



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

2024 年全港性系統評估（中學）

**Territory-wide System Assessment 2024
(Secondary Schools)**

監考員手冊

Invigilators' Handbook

第一天紙筆評估時間表 Timetable for the First Day of Written Assessments

日期 Date /開始時間 Starting Time	19/6/2024 08:45
評估範疇 Assessment Session (評估時間 Assessment time)	中國語文－寫作 Chinese Language – Writing (75 分鐘 minutes)
休息 Break (15 – 35 分鐘 minutes)	
評估範疇 Assessment Session (評估時間 Assessment time)	中國語文－閱讀 Chinese Language – Reading (30 分鐘 minutes)
休息 Break (15 – 35 分鐘 minutes)	
評估範疇 Assessment Session (評估時間 Assessment time)	中國語文－視聽資訊 Chinese Language – Audio-Visual (約 15 分鐘) (Approximately 15 minutes)
	中國語文－聆聽 Chinese Language – Listening (約 20 分鐘) (Approximately 20 minutes)

第二天紙筆評估時間表 Timetable for the Second Day of Written Assessments

日期 Date /開始時間 Starting Time	20/6/2024 08:45
評估範疇 Assessment Session (評估時間 Assessment time)	英國語文－寫作 English Language – Writing (40 分鐘 minutes)
休息 Break (15 – 35 分鐘 minutes)	
評估範疇 Assessment Session (評估時間 Assessment time)	英國語文－閱讀 English Language – Reading (35 分鐘 minutes)
	英國語文－聆聽 English Language – Listening (約 35 分鐘) (Approximately 35 minutes)
休息 Break (15 – 35 分鐘 minutes)	
評估範疇 Assessment Session (評估時間 Assessment time)	數學 Mathematics (65 分鐘 minutes)

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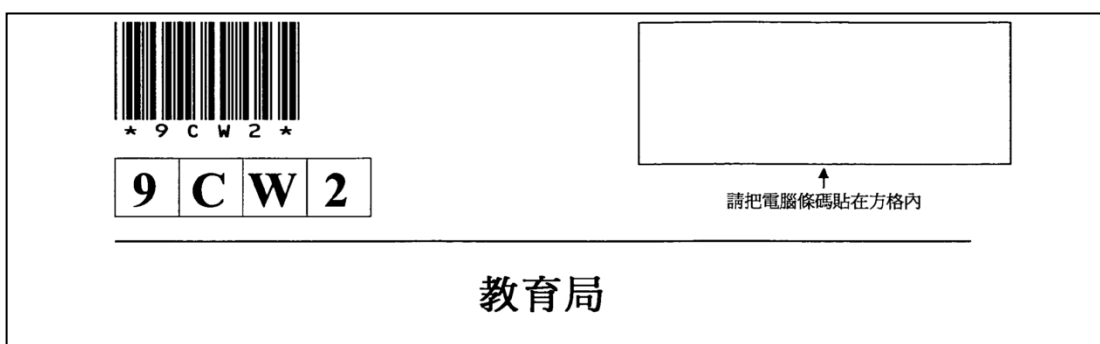
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1. 貼上電腦條碼 Sticking Barcode Labels

學生需在答題簿／試題答題簿（下簡稱「答題簿」）封面（第 1 頁）及部分內頁的右上角方格內貼上一個電腦條碼，答題簿封面的「學生須知」會清晰指示學生在那些內頁貼上電腦條碼。

Students are required to stick a barcode label in the box at the upper right corner of the cover (Page One) and some inner pages of their answer booklets/question-answer booklets (answer booklets). The “Instructions” on the cover page will clearly indicate to the students on which pages should barcode labels be used.

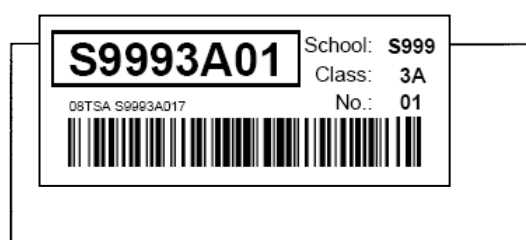
答題簿封面樣本 Sample cover of answer booklet:



一般情況下，監考員應指導學生將電腦條碼適當地貼在方格內。若遇到學生有以下情況，亦不會影響電腦閱讀電腦條碼的內容，故監考員無須要求學生重貼條碼：

In general, invigilators should instruct students to properly stick barcode labels right inside the boxes. However, under the following circumstances, **the scanning of barcode labels will NOT be affected**. Therefore it is **NOT** necessary to ask the students to stick the labels again:

1. 輕微貼出方格以外
Slightly outside the box



請把電腦條碼貼在方格內
Please stick the barcode label in the box



2. 並非完全水平貼在方格內
Not completely horizontal



請把電腦條碼貼在方格內
Please stick the barcode label in the box



3. 電腦條碼翻轉貼上
Upside-down



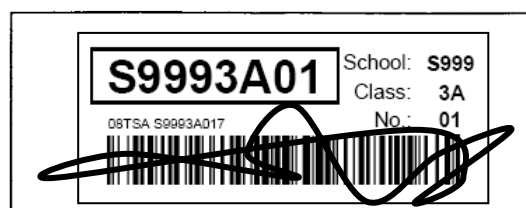
請把電腦條碼貼在方格內
Please stick the barcode label in the box



以下情況將影響電腦閱讀電腦條碼的內容，監考員應要求學生使用後備電腦條碼（如有需要，後備電腦條碼可覆蓋貼在原來的條碼上）：

The following conditions **will affect the scanning of barcode labels**. Invigilators should ask the students to use the reserve labels (cover the original barcode label if necessary):

1. 條碼被塗污
Smeared barcode



請把電腦條碼貼在方格內
Please stick the barcode label in the box



2. 條碼損毀
Damaged barcode



請把電腦條碼貼在方格內
Please stick the barcode label in the box



其他異常情況：
Other irregularities:

如遇學生沒有其班號的電腦條碼或後備電腦條碼不足，學生只需在答題簿封面上填寫學校編號、班別及班號，考評局會作個別跟進。

Students without barcode labels bearing their class numbers or those who do not have sufficient reserve labels should simply fill in their respective school codes, class names and class numbers on the cover page of the answer booklets. The HKEAA will process these answer booklets separately.

2. 填塗多項選擇題 Answering MC Questions

學生作答多項選擇題時，應使用 HB 鉛筆把選項的圓圈塗黑和填滿，答題簿內附有作答說明及例子供學生參閱。

使用 HB 鉛筆的填塗效果最佳，學生亦可使用 HB 鉛芯筆。更正多項選擇題答案選項時，應使用橡皮膠徹底擦除錯誤的選項。

在作答多項選擇題以外的題目時，學生可以使用鉛筆或原子筆作答。

Students are required to blacken circles with HB pencils when answering multiple-choice questions. Clear instructions and examples for reference of the students will be provided in the answer booklets.

The use of HB pencils for blackening circles produces the best effect. The use of HB mechanical pencil is also acceptable. Students are required to use rubbers to completely erase any wrong answers.

Pencils or ball pens can be used to answer questions other than multiple-choice questions.

答題簿「作答說明」樣本

Sample “Instructions for answering questions” of answer booklet:

Instructions for answering questions:

作答說明：

Multiple Choice Questions – Use an **HB pencil** to blacken the circle next to the correct answer. For example:

選擇題 – 選出正確的答案，並用 **HB 鉛筆**把該選項的圓圈塗黑和塗滿，如：

☒ A.
☐ B.
☐ C.
☐ D.

or
或

☒ A. ☐ B. ☐ C. ☐ D.

3. 答案填寫在框線內 Answering within the Frame

學生必須在答題簿上的指定位置作答。寫於框線以外的答案將不予評閱。

Students should write their answers in the specified areas on the answer booklets. **Answers written outside the frame will NOT be marked.**

框線 Frame

Instructions:
MC Questions – Choose the best answer. Blacken the circle under your choice in the corresponding box. Write your answer in the space provided.

Example 1:
☒ A.
☐ B.
☐ C.
☐ D.

Example 2:
☒ A. ☐ B. ☐ C. ☐ D.

Notes:
1. Write your answer in the space provided.
2. Do not write in the box.
3. Do not write in the box.
4. Do not write in the box.
5. Do not write in the box.
6. Do not write in the box.
7. Do not write in the box.
8. Do not write in the box.
9. Do not write in the box.
10. Do not write in the box.

Instructions:
MC Questions – Choose the best answer. Blacken the circle under your choice in the corresponding box. Write your answer in the space provided.

Example 1:
☒ A.
☐ B.
☐ C.
☐ D.

Example 2:
☒ A. ☐ B. ☐ C. ☐ D.

Notes:
1. Write your answer in the space provided.
2. Do not write in the box.
3. Do not write in the box.
4. Do not write in the box.
5. Do not write in the box.
6. Do not write in the box.
7. Do not write in the box.
8. Do not write in the box.
9. Do not write in the box.
10. Do not write in the box.

框線 Frame

4. 使用多於一本試題答題簿 Using More Than One Answer Booklet

如學生要求加紙書寫，請確保派發同一分卷號的答題簿給學生，如同一分卷號的答題簿已派罄，可向鄰班索取或通知評估行政主任。

學生無須在第二本答題簿上貼上任何電腦條碼，他們只需在答題簿封面上填妥學校編號、班別及班號。評估完畢時，請將兩本答題簿釘在一起，並放入「答卷封套」內。

如有學生使用多於一本答題簿，監考員在填寫「答卷封套」及「學生出席紀錄表」的『答卷總數』時，請視之為一本計算。

One additional answer booklet can be given to any student who requires additional answer sheets. The student should be given the same sub-paper. Please ensure that **the sub-paper code of the second answer booklet is the same as that of the first answer booklet** of the student. If the answer booklet of a particular sub-paper has run out, please try securing a copy from another class or informing the Assessment Administration Supervisor of the situation.

Students are not required to stick any barcode labels on the second answer booklet. They should simply fill in their respective school code, class name and class number on the cover page of the answer booklet. At the end of the assessment, please staple the two answer booklets together and put them into the “Envelope for Answer Scripts” in the same way as other answer booklets.

When completing the total number of “Scripts Collected” on the “Envelope for Answer Scripts” and “Students’ Attendance Record”, please count every two answer booklets stapled together and used by the same student as ONE answer booklet.

5. 分開進行評估的學生 Students Taking the Assessment Separately

- 監考分開進行評估的學生的監考員，應參閱有關的附加須知
- 當評估完結後，分開進行評估的學生的答卷返回所屬班別時，監考員應協助為這些學生貼上他們的電腦條碼在答卷上
- 這些學生的答卷應與同班同學的答卷一起放進所屬的「答卷封套」
- 這些學生的剩餘評估物料可放進任何一班相同評估分節的「剩餘評估物料封套」
- 填寫每班每項評估的「學生出席紀錄表」及「答卷封套」時，確保已包括分開進行評估學生的資料
- Invigilators in charge of students taking the assessment separately should refer to the additional notes given
- Upon completion of the assessment session, invigilators should help to stick the barcode labels of these students on to their respective worked answer booklets
- The worked answer booklets of these students should be packed together with those of their classmates into the respective “Envelopes for Answer Scripts”
- The surplus assessment materials of these students can be put into the “Envelope for Surplus Assessment Materials” of the same assessment session of any class
- Ensure the information entered on the “Students’ Attendance Record” and “Envelope for Answer Scripts” of each class and each assessment has covered these students

監考員填寫「紙筆評估總結表」電子版注意事項

Notes for Invigilators on Completion of the electronic version of “Assessment Summary for Written Assessments”

- 經網上填寫「紙筆評估總結表」電子版上各項所需資料
Fill in all required information on the electronic version of “Assessment Summary for Written Assessments”:

<https://forms.office.com/r/bMCRhzPXPM?origin=lprLink>



- 一個分節（不論共完成一個或兩個卷別）只需遞交「紙筆評估總結表」電子版一次
Submit the electronic version of “Assessment Summary for Written Assessments” form one time for each assessment session (disregarding the number of assessment paper(s) completed)
- 必須記錄影響評估進行及／或有可能影響統計成績的異常情況，包括：
Record irregularities which have affected the administration and/or may affect the processing of results of an assessment, including:

✓ 懷疑作弊	✓ Suspected cheating
✓ 錯誤使用電腦條碼	✓ Misuse of barcode labels
✓ 聆聽評估進行 期間 的器材故障（請詳細記錄所受的影響及任何補救措施）	✓ Equipment failure during the Listening assessment (please provide a detailed account of events and remedial actions, if any)
✓ 緊急情況（如火警、停電等）	✓ Emergencies, such as fire, power failure, etc.

- 以下情況，監考員**無須**記錄在「紙筆評估總結表」上：
Invigilators are **NOT** required to record the following on the “Assessment Summary for Written Assessments”:

✗ 學生缺席或已獲豁免參與評估	✗ Absentees or exempted students
✗ 學生前往洗手間的報告	✗ Students using toilets
✗ 新生或學生退學報告	✗ New students or drop-outs
✗ 學校為個別學生所作的特別安排	✗ Special arrangements for individual students
✗ 個別學生電腦條碼不足或沒有電腦條碼	✗ Insufficient barcode labels for individual students or missing barcode labels
✗ 聆聽/視聽資訊評估進行 前 的器材故障或更換	✗ Equipment failure or replacement before the Listening/CAV assessments

Below is a sample of the electronic version of “Assessment Summary for Written Assessments”:

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載有「紙筆評估總結表」電子版超連結資訊的背面為監考員工作核對表：
The back page of the hyperlink information for the electronic version of the “Assessment Summary for Written Assessments” is a task checklist for invigilator:

工作 Task Checklist	
<input type="checkbox"/>	1. 檢查「監考員文件檔」及電腦條碼是否屬於被分派到的班別及評估分節 Check to ensure that the received Invigilator's Working File and barcode labels are those of the class and assessment session that they are assigned to
<input type="checkbox"/>	2. 已收到正確的試題簿及答題簿封包、光碟、影碟／在指定網址下載的聆聽聲音檔及／或視聽資訊檔及 1 疊草稿紙（只適用於數學科） Receive the correct packets of question booklets and answer booklets, 1 to 2 CDs/VCDs/audio files and/or Chinese Audio-Visual (CAV) video files downloaded from the designated website and 1 pack of rough work sheets (for Mathematics only)
<input type="checkbox"/>	3. 已收到每卷別 1 個答卷封套及 1 個剩餘評估物料封套 Receive 1 Envelope for Answer Scripts and 1 Envelope for Surplus Assessment Materials for each assessment
<input type="checkbox"/>	4. 確定學生已按班號順序入座 Ensure the students are sitting in sequential order according to their class numbers
<input type="checkbox"/>	5. 在黑板寫上學校編號及班別 Write the school code and class name on the blackboard
<input type="checkbox"/>	6. 拆開試題簿及答題簿封包，順序逐一派發給學生，並請學生核對試題簿與答題簿的分卷編號是否相符 Unseal the packets of the question booklets and answer booklets and distribute the booklets to the students in order. Ask students to check if the codes on the question booklet and answer booklet are the same
<input type="checkbox"/>	7. 依據學生班號派發電腦條碼，並請學生核對班別及班號是否正確 Distribute the barcode labels according to the students' class number and ask them to check if the class name and the class number on the barcode label are correct
<input type="checkbox"/>	8. 請學生在答題簿適當位置貼上電腦條碼及填寫學校編號、班別及班號 Ask the students to stick on the barcode labels and write down the school code, class name and class number in the appropriate spaces on the answer booklet
<input type="checkbox"/>	9. 開始進行評估 Start the assessment
<input type="checkbox"/>	10. 填寫「紙筆評估總結表」電子版、「學生出席紀錄表」及封套上的資料 Complete the electronic version of “Assessment Summary for Written Assessments”, “Students' Attendance Record” and information on the envelopes
<input type="checkbox"/>	11. 評估終結時按班號由小至大收集答卷及剩餘的電腦條碼 At the end of assessment, collect the answer scripts and remaining barcode labels according to the sequential order of the class numbers
<input type="checkbox"/>	12. 檢查學生是否已填妥封面上的資料和貼上電腦條碼 Check to see if the labels are properly affixed and that students have accurately filled in the information on the booklet covers
<input type="checkbox"/>	13. 確保收回的答卷總數和出席學生人數相符 Check the number of answer scripts collected against the number of students present
<input type="checkbox"/>	14. 將答卷放進答卷封套；剩餘評估物料放進剩餘評估物料封套 Put the answer scripts into Envelope for Answer Scripts, and surplus materials into Envelope for Surplus Assessment Materials
<input type="checkbox"/>	15. 如有 A3 放大答卷，請在答卷封套封面的適當位置加上「✓」，以茲識別 If any A3 enlarged answer scripts are collected, please put a tick '✓' in the appropriate place on the Envelope for Answer Scripts for easy reference
<input type="checkbox"/>	16. 分開進行評估的學生答卷，應放進該班的答卷封套內，並已貼上電腦條碼 Return the answer scripts of those students taking the assessment separately to their respective classes, affix barcode labels and put them into Envelope for Answer Scripts
<input type="checkbox"/>	17. 交回所有封套予評估行政主任複檢 Return all envelopes to the Assessment Administration Supervisor for double checking

監考員填寫「學生出席紀錄表」注意事項

Notes for Invigilators on Completion of “Students’ Attendance Record”

- ◆ 填寫「學生出席紀錄表」（共 2 頁）上各項所需資料
Complete all required information on the “Students’ Attendance Record” (2 pages in total)
- ◆ 分開進行評估或需特別安排的學生出席紀錄，應記錄在所屬班別的「學生出席紀錄表」上
The attendance of students assessed separately or requiring special arrangements should be recorded on the “Students’ Attendance Record” of their respective classes
- ◆ 可在「學生出席紀錄表」上修改學生資料（如學生增刪或學生姓名的修改）
Make minor amendments to student data (such as adding, deleting or amending names) on the “Students’ Attendance Record”
- ◆ 將「缺考」一欄（包括缺席及獲豁免參與評估，但不包括退學）學生的圓圈塗黑
Blacken the circles of “**Absent**” (including absentees and students exempted from the assessment, but **NOT** drop-out students)
- ◆ 如有學生退學，只需在「學生出席紀錄表」上以橫線將其資料刪除
If there are drop-out students, cross out their information on the “Students’ Attendance Record”
- ◆ 切勿更改「學生出席紀錄表」上的班號，如需更改，請通知評估行政主任
Do not amend the class number on the “Students’ Attendance Record”. Please inform the Assessment Administration Supervisor if amendment is required
- ◆ 「答卷總數」的數目應為「已報名參加人數(A)」+「新生人數(B)」-「退學人數(C)」-「缺考人數(D)」
The number of “Scripts Collected” should be “students enrolled (A)” + “new students (B)” – “drop-outs (C)” – “absentees (D)”
- ◆ 「學生出席紀錄表」上的『答卷總數』數目應與「答卷封套」上的『答卷總數』數目相同
The total number of “Scripts Collected” on the “Students’ Attendance Record” should be the **same** as the total number of “Scripts Collected” on the “Envelope for Answer Scripts”
- ◆ 如有學生使用多於一本答題簿，監考員在填寫『答卷總數』時，請視之為一本計算
If there are students using more than one answer booklet, invigilators should only count answer booklets used by any one student as **ONE** answer booklet when completing the total number of “Scripts Collected” on the “Envelope for Answer Scripts”

以下是一份已填妥的「學生出席紀錄表」(第一頁)範例：
Below is a sample of a completed “Students’ Attendance Record” (Page 1):

20██年全港性系統評估(中學)

Territory-wide System Assessment 20██(Secondary Schools)



S9993W9CAV7

學生出席紀錄表
Students' Attendance Record

學校名稱 甲乙丙學校 學校編號 S999
Name of School: ABC School School Code:
科目 中國語文視聽資訊 級別 S3 班別 3W
Subject: Chinese Language - Audio-visual Level: Class:

- 如學生沒有遞交答卷，請將缺考學生名字右方的「缺考」圓圈塗黑。[#]
Please blacken the “Absent” circle(s) next to the student(s) without submitting answer scripts. [#]
- 請在名單後加上新生姓名及劃去退學學生。
Please add the new student name(s) to the end of the list and cross out the drop-out student(s).

