

Ref : DSE/OP 5/2013

18 September 2012

To: Principals of HKDSE participating schools

Dear Principal

Examination Accommodation for 2013 HKDSE

In May 2012, schools were informed of the 2013 composite timetable for the Hong Kong Diploma of Secondary Education (HKDSE) Examination and the Hong Kong Advanced Level Examination (HKALE) via General Examination Circular No. (6) 2011/2012. To cater to the specific needs of 2013, we appealed to all participating schools for their cooperation and collaborative support in reserving their school halls/classrooms for the conduct of the 2013 examinations.

Schools have been our much valued partners in examination administration over the years, through their provision of invigilation staff and school premises for the conduct of examinations, which is a requirement of schools' participation in the public examinations. In order to provide candidates with a suitable environment for public examinations and to meet the objective of administering quality examinations, the following guidelines regarding the provision of examination venues have been adopted:

- (a) *Examination venues are defined as:*
 - (i) *School hall or gymnasium, and the areas within 2 metres outside its entrance;*
 - (ii) *Classrooms and the corridor outside the classrooms on that floor. This is applicable to both written and speaking examinations.*
- (b) *There should be sufficient lighting and ventilation and air-conditioning, as far as possible, to shield off external noise disturbance and maintain a comfortable temperature.*
- (c) *Only candidates and invigilation staff are allowed to enter the examination venues, except with the permission of the centre supervisor.*

Based on our projection of examination accommodation requirements for 2013 (**Appendix**), we have drawn up a provisional accommodation schedule for the HKDSE Examination as follows:

(a) **Written examinations**

In anticipation of the acute shortage of accommodation for the HKDSE core subjects, i.e. Chinese Language, English Language, Mathematics (Compulsory Part) and Liberal Studies (CEML), your kind cooperation is sought by ***making your school halls available*** on the examination days for these subjects so that we can arrange for candidates to sit their examinations in the same centre as far as possible. At the same time, we will make our best effort to minimise the number of schools that have to be closed for the HKDSE core subject examinations.

(b) Speaking examinations

We earnestly request you to provide your classrooms for use as speaking examination centres in March and May 2013 in accordance with the proposed examination periods in the ***Appendix***. For the purpose of implementing the Oral Recording System, a set of computer equipment will be set up in each examination room from 4:15 pm on the examination days. To ensure the quality of the sound recording in the examination rooms, classrooms of schools with a quiet environment will be selected first. In the interests of your candidates, your continued support in making your classrooms available will be highly appreciated.

Actions required

(1) School Information – Form 1A (Basic School Information) and Form 1B (School Information – Accommodation for examinations)

To maintain up-to-date records of schools participating in the 2013 HKDSE, please provide your school information by completing Forms 1A and 1B and return them to us by post (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) or by fax (Fax. no. 3628 8990) **on or before 11 October 2012**.

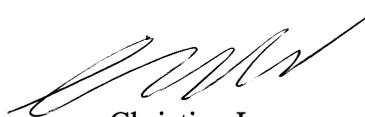
(2) Examination Centre Management (ECM) System

Schools with suitable examination accommodation are requested to confirm the availability of their school venues for the conduct of the 2013 HKDSE. School Examination Officers can login the Examination Centre Management (ECM) System at the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk>) **between 19 September and 11 October 2012** by using their designated **User IDs** and **login passwords** which they have been using in the 2012 HKDSE examination. Schools are advised to read carefully the “User Manual for the HKDSE Examination Centre Management System” before completing the return to the HKEAA. The User Manual will be available for download from the Examination Centre Management System from 19 September 2012. If you have any enquiries, please contact Mr Dick Li of the School Examinations and Assessment Division on 3628 8906.

We deeply appreciate the high level of cooperation which most school principals have given us and treasure our partnership in providing quality examination services over the years. We look forward to another year of smooth administration of public examinations with your school’s valuable support and contribution.

If you have any questions, please feel free to contact Ms Margaret Hui, General Manager of School Examinations and Assessment Division at 3628 8900.

Yours sincerely



Christina Lee
Director - Public Examinations

c.c. Ms Cora Ho, PAS (Ed Infrastructure), EDB
Ms Flemy Yip, CEO(HKEAA), EDB

CL/MH

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Provisional Accommodation Schedule for 2013 HKDSE

A provisional examination accommodation plan has been worked out based on past years' experience, the 2013 examination timetable (copy attached) and the projected subject entries for the 2013 HKDSE. To facilitate schools in planning the use of their school premises and facilities for the conduct of the examinations, the proposed block bookings of your school hall / classrooms are indicated on the **Examination Centre Management (ECM) System of the HKDSE Examination Online Services** (<https://www.hkdse.hkeaa.edu.hk>).

