TSA 2021:
Briefing on Submission of School Data and Selection of Special Arrangements (Primary Schools)

28 October 2020   FACE-TO-FACE
30 October 2020   WEBINAR

Rundown

時間	項目	講者
14:00 – 14:10	致歡迎詞	**林玲芝博士** 香港考試及評核局 教育評核服務部主管
14:10 – 14:50	2021年全港性系統評估安排 及 學校資料上載注意事項	**謝子慧女士** 香港考試及評核局 教育評核服務部經理
14:50 – 15:05	小休	
15:05 – 15:30	為學生點選特別安排簡介	**謝子慧女士** 香港考試及評核局 教育評核服務部經理
15:30 – 16:00	答問時間	以上各講者及 **張桂敏博士** 香港考試及評核局 教育評核服務部高級經理

TSA 2021 Improvements

WEBINAR briefing and online training sessions will be arranged for teachers due to the COVID pandemic and the social distancing requirements

NEW

One printed copy of Invigilators' Handbook for each class and one spare copy will be provided to each school (e.g. 4 copies for school with 3 P.3 classes) for environmental friendliness

One souvenir (instead of three) will be provided to each P.3 student taking the Written Assessments for environmental friendliness

Part I:

Briefing on Submission of School Data
學校資料上載注意事項

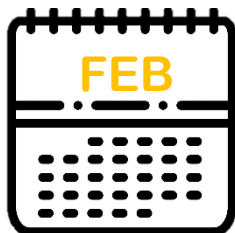# Submission of School Data

TSA 2021 Important Dates 重要日期

NOV 19 November 2020

Deadline for online submission of school, student (including special arrangements) and teacher data (for Oral Assessments and ordering of question & answer booklets)

NOV 30 November 2020

(1) Confirm the P3 assessment arrangements by completing and returning the reply slip
(2) Deadline for applying for special arrangement other than WS0 to WS7 (i.e. Screen Reader, Single-side A3 QP) for SEN students in Written Assessments

FEB 3 February 2021

HKEAA will inform schools the date of Oral & CAV Assessment and work schedule of Oral Examiners
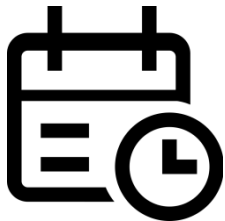
Submission of School Data

TSA 2021 Important Dates 重要日期 **(Cont'd)**

22 March 2021

Deadline for updating student data (including special arrangements) for Oral & CAV Assessments through BCA website

23 March – 16 April 2021

Frozen period for updating school and student information through BCA website

31 March 2021

Deadline for updating student data for barcode label printing

Submission of School Data

APR

16 / 19 April 2021
FACE-TO-FACE / WEBINAR Briefing sessions on the administration of the Oral and Written Assessments

NEW

MAY

4 or 5 May 2021
Conduct the P3 Oral & CAV Assessments

MAY

11 or 12 May 2021
Conduct the P6 Oral & CAV Assessments

Submission of School Data
TSA 2021 Important Dates 重要日期 **(Cont'd)**

MAY

7 May 2021
Deadline for updating student information (including special arrangements) for Written Assessments through BCA website

JUN

10 and 11 June 2021
Conduct the Written Assessments

Submission of School Data

1 Process and transmit student information via WebSAMS

2 Check and update school information

3 Select special arrangements for students

4 Select medium of assessments

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

6 Nomination of Chinese and English Oral Examiners (OE)

Submission of School Data

BCA website: http://www.bca.hkeaa.edu.hk

Submission of School Data

BCA website Password

Password will only be required to change every <u>180 days</u>

Combination:

