

2014 年全港性系統評估（小學）

特別安排選擇須知

全港性系統評估旨在為學校提供準確而全面的全港學生和個別學校學生整體表現的資料和數據，學校應盡量安排所有學生參加。根據公平原則，部份學生可能需要學校在考試中為他們作出特別安排，以助他們顯示學習成果。在不影響評估內容和目標的原則下，學校也應在全港性系統評估中，為這些學生作出相應的安排。同時，學校須確定學生因其障礙而不能參與評估，方可豁免學生參加部份或全部的評估。

一、點選原則

學校可就學生的情況，或為有特別評估安排需要的學生，於以下時段內為該等學生點選 **WS0** 至 **WS7** 的特別安排類別，讓香港考試及評核局（下稱考評局）在評估期間及製作成績報告時作相應安排：

日期	
2013 年 11 月 21 日至 12 月 5 日	學校在全港性系統評估網頁上「全港性系統評估中心」內的「參與評估的學生資料」分頁內為所有小三級及以自願形式參與評估的學校的小六級學生點選特別評估安排
2014 年 3 月 22 日	截止在全港性系統評估網頁上更新參與說話及視聽資訊評估的學生資料（包括特別評估安排）
2014 年 5 月 12 日	截止在全港性系統評估網頁上更新參與紙筆評估的學生資料（包括特別評估安排）

學校應按照教育局有關特殊教育需要的政策及指引，為有特殊教育需要的學生點選 **WS0** 及 **WS3** 至 **WS7** 的特別安排（詳見第三部份及附錄一）。對於需要特別安排的學生，學校必須同時備有下列文件：

1. 相關專業人士（詳見附錄二，如：言語治療師、醫生、教育心理學家、臨床心理學家、聽力學家）報告；及
2. 校長的書面認許/學生的支援及校內評估調適記錄

考評局於有需要時，將預先通知學校，並於一星期後連同教育局支援學校人員到校查閱有關文件。

成績稍遜的學生（**Academically Low Achievers**，簡稱 **ALAs**）須按正常程序參加全港性系統評估，學校毋須為這些學生點選任何特別安排。

此外，學校為學生點選特別安排時，請留意以下各點：

1. 事先取得家長的同意；
2. 參考校內專業人員、教師及學生家長的意見，以及學生近期在校內考試所接受的特別安排（如考試所延長的時間）；及
3. 如需延長個別有特殊教育需要學生的評估時間，一般為不超過評估時間的百分之二十五。個別學生如有嚴重視障或肢體傷殘，可按專家意見增加延長的時間。

如有需要，學校可為個別學生（不論他們是否有特殊教育需要的學生）在課室內作特別座位安排，而毋須事先向考評局申請。

二、點選須知

1. 學校可為一位學生點選多於一項特別安排。
2. 由於說話評估及中國語文科視聽資訊評估只會隨機抽樣部份學生參與，考評局未能即時為參與評估的學生提供調適安排，故所有已點選 **WS0** 及 **WS3** 至 **WS7** 特別安排的學生，均 不會 在「學生抽樣名單」中被列為正選或後備。然而，學校亦可因應個別情況，以書面向考評局要求把個別已點選 **WS0**、**WS4** 至 **WS7** 特別安排的學生包括在學生抽樣名單中。如果有關學生被選中參與說話評估及／或中國語文科視聽資訊評估，考評局將不能提供調適安排，而有關學生的評估結果亦會包括在學校報告內。
3. 考評局會將點選特別安排的學生的評估結果分別處理（詳見第四部份－評估結果發放安排）。
4. 視乎個別情況，學校可為其他有特殊需要學生以書面申請 **WS0** 至 **WS7** 以外的其他特別安排。惟學校必須提供充分證明，有關安排亦需符合公開考試公平、合理的原則。有關申請必須於 **2013 年 12 月 5 日或以前**（註：所有逾期申請或將不獲受理），連同個別學生資料及證明文件送交考評局，以供考慮。

