

Education Bureau Circular Memorandum No. 104/2024

From: Secretary for Education

To: Principals of Secondary Schools
(excluding ESF and International
Schools)

Ref.: EDB(RTD)1/82/1411/92 (24)

Date: 24 May 2024

Arrangements for Pre-Secondary One Hong Kong Attainment Test 2024

Summary

This circular memorandum (CM) is to inform schools of the arrangements for the Pre-Secondary One Hong Kong Attainment Test (Pre-S1 HKAT) 2024 (the Test). This CM should be read by principals of all secondary schools and teachers involved in conducting the Test, except those of ESF and International Schools.

Details

Time of Test

2. As announced in the EDBCM No. 88/2023, the Test will be conducted on **16 July 2024**. **Schools must conduct the Test for the three subjects at the specified times on the aforementioned date in the order of Mathematics, English Language and Chinese Language.** The first subject (Mathematics) will start at **9:00 am**, the second subject (English Language) at **10:20 am** and the third subject (Chinese Language) at **11:40 am**. Key information about the Test and the arrangements for distribution and return of test materials is at Annex 1.

Quantity of Test Materials Required and Briefing Session

3. To ensure that there are sufficient test materials for Secondary One (S1) entrants taking the Test, schools are required to complete Annex 2 and return it to the EDB by fax (Fax No.: 2574 0340 / 2904 7387) on or before **3 June 2024**. The EDB will deliver the quantity of test materials to schools on the Test Day based on the estimated number of S1 classes taking the Test. The EDB may get in touch with the school co-ordinator before or after the Test Day (during 15 July 2024 to 29 July 2024) about issues such as the distribution and return of test materials and sampling of students' answer scripts.

4. To familiarise schools with the security requirements and test arrangements, **all school co-ordinators are requested to attend** a briefing session on the Test for 2024. Details are as follows:

Date*	Time	Venue
19 June 2024 (Wednesday) or 24 June 2024 (Monday)	2:30 – 4:30 pm	Lecture Theatre, 4/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong

* Contents of the two briefing sessions are identical

Please complete the reply slip (Annex 3) and return it to the EDB by fax (Fax No.: 2574 0340 / 2904 7387) on or before 3 June **2024**.

External Invigilator

5. Each school is required to nominate a teacher to serve as an external invigilator in another secondary school in the same district as assigned by the EDB. The external invigilators should report for duty to the school co-ordinators of the assigned schools before 8:30 am on 16 July 2024, and should perform duties of an invigilator according to the prescribed procedures. Schools will be informed of the arrangements under separate cover.

Checking of Test Materials

6. The test materials in sealed carton boxes (the Test Material Boxes), a Principal's Packet and a blue-coloured box (Blue Box) will be delivered to schools by a delivery service company commissioned by the EDB **between 7:00 am and 8:00 am on 16 July 2024**. The number of Test Material Boxes received should be the same as the number of S1 classes reported at Annex 2 (i.e. test materials for the three subjects all packed in a box and one box for one class). Couriers in uniform bearing the delivery service company logo will request schools to acknowledge the safe collection of the test materials by signing and stamping the school chop on a receipt. **Schools must ensure that there are staff on duty during the above time period to collect and acknowledge receipt of the test materials.**

7. Upon receipt of the Test Material Boxes, the school co-ordinator should open the boxes and check against the Checklist of Test Materials (Annex 4) to ensure that no item is missing. If any test items are found missing, schools should contact the EDB immediately for re-delivery (Tel. No.: 2892 6535). In case the Test Material Box(es) is/are found damaged, or the seal(s) is/are not intact to an extent that may lead to the divulgence of the test contents, schools are required to complete the "Test Material Box and Principal's Packet Irregularity Report" in Part A of Annex 5 and send it to the EDB by fax (Fax No.: 2574 0340 / 2904 7387) immediately for follow-up actions.

8. After checking the test materials, schools should retain **all** the Test Material Boxes. All the question booklets and unused answer sheets/booklets have to be put in the Test Material Boxes after the Test, and the Test Material Boxes must then be sealed. Sampled answer scripts, Student List Report, Answer Keys and Marking Schemes as well as other test materials should be put in the Blue Box. The Test Material Boxes and the Blue Box will be collected by the delivery service company on 19 July 2024 for onward transmission to the EDB. Please refer to paragraph 13 for the arrangements on return of sampled answer scripts and test materials.

Test and Sampling Arrangements

9. When S1 entrants turn up for registration, schools should inform them of the Test arrangements, such as Test timetable, venues and seating arrangements. Students should be reminded to bring along their **Secondary School Places Allocation (SSPA) – Allocation Slip** (sample at Annex 6) when taking the Test, for identification purpose and for writing the **Student Reference Number (STRN)** on the answer sheets/booklets for each paper.

