

# 2024 年全港性系統評估(中學) 便覽

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

## 第五乙部分 Part 5b

### 評估行政主任須知 (紙筆評估)

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



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# TASK CHECKLIST FOR ASSESSMENT ADMINISTRATION SUPERVISOR (WRITTEN ASSESSMENTS)

## Before the Assessments

Date	Task
<input type="checkbox"/> 3 May	Deadline for updating student information (including special arrangements) for Written Assessment
<input type="checkbox"/> 22 May	Receive the “ <i>Invigilators’ Handbooks</i> ” via Web and from the courier
<input type="checkbox"/> 30 May – 20 Jun	Download and check the checklists and forms to be used in the Written Assessments
<input type="checkbox"/> by 7 Jun	Brief the invigilators and remind them to download and familiarise themselves with the Instructions to Invigilators and other notes for invigilators beforehand
<input type="checkbox"/> 14 or 17 Jun	Receive the materials for Written Assessments from the courier, check the materials and lock them in a secure cabinet or strong-room
<input type="checkbox"/> 18 Jun	Test the CD/VCD players or computers (confirm the power saving function of the computer screen is off) and amplifiers for Listening and CAV Assessments
<input type="checkbox"/>	Remind all students to bring HB pencils, erasers and blue (or black) ball pens on the days of the assessments

## On the Days of Assessments (i.e. 19 and 20 Jun 2024)

Task
<input type="checkbox"/> 1. The AAA report for duty at 7:45 am
<input type="checkbox"/> 2. Unpack and check the materials in the Stationery Box with the AAA
<input type="checkbox"/> 3. Unpack and check the assessment materials of the day with the AAA
<input type="checkbox"/> 4. Distribute the assessment materials (incl. barcode labels, envelopes, etc.) to invigilators before each assessment session
<input type="checkbox"/> 5. Start the assessment at 8:45 am (with a flexibility of 15 minutes)
<input type="checkbox"/> 6. Check and pack the assessment materials with the AAA
<input type="checkbox"/> 7. Seal the envelopes with the HKEAA sealing labels and sign across the labels with the AAA
<input type="checkbox"/> 8. Finish all assessments no later than 1:15 pm
<input type="checkbox"/> 9. Return all envelopes to the original cartons
<input type="checkbox"/> 10. Seal all the cartons
<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 a secure cabinet or strong-room

## After the Assessments

Date	Task
<input type="checkbox"/> 20 or 21 Jun	Return assessment materials to the HKEAA via the courier

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

## A. ORAL ASSESSMENTS IN APRIL 2024

<b>Date / Starting Time</b> <b>Subject</b>	<b>23 or 24 April 2024</b> <b>8:45 a.m. or 1:45 p.m.*</b>
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 <sup>#</sup> (35 minutes)
		English Language - Listening (approx. 35 minutes)
	Break (15 – 35 minutes)	
Assessment Session (Assessment Time)	Chinese Language - Audio-visual <sup>#</sup> (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 <sup>*A</sup>	<u>New</u> Oral Examiners	Attend training workshop for Oral Examiners (Chinese Language and English Language)
			<b><i>OR</i></b>
	21 Feb – 4 Mar	<u>Experienced</u> Oral Examiners	<b>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 2024)</b>
	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
	19 Apr <sup>*B</sup>	AAS	Receive the materials for Oral Assessments from the courier <b>SECRET</b>
	23 or 24 Apr <sup>*C</sup>	HKEAA and Schools	Conduct the Oral Assessments

*To be cont'd...Page 5b-E-3*

 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.*

	Date	Responsible / Action Party	Operation Item
	25 Apr <sup>*D</sup>	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 <sup>*E</sup>	AAS	Receive the materials for the Written Assessments from the courier <b>SECRET</b>
	<b>19 – 20 Jun<sup>*F</sup></b>	<b>HKEAA and Schools</b>	<b>Conduct the Written Assessments</b>
	20 or 21 Jun <sup>*G</sup>	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 Language 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 Assessments
  - (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](http://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. It is important for the Assessment Administration Supervisor to ensure the **amendments regarding newly admitted students, drop-outs and/or students requiring special arrangements for Written Assessments to be made online by 3 May 2024, otherwise they will not be shown on the checklists for the Written Assessments.**

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

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

2.6 Barcode labels for the Written Assessments will be generated from the school data submitted as at 1 April 2024. The HKEAA will not provide barcode labels to students whose information is submitted after 1 April 2024.

2.7 The *Question-answer booklets Quantity Checklist*, *Checklist of Students Requiring Special Arrangements* and *Students' Attendance Record* for the Written Assessments are generated from the school data submitted as at 3 May 2024.

2.8 From 30 May 2024 onwards until the assessment days, schools can view the following documents to be used in the Written Assessments on the BCA Website:

- (1) *Question-answer Booklets Quantity Checklist* (see **Specimen b1**)
- (2) *Question-answer Booklets Quantity Checklist (Special Arrangements)* (see **Specimen b2**) if there are such students in your school
- (3) *Checklist of Students Requiring Special Arrangements* (see **Specimen b3**) if there are such students in your school
- (4) *Students' Attendance Record* (see **Specimen b4**)

These checklists will be provided in the *Assessment Administration Supervisor's Working File* and the *Invigilator's Working File* respectively.

- 2.9 Invigilators may make amendments to student data (such as adding, deleting or changing names) by correcting the data printed on the relevant *Students' Attendance Records* for taking attendance during the assessments. The Assessment Administration Supervisor should report any major discrepancies (such as adding of special arrangements, adding of new students, etc.) on the *Student Data Amendment Form* provided in the *Assessment Administration Supervisor's Working File*. Any changes made by schools on the *Students' Attendance Record* will not be updated on the BCA Website.

### 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 b1**) for details.

## B. WRITTEN ASSESSMENTS

### 4. Duties of Invigilators

- 4.1 Schools have full discretion to appoint any of their teaching staff or the Principal (except the Assessment Administration Supervisor and Deputy Assessment Administration Supervisor to avoid potential clashes in roles and responsibilities) to be the Invigilators of the Written Assessments. At least one Invigilator should be in charge of each class of students. Schools with students requiring special arrangements or non-Chinese speaking students may need to appoint additional Invigilators. One or two Reserve Invigilators should also be appointed for contingency deployment if necessary.
- 4.2 It is the recommendation of the HKEAA for schools to give priority to the current S.3 teachers in the allocation of invigilation duties but these teachers are **NOT** permitted to invigilate their own subject classes (e.g. 3A Chinese Language teacher **must** NOT invigilate Class 3A in the Chinese Language Assessments). The Assessment Administration Supervisor should ensure that Invigilators are not the subject teacher of the class and all instructions had been strictly adhered to during the assessment by Invigilators.
- 4.3 Based on the number of classes, the HKEAA will send a few copies of the *Invigilators' Handbook* (which include the *Instructions to Invigilators* for all subjects and the students requiring special arrangements, General Guidance Notes for Invigilators and also the Notes for Invigilators on Completion of “*Assessment Summary for Written Assessments*” (see **Appendix b5**) and “*Students' Attendance Record*”) and a few copies of the *Instructions to Invigilators for Non-Chinese Speaking Students* taking the assessment separately (ONLY for schools with non-Chinese speaking students) to the Assessment Administration Supervisor via the courier on 22 May 2024 for the use on the assessment days. The Assessment Administration Supervisors can also download from the BCA Website the entire set of *Instructions to Invigilators* for i) all subjects; and ii) the students requiring special arrangements.
- 4.4 To ensure the proper conduct of the TSA, it is extremely important for the Assessment Administration Supervisor to
- (1) remind each of the Invigilators concerned to download the *Instructions to Invigilators* of related subject and brief each of the Invigilators concerned well in advance (by 7 June 2024 at the latest), including the Reserve Invigilators;
  - (2) remind each of the Invigilators to familiarise himself/herself with the *Instructions to Invigilators* beforehand; and
  - (3) place a copy of the *Invigilators' Handbook* in each assessment room on each assessment day

## 5. Receipt of Materials for Written Assessments

- 5.1 Assessment materials in cartons, packed by assessment day and addressed directly to the Assessment Administration Supervisor, will be delivered by the authorised courier of the HKEAA to schools on 14 or 17 June 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 Assessment Administration Supervisor's Irregularity Report (see Specimen b6) afterwards.*

- 5.2 Before the courier staff leaves the school, the Assessment Administration Supervisor should check to ensure that (1) the total number of cartons received is ***exactly the same*** as the number indicated on the Stationery Box; and (2) the school name and the school code shown on each carton box are ***fully accurate*** (see **Specimen b12**).
- 5.3 The Assessment Administration Supervisor must keep the assessment materials received as detailed in paragraphs 6.1 and 6.3 below.
- 5.4 The HKEAA will select schools at random and visit them on 18 June 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.

## 6. Storage of Assessment Materials

- 6.1 *The materials for the Written Assessments are put in cartons marked "SECRET" on the outside. The Assessment Administration Supervisor must keep the entire set of cartons 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.*
- 6.2 *The assessment day is given on the SECRET label of all cartons which must only be unsealed by the Assessment Administration Assistant (AAA) appointed by the HKEAA on their respective assessment days (refer to paragraph 7.16 for details).*
- 6.3 *To safeguard the secrecy of assessment questions, the Assessment Administration Supervisor must keep the VCDs, CDs, and the packets of question booklets and answer booklets SEALED even in opened cartons. These materials must only be unsealed by the Invigilators in the presence of the students in the classroom before the commencement of the respective assessments.*

## 7. On the Days of Written Assessments (i.e. 19 and 20 June 2024)

### BEFORE THE COMMENCEMENT OF ASSESSMENTS

#### School Bell and PA System

- 7.1 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.

#### Mobile Phone

- 7.2 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.
- 7.3 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 invigilators. 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 (if possible).

#### Seating Arrangement

- 7.4 Students should sit in sequential order of their class numbers.

#### Use of School Hall

- 7.5 Schools may conduct the assessments for all Secondary 3 students in their school hall **EXCEPT** the Chinese Language and English Language Listening Assessments because different sub-papers will be used for each class.

