

Ref.: DSE/CR 3/2020

28 February 2020

**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2020**  
**Examination Circular No. (4) 2019/2020**  
**Collection of Admission Forms and Candidate's Declaration Forms on Health**

1. Admission Forms and Candidate's Declaration Forms on Health for the 2020 Hong Kong Diploma of Secondary Education Examination (HKDSE) will be available from 5 March 2020 for collection by schools that have entered candidates for the Examination. School principals are requested to send staff member(s) to collect the admission forms at the Hong Kong Examinations and Assessment Authority Southorn Centre office (Address: 12th Floor, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) between **5 March and 12 March 2020** during office hours (Monday to Friday: 8:30 am - 5:30 pm), bringing with them the enclosed collection slip duly completed.
2. **Examination Centres, Examination Stationery and HKDSE App**  
The following documents have been/will be uploaded to the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk) → <HKDSE> → <Examination Administration>) and the HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk) → <News and Notice>) for candidates' reference:
  - (1) The list of examination centres for the 2020 HKDSE (with addresses and location maps for individual centres) from 5 March 2020;
  - (2) Specimens of Question Paper/Question-Answer Book Cover, MC Answer Sheet and Barcode Sheet (already uploaded).

Candidates can log into 'My Exam Schedule' on the HKDSE App (<http://www.hkeaa.edu.hk/en/app/>), available for free downloading from App Store or Google Play from 5 March 2020, to view their personalised examination timetable. For details, please visit the above website.

3. After collecting the admission forms and downloading the relevant documents/materials mentioned in paragraph 2(2), school principals are requested:
  - (1) to post them at appropriate places in the school (if appropriate) or circulate them among teachers and candidates for their information;
  - (2) to instruct candidates to check the **candidate's name (in both Chinese and English), identification document type and number as well as subjects (including paper(s)/module/language version as appropriate)** printed on the admission form to ensure that the entry data are correct. The identification document type and number should match with those used for JUPAS applications. Any discrepancy or mismatch might affect the JUPAS application procedures. In case there is any discrepancy in the subject(s)/paper(s)/module/language version entered by your candidate, the school should submit a request for entry amendments which is subject to the approval of the Secretary General of the HKEAA. School principals are reminded that:
    - (a) **ANY SUPER-LATE REQUESTS FOR CHANGES WILL NOT BE ACCEPTED FROM 13 MARCH 2020** (i.e. 10 working days before the start of the written examinations on 27 March 2020);
    - (b) Applications for change of personal particulars should be submitted to the Authority with supporting documents. It should be noted that any request for name change (if approved) will not be reflected on the candidate's speaking examination score sheets for the language subjects as they have already been printed. Candidates must submit their application **on or before 29 June 2020** if they wish to have the updated information shown on their Results Notice.

