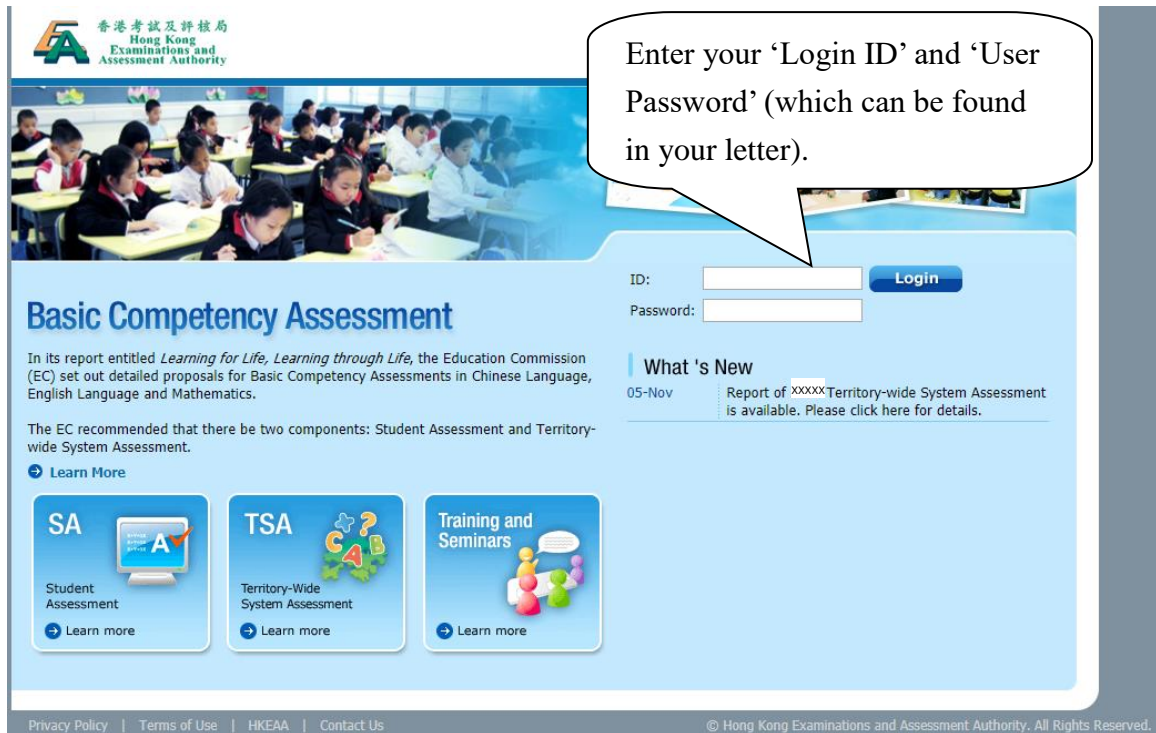


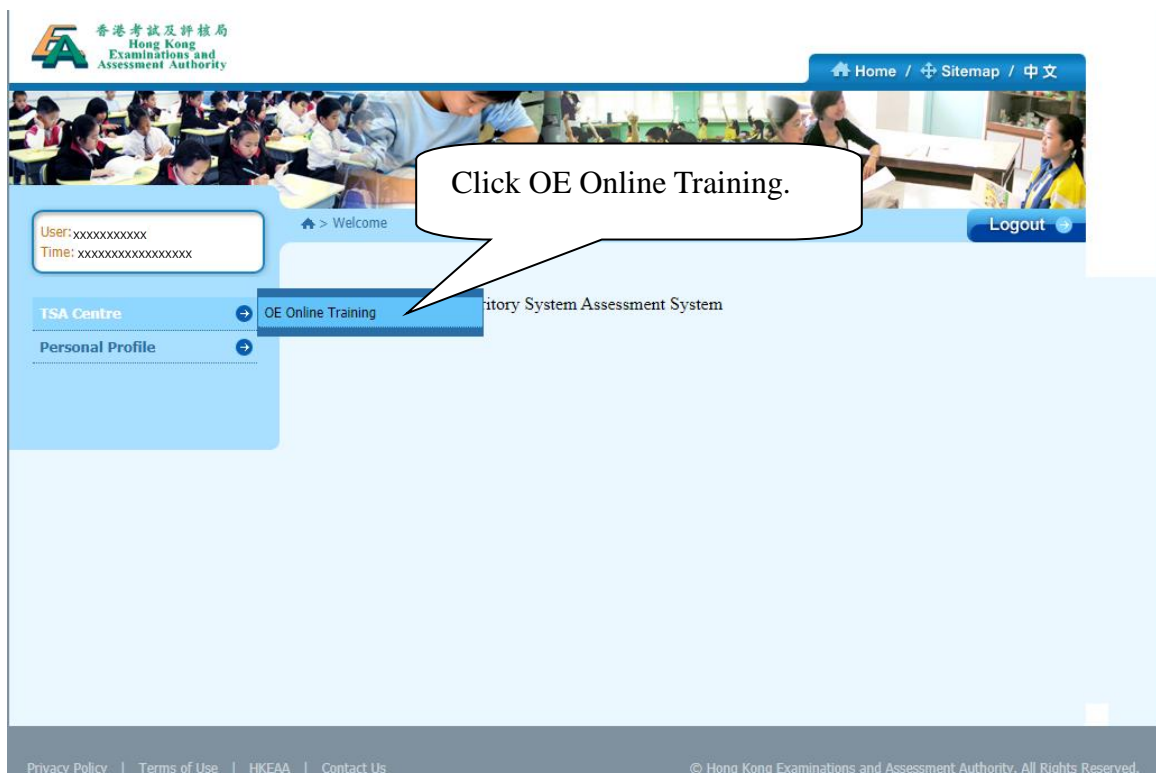
# Territory-wide System Assessment

## User Guide for Oral Examiner's Online Training (Secondary)

1. Go to <http://www.bca.hkeaa.edu.hk/> Enter your 'Login ID and 'User Password'.



2. After a successful login, click 'OE Online Training' from 'TSA Centre'.



3. Read and accept the Declaration before clicking on 'Next' to proceed.

Declaration

### ORAL EXAMINER'S ONLINE TRAINING

#### Declaration

I declare that the following is true, accurate and complete:

- I acknowledge that I shall at all times (during or after my appointment and training) keep restricted all information (e.g. training and assessment materials, documents, students' identities, scores and performances) which I may have access to in the course of my appointment and training.
- I understand that the copyright of all the information relating to my appointment and training belongs to HKEAA. I shall not disclose, make copies, edit, publish or upload them to the Internet without the written permission of HKEAA.
- I shall keep my appointment as a confidential matter and would not divulge it to any unauthorised person. Nor would I disclose it at any time for commercial purposes, such as promoting tutorial schools<sup>Ⓢ</sup> or textbooks.
- I shall not make use of advance confidential information, which I become privy to through my work in connection with this appointment, to publish books or produce materials in the electronic media related to the captioned assessment.