三、可點選的類別

WS0 豁免參與說話評估 (可供言語障礙學生點選)

有關安排

豁免參與說話評估（學生仍須參與紙筆評估）

WS1 非華語學生

原則上所有非華語學生均需參與整個系統評估（即包括中國語文科、英國語文科及數學科評估）。如有需要，學校可為個別非華語學生，點選 **WS1** 特別安排。

此外，學校亦可因應個別情況，以書面申請豁免學生參與中國語文科評估^{註一}。申請時必須於 **2013 年 12 月 5 日或以前**（註：所有逾期申請或將不獲受理），連同個別學生資料及證明文件送交考評局，以供教育局考慮。

有關安排

視聽資訊評估——

如抽中 **WS1** 學生參與中國語文科視聽資訊評估，學校可特別安排他們在其他課室應考，以便在評估過程中區別處理。考評局會提供中、英對照的「學生須知」，中國語文科視聽資訊評估（供需特別安排學生使用版本）光碟兩張，學校可用光碟播出題目及所有選項。

紙筆評估——

1. 考評局會為有 **WS1** 學生的學校額外提供：
 - a. 一套英文版的數學科試題答題簿（該生的班別已點選使用中文版試題），學校可因應學生的需要，讓他們選用中文版或英文版的數學科試題答題簿
 - b. 中國語文科聆聽、寫作及閱讀評估的中、英對照「學生須知」
 - c. 小六級^{註二}中國語文科聆聽評估（供特別安排學生使用版本）光碟兩張。如使用此光碟，學校需安排 **WS1** 學生在其他課室區別處理，用光碟播出所有題目及選項
 - d. 供中國語文科閱讀評估使用的「增潤作答指引」。如學校在進行中國語文科閱讀評估時，向 **WS1** 學生朗讀增潤作答指引，學校須安排 **WS1** 學生在其他課室區別處理。評估當日學校將會額外收到一套只有一份分卷的試題答題簿及「增潤作答指引」，以便作出安排。
2. 學校可在中國語文科寫作評估過程中，向 **WS1** 學生朗讀題目，但必須安排他們在其他課室應考，以便區別處理。評估當日學校將會額外收到一套只有一份分卷的小六級^{註三}試題答題簿，以供監考員朗讀題目給 **WS1** 學生作答。
3. 上述額外的評估物料在包裝上將與其他有所區別，以「需特別安排學生的評估物料」標示

註一：獲豁免參與中國語文科評估學生的英國語文科及數學科評估結果仍然會計算在所有學校層面報告內

註二：現行小三級的中國語文科聆聽評估，學校已可用光碟播出所有題目及選項

註三：同一學校的小三級學生，在中國語文科寫作評估中只答一份分卷

WS2 新來港學生

任何跟隨本港課程學習的學生，無論居港時間長短，都 必須參與整個評估（即包括中國語文科、英國語文科及數學科評估）。

鑑於新來港學生需要適應本地的課程及學習步伐，學校可為這些學生點選 WS2。

點選 WS2 的新來港學生必須符合以下其中一項準則：

1. 學生由首日抵港起至本學年首日入學期間少於 1 年（即來港少於 1 年）；
或
2. 學生來港超過 1 年，但本學年入學前未有入讀本港任何學校超過 1 年（即入學少於 1 年）。

