

TSA 2014

Briefing on Submission of School Data and Selection of Special Arrangements (Secondary Schools)

21 November 2013

EDB Kowloon Tong Education Services Centre



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

Schedule

時間	項目	講者
14:30 – 14:35	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
14:35 – 15:15	2014年全港性系統評估安排 及 學校資料上載注意事項	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 – 15:40	為特殊教育需要學生 提供特別評估安排	譚彩嫻女士 教育局教育心理服務（新界）組 專責教育主任
15:40 – 16:00	為學生點選特別安排簡介	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	以上各講者及 張佩珊女士 教育局助理秘書長（評估及支援） 羅慧基博士 香港考試及評核局 國際及專業考試部總經理 張桂敏博士 香港考試及評核局 教育評核服務部高級經理

TSA 2014 Improvements

- Feedback received from schools / AAS in June/July
- The dates for Oral Assessments are changed to late April 2014
- TSA Reminders (SMS or email) will be given to the Deputy AAS as well



TSA 2014 Improvements

- More facilitation will be provided to students with other special needs when the requested arrangements are practicable in a public examination setting
- More stationery (e.g. pencils and cutters) will be provided to schools for using in the Written Assessments



TSA 2014 Operation Timetable

- Online submission of school data until **5 December 2013**
- HKEAA will inform schools the Oral assessment date and duties of Oral Examiners on **20 February 2014**
- Cutoff date for updating school and student data for Oral Assessments and barcode label printing - **6 March 2014**



TSA 2014 Operation Timetable

- Deadline for updating student information (including special arrangement) - **12 May 2014**



Submission of School Data

Six steps:

1. Check and update school information
2. Upload student information
3. Select special arrangements for students
4. Select medium of assessments
5. Nomination of Assessment Administration Supervisor (AAS) and his/her deputy
6. Nomination of S3 Chinese and English Oral Examiners (OE)



Submission of School Data

<http://www.bca.hkeaa.edu.hk>

SC-LON-000 - Windows Internet Explorer

https://www.bca.hkeaa.edu.hk/bca/login.do

Home / Sitemap / 中文

Basic Competency Assessment

In its report entitled *Learning for Life, Learning through Life*, the Education Commission (EC) set out detailed proposals for Basic Competency Assessments in Chinese Language, English Language and Mathematics.

The EC recommended that there be two components: Student Assessment and Territory-wide System Assessment.

[Learn More](#)

SA
Student Assessment
[Learn more](#)

TSA
Territory-Wide System Assessment
[Learn more](#)

Training and Seminars
[Learn more](#)

ID: TSAS999 [Login](#)

Password: [Forgot Password](#)

This function is not applicable for School Administration login account.

What's New

16-Nov Report of 2011 Territory-wide System Assessment is available. Please click here for details.

14-Nov Due to the upgrade of system software, the BCA system will not be in service from 19:00 hours on 25 Nov 2011 to 0:00 hours on 28 Nov 2011. Sorry for any inconvenience caused.

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Login ID:
TSASXXX



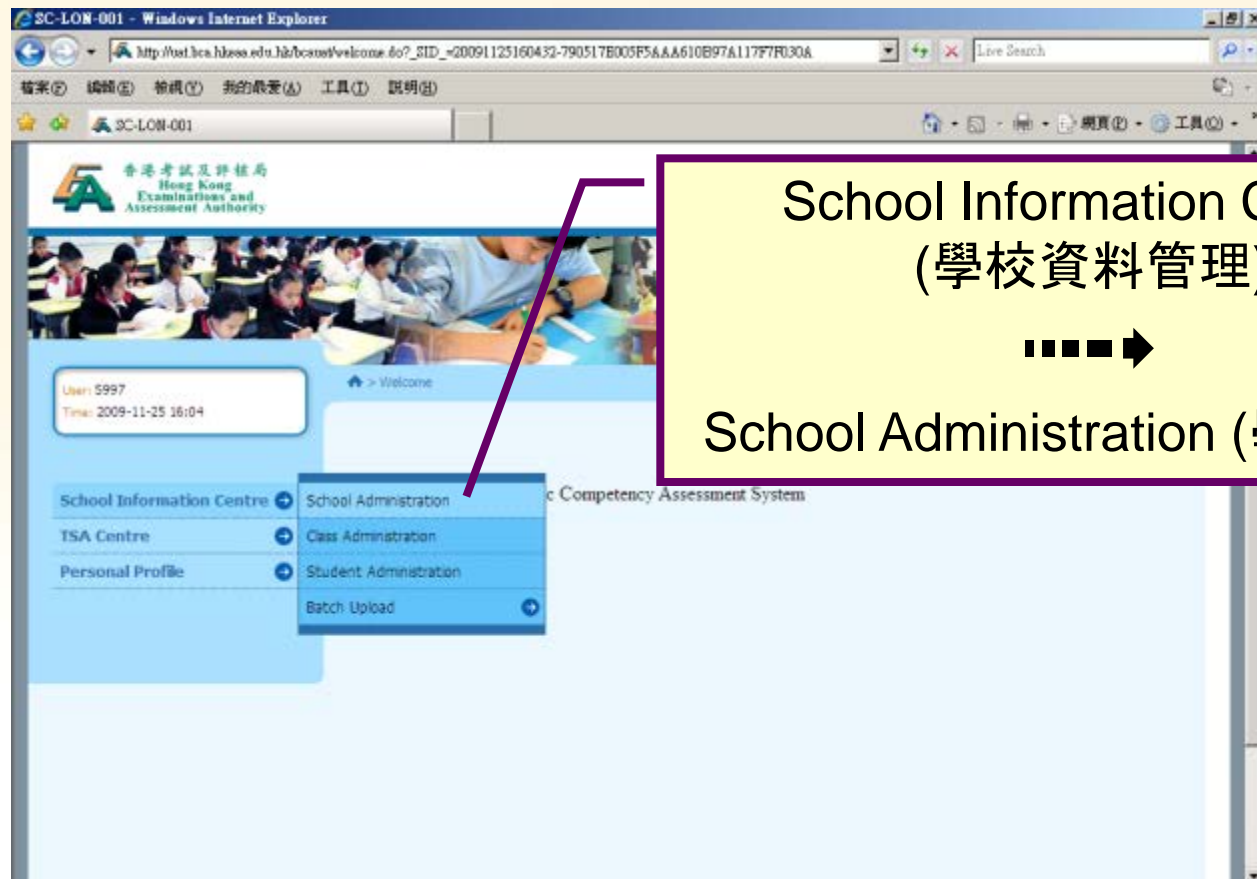
Submission of School Data

- Password will only be required to change every 180 days
- Password combination: 8 to 12 characters with numbers and letters
- “Forgot Password” function is not applicable to TSA administrator account. Complete a form to ask for password re-issue if necessary



