

2024 年全港性系統評估(中學) 便覽

**Territory-wide System Assessment 2024
(Secondary Schools)
Quick Guide**

第五甲部分 Part 5a

評估行政主任須知 (說話評估)

**Instructions to
Assessment Administration Supervisor
(Oral Assessments)**



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(*Chinese version only*)

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TASK CHECKLIST FOR ASSESSMENT ADMINISTRATION SUPERVISOR (ORAL ASSESSMENTS)

Before the Assessments

Date	Task
<input type="checkbox"/> 30 Jan	Receive notification of the date of Oral Assessments via post
<input type="checkbox"/>	Inform teachers (if any) of your own school serving as Oral Examiners of the work schedule
<input type="checkbox"/> 30 Jan – 20 Feb	Confirm the languages to be used in the assessments by completing and returning the reply slip
<input type="checkbox"/> 4 Mar	Deadline for updating student information (including special arrangements) for Oral Assessments
<input type="checkbox"/> 21 Mar	Attend briefing session on the administration of the Oral and Written Assessments
<input type="checkbox"/> 19 Apr	Receive the materials for Oral Assessments from the courier and lock them in secure cabinet or strong-room after checking of the materials
<input type="checkbox"/> 3 days before the assessments	Set up the waiting room and assessment rooms as required
<input type="checkbox"/>	Remind all students to bring their student cards and pens or pencils on the day of assessments

On the Day of Assessments (i.e. 23 or 24 April 2024)

Task
<input type="checkbox"/> 1. The AAA report for duty at 8:00 am or 1:00 pm
<input type="checkbox"/> 2. Oral Examiners report for duty at 8:15 am or 1:15 pm
<input type="checkbox"/> 3. Unpack and check the assessment materials in the presence of the AAA
<input type="checkbox"/> 4. Distribute the assessment materials accordingly
<input type="checkbox"/> 5. Provide a student list of each class to each pair of Oral Examiners and the AAA
<input type="checkbox"/> 6. Guide the Oral Examiners and the AAA to the assessment rooms and waiting room
<input type="checkbox"/> 7. Appoint 2 staff members to bring the selected students to waiting room in batches for the assessments
<input type="checkbox"/> 8. Start Chinese and English Oral Assessments in parallel at 8:45 am or 1:45 pm (a flexibility of no more than 15 minutes is allowed)
<input type="checkbox"/> 9. Oral Examiners pack and return the assessment materials as instructed
<input type="checkbox"/> 10. Double-check all envelopes and materials returned with the assistance of the AAA
<input type="checkbox"/> 11. Ask the AAA to complete the AAA's Attendance Record, and then rate the performance of the AAA and countersign on the record form
<input type="checkbox"/> 12. Lock all cartons in secure cabinet or strong-room

After the Assessments

Date	Task
<input type="checkbox"/> 25 April	Return the materials for Oral Assessments to the HKEAA via the courier

I. Components of the Territory-wide System Assessment 2024 (Secondary Schools)

A. ORAL ASSESSMENTS IN APRIL 2024

Date / Starting Time Subject	23 or 24 April 2024 8:45 a.m. or 1:45 p.m.*
Chinese Language	Oral Assessment
English Language	Oral Assessment





B. WRITTEN ASSESSMENTS IN JUNE 2024

Date / Starting Time	19 June 2024 8:45 a.m.*	20 June 2024 8:45 a.m.*
Assessment Session (Assessment Time)	Chinese Language - Writing (75 minutes)	English Language - Writing (40 minutes)
	Break (15 – 35 minutes)	
Assessment Session (Assessment Time)	Chinese Language - Reading (30 minutes)	English Language - Reading # (35 minutes)
		English Language - Listening (approx. 35 minutes)
	Break (15 – 35 minutes)	
Assessment Session (Assessment Time)	Chinese Language - Audio-visual # (approx. 15 minutes)	Mathematics (65 minutes)
	Chinese Language - Listening (approx. 20 minutes)	
End of Assessment	Finish the assessment no later than 1:15 p.m.	


* A flexibility of no more than 15 minutes is allowed




[#] The Assessment Administration Supervisor should reserve an extra 5 to 10 minutes for collection and distribution of assessment materials by invigilators after the Chinese Audio-visual and English Reading Assessments


II. Operation Timetable 2024

	Date	Responsible / Action Party	Operation Item
	30 Jan	Schools	Receive ONE set of “ <i>Quick Guide for Territory-wide System Assessment 2024 (Secondary Schools)</i> ” via the Web and from the courier
	30 Jan	Principals	1. Receive notification of the date of Oral Assessments for individual schools via post
			2. Receive the work schedule of teachers of their own schools serving as Oral Examiners via post
	30 Jan – 20 Feb	AAS	Confirm the languages to be used in the assessments by completing and returning the reply slip
	4 Mar	AAS / IT Support Staff	Deadline for updating student information (including special arrangements) for Oral Assessments
	5 – 25 Mar	AAS / IT Support Staff	Frozen period for updating school and S.3 student information through BCA Website
	16 Mar ^{*A}	<u>New</u> Oral Examiners	Attend training workshop for Oral Examiners (Chinese Language and English Language)
			OR
	21 Feb – 4 Mar	<u>Experienced</u> Oral Examiners	Attend online training (Chinese Language and English Language) and pass the recruitment test (Oral Examiners who have passed the recruitment test will receive their appointment letter by post: By 12 Mar)
	21 Mar	AAS	Attend a briefing session on the administration of the Oral and Written Assessments
	1 Apr	AAS / IT Support Staff	Deadline for updating student information (including special arrangements) for barcode label printing of Written Assessments

To be cont'd...Page 5a-E-3

 SMS reminders will be sent to Assessment Administration Supervisors, Deputy Assessment Administration Supervisors or the concerned Oral Examiners

	Date	Responsible / Action Party	Operation Item
	19 Apr ^{*B}	AAS	Receive the materials for Oral Assessments from the courier SECRET
	23 or 24 Apr^{*C}	HKEAA and Schools	Conduct the Oral Assessments
	25 Apr ^{*D}	AAS	Return the materials for Oral Assessments to the HKEAA via courier
	3 May	AAS	Deadline for updating student information (including special arrangements) for Written Assessments
	22 May	AAS	Receive the “Invigilators’ Handbook” via the Web and from the courier
	30 May – 20 Jun	AAS / IT Support Staff	Download and check the checklists and forms to be used in the Written Assessments
	14 or 17 Jun ^{*E}	AAS	Receive the materials for the Written Assessments from the courier SECRET
	19 – 20 Jun^{*F}	HKEAA and Schools	Conduct the Written Assessments
	20 or 21 Jun ^{*G}	AAS	Return the materials for the Written Assessments to the HKEAA via courier

 SMS reminders will be sent to Assessment Administration Supervisors, Deputy Assessment Administration Supervisors or the concerned Oral Examiners

SECRET : *These materials are marked “SECRET” on the packing. The Assessment Administration Supervisor should ensure that they are kept intact and locked in a secure cabinet or strong-room at all times when they are not in use, and that they should only be unsealed as specifically instructed by the HKEAA.*

* Emergency / Bad Weather Arrangements

- *A 13 Apr : Day reserved for attending training workshop for **NEW** Oral Examiners (Chinese and English language)
- *B. 22 Apr : Day reserved for receiving the materials for Oral Assessments from the courier
- *C. 26 Apr : Day reserved for conducting the replacement Oral Assessments
- *D. 26 Apr : Day reserved for returning the materials for the Oral Assessments to the HKEAA via courier (if the assessments have to be conducted on reserve day, the returning date will be 29 Apr)
- *E. 18 Jun : Day reserved for receiving the materials for the Written Assessments from the courier
- *F. 24 Jun : Day reserved for conducting the replacement Written Assessments
- *G. 24 Jun : Day reserved for returning the materials for the Written Assessments to the HKEAA via courier (if the assessments have to be conducted on reserve day, the returning date will be either 24 or 25 Jun)

III. Instructions to Deputy/Assessment Administration Supervisors

A. GENERAL NOTES

1. Summary of Responsibilities of Assessment Administration Supervisor and Deputy Assessment Administration Supervisor

With the assistance of the Deputy Assessment Administration Supervisor, an Assessment Administration Supervisor (AAS) is responsible for:

- 1.1 serving as the Hong Kong Examinations and Assessment Authority's contact person of his/her school with regard to the administration of the Territory-wide System Assessment (TSA);
- 1.2 ensuring the proper conduct of the TSA in his/her school by adhering to the instructions detailed in *the TSA 2024 (Secondary Schools) Instructions to Assessment Administration Supervisor* (i.e. Parts 5a and 5b of the "*TSA 2024 (Secondary Schools) Quick Guide*") and other related instructions issued by the Hong Kong Examinations and Assessment Authority (HKEAA);
- 1.3 receiving, checking and amending, disseminating and returning assessment materials as well as conveying relevant information appropriately;
- 1.4 keeping the safe custody of assessment materials while they are under his/her charge;
- 1.5 ensuring that the assessment materials (including Oral Assessments and Written Assessments) marked "**SECRET**" on the packing are kept intact and locked in a secure cabinet or strong-room at all times when they are not in use;
- 1.6 ensuring that the cartons containing the materials for the Oral Assessments and Written Assessments are unsealed by the Assessment Administration Assistant appointed by the HKEAA on the days of the assessments, and that all materials for the Oral Assessments and Written Assessments, VCDs for the Chinese Audio-visual Assessment, CDs for the Listening Assessments, question booklets and answer booklets, are unsealed by the Oral Examiners / Invigilators concerned in the classrooms right before the commencement of the respective assessments;
- 1.7 maintaining the secrecy of the following assessment materials while they are under his/her charge:
 - (1) materials for the Oral Assessments and Written Assessments
 - (2) VCDs for the CAV Assessment
 - (3) CDs for the Listening Assessments (Chinese Language and English Language)
 - (4) Question booklets and answer booklets;
- 1.8 ensuring that irregularities which happen during the assessment are appropriately reported in writing to the HKEAA;
- 1.9 effecting changes to the administration of the TSA as advised by the HKEAA.

