

2025 HKDSE **Centre Supervisors' Conference for** **Visual Arts Examination**

18 March 2025

School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority



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Points to Note for the 2025 HKDSE



- The **Public Examinations Support System 2 (PESS2)** will be implemented in all normal hall centres.

- CS Control Panel



- i-invigilation (HKDSE)



- Check-in Smart (HKDSE)



- **Examination Surveillance System (ESS)** will be set up in all normal written examination centres (including hall and classroom centres) and SEN centres.



Public Examinations Support System (PESS2)

- PESS2 will be used in all VA examination normal centres. The videos highlighting the use of the PESS2 are available for download at <https://extranet.hkeaa.edu.hk/>

User ID*:	PESS2
Password:	2025HKDSE_PESS2
Folder:	2025HKDSE PESS2

* This account can be shared by the nominated school examination personnel for normal centres only

- HKEAA may disseminate important messages via PESS2 before and during the exam



PESS2 Digital Timer



- URL: <https://pess.hkeaa.edu.hk>
- A digital timer is available on the computer desktop of PESS2 for timing of exams. **CSs should start the timer once the VA (Part A) exam starts**
- Apart from providing a countdown of the exam time, reminders of the last 15 minutes, last 5 minutes and end of the exam session will pop up on the screen automatically for Part B exam

香港考試及評核局
Hong Kong Examinations and Assessment Authority

Public Examinations Support System 2 (PESS2)
第二代公開考試支援系統

Exam Info

Exam: DSE 2025

Exam Centre:

Subject:

Paper:

Exam Date:

Scheduled Starting Time:

Scheduled Ending Time:

Subject/Paper and
Exam Time

Settings

hh mm ss

04 00 00

Start Reset

Exam Time
Count-down

Start Count-down

Time Alert (for Part B Only)

Last 15 minutes

Reminding Candidates of Time Left

15 minutes left before the exam ends.

OK

Last 5 minutes

Reminding Candidates of Time Left

5 minutes left before the exam ends.

OK

Time is up

Reminder

Exam ended.

OK



Precautionary Measures at Exam Centres

[https://www.hkeaa.edu.hk/en/HKDSE/info_corner/2025HKDSE Contingency Precautionary Measures/](https://www.hkeaa.edu.hk/en/HKDSE/info_corner/2025HKDSE_Contingency_Precautionary_Measures/)

- Schools are advised to adopt the seating distance of **approximately 1 metre** between candidates (including front, back and sideways)
- Schools should maintain good indoor ventilation (open the windows as far as possible) and keep the environment clean and disinfected
- Candidates and Examination Personnel **may opt to wear** their own surgical mask during examinations. The invigilator should ask the candidate concerned to take off their surgical mask temporarily to verify their identity during attendance taking
- Candidates who persistently sneeze or cough may be asked to sit at the back or reserved seats of the examination hall in order to minimise disturbance to others. Any time lost during the examination **will not be compensated**. Candidates who need a surgical mask may ask for help from the centre staff
- In case a candidate wishes to drink water during the examination, he/she should first obtain the permission from an invigilator for drinking water in the exam venue



Centre Set-up

Before the Examination

- Discuss with the school office well in advance to avoid holding noisy activities near the exam venue
- **Turn off the school bell** and **School Announcement PA System** inside and outside the exam hall in order not to disturb the candidates



- Put up centre posters at the entrance to the exam centre and directional signs showing the locations of exam centres
- CS should assign a school staff / janitor to check whether there are any discarded materials relevant to the subject examination (e.g. textbook, assignment, notes, worksheet) in the toilets including the water tank and rubbish bin of each cubicle and remove such materials immediately, if found

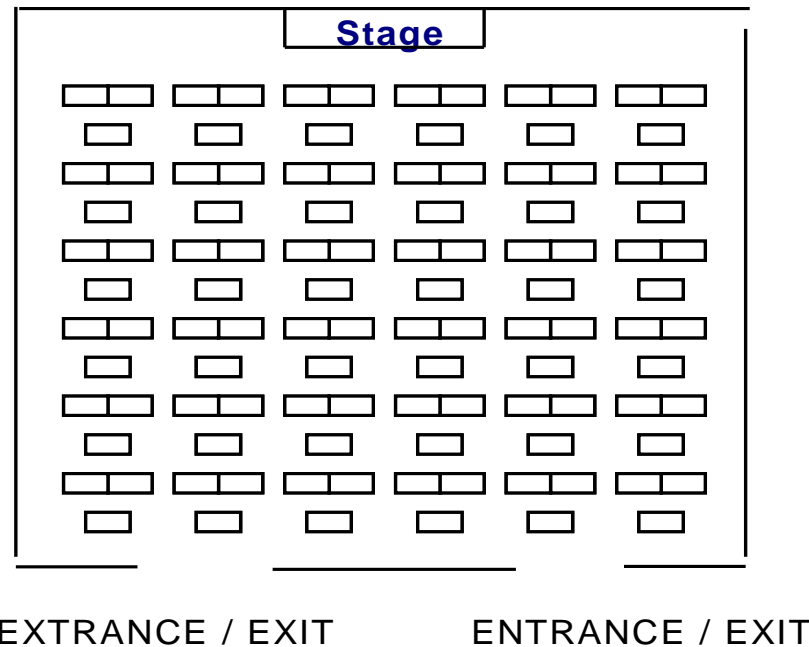


Centre Set-up


Centre set-up for Visual Arts Papers 1 & 2

(2 desks / 1 long desk per candidate with 1 chair)

Arrange the seats by adopting the seating distance of about 1 metre
between candidates (including front, back and sideways)



Centre Set-up

- The HKEAA **has ceased to provide buckets, cutting boards and old newspaper** to the examination centres
- Before the examination, centre schools should prepare a few buckets and fill up some of them with water for examination use
-  Candidates should be allowed to get water and dispose of waste materials **more than once throughout the examination session.**





水

15	30	45	60	75	90	105
14	29	44	59	74	89	104
13	28	43	58	73	88	103
12	27	42	57	72	87	102
11	26	41	56	71	86	101
10	25	40	55	70	85	100
9	24	39	54	69	84	99
8	23	38	53	68	83	98
7	22	37	52	67	82	97
6	21	36	51	66	81	96
5	20	35	50	65	80	95
4	19	34	49	64	79	94
3	18	33	48	63	78	93
2	17	32	47	62	77	92
1	16	31	46	61	76	91



水



垃圾桶

水



水

垃圾桶

講台

Centre Set-up



Filled up with water



For disposing dirty water/trash



Warning sign of 'Wet floor' (if any)



It is recommended to use a large garbage bag for easy cleaning

Examination Stationery

The following types of paper and stationeries have been supplied to the exam centres from 3 to 7 March 2025:

White Cartridge Paper	(白畫紙)	} Paper 1 only
White Bond Paper	(白書紙)	
Xuan Zhi	(宣紙)	
Chinese Rough Paper	(中式草稿紙)	
Transparent Paper	(玻璃紙)	
Cardboard Holder	(紙板夾)	
Answer Book (E)	(答題簿(E))	
Supplementary Answer Sheet(A)	(補充答題紙(A))	
Trigonal Clips	(曲別針)	
Green Tag	(綠繩)	



2025 年香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2025
考試用品核對表
List of items required for the examination