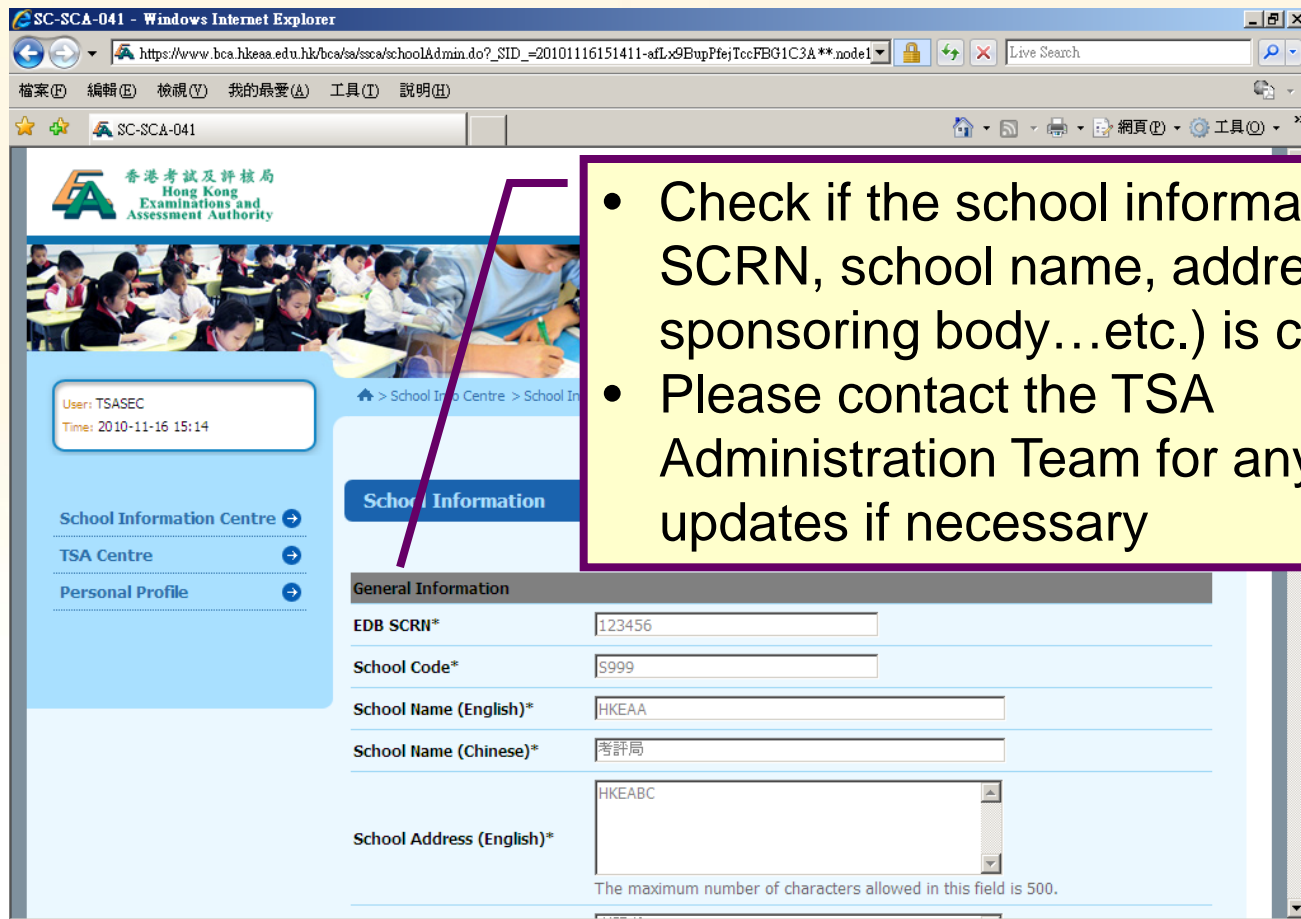
Submission of School Data

1. School Information



Submission of School Data

1. School Information (cont'd)



SC-SCA-041 - Windows Internet Explorer

https://www.bca.hkeaa.edu.hk/bca/ssca/schoolAdmin.do?_SID_=20101116151411-aFLx9BupPfejTccFBG1C3A**mode1

Live Search

檔案(E) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-SCA-041

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

Users: TSASEC
Time: 2010-11-16 15:14

School Information Centre →
TSA Centre →
Personal Profile →

School Information

General Information

EDB SCR N* 123456

School Code* S999

School Name (English)* HKEAA

School Name (Chinese)* 考評局

School Address (English)* HKEABC

The maximum number of characters allowed in this field is 500.

- Check if the school information (e.g. SCR N, school name, address, sponsoring body...etc.) is correct
- Please contact the TSA Administration Team for any updates if necessary



Submission of School Data

1. School Information (cont'd)

SC-SCA-041 - Windows Internet Explorer

https://www.bce.hk/bce/schoolAdmin.do?_SID_=20111118173704-vfydR01TxZolR9B8g1hwe**node1

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

我的最愛 地圖的網站 自訂連結 免費的 Hotmail Winning Eleven 2010 The Best 網路新聞

SC-SCA-041

TSA information

Sponsoring Body (English)* OTHERS

Sponsoring Body (Chinese)* 其他

Zone* Kowloon

District* Wong Tai Sin

Number of S3 Class 2

Lunch Hour (April) 12:00 to 13:00 hh:mm, 24-hour format

Bank Name(School Account)* THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED

Payee Name(School Account)* HKEAA SCHOOL

Bank Account Number(School Account)* 004 - 234 - 1234587
Bank Code Branch Code Account Number

Contact Information Photo

Type*	Name (English)	Name (Chinese)	Telephone
School Admin (TSA)	HKEAA,TSA		36288191
TSA Report Download	HKEAA,DL		36288191
School Admin (SA)	HKEAA,SA		36288177

Update lunch hour and bank account information if necessary



Submission of School Data

1. School Information (cont'd)

Update the contact information of all account administrators if necessary

TSA Information

Sponsoring Body (English)*

OTHERS Others

Other

Howlong

Wong Tai Sin

2

12:00 to 13:00 hh:mm, 24-hour format

THE HONGKONG AND SHANGHAI BANKING CORPORATION LIMITED

Payee Name(School Account)* HKEA SCHOOL

Bank Account Number(School Account)* 004 - 234 - 1234587
Bank Code Branch Code Account Number

Contact Information Photo

Type*	Name (English)	Name (Chinese)	Telephone
School Admin (TSA)	HKEAA,TSA		36288191
TSA Report Download	HKEAA,DL		36288191
School Admin (SA)	HKEAA,SA		36288177



Submission of School Data

2. Student Information

- If schools have already uploaded S3 students for conducting “Student Assessment (SA)”, they can skip the student batch upload process and only check if any update is required



Submission of School Data

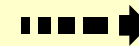
2. Student Information (Student Batch Upload)



School Information Centre
(學校資料管理)



Batch Upload (上載批次檔案)



Student Batch Upload
(上載學生批次檔案)



Submission of School Data

2. Student Information (Student Batch Upload)

SC-SCA-033 - Windows Internet Explorer

https://www.hkeaa.edu.hk/bos/sa/data/selectFileToUpload.do?_SID_=20111118173704-vFydR01TxZcIR9H8gh1w**node1

