

2017 小三基本能力評估研究計劃工作時間表

| 日期 | 負責人／機構 | 項目 |
|-----------------------------|------------------------|--|
| 2 月 8 日至 22 日 | 評估行政主任／技術支援人員 | 透過互聯網上載學校、學生及教師資料 |
| 2 月 15 日 | 評估行政主任／技術支援人員 | 出席學校資料上載及點選特別安排簡介會 |
| 3 月 8 日 | 校長／ 評估行政主任 | 1. 通過郵寄接收個別學校的說話及視聽資訊評估日期 |
| | | 2. 通過郵寄接收校內教師擔任說話能力主考員的評估工作時間表 |
| | | 3. 透過互聯網及速遞接收一套《便覽》 |
| 3 月 8 日至 20 日 | 評估行政主任 | 以回條回覆確定評估所使用的語言及所需的監考員手冊數量 |
| 3 月 8 日至 20 日 | <u>有經驗的</u> 說話能力主考員 | 有經驗的說話能力主考員(中國語文科及英國語文科)參與網上培訓及通過招募測試 (通過招募測試的說話能力主考員將於 3 月 27 日或以前, 透過郵寄接收委任書) |
| | | 或 |
| 4 月 1 日或 8 日 | <u>新提名的</u> 說話能力主考員 | 出席說話能力主考員培訓工作坊(中國語文科及英國語文科) |
| 3 月 20 日 | 評估行政主任／技術支援人員 | 截止更新學校及學生資料, 以用作參與說話及視聽資訊評估及製作電腦條碼 |
| 3 月 21 日至 4 月 7 日 | 評估行政主任／技術支援人員 | 暫停透過互聯網更新學校及學生資料 |
| 4 月 11 日 | 評估行政主任 | 出席說話、視聽資訊及紙筆評估行政安排簡介會 |
| 4 月 28 日 ^{*(1)} | 評估行政主任 | 通過速遞接收小三級說話及視聽資訊評估物料 密件 |
| 5 月 4 或 5 日 ^{*(2)} | 考評局及學校 | 舉行小三級說話及視聽資訊評估 |

密件：包裝上有「密件」字樣的評估物料，評估行政主任需確保在不需要使用這些物料時，將之原封不動及鎖進堅固的櫃或密室，並只按考評局指示開封

*緊急／惡劣天氣安排

*⁽¹⁾ 5 月 2 日：通過速遞接收小三級說話及視聽資訊評估物料的后備日

*⁽²⁾ 5 月 9 日：舉行小三級說話及視聽資訊評估的后備日

2017 年小三基本能力評估研究計劃工作時間表
(續)

| 日期 | 負責人／機構 | 項目 |
|--------------------------------------|-------------------|--------------------------|
| 5 月 8 或 9 日 ^{*(3)} | 評估行政主任 | 通過速遞將小三級說話及視聽資訊評估物料交回考評局 |
| 5 月 12 日 | 評估行政主任 | 截止遞交更新學生資料（包括特別安排） |
| 5 月 31 日 | 評估行政主任 | 透過互聯網及郵寄接收《監考員手冊》 |
| 5 月 31 日 至 6 月 14 日 | 評估行政主任／ 技術支援人員 | 透過互聯網下載及核對紙筆評估所用的資料核對表 |
| 6 月 8 或 9 日 ^{*(4)} | 評估行政主任 | 通過速遞接收紙筆評估物料 密件 |
| 6 月 13 至 14 日 ^{*(5)} | 考評局及學校 | 舉行紙筆評估 |
| 6 月 15 或 16 日 ^{*(6)} | 評估行政主任 | 通過速遞將紙筆評估物料交回考評局 |