- (3) to bring the Points to Note in *Annex 1* to the attention of your SEN candidates who have been granted special examination arrangements (if applicable);
  - (4) to ask candidates to affix their recent photographs (of size 3 cm x 4 cm showing his/her head and shoulders) on their admission forms in the presence of the teacher. These photographs should have been submitted by your candidates to the school at the time of registration. For details, please refer to paragraph 10.2 of Annex 2 to Examination Circular No. (2) dated 4 September 2019; and
  - (5) to sign across the photographs affixed to the admission forms and stamp a school chop on top of the signature.  
**(Note: The barcode printed on the top right-hand corner of the admission form is for attendance taking purposes. Please do not cover the barcode with the photograph, or sign or stamp the school seal on it.)**
4. When the processes in paragraph 3(2) - (5) have been completed, the admission forms should be distributed to the candidates **as soon as possible**. Candidates should be advised to take good care of their admission forms as they need to present them for inspection at every examination session. They should be told not to have their admission forms laminated. Applications for the re-issue of a lost/damaged admission form can be made at the HKEAA office. A fee of \$268 (per application), a recent photograph and a letter from the school will be required. *Candidate's Declaration Forms on Health* are printed in A4 size with four copies on each sheet. On average, three sheets are adequate for candidates entering for 4 core subjects plus two elective subjects. Please distribute the hardcopy declaration forms to your candidates together with the admission forms. In case you need additional forms, you may make photocopies or download the form from ([http://www.hkeaa.edu.hk/DocLibrary/MainNews/2020\\_HKDSE\\_Candidates\\_Declaration\\_on\\_Health.pdf](http://www.hkeaa.edu.hk/DocLibrary/MainNews/2020_HKDSE_Candidates_Declaration_on_Health.pdf)). Candidates are required to measure their own body temperature every day and fill out a declaration form to be submitted to the examination centre on each examination day. Please refer to *Annex 2* for details. The HKEAA will distribute surgical masks for school candidates via schools on behalf of the EDB. You will be notified of the arrangements in a separate letter.
  5. Admission forms of those candidates who have left school (if any) should be returned to this office **on or before 20 March 2020**. Please note that the updated admission forms for practical examinations will be available for collection by schools in late March 2020.
  6. School principals are requested to draw the attention of their candidates to the examination arrangements and regulations stated in the '**Handbook for Candidates**' (already uploaded to the HKEAA website in mid-December 2019) and on the back of the admission form. Please remind them that violating examination regulations and instructions may lead to mark penalties, downgrading or even disqualification from the examination. In addition, the '**Video for Candidates**' which highlights the important examination regulations and procedures for the HKDSE written and speaking examinations is now available for **downloading from the HKEAA website** ([http://www.hkeaa.edu.hk/en/candidates/videos\\_procedure](http://www.hkeaa.edu.hk/en/candidates/videos_procedure)). Kindly advise your candidates to view the video before their first day of examination.
  7. The HKEAA will continue to use the **PECSS and ASTS** in all written examinations conducted in school halls, including the hall centres for SEN candidates in the 2020 HKDSE. Video recording will also be arranged in small number of SEN classroom centres. The **Video on PECSS and ASTS** and the **FAQs** are available for viewing by candidates at the HKEAA website ([http://www.hkeaa.edu.hk/en/candidates/New\\_Initiatives/index.html](http://www.hkeaa.edu.hk/en/candidates/New_Initiatives/index.html)).
  8. **Speaking examinations**  
The Authority may at its discretion allow a candidate to attend a speaking examination (i.e. Chinese Language and English Language) at a session other than that indicated on his/her admission form. Applications made prior to the date of the examination will require a payment of \$293 per subject. Applications made after the original examination date but within 3 working days (Monday to Friday during office hours) will require a payment of \$414. Applications made

more than 3 working days after the original examination date **will not be accepted**. Applications for rescheduling will be accepted from 8 April 2020 and relevant application forms are available at the HKEAA office. The fee for rescheduling will be waived for candidates under the following circumstances:

(1) timetable clashes with public examinations held by the HKEAA, internal examinations in secondary schools or speech day organised by schools approved for participation in the HKDSE (a certification letter from the school is required);

(2) inability to attend the examination due to illness (original medical certificate is required).

\* The HKEAA does not accept applications for waiver of supplementary fees on the ground of clashes with graduation dinners.

9. **Precautionary measures against Novel Coronavirus Infection**

To prevent the spreading of Novel Coronavirus, contingency and precautionary measures to be taken at examination centres are given in *Annex 2* which have been uploaded on the HKEAA website. Please bring this to the attention to your candidates and teachers who will serve as centre supervisors or invigilators in the HKDSE. Further updates on the measures, if any, will be posted on the HKEAA website.

