

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

21 April 2016

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 [online by 9 May 2016](#)



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



Written Assessments



Reminder – Written Assessments

- Barcode labels are generated from the school data submitted as at **8 Apr 2016**
- Invigilators' Handbook for use at the Written Assessments will be delivered via the BCA Website and from the courier on **30 May 2016**
- AAS should distribute the Invigilators' Handbooks to concerned teachers before the assessment (by **3 June 2016** 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 during the assessment sessions



The **assessment timetable** will be included in the Invigilators' Handbook ³³

Reminder – Written Assessments

- Check that detailed information (e.g. class name, class number, type of incident, affected paper code, incident duration...etc.) about **the irregularities** which took place in the classroom, if any, has been reported on the *Assessment Summary for Written Assessments*



Reminder – Written Assessments

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



Delivery of Assessment Materials

NEW

-  “UC Asia” is appointed
- On 10 June 2016
- 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
- An **SMS reminder** will be sent to AAS
- Same receipt procedures as Oral Assessments

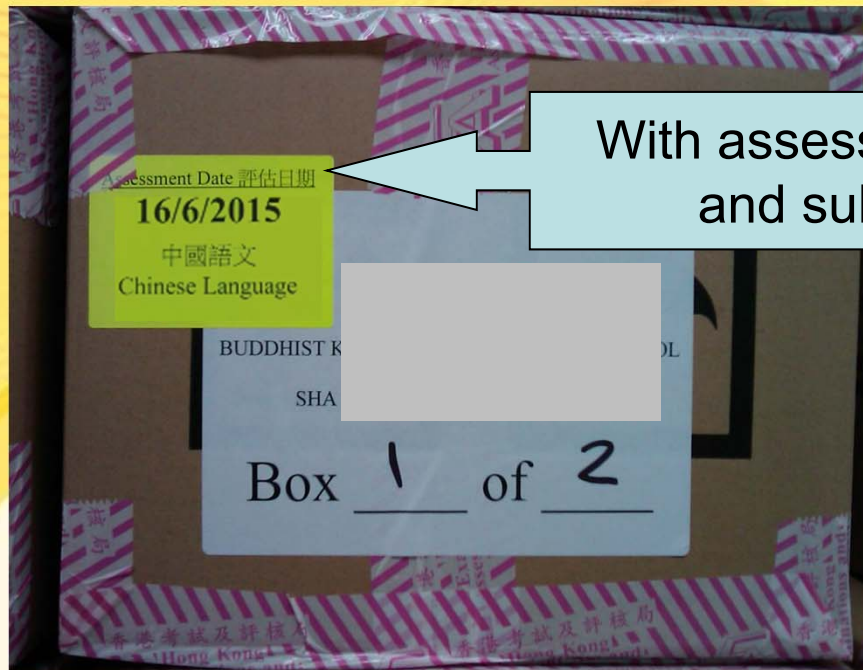


Delivery of Assessment Materials

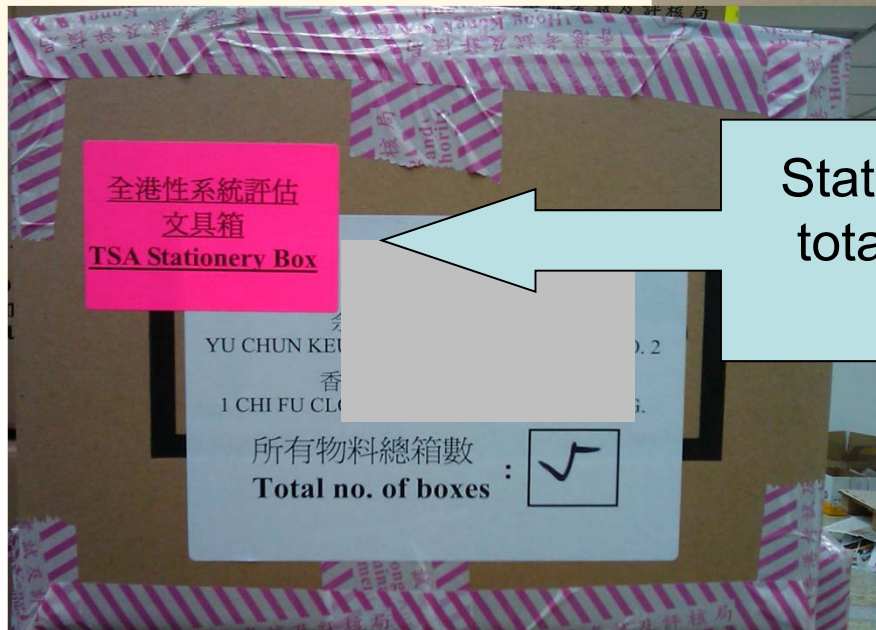
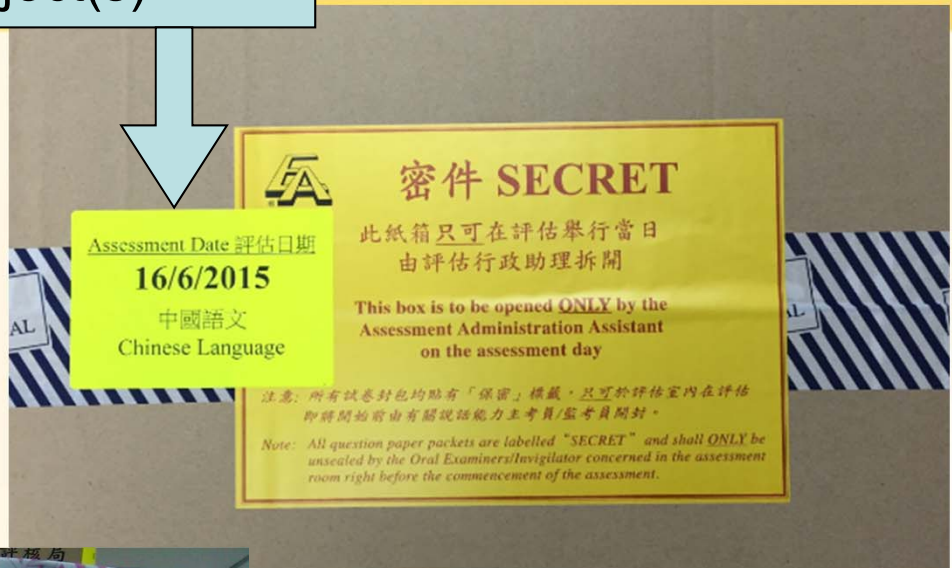
- The **assessment date** is given on the SECRET label of all cartons
- Write down the total number of cartons received on the courier's receipt acknowledgement
- Ensure that (1) the total number of cartons received is ***exactly the same*** as the number indicated on the Stationery Box; and (2) the 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)
- All schools **must** follow the assessment timetables given in the Quick Guide Part 5B – Instructions to AAS
- Students with special needs may start earlier
- 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 Reading & Writing Assessments
- The AAA should patrol outside the assessment rooms at least once in every 40 minutes to support the Invigilators when necessary



Listening Assessments

- 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 or 36288191 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) from 30 May 2016 (NOT required to be printed out for use on the assessment days)
- Checklists are generated according to the class list submitted as at 9 May 2016