2013 Examination Schedule

1. HKDSE Written Examinations

- (1) Examination period: 2/4/2013 – 2/5/2013

In anticipation of a higher candidature in 2013, a larger number of examination centres will be needed for the conduct of written examinations. School principals are asked to make available their school halls/classrooms according to the estimated requirement as indicated on the ECM System. In case schools have planned their internal examinations or school functions on certain dates that clash with the usage of your examination venues, school principals are requested to indicate the details of such activities in the appropriate box on the ECM system. Depending on the availability of examination centres in a particular district, schools may have to reschedule their own activities to accommodate the public examinations.

- (2) Chinese Language (8-9/4/2013) and English Language (12 -13/4/2013)

Each of the two language examinations will be held on two consecutive dates as indicated above. The Listening Tests will be broadcast by radio (or infra-red transmission system at selected examination halls). The test dates are:

Subject	Listening Test Date	Time
Chinese Language	Tuesday 9/4/2013 [#]	9:15 am –12:00 noon approx.
English Language	Saturday 13/4/2013 [#]	9:15 am –12:00 noon approx.

[#] For Listening Test sessions using radio broadcast or infra-red transmission system, please make available 1-2 additional classrooms to be used as “Special Rooms”.

- (3) CEML Written Examinations (8/4/2013 – 10/4/2013, 12/4/2013 – 13/4/2013 and 15/4/2012)

Owing to the large candidatures of Chinese Language, English Language, Liberal Studies and Mathematics (Compulsory Part), apart from making use of all available school halls, a number of schools will have to give days off to their students so as to make available sufficient classrooms for examination purposes. It would be beneficial to candidates if they can be allocated to the same examination centres for all their language examinations. For this purpose, school principals are requested to make their school halls/classrooms available on the examination dates as specified in the ECM System.

2. HKDSE Speaking Examinations

The speaking examinations of language subjects will be conducted during the following periods:

Chinese Language Speaking Examination	11/3/2013 – 28/3/2013 (Mon to Fri, 5:00 pm to around 8:30 pm)
English Language Speaking Examination	2/5/2013 – 16/5/2013 (Mon to Fri, 5:00 pm to around 8:30 pm)

To facilitate the operation of the Oral Recording System, a set of computer equipment will be set up in each examination room and schools are requested to ***make available their classrooms from 4:15 pm on the examination days*** for setting up the equipment. To ensure the quality of the sound recording in the examination rooms, schools with a quiet environment will be selected first.

School principals are requested to provide 2 to 3 floors each with at least 5 to 6 classrooms on each floor for use as examination centres during the specified periods. Please indicate on the ECM System **the number of classrooms** that can be made available.

3. Practical Examinations

Assistance from some schools will be sought regarding the conduct of the practical examinations and the schools concerned will be contacted individually.

Final Accommodation Plan

The accommodation requirements will be finalised when candidates' registration data and their choice of examination area for the 2013 HKDSE are available. As soon as the centre allocation exercise is completed, schools will be informed in mid-January 2013 of the exact dates on which their accommodation will be needed. Following previous practice, for schools with classrooms to be used for CEML written examinations, the Authority will seek approval from the Education Bureau to give special holidays to their students during 8-10 April, 12-13 April and 15 April 2012, as appropriate.

School Information Form 1B (School Information – Accommodation for examinations)

Schools are requested to indicate on the ***Reply Form*** any anticipated special circumstances that may affect the availability of their school hall for use as an examination centre between March and May 2013 (e.g. renovation of school hall, noisy construction within the school premises or in the vicinity). **We urge that schools avoid scheduling school functions, such as open day, speech day, inter-school functions and competitions during the periods when your school is required for examination purposes. Your cooperation in this regard is vital to ensuring that candidates are provided with suitable venues for public examinations.**

Please return the completed ***Reply Form*** to the HKEAA by post (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) or by fax (Fax. no. 3628 8990) **on/before Thursday, 11 October 2012.**

2013 年香港中學文憑考試
2013 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

基本學校資料
Basic School Information

學校編號
School Code

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[請更新本表格的資料(如適用)並於 2012 年 10 月 11 日(星期四)或以前郵寄(地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓)或傳真(傳真號碼：3628 8990)至香港考試及評核局。]
 [Please complete this form by updating the information contained therein (where applicable) and return it to the HKEAA by post (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) or by fax (Fax. no. 3628 8990) **on/before Thursday, 11 October 2012.**

