

# Centre Supervisors' Briefing

HKDSE 2023

Category C (Other Languages) Subjects  
Written Examinations

**20 September 2022**



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

# Category C (Other Languages) Subjects

## Final Entry Figures

Subject	2021	2022	2023
French	39	40	35
Spanish	21	18	21
German	1	8	4
Japanese	366	404	482
Hindi	10	13	4
Urdu	27	41	35
<b>Total</b>	<b>464</b>	<b>524</b>	<b>581</b>



香港考試及評核局  
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# **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**



# Prevention of Bribery Ordinance (POBO)

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. CSs/invigilators are reminded that they are prohibited from offering advantages to the HKEAA staff. CSs/invigilators engaged in examination administration are also subject to the provisions of the POBO. HKEAA prohibits CSs/invigilators from soliciting or accepting any advantages from any persons or organisations having official dealings with the Authority. CSs/invigilators are also prohibited from offering advantages to any person or organisations for the purpose of influencing such person or organisation in any dealings with the Authority.



# CONFLICT OF INTEREST

- All invigilation staff are required to declare and report to the CS if they know any candidates in the centre. The CS should arrange another invigilator to handle the enquiries/collect the scripts of the candidates concerned, if possible
- In this case, the invigilator should not accompany the candidates concerned to the washroom during the exam
- The exam personnel who find any candidates they know\* at the centre should complete the declaration on Part C (for hall) / D (for classroom) of the Report Form [SR4i](#) for onward transmission to the HKEAA via the CS



# **Video-Recording of the Examination Proceedings**

**The written exam proceedings of all the six languages at the centres will be video-recorded for record purposes. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon completion of the exam cycle**



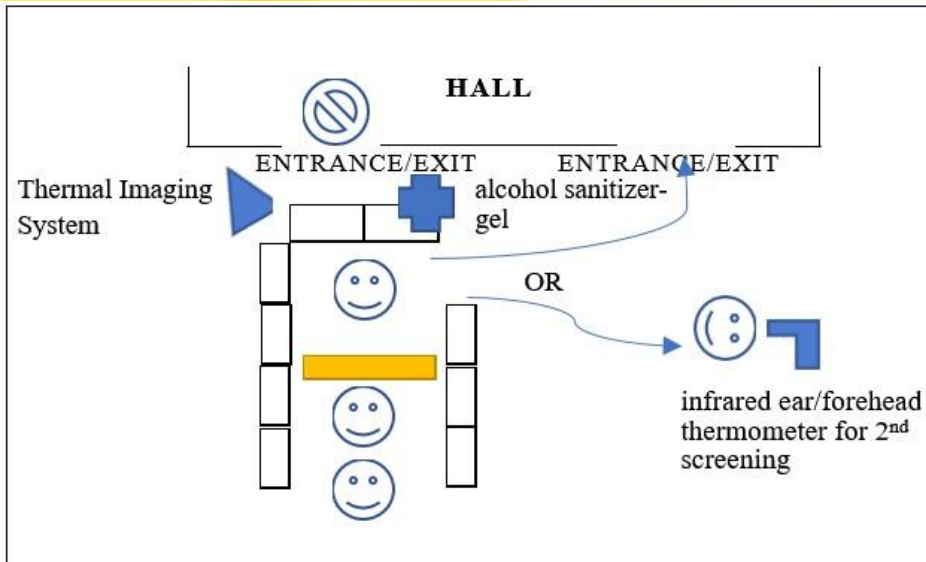
# Precautionary Measures at Examination Centres

For the precautionary measures against COVID-19 infection to be implemented in examination centres, please refer to the separate document '**Precautionary Measures at Examination Centres**' for Category C written and speaking examinations which can be viewed on the HKEAA website > Schools and Teachers.