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

我的最愛 建議的網站 自訂連結 免費的 Hotmail Winning Eleven 2010 The Best 網頁快訊圖庫

SC-SCA-033

User: TSASEC
Time: 2011-11-18 17:37

School Information Centre →

TSA Centre →

Personal Profile →

School Info Centre > Student Batch Upload

Student Batch Upload

Academic Year* 2011

School Code* S999

School Name (English) HKEAA

School Name (Chinese) 考評局

Past Student Data File

Step 1: You may extract student data through SAMS
Download SAMS data query
Download WEBSAMS data query
(Please right click and Save Target As)

Step 2: Data File

Notes on the student data file format

Upload

Step 1

- Get SAMS / WEBSAMS data query if necessary
- Extract student data from SAMS / WEBSAMS
- Save all S3 student information in a text (.txt) file

Step 2

- Upload the text (.txt) file

Submission of School Data

2. Student Information (Student Batch Upload)

SC-SCA-033 - Windows Internet Explorer

https://www.bcea.hk/ea/ea/ea/selectFileToUpload.do?_SID_=20111118173704-vPylR01TxZolR9H9clhew**xode1Y

檔案(F) 編輯(E) 檢視(V) 我的最愛(B) 工具(T) 說明(H)

我的最愛 建議的網站 自訂連結 免費的 Hotmail Winning Eleven 2010 The Best 資訊圖庫

SC-SCA-033

Step 1: You may extract student data through SAMS
Download [SAMS data query](#)
Download [WEBSAMS data query](#)
(Please right click and Save Target As)

Step 2: Data File
[Notes on the student data file format](#)

Upload

1. The system supports two encoding types for the data file.
2. Student data should be stored in plain text files.
3. Student data can be uploaded once or more by the user. Each data file should not exceed 1000 records.
4. Insert the data according to the following sequence and format:

Field Name	Class Level	Class	Class No.	Name (English)	Name (Chinese)	Gender	Date of Birth	HKID	STRN	Email	User Name	Password
Mandatory	Y	Y	Y	Y	N	Y	Y	N	Y	N	N	N
Max length	2	10	2	100	80	1	10	10	15	80	25	25

5. Fields are separated by a Tab.
6. The valid range of the Class Level is either 'P1' - 'P6' or 'S1' - 'S3'.
7. The maximum value of Class No. is 80.
8. The gender's valid values include 'm', 'M', 'f' and 'F'.
9. Date of Birth should be in the format of dd/mm/yyyy.

If schools are not using SAMS / WEBSAMS, they can prepare an Excel file with the following data structure and convert the Excel file into unicode text file (文字檔 .txt)



Submission of School Data

2. Student Information (Student Batch Upload)

Confirm the number of student records is correct

- If there are students rejected, their STRNs may be wrong (e.g. mixed up with others) or they were registered in another school
- Report the latter case to HKEAA by completing the Student Data Amendment (SDA) Form. We will follow-up for you

105 Record(s) were successfully updated:

Class Level	Class No.	Student No.	Student Name (English)	Student Name (Chinese)
S3	3A	1	LXX VXXKSSX NGX MXH	廖大
S3	3A	2	MXK KXXKH KXX YXH	葉小
S3	3A	3	NG VXXG LXXM	吳大
S3	3A	4	NGXH KX WXXH	顏小
S3	3A	5	XH KX TXHG	安大

0 Record(s) were rejected:

Class Level	Class No.	Student Name (English)	Student Name (Chinese)	Gender	Date of Birth	HKID	STRN	Email	User Name	Error Message
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Total No. of Record : 0



Submission of School Data

2. Student Information (Student Administration)



Submission of School Data

2. Student Information (Student Administration)

SC-SCA-030 - Windows Internet Explorer

http://uat.bca.hk/ea/ea/ea/searchStudent.do?_SID_=20091126123536-5C3EA6F3276DDCC225B71DFD14E1F58

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-SCA-030

香港考試及評核局
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Home / Sitemap / 中文

User: S997
Time: 2009-11-26 12:35

School Information Centre
TSA Centre
Personal Profile

School Info Centre > Student Admin > Search Student

Search Student

Academic Year* 2009/2010

School Code* S997

School Name (English) HKEAA COLLEGE

School Name (Chinese) 考評局書院

STR#

Class* -- Select All --

Student status -- Select All --

Account status

3A
3B
3X

Clear Continue

Select appropriate class



Submission of School Data

2. Student Information (Add a new student)

SC-SCA-031 - Windows Internet Explorer

http://uat.bca.hkeaa.edu.hk/bcauat/sa/ssta/queryStudent.do?_SID_=20091126123536-5C3EA6F3276DDCC225B71DFD14E1F58

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-SCA-031

School Name (English) HKEAA COLLEGE
School Name (Chinese) 考評局書院

Class	No.	STRN	Student Name (English)	Student Name (Chinese)	Student Status	Account Status	Last Updated Date	Last Updated
3A	1	B1234566	LXX VXXKSSX NGX MXN	廖大雯				
3A	2	B1234574	MXK KXRKN KXX MXN	麥小欣			17:14	
3A	3	B1234582	NG WXNG LXNM	吳大嵐	Enrolled	Active	2009-11-24 17:14	S997
3A	4	B1234590	NGXN KXX MXN	顧小韻	Enrolled	Active	2009-11-24 17:14	S997
3A	5	B1234604	XIN KXX YXNG	安大婷	Enrolled	Active	2009-11-24 17:14	S997
3A	6	B1234612	SX PXX LXNG	蘇小伶	Enrolled	Active	2009-11-24 17:14	S997
3A	7	B1234620	SXPXX YX	蘇大怡	Enrolled	Active	2009-11-24 17:14	S997
3A	8	B1234639	SZX TX KX YX	司小怡	Enrolled	Active	2009-11-24 17:14	S997
3A	9	B1234647	TXM SZX WXNG	譚大穎	Enrolled	Active	2009-11-24 17:14	S997
3A	10	B1234655	TXM TSZ YXNG	譚小瑩	Enrolled	Active	2009-11-24 17:14	S997

Total No. of Record : 35

<< < 1 2 3 4 > >>

Back Create

“Create” to add new students



2. Student Information (Add a new student)

Input the information of new students



Submission of School Data

2. Students Information (Release a drop-out student)

SC-SCA-031 - Windows Internet Explorer

http://uat.bca.hkeaa.edu.hk/bcauat/sa/ssta/queryStudent.do?_SID_=20091126123536-5C3EA6F3276DDCC225B71DFD14E1F58

