

To : Research and Test Development Section, Education Bureau

**Pre-Secondary One Hong Kong Attainment Test 2023 (Optional)
Test Administration Report**

Secondary School Allocation Unit (SAU): _____

Name of School: _____

Note: Please complete this report and enclose it in the Envelope for 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 booklets / sheets 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 : 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.
 - 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: _____

Part C : Attendance Report of Registered Students

(1) Number of students present: _____

(2) Number of students absent: _____

Part D : Other Comments on Pre-S1 HKAT 2023

Signature of Principal: _____

Name of Principal: _____ Date: _____