



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

# TSA 2023 Briefing Session on Oral, CAV & Written Assessments (Primary Schools)

17 April 2023



時間	項目	講者
14:00 – 14:15	歡迎辭	林玲芝博士 香港考試及評核局 教育評核服務部主管
14:15 – 14:45	說話及視聽資訊評估行政安排	謝子慧女士 香港考試及評核局 教育評核服務部經理
14:45 – 14:55	小休	
14:55– 15:30	紙筆評估行政安排	謝子慧女士 香港考試及評核局 教育評核服務部經理
15:30 – 16:00	答問時間	以上各講者及  賴錫恩女士 香港考試及評核局 教育評核服務部經理（中文）  梁麗明女士 香港考試及評核局 教育評核服務部經理（英文）  鄧子源先生 香港考試及評核局 教育評核服務部經理（數學）

# What's New

- General Reminder : **Slides 7, 9, 10 and 11**
- Oral & CAV Assessments : **Slides 13, 22 and 23**



# General Reminder

- Deputy Assessment Administration Supervisor as a backup
- Written notification to parents on assessment timetable and emergency arrangements
- Schools can still submit any changes on bank account information or student data online by 5 May 2023



# General Reminder

- Carry your **mobile phone** during the conduct of assessments and check it regularly so that incoming calls from the HKEAA will not be missed
- Assessment Administration Assistants are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission of the HKEAA



# General Reminder

- In case of emergency, schools should report to the TSA Administration Team either at hotlines: **3628 8181** / **3628 8191** or direct line : **3628 8182** immediately
- Schools may also call EDB 24-hour hotline **2891 0088** for any school closure announcement under bad weather condition



# General Reminder

- All participating students will receive **souvenirs** after these students have finished the Oral & CAV Assessments (**one for each student**) and/or P.3 Written Assessments (**one for each student**)
- Due to the environmental friendliness, from TSA 2024 onwards, souvenirs will **NO** longer be provided to participating students



# General Reminder

- Demonstration videos for **Oral and Written Assessments** can be found at the BCA website:

[https://www.bca.hkeaa.edu.hk/web/TSA/zh/seminar\\_20230418/aas\\_sem20230418.html](https://www.bca.hkeaa.edu.hk/web/TSA/zh/seminar_20230418/aas_sem20230418.html)



Demonstration video:

Oral & CAV Assessments

1. [Assessment Preparation](#)
2. [Preparation on the Assessment Date](#)
3. [Assessment Procedures for Oral & CAV Assessments](#)
4. [Procedures after the Oral & CAV Assessments](#)

Written Assessments

1. [Assessment Preparation](#)
2. [Preparation on the Assessment Dates](#)
3. [Assessment Procedures for Written Assessments](#)
4. [Procedures after the Written Assessments](#)
5. [Handling Procedures of Assessment Irregularities \(Invigilators\)](#)

Contact Us

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# General Reminder



- If there is any **irregularity related to the administration of the assessment**, schools should report to the TSA Administration Team via the electronic form at the link below:  
<http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=AASirre>



# AAS's Irregularity Report

NEW



## 評估行政主任 - 異常事項報告 Assessment Administration Supervisor's Irregularity Report

Page 1 of 1

### 全港性系統評估 Territory-wide System Assessment

### 評估行政主任 - 異常事項報告 Assessment Administration Supervisor's Irregularity Report

評估年度

Assessment Year:\*

2023

年級

Level:\*

--Please Select--

評估模式

Mode of Assessment:\*

說話及視聽資訊評估 (小學) Oral and Chinese Audio-visual Assessment (Primary Schools)

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:\*

TSAP999

注意：評估行政主任可以此表格填報任何說話能力主考員或監考員未有在「說話評估總結表」、「視聽資訊評估總結表」及「紙筆評估總結表」內填報的有關評估行政上的特別事故。

NOTE: Assessment Administration Supervisor may use this form to report irregularities regarding the administration of the assessment, which have not been reported by the Oral Examiners or Invigilators on the "Assessment Summary for Oral Assessments", "Assessment Summary for Chinese Audio-visual Assessment" and "Assessment Summary for Written Assessments".

