

Education Bureau Circular Memorandum No. 66/2020

From: Secretary for Education

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

Ref: EDB(RTD)1/82/1411/92 (20)

Date: 18 May 2020

Arrangements for Pre-Secondary One Hong Kong Attainment Test 2020 (Optional)

Purpose

1. This circular memorandum (CM) is to inform schools of the arrangements for the Pre-Secondary One Hong Kong Attainment Test (Pre-S1 HKAT) 2020 (Optional) (the Test). This should be read by principals of all secondary schools and teachers involved in conducting the Test, except those of ESF and International Schools.

Details

2. In light of the impact of the Coronavirus Disease 2019 (COVID-19), the Education Bureau (EDB) has decided to cancel the sampling arrangements for the Pre-S1 HKAT 2020 after consultation the school sector, and the test results of the present cohort of students proceeding to S1 will not be used as the scaling tool in the Secondary School Places Allocation (SSPA) system. All secondary schools may choose whether to conduct the Test or not according to the established practice and confirm with EDB.

Time of Test

3. As announced in the EDBCM No. 133/2019, the Test will be conducted in the **morning on 14 July 2020**. **Schools opting for conducting the Test must arrange it to be held on 14 July 2020 at the specified times in the order of Mathematics, English Language and Chinese Language**. The first paper (Mathematics) will start at **9:15 am**, the second paper (English Language) at **10:35 am** and the third paper (Chinese Language) at **11:55 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

4. All secondary schools are requested to indicate whether they will conduct the Test by completing Annex 2 and returning it to EDB by fax (Fax No.: 2574 0340/2904 7387) on or before **1 June 2020**. 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

5. 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 contact person. 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. EDB may get in touch with the school contact person before or after the Test Day (around 13 July 2020 to 27 July 2020) 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 EDB by fax (Fax No.: 2574 0340 / 2904 7387) on or before **1 June 2020**.

6. To familiarise schools with the security requirements and the test arrangements, school co-ordinators are invited to attend a briefing session on the Pre-S1 HKAT 2020 (Optional). Details are as follows:

Date*	Time	Venue
19 or 23 June 2020 (Friday or Tuesday)	2:30 pm - 4:30 pm	Lecture Theatre, 4/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong

**The content of the two briefing sessions are identical*

Newly-appointed school co-ordinators must attend the briefing session to get familiar with the test arrangement. Please complete the reply slip at Annex 3 and return it to EDB by fax (Fax No.: 2574 0340 / 2904 7387) on or before **1 June 2020**. The original copy of the reply slip should be given to the school co-ordinator for returning to EDB at the registration counter of the briefing session. Besides, all participants in the briefing session should wear face masks and pay attention to personal hygiene.

No Sampling and External Invigilator Arrangements

7. 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

8. 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 EDB **between 7:15 am and 8:00 am on 14 July 2020**. 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 a member of staff to sign and stamp the school chop for acknowledgement purpose.**

9. 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 EDB at 2892 6535 immediately for re-delivery. 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 EDB by fax (Fax No.: 2574 0340 / 2904 7387) immediately for follow-up actions.

10. 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. 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 17 July 2020 for onward transmission to 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 23). 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 script for each paper.

12. The **Notes for Invigilators** (the Notes) and a **demo CD** will be sent to schools by post in late June 2020. The Notes set out the procedures of conducting the Test and the announcements to be made to students. Schools should distribute the Notes to the invigilators, who must be schools' teaching staff, in advance for their perusal before the Test. 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 demo CD 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 answer scripts, please refer to paragraph 18.

Return of Test Materials

14. Test materials will be collected **between 1:30 pm and 4:30 pm on 17 July 2020** 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 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 EDB Circular No. 15/2019 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 EDB with other test materials on **17 July 2020**. Nil return is required.

17. 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 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 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 EDB as scheduled. Please refer to paragraph 14 for return of the test materials.

