

Briefing on Submission of School Data and Selection of Special Arrangements (Primary 3 Tryout Study Plan)

21 March 2016

Primary 3 Tryout Study Plan 2016

Important Dates

Event	Date
Deadline for online submission of school, student and teacher data	6 April 2016
Cut-off date for updating school and student data for Oral Assessments and barcode label printing	8 April 2016
HKEAA will inform schools the Oral assessment date and duties of Oral Examiners	13 April 2016
Briefing session on the administration of the Oral and Written Assessments	21 April 2016
Deadline for updating student information (including special arrangements)	9 May 2016
Conduct P.3 Oral & CAV Assessments	3 or 4 May 2016
Conduct the Written Assessments	14 and 15 June 2016



Submission of School Data

<http://www.bca.hkeaa.edu.hk>

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

Home / Sites / 中文

Basic Competency Assessment

In its report entitled *Learning for Life, Learning through Life*, the Education Commission (EC) set out detailed proposals for Basic Competency Assessments in Chinese Language, English Language and Mathematics.

The EC recommended that there be two components: Student Assessment and Territory-wide System Assessment.

[Learn More](#)

SA
Student Assessment
[Learn more](#)

TSA
Territory-Wide System Assessment
[Learn more](#)

Training and Seminars
[Learn more](#)

ID:

Password: [Forgot Password](#)

This function is not applicable for School Administration login account.

What 's New

- 11-Jan The BCA website is now supporting Google Chrome web browser. Please click here for the requirement of system software and the notes.
- 16-Dec Report of 2015 Territory-wide System Assessment is available. Please click here for details.
- 09-Oct Presentation slides for the "Briefing Session on Territory-wide System Assessment (TSA)" (Secondary) have been uploaded. Please click here for details.
- 09-Oct Presentation slides for the "Briefing Session on Territory-wide System Assessment (TSA)" (Primary) have been uploaded. Please click here for details.



System Enhancement

NEW

- Schools can use the Google Chrome web browser to process the school and student data at the BCA Website
- Schools can download the submitted student list from the BCA Website ([Student List Download](#)) for review or re-upload



System Enhancement



- Schools can download the information of ALL P3 participating students (including students with SEN options) from the BCA Website (**Participating Students' Information Download**) for verification



System Enhancement



- The posts of “P3 Oral Examiner” and “P3 Reserve Oral Examiner” are available for selecting online from the nomination form



Submission of School Data

Check and update **school information**



Upload **student information**



Select **special arrangements** for students



Select **medium of assessments**



Nomination of **Assessment Administration Supervisor (AAS)** and his/her deputy



Nomination of P3 Chinese and English **Oral Examiners (OE)**

Submission of School Data

1. School Information

TSA information	
Sponsoring Body (English)*	<input type="text"/> <input type="button" value="Others"/>
Sponsoring Body (Chinese)*	<input type="text"/>
Zone*	Kowloon <input type="button" value="v"/>
District*	Wong Tai Sin <input type="button" value="v"/>
Number of P3 Class	<input type="text" value="0"/>
Number of P6 Class	<input type="text" value="0"/>
Bank Name(School Account)*	BANK OF CHINA (HONG KONG) LIMITED <input type="button" value="v"/>
Payee Name(School Account)*	HKEAA PRIMARY SCHOOL
Bank Account Number(School Account)*	<input type="text" value="012"/> - <input type="text" value="290"/> - <input type="text" value="5568896"/> Bank Code Branch Code Account Number
VIP School	N <input type="button" value="v"/>
Special School	N <input type="button" value="v"/>
Related School	<input type="text"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/>

Update bank account information if necessary



Submission of School Data

2. Student Information

- If schools have already uploaded P3 students for conducting “Student Assessment (SA)”, they can skip the student batch upload process and only check if any update is required



Submission of School Data

2. Student Information (Student Batch Upload)

Step 1

Prepare an Excel file with the following data structure and convert the [Excel file](#) to unicode text file (文字檔 .txt)

Step 2

- Upload the text (.txt) file

Past Student Data File

data through WEBSAMS

Query

考資料 > 常用SQL參考庫 > 其他)

Upload

encoding types for the data file: UTF-8 and UTF-16.

ored in plain text files.

aded once or more by the user. Each data file should not exceed 1000 records.

to the following sequence and format:

Field Name	Academic Year	Class Level	Class	Class No.	Name (English)	Name (Chinese)	Gender	Date of Birth	STRN	Email	User Name	Password
Mandatory	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N
Max length	9	2	10	2	100	80	1	10	15	80	25	25

5. Fields are separated by a Tab.

6. Academic Year should be in the format of yyyy/yyyy (e.g. 2015/2016).

7. The valid range of the Class Level is either 'P1' - 'P6' or 'S1' - 'S3'.

8. The maximum value of Class No. is 80.

9. The gender's valid values include 'm', 'M', 'f' and 'F'.

10. Date of Birth should be in the format of dd/mm/yyyy.



Submission of School Data

NEW

2. Student Information (Student Batch Upload)

New data structure of student data file

Field Name	Academic Year	Class Level	Class	Class No.	Name (English)	Name (Chinese)	Gender	Date of Birth	STRN	Email	User Name	Password
Mandatory	Y	Y	Y	Y	Y	N	Y	Y	Y	N	N	N
Max length	9	2	10	2	100	80	1	10	15	80	25	25

Column added

- “Academic Year” should be in the format of yyyy/yyyy

Column removed

- “HKID” is no longer required



Submission of School Data



2. Student Information (Student List)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

Welcome

Logout

- School Information Centre
- TSA Centre
- Personal Profile
- School Administration
- P6 Optin
- Class Administration
- Student Administration
- Batch Upload
- Student List Download**

