


## B. Instructions to Candidates

### 1. General Instructions

- ◆ Check carefully the information printed on the **admission form**. Report any discrepancy detected to the Hong Kong Examinations and Assessment Authority (HKEAA) immediately.
- ◆ **Do not** write anything on the admission form. Otherwise, you will be subject to a **mark penalty** or **may even be disqualified from the whole examination**.

 Note	<ul style="list-style-type: none"><li>◆ <b>Check carefully the starting time of the examination. Candidates who are late will NOT be given extra time to compensate for any time lost.</b></li><li>◆ <b>Candidates taking an examination in a wrong centre more than once without an acceptable explanation will receive a mark penalty in the second and subsequent subjects.</b></li></ul>
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- ◆ You must **bring the following to the examination centre**:
  - (a) the **original of both your admission form and identity card (or another valid identification document with a photograph)**. Otherwise, the Centre Supervisor may refuse to admit you or your answer scripts may **not** be accepted by the HKEAA. Moreover, candidates whose identity could not be verified on the spot will be required to complete a report form and have their photograph taken after the examination (if necessary) at the examination centre for future verification purposes. Failure to comply with this regulation will result in their answer scripts not being marked by the HKEAA;
  - (b) your own stationery (e.g. blue or black ball pens for conventional papers, HB pencils for MC papers, etc.). Stationery will **not** be supplied at centres. (**Note:** Candidates are **not** allowed to use word-hidden pens; otherwise a **mark penalty** will be imposed.)
- ◆ For materials required for individual subjects, please refer to **Section E**, and **Parts 7 and 8** of this section (for Listening component and Speaking examination of English Language).
- ◆ **Calculators** [Please refer to the **Annex** for the List of Permitted Calculators]

You must note the following:

- Electronic calculators, including programmable calculators, may be used in any examination sessions (**other than Chinese Language and English Language**) provided that the calculators are battery-powered, silent in operation, with no print-out or graphic/word-display facilities and **do not use dot-matrix** technology in the main display.
- The calculators must have been pad-printed with the 'H.K.E.A.A. APPROVED' or 'H.K.E.A. APPROVED' label. Candidates are advised to purchase calculators already pad-printed with the 'H.K.E.A.A. APPROVED' or 'H.K.E.A. APPROVED' label for use in the examinations. If the label on your calculator has faded with time, you should have it pad-printed again before the examination. Candidates bringing a calculator without the required label to the examination will risk a **mark penalty**.
- You must **not** write anything on the back of the calculators. Otherwise, you will be subject to a **mark penalty or may even be disqualified from the whole examination**.
- You are required to **remove the calculator cover/jacket** and place it inside your bag or under your chair during the examination.
- No assistance can be expected from the Centre Supervisor or invigilators should your calculator fail to function properly for any reason and no allowance will be given by markers for any mistakes arising from calculator malfunctioning.
- Calculators brought into the examination room are subject to inspection and, in case of doubt, may be taken away for further inspection.

- ◆ Free pad-printing service will be provided on the following dates in 2024:

	Mon	Tue	Wed	Thu	Fri
March					8
March					15

**Time** : 2:00 pm to 5:30 pm

**Venue** : 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

**Note** : Bring your admission form

## 2. Candidates' Discipline

- ◆ You must present yourself for the examination decently dressed. The Centre Supervisor will refuse to admit candidates who are not properly dressed.
- ◆ Candidates should leave the examination room in an orderly manner upon the announcement of 'Dismissal of candidates' made by the Centre Supervisor (except those who need to stay behind for the handling of examination irregularities).
- ◆ You are **not allowed** to:
  - smoke or litter anywhere in the centre school;
  - eat (including chewing gum) in the examination room, but may drink water with the permission of the invigilator;
  - take photographs (including screen capture of the barcode label), audio-record or video-record before/during/after the examination inside the examination room (including the reporting room and preparation room for Speaking examinations), or else you will receive **a mark penalty**. If you display the photographs/videos/records electronically or publicly, you will receive a **subject downgrading**.
- ◆ Candidates who misbehave or act maliciously in such a way that they upset the conduct of the examination will risk **disqualification from the subject examination**. Other types of misbehaviour (e.g. being excessively rude to centre staff or examiners, repeatedly disobeying centre staff's reasonable instructions, using foul language or writing obscene words or putting other inappropriate words/drawings on answer scripts) may lead to **subject downgrading**.
- ◆ Candidates who are found to have committed serious misconduct or offences, such as creating disturbance to the HKEAA staff/examination personnel or at the HKEAA offices, doxxing/disclosing the personal information of the HKEAA staff/examination personnel or other candidates publicly without their consent, or are under investigation or prosecution of such misconduct or offences may be reported to the Police/relevant law enforcement agencies for follow up.
- ◆ Please read carefully the examination regulations and the penalties for violating such regulations laid down in this Handbook. You have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with. Candidates in breach of any requirements or regulations will be subject to **penalty**. For serious breach of examination regulations (e.g. cheating), candidates may risk **disqualification from the whole examination**. Should candidates fail to follow any examination instructions, the candidates concerned will be asked to complete and sign on a report form for follow up by the HKEAA.
- ◆ The HKEAA will not accept any claims from candidates about being misinformed by others as an excuse for exemption from penalty for violation of any examination regulations.

### 3. Before the Start of the Examination

- ◆ You are advised to arrive at the examination centre at least **15 minutes** before the start of the examination.
- ◆ Under normal circumstances, candidates may be admitted into the examination room at least **15 minutes before the examination** is due to start.
- ◆ You are advised not to bring any valuables to examination centres. You should not leave your study materials and personal property outside the examination room because of the risk of having such items stolen. The examination centre and the HKEAA will not be responsible for any loss of personal belongings.
- ◆ You may opt to put on your own surgical mask during examinations and bring your own sanitizer to the examination centres.

#### *Inside the Examination Room*

- ◆ The Examination Surveillance System (ESS) will be set up in written examinations held in halls and classroom centres (including the Special Room(s) for the Listening component of English Language, if applicable) and some SEN centres. The examination proceedings at these centres will be video-recorded for record purposes. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon the closing of the examination (i.e. 30 November 2024).
- ◆ The announcements of the Centre Supervisors will be made in the same language medium as the one in which the candidates sit the examination.
- ◆ You must maintain absolute silence once you have entered an examination room. You must not disturb, speak or give signals to other candidates during an examination. Otherwise, you will receive a **mark penalty**.
- ◆ You must occupy the seat assigned to you in accordance with the seat number stated on your admission form. (**Note:** Relocation of venues may be required under exceptional circumstances. Please follow the instructions of the examination centres concerned.)