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-SCA-031

School Name (English) HKEAA COLLEGE

School Name (Chinese) 考評局書院

Class	No.	STRN	Student Name (English)	Student Name (Chinese)	Student Status	Account Status	Last Updated Date	Last Updated By
3A	1	B1234566	LXX VXXKSSX NGX MXN	廖大雯	Enrolled	Active	2009-11-24 17:14	S997
3A	2	B1234574	MXK KOPIN KXX YXN	麥小欣	Enrolled	Active	2009-11-24 17:14	S997
3A	3	B1234582	NG WXNG L XIM	吳大嵐	Enrolled	Active	2009-11-24 17:14	S997
3A	4	B1234590	NGXN KX WXN	顧小韻	Enrolled	Active	2009-11-24 17:14	S997
3A	5	B1234604	XIN KX TXNG	安大婷	Enrolled	Active	2009-11-24 17:14	S997
3A	6	B1234612	SX PXX LXNG	蘇小伶	Enrolled	Active	2009-11-24 17:14	S997
3A	7	B1234620	SX PXX YX	蘇大怡	Enrolled	Active	2009-11-24 17:14	S997
3A	8	B1234639	SZX TX KX YX	司小怡	Enrolled	Active	2009-11-24 17:14	S997
3A	9	B1234647	TXM SZX WXNG	譚大穎	Enrolled	Active	2009-11-24 17:14	S997
3A	10	B1234655	TXM TSZ YXNG	譚小瑩	Enrolled	Active	2009-11-24 17:14	S997

Total No. of Record : 35

<< < 1 2 3 4 > >>

Back Create

Select the drop-out student



2. Students Information (Release a drop-out student)

“Release” the selected drop-out students



Submission of School Data

3. Special Arrangements

SC-SCA-041 - Windows Internet Explorer

https://www.bca.hkeaa.edu.hk/bca/sa/sca/schoolAdmin.do?_SID_=20101116151411-sfLx9BupPfejTocFBG1C3A**node1

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-SCA-041

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

User: TSASEC
Time: 2010-11-16 15:14

School Info Centre > School Information

School Information

School Information Centre

- TSA Centre
- Personal Profile

Participating Students' Information

Select Assessment Medium for TSA

Nomination Centre

TSA Reports and Checklists Download Centre

School Name (Chinese)*

School Address (English)*

123456

S999

HKEAA

考評局

HKEABC

The maximum number of characters allowed in this field is 500.

TSA Centre
(全港性系統評估中心)



Participating Students' Information
(參與評估學生的資料)



3. Special Arrangements (cont'd)

Select level, then class
one by one and press
“Refresh”



Submission of School Data

3. Special Arrangements (cont'd)

SC-SCA-036 - Windows Internet Explorer

https://www.bca.hkeaa.edu.hk/bca/sa/srst/regStudent.do?cmd=refresh&_SID_=20101116151411-aflx9BupPfejTccFBG1C3

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-SCA-036

Personal Profile

School Code : 5999

School Name (English) : HKEAA

School Name (Chinese) : 考评局

Class Level : -- Select All --

Class : 3A

Refresh

Click the header checkbox to select all students in this page.
School can select special arrangements for students in need in this page.

<input type="checkbox"/>	Class	Class No.	STRN	Student Name (English)	Chinese	M/F	WS0	WS1	WS2	WS3	WS4	WS5	WS6	WS7	ECS
<input checked="" type="checkbox"/>	3A	1	S5000019	CHXN HXNG SXNG	陳大昇	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	2	S5000027	CHXXK KXN KXX	卓小區	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	3	S5000035	CHXNG YXX TXNG	鍾大東	M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	4	S5000043	FX CHXXN CHXXK	符小灼	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	5	S5000051	HXX CHX	許大康	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back Save

Make sure there is a tick "✓" for each participating student

Select appropriate special arrangements for students if necessary



Submission of School Data

3. Special Arrangements (cont'd)

SC-SCA-036 - Windows Internet Explorer

https://www.bca.hkeaa.edu.hk/bca/sa/srst/regStudent.do?cmd=refresh&_SID_=20101116151411-aflx9BupPfejTccFBG1C3

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-SCA-036

Personal Profile

School Code :
School Name (English) :
School Name (Chinese) :
Class Level : -- Select All --
Class : 3A

Refresh

Click the header checkbox to select all students in this page.
School can select special arrangements for students in need in this page.

<input type="checkbox"/>	Class	Class No.	STRN	Student Name (English)	Chinese	M/F	WS0	WS1	WS2	WS3	WS4	WS5	WS6	WS7	ECS
<input checked="" type="checkbox"/>	3A	1	S5000019	CHXN HXNG SXNG	陳大昇	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	2	S5000027	CHXXK KXN KXX	卓小區	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	3	S5000035	CHXNG YXX TXNG	鍾大東	M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	4	S5000043	FX CHXXN CHXXK	符小灼	F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3A	5	S5000051	HXX CHX	許大康	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

