

Education Bureau Circular Memorandum No. 70/2023

From: Secretary for Education

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

Ref.: EDB(RTD)1/82/1411/92 (23)

Date: 19 May 2023

Test Arrangements for Pre-Secondary One Hong Kong Attainment Test 2023 (Optional)

Purpose

This circular memorandum (CM) is to inform schools of the test arrangements for the Pre-Secondary One Hong Kong Attainment Test (Pre-S1 HKAT) 2023 (Optional) (the Test). As this year's Test is conducted on a voluntary basis, all secondary schools are requested to indicate whether they will conduct 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. In the EDBCM No. 102/2022, the EDB informed schools that the Test was tentatively scheduled for 18 July 2023. **Schools opting for conducting the Test must arrange it to be held on 18 July 2023 at the specified times in the order of Mathematics, English Language and Chinese Language.** The first paper (Mathematics) will start at **9:00 am**, the second paper (English Language) at **10:20 am** and the third paper (Chinese Language) at **11:40 am**. The key information about the Test and the arrangements for distribution and return of test materials is at [Annex 1](#).

Confirmation of Conducting the Test

3. **All** secondary schools are requested to indicate whether they will conduct the Test by completing [Annex 2](#) and returning it to the EDB by fax (Fax No.: 2574 0340 / 2904 7387) by **31 May 2023**. Should schools opt for not conducting the Test, no test materials will be delivered to them on the Test Day.

Quantity of Test Materials Required and Briefing Session

4. To ensure that there are sufficient test materials for S1 entrants taking the Test, schools opting for conducting the Test are required to complete [Part C of Annex 2](#) on the quantity of test materials and details of school co-ordinator. 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 reported by schools (The number of question booklets and answer booklets / sheets per class this year has been reduced from 40 to 38 sets). The EDB may get in touch with the school co-ordinator before or after the Test Day (around 17 July 2023 to 21 July 2023) on issues such as the distribution and return of test materials. Schools opting for not conducting the Test are required to complete [Part D of Annex 2](#) and return it to the EDB by fax (Fax No.: 2574 0340 / 2904 7387) by **31 May 2023**.

5. To familiarise schools with the security requirements and the test arrangements, school co-ordinators are invited to attend a briefing session on the test. Details are as follows:

Date*	Time	Venue
13 June 2023 (Tuesday) or 14 June 2023 (Wednesday)	2:45 - 4:30 pm	W301, 3/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong

* *The scope of the two briefing sessions is identical.*

Please complete the reply slip at [Annex 3](#) and return it to the EDB by fax (Fax No.: 2574 0340 / 2904 7387) by **31 May 2023**. Newly-appointed school co-ordinators must attend the briefing session to get familiar with the test arrangement.

No Sampling and External Invigilator Arrangements

6. As this year's Test is conducted on a voluntary basis, there will not be any collection of sampled answer scripts from schools or arrangement for external invigilator.

Checking of Test Materials

7. 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 and 8:00 am on 18 July 2023**. The number of Test Material Boxes received should be the same as the number of S1 classes reported at [Part C of 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. **Please note: schools must ensure that there are staff on duty during the above time at the school entrance, and assign staff to sign and stamp the school chop for acknowledgement purpose.**

8. Upon receipt of the test materials, the school co-ordinator should open the boxes and check against the Checklist of Test Materials at [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 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 "Test Material Box and Principal's Packet Irregularity Report" in Part A of Test Administration Report at [Annex 5](#) and send it to the EDB by fax (Fax No.: 2574 0340 / 2904 7387) immediately for follow-up actions.

9. As some computers at schools do not have CD-ROM drives, Universal Serial Bus (USB) flash drives are introduced to store audio files (mp3 format) for the listening tests. Schools should use a computer to play the recording files and other devices are not supported. Besides, audio CDs for the listening tests are still provided in the principal's packet for backup purposes.