班號 Class No.	英文姓名 / 中文姓名 English Name / Chinese Name	特別安排* Special Arrangement(s) *	缺考 [#] Absent [#]
1	Student 1 / 學生 1	—	○
2	Student 2 / 學生 2	—	○
3	Student 3 / 學生 3	—	○
4	Student 4 / 學生 4	—	●
5	Student 5 / 學生 5	—	○
6	Student 6 / 學生 6	—	○
7	Student 7 / 學生 7	WS6	○
8	Student 8 / 學生 8	—	○
9	Student 9 / 學生 9	—	○
10	Student 10 / 學生 10	—	○
11	Student 11 / 學生 11	—	○
12	Student 12 / 學生 12	—	○
13	Student 13 / 學生 13	—	○
14	Student 14 / 學生 14	—	○
15	Student 15 / 學生 15	—	○
16	Student 16 / 學生 16	—	○
17	Student 17 / 學生 17	—	○
18	Student 18 / 學生 18	—	○
19	Student 19 / 學生 19	—	○
20	Student 20 / 學生 20	—	○
21	Student 21 / 學生 21	—	○
22	Student 22 / 學生 22	—	●
23	Student 23 / 學生 23	—	○
24	Student 24 / 學生 24	—	○
25	Student 25 / 學生 25	—	○

* Exempt Chinese 豁免所有中國語文科卷別 Exempt all Chinese Language papers
WS1 非華語學生 Non-Chinese speaking students
WS2 新來港學生 Newly-arrived children
WS3 豁免參與整個評估 Exempt from the whole assessment
WS4 豁免參與聆聽及中國語文科視聽資訊評估 Exempt from the Listening and Chinese Audio-visual Assessments
WS6 使用放大試題答題簿 Using A3 QA booklets
WS7 分開進行評估、延長評估時間、給予短暫休息時間及/或使用輔助設施及儀器 Taking assessments separately, time extension, supervised break, and/or auxiliary equipment

請轉後頁
P.T.O.

P.1/2

以下是一份已填妥的「學生出席紀錄表」(第二頁)範例：
Below is a sample of a completed "Students' Attendance Record" (Page 2):

- 如學生沒有遞交答卷，請將缺考學生名字右方的「缺考」圓圈塗黑。[#]
Please blacken the "Absent" circle(s) next to the student(s) without submitting answer scripts.[#]
- 請在名單後加上新生姓名及劃去退學學生。
Please add the new student name(s) to the end of the list and cross out the drop-out student(s).

班號 Class No.	英文姓名 / 中文姓名 English Name / Chinese Name	特別安排* Special Arrangement(s)*	缺考 [#] Absent [#]
26	Student 26 / 學生 26	—	<input type="radio"/>
27	Student 27 / 學生 27	—	<input type="radio"/>
28	Student 28 / 學生 28	—	<input type="radio"/>
29	Student 29 / 學生 29	—	<input type="radio"/>
30	Student 30 / 學生 30	—	<input type="radio"/>
31	Student 31 / 學生 31	—	<input type="radio"/>
32	Student 32 / 學生 32	WS1, WS4	<input checked="" type="radio"/>
33	Student 33 / 學生 33	—	<input type="radio"/>
34	Student 34 / 學生 34	—	<input type="radio"/>
35	Student 35 / 學生 35 Drop-out	—	<input type="radio"/>
36	Student 36 / 學生 36	—	<input checked="" type="radio"/>
37	Student 37 / 學生 37	—	<input type="radio"/>
38	Student 38 / 學生 38	—	<input type="radio"/>
39	Student 39 / 學生 39		<input type="radio"/>
40			<input type="radio"/>
41			<input type="radio"/>
42			<input type="radio"/>
43			<input type="radio"/>
44			<input type="radio"/>
45			<input type="radio"/>
46			<input type="radio"/>
47			<input type="radio"/>
48			<input type="radio"/>
49			<input type="radio"/>
50			<input type="radio"/>

監考員姓名
Name of Invigilator: CHAN TAI MAN
(請用正楷填寫 In block letters)

監考員簽署
Signature of Invigilator: 

已報名參加人數 Enrolled : (A)		38
新生人數 New : (B)	+	1
退學人數 Drop-out : (C)	—	1
缺考人數 Absent : (D)	—	4

答卷總數
Scripts Collected: = 34
(A+B-C-D)

- * Exempt Chinese 豁免所有中國語文科卷別 Exempt all Chinese Language papers
- WS1 非華語學生 Non-Chinese speaking students
- WS2 新來港學生 Newly-arrived children
- WS3 豁免參與整個評估 Exempt from the whole assessment
- WS4 豁免參與聆聽及中國語文科視聽資訊評估 Exempt from the Listening and Chinese Audio-visual Assessments
- WS6 使用放大試題答題簿 Using A3 QA booklets
- WS7 分開進行評估、延長評估時間、給予短暫休息時間及/或使用輔助設施及儀器 Taking assessments separately, time extension, supervised break, and/or auxiliary equipment

2024 年全港性系統評估（中學）

監考員須知

（中國語文科紙筆評估）

請注意：科任老師不可以監考所任教班別的科目評估。

一、網上評卷措施

- 為配合網上評卷系統，閱讀、聆聽及視聽資訊評估的試卷分為試題簿及答題簿；而寫作評估則使用試題答題簿。
- 學生須把個人的電腦條碼貼在試題答題簿或答題簿適當的位置。

二、評估卷別安排

- 中國語文科紙筆評估分 3 個評估分節進行，寫作和閱讀評估分別有 3 張分卷，視聽資訊評估只有 1 張分卷，聆聽評估有 2 張分卷，各分卷編號及作答時限詳見下表：

評估日期	2024 年 6 月 19 日			
評估分節	第一節	第二節	第三節	
評估範疇	寫作	閱讀	視聽資訊*	聆聽*
作答時限	75 分鐘	30 分鐘	約 15 分鐘	約 20 分鐘
分卷 1 編號	9CW1	9CR1	9CAV	9CL1
分卷 2 編號	9CW2	9CR2		9CL2
分卷 3 編號	9CW3	9CR3		
備註			*先進行視聽資訊評估，然後進行聆聽評估	

- 寫作的試題答題簿、閱讀的試題簿及答題簿封包內的三張分卷已按次序排列。以閱讀為例，第一張分卷是 9CR1，第二張是 9CR2，第三張是 9CR3，然後重複 9CR1，9CR2，9CR3，依此類推。為能盡量把所有分卷平均分配，請向第一個學生派發第一張分卷，第二個派發第二張分卷，依此類推。
- 聆聽評估設 9CL1 和 9CL2 兩張分卷。兩張聆聽分卷的話語內容及題目不同，每班只須作答其中一張分卷。每張聆聽分卷，均附有該分卷的光碟 1 至 2 枚，其中一枚作後備用途。監考員須檢查所負責班別的光碟／在指定網址下載的聆聽聲音檔的分卷編號（即 9CL1 或 9CL2）與試題簿及答題簿的分卷編號是否相符，包括所負責班別內個別學生需使用的 **A3 放大** 試題簿及答題簿。
- 監考員毋須派發試題簿、答題簿及電腦條碼到缺席學生的桌面上。如有學生遲到，監考員可將剩餘的試題簿及答題簿依次派發給遲到的學生。

5. 監考員**切勿**就試題內容向學生作任何解釋。如學生對試題有任何疑問，監考員應鼓勵學生竭盡所能作答，並告知在評估進行期間，監考員不能就試題內容回答任何問題，但會將有關疑問呈報香港考試及評核局(下稱考评局)。

三、評估舉行前

1. 監考員須於評估開始前 20 分鐘，**帶備相關科目的「監考員須知」**向評估行政主任報到。
2. 在評估行政助理（AAA）協助下，評估行政主任會向監考員派發下列物品：

評估分節	需用物品
寫作評估	<ul style="list-style-type: none"> • 監考員文件檔（中國語文科——寫作），內有： <ul style="list-style-type: none"> — 紙筆評估總結表電子版的超連結資訊 — 監考員工作核對表 1 張（在紙筆評估總結表電子版的超連結資訊的背面） — 學生出席紀錄表 1 張 • <u>密封</u>的試題答題簿 1 至 2 包 • 電腦條碼 1 疊 • 答卷封套 1 個 • 剩餘評估物料封套 1 個
閱讀評估	<ul style="list-style-type: none"> • 監考員文件檔（中國語文科——閱讀），內有： <ul style="list-style-type: none"> — 紙筆評估總結表電子版的超連結資訊 — 監考員工作核對表 1 張（在紙筆評估總結表電子版的超連結資訊的背面） — 學生出席紀錄表 1 張 • <u>密封</u>的試題簿 1 至 2 包 • <u>密封</u>的答題簿 1 至 2 包 • 電腦條碼 1 疊 • 答卷封套 1 個 • 剩餘評估物料封套 1 個
視聽資訊評估、 聆聽評估	<ul style="list-style-type: none"> • 監考員文件檔（中國語文科——視聽資訊及聆聽），內有： <ul style="list-style-type: none"> — 紙筆評估總結表電子版的超連結資訊（視聽資訊評估及聆聽評估共用） — 監考員工作核對表 1 張（在紙筆評估總結表電子版的超連結資訊的背面） — 學生出席紀錄表 2 張（1 張用於視聽資訊評估；1 張用於聆聽評估） — 電腦條碼 1 疊（視聽資訊評估及聆聽評估共用） <p>視聽資訊評估</p> <ul style="list-style-type: none"> • <u>密封</u>的影碟 1 至 2 枚／在指定網址下載的視聽資訊檔 • <u>密封</u>的試題簿 1 至 2 包 • <u>密封</u>的答題簿 1 至 2 包 • 答卷封套 1 個 • 剩餘評估物料封套 1 個 <p>聆聽評估</p> <ul style="list-style-type: none"> • <u>密封</u>的光碟 1 至 2 枚／在指定網址下載的聆聽聲音檔 • <u>密封</u>的試題簿 1 至 2 包 • <u>密封</u>的答題簿 1 至 2 包 • 答卷封套 1 個 • 剩餘評估物料封套 1 個

3. 監考員應檢查「監考員文件檔」是否屬於被分派的班別及評估分節，並檢查評估需用物品是否齊備。
4. 學生須按班號順序就坐。保留缺席或遲到學生的座位。
5. 在評估開始前，監考員可就學生資料的變動直接在「學生出席紀錄表」上作出適當的修改（如學生的增刪，或學生姓名的修改），以作點名用途。確保電腦條碼的資料與「學生出席紀錄表」的最新資料相符。
6. 請注意該班是否有需特別安排的學生，此資料已列印在「學生出席紀錄表」上。
獲豁免參與評估的學生，在點名時應被視為「缺席」，並將獲豁免學生人數記錄在「學生出席紀錄表」上；與同班同學分開進行評估的學生則應被視為「出席」。
7. 請於課室內，在學生面前才拆閱影碟／光碟、試題答題簿／試題簿及答題簿。

四、進行評估

寫作評估

1. 監考員所需的物資包括：(i)試題答題簿 (ii)電腦條碼。
2. 監考員須確定學生已按照班號依次就坐。
3. 請用「學生出席紀錄表」點名。可參閱本文件第三部分第 5 及 6 點。
4. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。
5. 請在黑板寫上學校編號及班別（學校編號及班別必須與「學生出席紀錄表」上列印的資料相同）。
6. 宣讀以下提示：

- 桌面上只可放置評估所需的文具。請勿談話。
7. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

- 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。

8. 拆開寫作評估的試題答題簿封包，並按次序分發試題答題簿給學生。（簿面應向上）毋須派發試題答題簿到缺席學生的桌面上。向學生宣布：

- 現在派發寫作評估的試題答題簿。
- 寫作評估共有 3 張分卷，每位同學只會獲分發其中 1 張分卷。
- 未宣布開始前，切勿翻閱試題答題簿或書寫。

9. 請學生檢查試題答題簿的頁數、分卷編號是否正確。向學生宣布：

- 試題答題簿的封面印有的分卷編號是_____（重複各張分卷編號）。
- 如有問題，請舉手。
- 請檢查試題答題簿。試題答題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 試題答題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(QA)-頁次」，例如：「2024-TSA-CHI-9CW1(QA)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上試題答題簿，簿面向上。

10. 請依據學生的學號派發電腦條碼，並確保所派發的電腦條碼與學生的班別和班號相符。向學生宣布：

- 請核對電腦條碼上列出的班別和班號是否與你的相符。如有問題，請舉手。如電腦條碼有破損，請使用剩餘的電腦條碼。
- 請在試題答題簿封面（即第 1 頁）右上方長形方格內貼上電腦條碼（稍停），然後在其他頁面（如第 3 頁）右上方印有的長形方格內貼上電腦條碼。
- 請在試題答題簿封面的適當位置寫上學校編號、班別及班號。
- 學校編號是_____（停頓），班別是____。（重複宣布學校編號及班別）
- 切勿在試題答題簿封面書寫姓名。

11. 一切準備就緒後，向學生宣布：

- 你有 75 分鐘完成兩題的寫作題，請細心閱讀「學生須知」。
- 同學須用藍色或黑色原子筆書寫。
- 不可在框線以外地方書寫任何文字或符號。
- 如方格紙不敷應用，請舉手通知老師。（註）
- 根據課室內的時鐘（或我的手錶），現在是_____時_____分，同學可以開始作答。

註：如學生要求加紙書寫，請派發同一分卷號的試題答題簿給學生，如同一分卷號的試題答題簿已派罄，可向鄰班索取或通知評估行政主任。學生毋須在第二本試題答題簿上貼上任何電腦條碼，他們只需在試題答題簿封面上填妥學校編號、班別及班號。評估完畢時，請將兩本試題答題簿釘在一起，並放入「答卷封套」內。

如有學生使用多於一本試題答題簿，監考員在填寫「答卷封套」及「學生出席紀錄表」的『答卷總數』時，請視之為一本計算。

12. 在黑板寫上實際的評估開始及完結時間。如課室內設有時鐘，監考員應以此作計時器，以便學生計算評估時間。監考員須確保給予學生足夠時間。
 13. 評估終結前 5 分鐘，向學生宣布：

· 評估時間尚餘 5 分鐘。
 14. 評估終結時，向學生宣布：

· 評估完畢，請停止書寫。合上試題答題簿，靜候老師收集。
 15. 收集試題答題簿時，檢查學生是否已把電腦條碼貼好，並且已準確填妥封面上的資料，如有錯漏，學生可在監考員監察下填寫或更正。
 16. 監考員應確保收回的試題答題簿數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答卷。
 17. 請謹記不要把缺席學生的試題答題簿放進答卷封套內，因它們將會被視為學生未能回答任何問題的答卷。
 18. 把剩餘的電腦條碼及未用的試題答題簿用橡皮圈捆好。
-

閱讀評估

1. 監考員所需的物資包括：(i)試題簿 (ii)答題簿 (iii)電腦條碼。
2. 監考員須確定學生已按照班號依次就坐。
3. 請用「學生出席紀錄表」點名。可參閱本文件第三部分第 5 及 6 點。
4. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。
5. 請在黑板寫上學校編號及班別（學校編號及班別必須與「學生出席紀錄表」上列印的資料相同）。
6. 宣讀以下提示：