10. The **Notes for Invigilators** (the Notes) and the **sample recording file** will be sent to schools via "**Fast Information Transmission System - School Messaging Module**" (FITS – SMM) in late June 2024. The Notes set out the procedures of conducting the Test and the announcements to be made to students. Schools should make copies and distribute the Notes to the invigilators (including external invigilator and standbys), who must be schools' teaching staff, in advance for their perusal before the Test. (All copies of the Notes must be put in the Test Material Box after the Test and sent to the EDB by delivery service company.) Schools should assign adequate teaching staff as invigilators (including standbys), and the ratio of invigilators to students taking the Test should not be lower than 1:50. The sample recording file (MP3 format) is for schools to test their audio equipment before the Test Day to ensure the smooth conduct of the listening tests for the Chinese Language and English Language subjects. Please refer to Annex 1 for the arrangements of the listening tests.

11. Schools are requested to mark students' answer scripts and record the scores after the Test for schools' internal reference. The EDB will collect sampled answer scripts of Chinese Language, English Language and Mathematics for central marking and data analysis. Schools will receive the **Student List - Part A** (sample at [Annex 7](#)), which bears students' names and the subject(s) selected for sampling, via FITS – SMM on the Test Day. Please record students' attendance on the aforesaid list after the Test.

12. Schools should arrange the students transferred from other schools, if any, to take the Test, no matter whether they have completed the registration procedures or not, and **return all their answer scripts of Chinese Language, English Language and Mathematics** to the EDB. Please record their attendance on the **Student List - Part B** (Sample at [Annex 8](#)). In case there are students who have already transferred to other schools but turn up for the Test, schools are advised to make arrangements for them to take the Test. For arrangements for transferring the flaps of the answer scripts with the recorded scores, please refer to paragraph 17.

Return of Sampled Answer Scripts and other Test Materials

13. Sampled answer scripts and other test materials will be collected **between 1:30 pm and 4:30 pm on 19 July 2024** by the same delivery service company distributing the test materials. Schools are requested to **sort** the test materials according to the List of Test Materials to be Returned ([Annex 9](#)) affixed underneath the lid of the Blue Box and the Test Material Boxes, put them in the respective boxes after sorting and seal the boxes properly. A school chop should be put on the edge of the sealing tape. Receipts will be given to schools by couriers of the delivery service company for record purposes upon collection of the test materials.

Absentees

14. Primary six students have been repeatedly reminded through primary schools and on various occasions that they are required to take the Test. If students are unable to attend the Test for various reasons, schools are required to ask their parents to submit a written explanation for leave of absence on or before the Test Day (in any case **no later than 26 July 2024**). Schools should keep the written explanation for inspection by the EDB when required.

Arrangements for Students with Special Educational Needs

15. To facilitate the participation of students with special educational needs in the Test, primary schools have been requested to clearly state the necessary arrangements to be made by secondary schools in a prescribed form. Parents/Guardians are requested to bring along the forms to the secondary schools enrolled on the day of registration. Upon receipt of the forms, secondary schools should make appropriate arrangements to cater for the special needs of the students. The form (sample at [Annex 10](#)) is available at Appendix 8(iii) of the *Operation Guide on The Whole School Approach to Integrated Education*. For details, please refer to the EDB Circular No. 4/2022 on Transfer of Information of Students with Special Educational Needs. Secondary schools are required to complete the report at [Annex 11](#) and return it to the EDB with other test materials on **19 July 2024**. Nil return is required.

16. A set of question booklets and answer sheets/booklets in enlarged print for the three subjects will be provided in the Principal's Packet for use or duplication when necessary. If schools have difficulties in making duplications of the enlarged question booklets and answer sheets/booklets, they should estimate the additional number of enlarged prints based on previous years' experience and fill in [Part B of Annex 2](#) for delivery.

Transfer of Answer Scripts

17. Based on past experience, a small number of S1 entrants may seek transfer to another school after taking the Test. Under such circumstances, schools are advised to directly send **the**

flaps of the students’ answer scripts with the recorded scores to the recipient schools. Alternatively, the flaps can be given to the students concerned for onward transmission to the recipient schools under “Restricted Cover” in **sealed envelopes**.

Test Security

18. The Pre-S1 HKAT is a **secure test**. **Schools should ensure all school staff conducting the Test understand and comply with the security requirements. No duplication or possession of any test materials without the permission of the EDB is allowed** (see Part A of Annex 2). Schools should adopt all necessary measures to safeguard the security of all test materials which are for their **exclusive use**. Test materials should be kept in a safe place when not in use and the contents of the test papers should not be divulged to any unauthorised persons including students at all times. After the Test, schools are still required to take appropriate security measures and return all the test materials to the Research and Test Development Section of the EDB as scheduled. Please refer to paragraph 13 for return of the test materials.

