



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

TSA 2020: Briefing on Submission of **School Data** and Selection of **Special Arrangements** (Primary Schools)



8 November 2019

Sham Shui Po Government Primary School

Rundown

時間	項目	講者
14:00 – 14:05	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
14:05 – 14:45	2020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
14:45 – 14:55	小休	
14:55 – 15:10	為特殊教育需要學生 提供特別評估安排	盧景恩女士 教育局教育心理服務（新界東）組 專責教育主任
15:10 – 15:30	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
15:30 – 16:00	答問時間	以上各講者 及 呂逸青女士 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 2020 Improvements

Feedbacks received from schools/AASs in July 2019

One printed copy of Invigilators' Handbook for each class and one spare copy will be provided to schools (e.g. 4 copies for school with 3 P.3 classes) for environmental friendliness

One piece of souvenir (instead of three pieces) will be provided to each P.3 student taking the Written Assessments for environmental friendliness

Primary 3 TSA

- Around 10% of P.3 students are sampled from each public sector and Direct Subsidy Scheme School for the TSA
- Schools which would like all their P.3 students to participate in the TSA and obtain detailed school reports, please submit their opt-in forms for P.3 Assessment to the HKEAA no later than **9 December 2019**

Primary 6 TSA

- P6 TSA will be suspended in 2020
- Schools may choose to take part in P6 assessment on a **voluntary basis** and make use of the marking and reporting services of the HKEAA
- Interested schools are requested to submit their opt-in forms for P6 assessment to the HKEAA no later than **9 December 2019**

Part I:

Briefing on Submission of School Data

學校資料上載注意事項

Submission of School Data

TSA 2020 Important Dates 重要日期



27 November 2019

Deadline for **online submission of school, student (including special arrangements) and teacher data** (for Oral Assessments and ordering of question & answer booklets)



9 December 2019

Confirm the **P3/P6 assessment arrangements** by completing and returning the reply slip



5 February 2020

HKEAA will inform schools the **date of Oral & CAV Assessment** and work schedule of Oral Examiners

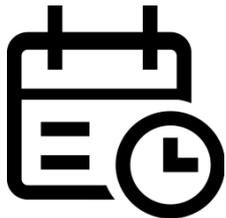
Submission of School Data

TSA 2020 Important Dates 重要日期 (Cont'd)



23 March 2020

Deadline for updating student data (including special arrangements) for Oral & CAV Assessments through BCA website



MAR - APR

24 March – 8 April 2020

Frozen period for updating school and student information through BCA website



1 April 2020

Deadline for updating student data for barcode label printing

Submission of School Data

TSA 2020 Important Dates 重要日期 (Cont'd)



7 April 2020

Briefing session on the administration of the Oral and Written Assessments



5 or 6 May 2020

Conduct the **P3 Oral & CAV Assessments**



12 or 13 May 2020

Conduct the **P6 Oral & CAV Assessments**

Submission of School Data

TSA 2020 Important Dates 重要日期 (Cont'd)



8 May 2020

Deadline for updating student information (including special arrangements) for Written Assessments through BCA website



11 and 12 June 2020

Conduct the **Written Assessments**

Submission of School Data

1

Process and transmit student information via WebSAMS / Student Batch Upload

2

Check and update school 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 Chinese and English Oral Examiners (OE)

Submission of School Data

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



香港考試及評核局
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主頁 / 網頁指南 / English



基本能力評估

教育統籌委員會(教統會)在《終身學習·全人發展—香港教育制度改革建議》中提出設立中、英、數「基本能力評估」。

「基本能力評估」包括「學生評估」和「全港性系統評估」兩部分。

[更多](#)

SA



學生評估

[更多](#)

TSA



全港性系統評估

[更多](#)

培訓及
研討會



[更多](#)

用戶:

密碼:

登入

*Login ID:
TSAPXXX*

最新消息

Submission of School Data

Password will
only be required
to change every
180 days

Combination:
8 to 12
characters with
numbers and
letters

BCA
website
Password

Submission of School Data

1. Student Information (For schools with WEBSAMS)

A. Procedures

1. Upgrade the System to BUILD version 3.0.0.30102019
2. CDS → Incoming Message
 - Decrypt the parameter file, “TSA parameter file for secondary school”
3. WEBSAMS(HKEAA) → TSA → Data Communication → Process Incoming Data
 - Import parameter file, “TSA parameter file for secondary school”
4. WEBSAMS(HKEAA) → TSA → Maintain Student Data
 - Maintain the student data and save
5. WEBSAMS(HKEAA) → TSA → Data Communication → Prepare Outgoing Data
 - Prepare the TSA Student Data file and check the report. If there is no problem, confirm the TSA Student Data file.
6. CDS → Outgoing Message → Maintain Message
 - Encrypt and send the TSA Student Data file



Submission of School Data

1. Student Information (For schools with WEBSAMS) (cont'd)

B. References

1. PowerPoint on submission of TSA student data for Primary Schools in WebSAMS

(<http://www.edb.gov.hk> → [School Administration and Management > Administration > IT Systems for Schools > WebSAMS > Briefing Sessions & Workshops](#))

Or refer to this link: https://www.edb.gov.hk/attachment/tc/sch-admin/admin/sch-it-systems/websams/TSA%20function_pri.pdf

2. Frequent Asked Questions

(<http://cdr.websams.edb.gov.hk> → [參考資料 > 常見問題及答案 > 香港考評局程序 > 全港性系統評估](#))



Submission of School Data

1. Student Information (For schools with WEBSAMS) (cont'd)

C. Enquiries

1. WebSAMS School Liaison Officers

(<http://cdr.websams.edb.gov.hk> → 主頁 → 常用電話/電郵/地址 >
網上校管系統學校聯絡主任名單及聯絡方法)