Checklists for Written Assessments

- Question-answer Booklets Quantity Checklist

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

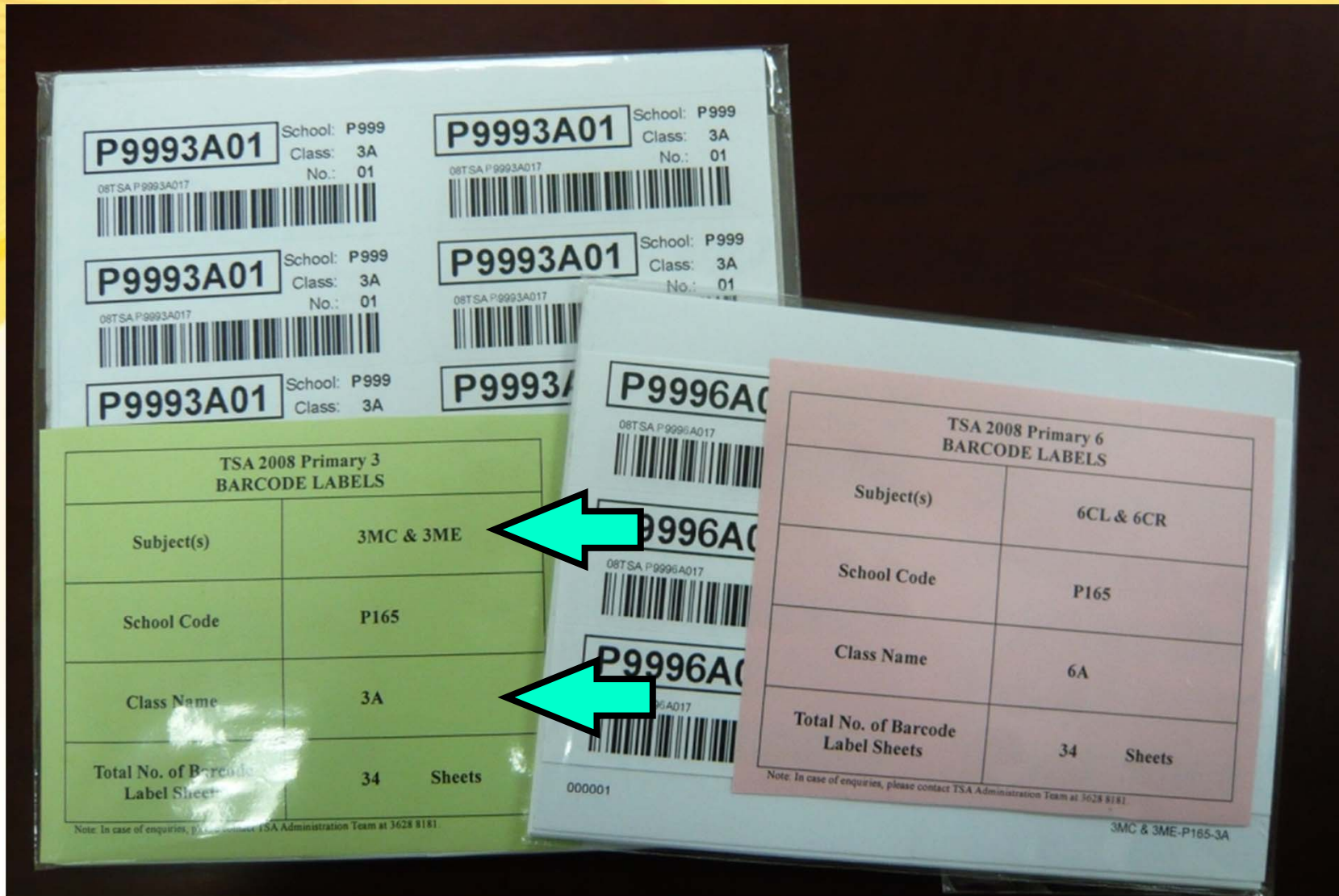
