

**Super:**

香港考試及評核局

Hong Kong Examinations and Assessment Authority

**VO:**

Welcome to the Centre Supervisors' Guide.

**Super:**

HKDSE Category A subjects Examination Procedures

**VO:**

This video highlights the key steps and important points to be followed by Centre Supervisors in conducting the HKDSE Category A subjects Examinations.

**Super:**

Content:

1. Examination Preparation
2. Examination Procedures for Written Papers
3. Important Points to Note on Examination Procedures
4. Points to Note Regarding English Language Examination
5. Special Features of the Listening Components
6. Instructions for Special Room Invigilators
7. Instructions for Classroom Centre Supervisors/Classroom Invigilators
8. Handling of Mobile Phone Irregularities
9. Handling of Suspected Cheating

**VO:**

This video consists of 9 parts:

1. Examination Preparation
2. Examination Procedures for Written Papers
3. Important Points to Note on Examination Procedures
4. Points to Note Regarding English Language Examination
5. Special Features of the Listening Components
6. Instructions for Special Room Invigilators
7. Instructions for Classroom Centre Supervisors and Classroom Invigilators
8. Handling of Mobile Phone Irregularities
9. Handling of Suspected Cheating

**Super:**

Part 1: Examination Preparation

**VO:**

Part 1: Examination Preparation

**Super:**

Centre Supervisor's Handbooks

**VO:**

Each examination centre will have a Centre Supervisor nominated by the centre school to preside over the examination.

Centre Supervisors and Deputy Centre Supervisors should read carefully the Centre Supervisor's Handbooks before the examinations and make sure that the examinations are conducted according to the procedures laid down in the Handbooks.

**Super:**

Centre Supervisors are obliged to preserve the secrecy of all matters coming to their knowledge in performing their job duties

**VO:**

Centre Supervisors 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.

**Super:**

Centre Supervisors and invigilators engaged in examination work are subject to the provisions of the Prevention of Bribery Ordinance.

**VO:**

Centre Supervisors and invigilators engaged in examination work are subject to the provisions of the Prevention of Bribery Ordinance.

For details, please refer to the Centre Supervisor's Handbook or Notes for the Guidance of Invigilators.

**Super:**

Examination stationery will be delivered to centres well in advance.

Centre Supervisors should check the stationery items against a checklist.  
In case of shortage or discrepancies, contact the HKEAA at once.

**VO:**

Examination stationery will be delivered to centres well in advance.  
Centre Supervisors should check the stationery items against a checklist.  
In case of shortage or discrepancies, contact the HKEAA at once.

**Super:**

At least one day before the examination.  
arrange a school staff to set up the centre.

**VO:**

At least one day before the examination.  
arrange a school staff to set up the centre.

**Super:**

In most cases, question papers are delivered to the centres by a courier company on the morning of each examination day.  
Alternatively, Centre Supervisors may choose to collect the question papers from the HKEAA Question Papers Distribution Centre

**VO:**

In most cases, question papers are delivered to the centres by a courier company on the morning of each examination day.  
Alternatively, Centre Supervisors may choose to collect the question papers from the HKEAA Question Papers Distribution Centre.

**Super:**

The Centre Supervisors or their representatives will be asked to stamp the school seal on the receipt when receiving the question paper boxes.  
Check the number of question paper packets inside the box against the box label and the checklist.  
Keep all question papers in a secure place before the examination.

**VO:**

The Centre Supervisors or their representatives will be asked to stamp the school seal on the receipt when receiving the question paper boxes.  
Check the number of question paper packets inside the box against the box label and the checklist.

Keep all question papers in a secure place before the examination.

**Super:**

1. Answer books
2. Question-answer books
3. Supplementary answer sheets
4. Graph papers
5. Multiple-choice answer sheets

**VO:**

Barcode labels will be used on all answer books, question-answer books, supplementary answer sheets, graph papers and multiple-choice answer sheets. Personalised barcode sheets and additional personalised barcode sheets (if any) will be delivered to centres together with the question papers on the examination day.

**Super:**

4 types of barcode sheets for different written examinations

1. Candidate number
2. Seat number

**VO:**

They will be packed in candidate number and seat number order. There are four types of barcode sheets

**Super:**

4 types of barcode sheets for different written examinations

- 2 barcode labels for multiple-choice papers
- 5 barcode labels for conventional papers
- 10 barcode labels for conventional papers
- 15 barcode labels for conventional papers

**VO:**

Those with 2 barcode labels for multiple-choice papers, and those with 5, 10 or 15 barcode labels for conventional papers.

**Super:**

Spare barcode sheets

Before the examination

**VO:**

Some spare barcode sheets will also be delivered to centres for use by candidates whose personalised barcode sheets are not available at the centres

For example, wrong centre candidates.

Candidates should be instructed to write their candidate numbers and seat numbers in the designated spaces on the barcode labels under the supervision of an invigilator before the examination starts.

**Super:**

During the examination

**VO:**

Candidates should affix the barcode labels on their answer scripts during the examination.

**Super:**

Special Notice, if any, will be packed in the question paper boxes.

**VO:**

Special Notice, if any, will be packed in the question paper boxes.

**Super:**

To ensure the smooth running of the examination, the Centre Supervisor should brief all invigilators of the examination procedures and remind them of the important examination regulations before the first examination session of the day.

**VO:**

To ensure the smooth running of the examination, the Centre Supervisor should brief all invigilators of the examination procedures and remind them of the important examination regulations before the first examination session of the day.

**Super:**

Part 2: Examination Procedures for Written Papers

**VO:**

Part 2: Examination Procedures for Written Papers

**Super:**

Before the examination, all invigilation staff should switch off their mobile phones, pagers or other devices that can emit sound.

**VO:**

Before the examination, all invigilation staff should switch off their mobile phones, pagers or other devices that can emit sound.

**Super:**

Distribute answer books, barcode sheets and stationery on candidates' desks according to the 'List of Items Required for the Examination' before the admission of candidates.

**VO:**

Distribute answer books, barcode sheets and stationery on candidates' desks according to the 'List of Items Required for the Examination' before the admission of candidates.

**Super:**

For centres with air-conditioning facilities, the Centre Supervisor should arrange to turn on the air conditioners so as to minimise external noise disturbance and to provide a more comfortable environment for candidates.

**VO:**

For centres with air-conditioning facilities, the Centre Supervisor should arrange to turn on the air conditioners so as to minimise external noise disturbance and to provide a more comfortable environment for candidates.

**Super:**

Admit candidates to the examination centre 15 minutes before the start of the examination.

**VO:**

Admit candidates to the examination centre 15 minutes before the start of the examination.

**Super:**

Invigilators are required to declare to the Centre Supervisor if they find any candidate they know at the centre.

**VO:**

Invigilators are required to declare to the Centre Supervisor if they find any candidate they know at the centre.

Under such circumstances, the Centre Supervisor will exercise his/her discretion and arrange, as far as possible,

another invigilator to collect the scripts and to respond to any requests, such as going to the toilet or answering enquiries, from the candidate concerned.