8 to 12 characters with numbers and letters

Submission of School Data

1. Student Information (WebSAMS)
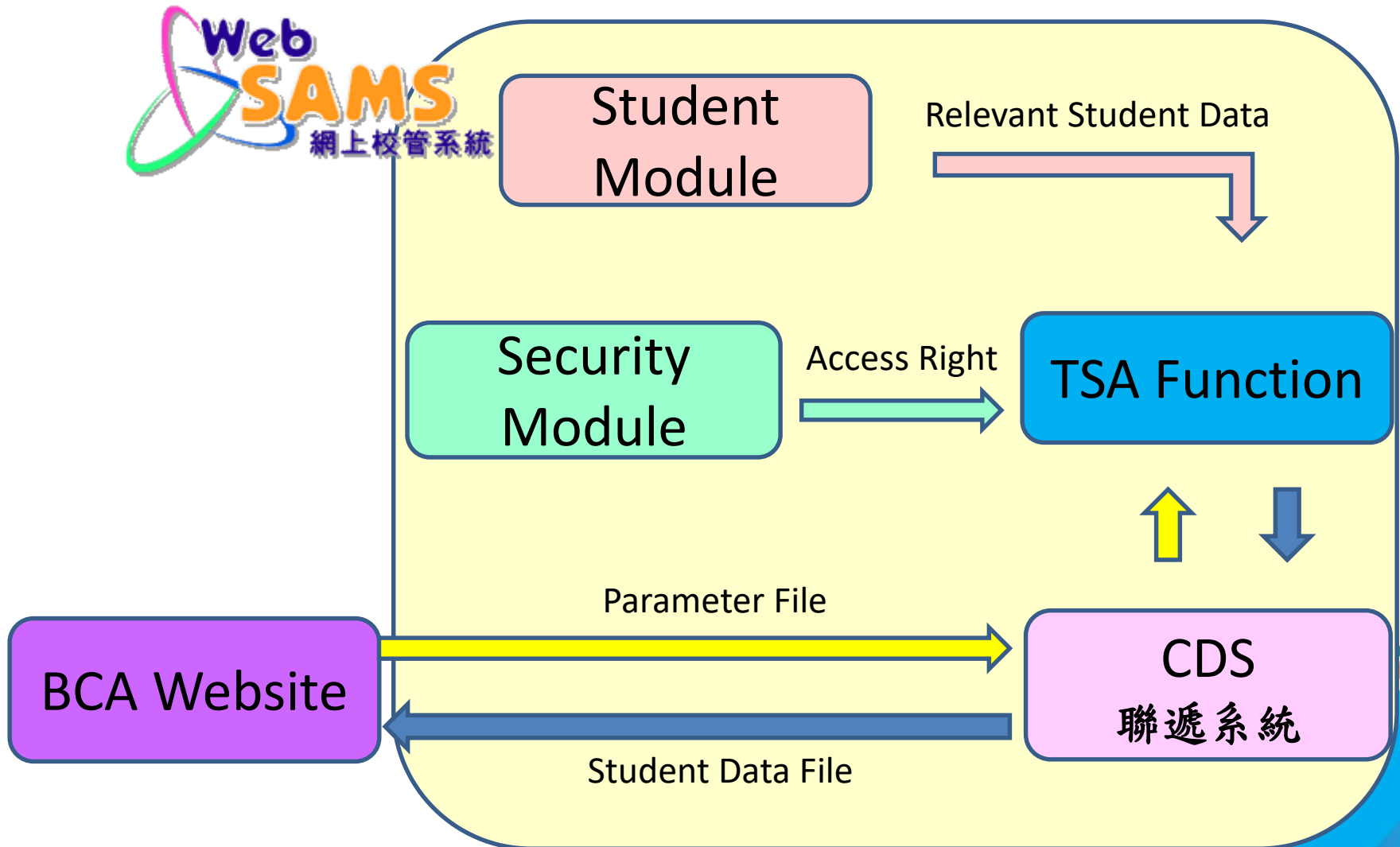
Submission of School Data

1. Student Information (For schools with WEBSAMS)

A. Procedures

1. Upgrade the System to BUILD version 3.0.0.27082020

2. CDS ➔ Incoming Message
   - Decrypt the parameter file, "TSA parameter file for primary school"

3. WEBSAMS(HKEAA) ➔ TSA ➔ Data Communication ➔ Process Incoming Data
   - Import parameter file, "TSA parameter file for primary school"

4. WEBSAMS(HKEAA) ➔ TSA ➔ Maintain Student Data
   - Maintain the student data and save

5. WEBSAMS(HKEAA) ➔ TSA ➔ Data Communication ➔ Prepare Outgoing Data
   - Prepare the TSA Student Data file and check the report. If there is no problem, confirm the TSA Student Data file.

6. CDS ➔ Outgoing Message ➔ Maintain Message
   - Encrypt and send the TSA Student Data file

Submission of School Data

B. References

1. PowerPoint on submission of TSA student data for Primary Schools in WebSAMS

   (http://www.edb.gov.hk → School Administration and Management > Administration > IT Systems for Schools > WebSAMS > Briefing Sessions & Workshops)

   Or refer to this link: https://www.edb.gov.hk/attachment/tc/sch-admin/admin/sch-it-systems/websams/TSA%20function_pri.pdf

2. Frequent Asked Questions

   (http://cdr.websams.edb.gov.hk → 模組資料 > 香港考評局程序 > 全港性系統評估 >常見問題)