4 月 1 日 (星期二) 視覺藝術 (卷一) 視覺形式表達主題
Visual Arts (Paper 1) Visual Presentation of a Theme
on Tuesday, 1 April

考試節數 Examination session	考試日分發給試場的試卷/用品 Items supplied to a centre on exam day	每名考生須用的文具/物品 Stationery and other materials to be used by each candidate	須交回考評局的物品 Materials to be returned to HKEAA
第一節 First session 卷一 Paper 1 8:30 am - 12:30 pm	(1) 試卷 Question papers (試卷簡稱: 2025-DSE 視覺藝術 卷一) (Corner Code: 2025-DSE V ARTS PAPER 1) (2) 電腦條碼紙 (每張有 5 個電腦條碼貼紙) Barcode sheets (each with 5 barcode labels)	(1) DSE(E) 答題簿一本 1 DSE(E) answer book (2) 白畫紙及白書紙 White cartridge paper and white bond paper (3) 電腦條碼紙一張 1 Barcode sheet * 補充答題紙(A) Supplementary answer sheet (A) * 宣紙及中式草稿紙 Xuan Zhi and Chinese rough paper * 透明玻璃紙 Transparent paper * 曲別針四個 4 Trigonal clips * 綠繩一條 1 Green tag	(1) DSE(E) 答題簿 (放於{卷一}答卷封套內) DSE(E) answer books (in answer script envelopes for 'Paper 1') (2) 答卷 (放於包裝紙及答卷封套內) Worked scripts (in wrapping papers and answer script envelope) (3) 考生出席紀錄表 (放入透明膠袋內) <如適用> Candidates' Attendance Record Forms (in the clear plastic bag) <if applicable> (4) 電腦條碼紙 (放於電腦條碼紙封套內) Barcode sheets (in barcode sheet envelope)

* 此項物品應在考生要求時才派發。(注意: 請另派發白短繩給考生, 以便將補充答題紙繫於答題簿內。)

This item should be supplied to candidates on request. (Note: A short white string should also be provided to the candidates for tying the supplementary answer sheet to the answer book.)

注意: 考試須用的文具 (如答題簿、補充答題紙、草稿紙等) 已於考試前送到試場。

Note: Stationery required (e.g. answer books, supplementary answer sheets, rough-work sheets, etc.) has been delivered to the centre prior to the examination.

如收到的試卷封包數目與應收者不符 (無論多或少), 請立即與香港考試及評核局聯絡 (電話: 3628 8951 或 3628 8910)。

If there is a shortage or excess of question paper packets, please telephone HKEAA immediately at 3628 8951 or 3628 8910.

2025 年香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2025
考試用品核對表
List of items required for the examination

4 月 1 日 (星期二) 視覺藝術 (卷二) 設計
Visual Arts (Paper 2) Design
on Tuesday, 1 April

考試節數 Examination session	考試日分發給試場的試卷/用品 Items supplied to a centre on exam day	每名考生須用的文具/物品 Stationery and other materials to be used by each candidate	須交回考評局的物品 Materials to be returned to HKEAA
第一節 First session 卷二 Paper 2 8:30 am – 12:30 pm	(1) 試卷 Question papers (試卷簡稱: 2025-DSE 視覺藝術 卷二) (Corner Code: 2025-DSE V ARTS PAPER 2) (2) 電腦條碼紙 (每張有 5 個電腦條碼貼紙) Barcode sheets (each with 5 barcode labels)	(1) DSE(E) 答題簿一本 1 DSE(E) answer book (2) 白畫紙及白書紙 White cartridge paper and white bond paper (3) 電腦條碼紙一張 1 Barcode sheet * 補充答題紙(A) Supplementary answer sheet (A) * 透明玻璃紙 Transparent paper * 曲別針四個 4 Trigonal clips * 綠繩一條 1 Green tag	(1) DSE(E) 答題簿 (放於{卷二}答卷封套內) DSE(E) answer books (in answer script envelopes for 'Paper 2') (2) 答卷 (放於包裝紙及答卷封套內) Worked scripts (in wrapping papers and answer script envelope) (3) 考生出席紀錄表 (放入透明膠袋內) <如適用> Candidates' Attendance Record Forms (in the clear plastic bag) <if applicable> (4) 電腦條碼紙 (放於電腦條碼紙封套內) Barcode sheets (in barcode sheet envelope)

* 此項物品應在考生要求時才派發。(注意: 請另派發白短繩給考生, 以便將補充答題紙繫於答題簿內。)

This item should be supplied to candidates on request. (Note: A short white string should also be provided to the candidates for tying the supplementary answer sheet to the answer book.)

注意: 考試須用的文具 (如答題簿、補充答題紙、草稿紙等) 已於考試前送到試場。

Note: Stationery required (e.g. answer books, supplementary answer sheets, rough-work sheets, etc.) has been delivered to the centre prior to the examination.

如收到的試卷封包數目與應收者不符 (無論多或少), 請立即與香港考試及評核局聯絡 (電話: 3628 8951 或 3628 8910)。

If there is a shortage or excess of question paper packets, please telephone HKEAA immediately at 3628 8951 or 3628 8910.

Delivery of Question Papers & Collection of Answer Scripts

Delivery of Question Papers

- By courier company: Kerry Logistics (Hong Kong) Ltd.
- Normally **between 7:15 am and 8:15 am** on the exam day

Collection of Answer Scripts

- For Visual Arts Papers 1 & 2, the answer scripts and related documents will be **collected by the courier company at the end of the exam**
- If there is a **SEN centre** at your school, all the answer scripts and related documents will be collected **in one go** after the examination
- Centre schools are requested to **appoint a responsible staff member to wait for the collection at the General Office** of your school after the examination



Before the Examination

The subject name, paper number, name of the elective part and language version should be written clearly on the blackboard before candidates are admitted to the exam hall

Centre No : A0001
Centre Name : ABC School
Subject : Visual Arts
Language Version : English
Paper : 2 (Design)
Exam Time : *Please write the exact time after the start of the exam for **Part A** and **Part B** respectively*

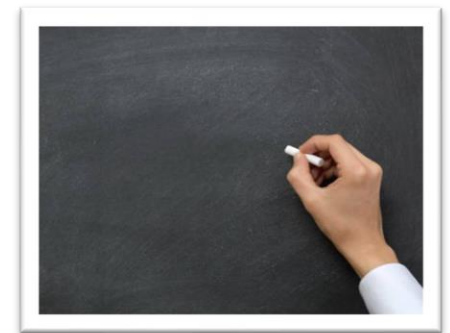
Or

試場編號 : A0001
試場名稱 : 甲乙丙學校
科目 : 視覺藝術
應考語文 : 中文
卷別 : 二 (設計)
考試時間 : *請於開考後填寫甲部及乙部實際考試時間*




Part A of Papers 1 & 2

- Candidates have **45 minutes** to answer Part A (Art/Design Appreciation and Criticism)
- The **answer books (DSE(E))** for Part A should be collected 45 minutes after the start of the exam
- The CS should write down on the board the actual starting and finishing times for the two parts of the Paper (i.e. Part A and Part B)



Late Arrivals



- Candidates who arrive late after the start of the exam **should be admitted to take the exam regardless of the time of arrival**
- No extra exam time should be given
-  ➤ If any latecomers arrived at the examination centre **30 minutes after the start of the written examination**, the CS should record the candidate number and the arrival time on the **Sessional Report**
- Their answer scripts should be collected together with other normal candidates



