

Phone: 3628 8860
Ref: DSE/CR 3/2019

10 December 2018

Dear Principal,

Hong Kong Diploma of Secondary Education Examination (HKDSE) 2019 Important Examination Arrangements and Handbooks for Candidates

To help candidates familiarise themselves with the examination regulations, procedures and arrangements for the 2019 HKDSE, the following documents and videos will be uploaded to the HKEAA website as detailed in the following paragraph:

- (a) Handbook for Candidates for the 2019 HKDSE Category A and Category B subjects; and
- (b) Videos for Candidates on the 2019 HKDSE examination procedures for written (including listening components) and speaking examinations.

New Arrangements for Handbook for Candidates

Please note that in a bid to support environmental conservation, only electronic version of the Handbook for Candidates will be made available for candidates from the 2019 HKDSE. Candidates are strongly advised to view or download the Handbook from the HKEAA website (http://www.hkeaa.edu.hk/en/hkdse/admin/student_s_handbook/) from **10 December 2018**. You are requested to advise your candidates to read the Handbook carefully as it contains important regulations, procedures and instructions relating to their participation in the 2019 HKDSE, and remind them to abide by the regulations laid down in the documents when taking the examination. Please draw their attention in particular to the major administrative arrangements and updated regulations for the 2019 HKDSE under Section A General Information. The Videos for Candidates will be uploaded to the HKEAA website (http://www.hkeaa.edu.hk/en/candidates/videos_procedure/) around **late February 2019** for viewing by candidates.

Each school will be provided with three copies each of the Chinese and English versions of the Handbook for their teachers' reference and record purposes. The hardcopies of the Handbook will be available for collection from the HKEAA Southern Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **from 17 to 21 December 2018** (Monday to Friday: 8:30 am to 5:30 pm). Schools should bring along the completed collection slip (*Annex*) upon collection.

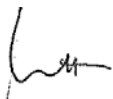
Common Irregularities Reported at Examination Centres

Your assistance is enlisted to alert your candidates of some common irregularities reported by centre supervisors in the previous HKDSE 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) Bringing in unauthorised materials though not directly related to the subject sat;
- (e) Tore off pages of the question-answer books/answer books/supplementary answer sheets;
- (f) Did not bring a radio to the listening examinations held in radio-broadcast centres.

I should be grateful if you would bring the contents of this letter to your teachers concerned. If you have any queries regarding the above arrangements, please contact us on 3628 8860. Your continuous support to the HKDSE is much appreciated.

Yours sincerely,



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

To: Principals of schools participating in 2019 HKDSE

DSE

School Code

Ref: DSE/CR 3/2019

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

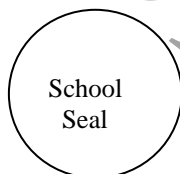
Hong Kong Diploma of Secondary Education Examination (HKDSE) 2019
Collection of Handbook for Candidates

(Period of collection: 17 - 21 December 2018)

The bearer Mr/Ms _____, is authorised to collect the Handbook for my school:

- Handbook for Candidates for Category A and Category B subjects

 3 copies of Chinese version; 3 copies of English version



Signature: _____
 (Principal of School)

School: _____

Date: _____

Office Hours: Monday to Friday, 8:30 am - 5:30 pm