Note: In case an AAS is unable to fulfil his/her responsibilities, the Deputy AAS will have to assume the full responsibilities of an AAS.

2. School Data

2.1 Schools are required to submit their data online as appropriate to the HKEAA through the BCA Website: www.bca.hkeaa.edu.hk.

2.2 The personal data of students/teachers submitted by schools will be used by the HKEAA for the delivery of assessment services, and may be for conducting educational researches and analysis in an anonymous format. As such, they may be provided to the HKEAA's contractor/vendor (or their appointees) for delivery of processes which are not accomplished by the HKEAA, including but not limited to data punching and dispatch of assessment documents. The personal data submitted by schools will also be disclosed to the HKSAR Government, other organisations or relevant parties where such disclosure is authorised or required by law.

The personal data of students is retained for up to six years, that of nominated and appointed teachers for seven years and that of nominated but not appointed teachers for two years. For all nominated teachers, when similar service is required by the Authority during the personal data retention period, their personal data may be transferred to the relevant units within the Authority for consideration. Thereafter, the forms together with all data and materials submitted by their respective schools in this connection will be disposed of unless there is a subsisting reason that obliges the Authority to retain the personal data for a longer period.

2.3 Schools may download if necessary for verification and amendment the information of ALL S3 participating students (including students with SEN options) and school data already submitted online via the BCA Website. The HKEAA will send a letter to schools by 30 January 2024 to confirm the languages to be used in the assessments. It is important for the Assessment Administration Supervisor to ensure all amendments regarding newly admitted students, drop-outs and/or students requiring special arrangements for Oral Assessments to be made online by 4 March 2024.

2.4 **The *Student Sample List* for the Oral Assessments and barcode labels for the Written Assessments will be generated from the school data submitted as at 4 March 2024 and 1 April 2024 respectively. The HKEAA will not provide barcode labels of Written Assessments to those students if their information is submitted after 1 April 2024.**

2.5 From 5 March to 25 March 2024 there will be a frozen period during which schools are not allowed to update any information through the BCA Website. After 25 March 2024, schools can still make amendments regarding newly admitted students, drop-outs or students requiring special arrangements online until 3 May 2024. All information submitted after 3 May 2024 will not be shown on the checklists for the Written Assessments.

2.6 Schools should submit the following information for any newly-admitted students: English name, class name, class number, sex, date of birth and STRN.

2.7 Amendments to school data should NOT be submitted by means of *Irregularity Report*, *Assessment Summary* or *Students' Attendance Record*.

3. Guidelines on Selecting Special Arrangements

- 3.1 Schools are required to follow the existing policies and guidelines of the Education Bureau in selecting special assessment arrangements for students with special needs on the BCA Website before the deadlines for updating student information. Choices of special assessment arrangements range from WS0 to WS7. Please refer to the *Guidelines on Selecting Special Arrangements* (**Appendix a1**) for details.

B. ORAL ASSESSMENTS

4. Pre-assessment Arrangements

- 4.1 Students will be selected at random to participate in the Oral Assessments.
- 4.2 All students provided with special arrangements WS0, WS3 to WS7 will not be included in the *Student Sample List* of the Oral Assessments. Schools may request in writing to put any students receiving WS4 to WS7 in the pool for random selection for the Oral Assessments. If selected, no special arrangements will be provided and their results will be included in the School Report for Oral Assessments.
- 4.3 For schools with 48 or more students at Secondary 3 level, the selected students will need to take one assessment only: 24 students will be selected to take the Chinese Oral Assessment, and another 24 students will be selected to take the English Oral Assessment.
- 4.4 For schools with less than 48 students at Secondary 3 level, the HKEAA will select approximately half of the students to take the Chinese Oral Assessment and the rest to take the English Oral Assessment.
- 4.5 The Oral Assessments will be held on 23 or 24 April 2024. Principals will receive the date of Oral Assessments by post on 30 January 2024. The time of assessments for individual schools is between **8:45 a.m. and 11:30 a.m. (for AM session) or 1:45 p.m. and 4:30 p.m. (for PM session)**.
- 4.6 Schools should reserve all two assessment days specified in paragraph 4.5 for conducting the Oral Assessments.
- 4.7 Once the particular date of the Oral Assessments is known, the Assessment Administration Supervisor is responsible for disseminating this information to the relevant colleagues so that appropriate arrangements can be made in good time.
- 4.8 The assessment materials, addressed directly to the Assessment Administration Supervisor, will be delivered by the authorised courier of the HKEAA to schools on 19 April 2024 between 8:00 a.m. and 5:00 p.m.

The Assessment Administration Supervisor should make arrangements to ensure that he/she will receive the assessment materials in person and write down the total number of cartons received on the courier's receipt acknowledgement. Any non-receipt of assessment materials during the period indicated above or receipt of damaged/incorrect assessment materials should be immediately reported to the HKEAA by phone at 3628 8191 so as to enable remedial actions to be taken promptly. The Assessment Administration Supervisor should also send a written report on the incident to the HKEAA by using the electronic version of Assessment Administration Supervisor's Irregularity Report (see Specimen a1) afterwards.

- 4.9 Before the courier staff leaves the school, the Assessment Administration Supervisor should check to ensure that the school name and school code shown on the carton box of assessment materials are ***fully accurate*** (see **Specimen a9**).
- 4.10 The Assessment Administration Supervisor must keep the assessment materials received as detailed in paragraphs 5.1 and 5.3 below.

- 4.11 The HKEAA will select schools at random to visit on 19 April 2024 as a part of the quality assurance of the logistic arrangements of the TSA. Upon arrival at a school, the HKEAA staff will show their staff ID cards and ask to see the Assessment Administration Supervisor. They will then check if the assessment materials have been delivered to the school and kept intact as instructed by the HKEAA. The cooperation of the Assessment Administration Supervisor in making this quality assurance check possible will be much appreciated.

5. Storage of Assessment Materials

- 5.1 *The materials for the Oral Assessments are put in the carton marked “SECRET” on the outside. The Assessment Administration Supervisor must keep the entire carton of assessment materials intact and locked in a secure cabinet or strong-room at all times when they are not in use until they are returned to the HKEAA.*
- 5.2 *The assessment day is given on the SECRET label of the carton which must only be unsealed by the Assessment Administration Assistant (AAA) appointed by the HKEAA on the particular day of assessments* (refer to paragraph 6.14 for details).
- 5.3 *To safeguard the secrecy of assessment questions, the Assessment Administration Supervisor must keep the packets of question papers SEALED even in opened carton. These materials must only be unsealed by the Oral Examiners in the assessment room right before the commencement of the respective assessments.*

6. On the Days of Oral Assessments (i.e. 23 or 24 April 2024)

School Bell, PA System and CCTV System

- 6.1 In order to minimise disturbance to the participating students, the Assessment Administration Supervisor should, as far as possible, arrange to turn down or turn off the school bell.
- 6.2 Without the written consent of the HKEAA, Oral Examiners and students, recording in the assessment room is not allowed. The Assessment Administration Supervisor should arrange to turn off/cover any CCTV or camera(s) at the assessment room during the assessment.

Mobile Phone

- 6.3 During the conduct of the assessments, it is important for the Assessment Administration Supervisor to ensure his/her mobile phone is carried in such a way that the alert signal can be received and check the mobile phone regularly (every 15 to 20 minutes) so that incoming calls from the HKEAA will not be missed.
- 6.4 Students should be reminded not to bring their mobile phones to the assessment room. If they have a mobile phone/handsfree device with them, it must be turned off (including the alarm function) and put under their chairs in a position clearly visible to the Oral Examiners. They are not allowed to use any communication devices, take photographs, audio record or video record inside the assessment

room. They are also advised to take out the battery from their devices before the start of the assessment (if possible).

Assessment Administration Assistant

- 6.5 For each school, one AAA will be appointed by the HKEAA to support the Assessment Administration Supervisor and the Oral Examiners to carry out their duties on the days of the Oral Assessments. An AAA's role is supportive only, not decision-making. Please refer to the *Instructions to Assessment Administration Assistants (Oral Assessments)* (**Appendix a2**) for the full duties of AAAs.
- 6.6 An AAA should report for duty to the Assessment Administration Supervisor at **8:00 a.m. (for AM session) or 1:00 p.m. (for PM session)**. If an AAA fails to arrive at 8:10 a.m. (for AM session) or 1:10 p.m. (for PM session), the Assessment Administration Supervisor should report the situation to the TSA Administration Team by phone at 3628 8191.
- 6.7 Upon arrival, an AAA should show to the Assessment Administration Supervisor an appointment letter issued by the HKEAA and his/her HKID Card or Passport for identification. An AAA should wear a badge (see **Specimen a2**) provided by the HKEAA to identify himself/herself at all times when being on duty.
- 6.8 During the assessments, the Assessment Administration Supervisor should ensure the AAA knows his/her whereabouts within the school premises so that the AAA can obtain timely assistance or advice when necessary.
- 6.9 AAAs are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission of the HKEAA.
- 6.10 The HKEAA will select schools at random to visit on the assessment days as a part of the quality assurance of the overall performance of the AAAs. Upon arrival at a school, the HKEAA staff will show their staff ID cards and ask to see the Assessment Administration Supervisor and AAA. They will then check if the AAA is performing the duties as instructed by the HKEAA.

