

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

20 November 2019

EDB Kowloon Tong Education Services Centre

# Rundown

時間	項目	講者
14:00 – 14:05	致歡迎詞	<b>林玲芝博士</b> 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	<b>謝子慧女士</b> 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	<b>林味徽女士</b> 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	<b>謝子慧女士</b> 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	<b>以上各講者 及 呂逸青女士</b> 香港考試及評核局 國際及專業考試部總經理  <b>張桂敏博士</b> 香港考試及評核局 教育評核服務部高級經理

# TSA 2020 Improvements

A red speech bubble with a white circle in the center and a green line extending from the top left.

Feedbacks received from schools/AASs in July 2019

A green speech bubble with a white circle in the center and a green line extending from the bottom left.

**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 S.3 classes) for environmental friendliness

# 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



## 3 December 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

Deadline for applying for **special arrangement other than WS0 to WS7** (i.e. Screen Reader, Single-side A3 question paper) for SEN students in Written Assessments



## 5 February 2020

HKEAA will inform schools the **Oral assessment date** and duties of Oral Examiners

# Submission of School Data

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



## 2 March 2020

**Deadline** for updating student data (including special arrangements) for Oral Assessments and barcode label printing

## 3 - 17 March 2020

**Frozen period** for generating Oral Sample Lists by HKEAA

## 26 March 2020

**Briefing session** on the administration of the Oral and Written Assessments

# Submission of School Data

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



1 April 2020

**Deadline** for updating student data for barcode label printing

21 or 22 April 2020

**Conduct the Oral Assessments**



8 May 2020

**Deadline** for updating student information (including special arrangements) for Written Assessments



16 and 17 June 2020

**Conduct the Written Assessments**

# Submission of School Data

**1**

**Process and transmit student information via WebSAMS**

**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 S3 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  
Hong Kong  
Examinations and  
Assessment Authority

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

### Login ID:

## TSASXXX

### 最新消息

16-Jun

2017年基本能力評估研究計劃(小學三年級)的評估設計及評估試卷可供閱覽,請按此處參閱。

05-May

2017年基本能力評估研究計劃(小學三年級)的視聽資訊評估和說話評估的評估設計及評估試卷可供閱覽,請按此處參閱。

# 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 (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. HKEAA → TSA → Data Communication → Process Incoming Data
  - Import parameter file, “TSA parameter file for secondary school”
4. HKEAA → TSA → Maintain Student Data
  - Maintain the student data and save
5. 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 (WebSAMS) (cont'd)

### B. References

1. PowerPoint on submission of TSA student data for Secondary 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\\_sec\\_2018.pdf](https://www.edb.gov.hk/attachment/tc/sch-admin/admin/sch-it-systems/websams/TSA%20function_sec_2018.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 (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](mailto:websams_support@hk.ncs-i.com)

#### 3. CDS Helpdesk

Telephone number: 3464 0550

Fax number: 3464 0568

Email: [cdshelpdesk@edb.gov.hk](mailto:cdshelpdesk@edb.gov.hk)