10. After checking the test materials, schools should retain all the Test Material Boxes. All the question booklets and unused answer booklets / sheets have to be put in the Test Material Boxes after the Test, and the Test Material Boxes must then be sealed. Answer Keys and Marking Schemes and 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 21 July 2023 for onward transmission to the EDB. Please refer to paragraph 14 for the arrangements of return of test materials.

Test Arrangements

11. When students turn up for registration, schools should inform them of the test arrangements, such as test timetable, venues, seating arrangements and relevant preventive measures for communicable diseases (see paragraph 22). 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 booklets / sheets for each paper.

12. 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 2023. The Notes set out the procedures of conducting the Test and the announcements to be made to students. Schools should copy and distribute the Notes to the invigilators, 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 is for schools to test their audio equipment before the Test Day to ensure the listening tests for the Chinese Language and English Language subjects being conducted smoothly.

13. Schools should arrange for the students transferred from other schools, if any, to take the Test, no matter whether they have completed the registration procedures or not. 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 booklets / sheets with the recorded scores, please refer to paragraph 18.

Return of Test Materials

14. Test materials will be collected **between 1:30 pm and 4:30 pm on 21 July 2023** 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 at [Annex 7](#) pasted underneath the lid of the Blue Box and the Test Material Boxes, to put them in the respective boxes after sorting and to seal them. 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 purpose upon collection of the test materials.

Absentees

15. If schools opt for conducting the Test, it will be considered as a school activity. If students are unable to attend the Test for various reasons, schools have to ask their parents to submit a written explanation for leave of absence before or after the Test Day. Schools should keep the written explanation for inspection by the EDB when required.

Arrangements for Students with Special Educational Needs

16. To facilitate students with special educational needs to take 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 form for 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 8](#)) 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 9 and return it to the EDB with other test materials on **21 July 2023**. Nil return is required.

17. A set of question booklets and answer booklets / sheets 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 booklets / sheets, they should estimate the additional number of enlarged prints based on previous years' experience and fill in Part C of Annex 2 for bulk delivery.

Transfer of Answer Scripts

18. 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

19. 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 B 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 14 for return of the test materials.

Adverse Weather

20. 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 test materials will also be postponed to the following working day (excluding Saturday) with the time and other arrangements unchanged.

21. 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 or rainstorm warning on the Test Day. The arrangements to the event under inclement weather are at Annex 10. 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

22. 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/Kindergartens/Kindergartens-cum-Child Care Centres /Child Care Centres.

Enquiry

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

Enquiries on Test Arrangements

Telephone No.

Administrative procedures of the Test

2892 6535

Arrangements for distribution and return of
test materials

Enquiries on Test Subjects

Telephone No.

Chinese Language Test

2892 6630 Mr Yam LEUNG

English Language Test

2892 6610 Mr Vincent CHEUNG

Mathematics Test

2892 6602 Mr Woody LO

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 2023 (Optional)
Key Information and Arrangements for Distribution and Return of Test Materials

1. Test Schedule

Test date: 18 July 2023 (Morning)

Subject	Duration	Start Time ^{Note 2}
Mathematics <small>Note 1</small>	50 minutes	9:00 am
Break		
English Language	50 minutes [15 minutes (Listening) + 35 minutes (Reading and Writing)]	10:20 am
Break		
Chinese Language	50 minutes [10 minutes (Listening) + 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 18 July 2023 by the delivery service company. Each school will receive one Principal's Packet, one Blue Box (unfolded) and one box of test materials for each class. Schools must ensure that there are staff on duty during the whole period at the school entrance, and assign staff to sign and stamp the school chop for acknowledgement purpose.
- Schools should contact the EDB immediately (Tel. No.: 2892 6535) if test materials are not received by 8:00 am.

3. Return of Test Materials

- The test materials will be collected from schools between 1:30 and 4:30 pm on 21 July 2023 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 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 Chinese or English.

Note 2 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 USB flash drives / audio CDs are used for the listening tests, invigilators should reserve some time for testing the storage devices and audio equipment. Schools should duly arrange a break between the two tests for their students.

