



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

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



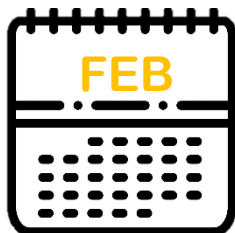
19 November 2020

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



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



3 February 2021

HKEAA will inform schools the **date of Oral & CAV Assessment** and work schedule of Oral Examiners

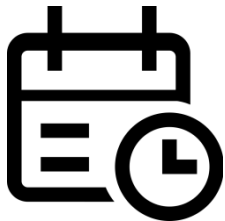
Submission of School Data

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



MAR - APR

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

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



16 / 19 April 2021

FACE-TO-FACE / WEBINAR Briefing sessions on the administration of the Oral and Written Assessments



4 or 5 May 2021

Conduct the **P3 Oral & CAV Assessments**



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)



7 May 2021

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



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>



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

主頁 / 網頁指南 / English



*Login ID:
TSAPXXX*

用戶:

登入

密碼:

基本能力評估

教育統籌委員會(教統會)在《終身學習·全人發展—香港教育制度改革建議》中提出設立中、英、數「基本能力評估」。

「基本能力評估」包括「學生評估」和「全港性系統評估」兩部分。

更多

最新消息

SA 

學生評估

更多

TSA 

全港性系統評估

更多

培訓及
研討會 

更多

Submission of School Data

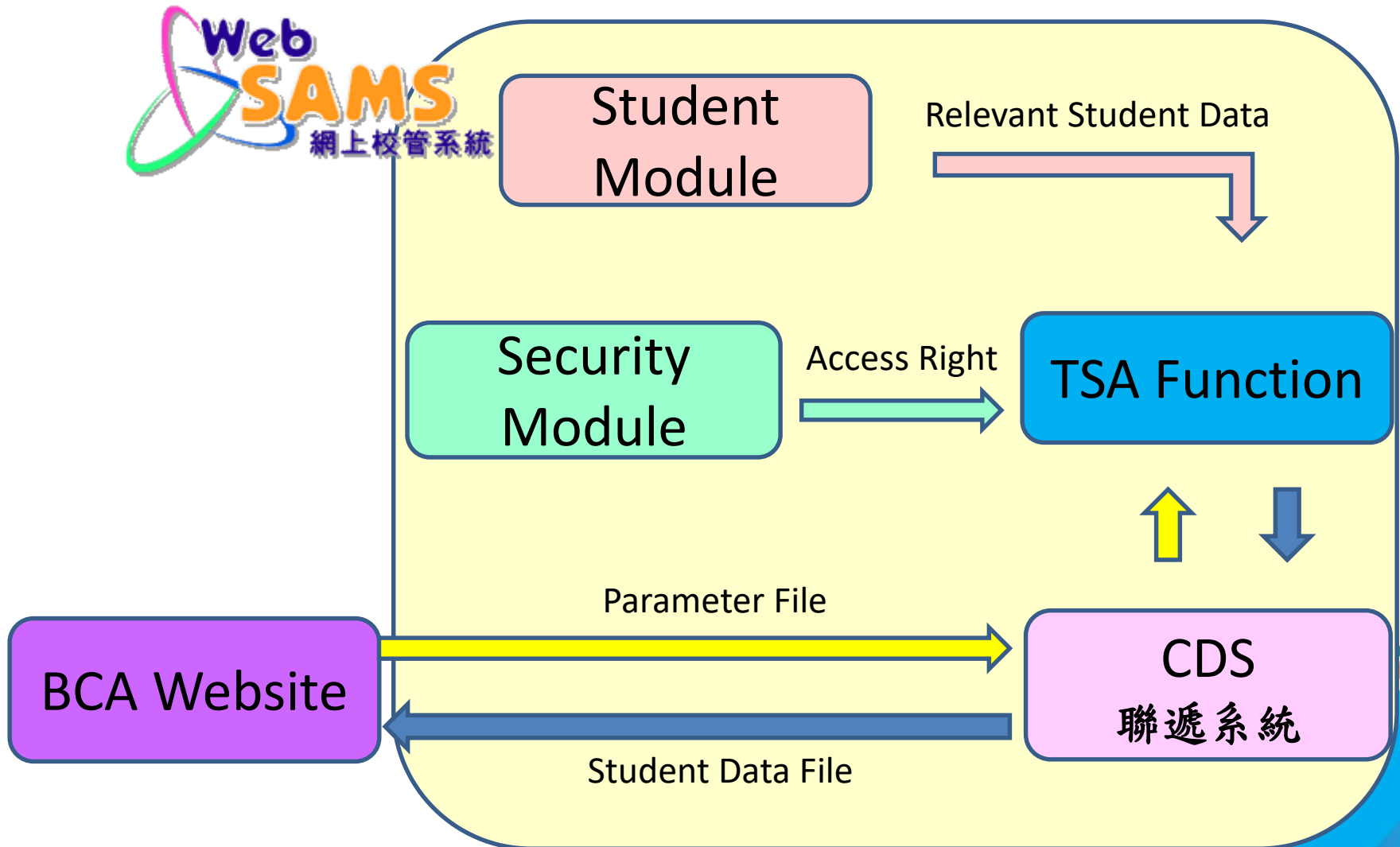
BCA website Password

Password will only be required to change every 180 days

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

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

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](#))



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.

User: TSAPRI
Time: 2015-10-26 09:03

School Info Centre > Student Batch Upload

Student Batch Upload

| Upload Date | Uploaded By | School Code | View Report | Data File |
|------------------|----------------|-------------|-------------|-----------|
| 2015-10-13 11:15 | TSAP999 | P999 | | |
| 2015-10-13 11:12 | TSAP999 | P999 | | |
| 2015-09-17 12:11 | TSAP999 | P999 | | |
| 2015-09-01 16:53 | WEBSAMS | P999 | | |
| 2015-09-01 16:51 | WEBSAMS | P999 | | |

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 **without** WEBSAMS:



The screenshot shows the School Information Centre interface. The user is logged in as TSAPRI at 2019-10-23 13:05. The navigation path is: School Info Centre > Student Batch Upload. A dropdown menu is open under 'Student Administration', with 'Student Batch Upload' highlighted in a red box. An orange callout box on the right contains the following text:

School Information Centre
(學校資料管理)
====>
Batch Upload (上載批次檔案)
====>
Student Batch Upload
(上載學生批次檔案)

Below the navigation menu, there are fields for '2019/2020', 'P999', and 'HKEAA'. The 'Class Batch Upload' option is also visible in the dropdown menu.

Step 1: You may extract student data through WEBSAMS
Download [WEBSAMS data query](#)
(at WEBSAMS > 主頁 > 參考資料 > 常用SQL參考庫 > 香港考評局全港性系統評估)

Step 2: Data File 瀏覽...

Notes on the student data file format

Submission of School Data

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

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

Past Student Data File

through WEBSAMS

料 > 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

encoding 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.

Submission of School Data

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

▲ > 學校資料管理 > 上載學生批次檔案 登出 →

上載學生批次檔案

44 記錄上載成功

| 學年 | 級別 | 班別 | 班號 | 學生姓名 (英文) | 學生姓名 (中文) | 性別 | 出生日期 | 學生編號 (STRN) | 電郵地址 |
|-----------|----|----|----|--------------|--------------|----|------------|----------------|------|
| 2017/2018 | P3 | 3B | 01 | P99920173B01 | | M | 20/02/2008 | P99920173B01 | |
| 2017/2018 | P3 | 3B | 02 | P99920173B02 | | M | 20/02/2008 | P99920173B02 | |
| 2017/2018 | P3 | 3B | 03 | P99920173B03 | | M | 20/02/2008 | P99920173B03 | |
| 2017/2018 | P3 | 3B | 04 | P99920173B04 | | M | 20/02/2008 | P99920173B04 | |
| 2017/2018 | P3 | 3B | 05 | P99920173B05 | | M | 20/02/2008 | P99920173B05 | |
| 2017/2018 | P3 | 3B | 06 | P99920173B06 | | M | 20/02/2008 | P99920173B06 | |
| 2017/2018 | P3 | 3B | 07 | P99920173B07 | | M | 20/02/2008 | P99920173B07 | |
| 2017/2018 | P3 | 3B | 08 | P99920173B08 | | M | 20/02/2008 | P99920173B08 | |
| 2017/2018 | P3 | 3B | 09 | P99920173B09 | | M | 20/02/2008 | P99920173B09 | |
| 2017/2018 | P3 | 3B | 10 | P99920173B10 | | M | 20/02/2008 | P99920173B10 | |