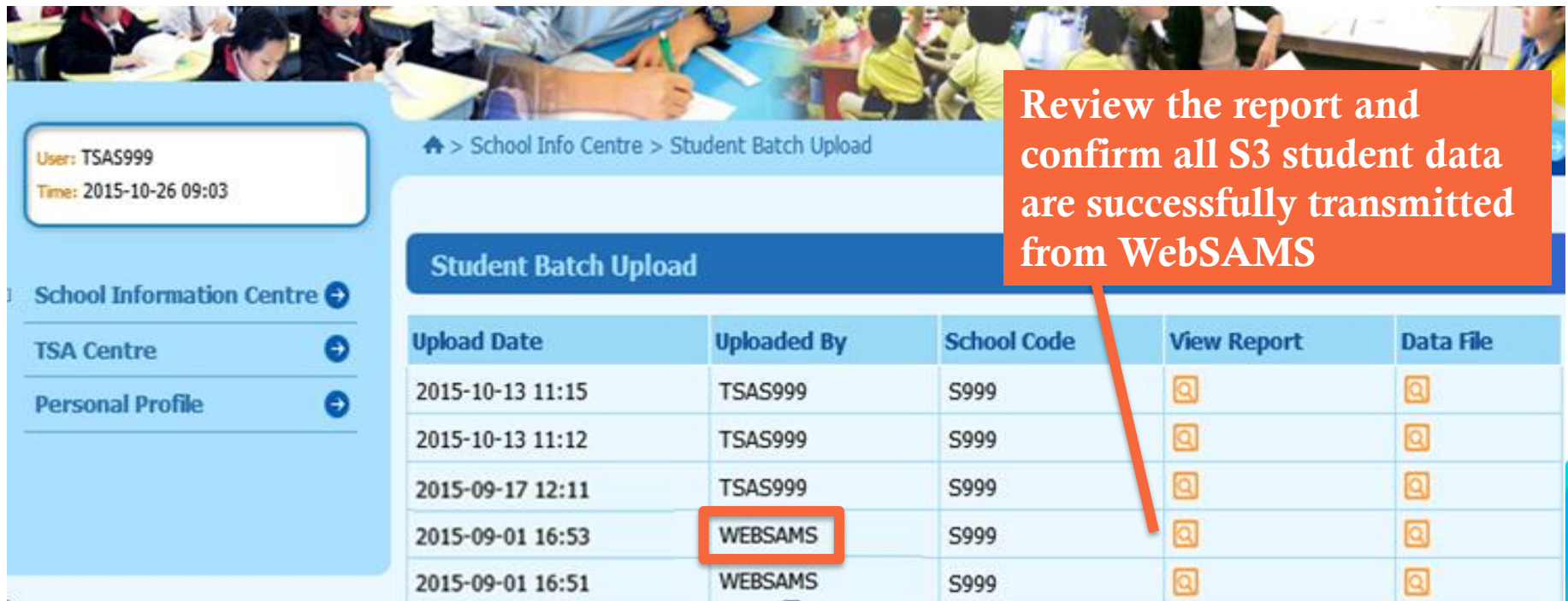


# Submission of School Data

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

### For schools using 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 S3 student data are successfully transmitted from WebSAMS

User: TSAS999  
Time: 2015-10-26 09:03

School Info Centre > Student Batch Upload

### Student Batch Upload

Upload Date	Uploaded By	School Code	View Report	Data File
2015-10-13 11:15	TSAS999	S999		
2015-10-13 11:12	TSAS999	S999		
2015-09-17 12:11	TSAS999	S999		
2015-09-01 16:53	<b>WEBSAMS</b>	S999		
2015-09-01 16:51	WEBSAMS	S999		

School Information Centre →  
TSA Centre →  
Personal Profile →

# Submission of School Data

## 1. Student Information (Student Batch Upload)

For schools without WEBSAMS:

The screenshot displays the School Information Centre (SIC) web interface. At the top, there is a header with a welcome message and user information: "User: TSA5999" and "Time: 2015-10-23 16:17". The main navigation menu on the left includes "School Information Centre", "TSA Centre", and "Personal Profile". The "School Information Centre" menu is expanded, showing sub-menus: "School Administration", "Class Administration", "Student Administration", "Batch Upload", and "Student List Download". The "Batch Upload" menu is further expanded, showing "Class Batch Upload" and "Student Batch Upload". The "Student Batch Upload" option is highlighted with a red box. An orange callout box on the right side of the interface contains the following text:

**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)

A red arrow points from the "Student Batch Upload" option in the menu to the callout box.

# 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
<b>Mandatory</b>	Y	Y	Y	Y	Y	N	Y	Y	Y	N
<b>Max length</b>	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)

[Home](#) > [School Info Centre](#) > [Student Batch Upload](#) Logout

### Student Batch Upload

**37 Record(s) were successfully updated** (except the user name and password:

Academic Year	Class Level	Class	Class No.	Student Name (English)	Student Name (Chinese)	Gender	Date of Birth	STRN	Email	User Name
2015/2016	S3	3A	1	TESTING 1		M	01/01/2001	W1234564		S999T10
2015/2016	S3	3A	2	TESTING 2		M	01/01/2001	W1234565		S999T20
2015/2016	S3	3A	3	TESTING 3		M	01/01/2001	W1234566		S999T30
2015/2016	S3	3A	4	TESTING 4		M	01/01/2001	W1234567		S999T40
2015/2016	S3	3A	5	TESTING 5		M	01/01/2001	W1234568		S999T50
2015/2016	S3	3A	6	TESTING 6		M	01/01/2001	W1234569		S999T60
2015/2016	S3	3A	7	TESTING 7		M	01/01/2001	W1234570		S999T70

Confirm the number of student records is correct

# Submission of School Data

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

**3 Record(s) were rejected:**

Academic Year	Class Level	Class	Class No.	Student Name (English)	Student Name (Chinese)	Gender	Date of Birth	STRN	Email	Error Message
2018/2019	S3			TESTING				23459		The upload records contain duplicate STRN.
2018/2019	S3							23459		The upload records contain duplicate STRN.