Schools should arrange to conduct the Chinese Language and English Language Listening Assessments in classrooms.

#### Provision of VCD and CD Players

- 7.6 The Assessment Administration Supervisor should arrange to make available equipment that can read VCDs/CDs in each of the assessment venues for conducting the CAV, Chinese Language and English Language Listening Assessments. Such equipment should be connected to an appropriate amplifier to ensure that the assessment content can be clearly heard by all students attending the assessments.
- 7.7 Schools are recommended to assign staff members with sufficient technical background to set up and thoroughly test the IT equipment to be used in the assessment one working day before the commencement of the assessment (i.e. 18 June 2024) as far as possible. If a computer is to be used for reading the VCDs/CDs in the CAV and Listening Assessments, the school staff with sufficient technical background should switch off the power saving function of the computer screen so as to facilitate the smooth conduct of the assessment.

### Time of Assessments

- 7.8 There should be a properly functioning clock prominently displayed in each assessment room or school hall so that the Invigilator and all students can clearly see the time when they need to.

All schools should start the assessment at 8:45 a.m. on both days. (A flexibility of no more than 15 minutes is allowed.)

Individual schools may need to allow students with special needs to start their separate assessment sessions earlier so that all students will finish their assessments at about the same time.

- 7.9 The assessment timetables given in Section I. B. **must** be followed by all schools.
- 7.10 All schools **must** finish all assessments no later than 1:15 p.m. on both days.

### Assessment Administration Assistant

- 7.11 One AAA will be appointed by the HKEAA to support the Assessment Administration Supervisor and the Invigilators of each school to carry out their duties on the days of Written Assessments. An AAA's role is supportive only, not decision-making. Please refer to the *Instructions to Assessment Administration Assistants (Written Assessments)* (**Appendix b2**) for the full duties of AAAs.
- 7.12 An AAA should report for duty to the Assessment Administration Supervisor at **7:45 a.m.** If an AAA fails to arrive at **7:55 a.m.**, the Assessment Administration Supervisor must report the situation to the TSA Administration Team by phone at 3628 8191.
- 7.13 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 b7**) provided by the HKEAA to identify himself/herself at all times when being on duty.
- 7.14 Assessment Administration Assistants are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission from the HKEAA.
- 7.15 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.

### Unpacking and Checking Assessment Materials

- 7.16 All cartons are packed by assessment day, with a label (see **Specimen b12**) which indicates:
- (1) assessment day and subject(s)
  - (2) the total number of carton(s) of the day
  - (3) the carton number

In the presence of the AAA, the Assessment Administration Supervisor should take out from the secure cabinet or strong-room the Stationery Box and all the cartons of assessment materials to be used on that assessment day. ***The AAA should check again that the cartons are for the materials to be used for that particular school/assessment day and confirm that such cartons have been kept intact. The AAA will then unseal the cartons with care.***

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.

- 7.17 *Assessment Administration Supervisor's Working File* and all stationery, such as adhesive tape, will be put into a Stationery Box. After the first day of assessment, the Stationery Box does need not be sealed as the materials inside will have to be used on the second day of assessment. The box itself can be used for returning assessment materials to the HKEAA.
- 7.18 The Assessment Administration Supervisor, assisted by the AAA, should open and check the Stationery Box which contains:
- (1) *Assessment Administration Supervisor's Working File:*
    - i. *Checklist for the Assessment Administration Supervisor (Written Assessments)*
    - ii. *Question-answer Booklets Quantity Checklist* (see **Specimen b1**)
    - iii. *Question-answer Booklets Quantity Checklist (Special Arrangements)* (see **Specimen b2**, ONLY for schools with students requiring special arrangements)
    - iv. *Checklist of Students Requiring Special Arrangements* (see **Specimen b3**, ONLY for schools with students requiring special arrangements)
    - v. Hyperlink for the *Assessment Administration Supervisor's Irregularity Report* (see **Specimen b6**) (which should be completed and returned to the HKEAA even if there is no irregularity)
    - vi. 1 spare *Envelope for Answer Scripts* (see **Specimen b8**) and 1 spare *Envelope for Surplus Assessment Materials* (see **Specimen b9**)
    - vii. 1 copy of *Assessment Administration Assistant's Attendance Record* (see **Specimen b10**)
    - viii. An *Assessment Administration Assistant's Identification badge*
    - ix. 1 copy of *Student Data Amendment Form*
    - x. An additional copy of the *Invigilators' Handbook*
    - xi. 1 copy of the *Instructions to Invigilators for Non-Chinese Speaking Students taking the assessment separately* (ONLY for schools with non-Chinese speaking students)
    - xii. Enough copies of bilingual instruction sheet for the Chinese Language Reading, Audio-visual, Listening and Writing Assessments (ONLY for schools with non-Chinese speaking students)
    - xiii. *Special Notice* (if any)
  - (2) Enough quantities of *Envelope for Answer Scripts* and *Envelope for Surplus Assessment Materials* for all classes and subjects
  - (3) Barcode labels for all classes and subjects
  - (4) Rough work sheets for the Mathematics Assessment
  - (5) HKEAA sealing labels (see **Specimen b11**)
  - (6) Adhesive tape
  - (7) Spare pencils, erasers and cutters

7.19 The assessment materials (including *Invigilator's Working File*, question booklets, answer booklets and VCDs/CDs) are packed by class and assessment session. The Assessment Administration Supervisor, assisted by the AAA, should:

- (1) with the *Question-answer booklets Quantity Checklist* and *Question-answer booklets Quantity Checklist (Special Arrangements)*, check to see if the question booklets and answer booklets received and the special arrangements detailed correspond with the actual requirements of the school
- (2) read the Special Notice, if available, for action
- (3) check that the total number of barcode label packs is the same as the number of classes of the school and number of assessment session
- (4) check that the total number of rough work sheet packs for Mathematics is the same as the number of classes of the school
- (5) check that the total number of *Envelope for Answer Scripts* and *Envelope for Surplus Assessment Materials* is the same as the number of classes of the school and number of assessment papers (e.g. 5 S.3 classes x 8 assessment papers = 40 *Envelope for Answer Scripts* and 40 *Envelope for Surplus Assessment Materials*)
- (6) keep the HKEAA sealing labels for packing assessment materials after they have been returned by the Invigilators
- (7) confirm the VCDs, CDs, question booklets and answer booklets are SEALED
- (8) confirm that the paper codes of the CDs, question booklets and answer booklets used by the same class for the Chinese Language Listening Assessment are the same (for 19 June only)
- (9) confirm that the language version of the CDs (Cantonese or Putonghua) for the Chinese Language Listening Assessment is the version opted for by the school (for 19 June only)
- (10) confirm that the language version of the VCDs (Cantonese or Putonghua) for the CAV Assessment is the version opted for by the school (for 19 June only)
- (11) confirm that the paper codes of the CDs, question booklets and answer booklets used by the same class for the English Language Listening Assessment are the same (for 20 June only)
- (12) confirm that the language version of the Mathematics question booklets and answer booklets (Chinese or English) is the version opted for by the school (for 20 June only)
- (13) ONLY for schools with Non-Chinese Speaking students or students requiring special arrangements: confirm receipt of assessment materials and the relevant guidelines for these students (e.g. guidelines for time extension arrangement during the Listening and Chinese Audio-visual Assessments for WS7 students), which are bundled together under the label 'Materials for Students Requiring Special Arrangements'
- (14) ***report any missing items or items in short supply to the HKEAA by phone at 3628 8191 immediately to ensure the situation can be rectified before the commencement of assessments***

Note: Cases such as minor discrepancies regarding the total number of students of a class (while the overall quantity of assessment materials supplied is sufficient for the smooth conduct of assessments of the school as a whole) need **NOT** be reported.



## Invigilators

7.20 Invigilators should report for duty to the Assessment Administration Supervisor at least 20 minutes before the assessment commencement time with the *Instructions to Invigilators* of related subject. Once the Invigilators have reported for duty, with the help of the AAA, the Assessment Administration Supervisor should distribute the following to the Invigilators:

- (1) *Invigilator's Working File* which contains:
  - i. Hyperlink for the *Assessment Summary for Written Assessments*
  - ii. *Task Checklist for Invigilator* (the back page of the *Assessment Summary for Written Assessments*)
  - iii. *Students' Attendance Record*Please check to ensure that the Invigilators are given the working file for the class and assessment session that they are assigned to
- (2) Barcode labels of that particular assessment session  
Please check to ensure that the Invigilators are given the barcode labels for the class and assessment session that they are assigned to.
- (3) *Envelope(s) for Answer Scripts*, 1 envelope for each class each assessment paper
- (4) *Envelope(s) for Surplus Assessment Materials*, 1 envelope for each class each assessment paper
- (5) VCDs / CDs in SEALED packets (VCDs for CAV Assessment and CDs for the English Language and Chinese Language Listening Assessments)
- (6) Question booklets in SEALED packet(s)
- (7) Answer booklets in SEALED packet(s)
- (8) Question-answer booklets in SEALED packet(s) (for Chinese Writing only)
- (9) Rough work sheets, 1 pack for each class (for Mathematics only)

### For Invigilators in charge of students taking the assessment separately

- i) All assessment materials to be used each day are bundled together under the label 'Materials for Students Requiring Special Arrangements'.
- ii) Students taking the assessment separately will not be provided a separate set of barcode labels. Their barcode labels are included as a set given to their own respective classes. These students should be asked to fill in the school code, class name and class number on the cover page of the answer scripts.
- iii) After the assessments, their answer scripts should be returned to their respective classes or the Assessment Administration Supervisor and invigilators should then help by sticking barcode labels on to the answer scripts of these students.
- iv) No working file will be provided to Invigilators in charge of students taking the assessment separately. The attendance of these students should be taken by the Invigilators of their respective classes. The Invigilators of students requiring special arrangements should inform the Assessment Administration Supervisor of any irregularities which take place during their assessment sessions.
- v) The Assessment Administration Supervisor should report these irregularities by means of the *Assessment Administration Supervisor's Irregularity Report* which is to be sent to the HKEAA immediately afterwards.

