Section III B: Examination Procedures
Visual Arts Papers 1 & 2

VA

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 by 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.) 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), the HKEAA will take contingency measures, such as delaying the examination start time or postponing the examination.   For the handling under bad weather or special circumstances, please refer to *Section IV(B)*.

1.5   Candidates sitting the examinations **in normal hall centres** (except the Special Room(s) for the Listening component of English Language) 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 within the first 30 minutes of the examination unless an irregularity is observed. **However, if the 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.**

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. Bilingual announcements will unnecessarily delay the progress of the examination.

    3.2   The first announcement should be made when the majority of candidates have been admitted and seated. 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

> You are going to sit the HKDSE **Visual Arts Paper 1 (Visual presentation of a theme) / Paper 2 (Design) (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) If you request to move to a suitable centre after you have read the question papers, you must follow the early leave requirement of this subject/paper i.e. to stay for the first 30 minutes before you leave. (Pause)
>
> 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 have not installed the application or have not brought your mobile phones or cannot log into 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.

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

4. Second announcement (Checking of personal belongings)

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:

Visual Arts 1 & 2

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)

Regardless of 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 any question paper(s) and dictionaries (including excerpts from 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)**

    Visual Arts 1 & 2

    > **After the start of the examination**, you should first write your Candidate Number in the boxes provided on the front cover of your Answer Book and the back page of your cartridge paper. You should copy your Candidate Number from your Admission Form. Moreover, you should stick a barcode label in the designated spaces on the cover of your Answer Book and the back page of your cartridge paper.
    >
    > 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 / Cartridge paper)**

    Visual Arts 1

    > You should have on your desk an Answer Book, a white cartridge paper and a white bond paper. Put up your hand if you do not. (Pause) If you want to draw on a *Xuanzhi* instead, put up your hand. (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, supplementary answer sheets and cartridge paper on which you have written any answers.
    >
    > **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, cartridge paper and bond paper. (Pause)
    >
    > If you need water for drawing, you should now get a small pot of water from the bucket nearest you.

    Note: Candidates should be allowed to get water and/or dispose of waste materials more than once throughout the examination session.

    Visual Arts 2

    > You should have on your desk one Answer Book, a white cartridge paper and a white bond paper. 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, supplementary answer sheets and cartridge paper on which you have written any answers.
    >
    > **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, cartridge paper and bond paper. (Pause)
    >
    > If you need water for drawing, you should now get a small pot of water from the bucket nearest you.

Note: Candidates should be allowed to get water and/or dispose of waste materials more than once throughout the examination session.

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 just a few minutes before the start of the examination session**. After ensuring that there are sufficient copies for distribution, announce:

Visual Arts 1 & 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**. If any writing/drawing is found on a candidate's white bond paper during the distribution of Question Papers, invigilators should collect the white bond paper immediately and replace it with a new one.

8. **Sixth announcement (Checking of Question Papers)**

Visual Arts 1 & 2

> You should have on your desk a Question Paper, a white cartridge paper, a white bond paper and an Answer Book. Put up your hand if you do not. (Pause)
>
> Answers for Part A must be put in the Answer Book. For Part B, you must draw and write your answers on the appropriate side of the white cartridge paper provided.
>
> Now, read the Instructions on the cover of the Question Paper and Answer Book. 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 Paper to **check the number of pages/questions**. After the start of the examination, candidates should first write their candidate number in the boxes provided on the front cover of their Answer Book/back page of the white cartridge paper/bond paper and affix barcode labels in the designated spaces on the front cover and the inner pages of the Answer Book/back page of the white cartridge paper 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.

Visual Arts 1 & 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**' 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, the back page of the white cartridge paper and the bond paper. 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 and the back page of the white cartridge paper 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 a 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:

Visual Arts 1 & 2 (also see *paragraph 9.4*)

> **You have 45 minutes to answer Part A**. The Answer Book for Part A will be collected 45 minutes after the start of the examination.
>
> 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.

　　　For **Visual Arts 1 & 2**, the CS should write on the board the starting time and finishing time for the Paper, as well as that for Part A (which is to be collected 45 minutes after the start of the examination). For example:

> **8:32 am – 12:32 pm**
> **(Section A: 8:32 am – 9:17 am)***

　　　* The actual starting and correct finishing times should be written.

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 examination duration. 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 questions 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.**

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 of candidates' attendance

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

12. Collecting Question Papers and answer books from vacant seats

12.1 **30 minutes after the start of the examination**, the CS should ask the invigilators to collect the Question Paper/Answer Book/white cartridge paper/white bond paper/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 'Recording Absentees' function** and **scan one of the barcode labels on the absentees' personalised barcode sheet**. A blue tick '✓' denoting the confirmed record will be displayed. 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 use the **'Attendance Taking'** of the 'i-Invigilation (HKDSE)' to scan the barcode label of the candidate concerned again to correct the attendance record 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) The 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 the examination session, the Sessional Report (elective subjects) (see *Specimen 20C*) to confirm the quantity of question papers received, the starting/finishing time of the examination, the details of latecomers, the number of answer scripts collected, the number of surplus QA books (if applicable), whether the examination has been conducted according to the prescribed procedures, etc. The Sessional Report should be completed by the CS and confirmed by two invigilators (including one invigilator not assigned by the centre school). The Sessional Report (for elective 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 elective subject(s) in the centre.

