Centre Supervisors' Briefing

HKDSE 2023 Category C (Other Languages) Subjects Written Examinations

20 September 2022



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
Total	464	524	581



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

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 <u>SR4i</u> for onward transmission to the HKEAA via the CS



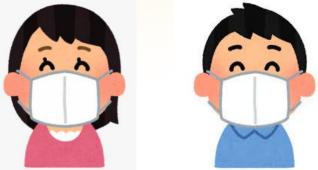
Video-Recording of the Examination Proceedings

The written exam proceedings of all the six languages at the centres will be videorecorded 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

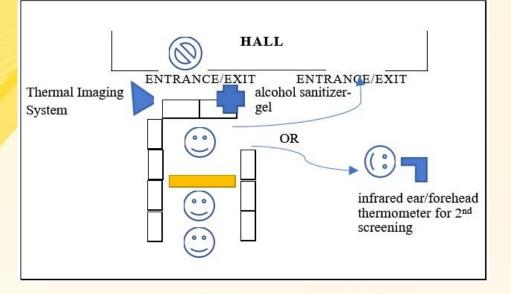
For the precautionary measures against COVID-19 infection to be implemented in examination centres, please refer to the separate document '**Precautionary Measures at Examination Centres**' for Category C written and speaking examinations which can be viewed on the HKEAA website > Schools and Teachers.