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 | E |
|---------------|-------------|-------|-----------|------------------------|------------------------|--------|---------------|--------------|-------|------------|---|
| 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 Student Data Amendment (SDA) Form. We will follow up for you.

Submission of School Data

1. Student Information (Student List Download)



The screenshot displays the HKEAA website interface. At the top left is the HKEAA logo and name in Chinese and English. The top right navigation bar includes 'Home / Sitemap / 中文'. A banner image shows students in a classroom. Below the banner, a user information box shows 'User: TSAP999' and 'Time: 2016-01-25 16:17'. A 'Welcome' message is visible. A dropdown menu is open under 'School Information Centre', listing options: 'School Administration', 'P6 Optin', 'Class Administration', 'Student Administration', 'Batch Upload', and 'Student List Download'. The 'Student List Download' option is highlighted with a red box. An orange callout box with white text points to this option, stating: 'Download the student information successfully transmitted from WebSAMS or imported via the Student Batch Upload function'. A 'Logout' button is also visible in the top right.

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

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)

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 (學校資料管理)
.....>

Student Administration (學生管理)

School Information Centre →
TSA Centre →
Personal Profile →

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

Submission of School Data

1. Student Information (Student Administration) (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 →

↑ > 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

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

🏠 > 學校資料管理 > 學生資料清單

學生資料清單

學期年度: 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

| 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 |

總記錄: 1

<< < 1

▶ 返回 ▶ 新建

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)* | <input type="text" value="P999 STD NAME01"/> |
| 學生姓名 (中文) | <input type="text"/> |
| 學生編號(STRN)* | <input type="text" value="STRN99999"/> |
| 電郵地址 | <input type="text"/> |
| 班別* | <input type="text" value="3A"/> ▾ |
| 班號* | <input type="text" value="1"/> |
| 出生日期* | <input type="text" value="2008-10-01"/> (YYYY-MM-DD) |
| 性別* | <input type="text" value="男"/> ▾ |
| 更新時間 | 2018-10-24 16:28 |
| 最後更新者 | IPED01 |
| <input type="button" value="返回"/> <input type="button" value="退學"/> <input type="button" value="儲存"/> | |

“Release” the selected drop-out student

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 | —甲— | 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 | 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 |

“Create” to add new student

Total No. of Record : 11

<< < 1 > >>


Back Create

Submission of School Data

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

Home > 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"/>  (YYYY-MM-DD) | |
| Gender* | <input type="text" value="-- Please Select --"/> | |

Input the information of new student

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



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

Home / Sitemap / 中文



School Information Centre
(學校資料管理)



School Administration (學校管理)

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

Welcome

School Information Centre

School Administration

TSA Centre

P6 Optin

Personal Profile

Class Administration

Student Administration

Batch Upload

Student List Download

Competency Assessment System

Submission of School Data

2. School Information (cont'd)

🏠 > School Info Centre > School Information

School Information

General Information

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

- 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

Submission of School Data

2. School Information (cont'd)

| TSA information | |
|--------------------------------------|---|
| Sponsoring Body (English)* | SKH ALL SAINTS & <input type="text"/> Others <input type="text"/> |
| Sponsoring Body (Chinese)* | SKH ALL SAINTS & <input type="text"/> |
| Zone* | Kowloon <input type="text"/> |
| District* | Kowloon City_1 <input type="text"/> |
| Number of P3 Class | <input type="text" value="1"/> |
| Number of P6 Class | <input type="text" value="1"/> |
| Bank Name(School Account)* | TSA Testing Bank <input type="text"/> |
| Payee Name(School Account)* | <input type="text" value="2222"/> |
| Bank Account Number(School Account)* | <input type="text" value="999"/> - <input type="text" value="111"/> - <input type="text" value="1111"/> Bank Code Branch Code Account Number |

