2024 年全港性系統評估

說話能力主考員提名程序

	提交說話能力主考員個人資料
請輸入您的「英 登入資料須與您	力主考員個人資料 文姓名。及「電郵地址」以登入系統提交號話能力主考員個人資料及聲明。 改到的通知電郵所示的「英文姓名」及「電郵地址」相同。 科(如:電郵地址),請於網上提名表格更新您的資料。
* 電影地址	京記電影地址? ■ 提交

【接收通知電郵】

- 被提名的說話能力主考員會收到一封由基本能力評估網頁發出的電郵,以提示說話能力主考員經 網上提交個人資料;電郵標題為「Notification of your Oral Examiner Nomination of TSA 2024」
- 步驟 點擊電郵內的連結或直接到「提交說話能力主考員個人資料」的頁面
 - https://bca.hkeaa.edu.hk/bca/oenae.do,以繼續提名程序

Dear Mr. CHUNG MAN HO,
You are nominated as an S.3 Oral Examiner (Chinese) for TSA 2022 in ABC SCHOOL (\$800). Please log in to which will be verified and signed by your Principal.
If there is any enquiry, please contact the TSA Administration Team at tsa1@hkeaa.edu.hk or 36288181/36288191.
Thank you very much for your attention.
Kind regards, Education and Assessment Services Division Hong Kong Examinations and Assessment Authority (Please do not reply to this automatically generated email)

請參考通知電郵內所提供的英文全名

You are nominated as an S.3 Oral Examiner (Chinese) for TSA 2022 in ABC SCHOOI which will be verified and signed by your Principal.

Dear Mr. CHUNG MAN HO,

【獲取一次性密碼及登入】

提交說話能力主考員個人資料

輸入評估行政主任所提供的英文全名及電郵・以獲取一次性密碼

語輸入您的「英文性名」及「電影地址」以登入系統語文說話能力主等真個人質料及聲明。 登入資地提供您吃虧的通知電影所示的「英文性名」及「電影地址」相同。 若無悖改個人質料(如:電影地址),語於網上提名表相更新把的質料。 WONG CHRIS



【完成並遞交網上提名表格】

- 填寫個人資料及個人聲明
- 檢查並遞交網上提名表格 \diamondsuit
- 如校長選擇以網上形式確認提名,當說話能力主考員遞交網上表格後,校長將收到通知電郵

・返回・提交

【由校長確認提名】 紙本版 網上版 校長經基本能力評估網站確認說話能力主考員的 教師須於 2023 年 11 月 10 日或以前把經網上填 妥的提名表格交由校長先核實再簽署並將之存 資料·審核限期可延至 2023 年 11 月 17 日 檔,本局在有需要時會向學校索閱有關文件。 (請保存上述的紙本版提名表至翌年年底) (學校毋須保存紙本版提名表)

經網上版: 在校長確認提名後‧說話能力主考員會收到通知電郵(詳情請參閱《校長確認提名程序》)

Territory-wide System Assessment 2024

Nomination Procedures for Oral Examiner (OE)

Person	al Information Submissio	on for Nominated OE	
<u> </u>			
11/2/11	Personal Information Submission for Nominated Oral Exa	aminer	
	To submit your personal information and declaration for the post of nominated TSA oral exami	iner, please input your "English Name" and "Email	
	The login information should be the email address and name shown on the notification email y	you received.	
	f you want to edit your personal information (e.g. email address), please update your informa		
	* English Name		
	* Email Address	Forgot Email?	
		→ Submit	

Receive the notification email

Step

- ♦ An email marked "Notification of your Oral Examiner Nomination of TSA 2024" will be sent to each nominated OE by the BCA website for submitting personal information.
- Click the link provided in the email <u>OR</u> go to **Personal Information Submission Page for Nominated Oral Examiner** < https://bca.hkeaa.edu.hk/bca/oenae.do to complete the nomination procedures.



(Please do not reply to this automatically generated email) (Retrieve One-time Password (OTP) for login Input the exact name and email address provided by the AAS to retrieve OTP Personal Information Submission for Nominated Oral Examiner 15 submit you premail efformation and electrication for the past of formated Trail and Advers. The login information blood be the email address and name above no the colification email you received. 15 frequent formation in the email address and name above to the past address and name above to the past address and name above to the colification email you received. 15 frequent formation 1 frequent formation 1 frequent formation for Nominated Oral Examiner 2 frequent formation for Nominated Oral Examiner 2 frequent formation Submission for Nominated Oral Examiner 3 frequent formation Submission for Nominated Oral Examiner 4 menung password will be virtuifed and agent by your Patricipal. 1 frequent formation Submission for Nominated Oral Examiner 4 menung password will be not frequent and address. Please enter put one dema password by the deciral "Submit Submission for Nominated Oral Examiner 4 menung password will be not frequent and address. Please enter put one dema password by the submit send you another case them password. 1 frequent formation Submission for Nominated Oral Examiner 2 frequent formation Submission for Nominated Oral Examiner 3 menung password will be not frequent by your flower of the submit send you another case them password. 2 frequent formation Submission for Nominated Oral Examiner 3 menung password will be not frequent by your flower of the submit send you another case them password. 3 frequent formation Submission for Nominated Oral Examiner 4 menung password will be not frequent by your flower of the submit send you another case them password. 3 frequent formation Submission for Nominated Oral Examiner 4 menung password will be not frequent by your flower of the submit formation formation formation formation formation formati

[Complete and submit the online OE nomination form]

- Fill in the personal information and complete the declaration
- ♦ Check and submit the OE nomination form
- ♦ If the Principal chooses to complete OE endorsement online, the Principal will receive a notification email upon the submission of OE personal information

	[Endorse the nomination form by the Principal]				
	Printed Version	Online Version			
	OEs should keep their completed online	Principals should verify the OE information			
	nomination forms after they are verified and	online via the BCA Website, the endorsement			
	signed by their Principals on or before 10	deadline can be extended to 17 November			
[4]	November 2023 for records and for checking	<u>2023</u> .			
1	by the HKEAA upon request.				
	(Please keep a printed copy of the completed	(The printed copy of nomination form is no			
	forms until the end of next calendar year)	longer required)			

♦ <u>By Online version:</u> OE will receive a confirmation email after the form is endorsed by the Principal (Please refer to the "Online Endorsement Procedures for Principal" for details).