- 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.

[Back](#)

# Submission of School Data

## 1. Student Information (Student List Download)



[Home](#) / [Sitemap](#) / [中文](#)



User: TSAS999  
Time: 2015-10-26 10:16

[Home](#) > Welcome

[Logout](#)

[School Information Centre](#)

[School Administration](#)

[TSA Centre](#)

[Class Administration](#)

[Personal Profile](#)

[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  
Hong Kong  
Examinations and  
Assessment Authority

Home / Sitemap / 中文

User: TSAS999  
Time: 2015-10-26 10:16

School Information Centre →  
TSA Centre →  
Personal Profile →

> School Info Centre > Student List Download

### Student List Download

Academic Year :	2015/2016 ▼
School Code :	S999
School Name (English) :	DUMMY
School Name (Chinese) :	測試
Class Level* :	S3 ▼
Class :	3A ▼

Download

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

# Submission of School Data

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

Student_Reupload_List_S999_20151026105851 - 記事本									
檔案(F)	編輯(E)	格式(O)	檢視(V)	說明(H)					
2015/2016	S3	3A	1	TESTING 1	測試一	M	01/01/2001	W1234564	S999T101
2015/2016	S3	3A	2	TESTING 2	測試二	M	01/01/2001	W1234565	S999T201
2015/2016	S3	3A	3	TESTING 3	測試三	M	01/01/2001	W1234566	S999T301
2015/2016	S3	3A	4	TESTING 4	測試四	M	01/01/2001	W1234567	S999T401
2015/2016	S3	3A	5	TESTING 5	測試五	M	01/01/2001	W1234568	S999T501
2015/2016	S3	3A	6	TESTING 6		M	01/01/2001	W1234569	S999T601
2015/2016	S3	3A	7	TESTING 7		M	01/01/2001	W1234570	S999T701
2015/2016	S3	3A	8	TESTING 8		M	01/01/2001	W1234571	S999T801
2015/2016	S3	3A	9	TESTING 9		M	01/01/2001	W1234572	S999T901
2015/2016	S3	3A	10	TESTING 10		M	01/01/2001	W1234573	S999T102
2015/2016	S3	3A	11	TESTING 11		M	01/01/2001	W1234574	S999T103
2015/2016	S3	3A	12	TESTING 12		M	01/01/2001	W1234575	S999T104
2015/2016	S3	3A	13	TESTING 13		M	01/01/2001	W1234576	S999T105
2015/2016	S3	3A	14	TESTING 14		M			
2015/2016	S3	3A	15	TESTING 15		M			
2015/2016	S3	3A	16	TESTING 16		M			
2015/2016	S3	3A	17	TESTING 17		M			
2015/2016	S3	3A	18	TESTING 18		M			
2015/2016	S3	3A	19	TESTING 19		M			
2015/2016	S3	3A	20	TESTING 20		M			
2015/2016	S3	3A	21	TESTING 21		M			
2015/2016	S3	3A	22	TESTING 22		M			
2015/2016	S3	3A	23	TESTING 23		M			
2015/2016	S3	3A	24	TESTING 24		M			

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)



Home / Sitemap / 中文

User: TSAS999  
Time: 2015-10-26 10:16

> Welcome

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

School Information Centre → School Administration  
TSA Centre → Class Administration  
Personal Profile → Student Administration  
Batch Upload  
Student List Download

Competency Assess

out

# 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: TSAS999  
Time: 2015-10-26 10:16

School Info Centre > Search Student

Logout

### Search Student

Academic Year	2015/2016 ▼
School Code	S999
School Name (English)	DUMMY
School Name (Chinese)	測試
STRN	<input type="text"/>
Class	<input type="text" value="-- Select All --"/>
Student status	<input type="text" value="3B"/>
Account status	-- Select All -- ▼

Clear Continue

Select appropriate class

# Submission of School Data

## 1. Student Information (Add a new student)

3A	4	W1234567	TESTING 4	測試四	Enrolled	Active	2015-10-23 09:54	TSAS999
3A	5	W1234568	TESTING 5	測試五	Enrolled	Active	2015-10-23 09:54	TSAS999
3A	6	W1234569	TESTING 6		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	7	W1234570	TESTING 7		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	8	W1234571	TESTING 8		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	9	W1234572	TESTING 9		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	10	W1234573	TESTING 10		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	11	W1234574	TESTING 11		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	12	W1234575	TESTING 12		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	13	W1234576	TESTING 13		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	14	W1234577	TESTING 14		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	15	W1234578	TESTING 15		Enrolled	Active	2015-10-13 11:15	TSAS999
Total No. of Record : 24					<< < 1 2 > >>			
Back Create								