Web SAMS 網上校管系統

Submission of School Data

1. Student Information (For schools with WEBSAMS) (cont'd)

C. Enquiries

1. WebSAMS School Liaison Officers
   (http://cdr.websams.edb.gov.hk →聯絡我們 → 下載網上校管系統(WebSAMS)
   學校聯絡主任(SLO)名單(2020.09.17版本)

2. WebSAMS Helpdesk
   Telephone number: 3125 8510
   Fax number: 3125 8999
   Email: websams_support@hk.ncs-i.com

3. CDS Helpdesk
   Telephone number: 3464 0550
   Email: cdshelpdesk@edb.gov.hk

Submission of School Data

1. Student Information (WebSAMS) (cont'd)

For schools with WEBSAMS:

Verify if the student file is transmitted to the **BCA website** from WebSAMS at the Student Batch Upload page.

Review the report and confirm all P3/P6 student data are successfully transmitted from WebSAMS

Submission of School Data

1. Student Information (Student Batch Upload)

For schools <u>without</u> WEBSAMS:

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

Past Student Data File

through WEBSAMS

科 > 常用SQL參考庫 > 香港考評局全港性系統評估）

選擇檔案 未選擇任何檔案

▸ **Upload**

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

2. Student data should be stored in plain text files.

3. Student data can be uploaded once or more by the user. Each data file should not exceed 1000 records.

4. Insert the data according 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
Mandatory	Y	Y	Y	Y	Y	N	Y	Y	Y	N
Max length	9	2	10	2	100	80	1	10	15	80

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 'P3', 'P6' or '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.

Step 1:
Prepare an Excel file with the following data structure and convert the Excel file to unicode text file (unicode文字檔 .txt)

Step 2:
Upload the text (.txt) file

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

Confirm the number of student records is correct

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

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	
2015/2016	P3	3A	01	ONE A ONE	一甲一	F	15/2/2001	2015P9992A01		P999USER1A	

Total No. of Record : 1

- **If students were rejected, their STRN might be wrong (e.g. mixed up with others) or they were registered in another school**
- **Report the latter case to HKEAA by completing the <u>Student Data Amendment (SDA) Form</u>. We will follow up for you.**

Submission of School Data
1. Student Information (Student List Download)

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

🏠 > Welcome

School Information Centre ➔
TSA Centre ➔
Personal Profile ➔

School Administration
P6 Optin
Class Administration
Student Administration
Batch Upload ➔
Student List Download

Basic Competency Assessmen

Download the student information successfully transmitted from WebSAMS or imported via the Student Batch Upload function

Submission of School Data

1. Student Information (Student List Download) (cont'd)

studentFile (2) - 記事本

檔案(F)　編輯(E)　格式(O)　檢視(V)　說明(H)

2018/2019	P3	3D	1	Au Siu Chung	區小聰	F	25/05/2C
2018/2019	P3	3D	2	Chan Tai Wai	陳大偉	M	16/06/2C
2018/2019	P3	3D	3	Chan Siu Fu	陳小富	F	27/08/2C
2018/2019	P3	3D	4	Chen Tai Shan	陳大珊	M	18/12/2C
2018/2019	P3	3D	5	Cheng Siu Man	鄭小敏	F	29/11/2C
2018/2019	P3	3D	6	Cheung Tai Man	張大敏	M	20/11/2C
2018/2019	P3	3D	7	Chiu Siu Yuen	趙小源	F	31/05/2C

Schools can make amendment on the file with unsuccessful cases and upload this file again or update the student information by using the Student Batch Upload function

Submission of School Data

1. Student Information (Student Administration)

Submission of School Data

1. Student Information (Student Administration) (cont'd)

Select appropriate class

Submission of School Data

1. Student Information (Release a drop-out student)

班別	班號	學生編號 (STRN)	學生姓名 (英文)	學生姓名 (中文)	學生狀態	更新時間
3A	1	STRN99999	P999 STD NAME01		註冊	2018-10-15 12:28

Select the drop-out student

Submission of School Data

1. Student Information (Release a drop-out student) (cont'd)

學生帳戶資料	
學年*	2018/2019
學校編號	P999
學校名稱 (英文)	HKEAA PRI SCHOOL
學校名稱 (中文)	考評局小學
學生姓名 (英文)*	P999 STD NAME01
學生姓名 (中文)	
學生編號(STRN)*	STRN99999
電郵地址	
班別*	3A 　　班號* 　　1
出生日期*	2008-10-01 (YYYY-MM-DD)
性別*	男
更新時間	2018-10-24 16:28
最後更新者	IPED01