Oral Examiners

- 6.11 There will be two external Oral Examiners working as a pair for each of the two language subjects in a school. They should put on an Oral Examiner label (see **Specimen a2**) provided by the HKEAA to identify themselves at all times when they are on duty.
- 6.12 All Oral Examiners should report for duty to the Assessment Administration Supervisor at the following times:
AM session: before 8:15 a.m.
PM session: before 1:15 p.m.
- 6.13 Upon arrival, four Oral Examiners (2 for the Chinese Oral Assessment and 2 for the English Oral Assessment) will show the Assessment Administration Supervisor their letters of appointment issued by the HKEAA and their HKID cards for identification.

Unpacking and Checking Assessment Materials

6.14 After the AAA has reported for duty, the Assessment Administration Supervisor should take the carton of assessment materials out from the secure cabinet or strong-room in the presence of the AAA. The AAA ***should check again that the carton is for materials to be used for that particular school and assessment day and confirm that the carton has been kept intact. The AAA will then unseal the carton with care*** and distribute the assessment materials:

- (1) Two sealed packets of assessment materials, one for each pair of the Oral Examiners (the subject is indicated on the front of the packet and a checklist of assessment materials inside is printed on the back).
- (2) A sealed envelope containing 5 copies of the *Student Sample List* (see **Specimen a3**), 1 for use by each pair of the Oral Examiners, 1 for the AAA and 2 for the Assessment Administration Supervisors.
- (3) An *Assessment Administration Supervisor's Working File* containing the hyperlink for the electronic version of *Assessment Administration Supervisor's Irregularity Report* (which must be completed and returned to the HKEAA even if there is no irregularity) and an *Assessment Administration Assistant's Attendance Record* (see **Specimen a8**).
- (4) An *Administration Packet for AAA* containing an identification badge, a Record Sheet and stationery.

Note: The Assessment Administration Supervisor should provide a cutter for the AAA to unseal the carton with care as the carton will be re-used to return the assessment materials to the HKEAA.

6.15 The AAA will open the sealed *Student Sample List* envelope and pass 1 copy of the List to **each pair** of Oral Examiners, 2 copies to the Assessment Administration Supervisor so as to enable him/her to arrange for the selected students to assemble to take the assessments and keep 1 copy for his/her own use.

6.16 The Assessment Administration Supervisor should provide to each pair of Oral Examiners and the AAA a student list for each class with Chinese names, English names, class name, class numbers and the language to be used in the Chinese Oral Assessment to facilitate attendance taking. Please avoid providing the student lists with excessive students' personal data (e.g. HKID number or STRN).

6.17 Immediately report any missing items or items in short supply to the HKEAA by calling 3628 8191 to ensure the situation can be rectified before the commencement of assessments.

Exemption

6.18 Schools should select or apply for appropriate special arrangements for their students with special educational needs via the BCA Website **BY 4 March 2024**. All students receiving WS0, WS3 to WS7 will not be included in the *Student Sample List* of the Oral Assessments. If these students are still found on the *Student Sample List*, the Assessment Administration Supervisor can replace them with the students on reserve and report the cases to the Oral Examiners via the AAA. The Oral Examiners will formally report the arrangement through the *Assessment Summary for Oral Assessments* (see **Specimen a4**).

- 6.19 Exemption requests made by schools on the day of the Oral Assessments should be substantiated in writing to the HKEAA with copies of supporting documents issued by the relevant professionals immediately after the assessments.

Students on Reserve

- 6.20 If the selected students are absent, being unable to produce their handbook or student cards or any official school documents with their names, classes, class numbers and photographs, or being exempted from the assessments, they will be replaced by the students on reserve. The replacement should start from the lowest class number of the same class on the specified component. If all the reserve students of the same class have been used, the Assessment Administration Supervisor must ask the Oral Examiners to select at his/her discretion any class number as the replacement.

Support Measures to Non-Chinese Speaking (NCS) Students

- 6.21 If NCS students (i.e. WS1 students) are selected for the Chinese Oral Assessment, they can be easily identified on the *Student Sample List* with an asterisk (*) next to their class numbers (see **Specimen a3**). The HKEAA will provide bilingual instructions to those students. Bilingual instruction sheets will be found in the *Chinese Language Oral Examiner's Working File*. The Oral Examiners will distribute them to the desks of the NCS students before the commencement of the Oral Assessment.

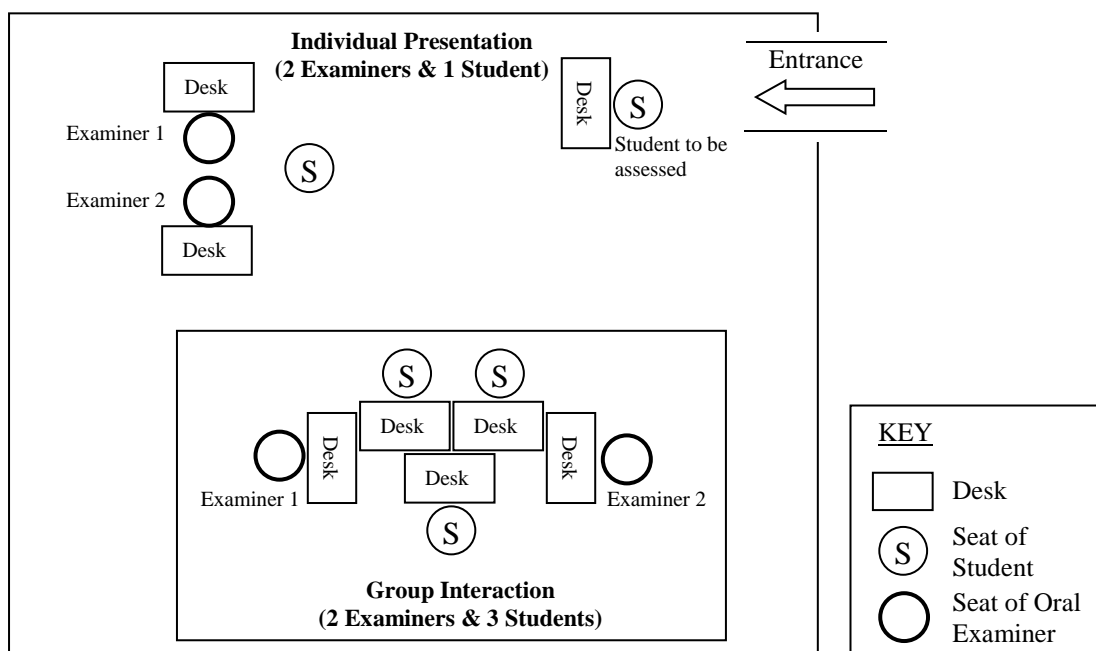
7. Oral Assessments (Chinese Language and English Language)

- 7.1 To facilitate the smooth conduct of the assessments, schools should arrange for a classroom to be used as a common waiting room. **The waiting room is strongly recommended to be close to and/or on the same floor as the two assessment rooms.**
- 7.2 The class and class numbers of students selected will be listed on the *Student Sample List*. The Assessment Administration Supervisor should appoint 2 school staff members (1 for the Chinese Oral Assessment and 1 for the English Oral Assessment) to accompany the selected students to the waiting room.
- 7.3 To avoid any potential confusion of having too many students assembling at the waiting room at one time, the Assessment Administration Supervisor should appoint 2 school staff members to arrange for the selected students to go to the waiting room in batches. **(6 students at a time for English Language and Individual Presentations in Chinese Language and 4 students for Group Discussions in Chinese Language.)** Selected students are required to stand by in an orderly manner in the waiting room while waiting for their turn to take the assessments.
- 7.4 Students should be reminded to bring their own student handbooks or student cards (with their names, class names, class numbers and photographs) and their own pens/pencils to the assessments for identification and preparation respectively.

- 7.5 Irregularities, such as students having forgotten to bring their own student handbooks or student cards, selected students being unable to take assessments, etc., will be reported by the Oral Examiners on the *Assessment Summary for Oral Assessments*, on which the Assessment Administration Supervisor will have to sign in confirmation of any special arrangements made as a consequence and the reasons behind.
- 7.6 All schools should start the Chinese Language and English Language Oral Assessments in parallel at 8:45 a.m. (AM session) / 1:45 p.m. (PM session). (A flexibility of no more than 15 minutes is allowed.)
- 7.7 After the attendance taking in the waiting room, a school staff member should escort not more than 3 or 4 students to the assessment room in one time. **The school staff member is responsible to take care of the students and prohibit any communication between the students being assessed and those not yet assessed.**
- 7.8 Students should be accompanied back to their respective classrooms by a school staff member as soon as their assessments are completed.

English Oral Assessment

- 7.9 Before the commencement of the English Oral Assessment, the Assessment Administration Supervisor is requested to arrange the assessment room as per the diagram below:



Each selected student will attempt either a 2-minute Individual Presentation or a 4-minute Group Interaction. Students will first be assessed on Individual Presentations and then on Group Interactions, in groups of 3. Demonstration videos for the English Oral Assessment can be found at the BCA Website (https://www.bca.hkeaa.edu.hk/web/TSA/en/OE_demo/S3E_oral_demo.html).

