



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

# TSA 2019 Briefing Session on Oral, CAV & Written Assessments (Primary Schools)

11 April 2019




# What's New

- Written Assessments : *Slides 36 and 40*



# Reminder – Written Assessments

- Barcode labels are generated from the school data submitted as at **11 Apr 2019** 
- Invigilators' Handbook for use at the Written Assessments will be uploaded on the BCA Website and delivered by courier on **20 May 2019**
- AAS should distribute the Invigilators' Handbooks to concerned teachers before the assessment (by **4 June 2019**)



# Reminder – Written Assessments

- Teachers are NOT permitted to invigilate their own subject classes (*for schools with all P3/P6 students participating in TSA*)
- 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



# 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

- LF LOGISTICS is appointed 
- On 5 or 6 June 2019
- 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

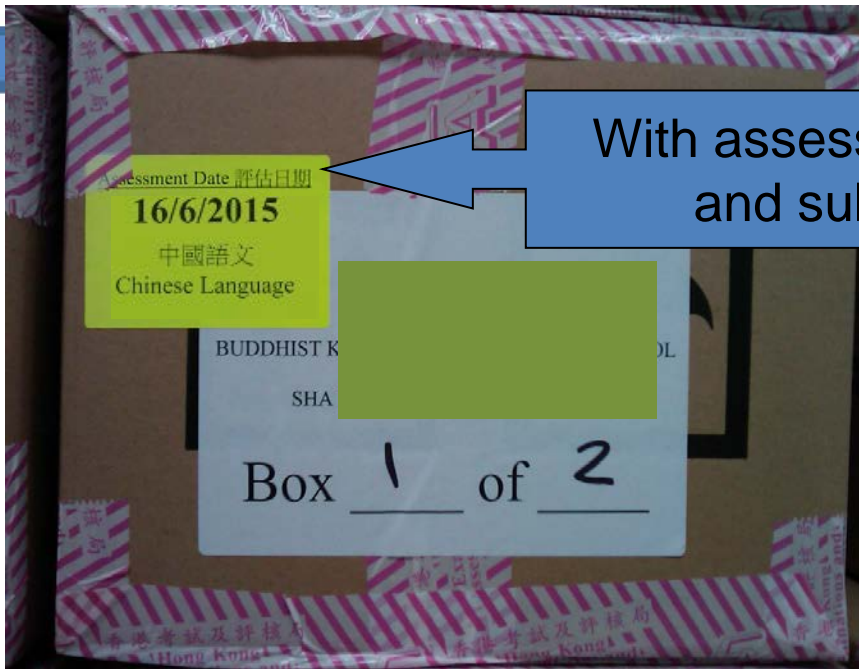


# Delivery of Assessment Materials

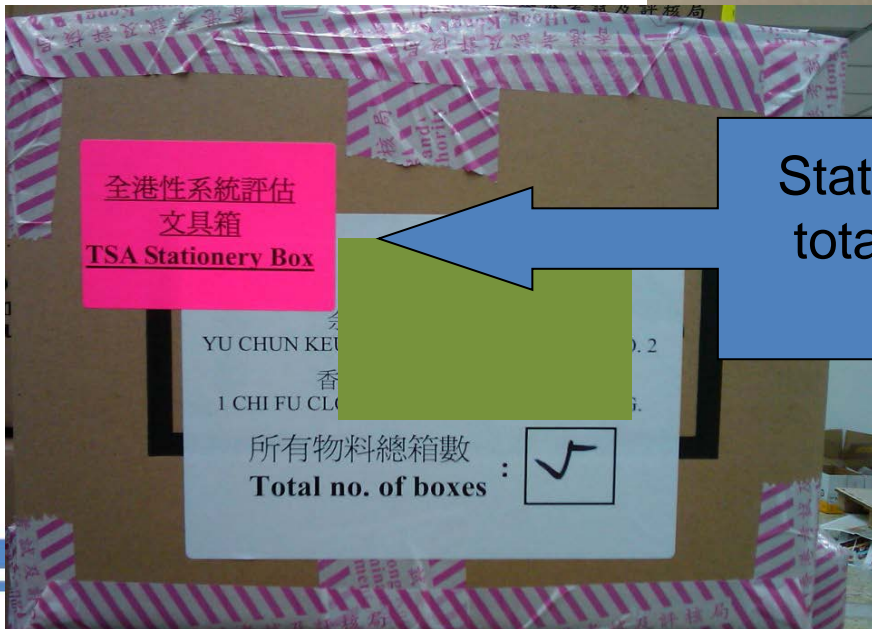
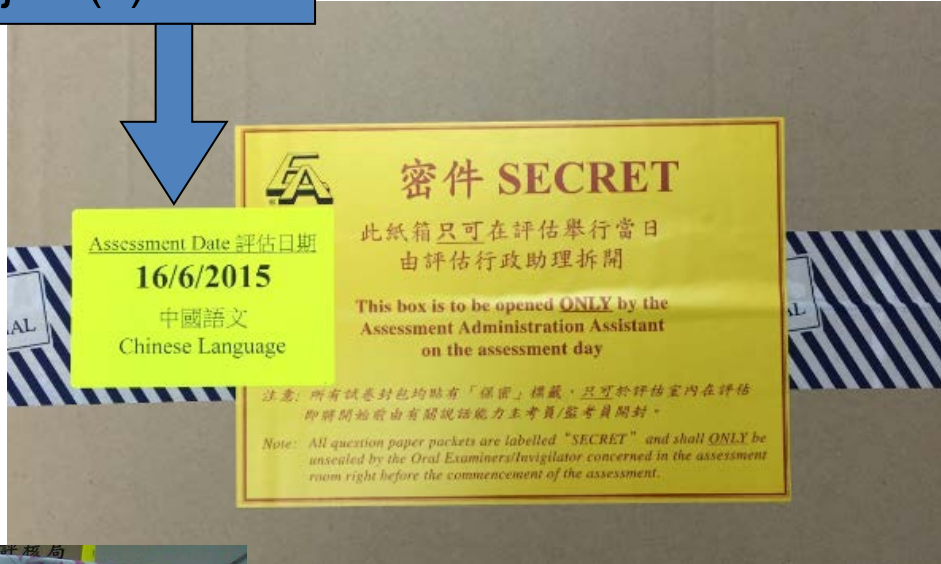
- The **assessment date** is given on the SECRET label of all cartons
- Write down the total number of cartons received on the courier's receipt acknowledgement
- Ensure that (1) the total number of cartons received is *exactly the same* as the number indicated on the Stationery Box; and (2) the school 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



# Student Sample List (On a Sampling Basis)

- P.3 students will be selected at random to participate in the **Written Assessments**. The class and class numbers of students selected will be listed in the Student Sample List of the Written Assessment