· 桌面上只可放置評估所需的文具。請勿談話。
7. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

· 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。
8. 拆開閱讀評估的試題簿及答題簿封包，並分發給學生（先派發答題簿，然後才派發試題簿）。（簿面應向上）毋須派發試題簿及答題簿到缺席學生的桌面上。向學生宣布：

· 現在派發閱讀評估的試題簿及答題簿。
· 閱讀評估共有 3 張分卷，每位同學只會獲分發其中 1 張分卷。

9. 派發試題簿及答題簿。向學生宣布：

- 未宣布開始前，切勿翻閱試題簿及答題簿或書寫。

10. 請學生檢查試題簿及答題簿的頁數、分卷編號是否正確。向學生宣布：

- 試題簿及答題簿的封面印有的分卷編號是_____（重複各張分卷編號）。
- 如試題簿及答題簿的分卷編號不同，請舉手。
- 請檢查試題簿。試題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 試題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(Q)-頁次」，例如：「2024-TSA-CHI-9CR1(Q)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上試題簿，簿面向上。
- 請檢查答題簿。答題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 答題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(A)-頁次」，例如：「2024-TSA-CHI-9CR1(A)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上答題簿，簿面向上。

11. 請依據學生的學號派發電腦條碼，並確保所派發的電腦條碼與學生的班別和班號相符。向學生宣布：

- 請核對電腦條碼上列出的班別和班號是否與你的相符。如有問題，請舉手。如電腦條碼有破損，請使用剩餘的電腦條碼。
- 請在答題簿封面右上方長形方格內貼上電腦條碼。
- 請在答題簿封面的適當位置寫上學校編號、班別及班號。
- 學校編號是_____（停頓），班別是____。（重複宣布學校編號及班別）
- 切勿在答題簿封面書寫姓名。

12. 一切準備就緒後，向學生宣布：

- 你有 30 分鐘作答，所有答案必須書寫在答題簿內，並須用 HB 鉛筆作答。
- 根據課室內的時鐘（或我的手錶），現在是____時____分，同學可以開始作答。

13. 在黑板寫上實際的評估開始及完結時間。如課室內設有時鐘，監考員應以此作計時器，以便學生計算評估時間。監考員須確保給予學生足夠時間。

14. 評估終結前 5 分鐘，向學生宣布：

- 評估時間尚餘 5 分鐘。

15. 評估終結時，向學生宣布：

· 評估完畢，請停止書寫。合上試題簿及答題簿，靜候老師收集。

16. 收集答卷時，檢查學生是否已把電腦條碼貼好，並且已準確填妥答題簿封面上的資料，如有錯漏，學生可在監考員監察下填寫或更正。

17. 監考員應確保收回的答卷數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答卷。

18. 請謹記不要把缺席學生的答題簿放進答卷封套內，因它們將會被視為學生未能回答任何問題的答卷。

19. 把剩餘的電腦條碼、已用及未用的試題簿及未用的答題簿用橡皮圈捆好。

視聽資訊評估

1. 監考員所需的物資包括：(i) 試題簿 (ii) 答題簿 (iii) 電腦條碼 (iv) 影碟／在指定網址下載的視聽資訊檔。

2. 監考員須確定學生已按照班號依次就坐。

3. 請用「學生出席紀錄表」點名。可參閱本文件第三部分第 5 及 6 點。

4. 如使用電腦播放影碟／在指定網址下載的視聽資訊檔，確保已關掉電腦內螢幕保護裝置及監視器電源配置的設定。

5. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。

6. 請在黑板寫上學校編號及班別（學校編號及班別必須與「學生出席紀錄表」上列印的資料相同）。

7. 宣讀以下提示：

· 桌面上只可放置評估所需的文具。請勿談話。

8. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

· 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。

9. 拆開視聽資訊評估的試題簿及答題簿封包，並分發給學生（先派發答題簿，然後才派發試題簿）。（簿面應向上）毋須派發試題簿及答題簿到缺席學生的桌面上。向學生宣布：

· 現在派發視聽資訊評估的試題簿及答題簿。
· 未宣布開始前，切勿翻閱試題簿及答題簿或書寫。

10. 請學生檢查試題簿及答題簿的頁數、分卷編號是否正確。向學生宣布：

- 試題簿及答題簿的封面印有的分卷編號是_____（重複分卷編號）。
- 如試題簿及答題簿的分卷編號不同，請舉手。
- 請檢查試題簿。試題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 試題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(Q)-頁次」，例如：「2024-TSA-CHI-CAV(Q)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上試題簿，簿面向上。
- 請檢查答題簿。答題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 答題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(A)-頁次」，例如：「2024-TSA-CHI-CAV(A)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上答題簿，簿面向上。

11. 請依據學生的學號派發電腦條碼，並確保所派發的電腦條碼與學生的班別和班號相符。向學生宣布：

- 請核對電腦條碼上列出的班別和班號是否與你的相符。如有問題，請舉手。如電腦條碼有破損，請使用剩餘的電腦條碼。
- 請在答題簿封面右上方長形方格內貼上電腦條碼。
- 請在答題簿封面的適當位置寫上學校編號、班別及班號。
- 學校編號是_____（停頓），班別是___。（重複宣布學校編號及班別）
- 切勿在答題簿封面書寫姓名。

12. 一切準備就緒後，向學生宣布：

- 視聽資訊評估為時約 15 分鐘。
- 短片只會播放一次。
- 請同學細心觀看，依照指示把答案書寫在答題簿內，並須用 HB 鉛筆作答。
- 視聽資訊評估現在開始。

13. 監考員啟動放映機或電腦，並適當地調節音量。

14. 當短片播放完畢，螢幕上播放「視聽資訊評估結束，請同學保持安靜，等候老師收回試題簿及答題簿。」字樣後，向學生宣布：

- 評估完畢，請停止書寫。我現在開始收集試題簿及答題簿，請保持安靜。

15. 收集答卷時，檢查學生是否已把電腦條碼貼好，並且已準確填妥答題簿封面
上的資料，如有錯漏，學生可在監考員監察下填寫或更正。
 16. 監考員應確保收回的答卷數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答卷。
 17. 請謹記不要把缺席學生的答題簿放進答卷封套內，因它們將會被視為學生未能回答任何問題的答卷。
 18. 把已用及未用的試題簿及未用的答題簿用橡皮圈捆好。
 19. 開始聆聽評估。
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聆聽評估

1. 監考員所需的物資包括：(i)試題簿 (ii)答題簿 (iii) 光碟／在指定網址下載的聆聽聲音檔。
2. 請檢查光碟／在指定網址下載的聆聽聲音檔的分卷編號（即 9CL1 或 9CL2）與試題簿及答題簿的分卷編號是否相符。
3. 監考員須確定學生已按照班號依次就坐。
4. 請用「學生出席紀錄表」點名。可參閱本文件第三部分第 5 及 6 點。
5. 如使用電腦播放光碟／在指定網址下載的聆聽聲音檔，確保已關掉電腦內螢幕保護裝置及監視器電源配置的設定。
6. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。
7. 聆聽評估正式開始前會有測試音量的提示，請監考員因應實際情況，調節播音機的音量。
8. 請在黑板寫上學校編號及班別（學校編號及班別必須與「學生出席紀錄表」上列印的資料相同）。
9. 宣讀以下提示：

· 桌面上只可放置評估所需的文具。請勿談話。
10. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

· 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。

11. 拆開聆聽評估的試題簿及答題簿封包，並分發給學生（先派發答題簿，然後才派發試題簿）。（簿面應向上）毋須派發試題簿及答題簿到缺席學生的桌面上。向學生宣布：

- 現在派發聆聽評估的試題簿及答題簿。
- 未宣布開始前，切勿翻閱試題簿及答題簿或書寫。

12. 請學生檢查試題簿及答題簿的頁數、分卷編號是否正確。向學生宣布：

- 試題簿及答題簿的封面印有的分卷編號是_____（重複分卷編號）。
- 如試題簿及答題簿的分卷編號不同，請舉手。
- 請檢查試題簿。試題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 試題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(Q)-頁次」，例如：「2024-TSA-CHI-9CL1(Q)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上試題簿，簿面向上。
- 請檢查答題簿。答題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 答題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(A)-頁次」，例如：「2024-TSA-CHI-9CL1(A)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上答題簿，簿面向上。

13. 請學生在答題簿上貼上電腦條碼。向學生宣布：

- 請使用剩餘的電腦條碼在答題簿封面右上方長形方格內貼上電腦條碼。
- 請在答題簿封面的適當位置寫上學校編號、班別及班號。
- 學校編號是_____（停頓），班別是____。（重複宣布學校編號及班別）
- 切勿在答題簿封面書寫姓名。

14. 一切準備就緒後，向學生宣布：

- 聆聽評估為時約 20 分鐘。
- 話語內容只會播放一次。
- 請同學細心聆聽，依照指示把答案書寫在答題簿內，並須用 HB 鉛筆作答。
- 聆聽評估開始播放前，會有一段大概 10 秒的背景音樂以測試音量，同學如聽不清楚，請立即舉手通知老師。
- 聆聽評估現在開始。

15. 監考員啟動播放機，並適當地調節音量。

16. 當話語內容播放至「聆聽評估結束，請停筆，合上你的答題簿，以便老師收集。」這句話時，向學生宣布：

· 評估完畢，請停止書寫。我現在開始收集試題簿及答題簿，請保持安靜。

17. 收集答卷時，檢查學生是否已把電腦條碼貼好，並且已準確填妥答題簿封面上的資料，如有錯漏，學生可在監考員監察下填寫或更正。
18. 監考員應確保收回的答卷數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答卷。
19. 請謹記不要把缺席學生的答題簿放進答卷封套內，因它們將會被視為學生未能回答任何問題的答卷。
20. 把剩餘的電腦條碼、已用及未用的試題簿及未用的答題簿用橡皮圈捆好。
21. 請確保電腦沒有儲存視聽資訊及聆聽評估的檔案。

五、評估終結

1. 無論有沒有發生特別事故，監考員應確保已透過網上填妥及遞交「紙筆評估總結表」電子版至考評局。

電子版的「紙筆評估總結表」：

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. 監考員應確保電腦條碼已適當地貼在答題簿上及收回的答題簿數目正確，方可讓學生離去。
3. 監考員完成監考工作後，應即時把不同評估（寫作、閱讀、視聽資訊及聆聽）的答題簿分別放進所屬的「答卷封套」。
4. 監考員填寫答卷封套上的資料時，應確保已包括需特別安排學生的資料，尤其是個別進行評估的學生，而新生、退學及獲豁免學生的人數應清楚記錄在「學生出席紀錄表」上。在核對資料已填妥後，監考員應在封套上簽署。
5. 如有 A3 放大答卷，請在「答卷封套」封面的適當位置加上「✓」，以茲識別。
6. 其他評估物料，如監考員文件檔、學生出席紀錄表、影碟、光碟、已使用及未使用的試題簿及未使用的答題簿、剩餘的電腦條碼等，應分別放進所屬的「剩餘評估物料封套」。
7. 監考員應保持所有封套開啟，以便評估行政主任和評估行政助理進行複檢。
8. 將所有評估物料交回評估行政主任。

六、異常事項

1. 如課室或禮堂內曾發生異常事項，監考員應立即透過「紙筆評估總結表」電子版列出事件詳情，如：班別、班號、事件類別、受影響之卷別、持續時間等，並遞交至考評局。

電子版的「紙筆評估總結表」：

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. 試題答題簿、試題簿或答題簿缺頁

從剩餘的試題答題簿、試題簿或答題簿中更換一份完整的給予學生。在可能情況下，請盡量發回與原來相同的分卷。監考員須把事件記錄於「紙筆評估總結表」電子版內。

3. 試題答題簿、試題簿或答題簿數量不足

如試題答題簿、試題簿或答題簿數量不足，請透過正在巡視的評估行政助理向評估行政主任尋求協助。監考員應同時禁止學生翻閱試題答題簿、試題簿、答題簿或開始作答，並確保所有學生於同一時間開始作答。以上事件應報告於「紙筆評估總結表」電子版內。

寫作、視聽資訊及閱讀評估：

評估行政主任可安排使用其他班別剩餘的試題答題簿、試題簿或答題簿，如不足以應付需要時，評估行政主任須立即致電考評局尋求協助。

聆聽評估：

評估行政主任須立即致電考評局尋求協助。

4. 電腦條碼資料不正確

如電腦條碼資料不正確，請透過正在巡視的評估行政助理向評估行政主任尋求協助。監考員應同時禁止學生翻閱試題答題簿、試題簿及答題簿，並確保所有學生於同一時間開始作答。以上事件應報告於「紙筆評估總結表」電子版內。

5. 學生電腦條碼不足／沒有電腦條碼

任何學生電腦條碼不足或沒有電腦條碼，只需在答卷封面上填寫學校編號、班別及班號，考評局會作個別跟進。

6. 影碟／光碟損壞或內容不符

如接收的影碟／光碟及其後備影碟／光碟都已損壞或內容不符，監考員應立即透過評估行政主任或評估行政助理致電考評局尋求協助。監考員應在損壞或內容不符的影碟／光碟封套上註明「影碟／光碟損壞」或「影碟／光碟內容不符」並把事件記錄於「紙筆評估總結表」電子版內。

7. 學生要求前往洗手間

如有需要，學生可前往洗手間，但不得帶同評估物料。學生將不獲額外加時。

8. 學生身體不適

如有需要，學生可離開課室休息，但不得帶同與評估物料。學生將不獲額外加時。校長可自行決定將該等學生列作「出席」或「缺席」，在任何情況下，監考員都須把事件記錄於「紙筆評估總結表」電子版內。

9. 學生遲到

遲到的學生仍可參加評估，但將不獲延長評估時間。

10. 學生構成滋擾或突發事故導致場面混亂

如有學生對同學構成任何滋擾或任何突發事故導致場面出現混亂，監考員應馬上制止或處理有關情況，如情況持續，請召喚評估行政助理向評估行政主任尋求協助，並把事件詳情，如事件性質及持續時間等記錄於「紙筆評估總結表」電子版內。

11. 違規物品

監考員在評估進行期間如發現任何違規物品如書籍、筆記或通訊工具，應立即沒收。評估終結後，把有關物品交予評估行政主任，並把事件詳情記錄於「紙筆評估總結表」電子版內。

12. 懷疑作弊

如懷疑學生作弊，例如抄襲其他學生的答案，監考員應立即作出勸喻，並把事件詳情記錄於「紙筆評估總結表」電子版內。

13. 緊急事項

緊急事項，如發生火警、停電等，監考員應透過評估行政助理向評估行政主任尋求協助。如評估不能繼續進行，評估行政主任應立即致電考評局，監考員須把事件詳情記錄於「紙筆評估總結表」電子版內。

14. 其他異常情況

監考員須把所有在評估進行期間會影響評估進行或統計成績的異常情況，詳細記錄於「紙筆評估總結表」電子版內。監考員對處理異常情況如有疑問，可通過評估行政助理向評估行政主任求助。

七、惡劣天氣安排

1. 如因惡劣天氣，導致學校停課及該天的評估取消或改期舉行，教育局將透過電台及電視台宣布有關安排。如監考員對當日的評估是否取消或改期舉行有所疑慮，應於前往學校前，留意電台及電視台的有關宣布。
2. 在評估當日，倘教育局宣布學校於早上停課，當日的評估將改期至 2024 年 6 月 24 日 舉行。

Territory-wide System Assessment 2024 (Secondary Schools)

Guidance Notes for Invigilators

(Written Assessment - English Language)

Reminder: Teachers must **NOT** invigilate any students from their own subject classes.

A. ARRANGEMENTS FOR ONSCREEN MARKING

1. To meet the requirements of onscreen marking, the Question booklet and Answer booklet of each component (Writing, Reading and Listening) will be provided.
2. Students are required to stick the barcode label(s) in the appropriate spaces.

B. ASSESSMENT PAPERS

1. The English Language Written Assessment is made up of three components:
 - a. Writing
 - b. Reading
 - c. Listening

Date	20 June 2024		
Sessions	1 st session	2 nd session	3 rd session
	Writing	Reading	Listening
Duration	40 minutes	35 minutes	approx. 25 - 35 minutes
Sub-paper 1	9EW1	9ER1	9EL1
Sub-paper 2	9EW2	9ER2	9EL2
Sub-paper 3	9EW3	9ER3	9EL3

2. **Listening:** Students of the same class will do the same Listening sub-paper. 1 to 2 identical CDs are provided for each class. One is a spare CD. Check to **make sure the paper code (i.e. 9EL1, 9EL2 or 9EL3) of the CDs/audio files downloaded from the designated website and the paper code of the Listening sub-paper are the same**, including the paper code of those student(s) using the **A3 enlarged** question and answer booklets in the class.
3. **Reading and Writing:** In each packet of Question booklets the three sub-papers are arranged in sequential order, i.e. 9ER1/9EW1 is first, followed by 9ER2/9EW2, and then 9ER3/9EW3. Distribute the Answer booklets to the students first. Please remember to distribute the sub-papers equally among the students by sequential order.
4. It is not necessary to distribute Question booklets, Answer booklets and barcode labels to the desks of absentees. Latecomers can be given the remaining Question and Answer booklets in sequential order as mentioned in item 3.
5. Do **NOT** explain or interpret the content of the questions in the assessment papers to the students. If any student claims that there is an error in the question, inform the student that

you will report this as an irregularity to the Hong Kong Examinations and Assessment Authority (HKEAA). Nothing can be done while the assessment is in progress and the student should be encouraged to complete the assessment.

