

(如有需要，請自行複印本表格。If necessary, please make copies of this form.)

香港考試及評核局  
Hong Kong Examinations and Assessment Authority  
2025 年、2026 年 及 2027 年全港性系統評估  
Territory-wide System Assessment 2025, 2026 and 2027  
考務人員申請表

Application Form for Examination Personnel (EP)  
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）  
Setter, Proofreader, Assessor, Moderator and Assistant Examiner (Oral Examiner Trainer)

注意事項 NOTES:

- 每位申請人只能提交一份申請表。Each applicant can submit one application form only.
- 如有任何修改，請在更改處旁簽名確實。For any amendments, please affix your signature beside the correction.
- 請參閱本文件最後兩頁有關申報利益事宜及收集個人資料聲明。Please read the information on the last 2 pages concerning Declaration of Interests and Personal Information Collection Statement in this document.

甲部 (由獲提名教師填寫)

Section A (to be completed by the applicant)

1. 獲提名教師姓名：\_\_\_\_\_ (in Chinese)  
Name of Nominee: \_\_\_\_\_ (in English)
2. 任教學校名稱：  
Name of School: \_\_\_\_\_
3. 聯絡資料：  
Contact Details:  
a) 電話號碼 Phone No.: \_\_\_\_\_ (工作 Work) \_\_\_\_\_ (手提 Mobile)  
b) 電郵地址 Email Address: \_\_\_\_\_
4. 請以☐揀選一個科目：  
Select **ONE** subject by ticking the appropriate box:  
科目 Subject    ☐ 中文 Chinese Language    ☐ 英文 English Language    ☐ 數學 Mathematics  
以‘1’（首選）‘2’（次選）（最多 2 個選擇）作為揀選級別的次序：  
Select the level(s) by indicating ‘1’ (1<sup>st</sup> choice), ‘2’ (2<sup>nd</sup> choice) (up to 2 choices) for the order of choice:  
級別 Level    ☐ 小三 P.3    ☐ 小六 P.6    ☐ 中三 S.3

以‘1’（首選）‘2’（次選）（最多 3 個選擇）作為揀選職位的次序：  
Select the post(s) by indicating ‘1’ (1<sup>st</sup> choice), ‘2’ (2<sup>nd</sup> choice) (up to 3 choices) for the order of choice:

選擇次序 Order of Choice	職位 Post
	擬題員 Setter*
	校對員 Proofreader
	校對員(數學科英文版) Proofreader (Mathematics in English version) 英文科教師亦可申請 English Language teachers can also apply
	審核員 Assessor
	審題員 Moderator
	助理試卷主席(說話評估培訓) Assistant Examiner (Oral Examiner Trainer)

\*申請擬題員一職須按照申請年級及科目的要求擬訂若干題目（附答案），並連同本申請表提交本局（參閱附件）

\*Setter applicants are required to submit a number of items (with answer key) of the subject level(s) applied for (see Annex) together with this application form.

5. 學歷（請依年份由近至遠列出）：

Academic Qualifications (in reverse chronological order):

大學 / 學院 University / College	國家 / 地區 Country	學位 / 文憑 Degree / Diploma	頒授年份 Year obtained	主修科目 Major Subjects	其他科目 Other Subjects

6. a) 最近 **7 年** 教授有關科目的經驗：

Most recent **7 years** teaching experience in the subject concerned:

學校 School	學年 School Year		科目 Subjects	級別* Level * 「✓」					
	由 From	至 To		中一 S.1 / 小一 P.1	中二 S.2 / 小二 P.2	中三 S.3 / 小三 P.3	中四 S.4 / 小四 P.4	中五 S.5 / 小五 P.5	中六 S.6 / 小六 P.6
	2022	2023	(1)						
			(2)						
	2021	2022	(1)						
			(2)						
	2020	2021	(1)						
			(2)						
	2019	2020	(1)						
			(2)						
	2018	2019	(1)						
			(2)						
	2017	2018	(1)						
			(2)						
	2016	2017	(1)						
			(2)						

\*請在適當的方格內填上「✓」

\*Please tick as appropriate

b) 總教學年數：

Total No. of Years Teaching:

7. a) 閣下曾否擔任申請科目的科主任/副科主任？

Have you been a Panel / Deputy Panel Chairperson of the subject you applied for?