D. End of Part A of Visual Arts 1 & 2

17.1 **40 minutes after the start of the examination**, the CS should make the following last 5-minute announcement for Part A of Visual Arts 1 & 2:

> You have **5 minutes left for Part A**. 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 on the cover of the Answer Book and mark the question number box of your answers.
>
> Cross out all unwanted materials. You will ***NOT*** be allowed to work on your Answer Book and supplementary sheets including affixing barcode labels, using an eraser or filling in question numbers after the 'Stop working' announcement.

17.2 **45 minutes after the start of the examination**, the CS should make the following announcement:

> The time now is _____. Stop working on Part A. **(Pause for 10 seconds to ensure that all candidates are complying with the instructions^)**
>
> Close your Answer Book. If you have supplementary answer sheets, tie them in your Answer Book with the piece of string provided. I will now collect the Answer Book. **You can proceed with Part B during the collection.**

^ During the 10-second pause after *'Stop working on Part A'* 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).

E. End of Examination

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

18.1 **15 minutes before the end of the session**, the CS should announce:

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> 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 indicated the appropriate question number in the question number box on the white cartridge paper, otherwise the markers may not know which question you have answered. Besides, make sure you have written your Candidate Number and stuck barcode labels in the designated spaces. You must not write your name or identification document number on the answer book/cartridge paper/bond paper.
>
> **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.
>
> Now, you will be given four paper clips and a sheet of transparent paper to protect your drawing. You should clip the transparent paper and the white cartridge paper together.

18.2 **5 minutes before the end of the session**, the CS should announce:

Visual Arts 1 & 2 (Part B)

> You have **5 minutes left**. Make sure you have written your Candidate Number and stuck a barcode label in the designated space on the cartridge paper. Remember to enter the question number on the cover of the cartridge paper.
>
> Cross out all unwanted materials. You will *NOT* be allowed to work on your answer including affixing barcode labels on, using an eraser, filling in the question number or holding any stationery after the 'Stop working' announcement.

19. Ninth announcement ('Stop working' instruction)

19.1 When time is up, announce:

Visual Arts 1 & 2 (Part B)

> 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. You must not work on your answers or affix barcode labels now, otherwise you will receive a mark penalty. (Pause)
>
> Leave the white cartridge paper on the desk. If you have creative/design brief drawn on the white bond paper, tie it in the cartridge paper with the green string provided. Put your cartridge paper 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).

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

20. Tenth announcement (Collection of answer scripts)

20.1 The CS should announce:

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> Your cartridge paper 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 back of the cartridge paper, to facilitate scanning, the invigilator will let you stick the label on the back of the cartridge paper under supervision. You are required to complete a report form before leaving the examination hall/room.

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

20.3 While collecting the answer scripts, if an invigilator discovers that **a candidate has not put down his/her candidate number on the back of his/her answer script, the candidate can be allowed to write his/her candidate number on the back only under the supervision of the invigilator. However, the candidate <u>should not be allowed to fill in the question number boxes.</u>**

20.4 While collecting the answer scripts, if an invigilator discovers that **a candidate has not stuck any barcode labels on the back of his/her answer script, to facilitate scanning, the candidate should be asked to stick the barcode label on the back 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.**

21. Checking of answer scripts collected

21.1 The answer scripts should be collected in candidate number order, with the smallest candidate number on top.

21.2 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.

21.3 **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.

21.4 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 his/her answer script, the answer script 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 '**Attendance and Script Records**' of the '**CS Control Panel**', select the relevant candidate and click 'Edit' to update the script record manually. 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 script should be placed in the **Envelope for Special Reports & Related Scripts/Answer Sheets**.

21.5 The total number of scripts collected will be automatically displayed on the '**Summary Report**' page of the 'CS Control Panel'. The CS should verify the accuracy of the data displayed.

22. Eleventh announcement (Dismissal of candidates)

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

Visual Arts 1 & 2 (Part B)

> If you have made the desk dirty or the floor wet, clean it now. (Pause) If you have any small pieces of waste paper, put them in the waste paper baskets or litter bins at the exit or back of the hall. Do not leave them on your desk or on the floor.

> 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.

22.2 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).

22.3 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).

23. Completing the Sessional Report (for elective subjects)

23.1 After the end of the examination session, the Sessional Report (for elective subjects at *Specimens 20C*) is for the CS/invigilators to confirm the quantity of question papers received, the starting/finishing time of the examination, the details of latecomers, the number of answer scripts collected, the number of surplus QA books (if applicable), whether the examination has been conducted according to the prescribed procedures, etc. The Sessional Report should be completed by **the CS and two invigilators (including one invigilator not nominated by the centre school)**.

