

Operation Timetable of TSA 2014 (Secondary Schools)

Date	Responsible / Action Party	Operation Item
21 Nov 13	Assessment Admin Supervisors (AAS) / IT Support Staff	Briefing on Online Submission of School Information and Selection of Special Arrangements
21 Nov 13 – 5 Dec 13	AAS / IT Support Staff	Online submission of school, student and teacher information
20 Feb 14	Schools	Receive ONE set of “ <i>Quick Guide for Territory-wide System Assessment 2014 (Secondary Schools)</i> ” via the Web and from the courier
20 Feb 14	Principals / AAS	1. Receive notification of the date of Oral Assessments for individual schools via post
		2. Receive the work schedule of teachers of their own schools serving as Oral Examiners via post
20 Feb 14 – 6 Mar 14	AAS	1. Check and update student information via the Web
		2. Confirm the languages to be used in the assessments and the number of “ <i>Invigilators’ Handbooks</i> ” required by completing and returning the reply slip
6 Mar 14	AAS / IT Support Staff	Cut-off date of school and student information for Oral Assessments and barcode label printing
20 Feb 14 – 6 Mar 14	<u>Experienced</u> Oral Examiners	Attend online training and pass the recruitment test (Oral Examiners who passed the recruitment test receive appointment letter by post: 20 March)
		<i>OR</i>
29 Mar 14	<u>New</u> Oral Examiners	Attend training workshops for Oral Examiners (Chinese Language and English Language)
6 – 24 Mar 14	AAS / IT Support Staff	Frozen period for updating school and S.3 student information through TSA website
31 Mar 14	AAS	Attend a briefing session on the administration of the Oral and Written Assessments
24 Apr 14 ^{*A}	AAS	Receive the materials for Oral Assessments from the courier SECRET
28 or 30 Apr 14 ^{*B}	HKEAA and Schools	Conduct the Oral Assessments

SECRET : *These materials are marked “SECRET” on the packing. The Assessment Administration Supervisor should ensure that they are kept intact and locked in a secure cabinet or strong-room at all times when they are not in use, and that they should only be unsealed as specifically instructed by the HKEAA.*

* Emergency / Bad Weather Arrangements

*A. 25 Apr : Day reserved for receiving the materials for Oral Assessments from the courier

*B. 2 May : Day reserved for conducting the replacement Oral Assessments

Operation Timetable of TSA 2014 (Secondary Schools)

(Continued)

Date	Responsible / Action Party	Operation Item
2 May 14 ^{*C}	AAS	Return the materials for Oral Assessments to the HKEAA via courier
12 May 14	AAS	Deadline for updating student information (including special arrangements)
30 May 14	AAS	Receive the “ <i>Invigilators’ Handbook</i> ” via the Web and from the courier
30 May – 25 June 14	AAS / IT Support Staff	Download and check the checklists and forms to be used in the Written Assessments
19 or 20 Jun 14 ^{*D}	AAS	Receive the materials for the Written Assessments from the courier SECRET
24 - 25 Jun 14 ^{*E}	HKEAA and Schools	Conduct the Written Assessments
26 or 27 Jun 14 ^{*F}	AAS	Return the materials for the Written Assessments to the HKEAA via courier

SECRET : *These materials are marked “SECRET” on the packing. The Assessment Administration Supervisor should ensure that they are kept intact and locked in a secure cabinet or strong-room at all times when they are not in use, and that they should only be unsealed as specifically instructed by the HKEAA.*

* Emergency / Bad Weather Arrangements

- *C. 5 May : Day reserved for returning the materials for the Oral Assessments to the HKEAA via courier (if the assessments have to be conducted on reserve day, the returning date will be 5 May)
- *D. 23 Jun : Day reserved for receiving the materials for the Written Assessments from the courier
- *E. 27 Jun : Day reserved for conducting the replacement Written Assessments
- *F. 30 Jun : Day reserved for returning the materials for the Written Assessments to the HKEAA via courier (if the assessments have to be conducted on reserve day, the returning date will be either 30 Jun or 2 Jul)