- (Applicable to in-service teachers only) I confirm that I have emailed the details (relationship, name of school and class level) to HKEAA (ts11@hkeaa.edu.hk) if I have member(s) of my immediate family<sup>Ⓢ</sup> / anyone residing in my home / person(s) with whom I have close personal ties<sup>Ⓢ</sup> will be taking the P3 and/or P6; S3 TSA 2022 and/or is are teaching the P3 and/or P6; S3 classes for TSA 2022.
- <sup>Ⓢ</sup> 'Tutorial school' is a private school offering non-formal curriculum and shall be registered under Education Ordinance (Cap. 279). With effect from 1 July 2004, private schools offering non-formal curriculum is exempt from certain requirements of the provisions of the Education Ordinance and Education Regulations relating to fees, employment of teachers, teachers' qualifications, principals, holidays and hours of instruction subject to their compliance with conditions specified in the Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order. For the avoidance of doubt, 'tutorial school' may come under different names such as 'tutorial school', 'tutorial centre', 'education centre', 'college', etc.
  - <sup>Ⓢ</sup> 'Members of immediate family' refers to spouse, children, parents, brothers and sisters.
  - <sup>Ⓢ</sup> 'Persons with whom I have close personal ties' refers to relatives outside my immediate family / close friends with whom I am in regular contact.

