

2014 年全港性系統評估（中學）  
Territory-wide System Assessment 2014 (Secondary Schools)

評估行政主任備忘（上載資料）  
Checklist for the Assessment Administration Supervisor (Data Submission)

請於 2013 年 12 月 5 日或以前透過全港性系統評估網站完成所有資料上載

*Please complete the data submission through the TSA Website by 5 December 2013*

**步驟 Steps**

**資料預備 Data Preparation**

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| 1. | <input type="checkbox"/> | 於 SAMS/WEBSAMS 下載或以 MS Excel 預備所有中三級學生資料的文字檔<br>Prepare the text file with all S.3 student information on MS Excel or by downloading from SAMS/WEBSAMS                               |
| 2. | <input type="checkbox"/> | 與有關教師確定有需要學生所需的特別評估安排<br>Confirm the special arrangements in TSA of students in need with concerned teachers   |
| 3. | <input type="checkbox"/> | 校長已提名評估行政主任及說話能力主考員，並填寫相關表格<br>Assessment Administration Supervisor (AAS) and Oral Examiners (OE) are already nominated by the Principal and all concerned forms have been completed |
| 4. | <input type="checkbox"/> | 已確定中國語文科說話、視聽資訊、聆聽評估及數學科評估所使用的語言<br>Confirm the language to be used in Chinese Oral, Audio-visual, Listening and Mathematics assessments   |

**上載資料 Data Submission**

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| 5. | <input type="checkbox"/> | 以 TSA 學校系統管理員賬戶 (TSASxxx)* 登入全港性系統評估網頁<br><a href="http://www.bca.hkeaa.edu.hk">http://www.bca.hkeaa.edu.hk</a><br>Use TSA administrator account (TSASxxx)* to login the TSA website at <a href="http://www.bca.hkeaa.edu.hk">http://www.bca.hkeaa.edu.hk</a> |
| 6. | <input type="checkbox"/> | 進入【學校資料管理】→【學校管理】頁面，確定學校的資料，包括學校名稱、地址等<br>Enter【School Information Centre】→【School Administration】page to confirm if the school information is correct, including school name, address, etc.  |
| 7. | <input type="checkbox"/> | 如有需要，更新四月份午飯時間及學校銀行賬戶資料及所有賬戶管理人的聯絡資料<br>Update lunch time of April, bank account information and the contact information of all account administrators if necessary   |

\* 忘記密碼功能並不適用於 TSA 學校系統管理員賬戶。如有需要，可填寫表格申請重發密碼。  
“Forgot Password” function is not applicable to TSA administrator account. Complete a form to ask for a password to be re-issued if necessary.

## 步驟 Steps

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| 8.  | <input type="checkbox"/> | 進入【學校資料管理】→【上載批次檔案】→【上載學生批次檔案】頁面，上載所有中三級學生資料<br>Enter【School Information Centre】→【Batch Upload】→【Student Batch Upload】page to upload all S.3 student information                     |
| 9.  | <input type="checkbox"/> | 進入【全港性系統評估中心】→【參與評估學生的資料】頁面，為有需要的學生點選適當的特別評估安排<br>Enter【TSA Centre】→【Participating Students' Information】page to select appropriate special arrangements in TSA for students in need |
| 10. | <input type="checkbox"/> | 進入【全港性系統評估中心】→【選擇全港性系統評估語言】頁面，選擇中國語文科及數學科評估的語言<br>Enter【TSA Centre】→【Select Assessment Medium for TSA】page to select medium of assessments in Chinese Language and Mathematics       |
| 11. | <input type="checkbox"/> | 進入【全港性系統評估中心】→【評估提名中心】頁面，提名評估行政主任及助理評估行政主任<br>Enter【TSA Centre】→【Nomination Centre】page to nominate AAS and his/her deputy   |
| 12. | <input type="checkbox"/> | 進入【全港性系統評估中心】→【評估提名中心】頁面，提名中三級中國語文科及英國語文科說話能力主考員<br>Enter【TSA Centre】→【Nomination Centre】page to nominate S.3 Chinese and English OEs  |

## 驗證資料 Data Verification

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| 13. | <input type="checkbox"/> | 進入【學校資料管理】→【學校管理】頁面，檢查所上載的中三級班級數目正確<br>Enter【School Information Centre】→【School Administration】page to verify the uploaded number of S.3 classes are correct |
| 14. | <input type="checkbox"/> | 驗證所提交的學生資料、提名教師資料及所選的評估語言正確<br>Verify the submitted student information, nominated teacher information and the selected medium of assessments are correct    |