

## Section III B: Examination Procedures Music Papers 1A and 1B

# MUS

### 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. Candidates who arrive after the examination CD (i.e. Hong Kong Diploma of Secondary Education Examination 2023 Music Paper 1 (Listening)) has started to play should be escorted by an invigilator to the examination hall.
- 2.2 Before asking the technician to play the examination CD, the Centre Supervisor should arrange one invigilator to stay at the entrance to escort and remind those candidates arriving at the centre after the first announcement to switch off their electronic devices (including mobile phones) and put their mobile phones under their chairs in a position clearly visible to the invigilators. (*Note: Mobile phone reminder card has ceased to be provided.*)
- 2.3 Any latecomer should be given a spare seat near the entrance so as to avoid any disturbance to other candidates. At the end of the examination, the Centre Supervisor should instruct invigilators to:
  - (1) check the candidate's Admission Form/identification document;
  - (2) distribute the personalised barcode sheet to the candidate (see *paragraph 11.11*);
  - (3) remind the candidate to affix barcode labels in the cover and the inner pages of the Question-Answer Book;
  - (4) check whether the candidate has written his/her candidate number on the Question-Answer Book.

The scripts of the candidate concerned should be collected with those of other candidates present.

#### 3. General Notes

##### 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 Music Paper 1 (Listening) contains Part A and Part B. Each part will be conducted in a separate session with a break between the two sessions. An individual examination CD will be used for each part of the paper. The instructions and announcements for both Part A and Part B are generally the same. The differences are specifically marked in this document.
- 3.3 Candidates should put down their candidate numbers and affixed barcode labels according to the Centre Supervisor's instructions before the start of the examination. Candidates who fail to stick the barcode label(s) on the scripts as instructed will risk a mark penalty on the paper concerned and the possibility of their answers **not** being marked.

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

- 4.1 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.**
- 4.2 Announce:

##### All subjects/papers

You are going to sit the HKDSE **Music Paper 1A/Paper 1B (English version)** examination and the examination centre number is (e.g. A0001). Put up your hand now if the announced subject/paper/language version/centre information is different from that stated on your Admission Form. (Pause) Please note that you will not be allowed to move to a suitable centre after you have read the question paper. You have to stay and work on the version of question paper available at this centre. (Pause)

The 'Examination Surveillance System' has been set up 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.

- 4.3 In case a candidate claims that the subject/paper/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.***

## 5. 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 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 this 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.**

**6. Third announcement (Checking of barcode labels)**

**Music 1A and 1B**

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)

Before the start of the listening examination, you will be instructed to write your Candidate Number in the boxes provided on the front cover of the Question-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 Question-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 before the end of the listening examination. 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 Question-Answer Book and supplementary answer sheets 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.

**7. Fourth announcement (Taking attendance)**

**Music 1A and 1B**

During the next 20 minutes or so, the invigilators will check your Admission Form and take attendance.

During attendance-taking, the demonstration CD will be played. While the demonstration CD is being played, put up your hand at once if you are not satisfied with the sound effect of the PA system. It is not possible to handle complaints after you have taken the test.

**8. Fifth announcement (Playing the demonstration CD)**

The Centre Supervisor should instruct the technician to play the demonstration CD and announce:

**Music 1A and 1B**

I am now going to play the demonstration CD.

## 9. Checking of Admission Forms/Identification Documents and taking of candidates' attendance

- 9.1 While the demonstration CD is being played, the Centre Supervisor should assign invigilators to start checking candidates' Admission Forms/identification documents and taking attendance. These should be completed before the distribution of Question-Answer Books so that the candidates will not be disturbed once the examination broadcast starts. Please refer to **Section III A Paragraphs 3 and 4 of the Centre Supervisor's Handbook** for the procedures about checking of Admission Forms/identification documents.
- 9.2 Ask the invigilators to take the candidates' attendance using the barcode scanner according to the following steps and the instructions in the ASTS User Guide.
- (1) Invigilators should select 'Attendance Taking' from the Main Menu before they start checking candidates' Admission Forms. They should first check a candidate's Admission Form/identification document, and then 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.
  - (2) If there are any irregularities (for example, wrong centre candidates, subject not on the Admission Form, candidates without the original Admission Forms etc.), invigilators should verify the candidates' identities, and then report the case to the Centre Supervisor, bringing along the candidates' Admission Forms (or identification documents for candidates without Admission Forms) in accordance with the instructions in the 'ASTS User Guide'.
  - (3) After taking candidates' attendance, invigilators should place the scanner on the cradle for data transmission.
- 9.3 During attendance taking, invigilators should make sure that they duly attend to candidates who have problems with the sound effect of the PA system. For example, by adjusting the volume of the PA system or close the windows of the examination centre.
- 9.4 At the end of the demonstration CD, announce:

### **Music 1A and 1B**

This is the end of the demonstration CD. Please wait for further instructions.
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## 10. Sixth announcement (Checking of Question-Answer Books and start of the examination)

- 10.1 Open the examination CD packet and give the examination CD to the technician. Please remind him/her not to start the examination CD until he/she is instructed to do so.
- 10.2 The Centre Supervisor should check carefully whether the Question-Answer Books are **for the correct session**. The Centre Supervisor should then unseal and **open the packets of Question-Answer Books in front of the invigilators and candidates**.

