

Basic Competency Assessment Research Study 2017 (Primary 3)

Territory-wide System Assessment 2017 (Primary 6)

Briefing Session on Oral, CAV & Written Assessments

11 April 2017



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

時間	項目	講者
14:30 – 14:45	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
14:45 – 15:15	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
15:15 – 15:25	小休	
15:25 – 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） 張子偉先生 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 12 May 2017



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



Handling of Personal Data

- The personal data of students/teachers submitted by schools will be used by the HKEAA for **the delivery of assessment services**, and may be for **conducting educational researches and analysis in an anonymous format**. As such, they may be provided to the HKEAA's contractor/vendor (or their appointees) for delivery of processes which are not accomplished by the HKEAA, including but not limited to data punching and dispatch of assessment documents. The personal data submitted by schools will also be disclosed to the HKSAR Government, other organizations or relevant parties where such disclosure is authorized or required by law.

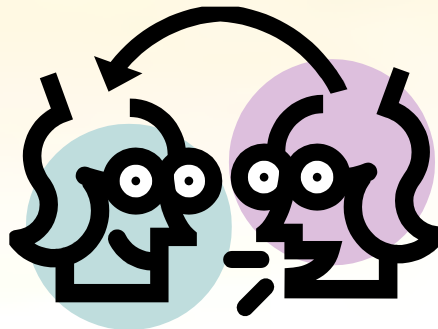


Handling of Personal Data

- The personal data of **students** is retained for up to six years, that of **nominated and appointed teachers** for seven years and that of **nominated but not appointed teachers** for two years. For all nominated teachers, when similar service is required by the Authority during the personal data retention period, their personal data may be transferred to the relevant units within the Authority for consideration. Thereafter, the forms together with all data and materials submitted by their respective schools in this connection will be disposed of unless there is a subsisting reason that obliges the Authority to retain the personal data for a longer period.



Oral & CAV Assessments



Delivery of Assessment Materials

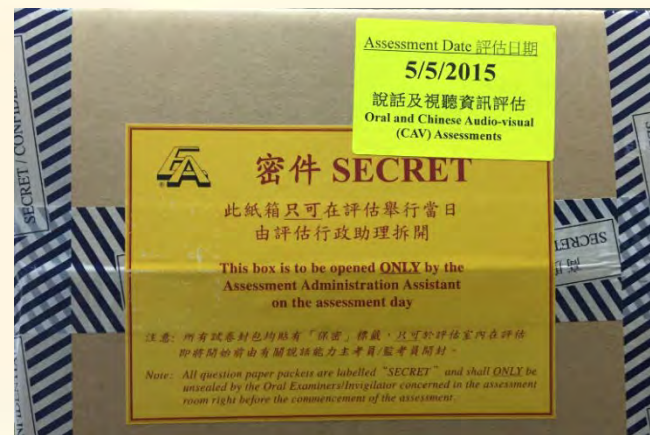


- is appointed
- 28 Apr (P.3) / 8 or 9 May (P.6)
- AM schools: 8:00 am to 1:00 pm
- PM schools: 1:00 pm to 5:00 pm
- Whole-day schools: 8:00 am – 3:30 pm
- To be received by the Assessment Administration Supervisor (AAS)
- An **SMS reminder** will be sent to AAS
- Keep the box INTACT



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 EDB announces that schools are to be closed due to bad weather or whatever reasons, the delivery will be postponed to