## Support Measures to Non-Chinese Speaking (NCS) Students

- 7.21 Additional English Mathematics paper will be provided if the class of NCS students (i.e. WS1 students) is using the Chinese Mathematics paper. Schools may choose to use either language for these students according to their learning needs.
- 7.22 Enough copies of the bilingual instruction sheets of the Chinese Reading, Audio-visual, Listening and Writing Assessments will be put into the *Assessment Administration Supervisor's Working File* and the Assessment Administration Supervisor may distribute the instruction sheets to the students and make copies if necessary.
- 7.23 Two special CDs for the Chinese Listening Assessment and two special VCDs for the Chinese Audio-visual Assessment will be provided to schools with NCS students. This special CD/VCD, with all questions and options read aloud to the students, is **for NCS students ONLY**. Schools concerned MAY choose to use the special CD/VCD or not, depending on the learning needs of the students. If they choose to do so, the NCS students will have to take the assessment separately in another classroom or computer room.
- 7.24 After the Chinese Listening and Audio-visual Assessments, all materials, including the answer scripts and CD/VCD used in the separate assessment room, should be returned to the original class. It is not necessary to return these answer scripts in a separate envelope.
- 7.25 Enhanced instructions on answering questions for the Chinese Reading Assessment will be provided to schools with NCS students. These instructions are **for NCS students ONLY**. Schools concerned MAY choose to use these instructions or not, depending on the learning needs of the students. If they choose to do so, the NCS students will have to take the assessment separately in another classroom. For the convenience of these schools, an extra package provided with only one sub-paper together with the enhanced instructions will be provided.
- 7.26 In the Chinese Writing Assessment, schools MAY **read aloud** the writing topic to the NCS students. Again, in order not to affect the other students, schools doing so should arrange for the NCS students to take the assessment separately.
- 7.27 In order to facilitate the writing topic to be read aloud in the Chinese Writing Assessment, a special paper pack containing copies of only one sub-paper will be provided to each school.
- 7.28 All assessment materials for NCS students to be used each day will be bundled together under the label 'Materials for Students Requiring Special Arrangements'.

## Assessment Materials

- 7.29 The following tables detail the assessment materials required for each assessment session:

<i>Assessment Session</i>	<i>Assessment Materials for 19 June 2024</i>
Chinese Language (Writing)	<ul style="list-style-type: none"><li>• <i>Invigilator's Working File (Chinese Language - Writing)</i> which contains:<ul style="list-style-type: none"><li>- <i>Assessment Summary for Written Assessments</i></li></ul></li></ul>

	<ul style="list-style-type: none"> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 1 copy of <i>Students' Attendance Record</i></li> <li>• 1 to 2 <b>SEALED</b> packet(s) of <b>question-answer booklets</b></li> <li>• 1 pack of barcode labels</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
Chinese Language (Reading)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (Chinese Language - Reading)</i> which contains: <ul style="list-style-type: none"> <li>- <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 1 copy of <i>Students' Attendance Record</i></li> </ul> </li> <li>• 1 to 2 <b>SEALED</b> packet(s) of question booklets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of answer booklets</li> <li>• 1 pack of barcode labels</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
Chinese Language (Audio-visual and Listening)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (Chinese Language - Audio-visual and Listening)</i> which contains: <ul style="list-style-type: none"> <li>- <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 2 copies of <i>Students' Attendance Record</i> (1 for Audio-visual and 1 for Listening)</li> </ul> </li> <li>• 1 pack of barcode labels (for both Audio-visual and Listening)</li> </ul> <p><u>Audio-visual</u></p> <ul style="list-style-type: none"> <li>• 1 to 2 VCDs in <b>SEALED</b> packets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of question booklets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of answer booklets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul> <p><u>Listening</u></p> <ul style="list-style-type: none"> <li>• 1 to 2 CDs in <b>SEALED</b> packets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of question booklets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of answer booklets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
<b>Assessment Session</b>	<b>Assessment Materials for 20 June 2024</b>
English Language (Writing)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (English Language - Writing)</i> which contains: <ul style="list-style-type: none"> <li>- <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 1 copy of <i>Students' Attendance Record</i></li> </ul> </li> <li>• 1 to 2 <b>SEALED</b> packet(s) of question booklets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of answer booklets</li> </ul>

	<ul style="list-style-type: none"> <li>• 1 pack of barcode labels</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
English Language (Reading and Listening)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (English Language - Reading and Listening)</i> which contains: <ul style="list-style-type: none"> <li>- <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 2 copies of <i>Students' Attendance Record</i> (1 for Reading and 1 for Listening)</li> </ul> </li> <li>• 1 pack of barcode labels (for both Reading and Listening)</li> </ul> <p><u>Reading</u></p> <ul style="list-style-type: none"> <li>• 1 to 2 <b>SEALED</b> packet(s) of question booklets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of answer booklets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul> <p><u>Listening</u></p> <ul style="list-style-type: none"> <li>• 1 to 2 CDs in <b>SEALED</b> packets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of question booklets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of answer booklets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
Mathematics	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (Mathematics)</i> which contains: <ul style="list-style-type: none"> <li>- <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 1 copy of <i>Students' Attendance Record</i></li> </ul> </li> <li>• 1 to 2 <b>SEALED</b> packet(s) of question booklets</li> <li>• 1 to 2 <b>SEALED</b> packet(s) of answer booklets</li> <li>• 1 pack of barcode labels</li> <li>• 1 pack of rough work sheets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>

## DURING THE ASSESSMENTS

### Support to Invigilators

- 7.30 The AAA should patrol outside the assessment rooms at least once every 40 minutes to support the Invigilators when necessary. The Assessment Administration Supervisor should indicate to the AAA the area where he/she should be patrolling to ensure all assessment rooms are sufficiently covered. If school hall is used for the assessments, AAA should stay inside the school hall to provide support to the invigilators.
- 7.31 During the assessments, the Assessment Administration Supervisor must ensure the AAA knows his/her whereabouts within the school premises so that the AAA can obtain timely assistance or advice when necessary.

### Shortage of Question and/or Answer booklets

- 7.32 A number of surplus question booklets and answer booklets will be given to each class. If an Invigilator finds that the question booklets and/or answer booklets for his/her class are insufficient, he/she should ask an AAA to seek the help of the Assessment Administration Supervisor.

#### Chinese Language (Writing, Audio-visual and Reading), English Language (Reading and Writing) and Mathematics:

The Assessment Administration Supervisor should arrange to use the surplus question booklets and answer booklets from other classes. If the question booklets and answer booklets provided for the school as a whole are insufficient, the Assessment Administration Supervisor should call the HKEAA immediately at 3628 8191 for advice.

#### Chinese Language (Listening) and English Language (Listening):

The Assessment Administration Supervisor should call the HKEAA immediately at 3628 8191 for assistance.

### Defective VCDs/CDs or Different contents of VCDs/CDs

- 7.33 If the given VCD/CD and even the spare VCD/CD are defective or problematic content wise, the Invigilator should call the HKEAA immediately via the Assessment Administration Supervisor or AAA at 3628 8191 for assistance. After the assessments, the Assessment Administration Supervisor should mark “Defective” or “Wrong Content” on the VCD/CD envelope and return this problematic VCD/CD together with the *Assessment Administration Supervisor’s Working File* to the HKEAA for follow-up actions.

### Students without barcode Labels

- 7.34 New students (or any student data submitted to the HKEAA after 1 April 2024) may not be given barcode labels. Students without barcode labels should just fill in the school code, class name and class number on the cover page of the answer scripts. The HKEAA will process their answer scripts separately. The Assessment Administration Supervisor should return the information of new students to the HKEAA through completing the *Student Data Amendment Form* provided in the *Assessment Administration Supervisor’s Working File*.

## **AFTER THE ASSESSMENTS**

### Checking of Assessment Materials by Invigilators

- 7.35 Before dismissing the students, each Invigilator should ensure barcode labels have been properly stuck on to the answer scripts and the correct number of answer scripts has been collected. He/She should then put the answer scripts into the Envelope for Answer Scripts, accurately fill in the information required on the envelope with a ball pen and sign in the appropriate space on the envelope.
- 7.36 The Invigilator should put all other assessment materials, such as the *Invigilator’s Working File*, completed *Students’ Attendance Record*, VCDs/CDs, both used and

unused questions booklets (only unused question-answer booklets for Chinese Writing), unused answer booklets, unused barcode labels, both used and unused rough work sheets into the *Envelope for Surplus Assessment Materials*.

- 7.37 Both envelopes should be left open by the Invigilator since all assessment materials have to be returned to the Assessment Administration Supervisor for checking.

Checking and Packing of Assessment Materials by Assessment Administration Supervisor and Assessment Administration Assistant

- 7.38 With the help of the AAA, the Assessment Administration Supervisor should check the materials returned by the Invigilators to ensure the following has been done:

*Envelope for Answer Scripts*

- (1) the number of answer scripts returned is the same as the number of scripts collected on the *Students' Attendance Record* of each class
- (2) answer scripts are arranged in class number order, with the smallest class number on top
- (3) barcode labels have been properly stuck on to the answer scripts
- (4) the school code (the last 3 digits ONLY of the full school code) and class name entered by the students on the covers of the answer scripts are the same as those printed on the *Students' Attendance Record* (by checking answer scripts at random)
- (5) the information entered (i.e. the total number of scripts collected, the total number of absentees and the class numbers of absentees) on the *Envelope for Answer Scripts* is accurate and **matches with the information on the *Students' Attendance Record***
- (6) A ☒ has been marked in the column of "Enlarged Answer Scripts included" on the envelope if there are A3 enlarged answer scripts found in the envelope

*Envelope for Surplus Assessment Materials*

- (7) the *Students' Attendance Record* is properly completed
- (8) all VCDs have been returned (for CAV Assessment only)
- (9) all CDs have been returned (for Chinese Language and English Language Listening Assessments only)  
**Note: Any defective VCDs/CDs or VCDs/CDs with wrong content should be returned together with the Assessment Administration Supervisor's Working File to the HKEAA for follow-up actions.**
- (10) both used and unused question booklets have been returned (only unused question-answer booklets for Chinese Writing), including those of absentees and exempted students
- (11) unused answer booklets have been returned, including those of absentees and exempted students
- (12) unused barcode labels
- (13) both used and unused rough work sheets have been returned (for Mathematics only)
- (14) worked answer booklets have been returned (ONLY for students exempted from the assessments, e.g. WS3, WS4)

**Note: For an assessment session with 2 *Envelopes for Surplus Assessment Materials*, the *Invigilator's Working File* should always be put into the *Envelopes for Surplus Assessment Materials* of the latter session.**

Students Taking the Assessment Separately

- i) These students should be asked to fill in the school code, class name and class number on the cover page of the answer scripts.
- ii) Invigilators should help in sticking barcode labels on to the answer scripts of these students after the booklets have been returned to their respective classes or the Assessment Administration Supervisor upon completion of the assessment session.
- iii) The answer scripts of these students should be packed together with those of their classmates into the respective *Envelope for Answer Scripts*.
- iv) The surplus assessment materials of these students can be put into the *Envelope for Surplus Assessment Materials* of the same assessment session of any class.
- v) Students exempt from assessments should be treated as absentees and the total number of absentees should be recorded on the *Students' Attendance Record*.
- vi) Ensure the information entered on the *Students' Attendance Record*, *Envelope for Answer Scripts* and *Envelope for Surplus Assessment Materials* covers these students as well.

