



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

TSA 2023: Briefing Session on Oral & Written Assessments (Secondary Schools)

23 March 2023





Written Assessments




Reminder – Written Assessments

- Barcode labels are generated from the school data submitted as at **31 March 2023**
- Invigilators' Handbook for use at the Written Assessments will be delivered via the BCA Website and from the courier on **23 May 2023**
- AAS should remind invigilators concerned to download the ***Guidance Notes to Invigilators*** of related subject before the assessment (by **5 June 2023** at the latest)



Reminder – Written Assessments

- Remind the Invigilators to familiarize themselves with the *Guidance Notes to Invigilators* beforehand 
- Place a copy of the **Invigilators' Handbook** in each assessment room on each assessment day
- The **assessment timetable** will be included in the Invigilators' Handbook
- Teachers are NOT permitted to invigilate their own subject classes



Reminder – Written Assessments

- Students should be reminded not to bring their **mobile phones** to the assessment room. If they have a mobile phone / handsfree device with them, it must be turned off (including the alarm function) and put under the chair in a position clearly visible to the invigilators. They are also advised to take out the battery from the device (if possible).



Reminder – Written Assessments

- Reporting discrepancies of student data / new students on the assessment day through completing the Student Data Amendment (SDA) Form. The Form will be provided in the AAS's Working File and available on the [BCA Website](#)
- Any changes made by schools on the Students' Attendance Record (SAR) will not be updated on the BCA Website

20XX 年全港性系統評估 – 更正學生資料表格
TSA 20XX – Student Data Amendment Form




如有任何學生資料與「學生出席紀錄表」不一致，請填寫本表格，送回「評估行政主任文件櫃」交回考評局。
If there are any discrepancies of student data in the Students' Attendance Record, please complete this form and return to the HKAEA with the Assessment Administration Supervisor's Working File

新學生 New students:		性別 Gender	班別 Class Name	班號 Class No.	學生註冊號碼 STRN	出生日期 Date of Birth
中文姓名 Chinese Name	英文姓名 English Name					

退學 Drop-out students:		性別 Gender	班別 Class Name	班號 Class No.	學生註冊號碼 STRN
中文姓名 Chinese Name	英文姓名 English Name				

「更正學生資料表格」

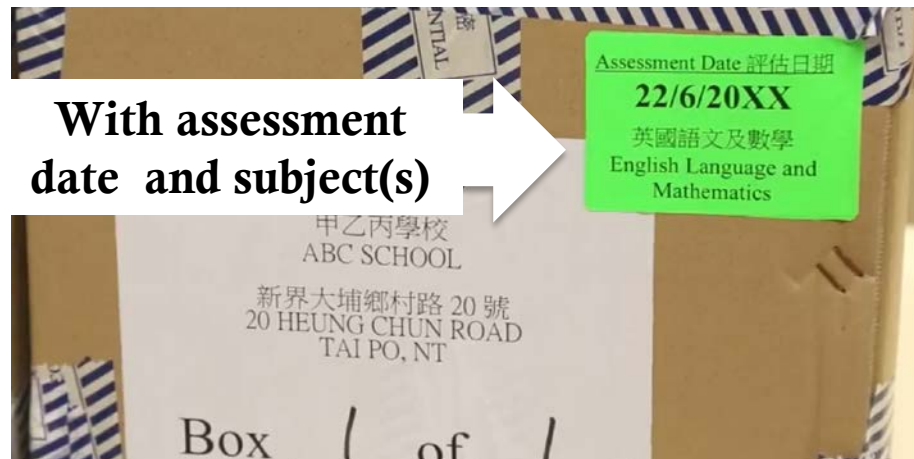
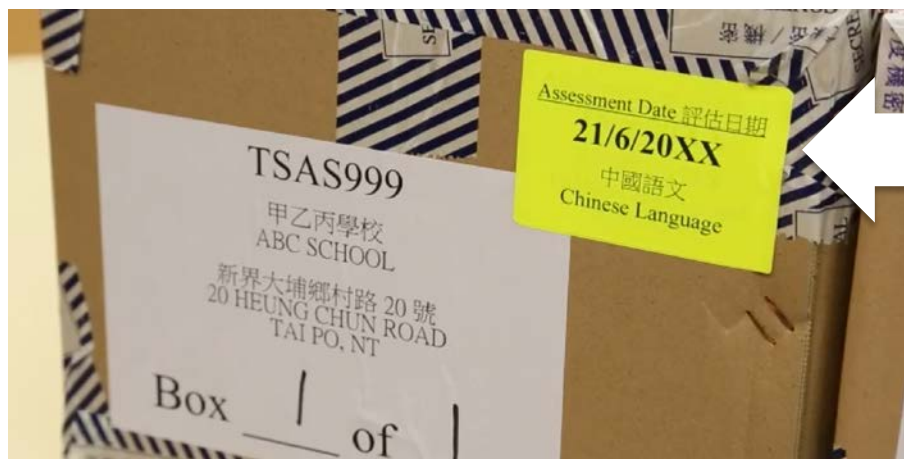
Delivery of Assessment Materials