**Super:**

Before making the first announcement, arrange an invigilator to stay at the entrance

**VO:**

Before making the first announcement, arrange an invigilator to stay at the entrance

**Super:**

And distribute the Mobile Phone Reminder Cards to latecomers

**VO:**

and distribute the Mobile Phone Reminder Cards to latecomers.

**Super:**

Items to be put on desk:

1. Admission form
2. Identification document
3. Stationery

**VO:**

When candidates are seated, ask them to place their admission forms, identification document and stationery on their desks

**Super:**

Other personal belongings of the candidates should be put in their bags under their chairs.

**VO:**

Other personal belongings of the candidates should be put in their bags under their chairs.

**Super:**

Ask the candidates to check and ensure that their electronic devices,

including mobile phones, have been switched off.

**VO:**

Ask the candidates to check and ensure that their electronic devices, including mobile phones, have been switched off.

**Super:**

Mobile phones with batteries removed if possible should be put under the candidates' chairs in a position clearly visible to the invigilators

**VO:**

Mobile phones with batteries removed if possible should be put under the candidates' chairs in a position clearly visible to the invigilators.

**Super:**

If candidates are going to use a calculator, they should remove the calculator cover / jacket

**VO:**

If candidates are going to use a calculator, they should remove the calculator cover or jacket

**Super:**

and place it inside their bag or under their chair during the examination

**VO:**

and place it inside their bag or under their chair during the examination.

**Super:**

During the examination

**VO:**

During the examination, invigilators should check if candidates have written any notes or formulae on the surface of their calculators.

**Super:**

During the examination  
SR4g report form

**VO:**

If so, the candidate concerned should be told  
to stay behind after the examination to complete a report.  
For detailed handling procedures, please refer to  
Part 9 of the video: Handling of Suspected Cheating.

**Super:**

Check the following items:

1. Barcode sheets
2. Answer books / multiple-choice answer sheets

**VO:**

Ask candidates to check the barcode sheets  
and answer books or multiple-choice answer sheets on their desks.

**Super:**

Before the distribution of question papers,  
check the question paper packets again  
to confirm that the question papers are for the correct session.

**VO:**

Before the distribution of question papers,  
check the question paper packets again  
to confirm that the question papers are for the correct session.

**Super:**

Open the packets of the question papers in front of the invigilators and candidates  
Count to see if there are sufficient copies.

**VO:**

Open the packets of the question papers in front of the invigilators and candidates.  
Count to see if there are sufficient copies.

**Super:**

Distribute the question papers with the cover of the question papers facing up

**VO:**

Distribute the question papers with the cover of the question papers facing up.

**Super:**

If any writing is found on a candidate's rough-work sheet during the distribution of question papers/questions-answer books invigilators should collect the rough-work sheet immediately and replace it with a new one

**VO:**

If any writing is found on a candidate's rough-work sheet during the distribution of question papers/questions-answer books invigilators should collect the rough-work sheet immediately and replace it with a new one

**Super:**

When every candidate has been given a copy of the question paper or question-answer book, ask candidates to read the instructions printed on the cover and check the number of pages and the questions.

**VO:**

When every candidate has been given a copy of the question paper or question-answer book, ask candidates to read the instructions printed on the cover and check the number of pages and the questions.

**Super:**

Instruct candidates to close the question paper after checking.

**VO:**

Instruct candidates to close the question paper after checking.

**Super:**

Check if there is any Special Notice for the session.

If yes, make an announcement according to the instructions in the Special Notice and put down the content of the Special Notice on the board.

**VO:**

Check if there is any Special Notice for the session.

If yes, make an announcement according to the instructions in the Special Notice and put down the content of the Special Notice on the board.

**Super:**

Distribute copies to invigilators and instruct them to notify latecomers

**VO:**

Distribute copies to invigilators and instruct them to notify latecomers.

**Super:**

If there are no questions from the candidates, announce the start of the examination.

**VO:**

If there are no questions from the candidates, announce the start of the examination.

**Super:**

Write the actual starting and finishing times of the examination on the board

Make sure that the candidates are given the full amount of time for the examination

**VO:**

Write the actual starting and finishing time of the examination on the board.

Make sure that the candidates are given the full amount of time for the examination.

**Super:**

Starting from the 2019 HKDSE,

a digital timer is available on the PECSS desktop for timing of examinations.

Apart from providing a countdown of the examination time,

reminders of the last 15 minutes, last 5 minutes and end of the examination session will be popped up on the screen automatically.

**VO:**

Starting from the 2019 HKDSE,

a digital timer is available on the PECSS desktop for timing of examinations.

Apart from providing a countdown of the examination time,

reminders of the last 15 minutes, last 5 minutes and end of the examination session will be popped up on the screen automatically.

**Super:**

If there is a clock visible to candidates at the centre and is functioning properly, refer to this clock for timing the examination

**VO:**

If there is a clock visible to candidates at the centre and is functioning properly, refer to this clock for timing the examination.

**Super:**

If there is more than one clock in the hall, please use the clock facing the candidates.

**VO:**

If there is more than one clock in the hall, please use the clock facing the candidates.

**Super:**

If not, tell the candidates that you are referring to your watch in timing the examination.

**VO:**

If not, tell the candidates that you are referring to your watch in timing the examination.

**Super:**

Centre Supervisor should check the examination time with an invigilator to avoid any discrepancy.

**VO:**

Centre Supervisor should check the examination time with an invigilator to avoid any discrepancy.

**Super:**

Candidates must maintain absolute silence  
and must not disturb, speak or give signals to other candidates

**VO:**

Candidates must maintain absolute silence  
and must not disturb, speak or give signals to other candidates

**Super:**

after entering the examination room,  
otherwise, they will risk a mark penalty.

**VO:**

after entering the examination room,  
otherwise, they will risk a mark penalty.

**Super:**

If you find any candidates disturbing other candidates by making noise or  
doing other acts during the examination

**VO:**

If you find any candidates disturbing other candidates by making noise or  
doing other acts during the examination

**Super:**

You may relocate them to another seat

**VO:**

You may relocate them to another seat.

**Super:**

Candidates who misbehave or act maliciously in such a way that  
they upset the conduct of the examination

**VO:**

Candidates who misbehave or act maliciously in such a way that  
they upset the conduct of the examination

**Super:**

e.g. being excessively rude to centre staff or examiners

**VO:**

e.g. being excessively rude to centre staff or examiners

**Super:**

repeatedly disobeying centre staff's reasonable instructions

**VO:**

repeatedly disobeying centre staff's reasonable instructions

**Super:**

should be warned that subject downgrading or subject disqualification will be imposed.

**VO:**

should be warned that subject downgrading or subject disqualification will be imposed.

**Super:**

SR4g report form

**VO:**

Ask the candidates concerned to complete and sign on the SR4g report form for follow up by the HKEAA.

