



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

2012 年全港性系統評估[◆] (小學)

Territory-wide System Assessment 2012[◆]
(Primary Schools)

監考員手冊

Invigilators' Handbook

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Hong Kong Examinations and Assessment Authority

[◆]2012 年小六全港性系統評估暫停舉行。此評估是學校以自願形式參與，而非全體小六學生參與的全港性系統評估。
The 2012 P6 TSA has been suspended. Participation in the 2012 P6 TSA is on a voluntary basis. As a result, this is a TSA in which not all P6 students will participate.

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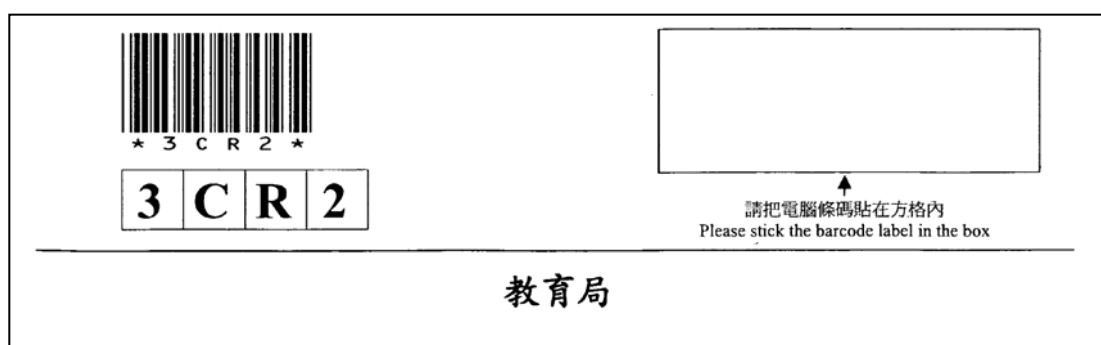
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1. 貼上電腦條碼 Sticking Barcode Labels

學生需在試題答題簿封面（第 1 頁）及部份內頁的右上角方格內貼上一個電腦條碼，試題答題簿封面的「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 question-answer (QA) booklets. The “Instructions” on the cover page will clearly indicate to the students on which pages should barcode labels be used.

試題答題簿封面樣本 Sample cover of QA 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，故監考員毋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



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



3. 電腦條碼翻轉貼上
Up-side-down



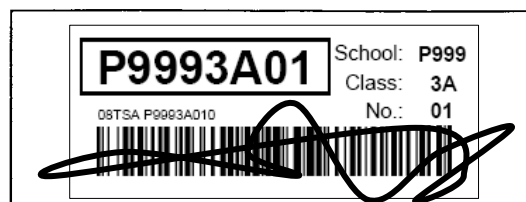
請把電腦條碼貼在方格內
Please stick the barcode label in the box



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来的條碼上）：

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):

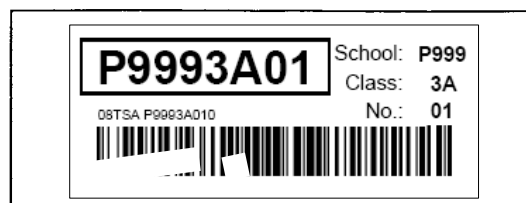
1. 條碼被塗污
Smeared barcode



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，學生只需在試題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 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 QA booklets. The HKEAA will process these QA 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，試題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 example for reference of the students will be provided in the QA 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.

試題答題簿「作答說明」樣本

Sample “Instructions for answering questions” of QA 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.

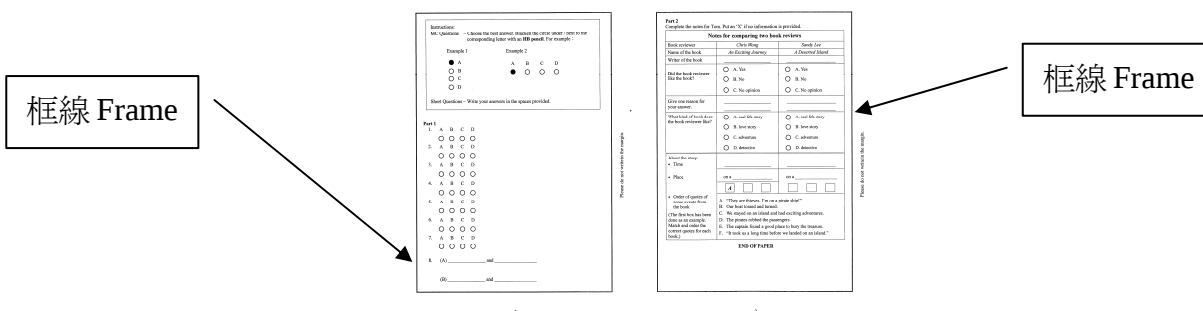
or
或

- ☒ A. ☐ B. ☐ C. ☐ D.

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

學生必須在試題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 QA booklets. **Answers written outside the frame will NOT be marked.**



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

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(D 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(D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 QA 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 QA booklet is the same as that of the first QA booklet** of the student. If the QA booklet of a particular sub-paper has run out, please try to secure a copy from another class or inform the Assessment Administration Supervisor of the situation.

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

When completing the total number of “Scripts Collected” on the “Envelope for Answer Scripts (Envelope D)” and “Students’ Attendance Record”, please count every two QA booklets stapled together and used by the same student as ONE QA 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(D 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(E 封套)」
- 填寫每班每項評估的「學生出席紀錄表」及「答卷封套(D 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 sticking the barcode labels of these students on to their respective worked QA booklets.
- The worked QA booklets of these students should be packed together with those of their classmates into the respective “Envelopes for Answer Scripts (Envelope D)”
- The surplus assessment materials of these students can be put into the “Envelope for Surplus Assessment Materials (Envelope E)” 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

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

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以下是一份已填妥的「紙筆評估總結表」（第一頁）範例：

Below is a sample completed "Assessment Summary for Written Assessments" (Page 1):

此表格由 監考員填寫 To be completed by Invigilator		年全港性系統評估（小學） Territory-wide System Assessment (Primary Schools) 紙筆評估總結表 Assessment Summary for Written Assessments	
學校名稱 Name of School: 甲乙丙小學		上午校 / 下午校 / 全日制* A.M. / P.M. / W.D.*	
學校編號 School Code: 999		班別 Class: 3A	
科目 Subject: ☒ 中文閱讀及聆聽 Chinese (Reading and Listening) ☐ 中文寫作 Chinese (Writing) ☐ 數學 Mathematics ☐ 英文聆聽、閱讀和寫作 English (Listening and Reading & Writing)			
開始時間 Commencing Time:		第二節 Second session:	
第一節 First session: 10:15 am		11:00 am	
完結時間 Finishing Time:		第二節 Second session:	
第一節 First session: 10:43 am		11:50 am	

* 請圈起適用者 Please circle where appropriate

請在適當方格內填上「✓」號。

Please put a "✓" in the appropriate box.

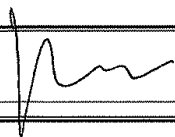
☐ 評估期間沒有任何特別事故。
 NO irregularity occurred during the assessment.

☒ 評估時發生以下特別事故：
 Irregularities occurred during the assessment session are detailed below:

時間 Time	學生姓名/班號(如適用) Name/Class No. of Student (if applicable)
10:21 am	CD 機在播放聆聽光碟第6題後出現故障， 需更換另一部光碟機，並由第7題開始播 放。其間學生全部蓋上試題答題簿，為時5分鐘。

本人謹此聲明本人並非任教上述班別在這節進行的評估科目，以及於評估期間已嚴格遵守所有監考規則。

I declare that I am not teaching the above class the subject being assessed in this session and all invigilation guidelines had been strictly adhered to during the assessment.

監考員姓名 Name of Invigilator: LEE TAN MAN	簽署 Signature: 
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「紙筆評估總結表」的背面為監考員工作核對表：

The back page of the “Assessment Summary for Written Assessments” is a task checklist for invigilator:

工作 Task Checklist	
☐	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
☐	2. 已收到正確的試題答題簿封包、光碟 2 張（只適用於聆聽評估）及 1 疊草稿紙（只適用於數學科） Receive the correct packets of QA booklets, 2 CDs (for Listening assessment only) and 1 pack of rough work sheets (for Mathematics only)
☐	3. 已收到每卷別 1 個 D 封套及 1 個 E 封套 Receive 1 Envelope D and 1 Envelope E for each assessment
☐	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
☐	5. 在黑板寫上學校編號及班別 Write the school code and class name on the blackboard
☐	6. 拆開試題答題簿封包，順序逐一派發給學生 Unseal the packets of the QA booklets and distribute the booklets to the students in order
☐	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
☐	8. 請學生在試題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 the barcode labels and write down the school code, class name and class number in the appropriate spaces on the QA booklet
☐	9. 開始進行評估 Start the assessment
☐	10. 填寫「紙筆評估總結表」、「學生出席紀錄表」及封套上的資料 Complete the “Assessment Summary”, “Students' Attendance Record” and information on the envelopes
☐	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 worked QA booklets and remaining barcode labels according to the sequential order of the class numbers
☐	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
☐	13. 確保收回的答卷總數和出席學生人數相符 Check the number of worked QA booklets collected against the number of students present
☐	14. 將答卷放進 D 封套；剩餘評估物料放進 E 封套 Put the worked QA booklets into Envelope D, and surplus materials into Envelope E
☐	15. 如有 A3 放大答卷，請在 D 封套封面的適當位置加上「✓」，以茲識別 If any A3 enlarged worked QA booklets are collected, please put a tick '✓' in the appropriate place on the Envelope D for easy reference
☐	16. 分開進行評估的學生答卷，應放進該班的 D 封套內，並已貼上電腦條碼 Return the worked QA booklets of those students taking the assessment separately to their respective classes, affix barcode labels and put them into Envelope D
☐	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記錄，應紀錄在所屬班別的「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試題答題簿，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 QA booklet, invigilators should only count QA booklets used by any one student as **ONE** QA 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 completed "Students' Attendance Record" (Page 1):

年全港性系統評估(小學)
Territory-wide System Assessment (Primary Schools)



學生出席紀錄表
Students' Attendance Record

學校名稱 甲乙丙學校 (全日)
Name of School: ABC School (WD)
學校編號 P999
School Code:
科目 中國語文聆聽
Subject: Chinese Language - Listening
級別 P3
Level:
班別 3A
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	Exempt Chinese	☒
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
- WS5 智障學生 Students with intellectual disability
- WS6 使用放大試題答題簿及/或使用輔助設施及儀器 Using A3 QA booklets and/or auxiliary equipment
- WS7 分開進行評估、及/或延長評估時間 Taking assessments separately and/or time extension

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 completed "Students' Attendance Record" (Page 2):

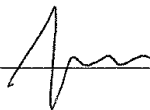
- 如學生沒有遞交答卷，請將缺考學生名字右方的「缺考」圓圈塗黑。[#]
Please blacken the "Absent" circle(s) next to the student(s) without submitting answer scripts.[#]
- 請在名單後加上新生姓名及劃去退學學生。[#]
Please add the new student name(s) to the end of the list and cross out the drop-out student(s).

