



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

TSA 2024: Briefing Session on Oral & Written Assessments (Secondary Schools)

21 March 2024



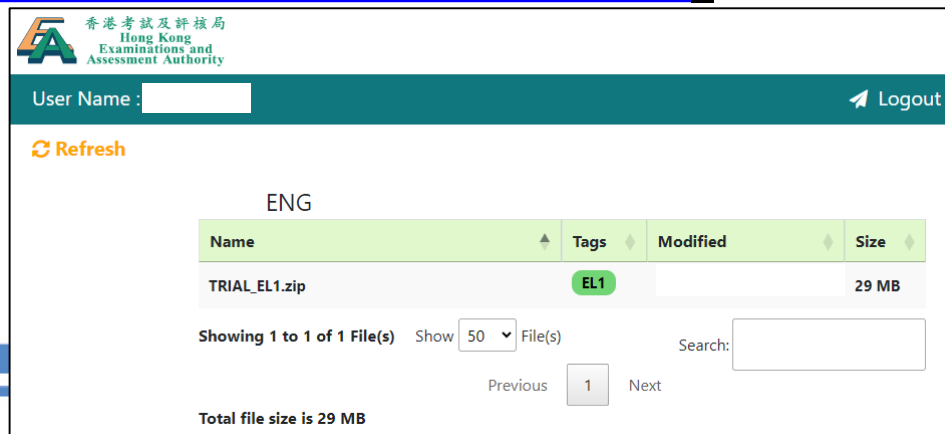
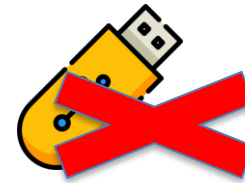


Written Assessments

Reminder – Written Assessments

Schools apply for using USB devices to conduct the Listening and Chinese Audio-visual Assessments due to insufficient CD/VCD players

- No USB devices will be provided
- Use of the HKEAA's Extranet 2.0 (<https://extranet.hkeaa.edu.hk>)



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

User Name : Logout

Refresh

ENG

Name	Tags	Modified	Size
TRIAL_EL1.zip	EL1		29 MB

Showing 1 to 1 of 1 File(s) Show 50 File(s) Search:

Previous 1 Next

Total file size is 29 MB



Reminder – Written Assessments

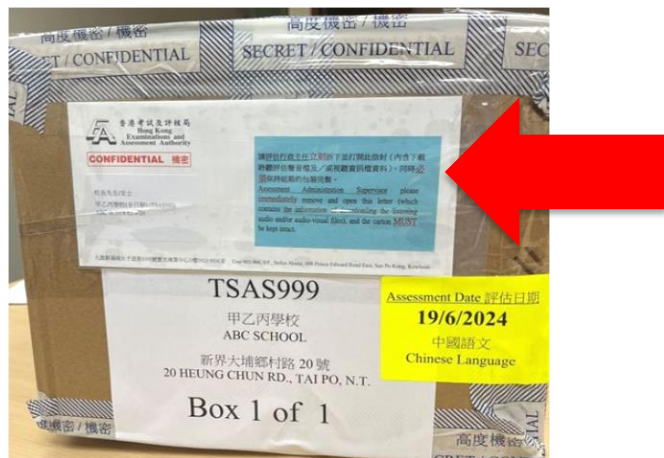
Schools apply for using USB devices

NEW

- Online delivery of Listening audio files and Chinese audio-visual files
- Two-layer passwords

1. Login Password for Download

- Stuck **outside** the material carton
- To be **removed** and opened once receiving the carton



2. File Password for Decryption

- Placed **inside** the material carton
- **MUST** be opened **on the assessment day ONLY**



Reminder – Written Assessments

- Barcode labels are generated from the school data submitted as at **1 April 2024**
- Invigilators' Handbook for use at the Written Assessments will be delivered via the BCA Website and from the courier on **22 May 2024**
- AAS should remind invigilators concerned to download the ***Guidance Notes to Invigilators*** of related subject before the assessment (by **7 June 2024** at the latest)



Reminder – Written Assessments

- Remind the Invigilators to familiarise 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



如有任何學生資料仍與「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 HKEAA with the Assessment Administration Supervisor's Working File

新學生 New students:		性別 Gender	班級 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	班級 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				