- \*  
☐ 評估期間沒有任何特別事件。NO irregularity occurred during the assessment.  
☒ 評估時發生以下特別事故 Irregularities occurred during the assessment session are detailed below

	日期 Date DD/MM/YYYY	時間 Time HH:MM	異常事項 Irregularities	受影響的學生班號 Class No. of Affected Student(s)
1	3/5/2023	8:45	學生未能應考中文視聽	3A#05

評估行政主任姓名

Name of Assessment Administration Supervisor:\*

陳大文

日期

Date:\*

3/5/2023

Submit

# Precautionary Measures of COVID-19





- With the recent easing of government restrictions, the wearing of masks is optional





# Oral & CAV Assessments

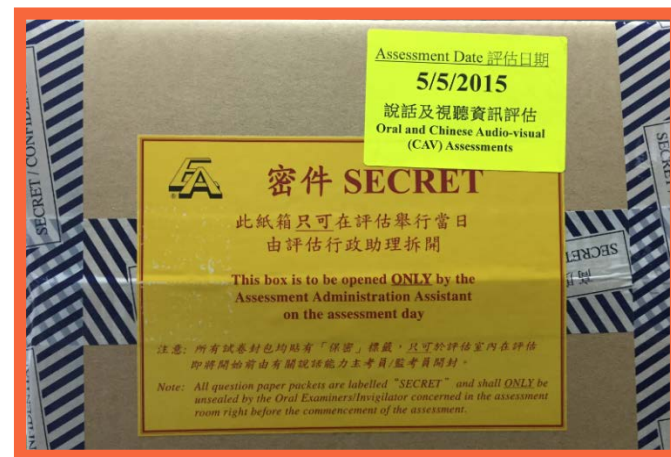
# Delivery of Assessment Materials

-  **MAERSK** is appointed 
- 27 April (P.3) , 4 or 5 May (P.6)
- AM schools: 9:00 am to 1:00 pm
- PM schools: 1:00 pm to 5:00 pm
- Whole-day schools: 9:00 am – 3:30 pm
- To be received by the Assessment Administration Supervisor (AAS)
- An **SMS reminder** will be sent to AAS
- Keep the box INTACT



# Delivery of Assessment Materials

- The **assessment date** is given on the SECRET label of the carton
- Write down the total number of cartons received on the courier's receipt acknowledgement
- Ensure that the school name and school code shown on the carton box of assessment materials are **fully accurate**



# Delivery of Assessment Materials

Call HKEAA immediately if:

1. the materials of another school is received  
(Read the label only, do NOT open the cartons)
2. the materials have not arrived by 5:00pm
3. any carton is damaged or has been unsealed



# Delivery of Assessment Materials

If EDB announces that primary schools are to be closed due to bad weather or whatever reasons, the delivery will be postponed to

**P3: 28 April 2023 (Friday)**

**P6: 8 May 2023 (Monday)**





# Pre-assessment Preparation

- Remind the students to bring their **student cards** on the assessment day

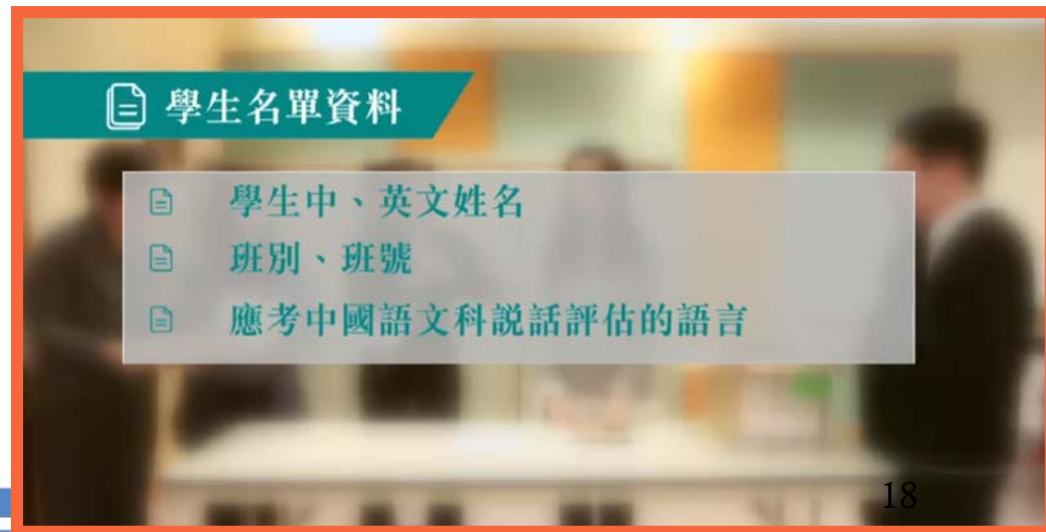


- Remind the students **not** to bring their **mobile phones** to the assessment room