10. **Absence from the Examination due to Illness or Special Circumstances**

No supplementary examination will be arranged for written or practical papers. School candidates who are absent from the examination due to illness or special circumstances (e.g. inability to fulfil the 14-day mandatory quarantine requirement) may apply for special consideration on their results. The candidates concerned must notify the HKEAA by phone (Tel: 3628 8860) or via email (dse@hkeaa.edu.hk) **before the examination** takes place. A written request must be submitted **within 21 calendar days after the date of the examination** together with a support letter from the school principal and the original of the medical certificate(s) or supporting documents. There is no limit on the number of subjects to be assessed. The assessed subject levels are based on a comparison between the candidate's academic records in school and those of his/her classmates as well as on his/her classmates' HKDSE results in the subject(s) concerned. **With effect from the 2020 HKDSE, the Public Examination Board has approved the extension of assessed subject levels to Level 1 for the HKDSE Category A core subjects**, i.e. Levels 1, 2, 3 and 4 for Category A core subjects whereas for Category A elective subjects, assessed subject levels are confined to Levels 2, 3 and 4 only. Due to the special circumstances arising from Novel Coronavirus infections, school candidates who cannot sit the examinations due to medical reasons or special circumstances may be given an assessed subject level up to Level 5 in the 2020 HKDSE. Such arrangement is a one-off arrangement and the cases are subject to the approval of the Public Examinations Board.

11. **Candidates absent from all written papers in subjects with School-based Assessment (SBA)**

Schools with candidates entering for the subjects/papers listed below are required to submit their School-based Assessment (SBA) scores and relevant records to the Authority. However, if such candidates do not sit any of the written papers, they will be regarded as absent from the subjects concerned, irrespective of whether their SBA scores and records have been submitted to the Authority before the examination. In such cases, 'ABSENT' will be printed against the subjects on the results notice and the subjects will not be listed on the certificate. No examination certificate will be issued if the candidate is absent from all subjects entered.

Biology	Information and Communication Technology
Chemistry	Liberal Studies
Chinese Language	Literature in English
Chinese Literature	Physics
Design and Applied Technology	Combined/Integrated Science
English Language	Technology & Living
Health Management & Social Care	Visual Arts

12. **Release of examination results**

The date of release of the 2020 HKDSE examination results is tentatively scheduled for **Wednesday, 15 July 2020**. Results notices will be distributed to school candidates via their schools on that day. Detailed arrangements on the release of examination results will be announced in early July 2020.

13. In case of enquiries, please contact our Public Examinations Information Centre on 3628 8860.

MARGARET HUI (MS)  
General Manager, School Examinations & Assessment Division

To: Principals of Participating Schools in 2020 HKDSE

**Hong Kong Diploma of Secondary Education Examination 2020**  
**Special Examination Arrangements**  
**Points to Note for Checking Admission Form**

Candidates having been granted special examination arrangements (SEAs) should read carefully the notification letter regarding the outcome of their application for SEAs and pay attention to the points below when checking their admission form:

**Size of Admission Forms**

The admission forms for candidates being granted extra time allowance (ETA) (including prolonged and/or additional pauses in the listening components of language subjects) and/or supervised breaks are printed in A3 size whereas the admission forms for those being given other SEAs (including sitting examinations in special centres) are printed in A4 size.

**Information regarding SEAs**

- The SEAs given to the candidate are indicated on the admission form which include the following (if applicable):
  1. subject/paper(s)/module/language version entered, examination centre information, date of examination, examination commencing time, etc.;
  2. percentage of ETA given, the actual examination time and finishing time with ETA included;
  3. number of supervised breaks and allocation of break time.
- For candidates who sit the examinations in special centres, the centre number should end with an ‘S’ which represents a special centre.
- The seat number in each special centre is indicated on the admission form for reference only. Candidates will be seated according to the instructions of the Centre Supervisor/invigilator(s).
- All candidates who sit the Listening components of language subjects at special centres (including those taking the examination in their own school) will be given a 5-minute supervised break after completing Part 3A in order to synchronise the time for broadcasting the listening materials of Part 3B. Candidates should abide by the regulations on supervised breaks. The 5-minute supervised break and prolonged and/or additional pauses (if applicable) are embedded in the listening contents and music will be played during the break/pauses. For details, please refer to the ‘General Arrangements for Listening Components of Language Subjects at Special Centres’\* and the ‘Handbook for Candidates’\*.
- Candidates who are allowed to use the **speech-to-text software** will be granted supervised breaks in the subject examination(s) concerned (i.e. normally a 5-minute break for every 45 minutes of examination). The break times are printed on the candidates’ admission forms with the examination timetable stuck on their desks on the day of the examination. For details about using the software in the examination, please refer to the ‘Application Guide for SEAs’\* and the ‘Handbook for Candidates’\*.