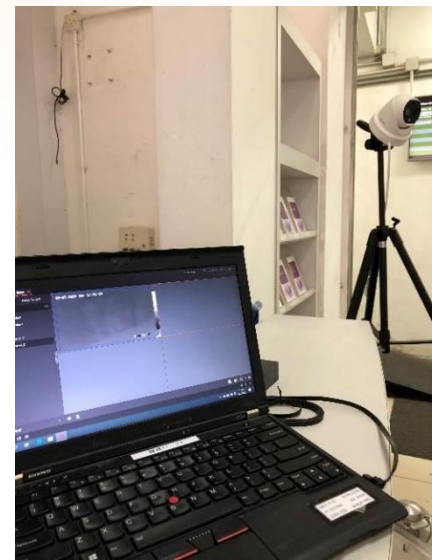
# The following procedures will be strictly enforced by the invigilators :

## Body Temperature Screening



- Pay attention if any candidates whose body temperature is at or higher than the alert level of the screening system
- If yes, take the body temperature of these candidates with an infrared ear/forehead thermometer
- Candidates may rest a while before taking their body temperature for the second time

- For the prevention of COVID-19, candidates who have any symptoms of COVID-19 mentioned in the 'Candidate's Declaration Form on Health' i.e. fever (tympanic temperature **at or higher than 38°C**), cough or shortness of breath, sudden loss of sense of taste or smell, undergoing mandatory quarantine or awaiting test results of COVID-19 compulsory testing will be required to leave the exam centre and consult a doctor as soon as possible.





# Candidate's Declaration on Health



2023 年香港中學文憑考試  
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2023  
考生健康申報表 Candidate's Declaration on Health

考生姓名 Name of Candidate: \_\_\_\_\_ 日期 Date: \_\_\_\_\_  
考生編號 Candidate Number: \_\_\_\_\_ 試場編號 Centre Number: \_\_\_\_\_  
科目 Subject: \_\_\_\_\_ 座位編號 Seat Number: \_\_\_\_\_

本人聲明以下所有申報的資料均屬實，並明白根據香港中學文憑考試的考試規則，提供虛假、不完整或誤導訊息將受到懲處或被取消考試資格。  
*I declare that all information given below is true and correct to the best of my knowledge. I understand that according to the HKDSE Examination Regulations, I shall be subject to penalties or disqualification for giving false, incomplete or misleading information.*

我聲明以下所有陳述均屬正確：  
I declare that all of the following statements are true:

(a) 我沒有任何冠狀病毒病的病徵：例如發燒（體溫達 38°C 或以上）、急性呼吸道感染徵狀、突然喪失味覺或嗅覺等。  
I do not have any symptoms of COVID-19, such as a fever (body temperature at 38°C or above), symptoms of acute respiratory tract infection, or sudden loss of sense of taste or smell, etc.

(b) 今天（即考試當日），我不是正在接受政府指定的強制檢疫（包括「居安抗疫計劃」及家居隔離）。  
I am not undergoing mandatory quarantine (including StayHomeSafe Scheme or home isolation) today, i.e. the day of examination.

(c) 我今天（即考試當日）已完成冠狀病毒病快速抗原測試，而我今天的快速抗原測試結果為陰性。  
I have done the COVID-19 rapid antigen test (RAT) today, i.e. the day of examination, and the result of my RAT today was negative.

我有以下特殊情况：  
I have the following special condition:

我或同住家人因應政府公告而需接受強制檢測，惟在考試前仍未取得有關檢測結果，但我和同住家人今天的快速抗原測試結果為陰性。  
I or my household member(s) have not received the compulsory testing result under Compulsory Testing Notice before the examination but the RAT results of myself and my household member(s) today were negative.

考生簽署 Candidate's Signature \_\_\_\_\_

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考生簽署 Candidate's Signature \_\_\_\_\_





- If any candidate **cannot confirm that all statements are true** in the declaration form, CSs/invigilators should distribute the **'Notes for Candidates with Symptoms of COVID-19' SRf (Notes)** to the candidate concerned, to inform him/her of the arrangements regarding absence from the exams due to illness or COVID-19 related circumstances
- Candidates must complete and sign the SR4g report form. The CS should put it into the **'Envelope for Special Reports & Related Scripts'** together with the 'Candidate's Declaration Form on Health' to the HKEAA for follow-up
- Candidates refusing to cooperate or making false, incomplete or misleading declaration may receive penalty or even be disqualified from the exam