Suggested time schedule for schools where **24** students are assessed:

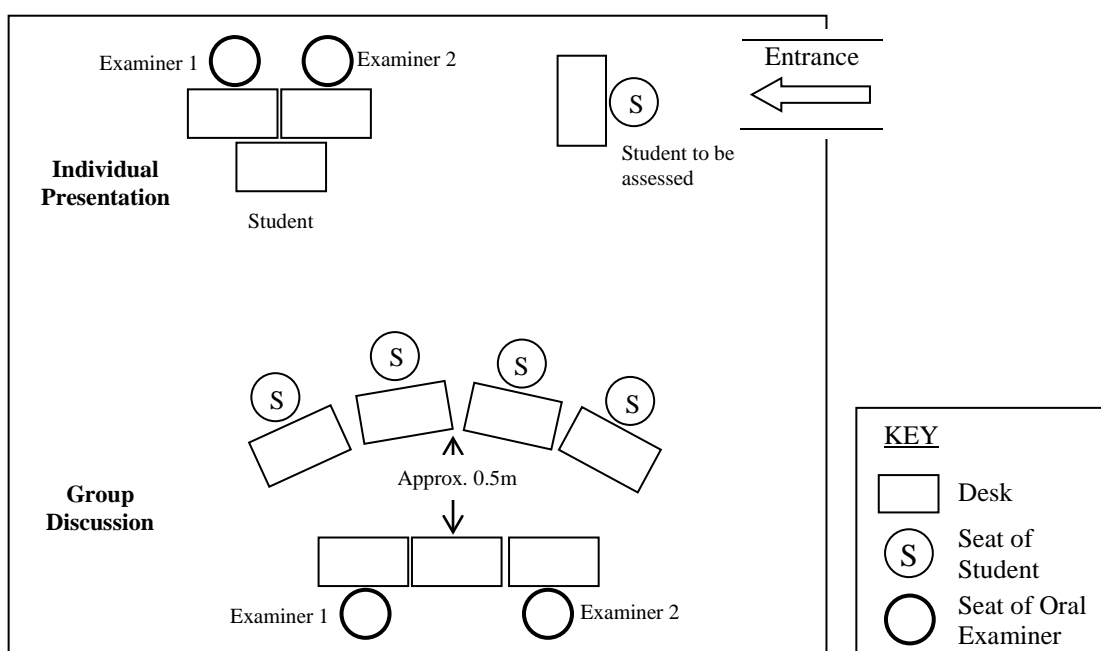
Students to be sent to the waiting room	Component	Arrival time to the waiting room	Assessment timeslot for each batch of students
1 st batch (6 students)	Individual Presentation	8:40 a.m. / 1:40 p.m.	8:45 a.m. – 9:15 a.m. / 1:45 p.m. – 2:15 p.m.
2 nd batch (6 students)		9:15 a.m. / 2:15 p.m.	9:20 a.m. – 9:50 a.m. / 2:20 p.m. – 2:50 p.m.
Break (15 minutes)			
3 rd batch (6 students)	Group Interaction	10:00 a.m. / 3:00 p.m.	10:05 a.m. – 10:25 a.m. / 3:05 p.m. – 3:25 p.m.
4 th batch (6 students)		10:25 a.m. / 3:25 p.m.	10:30 a.m. – 10:50 a.m. / 3:30 p.m. – 3:50 p.m.

Suggested time schedule for schools where **12** students are assessed:

Students to be sent to the waiting room	Component	Arrival time to the waiting room	Assessment timeslot for each batch of students
1 st batch (6 students)	Individual Presentation	8:40 a.m. / 1:40 p.m.	8:45 a.m. – 9:15 a.m. / 1:45 p.m. – 2:15 p.m.
Break (15 minutes)			
2 nd batch (6 students)	Group Interaction	9:25 a.m. / 2:25 p.m.	9:30 a.m. – 9:50 a.m. / 2:30 p.m. – 2:50 p.m.

Chinese Oral Assessment

- 7.10 Before the commencement of the Chinese Oral Assessment, the Assessment Administration Supervisor is requested to arrange the assessment room as per the diagram below:



Each selected student will attempt either a 2-minute Individual Presentation or an 8-minute Group Discussion. Students will first be assessed on Individual Presentations and then on Group Discussions, in groups of 4. Demonstration videos for the Chinese Oral Assessment can be found at the BCA Website (https://www.bca.hkeaa.edu.hk/web/TSA/zh/OE_demo/S3C_oral_demo.html).

Suggested time schedule for schools where **24** students are assessed:

Students to be sent to the waiting room	Component	Arrival time to the waiting room	Assessment timeslot for each batch of students
1 st batch (6 students)	Individual Presentation	8:40 a.m. / 1:40 p.m.	8:45 a.m. – 9:35 a.m. / 1:45 p.m. – 2:35 p.m.
2 nd batch (6 students)		9:30 a.m. / 2:30 p.m.	9:35 a.m. – 10:25 a.m. / 2:35 p.m. – 3:25 p.m.
Break (10 minutes)			
3 rd batch (4 students)	Group Discussion	10:30 a.m. / 3:30 p.m.	10:35 a.m. – 10:50 a.m. / 3:35 p.m. – 3:50 p.m.
4 th batch (4 students)		10:45 a.m. / 3:45 p.m.	10:50 a.m. – 11:05 a.m. / 3:50 p.m. – 4:05 p.m.
5 th batch (4 students)		11:00 a.m. / 4:00 p.m.	11:05 a.m. – 11:20 a.m. / 4:05 p.m. – 4:20 p.m.

Suggested time schedule for schools where **12** students are assessed:

Students to be sent to the waiting room	Component	Arrival time to the waiting room	Assessment timeslot for each batch of students
1 st batch (4 students)	Individual Presentation	8:40 a.m. / 1:40 p.m.	8:45 a.m. – 9:20 a.m. / 1:45 p.m. – 2:20 p.m.
Break (10 minutes)			
2 nd batch (4 students)	Group Discussion	9:25 a.m. / 2:25 p.m.	9:30 a.m. – 9:45 a.m. / 2:30 p.m. – 2:45 p.m.
3 rd batch (4 students)		9:40 a.m. / 2:40 p.m.	9:45 a.m. – 10:00 a.m. / 2:45 p.m. – 3:00 p.m.

Packing of Assessment Materials

- 7.11 Upon completion of the assessments, the Oral Examiners will put the assessment materials separately into the *Envelope for Oral Score Sheets and Assessment Summary* (see **Specimen a5**) and the *Envelope for Surplus Assessment Materials (Oral Assessments)* (see **Specimen a6**). Both teams of Oral Examiners will return two envelopes and 4 timers in 2 padded envelopes (2 timers in each envelope) to the Assessment Administration Supervisor. The Oral Examiners should ask the Assessment Administration Supervisor to countersign the *Assessment Summary for Oral Assessments*. Then the Oral Examiners will put it into *Envelope for Oral Score Sheets and Assessment Summary* and then seal the envelopes with HKEAA sealing labels and sign across the labels (See **Specimen a7**).

Assessment Administration Assistant's Attendance Record

- 7.12 The Assessment Administration Supervisor should ask the AAA to complete and sign the *Assessment Administration Assistant's Attendance Record* before he/she leaves the school.
- 7.13 The Assessment Administration Supervisor should countersign in verification of the arrival time and also rate the performance of the AAA in the appropriate section of this form. The completed form should be put inside the *Assessment Administration Supervisor's Working File* and returned to the HKEAA together with other assessment materials.

Storage of Assessment Materials

- 7.14 The AAA will put the identification badge and all the stationery back into the *Administration Packet for AAA* and return the packet to the Assessment Administration Supervisor.
- 7.15 With the assistance of the AAA, the Assessment Administration Supervisor should immediately put the 4 sealed envelopes of assessment materials (2 envelopes for the Chinese Oral Assessment and 2 envelopes for the English Oral Assessment), 4 timers in 2 padded envelopes (2 timers in each envelope), into the HKEAA carton for return of assessment materials, ***seal the carton and lock the carton in a secure cabinet or strong-room until it is collected by the authorised courier of the HKEAA.***
- 7.16 In case the HKEAA carton is damaged or is insufficient to hold all the assessment materials, the Assessment Administration Supervisor may arrange to use other suitable cartons for return of assessment materials to the HKEAA. Apart from sealing the cartons with adhesive tapes, the Assessment Administration Supervisor should also put a label on the cartons, clearly stating the school code, name of school in both English and Chinese, school address, the serial number of the carton and the total number of cartons (see **Specimen a9**).
- 7.17 The electronic version of Assessment Administration Supervisor's Irregularity Report must be completed before the completion of the whole assessment even if there is no irregularity.
- 7.18 The Assessment Administration Supervisor can dismiss the AAA when he/she has completed all the assessment administration work detailed above.

Note: Detailed working procedures of the Oral Assessments can be found in the *Oral Examiners' Handbook*, a copy of which can be downloaded from the BCA Website: www.bca.hkeaa.edu.hk by the AAS in late March 2024.

8. Post-assessment Arrangements

Collection of Assessment Materials

- 8.1 The HKEAA will arrange an authorised courier to collect assessment materials from schools on 25 April 2024.

- 8.2 The Assessment Administration Supervisor should pass all used and unused assessment materials in properly sealed cartons to the authorised courier of the HKEAA.

9. Emergencies

Bad Weather on the Day for Receiving Assessment Materials

- 9.1 If the Education Bureau decides that secondary schools are to be closed due to bad weather on the day, delivery of assessment materials will be postponed to 22 April 2024.

Bad Weather on the Days of Oral Assessments

- 9.2 Public announcement to be made by the Education Bureau regarding the closure of secondary schools and cancellation or postponement of the assessments due to bad weather will be broadcast through radio and television. In case of doubt about the cancellation or postponement of the assessments, the Assessment Administration Supervisor should pay attention to the public announcement right up to the time he/she leaves for the school.
- 9.3 On any of the assessment days, if secondary schools are to be closed in the morning, the assessments of the whole day will be rescheduled to **26 April 2024**. The collection of assessment materials by the HKEAA will be rescheduled to 29 April 2024.
- 9.4 On any of the assessment days, if secondary schools are to be closed only in the afternoon, the assessments of the PM session of the day will be rescheduled to the **afternoon of 26 April 2024**. The collection of assessment materials by the HKEAA will be rescheduled to 29 April 2024.
- 9.5 The Education Bureau issued the Circular Memorandum (No.76/2023) on 3 July 2023 to inform all secondary schools of the arrangements for the administration of the TSA 2024 for S.3 students. Schools are responsible for providing a written notification to parents of the days of assessment and the contingency arrangements for reserve day well in advance to ensure students' participation in the TSA.