2. WebSAMS Helpdesk

Telephone number: 3125 8510

Fax number: 3125 8999

Email: websams_support@hk.ncs-i.com

3. CDS Helpdesk

Telephone number: 3464 0550

Fax number: 3464 0568

Email: cdshelpdesk@edb.gov.hk

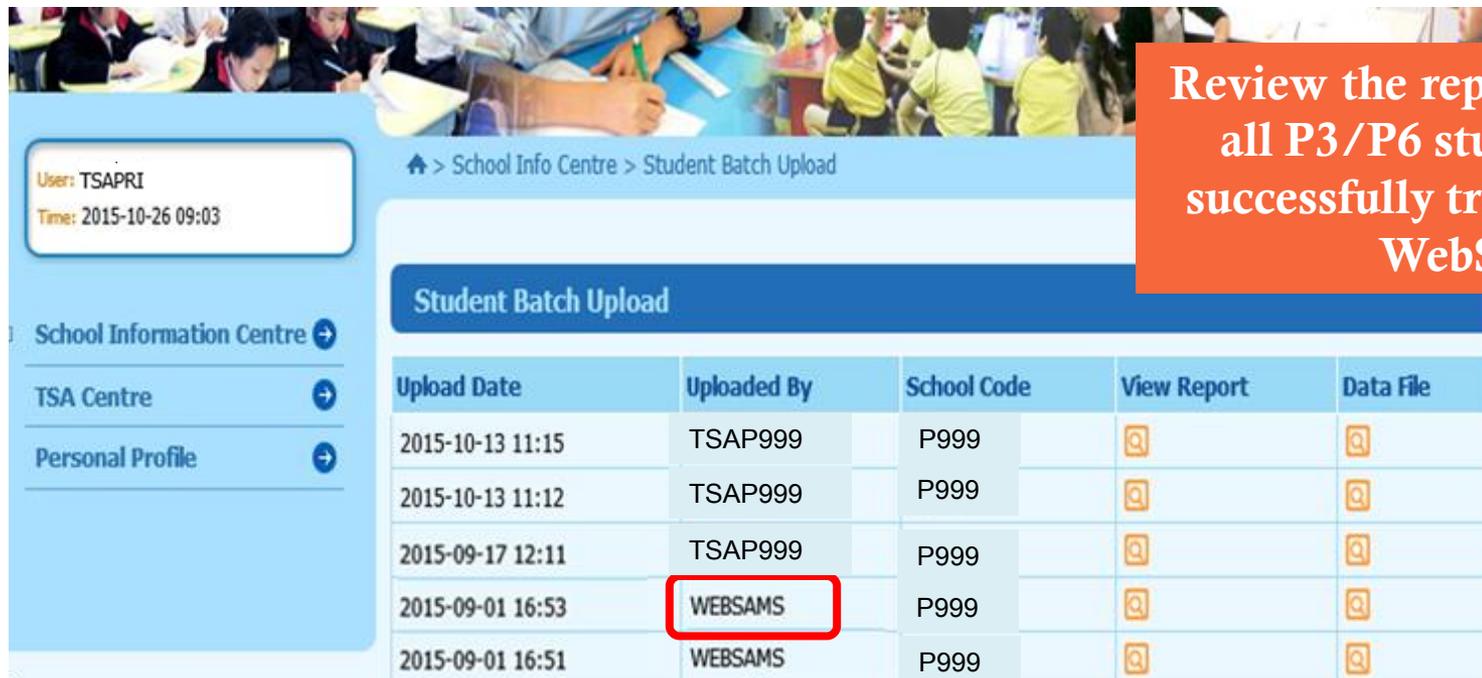


Submission of School Data

1. Student Information (WebSAMS) (cont'd)

For schools with WEBSAMS:

Verify if the student file is transmitted to the **BCA website** from WebSAMS at the Student Batch Upload page.



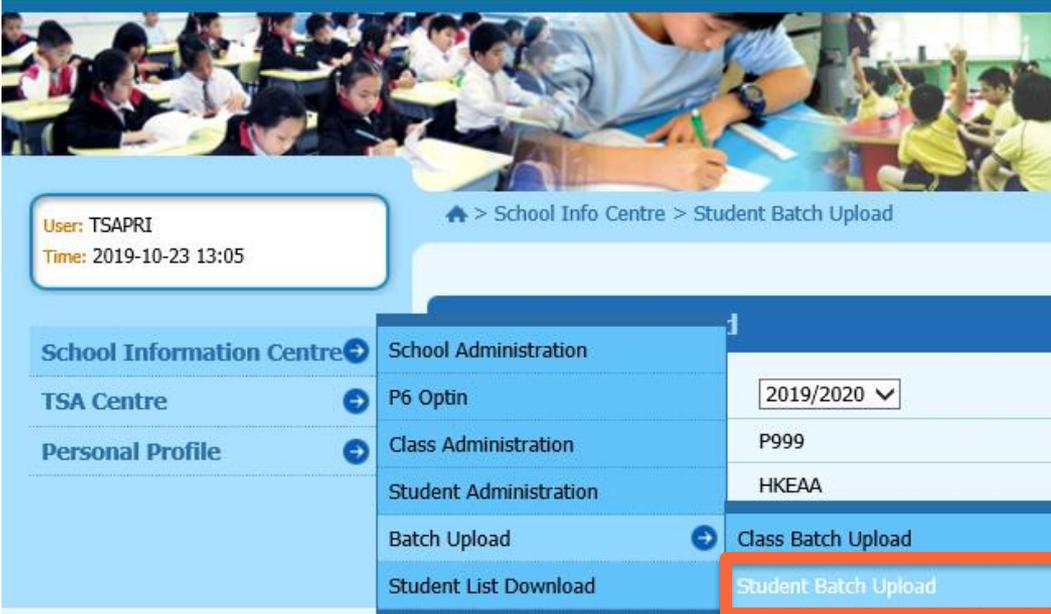
Review the report and confirm all P3/P6 student data are successfully transmitted from WebSAMS

Upload Date	Uploaded By	School Code	View Report	Data File
2015-10-13 11:15	TSAP999	P999		
2015-10-13 11:12	TSAP999	P999		
2015-09-17 12:11	TSAP999	P999		
2015-09-01 16:53	WEBSAMS	P999		
2015-09-01 16:51	WEBSAMS	P999		

Submission of School Data

1. Student Information (Student Batch Upload)

For schools without WEBSAMS:



The screenshot shows the School Information Centre interface. The user is logged in as TSAPRI at 2019-10-23 13:05. The navigation path is: School Info Centre > Student Batch Upload. A dropdown menu is open under 'Student Administration', with 'Student Batch Upload' highlighted. The page title is 'School Information Centre (學校資料管理)'. The breadcrumb path is 'School Info Centre > Student Batch Upload'. The page content includes a 'Data File' upload field and an 'Upload' button.

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)

Step 1: You may extract student data through WEBSAMS
Download [WEBSAMS data query](#)
(at WEBSAMS > 主頁 > 參考資料 > 常用SQL參考庫 > 香港考評局全港性系統評估)

Step 2: Data File 瀏覽...

Notes on the student data file format

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

Step 1:
Prepare an Excel file with the following data structure and convert the Excel file to unicode text file (文字檔 .txt)

Step 2:
Upload the text (.txt) file

Past Student Data File

through WEBSAMS

料 > 常用SQL參考庫 > 香港考評局全港性系統評估

選擇檔案 未選擇任何檔案

Upload

encoding types for the data file: UTF-8 and UTF-16.

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	Academic Year	Class Level	Class	Class No.	Name (English)	Name (Chinese)	Gender	Date of Birth	STRN	Email
Mandatory	Y	Y	Y	Y	Y	N	Y	Y	Y	N
Max length	9	2	10	2	100	80	1	10	15	80

5. Fields are separated by a Tab.
6. Academic Year should be in the format of yyyy/yyyy (e.g. 2015/2016).
7. The valid range of the Class Level is either 'P3', 'P6' or 'S3'.
8. The maximum value of Class No. is 80.
9. The gender's valid values include 'm', 'M', 'f' and 'F'.
10. Date of Birth should be in the format of dd/mm/yyyy.

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

Data structure of student data file

Field Name	Academic Year	Class Level	Class	Class No.	Name (English)	Name (Chinese)	Gender	Date of Birth	STRN	Email
Mandatory	Y	Y	Y	Y	Y	N	Y	Y	Y	N
Max length	9	2	10	2	100	80	1	10	15	80

5. Fields are separated by a Tab.
6. Academic Year should be in the format of yyyy/yyyy (e.g. 2015/2016).
7. The valid range of the Class Level is either 'P3', 'P6' or 'S3'.
8. The maximum value of Class No. is 80.
9. The gender's valid values include 'm', 'M', 'f' and 'F'.
10. Date of Birth should be in the format of dd/mm/yyyy.

