

Phone: 3628 8906

Ref: SE/8

5 December 2013

Dear Principal,

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

Thank you for your collaboration and support for the provision of examination venues in response to our letter of 23 September 2013. Details regarding the examination accommodation arrangements are given in this letter.

### **1. Provisional Centre Usage on the Examination Centre Management (ECM) System**

Principals and School Examination Officers are requested to login the Examination Centre Management (ECM) System at the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk/>) **during 5-16 December 2013** to view the Provisional Centre Usage for the 2014 HKDSE Examination. The Provisional Centre Usage will indicate the dates on which the halls/classrooms of schools are required for the written examinations. **Please click the “Acknowledge” button to confirm that you have viewed and accepted the Provisional Centre Usage.** (Schools using as centres for the Chinese Language and English Language speaking examinations have been informed of the arrangements in a separate letter dated 28 November 2013.)

For the convenience of school users, the User Manual will be available for download from the ECM System from 5 December 2013. In case you have any questions, please contact Mr. Dick Li on 3628 8906 (for Category A subjects) and Ms Gladys Cheng on 3628 8989 (for Category C Other Language subjects) **on or before 16 December 2013.**

### **2. Finalised Centre Usage**

The Finalised Centre Usage which confirms the exact usage of the halls/classrooms of schools for the 2014 HKDSE Examination will be available from the ECM System in mid January 2014. Please be assured that every effort will be made to minimise the disruption to schools when finalising the accommodation for the 2014 HKDSE Examination and NO change can be entertained unless in exceptional circumstances. In January 2014, candidates will be allocated to examination centres according to their choice of district. Admission Forms will be distributed to candidates in late January (for Physical Education and Music practical examinations) and mid February 2014 (for Category A & Category C (June 2014 Series) subjects examinations). Schools will be asked to confirm the payment account information related to examination centres and nominate centre supervisors, invigilators (including Special Room invigilators or technicians for the listening tests) via the Examination Personnel Management (EPM) Online Service at this stage.

### **3. Suspension of Classes for CEML Subjects**

Where classrooms of schools will be used as examination rooms for the four core subjects, i.e. Chinese Language, Liberal Studies, English Language and Mathematics Compulsory Part to be held during 7–9, 11-12 and 14 April 2014, the HKEAA will seek approval from the Education Bureau to give special holidays to their students.

### **4. Delivery/Collection of Question Papers**

Arrangements have been made for a courier company to deliver the question papers to examination centres on each examination day.

### *All Category A subjects*

School principals may opt for the delivery service, or alternatively ask the Centre Supervisors (or the responsible staff) to collect the question papers from the Question Paper Distribution Centre at the HKEAA San Po Kong Distribution Centre. In the latter case, a travelling allowance of HK\$97 per journey will be paid by the HKEAA to the schools. **Schools are requested to indicate their choice in the ECM System on or before 16 December 2013.**

For schools opting for the delivery service, it will be necessary for the Centre Supervisors (or the responsible staff) to be at school in the morning by 7:15 am to receive the question papers from the delivery agent. The question papers, together with a checklist, will be packed in sealed boxes and the recipient has to acknowledge the number of intact boxes received by **signing and stamping the school seal** on the receipt presented.

### *Category C Other Language Subjects*

The question papers will be delivered to examination centres by the HKEAA staff on the examination days. The Centre Supervisors (or the responsible staff) should be at school by 7:15 am to receive the question papers. The question papers, together with a checklist, will be packed in sealed boxes and the recipient has to acknowledge the number of intact boxes received by **signing and stamping the school seal** on the receipt presented.

## **5. Return of Answer Scripts**

### *All Category A subjects (except Visual Arts)*

It is necessary for Centre Supervisors or responsible staff nominated to return the answer scripts and related examination materials to one of the script collection centres at the end of each examination day. A travelling allowance of HK\$97 per journey will be paid by the HKEAA to the schools. **Schools are requested to indicate their choice in the ECM System on or before 16 December 2013.** An information sheet listing the options and names of the Answer Scripts Collection Centres is given in *Annex 1* and the 2014 HKDSE Examination timetable is in *Annex 2* for your reference.

### *Visual Arts*

Answer scripts and related documents will be collected by a courier company from the school office at the end of the examination day.

### *Category C Other Language Subjects*

Answer scripts and related documents will be collected by the HKEAA staff at the end of each examination day.

## **6. Provision of Air-conditioning during Examinations**

Past experience shows that air-conditioned centres can provide a more comfortable environment as well as better shield from extraneous noise. For the benefit of candidates, schools are urged to turn on the air-conditioning facilities (if available) during the examination. In this connection, **schools are requested to confirm in the ECM System on or before 16 December 2013 whether air-conditioning will be provided at their school halls/classrooms (if applicable) on the examination days.** Please note that according to the Government's recommendation, the room temperature of air-conditioned centres should be kept at 25.5°C. While the HKEAA is supportive of the notion of energy conservation, as the temperature in April and May can fluctuate considerably, schools are advised to keep the air-conditioning on and close all the windows if noise from outside may cause disturbance to the candidates sitting the examinations.