Bad Weather on the Day for Collecting Assessment Materials

- 9.6 If the Education Bureau decides that secondary schools are to be closed due to bad weather on the day (i.e. 25 April), collection of assessment materials will be postponed to 26 April 2024.

Other Emergencies

- 9.7 In cases of emergencies other than bad weather, such as fire outbreak, power failure, etc., the Assessment Administration Supervisor should deal with the situation first and then report the case to the HKEAA by phone at 3628 8191. A written report on the case and the remedial actions taken in the form of a completed electronic version of Assessment Administration Supervisor's Irregularity Report should be sent to the HKEAA immediately afterwards.

- 9.8 The Assessment Administration Supervisor should always bear in mind that the AAA has no decision-making responsibilities and cannot help the school make any decision regarding the handling of irregularities and emergencies.

C. CONTACT US

Education Assessment Services Division
Hong Kong Examinations and Assessment Authority
Unit 903-906, Stelux House
698 Prince Edward Road East
San Po Kong, Kowloon

For subject and assessment related matters:

Tel: 3628 8188
Fax: 3628 8138

For assessment administration matters:

Tel: 3628 8191
Fax: 3628 8190
Email: tsa1@hkeaa.edu.hk

For technical support related to online services:

Tel: 3628 8177
Fax: 3628 8138
Email: tsa@hkeaa.edu.hk
BCA Website: www.bca.hkeaa.edu.hk

Territory-wide System Assessment 2024 (Secondary Schools)

Guidelines on Selecting Special Arrangements

The purpose of the Territory-wide System Assessment (the Assessment) is to provide school management with accurate and comprehensive information on the performance of the students of their own schools. Based on the principle of equal opportunities, some students may require special arrangements to be made by schools to enable them to display their achievements in learning in examinations. Schools should make corresponding arrangements for these students in the Assessment provided that the content and objectives of the assessment are not compromised. Besides, before exempting any student from the whole or part(s) of the assessment, schools must make sure that it is due to the student's disability/ disabilities that s/he is unable to participate in the assessment.

A. Selection Principles

Schools should report cases of students requiring special assessment arrangements to the Hong Kong Examinations and Assessment Authority (HKEAA) and select special arrangements WS0 to WS7 for such students during the specified period as indicated below. The HKEAA will make corresponding arrangements in assessment administration and reporting of results:

Date	Action by Schools
24 November 2023	Deadline for selecting special arrangements for all S.3 students on the "Participating Students Information" webpage in the "TSA Centre" at BCA Website
4 March 2024	Deadline for updating student information (including special arrangements) at BCA Website for Oral Assessments
3 May 2024	Deadline for updating student information (including special arrangements) at BCA Website for Written Assessments

Schools should follow the existing policies and guidelines of the Education Bureau (EDB) in selecting special arrangements WS0, WS3 to WS7 (see Part C and Appendix I) for their students with special educational needs (SEN). For SEN students requiring special arrangements in the Assessment, schools must ensure the availability of all supporting documents specified below:

1. **Reports provided by relevant professionals** (see Appendix II, e.g. speech therapists, doctors, educational psychologists, clinical psychologists, audiologists, etc.), and
2. **Approval of the Principal**, and
3. **Records of support and assessment adaptation provided by school**

Where necessary, schools will be informed one week in advance to get ready the above documents for on-site review of the HKEAA and EDB representatives.

All Academically Low Achievers (ALAs) should participate in the Assessment without any special arrangements.

Also, schools should take note of the following when selecting special arrangements for students:

1. Obtain the consent of the parents in advance; and
2. Make reference to the advice of professionals, teachers, parents and recent special arrangements in internal examinations (including time extension); and

3. Extend assessment time to no more than 25% of the original total time for SEN students, if necessary. Students with severe visual impairment or physical disability may have a longer extended time according to the advice of related professionals.

Please also note that it is not necessary to inform the HKEAA of any special seating arrangements in the classroom (for SEN or non-SEN students).

B. Selection Guidelines

1. Schools may select more than one special arrangement for each student.
2. **All students receiving WS0, WS3 to WS7 will not be included in the *Student Sample List* of the Oral Assessments. Schools may request in writing to put any students receiving WS4 to WS7 in the pool for random selection for the Oral Assessments. If selected, no special arrangements will be provided and their results will be included in the School Report for Oral Assessments.**
3. The HKEAA will process the results of students requiring special arrangements separately (refer to “Part D – Release of School Reports” for details).
4. Depending on the actual circumstances, schools may apply for special assessment arrangements other than WS0 to WS7 for students with other special needs. The requested arrangements should be practicable in a public assessment setting and without contributing to any unfair advantage over other students. The Principals concerned should submit their application in writing **on or before 24 November 2023** (Note: Late application will not be accepted) with relevant supporting documents to the HKEAA for consideration.

C. Categories for Selection

WS0 Exemption from the Oral Assessments (for students with Severe Speech and Language Impairments)

Relevant Arrangement

Students will be exempted from the Oral Assessments only (they should still take part in the Written Assessments)

WS1 Non-Chinese Speaking (NCS) Students

In principle, schools **should arrange all NCS students to take part in the whole assessment** (including the Chinese Language, English Language and Mathematics Assessments). Schools may select WS1 for these NCS students.

Relevant Arrangements

Oral Assessment

If WS1 students are selected for the Chinese Oral Assessment, they will be provided a bilingual instruction sheet

Written Assessments

1. HKEAA will provide the following extra materials for schools with WS1 students:
 - a. If the class of the student is using Chinese Mathematics paper, the HKEAA will provide an additional set of English Mathematics papers for these students. Schools may opt for Mathematics in either language for these students according to their learning needs
 - b. Separate bilingual instruction sheets for the Chinese Listening, Audio-visual, Writing and Reading Assessments
 - c. 2 special CDs/VCDs for the Chinese Listening and Audio-visual Assessments, with all questions and options read aloud. It should be arranged for these students to take the assessments separately
 - d. Enhanced instructions on answering questions for the Chinese Reading Assessment. If schools decide to read aloud the enhanced instructions on answering questions to the WS1 students in the Chinese Reading Assessment, they should arrange for the concerned WS1 students to take the assessment separately. For the convenience of these schools, an extra package containing only one sub-paper together with the enhanced instructions will be provided.
2. In the Chinese Writing Assessment, schools may read aloud the writing topic to the WS1 students, but they should arrange for the students to take the assessment separately. Schools may use the extra package provided with only one sub-paper for reading the writing topic to WS1 students.
3. All the above extra assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

WS2 Newly-arrived Children (NAC)

All students following the local curriculum, disregarding the length of stay in Hong Kong, **should take part in the whole assessment** (including the Chinese Language, English Language and Mathematics Assessments).

In view of the fact that it does take time for NAC students to adapt to the local curriculum and pace of learning, schools may select WS2 for these students.

WS2 Students must satisfy any one of the following criteria:

- i) the period between the date of first arrival in Hong Kong and the first day of attending school is less than one year (i.e. arrival less than one year); or
- ii) have been in Hong Kong for more than one year, but have not attended any local school for more than one year prior to admission to the current school (i.e. schooling less than one year).

Schools are required to keep these students’ records of entering Hong Kong for settlement (e.g. copies of One-way Permits, Passports, or Certificates of Entitlement). They may be asked to submit such documents to the HKEAA within one week of notification when necessary.

WS3 Exemption from the Whole Assessment

(for students with Severe Visual Impairment or Intellectual Disability^{Note 1})

Note 1 This arrangement is not for students with Limited Intelligence

WS4 Exemption from the Listening and CAV Assessments

(for students with Moderately-severe, Severe or Profound Hearing Impairment)

Relevant Arrangement

Students will be exempted from the Chinese and English Listening Assessments, as well as the Chinese Audio-visual Assessment

WS6 Using A3 QA Booklets

(for students with Visual Impairment, Dyslexia, Physical Disability, etc.)

Relevant Arrangements

1. The HKEAA will provide A3 question booklets and answer booklets printed on ivory paper with 2 CDs for Chinese Listening, and English Listening Assessments as well as 2 VCDs for Chinese Audio-visual Assessments^{Note 2}
2. All the above assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 2 Students who require enlarged question booklets and answer booklets will be given the same sub-papers for all assessments. During the Chinese and English Listening Assessments, the sub-papers of these students may be different from those of their classmates. Schools should arrange for them to sit the assessments either with another class using the same sub-paper or separately.

WS7 Taking Assessments Separately, Time Extension, Supervised Break, and/or Using Auxiliary Equipment

(for students with Dyslexia, Autism Spectrum Disorders, Attention Deficit / Hyperactivity Disorder, Physical Disability, Speech & Language Impairment, Mental Illness, Visual Impairment, Hearing Impairment, etc.)