Download the student information that is successfully imported by Student Batch Upload function



Submission of School Data



2. Student Information (Student List)

Student_Reupload_List_P999_20151007145234 - 記事本

檔案(F)	編輯(E)	格式(O)	檢視(V)	說明(H)					
2015/2016	P3	3A	1	TESTING 1	M	03/04/2010	B1234586	P011T112	
2015/2016	P3	3A	2	TESTING 2	M	03/04/2010	B1234587	P011T202	
2015/2016	P3	3A	3	TESTING 3	M	03/04/2010	B1234588	P011T302	
2015/2016	P3	3A	4	TESTING 4	M	03/04/2010	B1234589	P011T402	
2015/2016	P3	3A	5	TESTING 5	M	03/04/2010	B1234590	P011T502	
2015/2016	P3	3A	6	TESTING 6	M	03/04/2010	B1234591	P011T602	
2015/2016	P3	3A	7	TESTING 7	M	03/04/2010	B1234592	P011T702	
2015/2016	P3	3A	8	TESTING 8	M	03/04/2010	B1234593	P011T802	
2015/2016	P3	3A	9	TESTING 9	M	03/04/2010	B1234594	P011T902	
2015/2016	P3	3A	10	TESTING 10	M	03/04/2010	B1234595	P011T113	
2015/2016	P3	3A	11	TESTING 11	M	03/04/2010	B1234596	P011T114	

Schools can make amendment on this file to upload the **unsuccessful cases** again or **update the student information** by using student batch upload function



Submission of School Data

2. Student Information (Student Batch Upload)

1 Record(s) were rejected:

Academic Year	Class Level	Class	Class No.	Student Name (English)	Student Name (Chinese)	Gender	Date of Birth	STRN	Email	User Name	E
2015/2016	PS	3A	01	ONE A ONE	一甲一	F	15/2/2001	2015P9992A01		P999USER1A	
Total No. of Record: 1											

<

- If there are students were rejected, their STRN may be wrong (e.g. mixed up with others) or they were registered in another school
- Report the latter case to HKEAA by completing the [Student Data Amendment \(SDA\) Form](#). We will follow-up for you.



Submission of School Data

2. Student Information (Student Administration)

The screenshot shows the HKEAA website interface. At the top left is the HKEAA logo and name in Chinese and English. At the top right are navigation links for Home, Sitemap, and Chinese. Below the header is a banner image of students in a classroom. A user information box displays 'User: TSAP999' and 'Time: 2016-01-25 16:17'. A 'Welcome' message is visible. A main navigation menu is open, listing 'School Information Centre', 'TSA Centre', and 'Personal Profile'. The 'School Information Centre' dropdown menu is expanded, showing options: 'School Administration', 'P6 Optin', 'Class Administration', 'Student Administration', 'Batch Upload', and 'Student List Download'. A purple box on the right contains the text 'School Information Centre (學校資料管理)' with a dashed arrow pointing to 'Student Administration (學生管理)'.



Submission of School Data

2. Student Information (Student Administration)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

School Information Centre →
TSA Centre →
Personal Profile →

Home > School Info Centre > Search Student Logout

Search Student

Academic Year	2015/2016
School Code	P999
School Name (English)	P999
School Name (Chinese)	P999
STRN	<input type="text"/>
Class	3A
Student status	-- Select All --
Account status	-- Select All --

Clear Continue

Select appropriate class



Submission of School Data

2. Student Information (Add a new student)

Class	Class No.	STRN	Student Name (English)	Student Name (Chinese)	Student Status	Account Status	Last Updated Date	Last Updated By
3A	1	2015P9992A01	ONE A ONE	—甲—	Enrolled	Active	2016-01-07 13:56	HKP00999
3A	2	B1234587	TESTING 2		Enro			
3A	3	B1234588	TESTING 3		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	4	B1234589	TESTING 4		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	5	B1234590	TESTING 5		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	6	B1234591	TESTING 6		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	7	B1234592	TESTING 7		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	8	B1234593	TESTING 8		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	9	B1234594	TESTING 9		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	10	B1234595	TESTING 10		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	11	B1234596	TESTING 11		Enrolled	Active	2015-09-18 16:46	TSAP999

Total No. of Record : 11

<< < 1 > >>

Back Create

“Create” to add new student



Submission of School Data

2. Student Information (Add a new student)

⤴ > School Info Centre > Student Details Logout ⤴

Student Details

Academic Year*	2015/2016		
School Code	P999		
School Name (English)	DUMMY		
School Name (Chinese)	測試		
Student Name (English)*	<input type="text"/>		
Student Name (Chinese)	<input type="text"/>		
User Name	<input type="text"/>		
Password	<input type="password"/>		
Password Confirm	<input type="password"/>		
STRN*	<input type="text"/>		
Email	<input type="text"/>		
Class*	<input type="text" value="-- Please Select --"/>	Class No.*	<input type="text"/>
Date of Birth*	<input type="text" value=""/>	<input type="text" value=""/> (YYYY-MM-DD)	
Gender*	<input type="text" value="-- Please Select --"/>		

