

Phone: 3628 8860
Ref: DSE/CR 3/2020

28 November 2019

Dear Principal,

Hong Kong Diploma of Secondary Education Examination (HKDSE) 2020 Important Examination Arrangements and Handbooks for Candidates

To help candidates familiarise themselves with the examination regulations, procedures and arrangements for the 2020 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 2020 HKDSE Category A and Category B subjects; and
- (b) Videos for Candidates on the 2020 HKDSE examination procedures for written (including listening components) and speaking examinations.

Arrangements for Handbook for Candidates

In a bid to support green management, only electronic version of the Handbook for Candidates will be made available for candidates. 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 **3 December 2019**. 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 2020 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 2020 HKDSE under Section A General Information. The Videos for Candidates will also be uploaded to the HKEAA website (http://www.hkeaa.edu.hk/en/candidates/videos_procedure/) from **3 December 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 Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **from 11 to 20 December 2019** (Monday to Friday: 8:30 am to 5:30 pm). Schools should bring along the completed collection slip (*Annex*) upon collection.

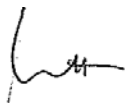
Common Irregularities Reported at Examination Centres

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) Filling in more than one answer to each multiple-choice question unless otherwise specified on the question paper or question-answer book;
- (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 and Assessment Division

To: Principals of schools participating in 2020 HKDSE

DSE

School Code

Ref: DSE/CR 3/2020

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

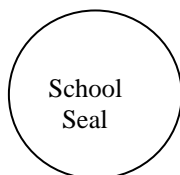
Collection Slip**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2020
Collection of Handbook for Candidates**

(Period of collection: 11 - 20 December 2019)

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