“Create” to add new student

# Submission of School Data

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

⬆ > School Info Centre > Student Details Logout ➔

### Student Details

Academic Year*	2015/2016		
School Code	S999		
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)

**Student List**

**Academic Year** 2015/2016

**School Code** S999

**School Name (English)** DUMMY

**School Name (Chinese)** 測試

Class	Class No.	STRN	Student Name (English)	Student Name (Chinese)	Student Status	Account Status	Last Updated Date	Last Updated By
3A	16	W1234579	TESTING 16		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	17	W1234580	TESTING 17		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	18	W1234581	TESTING 18		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	19	W1234582	TESTING 19		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	20	W1234583	TESTING 20		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	21	W1234584	TESTING 21		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	22	W1234585	TESTING 22		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	23	W1234586	TESTING 23		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	24	W1234587	TESTING 24		Enrolled	Active	2015-10-13 11:15	TSAS999

**Total No. of Record : 24**

<< < 1 2 > >>

[Back](#) [Create](#)

Select the drop-out student

# Submission of School Data

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

Home > School Info Centre > Student Details Logout

### Student Details

Academic Year*	2017/2018		
School Code	S999		
School Name (English)	CHRIS TEST SCHOOL		
School Name (Chinese)	測試學校		
Student Name (English)*	<input type="text" value="HAPPY ONE"/>		
Student Name (Chinese)	<input type="text" value="學生壹"/>		
STRN*	<input type="text" value="Z9898991"/>		
Email	<input type="text"/>		
Class*	<input type="text" value="3B"/>	Class No.*	<input type="text" value="1"/>
Date of Birth*	<input type="text" value="2002-11-11"/> (YY-MM-DD)		
Gender*	<input type="text" value="Male"/>		
Last Updated Date	2017-11-07 16:52		
Last Updated By	TSAS999		

“Release” the selected drop-out student

# Submission of School Data

## 2. School Information

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

Home / Sitemap / 中文

User: TSAS999  
Time: 2015-10-23 10:33

Welcome

School Information Centre → School Administration  
TSA Centre → Class Administration  
Personal Profile → Student Administration  
Batch Upload  
Student List Download

School Information Centre  
(學校資料管理)

School Administration (學校管理)

Competency Assessment System

# Submission of School Data

## 2. School Information (cont'd)

🏠 > School Info Centre > School Information Logout →

### School Information

#### General Information

EDB SCRN*	999999000000
CDS ID	999999000000
School Code*	S999
School Name (English)*	DUMMY SCHOOL
School Name (Chinese)*	測試

- 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)*	DAUGHTERS OF MA
Sponsoring Body (Chinese)*	聖母進教之佑孝女會
Zone*	Kowloon
District*	Kwun Tong_1
Number of S3 Class	4
Lunch Hour (April)*	13:00 to 14:00 hh:mm, 24-hour format
Bank Name(School Account)*	TSA Testing Bank
Payee Name(School Account)*	
Bank Account Number(School Account)*	999 - 111 - 1111111
	Bank Code Branch Code Account Number
Telephone	91999999
Fax	23333333

Cancel Save

Update lunch hour and bank account information if necessary

# Submission of School Data

## 3. Special Arrangements

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

Home / Sitemap / 中文

User: TSASEC  
Time: 2018-11-09 13:21

School Information Centre →

TSA Centre →

Personal Profile →

Participating Students' Information

2018/2019

S999

HKEAA

考評局

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)

====>

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

# 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

Users: TSAS999  
Time: 2015-10-26 10:16

Logout

↑ > TSA Centre > Participating Students' Information

### Participating Students' Information

Academic Year :	2015/2016
School Code :	S999
School Name (English) :	DUMM
School Name (Chinese) :	德輔道
Class Level :	S3
Class :	<div>– Select All – 3A 3B</div>

Back Refresh

Select level, then class one by one and press “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 :** S999

**School Name (English) :** CHRIS TEST SCHOOL

**School Name (Chinese) :** 測試學校

**Class Level\* :**

**Class\* :**

[Refresh](#)

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
3B	1	Z9898991	HAPPY ONE	學生壹	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	2	Z9898992	HAPPY TWO	學生貳	F	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3B	3	Z9898993	HAPPY THREE	學生參	F	<input type="checkbox"/>	<input checked="" 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)

Class Level\* :

Class\* :

[Refresh](#)

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
3B	1	Z9898991	HAPPY ONE	學生壹	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	2	Z9898992	HAPPY TWO	學生貳	F	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3B	3	Z9898993	HAPPY THREE	學生參	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	4	Z9898994	HAPPY FOUR	學生肆		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	5	Z9898995	HAPPY FIVE	學生伍		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	6	Z9898996	3B STUDENT SIX	學生陸		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Back](#) [Save](#)

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

# Submission of School Data

## 3. Special Arrangements (cont'd)



[Home](#) / [Sitemap](#) / [中文](#)



User: TSAS999

Time: 2015-10-26 10:16

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

[Logout](#)

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

### Participating Students' Information

save successfully.