- Appoint school staff to arrange for the selected students to go to the assessment room



# Student Sample List (On a Sampling Basis)

- Arrange a room, a classroom, school hall or activity room that can accommodate 30 students to take the assessment
- If any selected P.3 student is absent, *it is NOT necessary to replace them by other students.*
- The Student Sample List is generated from the school data submitted as at 11 April 2019





# Student Sample List (On a Sampling Basis)

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

紙筆評估抽樣名單 (中文、英文及數學)  
Written Assessments – Student Sample List (Chinese, English and Mathematics)

學校編號 (School Code) : P999

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

班別 (Class)	班號 (Class No.)
3A	04
3A	05
3A	08
3A	12
3A	13
3A	16
3A	20
3A	24
3A	27
3A	29
3A	31
3A	33
3B	02
3B	06
3B	07





# Checklists for Written Assessments

- Schools can view the checklists (*except 1. the Students' Attendance Records and 2. the Question-answer Booklets Quantity Checklist for Special Arrangements – only for P3 Schools on a sampling basis*) from the BCA Website ([www.bca.hkeaa.edu.hk](http://www.bca.hkeaa.edu.hk)) from **31 May 2019** (**NOT required to be printed out for use on the assessment days**)
- Checklists are generated according to the class list submitted as at **10 May 2019**



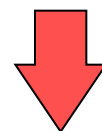
# Checklists for Written Assessments

- Question-answer Booklets Quantity Checklist (**P.6 and all P.3 students**)

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



# Checklists for Written Assessments

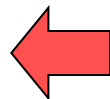
- Question-answer Booklets Quantity Checklist (**on a sampling basis**)

