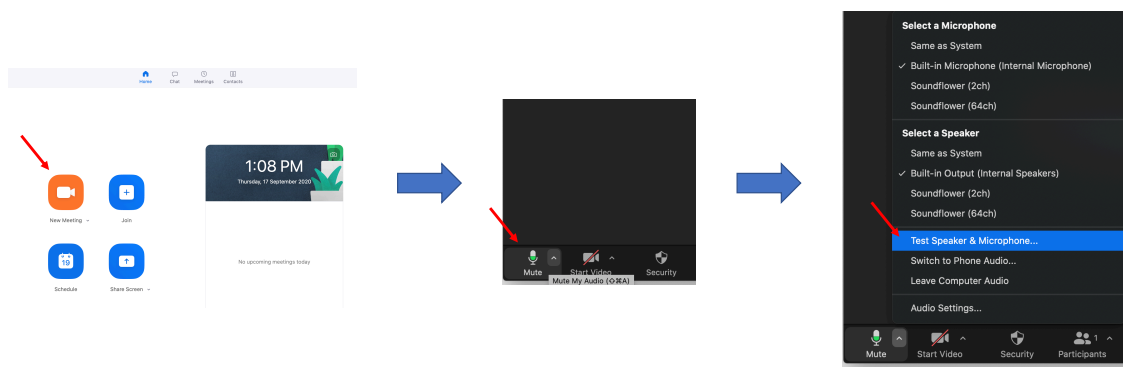# Instructions to Candidates 考生須知

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. You should take the competition in a PRIVATE room.
   你應該在一個獨立房間內作賽。
2. 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。

3. 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。

4. 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 SIDE (e.g. cell phone) is operated during 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 runs out of power during the competition.** You MUST change your screen name in Zoom with the format "SIDE – HK990 – Chan Tai Man". [You can click "Participants" at the bottom toolbar in Zoom, then click "more" next to your name on the participant list and click "Rename". (See below)]
   電子裝置 SIDE(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 "SIDE – HK990 – Chan Tai Man"。[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))
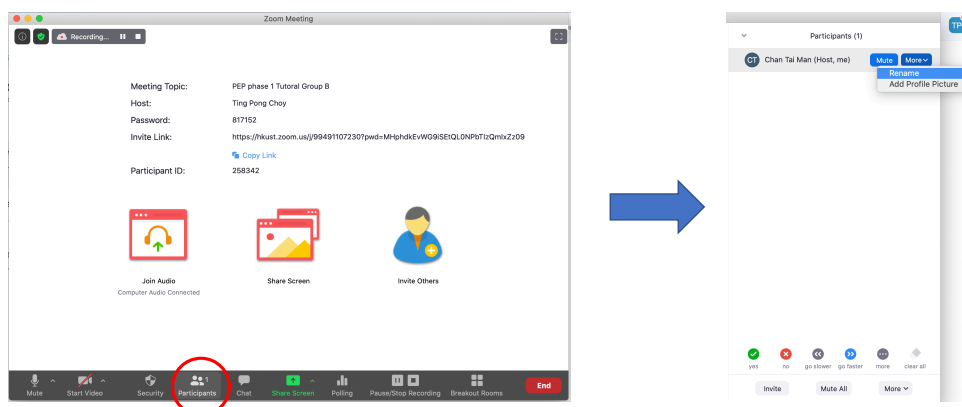
   B. Device FRONT (e.g. a PC/Mac/IPad/Tablet) is for reading the question paper and is connected to Zoom meeting during and after the competition. It must have a camera. You MUST change your

screen name in Zoom meeting with the format "FRONT – HK990 – Chan Tai Man". The question paper will be released in Zoom before the competition.

電子裝置 FRONT（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 "FRONT – H990 – Chan Tai Man"。試題將於比賽前在 Zoom 內發布。

You cannot use the devices SIDE and FRONT 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 SIDE 和電子裝置 FRONT 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 Google Form. **You MUST have a Google account to upload the file**. We recommend you to use a smartphone 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 need to upload your HKID card for identity verification. Please upload your ID card via the link: (Some school emails may not be able to access the Google form, please use a Gmail account.)

   https://forms.gle/sd9okjKkNbz1c4kq6

   After uploading, you should be able to find your record in the following file:
   https://docs.google.com/spreadsheets/d/1TjD3l4zT8nuh9p9qF_XQhZsibQKqaZ6YkUZuYHnipZ4/edit?usp=sharing

   你需要上傳您的香港身分證以進行身份驗證。請通過以下鏈接上傳您的證件：

   (部分學校郵箱可能無法登入 Google Form，請使用 Gmail 帳戶登入。)
   https://forms.gle/sd9okjKkNbz1c4kq6

   上傳後，你可以在以下文件中找到你的上傳記錄：
   https://docs.google.com/spreadsheets/d/1TjD3l4zT8nuh9p9qF_XQhZsibQKqaZ6YkUZuYHnipZ4/edit?usp=sharing

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 submit the answer to the Google Form according to proctors' instructions.
考試結束，同學請按監考人員指示將答卷上傳至 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 SIDE and FRONT.
   你必須按電子裝置 SIDE 和 FRONT 所需的格式，更改 Zoom 的屏幕名稱。

3. Make sure you join with the 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 in the DEVICE FRONT.

   監考人員將在電子裝置 FRONT 的 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 SIDE must be well positioned so that the video shows your desk and the screen of your Device FRONT (See below).

   在整個比賽中，電子裝置 SIDE 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 FRONT 的屏幕 (參閱下圖)。

The screen to be displayed by the camera of the Device SIDE

電子裝置 SIDE 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 in 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. The questions in session 1 are multiple-choice questions. Please write down the question numbers and your answers on blank paper. You will be asked to enter your answer in the Google Form at the end of session 1.
   第一場比賽的題目是多項選擇題。請在白紙上寫下問題編號和答案。在第一場比賽後，你需要在 Google Form 中輸入你的答案。

9. The questions in session 2 are open questions. Please write the question numbers and show your details of solution clearly on blank paper.
   第二場比賽的題目是長題目。請在白紙上清楚寫上題號及詳細步驟。

10. Only HKEAA-approved calculators are allowed.
    只允許使用經**HKEAA批准**的計算機。

11. Pay attention to your Zoom Chat in Device FRONT 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FRONT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。

12. It is your responsibility to maintain a stable Wi-Fi connection and the devices' settings throughout the competition. The organizers of the competition take 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 SIDE if you need your mobile device for scanning. **But you MUST keep the Zoom of Device FRONT 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 SIDE 進行掃描，你可以關閉裝置 SIDE 的 Zoom。但**你必須保持電子裝置 FRONT 的 Zoom 的運作**。

3. In Session 1, you need to submit the answers of multiple choice questions in the Google Form. The web link for submission will be released in Zoom Chat.
在 Session 1 中，你需透過 Google Form 提交多項選擇題的答案。網頁的鏈超連結將在 Zoom Chat 發佈。

4. In Session 2, you need to scan ALL pages of your answer sheets into a single PDF file. You need to upload the PDF file via Google Form. The web link for uploading the document will be released in Zoom Chat.
在 Session 2 中，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。

5. 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。