Update bank account information if necessary

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



Home / Sitemap / 中文



TSA Centre
(全港性系統評估中心)



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

User: TSAP999

Time: 2016-01-25 16:17

Home > Welcome

Welcome to HKEAA - Basic Competency Ass

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

Submission of School Data

3. Special Arrangements (cont'd)



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

[Home](#) > [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 : | <input type="text" value="P3"/> |
| Class : | <input type="text" value="- Select All -"/> |

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

[Back](#)

[Refresh](#)

Submission of School Data

3. Special Arrangements (cont'd)

Home > TSA Centre > Participating Students' Information Logout

Participating Students' Information

Academic Year : 2017/2018
School Code : P999
School Name (English) : HKEAA PRI SCHOOL
School Name (Chinese) : 考評局小學
Class Level* : P6
Class* : 6A

[Refresh](#)

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

| Class | Class No. | STRN | Student Name (English) | Chinese | M/F | WS0 | WS1 | WS2 | WS3 |
|-------|-----------|--------------|------------------------|---------|-----|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 6A | 1 | P99920186A01 | P99920186A01 | | M | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6A | 2 | P99920186A02 | P99920186A02 | | M | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6A | 3 | P99920186A03 | P99920186A03 | | M | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6A | 4 | P99920186A04 | P99920186A04 | | M | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6A | 5 | P99920186A05 | P99920186A05 | | M | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6A | 6 | P99920186A06 | P99920186A06 | | M | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

[Back](#) [Save](#)

Select appropriate special arrangement(s) (WS0 – WS7) for students if necessary

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 | WS5 |
|----|----|----------------|-----------------|--------------|----|-------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| 3A | 1 | STRN99999 | P999 STD NAME01 | | 男 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

總記錄 : 1

Remember to “Save” all work done / changes on every page

返回

儲存

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

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

School Information Centre →
TSA Centre →
Personal Profile →

↑ > TSA Centre > Participating Students' Information Logout

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)