密件：包裝上有「密件」字樣的評估物料，評估行政主任需確保在不需要使用這些物料時，將之原封不動及鎖進堅固的櫃或密室，並只按考評局指示開封

*緊急／惡劣天氣安排

- *⁽³⁾ 5 月 10 日：通過速遞將小三級說話及視聽資訊評估物料交回考評局（如小三評估需要延至後備日，則交回小三評估物料的日期為 5 月 9 日下午或 5 月 10 日）
- *⁽⁴⁾ 6 月 12 日：通過速遞接收紙筆評估物料的后備日
- *⁽⁵⁾ 6 月 16 日：舉行紙筆評估的后備日
- *⁽⁶⁾ 6 月 19 日：通過速遞將紙筆評估物料交回考評局的后備日（如評估需要延至後備日，則交回評估物料的日期為 6 月 19 或 20 日）

培訓工作坊及簡介會詳情**學校資料上載及點選特別安排簡介會**

| 日期 | 時間 | 地點 |
|----------------|------------------|--|
| 2 月 15 日 (星期三) | 下午 2:30 至下午 4:30 | 寶血會上智英文書院 九龍石硤尾偉智街 3 號 (石硤尾港鐵站 A 或 C 出口) |

說話能力主考員培訓工作坊

| 日期 | 時間 | 科目 | 地點 |
|---------------|---|-----------------|-------------------|
| 4 月 1 日 (星期六) | 上午 9:00 至下午 1:00 或 下午 2:00 至下午 5:00 | 小三及小六 中文科 | 油麻地天主教小學 (海泓道) |
| 或 | | | |
| 4 月 8 日 (星期六) | 上午 9:00 至下午 1:00 | 小三及小六 中文科 | 香港培正小學 |
| 4 月 1 日 (星期六) | 上午 9:00 至下午 1:00 或 下午 2:00 至下午 5:00 | 小三及小六 英文科 | 旅港開平商會學校 |
| 或 | | | |
| 4 月 8 日 (星期六) | 上午 9:00 至下午 1:00 | 小三及小六 英文科 | 中華基督教會基華小學 |
| 4 月 8 日 (星期六) | 下午 2:00 至下午 5:00 | 小三中文科/ 小六中文科 | 香港培正小學 |
| 4 月 8 日 (星期六) | 下午 2:00 至下午 5:00 | 小三英文科/ 小六英文科 | 中華基督教會基華小學 |

地址

油麻地天主教小學(海泓道) - 九龍油麻地海泓道 10 號 (奧運港鐵站 D2 出口)

旅港開平商會學校 - 九龍長沙灣荔枝角道 700 號 (長沙灣港鐵站 B 出口)

中華基督教會基華小學 - 香港九龍彩虹邨黃菊路 3 號 (彩虹港鐵站 C4 出口)

香港培正小學 - 香港九龍窩打老道八十號 (油麻地港鐵站 D 出口)

說話、視聽資訊及紙筆評估行政安排簡介會

| 日期 | 時間 | 地點 |
|--------------------------|------------------|---|
| 2017 年 4 月 11 日 (星期二) | 下午 2:30 至下午 4:30 | 阡陌社區浸信會 九龍長沙灣道 681 號長沙灣貿易廣場 1 樓 102 室 (長沙灣港鐵站 B 出口) |

