

第三章 特殊需要考生的特別考試安排

香港考試及評核局（考評局）會按個別考生的殘障情況及程度，為他們作出適當的特別考試安排。考評局設有「特殊需要考生事務委員會」及「學障考生事務委員會」，按公開考試委員會訂定的指引處理及審議考生的特別考試安排申請，讓有特殊需要考生在適當的環境下應考，得到公平的評核，同時亦確保這些安排不會對其他考生造成不公平。他們的答卷會按照與其他考生相同的評分標準評分，但會因應考生的殘障情況給予適當的考慮。

於 2022 年文憑試獲給予特別考試安排的考生，必須細閱下述之特別考試安排（如適用）及遵守《考生手冊》內所列的考試規則。

重要事項：

任何於 **2022 年 4 月 6 日**（即 2022 年 4 月 22 日筆試開始前的 10 個工作天）或以後所提出的嚴重逾期或新增特別考試安排申請將**不獲接納**。如情況特殊（即意外或緊急病況），考生須於考試日起計最少 **10 個工作天**前遞交申請及相關證明文件。任何於 **2022 年 1 月 14 日**後提出因學校／考生疏忽而遞交的逾期申請將**不獲處理**。

1. 延長作答時間及休息時間

- 考生如有特殊情況或需要，並能提供充分理據及證明文件予相關委員會審批，可獲延長作答時間（包括於聆聽部分獲得較長及／或較多的停頓時段）。於文憑試筆試開始前，考生必須仔細查閱**准考證**上所列的資料；如有問題，須盡快向考評局報告。

考試期間的短暫休息時間

- 獲延長作答時間的考生，可於考試期間獲安排短暫休息時間（例如在 90 分鐘或以上之考試，每 45 分鐘獲安排 5 分鐘的休息時間）。於短暫休息時，考生必須翻轉試卷及停止作答，且**不可**取出違規物品（例如：書籍、字典、筆記、紙張及任何電子器材¹，**否則可能會被懷疑作弊及引致嚴重處分**。
〔注意：為促使考試順利進行，考生**不可**在筆試中取消已獲審批的短暫休息時間（獨立考室應考的考生除外）。〕

兩節考試之間的休息時間

- 於特別試場應考及獲延長作答時間的考生，如在同一天應考多於一節考試，其後節數考試的開考時間會比一般試場的開考時間略遲。在此情況下，為確保試卷的保密，考生**不得**在休息期間離開考室或與非監考人員聯絡（包括使用手提電話）。考生應在監考官陪同下留在考室。**如考生因特殊情況需要離開考室，必須經試場主任允許及監考官陪同下方可離開考室**。本局強烈建議獲延長作答時間的考生應按其需要自備膳食到試場。
- 如兩節考試之間的休息時間於一般試場下一節考試開考前開始，考生可經試場主任允許後離開考室，惟他們必須於一般試場的下一節考試開考前返回考室。
- **考生違反上述有關兩節考試之間休息時間的規則會被扣分；而涉及懷疑作弊的個案會引致嚴重處分。**

¹ 電子器材包括平板電腦、手提電話、多媒體播放器、電子字典、具文字顯示功能的手錶、智能手錶、無線耳機或其他穿戴式附有通訊或資料貯存功能之科技用品等

2. 試卷及作答形式的特別安排

- 視乎個別需要，考生可獲提供特別版試卷²／試題答題簿、特別設計的補充答題紙／方格紙及安排以特別形式作答多項選擇題考試³。
- 有自閉症譜系障礙的考生可申請於涉及高階分析／理解的漫畫或複雜圖畫的試題加上文字標註／描述。於涉及高階分析／理解的漫畫或複雜圖畫的試題加上文字標註／描述的安排是經參考相關科目的評核目標後作出的專業判斷。如有試題需要加上文字標註／描述，考生於該節考試開始前會獲發一份印有文字標註／描述的特別版試卷（一般以 A3 白紙雙面印製並摺成 A4 書冊），以及一份普通版試卷。如考生同時獲批其他特別版試卷（例如：單面黑白放大試卷），文字標註／描述則會提供於該特別版試卷內。如試題沒有需要加上文字標註／描述，考生會獲發一份普通版試卷或沒有文字標註／描述的特別版試卷（如適用）。
- 特別版試卷／試題答題簿、特別設計的補充答題紙／方格紙／多項選擇題答題紙及文字標註／描述的範本可於考評局網站內「為特殊需要考生提供服務」專頁瀏覽。
- 獲提供特別版試卷的考生，於該節考試開始前會同時獲發一份普通版試卷。若考生使用的試卷已獲豁免部分試題（包括節略版試卷），則**不會**獲發一份普通版試卷，以免混亂。然而，如普通版試卷含有彩色印刷，考生仍會獲發一份普通版試卷，以作參考。
- 考生只可在特別版**或**普通版的試題答題簿／答題簿／補充答題紙／方格紙／多項選擇題答題紙上作答；並於考試完結後，把**一份答卷**交予試場主任／監考員，以供考評局評閱。
- 獲提供特別版試卷的考生，可於考試完結後取去有關試卷（試題答題簿、電子版／點字版試卷或已圈畫／填寫多項選擇題答案的試卷除外）。

