

Section III B: Examination Procedures Business, Accounting and Financial Studies Papers 1 & 2

BAFS

A. Before the Start of the Examination

1. Admission of candidates

- 1.1 At least **15 minutes** before the examination is due to start, candidates can be admitted into the examination room.
- 1.2 During bad weather, candidates will appreciate being allowed into the school premises earlier.
- 1.3 If more than one-fifth of the candidates have not arrived by 8:30 am (possibly due to a traffic accident or bad weather conditions), the Centre Supervisor could exercise his/her discretion to delay the starting time for up to 15 minutes. If the Centre Supervisor wishes to delay the starting time further, he/she should inform the HKEAA via the PECSS or by telephone (DSE hotlines: 3628 8380 / 3628 8950).
- 1.4 In case of a territory-wide issue (e.g. adverse traffic conditions, power failure, etc.), the HKEAA will take contingency measures, such as delaying the examination start time or postponing the examination.

2. Late arrivals

- 2.1 Candidates who arrive late should be admitted to take the examination regardless of the time of arrival. **No extra time should be given.** It is not necessary to record information on latecomers unless an irregularity is observed.
- 2.2 Before making the first announcement, the Centre Supervisor should arrange one invigilator to stay at the entrance and remind those candidates arriving at the centre after the first announcement to switch off their mobile phones. (*Note: Mobile phone reminder card has ceased to be provided.*)
- 2.3 Advise invigilators to check whether the candidates have put down their candidate number on their answer scripts/MC answer sheets and affixed barcode labels in the designated spaces at an appropriate time. All these must be done during the examination time. Candidates who fail to stick the barcode label(s) on the scripts as instructed will risk a mark penalty in the paper concerned and the possibility of their answers **not** being marked.

3. First announcement (Recording of Examination Proceedings using the Examination Surveillance System (ESS))

- 3.1 **Language medium of announcement**
All announcements should be in the same language medium as that of the Question Paper. Bilingual announcements will unnecessarily delay the progress of the examination.
- 3.2 The first announcement should be made when the majority of candidates have been admitted and seated. Before making the first announcement, **the Centre Supervisor should arrange one invigilator to stay at the entrance and remind the latecomers to switch off their mobile phones.**
- 3.3 Announce:

All subjects/papers

You are going to sit the HKDSE **Business, Accounting and Financial Studies Paper 1/Paper 2 (A – Accounting Module / B – Business Management Module) (English version)** examination and the examination centre number is (e.g. A0001). Put up your hand now if the announced subject/paper/module/language version/centre information is different from that stated on your Admission Form. (Pause) If you request to move to a suitable centre after you have read the question papers, you must follow the early leave requirement of this subject/paper i.e. to stay for the first 30 minutes before you leave. (Pause)

The 'Examination Surveillance System' has been installed at this examination centre. The centre conditions and examination proceedings will be recorded. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon closing of the examination year.

- 3.4 In case a candidate claims that the subject/paper/module/language version/centre information announced by the Centre Supervisor is different from that stated on his/her Admission Form, the **Centre Supervisor should arrange an invigilator to distribute the 'Notes for Wrong Centre or Wrong Version Candidates' (SR3(Notes) - see *Specimen 40*)** to the candidate concerned and let him/her decide whether or not to remain sitting the examination in this centre. For handling cases of wrong centre/wrong version candidates, please refer to ***Section IV paragraphs 15 and 16***.

