

**Guidelines for Checking Equipment for the Broadcast of Listening Components  
of Language Subjects (for Normal Centres)**


- (1) Centre schools should follow the steps below to prepare a Demonstration USB
- A. Download the sample files of listening materials from the HKEAA website  
[\(http://www.hkeaa.edu.hk/tc/exam\\_personnel/info\\_centre/\)](http://www.hkeaa.edu.hk/tc/exam_personnel/info_centre/)
  - B. Unzip the downloaded files (both Chinese and English versions saved in a zip file)
  - C. Copy the audio files to an empty USB drive one by one in the following sequence:
    1. DEMO-DSE-CHI-CANT-NOR-001
    2. DEMO-DSE-ENG-NOR-001
    3. DEMO-DSE-ENG-NOR-002
    4. DEMO-DSE-ENG-NOR-003
    5. DEMO-DSE-ENG-NOR-004
    6. DEMO-DSE-ENG-NOR-005
    7. DEMO-DSE-ENG-NOR-006
    8. DEMO-DSE-ENG-NOR-007
    9. DEMO-DSE-ENG-NOR-008
    10. DEMO-DSE-ENG-NOR-009

- (2) Centre schools must check the functions of the listening equipment prior to the examination. The procedures for checking are outlined below:

Using a USB player to play the examination materials:

- A. Switch on the USB player (switch to USB mode, if applicable)
- B. Connect the Demonstration USB to the USB player
- C. Check if the first audio file is played automatically
- D. Check if each audio file is still playing normally at the following timeframe:
  - First 10 seconds
  - 10 seconds at the middle of audio track
  - Last 10 seconds
- E. Check if the audio files can be played in a numeric order (e.g. 01, 02, 03.....) one by one automatically

Using a computer to play the examination materials:

- A. Switch on the speakers
- B. Connect the Demonstration USB to the computer
- C. Login the Windows and open the 'Windows Media Player'  software

- D. Select and move all the audio files from the USB drive to the playlist **in an alphabetical order**
- E. Start to play the first audio file
- F. Adjust the sound volume to an acceptable level
- G. Check if each audio file is still playing normally at the following timeframe:
  - First 10 seconds
  - 10 seconds at the middle of audio track
  - Last 10 seconds
- H. Check if the audio files can be played in an alphabetical order one by one automatically