

Phone: 3628 8906
Ref.: SE/8

7 December 2012

Dear Principal,

Hong Kong Diploma of Secondary Education Examination 2013 Provisional Examination Accommodation Arrangements

Thank you for your collaboration and support for the provision of examination venues in response to our letter of 18 September 2012. This letter is to provide details regarding the examination accommodation arrangements as follows:

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 10-20 December 2012** to view the Provisional Centre Usage for the 2013 HKDSE Examination. The Provisional Centre Usage will indicate the dates on which the halls/classrooms of schools are required for the written examinations. Schools to be used as examination centres for speaking examinations have been informed of the arrangement in a separate letter dated 30 November 2012. For the convenience of school users, the User Manual will be available for download from the ECM System from 10 December 2012. In case you have any questions, please contact Mr. Dick Li on 3628 8906 (for all Category A subjects except Visual Arts) or Mr. Oscar Pang on 3628 8989 (for Category A Visual Arts and Category C Other Languages subjects) **on or before 20 December 2012**.

2. Finalised Centre Usage

The Finalised Centre Usage which confirms the exact usage of the halls/classrooms of schools for the 2013 HKDSE Examination will be available from the ECM System in mid January 2013. Please be assured that every effort will be made to minimise the disruption to schools when finalising the accommodation for the 2013 HKDSE Examination and NO change can be entertained unless in exceptional circumstances. In January 2013, 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 2013 (For Category A & Category C (June 2013 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 are to be used as examination rooms for the four core subjects, i.e. Chinese Language, English Language, Mathematics (Compulsory Part) and Liberal Studies to be held during 8–10, 12–13 and 15 April 2013, 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 on the Centre Information Form at ***Annex 1*** **on or before 20 December 2012**.

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.

An information sheet listing the options and names of the Question Papers Distribution/Answer Scripts Collection Centres and the 2013 HKDSE Examination timetable are given in *Annex 2* and *Annex 3* respectively for your reference.

Category C Other Languages 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 all Centre Supervisors or responsible staff nominated to return the answer scripts and related examination materials to one of the collection centres at the end of each examination day. Please refer to *Annex 2* for the list of Answer Scripts Collection Centres. A travelling allowance of HK\$97 per journey will be paid by the HKEAA to the schools.

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 Languages 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 on the Centre Information Form (*Annex 1*) whether air-conditioning will be provided at their centres 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 to close all the windows if noise from outside may cause disturbance to the candidates sitting the examinations.

7. Parking Facilities for Outside Invigilators

Schools could update in the ECM system whether parking spaces will be available for outside invigilators in their school premises during the examination period on or before **20 December 2012**. 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 2013 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 are selected, to ensure the smooth conduct of the live examinations, the Centre Supervisors of all centre schools are requested to check whether the quality of radio reception in their school halls/classrooms (if applicable) and the Special Rooms is satisfactory or not. Upon completion of checking, please complete the proforma in *Annex 4* and return it to the HKEAA **on or before 20 December 2012**.

9. Summary of Important Dates and Deadlines

For ease of reference, below is a summary of the important dates and deadlines:

	Event	Date
1	Check the School Information and view the Provisional Centre Usage from the Examination Centre Management (ECM) System	10 – 20 December 2012
2	Enquiries about Provisional Centre Usage	On or before 20 December 2012
3	Complete and return the Centre Information Form to the HKEAA (<i>Annex 1</i>)	
4	Complete and return the Proforma for testing or radio reception to the HKEAA (<i>Annex 4</i>)	

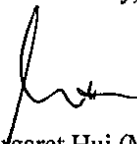
10. Special Centres for SEN Candidates

Regarding the accommodation arrangement of special centres for SEN candidates, please refer to our letter dated 16 November 2012 for details. For enquiries, please call our SEN hotline at 3628 8917.

11. Useful contact information of the HKEAA

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

Yours sincerely,



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

To: Principals of schools participating in the 2013 HKDSE Examination

DSE

**Hong Kong Diploma of Secondary Education Examination 2013
Centre Information Form**

School Code

(Please fax this Reply Slip to HKEAA on or before Thursday, 20 December 2012.)