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	—	☐
27	Student 27 / 學生 27	—	☐
28	Student 28 / 學生 28	—	☐
29	Student 29 / 學生 29	Exempt Chinese	☒
30	Student 30 / 學生 30	—	☐
31	Student 31 / 學生 31	—	☐
32	Student 32 / 學生 32	WS1, WS4	☒
33	Student 33 / 學生 33	—	☐
34	Student 34 / 學生 34	—	☐
35	Student 35 / 學生 35 Drop-out	—	☐
36	Student 36 / 學生 36	—	☐
37	Student 37 / 學生 37	—	☐
38	Student 38 / 學生 38	—	☐
39	LEE KEUNG / 李強		☐
40			☐
41			☐
42			☐
43			☐
44			☐
45			☐
46			☐
47			☐
48			☐
49			☐
50			☐

監考員姓名
Name of Invigilator:

CHEUNG MING
(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)

新生人數 New : (B)

退學人數 Drop-out : (C)

缺考人數 Absent : (D)

38

+

1

—

1

—

4

答卷總數 Scripts Collected:
(A+B-C-D)

=

34

- * 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
- WS5 智障學生 Students with intellectual disability
- WS6 使用放大試題答題簿及/或使用輔助設施及儀器 Using A3 QA booklets and/or auxiliary equipment
- WS7 分開進行評估、及/或延長評估時間 Taking assessments separately and/or time extension

2012 年全港性系統評估（小學）

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

爲了配合網上評卷系統，學生須把個人的電腦條碼貼在試題答題簿適當的位置內，以便電腦辨識考生的資料。

二、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：
 - a. 閱讀評估(小三：設 4 張分卷)
(小六：設 3 張分卷)
 - b. 聆聽評估(設 2 張分卷)
 - c. 寫作評估(設 2 張分卷)

日期	2012 年 6 月 19 日					
範疇	閱讀		聆聽		寫作	
級別	小三	小六	小三	小六	小三	小六
時限	25 分鐘	35 分鐘	約 20 分鐘	約 25 分鐘	40 分鐘	55 分鐘
上午	3CR1	6CR1	3CL1	6CL1	3CW1	6CW1
	3CR2	6CR2		6CL2		6CW2
		6CR3				
下午	3CR3		3CL2		3CW2	
	3CR4					

2. 小三級閱讀設 4 張分卷，上午爲 3CR1 和 3CR2；下午爲 3CR3 和 3CR4。小六級閱讀設 3 張分卷：6CR1、6CR2 和 6CR3。爲了把所有分卷儘量平均分配，須依次派發分卷給學生，請向第 1 位學生派發第 1 張分卷，第 2 位派發第 2 張分卷，如此類推。
3. 小三寫作分兩張分卷，上午爲 3CW1，下午爲 3CW2。小六寫作設 2 張分卷：6CW1 和 6CW2。請依次派發分卷給學生。
4. 監考員無須派發試題答題簿到缺席學生的座位。如有學生遲到，監考員可把剩餘的試題答題簿依次派發給遲到的學生。

5. 小三及小六聆聽各有 2 張分卷，上午為 3CL1 和 6CL1/6CL2，下午為 3CL2。每張聆聽分卷，均附有該分卷的光碟 2 張，其中一張作後備用途。監考員須檢查所負責班別的光碟的分卷編號與試題答題簿的分卷編號是否相符。
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，監考員應鼓勵學生盡能力作答，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（下稱考評局）。

三、評估舉行前

1. 監考員須於評估開始前 20 分鐘，帶備其個人的「監考員手冊」向評估行政主任報到。
2. 在評估行政助理（AAA）協助下，評估行政主任向監考員派發下列物料：

評估分節	需用物料
閱讀評估、 聆聽評估	- 監考員文件檔（中國語文科－閱讀及聆聽），內有： - 一紙筆評估總結表 1 份（供閱讀評估及聆聽評估用） - 一學生出席紀錄表 2 份（1 份供閱讀評估用；1 份供聆聽評估用） - 一電腦條碼 1 疊（供閱讀評估及聆聽評估用） 閱讀評估 • <u>密封</u>的試題答題簿 1 至 2 包 • 答卷封套（D 封套）1 個 • 剩餘評估物料封套（E 封套）1 個 聆聽評估 • <u>密封</u>的光碟 2 張 • <u>密封</u>的試題答題簿 1 至 2 包 • 答卷封套（D 封套）1 個 • 剩餘評估物料封套（E 封套）1 個
寫作評估	- 監考員文件檔（中國語文科－寫作），內有： - 一紙筆評估總結表（1 份） - 一學生出席紀錄表（1 份） - 一電腦條碼 1 疊 • <u>密封</u>的試題答題簿 1 至 2 包 • 答卷封套（D 封套）1 個 • 剩餘評估物料封套（E 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，並檢查評估時需用物料是否齊備。

4. 學生須按班號順序就坐。請注意：必須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，如學生姓名、班號等，直接在「學生出席紀錄表」上作出適當的修改或增刪。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。
獲豁免參加評估的學生，應視作「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列作「出席」。
7. 閱讀及寫作評估：學生於評估首半段時間內（閱讀評估：評估開始後 13 分鐘（小三）及 18 分鐘（小六）內；寫作評估：評估開始後 20 分鐘（小三）及 28 分鐘（小六）內）抵達，仍可獲准參加評估，並應列作「出席」；學生於評估進行超過一半時間後才抵達，則不能參加評估，並應列作「缺席」。
8. 聆聽評估：為免對同學構成滋擾，遲到的學生將不能參加評估，並應列作「缺席」。
9. 請於課室內在學生就坐後，方能拆閱光碟及試題答題簿。

四、進行評估

閱讀評估

1. 進行評估前，監考員須備有以下物料：(i)試題答題簿及(ii)電腦條碼。
2. 確保學生已按班號順序就坐。請注意：必須保留缺席或遲到學生的座位。
3. 請用「學生出席紀錄表」點名。請參閱本文件第三部分第 5 至 7 點。
4. 評估進行期間，監考員應保持警覺，以防學生作弊。
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」上的資料相同）。
6. 宣讀以下提示：

· 桌面上只可放置文具(包括 HB 鉛筆、橡皮)及筆袋。請勿談話。
7. 拆開閱讀評估的試題答題簿封包，並逐一派發給學生。（簿面應向上）（無須派發試題答題簿給缺席學生）

- 現在派發閱讀評估的試題答題簿。

· 閱讀評估共有 2 張分卷，同學只會獲派發其中 1 張分卷。

- 未宣布開始前，切勿翻閱試題答題簿或書寫。

8. 請學生檢查試題答題簿。

小三	小六
· 請打開試題答題簿，分卷 1 有____頁，分卷 2 有____頁（上午校及全日制）/分卷 3 有____頁，分卷 4 有____頁（下午校），全部題目均須作答。 · 請檢查試題答題簿有沒有缺頁，（稍停）最後一頁應印有「全卷完」三字。 · 如有問題，請舉手。 · 請合上試題答題簿，封面向上。	· 請打開試題答題簿，分卷 1 有____頁，分卷 2 有____頁，分卷 3 有____頁，全部題目均須作答。 · 請檢查試題答題簿有沒有缺頁，（稍停）最後一頁應印有「全卷完」三字。 · 如有問題，請舉手。 · 請合上試題答題簿，封面向上。

9. 監考員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。

- 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。（稍停）
- 電腦條碼首三個數字應是 XXX（學校編號），然後是 XX（班別）及你的班號。（指向黑板上的學校編號及班別）
- 請在試題答題簿封面（即第 1 頁）的右上方適當位置內貼上電腦條碼。（舉起試題答題簿向學生指示貼上電腦條碼的位置）
- 請在試題答題簿第 3 和第 5 頁的適當位置內貼上電腦條碼。

10. 請學生在試題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。

- 請在試題答題簿封面的適當位置寫上學校編號、班別（指向黑板上的學校編號及班別）及學生班號。（舉起試題答題簿向學生指示填寫學校編號、班別及學生班號的位置）
- 學校編號是_____（稍停），班別是_____（稍停）。（重複宣讀學校編號及班別）
- 現在填寫學生班號。
- 切勿在試題答題簿封面書寫姓名。

11. 請學生閱讀學生須知和作答說明。

- 全部題目均須作答。
- 答案必須書寫在試題答題簿內的適當位置。

- 不得在框線以外書寫任何文字、符號。
- 請同學現在閱讀學生須知和作答說明。（稍停）

12.一切準備就緒，向學生宣布：

小三	小六
· 請依照題目要求作答，限時 <u>25 分鐘</u>。 · 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。	· 請依照題目要求作答，限時 <u>35 分鐘</u>。 · 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。如課室裝有時鐘，監考員應以此作計時器，以便學生安排作答時間。監考員須確保給予學生足夠時間作答。

14.評估開始 10 分鐘後，巡查每名學生是否已準確填妥答卷封面上的資料和在適當位置上已貼上電腦條碼，如有錯漏，應即時着學生更正。

15.評估終結前 5 分鐘，向學生宣布：

- 評估時間尚餘 5 分鐘。

16.評估終結時，向學生宣布：

- 評估完畢，請停止作答，並合上答卷。
- 我現在開始收集答卷，請保持安靜。

17.收集答卷時，再次檢查學生是否已準確填妥答卷封面上的資料和貼上電腦條碼，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，然後按學生的班號由小至大排列答卷。

19.請緊記不要把未使用的試題答題簿放進「答卷封套（D 封套）」，因它們將被誤作學生未能回答任何問題的答卷。

20.把未使用的試題答題簿用橡皮圈捆好。

聆聽評估

1. 進行評估前，監考員須備有以下物料：(i)試題答題簿及(ii)光碟。
2. 確保學生已按班號順序就坐。請注意：必須保留缺席或遲到學生的座位。
3. 請用「學生出席紀錄表」點名。請參閱本文件第三部分第 5、6 及 8 點。
4. 評估進行期間，監考員應保持警覺，以防學生作弊。
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」上的資料相同）。

6. 宣讀以下提示：

· 桌面上只可放置文具(包括 HB 鉛筆、橡皮)及筆袋。請勿談話。

7. 拆開聆聽評估的試題答題簿封包，並逐一派發給學生。（簿面應向上）（無須派發試題答題簿給缺席學生）

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

8. 請學生檢查試題答題簿。

小三	小六
· 請打開試題答題簿。分卷 1 有 ___ 頁(上午校及全日制)/分卷 2 有 ___ 頁(下午校)。 · 請檢查試題答題簿有沒有缺頁，（稍停）最後一頁應印有「全卷完」三字。 · 如有問題，請舉手。 · 請合上試題答題簿，封面向上。	· 請打開試題答題簿。分卷 1 有 ___ 頁/分卷 2 有 ___ 頁。 · 請檢查試題答題簿有沒有缺頁，（稍停）最後一頁應印有「全卷完」三字。 · 如有問題，請舉手。 · 請合上試題答題簿，封面向上。