☐ 是 Yes

☐ 否 No

b) 擔任申請科目的科主任/副科主任總年數（如適用）：

Total no. of Years as Panel / Deputy Panel Chairperson of the subject you applied for: (if applicable)

8. 最近 **3年**（即 2021，2022 及 2023）參與香港考試及評核局的工作經驗（如全港性系統評估 / 香港中學文憑考試的工作）：

Most recent **3 years' experience** (i.e. 2021, 2022 and 2023) for the HKEAA in Territory-wide System Assessment / Diploma of Secondary Education Examination:

年份 Year	級別 Level	科目 Subject	職位(如擬題員、審題員、配音員、校對員、試卷主席、 助理試卷主席、閱卷員等) Post (setter, moderator, presenter, proofreader, Chief Examiner, assistant examiner, marker etc.)

9. 其他參與香港考試及評核局及/或教育局工作的經驗，如科目委員會委員，課程發展議會委員等。  
Other experience with the HKEAA and Education Bureau, e.g. Subject Committee member, Curriculum Development Council member.

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本人聲明上述資料正確，並同意校方提名本人參與香港考試及評核局的考務工作。

I declare that the information stated above is correct and am writing to accept the nomination from my school to serve the EP post selected of the Hong Kong Examinations and Assessment Authority.

獲提名教師簽署：

Signature of Nominee: \_\_\_\_\_

日期：

Date: \_\_\_\_\_

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乙部 (由校長填寫)

**Section B (to be completed by the Principal)**

本人提名上述教師參與所揀選的考務工作，已核實申請人所提供的各項資料(甲部)，確保資料正確無誤。如上述教師之申請獲接納，本人答應准許上述教師出席相關年級的考務工作。

In nominating this member of my staff as a suitable person to serve as the post selected, I have endorsed as verified all information (in Section A) submitted by the applicant. I also agree to release him/her to perform his/her duties as required if his/her application is accepted.

校長姓名：

Name of Principal: \_\_\_\_\_

校長簽署：

Signature of Principal: \_\_\_\_\_



日期：

Date: \_\_\_\_\_

填妥本表格後，請寄回九龍新蒲崗太子道東 698 號寶光商業中心 9 樓 903-906 室香港考試及評核局教育評核服務部。(請在信封上說明「申請科目及級別」。)

*Please return the completed form to the Education Assessment Services Division, Hong Kong Examinations and Assessment Authority, Unit 903-906, 9/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon. (Please indicate the 'subject and level(s) applied' on the envelope.)*

## 申報利益事宜

申報利益制度如下：

有關人士獲委任時或在任期中倘申報	本局處理方法
其本人、其家人 <sup>①</sup> 、與其同住的任何人士，以及與其有密切聯繫的人士 <sup>②</sup> 於補習社 <sup>③</sup>	<b>不予委任</b>
<ul style="list-style-type: none"> <li>擔任教職(不論任何程度、科目)</li> <li>任職管理階層</li> </ul>	
其本人、其家人 <sup>①</sup> 、與其同住的任何人士，以及與其有密切聯繫的人士 <sup>②</sup>	
<ul style="list-style-type: none"> <li>對補習社<sup>③</sup>或出版社(教科書／參考書)的擁有權涉及直接或間接的利益</li> <li>為補習社<sup>③</sup>或出版社(教科書／參考書)的董事</li> </ul>	
其本人曾經或將會擔任相關科目／級別的卷別書籍的作者／編者／出版者	

### Declaration of Interests

The system of declaration of interests is outlined as follows:

Persons who at the time of appointment or during the term of appointment, declare that	Action to be taken by HKEAA
they, their immediate family members <sup>①</sup> , persons who are residing in their home, and persons with whom they have close personal ties <sup>②</sup>	<b><i>WILL NOT BE APPOINTED</i></b>
<ul style="list-style-type: none"> <li>have teaching duties in a tutorial school<sup>③</sup> (regardless of any subject or level)</li> <li>are involved in the management of a tutorial school<sup>③</sup></li> </ul>	
they, their immediate family members <sup>①</sup> , persons who are residing in their home, and persons with whom they have close personal ties <sup>②</sup>	
<ul style="list-style-type: none"> <li>have any direct or indirect interest in the ownership of a tutorial school<sup>③</sup> or a publishing company (textbooks/reference books)</li> <li>are directors of a tutorial school<sup>③</sup> or a publishing company (textbooks/reference books)</li> </ul>	
they are author/editor/publisher of books which have either been published or are being prepared for publication in connection with the subject/paper (at the level) concerned	

<sup>①</sup> 'Immediate family members' refer to spouse, children, parents, brothers and sisters.