Input the information of new student



Submission of School Data

2. Students Information (Release a drop-out student)

Student List								
Academic Year					2015/2016			
School Code					P999			
School Name (English)					DUMMY			
School Name (Chinese)					測試			
Class	Class No.	STRN	Student Name (English)	Student Name (Chinese)	Student Status	Account Status	Last Updated Date	Last Updated By
3A	16	W1234579	TESTING 16		Enrolled	Active	2015-10-13 11:15	TSAP999
3A	17	W1234580	TESTING 17		Enrolled	Active	2015-10-13 11:15	TSAP999
3A	18	W1234581	TESTING 18		Enrolled	Active	2015-10-13 11:15	TSAP999
3A	19	W1234582	TESTING 19		Enrolled	Active	2015-10-13 11:15	TSAP999
3A	20	W1234583	TESTING 20		Enrolled	Active	2015-10-13 11:15	TSAP999
3A	21	W1234584	TESTING 21		Enrolled	Active	2015-10-13 11:15	TSAP999
3A	22	W1234585	TESTING 22		Enrolled	Active	2015-10-13 11:15	TSAP999
3A	23	W1234586	TESTING 23		Enrolled	Active	2015-10-13 11:15	TSAP999
3A	24	W1234587	TESTING 24		Enrolled	Active	2015-10-13 11:15	TSAP999

Total No. of Record : 24

<< < 1 2 > >>

Back Create

Select the drop-out student



Submission of School Data

2. Students Information (Release a drop-out student)

User: TSAP999
Time: 2015-10-26 10:16

School Information Centre →
TSA Centre →
Personal Profile →

↑ > School Info Centre > Student Details Logout

Student Details

Academic Year*	2015/2016		
School Code	P999		
School Name (English)	DUMMY		
School Name (Chinese)	測試		
Student Name (English)*	TESTING 16		
Student Name (Chinese)			
User Name	S999T108		
STRN*	W1234579		
Email			
Class*	3A	Class No.*	16
Date of Birth*	2007-01-01	(YYYY-MM-DD)	
Gender*	Male		
Last Updated Date	2015-10-13 11:15		
Last Updated By	TSAP999		

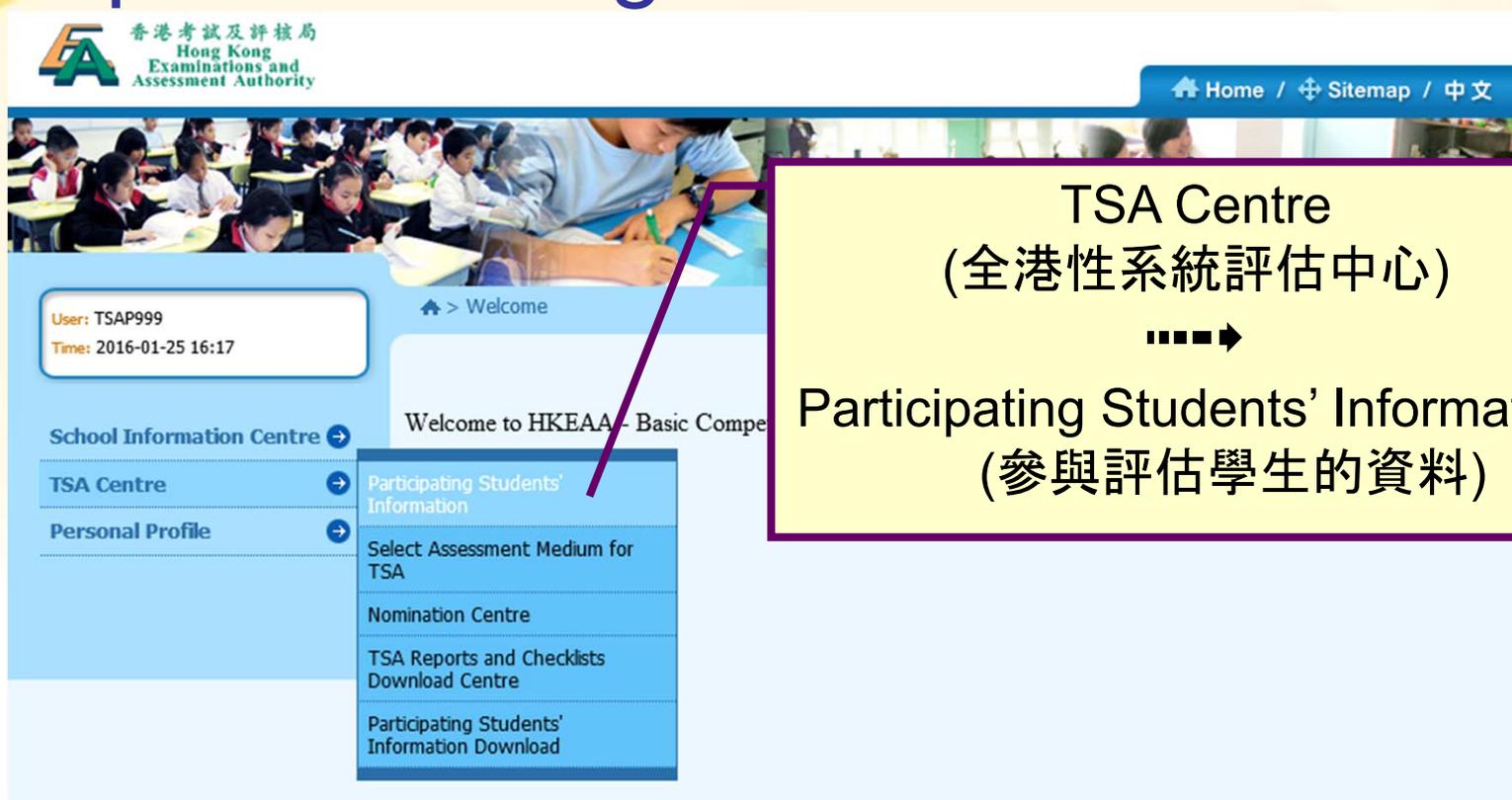
Back Release Delete Save

“Release” the selected drop-out student



Submission of School Data

3. Special Arrangements



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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