**Super:**

Room Temperature

**VO:**

If a candidate complains about the room temperature, the Centre Supervisor/invigilators should try their best to solve the problem on the spot.

For example, adjust the temperature of the air conditioners if the candidate complains the examination centre being too cold.

**Super:**

Room Temperature

**VO:**

If some candidates put on their jackets because of the low temperature, invigilation staff can take the initiative to adjust the room temperature by switching off some of the ventilators or lowering their outputs.

**Super:**

Undesirable conditions at candidate's desk

Insufficient lighting

Noise disturbance

Dripping water

**VO:**

If a candidate seeks help from an invigilator about the undesirable conditions

at his/her desk  
e.g. insufficient lighting,  
noise disturbance,  
dripping water

**Super:**

Undesirable conditions at candidate's desk

**VO:**

The invigilator should  
try his/her best to solve the problem on the spot for the candidate.

**Super:**

Undesirable conditions at candidate's desk

**VO:**

If the conditions cannot be improved  
but the need is genuine and a spare seat is available at the centre,  
the invigilator may arrange another seat  
for the candidate

**Super:**

SR4g report form

**VO:**

and report the case to the HKEAA by completing Report Form SR4g.

**Super:**

When dealing with candidates' complaints about centre conditions  
or reception in the listening components

**VO:**

When dealing with candidates' complaints about centre conditions  
or reception in the listening components

**Super:**

The Centre Supervisor should make sure that the complaints are made on the spot  
when the undesirable conditions arise.

**VO:**

The Centre Supervisor should make sure that the complaints are made on the spot when the undesirable conditions arise.

**Super:**

Upon confirmation,  
the Centre Supervisor should record as far as possible  
the details of each complaint e.g. time and duration of the noise/disturbance  
and fill out an SR4g report form for the HKEAA to follow up.

**VO:**

Upon confirmation,  
the Centre Supervisor should record as far as possible  
the details of each complaint e.g. time and duration of the noise/disturbance  
and fill out an SR4g report form for the HKEAA to follow up.

**Super:**

If candidates do not seek help from an invigilator at the time the undesirable conditions arise but ask for special consideration after the examination, the request will not be entertained.

**VO:**

If candidates do not seek help from an invigilator at the time the undesirable conditions arise but ask for special consideration after the examination, the request will not be entertained.

**Super:**

During the examination  
Cover  
Inner Pages

**VO:**

For conventional papers, except for listening papers, candidates should  
write their candidate number and affix their barcode labels  
in the designated spaces on the cover and inner pages  
of the answer scripts, including  
supplementary answer sheets and graph papers used during the examination.

**Super:**

During the examination

**VO:**

For multiple choice papers, candidates should write their candidate number and name, sign and affix a barcode label in the designated space on the multiple choice answer sheet during the examination.

**Super:**

Late Candidates

**VO:**

If there are latecomers, they should be admitted to take the examination regardless of the time of arrival

The invigilator should remind the candidates to switch off their mobile phones via a Mobile Phone Reminder Card.

Then show them to their seats immediately.

No extra examination time would be given to any latecomers.

**Super:**

About 15 minutes after the start of the examination, arrange invigilators to check candidates' admission forms

**VO:**

About 15 minutes after the start of the examination, arrange invigilators to check candidates' admission forms

**Super:**

and take attendance by using the barcode scanners.

**VO:**

and take attendance by using the barcode scanners.

**Super:**

Candidates should occupy the seat assigned to them in accordance with the seat number stated on their admission form

**VO:**

Candidates should occupy the seat assigned to them in accordance with the seat number stated on their admission form

**Super:**

and have the responsibility to check that they affix the correct barcode labels on their answer scripts

**VO:**

and have the responsibility to check that they affix the correct barcode labels on their answer scripts.

**Super:**

Invigilators should check the barcode labels used by the candidates against their admission forms carefully

**VO:**

Invigilators should check the barcode labels used by the candidates against their admission forms carefully.

**Super:**

Any errors in the use of the personalised barcode labels may affect the recording of the examination results

**VO:**

Any errors in the use of the personalised barcode labels may affect the recording of the examination results.

**Super:**

About 30 minutes after the start of the examination, collect the question papers, answer books and other examination materials from vacant seats.

The Centre Supervisor should assign one of the invigilators to scan the unused barcode sheets to collect the absentees' records.

**VO:**

About 30 minutes after the start of the examination, collect the question papers, answer books and other examination materials from vacant seats.

The Centre Supervisor should assign one of the invigilators to scan the unused barcode sheets to collect the absentees' records.

**Super:**

Supplementary answer sheets and

graph papers should be provided to candidates on request

**VO:**

Supplementary answer sheets and graph papers should be provided to candidates on request.

**Super:**

Invigilators should always keep sufficient copies on hand so as to provide prompt assistance to the candidates

**VO:**

Invigilators should always keep sufficient copies on hand so as to provide prompt assistance to the candidates.

**Super:**

Strings should also be given to candidates

**VO:**

Strings should also be given to candidates

**Super:**

for tying the supplementary answer sheets/graph papers to their answer scripts

**VO:**

for tying the supplementary answer sheets/graph papers to their answer scripts.

**Super:**

The candidates should be reminded to stick a barcode label on each supplementary answer sheet and graph paper.

**VO:**

The candidates should be reminded to stick a barcode label on each supplementary answer sheet and graph paper.

**Super:**

Each A3 supplementary answer sheet consists of four A4 pages

**VO:**

Each A3 Supplementary answer sheet consists of four A4 pages

**Super:**

Each page should be used for answering one single question only

**VO:**

Each page should be used for answering one single question only

**Super:**

However, candidates may put their answers to different questions on separate pages of the same supplementary answer sheet

**VO:**

However, candidates may put their answers to different questions on separate pages of the same supplementary answer sheet

**Super:**

and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question

**VO:**

and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question.

**Super:**

Papers require the use of more than one answer book or question-answer book for different sections:

English Language Paper 1 and Paper 3

Health Management and Social Care Paper 2

Design and Applied Technology Paper 2E

candidates should use separate supplementary answer sheets for each section

and fasten them with string inside the relevant answer book/question-answer book.

**VO:**

In case a paper requires the use of more than one answer book/question-answer book for different sections, candidates should use separate supplementary answer sheets for each section and fasten them with string inside the relevant answer book/question-answer book.

**Super:**

In multiple-choice and listening examinations

**VO:**

Candidates are not allowed to leave early in multiple-choice and listening examinations.

**Super:**

In other examinations

**VO:**

For conventional examinations, they may request to leave early after the first 30 minutes and before the last 15 minutes.

Remind invigilators to check the answer scripts of early leavers to confirm that they have written their candidate numbers, filled in the question number boxes and affixed barcode labels on the scripts before allowing them to leave.

**Super:**

Nobody is allowed to take away the question papers until the end of the examination

**VO:**

Nobody is allowed to take away the question papers until the end of the examination.