- 7.39 If there is any irregularity which took place in the classroom or school hall, the Invigilator should report all detailed information (class name, class number, type of incident, affected paper code, duration, etc.) by means of the *Assessment Summary for Written Assessments* which is to be sent to the HKEAA immediately afterwards.
- 7.40 If any discrepancies are found, the Assessment Administration Supervisor should try to rectify the situation immediately. If the situation cannot be rectified, the Assessment Administration Supervisor should give a verbal report to the HKEAA by phone at 3628 8191 immediately. The Assessment Administration Supervisor should then record the irregularities identified by himself/herself and remedial actions taken by using the *Assessment Administration Supervisor's Irregularity Report* which should be immediately sent to the HKEAA.
- 7.41 The Assessment Administration Supervisor should put the answer scripts back into *Envelope for Answer Scripts* after checking. Please note that one envelope should be used for each assessment session each class (i.e. for each class, there will be 4 envelopes for Chinese Language – Writing, Reading, Audio-visual and Listening, 3 envelopes for English Language – Writing, Reading and Listening and 1 envelope for Mathematics). The envelopes should then be sealed with the HKEAA sealing labels. The Assessment Administration Supervisor and AAA should both sign across the labels.
- 7.42 One *Envelope for Surplus Assessment Materials* should be used for each assessment session each class. The AAA should fill in the required information and sign in the appropriate space on each envelope. The Assessment Administration Supervisor and AAA should together seal the envelopes with the HKEAA sealing labels and sign across the labels.

- 7.43 The Assessment Administration Supervisor's Irregularity Report must be completed before the completion of the whole assessment even if there is no irregularity.

#### Packing of Assessment Materials

- 7.44 All assessment materials, including:

- (1) sealed *Envelopes for Answer Scripts*
- (2) sealed *Envelopes for Surplus Assessment Materials*

should be returned to the cartons in which these materials were sent to the schools. Upon completion of the whole assessment, the Assessment Administration Supervisor, with the assistance of the AAA, should put the *Assessment Administration Supervisor's Working File* into the Stationery Box or one of the cartons for return of assessment materials and properly seal all the cartons.

#### Assessment Administration Assistant's Attendance Record

- 7.45 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.
- 7.46 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 *Assessment Administration Assistant's Identification badge* and 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

- 7.47 In case the HKEAA cartons are damaged or insufficient to hold all the assessment materials, the Assessment Administration Supervisor may arrange to use the Stationery Box or other suitable cartons for return of assessment materials to the HKEAA. The Assessment Administration Supervisor should seal the cartons with adhesive tape and put a sheet on each carton, 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 b12**).
- 7.48 If the Assessment Administration Supervisor is adding an extra carton on a particular assessment day (instead of simply replacing damaged carton), it is important for him/her to amend the total number of cartons on **all carton labels of the day**. For example, if one carton is added to make a total of 3 cartons, the total number of cartons should be changed from box X of **2** to box X of **3**. This can be done by simply crossing out 2 on the carton labels with a felt tip pen and write 3 next to it.
- 7.49 ***The Assessment Administration Supervisor must keep the cartons and assessment materials locked in a secure cabinet or strong-room at all times when they are not in use until they are returned to the HKEAA.***
- 7.50 The Assessment Administration Supervisor can dismiss the AAA when he/she has completed all the assessment administration work detailed above.



## 8. Post-assessment Arrangements

### Collection of Assessment Materials

- 8.1 The HKEAA will arrange an authorised courier to collect assessment materials from schools on either 20 or 21 June 2024.
- 8.2 The Assessment Administration Supervisor should pass on to the authorised courier of the HKEAA all used and unused assessment materials in properly sealed cartons.

## 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, the delivery of assessment materials will be postponed to 18 June 2024.

### Bad Weather on the Days of Written Assessments

- 9.2 Public announcement to be made by the Education Bureau regarding the closure of 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 If secondary schools are to be closed in the morning on either of the two days, the assessments will be rescheduled to **24 June 2024**. The collection of the assessment materials will be postponed to 24 June or 25 June 2024.
- 9.4 The assessments should not be affected if secondary schools are to be closed only in the afternoon.
- 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 communicating the timetable and the contingency arrangements on the reserve day to parents early by way of written notification to ensure students' participation in the TSA in order to generate comprehensive and useful information for schools to improve learning and teaching.

### 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, collection of assessment materials will be postponed to 24 June or 25 June 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 *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](mailto:tsa1@hkeaa.edu.hk)

For technical support related to online services:

Tel: 3628 8177  
Fax: 3628 8138  
Email: [tsa@hkeaa.edu.hk](mailto:tsa@hkeaa.edu.hk)  
BCA Website: [www.bca.hkeaa.edu.hk](http://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
10 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<sup>Note 1</sup>)*

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<sup>Note 2</sup>
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<sup>Note 3</sup>
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](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（紙筆評估）

（不連樣本）

### 一、 評估行政助理之職責

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 **2024 年 6 月 19 日及 20 日**；或有需要於 **2024 年 6 月 24 日**（請參考第十一部分惡劣天氣安排）協助評估行政主任及監考員執行工作。
3. 評估行政助理必須出席工作簡介會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，評估行政助理在被委派到學校執行職務時；必須嚴格遵守及熟讀此須知和簡介會時提供的指引，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，以識別身份。
2. 評估行政助理之服飾必須整齊與整潔，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、 必須攜帶物品

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**學校的全名與地址**，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 7 時 45 分前**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。

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

日期	2024 年 6 月 19 日	2024 年 6 月 20 日
評估範疇 (評估時間)	中國語文－寫作 <b>9CW</b> (75 分鐘)	英國語文－寫作 <b>9EW</b> (40 分鐘)
	休息 (15 至 35 分鐘)	
評估範疇 (評估時間)	中國語文－閱讀 <b>9CR</b> (30 分鐘)	英國語文－閱讀 <b>9ER</b> (35 分鐘)
		英國語文－聆聽 <b>9EL</b> (約 35 分鐘)
	休息 (15 至 35 分鐘)	
評估範疇 (評估時間)	中國語文－視聽資訊 <b>9CAV</b> (約 15 分鐘)	數學 <b>9MC/9ME</b> (65 分鐘)
	中國語文－聆聽 <b>9CL</b> (約 20 分鐘)	
完成評估	不遲於下午 1:15 完成	

每日的評估必須在上午 **8 時 45 分** 開始。(容許最多 15 分鐘的彈性處理)

所有學校必須依照評估時間表進行評估。個別學校或需安排有特殊需要學生提早開考，好讓所有學生可在相若時間完成評估。

## 六、 評估試卷

- 中國語文科(寫作) **9CW**、中國語文科(閱讀) **9CR**、數學科 **9MC** 或 **9ME**、英國語文科(寫作) **9EW** 及英國語文科(閱讀) **9ER** 的評估均設有不同分卷。有關的分卷採用不同的顏色打印及依次序排列於每包的試題簿及答題簿內。為了把所有分卷盡量平均分配，監考員會向第一位學生派發第一張分卷，第二位學生派發第二張分卷，依此類推。
- 聆聽評估亦設有分卷。中國語文科聆聽評估 **9CL** 設有 2 張分卷，英國語文科聆聽評估 **9EL** 則有 3 張分卷。同一班的學生會給予相同的分卷。而聆聽評估的分卷編號應與光碟上的分卷編號相符。
- 中國語文科視聽資訊評估 **9CAV** 只有一張分卷。

## 七、 評估進行前

### 開啟及核對評估物料

1. 評估行政主任應在評估行政助理見證下，將文具箱及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，並以評估行政主任提供的剗刀開啟紙箱。因紙箱將重用以盛載評估物料交回考評局，評估行政助理小心開啟紙箱。
2. 評估行政助理協助評估行政主任打開文具箱，內有：
  - (1) 「評估行政主任文件檔」：
    - i. 「評估行政主任工作備忘（紙筆評估）」
    - ii. 「試題答題簿數量核對表」（樣本 1）
    - iii. 「試題答題簿數量核對表（特別安排）」（如學校有「需特別安排」學生）（樣本 2）
    - iv. 「需特別安排學生人數核對表」（如學校有「需特別安排學生」）（樣本 3）
    - v. 「評估行政主任－異常事項報告」
    - vi. 1 個後備的「答卷封套」（樣本 4B）及 1 個後備的「剩餘評估物料封套」（樣本 5B）
    - vii. 1 份「評估行政助理出席紀錄表」（樣本 6）
    - viii. 1 個「評估行政助理工作證」（樣本 7）
    - ix. 1 份「更正學生資料表格」
    - x. 1 本額外的「監考員手冊」
    - xi. 1 份只供非華語學生分開進行評估的「監考員須知」（只適用於學校有 WS1 非華語學生）
    - xii. 供非華語學生在中國語文科閱讀、視聽資訊、聆聽及寫作評估中使用的中、英對照「學生須知」（如學校有 WS1 非華語學生）
    - xiii. 特別通告（如有的話）
  - (2) 足夠數量的「答卷封套」及「剩餘評估物料封套」，供所有班別及科目使用（每班別每評估卷別各一個封套）
  - (3) 電腦條碼（樣本 8B）供所有班別及科目使用
  - (4) 草稿紙（只適用於數學科）
  - (5) 考評局封條
  - (6) 封箱膠紙
  - (7) 備用的鉛筆、膠擦和剗刀
3. 不同班別及評估分節的物料（包括「監考員文件檔」、試題簿、答題簿、光碟及影碟等）將分開包裝，評估行政助理協助評估行政主任：