Welcome

Welcome to HKEAA - Basic Competence

- School Information Centre
- TSA Centre**
 - Participating Students' Information**
 - Select Assessment Medium for TSA
 - Nomination Centre
 - TSA Reports and Checklists Download Centre
 - Participating Students' Information Download
- Personal Profile

TSA Centre
(全港性系統評估中心)

.....➔

Participating Students' Information
(參與評估學生的資料)



Submission of School Data

3. Special Arrangements (cont'd)

Make sure there is a tick "✓" for each participating student

Select appropriate special arrangement(s) for students if necessary

↑ > TSA Centre > Participating Students' Information Logout

Participating Students' Information

2015/2016
P999
DUMMY
測試
P3
3A

Refresh

Click the header checkbox to select all students in this page.
School can select special arrangements for students in need in this page.

Participation in TSA	Class	Class No.	STRN	Student Name (English)	Chinese	M/F	WS0	WS1	WS2	WS3	WS4
<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	1	W1234564	TESTING 1	測試一	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	2	W1234565	TESTING 2	測試二	M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	3	W1234566	TESTING 3	測試三	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	4	W1234567	TESTING 4	測試四	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	5	W1234568	TESTING 5	測試五	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3A	6	W1234569	TESTING 6	測試六	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back Save



Submission of School Data

NEW

3. Special Arrangements (cont'd)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

Welcome

Welcome to HKEAA - Basic Competence

- School Information Centre
- TSA Centre**
 - Participating Students' Information
 - Select Assessment Medium for TSA
 - Nomination Centre
 - TSA Reports and Checklists Download Centre
 - Participating Students' Information Download
- Personal Profile

TSA Centre
(全港性系統評估中心)

◆◆◆◆▶

Participating Students' Information Download
(參與評估的學生資料下載)



Submission of School Data

3. Special Arrangements (cont'd)



ParticipatingStudentsInformation20151103125227 [唯讀]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	TSA Year	chool Coass	Le*Participation	n TSA	Class	Class Number	Gender	Date of Birth	STRN	ent Name (Eng	ent Name (Chit	SO	WS1	WS2	WS3	WS4	WS5	WS6	WS7	ECS	USER NAME	
2	2016	P999	P3	Y	3A	1	M	1/1/2007	W1234564	TESTING 1	測試一							Y			S999T101	
3	2016	P999	P3	Y	3A	2	M	1/1/2007	W1234565	TESTING 2	測試二			Y							S999T201	
4	2016	P999	P3	Y	3A	3	M	1/1/2007	W1234566	TESTING 3	測試三										S999T301	
5	2016	P999	P3	Y	3A	4	M	1/1/2007	W1234567	TESTING 4	測試四						Y				S999T401	
6	2016	P999	P3	Y	3A	5	M	1/1/2007	W1234568	TESTING 5	測試五										S999T501	
7	2016	P999	P3	Y	3A	6	M	1/1/2007	W1234569	TESTING 6									Y		S999T601	
8	2016	P999	P3	Y	3A	7	M	1/1/2007	W1234570	TESTING 7											S999T701	
9	2016	P999	P3	Y	3A	8	M	1/1/2007	W1234571	TESTING 8					Y						S999T801	
10	2016	P999	P3	Y	3A	9	M	1/1/2007	W1234572	TESTING 9			Y								S999T901	
11	2016	P999	P3	Y	3A	10	M	1/1/2007	W1234573	TESTING 10											S999T102	
12	2016	P999	P3	Y	3A	11	M	1/1/2007	W1234574	TESTING 11											S999T103	
13	2016	P999	P3	Y	3A	12	M	1/1/2007	W1234575	TESTING 12											S999T104	
14	2016	P999	P3	Y	3A	13	M	1/1/2007	W1234576	TESTING 13											S999T105	
15	2016	P999	P3	Y	3A	14	M	1/1/2007	W1234577	TESTING 14											S999T106	
16	2016	P999	P3	Y	3A	15	M	1/1/2007	W1234578	TESTING 15			Y								S999T107	
17	2016	P999	P3	Y	3A	16	M	1/1/2007	W1234579	TESTING 16			Y								S999T108	
18	2016	P999	P3	Y	3A	17	M	1/1/2007	W1234580	TESTING 17			Y								S999T109	
19	2016	P999	P3	Y	3A	18	M	1/1/2007	W1234581	TESTING 18			Y								S999T110	
20	2016	P999	P3	Y	3A	19	M	1/1/2007	W1234582	TESTING 19			Y								S999T111	
21	2016	P999	P3	Y	3A	20	M	1/1/2007	W1234583	TESTING 20			Y								S999T202	
22	2016	P999	P3	Y	3A	21	M	1/1/2007	W1234584	TESTING 21			Y								S999T203	
23	2016	P999	P3	Y	3A	22	M	1/1/2007	W1234585	TESTING 22			Y								S999T204	
24	2016	P999	P3	Y	3A	23	M	1/1/2007	W1234586	TESTING 23			Y								S999T205	
25	2016	P999	P3	Y	3A	24	M	1/1/2007	W1234587	TESTING											S999T206	
26																						
27																						
28																						
29																						
30																						
31																						

Verify the SEN record for each participating student



Submission of School Data

4. Medium of Assessment

- If schools are taking the default language (i.e. Cantonese in Chinese Oral, Listening and CAV and Chinese in Mathematics) as the medium of assessment of all P3 classes, they can skip this part



