



Phone: 3628 8950

Ref.: DSE/21/2012

20 February 2012

Dear Principal

**Hong Kong Diploma of Secondary Education (HKDSE) / Hong Kong Advanced Level (HKAL)
Examination 2012
Centre Supervisors' Handbooks 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.

Centre Supervisors' Handbooks

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 subjects which will be distributed to schools shortly.

The Centre Supervisors' Handbooks for various AL subjects (language and non-language subjects) will be available for collection during **29 February to 7 March 2012** at the HKEAA Southern Centre office. The handbooks may also be downloaded from the HKEAA website (www.hkeaa.edu.hk → School and Teachers → Teachers' Corner → Information for Teachers) or via the Extranet.

The Centre Supervisors' Handbooks for various DSE subjects (language and non-language subjects) and the Centre Supervisors' Handbooks (Classroom) for English Language, Chinese Language, Liberal Studies and Mathematics (Compulsory Part) will be available for collection together with the DSE Admission Forms in early March 2012. We will provide the details in writing by late February.

Videos for Candidates and Centre Supervisors

To familiarise candidates and centre supervisors with the examination regulations and procedures of the 2012 DSE/AL, two videos have been produced: one for candidates and the other for centre supervisors. The examination procedures for the DSE Speaking Tests have also been included in the video for Candidates. The video for Candidates will be available for collection during **29 February to 7 March 2012** while the video for Centre Supervisors will be available in **early March 2012**. Both videos will be uploaded to the HKEAA website (www.hkeaa.edu.hk) in early March.

Centre Supervisors' Conferences

To acquaint centre supervisors with the procedures concerning the conduct of the captioned examinations, a series of Centre Supervisors' conferences will be held in March. Two identical sessions for general 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 requested to attend the afore-mentioned Conferences as appropriate. 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) as well as other non-language subjects, 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.

An honorarium of \$97 per session will be paid to each Centre Supervisor/Deputy Centre Supervisor/Special Room Invigilator for attending the conferences.

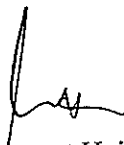
Actions required

School principals are kindly requested to:

- (a) make necessary arrangements to enable the Centre Supervisors/Special Room Invigilators to attend the conferences;
- (b) send a staff member to collect the Centre Supervisors' Handbooks for various AL subjects and Videos for Candidates at the Hong Kong Examinations and Assessment Authority, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong **during 29 February to 7 March 2012**, bringing with them the duly completed collection slip to be downloaded from the Extranet; and
- (c) ask all your teachers who will serve as invigilators to read the "Notes for the Guidance of Invigilators" and view the video before the examination.

Thank you very much for your assistance. In case of enquiries, please contact Mr K.W. Lok on 3628 8950 (HKDSE) or Miss Stephanie Chan 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 2012 – Centre Supervisors' Conferences

	Conference	Language Medium	Date and Time	Venue	Invigilation Personnel Invited
1	HKALE Chinese Language & Culture (CLC) (Exam dates: 23 & 24 March 2012)	Cantonese	Saturday, 10 March 2012 9:15 a.m. – 10:30 a.m.	Belilios Public School 51 Tin Hau Temple Road North Point HK	Centre Supervisors / Deputy Centre Supervisors / Special Room Invigilators for 2012 AL CLC examination
	HKALE Use of English (UE) (Exam dates: 26 & 27 March 2012)	English	Saturday, 10 March 2012 11:00 a.m. – 12:15 p.m.		Centre Supervisors / Deputy Centre Supervisors / Special Room Invigilators for 2012 AL UE examination
2	HKDSE Chinese Language (Exam dates: 28 & 29 March 2012)	Cantonese	Saturday, 17 March 2012 9:15 a.m. – 10:45 a.m.	Ying Wa College 1 Ying Wa Street Shamshuipo Kowloon	Centre Supervisors / Deputy Centre Supervisors / Special Room Invigilators for 2012 HKDSE Chinese Language examination
	HKDSE English Language (Exam dates: 30 & 31 March 2012)	English	Saturday, 17 March 2012 11:15 a.m. – 12:45 p.m.		Centre Supervisors / Deputy Centre Supervisors / Special Room Invigilators for 2012 HKDSE English Language examination
3	HKALE/HKDSE (General)	Cantonese	Session (1) Monday, 19 March 2012 3:30 p.m. – 5:00 p.m.	Queen Elizabeth School 152 Sai Yee Street Mongkok Kowloon	Centre Supervisors / Deputy Centre Supervisors for the 2012 HKDSE / HKALE
		Cantonese	Session (2) Wednesday, 21 March 2012 3:30 p.m. – 5:00 p.m.	Duke Windsor Social Service Building 15 Hennessy Rd., Wah Chai HK	Centre Supervisors / Deputy Centre Supervisors who cannot attend the Conference on 19 March 2012
4	HKDSE Chinese Language (Exam dates: 28 & 29 March 2012) HKDSE English Language (Exam dates: 30 & 31 March 2012) HKDSE Liberal Studies (Exam date: 2 April 2012) HKDSE Mathematics (Compulsory Part) (Exam date: 16 April 2012)	Cantonese	Tuesday, 20 March 2012 3:30 p.m. – 5:00 p.m.	Pentecostal School 14 Perth Street, Homantin, Kowloon.	Classroom Centre Supervisors for 2012 HKDSE Chi Lang, Eng Lang, LS & Maths examination

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