Details of the training workshop and briefing**Briefing session on Online Submission of School Information and Selection of Special Arrangements**

Date	Time	Venue
21 Nov 2013 (Wednesday)	2:30 pm – 4:30 pm	Lecture Theatre, 4/F West Block, EDB Kowloon Tong Education Services Centre 19 Suffolk Road, Kowloon Tong, Kowloon (<i>Kowloon Tong MTR Station Exit E or F</i>)

Training workshops for Oral Examiners

Date	Time	Subject	Venue
29 Mar 2014 (Saturday)	9:30 am – 12:30 pm	Chinese	Tai Kok Tsui Catholic Primary School (Hoi Fan Road) No.20, Hoi Fan Road, Tai Kok Tsui, Kowloon (<i>Nam Cheong MTR Station Exit C</i>)
	9:30 am – 12:30 pm	English	Maryknoll Fathers' School 2 To Yuen Street, Tai Hang Tung, Kowloon (<i>Kowloon Tong MTR Station Exit C1 or H</i>)

Briefing session on the administration of the Oral and Written Assessments

Date	Time	Venue
31 Mar 2014 (Monday)	2:30 pm – 4:30 pm	To be confirmed

2014 年全港性系統評估工作時間表（中學）

日期	負責人／機構	項目
13 年 11 月 21 日	評估行政主任／技術支援人員	學校資料上載及點選特別安排簡介會
13 年 11 月 21 日至 12 月 5 日	評估行政主任／技術支援人員	透過互聯網上載學校、學生及教師資料
14 年 2 月 20 日	學校	透過互聯網及郵寄接收一套《2014 年全港性系統評估便覽（中學）》
14 年 2 月 20 日	校長／ 評估行政主任	1. 通過郵寄接收個別學校的說話評估日期
		2. 通過郵寄接收校內教師擔任說話能力主考員的評估工作時間表
14 年 2 月 20 日至 14 年 3 月 6 日	評估行政主任	1. 透過互聯網核對及更新學生資料
		2. 以回條回覆確定評估所使用的語言所需的監考員手冊數量
14 年 3 月 6 日	評估行政主任／技術支援人員	截止更新學校及學生資料，以用作參與說話評估及製作電腦條碼
14 年 2 月 20 日至 14 年 3 月 6 日	<u>有經驗的</u> 說話能力主考員	有經驗的說話能力主考員參與網上培訓及通過招募測試 （通過招募測試的說話能力主考員將於 3 月 20 日或以前，透過郵寄接受委任書）
		或
14 年 3 月 29 日	<u>新獲委任的</u> 說話能力主考員	出席說話能力主考員工作坊（中國語文科及英國語文科）
14 年 3 月 6 至 24 日	評估行政主任／技術支援人員	暫停透過互聯網更新學校及學生資料
14 年 3 月 31 日	評估行政主任	出席說話及紙筆評估行政安排簡介會
14 年 4 月 24 日 ^{*(1)}	評估行政主任	通過速遞接收說話評估物料 密件
14 年 4 月 28 或 30 日 ^{*(2)}	考評局及學校	舉行說話評估

密件：包裝上有「密件」字樣的評估物料，評估行政主任需確保在不需要使用這些物料時，將之原封不動及鎖進堅固的櫃或密室，並只按考評局指示開封

*緊急／天氣惡劣安排

*(1) 4 月 25 日：通過速遞接收說話評估物料的後備日

*(2) 5 月 2 日：舉行說話評估的後備日

2014 年全港性系統評估工作時間表（中學）

(續)

