

Phone: 3628 8906
Ref : DSE/OP 5/2015

29 September 2014

To: Principals of schools participating in the 2015 HKDSE

Dear Principal

2015 Hong Kong Diploma of Secondary Education Examination (HKDSE) Examination Accommodation

Schools have been informed of the revised 2015 HKDSE examination timetable in May 2014. To ensure 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, the number of 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 success in conducting 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 areas 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.*

Based on our projection of examination accommodation requirements for 2015 (*Appendix*), we have drawn up a provisional accommodation schedule for the 2015 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), your kind cooperation is sought by ***making your school halls available*** on the examination days for these subjects so that we can arrange for candidates to 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.

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 2015 HKDSE written examinations. For schools that agree to serve as both normal and special centres, 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 6 October and 15 October 2014 to complete/update the following information** by using their designated **User IDs and login passwords**.

(1) Centre Information

Update the information related to the examination centre, such as contact person, parking for outside invigilators, and facilities for SEN candidates. In case there is any building extension or renovation works being undertaken during the examination period, please provide details for our processing.

(2) Centre Type

Check the information on the types of examination centres (e.g. halls, classrooms) 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

Confirm the availability of their hall(s) and classrooms for the 2015 written examinations for normal and SEN candidates.

Schools are advised to read carefully 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 6 October 2014.

(b) Speaking examination

For the examination accommodation of the Speaking examination, please refer to our separate letter to schools dated 29 September 2014.

We appreciate the high level of cooperation which most school principals have given us and treasure our partnership in providing quality examination services over the years. 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 Dick Li on 3628 8906 (normal centres), Mr Benny Chan on 3628 8907 (special centres) or Mr Ben Leung on 3628 8947 (ECM System).

Yours sincerely



Christina Lee
Director - Public Examinations

c.c. Ms Jenny Chan, PAS (Ed Infrastructure), EDB
Ms Flemy Yip, CEO (HKEAA), EDB

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Provisional Accommodation Schedule for 2015 HKDSE

A provisional examination accommodation plan has been worked out based on past years' experience, the 2015 examination timetable (copy attached) and the projected subject entries for the 2015 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>).

2015 Examination Schedule

1. HKDSE Written Examinations

(1) Examination period: 30/3/2015 – 4/5/2015

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 (30-31/3/2015) and English Language (13-14/4/2015)

Each of the two language examinations will be held on two consecutive dates as indicated above. The Listening Tests in normal centres 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	Tuesday 31/3/2015 [#]	9:15 am – 12:05 pm approx.
English Language	Tuesday 14/4/2015 [#]	9:15 am – 12:10 pm approx.

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

The Listening Tests in special centres will be broadcast by infra-red transmission system or CD player, and the examination will usually finish at around 2:00 pm.

(3) CEML Written Examinations (30–31/3/2015, 1/4/2015 and 13-15/4/2015)

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

For the examination accommodation of the Speaking examination in normal and special centres, please refer to our separate letter to schools dated 29 September 2014.

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 2015 HKDSE are available. As soon as the centre allocation exercise is completed, schools will be informed in mid-January 2015 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 30-31 March, 1 April and 13- 15 April 2015, as appropriate.

2015 年香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2015 (2014 年 9 月修訂版)
考試時間表
TIMETABLE (Revised in Sept. 2014)