Question-answer Booklets Quantity Checklist

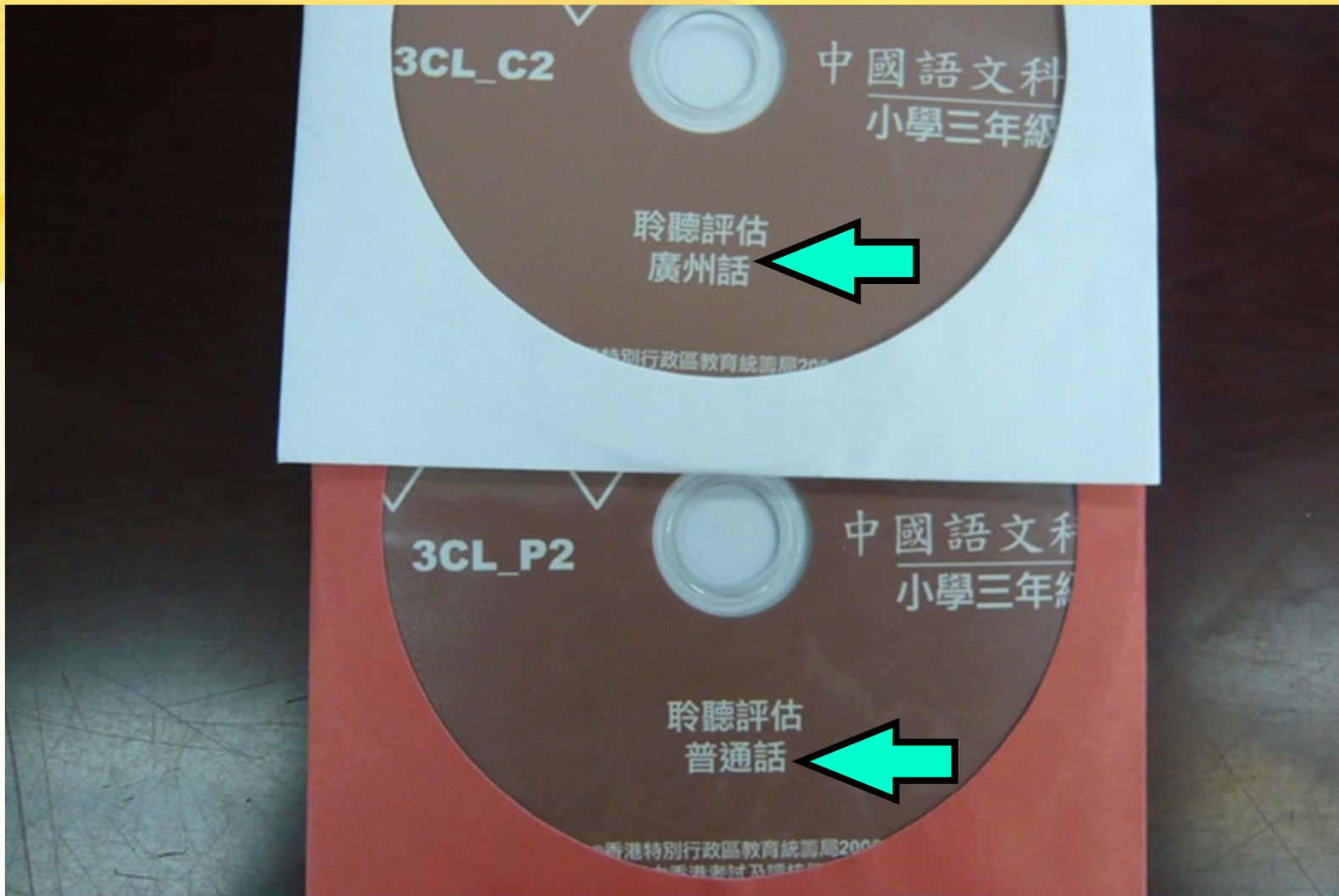
學校名稱 甲乙丙學校(全日) 學校編號 P999 級別 小三
 Name of School: ABC SCHOOL(WD) School Code: Level: P3