學校 必須備有這些學生的來港定居證明紀錄（如單程證、護照、居留權證明書副本）及入學證明等。考評局於有需要時，將預先通知學校，並於一星期後向學校查閱有關文件。

WS3 豁免參與整個評估 （可供嚴重視障學生點選）

WS4 豁免參與聆聽及視聽資訊評估 （可供中度嚴重、嚴重及深度聽障學生點選）

有關安排

豁免參與中國語文科聆聽評估、英國語文科聆聽評估及中國語文科視聽資訊評估

WS5 智障學生

智障學生須參與整個評估（即包括中國語文科、英國語文科及數學科評估）。如有需要，學校可為智障學生點選其他特別安排。智障學生的成績將不會在補充報告 2 內列出。

WS6 使用放大試題答題簿 （可供視障、讀寫障礙、智障及肢體傷殘等學生點選）

有關安排

1. 考評局將提供放大的 A3 試題答題簿，並以象牙色紙印刷，另附中國語文科及英國語文科聆聽光碟各兩張^{註四}
2. 上述額外的評估物料在包裝上將與其他有所區別，以「需特別安排學生的評估物料」標示

註四：由於所有 WS6 學生的放大試題答題簿均為同一的指定分卷，在進行 中國語文科及英國語文科聆聽評估 時，這些學生的分卷與同班學生的分卷可能並 不相同，學校應安排這些學生前往使用相同分卷的班別或分開進行聆聽評估。

WS7 分開進行評估、延長評估時間及/或使用輔助設施及儀器 (可供讀寫障礙、智障、自閉症譜系、注意力不足/過度活躍症、肢體傷殘、語言困難、言語障礙、視障及聽障等學生點選)

有關安排

1. 學校可參考學生在近期的校內考試所接受的特別安排進行所有評估
2. 為有嚴重讀字困難的學生朗讀試卷只適用於中國語文科及英國語文科的寫作及聆聽評估，以及數學科評估，詳情請參閱教育局發出的《特殊教育需要學生校內考試特別安排》指引^{註五}
3. 考評局將提供額外及只有一份分卷的試題答題簿予全校所有 WS7 學生，另附中國語文科及英國語文科聆聽光碟各兩張，以便學校有需要時安排教師朗讀試卷
4. 上述額外的評估物料在包裝上將與其他有所區別，以「需特別安排學生的評估物料」標示

註五：《特殊教育需要學生校內考試特別安排》指引（網址：http://www.edb.gov.hk/attachment/tc/curriculum-development/major-level-of-edu/special-educational-needs/supporting-resources/SpecialExamArrangement_29012013.pdf）

四、評估結果發放安排

考評局將按照每所學校提交的學生資料，將學生的評估結果分為三份報告供校方參考：

學校報告： 全校學生的評估結果

補充報告 1： 不包括有選擇 WS1 的學生評估結果

補充報告 2： 不包括有選擇 WS1、WS2、WS4、WS5、WS6 及 WS7 的學生的評估結果

附錄一

	有特殊教育需要的學生類別	可點選的特別安排選項
1.	特殊學習困難/讀寫障礙	WS6, WS7
2.	智障	WS5, WS6, WS7
3.	自閉症譜系	WS7
4.	注意力不足/過度活躍症	WS7
5.	肢體傷殘	WS6, WS7
6.	視障 — 輕度、中度 — 嚴重、全失明	WS6, WS7 WS3, WS7
7.	聽障 — 輕度、中度 — 中度嚴重、嚴重、深度	WS7 WS4, WS7
8.	言語障礙 — 構音、聲線、語暢及語用困難 — 語言困難	WS0 WS0, WS7

附錄二

	有特殊教育需要的學生類別	評估機構／專業人士
1.	特殊學習困難／讀寫障礙	教育心理學家或臨床心理學家
2.	智障	教育心理學家、臨床心理學家或衛生署／醫管局兒童體能智力測驗中心
3.	自閉症譜系	精神科醫生或衛生署／醫管局兒童體能智力測驗中心
4.	注意力不足／過度活躍症	精神科醫生或衛生署／醫管局兒童體能智力測驗中心
5.	肢體傷殘	醫生
6.	視障 — 輕度、中度 — 嚴重、全失明	眼科醫生或香港盲人輔導會轄下普通眼科及低視能中心
7.	聽障 — 輕度、中度 — 中度嚴重、嚴重、深度	聽力學家
8.	言語障礙 — 構音、聲線、語暢及語用困難 — 語言困難	言語治療師

