

Super:

香港考試及評核局

Hong Kong Examinations and Assessment Authority

VO:

Welcome to this video prepared for candidates on the 'Attendance and Script Tracking System' (ASTS)

Super:

Attendance and Script Tracking System (ASTS)

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To improve the reliability and efficiency of examination administration

the Hong Kong Examinations and Assessment Authority

has developed an 'Attendance and Script Tracking System' (ASTS)

to facilitate the tracking of candidates' attendance and collection of answer scripts in written examinations

Super:

This video consists of 3 parts:

1. Attendance taking procedures
2. Script collection procedures
3. Attendance taking and script collection procedures in the Special Room

VO:

This video consists of 3 parts

Part 1 Attendance taking procedures

Part 2 Script collection procedures

Part 3 Attendance taking and script collection procedures in the Special Room

Super:

Part 1: Attendance taking procedures

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Part 1: Attendance taking procedures

After you have entered the examination centre

follow the Centre Supervisor's instructions to place your original admission form and identity card on the top-right hand corner of the desk

To facilitate the attendance taking using barcode scanner

you should also place your personalised barcode sheet on the top-right hand corner of the desk

Super:

After the start of the examination

VO:

After the start of the examination, invigilators will check your original admission forms
They will scan the barcode on your original admission form
and on your personalised barcode sheet when taking attendance

Super:

Barcode scanner is muted

VO:

The barcode scanner is muted
No sound will be generated during the scanning process

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Part 2: Script collection procedures

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Part 2 Script collection procedures

Super:

The end of an examination

VO:

After collecting the answer scripts
invigilators will use the barcode scanner to scan the barcode labels on the scripts
You must affix the barcode labels in the designated spaces on your scripts during the examination
In some of the written examinations in the HKDSE Examination
candidates have to tie two answer scripts together
While scanning, invigilators will scan the barcode labels on the covers of both answer scripts

Super:

Has not stuck a barcode label

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If you have not stuck a barcode label on the cover of the answer script
an invigilator will allow you to do so under supervision
The invigilator will report the case on Report Form SR4b
and you are requested to sign on the form
The Centre Supervisor will announce dismissal upon finishing the collection of answer scripts

Super:

Part 3: Attendance taking and script collection procedures in the Special Room

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Part 3 Attendance taking and script collection procedures in the Special Room

Under normal circumstances, the procedures of attendance taking in the Special Room are the same as those in the examination hall

If you enter the Special Room during the conduct of the listening test

bring along your personal belongings, question paper and personalised barcode sheet to the Special Room

The Special Room invigilator will take your attendance after the answer scripts have been collected and scanned

When taking attendance, you have to produce your original admission form

and identity card for the Special Room invigilator to verify your identity

You will be asked to complete the Special Room Session Report

affix your personalised barcode label and sign on the form

The Special Room invigilator will take your attendance by the barcode scanner

according to the information provided in the Sessional Report

Special Room invigilators will take attendance of all candidates using the Special Room

no matter whether they come from the examination hall or classroom or they are latecomers

The Special Room invigilator will announce dismissal

upon finishing the collection of answer scripts and completion of special reports