3. 試場的特別安排及輔助儀器

- 獲特別考試安排的考生會被編配到特別試場應考。特別試場一般設於中學（大部分為課室；間中設於禮堂），通常可經升降機直達。特別試場的考試程序與一般試場相同，但會有較多監考員，以便在考生有需要時提供協助。視乎各區特別試場的供應，考生**未必**可獲安排於所選擇地區的試場應考。
- 考評局一般會安排獲批非標準特別考試安排（包括但不限於延長作答時間 25% 以外，使用輔助儀器、提示考生作答、及較長／較多短暫休息時間）、受情緒困擾、有精神問題、有適應問題及有其他病患的考生，到其學校開設的特別試場（即原校試場）應考。該學校的其他特殊需要考生亦會盡量編配於原校試場應考。
- 列印在考生准考證上之特別試場（試場編號最後的字母為「S」）的座位編號只供參考。於考試當日，考生需依照試場主任及監考員的座位安排就坐。此外，考生於每節考試獲審批的特別考試安排會詳列在一份考試時間表，並張貼於其桌上。考生必須仔細查閱考試時間表上的資料；如有問題，須在考試開始前向試場主任／監考員報告。
- 設於(i)考評局新蒲崗辦事處的獨立考室及(ii)一些指定的課室特別試場的筆試考試過程會被錄影。有關錄像只限獲考評局授權之人士檢視、儲存或處理。本局會於文憑試終結（即 2022 年 11 月 30 日）後銷毀有關錄像。

² 由於中國語文科卷二、英國語文科卷四及中國文學科卷一的考試內容已印在一張單頁上，因此黑白單面印製的試卷不適用於有關卷別。

³ (i) 獲准在試卷上圈畫／填寫多項選擇題答案的考生，**不會**獲發額外一份單面黑白試卷。考生需於獲發的試卷上圈畫／填寫多項選擇題答案，並於試卷首頁右上角貼上電腦條碼貼紙，以供考評局評閱。

(ii) 只會提供**一種**放大版多項選擇題答題紙。考生如獲准使用放大版多項選擇題答題紙，**不會**獲發普通版多項選擇題答題紙。在使用試題答題簿的卷別（即中國語文科卷一及卷三、英國語文科卷一及物理科卷二），考生**不會**獲發多項選擇題答題紙。若考生需要較大的圓圈作答多項選擇題，應申請使用放大版試題答題簿。詳情可參閱「特別考試安排申請指引」附件 4（可於考評局網站內「為特殊需要考生提供服務」專頁下載）。

