

檔號: TSA24/PS/2/001

校長先生/女士：

**2025、2026*及 2027 年全港性系統評估
招募考務人員**

香港考試及評核局（本局）受教育局委託施行小三、小六及中三級的中國語文科、英國語文科及數學科全港性系統評估。每年本局會聘請教師擔任全港性系統評估中不同職位的考務人員。以往本局只邀請校長提名教師擔任科目審題委員會委員，為擴大參與考務工作的人才庫，本局把校長提名教師出任考務人員延伸到擬題員、校對員、審核員及助理試卷主席（說話評估培訓）等職位，藉此招納更多符合資格的教師參與不同的考務工作。故此，本局誠意邀請校長提名 貴校教職員申請擔任以下考務人員職位：

- 擬題員、校對員、審核員、審題員及助理試卷主席（說話評估培訓）

有關上述各職位的申請資格、要求、職責、時間表、聘任通知和任職年期已於附件一中列出。

如閣下有意提名 貴校教師，請將所附的「全港性系統評估考務人員申請表」（連同附件）轉交有關教師。**每位獲提名的教師需填妥一份申請表，並於 2024 年 2 月 29 日或之前寄回本局**（地址：香港九龍新蒲崗太子道東 698 號寶光商業中心 9 樓 903-6 室）。

若申請者已達到聘任要求但未能於 2024 年 4 月 30 日或以前收到聘任通知，則作後備論。當上述職位出現空缺時，本部門的科目負責人將個別聯絡上述申請者。校長或教師如對上述申請有任何疑問，請致電熱線 3628 8188 與本局職員聯絡。

香港考試及評核局
教育評核服務部
主管
林玲芝博士

2023 年 12 月 6 日

備註: *自 2012 年起，小六全港性系統評估隔年舉行，即逢單數年舉行小六全港性系統評估，雙數年學校以自願形式參與。

6 December 2023

Dear Principal,

2025, 2026* & 2027 Territory-wide System Assessment (TSA)

Recruitment of Examination Personnel

The Hong Kong Examinations and Assessment Authority (HKEAA) has been commissioned by the Education Bureau to implement the TSA in each of the three subjects (Chinese Language, English Language and Mathematics) at P.3, P.6 and S.3 levels. Each year, the HKEAA appoints teachers for various posts of examination personnel (EP) in the TSA. Nominations by principals have been in place for the post of moderator over the recent few years. In order to expand the talent pool of the examination personnel, we extend school principals' nominations to the posts of setter, proofreader, assessor, and assistant examiner (Oral Examiner Trainer). Therefore, I cordially invite you to nominate any of your teaching staff member(s) to apply for the following post(s) for the TSA:

- Setter, Proofreader, Assessor, Moderator and Assistant Examiner (Oral Examiner Trainer)

Eligibility, requirements and duties for these posts as well as the schedule for the application, notification on appointment and serving period are set out in Annex 1.

If you intend to nominate your teacher(s), please forward the "Application Form for TSA Examination Personnel (application form)" (see attached) together with annexes to the staff member(s) nominated. I would be most grateful if the completed application form(s) (**each form to be completed by ONE applicant**) is/are returned to our office by mail (address: Unit 903-6, 9/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon, Hong Kong) **on or before 29 February 2024**.

Applicants who do not receive our recruitment notification after **30 April 2024** but have already met the requirements of the post(s) applied will be placed on the reserve list. They will be contacted individually by our subject staff members-in-charge when vacancies arise. Should principals or teachers have any queries concerning this matter, please contact our hotline at 3628 8188.

Thank you for your attention.

Dr Lam Ling-chi
Head, Education Assessment Services Division
Hong Kong Examinations and Assessment Authority

Note: *Since 2012, the P.6 Territory-wide System Assessment has been implemented in odd-numbered years. School participation has been on a voluntary basis in even-numbered years.