日期	負責人／機構	項目
14 年 5 月 2 日 ^{*(3)}	評估行政主任	通過速遞將說話評估物料交回考評局
14 年 5 月 12 日	評估行政主任	截止遞交更新學生資料（包括特別安排）
14 年 5 月 30 日	評估行政主任	透過互聯網及速遞接收《監考員手冊》
14 年 5 月 30 日至 14 年 6 月 25 日	評估行政主任／ 技術支援人員	透過互聯網下載及核對紙筆評估所用的 資料核對表
14 年 6 月 19 或 20 日 ^{*(4)}	評估行政主任	通過速遞接收紙筆評估物料 密件
14 年 6 月 24 至 25 日 ^{*(5)}	考評局及學校	舉行紙筆評估
14 年 6 月 26 日或 27 日 ^{*(6)}	評估行政主任	通過速遞將紙筆評估物料交回考評局

密件：包裝上有「密件」字樣的評估物料，評估行政主任需確保在不需要使用這些物料時，將之原封不動及鎖進堅固的櫃或密室，並只按考評局指示開封

*緊急／天氣惡劣安排

- * (3) 5 月 5 日：通過速遞將說話評估物料交回考評局的後備日（如評估需要延至後備日，則交回評估物料的日期為 5 月 5 日）
- * (4) 6 月 23 日：通過速遞接收紙筆評估物料的後備日
- * (5) 6 月 27 日：舉行紙筆評估的後備日
- * (6) 6 月 30 日：通過速遞將紙筆評估物料交回考評局的後備日（如評估需要延至後備日，則交回評估物料的日期為 6 月 30 或 7 月 2 日）

培訓工作坊及簡介會詳情**學校資料上載及點選特別安排簡介會**

日期	時間	地點
2013 年 11 月 21 日 (星期四)	下午 2:30 至 4:30	教育局九龍塘教育服務中心西座 4 樓演講廳 九龍九龍塘沙福道 19 號 (九龍塘港鐵站 E 或 F 出口)

說話能力主考員培訓工作坊

日期	時間	科目	地點
2014 年 3 月 29 日 (星期六)	上午 9:30 至 下午 12:30	中國語文科	大角嘴天主教小學(海帆道) 九龍大角嘴海帆道 20 號 (南昌港鐵站 C 出口)
	上午 9:30 至 下午 12:30	英國語文科	瑪利諾神父教會學校 九龍大坑東桃園街 2 號 (九龍塘港鐵站 C1 或 H 出口)

說話及紙筆評估行政安排簡介會

日期	時間	地點
2014 年 3 月 31 日 (星期一)	下午 2:30 至 4:30	待定

Territory-wide System Assessment 2014 (Secondary Schools) Assessment Administration Supervisor and Deputy Assessment Administration Supervisor Nomination Form

*The Assessment Administration Supervisor is required to upload on the TSA website the **data** as provided on this form no later than **5 December 2013** and **keep the completed form** until the end of 2014.*

(NOT necessary to return this form to the HKEAA)

*Note: School Heads may nominate themselves to be the Assessment Administration Supervisor (AAS)/Deputy AAS, or they may nominate their deputies or other senior teachers to be the AAS/Deputy AAS. However, to avoid potential clashes in roles and responsibilities, an AAS/Deputy AAS **should not** be nominated as an Oral Examiner for the TSA in the same year.*

Part A: To be completed by the School Head

Name of School: _____

School Code: _____

1. I understand:
 - a. my role as a School Head as given on P.2 of this document;
 - b. the responsibilities of an AAS/Deputy AAS as summarized on P.2 of this document.
2. I now would like to nominate the following persons to be the AAS and Deputy AAS of my school:

**Assessment
Administration Supervisor**

**Deputy Assessment
Administration Supervisor**

Name in English: _____

Name in Chinese: _____

3. I also understand that the administration of the TSA is subject to changes as advised by the HKEAA.

Name of School Head: _____

Signature: _____ Date: _____

Part B: To be completed by the AAS and Deputy AAS

I understand my responsibilities as a (Deputy) Assessment Administration Supervisor as given on P.2 of this document. I also understand that the administration of the TSA is subject to changes as advised by the HKEAA.

