



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

Primary 3 Basic Competency Assessment Research Study 2017

English Language

Oral Examiners' Training Workshop

Education Assessment Services Division
Hong Kong Examinations & Assessment Authority

May

Mon	Tue	Wed	Thur	Fri
1	2	3	4 WD	5 AM
			P.3 Oral Assessment	



Reserve Date

- P.3: 9 May 2017 (Tuesday)

Public announcement to be made by EDB regarding the cancellation/postponement of the assessment of the day due to inclement weather will be broadcast on radio and TV



Sessions for Primary 3

	4 May	5 May
<u>WD/AM Schools</u> 8:15 am – 11:30 am	Session 1	Session 3
<u>PM Schools</u> 1:15 pm – 4:30 pm	Session 2	

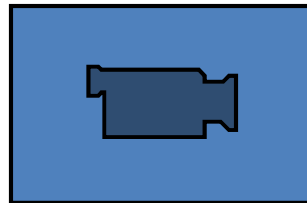
AM Session: Report duty before 8:15 a.m.



PM Session: Report duty before 1:15 p.m.



Before the Assessment



Oral Examiners

Day 1	Day 2
Internal Examiner	Internal Examiner
External Examiner	External Examiner

Reserve OE

If an OE is unable to conduct the assessment, he/she should contact the Reserve OE in his/her school.



P.3 Oral Components

Reading Aloud & Personal Experiences

Preparation: 2 minutes
Assessment: 3 minutes

Paper Codes:

3ES01 / 3ES03

3ES05 / 3ES07

3ES09 / 3ES11

Picture Description

Preparation: 3 minutes
Assessment: 2 minutes

Paper Codes:

3ES02 / 3ES04

3ES06 / 3ES08

3ES10 / 3ES12



Packet of Papers

Session	Question Papers	Questions for Oral Examiners
Session 1	3ES01 – 3ES04	<u>3EST1</u>
Session 2	3ES05 – 3ES08	3EST2
Session 3	3ES09 – 3ES12	3EST3



Student Sample List for Oral Assessment

A school staff member will collect students selected from the Student Sample List and accompany them to and from the respective classrooms.



Paper Allocation for Each Student (Sample 1)

Session 1						
Student Order	1	2	3	4	5	6
Paper Code	3ES01	3ES02	3ES01	3ES02	3ES01	3ES02
Student Order	7	8	9	10	11	12
Paper Code	3ES01	3ES02	3ES01	3ES02	3ES01	3ES02
Student Order	13	14	15	16	17	18
Paper Code	3ES03	3ES04	3ES03	3ES04	3ES03	3ES04
Student Order	19	20	21	22	23	24
Paper Code	3ES03	3ES04	3ES03	3ES04	3ES03	3ES04



Paper Allocation for Each Student (Sample 2)

Session 1						
Student Order	1	2	3	4	5	6
Paper Code	3ES01	3ES02	3ES01	3ES02	3ES01	3ES02
Student Order	7	8	9	10	11	12
Paper Code	3ES03	3ES04	3ES03	3ES04	3ES03	3ES04



Conducting the Assessments

Student Order	AM	PM
1 – 6	9:15 – 9:45	2:15 – 2:45
7 – 12	9:45 – 10:15	2:45 – 3:15
Break (15 minutes)		
13 – 18	10:30 – 11:00	3:30 – 4:00
19 – 24	11:00 – 11:30	4:00 – 4:30



End of Assessment – Fill Out the Forms

Assessment Summary for Oral Assessment

604 is by Oral Examiners and created by Assessment Administration Supervisor

(Primary Schools)
說話評估總結表
Assessment Summary for Oral Assessments

學校名稱 Name of School: Happy Primary School	學校編號 School Code: P999
科目* Subject: 中國語文聽說讀評估 Chinese Oral Assessment	日期 Date: 5 May 15
參與學生人數 No. of Student Participated: 24	級別 Level: P.3

班別 Class	班號 Class Numbers	班別 Class	班號 Class Numbers	班別 Class	班號 Class Numbers
3A	01 / 28 / 34 / 06	3B	33	3D	35
3A	30	3C	02 / 07 / 24 / 35	3E	09 / 20 / 05 / 14
3B	19 / 28 / 31 / 29	3D	04 / 21 / 12 / 22	3E	25

缺席學生 (如適用)
Absentees (if applicable)

原選參加學生中，但由於以下原因，未能參加評估：
List of originally selected students who did not participate in the assessment for the reasons given below:

A 缺席/不適/缺課
Sick or absent

B 未能提供任何身份證明文件 (如手冊、學生卡、學校正式文件等)
Unable to produce any identification documents (e.g. handbook, student card, official school document, etc.)

