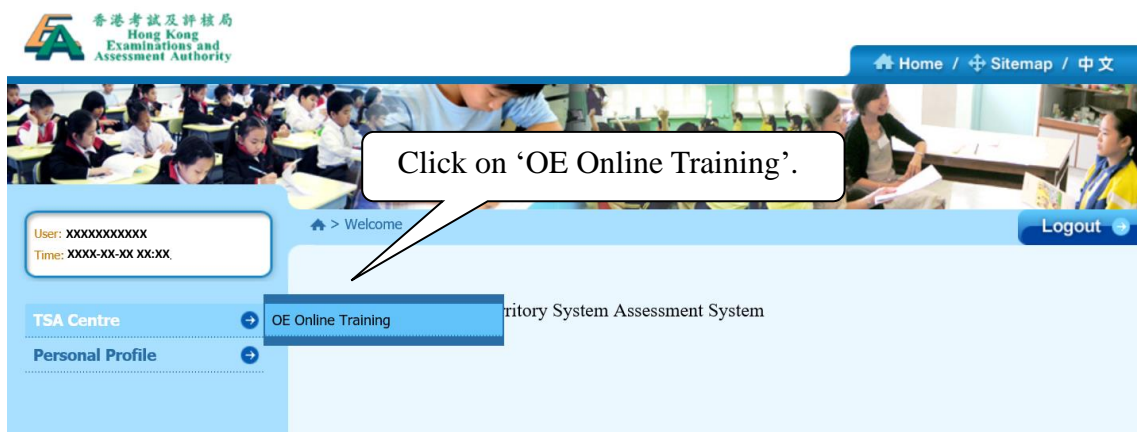


User Guide for Oral Examiners' Online Training (Primary)

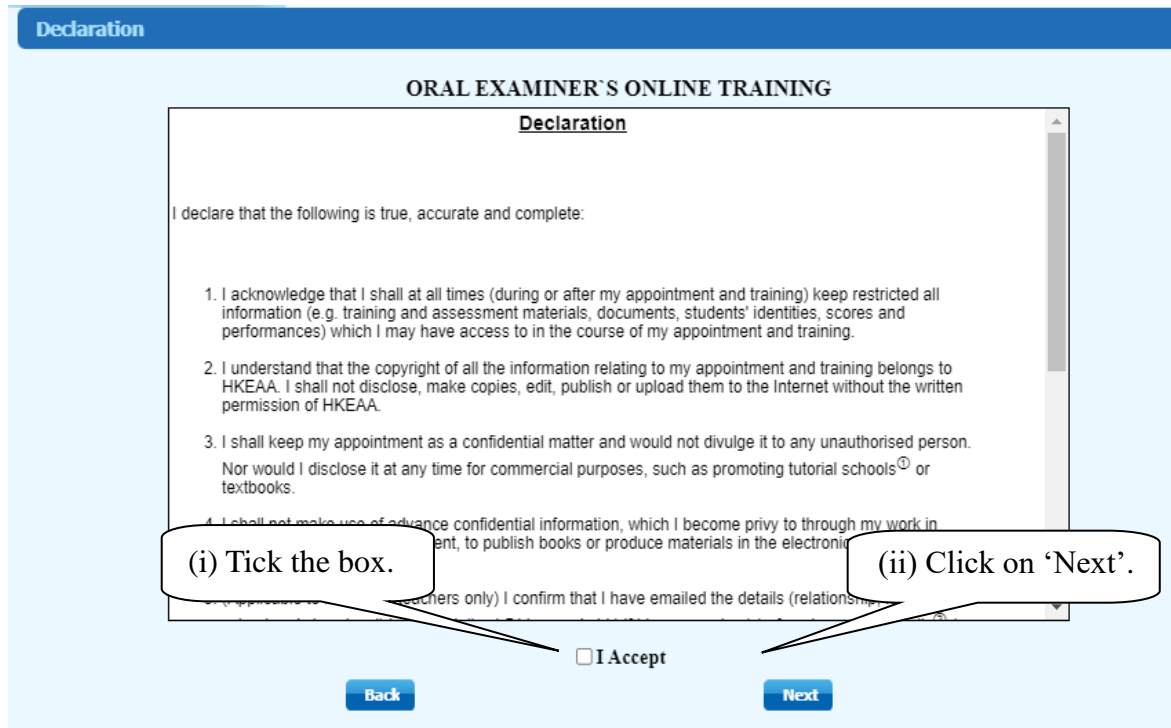
1. Go to <https://www.bca.hkeaa.edu.hk/>. Enter your 'Login ID' and 'User Password'.



2. After a successful login, click 'OE Online Training' from 'TSA Centre'.



3. Read and accept the Declaration before clicking on 'Next' to proceed.



4. Read the ‘Important Note’ and click on ‘Start Online Training’.

ORAL EXAMINER'S ONLINE TRAINING

Important Note

For Online Training XXXX

- Online Training is available from XXXXXXXXXXXX
- Oral Examiner (OE) applicants are required to browse through the online training materials and complete the recruitment test.
- **Completing the online training by accessing the Internet in public areas or when using public wifi is prohibited.**
- **Please complete Part I and II of the recruitment test. New videos are shown in Part II ‘Rating Student Exemplars’.** Applicants who do not pass the recruitment test will be requested to attend the live training workshop.
- Automated marking is adopted for the online recruitment test. OEs are required to study the Oral Examiners’ Handbooks beforehand.
- Complete the [Online Training System Questionnaire](#) before logging out the system.

Highlights of Primary English Oral Assessment XXXX

Dates: P.3: XXXXXXXXXXXX(Reserve date:XXXXXXXX)
P.6: XXXXXXXXXXXX(Reserve date:XXXXXXXX)

Start Online Training

Click here to start online training.

5. Click on ‘Proceed to Training’.

User: XXXXXXXXXXXX
Time: XXXX-XX-XX XX:XX

Welcome > Oral Examiner's Online Training Logout

Oral Examiner's Online Training

Nominated Oral Examiner's Personal Information

Login Name: XXXXXXXXXXXX
Chinese Name: N/A
English Name: ENG THREE
Nominated By: P999 - HKEAA

Details for Training

Level	Online Recruitment Test Status	
	Part I	Part II
P3 and P6	Not started	Not started

Back Proceed to Training

Click here to proceed to training.

6. After referring to ‘Recruitment Procedures’ and ‘Materials for Online Training’, click on ‘Recruitment Test Part I – Assessment Administration’ and complete Part I of the test.

Material for Online Training

Assessment Administration

- Assessment Administration - Before the Assessments
- Assessment Administration - Conducting the Assessments (P3)
- Assessment Administration - Conducting the Assessments (P6)
- Assessment Administration - After the Assessments

Other Material

- Oral Examiner's Handbook (P3)
- Oral Examiner's Handbook (P6)
- Sample Items (P3)
- Sample Items (P6)
- Scoring Guides (P3)
- Scoring Guides (P6)

Demonstration

- Demonstration

(i) Watch the Assessment Administration video clips and study the assessment materials.

(ii) Click here to watch the Demonstration video clips.

Recruitment Test

Please click below buttons to start the recruitment test

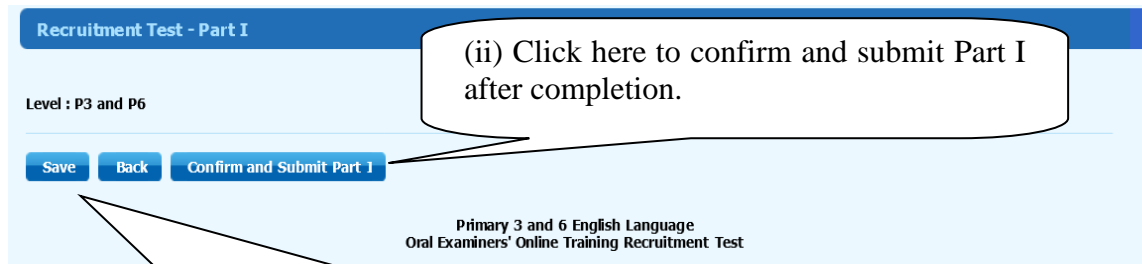
Recruitment Test Part I - Assessment Administration

Recruitment Test Part II - Rating Student Exemplars

Back

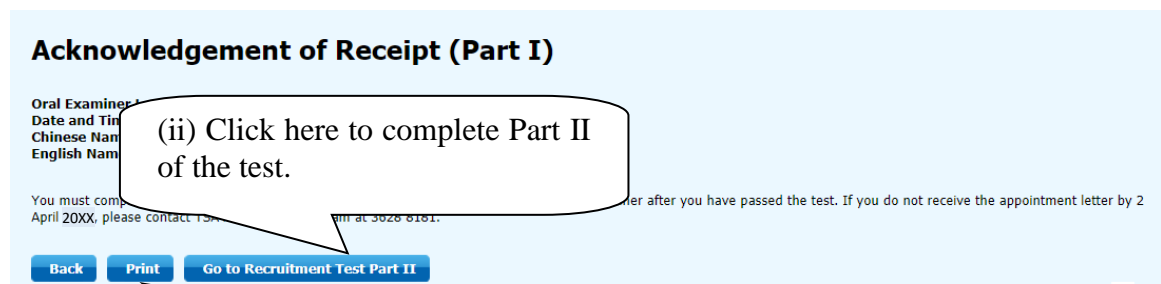
(iii) Click here to do Part I of the test.