**Assessment
Administration Supervisor**

**Deputy Assessment
Administration Supervisor**

Name: _____

Email: _____

Contact No. / Mobile No.: _____ / _____
(for receiving SMS reminder)

Signature: _____

Date: _____

The Role of a School Head in the Administration of the Territory-wide System Assessment 2014 (Secondary Schools)

A School Head is expected to:

- I. initiate and oversee arrangements to be made for the proper implementation of the Territory-wide System Assessment (TSA) within the school as advised by the Hong Kong Examinations and Assessment Authority (HKEAA) from time to time and as detailed in the “*Quick Guide for the Territory-wide System Assessment 2014 (Secondary Schools)*”, a copy of which will be sent by the HKEAA to the School Head in February 2014;
- II. nominate the appropriate persons to be the Assessment Administration Supervisor (AAS) and Deputy AAS of his/her school, and Oral Examiners of the TSA, and provide these persons all the cooperation and support within his/her power as the School Head to ensure that they are able to fulfill their responsibilities as specified by the HKEAA.

A Summary of the Responsibilities of AAS/Deputy AAS

- I. With the assistance of the Deputy AAS, an AAS is responsible for:
 - 1) serving as the HKEAA’s contact person of the school with regard to the administration of the TSA;
 - 2) ensuring the proper conduct of the TSA in the school by adhering to the instructions detailed in *the TSA 2014 (Secondary Schools) Instructions to Assessment Administration Supervisor* and other related instructions issued by the HKEAA, a copy of “*Quick Guide*” will be sent by the HKEAA to the School Head in February 2014;
 - 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 his/her charge;
 - 5) ensuring that the assessment materials (including Oral Assessments and Written Assessments) marked “SECRET” on the packing are kept intact and locked in a secure cabinet or strong-room at all times when they are not in use;
 - 6) ensuring that the cartons containing the materials for the Oral and Written Assessments are unsealed by the Assessment Administration Assistant appointed by the HKEAA on the days of the assessments, and that all materials for the Oral and Written Assessments, VCDs for the Chinese Audio-visual Assessment, CDs for the Listening Assessments, question booklets and answer booklets, are unsealed by the Oral Examiners / Invigilators concerned in the classrooms right before the commencement of the respective assessments;
 - 7) maintaining the secrecy of the following assessment materials while they are under his/her charge:
 - a) materials for the Oral and Written Assessments
 - b) VCDs for the Chinese Audio-visual Assessments
 - c) CDs for the Listening Assessments (Chinese Language and English Language)
 - d) Question booklets and Answer booklets;
 - 8) ensuring that irregularities which happen within the school regarding the administration of the TSA are appropriately reported in writing (either by himself/herself, the School Head, the Oral Examiners or Invigilators concerned) to the HKEAA;
 - 9) effecting changes to the administration of the TSA as advised by the HKEAA.
- II. In case an AAS is unable to fulfill his/her responsibilities, the Deputy AAS will have to assume the full responsibilities of an AAS.

Handling of Personal Data:

The personal data submitted by schools will be used by the Hong Kong Examinations and Assessment Authority (HKEAA) and Education Bureau for delivery of assessment services. They may also be used for the following activities: (a) delivery of all procedures and activities relating to the Territory-wide System Assessment and Basic Competency Assessment; (b) matching of the personal data provided against other databases maintained by the HKSAR Government, other public organizations or educational institutions; and (c) conducting educational researches and analysis deemed appropriate by the HKEAA.

The personal data submitted by schools will only be disclosed to the HKSAR Government, other organizations or relevant parties: (a) for the purposes mentioned above; (b) where such disclosure is authorized or required by law.

