

Tel.: 3628 8860
Ref.: DSE/OP26

30 August 2013

To: Principals of schools participating in 2014 HKDSE Examination

Dear Principal,

Hong Kong Diploma of Secondary Education (HKDSE) Examination Important pre-examination events for the 2014 Examination

Following the successful completion of the Hong Kong Diploma of Secondary Education (HKDSE) Examination 2013, we would like to draw your attention to the important pre-examination events for the 2014 HKDSE Examination.

September Registration

Registration for Categories A, B and C (Other Languages – June 2014 Series) subjects of the 2014 HKDSE Examination will be accepted **from 17 September to 10 October 2013**. Schools are requested to submit their students' subject entries via the HKDSE Examination Registration System before the closing date of registration. To enhance the user-friendliness of the Registration System, the screen layout and some of the functions have been revamped. The new screen layout and major improvements will be presented at the briefing sessions for schools to be held in September 2013. We are thankful to schools for providing valuable and constructive comments to us in the past two years.

Details of the procedures for registration of school candidates for the 2014 HKDSE Examination will be promulgated via school circular in early September 2013.

Applications for Special Examination Arrangements

Candidates with special needs who wish to apply for special examination arrangements in the 2014 HKDSE Examination but did not file their applications in October 2012, or S5 students who will be entering for the 2015 HKDSE Examination are invited to submit their applications via the Special Examination Arrangements (SEA) Online Service **from 9 September to 27 September 2013**.

For details, please refer to the HKDSE Examination Circular No. (1) 2013/2014 dated 30 August 2013 regarding the application for special examination arrangements.

School Briefings

Two identical briefing sessions will be conducted on **16 September 2013 morning** and **17 September 2013 afternoon**. The briefing will be divided into two parts:

Part 1 - Procedures for the September Registration and the new functions of the School Information Management Online Service;

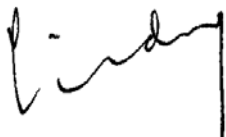
Part 2 - Applications for Special Examination Arrangements

The programme rundown is given in *Annex 1*. The presentation materials will be uploaded to the main page of the respective systems of the HKDSE Examination Online Services after 16 September 2013. Schools may enroll for either Part 1 / 2 or both. To facilitate our logistics arrangements, please sign up for either one of the sessions at <http://esurvey.hkeaa.edu.hk/2014HKDSEBriefing> on or before **12 September 2013 (Thursday)**. Due to limited seating capacity, each school may nominate up to **2 representatives** to attend each part of the briefing session.

Thank you for your continuous support and collaboration in the administration of the HKDSE Examination. We look forward to meeting you and your teachers at the above events.

In case you have any queries, please contact our Public Examinations Information Centre on 3628 8860.

Yours sincerely,



Cindy Chiu (Ms)

Acting General Manager, School Examinations and Assessment Division

**Hong Kong Diploma of Secondary Education Examination 2014
Briefings for schools on the Pre-examination Arrangements**

Date/Time	Venue	Language Medium
16 September 2013 9:00 am – 12:30 pm	EDB Kowloon Tong Education Services Centre Lecture Theatre, 4/F, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon	Cantonese
17 September 2013 2:00 pm – 5:30 pm		

Rundown:

Time

9:00 am – 9:15 am/
2:00 pm – 2:15 pm

Details

Registration for **Part 1**

9:15 am – 11:15 am /
2:15 pm – 4:15 pm

Part 1 Registration and School Information Management

September Registration for the 2014 HKDSE Examination:

- ◆ important administrative arrangements
- ◆ procedures for registration using the WebSAMS
- ◆ highlighting the major improvements of the Registration System

School Information Management Online Service:

- ◆ new functions of the Phase 2 development
- ◆ arrangements of unified accounts for Principal

Q&A Session

11:15 am – 11:30am /
4:15 pm – 4:30 pm

Break & Registration for **Part 2**

11:30 am – 12:30 pm
4:30 pm – 5:30 pm

Part 2 Application for Special Examination Arrangements

- ◆ Special Examination Arrangements (SEA) for the 2014 and 2015 HKDSE Examinations
- ◆ Enhancements of the SEA Online Services

Q&A Session

Target Participants:

- (i) Principal or nominee;
- (ii) Teacher or staff member who will serve as School Administrator to manage school information and user accounts;
- (iii) Teacher or staff member who will serve as School Examination Officer (SEO) to handle the registration matters of the HKDSE Examination in the Registration System and in the HKEAA module of the WebSAMS; and
- (iv) Teacher or staff member who will serve as Special Examination Arrangements (SEA) Application Officer to apply for SEA on behalf of students with special needs in the HKDSE Examination.

Due to limited seating capacity, each school may nominate up to **2 representatives** to attend each part of the briefing session. Schools are requested to sign up for the briefings at <http://esurvey.hkeaa.edu.hk/2014HKDSEBriefing> on or before **Thursday, 12 September 2013**.

Note: No confirmation will be sent to successful registrants unless any one of the briefing sessions is over-subscribed due to limited seating capacity.