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

▲ > 學校資料管理 > 上載學生批次檔案 登出 →

上載學生批次檔案

44 記錄上載成功

學年	級別	班別	班號	學生姓名 (英文)	學生姓名 (中文)	性別	出生日期	學生編號 (STRN)	電郵地址
2017/2018	P3	3B	01	P99920173B01		M	20/02/2008	P99920173B01	
2017/2018	P3	3B	02	P99920173B02		M	20/02/2008	P99920173B02	
2017/2018	P3	3B	03	P99920173B03		M	20/02/2008	P99920173B03	
2017/2018	P3	3B	04	P99920173B04		M	20/02/2008	P99920173B04	
2017/2018	P3	3B	05	P99920173B05		M	20/02/2008	P99920173B05	
2017/2018	P3	3B	06	P99920173B06		M	20/02/2008	P99920173B06	
2017/2018	P3	3B	07	P99920173B07		M	20/02/2008	P99920173B07	
2017/2018	P3	3B	08	P99920173B08		M	20/02/2008	P99920173B08	
2017/2018	P3	3B	09	P99920173B09		M	20/02/2008	P99920173B09	
2017/2018	P3	3B	10	P99920173B10		M	20/02/2008	P99920173B10	

Confirm the number of student records is correct

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

1 Record(s) were rejected:

Academic Year	Class Level	Class	Class No.	Student Name (English)	Student Name (Chinese)	Gender	Date of Birth	STRN	Email	User Name	E
2015/2016	P3	3A	01	ONE A ONE	一甲一	F	15/2/2001	2015P9992A01		P999USER1A	

Total No. of Record : 1

- If students were rejected, their STRN 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.

Submission of School Data

1. Student Information (Student List Download)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

Welcome

School Information Centre →
TSA Centre →
Personal Profile →

- School Administration
- P6 Optin
- Class Administration
- Student Administration
- Batch Upload →
- Student List Download**

Download the student information successfully transmitted from WebSAMS or imported via the Student Batch Upload function

Submission of School Data

1. Student Information (Student List Download) (cont'd)



香港考試及評核局
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[Home](#) / [Sitemap](#) / [中文](#)



- Select the target class level and class
- The report will be given in unicode text file (文字檔 .txt) format

User: TSAP999

Time: 2016-01-25 16:17

[School Information Centre](#) →

[TSA Centre](#) →

[Personal Profile](#) →

[Home](#) > [School Info Centre](#) > [Student List Download](#)

Student List Download

Academic Year :

School Code :

School Name (English) :

School Name (Chinese) :

Class Level* :

Class :

[Download](#)

Submission of School Data

1. Student Information (Student List Download) (cont'd)

studentFile (2) - 記事本

檔案(F)	編輯(E)	格式(O)	檢視(V)	說明(H)				
2018/2019		P3	3D	1	Au Siu Chung	區小聰	F	25/05/20
2018/2019		P3	3D	2	Chan Tai Wai	陳大偉	M	16/06/20
2018/2019		P3	3D	3	Chan Siu Fu	陳小富	F	27/08/20
2018/2019		P3	3D	4	Chen Tai Shan	陳大珊	M	18/12/20
2018/2019		P3	3D	5	Cheng Siu Man	鄭小敏	F	29/11/20
2018/2019		P3	3D	6	Cheung Tai Man	張大敏	M	20/11/20
2018/2019		P3	3D	7	Chiu Siu Yuen	趙小源	F	31/05/20

Schools can make amendment on this file to upload the unsuccessful cases again or update the student information by using the Student Batch Upload function

Submission of School Data

1. Student Information (Student Administration)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

Welcome

Logout

School Information Centre (學校資料管理)
Student Administration (學生管理)

School Information Centre →
TSA Centre →
Personal Profile →

School Administration
P6 Optin
Class Administration
Student Administration
Batch Upload →
Student List Download

Submission of School Data

1. Student Information (Student Administration) (cont'd)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

School Information Centre →
TSA Centre →
Personal Profile →

↑ > School Info Centre > Search Student Logout →

Search Student

Academic Year	2015/2016 ▼
School Code	P999
School Name (English)	P999
School Name (Chinese)	P999
STRN	<input type="text"/>
Class	3A ▼
Student status	-- Select All -- ▼
Account status	-- Select All -- ▼

Clear Continue

Select appropriate class

Submission of School Data

1. Student Information (Add a new student)

Class	Class No.	STRN	Student Name (English)	Student Name (Chinese)	Student Status	Account Status	Last Updated Date	Last Updated By
3A	1	2015P9992A01	ONE A ONE	—甲—	Enrolled	Active	2016-01-07 13:56	HKP00999
3A	2	B1234587	TESTING 2		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	3	B1234588	TESTING 3		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	4	B1234589	TESTING 4		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	5	B1234590	TESTING 5		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	6	B1234591	TESTING 6		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	7	B1234592	TESTING 7		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	8	B1234593	TESTING 8		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	9	B1234594	TESTING 9		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	10	B1234595	TESTING 10		Enrolled	Active	2015-09-18 16:46	TSAP999
3A	11	B1234596	TESTING 11		Enrolled	Active	2015-09-18 16:46	TSAP999

“Create” to add new student

Total No. of Record : 11

<< < 1 > >>

Back Create

Submission of School Data

1. Student Information (Add a new student) (cont'd)

Home > School Info Centre > Student Details Logout

Student Details

Academic Year*	2015/2016		
School Code	P999		
School Name (English)	DUMMY		
School Name (Chinese)	測試		
Student Name (English)*	<input type="text"/>		
Student Name (Chinese)	<input type="text"/>		
User Name	<input type="text"/>		
Password	<input type="password"/>		
Password Confirm	<input type="password"/>		
STRN*	<input type="text"/>		
Email	<input type="text"/>		
Class*	<input type="text" value="-- Please Select --"/>	Class No.*	<input type="text"/>
Date of Birth*	<input type="text"/>  (YYYY-MM-DD)		
Gender*	<input type="text" value="-- Please Select --"/>		

Input the information of new student

Submission of School Data

1. Student Information (Release a drop-out student)

🏠 > 學校資料管理 > 學生資料清單

學生資料清單

學期年度: 2018/2019

學校編號: P999

學校名稱 (英文): HKEAA PRI SCHOOL

學校名稱 (中文): 考評局小學

班別	班號	學生編號 (STRN)	學生姓名 (英文)	學生姓名 (中文)	學生狀態	更新時間
3A	1	STRN999999	P999 STD NAME01		註冊	2018-10-15 12:28

總記錄: 1

<< < 1

▶ 返回 ▶ 新建

Select the drop-out student

Submission of School Data

1. Student Information (Release a drop-out student) (cont'd)

學生帳戶資料	
學年*	2018/2019
學校編號	P999
學校名稱 (英文)	HKEAA PRI SCHOOL
學校名稱 (中文)	考評局小學
學生姓名 (英文)*	<input type="text" value="P999 STD NAME01"/>
學生姓名 (中文)	<input type="text"/>
學生編號(STRN)*	<input type="text" value="STRN99999"/>
電郵地址	<input type="text"/>
班別*	<input type="text" value="3A"/> ▾
班號*	<input type="text" value="1"/>
出生日期*	<input type="text" value="2008-10-01"/> (YYYY-MM-DD)
性別*	<input type="text" value="男"/> ▾
更新時間	2018-10-24 16:28
最後更新者	IPED01
<input type="button" value="返回"/> <input type="button" value="退學"/> <input type="button" value="儲存"/>	

“Release” the selected drop-out student

Submission of School Data

2. School Information



香港考試及評核局
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Home / Sitemap / 中文



School Information Centre
(學校資料管理)



School Administration (學校管理)

User: TSAP999
Time: 2016-01-25 16:17

Welcome

School Information Centre

School Administration

TSA Centre

P6 Optin

Personal Profile

Class Administration

Student Administration

Batch Upload

Student List Download

Competency Assessment System

Submission of School Data

2. School Information (cont'd)

🏠 > School Info Centre > School Information

School Information

General Information

EDB SCRN*	999999000000
CDS ID	
School Code*	P999
School Name (English)*	DUMMY SCHOOL PRIMARY
School Name (Chinese)*	測試小學

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

Submission of School Data

2. School Information (cont'd)

TSA information	
Sponsoring Body (English)*	SKH ALL SAINTS & <input type="text"/> Others <input type="text"/>
Sponsoring Body (Chinese)*	SKH ALL SAINTS & <input type="text"/>
Zone*	Kowloon <input type="text"/>
District*	Kowloon City_1 <input type="text"/>
Number of P3 Class	<input type="text" value="1"/>
Number of P6 Class	<input type="text" value="1"/>
Bank Name(School Account)*	TSA Testing Bank <input type="text"/>
Payee Name(School Account)*	<input type="text" value="2222"/>
Bank Account Number(School Account)*	<input type="text" value="999"/> - <input type="text" value="111"/> - <input type="text" value="1111"/> Bank Code Branch Code Account Number

Update bank account information if necessary

Submission of School Data

3. Special Arrangements



TSA Centre
(全港性系統評估中心)



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

User: TSAP999

Time: 2016-01-25 16:17

[Home](#) > Welcome

Welcome to HKEAA - Basic Competency Ass

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

[Participating Students' Information](#)

[Select Assessment Medium for TSA](#)

[Nomination Centre](#)

[TSA Reports and Checklists Download Centre](#)

[Participating Students' Information Download](#)

Submission of School Data

3. Special Arrangements (cont'd)



User: TSAP999
Time: 2016-01-25 16:17

[Home](#) > [TSA Centre](#) > [Participating Students' Information](#)

[Logout](#)

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

Participating Students' Information

Academic Year :	2015/2016
School Code :	P999
School Name (English) :	P999
School Name (Chinese) :	P999
Class Level :	<input type="text" value="P3"/>
Class :	<input type="text" value="- Select All -"/>

Select level, then class one by one
and press "Refresh"

[Back](#)

[Refresh](#)

Submission of School Data

3. Special Arrangements (cont'd)

Home > TSA Centre > Participating Students' Information Logout

Participating Students' Information

Academic Year : 2017/2018
School Code : P999
School Name (English) : HKEAA PRI SCHOOL
School Name (Chinese) : 考評局小學
Class Level* :
Class* :

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

Class	Class No.	STRN	Student Name (English)	Chinese	M/F	WS0	WS1	WS2	WS3
6A	1	P99920186A01	P99920186A01		M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6A	2	P99920186A02	P99920186A02		M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6A	3	P99920186A03	P99920186A03		M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6A	4	P99920186A04	P99920186A04		M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6A	5	P99920186A05	P99920186A05		M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6A	6	P99920186A06	P99920186A06		M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select appropriate special arrangement(s) for students if necessary

Submission of School Data

3. Special Arrangements (cont'd)

按下條目上的方格可點選本頁內所有學生
學校可為有需要的學生在本頁點選特別安排

班別	班號	學生編號 (STRN)	學生姓名 (英文)	學生姓名 (中文)	性別	WS0	WS1	WS2	WS3	WS4	WS5
3A	1	STRN99999	P999 STD NAME01		男	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

總記錄 : 1

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

返回

儲存

Submission of School Data

3. Special Arrangements (cont'd)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2015-10-26 10:16

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 students requiring special arrangements have been selected

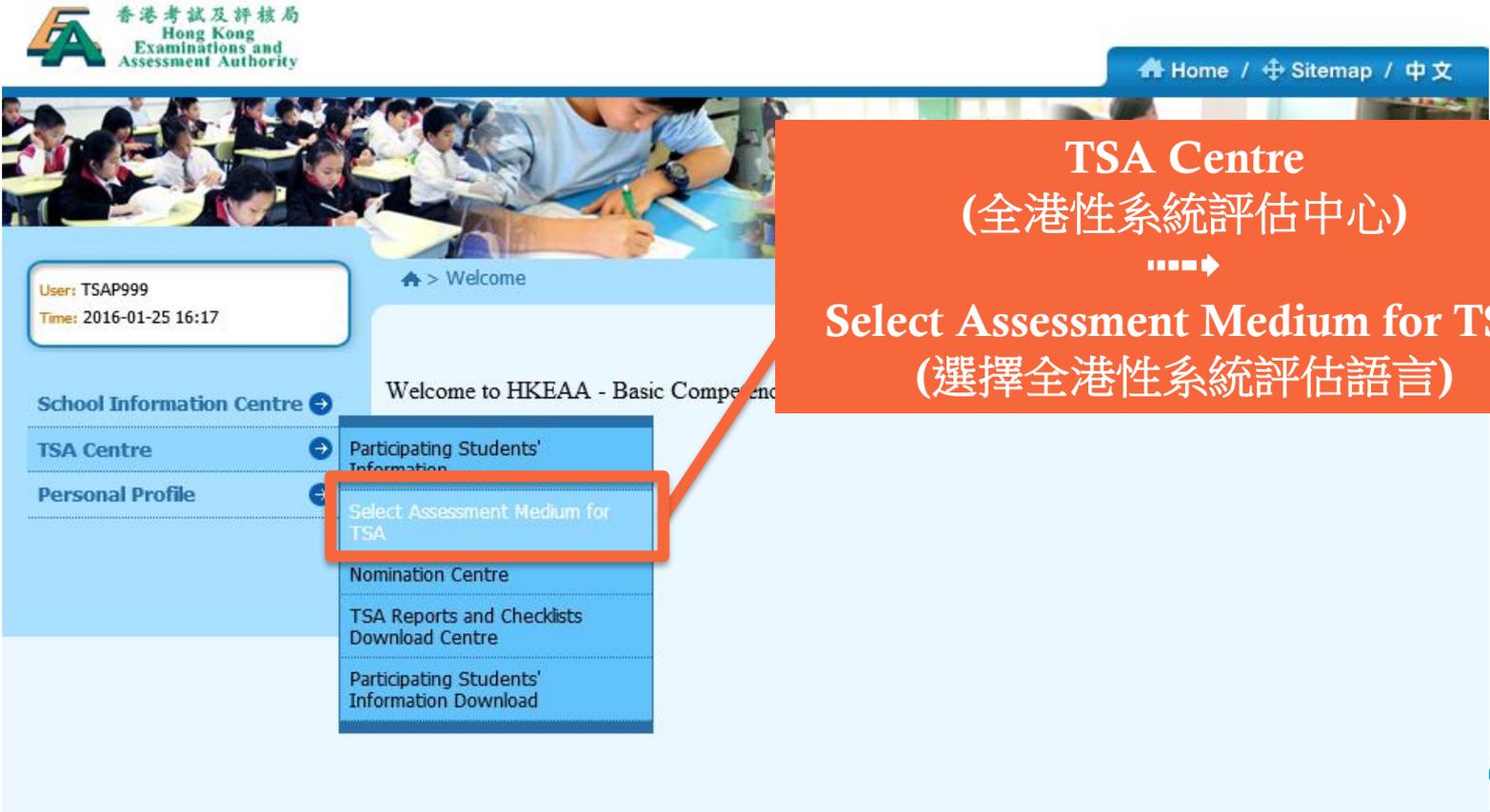
Submission of School Data

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 P3 / P6 classes, they can skip this part