2014 年全港性系統評估（中學）
提名中國語文科說話能力主考員須知

請校長／評估行政主任把此文件複印給有關的中國語文科教師

說話評估 施行概況	<ul style="list-style-type: none"> 全港學校必須參與，香港考試及評核局（考評局）會以隨機抽樣形式，在每所學校選出 12 或 24 名學生接受評核 評估日期及時段：2014 年 4 月 28 及 30 日兩天的上午及下午時段（如遇惡劣天氣，教育局宣布學校停課，評估將順延至 2014 年 5 月 2 日） 每所學校由兩名校外說話能力主考員負責評核學生的說話表現 說話能力主考員須到考評局指定的學校進行評審工作
提名	<ul style="list-style-type: none"> 每校須提名 1 位中國語文科說話能力主考員（請參閱“備註”）
職責	<ul style="list-style-type: none"> 到指定的中學按評審準則，評核中三級學生的說話表現
資歷	<ul style="list-style-type: none"> 具三年或以上中學中國語文科教學經驗 過往三年曾任教初中（中一至中三）中國語文科 如申請為普通話說話能力主考員，必須取得以下任何一項資格： <ul style="list-style-type: none"> 教師語文能力評核（普通話）口語能力達三等或以上 香港考試及評核局普通話高級水平測試及格 國家語委普通話水平測試二級乙等或以上
評估語言	<ul style="list-style-type: none"> 學校可選用廣州話或普通話為評估語言 學校如選用普通話為評估語言，須提名教師為普通話說話能力主考員 教師可同時選擇為廣州話及普通話說話能力主考員
工作日期 及時間	<ul style="list-style-type: none"> 2014 年 4 月 28 日及 4 月 30 日（5 月 2 日為後備日） 該工作天的上午時段 8:15－11:15 及下午時段 1:15－4:15
工作地點	<ul style="list-style-type: none"> 到考評局委派的學校 教師可按優先次序選擇以下的工作地區 <ul style="list-style-type: none"> 香港島及離島 九龍 荃灣、葵涌、青衣及東涌 元朗、天水圍及屯門 沙田、大埔、粉嶺及上水 西貢、將軍澳及調景嶺
津貼	<ul style="list-style-type: none"> 獲委任為說話能力主考員的教師可獲發交通津貼

	<ul style="list-style-type: none"> 教師如獲考評局委任為說話能力主考員，學校可聘請代課教師以執行他/她當天校內的教學職務，學校將獲發津貼（每名說話能力主考員獲發的津貼相等於代課教師每天的薪酬） 後備（Reserve）說話能力主考員如在 2014 年 4 月 22 日前未獲考評局安排前往任何學校擔任評估工作，則學校將<u>不會</u>獲發任何津貼 交通津貼及代課教師的薪酬將於 2014 年 8 月底前向所屬學校發放
培訓	<ul style="list-style-type: none"> 網上培訓 <ul style="list-style-type: none"> 供<u>曾參與全港性系統評估說話能力主考員培訓</u>的教師參加 接受培訓時段：<u>由 2014 年 2 月 20 日至 3 月 6 日</u> 瀏覽培訓網站內有關全港性系統評估的資料和示例，並完成招募測試 凡沒有參與網上培訓的資深主考員，必須出席培訓工作坊 培訓工作坊 <ul style="list-style-type: none"> 日期：2014 年 3 月 29 日（星期六） 時間：上午 9:30 至中午 12:30 地點：大角嘴天主教小學（海帆道） 九龍大角咀海帆道 20 號（港鐵南昌站 C 出口） 下列人士必須出席： <ol style="list-style-type: none"> 所有在本年獲委任的<u>新任說話能力主考員</u> 未能通過網上招募測試的資深主考員 沒有參與網上培訓的資深主考員 為使主考員能透徹而全面了解評審工作，並確保評審質量，<u>凡出席工作坊者務須準時</u>，如教師遲到逾 15 分鐘或早退，考評局將保留終止聘任其為說話能力主考員的權利
申請方法	<ul style="list-style-type: none"> 教師可向校長/評估行政主任索取「說話能力主考員提名表」，填妥後交回校長簽署確認 評估行政主任必須於 2013 年 11 月 21 日至 12 月 5 日期間，經全港性系統評估網站（https://www.bca.hkeaa.edu.hk）上載獲提名教師的資料，並保存「說話能力主考員提名表」至 2014 年年底
備註	<ul style="list-style-type: none"> 評估行政主任<u>不可同時擔任</u>說話能力主考員 教師雖獲校長提名，但仍須經考評局的甄選程序，方能擔任說話能力主考員