4. Second announcement (Checking of personal belongings)

Announce:

(All subjects/papers)

Check that you have taken the correct seat according to the seat number as stated on your Admission Form. Place your Admission Form and Identity Card or identification document on the top right-hand corner of your desk and not inside any folder. If you bring a folder, you must put it under your chair. Put up your hand if you have any questions. (Pause)

Put all the stationery you need to use on your desk. If you have brought a pencil case, put it in your bag or under your chair. (Pause)

If you intend to use a calculator during the examination, put the calculator on your desk. Remove the calculator cover/jacket and place it inside your bag or under the chair. Check your calculator now to make sure that no writings or markings have been made on the calculator. (Pause)

If you have brought a mobile phone, take out the phone now. Check to see if it has been switched off. (Pause) If not, switch it off now. You should also ensure that the alarm function of the phone has also been turned off and no sound will be emitted. (Pause for 15 seconds to ensure that candidates are complying with the instructions)

Now place the phone under your chair in a position clearly visible to the invigilators. (Pause)

If you have question paper(s) from previous examination session(s), notes, pieces of paper, books and dictionaries etc., put them in your bag. If you 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, switch them off now (if possible) and put them in your bag or under your chair. (Pause)

Zip up your bag and put it under your chair. Do not leave your bag in the aisle. If you do not have a bag, put your purse and your mobile phone under your chair but bring all your other belongings to the front of the hall and put them ... (Please clearly tell the candidates the location which you assign and ask an invigilator to assist).

Please note that if you are found to have any unauthorised materials on your desk or in the drawer of your desk, on your body or in your clothing after the Question Papers have been distributed, or any electronic devices (including mobile phone) switched on during the examination, you will receive a mark penalty, subject downgrading or even be disqualified from the whole examination.

Put up your hand if you have any questions. (Pause)

Note:

Repeat this announcement nearer the start of the examination if there are a lot of latecomers.

The Centre Supervisor should ask the invigilators to check that the candidates follow these instructions. **Before the examination begins, should no mobile phone be found under a candidate's chair, invigilators may ask the candidate concerned if he/she has brought a mobile phone.**

5. Third announcement (Checking of barcode labels)

Business, Accounting and Financial Studies 1

You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)

Your English name has been printed on the top of the barcode sheet. Each barcode label on the sheet has been printed with your candidate number, centre number, seat number and the subject/paper name. Please check to make sure that you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

After the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of the Answer Book. You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and the inner pages of your Answer Book. You should also stick a barcode label, write your Candidate Number and name and sign on the MC answer sheet.

If you use a supplementary answer sheet, you should also write your Candidate Number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

No extra time will be given to candidates for sticking the barcode labels on after the 'Stop working' announcement.

Each page of the Answer Book and supplementary answer sheet has been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. It should also be noted that answers written in the margins will not be marked.

Business, Accounting and Financial Studies 2

You should have on your desk a barcode sheet. Put up your hand if you do not. (Pause)

Your English name has been printed on the top of the barcode sheet. Each barcode label on the sheet has been printed with your candidate number, centre number, seat number and the subject/paper name. Please check to make sure that you have been given the correct barcode sheet. Put up your hand if you have any questions. (Pause)

After the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of your Answer Book. You should copy your Candidate Number from your Admission Form. Moreover, you should stick barcode labels in the designated spaces on the cover and the inner pages of your Answer Book.

If you use a supplementary answer sheet, you should also write your Candidate Number and affix a barcode label in the designated space. Do not fold, scratch or stain the barcode labels.

No extra time will be given to candidates for sticking the barcode labels on after the 'Stop working' announcement.

Each page of the Answer Book and supplementary answer sheet has been printed with a page number. Do not change any of the page numbers or write your answers near them as this might affect the scanning of your script. It should also be noted that answers written in the margins will not be marked.

6. Fourth announcement (Checking of MC answer sheets / Answer Books)

Business, Accounting and Financial Studies 1

You should have on your desk an MC answer sheet and an Answer Book. Put up your hand if you do not. (Pause)

You should enter the question number on the front cover of the Answer Book and mark the corresponding question number box on each page of the Answer Book and supplementary answer sheets on which you have written any answers. Start each question on a new page.

No extra time will be given to candidates for filling in the question number boxes after the 'Stop working' announcement.

Now, read the Instructions on the MC answer sheet and the cover of the Answer Book. (Pause)

Business, Accounting and Financial Studies 2

You should have on your desk an Answer Book. Put up your hand if you do not. (Pause)

You should enter the question number on the front cover of the Answer Book and mark the corresponding question number box on each page of the Answer Book and supplementary answer sheets on which you have written any answers. Start each question on a new page.