OK

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


# Submission of School Data

## 4. Medium of Assessment

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

# Submission of School Data

## 4. Medium of Assessment (cont'd)



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

Home / Sitemap / 中文

User: TSASEC  
Time: 2018-11-09 13:05

School Information Centre →

TSA Centre →

Personal Profile →

Select Assessment Medium for

2018/2019 ▼

S999

HKEAA

考評局

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)

====>

**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 : S999

School Name (English) : DUMMY

School Name (Chinese) : 測試

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

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

**Mathematics**

Chinese

3A

English

3B

→

←

→→

←←

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)

### Arrangements for TSA Mathematics

The medium of assessment for Mathematics should match with the Medium of Instruction (MOI) adopted in school

- Schools will be provided the **English version** if they claim to adopt **English as the MOI** for all non-language subjects
- Schools will be provided the **Chinese version** if they claim to adopt **Chinese (mother tongue) as the MOI** for all non-language subjects

# Submission of School Data

## 4. Medium of Assessment (cont'd)

### Arrangements for TSA Mathematics

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

# Submission of School Data

## 4. Medium of Assessment (cont'd)

### Arrangements for TSA Mathematics

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

# Submission of School Data

## 4. Medium of Assessment (cont'd)

### Chinese Oral Assessment

Cantonese		Putonghua
S3	<div>--&gt; &lt;-- -&gt;&gt; &lt;&lt;--</div>	

#### 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		Putonghua
3A	<div>--&gt; &lt;-- -&gt;&gt; &lt;&lt;--</div>	3B

#### Chinese Audio-visual

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

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

# Submission of School Data

## 4. Medium of Assessment (cont'd)

The screenshot shows a web interface for selecting the medium of assessment for Chinese Language Listening. It features two large empty boxes labeled '3A' and '3B' under the headers 'Cantonese' and 'Putonghua' respectively. Between these boxes are four directional arrows: a right arrow, a left arrow, a double right arrow, and a double left arrow. Below the boxes, a text prompt reads 'Please select class(es) taking the Chinese Language Listening A'. At the bottom, there are three buttons: 'Back', 'Reset to default', and 'Save'. The 'Save' button is highlighted with a red box and an arrow pointing to a callout box. Another callout box points to the 'Putonghua' header.

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

Please select class(es) taking the Chinese Language Listening A

**Chinese Language Listening**

**Cantonese** 3A

**Putonghua** 3B

Remember to “Save” any change

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 Assessment** 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 Assessment.

# 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** if CD/VCD players are no longer available at schools.  
(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: TSASEC  
Time: 2018-11-12 09:07

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)



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

Home / Sitemap / 中文



User: TSA5999  
Time: 2015-10-26 10:16

TSA Nomination Centre

Logout

School Information Centre

TSA Centre

Personal Profile

**TSA Nomination Centre**

TSA Year :	2016
School Code :	S999
School Type :	Secondary, WD
School Name :	DUMMY

**Nominate AAS and Deputy AAS**

**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 if possible, conducting educational researches and analysis in an anonymous format. As such, they may be provided to the Authority's contractor/vendor (or their appointees) for delivery of processes which is not accomplished by the Authority, including but not limited to data punching and dispatch of examination documents. The personal data submitted by schools will also be disclosed to the HKSAR Government, other organizations or relevant parties where such disclosure is authorized or required by law.


# 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: TSA5999  
Time: 2015-10-26 10:16

School Information Centre →  
TSA Centre →  
Personal Profile →

Home > TSA Nomination Centre > Responsibilities of Assessment Administration Supervisors Logout

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 school Head)* 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 cannot be nominated as an Oral Examiner of the TSA in the same year.
- The Assessment Administration Supervisor should keep a copy of the completed report of the year.

