

Phone: 3628 8906
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29 September 2014

To: Principals of schools participating in the 2015 HKDSE

Dear Principal

**Hong Kong Diploma of Secondary Education Examination (HKDSE)
3-Year Plan for the Provision of Speaking Examination Centres for Normal and SEN Candidates**

In addition to our letter regarding the examination accommodation for the 2015 HKDSE written examinations, we would like to seek your collaboration and support for the provision and planning of speaking examination centres in the coming three years (i.e. 2015 – 2017 HKDSE).

Revised Timetable for 2015 English Language Speaking Examination

Based on the experience gained from the 2014 examination, the frequent breaks due to public holidays during the examination period was undesirable as it might affect the recruitment of oral examiners and the attendance/performance of other examination personnel. After due consideration, the **English Language speaking examination is rescheduled for 4 May to 14 May 2015** and the examination period for normal candidates is **shortened from 10 to 9 working days**. Apart from the date change, the SEN sessions for English Language speaking examination will be held immediately after the normal sessions, i.e. on 15 May 2015 (Friday evening) and 16 May (Saturday morning). The SEN session of the Chinese Language speaking examination will be held on Saturday, 23 May 2015 (whole day) while the normal sessions will be held from 12 to 25 March as originally scheduled. Schools serving as speaking examination centres are invited to serve as speaking centres for SEN candidates as well.

Examination Accommodation for Speaking Examinations

As you may be aware, the number of examination centres required for speaking examinations is fewer than that for written examinations. However, the actual shortage of school venues for speaking examinations has become a major concern in recent years. Due to the unavailability of examination centres in some districts, oral examiners and candidates may have to be assigned to examination centres that are not in their chosen districts. This issue has been discussed with principals at the meeting of the HKEAA Advisory Committee on Public Examinations Administration, the meeting with district school principals' associations as well as the School Leaders' Meeting.

Subsequent to the School Leaders' Meeting held on 26 June 2014, further discussion with the chairpersons / convenors of various district school principals' associations was held on 17 and 18 September. In the meetings, most of the principals recognised the need for collaboration among schools at the district level in order to provide sufficient examination centres for the speaking examinations. To facilitate better planning of the examination accommodation for the speaking examinations, it has been agreed that all participating schools be asked to **indicate the availability of their classrooms for the conduct of the speaking examinations in the coming three examination years from 2015 to 2017**. Should schools have suitable venues for holding speaking examinations other than normal classrooms (e.g. multi-purpose rooms with sound-proof partitions), please let us know so that we can arrange a site visit if necessary. The speaking examination schedules, and centre and examination personnel requirements are provided in the **Appendix** for your reference.

Action Required

Schools are requested to indicate **the availability of their venues to serve as speaking examination centres in the relevant examination year(s) by completing an eform (<http://esurvey.hkeaa.edu.hk/SpeakingExamCtr2015to2017>) between 29 September and 15 October 2014**. Schools are also invited to indicate if they can also serve as a speaking examination centre for SEN candidates. Upon receipt of schools' returns, we will coordinate and confirm the booking with the schools selected to serve as the 2015 speaking examination centres by mid-November 2014.

In the interests of our candidates, your continual support in providing examination accommodation will be highly appreciated. We look forward to another year of smooth administration of public examinations with your school's valuable participation and contribution.

If you have any enquiries, please feel free to contact the School Examinations and Assessment Division - Mr Dick Li on 3628 8906 (normal centres) or Mr Benny Chan on 3628 8907 (SEN centres).

Yours sincerely



Christina Lee
Director - Public Examinations

c.c. Ms Jenny Chan, PAS (Ed Infrastructure), EDB
Ms Flemy Yip, CEO (HKEAA), EDB

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3-Year Plan for the Provision of Speaking Examination Centres
for Normal and SEN Candidates

(1) Speaking Examination Timetable

Exam Year	Chinese Language		English Language	
	Normal Cand.	SEN Cand.	Normal Cand.	SEN Cand.
2015	12 to 25 March 2015 (Mon-Fri) (4:15 pm - around 8:30 pm)	23 May 2015 (Sat) (8:30 am – around 4:30 pm)	4 to 14 May 2015 (Mon-Fri) (4:15 pm - around 8:30 pm)	15 May 2015 (Fri) (4:30 pm – around 8:30pm) <u>and</u> 16 May 2015 (Sat) (8:30 am – around 2:30 pm)
Tentative schedule for 2016 & 2017 <i>(for reference only)</i>	2 nd week of March to late March of the exam year	One full Saturday in late May	Last week of April to mid-May of the exam year	One weekday evening and one Saturday morning following / during the normal sessions in mid-May

(2) Centre Requirements:

No. of Floors Required	2 to 3 floors per school
No. of Classrooms Required	<p>(1) 5 to 6 classrooms per floor <u>including</u>:</p> <ul style="list-style-type: none"> ➤ 1 Reporting Room ➤ 1 Preparation Room ➤ 3 to 4 Examination Rooms <p>(2) 1 additional room for normal centre: to accommodate the Senior Examiner</p> <p>(3) 2 additional rooms for special centre: to accommodate the Senior Examiner and Oral Exam Assistants</p>
Other requirements:	<p>(1) Oral Recording System (ORS)</p> <ul style="list-style-type: none"> ➤ A set of computer equipment for ORS will be set up in each examination room at 4:15 pm on each examination day. <p>(2) Preferred schools to serve as speaking centres for SEN candidates:</p> <ul style="list-style-type: none"> ➤ the schools also serve as speaking centres for normal candidates in that year; ➤ the schools are wheelchair accessible and are equipped with lift and toilet for the disabled; and ➤ the schools are accessible to mass transportation.

Examination Personnel Requirements

Schools will be invited to nominate their staff to serve as examination personnel for conducting the speaking examination in normal centres. The staff concerned will be paid an allowance for carrying out the duties:

Waiting Room Supervisors (WRS)	Normally one staff member for each floor. Duties include taking attendance and grouping of candidates, supervising candidates during the preparation time and ushering them to the examination rooms.
School ORS Assistant	A school technician to coordinate the set-up / dismantling of the equipment of the Oral Recording System (ORS) in the examination rooms on each examination day.
Attendant(s)	Janitor (s) to assist in the set-up of the examination rooms before and after the examination on each examination day and work as an attendant during the examination period.

Remarks: For special centres, schools are requested to provide one attendant only.