

Phone: 3628 8911  
Ref. No.: DSE/OP 5/2013

10 January 2013

Dear Principal,

### **Hong Kong Diploma of Secondary Education Examination 2013 Final Accommodation Arrangements and Nomination of Centre Supervisors and School Technicians**

I refer to our letter of 7 December 2012 seeking schools' confirmation on the provisional centre usage for the 2013 HKDSE Examination. This letter is to confirm the Final Centre Usage and to announce the launch of the new Examination Personnel Management (EPM) Online Service for nomination of centre supervisors and school technicians.

#### **Examination Centre Management (ECM) System**

##### **(a) Final Centre Usage**

The final accommodation arrangements for the 2013 HKDSE Examination (including special centres for SEN candidates and oral centres for Chinese Language and English Language Speaking tests) will be available for viewing on the Examination Centre Management (ECM) System from **12:00 noon on 17 January 2013**. School Principals and School Examination Officers (SEOs) may login the ECM System of the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk/>) to access the “**Centre Usage Overview 試場使用分配概覽**” and “**Centre Usage Calendar 試場使用分配日程**” for the 2013 HKDSE Examination. Every effort has been made to reduce possible disruption to your school by keeping the usage of your accommodation to the minimum.

I would like to draw your attention to the fact that in case there are late entries/subject amendments received after 17 January 2013, the total number of candidates allocated to your school as shown in the final centre usage table is subject to change and will be finalised in early February 2013.

For schools that have agreed to provide their classrooms for conducting the Chinese Language, English Language, Mathematics (Compulsory Part) and/or Liberal Studies written examinations, the letter from the Permanent Secretary for Education concerning the suspension of classes is enclosed. A copy of the examination timetable for the 2013 HKDSE Examination is enclosed again. Please note that 3 and 4 May 2013 have been earmarked as reserve examination dates for contingency purposes.

##### **(b) Collection of Questions Paper and Return of Answer Scripts**

Schools have been asked to indicate their option regarding the collection of questions papers and the location for the return of answer scripts by completing a “Centre Information Form” to the HKEAA in late December 2012. School Principal and SEOs may login the ECM System to view your choice as well as the testing results of the radio reception reported by your school through the “**Examination Logistics 考試安排**” function of the ECM System for the 2013 HKDSE Examination. In addition, schools used as home centres for own SEN candidates have been asked to indicate their option on a Reply Form and return it to the HKEAA by 16 January 2013. The information provided will be uploaded to the ECM System as soon as it is received. In case there are any discrepancies, please inform Mr Dick Li at telephone number 3628 8906 (normal centres) and Ms. Carmen Wu at telephone number 3628 8966 (home centres for SEN candidates) **on or before 26 January 2013**.

##### **(c) Payment Account Information**

Schools may view the payment accounts they provided to the HKEAA for the 2012 HKDSE Examination on the ECM System under “Payment Account Information **收款帳戶資料**”. SEOs are reminded to login the System and verify the payment account information of their school carefully. If amendments are required, the SEOs may update the information directly on the ECM System **between 17 January and**

**26 January 2013.** After the amendment period, schools may only view their payment account information on the System.

### **Examination Personnel Management (EPM) Online Service**

A new Examination Personnel Management (EPM) Online Service will be launched **at 12:00 noon on 17 January 2013**. School principal and SEOs may login the HKDSE Examination Online Service (<https://www.hkdse.hkeaa.edu.hk/>) to perform the following functions:

- (a) Maintain examination personnel information;
- (b) Nominate examination personnel; and
- (c) Enquire about the contact information on parking facilities for external invigilators.

The User Manual will be available for download from the EPM Online Service from 17 January 2013.

### **Nomination of Centre Supervisors and School Technicians**

Principals of schools used as examination centres are invited to nominate their teachers to serve as Centre Supervisors and School Technicians via the EPM Online Service **between 17 January 2013 and 26 January 2013**. The following points should be noted:

- (a) For centre schools that will be used for the Visual Arts, Technology & Living and / or Design & Applied Technology examinations, the Centre Supervisor(s) should preferably be the subject teacher(s) for the respective examination(s);
- (b) When nominating teachers to serve as Centre Supervisors, it is important to note that all announcements made by the Centre Supervisors should be in the same language medium of the subject to be examined;
- (c) School technicians will be responsible for the set-up of the PECSS/ASTS equipment (for all written examinations held in school halls);
- (d) For centre schools using the Infra-red Transmission System / Public Address System for the listening tests of language subjects and Music, please also nominate a school technician.

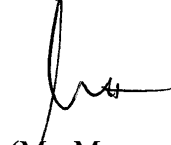
Schools will be invited to nominate staff members to serve as Invigilators / Special Room Invigilators at a later stage. Details will be announced in early February 2013.

Your attention is drawn to the revised arrangements for the payment of honorarium / travelling allowance to school personnel in the 2013 examinations. For details, please refer to our letter Ref. DSE/FN/9 dated 20 December 2012

While schools presenting candidates for the Examination have to make their premises available as examination centres and also their staff as invigilators, we deeply appreciate your collaboration and partnership in administering the examinations for our candidates.

Thank you once again for your kind assistance and co-operation. If you have any questions, please feel free to contact Mr Dick Li at telephone number 3628 8906.

Yours sincerely,



(Ms. Margaret Hui)  
General Manager  
School Examinations & Assessment Division