Adverse Weather

19. In the event of public announcement by the EDB that all classes are to be suspended on the Test Day due to adverse weather conditions, the Test will be postponed to the following day and the test time and other arrangements remain unchanged. The date for the return of sampled answer scripts and test materials will also be postponed to the following working day (excluding Saturday) with the time and other arrangements unchanged.

20. Schools should remind parents to pay attention to the announcements on the radio/television or the press release posted on GovHK (www.gov.hk) in case of tropical cyclones, rainstorm warning or “extreme conditions” on the Test Day. The arrangements for the Test during inclement weather are at Annex 12. Schools can refer to this Annex and inform students of schools’ arrangements for adverse weather when they turn up for registration.

Preventive Measures on Spread of Communicable Diseases

21. Schools should be vigilant and make reference to the health guidelines given by the Department of Health and the EDB on guarding against the spread of communicable diseases in schools from time to time. Relevant guidelines have been uploaded to the EDB’s website: <https://www.edb.gov.hk> > School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Guidelines on Prevention of Communicable Diseases in Schools > Guidelines on Prevention of Communicable Diseases in Schools/Kindergartens/Kindergartens-cum-Child Care Centres /Child Care Centres.

Enquiry

22. For enquiries, please contact the Research and Test Development Section:

Enquiries on Test Arrangements

Telephone No.

Administrative procedures of the Test

Arrangements for distribution and return of test materials

2892 6535

Enquiries on Test Subjects

Telephone No.

Chinese Language

2892 6630 Ms Bobo CHAN

English Language

2892 5904 Ms Vienn LAU

Mathematics

2892 6602 Ms Mo-size CHAN

Ms Cynthia CHAN
for Secretary for Education

c.c. Heads of Primary Schools and Heads of Sections – for information

Pre-Secondary One Hong Kong Attainment Test 2024
Key Information and Arrangements for Distribution and Return of Test Materials

1. Test Schedule

Test date: 16 July 2024

Subject	Duration	Start Time ^{Note 1}
Mathematics <small>Note 2</small>	50 minutes	9:00 am
Break		
English Language	50 minutes [15 minutes (Listening) ^{Note 3} + 35 minutes (Reading and Writing)]	10:20 am
Break		
Chinese Language	50 minutes [10 minutes (Listening) ^{Note 3} + 40 minutes (Reading and Writing)]	11:40 am

2. Distribution of Test Materials

- The test materials will be delivered to schools between 7:00 and 8:00 am on 16 July 2024 by the delivery service company. Each school will receive one Test Material Box for each class, one Principal's Packet, and one Blue Box (unfolded). Schools must ensure that there are staff on duty during the above time period to collect and acknowledge receipt of the test materials.
- Schools should contact the EDB immediately (Tel. No.: 2892 6535) if test materials are not received by 8:00 am.

3. Return of Sampled Scripts and Other Test Materials

- The sampled scripts and other test materials will be collected from schools between 1:30 and 4:30 pm on 19 July 2024 by the delivery service company.
- Schools are requested to put the test materials in the respective boxes after sorting and to seal the boxes for couriers' collection.

Note 1 Schools should ask students to be seated in the hall/classrooms 10 minutes before the commencement of each test for announcement of test procedures and distribution of test papers. As audio files will be played for the listening tests, invigilators should reserve some time for testing the USB flash drives / CDs and audio equipment. Schools should duly arrange a break between each test for their students.

Note 2 The questions in the Mathematics test paper are written in both Chinese and English. Schools should inform students that they can answer the questions in either Chinese or English.

Note 3 The audio files for the listening tests will be encrypted in executable file (.exe) format and stored on USB flash drives. Schools should use a computer to play the audio files, and other devices are not supported. When accessing the audio files, the computer may require school system administrator rights to authorise login and installation. Schools are advised to take note and arrange for the assistance of school IT technicians in advance. Audio CDs for the listening tests are still provided in the Principal's Packet for backup purposes.

Pre-Secondary One Hong Kong Attainment Test 2024
Key Information and Arrangements for Distribution and Returning of Test Materials