Relevant Arrangements

1. Schools should make reference to recent special arrangements in internal examinations
2. Reading aloud the questions is only applicable to those students with Dyslexia and having severe reading difficulties sitting for Listening and Writing papers in the Chinese and English Assessments, as well as the Mathematics Assessments. Schools may refer to the guideline “Special Arrangements for Internal Examinations for Students with Special Educational Needs” issued by EDB for details^{Note 3}
3. The HKEAA will provide an additional set of question booklets and answer booklets of one sub-paper only for all WS7 students and 2 CDs on Chinese Listening, Chinese Audio-visual and English Listening Assessments to facilitate the teacher to read aloud the questions to the students mentioned in 2 if necessary
4. All the above assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 3 “Special Arrangements for Internal Examinations for Students with Special Educational Needs” website: https://sense.edb.gov.hk/uploads/page/integrated-education/guidelines/SpecialExamArrangement_20181210_en.pdf

D. Release of School Reports

Based on the student information submitted by individual schools, the HKEAA will issue three school-level reports for each school:

School Report:	Results of all students
Supplementary Report 1:	Results of all students except those of WS1 students
Supplementary Report 2:	Results of all students except those of WS1, WS2, WS4, WS6 and WS7 students
Non-Chinese Speaking (NCS) Student / Students with special educational needs (SEN) Report on Chinese Language, English Language and Mathematics Assessments:	Results of NCS/SEN students in the Chinese Language, English Language and Mathematics Assessments (only for schools with 5 or more NCS/SEN students participating in the Chinese Language, English Language and Mathematics Assessments)

Appendix I

	SEN Type	Special Arrangements (for reference only)
1.	Specific Learning Difficulties / Dyslexia	WS6, WS7
2.	Intellectual Disability	WS3
3.	Autism Spectrum Disorders	WS7
4.	Attention Deficit / Hyperactivity Disorder	WS7
5.	Physical Disability	WS6, WS7
6.	Visual Impairment - Mild and Moderate - Severe and Total Blindness	WS6, WS7 WS3, WS7
7.	Hearing Impairment - Mild and Moderate - Moderately-severe, Severe and Profound	WS7 WS4, WS7
8.	Speech & Language Impairment (Articulation, Language, Voice, Fluency and Pragmatic) - Mild and Moderate - Severe	WS7 WS0, WS7
9.	Mental Illness	WS7

Appendix II

	SEN Type	Assessment Centres / Professionals
1.	Specific Learning Difficulties / Dyslexia	Educational psychologists or Clinical psychologists
2.	Intellectual Disability	Educational psychologists, Clinical psychologists or Child Assessment Service operated by the Department of Health / Hospital Authority
3.	Autism Spectrum Disorders	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority
4.	Attention Deficit / Hyperactivity Disorder	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority
5.	Physical Disability	Doctors
6.	Visual Impairment	Ophthalmologists or General Eye and Low Vision Centre operated by the Hong Kong Society for the Blind
7.	Hearing Impairment	Audiologists
8.	Speech & Language Impairment	Speech therapists
9.	Mental Illness	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority

2024 年全港性系統評估（中學） 評估行政助理須知（說話評估）

（不連樣本）

一、 評估行政助理的一般職責

1. 評估行政助理需在被委派學校的評估行政主任監督下執行職務。
2. 於全港性系統評估進行期間，即 **2024 年 4 月 23 日及 24 日**；或有需要於後備日，即 **2024 年 4 月 26 日**（請參考第十部分惡劣天氣安排）協助評估行政主任及說話能力主考員執行工作。
3. 評估行政助理必須出席培訓工作坊以了解於評估進行期間的角色及職務。
4. 作為香港考試及評核局（考評局）的代表，評估行政助理被委派到學校執行職務；必須嚴格遵守及熟讀此須知和培訓時提供的指引，並以專業的操守處理評估期間的工作。
5. 除獲考評局特殊許可，在整個評估行政工作進行期間，評估行政助理不能擅自離開指定的學校。
6. 評估行政助理的職責 只是提供協助而無須作出任何決定。
7. 為監察評估行政助理的服務質素，考評局將以隨機抽樣形式選出學校，並在評估當日探訪被選出的學校。考評局職員在抵埗後，將出示職員證，並要求約見評估行政主任及評估行政助理。考評局職員將檢視評估行政助理是否如考評局所示履行職務。

二、 衣飾

1. 在執行職務期間，評估行政助理必須佩戴由考評局提供之工作證（見樣本 1），以識別身份。
2. 評估行政助理之服飾必須整齊及整潔，並穿著軟底不發出聲響之鞋子及佩戴沒有計時響鬧功能的手錶。長裙、及膝裙、西褲、有領與袖手的襯衫、外褸均為可接受之服飾，衣著絕不能過份暴露或帶有冒犯性，不得穿著短褲、牛仔褲、運動服裝及涼鞋。為免滋擾評估的進行，不要穿著硬底會發出聲響之鞋子及佩戴任何會發出聲響的首飾如手鐲、珠鍊等。
3. 評估行政助理需確保個人之隨身物品妥善放好於手提包內，以便隨身攜帶。考評局或被委派的學校均不會為評估行政助理任何個人財物的損失負上責任。
4. 在執行職務期間，請將手提電話的響鬧裝置設定為**震動模式**。評估行

政助理應確保手提電話隨身攜帶及能夠接收來電／提示訊號，並定期檢查電話（每 15 至 20 分鐘），以免未能注意到考評局的來電。

三、 需攜帶物品

在評估當日，評估行政助理需確保攜帶以下物件前往學校：

1. 評估行政助理須知
2. 由考評局發出之委任信
3. 香港身份證或護照

四、 準時抵達

1. 確定核對清楚委任信上的**學校全名與地址**，以免錯誤前往相類似名稱的學校。
2. 評估行政助理必須於**早上 8 時（上午時段）或下午 1 時（下午時段）**前向評估行政主任報到。
3. 評估行政助理抵埗後，需向評估行政主任出示由考評局發出的委任信及其香港身份證或護照，以便核實身份。
4. 如未能履行評估行政助理之職務，請於**最少 3 個工作天前**通知考評局。
5. 考評局職員會於評估當日上午 6 時 30 分開始值班，如因突發事件或緊急事故未能於評估當日擔任評估行政助理，請務必於**當日上午 6 時 45 分之前**通知考評局。

五、 評估時間表

時間	評估範疇	
上午 8 時 45 分 – 11 時 30 分 / 下午 1 時 45 分 – 4 時 30 分 (開始時間有 15 分鐘彈性)	中文科說話評估	英文科說話評估
	<u>個人短講</u>	<u>個人短講</u>
	(共 6 名或 12 名學生，每次 1 名)	(共 6 名或 12 名學生，每次 1 名)
	<u>小組討論</u>	<u>小組討論</u>
	(共 8 名或 12 名學生，每次 4 名)	(共 6 名或 12 名學生，每次 3 名)

六、 評估進行前

開啟及核對評估物料

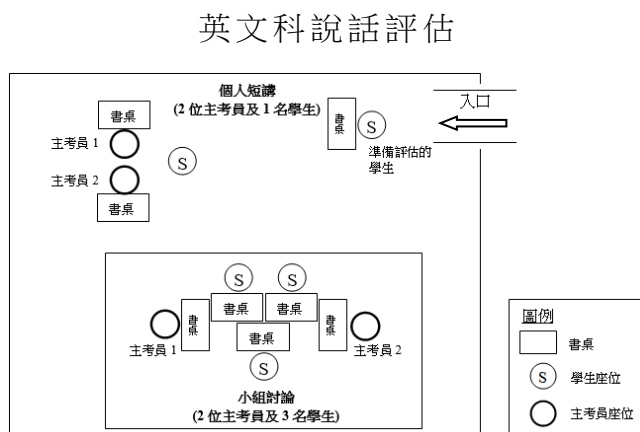
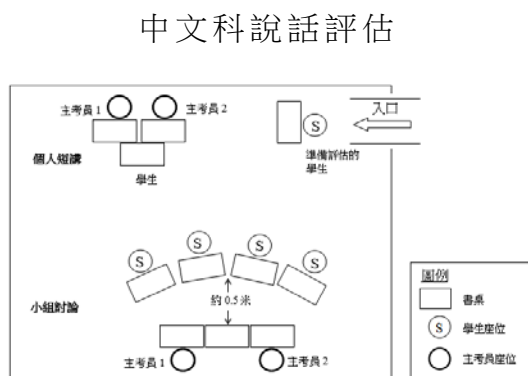
1. 評估行政主任將用以盛載評估物料的紙箱從堅固的櫃或密室中取出，評估行政助理應再次檢查紙箱是否屬於該學校／當日所使用的評估物料及仍保持原封不動，並以剗刀開啟紙箱。由於紙箱將重用以盛載評估物料交回考評局，評估行政助理應小心**開啟**。

2. 評估行政助理分發以下評估物料：
 - (1) 2 個密封的評估物料封套，每個封套將分發予每組別的說話能力主考員(封套外已標明科目及在封套背面已印有評估物料核對表)
 - (2) 1 個「學生抽樣名單」密封信封，內裡包含 5 套「學生抽樣名單」(見樣本 2a)。每組別的說話能力主考員各有 1 套、評估行政助理 1 套及評估行政主任 2 套
 - (3) 「評估行政主任文件檔」，內裡包含「評估行政主任－異常事項報告」電子版的超連結(見樣本 3)、1 份「評估行政助理出席紀錄表」(見樣本 4)
 - (4) 「評估行政助理文件套」，內裡包含工作證、文具及「學生報到核對表」(見樣本 5c)
3. 評估行政助理開啟「學生抽樣名單」密封封套，然後分別將 1 套名單交給中文科的說話能力主考員、1 套名單交給英文科的說話能力主考員、2 套交給評估行政主任以便他／她安排被選中的學生參與評估，及最後 1 套由評估行政助理保管使用。
4. 評估行政主任應向評估行政助理及每組別的說話能力主考員提供每班的學生名單，資料包括所有學生的中、英文姓名、班別、班號及應考中文科說話評估的語言，以便評估行政助理於等候室點名。
5. 如評估物料有缺漏情況，評估行政主任應該立即致電 3628 8191 通知考評局以便於評估開始前作出補救。