#### *Handling of Personal Belongings*

- ◆ You must put your personal belongings in a small bag that can be properly closed with a zip/buckle, etc.
  - (a) The bag must be properly closed;
  - (b) The bag must be placed under your chair or in an area assigned by the Centre Supervisor/invigilators.
- ◆ If you have not brought a bag that can be securely closed, the Centre Supervisor will ask you to take your personal belongings to the front of the examination room.
- ◆ If you bring a pencil case/box with you, you must place the stationery on your desk and put the pencil case/box under your chair. Also, you must put your admission form and identification document on the desk **and not inside any folder**. If you bring along a folder, you must put it under your chair.
- ◆ After entering an examination room, you should not refer to any materials related to the subject of that examination session. If you are found disobeying this rule, you will be subject to a **penalty in the subject/paper(s) concerned**.
- ◆ If unauthorised articles such as books, dictionaries, revision notes in written/electronic form, question papers from previous examination session(s) and any electronic devices\* are found on your desk or in the drawer of your desk, on your body or in your clothing after the Centre Supervisor has announced the distribution of question papers, you will receive a **mark penalty or may even be disqualified from the whole examination**.

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\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.

- ◆ The PESS2 will be fully implemented in **all normal centres** in the 2024 HKDSE. Candidates sitting the written examination (including the Listening component of English Language) in the normal centres should bring their mobile phone with ‘Check-in Smart (HKDSE)’ App installed before going to the examination centre. Candidates should use their mobile phone to complete the self check-in process before the end of the ‘Checking of personal belongings’ announcement. Once candidates have performed self check-in, they should turn off their mobile phone according to the instructions of the Centre Supervisor.
- ◆ If you have a mobile phone or any electronic device\* with you, you must turn it off (including the alarm and scheduled auto-restart functions) **after completion of the self check-in process in the examination hall/room (for normal centres) or before entering the examination hall/room (for SEN centres)**. Then you should put the mobile phone/electronic device under your chair in a position clearly visible to the invigilators. **You are solely responsible for ensuring that no sound (including alarm) is emitted from your mobile phone/electronic device** even though it is power off. If your mobile phone/electronic device or any other article that can emit sound rings/vibrates or your phone monitor turns on during the examination, you will be subject to a **mark penalty or subject downgrading**.
- ◆ Before the start of an examination, make sure that articles such as notes, books and all kinds of electronic devices\* are taken out from your clothing/your body or removed from your desk/the drawer of your desk. If these articles are found on your desk or in the drawer of your desk, on your body or in your clothing during an examination, you may be **disqualified from the whole examination**. In case of doubt, the Centre Supervisor or invigilators may collect the device from you for further inspection after the examination. You will be asked to complete and sign on a report form for follow up by the HKEAA.
- ◆ If you are found to have any electronic device\* switched on during an examination, you will be subject to a **mark penalty or subject downgrading**.
- ◆ If your **mobile phone or the alarm rings** during an examination, the invigilation staff will ask you to **show the mobile phone call/SMS/instant message log, etc.** and note down the relevant information for further investigation by the HKEAA. If you refuse to cooperate, the invigilation staff will record this in the report to the HKEAA.
- ◆ Do not write on the rough-work sheet provided by the HKEAA before the start of the examination. Otherwise, you will receive a **mark penalty**. The rough-work sheet concerned will be collected by the Centre Supervisor or invigilators before the start of the examination.

### *About Examination Centre Environment*

- ◆ The HKEAA enlists schools’ assistance in providing a suitable examination environment for candidates. However, candidates will not be completely shielded from normal background noise (e.g. from outside vehicles, normal school activities, school bell etc.) during an examination. Claims of performance being affected by normal background noise will **NOT** be entertained.
- ◆ Information on the provision of air-conditioning at an examination centre is indicated on the admission form. **Candidates are advised to bring a jacket to an air-conditioned examination centre**. Subject to the actual weather condition or health advice, individual examination centres may decide whether or not to turn on the air-conditioners. Claims of performance being affected by unsuitable room temperature will **NOT** be entertained.
- ◆ If you find any undesirable conditions at your seat (e.g. insufficient lighting, noise disturbance, dripping water etc.), you should **seek help from an invigilator at once**. If the need is genuine and a spare seat is available at the centre, the invigilator may arrange another seat for you. If you do not seek help from an invigilator at the time the undesirable conditions arise but ask for special consideration after the examination, the request will **NOT** be entertained.

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\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.

**Note:** For the Listening component of English Language, Special Rooms are set up in examination centres using radio or Infra-red (IR) Transmission System only. No Special Rooms will be set up in examination centres using Public Address (PA) system (including USB player or computer) and any other subject written examinations.

- ◆ Candidates who disturb other candidates by making noise or performing other disturbing/annoying acts during an examination may be relocated to another seat by the Centre Supervisor or an invigilator. Candidates should follow the instructions from the Centre Supervisor or invigilators, or else the candidate is liable to a **mark penalty**.

### *Distribution of Question Papers*

- ◆ When you receive your question paper, check the front cover to ensure that it is the correct paper for that examination session. If you are in doubt, ask an invigilator.
- ◆ You must not turn over the pages of the question paper/reading passage/data file when checking the front cover unless the question-answer book is inserted inside, and must not start working/writing until you are instructed to do so. Otherwise, you will receive a **mark penalty**.
- ◆ Some of the examinations require the use of more than one answer book(s)/question-answer book(s) (instructions are given on the question paper/question-answer book(s)). If you sit these examinations, you must check the number of answer book(s)/question-answer book(s) provided to you according to the Centre Supervisor's instructions.


## **4. Affixing Barcode Labels on Answer Scripts and Marking of Question Numbers**

### **(a) Use of barcode labels**

- ◆ To enhance the reliability and efficiency in the processing of examination scripts, barcodes are used to identify individual candidates' answer scripts and multiple-choice answer sheets in a subject/paper, which will be scanned before marking.
- ◆ You will be issued with a sheet of personalised barcode labels at the examination centre, prior to the start of each examination session.
- ◆ Your name will be printed on the top of the barcode sheet and each barcode label will show your candidate number, centre number, seat number and subject/paper. You should make sure that you occupy the correct seat and are given the correct barcode sheet. Any irregularities should be reported to the invigilator immediately.
- ◆ A3 answer sheets, folded in the form of A4 answer books, will be used for scanning purposes. For **conventional papers**, you should write your candidate number and affix a barcode label in the designated space on the cover and all inner pages of answer books and question-answer books, supplementary answer sheets and graph papers used **during the examination**. For the Listening component of English Language, you will be instructed via the broadcast to write your candidate number and affix barcode labels on the question-answer book(s).
- ◆ For **multiple-choice papers**, you should write your candidate number and name, sign and then affix a barcode label in the designated space on the MC answer sheet **during the examination**.
- ◆ You should write your candidate number and affix barcode labels on your answer scripts **after the Centre Supervisor has announced the start of the examination**. Candidates not following this instruction will receive a **mark penalty**. You have the responsibility to check that you affix the correct barcode labels on your answer scripts. Any errors in the use of the personalised barcode labels may affect the recording of examination results.

