TSA 2022:
Briefing on Submission of School Data and Selection of Special Arrangements (Primary Schools)

28 October 2021

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	2022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 2022 Improvements

NEW

Schools can make changes on the post of nominated Oral Examiner via the BCA system before the end of the nomination period (i.e. no longer to send the written request to HKEAA again) when necessary

Primary 3 TSA

- Around 10% of P.3 students are sampled from each public sector and Direct Subsidy Scheme School for the TSA

- Schools which would like all their P.3 students to participate in the TSA and obtain detailed school reports, please submit their opt-in forms for P.3 Assessment to the HKEAA no later than **24 November 2021**

Primary 6 TSA

- P6 TSA will be suspended in 2022
- Schools may choose to take part in P6 assessment on a **voluntary basis** and make use of the marking and reporting services of the HKEAA
- Interested schools are requested to submit their opt-in forms for P6 assessment to the HKEAA no later than **24 November 2021**

Part I:

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

Submission of School Data

TSA 2022 Important Dates 重要日期

NOV

9 November 2021

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

NOV

24 November 2021

(1) Confirm the P3/P6 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

JAN

21 January 2022

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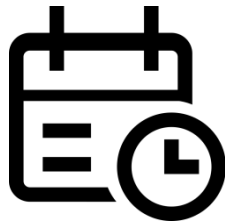
Submission of School Data

TSA 2022 Important Dates 重要日期 **(Cont'd)**

MAR

21 March 2022
Deadline for updating student data (including special arrangements) for Oral & CAV Assessments through BCA website

MAR - APR

22 March – 11 April 2022
Frozen period for updating school and student information through BCA website

MAR

31 March 2022
Deadline for updating student data for barcode label printing

Submission of School Data
TSA 2022 Important Dates 重要日期 **(Cont'd)**

APR

11 April 2022
FACE-TO-FACE / WEBINAR Briefing sessions on the administration of the Oral and Written Assessments

MAY

3 or 4 May 2022
Conduct the P3 Oral & CAV Assessments

MAY

10 or 11 May 2022
Conduct the P6 Oral & CAV Assessments

Submission of School Data
TSA 2022 Important Dates 重要日期 **(Cont'd)**

MAY

6 May 2022
Deadline for updating student information (including special arrangements) for Written Assessments through BCA website