-  **MAERSK** is appointed 
- On 9 or 12 June 2023
- Between 8:00 am and 5:00 pm
- An **SMS reminder** will be sent to AAS
- Same receipt procedures as Oral Assessments
- The **assessment date** is given on the SECRET
 label of all cartons

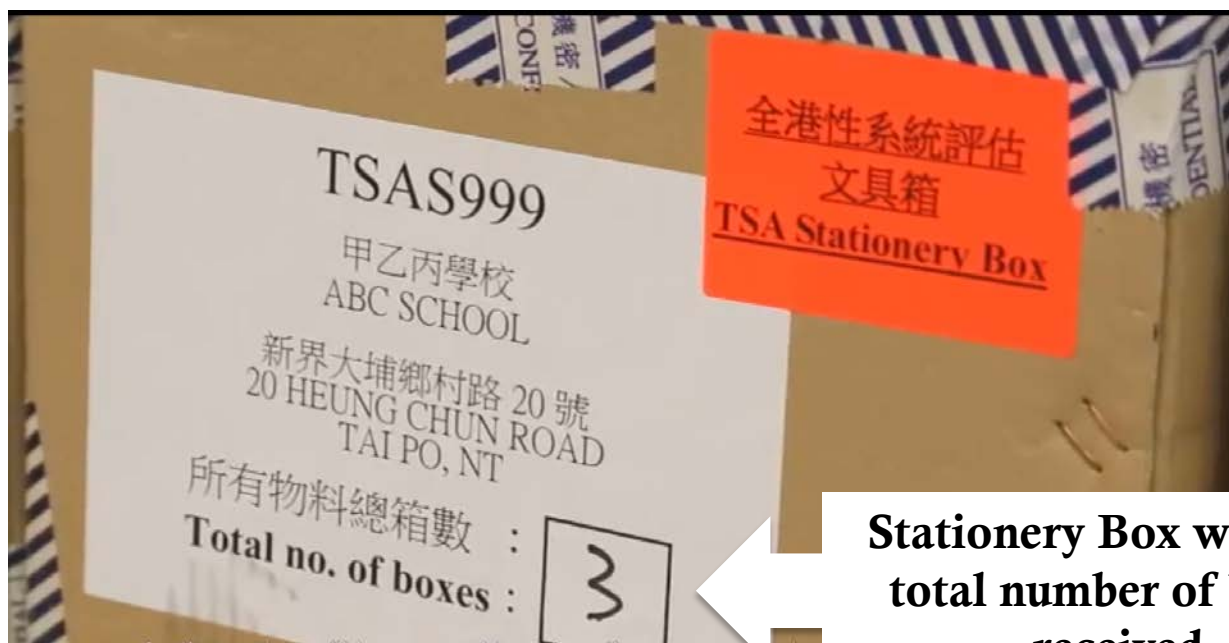
Delivery of Assessment Materials

- Write down the total number of cartons received on the courier's receipt acknowledgement
- Ensure that (1) the total number of cartons received is **exactly the same** as the number indicated on the Stationery Box; and (2) the school name and school code shown on each carton box are **fully accurate**





With assessment date and subject(s)



Stationery Box with the total number of boxes received

Time of Assessment

- All schools to start at 8:45 am on both days (with 15 minutes flexibility)
- All schools must follow the assessment timetables given in the Quick Guide Part 5B – Instructions to AAS
- Students with special needs may start earlier
- All schools must finish the assessments no later than 1:15 p.m.



Time of Assessment

- Reserve an extra 5 to 10 minutes for collection and distribution of assessment materials by invigilators after **the Chinese Audio-visual and English Reading Assessments**
- The AAA should **patrol outside the assessment rooms** at least once in every 40 minutes to support the Invigilators when necessary



CAV / Listening Assessments

- Schools are recommended to set up and thoroughly **test the AV/IT equipment** to be used in the assessment 1 working day before the commencement of the assessment as far as possible
- If a computer is to be used for playing the VCD/CD, the school staff with sufficient technical background should switch off the **power saving function of the computer screen** so as to facilitate the smooth conduct of the assessment



CAV / Listening Assessments

- If the given VCD/CD and even the spare VCD/CD are defective or problematic content wise, the invigilator should call the Authority immediately via the AAS or AAA at 3628 8191 or 3628 8181 for assistance
- After the assessment, the AAS should mark **“Defective”** or **“Wrong Content”** on the VCD/CD envelope and return the problematic VCD/CD together with an Irregularity Report to the HKEAA for follow-up actions



Checklists for Written Assessments

- Schools can view the checklists from the BCA Website (www.bca.hkeaa.edu.hk) from 25 May 2023 **(NOT required to be printed out for use on the assessment days)**
- Checklists are generated according to the class list submitted as at 5 May 2023