## **7. Parking Facilities for External Invigilators**

**Schools could update in the ECM System whether parking spaces will be available for external invigilators in their school premises during the examination period on or before 16 December 2013.** Should the reply be affirmative, invigilators concerned will be advised to contact the school before the examination if they wish to use the parking spaces.

## 8. Testing of Radio Reception

The 2014 HKDSE Chinese Language (Cantonese) and English Language Listening Tests will be broadcast via RTHK Radio 2 or the IR Transmission System. For radio-broadcast centres, although only examination centres with good reception will be used, to ensure the smooth conduct of the live examinations, Centre Supervisors of all schools are requested to check and confirm if the quality of radio reception in their school halls/classrooms (if applicable) and the Special Rooms is satisfactory. **Upon completion of checking, please update the results of the testing of the radio reception in the ECM System on or before 16 December 2013.**

### Summary of Important Dates and Deadlines

Below is a summary of the important dates and deadlines for your ease of **reference** and necessary **action**:

	Event	Date
1	Check the School Information and confirm the Provisional Centre Usage from the Examination Centre Management (ECM) System	5 – 16 December 2013
2.	Complete the following Centre Information in the ECM System: - Choice of delivery/collection of question papers; - Choice of return of answer scripts; and - Provision of air-conditioning during examinations.	
3.	Update Parking Facilities for external invigilators in the ECM System	
4.	Check the quality of radio reception and update the testing results in the ECM System	

### Special Centres for SEN Candidates

Regarding the accommodation arrangement of special centres for SEN candidates, please refer to our letter dated 26 November 2013 for details. For enquiries, please call our SEN hotline at 3628 8917.

Thank you very much for your attention and kind cooperation. In case of enquiries, please contact us via the following channels:

Enquiry Hotline: 3628 8860  
Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
HKEAA website: [www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)  
E-mail: [dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk)

Yours sincerely,



Margaret Hui (Ms)  
General Manager,  
School Examinations and Assessment Division

To: Principals of schools participating in the 2014 HKDSE Examination

**2014 年香港中學文憑考試**  
**Hong Kong Diploma of Secondary Education Examination 2014**

附件一  
Annex 1

答卷收集中心 Answer Scripts Collection Centres			
區域 Area	代號 Code	收集中心名稱 Name of Collection Centre	地址 Address
香港區 Hong Kong	HKS	嶺南中學 Lingnan Secondary School	香港杏花邨盛康里 6 號 6 Shing Hong Lane, Heng Fa Chuen, HK
九龍區 Kowloon	SPK	香港考試及評核局(新蒲崗辦事處) HKEAA (San Po Kong Sub-office)	九龍新蒲崗爵祿街 17 號 17 Tseuk Luk Street, San Po Kong, KLN
	WYC **	九龍華仁書院 Wah Yan College, Kowloon	九龍窩打老道 56 號 56 Waterloo Road, KLN
新界區 New Territories	TW	香港考試及評核局(荃灣評核中心) HKEAA (Tsuen Wan Assessment Centre)	荃灣城門道 7 號 7 Shing Mun Road, Tsuen Wan, NT
	ST	東莞工商總會劉百樂中學 GCCITKD Lau Pak Lok Secondary School	新界沙田大圍積運街積泰里 1 號 1 Chik Tai Lane, Chik Wan Street, Tai Wai, Shatin, NT
	TM	東華三院邱子田紀念中學 TWGHs Yau Tze Tin Memorial College	新界屯門兆康苑 Siu Hong Court, Tuen Mun, NT
	TP	迦密聖道中學 Carmel Holy Word Secondary School	新界大埔太和路 10 號 10 Tai Wo Road, Tai Po, NT
	YL	新界鄉議局元朗區中學 NTHYK Yuen Long District Secondary School	新界元朗教育路 123 號 123 Kau Yuk Road, Yuen Long, NT

\*\* 祇限中國語文、英國語文、通識教育及數學科（必修部分）考試。  
*For Chinese Language, English Language, Liberal Studies and Mathematics (Compulsory Part) examinations only.*

2014 年香港中學文憑考試  
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2014  
考試時間表  
TIMETABLE

