

Phone: 3628 8906

Ref: SE/8

5 December 2014

Dear Principal,

## **Hong Kong Diploma of Secondary Education Examination (HKDSE) 2015 Provisional Examination Accommodation Arrangements for Normal Centres**

Thank you for your collaboration and support for the provision of examination venues in response to our letter of 29 September 2014. Details regarding the examination accommodation arrangements are given in this letter.

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

Principal and School Examination Officer(s) (SEO) are requested to login the Examination Centre Management (ECM) System at the HKDSE Examination Online Services (<https://www.hkdse.hkeaa.edu.hk/>) to view and confirm the Provisional Centre Usage for both normal and special centres in the 2015 HKDSE via the “**Centre Usage Overview (試場使用概覽)**” function **between 5 December and 12 December 2014**. The Provisional Centre Usage will indicate the dates on which the halls/classrooms of your school are required for the written examinations. **Please click the “Acknowledge” button to confirm that you have viewed and accepted the Provisional Centre Usage.** As the overall supply of examination venues is barely sufficient to meet the demand this year, we earnestly seek your cooperation not to withdraw your consent in providing venues especially for the core subject examinations. Schools providing classrooms for the Chinese Language and English Language speaking examinations (both normal and special centres) have been informed of the arrangements in separate letter(s) dated 26 November 2014.

For the convenience of school users, the User Manual will be available for download from the ECM System from 5 December 2014. In case you have any questions, please contact Mr Dick Li (3628 8906 for normal centres), Mr Benny Chan (3628 8907 for special centres) or Mr Ben Leung (3628 8947 for the ECM System).

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

The Finalised Centre Usage which confirms the exact usage of the halls/classrooms of schools for the 2015 HKDSE will be available on the ECM System in mid-January 2015. Every effort will be made to minimise the disruption to schools when finalising the accommodation for the 2015 HKDSE and NO change can be accommodated unless in very exceptional circumstances. In January 2015, 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 2015 (for Category A & Category C (June 2015 Series) subject examinations). Schools will be asked to confirm the payment account information related to examination centres in mid-January and nominate centre supervisors, invigilators (including Special Room invigilators or technicians for the listening tests) in late February. Details will be announced at a later 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 30-31 March, 1 April and 13-15 April 2015, 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.

### ***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 \$97 per journey will be paid by the HKEAA to the schools. **Schools are requested to indicate their choice in the “Examination Logistics (考試安排)” function of the ECM System on or before 12 December 2014.**

For schools opting for the delivery service, it will be necessary for the Centre Supervisors (or the responsible staff) to be at school by 7:15 am on the examination day 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**

### ***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 \$97 per journey will be paid by the HKEAA to the schools. **Schools are requested to indicate their choice in the “Examination Logistics (考試安排)” function of the ECM System on or before 12 December 2014.** An information sheet listing the options and names of the Answer Scripts Collection Centres is given in *Annex 1*. The 2015 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 Examination**

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 indicate on the “Examination Logistics (考試安排)” function of the ECM System on or before 12 December 2014 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 between March 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. Testing of Radio Reception**

The 2015 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, while only examination centres with good reception will be used, to ensure the smooth conduct of the examinations, **all Centre Supervisors concerned are requested to double check and confirm if the quality of radio reception in their school halls/classrooms (if applicable) and the Special Rooms is satisfactory at this stage.** Upon completion of checking, **please update the results of the testing of the radio reception in the “Examination Logistics (考試安排)” function of the ECM System on or before 12 December 2014.**

## 8. Parking Facilities for External Invigilators

Schools may update in the “Centre Information (試場資料)” function of the ECM System whether parking spaces will be available for external invigilators in their school premises during the examination period **on or before 12 December 2014**. 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.

### Summary of Important Dates and Deadlines

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

	Event	Relevant Function of the ECM System	Date
1	Confirm the Provisional Centre Usage (including <u>normal and special centres</u> ) in the ECM System	Centre Usage Overview (試場使用分配概覽)	5 – 12 December 2014
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.	Examination Logistics (考試安排)	
3.	Check the quality of radio reception and update the testing results in the ECM System	Examination Logistics (考試安排)	
4.	Update Parking Facilities for external invigilators in the ECM System	Centre Information (試場資料)	

### Special Centres for SEN Candidates

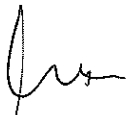
Regarding the accommodation arrangement of special centres for SEN candidates, details will be provided in our letter dated 8 December 2014. For enquiries, please call our SEN hotline at 3628 8917.

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

Enquiry: Normal centres - Mr. Dick Li (3628 8906)  
Special centres - Mr Benny Chan (3628 8907)  
ECM System - Mr Ben Leung on (3628 8947)

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 2015 HKDSE

**2015 年香港中學文憑考試**  
**Hong Kong Diploma of Secondary Education Examination 2015**

<b>答卷收集中心</b> <b>Answer Scripts Collection Centres</b>			
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.*

**2015 年香港中學文憑考試**  
**HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2015**  
**考試時間表**  
**TIMETABLE**

Annex 2

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)
四月二十日 (星期一) Monday, 20th April	8:30 - 11:00 11:45 - 12:45	Physics 1 Physics 2	物理 (一) 物理 (二)
四月二十日 (星期一) Monday, 20th April	8:30 - 10:10	Combined Science (Physics)	組合科學 (物理)
四月二十一日 (星期二) Tuesday, 21st 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)
四月二十二日 (星期三) Wednesday, 22nd 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 - 10:00 10:45 - 12:15	Music 1A Music 1B	音樂 1A 音樂 1B
四月二十三日 (星期四) Thursday, 23rd April	8:30 - 10:45 11:30 - 12:45	Physical Education 1 Physical Education 2	體育 (一) 體育 (二)
四月二十四日 (星期五) Friday, 24th 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 Design and Applied Technology 2	設計與應用科技 (一) 設計與應用科技 (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 am while those taking the Putonghua version should report at 9:30 am

\* 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： 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)

Note: 3 - 7 April 2015 (Easter Holidays and Ching Ming Festival); 1 May 2015 (Labour Day); 25 May 2015 (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
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)

Candidates are expected to make themselves available for the whole examination period including the reserve examination dates (i.e. 5 and 9 May 2015) in case there are any rescheduled written examinations to be arranged due to unforeseeable situation.

考生應預留整個考試時段包括後備考試日期(即 2015 年 5 月 5 日及 9 日)，如遇到一些未能預計的情況，筆試可能會被安排於後備考試日期進行。