C 其他 (請簡短說明)
Others (Please briefly give reasons)

缺席學生班別 Class/Class No. of Absentee	未能參加之原因 (請在適當方格內填上 "✓" 或 "X") Reason for not participating (Please put a "✓" in the appropriate box)
3A 32	<input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> 其他
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> 其他
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> 其他
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> 其他

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

NIL

說話聽力主考員 1 姓名 Name of Oral Examiner 1:	Sherry Hoi Sum	簽署 Signature:	Hoi Sum
說話聽力主考員 2 姓名 Name of Oral Examiner 2:	Li Mei Lai	簽署 Signature:	Mei Lai
評估行政主任姓名 Name of Assessment Administration Supervisor:	Chan Tai Man	簽署 Signature:	T Chan



* Sign with a ballpoint pen.

End of Assessment – Fill Out the Forms

Oral Examiners' Report

Primary 3 English Language Oral Examiner's Report P. 3⁽¹⁾

To help improve the oral assessment in future, your opinions are valuable to us. After completing two days of the P3 oral assessment on 6 May, please fill in this report and put it in Envelope A. Only ONE FORM should be submitted. Thank you.

A. Duration of the Assessment (please tick)

	Least Appropriate			Most Appropriate		
	1	2	3	4	5	6
1. Preparation time for students: • Reading Aloud (2 minutes) • Picture Description (3 minutes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assessment time: • Reading Aloud (1 minute) • Expression of Personal Experiences (2 minutes) • Picture Description (2 minutes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suggestions for improvement						

B. Administration and Arrangements (please tick)

	Unacceptable			Excellent		
	1	2	3	4	5	6
1. Waiting Area arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Procedures for the assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Administration	a. Instructions for examiners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Timing of assessment (month of the year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Equipment/Stationery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Souvenirs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Venue	a. Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suggestions for improvement						

C. Content of the Assessment

	Paper Code	Remark
1. Tasks considered to be too difficult		
2. Tasks considered to be too easy		
3. Tasks considered to be appropriate		
Suggestions for improvement		

	Very Weak			Excellent			Remark
	1	2	3	4	5	6	
Reading Aloud	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Common misspelled words
Expression of Personal Experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Picture Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

E. Marking Scheme (please tick)

	Reading Aloud	Expression of Personal Experiences	Picture Description
1. Does the marking scheme/scoring guide sufficiently reflect the speaking competence of students?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain)
2. Is the marking scheme/scoring guide easy to follow?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No (please explain)
Suggestions for improvement			

F. Suggested Topics for Oral Assessment

Name of Oral Examiner: _____

Examiner Code:

Signature of Oral Examiner*: _____ Date: _____

* Sign with a ballpoint pen.



End of Assessment – Packing

Confidential Envelope for Used Oral Score Sheets



End of Assessment – Packing (Envelope A)

Envelope for Oral Score Sheets (Envelope A1),
Assessment Summary, Oral Examiners' Report and
Student Sample List



End of Assessment – Packing

Envelope for Surplus Assessment Materials

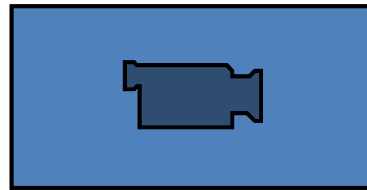


End of Assessment – Packing

Envelope for Timers



After the Assessment



Certificate of Satisfactory Completion of Training



- A **'Certificate of Satisfactory Completion of Training'** will be awarded to Oral Examiners who show good performance by meeting the standards for rating student exemplars.