Pre-Secondary One Hong Kong Attainment Test 2023 (Optional)
Key Information and Arrangements for Distribution and Returning of Test Materials

4. Other Key Information

For secondary schools OPTING for conducting the Test

Dates		Events	Checkbox (✓ when completed)
By 31 May 2023		<u>Fax Parts A to C of Annex 2</u> to the EDB by fax	<input type="checkbox"/>
		<u>Fax Annex 3</u> (Reply Slip on Briefing Session) to the EDB	<input type="checkbox"/>
13 or 14 June 2023	2:45 – 4:30 pm	School co-ordinators should attend the Briefing Session.	<input type="checkbox"/>
Late June 2023		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"/>
18 July 2023	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 at the school entrance, and assign staff to sign and stamp the school chop for acknowledgement purpose.) 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"/>
	9:00 am	Mathematics Test (50 minutes)	
	10:20 am	English Language Test (50 minutes)	
	11:40 am	Chinese Language Test (50 minutes)	
21 July 2023	1:30 – 4:30 pm	The delivery service company to collect the test materials from schools (Please refer to Annex 5, Annex 7 and Annex 9)	<input type="checkbox"/>

For secondary schools opting for NOT conducting the Test

Date	Event
By 31 May 2023	<u>Fax Part D of Annex 2</u> to the EDB (Remark: No test materials will be delivered to schools opting for not conducting the Test.)

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

Reply Slip
(To be returned by fax by 31 May 2023)

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

Part A to C – To be returned by Secondary Schools Opting for Conducting the Test

Part A Confirmation of Conducting of the Test

1. I confirm that my school will conduct the Pre-S1 HKAT 2023 (Optional).

Part B Security Requirements

2. I confirm that 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 C Quantity of Test Materials Required

3. Estimated number of S1 classes that will take the Pre-S1 HKAT 2023 (Optional)

Please fill in the number of S1 class(es) taking the Test. [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)

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

Based on previous years' experience, in addition to one set enclosed in the Principal's Packet, our school requires the EDB to deliver _____ extra sets of enlarged question booklets and answer sheets / booklets to us (please fill in "0" if not required).

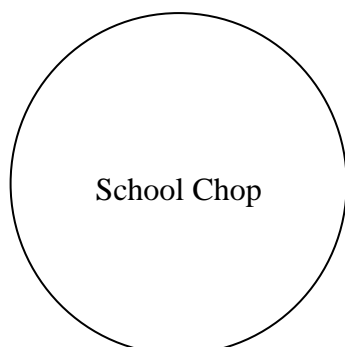
5. The Test will be conducted in the School Hall.
 The Test will be conducted in _____ classrooms of the school.
 Due to special reasons, the Test will be conducted in another venue as listed below:

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

6. 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

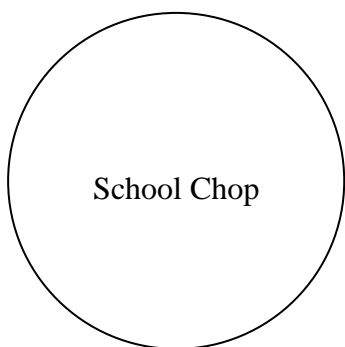
(To be returned by fax by 31 May 2023)

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

Part D – To be returned by Secondary Schools Opting for not Conducting the Test

Part D Confirmation of NOT Conducting the Test

7. I confirm that my school will not conduct the Pre-S1 HKAT 2023 (Optional).



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 31 May 2023)

Briefing Session on Pre-Secondary One Hong Kong Attainment Test 2023
(Optional)

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

The school co-ordinator will will not attend the briefing session.

If the school co-ordinator will attend the Briefing Session, please complete the following table.

