

Tel.: 3628 8860  
Ref.: DSE/OP 26

30 August 2012

To: Principal of schools participating in 2013 HKDSE Examination

Dear Principal,

### **Hong Kong Diploma of Secondary Education (HKDSE) Examination Important pre-examination events for the 2013 Examination**

Following the successful completion of the June registration for Category C subjects (Other Languages – November 2012 Series), we would like to draw your attention to the important pre-examination events for the 2013 HKDSE Examination as detailed in this letter.

#### **September Registration**

Registration for Categories A, B and C (Other Languages – June 2013 Series) subjects of the 2013 HKDSE Examination will be accepted **from 19 September to 11 October 2012**. Schools are requested to submit their students' subject entries via the HKDSE Examination Registration System before the closing date for registration. In a bid to improve our services to schools, a survey on the use of the Registration System was conducted among schools in January this year. Based on schools' feedback and suggestions, we have enhanced the system workflow and functions of the Registration System, as well as its interface with the WebSAMS in collaboration with EDB. The major improvements will be presented at the school briefing sessions to be held in September 2012. We are thankful to schools for providing valuable and constructive comments to streamline the registration process.

Details of the procedures for registration of school candidates for 2013 HKDSE Examination will be promulgated via school circular in early September 2012.

#### **Applications for Special Examination Arrangements**

Candidates with special needs who wish to apply for special examination arrangements in the 2013 HKDSE Examination but did not file their applications in October 2011, or S5 students who will be entering for the 2014 HKDSE Examination are invited to submit their applications via the Special Examination Arrangements (SEA) Online Services **from 5 September to 24 September 2012**.

For details, please refer to the HKDSE Examination Circular No. (1) 2012/2013 dated 30 August 2012 regarding the application for special examination arrangements.

### **Examination Accommodation**

The new Examination Centre Management (ECM) System was launched in January this year to enable schools to view the provisional and final centre usages of the 2012 HKDSE Examination and to update their payment account information via the online services. The ECM System has been enhanced to facilitate schools to confirm the availability of school venues and facilities for the conduct of 2013 HKDSE Examination via online submission. Schools can login the HKDSE Examination Online Services to update the centre information **from 19 September to 11 October 2012**. Schools will be notified of the arrangements of examination accommodation for 2013 by mid-September.

### **Support for schools**

To familiarise schools with the HKDSE Examination Online Services and to provide school users with a refresher training on the Registration System and SEA Online Services, the following activities will be organised for schools in September 2012:

#### **(a) School briefing**

School principals or nominees, School Examination Officers (SEO) and SEA Application Officers are cordially invited to attend one of the briefing sessions to be held on **13 September and 18 September 2012** (*Note: SEA application procedures will only be covered in the session of 13 September*). Details are provided in **Annex 1**. The presentation materials will be uploaded to the main page of the relevant systems of the HKDSE Examination Online Services after 13 September 2012. To facilitate our logistics arrangements, please sign up for the briefing at [http://esurvey.hkeaa.edu.hk/2013HKDSE\\_Briefing](http://esurvey.hkeaa.edu.hk/2013HKDSE_Briefing) on or before **10 September 2012**.

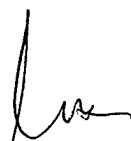
#### **(b) Hands-on Workshop (optional)**

School Examination Officers (SEO) and SEA Application Officers are invited to attend a two-hour workshop on **19, 21 or 24 September 2012** in order to acquire hands-on experience with the Registration System, the ECM System and the SEA Online Services. Enrolment will be accepted on a first-come-first-served basis by calling the HKEAA technical hotline (3628 8333) **on or before 17 September 2012**. Details are provided in **Annex 2**.

Thank you for your continuous support and collaboration in the administration of the HKDSE Examination. We look forward to meeting you and your teachers at the above events.

In case you have any queries, please contact our Public Examinations Information Centre on 3628 8860.