Early Leave



- Candidates may leave after the **first 30 mins of the exam to 15 mins before the end of exam**
- In case a candidate requests to leave early, please complete the attendance taking for the candidate
- Check whether early leavers have written their candidate number, affixed barcode labels and marked the question number boxes on their answer scripts before letting the candidate leave
- Remind the candidate **NOT** to take away the question papers from the exam centre
- The answer scripts and question papers of early leavers should be collected together with those of other candidates at the end of the exam
- Candidates are subject to **mark penalty** if they leave the exam centre without the permission of the CS/invigilators
- In case of special circumstances or candidates requesting to leave outside the permitted time, the cases should be recorded **on Report Form SR4g**



Report Form SR4g

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2025 SR4g Examination Irregularities - Written / Listening Examinations

Centre Number:										<input type="checkbox"/> Listening Paper Special Room (Room number: _____)
Name of Centre:										Date:
Subject:					Paper:					Examination Time: From _____ To _____

Note: If any irregularity occurs during an examination session, a report should be made by the centre supervisor/invigilator/classroom invigilator/special room invigilator on this form. The completed form should be returned to the HKEAA in an 'Envelope For Special Reports and Related Scripts/Answer Sheets' together with the candidate's answer script or answer sheet or article(s) if suspected cheating is involved. There is **no need** to report on this Form those cases which have already been stated in Report Forms SR1, SR3, SR4b, SR4c, SR4d or SR4i.

Time of reporting by the candidate:	
<input type="checkbox"/> Before the examination	<input type="checkbox"/> During the examination <input type="checkbox"/> After the examination (Please put a '✓' in the appropriate box.)
Time of the incident:	From _____ to _____
Details of the incident:	
Follow-up action taken by invigilation staff: (Time: From _____ to _____)	
Candidate's explanation* (to be completed by the candidate at the end of the examination, if any):	

* If the case involves suspected cheating, the candidate(s) concerned should be asked to provide a written explanation before he/she leaves the centre. If the candidate refuses, this should be stated on the form.

There are _____ answer scripts returned to the HKEAA together with this Report.	
# <input type="checkbox"/> Centre Supervisor / <input type="checkbox"/> Invigilator <input type="checkbox"/> Classroom Invigilator / <input type="checkbox"/> Special Room Invigilator	Invigilator handling the case (if the case is not handled by the Centre Supervisor)
Name: _____ Signature: _____	Name: _____ Signature: _____

Details of the candidates being reported: (one box ONLY to be completed by each candidate)

(FIRST CANDIDATE)	
Candidate No.:	
Name :	
Address :	
Daytime Contact Telephone No. :	
Email Address:	
# <input type="checkbox"/> This is a complaint requiring follow up.	
# <input type="checkbox"/> This is a report for information only and no further action is required by the HKEAA.	
Signature :	

(SECOND CANDIDATE) (if any)	
Candidate No.:	
Name :	
Address :	
Daytime Contact Telephone No. :	
Email Address:	
# <input type="checkbox"/> This is a complaint requiring follow up.	
# <input type="checkbox"/> This is a report for information only and no further action is required by the HKEAA.	
Signature :	

Please put a '✓' in the appropriate box.

SR4g-1/79



Handling of Irregularities



Bad Weather or Special Circumstances

- Postponement of an examination is a very serious matter. Any decision to do so by the HKEAA will be made only when it is absolutely necessary
- In case of territory-wide issues (e.g. adverse traffic conditions, power failure, etc.) or doubtful weather conditions (e.g. the possible hoisting of a Typhoon Signal No. 8 or above, or the issue of a **Red** or Black Rainstorm Warning), CS/invigilators should listen to the radio, watch the television, check out the HKEAA website: www.hkeaa.edu.hk or HKDSE App for the examination schedule right up to the time they leave for the examination centre.
- For details, please refer to **Section IV(B) of the CS Handbook**



Wrong Centre / Wrong Version Candidates

- Candidates should attend the exam according to the exam centre printed on their admission forms. However, the CS should accommodate wrong centre candidates provided that there is spare capacity
- The HKEAA **will NOT provide faxed copies of question papers** to wrong centre or wrong version candidates
- The CS should distribute the ***'Notes for Wrong Centre or Wrong Version Candidates' (SR3-Notes)*** to the candidate concerned and let him/her decide whether or not to move to a suitable centre before the distribution of question papers
- Candidates who have entered for a wrong language version will **NOT** be allowed to move to a suitable centre **AFTER** they have read the question paper
- If the candidate requests to move to a suitable centre for the other paper **AFTER** he/she has read the question paper, **the early leave requirement should be followed**. For VA Papers 1 and 2, candidates are allowed to leave 30 minutes after the start of the exam. The candidate concerned should fill in the **Report Form SR3**



考生前往非指定試場或錯誤報考 應考語文／卷別／單元須知

這試場未能提供你所需要的應考語文／卷別／單元試卷，你可選擇：

1. 前往准考證上指定的試場，但若你遲到你並不會獲得額外時間作答；或
2. # 留在本試場並以本試場提供試卷的應考語文／卷別／單元(如適用)應考，但你可選擇以你擬報考的應考語文作答；或
3. # 前往最就近的試場，以該試場提供你擬報考的應考語文／卷別／單元的試卷應考。[請致電考评局(電話：3628 8860)或瀏覽考评局網頁(www.hkeaa.edu.hk → 香港中學文憑考試 → 考務安排 → 試場一覽表)查詢相關試場資料。]

注意：錯誤報考應考語文的考生不會獲准於翻閱試卷後轉往合適的試場應試。

- # ■ 試場只會提供預設的應考語文／卷別／單元試卷，考评局不會提供傳真不同試卷的安排。
- 考生或需於考試完畢後填寫 SR3 報告書。在未能提供合理解釋的情況下，考生如前往非指定試場應考超過一次，其第二次及之後於非指定試場應考的科目／卷別會被扣分。
- 如考生應考的語文／卷別／單元與其准考證上所列的不符，考生必須於試後立即向考评局申請更改應考語文／卷別／單元，倘若申請獲接納，考生須繳交有關附加費及科目費。

Notes for Wrong Centre or Wrong Version Candidates

This exam centre cannot provide the question papers for the language version / paper / module that you need, and you can choose to:

1. go to the correct centre as stated on the Admission Form but no extra time will be given if you arrive late; or
2. # remain in this centre and sit the exam in the Language Version / Paper / Module (if applicable) which this **centre provides** but your answers can be written in the language you intended to register for; or
3. # go to the nearest exam centre that provides the question papers of the language version / paper / module which you **intended to register for**. [Please call the HKEAA at 3628 8860 or browse the HKEAA website (www.hkeaa.edu.hk → HKDSE → Examination Administration → Examination Centres) for related centre information.]

Note: Candidates who have entered for a wrong language version will not be allowed to move to a suitable centre after they have read the question paper.

- # ■ The centre will ONLY provide the Language Version / Paper / Module as scheduled. The HKEAA will NOT provide faxed copies of different question papers.
- Candidates may be asked to fill in the Report Form SR3 at the end of the exam. Candidates sitting an exam in a wrong centre more than once without an acceptable explanation will receive a mark penalty in the second and subsequent subjects/papers.
- If the Language Version / Paper / Module that the candidates sat is different from that stated on the Admission Form, the candidates must seek special approval from the HKEAA immediately after the exam. The application, if approved by the HKEAA, is subject to the payment of related supplementary fee and subject fee.

