

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: _____

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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: _____