2014 年全港性系統評估（中學）
中國語文科說話能力主考員提名表

評估行政主任必須於 **2013 年 11 月 21 日至 12 月 5 日期間** 在全港性系統評估網站，根據填妥的提名表輸入及上載資料，並把提名表保存至 2014 年年底。

（毋須把本提名表傳真或寄回考評局）

甲部：由校長填寫

學校名稱： _____

學校編號： _____

1. 本人提名以下教師為 2014 年全港性系統評估中國語文科說話能力主考員

姓名： _____

2. 本人明白

甲. 獲提名的教師須經考評局的甄選程序，方能擔任說話能力主考員；

乙. 獲提名的說話能力主考員必須參加於 2014 年 2 月 20 至 3 月 6 日期間舉行的網上培訓或參加於 2014 年 3 月 29 日早上舉行的培訓工作坊；

丙. 獲委任為說話能力主考員的教師必須於 2014 年 4 月 28 及／或 30 日（後備日為 5 月 2 日）執行評審工作。

校長姓名： _____

簽署： _____ 日期： _____

乙部：由獲提名為說話能力主考員的教師填寫

本人確認已閱讀及明白「提名說話能力主考員須知」，同意獲提名為 2014 年全港性系統評估中國語文科說話能力主考員。

本人確認（請在適當的方格內加上✓號）

1. ☐ 具備 _____ 年中學中國語文科教學經驗
☐ 過去三年具備至少一年第三學習階段（中一至中三）中國語文科教學經驗

評審時所用語言（可選兩項）

☐ 廣州話 ☐ 普通話

2. 已取得（只適用於普通話說話能力主考員）

- ☐ 教師語文能力評核（普通話）口語能力達三等或以上
- ☐ 香港考評及評核局普通話高級水平測試及格
- ☐ 國家語委普通話水平測試二級乙等或以上

相關工作經驗

本人確認（請在適當的方格內加上✓號）

- ☐ 曾擔任全港性系統評估說話能力主考員（後備及候命除外），年份
2006/2007/2008/2009/2010/2011/2012/2013*
- ☐ 曾參與基本能力評估的相關工作（如閱卷員、助理試卷主席、審題員、擬題員等）
_____ 年
- ☐ 曾擔任香港其他公開考試的說話能力主考員 _____ 年

選擇評估工作地區

請按 1 至 3 選擇評估工作地區，1 代表最合意的選擇，3 代表較不合意

- | | |
|-------------------|-------------------|
| _____ 香港島及離島 | _____ 元朗、天水圍及屯門 |
| _____ 九龍 | _____ 沙田、大埔、粉嶺及上水 |
| _____ 荃灣、葵涌、青衣及東涌 | _____ 西貢、將軍澳及調景嶺 |

教師英文姓名：_____（以正楷英文字母填寫，姓氏先行）

教師中文姓名：_____（必須填寫）

香港身份證號碼：_____ 電郵：_____

電話號碼：（學校）_____（住宅）_____（手提）_____（供接收 SMS 提示短訊之用）

簽署：_____ 日期：_____

* 請刪去不適用者

個人資料處理：

學校所提交的個人資料，將被香港考試及評核局及教育局用作提供評估服務，這些資料亦可能用於下列有關活動：(a) 所有有關全港性系統評估及基本能力評估的程序及活動；(b) 將資料與香港特區政府、公共機構或其他教育機構所儲存的資料進行核對，以及 (c) 香港考試及評核局認為恰當的學術研究及分析。

學校所提交的個人資料，只會在下列情況下才向香港特區政府、其他機構或有關一方披露：(a) 基於上文所述明的用途；(b) 經法例授權或規定。

Territory-wide System Assessment 2014 (Secondary Schools)
Instructions for Nomination of English Language Oral Examiners

(Principal/Assessment Administration Supervisor (AAS) :

Please copy this document and pass it on to the teachers of English Language)