SR3

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Candidates Without Admission Form and/or Valid Identification Document

- If a candidate is wearing a surgical mask, invigilators should ask the candidate to take off his/her surgical mask temporarily when checking candidates' admission form and identification documents. If a candidate is wearing a hat, invigilators may ask the candidate to take it off or move it backwards
- Candidates whose identity could not be verified on the spot will be required to complete the **Report Form SR1** and have their photograph taken after the exam at the exam centre for future verification purposes
- Failure to comply with this regulation will result in their answer scripts not being marked by the HKEAA
- The candidate concerned should be distributed a ***'Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document' (SR1-Notes)*** for reminding him/her of the handling procedures



考生未能出示准考證及／或有效身分證明文件須知

除非有特殊情況，考生未能出示准考證及／或附有照片的身分證明文件將不獲准應考。由於你未能出示准考證或有效身分證明文件（例如：香港身分證），你必須：

1. 於離開試場前，在試場主任的監督下填寫並簽署 SR1 報告書；及
2. 填寫本須知背頁的資料，手持此須知背頁並透過第二代公開考試支援系統（PESS2）拍攝一張照片（如適用），以作日後核對身分之用；及
3. 考試後 **14 天內**，於辦公時間前往考評局修頓中心辦事處核對有關文件／及照片。
4. 如有查詢，請聯絡公開考試資訊中心（電話：3628 8860）。

備註：

1. 如未能遵從以上要求，你的答卷將不獲考評局評閱。
2. 如未能核實你的身分，試場主任可拒絕你應考下一節考試。

Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document

Unless there are extenuating circumstances, candidates who cannot produce Admission Form and/or any identification document with photograph will NOT be allowed to sit the examination. Since you cannot produce Admission Form or valid identification document (e.g. Hong Kong Identity Card), you must:

1. complete and sign the SR1 report form under the supervision of the Centre Supervisor before you leave the examination centre; and
2. if applicable, complete the information on the back of this note, hold the note and have a photograph taken via the Public Examinations Support System 2 (PESS2) for future verification purposes; and
3. go to the HKEAA Southorn Centre office during office hours within 14 days after the examination to have your document/and photograph checked.
4. In case of enquiries, please contact our Public Examinations Information Centre at 3628 8860.

Remarks:

1. Failure to comply with the above requirements will result in your answer scripts not being marked by the HKEAA.
2. If your identification cannot be verified, the Centre Supervisor may refuse to admit you to sit the next examination session.

Report Form SR1

HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2025

Candidate Without Admission Form / Identification Document

SR1

Note: If the Admission Form bears the candidate photograph, and there is no doubt about the identity of the candidate, it is not necessary to check the photograph on a candidate's Identity Card/valid identification document nor to complete this Report Form SR1.

Part A (To be completed by the centre supervisor/invigilator)

To: Manager (School Examinations and Assessment Division)

Admission Form	Yes	No
1. Can the candidate produce the ORIGINAL Admission Form?	<input type="checkbox"/>	<input type="checkbox"/> If 'No', proceed to Q.4.
2. Does the admission form bear the candidate's photograph?	<input type="checkbox"/>	<input type="checkbox"/> If 'No', proceed to Q.4.
3. Does the photograph on the admission form resemble the candidate?	<input type="checkbox"/>	<input type="checkbox"/> If 'No', proceed to Q.4.

If the answers to Q.1 to Q.3 are all 'Yes' and there is no doubt about the identity of the candidate, it is not necessary to check the photograph on the candidate's identity card/valid identification document. In this case, even though the candidate cannot produce his/her identity card or valid identification, he/she is not required to fill out the SR1 Form.

Identity Card / Valid Identification Document	Yes	No
4. Can the candidate produce the ORIGINAL Identity Card or a valid identification document with a photograph?	<input type="checkbox"/>	<input type="checkbox"/> If 'No', proceed to Q.6.
5. Does the photograph on the Identity Card/valid identification document resemble the candidate?	<input type="checkbox"/>	<input type="checkbox"/> If 'No', proceed to Q.6.

Personalised Barcode Sheet	Yes	No
6. Can the candidate's personalised barcode sheet be found at the exam centre?	<input type="checkbox"/>	<input type="checkbox"/>

If the answers to Q.4 to Q.6 are all 'Yes', please:

<input checked="" type="checkbox"/> Complete the SR1 report;	For Office Use
<input checked="" type="checkbox"/> Instruct the candidate to copy a paragraph in Part B(2) for future verification on the candidate's handwriting;	SFAD
<input checked="" type="checkbox"/> Put the candidate's answer script in the 'Normal Script Envelope/Multiple-choice Answer Sheet Folder' and return it to the HKEAA.	SFAD ESU

If **ANY** of the answers to Q.4 to Q.6 is 'No', please:

<input checked="" type="checkbox"/> Complete SR1 Report;	For Office Use
<input checked="" type="checkbox"/> Instruct the candidate to complete the information on the back of the 'Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document' with a marker. Then, hold the Notes (back page) and take a photo. Upload the photograph via the Public Examination Support System 2 (PESS2) (applicable to hall centres only);	SFAD
<input checked="" type="checkbox"/> Instruct the candidate to copy a paragraph in Part B(2) for future verification on the candidate's handwriting;	SFAD
<input checked="" type="checkbox"/> Place (i) the SR1 report, (ii) the completed Notes, and (iii) the candidate's answer script together in the 'Envelope for Special Reports and Related Scripts Answer Sheet' and return it to the HKEAA.	SFAD ESU

Part B (I) (To be completed by the candidate)

To: Manager (School Examinations and Assessment Division)

I took the following examination without producing my

☒ Admission Form

☒ Identity Card (or valid identification document with a photograph) because I lost / forgot to bring it / them.

Centre Number:		Candidate Number:	2	5									
Subject:		Paper:		Language Version: #	<input type="checkbox"/> Chinese / <input type="checkbox"/> English								
Home Address:													
Daytime Contact Tel. No.:					Email Address:								
Type of Identification Document:					Identification Document No.:								
I understand that I have to go to the HKEAA office during office hours within 14 days after the above subject examination to have my documents / and photograph checked. If I fail to do so, my answer script will not be marked.													
Name of Candidate:					Signature of candidate:								
Date:													

Part B (2) (Copy the following paragraph in the space provided by the candidate)

I understand that I have to go to the HKEAA Wanchai Office during office hours within 14 days after the above subject examination to have my admission form, Identity Card/valid identification and the following slip (Part C) of identity verification.

Date: _____ Name & Signature: _____
(Centre Supervisor / Invigilator)

Part C (To be completed by the centre supervisor / invigilator and issued to the candidate)

Centre No.: _____ Fax Date: _____
Subject/Paper: _____

Name of Candidate: _____

Candidate No. / Identification Document No.: _____

* You must go to the HKEAA office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) during office hours **within 14 days after the above subject examination** to have your document and photograph checked, or your answer script will not be marked. You should bring your Admission Form, identification document and this slip. If you have lost your Admission Form, you should **immediately** apply for a new one. The fee is \$297.