Territory-wide System Assessment 2014 (Primary Schools)

Guidelines on Selecting Special Arrangements

The purpose of the Territory-wide System Assessment (TSA) is to provide school management with accurate and comprehensive information on the performance of the students of their own schools and also the overall performance of students at territory-wide level. Based on the principle of equal opportunities, some students may require special arrangements to be made by schools to enable them to display their achievements in learning in examinations. Schools should make corresponding arrangements for these students in TSA provided that the content and objectives of the assessment are not compromised. Besides, before exempting any student from the whole or part(s) of the assessment, schools must make sure that it is due to the students' disability/ disabilities that s/he is unable to participate in the assessment.

A. Selection Principles

Schools should report cases of students requiring special assessment arrangements to the Hong Kong Examinations and Assessment Authority (HKEAA) and select special arrangements WS0 to WS7 for such students during the specified period as indicated below. The HKEAA will make corresponding arrangements in assessment administration and reporting of results:

Date	Action by Schools
21 November 2013 to 5 December 2013	Select special arrangements for all P.3 students and P.6 students of schools participating voluntarily in P6 assessment on the "Participating Students Information" webpage in the "TSA Centre" at TSA Website
21 March 2014	Deadline for updating student information (including special arrangements) at TSA Website for Oral & CAV Assessments
12 May 2014	Deadline for updating student information (including special arrangements) at TSA Website for Written Assessments

Schools should follow the existing policies and guidelines of the Education Bureau (EDB) in selecting special arrangements WS0, WS3 to WS7 (see Part C and Appendix I) for their students with special educational needs (SEN). For SEN students requiring special arrangements in TSA, schools must ensure the availability of all supporting documents specified below:

1. **Reports provided by relevant professionals** (see Appendix II, e.g. speech therapists, doctors, educational psychologists, clinical psychologists, audiologists, etc.), and
2. **Approval of the Principal / Records of support and assessment accommodation provided by school**

Where necessary, schools will be informed one week in advance to get ready the above documents at school for on-site review of the HKEAA and EDB staff.

All Academically Low Achievers (ALAs) should participate in TSA without any special arrangements.

Also, schools should take note of the following when selecting special arrangements for students:

1. Obtain the consent of the parents in advance;
2. Make reference to the advice of professionals, teachers, parents and recent special arrangements in internal examinations (including time extension); and

3. Extend assessment time to no more than 25% of the total time for SEN students, if necessary. Students with severe visual impairment or physical disability may have a longer extended time according to the advice of professionals

Please also note that it is not necessary to inform the HKEAA of any special seating arrangements in the classroom (for SEN or non-SEN students).

B. Selection Guidelines

1. Schools may select more than one special arrangement for each student.
2. **All students receiving WS0, WS3 to WS7 will not be included in the *Student Sample List of Oral & CAV Assessments*. Schools may request in writing to put any students receiving WS4 to WS7 in the pool for random selection for Oral and/or CAV Assessments. If selected, no special arrangements will be provided and their results will be included in the School Report for Oral & CAV Assessments.**
3. The HKEAA will process the results of students requiring special arrangements separately (refer to “Part D – Release of School Reports” for details).
4. Depending on individual circumstances, schools may apply for special examination arrangements other than WS0 to WS7 for students with other special needs. Schools should provide sufficient evidence to support the request and the requested arrangements are practicable in a public examination setting without any undue advantage over other students. Principals concerned should submit their application in writing **on or before 5 December 2013** (Note: Late application may not be accepted) with relevant supporting documents to the HKEAA for consideration.

C. Categories for Selection

WS0 Exemption from the Oral Assessments <i>(for students with Speech and Language Impairments)</i>

Relevant Arrangement

Students will be exempted from the Oral Assessments only (they should still take part in the Written Assessments)

WS1 Non-Chinese Speaking (NCS) Students
--

In principle, all NCS students **should take part in the whole assessment**. Where necessary, schools may select WS1 for these NCS students.