C. BEFORE THE ASSESSMENT

1. Please report for duty to the Assessment Administration Supervisor (AAS) at least 20 minutes before the assessment commencement time **with the Guidance Notes for Invigilators of related subject.**
2. The Assessment Administration Supervisor, with the help of the Assessment Administration Assistant (AAA), will distribute assessment materials to each invigilator as follows:

English Language (Writing)	<ul style="list-style-type: none"> • <i>Invigilator's Working File (English Language - Writing)</i> which contains: <ul style="list-style-type: none"> - Hyperlink information for the electronic version of <i>Assessment Summary for Written Assessments</i> - 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the hyperlink information for the electronic version of <i>Assessment Summary for Written Assessments</i>) - 1 copy of <i>Students' Attendance Record</i> • 1 pack of barcode labels • 1 to 2 SEALED packet(s) of Question booklets • 1 to 2 SEALED packet(s) of Answer booklets • 1 <i>Envelope for Answer Scripts</i> • 1 <i>Envelope for Surplus Assessment Materials</i>
English Language (Reading and Listening)	<ul style="list-style-type: none"> • <i>Invigilator's Working File (English Language - Reading and Listening)</i> which contains: <ul style="list-style-type: none"> - Hyperlink information for the electronic version of <i>Assessment Summary for Written Assessments (for both Reading and Listening)</i> - 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the hyperlink information for the electronic version of the <i>Assessment Summary for Written Assessments</i>) - 2 copies of <i>Students' Attendance Record</i> (1 for Reading and 1 for Listening) • 1 pack of barcode labels (for both Reading and Listening) <p><u>Reading</u></p> <ul style="list-style-type: none"> • 1 to 2 SEALED packet(s) of Question booklets • 1 to 2 SEALED packet(s) of Answer booklets • 1 <i>Envelope for Answer Scripts</i> • 1 <i>Envelope for Surplus Assessment Materials</i> <p><u>Listening</u></p> <ul style="list-style-type: none"> • 1 to 2 CDs in SEALED packets / audio files downloaded from the designated website • 1 to 2 SEALED packet(s) of Question booklets • 1 to 2 SEALED packet(s) of Answer booklets • 1 <i>Envelope for Answer Scripts</i> • 1 <i>Envelope for Surplus Assessment Materials</i>

3. Please check to confirm if the *Invigilator's Working File* and all items listed in the table above have been received for the class and assessment session to which you have been assigned.
4. Please ensure students are seated according to their class number to make distribution of barcode labels quicker. The desks of absent or late students must be kept vacant.
5. Any amendments to student data (such as adding, deleting or changing names) must be made before the commencement of the assessment session by directly adding and crossing out information on the *Students' Attendance Record* for taking attendance. Ensure that the information on the barcode labels corresponds with the most up-to-date version of the *Students' Attendance Record*.
6. Please check to see if there are students requiring special arrangements in the class. This information is given on the *Students' Attendance Record*. **Students exempted from the assessment should be treated as absentees and the number of exempted students should be recorded on the *Students' Attendance Record*. Students who have to sit the assessment separately from their classmates should be recorded as "present".**
7. **Unseal the CDs packets and Question and Answer booklets in the presence of the students taking the assessment.**

D. CONDUCT OF ASSESSMENT

Writing Assessment

1. Invigilators should have the following materials ready before the conduct of the test: (i) Question booklets, (ii) Answer booklets, and (iii) barcode labels.
2. Invigilators should be vigilant at all times during the assessment to prevent cheating and collusion among students.
3. Ensure all students are sitting according to their class number. The desks of absent or late students must be left vacant.
4. Check attendance by using the *Students' Attendance Record* for the Writing Assessment. For additional information, please refer to items 5 and 6 in Section C, *Before the Assessment*, of this document.
5. Write down the school code and class on the blackboard. **The school code and class should be identical to the school code and class printed on the *Students' Attendance Record*.**

Remind students to switch off all communication devices such as mobile phones, and any other handsfree devices.

Make the following announcement:

If you have a mobile phone/handsfree device with you, it must be turned off (including the alarm function) and put under your chair in a position clearly visible to the invigilators. You are not allowed to use any communication devices, take photographs, audio record or video record inside the assessment room/hall.

6. Make the following announcement:

You will need a blue ball pen or black ball pen for this test.
Please remain silent while the barcode labels are handed out. Please leave the barcode labels on your desk until further instructions are given.

7. **Distribute the barcode labels** according to the students' class number.
8. Unseal the packets of Question booklets and Answer booklets. **Then distribute the Answer booklets, and then the Question booklets to the students.** The cover pages of the Question booklets and the Answer booklets should **face up**. Leave absentees or latecomers' desks vacant. Please announce:

I'm now going to distribute the Question booklets and Answer booklets.

There are 3 different sub-papers for the English Writing Assessment. You will only do one of them.

Do not open the Question booklets and Answer booklets and do not start writing until you are told to do so.

9. After distribution of the Question booklets and Answer booklets please announce:

The sub-paper code is printed on the cover pages of the Question booklets and the Answer booklets. Please check if the codes on the booklets are the same.

Open your Question booklet. The booklet should have _____ pages and the words "END OF PAPER" should appear after the last question. If there are any missing pages, please raise your hand. (*short pause*)

Each page of the booklet should have a footer (i.e. 2024-TSA-ENG-*sub-paper code* (Q)-*page number*, e.g. 2024-TSA-ENG-9EW1(Q)-1). The sub-paper code of the Question booklet should be the same as the footers in the booklet. Please check the footers carefully now. If there are any incorrectly labelled pages, please raise your hand. (*short pause*)

Close your Question booklet with the cover page facing up.

Open your Answer booklet. The booklet should have _____ pages and the words "END OF PAPER" should appear after the last question. If there are any missing pages, please raise your hand. (*short pause*)

Each page of the booklet should have a footer (i.e. 2024-TSA-ENG-*sub-paper code* (A)-*page number*, e.g. 2024-TSA-ENG-9EW1(A)-1). The sub-paper code of the Answer booklet should be the same as the footers in the booklet. Please check the footers carefully now. If there are any incorrectly labelled pages, please raise your hand. (*short pause*)

Close your Answer booklet with the cover page facing up.

Make the following announcement:

Now please write down your school code, class and class number on the cover of the Answer booklet. (*use Answer booklet to demonstrate procedure to students*) Your school code is ____ (*pause*) ____ and your class is _____. (*repeat*) (*point to the school code and class on the blackboard*)

Do not write your name on the booklet cover. (*short pause*)

The school code and class filled in by the students on the Answer booklets should be identical to the school code and class printed on the *Students' Attendance Record*. The class number must also be filled in on the Answer booklet cover.

10. **Barcode labels:** Check that the information on the labels matches that of the students' class number.

Make the following announcement:

Please check if the class and the class number on the barcode labels are correct.
The first three numbers on the barcode label should be XXX (the school code), followed by XX (the class) and then your class number (*pause*) (*point to the school code and class on the blackboard*)
If there are any problems, raise your hand. (*short pause*)
Now, stick the barcode label in the box at the top right of the cover page of the Answer booklet. (*short pause*) (*hold up the Answer booklet and point to where students should stick the barcode label*)

- a. Students need to stick the barcode label(s) ONLY on their original Answer booklets even if they use more than one Answer booklet.**
- b. If a student uses more than one Answer booklet, count 'one' only for this student when filling in the *Envelope for Answer Scripts* and *Students' Attendance Record*.**

11. When you are ready to start, make the following announcement:

You have **40 minutes** for the Writing Assessment. Answer the question and write your composition in the Answer booklet. Do not write in the margins on both sides of each page. According to my watch/the clock in the classroom, it is now ____:____.
You may start now.

12. On the blackboard write the **actual** assessment start and end times. Use the clock in the classroom if available instead of your own watch. Ensure that the students are allowed the full assessment time.
13. Five minutes before the end of the Writing Assessment, make the following announcement:

You have 5 minutes left.

14. At the end of the assessment, make the following announcement:

Time is up. Stop writing and put your pen or pencil down. Close your Question and Answer booklets. I'm going to collect the Question booklets, Answer booklets and barcode labels. Remain silent.

15. First, collect the Answer booklets. **While collecting the Answer booklets, check that students have accurately filled in the information on the booklet covers (school code, class, class number) and affixed the barcode labels properly.** If not, they must do so under the supervision of the invigilator. Next, collect the Question booklets. Finally, collect any remaining barcode labels.

16. Arrange the Question and Answer booklets according to class number, in ascending order. **You should check that the number of Question and Answer booklets collected matches the number of students present.**
17. **Please do not put blank Question and Answer booklets of absentees and exempted students into the *Envelopes for Answer Scripts*.** Such booklets will be mistakenly counted as work scripts of students who did not complete the assessment.
18. Used and unused Question booklets and Answer booklets should be bundled separately with a rubber band.

Reading Assessment

1. Invigilators should have the following materials ready before the conduct of the test:
(i) Question booklets, (ii) Answer booklets, and (iii) barcode labels.
2. Invigilators should be vigilant at all times during the assessment to prevent cheating and collusion among students.
3. Ensure all students are sitting according to their class number. The desks of absent or late students must be left vacant.
4. Check attendance by using the *Students' Attendance Record* for the Reading Assessment. For additional information, please refer to items 5 and 6 under Section C *Before the Assessment*, of this document.
5. Write down the school code and the class on the blackboard. **The school code and class should be identical to the school code and class printed on the *Students' Attendance Record*.**

Make the following announcement:

You will need an HB pencil and a rubber for this test.

6. **Distribute the barcode labels** according to the students' class number.
7. Please announce:

I'm now going to distribute the Question booklets and Answer booklets.

There are 3 different sub-papers for the English Reading Assessment. You will only do one of them.

Do not open the Question booklets and Answer booklets and do not start writing until you are told to do so.

8. Unseal the packets of Question booklets and Answer booklets. **Then distribute the Answer booklets, and then the Question booklets to the students.** The cover pages of the Question booklets and the Answer booklets should **face up**. Leave absentees or latecomers' desks vacant. Please announce:

The sub-paper code is printed on the cover pages of the Question booklets and the Answer booklets. Please check if the codes on the booklets are the same.

Open your Question booklet. The booklet should have _____ pages and the words

“END OF PAPER” should appear after the last question. If there are any missing pages, please raise your hand. *(short pause)*

Each page of the booklet should have a footer (i.e. 2024-TSA-ENG-sub-paper code (Q)-page number, e.g. 2024-TSA-ENG-9ER1(Q)-1). The sub-paper code of the Question booklet should be the same as the footers in the booklet. Please check the footers carefully now. If there are any incorrectly labelled pages, please raise your hand. *(short pause)*

Close your Question booklet with the cover page facing up.

Open your Answer booklet. The booklet should have ____ pages and the words “END OF PAPER” should appear after the last question. If there are any missing pages, please raise your hand. *(short pause)*

Each page of the booklet should have a footer (i.e. 2024-TSA-ENG-sub-paper code (A)-page number, e.g. 2024-TSA-ENG-9ER1(A)-1). The sub-paper code of the Answer booklet should be the same as the footers in the booklet. Please check the footers carefully now. If there are any incorrectly labelled pages, please raise your hand. *(short pause)*

Close your Answer booklet with the cover page facing up.

Make the following announcement:

Now please write down your school code, class and class number on the cover of the Answer booklet. *(use Answer booklet to demonstrate procedure to students)* Your school code is ____ *(pause)* ____ and your class is _____. *(repeat) (point to the school code and class on the blackboard)*

Do not write your name on the booklet cover. *(short pause)*

The school code and class filled in by the students on the Answer booklets should be identical to the school code and class printed on the *Students’ Attendance Record*. The class number must also be filled in on the Answer booklet cover.

9. **Barcode labels:** Check that the information on the labels matches that of the students’ class number.

Make the following announcement:

Please check if the class and the class number on the barcode labels are correct.

The first three numbers on the barcode label should be XXX (the school code), followed by XX (the class) and then your class number *(pause) (point to the school code and class on the blackboard)*

If there are any problems, raise your hand. *(short pause)*

Now, stick the barcode label in the box at the top right of the cover page of the Answer booklet. *(short pause) (hold up the Answer booklet and point to where students should stick the barcode label)*

a. Students need to stick the barcode label(s) ONLY on their original Answer booklets even if they use more than one Answer booklet.

b. If a student uses more than one Answer booklet, count ‘one’ only for this student when filling in their *Envelope for Answer Scripts* and *Students Attendance Record*.

10. When you are ready to start, make the following announcement:

You have **35 minutes** for the Reading Assessment. Answer all questions according to instructions provided on the cover page of the Answer booklet. (*point to instructions on the cover page*) Do not write in the margins on both sides of each page. For multiple-choice questions, blacken the whole circle of the correct answer with an HB pencil. (*short pause*) According to my watch/the clock in the classroom, it is now ____:____. You may start now.

11. On the blackboard write the **actual** assessment start and end times. Use the clock in the classroom, if available, instead of your watch. Ensure that the students are allowed the full assessment time.
12. Five minutes before the end of the Reading Assessment, make the following announcement:

You have 5 minutes left.

13. At the end of the assessment, make the following announcement:

Time is up. Stop writing and put your pencils down. Close your Question and Answer booklets. I'm going to collect the Question booklets and Answer booklets. Remain silent.

14. First, collect the Answer booklets. **While collecting the Answer booklets, check that students have accurately filled in the information on the booklet covers (school code, class, class number) and affixed the barcode labels properly.** If not, they must do so under the supervision of the invigilator. Next, collect the Question booklets.
15. Arrange the Question and Answer booklets according to class number, in ascending order. **You should check that the number of Question and Answer booklets collected matches the number of students present.**
16. **Please do not put blank Question and Answer booklets of absentees and exempted students into the *Envelopes for Answer Scripts*.** Such booklets will mistakenly be counted as worked Question and Answer booklets of students who did not complete the assessment.
17. Used and unused Question booklets and Answer booklets should be bundled separately with a rubber band.

Listening Assessment

1. Invigilators should have the following materials ready before the conduct of the test: (i) Question booklets, (ii) Answer booklets, and (iii) CDs/audio files downloaded from the designated website.
2. Confirm that the power saving function of the computer screen is off if a computer is to be used for playing the CD/audio files downloaded from the designated website.
3. Invigilator should be vigilant at all times during the assessment to prevent cheating and collusion among students.
4. Ensure all students are sitting according to their class number. The desk of absent or late students must be left vacant.

5. Check attendance by using the *Students' Attendance Record* for the Listening Assessment. For additional information, please refer to items 5 and 6 in Section C, *Before the Assessment*, of this document.
6. Write down the school code and the class on the blackboard. **The school code and class should be identical to the school code and class printed on the *Students' Attendance Record*.**

Make the following announcement:

You will need an HB pencil and a rubber for this test.

7. Unseal the packets of Question booklets and Answer booklets. (There are 3 different sub-papers for the English Listening Assessment. Students of the same class will do the same Listening sub-paper.) **Then distribute the Answer booklets, and then the Question booklets to the students.** The cover pages of the Question booklets and the Answer booklets should **face up**. Leave absentees or latecomers' desks vacant.

Please announce:

I'm now going to distribute the Question booklets and Answer booklets.

Do not open the Question booklets and Answer booklets and do not start writing until you are told to do so.

Please announce:

The sub-paper code is printed on the cover pages of the Question booklets and the Answer booklets. Please check if the codes on the booklets are the same.

Open your Question booklet. The booklet should have _____ pages and the words "END OF PAPER" should appear after the last question. If there are any missing pages, please raise your hand. (*short pause*)

Each page of the booklet should have a footer (i.e. 2024-TSA-ENG-sub-paper code (Q)-page number, e.g. 2024-TSA-ENG-9EL1(Q)-1). The sub-paper code of the Question booklet should be the same as the footers in the booklet. Please check the footers carefully now. If there are any incorrectly labelled pages, please raise your hand. (*short pause*)

Close your Question booklet with the cover page facing up.

Open your Answer booklet. The booklet should have ____ pages and the words "END OF PAPER" should appear after the last question. If there are any missing pages, please raise your hand. (*short pause*)

Each page of the booklet should have a footer (i.e. 2024-TSA-ENG-sub-paper code (A)-page number, e.g. 2024-TSA-ENG-9EL1(A)-1). The sub-paper code of the Answer booklet should be the same as the footers in the booklet. Please check the footers carefully now. If there are any incorrectly labelled pages, please raise your hand. (*short pause*)

Close your Answer booklet with the cover page facing up.

8. Check that students have affixed their barcode label(s) according to the instructions.

Make the following announcement:

Use the remaining barcode labels to stick the label in the box at the top right of the cover page of the Answer booklet. *(short pause) (hold up the Answer booklet and point to where students should stick the barcode label)*

Now please write down your school code, class and class number on the cover of the Answer booklet. *(use Answer booklet to demonstrate procedure to students)* Your school code is ____ *(pause)* ____ and your class is _____. *(repeat) (point to the school code and class on the blackboard)*

Do not write your name on the booklet cover. *(short pause)*

The school code and class filled in by the students on the Answer booklets should be identical to the school code and class printed on the *Students' Attendance Record*. The class number must also be filled in on the Answer booklet cover.

9. Ask students to check the sub-paper code of the Question and Answer booklets are the same as the paper code (i.e. 9EL1, 9EL2 or 9EL3) of the CDs/audio files downloaded from the designated website.

Make the following announcement:

The sub-paper code of Listening Question and Answer booklets is _____. (e.g. 9EL1) *(Repeat the sub-paper code)*

Raise your hand if they are different.

You have about **25 - 35 minutes** for the Listening Assessment. Answer all questions according to instructions provided on the cover page of the Answer booklet. *(point to instructions on the cover page)* Do not write in the margins on both sides of each page. For multiple-choice questions, blacken the whole circle of the correct answer with an HB pencil. *(short pause)*

I'm going to play the CD/audio files. **Listen carefully and** follow the instructions given. Answer all questions.

According to my watch/the clock in the classroom, it is now ____:____. You may start now.