- (1) 使用「試題答題簿數量核對表」及「試題答題簿數量核對表（特別安排）」核對試題簿和答題簿的數量及所列的特別安排是否與學校的實際要求相符
  - (2) 細閱特別通告（如有的話）並作出適當的安排
  - (3) 核對電腦條碼的數目是否與學校的班級數目及當日的評估分節相符
  - (4) 核對數學科使用的草稿紙包數是否與學校的班級數目相符
  - (5) 核對「答卷封套」及「剩餘評估物料封套」的數目是否與學校的班級數目及評估卷別數目相符（例如：5 班中三 x 8 張評估卷別 = 40 個「答卷封套」及 40 個「剩餘評估物料封套」）
  - (6) 妥善保存考評局封條，以便監考員交回評估物料時封口用
  - (7) 確保光碟、影碟、試題簿及答題簿保持**密封**
  - (8) 確保每班的中國語文科聆聽評估光碟的分卷編號與試題簿及答題簿的分卷編號相同（只適用於 6 月 19 日）
  - (9) 確保中國語文科聆聽評估的光碟的語言版本（廣州話或普通話）與學校選擇的相同（只適用於 6 月 19 日）
  - (10) 確保中國語文科視聽資訊評估的影碟的語言版本（廣州話或普通話）與學校選擇的相同（只適用於 6 月 19 日）
  - (11) 確保每班的英國語文科聆聽評估光碟的分卷編號與試題簿及答題簿的分卷編號相同（只適用於 6 月 20 日）
  - (12) 確保數學科的試題簿及答題簿的語言版本（中文或英文）與學校選擇的相同（只適用於 6 月 20 日）
  - (13) 只適用於有非華語學生或「需特別安排學生」的學校：確保已接收這些學生的評估物料及相關指引（例如：**WS7** 學生延長聆聽及中國語文科視聽資訊評估的時間安排），這些評估物料將捆綁在一起，包裝上註有「需特別安排學生的評估物料」字樣
4. 如評估物料有缺漏情況，應立即致電 3628 8191 通知考評局，以便考評局於評估開始前作出補救。
  5. 某些輕微的差異，如其中一班學生的人數不符（但學校整體接收的試題簿及答題簿足以應付短缺，評估亦能順利舉行），便不需通知考評局有關的差異。學生資料的變動，如學生姓名、班號、加減學生等，評估行政主任需在評估行政主任文件檔內的「更正學生資料表格」上更新。

#### 派發評估物料予監考員

1. 評估行政助理需協助評估行政主任派發以下物料予監考員：

- (1) 「監考員文件檔」，內有：
  - i. 「紙筆評估總結表」（**樣本 9**）
  - ii. 「監考員工作核對表」（在「紙筆評估總結表」的背面）
  - iii. 「學生出席紀錄表」（**樣本 10**）

請檢查及確定監考員所收到的文件檔是屬於被分派到的班別及評估分節。

- (2) 該評估分節的電腦條碼  
請檢查及確定監考員所收到的電腦條碼是屬於被分派到的班別及評估分節。
- (3) 「答卷封套」，每班每份卷別 1 個 { 若該分節應考 2 份卷別應派發 2 個 }
- (4) 「剩餘評估物料封套」，每班每份卷別 1 個 { 若該分節應考 2 份卷別應派發 2 個 }
- (5) 密封的影碟及光碟（影碟只適用於中國語文科視聽資訊評估，光碟只適用於中國語文科及英國語文科的聆聽評估）
- (6) 密封的試題簿封包
- (7) 密封的答題簿封包
- (8) 密封的試題答題簿封包（只適用於中國語文科寫作評估）
- (9) 草稿紙（只適用於數學科），每班 1 疊

需分開進行評估的學生

- (i) 所有評估當日使用的評估物料將捆綁在一起，包裝上註有「需特別安排學生的評估物料」字樣
- (ii) 負責監考需分開進行評估學生的監考員沒有個別的「監考員文件檔」，這些學生由所屬班別的監考員點名。
- (iii) 學校可選擇為非華語學生分開進行中國語文科評估，並使用「需特別安排學生的評估物料」內只供非華語學生使用的光碟／影碟進行中國語文科聆聽評估及視聽資訊評估
- (iv) 需分開進行評估的學生將不會額外提供電腦條碼，他們的電腦條碼已放在他們所屬的班別內。在評估期間，這些學生只需填寫他們的學校編號、班別及班號在答卷封面上便可。
- (v) 當評估完結後，他們的答卷返回所屬班別時，監考員應為這些學生貼上電腦條碼在答卷上
- (vi) 這些學生的答卷應與同班同學的答卷一起放進所屬的「答卷封套」內
- (vii) 需特別安排學生的剩餘評估物料可放進任何一班相同評估分節的「剩餘評估物料封套」內
- (viii) 獲豁免參加評估的學生應視作缺席，並需將缺席學生的總人數記錄在「學生出席紀錄表」上
- (ix) 填寫「學生出席紀錄表」、「答卷封套」及「剩餘評估物料封套」時，確保已包括需分開進行評估學生的資料

2. 下表詳列每個評估分節所需的評估物料：

評估分節	2024 年 6 月 19 日用的評估物料
中國語文科 (寫作評估)	<ul style="list-style-type: none"> <li>• 監考員文件檔（中國語文科－寫作），內有：               <ul style="list-style-type: none"> <li>－ 紙筆評估總結表</li> <li>－ 監考員工作核對表 1 份(在紙筆評估總結表的背面)</li> <li>－ 學生出席紀錄表 1 份</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• <b>密封</b>的試題答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 剩餘評估物料封套 1 個</li> </ul>
中國語文科 (閱讀評估)	<ul style="list-style-type: none"> <li>• 監考員文件檔(中國語文科－閱讀)，內有： <ul style="list-style-type: none"> <li>— 紙筆評估總結表</li> <li>— 監考員工作核對表 1 份(在紙筆評估總結表的背面)</li> <li>— 學生出席紀錄表 1 份</li> </ul> </li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 剩餘評估物料封套 1 個</li> </ul>
中國語文科 (視聽資訊 評估及聆聽 評估)	<ul style="list-style-type: none"> <li>• 監考員文件檔(中國語文科－視聽資訊及聆聽)，內有： <ul style="list-style-type: none"> <li>— 紙筆評估總結表</li> <li>— 監考員工作核對表 1 份(在紙筆評估總結表的背面)</li> <li>— 學生出席紀錄表 2 份(1 份供視聽資訊評用、1 份供聆聽評估用)</li> </ul> </li> <li>• 電腦條碼 1 疊(供視聽資訊評估及聆聽評估共用)</li> </ul> <p><b>視聽資訊評估</b></p> <ul style="list-style-type: none"> <li>• <b>密封</b>的影碟 1 至 2 枚</li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 剩餘評估物料封套 1 個</li> </ul> <p><b>聆聽評估</b></p> <ul style="list-style-type: none"> <li>• <b>密封</b>的光碟 1 至 2 枚</li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 剩餘評估物料封套 1 個</li> </ul>
<b>評估分節</b>	<b>2024 年 6 月 20 日用的評估物料</b>
英國語文科 (寫作評估)	<ul style="list-style-type: none"> <li>• 監考員文件檔(英國語文科－寫作)，內有： <ul style="list-style-type: none"> <li>— 紙筆評估總結表</li> <li>— 監考員工作核對表 1 份(在紙筆評估總結表的背面)</li> <li>— 學生出席紀錄表 1 份</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 剩餘評估物料封套 1 個</li> </ul>
英國語文科 (閱讀評估及聆聽評估)	<ul style="list-style-type: none"> <li>• 監考員文件檔(英國語文科－閱讀及聆聽), 內有： <ul style="list-style-type: none"> <li>— 紙筆評估總結表－ 監考員工作核對表 1 份 (在紙筆評估總結表的背面)</li> <li>— 學生出席紀錄表 2 份(1 份供閱讀評估用、1 份供聆聽評估用)</li> </ul> </li> <li>• 電腦條碼 1 疊(供閱讀評估及聆聽評估共用)</li> </ul> <p><b>閱讀評估</b></p> <ul style="list-style-type: none"> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 剩餘評估物料封套 1 個</li> </ul> <p><b>聆聽評估</b></p> <ul style="list-style-type: none"> <li>• <b>密封</b>的光碟 1 至 2 枚</li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 剩餘評估物料封套 1 個</li> </ul>
數學科	<ul style="list-style-type: none"> <li>• 監考員文件檔(數學科), 內有： <ul style="list-style-type: none"> <li>— 紙筆評估總結表</li> <li>— 監考員工作核對表 1 份(在紙筆評估總結表的背面)</li> <li>— 學生出席紀錄表 1 份</li> </ul> </li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 草稿紙 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 剩餘評估物料封套 1 個</li> </ul>

## 八、在紙筆評估進行期間支援監考員

### 1. 巡察

評估行政助理會在紙筆評估進行期間，最少每 40 分鐘在評估室外巡視一次，並於有需要時向監考員提供支援。如使用學校禮堂進行評估，評估行政助理應留在禮堂內為監考員提供支援。評估行政主任應指示評估行政助理所有評估室的位置，以確保其巡視範圍遍及所有評估室。在評估進行期間，評估行政主任應讓評估行政助理得悉其於校內的位置，以便評估行政助理有需時能及時尋找協助。

### 2. 試題簿及／或答題簿數量不足

考評局向學校提供的試題簿及答題簿數量，較學校實際所需的為多。如監考員向評估行政助理報稱接收的試題簿及／或答題簿數量不足，評估行政助理應即時向評估行政主任尋求協助。