Separately, depending on individual circumstances, schools may apply for exemption of the students from participating in the Chinese Language Assessments^{Note 1}. Principals concerned should submit their application in writing with relevant supporting documents to the HKEAA **on or before 5 December 2013** (Note: Late application may not be accepted) for consideration by the Education Bureau (EDB).

Relevant Arrangements

CAV Assessment

If WS1 students are selected for the CAV Assessment, schools may choose to use a special VCD, with all questions and options read aloud to the students. If they choose to do so, the WS1 students will have to take the assessment separately in another classroom. A bilingual instruction sheet and 2 special VCDs will be provided to schools with WS1 students.

Written Assessments

1. HKEAA will provide the following extra materials for schools with WS1 students:
 - a. If the class of the student is using Chinese Mathematics paper, the HKEAA will provide an additional set of English Mathematics papers for these students. Schools may opt for Mathematics in either language for these students according to their learning needs
 - b. Separate bilingual instruction sheets for Chinese Listening, Writing and Reading Assessments
 - c. 2 special CDs for P.6^{Note 2} Chinese Listening Assessment, with all questions and options read aloud. It should be arranged for these students to take the assessment separately
 - d. Enhanced instructions on answering questions for Chinese Reading Assessment. If schools decide to read aloud the enhanced instructions on answering questions to the WS1 students in Chinese Reading Assessment, they should arrange for the concerned WS1 students to take the assessment separately. For the convenience of these schools, an extra package containing only one sub-paper together with the enhanced instructions will be provided.
2. In Chinese Writing Assessment, schools may read aloud the writing topic to the WS1 students, but it should be arranged that they take the assessment separately. In P.6^{Note 3} Chinese Writing Assessment, schools may use the extra package provided with only one sub-paper for reading the writing topic to WS1 students.
3. All the above extra assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 1 The results of the English Language and Mathematics Assessments for those students exempted from taking the Chinese Language Assessments will be included in all school-level reports

Note 2 In existing P.3 Chinese Listening Assessment, all questions and options are read in the CD used by the schools

Note 3 All P.3 students in the same school will use only 1 sub-paper in the Chinese Writing Assessment

WS2 Newly-arrived Children (NAC)

All students following the local curriculum, disregarding the length of stay in Hong Kong, **should take part in the whole assessment** (including the Chinese Language, English Language and Mathematics Assessments).

In view of the fact that it does take time for NAC students to adapt to the local curriculum and pace of learning, schools may select WS2 for these students.

WS2 Students must satisfy any one of the following criteria:

- i) the period between the date of first arrival in Hong Kong and the first day of attending school is less than one year (i.e. arrival less than one year); or
- ii) have been in Hong Kong for more than one year, but have not attended any local school for more than one year prior to admission to the current school (i.e. schooling less than one year).

Schools are required to keep these students' records of entering Hong Kong for settlement (e.g.

copies of One-way Permits, Passports, or Certificates of Entitlement). They may be asked to submit such documents to the HKEAA within one week of notification when necessary.

WS3 Exemption from the Whole Assessment

(for students with Severe Visual Impairment)

WS4 Exemption from the Listening and CAV Assessments

(for students with Moderately-severe, Severe or Profound Hearing Impairment)

Relevant Arrangement

Students will be exempted from the Chinese and English Listening Assessments, as well as the Chinese Audio-visual Assessment

WS5 Students with Intellectual Disability

Students with intellectual disability **should take part in the whole assessment**. Schools may select other special arrangements simultaneously for WS5 students if necessary. Results of students with intellectual disability will not be shown in the Supplementary Report 2.