TSA Year : 2016

School Code : S999

School Type : Secondary, WD

School Name : DUMMY

\* 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
Ms. <input type="text"/>	Cheung Wai	張偉	12345678	87654321	waic@999.edu. ×
--Please Select-- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--Please Select-- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--Please Select-- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

< >

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 : S999

School Type : Secondary, WD

School Name : DUMMY

#### Nominated Assessment Administration Supervisor(s)

Title & English Name: Ms. Cheung Wai  
Chinese Name: 張偉  
Contact Phone Number: 12345678  
Mobile Phone Number(For receiving SMS notification message): 87654321  
Email: waic@999.edu.hk

#### Nominated Deputy Assessment Administration Supervisor(s)

Title & English Name: Mr. Wang San  
Chinese Name: 王晨  
Contact Phone Number: 12345678  
Mobile Phone Number(For receiving SMS notification message): 88882222  
Email: sanw@999.edu.hk

☒ I confirmed the above Assessment Administration Supervisors Nomination

▶ Back

▶ Submit

# Submission of School Data

## 6. Nomination of Oral Examiners



**Read the Instructions for Nomination of Oral Examiners (OE)**

**Each school should nominate at least 1 Chinese OE and 1 English OE**

**Nominated OE will have to go through a selection process conducted by the HKEAA before being appointed**

**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(Chi) / 2016(Eng) 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**

21 March 2020 (Sat)		
Chinese Lang.	9:30 AM - 12:30 PM	Wong Tai Sin Catholic Primary School
English Lang.		Maryknoll Fathers' School

# Submission of School Data

## 6. Nomination of Oral Examiners (cont'd)



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)

School Type: Secondary, WD  
School Name: DUMMY



**Nominate Oral Examiner (Chinese)**


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

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

**Nominate Oral Examiner (English)**

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

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



**Step 1:**  
Find the subject to nominate OE (i.e. Chinese or English)

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

# Submission of School Data

## 6. Nomination of Oral Examiners (cont'd)

被提名中國語文科說話能力主考員（中學三年級）

\* 必須填寫

第一部分：被提名說話能力主考員的個人資料

*稱號：	<input type="text" value="- 請選擇 -"/>	*聯絡電話：	學校	<input type="text"/>
*英文姓名：	<input type="text"/>		住所	<input type="text"/>
中文姓名（必須填寫）：	<input type="text"/>		流動電話	<input type="text"/>
*身份證號碼：	<input type="text"/>	<input type="text"/>	*電子郵件地址	<input type="text"/>
護照號碼：	<input type="text"/>			

Nominate Chinese Language OE

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  年的中學中國語文科教學經驗
- ☐ 過去三年具備至少一年在第三學習階段（中一、中二或中三）的中國語文科教學經驗

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

- ☐ 廣州話
- ☐ 普通話

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)

☐ 考評局普通話高級水平評測試及格

☐ 國家語委普通話水平測試二級乙等或以上

# 可選多項

### 第三部分：被提名說話能力主考員的相關工作經驗

☐ 曾擔任全港性系統評估說話能力主考員（後備或候命除外）的年份

☐ 曾參與基本能力評估的相關工作（如擬題員、審題員、閱卷員或助理試卷主席等）

☐ 曾擔任香港其他公開考試的說話能力主考員  年

# 可選多項

### 第四部分：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

九龍

1  荃灣，葵涌，青衣及東涌

2  元朗，天水圍及屯門

沙田，大埔，粉嶺及上水

3  西貢，將軍澳及調景嶺

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

返回

提交

# Submission of School Data

## 6. Nomination of Oral Examiners (cont'd)

School Name: DUMMY

**Nominated Oral Examiner of English Oral Assessment (Secondary 3)**

\* Mandatory

**PART I : Personal Information of the Nominee**

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

\*English Name:  Home

Chinese Name:  Mobile

\*HKID:  ( ) \*Email

Passport No:

**PART II : Teaching Experience and Qualification**

☐ I have  years of teaching experience in English Language at secondary schools

☐ I have been teaching English Language at junior secondary level (S1-S3) for at least 1 year within the past 3 years

☐ I have met the Language Proficiency Requirement (e.g. LPAT)

☐ I am a Native-speaking English Teacher (NET)

**PART III: Related Work Experience**

☐ I served as an Oral Examiner (excluding Reserve and Standby Oral Examiners) in previous ☐ 2015 ☐ 2014 ☐ 2013

Nominate English  
Language OE

# Submission of School Data

## 6. Nomination of Oral Examiners (cont'd)

TSA Year: 2016

School Code: S999



School Type: Secondary, WD

School Name: DUMMY

### Nominate Oral Examiner (Chinese)

S.3 Oral Examiner



Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
先生	Ss	林	E979741A	23213	12345678	sso@999.edu.hk	
-	-	-	-	-	-	-	