2025、2026[#]及 2027 年全港性系統評估
申請考務人員詳情

職位	經驗/申請要求	職責	時間表
擬題員*	<ul style="list-style-type: none"> 申請人須具備有關申請科目最少三年的教學經驗 具有公開評估/考試擬題經驗者將獲優先考慮 申請人必須提交若干試題樣本作為招募測試，詳情請參閱附件二 在評估實施的年度，擬題員<u>不能</u>任教該級的科目 	<ul style="list-style-type: none"> 須根據本局要求編擬題目 編擬試題的時段為每年的 6 月至 9 月 	<ul style="list-style-type: none"> 申請及提交試題(申請擬題員)的截止日期為 2024 年 2 月 29 日 相關學校及教師會於 2024 年 4 月底或以前收到聘任通知 申請人已達到聘任要求但未能於 2024 年 4 月底或以前收到聘任通知，則作後備論
校對員*	<ul style="list-style-type: none"> 申請人須具備有關申請科目最少三年的教學經驗 具有公開評估/考試校對經驗者將獲優先考慮 在施行評估的年度，校對員<u>不能</u>任教該級的科目 	<ul style="list-style-type: none"> 根據本局要求校對試題 校對工作在每年的 11 月至翌年 3 月期間進行 	
審核員*	<ul style="list-style-type: none"> 申請人須具備有關申請科目最少三年的教學經驗 具有公開評估/考試審核員或校對經驗者將獲優先考慮 在施行評估的年度，審核員<u>不能</u>任教該級的科目 	<ul style="list-style-type: none"> 根據本局要求，完成該科目的題目 審核工作在每年 2 或 3 月期間進行 	
審題員*	<ul style="list-style-type: none"> 申請人須具備有關申請科目最少五年的教學經驗 具有良好表現的助理試卷主席或閱卷員者，將獲優先考慮 需為參與全港性系統評估之學校的教師 在評估實施的年度，審題員<u>不能</u>任教該級的科目 	<ul style="list-style-type: none"> 審閱題目，以確保各評估卷別能符合在課程、難易度及評估時間的要求 審題工作為每年的 9 月至翌年 3 月 	
助理試卷主席(說話評估培訓)	<ul style="list-style-type: none"> 申請人須具備有關申請科目最少三年的教學經驗 申請人須具備說話能力主考員的經驗及/或具有良好表現的全港性系統評估閱卷員 助理試卷主席(說話評語培訓)須熟悉說話評估的評級準則及示例中的等級描述 	<ul style="list-style-type: none"> 在說話評估工作坊上，提供培訓給說話能力主考員，向他們講解評級準則及能清楚闡述示例中的等級描述 施行及評改說話能力主考員招募測試 培訓工作在每年 3 或 4 月期間進行 	

備註:

#自 2012 年起，小六全港性系統評估隔年舉行，即逢單數年舉行小六全港性系統評估，雙數年學校以自願形式參與。

*獲聘任的考務人員只能出任一個科目和級別的職位（例如：獲聘為小三級英國語文科的校對員不會同時獲聘為小六英國語文科或小三級數學科的審核員）。

**2025, 2026[#] & 2027 Territory-wide System Assessment
Details on Application for Posts of Examination Personnel**

Post	Experience/Requirements	Duties	Timeline
Setter*	<ul style="list-style-type: none"> Applicants should have at least 3 years' teaching experience in the subject applied for. Experience in item setting for public assessment/ examinations is preferable. Setter applicants must submit a few items for the subject level applied for as a recruitment test. For details, please refer to Annex 2. Setters must NOT be the subject level teachers for the year assessed. 	<ul style="list-style-type: none"> Set items according to HKEAA's requirements. The period for setting items is in June-September each year. 	<ul style="list-style-type: none"> Application due date: 29 Feb 2024 Recruitment notification to schools and teachers involved by end of April 2024. Applicants who have met the requirements but not receiving recruitment notification by end of April 2024 will be placed on the reserve list.
Proofreader*	<ul style="list-style-type: none"> Applicants should have at least 3 years' teaching experience in the subject applied for. Experience in proofreading for public assessment/examinations is preferable. Applicants are required to pass a recruitment test before appointed. Proofreaders must NOT be the subject level teachers for the year assessed. 	<ul style="list-style-type: none"> Proofread items according to HKEAA's requirements. Proofreading (November-March the following year). 	
Assessor*	<ul style="list-style-type: none"> Applicants should have at least 3 years' teaching experience in the subject applied for. Experience in being an assessor / proofreading for public assessment / examinations is preferable. Assessors must NOT be the subject level teachers for the year assessed. 	<ul style="list-style-type: none"> Complete items according to HKEAA's requirements. Serving period (February/March each year). 	
Moderator*	<ul style="list-style-type: none"> Applicants should have at least 5 years' school teaching experience in the subject applied for. Preferably an experienced Assistant Examiner or marker with records of good performance Moderators must be serving teachers of schools taking part in the TSA. Moderators must NOT be the subject level teachers for the year assessed. 	<ul style="list-style-type: none"> Moderate each item of the paper/sub-paper to ensure its clarity and suitability in accordance to the scope of the curriculum, level of difficulty and length of time. Item moderation (September-March of the following year). 	
Assistant Examiner (Oral Examiner Trainer)	<ul style="list-style-type: none"> Applicants should have at least 3 years' teaching experience in the subject applied for. Applicants should be experienced Oral Examiners (OE) and/or TSA markers with records of good performance. AEs (Oral Examiner Trainer) should familiar with the marking schemes given and exemplar performances which represent specified level descriptors on the rating scales. 	<ul style="list-style-type: none"> Train prospective OEs in training workshops by showing them how to use the marking schemes given by HKEAA and illustrate exemplar performances which represent specified level descriptors on the rating scales. Conduct and mark a recruitment test for prospective OEs. Serving period (March/April each year). 	

Notes:

Since 2012, the P.6 Territory-wide System Assessment has been implemented in odd-numbered years. School participation has been on a voluntary basis in even-numbered years.

*The appointment of Examination Personnel posts involving item development is confined to one subject level (e.g. a P.3E proofreader cannot be an assessor for P.6E or P.3M.)