Adverse Weather

20. In the event of public announcement by 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. General arrangements applicable to the event 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 Communicable Diseases

22. Schools should be vigilant and make reference to the guidelines issued by the Department of Health on guarding against the spread of communicable diseases in schools from time to time. Besides, in light of the epidemic of Coronavirus Disease 2019, the EDB has prepared the "Guidelines on Class Resumption under the COVID-19" and uploaded it 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 > Guidelines to Schools on Class Resumption (Applicable for class resumption arrangements from May to June 2020) > Annex 1 "Health Advice to Schools for the Prevention of Coronavirus disease (COVID-19) after Class Resumption". For the sake of safeguarding the health of staff and students, schools are kindly requested to implement preventive measures according to the guidelines provided in Point F "Points to Note when Holding Examinations" in Part III of the above Annex. Schools may also require students to submit the "**2019 Coronavirus Disease (COVID-19) Declaration form for travel history and health status of students**" on the Test Day (sample at Annex 11).

23. If the EDB announces that all classes are to be suspended due to the epidemic of Coronavirus Disease 2019 or any unexpected circumstances on the Test day, the Test will be cancelled.

Enquiry

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

Enquiries on Test Arrangements

Administrative procedures of the Test Arrangements for distribution and return of test materials

Telephone No.

2892 6535

Enquiries on Test Subjects

Telephone No.

Chinese Language Test

2892 6630 Mr Yam LEUNG

English Language Test

2892 6613 Ms Heidi LO

Mathematics Test

2892 6602 Mr Woody LO

Ms Teresa CHAN
for Secretary for Education

c.c. Heads of primary schools and heads of sections – for information

**Pre-Secondary One Hong Kong Attainment Test 2020 (Optional)
Key Information and Arrangements for Distribution and Return of Test Materials**

1. Test Schedule

Test date: 14 July 2020 (Morning)

Subject	Duration	Start Time
Mathematics <small>Note 1</small>	50 minutes	9:15 am <small>Note 2</small>
Break		
English Language	50 minutes [15 minutes (Listening) + 35 minutes (Reading and Writing)]	10:35 am <small>Note 2</small>
Break		
Chinese Language	50 minutes [10 minutes (Listening) + 40 minutes (Reading and Writing)]	11:55 am <small>Note 2</small>

2. Distribution of Test Materials

- The test materials will be delivered to schools between 7:15 am and 8:00 am on 14 July 2020 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 a member of staff to sign and stamp the school chop for acknowledgement purpose.
- Schools should call 2892 6535 immediately 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 pm and 4:30 pm on 17 July 2020 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 As 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 audio CDs are used for the listening tests, teachers should reserve some time for testing the audio CDs and audio equipment. Schools should duly arrange a break between the two tests for their students.

Pre-Secondary One Hong Kong Attainment Test 2020 (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)
On or before 1 June 2020		<u>Return Parts A to C of Annex 2</u> to EDB by fax	<input type="checkbox"/>
		<u>Return Annex 3</u> (Reply Slip on Briefing Session) to EDB by fax	<input type="checkbox"/>
19 or 23 June 2020	2:30 pm – 4:30 pm	School co-ordinators should bring along the original copy of Annex 3 to attend the Briefing Session	<input type="checkbox"/>
Late June 2020		Notes for Invigilators and a demo CD (for testing the audio equipment) to be sent by EDB to schools	<input type="checkbox"/>
14 July 2020	7:15 am – 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 a staff member 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 EDB immediately at 2892 6535 for re-delivery • 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, principals are required to complete Part A of Annex 5, and send it to EDB by fax (Fax No.: 2574 0340 / 2904 7387) immediately 	<input type="checkbox"/>
	9:15 am	Mathematics Test (50 minutes)	
	10:35 am	English Language Test (50 minutes)	
	11:55 am	Chinese Language Test (50 minutes)	
17 July 2020	1:30 pm – 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
On or before 1 June 2020	<u>Return Part D of Annex 2</u> to EDB by fax [Remark: No test materials will be delivered to schools opting for not conducting the Test on the Test Day]

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

Reply Slip
(To be returned by fax on or before 1 June 2020)

Pre-Secondary One Hong Kong Attainment Test 2020 (Optional)

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

Part A Confirmation of Conducting of the Test

- I confirm that my school will conduct the Pre-S1 HKAT 2020 (Optional).

