

Instructions to Candidates 考生須知

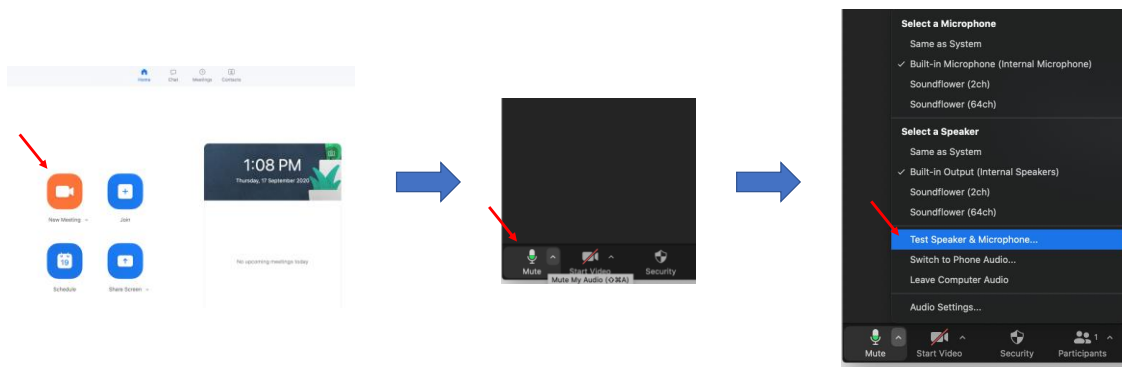
The competition will be conducted online via Zoom Meeting. It is a closed-book competition. The guidelines below include a set of rules that students must follow during the competition. These instructions will also be printed on the question paper but it is important to read the entire document carefully before the competition. If you do not follow the guidelines strictly, your result may be declared void.

比賽將使用 Zoom Meeting 在線進行。比賽會以閉卷形式進行。以下包括一些學生在比賽期間必須遵守的規則。這些規則將會列印在試題上, 但你仍須在試前仔細閱讀規則。如未能嚴格遵守比賽規則, 你的比賽成績可能被作廢。

About Zoom Meeting 關於 Zoom Meeting

1. Your audio and video devices must be connected and functional during the competition. To test your devices, start any meeting in Zoom and, in the meeting, test your audio and video devices by clicking on the “^” menu next to the “Mute” button and selecting “Test Speaker & Microphone...”

比賽期間, 你的音頻和視頻設備必須已連接並且可正常運作。要測試你的設備, 可在 Zoom 中開始任何會議, 然後在會議中通過單擊 “Mute” 按鈕旁邊的 “^” 菜單並選擇 “Test Speaker & Microphone...” 來測試你的音頻和視頻設備。



2. You are **not allowed** to use any headset or earphone during the competition.
比賽期間禁止使用任何耳機。
3. You must turn off the virtual background feature in Zoom meeting during the competition.
你必須在比賽期間關閉 Zoom meeting 中的虛擬背景功能。

Preparation for the competition 賽前準備

You **MUST** be ready for the following items during the competition:

比賽期間你必須準備以下物品：

1. Two electronic devices connected to Zoom meeting:

兩個連接到 Zoom 會議的電子裝置：

- A. Device 1 (e.g. cell phone) is operated in the entire Zoom meeting during the competition. It must have a camera and a speaker. **Make sure your device is not in "Sleep" mode or run out of power during the competition.** You MUST change your screen name in Zoom with the format "HK520 – Chan Tai Man – 1". [You can click "Participants" at bottom tool bar in Zoom, then click "more" next to your name on the participant list and click "Rename". (See below)]

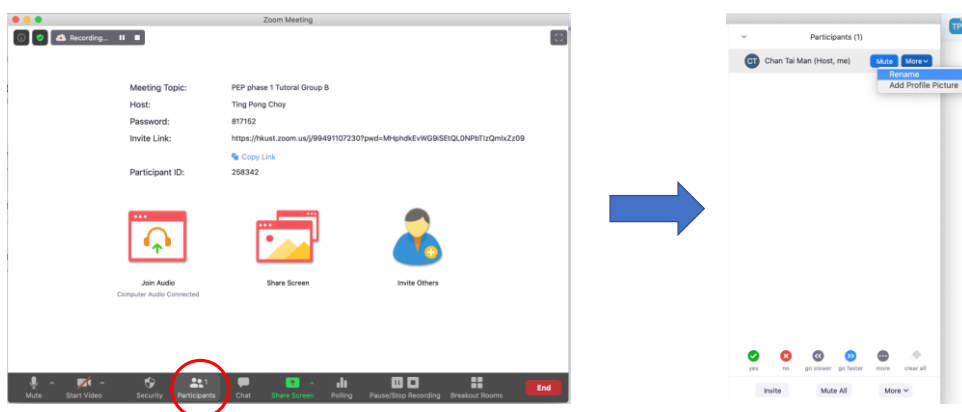
電子裝置一(例如：手機)是用於在比賽期間運作 Zoom 會議的第一個電子裝置。它必須有攝像器和揚聲器。**確保你的裝置在比賽期間不會進入“睡眠”模式及有充足電量。****你必須將 Zoom 內的屏幕名稱格式更改為“HK520 – Chan Tai Man - 1”。**[你可單擊 Zoom 底部工具欄的“Participants”，然後單擊參與者列表上你的姓名旁邊的“More”，最後單擊“Rename”。(見下圖)]