**Late Applications**

Any super-late applications or additional requests for SEAs will **NOT** be accepted on or after **13 March 2020** (i.e. 10 working days before the start of the first written examination on 27 March 2020). In case there are extenuating circumstances (i.e. accidents or urgent medical conditions), candidates must submit their application with relevant medical proof at least **10 working days** before the subject examination date.

**Enquiries**

Please call our SEN hotline on 3628 8917.

\* available for downloading under ‘Services to Special Needs Candidates’ from the HKEAA website ([http://www.hkeaa.edu.hk/en/Candidates/special\\_needs\\_candidates/hkdse.html](http://www.hkeaa.edu.hk/en/Candidates/special_needs_candidates/hkdse.html))

## Hong Kong Diploma of Secondary Education Examination (HKDSE) 2020 Contingency and Precautionary Measures at Examination Centres

The HKEAA is implementing a series of contingency and precautionary measures, based on the recommendations of the Centre for Health Protection (CHP), during the examination to ensure the health and well-being of candidates, examination personnel and all involved in the administration of the examinations. Candidates should pay attention to the following important points when taking the examinations:

### Before leaving for the centre

1. Candidates must check their body temperature, complete and sign the ‘Candidate’s Declaration Form on Health’ on each examination day. The declaration forms (one form per day) have been distributed to candidates together with the admission form. According to the advice of the Department of Health, candidates with the following conditions should **not** go to the examination centre but consult a doctor promptly:
  - (1) Fever (body temperature at or higher than 38°C), regardless of the presence of acute respiratory tract infection symptoms such as cough or shortness of breath;
  - (2) No fever but with the presence of acute respiratory tract infection symptoms.
2. Candidates who have been to the Mainland or countries/districts in which mandatory quarantine is required within 14 days before the day of examination should **not** go to the examination centre. They have to declare such information on the declaration form. Candidates refusing to cooperate or making false, incomplete or misleading declaration may receive penalty or even be disqualified from the Examination.
3. In case a candidate cannot attend the speaking examination on the original examination date, he/she should apply for rescheduling of the examination date within three working days (Monday to Friday during office hours) after the original examination date. The supplementary fee will be waived if valid medical documents (original) can be produced. Since no supplementary examination will be arranged for written or practical papers, for candidates who cannot attend any written or practical examinations due to illness, they should follow the instructions given in Section D4 of the ‘Handbook for Candidates’ which had been uploaded on the HKEAA website in December 2019.
4. Candidates are reminded to take their body temperature on each day, bring their own ‘Candidate’s Declaration Form on Health’ and surgical mask(s) to the examination centre. Sufficient surgical masks (one per examination day) will be distributed to school candidates via their school while private candidates will be arranged to collect the surgical masks from the HKEAA office during 16 – 26 March 2020.

### Before the examination

5. Schools should maintain good indoor ventilation and environment clean and disinfected. The CHP has issued health advice (including personal hygiene, maintaining environment clean and hygiene, etc.) to schools for the prevention of Coronavirus disease (COVID-19) (Interim). For details, please refer to the relevant website ([https://www.chp.gov.hk/files/pdf/advice\\_to\\_school\\_on\\_prevention\\_of\\_nid\\_eng.pdf](https://www.chp.gov.hk/files/pdf/advice_to_school_on_prevention_of_nid_eng.pdf)).
6. The majority of centre schools will set up body temperature screening at the entrance of the examination centres. Before entering the written/speaking examination centre, candidates must put on their own surgical mask and rub their hands by using alcohol sanitizer-gel placed in front of the entrance. Invigilators will check on the spot whether candidates have completed and signed the ‘Candidate’s Declaration Form on Health’, and they will take the body temperature of those candidates whose body temperature is at or higher than the alert level of the screening system with another thermometer (i.e. infrared ear/forehead thermometer). If necessary, candidates may rest a while before taking their body temperature for the second time. Candidates who have fever or have been to the Mainland or countries/districts in which mandatory quarantine is required within 14 days before the day of examination will be required to leave the examination centre and consult a doctor promptly. The above procedure will be strictly enforced by the centre staff.