- 若能證明其需要，特殊需要考生可獲准於考試時使用由學校提供／考生自備的輔助儀器（例如：點字機、放大鏡、助聽器材、電腦讀屏器、語音轉換文字軟件、文字處理器）。考生必須遵守監考人員的指示，並妥善使用輔助儀器，以完成考試。**若考生於考試進行期間不適當地使用獲許可的輔助儀器，會被扣分；而涉及懷疑作弊的個案會引致嚴重處分。**
- 考生可於指定的卷別中使用電腦讀屏器將試題讀出。校方需在公開考試為學校考生提供電腦設施（包括指定的讀屏軟件）；自修生則需自備筆記型電腦及指定軟件。有關詳情已載於「特別考試安排申請指引」附件 5（可於考評局網站內「為特殊需要考生提供服務」專頁下載）及特別考試安排申請結果通知書。
- 若能證明其需要，特殊需要考生可獲准以文字處理器作答。再者，有嚴重書寫困難的學障考生可獲考慮於通識教育科及七個指定的選修科目（即中國歷史科、倫理與宗教科、地理科、健康管理與社會關懷科、歷史科、英語文學科及旅遊與款待科）考試中使用語音轉換文字軟件作答。詳情可參閱「特別考試安排申請指引」附件 7。
 - 校方須在公開考試為學校考生提供電腦設施及考試場地；自修生則須自備電腦，包括相關軟件。文字處理器並非資料庫，考生只能用以打字；語音轉換文字軟件則把考生的說話轉換為文字。考生**不得**使用電腦的其他功能，包括但不限於上網、計算、顯示相關字詞、拼字檢查、文法檢查、翻譯及詞典。
 - 考生一般**不可**於開考後取消使用文字處理器／語音轉換文字軟件的安排。若考生於考試當日因身體不適而未能於使用語音轉換文字軟件時清晰地說話，或因技術問題未能使用文字處理器／語音轉換文字軟件，他們須在普通版／特別版試題答題簿及／或答題紙上書寫作答。若於考試進行期間遇到有關資料儲存器材的技術問題，考生應**立即向試場主任報告**。
 - 考生必須使用由考評局於考試當日提供的電子版答題紙作答。考評局強烈建議考生應於公開考試前熟習電子版答題紙。電子版答題紙的範本可於考評局網站內「為特殊需要考生提供服務」專頁下載。
 - 考試完結後，考生須在監考人員指示及監察下列印其答卷，並在列印本第一頁上的指定位置貼上電腦條碼貼紙。考生**不可**於考試完結後修改列印本上的答案。若考生要求在答卷列印本上修改／書寫答案，監考人員可安排考生於考試進行期間列印其答卷，惟考生**不可**在列印答卷後再次使用文字處理器／語音轉換文字軟件，亦**不會**獲補回用於列印答卷的考試時間。
 - 所有獲准使用語音轉換文字軟件的考生，會於相關科目考試獲給予短暫休息時間（一般為每 45 分鐘獲安排 5 分鐘的休息時間）。休息時間會列印於考生的准考證上，以及考試當日張貼於考生桌上的考試時間表。若考生獲安排單獨應考，並決定不需要短暫休息時間，考生須於考試開始前通知試場主任。若考室／禮堂內有多於一位考生應考，所有考生必須於考試期間**同時**戴上配備咪高風的耳筒（例如：Apple EarPods）及防噪音耳罩。考生於前往洗手間或短暫休息時間時，可暫時除下有關器材。

4. 語文科聆聽部分及口試須知

聆聽部分

- 在特別試場應考聆聽部分的考生（包括在原校應考的考生）**無需**攜帶收音機應試，聆聽部分所需的設備（例如：紅外線接收器、USB 播放器）及耳筒（適用於以紅外線接收系統廣播的特別試場）由考評局或考生的原校⁴提供。准考證上已顯示考生是否獲編配到以紅外線接收系統廣播的特別試場應考。若他們於以紅外線接收系統廣播的特別試場應考，可選擇使用自攜的耳筒；有關使用耳筒的規定，請參閱**第二章第 7(a) 部分**。

⁴ 因應紅外線接收系統的供應情況，於原校試場應考的考生或會使用其他 USB 播放器材。

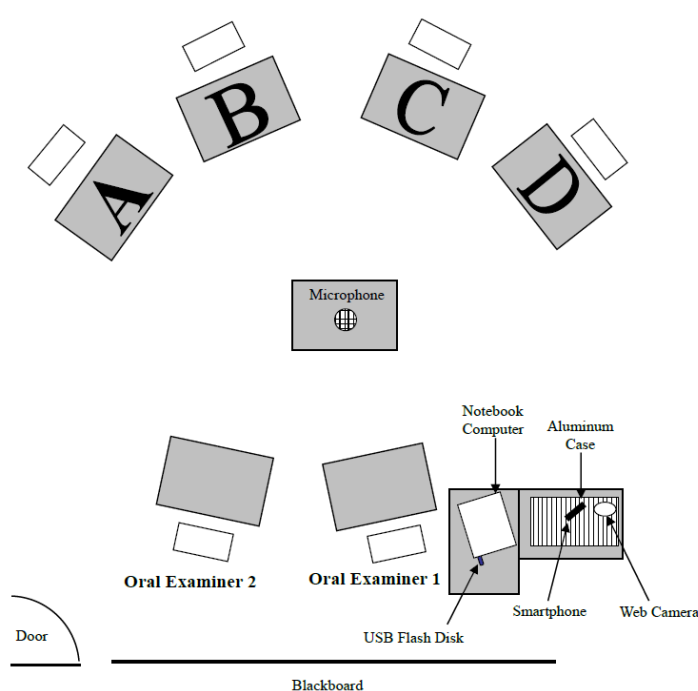
- 考生**不得**在考試當天要求改用其他模式（例如自攜的收音機）收聽聆聽部分的內容，因特別試場接收電台廣播的情況未必理想；或並未設有考生要求的設備。考生如需使用助聽器，應自備助聽器到試場。