- B. Device 2 (e.g. a PC/Mac/iPad/Tablet) is for reading the question paper and is connected to Zoom meeting during and after the competition. It must have a camera. You MUST change your screen name in Zoom meeting with the format "HK520 – Chan Tai Man – 2". The question paper will be released in Zoom before the competition.

電子裝置二(例如：PC/Mac/iPad/平板電腦)是用於閱讀試題和在比賽期間及賽後運作 Zoom 會議的第二個電子裝置。它必須有攝像器。必須將 Zoom 內的屏幕名稱格式更改為“HK520 – Chan Tai Man – 2”。試題將於比賽前在 Zoom 內發布。

You cannot use the devices 1 and 2 for any other purposes during the competition, not as a calculator, not to access notes, etc.

你在比賽期間不能將電子裝置一和電子裝置二用於任何其他目的，不能用作計算器、不能查閱資料等。



Change the screen name in Zoom. 更改 Zoom 內的屏幕名稱

2. Blank paper (about 10 sheets)

白紙(約 10 張)

Prepare some blank papers (about 10 sheets) to write your answers. At the end of the competition, you will be required to scan your answers into a single PDF file, and upload the PDF file via the Google Form. **You MUST have a Google account to upload the file.** We recommend you to use a smart phone app such as “Microsoft Office Lens” or “Tiny Scanner” to prepare a single PDF file. Make sure you install and try it out before the competition.

準備一些白紙 (約 10 張) 寫下答案。比賽結束後，你需要將答案掃描為一個 PDF 文件，並將 PDF 文件上傳至 Google Form 上。**你必須擁有一個 Google 帳戶以上傳文件。** 我們建議使用諸如“Microsoft Office Lens”或“Tiny Scanner”之類的智能手機應用程式準備單個 PDF 文件。你應確保在比賽前安裝並試用該應用程式。

3. Hong Kong Identity (HKID) Card

香港身分證

You will be asked to show your HKID card in front of the camera for identity verification. **Please cover your HKID number and date of birth when showing the HKID card.** (See below)。

你將被要求在鏡頭前出示你的香港身分證。**出示身分證時，請蓋上你的身份證號碼及出生日期。** (見下圖)



During the competition 比賽期間

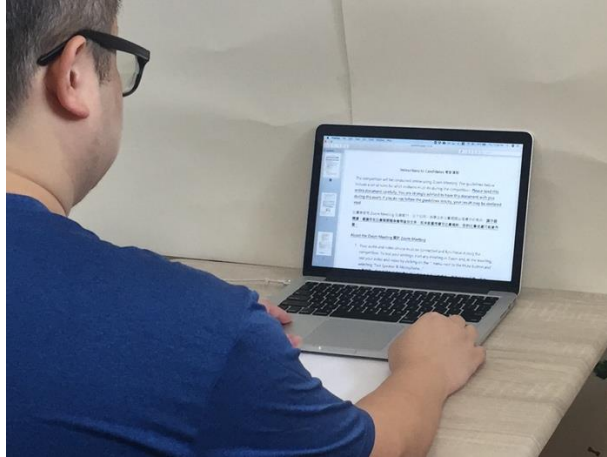
Attention: a video of you will be recorded during the entire competition. The video is NOT intended for other purposes except for proctoring and will be destroyed after the results of the competition have been announced.

注意：你的視頻將在整個比賽期間被記錄。除監考目的外，視頻不作其他用途，並將於比賽成績公布後銷毀。

Timeline of the Competition 比賽時間表

| | |
|--------|---|
| 1:40pm | Login to Zoom meeting, change screen name in Zoom, check devices. 登入 Zoom 會議，更改屏幕名稱，檢查裝置。 |
| 2:00pm | Session 1 (MC questions): Write down all the answers on a blank papers. 第一場考試(MC 選擇題): 在一張白紙上寫下所有答案。 |
| 3:30pm | End of Session 1. Students will be asked to scan the answer sheets and upload to Google Form according to proctors' instructions. 考試結束，同學請按監考人員指示掃描答卷，然後上傳至 Google form。 |
| 3:45pm | 15-minute break 15分鐘休息時間。 |
| 4:00pm | Login to Zoom Meeting again 再次登入 Zoom 會議 |
| 4:15pm | Session 2 (Long questions): Answer on the blank papers/single line paper. 第二場考試(長題目):用白紙/單行紙作答。 |
| 5:45pm | End of Session 2. Students will be asked to scan the answer sheets and upload to Google Form according to proctors' instructions. 考試結束，同學請按監考人員指示掃描答卷，然後上傳至 Google form 上。 |