Checklists for Written Assessments

- Question-answer Booklets Quantity Checklist

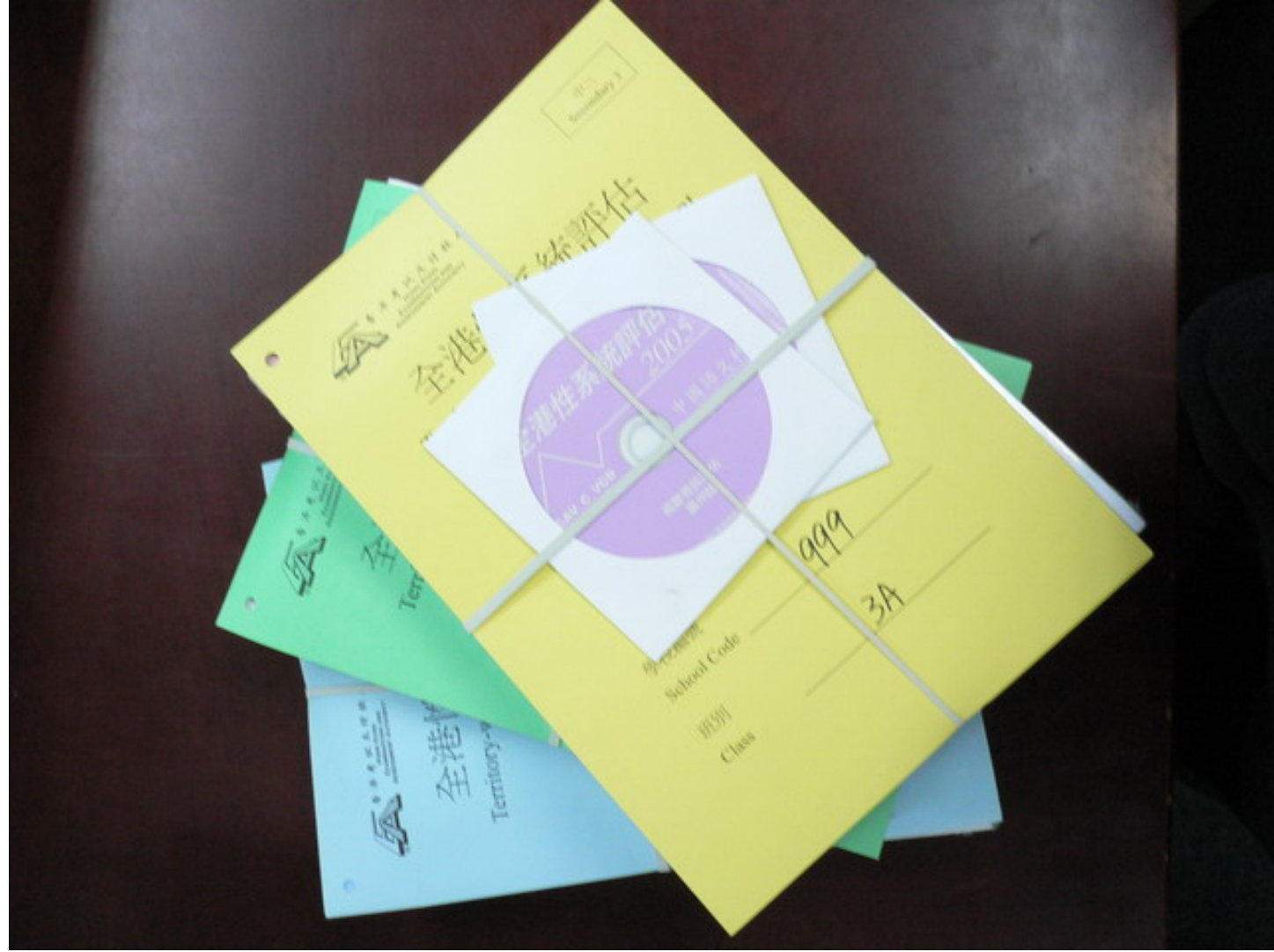
NEW

2023年全港性系統評估 (中學) Territory-wide System Assessment 2023 (Secondary Schools)