No extra time will be given to candidates for filling in the question number boxes after the 'Stop working' announcement.

Now, read the Instructions on the cover of the Answer Book. (Pause)

7. Fifth announcement (Distribution of Question Papers)

The Centre Supervisor should check carefully whether the Question Papers are **for the correct session**. The Centre Supervisor should then unseal and **open the packets of Question Papers in front of the invigilators and candidates**. After ensuring that there are sufficient copies for distribution, announce:

Business, Accounting and Financial Studies 1

The Question Paper will be distributed now. Make sure you have put away all unauthorised articles; otherwise you will be penalised. (Pause to allow sufficient time, say 10 seconds, for candidates to put away their unauthorised articles)

Do not turn over your Question Paper and do not start writing until you are told to do so.

Business, Accounting and Financial Studies 2

The Question Paper will be distributed now. Make sure you have put away all unauthorised articles; otherwise you will be penalised. (Pause to allow sufficient time, say 10 seconds, for candidates to put away their unauthorised articles)

Do not turn over your Question Paper and do not start writing until you are told to do so.

The Centre Supervisor should then give the Question Papers to the invigilators and instruct them to distribute the papers to the candidates, with **the cover of the Question Papers facing up**.

8. Sixth announcement (Checking of Question Papers)**Business, Accounting and Financial Studies 1**

You should have on your desk a Question Paper, an MC answer sheet and an Answer Book. Put up your hand if you do not. (Pause)

Answers for Section A must be marked on the MC answer sheet and answers for Section B should be put in the Answer Book. You are advised to use a pencil to mark the answers on the MC answer sheet and use a blue or black pen to write the answers on the Answer Book. Do not fold or puncture the MC answer sheet.

Now, read the Instructions on the cover of the Question Paper. Do not turn over the Question Paper until you are told to do so. (Pause for 15 seconds)

Business, Accounting and Financial Studies 2

You should have on your desk a Question Paper and an Answer Book. Put up your hand if you do not. (Pause)

Now, read the Instructions on the cover of the Question Paper. Do not turn over the Question Paper until you are told to do so. (Pause for 15 seconds)

9. Seventh announcement (Checking of Question Papers and start of the examination)

- 9.1 Before the start of the examination, the Centre Supervisor should remind candidates to make sure that they do not have any electronic devices (including mobile phones) switched on or on the body. Then ask the candidates to open the Question Paper to **check the number of pages/questions**. After the start of the examination, candidates should first write their candidate number in the boxes provided on the MC answer sheets and the front cover of their Answer Book (candidates should also write their name and sign on the MC answer sheet), and affix barcode labels in the designated spaces on the MC answer sheet, the front cover and the inner pages of the Answer book according to the instructions on the cover. No extra time will be given to candidates for sticking the barcode labels after the ‘Stop working’ announcement.

Business, Accounting and Financial Studies 1

Before the examination begins, make sure that you have switched off your mobile phone, including the alarm function, and that you do not have any electronic devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your Question Paper to make sure that there are no missing questions. Words like ‘**End of Paper**’ or ‘**End of Section**’ should appear after the last question. (Pause)

Close the Question Paper after checking.

After the announcement of the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of the Answer Book. You should copy your Candidate Number from your Admission Form. You should stick barcode labels in the designated spaces on the cover and the inner pages of your Answer Book according to the Instructions on the cover. You should also stick a barcode label, write your Candidate Number and name and sign on the MC answer sheet.

No extra time will be given to candidates for sticking barcode labels after the ‘Stop working’ announcement.

Business, Accounting and Financial Studies 2

Before the examination begins, make sure that you have switched off your mobile phone, including the alarm function, and that you do not have any electronic devices on the body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

Check your Question Paper to make sure that there are no missing questions. Words like ‘**End of Paper**’ or ‘**End of Section**’ should appear after the last question. (Pause)

Close the Question Paper after checking.