10. On the blackboard write the **actual** assessment start and end times. Use the clock in the classroom, if available, instead of your own watch. Ensure that the students are allowed the full assessment time.
11. You should adjust the volume of the CD player* to a suitable level when you hear the introduction to the assessment.

"You are now listening to the Listening component of the Territory-wide System Assessment. Please adjust the volume of your CD player (with background music)."*

*Schools using computer are also required to adjust the volume.

12. At the end of the assessment, make the following announcement:

Time is up. Stop writing and put your pencils down. Close your Question and Answer booklets. I'm going to collect the Question booklets, Answer booklets and barcode labels. Remain silent.

13. First, collect the Answer booklets. **While collecting the Answer booklets, check that students have accurately filled in the information on the booklet covers (school code, class, class number) and affixed the barcode labels properly.** If not, they must do so under the supervision of the invigilator. Next, collect the Question booklets. Finally, collect any remaining barcode labels.
14. Arrange the Question and Answer booklets according to class number, in ascending order. **You should check that the number of Question and Answer booklets collected matches the number of students present.**
15. **Please do not put blank Question and Answer booklets of absentees and exempted students into the *Envelopes for Answer Scripts*.** Such booklets will mistakenly be counted as worked Question and Answer booklets of students who did not complete the assessment.
16. Please remember to put the CDs back into the CD covers.
17. Used and unused Question booklets and Answer booklets should be bundled separately with a rubber band.

E. END OF ASSESSMENT

1. No matter whether there is any irregularity or not, the invigilator should ensure that the electronic version of *Assessment Summary for Written Assessments* has been completed and submitted online to the HKEAA.

Electronic version of “Assessment Summary for Written Assessments”:

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. Before dismissing the students, the invigilator should **double check to ensure barcode labels have been properly affixed on the Answer booklets** and the **correct number of Answer booklets has been collected.**
3. Put the worked Answer booklets into the respective *Envelopes for Answer Scripts*: one for the Listening scripts, one for the Reading scripts and one for the Writing scripts.
4. When filling in the required information on the *Envelopes for Answer Scripts*, the invigilator should **include information about the students requiring special arrangements, especially those who have to sit assessments separately.** The number of **new, drop-out and exempted students should be recorded on the *Students' Attendance Record*.** The invigilator should sign at the bottom of the envelopes after checking that all information has been accurately entered.
5. **If any A3 enlarged answer scripts are collected, please put a tick ‘✓’ in the appropriate place on the *Envelope for Answer Scripts* for easy reference.**
6. All other assessment materials, such as the *Invigilator's Working File*, *Students' Attendance Record*, CDs, used and unused Question booklets, unused Answer booklets and any remaining barcode labels are to be put into their respective *Envelopes for Surplus Assessment Materials*: one for the Listening surplus materials, one for the Reading surplus materials and one for the Writing surplus materials.
7. Return all assessment materials to the Assessment Administration Supervisor.
8. **All envelopes should be left open,** as the content must be checked by the Assessment Administration Supervisor and AAA.

F. IRREGULARITIES

1. If there is any irregularity which took place in the classroom or school hall, the Invigilator should report all detailed information (e.g. class name, class number, type of incident, affected paper code, and incident duration) by means of the electronic version of *Assessment Summary for Written Assessments* which is to be sent to the HKEAA immediately afterwards.

Electronic version of “Assessment Summary for Written Assessments”:

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. Question and Answer Booklets with Missing Pages

Replace the Question or Answer booklets with missing pages with the surplus Question or Answer booklets given. Use the same sub-papers if possible. This irregularity should be recorded on the electronic version of *Assessment Summary for Written Assessments*.

3. Shortage of Question and Answer Booklets

If there is an insufficient number of Question and Answer booklets for the class, the invigilator should stop the students from turning over the Question and Answer booklets and ask the AAA to seek the help of the Assessment Administration Supervisor. Ensure that all students in the class start the assessment at the same time. This irregularity should be recorded on the electronic version of *Assessment Summary for Written Assessments*.

English Language (Listening):

The Assessment Administration Supervisor will immediately call the HKEAA for assistance.

English Language (Reading and Writing):

The Assessment Administration Supervisor will arrange to use the surplus Question and Answer booklets from other classes. If there is an insufficient number of Question and Answer booklets for the school, the Assessment Administration Supervisor will immediately call the HKEAA for assistance.

4. Barcode Labels with Incorrect Information

If barcode labels contain incorrect information, the invigilator should stop the students from turning over the Question and Answer Booklets, and ask the AAA to seek the help of the Assessment Administration Supervisor. Ensure that all students in the class start the assessment at the same time. This irregularity should be recorded on the electronic version of *Assessment Summary for Written Assessments*.

5. Shortage of Barcode Labels/Students without Barcode Labels

If students have an insufficient number of barcode labels or are without barcode labels, they are required to write their school code, class name and class number on the cover page of the Answer booklet. The HKEAA will process their answer scripts separately.

6. Defective CDs or Different Content of CDs

If the given CD and even the spare CD are defective or problematic content wise, immediately call the HKEAA via the Assessment Administration Supervisor or AAA for assistance. Mark “Defective CD” or “CD with Wrong Content” on the CD envelope and record this irregularity on the electronic version of *Assessment Summary for Written Assessments*.

7. Use of Toilet

A student may go to the toilet if needed. However, he/she must not take any assessment materials away. **NO** extra time will be given to compensate for the time lost.

8. Illness

A student may leave the classroom if needed. No assessment materials may be taken out of the classroom. **NO** extra time will be given to compensate for the time lost. The school head may exercise discretion as to whether to treat the student concerned as “present” or “absent”. In both cases, the invigilator should record the incident on the *electronic version of Assessment Summary for Written Assessments*.

9. Late Arrivals

Latecomers can be admitted to the classroom once the assessment has started, but **NO** extra time will be given.

10. Students or Incidents Causing a Disruption, Commotion or Disturbance

Attempt to stop any student from disrupting other students during the assessment. Deal with any incident that causes a commotion or disturbance appropriately. If the situation persists, summon the AAA to seek the help of the Assessment Administration Supervisor. All relevant details of the starting time, nature and duration of the disruption must be provided on the electronic version of *Assessment Summary for Written Assessments*.

11. Unauthorized Materials

Unauthorized materials, such as books, notes or any communication device, should be taken away immediately. Such materials should be given to the Assessment Administration Supervisor after the assessment. Record this irregularity in detail on the electronic version of *Assessment Summary for Written Assessments*.

12. Suspected Cheating

If a student is suspected of cheating, such as copying from the work of other students, he/she should be immediately told to stop. The incident should be recorded in detail on the electronic version of *Assessment Summary for Written Assessments*.

13. Emergencies

In case of an emergency, such as fire, power failure, etc., an invigilator should follow school emergency procedures. If the assessment is to be suspended, the Assessment Administration Supervisor should call the HKEAA to report the emergency. The incident should be recorded in detail on the electronic version of *Assessment Summary for Written Assessments*.

14. Other Irregularities

Any irregularities which have affected the administration of an assessment or may affect the results should be reported by the invigilator and recorded in detail on the electronic version of *Assessment Summary for Written Assessments*. If in doubt about whether an incident should be reported, an invigilator should seek the help of the Assessment Administration Supervisor through the AAA.

G. INCLEMENT WEATHER ARRANGEMENTS

1. A public announcement from the Education Bureau regarding the closure of schools and cancellation/postponement of the assessments due to inclement weather will be broadcast by radio and television. If in doubt about whether the assessments will be cancelled or postponed, invigilators should pay attention to public announcements prior to leaving for the school.
2. On the day of assessments, if secondary school classes are cancelled, the assessments scheduled for that day will be postponed until **24 June 2024**.

2024 年全港性系統評估（中學）

監考員須知

（數學科紙筆評估）

請注意：科任老師不可以監考所任教班別的科目評估。

一、網上評卷措施

1. 為配合網上評卷系統，試卷分為試題簿及答題簿。
2. 學生須把個人的電腦條碼貼在答題簿適當的位置。

二、評估卷別安排

1. 數學科設有 4 張分卷，每張分卷的作答時限為 65 分鐘。

日期	2024 年 6 月 20 日	
時限	65 分鐘	
評估語言	中文版	英文版
分卷 1 編號	9MC1	9ME1
分卷 2 編號	9MC2	9ME2
分卷 3 編號	9MC3	9ME3
分卷 4 編號	9MC4	9ME4

2. 數學科的應考語言須與學校所採用的教學語言一致。
3. 中文版分卷編號為 9MC1、9MC2、9MC3 及 9MC4；而英文版的分卷編號為 9ME1、9ME2、9ME3 及 9ME4。
4. 每包試題簿和答題簿封包內的 4 張分卷已按次序排列，第 1 張分卷是 9MC1/9ME1，第 2 張是 9MC2/9ME2，第 3 張是 9MC3/9ME3，第 4 張是 9MC4/9ME4，然後重複 9MC1/9ME1，9MC2/9ME2，依此類推。為盡量把所有分卷平均分配，請向第 1 位學生派發第 1 張分卷的試題簿和答題簿，向第 2 位學生派發第 2 張分卷的試題簿和答題簿，依此類推。
5. 監考員無須派發試題簿、答題簿及電腦條碼到缺席學生的桌面上。如有學生遲到，監考員可將剩餘的試題簿和答題簿參閱第 4 點，依次派發給遲到的學生。
6. 派發給每名學生一張草稿紙。如學生提出要求，可加派草稿紙。
7. 監考員切勿就試題內容向學生作任何解釋。如學生對試題有任何疑問，監考員應鼓勵學生竭盡所能作答，並告知在評估進行期間，監考員不能就試題內容回答任何問題，但會將有關疑問呈報考評局。

三、評估舉行前

1. 監考員須於評估開始前 20 分鐘，帶備相關科目的「監考員須知」向評估行政主任（AAS）報到。
2. 在評估行政助理（AAA）協助下，評估行政主任會向監考員派發下列評估物料：
 - a. 監考員文件檔（數學），內有：
 - 「紙筆評估總結表」電子版的超連結資訊
 - 監考員工作核對表 1 份（在「紙筆評估總結表」電子版超連結資訊的背面）
 - 學生出席紀錄表 1 份
 - b. 密封的試題簿 1 至 2 包
 - c. 密封的答題簿 1 至 2 包
 - d. 草稿紙
 - e. 答卷封套 1 個
 - f. 剩餘評估物料封套 1 個
 - g. 電腦條碼 1 疊
3. 監考員應檢查「監考員文件檔」是否屬於被分派的班別，並檢查評估時需用物品是否齊備。
4. 學生須按班號順序就坐。保留缺席或遲到學生的座位。
5. 在評估開始前，監考員可就學生資料的變動直接在「學生出席紀錄表」上作出適當的修改（如學生的增刪，或學生姓名的修改），以作點名用途。確保電腦條碼的資料與「學生出席紀錄表」的最新資料相符。
6. 請注意該班是否有需要特別安排的學生，此資料已列印在「學生出席紀錄表」上。獲豁免參與評估的學生，在點名時應被視為「缺席」，並將獲豁免學生人數記錄在「學生出席紀錄表」上；與同班同學分開進行評估的學生則應被視為「出席」。
7. 請於課室內在學生前才拆閱試題簿和答題簿。

四、進行評估

1. 監考員所需的物資包括：(i) 試題簿 (ii) 答題簿 (iii) 草稿紙 (iv) 電腦條碼。
2. 監考員須確定學生已按照班號依次就坐。
3. 學校應以所選用的評估語言向學生宣讀指示。如以英文宣讀指示，可參考本須知的英文版本。
4. 用「學生出席紀錄表」點名。可參閱本文件第三部分第 5 及 6 點。
5. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。
6. 在黑板寫上學校編號及班別（學校編號及班別必須與「學生出席紀錄表」上列印的資料相同）。

7. 宣讀以下提示：

- 桌面上只可放置文具及計算機，文具包括筆、HB 鉛筆、有刻度的直尺及繪圖工具，例如圓規、三角尺、量角器等。請勿談話。

8. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

- 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。

9. 拆開試題簿封包和答題簿封包，首先分發草稿紙給學生，然後答題簿，最後才分發試題簿（簿面向上）。無須派發試題簿和答題簿到缺席學生的桌面上。向學生宣布：

- 現在分發試題簿、答題簿和草稿紙。
- 數學科紙筆評估共有 4 張分卷，同學只會獲分發其中 1 張分卷。
- 未宣布開始前，切勿書寫或翻閱試題簿和答題簿。

10. 依據學生班號派發電腦條碼，並確保所派發的電腦條碼與學生的班別和班號相符。向學生宣布：

請核對電腦條碼上列出的班別和班號是否與你的相符。如有問題請舉手。

11. 請學生檢查試題簿及答題簿的頁數、分卷編號是否正確。向學生宣布：

- 試題簿及答題簿的封面印有的分卷編號是_____（重複各張分卷編號）。
- 如試題簿與答題簿的分卷編號不同，請舉手。
- 請檢查試題簿。試題簿共有 20 頁，最後一題後應印有「全卷完」三字。如有缺頁，請舉手。（停頓）
- 試題簿的每頁左下方均印有註腳（即「2024-TSA-MATH-分卷編號(Q)-頁次」，例如：「2024-TSA-MATH-9MC1(Q)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上試題簿，簿面應向上。
- 請檢查答題簿。答題簿共有 8 頁，最後一題後應印有「全卷完」三字。如有缺頁，請舉手。（停頓）
- 答題簿的每頁左下方均印有註腳（即「2024-TSA-MATH-分卷編號(A)-頁次」，例如：「2024-TSA-MATH-9MC1(A)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上答題簿，簿面應向上。

12. 請學生在答題簿封面的適當位置填寫學校編號、班別（學校編號及班別必須與「學生出席紀錄表」上的資料相同）及學生班號，然後在答題簿上貼上電腦條碼。向學生宣布：

- 同學須用藍色或黑色原子筆書寫。
- 在答題簿封面的適當位置寫上學校編號、班別及學生班號。
- 學校編號是_____（停頓），班別是____。（重複宣佈學校編號及班別）
- 切勿在答題簿封面書寫姓名。
- 在答題簿封面的右上方長形方格內貼上電腦條碼。
- 在答題簿第3頁右上方長形方格內貼上電腦條碼。

13. 提示學生小心閱讀試題簿和答題簿封面上的「學生須知」，而在評估進行期間，學生只能使用考評局核准的計算機。向學生宣布：

- 在開始作答前，請小心閱讀試題簿和答題簿封面上的「學生須知」。
- 評估進行期間，同學只能使用考評局核准的計算機。
- 全部題目均須作答，所有答案必須書寫在答題簿內適當的位置。
- 不得在框線以外位置書寫任何文字、符號。
- 選擇題必須用 HB 鉛筆把該選項的圓圈塗黑和塗滿。

14. 一切準備就緒後，向學生宣布：

- 作答時限為 65 分鐘。
- 根據課室內的時鐘（或我的手錶），現在是____時____分，同學可以開始作答。

15. 在黑板寫上實際的評估開始及完結時間。如課室裝有時鐘，監考員應以此作計時器，以便學生計算評估時間。監考員須確保給予學生足夠時間。

16. 評估終結前 5 分鐘，向學生宣布：

評估時間尚餘 5 分鐘。

17. 評估終結時，向學生宣布：

- 評估完畢，請停止書寫，並合上試題簿及答題簿。
- 現在開始收集答卷，請保持安靜。

18. 首先收集答題簿，並檢查學生是否已準確填妥答題簿封面上的資料，及電腦條碼已適當地貼在答題簿上。如有錯漏，學生可在監考員監察下填寫或更正。

19. 監考員應確保收回的答題簿數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答題簿。
20. 不要把缺席學生的答題簿放進「答卷封套」，因它們將會被視為學生未能回答任何問題的答卷。
21. 收回學生的試題簿、已使用及未使用的草稿紙，及未使用的電腦條碼。
22. 將已使用及未使用的試題簿、未使用的答題簿和剩餘的電腦條碼用橡皮圈捆好。

五、評估終結

1. 無論有沒有發生特別事故，監考員應確保已透過網上填妥及遞交「紙筆評估總結表」電子版至考評局。

電子版的「紙筆評估總結表」：

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. 監考員應確保電腦條碼已適當地貼在答題簿上及收回的答題簿數目正確，方可讓學生離去。
3. 監考員完成監考工作後，應即時把答卷放進「答卷封套」。
4. 監考員填寫「答卷封套」上的資料時，應確保已包括需要特別安排學生的資料，尤其是個別進行評估的學生；而新生、退學及獲豁免學生的人數應清楚記錄在「學生出席紀錄表」上。在核對資料已填妥後，監考員應在封套上簽署。
5. 如有A3放大答卷，請在「答卷封套」封面的適當位置加上「✓」，以茲識別。
6. 其他評估物料，如「監考員文件檔」、「學生出席紀錄表」、已使用及未使用的試題簿、未使用的答題簿、電腦條碼，和已使用及未使用的草稿紙等，應放進「剩餘評估物料封套」。
7. 監考員應保持所有封套開啟，以便評估行政主任和評估行政助理進行複檢。
8. 將所有評估物料交回評估行政主任。

六、異常事項

1. 如課室或禮堂內曾發生異常事項，監考員應立即透過「紙筆評估總結表」電子版報告事件詳情，如：班別、班號、事件類別、受影響之卷別、持續時間等，並遞交至考評局。

電子版的「紙筆評估總結表」：

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. 試題簿或答題簿缺頁

從剩餘的試題簿或答題簿中更換一份完整的給予學生。在可能情況下，請盡量發回與原來相同的分卷。監考員須把事件記錄於「紙筆評估總結表」電子版內。

3. 試題簿或答題簿數量不足

如試題簿或答題簿數量不足，請透過正在巡視的評估行政助理向評估行政主任尋求協助。監考員應同時禁止學生翻閱試題簿和答題簿或開始作答，並確保所有學生於同一時間開始作答。以上事件應報告於「紙筆評估總結表」電子版內。評估行政主任可安排使用其他班別剩餘的試題簿和答題簿，如不足應付需要時，評估行政主任須立即致電考評局尋求協助。