▸返回 　▸退學 　▸儲存

"Release" the selected drop-out student

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Submission of School Data

1. 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	一甲一	Enrolled	Active	2016-01-07 13:56	HKP00999
3A	2	B1234587	TESTING 2		Enrolled	Active	2015-09-18 16:46	TSAP999
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		
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

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Submission of School Data

1. Student Information (Add a new student) (cont'd)

Submission of School Data

1 Process and transmit student information via WebSAMS

2 Check and update school information

3 Select special arrangements for students

4 Select medium of assessments

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

6 Nomination of Chinese and English Oral Examiners (OE)

Submission of School Data

2. School Information

School Information Centre
(學校資料管理)

School Administration (學校管理)

Submission of School Data

2. School Information (cont'd)

🏠 > School Info Centre > School Information

School Information

- **Check if the school information (e.g. SCRN, school name, address, sponsoring body…etc.) is correct**
- **Please contact the TSA Administration Team for any updates if necessary**

General Information

EDB SCRN*	999999000000
CDS ID	
School Code*	P999
School Name (English)*	DUMMY SCHOOL PRIMARY
School Name (Chinese)*	測試小學

Submission of School Data

2. School Information (cont'd)

TSA information			
Sponsoring Body (English)*	SKH ALL SAINTS & ▾	**Others**	
Sponsoring Body (Chinese)*	SKH ALL SAINTS & ▾		
Zone*	Kowloon ▾		
District*	Kowloon City_1 ▾		
Number of P3 Class	1		
Number of P6 Class	1		
Bank Name(School Account)*	TSA Testing Bank ▾		
Payee Name(School Account)*	22222		
Bank Account Number(School Account)*	999 - 111 - 1111 Bank Code Branch Code Account Number		

Update bank account information if necessary

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Submission of School Data

1   Process and transmit student information via WebSAMS

2   Check and update school information

3   Select special arrangements for students

4   Select medium of assessments

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

6   Nomination of Chinese and English Oral Examiners (OE)

Submission of School Data

3. Special Arrangements

Submission of School Data

3. Special Arrangements (cont'd)

👉 Home / ⊕ Sitemap / 中文

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

👉 > TSA Centre > Participating Students' Information

Logout ➔

School Information Centre ➔

TSA Centre ➔

Personal Profile ➔

Participating Students' Information

Academic Year :	2015/2016
School Code :	P999
School Name (English) :	P999
School Name (Chinese) :	P999
Class Level :	P3 ⌄
Class :	– Select All – ⌄

▸ Back   ▸ Refresh

Select level, then class one by one and press "Refresh"

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Submission of School Data

3. Special Arrangements (cont'd)

Submission of School Data

3. Special Arrangements (cont'd)

按下條目上的方格可點選本頁內所有學生
學校可為有需要的學生在本頁點選特別安排

班別	班號	學生編號 (STRN)	學生姓名 (英文)	學生姓名 (中文)	性別	WS0 ☐	WS1 ☐	WS2 ☐	WS3 ☐	WS4 ☐	WS ☐
3A	1	STRN99999	P999 STD NAME01		男	☑	☐	☐	☐	☑	☐

總記錄：1   `<<`   `<`

▸返回   ▸儲存

Remember to "Save" all work done / changes on every page

Submission of School Data

3. Special Arrangements (cont'd)

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

🏠 Home / ✛ Sitemap / 中文

🏠 > TSA Centre > Participating Students' Information

Logout →

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

School Information Centre →

TSA Centre →

Personal Profile →

Participating Students' Information

save successfully.

› OK

Repeat the same procedures until all students requiring special arrangements have been selected