After the announcement of the start of the examination, you should first write your Candidate Number in the boxes provided on the front cover of the Answer Book. You should copy your Candidate Number from your Admission Form. You should stick barcode labels in the designated spaces on the cover and the inner pages of your Answer Book according to the Instructions on the cover.

No extra time will be given to candidates for sticking barcode labels after the ‘Stop working’ announcement.

- 9.2 The Centre Supervisor should **check if there is any Special Notice** which contains last-minute messages to candidates. The Special Notice, if any, is in a **bright yellow envelope** (see *Specimen 9*). If there is a Special Notice for the session, make an announcement according to the instructions in the Special Notice and write down the contents of the Special Notice on the blackboard for the candidates’ reference, particularly the latecomers.
- 9.3 If there are no questions from the candidates, the Centre Supervisor should give the signal to begin by announcing:

Business, Accounting and Financial Studies 1 and 2 (leaving early is allowed during the period **after the first 30 minutes and before the last 15 minutes**)

If you wish to leave early, you should put up your hand to seek an invigilator’s permission. Early leavers are not allowed to take away the question papers.

According to the hall clock (my watch), the time is _____. The finishing time is _____. You may now start.

- 9.4 After the ‘You may now start’ announcement, the Centre Supervisor should write the actual starting time and the correct finishing time on the blackboard for the information of candidates and invigilators.
- 9.5 The Centre Supervisor should avoid the practice of writing up the starting and finishing times in advance, and should do this **only** when the precise times are known. If the hall has a clock visible to the candidates and is functioning properly (see **Notes** below), the Centre Supervisor should time the examination according to this clock. The Centre Supervisor may also refer to the digital timer available on the computer desktop of PECSS. Apart from providing a countdown of the examination time, the timer also provides reminders of the last 15 minutes, last 5 minutes and end of the examination session. The Centre Supervisor must ensure that candidates are given the full amount of time as specified on the Question Paper. **No extra time** should be given to the candidates for reading the Question Paper or for any other reason without specific instructions from the HKEAA.

Notes:

- (1) The Centre Supervisor should check whether the hall clock is functioning properly before the start of the examination. If not, candidates should be reminded not to refer to the clock during the examination.

- (2) If there are two clocks in the hall (say one in the front of the hall and one at the back), the Centre Supervisor should use the one facing the candidates and inform the candidates of the clock he/she is using for timing the examination in order to avoid misunderstanding.
- 9.6 The Centre Supervisor should ensure that all examinations start punctually as scheduled in the timetable. If under special circumstances an examination has to be delayed (due to bad weather or insufficient Question Papers being made available), the Centre Supervisor should ensure that the candidates are given the full amount of time as specified on the Question Paper. **Under no circumstances should an examination start before the scheduled time.**
- 9.7 Write the actual starting time and finishing time at the end of the session in the spaces provided on the Sessional Report (for elective subjects) (See *Specimen 20C*).

B. Procedures after the Start of the Examination

10. Checking the Admission Forms and Identification Documents

Please refer to *Section III A paragraph 3* for details.

11. Taking of Candidates' Attendance

Please refer to *Section III A paragraph 4* for details.

12. Collecting Question Papers and answer books from vacant seats

- 12.1 **30 minutes** after the start of the examination, ask the invigilators to collect the Question Paper/Answer Book/MC answer sheet/barcode sheet from each vacant seat and return them to the Centre Supervisor. The Centre Supervisor is advised to put the blank Answer Books/MC answer sheets inside a designated box/plastic bag to avoid mixing them up with the candidates' scripts to be collected at the end of the examination.

The Centre Supervisor should ask the invigilators to select 'Recording Absentees' from the Main Menu of their barcode scanner, scan the barcode sheets of the absentees, and upload the absentees' records to the ASTS programme before the absentees' barcode sheets are put inside the barcode sheet envelope (see *Specimen 30B*).

