

Section III B: Examination Procedures Literature in English Papers 1 & 2

LIT ENG

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 hall/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 (CS) could exercise his/her discretion to delay the starting time for up to 15 minutes. If the CS wishes to delay the starting time further, he/she should inform the HKEAA via the **'Message Board'** of the **'CS Control Panel'** of the **'Public Examinations Support System 2 (PESS2)'** or contact the HKEAA (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.
- 1.5 Candidates sitting written examinations (including the Listening component of English Language) **in normal centres** are allowed to use their mobile phones to complete the self check-in process before the end of the 'Checking of Personal Belongings' announcement. The CS should instruct the invigilators to check that the candidates only open and use **'Check-in Smart (HKDSE)'** of the PESS2 to perform self check-in at their seats. After completing self check-in, the candidates should be instructed to turn off their mobile phones according to the CS's instructions. Candidates should **not** use any devices to take photographs (including screen capture of the barcode label) / audios / videos in the examination centre before/during/after the examination. Candidates who are found breaching the above regulation should be asked to fill out the Report Form SR4g at the end of the examination (For details, please refer to *Section IV paragraph 23 Candidates' personal conduct*).

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 CS 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 The CS should advise invigilators to check whether the candidates have put down their candidate number on their answer scripts 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 (Use of the Public Examinations Support System 2 (PESS2) and 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.

3.2 The first announcement should be made when the majority of candidates have been admitted and seated. The invigilators should check that the candidates only open and use 'Check-in Smart (HKDSE)' to perform self check-in at their seats.

3.3 Announce:

All subjects/papers

Check that you have taken the correct seat according to the seat number as stated on your Admission Form. 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)

Now, please use the HKEAA's 'Check-in Smart (HKDSE)' application which you have installed in your mobile phone earlier to scan one of the barcode labels on your desk to complete the check-in procedure. Upon successful check-in, the application will display a 'Check-in has been completed' notice and the completion time. After that, you should switch off your mobile phone (including the alarm and scheduled auto-restart functions) immediately and put it under your chair in a position clearly visible to the invigilators. (Pause) If you do not install the application or do not bring your mobile phones or cannot log in your 'Check-in Smart (HKDSE)' account, stay in your seat quietly. The invigilator will take attendance for you after the start of the examination. (Pause)

Besides, 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.

4. Second announcement (Checking of personal belongings)

4.1 Before making the second announcement, **the CS should arrange one invigilator to stay at the entrance and remind the latecomers to switch off their mobile phones.** Latecomers **need not** perform self check-in through 'Check-in Smart (HKDSE)'.

Announce:

(All subjects/papers)

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)

No matter whether you have completed self check-in through 'Check-in Smart (HKDSE)', you should now switch off your mobile phone and place it under your chair in a position clearly visible

to the invigilators. (Pause) You should also ensure that the alarm and scheduled auto-restart functions of the phone have also been turned off and no sound will be emitted. (Pause for 15 seconds to ensure that candidates are complying with the instructions)

If you have question paper(s) from the 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 CS 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.**

Please note that no penalty will be imposed on candidates if they cannot complete the self check-in and there is no need to file a report to the HKEAA. The invigilators should take attendance for the candidates concerned after the start of the examination.

5. Third announcement (Use of barcode labels)

Literature in English 1 and 2

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.

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 Answer Books)

Literature in English 1 and 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 CS should check carefully whether the Question Papers are **for the correct session**. The CS 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:

Literature in English 1 and 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 CS 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)

Literature in English 1 and 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 CS 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 Papers 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 front cover of their Answer Book and affix barcode labels in the designated spaces on 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.

Literature in English 1 and 2

Before the examination begins, make sure that you have switched off your mobile phone, including the alarm and scheduled auto-restart functions, 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 CS 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 CS should give the signal to begin by announcing:

Literature in English 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 CS should write the actual starting time and the correct finishing time on the blackboard for the information of candidates and invigilators.
- 9.5 The CS 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 CS should time the examination according to that clock. The CS should also set the **digital timer** in the ‘**CS Control Panel**’ according to the actual starting time of the examination. 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 CS 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 CS 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 CS 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 CS should ensure that all examinations start punctually as scheduled in the timetable. If an examination has to be delayed under special circumstances (e.g. due to bad weather or insufficient Question Papers being made available), the CS 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 The actual starting time and finishing time will be automatically displayed on the ‘**Sessional Report**’ page of the ‘CS Control Panel’ after the CS has set the digital timer.