Submission of School Data

4. Medium of Assessment (cont'd)



The screenshot displays the HKEAA website interface. At the top left is the HKEAA logo and name in Chinese and English. The top right navigation bar includes 'Home / Sitemap / 中文'. Below the header is a banner image of students in a classroom. A user information box shows 'User: TSAP999' and 'Time: 2016-01-25 16:17'. A 'Welcome' message is visible. A left sidebar contains navigation links: 'School Information Centre', 'TSA Centre', and 'Personal Profile'. A dropdown menu is open under 'TSA Centre', with 'Select Assessment Medium for TSA' highlighted by a red box. Other menu items include 'Participating Students' Information', 'Nomination Centre', 'TSA Reports and Checklists Download Centre', and 'Participating Students' Information Download'. An orange callout box on the right contains the text: '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)'.

Submission of School Data

4. Medium of Assessment (cont'd)

↑ > TSA Centre > Select Assessment Medium for TSA Logout →

Select Assessment Medium for TSA

Academic Year : 2015/2016
School Code : P999
School Name (English) : DUMMY
School Name (Chinese) : 測試

Instruction:
Please click the [>] or [<] to select class(es) / level(s) taking the a

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

Mathematics

Chinese	English
3A	3B

Navigation buttons: →, ←, ->, <<-

If your school selects Putonghua as the medium of assessment in the Chinese Oral Assessment, your school should nominate a qualified teacher for conducting the assessment in Putonghua. Please select the assessment language to be used for the whole level:

Mathematics

Default: Chinese version

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

Submission of School Data

4. Medium of Assessment (cont'd)

Chinese Oral Assessment

Cantonese

P3
P6

Putonghua

→

←

→→

←←

Chinese Oral
Default: Cantonese
Selection: Schools may select Putonghua for the whole level

Please select level(s) / class(es) taking the Chinese Language **Audio-visual Assessment** in **Putonghua**:

Chinese Language Audio-visual Assessment

Cantonese

P3
P6

Putonghua

→

←

→→

←←

Chinese Audio-visual
Default: Cantonese
Selection: Schools may select Putonghua for individual classes

Submission of School Data

4. Medium of Assessment (cont'd)

Cantonese
3A

Putonghua
3B

→
←
→
←

Chinese Listening
Default: Cantonese
Selection: Schools may select Putonghua for individual classes

Please select class(es) taking the **Chinese Language Listening Assessment** in **Putonghua**:

Chinese Language Listening

Cantonese
3A

Putonghua
3B

→
←
→
←

Remember to “Save”
any changes

Back Reset to default **Save**

Submission of School Data

4. Medium of Assessment (cont'd)

Schools may apply to use 'Putonghua' and 'Cantonese' in the **Chinese Oral and CAV Assessments** for different group of students (e.g. select 'Putonghua' for new arrival students or NCS students) by submitting a written request to the TSA Administration Team **by 9 December 2019**. (Late application will **not** be accepted)

Those schools are required to nominate a qualified **Oral Examiner** who is capable of assessing students in BOTH Cantonese and Putonghua and select 'Putonghua' as the assessment language for the Chinese Oral and CAV Assessments.

Submission of School Data

4. Medium of Assessment (cont'd)

ONLY for schools without CD/VCD players or CD Roms

Schools may apply to use the **USB** devices to conduct the **Listening and Chinese CAV Assessments** by submitting a written request to the TSA Administration Team **by 9 December 2019** (Late application will **not** be accepted)

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)

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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

Welcome

Logout

Welcome to HKEAA - Basic Competency Assessment System

School Information Centre →

TSA Centre →

Personal Profile →

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

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)



User: TSAP999
Time: 2016-01-25 16:17

[Home](#) > [TSA Nomination Centre](#)

[Logout](#)

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

TSA Nomination Centre

TSA Year : 2016

School Code : P999

School Type : Primary, WD

School Name : P999

Assessment Administration Supervisor

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

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

Oral Examiners

[Nominate Oral Examiners](#)

Handling of Personal Data:

The personal data of students/teachers submitted by schools will be used by the Hong Kong Examinations and Assessment Authority (the Authority) for the delivery of assessment services, and may be for, conducting educational

Nominate AAS and Deputy AAS

Submission of School Data

5. Nomination of AAS (cont'd)



User: TSAP999

Time: 2016-01-25 16:17

[Home](#) > [TSA Nomination Centre](#) > [Responsibilities of Assessment Administration Supervisors](#)

[Logout](#)

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

Responsibilities of Assessment Administration Supervisors

A Summary of the Responsibilities of Assessment Administration Supervisors / Deputy AAS

I. 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 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 Instructions to Assessment Administration Supervisors (i.e. Part 5 of the "TSA Quick Guide" which will be sent by the HKEAA to the Principal)* and other related instructions issued by the HKEAA;
- 3) receiving, checking and amending, disseminating and returning assessment information and materials as necessary;

I read and understood the above responsibilities of Assessment Administration Supervisors

[Back](#)

[Next](#)

Submission of School Data

5. Nomination of AAS (cont'd)

🏠 > TSA Nomination Centre > Nomination of Assessment Administration Supervisor Logout →

Nomination of Assessment Administration Supervisor

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

Note:

- An Assessment Administration Supervisor / Deputy Assessment Administration Supervisor and Oral Examiner of the TSA in the same year.
- The Assessment Administration Supervisor should keep a copy of the completed nomination form and report of the year.

TSA Year : 2016

School Code : P999

School Type : Primary, WD

School Name : P999

* 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 Wai	陳偉	12345678	87654321	waic@testing.com

< >

Input required information of 1 AAS and 1 Deputy AAS

Submission of School Data

5. Nomination of AAS (cont'd)

Confirmation of Assessment Administration Supervisors Nomination

TSA Year : 2016

School Code : P999

School Type : Primary, WD

School Name : P999

Nominated Assessment Administration Supervisor(s)

Title & English Name: Mr. Chan Wai
Chinese Name: 陳偉
Contact Phone Number: 12345678
Mobile Phone Number(For receiving SMS notification message): 87654321
Email: waic@testing.com

Nominated Deputy Assessment Administration Supervisor(s)

Title & English Name: Ms. Wong Sze Sze
Chinese Name: 王思思
Contact Phone Number: 24681357
Mobile Phone Number(For receiving SMS notification message): 98765432
Email: szew@testing.com

I confirmed the above Assessment Administration Supervisors Nomination

Submission of School Data

6. Nomination of Oral Examiners

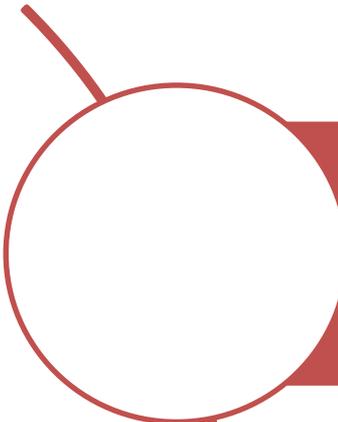
Read the Instructions for Nomination of Oral Examiners (OE)

Each school should nominate:

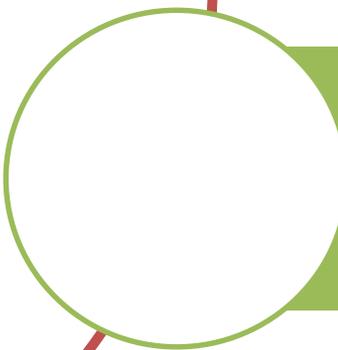
P3 only	P3 & P6	P6 only
1 P3 OE for each subject AND	1 P3 OE cum P6 Reserve OE for each subject AND	1 P6 OE for each subject AND
1 P3 Reserve OE for each subject	1 P6 OE cum P3 Reserve OE for each subject	1 P6 Reserve OE for each subject

Submission of School Data

6. Nomination of Oral Examiners



School can nominate other qualified teachers as additional Reserve OE. HKEAA may appoint them as External OE for other schools



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 OEs**; or
- Teachers who only participated in OE training **in 2014 or before**; or
- Teachers who were **standby/reserve OEs** but did not serve as OE **in the past 2 years (i.e. 2018 and 2019)**; or
- Teachers who **have not completed the online training or failed the recruitment test**

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

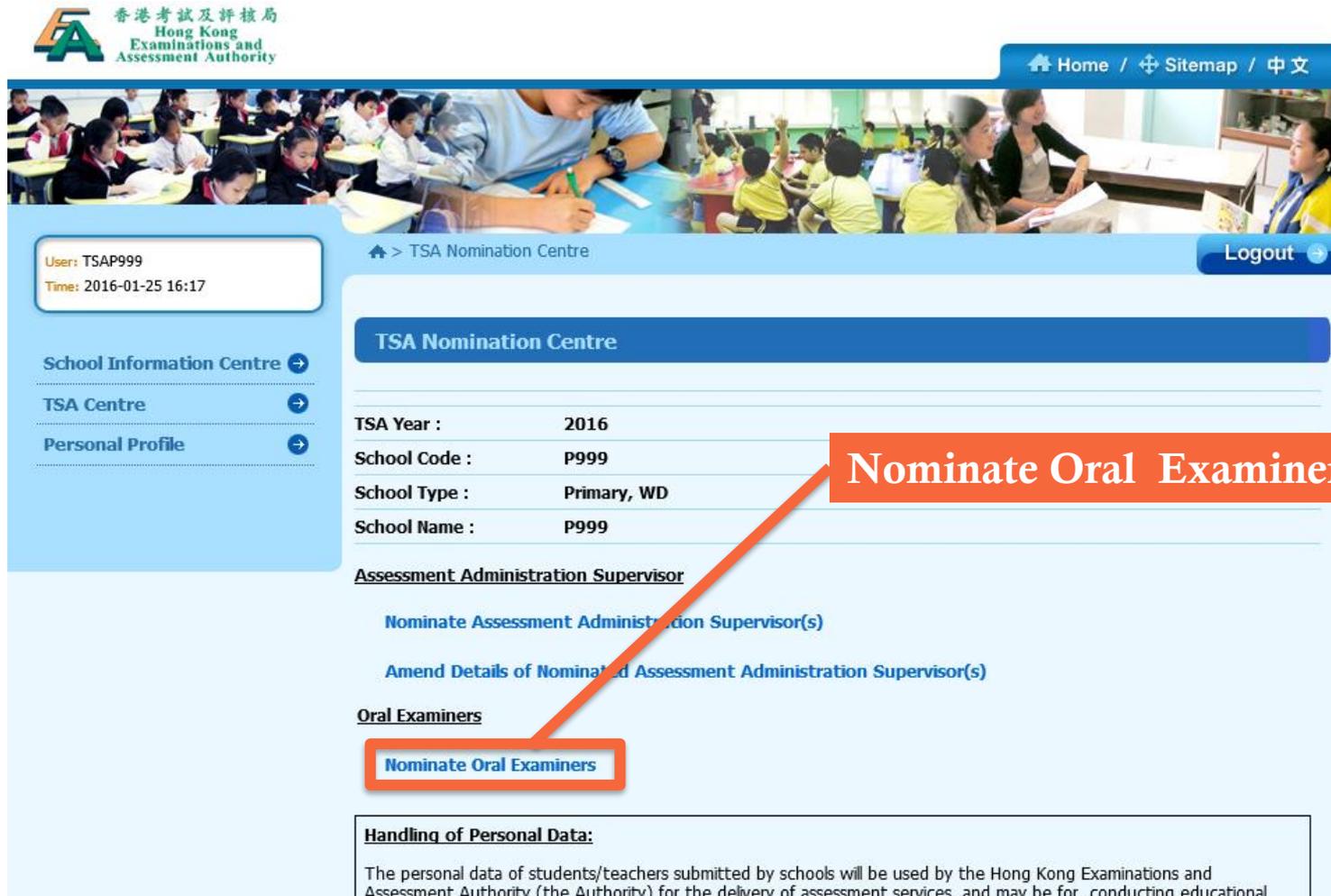
Live training workshop

Date	Time	Subject	Venue
18 Apr 2020 (Sat)	9:00 am - 1:00 pm	Chinese Lang.	Wong Tai Sin Catholic Primary School
	or 2:00 pm - 6:00 pm	English Lang.	CCC Kei Wa Primary School
25 Apr* 2020 (Sat)	9:00 am - 1:00 pm	Chinese Lang.	Wong Tai Sin Catholic Primary School
		English Lang.	CCC Kei Wa Primary School

* PM session of 25 April will be offered only if the session of 18 April (AM or PM) and 25 April (AM) are over-subscribed

Submission of School Data

6. Nomination of Oral Examiners (cont'd)



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

Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

School Information Centre →
TSA Centre →
Personal Profile →

Home > TSA Nomination Centre Logout

TSA Nomination Centre

TSA Year :	2016
School Code :	P999
School Type :	Primary, WD
School Name :	P999

Assessment Administration Supervisor

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

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

Oral Examiners

[Nominate Oral Examiners](#)

Handling of Personal Data:

The personal data of students/teachers submitted by schools will be used by the Hong Kong Examinations and Assessment Authority (the Authority) for the delivery of assessment services, and may be for, conducting educational

Nominate Oral Examiners

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

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"



read the above information for nomination of Oral Examiners

▶ Back

▶ Next

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Nominate Oral Examiner (Chinese)

P.3 Oral Examiner cum P.6 Reserve Oral Examiner

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

P.6 Oral Examiner cum P.3 Reserve Oral Examiner

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

P.3 Oral Examiner

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

P.6 Oral Examiner

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

P.3 Reserve Oral Examiner

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

Step 1:
Find the post “P.3 OE cum P.6 OE” or “P.3 OE” under the heading “Nominate OE”

Step 2:
Start to input the information of the nominated OE

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

TSA Year:	2016		
School Code:	P999		
School Type:	小學, 全日制		
School Name:	P999		

被提名中國語文說話能力主考員 (小學三年級正選兼小學六年級後備)

* 必須填寫

第一部分：被提名說話能力主考員的個人資料

*稱號:	先生	*聯絡電話:	學校	12345678
*英文姓名:	Lee Ming	住所:		
中文姓名 (必須填寫):	李明	流動電話:	87654321	
*身份證號碼:	P123488	(A)	*電子郵件地址:	abc@testing.com

護照號碼: [REDACTED]

第二部分：被提名說話能力主考員的相關教學經驗及認可資格

具備三年或以上的小學中國語文科教學經驗

過去五年具備至少一年在第一學習階段 (小一、小二或小三) 的中國語文科教學經驗 (適用於小三正選/後備的說話能力主考員)

過去五年具備至少一年在第二學習階段 (小四、小五或小六) 的中國語文科教學經驗 (適用於小六正選/後備的說話能力主考員)

評審時所用語言 (可選兩項) *如學校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

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)

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

可選多項

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)

School Name: P999

Nominated Oral Examiner of English Oral Assessment (P.3 Oral Examiner and P.6 Reserve Oral Examiner)

* Mandatory

PART I : Personal Information of the Nominee

*Title:	<input type="text" value="-- Please select -- v"/>	*Contact Number:	School	<input type="text"/>
*English Name:	<input type="text"/>		Home	<input type="text"/>
Chinese Name:	<input type="text"/>		Mobile	<input type="text"/>
*HKID:	<input type="text"/>	(<input type="text"/>)	*Email	<input type="text"/>
Passport No:	<input type="text"/>			

Nominate English Language OE

PART II : Teaching Experience and Qualification

- I have at least 3 years' experience teaching Primary English.
- I have at least 1 year's teaching experience in Key Stage 1 (P.1, P.2 or P.3) over the last 5 years for **P.3 Nominated/Reserve OE**.
- I have at least 1 year's teaching experience in Key Stage 2 (P.4, P.5 or P.6) over the last 5 years for **P.6 Nominated/Reserve OE**.
- I have met Language Proficiency Requirement (e.g. LPAT).

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Before being nominated by the Principal, the Oral Examiner/Reserve Oral Examiner must complete the Oral Examiner Nomination Form.

Note:

1: An Oral Examiner/Reserve Oral Examiner cannot be nominated as an Assessment Administration Supervisor of the TSA in the same year.

2: The Oral Examiner/Reserve Oral Examiner should keep a copy of the completed form until the end of next year.

Completed OE nomination record

TSA Year: 2016

School Code: P999

School Type: Primary, WD

School Name: P999

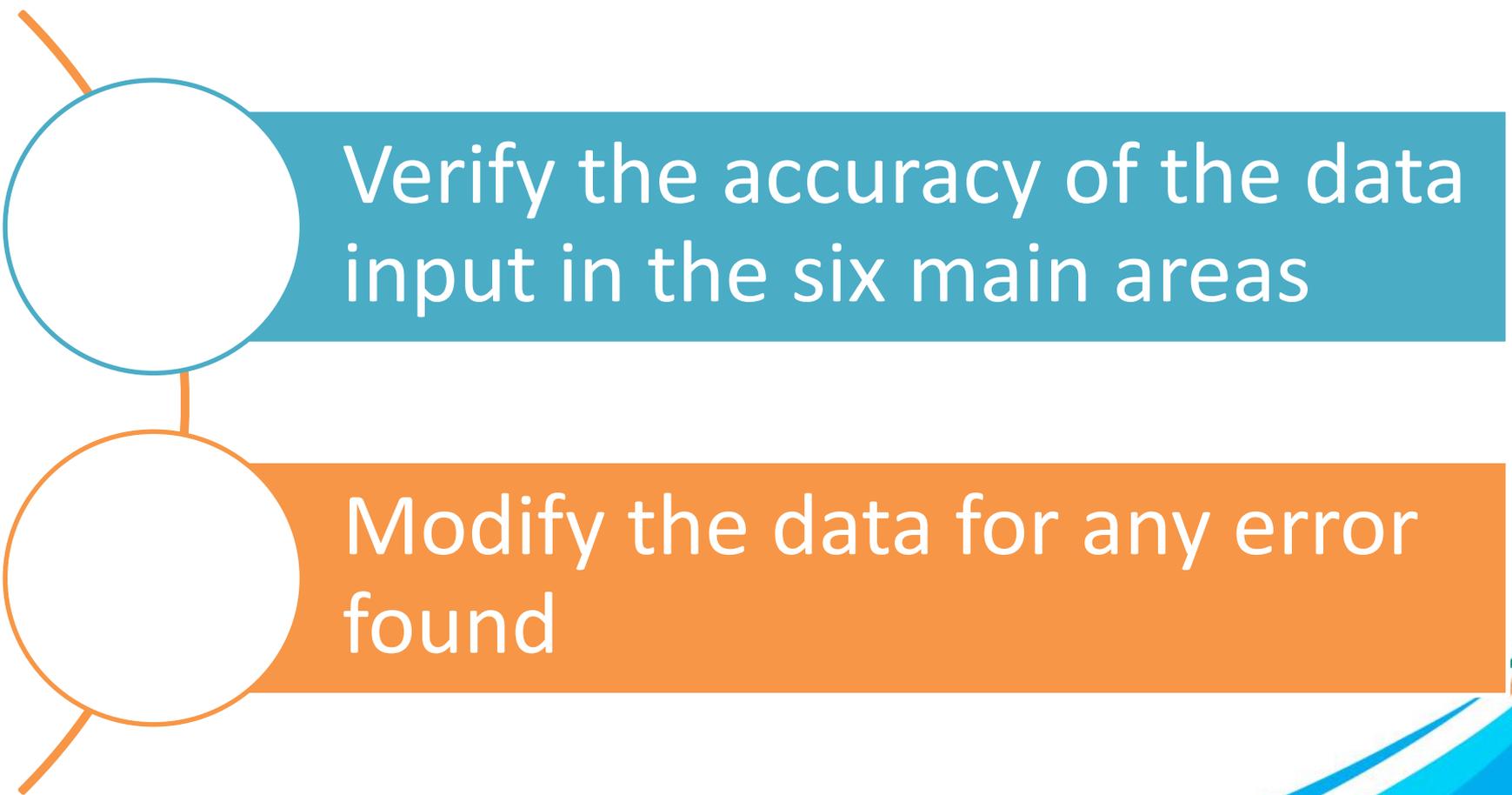
Nominate Oral Examiner (Chinese)

P.3 Oral Examiner cum P.6 Reserve Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
先生	Lee Ming	李明	P1234882		87654321	abc@testinq.com	

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

Submission of School Data

Verification of Submitted School Data (cont'd)



[Home](#) / [Sitemap](#) / [中文](#)



User: TSAP999

Time: 2016-01-25 16:17

[Home](#) > Welcome

[Logout](#)

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

[Participating Students' Information](#)

[Select Assessment Medium for TSA](#)

[Nomination Centre](#)

[TSA Reports and Checklists Download Centre](#)

[Participating Students' Information Download](#)

Welcome to HKEAA - Basic Competency Assessment System

TSA Centre
(全港性系統評估中心)



Participating Students' Information Download

(參與評估的學生資料下載)

Submission of School Data

Verification of Submitted School Data (cont'd)