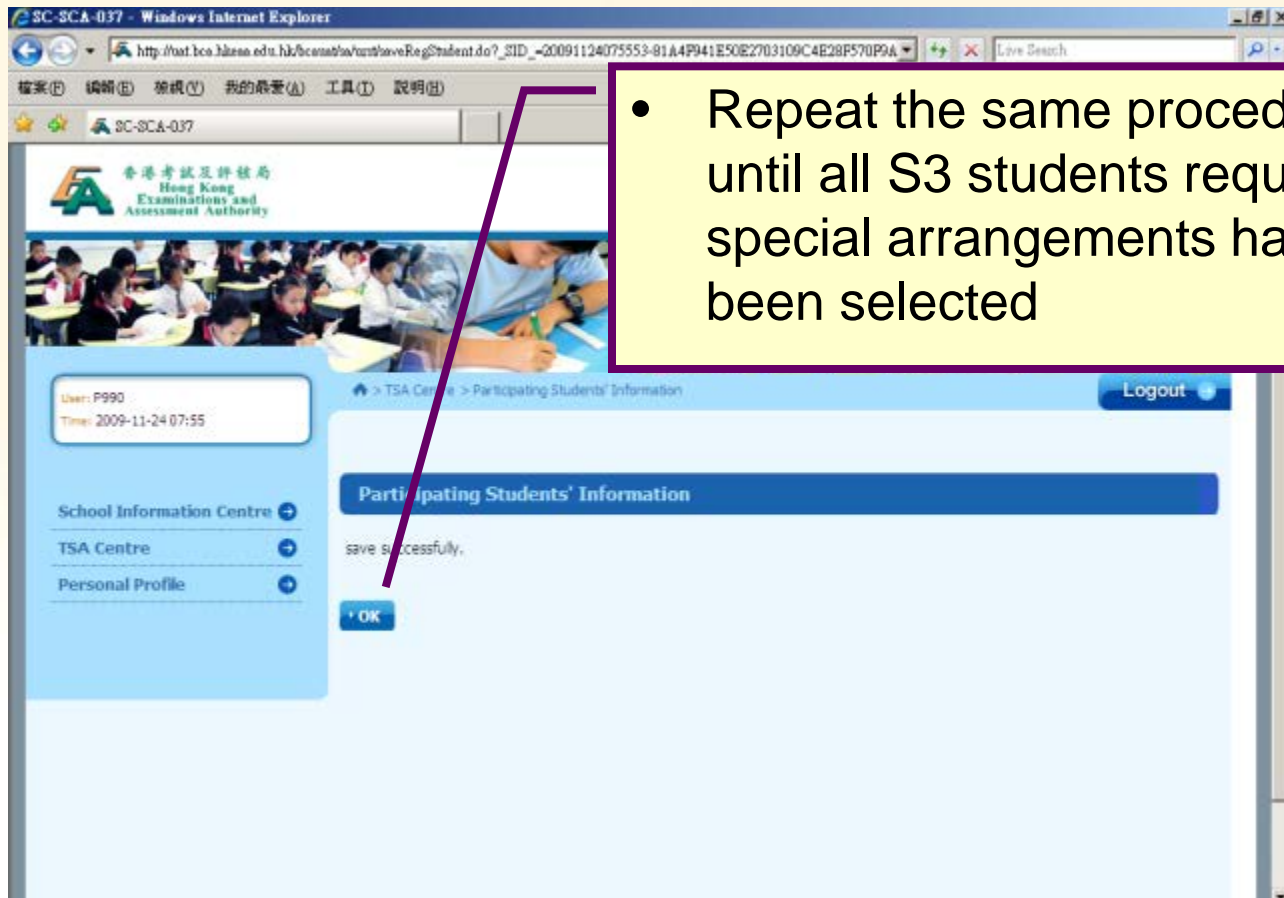
Back Save

Remember to **“Save”** all work done / changes on every page



Submission of School Data

3. Special Arrangements (cont'd)



SC-SCA-037 - Windows Internet Explorer

http://uat.hkeaa.edu.hk/scanab/oa/unt/aveRegStudent.do?_SID_=20091124075553-81A4P941E50E2703109C4E28F570P9A

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-SCA-037

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

User: P990
Time: 2009-11-24 07:55

School Information Centre →
TSA Centre →
Personal Profile →

TSA Centre > Participating Students' Information Logout

Participating Students' Information

save successfully.

OK

- Repeat the same procedures until all S3 students requiring special arrangements have been selected



Submission of School Data

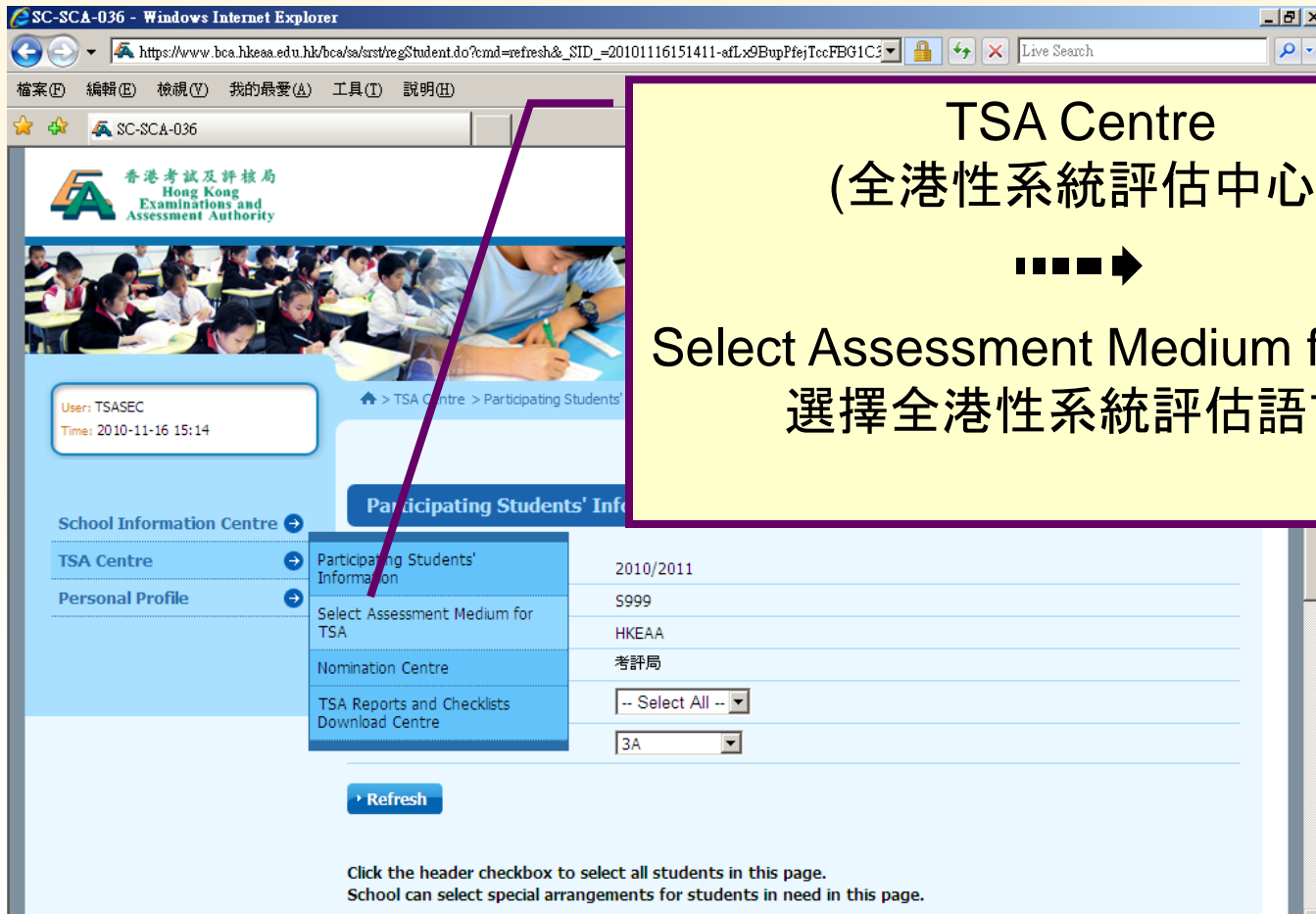
4. Medium of Assessment

- If schools are taking the default language (i.e. Cantonese in Chinese Oral, Listening and CAV and Chinese in Mathematics) as the medium of assessment of all S3 classes, they can skip this part



Submission of School Data

4. Medium of Assessment (cont'd)



The screenshot shows the 'Participating Students' Information' page of the TSA Centre. The left sidebar contains a menu with the following items:

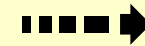
- TSA Centre
- Personal Profile
- Participating Students' Information
- Select Assessment Medium for TSA
- Nomination Centre
- TSA Reports and Checklists Download Centre

The 'Select Assessment Medium for TSA' option is highlighted. The main content area displays the following information:

2010/2011
S999
HKEAA
考評局
-- Select All --
3A

At the bottom of the page, there is a 'Refresh' button and a note: 'Click the header checkbox to select all students in this page. School can select special arrangements for students in need in this page.'