中國語文科（寫作、視聽資訊及閱讀）、英國語文科（閱讀及寫作）及數學科：

評估行政主任應安排使用其他班別的剩餘試題簿及答題簿，如所有班別的剩餘試題簿及答題簿仍不足應付短缺時，評估行政主任應立即致電 3628 8191 向考評局尋求協助。

中國語文科（聆聽）及英國語文科（聆聽）：

評估行政主任應立即致電 3628 8191 向考評局尋求協助。

### 3. 影碟／光碟損壞或內容不符

如接收的影碟／光碟及其後備影碟／光碟都已損壞或內容不符，評估行政助理應即時向評估行政主任匯報及立即致電 3628 8191 向考評局尋求協助。評估終結後，評估行政主任應在損壞或內容不符的影碟／光碟封套上註明「損壞」或「內容不符」並連同「評估行政主任文件檔」一併交回考評局，以便跟進。

### 4. 學生沒有電腦條碼

新生（或任何在 2024 年 4 月 1 日以後提供予考評局的學生資料）或許未獲提供電腦條碼。任何沒有電腦條碼的學生只需在答卷封面上填寫學校編號、班別及班號，考評局會作個別跟進。

### 5. 一般支援

一般情況下，如監考員遇上任何困難，他／她會向評估行政主任尋求協助。因此評估行政助理在巡視時必須保持警覺。

## 九、 評估終結後

### 1. 檢查監考員交回的評估物料

在每個評估分節完成後，監考員需交回兩個盛載評估物料的封套。評估行政助理應協助評估行政主任檢查及確定交回的物料是否如下：

#### 答卷封套

- (1) 收回的答卷數量和「學生出席紀錄表」上的收回答卷總數及「答卷封套」封面上的答卷總數**必須相同**
- (2) 答卷按學生的班號依次（由小至大，班號小的放在上面）排列
- (3) 電腦條碼已適當地貼在答卷上（抽樣檢查）
- (4) 學生在答卷封面上填寫的學校編號及班別和「學生出席紀錄表」上列印的資料相符（抽樣檢查）
- (5) 「答卷封套」上的資料（即收回答卷的總數、缺席學生人數、缺席學生班號）正確，並與「學生出席紀錄表」上的資料相同
- (6) 如封套內有 A3 放大答卷，封套面上的「包括放大答卷」欄已有☑號
- (7) 核對無誤後，在「答卷封套」封面的「答卷總數」方格旁加簽作實**

#### 剩餘評估物料封套

- (8) 「學生出席紀錄表」上的資料已填寫及正確。{注意：如評估分節包括兩個科目，封套內應含兩張已填寫了的「學生出席紀錄表」}
  - (9) 交回所有影碟（只適用於中國語文科視聽資訊評估）
  - (10) 交回所有光碟（只適用於中國語文科及英國語文科聆聽評估）  
註：如有影碟／光碟損壞或內容不符，該影碟／光碟會連同「評估行政主任文件檔」交回考評局，以便作出跟進。
  - (11) 交回已使用及未使用的試題簿（中國語文科寫作評估只需交回未使用的試題答題簿），包括缺席及獲豁免學生的試題簿
  - (12) 交回未使用的答題簿，包括缺席及獲豁免學生的答題簿
  - (13) 交回剩餘的電腦條碼
  - (14) 交回已使用及未使用的草稿紙（只適用於數學科）
  - (15) 交回已使用的答題簿（只適用於獲豁免參與評估的學生，如：WS3，WS4）
- 注意：如一個評估分節內有兩個「剩餘評估物料封套」，「監考員文件檔」應放在較後一節的「剩餘評估物料封套」內。

### 2. 密封「答卷封套」

核對清楚後，評估行政助理需協助評估行政主任把答卷放進所屬的「答卷封套」內。請注意：每班每個評估卷別應使用一個封套（即每班應於中國語文科－寫作、閱讀、視聽資訊及聆聽使用共 4 個封套；於英國語文科－寫作、閱讀及聆聽使用共 3 個封套；於數學科使用 1

個封套)。評估行政主任及評估行政助理應以考評局封條將封套封口，再在封條上橫加簽署。

3. 密封「剩餘評估物料封套」

每班每個評估卷別應使用一個「剩餘評估物料封套」。評估行政助理需填寫封套上的資料及在封套上簽署，評估行政主任應與評估行政助理一起將封套以考評局封條封口及在封條上橫加簽署。

4. 包裝評估物料

在第一日評估完結後，文具箱無須密封，只需由評估行政主任保管，以便第二天評估使用。

所有評估物料，包括：

- (1) 已封口的「答卷封套」
- (2) 已封口的「剩餘評估物料封套」

應放回原來盛載評估物料的紙箱內。在完成整個紙筆評估後，評估行政助理需協助評估行政主任將「評估行政主任文件檔」放在文具箱或其中一個盛載評估物料的紙箱內，並適當地密封所有盛載評估物料的紙箱。

5. 簽署紀錄表

評估行政助理離開前，評估行政主任會請評估行政助理填寫及簽署「評估行政助理出席紀錄表」，然後加簽及確認其到校時間。評估行政主任亦需在紀錄表適當位置上為有關評估行政助理的工作表現評分。「評估行政助理工作證」及填妥的紀錄表應放在「評估行政主任文件檔」內，在紙筆評估完結後隨評估物料交回考評局。

6. 貯存評估物料

評估行政主任應確保紙箱及評估物料在不需使用時鎖在堅固的櫃或密室，直至交回考評局為止。

7. 離開學校

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。

## 十、評估行政主任與評估行政助理的分工

紙筆評估進行前	
評估行政助理	評估行政主任
<ul style="list-style-type: none"> <li>檢查及開啟評估物料紙箱</li> <li>協助評估行政主任檢查評估物料的數量</li> <li>按所需數量分發「答卷封套」、「剩餘評估物料封套」、電腦條碼及草稿紙至已捆扎的每班每分節的評估物料中</li> </ul>	<ul style="list-style-type: none"> <li>按「評估行政主任文件檔」內的核對表檢查評估物料的數量</li> <li>告知評估行政助理評估室的位置</li> <li>將評估物料交給負責的監考員</li> </ul>
紙筆評估進行時	
<ul style="list-style-type: none"> <li>最少每 40 分鐘在評估室外巡視一次</li> <li>向監考員提供支援（如課室或禮堂內曾發生異常事項，監考員應立即透過「紙筆評估總結表」列出事件詳情，如：班別、班號、事件類別、受影響之卷別、持續時間等，然後交回考評局。）</li> </ul>	<ul style="list-style-type: none"> <li>向監考員提供支援（如課室或禮堂內曾發生異常事項，監考員應立即透過「紙筆評估總結表」列出事件詳情，如：班別、班號、事件類別、受影響之卷別、持續時間等，然後交回考評局。）</li> </ul>
每節評估完結後	
<ul style="list-style-type: none"> <li>檢查監考員交回的評估物料的數量及項目無誤</li> <li>確認監考員已填妥「學生出席紀錄表」</li> <li>檢查完成後，在「答卷封套」上的『答卷總數』方格旁加簽</li> <li>以考評局封條密封所有評估封套及在封條上加簽</li> </ul>	<ul style="list-style-type: none"> <li>見證評估行政助理檢查評估物料</li> <li>在所有封套的考評局封條上加簽</li> </ul>
整日評估完結後	
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>填妥「評估行政主任－異常事項報告」</li> <li>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</li> <li>見證評估行政助理包裝評估物料</li> <li>將紙箱鎖在堅固的櫃或密室</li> </ul>

## 十一、惡劣天氣安排

1. 如因天氣惡劣導致中學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. 在舉行紙筆評估的其中一日，倘若教育局宣布中學於上午停課，當日之評估將改期至 **2024 年 6 月 24 日**。
3. 如中學只在評估舉行當日的下午停課，評估將不受影響。
4. 如因緊急事項（例如傳染病爆發）教育局宣布中學在評估當天，以至後備日均停課，評估將會改期，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](http://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。

## 十二、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

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

## 試題答題簿數量核對表

### Question-answer Booklets Quantity Checklist

學校名稱 Name of School:				學校編號 School Code:			級別 Level:			總卷數 Total copies	
甲乙丙學校(全日) ABC SCHOOL(WD)				S999			中三 S3				
日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	班別 Class	學生人數 Entries	Size	包數 Packets	No. of packets Size	Packets		
06/19/2024	Chinese Language 中國語文	Writing 寫作	9CW1/9CW2/9CW3	3A	17	@12	2	@36	0	24	
				3B	23	@12	0	@36	1	36	
				3C	35	@12	1	@36	1	48	
06/19/2024	Chinese Language 中國語文	Reading 閱讀	9CR1/9CR2/9CR3	3A	17	@12	2	@36	0	24	
				3B	23	@12	0	@36	1	36	
				3C	35	@12	1	@36	1	48	
06/19/2024	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD)	3A	17	@12	2	@36	0	24	
			9CAV (Cantonese) (*VCD)	3B	23	@12	0	@36	1	36	
			9CAV (Putonghua) (*VCD)	3C	35	@12	1	@36	1	48	
06/19/2024	Chinese Language 中國語文	Listening 聆聽	9CL1 (Cantonese) (*CD)	3A	17	@12	2	@36	0	24	
			9CL2 (Cantonese) (*CD)	3B	23	@12	0	@36	1	36	
			9CL1 (Putonghua) (*CD)	3C	35	@12	1	@36	1	48	
06/20/2024	Mathematics 數學	Chinese Version 中文版	9MC1/9MC2/9MC3/9MC4 (Chinese) (*Rough work sheet)	3A	17	@12	2	@36	0	24	
06/20/2024	Mathematics 數學	English Version 英文版	9ME1/9ME2/9ME3/9ME4 (English) (*Rough work sheet)	3B	23	@12	0	@36	1	36	
				3C	35	@12	1	@36	1	48	
06/20/2024	English Language 英國語文	Writing 寫作	9EW1/9EW2/9EW3	3A	17	@12	2	@36	0	24	
				3B	23	@12	0	@36	1	36	
				3C	35	@12	1	@36	1	48	

