

**2021 Hong Kong Diploma of Secondary Education Examination  
Familiarising with Invigilation Duties**

Please put your  
answer here

**I. General Examination Procedures**

1. In a Home Centre or Home-cum-District Centre, if an invigilator finds any candidate he/she knows in the examination centre, which of the following is **NOT correct**?

- A) The internal invigilator of the hall centre should declare this to the Centre Supervisor on the spot immediately.
- B) The Centre Supervisor of the hall centre may exercise his/her discretion to swap the invigilation duties among invigilators in the examination hall.
- C) In case of hall centre, the Centre Supervisor should record the verbal declaration made by the external invigilator and indicate the follow-up actions taken on Report Form SR4i.
- D) In case of classroom centre or Listening Paper Special Room, the invigilator should report this on Report Form SR4i for non-home school candidates only.

1. \_\_\_\_\_

2. Which of the following is **NOT** normally a cause for the delayed start (e.g. 15 minutes) of an examination session?

- A) Territory-wide issue (e.g. adverse traffic conditions, power failure, etc.).
- B) Not able to complete the admission procedures required for the precautionary measures (e.g. body temperature screening at the entrance of the examination centre).
- C) A Typhoon Signal No.8 is hoisted.
- D) A Red Rainstorm Warning is issued.

2. \_\_\_\_\_

3. If a candidate requests to leave early in an examination session, which of the following is **NOT correct**?

Before letting the candidate leave, the invigilator should:

- A) check and confirm whether early leave is permitted in that particular session.
- B) check whether the candidate has written the candidate number and stuck the barcode label as required on the answer script(s).
- C) check whether the candidate has marked the question number box on each page.
- D) check the call/SMS/instant message logs in the candidate's mobile phone.
- E) check whether the candidate has taken away any question paper(s), answer script(s) or examination stationery/materials.

3. \_\_\_\_\_

4. Supplementary answer sheets and graph papers should be provided to candidates on request. Which of the following is **correct**?
- A) Candidates can tear the supplementary answer sheet apart for use if needed.
  - B) Candidates can answer more than one question on each page of the supplementary answer sheet if the question numbers are clearly indicated.
  - C) Candidates should use separate supplementary answer sheets for answering questions of different sections in papers which require the use of more than one answer book/question-answer book for different sections.
  - D) Candidates should put their answers to different questions on separate supplementary answer sheets and mark the correct question number box on each page of the supplementary answer sheet.
  - E) Invigilators should distribute the surplus supplementary answer sheets/graph papers from previous years, if any, to candidates first for the sake of environmental protection.

4. \_\_\_\_\_

## II. Attendance Taking and Collection of Answer Scripts

5. Invigilators should check the candidates' identity and take their attendance. Which of the following is **NOT correct**?
- A) The name and identification document number printed on the Admission Form should match those on the identification document.
  - B) If the candidate's Admission Form does not bear his/her photograph, it is not necessary to check his/her identification document.
  - C) The candidate number shown on the Admission Form should match that on the barcode label.
  - D) The subject/paper/module/language version being taken is listed on the Admission Form.
  - E) The invigilators should use the barcode scanner to scan the barcode printed on the top right-hand corner of the Admission Form and one of the barcode labels on the candidate's barcode sheet.
6. During candidates' identity checking and attendance taking, which of the following is **NOT correct** if a candidate does not have an Admission Form or any identification document with a photograph?
- A) The candidate should copy one of the paragraphs in Part B(1) on the Report Form SR1 in the space provided so that his/her handwriting can be checked later.
  - B) The candidate should write the information clearly on the back of the 'Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document' (SR1(Notes)) and have a photograph taken via the PECSS.
  - C) If the candidate's personalised barcode sheet can be found at the centre, the script can be returned with those of other candidates present and does not need to be handled separately.
  - D) If the candidate's personalised barcode sheet cannot be found, the script should be put into the Envelope for Special Reports and Related Scripts/Answer Sheets.
  - E) If the candidate's personalised barcode sheet cannot be found, the candidate should be given a spare barcode sheet.