### Nominate Oral Examiner (English)

S.3 Oral Examiner

Please nominate at least 1 Oral Examiner

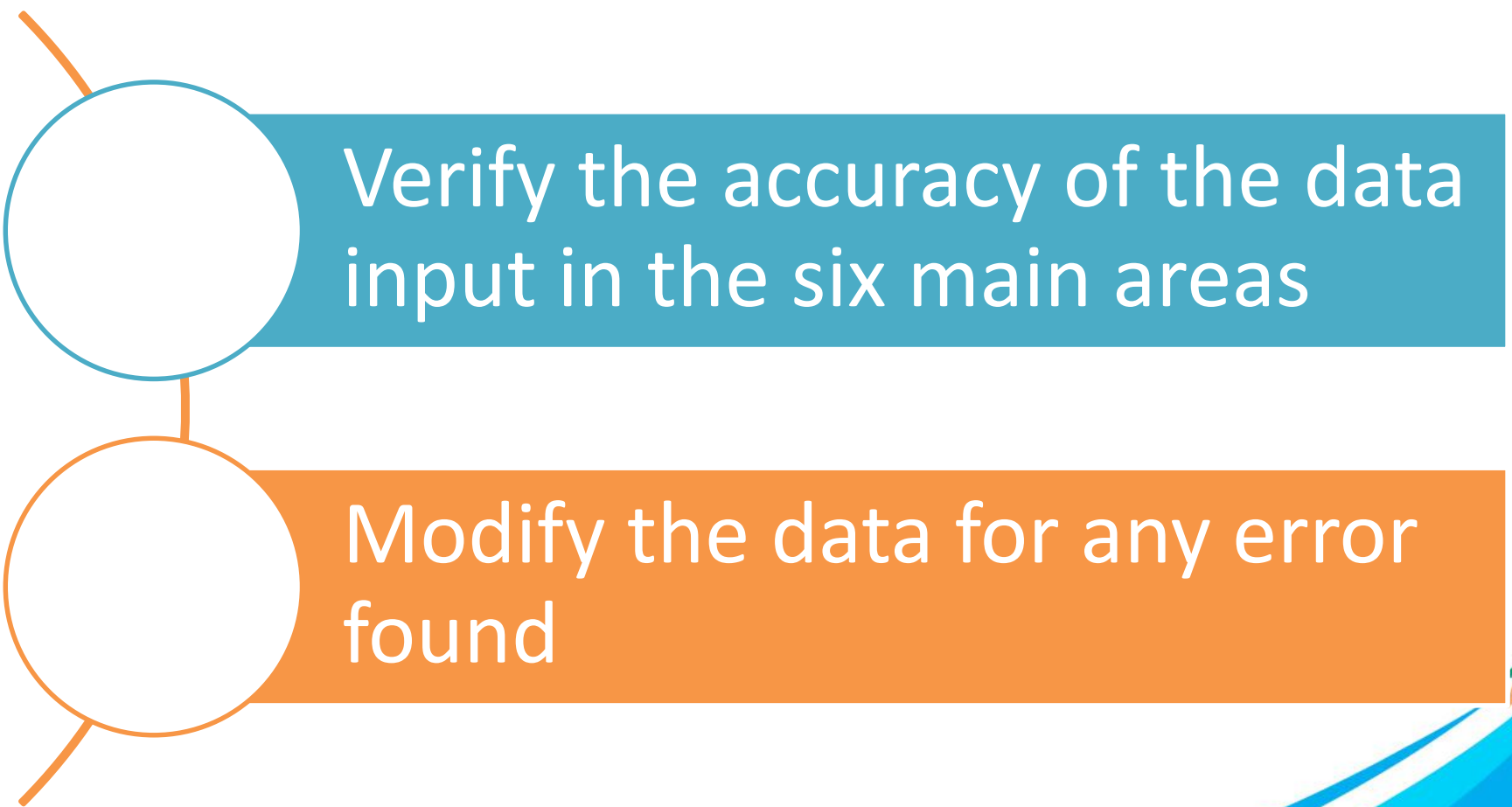
Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
Prof.	Apple	主考員	Y4556565666	23232323	3232323232	sso1@999.edu.hk	
-	-	-	-	-	-	-	

[Back](#)

Completed OE nomination record

# Submission of School Data

## Verification of Submitted School Data



Verify the accuracy of the data input in the six main areas

Modify the data for any error found

# Submission of School Data

## Verification of Submitted School Data (cont'd)

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

Home / Sitemap / 中文

User: TSASEC  
Time: 2018-11-12 09:07

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)