1. Log in to the assigned Zoom meeting about 20 minutes before the competition starts. Zoom meeting ID and passcode for each candidates can be found in **appendix 1**. 在比賽開始時間前 20 分鐘登入指定的 Zoom 會議。每位考生的 Zoom 會議 ID 及密碼 (passcode) 可參閱 附件一。
2. **You MUST change your screen name in Zoom** with the designated format for Devices 1 and 2.
你必須按電子裝置一和二所需的格式，更改 Zoom 的屏幕名稱。
3. Make sure you join with video and you can see yourself in the Zoom window.
確保你啟用了“視頻”，並且可以在 Zoom 的視窗中看到自己。
4. The proctor will release the download link and the password of the encrypted question paper in Zoom Chat.
監考人員將在 Zoom Chat 中公佈加密試卷的下載位置和密碼。
5. Throughout the entire competition, your camera of Device 1 must be well positioned so that the video shows your desk and the screen of your Device 2 (See below).
在整個比賽中，電子裝置一的攝像鏡頭必須放在適當的位置，以使視頻顯示你的桌面和電子裝置二的屏幕 (參閱下圖)。



The screen to be displayed by the camera of the Device 1
電子裝置一的攝像鏡頭所需顯示的畫面

6. The competition consists of two sessions with a break in between. During each session, **you are not allowed to leave your seat.** If you really need to use the restroom during the competition, you MUST message the proctor in Zoom Chat. You cannot leave before the proctor approves you to do so. The time you leave and return to your seat will be recorded.
比賽分為兩節，中間有休息時間。在每節比賽期間，**你不可離開座位**。如果你有需要在比賽期間使用洗手間，必須先使用 Zoom Chat 告訴監考人員。待監考人員批准後才能離開座位。你離開及返回座位的時間將被記錄。
7. We reserve the right to conduct an oral exam with any student after the online competition. The oral exam will cover the contents of this competition. If there is a substantial inconsistency between your performance of the oral exam and that in your online competition, your result in the online competition may be voided.
網上比賽後，我們保留與任何學生進行口試的權利。口試將涵蓋是次比賽的內容。如果發現你在口試和網上比賽中的表現不一致，你的比賽成績可能無效。
8. During Session 2, write the question numbers and show your detailed steps of solution clearly on blank paper.
在第二場比賽中，請在白紙上清楚寫上題號及詳細步驟。
9. Only **HKEAA approved** calculators are allowed.
只允許使用經 **HKEAA 批准**的計算機。
10. Pay attention to your Zoom Chat in Device 2 occasionally. The proctor may send you instructions through Zoom Chat which will appear on your Zoom window. Failure to

follow these instructions may void your result, and it is not an excuse to say that you do not notice the instructions in Zoom Chat.

請不時留意電子裝置二的 Zoom Chat。監考人的心員可能會通過 Zoom Chat 向你發送指令。如未有遵循這些指令可能會使你的比賽成績作廢，你不能以沒有注意到 Zoom Chat 的指示作為藉口。

11. It is your responsibility to maintain a stable Wi-Fi connection and the devices' settings throughout the competition. The organizers of the competition takes no responsibility for you.

你有責任在比賽過程中保持網絡和裝置功能穩定，比賽組織者不會為你負責。

After each session in the competition 比賽結束

1. After each session, the proctor will ask you to show the first page of your answer sheet in front of the camera for a while. Hold up the paper until you are told to put it down.
每節比賽結束後，監考人員會要求你在鏡頭前展示答案紙的第一頁。請舉起答案紙直至被告知可放下為止。

2. You will then be asked to scan and submit the answer sheets. You may turn off the Zoom of Device 1 if you need your mobile device for scanning. **But you MUST keep the Zoom of Device 2 on** all the time.

你會被要求掃描並上載答卷。如果需要使網用電子裝置一進行掃描，你可以關閉裝置 1 的 Zoom。但你必須保持電子裝置二的 Zoom 的運作。

3. Scan ALL pages of your answer sheets into **a single PDF file**. You need to upload the PDF file via Google Form. The weblink for uploading the document will be released in Zoom Chat.

將答卷的所有頁面掃描為一個 PDF 文件。你需要透過 Google Form 上載 PDF 文件。上傳文件的超連結將在 Zoom Chat 公佈。

4. If you encounter any problems, please inform the proctor immediately.

如你遇到任何問題，請立即通知監考人員。