4. Other Key Information

Dates		Events	Checkbox (✓ when completed)
By 3 June 2024		<u>Fax Annex 2</u> to the EDB	<input type="checkbox"/>
		<u>Fax Annex 3</u> (Reply Slip on Briefing Session) to the EDB	<input type="checkbox"/>
By 3 June 2024		<u>Notify</u> respective matching schools of their external invigilators nomination by sending the Notification on Particulars of External Invigilators by fax (Prescribed form is in the Letter on Nomination of External Invigilators to be sent by the EDB to schools in late May 2024)	<input type="checkbox"/>
19 or 24 June 2024	2:30 – 4:30 pm	School co-ordinators attend the Briefing Session.	<input type="checkbox"/>
Late June 2024		Notes for Invigilators and the sample recording file (for testing the audio equipment) to be sent via “FITS - SMM” by the EDB to schools	<input type="checkbox"/>
16 July 2024	7:00 – 8:00 am	<ul style="list-style-type: none"> • The test materials will be delivered by the delivery service company (schools must ensure that there are staff on duty during the whole period to collect and acknowledge receipt of the test materials.) • School co-ordinators should check the test materials according to Annex 4. If any items are found missing, schools should contact the EDB immediately for re-delivery (Tel. No.: 2892 6535). • In case the box(es) is/are found damaged or the seal(s) is/are not intact to an extent that may lead to the divulgence of the test contents, schools are required to complete Part A of Annex 5, and send it to the EDB by fax (Fax No.: 2574 0340 / 2904 7387) immediately. 	<input type="checkbox"/>
	Before 8:30 am	External invigilators report for duty to the school co-ordinators of the assigned schools	<input type="checkbox"/>
	9:00 am	Mathematics Test (50 minutes)	
	10:20 am	English Language Test (50 minutes)	
11:40 am	Chinese Language Test (50 minutes)		
19 July 2024	1:30 – 4:30 pm	The delivery service company to collect the test materials from schools (Please refer to Annex 5, Annexes 7 – 9 and Annex 11)	<input type="checkbox"/>
26 July 2024		Schools are required to ask for the written explanations from the parents of the absentees on or before 26 July 2024	<input type="checkbox"/>

To : Research and Test Development Section, Education Bureau
(Fax No.: 2574 0340 / 2904 7387)

Reply Slip
(To be returned by fax on or before 3 June 2024)

Pre-Secondary One Hong Kong Attainment Test 2024

Part A Security Requirements

- I confirm I have read and understood the contents of this Circular Memorandum, and will make sure all school staff conducting the Test understand and comply with all security requirements. Our school will adopt appropriate security measures to ensure there is no duplication or possession of any test materials without EDB’s permission.

Part B Details of Test Arrangements

- Estimated number of S1 classes that will take Pre-S1 HKAT 2024

Please fill in the number of S1 class(es) taking Pre-S1 HKAT. [Normally, the number of class(es) should match the allocated number of class(es). Some schools (e.g. DSS schools) may fill in the estimated number of class(es) on the basis of **38 sets of question booklets and answer sheets/booklets per class** if students expected to take the Test exceed the allocated number.]

_____ class(es)

- Extra sets of enlarged A3 size question booklets and answer sheets/booklets

Please fill in the number of extra sets of enlarged question booklets and answer sheets/booklets in need.

[In addition to the set enclosed in the Principal’s Packet, schools can estimate the number based on previous years’ experience.]

_____ set(s)

(Please fill in “0” if not required)

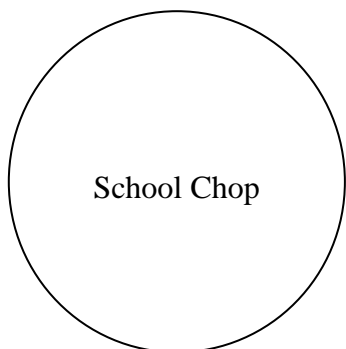
- The Test will be conducted in the School Hall.
 The Test will be conducted in _____ classrooms of the school.
 Due to special reasons, the Test will be conducted in another venue as listed below:

(Please put a ‘✓’ as appropriate. May choose more than one option)

- Name of School

Co-ordinator : (in English) _____ (in Chinese) _____

Position held : _____ Telephone No.: _____



Signature of Principal : _____

Name of Principal : _____

Name of School : _____

Secondary School

Allocation Unit (SAU) : _____

Date : _____

To : Research and Test Development Section, Education Bureau
(Fax No.: 2574 0340 / 2904 7387)

Reply Slip
(To be returned by fax by 3 June 2024)

Briefing Session on Pre-Secondary One Hong Kong Attainment Test 2024

The following school co-ordinator will be responsible for conducting the Test:

Name : _____ Telephone No. : (School) _____

Post : _____ (Personal) _____

Newly-appointed school co-ordinator Yes No

All school co-ordinators are requested to attend one of the following briefing sessions:

Date		Time	Venue
Please fill in your order of preference [#]		2:45 – 4:30 pm (Registration Time: 2:30 – 2:45 pm)	Lecture Theatre, 4/F, West Block Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong
<input type="checkbox"/>	19 June 2024 (Wednesday)		
<input type="checkbox"/>	24 June 2024 (Monday)		

Signature of Principal : _____

Name of Principal : _____

Name of School : _____

Secondary School Allocation Unit (SAU): _____

Date : _____

Notes

1. The briefing sessions will be conducted in Cantonese.
2. The briefing sessions will be cancelled in case Tropical Cyclone Warning Signal Pre-No. 8 is issued/Tropical Cyclone Warning Signal No. 8 or above is hoisted by the Hong Kong Observatory, or Black Rainstorm Warning Signal/“extreme conditions” announced by the Government is/are in force, for any duration between 11:30 am and 2:30 pm on the event day. The EDB will inform participants of further arrangements.
3. No parking space will be provided at the venue.
4. The briefing session assigned to participants is subject to the notification from the EDB.

