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9 June 2014

To: Principals of HKDSE participating schools

Dear Principal

**Hong Kong Diploma of Secondary Education (HKDSE) Examination 2014
School Leaders' Meeting**

To facilitate schools' understanding of the work of the HKEAA in providing services for candidates with special needs (SEN) and to review the existing examination centre arrangements, a school leaders' meeting has been arranged on Thursday, 26 June 2014. The meeting will focus on the following areas:

- (1) Support services for SEN candidates
- (2) Review of examination centre arrangements for SEN and normal candidates

Details of the meeting are as follows:

- Date** : 26 June 2014 (Thursday)
Time : 3:30 pm to 5:30 pm
Venue : Queen Elizabeth School (伊利沙伯中學)
Address: 152 Sai Yee Street, Mongkok, Kowloon

**Programme
Rundown**

<i>Time</i>	<i>Activities</i>	<i>Speakers</i>
1515 – 1530	Registration	---
1530 – 1540	Welcome and introduction	Dr CS Tong, Secretary General
1540 – 1610	Sharing on support for SEN students in school	Ms Cheng Suet-mui, Vice-Principal of CCC Rotary Secondary School
	Updates on special examination arrangements for SEN candidates	Ms Margaret Hui, General Manager – School Examinations & Assessment
1610 – 1700	Examination centre arrangements for	Dr CS Tong, Secretary General
	<ul style="list-style-type: none"> ● SEN candidates ● speaking examinations ● written examinations 	Mrs Christina Lee, Director – Public Examinations Ms Margaret Hui, General Manager – School Examinations & Assessment
1700 – 1730	Questions and answers session	All

Target : School principals, vice-principals and other school leaders
Participants Due to limited seating capacity, each school may send up to **two representatives** to the meeting.
The sharing session will be conducted in Cantonese.

School principals **and nominated representatives** are cordially invited to attend the above meeting. To facilitate our logistics arrangement, please register for the meeting at <http://esurvey.hkeaa.edu.hk/2014SchoolLeadersMeeting> **on or before 23 June 2014**. If you would like to raise any questions about any of the given topics, we would appreciate it if you could send us your questions via the online registration form. Please note that no confirmation of registration will be sent by the HKEAA unless the session is over-subscribed due to limited seating capacity.

We look forward to seeing you at the meeting. If you have any questions, please contact Mr KW Lok at 3628 8950.

Yours sincerely,



Christina Lee (Mrs)
Director – Public Examinations