**Super:**

If a candidate requests to go to the toilet

**VO:**

If a candidate requests to go to the toilet

**Super:**

assign an invigilator to accompany the candidate

**VO:**

assign an invigilator to accompany the candidate.

**Super:**

The invigilator should record the candidate number and the time that the candidate leaves the examination room for the toilet

**VO:**

The invigilator should record the candidate number and the time that the candidate leaves the examination room for the toilet

**Super:**

on Report Form SR4t

**VO:**

on Report Form SR4t.

**Super:**

Candidates are not allowed to bring the question paper and the answer scripts to the toilet

**VO:**

Candidates are not allowed to bring the question papers and the answer scripts to the toilet.

**Super:**

Towards the end of the examination, remind candidates of the time left by making the '15 minutes left' and '5 minutes left' announcements

**VO:**

Towards the end of the examination, remind candidates of the time left by making the '15 minutes left' and '5 minutes left' announcements.

**Super:**

Reminders of the last 15 minutes, last 5 minutes and the end of the examination will also be prompted on the PECSS screen automatically.

**VO:**

Reminders of the last 15 minutes, last 5 minutes and the end of the examination will also be prompted on the PECSS screen automatically.

**Super:**

Remind candidates to check their answer scripts to confirm

**VO:**

Remind candidates to check their answer scripts to confirm

**Super:**

that they have written their candidate numbers, filled in the question number boxes and affixed barcode labels on their scripts

**VO:**

that they have written their candidate numbers, filled in the question number boxes and affixed barcode labels on their scripts.

**Super:**

Candidates who report to the HKEAA after the examination

about not following the instruction of writing the correct question numbers / marking the correct question number boxes or not sticking barcode labels will NOT be followed up individually.

The scripts of all candidates will be handled according to the stipulated procedures.

**VO:**

Candidates who report to the HKEAA after the examination about not following the instruction of writing the correct question numbers/marking the correct question number boxes or not sticking barcode labels will NOT be followed up individually. The scripts of all candidates will be handled according to the stipulated procedures.

**Super:**

When time is up

**VO:**

When the time is up, make the announcement to ask candidates to stop working.

**Super:**

When time is up

**VO:**

From this moment, candidates are not allowed to hold any stationery or work on their answer books including affixing barcode labels, using an eraser or filling in question numbers after the 'Stop working' announcement.

**Super:**

When time is up

**VO:**

If they try to do so, this will lead to a mark penalty.

**Super:**

After the 'Stop working' announcement

**VO:**

If an invigilator discovers that a candidate has not put down his/her candidate number on his/her answer script after the end of the examination, the candidate can be allowed to do so under the supervision of the invigilator.

**Super:**

After the "Stop working" announcement

**VO:**

In case a candidate has not stuck a barcode label on the cover of his/her answer book or question-answer book, the candidate should be asked to stick a barcode label on the cover under the supervision of the invigilator in order to facilitate the scanning of the answer scripts.

**Super:**

After the "Stop working" announcement  
SR4b report form

**VO:**

A report must be made on Report Form SR4b for the HKEAA to follow up.

**Super:**

Arrange invigilators to collect answer books and examination materials

**VO:**

Arrange invigilators to collect answer books and examination materials.

**Super:**

Invigilators should pay attention to the fact that candidates should not remove any pages from an answer book or question-answer book

even if they have not written anything on those pages  
or tear the supplementary answer sheet/graph paper/worksheet into smaller parts.  
Otherwise, they risk a mark penalty or even disqualification from the whole examination.

**VO:**

Invigilators should pay attention to the fact that  
candidates should not remove any pages  
from an answer book or question-answer book  
even if they have not written anything on those pages.  
or tear the supplementary answer sheet/graph paper/worksheet into smaller parts.  
Otherwise, they risk a mark penalty or even disqualification from the whole examination.

**Super:**

Candidates must also fasten all supplementary answer sheets  
and graph papers to their answer book with string

**VO:**

Candidates must also fasten all supplementary answer sheets  
and graph papers to their answer book with string.

**Super:**

After the collection of answer scripts, invigilators should count them  
and scan the barcode labels on the cover of the answer scripts

**VO:**

After the collection of answer scripts, invigilators should count them  
and scan the barcode labels on the cover of the answer scripts.

**Super:**

Then, pack the answer scripts in the envelopes provided

**VO:**

Then, pack the answer scripts in the envelopes provided.

**Super:**

Seal and sign on the flap with an invigilator

**VO:**

Seal and sign on the flap with an invigilator.

**Super:**

1. Rough-work sheets
2. Barcode sheets
3. Mobile Phone Reminder Cards

**VO:**

Also collect other examination materials

Like rough-work sheets, barcode sheets,  
mobile phone reminder cards from the candidates' desks.

**Super:**

When the attendance records and script collection records are matched,  
the Centre Supervisor can dismiss the candidates  
and transmit the data file to the HKEAA

**VO:**

When the attendance records and script collection records are matched,  
the Centre Supervisor can dismiss the candidates  
and transmit the data file to the HKEAA.

**Super:**

Complete the Sessional Report with two invigilators

**VO:**

Complete the Sessional Report with two invigilators.

**Super:**

Part 3: Important Points to Note on Examination Procedures

**VO:**

Part 3: Important Points to Note on Examination Procedures

**Super:**

Items to be put on desk:

1. Admission form

2. Identity card or another valid identification document with a photograph

**VO:**

Candidates must bring along the original of their admission form and identity card or another valid identification document with a photograph for inspection at each examination session

**Super:**

Otherwise, the Centre Supervisor may refuse to admit them or their answer scripts may not be accepted by the HKEAA

**VO:**

Otherwise, the Centre Supervisor may refuse to admit them or their answer scripts may not be accepted by the HKEAA

**Super:**

Candidates whose identity could not be verified on the spot will be required to complete a report from and have their photograph taken after the examination (if applicable)

**VO:**

Candidates whose identity could not be verified on the spot will be required to complete a report from and have their photograph taken after the examination (if applicable)

**Super:**

at the examination centre for future verification purposes  
Failure to comply with this regulation will result in their answer scripts not being marked by the HKEAA

**VO:**

at the examination centre for future verification purposes  
Failure to comply with this regulation will result in their answer scripts not being marked by the HKEAA

**Super:**

The Centre Supervisor should distribute a

‘Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document’  
to remind the candidate concerned about the handling procedures

**VO:**

The Centre Supervisor should distribute a  
‘Notes for Candidates who cannot produce Admission Form and/or Valid Identification Document’  
to remind the candidate concerned about the handling procedures

**Super:**

Before admission of candidates

**VO:**

Before the candidates are admitted to the examination hall  
the Centre Supervisor should write down the details of the examination on the blackboard  
including the centre number, centre name, subject, paper, language version, elective module (if applicable)  
and examination time

**Super:**

If a candidate reports having gone to a wrong centre which does not have the question paper for the  
language version  
or elective module for which the candidate has entered or intends to enter

**VO:**

If a candidate reports having gone to a wrong centre which does not have the question paper for the  
language version  
or elective module for which the candidate has entered or intends to enter

**Super:**

distribute a ‘Notes for Wrong Centre or Wrong Version Candidates’  
to remind the candidate concerned about the handling procedures

**VO:**

distribute a ‘Notes for Wrong Centre or Wrong Version Candidates’  
to remind the candidate concerned about the handling procedures

**Super:**

After reading the question papers

**VO:**

If the candidate requests to move to a suitable centre after he/she has read the question papers

**Super:**

Candidate has to stay in the examination centre for the first 30 minutes and to fill an SR3 report

No early leave for multiple-choice examinations and listening examinations

**VO:**

the early leave requirements of the respective subject/paper should be followed.

