

Phone: 3628 8860
Ref: DSE/CR 3/2015

10 December 2014

Dear Principal,

**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2015
Important Examination Arrangements and Distribution of Handbooks for Candidates**

To familiarise candidates with the examination regulations, procedures and arrangements for the 2015 HKDSE, the following documents and videos will be distributed to them / released shortly:

- (a) Handbook for Candidates for 2015 HKDSE Category A and Category B Subjects;
- (b) Instructions to Candidates for 2015 HKDSE Category C (Other Languages) Subjects;
- (c) Videos for Candidates on 2015 HKDSE Examination Procedures for Written (including listening tests) and Speaking examinations.

Items (a) and (b) will be available for schools' collection from the HKEAA Southern Centre office (Address: 12/F, Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **from 17 to 22 December 2014** (Monday to Friday: 8:30 am to 5:00 pm, Saturday: 9:00 am to 12:00 noon). They will also be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk/tc/hkdse/>) once available. School principals are requested to send staff members to collect the Handbooks (and the Instructions if applicable), bringing along the completed collection slip at the *Annex*. Item (c) will be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk>) around late February 2015 for viewing by candidates.

Based on the registration entries of individual schools, sufficient copies of the "Handbook for Candidates" have been printed for distribution to each of your candidates. Each school will also be given 3 copies each of the Chinese and English versions of the Handbook for the reference of your teachers and record purposes. In addition, candidates who have entered for the Category C subjects will each receive a copy of the "Instructions to Candidates". Please ask your candidates to read carefully the Handbook and the Instructions (if applicable) which contain important regulations, procedures and instructions relating to their participation in the 2015 HKDSE and remind them to abide by the regulations laid down in the documents when taking the examination.

Important Examination Arrangements

Below are the highlights of the major administrative arrangements and update regulations for the 2015 HKDSE for your information and dissemination to your teachers and candidates concerned:

1. Examiners' Mannerisms, Facial Expressions and Domination of other Candidate(s) in Speaking Examinations

Candidates should focus on interacting with the other candidates during the group interaction. As examiners' individual characteristics including mannerisms and facial expressions may vary, such variations are not regarded as an examination irregularity or deviation from stipulated examination procedures. Complaints about performance being affected by the examiners' mannerisms, and facial expressions will **NOT** be entertained. Moreover, examiners will endeavour to allow all candidates a fair chance to participate in the group interaction. In this regard, examiners may intervene if they feel that a candidate is dominating the group interaction. The marking of dominating candidates will also be handled appropriately. Therefore, complaints from candidates about other candidates dominating the group interaction will **NOT** be entertained.

2. Candidates' Discipline in Written and Speaking Examinations

Candidates are not allowed to take photographs, audio-record or video-record inside the examination room (including the reporting room and the preparation room of speaking examinations) in any examinations, or else they will receive a **mark penalty**. If they display the photographs or recordings electronically or publicly, a **subject downgrading** will be imposed on the subject concerned.

During speaking examinations, candidates must not talk to other candidates (except during the group interaction) or use any electronic device (such as mobile phone, tablet or smart watch) to communicate with others or access the internet/email/SMS/WhatsApp etc. after entering the reporting room (i.e. *in the reporting room/preparation room/examination room/corridor/toilet*) until the end of the examination. Candidates failing to follow the regulations will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination.**

3. **Business, Accounting and Financial Studies**

Starting from 2015, separate grading and reporting of the subject results for candidates taking the two different elective modules of Business, Accounting and Financial Studies (i.e. Accounting module and Business Management module) will be adopted. The module taken by the candidate will be shown on the admission form, results notice and the HKDSE certificate.

4. **Applications for Rechecking and Remarking / Appeal Review**

The application deadline for rechecking and remarking for Category A, Category B and Category C subjects is **5 calendar days** after the release of the examination results. School candidates should follow the closing date for application set by their schools. Appeal review applications in respect of the processing of examination irregularities or rechecking and remarking process are accepted within **5 calendar days** after the release of the examination results or the rechecking and remarking results.

5. **Candidates Lodging Complaints / Reporting Irregularities**

Candidates should seek help from invigilators immediately if there are any undesirable conditions at the examination centre. **No special consideration** will be given to candidates who do not report unsatisfactory conditions at the centre but subsequently claim that their performance has been affected by:

- ◆ insufficient examination time (unless there is substantiating evidence from the examination centre)
- ◆ normal background noise at examination centres (e.g. from outside vehicles, normal school activities, school bell etc.)
- ◆ undesirable examination centre conditions (e.g. noise, room temperature, lighting etc.) which are not reported to invigilation staff on the spot

For listening tests, complaints about reception under the following circumstances will **NOT** be entertained:

- ◆ taking the listening test in the original centre without going to the “Special Room” despite reception problems
- ◆ possible interference by the radios or antennae of other candidates

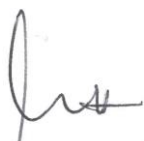
Common Irregularities Reported at Examination Centres

Apart from the above, your assistance is enlisted to alert your candidates of some common irregularities reported by centre supervisors which may lead to mark penalties. The following are some examples:

- (a) Admission Form placed in a transparent / plastic folder together with revision notes / personal items;
- (b) Admission Form put together with the previous session(s) question papers of the same subject;
- (c) Bringing in calculators with name / stickers / drawing at the back;
- (d) Unauthorised materials though not directly related to the subject sat.

Thank you for your continuing support of the 2015 HKDSE. If you have any queries regarding the above arrangements, please contact us on 3628 8860.

Yours sincerely,



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

To: Principals of schools participating in 2015 HKDSE

DSE

School Code

Ref: DSE/CR 3/ 2015

To: General Manager, School Examinations & Assessment Division
 Hong Kong Examinations and Assessment Authority
 12/F, Southorn Centre,
 130 Hennessy Road, Wan Chai
 Hong Kong

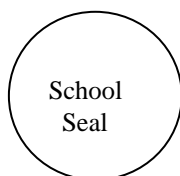
Collection Slip

**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2015
 Collection of Handbooks and Instructions for Candidates**

(The documents will be ready for collection between 17 and 22 December 2014)

Please allow the bearer Mr./Ms. _____,
 to collect the following documents for my school:

- Handbooks for Candidates for Category A and Category B subjects
 _____ copies of Chinese version; _____ copies of English version
- Instructions to Candidates for Category C Subjects Other Languages (if applicable):
 _____ copies



Signature: _____
 (Principal of School)

School: _____

Date: _____

Office Hours: Monday to Friday
 Saturday

8:30 am - 5:00 pm
 9:00 am - 12:00 noon

N.B. As the above documents (in A4 size) are fairly bulky, it would be more convenient for your staff members to bring along a trolley.