

Phone: 3628 8860
Ref: DSE/CR 3/2016

8 December 2015

Dear Principal,

Hong Kong Diploma of Secondary Education Examination (HKDSE) 2016 Important Examination Arrangements and Distribution of Handbooks for Candidates

To familiarise candidates with the examination regulations, procedures and arrangements for the 2016 HKDSE, the following documents and videos will be distributed to them / released shortly:

- (a) Handbook for Candidates for the 2016 HKDSE Category A and Category B subjects;
- (b) Instructions to Candidates for the 2016 HKDSE Category C (Other Languages) subjects;
- (c) Videos for Candidates on 2016 HKDSE Examination Procedures for written (including listening components) and speaking examinations.

Items (a) and (b) will be available for collection by schools from the HKEAA Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **from 15 to 22 December 2015** (Monday to Friday: 8:30 am to 5:00 pm, Saturday: 9:00 am to 12:00 noon). They will also be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk/tc/hkdse/>) from the same date. School principals are requested to send staff members to collect the Handbooks (and the Instructions if applicable), bringing along the completed collection slip at the *Annex*. Item (c) will be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk>) around late February 2016 for viewing by candidates.

Based on the registration entries of individual schools, sufficient copies of the “Handbook for Candidates” have been printed for distribution to each of your candidates. Each school will also be given 3 copies each of the Chinese and English versions of the Handbook for your teachers’ reference and record purposes. In addition, candidates who have entered for the Category C subjects will each receive a copy of the “Instructions to Candidates”. Please ask your candidates to read carefully the Handbook and the Instructions (if applicable) which contain important regulations, procedures and instructions relating to their participation in the 2016 HKDSE and remind them to abide by the regulations laid down in the documents when taking the examination.

Important Examination Arrangements

Below are the highlights of the major administrative arrangements and update regulations for the 2016 HKDSE for your information and dissemination to your teachers and candidates concerned:

1. Super-late Applications for Subject Amendment

Any super-late requests for changes will **NOT be accepted** from **17 March 2016** (i.e. 10 working days before the start of written examinations on 1 April 2016). In addition, the HKEAA will cease to provide faxed copies of question papers to wrong-centre or wrong-version candidates. No special arrangements can be made for candidates who have registered for a wrong language version/paper/module on the spot. The candidate will need to work on the version of the question papers available at the centre. However, the answers can be written in the language the candidate has registered for or intended to register for.

2. Candidates’ Discipline in Written and Speaking Examinations

Candidates are not allowed to take photographs, video-record or audio-record in the examination room (including the Reporting Room and Preparation Room for Speaking examinations) before/during/after the examinations, or else they will receive **a mark penalty**. If any photographs/videos/records are displayed electronically or publicly, the candidates concerned will receive **a subject downgrading**.

In Speaking examinations, candidates must not talk to other candidates (except during the group discussion) or use an electronic device (such as mobile phone, tablet or smart watch) to communicate with others or access the internet/email/SMS/instant messaging application etc. after entering the reporting room (i.e. in the reporting room/preparation room/examination room/corridor/toilet) until the end of the examination. If any candidate disobeys the instructions, he/she will receive **a mark penalty, subject downgrading or may even be disqualified from the whole examination.**

3. English Language Paper 4 Speaking Examination

Starting from the 2016 HKDSE, Oral Examiners of English Language Speaking examinations will not hold up the 'One minute left' sign to signal candidates about the time left before the end of the group interaction. Candidates can monitor the time left by looking at the timer facing them which is placed on the examiners' desk.

4. Examiners' Mannerisms, Facial Expressions and Domination of other Candidate(s) in Speaking Examinations

Candidates should focus on interacting with the other candidates during the group interaction. As examiners' individual characteristics including mannerisms and facial expressions may vary, such variations are not regarded as an examination irregularity or deviation from stipulated examination procedures. Complaints about performance being affected by the examiners' mannerisms, and facial expressions will **NOT be entertained**. In addition, examination procedures are in place to allow all candidates a fair chance to participate in the group interaction. In this regard, examiners will take appropriate action if they feel that any candidate is dominating the group interaction. The marking of dominating candidates will also be handled appropriately. Therefore, complaints from candidates about other candidates dominating the group interaction will **NOT be entertained**.