檢查評估設施

6. 評估行政助理需確保學校的評估設施依照考評局的要求安排妥當。如評估室內設有閉路電視系統，評估行政助理需確保學校已關掉評估室內的閉路電視系統或覆蓋錄影鏡頭。

說話評估室佈置(中學)



7. 學校應安排一個有蓋的地方（最好是一間課室）用作共同等候室，等候室應放置最少 13 張椅子（1 張供評估行政助理，12 張供被選中的學生）及 1 張枱。建議等候室應盡量接近及位於兩間評估室的同一樓層。

七、在說話評估等候室內之職責

為免太多學生同一時間在等候室輪候而出現混亂，評估行政主任應委派 2 名學校職員安排被選中的學生分批（英國語文科每次 6 名學生。中國語文科個人短講每次 6 名學生；小組討論每次 4 名學生）前往等候室。評估行政助理應提醒學生有秩序地在等候室靜候參與評估。

評估行政助理應檢查及確保學生已攜帶自己的學生手冊／學生證（附有他們的姓名、班別、班號及相片，以茲識別）前往參與評估。如被選中學生沒有帶備學生手冊／學生證，評估行政助理應盡快要求他們取回，並提醒學生需攜帶鉛筆或原子筆參與說話評估。

1. 核對被抽選學生的身份

評估行政助理需從「學生抽樣名單」及由評估行政主任提供的學生名單中核對學生手冊上之資料，以確定被選中學生之身份。如被選中學生沒有帶備學生手冊，可出示其他學校證明文件，如學籍卡附有學生姓名、班別、班號及相片等均可接受。如學生未能出示有效的證明文件，評估行政助理應向評估行政主任匯報，以便他／她安排後備學生參與評估。

核對完畢後，評估行政助理需在「學生抽樣名單」上打「✓」，並把學生所屬班別及學號（如 3D/17）寫在標貼上，以及示意學生貼在當眼位置以識別身份。如被選取學生為後備，評估行政助理則需在班別及學號後加寫〔R〕（如 3D/19〔R〕）（詳情請參閱下述第 3 段）

2. 豁免參加評估

學校應在評估前為有特殊教育需要的學生點選或申請特別安排，此等學生不會在說話評估的「學生抽樣名單」中被列為正選或後備。如這些學生仍被發現在「學生抽樣名單」上，評估行政主任可將後備的學生補上。

評估行政助理應在評估完畢後向說話能力主考員報告有關的情況，並提供相關的學生資料予說話能力主考員；說話能力主考員會把有關的安排紀錄在「說話評估總結表」（見樣本 6）內。

校方在評估進行期間無須提供任何證明文件。

3. 後備學生

如被選中的學生缺席、未能出示他們的學生手冊或任何學籍證明文件或獲豁免參加評估，他們將由後備的學生補上。替補次序從同一班別

該評估項目最小的班號開始，如所有後備學生編號都已被使用，評估行政主任需請說話能力主考員隨選任何一個班號以作替補。

4. 協助評估期間的運作

評估行政助理需協助整個評估的運作，令評估能按原定的時間完成。完成評估的學生會由學校職員帶領下返回他們的課室，確保他們不能與等候室內之學生有任何交流。學校職員隨即陪同下一位 / 下一組被選中的學生由等候室前往評估室作準備。

5. 一般支援

在一般情況下，如說話能力主考員遇上任何困難，他 / 她會透過評估行政助理向評估行政主任尋求協助。

八、 評估終結後

1. 包裝評估物料

說話評估終結後，評估行政助理會將工作證及所有文具放進「評估行政助理文件套」內交回評估行政主任。每組別的說話能力主考員亦會把評估物料放進 2 個封套內交回評估行政主任。

請確認評估行政主任及說話能力主考員已在所有「評估總結表」上簽署。

2. 簽署紀錄表

評估行政主任會請評估行政助理填妥及簽署「評估行政助理出席紀錄表」，他會加簽確認評估行政助理的到校時間，亦會在紀錄表適當位置上為評估行政助理工作的表現評分。填妥的「評估行政助理出席紀錄表」會隨「評估行政主任文件檔」交回考評局。

3. 貯存評估物料

在評估行政助理協助下，評估行政主任應即時將 4 個已封口的評估物料封套（中國語文科說話評估 2 個封套及英國語文科說話評估 2 個封套）、2 個放有計時器的軟墊信封、「評估行政助理文件套」及「評估行政主任文件檔」放進原來盛載評估物料的紙箱內，以便交回考評局。把紙箱封好，然後鎖進堅固的櫃或密室，直至由考評局所指派的速遞公司收回為止。

4. 離開學校

除獲考評局特殊許可，在整個評估行政工作進行期間，評估行政助理不能擅自離開指定的學校。直至上述評估行政工作完成後，評估行政主任可讓評估行政助理離開學校。

九、 評估行政主任與評估行政助理的分工

評估進行前	
評估行政助理	評估行政主任
<ul style="list-style-type: none"> ▪ 檢查及開啟評估物料紙箱 ▪ 分發評估物料予評估行政主任及說話能力主考員 ▪ 開啟「學生抽樣名單」信封及分發名單予評估行政主任及說話能力主考員 ▪ 檢查評估室已佈置妥當 	<ul style="list-style-type: none"> ▪ 完成佈置評估室及安排等候室 ▪ 向說話能力主考員及評估行政助理提供學生名單 ▪ 安排 2 名學校職員負責帶領被選中的學生參與評估
說話評估進行時	
<ul style="list-style-type: none"> ▪ 核對被抽選學生的身份 ▪ 記錄後備學生替補及豁免評估等的情況 ▪ 維持等候室的秩序 	<ul style="list-style-type: none"> ▪ 安排 2 名學校職員帶領被選中的學生前往等候室、從等候室前往評估室及帶領已完成評估的學生返回課室 ▪ 如有被選中的學生缺席，安排後備學生替補
說話評估完結後	
<ul style="list-style-type: none"> ▪ 向說話能力主考員報告有關後備學生替補及豁免評估等的情況 ▪ 確認評估行政主任及中文科與英文科兩位說話能力主考員已在封套及「說話評估總結表」上簽署 ▪ 將所有已封口的評估物料封套及其他評估物料放進原來盛載評估物料的紙箱內，並把紙箱封好 	<ul style="list-style-type: none"> ▪ 填妥「評估行政主任－異常事項報告」電子版 ▪ 請評估行政助理填妥及簽署「評估行政助理出席紀錄表」，並為評估行政助理的工作表現評分及簽署 ▪ 在中文科與英文科「說話評估總結表」上簽署 ▪ 從中文科與英文科說話能力主考員各收回兩個已密封及加簽的「說話能力評級表及評估總結表封套」及「剩餘評估物料封套」 ▪ 見證評估行政助理包裝評估物料 ▪ 將紙箱鎖在堅固的櫃或密室

十、 惡劣天氣安排

1. 如因天氣惡劣導致學校停課及該天的評估取消或改期舉行，教育局將透過電台及電視台宣布有關的安排。如評估行政助理對當日的評估是否取消或改期舉行有所疑慮，應於前往學校前留意電台及電視台的有關宣布。

2. 在舉行說話評估的其中一日，如中學於早上停課，全日的評估將改期至 **2024 年 4 月 26 日**。
3. 在舉行說話評估的其中一日，如中學只是在下午停課，則當日下午的評估將改期至 **2024 年 4 月 26 日下午**。
4. 如因緊急事項（例如傳染病爆發）教育局宣布在評估當天及後備日均停課，評估將會改期或取消，詳情請留意教育局透過電台及電視台的宣布，以及基本能力評估網頁 www.bca.hkeaa.edu.hk 的最新消息公布。評估行政助理如未能在改期日擔任工作，必須盡早聯絡考評局。

十一、 聯絡我們

全港性系統評估行政組
教育評核服務部
香港考試及評核局
九龍新蒲崗太子道東 698 號
寶光商業中心 903-906 室
電話：3628 8191
傳真：3628 8190
電郵：tsa1@hkeaa.edu.hk

此表格由
評估行政主任填寫
To be completed by
Assessment
Administration
Supervisor

2024 年全港性系統評估（中學）
Territory-wide System Assessment 2024
(Secondary Schools)

樣本 a1
Specimen a1

評估行政主任－異常事項報告
Assessment Administration Supervisor's Irregularity Report

無論有沒有發生特別事故，評估行政主任亦須於完成整個說話評估前經網上遞交表格至考评局。No matter whether there is any irregularity or not, the Assessment Administration Supervisor should **complete and submit the online form to the HKEAA** before the completion of the Oral Assessments.



[網上表格 Online Form: <http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=AASirre2024>]

學校名稱

Name of School : _____

學校編號

School Code : _____

電話號碼

Tel No. : _____

☐ 評估期間沒有任何特別事故。
NO irregularity occurred during the assessment.

☐ 評估時發生以下特別事故：
Irregularities occurred during the assessment session are detailed below:

日期/時間 Date / Time	異常事項 Irregularities	受影響的學生班號 Class No of Affected Student

注意：評估行政主任可以此表格填報任何說話能力主考員或監考員未有在「說話評估總結表」及「紙筆評估總結表」內填報的有關評估行政上的特別事故。

NOTE: Assessment Administration Supervisor may use this form to report irregularities regarding the administration of the assessment, which have not been reported by the Oral Examiners or Invigilators on the "Assessment Summary for Oral Assessments" and "Assessment Summary for Written Assessments".