Yours faithfully



Margaret Hui (Ms)

General Manager, School Examination and Assessment Division

**Hong Kong Diploma of Secondary Education Examination 2013  
Briefings for schools on the Pre-examination Related Systems**

<b>Date/Time</b>	<b>Venue</b>	<b>Language Medium</b>
<b>13 September 2012</b> 1:45 – 5:00 pm	<b>EDB Kowloon Tong Education Services Centre</b>	Cantonese
<b>18 September 2012</b> 1:45 – 4:00 pm	Lecture Theatre, 4/F, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon	

**Rundown:**

<u>Time</u>	<u>Details</u>
1:45 – 2:00 pm	Registration for <b>Part 1</b>
2:00 – 4:00 pm	<b><u>Part 1 Registration and Examination Accommodation</u></b> September Registration for the 2013 HKDSE Examination: <ul style="list-style-type: none"><li>◆ important administrative arrangements</li><li>◆ procedures for registration using the WebSAMS</li><li>◆ highlighting the major improvements of the Registration System</li></ul> Examination Accommodation for the 2013 HKDSE Examination: <ul style="list-style-type: none"><li>◆ important administrative arrangements &amp; introduction of new functions of ECM System</li></ul> Q&A Session

**[Note: Part 2 will NOT be covered in the briefing of 18 September 2012.]**

4:00 – 4:10 pm	Break & Registration for <b>Part 2</b>
4:10 – 5:00 pm	<b><u>Part 2 Application for Special Examination Arrangements</u></b> <ul style="list-style-type: none"><li>◆ Special Examination Arrangements (SEA) for the 2013 and 2014 HKDSE Examinations</li><li>◆ Enhancements to SEA Online Services</li></ul> Q&A Session

<b>Target</b>	(i) Principal or nominee;
<b>Participants:</b>	(ii) Teacher or staff member who will serve as School Examination Officer (SEO) to handle the registration matters of the HKDSE Examination in the Registration System and in the HKEAA module of the WebSAMS; and (iii) Teacher or staff member who will serve as Special Examination Arrangements (SEA) Application Officer to apply for SEA on behalf of students with special needs in the HKDSE Examination.

Due to limited seating capacity, each school may nominate up to **2 representatives** to attend the briefing sessions. Schools are requested to sign up for the briefings at [http://esurvey.hkeaa.edu.hk/2013HKDSE\\_Briefing](http://esurvey.hkeaa.edu.hk/2013HKDSE_Briefing) on or before **Monday, 10 September 2012**.

*Note: No confirmation will be sent to successful registrants unless any briefing session is over-subscribed due to limited seating capacity.*

**Hong Kong Diploma of Secondary Education Examination 2013  
Hands-on Workshops for Pre-examination Related Systems**

To support teachers/staff members of schools in completing the HKDSE Examination 2013 registration (including application for Special Examination Arrangements (SEA)) and updating the examination accommodation via the ECM System, an induction workshop for school users has been arranged. Participants will be guided to walk through the system functions during the two-hour session.

The details of the two-hour workshop are provided as follows:

<b>Session</b>	<b>Date/Time</b>	<b>Venue</b>
<b>1</b>	19 September 2012 2:00 – 4:00 pm	Lai King Assessment Centre
<b>2</b>	19 September 2012 4:00 – 6:00 pm	<u>Address:</u> G/F, Estate School 1, Lai King Estate, Kwai Chung, NT
<b>3</b>	21 September 2012 2:00 – 4:00 pm	
<b>4</b>	21 September 2012 4:00 – 6:00 pm	
<b>5</b>	24 September 2012 2:00 – 4:00 pm	
<b>6</b>	24 September 2012 4:00 – 6:00 pm	

**Target Participants:** Principal or teacher/staff member who will serve as School Examination Officer or SEA Application Officer.

Please call the technical hotline (3628 8333) **on or before 17 September 2012** for enrollment.

*Technical hotline support office hours:*

*Monday to Friday: 9:00 am – 6:00 pm*  
*Saturday: 9:00 am – 1:00 pm*