JUN

8 and 9 June 2022
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
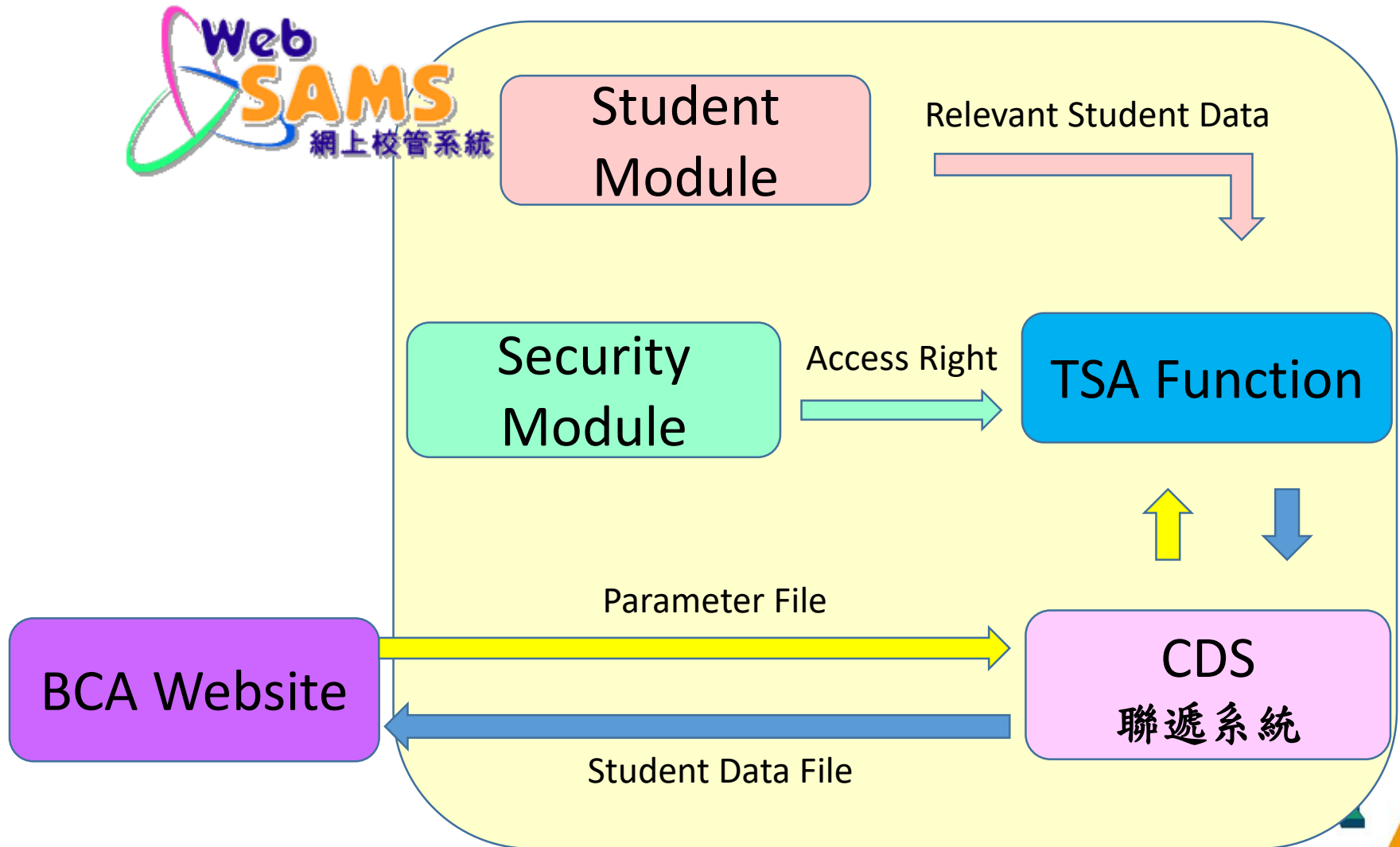
BCA website Password

Password will only be required to change every 180 days

Combination:

8 to 12 characters with numbers and letters

Submission of School Data

1. Student Information (WebSAMS)

WebSAMS 網上校管系統

Student Module	Relevant Student Data →
Security Module → Access Right →	**TSA Function**
BCA Website ← Parameter File → / ← Student Data File	**CDS 聯遞系統**

Submission of School Data

Demo Video on 1) Transmitting Student Information via WebSAMS; 2) Updating school information; 3) Selecting Special Arrangements for Students; and 4) Selecting Medium of Assessments

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

http://www.bca.hkeaa.edu.hk/web/TSA/zh/2022Briefing Session/briefingSession/demo_pri.mp4

00:00.00

Submission of School Data

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

A. Procedures

1. Upgrade the System to BUILD version 3.0.0.30092021

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(2021.10.11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
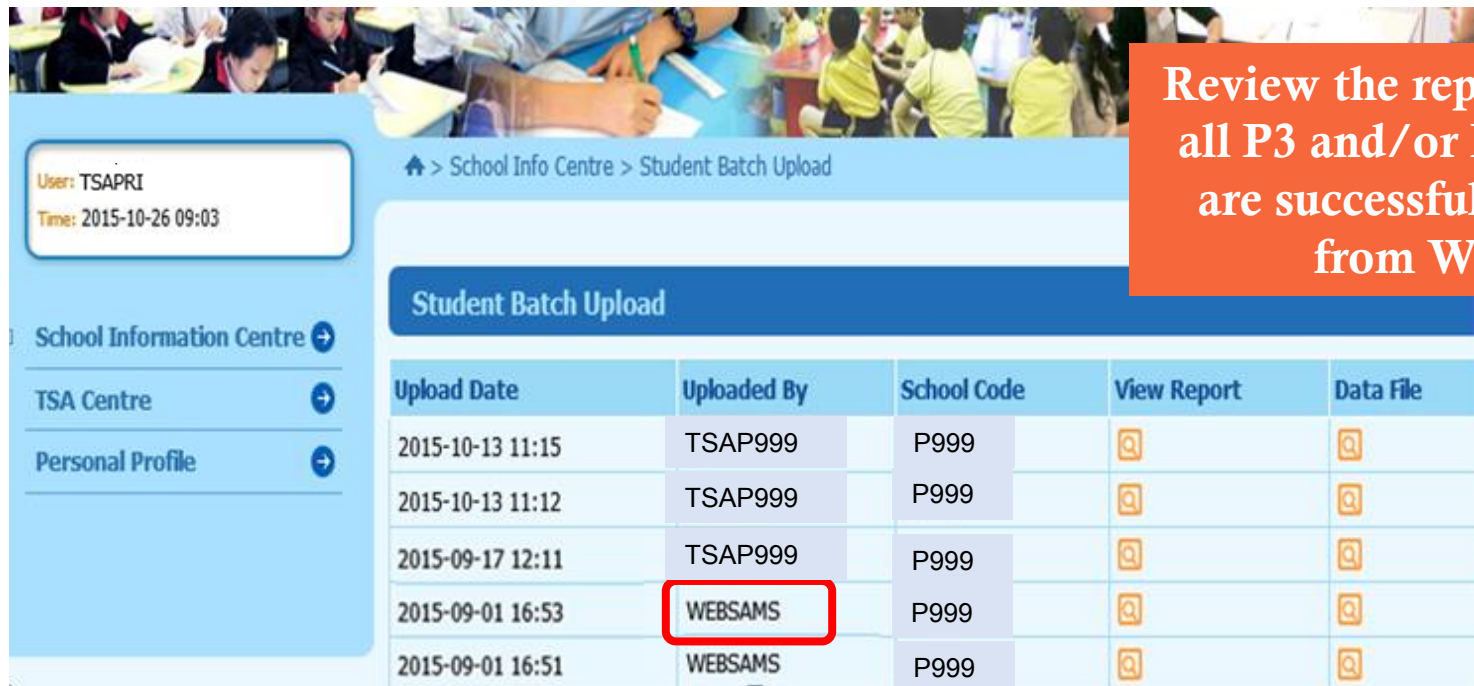   Email: cdshelpdesk@edb.gov.hk

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 and/or P6 student data are successfully transmitted from WebSAMS

Submission of School Data

1. Student Information (Student Batch Upload)

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

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)

Submission of School Data

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

Past Student Data File

Step 2:
Upload the text (.txt) file

rough WEBSAMS

斗 > 常用SQL參考庫 > 香港考評局全港性系統評估）

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)

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.

Submission of School Data

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

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 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)

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

ogout →

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

School Information Centre →
TSA Centre →
Personal Profile →

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

c Competency Assessment

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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)

Submission of School Data

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

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

Select the 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

總記錄：1　　　　　　　　　　　　　　　　　　　　　`<<` `<` `1`

▸返回　▸新建

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	2019-10-24 16:28
最後更新者	IPED01

▸返回　▸退學　▸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	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` `>` `>>`

"Create" to add new student

▸ Back   ▸ Create

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Submission of School Data
1. Student Information (Add a new student) (cont'd)

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

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

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 & ⌄	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)

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Submission of School Data

3. Special Arrangements

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: 2016-01-25 16:17

🏠 > TSA Centre > Participating Students' Information

Logout →

School Information Centre →

TSA Centre →

Personal Profile →

Participating Students' Information

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

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

▸ Back   ▸ Refresh

Submission of School Data
3. Special Arrangements (cont'd)

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	☑	☐	☐	☐
6A	2	P99920186A02	P99920186A02		M	☐	☐	☑	☐
6A	3	P99920186A03	P99920186A03		M	☐	☑	☐	☐
6A	4	P99920186A04	P99920186A04		M	☐	☐	☑	☐
6A	5	P99920186A05	P99920186A05		M	☐	☐	☐	☑
6A	6	P99920186A06	P99920186A06		M	☐	☐	☐	☐

> **Back**   > **Save**

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

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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   << <

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

🏠 > TSA Centre > Participating Students' Information

Logout →

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)

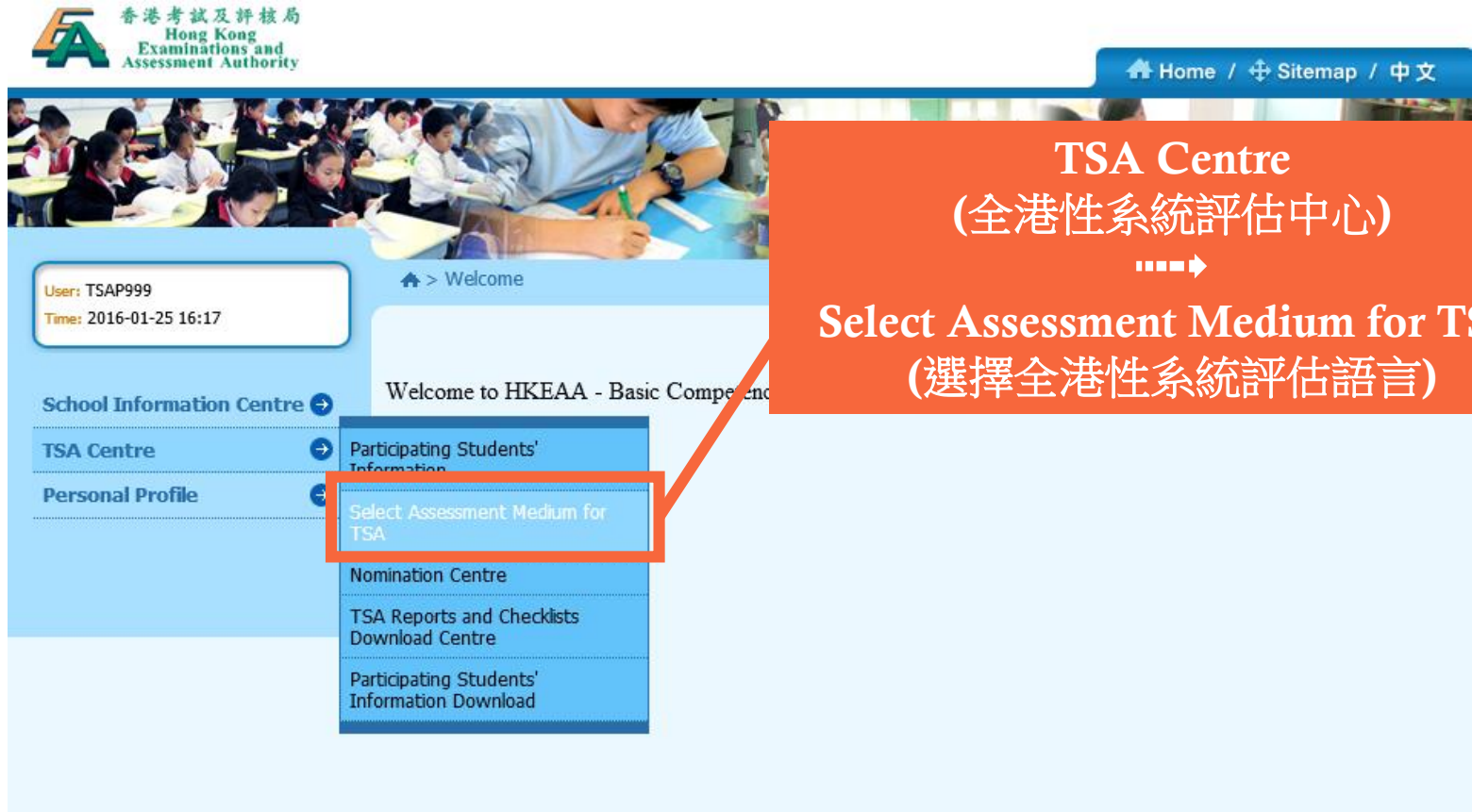# Submission of School Data

4. Medium of Assessment

If schools are taking the default language (i.e. Cantonese in **Chinese Oral, Listening & Chinese CAV** and Chinese in **Mathematics**) as the medium of assessment of **all P3 and/or P6 classes**, they can skip this part

Submission of School Data
4. Medium of Assessment (cont'd)

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Submission of School Data

4. Medium of Assessment (cont'd)

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
3A

English
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)

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

Remember to "Save" any changes

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 24 November 2021**. (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)

<u>ONLY</u> for schools without CD/VCD players or CD-Roms

Schools may apply to use the **<u>USB</u>** devices to conduct the **Listening and Chinese CAV Assessments** by submitting a written request to the TSA Administration Team <u>**by 24 November 2021**</u> (Late application will **<u>not</u>** 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)

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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)

Submission of School Data

5. Nomination of AAS (cont'd)

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]

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

School Information Centre →
TSA Centre →
Personal Profile →

🏠 > TSA Nomination Centre > Responsibilities of Assessment Administration Supervisors

Logout →

🏠 Home / ⊕ Sitemap / 中文

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

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[...] 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.con

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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

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 they have **any member(s) of their immediate family / anyone residing in their home / person(s) with whom they have close personal ties** will be taking the P3 TSA and/or P6 assessment in 2022 and/or is/are teaching P3 and / or P6 classes for TSA 2022

Submission of School Data

6. Nomination of Oral Examiners

2022 Training Arrangement:
- Please note that in view of the continued development of the COVID pandemic around the globe, maintaining the social distancing remains exceptionally important. In order to safeguard the health and well-being of OEs, the **mode of delivery** of the Oral Assessment training has been changed.
- The training will be conducted by **online and webinar mode**. This arrangement <u>ONLY</u> applies to the TSA Oral Assessment 2022.
- 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

A) Online Training for Experienced OEs

- **Chinese 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 from TSA 2015 to 2019

- **English 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 from TSA 2015 to 2019

- Available on the BCA website (www.bca.hkeaa.edu.hk):
  - **Chinese Language** : **11 – 21 March 2022**
  - **English Language** : **18 – 28 March 2022**

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

B) Webinar and Online Trainings for New OEs

- **New nominees**; or
- **Chinese teachers** who only participated in OE training **in 2014 or before**; or
- **English teachers** who only participated in OE training **in 2014 or before**; or
- **Chinese/English teachers** who were appointed as Reserve or Standby OE before

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

B) Webinar and Online Trainings for New OEs

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

  1. **Webinar** : **19 March 2022** (Saturday, AM) for **Chinese Language** and **26 March 2022** (Saturday, AM) for **English Language**

  2. **Online training** will be available on the BCA website (www.bca.hkeaa.edu.hk) : **22 March – 4 April 2022** for **Chinese Language** and **29 March – 11 April 2022** for **English Language**

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

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Submission of School Data
6. Nomination of Oral Examiners (cont'd)

Submission of School Data

NEW

6. Nomination of Oral Examiners (cont'd)

Nominate Oral Examiner (Chinese)

Step 1:
Find the subject to nominate OE (i.e. Chinese or English)

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

Step 2:
Start to input the information of the nominated OE for this subject

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	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

Submission of School Data

NEW

6. Nomination of Oral Examiners (cont'd)

TSA Year:	2022
School Code:	P999
School Type:	小學, 上午校
School Name:	考評局

Nominated Oral Examiner of Chinese Oral Assessment

- ○ P.3 Oral Examiner cum P.6 Reserve Oral Examiner
- ● P.6 Oral Examiner cum P.3 Reserve Oral Examiner
- ○ P.3 Oral Examiner
- ○ P.6 Oral Examiner
- ○ P.3 Reserve Oral Examiner
- ○ P.6 Reserve Oral Examiner

* 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:	-- 請選擇 -- ∨	*聯絡電話:	學校	
*英文姓名:			住所	
中文姓名（必須填寫）:			流動電話	
*身份證號碼:	( )	*電子郵件地址		
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 and select the post

Schools selected PTH for Chinese Oral Assessment MUST nominate a Chinese OE who can conduct assessments in PTH