- 10.3 After ensuring that there are sufficient copies for distribution, announce:

**Music 1A and 1B**

The Question-Answer Book 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-Answer Book and do not start writing until you are told to do so.

The Centre Supervisor should then give the Question-Answer Books to the invigilators and instruct them to distribute the papers to the candidates, with **the cover of the Question-Answer Books facing up**. If an invigilator finds any writing on a candidate's rough-work sheet during the distribution of Question-Answer Books, he/she should collect the rough-work sheet immediately and replace it with a new one.

- 10.4 The Centre Supervisor should also **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.
- 10.5 After the distribution of the Question-Answer Books and 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 their desk or body. The Centre Supervisor should announce:

**Music 1A and 1B**

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 your desk or your body. (Pause to allow sufficient time, say 30 seconds, for candidates to do the final check)

You should have on your desk a Question-Answer Book. Put up your hand if you do not. (Pause) Do not open it until you are told to do so. I repeat, do not open the Question-Answer Book until you are told to do so.

- 10.6 **Closing of entrance(s)**

Ask an invigilator to close the entrance(s) to the examination hall.

- 10.7 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-Answer Books to **check the number of pages/questions**. However, this should only be done **in the minute prior to the starting time**.

Announce:

**Music 1A and 1B**

Check your Question-Answer Book to see 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-Answer Book after checking.**

Now write your Candidate Number in the space provided on page 1 of your Question-Answer Book. (Pause for 10 seconds)

Now, affix barcode labels in the designated spaces on the cover and the inner pages of your Question-Answer Book according to the Instructions on the cover. (Pause for 10 seconds)

**11. Seventh announcement (Start of the examination)**

- 11.1 If there are no questions from the candidates, the Centre Supervisor should give the signal to begin by announcing:

**Music 1A and 1B** (leaving early is **not** allowed)

You are reminded that the examination CD of this paper will be played ONCE only. No candidate will be allowed to leave early in this examination session. Put up your hand if you have any questions.

Now open your Question-Answer Book. I am now going to play the examination CD.

- 11.2 Instruct the technician to play the examination CD.
- 11.3 The instructions on the examination CD will be as follows:

**Music 1A and 1B**

★

**Hong Kong Diploma of Secondary Education Examination 2023  
Music Paper 1 (Listening)**

Answers must be written on the Question-Answer Book. You are allowed to write while the music is being played.

We will begin with the paper: Listening .

— Part A / Part B, Excerpt 1 will start in 1 minute..

— Excerpt 1. First playing.  
(Music)

— Excerpt 2/3/4/5.... First/Second... playing.  
(Music)

★

- 11.4 When the examination CD is started, the Centre Supervisor should write the actual starting time and the duration of the examination on the blackboard for the information of candidates and invigilators, and record the times on the Sessional Report (for elective subjects) (see *Specimen 20C*). The duration of Part A and Part B is about 75 minutes each. 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-Answer Book. 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 inside the hall (say one in 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.
- 11.5 The examination CD should only be played once. The reserve CD should not be used unless the examination CD cannot function normally. If the reserve CD is replaced after the start of the listening examination, the Centre Supervisor should report the incident on Report Form SR4g stating the reason, the time when it happened and other details.
- 11.6 The Centre Supervisor should refer to the description of the track sequence on the CD cover.
- 11.7 In the event of **malfunctioning of the examination CD during the broadcast of the listening**, the Centre Supervisor should record the track number where the broadcast stops, and ask the candidates to close their Question-Answer Books. The Centre Supervisor should then replace the faulty CD with the reserve CD, and ask the technician to locate the track where it stops on the reserve CD. The Centre Supervisor should play from the beginning of the track where the broadcast stopped.
- 11.8 In the event of **malfunctioning of the build-in CD player of the PA System during the broadcast of the listening**, the Centre Supervisor should record the track number where the broadcast stops, and ask the candidates to close their Question-Answer Books. The backup equipment for CD playback connected to the PA system should then be used. The Centre Supervisor should play from the beginning of the track where the broadcast stopped.
- 11.9 In the event of **malfunctioning of the PA System during the broadcast of the listening**, the Centre Supervisor should contact the HKEAA via the PECSS immediately.
- 11.10 The Centre Supervisor should report all the details of the incident concerning the malfunctioning of the examination CD, CD player or PA System on Report Form SR4g.



- 11.11 Candidates who arrive after the examination CD has started to play should be assigned to a spare seat near the entrance so as to avoid any disturbance to other candidates. The Centre Supervisor should instruct an invigilator to obtain the personalised barcode sheets from the original seats of the latecomers and take their attendance at the end of the examination but before the collection of answer scripts. The candidates concerned should be reminded to write their Candidate Number and affix barcode labels in the designated spaces on their Question-Answer Book. Please refer to *Section III A paragraphs 4.1 - 4.2* of the ‘Centre Supervisors’ Handbook’ regarding the procedure of updating absentees’ and latecomers’ record to the ASTS programme.