To: General Manager, School Examinations and Assessment Division, HKEAA

Please put a “✓” in the appropriate box to indicate your reply:

1 Delivery/Collection of Question Papers (Applicable to all Category A subjects; NOT applicable to Category C subjects)

The Centre Supervisors or the responsible staff will:

be at school by 7:15 am to receive the question papers from the HKEAA delivery agent.

collect the question papers from the Question Paper Distribution Centre at the HKEAA San Po Kong office.

2 Return of Answer Scripts (Applicable to all Category A subjects except Visual Arts; NOT applicable to Category C subjects)

The Centre Supervisors or the responsible staff will return the answer scripts and related examination materials to the following Answer Scripts Collection Centre (*The names and addresses of the Answer Scripts Collection Centres are printed on a separate sheet*):

HKS SPK WYC** TW ST TM

TP YL

**For Chinese Language, English Language, Liberal Studies and Mathematics examinations only

3 Provision of Air-conditioning Facilities

(Please provide air-conditioning facilities if available during the examination.)

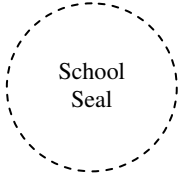
Hall: Yes No (Reasons: _____)

Classrooms & Special Rooms: Yes No (Reasons: _____)

Name of School: _____

Date : _____ Signature: _____

(School Principal)



School
Seal

2013 年香港中學文憑考試
Hong Kong Diploma of Secondary Education Examination 2013

附件二
Annex 2

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.

2013 年香港中學文憑考試
Hong Kong Diploma of Secondary Education Examination 2013
考試時間表
Examination Timetable

附件三甲
Annex 3A

日期 Date	Time 時間	Subject / Paper	科目 / 試卷
四月二日 (星期二) Tuesday, 2nd April	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)
四月三日 (星期三) Wednesday, 3rd 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)
四月五日 (星期五) Friday, 5th April	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)
四月六日 (星期六) Saturday, 6th 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)
四月八日 (星期一) Monday, 8th 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)
四月九日 (星期二) Tuesday, 9th April	# 9:15 - 12:00*	Chinese Language 3 (LT), 5 #	中國語文 (三) (聽力測驗) 及 (五) #
四月十日 (星期三) Wednesday, 10th 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)
四月十二日 (星期五) Friday, 12th 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)
四月十三日 (星期六) Saturday, 13th April	9:15 - 12:00*	English Language 3 (LT)	英國語文 (三) (聽力測驗)
四月十五日 (星期一) Monday, 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)
四月十六日 (星期二) Tuesday, 16th April	8:30 - 10:30 11:15 - 12:45	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)
四月十七日 (星期三) Wednesday, 17th April	8:30 - 9:30 10:15 - 12:15	Economics 1 Economics 2	經濟 (一) 經濟 (二)
四月十八日 (星期四) Thursday, 18th 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)
四月十九日 (星期五) Friday, 19th April	8:30 - 11:00 11:45 - 12:45	Chemistry 1 Chemistry 2	化學 (一) 化學 (二)
四月二十日 (星期六) Saturday, 20th April	8:30 - 10:10	Combined Science (Chemistry)	組合科學 (化學)
四月二十二日 (星期一) Monday, 22nd April	8:30 - 10:30 11:15 - 12:45	Chinese History 1 Chinese History 2	中國歷史 (一) 中國歷史 (二)
四月二十三日 (星期二) Tuesday, 23rd 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)
四月二十四日 (星期三) Wednesday, 24th April	8:30 - 11:00 11:45 - 12:45	Physics 1 Physics 2	物理 (一) 物理 (二)
四月二十五日 (星期四) Thursday, 25th April	8:30 - 10:10	Combined Science (Physics)	組合科學 (物理)
四月二十六日 (星期五) Friday, 26th April	8:30 - 10:15 11:00 - 12:15	History 1 History 2	歷史 (一) 歷史 (二)
四月二十七日 (星期六) Saturday, 27th April	8:30 - 11:00 11:45 - 12:45	Biology 1 Biology 2	生物 (一) 生物 (二)
四月二十八日 (星期日) Sunday, 28th April	8:30 - 10:10	Combined Science (Biology)	組合科學 (生物)
四月二十九日 (星期一) Monday, 29th April	8:30 - 10:00 10:45 - 12:15	Music 1A Music 1B	音樂 1A 音樂 1B
四月三十日 (星期二) Tuesday, 30th April	8:30 - 10:45 11:30 - 12:45	Physical Education 1 Physical Education 2	體育 (一) 體育 (二)
五月一日 (星期三) Wednesday, 1st May	8:30 - 11:00	Mathematics Extended Part Modules 1, 2	數學 延伸部分 單元 (一) 及 (二)
五月二日 (星期四) Thursday, 2nd May	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)
五月三日 (星期五) Friday, 3rd May	8:30 - 10:00 10:45 - 1:15	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)
五月四日 (星期六) Saturday, 4th May	8:30 - 11:00 11:45 - 12:45	Geography 1 Geography 2	地理 (一) 地理 (二)
五月五日 (星期日) Sunday, 5th May	8:30 - 11:30 1:30 - 4:30	Chinese Literature 1 Chinese Literature 2	中國文學 (一) 中國文學 (二)
五月六日 (星期一) Monday, 6th May		Reserve	後備
五月七日 (星期二) Tuesday, 7th 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