**Note:** Candidates need not affix barcode labels or write their candidate number on the cover of the unattempted Part B1/B2 question-answer book of English Language Paper 1.

- ◆ After the ‘Stop working’ announcement, you will **NOT** be permitted to stick barcode labels on your answer scripts/supplementary answer sheets/graph papers/MC answer sheets. If you have not stuck the barcode labels on the designated spaces on the cover and/or inner pages of your scripts as instructed, you will risk a **mark penalty and the possibility of your answers NOT being marked**. During script collection, to facilitate the scanning process, you will be allowed to stick a barcode label on the cover of your answer scripts/MC answer sheets under the supervision of the invigilator. You have to sign a report form before leaving the examination room for follow up by the HKEAA.
- ◆ If you make a mistake with the barcode labels or need extra barcode labels, you should summon an invigilator and follow the invigilator’s instructions.
- ◆ At the end of the examination, invigilators will collect the barcode sheets separately. **Candidates are NOT permitted to take photographs/screen capture of any barcode labels or remove any remaining barcode labels from the examination centre; otherwise, they will receive a mark penalty. Candidates who display their barcode labels electronically or publicly will receive a subject downgrading.**

 <b>Note</b>	<ul style="list-style-type: none"> <li>◆ Candidates who fail to follow the instructions of sticking barcode labels on the designated spaces on the cover and/or inner pages of the answer scripts, MC answer sheets, supplementary answer sheets and graph papers will receive a <b>mark penalty</b> in the paper concerned.</li> <li>◆ Candidates who report to the HKEAA after the examination about not following the instruction of sticking barcode labels will <b>NOT</b> be followed up individually. The scripts of candidates will be handled according to the stipulated procedures.</li> <li>◆ Candidates who take photographs/screen capture of any barcode labels or remove any remaining barcode labels from the examination centre and <b>display them electronically or publicly</b> will receive a <b>subject downgrading</b>.</li> </ul>
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## (b) Marking of question numbers on answer scripts

- ◆ The question numbers on individual pages of the answer books/supplementary answer sheets will be captured electronically. There is a question number box on the top of each page. You must put an 'X' in the appropriate box so that answers to the question can be marked accordingly. You can use either a pen or a pencil to fill in the question number box.

### Example:

Question No. = 3

試題編號 Question No.												
1	2	3	4	5	6	7	8	9	10	11	12	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	14	15	16	17	18	19	20	21	22	23	24	≥25

- ◆ If you use a pencil and have made a mistake when marking the question number box, you should completely erase the wrong mark(s) with a clean rubber. If you use a pen, you may either erase the wrong mark with correction fluid/pen/tape or cross it out clearly as shown in the example below:

### Example:

Question No. = 12

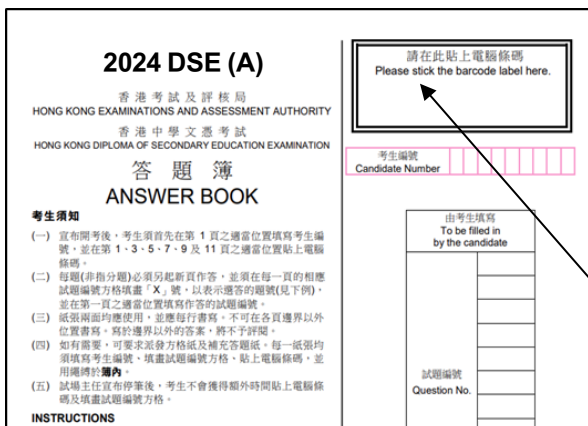
試題編號 Question No.												
1	2	3	4	5	6	7	8	9	10	11	12	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	14	15	16	17	18	19	20	21	22	23	24	≥25

- ◆ Unless otherwise specified on the question paper, you are required to start each full question (not part of a question) on a new page of the answer books or supplementary answer sheets, i.e. you should not write answers to more than one question on the same page of the answer book/sheet. Remember to put an 'X' in the corresponding question number box on each page to indicate the correct question number.
- ◆ If a question consists of several parts, e.g. question number 1 consists of parts a, b and c, then mark the question number box as question number 1.

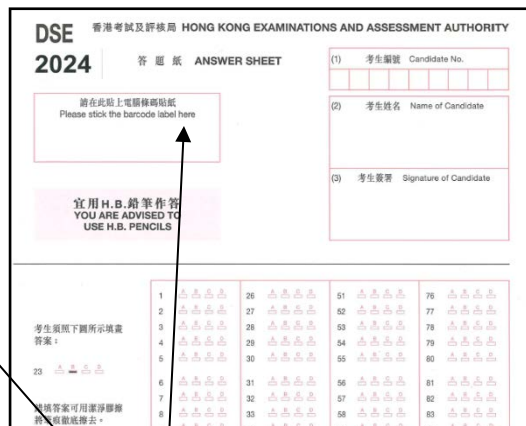
### Note

- ◆ Do not tamper with the barcode labels (e.g. folding, scratching, or staining by correction fluid/tape).
- ◆ Remember to **fill in the correct question number box on each page** of the answer book/supplementary answer sheet on which you have written any answers. If you fill in the wrong question number or do not fill in any question number, you will run the risk of your answers **NOT** being marked. Candidates will **NOT** be allowed to fill in the question number box after the 'Stop working' announcement.
- ◆ Candidates who report to the HKEAA after the examination about not following the instruction of writing the correct question numbers/markings the correct question number boxes will **NOT** be followed up individually. The scripts of all candidates will be handled according to the stipulated procedures.

