

**Hong Kong Examinations and Assessment Authority**  
**2025 HKDSE ENGLISH LANGUAGE PAPER 4 (SPEAKING)**

**Application to Serve as a Centre-in-charge in SEN Centres**

**IMPORTANT: Please read the information below before you submit an application**

**1) Duties**

The Centre-in-charge (CIC) is responsible for overseeing the examination operation with the Senior Oral Examiner and providing administrative and logistics support in the conduct of the speaking examinations for candidates with special needs in accordance with the stipulated guidelines laid down by the HKEAA.

**2) Schedule**

| Subject          | Date                | Service Time   | Location   |
|------------------|---------------------|--|--|
| English Language | 22 March 2025 (Sat) | 8:30 am – 5:30 pm<br><i>(two 4-hour exam sessions)</i> | Examination centres are located in different areas:<br>1) Hong Kong East (e.g. Shau Kei Wan, Siu Sai Wan)<br>2) Hong Kong West (e.g. Pokfulam)<br>3) Kowloon East (e.g. Tseung Kwan O, Kwun Tong)<br>4) Kowloon West (e.g. Sham Shui Po, Kowloon Tong, Jordan)<br>5) New Territories East (e.g. Shatin, Ma On Shan)<br>6) New Territories West (e.g. Kwai Chung, Tsuen Wan, Tuen Mun, Yuen Long, Tin Shui Wai) |
| Reserve          | 29 Mar 2025 (Sat)   | 8:30 am – 5:30 pm<br><i>(two 4-hour exam sessions)</i> |  |

**3) Selection criteria**

- To be selected as a CIC, you should have prior experience in serving as a Waiting Room Supervisor and/or a Centre Supervisor respectively for 3 years.
- Prior experience in serving as a CIC is desirable.
- Current year HKDSE candidates or applicants with close relatives sitting this year's HKDSE will **NOT** be considered.

**4) Service fee**

- \$848 per exam session, plus a responsibility allowance of \$117 per exam day.
- The HKEAA reserves the right to terminate the service agreement and withhold the service fee due to unsatisfactory performance of the CIC.

**5) Application Method**

Follow the instructions given on the Examination Personnel Online (EPO) system of the HKEAA (<https://epo.hkeaa.edu.hk>) and submit your application online during **11 November – 13 December 2024**.

**6) Result of applications**

Successful applicants will receive a service agreement about two weeks before the relevant examination date. **Please ensure that the email address you provide in the EPO system is correct.**

**7) Others**

- Applicants may be invited to a selection interview.
- Applicants selected to serve as CICs are required to attend a briefing session before the examination.
- CICs are required to arrive at the examination centre at least 30 minutes before the service time to oversee the setup of the centres
- CICs are assigned to provide services as independent contractors. The service agreement does not give rise to any employment relationship between the CICs and the HKEAA