WS6 Using A3 QA Booklets

(for students with Visual Impairment, Dyslexia, Intellectual Disability, Physical Disability, etc)

Relevant Arrangements

1. The HKEAA will provide A3 question-answer booklets printed on ivory paper with 2 CDs for Chinese Listening Assessment and 2 CDs for English Listening Assessment ^{Note 4}
2. All the above assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 4 Students who require enlarged question-answer booklets will be given the same sub-papers for all assessments. During the Chinese and English Listening Assessments, the sub-papers of these students may be different from those of their classmates. Schools should arrange for them *to sit the assessments either with another class using the same sub-paper or separately.*

WS7 Taking Assessments Separately, Time Extension and/or Using Auxiliary Equipment

(for students with Dyslexia, Intellectual Disability, Autism Spectrum Disorders, Attention Deficit / Hyperactivity Disorder, Physical Disability, Language Difficulty, Speech & Language Impairment, Visual Impairment, Hearing Impairment, etc.)

Relevant Arrangements

1. Schools should make reference to recent special arrangements in internal examinations
2. Reading aloud the questions is only applicable to those students with Severe Reading Difficulties sitting for Listening and Writing papers in the Chinese and English Assessments, as well as Mathematics Assessments. Schools may refer to the guideline “Special Arrangements for

Internal Examinations for Students with Special Educational Needs” issued by EDB for details ^{Note 5}.

3. The HKEAA will provide an additional set of 2 CDs and question-answer booklets of one sub-paper only for Chinese Listening Assessment and English Listening Assessment to facilitate the teacher to read aloud the questions if necessary
4. All the above assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 5 “Special Arrangements for Internal Examinations for Students with Special Educational Needs” website:
([http://www.edb.gov.hk/attachment/en/curriculum-development/major-level-of-edu/special-educational-needs/sup-porting-resources/SpecialExamArrangement_\(eng\)_29012013.pdf](http://www.edb.gov.hk/attachment/en/curriculum-development/major-level-of-edu/special-educational-needs/sup-porting-resources/SpecialExamArrangement_(eng)_29012013.pdf))

D. Release of School Reports

Based on the student information submitted by individual schools, the HKEAA will issue three school-level reports for each school:

School Report:	Results of all students
Supplementary Report 1:	Results of all students except those of WS1 students
Supplementary Report 2:	Results of all students except those of WS1, WS2, WS4, WS5, WS6 and WS7 students

Appendix I

	SEN Type	Special Arrangements can be selected
1.	Specific Learning Difficulties / Dyslexia	WS6, WS7
2.	Intellectual Disability	WS5, WS6, WS7
3.	Autism Spectrum Disorders	WS7
4.	Attention Deficit / Hyperactivity Disorder	WS7
5.	Physical Disability	WS6, WS7
6.	Visual Impairment - Mild and Moderate - Severe and Total Blindness	WS6, WS7 WS3, WS7
7.	Hearing Impairment - Mild and Moderate - Moderately-severe, Severe and Profound	WS7 WS4, WS7
8.	Speech & Language Impairment - Articulation, Voice and Fluency Difficulties - Language Difficulty	WS0 WS0, WS7

Appendix II

	SEN Type	Assessment Centres / Professionals
1.	Specific Learning Difficulties / Dyslexia	Educational psychologists or Clinical psychologists
2.	Intellectual Disability	Educational psychologists, Clinical psychologists or Child Assessment Service operated by the Department of Health / Hospital Authority
3.	Autism Spectrum Disorders	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority
4.	Attention Deficit / Hyperactivity Disorder	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority
5.	Physical Disability	Doctors
6.	Visual Impairment - Mild and Moderate - Severe and Total Blindness	Ophthalmologists or General Eye and Low Vision Centre operated by the Hong Kong Society for the Blind
7.	Hearing Impairment - Mild and Moderate - Moderately-severe, Severe and Profound	Audiologists
8.	Speech & Language Impairment - Articulation, Voice and Fluency Difficulties - Language Difficulty	Speech therapists