- 12.2 The school can retain the surplus Question Papers (including Multiple-Choice Question Papers).
- 12.3 In the case of a candidate **requesting to have another Answer Book**, the request should not normally be accepted. Supplementary answer sheets should be supplied.

13. Early leavers

- 13.1 Early leave is not allowed for the Listening papers and Multiple-Choice papers (i.e. Music Paper 1/Mathematics Compulsory Part Paper 2/Economics Paper 1).
- 13.2 For other subjects/papers, candidates may leave the examination room after the first 30 minutes of the session to 15 minutes before the end of the session. Candidates wishing to leave during the permitted time must raise their hand to summon an invigilator. Before a candidate is given permission to leave, the invigilator should ensure that (1) the candidate number has been put down and barcode labels have been affixed in the designated spaces of the answer script even if no attempt has been made to answer any questions; and (2) the question number box on each page of the answer script has been marked. **Early leavers are not allowed to take away the Question Papers.**
- 13.3 The Centre Supervisor should report in detail (time of the incident, circumstances, etc.) any candidate who has left the examination room without permission or who has taken away the Question Paper on Report Form SR4g (see *Specimen 23A*).

- 13.4 If a candidate claims to be sick and wishes to leave outside the permitted time, he/she should state his/her reasons on Report Form SR4g for follow up by the HKEAA. He/she has to write his/her name and address in the space provided on the form. Please complete the attendance taking for the candidate and follow the script collection procedures as described in **paragraph 13.2** before letting the candidate leave.
- 13.5 The Question Papers and answer scripts of early leavers should be left on the candidates' desks. **The answer scripts should be collected at the end of the session together with those of other candidates** and placed in the appropriate script envelope while the Question Papers can be treated as ordinary surplus Question Papers which can be kept by the school.

14. Questions raised by candidates

Please refer to *Section III A paragraph 5* for details.

15. Toilet arrangements

Please refer to *Section III A paragraph 6* for details.

C. Report Forms

16. If the Centre Supervisor wishes to make a report about the conduct of the examination, he/she can use the following report forms:

- Form SR1 — Candidates without Admission Form/Identification Document
- Form SR3 — Candidates Attended the Wrong Examination Centre/Subject/Paper/Module/Language Version not on Admission Form
- Form SR4g — Examination Irregularities (cheating/insufficient papers/candidates' disobeying the 'Stop working' instructions, etc.)
- Form SR4b — Examination Irregularities (Barcodes)
- Form SR4c — Examination Irregularities (Calculators)
- Form SR4p — Examination Irregularities (Mobile Phones/Electronic Devices/Sounding Devices)
- Form SR4t — Candidates Going to the Toilet
- Form SR4i — Examination Irregularities (Invigilators)
- Sessional Report (for elective subjects)

D. End of Examination

17. Eighth announcement (Reminding candidates of the time left)

17.1 **15 minutes before the end of the session**, the Centre Supervisor should announce:

Business, Accounting and Financial Studies 1

You have **15 minutes left**. You are not allowed to leave the examination room until you are told to do so.

Make sure you have written your Candidate Number and name, stuck a barcode label and signed on the MC answer sheet. Also, make sure you have marked the appropriate question number in the question number box on each page and on the cover of the Answer Book; otherwise the markers may not know which questions you have answered. Besides, make sure you have written your Candidate Number and stuck barcode labels in the designated spaces.

No extra time will be given to candidates for sticking the barcode labels or filling in the question number boxes after the 'Stop working' announcement.

Business, Accounting and Financial Studies 2

You have **15 minutes left**. You are not allowed to leave the examination room until you are told to do so.

Make sure you have marked the appropriate question number in the question number box on each page and on the cover of the Answer Book; otherwise the markers may not know which questions you have answered. Besides, make sure you have written your Candidate Number and stuck barcode labels in the designated spaces.

No extra time will be given to candidates for sticking the barcode labels or filling in the question number boxes after the ‘Stop working’ announcement.