# Pre-assessment Preparation

- Prepare **3 sets** of student list for each class with Chinese names, English names, class name, class numbers and **the language to be used in the Chinese Oral Assessment** for each pair of Oral Examiners and AAA for attendance taking



# Pre-assessment Preparation

- Arrange to turn down or turn off the school bell in order to minimize disturbance to the participating students
- Arrange a room, a classroom, school hall or activity room that can accommodate 30 students to take the **CAV**
- Arrange a common **waiting area** to be close to and/or on the same floor as the two assessment rooms (Chinese Oral and English Oral)



# Pre-assessment Preparation

- **Test the VCD player or computer and amplifier** for the CAV Assessment one working day before the assessment
- If a computer is to be used for playing the VCD in the CAV Assessment, 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



# Work of AAS & AAA

- Instructions to AAA in the Quick Guide  
Part 5a & 5b

十、 評估行政主任與評估行政助理的分工

⊕

## 評估進行前

評估行政助理	評估行政主任
<ul style="list-style-type: none"><li>檢查及開啓評估物料紙箱</li><li>分發評估物料予評估行政主任及說話能力主考員</li><li>開啓「學生抽樣名單」信封及分發名單予評估行政主任及說話能力主考員</li><li>檢查評估室已佈置妥當</li></ul>	<ul style="list-style-type: none"><li>完成佈置評估室及安排等候區</li><li>向說話能力主考員及評估行政助理提供學生名單</li><li>安排 2 名學校職員負責帶領被選中的學生參與評估</li></ul>



# Oral Examiners' Handbook

NEW

- Detailed working procedures of the Oral Assessments can be found in the Oral Examiners' Handbook, a copy of which can be downloaded at **TSA News dated 8 March 2023** from the BCA Website: [www.bca.hkeaa.edu.hk](http://www.bca.hkeaa.edu.hk)



主頁 / 網頁指南 / English



全港性系統評估 > 小學 > 全港性系統評估消息

簡介

全港性系統評估消息

評估試卷及評卷參考

全港性系統評估消息

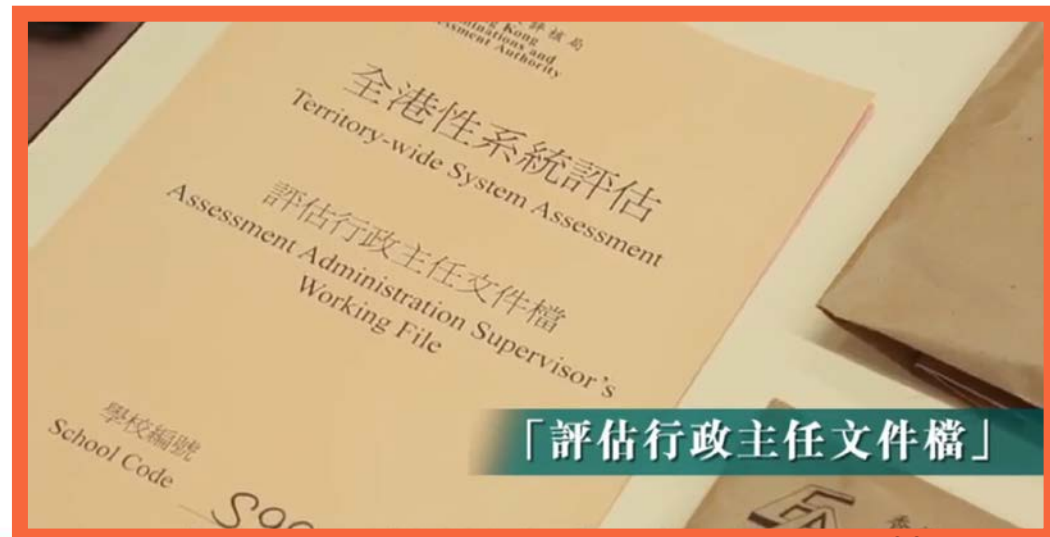
08-03-2023

2023年全港性系統評估(小學)  
說話能力主考員須知

# AAS's Working File

- Checklist for AAS
- Hyperlink for the **electronic version of Irregularity Report**
- AAA's Attendance Record

