

# Hong Kong Diploma of Secondary Education Examination (HKDSE) 2022 Important Notes to Centre Supervisors and Invigilators in Normal Centres

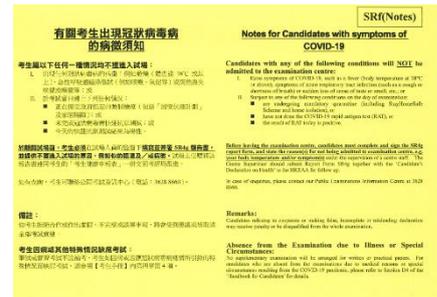
Centre Supervisors (CS) and invigilators should pay special attention to the following highlights regarding the updated examination procedures and arrangements for the 2022 HKDSE:

## (1) **Step-up Precautionary Measures at Examination Centres**

Centre schools should implement the step-up precautionary measures according to the latest ‘Contingency and Precautionary Measures at Examination Centres’ posted on the HKEAA website. They should maintain good indoor ventilation (open the windows as far as possible) and keep the environment clean and disinfected. The ideal seating distance of 1.8 metres between candidates (including front, back and sideways) should be adopted in hall and classroom centres for written examinations. Where practicable, schools should make use of the school premises, including examination hall, classrooms and activity rooms, to space out candidates in the examination centre as much as possible.

Candidates who have any symptoms of COVID-19, e.g. a fever, cough, shortness of breath as listed in the ‘Candidate’s Declaration Form on Health’ will be required to leave the examination centre and consult a doctor as soon as possible. In addition, candidates are not allowed to enter the examination centre if they are subject to any of the following conditions on the day of examination:

- are undergoing mandatory quarantine (including StayHomeSafe Scheme and home isolation), or
- have not done the COVID-19 rapid antigen test (RAT) or the RAT test result is positive.



*Notes for Candidates with symptoms of COVID-19’ (SRf(Notes))*

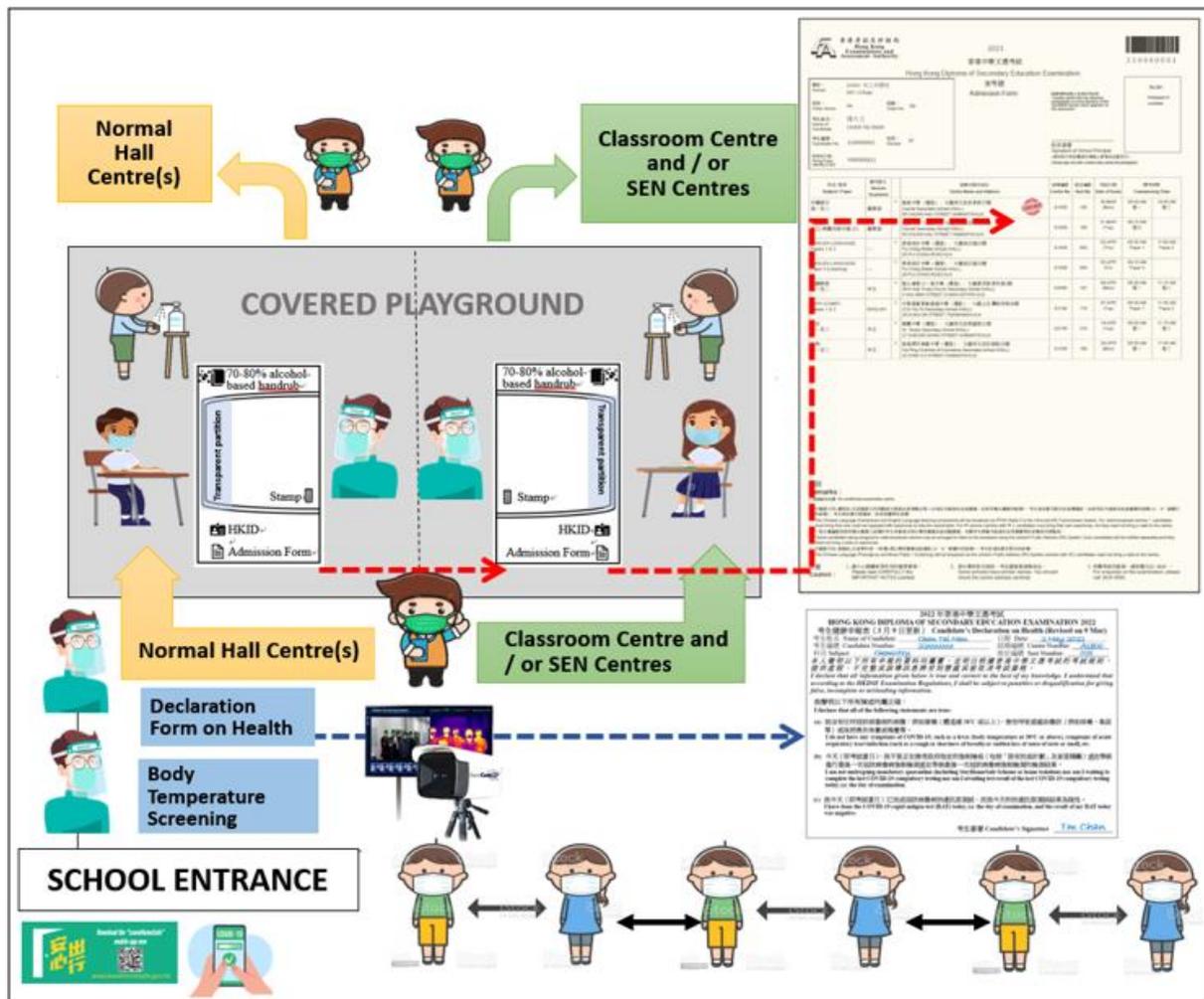
The above procedures will be strictly enforced by the invigilation staff. Details are given in the ‘Contingency and Precautionary Measures at Examination Centres’ and ‘Notes for Candidates with symptoms of COVID-19’ (SRf(Notes)).