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	班別 Class	學生人數 Entries	包數 No. of packets		總卷數 Total copies
						@12	@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
19/06/2012	Chinese Language 中國語文	Writing 寫作	3CW1	3A	17	2	0	24
				3B	23	0	1	36
				3C	35	1	1	48



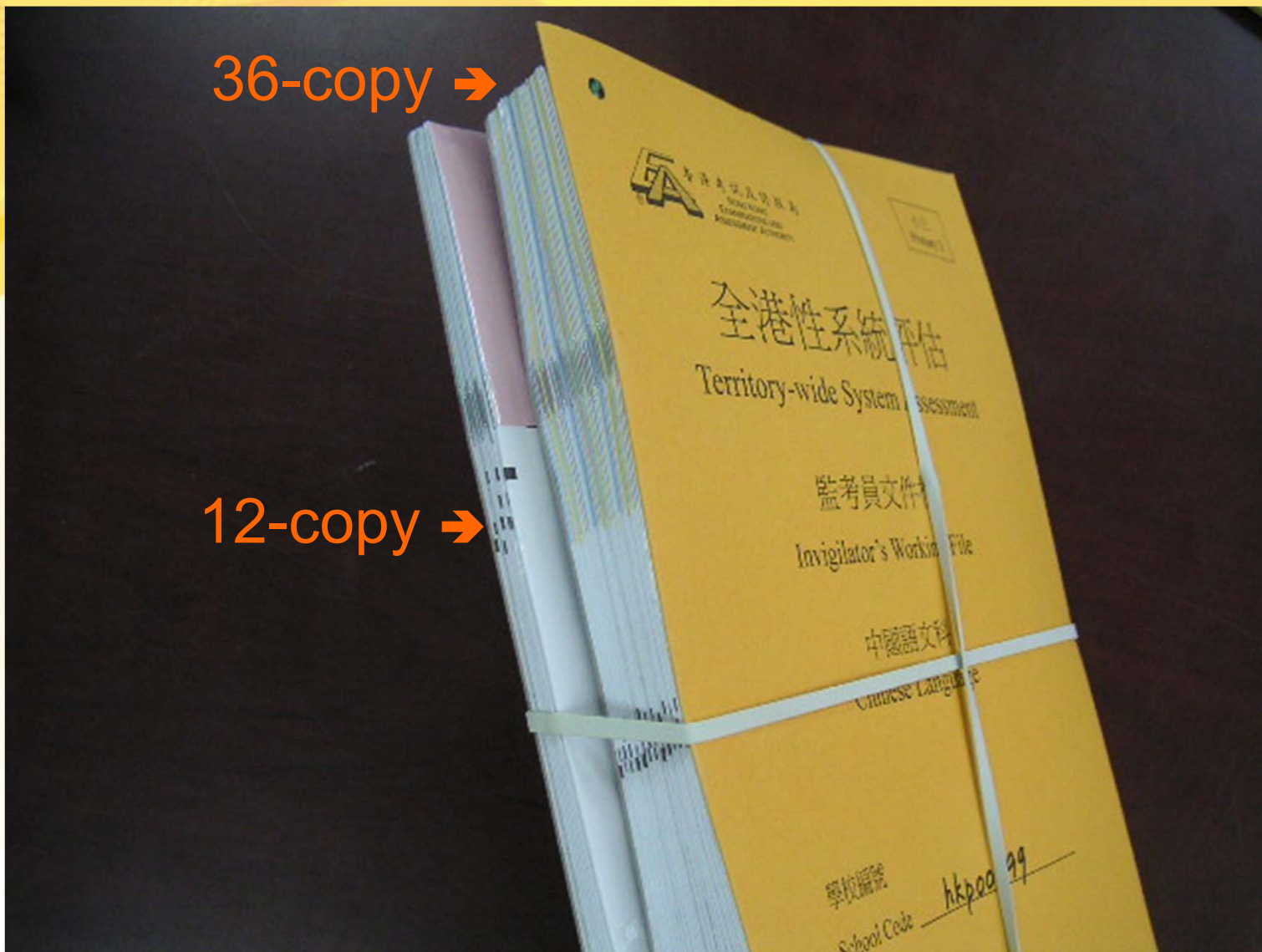






36-copy →

12-copy →



Checklists for Written Assessments

● 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 the assessments with more than one sub-paper