NEW





# Student Sample List (P3)

- All WS0, WS3-WS7 students are not included in the Student Sample List
- If any WS0, WS3-WS7 students are still found on the Student Sample List, AAS can report to the Oral Examiners via AAA. **It is NOT necessary to replace them by other students.**
- The Student Sample List is generated from the school data submitted as at **6 March 2023**





# Student Sample List (P3)

香港考試及評核局 20XX年全港性系統評估(小學)  
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
Territory-wide System Assessment 20XX (Primary Schools)

TSA/P

說話評估抽樣編號名單 Oral Assessment - Student Sample List

學校編號(School Code): P999

學校名稱(School Name): 甲乙丙學校(WD)  
ABC SCHOOL(WD)

班別(Class): 3A

項目Component 班號Class No.	中文科			English	班號 Class No.
	視聽資訊	看圖說故事	小組交談	Individual Assessment	
01*					01*
02*	正選				02*
03	正選				03
04					04
05	正選				05
06*		正選B			06*
07					07
08				Selected	08
09	正選				09
10		正選A			10
11				Selected	11
12					12
13				Selected	13



**\* WS1 students – they have to participate in the Chinese Oral & CAV Assessments if selected**

# Student Sample List (P6)

- All WS0, WS3-WS7 students are not included in the Student Sample List
- If any WS0, WS3-WS7 students are still found on the Student Sample List, AAS can replace them with the students on reserve and report to the Oral Examiners via AAA
- The Student Sample List is generated from the school data submitted as at **6 March 2023**



# Student Sample List (P6)

香港考試及評核局 20XX年全港性系統評估(小學)  
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

TSA/P

Territory-wide System Assessment 20XX (Primary Schools)

說話評估抽樣編號名單 Oral Assessment - Student Sample List

學校編號(School Code) : P999  
學校名稱(School Name) : 甲乙丙學校(WD)  
ABC SCHOOL(WD)

班別(Class) : 6A

項目Component 班號Class No.	視聽資訊	中文科 看圖說故事	小組交談	English Individual Assessment	班號 Class No.
01*				Reserve	01*
02*	正選				02*
03	正選				03
04					04
05	正選				05
06*		正選B			06*
07	(後備)				07
08				Selected	08
09	正選				09
10		正選A			10

Select the lowest class no. along the appropriate column of the same class



\* WS1 students – they have to participate in the Chinese Oral & CAV Assessments if selected

# Time of Assessment

- All schools should start the assessment at 8:45 am (AM session and whole-day schools) / 1:45 pm (PM session schools)
- A flexibility of no more than 15 minutes is allowed
- Conduct **CAV Assessment first** and then Chinese and English Oral Assessments in parallel



# Support to NCS (WS1)

- Bilingual (Chinese and English) instructions for **Chinese Oral and CAV** will be provided to schools with NCS students
- The Oral Examiners will distribute them to NCS students before the commencement of the Oral Assessment



<div>6 C A V 1</div>		<div>供非華語學生使用 For Non-Chinese Students</div>	
<div>教育局 20XX 年 全港性系統評估 小學六年級 中國語文 閱讀及聆聽——視聽資訊評估</div>		<div>Education Bureau Territory-wide System Assessment 20XX Primary 6 Chinese Language Reading &amp; Listening — CAV</div>	
<div>學生須知： 1. 本卷共有 13 題，全部題目均須作答， 評估時限約 15 分鐘。  2. 必須在答題簿內的適當位置作答。</div>		<div>Instructions: 1. There are 13 questions in the Question-Answer Booklet. Answer all questions. Time allowed is about 15 minutes.  2. Write your answers in the spaces provided in the Question-Answer Booklet.</div>	

<div>供非華語學生使用 For Non-Chinese Speaking Students</div>		<div>6 C S P</div>	
<div>教育局 20XX 年 全港性系統評估 小學六年級 中國語文 說話評估—口頭報告</div>		<div>Education Bureau Territory-wide System Assessment 20XX Primary 6 Chinese Language Speaking — Oral Presentation</div>	
<div>學生須知： 1. 準備時間為三分鐘。  2. 細心閱讀題目，然後根據題目的 要求作口頭報告，限時一分鐘。</div>		<div>Instructions: 1. You have <b>3 minutes</b> for preparation.  2. Read the question carefully. Do your presentation in <b>1 minute</b> based on the information provided.</div>	