TSA Centre
(全港性系統評估中心)




Select Assessment Medium for TSA (選擇全港性系統評估語言)



4. Medium of Assessment (cont'd)

Mathematics

Selection: Schools may select English question papers for individual classes if schools use English as the medium of teaching in Mathematics



Arrangements for TSA Mathematics

4. Medium of Assessment (cont'd)

- The medium of assessment for Mathematics should match with the Medium of Instruction (MOI) adopted in school
 - Schools will be provided the **English version** if they claim to adopt **English** as the MOI for all non-language subjects
 - Schools will be provided the **Chinese version** if they claim to adopt **Chinese (mother tongue)** as the MOI for all non-language subjects



Arrangements for TSA Mathematics

4. Medium of Assessment (cont'd)

- Schools transforming the “Extended Learning Activities in English” (ELA) lesson time into **teaching Mathematics in English** as the medium of instruction (“化時為科”), the **English version** will be provided to the relevant classes/groups



Arrangements for TSA Mathematics

4. Medium of Assessment (cont'd)

- Schools teaching Mathematics primarily in the **mother tongue** and conducting the ELA in English in different modes, the **Chinese version** will be provided to these classes/groups



Submission of School Data

4. Medium of Assessment (cont'd)

The screenshot shows a web browser window titled "SC-SCA-071 - Windows Internet Explorer". The address bar shows a URL starting with "http://uat.bca.hk". The page content includes a "whole level" section with a "Chinese Oral Assessment" form. This form has a "Cantonese" section with a list box containing "S3" and a "Putonghua" section which is currently empty. Below this is a "Chinese Language Audio-visual Assessment" section, also with "Cantonese" and "Putonghua" list boxes. The "Cantonese" list box contains "3A" and "3B". Navigation buttons like "<--", "-->", "<-->", and "<<--" are visible between the list boxes. At the bottom, there is a prompt: "Please select class(es) taking the Chinese Language Listening Assessment in Putonghua."

Chinese Oral

Default: Cantonese

Selection: Schools may select
Putonghua for the
whole level

Chinese Audio-visual

Default: Cantonese

Selection: Schools may select
Putonghua for
individual classes



Submission of School Data

4. Medium of Assessment (cont'd)

The screenshot shows a web browser window titled "SC-SCA-071 - Windows Internet Explorer". The address bar shows a URL from the HKEAA website. The page content includes a form for selecting the medium of assessment for Chinese Language Listening. It has two main sections: "Cantonese" and "Putonghua". The "Cantonese" section has a list box containing "3A" and "3B". The "Putonghua" section has an empty list box. Between the two sections are navigation buttons: "<--", "-->", "<-->", "-->--", and "<<--". At the bottom of the form are three buttons: "Back", "Reset to default", and "Save". A purple line points from the "Save" button to a callout box on the right. Another purple line points from the "Please select class(es) taking the Chinese Language Listening" text to the list boxes.

Chinese Listening

Default: Cantonese

Selection: Schools may select
Putonghua for
individual classes

Remember to **“Save”** any
change

Submission of School Data

5. Nomination of AAS

- Read the Instructions for Nomination of AAS/Deputy AAS
- An AAS or Deputy AAS should not be an Oral Examiner in the same year
- NOT required to return the nomination form to HKEAA



Submission of School Data

5. Nomination of AAS (cont'd)

SC-SCA-071 - Windows Internet Explorer

https://www.bca.hkeaa.edu.hk/bca/sa/sma/fetchSMAClass.do?_SID_=20101116151411-aflx9BupPfejTccFBG1C3A**nod

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

★ ☆ SC-SCA-071

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

User: TSASEC
Time: 2010-11-16 15:14

Home > TSA Centre > Select Assessment Medium for

Select Assessment Medium for

Participating Students' Information	2010/2011
Select Assessment Medium for TSA	S999
Nomination Centre	HKEAA
TSA Reports and Checklists	考評局
Download Centre	

The default language of Mathematics assessment, Chinese oral assessment, CAV and Listening Chinese Oral Assessment and CAV is Cantonese
The default language of Mathematics assessment is Chinese
Please click the [>] or [<] to assign the appropriate class(es) to appropriate language or dialect of the assessment

If your school uses **English** as the medium of teaching in Mathematics, please select class(es) using the **English Mathematics** Question-Answer Booklets.

Mathematics

Chinese English

TSA Centre
(全港性系統評估中心)

■■■■➔

Nomination Centre (評估提名中心)



Submission of School Data

5. Nomination of AAS (cont'd)

SC-TNC-001 - Windows Internet Explorer

http://uat.bca.hk/ea/hk/ea/tnc/tnc/viewMain.do?_SID_-20091124170830-P841DDC9C2DCF4A8A79C09ACB984D

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-TNC-001

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

User: S997
Time: 2009-11-24 17:08

School Information Centre →
TSA Centre →
Personal Profile →

TSA Nomination Centre

TSA Year :	2010
School Code :	S997
School Type :	Secondary, WD
School Name :	HKEAA COLLEGE

Assessment Administration Supervisor

[Nominate Assessment Administration Supervisor\(s\)](#)

[Amend Details of Nominated Assessment Administration Supervisor\(s\)](#)

Oral Examiners

[Nominate Oral Examiners](#)

Nominate AAS and Deputy AAS

Submission of School Data

5. Nomination of AAS (cont'd)

The screenshot shows a web browser window titled "SC-TNC-002 - Windows Internet Explorer". The address bar displays a URL from the Hong Kong Examinations and Assessment Authority. The page header includes a navigation menu with "檔案", "編輯", "檢視", "我的最愛", "工具", and "說明". Below the header is a banner image of students in a classroom. The main content area is titled "Responsibilities of Assessment Administration Supervisors" and contains the following text:

Responsibilities of Assessment Administration Supervisors

1. With the assistance of the Deputy Assessment Administration Supervisor, an Assessment Administration Supervisor (AAS) is responsible for:

- 1) serving as the Hong Kong Examinations and Assessment Authority's contact persons of their school with regard to the administration of the TSA;
- 2) ensuring the proper conduct of the TSA in their school by adhering to the guidelines detailed in the TSA Instructions to Assessment Administration Supervisors;
- 3) receiving, checking and amending, disseminating and returning assessment information and materials as necessary;
- 4) keeping the safe custody of assessment materials while they are under their charge;
- 5) ensuring that the assessment materials (including Oral Assessments and Written Assessments) marked

Below the list, there is a checkbox labeled "I read and understood the above responsibilities of Assessment Administration Supervisors" which is checked. At the bottom, there are "Back" and "Next" buttons.

On the left side of the page, there is a sidebar with the following links: "School Information Centre", "TSA Centre", and "Personal Profile". The top left corner of the sidebar displays "User: P990" and "Time: 2009-11-24 11:40". A "Logout" button is located in the top right corner of the main content area.

Submission of School Data

5. Nomination of AAS (cont'd)

SC-TNC-003 - Windows Internet Explorer

http://uat.bca.hk/ea/ea/tnc/tnc/createAASNominate.do?_SID_=20091124170830-R941DDC3C2DCP4A8A79C09

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-TNC-003

User: S997
Time: 2009-11-24 17:08

School Information Centre +
TSA Centre +
Personal Profile +

TSA Nomination Centre > Nomination of Assessment Administration Supervisor

Nomination of Assessment Administration Supervisor

The Principal, the Assessment Administration Supervisor or the Deputy Assessment Administration Supervisor should complete the "Assessment Administration Supervisor Nomination Form".

Note:

- An Assessment Administration Supervisor / Deputy Assessment Administration Supervisor cannot be nominated as an Oral Examiner of the TSA in the same year.
- The Assessment Administration Supervisor should keep a copy of the completed form until the release of school report of the year.