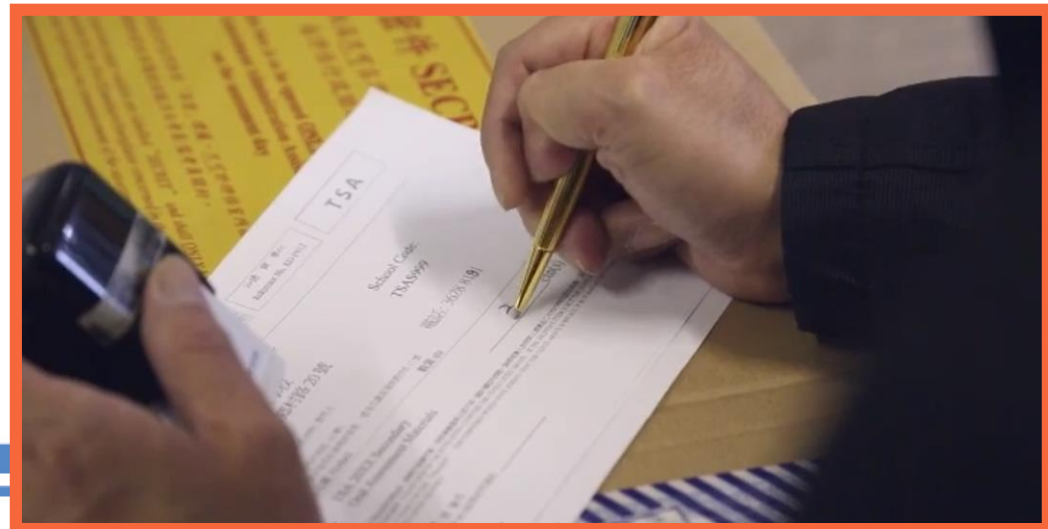
「更正學生資料表格」

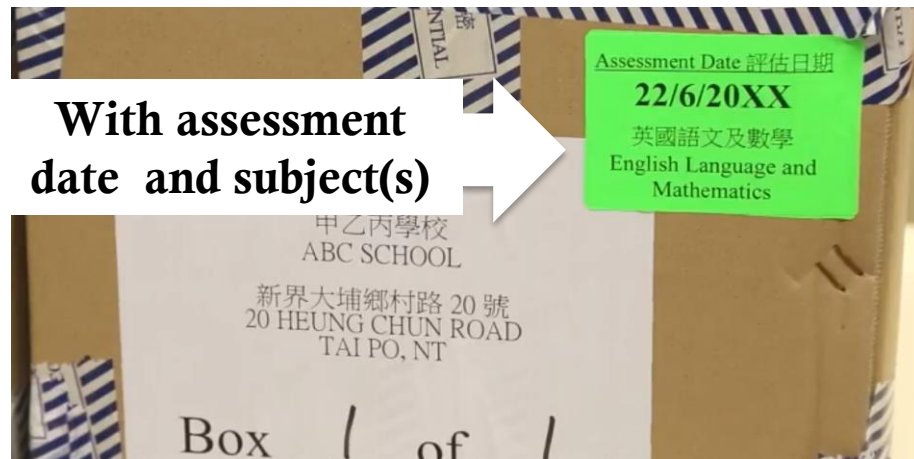
Delivery of Assessment Materials

-  **MAERSK** is appointed
- On 14 or 17 June 2024
- 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