Important Notes





Preparation before Oral Assessment

Study the handbook carefully



On the Assessment Day

Before Oral Assessment

- **Close collaboration** between the internal and external OE is essential for conducting the assessment smoothly. In case of doubt about any assessment procedures on the day of assessment at school, please **contact the HKEAA at 36288181**.
- Study the **Question Papers and Questions for Oral Examiners** very carefully as there are **FOUR** separate papers for each session.



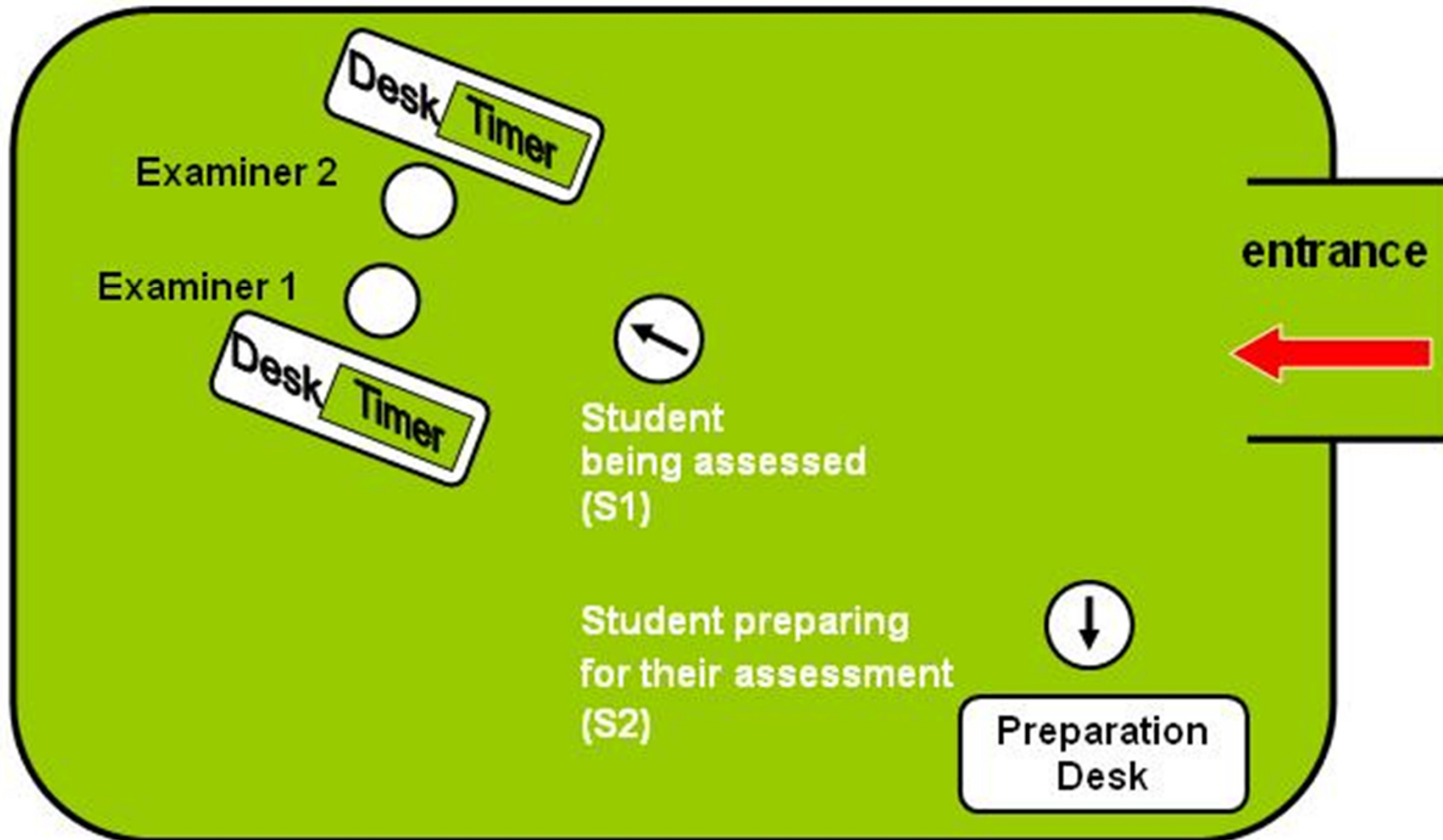
On the Assessment Day

Before Oral Assessment

- Study carefully the words in **BOLD** and *italics* in the **Conduct of Assessment** in the handbook.
- **Unseal** the packs of assessment papers **in the oral assessment room** and protect the confidentiality of the question papers throughout the assessment.