2019年全港性系統評估 (小學) Territory-wide System Assessment 2019 (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	
日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	包數 No. of packets		總卷數 Total copies					
				@12	@36						
11/06/2019	Chinese Language 中國語文	Reading 閱讀	3CR1/3CR2/3CR3/3CR4	1	1	48					
11/06/2019	Chinese Language 中國語文	Listening 聆聽	3CL1 (Cantonese) (*CD) 3CL1 (Putonghua) (*CD)	2 2	0 0	24 24					
11/06/2019	Chinese Language 中國語文	Writing 寫作	3CW1/3CW2	1	1	48					
12/06/2019	English Language 英國語文	Reading & Writing 閱讀和寫作	3ERW1/3ERW2/3ERW3	1	1	48					
12/06/2019	English Language 英國語文	Listening 聆聽	3EL1 (*CD)	1	1	48					
12/06/2019	Mathematics 數學	Chinese Version 中文版	3MC1/3MC2/3MC3/3MC4 (Chinese) (*Rough work sheet)	2	0	24					





36-copy →

12-copy →





3CL\_C2

中國語文科  
小學三年級

聆聽評估  
廣州話



3CL\_P2

中國語文科  
小學三年級

聆聽評估  
普通話



**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** School: P999  
 Class: 3A

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

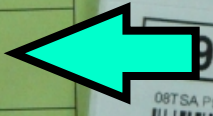
**P9996A01** School: P999  
 Class: 3A  
 No.: 01  
 08TSA P9996A017

**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



# 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





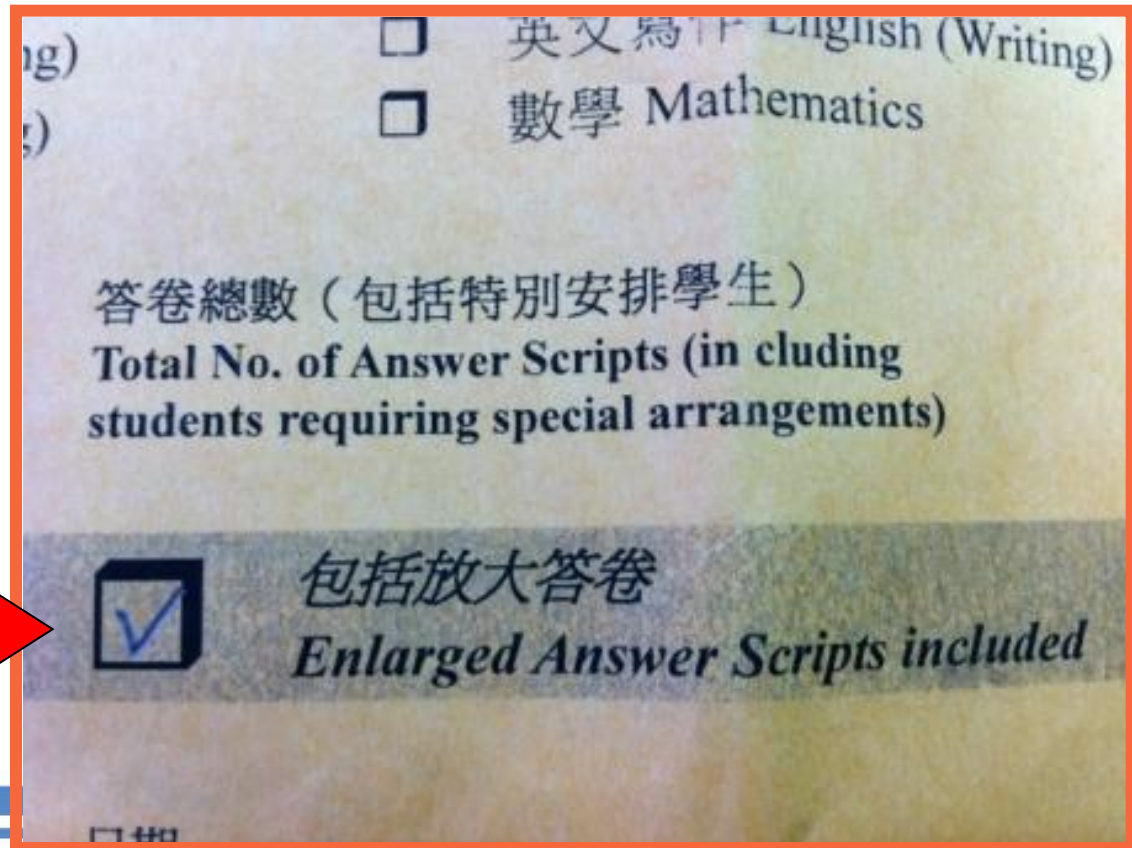
# Special Arrangements – WS6

- Students requiring enlarged question papers will be given **sub-paper 2** for the assessments with more than one sub-paper
- In **Listening Assessment**, 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
- A separate set of invigilation guideline will be provided in **Listening** for **students granted time extension**