Part B Security Requirements

- 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

- Estimated number of S1 classes that will take the Pre-S1 HKAT 2020 (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 40 sets of question booklets and answer sheets / booklets per class if students expected to take the Test exceed the allocated number.]

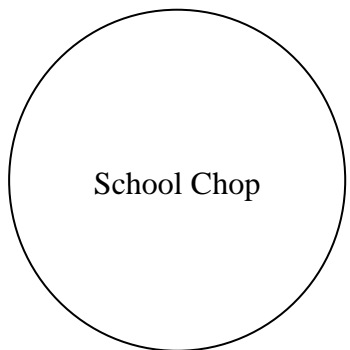
class(es)

- Extra sets of enlarged A3 size question booklets and answer sheets / booklets
Based on previous years’ experience, in addition to one set enclosed in the Principal’s Packet, our school requires EDB to deliver _____ (please fill in “0” if not required) extra sets of enlarged question booklets and answer sheets / booklets to us.

- 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 _____
 Contact Person : (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

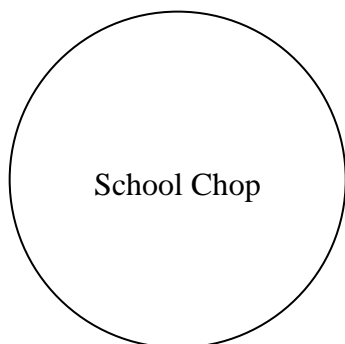
(To be returned by fax on or before 1 June 2020)

Pre-Secondary One Hong Kong Attainment Test 2020 (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 2020 (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 on or before 1 June 2020)

Briefing Session on Pre-Secondary One Hong Kong Attainment Test 2020 (Optional)

The following school co-ordinator responsible for conducting the Test can / cannot * attend the briefing session:

Name : _____ Telephone No. : _____

Post : _____

Newly-appointed school co-ordinator? Yes No

Details of the Briefing Session:

Date		Time	Venue
Please fill in your preference #		2:30 pm – 4:30 pm	Lecture Theatre, 4/F, West Block Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong
<input type="checkbox"/>	19 June 2020 (Friday)		
<input type="checkbox"/>	Or 23 June 2020 (Tuesday)		

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 suspended and the participants will be notified of further arrangements later on.
3. No parking space will be provided at the venue.
4. Participants will be notified of the briefing session assigned.

* Please delete as appropriate

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

**Pre-Secondary One Hong Kong Attainment Test 2020 (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 2020

Two Reports

- Test Administration Report
- Report on Special Test Arrangements for Students with SEN

Two 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

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 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 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, 40 per packet)

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

Answer Sheets / Booklets * (One packet per subject, 40 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)
- Audio CDs 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 Sheets / Booklets for individual classes, please make use of the remaining Question Booklets or Answer Sheets / Booklets from other classes. If there are still problems, please call 2892 6535 immediately.

To : Research and Test Development Section, Education Bureau

**Pre-Secondary One Hong Kong Attainment Test 2020 (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 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 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 audio CDs 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 EDB [Fax No.: 2574 0340 / 2904 7387] **immediately** for follow-up actions.)

Name and Telephone No. of Principal: _____ ()

Signature of Principal: _____ Date: _____

**Pre-Secondary One Hong Kong Attainment Test 2020 (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
 - Students' absence
 - Students feeling unwell
 - Students' late arrival / early leave
 - Students without bearing SSPA allocation slips
 - Invigilation
 - Loss of test materials
 - Others (Please specify) _____

Details: _____

Name and Telephone No. of Principal: _____ (_____)

Signature of Principal: _____ Date: _____

樣本 SAMPLE

教育局

EDUCATION BUREAU

40142

2018/2020 年度中學學位分配

SECONDARY SCHOOL PLACES ALLOCATION 2018/2020

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

2018/2020 年度中學學位分配

SECONDARY SCHOOL PLACES ALLOCATION 2018/2020

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: 1234 5678)		
註冊日期 Registration Date(s)	09/07/2020 – 10/07/2020	註冊時間 Registration Time	9:00 AM – 12:30 PM 2:00 PM – 4:00 PM

Pre-Secondary One Hong Kong Attainment Test 2020 (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 pm and 4:30 pm on 17 July 2020** for onward transmission to EDB.

