

### 網上校長確認說話能力主考員提名程序

#### 校長確認說話能力主考員的提名

請輸入您的學校電郵地址，以便接收一次性密碼登入系統，並確認獲提名的說話能力主考員的資料。「電郵地址」須與您收到的通知電郵所示相同。一次性密碼會在您點擊「提交」後發送到您的電郵地址。

\* 校長的學校電郵地址

[忘記電郵地址?](#)

提交

#### 【接收通知電郵】

- 說話能力主考員經網上遞交個人資料後，校長會收到一封由基本能力評估網頁發出的電郵，以確認老師提名；電郵標題為「Notification of Oral Examiner Nomination for Endorsement」
- 點擊電郵內的連結或直接到「校長確認說話能力主考員的提名」的頁面 <<https://bca.hkeaa.edu.hk/bca/oenae.do>>，以完成確認程序

步驟

1

Dear School Principal,

Please note that following nominated OE has submitted his/her personal information on 12 Oct, 2022 15:14 and his/her nomi

WONG CHRIS

S.3 Oral Examiner (English)

888 SECONDARY SCHOOL (S888)

Please verify and sign the nomination form for the above teacher via the BCA system (<https://bca.hkeaa.edu.hk/bca/oenae.do>)  
Team at [tsa1@hkeaa.edu.hk](mailto:tsa1@hkeaa.edu.hk) or 36288181/36288191.

#### 【獲取一次性密碼及登入】

- 輸入評估行政主任已提供的電郵，以獲取一次性密碼

#### 校長確認說話能力主考員的提名

請輸入您的學校電郵地址，以便接收一次性密碼登入系統，並確認獲提名的說話能力主考員的資料。「電郵地址」須與您收到的通知電郵所示相同。一次性密碼會在您點擊「提交」後發送到您的電郵地址。

\* 校長的學校電郵地址

s888principal@mailinator.com

[忘記電郵地址?](#)

提交

提示

請參考你所收到的通知電郵

- 經同一電郵獲取一次性密碼，然後到頁面輸入密碼登入

#### 校長確認說話能力主考員的提名

一次性密碼會發送到您的電郵地址。請在下方輸入您的一次性密碼，然後點擊「提交」以登入系統。  
若您未能收到一次性密碼，請點擊「重發密碼」，以便系統向您發送另一個一次性密碼。

\* 一次性密碼

5XVW2X

重發密碼 (27秒)

返回

提交

#### 【核實及確認說話能力主考員的提名表格】

- 點擊教師的名字以檢視被提名教師所輸入的資料

提名說話能力主考員 (中文科)		提名說話能力主考員 (英文科)				
編號	英文姓名	中文姓名	提交狀況	行動	備註	最後更新時間
MISS	WONG CHRIS		有待確認			2022-10-12 15:14

- 選擇相應的行動並按「儲存」

提名說話能力主考員 (中文科)		提名說話能力主考員 (英文科)				
編號	英文姓名	中文姓名	提交狀況	行動	備註	最後更新時間
MISS	WONG CHRIS		有待確認	核實及確認 拒絕 需要闡明		2022-10-12 15:14

備註

- 核實及確認：確認該說話能力主考員的提名
- 拒絕：拒絕該說話能力主考員的提名
- 需要闡明：要求該說話能力主考員修改提名表格

- 相關說話能力主考員在被確認提名後會收到通知電郵

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# Territory-wide System Assessment 2024

## ONLINE Endorsement Procedures for Principal

### Online Principal Endorsement for the Nomination of Oral Examiners

#### Principal Endorsement for the Nomination of Oral Examiners

Please input your principal's school email address for him/her to receive a one-time password to login for OE endorsement. The "Email Address" should be the email address shown on the notification email you received. A one-time password will be sent to your email address after you click the "Submit" button.

\* Principal's School Email Address  [Forgot Email?](#)

#### 【Receive the notification email】

- ✧ After OEs submit their personal information online, an email marked “Notification of Oral Examiner Nomination for Endorsement” will be sent to School Principal by the BCA website for endorsement.
- ✧ Click the link provided in the email **OR** go to **Principal Endorsement for the Nomination of Oral Examiners Page** <<https://bca.hkeaa.edu.hk/bca/oenae.do>> to complete the endorsement procedures.

Step

1

Dear School Principal,

Please note that following nominated OE has submitted his/her personal information on 12 Oct, 2022 15:14 and his/her nomi

**WONG CHRIS**

S.3 Oral Examiner (English)

888 SECONDARY SCHOOL (8888)

Please verify and sign the nomination form for the above teacher via the BCA system (<https://bca.hkeaa.edu.hk/bca/oenae.do>)  
Team at [tsa1@hkeaa.edu.hk](mailto:tsa1@hkeaa.edu.hk) or 36288181/36288191.

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

- ✧ Input the same email address provided by the AAS to retrieve OTP

##### Principal Endorsement for the Nomination of Oral Examiners

Please input your principal's school email address for him/her to receive a one-time password to login for OE endorsement. The "Email Address" should be the email address shown on the notification email you received. A one-time password will be sent to your email address after you click the "Submit" button.

\* Principal's School Email Address  [Forgot Email?](#)

#### TIPS

Please refer to the notification email you received

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

##### Principal Endorsement for the Nomination of Oral Examiners

A one-time password will be sent to your email address. Please enter your one-time password below and then click "Submit" button to login. If you cannot receive the one-time password, click "Resend Password" so that the computer system will send you another one-time password.

\* One-time password  [Resend Password \(9s\)](#)

#### 【Verify and endorse the OE nomination forms】

- ✧ Click the teachers' names to verify the nominated teacher information

Endorse Oral Examiner (Chinese)		Endorse Oral Examiner (English)				
<input type="button" value="Expand All"/>		<input type="button" value="Collapse All"/>				
Title	English Name	Chinese Name	Submission Status	Action	Remark	Last Updated
S.3 Oral Examiner						
MR	CHUNG MAN HO	鍾文豪	Pending to submit	<input type="button" value="Verify"/>		2022-10-12 14:45

- ✧ Select the corresponding action and Press “Save”

Endorse Oral Examiner (Chinese)		Endorse Oral Examiner (English)				
<input type="button" value="Expand All"/>		<input type="button" value="Collapse All"/>				
Title	English Name	Chinese Name	Submission Status	Action	Remark	Last Updated
S.3 Oral Examiner						
MR	CHUNG MAN HO	鍾文豪	Pending to endorse	<input type="button" value="Verify"/> <input type="button" value="Endorse"/> <input type="button" value="Reject"/> <input type="button" value="Require Clarification"/>		2022-10-12 15:03

#### Remarks

- ◆ **Verified and Signed:** Verify and sign the nomination form of the Oral Examiner concerned
- ◆ **Rejected:** Reject the nomination form of the Oral Examiner concerned
- ◆ **Require Clarification:** Require the Oral Examiner concerned to edit his/her nomination form

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- ✧ The relevant OEs will receive a notification email upon endorsement