SR1-2779

Barcode Labels



- Candidates should be instructed to affix the barcode labels in the designated spaces of the answer book and the cartridge paper **during the exam time**
- Candidates who fail to stick the barcode label(s) on the scripts as instructed will risk a mark penalty in the subject/paper concerned and the possibility of their answer **not** being marked
- **No extra time will be given** to candidates for sticking the barcode labels after the 'Stop working' announcement. If candidates attempt to do so, they may be subject to mark penalty
- If an invigilator discovers that a candidate has not stuck any barcode labels on the cover of answer book (Part A) and the back of his/her answer script (Part B), to facilitate scanning, the candidate should be asked to stick the barcode label **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



Mobile Phone Irregularities

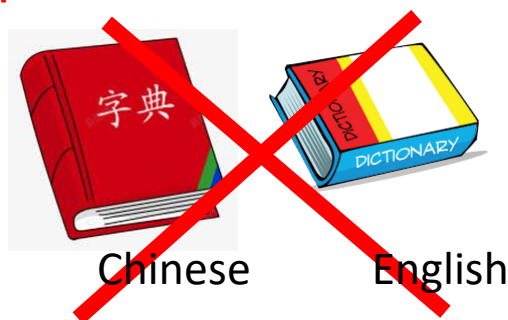
- Before making the 2nd announcement, the CS should arrange an invigilator to stay at the entrance of the exam hall and remind those candidates arriving at the centre after the first announcement to switch off their mobile phones
- Latecomers do **not** need to perform self check-in through 'Check-in Smart (HKDSE)' themselves. Invigilators should take attendance for them using 'i-Invigilation (HKDSE)'
- After the candidates are seated, they should be instructed to put their mobile phones under their chairs in a position clearly visible to the invigilators before they start working on the question papers

(Note: Mobile phone reminder cards are no longer provided.)



Candidates' Belongings

- Articles such as **English and Chinese dictionaries (except Art dictionaries)** and all kinds of **electronic devices** which can be switched on and off (e.g. mobile phones, tablets, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.) **must be taken out from the pockets, switch off and put them under the chair**



- Visual Arts Materials – **‘Materials Allowed’** (See *paragraph 11.6* of the Notes for the Guidance of Invigilators)

Handbook for Candidates

<p>卷一 Paper 1</p>	<ul style="list-style-type: none">● 可使用物品： 繪畫用的美術材料及工具（如：鉛筆、畫筆、顏料、調色碟、畫板、夾、圖釘、擦膠、膠貼條、紙張等）、少量拼貼材料、參考資料（如：書本、雜誌、美術字典等）。◆ Materials Allowed: Painting materials and instruments (e.g. pencils, paint brushes, colours, palettes, drawing boards, clips, pins, erasers, adhesive tapes, paper, etc.) small quantity of materials for collage, and reference materials (e.g. books, magazines, art dictionaries, etc.).● 不可使用物品： 英文及中文字典（包括字典摘錄）、慢乾性材料（如：油畫顏料）、慢乾劑、危險性物料（如：罐裝噴漆、噴筆、噴裝固定液等）、火燒及煙薰技法的器材。◆ Materials NOT Allowed: English and Chinese dictionaries (including excerpts from dictionaries), slow drying materials (e.g. oil paint), retarder, dangerous materials (e.g. aerosol paints, air-brushes, aerosol fixatives, etc.) and burning and smoking devices.
<p>卷二 Paper 2</p>	<ul style="list-style-type: none">● 可使用物品： 設計用的材料及工具、器材及輔助用品（如：鉛筆、畫板、顏料、調色碟、尺、畫板、夾、圖釘、圓規、膠擦、色（貼）紙、現成移印紙字、移印版等）、拼貼或剪貼技巧的材料、參考資料（如：書本、字體樣本的書籍、雜誌、搜集簿、美術字典等）。◆ Materials Allowed: Design materials, drawing instruments and aids (e.g. pencils, paint brushes, colours, palettes, rulers, drawing boards, clips, pins, compasses, eraser, colour paper/adhesive paper, ready-made transfer letters, stencil devices, etc.) materials for cutting, sticking and collage materials, reference materials (e.g. books, type specimen books, magazines, scrap books, art dictionaries, etc.).● 不可使用物品： 英文及中文字典（包括字典摘錄）、慢乾性材料（如：油畫顏料）、慢乾劑、危險性物料（如：罐裝噴漆、噴筆、噴裝固定液等）、火燒及煙薰技法的器材。◆ Materials NOT Allowed: English and Chinese dictionaries (including excerpts from dictionaries), slow drying materials (e.g. oil paint), retarder, dangerous materials (e.g. aerosol paints, air-brushes, aerosol fixatives, etc.) and burning and smoking devices.

Unauthorised item(s)		Positions where the item(s) is/are found
English and Chinese dictionaries, notebook computers, word-hidden pens, databank watches, etc.		On the candidates' body or in their clothing, or on their desks or in the drawers of their desks (including writing on their admission forms or on the back of their calculators)
Electronic devices which can be switched on or off (e.g. tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions, etc.)	<u>Not</u> in operating mode	On the candidate's body or in their clothing, or on their desks or in the drawers of their desks
	In operating mode	On the candidates' body or in their clothing, or on their desks, or in the drawer of their desks or under the candidate's chair



Handling of Unauthorised Items

- The CS/invigilators should warn the candidates being found to have unauthorised articles in the exam after the CS has announced the distribution of question papers and report the details in **Report Form SR4g**
- Please contact the HKEAA via the 'Message Board' of the 'CS Control Panel' if the CS/invigilators have any queries about the reference materials that the candidates used



Candidates Taking Photographs or Video/audio-recording

- No one, including all exam personnel, should use any devices to take photographs/videos in the exam centres
- If a candidate is found taking photographs or video/audio-recording before/during/after the exam inside the exam hall, the candidate should be asked to switch off the device immediately and be warned that a penalty will be imposed on him/her
- The candidate should be told to delete the photographs/video/audio-recordings concerned and fill out the **Report Form SR4g** at the end of the exam



Collecting & Packing of Answer Scripts

- For **Part B**, instruct the candidates to tie the white bond paper and the cartridge paper with the green string provided if they have creative/design brief drawn/written on it
- Leave the transparent paper on top of each piece of artwork (if any)
- The **answer books (Part A)** and **cartridge paper (Part B)** should be placed in the appropriate script envelopes/cardboard holders in candidate number order according to the candidate number ranges printed on the script envelope labels/cardboard holders
- The number of scripts inside should be written on each of the envelopes/cardboard holders



Collecting & Packing of Answer Scripts

- Each envelope/cardboard holder should be sealed with Security Adhesive Tape. The CS and one invigilator should then sign on the flap of the envelope/cardboard holder across the tape
- The CS and the invigilators should pack the answer scripts and examination materials within the recording coverage of the **Examination Surveillance System (ESS)**
- The CS should lock the cardboard holder(s) in a secure place and take all measures to prevent any tampering with the answer script envelope(s) before the cardboard holder(s) is collected by the courier company appointed by the HKEAA



Items To Be Submitted to The HKEAA

Materials to be returned to HKEAA	Location for storage
(Part A) - Answer Books	Use the Security Adhesive Tape and stick the Answer Scripts Envelope(s) <u>on top of the cardboard holder(s)</u>
(Part B) - Cartridge Paper	Put the cartridge papers <u>into</u> the cardboard holder(s) according to the candidate number ranges printed on the (Part B) Answer Scripts Envelope(s)
Barcode Sheets	Put into Barcode Sheet Envelope, and put the Envelope <u>into</u> the cardboard holder
Reports and the related scripts (if applicable)	Put into Envelope for Special Reports and Related Scripts, and put the Envelope <u>into</u> the cardboard holder
Candidates Attendance Record Forms (if applicable)	Put into the clear plastic bag, and put the plastic bag <u>into</u> the cardboard holder