Operation Timetable of Primary 3 Basic Competency Assessment Research Study 2017

| Date | Responsible / Action Party | Operation Item |
|--------------------------|---|---|
| 8 – 22 Feb | AAS / IT Support Staff | Online submission of school, student and teacher information |
| 15 Feb | Assessment Admin Supervisors (AAS) / IT Support Staff | Briefing on Online Submission of School Information and Selection of Special Arrangements |
| 8 Mar | Principals / AAS | 1. Receive notification of the date of Oral & CAV Assessments for individual schools via post |
| | | 2. Receive the work schedule of teachers of their own schools serving as Oral Examiners via post |
| | | 3. Receive ONE set of "Quick Guide" via the Web and from the courier |
| 8 - 20 Mar | AAS | Confirm the languages to be used in the assessments and the number of "Invigilators' Handbooks" required by completing and returning the reply slip |
| 8 – 20 Mar | <u>Experienced</u> Oral Examiners | Attend online training and pass the recruitment test (Oral Examiners who passed the recruitment test receive appointment letter by post: 27 Mar) |
| | | <i>OR</i> |
| 1 or 8 Apr | <u>New</u> Oral Examiners | Attend training workshops for Oral Examiners (Chinese Language and English Language) |
| 20 Mar | AAS / IT Support Staff | Cutoff date of school and student information for Oral & CAV Assessments and barcode label printing |
| 21 Mar – 7 Apr | AAS / IT Support Staff | Frozen period for updating school and student information through BCA website |
| 11 Apr | AAS | Attend a briefing session on the administration of the Oral, CAV and Written Assessments |
| 28 Apr ^{*A} | AAS | Receive the materials for P.3 Oral & CAV Assessments from the courier SECRET |
| 4 or 5 May ^{*B} | HKEAA and Schools | Conduct P.3 Oral & CAV Assessments |

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. 2 May : Day reserved for receiving the materials for P.3 Oral & CAV Assessments from the courier

*B. 9 May : Day reserved for conducting the replacement P.3 Oral & CAV Assessments

Operation Timetable of Primary 3 Basic Competency Assessment Research Study 2017 (Continued)

| Date | Responsible / Action Party | Operation Item |
|---------------------------------|----------------------------|---|
| 8 or 9 May ^{*C} | AAS | Return the materials for P.3 Oral & CAV Assessments to the HKEAA via courier |
| 12 May | AAS | Deadline for updating student information (including special arrangements) |
| 31 May | AAS | Receive the “Invigilators’ Handbook” via the Web and from the courier |
| 31 May – 14 June | AAS / IT Support Staff | Download and check the checklists and forms to be used in the Written Assessments |
| 8 or 9 Jun ^{*D} | AAS | Receive the materials for the Written Assessments from the courier SECRET |
| 13 - 14 Jun^{*E} | HKEAA and Schools | Conduct the Written Assessments |
| 15 or 16 Jun ^{*F} | AAS | Return the materials for the Written Assessments to the HKEAA via courier |

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

- *C. 10 May : Day reserved for returning the materials for P.3 Oral and CAV Assessments to the HKEAA via courier (if the P.3 assessments have to be conducted on reserve day, the date of returning P.3 materials will be 9 May PM or 10 May)
- *D. 12 Jun : Day reserved for receiving the materials for the Written Assessments from the courier
- *E. 16 Jun : Day reserved for conducting the replacement Written Assessments
- *F. 19 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 19 or 20 Jun)

Details of the training workshop and briefing**Briefing session on Online Submission of School Information**

| Date | Time | Venue |
|----------------------------|-------------------|--|
| 15 Feb 2017 (Wednesday) | 2:30 pm – 4:30 pm | Holy Trinity College 3 Wai Chi Street, Shek Kip Mei, Kowloon (<i>Shek Kip Mei MTR Station Exit A or C</i>) |

Training workshops for Oral Examiners

| Date | Time | Subject | Venue |
|--------------------------|--|---------------------|--|
| 1 Apr 2017 (Saturday) | 9:00 am-1:00 pm or 2:00 pm-5:00 pm | P.3 cum P.6 Chinese | Yaumati Catholic Primary School (Hoi Wang Road) |
| OR | | | |
| 8 Apr 2017 (Saturday) | 9:00 am-1:00 pm | P.3 cum P.6 Chinese | Pui Ching Primary School |

| | | | |
|--------------------------|--|---------------------|--|
| 1 Apr 2017 (Saturday) | 9:00 am-1:00 pm or 2:00 pm-5:00 pm | P.3 cum P.6 English | Hoi Ping Chamber of Commerce Primary School |
| OR | | | |
| 8 Apr 2017 (Saturday) | 9:00 am-1:00 pm | P.3 cum P.6 English | C.C.C. Kei Wa Primary School |