→

**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)

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

Home / Sitemap / 中文

User: TSA5999  
Time: 2015-10-22 17:03

School Information Centre →  
TSA Centre →  
Personal Profile →

↑ > TSA Centre > Participating Students' Information Download Logout →

**Participating Students' Information Download**

Academic Year : 2015/2016 ▼

School Code : S999

School Name (English) : DUMMY

School Name (Chinese) : 測試

Class Level\* : S3 ▼

Class :  
– Select All –  
3A  
3B

Download

Select level, then class and press "Download"

# Submission of School Data

## Verification of Submitted School Data (cont'd)

ParticipatingStudentsInformation20151103125227 [唯讀]																									
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V			
1	TSA Year	School Code	Class Level	Participation in TSA	Class	Class Number	Gender	Date of Birth	STRN	Student Name (English)	Student Name (Chinese)	SEN	WS0	WS1	WS2	WS3	WS4	WS5	WS6	WS7	ECS	USER NAME			
2	2016	S999	S3	Y	3A	1	M	1/1/2001	W1234564	TESTING 1	測試一								Y			S999T101			
3	2016	S999	S3	Y	3A	2	M	1/1/2001	W1234565	TESTING 2	測試二				Y							S999T201			
4	2016	S999	S3	Y	3A	3	M	1/1/2001	W1234566	TESTING 3	測試三											S999T301			
5	2016	S999	S3	Y	3A	4	M	1/1/2001	W1234567	TESTING 4	測試四							Y				S999T401			
6	2016	S999	S3	Y	3A	5	M	1/1/2001	W1234568	TESTING 5	測試五											S999T501			
7	2016	S999	S3	Y	3A	6	M	1/1/2001	W1234569	TESTING 6									Y			S999T601			
8	2016	S999	S3	Y	3A	7	M	1/1/2001	W1234570	TESTING 7												S999T701			
9	2016	S999	S3	Y	3A	8	M	1/1/2001	W1234571	TESTING 8					Y							S999T801			
10	2016	S999	S3	Y	3A	9	M	1/1/2001	W1234572	TESTING 9			Y									S999T901			
11	2016	S999	S3	Y	3A	10	M	1/1/2001	W1234573	TESTING 10												S999T102			
12	2016	S999	S3	Y	3A	11	M	1/1/2001	W1234574	TESTING 11												S999T103			
13	2016	S999	S3	Y	3A	12	M	1/1/2001	W1234575	TESTING 12												S999T104			
14	2016	S999	S3	Y	3A	13	M	1/1/2001	W1234576	TESTING 13												S999T105			
15	2016	S999	S3	Y	3A	14	M	1/1/2001	W1234577	TESTING 14												S999T106			
16	2016	S999	S3	Y	3A	15	M	1/1/2001	W1234578	TESTING 15			Y									S999T107			
17	2016	S999	S3	Y	3A	16	M	1/1/2001	W1234579	TESTING 16			Y									S999T108			
18	2016	S999	S3	Y	3A	17	M	1/1/2001	W1234580	TESTING 17			Y									S999T109			
19	2016	S999	S3	Y	3A	18	M	1/1/2001	W1234581	TESTING 18			Y									S999T110			
20	2016	S999	S3	Y	3A	19	M	1/1/2001	W1234582	TESTING 19			Y									S999T111			
21	2016	S999	S3	Y	3A	20	M	1/1/2001	W1234583	TESTING 20			Y									S999T202			
22	2016	S999	S3	Y	3A	21	M	1/1/2001	W1234584	TESTING 21			Y									S999T203			
23	2016	S999	S3	Y	3A	22	M	1/1/2001	W1234585	TESTING 22			Y									S999T204			
24	2016	S999	S3	Y	3A	23	M	1/1/2001	W1234586	TESTING 23			Y									S999T205			
25	2016	S999	S3	Y	3A	24	M	1/1/2001	W1234587	TESTING 24			Y									S999T206			
26																									
27																									
28																									
29																									
30																									
31																									

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 3 Dec 2019** for the arrangement of Oral Assessments
- 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' secondary school teaching experience required for OE?

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

# Submission of School Data


## 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 31]*

# 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 S3 student records are successfully transmitted / uploaded. *[refer to slides 18-19, and 63-65]*

# 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 19]*

# 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 16-17]*

# 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 19]*

# 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

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

As schools can only upload S1-S3 student data onto the BCA system, please make sure that the S4-S6 students are excluded from the data file.

# 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 10]*

# 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 pm 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 8191

Email: [tsa1@hkeaa.edu.hk](mailto:tsa1@hkeaa.edu.hk)