



Part 5: Special Features of the Listening Component

Paper 3 Listening and Integrated Skills

- The Listening component will be broadcast via radio or the Infra-red (IR) Transmission System
- For radio-broadcast centres, candidates must bring their own radio set equipped with earphones (**Note:** if additional classrooms are used, the school should use the same broadcast mode as far as possible (i.e. radio with earphones))
- For IR centres, candidates must bring their own earphones (with 2 insulating rings and plug diameter of 3.5 mm) to plug into the receivers provided by the HKEAA (**Note:** if additional classrooms are used, the schools should use school's PA system or other devices, e.g. classroom computer, USB player to broadcast the exam content)
- The Listening component will continue to be broadcast via **USB player** provided by the HKEAA in all IR centres and their Special Rooms. The exam **USBs** will be provided on the day of the exam

Paper 3 Listening and Integrated Skills: EXAM PROCEDURES

9:00-9:10

Hall:

Invigilators distribute barcode sheets

Special Room:

Pass the following materials to the Special Room Invigilator

- question papers, barcode sheets (15 spare) and other exam materials
- a note with the recommended radio frequency (for Special Rooms using radios)
- demonstration USBs, exam USB and reserve exam USB (for Special Rooms using USB players)

Paper 3 Listening and Integrated Skills: EXAM PROCEDURES

Admit candidates into the exam hall

9:15

Announcement concerning the Public Examinations Communication & Support System (PECSS)

Announcement to remind candidates to turn off their mobile phones, put personal belongings under their chairs, check their barcode sheets, etc. according to the CS Handbook

9:20-9:50

- Verify identity & take attendance
- Candidates may switch on their radios (radio-broadcast centres) / plug their earphones into the receivers provided by the HKEAA (centres using Infra-red Transmission System) to check the reception
- For IR centres, the CSs should ask the technicians to play the demonstration USB to enable candidates to check the reception

Paper 3 Listening and Integrated Skills: EXAM PROCEDURES

- 9:30 & 9:45** RTHK Radio 2 broadcasts a short announcement to enable candidates to confirm that they have tuned to the correct channel (radio-broadcast centres)
- 9:40-9:45** Direct candidates with reception problems to the Special Room (changing seats not permitted); candidates should bring their personalised barcode sheets to the Special Room
- 9:46**
- Put up the 'NO LATECOMERS WILL BE ADMITTED' notice at hall entrance; direct latecomers (those arriving after 9:45) to take the test in the Special Room
 - Instruct candidates to take off the headphones after checking
 - Stop playing the demonstration USB (IR centres)
 - Unseal question paper packets in front of invigilators/candidates, distribute the Question-Answer Books to occupied seats only and not on vacant seats (**Note:** If additional classrooms are used, please unseal the question paper packets at 9:30 am)

Paper 3 Listening and Integrated Skills: EXAM PROCEDURES

- 9:55** RTHK Radio 2 broadcasts 'Greensleeves' (radio-broadcast centres)
- 10:00** Exam starts
(At the beginning of the broadcast, candidates will be instructed to write their candidate numbers on the cover of the Question-Answer Books, check the number of pages and affix barcode labels on the spaces provided in the Question-Answer Books. After that, the exam materials will be broadcast.)
- 11:00** End of radio broadcast, candidates complete the written tasks in the
(approx.) following 1 hour and 15 minutes
- 12:15** End of exam - Collect Question-Answer Books and barcode sheets
(approx.) separately



[Part 6: Instructions for Special Room Invigilators](#)

Paper 3: SPECIAL ROOM

- Assign one to two classrooms close to the exam hall as Special Rooms
- Place an ordinary radio or radio-cassette player on the teacher's desk in the Special Room and tune it to RTHK Radio 2 **(for Special Rooms using radios)**
- Place a USB player on the teacher's desk in the Special Room **(for Special Rooms using USB player/PA System/Classroom Computer)**
- Assign a staff as the Special Room Assistant to assist the Special Room Invigilator during the exam