Implementation of Oral Assessment	<ul style="list-style-type: none"> ➤ 12 or 24 students, depending on the total number of students at Secondary 3 (S3) level from each school, will be randomly selected and assessed by two external Oral Examiners (OE). ➤ Each school will participate in one of four sessions, either in the morning or afternoon on one of the two days, 28 and 30 April 2014. In case of bad weather and in the event that secondary schools are closed, the assessments will be rescheduled to 2 May 2014. ➤ Oral Examiners will be allocated to schools assigned by the HKEAA.
Nomination	<ul style="list-style-type: none"> ➤ Each school is required to nominate one English Language Oral Examiner. (<i>Remarks</i>)
Responsibility	<ul style="list-style-type: none"> ➤ Oral Examiners will conduct the oral assessment and independently rate the S3 students based on given assessment criteria.
Qualifications	<ul style="list-style-type: none"> ➤ At least 3 years' secondary school teaching experience in English Language. This must include at least 1 year's experience in junior secondary levels (S1-S3) obtained over the last 3 years. ➤ Meet Language Proficiency Requirement (e.g. LPAT)
Assessment Period and Working Hours	<ul style="list-style-type: none"> ➤ 28 and 30 April 2014 ➤ AM session: 8:15 a.m. - 11:15 a.m. AND PM session: 1:15 p.m. - 4:15 p.m. ➤ If any of the oral assessments cannot be conducted due to bad weather, they will be rescheduled to 2 May 2014.
Working Location	<ul style="list-style-type: none"> ➤ Schools assigned by the HKEAA. ➤ Teachers can prioritise their choice of the following locations: <ul style="list-style-type: none"> - Hong Kong Island and Outlying Islands - Kowloon - Tsuen Wan, Kwai Chung, Tsing Yi and Tung Chung - Yuen Long, Tin Shui Wai and Tuen Mun - Shatin, Tai Po, Fanling and Sheung Shui - Sai Kung, Tseung Kwan O and Tiu Keng Leng

Allowance	<ul style="list-style-type: none"> ➤ A travelling allowance will be given to each Oral Examiner. ➤ Schools will be given remuneration for providing an examiner (daily rate of a supply teacher). The teaching duties of the OE can be filled in by the supply teacher. ➤ Schools will not receive any remuneration if the HKEAA has not assigned Reserve Oral Examiners going to schools to conduct the assessment by 22 April 2014. ➤ The travelling allowance and remuneration will be remitted to the school by the end of August 2014.
Training	<ul style="list-style-type: none"> ➤ <u>Online Training</u>: Training will be available online for teachers <u>who have participated in OE training in previous years</u>. This training will be available on the TSA website from <u>20 February to 6 March, 2014</u>. If these teachers are unable to complete the online training, they must attend the live workshop. ➤ <u>Live Workshop</u>: <u>New nominees</u> (and those who have not completed or passed in the online training) must attend the live training workshop to be held on Saturday, <u>29 March 2014, 9:30 a.m. – 12:30 p.m.</u> at <u>Maryknoll Fathers' School</u>. <p>To ensure rating quality of OEs, attendees must attend the full session of the workshop. If teachers arrive 15 minutes after the start of the workshop or depart before the workshop is completed, the HKEAA reserves the right to cancel their appointment as oral examiners.</p>
Application Procedure	<ul style="list-style-type: none"> ➤ <u>Forms</u>: Teachers can obtain the “Oral Examiner Nomination Form” from the Principal/Assessment Administration Supervisor. After completing the form, teachers are required to submit the form to the Principal for approval. ➤ <u>Uploading of Data</u>: Between 21 November and 5 December 2013, the Assessment Administration Supervisor is required to upload the data of the nominated Oral Examiners to the TSA Website (https://www.bca.hkeaa.edu.hk) and keep the “Oral Examiner Nomination Form” until the end of 2014.
Remarks	<ul style="list-style-type: none"> ➤ An Assessment Administration Supervisor cannot be nominated as an Oral Examiner for the assessment in the same year. ➤ Nominated Oral Examiners will have to go through a selection process conducted by the HKEAA before being appointed.