B. Procedures after the Start of the Examination

10. Checking Admission Forms (original) and identification documents (original)

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

11. Taking 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, the CS should ask the invigilators to collect the Question Paper/Answer Book/barcode sheet from each vacant seat and return them to the CS. The CS is advised to put the blank 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 CS should ask the invigilators to record absentees using ‘**i-Invigilation (HKDSE)**’. The invigilators should **select the relevant candidate record from the ‘Candidates List’ under the ‘Take Attendance / Verify Identity’ function and then swipe left and click the red ‘ABS’ icon on the screen to capture the absentee’s record.** Absentee records reported by the ‘i-Invigilation (HKDSE)’ will be displayed on the ‘**Attendance and Scripts Records**’ page of the ‘CS Control Panel’ instantly. Invigilators who need to update any attendance records can make the edits by selecting the relevant candidate records from the ‘**Candidates List**’ of the ‘i-Invigilation (HKDSE)’ or request the CS to update the related records in the ‘CS Control Panel’. (For details, please refer to the PESS2 User Guide.)

Remark: There is **no need** for the CS/invigilators to complete the Candidates’ Attendance Record Forms as they are meant for contingency use only when all of the mobile devices provided for using ‘i-Invigilation (HKDSE)’ and/or the ‘CS Control Panel’ cannot function properly.

- 12.2 The school can retain the surplus 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 hall/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 CS should report in detail (time of the incident, circumstances, etc.) any candidate who has left the examination hall/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 their 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 CS 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 [See *Remark (1)*]
- Form SR4i — Examination Irregularities (Invigilators)
- Sessional Report (for Elective Subjects) [See *Remark (2)*]

Remarks:

- (1) In the examination sessions of **normal centres** where PESS2 is used, the check-out and check-in records of candidates due to toilet requests will be transmitted to the HKEAA system instantly via 'i-Invigilation (HKDSE)'. There is **no need** for the invigilators to report the toilet records of these examination sessions on the paper-based Report Form SR4t (see *Specimen 23E*) (please refer to *Section III A paragraph 6* for details). If the toilet records of the examination sessions **cannot** be reported via 'i-Invigilation (HKDSE)' successfully, the paper-based Report Forms SR4t **need not** be returned on the same day after the examination. They should be returned to the Scripts Collection Centre after the very last examination session of the elective subject(s) in the centre.

- (2) After the end of each examination session, the CS should complete and submit an **online Sessional Report** to the HKEAA via the ‘**Sessional Report**’ page of the ‘**CS Control Panel**’. As the Sessional Report records will be transmitted to the HKEAA system instantly via the ‘CS Control Panel’, there is **no need** for the CS to fill in paper-based Sessional Report (for Core Subjects) (please refer to *Section IIIA paragraph 7* for details). Under special circumstances (e.g. the ‘CS Control Panel’ cannot function properly / the online Sessional Report cannot be filled in or confirmed or transmitted to the HKEAA successfully), the CS should complete the paper-based Sessional Report (for Core Subjects) (See *Specimen 20A*) to confirm the quantity of question papers received, the starting/finishing time of the examination, the number of answer scripts collected and whether the examination has been conducted according to the prescribed procedures. For each examination session, the Sessional Report should be completed by the CS and confirmed by two invigilators (including one invigilator not assigned by the centre school). The Paper-based Sessional Report (for core subjects) **need not** be returned on the same day after the examination. They should be returned to the Scripts Collection Centre after the very last examination session of the core subject(s) in the centre.

D. End of Examination

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

- 17.1 **15 minutes before the end of the session**, the CS should announce:

Literature in English 1 and 2

You have **15 minutes left**. You are not allowed to leave the examination hall/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 CS should announce:

Literature in English 1 and 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:

Literature in English 1 and 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 CS 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)

19.1 The CS should announce:

Literature in English 1 and 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 hall/room.

19.2 The CS should assign the invigilators to collect separately the answer scripts, barcode sheets (with/without remaining barcode labels), etc.

19.3 While collecting the Answer Books, if an invigilator discovers that **a candidate has not put down his/her candidate number on the cover of his/her Answer Book, the candidate can be allowed to write his/her candidate number on the cover 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, if an invigilator discovers that **a candidate has not stuck any barcode labels on the cover of an Answer Book, to facilitate scanning, the candidate should be asked to stick the barcode label on that cover 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 Invigilators should scan the barcode labels on the scripts, including those using spare barcode labels, using the **‘Script Counting’** function of the **‘i-Invigilation (HKDSE)’**. Collected answer script records processed by ‘i-Invigilation (HKDSE)’ will be displayed on the **‘Attendance and Script Records’** page of the **‘CS Control Panel’** instantly.
- 20.3 **The CS should check the ‘Summary Report’ and the ‘Discrepancy Report’ in the ‘CS Control Panel’ 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 script records, the relevant information will be shown in the ‘Discrepancy Report’ in the ‘CS Control Panel’. The CS should investigate the irregularities immediately. Please refer to the ‘PESS2 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, the Answer Book need not be scanned. The matter must be reported to the CS immediately and recorded on Report Form SR4b. The case will be shown in the ‘Discrepancy Report’ of the ‘CS Control Panel’.