樣本 b1  
Specimen b1



日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	班別 Class	學生人數 Entries	Size	包數 No. of packets			總卷數 Total copies
							Packets	Size	Packets	
06/20/2024	English Language 英國語文	Reading 寫作	9ER1/9ER2/9ER3	3A	17	@12	2	@36	0	24
				3B	23	@12	0	@36	1	36
				3C	35	@12	1	@36	1	48
06/20/2024	English Language 英國語文	Listening 聆聽	9EL1 (*CD)	3A	17	@12	2	@36	0	24
			9EL2 (*CD)	3B	23	@12	0	@36	1	36
			9EL3 (*CD)	3C	35	@12	1	@36	1	48

完  
--End--

注意：如有特別安排學生，請同時參閱「試題答題簿數量核對表（特別安排）」  
Note: Please refer to the “Question-answer Booklets Quantity Checklist (Special Arrangements)” for special arrangements

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

## 試題答題簿數量核對表 (特別安排)

### Question-answer Booklets Quantity Checklist (Special Arrangements)

學校名稱 甲乙丙學校  
 Name of School: ABC SCHOOL

學校編號 S999  
 School Code:

級別 中三  
 Level: S3

#### A3放大試題答題簿 A3 Enlarged Question-answer Booklets

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	包數 No. of packets				總卷數			
				Size @1	Packets	Size @12	Packets	Size @36	Packets	Size @36	Total copies
06/19/2024	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD) & 9CAV (Putonghua) (*VCD)		2	@12	-	@36	-		2
06/19/2024	Chinese Language 中國語文	Listening 聆聽	9CL2 (Cantonese) (*CD) & 9CL2 (Putonghua) (*CD)	@1	2	@12	-	@36	-		2
06/19/2024	Chinese Language 中國語文	Reading 閱讀	9CR2	@1	2	@12	-	@36	-		2
06/19/2024	Chinese Language 中國語文	Writing 寫作	9CW2	@1	2	@12	-	@36	-		2
06/20/2024	English Language 英國語文	Writing 寫作	9EW2	@1	3	@12	-	@36	-		3
06/20/2024	English Language 英國語文	Reading 閱讀	9ER2	@1	3	@12	-	@36	-		3
06/20/2024	English Language 英國語文	Listening 聆聽	9EL2 (*CD)	@1	3	@12	-	@36	-		3
06/20/2024	Mathematics 數學	Chinese Version 中文版	9MC2 (Chinese) (*Rough work sheet)	@1	2	@12	-	@36	-		2
06/20/2024	Mathematics 數學	English Version 英文版	9ME2 (English) (*Rough work sheet)	@1	1	@12	-	@36	-		

供分開進行評估及／或非華語學生使用的試題答題簿 Question-answer Booklets for Students Taking Assessment Separately and/or NCS

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	包數 No. of packets						總卷數 Total copies
				Size @ 1	Packets -	Size @ 12	Packets 1	Size @ 36	Packets 0	
06/19/2024	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD)							12
06/19/2024	Chinese Language 中國語文	Listening 聆聽	9CL2 (Cantonese) (*CD)	@ 1	-	@ 12	1	@ 36	0	12
06/19/2024	Chinese Language 中國語文	Reading 閱讀	9CR2	@ 1	-	@ 12	1	@ 36	0	12
06/19/2024	Chinese Language 中國語文	Writing 寫作	9CW2	@ 1	-	@ 12	1	@ 36	0	12
06/20/2024	English Language 英國語文	Writing 寫作	9EW2	@ 1	-	@ 12	1	@ 36	0	12
06/20/2024	English Language 英國語文	Reading 閱讀	9ER2	@ 1	-	@ 12	1	@ 36	0	12
06/20/2024	English Language 英國語文	Listening 聆聽	9EL2 (*CD)	@ 1	-	@ 12	1	@ 36	0	12
06/20/2024	Mathematics 數學	Chinese Version 中文版	9MC2 (Chinese) (*Rough work sheet)	@ 1	-	@ 12	1	@ 36	0	12
06/20/2024	Mathematics 數學	English Version 英文版	9ME2 (English) (*Rough work sheet)	@ 1	-	@ 12	1	@ 36	0	12

完  
--End--

2024年全港性系統評估 (中學) Territory-wide System Assessment 2024 (Secondary Schools)  
需特別安排學生人數核對表  
Checklist of Students Requiring Special Arrangements

學校名稱  
Name of School:

甲乙丙學校  
ABC SCHOOL

學校編號  
School Code:

S999

級別  
Level:

中三  
S3

班別 Class	學生人數 No. of Students	特別安排類別 Special Arrangements	Exempt Chinese	WS1	WS2	WS3	WS4	WS6	WS7
	3A		1		1				
	3B								
	3C								
	3D					1			5
	3E							2	

註釋  
Explanatory Notes

- Exempt Chinese

豁免所有中國語文科卷別  
Exempt all Chinese Language papers
- WS1

非華語學生  
Non-Chinese speaking students
- WS2

新來港學生  
Newly-arrived children
- WS3

豁免參與整個評估  
Exempt from the whole assessment
- WS4

豁免參與聆聽及中國語文科視聽資訊評估  
Exempt from the Listening & Chinese Audio-visual Assessments
- WS6

使用放大試題答題簿  
Using A3 QA booklets
- WS7

分開進行評估、延長評估時間、給予短暫的休息時間及/或使用輔助設施及儀器  
Taking assessments separately, time extension, supervised break, and/or auxiliary equipment



\*S9993W9CAV7\*

學生出席紀錄表  
Students' Attendance Record

樣本 b4  
Specimen b4

學校名稱  
Name of School:

甲乙丙學校  
ABC School

學校編號  
School Code:

S999

科目  
Subject:

中國語文視聽資訊  
Chinese Language - Audio-visual

級別  
Level:

S3

班別  
Class:

3W

- 如學生沒有遞交答卷，請將缺考學生名字右方的「缺考」圓圈塗黑。<sup>#</sup>  
Please blacken the “Absent” circle(s) next to the student(s) without submitting answer scripts. <sup>#</sup>
- 請在名單後加上新生姓名及劃去退學學生。  
Please add the new student name(s) to the end of the list and cross out the drop-out student(s).

班號 Class No.	英文姓名 / 中文姓名 English Name / Chinese Name	特別安排* Special Arrangement(s)*	缺考 <sup>#</sup> Absent <sup>#</sup>
1	Student 1 / 學生 1	—	<input type="radio"/>
2	Student 2 / 學生 2	—	<input type="radio"/>
3	Student 3 / 學生 3	—	<input type="radio"/>
4	Student 4 / 學生 4	—	<input type="radio"/>
5	Student 5 / 學生 5	—	<input type="radio"/>
6	Student 6 / 學生 6	—	<input type="radio"/>
7	Student 7 / 學生 7	WS6	<input type="radio"/>
8	Student 8 / 學生 8	—	<input type="radio"/>
9	Student 9 / 學生 9	—	<input type="radio"/>
10	Student 10 / 學生 10	—	<input type="radio"/>
11	Student 11 / 學生 11	—	<input type="radio"/>
12	Student 12 / 學生 12	—	<input type="radio"/>
13	Student 13 / 學生 13	—	<input type="radio"/>
14	Student 14 / 學生 14	—	<input type="radio"/>
15	Student 15 / 學生 15	—	<input type="radio"/>
16	Student 16 / 學生 16	—	<input type="radio"/>
17	Student 17 / 學生 17	—	<input type="radio"/>
18	Student 18 / 學生 18	—	<input type="radio"/>
19	Student 19 / 學生 19	—	<input type="radio"/>
20	Student 20 / 學生 20	—	<input type="radio"/>
21	Student 21 / 學生 21	—	<input type="radio"/>
22	Student 22 / 學生 22	—	<input type="radio"/>
23	Student 23 / 學生 23	—	<input type="radio"/>
24	Student 24 / 學生 24	—	<input type="radio"/>
25	Student 25 / 學生 25	—	<input type="radio"/>

\* Exempt Chinese  
WS1  
WS2  
WS3  
WS4  
WS6  
WS7

豁免所有中國語文科卷別 Exempt all Chinese Language papers  
非華語學生 Non-Chinese speaking students  
新來港學生 Newly-arrived children  
豁免參與整個評估 Exempt from the whole assessment  
豁免參與聆聽及中國語文科視聽資訊評估 Exempt from the Listening and Chinese Audio-visual Assessments  
使用放大試題答題簿 Using A3 QA booklets  
分開進行評估、延長評估時間、給予短暫休息時間及/或使用輔助設施及儀器 Taking assessments separately, time extension, supervised break, and/or auxiliary equipment

請轉後頁  
P.T.O.

P.1/2

- 如學生沒有遞交答卷，請將缺考學生名字右方的「缺考」圓圈塗黑。<sup>#</sup>  
Please blacken the “Absent” circle(s) next to the student(s) without submitting answer scripts. <sup>#</sup>
- 請在名單後加上新生姓名及劃去退學學生。  
Please add the new student name(s) to the end of the list and cross out the drop-out student(s).