<sup>②</sup> '家人'是指配偶、子女、父母、兄弟姊妹。

<sup>③</sup> 'Persons with whom they have close personal ties' refer to relatives outside their immediate family / close friends with whom they are in regular contact.

<sup>④</sup> '與其有密切聯繫的人士'是指與其本人經常來往的其他親屬或相熟朋友。

<sup>⑤</sup> 'Tutorial school' is private school offering non-formal curriculum and shall be registered under Education Ordinance (Cap. 279). With effect from 1 July 2004, private school offering non-formal curriculum is exempt from certain requirements of the provisions of the Education Ordinance and Education Regulations relating to fees, employment of teachers, teachers' qualifications, principals, holidays and hours of instruction subject to their compliance with conditions specified in the Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order. For the avoidance of doubt, 'tutorial school' may come under different names such as 'tutorial school', 'tutorial centre', 'education centre', 'college', etc.

<sup>⑥</sup> '補習社'請參閱英文版註解。

## Personal Information Collection Statement Recruitment and Appointment

### English Version

- The personal data in relation to your application will be kept confidential and will be used by the Hong Kong Examinations and Assessment Authority (the Authority) for the following purposes:
  - to assess the suitability of candidates for vacancies;
  - to process your application; and
  - to determine the relevant terms and conditions of the appointment.
- Your personal data collected may be provided to divisions / units, and / or any internal / external parties which the Authority considers appropriate in connection with the purposes mentioned above.
- Completion of all items on the application form is obligatory to facilitate selection and appointment. Failure to provide these data may prevent the Authority from processing and assessing your application.
- If your application is successful, you are required to provide the Authority with your bank account details for payment purposes.
- You are required to promptly notify the Authority if there are any changes to the information provided after submission of the application.
- It is our policy to retain the personal data of successful applicants for future reference for a period of not longer than seven years and those of unsuccessful applicants for two years. When similar service is required by the Authority during the period, we may transfer your personal data to relevant units within the Authority for their consideration. Thereafter, your application together with all materials you provide will be disposed of unless there is a subsisting reason that obliges the Authority to retain the personal data for a longer period.
- Under the Personal Data (Privacy) Ordinance, you may request access to, and / or correction of your personal data held by the Authority. If you wish to do so, please make the relevant data access request in accordance with the Personal Data (Privacy) Ordinance in writing [for TSA: [tsa1@hkeaa.edu.hk](mailto:tsa1@hkeaa.edu.hk)]. In accordance with the terms of the Ordinance, the Authority has the right to charge a reasonable fee for the processing of any data access request.

## 收集個人資料聲明 招聘及聘任

### 中文版

- 閣下填報申請表內的個人資料將予以保密，香港考試及評核局（本局）將會用作以下用途：
  - 評估候選人是否適合擔任有關職位；
  - 處理 閣下的申請；及
  - 決定有關的聘任條款。
- 就上述的用途，如認為適合，本局或會提交 閣下的個人資料予部門 / 小組，及 / 或任何內部 / 外界人士。
- 閣下有責任填報申請表內要求提供的所有項目以助遴選及聘用之用途。如 閣下未能提供所需的資料，或會妨礙本局處理和評選 閣下的申請。
- 如獲受聘，閣下須提供 閣下之銀行戶口作付款之用。
- 於遞交申請表後，如 閣下需要更改已提供的資料，必須盡快通知本局。
- 本局將會保留受聘者的個人資料不多於七年，而未獲受聘的申請者的個人資料則會被保留兩年作日後參考之用。於保留期內，如本局需要相關的服務，本局或會移轉 閣下的個人資料予本局內相關部門 / 小組考慮。除非本局有具體理由有責任保留該等資料一段較長期間， 閣下曾提供的所有資料及申請表將於資料保留期滿後被銷毀。
- 根據《個人資料（私隱）條例》， 閣下可查閱及 / 或更改本局所持有 閣下的個人資料。如欲查閱或更改個人資料，請按《個人資料（私隱）條例》有關查閱資料要求致函 [有關 TSA: [tsa1@hkeaa.edu.hk](mailto:tsa1@hkeaa.edu.hk)]。按《個人資料（私隱）條例》的條款，本局有權向 閣下收取合理的行政費用以處理查閱有關資料的要求。