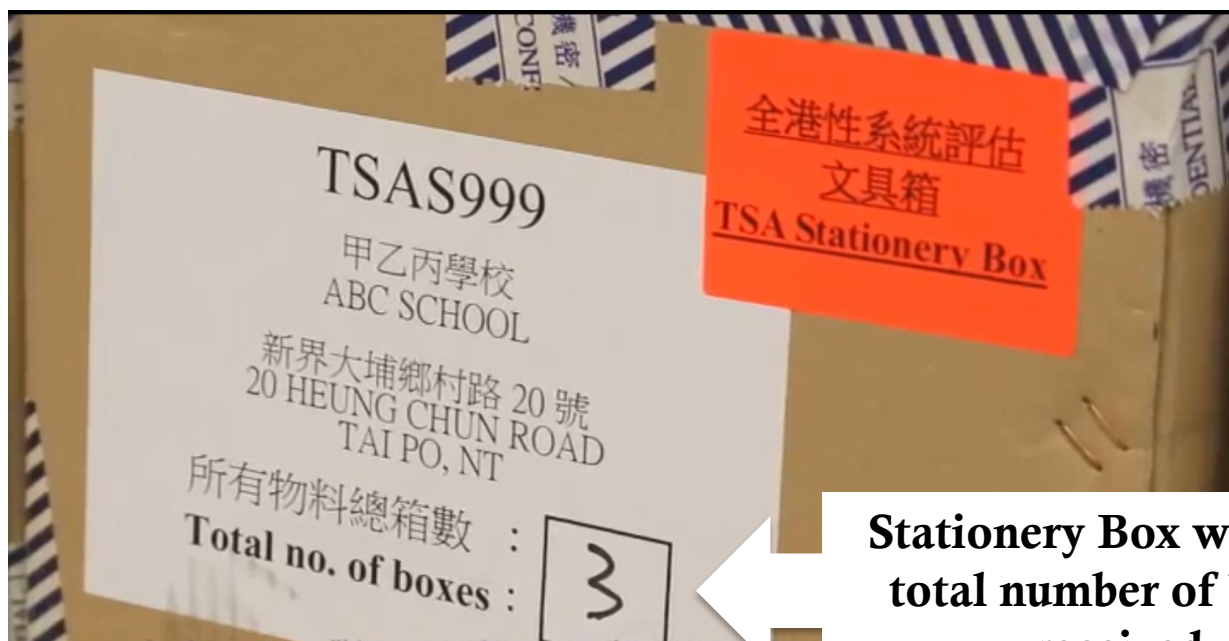
Delivery of Assessment Materials

- 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 pm



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/files, 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 HKEAA 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 submitted 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 30 May 2024 **(NOT required to be printed out for use on the assessment days)**
- Checklists are generated according to the class list submitted as at 3 May 2024



Checklists for Written Assessments

- Question-answer Booklets Quantity Checklist

20 年全港性系統評估 (中學) Territory-wide System Assessment 20 (Secondary Schools)

試題答題簿數量核對表

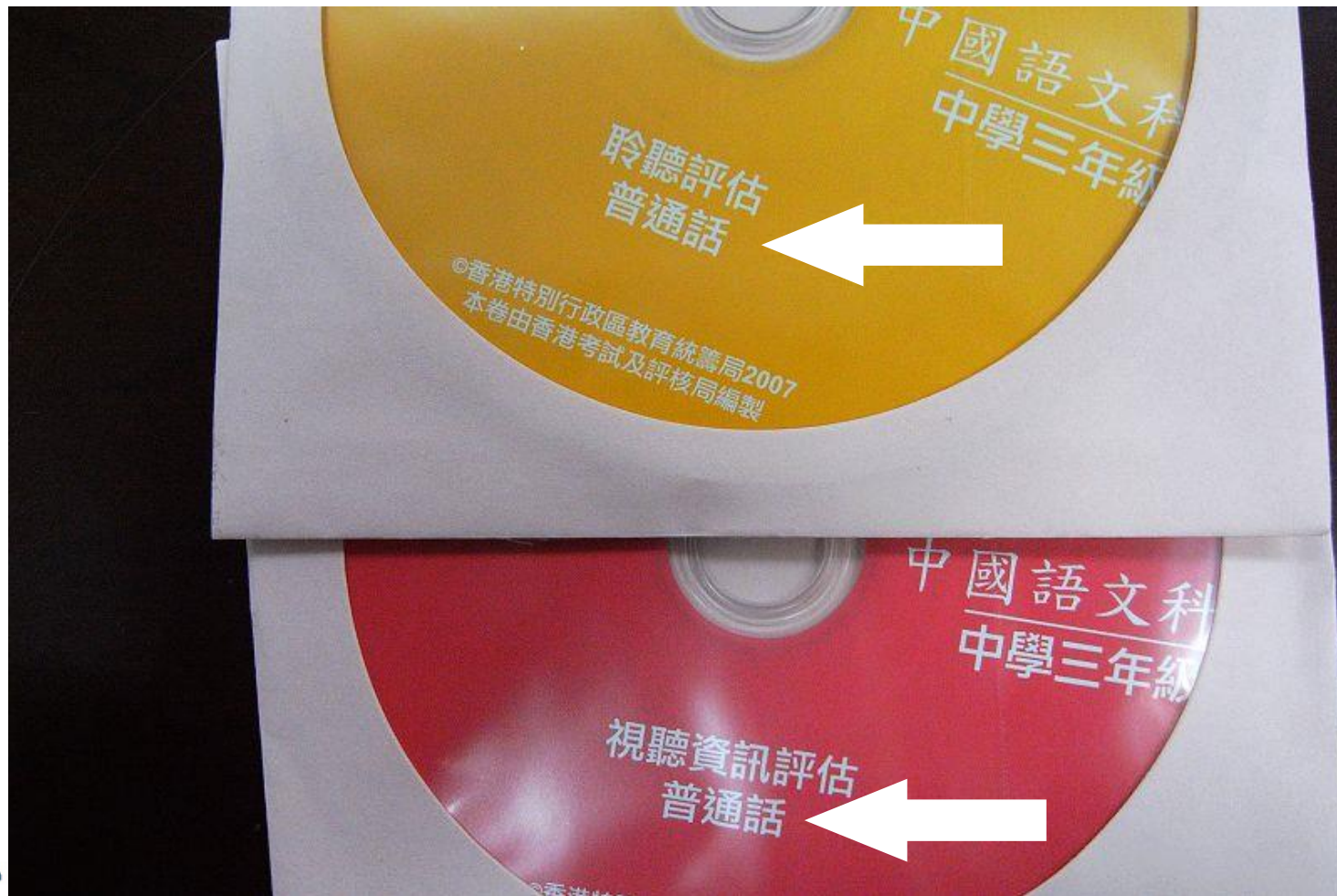
Question-answer Booklets Quantity Checklist