| | | | |
|--------------------------|-----------------|--|--------------------------|
| 8 Apr 2017 (Saturday) | 2:00 pm-5:00 pm | P.3 Chinese only / P.6 Chinese only | Pui Ching Primary School |
|--------------------------|-----------------|--|--------------------------|

| | | | |
|--------------------------|-----------------|--|------------------------------|
| 8 Apr 2017 (Saturday) | 2:00 pm-5:00 pm | P.3 English only / P.6 English only | C.C.C. Kei Wa Primary School |
|--------------------------|-----------------|--|------------------------------|

Address:

Yaumati Catholic Primary School (Hoi Wang Road)
10 Hoi Wang Road, Yaumati, Kowloon (*Olympic MTR Station Exit D2*)

Hoi Ping Chamber of Commerce Primary School
700, Lai Chi Kok Road, Kowloon (*Cheung Sha Wan MTR Station Exit B*)

C.C.C. Kei Wa Primary School
3 Wong Kuk Avenue, Choi Hung Estate, Kowloon (*Choi Hung MTR Station Exit C4*)

Pui Ching Primary School
80 Waterloo Road, Kowloon, HK (*Yau Ma Tei MTR Station Exit D*)

Briefing session on the administration of the Oral, CAV and Written Assessments

| Date | Time | Venue |
|--------------------------|-------------------|---|
| 11 Apr 2017 (Tuesday) | 2:30 pm – 4:30 pm | Crossroad Community Baptist Church Room102, 1/F, Trade Square, No. 681 Cheung Sha Wan Road, Kowloon, HK (<i>Cheung Sha Wan MTR Station Exit B</i>) |

2017 年基本能力評估研究計劃（小學三年級）
提名中國語文科說話能力主考員須知

請校長／評估行政主任把此文件複印給有關的中國語文科教師

| | |
|---|---|
| 說話評估施行模式 | <ul style="list-style-type: none"> ➤ 說話評估是以隨機抽樣方式選取學生參與，每所學校參加評估的人數是按學校小三級的學生人數而定 ➤ 說話評估的評審是以「1+1」的模式進行的，即由一名校內說話能力主考員和一名校外說話能力主考員擔任評審工作。每名說話能力主考員會擔任所屬學校，以及另一所由考評局指派的學校的說話評審工作 |
| 提名說話能力主考員 及 申請程序 <div data-bbox="145 902 336 1021" style="border: 1px solid black; padding: 5px; display: inline-block;"> 2017 年 新安排 </div> | <ul style="list-style-type: none"> ➤ 學校須提名 2 名教師擔任小三級說話能力主考員： <ul style="list-style-type: none"> • 1 名正選 • 1 名後備 ➤ 如獲提名的小三級說話能力主考員已於 2016 年 12 月獲提名為小六級說話能力主考員，評估行政主任須填寫附件“更改小學六年級說話能力主考員提名職銜”，並於 2017 年 2 月 22 日或之前將附件傳真(3628 8190)至考評局及將附件保存至 2017 年底。 ➤ 如獲提名的小三級說話能力主考員從未獲提名為小六級說話能力主考員，評估行政主任必須於 <u>2017 年 2 月 8 日至 22 日期間</u>在登入 www.bca.hkeaa.edu.hk，根據填妥的提名表輸入及上載資料，並把提名表保存至 2017 年底 ➤ 上述提及的附件及提名表格，可向校長或評估行政主任索取。教師須將填妥的文件，交校長批核 ➤ 學校可提名額外的小三級後備說話能力主考員，考評局可能會委任他們到其他學校擔任說話評審工作 |
| 評估語言 | <ul style="list-style-type: none"> ➤ 校方只可替<u>同一級別</u>的學生，選用廣州話或普通話為評估語言 ➤ <u>如選用普通話為評估語言，獲提名的教師必須擔任普通話說話能力主考員</u>。教師可同時選擇擔任廣州話和普通話說話能力主考員 |
| 說話能力主考員職責 | <ul style="list-style-type: none"> ➤ 執行視聽資訊評估監考工作 ➤ 須根據「說話評估評審準則」，按學生在說話方面的表現擔任評審工作 |