試題答題簿數量核對表

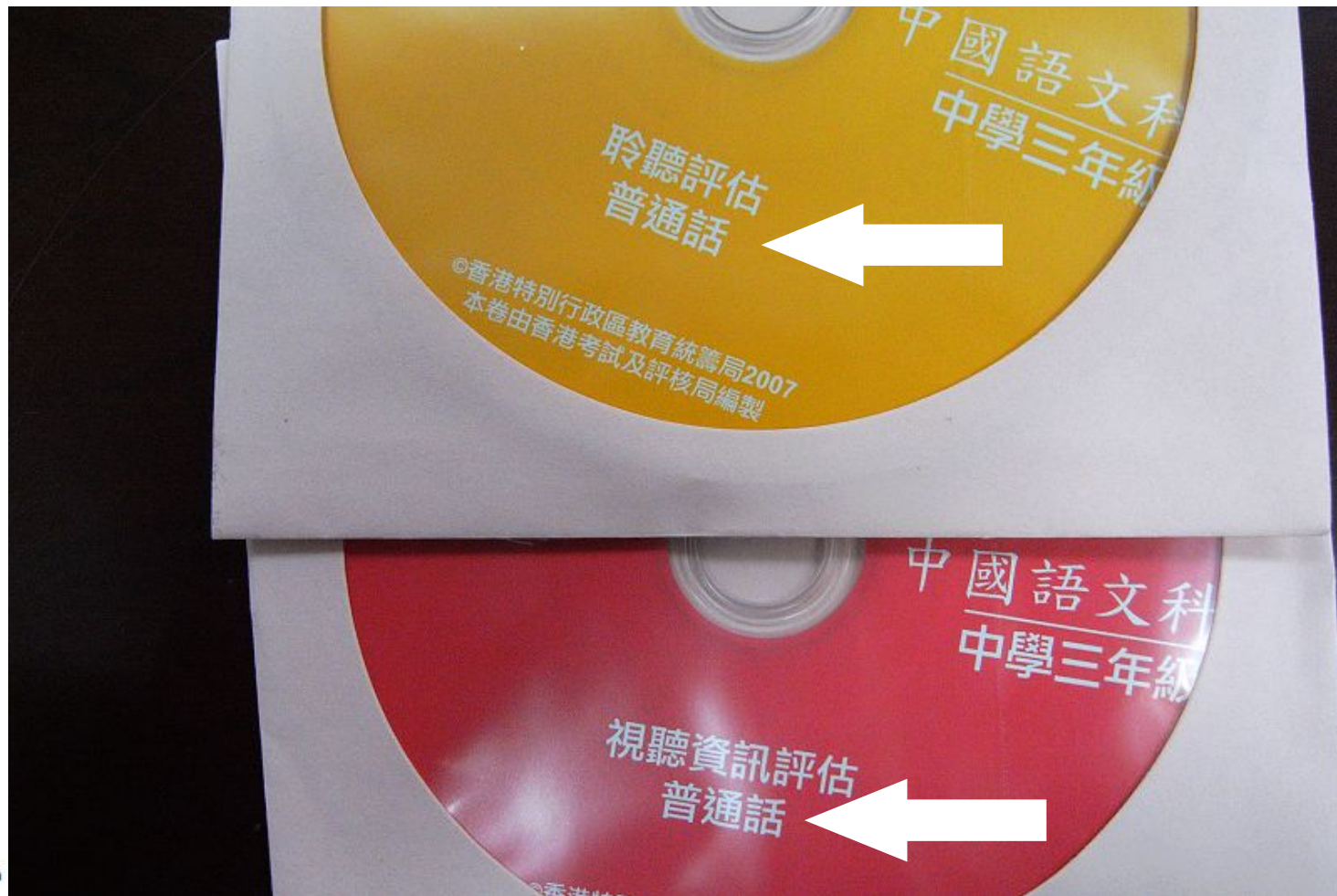
Question-answer Booklets Quantity Checklist

學校名稱 甲乙丙學校(全日) Name of School: ABC SCHOOL(WD)				學校編號 S999 School Code: S999			級別 中三 Level: S3			總卷數 Total copies
日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	班別 Class	學生人數 Entries	Size	包數 No. of packets Packets	Size	Packets	
06/14/2023	Chinese Language 中國語文	Writing 寫作	9CW1/9CW2/9CW3	3A	17	@12	2	@36	0	24
				3B	23	@12	0	@36	1	36
				3C	35	@12	1	@36	1	48
06/14/2023	Chinese Language 中國語文	Reading 閱讀	9CR1/9CR2/9CR3	3A	17	@12	2	@36	0	24
				3B	23	@12	0	@36	1	36
				3C	35	@12	1	@36	1	48
06/14/2023	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD) 9CAV (Cantonese) (*VCD) 9CAV (Putonghua) (*VCD)	3A	17	@12	2	@36	0	24
				3B	23	@12	0	@36	1	36
				3C	35	@12	1	@36	1	48
06/14/2023	Chinese Language 中國語文	Listening 聆聽	9CL1 (Cantonese) (*CD) 9CL2 (Cantonese) (*CD) 9CL1 (Putonghua) (*CD)	3A	17	@12	2	@36	0	24
				3B	23	@12	0	@36	1	36
				3C	35	@12	1	@36	1	48



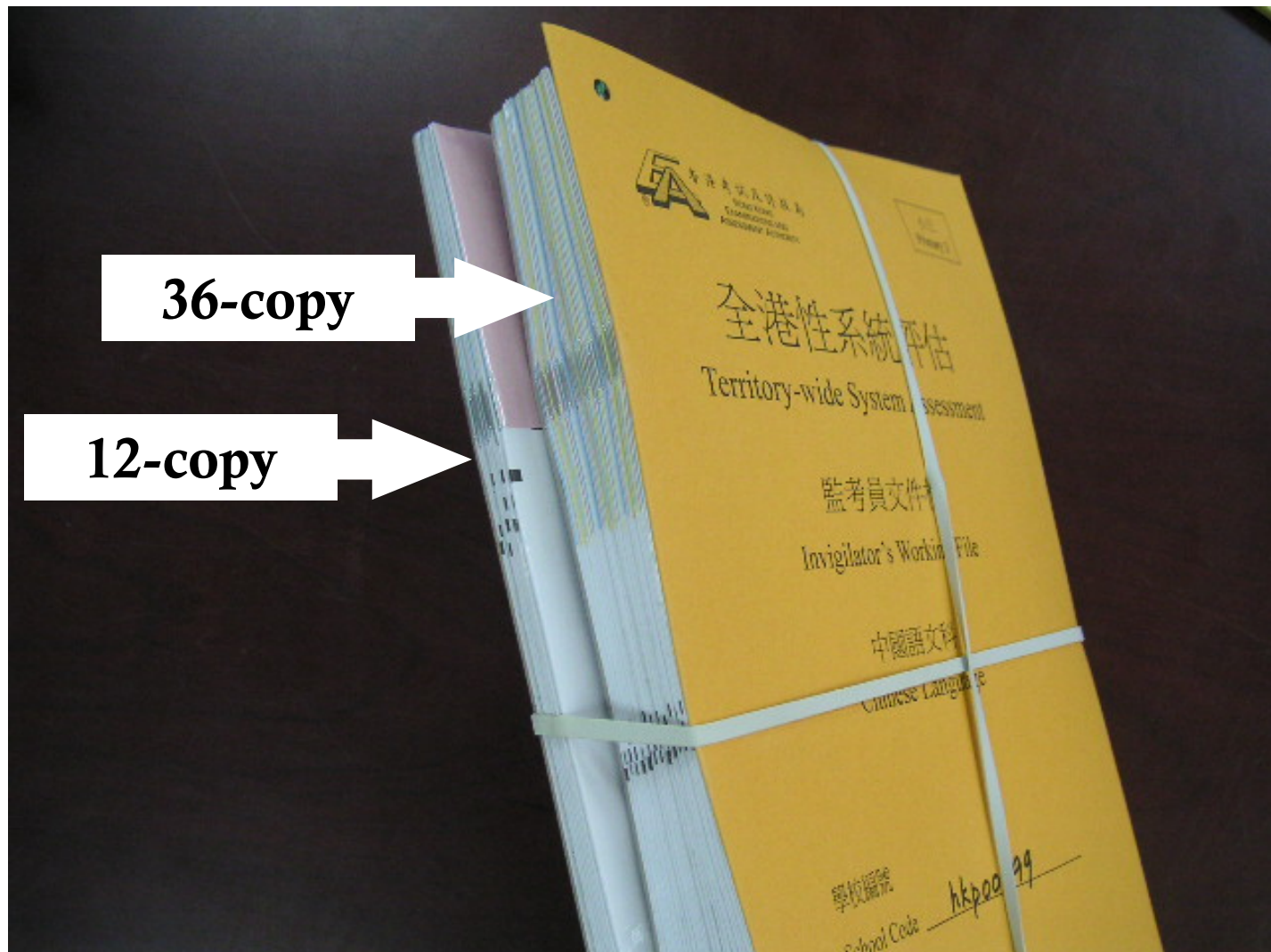
TSA 2008 Secondary 3 BARCODE LABELS	
Subject(s)	9EW
School Code	S999
Class Name	3A
Total No. of Barcode Label Sheets	36 Sheets

Note: In case of enquiries, please contact TSA Administration Team at 3628 8191.



36-copy

12-copy



Checklists for Written Assessments

• Checklist for special arrangements



2023年全港性系統評估 (中學) Territory-wide System Assessment 2023 (Secondary Schools)

試題答題簿數量核對表 (特別安排)

Question-answer Booklets Quantity Checklist (Special Arrangements)

學校名稱 甲乙丙學校
Name of School: ABC SCHOOL

學校編號 S999
School Code: S999

級別 中三
Level: S3

A3放大試題答題簿 A3 Enlarged Question-answer Booklets

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	Size	包數 Packets	No. of packets Size	Packets	Size	Packets	總卷數 Total copies
06/14/2023	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD) & 9CAV (Putonghua) (*VCD)	@1	2	@12	-	@36	-	2
06/14/2023	Chinese Language 中國語文	Listening 聆聽	9CL2 (Cantonese) (*CD) & 9CL2 (Putonghua) (*CD)	@1	2	@12	-	@36	-	2

供分開進行評估及／或非華語學生使用的試題答題簿 Question-answer Booklets for Students Taking Assessment Separately and/or NCS