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 Packets	No. of 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



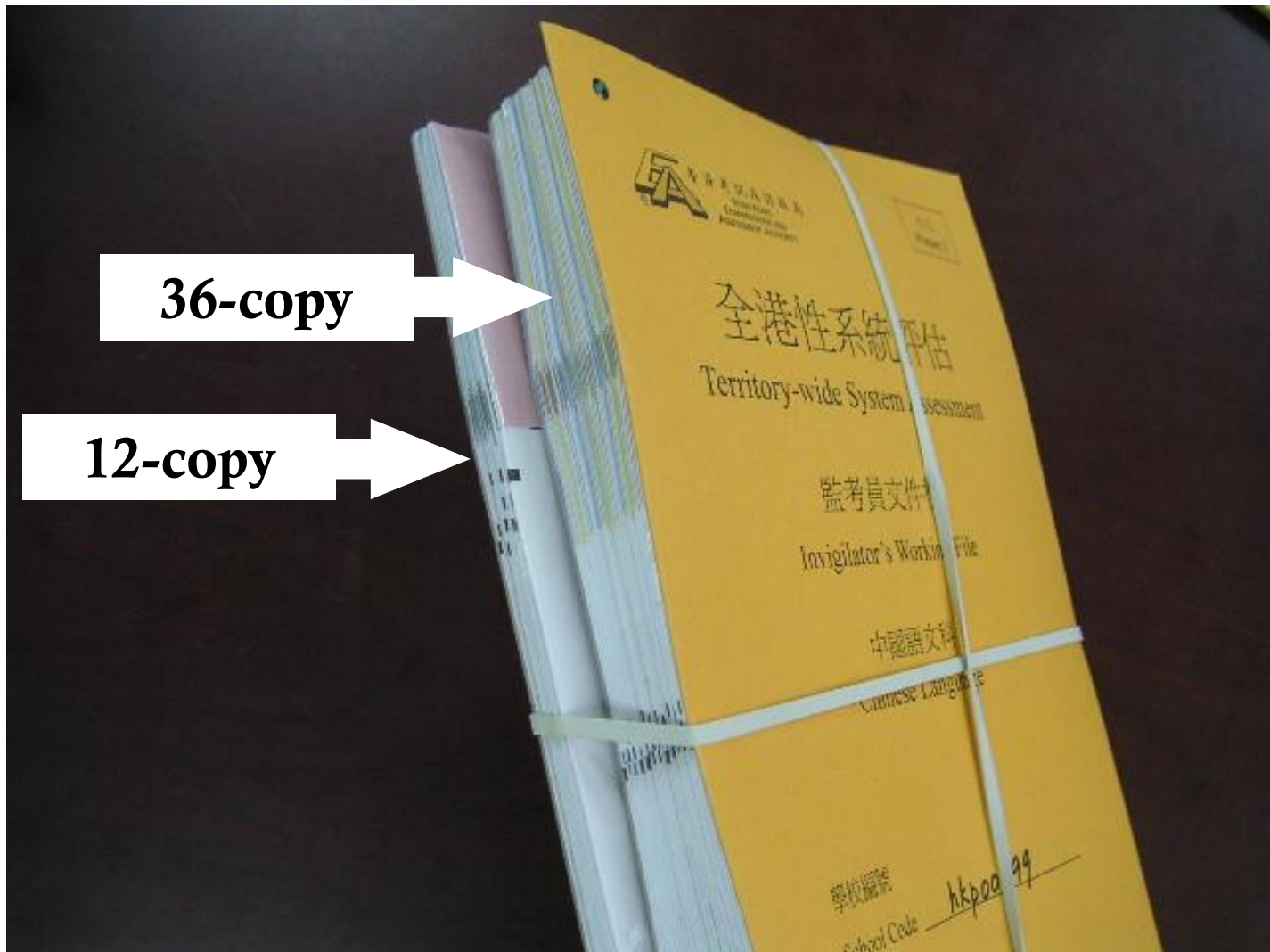
TSA 2008 Secondary 3 BARCODE LABELS	
Subject(s)	9EW
School Code	S999
Class Name	3A
Total No. of Barcode Label Sheets	36 Sheets