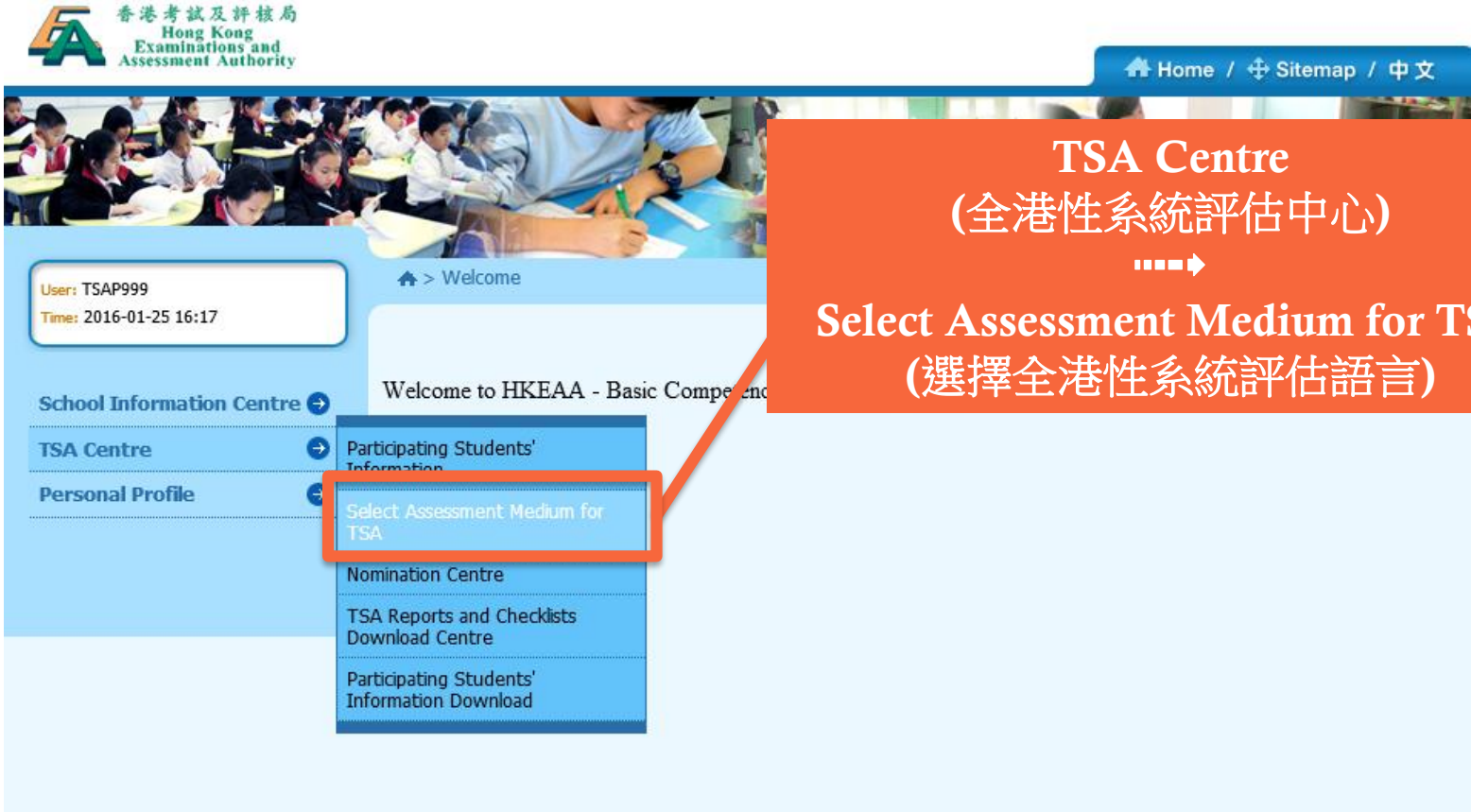
Submission of School Data

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)



The screenshot shows the HKEAA website interface. At the top left is the HKEAA logo and name in Chinese and English. The top right navigation bar includes 'Home / Sitemap / 中文'. Below the header is a banner image of students in a classroom. A user information box shows 'User: TSAP999' and 'Time: 2016-01-25 16:17'. A 'Welcome' message is displayed. A left sidebar contains navigation links: 'School Information Centre', 'TSA Centre', and 'Personal Profile'. A dropdown menu is open under 'TSA Centre', listing several options. The option 'Select Assessment Medium for TSA' is highlighted with a red box. An orange callout box on the right contains the text: '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)'.

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

Home > Welcome

Welcome to HKEAA - Basic Competence

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 the a

If your school uses **English** as the medium of teaching in 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 instruction in Mathematics

Submission of School Data

4. Medium of Assessment (cont'd)

Chinese Oral Assessment

| Cantonese | | Putonghua |
|-----------|--|-----------|
| P3 P6 | <input type="button" value="-->"/> <input type="button" value="<--"/> <input type="button" value="-->>"/> <input type="button" value="<<--"/> | |

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 | <input type="button" value="-->"/> <input type="button" value="<--"/> <input type="button" value="-->>"/> <input type="button" value="<<--"/> | |

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)

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

Welcome to HKEAA - Basic Competency Assessment System

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

TSA Centre
(全港性系統評估中心)

.....▶

Nomination Centre (評估提名中心)

Submission of School Data

5. Nomination of AAS (cont'd)



[Home](#) / [Sitemap](#) / [中文](#)



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

[Home](#) > [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

Submission of School Data

5. Nomination of AAS (cont'd)



User: TSAP999

Time: 2016-01-25 16:17

[Home](#) > [TSA Nomination Centre](#) > [Responsibilities of Assessment Administration Supervisors](#)