(i) Tick the box ☐

(ii) Click on 'Next'

☐ I Accept

Back
Next

4. Read the 'Important Notes' and click on 'Start Online Training'.

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 Hong Kong Examinations and Assessment Authority

[Home](#) / [Sitemap](#) / [中文](#)

User: xxxxxxxx  
 Time: xxxxxxxx

[Welcome > ORAL EXAMINER'S ONLINE TRAINING](#)

[Logout](#)

ORAL EXAMINER'S ONLINE TRAINING

### ORAL EXAMINER'S ONLINE TRAINING

**Territory-wide System Assessment xxxxxx**  
**Secondary 3 English Language**  
**Oral Examiners' Online Training Workshop**

**Important Notes**

**For Online Training xxxxxx**

- Online Training is available from xxxxxxxxxxxxxxxxxxxxxxxx
- Oral Examiner (OE) applicants are required to browse through the online training materials and complete the recruitment test.
- Completing the online training by accessing the Internet in public areas or when using public wifi is prohibited.
- Please complete Part I and Part II of the recruitment test. New applicants must complete the 'Rating Student Exemplars'. Applicants who do not pass the recruitment test are not eligible to attend the live training workshop.
- A Certificate of Satisfactory Completion of Training will be given to successful applicants.

Start Online Training

Click here to start online training.

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5. Click on 'Proceed to Training'.

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Home / Sitemap / 中文

User: xxxxxxxxxx  
Time: xxxxxxxxxx

Welcome > Oral Examiner's Online Training

Logout

### Oral Examiner's Online Training

#### Nominated Oral Examiner's Personal Information

Login Name: xxxxxxxxxx  
Chinese Name: 中三英文二  
English Name: ENG TWO  
Nominated By: S999 - HKEAA

#### Details for Training

Level	Online Recruitment Test Status
S3	Part II Not started

Back Proceed to Training

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6. After referring to 'Recruitment Procedures' and 'Material for Online Training', click on 'Recruitment Test Part I – Assessment Administration' and complete Part I of the test.

2. For assessment administration, you can refer to the video clips OR the Oral Examiners' Handbooks.

3. Before rating student performances, you can study

- the Sample Items
- the Marking Scheme
- the Demonstration Clips

4. Complete Online Recruitment Test.

#### Material for Online Training

Assessment Administration

- Before the Assessments
- Conducting the Assessments
- After the Assessments

Other Material

- Oral Examiner's Handbook
- Sample Items
- Scoring Guides
- Sample Score Sheet
- Assessment Summary for Oral Assessment

Demonstration

- Demonstration

#### Recruitment Test

Please click below buttons to start the recruitment test

Recruitment Test Part I - Assessment Administration

Recruitment Test Part II - Rating Student Exemplars

Back

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7. After the completion of Part I, click on 'Confirm and Submit Part I'.

The screenshot shows the 'Recruitment Test - Part I' page. At the top, there is a header with the Hong Kong Examinations and Assessment Authority logo and navigation links. Below the header, there is a user information box with 'User: xxxxxxxxxx' and 'Time: xxxxxxxxxx'. The main content area displays 'Level : S3' and 'Subject : English Language'. There are three buttons: 'Save', 'Back', and 'Confirm and Submit Part I'. A callout bubble points to the 'Confirm and Submit Part I' button with the text: '(ii) Click here to confirm and submit Part I after completion.' Another callout bubble points to the 'Save' button with the text: '(i) If you have only finished part of the test and want to keep the answers that you have entered, click on 'Save'.' Below the buttons, there is a title 'Territory-wide System Assessment xxxxx Secondary 3 English Language Oral Examiners' Training Workshop - Recruitment Test' and a list of questions with radio button options.

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Hong Kong Examinations and Assessment Authority

Home / Sitemap / 中文

User: xxxxxxxxxx  
Time: xxxxxxxxxx

Logout

Recruitment Test - Part I

Level : S3 Subject : English Language

Save Back Confirm and Submit Part I

Territory-wide System Assessment xxxxx Secondary 3 English Language  
Oral Examiners' Training Workshop - Recruitment Test

(i) If you have only finished part of the test and want to keep the answers that you have entered, click on 'Save'.

(ii) Click here to confirm and submit Part I after completion.

1. The assessment duration for Group Interaction is

☐ A 1 minute  
☐ B 2 minutes  
☐ C 3 minutes  
☐ D 4 minutes

2. The assessment duration for Group Interaction is

☐ A 1 minute  
☐ B 2 minutes  
☐ C 3 minutes  
☐ D 4 minutes

3. What time must an Oral Examiner report for duty for the AM session ? Before \_\_\_\_\_

☐ A 8:00 a.m.  
☐ B 8:15 a.m.  
☐ C 8:30 a.m.  
☐ D 8:45 a.m.