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

20 年全港性系統評估 (中學) Territory-wide System Assessment 20 (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	Packets	包數 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	Packets	包數 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	0	12
06/14/2023	Chinese Language 中國語文	Listening 聆聽	9CL2 (Cantonese) (*CD)	@1	-	@12	1	@36	0	0	12

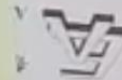
需特別安排學生
的評估物料

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

The image shows a close-up of a yellow envelope for 'ANSWER SCRIPTS'. A red rectangle highlights the section for 'Enlarged Answer Scripts'. This section includes a checkbox, the Chinese text '包括放大答卷' (Including enlarged answer scripts), and the English text 'Enlarged Answer Scripts (including students requiring special arrangements)'. Above this, there is a section for 'Total No. of Answer Scripts (including students requiring special arrangements)' with a handwritten number '26' in a box. To the right, there are checkboxes for 'English Listening English (Listening)', 'English Reading English (Reading)', and 'English Writing English (Writing)', with the Chinese text '英文聆聽', '英文閱讀', and '英文寫作' respectively. A 'Class' field is also visible.

ANSWER SCRIPTS

班別 Class : _____

☐ English Listening English (Listening)
☐ English Reading English (Reading)
☒ English Writing English (Writing)

英文聆聽 English (Listening)
英文閱讀 English (Reading)
英文寫作 English (Writing)

數學 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 (including students requiring special arrangements)

日期 Date : _____

26

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)

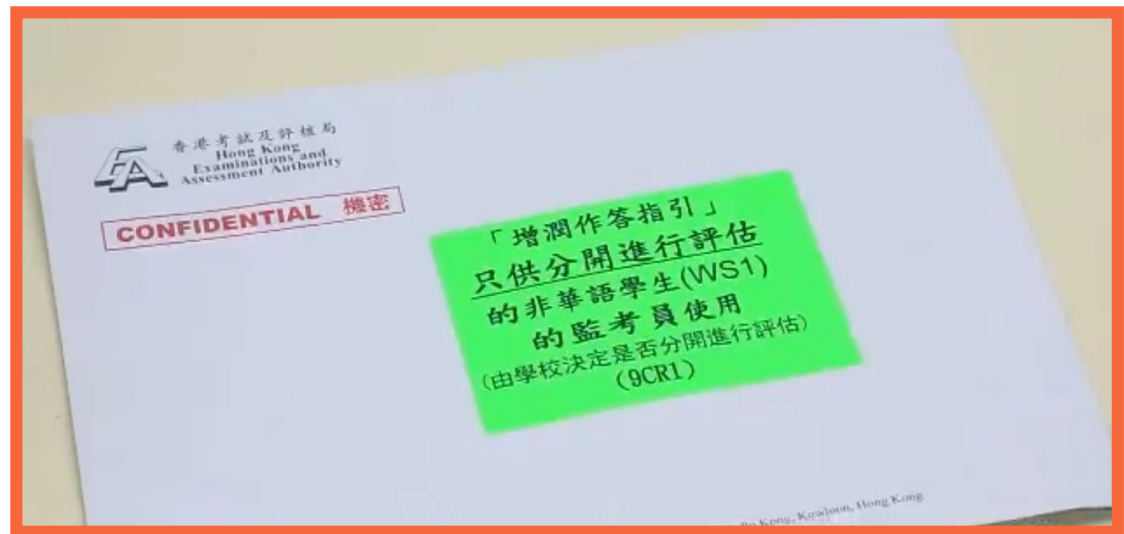
- In **Chinese Writing**, schools MAY read aloud the writing topic to the NCS students
- Schools doing so should arrange for the NCS students to take the assessment separately
- A special QP pack containing copies of **only one sub-paper** will be provided to NCS students