Submission of School Data

4. Medium of Assessment (cont'd)

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

User: TSAP999
Time: 2016-01-25 16:17

> Welcome

Welcome to HKEAA - Basic Competency A

School Information Centre

TSA Centre

Personal Profile

Participating Students' Information

Select Assessment Medium for TSA

Nomination Centre

TSA Reports and Checklists Download Centre

Participating Students' Information Download

TSA Centre
(全港性系統評估中心)



Select Assessment Medium for
TSA
(選擇全港性系統評估語言)



Submission of School Data

4. Medium of Assessment (cont'd)

⤴ > TSA Centre > Select Assessment Medium for TSA Logout ⤵

Select Assessment Medium for TSA

Academic Year : 2015/2016
School Code : P999
School Name (English) : DUMMY
School Name (Chinese) : 測試
Instruction:
Please click the [>] or [<] to select class(es) / level(s) taking t

If your school uses **English** as the medium of teaching in Math
Mathematics Question-Answer Booklets.

Mathematics

Chinese	English
3A	3B

Navigation buttons: -->, <--, -->, <<-

If your school selects Putonghua as the medium of assessment in the Chinese Oral Assessment, your school should nominate a qualified teacher for conducting the assessment in Putonghua. Please select the assessment language to be used for the whole level:

Mathematics

Default: Chinese version

Selection: Schools may select

English question papers for individual classes if schools use English as the medium of teaching in Mathematics



Submission of School Data

4. Medium of Assessment (cont'd)

Chinese Oral Assessment

Cantonese	Putonghua
P3	

Navigation buttons: →, ←, →, ←

Chinese Oral

Default: Cantonese

Selection: Schools may select Putonghua for the whole level

Please select level(s) / class(es) taking the Chinese Language Audio-visual Assessment

Chinese Language Audio-visual Assessment

Cantonese	Putonghua
P3	

Navigation buttons: →, ←, →, ←

Chinese Audio-visual

Default: Cantonese

Selection: Schools may select Putonghua for individual classes



Submission of School Data

4. Medium of Assessment (cont'd)

The screenshot shows a web interface for submitting school data. It features two identical sections for selecting the medium of assessment for Chinese Language Listening classes. Each section has a 'Cantonese' box (labeled 3A) and a 'Putonghua' box (labeled 3B). Between the boxes are four directional buttons: -->, <--, -->>, and <<--. Below the boxes is a text prompt: 'Please select class(es) taking the Chinese Language Listening'. At the bottom of the interface are three buttons: 'Back', 'Reset to default', and 'Save'.

Chinese Listening
Default: Cantonese
Selection: Schools may select Putonghua for individual classes

Remember to **“Save”** any change



Submission of School Data

5. Nomination of AAS

- Read the Instructions for Nomination of AAS/Deputy AAS
- An AAS or Deputy AAS should not be an Oral Examiner in the same year
- NOT required to return the nomination form to HKEAA



Submission of School Data

5. Nomination of AAS (cont'd)

The screenshot displays the HKEAA website interface. At the top left is the HKEAA logo and name in Chinese and English. The top right contains navigation links for Home, Sitemap, and Chinese. A banner image shows students in a classroom. Below the banner, the user information shows 'User: TSAP999' and 'Time: 2016-01-25 16:17'. The main navigation menu includes 'School Information Centre', 'TSA Centre', and 'Personal Profile'. A dropdown menu is open under 'TSA Centre', listing options such as 'Participating Students' Information', 'Select Assessment Medium for TSA', 'Nomination Centre', 'TSA Reports and Checklists Download Centre', and 'Participating Students' Information Download'. A callout box on the right, with a purple border, contains the text 'TSA Centre (全港性系統評估中心)' and 'Nomination Centre (評估提名中心)', connected by a dashed arrow. A purple line also points from the 'Nomination Centre' menu item to the callout box.



Submission of School Data

5. Nomination of AAS (cont'd)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

School Information Centre →
TSA Centre →
Personal Profile →

Home > TSA Nomination Centre

TSA Nomination Centre

TSA Year :	2016
School Code :	P999
School Type :	Primary, ND
School Name :	P999

Assessment Administration Supervisor

Nominate Assessment Administration Supervisor(s)

Amend Details of Nominated Assessment Administration Supervisor(s)

Oral Examiners

Nominate Oral Examiners

Handling of Personal Data:
The personal data of students/teachers submitted by schools will be used by the Hong Kong Examinations and Assessment Authority (the Authority) for the delivery of assessment services, and may be for, conducting educational



Submission of School Data

5. Nomination of AAS (cont'd)

↑ > TSA Nomination Centre > Nomination of Assessment Administration Supervisor Logout

Nomination of Assessment Administration Supervisor

The Principal, the Assessment Administration Supervisor and Deputy Assessment Administration Supervisor should read and complete the "Assessment Administration Supervisor and Deputy Assessment Administration Supervisor Nomination Form".

Note:

- An Assessment Administration Supervisor / Deputy Assessment Administration Supervisor should not be nominated as an Oral Examiner of the TSA in the same year.
- The Assessment Administration Supervisor should keep a copy of the completed nomination form and the report of the year.