Please mark “1” and “2” in the appropriate boxes.

**Pre-Secondary One Hong Kong Attainment Test 2024
Checklist of Test Materials**

(1) One Principal's Packet (2) Test Material Box (one for each class) (3) One Blue Box

(1) Principal's Packet (One packet for each school)

Two Reports

- Test Administration Report (One set)
- Report on Special Test Arrangements for Students with SEN (One set)

Seven Blank Envelopes – for returning the following test materials

- Three Envelopes for Sampled Answer Scripts (One for each subject)
- One Envelope for all answer scripts (Chinese Language, English Language and Mathematics) of students in Part B of Student List Report
- One Envelope for Student List Report (Part A and Part B of SHR341R1), Test Administration Report and Report on Special Test Arrangements for Students with SEN
- One Envelope for Answer Keys and Marking Schemes and audio CDs for the Listening Tests
- One envelope for USB flash drives for the Listening Tests

Others (Five items)

- Question Booklets and Answer Sheets/Booklets for each subject in enlarged print (A3 size) (One set for each school and extra sets as indicated in Part B of Annex 2)
- Question Booklets for each subject for teachers' use (One copy per subject for each class)
- Answer Keys and Marking Schemes (One copy per subject for each class)
- Two spare copies of the USB flash drives for each subject for each school and one copy of spare audio CD for each language of the Listening Tests for each class
- Label with school name pre-printed (One label)

(2) Test Material Box (One box for each class)

Question Booklets * (One packet per subject, 38 per packet)

- Question Booklets for Chinese Language
- Question Booklets for English Language
- Question Booklets for Mathematics

Answer Sheets/Booklets * (One packet per subject, 38 per packet)

- Answer Booklets for Chinese Language
- Answer Booklets for English Language
- Answer Sheets for Mathematics

Other Test Materials

- Notes for Invigilators (One copy for each subject)
- USB flash drives for the Listening Tests (One copy for each of the Chinese Language and English Language)

(3) Blue Box (One for each school)

- Empty box (unfolded)

* In case of insufficient Question Booklets or Answer Sheets/Booklets for individual classes, please use the remaining Question Booklets or Answer Sheets/Booklets from other classes. If there are still problems, please contact the EDB immediately (Tel. No.: 2892 6535).

To : Research and Test Development Section, Education Bureau

**Pre-Secondary One Hong Kong Attainment Test 2024
Test Administration Report**

Secondary School Allocation Unit (SAU): _____

Name of School: _____

Note: Please complete this report and enclose it in the Envelope for Student List Report, Test Administration Report and Report on Special Test Arrangements for Students with SEN. The envelope should be put into the Blue Box for return to the EDB.

Part A : Test Material Box and Principal’s Packet Irregularity Report

(1) Conditions of the Test Material Box(es) and Principal’s Packet

- The box(es) and Principal’s Packet are not damaged, and the seal is intact.
- The box(es) or/and Principal’s Packet is/are found damaged or/and the seal is not intact to the extent that may lead to the divulgence of the test contents (Please specify the situation in detail and fax this page to the EDB [Fax No.: 2574 0340 / 2904 7387] **immediately** for follow-up actions.

(2) Conditions of the Test Materials in the Box(es)

- The packing of the test materials (including question booklets, answer sheets/booklets and USB flash drives for the Listening Tests) is intact.
- The packing of the test materials is NOT intact to an extent that may lead to the divulgence of the test contents. (Please specify the situation in detail and fax this page to the EDB [Fax No.: 2574 0340 / 2904 7387] **immediately** for follow-up actions.)

Signature of Principal: _____

Name of Principal: _____ Date: _____

**Pre-Secondary One Hong Kong Attainment Test 2024
Test Administration Report**

Part B : Record of Arrival and Departure of the External Invigilator

Arrival time of External Invigilator : _____

Departure time of External Invigilator : _____

Signature of School Co-ordinator

Signature of External Invigilator

Name of School Co-ordinator

Name of External Invigilator

Part C : Test Administration Irregularity Report

- No irregularity has been detected during the course of conducting the Test.
- Irregularity has been detected during the course of conducting the Test (Please provide details):
 - Delivery of test materials Loss of test materials
 - Students feeling unwell Students' late arrival/early leave
 - Students without bearing SSPA allocation slips Invigilation
 - Others (Please specify) _____

Details: _____

Signature of Principal: _____

Name of Principal: _____ Date: _____

Part D : Attendance Report of Registered Students

(1) Number of students present: _____

(2) Number of students absent: _____

Part E : Other Comments on Administrative Arrangements of Pre-S1 HKAT 2024

Signature of Principal: _____

Name of Principal: _____ Date: _____

SAMPLE

教育局

EDUCATION BUREAU

40142

2022/2024 年度中學學位分配

SECONDARY SCHOOL PLACES ALLOCATION 2022/2024

派位證 **Allocation Slip**

(由學生家長保存。請小心閱讀本證背後的「家長須知」。)

(To be retained by parents. Please read the Notes for Parents at the back of this Slip carefully.)