The candidate should fill in the Report Form SR3.

**Super:**

Part 4: Points to Note Regarding English Language Examination.

**VO:**

Part 4: Points to Note Regarding English Language Examination.

**Super:**

There are two parts in each of the English Language Paper 1 (Reading) and Paper 3 (Listening and Integrated Skills) examinations. All candidates must do Part A and then choose either Part B1, the easier section, or Part B2, the more difficult section.

**VO:**

There are two parts in each of the English Language Paper 1 (Reading) and Paper 3 (Listening and Integrated Skills) examinations. All candidates must do Part A and then choose either Part B1, the easier section, or Part B2, the more difficult section.

**Super:**

English Language Paper 1 (Reading)

End of examination

**VO:**

For English Language Paper 1 (Reading), candidates are required to write their candidate number and affix barcode labels in the designated spaces on the cover and the inner pages of the Part A and attempted Part B1 or B2 question-answer books during the examination. Barcode labels and candidate numbers need NOT be put on the cover of the unattempted Part B question-answer book. Just leave it on the desk for collection by invigilators separately.

**Super:**

The sessional break between English Language Paper 1 and Paper 2  
Session Break 60 Minutes

**VO:**

There is a sessional break of 60 minutes between English Language Paper 1 and Paper 2.

**Super:**

English Language Paper 3 (Listening & Integrated Skills)

**VO:**

For English Language Paper 3 (Listening & Integrated Skills),  
Candidates should follow the instructions  
via the broadcast to write their candidate number  
and affix barcode labels in the designated spaces on all the question-answer books.

**Super:**

Supplementary answer sheets will be supplied on candidates' request.  
Candidates should use separate supplementary answer sheets for Part A and Part B.  
They should write their candidate number, mark the question number box and stick a barcode label on  
each sheet,  
then fasten them with string inside the relevant question-answer book.

**VO:**

Supplementary answer sheets will be supplied on candidates' request.  
Candidates should use separate supplementary answer sheets for Part A and Part B.  
They should write their candidate number, mark the question number box and stick a barcode label on  
each sheet,  
then fasten them with string inside the relevant question-answer book.

**Super:**

End of examination

**VO:**

At the end of the examination session, candidates  
should fasten the attempted Part A and Part B1 or B2 question-answer books  
together with a green tag.

**Super:**

End of examination

**VO:**

The attempted question-answer books will be collected first

**Super:**

End of examination

**VO:**

Candidates can take away the Reading Passages Booklets (for Paper 1) and Data Files (for Paper 3).

**Super:**

Part 5: Special Features of the Listening Components

**VO:**

Part 5: Special features of the Listening Components

**Super:**

Radio Broadcast

**VO:**

For Listening components, if the centre uses radio for broadcast, a day before the examination, the Centre Supervisor should make sure that the centre school has made these preparations properly:

**Super:**

Radio Broadcast

Special Room

**VO:**

Prepared a Special Room with a portable radio.

**Super:**

Radio Broadcast

**VO:**

Checked the reception of the hall and the Special Room.

Ensured the reception is good

and made a record of the best frequency of the centre.

**Super:**

Infra-red (IR) Transmission System

**VO:**

For centres using the Infra-red (IR) Transmission System for broadcast,

Candidates must bring their earphones to be plugged into the receivers

provided by the HKEAA for the test.

**Super:**

Use of USB for broadcast of examination recordings

**VO:**

USB is used for broadcast of examination recordings of the Chinese Language and English Language

Listening components in all IR centres, as well as Chinese Language (Putonghua version) using PA system.

The examination centres concerned and their Special Rooms will be provided with portable USB players.

**Super:**

Infra-red (IR) Transmission System

**VO:**

A day before the listening examination, the Centre Supervisor should make sure that the centre school has made these preparations properly

**Super:**

Infra-red (IR) Transmission System

Special Room

**VO:**

Prepared a Special Room with two USB players or portable radios

that can play USB, as appropriate.

**Super:**

Infra-red (IR) Transmission System

**VO:**

Ensured the proper functioning of all IR receivers and spare headphones.  
If you find any worn-out component of the IR System ancillary equipment,  
you should inform the HKEAA immediately for necessary replacements.  
Checked and replaced the batteries for the IR receivers.

**Super:**

Infra-red (IR) Transmission System

**VO:**

Checked the reception of the hall and the Special Room, ensuring that the reception is good.

**Super:**

Radio Broadcast  
Before the examination

**VO:**

On the day of the listening examination, before candidates enter the examinations centre,  
Centre Supervisors of radio broadcast centres should

**Super:**

Radio Broadcast  
Before the examination

**VO:**

Write down the best frequency on the board in the hall.

**Super:**

Before the examination

**VO:**

For all examination centres, assign invigilators to distribute barcode sheets  
and stationery on candidates' desks.

**Super:**

Before the examination  
Special Room

**VO:**

Pass the examination materials including the question papers and barcode sheets to the Special Room Invigilator and remind him/her to tune the radio in the Special Room to the correct channel.

**Super:**

Radio Broadcast

**VO:**

For radio-broadcast centres, when candidates are seated, ask them to check their radios and tune to the correct channel.

**Super:**

Radio Broadcast

**VO:**

However, invigilation staff need not tune the radio channel for individual candidates.

**Super:**

Radio Broadcast

**VO:**

Candidates may use listening devices equipped with an FM radio.

**Super:**

Radio Broadcast

**VO:**

Other electronic devices including but not limited to multimedia players, Bluetooth/Wi-Fi devices, mobile phones, earphones with built-in radio, etc. are not allowed.

**Super:**

Radio Broadcast

**VO:**

If candidates use a radio with an extendable antenna,

**Super:**

Radio Broadcast

**VO:**

the invigilators should make sure that  
the radio antenna, once extended,  
will not disturb the neighbouring candidates  
or block the aisle in the examination centre

**Super:**

Radio Broadcast

**VO:**

Advice has been sought from experts in broadcasting and telecommunication  
to the effect that the use of a radio with an antenna device will not  
cause radio reception problems to surrounding radios.

**Super:**

Radio Broadcast

**VO:**

Moreover, there is no evidence that the so-called 'attacking' radio or antenna  
will cause interference to the reception of nearby radios.

**Super:**

All centres

**VO:**

Invigilators should complete the attendance-taking before the broadcast of the listening component.