| | |
|-----------|---|
| 說話能力主考員資歷 | <ul style="list-style-type: none"> ➤ 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）的教學經驗 ➤ 擔任普通話說話能力主考員必須取得以下任何一項資格： <ul style="list-style-type: none"> • 教師語文能力評核（普通話）口語能力達三等或以上 • 考評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 |
| 評估日期及時間 | <ul style="list-style-type: none"> ➤ 評估日期 <ul style="list-style-type: none"> • 2017 年 5 月 4 日（星期四）上午及下午 • 2017 年 5 月 5 日（星期五）上午 ➤ 評估時間 <ul style="list-style-type: none"> • 上午時段：8 時 15 分至 11 時 45 分 • 下午時段：1 時 15 分至 4 時 45 分 ➤ 後備日期 如遇惡劣天氣，教育局宣布學校停課，評估將會改期至： <ul style="list-style-type: none"> • 2017 年 5 月 9 日（星期二） |
| 津 貼 | <ul style="list-style-type: none"> ➤ 每名校外說話能力主考員會獲發交通津貼 ➤ 每所提供校外說話能力主考員的學校會獲發津貼（每名校外說話能力主考員獲發的津貼相等於代課教師每天的薪酬） ➤ 交通和代課津貼將於 2017 年 8 月底前發放予學校 |
| 培 訓 | <ul style="list-style-type: none"> ➤ 網上培訓：供在 2012-2016 年間，曾參與說話能力主考員培訓及擔任主考員（後備或候命除外）的教師參加。教師須於 2017 年 3 月 8 日至 20 日期間參加網上培訓（www.bca.hkeaa.edu.hk）。如未能通過網上培訓的教師，必須出席培訓工作坊 ➤ 培訓工作坊：從未參與，或只在 2011 年或以前參與說話能力主考員培訓的教師，必須出席培訓工作坊。培訓工作坊會在 2017 年 4 月 1 日或 8 日（星期六）上午或下午舉行。 ➤ 培訓工作坊地點 油麻地天主教小學(海泓道) – 4 月 1 日（星期六） 香港培正小學 – 4 月 8 日（星期六） <p>為了確保教師能掌握說話評審準則，所有教師必須待工作坊完結，方能離開。如教師在工作坊開始後 15 分鐘才到達或在工作坊完結前離開，考評局保留終止委任該教師為說話能力主考員的權利</p> |
| 備 註 | <ul style="list-style-type: none"> ➤ 評估行政主任不可以同時擔任說話能力主考員 |

- 完 -

2017 年基本能力評估研究計劃（小學三年級）
中國語文科說話能力主考員提名表

評估行政主任必須於 2017 年 2 月 8 日至 2 月 22 日期間登入 www.bca.hkeaa.edu.hk，根據填妥的提名表輸入及上載資料，並把提名表保存至 2017 年底。

（毋須把本提名表傳真或寄回考評局）

甲部：由校長填寫

學校名稱： _____

學校編號： _____

1. 本人提名以下教師為 2017 年基本能力評估研究計劃(小學三年級)中國語文科說話能力主考員。

姓名： _____

2. 本人明白：

甲. 獲提名的說話能力主考員必須參加網上培訓或培訓工作坊；

乙. 獲委任為說話能力主考員的教師必須於 2017 年 5 月 4 日及 5 日在校內、校外執行評審工作。

校長英文姓名： _____
(姓氏先行，以正楷英文字母填寫)