P3: 2 May 2017

P6: 10 May 2017



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

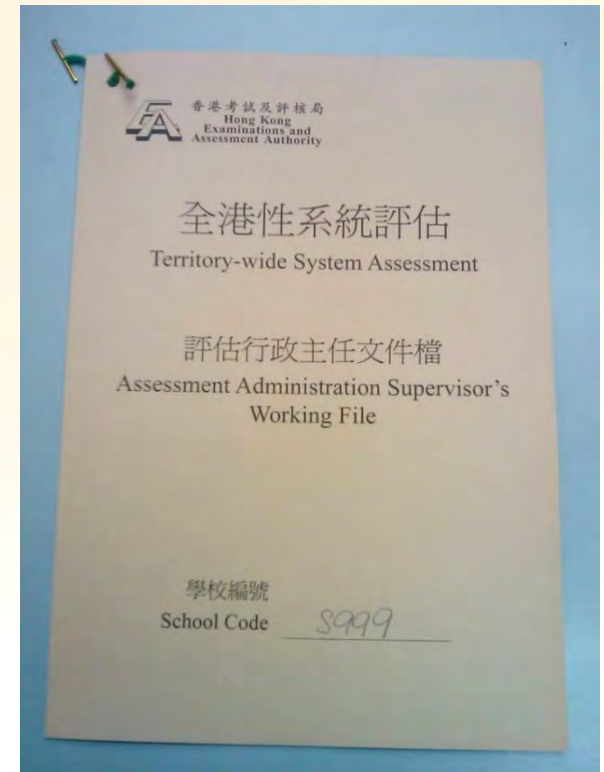
評估行政助理	評估行政主任
<ul style="list-style-type: none">▪ 檢查及開啓評估物料紙箱▪ 分發評估物料予評估行政主任及說話能力主考員▪ 開啓「學生抽樣名單」信封及分發名單予評估行政主任及說話能力主考員▪ 檢查評估室已佈置妥當	<ul style="list-style-type: none">▪ 完成佈置評估室及安排等候區▪ 向說話能力主考員及評估行政助理提供學生名單▪ 安排 2 名學校職員負責帶領被選中的學生參與評估

小學視聽資訊評估進行後



AAS's Working File

- Checklist for AAS
- Irregularity Report
- AAA's Attendance Record



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 20 Mar 17



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



Support to NCS (WS1) Students

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

<div>6 C A V 1</div>		<div>供非華語學生使用 For Non-Chinese Students</div>	
<div>教育局 20XX 年 全港性系統評估 小學六年級 中國語文 閱讀及聆聽——視聽資訊評估</div>		<div>Education Bureau Territory-wide System Assessment 20XX Primary 6 Chinese Language Reading & Listening — CAV</div>	
<div>學生須知： 1. 本卷共有 13 題，全部題目均須作答， 評估時限約 15 分鐘。 2. 必須在答題簿內的適當位置作答。</div>		<div>Instructions: 1. There are 13 questions in the Question-Answer Booklet. Answer all questions. Time allowed is about 15 minutes. 2. Write your answers in the spaces provided in the Question-Answer Booklet.</div>	

<div>供非華語學生使用 For Non-Chinese Speaking Students</div>		<div>6 C S P</div>	
<div>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</div>		<div>Education Bureau Territory-wide System Assessment 20XX Primary 6 Chinese Language Speaking — Oral Presentation</div>	
<div>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<u>一分鐘</u>。</div>		<div>Instructions: 1. You have 3 minutes for preparation. 2. Read the question carefully. Do your presentation in 1 minute based on the information provided.</div>	



Support to NCS (WS1) Students in 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. If they choose to do so, the NCS students will have to take the assessment separately 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



說話評估總結表

Assessment Summary for Oral Assessments

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

20
Ter

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:
參與學生人數 No. of Students Participated:	74		2/4

*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 / 1	3D	2 / 5 / 19 / 30
3A	17 / 21 / 1	3C	6 / 7 / 12 / 15	3D	32 / 38 / 1
3B	5 / 9 / 10 / 15	3C	19 / 21 / 1		/ / /

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:	
<p>A 身體不適或缺席 Sick or absent</p> <p>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.)</p> <p>C 其他 (請簡述原因) Others (Please briefly give reasons.)</p>	
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	<input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____

請轉後頁
Please turn overleaf

格內填上「✓」號)
in the appropriate box)

	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因: _____

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

Signature
of AAS

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:

簽署:
Signature:

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
非常滿意
Excellent

9

8

7

6

一般
Acceptable

5

4*

3

2

十分不滿意
Unacceptable

1

其他意見 (如有需要)
AAS's Remarks (optional)

:



Bad Weather Arrangement

If EDB announces that schools are to be closed in the morning:

All assessments of the whole day will be rescheduled to **9 May(P.3) / 16 May(P.6)**

Collection of assessment materials will be postponed to 9 May PM or 10 May (P.3) / 17 May (P.6)



Bad Weather Arrangement

If EDB announces schools are to be closed
in the afternoon:

The PM assessments of the day will be
rescheduled to

the PM of **9 May (P.3) / 16 May (P.6)**

Collection of assessment materials will be
postponed to 9 May PM or 10 May (P.3) /
17 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 19]*



Thank you!