All invigilation staff should check their body temperature and perform the COVID-19 RAT before going to the examination centre on each examination day. The conditions under which candidates are not allowed to enter the examination centre are applicable to invigilation staff. They should complete the ‘Health Declaration by Examination Personnel’ after arriving at the examination centre.

## (2) **Checking Candidates' Identity Before Entering the Examination Halls/Rooms**

To mitigate the risk of infections where candidates are required to take off their mask temporarily for verifying their identity during attendance taking, the procedure for checking candidates’ identity will take place **before the examination**. Apart from setting up body temperature screening and collection of Declaration Forms on Health, centre schools are requested to **set up booths/stations in an open area with good ventilation** e.g. covered playground to check the candidates’ identity. Candidates should produce their admission form and identification document for inspection, and remove their surgical mask (including their hat if any) temporarily behind a transparent partition (above the head level while seated). After verification of candidates’ identity, the invigilation staff will put a stamp against the subject/papers concerned on the candidates’ admission forms.

Invigilation staff have been told to report for duty **at least 45 minutes** before the start of the examination session. Additional protection gears such as goggles/face shields and gloves will be provided to invigilation staff. The detailed procedures are illustrated below:



Before admission of candidates, the CS of hall centres should arrange at least **one invigilator to stay at the entrance to check if the relevant row showing the subject/paper to be examined on that day has been properly stamped on the Admission Form.** For classroom/SEN centres, the checking should be carried out by the Classroom Invigilator/CS when candidates enter the classroom. In case the candidate wishes to drink water during the examination, he/she should first obtain the permission from an invigilator and drink water outside the hall/classroom under the supervision of an invigilator.

**(3) Collection of Question Papers and Return of Answer Scripts**

For centres holding examinations of different elective subjects in the morning and afternoon sessions on the same day, the question papers of both subjects will be delivered to the centres in the same morning, i.e. normally between 7:15 am and 8:15 am on the examination day. The CS should **lock the sealed carton(s)** containing the question papers for the afternoon session **in a secure place** and take all measures to prevent any tampering with the packets. The answer scripts for each subject should be returned to the designated Scripts Collection Centre **within one hour** after the last examination session of that subject.

