In case a supporting document has more than one page but is not paginated, before de-stapling, write the page number at the back (if the document is single-sided) or at a corner of each page using a pencil. This allows the pages to be arranged in the correct sequence again in case the pages are accidentally mixed up after de-stapling.

14. If the count of number of pages scanned is available on the scanning machine, check this count against the total number of pages of the document.

15. After scanning one document, staple the document immediately to avoid the loss of any page of the document.

16. In case a candidate has more than one supporting document, scan each document into a separate electronic file.

17. If the designated staff has to scan the supporting documents of more than one candidate, to avoid mixing up of the documents of the candidates, he / she should scan all the supporting documents of one candidate before proceeding to handle those of another candidate.

18. Where the scanning is done on a photocopier or fax machine, in case paper jamming occurs, check to ensure that all jammed papers are cleared from the photocopier or fax machine. It is advisable to scan the whole document again to ensure that it is completely scanned.

19. After scanning, cross check that the hardcopies of the supporting documents are not left at the scanning machine. Keep the documents in safe custody again.

20. Specifications of the electronic files (scanned images)

- (a) File formats: PDF, JPEG or JPG
- (b) Total File size: 10MB or below
- (c) Image resolution: 200dpi or below

It is advisable to scan the documents into black and white images in order to minimise the file size.

### ***Checking, Processing and Storing of Electronic Files (Scanned Images) of Supporting Documents***

21. Process and store the electronic files of the supporting documents on a designated computer / drive / folder with restricted access and with screen saver protection. The designated staff should activate the screen saver whenever he / she needs to be away from the workstation for a short while in order to ensure that the supporting documents displayed on the monitor or stored in the hard disk cannot be accessed by others. Under such circumstances, the hardcopies of the documents must not be left unattended.
22. Check on the designated computers that the electronic files of all supporting documents scanned are successfully created.
23. For each electronic file of the documents, check to ensure that:
  - (a) the total number of pages of the scanned document in the electronic file tallies with that of the hardcopy and the record stated in paragraph 9;
  - (b) each page of the hardcopy of the document has been scanned;
  - (c) each page of the document has been completely scanned; and
  - (d) the information in the electronic file is clearly legible.

In case of incomplete or unclear scanning of any page of the supporting documents, scan the whole document again. The electronic files with incomplete or unclear scanning should be deleted from the computer / drive / folder at once to avoid mixing up with the files of the same documents created during re-scanning.

24. The filenames of the electronic files created by the computer during scanning are usually sets of numbers. It is thus difficult for one to tell which candidate a particular file belongs to. This is particularly risky when the supporting documents of more than one candidate have to be handled at the same time, as the files of different candidates can be easily mixed up. Thus, it is advisable to rename the electronic files of the supporting documents by including, say, the names of the candidates as part of the filenames. It is important that the electronic files are clearly and systematically indexed in order to minimise the chance of mixing up of supporting documents of different candidates.

### ***Submission of Electronic Files of Supporting Documents via the Online Services***

25. The SEA Application Officer should upload the electronic files of the supporting documents onto the Online Services. Activate the screen saver whenever he / she needs to be away from the computer for a short while.
26. After successful submission of an application, delete all the electronic files of the supporting documents of the candidate from the hard disk of the computer and / or any storage media. Clear the files in the 'Recycle Bin' of the computer.