(1) Blue Box

2 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 Needs2. One envelope containing all Answer Keys and Marking Schemes for Chinese Language, English Language and Mathematics and all audio CDs 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 enlarged version and those for teachers' use for marking)2. All unused Answer Sheets / Booklets3. All Notes for Invigilators4. All duplications, if any, produced by schools for the Test
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Note: All used students' answer scripts 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"/> Specific Learning Difficulties | <input type="checkbox"/> Intellectual Disability | <input type="checkbox"/> Autism Spectrum Disorders |
| <input type="checkbox"/> Attention Deficit/Hyperactivity Disorder | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Visual Impairment |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Speech & Language Impairment | <input type="checkbox"/> Mental Illness |

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 _____ %

- | | |
|--|--|
| <input type="checkbox"/> Exemption of * Chinese / English listening test | <input type="checkbox"/> Enlarged print for easy reading and writing |
| <input type="checkbox"/> Taking the test in a separate room | <input type="checkbox"/> 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 : _____

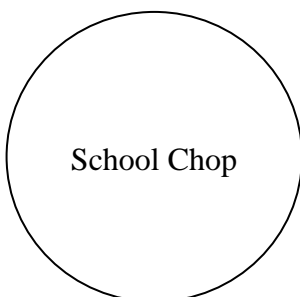
To : Research and Test Development Section, Education Bureau

Pre-Secondary One Hong Kong Attainment Test 2020 (Optional)
Report on Special Test Arrangements for Students with Special Educational Needs
(To be returned together with other test materials on 17 July 2020)

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			
		Subject %	No. of Entries		
			Chinese Language	English Language	Mathematics
Extension of test time					
Exemption from listening tests [Please list name(s) and STRN 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		Please specify:			
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 2020 (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 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. 15 July 2020. (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. 15 July 2020. (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. 15 July 2020. (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. 15 July 2020. (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 for the Test 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 15 July 2020, the date for return of test materials will be postponed to the following working day (excluding Saturday), i.e. 20 July 2020.

2019 Coronavirus Disease (COVID-19)

Declaration form for travel history and health status of students

Name of School: _____

Name of Student : _____ Student Reference Number : _____ Sex : M/F

Please complete the below form and return to schools (Please put a “√” in the appropriate box)

Part A – Travel history of your child outside Hong Kong in the past 14 days

My child has not been away from Hong Kong in the past 14 days prior to the Test Day

My child has paid visit outside Hong Kong in the past 14 days prior to the Test Day

Duration : From _____ (Month) _____ (Day) (Departure date)

To _____ (Month) _____ (Day) (Arrival date)

Destination (Please specify countries and cities) : _____

Part B – Whether your child has confirmed infection of COVID-19

My child has not confirmed infection for COVID-19.

My child has confirmed of COVID-19 infection and has already recovered. Hospitalization

Period : From _____ (Month) _____ (Day)

To _____ (Month) _____ (Day)

Part C – Health status of those taking care of your child, or those living with your child

Person taking care of or living together with my child has not confirmed infection for COVID-19

Person taking care of or living together with my child has confirmed infection for COVID19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. (please delete as appropriate)

Relation with my child (please specify) : _____

Person taking care of or living together with my child, has not been classified as “close contact of an infected person” * of COVID-19.

Part D – Current health status of your child

My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Name of Parent/Guardian (in Block Letter) : _____

Signature of Parent/Guardian : _____

Date: _____

* In general, close contact means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient.