

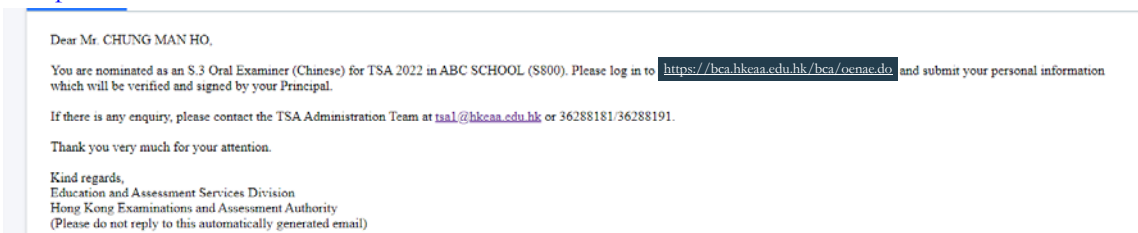
提交說話能力主考員個人資料

【接收通知電郵】

- 被提名的說話能力主考員會收到一封由基本能力評估網頁發出的電郵，以提示說話能力主考員經網上提交個人資料；電郵標題為「Notification of your Oral Examiner Nomination of TSA 20XX」
- 點擊電郵內的連結或直接到「提交說話能力主考員個人資料」的頁面 <<https://bca.hkeaa.edu.hk/bca/oenae.do>>，以繼續提名程序

步驟

1



【獲取一次性密碼及登入】

- 輸入評估行政主任所提供的英文全名及電郵，以獲取一次性密碼

提示

請參考通知電郵內所提供的英文全名

Dear Mr. CHUNG MAN HO, You are nominated as an S.3 Oral Examiner (Chinese) for TSA 2022 in ABC SCHOOL (\$800) which will be verified and signed by your Principal.

- 經同一電郵獲取一次性密碼，然後到頁面輸入密碼登入

【完成並遞交網上提名表格】

- 填寫個人資料及個人聲明
- 檢查並遞交網上提名表格
- 如校長選擇以網上形式確認提名，當說話能力主考員遞交網上表格後，校長將收到通知電郵

3

【由校長確認提名】

	紙本版	網上版
4	教師須於 2022 年 11 月 1 日或以前把經網上填妥的提名表格交由校長先核實再簽署並將之存檔，本局在有需要時會向學校索閱有關文件。 (請保存上述的提名表至翌年年底)	校長經基本能力評估網站確認說話能力主考員的資料，審核限期可延至 2022 年 11 月 3 日 (學校毋須保存紙本版提名表)

- 經網上版：在校長確認提名後，說話能力主考員會收到通知電郵(詳情請參閱《校長確認提名程序》)

Territory-wide System Assessment 2023

Nomination Procedures for Oral Examiner (OE)

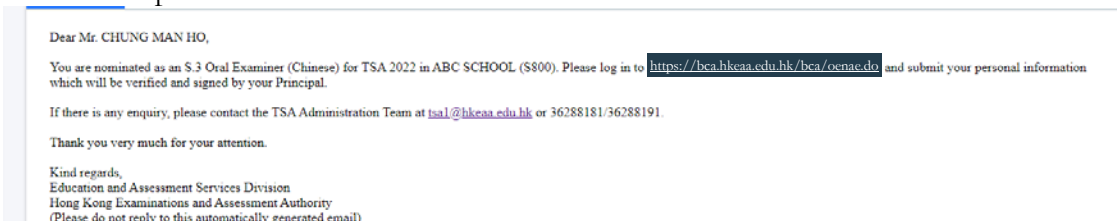
Personal Information Submission for Nominated OE

【Receive the notification email】

Step

1

- ✧ An email marked “Notification of your Oral Examiner Nomination of TSA 20XX” will be sent to each nominated OE by the BCA website for submitting personal information.
- ✧ Click the link provided in the email OR go to **Personal Information Submission Page for Nominated Oral Examiner** <<https://bca.hkeaa.edu.hk/bca/oenae.do>> to complete the nomination procedures.



【Retrieve One-time Password (OTP) for login】

- ✧ Input the exact name and email address provided by the AAS to retrieve OTP

TIPS

Please refer to the full English name provided in the notification email you received

Dear Mr. CHUNG MAN HO,
You are nominated as an S.3 Oral Examiner (Chinese) for TSA 2022 in ABC SCHOOL (\$800) which will be verified and signed by your Principal.

- ✧ Receive OTP via the same email address and enter the password on this page to login

【Complete and submit the online OE nomination form】

- ✧ Fill in the personal information and complete the declaration
- ✧ Check and submit the OE nomination form
- ✧ If the Principal chooses to complete OE endorsement online, the Principal will receive a notification email upon the submission of OE personal information

【Endorse the nomination form by the Principal】

4

Printed Version	Online Version
<p>OEs should keep their completed online nomination forms after they are verified and signed by their Principals on or before 1 November 2022 for records and for checking by the HKEAA upon request. (Please keep a copy of the completed forms until the end of next calendar year)</p>	<p>Principals should verify the OE information online via the BCA Website, the endorsement deadline can be extended to 3 November 2022. (The printed copy of nomination form is no longer required)</p>

- ✧ **By Online version:** OE will receive a confirmation email after the form is endorsed by the Principal (Please refer to the “Online Endorsement Procedures for Principal” for details).