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	Time 時間	Subject 科目 / Paper 試卷
2013 年 2 月 16 日至 3 月 2 日 16 February – 2 March 2013	8:30 - 5:30	Physical Education 3 (Practical) 體育 卷三 (實習考試)
2013 年 2 月下旬至 4 月中旬 late February – mid April 2013	9:00 - 6:00	Music 2, 5 (Practical) 音樂 卷二、五 (實習考試)
2013 年 3 月 11 日至 3 月 27 日 (星期一至星期五) 11 March to 27 March 2013 (Monday to Friday)	5:00 - 8:30	Chinese Language 4 (Speaking) 中國語文 卷四 (口試)
2013 年 5 月 2 日至 5 月 15 日 (星期一至星期五) 2 May to 15 May 2013 (Monday to Friday)	5:00 - 8:30	English Language 4 (Speaking) 英國語文 卷四 (口試)

**2013 年香港中學文憑考試
丙類科目（其他語言— 2013 年 6 月）的考試日期**

以下列出英國劍橋大學國際考試部公布的 2013 年 6 月考試時間表：

考試日期	科目／卷別	考試時間
2013 年 5 月 8 日(星期三)	法語 卷二	上午 8 時 30 分至 10 時 15 分
2013 年 5 月 10 日(星期五)	法語 卷三	上午 8 時 30 分至 10 時
2013 年 5 月 13 日(星期一)	西班牙語 卷二	上午 8 時 30 分至 10 時 15 分
2013 年 5 月 16 日(星期四)	西班牙語 卷三	上午 8 時 30 分至 10 時 10 分

以上科目的口試將於 2013 年 4 月上旬至 5 月下旬舉行，確實的考試日期將於稍後公布。

**Hong Kong Diploma of Secondary Education Examination 2013
Category C (Other Languages) Subjects (June 2013 Series)
Examination Timetable**

As announced by the Cambridge International Examinations (CIE), the examination timetable for the June 2013 Series is as follows:

<i>Date of Examination</i>	<i>Subject/Paper</i>	<i>Examination Time</i>
8 May 2013 (Wednesday)	French 2	8:30 am to 10:15 am
10 May 2013 (Friday)	French 3	8:30 am to 10:00 am
13 May 2013 (Monday)	Spanish 2	8:30 am to 10:15 am
16 May 2013 (Thursday)	Spanish 3	8:30 am to 10:10 am

The Speaking Examinations of these subjects will be held between early April and late May 2013. The exact dates will be announced in due course.

DSE

School Code

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REPLY SLIP

To: Ms. Margaret Hui
General Manager
School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority
(Fax No.: 3628 8990)

Hong Kong Diploma of Secondary Education Examination 2013 Testing of Radio Reception

In response to your letter of 7 December 2012 regarding the captioned, please be informed that:

- We have checked the radio reception in our hall, the Special Room(s) and classrooms (if applicable), and the reception is confirmed to be satisfactory.
- We have checked the radio reception in our hall, the Special Room(s) and classrooms (if applicable), and found the reception problem stated below. Please contact Mr/Ms _____ at (Tel) _____ of our school if the HKEAA needs further information about the problem.

Name of School: _____

Signature of Principal: _____

Date: _____

Please fax this Reply Slip to HKEAA on or before Thursday, 20 December 2012.