Checklist

2024 年香港中學文憑考試 — 視覺藝術 Hong Kong Diploma of Secondary Education Examination 2024 - Visual Arts	
應交回考評處的用品 Materials to be returned to HKDFAA	存放位置 Location for storage
<input type="checkbox"/> 1. 《答案》、草稿 (Part A) - Answer Books	將《答案》、草稿封套摺疊上附考生編號紙張，將所有答案放入紙袋封套。 將所有附錄及草稿摺疊上附考生編號紙張，將所有附錄放入紙袋封套。 Put the answer books into the (Part A) Answer Scripts Envelope(s) according to the candidate number range printed on the Answer Instructions Page and attach the Answer Scripts Envelope(s) into bag of the cardboard holder(s).
<input type="checkbox"/> 2. 《草稿》、畫紙 (Part B) - Cartridge Paper	將《草稿》、畫紙封套摺疊上附考生編號紙張，將所有草稿放入紙袋封套。 將所有附錄摺疊上附考生編號紙張，將所有附錄放入紙袋封套。 Put the cartridge papers into the cardboard holder(s) according to the candidate number range printed on the (Part B) Answer Scripts Envelope(s).
<input type="checkbox"/> 3. 電腦藝術作品 (畫紙) Computer Artwork (Cartridge Paper)	將電腦藝術作品放入紙袋封套，並將所有電腦藝術作品放入紙袋封套。 Put the Computer Artwork into the cardboard holder(s) according to the candidate number range printed on the Answer Scripts Envelope(s).
<input type="checkbox"/> 4. 附帶書法和繪畫 (草稿) Requests and Art related scripts (cartridge paper)	將附帶書法和繪畫 (草稿) 放入紙袋封套，並將所有附帶書法和繪畫 (草稿) 放入紙袋封套。 Put into Envelope for Special Requests and Related Scripts, and put the Envelope into the cardboard holder.
<input type="checkbox"/> 5. 考生出席紀錄表 (草稿) Candidates' Attendance Record (Cartridge Paper)	將考生出席紀錄表放入紙袋封套，並將所有考生出席紀錄表放入紙袋封套。 Put into the (cartridge) bag, and put the plastic bag into the cardboard holder.

香港考試及評核局
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
香港中學文憑考試視覺藝術科
HONG KONG DIPLOMA OF SECONDARY EDUCATION
VISUAL ARTS EXAMINATION

2024 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2024					
視覺藝術科考試文具 VISUAL ARTS EXAMINATION STATIONERY		禮堂試場 HALL CENTRE			
遞送日期 Delivery Date	3-Mar-2025	路線編號 Route No.	A		
試場編號 CENTRE NUMBER	O2340				
試場名稱 CENTRE NAME	考評測試學校 考評測試學校 香港灣仔軒尼詩道130號修頓中心12樓 12/F, SOUTHERN CENTRE, 130 HUNTER ROAD, WAN CHAI, HONG KONG				
箱內裝有 Contents	考試文具及考試文具(如白畫紙等) Examination stationery (white cartridge paper etc.) for centre 學校編號 School Code: 00001				
		BOX 2 OF 2			

Hong Kong Diploma of Secondary Education Examination 2025 - Visual Arts
 2025 年香港中學文憑考試 — 視覺藝術

請交回有關材料 (Materials to be returned to HKCAA)	存放位置 (Location for storage)
1. (甲組) - 草稿 (Part A) - Answer Book	將 (甲組) 草稿打疊後貼上考生編號貼圖，將草稿放入草稿封套，將封套的黏貼打貼於各考生封套黏貼板背面。 Put the answer books into the (Part A) Answer Scripts Envelope(s) according to the candidate number ranges printed, use the Security Adhesive Tape and stick the Answer Scripts Envelope(s) on top of the cardboard holder(s).
2. (乙組) - 畫紙 (Part B) - Cartridge Paper	將 (乙組) 畫紙打疊後貼上考生編號貼圖，將畫紙放入畫紙夾內。 Put the cartridge papers into the cardboard holder(s) according to the candidate number ranges printed on the (Part B) Answer Scripts Envelope(s).
3. 電腦作畫紙 (Photoactive Sheets)	將電腦作畫紙打疊後，將作畫紙放入電腦作畫紙夾內。 Put into Photoactive Sheet Envelopes and put the Envelope(s) into the cardboard holder.
4. 報外覆及相關文件 (報外覆) Reports and the related scripts (if applicable)	將報外覆及相關文件放入報外覆夾內，並將封套放入報外覆夾內。 Put into the Report and Related Scripts Envelope and put the Envelope(s) into the cardboard holder.
5. 考生出席紀錄表 (如適用) Candidates' Attendance Record Form (if applicable)	將出席紀錄表放入指定夾內。 Put into the specified plastic bag (B) the cardboard holder.

香港考試及評核局
 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
 香港中學文憑考試視覺藝術科
 HONG KONG DIPLOMA OF SECONDARY EDUCATION
 VISUAL ARTS EXAMINATION

香港考試及評核局
 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

考試日期 DATE OF EXAM: 01 APR 2025 開始時間 COMMENCING TIME: 8:30 AM

科目 SUBJECT: A230C VISUAL ARTS-C 卷別 PAPER: 1B 中文卷 (HALE)

校名 SCHOOL: A1050 EST Leung Kuo Kai College

座位號碼 SEAT NO. RANGE: 001 END 視覺藝術 卷一乙

試卷數數 SCRIPTS ENVELOPE 1 (A) 試卷數 OF 1 TO

本封包內答卷數目 No. of Scripts:

Please stick the 'Scripts Envelope for Part B' on the cardboard holder and mark the no. of scripts collected

(Part B) - Cartridge Paper

須在此白畫紙的另一面作答。

Draw and write your answers on the reverse side of this cartridge paper.

考生須知

- 一、宣布開考後，考生須首先在此頁之適當位置貼上電腦條碼貼紙，填寫考生編號及試題編號。切勿在此白畫紙上寫上你的姓名或身分證明文件號碼。
- 二、須在此白畫紙的另一面作答。
- 三、寫於本頁的答案，將**不予評閱**。
- 四、試場主任宣布停筆後，考生不會獲得額外時間貼上電腦條碼貼紙及填寫試題編號。
- 五、此白畫紙須完整呈交。

INSTRUCTIONS

1. After the announcement of the start of the examination, you should first stick a barcode label and write your Candidate Number and the question number in the spaces provided on this page. You **must not** write your name or identification document number on this cartridge paper.
2. Draw and write your answers on the reverse side of this cartridge paper.
3. Answers on this side will **not** be marked.
4. No extra time will be given to candidates for sticking on the barcode label or writing the question number after the 'Time is up' announcement.
5. Hand in this cartridge paper intact.

寫於本頁的答案，將不予評閱。

Answers on this side will not be marked.