## Answer Book Cover



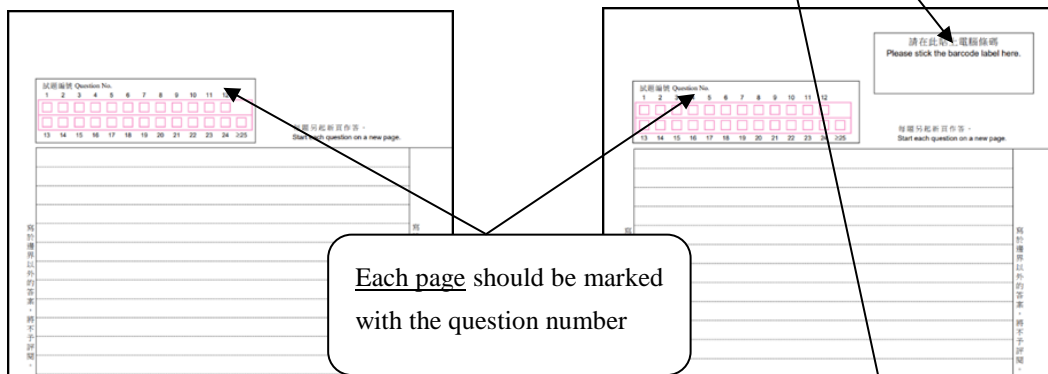
## MC Answer Sheet



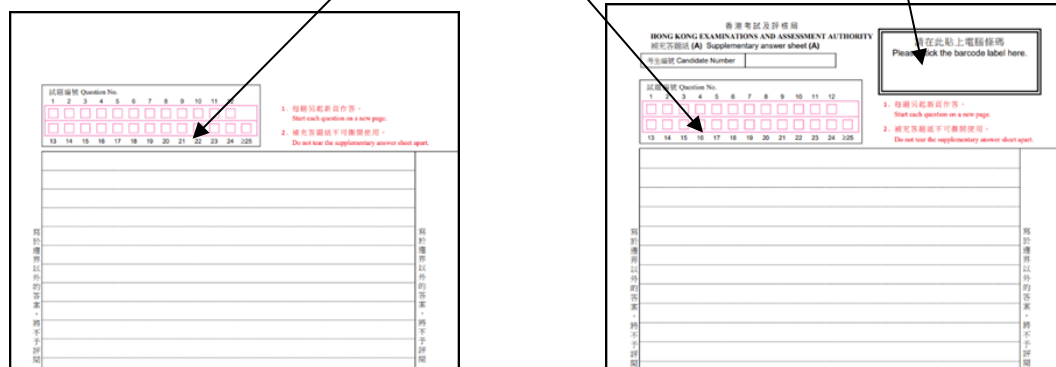
## Barcode Sheet



## Inner Pages of an Answer Book



## Supplementary Answer Sheet






## 5. During the Examination

- ◆ You must write your candidate number and affix the barcode labels in the designated spaces on the cover and inner pages of your answer books, question-answer books (except the unattempted Part B1/B2 question-answer book of English Language Paper 1) and MC answer sheets **after the Centre Supervisor has announced the start of the examination**. For the Listening component of English Language, you will be instructed via the broadcast to write your candidate number and affix a barcode label on the question-answer book(s). If you have used supplementary answer sheets and/or graph papers for answering the questions, you are required to affix a barcode label on each of the supplementary answer sheets and graph papers used **during the examination**. No extra time will be given to you for sticking the barcode labels after the examination. If you fail to follow this instruction, you will receive a **mark penalty** on the paper concerned.
- ◆ The PESS2 will be used for written examinations (including the Special Room(s) for the Listening component of English Language, if applicable) held in normal centres. During attendance taking, invigilators will verify your identity by using a mobile device to scan the barcode printed on your admission form and personalised barcode sheet if you have not completed the self check-in process.
- ◆ You must not write your name or identification document number on any pages of the answer book/question-answer book(s) or as part of any answer. You must not affix the part of the barcode sheet with your full name on the script. Otherwise, you will receive a **mark penalty**.
- ◆ The **rough-work sheets** supplied in an examination will be collected separately at the end of the examination by the invigilators but they will **NOT** be marked.
- ◆ If you have to go to the toilet during the examination, you must raise your hand to summon an invigilator. The invigilator will record your candidate number and the time you leave the examination room to go to the toilet and the time you re-enter the room.
- ◆ Leaving early will only be allowed during the **permitted time period** in an examination. If you want to leave early, you must **obtain the consent of an invigilator**. **The question papers must not be taken away from the centre until the end of the examination.**

	Leaving early		
	First 30 minutes	Last 15 minutes	The remaining time
Multiple-choice papers - Mathematics Compulsory Part Paper 2 - Economics Paper 1	<b>No</b>	<b>No</b>	<b>No</b>
English Language Paper 3 Music Papers 1A and 1B			<b>Yes</b> #
Other conventional papers and practical examinations			

# If you wish to leave early, make sure that you have filled in all the necessary details on your answer book(s)/question-answer book(s) and supplementary answer sheet(s), and have affixed the barcode labels in the designated spaces. You must then tie up your papers and raise your hand to summon an invigilator.

 <b>Note</b>	<ul style="list-style-type: none"> <li>◆ Early leavers are <b>NOT allowed to take away the question papers or any materials supplied by the HKEAA</b>. Candidates who disobey this instruction will receive a <b>subject downgrading</b>.</li> <li>◆ Candidates who leave early without the consent of an invigilator will receive a <b>mark penalty</b>.</li> </ul>
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- ◆ Centre Supervisors are asked to write the actual start time and end time of an examination session on a blackboard and remind candidates of the time left at 15 and 5 minutes before the end of each examination session.

**Note:** You must bring your own watch to time the examination as not all examination rooms will have a clock. You are strongly advised to wear an ordinary watch that shows time only. The Centre Supervisor or invigilators will not allow you to use any watch suspected to have been installed with mobile applications or supported by wireless technologies. Smart watch with health checking functions only are also **NOT** allowed. Candidates found to have a smart watch during the examination are subject to a **mark penalty**.

The examination time for each paper is shown on the examination timetable under Section A2 and is printed on the cover of the question paper or question-answer book(s) for candidates' reference. Complaints about having no clock or not being able to view the clock in the examination centre will **NOT be entertained**.