## 擬題員招募（全港性系統評估中國語文科）

### 中國語文科——擬題員申請須知

1. 申請人須填妥申請表，連同樣本題目及設計理念送交本局。
2. 申請人須根據有意申請的年級（小三、小六或中三）及範疇（閱讀、寫作或聆聽），擬訂相關範疇的樣本題目。
3. 樣本題目擬題要求如下：
  - 題目須根據教育局中國語文基本能力等課程文件擬訂（詳情請參閱基本能力網頁 <http://www.bca.hkeaa.edu.hk/web/TSA/zh/Faq.html#Q04> 一各學習階段基本能力文件）。
  - 題目必須原創，不可來自教科書或坊間習作。如閱讀篇章、寫作參考資料或聆聽錄音文本並非原創，請註明出處。
  - 題型、題目數量等要求：

年級	範疇	題型及題目數量	是否須附上參考答案/評估準則？
小三	閱讀	閱讀篇章一篇，文體是記敘文，篇章字數約 300 字，附三道選擇題（四選一）及一道填空或短答題。	是
	寫作	短文寫作（記敘文）一題。	否
	聆聽	聆聽錄音文本一份，須以 2-3 人交談形式表達（字數約 500 字），並根據文本設計四道選擇題（四選一）。	是
小六	閱讀	閱讀篇章一篇，文體可以是記敘文或說明文，篇章字數約 500 字，附三道選擇題（四選一）及一道填空或短答題。	是
	寫作	短文寫作（記敘文或說明文）一題。	否
	聆聽	聆聽錄音文本一份，須以 2-3 人交談形式表達（字數約 600 字），並根據文本設計四道選擇題（四選一）。	是
中三	閱讀	閱讀篇章一篇，文體不限，字數約 700 字，附三道選擇題（四選一）及一道填空或短答題。	是
	寫作	實用文寫作（如書信、啟事、通告、報告）一題，須附寫作參考資料，如圖表、海報，引導學生寫作。	是
	聆聽	聆聽錄音文本一份，須以 2-3 人交談形式表達（字數約 700 字），並根據文本設計四道選擇題（四選一）。	是

4. 申請人所提交的樣本題目，用於遴選及招募之用途。完成有關程序後，樣本題目會被銷毀。

中文科評估設計理念

申請人姓名：\_\_\_\_\_

學校名稱：\_\_\_\_\_（只供在職教師填寫）

評估範疇： \*閱讀 / 聆聽

評估對象： \*小三 / 小六 / 中三

題號	基本能力	題型	參考答案
1			
2			
3			
4			

\*請刪去不適用的項目

請附閱讀篇章或聆聽錄音文本



# 中文科評估設計理念

申請人姓名：\_\_\_\_\_

學校名稱：\_\_\_\_\_（只供在職教師填寫）

評估範疇： 寫作

評估對象： \*小三 / 小六 / 中三

題號	基本能力	評估重點	#評估準則
1			

\*請刪去不適用的項目

# 中三實用文寫作須附評估準則，以及寫作參考資料，如圖表、海報，引導學生寫作

### Recruitment of Item Setter (TSA English Language)

#### Instructions for Part 1:

1. Find a reading passage (with citation of source) for P.3, P.6 or S.3, considering the following:
  - grammar
  - suitability of vocabulary
  - sentence structures
2. Make any changes to the original draft with a red ballpoint pen or in red in the soft copy (if needed). Submit original version of the passage along with the amended version.

#### Instructions for Part 2:

According to Part 1 (original or your revised version), write four multiple choice items with four options, each assessing a different question intent. You must base on the following requirements to set your items for the level you apply for.