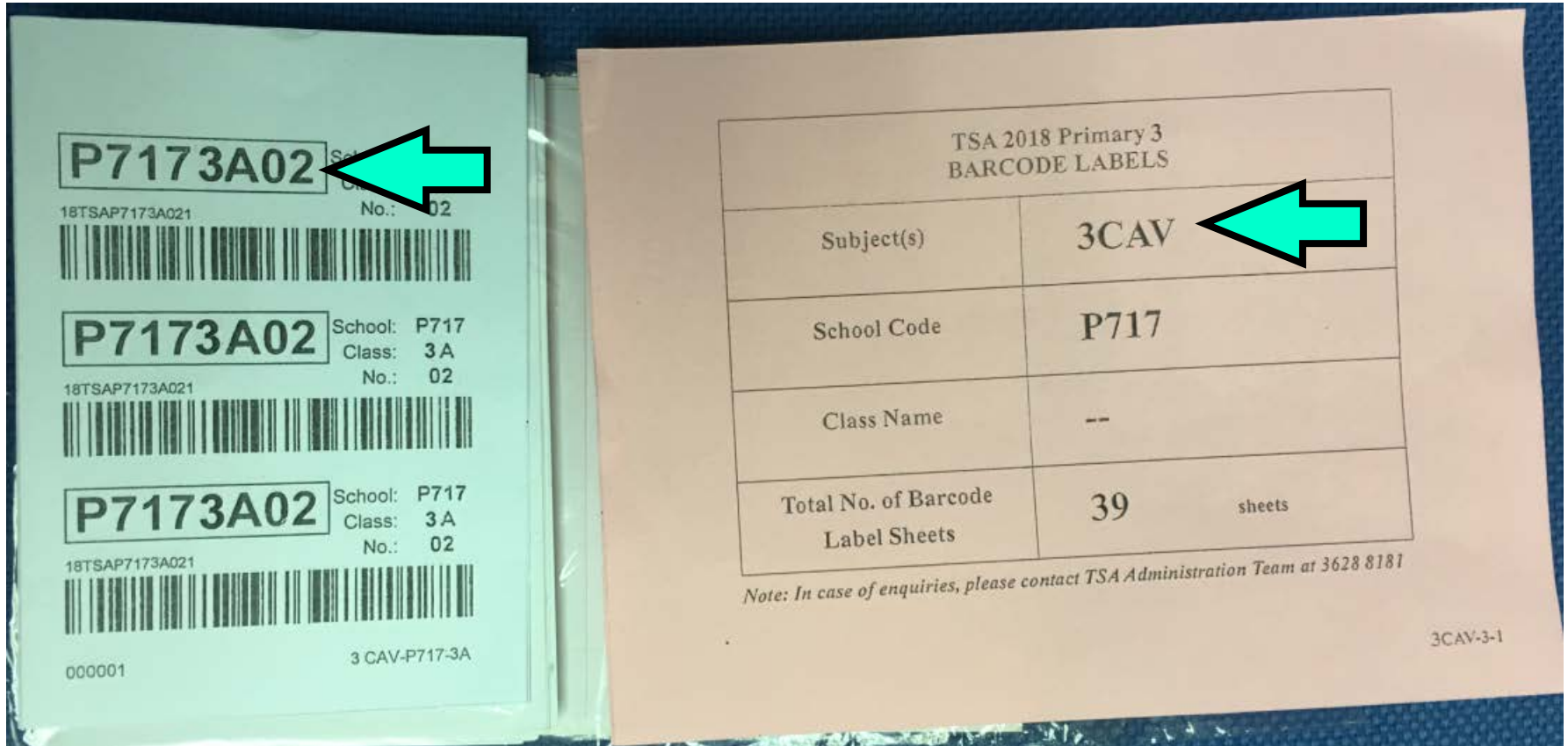
# Support to NCS (WS1) Students in CAV

- Two special VCDs/USB devices, with all questions and options read aloud, will be provided to schools with WS1 students
- Schools MAY choose to **use the special VCD/USB devices** or not. If they choose to do so, the NCS students will have to take the assessment separately in another classroom or computer room. The internal backup Chinese OE of the school should be served as the invigilator





# Barcode labels for CAV



Both P.3 and P.6 Students are required to stick barcode labels on the CAV QA booklets

# After CAV Assessment

- Both P.3 and P.6 Chinese Oral Examiners should ensure **barcode labels** have been properly stuck on to the answer scripts before dismissing the students
- The Chinese Oral Examiners should return 2 envelopes with all CAV scripts and surplus materials right after the CAV Assessment
- Verify and sign on the “Assessment Summary for CAV Assessment”