- ◆ You must follow the instructions printed on the question papers.
- ◆ Unless otherwise stated on the question papers, you are advised to use a blue or black pen to write the answers. As for the multiple-choice questions in the question-answer books, you are advised to use an HB pencil.
- ◆ **Officially accepted simplified Chinese characters** are permitted in examinations where Chinese is the language medium. Accepted simplified Chinese characters refer to those contained in the official booklet (通用規範漢字表) published by the Chinese authorities (State Commission on Language Work).
- ◆ Unless otherwise stated on the question papers, you must start each full question (not part of a question) on a new page. You may ask for **supplementary answer sheets** or **graph paper** if required. You should **write your candidate number, stick a barcode label** on the cover page of each sheet, and **mark the correct question number box on each page of the answer book/supplementary answer sheet** (see **Part 4(b) under this Section**).
- ◆ If you anticipate the need for supplementary answer sheets, you should raise your hand to alert an invigilator before your answer book runs out as invigilators may not be able to attend to your request immediately.
- ◆ Each A3 supplementary answer sheet consists of four A4 pages. Each page should be used for answering one single question only. However, you may put your answers to different questions on separate pages of the same supplementary answer sheet and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question. If a paper requires the use of more than one answer book/question-answer book for different sections, **use separate supplementary answer sheets for each section and fasten them with string inside the relevant answer book/question-answer book**.
- ◆ Do not remove any pages from any answer book/question-answer book, or tear the supplementary answer sheet/graph paper/worksheet into smaller parts. Otherwise, you risk a **mark penalty or even disqualification from the whole examination**. You must fasten all supplementary answer sheets/graph paper/worksheet inside your answer book/question-answer book with a short string.
- ◆ Write your answers in the specified area in the answer books/answer sheets/question-answer books. If you fail to follow this instruction, you will run the risk of your answers **NOT** being marked. **Answers written in the margin will NOT be marked**.
- ◆ You should cross out all unwanted materials before you hand in your scripts. In case you answered more questions than required, the excess answer(s) receiving the lowest score(s) will be disregarded in the calculation of the final mark. However, it should be noted that answering excess questions will not be to your advantage as examination time will be wasted.
- ◆ At the time the 'Stop working' announcement is made, make sure that you stop working immediately. You are not allowed to hold any stationery or work on your answer books including affixing barcode labels, using an eraser or filling in question numbers, etc. after the 'Stop working' announcement. If you try to do so, the Centre Supervisor or invigilators may assume that you are trying to change/add an answer, and this will lead to a **mark penalty**.

- ◆ At the end of the examination, invigilators will collect candidates' answer scripts and use mobile devices to scan the barcode labels stuck on the cover of the answer book(s)/question-answer book(s) and the MC answer sheets (except for examinations held in SEN centres). You should only leave the examination room when instructed by the Centre Supervisor.
- ◆ The actual duration of the sessional break (i.e. the break time between two examination sessions) may vary depending on different circumstances in the examination centre and the time stated in the examination timetable. The sessional break includes the script collection time for the previous session and preparation time before the start of the next session.
- ◆ During the sessional break, candidates should not stay in the examination room or attempt to re-enter the examination room before the specified time announced by the Centre Supervisor, unless permission has been given by the Centre Supervisor.
- ◆ When you write/fill in an answer, check to see that you are giving the answer to the correct question number. Subsequent requests for special consideration on any change of wrongly completed answers after the examination will **NOT** be entertained.

## 6. Multiple-choice Papers

### (a) Answering multiple-choice questions on MC answer sheet

- ◆ All multiple-choice (MC) papers will have 4 options for each item.
- ◆ You will receive a question paper and an MC answer sheet. (**Note:** Backing sheet has ceased to be provided.) Write your candidate number, your name and signature. Then affix a barcode label on the MC answer sheet.
- ◆ You are advised to use an HB pencil to mark all the answers on the MC answer sheet so that any wrong marks can be completely erased with a clean rubber. Do not fold or puncture the MC answer sheet; otherwise your answers may **NOT** be captured properly.
- ◆ You will score **no marks for marking two or more answers** to the same question. **Answers written in the question paper will not be marked.**
- ◆ Rough work should be done in the question paper or on the rough-work sheet(s) provided at the exam centre. Do not put your MC answer sheet inside your question paper. Only the MC answer sheet will be collected by the invigilators at the end of the examination session.

### (b) Answering multiple-choice questions on question-answer books

- ◆ For ease of correction, you should use an HB pencil to answer multiple-choice questions on the question-answer books. You must fill in the appropriate circle for your answer properly. Unless otherwise specified on the question-answer books, you should **NOT** fill in more than one answer to each question or else you will run the risk of your answers **NOT** being marked.

#### Example:

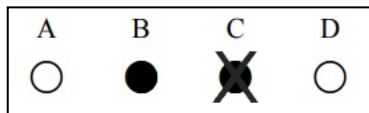
Answer = Option B

A	B	C	D
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- ◆ If you use a pencil and have made a mistake when filling in the circle, you should completely erase the wrong mark(s) with a clean rubber. If you use a pen, you should completely erase the wrong mark with correction fluid/pen/tape. However, in the event that correction fluid/pen/tape is not available, you should cross it out clearly as shown in the examples below:

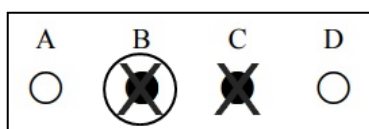
**Example 1:** You originally filled in the circle of Option C and then changed the answer to Option B.

Cross out the original circle of Option C with an 'X' and fill in the circle of Option B properly.



**Example 2:** You originally filled in the circle of Option B and then changed the answer to Option C (i.e. the circle of Option B has been crossed out with an 'X'). However, you would like to change the answer back to Option B.

Cross out the circle of Option C with an 'X' and wholly circle Option B to indicate the correct answer.



- ◆ **Note:** Other than Example 2, any words/marks/symbols written outside the circle will **NOT** be accepted.

## 7. Instructions for Listening Component of English Language

This part outlines the examination procedures for the Listening component of English Language. For details about English Language Paper 3 (Listening & Integrated Skills), please refer to **Section E Part (1)(a)**.

### (a) Points to note

<p>☞ Note</p>	<ul style="list-style-type: none"> <li>◆ <b>The Listening component will be broadcast via radio or the Infra-red (IR) Transmission System or Public Address (PA) System (including USB player or computer). This information will be indicated on the Admission Form.</b></li> <li>◆ <b>For radio-broadcast centres, candidates must bring their own radio set equipped with earphones to take the examination.</b></li> <li>◆ <b>If the radio has both stereo and non-stereo modes, use the non-stereo mode in order to get better reception.</b></li> <li>◆ <b>Candidates assigned to centres using the IR System must bring their own earphones to the centres, but they need NOT bring a radio.</b></li> <li>◆ <b>Candidates should take off their earphones and turn off their radios after the examination broadcast has finished, or else they will receive a mark penalty.</b></li> <li>◆ <b>Candidates assigned to centres using PA System need NOT bring any earphones.</b></li> </ul>
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## ◆ Frequencies used in the Listening component

- There will be ample time for you to tune your radio to the best frequency before the examination.