4. 電腦條碼資料不正確

如電腦條碼資料不正確，請透過正在巡視的評估行政助理向評估行政主任尋求協助。監考員應同時禁止學生翻閱試題簿及答題簿，並確保所有學生於同一時間開始作答。以上事件應報告於「紙筆評估總結表」電子版內。

5. 學生電腦條碼不足／沒有電腦條碼

任何學生電腦條碼不足或沒有電腦條碼，只需在答卷封面上填寫學校編號、班別及班號，考評局會作個別跟進。

6. 學生要求前往洗手間

如有需要，學生可前往洗手間，但不得帶同評估物料。學生將不獲額外加時。

7. 學生身體不適

如有需要，學生可離開課室休息，但不得帶同評估應用物料。學生將不獲額外加時。校長可自行決定該等學生列作「出席」或「缺席」，在任何情況下，監考員都須把事件記錄於「紙筆評估總結表」電子版內。

8. 學生遲到

遲到的學生仍可參加評估，但將不獲延長評估時間。

9. 學生構成滋擾或突發事故導致場面混亂

如有學生對同學構成任何滋擾或任何突發事故導致場面出現混亂，監考員應馬上制止或處理有關情況，如情況持續，請召喚評估行政助理向評估行政主任尋求協助，並把事件詳情，如事件性質及持續時間等記錄於「紙筆評估總結表」電子版內。

10. 違規物品

監考員在評估進行期間，如發現任何違規物品如書籍、筆記或通訊工具，應立即沒收。評估終結後，把有關物品交給評估行政主任，並把事件詳情記錄於「紙筆評估總結表」電子版內。

如有學生使用未經考評局核准的計算機，監考員應立即作出勸喻，並把事件詳情記錄於「紙筆評估總結表」電子版內。

11. 懷疑作弊

如懷疑學生作弊，例如抄襲其他學生的答案，監考員應立即作出勸喻，並把事件詳情記錄於「紙筆評估總結表」電子版內。

12. 緊急事項

緊急事項，如發生火警、停電等，監考員應透過評估行政助理向評估行政主任尋求協助。如評估不能繼續進行，評估行政主任應立即致電考評局，監考員須把事件詳情記錄於「紙筆評估總結表」電子版內。

13. 其他異常情況

監考員須把所有在評估進行期間會影響評估進行或統計成績的異常情況，詳細記錄於「紙筆評估總結表」電子版內。監考員對處理異常情況如有疑問，可通過評估行政助理向評估行政主任求助。

七、惡劣天氣安排

1. 如因惡劣天氣，導致學校停課及該天的評估取消或改期舉行，教育局將透過電台及電視台宣布有關安排。如監考員對當日的評估是否取消或改期舉行有所疑慮，應於前往學校前，留意電台及電視台的有關宣布。
2. 在評估當日，倘教育局宣布學校於早上停課，當日的評估將改期至 **2024 年 6 月 24 日**舉行。

Territory-wide System Assessment 2024 (Secondary Schools)

Guidance Notes for Invigilators

(Written Assessment - Mathematics)

Note: Teachers are **NOT** permitted to invigilate any students of their own subject classes.

A. ARRANGEMENTS FOR ONSCREEN MARKING

1. To meet the requirements of onscreen marking, the Question booklet and Answer booklet will be provided.
2. Students are required to stick the barcode label(s) in the appropriate spaces of the Answer booklet.

B. ASSESSMENT PAPERS

1. There are four sub-papers altogether for the Mathematics Written Assessment. The time allowed for each sub-paper is 65 minutes.

Date	20 June 2024	
Duration	65 minutes	
Assessment Language	Chinese Version	English Version
Sub-paper 1	9MC1	9ME1
Sub-paper 2	9MC2	9ME2
Sub-paper 3	9MC3	9ME3
Sub-paper 4	9MC4	9ME4

2. The medium of assessment for Mathematics should match with the medium of instruction (MOI) adopted in school.
3. The Chinese versions of the sub-papers are 9MC1, 9MC2, 9MC3 and 9MC4; whereas the English versions of the sub-papers are 9ME1, 9ME2, 9ME3 and 9ME4.
4. In each packet of Question booklets and Answer booklets, the four sub-papers are arranged in sequential order, i.e. 9MC1/9ME1 is first, followed by 9MC2/9ME2, 9MC3/9ME3, 9MC4/9ME4, and then 9MC1/9ME1 again, followed by 9MC2/9ME2 and so on. Distribute the sub-papers evenly among the students by giving the Question booklet and Answer booklet of the first sub-paper to the first student, the Question booklet and Answer booklet of the second sub-paper to the second student and so on.
5. It is not necessary to distribute Question booklets, Answer booklets and barcode labels to the desks of absentees. Latecomers can be given the remaining Question booklets and Answer booklets in sequential order as mentioned in item 4.
6. Distribute one rough work sheet to each student. Additional rough work sheets can be issued to students upon request.
7. Do **NOT** explain or interpret the content of the questions in the assessment papers to the students. If any student claims that there is an error in the question, inform the student that you will report this as an irregularity to the HKEAA, but nothing can be done while the

assessment is in progress. The student should be encouraged to carry on and try his/her best to complete the assessment as it is.

C. BEFORE THE ASSESSMENT

1. Please report for duty to the Assessment Administration Supervisor (AAS) at least 20 minutes before the assessment commencement time **with the Guidance Notes for Invigilators of related subject.**
2. The Assessment Administration Supervisor, with the help of the Assessment Administration Assistant (AAA), will distribute assessment materials to each invigilator as follows:
 - a. *Invigilator's Working File (Mathematics)* which contains:
 - Hyperlink information for the electronic version of *Assessment Summary for Written Assessments*
 - 1 copy of *Task Checklist for Invigilator* (the back page of the hyperlink information for the electronic version of *Assessment Summary for Written Assessments*)
 - 1 copy of *Students' Attendance Record*
 - b. 1 to 2 SEALED packet(s) of Question booklets
 - c. 1 to 2 SEALED packet(s) of Answer booklets
 - d. Rough work sheets
 - e. 1 *Envelope for Answer Scripts*
 - f. 1 *Envelope for Surplus Assessment Materials*
 - g. 1 pack of Barcode labels
3. Check that the *Invigilator's Working File* given is the one for the class and assessment session assigned. Also check that all the items listed above are available.
4. Please ensure students are seated according to their class number to make distribution of barcode labels quicker. Absentees or latecomers' desks must be left vacant.
5. Any amendments to student data (such as adding, deleting or changing names) must be made before the commencement of the assessment session by directly adding and crossing out information on the *Students' Attendance Record* for taking attendance. Ensure that the information on the barcode labels corresponds with the most up-to-date version of the *Students' Attendance Record*.
6. Check to see if there are any students requiring special arrangements in your class. This information is given in the *Students' Attendance Record*. **Students exempted from the assessment should be counted as "absent". Students who have to sit the assessment separately from classmates should be counted as "present".**
7. **Unseal the Question booklets and Answer booklets in the presence of the students in the classroom.**

D. CONDUCT OF THE ASSESSMENT

1. The invigilators should have the following materials ready before the conduct of the assessment:
 - (i) Question booklets, (ii) Answer booklets, (iii) rough work sheets, and (iv) barcode labels.
2. Check that the students are seated according to their class numbers.

3. Schools should use the language in which this assessment is conducted to make announcements to students. Please refer to the Chinese version of this document for announcements in Chinese.
4. Take attendance by using the *Students' Attendance Record*. Please refer to items 5 and 6 under Section C of this document for additional information.
5. During the entire assessment, the invigilator should be vigilant at all times to prevent cheating and collusion among students.
6. Write down the school code and class on the blackboard (**the school code and class should be identical with the school code and class printed on the *Students' Attendance Record***).
7. Announce the following reminder:

You are only allowed to put your stationery and calculator on the desk. Stationery includes pens, HB pencils, graduated rulers and drawing instruments, e.g. compasses, set-squares, protractors, etc. Please remain silent.

8. Remind students to switch off all communication devices such as mobile phones, and any other handsfree devices. Make the following announcement:

If you have a mobile phone/handsfree device with you, it must be turned off (including the alarm function) and put under your chair in a position clearly visible to the invigilators. You are not allowed to use any communication devices, take photographs, audio record or video record inside the assessment room/hall. If your device has a battery, please switch off your communication device now and take out the battery. Your device and battery should now be put under your chair in a position clearly visible to the invigilators.

9. Unseal the packets of Question booklets and Answer booklets. **Distribute the rough work sheets to the students first. Then distribute the Answer booklets, and then the Question booklets to the students.** The cover pages of the Question booklets and the Answer booklets should **face up**. Leave absentees or latecomers' desks vacant. Please announce:

- ♦ I'm now going to distribute the Question booklets, Answer booklets and rough work sheets.
- ♦ There are 4 different sub-papers for the Mathematics Written Assessment. You will only do one of them.
- ♦ Do not open the Question booklets and Answer booklets and do not start writing until you are told to do so.

10. Distribute the barcode labels according to the students' class number, and check that the information on the labels matches that of the students. Please announce:

Please check if the class and class number on the barcode labels are correct or not. If there are any problems, put up your hand.

11. Ask the students to check the sub-paper code and the number of pages of their Question booklets and Answer booklets:

- ◆ The sub-paper code is printed on the cover pages of the Question booklets and the Answer booklets. Please check if the codes on the booklets are the same.
- ◆ Open your Question booklet. The booklet should have 20 pages and the words “END OF PAPER” should appear after the last question. If there are any missing pages, please raise your hand. (*short pause*)
- ◆ Each page of the booklet should have a footer (i.e. 2024-TSA-MATH-*sub-paper code* (Q)-*page number*, e.g. 2024-TSA-MATH-9ME1(Q)-1). The sub-paper code of the Question booklet should be the same as the footers in the booklet. Please check the footers carefully now. If there are any incorrectly labelled pages, please raise your hand. (*short pause*)
- ◆ Close your Question booklet with the cover page facing up.
- ◆ Open your Answer booklet. The booklet should have 8 pages and the words “END OF PAPER” should appear after the last question. If there are any missing pages, please raise your hand. (*short pause*)
- ◆ Each page of the booklet should have a footer (i.e. 2024-TSA-MATH-*sub-paper code* (A)-*page number*, e.g. 2024-TSA-MATH-9ME1(A)-1). The sub-paper code of the Answer booklet should be the same as the footers in the booklet. Please check the footers carefully now. If there are any incorrectly labelled pages, please raise your hand. (*short pause*)
- ◆ Close your Answer booklet with the cover page facing up.

12. Ask the students to fill in the school code, class (**the school code and class filled in by the students on the Answer booklets should be identical with the school code and class printed on the *Students' Attendance Record***) and class number on the Answer Booklet cover page. Then affix the barcode labels onto the Answer booklets.

- ◆ You will need a blue ball pen or black ball pen for this test.
- ◆ Write your school code, class and class number on the cover page of the Answer Booklet.
- ◆ Your school code is ____ (*pause*) and your class is ____ . (*repeat*)
- ◆ **Do not write your name on the booklet cover.**
- ◆ Stick one barcode label in the box at the top right corner of the cover page of the Answer Booklet.
- ◆ Stick one barcode label in the box at the top right corner on page 3 of the Answer Booklet.

13. Ask the students to read the “Instructions” on the cover pages of the Question booklets and Answer booklets carefully and tell them that they are allowed to use HKEAA approved calculators during the assessment.

- ◆ Before you start, read the “Instructions” on the cover of the Question Booklet and Answer Booklet carefully.
- ◆ You are allowed to use HKEAA approved calculators during the assessment.
- ◆ **Answer all the questions in appropriate spaces in the Answer Booklet.**
- ◆ Do not write in the margins of each page.
- ◆ For multiple choice questions, you are required to blacken the whole circle of respective choices with an **HB pencil**.

14. When you are ready to start, announce the duration and commencement time of the assessment:

- ◆ You have **65 minutes** for this Assessment.
- ◆ According to my watch/the clock in the classroom, it is now ____:____. You may start now.

15. Write the **actual** assessment start and end times on the blackboard for the information of the students. For the convenience of the students, use the clock in the classroom if available instead of your own watch. Ensure that the students are given the full amount of assessment time.

16. Five minutes before the end of the assessment, announce:

You have 5 minutes left.

17. At the end of the assessment, announce:

- ◆ Time is up. Stop writing and put your pencils/pens down. Close your Question booklets and Answer booklets.
- ◆ I'm going to collect the booklets now. Please remain silent.

18. Collect the Answer booklets first. **Check to see if the students have accurately filled in the information on the booklet covers, and have properly affixed the barcode labels on the Answer booklets.** If not, they can be allowed to do so under your supervision.

19. Arrange the Answer booklets according to class number, in ascending order. **You should check that the number of Answer booklets collected matches the number of students present.**

20. **Please do not put blank Answer booklets of absentees and exempted students into the Envelopes for Answer Scripts.** Such booklets will mistakenly be counted as worked Answer booklets of students who did not answer any question.

21. Collect the **Question booklets, used and unused rough work sheets, and remaining barcode labels** from the students.

22. Bundle the used and unused Question booklets, unused Answer booklets and remaining barcode labels with a rubber band.

E. END OF ASSESSMENT

1. No matter whether there is any irregularity or not, the invigilator should ensure that the electronic version of *Assessment Summary for Written Assessments* has been completed and submitted online to the HKEAA.

Electronic version of “Assessment Summary for Written Assessments”:

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. Before dismissing the students, the invigilator should double check to ensure **barcode labels have been properly affixed on the Answer booklets** and the **correct number of Answer booklets has been collected.**

3. Put the worked Answer booklets into the *Envelope for Answer Scripts*.
4. When filling in the information required on the *Envelope for Answer Scripts*, the invigilator should **ensure to include information of the students requiring special arrangements, especially those who have to sit assessments separately**. The number of **new, drop-out and exempted students should be recorded on the *Students' Attendance Record***. Having checked that all information has been accurately entered, the invigilator should sign on the envelope.
5. **If any A3 enlarged answer scripts are collected, please put a tick '✓' in the appropriate place on the *Envelope for Answer Scripts* for easy reference.**
6. All other assessment materials, such as the *Invigilator's Working File*, *Students' Attendance Record*, used and unused Question booklets, unused Answer booklets, remaining barcode labels, and used and unused rough work sheets are to be put into the *Envelope for Surplus Assessment Materials*.
7. **Both envelopes should be left open**, the content of which will be checked by the Assessment Administration Supervisor and AAA.
8. Return all assessment materials to the Assessment Administration Supervisor.

F. IRREGULARITIES

1. If there is any irregularity which took place in the classroom or school hall, the Invigilator should report all detailed information (e.g. class name, class number, type of incident, affected paper code, and incident duration) by means of the electronic version of *Assessment Summary for Written Assessments* which is to be sent to the HKEAA immediately afterwards.

Electronic version of “Assessment Summary for Written Assessments”:

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. Question Booklets or Answer Booklets with Missing Pages
Replace the Question or Answer booklets with missing pages with the surplus Question and Answer booklets given. Use the same sub-papers if possible. This irregularity should be recorded on the electronic version of *Assessment Summary for Written Assessments*.
3. Shortage of Question Booklets or Answer Booklets
If there is an insufficient number of Question and Answer booklets for the class, the invigilator should stop the students from turning over the Question and Answer booklets, and ask the AAA to seek the help of the Assessment Administration Supervisor. Ensure that all students in the class start the assessment at the same time. This irregularity should be recorded on the electronic version of *Assessment Summary for Written Assessments*.

The Assessment Administration Supervisor will arrange to use the surplus Question booklets and Answer booklets of other classes. If the Question booklets and Answer booklets provided for the school as a whole are insufficient, the Assessment Administration Supervisor will call the HKEAA immediately for assistance.

4. Labels with Incorrect Information

If barcode labels contain incorrect information, the invigilator should stop the students from turning over the Question and Answer Booklets, and ask the AAA to seek the help of the Assessment Administration Supervisor. Ensure that all students in the class start the assessment at the same time. This irregularity should be recorded on the *electronic version of Assessment Summary for Written Assessments*.

5. Shortage of Barcode Labels/Students without Barcode Labels

If students have insufficient number of barcode labels or without barcode labels, they are required to write their school code, class name and class number on the cover page of the Answer booklet. The HKEAA will process their answer scripts separately.

6. Use of Toilet

A student may go to the toilet if needed. However, he/she must not take any assessment materials away. **NO** extra time will be given to compensate for the time lost.

7. Illness

A student may leave the classroom if needed. No assessment materials may be taken out of the classroom. **NO** extra time will be given to compensate for the time lost. The school head may exercise discretion as to whether to treat the student concerned as “present” or “absent”. In both cases, the invigilator should record the incident on the *electronic version of Assessment Summary for Written Assessments*.

8. Late Arrivals

Latecomers can be admitted to the classroom once the assessment has started, but **NO** extra time will be given.

9. Students or Incidents Causing Disruption, Commotion or Disturbances

Attempt to stop any student from disrupting other students during the assessment. Deal with any incident that causes commotion or disturbances appropriately. If the situation persists, summon the AAA to seek the help of the Assessment Administration Supervisor. All relevant details of the starting time, nature and duration of the disruption must be provided on the *electronic version of Assessment Summary for Written Assessments*.

10. Unauthorized Materials

Unauthorized materials, such as books, notes or any communication device, should be taken away immediately. Such materials should be passed to the Assessment Administration Supervisor after the assessment. Record this irregularity in detail on the *electronic version of Assessment Summary for Written Assessments*.

