

**TSA 2013**  
**Briefing Session on**  
**Oral, CAV & Written Assessments**  
**(Primary Schools)**

**17 April 2013**



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

時間	項目	講者
14:30 – 14:35	<b>致歡迎詞</b>	<b>林玲芝博士</b> 香港考試及評核局 教育評核服務部總經理
14:35 – 15:10	<b>說話及視聽資訊評估行政安排</b>	<b>謝子慧女士</b> 香港考試及評核局 系統評估行政組高級主任
15:10 – 15:20	<b>小休</b>	
15:20 – 16:00	<b>紙筆評估行政安排</b>	<b>謝子慧女士</b> 香港考試及評核局 系統評估行政組高級主任
16:00 – 16:30	<b>答問時間</b>	台上各講者及 <b>陳可恩女士</b> 教育局助理秘書長（評估及支援） <b>羅慧基女士</b> 香港考試及評核局 國際及專業考試部總經理 <b>盧婉筠女士</b> 香港考試及評核局 教育評核服務部經理（中文） <b>劉善儀博士</b> 香港考試及評核局 教育評核服務部經理（英文） <b>馬健慶先生</b> 香港考試及評核局 教育評核服務部經理（數學）

# Written Assessments



# Reminder – Written Assessments

- Barcode labels are generated from the school data submitted as at 23 Mar 2013
- 1 carton containing Invigilators' Handbook for use at the Written Assessments will be delivered on 30 May 2013
- AAS should distribute the Invigilators' Handbooks to concerned teachers before the assessment (by 6 June 2013 at the latest)



# Reminder – Written Assessments

- Teachers are NOT permitted to invigilate their own subject classes
- Remind the invigilators to familiarize himself/herself with the instructions in the Handbook beforehand and bring along their personal copies of the invigilators' Handbook for use at the assessment sessions



# Reminder – Written Assessments

- Reporting discrepancies of student data / new students on the assessment day through completing the Student Data Amendment Form. The Form will be provided in the AAS's Working File and available on the TSA Website
- Any changes made by schools on the Students' Attendance Record will not be updated on the TSA Website



# Delivery of Assessment Materials

-  is appointed
- On 13 or 14 June 2013
- AM schools: 9:00 am to 1:00 pm
- PM schools: 1:00 pm to 5:00 pm
- Whole-day schools: 9:00 am – 3:30 pm
- Same receipt procedures as Oral Assessments



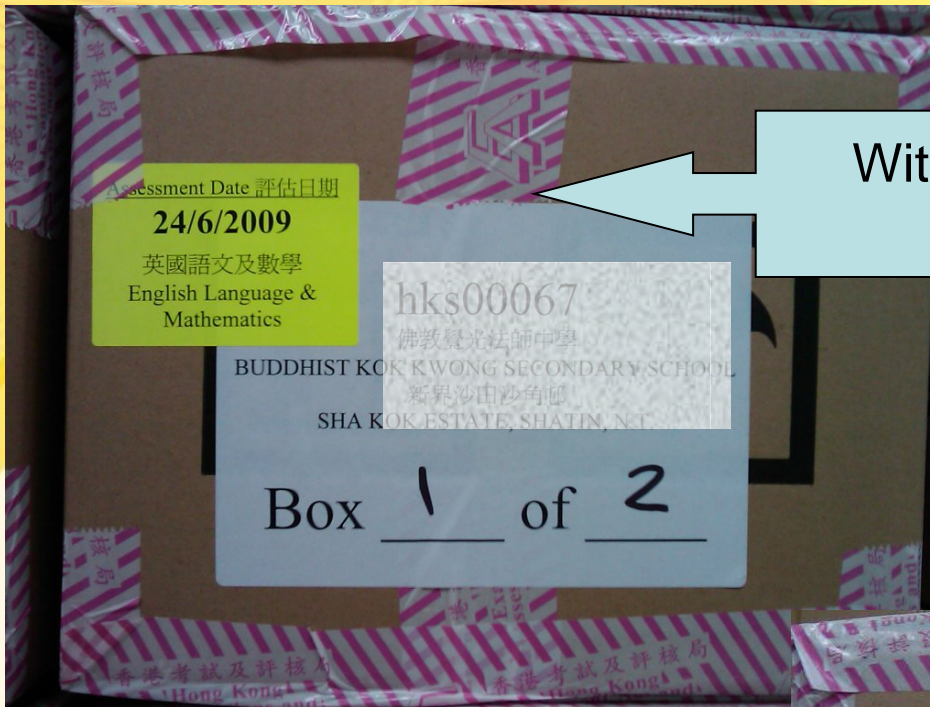
# Delivery of Assessment Materials

**NEW**

- Write down the total number of cartons received on the courier's receipt acknowledgement
- Ensure that (1) the total number of cartons received is ***exactly the same*** as the number indicated on the Stationery Box; and (2) the school name and school code shown on each carton box are ***fully accurate***