日期 Date	時間 Time	Subject / Paper	科目 / 試卷
三月三十日 (星期一) Monday, 30th March	8:30 - 9:45 10:30 - 12:00	Chinese Language 1 Chinese Language 2	中國語文 (一) 中國語文 (二)
三月三十一日 (星期二) Tuesday, 31st March	# 9:15 - 12:05*	Chinese Language 3 (Listening), 5 (Integrated Skills) #	中國語文 (三) (聆聽) 及 (五) (綜合能力) #
四月一日 (星期三) Wednesday, 1st April	8:30 - 10:30 11:15 - 12:30	Liberal Studies 1 Liberal Studies 2	通識教育 (一) 通識教育 (二)
四月八日 (星期三) Wednesday, 8th April	8:30 - 10:30 11:15 - 13:00	Health Management and Social Care 1 Health Management and Social Care 2	健康管理與社會關懷 (一) 健康管理與社會關懷 (二)
四月九日 (星期四) Thursday, 9th April	8:30 - 12:30	Visual Arts 1, 2	視覺藝術 (一) 及 (二)
四月十日 (星期五) Friday, 10th April	8:30 - 10:30 11:15 - 13:15	Chinese Literature 1 Chinese Literature 2	中國文學 (一) 中國文學 (二)
四月十一日 (星期六) Saturday, 11th April	8:30 - 10:30 11:15 - 12:45	Information and Communication Technology 1 Information and Communication Technology 2	資訊及通訊科技 (一) 資訊及通訊科技 (二)
四月十三日 (星期一) Monday, 13th April	8:30 - 10:00 11:00 - 13:00	English Language 1 English Language 2	英國語文 (一) 英國語文 (二)
四月十四日 (星期二) Tuesday, 14th April	9:15 - 12:10*	English Language 3 (Listening & Integrated Skills)	英國語文 (三) (聆聽及綜合能力)
四月十五日 (星期三) Wednesday, 15th April	8:30 - 10:45 11:30 - 12:45	Mathematics Compulsory Part 1 Mathematics Compulsory Part 2	數學 必修部分 (一) 數學 必修部分 (二)
四月十七日 (星期五) Friday, 17th April	8:30 - 11:00 11:45 - 12:45	Chemistry 1 Chemistry 2	化學 (一) 化學 (二)
四月十八日 (星期六) Saturday, 18th April	8:30 - 10:10	Combined Science (Chemistry)	組合科學 (化學)
四月十八日 (星期六) Saturday, 18th April	8:30 - 10:30 11:15 - 12:35	Chinese History 1 Chinese History 2	中國歷史 (一) 中國歷史 (二)
四月二十日 (星期一) Monday, 20th April	8:30 - 10:30 11:15 - 12:45	Integrated Science 1 Integrated Science 2	綜合科學 (一) 綜合科學 (二)
四月二十一日 (星期二) Tuesday, 21st April	8:30 - 11:00 11:45 - 12:45	Physics 1 Physics 2	物理 (一) 物理 (二)
四月二十一日 (星期二) Tuesday, 21st April	8:30 - 10:10	Combined Science (Physics)	組合科學 (物理)
四月二十二日 (星期三) Wednesday, 22nd April	8:30 - 10:15 11:00 - 12:30	History 1 History 2	歷史 (一) 歷史 (二)
四月二十二日 (星期三) Wednesday, 22nd April	8:30 - 11:00 11:45 - 12:45	Biology 1 Biology 2	生物 (一) 生物 (二)
四月二十三日 (星期四) Thursday, 23rd April	8:30 - 10:10	Combined Science (Biology)	組合科學 (生物)
四月二十三日 (星期四) Thursday, 23rd April	8:30 - 10:30 11:15 - 13:15	Design and Applied Technology 1 (Note 2) Design and Applied Technology 2	設計與應用科技 (一) (註 2) 設計與應用科技 (二)
四月二十四日 (星期五) Friday, 24th April	8:30 - 10:00 10:45 - 12:15	Music 1A (Note 2) Music 1B	音樂 1A (註 2) 音樂 1B
四月二十四日 (星期五) Friday, 24th April	8:30 - 10:45 11:30 - 12:45	Physical Education 1 (Note 2) Physical Education 2	體育 (一) (註 2) 體育 (二)
四月二十五日 (星期六) Saturday, 25th April	8:30 - 9:45 10:30 - 12:45	Business, Accounting and Financial Studies 1 Business, Accounting and Financial Studies 2	企業、會計與財務概論 (一) 企業、會計與財務概論 (二)
四月二十五日 (星期六) Saturday, 25th April	8:30 - 10:15 11:00 - 12:45	Ethics and Religious Studies 1 Ethics and Religious Studies 2	倫理與宗教 (一) 倫理與宗教 (二)
四月二十七日 (星期一) Monday, 27th April	8:30 - 11:00 11:45 - 13:00	Geography 1 Geography 2	地理 (一) 地理 (二)
四月二十八日 (星期二) Tuesday, 28th April	8:30 - 11:00	Mathematics Extended Part Modules 1, 2	數學 延伸部分 單元 (一) 及 (二)
四月二十九日 (星期三) Wednesday, 29th April	8:30 - 9:45 10:30 - 12:15	Tourism and Hospitality Studies 1 Tourism and Hospitality Studies 2	旅遊與款待 (一) 旅遊與款待 (二)
四月三十日 (星期四) Thursday, 30th April	8:30 - 11:30 13:30 - 16:00	Literature in English 2 Literature in English 1	英語文學 (二) 英語文學 (一)
四月三十日 (星期四) Thursday, 30th April	8:30 - 10:30 11:15 - 13:15	Design and Applied Technology 1 (Note 2) Design and Applied Technology 2	設計與應用科技 (一) (註 2) 設計與應用科技 (二)
四月三十日 (星期四) Thursday, 30th April	8:30 - 10:00 10:45 - 12:15	Music 1A (Note 2) Music 1B	音樂 1A (註 2) 音樂 1B
四月三十日 (星期四) Thursday, 30th April	8:30 - 10:45 11:30 - 12:45	Physical Education 1 (Note 2) Physical Education 2	體育 (一) (註 2) 體育 (二)
五月二日 (星期六) Saturday, 2nd May	8:30 - 9:30 10:15 - 12:30	Economics 1 Economics 2	經濟 (一) 經濟 (二)
五月四日 (星期一) Monday, 4th May	8:30 - 10:00 10:45 - 12:45	Technology and Living 1 Technology and Living 2	科技與生活 (一) 科技與生活 (二)
五月五日 (星期二) Tuesday, 5th May		Reserve	後備
五月九日 (星期六) Saturday, 9th May		Reserve	後備

