

2021 年全港性系統評估 (小學)  
Territory-wide System Assessment 2021 (Primary Schools)

評估行政主任備忘 (上載資料)  
Checklist for the Assessment Administration Supervisor (Data Submission)

請於 2020 年 11 月 19 日或以前 透過基本能力評估網站完成所有資料上載

*Please complete the data submission through the BCA Website by 19 November 2020*

步驟 Steps

預備 Preparation

1.  確保 WebSAMS 系統已升級至 **3.0.0.27082020** 使用「香港考評局程序」模組內的 TSA 功能  
Ensure the WebSAMS has been upgraded to Build Version **3.0.0.27082020** or above for using the TSA function under the HKEAA module
2.  於 WebSAMS 「聯遞系統」的「接收訊息」中，接收 TSA 參數檔並進行解密；然後使用「全港性系統評估」的「資料互換」功能，匯入該資料檔案  
Receive and decrypt the TSA parameter file at “Incoming Message” of WebSAMS’s Communication & Delivery System (CDS); Afterward import the parameter file at the Data Communication under the TSA function
3.  與有關教師確定有需要學生所需的特別評估安排  
Confirm the special arrangements in TSA of students in need with concerned teachers
4.  校長已提名評估行政主任及說話能力主考員，並填寫相關表格  
Assessment Administration Supervisor (AAS) and Oral Examiners (OE) are already nominated by the Principal and all concerned forms have been completed
5.  已確定中國語文科說話、視聽資訊、聆聽評估及數學科評估所使用的語言  
Confirm the language to be used in Chinese Oral, Audio-visual, Listening and Mathematics assessments

上載資料 Data Submission

6.  使用 WEBSAMS 處理及傳送所有小三及/或小六級學生資料  
Process and transmit all P.3 and/or P.6 student information via the WEBSAMS
7.  以 TSA 學校系統管理員賬戶 (TSAPxxx)\* 登入基本能力評估網頁  
<http://www.bca.hkeaa.edu.hk>  
Use TSA administrator account (TSAPxxx)\* to login the BCA website at <http://www.bca.hkeaa.edu.hk>
8.  進入【學校資料管理】→【學校管理】頁面，確定學校的資料，包括學校名稱、地址等  
Enter【School Information Centre】【School Administration】page to confirm if the school information is correct, including school name, address, etc.
9.  如有需要，更新學校銀行賬戶資料，電話號碼及傳真號碼  
Update bank account information, Telephone number and Fax number if necessary

## 步驟 Steps

10.  進入【全港性系統評估中心】→【參與評估學生的資料】頁面，為有需要的學生點選適當的特別評估安排  
Enter【TSA Centre】→【Participating Students' Information】page to select appropriate special arrangements in TSA for students in need
11.  進入【全港性系統評估中心】→【選擇全港性系統評估語言】頁面，選擇中國語文科及數學科評估的語言  
Enter【TSA Centre】→【Select Assessment Medium for TSA】page to select medium of assessments in Chinese Language and Mathematics
12.  進入【全港性系統評估中心】→【評估提名中心】頁面，提名評估行政主任及助理評估行政主任  
Enter【TSA Centre】→【Nomination Centre】page to nominate AAS and his/her deputy
13.  進入【全港性系統評估中心】→【評估提名中心】頁面，提名小三及小六級中國語文科及英國語文科說話能力主考員  
Enter【TSA Centre】→【Nomination Centre】page to nominate P.3 & P.6 Chinese and English OEs

## 驗證資料 Data Verification

14.  進入【全港性系統評估中心】→【參與評估學生的資料下載】頁面，取得所提交的學生資料及驗證學生及特別安排資料正確  
Enter【TSA Centre】→【Participating Students' Information Download】page to retrieve the student information and verify the submitted student and SEN information are correct
15.  驗證學校資料、所提名教師資料及所選的評估語言正確  
Verify school information, the nominated teacher information and the selected medium of assessments are correct

## 全體小三學生參與評估及獲發學校報告

### All P3 students to participate in TSA and obtain detailed school reports

16.  學校如欲在本學年讓全體小三學生參與系統評估及獲發詳細學校報告，請於 **2020年11月30日或以前**將填妥的回條一傳真至 36288190  
Schools which would like all P3 students to participate in the TSA and obtain detailed school reports. Please complete the Rely Slip 1 and fax to 36288190 **on or before 30 November 2020.**

## **Transmission of TSA student data files via WebSAMS**

### **A. Procedures**

1. CDS → Incoming Message
  - Decrypt the parameter file, "TSA parameter file for primary school"
2. HKEAA → TSA → Data Communication → Process Incoming Data
  - Import parameter file, "TSA parameter file for primary school"
3. HKEAA → TSA → Maintain Student Data
  - Maintain the student data and save
4. 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.
5. CDS → Outgoing Message → Maintain Message
  - Encrypt and send the TSA Student Data file

### **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](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](#))



### **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](mailto:websams_support@hk.ncs-i.com)
3. CDS Helpdesk
  - Telephone number: 3464 0550
  - Email: [cdshelpdesk@edb.gov.hk](mailto:cdshelpdesk@edb.gov.hk)