所有在特別試場應考中國語文科及英國語文科聆聽部分的考生（包括在原校應考的考
生），將會於卷三甲／3A 部完成後獲 5 分鐘的短暫休息時間，以便統一該特別試場播
放卷三乙／3B 部聆聽內容的時間。考生須遵守短暫休息時間的規則。

- 某些考生或會獲較長／較多的停頓時段。有關的較長／較多停頓時段（如適用）及上
述於卷三甲／3A 部完成後的 5 分鐘短暫休息時間已錄製在考試錄音內#。中國語文科
及英國語文科聆聽部分及音樂科聆聽考試的考試時間（列印在考生准考證內及張貼於
考生桌上的考試時間表）僅為估算時間。
〔# 於較長／較多停頓時段（如適用）及短暫休息時間期間會播放音樂。考生（包括
在獨立考室應考）**不可**取消上述安排。〕
- 若考生於卷三乙／3B 部寫作部分獲延長作答時間，應參考張貼於其桌上的考試時間表，
並按照試場主任／監考員的指示，以確定其獲延長作答時間及／或短暫休息時間後的
考試完結時間。
- 特別試場不設「特別室」（有關設於一般試場的「特別室」資料，請參閱**第二章第 7(a)**
部分）。

口試

- 中國語文科的口試已於 2022 年文憑試取消。
- 於特別試場應考英國語文科口試的考生，須詳閱特別考試安排申請結果通知書上列明
的確實備試及考試時間。於考試時，考生會有足夠的時間回應問題；如有需要，主考
員會重複問題或指示，並因應考生的障礙（例如：聽力／言語障礙）給予適當的評核。
- 特別試場的英國語文科口試安排於四月中旬舉行，並會以三或四人一組進行。三或四
人一組的考室布置相同，考室布置圖如下：



- 考評局會安排兩名口試助理與有肢體活動能力障礙、視障、聽障、語障及／或其他特殊需要類別的特殊需要考生一同應考（即三人一組），以協調小組討論的進行；考生 B 為特殊需要考生，考生 A 及 C 則為口試助理。如情況特殊（例如：單耳聽障考生），主考員會為考生作特別的座位安排。
- 有特殊學習障礙（學障）的考生會與其他學障考生以三或四人一組進行口試。如情況特殊（例如：不足三名學障考生一組），考評局會安排合適數量的口試助理與考生一同應考，以協調小組討論的進行。
- 考生若因取消特別考試安排申請更改口試日期，須依照**第一章第 3 部分**辦理申請手續及繳交附加費。

5. 豁免應考部分考試

- 考生若獲豁免應考某科分部／部分試題，該分部／部分的成績將根據其已應考的其他分部／部分的成績予以評估。有關考生之證書將附有適當註明，列出獲豁免的分部，惟考生獲豁免應考之原因及特別考試安排的詳情**不會**列於證書上。
- 除科目成績外，中國語文科和英國語文科亦匯報分部成績，校本評核的成績會與該科某卷別的成績合併為一分部。中國語文科分部三（聆聽及綜合能力）的成績由試卷三與校本評核的成績組成，而英國語文科分部四（說話能力）的成績則由試卷四與校本評核的成績組成。若考生只獲豁免公開考試試卷部分，而仍有校本評核成績，則獲豁免卷別的評估成績將與校本評核成績合計作該分部的成績；若考生同時獲豁免公開考試試卷部分和整個校本評核，則有關的分部成績會顯示為「豁免」。

6. 校本評核

- 為特殊需要考生在進行校本評核時提供特別安排的資料，可參閱考評局網頁校本評核部分（http://www.hkeaa.edu.hk/tc/sba/info_corner/）。

7. 考生紀律

- 特殊需要考生應遵守考生手冊列出的考試規則及相關要求。若違返任何考試規則及相關要求，特殊需要考生可招致與一般考生相同的處分。

8. 查詢

特別考試安排熱線：3628 8917 電郵：dse@hkeaa.edu.hk
 網址：www.hkeaa.edu.hk → 為特殊需要考生提供服務 → 香港中學文憑考試
 (http://www.hkeaa.edu.hk/tc/Candidates/special_needs_candidates/hkdse.html)
 地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓學校考試及評核部