學生編號 Student Reference No.	S1816544		
學生姓名 Name of Student	常進步 SHEUNG CHUN PO	性別 Sex	女 F
小學 Primary School	灣仔小學 WAN CHAI PRIMARY SCHOOL		
派往中學 Secondary School Allocated	呂祺中學 LUI KEE SECONDARY SCHOOL		
學校地址 School Address	香港灣仔灣仔道 WAN CHAI ROAD, WAN CHAI, HONG KONG		

學生必須帶備此派位證參加於 7 月 16 日舉行的香港學科測驗（數學：9 時正、英文：10 時 20 分、中文：11 時 40 分）。請於 7 月 11 日或 12 日辦理註冊時留意學校的測驗安排。

Students must bring this Slip to take the Pre-S1 HKAT on 16 July (Mathematics-9:00am, English-10:20am, Chinese-11:40am). Please check with the school regarding its arrangements for the Test during registration on 11 or 12 July.

教育局

EDUCATION BUREAU

學生編號 Student Reference No.
S1816544

2022/2024 年度中學學位分配

SECONDARY SCHOOL PLACES ALLOCATION 2022/2024

入學註冊證 **ADMISSION SLIP**

(由獲派中學保存。)

(To be retained by secondary school allocated.)

學生姓名 Name of Student	常進步 SHEUNG CHUN PO	性別 Sex	女 F
派往學校 School Allocated	呂祺中學 LUI KEE SECONDARY SCHOOL		
註冊地點 Registration Address	香港灣仔灣仔道 WAN CHAI ROAD, WAN CHAI, HONG KONG (查詢電話 / Telephone No. for Enquiries: 12345678)		
註冊日期 Registration Date(s)	11/07/2024 – 12/07/2024	註冊時間 Registration Time	09:00 AM – 12:30 PM 02:00 PM – 04:00 PM

DISTRICT : HK2 WAN CHAI

SCHOOL NAME : 12789 LUI KEE SECONDARY SCHOOL

SAMPLE

PART A - STUDENTS ALLOCATED THROUGH SSPA SYSTEM (GROUPED BY SAMPLE CODES, SORTED BY STUDENTS' NAMES)

STRN	NAME (IN ENGLISH)	NAME (IN CHINESE)	SEX	DOB	SAMPLE CODE	ENTER 'N' FOR STUDENT NOT REGISTERED	ENTER 'A' FOR ABSENTEE (NOTE)
S1816544	SHEUNG CHUN PO	常進步	F	28/02/2012	CHIN	=====	=====
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	X	DD/MM/YYYY	CHIN	=====	=====
:							
:							
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	X	DD/MM/YYYY	ENG	=====	=====
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	X	DD/MM/YYYY	ENG	=====	=====
:							
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	X	DD/MM/YYYY	MATH	=====	=====
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	X	DD/MM/YYYY	MATH	=====	=====
:							
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	X	DD/MM/YYYY	NONE	=====	=====

NOTE: SCHOOLS ARE REQUIRED TO ASK FOR THE WRITTEN EXPLANATIONS FROM THE PARENTS OF THE ABSENTEES ON OR BEFORE 26 JULY AND KEEP THE DOCUMENTS FOR INSPECTION BY EDB AS AND WHEN REQUIRED.

SUBJECT (SUBJECT CODE)	:	CHINESE(CHIN)	ENGLISH(ENG)	MATHEMATICS(MATH)
TOTAL NO. OF SAMPLED SCRIPTS BY SUBJECT	:	75	63	62

學生名單 Part A (供各科抽樣之用) - 按學生英文姓名排列
 Student List - Part A (for sampling the scripts by subject)
 - sorted by students' names for return of sampled scripts
 (用作交回抽樣答題卷)

REPORT : SHR341R1

HONG KONG ATTAINMENT TEST, EDB
PRE-SECONDARY ONE, 2024
STUDENT LIST

DATE : 16-07-2024
PAGE : 2

DISTRICT : HK2 WAN CHAI

SCHOOL NAME : 12789 LUI KEE SECONDARY SCHOOL

SAMPLE

PART B - OTHER STUDENTS (TO BE COMPLETED BY SCHOOL)

PLEASE PROVIDE BELOW THE PARTICULARS OF STUDENTS WHO ARE NOT LISTED IN PART A BUT HAVE REGISTERED WITH OR TAKEN THE TEST AT YOUR SCHOOL.

FOR ALL STUDENTS LISTED IN THIS PART B, THEIR ANSWER SCRIPTS OF ALL THREE SUBJECTS SHOULD BE SUBMITTED TO EDB.