Submission of School Data

1 Process and transmit student information via WebSAMS

2 Check and update school information

3 Select special arrangements for students

4 Select medium of assessments

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

6 Nomination of Chinese and English Oral Examiners (OE)
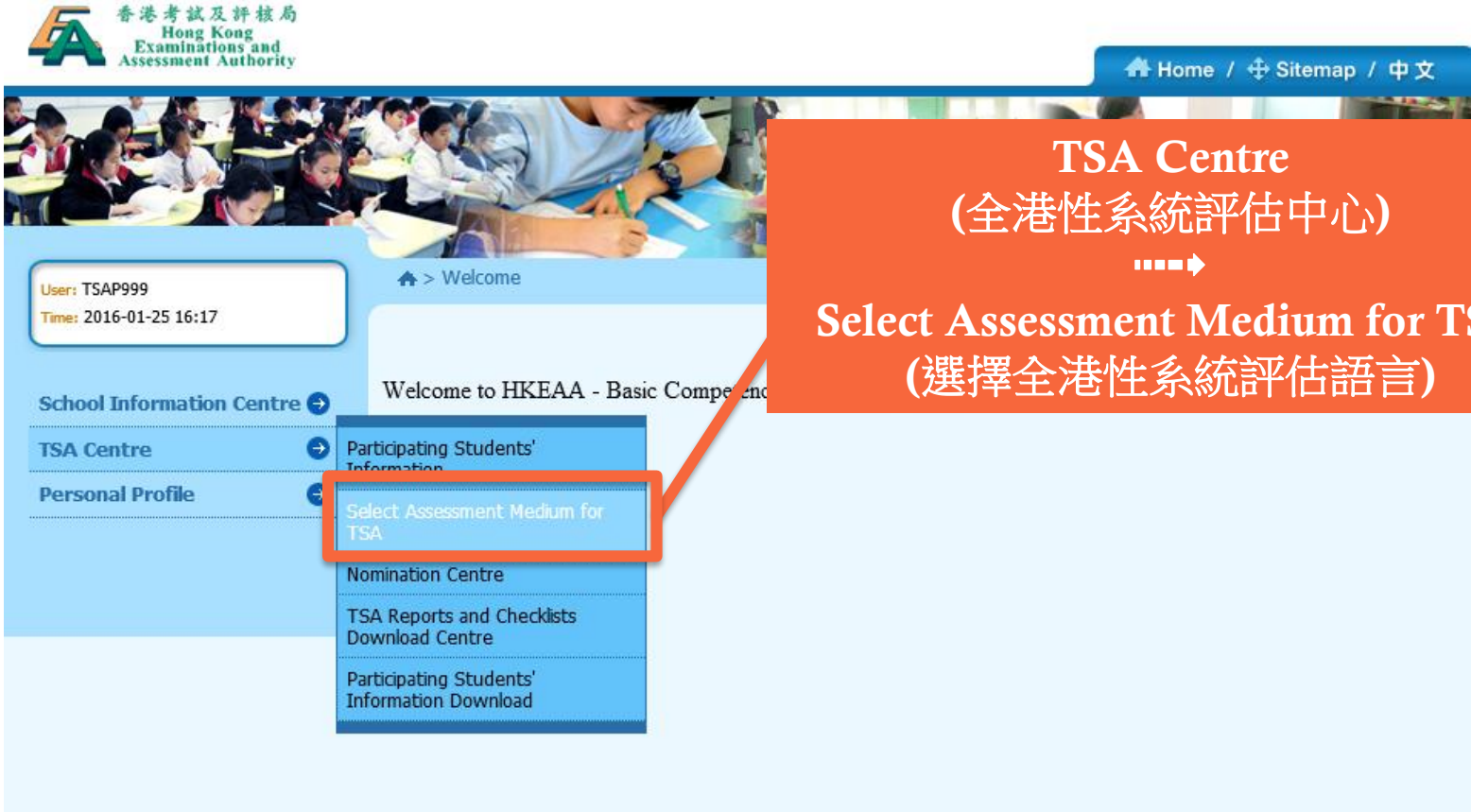
Submission of School Data

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 / P6 classes**, they can skip this part

Submission of School Data

4. Medium of Assessment (cont'd)

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)

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 the a...

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

Mathematics

Chinese		English
3A		3B
	--->	
	<---	
	->>	
	<<-	

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 instruction in Mathematics

Submission of School Data

4. Medium of Assessment (cont'd)

Chinese Oral Assessment

Cantonese | Putonghua
P3
P6

-->
<--
->>
<<-

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** in **Putonghua**:

Chinese Language Audio-visual Assessment

Cantonese | Putonghua
P3
P6

-->
<--
->>
<<-

Chinese Audio-visual
Default: Cantonese
Selection: Schools may select Putonghua for the whole level

Submission of School Data

4. Medium of Assessment (cont'd)

Cantonese | Putonghua
3A | 3B

--->
<---
->>
<<-

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

Please select class(es) taking the **Chinese Language Listening Assessment** in **Putonghua**:

Chinese Language Listening

Cantonese | Putonghua
3A | 3B

--->
<---
->>
<<-

**Remember to "Save"
any changes**

› Back   › Reset to default   › Save

Submission of School Data

4. Medium of Assessment (cont'd)

Schools may apply to use **'Putonghua' and 'Cantonese'** in the **Chinese Oral and CAV Assessments** for different groups of students (e.g. select 'Putonghua' for newly-arrived students or NCS students) by submitting a written request to the TSA Administration Team **by 30 November 2020**. (Late application will **not** be accepted)

Those schools are required to nominate a qualified **Oral Examiner** who is capable of assessing students in BOTH Cantonese and Putonghua and select 'Putonghua' as the assessment language for the Chinese Oral and CAV Assessments.