校長中文姓名： _____

簽署： _____ 日期： _____

乙部：由獲提名為說話能力主考員的教師填寫

本人確認已閱讀、明白「提名中國語文科說話能力主考員須知」，同意獲提名為 2017 年基本能力評估研究計劃（小學三年級）中國語文科說話能力主考員。

提名選擇（請在適當的方格內加上✓號）

1) ☐ 小三正選

☐ 小三後備

2) ☐ 廣州話說話能力主考員

☐ 普通話說話能力主考員

本人確認（請在適當的方格內加上✓號）

- 1) ☐ 具備三年或以上的小學中國語文教學經驗
☐ 過去五年具備至少一年在第一學習階段（小一、小二或小三）的中國語文教學經驗
- 2) 已取得：（只適用於普通話說話能力主考員填寫）
☐ 教師語文能力評核（普通話）口語能力達三等或以上
☐ 考評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

相關工作經驗

本人確認（請在適當的方格內加上✓號）

- ☐ 曾擔任說話能力主考員（後備或候命除外）的年份
2012 / 2013 / 2014 / 2015 / 2016*
- ☐ 曾參與基本能力評估的相關工作（如擬題員、審題員、閱卷員或助理試卷主席等）

獲提名教師英文姓名：_____

（姓氏先行，以正楷英文字母填寫）

獲提名教師中文姓名：_____ (必須填寫)

香港身份證號碼：_____ 電郵：_____

電話號碼：（學校）_____ （住宅）_____ （手提）_____

(供接收 SMS 提示短訊之用)

簽署：_____ 日期：_____

* 請刪去不適用者

個人資料處理：

學校所提交學生／教師的個人資料，將被考評局用作提供評估服務，及可能會以不記名方式進行教育研究和分析。就其提供的資料亦有可能會供給考評局指定的承辦商（或其受委人），以便處理一些並非由本局完成之工作，其中包括但不限於資料輸入和發放評估文件。學校所提交學生／教師的個人資料，亦會在法例授權或規定情況下，才向香港特區政府、其他機構或有關一方披露。

本局將會保留學生的個人資料達六年、獲提名及委任教師的個人資料七年，而未獲委任教師的個人資料則會被保留兩年作日後參考之用。於資料保留期內，如本局需要相關的服務，本局或會移轉所有獲提名教師的個人資料予本局內相關部門／小組考慮。除非有具體理由而本局有責任保留該等資料一段較長期間，由相關學校提供的所有資料及表格將於資料保留期滿後被銷毀。

— 完 —

Basic Competency Assessment Research Study 2017 (Primary 3) Instructions for Nomination of English Language Oral Examiners

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

| | |
|--|--|
| Implementation of Oral Assessment | <ul style="list-style-type: none"> ➤ Students from each school will be randomly selected depending on the number of students at Primary 3 (P.3) level. ➤ The “1+1” scheme will be used in Oral Assessment, i.e. one Internal Oral Examiner and one External Oral Examiner. Each Oral Examiner (OE) will assess students at their own school and students from another school as assigned by the HKEAA. |
| Nomination of Oral Examiners AND Application Procedure <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> 2017 New Arrangement </div> | <ul style="list-style-type: none"> ➤ Each school is required to nominate 2 P.3 OEs: 1 OE 1 Reserve OE ➤ If the nominated OE has PREVIOUSLY been NOMINATED as P.6 OE in Dec 2016, please fill in the Annex ‘<u>Changing of Nomination Post for P.6 Oral Examiner</u>’ attached. The Assessment Administration Supervisor is required to complete and return the Annex to the HKEAA on or before 22 February 2017 by fax (3628 8190) and to keep a copy of the completed Annex until the end of 2017. ➤ If the nominated OE is NEWLY NOMINATED, the Assessment Administration Supervisor (AAS) is required to upload the data of the OE on the nomination form at www.bca.hkeaa.edu.hk between 8 and 22 Feb 2017 and to keep a copy of the completed form until the end of 2017. ➤ The aforementioned <u>Annex</u> and <u>Nomination Form</u> can be obtained from the Principal/AAS. After completing the documents, teachers are required to submit them to the Principal for approval. ➤ Schools can nominate extra qualified teachers as P.3 Reserve OEs. HKEAA may appoint them as External OEs in other schools. |
| Responsibility | <ul style="list-style-type: none"> ➤ OEs will conduct the oral assessment and independently rate the students based on the given assessment criteria. |
| Qualifications | <ul style="list-style-type: none"> ➤ At least 3 years’ experience in teaching Primary English ➤ Meet the Language Proficiency Requirement (e.g. LPAT) <p>At least 1 year’s teaching experience in Key Stage 1 (P.1, P.2 or P.3) over the last 5 years</p> |

