

Phone: 3628 8906  
Ref. No.: DSE/OP 5/2014

14 January 2014

Dear Principal,

### **Hong Kong Diploma of Secondary Education Examination 2014 Final Examination Accommodation Arrangements**

I refer to our letter of 5 December 2013 seeking schools' confirmation on the provisional centre usage for the 2014 HKDSE Examination. This letter is to confirm the Final Centre Usage of the 2014 HKDSE Examination.

#### **Examination Centre Management (ECM) System**

##### **(a) Final Centre Usage**

The final centre arrangements for the 2014 HKDSE Examination (including home centres / special centres for SEN candidates and oral centres for Chinese Language and English Language Speaking examinations) will be available for viewing on the Examination Centre Management (ECM) System from **12:00 noon on 16 January 2014**. School Principals and School Examination Officers (SEOs) may login the ECM System of the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk/>) to access the “**Centre Usage Overview 試場使用分配概覽**” and “**Centre Usage Calendar 試場使用分配日程**” for the 2014 HKDSE Examination. Every effort has been made to reduce possible disruption to your school by keeping the usage of your accommodation to the minimum.

I would like to draw your attention to the fact that in case there are late entries/subject amendments received after 16 January 2014, the total number of candidates allocated to your school as shown in the final centre usage table is subject to change and will be finalised in early February 2014. The final centre usage of SEN home centres / special centres may also be further updated, as necessary.

For schools that have agreed to provide their classrooms for conducting the Chinese Language, English Language, Mathematics Compulsory Part and/or Liberal Studies written examinations, the letter from the Permanent Secretary for Education giving approval for the suspension of classes is attached. A copy of the examination timetable for the 2014 HKDSE Examination is also attached. Please note that 7 and 8 May 2014 have been earmarked as reserve examination dates for contingency purposes.

To facilitate the Authority to carry out investigation on examination irregularities and maintain a proper record of the set-up of the examination venues, schools are requested to **upload the proposed seating plan of their examination venues to the ECM System before clicking the “Acknowledge” button to confirm the final centre usage on the “Centre Usage Overview 試場使用分配概覽” function between 16 January and 22 January 2014**. Please note that the seating plan of the hall centre is mandatory but it is optional for classroom centres. **SEOs are requested to complete the above confirmation and uploading process on or before 22 January 2014**. The User Manual of the ECM System will be available for download from the menu on the left-hand side of the system from 16 January 2014.

##### **(b) Collection of Questions Paper and Return of Answer Scripts / Testing of radio reception**

Schools have been asked to indicate their option regarding the collection of questions papers and the location for the return of answer scripts for the 2014 HKDSE Examination on the ECM System. School Principal and SEOs may login the ECM System to view your choice selected as well as the testing results of the radio reception reported by your school through the “**Examination Logistics 考試安排**” function of the ECM System.

For schools that have not confirmed the Examination Logistics option (i.e. Collection of Question Paper and Return of Answer scripts / Testing results of the radio reception) on the ECM system **by 31 December 2013**, the same arrangements your school opted for in the 2013 HKDSE Examination will be assumed to be adopted for the 2014 HKDSE Examination.

Regarding SEN home centres, schools can view their selected location for the return of answer scripts on the ECM system. In case any updating of the information is needed, please contact us via SEN hotline (3628 8917) or fax (3628 8990) on or before 22 January 2014.

**(c) Payment Account Information**

Schools may view the payment accounts that they provided to the HKEAA for the 2013 HKDSE Examination on the ECM System under “Payment Account Information (收款帳戶資料)”. SEOs are reminded to login the System and verify the payment account information of their school carefully. If amendments are required, the SEOs may update the information directly on the ECM System **between 16 January and 22 January 2014**. After the amendment period, schools may only view their payment account information on the System.


**Examination Personnel Management (EPM) Online Service**

Schools will be invited to nominate staff members to serve as Centre Supervisors / Invigilators / Special Room Invigilators and School Technicians via the Examination Personnel Management (EPM) Online Service in February 2014. Details will be announced at a later stage.

While schools presenting candidates for the Examination have to make their premises available as examination centres and also their staff as invigilators, we deeply appreciate your collaboration and partnership in administering the examinations for our candidates.

Thank you once again for your kind assistance and co-operation. If you have any questions, please feel free to contact Mr Dick Li (for normal centres) at 3628 8906 or Ms Carmen Wu (for SEN home centres / special centres) at 3628 8966.

Yours sincerely,



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

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