Level	P.3	P.6	S.3
Max No. of words	150	250	350
Question Intents	<ul style="list-style-type: none"> <li>• recognising key words</li> <li>• understanding the connection between ideas (e.g. and, but)</li> <li>• understanding the connection between ideas by following pronoun references</li> <li>• predicting the meaning of unfamiliar words</li> </ul>	<ul style="list-style-type: none"> <li>• scanning for specific information</li> <li>• understanding the connection between ideas by identifying a range of cohesive devices</li> <li>• identifying main ideas</li> <li>• predicting the meaning of unfamiliar words by using picture cues and contextual clues</li> <li>• making inferences</li> </ul>	<ul style="list-style-type: none"> <li>• identifying main ideas</li> <li>• identifying details that support a main idea</li> <li>• making inferences</li> <li>• understanding the connection between ideas by identifying a range of cohesive devices</li> <li>• identifying specific information</li> </ul>
Remarks	<ul style="list-style-type: none"> <li>• Applicants are required to submit the reading text and the items (with answer key) of the subject level applied together with the application form.</li> <li>• The sample items submitted by applicants are used for selection and recruitment purposes. After completing the relevant procedures, the sample items will be destroyed.</li> <li>• Successful applicants may be requested to submit items for all skills – listening, reading, writing and speaking.</li> </ul>		

Name of Applicant: \_\_\_\_\_

Name of School: \_\_\_\_\_ (To be filled in by in-service teachers)

Target Level: P.3 / P.6 / S.3\* (cross out as appropriate)

**Part 1: Text**

*A reading passage (with citation of source)*

**Part 2: Items**

Item 1 (Question Intent:_____)
Item 2 (Question Intent:_____)
Item 3 (Question Intent:_____)
Item 4 (Question Intent:_____)

### Recruitment of Item Setter (TSA Mathematics)

#### Instructions

1. Construct items in Parts 1 and 2 according to the given Basic Competency Descriptors (BC)  
The BC documents are available at the following website:  
<http://www.bca.hkeaa.edu.hk/web/TSA/zh/Faq.html#Q04>
2. Construct items at a **median** level of difficulty
3. Provide items in either Chinese or English version
4. Construct items based on the following requirements

Part	Primary	Secondary
Part 1	<ul style="list-style-type: none"> <li>Construct a multiple-choice question with 4 options</li> <li>Construct a MC item in the following BC: For P3, BC: Understand the concept of fractions as a part of one whole (KS1-N3-1) For P6, BC: Estimate the answers (KS2-N5-6) For S3, BC: Determine whether a polygon is regular, convex, concave, equilateral or equiangular (KS3-MS4-4)</li> </ul>	
Part 2	<ul style="list-style-type: none"> <li>Construct an item with answer involving working steps / fill in the blanks</li> <li>Construct an item in the following BC: For P3, BC: Solve problems involving mixed operations (KS1-N2-7) For P6, BC: Find the area of squares, rectangles, parallelograms, trapeziums, triangles and polygons (KS2-M7-3)</li> <li>Sub-items or follow-through items may be needed if necessary</li> <li>Provide the sketch of picture or graph based on the context of the item if necessary</li> <li>Provide a marking scheme if needed</li> </ul>	<ul style="list-style-type: none"> <li>Construct an item with answer involving working steps</li> <li>Construct an item in the following BC: BC: Identify sources of deception in cases of misuse of averages (KS3-DH3-4)</li> <li>Full mark of the item is 3</li> <li>Sub-items or follow-through items may be needed if necessary</li> <li>Provide the sketch of picture or graph based on the context of the item if necessary</li> <li>Provide a marking scheme</li> </ul>
Remark	<ul style="list-style-type: none"> <li>Applicants are required to submit the items of the subject level applied together with the application form.</li> <li>The sample items submitted by applicants are used for selection and recruitment purposes. After completing the relevant procedures, the sample items will be destroyed.</li> <li>All items submitted by applicants MUST be original.</li> </ul>	

Name of Applicant: \_\_\_\_\_

Name of School: \_\_\_\_\_ (To be filled in by in-service teachers)

Target Level: P3/P6/S3\* (cross out as appropriate)

**Part 1: Multiple-choice question**

Basic Competency Descriptor: Please refer to the instruction

*Question Stem:*

**Part 2: Item with answer involving working steps / fill in the blanks**

Basic Competency Descriptor: Please refer to the instruction

*Question Stem:*

*Marking scheme*