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	Size	包數 Packets	No. of packets Size	Packets	Size	Packets	總卷數 Total copies
06/14/2023	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD)	@1	-	@12	1	@36	0	12
06/14/2023	Chinese Language 中國語文	Listening 聆聽	9CL2 (Cantonese) (*CD)	@1	-	@12	1	@36	0	12

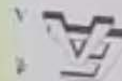
需特別安排學生
的評估物料

Materials for Students Requiring
Special Arrangements

TSA Sch Code: S999

「需特別安排學生的評估物料」字樣的評估物料

CONFIDENTIAL



Special Arrangements – WS6

- Students requiring enlarged question papers will be given **sub-paper 2** for all assessments
- In **Listening Assessments**, students may be given a sub-paper different from that of their classmates. In such case, schools should arrange for them to be assessed in a separate room or put them in a class using the same sub-paper



Special Arrangements – WS6

- Indicate on the Envelope for Answer Scripts if there are A3 enlarged scripts inside

班別
Class :

English (Listening)
English (Reading)
English (Writing)
Mathematics

☐ ☐ ☐ ☐ ☒

答卷總數 (包括特別安排學生)
Total No. of Answer Scripts (including students requiring special arrangements)

☐ 包括放大答卷
Enlarged Answer Scripts included

日期
Date

Special Arrangements – WS7

- Students requiring assessment separately will be given **sub-paper 2** for all papers
- 2 additional VCDs / CDs will be given in CAV and Listening
- A separate set of invigilation guideline will be provided in **Listening** and **Chinese Audio-visual** for **students granted time extension**



Special Arrangements – WS7

- Will not be provided a separate set of barcode labels
- Their scripts should be returned to their respective classes and Invigilators should then help sticking barcode labels for these students



Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

- Additional **bilingual (Chinese and English) instructions** for all Chinese assessment papers will be provided to each WS1 student
- Enough copies of instructions will be put into the Stationery Box. AAS can distribute the instructions to their WS1 students if necessary



Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

- After the assessment, invigilators should collect the instructions and put them into the **Envelopes for Surplus Materials**



Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

- Additional **English Mathematics** paper will be provided if the class of NCS students is using Chinese Mathematics paper.
- Schools may choose using either language for these students according to their learning needs.



Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

- For **Chinese Listening** and **CAV**, two special CDs/VCDs, with all questions and options read aloud, will be provided to schools with NCS (WS1) students
- Schools MAY choose to **use the special CD/VCD** or not. If they choose to do so, the NCS students will have to take the assessment separately in another classroom or computer

Special Arrangements – WS1

Support to Non-Chinese Students (NCS)



Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

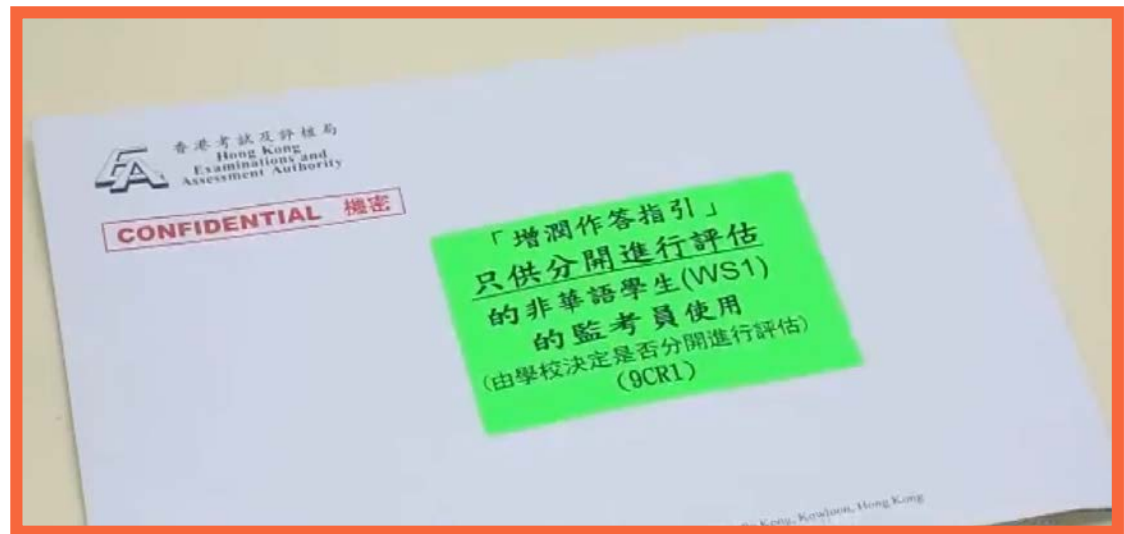
- In **Chinese Writing**, schools MAY read aloud the writing topic to the NCS students
- Schools doing so should arrange for the NCS students to take the assessment separately
- A special QP pack containing copies of **only one sub-paper** will be provided to NCS students



Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

- Enhanced instructions on answering questions for **Chinese Reading** will be provided to schools with NCS students



Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

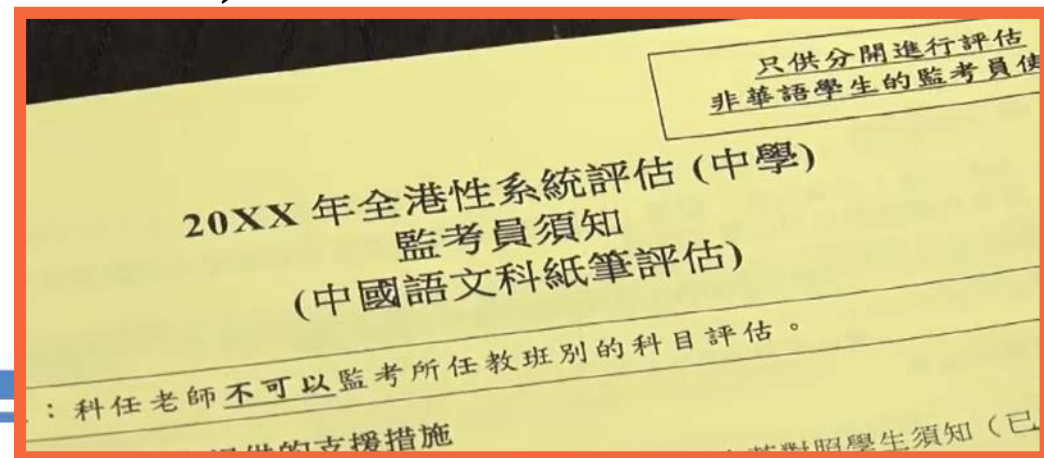
- If schools decide to read aloud the enhanced instructions on answering questions to NCS students, they will have to take the Chinese Reading Assessment separately
- A special QP pack containing copies of **only one sub-paper** will be provided to NCS students



Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

- **The Instructions to Invigilators for NCS students taking the assessment separately** will be delivered to schools together with the Invigilators' Handbook on 23 May (ONLY for schools with NCS students)
- One copy of that Instructions to Invigilators will be also provided in the AAS's Working File for reference (ONLY for schools with NCS students)



Using more than 1 answer book

- If there is not enough space for students to answer a question, invigilators can provide an extra answer booklet / QA booklet of the **same sub-paper** to the students
- **Do NOT stick barcode labels on the 2nd answer book** but ask the students to fill in their respective school code, class name and class number on the cover page



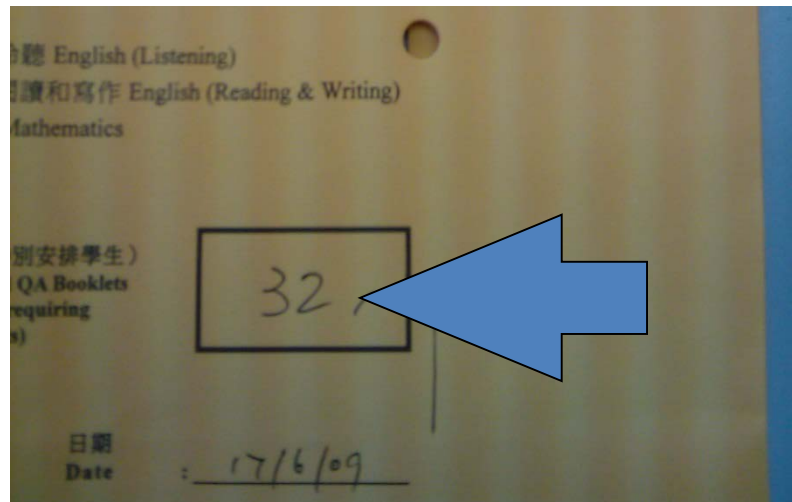
Using more than 1 answer book

- Staple two answer booklets together
- HKEAA will process these answer booklets separately



Using more than 1 answer book

- Invigilators should ensure the number of scripts is the same as the number of students taking the assessment but NOT the number of answer books collected when completing the cover of the envelope and Students' Attendance Record



The image shows a close-up of a form with the following text:

- 聽 English (Listening)
- 讀和寫作 English (Reading & Writing)
- Mathematics
- 別安排學生)
- QA Booklets requiring
- 日期 Date : 17/6/09

A blue arrow points to a box containing the number 32.