9. 請學生在試題答題簿貼上電腦條碼。

· 請在試題答題簿封面(即第 1 頁)的右上方適當位置內貼上電腦條碼。（舉起試題答題簿向學生指示貼上電腦條碼的位置）
· 請在試題答題簿第 3 頁的適當位置內貼上電腦條碼。

10. 請學生在試題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。

· 請在試題答題簿封面的適當位置寫上學校編號、班別(指向黑板上的學

校編號及班別)及學生班號。(舉起試題答題簿向學生指示填寫學校編號、班別及學生班號的位置)

- 學校編號是_____(稍停)，班別是_____(稍停)。(重複宣讀學校編號及班別)
- 現在填寫學生班號。
- 切勿在試題答題簿封面書寫姓名。

11.請學生閱讀學生須知和作答說明。

- 全部題目均須作答。
- 答案必須書寫在試題答題簿內的適當位置。
- 不得在框線以外書寫任何文字、符號。
- 請同學現在閱讀學生須知和作答說明。(稍停)

12.一切準備就緒，向學生宣布：

小三	小六
· 聆聽評估時間<u>約 20 分鐘</u>。 · 話語內容只會播放一次。 · 我現在會播放光碟，請<u>細心聆聽</u>，並依照指示作答。	· 聆聽評估時間<u>約 25 分鐘</u>。 · 話語內容只會播放一次。 · 我現在會播放光碟，請<u>細心聆聽</u>，並依照指示作答。

13.監考員啟動播放機，並適當地調節音量。

14.當話語內容播放至「聆聽評估完畢」這句話時，向學生宣布：

- 評估完畢，請停止作答，並合上答卷。
- 我現在開始收集答卷及剩餘的電腦條碼，請保持安靜。

15.收集答卷時，檢查學生是否已準確填妥答卷封面上的資料和在適當的位置上貼上電腦條碼，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，然後按學生的班號由小至大排列答卷。

17.請緊記不要把未使用的試題答題簿放進「答卷封套(D 封套)」，因它們將被誤作學生未能回答任何問題的答卷。

18.把光碟放回光碟封套，並把未使用的試題答題簿及電腦條碼用橡皮圈捆好。

寫作評估

1. 進行評估前，監考員須備有以下物料：(i)試題答題簿及(ii)電腦條碼。
2. 確保學生已按班號順序就坐。請注意：必須保留缺席或遲到學生的座位。
3. 請用「學生出席紀錄表」點名。請參閱本文件第二部分第 5 至 7 點。
4. 評估進行期間，監考員應保持警覺，以防學生作弊。
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」上的資料相同）。

6. 宣讀以下提示：

· 桌面上只可放置文具(包括 HB 鉛筆、橡皮)及筆袋。請勿談話。

7. 拆開寫作評估的試題答題簿封包，並逐一派發給學生。（簿面應向上）（無須派發試題答題簿給缺席學生）

· 現在派發寫作評估的試題答題簿。
· 未宣布開始前，切勿翻閱試題答題簿或書寫。

8. 請學生檢查試題答題簿。

小三	小六
· 請打開試題答題簿，分卷 1 有 ___ 頁(上午校及全日制)/分卷 2 有 ___ 頁(下午校)，全部題目均須作答。 · 請檢查試題答題簿有沒有缺頁，(稍停)最後一頁應印有「全卷完」三字。 · 如有問題，請舉手。 · 請合上試題答題簿，封面向上。	· 請打開試題答題簿，分卷 1 有 ___ 頁，分卷 2 有 ___ 頁，全部題目均須作答。 · 請檢查試題答題簿有沒有缺頁，(稍停)最後一頁應印有「全卷完」三字。 · 如有問題，請舉手。 · 請合上試題答題簿，封面向上。

9. 監考員依據學生班別和班號派發電腦條碼，並確保所派發的電腦條碼與學生的班別和班號相符。

· 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。(稍停)
· 電腦條碼首三個數字應是 XXX (學校編號)，然後是 XX (班別)及你的班號。（指向黑板上的學校編號及班別）
· 請在試題答題簿封面(即第 1 頁)的右上方適當位置內貼上電腦條碼。（舉起試題答題簿向學生指示貼上電腦條碼的位置）

- 請在試題答題簿第 3 頁的適當位置內貼上電腦條碼。

10. 請學生在試題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。

- 請在試題答題簿封面的適當位置寫上學校編號、班別（指向黑板上的學校編號及班別）及學生班號。（舉起試題答題簿向學生指示填寫學校編號、班別及學生班號的位置）
- 學校編號是_____（稍停），班別是_____（稍停）。（重複宣讀學校編號及班別）
- 現在填寫學生班號。
- 切勿在試題答題簿封面書寫姓名。

11. 請學生閱讀學生須知和作答說明。

小三	小六
· 全部題目均須作答。 · 答案必須書寫在試題答題簿內的適當位置。 · 不得在框線以外書寫任何文字、符號。 · 請同學現在閱讀學生須知和作答說明。（稍停）	· 全部題目均須作答。 · 答案必須書寫在試題答題簿內的適當位置。 · 不得在框線以外書寫任何文字、符號。 · 請同學現在閱讀學生須知和作答說明。（稍停）

12. 一切準備就緒，向學生宣布：

小三	小六
· 你有 <u>40 分鐘</u>完成兩題的寫作題。 · 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。	· 你有 <u>55 分鐘</u>完成兩題的寫作題。 · 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。如課室裝有時鐘，監考員應以此作計時器，以便學生安排寫作時間。監考員須確保給予學生足夠時間寫作。

14. 評估開始 10 分鐘後，巡查每名學生是否已準確填妥答卷封面上的資料和在適當位置上已貼上電腦條碼，如有錯漏，應即時着學生更正。

15. 評估終結前 5 分鐘，向學生宣布：

- 評估時間尚餘 5 分鐘。

16. 評估終結時，向學生宣布：

- 評估完畢，請停止作答，並合上答卷。
- 我現在開始收集答卷及剩餘的電腦條碼，請保持安靜。

17. 收集答卷時，再次檢查學生是否已準確填妥答卷封面上的資料和在適當的位置上貼上電腦條碼，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，然後按學生的班號由小至大排列答卷。
19. 請緊記不要把未使用的試題答題簿放進「答卷封套（D 封套）」，因它們將被誤作學生未能回答任何問題的答卷。
20. 把未使用的試題答題簿和電腦條碼用橡皮圈捆好。

五、評估終結

1. 監考員應重複點算答卷的數量和出席學生的人數是否相符，如數量無誤，方可讓學生離去。
2. 監考員完成監考工作後，應即時把答卷分別放進所屬的「答卷封套（D 封套）」。
3. 監考員填寫「答卷封套（D 封套）」上的資料時，應確保已包括需要作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；。在核對資料無誤後，監考員應在封套上簽署。
4. 如有 A3 放大答卷，請在「答卷封套（D 封套）」封面的適當位置加上「✓」，以茲識別。
5. 其他評估物料，如「監考員文件檔」、已填妥的「紙筆評估總結表」、「學生出席紀錄表」、光碟、未使用的試題答題簿、剩餘的電腦條碼等，應分別放進所屬的「剩餘評估物料封套（E 封套）」。如一個評估分節有兩個「剩餘評估物料封套（E 封套）」，「監考員文件檔」應放在較後一節評估卷別的「剩餘評估物料封套（E 封套）」內。
6. 監考員應保持所有封套開啓，以便評估行政主任和評估行政助理進行複檢。
7. 把所有評估物料交回評估行政主任。
8. 當評估行政主任複檢所有封套後，評估行政主任和評估行政助理隨即將封套封妥及在封條上簽署。

六、異常事項

1. 試題答題簿缺頁

從剩餘的試題答題簿中更換一份完整的給學生。在可能情況下，請儘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」內。

2. 試題答題簿數量不足

如試題答題簿數量不足，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。以上事件應記錄於「紙筆評估總結表」內。

中國語文科閱讀及寫作評估：

評估行政主任可安排使用其他班別剩餘的試題答題簿，如不足應付短缺時，評估行政主任須立即致電考評局尋求協助。

中國語文科聆聽評估：

評估行政主任須立即致電考評局尋求協助。

3. 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，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」內。

4. 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。

5. 光碟損壞或內容不符

如接收的光碟及其後備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。監考員須把事件記錄於「紙筆評估總結表」內。

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」內。

8. 學生遲到

閱讀及寫作評估：學生於評估前半段時間內（閱讀評估：評估開始後 13 分鐘（小三）及 18 分鐘（小六）內；寫作評估：評估開始後 20 分鐘（小三）及 28 分鐘（小六）內）抵達，仍可獲准參加評估，並應列作「出席」；學生於評估進行超過一半時間內才抵達，則不能參加評估，並應列作「缺席」。

聆聽評估：評估開始後，學生將不能參加評估，並應列作「缺席」。

遲到的學生仍可參加評估，但將不獲延長評估時間。

9. 突發事故導致場面混亂

如在評估進行期間出現混亂情況，監考員應：

- a. 留意發生時間；
- b. 着學生停止書寫，在學生作答的最後位置上作一記號，然後合上試題答題簿；
- c. 禁止學生談話；
- d. 先處理有關情況，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；
- e. 如評估可如常舉行或情況回復正常，監考員應宣布評估將於 5 分鐘後繼續進行，以便學生作出準備，評估時間應補回處理有關情況所用的時間；
- f. 評估行政主任應立即致電 36288181 通知考評局行政組有關情況；
- g. 監考員須把事件詳情，如事件性質及發生時間等記錄於「紙筆評估總結表」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，把有關物品交予評估行政主任，並把事件記錄於「紙筆評估總結表」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，並把事件記錄於「紙筆評估總結表」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」內。

13. 其他異常情況

監考員須把所有在評估進行期間發生的，或影響統計成績的異常情況，記錄於「紙筆評估總結表」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，倘教育局宣布小學於上午停課，當日全日的評估將改期至 **2012 年 6 月 22 日**舉行。
3. 在評估當日，倘教育局宣布小學於下午停課，當日下午的評估將改期至 **2012 年 6 月 22 日下午**舉行。

2012 年全港性系統評估（小學） 監考員須知 （英國語文科紙筆評估）

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

為了配合網上評卷系統，學生須把個人的電腦條碼貼在試題答題簿適當的位置內，以便電腦辨識考生的資料。

二、評估卷別安排

1. 英國語文科紙筆評估分 2 個評估分節進行：
 - a. 聆聽評估（小三設 4 張分卷；小六設 3 張分卷）
 - b. 閱讀和寫作評估（小三設 4 張分卷；小六設 3 張分卷）