Check the Setting of the Assessment Room





During Oral Assessment

- Oral examiners must **STRICTLY** follow the **MARKING SCHEMES** to assess students' performances.
- **BOTH** oral examiners must give scores to **ALL** students, but they should rate the students **INDEPENDENTLY** without discussion.



SAMPLE

Basic Competency Assessment Research Study 2017
 Primary 3 English Language
 Score Sheet for Oral Assessment

Primary 3

Oral Examiners must rate ALL STUDENTS for BOTH COMPONENTS.

Examiner Code : P⁽¹⁾ 1⁽²⁾ 7⁽³⁾ E⁽⁴⁾ 1⁽⁵⁾ 2⁽⁶⁾ 3⁽⁷⁾ 4⁽⁸⁾ 5⁽⁹⁾ Date : 4 May 2017 #Session : A.M. P.M.

School Code : P⁽¹⁰⁾ 9⁽¹¹⁾ 9⁽¹²⁾ Participating School Name : Happy Primary School

Paper Code : 3⁽¹³⁾ E⁽¹⁴⁾ S⁽¹⁵⁾ 0⁽¹⁶⁾ 1⁽¹⁷⁾

Student Order	(18) (19) Class [®]	(20) (21) Class No. [®]	(22) Reading Aloud (0-4)	(23) Personal Experiences (0-4)	Remark
1	3 A	0 1	2	2	
3	3 A	2 8	3	3	
5	3 A	3 4	2	3	Reserve for 3A 32

Paper Code : 3⁽²⁴⁾ E⁽²⁵⁾ S⁽²⁶⁾ 0⁽²⁷⁾ 2⁽²⁸⁾

Student Order	(29) (30) Class [®]	(31) (32) Class No. [®]	Picture Description		Remark
			(33) Content (0-4)	(34) Pronunciation (0-2)	
2	3 A	0 6	3	2	
4	3 A	3 0	4	2	
6	3 B	1 9	3	2	

Paper Code : 3⁽³⁵⁾ E⁽³⁶⁾ S⁽³⁷⁾ 0⁽³⁸⁾ 1⁽³⁹⁾

Student Order	(40) (41) Class [®]	(42) (43) Class No. [®]	(44) Reading Aloud (0-4)	(45) Personal Experiences (0-4)	Remark
7	3 B	2 8	3	3	
9	3 B	3 1	3	2	
11	3 C	0 2	1	1	

Paper Code : 3⁽⁴⁶⁾ E⁽⁴⁷⁾ S⁽⁴⁸⁾ 0⁽⁴⁹⁾ 2⁽⁵⁰⁾

Student Order	(51) (52) Class [®]	(53) (54) Class No. [®]	Picture Description		Remark
			(55) Content (0-4)	(56) Pronunciation (0-2)	
8	3 B	2 9	4	2	
10	3 B	3 3	3	2	
12	3 C	0 7	2	2	

[®] Complete Class and Class No. according to the order of the Student Sample List. With 1-digit Class No., write '0', e.g. '07'.

Tick where appropriate.

Name : LI MEI LAI *Signature of Oral Examiner : Mei Lai
 (BLOCK LETTERS) (* Sign with a ballpoint pen.)

P. T. O. →



A Reminder

Don't forget to bring your:

1. **Oral Examiners' Handbook**
2. **HKID Card**
3. **Appointment Letter**

Remember to:

put the Oral Examiners' Report
in Envelope A on the **last day**
of assessment





Enquiries

Administration: 3628 8181

Subject Related: 3628 8188

Website for Reference

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

***(the workshop materials will be uploaded to
this website on 28th April 2017)***





Thank You



Questions for Oral Examiners

3 E S T 1

Education Bureau

Basic Competency Assessment Research Study 2017

Primary 3

English Language

Speaking

Questions for Oral Examiners

3ES01 Personal Experiences

3ES02 Picture Description

3ES03 Personal Experiences

3ES04 Picture Description