Submission of School Data

4. Medium of Assessment (cont'd)

ONLY for schools without CD/VCD players or CD-Roms

Schools may apply to use the **USB** devices to conduct the **Listening and Chinese CAV Assessments** by submitting a written request to the TSA Administration Team **by 30 November 2020** (Late application will **not** be accepted)

Submission of School Data

1. Process and transmit student information via WebSAMS

2. Check and update school information

3. Select special arrangements for students

4. Select medium of assessments

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

6. Nomination of Chinese and English Oral Examiners (OE)

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)

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

🏠 > TSA Nomination Centre

Logout →

School Information Centre ➔

TSA Centre ➔

Personal Profile ➔

TSA Nomination Centre

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

Nominate AAS and Deputy AAS

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

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Submission of School Data

5. Nomination of AAS (cont'd)

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 Administratio[n] Oral Examiner of the TSA in the same year.

- The Assessment Administration Supervisor should keep a copy of the compl[...] report of the year.

Input required information of 1 AAS and 1 Deputy AAS

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
Mr. ▾	Chan Wai	陳偉	12345678	87654321	waic@testing.com

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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

1 Process and transmit student information via WebSAMS

2 Check and update school information

3 Select special arrangements for students

4 Select medium of assessments

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

6 Nomination of Chinese and English Oral Examiners (OE)

Submission of School Data

Read the Instructions for Nomination of Oral Examiners (OE)

Each school should nominate:

P3 only	P3 & P6	P6 only
1 P3 OE for each subject AND 1 P3 Reserve OE for each subject	1 P3 OE cum P6 Reserve OE for each subject AND 1 P6 OE cum P3 Reserve OE for each subject	1 P6 OE for each subject AND 1 P6 Reserve OE for each subject

Submission of School Data

6. Nomination of Oral Examiners

School can nominate other qualified teachers as **additional** Reserve OE. HKEAA may appoint them as External OE for other schools

NOT required to return the nomination form to HKEAA

Teachers are required to declare if their child / children **will** be taking the TSA Oral Assessment 2021 and/or their spouse is teaching classes for 2021 TSA

NEW

Submission of School Data

6. Nomination of Oral Examiners

NEW

2021 Training Arrangement:

- Please note that due to the COVID pandemic and the social distancing requirements, the **mode of delivery** of the Oral Assessment training has been changed in order to safeguard the health and well being of OEs.

- The training has been moved to **online and webinar mode**. This arrangement <u>ONLY</u> applies to the TSA Oral Assessment 2021.

- To ensure rating quality, prospective OEs (including Reserve OEs) must attend the full session of online training (and the webinar for fresh OEs). If teachers fail to complete the online training (and the webinar for fresh OEs), they must attend the **face-to-face make up session**.

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

A) Online Training for Experienced OEs

- Teachers who participated in OE training at least once from **TSA 2015 to 2019** and served as an OE (except being a Reserve or Standby OE) once over these 5 TSA years
- Available on the BCA website (www.bca.hkeaa.edu.hk):
    - **Chinese Language**: **16 – 30 March 2021**
    - **English Language**: **22 March – 12 April 2021**

Submission of School Data

B) Webinar and Online Trainings for New OEs

- **New nominees**; or
- Teachers who only participated in OE training **in 2014 or before**; or
- Teachers who were **standby/reserve OEs** but did not serve as OE **in the past 2 years (i.e. 2018 and 2019)**