日期	2012 年 6 月 20 日			
範疇	聆聽		閱讀和寫作	
級別	小三	小六	小三	小六
時限	約 20 分鐘	約 30 分鐘	25 分鐘	50 分鐘
上午	3EL1	6EL1	3ERW1	6ERW1
	3EL2	6EL2	3ERW2	6ERW2
		6EL3		6ERW3
下午	3EL3		3ERW3	
	3EL4		3ERW4	

2. 聆聽：每班只須作答同一張分卷。每張聆聽分卷，均附有該分卷的光碟 2 張，其中一張作後備用途。監考員須檢查所負責班別的光碟的分卷編號與試題答題簿的分卷編號是否相符。
3. 閱讀和寫作：試題答題簿封包內的 2 張或 3 張分卷已按次序排列。上午為 3ERW1 / 3ERW2 和 6ERW1 / 6ERW2 / 6ERW3；下午為 3ERW3 / 3ERW4。請依次派發分卷給學生，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。
4. 監考員無須派發試題答題簿到缺席學生的座位。如有學生遲到，監考員可把剩

餘的試題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，監考員應鼓勵學生盡能力作答，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，帶備其個人的「監考員手冊」向評估行政主任（AAS）報到。
2. 在評估行政助理（AAA）協助下，AAS 向監考員派發下列物料：

評估分節	需用物料
英國語文科 （聆聽評估、 閱讀和寫作評估）	• 監考員文件檔（英國語文科－聆聽評估、閱讀和寫作評估），內有： － 紙筆評估總結表 1 份（供聆聽評估及閱讀和寫作評估用） － 學生出席紀錄表（2 份：1 份供聆聽評估用；1 份供閱讀和寫作評估用） － 電腦條碼 1 疊（供聆聽評估、閱讀和寫作評估共用） 聆聽評估 • <u>密封</u>的光碟（2 張） • <u>密封</u>的試題答題簿（1 至 2 包） • 答卷封套（D 封套）（1 個） • 剩餘評估物料封套（E 封套）（1 個） 閱讀和寫作評估 • <u>密封</u>的試題答題簿（1 至 2 包） • 答卷封套（D 封套）（1 個） • 剩餘評估物料封套（E 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，並檢查評估時需用物料是否齊備。
4. 學生須按班號順序就坐。須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，如學生姓名、班號等，直接在「學生出席紀錄表」上作出適當的修改或增刪。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。獲豁免參加評估的學生，應視為「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列作「出席」。
7. 聆聽評估：為免對同學構成滋擾，遲到的學生將不能參加評估，並應列作「缺席」。

8. 閱讀和寫作評估：學生於評估首半段時間內（即評估開始後 13 分鐘（小三）及 25 分鐘（小六）內）抵達，仍可獲准參加評估，並應列作「出席」；學生於評估進行超過一半時間後才抵達，則不能參加評估，並應列作「缺席」。
9. 請於課室內在學生就坐後，方能拆閱光碟及試題答題簿。

四、進行評估

學校可選用廣州話或英語向學生宣讀指示。如選擇以英語向學生宣讀指示，請參考本須知的英語版本。

聆聽評估

1. 進行評估前，監考員須備有以下物料：(i)試題答題簿，(ii)電腦條碼及(iii)光碟。
2. 評估進行期間，監考員應保持警覺，以防學生作弊。
3. 確保學生已按班號順序就坐。須保留缺席學生的座位。
4. 請用「學生出席紀錄表」點名。請參閱本文件第三部分第 5 至 7 點。遲到的學生將不能參加評估，並應列作「缺席」。
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」上的資料相同）。
6. 宣讀以下提示：

• 你將要使用 HB 鉛筆及擦膠。

7. 拆開聆聽評估的試題答題簿封包。

• 現在派發試題答題簿，請保持安靜。未宣布開始前，切勿翻閱試題答題簿或書寫。

8. 將試題答題簿逐一派發給學生。（簿面應向上）（無須派發試題答題簿給缺席學生）

• 請打開試題答題簿，本卷共有 ____ 頁。請檢查試題答題簿有沒有缺頁，（停頓）最後一頁應印有「END OF PAPER」。如有問題，請舉手。
• 如沒有問題，請合上試題答題簿，簿面向上。

9. 準備派發電腦條碼。（電腦條碼不適用於新生）

• 現在派發電腦條碼。未有任何指示前，請勿移動桌上的電腦條碼。

10. 按照學生班別和班號派發電腦條碼，然後宣讀以下提示：

• 請檢查電腦條碼的班別及班號是否正確。

- 電腦條碼的首 3 個數字應為 XXX (學校編號)，然後是 XX (班別)，最後是班號。(停頓)(指向黑板上之學校編號及班別)。
- 如有問題，請舉手。
- 請把電腦條碼貼在第 ____ 頁右上角的適當位置內。(停頓)(舉起試題答題簿向學生指示貼上電腦條碼的位置)

11. 請學生在試題答題簿封面的適當位置填寫學校編號、班別及學生班號。

- 請在試題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____。(停頓)現在填寫學生班號。切勿在試題答題簿封面書寫姓名。

12. 一切準備就緒，向學生宣布：

- 聆聽評估時間約 20 分鐘 (小三) / 30 分鐘 (小六)。
- 話語內容會連續播放，直至完卷為止。請把答案寫在試題答題簿內。
- 請勿於頁邊空白位置書寫。(打開試題答題簿向學生指示頁邊空白位置)
- 作答選擇題時，請用 HB 鉛筆把正確答案的圓圈塗黑和塗滿。
- 我現在會播放光碟，請細心聆聽，並依照指示作答。

13. 監考員啟動播放機，當聽到以下聆聽評估的介紹時，請適當地調節音量。

- “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).”

14. 當聽到 CD 機播放“This is the end of the listening paper”時，向學生宣布：

- 評估完畢，請停止作答，放下鉛筆，並合上答卷。
- 我現在開始收集答卷，請保持安靜。

15. 收集答卷。收集答卷時，檢查學生是否已準確貼上電腦條碼，並填妥答卷封面上的資料，即學校編號、班別及班號，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，然後按學生的班號由小至大排列答卷。

17. 請緊記不要把缺席及獲豁免學生的試題答題簿放進「答卷封套 (D 封套)」內，因它們將被誤作學生未能回答任何問題的答卷。

18. 把光碟放回光碟封套，並把未使用的試題答題簿用橡皮圈捆好。

閱讀和寫作評估

1. 進行評估前，監考員須備有以下物料：試題答題簿。
2. 評估進行期間，監考員應保持警覺，以防學生作弊。
3. 確保學生已按班號順序就坐。須保留缺席學生的座位。
4. 請用「學生出席紀錄表」點名。請參閱本文件第三部分第 5、6 及 8 點。
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」上的資料相同）。

6. 宣讀以下提示：

• 你將要使用 HB 鉛筆及擦膠。

7. 拆開閱讀和寫作評估的試題答題簿封包。

- 現在派發試題答題簿，請保持安靜。
- 閱讀和寫作評估共有 2 張(小三)/ 3 張(小六)分卷，同學只會獲派發其中 1 張分卷。
- 未宣布開始前，切勿翻閱試題答題簿或書寫。

8. 將試題答題簿逐一派發給學生。（簿面應向上）（無須派發試題答題簿給缺席學生）

- 請打開試題答題簿，本卷共有_____頁。請檢查試題答題簿有沒有缺頁，（停頓）最後一頁應印有「END OF PAPER」。如有問題，請舉手。
- 如沒有問題，請合上試題答題簿，簿面向上。

9. 請學生在試題答題簿貼上電腦條碼。

- 請把電腦條碼貼在第_____頁右上角的適當位置內。（停頓）（舉起試題答題簿向學生指示貼上電腦條碼的位置）

10. 請學生在試題答題簿封面的適當位置填寫學校編號、班別及學生班號。

- 請在試題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_____。（停頓）現在填寫學生班號。切勿在試題答題簿封面書寫姓名。

11. 一切準備就緒，向學生宣布：

• 你有 25 分鐘(小三) / 50 分鐘(小六)完成閱讀和寫作評估。

- 全部題目均須作答，請把答案寫在試題答題簿內。請勿於頁邊空白位置書寫。(打開試題答題簿向學生指示頁邊空白位置)
- 作答選擇題時，請用 HB 鉛筆把正確答案的圓圈塗黑和塗滿。
- 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。

12. 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，以便學生安排作答時間。監考員須確保給予學生足夠時間作答。

13. 評估開始 10 分鐘後，巡查每名學生是否已準確填妥答卷封面上的資料，尤其是學校編號及班別，如有錯漏，應即時着學生更改資料。

14. 閱讀和寫作評估終結前 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，請停止作答，放下鉛筆，並合上答卷。
- 我現在開始收集答卷及剩餘的電腦條碼，請保持安靜。

16. 收集答卷及剩餘的電腦條碼。收集答卷時，檢查學生是否已準確貼上電腦條碼，並填妥答卷封面上的資料，即學校編號、班別及班號，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，然後按學生的班號由小至大排列答卷。

18. 請緊記不要把缺席及獲豁免學生的試題答題簿放進「答卷封套（D 封套）」內，因它們將被誤作學生未能回答任何問題的答卷。

19. 把未使用的試題答題簿及剩餘的電腦條碼用橡皮圈捆好。

五、評估終結

1. 監考員應重複點算答卷的數量和出席學生的人數是否相符，如數量無誤，方可讓學生離去。

2. 監考員完成監考工作後，應即時把答卷分別放進所屬的「答卷封套（D 封套）」。

3. 監考員填寫「答卷封套（D 封套）」上的資料時，應確保已包括需要作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。在校對資料無誤後，監考員應在封套上簽署。

4. 如有 A3 放大答卷，請在「答卷封套（D 封套）」封面的適當位置加上「✓」，以茲識別。

5. 其他評估物料，如「監考員文件檔」、已填妥的「紙筆評估總結表」、「學生出席紀錄表」、光碟、未使用的試題答題簿、剩餘的電腦條碼等，應分別放進所屬的「剩餘評估物料封套（E 封套）」。「監考員文件檔」應放在閱讀和評估卷別的「剩餘評估物料封套（E 封套）」內。
6. 監考員應保持所有封套開啓，以便評估行政主任和評估行政助理進行複檢。
7. 把所有評估物料交回評估行政主任。
8. 當評估行政主任複檢所有封套後，評估行政主任和評估行政助理隨即將封套封妥及在封條上簽署。

六、異常事項

1. 試題答題簿缺頁

從剩餘的試題答題簿中更換一份完整的給學生。在可能情況下，請儘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」內。

2. 試題答題簿數量不足

如試題答題簿數量不足，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。以上事件應記錄於「紙筆評估總結表」內。

英國語文科聆聽評估：

評估行政主任須立即致電考評局尋求協助。

英國語文科閱讀和寫作評估：

評估行政主任可安排使用其他班別剩餘的試題答題簿，如不足應付短缺時，評估行政主任須立即致電考評局尋求協助。

3. 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，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」內。

4. 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。

5. 光碟損壞或內容不符

如接收的光碟及其後備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。監考員須把事件記錄於「紙筆評估總結表」內。