The CS 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 should be placed in the **Envelope for Special Reports & Related Scripts/Answer Sheets**.

- 20.5 The total number of scripts collected will be automatically displayed on the **‘Sessional Report’** page of the ‘CS Control Panel’. The CS should verify the accuracy of the data displayed.

21. Eleventh announcement (Dismissal of candidates)

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

Literature in English 1

The Paper 2 examination of this subject will be held at _____. Please come back 15 minutes before the start of the examination and you will need to use ‘Check-in Smart (HKDSE)’ to complete the check-in procedures for the Paper 2 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.

Literature in English 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 Upon the announcement of ‘Dismissal of candidates’, the CS and invigilators should instruct the candidates to leave the examination centre in an orderly manner (except those who need to stay behind for the handling of examination irregularities).
- 21.3 In the case of a candidate reporting any irregularity concerning the examination (e.g. reports a mistake in the use of answer books), the CS 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)

After the end of each examination session, the Sessional Report should be completed by the CS in the ‘**Sessional Report**’ page of the ‘**CS Control Panel**’ and verified by two invigilators (including one invigilator not provided by the centre school) via the ‘**i-Invigilation (HKDSE)**’. Please refer to *Section IIIA paragraph 7* for details.

23. Confirming the examination records

After submitting the ‘Sessional Report’, the CS should click the ‘**Pending Confirmation**’ button on the top right corner of the ‘CS Control Panel’ to **confirm the accuracy of the attendance and collected script records** to the HKEAA Command Centre **before logging out the ‘CS Control Panel’ or switching to the next examination session page**. Upon successful confirmation, the button will be updated as ‘**Confirmed**’ with the confirmation time displayed.

24. Packing of answer scripts and examination materials

- 24.1 The CS 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 CS 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.

24.2 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.A. APPROVED’ label but the calculators are on the Permitted List.

24.3 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) answer books with candidate number written but no barcode label stuck on the cover;
- (8) if any, Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t (if applicable*) or SR4i;
- (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

- * If the toilet records of the examination session **cannot** be reported via 'i-Invigilation (HKDSE)' successfully, the paper-based Report Forms SR4t need not be returned on the same day after the examination. They should be returned to the Scripts Collection Centre on the last examination day of the centre.

24.4 The CS should put the **Calculators Form in a clear plastic bag**.

24.5 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*).

25. Return of answer scripts to the collection centre

25.1 After the end of first examination session, the CS should pack the answer scripts and examination materials within the recording coverage of the Examination Surveillance System (ESS), and place them in **ONE carton box** as far as possible (**the carton box(es) provided by the HKEAA can be reused for this purpose**). The CS should **lock the carton box in a secure place** and take all measures to prevent any tampering with the answer script envelope(s). The answer scripts envelope(s) and examination materials of the second examination session (if applicable) to be returned to the Scripts Collection Centre should be placed in the same carton box as far as possible. The carton box should be sealed with Security Adhesive Tapes under the supervision of the CS after the end of all examination sessions on the day of the examination.

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) Rough-work sheets (in rough-work sheet envelopes) (if any);
- (3) Barcode sheets (in barcode sheet envelopes);
- (4) Calculators Form (if any);
- (5) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p or SR4t (if applicable*), SR4i.

- * Any paper-based Sessional Reports, paper-based Report Form SR4t and unused Candidates' Attendance Record Forms (Please refer to CS Handbook *Section IV paragraph 24*) need not be returned daily. The paper-based Sessional Report (for elective subjects) should be returned to the HKEAA together with paper-based Report Form SR4t and the unused Candidates' Attendance Record Forms after the last examination session of the elective subject(s) of the centre.

(Note: The Paper-based Sessional Reports and Report Form SR4t are meant for contingency use when all the mobile devices installed with 'i-Invigilation (HKDSE)' and/or the 'CS Control Panel' cannot function properly.)

- 25.2 On rainy days, it would be appreciated if the envelope(s) containing answer scripts and related documents are returned to the Scripts Collection Centre/HKEAA staff in plastic bags before they are placed in a carton box.