7. The examination procedures will commence after completion of the aforementioned steps and the start of examination may be delayed. In this regard, the HKEAA have enlisted schools' assistance to admit candidates earlier **from 7:50 am** for examinations due to start at 8:30 am. The Centre Supervisors may exercise their discretion to postpone the start of examination by 15 minutes. However, it should be noted that on 31 March and 3 April where the Chinese Language and English Language Listening and Integrated Skills are examined respectively, the radio broadcast of the examination content cannot be delayed and will start at 10:00 am sharp. In order to ensure that the listening component of the language subjects will proceed smoothly and as scheduled, candidates must strictly abide by the requirements in points 1 and 2 above and report to the examination centre on time, **by 8:30 am**.

### **During the examination**

8. According to the advice from the CHP, spatial separation of seating arrangement should be adopted in hall and classroom centres for written examinations. The EDB also announced that schools will continue to suspend classes until 19 April 2020. Schools would optimise the use of their school premises in a bid to space out candidates in the examination centres as far as practicable. Therefore, there might be slight variation in the distance between candidates which depends on the physical setting of the examination venues. Candidates may be relocated to examination rooms other than the ones specified on their admission form. For Listening examinations, candidates being assigned to centres using infrared transmission (IR) system or PA system (for Chinese Language (Putonghua)) may be relocated to classrooms where PA system or other device will be used for playing the recording. In this connection, they should check the latest seating arrangement when they arrive at the examination centre.
9. In all examinations (including speaking examinations), candidates are required to put on a surgical mask. Those who refuse to put on their surgical mask will be regarded as having breached the examination regulations. Invigilators may ask candidates to remove their surgical mask temporarily during the taking of attendance in order to verify their identities. In case any candidates would like to be exempted from wearing surgical mask during the examinations, they should apply to the HKEAA with medical proof or acceptable reasons on/before 13 March 2020 (i.e. 10 working days before the start of the first written examination on 27 March 2020) for further arrangement.
10. Candidates with serious sneezing/persistent coughing may be arranged to sit at the reserved seats of the examination hall or another examination room in order to minimise disturbance to other candidates. Candidates who need surgical mask may ask for help from the centre staff.
11. The arrangements of speaking examinations will be promulgated in a later stage.

### **During the sessional break**

12. Candidates should put on their surgical mask during the sessional break. They should go to the open areas (and should avoid going to the crowded areas) designated by the centre school as far as possible. Schools are advised to make available more of their toilets on various floors for use by candidates and invigilation staff during the sessional break. Candidates may be arranged to leave the examination room or go to the toilet in batches.
13. Candidates have the duty of keeping the centre school premises clean, particularly when using the toilets.

### **After the examination**

14. At the end of the examination, candidates should follow the instructions of Centre Supervisor in leaving the examination centre in batches, so as not to crowd the exits.
15. Schools should clean and disinfect the examination centre facilities daily before each examination day by using 1:99 diluted bleach (or 70% alcohol for metal).



**Collection Slip**  
**領取單**

(To be collected between 5 and 12 March 2020)  
(請於2020年3月5日至12日領取)

To: General Manager, School Examinations and Assessment Division, HKEAA  
致：香港考試及評核局學校考試及評核部總經理

**Hong Kong Diploma of Secondary Education Examination 2020**  
**2020年香港中學文憑考試**

Please allow the bearer, Mr/Ms \_\_\_\_\_, to collect the admission forms and Declaration  
Forms on Health for my school:  
請將准考證及考生健康申報表交予來人 \_\_\_\_\_ 先生／女士：



Principal's Signature  
校長簽署

\_\_\_\_\_

Name of School  
學校名稱

\_\_\_\_\_

Date  
日期

\_\_\_\_\_

**Office Hours** Monday to Friday 星期一至五：8:30 am – 5:30 pm 上午8時30分至下午5時30分  
**辦公時間：**

**Address** 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
**地址：**香港灣仔軒尼詩道130號修頓中心12樓