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」內。

8. 學生遲到

聆聽評估：評估開始後，學生將不能參加評估，並應列作「缺席」。

閱讀和寫作評估：學生於評估前半段時間內（即評估開始後 13 分鐘（小三）及 25 分鐘（小六）內）抵達，仍可獲准參加評估，並應列作「出席」，學生將不獲額外加時；學生於評估進行超過一半時間內才抵達，則不能參加評估，並應列作「缺席」。

9. 突發事故導致場面混亂

如在評估進行期間出現混亂情況，監考員應：

- a. 留意發生時間；
- b. 着學生停止書寫，在學生作答的最後位置上作一記號，然後合上試題答題簿；
- c. 禁止學生談話；
- d. 先處理有關情況，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；
- e. 如評估可如常舉行或情況回復正常，監考員應宣布評估將於 5 分鐘後繼續進行，以便學生作出準備，評估時間應補回處理有關情況所用的時間；
- f. 評估行政主任應立即致電 3628 8181 通知考評局行政組有關情況；
- g. 監考員須把事件詳情，如事件性質及發生時間等記錄於「紙筆評估總結表」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，把有關物品交予評估行政主任，並把事件記錄於「紙筆評估總結表」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，並把事件記錄於「紙筆評估總結表」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」內。

13. 其他異常情況

監考員須把所有在評估進行期間發生的，或影響統計成績的異常情況，記錄於「紙筆評估總結表」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，倘教育局宣布小學於上午停課，當日全日的評估將改期至 2012 年 6 月 22 日舉行。
3. 在評估當日，倘教育局宣布小學於下午停課，當日下午的評估將改期至 2012 年 6 月 22 日下午舉行。

Territory-wide System Assessment 2012 (Primary Schools)

Instructions to Invigilators

(Written Assessment – English Language)

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

A. ONSCREEN MARKING ARRANGEMENT

Students are required to stick barcode labels onto the cover and inner pages of their worked QA booklets.

B. ASSESSMENT PAPERS

1. The English Language Written Assessment is made up of two components:
 - a. Listening (4 sub-papers for P.3; 3 sub-papers for P.6)
 - b. Reading & Writing (4 sub-papers for P.3; 3 sub-papers for P.6)

Date	20 June 2012			
Component	Listening		Reading & Writing	
Level	P.3	P.6	P.3	P.6
Duration	approx. 20 minutes	approx. 30 minutes	25 minutes	50 minutes
AM Session	3EL1	6EL1	3ERW1	6ERW1
	3EL2	6EL2	3ERW2	6ERW2
		6EL3		6ERW3
PM Session	3EL3		3ERW3	
	3EL4		3ERW4	

2. Listening: Students of the same class will do the same Listening sub-paper. Two identical CDs are provided to each class. One is a spare CD. Check to see **if the paper code of the CDs and the paper code of the Listening sub-paper are the same.**
3. Reading & Writing: Two or three sub-papers are packed in sequential order for distribution, i.e. 3ERW1 / 3ERW2 and 6ERW1 / 6ERW2 / 6ERW3 for AM session; 3ERW3 / 3ERW4 for PM session. Distribute the sub-papers equally among the students by handing out the question-answer booklets (QA booklets) in sequential order.
4. It is not necessary to distribute QA booklets to the desks of absentees. Latecomers can be given the remaining QA booklets in alternate order.
5. Do **NOT** explain or interpret the content of the questions in the QA booklets 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), 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 your Invigilators' Handbook**.
2. The AAS, with the help of the Assessment Administration Assistant (AAA), will distribute assessment materials to each Invigilator as follows:

Assessment Component	Assessment Materials
English Language (Listening, Reading & Writing)	• Invigilator's Working File (English Language - Listening, Reading & Writing) which contains: – 1 sheet of <i>Assessment Summary for Written Assessments</i> (for both Listening and Reading & Writing) – 2 sheets of <i>Students' Attendance Record</i> (1 for Listening and 1 for Reading & Writing) – 1 pack of barcode labels (for both Listening and Reading & Writing) Listening • 2 CDs in SEALED packets • 1 to 2 SEALED packet(s) of QA booklets • 1 <i>Envelope for Worked Question-Answer Booklets (Envelope D)</i> • 1 <i>Envelope for Surplus Assessment Materials (Envelope E)</i> Reading & Writing • 1 to 2 SEALED packet(s) of QA booklets • 1 <i>Envelope for Worked Question-Answer Booklets (Envelope D)</i> • 1 <i>Envelope for Surplus Assessment Materials (Envelope E)</i>

3. Please check to confirm if the *Invigilator's Working File* and all the items listed in the above table is complete and matches the class and assessment session to which you have been assigned.
4. Please arrange the students to sit according to their class number order. Absentee or latecomers desks must be left vacant.
5. Any update regarding the names / class numbers / addition / deletion of students must be made before the commencement of the assessment session by directly adding and crossing out information on the *Students' Attendance Record*. 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 your class. This information is given on the *Students' Attendance Record*. **Students exempt from the assessment should be treated as absentees and the number of exempted students should be recorded on the *Students' Attendance Record* clearly. Students who have to sit the assessment separately from their classmates should be recorded as "present".**
7. For the Listening Assessment, latecomers should NOT be admitted to the classroom to avoid disturbances and they should be treated as "absent".

8. For the Reading & Writing Assessment, students arriving within the first half of the assessment session (i.e. within 13 minutes for P.3 and 25 minutes for P.6 after the commencement of the assessment) should be admitted to the classroom and be treated as “present”. Students arriving in the second half of the assessment session should NOT be admitted to the classroom and should be treated as “absent”.
9. **Unseal the CDs and QA booklets in the presence of the students taking the assessment.**

D. CONDUCT OF ASSESSMENT

Schools can choose to use either Cantonese or English to make announcements to students. Please refer to the Chinese version of these instructions for announcements in Chinese.

Listening Assessment

1. The Invigilators should have the following materials ready before the conduct of the assessment:
(i) QA booklets, (ii) barcode labels, (iii) CDs.
2. Please be reminded that the Invigilator should be vigilant at all times during the assessment to prevent cheating and collusion among students.
3. Check that students are seated according to their student number. Leave the desks of absentees vacant.
4. Take attendance by using the *Students' Attendance Record* for the Listening Assessment. Please refer to items 5 to 7 under Section C of this document for additional information. Latecomers should NOT be admitted to the classroom and should be treated as absentees.
5. Write 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***).
6. Make the following announcement:

You will need an **HB pencil** and a rubber.

7. Unseal the packets of the QA booklets for the Listening Assessment.

Please remain silent while I distribute the question-answer booklets. Do not turn over the question-answer booklets and do not start writing until you are told to do so.

8. Distribute the booklets to the students, with the **covers of the QA booklets facing up**. (Leave the desks of absentees vacant.)

Turn the question-answer booklet over. There are _____ pages in this question-answer booklet. Check to see that there are no missing pages. (*Pause*) The words “END OF PAPER” should appear on the last page. Raise your hand if you have any problems or if you have found any missing pages. (*Pause*) If there are no problems, please close the question-answer booklet with the cover page facing up.

9. Prepare to distribute the barcode labels. (Barcode labels will not be available for new students.)

I'm now going to distribute the barcode labels. Please leave the barcode labels on your desk until further instructions are given.

10. Distribute the barcode labels according to the students' class number. After distributing the labels, make the following announcement:

Please check if the class and the class number on the barcode label 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 is a problem, please raise your hand.

Now stick the barcode label on the top right corner of page(s)_____. (Pause) (Hold up the QA booklet and point to where to stick the barcode label(s).)

11. Ask the students to write down the school code, class and class number in the appropriate spaces on the cover of the QA booklet.

Now, write down the school code, class and class number in the spaces provided. Your school code is _____ (Pause) and class is _____. (Pause) Now write your class number. **Do not write your name on the cover of the question-answer booklet.**

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

Time allowed is **about 20 minutes (P.3) / 30 minutes (P.6)**. The recording will be played continuously until the end of the Listening Assessment. Write your answers in this question-answer booklet. Do not write in the margins. (Open the QA booklet and point to the margin.) For multiple choice questions, use an HB pencil to blacken the entire circle of the correct answer. I'm now going to play the CD. Please **listen carefully**, follow the instructions given and answer the questions.

13. 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)."

14. After hearing 'This is the end of the listening paper' on the CD player, announce:

Time is up. Stop writing and put your pencils down. Close your question-answer booklets. I'm going to collect the booklets now. Do not talk.

15. Collect the QA booklets. While collecting the QA booklets, **check to see if the labels are properly affixed and that students have accurately filled in the information on the booklet covers, i.e. the school code, class, and class number**. If not, they must do so under your supervision.

16. Arrange the QA booklets according to the class number order, **with the smallest class number on top. You should check the number of QA booklets collected against the number of students present.**
17. **Never put blank QA booklets of absentees and exempted students into the *Envelope for Worked Question-Answer Booklets (Envelope D)*** as such booklets will be mistakenly counted as worked question-answer booklets of students who have not completed the assessment.
18. Put the CD back into the CD envelope and bundle the unused QA booklets with a rubber band.

Reading & Writing Assessment

1. The Invigilators should have the following materials ready before the conduct of the assessment: **QA booklets.**
2. Please be reminded that the Invigilator should be vigilant at all times during the assessment to prevent cheating and collusion among students.
3. Check that students are seated according to their student number. Leave the desks of absentees vacant.
4. Take attendance by using the *Students' Attendance Record* for the Reading & Writing Assessment. Please refer to items 5, 6 and 8 under Section C of this document for additional information.
5. Write 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*.**)
6. Make the following announcement:

You will need an **HB pencil** and a rubber.

7. Unseal the packets of the QA booklets for the Reading & Writing Assessment.

Please remain silent while I distribute the question-answer booklets. There are 2 (P.3) / 3 (P.6) different question-answer booklets. You only need to do one of them. Do not turn over the question-answer booklets and do not start writing until you are told to do so.

8. Distribute the booklets to the students, with the **covers of the QA booklets facing up.** (Leave the desks of absentees vacant.)

Turn the question-answer booklet over. There are _____ pages in this question-answer booklet. Check to see that there are no missing pages. (*Pause*) The words "END OF PAPER" should appear on the last page. Raise your hand if you have any problems or if you have found any missing pages. (*Pause*) If there are no problems, please close the question-answer booklet with the cover page facing up.

9. Ask the students to stick the barcode labels on the QA booklets:

Now stick the barcode label on the top right corner of page(s) _____. (*Pause*) (*Hold up the QA booklet and point to where to stick the barcode label(s).*)

10. Ask the students to write down the school code, class and class number in the appropriate spaces on the cover of the QA booklet.