SCHOOLS MAY MAKE COPIES OF THIS SHEET FOR USE IF NECESSARY.

STRN (NOTE 1)	NAME (IN ENGLISH, SURNAME FIRST)	SEX	DOB (DD/MM/YYYY)	REMARKS (NOTE 2)	ENTER 'A' FOR ABSENTEE (NOTE 3)
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- NOTES:
- (1) PLEASE REFER TO THE STUDENT REFERENCE NO.(STRN)PRINTED ON THE ALLOCATION SLIP.
 - (2) PLEASE ENTER THE REASON:- '1' FOR CHANGE OF SCHOOL, '2' FOR NEW ARRIVAL CHILDREN WITHOUT ALLOCATION SLIP AND '3' FOR OTHERS < PLEASE SPECIFY >.
 - (3) SCHOOLS ARE REQUIRED TO ASK FOR THE WRITTEN EXPLANATIONS FROM THE PARENTS OF THE ABSENTEES ON OR BEFORE 26 JULY AND KEEP THE DOCUMENTS FOR INSPECTION BY EDB AS AND WHEN REQUIRED.

NAME OF PRINCIPAL _____

SIGNATURE OF PRINCIPAL _____

學生名單 Part B (供填寫新錄取學生資料之用) - 用作交回抽樣答題卷
Student List - Part B (for providing information of newly admitted students) - for return of sampled scripts

Pre-Secondary One Hong Kong Attainment Test 2024**List of Test Materials to be Returned****(1) Blue Box****(2) Test Material Box**

Schools are requested to sort the test materials according to this list and put them in the Blue Box and Test Material Box respectively. The boxes should be sealed and a school chop should be put on the edge of the sealing tape for collection by the delivery service company **between 1:30 and 4:30 pm on 19 July 2024** for onward transmission to the EDB.

(1) Blue Box

7 Envelopes in Total	<ol style="list-style-type: none"> 1. One envelope containing the following reports: <ol style="list-style-type: none"> (i) Student List Report (SHR341R1 PART A and PART B) * (ii) Test Administration Report (iii) Report on Special Test Arrangements for Students with Special Educational Needs 2. One envelope containing sampled answer scripts (Chinese Language) in Student List - Part A 3. One envelope containing sampled answer scripts (English Language) in Student List - Part A 4. One envelope containing sampled answer scripts (Mathematics) in Student List - Part A 5. One envelope containing all answer scripts (Chinese Language, English Language and Mathematics) of students in Student List - Part B 6. One envelope containing all Answer Keys and Marking Schemes for Chinese Language, English Language and Mathematics and all audio CDs for the Listening Tests 7. One envelope containing all USB flash drives for the Listening Tests
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* *To facilitate the processing of students' sampled answer scripts, schools may return a copy of the completed Student List Report (in PDF format) to the EDB in advance via FITS – SMM.*

(2) Test Material Box

Items under 4 Categories	<ol style="list-style-type: none"> 1. All Question Booklets (including A3 size enlarged version and those for teachers' use for marking) 2. All unused Answer Sheets/Booklets (including A3 size enlarged version) 3. All Notes for Invigilators 4. All duplications, if any, produced by schools for the Test (excluding the photocopies of sampled answer scripts)
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Notes: (a) Answer scripts which are not sampled do not need to be returned.
 (b) If required, schools may make copies of the sampled answer scripts before returning them to the EDB.

RESTRICTED

Transfer of Information of Student with Special Educational Needs and
Special Arrangements for the Student at Pre-S1 Hong Kong Attainment Test
(To be completed by Primary School)

Parents/Guardians should inform the secondary school of the special educational needs (SEN) of the student by presenting this form to the secondary school upon registration at the school, or else the school would not be able to make plans for the special arrangement.

Primary School should (i) make reference to the special arrangements made for that student in internal school tests/examinations in P6 in completing Part B, and (ii) provide the Parents/Guardians with the completed form on or before the date of announcement of the results for Secondary School Places Allocation for onward transmission to the secondary school.

Secondary School should (i) make special arrangements for the student to take the Pre-S1 HKAT as recommended in Part B, and (ii) provide timely and appropriate support services for the student after his/her admission to the school.

To: Principal of Secondary School

Name of the Student: _____ (**STRN:** _____)

Part A Special Educational Needs of the Student

The above student is assessed by relevant professional(s) to have the following SEN (Please ✓ the appropriate box):

- | | | |
|---|---|---|
| <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Attention Deficit/Hyperactivity Disorder |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Specific Learning Difficulties | <input type="checkbox"/> Physical Disability |
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Speech and Language Impairment |
| <input type="checkbox"/> Others (Please specify): _____ | | |

Part B Special Arrangements Suggested for Pre-S1 HKAT

We have provided the following special arrangements for the above student in school tests/examinations in P6. Please make corresponding arrangements for the student in the Pre-S1 HKAT.

