## Territory-wide System Assessment 2009 (Primary Schools) Instructions for Nomination of English Language Oral Examiners

## <u>Principal/Assessment Administration Supervisor (AAS): Please copy this document and pass it on to the teachers of English Language</u>

Implementation of Oral Assessment	<ul> <li>Students from each school will be randomly selected depending on the number of students at Primary 3 (P.3) and Primary 6 (P.6) levels.</li> <li>The "1+1" scheme will be used in TSA Oral Assessment, i.e. one Internal Oral Examiner and one External Oral Examiner. Each Oral Examiner (OE) will assess students at their own school and students from another school as assigned by the HKEAA.</li> </ul>
Nomination of Oral Examiners	<ul> <li>Each school is required to nominate:         <ul> <li>1 P.3 OE cum P.6 Reserve OE</li> <li>1 P.6 OE cum P.3 Reserve OE</li> </ul> </li> <li>Schools can nominate extra qualified teachers as P.3 or P.6 Reserve OEs.         <ul> <li>HKEAA may appoint them as External OE in other schools.</li> </ul> </li> </ul>
Responsibility	> OEs will conduct the oral assessment and independently rate the students based on the given assessment criteria.
Qualifications	<ul> <li>At least 3 years' teaching English Language at primary levels</li> <li>Meet the Language Proficiency Requirement (e.g. LPAT)</li> <li>P.3 OE cum P.6 Reserve OE / P.6 OE cum P.3 Reserve OE: <ul> <li>At least one year within 5 years' teaching experience in Key Stage 1 (P.1, P.2 or P.3) and at least one year within 5 years' teaching experience in Key Stage 2 (P.4, P.5 or P.6)</li> </ul> </li> <li>P.3 Reserve OE: <ul> <li>At least one year within 5 years' teaching experience in Key Stage 1 (P.1, P.2 or P.3)</li> </ul> </li> <li>P.6 Reserve OE: <ul> <li>At least one year within 5 years' teaching experience in Key Stage 2 (P.4, P.5 or P.6)</li> </ul> </li> </ul>
Assessment Dates and Sessions	<ul> <li>Assessment Dates     P.3: 6 and 7 May, 2009     P.6: 13 and 14 May, 2009     Sessions     AM session: 8:15 am - 11:45 am     PM session: 1:15 pm - 4:45 pm     Reserve Date     If the Education Bureau decides that schools are to be closed due to bad weather, the assessment will be rescheduled to:     P.3: 8 May, 2009     P.6: 15 May, 2009</li> </ul>

## **English Language**

Allowance	<ul> <li>Travelling allowance will be given to each External OE.</li> <li>In the absence of the External OE from his or her teaching duties, remuneration (the daily rate of a supply teacher) will be provided for the hire of a supply teacher.</li> <li>The travelling allowance and remuneration will be remitted to the school by August 2009.</li> </ul>
Training	<ul> <li>Online Training: Training will be available online for teachers who have served as OEs in previous years. This training will be available on the TSA website (www.systemassessment.edu.hk) from 18 March to 31 March, 2009. If these teachers are unable to complete the online training, they must attend the live workshop.</li> <li>Live Workshop: New nominees (and those who have not completed online training) must attend the live training workshop. The dates for the live workshops as per target attendees are as follows:         <ul> <li>P.3 OE cum P.6 Reserve OE</li> <li>18 April 2009 (AM session)</li> <li>OR</li> <li>OR</li> <li>25 April 2009 (AM session)</li> </ul> </li> </ul>
	<ul> <li>■ P.3 OE / P.3 Reserve OE</li> <li>: 18 April 2009 (PM session)</li> <li>■ P.6 OE / P.6 Reserve OE</li> <li>: 25 April 2009 (PM session)</li> </ul>
	To ensure rating quality, prospective OEs must attend the full session of the workshop. If teachers arrive 15 minutes after the start of the workshop or depart before the workshop is completed, the HKEAA reserves the right to cancel their appointment as OEs.
Application Procedure	<ul> <li>Forms: Teachers can obtain the "Oral Examiner Nomination Form" from the Principal/Assessment Administration Supervisor (AAS). After completing the form, teachers are required to submit the form to the Principal for approval.</li> <li>Uploading of Data: Between 27 November and 13 December, 2008, the AAS is required to upload the data of the nominated OE(s) onto the TSA website (www.systemassessment.edu.hk) and to keep a copy of the completed forms until the end of 2009.</li> </ul>
Remarks	<ul> <li>An AAS cannot be nominated as an OE in the same year of assessment.</li> <li>Schools with only one level are required to nominate two OEs, one acting as a reserve.</li> </ul>