Now, write down the school code, class and class number in the spaces provided. Your school code is _____ (*Pause*) and class is _____. (*Pause*) Now write your class number. **Do not write your name on the cover of the question-answer booklet.**

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

You will have **25 minutes (P.3) / 50 minutes (P.6)**. Answer all questions and write your answers in this question-answer booklet. Do not write in the margins. (*Open the QA booklet and point to the margin.*) For multiple choice questions, use an HB pencil to blacken the entire circle of the correct answer. The time is now ____:____. You may start.

12. Write on the blackboard 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 given the full amount of assessment time.
13. Ten minutes after the commencement of the assessment, walk around to check if each of the students has accurately filled in the information on the QA booklet covers, the school code and class in particular. If not, ask them to amend the information immediately.
14. Five minutes before the end of the Reading & Writing Assessment, announce:

You have 5 minutes left.

15. At the end of the assessment, announce:

Time is up. Stop writing and put your pencils down. Close your question-answer booklets. I'm going to collect the question-answer booklets and remaining labels now. Do not talk.

16. Collect the QA booklets and any remaining labels. While collecting the QA booklets, **check to see if the labels are properly affixed and that students have accurately filled in the information on the booklet covers, i.e. the school code, class, and class number.** If not, they are allowed to do so under your supervision.
17. Arrange the QA booklets according to the class number order, **with the smallest class number on top. You should check the number of QA booklets collected against the number of students present.**
18. **Never put blank QA booklets of absentees and exempted students into the Envelope for Worked Question-Answer Booklets (Envelope D)** as such booklets will be mistaken as worked QA booklets of students who cannot answer any question.
19. Bundle the unused QA booklets and remaining barcode labels with a rubber band.

E. END OF ASSESSMENT

1. Before dismissing the students, the Invigilator should double check to ensure the **number of QA booklets collected tallies with the number of students present.**
2. Put the worked QA booklets **SEPARATELY** into their respective *Envelopes for Worked Question-Answer Booklets (Envelopes D)*.

3. When filling in the information required on the *Envelopes for Worked Question-Answer Booklets (Envelopes D)*, 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 at the bottom of the envelopes.
4. **If any A3 enlarged worked QA booklets are collected, please put a tick '✓' in the appropriate place on the *Envelope for Worked Question-Answer Booklets (Envelope D)* for easy reference.**
5. All other assessment materials, such as the *Invigilator's Working File*, completed *Assessment Summary for Written Assessments*, *Students' Attendance Record*, CDs, unused QA booklets and any remaining barcode labels are to be put into their respective *Envelopes for Surplus Assessment Materials (Envelopes E)*. The *Invigilator's File* should be put into the *Envelopes for Surplus Assessment Materials (Envelopes E)* of the Reading and Writing session.
6. **All envelopes should be left open** as the contents must be checked by the AAS and AAA.
7. Return all assessment materials to the AAS.
8. When the AAS has finished checking all the envelopes, the AAS and AAA will seal the envelopes, then both will sign across the labels of all the envelopes.

F. IRREGULARITIES

1. QA Booklets with Missing Pages
Replace the problematic QA booklets with the surplus QA booklets given. Use the same sub-papers if possible. This should be recorded on the *Assessment Summary for Written Assessments*.
2. Shortage of QA Booklets
If the number of QA booklets for the class is insufficient, the Invigilator should stop the students from turning over the QA booklets or answering questions, and ask the AAA to seek the help of the AAS. Ensure that all students in the class start the assessment at the same time. Record this irregularity on the *Assessment Summary for Written Assessments*.

English Language (Listening):
The AAS will call the HKEAA immediately for assistance.

English Language (Reading & Writing):
The AAS will arrange to use the surplus QA booklets of other classes. If the QA booklets provided for the school as a whole are insufficient, the AAS will call the HKEAA immediately for assistance.
3. Labels with incorrect information
If barcode labels contain incorrect information, the invigilator should stop the students from turning over the Question-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 *Assessment Summary for Written Assessments*.
4. 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 Question-answer booklet. The HKEAA will process their answer scripts separately.

5. Defective CDs or CDs with different content
If the given CD and even the spare CD are defective or problematic content wise, immediately call the HKEAA via the AAS or AAA for assistance. Record this on the Assessment Summary for Written Assessments.
6. Use of Toilet
A student may go to the toilet if needed. No assessment materials may be taken to the toilet. **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 Assessment Summary for Written Assessments.
8. Late Arrival of Students
For the Listening Assessment, students should NOT be admitted to the classroom once the assessment has started, and should be treated as “absent”.

For the Reading & Writing Assessment, students arriving within the first half of the assessment session (i.e. 13 minutes for P.3 and 25 minutes for P.6 after the commencement of the assessment) should be admitted to the classroom and be treated as “present”. **NO** extra time will be given. Students arriving in the second half of the assessment session should NOT be admitted to the classroom and should be treated as “absent”.
9. Students Causing Disruption, Commotion or Disturbances
For any occurrence of disruption, commotion or disturbances during the assessment, you should:
 - a. note the exact time;
 - b. instruct the students to stop writing, mark their work to indicate the point at which the disruption, commotion or disturbances took place and close the QA booklets;
 - c. remind the students not to talk to each other;
 - d. deal with the incidents first and if the situation persists, summon the AAA to seek the help of the AAS;
 - e. when it is decided that the assessment should be carried on as normal or the situation returns to normal, announce that the assessment will resume in five minutes to give students an opportunity to get themselves ready, add the lost time to the end of the assessment time;
 - f. the AAS should report the case to the TSA Administration Team of HKEAA by phone at 3628 8181;
 - g. the Invigilator should detail the nature, starting time and duration of the disruption, commotion or disturbances on the 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 given to the AAS after the assessment. Record this irregularity on the Assessment Summary for Written Assessments.
11. Suspected Cheating
If a student is found 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 on the Assessment Summary for Written Assessments.
12. Emergencies
In cases of emergencies, such as fire outbreak, power failure, etc., the Invigilator should ask the AAA to seek the help of the AAS. If the assessment is to be suspended, the AAS should report the case to the HKEAA by phone immediately afterwards. The incident should be recorded on

the Assessment Summary for Written Assessments.

13. Other Irregularities

An Invigilator should report by means of the Assessment Summary for Written Assessments any irregularities which have occurred during an assessment or may affect the processing of results. If in doubt, an Invigilator should seek the help of the AAS 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 assessment due to inclement weather will be broadcast by radio and television. If in doubt about whether the assessment will be cancelled or postponed, Invigilators should pay attention to public announcements prior to leaving for the school.
2. If primary schools are to be closed in the morning on the day of assessments, the assessments of the **whole day** will be rescheduled to **22 June 2012**.
3. If primary schools are to be closed in the afternoon on the day of assessments, the assessment of the PM session will be rescheduled to the **afternoon of 22 June 2012**.

2012 年全港性系統評估（小學）

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

爲了配合網上評卷系統，學生須把個人的電腦條碼貼在試題答題簿適當的位置內，以便電腦辨識考生的資料。

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爲 40 分鐘（小三）/ 50 分鐘（小六）。

日期	2012 年 6 月 20 日			
級別	小三		小六	
時限	40 分鐘		50 分鐘	
評估語言	中文版	英文版	中文版	英文版
分卷 1 編號	3MC1	3ME1	6MC1	6ME1
分卷 2 編號	3MC2	3ME2	6MC2	6ME2
分卷 3 編號	3MC3	3ME3	6MC3	6ME3
分卷 4 編號	3MC4	3ME4	6MC4	6ME4

2. 小三 / 小六中文版分卷編號爲 3MC1 / 6MC1、3MC2 / 6MC2、3MC3 / 6MC3 及 3MC4 / 6MC4；而英文版的分卷編號爲 3ME1 / 6ME1、3ME2 / 6ME2、3ME3 / 6ME3 及 3ME4 / 6ME4。學校一般將獲分發中文版試題，即 3MC1 / 6MC1、3MC2 / 6MC2、3MC3 / 6MC3 及 3MC4 / 6MC4 分卷；英文版試題，即 3ME1 / 6ME1、3ME2 / 6ME2、3ME3 / 6ME3 及 3ME4 / 6ME4 分卷只會分發給已選用英文版試題的學校。
3. 每包小三及小六的試題答題簿封包內的 4 張分卷已按次序排列，例如小三的第 1 張分卷是 3MC1 / 3ME1，第 2 張是 3MC2 / 3ME2，第 3 張是 3MC3 / 3ME3，第 4 張是 3MC4 / 3ME4，然後重複 3MC1 / 3ME1，3MC2 / 3ME2，依此類推。爲了把所有分卷儘量平均分配，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。
4. 監考員無須派發試題答題簿到缺席學生的座位。如有學生遲到，監考員可把

剩餘的試題答題簿依次派發給遲到的學生。

5. 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。
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，監考員應鼓勵學生盡能力作答，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（下稱考評局）。

三、評估舉行前

1. 監考員須於評估開始前 20 分鐘，帶備其個人的「監考員手冊」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評估物料：
 - a. 監考員文件檔（數學），內有：
 - －紙筆評估總結表（1 份）
 - －學生出席紀錄表（1 份）
 - －電腦條碼 1 疊
 - b. 密封的試題答題簿 1 至 2 包
 - c. 草稿紙 1 包
 - d. 答卷封套（D 封套）（1 個）
 - e. 剩餘評估物料封套（E 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，並檢查評估時需用物料是否齊備。
4. 學生須按班號順序就坐。須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，如學生姓名、班號等，直接在「學生出席紀錄表」上作出適當的修改或增刪。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。獲豁免參加評估的學生，應視為「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列作「出席」。
7. 學生於評估首半段時間內（即評估開始後 20 分鐘（小三）及 25 分鐘（小六）內）抵達，仍可獲准參加評估，並應列作「出席」；學生於評估進行超過一半時間後才抵達，則不能參加評估，並應列作「缺席」。
8. 請於課室內在學生就坐後，方能拆閱試題答題簿。

四、進行評估

1. 監考員所需的物資包括：(i)試題答題簿 (ii) 草稿紙 (iii) 電腦條碼

2. 監考員確定學生已按照班號依次就坐。
3. 學校可選用廣州話或英語向學生宣讀指示。如選擇以英語向學生宣讀指示，請參考本須知的英語版本。
4. 請用「學生出席紀錄表」點名。請參閱本文件第三部分第 5 至 7 點。
5. 評估進行期間，監考員應保持警覺，以防學生作弊。
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」上的資料相同）。
7. 宣讀以下提示：

- 桌面上只可放置文具（包括筆 / 鉛筆、橡皮和尺子）及筆袋。
請勿談話。

8. 拆開試題答題簿封包，並分發試題答題簿（簿面應向上）和草稿紙給學生。（毋須派發試題答題簿和草稿紙給缺席學生）。

- 現在派發試題答題簿和草稿紙。
- 數學科紙筆評估共有 4 張分卷，同學只會獲派發其中 1 張分卷。
- 未宣布開始前，切勿翻閱試題答題簿或書寫。

9. 監考員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。

- 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。（稍停）
- 電腦條碼上首四個字應是 PXXX（學校編號），然後是 XX（班別）及你的班號。（指向黑板上的學校編號及班別）

