

Phone: 3628 8906
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29 September 2015

To: Principals of schools participating in the 2016 HKDSE

Dear Principal

2016 Hong Kong Diploma of Secondary Education Examination (HKDSE) Examination Accommodation

Schools have been informed of the 2016 HKDSE examination timetable since May 2015. To ensure that there will be sufficient examination centres for the benefit of our candidates, we appeal to all participating schools for their cooperation and collaborative support in providing their school halls and / or classrooms for this purpose.

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 one of the requirements of schools' participation in the HKDSE. Besides, with the increasing public awareness of the special educational needs (SEN) of students, applications for special examination arrangements (SEA) as well as the demand for complex and individualised care in terms of access arrangements in public examinations have grown rapidly. Schools' provision of invigilation staff and school premises (i.e. serving as special centres) has also proved to be a determining factor for the smooth administration of examinations tailored to the special needs of candidates over the years.

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 area 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;*
 - (iii) *Special centres are wheelchair accessible, equipped with lift and toilet for the disabled, and accessible to mass transportation.*
- (b) *There should be sufficient lighting, 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.*

Schools are requested to note the following amendment to the HKDSE Examination Regulations related to the provision of examination venues with effect from the 2016 Examination:

Section	Description	
3.4(1)	Participation in the Examination by Schools	Schools will be required to make a declaration that they must place their teaching staff at the reasonable disposal of the HKEAA and make their school premises available as may be required for the conduct of examinations. Schools that cannot comply with this requirement in a particular year must obtain prior approval from the Secretary General of the Authority. <u>Schools that do not have proper venues or cannot provide examination venues are required to provide additional invigilation staff.</u> The Authority reserves the right to ask such schools to meet the costs incurred by hiring other exam venues.

As an incentive to co-operative schools, the HKEAA will reduce the number of invigilation sessions for schools that have agreed to provide written examination venues for 6 days or more or/and for language subject examinations.

Based on our projection of examination accommodation requirements for 2016 (*Appendix 1*), we have drawn up a provisional accommodation schedule for the 2016 HKDSE 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), we would like to solicit your cooperation by **reserving your school halls** on the examination days for these subjects so that candidates can sit these 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

In September 2014, schools were invited to indicate the availability of their venues to serve as speaking examination centres for 2015 - 2017 examination years with a view to facilitating our planning for the speaking examinations. We would like to thank those schools who had provided venues for the 2015 speaking examinations and/or indicated their availability in the coming examination(s). Based on the schools' returns, we have updated their centre availability for the 2016 speaking examinations in the ECM System. However, as there is still a shortage of examination centres for the 2016 speaking examinations, we would like to request schools that have not committed their venues in the afore-said 3-year plan to make available their classrooms for the speaking examinations in 2016. The tentative examination dates are as follows:

Sessions	Subjects	Tentative periods
Normal Sessions	Chinese Language	10 March – 22 March 2016
	English Language	28 April – 11 May 2016
SEN Sessions	Chinese Language	Late May 2016
	English Language	Mid May 2016

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.

Action Required

Schools with suitable examination accommodation are requested to **confirm the availability of their school venues (including both normal and special centres) and provide their centre information** for the conduct of the 2016 HKDSE. For schools that agree to serve as both normal and special centres for the written examinations, the HKEAA will allocate the examination centres in such a way that normal and SEN candidates will be assigned to take the examination in **different** venues (e.g. school hall for normal candidates and classrooms for SEN candidates) on the same examination day.

School Examination Officers (SEO) should login the Examination Centre Management (ECM) System at the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk>) **between 5 October and 16 October 2015 to complete/update the following information** by using their designated **User IDs** and **login passwords**. A checklist is enclosed in *Appendix 2* for ease of reference. Schools are advised to read carefully the checklist and 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 ECM System from 5 October 2015.

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

If you have any enquiries, please contact the School Examinations and Assessment Division - Mr Ben Leung on 3628 8947 (normal centres), or Mr Benny Chan on 3628 8907 (special centres).

