

Major Procedures for Written Exams



[Part 2: Examination Procedures for Written Papers](#)

[Part 4: Points to Note Regarding English
Language Examination](#)

BEFORE THE EXAM

Venue Preparation

- EDB has announced class suspension in schools till 19 April 2020
- Discuss with the school office well in advance to avoid holding activities and using loudspeakers near the exam venue
- Seek the cooperation of other teachers, staff and students to keep the exam venue quiet
- Turn off the school bell and the PA system inside and outside the exam hall and the special room(s) for listening exam during class suspension period
- Turn off or turn down the school bell and the PA system outside the exam hall/room when class is resumed

BEFORE THE EXAM

- Receive question paper cartons between 7:15 am and 8:00 am on the exam day (Paper 3 Listening and Integrated Skills: between 7:45 am and 8:45 am), stamp a school seal on the receipt and keep them in safe custody prior to the exam
- About 30-40 mins before the exam starts, brief the invigilators (including the Special Room Invigilators for Paper 3) about the exam regulations and procedures
- For Papers 1 and 2, invigilators report 45 minutes (i.e. **7:45 am**) before the start of exam
- For Paper 3, invigilators report for duty at **8:30 am**

BEFORE THE EXAM

- The school technician should set up the PECSS equipment and login the system 20 mins before the start of the exam
- Take the attendance of hall invigilators in [Invigilators' Attendance Record](#) and endorse the [Travelling Allowance Claim Form](#) for invigilators provided by other schools

BEFORE THE EXAM

- Distribute the stationery (delivered to the exam centre in mid-March) and candidates' personalised barcode sheets before admission of candidates
- After candidates are admitted, give them sufficient time to check the barcode sheets and exam stationery (e.g. rough-work sheets)

BEFORE THE EXAM

- Write down the centre number, centre name, subject and paper of the exam on the blackboard in the following format:

Centre No : A0001
Centre Name : ABC School
Subject : English Language
Paper : 1 (Reading)
Exam Time : **Please write the exact time after the start of the exam**

**Paper 1 and
Paper 2**

Centre No : A0001
Centre Name : ABC School
Subject : English Language
Paper : 3 (Listening and Integrated Skills)
Radio Frequency : Copy from Section III C paragraph 1.6 (2)
Broadcast Starting Time : **Please write the exact time after the start of the broadcast**
Broadcast Finishing Time: **Please write the exact time when the broadcast finishes**
Exam End Time : **Please write the exam end time by adding one hour and fifteen minutes to the broadcast finishing time**

Paper 3

BEFORE THE EXAM

- Before making the first announcement, arrange an invigilator to stay at the entrance of the exam hall and distribute the Mobile Phone Reminder Cards to candidates arriving at the centre after the first announcement
- This arrangement (i.e. distributing Mobile Phone Reminder Cards) is not applicable to Paper 3 Listening and Integrated Skills. Candidates arriving after 9:45 am should sit the exam in the Special Room

Mobile Phone Reminder Card



請關上手提電話(包括電話的響鬧功能)，並放於座椅下的當眼處。

Please turn off your mobile phone, including the alarm function, and put it under your chair in a position clearly visible to invigilators.



考試期間，考生如被發現未有關上手提電話，或其身上/桌上有手提電話，可被扣分甚至取消考試成績。

If your mobile phone is switched on, or a mobile phone is found on your body/desk during the examination, you may receive a mark penalty or even be disqualified from the examination.

BEFORE THE EXAM

- Make announcements according to the CS Handbook
- Instruct candidates to check and put away all unauthorised materials. Candidates found to have any unauthorised material after the CS has announced the distribution of question papers are subject to mark penalties
- Instruct candidates to check their mobile phones (and the alarm function) and other electronic devices to ensure that the devices have been switched off, preferably with the batteries removed (if possible). Then put their mobile phones under their chairs in a position clearly visible to the invigilators
- Instruct candidates to check if they occupy the correct seats and are given the correct barcode sheets

