

## 香港高級程度會考一般程序概覽

### An overview of the general process in the conduct of HKALE

九月 September	報名 (學校考生由學校保送及遞交報考資料；自修生個別辦理報考手續)
十月 October	Registration (school candidates register via their schools; private candidates apply individually)
十一月 November	分發上年度考試的證書 Distribute the certificates of last year's examination
十二月 December	分發「考生報考資料核對表」及「考生手冊」 Issue Candidate Entry Information Checklists and Handbook for Candidates
一月 January	處理考生更改報考資料的申請(截止日期:十二月十五日) Process candidates' applications for changes to entry data (deadline: 15 December)
二月 February	招聘閱卷員、口試主考員及監考人員 Recruit markers, oral examiners and invigilation staff
三月 March	編訂試場名單及為個別考生編配試場；印製及密封試題 Compile centre lists and allocate candidates to examination centres Print and pack question papers in security packages
四月 April	分發准考證；舉行試場主任會議 Issue Admission Forms; Conduct Centre Supervisors' Conferences
五月 May	學校提交「校本評核／教師評審制」科目的校內評分紙及考生作業 Schools submit the internal assessment score sheets and projects for SBA/TAS subjects
六月 June	考試 Examinations
七月 July	閱卷、處理積分及考試異常個案 Mark scripts, process the scores and examination irregularity cases
八月 August	評級 Grade results
	發放成績及分發「考生成績通知書」 Release examination results and issue Results Notices
	處理覆核考試成績申請 Process applications for rechecking and remarking
	發放覆核結果 Release results of rechecking and remarking
	處理上訴覆核申請及發放結果 Process applications for appeal review and release results
	編製考試報告和各科目考試報告 Compile the Examination Report and individual Subject Examination Reports