— End —

Please photocopy this form for
each Nominated Oral Examiner

English Language

Territory-wide System Assessment 2014 (Secondary Schools)
English Language Oral Examiner Nomination Form

*The Assessment Administration Supervisor is required to upload on the TSA website
the data as provided on this form between **21 November and 5 December 2013**
and keep the completed form until the end of 2014.*

(NOT necessary to return this form to the HKEAA)

Part A: To be completed by the School Head

Name of School: _____

School Code: _____

I would like to nominate the following person as an English Language Oral Examiner for the Territory-wide System Assessment (TSA) 2014.

Name in English/Chinese: _____ /
(Surname followed by given names in BLOCK CAPITALS)

I understand that

- the nominated Oral Examiner will undergo a selection process conducted by the Hong Kong Examinations and Assessment Authority (HKEAA) before being appointed;
- if the nominee is appointed as an Oral Examiner, she/he must complete the Online Training for experienced Oral Examiners between 20 February to 6 March 2014 or attend the mandatory Live Workshop for new Oral Examiners held on Saturday, 29 March 2014 (AM session);
- if appointed, the nominated Oral Examiner will have to be released to assume assessment duties on both assessment days, 28 and 30 April 2014, with a backup date on 2 May 2014.

Name of School Head: _____
(Surname followed by given names in BLOCK CAPITALS)

Signature: _____ Date: _____

Part B: To be completed by the nominated Oral Examiner

I confirm that I have read and understood the “Instructions for Nomination of Oral Examiners” and agree to the nomination for TSA 2014 English Language Oral Examiner.

I confirm that I (please tick “✓”)

- ☐ have _____ years of secondary school teaching experience in English Language
- ☐ have been teaching English Language at junior secondary levels (S1-S3) for at least 1 year within the past 3 years
- ☐ have met the Language Proficiency Requirement (e.g. LPAT)
- ☐ am a Native-speaking English Teacher (NET)

Related Work Experience

I confirm that I (please tick "✓")

- ☐ have served as an Oral Examiner (excluding Reserve and Standby Oral Examiners) in previous Territory-wide System Assessment 2006 / 2007 / 2008 / 2009 / 2010 / 2011 / 2012 / 2013 [#]
- ☐ have _____ years of experience related to Basic Competency Assessment (e.g. item setter, moderator, marker, etc.)
- ☐ have _____ years of experience as an Oral Examiner in public examinations

Assessment District

Below is my district preference in order of priority from 1 to 3, with 1 as the most preferred and 3 as the least preferred:

- _____ Hong Kong Island and Outlying Islands
- _____ Kowloon
- _____ Tsuen Wan, Kwai Chung, Tsing Yi and Tung Chung
- _____ Yuen Long, Tin Shui Wai and Tuen Mun
- _____ Shatin, Tai Po, Fanling and Sheung Shui
- _____ Sai Kung, Tseung Kwan O and Tiu Keng Leng

Name of Nominee in English: _____
(Surname followed by given names in BLOCK CAPITALS)

Name of Nominee in Chinese: _____

Hong Kong Identity Card: _____ Email: _____

Tel No.: (School): _____ (Home): _____ (Mobile): _____
(for receiving SMS reminder)

Signature: _____ Date: _____

[#] Please delete as appropriate

Handling of Personal Data:

The personal data submitted by schools will be used by the Hong Kong Examinations and Assessment Authority (HKEAA) and Education Bureau for delivery of assessment services. They may also be used for the following activities: (a) delivery of all procedures and activities relating to the Territory-wide System Assessment and Basic Competency Assessment; (b) matching of the personal data provided against other databases maintained by the HKSAR Government, other public organizations or educational institutions; and (c) conducting educational researches and analysis deemed appropriate by the HKEAA.

The personal data submitted by schools will only be disclosed to the HKSAR Government, other organizations or relevant parties: (a) for the purposes mentioned above; (b) where such disclosure is authorized or required by law.

- End -