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7. While collecting the Answer Books/Question-Answer Books/supplementary answer sheets, if a candidate indicates that he/she has not affixed any barcode label on the answer script, what should the invigilator do?
- A) As the examination is over and the Centre Supervisor has made the ‘Stop Working’ announcement, the invigilator should not entertain the request.
  - B) The candidate should be asked to stick the barcode labels on that cover and all the inner pages of the answer script. It is not necessary to record the case on any Report Form.
  - C) The candidate should be asked to stick the barcode labels on that cover and all the inner pages of the answer script. A report should be made on Report Form SR4b with the signature of the candidate.
  - D) The candidate should be asked to stick the barcode label on that cover of the answer script only. A report should be made on Report Form SR4b with the signature of the candidate.
8. Which of the following is **NOT correct**?
- A) There is a question number box on the top of individual pages of answer books/supplementary answer sheets/graph papers.
  - B) Candidates can use either a pen or a pencil to mark an ‘X’ in the appropriate question number box to indicate the question number on each page of the answer scripts.
  - C) Candidates may put their answers to different questions on separate pages of the same supplementary answer sheet, but mark the correct question number box for single question on each page.
  - D) While collecting the answer scripts/answer sheets/MC answer sheets, if a candidate indicates that he/she has not filled in the question number boxes, the candidate should be allowed to do so under the supervision of the invigilator. A report should be made on Report Form SR4g. The candidate should be asked to sign on the Report Form.

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8. \_\_\_\_\_

### III. Handling Examination Irregularities

9. If a candidate attends the examination centre as shown on his/her admission form but indicates on the spot that he/she has entered for the wrong language version, which of the following handling methods is **NOT correct**?
- A) If the candidate indicates before the distribution of question papers, the Centre Supervisor/invigilator should distribute the ‘Notes for Wrong Centre or Wrong Version Candidates’ (SR3(Notes)) to the candidate concerned and let him/her decide whether or not to move to a suitable centre.
  - B) If the candidate has read the question papers, he/she will need to work on the version of the question papers available at the centre.
  - C) The candidate may move to a suitable centre after he/she has read the question papers as long as the early leave requirement of the respective subject/paper has been followed.
  - D) The candidate may choose to write the answers in the language version he/she intends to register for if he/she decides to sit the examination in the centre.

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10. If a candidate requests to have another answer book/question-answer book, what should the invigilator do?
- A) The invigilator should provide the candidate with one more answer book/question-answer book at once.
  - B) The invigilator should provide the candidate with one more answer book/question-answer book at once, report it to the Centre Supervisor and complete the Report Form.
  - C) The candidate's request should not be accepted. Supplementary answer sheets should be supplied instead.
  - D) The invigilator should explain to the candidate that no assistance can be provided and ask the candidate to try his/her best to answer on the answer book/question-answer book given.
11. During the examination, if a candidate is found viewing the information displayed on his/her electronic device e.g. smart watch (or other wearable technologies with communication or data storage functions), which of the following is **NOT correct**?
- A) The invigilator should inform the Centre Supervisor immediately.
  - B) The invigilator should allow the candidate to continue using the device and finish the examination.
  - C) The invigilator should instruct the candidate to switch off the device, place it inside a Mobile Phone Plastic Bag supplied by the HKEAA, seal it and put it under the candidate's chair.
  - D) The invigilator should ask the candidate after the examination to show voluntarily the contents of the call/SMS/instant message logs, etc. to ascertain if cheating is involved and to provide a written explanation.
12. During the examination, if a candidate is found copying from a piece of notes hidden under the admission form, the invigilator should:
- A) remove the piece of notes immediately and keep it as evidence. The candidate should be asked to complete a report immediately.
  - B) report and seek advice from the Centre Supervisor on the case.
  - C) remove the piece of notes immediately and keep it as evidence. The candidate should be allowed to finish the examination and be asked to provide a written explanation after the examination.
  - D) continue to observe the candidate until the end of the examination and ask the candidate to provide a written explanation.
13. During the examination, which of the following are **correct** if a fire alarm is activated, emits sound for 30 seconds and then stops?
- (i) The Centre Supervisor should inform the HKEAA immediately via the PECSS.
  - (ii) The Centre Supervisor should suspend the examination and evacuate the candidate to a safe place immediately.
  - (iii) The Centre Supervisor should ask the candidates to stop answering, mark their work to indicate the point at which the interruption took place and close their question-answer books/answer books and question papers.
  - (iv) The examination should be continued as normal.
  - (v) A report should be made on Report Form SR4g giving details of the incident including the time and duration of the interruption.
- A) (ii) & (v)
  - B) (i), (ii) & (iii)
  - C) (i), (iv) & (v)
  - D) (i), (iii) & (v)