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	2023 年香港中學文憑考試		
HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2023	HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2023		
考生健康申報表 Candidate's Declaration on Health	考生健康申報表 Candidate's Declaration on Health		
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考生姓名 Name of Candidate:日期 Date:	考生姓名 Name of Candidate: 日期 Date: 考生编號 Candidate Number:		
科目 Subject: 座位编號 Seat Number:	· 列王编號 Candidate 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	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		
虚假、不完整或誤導訊息將受到感慮或被取消考試資格。	虚假、不完整或誤導訊息將受到應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	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	to the HKDSE Examination Regulations, I shall be subject to penalties or disqualification for giving false, incomplete		
or misleading information.	or misleading information.		
我聲明以下所有陳述均屬正確:	我聲明以下所有陳述均屬正確:		
I declare that all of the following statements are true:	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)、急性呼吸道藍染微狀、突然喪失味覺或嗅覺等。	(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)、急性呼吸道感染微狀、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	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.	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)。	(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	I am not undergoing mandatory quarantine (including StayHomeSafe Scheme or home isolation) today, i.e. the day of		
examination.	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發性。	(c) 我今天(即考試當日)已完成冠狀病審病快速抗原測試,而我今天的快速抗原測試結果為除性。		
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	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.	negative.		
我有以下特殊情况:	我有以下特殊情况:		
I have the following special condition:	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	□ 我或同住家人因應政府公告而需接受強約檢測,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		
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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.	I or my household member(s) have not received the compulsory testing result under Compulsory Testing Notice before the		
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	<u>考生食者 Candidate's Signature</u> 2003 在秀谦山慶文憲老計		
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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 学生姓名、Name of Candidate 日期 Date: 学生彼丁爾菜之、Candidate's Declaration on Health 日期 Date: 学生彼丁爾菜之、Candidate 'S Declaration on Health 日期 Date: 学生彼丁爾克爾中華的資料均衡實,並可自根養育准中華文濃考素約約 考試規則,遵依 意愛、不完整或読得加 起於受到應意或被取消考核資格中華文濃考素約約 考試規則,遵依 意愛、不完整或読得加 起於受到應意或被取消考核資格中華文濃考素約約 考試規則,遵依 意愛、不完整或読得加 起於受到應意或被取消考核資格 中華文濃考素約約 考試規則,遵依 意愛、不完整或読得加 起於受到應意或被取消素的方法。 1 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. 我愛知以下所有酸地等通正確: 1 declare that all of the following statements are true: (a) 没沒有任何認識解釋的情報, 例如發展(體通識 33℃ 成以上)。給給呼吸還整整成式,突然疾失敗覺或與養芽・ da on the aray symptoms of acute respiratory tract infection, or sudden loss of states or smell, etc. (b) 今天(IIP\$INTH))。我不是正在接受政府指定的強制機做(包括 「區安抗疫指引」及家區隔麗). 1 am not underging mandatory guarantine (laciding SayHeancSafe Scheme or home isolation) today, i.e. the day of camination. (c) 母今天(IIP\$INTH)) 完成於用書). 1 am outorderging mandatory guarantine (laciding SayHeancSafe Scheme or home isolation) today, i.e. the day of camination. (c) 母今天(IIP\$INTH)) 日と完成於我們物情的情報, 例如代表述和書」会力大的情報的集合。	2023 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2023 考生健認申報表 Candidate Subscription on Health 考生強約 Candidate Number: 考生健認申報表 Candidate Number: 日期 Date: 考生調節 Candidate Number: 武器線管 Centre Number: 本人彙例以下所有車都的資料均屬實,並例白根量常准中景文激考点的考試規則,退除 座信線能 Centre Number: 本人彙例以下所有車都的資料均屬實,並例白根量常准中景文激考点的考試規則,退除 座信線能 方器或具導部為教受育均屬實,並例白根量常治中景文素考点的考試規則,退除 座信線 方子素成具導部。 空間白根量常治準身支点 1 declare that all information given below is true and correct to the best of my knowledge. I understand that according to the HRSE Examination Regulations, I shall be subject to penalties or disqualification for giving false, incomplete or misleading information. 我發展的以下所有限減均屬正確: 1 1 deckare that all of the following statements are true: (a) 我我任回該於精構的構成。(例加撥(體證 % 3℃ gku)上)、急性呼吸道感染器於、突然微大味葉或環境等- Ido an thava auy symptoms of COVID-19, and as a lever (body temperature at 38°C or above), symptoms of acute respiratory tratification of caute respiratory tratification is of coulden loss of secure of task or smell, edc. (b) 今天(即考試第日)、我不是正在建設及附指定的激頻檢旋 (包括 『母交試的計算)及家認識」」 1 1 am on undergoing mandatory quarandme (inciding SuyIfomsSale Scheme or home is obtained inot hod as, i.e. the day of cauting mandatory quarandme (inciding SuyIfomsSale Scheme or home is obtained inot hod as, i.e. the day of cauting mandatory quarantime (inciding SuyIfomsSale Scheme or home is obtained inot hod as, i.e. the day of cauting mandatory quarantime (inciding S		
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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 OF SECONDARY EDUCATION EXAMINATION 2023 考生健康申報表 Candidate's Declaration on Health 学生就名 Name of Candidate: 当日 日期 Date: 日期 Date: 品場還 Centre Number: 二 品場還 Centre Number: 本月第 Subject: 虚俗環鏡 Centre Number: 本人愛明以下所有 単純の資料均廣實,並明白根葉 著准中學文憑考試例 考試規則,提供 意愛、不完整或誤導訊品添受到意識或支配資源方面資料 と供 意識 不完整或誤導品。 Idectare 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 of my knowledge. I understand that according to the HKDSE Examination Regulations, I shall be subject to penalties of my knowledge. Name of a state respiratory tractifiction, or suden loss of sense of taste or smell, etc. (0) 考究(開時試費), 死居政長規構新術院環境, 例如發熱(體達 35°C 家以上)、急性呼吸退量染微、实施使大荣量或免疫等。 I dae not underspoing mandatory quarantine (including StayHomeSide Scheme or home isolation) today, i.e. the day of examination. (0) 参え(即時試費日) 已完成混乱機構機構成證/試測機試, 而我今天形地邊航原職試試測器結果為給性。 I have done the COVID-19 rapid antigent test (RAT) today, i.e. the day of examination, and the result of my RAT today was megative. 20 条気(即時試費日) 三完成混淆傳書所比違加以同識試Ling調試Ling. 1 have done the COVID-19 rapid antigent test (RAT) today, i.e. the day of examination, and the result of my RAT today was megative.	2023 年香港中學之憂考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2023 考生健康中報表 Candidate's Declaration on Health 考生統名 Name of Candidate: 考生健康中報表 Candidate Number: 出版 考生健康中報表 Candidate Number: 世国 Subject: 定日間 Subject: 上の以下所者申報の資料均衡者・並用し根 電子、素考試的考試期,建発 虚愛、不完整或誤場形息將受到意慮或凝損消費的資格。 Ideclare than all information given helow is true and correct to the hest 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. 教教問以下所者解放為所置: (1) Cachare that all offormations are true: (2) 公表代刊研究構成的構成: (3) 公表代刊目記述書面示 (4) 代表代刊目記述書面示 (5) 代表代刊記述書面示 (5) 代表、「同時試書目)・我不是正在接受政府指定的激励操使(信温第3C 家以上)・急性呼吸道感染着了。公認式的計劃。) (1) の表代刊目記述書面示 (1) の表示目標書目)・我不是正在接受政府指定的激励操使(信温第3C 家以上)・急性呼吸道感謝物, (2) 上 de by of camination. (2) 教育(1) 定式完成於前衛術快速批測測試, 而我今天的操動計』及家認識, 1 Ex de by of camination. (2) 教育代目】)・定式完成於前書, 10 定式完成於前衛特強批測試, 而我今天的操動就, 20 Kag Magait (2) 教育(1) 中apid antigen tet (RAT) uday, Le. the day of examination, angalive. (5) 教令、(1) Pajd antigen tet (RAT) uday, Le. the day of examination, angalive. (5) 教育、(1) Pajd antigen tet (RAT) uday, Le. the day of examination, and the reguit of my RAT today was negalive.		
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Examination Personnel's Declaration on Health