Yours sincerely



Christina Lee
Director - Public Examinations

c.c. Ms Jenny Chan, PAS (Ed Infrastructure), EDB
Mr Raymond Ng, CEO (HKEAA), EDB

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Provisional Accommodation Schedule for 2016 HKDSE

A provisional examination accommodation plan has been worked out based on past years' experience, the 2016 examination timetable (copy attached) and the projected subject entries for the 2016 HKDSE. To facilitate schools in planning the use of their school premises and facilities for the conduct of the examinations for normal candidates and/or candidates with special educational needs (SEN), 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>).

2016 Examination Schedule

1. HKDSE Written Examinations

(1) Examination period: 1/4/2016 – 3/5/2016

A large 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 (5-6/4/2016) and English Language (8-9/4/2016)

Each of the two language examinations will be held on two consecutive dates as indicated above. In normal centres, 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	Wednesday 6/4/2016 [#]	9:15 am –12:05 pm approx.
English Language	Saturday 9/4/2016 [#]	9:15 am –12:10 pm approx.

[#] For Listening Test sessions using radio broadcast or infra-red transmission system in normal centres, schools are requested to make available 1-2 additional classrooms for use as **“Special Rooms”**.

The Listening Tests in special centres will be broadcast by infra-red transmission system, Dan Sound, CD/USB players or computer notebooks, as appropriate. The whole examination will be finished at around 2:00 pm.

(3) CEML Written Examinations (5-6/4/2016, 8–9/4/2016 and 11-12/4/2016)

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

Based on the schools' returns about the provision of classrooms for speaking examinations for the 2016 and 2017 HKDSE, there is still a shortfall of examination centres especially in the districts of Central and Western, Wanchai, Yau Tsim Mong, Wong Tai Sin and Kwun Tong. We would like to request your school's assistance if your school has not signed up for the 2016 examinations. Tentatively, the speaking examinations of language subjects will be conducted during the following periods:

Normal Sessions

Chinese Language Speaking Examination	10/3/2016 – 22/3/2016 (Mon to Fri, 5:00 pm to around 8:30 pm)
English Language Speaking Examination	28/4/2016 – 11/5/2016 (Mon to Fri, 5:00 pm to around 8:30 pm)

(Note: Normally, each school is required to provide 2 to 3 floors with 5 to 6 classrooms on each floor for use as reporting room, preparation room and examination rooms.)

SEN Sessions

Chinese Language Speaking Examination	Late May 2016 (Sat, 8:15 am to around 4:30 pm)
English Language Speaking Examination	Mid-May 2016 (2 weekdays after the Normal Sessions) (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 indicate the availability of their venues for **both normal and SEN Sessions** on the ECM System.

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 2016 HKDSE are available. As soon as the centre allocation exercise is completed, schools will be informed in mid-January 2016 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 the examination period, as appropriate.

Hong Kong Diploma of Secondary Education Examination 2016
Examination Accommodation – Centre Sourcing

School Examination Officers (SEO) should login the Examination Centre Management (ECM) System at the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk>) **between 5 October and 16 October 2015** to complete/update the following information.

1. Centre Information

- Review and update the following information:
- Centre address (*for review only*);
 - Contact Person for Examination Accommodation;
 - Parking for outside invigilators;
 - Facilities for SEN candidates; and
 - Any building extension or renovation works being undertaken during the examination period. If yes, please provide details for our follow up.



- Press the “**Save**” button to acknowledge and confirm the information **regardless of any updates that have been made.**

2. Centre Type

- Check the information on the types of examination centres available and the capacity for the conduct of written examination. In case of any changes to the information of centre type or centre capacity, please notify us immediately for amendments.

3. Centre Availability

Your school is requested to:

- confirm the availability of your hall(s) and classrooms for the 2016 written examinations for normal and SEN candidates (if applicable).
- provide reasons** if the school is not able to provide any venues (hall / classroom centres) for conducting the written examinations of the four core subjects.
- confirm the availability of your classrooms for the 2016 speaking examinations for normal and SEN candidates.

#Notes: Schools need to provide 2 to 3 floors each with at least 5 to 6 classrooms on each floor during the specified periods.



- press the “**Confirm**” button to acknowledge and confirm the information **regardless of any updates that have been made.**

More details are provided in the “User Manual for the HKDSE Examination Centre Management System” which can be downloaded from the menu bar of the ECM System from 5 October 2015.