Due to different finishing times of the examination session in SEN centres, in case there are both normal and SEN centres in your school, the CS of normal centre(s) is requested to return the answer scripts to the designated Scripts Collection Centre without waiting for the scripts of SEN centre(s).

The Sessional Reports, Report Form SR4t and unused Candidates' Attendance Record Forms need not be returned daily. The Sessional Report (for core subjects/Classroom) should be returned to the HKEAA after the last examination session of the core subject(s) of the centre while the Sessional Report (for elective subjects) should be returned to the HKEAA together with Report Form SR4t and the unused Candidates' Attendance Record Forms after the last examination session of the elective subject(s) of the centre.

For classroom centres, rough-work sheets and barcode sheets (unused barcode sheets and those collected from candidates in all classrooms) should be placed separately in ONE rough-work sheet envelope and ONE barcode sheet envelope.

**(4) Candidates Going to Wrong Centre or Entering for Wrong Language Version / Paper / Modules**

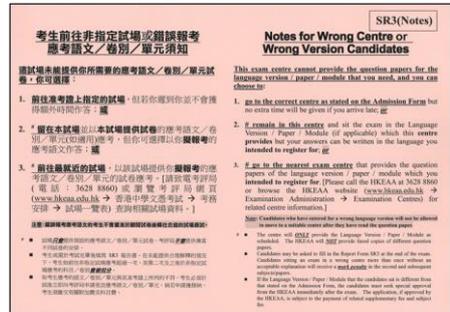
The CS should **accommodate** wrong centre candidates if there are any spare seats and examination materials in the centre. During the verification of candidates' identity before entering the examination halls/rooms, if a candidate indicates that he/she has gone to a wrong centre or entered for the wrong language version/paper/module, the CS/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. Alternatively, the candidate may look up the nearest centre information on the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)→Examination Administration→Examination Centres) or call the Public Examinations Information Centre of the HKEAA (telephone No.: 3628 8860) for assistance.

If the candidate **indicates after reading the question papers** that he/she has entered for the **wrong language version**, the candidate **will not be allowed to move to a suitable centre and have to work on the version of question paper available at the centre**. However, the candidate may choose to write the answers in the language version he/she has registered/intends to register for.

For cases of **wrong elective paper/module entered**, if the candidate **has read the question papers**, the candidate must **follow the early leave requirements of the respective subject/paper, i.e. to stay in the centre for the first 30 minutes before leaving**. This arrangement applies to the following subjects/papers:

- Mathematics Extended Part (MATH EP)
- Business, Accounting and Financial Studies (BAFS)
- Design and Applied Technology (DAT)
- Information and Communication Technology (ICT)
- Technology and Living (TL)
- Visual Arts (VA)



Notes for Wrong Centre or Wrong Version Candidates (SR3-(Notes))

**(5) Attendance Taking During the Examination**

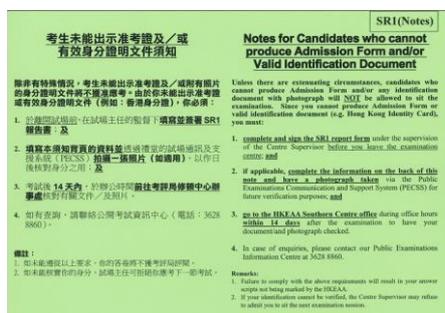
15 minutes after the start of the examination, the CS will ask the invigilators to check the Admission Forms and identification documents and verify if:

- (1) the row showing the subject being taken is properly stamped during verification of candidate's identity before the examination (Note: in case a candidate's admission form is not yet stamped or there is doubt about the candidate's identity, the candidate concerned should be asked to stay behind for identity checking by removing their surgical mask temporarily after the examination session while maintaining an appropriate social distancing.);
- (2) the candidate number shown on the Admission Form matches that on the barcode label;
- (3) the subject/paper/module/language version being taken is listed on the Admission Form;
- (4) the name/identification document number on the Admission Form matches that on the identification document.

Invigilators should **NOT** ask candidates to remove their surgical mask during the examination. If the CS/invigilators have doubts or queries about any candidates' identity, the candidates concerned should be asked to stay behind for identity checking by removing their surgical mask temporarily after the examination session while maintaining an appropriate social distancing.

