



Phone: 3628 8950

Ref.: DSE/OP 5/2013

29 January 2013

Dear Principal

**Hong Kong Diploma of Secondary Education (HKDSE) / Hong Kong Advanced Level (HKAL)
Examination 2013
Centre Supervisors' Handbooks, Videos and Centre Supervisors' Conferences**

I am writing to thank you for nominating your teachers to serve as Centre Supervisors / Deputy Centre Supervisors for the captioned examinations. The smooth conduct of the public examinations relies heavily on the efforts of the Centre Supervisors to follow closely the prescribed procedures in carrying out their duties. The examination arrangements and procedures are detailed in the Centre Supervisors' Handbooks for various DSE/AL subjects which will be distributed to schools in late February 2013.

Revamp of HKDSE Centre Supervisors' Handbooks

To facilitate Centre Supervisors in making the announcements during the HKDSE examinations, the format of the Centre Supervisors' Handbooks for both Hall and Classroom have been revamped. Details are as follows:

(a) Centre Supervisors' Handbook for Category A Subjects - Hall Version

The general instructions covering Sections I, II, IIIA, IV and Notes for the Guidance of Invigilators will be printed as a single booklet while the specific examination proceedings (i.e. Section IIIB) for individual subjects will be provided as loose sheets. The general instructions booklet and the loose sheets for individual subjects will continue to be bilingual and be inserted inside the pockets of the Centre Supervisors' Handbook folder. Each centre school will receive the specific examination proceedings of the relevant subject(s) according to the subjects for which the school hall will be used as an examination centre.

(b) Centre Supervisors' Handbook for Mathematics (Compulsory Part) and Liberal Studies - Classroom Version

The specific examination proceedings of Mathematics (Compulsory Part) and Liberal Studies will be printed separately as Sections IIIA and IIIB of Annex 2 and be combined with the general instructions in the same booklet.

(c) For the subjects Chinese Language and English Language, the Centre Supervisors' Handbooks (both Hall and Classroom Versions) will continue to be printed as separate booklets.

(Note: The format of the AL Centre Supervisors' Handbooks for language and non-language subjects will remain the same as that of 2012.)

The Centre Supervisors' Handbooks for both DSE and AL subjects will be available for collection during **25 February - 1 March 2013** at the HKEAA Southorn Centre office. The handbooks will also be uploaded to the HKEAA website (www.hkeaa.edu.hk) from 25 February 2013. In case additional copies of the handbooks or specific examination proceedings of individual DSE subjects are required, they can be downloaded from our website (www.hkeaa.edu.hk) → School and Teachers → Teachers' Corner → Information for Teachers).

Production of Videos

(a) Videos for Candidates and Centre Supervisors

To familiarise candidates and centre supervisors with the examination regulations and procedures of the 2013 DSE examination, two videos have been produced: one for candidates and the other for centre supervisors and invigilators. The examination procedures for the DSE Speaking examinations have also been included in the Video for Candidates. Both videos will be available for collection during **19 February to 25 February 2013** and will be uploaded to the HKEAA website (www.hkeaa.edu.hk) from 19 February 2013.

(b) Video - “HKDSE – A New Chapter for Hong Kong Public Examinations”

With the support and cooperation of schools, the first HKDSE Examination was conducted in 2012. More than 70,000 secondary school graduates are awarded the HKDSE certificates. To commemorate this milestone, the HKEAA is releasing a video themed “HKDSE – A New Chapter for Hong Kong Public Examinations”, to revisit the objectives and major features of the groundbreaking HKDSE Examination. The video will also be available for collection during **25 February to 1 March 2013** and will be uploaded to the HKEAA website (www.hkeaa.edu.hk) and the HKEAA YouTube Channel from 29 January 2013.

(c) User Manuals of Public Examinations Communication and Support System (PECSS) and Attendance and Script Tracking System (ASTS) with Video for ASTS

The updated user manuals of the PECSS and ASTS and the video highlighting the operations of the ASTS will also be available for collection during **25 February to 1 March 2013** and will be uploaded to the HKEAA website (www.hkeaa.edu.hk) from 25 February 2013.

Centre Supervisors’ Conferences

To acquaint centre supervisors with the procedures for the conduct of the captioned examinations, a series of Centre Supervisors’ conferences will be held in March. Two identical sessions for general DSE/AL subject examinations and separate sessions for DSE/AL language subjects have been arranged. Details of the Conferences are given in *Annex 1*.

The Centre Supervisors/Deputy Centre Supervisors of your school are invited to attend the conferences as appropriate. For teachers serving as the Centre Supervisor/Deputy Centre Supervisor for the DSE/AL non-language subjects, they should attend the sessions for general subjects. For teachers serving as the Centre Supervisor/Deputy Centre Supervisor for the DSE/AL language subjects (i.e. DSE Chinese Language/DSE English Language/AS Chinese Language & Culture/AS Use of English), they should attend the sessions for the respective language subjects and need not attend the one for general subjects. Similarly, teachers serving as the Centre Supervisor for Classroom Centres are advised to attend the session for Classroom Centres. Centre Supervisors / invigilators are requested to sign up for the conferences via the link <http://esurvey.hkeaa.edu.hk/CSCConference2013> from **3 February 2013**.