RTHK Radio 2 Frequency Chart			
Channel	Frequency		
RTHK Radio 2	Happy Valley	Jardines Lookout	FM 94.8 MHz / FM 96.9 MHz
	Central Wan Chai	Causeway Bay North Point	FM 94.8 MHz / FM 96.9 MHz
	Kennedy Town	Sai Ying Pun	FM 94.8 MHz / FM 96.9 MHz / FM 96.4 MHz
	Quarry Bay Shau Kei Wan Chai Wan	Tai Koo Shing Hang Fa Chuen	FM 94.8 MHz / FM 96.9 MHz
	Mo Sing Leng Pok Fu Lam Aberdeen	Ap Lei Chau Wong Chuk Hang Stanley	FM 96.0 MHz
	Kowloon		FM 94.8 MHz / FM 96.9 MHz
	Kowloon (East) Kwun Tong San Po Kong	To Kwa Wan Ngau Tau Kok	FM 96.9 MHz / FM 94.8 MHz
	Sai Kung	Tseung Kwan O	FM 96.9 MHz
	Tuen Mun	Yuen Long	FM 96.4 MHz
	Kam Tin	Shek Kong	FM 95.6 MHz
	Tsuen Wan Kwai Chung	Tsing Yi	FM 95.6 MHz / FM 94.8 MHz
	Sheung Shui Tai Po	Fanling	FM 95.3 MHz
	Shatin		FM 96.3 MHz / FM 95.3 MHz
	Ma On Shan		FM 95.3 MHz
	Cheung Chau		FM 94.8 MHz / FM 96.9 MHz
	Lantau East		FM 95.6 MHz / FM 94.8 MHz / FM 96.9 MHz
	Lantau West	Tung Chung	FM 96.4 MHz

- As can be seen in the above table, there is considerable variation in the frequencies in different areas. You should note that the best setting for your home environment may not be the most appropriate one for the examination centre.
- Centre Supervisors will indicate on the centre blackboard what the school considers to be the best frequency for that particular locality.
- The wires connecting the radio and the earphones act as an aerial. To facilitate better reception, you should straighten the earphone wires and let them dangle on the side. Do not curl the wires up in a heap for compactness or convenience. You are also advised to keep most of the earphone wires at a distance (say, at least 2 inches) away from your body. The radio reception may vary slightly when you turn your head. Irrespective of the type of radio you are using, you may be able to slightly improve the reception by changing the position of the set on the desktop. If your reception is poor and you cannot improve the situation after several attempts, you should request to move to the Special Room.
- No compensation will be given to individual candidates who claim to have encountered reception problems in the examination room, unless there is a general reception problem in the examination room.

#### ◆ Restrictions and requirements for radios and earphones

- Candidates may use listening devices equipped with an FM radio. Except for these, **other electronic devices (including but not limited to multimedia players, Bluetooth/Wi-Fi devices, mobile phones or earphones with built-in radio, etc.) are not allowed.**
- The radio must fit comfortably on an examination desktop together with a question-answer book. You are not permitted to use a radio bigger than 46 cm x 15 cm x 15 cm (18" x 6" x 6"). Also, you are not allowed to place your radio on the floor. The antenna of your radio should not disturb other candidates or block the aisle.

**Note:** Advice has been sought from experts in broadcasting and telecommunication to the effect that the use of a radio with an antenna device will not cause radio reception problems to surrounding radios. Moreover, there is no evidence that the so-called 'attacking' radio or antenna will cause interference to the reception of nearby radios.


- If you bring a radio or earphones to the examination centre which does not satisfy the above requirements, you will not be allowed to use it. Instead you will be sent to a Special Room to take the examination.

#### ◆ Preparation before the examination

- Make sure that your radio and earphones function properly. Equip your radio with new batteries. The examination centres will **NOT** carry a stock of spare batteries.
- If you are using a radio which you have borrowed or recently purchased, make sure you are familiar with its operation and the radio works properly. No assistance can be expected from the Centre Supervisor or invigilators should your radio fail to work properly or tune to the correct channel for any reason. No allowance will be given by markers for any mistakes arising from the above circumstances.

**Note:** You are advised against using the auto-tuning function of your radio (if any) as it might result in unstable reception.

- Make sure that there are no storage media (including but not limited to SD card, disc, tape, etc.) inside your listening device.

 <b>Note</b>	Candidates are <b>NOT</b> allowed to leave the examination centre before the end of the English Language Paper 3 examination.
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#### ◆ Procedures before the examination

- During the first 40 minutes in the examination room, the invigilators will:
  - take the attendance and check admission forms;
  - give candidates plenty of time to tune their radios to the correct channel;
  - check that all candidates have earphones;
  - check that candidates' radios are not oversized and their antennae are placed appropriately;
  - check that candidates' listening devices do not contain any storage media like SD cards, discs or tapes, etc.

#### ◆ Special Room (Only applicable to centres using radio/Infra-red (IR) Transmission System)

- Candidates with the following problems will be sent to the Special Room. Candidates who:
  - do not bring a radio;
  - bring a radio or earphones which are not working;
  - have forgotten to bring or lost earphones or batteries;
  - bring an oversized radio;
  - arrive 30 minutes or more after the reporting time;
  - are unable to tune radios to the correct channel or who have a radio with poor reception;
  - bring an electronic device other than a radio.

- The Special Room will be equipped with an ordinary radio/USB player/computer. Candidates must listen to the broadcast without earphones and **are not allowed to use their own radio with earphones in the Special Room.**
- **Candidates who take the examination in the Special Room should make sure that their arrival time at the Special Room and the reason for taking the examination in the Special Room are correctly stated on the Special Room Report and confirm the information via the ‘Check-in Smart (HKDSE)’ App before leaving the Special Room.**

 <b>Note</b>	<p>A <b>mark penalty</b> will be imposed on candidates who take the Listening component in the Special Room if they:</p> <ul style="list-style-type: none"> <li>- do not bring a radio;</li> <li>- do not bring earphones or batteries;</li> <li>- arrive 30 minutes or more after the reporting time;</li> <li>- bring an oversized radio or an electronic device other than a radio;</li> <li>- use their own radio in the Special Room.</li> </ul>
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- **A mark penalty will not be imposed on candidates moving to the Special Room due to reception problems or radios/earphones not working.**
- Complaints about reception must be lodged with the Centre Supervisor at the examination centre on the day of examination. Otherwise, the complaints will **NOT** be entertained.

#### ◆ Centres using IR System

- Candidates **MUST** bring their own earphones with two insulating rings on the plug for plugging into the receivers (diameter of plug: 3.5 mm) provided by the HKEAA but they need **NOT** bring a radio.
- From 9:15 am to 9:45 am and 9:55 am to 10:00 am, the demonstration recording will be played for candidates to test their earphones and receivers. Other than this, the examination proceedings are the same as those at radio broadcast centres.
- Candidates with the following problems will be sent to a Special Room:
  - not bringing earphones;
  - earphones not working;
  - arriving 30 minutes or more after the reporting time;
  - poor reception.



