

Phone: 3628 8860
Ref: DSE/CR 3/2018

8 December 2017

Dear Principal,

Hong Kong Diploma of Secondary Education Examination (HKDSE) 2018 Important Examination Arrangements and Distribution of Handbooks for Candidates

To familiarise candidates with the examination regulations, procedures and arrangements for the 2018 HKDSE, the following documents and videos will be distributed to them/released shortly:

- (a) Handbook for Candidates for the 2018 HKDSE Category A and Category B subjects; and
- (b) Videos for Candidates on 2018 HKDSE Examination Procedures for written (including listening components) and speaking examinations.

Item (a) will be available for collection by schools from the HKEAA Southern Centre office (Address: 12/F, Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **from 15 to 21 December 2017** (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 15 December. Item (b) will be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk>) around late February 2018 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. *[Note: For your advance information, starting from the 2019 HKDSE, hardcopies of the Handbook for Candidates will not be printed and only the **electronic version** of the Handbook will be provided in a bid to support environmental conservation. Candidates should download the Handbook from the HKEAA website while each school will be provided with a few hardcopies, in both English and Chinese versions, for reference/record.]*

School principals are requested to send staff members to collect the Handbooks, bringing along the completed collection slip at the **Annex**. Please ask your candidates to read carefully the Handbook which contain important regulations, procedures and instructions relating to their participation in the 2018 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 updated regulations for the 2018 HKDSE for your information and dissemination to your teachers and candidates concerned:

1. Failure to produce Admission Form and/or Identity Card

Candidates must bring along the original of their admission form and identity card (or other valid identification document with a photograph) for inspection at each examination session. Failure in doing so may result in their answer scripts not being accepted by the HKEAA. Please refer to the General Instructions under Section B for details.

2. Super-late Applications for Subject Amendment or Requests for Special Examination Arrangements (SEAs)

Any super-late requests for changes in subject entries will **NOT be accepted** on or after **17 March 2018** (i.e. 10 working days before the start of the written examinations on 29 March 2018). The HKEAA will not provide faxed copies of question papers to wrong-centre or wrong-version candidates. No special arrangements can be made on the spot for candidates who have registered for a wrong language version/paper/module. For wrong-version cases, the candidate will have to work on the version of the question papers available at the centre once he/she has read the question papers. However, the answers can be written in the language the candidate has registered for or intended to register for. The above deadline is also applicable to super-late requests for additional SEAs unless there are extenuating circumstances.

3. 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 (including tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.) 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 even be disqualified from the whole examination**.

4. Reporting Time in Speaking Examinations

Candidates must report to the reporting room supervisor of the assigned examination centre at the time specified on their admission form. If a candidate is late for more than **15 minutes**, he/she will **NOT be examined on that day** and will have to apply for rescheduling.

5. Chinese Language Paper 4 (Speaking)

Starting from the 2018 HKDSE, groups of candidates will be numbered from 1 to 21 while individual candidates in each group will be identified with letters of the alphabet A to E. This information will be pre-printed on adhesive colour labels to be distributed to each candidate.

6. Mannerisms, Facial Expressions of Examiners or Other Candidates and Domination of Other Candidate(s) in Speaking Examinations

Candidates should focus on interacting with the other candidates during the group interaction. As the individual characteristics of the examiners or other candidates 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 mannerisms and facial expressions of the examiners or other candidates 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**.

7. Marking Correct Question Numbers on Answer Books/Supplementary Answer Sheets

Candidates should use either a pen or a pencil to put an 'X' in the correct question number box on each page of the answer book/supplementary answer sheets so that answers to the selected question(s) can be captured accordingly. Also, candidates should **NOT** write answers to more than one question on the same page of the answer book/sheet. Otherwise, the marking of the page(s) with wrong question number(s)/without any question number(s) may be affected. For details, please refer to Section B4(b).

8. Candidates Lodging Complaints/Reporting Irregularities

Candidates should seek help from invigilators immediately if there are any undesirable conditions at the examination centre. They should provide specific details about the undesirable condition(s) encountered (e.g. time and duration of the noise/disturbance) when lodging the complaints before they leave 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. For details, please refer to Section D2.

9. 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 submission of application**. **If the deadline for payment falls on a Sunday, it will be automatically deferred for 1 calendar day (i.e. to Monday)**. 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. For details, please refer to Section F.

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

The 2018 HKDSE is deemed to be closed on 30 November 2018 (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 continuing support for the 2018 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 2018 HKDSE

DSE

School Code

Ref: DSE/CR 3/2018

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

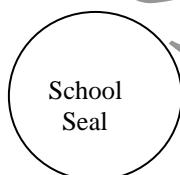
**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2018
 Collection of Handbooks for Candidates**

(The Handbooks will be ready for collection between 15 and 22 December 2017)

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

- Handbooks for Candidates for Category A and Category B subjects

_____ copies of Chinese version; _____ copies of English version



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 remind 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, 請提醒學校員工自備袋和/或手推車。

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

每包 50 本的「考生手冊」約重 20 磅。