**Super:**

Using ASTS to take attendance

**VO:**

The procedures of attendance taking and script collection for listening papers  
are the same as those of written papers.

**Super:**

In addition, candidates should take off their earphones after the examination broadcast has finished or else, they will receive a mark penalty

**VO:**

In addition, candidates should take off their earphones after the examination broadcast has finished or else, they will receive a mark penalty

**Super:**

Under different circumstances, candidates will be sent to the Special Room during the whole examination time

From 9:15 am to the end of the examination

**VO:**

Under different circumstances, candidates will be sent to the Special Room during the whole examination time

i.e. from 9:15 am to the end of the examination

**Super:**

Special Room Mark Penalty will be imposed

**VO:**

Mark penalty will be imposed on candidates going to the Special Room under the following situations:

Not bringing a radio to a radio broadcast centre;

Having forgotten to bring earphones or batteries;

Arriving 30 minutes or more after the reporting time

Bringing a radio bigger than 18" by 6" by 6"

Or an electronic device other than a radio

Mark penalty will also be imposed on candidates who use their own radio in the Special Room.

**Super:**

Special Room Mark Penalty will not be imposed

**VO:**

Mark penalty will not be imposed on candidates going to the Special Room under the following situations:

Radio or earphones not working,

Unable to tune the radio to the correct channel or radio with poor reception;

**Super:**

Advise candidates to go to Special Room if they encounter reception problem

**VO:**

Advise candidates to go to the Special Room if they encounter reception problem

**Super:**

Candidates who claim to have encountered reception problems  
but decide not to go to the Special Room will not be given any compensation

**VO:**

Candidates who claim to have encountered reception problems  
but decide not to go to the Special Room will not be given any compensation

**Super:**

No compensation will be given to individual candidates who claim to have encountered  
reception problems in the examination room, unless there is a general reception problem in the  
examination room.

**VO:**

No compensation will be given to individual candidates who claim to have encountered  
reception problems in the examination room, unless there is a general reception problem in the  
examination room.

**Super:**

Complaints about reception in the listening components should be made with  
the Centre Supervisor/invigilator at the time when the undesirable conditions  
arise at the examination centre

**VO:**

Complaints about reception in the listening components should be made with  
the Centre Supervisor/invigilator at the time when the undesirable conditions  
arise at the examination centre.

**Super:**

Going to Special Room

**VO:**

If there are candidates in the examination hall going to the Special Room after their attendance has been taken, the Centre Supervisor should update the 'Attendance List' in the Attendance and Script Tracking System so as to avoid inconsistency between the number of candidates present and that of the scripts collected in the examination hall.

**Super:**

Candidates going to the Special Room  
During different times of the examination

**VO:**

Invigilators should follow the procedures outlined in the following examples when handling candidates going to the Special Room during different times of the examination:

**Super:**

Before the distribution of question papers

1. Personal belongings
2. Personalised barcode sheets

**VO:**

Example 1: If candidates go to the Special Room before the distribution of question papers, invigilators should remind them to bring along their personal belongings and personalised barcode sheets to the Special Room.

**Super:**

After the distribution of question papers

1. Personal belongings
2. Question papers
3. Personalised barcode sheets

**VO:**

Example 2: If candidates go to the Special Room after the distribution of question papers, invigilators should remind them to bring along their personal belongings, question papers and personalised barcode sheets

so that they can continue to work on the examination after entering the Special Room.

**Super:**

Late arrival

**VO:**

Example 3: Candidates arriving 30 minutes or more after the reporting time should be directed to the Special Room.

**Super:**

Part 6: Instructions for Special Room Invigilators

**VO:**

Part 6: Instructions for Special Room Invigilators

**Super:**

Preparation before the examination:

Set up the furniture and posters in the Special Room one day before the examination.

**VO:**

Preparation before the examination:

Set up the furniture and posters in the Special Room one day before the examination.

**Super:**

Special Room

**VO:**

Prepare a portable radio for each Special Room. Centre school should arrange a spare portable radio available for emergency use.

**Super:**

Special Room

**VO:**

The portable radio should be fitted with batteries and be of a type that can be switched easily from a.c. to d.c.

The Special Room Invigilator needs to make sure that the portable radio has new batteries available

to avoid problems that might arise in the event of power failure.

**Super:**

Special Room

**VO:**

Check the reception of the Special Room and tune the portable radio to the correct channel.

**Super:**

Use of USB for broadcast of examination recordings

**VO:**

USB is used for broadcast of examination recordings of the Chinese Language and English Language Listening components in all IR centres, as well as Chinese Language (Putonghua version) using PA system. The examination centres concerned and their Special Rooms will be provided with portable USB players.

**Super:**

Special Room

**VO:**

The Special Rooms of these IR centres will also use USB to broadcast the examination recordings. The examination centres concerned and their Special Rooms will be provided with portable USB players. The USB will be delivered to the centres together with the question papers on the day of the examination.

**Super:**

Special Room

**VO:**

At around 9:00 am:

Special Room Invigilator should collect the examination materials such as question papers, spare barcode sheets from the Centre Supervisor to the Special Room.

**Super:**

Special Room

**VO:**

Check to ensure that the radio has been tuned to the correct channel.

**Super:**

Special Room

**VO:**

Special Room Invigilator should open the packets of the question papers in front of the candidates at 9:45 am.

**Super:**

Infra-red (IR) Transmission System

Special Room

**VO:**

In the Special Room of IR centres, the Special Room Invigilator should start playing the examination USB at 10:00 am (i.e. at the same time as the radio broadcast) no matter whether there is any candidate in the Special Room.

**Super:**

Special Room

After the examination

**VO:**

After the examination, the Centre Supervisor/Special Room Invigilator should fill in the USB return form placed inside the plastic bag for USBs and return all the USBs to the HKEAA using the same plastic bag.

**Super:**

Procedures for handling candidates entering the Special Room

**VO:**

Procedures for handling candidates entering the Special Room

**Super:**

Special Room

Instruct the candidates to take off the earphones when they enter the Special Room

If candidates arrive after 10:00 am

i.e. after the start of the Listening component

**VO:**

Instruct the candidates to take off the earphones when they enter the Special Room.  
If the candidates arrive after 10:00 am i.e. after the start of the Listening component,

**Super:**

Special Room

**VO:**

distribute a 'Special Room Reminder Card' to remind them to take off their earphones;  
or else they may receive a mark penalty.

**Super:**

Special Room

**VO:**

The procedures of taking attendance and collecting scripts in the Special Room  
are the same as those in the examination hall.

**Super:**

Special Room Invigilators are required to declare to the Centre Supervisor  
if they find any candidate they know at the Special Room. Should complete the declaration on Report  
Form SR4i

**VO:**

Special Room Invigilators are required to declare to the Centre Supervisor  
if they find any candidate they know at the Special Room.  
They should complete the declaration on Report Form SR4i for onward transmission to the HKEAA via  
the Centre Supervisor.