評估行政主任姓名

Name of Assessment Administration Supervisor : _____

評估行政主任簽署

Signature of Assessment Administration Supervisor : _____

日期

Date : _____

香港考試及評核局
HK EXAMS & ASSESSMENT AUTHORITY
全港性系統評估
TERRITORY-WIDE SYSTEM ASSESSMENT
說話能力主考員
ORAL EXAMINER

香港考試及評核局
HK EXAMS & ASSESSMENT AUTHORITY
全港性系統評估
TERRITORY-WIDE SYSTEM ASSESSMENT
評估行政助理
ASSESSMENT ADMINISTRATION
ASSISTANT
(AAA)

說話評估抽樣編號名單 Oral Assessment - Student Sample List

學校編號(School Code) : S999
學校名稱(School Name) : 甲乙丙學校
ABC SCHOOL

樣本a3
Specimen a3

班別(Class) : 3A

項目Component 班號Class No.	中文科		English		班號 Class No.
	個人短講	小組討論	Individual Presentation	Group Interaction	
01					01
02				Selected	02
03					03
04					04
05					05
06					06
07					07
08*		Reserve			08*
09					09
10			Reserve		10
11				Selected	11
12				Selected	12
13*					13*
14					14
15					15
16					16
17					17
18		Selected			18
19					19
20*			Selected		20*
21					21
22					22
23					23
24*				Reserve	24*
25					25
26		Selected			26
27*		Selected			27*
28					28
29		Selected			29
30					30
31					31

*WS1非華語學生 - 需參與中國語文科視聽資訊及說話評估

*WS1 Non-Chinese speaking (NCS) students - should take part in the Chinese Language Audio-visual and Oral Assessment

註：1. 若正選缺席，則由後備補上。(後補次序從該評估項目最小的班號開始)。

2. 若後備名單不足，評估行政助理可請校外主考員隨意選取該班的學號。

Remarks: 1. If the students selected are absent, they will be replaced by the students on reserve.

(Replacement starts from the lowest class no. in the specified component.)

2. If the reserve list of a particular class is used up, the Assessment Administration Assistant should ask the external Examiner to select any class no. at random.

此表格資料由說話能力主考員
填寫，評估行政主任確認
Information to be
completed by Oral Examiners and
endorsed by Assessment
Administration Supervisor

樣本 a4
Specimen a4

2024 年全港性系統評估（中學）
Territory-wide System Assessment 2024
(Secondary Schools)

說話評估總結表
Assessment Summary for Oral Assessments

學校名稱 Name of School:	學校編號 School Code:
科目* Subject*:	中文科說話評估 Chinese Oral Assessment / 英文科說話評估 English Oral Assessment
參與學生人數 No. of Students Participated:	日期 Date:

* 請圈起適用者
Please circle where appropriate

參與學生（包括補替學生） Students Participated (including replacement students)					
班別 Class	學號 Class Numbers	班別 Class	學號 Class Numbers	班別 Class	學號 Class Numbers
	/ / /		/ / /		/ / /
	/ / /		/ / /		/ / /
	/ / /		/ / /		/ / /

缺席學生（如適用） Absentees (if applicable)	
學生雖被選中，但由於以下原因，未能參與評估： List of originally selected students who did not participate in the assessment for the reasons given below: A 身體不適或缺席 Sick or absent B 未能出示任何身份證明文件（如手冊、學生證、學校正式文件等） Unable to produce any identification documents (e.g. handbooks, student cards, official school documents) C 其他（請簡述原因） Others (Please briefly give reasons.)	
缺席學生班別/班號 Class/Class No. of Absentee	未能參與之原因（請在適當方格內填上「✓」號） Reason for not participating (Please put a "✓" in the appropriate box)
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____

↪ 請轉後頁
Please turn overleaf

缺席學生班別/班號 Class/Class No. of Absentee	未能參與之原因（請在適當方格內填上「✓」號） Reason for not participating (Please put a "✓" in the appropriate box)
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____

評估時發生的其他特別事故 Other Irregularities Occurring during the Assessment Session

說話能力主考員 1 姓名: Name of Oral Examiner 1 : _____	簽署: Signature: _____
說話能力主考員 2 姓名: Name of Oral Examiner 2 : _____	簽署: Signature: _____
評估行政主任姓名: Name of Assessment Administration Supervisor: _____	簽署: Signature: _____



香港考試及評核局
Hong Kong
Examinations and
Assessment Authority

全港性系統評估－說話評估

Territory-wide System Assessment - Oral Assessments

說話能力評級表及評估總結表封套

ENVELOPE FOR ORAL SCORE SHEETS AND ASSESSMENT SUMMARY

學校編號
School Code : _____ 級別
Level : S3

參與學生人數
Total No. of Students Participated : _____ 科目
Subject : ☐ 中國語文科 Chinese Language ☐ 英國語文科 English Language

請把以下文件放進此封套，並在方格內以「✓」號表示：

Please put the following documents into this envelope, and tick “✓” the boxes accordingly:

☐ 已使用的「說話能力評級表」
Used Oral Score Sheets _____ 份
_____ copies

☐ 未使用的「說話能力評級表」
Unused Oral Score Sheets _____ 份
_____ copies

☐ 說話評估總結表 (1 份)
Assessment Summary for Oral Assessments (1 copy)

☐ 學生抽樣名單 (1 份)
Student Sampling List (1 copy)

說話能力主考員 1 姓名

Name of Oral Examiner 1 : _____

說話能力主考員 2 姓名

Name of Oral Examiner 2 : _____

簽署

Signature : _____

簽署

Signature : _____

樣本 a5
Specimen a5



香港考試及評核局
Hong Kong
Examinations and
Assessment Authority

全港性系統評估－說話評估
Territory-wide System Assessment - Oral Assessments

剩餘評估物料封套

ENVELOPE FOR SURPLUS ASSESSMENT MATERIALS

學校編號

School Code

:

級別

Level

:

S3

科目

Subject

:

中國語文科

Chinese Language



英國語文科

English Language



除計時器及所有已放進「說話能力評級表及評估總結表封套」的物料外，請將所有剩餘評估物料放進此封套。

Assessment materials other than timers and those which have been put in the “Envelope for Oral Score Sheets and Assessment Summary” should be put into this envelope.

說話能力主考員 1 姓名

Name of Oral Examiner 1

:

簽署

Signature

:

說話能力主考員 2 姓名

Name of Oral Examiner 2

:

簽署

Signature

:

樣本 a6
Specimen a6

The diagram shows a large rectangular envelope with a triangular flap at the top. Inside the envelope, there are two identical labels side-by-side. Each label contains the text: 香港考試及評核局 (HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY) and 全港性系統評估 (TERRITORY-WIDE SYSTEM ASSESSMENT). Below the text on each label is a signature. To the right of the envelope, a label points to the top flap with the text: 香港考試及評核局封條 (HKEAA Sealing Label). To the left of the envelope, a box points to the first signature with the text: 由說話能力主考員 1 或 評估行政助理橫加簽署 (Oral Examiner 1 or Assessment Administration Assistant to sign across). To the right of the envelope, a box points to the second signature with the text: 由說話能力主考員 2 或 評估行政主任橫加簽署 (Oral Examiner 2 or Assessment Administration Supervisor to sign across).

香港考試及評核局
HONG KONG EXAMINATIONS AND
ASSESSMENT AUTHORITY
全港性系統評估
TERRITORY-WIDE
SYSTEM ASSESSMENT

香港考試及評核局
HONG KONG EXAMINATIONS AND
ASSESSMENT AUTHORITY
全港性系統評估
TERRITORY-WIDE
SYSTEM ASSESSMENT

香港考試及評核局封條
HKEAA Sealing Label

由說話能力主考員 1 或
評估行政助理橫加簽署
Oral Examiner 1 or
Assessment Administration
Assistant to sign across

由說話能力主考員 2 或
評估行政主任橫加簽署
Oral Examiner 2 or
Assessment Administration
Supervisor to sign across

2024 年全港性系統評估 (中學)
Territory-wide System Assessment 2024 (Secondary Schools)
評估行政助理出席紀錄表
Assessment Administration Assistant's Attendance Record

填妥的紀錄表須放入評估行政主任文件檔內交回考評局

Completed Record form should be put into the AAS's Working File for returning to the HKEAA

由評估行政助理填寫 Completed by Assessment Administration Assistant:

學校名稱
Name of School : _____

學校編號
School Code : _____

評估行政助理姓名及編號 : _____

香港身分證/護照號碼 : _____

HKID Card / Passport No. : _____

評估日期及時段 Assessment Date and Session	抵達時間 Time of Arrival	評估行政助理簽署 Signature of Assessment Administration Assistant	評估行政主任加簽 Countersigned by Assessment Administration Supervisor
/ (A.M./P.M.)			
/ (A.M./P.M.)			

由評估行政主任填寫 Completed by Assessment Administration Supervisor:

對評估行政助理的評分
Rating to AAA

10 9 8 7 6 5 4* 3 2 1

非常滿意
Excellent

一般
Acceptable

十分不滿意
Unacceptable

其他意見 (如有需要)
AAS's Remarks (optional) : _____

* 如評分低於 4 分, 考評局會考慮將來不再委任有關評估行政助理
If rating is lower than 4, the HKEAA will consider not to appoint concerned AAA in the future

重要事項

IMPORTANT NOTES

評估行政助理需向評估行政主任出示由香港考試及評核局所發出的委任書及香港身分證/護照以作身份證明。

Upon arrival, the Assessment Administration Assistant should show his/her letter of appointment issued by the Hong Kong Examinations and Assessment Authority and HKID Card or Passport to the Assessment Administration Supervisor for identification.

樣本 a8
Specimen a8

TSAS999

甲乙丙學校

ABC SCHOOL

新界大埔鄉村路 20 號

20 HEUNG CHUN ROAD

TAI PO NEW TERRITORIES

Box of