Paper 3: SPECIAL ROOM

- At 9:45 am, switch on the radio (or the USB player and play the demonstration USB) even if there are no candidates in the Special Room
- Stop taking candidates' attendance at 9:55 am
- Candidates who sit the listening paper in the Special Room must not use their own radio with earphones

Paper 3: SPECIAL ROOM

For candidates who go to the Special Room after the start of the exam broadcast:

- if they bring with them the Data Files and Question-Answer Books, they should continue using them
- If they do not bring with them the Data Files and Question-Answer Books, they should be given new Data Files and Question-Answer Books
- Candidates who do not have their personalised barcode sheet should be given a spare barcode sheet
- Distribute the ['Special Room Reminder Card'](#)

Paper 3: SPECIAL ROOM

- Special Room Invigilators should be flexible in handling the exam arrangements for candidates who arrive just before/after the exam begins
- Record the seats taken by individual candidates in the Special Room by filling in the [‘Listening Paper Special Room Seating Plan’](#)
- To facilitate the completion of the Special Room Sessional Report at the end of exam, the Special Room Invigilator (or the Special Room Assistant) may record the arrival time and candidate number of individual candidates against their seats on the seating plan

Paper 3: SPECIAL ROOM

- When the exam is over, instruct candidates to close their answer scripts
- For candidates from the exam hall/classrooms/additional classrooms who have not had their attendance taken in the Special Room (e.g. those arriving after 9:55 am), check their admission forms and identification documents, and take their attendance using the barcode scanner
- After the collection of answer scripts, scan the barcode label on the cover of each Question-Answer Book. Put down the total number of scripts collected on the Sessional Report

Paper 3: SPECIAL ROOM

- During collection of the Question-Answer Books, if the Special Room Invigilator discovers that a candidate has not been given any barcode sheet, the candidate should be given a spare barcode sheet and be asked to write his/her candidate number on the barcode sheet
- The Special Room Invigilator should record the incident on Report Form [SR4b](#) (Parts A and C) so that the candidate will not be penalised for not following the instruction of sticking barcode labels during the exam

Paper 3: SPECIAL ROOM

- On the [Sessional Report \(Special Room\)](#), Special Room invigilators should:
1. accurately record the candidates' arrival time at the Special Room and the reasons for attending the paper in the Special Room
 2. Instruct individual candidates to affix their personalised barcode labels in the designated spaces on the Sessional Report
 3. ask the candidates to verify the information on the report and sign against their candidate numbers

Exam Centres using Infra-red Transmission System

- On the day of the examination, the Centre Supervisor will receive the following exam materials:
 1. Question papers;
 2. An envelope containing 2 demonstration USBs;
 3. A ‘confidential’ envelope containing 1 exam USB and 1 reserve exam USB;
 4. A copy of the tapescript (in the exam USB envelope)
- (Note:** If additional classrooms are used, please refer to the relevant slides under ‘Contingency and Precautionary Measures at Examination Centres’ regarding the detailed procedures)

Exam Centres using Infra-red Transmission System

- If a candidate brings a set of wireless earphones or the earphones cannot be plugged into the receiver (earphones with 2 insulating rings and plug diameter of 3.5 mm) provided by the HKEAA, provide the candidate with a spare headphone
- If a candidate encounters reception problems during the broadcast, provide the candidate with a set of replacement headphones and receiver. Alternatively, the candidate may choose to move to the Special Room
- The details about candidates changing headphones and cases of defective headphones/receivers during the exam should be reported on Report Form SR4g

Exam Centres using Infra-red Transmission System

- The exam USB should be played once only. Do not start playing the exam USB before 10:00 am
- Centre Supervisors should refer to the tapescript when monitoring the progress of the exam (**Note:** The tapescript is strictly confidential and must not be seen by the candidates)
- The reserve exam USB should not be used unless the exam USB cannot function normally
- The Listening component will be broadcast via USB player/other devices in the Special Rooms