**Super:**

Special Room

**VO:**

The Special Room Invigilator should be flexible in handling any candidate  
who arrives just before the examination begins or after the examination has started.  
The main point is to try to arrange the candidate to sit in the front  
and let him/her settle down, find the correct place in the question books,  
and begin answering as soon as possible.

The normal procedures can be attended to after the examination is over.

**Super:**

Special Room

After distribution of the question papers

**VO:**

After distribution of the question papers, candidates who enter the Special Room with their question papers and personalised barcode sheets should continue using them.

**Super:**

Special Room

After distribution of the question papers

**VO:**

If not, they should be given new question papers and a spare barcode sheet as they enter.

**Super:**

Special Room

**VO:**

As most of the candidates going to the Special Room may be in a very agitated state when they arrive, the Special Room Invigilator should do his/her best to reassure them and calm them down so as to minimise possible disturbance to other candidates in the same room.

**Super:**

Special Room

SR Sessional Report

**VO:**

The Special Room Invigilator should complete the 'Special Room Sessional Report'.

**Super:**

Special Room

**VO:**

Make sure all candidates' arrival time and reasons for attending the Special Room are recorded accurately.

**Super:**

Special Room

**VO:**

Candidates should affix their personalised barcode labels and sign against their candidate number on the report.

**Super:**

Special Room

**VO:**

The Special Room Invigilator should fill in the 'Special Room Seating Plan' for record purposes.

**Super:**

Special Room

**VO:**

Under no circumstances should the Special Room Invigilator disturb the candidates during the radio broadcast.

**Super:**

Special Room

**VO:**

In case a candidate, despite being reminded by the Special Room Invigilator, continues to use his / her own radio with earphones, let the candidate use them for the remaining time. Do not disturb the candidate.

**Super:**

Report Form SR4g

**VO:**

After the end of the examination, ask the candidate to fill in report form SR4g.

**Super:**

Radio is not functioning properly  
Special Room

**VO:**

In case of emergency that the radio in the Special Room is not functioning properly, the Special Room Invigilator should inform the Centre Supervisor immediately and arrange relevant remedial measures

**Super:**

Radio is not functioning properly  
Special Room

**VO:**

such as switching the radio from a.c. to d.c.,  
replacing it with a spare radio.

**Super:**

Radio is not functioning properly  
(Special Room)  
SR4g report form

**VO:**

Details and time of the incident should be recorded in SR4g Report Form.

**Super:**

Special Room

**VO:**

Candidates are not permitted to leave the Special Room before the examination ends.

**Super:**

Special Room

**VO:**

At the end of the examination  
Special Room Invigilator should check to ensure that  
all candidates have completed and signed the  
'Special Room Sessional Report' with  
their personalised barcode labels affixed.  
Make sure that the 'Special Room Seating Plan'  
has also been completed.

**Super:**

Special Room

**VO:**

After completing the attendance taking and script collection procedures, if the number of candidates present tallies with the number of scripts collected, the Special Room invigilator can dismiss the special room candidates.

**Super:**

Special Room

**VO:**

Special Room Invigilator should pack the counted answer scripts in the envelope provided and pass it to the Centre Supervisor together with the barcode scanner.

**Super:**

Hall

**VO:**

Seal and sign on the flap with the Centre Supervisor.  
Upload the attendance and scripts records to the 'Attendance and Script Tracking System'.

**Super:**

Part 7: Instructions for Classroom Centre Supervisors/Classroom Invigilators

**VO:**

Part 7: Instructions for Classroom Centre Supervisors and Classroom Invigilators

**Super:**

Classroom Centre

**VO:**

Before the examination, Classroom Centre Supervisor should pass one pack of question papers, sufficient examination stationery and some mobile phone reminder cards to each Classroom Invigilator.

Classroom Invigilators should check the stationery items against a checklist.

In case of shortage or discrepancies, notify the Classroom Centre Supervisor immediately.

**Super:**

All invigilation staff should turn off their mobile phones, pagers or other devices that can emit sound before the examination.

**VO:**

All invigilation staff should turn off their mobile phones, pagers or other devices that can emit sound before the examination.

**Super:**

Classroom Centre

**VO:**

Classroom Invigilators should distribute the Mobile Phone Reminder Cards on vacant seats before making the first announcement.

**Super:**

Classroom Centre

**VO:**

When every candidate has been given a copy of the question paper or question-answer book, ask candidates to read the instructions printed on the cover and check the number of pages and the questions.

Instruct candidates to close the question paper after checking.

**Super:**

Classroom Centre

**VO:**

Follow the stipulated procedures to start the examination, including reminding candidates to switch off their mobile phones.

**Super:**

Classroom Centre

**VO:**

If candidates are going to use a calculator, they are required to remove the calculator cover / jacket and place it inside their bag or under their chair.

**Super:**

Classroom Centre

**VO:**

During the examination, please check if the candidates have written any notes or formulae on the surface of the calculators.

If so, the Classroom Invigilator should inform the candidate to stay behind after the examination to complete a report.

For detail handling procedures, please refer to Part 9 of the video:  
Handling of Suspected Cheating Irregularities.

**Super:**

Classroom Centre

**VO:**

Write the actual starting and finishing time of the examination on the board.

**Super:**

During Examination

Cover

Inner Pages

**VO:**

For conventional papers, except for listening papers, candidates should write their candidate number and affix barcode labels in the designated spaces on the cover and inner pages of answer books and question-answer books, supplementary answer sheets and graph papers used during the examination.

**Super:**

During Examination

**VO:**

For multiple-choice papers,

candidates must write their candidate number and name, sign and then affix a barcode label in the designated space on the multiple-choice answer sheet during the examination.

**Super:**

Shortly after the start of the examination, the Classroom Centre Supervisor should check and ensure the examination time written on the blackboard of each classroom centre is correct. Advise the Classroom Invigilator to amend immediately if any discrepancy is found

**VO:**

Shortly after the start of the examination, the Classroom Centre Supervisor should check and ensure the examination time written on the blackboard of each classroom centre is correct. Advise the Classroom Invigilator to amend immediately if any discrepancy is found

**Super:**

SR4g report form

**VO:**

and make an appropriate announcement to the candidates. Record the details on the report form SR4g.

**Super:**

During Examination

**VO:**

About 15 minutes after the start of the examination, the Classroom Invigilator should take attendance and complete the Attendance Record Form. Please note that 'Attendance and Script Tracking System' will not be used in classroom centres.

**Super:**

Classroom Invigilators are required to declare to the Classroom Centre Supervisor if they find any candidate they know at the classroom centre Should complete the declaration on Report Form SR4i

**VO:**

Classroom Invigilators are required to declare to the Classroom Centre Supervisor if they find any candidate they know at the classroom centre.

They should complete the declaration on Report Form SR4i for onward transmission to the HKEAA via the Classroom Centre Supervisor.

**Super:**

During Examination

**VO:**

Candidates should occupy the seat assigned to them in accordance with the seat number stated on their admission form

**Super:**

During Examination

**VO:**

and have the responsibility to check that they affix the correct barcode labels on their answer scripts.