Irregularities

- Invigilators may make reference to the video or part “**F. Irregularities**” of the Guidance Notes for Invigilators for details

處理評估異常事項的程序



Irregularities

NEW

- Confirm with the invigilators that they have completed the *Assessment Summary for Written Assessments* online and reported detailed information (e.g. class name, class number, type of incident, affected paper code, and incident duration...etc.) about **the irregularities** which took place in the classroom or school hall, if any



紙筆評估總結表 Assessment Summary for Written Assessments

Page 1 of 1

全港性系統評估 Territory-wide System Assessment 紙筆評估總結表 Assessment Summary for Written Assessments

評估年度
Assessment Year:

2023

年級
Level:

中學三年級 Secondary 3

學校名稱
Name of School:

(請輸入學校中文全名)
(Please enter full name of school)

甲乙丙學校

學校編號
School Code:

S999

班別
Class:

3A

科目 (中學)
Subject (Secondary):

中文聽覺資訊及聆聽 Chinese (Audio-visual and Listening)

第一節評估開始時間
Assessment Start Time of First Session:

☐ 學生使用違規物品 Unauthorized Materials
☐ 其他 Other #

時間 Time HH:MM	事件詳情 (請描述事件經過及處理方法) Irregularity Details (Please describe all events and actions taken)	持續時間 Duration	受影響的學生班號(如有) Class No. of Affected Student(s) (if any)
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1	12:18	光碟機在播放聆聽光碟	5分鐘
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☒ 本人謹此聲明本人並非任教上述班別在該節進行的評估科目，以及於評估期間已嚴格遵守所有監考規則。I declare that I am not teaching the above class the subject being assessed in this session and all invigilation guidelines were strictly adhered to during the assessment.

監考官姓名
Name of Invigilator:

CHAN TAI MAN

日期
Date:

06/14/2023

Submit

<http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=SummaryforWritten>



Irregularities

NEW

- Report irregularities regarding the administration of the assessment, which have not been reported by Invigilators on the “Assessment Summary for Written Assessments” via **the electronic version of *Assessment Administration Supervisor's Irregularity Report***
- Complete and submit the online form to the HKEAA as soon as possible (i.e. on the same assessment day) no matter if there is irregularity or not

「評估行政主任－異常事項報告」

<http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=AASirre>



The screenshot shows the online form for reporting irregularities. The form is titled "評估行政主任－異常事項報告 Assessment Administration Supervisor's Irregularity Report" and is labeled "Page 1 of 1". It includes the following fields:

- 評估年度 (Assessment Year): 2023
- 級別 (Level): 中學三年級 Secondary 3
- 評估模式 (Mode of Assessment): 口試評估 (中學) Oral Assessments (Secondary Schools)
- 學校名稱 (Name of School): (請輸入學校中文名稱) (Please enter full name of school) 中文學校
- 學校編號 (School Code): TSA5999



Collection of Assessment Materials



Anytime between 2:00 pm and 5:00 pm

on 15 June 2023

Anytime between 8:00 am and 5:00 pm

on 16 June 2023



Bad Weather Arrangements

- Delivery of assessment materials will be postponed to **13 June 2023**
- Assessment will be rescheduled to 19 June 2023
- Collection of assessment materials will be postponed to 19 June 2023



Frequently Asked Questions

 **How should I handle the barcode labels for absentees/drop-out students during the Written Assessments?**

In order to ensure not to distribute them to other students by mistake, it is recommended that these barcode labels be taken out from those for the whole class before the assessments.



Frequently Asked Questions

 Why is there a student shown on Students' Attendance Record but no corresponding barcode labels are provided?

Barcode labels are generated from the school data submitted as at **31 March 2023** but checklists for Written Assessments are created based on the class list submitted as at **5 May 2023**. *[refer to slides 33 and 44]*




Frequently Asked Questions

Who can be appointed as Invigilators of the Written Assessments?

Schools have full discretion to appoint any of their teaching staff or the Principal (except the AAS and DAAS) to be Invigilators. It is the recommendation of the HKEAA for schools to give priority to the current S.3 teacher, but these teachers are NOT permitted to invigilate their own subject classes. *[refer to slide 34]*



Frequently Asked Questions

 How should I handle the answer scripts for students granted exemption (e.g. WS3 or WS4) but subsequently attended the assessments?

The answer scripts for those students should be put into the “**Envelope for Surplus Materials**”. They should be **treated as absentees** and the number of exempted students should be recorded on the “**Students’ Attendance Record**”.



Frequently Asked Questions

 Could invigilation guidelines for Listening and CAV assessments be provided for WS7 students granted time extension?

A **separate set of invigilation guideline** will be provided in the packet of “Assessment materials for students requiring special arrangements”. *[refer to slide 54]*



Frequently Asked Questions

 Can time adjustment be provided for students who need to go to toilet, leave the classroom because of illness or arrive late?

Students may go to the toilet/leave the classroom if needed. Also, latecomers can be admitted to the classroom. However, NO extra time will be given to compensate for the time lost.



Frequently Asked Questions



What should I do if a student vomit during the assessment?

The invigilator should replace the **dirty answer booklet** with a surplus answer booklet. Use the same sub-paper if possible. The dirty answer booklet is required to be kept in a separate envelope before being put into the Envelope for Surplus Assessment Materials. If the student is finally **treated as “absent”**, enter the information clearly on the Students’ Attendance Record (SAR). The invigilator should also record the incident on the Assessment Summary for Written Assessments.