TSA Year : 2010
School Code : S997
School Type : Secondary, WD
School Name : NKEAA COLLEGE

* Nominate the Assessment Administration Supervisor(s) for the TSA year

Assessment Administration Supervisor(s)

Title	English Name	Chinese Name	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email
Mr.	Chan Keung	陳建	23456789	69999999	9999@9999.edu

Input required information of
1 AAS and 1 Deputy AAS



Submission of School Data

5. Nomination of AAS (cont'd)

SC-TNC-004 - Windows Internet Explorer

http://uat.bca.hk/ea/hk/ea/submit/tnc/tnc/submitAASNominate.do?_SID_-20091124170830-F841DDC9C2DCF4A8A78C09A...

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-TNC-004

School Information Centre →

TSA Centre →

Personal Profile →

Confirmation of Assessment Administration Supervisors Nomination

TSA Year :	2010
School Code :	S997
School Type :	Secondary, WD
School Name :	HKEAA COLLEGE

Nominated Assessment Administration Supervisor(s)

Title & English Name:	Mr. Chan Keung
Chinese Name:	陳強
Contact Phone Number:	23456789
Mobile Phone Number(For receiving SMS notification message):	69999999
Email:	9999@9999.edu

Nominated Deputy Assessment Administration Supervisor(s)

Title & English Name:	Miss Chiu Mei
Chinese Name:	趙麗
Contact Phone Number:	56789012
Mobile Phone Number(For receiving SMS notification message):	99922236
Email:	9999@222.edu

☒ I confirmed the above Assessment Administration Supervisors Nomination

Back Submit



Submission of School Data

6. Nomination of Oral Examiners

- Read the Instructions for Nomination of Oral Examiners (OE)
- Each school should nominate at least 1 Chinese OE and 1 English OE
- Nominated OE will have to go through a selection process conducted by the HKEAA before being appointed



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

- NOT required to return the nomination form to HKEAA



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

- Live training workshop for new OE:

29 March 2014 (Sat) 9:30 AM - 12:30 PM	
Chinese Lang.	Tai Kok Tsui Catholic Primary School (Hoi Fan Road)
English Lang.	Maryknoll Fathers' School



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

The screenshot shows a web browser window titled "SC-TNC-007 - Windows Internet Explorer". The address bar displays a URL from the HKEDD website. The page header includes a navigation menu with links like "Home", "About Us", "Services", "Contact Us", and "Help". Below the header is a banner image showing students in a classroom. The main content area is titled "Nominate Oral Examiners" and contains the following information:

User: S997
Time: 2009-11-24 17:08

School Information Centre →
TSA Centre →
Personal Profile →

Nominate Oral Examiners

Information for nomination of Oral Examiners

- Oral Examiners will conduct the oral assessment and independently rate the students based on given assessment criteria
- Each school is required to nominate one Chinese Language and one English Language Oral Examiners. Nominated Oral Examiners will have to go through a selection process conducted by the HKEAA before being appointed
- An Assessment Administration Supervisor cannot be nominated as an Oral Examiner for the assessment in the same year
- Details of nomination criteria and responsibilities should refer the "Instructions for Nomination of Oral Examiners"

☒ I read the above information for nomination of Oral Examiners

Back Next

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Start to input the information of nominated OE

SC-TWC-008 - Windows Internet Explorer

http://uat.bca.hk/edu/hk/bcanet/bca/bca/oe/nominateOralExaminerLast.do?_SID_-20091124170830-F841DDC3C2DCP4A8A78C0

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

day, WD
COLLEGE

Nominate Oral Examiner (Chinese)

S.3 Oral Examiner
Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	+

Nominate Oral Examiner (English)

S.3 Oral Examiner
Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	+

Back



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

SC-TNC-009 - Windows Internet Explorer

http://post.bca.hk/ea/bsa/tnc/soe/nceNominationDetails.do?module=C

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

☆ ☆ SC-TNC-009

被提名中國語文科說話能力主考員 (中學三年級)

* 必須填寫

第一部份：被提名說話能力主考員的個人資料

* 稱號：太太

* 英文姓名：Chu Chu

中文姓名：朱朱

* 身份證號碼：B 23667

通訊號碼：

第二部份：被提名說話能力主考員的相關資料

☒ 具備 4 年的中學中國語文科教學經驗

☒ 過去三年具備至少一年在第三學習階段

說話評估所用語言 (如學校選用普通話為評估語言，提名教師必須擔任普通話說話能力主考員)

☐ 廣州話

☒ 普通話

認可的說話能力資格 (只適用於普通話說話能力主考員)

Nominate Chinese Language OE

Schools selected **PTH** for Chinese Oral Assessment **MUST** nominate a Chinese OE who can conduct assessments in **PTH**



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

SC-TNC-009 - Windows Internet Explorer

http://portal.hkex.edu.hk/teanstps/tnc/noe/noeNominationDetails.do?module=ChOE&_SID_=20091124170830-F841DDC3C

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-TNC-009

第三部份：被提名說話能力主考員

☒ 曾擔任全港性系統評估說話能力主考員

☐ 曾擔任基本能力評估的相關工作

☐ 曾擔任香港其他公開考試的說話能力主考員

可選多項

第四部份：選擇評估工作地區

請按1至3選擇評估工作地區，1代表最合適的選擇，3代表較不合意

1	香港島及離島
	九龍
2	葵青、葵青、葵青及東涌
	元朗、天水圍及屯門
3	沙田、大埔、粉嶺及上水
	西貢、將軍澳及調景嶺

返回 提交

OE can prioritise the first 3 choices from the specified 6 districts

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

SC-TMC-009 - Windows Internet Explorer

http://uat.bca.hk/ea.edu/hk/bca/tmc/tmc/oe/oeNominationDetails.do?module=EagOE&_SID_=20091125160432-790517BD0

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-TMC-009

School Information Centre →

TSA Centre →

Personal Profile →

Nominated Oral Examiner

Before being nominated by the Principal, the Oral Examiner must complete the Oral Examiner Nomination Form.
Note:

- 1: An Oral Examiner cannot be nominated as an Assessment Administration Supervisor of the TSA in the same year.
- 2: The Oral Examiner please keep a copy of the completed form until the end of the next year.

TSA Year: 2010

School Code: S997

School type: Secondary, WD

School Name: HKEAA COLLEGE

Nominated Oral Examiner of English Oral Assessment (Secondary 3)

* Mandatory

PART I: Personal Information of the Nominee

*Title: -- Please select -- *Contact Number: School

*English Name: Home

Chinese Name: Mobile

*HKID: () *Email

Nominate English Language OE



Submission of School Data

6. Nomination of Oral Examiners (cont'd)

SC-TNC-008 - Windows Internet Explorer

http://uat.bca.hk/ea.edu.hk/bscan/tnc/tnc/oe/oeOralExaminerList.do?_SID_-20091125160432-790517B005F5AAA610B97A

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

SC-TNC-008

Nominate Oral Examiner (Chinese)

S.3 Oral Examiner

Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	+

Nominate Oral Examiner (English)

S.3 Oral Examiner

Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
Mrs.	Chu Chu	朱朱	81236674		88887777	dsff@dsds.com	✕
-	-	-	-	-	-	-	+

Back

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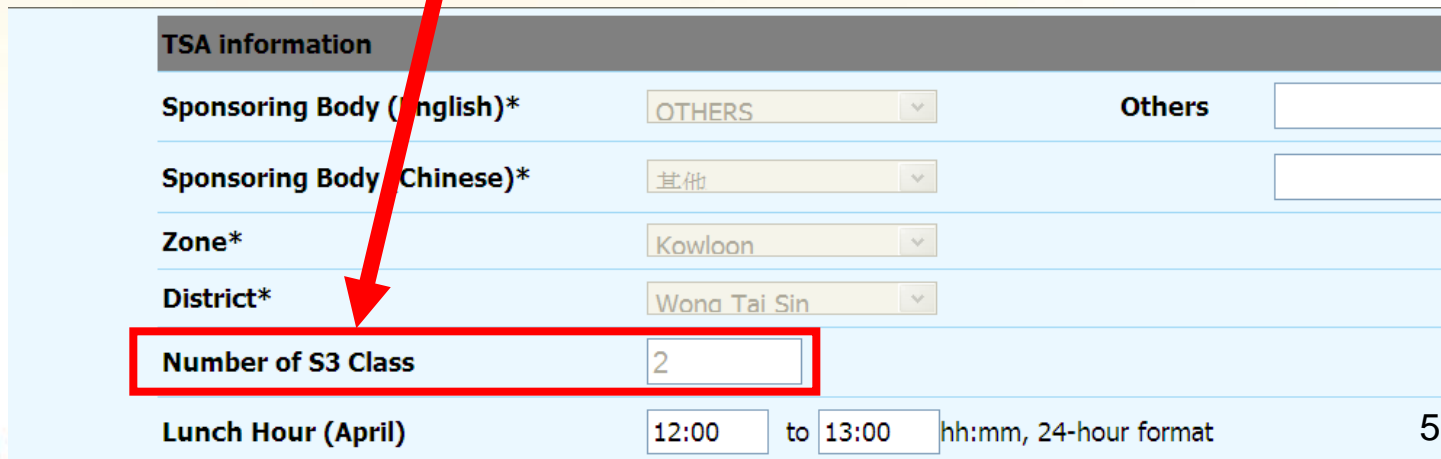
Completed OE nomination record



Submission of School Data

Verification of Submitted School Data

- Verify the accuracy of the data input in the six main areas
- Modify the data for any error found
- Verify the number of classes uploaded



The screenshot shows a form titled "TSA information" with several input fields. A red arrow points to the "Number of S3 Class" field, which is highlighted with a red rectangle. The field contains the value "2".

TSA information	
Sponsoring Body (English)*	OTHERS <input type="text"/>
Sponsoring Body (Chinese)*	其他 <input type="text"/>
Zone*	Kowloon <input type="text"/>
District*	Wong Tai Sin <input type="text"/>
Number of S3 Class	2
Lunch Hour (April)	12:00 to 13:00 hh:mm, 24-hour format



Submission of School Data

Conclusion

- Preparation
- Data Submission
- Verification
- Data Submission to be completed between **21 Nov - 5 Dec 2013**



Submission of School Data

User Guide for School Administrator

<http://www.bca.hkeaa.edu.hk/web/TSA/zh/PriUserGuide.html>



The screenshot shows a Windows Internet Explorer browser window displaying the HKEAA website. The address bar shows the URL <http://www.bca.hkeaa.edu.hk/web/TSA/en/PriUserGuide.html>. The website header includes the HKEAA logo and navigation links: Home, Sitemap, and 中文. Below the header is a banner image showing students in a classroom. The main content area is titled "User Guide" and contains the following text:

The "User Guide" consists of the following parts:

1. [User Guide for School Administrator](#)
The "User Guide for School Administrator" provides schools with information on school administration, e.g. uploading student data by batch, nominating Assessment Administration Supervisors, etc.

A left-hand navigation menu lists various sections: Introduction, TSA News, Question Papers and Marking Schemes, TSA Report, Quick Guide, Forms, FAQ, User Guide, Other Information, and Switch to.



Submission of School Data



NEW

Frequently Asked Questions

- What should I do if the message “STRN” already exists appears?

If the students have been registered in another school, please download the Student Data Amendment (SDA) Form from the BCA website and fax the completed form to 3628-8190.

[refer to slide 18]



Submission of School Data



NEW

Frequently Asked Questions

- What should be done if the student does NOT have an STRN while student data is being uploaded?

As the STRN is a mandatory data, schools can upload a “virtual STRN” (e.g. S9903A11) first. After getting the confirmed STRN from the EDB, the correct information should be uploaded onto the BCA system asap. *[refer to slide 17, 22]*



Submission of School Data



NEW

Frequently Asked Questions

- What bank account information should be given by the government schools?

As the payment for travelling allowance and honorarium for government schools will be handled by the EDB directly, government schools are required to input 000-000-0 for system validation.

[refer to slide 12]



Submission of School Data

Frequently Asked Questions

- What should be done if the message *“Class level” is invalid* appears while student data is being uploaded?

As schools can only upload S1-S3 student data onto the BCA system, please make sure that the S4-S6 students are excluded from the data file if the information is extracted from the SAMS / WEBSAMS.



[refer to slide 16]

Submission of School Data

Frequently Asked Questions

- Why I always fail to upload the text file (.txt) that is created by Microsoft Excel?

Before converting the student list into text (.txt) file, please make sure that the excel file does NOT include the field names (i.e. header) on the first row. The student data should be prepared according to the default data structure and saved as unicode text file (文字檔.txt).

 ***[refer to slide 17]***

Submission of School Data

Frequently Asked Questions

- What should I do if the message “Name (Chinese)” *must be Chinese characters* appears?

If a Chinese character of a student name is NOT within the Hong Kong Supplementary Character Set (HKSCS) , you can simply omit the entire Chinese name of that student and upload the student data again.



Submission of School Data

Frequently Asked Questions

- What should I do if the message “*User Name*” already exists appears?

As the “User Name” is NOT a mandatory data and it will be created by the BCA system automatically, you may omit the “User Name” (i.e. leave the information blank) and upload the student data again.

[refer to slide 17]



Submission of School Data

Frequently Asked Questions

- How can I login to the system if I have forgotten the password?

The login password is required to change every 180 days. If you forget the password, you can download the “Application Form for Re-issue of TSA School Administrator Password” from the [BCA website](#) and fax the completed form to 3628-8190.



[refer to slide 9]

Submission of School Data

Frequently Asked Questions

- How should I handle a drop-out student?

**You can release (do NOT “delete”) the student from the “Student Details” page under the “Student Administration” page (do NOT “unclick” the box next to student name on the list of “Participating Students’ Information” under the “TSA Centre” page).
*[refer to slide 24]***



Submission of School Data

Frequently Asked Questions

- Can the 2013/14 school year be counted as 1 of the 3 years' secondary school teaching experience required for OE?

No. The nominated Oral Examiners should have obtained at least 3 years' secondary school teaching experience and this must include at least 1 year's experience in junior secondary levels (S1-S3) obtained over the last 3 years.



Submission of School Data

Support and Enquiry

- Hotline: 3628 8191
- Email: tsa1@hkeaa.edu.hk