**Super:**

During Examination

**VO:**

The Classroom Invigilator should check the barcode labels used by the candidates against their admission forms carefully.

**Super:**

During Examination

**VO:**

Any errors in the use of the personalised barcode labels may affect the recording of the examination results.

**Super:**

Classroom Centre

**VO:**

The Classroom Centre Supervisor should check the Attendance Record Forms filled in by the Classroom Invigilators.

If in order, mark and sign on the Attendance List to ensure that the attendance taking was carried out by the Classroom Invigilators accurately.

**Super:**

Classroom Centre

**VO:**

The Classroom Invigilator should complete the Sessional Report.

**Super:**

After Examination

**VO:**

The Classroom Invigilator should collect the answer scripts and count them carefully.

Pack the answer scripts in the envelope provided

and bring it to the Classroom Centre Supervisor.

Then, seal and sign on the flap with the Classroom Centre Supervisor.

**Super:**

Part 8: Handling of Mobile Phone Irregularities

**VO:**

Part 8: Handling of Mobile Phone Irregularities

**Super:**

Example 1:

Ringling sound of  
a mobile phone is heard

**VO:**

Example 1: During the examination,

**Super:**

During the examination

In alarm mode

Report Form SR4p

**VO:**

if the ringing sound of a mobile phone is heard,  
locate the source.

Record the time and all relevant details on Report Form SR4p.

**Super:**

In alarm mode

Report Form SR4p

**VO:**

When the source of the ringing sound is located, ask the candidate concerned  
to show the screen of the phone and check if the phone is in operating mode.

**Super:**

In alarm mode

**VO:**

If the sound is triggered by the alarm function only, ask the candidate  
to deactivate the alarm function or remove the battery.

Ask the candidate to stay behind after the examination to complete a report.

**Super:**

Example 2

If the mobile phone  
is found in operating mode

**VO:**

Example 2: If the mobile phone is found in operating mode,

**Super:**

During the examination

In operating mode

**VO:**

instruct the candidate  
to switch off the phone or remove the battery, if possible.

Put the candidate's phone inside the Mobile Phone Plastic Bag supplied by the HKEAA, seal it and put it under the candidate's chair.

Ask the candidate to stay behind after the examination to complete a report.

**Super:**

After the examination

Incoming call

**VO:**

After the examination, ask the candidate to show the call logs/message records to check if there is any call or message received at the time the phone rings.

**Super:**

After the examination

Incoming message

**VO:**

If yes, ask the candidate to show the contents voluntarily to verify if cheating is involved.

**Super:**

After the examination

Report Form SR4p

**VO:**

Also ask the candidate to give an explanation of the situation on the report form.

Ensure Report Form SR4p has been duly completed with all boxes in the form being checked.

If a candidate refuses to show the call logs/message records,

ask the candidate to state the reasons on the report.

**Super:**

Example 3

A candidate is found taking  
photographs, video or audio-recording  
with his or her mobile phone  
in the examination centres

**VO:**

Example 3: A candidate is found taking photographs, video or audio recording with his or her mobile phone in the examination centres.

**Super:**

In case a candidate is found taking photographs, video or audio recording using an electronic device including mobile phone inside the examination centre, the candidate should be asked to switch off the device immediately and be warned that a mark penalty or subject downgrading will be imposed.

**VO:**

In case a candidate is found taking photographs, video or audio recording using an electronic device including mobile phone inside the examination centre, the candidate should be asked to switch off the device immediately and be warned that a mark penalty or subject downgrading will be imposed.

**Super:**

SR4g Report Form

**VO:**

After the examination, the candidate should be told to delete the photographs, video or record concerned and fill out the Report Form SR4g.

**Super:**

Part 9: Handling of Suspected Cheating

**VO:**

Part 9: Handling of Suspected Cheating

**Super:**

After announcement of the distribution of question papers

**VO:**

If candidates are found to have unauthorised articles such as books, dictionaries, revision notes in written/electronic form, question papers from previous examination session(s), and any electronic devices including tablets, mobile phones, multimedia players, electronic dictionaries,

databank watches, smart watches or other wearable technologies with communication or data storage functions, etc. on their desk or in the drawer of their desk, in their pockets or on their body after the Centre Supervisor has announced the distribution of question papers,

**Super:**

they will receive a mark penalty or even be disqualified from the whole examination.

**VO:**

they will receive a mark penalty or even be disqualified from the whole examination.

**Super:**

If a candidate is found copying from books, dictionaries, notes in written/electronic form, papers, etc.

**VO:**

If a candidate is found copying from books, dictionaries, notes in written/electronic form, etc.

**Super:**

the Centre Supervisor/ invigilator should remove them immediately and keep them as evidence but let the candidate finish the examination.

**VO:**

the Centre Supervisor/ invigilator should remove them immediately and keep them as evidence but let the candidate finish the examination.

**Super:**

Under all circumstances

Not to Search

1. Candidate's body
2. Personal belongings

**VO:**

Under no circumstances should the Centre Supervisor/invigilator search the body or personal belongings of the candidates who are suspected of cheating during the examination.

**Super:**

When dealing with a suspected cheating case, Centre Supervisor/invigilators should ask another invigilator to serve as a witness.

**VO:**

When dealing with a suspected cheating case, Centre Supervisor/invigilators should ask another invigilator to serve as a witness.

**Super:**

During the examination

**VO:**

If the Centre Supervisor/invigilator considers an irregularity case dubious, he/she should avoid disturbing the candidate during the examination.

**Super:**

After the examination

**VO:**

The invigilator should inform the candidate concerned after the examination to stay behind to complete a report.

**Super:**

SR4g Report Form

Giving the details of the suspected cheating

1. The time when the offence was discovered
2. Whether the candidate was copying from a crib
3. Where the candidate put the crib

**VO:**

The Centre Supervisor should prepare a report giving the details of the suspected cheating such as the time when the offence was discovered, whether the candidate was copying from a crib, and where the candidate put the crib etc. on Report Form SR4g.

**Super:**

1. Report
2. Evidence
3. Answer script
4. Candidate's explanation

**VO:**

The report, evidence, the answer script and the candidate's explanation should be put in the Envelope for Special Reports and Related Scripts/Answer Sheets.

**Super:**

After the examination

SR4g Report Form

**VO:**

If the candidate refuses to provide a written explanation before he/she leaves the examination room, this should be recorded on Report Form SR4g by the Centre Supervisor.

**Super:**

To familiarise yourself with the examination regulations and procedures, read the 'Centre Supervisor's Handbooks' and 'Notes for the Guidance of Invigilators' carefully before the examination

Can be downloaded from the HKEAA website  
([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk))

**VO:**

To familiarise yourself with the examination regulations and procedures, read the 'Centre Supervisor's Handbooks' and 'Notes for the Guidance of Invigilators' carefully before the examination which can also be downloaded from the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).