Submission of School Data
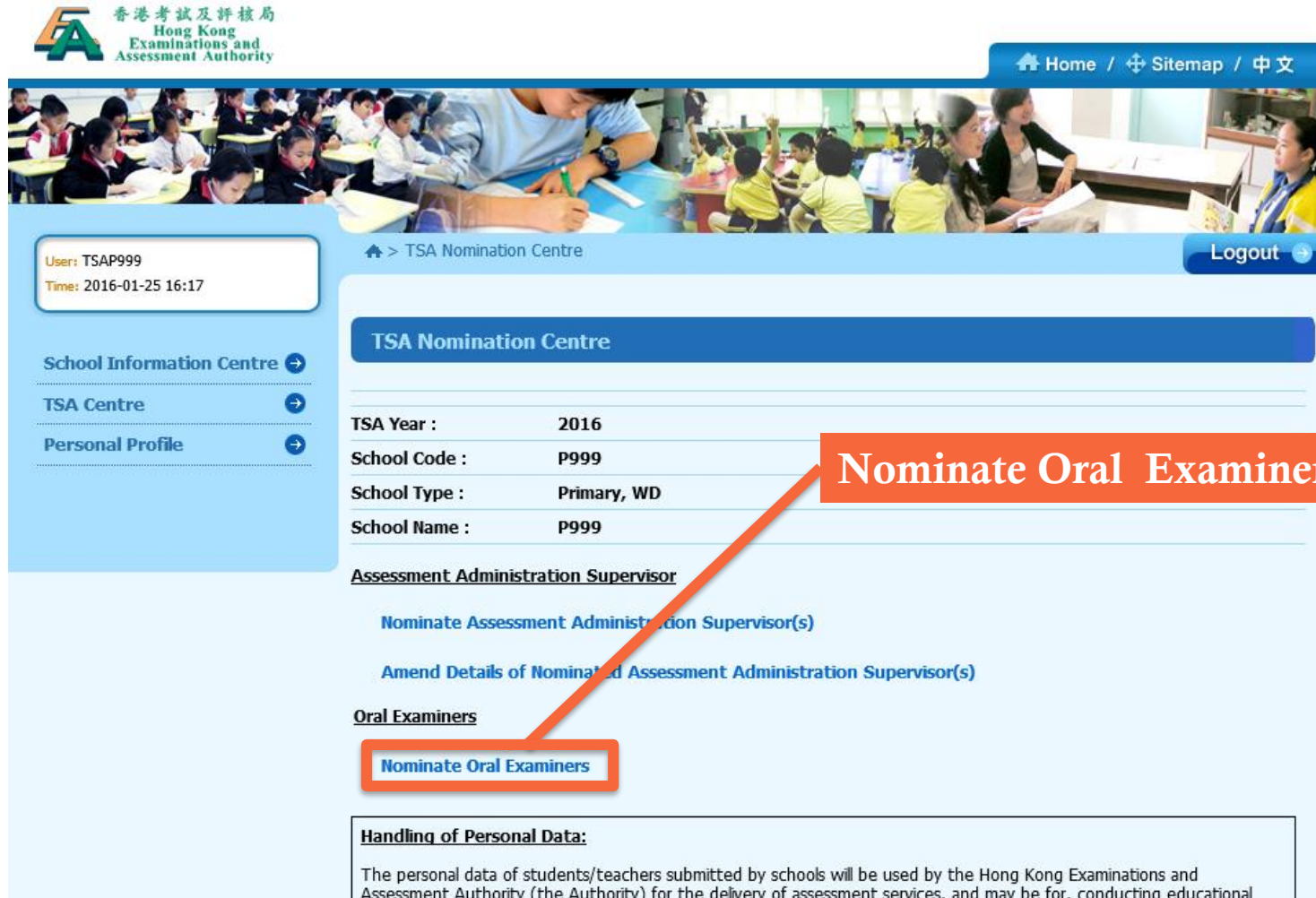
NEW

B) Webinar and Online Trainings for New OEs

- Training will consist of two compulsory parts to be completed in order

  1. **Webinar** : **20 March 2021** (Saturday, AM) for **Chinese Language** and **27 March 2021** (Saturday, AM) for **English Language**

  2. **Online training** will be available on the BCA website (www.bca.hkeaa.edu.hk) : **23 March – 8 April 2021** for **Chinese Language** and **30 March – 19 April 2021** for **English Language**

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

🏠 > TSA Nomination Centre

Logout ➡

School Information Centre ➡

TSA Centre ➡

Personal Profile ➡

TSA Nomination Centre

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

Nominate Oral Examiners

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

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Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Nominate Oral Examiners

Information for nomination of Oral Examiners

- Oral Examiners will conduct the oral assessment and independently rate the students based on given assessment criteria
- Each school is required to nominate one Chinese Language and one English Language Oral Examiners. Nominated Oral Examiners will have to go through a selection process conducted by the HKEAA before being appointed
- An Assessment Administration Supervisor cannot be nominated as an Oral Examiner for the assessment in the same year
- Details of nomination criteria and responsibilities should refer the "Instructions for Nomination of Oral Examiners"

☑ read the above information for nomination of Oral Examiners

› Back   › Next

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Step 1:
Find the post "P.3 OE cum P.6 OE" or "P.3 OE" under the heading "Nominate OE"

Step 2:
Start to input the information of the nominated OE

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
-	-	-	-	-	-	-	⊞

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

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

P.6 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 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

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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	87654321
*身份證號碼:	P123488 (A)	*電子郵件地址		abc@testing.com
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（適用於小三正選／後備的說話能力主考員）