## B. Procedures after the Start of the Examination

### 12. Collecting Question-Answer Books from vacant seats

- 12.1 After all the musical passages of Part A and Part B have been played, ask the invigilators to collect the Question-Answer Book/barcode sheet from each vacant seat and return them to the Centre Supervisor. The Centre Supervisor is advised to put the blank Question-Answer Books 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 barcode sheets of the absentees should be put inside the barcode sheet envelope (see *Specimen 30B*).

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 Question-Answer Books).
- 12.3 In the case of a candidate **requesting to have another Question-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 schools.

#### 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.

#### 16. Eighth announcement (Reminding candidates of the time left)

##### 16.1 Final excerpt playing of the examination CD

In Part A or Part B, after the final playing of all excerpts, the Centre Supervisor should pay attention to the time left. The announcements on the CD will be as follows:

##### **Music 1A and 1B**

★  
All the musical passages in Part A/Part B have been played. You now have \_\_ minutes left before the end of the examination. Please use the remaining time to answer the questions. ★

*\* Note: If the remaining time announced in the CD is less than or equal to 5 minutes, please proceed to the announcement in paragraph 16.3.*

At this moment, the Centre Supervisor should announce:

##### **Music 1A and 1B**

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 stuck barcode labels in the designated spaces of the Question-Answer Book.

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

- 16.2 **5 minutes before the end of the examination**, the announcements on the CD will be as follows:

★  
You have 5 minutes left. ★

- 16.3 At this moment, the Centre Supervisor should announce:

##### **Music 1A and 1B**

Make sure you have written your Candidate Number and stuck barcode labels in the designated spaces on the Question-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 Question-Answer Book and supplementary answer sheets including affix barcode labels, using an eraser, filling in question numbers or holding any stationery after the ‘Stop working’ announcement.

#### 16.4 End of the examination CD

At the end of the examination, the announcements on the examination CD are:

##### Music 1A and 1B

★  
This is the end of Part A / Part B.

★

16.5 Ask the technician to stop the examination CD.

### 17. Ninth announcement (‘Stop working’ instruction)

17.1 When time is up, announce:

##### Music 1A and 1B

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<sup>^</sup>)**

Do not pack your personal belongings until you are told to do so. Close your Question-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 Question-Answer Book with the piece of string provided. Put your Question-Answer Book next to the unused barcode labels. They will be collected separately.

Make sure your identification document and Admission Form do not get mixed up with your script.

<sup>^</sup> 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).

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

17.3 The Centre Supervisor should announce:

##### Music 1A and 1B

Your Question-Answer Book will be collected now. Stay in your seat 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 Question-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.

## 18. Collection of answer scripts and barcode sheets

- 18.1 The Centre Supervisor should assign the invigilators to collect separately the Question-Answer Books and the barcode sheets (with/without remaining barcode labels), etc.
- 18.2 While collecting the Question-Answer Books, if an invigilator discovers that **a candidate has not put down his/her candidate number on the cover of the Question-Answer Book, the candidate can be allowed to write his/her candidate number on the cover only under the supervision of the invigilator.**
- 18.3 While collecting the Question-Answer Books, if an invigilator discovers that **a candidate has not stuck a barcode label on the cover of his/her Question-Answer Book, to facilitate scanning, the candidate should be asked to stick a barcode label on that cover under the supervision of the invigilator. A report must be made on Report Form SR4b after the examination. The candidate should be asked to sign the report form before leaving the examination room.**

## 19. Checking of answer scripts collected

- 19.1 The answer scripts should be collected in candidate number order, with the smallest candidate number on top.
- 19.2 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.
- 19.3 **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.
- 19.4 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 the Question-Answer Book, the Question-Answer Book 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 Question-Answer Book should be placed in the **Envelope for Special Reports & Related Scripts/Answer Sheets.**

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

**20. Tenth announcement (Dismissal of candidates)**

20.1. On completion of the collection and checking of the answer scripts, announce:

**Music 1A**

The examination of Paper 1B 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. You may now leave.

**Music 1B**

You may now pack your personal belongings. Make sure you have your Admission Form, identification document and other personal belongings. You may now leave.

20.2 In the case of a candidate reporting any irregularity concerning the examination, the Centre Supervisor should record the details of the irregularity on Report Form SR4g so that follow-up action can be taken by the HKEAA.

**C. Report Forms****21. 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)

**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 Question-Answer Books 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 Items to be placed in the normal script envelopes:

#### 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. APPROVED' label but the calculators are on the Permitted List.

### 23.3 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) question-answer books with candidate number written but no barcode label stuck on the cover ;
- (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. 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.

### 23.4 Items to be placed in a clear plastic bag:

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

23.5 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) Question-Answer Books (in script envelopes);
- (2) Rough-work sheets (in rough-work sheet envelopes) (if any);
- (3) Barcode sheets (in barcode sheet envelopes);
- (4) Calculators Form;

- (5) Declaration Forms on Health for candidates and examination personnel (in plastic bags provided);
- (6) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p or SR4t\*, SR4i (if any);
- (7) Examination CD and Demonstration CD in special envelope.

\* 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.