| | |
|--------------------------------------|---|
| Assessment Dates and Sessions | <ul style="list-style-type: none"> ➤ <u>Assessment Dates</u> Thursday, 4 May 2017 (AM & PM sessions) Friday, 5 May 2017 (AM session) ➤ <u>Time</u> 8:15 am – 11:45 am or 1:15 pm – 4:45 pm ➤ <u>Reserve Date</u> If the Education Bureau decides that schools are to be closed due to bad weather, the assessment will be rescheduled to Tuesday, 9 May 2017 |
| Allowance | <ul style="list-style-type: none"> ➤ Travelling allowance will be given to each <u>External</u> OE. ➤ In the absence of the <u>External</u> OE from his or her teaching duties, remuneration (the daily rate of a supply teacher) will be provided for the hire of a supply teacher. ➤ The travelling allowance and remuneration will be remitted to the school by the end of August 2017. |
| Training | <ul style="list-style-type: none"> ➤ <u>Online Training:</u> Training will be available online for teachers who participated in OE training at least once from 2012 to 2016 and served as an OE (except being a Reserve or Standby OE) once over the past 5 years. This training will be available at www.bca.hkeaa.edu.hk from 8 to 20 March, 2017. <u>Teachers who are unable to complete the online training or failed the recruitment test must attend the live workshop.</u> ➤ <u>Live Training Workshop:</u> Training will be available for: <ol style="list-style-type: none"> 1. New nominees who has never been an OE before 2. Teachers who only participated in OE training in 2011 or before 3. Teachers who have not completed the online training or failed the recruitment test. <p>The above teachers must attend the live training workshop. The date for the live workshops as per target attendees is 1 or 8 April 2017 AM or PM (Saturday).</p> <p>The live workshops will be held in the following venues: 1 Apr 2017 (Sat): Hoi Ping Chamber of Commerce Primary School 8 Apr 2017 (Sat): C.C.C. Kei Wa Primary School</p> <p>To ensure rating quality, prospective OEs (including Reserve OEs) <u>must attend the full session</u> of the workshop. <u>If teachers arrive 15 minutes after the start of the workshop or depart before the workshop is completed, the HKEAA reserves the right to cancel their appointment as OEs.</u></p> |
| Remarks | <ul style="list-style-type: none"> ➤ An AAS cannot be nominated as an OE in the same year of assessment. |

**Basic Competency Assessment Research Study 2017 (Primary 3)
English Language Oral Examiner Nomination Form**

The Assessment Administration Supervisor is required to complete and upload the information on this form at www.bca.hkeaa.edu.hk between 8 February and 22 February 2017 and to keep a copy of the completed form until the end of 2017.

(NOT necessary to return this form to the HKEAA)

Part A: To be filled in by the Principal

Name of School: _____

School Code: _____

1. I would like to nominate the following teacher as an English Language Oral Examiner for the Basic Competency Assessment Research Study 2017 (Primary 3).

Name in English/Chinese: _____
(Surname followed by given names in BLOCK CAPITALS)

2. I understand that:

- the nominated Oral Examiner must complete either online training or live training workshop for Oral Examiners, and pass the recruitment test;
- if appointed, the nominated Oral Examiner will have to be released to assume assessment duties on 4 and 5 May, 2017 as an Oral Examiner.