8. Print the page of 'Acknowledgement of Receipt (Part I)' for record keeping purposes. Continue to Part II.

The screenshot shows the 'Part I Acknowledgement' page. At the top, there is a header with the Hong Kong Examinations and Assessment Authority logo and navigation links. Below the header, there is a user information box with 'User: xxxxxxxxxx' and 'Time: xxxxxxxxxx'. The main content area displays 'Level : S3' and 'Subject : English Language'. There is a title 'Acknowledgement of Receipt (Part I)'. Below the title, there is a table with 'Oral Examiner Login Name', 'Date and Time of Submission', 'Chinese Name', and 'English Name'. A callout bubble points to the 'Go to Recruitment Test Part II' button with the text: '(ii) Click here to complete Part II of the test.' Another callout bubble points to the 'Print' button with the text: '(i) Print this page for record keeping.' Below the table, there is a paragraph of text and a footer with the Hong Kong Examinations and Assessment Authority logo and copyright notice.

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Home / Sitemap / 中文

User: xxxxxxxxxx  
Time: xxxxxxxxxx

Welcome > Part I Acknowledgement

Logout

Part I Acknowledgement

Level : S3 Subject : English Language

**Acknowledgement of Receipt (Part I)**

Oral Examiner Login Name:	xxxxxxxxxx
Date and Time of Submission:	xxxxxxxxxxxxxxxxxxxxxxxxxxxx
Chinese Name:	中三英文二
English Name:	ENG TWO

(ii) Click here to complete Part II of the test.

You must complete the recruitment test (Parts I and II). You will be xxxxxxxxxxxxxx, please contact TSA Administration Team at 3628. ment letter by

Back Print Go to Recruitment Test Part II

(i) Print this page for record keeping.

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9. In Part II of the test, make sure you finish rating all student exemplars.

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Home / Sitemap / 中文

User: xxxxxxxxxxxx  
Time: xxxxxxxxxxxx

Welcome > Recruitment Test - Part II

Logout

Recruitment Test - Part II

Level : S3 Subject : English Language

Now playing: Code 7

Secondary 3

Individual Presentation	Code 7 Code 48 Code 52
Group Interaction	Group 18 Group 13

(i) Click here to view the video clip.

Code 7

(iv) Click on 'Next' to rate the rest of the student exemplars.

0:00 / 0:00

<Previous Next>

Individual Presentation

[Click here to see the Question](#)  
[Click here to see the Scoring Guide](#)

Student	Ideas & Organisation (0 – 4)				Vocabulary & Language Patterns (0 – 4)				Pronunciation & Delivery (0 – 4)				Strategies for Oral Communication (0 – 2)			
	0	1	2	3	4	0	1	2	3	4	0	1		2	3	4
1	0	1	2	3	4	0	1	2	3	4	0	1	2	3	4	N/A

Save Back Confirm and Submit Part II

(iii) Click on 'Save' to keep the answer that you have entered.

(ii) Rate the student exemplar.

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10. After you have rated all student exemplars, click on ‘Confirm and Submit Part II’.

The screenshot shows the 'Recruitment Test - Part II' interface. At the top, there is a header with the Hong Kong Examinations and Assessment Authority logo and navigation links. Below the header, a user login section shows 'User: xxxxxxxxxxxx' and 'Time: xxxxxxxxxxxx'. The main content area is titled 'Recruitment Test - Part II' and includes 'Level : S3' and 'Subject : English Language'. A video player is embedded, showing a classroom scene with the text 'Code 7' overlaid. To the left of the video, a table lists 'Secondary 3' exemplars:

Secondary 3	
Individual Presentation	Code 7 Code 48 Code 52
Group Interaction	Group 18 Group 13

Below the video, there is a section for 'Individual Presentation' with a table for rating student exemplars. A speech bubble points to the 'Confirm and Submit Part II' button, stating: 'After you have rated ALL student exemplars, click on ‘Confirm and Submit Part II’.'

At the bottom, there is a footer with 'Privacy Policy | Terms of Use | HKEAA | Contact Us' and '© Hong Kong Examinations and Assessment Authority. All Rights Reserved.'