2023 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2023 考務人員健康申報表 Health Declaration by Examination Personnel

日期 Date:	
試場編號 Centre Number:	
試場名稱 Centre Name:	
科目 Subject:	

注意事項:

 如考務人員出現發燒(體溫達 38°C 或以上)或有急性呼吸道感染徵狀(例如 咳嗽、氣促等),不應赴考場,及應盡早向醫生求診。

2. 考務人員若於今天(即考試當日)正接受政府的強制檢疫,則不應赴考場。

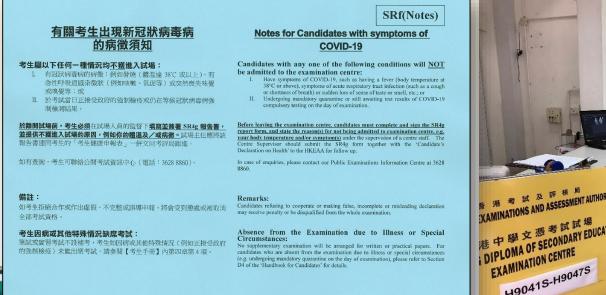
Points to note:

- Examination personnel with a fever (body temperature at 38°C or above) or who have symptoms
 of acute respiratory tract infection (such as a cough or shortness of breath) should not go to the
 examination centre. Instead, they should consult a doctor promptly.
- 2. Examination personnel who are undergoing mandatory quarantine today, i.e. the day of examination, should not go to the examination centre.

UNAI	examination, should not go to the examination centre.							
姓名 Name	崗位 Position (1.試場主任 CS/ 2.監考員 Inv./ 3.主考員 Examiner/ 4.技術員 Technician/ 5.杖工 Janitor/ 6.其他(講註明) Others(Please specify))	我現正發燒 (體溫塗 38°C 或以上) I have a fever (body temperature at 38°C or above).	促夺) I have symptoms of acute respiratory tract infection (such	今天(即考試當 日),我正接受政 府的強制檢疫 I am undergoing mandatory quarantine today, i.e. the day of examination.	考務人員簽署 Examination Personnel's Signature			
例 E.g.陳大文	2	x	x	x	陳大文			
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- 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







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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. <u>Supplementary Answer Sheet</u> <u>would be provided upon requested</u>.



2. Affixing of Candidate Labels

- Candidates should affix the candidate labels on the cover of the Question-Answer Book <u>before the start of the exam</u>
- 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 <u>SR4g</u> & ask the candidate to sign on the form





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



- 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
- <u>No extra time should be given to make up for the time lost</u>



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



- Candidates requesting to leave outside the permitted time should fill in Report Form <u>SR4g</u>
- 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



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



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) 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



- > 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)



- 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



• 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.



- 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 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);
 - b 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 <u>after</u> the exam to complete a report



- 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



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 <u>SR4g</u>. The candidate should be asked to fill and sign on the report



- 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



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 <u>SR4g</u>



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 <u>SR4t</u>
- In case of irregularities, report them on Report Form <u>SR4g</u>
- 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



- 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 <u>SR4p</u> 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 <u>SR4g</u> 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 <u>after</u> the exam to complete a report



5. IRREGULARITES 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 <u>SR4g</u>. The answer scripts concerned and Report Form <u>SR4g</u> should be placed in the 'Envelope for Special Reports and Related Scripts'



5. IRREGULARITES 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 <u>SR4g</u>. The materials with the candidate/barcode labels should be photocopied and attached to the Report Form