5. Chinese Language Paper 3 and Literature in English

Starting from the 2016 HKDSE, the Chinese Language Papers 3 & 5 (Cantonese and Putonghua versions) are combined into a single paper, i.e. Paper 3 (Listening and Integrated Skills).

Due to the change in the curriculum and the assessment framework, there is only one set of papers based on one set of texts instead of Set 1 and Set 2. Starting from the 2016 HKDSE, Paper 1 (Essay Writing) will be examined before Paper 2 (Appreciation).

6. Candidates Lodging Complaints / Reporting Irregularities

Candidates should seek help from invigilators immediately if there are any undesirable conditions at the examination centre. **No special consideration** will be given to candidates who do not report unsatisfactory conditions at the centre but subsequently claim that their performance has been affected by:

- ◆ insufficient examination time (unless there is substantiating evidence from the examination centre)
- ◆ normal background noise at examination centres (e.g. from outside vehicles, normal school activities, school bell etc.)
- ◆ undesirable examination centre conditions (e.g. noise, room temperature, lighting etc.) which are not reported to invigilation staff on the spot

For listening components of language subjects, complaints about reception under the following circumstances will **NOT be entertained**:

- ◆ taking the examination in the original centre without going to the "Special Room" despite reception problems
- ◆ possible interference by the radios or antennae of other candidates

7. Applications for Rechecking and Remarking / Appeal Review

The application deadline for rechecking and remarking for Category A, Category B and Category C subjects is **5 calendar days** after the release of the examination results. For Categories A and B subjects, candidates should settle the required fee **within 2 calendar days after the date of submission of application**. School candidates should follow the closing date for application set by their schools. Appeal review applications in respect of the processing of examination irregularities or rechecking and remarking process are accepted within **5 calendar days** after the release of the examination results or the rechecking and remarking results.

8. Candidates Lodging Appeals / Queries / Requests after the Examination

The 2016 HKDSE is deemed to be closed on 30 November 2016 (unless otherwise decided by the HKEAA), after which the HKEAA will not consider or entertain any appeals, queries or requests in relation to the examination.

Common Irregularities Reported at Examination Centres

Apart from the above, your assistance is enlisted to alert your candidates of some common irregularities reported by centre supervisors which may lead to mark penalties. The following are some examples:

- (a) Admission Form placed in a transparent / plastic folder together with revision notes / personal items;
- (b) Admission Form put together with the previous session(s) question papers of the same subject;
- (c) Bringing in calculators with name / stickers / writings at the back;
- (d) Unauthorised materials though not directly related to the subject sat.

Thank you for your continuous support for the 2016 HKDSE. If you have any queries regarding the above arrangements, please contact us on 3628 8860.

Yours sincerely,



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

To: Principals of schools participating in 2016 HKDSE

DSE

School Code

Ref: DSE/CR 3/ 2016

To: General Manager, School Examinations & Assessment Division
 Hong Kong Examinations and Assessment Authority
 12/F, Southorn Centre,
 130 Hennessy Road, Wan Chai
 Hong Kong

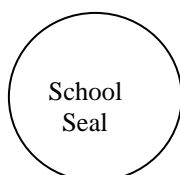
Collection Slip

**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2016
 Collection of Handbooks and Instructions for Candidates**

(The documents will be ready for collection between 15 and 22 December 2015)

Please allow the bearer Mr./Ms. _____,
 to collect the following documents for my school:

- Handbooks for Candidates for Category A and Category B subjects
 _____ copies of Chinese version; _____ copies of English version
- Instructions to Candidates for Category C (Other Languages) subjects (if applicable):
 _____ copies



Signature: _____
 (Principal of School)

School: _____

Date: _____

Office Hours: Monday to Friday
 Saturday

8:30 am - 5:00 pm
 9:00 am - 12:00 noon

N.B. As the above documents (in A4 size) are fairly bulky, please advise your staff members to bring along own bags and/or a trolley.

由於上述文件 (A4 尺寸) 有一定重量, 請着相關學校員工自備袋和/或手推車。

Each packet (50 copies) of the Handbook weighs 20 lbs approximately.

每包 50 本的「考生手冊」約重 20 磅。