C. Special Examination Arrangements for Candidates with Special Needs

Depending on the nature and severity of their disabilities, candidates with special needs (SEN) can be given special examination arrangements (SEAs) in the HKDSE. The SEAs are considered and approved by the Committee on Special Needs Candidates (CSNC) and/or the Committee on Candidates with Specific Learning Disabilities (CSLD) in accordance with the guidelines laid down by the Public Examinations Board. The provision of SEAs enables SEN candidates to be equitably assessed under suitable conditions without an unfair advantage over other candidates. Their answer scripts are marked according to the same marking criteria as for other candidates but with due consideration given to their disabilities as appropriate.

SEN candidates who are granted SEAs in the 2022 HKDSE should pay special attention to the arrangements below (if applicable) and abide by the regulations laid down in this Handbook for Candidates, where appropriate.

Important:

*Any super-late applications or additional requests for SEAs will **NOT** be accepted on or after 6 April 2022 (i.e. 10 working days before the start of the first written examination on 22 April 2022) unless there are extenuating circumstances (i.e. accidents or urgent medical conditions) and the applications are submitted with relevant medical proof at least **10 working days** before the subject examination date. Requests for SEAs due to oversight of schools/candidates will **NOT** be entertained after 14 January 2022.*

1. Extra Time Allowance and Breaks

- Extra time allowance (ETA) (including prolonged and/or additional pauses in the Listening components) will only be given where there is clear evidence to justify the need and substantiate the request for approval by the relevant committees. Candidates should check carefully the information printed on the **admission form** and report discrepancies (if any) prior to the commencement of written examinations.

Supervised Break

- Supervised break (e.g. a short break of 5 minutes per 45 minutes for examinations lasting 90 minutes or above) may be given to candidates with ETA. During the supervised break, candidates must turn over the question papers and stop working, and they are **NOT** allowed to take out any unauthorised articles (such as books, dictionaries, notes, papers and any electronic devices¹). **Otherwise, they might be suspected of cheating and are liable to severe penalties.**

*[Note: To facilitate the smooth conduct of examinations, candidates (other than those accommodated in a single room) are **NOT** allowed to withdraw from the approved supervised breaks in written examinations.]*

Sessional Break

- Where more than one examination sessions are scheduled on the same day, candidates with ETA at special centres will have the subsequent examination session started later than the commencing time at normal centres. Under such circumstances, the candidates are **NOT** allowed to leave the examination room or communicate (including the use of mobile phones) with any persons other than invigilation staff during the break so as to preserve the secrecy of the question papers. They should stay in the examination room under the supervision of the invigilator(s). **If they need to leave the examination room under special circumstances, they must seek permission from the Centre Supervisor (CS) and be accompanied by an invigilator.** Candidates attending a prolonged examination session are strongly advised to bring their own meal to the centre if deemed necessary.
- In case the sessional break starts before the examination commencing time of the subsequent session at normal centres, candidates may leave the examination room with the permission of the CS. However, they should return to the examination room before the examination commencing time at normal centres.
- **Candidates in breach of the above regulations during the sessional break will receive a mark penalty and are liable to severe penalties if cheating is suspected.**

¹ Electronic devices include tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches, wireless earphone or other wearable technologies with communication or data storage functions, etc.

2. Special Arrangements for Question Papers and Answering Questions

- Depending on individual needs, candidates may be provided with question papers²/question-answer books in special format, specially-designed supplementary answer sheets/graph paper and special arrangements for answering multiple-choice (MC) questions³.
- Candidates with Autistic Spectrum Disorder (ASD) may be provided with plain text labels/descriptions for questions that involve high level comprehension/interpretation of cartoons or complicated pictures, where appropriate. The provision of plain text labels/descriptions to questions that involve high level comprehension/interpretation of cartoons or complicated pictures is based on professional judgement with reference to the assessment objectives of the subjects concerned. If plain text labels/descriptions are provided, the candidates concerned will be given a set of special question paper with plain text labels/descriptions (normally printed double-sided on A3 white paper and output as A4 booklet) in addition to the normal question paper before the start of the examination session. If a candidate is also allowed to use question paper in special format (e.g. single-sided black and white enlarged), the plain text labels/descriptions will be provided on the relevant special question paper. If the questions do not require plain text labels/descriptions, the normal question paper or special question paper without plain text labels/descriptions will be provided as appropriate.
- Samples of question papers/question-answer books in special format, specially-designed supplementary answer sheets/graph paper/MC answer sheet and plain text labels/descriptions are available for viewing under ‘Services to Special Needs Candidates’ on the HKEAA website.
- Candidates who are allowed to use question papers in special format will also receive a copy of normal question papers before the start of the examination session. For candidates using question paper with question(s) exempted (including abridged version), the normal question paper will **not** be provided to avoid confusion. However, if the normal question paper contains colour printing, it will also be distributed to the candidates concerned for reference.
- Candidates should work on **either** the special question-answer book/answer book/supplementary answer sheet/graph paper/MC answer sheet provided **or** the normal one, and hand in **only one set of answer scripts** to the CS/invigilator at the end of the examination for submission to the HKEAA for marking.
- Candidates who are provided with question papers in special format are allowed to take away the question papers after the examination (except for question-answer books, electronic/braille version of question papers or question papers on which MC answers are marked/circled).