(Please ✓ the appropriate box, * please circle the item(s) as required)

- Extension of test time (In general it should not be more than 25% of the prescribed time. Please make appropriate seating arrangements to ensure that the student is free from disturbances caused by other students during the extended time.)
Chinese _____ % English _____ % Mathematics _____ %
- Exemption of * Chinese / English listening test Enlarged print for easy reading and writing
- Taking the test in a separate room Special seating arrangement (Please specify): _____
- Others (Please specify): _____
- The student does not require special arrangements to take the test

Part C Transfer of Information of Student with SEN

To facilitate your understanding of the student's SEN for providing timely and appropriate support to him/her, we will compile and send the SEN information of the student to your school as soon as possible. Please contact us for further information if required.

Contact Person: _____ **Telephone Number:** _____

School Chop

Signature of School Head : _____
Name of School Head : _____
Name of the School : _____
Date : _____

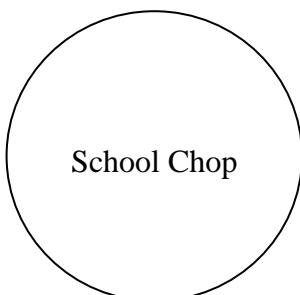
To : Research and Test Development Section, Education Bureau

Pre-Secondary One Hong Kong Attainment Test 2024
Report on Special Test Arrangements for Students with Special Educational Needs
(To be returned together with other test materials on 19 July 2024)

Our school has received from parents/guardians _____ (number) completed form(s) on “Transfer of Information of Student with Special Educational Needs and Special Arrangements for the Student at the Pre-S1 Hong Kong Attainment Test” (please fill in “0” if no proforma is received and leave the table below blank).

Our school made the following special test arrangements to facilitate students with SEN (please enter the number and student information in the appropriate spaces provided and leave blank if not applicable):

Special Arrangements	No. of Students	Remarks
Extension of test time	Chinese Language	
	English Language	
	Mathematics	
Exemption from listening tests [Please list the STRN and name(s) of student(s) in the Remarks column]	Chinese Language	
	English Language	
Enlarged print for easy reading and writing		
Taking the test in a separate room		
Special seating arrangements		
No special arrangements required		
Others		



Signature of Principal : _____

Name of Principal : _____

Name of School : _____

Secondary School Allocation Unit (SAU) : _____

Date : _____

Arrangements for Pre-Secondary One Hong Kong Attainment Test 2024 during Inclement Weather

In case of tropical cyclones or rainstorm warning, parents should pay attention to the announcements on the radio/television or the press release posted on GovHK (www.gov.hk). The following general arrangements will apply, and appropriate public announcements will be made by the EDB:

Tropical Cyclones

Tropical Cyclone Warning Signal		Special Test Arrangements
Signal No. 1 or 3		The Test will be conducted as usual unless advised otherwise.
Pre-No. 8 Notice (notice)/Signal No. 8 or above (signal)		
(1)	If the signal is issued but cancelled before 5:30am	The Test will be conducted as usual unless advised otherwise.
(2)	If the notice/signal is issued and remains in force at 5:30 am	The Test will be postponed to the following day, i.e. 17 July 2024. (Note)
(3)	If the notice/signal is issued from 5:30am onwards and before 8:00 am	The Test will be postponed to the following day, i.e. 17 July 2024. (Note)
(4)	If the notice/signal is issued from 8:00am onwards	The Test will be suspended immediately. For the subjects being tested and yet to be tested, students will take a new test upon the EDB's announcement.

Heavy Persistent Rain

Rainstorm Warning Signal		Special Test Arrangements
Amber		The Test will be conducted as usual unless advised otherwise.
Red or Black		
(1)	If the signal is issued but cancelled before 5:30 am	The Test will be conducted as usual unless advised otherwise.
(2)	If the signal is issued and remains in force at 5:30 am	The Test will be postponed to the following day, i.e. 17 July 2024. (Note)
(3)	If the signal is issued from 5:30 am onwards and before 8:00 am	The Test will be postponed to the following day, i.e. 17 July 2024. (Note)
(4)	If the signal is issued from 8:00 am onwards	The Test will be conducted as usual. Schools should exercise their discretion to give allowance for students being late due to the adverse weather. Students who have not left for school should stay home.

Note: (a) Schools should ensure that their premises are open, and arrange staff to look after those students who have left home for school. They should also ensure that conditions are safe before allowing students to return home.

(b) If the Test is postponed to 17 July 2024, the date for return of test materials will be postponed to the following working day (excluding Saturday), i.e. 22 July 2024.

Attention: Schools should draw students' attention on Registration Days that they should go to a secondary school (excluding ESF and International schools) which remains in operation and is near to their homes to take the Test in case schools are greatly affected by flooding, localised heavy rain or sudden incidents and have to suspend classes. For enquiries, please contact the Research and Test Development Section at 2892 6535 immediately.