17.2 **5 minutes before the end of the session**, the Centre Supervisor should announce:

Business, Accounting and Financial Studies 1

You have **5 minutes left**. Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on the MC answer sheet, Answer Book and all supplementary answer sheets.

Remember to enter the question number and mark the question number box on all appropriate pages.

Cross out all unwanted materials. You will **NOT** be allowed to work on your Answer Book, MC answer sheet and supplementary answer sheets including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the ‘Stop working’ announcement.

Business, Accounting and Financial Studies 2

You have **5 minutes left**. Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on the Answer Book and all supplementary answer sheets.

Remember to enter the question number and mark the question number box on all appropriate pages.

Cross out all unwanted materials. You will **NOT** be allowed to work on your Answer Book and supplementary answer sheets including affixing barcode labels, using an eraser, filling in question numbers or holding any stationery after the ‘Stop working’ announcement.

18. Ninth announcement (‘Stop working’ instruction)

18.1 When time is up, announce:

Business, Accounting and Financial Studies 1

The time now is _____. Time is up. Stop working. Put down all your stationery. **(Pause for 10 seconds to ensure that all candidates are complying with the instructions^)**

Do not pack your personal belongings until you are told to do so. Close your Question Paper and Answer Book. You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)

The MC answer sheet and Answer Book will be collected separately. If you have supplementary answer sheets, tie them in your Answer Book with the piece of string provided. Put your Answer Book and MC answer sheet next to the unused barcode labels. They will also be collected separately.

Make sure that your Admission Form and identification document do not get included in your answer script.

Business, Accounting and Financial Studies 2

The time now is _____. Time is up. Stop working. Put down all your stationery. **(Pause for 10 seconds to ensure that all candidates are complying with the instructions[^])**

Do not pack your personal belongings until you are told to do so. Close your Question Paper and Answer Book. You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)

If you have supplementary answer sheets, tie them in your Answer Book with the piece of string provided. Put your Answer Book next to the unused barcode labels. They will be collected separately.

Make sure that your Admission Form and identification document do not get included in your answer script.

[^] During the 10-second pause after ‘Put down all your stationery’ is announced, the Centre Supervisor 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).

18.2 For handling cases of candidates disobeying the ‘Stop working’ instruction, please refer to **Section IV paragraph 19**.

19. Tenth announcement (Collection of answer scripts)

NOTE: With the exception of Combined Science (Biology) Section A, Combined Science (Chemistry) Section A and Combined Science (Physics) Section A, the Question Papers of other subjects (including multiple-choice question papers) need **NOT** be collected.

19.1 The Centre Supervisor should announce:

Business, Accounting and Financial Studies 1

Your Answer Book and MC answer sheet will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the answer scripts, if you are found not having stuck a barcode label on the cover of the Answer Book or the MC answer sheet, to facilitate scanning, the invigilator will let you stick the label on the cover or the MC answer sheet under supervision. You are required to complete a report form before leaving the examination room.

Business, Accounting and Financial Studies 2

Your Answer Book will be collected now. Stay in your seat quietly until you are told to leave.

While collecting the answer scripts, if you are found not having stuck a barcode label on the cover of the Answer Book, to facilitate scanning, the invigilator will let you stick the label on the cover under supervision. You are required to complete a report form before leaving the examination room.

19.2 The Centre Supervisor should assign the invigilators to collect separately the answer scripts, rough-work sheets and barcode sheets (with/without remaining barcode labels), etc.