請學生檢查試題答題簿。

- 請檢查試題答題簿有沒有缺頁，（停頓）最後一題之後應印有「全卷完」。如有問題，請舉手。

10. 請學生在試題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。然後在試題答題簿上貼上電腦條碼。

- 請在試題答題簿封面的適當位置寫上學校編號、班別（指向黑板上的學校編號及班別）及學生班號。（舉起試題答題簿向學生指示填寫學校編號、班別及學生班號的位置）

- 學校編號是_____（停頓），班別是_____（停頓）。（重複宣讀學校編號及班別）
- 現在填寫學生班號。
- 切勿在試題答題簿封面書寫姓名。
- 請在試題答題簿封面的右上方適當位置內貼上電腦條碼。（舉起試題答題簿向學生指示貼上電腦條碼的位置）
- 請在試題答題簿第 3、5、7、9 頁的適當位置內貼上電腦條碼。

11. 請提示學生須小心閱讀試題答題簿封面上的「學生須知」，而在評估進行期間，學生不得使用計算機。

- 在開始作答前，請小心閱讀試題答題簿封面上的「學生須知」。
- 評估進行期間，同學不得使用計算機。
- 答案必須書寫在試題答題簿內適當的位置。
- 不得在框線以外書寫任何文字、符號。
- 選擇題必須用 HB 鉛筆把該選項的圓圈塗黑和塗滿。

12. 一切準備就緒，向學生宣布：

- 你有 40 分鐘（小三）/ 50 分鐘（小六） 作答。
- 全部題目均須作答，請把答案寫在試題答題簿內。
- 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。如課室裝有時鐘，監考員應以此作計時器，以便學生安排作答時間。監考員須確保給予學生足夠時間作答。

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，請停止作答，並合上答卷。
- 我現在開始收集答卷及剩餘的電腦條碼，請保持安靜。

16. 收集答卷時，每位監考員應確保電腦條碼已適當地貼在答卷上。監考員應檢查學生是否已準確填妥答卷封面上的資料，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，然後按學生的班號由小至大排列答卷。

- 18.請緊記不要把缺席及獲豁免學生的試題答題簿放進「答卷封套（D 封套）」內，因它們將被誤作學生未能回答任何問題的答卷。
- 19.收回學生剩餘的電腦條碼和草稿紙，包括已使用及未使用的草稿紙。
- 20.把未使用的試題答題簿和電腦條碼用橡皮圈捆好。

五、評估終結

1. 監考員應重複點算答卷的數量和出席學生的人數是否相符，如數量無誤，方可讓學生離去。
2. 監考員完成監考工作後，應即時把答卷放進「答卷封套（D 封套）」。
3. 監考員填寫答卷封套上的資料時，應確保已包括需要作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。在核對資料無誤後，監考員應在封套上簽署。
4. 如有 A3 放大答卷，請在「答卷封套（D 封套）」封面的適當位置加上「✓」，以茲識別。
5. 其他評估物料，如「監考員文件檔」、已填妥的「紙筆評估總結表」、「學生出席紀錄表」、未使用的試題答題簿、剩餘的電腦條碼、已使用及未使用的草稿紙等，應放進「剩餘評估物料封套（E 封套）」。
6. 監考員應保持所有封套開啓，以便評估行政主任和評估行政助理進行複檢。
7. 把所有評估物料交回評估行政主任。
8. 當評估行政主任複檢所有封套後，評估行政主任和評估行政助理隨即將封套封妥及在封條上簽署。

六、異常事項

1. 試題答題簿缺頁
從剩餘的試題答題簿中更換一份完整的給學生。在可能情況下，請儘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」內。
2. 試題答題簿數量不足
如試題答題簿數量不足，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。以上事件應記錄於「紙筆評估總結表」內。

評估行政主任可安排使用其他班別剩餘的試題答題簿，如不足應付短缺時，評估行政主任須立即致電考評局尋求協助。

3. 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，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」內。

4. 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。

5. 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。

6. 學生身體不適

如有需要，學生可離開課室去休息，但不得帶同評估物料。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」內。

7. 學生遲到

學生於評估首半段時間內（即評估開始後 20 分鐘（小三）及 25 分鐘（小六）內）抵達，仍可獲准參加評估，並應列作「出席」；學生於評估進行超過一半時間內才抵達，則不能參加評估，並應列作「缺席」。

8. 突發事故導致場面混亂

如在評估進行期間出現混亂情況，監考員應：

- a. 留意發生時間；
- b. 着學生停止書寫，在學生作答的最後位置上作一記號，然後合上試題答題簿；
- c. 禁止學生談話；
- d. 先處理有關情況，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；
- e. 如評估可如常舉行或情況回復正常，監考員應宣布評估將於 5 分鐘後繼續進行，以便學生作出準備，評估時間應補回處理有關情況所用的時間；
- f. 評估行政主任應立即致電 3628 8181 通知考評局行政組有關情況；
- g. 監考員須把事件詳情，如事件性質及發生時間等記錄於「紙筆評估總結表」內。

9. 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、計算機或通訊工具，應立即沒收。評估終結後，把有關物品交給評估行政主任，並把事件記錄於「紙筆評估總結表」內。

如有學生使用計算機，監考員應立即作出勸喻，並把事件記錄於「紙筆評估總結表」內。

10. 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，並把事件記錄於「紙筆評估總結表」內。

11. 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」內。

12. 其他異常情況

監考員須把所有在評估進行期間發生的，或影響統計成績的異常情況，記錄於「紙筆評估總結表」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，倘教育局宣布小學於上午停課，當日全日的評估將改期至 **2012年6月22日**舉行。
3. 在評估當日，倘教育局宣布小學於下午停課，當日下午的評估將改期至 **2012年6月22日下午**舉行。

Territory-wide System Assessment 2012 (Primary Schools)

Instructions to Invigilators

(Written Assessment – Mathematics)

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

A. ONSCREEN MARKING ARRANGEMENT

Students are required to stick their own barcode labels onto the cover and inner pages of their worked Question-Answer booklets.

B. ASSESSMENT PAPERS

- There are totally four sub-papers for the Mathematics Written Assessment. The duration of each sub-paper is 40 minutes (P.3) / 50 minutes (P.6).

Date	20 June 2012			
Level	P.3		P.6	
Duration	40 minutes		50 minutes	
Assessment Language	Chinese	English	Chinese	English
Sub-paper 1	3MC1	3ME1	6MC1	6ME1
Sub-paper 2	3MC2	3ME2	6MC2	6ME2
Sub-paper 3	3MC3	3ME3	6MC3	6ME3
Sub-paper 4	3MC4	3ME4	6MC4	6ME4

- The Chinese version of the P.3 / P.6 sub-papers are respectively 3MC1 / 6MC1, 3MC2 / 6MC2, 3MC3 / 6MC3 and 3MC4 / 6MC4; whereas the English version of the sub-papers are 3ME1 / 6ME1, 3ME2 / 6ME2, 3ME3 / 6ME3 and 3ME4 / 6ME4. In general Chinese version of the sub-papers 3MC1 / 6MC1, 3MC2 / 6MC2, 3MC3 / 6MC3 and 3MC4 / 6MC4 will be supplied to schools. The sub-papers 3ME1 / 6ME1, 3ME2 / 6ME2, 3ME3 / 6ME3 and 3ME4 / 6ME4 will only be supplied to schools which have opted for using the English version.
- In each packet of the P.3 / P.6 Question-Answer booklets (QA booklets), the four sub-papers are arranged in sequential order. For instance, for P.3, 3MC1 / 3ME1 is on top, followed by 3MC2 / 3ME2, 3MC3 / 3ME3, 3MC4 / 3ME4, and then 3MC1 / 3ME1 again, followed by 3MC2 / 3ME2 and so on. Distribute the sub-papers evenly among the students by giving the first QA booklet to the first student, the second QA booklet to the second student and so on.
- It is not necessary to distribute QA booklets to the desks of absentees. Latecomers can be given the remaining QA booklets in sequential order.
- Distribute one rough work sheet to each student. Additional rough work sheets can be

issued to students upon request.

6. Do **NOT** explain or interpret the content of the questions in the QA booklets 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), 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 at least 20 minutes before the assessment commencement time **with your Invigilators' Handbook**.
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:
 - 1 sheet of Assessment Summary for Written Assessments
 - 1 sheet of Students' Attendance Record
 - 1 pack of barcode labels
 - b. 1 to 2 SEALED packet(s) of QA booklets
 - c. 1 pack of rough work sheets
 - d. 1 Envelope for Worked Question-Answer Booklets (Envelope D)
 - e. 1 Envelope for Surplus Assessment Materials (Envelope E)
3. Please check to confirm if the *Invigilator's Working File* given to you is the one for the class and assessment session that you are assigned to. Also check to confirm if all the items listed above are available.
4. Please arrange the students to sit according to their class number order. Absentee or latecomers desks must be left vacant.
5. Any update regarding the names / class numbers / addition / deletion of students can be made before the commencement of the assessment session by directly adding and crossing out information on the *Students' Attendance Record*. 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 your class. This information is given on the *Students' Attendance Record*. **Students exempt from the assessment should be treated as absentees and the number of exempted students should be recorded on the *Students' Attendance Record* clearly. Students who have to sit the assessment separately from their classmates should be counted as "present".**
7. Students arriving within the first half of the assessment session (i.e. within 20 minutes for P.3 and 25 minutes for P.6 after the commencement of the assessment) should be admitted to the classroom and be treated as "present". Students arriving in the second half of the assessment session should NOT be admitted to the classroom and should be treated as "absent".
8. **Unseal the QA booklets in the presence of the students in the classroom.**

D. CONDUCT OF ASSESSMENT

1. The invigilators should have the following materials ready before the conduct of the

assessment: (i) QA booklets, (ii) rough work sheets and (iii) barcode labels.

2. Check that the students are seated according to their class numbers.
3. Schools can choose to use either Cantonese or English 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 to 7 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 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 (including pens / pencils, erasers and rulers) and pencil box on the desk. Please remain silent.

8. Unseal the packets of the QA booklets. Distribute the QA booklets and rough work sheets to the students, with **the covers of the QA booklets facing up**. (Leave the absentees' desks blank.)

I'm now going to distribute the booklets and rough work sheets. There are 4 different booklets. You only need to do one of them. Do not turn over the booklets and do not start writing until you are told to do so.

9. Distribute the barcode labels according to the students' class number, and check that the information on the labels matches that of the students.

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. *(Pause)* The first four characters on the barcode label should be PXXX *(the school code)*, followed by XX *(the class)* and then your class number. *(Point to the school code and class on the blackboard)*

Ask the students to check their QA booklets to see if there are any missing pages:

Check to see that there are no missing pages. *(Pause)* The words "END OF PAPER" should appear after the last question. Raise your hand if you have any problem or if you have found any missing pages.

10. Ask the students to fill in the school code, class (**the school code and class filled in by the students on the QA booklets should be identical with the school code and class printed on the Students' Attendance Record**) and class number on the QA booklet covers. Then affix the barcode labels onto the QA booklets.