Earphones with 3.5 mm diameter plug      Insulating rings

 <b>Note</b>	<p>A <b>mark penalty</b> will be imposed on candidates who take the Listening component in the Special Room if they:</p> <ul style="list-style-type: none"> <li>- do not bring earphones;</li> <li>- arrive 30 minutes or more after the reporting time.</li> </ul>
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- **A mark penalty will NOT be imposed on candidates moving to the Special Room due to reception problems or earphones not working.**

#### ◆ Centres using Public Address (PA) System (including USB player/computer)

- Candidates assigned to centres using PA System need **NOT** bring a radio or earphones.
- From 9:40 am to 9:55 am, the demonstration recording will be played to try out the equipment for the broadcast.
- **NO** special rooms will be set up for centres using the PA System. Candidates will be admitted to take the examination regardless of their time of arrival. No extra time will be given to candidates arriving late.

## (b) Examination Procedures

### ◆ Broadcast via radio

- **9:15 am :** Candidates report to the centre.
- **9:30 am & 9:45 am :** RTHK **Radio 2** will broadcast an announcement concerning the examination to help candidates ensure that they have tuned to the correct channel.
- **9:55 am – 10:00 am :** RTHK will broadcast the English folk song ‘Greensleeves’ to reassure all candidates that they are tuned to the correct channel. (The normal 10:00 am news broadcast will be cancelled on the day of the examination.)
- **10:00 am :** The radio broadcast of the examination will begin. Candidates should follow the instructions given and write their candidate number on the front cover of the Question-Answer Books.

### ◆ Broadcast via IR System

- **9:15 am :** Candidates report to the centre.
- **9:15 am – 9:45 am :** The demonstration recording will be played to let candidates try out the earphones and the receiver.
- **9:55 am – 10:00 am :** The demonstration recording will be played to let candidates try out the earphones and the receiver again.
- **10:00 am :** The examination recording will be played. Candidates should follow the instructions given and write their candidate number on the front cover of the Question-Answer Books.

### ◆ Broadcast via PA System

- **9:30 am :** Candidates report to the centre.
- **9:40 am – 9:55 am :** The demonstration recording will be played to try out the equipment for the broadcast.
- **10:00 am :** The examination recording will be played. Candidates should follow the instructions given and write their candidate number on the front cover of the Question-Answer Books.



- At the start of the Listening component of the paper, you will hear this:

Hong Kong Diploma of Secondary Education 2024, English Language Paper 3, Listening and Integrated Skills.

Instructions to Candidates.

You should have on your desk a Part A Question-Answer Book, a Part B1 Data File with a Part B1 Question-Answer Book inserted and a Part B2 Data File with a Part B2 Question-Answer Book inserted. Do not open them until you are told to do so....

- Next you will hear a set of instructions which will tell you to write your Candidate Number in the space provided on Page 1 of the Question-Answer Book for Part A, and to check that the Data Files and Question-Answer Books for Parts B1 and B2 do not have any missing pages before sticking barcode labels onto the Question-Answer Books.

When the Listening component is about to begin, you will hear the following instruction:

You are reminded that all examination materials will be played ONCE only. This paper is divided into two parts: Part A and Part B. For Part A, you should use a pencil to answer all questions. For Part B, you can use a pen or a pencil. Put up your hand now if you have any difficulties. It is not possible to handle complaints after you have taken the paper ...(pause)... The Listening component is about to begin. Keep your earphones on until you are told to take them off.

- At the end of the Listening component of the paper, you will hear this:

That is the end of the Listening component of this paper. You will have one hour and fifteen minutes to complete the written tasks in either Part B1 or Part B2. An announcement will be made when time is up. Take off your earphones now and turn off the radio.


- After one hour and fifteen minutes, the Centre Supervisor will tell you to stop writing and collect your Question-Answer Books. You should wait quietly and leave only when instructed to do so.

## 8. Instructions for the English Language Speaking Examinations

### (a) General Instructions

#### What to bring

- the original of your admission form and identity card (or another valid identification document with a photograph) to the examination centre (**Note: A photocopy of the admission form/identification document will not be accepted**). Candidates without an admission form will not be admitted and will have to apply for rescheduling at a charge **within 3 working days**.
- a pen/pencil to take notes during the preparation period.
- an ordinary watch that shows time only to keep track of the time during the Speaking examinations.
- a book/hard copy of a newspaper to read while waiting in the reporting room.

 Note	<p><b>You are strongly advised not to bring your mobile phone to the examination centre.</b> If you have brought a mobile phone or any electronic device*, you must turn it off (including the alarm and scheduled auto-restart functions) and put it inside your bag before entering the reporting room. <b>You are solely responsible for ensuring that no sound (including alarm) is emitted from your mobile phone/electronic device even though it is power off before entering the reporting room.</b> If your mobile phone/electronic device or any other article emits sound/vibrates or your phone monitor turns on in the preparation room/examination room/corridor, you will be subject to a <b>mark penalty</b>.</p>
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#### At the centre

Candidates may opt to put on their own surgical mask during examinations and bring their own sanitizer to the examination centres.

Candidates should report to the reporting room supervisor of the assigned examination centre at the time specified on their admission form. Candidates are allowed to enter the reporting room **15 minutes before the reporting time**, i.e. 4:45 pm, 5:45 pm or 6:45 pm. If a candidate is **late for more than 15 minutes**, he/she will **NOT be examined on that day** and will have to apply for rescheduling **within 3 working days**, subject to the payment of a supplementary fee.

Candidates will be assigned to different groups by the reporting room supervisor and the examination will proceed with one group after another. If you are assigned to a group to be examined in the later part of the session or the next session, you may have to wait for a longer time before your examination starts. It is advisable for you to eat something before going to the examination centre and to go to the toilet within the first 30 minutes of your reporting time.

Requests to go to the toilet should be made **within the first 30 minutes of the reporting time**, i.e. 5:00-5:30 pm, 6:00-6:30 pm or 7:00-7:30 pm. If you withdraw from the examination at this time due to an absolute need, you may apply to reschedule your Speaking examination **within 3 working days**. In such cases, you will have to pay a supplementary fee. After entering the preparation room, you will normally **NOT** be permitted to go to the toilet.

There may be observers in the examination room to ensure the quality of the examination process.

#### What is NOT allowed during the examination:

- No photo taking, video-recording or audio-recording is allowed in the reporting room/preparation room/examination room before/during/after the Speaking examinations, or else you risk a **mark penalty**. If any photographs/videos/records are displayed electronically or publicly, you will receive a **subject downgrading**.
- No eating (or chewing gum) in the examination centre. Drinking water is allowed in the reporting room.
- No smart watches or watches with health checking functions only. Candidates found to have a smart watch during the examination are subject to a **mark penalty**.

\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.