SRf(Notes)

### 有關考生出現新冠病毒病的病徵須知

**考生屬以下任何一種情況均不獲進入試場：**

- I. 有冠狀病毒病的病徵：例如發燒（體溫達 38°C 或以上）、有急性呼吸道感染徵狀（例如咳嗽、氣促等）或突然喪失味覺或嗅覺等；或
- II. 於考試當日正接受政府的強制檢疫或仍在等候冠狀病毒病強制檢測結果。

**於離開試場前，考生必須在試場人員的監督下填寫並簽署 SR4g 報告書，並提供不獲進入試場的原因，例如你的體溫及/或病徵。**試場主任應將該報告書連同考生的「考生健康申報表」一併交回考評局跟進。

如有查詢，考生可聯絡公開考試資訊中心（電話：3628 8860）。

**備註：**  
如考生拒絕合作或作出虛假、不完整或誤導申報，將會受到懲處或被取消全部考試資格。

**考生因病或其他特殊情况缺席考試：**  
筆試或實習考試不設補考，考生如因病或其他特殊情况（例如正接受政府的強制檢疫）未能出席考試，請參閱【考生手冊】內第四章第 4 項。

**Notes for Candidates with symptoms of COVID-19**

Candidates with any one of the following conditions will **NOT** be admitted to the examination centre:

- I. Have symptoms of COVID-19, such as having a fever (body temperature at 38°C or above), symptoms of acute respiratory tract infection (such as a cough or shortness of breath) or sudden loss of sense of taste or smell, etc.; or
- II. Undergoing mandatory quarantine or still awaiting test results of COVID-19 compulsory testing on the day of examination.

**Before leaving the examination centre, candidates must complete and sign the SR4g report form, and state the reason(s) for not being admitted to examination centre, e.g. your body temperature and/or symptom(s) under the supervision of a centre staff. The Centre Supervisor should submit the SR4g form together with the 'Candidate's Declaration on Health' to the HKEAA for follow-up.**

In case of enquiries, please contact our Public Examinations Information Centre at 3628 8860.

**Remarks:**  
Candidates refusing to cooperate or making false, incomplete or misleading declaration may receive penalty or be disqualified from the whole examination.

**Absence from the Examination due to Illness or Special Circumstances:**  
No supplementary examination will be arranged for written or practical papers. For candidates who are absent from the examination due to illness or special circumstances (e.g. undergoing mandatory quarantine on the day of examination), please refer to Section D4 of the 'Handbook for Candidates' for details.



# Important Notes



# IMPORTANT NOTES

## 1. Question Paper Format

**Question-Answer Books** are used for the written components (i.e. Papers 2 and 3) including Urdu Paper 3 this year. Candidates should follow the instructions on the cover of the Question-Answer Book to write their answers directly onto the spaces provided therein. Supplementary Answer Sheet would be provided upon requested.



# IMPORTANT NOTES

## 2. Affixing of Candidate Labels

- Candidates should affix the candidate labels on the cover of the Question-Answer Book ***before the start of the exam***
- If no candidate label is found on the cover of a candidate's Question-Answer Book/Supplementary Answer Sheet during the collection of scripts, supervise the candidate to affix a candidate label on the cover. Report the case in Report Form [SR4g](#) & ask the candidate to sign on the form



<b>120002705</b>	<u>8272 / 23</u>
FRENCH-J -Paper 2	Centre: G1900
CHAN TAI MAN	Seat: 1
	HK100 0179

# IMPORTANT NOTES

## 3. Arrival Time of Candidates:

- Candidates should arrive at the exam centre at least 30 minutes before the start time of the exam (i.e. **8:30** am / **1:00** pm / **4:30** pm) as shown on the Admission Form
- **Candidates who arrive after the start time of an exam session should report to the CS or an invigilator.** They may be allowed to enter the exam hall/room and sit the exam but are required to fill out a report after the exam and **state the arrival time and reasons for being late.** Cambridge International reserves the right not to accept their answer scripts