- 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-paper



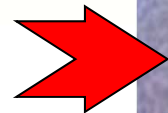
Special Arrangements – WS6

- 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 the assessments with more than one sub-paper
- 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)

- 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.

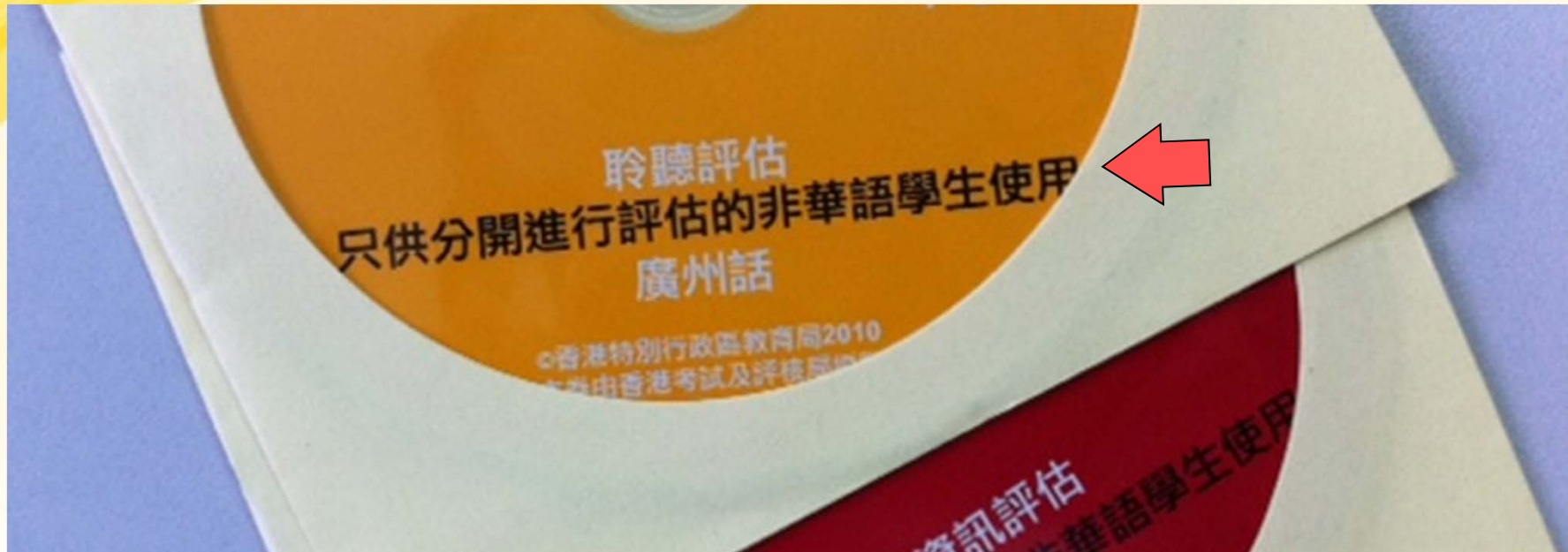


Support to NCS (WS1)