- No use of mobile phones or an electronic device\* to communicate with others or access the internet/emails/SMS/instant messaging applications etc. after entering the reporting room (i.e. in the reporting room/preparation room/examination room/corridor/toilet) until the end of the examination. If you disobey this instruction, you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination.**
- No talking to other candidates (except during the group interaction). If you disobey this instruction, you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination.**
- You are not allowed to leave the preparation room before the end of the preparation time or leave the examination room before the end of the examination. Otherwise, you will receive a **mark penalty.**

#### Other important notes

- The individual characteristics of the examiners or other candidates including mannerisms and facial expressions will vary and such variations are **NOT** regarded as an examination irregularity or deviation from stipulated examination procedures.
- Candidates should focus on interacting with the other candidates during the group interaction. Complaints about their performance being affected by the mannerisms and facial expressions of the examiners or other candidates will **NOT** be entertained.
- Examination procedures are in place to allow all candidates a fair chance to participate in the group interaction. In this regard, examiners may intervene if they feel that any candidate is dominating the group interaction. The marking of dominating candidates will also be handled appropriately. Therefore, complaints about other candidates dominating the group interaction/interruption by other candidates in the same group/interruption by the oral examiners in the group interaction when normal procedures are being followed will **NOT** be entertained.
- For more details about the guidelines for candidates taking the English Language Speaking examinations, please go to:  
[www.hkeaa.edu.hk/en/hkdse/assessment/subject\\_information/category\\_a\\_subjects/hkdse\\_subj.html?A1&1&2\\_5](http://www.hkeaa.edu.hk/en/hkdse/assessment/subject_information/category_a_subjects/hkdse_subj.html?A1&1&2_5)

### (b) English Language Paper 4 Speaking

#### Reporting Room

Report to the reporting room when you arrive according to the reporting time stated on your admission form. Candidates are allowed to enter the reporting room **15 minutes before the reporting time.**

The reporting room supervisor will:

- check your admission form and your identity card (or another valid identification document with a photograph), and assign you to an examination group.
- give you an adhesive coloured label (for identification) and two score sheets.

You must:

- check the information (including your candidate number) printed on your two score sheets to ensure that you have been given the correct score sheets. If there are any errors, report this to the reporting room supervisor immediately.
- place the label on your chest so that the examiners can see it clearly.
- sign in the designated box of the two score sheets to confirm that the score sheets given to you are correct. Use of incorrect score sheets may affect the recording of the examination results.
- not write on/deface your score sheets.
- wait for the instructions from the reporting room supervisor, who will direct you to the preparation room.

Do not talk to other candidates or use an electronic device\* after entering the reporting room. If you communicate with others or access the internet/emails/SMS/instant messaging applications, etc., you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination.**

\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.

## Preparation Room

When entering the preparation room:

- take the seat assigned to you by the preparation room supervisor.

A copy of the question paper will be taped to the desk:

- wait for the preparation room supervisor to instruct you to turn over the question paper.
- the instructions will be for Part A (group interaction) only. No instructions or preparation time will be given for Part B as the individual response will follow immediately after the group interaction.

You will be given:

- ONE notecard for taking notes and **10 minutes** to prepare for Part A of the examination.
- You may take notes on both sides of the notecard provided, but do **NOT** write anything on the question paper.

After the preparation time is over:

- stop writing and turn over the question paper. Otherwise, you will receive a **mark penalty**.
- leave the question paper in the preparation room but take your notecard with you to the examination room.
- the preparation room supervisor will direct you to the examination room when it is time for your group to be examined.

**Important reminders:**

- **Do not look at your notecard or talk to other candidates during the transfer to the examination room.**
- Do not leave the preparation room before the end of the preparation time or else you will receive a **mark penalty**.
- Do not turn over and/or read the question paper until you are told to do so, or continue to read the question paper or write on the question paper/notecard after the end of the preparation time. Otherwise, you will receive a **mark penalty**.
- Do not talk to other candidates or use an electronic device\* to communicate with others or access the internet/emails/SMS/instant messaging applications, etc. Otherwise, you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination**. If your mobile phone/device emits a sound, you will be subject to a **mark penalty**.
- Do not consult any books/notes/reference materials including those in the drawers of examination desks. **Otherwise, you will receive a mark penalty or may even be disqualified from the subject examination.**

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\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.

## Examination Room

When entering the examination room:

- **hand in your score sheets to each examiner and sit according to the seating plan.**
- **leave your notecard on your desk and put all your personal belongings (including your admission form and identification document) under your chair.**

An examiner will read out the candidate numbers. Then, he/she will indicate to the group when to start the group interaction and start the timer. The timer will be placed in a prominent position where all candidates can see it.

- You will have **8 minutes** for your group interaction (or **6 minutes** if there are only **3 candidates in a group**).
- Keep track of how much time is allowed for the different parts of the examination.
- Stop talking when the time is up and the timer is ringing.
- Do not talk to other candidates before the start of the group interaction or use an electronic device\* to communicate with others or access the internet/emails/SMS/instant messaging applications, etc. Otherwise, you will receive a **mark penalty, subject downgrading or may even be disqualified from the whole examination**. If your mobile phone/article emits a sound, you will be subject to a **mark penalty**.
- As the examination proceedings will be video-recorded, **speak loudly enough for examiners and other group members to hear**. Otherwise, the audio input may not be clearly recorded.

The same set of question papers as in the preparation room will be available for your reference in the examination room.

- Do not turn over the question paper or look at your notecard until you are told to do so.
- Do not write on the question paper or the notecard in the examination room. If you fail to follow these instructions, you will receive a **mark penalty**.

An examiner will initiate Part B by asking a question related to the discussion topic to each candidate, starting with Candidate A. The timer will be set for **one minute**. The examiner may ask one or two questions depending on the candidate's response and the time remaining.

- You should make full use of the one minute to demonstrate your speaking ability.
- You may refer to your notecard but must not give prepared answers or repeat points that have already been made in the group interaction.
- If you do not understand the examiner's question, you may ask him/her to repeat it, but he/she will repeat it **ONCE** only.
- If you do not know the answer to the question, you may indicate this to the examiner, and he/she will ask you another question. (**Note:** The examiner will not stop the timer when repeating the question/asking another question.)
- Keep quiet while another candidate is responding to the question. Otherwise, you will receive a **mark penalty**.
- At the end of the examination, hand in your notecard to the examiners.

### Important reminders:

- Do not take away the question paper or the notecard after the examination is finished. Otherwise, you will be subject to a **mark penalty**.
- Do not consult any books/notes/reference materials, **otherwise you will receive a mark penalty or may even be disqualified from the subject examination**.
- Do not leave the examination room before the end of the examination or else you will receive a **mark penalty**.

\* Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.

(c) Seating Plan

English Language Speaking Examination

