

有關 PESS2 的程序，請登入 HKEAA Extranet 瀏覽相關短片

Regarding the procedures for PESS2, please log in to the HKEAA Extranet to view the relevant videos

短片補充資料 Supplementary Notes for Video

Existing Video				PESS2 Video (Source from Extranet)			PESS2 User guide (Source from Extranet)	
Part 2 Examination Procedure for Written paper	Contents	Eng version	Chi version	New chapter	Eng version	Chi version	User guide (Hall)	使用者手冊 (禮堂試場)
	New working panel and timer setting	03:45 – 04:07	03:19 – 03:36	模擬操作	Not Applicable	10:30 – 11:00	Page 10	第 9 頁
		PECSS desktop and timer setting	試場通訊及支援系統之電腦版面及設定計時器				3.4.1 Set the timer and view the examination time	3.4.1 設定計時器及查閱考試時間
	Attendance taking under ASTS	07:55 – 08:30	06:58 – 07:24	監考易教學短片 - i-Invigilation (HKDSE) Training Video	02:00 – 03:11	01:28 – 02:35	Page 11	第14-19頁
		The Attendance and Script Tracking System (ASTS) is set up in the written examinations conducted in halls. During attendance taking, invigilators will scan the barcode printed on candidates' admission form and their personalised barcode sheet.	於禮堂舉行的筆試會採用「出席紀錄及答卷收集系統」監考員核對考生身分時會使用條碼掃描器掃描考生的准考證及個人電腦條碼紙				4.1.1 Take attendance for candidates	4.1.1 為考生點算出席
	Unused barcode	08:40 – 08:48	07:32 – 07:38	監考易教學短片 - i-Invigilation (HKDSE) Training Video	03:12 – 03:26	02:36 – 02:50	Page 20	第 18 頁
		The Centre Supervisor should assign one of the invigilators to scan the unused barcode sheets to collect the absentees' records	試場主任應委派一位監考員掃描未用過的電腦條碼紙記錄缺席考生的資料				4.1.4 Record absentees	4.1.4 記錄缺席考生
	Reminder for the last mins	11:02 – 11:11	09:35 – 09:51	模擬操作	Not Applicable	11:00 – 11:06	Page 10	第 9 頁
		Reminders of the last 15 minutes and 5 minutes	考試時間餘下15及5分鐘				3.4.1 Set the timer and view the examination time	3.4.1 設定計時器及查閱考試時間
	Collecting Scripts	13:17 – 13:25	11:41 – 11:50	監考易教學短片 - i-Invigilation (HKDSE) Training Video	03:55 – 04:24	03:11 – 03:41	Page 16 – 21	第15-20頁
		After the collection of answer scripts, invigilators should count them and scan the barcode labels on the cover of the answer scripts	監考員收集所有答卷之後應使用掃描器掃描答卷封面上的電腦條碼貼紙來點算答卷				4.2 Script counting	4.2 點算答卷
	Transmit data	13:41 – 13:54	12:05 – 12:16	模擬操作	Not Applicable	12:21 – 12:52	Page 22 – 23	第21-22頁
		And transmit the data file to the HKEAA. Complete the Sessional Report with two invigilators	將資料傳送至考評局，考試報告應由試場主任及兩位監考員一同填寫				4.3 View and handle discrepancy report 4.4 Confirm exam data	4.3 查閱和處理差異報告 4.4 試場主任確認考試資料

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Part 6: Instructions for Special Room Invigilators	Contents	Eng version	Chi version	New chapter	Eng version	Chi version	User guide (Hall)	使用者手冊 (禮堂試場)
	Export data	06:26 - 06:32	05:43 - 05:48	Not Applicable			Page 25	第24頁
		Upload the attendance and scripts records to the "Attendance and Script Tracking System'	在「出席紀錄及答卷收集系統」上載出席及答卷紀錄				5.1 Edit the records of assigned candidates who went to the Special Room	5.1 修改前往特別室的派往本試場考生記錄