TSA Year : 2016

School Code : P999

School Type : Primary, WD

School Name : P999

* Nominate the Assessment Administration Supervisor(s) for the TSA year

Assessment Administration Supervisor(s)

Title	English Name	Chinese Name	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email
-------	--------------	--------------	----------------------	--	-------

Input required information of
1 AAS and 1 Deputy AAS



Submission of School Data

5. Nomination of AAS (cont'd)

Confirmation of Assessment Administration Supervisors Nomination

TSA Year : 2016

School Code : P999

School Type : Primary, WD

School Name : P999

Nominated Assessment Administration Supervisor(s)

Title & English Name: Mr. Chan Wai
Chinese Name: 陳偉
Contact Phone Number: 12345678
Mobile Phone Number(For receiving SMS notification message): 87654321
Email: waic@testing.com

Nominated Deputy Assessment Administration Supervisor(s)

Title & English Name: Ms. Wong Sze Sze
Chinese Name: 王思思
Contact Phone Number: 24681357
Mobile Phone Number(For receiving SMS notification message): 98765432
Email: szew@testing.com

I confirmed the above Assessment Administration Supervisors Nomination



Submission of School Data

6. Nomination of Oral Examiners

- Read the “Instructions for Nomination of Oral Examiners (OE)”
- Each school should nominate:

P3 only

1 P3 OE for each subject

AND

1 P3 Reserve OE for each subject



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

- School can nominate other qualified teachers as extra P3 Reserve OE. HKEAA may appoint them as External OE for other schools
- NOT required to return the nomination form to HKEAA



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

- Live Training Workshop for **new OE**:

Date	Time	Subject	Venue
16 Apr 2016 (Sat)	9:30 AM- 1:30 PM	Chinese Lang.	Tai Kok Tsui Catholic Primary School (Hoi Fan Road)
		English Lang.	Laichikok Catholic Primary School



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

School Information Centre →
TSA Centre →
Personal Profile →

Home > TSA Nomination Centre

TSA Nomination Centre

TSA Year :	2016
School Code :	P999
School Type :	Primary, WD
School Name :	P999

Assessment Administration Supervisor

[Nominate Assessment Administration Supervisor\(s\)](#)

[Amend Details of Nominated Assessment Administration Supervisor\(s\)](#)

Oral Examiners

[Nominate Oral Examiners](#)

Handling of Personal Data:
The personal data of students/teachers submitted by schools will be used by the Hong Kong Examinations and Assessment Authority (the Authority) for the delivery of assessment services, and may be for, conducting educational

Nominate Oral Examiners



Submission of School Data

NEW

6. Nomination of Oral Examiners (cont'd)

Nominate Oral Examiner (Chinese)

P.3 Oral Examiner cum P.6 Reserve Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)
-	-	-	-	-	-

Step 2 Start to input the information of the nominated OE

P.6 Oral Examiner cum P.3 Reserve Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	+

P.3 Oral Examiner

Step 1 Find the post "P.3 OE" under the heading "Nominate OE"

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	+

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	+

P.3 Reserve Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	+



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

TSA Year: 2016
School Code: P999
School Type: 小學, 全日制
School Name: P999

被提名中國語文說話能力主考員 (小學三年級正選兼小學六年級後備)

* 必須填寫

第一部分：被提名說話能力主考員的個人資料

* 稱號: 先生 * 聯絡電話: 學校 12345678
* 英文姓名: Lee Ming 住所
中文姓名 (必須填寫): 李明 流動電話 8765
* 身份證號碼: P123488 (A) * 電子郵件地址: abc@
護照號碼: ██████████

第二部分：被提名說話能力主考員的相關教學經驗及認可資格

具備三年或以上的小學中國語文科教學經驗

過去五年具備至少一年在第一學習階段 (小一、小二或小三) 的中國語文科教學經驗 (適用於小主考員)

過去五年具備至少一年在第二學習階段 (小四、小五或小六) 的中國語文科教學經驗 (適用於小主考員)

評審時所用語言 (可選多項) * 如學校選用普通話為評估語言, 須提名教師為普通話說話能力主考員

廣州話
 普通話

認可的說話能力資格 (只適用於普通話說話能力主考員)

教師語文能力評核 (普通話) 口語能力達三等或以上

香港考試及評核局普通話高級水平測試及格

國家語委普通話水平測試二級乙等或以上

可選多項

Nominate Chinese Language OE

Schools selected **PTH** for Chinese Oral Assessment **MUST** nominate a Chinese OE who can conduct assessments in **PTH**



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

TSA Year:	2016
School Code:	P999
School Type:	Primary, WD
School Name:	P999

Nominated Oral Examiner of English Oral Assessment (P.3 Oral Examiner and P.6 Reserve Oral Examiner)

* Mandatory

PART I : Personal Information of the Nominee

*Title:	-- Please select --	*Contact Number: School	
*English Name:		Home	
Chinese Name:		Mo	
*HKID:		*Email	
Passport No:			

PART II : Teaching Experience and Qualification

I have at least 3 years' experience teaching Primary English.

I have at least 1 year's teaching experience in Key Stage 1 (P.1, P.2 or P.3) over the last 5 years for **P.3 Nominated/Reserve OE.**

I have at least 1 year's teaching experience in Key Stage 2 (P.4, P.5 or P.6) over the last 5 years for **P.6 Nominated/Reserve OE.**

I have met Language Proficiency Requirement (e.g. LPAT).

Nominate English Language OE



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Before being nominated by the Principal, the Oral Examiner/Reserve Oral Examiner must complete the Oral Examiner Nomination Form.

Note:

1: An Oral Examiner/Reserve Oral Examiner cannot be nominated as a candidate for the Oral Examiner/Reserve Oral Examiner TSA in the same year.

2: The Oral Examiner/Reserve Oral Examiner should keep a copy of the completed form until the end of next year.