班號 Class No.	英文姓名 / 中文姓名 English Name / Chinese Name	特別安排* Special Arrangement(s)*	缺考 <sup>#</sup> Absent <sup>#</sup>
26	Student 26 / 學生 26	—	<input type="radio"/>
27	Student 27 / 學生 27	—	<input type="radio"/>
28	Student 28 / 學生 28	—	<input type="radio"/>
29	Student 29 / 學生 29	—	<input type="radio"/>
30	Student 30 / 學生 30	—	<input type="radio"/>
31	Student 31 / 學生 31	—	<input type="radio"/>
32	Student 32 / 學生 32	WS1, WS4	<input type="radio"/>
33	Student 33 / 學生 33	—	<input type="radio"/>
34	Student 34 / 學生 34	—	<input type="radio"/>
35	Student 35 / 學生 35	—	<input type="radio"/>
36	Student 36 / 學生 36	—	<input type="radio"/>
37	Student 37 / 學生 37	—	<input type="radio"/>
38	Student 38 / 學生 38	—	<input type="radio"/>
39			<input type="radio"/>
40			<input type="radio"/>
41			<input type="radio"/>
42			<input type="radio"/>
43			<input type="radio"/>
44			<input type="radio"/>
45			<input type="radio"/>
46			<input type="radio"/>
47			<input type="radio"/>
48			<input type="radio"/>
49			<input type="radio"/>
50			<input type="radio"/>

監考員姓名  
Name of Invigilator: \_\_\_\_\_  
(請用正楷填寫 In block letters)

監考員簽署  
Signature of Invigilator: \_\_\_\_\_

已報名參加人數 Enrolled : (A)		38
新生人數 New : (B)	+	_____
退學人數 Drop-out : (C)	—	_____
缺考人數 Absent : (D)	—	_____
答卷總數 <b>Scripts Collected:</b> <b>(A+B-C-D)</b>		= <div style="border: 2px solid black; width: 100px; height: 50px; display: flex; align-items: center; justify-content: center; margin-top: 10px;"> </div>

\* Exempt Chinese 豁免所有中國語文科卷別 Exempt all Chinese Language papers

WS1 非華語學生 Non-Chinese speaking students

WS2 新來港學生 Newly-arrived children

WS3 豁免參與整個評估 Exempt from the whole assessment

WS4 豁免參與聆聽及中國語文科視聽資訊評估 Exempt from the Listening and Chinese Audio-visual Assessments

WS6 使用放大試題答題簿 Using A3 QA booklets

WS7 分開進行評估、延長評估時間、給予短暫休息時間及/或使用輔助設施及儀器 Taking assessments separately, time extension, supervised break, and/or auxiliary equipment

此表格由  
監考員填寫  
To be completed by  
Invigilator

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

樣本 b5  
Specimen b5

紙筆評估總結表  
Assessment Summary for Written Assessments

無論有沒有發生特別事故，監考員亦須遞交此表格至考评局。No matter whether there is any irregularity or not, the Invigilator should complete and submit the form to the HKEAA.

學校名稱 Name of School:	
學校編號 School Code:	班別 Class:
科目 Subject:	<input type="checkbox"/> 中文寫作 Chinese (Writing) <input type="checkbox"/> 中文閱讀 Chinese (Reading) <input type="checkbox"/> 中文視聽資訊及聆聽 Chinese (Audio-visual and Listening) <input type="checkbox"/> 英文寫作 English (Writing) <input type="checkbox"/> 英文閱讀及聆聽 English (Reading and Listening) <input type="checkbox"/> 數學 Mathematics
評估時間 Assessment time:	第一節 First session: 由 From 至 To 第二節 Second session: 由 From 至 To

請在適當方格內填上「✓」號。

Please put a “✓” in the appropriate box.

- ☐ 評估期間沒有任何特別事件。  
**NO** irregularity occurred during the assessment.
- ☐ 評估時發生以下特別事件：  
Irregularities occurred during the assessment session:
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 試題答題簿缺損<br>Defective Q&A booklets  | <input type="checkbox"/> 學生身體不適<br>Illness   | <input type="checkbox"/> 學生正在接受強制隔離<br>Undergoing mandatory quarantine  |
| <input type="checkbox"/> 光碟/影碟/快閃記憶棒不正常/中斷<br>Malfunctioning/Interrupted CD/VCD/USB Device  | <input type="checkbox"/> 使用錯誤的光碟/影碟/快閃記憶棒版本（如：評估語言不正確/與分卷編號不符）<br>Use wrong CD/VCD/USB Device version (e.g. wrong language medium / inconsistent sub-paper code of Q & A booklets) | <input type="checkbox"/> #評估中止/受滋擾：____分鐘<br>Interruption / Disturbance   |
| *上述情況對評估有否造成影響<br>If the above situation affected the assessment<br><input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No |  | #上述情況對評估有否造成影響<br>If the above situation affected the assessment<br><input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No |
| <input type="checkbox"/> 播放機損壞<br>Defective CD/VCD Player   | <input type="checkbox"/> 學生遲到<br>Late Arrival of Student   | <input type="checkbox"/> 評估超時/縮短：____分鐘<br>Overtiming / Undertiming   |
| <input type="checkbox"/> 電腦條碼不正確<br>Incorrect information of barcode labels   | <input type="checkbox"/> 違規/懷疑作弊<br>Misconduct / Suspected Cheating  | <input type="checkbox"/> 學生使用違規物品<br>Unauthorized Materials   |
|   |  | <input type="checkbox"/> 其他<br>Other  |

時間 Time	事件詳情（請描述事件經過及處理方法） Irregularity Detail (Please describe all events and actions taken)	持續時間 Duration	受影響的學生班號(如有) Class No. of Affected Student (if any)

監考員姓名  
Name of Invigilator: \_\_\_\_\_

簽署  
Signature: \_\_\_\_\_

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 b6  
Specimen b6

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，評估行政主任亦須遞交此表格至考评局。No matter whether there is any irregularity or not, the Assessment Administration Supervisor should complete and submit the form to the HKEAA before the completion of the Written Assessments.

學校名稱

Name of School : \_\_\_\_\_

學校編號

School Code : \_\_\_\_\_

電話號碼

Tel No. : \_\_\_\_\_

- ☐ 本人確定所有監考員並非該班的科任老師及他們已於評估進行期間嚴格遵守所有監考規則。  
I ensure that all Invigilators are **NOT** the subject teacher of the class and all instructions had been strictly adhered to during the assessment by all Invigilators.
- ☐ 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*  
評估行政助理  
**ASSESSMENT ADMINISTRATION**  
**ASSISTANT**  
**(AAA)**



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

全港性系統評估－紙筆評估  
Territory-wide System Assessment - Written Assessments

答卷封套  
ENVELOPE FOR ANSWER SCRIPTS

學校編號  
School Code

: \_\_\_\_\_

級別

Level : S3

班別

Class : \_\_\_\_\_

科目  
Subject

- : ☐ 中文寫作 Chinese (Writing) ☐ 英文聆聽 English (Listening)  
☐ 中文視聽資訊 Chinese (Audio-visual) ☐ 英文閱讀 English (Reading)  
☐ 中文聆聽 Chinese (Listening) ☐ 英文寫作 English (Writing)  
☐ 中文閱讀 Chinese (Reading) ☐ 數學 Mathematics

缺考學生人數

Total No. of Students Absent : \_\_\_\_\_

答卷總數（包括特別安排學生）

Total No. of Answer Scripts (including  
students requiring special arrangements)



缺考學生班號

Class No. of Absentee(s) : \_\_\_\_\_



包括放大答卷

*Enlarged Answer Scripts included*

監考員簽署

Signature of Invigilator : \_\_\_\_\_

日期

Date : \_\_\_\_\_

樣本 b8  
Specimen b8



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

全港性系統評估－紙筆評估  
Territory-wide System Assessment - Written Assessments

剩餘評估物料封套  
ENVELOPE FOR SURPLUS ASSESSMENT MATERIALS

學校編號  
School Code : \_\_\_\_\_ 級別  
Level : S3 班別  
Class : \_\_\_\_\_

科目  
Subject : ☐ 中文寫作 Chinese (Writing) ☐ 英文聆聽 English (Listening)  
☐ 中文視聽資訊 Chinese (Audio-visual) ☐ 英文閱讀 English (Reading)  
☐ 中文聆聽 Chinese (Listening) ☐ 英文寫作 English (Writing)  
☐ 中文閱讀 Chinese (Reading) ☐ 數學 Mathematics

請把以下物料放進此封套，並在方格內以“✓”號表示：

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 監考員文件檔，內有：<br>Invigilator's Working File, which contains:  | <input type="checkbox"/> 已使用及未使用的試題簿<br>Both used and unused question booklets                                    | <input type="checkbox"/> 影碟/光碟<br>VCDs / CDs  |
| <input type="checkbox"/> 紙筆評估總結表<br>Assessment Summary for Written Assessments  | <input type="checkbox"/> 未使用的答題簿<br>Unused answer booklets  | <input type="checkbox"/> 剩餘的電腦條碼<br>Unused barcode labels   |
| <input type="checkbox"/> 學生出席紀錄表<br>Students' Attendance Record   | <input type="checkbox"/> 未使用的試題答題簿<br>(只適用於中文寫作)<br>Unused question-answer booklets<br>(for Chinese Writing only) | <input type="checkbox"/> 已使用及未使用的草稿紙<br>(只適用於數學科)<br>Both used and unused rough work sheets<br>(for Mathematics only) |
| <input type="checkbox"/> 已使用的答題簿/試題答題簿 (只適用於獲豁免參與評估的學生，如 WS3, WS4)<br>Used answer/question-answer booklet(s) (for student(s) exempted from the assessment, e.g. WS3, WS4) |   |   |

評估行政助理簽署

Signature of Assessment Administration Assistant : \_\_\_\_\_

日期

Date : \_\_\_\_\_

樣本 b9  
Specimen b9

**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 :  
Name and Code of AAA

( )

香港身份證/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	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4*</b>	<b>3</b>	<b>2</b>	<b>1</b>	* 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
	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)	: _____										

**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份證/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 b10  
Specimen b10

<p>香港考試及評核局 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY</p> <p>全港性系統評估 TERRITORY-WIDE SYSTEM ASSESSMENT</p> <p><i>[Signature]</i></p>		<p>香港考試及評核局封條 HKEAA Sealing Label</p>
<p>由評估行政主任橫加簽署 Assessment Administration Supervisor to sign across</p>	<p>香港考試及評核局 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY</p> <p>全港性系統評估 TERRITORY-WIDE SYSTEM ASSESSMENT</p> <p><i>[Signature]</i></p>	<p>由評估行政助理橫加簽署 Assessment Administration Assistant to sign across</p>

全港性系統評估

文具箱

TSA Stationery  
Box

S999

甲乙丙學校  
ABC SCHOOL

新界大埔鄉村路 20 號  
20 HEUNG CHUN ROAD  
TAI PO NEW TERRITORIES

所有物料總箱數  
**Total no. of boxes**

:

S999

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 \_\_\_\_\_

評估日期

Assessment Date

**19/6/2024**

中國語文

Chinese Language