7. After completion of Part I, click on 'Confirm and Submit Part I'.



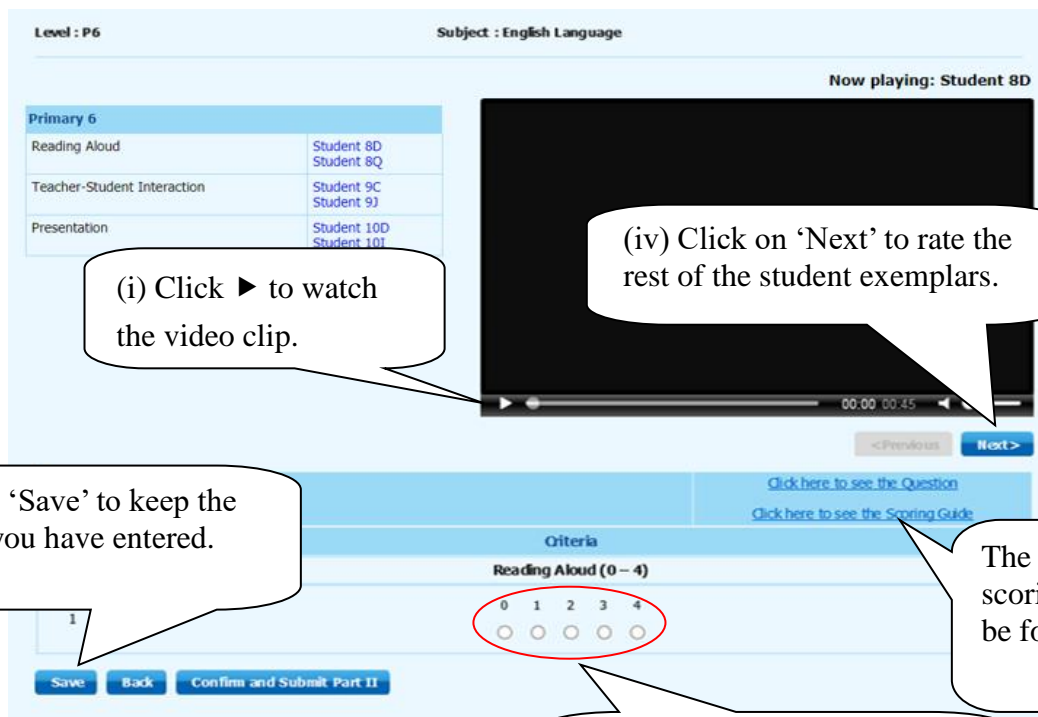
(i) If you have only finished part of the test and want to keep the answers that you have entered, click on 'Save'.

8. Print the page of 'Acknowledgement of Receipt' (Part I) for record-keeping purposes. Continue to Part II.



(i) Print this page for record keeping.

9. In Part II of the test, make sure you finish rating all student exemplars.



(i) Click ► to watch the video clip.

(iii) Click on 'Save' to keep the answer that you have entered.

(ii) Rate the student exemplar.

The question and scoring guide can be found here.

10. After you have rated all student exemplars, click on 'Confirm and Submit Part II'.

Level : P6 Subject : English Language

Now playing: Student 8D

Primary 6	
Reading Aloud	Student 8D Student 8Q
Teacher-Student Interaction	Student 9C Student 9J
Presentation	Student 10D Student 10I

Reading Aloud

Student	Reading Aloud (0 - 4)
1	0 1 2 3 4 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Save Back **Confirm and Submit Part II** Next >

After you have rated ALL student exemplars, click on 'Confirm and Submit Part II'.

11. Fill out the Online Training System Questionnaire

Part II Acknowledgement

Level : P3 and P6 Subject : English Language

Oral Examiner Login Name:
Date and Time of Submission:
Chinese Name:
English Name:

You must complete the recruitment test (Part II) by 5 April 2013, please click on the link below to complete the test. If you do not receive the link, please contact the Oral Examiner.

Please fill out the [Online Training System Questionnaire](#).

Back Print **Go to Recruitment Test Part II**

Click here to fill out the questionnaire.

Online Survey

請填寫網上培訓系統調查問卷
Please fill out the Online Training System Questionnaire

OK

Online Training System Questionnaire (Primary)

說話評估 Oral Assessment

網上培訓系統調查問卷 (小學) Online Training System Questionnaire (Primary)

說話能力主考員的意見，對優化網上培訓系統極具參考價值。請閣下於網上培訓後填寫以下問卷，多謝合作。

Your suggestions on the online training system will definitely help us enhance our service in future. Please fill out this questionnaire. Thank you for your cooperation.

請以 1 至 6 表示你對以下句子的同意程度

Please indicate how much you agree or disagree with the following statements using a scale of 1 to 6.

10. 其他意見和建議 Other comments and suggestions:

Click here to submit the questionnaire.

Done

12. Print the page of 'Acknowledgement of Receipt' (Part II) for record-keeping purposes, then log out.

User: XXXXXXXXXXXX
Time: XXXX-XX-XX XX:XX

Welcome > Part II Acknowledgement

Logout

Part II Acknowledgement

Level : P6 Subject : English Language

(ii) Click here to log out.

Acknowledgement of Receipt (Part II)

Oral Examiner Login Name: XXXXXXXXXXXX
Date and Time of Submission: XXXXXXXXXXXXXXXXXXXX
Chinese Name:

(i) Click here to print this page.

Please fill out [Online Training System Questionnaire](#)

Back Print Go to Recruitment Test Part I

You will be appointed as an Oral Examiner after you have passed the test. If you do not receive the appointment letter by 28181.