[Logout](#)

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

Responsibilities of Assessment Administration Supervisors

A Summary of the Responsibilities of Assessment Administration Supervisors / Deputy AAS

I. With the assistance of the Deputy Assessment Administration Supervisor, an Assessment Administration Supervisor (AAS) is responsible for:

- 1) serving as the Hong Kong Examinations and Assessment Authority's contact persons of the school with regard to the administration of the TSA;
- 2) ensuring the proper conduct of the TSA in the school by adhering to the instructions detailed in the *TSA Instructions to Assessment Administration Supervisors (i.e. Part 5 of the "TSA Quick Guide" which will be sent by the HKEAA to the Principal)* and other related instructions issued by the HKEAA;
- 3) receiving, checking and amending, disseminating and returning assessment information and materials as necessary;

I read and understood the above responsibilities of Assessment Administration Supervisors

[Back](#)

[Next](#)

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 and Oral Examiner of the TSA in the same year.
- The Assessment Administration Supervisor should keep a copy of the completed 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 |
|-------|--------------|--------------|----------------------|---|------------------|
| Mr. ▼ | Chan Wai | 陳偉 | 12345678 | 87654321 | waic@testing.com |

< >

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

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

6. Nomination of Oral Examiners

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 ONLY 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

6. Nomination of Oral Examiners (cont'd)

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

6. Nomination of Oral Examiners (cont'd)

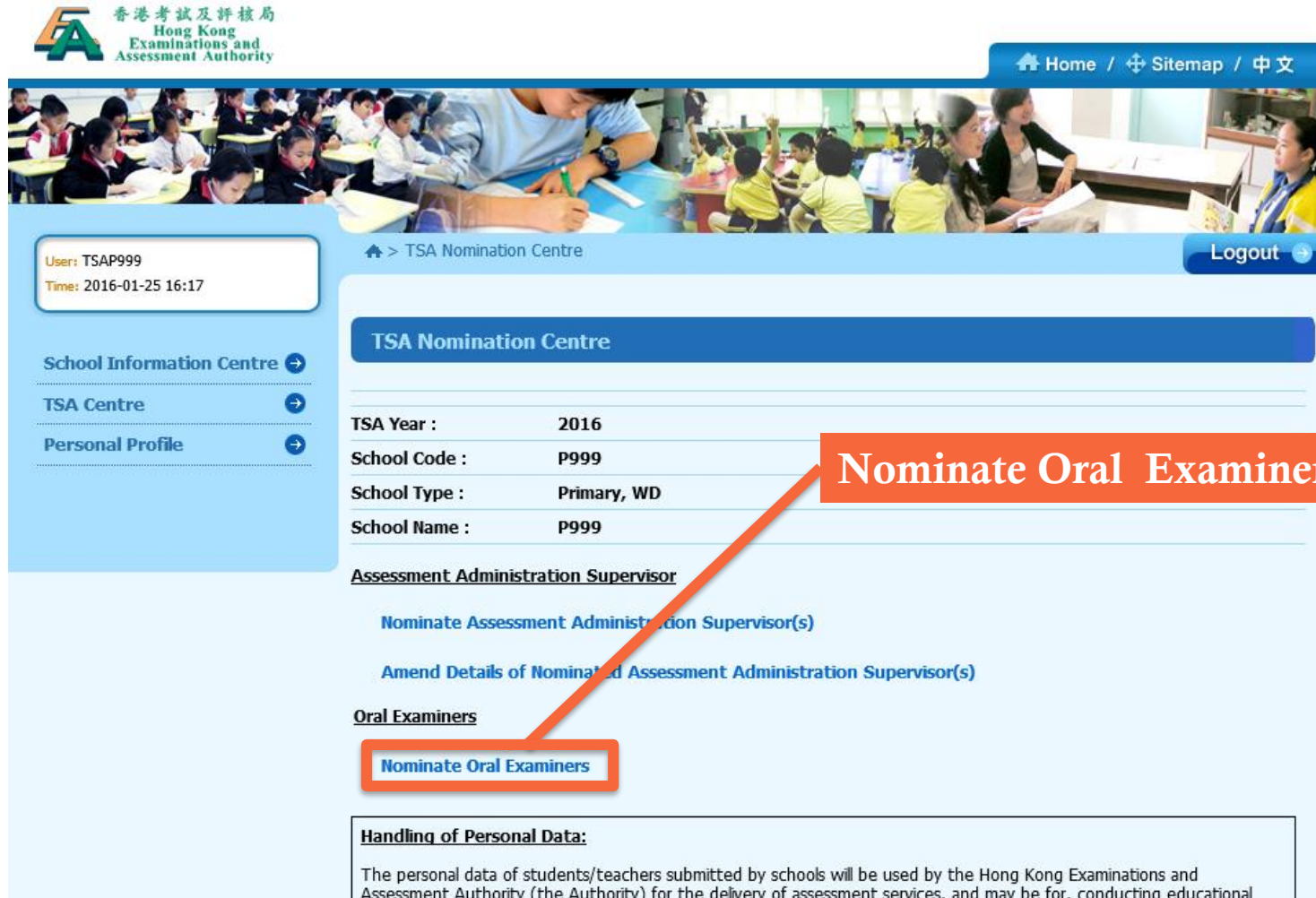
NEW

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

School Information Centre →
TSA Centre →
Personal Profile →

Home > TSA Nomination Centre Logout