BEFORE THE EXAM

- Instruct candidates to check the exam stationery (rough-work sheets)
- Check carefully to ensure the question paper packets correspond to that session and open them in front of the candidates and the invigilators (**Note:** If additional classrooms are used, please refer to the relevant slides under ‘Contingency and Precautionary Measures at Examination Centres’ for the detailed procedures)
- Make sure there are sufficient copies of question papers before distributing them to candidates
- **Paper 3:** Distribute Question-Answer Books and Data Files on occupied seats only, and not on vacant seats

BEFORE THE EXAM

Paper 1 (Reading) & Paper 3 (Listening and Integrated Skills)

- Graded approach is adopted in these 2 papers. Each paper consists of 2 parts:

Part A Compulsory

Part B1 Easier section / Part B2 More difficult section

- Candidates should attempt Part A and either Part B1 or B2

Note: The colours of the cover of Paper 1 Reading Passages / Paper 3 Data Files match those of the respective Question-Answer Books

- The sessional break between Papers 1 and 2 is **60 minutes**

BEFORE THE EXAM

- For **Paper 2 and Paper 3**, if any writing is found on any candidate's rough-work sheet during the distribution of Question-Answer Books and Data Files, invigilators should collect the rough-work sheet immediately and replace it with a new one
- For **Paper 1 and Paper 2**, instruct candidates to check if there are any missing pages in their Reading Passages/Data Files and Question-Answer Books. After the start of the exam, candidates are required to affix barcode labels and write their candidate number on the question-answer book(s)

BEFORE THE EXAM

- For **Paper 3 Listening and Integrated Skills**, candidates will be instructed to check the Data Files and Question-Answer Books, affix barcode labels and write their candidate number on the question-answer book via the broadcast
- Instruct candidates to close their Reading Passages/Data Files and Question-Answer Book(s) after checking
- In case there is a Special Notice (in a bright yellow envelope), announce it to the candidates and then write down the content on the blackboard



BEFORE THE EXAM

- Paper 1 and Paper 2: After the exam has started, write the actual starting time and the correct finishing time on the blackboard:

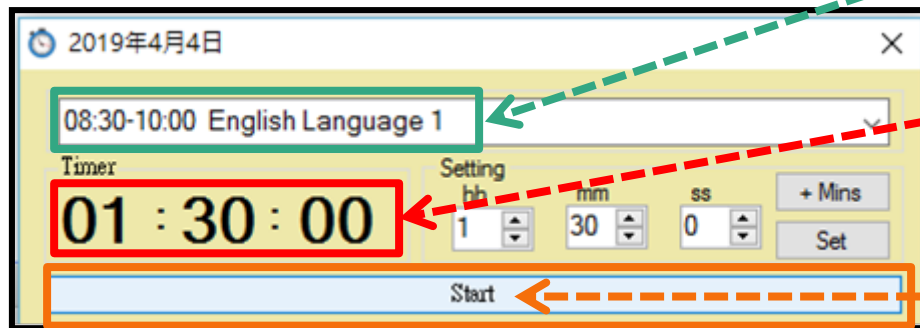
Centre No : A0001
Centre Name : ABC School
Subject : English Language
Paper : 1 (Reading)
Exam Time : **8:31-10:01**

- Nobody should be allowed to take away the question papers before the finishing time of the exam session



AFTER THE START OF EXAM

- Time the exam according to the hall clock or watch of the CS and inform the candidates accordingly
- Make use of the digital timer on the computer desktop of PECSS for countdown of the exam time



Subject/Paper and Exam Time

Exam Time Count-down

Start Count-down

AFTER THE START OF EXAM

- **During identity checking & attendance taking, invigilators should check whether:**
 1. the photo on the [Admission Form](#) / identification document resembles the candidate (to preclude the possibility of impersonation);
 2. the name and identification document number on the Admission Form match those on the identification document ;
 3. the subject being taken is listed on the Admission Form;
 4. the candidate number shown on the Admission Form matches that on the barcode label

AFTER THE START OF EXAM

- In case of doubt about a candidate's identity after checking his/her identification document, please contact the Command Centre via PECSS or call the PECSS hotline (Tel no.: 3628 8380) or CS Hotline (Tel. no.: 3628 8950)
- Use a barcode scanner to scan the barcode printed on the candidate's admission form and one of the barcode labels on the candidate's barcode sheet
- Place the scanner on the cradle for data transmission after taking candidates' attendance