24. Confirming the examination records

After verification of the number of answer scripts collected against the number of candidates present, 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.

25. Packing of answer scripts and examination materials

25.1 The CS should refer to the Script Envelope Summary (see *Specimen 26B*) for the number of pre-printed script envelopes/cardboard holders provided to the centre. The answer books (Part A) and cartridge paper (Part B) should be placed in the appropriate script envelopes/cardboard holders (see *Specimen 26A*) 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. Each envelope/cardboard holder should be sealed with a piece of Security Adhesive Tape. The CS and one invigilator should then sign on the flap of the envelope/cardboard holder across the tape (see *Specimen 27*).

25.2 **Items to be placed in the normal script envelopes/cardboard holders:**

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.

25.3 **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;

} Candidates who use spare 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 scripts with candidate number written but no barcode label stuck on;
(8) if any, Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p, SR4t* or SR4i;
(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.

* The 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.

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

25.5 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*).

26. Return of answer scripts to the collection centre

26.1 After the end of the examination, the CS and the invigilators should pack the answer scripts and examination materials within the recording coverage of the Examination Surveillance System (ESS). The Answer Scripts Envelope(s) and cardboard holder(s) should be sealed with Security Adhesive Tapes under supervision. 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 is collected by the courier company appointed by the HKEAA.

The CS may appoint a responsible staff member to wait for the collection of the drawing papers and related documents as specified below:

(1) Answer scripts for Part A [in (Part A) Answer Scripts Envelope(s)] : **Use the Security Adhesive Tape and stick the scripts envelope(s) on top of the cardboard holder(s)**
(2) Answer scripts for Part B;
(3) Rough-work sheets (in rough-work sheet envelopes) (if any);
(4) Barcode sheets (in barcode sheet envelopes);
(5) Calculators Form (if any);
(6) Envelopes for Special Reports and Related Scripts/Answer Sheets with Report Forms SR1, SR3, SR4g, SR4b, SR4c, SR4p or SR4t (if applicable*), SR4i.

} Put Item (2) to (6) into the cardboard holder(s)

* Any Sessional Reports, Report Form SR4t and unused Candidates' Attendance Record Forms (Please refer to CS Handbook *Section IV paragraph 24*) 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.

26.2 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 place in a carton box.

Points to note for Visual Arts

A. Regarding unauthorised materials

1. Open book examination arrangement is adopted in Papers 1 and 2. The following are listed in the Handbook for Candidates as 'materials allowed' and 'materials not allowed' in the examination:

    Materials Allowed
    Paper 1
    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.).

    Paper 2
    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.).

    Materials NOT Allowed (for both Papers 1 and 2)
    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.

2. During the Visual Arts examination, as in the examination of all other HKDSE subjects, invigilation staff may examine the materials which candidates have brought into the examination centre and report any irregularities to the HKEAA as appropriate.

3. Invigilation staff should avoid disturbing the candidates as far as possible when checking the materials, i.e. they should only check the materials when candidates are not referring to or using them.

4. If a candidate is found to be using/have used any dangerous materials/devices during the examination, the invigilation staff should stop the candidate from using them immediately. Details of the unauthorised materials/devices found should be recorded in the Report Form SR4g and signed by the candidate concerned for follow up by the HKEAA.

5. If a candidate is found to be using/have used unauthorised articles such as English and Chinese dictionaries (including excerpts from dictionaries) or slow drying materials during the examination, the invigilation staff should allow the candidate concerned to continue using the relevant articles while the examination is in progress. They should not disturb the candidate concerned during the examination, but should ask him/her to fill in an SR4g Report Form after the examination, together with the articles being collected, for the HKEAA to follow up.

B. Regarding the use of reference materials

6. As in the past HKDSE, appropriate reference materials are allowed in the examination. However, reference materials should be used for reference only and not for direct copying. Apart from being incompatible with the assessment objectives of the public examination, direct copying from reference materials may result in works that cannot demonstrate candidates' own abilities to produce original works based on the chosen theme by means of transference or association during the examination.

7. During the examination, if direct copying is observed, invigilation staff should allow the candidate concerned to continue using the relevant reference material(s) while the examination is in progress. They should not disturb the candidate concerned during the examination but should ask him/her to fill in an SR4g Report Form after the examination for the HKEAA to follow up.

8. Invigilation staff should exercise their professional judgment in deciding whether there is a need to report any irregularities to the HKEAA for follow up (with reference to the examples provided and discussed at the CSs' training session).

9. The CS should avoid giving concluding remarks on whether the candidates have directly copied from reference material(s) or whether the candidates will be penalised.   To avoid misunderstanding, the CS may explain to the candidate concerned as follows:

    > This report and the reference material(s) will be submitted to the HKEAA for scrutiny to confirm whether it is a case of direct copying. You will be informed of the conclusion on your case in writing before the release of examination results.