- 19.3 While collecting the Answer Books/MC answer sheets, if an invigilator discovers that a **candidate has not put down his/her candidate number on the cover of his/her Answer Book/MC answer sheet, the candidate can be allowed to write his/her candidate number on the cover/MC answer sheet only under the supervision of the invigilator. However, the candidate should not be allowed to fill in the question number boxes.**
- 19.4 While collecting the Answer Books/MC answer sheets, if an invigilator discovers that a **candidate has not stuck any barcode labels on the cover of an Answer Book/MC answer sheet, to facilitate scanning, the candidate should be asked to stick the barcode label on that cover/MC answer sheet under the supervision of the invigilator. A report must be made on Report Form SR4b. The candidate should be asked to sign the report form.**

20. Checking of answer scripts collected

- 20.1 The answer scripts should be collected in candidate number order, with the smallest candidate number on top.
- 20.2 Ask the invigilators to scan the barcode labels on the scripts, including those using spare barcode labels. After scanning all answer scripts, invigilators should place the barcode scanners on the cradle for data transmission.
- 20.3 **The Centre Supervisor should check the ‘Summary Report’ and the ‘Discrepancy Report’ in the ASTS programme to ensure that the number of candidates present tallies with the number of collected scripts.** If there is a discrepancy between the attendance records and the scripts’ records, the relevant information will be shown in the ‘Discrepancy Report’ in the ASTS programme. The Centre Supervisor should investigate the irregularities immediately. Please refer to the ‘ASTS User Guide’ where necessary.
- 20.4 If, at the time of scanning the barcode labels on the scripts, an invigilator discovers that a candidate has not stuck any barcode label on the cover of an Answer Book/MC answer sheet, the Answer Book/MC answer sheet need not be scanned. The matter must be reported to the Centre Supervisor immediately and recorded on Report Form SR4b. The case will be shown in the ‘Discrepancy Report’ of the ASTS programme.

The Centre Supervisor should, under the page of ‘Answer Script’, select the relevant candidate and click ‘Edit’ manually to update the script record. The candidate’s script record should be updated as follows:

- (i) from ‘0/1’ to ‘✓’ (for examinations using 1 answer book)
- (ii) from ‘1/2’ to ‘✓’ (for examinations using 2 answer books and 1 answer book has been scanned while the other cannot be scanned)
- (iii) from ‘0/2’ to ‘✓’ (for examinations using 2 answer books and both answer books cannot be scanned).

The completed Report Form SR4b and the Answer Book/MC answer sheet should be placed in the **Envelope for Special Reports & Related Scripts/Answer Sheets.**

- 20.5 The Centre Supervisor should put down the total number of scripts collected in the appropriate spaces on the Sessional Report (for elective subjects).

21. Eleventh announcement (Dismissal of candidates)

- 21.1 On completion of the collection and checking of all answer scripts, the Centre Supervisor should announce:

Business, Accounting and Financial Studies 1

The Paper 2 examination of this subject will be held at _____. Please come back 15 minutes before the start of the examination. You may now pack your personal belongings. Make sure you have your Admission Form, identification document and other personal belongings. (Pause) You can take away your question paper. You may now leave.

Business, Accounting and Financial Studies 2

You may now pack your personal belongings. Make sure you have your Admission Form, identification document and other personal belongings. (Pause) You can take away your question paper. You may now leave.

- 21.2 In the case of a candidate reporting any irregularity concerning the examination (e.g. requests a realignment of his/her MC answers or reports a mistake in the use of answer books), the Centre Supervisor should record the details of the irregularity (such as whether the case was reported before or after the dismissal of candidates) on Report Form SR4g so that follow-up action can be taken by the HKEAA (see *Section IV paragraph 20* on candidates using wrong answer books).

22. Completing the Sessional Report (for elective subjects)

The Sessional Report (for elective subjects) should be completed by the Centre Supervisor and two invigilators (including one invigilator not provided by the centre school). This report need not be returned daily. It should be returned to the Scripts Collection Centre after the very last HKDSE examination session in the centre.