Write your school code, class *(point to the school code and class on the blackboard)* and class number on the cover of the booklet. *(Raise a QA booklet in front of the class and indicate where exactly they should fill in the school code, class and class number.)* Your school code is P_____ *(Pause)* and class is _____ *(Pause)*. *(Repeat)*

Now, write your class number. **Do not write your name on the booklet cover.**

Stick the barcode label on the top right corner of the cover page of the Question-Answer booklet. (*Raise a QA booklet in front of the class and point to where to stick the barcode label.*) Stick the barcode labels in the spaces provided on pages 3, 5, 7 and 9 of the Question-Answer booklet.

11. Ask the students to read carefully the “Instructions” on the cover of the QA booklet and tell them that they are **not allowed to use calculators** during the assessment.

Before you start, read carefully the “Instructions” on the cover of the booklet and you **are not allowed to use calculators** during the assessment. Answer all the questions in the appropriate spaces in the booklet. You should not write in the margins of each page. For multiple choice questions, you are required to blacken the whole circle next to the chosen option with an **HB pencil**. (*Pause*)

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

You will have **40 minutes (P.3) / 50 minutes (P.6)** for this Assessment. Answer all questions and write your answers in this booklet. According to my watch / the clock in the classroom, it is now ____:____. You may now start.

13. Write on the blackboard the **actual** assessment start and end times 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.

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

You have 5 minutes left.

15. At the end of the assessment, announce:

Time is up. Stop writing and put your pens / pencils down. Close your booklets. I’m going to collect the booklets and remaining labels now. Please remain silent.

16. While collecting the QA booklets, each Invigilator should ensure that the barcode labels have been properly stuck on the answer scripts. Invigilators should check again to see if the students have accurately filled in the information on the booklet covers. If not, they are allowed to do so under supervision of Invigilators.
17. Arrange the QA booklets according to the class number order, with the smallest class number on top. **You should check the number of QA booklets collected against the number of students present.**
18. **Never put blank QA booklets of absentees and exempted students into the *Envelope for Worked Question-Answer Booklets (Envelope D)*** as such booklets will be mistaken as worked QA booklets of students who cannot answer any questions.
19. Collect the remaining barcode labels and **both the used and unused rough work sheets**

from the students.

20. Bundle the unused QA booklets and barcode labels with a rubber band.

E. END OF ASSESSMENT

1. Before dismissing the students, the Invigilator should double check to ensure the **number of QA booklets collected tallies with the number of students present**.
2. Put the worked QA booklets into the *Envelope for Worked Question-Answer Booklets (Envelope D)*.
3. When filling in the information required on the *Envelope for Worked Question-Answer Booklets (Envelope D)*, 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.
4. **If any A3 enlarged worked QA booklets are collected, please put a tick '✓' in the appropriate place on the Envelope for Worked Question-Answer Booklets (Envelope D) for easy reference.**
5. All other assessment materials, such as the *Invigilator's Working File*, completed *Assessment Summary for Written Assessments*, *Students' Attendance Record*, unused QA booklets, remaining barcode labels, used and unused rough work sheets are to be put into the *Envelope for Surplus Assessment Materials (Envelope E)*.
6. **Both envelopes should be left open**, the content of which will be checked by the Assessment Administration Supervisor and AAA.
7. Return all assessment materials to the Assessment Administration Supervisor.
8. When the AAS has finished checking all the envelopes, the AAS and AAA will seal the envelopes, then both will sign across the labels of all the envelopes.

F. IRREGULARITIES

1. QA Booklets with Missing Pages
Replace the problematic QA booklets with the surplus QA booklets given. Use the same sub-papers if possible. This should be recorded on the *Assessment Summary for Written Assessments*.
2. Shortage of QA Booklets
If an Invigilator finds that the QA booklets for his / her class are insufficient, he / she should stop the students from turning over the QA booklets or answering questions, and ask the AAA to seek the help of the Assessment Administration Supervisor. Ensure that all students in your class start working at the same time. Record this on the *Assessment Summary for Written Assessments*.

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

3. Labels with incorrect information

If barcode labels contain incorrect information, the invigilator should stop the students from turning over the Question-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 *Assessment Summary for Written Assessments*.

4. 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 Question-answer booklet. The HKEAA will process their answer scripts separately.

5. Use of Toilet

A student may go to the toilet if needed. No assessment materials may be taken to the toilet. **NO** extra time will be given to compensate for the time lost.

6. 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 *Assessment Summary for Written Assessments*.

7. Late Arrival of Students

Students arriving within the first half of the assessment session (i.e. 20 minutes for P.3 and 25 minutes for P.6 after the commencement of the assessment) should be admitted to the classroom and be treated as “present”. **NO** extra time will be given. Students arriving in the second half of the assessment session should **NOT** be admitted to the classroom and should be treated as “absent”.

8. Incidents Causing Disruption, Commotion or Disturbances

For any occurrence of disruption, commotion or disturbances during the assessment, you should:

- a. note the exact time;
- b. instruct the students to stop writing, mark their work to indicate the point at which the disruption, commotion or disturbances took place and close the QA booklets;
- c. remind the students not to talk to each other;
- d. deal with the incidents first and if the situation persists, summon the AAA to seek the help of the Assessment Administration Supervisor;
- e. when it is decided that the assessment should be carried on as normal or the situation returns to normal, announce that the assessment will resume in five minutes to give students an opportunity to get themselves ready, add the lost time to the end of the assessment time;
- f. the Assessment Administration Supervisor should report the case to the TSA Administration Team of the HKEAA by phone at 3628 8181; and
- g. the Invigilator should detail the nature, starting time and duration of the disruption, commotion or disturbances on the *Assessment Summary for Written Assessments*.

9. Unauthorized Materials

Unauthorized materials, such as books, notes, calculators or any communication device, should be taken away immediately. Such materials should be passed to the Assessment

Administration Supervisor after the assessment. Record this on the *Assessment Summary for Written Assessments*.

Students who **use calculators** should be immediately advised against doing so. The incident should be recorded on the *Assessment Summary for Written Assessments*.

10. Suspected Cheating

If a student is found suspected of cheating, such as copying from the work of other students, he / she should be immediately advised against doing so. The incident should be recorded on the *Assessment Summary for Written Assessments*.

11. Emergencies

In cases of emergencies, such as fire outbreak, power failure, etc., an Invigilator should seek the help of the Assessment Administration Supervisor through the AAA. If the assessment is to be suspended, the Assessment Administration Supervisor should report the case to the HKEAA by phone immediately afterwards. The incident should be recorded on the *Assessment Summary for Written Assessments*.

12. Other Irregularities

An Invigilator should report by means of the *Assessment Summary for Written Assessments* any irregularities which have occurred during an assessment or may affect the processing of results. In case of doubt, 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 assessment due to inclement weather will be broadcast by radio and television. If in doubt about whether the assessment will be cancelled or postponed, Invigilators should pay attention to public announcements prior to leaving for the school.
2. If primary schools are to be closed in the morning on the day of assessments, the assessments of the **whole day** will be rescheduled to **22 June 2012**.
3. If primary schools are to be closed in the afternoon on the day of assessments, the assessment of the PM session will be rescheduled to the **afternoon of 22 June 2012**.

2012 年全港性系統評估（小學） 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. 需使用放大試題答題簿的學生（WS6）

考評局將只提供相同的指定分卷予所有需使用放大（A3）試題答題簿的學生，包裝上註有「需特別安排學生的評估物料」字樣。

- 以下評估科目卷別，這些學生會與全校其他學生使用相同的放大分卷（即同一時間只使用一份分卷）：

- 中國語文科聆聽評估（小三）（附 2 張光碟）
- 中國語文科寫作評估（小三）

- 以下評估科目卷別，這些學生會使用放大的分卷 2 或分卷 4：

- 中國語文科寫作評估（小六）
- 中國語文科閱讀評估（小三及小六）
- 英國語文科閱讀和寫作評估（小三及小六）
- 數學科評估（小三及小六）

- 在小六級的中國語文科聆聽評估及小三級和小六級的英國語文科聆聽評估，這些學生會使用放大的分卷 2 或分卷 4（附 2 張光碟），他們可能會使用與所屬班級不同的分卷（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. 分開進行評估的學生（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及英國語文科聆聽評估各附2張光碟，在進行聆聽評估時，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。
- 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，以及數學科評估。
- WS7學生將不會額外提供電腦條碼，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（D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、未使用的試題答題簿、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（E封套）」。

請檢查所屬班別的「學生出席紀錄表」及「答卷封套（D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」中，及將表格連同其他評估物料一併交回考評局。

Territory-wide System Assessment 2012 (Primary 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-answer Booklets (WS6)

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

- Students will be given the same enlarged sub-paper as their class in the following assessment papers (i.e. only one sub-paper will be used simultaneously):
 - Chinese Language Listening Assessment (P.3) (with 2 CDs)
 - Chinese Language Writing Assessment (P.3)
- Students will be given enlarged sub-paper 2 or sub-paper 4 in the following assessment papers:
 - Chinese Language Writing Assessment (P.6)
 - Chinese Language Reading Assessment (P.3 and P.6)
 - English Language Reading & Writing Assessment (P.3 and P.6)
 - Mathematics Assessment (P.3 and P.6)
- **Students will be given enlarged sub-paper 2 or sub-paper 4 in Chinese Language Listening Assessment for P.6 and English Language Listening Assessment for both P.3 and P.6 (with 2 corresponding CDs). There are chances that the sub-paper given to these students is different from that of their class (e.g. these WS6 students are using sub-paper 2 while their class is using sub-paper 1), schools should arrange them to be assessed in the class using that sub-paper or taking 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 QA booklets.
- Please put a tick ‘✓’ in the appropriate place on the concerned *Envelope for Worked Question-answer Booklets* 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 Assessment and English Language Listening Assessment, 2 CDs will also be given. Schools may set up only 1 set of equipment for each level to enable all the students concerned to take the assessments together.
- **Reading aloud is only applicable to those students with Severe Reading Difficulties in Chinese and English Writing, Listening and Mathematics assessments.**
- WS7 student 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 QA booklets.

C. PACKING OF ASSESSMENT MATERIALS

Worked Question-answer Booklets

At the end of the assessments, the Invigilator should:

- i. **return the worked QA booklets of these students to their respective classes;**
- ii. **help checking that the school code and class entered by these students on the QA booklets are the same as those entered by their classmates;**
- iii. **help sticking barcode labels on to the worked QA booklets of these students;**
- iv. **then ensure that the worked QA booklets of these students are packed together with those of their classmates into the *Envelope for Worked Question-answer Booklets (Envelope D)*.**

Surplus Assessment Materials

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

Please help checking if the information of these students has been included on the *Students' Attendance Record* and the *Envelope for Worked Question-answer Booklets (Envelope D)* 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 *Assessment Administration Supervisor's Irregularity Report*.