日期 Date	時間 Time	Subject / Paper	科目 / 試卷
四月一日 (星期二) Tuesday, 1st 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)
四月二日 (星期三) Wednesday, 2nd April	8:30 - 12:30	Visual Arts 1, 2	視覺藝術 (一) 及 (二)
四月三日 (星期四) Thursday, 3rd 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)
四月四日 (星期五) Friday, 4th April	8:30 - 11:00 11:45 - 12:45	Biology 1 Biology 2	生物 (一) 生物 (二)
	8:30 - 10:10	Combined Science (Biology)	組合科學 (生物)
四月七日 (星期一) Monday, 7th April	8:30 - 9:45 10:30 - 12:00	Chinese Language 1 Chinese Language 2	中國語文 (一) 中國語文 (二)
四月八日 (星期二) Tuesday, 8th April	# 9:15 - 12:05*	Chinese Language 3 (LT), 5 #	中國語文 (三) (聽力測驗) 及 (五) #
四月九日 (星期三) Wednesday, 9th 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)
四月十一日 (星期五) Friday, 11th April	8:30 - 10:00 11:00 - 1:00	English Language 1 English Language 2	英國語文 (一) 英國語文 (二)
四月十二日 (星期六) Saturday, 12th April	9:15 - 12:10*	English Language 3 (LT)	英國語文 (三) (聽力測驗)
四月十四日 (星期一) Monday, 14th 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)
四月十五日 (星期二) Tuesday, 15th April	8:30 - 10:15 11:00 - 12:30	History 1 History 2	歷史 (一) 歷史 (二)
四月十六日 (星期三) Wednesday, 16th 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)
	8:30 - 11:00 11:45 - 12:45	Physics 1 Physics 2	物理 (一) 物理 (二)
	8:30 - 10:10	Combined Science (Physics)	組合科學 (物理)
四月十七日 (星期四) Thursday, 17th April	8:30 - 11:30 1:30 - 4:00	Literature in English 2 Literature in English 1	英語文學 (二) 英語文學 (一)
	8:30 - 10:30 11:15 - 1:15	Design and Applied Technology 1 Design and Applied Technology 2	設計與應用科技 (一) 設計與應用科技 (二)
四月二十二日 (星期二) Tuesday, 22nd 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)
四月二十三日 (星期三) Wednesday, 23rd April	8:30 - 10:30 11:15 - 1:00	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)
四月二十四日 (星期四) Thursday, 24th April	8:30 - 11:00 11:45 - 12:45	Chemistry 1 Chemistry 2	化學 (一) 化學 (二)
	8:30 - 10:10	Combined Science (Chemistry)	組合科學 (化學)
四月二十五日 (星期五) Friday, 25th 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)
四月二十六日 (星期六) Saturday, 26th 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)
四月二十八日 (星期一) Monday, 28th April	8:30 - 9:30 10:15 - 12:30	Economics 1 Economics 2	經濟 (一) 經濟 (二)
四月二十九日 (星期二) Tuesday, 29th April	8:30 - 11:00	Mathematics Extended Part Modules 1, 2	數學 延伸部分 單元 (一) 及 (二)
四月三十日 (星期三) Wednesday, 30th April	8:30 - 10:30 11:15 - 1:15	Chinese Literature 1 Chinese Literature 2	中國文學 (一) 中國文學 (二)
五月二日 (星期五) Friday, 2nd May	8:30 - 10:00 10:45 - 12:15	Music 1A Music 1B	音樂 1A 音樂 1B
	8:30 - 10:45 11:30 - 12:45	Physical Education 1 Physical Education 2	體育 (一) 體育 (二)
五月三日 (星期六) Saturday, 3rd May	8:30 - 11:00 11:45 - 1:00	Geography 1 Geography 2	地理 (一) 地理 (二)
五月五日 (星期一) Monday, 5th 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)
五月七日 (星期三) Wednesday, 7th May		Reserve	後備
五月八日 (星期四) Thursday, 8th 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.

\* 約計聽力測驗完結時間

Approximate examination end time of listening tests

註： 2014 年 4 月 5 日(清明節)； 2014 年 4 月 18 至 21 日(復活節假期)； 2014 年 5 月 1 日(勞動節)； 2014 年 5 月 6 日(佛誕)

Note: 5 April 2014 (Ching Ming Festival); 18 - 21 April 2014 (Easter Holidays); 1 May 2014 (Labour Day); 6 May 2014 (Buddha's Birthday)

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
2014 年 2 月 22 日至 3 月 22 日 22 February - 22 March 2014	8:30 - 5:30	Physical Education 3 (Practical) 體育 卷三 (實習考試)
2014 年 2 月下旬至 4 月中旬 late February - mid April 2014	9:00 - 6:00	Music 2, 5 (Practical) 音樂 卷二、五 (實習考試)
2014 年 3 月 13 日至 3 月 26 日 (星期一至星期五) 13 March to 26 March 2014 (Monday to Friday)	5:00 - 8:30	Chinese Language 4 (Speaking) 中國語文 卷四 (口試)
2014 年 4 月 30 日至 5 月 15 日 (星期一至星期五) 30 April - 15 May 2014 (Monday to Friday)	5:00 - 8:30	English Language 4 (Speaking) 英國語文 卷四 (口試)