# 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



6 C R 1

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

教育局  
20XX 年 全港性系統評估  
小學六年級 中國語文  
閱讀評估

Education Bureau  
Territory-wide System Assessment 20XX  
Primary 6 Chinese Language  
Reading

學生須知：

1. 在第 1、3 及 5 頁的適當位置貼上電腦條碼。
2. 本卷共有 xx 題，全部題目均須作答。
3. 評估時限為 30 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。

Instructions:

1. Stick barcode labels on pages 1, 3 and 5 in the spaces provided.
2. There are xx questions in the Question-Answer Booklet. Answer all questions.
3. Time allowed is 30 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.

作答說明：

Instructions for answering questions:

選擇題 - 選出正確的答案，並用 **HB 鉛筆** 把該選項的圓圈塗黑和塗滿。如：

Multiple Choice Questions - Use an **HB pencil** to blacken the circle next to the correct answer. For example:

例子(一)：

Example 1:

- A  
○ B  
○ C  
○ D
- (四選一) (4 options, choose 1)

例子(二)：

Example 2:

- A  
● B  
○ C  
● D  
○ E
- (五選二) (5 options, choose 2)

填充/短答題 - 在橫線上填寫答案

Fill in the blanks / Short Questions - Write your answers in the blanks provided.

學校編號  
School Code

■■■■

班別  
Class

6 ■■■

班號  
Class No.

■■■■

此格只許填寫一個大楷英文字母  
Write one capital letter in the box.

