

## **Guidelines for Oral Examiners' Online Training 2024 (Primary)**

1. Duration: 6 March – 26 March (26 March only until 5:00 pm)
2. System Requirements:
  - Google Chrome or Microsoft Edge on Windows 8.1 / Windows 10 / Windows 11; or Google Chrome on Mac OS X  
(Browsers must be able to support HTML 5)
  - A media player (e.g. QuickTime, Microsoft Windows Media Player 10 or above)
  - Adobe Reader 9 or above  
(Download the Adobe Reader here: [www.adobe.com/reader](http://www.adobe.com/reader))
  - Microsoft Office 2003 or above
  - Recommended screen resolution: 1024 x 768 pixels
3. Enter the website of Basic Competency Assessment: <https://www.bca.hkeaa.edu.hk/>
4. Enter “Login ID” and “Password”.
5. Adjust the volume of the speaker before doing the online training.
6. Wait patiently when downloading the videos.
7. Complete the online training as early as possible to avoid network congestion.
8. For enquiries, call the TSA Administration Team at 3628 8181 or email at [tsa1@hkeaa.edu.hk](mailto:tsa1@hkeaa.edu.hk)