An honorarium of \$97 per session will be paid to each Centre Supervisor/Deputy Centre Supervisor/Special Room Invigilator for attending the conferences. To discharge our tax obligations more thoroughly, the Authority will adopt the guidelines from the IRD on taxable allowance to examination personnel from the 2013 HKDSE/HKAL examinations. School staff who have opted to receive the said honorarium will need to enter their personal data and bank account information on the HKEAA Examination Personnel Online System (<http://epo.hkeaa.edu.hk>) during 20 February to 20 May 2013 for processing of payment by the HKEAA. The recipients of the allowance have to complete the tax return process as required by the IRD.

Enhanced Training to Invigilators

Due to the huge number of invigilators involved in the public examinations, it has not been possible to arrange training sessions for teachers serving as invigilators. Instead, they are advised to view the video and read the “Notes for the Guidance of Invigilators” before the examination.

In light of the examination irregularities and complaints handled in the past, the HKEAA, after due consultation with the Advisory Committee on Public Examinations Administration, would like to share the common type of examination irregularities and establish a self-test mechanism for school invigilators to assess their understanding of the examination procedures. Schools will be provided with a set of questions (in multiple-choice format) and answer keys for circulation to your teachers nominated as invigilators. The invigilators are encouraged to read the guidance notes before answering the questions and get familiar with the examination procedures before the first day of examination. It would also be desirable for experienced Centre Supervisors/invigilators from your school to conduct experience-sharing sessions for the invigilators and remind them of the important examination regulations (e.g. duration of the examination, mobile phone arrangements, attendance checking, handling of irregularities etc.) Further details will be made available to schools in mid to late February.

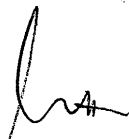
Actions required

School principals are kindly requested to:

- (a) make necessary arrangements to enable the Centre Supervisors/Special Room Invigilators to attend the Centre Supervisors' conferences, sign up for the relevant sessions and inform them of the administration arrangement of the taxable honorarium;
- (b) send a staff member to collect the videos for candidates and centre supervisors (two copies each) at the HKEAA office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong **during 19 February to 25 February 2013**, bringing along the collection slip at *Annex 2*;
- (c) send a staff member to collect the Centre Supervisors' Handbooks for various DSE and AL subjects (if applicable), the PECSS and ASTS user manuals and video and the Video on HKDSE at the HKEAA office **during 25 February to 1 March 2013**, bringing along the collection slip at *Annex 3*.

Thank you very much for your assistance. In case of enquiries, please contact Mr K.W. Lok on 3628 8950 (HKDSE) or Mr Alex Wong on 3628 8960 (HKALE).

Yours sincerely



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

c.c. Centre Supervisors

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Hong Kong Advanced Level / Diploma of Secondary Education Examination 2013 – Centre Supervisors' Conferences

	Conference	Language Medium	Date and Time	Venue	Invigilation Personnel Invited
1	HKALE Chinese Language & Culture (CLC) (Exam dates: 16 & 17 April 2013)	Cantonese	Thursday, 14 March 2013 2:30 p.m. – 3:30 p.m.	Hong Kong Examination and Assessment Authority Room 1404, 14/F, Southern Centre 130 Hennessy Rd., Wah Chai HK	Centre Supervisors / Deputy Centre Supervisors for 2013 AL CLC examination
	HKALE Use of English (UE) (Exam dates: 25 & 26 March 2013)	English	Thursday, 14 March 2013 4:00 p.m. – 5:00 p.m.		Centre Supervisors / Deputy Centre Supervisors for 2013 AL UE examination
2	HKALE/HKDSE (General)	Cantonese	Session (1) Friday, 15 March 2013 3:30 p.m. – 5:00 p.m.	The PHC Wing Kwong College 155 Lung Cheung Rd Wang Tau Hom Kowloon	Centre Supervisors / Deputy Centre Supervisors for 2013 HKDSE / HKALE
		Cantonese	Session (2) Saturday, 23 March 2013 9:30 a.m. – 11:00 a.m.	Duke Windsor Social Service Building (Theatre) 15 Hennessy Rd., Wah Chai HK	Centre Supervisors / Deputy Centre Supervisors who cannot attend the Conference on 15 March 2013
3	HKDSE Chinese Language (Exam dates: 8 & 9 April 2013)	Cantonese	Monday, 18 March 2013 2:10 p.m. – 3:40 p.m.	Queen Elizabeth School 152 Sai Yee Street Mongkok Kowloon	Centre Supervisors / Deputy Centre Supervisors for 2013 HKDSE Chinese Language examination
	HKDSE English Language (Exam dates: 12 & 13 April 2013)	English	Monday, 18 March 2013 4:00 p.m. – 5:30 p.m.		Centre Supervisors / Deputy Centre Supervisors for 2013 HKDSE English Language examination
4	HKDSE Chinese Language (Exam dates: 8 & 9 April 2013)	Cantonese	Friday, 22 March 2013 3:30 p.m. – 5:00 p.m.	Belilios Public School 51 Tin Hau Temple Rd North Point HK	Classroom Centre Supervisors for 2013 HKDSE Chi Lang, Eng Lang, LS & Maths examinations
	HKDSE English Language (Exam dates: 12 & 13 April 2013)				
	HKDSE Liberal Studies (Exam date: 10 April 2013)				
	HKDSE Mathematics (Compulsory Part) (Exam date: 15 April 2013)				

Note: The detailed examination proceedings and regulations of respective subjects will be introduced at the Conferences.