23. Packing of scripts and examination materials

- 23.1 The Centre Supervisor should refer to the Script Envelope Summary (see *Specimen 26B*) for the number of pre-printed script envelopes provided to the centre. The answer scripts should be placed in the appropriate script envelopes (see *Specimen 26A*) in candidate number order according to the candidate number ranges printed on the script envelope labels. The number of scripts inside should be written on each of the envelopes. Each envelope should be sealed with a piece of Security Adhesive Tape. The Centre Supervisor and one invigilator should then sign on the flap of the envelope across the tape (see *Specimen 27*). The envelopes must be tied with a piece of string for carrying purposes.
- 23.2 The MC answer sheets (absentees excluded) should be placed in the original answer sheet folder (see *Specimen 28*) which should then be placed in the clear plastic bags provided. The plastic bags should be sealed with Security Adhesive Tape. Do not bend or tie the folders. Except for the last folder, answer sheets of candidates (absentees excluded) from each 100 seats should be placed in one folder, e.g.

Seat Number Range	Folder	
001-100	1	}
101-200	2	
201-247	3	
		If there are absentees, the folder will have fewer than 100 MC answer sheets

23.3 Items to be placed in the normal script envelopes/MC answer sheet folders:

Scripts/answer sheets of

- (1) candidates who are present (including latecomers, early leavers and additional candidates);
- (2) candidates who cannot produce their Admission Forms but can produce their identification documents and the candidate numbers claimed can be verified;
- (3) candidates whose Admission Forms do not bear their photographs and who cannot produce their identification documents but their personalised barcode sheets can be found at the centre;
- (4) candidates who have disobeyed the 'Stop working' instruction;
- (5) candidates whose calculators do not have the 'H.K.E.A.A. APPROVED' or 'H.K.E.A.A. APPROVED' label but the calculators are on the Permitted List.

23.4 Scripts/Reports to be placed in the Envelope for Special Reports and Related Scripts (where appropriate):

- (1) scripts of candidates who are suspected of cheating and the cribs (if any);
- (2) scripts of candidates who have attended a wrong centre;
- (3) scripts of candidates who cannot produce their Admission Forms and/or valid identification documents and their personalised barcode sheets cannot be found at the centre;
- (4) scripts of candidates who have taken a subject/paper/module/language version not listed on the Admission Form;
- (5) scripts of any other candidates who use spare barcode sheets/who are not given any barcode sheets;
- (6) scripts of candidates who cannot produce their Admission Forms and valid identification documents but their personalised barcode sheets can be found at the centre;
- (7) answer books with candidate number written but no barcode label stuck on the cover, or MC answer sheet with candidate number written but no barcode label stuck on;
- (8) Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t* or SR4i (if any);
- (9) candidates' calculators which do not have the 'H.K.E.A.A. APPROVED' or 'H.K.E.A.A. APPROVED' label and which are **NOT** on the Permitted List.

Candidates who use spare barcode sheets

- * Report Forms SR4t need not be returned daily. They should be returned to the HKEAA on the last examination day of the centre.

23.5 Items to be placed in a clear plastic bag:

- (1) Calculators Form;
- (2) Declaration Forms on Health for candidates and examination personnel.

23.6 Rough-work sheets and barcode sheets (unused barcode sheets and those collected from candidates) should be placed separately in the rough-work sheet envelopes (see *Specimen 30A*) and barcode sheet envelopes (see *Specimen 30B*).

24. Return of answer scripts to the collection centre

24.1 Answer scripts and related documents should be returned daily to the Scripts Collection Centre preferably **within one hour** after the last session of the examination day.

- (1) Answer Books (in script envelopes);
- (2) MC answer sheets (in the answer sheet folders and plastic bags provided);
- (3) Rough-work sheets (in rough-work sheet envelopes) (if any);
- (4) Barcode sheets (in barcode sheet envelopes);
- (5) Calculators Form;
- (6) Declaration Forms on Health for candidates and examination personnel (in plastic bags provided);
- (7) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p or SR4t*, SR4i (if any).

- * The Sessional Reports (for elective subjects), Report Form SR4t and unused Candidates' Attendance Record Forms (Please refer to CS Handbook *Section 4 paragraph 24.1*) need not be returned daily. 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.

24.2 On rainy days, it would be appreciated if the answer scripts and related documents are returned to the Scripts Collection Centre in plastic bags.