- **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)

- Enhanced instruction on answering questions for **Chinese Reading** will be provided to schools with NCS students



3 C R 1

只供分開進行評估
非華語學生的監考員使用

教育局
20XX年 全港性系統評估
小學三年級 中國語文
閱讀評估
「增潤作答指引」

為了讓非華語學生掌握閱讀評估的作答要求，請監考員在評估前向分開進行評估的非華語學生讀出以下指引：

	答題簿頁碼
這是閱讀卷，卷別是 3CRI 。同學必須閱讀所有篇章和題目，並回答全部問題。	第一頁
這是篇章一。	第二頁
第 1 題是填充題。請從文中第一段至第二段找出適當的詞語，並寫在橫線上。	第三頁
第 2 題是填充題。請從文中第三段至第四段找出適當的詞語，並寫在橫線上。	第三頁
第 3 題是排序題。請根據篇章內容，在方格內填寫英文字母。	第三頁
第 4 題和第 5 題是四選一的選擇題，請選擇一個答案。	第四頁
第 6 題和第 7 題是四選一的選擇題，請選擇一個答案。	第五頁
第 8 題是四選一的選擇題，請選擇一個答案。	第六頁
第 9 題是排序題。請根據篇章內容，在方格內填寫英文字母。	第六頁
第 10 題是五選二的選擇題，請選擇一個答案。	第七頁
這是篇章二。	第八頁
第 11 題是填充題。請從文中第一段至第二段找出適當的詞語，並寫在橫線上。	第九頁
第 12 題是填充題。請從文中第四段至第五段找出適當的詞語，並寫在橫線上。	第九頁
第 13 題是四選一的選擇題，請選擇一個答案。	第九頁
第 14 題是排序題。請根據篇章內容，在方格內填寫英文字母。	第十頁
第 15 題和第 16 題是四選一的選擇題，請選擇一個答案。	第十一頁
第 17 題是短答題。請根據篇章內容，在橫線上填寫答案。	第十一頁
第 18 題是五選二的選擇題，請選擇一個答案。	第十二頁
第 19 題是四選一的選擇題，請選擇一個答案。	第十二頁
第 20 題是短答題。請根據篇章內容，把答案填在適當的位置上。	第十三頁
這是實用文。	第十四頁
第 21 題是短答題。請根據篇章內容，在橫線上填寫答案。	第十五頁
第 22 題和第 23 題是四選一的選擇題，請選擇一個答案。	第十五頁

Support to NCS (WS1)

- If schools decide to read aloud the enhanced instruction on answering questions to NCS students, they will have to take the Chinese Reading 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 29 May (ONLY for schools with NCS students)
- One copy of that Instructions to Invigilators will be also provided in the AAS's Working File for reference (ONLY for schools with NCS students)



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



English (Listening)
English (Reading & Writing)
Mathematics

別安排學生)
QA Booklets
quiring

日期
Date : 17/6/09

Other Irregularities



- Invigilators may make reference to the video or part “***F. Irregularities***” of the Guidance Notes for Invigilators for details

處理評估異常事項的程序



Collection of Assessment Materials

- 16 June 2016
- 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



Bad Weather Arrangements

- Delivery of assessment materials will be postponed to 13 June 2016
- Assessment will be rescheduled to 17 June 2016
- Collection of assessment materials will be postponed to 17 June 2016



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*



Frequently Asked Questions

- Why is there a student shown on Students' Attendance Record but no corresponding barcode labels are provided?

Barcode labels are generated from the school data submitted as at 8 Apr 2016 but checklists for Written Assessments are created based on the class list submitted as at 9 May 2016. *[refer to slides 33 and 44]*



Frequently Asked Questions

- Who can be appointed as Invigilators of the Written Assessments?

Schools have full discretion to appoint any of their teaching staff or the Principal (except the AAS and DAAS) to be Invigilators. It is the recommendation of the HKEAA for schools to give priority to the current P.3/P.6 teachers, but these teachers are NOT permitted to invigilate their own subject classes. *[refer to slide*



Frequently Asked Questions

- Can time adjustment can be provided for the students who need to go to toilet, leave the classroom because of illness or arrive late?

Students may go to the toilet/leave the classroom if needed. Also, students arriving within the first half of the assessment session can be admitted to the classroom. However, NO extra time will be given to compensate for the time lost.



Thank you!