With assessment date and subject(s)

Stationery Box with the total number of boxes received



# Time of Assessment

- All schools to start at 8:45 am / 1:45 pm on both days (with 15 minutes flexibility)
- Students with special needs may start earlier
- All schools **must** follow the assessment timetables given in the Quick Guide Part 5B – Instructions to AAS
- All schools **must** finish the assessments no later than 12:30 pm / 5:30 pm



# Time of Assessment



- Reserve an extra 5 to 10 minutes for collection and distribution of assessment materials by invigilators after the Chinese Reading and English Listening Assessments
- The AAA should patrol outside the assessment rooms at least once in each assessment session or each hour to support the Invigilators when necessary



# Listening Assessments

**NEW**

- Schools are recommended to set up and thoroughly test the AV/IT equipment to be used in the assessment 1 working day before the commencement of the assessment as far as possible
- If a computer is to be used for playing the CD, the school staff with sufficient technical background should switch off the power saving function of the computer screen so as to facilitate the smooth conduct of the assessment



# Listening Assessments



- If the given CD and even the spare CD are defective or problematic content wise, the invigilator should call the HKEAA immediately via the AAS or AAA at 36288181 for assistance
- After the assessment, the AAS should mark “**Defective CD**” or “**CD with Wrong Content**” on the CD envelope and return this problematic CD together with the Irregularity Report to the HKEAA for follow-up actions



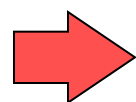
# Checklists for Written Assessments

- Schools can view the checklists from the TSA Website ([www.bca.hkeaa.edu.hk](http://www.bca.hkeaa.edu.hk)) from 30 May 2013 (NOT required to be printed out for use on the assessment days)

## 2012 年全港性系統評估 (小學) Territory-wide System Assessment 2012 (Primary Schools) 試題答題簿數量核對表

### Question-answer Booklets Quantity Checklist

學校名稱 Name of School:		甲乙丙學校(全日) ABC SCHOOL(WD)		學校編號 School Code:		P999		級別 Level:		小三 P3		總卷數 Total copies
日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	班別 Class	學生人數 Entries	包數 @12	No. of packets @36					
19/06/2012	Chinese Language 中國語文	Reading 閱讀	3CR1/3CR2	3A	17	2	0	24				
				3B	23	0	1	36				
				3C	35	1	1	48				
19/06/2012	Chinese Language 中國語文	Listening 聆聽	3CL1 (Cantonese) (*CD)	3A	17	2	0	24				
				3C	23	0	1	36				
				3CL1 (Putonghua) (*CD)	3B	35	1	1	48			





**P9993A01** School: P999  
 Class: 3A  
 No.: 01  
 08TSA P9993A017

**P9993A01** School: P999  
 Class: 3A  
 No.: 01  
 08TSA P9993A017

**P9993A01** School: P999  
 Class: 3A  
 No.: 01  
 08TSA P9993A017

**P9993A01** School: P999  
 Class: 3A  
 No.: 01  
 08TSA P9993A017

**P9993A01** School: P999  
 Class: 3A

**P9993A01**

**P9996A01** School: P999  
 Class: 3A  
 No.: 01  
 08TSA P9996A017

**P9996A01** School: P999  
 Class: 3A  
 No.: 01  
 08TSA P9996A017

**P9996A01** School: P999  
 Class: 3A  
 No.: 01  
 08TSA P9996A017

000001

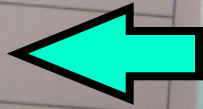
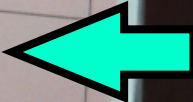
TSA 2008 Primary 3 BARCODE LABELS	
Subject(s)	3MC & 3ME
School Code	P165
Class Name	3A
Total No. of Barcode Label Sheets	34 Sheets

Note: In case of enquiries, please contact TSA Administration Team at 3628 8181.

TSA 2008 Primary 6 BARCODE LABELS	
Subject(s)	6CL & 6CR
School Code	P165
Class Name	6A
Total No. of Barcode Label Sheets	34 Sheets

Note: In case of enquiries, please contact TSA Administration Team at 3628 8181.

3MC & 3ME-P165-3A





3CL\_C2

中國語文科  
小學三年級

聆聽評估  
廣州話



香港特別行政區教育統籌局2000

3CL\_P2

中國語文科  
小學三年級

聆聽評估  
普通話

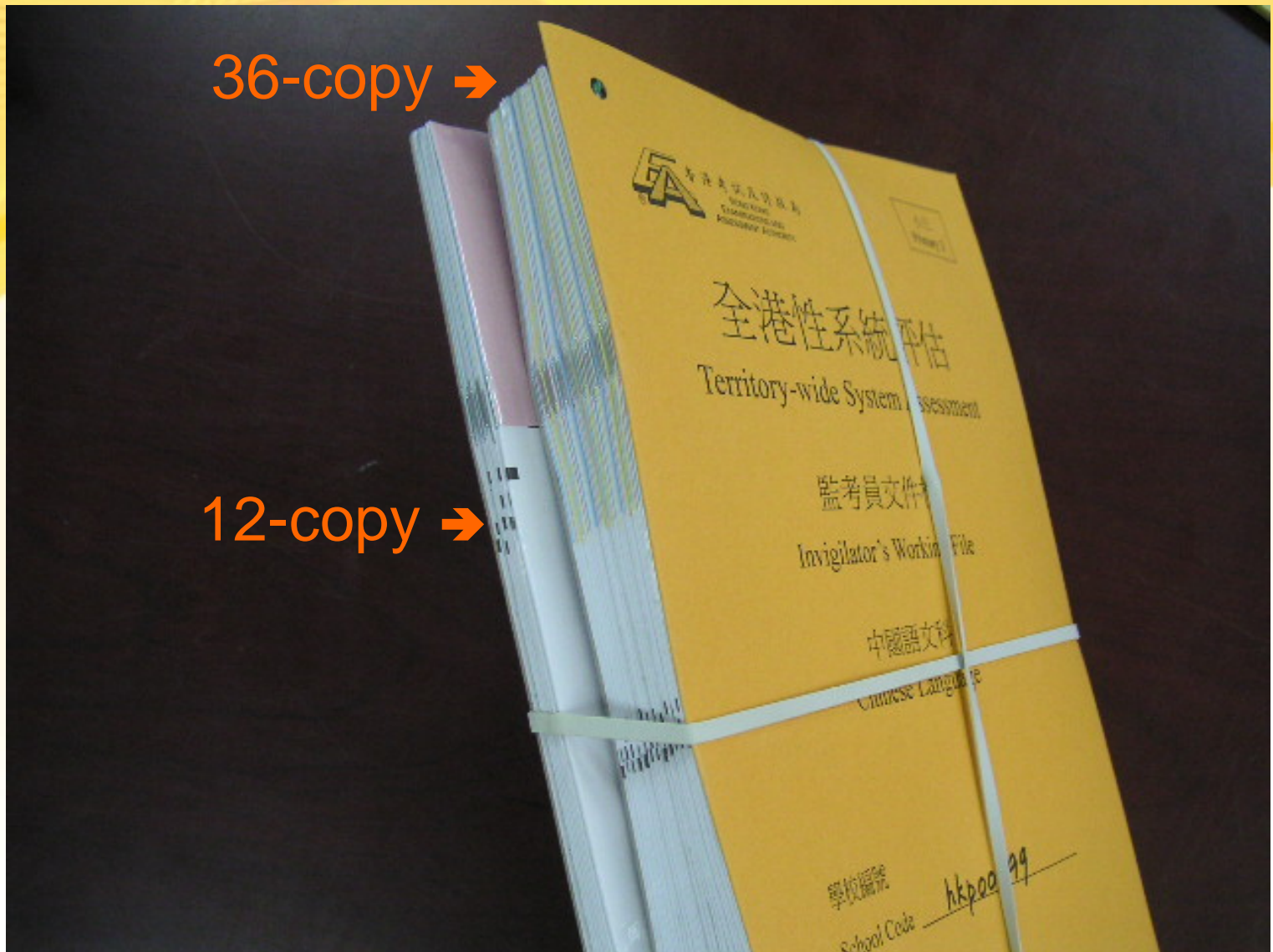


香港特別行政區教育統籌局2000  
香港老師及學校



36-copy →

12-copy →



# Checklists for Written Assessments

## • New checklist for special arrangements

### 2012年全港性系統評估 (小學) Territory-wide System Assessment 2012 (Primary Schools) 試題答題簿數量核對表 (特別安排) Question-answer Booklets Quantity Checklist (Special Arrangements)

學校名稱 甲乙丙學校(全日)  
Name of School: ABC SCHOOL(WD)

學校編號 P999  
School Code: \_\_\_\_\_

級別 小三  
Level: P3

#### A3放大試題答題簿 A3 Enlarged Question-answer Booklets

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	包數 No. of packets			總卷數 Total copies
				@1	@12	@36	
19/06/2012	Chinese Language 中國語文	Reading 閱讀	3CR2	2	-	-	2
19/06/2012	Chinese Language 中國語文	Listening 聆聽	3CL1 (Cantonese) (*CD)	2	-	-	2

#### 供分開進行評估及／或非華語學生使用的試題答題簿 Question-answer Booklets for Students Taking Assessment Separately and/or NCS

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	包數 No. of packets			總卷數 Total copies
				@1	@12	@36	
19/06/2012	Chinese Language 中國語文	Reading 閱讀	3CR2	-	1	0	12
19/06/2012	Chinese Language 中國語文	Listening 聆聽	3CL1 (Cantonese) (*CD)	-	1	0	12



# Special Arrangements – WS6

- Students requiring enlarged question papers will be given **sub-paper 2 or 4** for all assessments
- In **Listening Assessments**, students may be given a sub-paper different from that of their classmates. In such case, schools should arrange for them to be assessed in a separate room or put them in a class using the same sub-



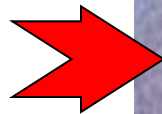
# Special Arrangements – WS6

- Indicate on the Envelope for Worked QA Booklets if there are A3 enlarged scripts inside

g)  英文寫作 English (Writing)  
s)  數學 Mathematics

答卷總數 (包括特別安排學生)  
Total No. of Answer Scripts (including students requiring special arrangements)

包括放大答卷  
*Enlarged Answer Scripts included*



# Special Arrangements – WS7

- Students requiring assessment separately will be given **sub-paper 2 or 4** for all papers
- 2 additional CDs will be given in Listening Assessments



# Special Arrangements – WS7

- Will not be provided a separate set of barcode labels
- Their scripts should be returned to their respective classes and the invigilators should then help sticking barcode labels for these students





# Special Arrangement – WS1

## Support to Non-Chinese Students (NCS)

- Additional bilingual (Chinese and English) instructions for all Chinese assessment papers will be provided to each NCS (WS1) student
- Enough copies of instructions will be put into the Stationery Box, AAS can distribute the instructions to their WS1 students if necessary



# Support to NCS (WS1)

- After the assessment, invigilators should collect the instructions and put them into the Envelopes for Surplus Materials



<div style="border: 1px solid black; display: inline-block; padding: 2px;">6 C W 2</div>		<div style="border: 1px solid black; display: inline-block; padding: 2px;">供非華語學生使用 For Non-Chinese Students</div>	
<b>教育局</b> <b>2012年全港性系統評估*</b> <b>小學六年級中國語文</b> <b>寫作評估</b>		<b>Education Bureau</b> <b>Territory-wide System Assessment 2012*</b> <b>Primary 6 Chinese Language</b> <b>Writing</b>	
<b>學生須知：</b> 1. 在第1及3頁的適當位置貼上電腦條碼。  2. 本卷共有8頁，全部題目均須作答。  3. 評估時限為55分鐘。  4. 必須在答題簿內的適當位置作答。  5. 不得在框線以外書寫任何文字、符號。  6. 在答題簿的首頁寫上學校編號、班別及班號。		<b>Instructions:</b> 1. Stick barcode labels on pages 1 and 3 in the spaces provided.  2. There are 8 pages in the Question-Answer Booklet. Answer all questions.  3. Time allowed is 55 minutes.  4. Write your answers in the spaces provided in the Question-Answer Booklet.  5. Do not write any words or symbols in the margins.  6. Write your School Code, Class and Class Number in the boxes provided on the first page of the Question-Answer Booklet.	
<b>學校編號</b> School Code	<div style="border: 1px solid black; width: 40px; height: 20px; background-color: black;"></div>	<b>班別</b> Class	<div style="border: 1px solid black; display: inline-block; padding: 2px;">6</div>
		<b>班號</b> Class No.	<div style="border: 1px solid black; width: 40px; height: 20px; background-color: black;"></div>
<small>此格只許填寫一個大楷英文字母 Write one capital letter in the box.</small>			
<small>* 2012年小六全港性系統評估暫停舉行。此評估是學校以自願形式參與，而非全體小六學生參與的全港性系統評估。 The 2012 P6 TSA has been suspended. Participation in the 2012 P6 TSA is on a voluntary basis. As a result, this is a TSA in which not all P6 students will participate.</small>			

# Support to NCS (WS1)

- Additional English Mathematics paper will be provided if the class of NCS students is using Chinese Mathematics paper.
- Schools may choose using either language for these students according to their learning needs.

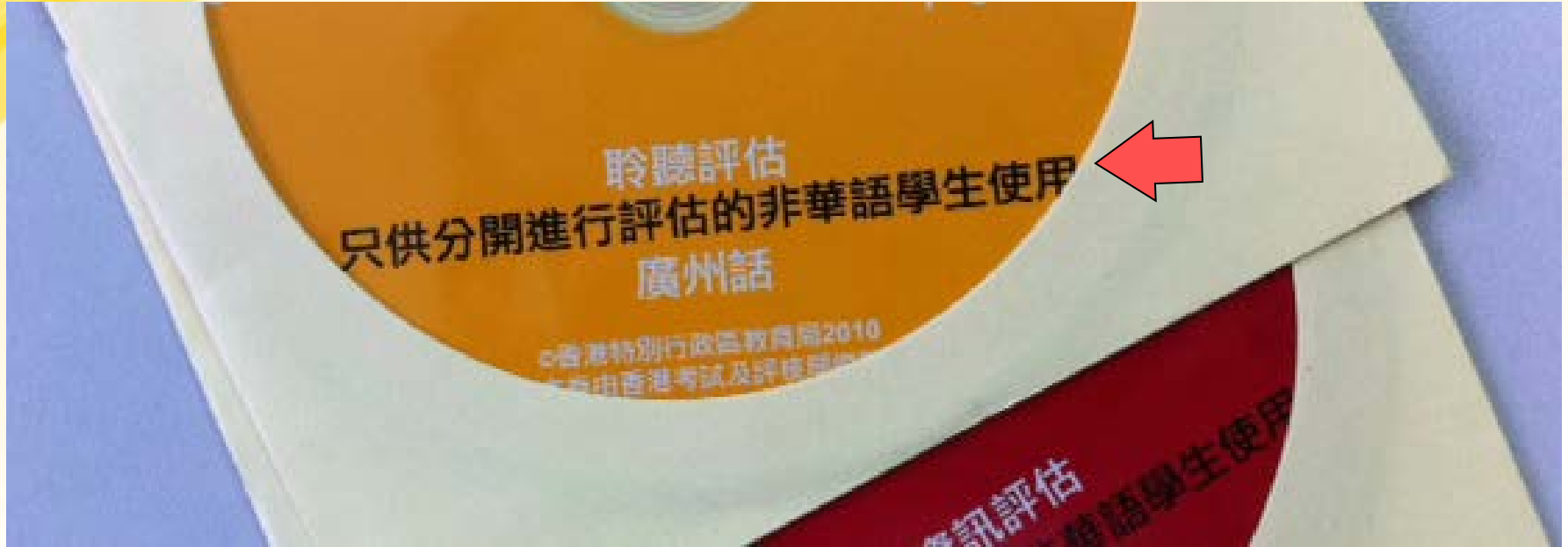


# Support to NCS (WS1)

- **In P.6**, two special CDs with all questions and options read aloud, for **Chinese Listening** will be provided to schools with WS1 students
- Schools MAY choose to **use the special CD** or not. If they choose to do so, the NCS students will have to take the assessment separately in another classroom or computer room



# Support to NCS (WS1)



# Support to NCS

- In **Chinese Writing**, schools MAY read aloud the writing topic to the NCS students
- Schools doing so should arrange for the NCS students to take the assessment separately
- A special paper pack containing copies of **only one sub-paper** will be provided to NCS students



# Support to NCS (WS1)



**NEW**

- Enhanced instruction on answering questions for P.3 and P.6 **Chinese Reading** will be provided to schools with NCS students
- If schools choose to **use this instruction**, the NCS students will have to take the assessment separately
- A special paper pack containing copies of **only one sub-paper** will be provided to NCS students



# Support to NCS (WS1)

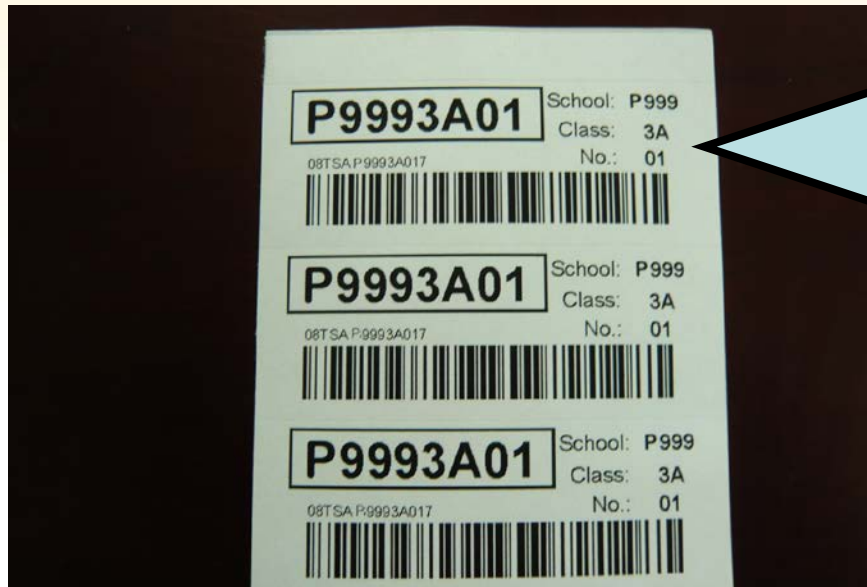
- The *Instructions to Invigilators for NCS students taking the assessment separately* will be delivered to schools with the Invigilators' Handbook on 30 May (ONLY for schools with NCS students)
- One copy of that Instructions to Invigilators will also be provided in the AAS's Working File for reference (ONLY for schools with NCS students)





# Procedures related to Onscreen Marking

- Students are required to stick barcode labels onto the cover and inner pages of their worked scripts
- Ask students to check their information on the barcode label

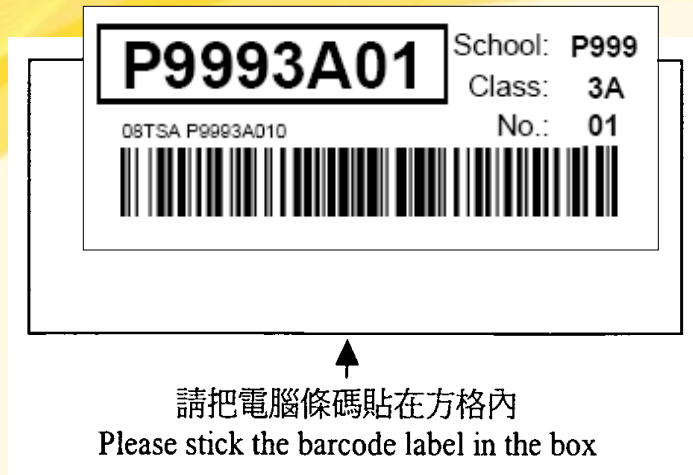


# Sticking Barcode Labels

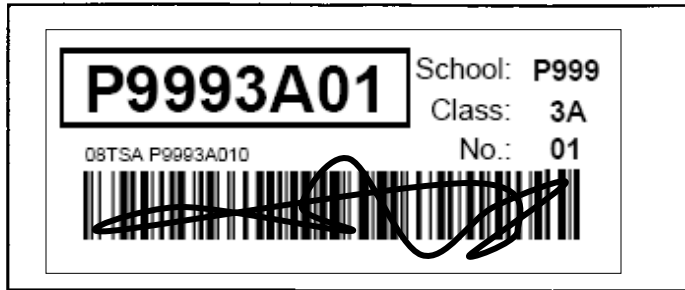
- Sticking barcode labels in the box



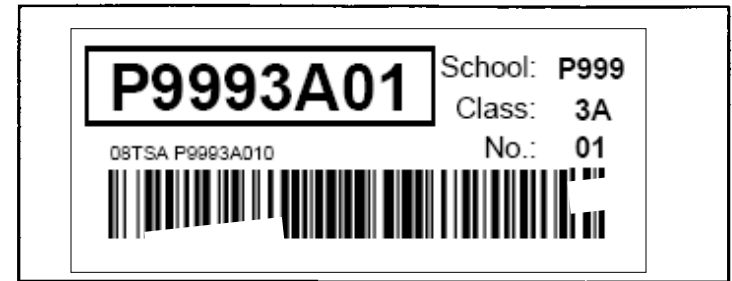
# Sticking Barcode Labels



# Sticking Barcode Labels



↑  
請把電腦條碼貼在方格內  
Please stick the barcode label in the box



↑  
請把電腦條碼貼在方格內  
Please stick the barcode label in the box



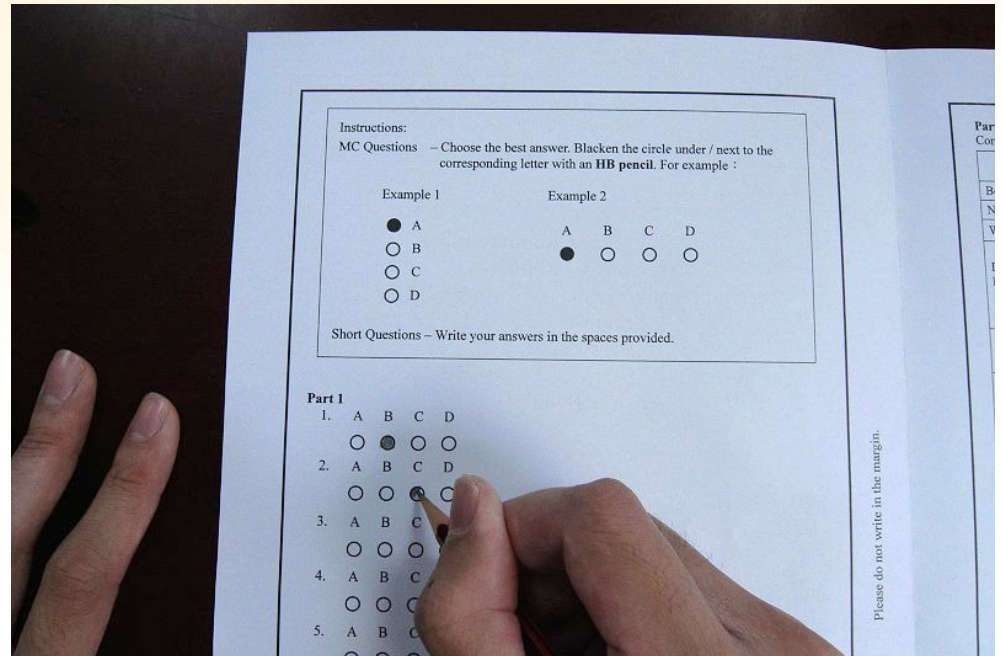
# Sticking Barcode Labels

- Students without barcode labels bearing their class numbers or do not have sufficient reserve labels should simply fill in their respective school code, class name and class number on the cover page of the QA booklet
- HKEAA will process these QA booklets separately



# Answering MC Questions

- Blacken the circles with HB pencils
- The use of HB pencils produces the best effect. The use of HB mechanical pencil is also acceptable



# Writing within the Frames

- Answers written outside the frames will NOT be marked

**Instructions:**  
MC Questions – Choose the best answer. Blacken the circle under / next to the corresponding letter with an **HB pencil**. For example :

**Example 1**

● A  
○ B  
○ C  
○ D

**Example 2**

A B C D  
● ○ ○ ○

**Short Questions – Write your answers in the spaces provided.**

**Part 1**

- A B C D  
○ ○ ○ ○
- A B C D  
○ ○ ○ ○
- A B C D  
○ ○ ○ ○
- A B C D  
○ ○ ○ ○
- A B C D  
○ ○ ○ ○
- A B C D  
○ ○ ○ ○
- A B C D  
○ ○ ○ ○
- (A) \_\_\_\_\_ and \_\_\_\_\_  
  
(B) \_\_\_\_\_ and \_\_\_\_\_

Please do not write in the margin.

**Part 2**  
Complete the notes for Tom. Put an 'X' if no information is provided.

**Notes for comparing two book reviews**

Book reviewer	Chris Wong	Sandy Lee
Name of the book	<i>An Exciting Journey</i>	<i>A Deserted Island</i>
Writer of the book		
Did the book reviewer like the book?	<input type="radio"/> A. Yes <input type="radio"/> B. No <input type="radio"/> C. No opinion	<input type="radio"/> A. Yes <input type="radio"/> B. No <input type="radio"/> C. No opinion
Give one reason for your answer.		
What kind of book does the book reviewer like?	<input type="radio"/> A. real life story <input type="radio"/> B. love story <input type="radio"/> C. adventure <input type="radio"/> D. detective	<input type="radio"/> A. real life story <input type="radio"/> B. love story <input type="radio"/> C. adventure <input type="radio"/> D. detective
About the story:		
• Time	_____	_____
• Place	on a _____	on a _____
• Order of quotes of some events from the book	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F	
(The first box has been done as an example. Match and order the correct quotes for each book.)	A. "They are thieves. I'm on a pirate ship!" B. Our boat tossed and turned. C. We stayed on an island and had exciting adventures. D. The pirates robbed the passengers. E. The captain found a good place to bury the treasure. F. "It took us a long time before we landed on an island."	

**END OF PAPER**

Please do not write in the margin.



# Using more than 1 QA booklet

- If there is not enough space for students to answer a question, invigilators can provide an extra QA booklet of the **same sub-paper** to the students
- Do **NOT stick barcode labels on the 2nd QA booklet** but ask the students to fill in their respective school code, class name and class number on the cover page





# Using more than 1 QA booklet

- Staple two QA booklets together
- HKEAA will process these QA booklets separately



# Using more than 1 QA booklet

- Invigilators should ensure the number of scripts is the same as the number of students taking the assessment but NOT the number of QA booklets collected when completing the cover of the envelope and Students' Attendance Record

A photograph of a QA booklet cover. The cover is white with black text. At the top, it lists subjects: English (Listening), English (Reading & Writing), and Mathematics. Below this, there is a section for '別安排學生) (QA Booklets requiring...)' with a handwritten number '32' in a box. A large blue arrow points to the number '32'. At the bottom, there is a '日期 Date' field with the handwritten date '17/6/09'.

# Collection of Assessment Materials

- 20 or 21 June 2013
- AM schools: 9:00 am to 1:00 pm
- PM schools: 1:00 pm to 5:00 pm
- Whole-day schools: 9:00 am – 3:30 pm



# Bad Weather Arrangements

- Delivery of assessment materials will be postponed to 17 June 2013
- Assessment will be rescheduled to 21 June 2013
- Collection of assessment materials will be postponed to 24 June 2013



# Frequently Asked Questions



- How should I handle the barcode labels for absentees/drop-out students during the Written Assessments?

**In order to ensure not to distribute them to other students by mistake, it is recommended that these barcode labels be taken out from those for the whole class before the assessments**



# Frequently Asked Questions



- Why no special CDs with all questions and options read aloud for Chinese Listening Assessment will be provided for P.3 NCS students?

**In existing P.3 Chinese Listening Assessment, all questions and options are read in the CD**

***[refer to “Guidelines on Selecting Special Arrangements”]***



# Frequently Asked Questions



- What should I do if a student vomit during the assessment?

**The invigilator should replace the dirty QA booklet with a surplus QA booklet. Use the same sub-papers if possible. The dirty QA booklet is required to be kept in a separate envelope before being put into the Envelope E. If the student is finally treated as “absent”, enter the info clearly on the Students’ Attendance Record. The invigilator should also record the incident on the *Assessment Summary for Written Assessments***



**Thank you!**

