

2015 年全港性系統評估（小學）  
Territory-wide System Assessment 2015 (Primary Schools)

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

請在 2014 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 2014

步驟 Steps

資料預備 Data Preparation

- |    |                          |  |
|----|--------------------------|--|
| 1. | <input type="checkbox"/> | 於 SAMS/WEBSAMS 下載或以 MS Excel 預備所有小三級及小六級學生資料的文字檔<br>Prepare the text file with all P3 and P6 data 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

- |    |                          |   |
|----|--------------------------|---|
| 5. | <input type="checkbox"/> | 以 TSA 學校系統管理員賬戶 (TSAPxxx)* 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 (TSAPxxx)* 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，更新學校銀行賬戶資料及所有賬戶管理人的聯絡資料<br>Update 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

- |     |                          |  |
|-----|--------------------------|--|
| 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，上載所有小三級及小六級學生資料<br>Enter【School Information Centre】→【Batch Upload】→【Student Batch Upload】page to upload all P3 and P6 data                          |
| 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，提名小三級及小六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 P.3 and P.6 Chinese and English OEs                                   |

## 驗證資料 Data Verification

- |     |                          |  |
|-----|--------------------------|--|
| 13. | <input type="checkbox"/> | 進入【學校資料管理】→【學校管理】頁面，檢查所上載的小三級及小六級班級數目正確<br>Enter【School Information Centre】→【School Administration】page to verify the uploaded number of P3 and P6 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              |