3. Special Centres and Ancillary Aids

- Candidates who are given SEAs will be arranged to sit the examinations at special centres which are normally set up in secondary schools (mostly in classrooms and sometimes in school halls), and are usually accessible by lift. The examination procedures at special centres are the same as those at normal centres. However, extra invigilators are available to offer assistance to candidates if necessary. Depending on the supply of special centres in various districts, candidates may **NOT** be arranged to take the examinations in their chosen examination district.
- Candidates who are given non-standard SEAs (including but not limited to extra time allowance other than 25%, use of ancillary aids/equipment, prompters, and longer/more frequent supervised breaks), emotional disturbance, psychiatric problems, adjustment problems and medical illness are normally allocated to the special centres at their own schools (i.e. home centres). Other own school SEN candidates from the same school would also be accommodated at the home centre as far as possible.

² Question papers in single-sided black and white format are not applicable to Chinese Language Paper 2, English Language Paper 4 and Chinese Literature Paper 1 since the examination content of the question papers concerned is already printed on a single page.

³ (i) Candidates who are allowed to circle/mark MC answers on the question paper will **NOT** be given an additional single-sided question paper. They should circle/mark the MC answers on the question paper and stick a barcode label on the top right-hand corner of the first page for submission to the HKEAA for marking; and

(ii) only **one type** of enlarged MC answer sheet will be provided. Candidates who are approved to use an enlarged MC answer sheet will **NOT** be given a normal MC answer sheet. In Chinese Language Papers 1 & 3, English Language Paper 1 and Physics Paper 2 where a question-answer book is used, **no** MC answer sheets will be provided. Candidates who need bigger circles for answering MC questions should apply for an enlarged question-answer book instead. For details, please refer to Annex 4 of the Application Guide for SEAs (available for download under ‘Services to Special Needs Candidates’ from the HKEAA website).

- The seat number of special centres (i.e. centre number ending with ‘S’) printed on the admission form is for reference only. On the day of the examination, candidates should follow the instructions of CSs and invigilators for seating arrangements. Besides, an examination timetable detailing the approved SEAs for individual candidates will be stuck on the desk of the candidates concerned in each examination session. Candidates should check carefully the information printed on the examination timetable and report discrepancies (if any) to the CS/invigilators prior to the commencement of the examination.
- The examination proceeding of written examinations held in (i) single examination room(s) at the HKEAA San Po Kong Office and (ii) some designated SEN classroom centres will be video-recorded for record purposes. Only authorised persons of the HKEAA can view, store or handle the recordings. The recordings will be destroyed upon the closing of examination (i.e. 30 November 2022).
- Where justified, candidates with special needs may be allowed to use ancillary aids (e.g. Braille, magnifiers, hearing aids, screen reader, speech-to-text (STT) software, word processors) to be provided by the school/themselves for the examinations. They should follow the instructions given by the invigilation staff and use the ancillary aids properly for examination. **Candidates misusing allowable ancillary aids during the examination will receive a mark penalty and are liable to severe penalties if cheating is suspected.**
- The use of screen readers may be allowed in designated examinations to read out the question papers. For school candidates, the school should provide the computer facilities (including the designated text-to-speech software) for use in the examinations. Private candidates should provide their own notebook computer and the designated software. For details, please refer to Annex 5 of the Application Guide for SEAs (available for download under ‘Services to Special Needs Candidates’ from the HKEAA website) and the notification letter on the approved SEAs.
- Where justified, candidates with special needs may be allowed to use a word processor for typing answers. Besides, candidates with SLD who have severe writing difficulties may be allowed to use the STT software to answer questions in the examinations of Liberal Studies and seven designated elective subjects (i.e. Chinese History, Ethics and Religious Studies, Geography, Health Management and Social Care, History, Literature in English, and Tourism and Hospitality Studies). For details, please refer to Annex 7 of the Application Guide for SEAs.
 - For school candidates, the school should provide the computer facilities and examination venue while private candidates have to provide their own computer facilities including the relevant software. The word processor is to be used as a type-writer, not as a data-base, while the STT software is used for converting a candidate’s speech into text. Other functions on the computer, including but not limited to access to the internet, calculation, predictive text, spell-check, grammar check, translation and thesauri, are **NOT** allowed.
 - Candidates are normally **NOT** allowed to withdraw from using the word processor/STT software after the start of the examination. In case they are seriously ill and unable to speak well enough for using the STT software or cannot use the word processor/STT software due to technical problems, they should work on the normal/special question-answer book and/or answer sheet in handwriting. If they are affected by the problem of data storage devices in the examination, they should **report it to the CS immediately**.
 - Candidates must use the electronic answer sheet provided by the HKEAA and are strongly advised to practise using it before the public examination. A sample electronic answer sheet template is available for download under ‘Services to Special Needs Candidates’ from the HKEAA website.
 - After the end of the examination, candidates should, under the instructions and supervision of the invigilation staff, print a hardcopy of the answers and affix their barcode label in the designated box on the first page. They are **NOT** allowed to work on the printed answer script after the end of the examination. If a candidate requests to edit/write on the printed answer script, he/she will be allowed to print the answers during the examination. However, he/she will **NOT** be allowed to use the word processor/STT software again and the time spent on printing will **NOT** be compensated.