Date		Time	Venue
Please fill in your preference #			
<input type="checkbox"/>	13 June 2023 (Tuesday)	2:45 – 4:30 pm (Registration Time: 2:30 – 2:45 pm)	W301, 3/F, West Block Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong
<input type="checkbox"/>	14 June 2023 (Wednesday)		

Signature of Principal : _____

Name of Principal : _____

Name of School : _____

Secondary School Allocation Unit (SAU): _____

Date : _____

Note:

1. The briefing session will be conducted in Cantonese.
2. If Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal is issued at or before 11:30am, the briefing session will be cancelled and the EDB will inform the participants the further arrangements.
3. No parking space will be provided at the venue.
4. Participants will be notified of the briefing session assigned.

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

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

Note: There are no Student List Reports for the Pre-S1 HKAT 2022

Two Reports

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

Three Blank Envelopes – for returning the following test materials

- One envelope for 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 Booklets / Sheets for each subject in enlarged print (A3 size) (One set for each school and extra sets as indicated in Part C 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)
- Spare copies of the USB flash drives and audio CDs for the Listening Tests (One copy for each of the Chinese Language and English Language 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 Booklets / Sheets* (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 Tests)

(3) Blue Box (One for each school)

- Empty box (unfolded)

* In case of insufficient Question Booklets or Answer Booklets / Sheets for individual classes, please use the remaining Question Booklets or Answer Booklets / Sheets 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 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: _____

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

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 Invigilation allocation slips
 - 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: _____

樣本 **SAMPLE**

教育局

EDUCATION BUREAU

40142

2021/2023 年度中學學位分配

SECONDARY SCHOOL PLACES ALLOCATION 2021/2023

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		

教育局

EDUCATION BUREAU

學生編號
Student Reference No.
S1816544

2021/2023 年度中學學位分配

SECONDARY SCHOOL PLACES ALLOCATION 2021/2023

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)	13/07/2023 – 14/07/2023	註冊時間 Registration Time	09:00 AM – 12:30 PM 02:00 PM – 04:00 PM

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

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 21 July 2023** for onward transmission to the EDB.

(1) Blue Box

3 Envelopes in Total	<ol style="list-style-type: none"> 1. One envelope containing the following reports: <ol style="list-style-type: none"> (i) Test Administration Report (ii) Report on Special Test Arrangements for Students with Special Educational Needs 2. One envelope containing all Answer Keys and Marking Schemes for Chinese Language, English Language and Mathematics and all audio CDs for the Listening Tests 3. One envelope containing all USB flash drives for the Listening Tests
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(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 Booklets / Sheets (including A3 size enlarged answer sheets) 3. All Notes for Invigilators 4. All duplications, if any, produced by schools for the Test
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Note: All used students' answer booklets / sheets do not need to be returned.

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 No.:** _____

School
Chop

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

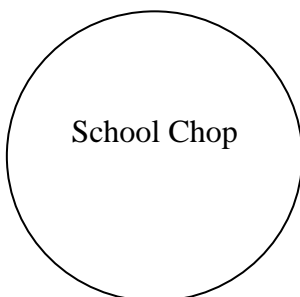
To : Research and Test Development Section, Education Bureau

Pre-Secondary One Hong Kong Attainment Test 2023 (Optional)
Report on Special Test Arrangements for Students with Special Educational Needs
(To be returned together with other test materials on 21 July 2023)

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			



School Chop

Signature of Principal : _____

Name of Principal : _____

Name of School : _____

Secondary School Allocation Unit (SAU) : _____

Date : _____

Arrangements for Pre-Secondary One Hong Kong Attainment Test 2023 (Optional) 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 5:30 am	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. 19 July 2023. (Note)
(3)	If the notice / signal is issued from 5:30 am onwards and before 8:00 am	The Test will be postponed to the following day, i.e. 19 July 2023. (Note)
(4)	If the notice / signal is issued from 8:00 am onwards	The Test will be suspended immediately and <u>will not</u> be rescheduled to another date.

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. 19 July 2023. (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. 19 July 2023. (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 19 July 2023, the date for return of test materials will be postponed to the following working day (excluding Saturday), i.e. 24 July 2023.