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

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)

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 |
|-------|--------------|--------------|---------------------|----------------------|--|-------|--------------|
| - | - | - | - | - | - | - | |

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

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: [REDACTED]

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 (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

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

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: | <input type="text" value="-- Please select -- v"/> | *Contact Number: | School | <input type="text"/> |
| *English Name: | <input type="text"/> | | Home | <input type="text"/> |
| Chinese Name: | <input type="text"/> | | Mobile | <input type="text"/> |
| *HKID: | <input type="text"/> | (<input type="text"/>) | *Email | <input type="text"/> |
| Passport No: | <input type="text"/> | | | |

Nominate English Language OE

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).

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.

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

Completed OE nomination record

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@testinq.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)



User: TSAP999

Time: 2016-01-25 16:17

[Home](#) > Welcome

[Logout](#)

[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](#)

Welcome to HKEAA - Basic Competency Assessment System

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)

🏠 > 全港性系統評估中心 > 參與評估學生的資料下載

參與評估學生的資料下載

| | |
|------------|---------------------------------|
| 學年： | 2018/2019 |
| 學校編號： | P999 |
| 學校名稱 (英文)： | HKEAM PRI SCHOOL |
| 學校名稱 (中文)： | 考評局小學 |
| 級別*： | <input type="text" value="小三"/> |
| 班別： | <input type="text" value="3A"/> |

▶ 返回 ▶ 下載

Select level, then class and press "Download"

Submission of School Data

Verification of Submitted School Data (cont'd)