Students who use calculators **not** approved by the HKEAA should be immediately told to stop. The incident should be recorded in detail on the *electronic version of Assessment Summary for Written Assessments*.

11. Suspected Cheating

If a student is suspected of cheating, such as copying from the work of other students, he/she should be immediately told to stop. The incident should be recorded in detail on the *electronic version of Assessment Summary for Written Assessments*.

12. Emergencies

In cases of emergencies, such as fire outbreak, power failure, etc., invigilator should follow school emergency procedures. If the assessment is to be suspended, the Assessment Administration Supervisor should report the case to the HKEAA to report the emergency. The incident should be recorded in detail on the *electronic version of Assessment Summary for Written Assessments*.

13. Other Irregularities

Any irregularities which have affected the administration of an assessment or may affect the results should be reported by the invigilator and recorded in detail on the *electronic version of Assessment Summary for Written Assessments*. If in doubt about whether an incident should be reported, an invigilator should seek the help of the Assessment Administration Supervisor through the AAA.

G. INCLEMENT WEATHER ARRANGEMENTS

1. A public announcement from the Education Bureau regarding the closure of schools and cancellation/postponement of the assessments due to inclement weather will be broadcast by radio and television. If in doubt about whether the assessments will be cancelled or postponed, invigilators should pay attention to public announcements prior to leaving for the school.
2. On the day of assessments, if secondary school classes are cancelled, the assessments scheduled for that day will be rescheduled to **24 June 2024**.

2024 年全港性系統評估（中學） 監考 WS6 及 WS7 特別安排學生附加須知

此須知必須與有關科目的「監考員須知」一併閱讀

一、出席記錄

需特別安排學生由所屬班別的監考員在「學生出席紀錄表」上點名。

二、評估試題

1. 需使用放大試題簿及答題簿的學生（WS6）

考評局將提供分卷 2 予所有需使用放大（A3）試題簿及答題簿的學生，包裝上註有「需特別安排學生的評估物料」字樣。

- 在進行中國語文科聆聽評估及英國語文科聆聽評估時，這些學生可能會使用與該班不同的分卷（例如 WS6 學生使用分卷 2，但該生的班別使用分卷 1），學校應安排學生前往使用相同分卷的班級或分開進行評估。
- WS6 學生將不會獲額外提供電腦條碼，他們的電腦條碼已放在他們所屬的班別內。在評估期間，這些學生只需填寫他們的學校編號、班別及班號在答卷封面上便可。
- 請在相關的答卷封套封面適當位置加上「✓」，以識別內有放大答卷。

2. 在不同地點進行評估的學生（WS7）

考評局將把所有與同班同學分開在不同地點進行評估的學生的評估物料捆綁在一起，並在包裝上註有「需特別安排學生的評估物料」字樣。

- 在全部評估科目卷別，所有 WS7 學生將獲發同一分卷
- 中國語文科聆聽評估、英國語文科聆聽評估及中國語文科視聽資訊評估各附 1 至 2 枚光碟／影碟／在指定網址下載的聆聽聲音檔及／或視聽資訊檔，在進行評估時，學校可使用一套播放器材為全級的有關學生一起進行評估。如使用電腦播放光碟／影碟／在指定網址下載的聆聽聲音檔及／或視聽資訊檔，確保已關掉電腦內螢幕保護裝置及監視

器電源配置的設定。若有 WS7 學生需要延長中國語文科聆聽、英國語文科聆聽及中國語文科視聽資訊評估時間，監考員應根據相關指引為個別有特殊教育需要學生作出適當安排。

- 學校可安排教師為有嚴重讀字困難的學生朗讀試卷，但只適用於中國語文科及英國語文科的寫作及聆聽評估、中國語文科視聽資訊評估，以及數學科評估。
- WS7 學生將不會獲額外提供電腦條碼，他們的電腦條碼已放在他們所屬的班別內。在評估期間，這些學生只需填寫他們的學校編號、班別及班號在答卷封面上便可。

三、包裝評估物料

答卷

於評估終結後，監考員應：

- i. 將答卷送回需特別安排學生的所屬班別；
- ii. 檢查這些學生填寫在答卷封面上的資料是否與同班同學所填寫的資料相同；
- iii. 監考員協助為這些學生貼上他們的電腦條碼在答卷上；
- iv. 確保需特別安排學生的答卷與同班同學的答卷一起包裝，並放在「答卷封套」內。

剩餘評估物料

需特別安排學生的剩餘評估物料，如光碟／影碟、已使用及未使用的試題簿、未使用的答題簿、已使用及未使用的草稿紙可放進任何一班相同評估分節的「剩餘評估物料封套」。

請檢查所屬班別的「學生出席紀錄表」及「答卷封套」上的資料是否已包括這些需特別安排學生的資料。

四、報告異常事項

在評估進行期間，如發現任何異常事項，監考員應通知評估行政主任。評估行政主任須將有關異常事項，記錄在「評估行政主任－異常事項報告」電子版中，並遞交至考評局。

Territory-wide System Assessment 2024 (Secondary Schools)

Additional Instructions to Invigilators on Handling of WS6 & WS7 Students Requiring Special Arrangements

*These instructions should be read together with the
“Instructions to Invigilators” of the relevant subjects*

A. ATTENDANCE RECORD

The attendance of students requiring special arrangements should be taken by the invigilators of their respective classes on the *Students’ Attendance Record*.

B. ASSESSMENT PAPERS

1. Students Requiring Enlarged Question and Answer Booklets (WS6)

Students requiring enlarged (A3) Question and Answer booklets will all be given the sub-paper 2 for all assessments, and bundled together under the label “Materials for Students Requiring Special Arrangements”.

- **In Chinese Language Listening and English Language Listening Assessments, students may be given a different sub-paper from their class (e.g. these WS6 students are using sub-paper 2 while their class is using sub-paper 1), schools should arrange for them to be assessed in the class using that sub-paper or take the assessment separately.**
- WS6 students will NOT be provided barcode labels separately. Their barcode labels are included as a set given to their own respective classes. These students should be asked to fill in the school code, class name and class number on the cover page of the answer booklets.
- Please put a tick ‘✓’ in the appropriate place on the *Envelope for Answer Scripts* to identify enlarged answer scripts are included.

2. Students Taking Assessments Separately (WS7)

Assessment materials of all students taking their assessments separately from students of their own classes will be bundled together under the label “Materials for Students Requiring Special Arrangements”.

- **These WS7 students will all be given the same sub-paper in all assessment papers.**
- In Chinese Language Listening, English Language Listening and Chinese Language Audio-visual assessments, 1 to 2 CDs/VCDs/audio files and/or Chinese Audio-visual (CAV) video files downloaded from the designated website’ will also be given. Schools may set up only 1 set of equipment to enable all the

students concerned to take the assessments together. Confirm that the power saving function of the computer screen is off if a computer is to be used for playing the CD/VCD/audio files and/or CAV video files downloaded from the designated website. If any WS7 students require extra time during the Chinese/English Listening and Chinese Audio-visual Assessments, the invigilator should arrange it for those individual students who have special education needs according to the relevant guidelines.

- **Reading aloud is only applicable to** those students with Severe Reading Difficulties in **Chinese and English Language Writing and Listening, Chinese Language Audio-visual and Mathematics assessments.**
- Barcode labels will NOT be provided separately for WS7 students. Their barcode labels are included as a set given to their own respective classes. These students should be asked to fill in the school code, class name and class number on the cover page of the answer booklets.

C. PACKING OF ASSESSMENT MATERIALS

Answer Scripts

At the end of the assessments, the invigilator should:

- i. **return the answer scripts of these students to their respective classes;**
- ii. **help to check that the school code and class entered by these students on the Answer Scripts are the same as those entered by their classmates;**
- iii. **help to stick barcode labels on to the Answer Scripts of these students;**
- iv. **then ensure that the answer scripts of these students are packed together with those of their classmates into the *Envelope for Answer Scripts*.**

Surplus Assessment Materials

All other assessment materials, such as CDs/VCDs, used and unused Question booklets, unused Answer booklets, used and unused rough work sheets, can be packed into the *Envelope for Surplus Assessment Materials* of the same assessment session of ANY ONE of the classes.

Please help to check if the information of these students has been included on the *Students' Attendance Record* and the *Envelope for Answer Scripts* of their respective classes.

D. REPORTING OF IRREGULARITIES

The invigilator should inform the Assessment Administration Supervisor of any irregularities which occur during the assessment session. The Assessment Administration Supervisor should be the one responsible for reporting such irregularities to the Hong Kong Examinations and Assessment Authority by means of the electronic version of *Assessment Administration Supervisor's Irregularity Report*.

2024 年全港性系統評估（中學） 監考員須知 （中國語文科紙筆評估）

請注意：科任老師不可以監考所任教班別的科目評估。

一、為非華語學生提供的支援措施

1. 評估行政主任須將「評估行政主任文件檔」內的中英對照學生須知（已複印足夠數量）交給監考員，讓他們派發給非華語學生。
2. 在視聽資訊及聆聽評估，如學校曾向本局提交非華語學生名單，該校將會收到視聽資訊及聆聽的特別版本光碟、影碟 1 至 2 枚／在指定網址下載的特別版本聆聽聲音檔及／或視聽資訊檔，特別版本的光碟、影碟／在指定網址下載的特別版本聆聽聲音檔及視聽資訊檔將讀出所有題目及選項。評估行政主任須在評估前，向有關的監考員詳細交代非華語學生進行評估的安排。
3. 在寫作評估，學校會收到只有其中一份分卷的寫作評估試題答題簿，以方便監考員在分開進行評估時朗讀寫作題目。
4. 學校可以為非華語學生選取以下一種模式進行視聽資訊、聆聽、寫作及閱讀評估：

甲、一般評估模式

非華語學生與其他學生在相同的課室內一同進行評估，監考員可向非華語學生派發中英對照的學生須知。如學校選取此模式，視聽資訊、聆聽、寫作及閱讀評估將會根據一般程序進行。監考員在進行評估時，須注意以下要點：

- ※ 在視聽資訊及聆聽評估進行時，監考員不能播放特別版本的光碟／影碟／在指定網址下載的特別版本聆聽聲音檔及視聽資訊檔。
- ※ 在寫作評估進行時，監考員不能朗讀寫作題目。
- ※ 在閱讀評估進行時，監考員不能朗讀「增潤作答指引」。

乙、分開評估模式

非華語學生安排在另一課室或電腦室分開進行視聽資訊、聆聽、寫作及閱讀評估。如學校選取此模式進行評估，評估行政主任必須安排另一名校內的監考員擔任監考工作，有關安排如下：

- ※ 向非華語學生派發中英對照的學生須知。
- ※ 在視聽資訊及聆聽評估進行時，監考員可播放特別版本的光碟／影碟／在指定網址下載的特別版本聆聽聲音檔及視聽資訊檔。
- ※ 在寫作評估進行時，監考員可向非華語學生朗讀寫作題目。
- ※ 在閱讀評估進行時，監考員可向非華語學生朗讀「增潤作答指引」。

5. 評估完成後，所有物料，包括在別的課室所使用的答卷及已使用的光碟／影碟，需交回原有班級的監考員，以集中處理所有評估物料。請注意：分開進行評估的答卷毋須以另一個信封分開處理。

二、網上評卷措施

1. 為配合網上評卷系統，閱讀、聆聽及視聽資訊評估的試卷分為試題簿及答題簿；而寫作評估則沿用試題答題簿。
2. 學生須把個人的電腦條碼貼在試題答題簿或答題簿適當的位置。

三、評估卷別安排

1. 中國語文科紙筆評估分 3 個評估分節進行，寫作和閱讀評估分別有 3 張分卷，視聽資訊評估只有 1 張分卷，聆聽評估有 2 張分卷，各分卷編號及作答時限詳見下表：

評估日期	2024 年 6 月 19 日			
評估分節	第一節	第二節	第三節	
評估範疇	寫作	閱讀	視聽資訊*	聆聽*
作答時限	75 分鐘	30 分鐘	約 15 分鐘	約 20 分鐘
分卷 1 編號	9CW1	9CR1	9CAV	9CL1
分卷 2 編號	9CW2	9CR2		9CL2
分卷 3 編號	9CW3	9CR3		
備註			*先進行視聽資訊評估，然後進行聆聽評估	

2. 寫作的試題答題簿、閱讀的試題簿及答題簿封包內的 3 張分卷已按次序排列。
(上述安排不適用於採用一張寫作分卷而分開評估的學生)以閱讀為例，第 1 張分卷是 9CR1，第 2 張是 9CR2，第 3 張是 9CR3，然後重複 9CR1、9CR2、9CR3，依此類推。為能盡量把所有分卷平均分配，請向第 1 位學生派發第 1 張分卷，第 2 位派發第 2 張分卷，依此類推。
3. 聆聽評估設 9CL1 和 9CL2 兩張分卷。兩張聆聽分卷的話語內容及題目不同，每班只須作答其中一張分卷。每張聆聽分卷，均附有該分卷的光碟 1 至 2 枚／在指定網址下載的聆聽聲音檔，其中一枚光碟作後備用途。(有非華語學生的學校，將會收到 1 至 2 枚特別版本的光碟／在指定網址下載的特別版本聆聽聲音檔)
4. 監考員須檢查所負責班別的光碟／在指定網址下載的特別版本聆聽聲音檔的分卷編號(即 9CL1 或 9CL2)與試題簿及答題簿的分卷編號是否相符。
5. 監考員毋須派發試題簿、答題簿及電腦條碼到缺席學生的桌面上。如有學生遲到，監考員可將剩餘的試題簿及答題簿依次派發給遲到的學生。
6. 監考員切勿就試題內容向學生作任何解釋。如學生對試題有任何疑問，監考員應鼓勵學生竭盡所能作答，並告知在評估進行期間，監考員不能就試題內容回答任何問題，但會將有關疑問呈報香港考試及評核局(下稱考评局)。

四、評估舉行前

1. 監考員須於評估開始前 20 分鐘，帶備相關科目的「監考員須知」向評估行政主任報到。
2. 在評估行政助理（AAA）協助下，評估行政主任會向監考員派發下列物品：

評估分節	需用物品
寫作評估	<ul style="list-style-type: none">▪ 電腦條碼（向學生所屬班別的監考員領取）▪ 試題答題簿（有非華語學生就讀學校如以分開評估模式進行，將會收到只含 1 張分卷的特別包裝試題答題簿）
閱讀評估	<ul style="list-style-type: none">▪ 電腦條碼（向學生所屬班別的監考員領取）▪ 試題簿▪ 答題簿
視聽資訊評估、 聆聽評估	<ul style="list-style-type: none">▪ 電腦條碼（向學生所屬班別的監考員領取，條碼供視聽資訊評估及聆聽評估共用） <div>視聽資訊評估<ul style="list-style-type: none">▪ <u>密封</u>的影碟 1 至 2 枚／在指定網址下載的視聽資訊檔（有非華語學生的學校，將會收到 1 至 2 枚特別版本的影碟／須在指定網址下載的特別版本視聽資訊檔）▪ 試題簿▪ 答題簿</div> <div>聆聽評估<ul style="list-style-type: none">▪ <u>密封</u>的光碟 1 至 2 枚／在指定網址下載的聆聽聲音檔（有非華語學生的學校，將會收到 1 至 2 枚特別版本的光碟／須在指定網址下載的特別版本聆聽聲音檔）▪ 試題簿▪ 答題簿</div>

3. 請於課室內在學生面前才拆閱影碟／光碟、試題答題簿／試題簿及答題簿。

五、進行評估

寫作評估

* 注意：學校如採用「分開評估模式」，教師可朗讀試卷內以**標楷體**印刷的寫作題目。

1. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。
2. 請在黑板寫上學校編號及班別。
3. 宣讀以下提示：

· 桌面上只可放置評估所需的文具。請勿談話。

4. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

- 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。

5. 拆開寫作評估的試題答題簿封包，並分發試題答題簿給學生。（簿面應向上）毋須派發試題答題簿到缺席學生的桌面上。向學生宣布：

- 現在派發寫作評估的試題答題簿。
- （如學校選擇分開評估模式，則毋須讀出此項）寫作評估共有 3 張分卷，每位同學只會獲分發其中 1 張分卷。
- 未宣布開始前，切勿翻閱試題答題簿或書寫。

6. 請學生檢查試題答題簿的頁數、分卷編號是否正確。向學生宣布：

- 試題答題簿的封面印有的分卷編號是_____（重複分卷編號）。
- 如有問題，請舉手。
- 請檢查試題答題簿。試題答題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 試題答題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(QA)-頁次」，例如：「2024-TSA-CHI-9CW1(QA)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上試題答題簿，簿面向上。

7. 請依據學生的學號派發電腦條碼，並確保所派發的電腦條碼與學生的班別和班號相符。向學生宣布：

- 請核對電腦條碼上列出的班別和班號是否與你的相符。如有問題，請舉手。如電腦條碼有破損，請使用剩餘的電腦條碼。
- 請在試題答題簿封面（即第 1 頁）右上方長形方格內貼上電腦條碼（稍停），然後在其他頁面的右上方長形方格內貼上電腦條碼。
- 請在試題答題簿封面的適當位置寫上學校編號、班別及班號。
- 學校編號是_____（停頓），班別是___。（重複宣布學校編號及班別）
- 切勿在試題答題簿封面書寫姓名。

8. 請派發中英對照學生須知給非華語學生。

9. 一切準備就緒後，向學生宣布：

- 你有 **75 分鐘**完成兩題的寫作題，請細心閱讀「學生須知」。
- 同學須用藍色或黑色原子筆書寫。
- 不可在框線以外地方書寫任何文字或符號。
- 如方格紙不敷應用，請舉手通知老師。(註)
- 根據課室內的時鐘（或我的手錶），現在是____時____分，同學可以開始作答。