學校名稱 Name of School	(中 文) (in Chinese)
	(英 文) (in English)
學校地址 Address	(中 文) (in Chinese)
	(英 文) (in English)
電話號碼 Telephone Number	校長室 Principal
	辦事處 Office
傳真號碼 Fax Number	
校長姓名(中文)	_____ 博士／先生／女士 #
Name of Principal (English)	Dr./Mr./Mrs./Miss # _____

本校設有升降機及傷殘人士洗手間，有需要的考生可乘升降機直達香港中學文憑考試試場。 Lift and washroom for the disabled are available in our school. Candidates in need can access to the hall / classrooms for the HKDSE Examination direct.	<table style="width: 100%; text-align: center;"> <tr> <td>是 Yes</td> <td>否 No</td> </tr> <tr> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> </tr> </table> <p style="font-size: small;">* 請於適當方格內加上✓號 Please tick the appropriate box</p>	是 Yes	否 No		
是 Yes	否 No				

有關考試事宜，考評局職員可於日間辦公時間聯絡下列人士：

HKEAA staff may contact the following person(s) concerning examination matters during school hours:

HKDSE: Dr./Mr./Mrs./Miss # _____ 博士／先生／女士 #；

電話號碼 Telephone no.: _____

註：如上述列印的資料有錯誤，請用筆更正。

Note: Please amend the pre-printed data with a pen if necessary.

刪去不適用者 Delete where inappropriate

考評局可透過下列電郵地址，將有關科目／考試安排的資料傳送至本校：

HKEAA may send subject-related or examination arrangements information to our school via the following e-mail address(es):

電郵 E-mail _____

2013 年香港中學文憑考試
2013 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

學校資料 — 考試使用的場地
School Information — Accommodation for examinations

學校編號
School Code

[請填妥此表格並於**2012年10月11日(星期四)**或以前郵寄(地址：香港灣仔軒尼詩道130號修頓中心12樓)或傳真(傳真號碼：3628 8990)至香港考試及評核局。]

[Please complete this form and return it to the HKEAA by post (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) or by fax (Fax. no. 3628 8990) **on/before Thursday, 11 October 2012.**

1. 如貴校校舍將於2012/2013年進行擴建／裝修工程，請在此說明：
 If extension/renovation works are planned to be carried out in your school in 2012/2013, please specify below:

受影響的校舍 (請在適當方格內加✓號)
 Accommodation affected: (Please tick the appropriate box(es))

工程類型
 Type of work: _____

禮堂 Hall

時間
 Period: _____

課室 Classrooms

其他(請註明) Others (please specify)

2. 若貴校校舍附近將有大型工程於考試期間進行，並可能引致噪音問題，請在此提供資料：
 If large-scale construction work is anticipated in the vicinity of your school which may cause noise problem during the examination period, please provide information below:

工程類型 Type of work: _____ 時間 Period: _____

工程公司名稱及聯絡電話 Name & Phone no. of construction company: _____

3. 如貴校校舍附近環境有重大改變，或曾於2012年文憑試／高考後在貴校禮堂／課室安裝節省能源的照明系統，因而可能影響禮堂／課室接收收音機廣播，請在此提供資料(例如：承建商名稱、有關房間名稱／編號)。假若貴校擬於2013年香港中學文憑試／香港高級程度會考前安裝此類照明系統，亦請提供有關資料：

If there is any significant change in the surrounding environment of your school, or your school has installed energy-saving lighting in the hall/classrooms after the 2012 HKDSE/HKALE, both of which may affect the reception of radio broadcast in the hall/classrooms, please provide information below (e.g. name of the contractor, name(s)/room number(s) of the room(s) concerned). Please also provide the relevant information in case your school is going to install energy-saving lighting in the hall/classrooms before the 2013 HKDSE/HKALE.

4. 如貴校鄰近其他學校，請提供有關學校的名稱，以便本局在考試前聯絡有關學校，要求他們在考試期間減低聲浪。
 Please provide the name(s) of neighbouring school(s) (if any) so that the Authority can contact the school(s) before the HKDSE/HKALE to solicit their assistance in minimising noise disturbance during the examinations.

5. 其他事宜及備註
 School's other remarks: _____

學校名稱

Name of School: _____

校長簽署

Signature of Principal: _____

日期

Date: _____

- 如貴校是夜校而與日校共用同一校舍的話，請在左列方格加上'√'號。並請填寫日校的名稱：

If your school is an evening school and is sharing the same accommodation with a day school, please put a '√' in the box. Please provide the name of the day school below: