



Instructions to Candidates

1. General Instructions

- ◆ This mock examination aims at familiarising candidates with the format of the public examination, providing a chance for assessment and building up their confidence in sitting for the public examination.
- ◆ Please be well prepared for this mock examination and attend the examination(s) punctually.
- ◆ Unless under special circumstances, all paid examination fee will not be refunded.
- ◆ Check carefully the information printed on the **Admission Form**. Report any discrepancy detected to Hok Yau Club immediately.
- ◆ Do not write anything on the Admission Form. Otherwise, you will be subject to a **mark penalty or may even be disqualified from the whole examination**.
- ◆ In case of any dispute, Hok Yau Club reserves the right for all final decisions.

Note	<ul style="list-style-type: none">◆ Check carefully the commencing time of the examination. Candidates who are late will NOT be given extra time to compensate for any time lost.◆ Candidates taking an examination in a wrong centre more than once without acceptable explanation(s) will receive a mark penalty in the second and subsequent subjects.
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- ◆ You must **bring to the examination centre**:
 1. the **original copy** of both your **Admission Form** and **Identity Card (or valid identification document)**. Otherwise, the Centre Supervisor may refuse to admit you;
 2. your own stationery (e.g. blue or black ball pens for conventional papers, HB pencils for MC papers etc.). Stationery will not be supplied at centres. (**Note**: Candidates are not allowed to use word-hidden pens, otherwise a **mark penalty** will be imposed.)

◆ Calculators

You must note the following:

- Electronic calculators, including programmable calculators, may be used in any examination sessions (**excluding Chinese Language and English Language examinations**) provided that the calculators are battery-powered, silent in operation and with neither print-out nor graphic/word-display facilities and **do not use dot-matrix** technology in the main display.
- The calculators must have been pad-printed with the “H.K.E.A.A. APPROVED” or

“H.K.E.A. APPROVED” label. Candidates bringing a calculator without the required label to the examination will risk a **mark penalty**.

- Do not write anything on the back of the calculators. Otherwise, you will be subject to a **mark penalty** or **even be disqualified from the whole examination**.
- You are required to **remove the calculator cover/jacket** and place it inside your bag or under your chair during the examination.
- No help can be expected from the Centre Supervisor or invigilators should your calculator fail to function properly for any reason. No allowance will be given by markers for any mistakes arising from calculator malfunctioning.
- Calculators brought into the examination centre are subject to inspection and, in case of doubt, may be taken away for further inspection.

2. Candidates' Discipline

- ◆ You must present yourself for the examination decently dressed. The Centre Supervisor will refuse to admit candidates who are not properly dressed.
- ◆ You are **not allowed** to:
 - (i) smoke or litter anywhere in the centre school;
 - (ii) eat (including chewing gum) in the examination centre, but may drink water with the permission of the invigilator;
 - (iii) take photographs, audio-record or video-record during the examination inside the examination centre, otherwise you will receive a **mark penalty**. If you display the photographs/videos/records electronically or publicly, you will receive a **subject downgrading**.
- ◆ Candidates who misbehave or act maliciously in such a way that they upset the conduct of the examination will risk **disqualification from the subject examination**. Other types of misbehaviour (e.g. being excessively rude to centre staff or examiners, repeatedly disobeying centre staff's reasonable instructions, using foul language or obscene wording on answer scripts) may lead to **subject downgrading**.
- ◆ Please read carefully the examination regulations and the penalties for violating such regulations laid down in this Instructions. You have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with. Candidates in breach of any requirements or regulations will be subject to **penalty**. For serious breach of examination regulations (e.g. cheating), candidates may risk **disqualification from the whole examination**.
- ◆ Hok Yau Club will not accept any claims from candidates of being misinformed by others as an

excuse for exemption from penalty for violation of any examination regulations.

3. Before the Start of the Examination

- ◆ You are advised to arrive at the examination centre at least **15 minutes** before the start of the examination.
- ◆ You are advised not to bring valuables to examination centres. You should not leave any study materials and personal property outside the examination centre because of the risk of having such items stolen. The examination centre and Hok Yau Club will not be responsible for any loss of personal belongings.
- ◆ You must maintain absolute silence once you have entered an examination centre. You must not disturb, speak or give signals to other candidates during an examination. Otherwise, you will receive a **mark penalty**.
- ◆ You must occupy the seat assigned to you in accordance with the seat number stated on your Admission Form.
- ◆ You must put your personal belongings in a small bag that can be properly closed with a zip/buckle etc.
 - (i) The bag must be properly closed.
 - (ii) The bag must be placed under your chair or in an area assigned by the Centre Supervisor/ invigilators.
- ◆ If you have not brought a bag that can be securely closed, the Centre Supervisor will ask you to take your personal belongings to the front of the examination centre.
- ◆ If you bring a pencil case/box with you, you must place the stationery on your desk and put the pencil case/box under your chair. Also, you must put your Admission Form on the desk **without inserting it in any folder**.
- ◆ After entering the examination centre, you should not refer to any materials related to the subject of that examination session. If you are found disobeying this rule, you will be subject to a **penalty in the subject/paper(s) concerned**.
- ◆ If unauthorised articles such as books, dictionaries, notes, question papers from the previous examination session(s) and any electronic devices are found on your desk or in the drawer of your desk, in your pockets or on your body after the distribution of question papers, you will receive a **mark penalty or may even be disqualified from the whole examination**.
- ◆ **You are strongly advised not to bring your mobile phone to the examination centre.** If you have a mobile phone with you, it must be turned off (including the alarm function) and put under your chair in a position clearly visible to the invigilators. **You are also advised to take out the**

battery from your mobile phone before the start of the examination to ensure that no sound will be emitted. If the alarm of your mobile phone/article that can emit sound rings during the examination, you will be subject to a **mark penalty or subject downgrading**.

- ◆ Before the start of the examination, make sure those articles such as notes, books and all kinds of electronic devices (e.g. tablets, PDA, mobile phones, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technologies supported) are taken out from your pockets/your body or removed from your desk/the drawer of your desk. If these articles are found on your desk or in the drawer of your desk, in your pockets or on your body during the examination, you may be **disqualified from the whole examination**.
- ◆ If you are found to have any electronic device (including a mobile phone) switched on during the examination, you will be subject to a **mark penalty or subject downgrading**.
- ◆ If your **mobile phone or the alarm rings** during the examination, the invigilation staff will ask you to **show the mobile phone call log/SMS/instant message log** and note down the relevant information for further investigation by Hok Yau Club. If you refuse to do so, the invigilation staff will record this in the report to Hok Yau Club who will then contact your own school for a follow-up.
- ◆ Hok Yau Club enlists schools' assistance in providing a suitable examination environment for candidates. However, candidates will not be completely shielded from normal background noise (e.g. from outside vehicles, normal school activities, school bells etc.) during an examination. Claims of performance being affected by normal background noise will **NOT** be entertained.
- ◆ Information on the provision of air-conditioning at an examination centre is indicated on the Admission Form. Candidates are advised to bring a jacket to an air-conditioned examination centre. Subject to the actual weather condition, individual examination centre may decide whether or not to turn on the air-conditioners. Claims of performance being affected by unsuitable room temperature will **NOT** be entertained.
- ◆ If you find any undesirable conditions at your seat (e.g. insufficient lighting, noise disturbance, dripping water etc.), you should **seek help from an invigilator at once**. If the need is genuine and a spare seat is available at the centre, the invigilator may arrange another seat for you. If you do not seek help from an invigilator at the time the undesirable conditions arise but ask for special consideration after the examination, the request will **NOT** be entertained.
- ◆ Candidates who disturb other candidates by making noise or performing other disturbing/annoying acts during an examination may be relocated to another seat by the Centre Supervisor or an invigilator. Candidates should follow the instructions from the Centre Supervisor or invigilators, or

else the candidate is liable to a mark penalty.

- ◆ When you receive your question paper, check the front cover to ensure that it is the correct paper for that examination session. If you are in doubt, ask the invigilator.
- ◆ You must not turn over the pages of the question paper/reading passage/data file when checking the front cover unless the question-answer book is inserted inside, and must not start working until you are told to do so. Otherwise, you will receive a **mark penalty**.
- ◆ Some of the examinations require the use of more than one answer book(s)/question-answer book(s) (instructions are given on the question paper/question-answer book(s)). If you sit these examinations, you must check the number of answer book(s)/question-answer book(s) provided to you according to the Centre Supervisor's instructions.

4. Sticking Barcode Labels on Answer Scripts and Marking Question Numbers

A. Using barcode labels

- ◆ You will be issued with a sheet of personalised barcode labels at the examination centre before the start of each examination session.
- ◆ Each barcode label will show your candidate number, centre number, seat number and subject/paper. You should make sure that you occupy the correct seat and are given the correct barcode sheet. Any irregularities should be reported to the invigilator(s) immediately.
- ◆ For **conventional papers**, you should write your candidate number and stick barcode label(s) in the designated space on the cover and designated inner pages of answer books and question-answer books, supplementary answer sheets and graph papers used **during the examination**. For the listening component of the language subjects, you will be instructed via the recording to write your candidate number and stick barcode label(s) on the question-answer book(s).
- ◆ For **multiple-choice papers**, you should write your candidate number and name, sign and then stick a barcode label in the designated space on the MC answer sheet **during the examination**.
- ◆ You should write your candidate number and stick barcode label(s) on your answer scripts **after the Centre Supervisor has announced the start of the examination**. Candidates not following this instruction will receive a **mark penalty**. You have the responsibility to check that you stick the correct barcode labels on your answer scripts. Any errors in the use of the personalized barcode labels may affect the recording of examination results

Note: No barcode label or candidate number should be put on the cover of the unattempted Part B1/B2 question-answer book of English Language Paper 1.

- ◆ After the "Stop working" announcement, you will **NOT** be permitted to stick barcode label(s) on your answer scripts/supplementary answer sheets/graph papers/MC answer sheets. If you have not

stuck the barcode labels on the designated spaces on the cover and/or inner pages of your scripts as instructed, you will risk a **mark penalty and the possibility of your answers not properly marked**. If you make a mistake with the barcode label(s) or need extra barcode label(s), you should inform the invigilator(s) and follow the invigilator's instructions accordingly.

- ◆ At the end of the examination, invigilators will collect the barcode label sheets separately. **Candidates are NOT permitted to take photographs of any barcode labels or remove any remaining barcode labels from the examination centre; otherwise, they will receive a mark penalty. Candidates who display their barcode labels electronically or publicly will receive a subject downgrading.**

Note	<ul style="list-style-type: none"> ◆ Candidates who fail to follow the instructions regarding barcode labels on the designated spaces on the cover and/or inner pages of the answer scripts, MC answer sheets, supplementary answer sheets will receive a mark penalty in the paper concerned. ◆ Candidates who report to Hok Yau Club after the examination about not following the instruction of sticking barcode labels will NOT be followed up individually. The scripts of candidates will be handled according to the stipulated procedures. ◆ Candidates who take photographs of any barcode labels or remove any remaining barcode labels from the examination centre and display them electronically or publicly will receive a subject downgrading.
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B. Marking of question numbers on answer scripts

- ◆ There is a question number box on the top of the inner page(s) of the answer books and the supplementary answer sheet. You must put an "X" in the appropriate box so that answers to the question can be marked accordingly. You can use either a pen or a pencil to fill in the question number box.

Example:

Question No. = 3

試題編號												
1	2	3	4	5	6	7	8	9	10	11	12	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	14	15	16	17	18	19	20	21	22	23	24	≥25

- ◆ If you use a pencil and have made a mistake when marking the question number box, you should

completely erase the wrong mark(s) with a clean rubber. If you use a pen, you may either erase the wrong mark with correction fluid /tape or cross it out clearly as shown in the example below:

Example:

Question No. = 12

試題編號													
1	2	3	4	5	6	7	8	9	10	11	12		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	14	15	16	17	18	19	20	21	22	23	24	≥25	

- ◆ Unless otherwise specified on the question paper, you are required to start each full question (not part of a question) on a new page of the answer books or supplementary answer sheets, i.e. you should not write answers to more than one question on the same page of the answer book/sheet. Remember to put an “X” in the corresponding question number box on each page to indicate the correct question number.
- ◆ If a question consists of several parts, e.g. question number 1 consists of parts a, b and c, then mark the question number box as question number 1.

Note	<ul style="list-style-type: none"> ◆ Do not tamper with the barcode labels (e.g. folding, scratching, staining by correction fluid). ◆ Remember to fill in the correct question number box on each page of the answer book/supplementary answer sheet on which you have written any answers. Otherwise, the marking of your answers with wrong question number(s)/without any question number(s) may be affected. Candidates will NOT be allowed to fill in the question number box after the “Stop working” announcement. ◆ Candidates who report to Hok Yau Club after the examination about not following the instruction of writing the correct question numbers/markings the correct question number boxes will NOT be followed up individually. The scripts of all candidates will be handled according to the stipulated procedures.
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5. During the Examination

- ◆ You must write your candidate number and stick the barcode labels in the designated spaces on the cover and inner pages of your answer books, question-answer books (except the unattempted Part B1/B2 question-answer book of English Language Paper 1) and MC answer sheets **after the Centre Supervisor has announced the start of the examination**. For listening components of

the language subjects, you will be instructed via the recording to write your candidate number and stick barcode label(s) on the question-answer book(s). If you have used any supplementary answer sheets and/or graph papers for answering the questions, you should stick barcode label(s) on each of the supplementary answer sheets and graph papers used **during the examination**. No extra time will be given to you for sticking the barcode labels after the examination. If you fail to follow this instruction, you will receive a **mark penalty** on the paper concerned.

- ◆ You must not write your name or identity card number on any pages of the answer book/question-answer book(s) or as part of any answer. Otherwise, you will receive a **mark penalty**.
- ◆ The **rough-work sheets** supplied in an examination will be collected separately at the end of the examination by the invigilators but they will **not** be marked.
- ◆ If you have to go to the toilet during the examination, you must raise your hand to inform an invigilator. The invigilator will record your candidate number and the time you leave the examination centre to go to the toilet and the time you re-enter the centre.
- ◆ Leaving early will only be allowed during the **permitted time period** in an examination. If you want to leave early, you must **obtain the consent of an invigilator**. **The question papers must not be taken away from the centre until the end of the examination.**

	Early Leave		
	First 30 minutes	Last 15 minutes	The remaining time
Multiple-choice paper Mathematics (Compulsory Part) Paper 2	No	No	No
Chinese Language Paper 3 English Language Paper 3			Yes*
Other conventional papers			

* If you wish to leave early, make sure that you have filled in all the necessary details on your answer book(s)/question-answer book(s) and supplementary answer sheet(s), and have affixed the barcode labels in the designated spaces. You must then tie up your papers and raise your hand to summon an invigilator.

Note	<ul style="list-style-type: none"> ◆ Early leavers are NOT allowed to take away the question papers or any material supplied by Hok Yau Club. If candidates disobey this instruction, they will receive a subject downgrading. ◆ If you leave early without the consent of an invigilator, you will receive a mark
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penalty.

- ◆ Centre Supervisor will write the actual start time and end time of an examination session on a blackboard/whiteboard and remind candidates of the time left at 15 and 5 minutes before the end of each examination session.

Note: You must bring your own watch to time the examination as not all examination centres will have a clock. The examination time for each paper is printed on the cover of the question paper or question-answer book(s) for candidates' reference. Complaints about having no clock in the examination centre will **NOT** be entertained.

- ◆ You must follow the instructions printed on the question papers.
- ◆ Unless otherwise stated on the question papers, you are advised to use a blue or black pen to write the answers. As for the multiple-choice questions in the question-answer books, you are advised to use an HB pencil.
- ◆ **Officially accepted simplified Chinese characters** are permitted in examinations where Chinese is the language medium. Accepted simplified Chinese characters refer to those contained in the official booklet (簡化字總表) published by the Chinese authorities (State Commission on Language Work) in October 1986.
- ◆ Unless otherwise stated on the question papers, you must start each full question (not part of a question) on a new page. You may ask for **supplementary answer sheet(s)** if required. You should **write your candidate number, affix a barcode label** on the cover page of each sheet, and **mark the correct question number box on each page of the answer book/supplementary answer sheet.**
- ◆ If you expect the need for supplementary answer sheet(s), you should raise your hand to alert an invigilator before your answer book runs out as invigilators may not be able to attend to your request immediately.
- ◆ Each A3 supplementary answer sheet consists of four A4 pages. Each page should be used for answering one single question only. However, you may put your answers to different questions on separate pages of the same supplementary answer sheet and mark the correct question number box on each page rather than using a separate supplementary answer sheet for each question.
- ◆ Do not remove any pages from any answer book. Otherwise, you risk **a mark penalty or even disqualification from the whole examination.** You must not tear the supplementary answer sheets into smaller parts. You must fasten all supplementary answer sheets to your answer book with a short string.
- ◆ Write your answers in the specified area in the answer books/answer sheets/question-answer books. **Answers written in the margin will NOT be marked.**

- ◆ You should cross out all unwanted materials before you hand in your scripts. In case you answered more questions than required, the excess answer(s) receiving the lowest score(s) will be disregarded in the calculation of the final mark. However, it should be noted that answering excess questions will not be to your advantage as examination time will be wasted.
- ◆ At the time the “Stop working” announcement is made, make sure that you stop working immediately. You are not allowed to hold any stationery or work on your answer books including affixing barcode labels, using an eraser or filling in question numbers, etc. after the “Stop working” announcement. If you try to do so, the Centre Supervisor or invigilators may assume that you are trying to change/add an answer, and this will lead to a **mark penalty**.
- ◆ The actual duration of the sessional break (i.e. the break time between two examination sessions) may vary depending on different circumstances in the examination centre and the time stated in the examination timetable. The sessional break includes the script collection time for the previous session and preparation time before the start of the next session.
- ◆ During the sessional break, candidates should not stay in the examination centre or attempt to re-enter the examination centre before the specified time announced by the Centre Supervisor, unless permission has been given by the Centre Supervisor.

6. Multiple-choice Papers

- ◆ All multiple-choice (MC) papers will have 4-options for each item.
- ◆ You will receive a question paper, an MC answer sheet and a backing sheet. Write down your candidate number, your name and signature, and then stick a barcode label on the MC answer sheet.
- ◆ You are advised to use an HB pencil to mark all the answers on the MC answer sheet so that any wrong marks can be completely erased with a clean rubber.
- ◆ You will score **no marks for marking two or more answers** to the same question. **Answers written in the question paper will not be marked.**
- ◆ Rough work should be done in the question paper or on the rough-work sheet. Do not put your MC answer sheet inside your question paper. Only the MC answer sheet will be collected by the invigilators at the end of the examination session.
- ◆ When you fill in an answer, check to see that you are marking the answer to the correct question. Subsequent requests for special consideration regarding this kind of wrongly completed answers will **NOT** be entertained.

7. Instructions for Listening Components of Language Subjects

A. 中國語文科聆聽部分考試

- 中國語文科卷三（聆聽及綜合能力考核）聆聽部分以學校廣播系統播放，考生在此模擬試毋須自備耳筒式收音機。
- 中國語文科卷三（聆聽及綜合能力考核）考試過程：
 - 考生將聽到以下指示：

學友社「香港模擬文憑試」，中國語文科，試卷三，聆聽及綜合能力考核。

- 考生須先聆聽錄音資料，在廣播終結時，考生將聽到以下指示：

各位考生，聆聽資料播放完畢。考試時間尚餘一小時十五分鐘。請繼續作答，直至試場主任宣佈考試結束。

- 考試時限屆滿，試場主任宣布考試結束。試場主任會在此時開始收集答題簿，考生應靜候試場主任通知，方可離場。

B. English Language Listening Component

- ◆ The listening part of the English Language Paper 3 (Listening and Integrated Skills) will be broadcast via the school's **Public Address (PA) System. You do NOT need to bring a radio with earphones in this Mock Examination.**
- ◆ English Language Paper 3 (Listening and Integrated Skills) Examination Procedures :
 - At the start of the listening component of the test, candidates will hear this:

Hong Kong Mock Examination, English Language Paper 3, Listening and Integrated Skills.

Instructions to Candidates.

You should have on your desk a Part A Question-Answer Book, a Part B1 Data File with a Part B1 Question-Answer Book inserted and a Part B2 Data File with a Part B2 Question-Answer Book inserted. Do not open them until you are told to do so....

- Next you will hear a set of instructions which will tell you to write your candidate number in the space provided on Page 1 of the Question-Answer Book for Part A, and to check that the Data Files and Question-Answer Books for Parts B1 and B2 do not have any missing pages before sticking barcode labels onto the Question-Answer Books.

When the test is about to begin, you will hear the following instruction:

You are reminded that all examination materials will be played ONCE only. The test is divided into two parts: Part A and Part B. You should use a pencil to answer all questions in Part A. For Part B, you can use a pen or a pencil. Put up your hand now if you have any difficulties. It is not possible to handle complaints after you have taken the test ...(pause)...The test is about to begin.

- At the end of the listening component of the test, candidates will hear this:

That is the end of the listening component of this test. You will have one hour and fifteen minutes to complete the written tasks in either Part B1 or Part B2. An announcement will be made when time is up.

- After one hour and fifteen minutes, the Centre Supervisor will tell you to stop writing and collect your Question-Answer Books. You should wait quietly and leave only when instructed to do so.

Note	<ul style="list-style-type: none"> ◆ The recording will be broadcast via the school’s Public Address (PA) System. ◆ Candidates are not allowed to leave the examination centre during the listening part of the examination time.
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8. Release of Hong Kong Mock Examination Results

- ◆ The release of the examination results of Hong Kong Mock Examination 2019/20 is scheduled tentatively in late-January 2020.
- ◆ Hok Yau Club will inform all participating schools upon the collection of Statement of Results via fascimile. Schools should then send representative(s) to Hok Yau Club Student Guidance Centre for collection.
- ◆ Each candidate will receive a Statement of Results and his/her own marked examination paper(s).
- ◆ All papers of the Mock Examination are compiled by specialists from the education sector for candidates’ own revision and reference only. It is not intended to be a “tip”.
- ◆ Hok Yau Club is a non-profit making charitable organisation and did not post any recruitment notice via television or newspaper for the Mock Examination. Students can only join the Mock Examination via school enrolment. Candidates are advised to be vigilant to avoid any loss.

9. Unexpected situation

- ◆ If there is public assembly announced to be held around the examination centre in an early stage, Hok Yau Club will update the latest arrangement on the website and Facebook of Hok Yau Club.
- ◆ If there is a sudden incident happening around the examination centre during examination time, the Centre Supervisor will announce the latest arrangement.

Hok Yau Club Student Guidance Centre

Address: Unit 129, G/F., Lai Ho House, Lai Kok Estate, Cheung Sha Wan, Kowloon

Office Hour: Monday to Friday: 09:00 - 22:00 ; Saturday, Sunday and Public Holiday - Closed

Tel.: 2728 7999 Fax: 2510 0539 Email: hkdse@hyc.org.hk

Hok Yau Club Hong Kong Mock Examination 2019/20 Website: <http://hkmockexam.hk>