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12. \_\_\_\_\_

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14. Which of the following are **correct** for handling noise disturbance coming from outside during the examination?
- (i) Attend to the source of noise immediately.
  - (ii) Switch off all the air-conditioners in the examination room to minimise any sound produced.
  - (iii) Close all the windows and curtains in the examination room.
  - (iv) Relocate the affected candidate(s) to another/other seat(s) when necessary.
  - (v) Report the case details and handling in Report Form SR4g.
- A) (i), (ii) & (v)
  - B) (i), (iii) & (v)
  - C) (i), (iii), (iv) & (v)
  - D) (i), (iv) & (v)

14. \_\_\_\_\_

#### IV. English Language Papers 1 and 3

15. For English Language Paper 1 (Reading) and Paper 3 (Listening and Integrated Skills), there are two parts in each paper (namely Part A and Part B1/B2). All candidates must do Part A and then choose either Part B1 or Part B2. Which of the following is **NOT correct**?
- A) Candidates should write supplementary answers to Part A and Part B on separate supplementary answer sheets.
  - B) For Paper 1, candidates are required to stick a barcode label on the cover of all three Question-Answer Books (i.e. Part A, Part B1 & Part B2), regardless of whether Part B1 or Part B2 is attempted. Otherwise, they will be subject to a mark penalty.
  - C) The Question-Answer Book of Part A must be tied with the attempted Question-Answer Book of Part B (either B1 or B2) with the green tag provided, for collection in one go.
  - D) The unattempted Question-Answer Book should also be collected.
16. An invigilator should observe the following during the conduct of the English Language Paper 3 (Listening and Integrated Skills) examination:
- A) (For centres using the Infra-red Transmission System) Candidates are required to put on the earphones throughout the examination, until the announcement of 'Stop working' is made.
  - B) In any circumstance, the invigilators of radio-broadcast centres/centres using Infra-red Transmission System should not advise any candidates to move to the Special Room, to avoid wasting of examination time.
  - C) If any of the candidates is found to have worked on Part B questions first, the invigilators should stop him/her at once and instruct him/her to do Part A first.
  - D) In order to minimise noise or reception disturbance to the candidates, the invigilators should avoid walking along the aisles during the broadcast.

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## V. Listening Paper and Special Room

17. Each school used as a radio-broadcast centre/centre using the Infra-red Transmission System will be required to provide a classroom as a Special Room. The Special Room Invigilators should:
- A) memorise the best radio channel and best frequencies of RTHK Radio 2, for the broadcast at different districts.
  - B) unseal the question paper packet before 9:45 am, for better preparation of the examination.
  - C) complete the Special Room Sessional Report and take attendance (if attendance taking cannot be completed before 9:55 am) after the collection and scanning of scripts. In particular, the candidates' arrival times at the Special Room and the reasons for attending the Special Room should be verified and recorded accurately.
  - D) during the examination (i.e. when the broadcast is in progress), if any candidate is admitted to the Special Room, the Special Room Invigilator must first finish the attendance taking and identity verification with this candidate before letting him/her sit the examination.
18. For Listening papers in radio-broadcast centres or centres using Infra-red Transmission System, which of the following is **NOT correct**?
- A) During the period from 9:46 am to 9:55 am, the Centre Supervisor will ask invigilators to collect the rough-work sheet and barcode sheet from each vacant seat.
  - B) Question-Answer Books and Data Files should be distributed to occupied seats only.
  - C) Candidates may bring along their radio to the toilet during the Listening component in a radio-broadcast centre.
  - D) If a candidate can provide reasonable grounds, he/she may be allowed to sit the paper in the examination hall after 9:45 am but the candidate has to complete Report Form SR4g after the end of the examination.
19. In the Listening papers, which of the following is **NOT correct**?
- A) Invigilators should continue with attendance taking after the examination broadcast has begun.
  - B) Invigilators should check candidates' listening devices during attendance taking (applicable to radio-broadcast centres).
  - C) Invigilators should check if the candidates have brought wired earphones (applicable to centres using Infra-red Transmission System).
  - D) Invigilators should stand at the corners of the examination hall/room during the broadcast to minimise interference to the candidates' radio reception.
  - E) Invigilators should instruct the candidates who do not bring the listening device (for radio-broadcast centres)/earphones (for centres using Infra-red Transmission System) to proceed to the Special Room to sit the paper.