# IMPORTANT NOTES

- After the candidates have been seated, remind them to place the mobile phones under their chairs in a position clearly visible to the invigilators
- Check candidates' Admission Forms and identification documents (if the admission forms do not have the candidates' photographs) at an appropriate time
- Amend the attendance record when necessary
- No extra time should be given to make up for the time lost





# IMPORTANT NOTES

## 4. Early Leave of Candidates:

- **Candidates are not allowed to leave during the first 60 minutes and the last 15 minutes of the session.** No candidates, including early leavers, are allowed to take away any question papers from the exam centre
- Check whether early leavers have affixed candidate labels, signed and marked the question number boxes, as appropriate
- The answer scripts and question papers of early leavers should be collected together with those of other candidates at the end of the exam



# IMPORTANT NOTES

- Candidates requesting to leave outside the permitted time should fill in Report Form [SR4g](#)
- Candidates will receive a **mark penalty** if they leave the exam centre without the permission of the CS/invigilators

## 5. Exam Announcements:

- The announcements of the CSs should be made in English in the exam



# IMPORTANT NOTES

## 6. Exam Stationery:

- Correction pens, fluid or tape, erasable pens, highlighters or gel pens must not be used
- Write in dark blue or black pen

## 7. Other important regulations:

- Candidates must not discuss or disclose by any means the contents of the paper with any person who has not taken the exam for 24 hours after taking the exam. If they do so, they will be **automatically disqualified from the subject** being taken



# IMPORTANT NOTES

## 8. Handling of exam irregularities/complaints

- Candidates must lodge their complaints about the centre environment at the exam centre. Candidates should provide specific information about the undesirable condition(s) encountered (e.g. time and duration of the noise/disturbance) before they leave the exam centre. The HKEAA will not accept candidates' complaints about undesirable centre conditions which are not reported to invigilation staff on the spot
- Precautionary Measures against COVID-19 are implemented in exam centres. Any changes to the precautionary measures will be communicated to schools and announced via the HKEAA's website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)) as soon as possible
- Keep the air-conditioning on and close all the windows if noise from outside may cause noise disturbance
- Adjust the room temperature by switching off some of the ventilators or lowering their outputs if candidates express concerns over it being too cold
- Other complaints and irregularity reports, if any, must be made in writing within 7 calendar days after the date of the exam



# Major Exam Procedures



# BEFORE THE EXAM

- **Avoid holding activities and using the loudspeaker near the exam venue**
- **Seek the cooperation of other teachers and students to keep the exam hall/room(s) quiet during exam**
- **Turn off the school bell and the PA system inside the exam hall/room(s). Turn off or turn down the school bell and the PA system outside the hall/room(s)**




# BEFORE THE EXAM

- **Upon receipt of the question papers, stamp a school seal on the receipt**
- **Brief the invigilators of the exam regulations and procedures**
- **Invigilators should report for duty 30 minutes before the start of exam, i.e. 8:00 am / 12:30 pm / 4:00 pm**




# BEFORE THE EXAM

- To mitigate the risk of infections where candidates are required to take off the mask temporarily for verifying their identity during attendance taking, the procedure for checking candidates' identity will take place **BEFORE THE EXAM**. Schools are requested to set up booths/stations in an open area with cover and good ventilation e.g. covered playground to check the candidates' identity by asking the candidates to remove their surgical mask temporarily behind a transparent partition before admitting them to the examination hall/room. If a candidate is wearing a hat, the invigilators may ask the candidate to take off the hat or move it backwards.



Invigilators may should **NOT** ask candidates to remove their surgical mask temporarily during the examination. If the CS/invigilators have doubts or queries about any candidates' identity during the examination, the candidates concerned should be asked to stay behind for identity checking by removing their surgical mask temporarily after the examination session while maintaining an appropriate social distancing



If candidates bring to the examination hall/room any drink (including water), they should put it under their chair. In case they wish to drink water during the examination, they should first obtain the permission from the CS/invigilators and **DRINK OUTSIDE** the examination hall/room under the supervision of the CS/invigilators.