NEW

6. Nomination of Oral Examiners (cont'd)

Nominated Oral Examiner of English Oral Assessment

- ⦿ P.3 Oral Examiner cum P.6 Reserve Oral Examiner
- ○ P.6 Oral Examiner cum P.3 Reserve Oral Examiner
- ○ P.3 Oral Examiner
- ○ P.6 Oral Examiner
- ○ P.3 Reserve Oral Examiner
- ○ P.6 Reserve Oral Examiner

Nominate English Language OE and select the post

* Mandatory

PART I : Personal Information of the Nominee

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

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)

TSA Year:	2022
School Code:	P999
School Type:	Primary, AM
School Name:	HKEAA

Completed OE nomination record

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
女士	Testing ONE	測試一二三	P123456789		36288181	tsa1@hkeaa.edu.hk	☒

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Amendment of the Nominated Post

時間: 2021-10-25 17:21

- 學校資料管理 →
- 全港性系統評估中心 →
- 個人檔案 →

提名說話能力主考員

在獲校長正式提名前，正選/後備說話能力主考員須填妥「說話能力主考員提名表」
請注意:

1: 已被提名擔任正選/後備說話能力主考員的教師不可同時擔任評估行政主任

2: 正選/後備說話能力主考員必須填妥提名表，於指定日期前在本網頁內輸入資料，並保存提名表至明年年底

年度:	2022
學校編號:	P999
學校種類:	小學, 上午校
學校名稱:	考評局

提名說話能力主考員(中文)

小學三年級正選兼小學六年級後備說話能力主考員

稱號	英文名稱	中文名稱	身份證/護照號碼	電話號碼	手機號碼 (用作收取短訊)	電郵	增加/刪除
先生	CHI CAN ONE	小三賽一	B6649772		36288181	hkeaa@yahoo.com.hk	☒

小學六年級正選兼小學三年級後備說話能力主考員

稱號	英文名稱	中文名稱	身份證/護照號碼	電話號碼	手機號碼 (用作收取短訊)	電郵	增加/刪除
-	-	-	-	-	-	-	⊞

小學三年級說話能力主考員

| 稱號 | 英文名稱 | 中文名稱 | 身份證/護照號碼 | 電話號碼 | 手機號碼 (用作收取短訊) | 電郵 | 增加/刪除 |

Step 1:
Find the name of concerned teacher to change the post

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Amendment of the Nominated Post

2: 正選/後備說話能力主考員必須填妥提名表，於指定日期前在本網頁內輸入資料，並保存提名表至明年年度

年度:	2022
學校編號:	P999
學校種類:	小學, 上午校
學校名稱:	考評局

提名中國語文科說話能力主考員

- ◉ 小學三年級正選兼小學六年級後備說話能力主考員
- ○ 小學六年級正選兼小學三年級後備說話能力主考員
- ○ 小學三年級說話能力主考員
- ○ 小學六年級說話能力主考員
- ○ 小學三年級後備說話能力主考員
- ○ 小學六年級後備說話能力主考員

Step 2:
Amend the post information and save the changes

* 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	36288181
*英文姓名:	CHI CAN ONE			住所	
中文姓名(必須填寫):	小三寶一			流動電話	36288181
*身份證號碼:	B664977	(2)	*電子郵件地址		hkeaa@yahoo.com.hk
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）

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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)

Submission of School Data
Verification of Submitted School Data (cont'd)

Submission of School Data

Verification of Submitted School Data (cont'd)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	TSA Y	School Coo	Class Leve	Participation in TSA	Class	Class Num	Gender	Date of Bir	STRN	Student Name	lent Name	WS0	WS1	WS2	WS3	WS4	WS5	WS6	WS7	ECS	USER 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

Preparation	→	Data Submission	→	Verification

- Data Submission to be completed on or before 9 November 2021 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 2021/22 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 35]*

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 and/or P6 student records are successfully transmitted / uploaded. *[refer to slides 24-25, and 74-76]*

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 21]*

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 <u>without</u> using WebSAMS)*?

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

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 21]*

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 23]*

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 13]*

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