

**Examination Circular No. (6) 2015/2016
Bad Weather during Public Examinations**

1. This circular sets out the action to be taken by School Principals and Centre Supervisors in the event of a tropical cyclone or rainstorm occurring during the examination period.
2. Principals of schools used as examination centres and Centre Supervisors are reminded that closure of schools due to a tropical cyclone or rainstorm warning does not necessarily imply the postponement or cancellation of an examination scheduled to be held on that day. They should pay attention to the announcements made by the Hong Kong Examinations and Assessment Authority (HKEAA) via radio, television or the HKEAA website (www.hkeaa.edu.hk) regarding any change affecting examinations to be held in school centres. Unless an announcement has been made that a public examination has been postponed due to bad weather, it should be assumed that the examination will take place as originally scheduled and schools used as examination centres should remain open for examination purposes. Centre Supervisors should, if possible, bring a portable radio (preferably with earphones) to the examination centre to keep themselves informed of the weather conditions and news affecting the examination. Suitable arrangements should be made to ensure that candidates are not disturbed by the radio broadcast.
3. **ACTION REQUIRED**
 - (a) **Tropical cyclone or rainstorm warning issued before an examination**
 - (i) **Tropical cyclone warning signal No. 3 or Amber rainstorm warning**

All public examinations will be held as scheduled. If a typhoon signal No. 8 or Red/Black rainstorm warning is likely to be issued, all persons concerned should listen to the radio, watch television or check out the HKEAA website in case the weather deteriorates suddenly.
 - (ii) **Tropical cyclone warning signal No. 8 or above/Black rainstorm warning**

If a typhoon signal No. 8 or above is issued or when a Black rainstorm warning is issued, all public examinations will be postponed.
 - (iii) **Red rainstorm warning**

All persons concerned should listen to the radio, watch television or check out the HKEAA website for an announcement to be made by the HKEAA. Generally speaking, announcements will be made about two hours before the start of examinations. The announcement for morning examinations will normally be made between 6:00 am and 8:00 am. For examinations due to take place in the afternoon, announcements will normally be made between 11:00 am and 2:00 pm. For examinations due to start in the evening, announcements will normally be made between 4:00 pm and 6:00 pm.
 - (iv) **Delay the start of examinations**

In the event of an examination to be held as scheduled when a Red rainstorm warning is issued, the examination will be postponed by 15 minutes for ALL centres. If necessary, further delay by 15 minutes by individual centres is permissible. Beyond that, Centre Supervisors should contact the HKEAA. (Please note that the time for delivery of question papers to examination centres by the courier company and collection of question papers at the Question Paper Distribution Centre remain unchanged.)

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(b) **Tropical cyclone or rainstorm warning issued while an examination is in progress**

- (i) If an examination is in progress while a tropical cyclone or rainstorm warning signal is issued, the Centre Supervisor should allow the examination to continue. Once an examination has started, it should continue for the full time allotted unless the Centre Supervisor considers the situation dangerous.
- (ii) In the event of any imminent danger to the candidates, the Centre Supervisor should be prepared to use his/her own discretion to act independently to protect the safety of the candidates, including, if necessary, the evacuation of the examination centre. If such emergency action is necessary, the time should be noted and appropriate steps should be taken to protect the security of the candidates' scripts.
- (iii) The Centre Supervisor should instruct an invigilator to listen to the radio or check out the HKEAA website for further developments of the weather conditions and to keep a record of important announcements e.g. suspension or disruption of public transport services.
- (iv) If a warning signal is issued while the first session of an examination is in progress, any announcement concerning the examination scheduled for the second session will be made over the radio, television broadcast and the HKEAA website.

At the end of the examination, the Centre Supervisor should advise candidates whether it is safe or not to leave the centre, and at the same time, inform them of any announcements that have been received concerning public transport services and road blockages. If it appears unsafe for some or all of the candidates to go home, the Centre Supervisor should keep the centre open until it is safe for the candidates to leave.

4. **New dates for postponed Hong Kong Diploma of Secondary Education Examination (HKDSE)**

An announcement will be made on the HKEAA website or/and through the media, giving the new dates for the postponed examinations and any consequential changes as soon as possible.

5. **If any Centre Supervisor or School Principal has any doubt about the examination arrangements, please contact the HKEAA Secretariat:**

HKDSE	General Manager - School Exams & Assessment	Ms Margaret Hui	3628 8900
	Senior Manager – Exams Admin.	Ms Cindy Chiu	3628 8909
International and Professional Examinations	General Manager - International and Professional Exams	Ms Margaret Lo	3628 8700
	Senior Manager – Exams Admin. (SAT)	Mr George Pang	3628 8750
	Manager - Exams Admin.(LCCI Exams)	Ms Christy Lim	3628 8710
	Manager - Exams Admin. (ABRSM Exams)	Ms Peggy Cheung	3628 8720
	Manager - Exams Admin. (GCE/IAL/U of London Degree Exams)	Mr Ernest Lee	3628 8760
	Manager - Exams Admin. (TOEFL)	Ms Karen Lau	3628 8730
	Manager - Exams Admin. (TSA)	Ms Fanstina Tse	3628 8180

Tong Chong-sze
Secretary General

Hong Kong Examinations and Assessment Authority

To : Principals of participating schools and Centre Supervisors
Principal Assistant Secretary (School Administration & Support), EDB
Principal Education Officer (School Administration & Support), EDB
Education Officer (Community Relations), EDB