# BEFORE THE EXAM

- **Distribute the stationery and candidate label sheets before admission of candidates**
- **Admit candidates to the exam hall/room(s) 20 minutes before the start of exam at 8:10 am / 12:40 pm / 4:10 pm. Give them sufficient time to check the candidate label sheets/exam stationery and stick the candidate label**
- **Supplementary Answer Sheets (if required) should not be torn apart**



# BEFORE THE EXAM

- **Before making the first announcement, arrange an invigilator to stay at the entrance of the exam hall/room(s) for candidates coming in late**
- **Remind those late candidates to switch off their mobile phone and disable the alarm function as well**



# BEFORE THE START OF THE EXAM

- Make announcements according to the Important Notes for CS & Invigilators
- Instruct candidates to check their personal belongings and put away all unauthorised materials. **Candidates found to have any unauthorised material after the announcement of distribution of question papers are subject to penalties**
- Instruct candidates to check their mobile phones (and the alarm function) and other electronic devices\* to ensure that the devices have been switched off. Then put their mobile phones under their chairs in a position clearly visible to the invigilators
- Instruct candidates to check the candidate label sheets
- Instruct candidates to check the exam stationery

\* *Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphones or other wearable technologies with communication or data storage functions, etc.*



# BEFORE THE START OF THE EXAM

- **Check carefully the question paper packets and open them in front of the candidates and the invigilators**
- **Distribute the Question-Answer Books**
- **Instruct candidates to check if there are any missing pages in their Question-Answer Books**
- **Instruct candidates to close their Question-Answer Books after checking**
- **(Note: In case a candidate reports to have a defective Question-Answer Book, make sure that a replacement Question-Answer Book is given to the candidate promptly before the start of the exam)**



# AFTER THE START OF EXAM

- Write the **actual start time** and the **correct end time**, subject, paper and centre number clearly on the blackboard
- Nobody should be allowed to take away the question papers and any exam materials during the entire exam period



# AFTER THE START OF EXAM

- **During attendance taking, check whether**
  - **the photograph on the Admission Form/identification document resembles the candidate (to preclude the possibility of impersonation);**
  - **the name and identification number on the Admission Form match those on the identification document;**
  - **the subject being taken is listed on the Admission Form;**
  - **the candidate number shown on the Admission Form matches that on the candidate label**
- **About 30 minutes after the start of exam, collect Question-Answer Books and candidate label sheets from vacant seats**



# AFTER THE START OF EXAM

- If a candidate requests to go to the toilet, arrange an invigilator to accompany the candidate and exercise an appropriate degree of supervision. Record the candidate number and time on Report Form [SR4t](#)
- Make sure that early leavers do not remove the question papers and any exam materials from the exam centre. (Early leave is not allowed during the first 60 minutes and last 15 minutes of the exam)
- Report irregularities in detail to the HKEAA (e.g. suspected cheating, irregularities concerning mobile phones or electronic devices, subject not listed on the Admission Form, etc.)
- Where necessary, remind candidates to stay behind after the exam to complete a report



# END OF EXAM

- Before the end of the exam sessions, remind candidates of **15 minutes** and **5 minutes** left
- When the time is up, ask candidates to stop working and to put down all their stationery immediately. Pause for 10 seconds to ensure all candidates comply with the instructions





# END OF EXAM

## When collecting the scripts,

- If an invigilator discovers that a candidate has not stuck a candidate label on the Question-Answer Book/Supplementary Answer Booklet cover, the candidate should be asked to stick a candidate label on that cover of the Question-Answer Book/Supplementary Answer Booklet. The case must be reported on Report Form [SR4g](#). The candidate should be asked to fill and sign on the report



# END OF EXAM

- **Collect all candidate label sheets (with/without remaining candidate labels) and put them in the Candidate Label Sheet Envelope**
- **Dismiss the candidates only if the number of scripts collected tallies with the number of candidates present**
- **Place the scripts in the appropriate script envelopes according to the seat number ranges printed on them. The envelopes must be tied together with a piece of string**
- **In case of an irregularity, follow it up with an invigilator before dismissing all invigilation staff**