TSA Year: 2016

School Code: P999

School Type: Primary, WD

School Name: P999

Nominate Oral Examiner (Chinese)

P.3 Oral Examiner cum P.6 Reserve Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
先生	Lee Ming	李明	P1234882		87654321	abc@testing.com	

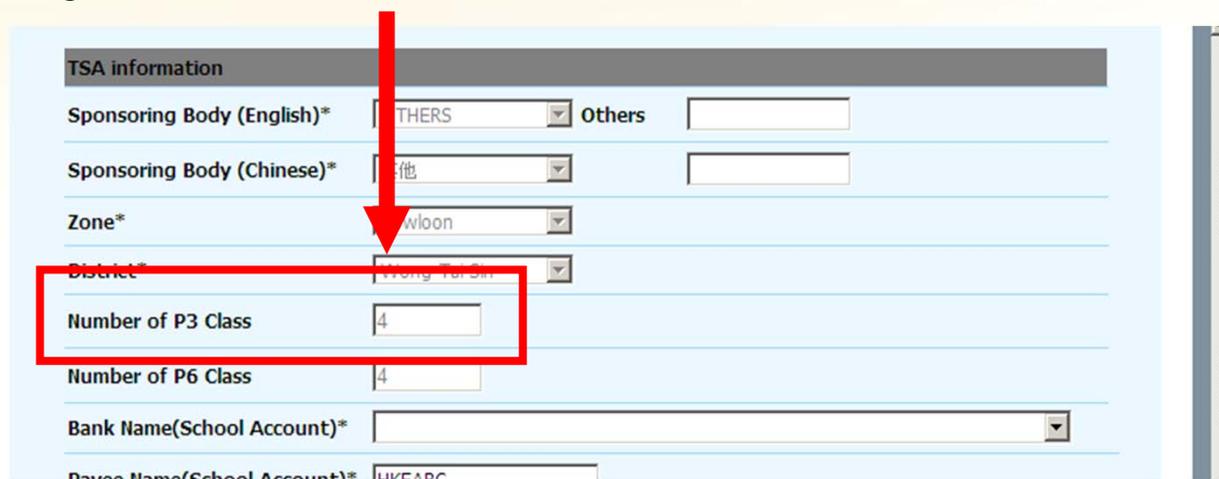
Completed OE nomination record



Submission of School Data

Verification of Submitted School Data

- Verify the accuracy of the data input in the six main areas
- Modify the data for any error found
- Verify the number of classes uploaded



The screenshot shows a web form titled "TSA information". The form contains several fields:

- Sponsoring Body (English)*: OTHERS (dropdown), Others (text input)
- Sponsoring Body (Chinese)*: 其他 (dropdown), (text input)
- Zone*: Woon (dropdown)
- District*: Hong Kong (dropdown)
- Number of P3 Class: 4 (text input)
- Number of P6 Class: 4 (text input)
- Bank Name(School Account)*: (dropdown)
- Bank Name(School Account)*: (text input)

A red arrow points to the "District*" dropdown menu, and a red box highlights the "Number of P3 Class" input field.



Submission of School Data

Conclusion

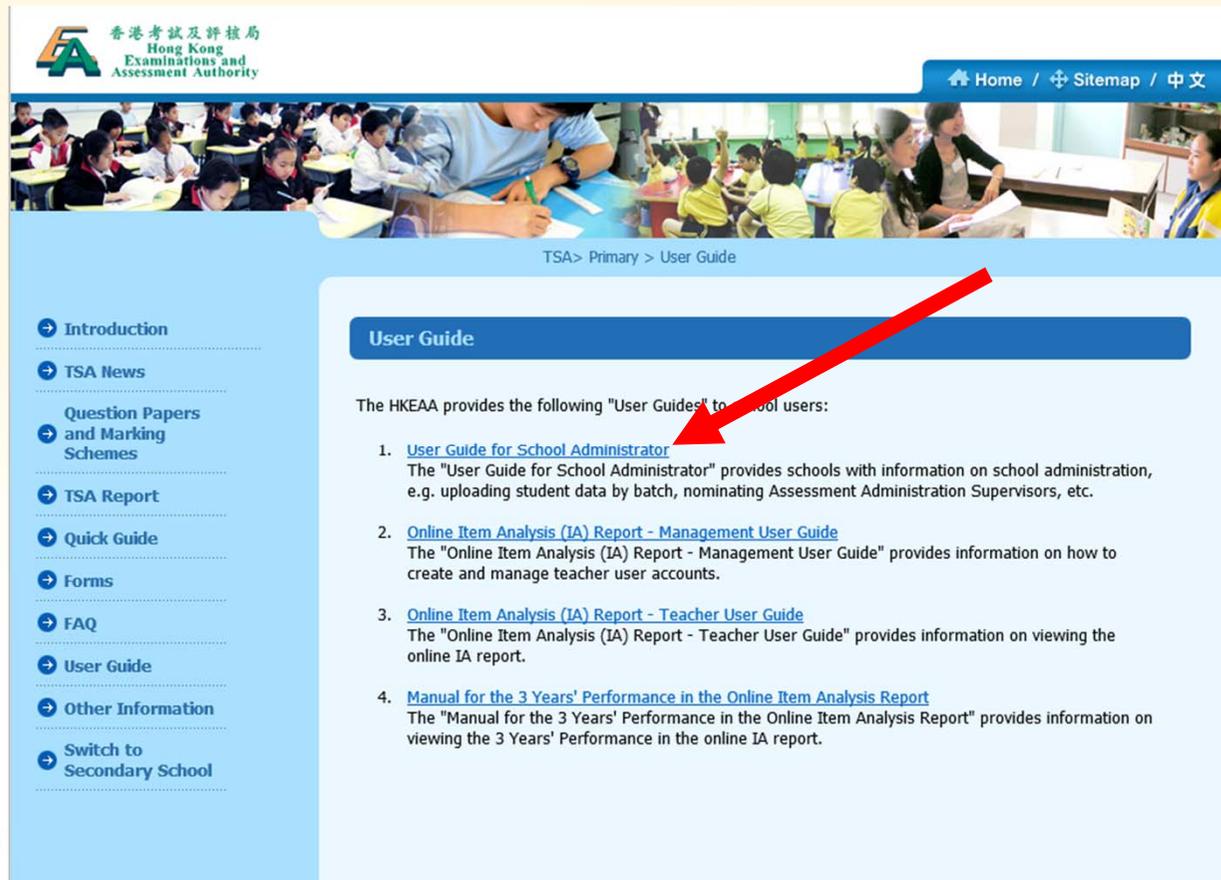
- Preparation
- Data Submission
- Verification
- Data Submission to be completed between **21 March – 6 April 2016**