# 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.



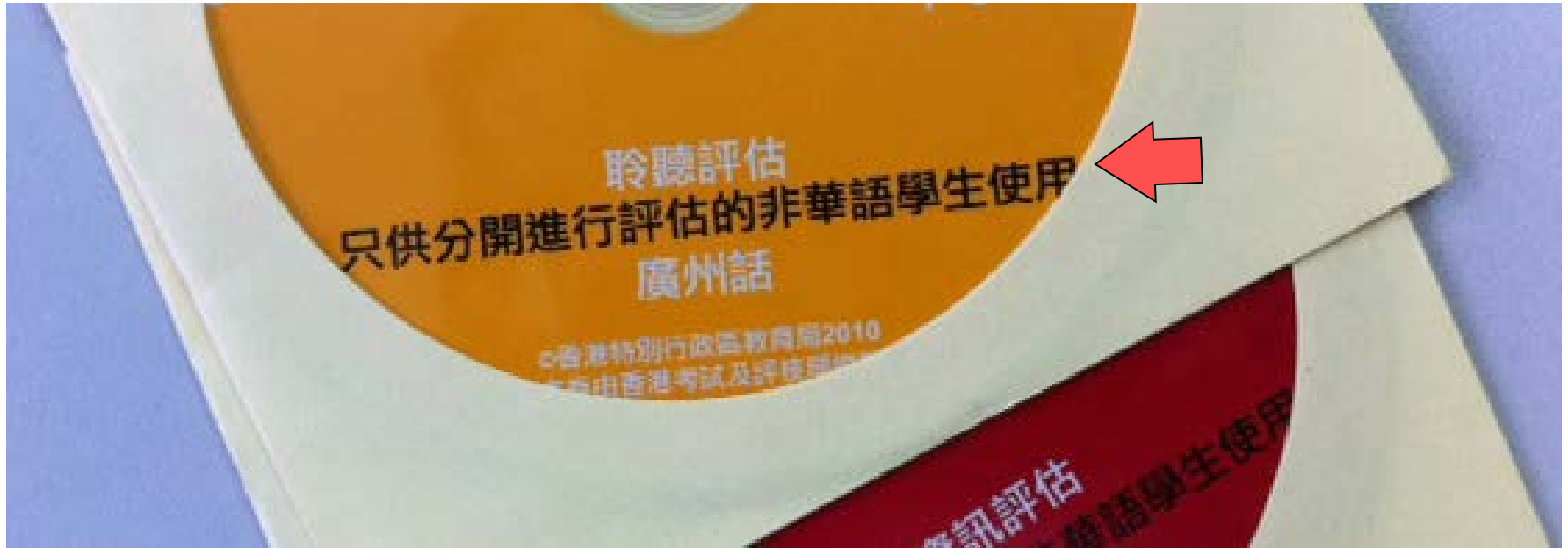


# Support to NCS (WS1)

- For **P.6 Chinese Listening**, two special CDs, with all questions and options read aloud, will be provided to schools with NCS (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 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 <b>3CRI</b> 。同學必須閱讀所有篇章和題目，並回答全部問題。 這是篇章一。	第一頁
第 <b>1</b> 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。	第二頁
第 <b>2</b> 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 <b>3</b> 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 <b>4</b> 題和第 <b>5</b> 題是四選一的選擇題，請選擇一個答案。	第四頁
第 <b>6</b> 題和第 <b>7</b> 題是四選一的選擇題，請選擇一個答案。	第五頁
第 <b>8</b> 題是四選一的選擇題，請選擇一個答案。	第六頁
第 <b>9</b> 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 <b>10</b> 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 <b>11</b> 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 <b>12</b> 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 <b>13</b> 題是四選一的選擇題，請選擇一個答案。	第九頁
第 <b>14</b> 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 <b>15</b> 題和第 <b>16</b> 題是四選一的選擇題，請選擇一個答案。	第十一頁
第 <b>17</b> 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 <b>18</b> 題是五選二的選擇題，請選擇一個答案。	第十二頁
第 <b>19</b> 題是四選一的選擇題，請選擇一個答案。	第十二頁
第 <b>20</b> 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 <b>21</b> 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 <b>22</b> 題和第 <b>23</b> 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 QP 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 20 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 and 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 Booklets Requiring' form. The form is titled 'QA Booklets Requiring' and lists subjects: English (Listening), English (Reading & Writing), and Mathematics. A box contains the handwritten number '32'. A blue arrow points to this box. Below the box, the date '17/6/09' is written. The form also includes the text '別安排學生)' and 'Date'.

# 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

- 13 or 14 June 2019
- 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 **10 June 2019**
- Assessment will be rescheduled to **14 June 2019**
- Collection of assessment materials will be postponed to **17 or 18 June 2019**



# Summary on the difference between Full participation and P.3 Sampling for Written Assessments

	P.6 and all P.3 students	P.3 on a sampling basis
Download and view checklists on the BCA website from 31 May 2019 onwards	All	<ul style="list-style-type: none"> <li>• Question-answer Booklets Quantity Checklist</li> <li>• Checklist of Students Requiring Special Arrangements if there are such students in your school</li> </ul>
<ol style="list-style-type: none"> <li>1. Question Papers and CDs</li> <li>2. Envelopes D and E</li> <li>3. Rough Work Sheets</li> <li>4. Students' Attendance Records</li> <li>5. Assessment Summary</li> </ol>	1 for each class each assessment paper	1 for each assessment paper
Invigilators' Working File	1 for each class each assessment session	1 for each assessment session
Student Sample List	N/A	Yes

# Summary on the difference between Full participation and P.3 Sampling for Written Assessments (con't)

	P.6 and all P.3 students	P.3 on a sampling basis
Identification checking by the AAA	N/A	Yes, before admitting students to the assessment room
Assessment Venue	Classrooms	A classroom, school hall or activity room that can accommodate 30 students
Invigilators	<ul style="list-style-type: none"> <li>• 1 for each class each assessment paper</li> <li>• Teachers are NOT permitted to invigilate their own subject classes</li> </ul>	<ul style="list-style-type: none"> <li>• 1 for each assessment paper</li> <li>• Any teaching staff can be appointed as the Invigilators</li> </ul>
Souvenirs to participated students	<ul style="list-style-type: none"> <li>• N/A for P.6</li> <li>• One for each subject for P.3</li> </ul>	One for each subject

# 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 11 Apr 2019 but checklists for Written Assessments are created based on the class list submitted as at 10 May 2019. *[refer to slides 36 and 50]***



# 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 37]**



# Frequently Asked Questions

- How should I handle the answer scripts for students granted exemption (e.g. WS3 or WS4) but subsequently attended the assessments?

**The worked QA booklets for those students should be put into the “Envelope for Surplus Materials”. They should be treated as absentees and the number of exempted students should be recorded on the “Students’ Attendance Record”.**



# Frequently Asked Questions

- Could invigilation guidelines for Listening assessments be provided for WS7 students granted time extension?

**A separate set of invigilation guideline will be provided in the packet of “Assessment materials for students requiring special arrangements”. *[refer to slide 61]***



# 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.**







香港考試及評核局  
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# Thank you!