ParticipatingStudentsInformation20191024125227 - Microsoft Excel

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |
|----|-------|-------------|-------------|----------------------|-------|--------------|--------|---------------|----------|--------------|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| | TSA Y | School Code | Class Level | Participation in TSA | Class | Class Number | Gender | Date of Birth | STRN | Student Name | Element Name | WS0 | WS1 | WS2 | WS3 | WS4 | WS5 | WS6 | WS7 | ECS | US | R NAME |
| 2 | 201 | P999 | P3 | Y | 3A | 1 | M | 1/1/2011 | W1234561 | TESTING1 | 測試一 | | | | | | | Y | | | P99 | T101 |
| 3 | 201 | P999 | P3 | Y | 3A | 2 | M | 1/1/2011 | W1234562 | TESTING2 | 測試二 | | | Y | | | | | | | P99 | T201 |
| 4 | 201 | P999 | P3 | Y | 3A | 3 | M | 1/1/2011 | W1234563 | TESTING3 | 測試三 | | | | | | | | | | P99 | T301 |
| 5 | 201 | P999 | P3 | Y | 3A | 4 | M | 1/1/2011 | W1234564 | TESTING4 | 測試四 | | | | | | Y | | | | P99 | T401 |
| 6 | 201 | P999 | P3 | Y | 3A | 5 | M | 1/1/2011 | W1234565 | TESTING5 | 測試五 | | | | | | | | | | P99 | T501 |
| 7 | 201 | P999 | P3 | Y | 3A | 6 | M | 1/1/2011 | W1234566 | TESTING6 | | | | | | | | | Y | | P99 | T601 |
| 8 | 201 | P999 | P3 | Y | 3A | 7 | M | 1/1/2011 | W1234567 | TESTING7 | | | | | | | | | | | P99 | T701 |
| 9 | 201 | P999 | P3 | Y | 3A | 8 | M | 1/1/2011 | W1234568 | TESTING8 | | | | Y | | | | | | | P99 | T801 |
| 10 | 201 | P999 | P3 | Y | 3A | 9 | M | 1/1/2011 | W1234569 | TESTING9 | | | Y | | | | | | | | P99 | T901 |
| 11 | 201 | P999 | P3 | Y | 3A | 10 | M | 1/1/2011 | W1234570 | TESTING10 | | | | | | | | | | | P99 | T102 |
| 12 | 201 | P999 | P3 | Y | 3A | 11 | M | 1/1/2011 | W1234571 | TESTING11 | | | | | | | | | | | P99 | T103 |
| 13 | 201 | P999 | P3 | Y | 3A | 12 | M | 1/1/2011 | W1234572 | TESTING12 | | | | | | | | | | | P99 | T104 |
| 14 | 201 | P999 | P3 | Y | 3A | 13 | M | 1/1/2011 | W1234573 | TESTING13 | | | | | | | | | | | P99 | T105 |
| 15 | 201 | P999 | P3 | Y | 3A | 14 | M | 1/1/2011 | W1234574 | TESTING14 | | | | | | | | | | | P99 | T106 |
| 16 | 201 | P999 | P3 | Y | 3A | 15 | M | 1/1/2011 | W1234575 | TESTING15 | | | Y | | | | | | | | P99 | T107 |
| 17 | 201 | P999 | P3 | Y | 3A | 16 | M | 1/1/2011 | W1234576 | TESTING16 | | | Y | | | | | | | | P99 | T108 |
| 18 | 201 | P999 | P3 | Y | 3A | 17 | M | 1/1/2011 | W1234577 | TESTING17 | | | Y | | | | | | | | P99 | T109 |
| 19 | 201 | P999 | P3 | Y | 3A | 18 | M | 1/1/2011 | W1234578 | TESTING18 | | | Y | | | | | | | | P99 | T110 |
| 20 | 201 | P999 | P3 | Y | 3A | 19 | M | 1/1/2011 | W1234579 | TESTING19 | | | Y | | | | | | | | P99 | T111 |
| 21 | 201 | P999 | P3 | Y | 3A | 20 | M | 1/1/2011 | W1234580 | TESTING20 | | | Y | | | | | | | | P99 | T112 |
| 22 | 201 | P999 | P3 | Y | 3A | 21 | M | 1/1/2011 | W1234581 | TESTING21 | | | Y | | | | | | | | P99 | T113 |
| 23 | 201 | P999 | P3 | Y | 3A | 22 | M | 1/1/2011 | W1234582 | TESTING22 | | | Y | | | | | | | | P99 | T114 |
| 24 | 201 | P999 | P3 | Y | 3A | 23 | M | 1/1/2011 | W1234583 | TESTING23 | | | Y | | | | | | | | P99 | T115 |
| 25 | 201 | P999 | P3 | Y | 3A | 24 | M | 1/1/2011 | W1234584 | TESTING24 | | | Y | | | | | | | | P99 | T116 |

Confirm there is no missing record

Verify the SEN record for each participating student

Submission of School Data

Summary



- 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

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 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