

**Guidelines for Checking Equipment for the broadcast of Listening Component  
of English Language (for Normal Centres)**

- (1) Centre schools should follow the steps below to prepare Demonstration USB(s)/save the demonstration audio files in the designated computer(s):
- A. Download the sample files of listening materials from the HKEAA website ([https://www.hkeaa.edu.hk/en/exam\\_personnel/info\\_centre/](https://www.hkeaa.edu.hk/en/exam_personnel/info_centre/))
  - B. Unzip the downloaded files from a zip file
  - C. Copy the audio files to an empty USB(s)/designated computer(s)
- (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 material:**

- 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 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 one by one in the following sequence
  - DEMO-DSE-ENG-001
  - DEMO-DSE-ENG-002
  - DEMO-DSE-ENG-003

**Using a computer to play the examination material:**

- 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