AFTER THE START OF EXAM

- For Paper 3 Listening and Integrated Skills, attendance taking should be completed before 9:50 am (before the start of the exam)
- If there are candidates moving to the Special Room after taking attendance, the CS should update the 'Attendance List' in ASTS by marking 'Going to Special Room' for those candidates to avoid any discrepancy in the number of candidates present and the scripts collected in the exam hall

AFTER THE START OF EXAM

- If there are candidates going from the additional classrooms to the Special Room after attendance taking, the Classroom Invigilator should record the candidate's information in the record form **'Candidates moved from additional Examination Rooms to the Special Room'**, and return the form to the Hall CS after the exam
- The Hall CS should put the form(s) in the **'Return Envelope for Listening Paper Special Room Sessional Report and Answer Scripts'** and return it/them to the HKEAA

AFTER THE START OF EXAM

- For **Paper 1 and Paper 2**, about 30 minutes after the start of exam, collect question papers, answer books and barcode sheets from vacant seats
- For **Paper 3**, barcode sheets and rough-work sheets should be collected from vacant seats before the start of the Listening component
- Scan the barcode sheets of the absentees and then place the scanner on the cradle for data transmission

AFTER THE START OF EXAM

Early Leave

- **Paper 1 and Paper 2:** candidates may leave between 30 mins after the start of the exam and 15 mins before the end of exam
- **Paper 3:** early leave is NOT allowed
- Candidates are subject to mark penalty if they leave the exam centre without the permission of the CS/invigilators
- In case a candidate requests to leave early, please complete the attendance taking for the candidate before allowing the candidate to leave

AFTER THE START OF EXAM

Early Leave

- Check whether early leavers have written their candidate number, affixed barcode labels and marked the question number boxes on their answer scripts before letting the candidate leave
- Remind the candidate **NOT** to take away the question papers from the exam centre
- The answer scripts and question papers of early leavers should be collected together with those of other candidates at the end of the exam

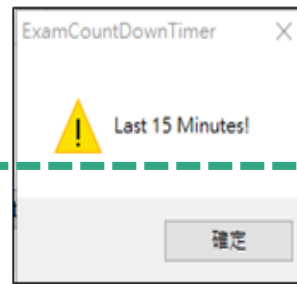
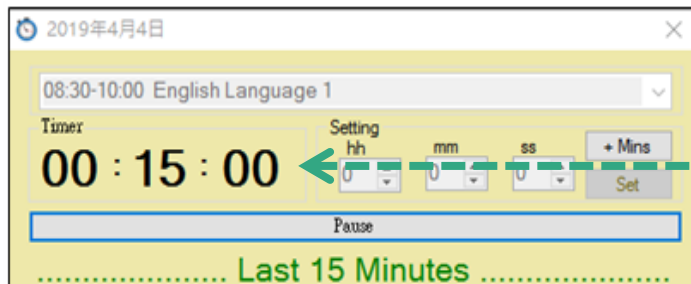
Early Leave

- Under special circumstances where candidates request to leave outside the permitted time, the cases should be recorded on Report Form [SR4g](#)
- Report irregularities (e.g. suspected cheating, irregularities regarding mobile phones or electronic devices, subject not printed in admission form etc.) in detail to the HKEAA using the appropriate forms
- The candidate concerned should be instructed to complete and sign on the report after the exam

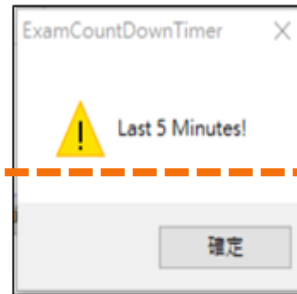
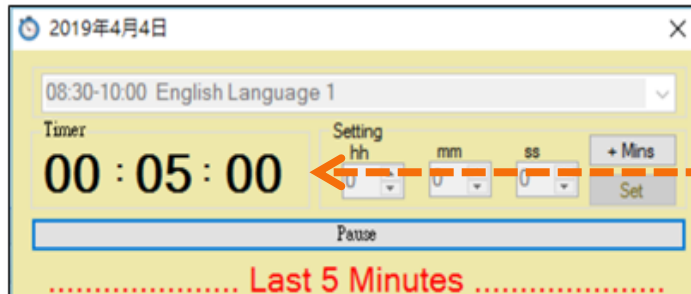
END OF EXAM