廣東話組卷三及卷五的報到時間為上午 9 時 15 分；普通話組卷三及卷五的報到時間為上午 9 時 30 分。
 Candidates taking the Cantonese version of Papers 3 and 5 should report at 9:15 a.m. while those taking the Putonghua version should report at 9:30 a.m.

* 約計聆聽及綜合能力考試完結時間
 Approximate examination end time of the Listening & Integrated Skills papers

註：
 Note:

- 2015 年 4 月 3 至 7 日 (復活節及清明節假期)；2015 年 5 月 1 日 (勞動節)；2015 年 5 月 25 日 (佛誕)
 3 - 7 April 2015 (Easter Holidays and Ching Ming Festival); 1 May 2015 (Labour Day); 25 May 2015 (Buddha's Birthday)
- 設計與應用科技、體育及音樂科的考試日期，將會在報考日期完結後決定，倘沒有重覆考生報考，兩個或以上科目將會被安排於同日進行考試。
 The examination dates for Design & Applied Technology, Physical Education and Music will be finalised after the closing date of registration and two or more subjects will be scheduled on the same day only if there is no overlap of candidates.

注意：應考下列科目 / 卷別的考生應參閱其准考證上所列的考試日期和時間 (報到時間)：
 Note: Candidates should refer to their Admission Form for the examination date and time (reporting time) for the following Subjects / Papers:

日期 Date	時間 Time	Subject 科目 / Paper 試卷
2015 年 2 月中旬至 3 月下旬 mid February - late March 2015	8:00 - 5:30	Physical Education 3 (Practical) 體育 卷三 (實習考試)
2015 年 2 月下旬至 4 月中旬 late February - mid April 2015	9:00 - 6:00	Music 2, 4B (Practical) 音樂 卷二、四乙 (實習考試)
2015 年 3 月 12 日至 3 月 25 日 (星期一至星期五) 12 March to 25 March 2015 (Monday to Friday)	5:00 - 8:30	Chinese Language 4 (Speaking) 中國語文 卷四 (口試)
2015 年 5 月 4 日至 5 月 14 日 (星期一至星期五) 4 May - 14 May 2015 (Monday to Friday)	5:00 - 8:30	English Language 4 (Speaking) 英國語文 卷四 (口試)