11. Fill out the Online Training System Questionnaire.

The screenshot shows the 'Part II Acknowledgement' interface. At the top, there is a header with the Hong Kong Examinations and Assessment Authority logo and navigation links. Below the header, a user login section shows 'User: xxxxxxxxxxxx' and 'Time: xxxxxxxxxxxx'. The main content area is titled 'Part II Acknowledgement' and includes 'Level : S3'. A section titled 'Acknowledgement of Receipt (Part II)' contains fields for 'Oral Examiner Login Name:', 'Date and Time of Submission:', 'Chinese Name:', and 'English Name:'. Below these fields, there is a message: 'You must complete the recruitment test (Parts I and II) before you can receive the test. If you do not receive the test, please contact the test administrator.' A speech bubble points to a link that says 'Click here to fill out the questionnaire.' Below the link, there is a button that says 'OK'. At the bottom, there is a footer with 'Privacy Policy | Terms of Use | HKEAA | Contact Us' and '© Hong Kong Examinations and Assessment Authority. All Rights Reserved.'

## Online Training System Questionnaire(Secondary)

XXXXXX年 全港性系統評估  
Territory-wide System Assessment XXXXXX

說話評估  
Oral Assessment

網上培訓系統調查問卷 (中學)  
Online Training System Questionnaire (Secondary)

說話能力主考員的意見，對優化網上培訓系統極具參考價值。請閣下於網上培訓後填妥以下問卷，多謝合作。

Your suggestions on the online training system will definitely help us enhance our service in future. Please fill out this questionnaire. Thank you for your cooperation.

請以 1 至 6 表示你對以下句子的同意程度

Please indicate how much you agree or disagree with the following statements using a scale of 1 to 6.

極不同意 ← Strongly disagree      → Strongly agree 極同意

### 甲、網上培訓

#### A. Online Training

	1	2	3	4	5	6
1. 網上培訓的內容 / 資料恰當 The content of the training is relevant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. 網上培訓的文件，如工作手冊等，清楚易明 The training materials and information provided are useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. 我相信我能夠把網上培訓所提及的內容/資料應用到評審工作上  
I can apply what I have learnt in this training to the assessments.

☐ ☐ ☐ ☐ ☐ ☐

### 乙、招募測試

#### B. Recruitment Test

	1	2	3	4	5	6
4. 測試流程簡潔 The flow is simple and clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. 短片播放效果理想 The quality of video clips is acceptable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. 給分板操作容易 Scoring boards are easy to use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 丙、網上培訓系統

#### C. Online Training System

	1	2	3	4	5	6
7. 用戶手冊清楚易明 The User Guide is clear and easy to understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. 版面設計清晰 The layout is clearly designed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. 系統指示清晰 The instructions are clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. 其他意見和建議 Other comments and suggestions:

Click here to submit the questionnaire.

Done

12. Print the page of ‘Acknowledgement of Receipt (Part II)’ for record keeping purposes. Then logout.

The screenshot shows the HKEAA website interface. At the top, there is a header with the HKEAA logo and navigation links: Home, Sitemap, and 中文. Below the header is a banner image showing students in a classroom. A user login section displays 'User: xxxxxxxxxxxx' and 'Time: xxxxxxxxxxxx'. A navigation bar shows 'Welcome > Part II Acknowledgement' and a 'Logout' button. The main content area is titled 'Part II Acknowledgement' and shows 'Level : S3' and 'Subject : English L'. A callout box points to the 'Logout' button with the text '(ii) Click here to log out.' Below this, the title 'Acknowledgement of Receipt (Part II)' is displayed. A table shows user information: Oral Examiner Login Name: xxxxxxxxxxxx, Date and Time of Submission: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx, Chinese Name: 中三英文二, and English Name: ENG TWO. A paragraph of text follows, stating: 'You must complete the recruitment test (Parts I and II). You will be appointed as an Oral Examiner after you have passed the test. If you do not receive the appointment letter by xxxxxxxxxxxxxxxx please contact TSA Administration Team at 3628 8191.' Below this, there is a link to 'Please fill out the Online Training System Questionnaire'. At the bottom, there are three buttons: 'Back', 'Print', and 'Go to Recruitment Test Part I'. A callout box points to the 'Print' button with the text '(i) Click here to print this page.' The footer contains links for Privacy Policy, Terms of Service, and Contact Us, along with the copyright notice: © Hong Kong Examinations and Assessment Authority. All Rights Reserved.