TSA 2016
Briefing Session on
Oral, CAV & Written Assessments
(Primary Schools)

21 April 2016

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

時間	項目	講者
14:30 – 14:35	**致歡迎詞**	**林玲芝博士** 香港考試及評核局 教育評核服務部總經理
14:35 – 15:10	**說話及視聽資訊評估行政安排**	**謝子慧女士** 香港考試及評核局 系統評估行政組經理
15:10 – 15:20	小休	
15:20 – 16:00	**紙筆評估行政安排**	**謝子慧女士** 香港考試及評核局 系統評估行政組經理
16:00 – 16:30	**答問時間**	台上各講者及 **羅慧基博士** 香港考試及評核局 國際及專業考試部總經理 **賴文清女士** 香港考試及評核局 教育評核服務部經理（中文） **劉善儀博士** 香港考試及評核局 教育評核服務部經理（英文） **馬健慶先生** 香港考試及評核局 教育評核服務部經理（數學）

General Reminder

- Deputy Assessment Administration Supervisor as a backup

- Written notification to parents on assessment timetable and contingency arrangements

- Schools can still submit changes on bank account information or student data <u>online by 9 May 2016</u>

General Reminder

- Carry your **mobile phone** during the conduct of assessments and check it regularly so that incoming calls from the HKEAA will not be missed

- Assessment Administration Assistants are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission of the HKEAA
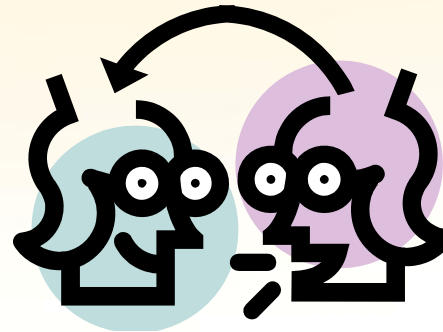
General Reminder

- In case of emergency, schools should report to the TSA Administration Team either at **3628 8181** or **3628 8191** immediately

- Schools may also call EDB 24-hour hotline 2891 0088 for any school closure announcement under bad weather condition

Oral & CAV Assessments
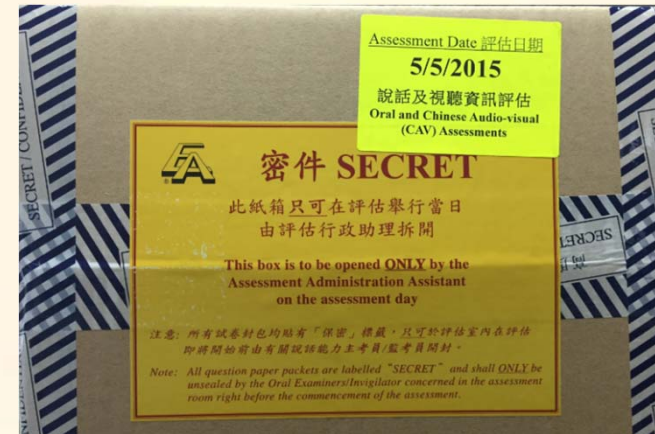
Delivery of Assessment Materials

- is appointed
- 28 Apr (P.3) / 6 May (P.6)
- AM schools: 8:00 am to 1:00 pm
- PM schools: 1:00 pm to 5:00 pm
- Whole-day schools: 8:00 am – 3:30 pm
- To be received by the Assessment Administration Supervisor (AAS)
- An **SMS reminder** will be sent to AAS

Keep the box INTACT

Delivery of Assessment Materials

- The **assessment date** is given on the SECRET label of the carton

- Write down the total number of cartons received on the courier's receipt acknowledgement

- Ensure that the school name and school code shown on the carton box of assessment materials are *fully accurate*

Delivery of Assessment Materials

Call HKEAA if:

1. the materials of another school is received (Read the label only, do NOT open the cartons)

2. the materials have not arrived during the specified time

3. any carton is damaged or has been unsealed

Delivery of Assessment Materials

If <u>EDB</u> announces that schools are to be closed due to bad weather or whatever reasons, the delivery will be postponed to

<u>P3: 29 April 2016</u>

<u>P6: 9 May 2016</u>

Pre-assessment Preparation

- Remind the students to bring their **student handbooks** on the assessment day
- Prepare 3 sets of student list for each class with Chinese names, English names, class name, class numbers and **the language to be used in the Chinese Oral Assessment** for each pair of Oral Examiners and AAA for attendance taking

Pre-assessment Preparation

- Arrange to turn down or turn off the **school bell** in order to minimize disturbance to the participating students

- Arrange a common **waiting area** to be close to and/or on the same floor as the two assessment rooms

Pre-assessment Preparation

- If a computer is to be used for playing the VCD in CAV Assessment, 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

Work of AAS & AAA

- Instructions to AAA in the Quick Guide Part 5a & 5b
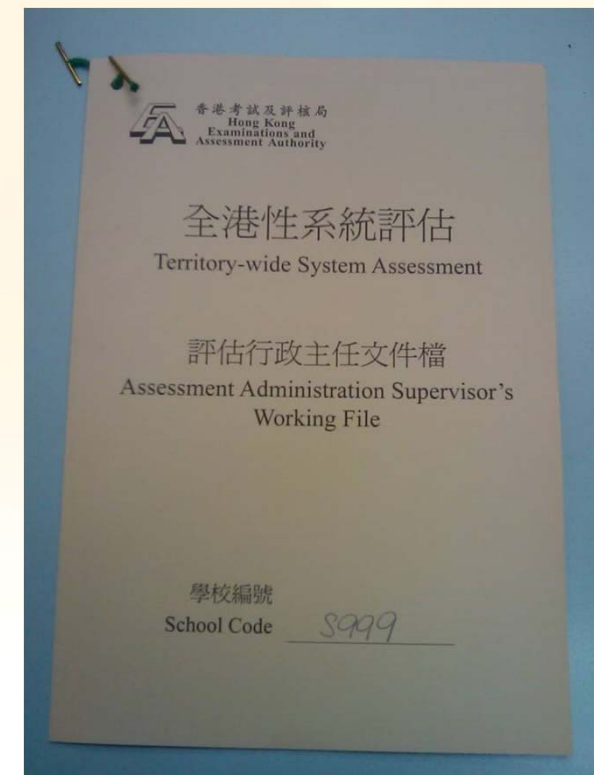
十、 評估行政主任與評估行政助理的分工

評估進行前	
評估行政助理	*評估行政主任*
▪ 檢查及開啓評估物料紙箱 ▪ 分發評估物料予評估行政主任及說話能力主考員 ▪ 開啓「學生抽樣名單」信封及分發名單予評估行政主任及說話能力主考員 ▪ 檢查評估室已佈置妥當	▪ 完成佈置評估室及安排等候區 ▪ 向說話能力主考員及評估行政助理提供學生名單 ▪ 安排 2 名學校職員負責帶領被選中的學生參與評估
小學視聽資訊評估進行後	

AAS's Working File

- Checklist for AAS
- Irregularity Report
- AAA's Attendance Record
- 1 copy of bilingual Instructions for NCS students taking CAV

Student Sample List

- All WS0, WS3-WS7 students are not included in the Student Sample List

- If any WS0, WS3-WS7 students are still found on the Student Sample List, AAS can replace them with the students on reserve and report to the Oral Examiners via AAA

- The Student Sample List is generated from the school data submitted as at 8 April 16

Student Sample List

香港考試及評核局　20XX年全港性系統評估(小學)
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

Territory-wide System Assessment 20XX (Primary Schools)

TSA/P

說話評估抽樣編號名單　Oral Assessment - Student Sample List

學校編號(School Code)：　P999
學校名稱(School Name)：　甲乙丙學校(WD)
　　　　　　　　　　　　ABC SCHOOL(WD)

班別(Class)：　3A

項目Component / 班號Class No.	中文科			English	班號 Class No.
	視聽資訊	看圖說故事	小組交談	Individual Assessment	
01*				Reserve	01*
02*	正選				02*
03	正選	(後備)			03
04					04
05	正選				05
06*		正選B			06*
07	(後備)				07
08				Selected	08
09	正選				09
10		正選A			10

Select the lowest class no. along the appropriate column of the same class

* WS1 students – they have to participate in the Chinese Oral & CAV Assessments if selected

Time of Assessment

- All schools should start the assessment at 8:45 am (AM session and whole-day schools) / 1:45 pm (PM session schools)
- A flexibility of no more than 15 minutes is allowed
- Conduct **CAV Assessment first** and then Chinese and English Oral Assessments in parallel

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Support to NCS Students in CAV

- 1 copy of bilingual (Chinese and English) instructions for CAV paper will be provided to all schools

- AAS can photocopy the instructions for use by any WS1 student if selected

Support to NCS (WS1) Students in CAV

Support to NCS (WS1) Students in CAV

- For **CAV**, two special VCDs, with all questions and options read aloud, will be provided to schools with WS1 students

- Schools MAY choose to **use the special VCD** or not. <u>If they choose to do so, the NCS students will have to take the assessment separately</u> in another classroom or computer room

After CAV Assessment

- The Chinese Oral Examiners should return 2 envelopes with all CAV scripts and surplus materials right after the CAV Assessment

- Verify and sign on the "Assessment Summary for CAV Assessment"

- Mark "**Defective VCD**" or "**VCD with Wrong Content**" on the VCD envelope if the given VCD is found defective or problematic content wise

- Return the problematic VCD together with the Irregularity Report to the HKEAA for follow-up actions

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Support to NCS (WS1) in Oral

NEW

- Bilingual (Chinese and English) instructions for **Chinese Oral** will be provided to NCS students by Oral Examiner

供非華語學生使用
For Non-Chinese Speaking Students

6 C S P

教育局
20XX 年 全港性系統評估
小學六年級 中國語文
說話評估－口頭報告

Education Bureau
Territory-Wide System Assessment 20XX
Primary 6 Chinese Language
Speaking –Oral Presentation

學生須知：
1. 準備時間為三分鐘。
2. 細心閱讀題目，然後根據題目的要求作口頭報告，限時一分鐘。

Instructions:
1. You have **3 minutes** for preparation.
2. Read the question carefully. Do your presentation in **1 minute** based on the information provided.

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此表格資料由說話能力主考員填寫，評估行政主任確認
Information to be filled in by Oral Examiners and endorsed by Assessment Administration Supervisor

（格內填上「✓」號）
a "✓" in the appropriate box)

20__
Ter__

(Secondary Schools)

說話評估總結表
Assessment Summary for Oral Assessments

學校名稱 Name of School:	ABC School		學校編號 School Code:	999
科目* Subject*:	中文科說話評估 Chinese Oral Assessment	英文科說話評估 (English Oral Assessment)	日期 Date:	2/4
參與學生人數 No. of Students Participated:	24			

*請圈起適用者
*Please circle where appropriate

參與學生（包括補替學生）
Students Participated (including replacement students)

班別 Class	學號 Class Numbers	班別 Class	學號 Class Numbers	班別 Class	學號 Class Numbers
3A	1 / 5 / 8 / 11	3B	19 / 32 / /	3D	2 / 5 / 19 / 30
3A	17 / 21 / /	3C	6 / 7 / 12 / 15	3D	32 / 38 / /
3B	5 / 9 / 10 / 15	3C	19 / 21 / /		/ / /

缺席學生（如適用）
Absentees (if applicable)

學生雖被選中，但由於以下原因，未能參與評估：
List of originally selected students who did not participate in the assessment for the reasons given below:

A 身體不適或缺席
Sick or absent

B 未能出示任何身份證明文件（如手冊、學生證、學校正式文件等）
Unable to produce any identification documents (e.g. handbooks, student cards, official school document, etc.)

C 其他（請簡述原因）
Others (Please briefly give reasons.)

缺席學生班別/班號 Class/Class No. of Absentee	未能參與之原因（請在適當方格內填上「✓」號） Reason for not participating (Please put a "✓" in the appropriate box)
3B / 30	☑A ☐B ☐C 原因：_____
	☐A ☐B ☐C 原因：_____
	☐A ☐B ☐C 原因：_____
	☐A ☐B ☐C 原因：_____
	☐A ☐B ☐C 原因：_____

↳ 請轉後頁
Please turn overleaf

☐A ☐B ☐C 原因：_____	
☐A ☐B ☐C 原因：_____	
☐A ☐B ☐C 原因：_____	
☐A ☐B ☐C 原因：_____	
☐A ☐B ☐C 原因：_____	
☐A ☐B ☐C 原因：_____	
☐A ☐B ☐C 原因：_____	
☐A ☐B ☐C 原因：_____	

評估時發生的其他特別事故
Other Irregularities Occurred during the Assessment Session

說話能力主考員 1 姓名: Name of Oral Examiner 1:	CHAN TAI MAN
說話能力主考員 2 姓名: Name of Oral Examiner 2:	TO YING TIN
評估行政主任姓名: Name of Assessment Administration Supervisor:	AU AN SING

簽署:
Signature:

Signature of AAS

Rating AAA

- Rate AAA from 1 (the lowest) to 10 (the highest) and provide comments on the AAA's Attendance Record

- If the rating is lower than 4, the HKEAA will consider NOT to appoint the concerned AAA in the future

由評估行政主任填寫 Completed by Assessment Administration Supervisor:

對評估行政助理的評分 Rating to AAA	10	9	8	7	6	5	4*	3	2	1
	非常滿意 Excellent				一般 Acceptable				十分不滿意 Unacceptable	

其他意見 (如有需要)
AAS's Remarks (optional)   : _____

Contingency Arrangement

If <u>EDB</u> announces that schools are to be closed in the **<u>morning</u>**:

<u>All assessments of the whole day</u> will be rescheduled to **6 May(P.3) / 13 May(P.6)**

Collection of assessment materials will be postponed to 9 May (P.3) / 16 May (P.6)

Contingency Arrangement

If <u>EDB</u> announces schools are to be closed in the **<u>afternoon</u>**:

The **<u>PM</u>** assessments of the day will be rescheduled to

the **<u>PM</u>** of **6 May (P.3) / 13 May (P.6)**

Collection of assessment materials will be postponed to 9 May (P.3) / 16 May (P.6)

Frequently Asked Questions

- Why a Deputy AAS as a backup is necessary?

  In case the designated AAS is unable to fulfill his/her responsibilities on the assessment day, there will be a Deputy AAS to take up his/her role.

Frequently Asked Questions

- If a selected student is absent, which student can be chosen for the Oral Assessment?

  If a selected student is absent, s/he can be replaced by a student marked as "Reserve" on the Student Sample List. The replacement should start from the lowest class number of the same class of the specified component. *[refer to slide 17]*

Thank you!