During the verification of candidates' identity before the examinations, candidates whose identity cannot be verified should be asked to complete Part A of Report Form **SR1** and copy one of the paragraphs in Part B(1) on the form in the spaces provided after the examination so that his/her handwriting can be checked later while the CS should complete Parts B & C of the form. Moreover, the candidate should complete the information 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** for future verification purposes. This arrangement applies to the following situations:

- If a candidate **does not have an Admission Form or any identification document with a photograph**
- If a candidate **does not have an Admission Form but can produce a valid identification document with a photograph**, but the photograph on the identification document **does not resemble** the candidate
- If a candidate **cannot produce any identification document with a photograph but can produce an Admission Form**, but the photograph on Admission Form **does not resemble** the candidate or the Admission Form bears no photograph



Front



Back

If any candidate's photograph is taken via the PECSS, the CS should place the completed SR1(Notes) together with the Report Form SR1 in the 'Envelope for Special Reports and Related Scripts Answer Sheets'.

**(6) Irregularities Related to Mobile Phone / Electronic Device / Article that can Emit Sound**

Before the start of the examination, candidates should be reminded that if they have brought any **electronic devices (such as tablet, multimedia player, electronic dictionary, databank watch, smart watch, wireless earphones or other wearable technologies with communication or data storage functions, etc.), or articles that can emit sound**, the devices/articles should be switched off and put in the bags or under the chair. Mobile phones should also be turned off (including disabling the alarm function) and put under the chair in a position clearly visible to the invigilators. **Mobile phone reminder card will cease to be provided from the 2022 examination.** The invigilator staying at the entrance should remind those candidates arriving at the centre after the first announcement to switch off their mobile phones.

If the sound is triggered by the alarm function set, ask the candidate to deactivate the alarm function and switch off the phone/electronic device/article. The candidate should also be asked to stay behind after the examination to complete Report Form SR4p. In case the alarm function cannot be switched off or the alarm sound keeps ringing intermittently, the CS should remove the device from the candidate concerned and keep it in the school office till the end of the examination session. The candidate should be asked to complete Report Form SR4p and get back the device after the examination.

Candidates have been told to wear an ordinary watch that shows time only and are **forbidden to use a smart watch (regardless of the functions)** during the examination. If a candidate is found to have a smart watch during the examination or his/her mobile phone/electronic device/article is in operating mode or emits sound during the examination, instruct the candidate to switch it off. Put it inside a special **Mobile Phone Plastic Bag** supplied by the HKEAA, seal it and put it under the candidate's chair. If the device/article is too big, instruct the candidate to switch it off and place it under the chair till the end of the examination. The invigilator should note down the details of the case and ask the candidate after the examination to stay behind to complete the Report Form SR4p.



Mobile Phone Reminder Card



Mobile Phone Poster



Mobile Phone Plastic Bag

**(7) Backing sheets for MC answer sheets**

Backing sheets for MC answer sheets will cease to be provided from the 2022 examination.

**(8) Candidates' calculators**

If a candidate's calculator was pad-printed but **the label has faded**, it is **not necessary** to report such a case to the HKEAA. The candidate should be advised at the end of the examination to purchase a calculator already pad-printed with the 'H.K.E.A.A. APPROVED' or 'H.K.E.A. APPROVED' label before the next examination as the **HKEAA has ceased to provide pad-printing service for calculators.**

**(9) Listening Paper Special Room Arrangements for Chinese Language Paper 3 and English Language Paper 3**

Centre schools should assign one or two classrooms close to the examination hall/classroom(s) as Special Room(s). The general principles for the provision of Special Room(s) are given as below:

Broadcast Modes	Special Room(s) for		
	Hall	Hall 2	Classroom(s)
Radio	Yes	Yes	Yes
Infra-red (IR) Transmission System	Yes	Yes	
USB Player/Computer*			No
Public Address (PA) System*	No	No	

\* As no special room will be provided for centres using the PA system/USB player/computer, candidates who arrive after the examination USB has started to play should be arranged to sit at the back of the hall/near the entrance of the classrooms (if possible) to avoid disturbing other candidates. In this regard, schools are advised to reserve 1-2 spare seats for this purpose.