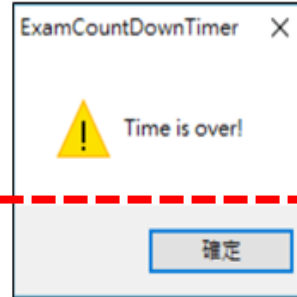
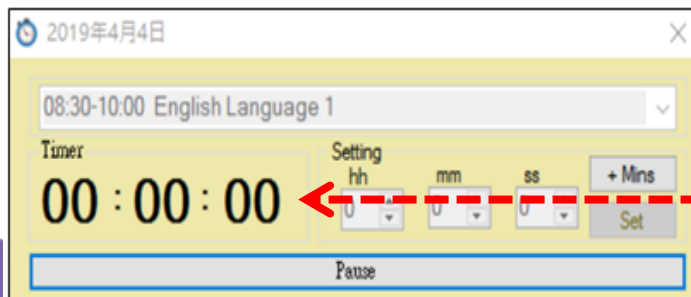
- Before the end of an exam session, remind candidates of 15 minutes and 5 minutes left



Last 15 minutes



Last 5 minutes



Time is up

END OF EXAM

- When the time is up, instruct candidates to stop working immediately. Pause for 10 seconds to ensure all candidates are complying with the instructions
- During the 10-second pause after *'Put down all your stationery'* is announced, the CS should stay on the stage to ensure that the candidates follow the instructions and invigilators should check if any candidates are still working on their answer scripts (including writing, erasing/crossing out answers, holding any stationery, affixing barcode labels or filling in question numbers)

END OF EXAM

- If a candidate is found disobeying the ‘Stop working’ instruction, the CS should mark on the answer scripts the extra work done beyond the time limit by circling it in red
- For **Papers 1 and 3**, candidates should tie their Question-Answer Books to be handed in, i.e. Part A Compulsory and attempted Part B (B1/B2) with a green tag for collection first. All the unattempted Question-Answer Books for Part B (B1/B2) should also be collected and returned to the HKEAA using the ‘Envelope for Return of Unused/Used/Unattempted Question Papers/Question-Answer Books’. Reading Passages and Data Files need not be collected

END OF EXAM

Note:

- For **Paper 1**, candidates are NOT required to affix a barcode label on the unattempted Part B (B1/B2) Question-Answer Book
- For **Paper 3**, candidates should have been instructed to affix barcode labels on all Question-Answer Books via the broadcast

END OF EXAM

- When collecting the answer scripts:
 - if a candidate has not put down the candidate number, he/she can be allowed to write the candidate number under the invigilator's supervision
 - if a candidate has not stuck a barcode label on the Question-Answer Book cover, he/she should be asked to stick a label on that cover. The case must be reported on [Report Form SR4b](#). The candidate should be asked to sign on the report

➤ Handling of irregularities

	No Barcode Label	No Candidate Number
Papers 1 and 3 Part A and <u>attempted</u> Part B (B1/B2)	✓*	✓
Papers 1 and 3 <u>unattempted</u> Part B (B1/B2)	X	X
Paper 2	✓*	✓

- ✓ Allow candidates to stick barcode label / write candidate number on the cover
- * Report the case on Report Form SR4b

END OF EXAM

- Scan the barcode label on the cover of each Question-Answer Book. Place the scanner on the cradle for data transmission
- Check the 'Summary Report' and the 'Discrepancy Report' in the ASTS programme to ensure that the number of candidates tallies with the number of scripts collected
- Collect all barcode sheets (with/without remaining barcode labels) and put them in the Barcode Sheet Envelope
- Dismiss the candidates only if the number of scripts collected tallies with the number of candidates present
- Handle and check the answer scripts and barcode scanners of the additional classrooms and special room
- Upload the records to HKEAA

END OF EXAM

- Place the answer scripts in the appropriate script envelopes according to the seat number ranges printed on them. The envelopes must be tied together with a piece of string
- In case of irregularities, follow them up with the relevant invigilators immediately before dismissing the invigilation staff