Submission of School Data

User Guide for School Administrator

<http://www.bca.hkeaa.edu.hk/web/TSA/en/PriUserGuide.html>



The screenshot displays the HKEAA website interface. At the top left is the HKEAA logo with the text "香港考試及評核局 Hong Kong Examinations and Assessment Authority". To the right are navigation links: "Home / Sitemap / 中文". Below this is a banner image of students in a classroom. A breadcrumb trail reads "TSA > Primary > User Guide". On the left is a vertical menu with items: Introduction, TSA News, Question Papers and Marking Schemes, TSA Report, Quick Guide, Forms, FAQ, User Guide, Other Information, and Switch to Secondary School. The main content area has a blue header "User Guide" and a paragraph: "The HKEAA provides the following 'User Guides' to school users:". A red arrow points to the first item in the list: "1. [User Guide for School Administrator](#)". The description for this item is: "The 'User Guide for School Administrator' provides schools with information on school administration, e.g. uploading student data by batch, nominating Assessment Administration Supervisors, etc.".

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

Home / Sitemap / 中文

TSA > Primary > User Guide

Introduction

TSA News

Question Papers and Marking Schemes

TSA Report

Quick Guide

Forms

FAQ

User Guide

Other Information

Switch to Secondary School

User Guide

The HKEAA provides the following "User Guides" to school users:

1. [User Guide for School Administrator](#)
The "User Guide for School Administrator" provides schools with information on school administration, e.g. uploading student data by batch, nominating Assessment Administration Supervisors, etc.
2. [Online Item Analysis \(IA\) Report - Management User Guide](#)
The "Online Item Analysis (IA) Report - Management User Guide" provides information on how to create and manage teacher user accounts.
3. [Online Item Analysis \(IA\) Report - Teacher User Guide](#)
The "Online Item Analysis (IA) Report - Teacher User Guide" provides information on viewing the online IA report.
4. [Manual for the 3 Years' Performance in the Online Item Analysis Report](#)
The "Manual for the 3 Years' Performance in the Online Item Analysis Report" provides information on viewing the 3 Years' Performance in the online IA report.



Submission of School Data

Frequently Asked Questions

- What should I do if the message “STRN” already exists appears?

If the students have been registered in another school, please complete and return the Student Data Amendment (SDA) Form to 3628-8190.

[refer to slide 14]



Submission of School Data

Frequently Asked Questions

- What should be done if the student does NOT have an STRN while student data is being uploaded?

As the STRN is a mandatory data, schools can upload a “virtual STRN” (e.g. S9903A11) first. After getting the confirmed STRN from the EDB, the correct information should be online updated onto the BCA system asap. *[refer to slide 11,22]*



Submission of School Data

Frequently Asked Questions

- What bank account information should be given by the government schools?

As the payment for travelling allowance and honorarium for government schools will be handled by the EDB directly, government schools are required to input 000-000-0 for system validation.

[refer to slide 27]



Submission of School Data

Frequently Asked Questions

- Why I always fail to upload the text file (.txt) that is created by Microsoft Excel?

Before converting the student list into text (.txt) file, please make sure that the excel file does NOT include the field names (i.e. header) on the first row. The student data should be prepared according to the default data structure and saved as unicode text file (文字檔.txt).



[refer to slide 12, 13]

Submission of School Data

Frequently Asked Questions

- What should I do if the message “Name (Chinese)” *must be Chinese characters* appears while student data is being uploaded?

If a **Chinese** character of a student name is **NOT** within the Hong Kong Supplementary Character Set (HKSCS) , you can simply omit the **entire** Chinese name of that student and upload the student data again.



Submission of School Data

Frequently Asked Questions

- What should I do if the message “*User Name*” already exists appears?

As the “User Name” is NOT a mandatory data and it will be created by the BCA system automatically, you may omit the “User Name” (i.e. leave the information blank) and upload the student data again.

[refer to slide 11,12]



Submission of School Data

Frequently Asked Questions

- How can I login to the system if I have forgotten the password?

The login password is required to change every 180 days. If you forget the password, please complete and return the “Application Form for Re-issue of TSA School Administrator Password” to 3628-8190.

[refer to slide 9]



Submission of School Data

Frequently Asked Questions

- How should I handle a drop-out student?

You can release (do NOT “delete”) the student from the “Student Details” page under the “Student Administration” page (do NOT “unclick” the box next to student name on the list of “Participating Students’ Information” under the “TSA Centre” page).

[refer to slide 24]



Submission of School Data

Frequently Asked Questions

- Can the 2015/16 school year be counted as 1 of the 3 years' primary school teaching experience required for OE?

No. The nominated Oral Examiners should have obtained at least 3 years' primary school teaching experience and this must include at least 1 year's experience in Stage 1 (P1-P3) obtained over the last 5 years.



Support and Enquiry

- Hotline: 3628 8181
- Email: tsa1@hkeaa.edu.hk