Starting from the 2022 HKDSE, the HKEAA will only provide one demonstration USB to each hall centre and its Special Room. In case centre schools are in need of additional demonstration USBs for additional Special Rooms or examination rooms, schools should duplicate sufficient number of demonstration USBs by downloading the demonstration audio files from the HKEAA website ([www.hkeaa.edu.hk/en/exam\\_personnel/info\\_centre/](http://www.hkeaa.edu.hk/en/exam_personnel/info_centre/)) or saving the demonstration audio files in the computer(s) to be used in the examination. The CS should make sure and check that a spare player/computer is available as back-up in case the USB player/computer does not function properly.

*Note: Centre schools choosing to use their own computer to connect to the IR Transmission System for broadcast should refer to the HKEAA website ([www.hkeaa.edu.hk/en/exam\\_personnel/info\\_centre/](http://www.hkeaa.edu.hk/en/exam_personnel/info_centre/)) for the computer configuration required and procedure to download the audio files from the examination USB.*

#### **(10) Declaration of Interest by Invigilators**

Invigilators (including hall, classroom and special room invigilators) are required to declare to the CS if they find any candidates they know at the centre.

##### **Hall Centres**

The CS will exercise his/her discretion and arrange, as far as possible, another invigilator (1) to respond to any requests from the candidate concerned and to collect his/her scripts and (2) to accompany the candidate concerned to the toilet. The CS should record the verbal declaration<sup>#</sup> made by the invigilators and confirm if the aforementioned follow-up actions (i.e. 1 and/or 2) had been taken on Part C of the Report Form SR4i.

*#Note: For schools operating as 'Home Centres' or 'Home cum District Centres' for Chinese Language, English Language, Mathematics (Compulsory Part) and Liberal Studies examinations, the above declarations are required by **external invigilators only**.*

##### **Classroom Centres/Listening Paper Special Rooms**

The invigilator should complete the declaration\* on Part D of the Report Form SR4i for onward transmission to the HKEAA via the CS.

*\*Note: For schools operating as 'Home Centres' or 'Home cum District Centres' for Chinese Language, English Language, Mathematics (Compulsory Part) and Liberal Studies examinations, the above declarations are required by **classroom and special room invigilators for non-home school candidates only**.*

#### **(11) Confidentiality**

CSs and invigilators are obliged to preserve the secrecy of all matters coming to their knowledge in performing their job duties, and shall at all times keep strictly confidential of all information, materials and documents which they may have access to in the course of their duties.

#### **(12) Reminder to Examination Personnel on Conflict of Interest**

The Authority is specified in Schedule 1 to the Prevention of Bribery Ordinance (POBO) (Cap 201) as one of the Public Bodies governed by the Ordinance. CSs and invigilators are reminded that they are prohibited from offering advantages to HKEAA staff. CSs and invigilators engaged in examination administration are also subject to the provisions of the POBO. HKEAA prohibits CSs and invigilators from soliciting or accepting any advantages from any persons or organisations having official dealings with the Authority. CSs and invigilators are also prohibited from offering advantages to any person or organisation for the purpose of influencing such person or organisation in any dealings with the Authority. More details can be found in the following video:  
[https://www.hkeaa.edu.hk/en/exam\\_personnel/info\\_centre/##ICAC\\_video\\_E](https://www.hkeaa.edu.hk/en/exam_personnel/info_centre/##ICAC_video_E)

#### **(13) Emergency Contact During Examination**

In case of emergency during the conduct of the examination, please contact the HKEAA via the Public Examinations Communication & Support System (PECSS) or call the Command Centre at 3628 8380. In case of any confirmed/preliminary positive cases of COVID-19 in school or examination centre that necessitates urgent centre movement or candidates undergoing mandatory quarantine or compulsory testing, please contact the HKEAA on 3629 8950 as soon as possible during office hours or via email ([qc@hkeaa.edu.hk](mailto:qc@hkeaa.edu.hk)) outside office hours.