註：如學生要求加紙書寫，請派發同一分卷號的試題答題簿給學生，如同一分卷號的試題答題簿已派罄，可向鄰班索取或通知評估行政主任。學生毋須在第二本試題答題簿上貼上任何電腦條碼，他們只需在試題答題簿封面上填妥學校編號、班別及班號。評估完畢時，請將兩本試題答題簿釘在一起，並放入「答卷封套」內。

如有學生使用多於一本試題答題簿，監考員在填寫「答卷封套」及「學生出席紀錄表」的『答卷總數』時，請視之為一本計算。

10. 採用「分開評估模式」的非華語學生，教師只朗讀以**標楷體**印刷的寫作題目。

- 甲部題目：XXXX。（只朗讀**標楷體**文字）
- 乙部題目：XXXX。

*注意：題目只會朗讀一次，並不可對題目作任何解釋。

11. 在黑板寫上**實際**的評估開始及完結時間。如課室內設有時鐘，監考員應以此作計時器，以便學生計算評估時間。監考員須確保給予學生足夠時間。

12. 評估終結前 5 分鐘，向學生宣布：

- 評估時間尚餘 5 分鐘。

13. 評估終結時，向學生宣布：

- 評估完畢，請停止書寫。合上試題答題簿，靜候老師收集。

14. 收集試題答題簿時，檢查學生是否已把電腦條碼貼好，並且已準確填妥封面上的資料，如有錯漏，學生可在監考員監察下填寫或更正。

15. 監考員應確保收回的試題答題簿數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答卷。

16. 把剩餘的電腦條碼及未用的試題答題簿用橡皮圈捆好。

閱讀評估

1. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。

2. 請在黑板寫上學校編號及班別。

3. 宣讀以下提示：

- 桌面上只可放置評估所需文具。請勿談話。

4. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

- 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。

5. 拆開閱讀評估的試題簿及答題簿封包，並分發給學生（先派發答題簿，然後才派發試題簿）。（簿面應向上）毋須派發試題簿及答題簿到缺席學生的桌面上。向學生宣布：

- 現在派發閱讀評估的試題簿及答題簿。
- 閱讀評估共有 3 張分卷，每位同學只會獲分發其中 1 張分卷。

6. 派發試題簿及答題簿。向學生宣布：

- 未宣布開始前，切勿翻閱試題簿及答題簿或書寫。

7. 請學生檢查試題簿及答題簿的頁數、分卷編號是否正確。向學生宣布：

- 試題簿及答題簿的封面印有的分卷編號是_____（重複分卷編號）。
- 如試題簿及答題簿的分卷編號不同，請舉手。
- 請檢查試題簿。試題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 試題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(Q)-頁次」，例如：「2024-TSA-CHI-9CR1(Q)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上試題簿，簿面向上。
- 請檢查答題簿。答題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 答題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(A)-頁次」，例如：「2024-TSA-CHI-9CR1(A)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上答題簿，簿面向上。

8. 請依據學生的學號派發電腦條碼，並確保所派發的電腦條碼與學生的班別和班號相符。向學生宣布：

- 請核對電腦條碼上列出的班別和班號是否與你的相符。如有問題，請舉手。如電腦條碼有破損，請使用剩餘的電腦條碼。
- 請在答題簿封面右上方長形方格內貼上電腦條碼。
- 請在答題簿封面的適當位置寫上學校編號、班別及班號。
- 學校編號是_____（停頓），班別是_____。（重複宣布學校編號及班別）
- 切勿在答題簿封面書寫姓名。

9. 請派發中英對照學生須知給非華語學生。

10. 一切準備就緒後，向學生宣布：

- 你有 **30 分鐘**作答，所有答案必須書寫在答題簿內，並須用 **HB 鉛筆**作答。
- 根據課室內的時鐘（或我的手錶），現在是____時____分，同學可以開始作答。

11. 採用「分開評估模式」的非華語學生，教師向學生朗讀「增潤作答指引」：

- 這是閱讀卷，卷別是____（請重複分卷編號）。同學必須閱讀所有篇章和題目，並回答全部問題……

*注意：只須朗讀「增潤作答指引」，並不需朗讀題目，以及不可對題目作任何解釋。

12. 在黑板寫上實際的評估開始及完結時間。如課室內設有時鐘，監考員應以此作計時器，以便學生計算評估時間。監考員須確保給予學生足夠時間。

13. 評估終結前 5 分鐘，向學生宣布：

- 評估時間尚餘 5 分鐘。

14. 評估終結時，向學生宣布：

- 評估完畢，請停止書寫。合上試題簿及答題簿，靜候老師收集。

15. 收集答卷時，檢查學生是否已把電腦條碼貼好，並且已準確填妥答題簿封面上的資料，如有錯漏，學生可在監考員監察下填寫或更正。

16. 監考員應確保收回的答卷數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答卷。

17. 把剩餘的電腦條碼、已用及未用的試題簿及未用的答題簿用橡皮圈捆好。

視聽資訊評估

*注意：採用「分開評估模式」學校，請使用特別版本影碟／在指定網址下載的特別版本視聽資訊檔。

1. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。
2. 如使用電腦播放影碟／在指定網址下載的視聽資訊檔，確保已關掉電腦內螢幕保護裝置及監視器電源配置的設定。
3. 請在黑板寫上學校編號及班別。

4. 宣讀以下提示：

- 桌面上只可放置評估所需的文具。請勿談話。

5. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

- 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。

6. 拆開視聽資訊評估的試題簿及答題簿封包，並分發給學生（先派發答題簿，然後才派發試題簿）。（簿面應向上）毋須派發試題簿及答題簿到缺席學生的桌面上。向學生宣布：

- 現在派發視聽資訊評估的試題簿及答題簿。
- 未宣布開始前，切勿翻閱試題簿及答題簿或書寫。

7. 請學生檢查試題簿及答題簿的頁數、分卷編號是否正確。向學生宣布：

- 試題簿及答題簿的封面印有的分卷編號是_____（重複分卷編號）。
- 如試題簿及答題簿的分卷編號不同，請舉手。
- 請檢查試題簿。試題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 試題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(Q)-頁次」，例如：「2024-TSA-CHI-CAV(Q)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上試題簿，簿面向上。
- 請檢查答題簿。答題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
- 答題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(A)-頁次」，例如：「2024-TSA-CHI-CAV(A)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
- 請合上答題簿，簿面向上。

8. 請依據學生的學號派發電腦條碼，並確保所派發的電腦條碼與學生的班別和班號相符。向學生宣布：

- 請核對電腦條碼上列出的班別和班號是否與你的相符。如有問題，請舉手。如電腦條碼有破損，請使用剩餘的電腦條碼。
- 請在答題簿封面右上方長形方格內貼上電腦條碼。
- 請在答題簿封面的適當位置寫上學校編號、班別及班號。
- 學校編號是_____（停頓），班別是____。（重複宣布學校編號及班別）
- 切勿在答題簿封面書寫姓名。

9. 請派發中英對照學生須知給非華語學生。

10. 一切準備就緒後，向學生宣布：

- 視聽資訊評估為時約 15 分鐘。（特別版本影碟／在指定網址下載的特別版本視聽資訊檔時間稍長）
- 短片只會播放一次。
- 請同學細心觀看，依照指示把答案書寫在答題簿內，並須用 HB 鉛筆作答。
- 視聽資訊評估現在開始。

11. 監考員啟動放映機或電腦，並適當地調節音量。

12. 如採用「一般評估模式」，請使用一般影碟／在指定網址下載的視聽資訊檔；如採用「分開評估模式」，請使用特別版本影碟／在指定網址下載的特別版本視聽資訊檔。

13. 當短片播放完畢，螢幕上播放「視聽資訊評估結束，請同學保持安靜，等候老師收回試題簿及答題簿。」字樣後，向學生宣布：

- 評估完畢，請停止書寫。我現在開始收集試題簿及答題簿，請保持安靜。

14. 收集答卷時，檢查學生是否已把電腦條碼貼好，並且已準確填妥答題簿封面上的資料，如有錯漏，學生可在監考員監察下填寫或更正。

15. 監考員應確保收回的答卷數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答卷。

16. 把已用及未用的試題簿及未用的答題簿用橡皮圈捆好。

17. 開始聆聽評估。

聆聽評估

注意：採用「分開評估模式」學校，請使用特別版本光碟／在指定網址下載的特別版本聆聽聲音檔。

1. 請檢查光碟／在指定網址下載的聆聽聲音檔的分卷編號（即 9CL1 或 9CL2）與試題簿及答題簿的分卷編號是否相符。

2. 評估進行期間，監考員應保持警覺，以防學生作弊或互傳訊息。

3. 如使用電腦播放光碟／聆聽聲音檔，確保已關掉電腦內螢幕保護裝置及監視器電源配置的設定。

4. 聆聽評估正式開始前會有測試音量的提示，請監考員因應實際情況，調節播音機的音量。
5. 請在黑板寫上學校編號及班別。
6. 宣讀以下提示：

· 桌面上只可放置評估所需的文具。請勿談話。

7. 提醒學生關掉所有通訊儀器（包括手機電話及其他免提裝置）。向學生宣布：

· 請關掉手提電話／免提裝置，以及它的響鬧功能，並放在座位下的當眼處。同學不可在評估室／禮堂內使用任何通訊儀器以及攝影、錄音或錄影。如通訊儀器附有電池，請立即把通訊儀器關掉、把電池取出，並將它們放於座位下的當眼處。

8. 拆開聆聽評估的試題簿及答題簿封包，並分發給學生（先派發答題簿，然後才派發試題簿）。（簿面應向上）毋須派發試題簿及答題簿到缺席學生的桌面上。向學生宣布：

· 現在派發聆聽評估的試題簿及答題簿。
· 未宣布開始前，切勿翻閱試題簿及答題簿或書寫。

9. 請學生檢查試題簿及答題簿的頁數、分卷編號是否正確。向學生宣布：

· 試題簿及答題簿的封面印有的分卷編號是_____（重複分卷編號）。
· 如試題簿及答題簿的分卷編號不同，請舉手。
· 請檢查試題簿。試題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
· 試題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(Q)-頁次」，例如：「2024-TSA-CHI-9CL1(Q)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
· 請合上試題簿，簿面向上。
· 請檢查答題簿。答題簿的最後一頁印有「全卷完」三字。如有缺頁，請舉手。
· 答題簿的每頁左下方均印有註腳（即「2024-TSA-CHI-分卷編號(A)-頁次」，例如：「2024-TSA-CHI-9CL1(A)-1」）。請細心檢查各頁註腳，註腳的「分卷編號」應該與封面的「分卷編號」相同。如有問題，請舉手。（停頓）
· 請合上答題簿，簿面向上。

10. 請學生在答題簿上貼上電腦條碼。向學生宣布：

· 請使用剩餘的電腦條碼在答題簿封面右上方適當位置內貼上電腦條碼。
· 請在答題簿封面的適當位置寫上學校編號、班別及班號。
· 學校編號是_____（停頓），班別是___。（重複宣布學校編號及班別）
· 切勿在答題簿封面書寫姓名。

11.請派發中英對照學生須知給非華語學生。

12.一切準備就緒後，向學生宣布：

- 聆聽評估為時約 20 分鐘。（特別版本光碟／在指定網址下載的特別版本聆聽聲音檔時間稍長）
- 話語內容只會播放一次。
- 請同學細心聆聽，依照指示把答案書寫在答題簿內，並須用 **HB 鉛筆**作答。
- 聆聽評估開始播放前，會有一段大概 10 秒的背景音樂以測試音量，同學如聽不清楚，請立即舉手通知老師。
- 聆聽評估現在開始。

13.如採用「一般評估模式」，請使用一般光碟／在指定網址下載的聆聽聲音檔；如採用「分開評估模式」，請使用特別版本光碟／在指定網址下載的特別版本聆聽聲音檔。

14.監考員啟動播放機，並適當地調節音量。

15.當話語內容播放至「聆聽評估結束，請停筆，合上你的答題簿，以便老師收集。」這句話時，向學生宣布：

- 評估完畢，請停止書寫。我現在開始收集試題簿及答題簿，請保持安靜。

16.收集答卷時，檢查學生是否已把電腦條碼貼好，並且已準確填妥答題簿封面上的資料，如有錯漏，學生可在監考員監察下填寫或更正。

17.監考員應確保收回的答卷數量和出席學生的人數相符，然後按學生的班號依次（由小至大，班號小的放在上面）排列答卷。

18.把剩餘的電腦條碼、已用及未用的試題簿及未用的答題簿用橡皮圈捆好。

19.請確保電腦沒有儲存視聽資訊及聆聽評估的檔案。

六、評估終結

1. 監考員應確保電腦條碼已適當地貼在答題簿上及收回的答題簿數目正確，方可讓學生離去。

2. 於評估終結後，監考員應：

- i. 將答卷送回學生的所屬班別；
- ii. 檢查這些學生填在答卷封面上的資料是否與同班同學所填寫的資料相同；

3. 其他評估物料，如影碟、光碟、已使用及未使用的試題簿及未使用的答題簿、剩餘的電腦條碼等，可放進任何一班相同評估分節的「剩餘評估物料封套」。

4. 請檢查所屬班別的「學生出席紀錄表」及「答卷封套」上的資料是否已包括這些分開進行評估學生的資料。

七、異常事項

1. 如課室或禮堂內曾發生異常事項，監考員應立即透過「紙筆評估總結表」電子版報告事件詳情，如：班別、班號、事件類別、受影響之卷別、持續時間等，然後遞交至考評局。

電子版的「紙筆評估總結表」：

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



2. 試題答題簿、試題簿或答題簿缺頁

從剩餘的試題答題簿、試題簿或答題簿中更換一份完整的給學生。在可能情況下，請盡量發回與原來相同的分卷。監考員須把事件記錄於學生所屬班別的「紙筆評估總結表」電子版內。

3. 試題答題簿、試題簿或答題簿數量不足

如試題答題簿、試題簿或答題簿數量不足，請透過正在巡視的評估行政助理向評估行政主任尋求協助。監考員應同時禁止學生翻閱試題答題簿、試題簿、答題簿或開始作答，並確保所有學生於同一時間開始作答。以上事件應報告於學生所屬班別的「紙筆評估總結表」電子版內。

寫作、視聽資訊及閱讀評估：

評估行政主任可安排使用其他班別剩餘的試題答題簿、試題簿或答題簿，如不足以應付需要時，評估行政主任須立即致電考評局尋求協助。

聆聽評估：

評估行政主任須立即致電考評局尋求協助。

4. 電腦條碼不足／電腦條碼資料不正確

如電腦條碼數量不足或學生資料不正確，請透過正在巡視的評估行政助理向評估行政主任尋求協助。監考員應同時禁止學生翻閱試題答題簿、試題簿及答題簿，並確保所有學生於同一時間開始作答。以上事件應報告於學生所屬班別的「紙筆評估總結表」電子版內。

5. 學生沒有電腦條碼

任何沒有電腦條碼的學生只需在答卷封面上填寫學校編號、班別及班號，考評局會作個別跟進。

6. 影碟／光碟損壞或內容不符

如接收的影碟／光碟及其後備影碟／光碟都已損壞或內容不符，監考員應立即透過評估行政主任或評估行政助理致電考評局尋求協助。監考員應在損壞或內容不符的影碟／光碟封套上註明「損壞」或「內容不符」並把事件記錄於學生所屬班別的「紙筆評估總結表」電子版內。

7. 學生要求前往洗手間

如有需要，學生可前往洗手間，但不得帶同評估物料。學生將不獲額外加時。

8. 學生身體不適

如有需要，學生可離開課室休息，但不得帶同與評估物料。學生將不獲額外加時。校長可自行決定將該等學生列作「出席」或「缺席」，在任何情況下，監考員都須把事件記錄於「紙筆評估總結表」電子版內。

9. 學生遲到

遲到的學生仍可參加評估，但將不獲延長評估時間。

10. 學生構成滋擾或突發事故導致場面混亂

如有學生對同學構成任何滋擾或任何突發事故導致場面出現混亂，監考員應馬上制止或處理有關情況，如情況持續，請召喚評估行政助理向評估行政主任尋求協助，並把事件詳情，如事件性質及持續時間等記錄於學生所屬班別的「紙筆評估總結表」電子版內。

11. 違規物品

監考員在評估進行期間如發現任何違規物品如書籍、筆記或通訊工具，應立即沒收。評估結束後，把有關物品交予評估行政主任，並把事件詳情記錄於學生所屬班別的「紙筆評估總結表」電子版內。

12. 懷疑作弊

如懷疑學生作弊，例如抄襲其他學生的答案，監考員應立即作出勸喻，並把事件詳情記錄於學生所屬班別的「紙筆評估總結表」電子版內。

13. 緊急事項

緊急事項，如發生火警、停電等，監考員應透過評估行政助理向評估行政主任尋求協助。如評估不能繼續進行，評估行政主任應立即致電考評局，監考員須把事件詳情記錄於學生所屬班別的「紙筆評估總結表」電子版內。

14. 其他異常情況

監考員須把所有在評估進行期間會影響評估進行或統計成績的異常情況，詳細記錄於學生所屬班別的「紙筆評估總結表」電子版內。監考員對處理異常情況如有疑问，可通過評估行政助理向評估行政主任求助。

八、惡劣天氣安排

1. 如因惡劣天氣，導致學校停課及該天的評估取消或改期舉行，教育局將透過電台及電視台宣布有關安排。如監考員對當日的評估是否取消或改期舉行有所疑慮，應於前往學校前，留意電台及電視台的有關宣布。
2. 在評估當日，倘教育局宣布學校於早上停課，當日的評估將改期至 2024年6月24日 舉行。