- All candidates who are allowed to use the STT software will be granted supervised breaks in the examination (i.e. normally a 5-minute break for every 45 minutes of examination). The time of the breaks will be marked on the candidates' admission forms and the examination timetable on their desks on the day of the examination. If a candidate is accommodated in a single room and decides not to take the supervised breaks, he/she should inform the CS before the examination starts. If an examination room/hall accommodates more than 1 candidate, all the candidates are required to put on **BOTH** headphones with microphones (e.g. Apple EarPods) and noise-blocking earmuffs during the examination. They may take off the equipment temporarily when going to the toilet or during the supervised breaks.

4. Points to Note in the Listening Components and Speaking Examinations of Language Subjects

Listening Components

- Candidates taking the Listening components at special centres (including those taking the examination in their own school) are **NOT** required to bring their own radios to listen to the broadcast. Equipment [e.g. receivers of Infra-red Transmission (IR) System, playing device(s) for USB] and earphones (applicable to special centres using the IR system) for the Listening components will be provided by the HKEAA or the candidates' own school⁴. Candidates can check whether they are allocated to a special centre using the IR system on the admission form. They may choose to use their own earphones if they sit the Listening components at special centres using the IR system. For regulations on the use of earphones, please refer to **Section B Part 7(a)**.
- Requests made on the examination days for using other mode (e.g. own radios) to receive the broadcast of the Listening components will **NOT** be entertained since the radio reception at the special centres may not be satisfactory or the facilities requested by the candidates may not be available at the special centres. Candidates who need hearing aids are reminded to bring their own hearing aids to the special centres.

All candidates who sit the Listening components of Chinese Language and English Language at special centres (including those taking the examination in their own school) will be given a 5-minute supervised break after completing Part 3A in order to synchronise the time for broadcasting the listening materials of Part 3B. Candidates should abide by the regulations on supervised breaks.

- Some candidates may be given prolonged pauses/additional pauses as appropriate. Such prolonged pauses/additional pauses (if applicable) and the above-mentioned 5-minute supervised break after completing Part 3A are embedded in the listening contents[#]. It should be noted that the examination time for the Listening components of Chinese Language and English Language and the listening examination of Music printed on the admission form and the examination timetable on the candidates' desks is only an approximation.