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20. During the broadcast of examination materials in a radio-broadcast centre, if a candidate requests to go to the Special Room due to radio problem or poor reception, the invigilator should:
- A) not entertain the request because it has been stipulated in the Notes for the Guidance of Hall Invigilators that invigilators should avoid walking down the aisles to minimise interference to the candidates' radio reception after the broadcast has started.
  - B) check the candidate's radio and try to relocate the radio for improving the reception.
  - C) report the case to the Centre Supervisor and await instructions from the Centre Supervisor.
  - D) accept the request and remind the candidate to take his/her personal belongings (including Admission Form and identification document), personalised barcode sheet and Question-Answer Book(s) to the Special Room. The invigilator should direct clearly the candidate the way to the Special Room.
21. For centres using the Public Address (PA) System/USB player/computer, which of the following is **NOT correct**?
- A) Centre schools using the PA System should nominate a technician to set up and operate the system during the broadcast of the Listening component. The technician should report to the Centre Supervisor 30 minutes before the admission of candidates (i.e. 9:00 am).
  - B) Latecomers arriving after 9:45 am will be sent to sit the Listening paper in a Special Room where a USB player/computer will be used and candidates will listen to it without earphones.
  - C) Candidates who arrive late should be admitted to take the examination regardless of the time of arrival. Candidates who arrive at the examination centre after the examination USB has started to play should be guided to the reserved seats at the back of the hall/near the entrance of the classroom (if possible).
  - D) Hall invigilators should collect the Question-Answer Book(s)/rough-work sheet(s)/barcode sheet from each vacant seat after the broadcast of the Listening component is finished.

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21. \_\_\_\_\_

**VI. Classroom Centres**

22. Regarding the arrangement of the start of an examination, which of the following is **correct**?
- A) In the event of bad weather but all the candidates have arrived at the classroom centre, the Classroom Invigilator should postpone the start of the examination by 15 minutes.
  - B) If all the candidates have arrived at the classroom centre early, the Classroom Invigilator may start the examination earlier than 8:30 am.
  - C) If more than half of the candidates have not arrived at the classroom centre, the Classroom Invigilator should postpone the examination until all the candidates have arrived.
  - D) Under no circumstances should the Classroom Invigilator start the examination earlier than scheduled.
23. For conventional papers, when should the Classroom Invigilators take attendance of the candidates and collect examination materials from the vacant seat(s)?
- A) Take attendance at 15 minutes after the start of the examination and collect examination materials at the same time.
  - B) Take attendance at 30 minutes after the start of the examination and collect examination materials at the same time.
  - C) Take attendance at 15 minutes after the start of the examination and collect examination materials at 30 minutes after the start of the examination.
  - D) Take attendance at 15 minutes after the start of the examination and collect examination materials after the end of the examination.
24. During examination, when a candidate requests to go to the toilet, if no standby invigilator is available, the Classroom Invigilator should:
- A) accompany the candidate to the toilet and monitor the situation, and then record the Candidate Number and time of going to the toilet.
  - B) disallow the candidate going to the toilet at that moment.
  - C) ask a school janitor to help and accompany the candidate to the toilet. The school janitor should monitor the situation and the Classroom Invigilator should then record the Candidate Number and time of going to the toilet.
  - D) instruct the candidate to go to the toilet himself/herself and remind him/her that the answer scripts must not be brought along.
25. After the examination has started, if the Classroom Invigilator found that the finishing time written on the blackboard is incorrect, the Classroom Invigilator should:
- A) report and seek advice from the Classroom Centre Supervisor on the case.
  - B) amend the time immediately and make an announcement to the candidates right away, inform the Classroom Centre Supervisor and report the case in Report Form SR4g.
  - C) continue the examination and inform the candidates of the correct finishing time after the end of the examination.
  - D) report the case in Report Form SR4g but need not inform the candidates.

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