🏠 > 全港性系統評估中心 > 參與評估學生的資料下載

參與評估學生的資料下載

學年:	2018/2019
學校編號:	P999
學校名稱 (英文):	HKEAM PRI SCHOOL
學校名稱 (中文):	考評局小學
級別*:	<input type="text" value="小三"/>
班別:	<input type="text" value="3A"/>

▶ 返回 ▶ 下載

Select level, then class and press "Download"

Submission of School Data

Verification of Submitted School Data (cont'd)

ParticipatingStudentsInformation20191024125227 - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	TSA Y	School Code	Class Level	Participation in TSA	Class	Class Number	Gender	Date of Birth	STRN	Student Name	Element Name	WS0	WS1	WS2	WS3	WS4	WS5	WS6	WS7	ECS	US R NAME	
2	201	P999	P3	Y	3A	1	M	1/1/2011	W1234561	TESTING1	測試一							Y			P99	T101
3	201	P999	P3	Y	3A	2	M	1/1/2011	W1234562	TESTING2	測試二			Y							P99	T201
4	201	P999	P3	Y	3A	3	M	1/1/2011	W1234563	TESTING3	測試三										P99	T301
5	201	P999	P3	Y	3A	4	M	1/1/2011	W1234564	TESTING4	測試四						Y				P99	T401
6	201	P999	P3	Y	3A	5	M	1/1/2011	W1234565	TESTING5	測試五										P99	T501
7	201	P999	P3	Y	3A	6	M	1/1/2011	W1234566	TESTING6									Y		P99	T601
8	201	P999	P3	Y	3A	7	M	1/1/2011	W1234567	TESTING7											P99	T701
9	201	P999	P3	Y	3A	8	M	1/1/2011	W1234568	TESTING8				Y							P99	T801
10	201	P999	P3	Y	3A	9	M	1/1/2011	W1234569	TESTING9			Y								P99	T901
11	201	P999	P3	Y	3A	10	M	1/1/2011	W1234570	TESTING10											P99	T102
12	201	P999	P3	Y	3A	11	M	1/1/2011	W1234571	TESTING11											P99	T103
13	201	P999	P3	Y	3A	12	M	1/1/2011	W1234572	TESTING12											P99	T104
14	201	P999	P3	Y	3A	13	M	1/1/2011	W1234573	TESTING13											P99	T105
15	201	P999	P3	Y	3A	14	M	1/1/2011	W1234574	TESTING14											P99	T106
16	201	P999	P3	Y	3A	15	M	1/1/2011	W1234575	TESTING15			Y								P99	T107
17	201	P999	P3	Y	3A	16	M	1/1/2011	W1234576	TESTING16			Y								P99	T108
18	201	P999	P3	Y	3A	17	M	1/1/2011	W1234577	TESTING17			Y								P99	T109
19	201	P999	P3	Y	3A	18	M	1/1/2011	W1234578	TESTING18			Y								P99	T110
20	201	P999	P3	Y	3A	19	M	1/1/2011	W1234579	TESTING19			Y								P99	T111
21	201	P999	P3	Y	3A	20	M	1/1/2011	W1234580	TESTING20			Y								P99	T112
22	201	P999	P3	Y	3A	21	M	1/1/2011	W1234581	TESTING21			Y								P99	T113
23	201	P999	P3	Y	3A	22	M	1/1/2011	W1234582	TESTING22			Y								P99	T114
24	201	P999	P3	Y	3A	23	M	1/1/2011	W1234583	TESTING23			Y								P99	T115
25	201	P999	P3	Y	3A	24	M	1/1/2011	W1234584	TESTING24			Y								P99	T116

Confirm there is no missing record

Verify the SEN record for each participating student

Submission of School Data

Summary



- Data Submission to be completed on or before **27 November** for the arrangement of Oral & CAV Assessments and ordering of QA booklets
- Schools may update student information any time except the frozen period

Submission of School Data

Frequently Asked Questions

 **Can the 2019/20 school year be counted as 1 of the 3 years' primary school teaching experience required for OE?**

No. The nominated P3 Oral Examiners should have obtained at least 3 years' primary school teaching experience and this must include at least 1 year's experience in Key Stage 1 (P1-P3) obtained over the last 5 years.

The nominated P6 Oral Examiners should have obtained at least 3 years' primary school teaching experience and this must include at least 1 year's experience in Key Stage 2 (P4-P6) obtained over the last 5 years.

Submission of School Data

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 34]*

Submission of School Data

Frequently Asked Questions

 **Why cannot some student data be found at the BCA system though the student data file has been successfully transmitted / uploaded to the system?**

After transmitting / uploading the student data file to the BCA system via the WebSAMS, please download the student information under the page of “Student List Download” and confirm all P3 / P6 student records are successfully transmitted / uploaded. *[refer to slides 23-25, and 64-66]*

Submission of School Data

Frequently Asked Questions

What should be done for students without STRNs?

As the STRN is a mandatory data, schools are advised to seek assistance from the **School Places Allocation Section** of EDB at **2832 7740**. *[refer to slide 20]*

Submission of School Data

Frequently Asked Questions

 What should I do if the message “STRN must only contain letter(s) and digit(s)” appears *(For schools without WebSAMS)?*

Please note that all special characters should be removed before uploading the student data file, e.g. change R123456(7) to R1234567.

Submission of School Data

Frequently Asked Questions

 **Why do I always fail to upload the text file (.txt) that is created by Microsoft Excel (*For schools without WebSAMS*)?**

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 19-20]*

Submission of School Data

Frequently Asked Questions

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

If the students have been registered in another school, please complete and **return the Student Data Amendment (SDA) Form** to 3628 8190. *[refer to slide 22]*

Submission of School Data

Frequently Asked Questions

 What should I do if the message “Name (Chinese)” must be Chinese characters appears while student data is being uploaded?

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

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

The login password is required to be changed every 180 days. If you forget the password, please complete and return the “Application Form for Re-issue of TSA School Administrator Password” to 3628 8190. *[refer to slide 12]*

Submission of School Data

Frequently Asked Questions

What is Standby Oral Examiner ?

Standby Oral Examiners may receive calls to fill emergency vacancies anytime from approximately **6:45 am to 10:00 am** and/or **12:00 noon to 2:00 pm** on the assessment days. As such, they should not be assigned any teaching duties at their own schools during the said period.

An **honorarium**, which is equivalent to the daily rate of a supply teacher, will be paid to a school for allowing a teacher to serve as a Standby Oral Examiner disregarding whether he/she will be arranged to fill emergency vacancies or not. A **travelling allowance** per assessment session will be paid to the teacher if he/she is appointed and completed duties as requested eventually.

Submission of School Data

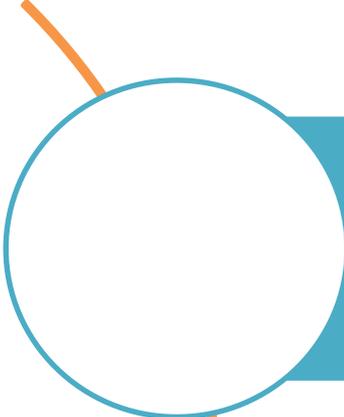
Frequently Asked Questions

 **Can a school nominate a teacher as reserve OE and DAAS at the same?**

No. In case an AAS is unable to fulfill his/her responsibilities, the DAAS will have to assume the full responsibilities of an AAS.

Submission of School Data

Support and Enquiry



Hotline: 3628 8181



Email: tsa1@hkeaa.edu.hk