# After CAV Assessment

- Mark “**Defective**” or “**Wrong Content**” on the VCD/USB envelope if the given VCD/USB is found defective or problematic content wise
- Return the problematic VCD/USB together with the Assessment Administration Supervisor’s Working File to the HKEAA for follow-up actions



# 說話評估總結表

## Assessment Summary for Oral Assessments

此表格資料由說話能力主考員填寫，評估行政主任確認  
Information to be completed by Oral Examiners and endorsed by Assessment Administration Supervisor

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

說話評估總結表  
Assessment Summary for Oral Assessments

學校名稱 Name of School:	上午校 / 下午校 / 全日制* A.M. / P.M. / W.D.*	學校編號 School Code:
科目* Subject*:	中國語文科說話評估 Chinese Oral Assessment	英國語文科說話評估 English Oral Assessment
參與學生人數 No. of Students Participated:	日期 Date:	
		級別 Level:

\*請圈起適用者  
Please circle where appropriate

參與學生（包括補替學生） Students Participated (including replacement students)					
班別 Class	學號 Class Numbers	班別 Class	學號 Class Numbers	班別 Class	學號 Class Numbers
	/ / /		/ / /		/ / /
	/ / /		/ / /		/ / /
	/ / /		/ / /		/ / /


缺席學生（如適用） Absentees (if applicable)	
學生雖被選中，但由於以下原因，未能參與評估： List of originally selected students who did not participate in the assessment for the reasons given below:	
<p>A 身體不適或缺席 Sick or absent</p> <p>B 未能出示任何身份證明文件（如手冊、學生證、學校正式文件等） Unable to produce any identification documents (e.g. handbooks, student cards, official school documents, etc.)</p> <p>C 正在接受強制隔離 Undergoing mandatory quarantine</p> <p>D 其他（請簡述原因） Others (Please briefly give reasons)</p>	
缺席學生班別/班號 Class/Class No. of Absentee	未能參與之原因（請在適當方格內填上「✓」號） Reason for not participating (Please put a "✓" in the appropriate box)
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____

← 請轉後頁  
Please turn overleaf

內填上「✓」號）  
" in the appropriate box)

Absentee	
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D 原因 Reason: _____

評估時發生的其他特別事故 Other Irregularities Occurred during the Assessment Session

說話能力主考員 1 姓名: Name of Oral Examiner 1: _____	
說話能力主考員 2 姓名: Name of Oral Examiner 2: _____	
評估行政主任姓名: Name of Assessment Administration Supervisor: _____	
簽署: Signature: _____	簽署: Signature: _____

# Rating AAA

- Rate AAA from 1 (the lowest) to 10 (the highest) and provide comments on the AAA's Attendance Record
- If the rating is lower than 4, the HKEAA will consider NOT to appoint the AAA concerned in the future

由評估行政主任填寫 Completed by Assessment Administration Supervisor:

對評估行政助理的評分 Rating to AAA	10	9	8	7	6	5	4*	3	2	1
	非常滿意 Excellent				一般 Acceptable					十分不滿意 Unacceptable
其他意見 (如有需要) AAS's Remarks (optional)	:									



# Bad Weather Arrangement

If EDB announces that schools are to be closed in the morning:

**All assessments of the day** will be rescheduled to 5 May 2023(P.3) / 12 May 2023(P.6)

Collection of assessment materials will be postponed to 8 May 2023 (P.3) / 15 May 2023(P.6)



# Bad Weather Arrangement

If EDB announces that schools are to be closed  
in the afternoon:

The **PM** assessments of the day will be rescheduled to  
the **PM of 5 May 2023 (P.3) / 12 May 2023(P.6)**

Collection of assessment materials will be  
postponed to 8 May 2023 (P.3) / 15 May 2023(P.6)



# Frequently Asked Questions

## **Why a Deputy AAS as a backup is necessary?**

In case the designated AAS is unable to fulfill his/her responsibilities on the assessment day, there will be a Deputy AAS to take up his/her role.



# Frequently Asked Questions

 If a selected student is absent, which student can be chosen for the Oral Assessment?

If a selected P.6 student is absent, s/he can be replaced by a student marked as “Reserve” on the Student Sample List. The replacement should start from the lowest class number of the same class of the specified component. *[refer to slide 27]* It is not necessary to arrange for replacement for P.3 students.*[refer to slide 24]*