香港考試及評核局

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

2025年香港中學文憑考試視覺藝術科

HONG KONG DIPLOMA OF SECONDARY EDUCATION

VISUAL ARTS EXAMINATION 2025

請在此貼上電腦條碼
Please stick the barcode label here

考生編號
Candidate Number

試題編號
Question Number

寫於本頁的答案，將不予評閱。

Answers on this side will not be marked.

Envelope for Special Reports and Related Scripts

香港考試及評核局
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

特別報告書及有關答卷／答題紙封套
Envelope for Special Reports and Related Scripts / Answer Sheets

試場編號
Centre No.

科目／卷別
Subject/Paper

特別報告 Special Report	封套內附貼數目 No. of items enclosed	封套內的特別 黏貼編號 Paper No. (to be pasted)	封套內包含／可附貼數目 No. of papers (papers should not be pasted)
考生未能出席的考試：身分證明文件 (Candidates without admission tickets/Identification Documents)		SR1	是
考生於指定指定試場考試或替換科目資料 (Candidates who sit in specified centres or replace subject materials)		SR3	
電腦條碼異常單 (Barcode irregularities)		SR4b	
考生攜帶指定考試設備的清單 (Candidates bringing in electronic calculators (DECAHDEAA approved) etc.)		SR4c	
手提電話、電子器材、或有響鬧功能物品 (Mobile phones, electronic devices, etc. with vibrating function)		SR4p	
有關電子器材的補充事項 (Supplementary matters related to electronic devices)		SR4i	
其他考試異常事項（包括條碼文件） (Other examination irregularities (including barcode documents))		SR4g	

如考生能出示身分證明文件，所填寫的考生編號可在「第二代公開考試系統」/「點名單」核實。
而試場亦有提供個人的電腦條碼紙，則考生的考生編號將不會顯示在封套內。

請以下情況，考生的考生編號將顯示在封套內：

(i) 考生忘記其考生編號，而試場亦沒有其個人的電腦條碼紙；

(ii) 考生未能出示其本人的身分證明文件。

If the candidate could produce neither identification document and neither candidate number can be verified from the PEAS/pointlist, the candidate's candidate number should be put in the envelope.

The candidate's personal number or answer sheet should be put in this envelope when:

(i) the candidate could not produce neither candidate number and neither personal barcode sheet could be found at the centre;

(ii) the candidate could not produce neither identification document.

SPR-12075

Barcode Sheet Envelope

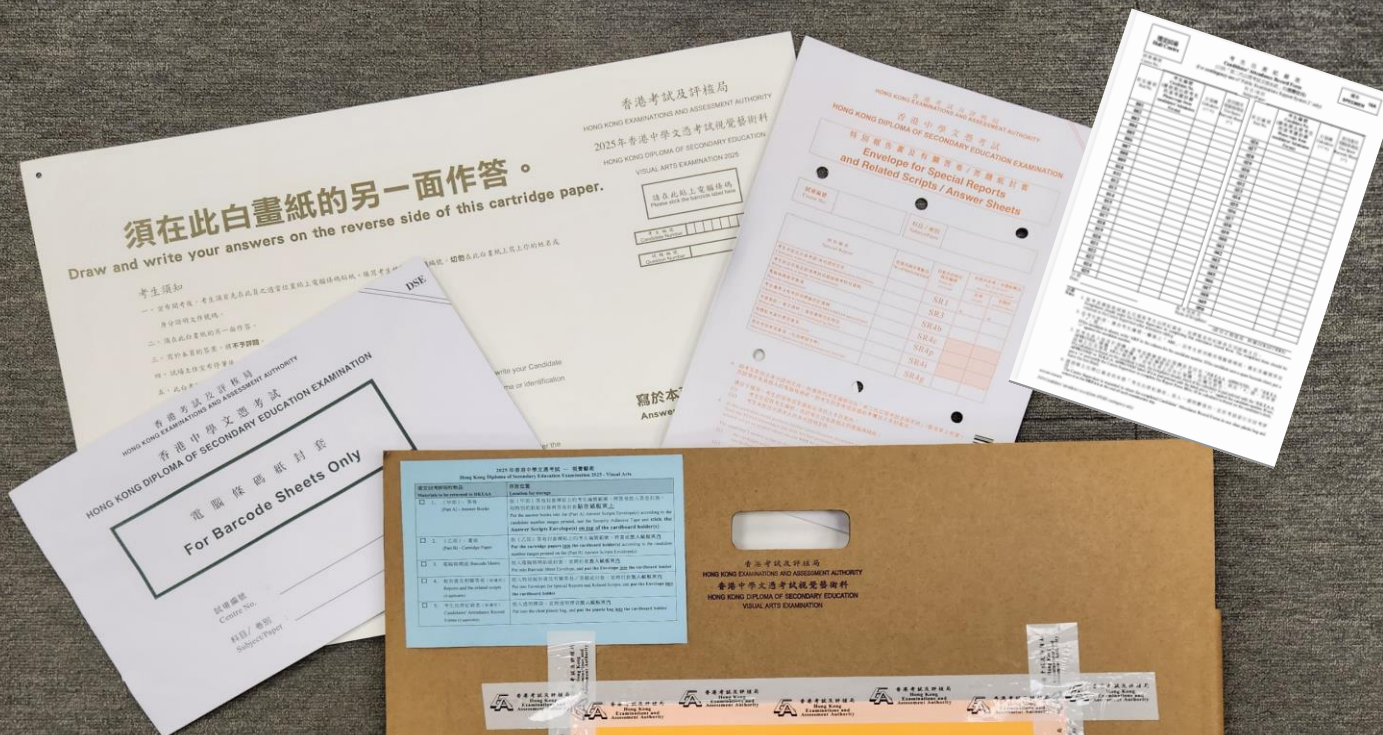
香港考試及評核局
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