☐ 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（適用於小六正選／後備的說話能力主考員）

評審時所用語言（可選兩項）　*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

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Submission of School Data

6. Nomination of Oral Examiners (cont'd)

School Name: P999

<u>Nominated Oral Examiner of English Oral Assessment (P.3 Oral Examiner and P.6 Reserve Oral Examiner)</u>

* Mandatory

<u>PART I : Personal Information of the Nominee</u>

*Title:	-- Please select -- ∨	*Contact Number:	School	
*English Name:			Home	
Chinese Name:			Mobile	
*HKID:	( )	*Email		
Passport No:				

Nominate English Language OE

<u>PART II : Teaching Experience and Qualification</u>

☐ 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).

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 an Assessment Administration Supervisor of the TSA in the same year.

Completed OE nomination record

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	☒

Submission of School Data

✓ **Process and transmit student information via WebSAMS**

✓ **Check and update school information**

✓ **Select special arrangements for students**

✓ **Select medium of assessments**

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

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

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

Submission of School Data

Verification of Submitted School Data (cont'd)

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

🏠 Home / ✛ Sitemap / 中文

🏠 > Welcome

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

Logout ➜

Welcome to HKEAA - Basic Competency Assessment System

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

Submission of School Data

Verification of Submitted School Data (cont'd)

Select level, then class and press "Download"

Submission of School Data

Verification of Submitted School Data (cont'd)

Confirm there is no missing record

Verify the SEN record for each participating student

Submission of School Data

Summary

Preparation	→	Data Submission	→	Verification

- Data Submission to be completed on or before 19 November 2020 for the arrangement of Oral & CAV Assessments and ordering of QA booklets

- Schools may update student information any time except the frozen period

Submission of School Data

Frequently Asked Questions

Can the 2020/21 school year be counted as 1 of the 3 years' primary school teaching experience required for OE?

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

The nominated P6 Oral Examiners should have obtained at least **3 years' primary school teaching experience** and this must include **at least 1 year's experience in Key Stage 2 (P4-P6)** obtained over the last 5 years.

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 32]*

Submission of School Data

Frequently Asked Questions

👩 **Why some student data cannot be found at the BCA system though the student data file has been successfully transmitted / uploaded to the system?**

After transmitting / uploading the student data file to the BCA system via the WebSAMS, please download the student information under the page of "Student List Download" and confirm all P3 / P6 student records are successfully transmitted / uploaded. *[refer to slides 21-22, and 69-71]*

Submission of School Data

Frequently Asked Questions

📋 **What should be done for students without STRNs?**

As the STRN is a mandatory data, schools are advised to seek assistance from the **School Places Allocation Section** of EDB at **2832 7740**. *[refer to slide 18]*

Submission of School Data

Frequently Asked Questions

👩‍💻 **What should I do if the message "STRN must only contain letter(s) and digit(s)" appears** *(For schools without using WebSAMS)*?

Please note that all **special characters** should be removed before uploading the student data file, e.g. **change R123456(7) to R1234567**.

Submission of School Data

Frequently Asked Questions

👩‍💻 **Why do I always fail to upload the text file (.txt) that is created by Microsoft Excel *(For schools without WebSAMS)*?**

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 18]*

Submission of School Data

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 20]*

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

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

The login password is required to be changed 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 11]*

Submission of School Data

Frequently Asked Questions

🧑‍💼 What is Standby Oral Examiner ?

Standby Oral Examiners may receive calls to fill emergency vacancies anytime from approximately **6:45 am to 10:00 am** and/or **12:00 noon to 2:00 pm** on the assessment days. As such, they should not be assigned any teaching duties at their own schools during the said period.

An **honorarium**, which is equivalent to the daily rate of a supply teacher, will be paid to a school for allowing a teacher to serve as a Standby Oral Examiner disregarding whether he/she will be arranged to fill emergency vacancies or not. A **travelling allowance** per assessment session will be paid to the teacher if he/she is appointed and completed duties as requested eventually.

Submission of School Data

Frequently Asked Questions

👧 Can a school nominate a teacher as reserve OE and DAAS at the same?

No. In case an AAS is unable to fulfill his/her responsibilities, the DAAS will have to assume the full responsibilities of an AAS.

Submission of School Data

Frequently Asked Questions

🙋 Can schools opt the special arrangement through WEBSAMS?

No, this function was not applicable in WEBSAMS. Any special arrangements could only be opted via BCA system.

Submission of School Data

Support and Enquiry

Hotline: 3628 8181

Email: tsa1@hkeaa.edu.hk