Principal's Name in English: _____
(Surname followed by given names in BLOCK CAPITALS)

Principal's Name in Chinese: _____

Signature: _____ Date: _____

Part B: To be filled in by the nominated Oral Examiner

I confirm that I have read and understood the "Instructions for Nomination of English Language Oral Examiners" and agree to the nomination for Basic Competency Assessment Research Study 2017 (Primary 3) English Language Oral Examiner.

Nomination Preference (Please tick as appropriate)

☐ P.3 Oral Examiner

☐ P.3 Reserve Oral Examiner

Teaching Experience and Qualifications

I confirm that I *(Please tick as appropriate)*

- ☐ have at least 3 years' experience in teaching Primary English.
- ☐ 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**.
- ☐ have met Language Proficiency Requirement (e.g. LPAT).

Related Work Experience

I confirm that I *(Please tick as appropriate)*

- ☐ served as an Oral Examiner (except being a Reserve or Standby OE) in the following year(s):
2012 / 2013 / 2014 / 2015 / 2016*
- ☐ have experience related with Basic Competency Assessments (e.g. item setter, moderator, marker, etc.).

Name of Nominee in English: _____
(Surname followed by given names in BLOCK CAPITALS)

Name of Nominee in Chinese: _____

H.K. Identity Card No.: _____ Email: _____

Tel No.: (School) _____ (Home) _____ (Mobile) _____
(for receiving SMS reminder)

Signature: _____ Date: _____

* Please delete as appropriate

Handling of Personal Data:

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 organizations or relevant parties where such disclosure is authorized 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.

— End —

Changing of Nomination Post for P6 Oral Examiner**更改小學六年級說話能力主考員提名職銜**

Please return this form to the HKEAA between 8 and 22 February 2017 by fax at 3628 8190. A COPY of this form should be passed to the Principal for records.

評估行政主任須於 2017 年 2 月 8 日至 22 日期間 將已填妥的表格傳真至 3628 8190，並把提名表保存至 2017 年底。

To 致： TSA Administration Team
Hong Kong Examinations and Assessment Authority

Fax No. 傳真號碼： 3628 8190

School Code 學校編號： TSAP

Name of School 學校名稱： _____

Subject 科目： Chinese Language 中國語文科 / English Language 英國語文科

OE English Name

獲提名教師英文姓名： _____

Original Post 原有職銜： P.6 Oral Examiner 小六正選 / P.6 Reserve Oral Examiner 小六後備

Revised Post 更新職銜： P.6 Oral Examiner cum P.3 Reserve Oral Examiner 小六正選兼小三後備 / P.3 Oral Examiner cum P.6 Reserve Oral Examiner 小三正選兼小六後備

(Please circle as appropriate 請在適當的位置圈上)

Subject 科目： Chinese Language 中國語文科 / English Language 英國語文科

OE English Name

獲提名教師英文姓名： _____

Original Post 原有職銜： P.6 Oral Examiner 小六正選 / P.6 Reserve Oral Examiner 小六後備

Revised Post 更新職銜： P.6 Oral Examiner cum P.3 Reserve Oral Examiner 小六正選兼小三後備 / P.3 Oral Examiner cum P.6 Reserve Oral Examiner 小三正選兼小六後備

(Please circle as appropriate 請在適當的位置圈上)

Teaching Experience and Qualifications 相關教學經驗及資歷

I confirm that the above OE(s) (Please "✓" as appropriate)

本人確認（請在適當的方格內加上"✓"號）

- ☐ has/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**. 過去五年具備至少一年在第一學習階段（小一、小二或小三）的教學經驗

Signature of Principal

校長簽署： _____

Name of Principal

校長姓名： _____

Date

日期： _____

School Stamp 校印