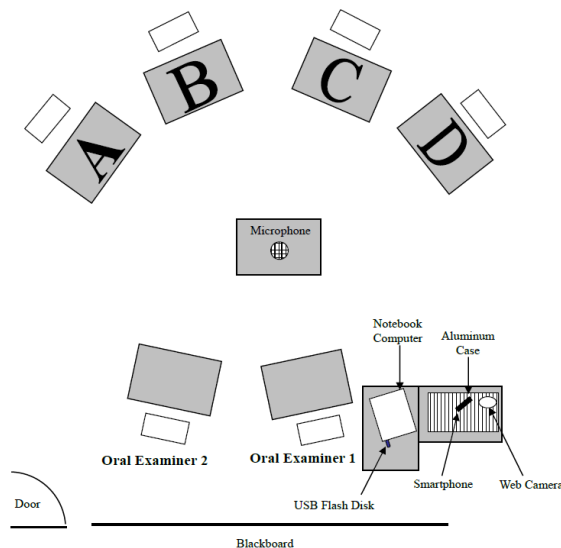
*[[#] Music will be played during the prolonged pauses/additional pauses (if applicable) and the supervised break. Candidates (including those accommodated in a single room) are **NOT** allowed to withdraw from the above provision in the listening contents.]*

- Candidates who are granted ETA and/or supervised breaks in the writing part of Part 3B should refer to the examination timetable stuck on their desk and follow the instructions of Centre Supervisors/invigilators for the end time of the examination with ETA and/or supervised breaks.
- No Special Room is set up at special centres (please refer to **Section B Part 7(a)** for information of the Special Room at normal centres).

Speaking Examinations

- The Speaking examination of Chinese Language has been cancelled in the 2022 HKDSE.
- Candidates taking English Language Speaking examination at special centres should refer to the exact preparation and examination times as given in the notification letter on the approved SEAs. They will be given sufficient time to respond to the questions and the Oral Examiners (OEs) may repeat the questions or instructions where necessary and take into consideration the candidate's disabilities (e.g. hearing/speech impairment) when making the assessment.
- The English Language Speaking examination at special centres are scheduled in mid-April and will be conducted in groups of three or four. The seating plan for groups of three or four is identical as given below:

⁴ Subject to the availability of IR system, candidates who need to take the examination in their own school may use playing device(s) for USB.



- The HKEAA will arrange two Oral Examination Assistants (OEAs) to facilitate the group discussion with an SEN candidate with physical, visual, aural, oral and/or other disabilities (i.e. in a group of three) where the SEN candidate is Candidate B and the two OEAs are Candidates A and C. Under special circumstances (e.g. SEN candidates with unilateral hearing loss), the Oral Examiner will make special seating arrangements for the group.
- Candidates with specific learning disabilities (SLD) will sit the speaking examinations with other SLD candidates in groups of three or four. Under special circumstances (e.g. fewer than three SLD candidates present in a group), the HKEAA will arrange an appropriate number of OEAs to facilitate the group discussion.
- Candidates applying for rescheduling of speaking examination due to withdrawal from SEAs should follow the instructions and pay the supplementary fee as detailed in **Section A Part 3**.

5. Exemption from Part of an Examination

- Where a candidate has been exempted from component(s)/part(s) of an examination, his/her results for the affected component(s)/part(s) will be assessed by the HKEAA based on his/her performance in the other component(s)/part(s) of the examination sat. The component(s) exempted will be indicated on the candidate's certificate. However, the reasons for granting the exemption and the SEAs made will **NOT** be recorded.
- Chinese Language and English Language adopt profile reporting of component results in addition to the subject result. The School-based Assessment (SBA) result will be combined with the result of one of the papers to form a component. Component 3 (Listening and Integrated Skills) of Chinese Language comprises the results of Paper 3 and the SBA, and Component 4 (Speaking) of English Language comprises the result of Paper 4 and the SBA. If a candidate is only exempted from the public examination paper but not the SBA, the component result will be made up of the assessed result of the exempted paper and the SBA result. If a candidate is exempted from both the public examination paper and SBA, the component result will be indicated as 'EXM' (denoting exemption).

6. School-based Assessment (SBA)

- Regarding the special arrangements in conducting SBA for SEN students, please visit the SBA section of the HKEAA website (http://www.hkeaa.edu.hk/en/sba/info_corner/).

7. Candidates' Discipline

- Candidates with special needs have the sole responsibility to ensure that the requirements and regulations of the examinations written in this Handbook for Candidates are complied with. Candidates in breach of any requirements or regulations will be subject to the same level of penalty applicable to normal candidates.

8. Enquiries

SEN Hotline: 3628 8917 Email: dse@hkeaa.edu.hk
 Website: www.hkeaa.edu.hk → Services to Special Needs Candidates → HKDSE
 (http://www.hkeaa.edu.hk/en/Candidates/special_needs_candidates/hkdse.html)
 Address: School Examinations and Assessment Division, HKEAA, 12/F, Southorn Centre, 130
 Hennessy Road, Wan Chai, Hong Kong