# END OF EXAM

- Candidates should report any irregularities at the exam centre. To facilitate the follow-up by the HKEAA, the CS/invigilator should provide as many details about the irregularity as possible (e.g. the environment of the exam hall/room(s)) in the Report Form [SR4g](#)



# Handling of Exam Irregularities




# 1. CANDIDATES REQUESTING TO GO TO THE TOILET

- An invigilator (preferably of the same gender) should accompany the candidate and exercise an appropriate degree of supervision
- No exam materials may be taken to the toilet
- Record the candidate number and time on Report Form [SR4t](#)
- In case of irregularities, report them on Report Form [SR4g](#)
- Handle the irregularities in the presence of an invigilator
- Under no circumstances should the body or personal belongings of a candidate be searched
- No extra time should be given to make up for the time lost



# 2. MOBILE PHONE IRREGULARITIES

	香港考試及評核局 Hong Kong Examinations and Assessment Authority
	考生編號 Candidate No.: _____
	座位編號 Seat No.: _____
	科目/卷別 Subject/Paper: _____
<b>考生不可打開此膠套。</b> Not to be opened by the candidate.	
<small>考生的手提電話如在考試期間發出聲響，應放在此手提電話膠套內。 考完試後，由試場主任/監考官打開膠套及檢查電話。 The mobile phone which rings during the examination should be put in this Mobile Phone Plastic Bag. The bag should be opened after the examination by the Centre Supervisor/invigilator for inspection of the mobile phone.</small>	

- Locate the source of the ringing sound and instruct the candidate to switch off the mobile phone at once
- Record the time and other details on Report Form [SR4p](#) with all the boxes checked
- In case the mobile phone is in operating mode, instruct the candidate to switch off the phone and put the phone inside a Mobile Phone Plastic Bag
- In case the alarm function cannot be switched off or the alarm sound keeps ringing intermittently, the CS/invigilators should remove the device from the candidate concerned and keep it in the school office till the end of the examination session. The candidate should be asked to complete Report Form SR4p and get back the device after the examination
- Ask the candidate to show the call / SMS / instant message logs after the exam
- No follow-up action needs to be taken if the ringing sound cannot be located and the ring stops

### 3. CANDIDATES FOUND TAKING PHOTOGRAPHS OR VIDEO / AUDIO RECORDING

- Candidates should not take photographs, video/audio-recording before/during/after the exam inside the exam hall/room
- If found, the candidate should be asked to switch off the device immediately
- The candidate should be told to **delete the photographs/video/audio-recordings** and fill out the Report Form SR4g after the exam



# 4. SUSPECTED CHEATING

- Examples: copying from the answer scripts of other candidates, obtaining unfair assistance from books, communicating with other people, using a mobile phone in the toilet
- Remove the notes, books or pieces of papers, etc. as evidence
- Handle the irregularities in the presence of an invigilator
- For doubtful cases (including a candidate reporting another candidate cheating), avoid disturbing the candidate during the exam. Inform the candidate after the exam to complete a report





# 5. IRREGULARITIES CONCERNING CANDIDATE LABELS

- The following candidates will be given spare candidate label sheets:
  - candidates whose personalised candidate label sheets are not available at the centre;
  - candidates whose personalised candidate label sheets are damaged or found to have incorrect information.
- The candidate numbers of candidates using spare candidate label sheets/candidates who have not stuck any candidate labels on the or the cover of the Question-Answer Book/Supplementary Answer Sheets should be reported on Report Form [SR4g](#). The answer scripts concerned and Report Form [SR4g](#) should be placed in the 'Envelope for Special Reports and Related Scripts'



# 5. IRREGULARITIES CONCERNING CANDIDATE LABELS

- If a candidate is found to have candidate/barcode labels (including candidate/barcode labels from previous exam sessions) on the personal belongings (including candidate/barcode labels stuck on the Admission Form), the case should be reported on Report Form [SR4g](#). The materials with the candidate/barcode labels should be photocopied and attached to the Report Form





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