香港中學文憑考試
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION

電腦條碼紙封套
For Barcode Sheets Only

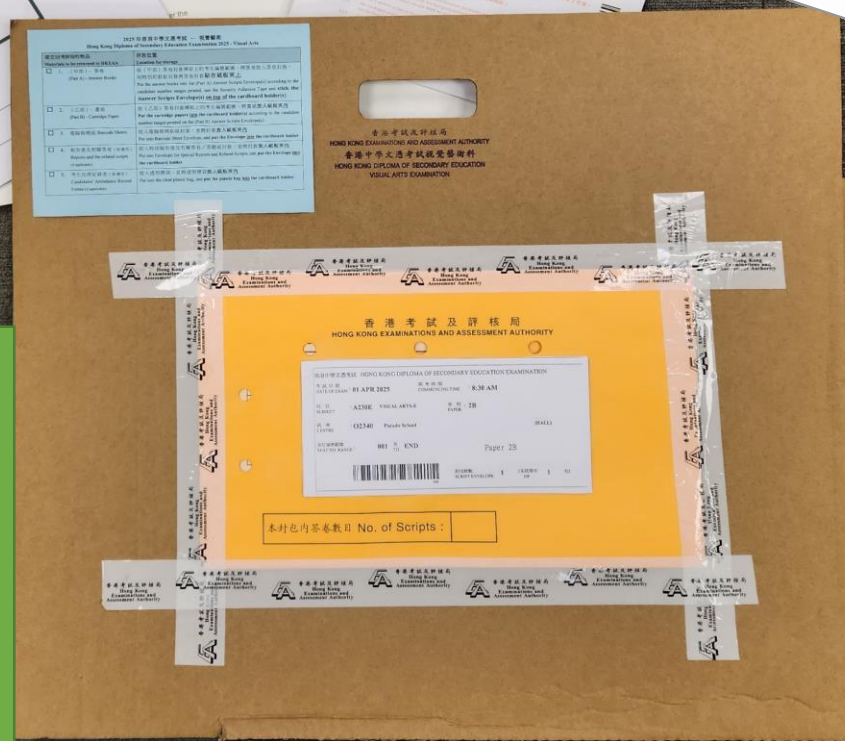
試場編號
Centre No. _____

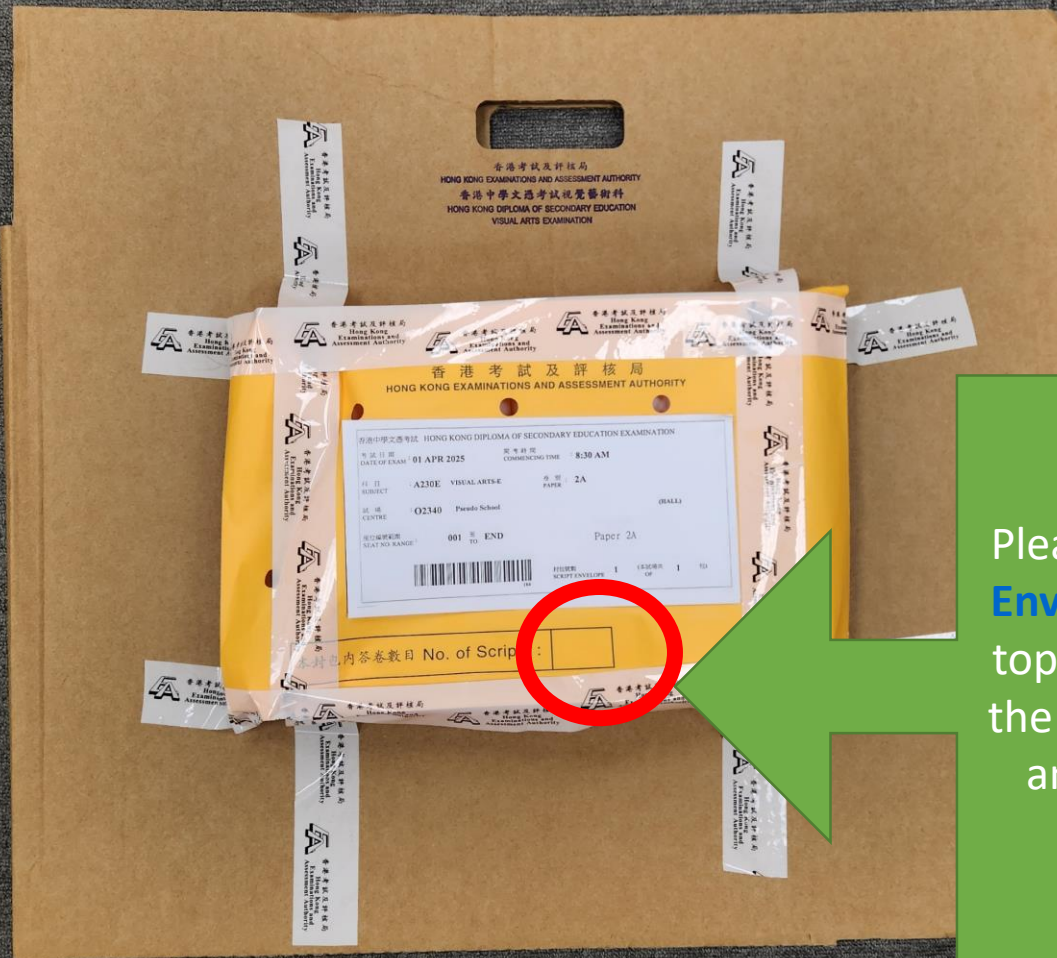
科目／卷別
Subject/Paper _____



- (Part B) - Cartridge Paper
- Barcode Sheet Envelope
- Envelope for Special Reports and Related Scripts (if any)
- Attendance Record Forms (if any)

→ Put the above items into the cardboard holder





Please stick the '**Scripts Envelope for Part A**' on top of the other side of the cardboard holder(s) and mark the no. of scripts collected

本封包內答卷數目 No. of Scripts :



Guidelines on Conflicts of Interest for Exam Personnel



Conflict of Interest

- Schools should **not** nominate any teaching/ staff members to serve as examination personnel in the 2025 HKDSE if the members or their close relative(s) (such as spouse, children, parents, brothers and sisters) and person(s) residing in the same place as they do) who are:
 - i. current 2025 HKDSE candidate; or
 - ii. teaching or involved in the management of a tutorial school* or have any direct or indirect interest in the ownership of a tutorial school
- *‘Tutorial school’ is a private school offering non-formal curriculum and shall be registered under Education Ordinance (Cap. 279). With effect from 1 July 2004, private schools offering non-formal curriculum are exempt from certain requirements of the provisions of the Education Ordinance and Education Regulations relating to fees, employment of teachers, teachers’ qualifications, principals, holidays and hours of instruction subject to their compliance with conditions specified in the Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order.
- ‘Tutorial school’ also includes 校外培訓機構 or similar institutions or organisations in Mainland China.
- For the avoidance of doubt, ‘tutorial school’ may come under different names such as ‘tutorial school’, ‘tutorial centre’, ‘education centre’, ‘college’, etc.



Confidentiality

- All examination personnel are obliged to preserve the secrecy of all matters coming to their knowledge in performing their job duties, and shall at all times keep strictly confidential of all information, materials and documents which they may have access to in the course of their duties
- It is strictly prohibited to reproduce or publish the content of examination papers or examination-related documents in any format without the approval of the HKEAA
- If it is confirmed that any examination personnel have contravened the confidentiality regulations, stringent follow-up actions will be taken according to the established procedures
- If the related actions involve suspected unlawful acts, they shall be reported to the relevant law enforcement agencies for handling



Prevention of Bribery Ordinance (POBO) (Cap 201)

- All examination personnel will strictly adhere to the applicable laws in the Hong Kong Special Administrative Region, including the Prevention of Bribery Ordinance (Cap 201) and the Hong Kong Examinations and Assessment Authority Ordinance (Cap 261). The Authority is specified in Schedule 1 to the Prevention of Bribery Ordinance (POBO) (Cap 201) as one of the Public Bodies governed by the Ordinance
- (i) Examination personnel are reminded that they are prohibited from offering advantages (“advantage” means almost anything which is of value, including any gift (both of money and in kind), loan, fee, reward, commission, office, employment, contract, service and favour, etc.) directly or indirectly through a third party to HKEAA staff
 - (ii) Examination personnel engaged in examination administration are also subject to the provisions of the POBO. HKEAA prohibits examination personnel from soliciting or accepting any advantages, whether directly or indirectly through a third party, from any persons or organisations having official dealings with the Authority



Prevention of Bribery Ordinance (POBO) (Cap 201)

- (iii) Examination personnel are also prohibited from offering advantages, whether directly or indirectly through a third party, to any person or organisation for the purpose of influencing such person or organisation in any dealings with the Authority
- (iv) Examination personnel should not accept lavish, or unreasonably generous or frequent entertainment (“entertainment” means the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time as the provision of food or drink)





Thank you