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)

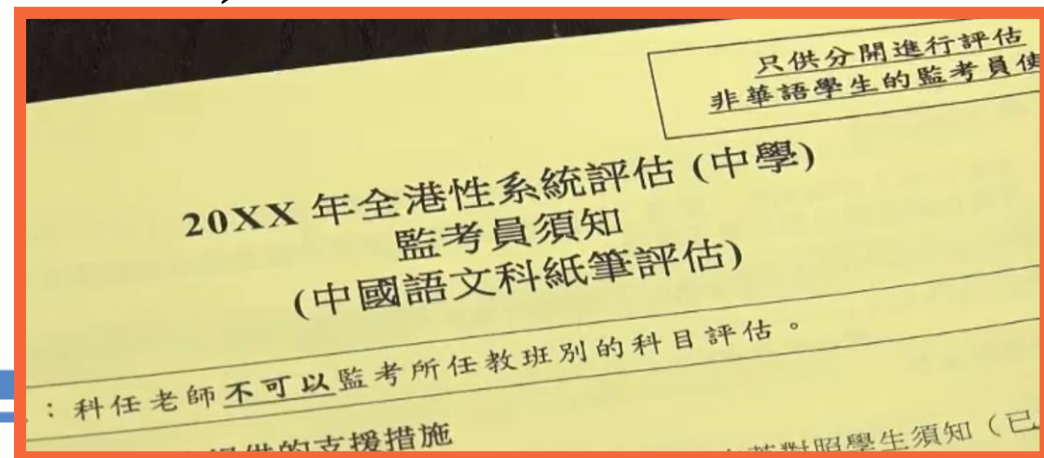
- If schools decide to read aloud the enhanced instructions on answering questions to NCS students, they will have to take the Chinese Reading Assessment separately
- A special QP pack containing copies of **only one sub-paper** will be provided to NCS students



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 22 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



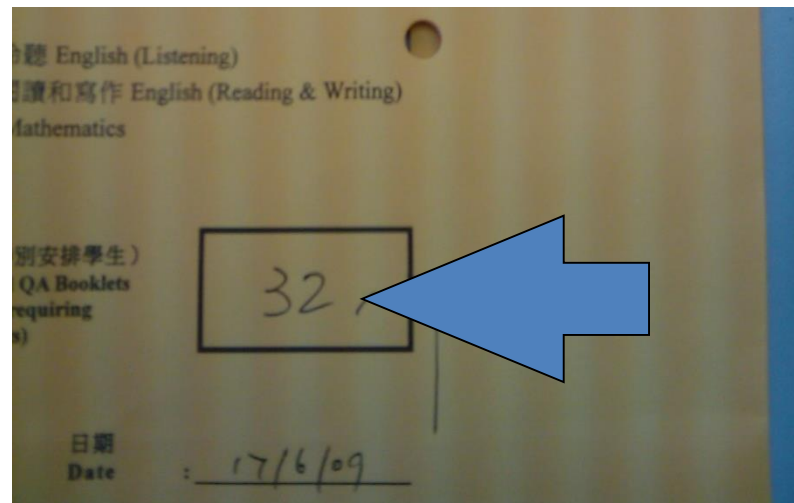
Using more than 1 answer book

- Staple two answer booklets together
- The 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 photograph shows a form with the following text: English (Listening), 聽 English (Listening), 讀和寫作 English (Reading & Writing), Mathematics, 別安排學生) QA Booklets requiring, and 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) about **the irregularities** which took place in the classroom or school hall, if any

評估總結表
Assessment Summary for Assessments
2024全港性系統評
Territory-wide System Assessment (TSA)

* 必答

1. 全港性系統評估年度
TSA Year *

☐ 2024

2. 年級
Level *

☐ 小學三年級 Primary 3
☐ 小學六年級 Primary 6
☐ 中學三年級 Secondary 3

3. 評估模式
Mode of Assessment *

☐ 聽說及視聽實測評估 (小學) Oral and Chinese Audio-visual Assessment (Primary Schools)
☐ 聽說評估 (中學) Oral Assessments (Secondary Schools)
☐ 紙筆評估 Written Assessments

4. 學校名稱
Name of School *

輸入您的答案

7. 第一節評估開始時間
Assessment Start Time of First Session:
(請以二十四小時制輸入, 如09:00)
(Please enter in 24-hour clock format, e.g. 09:00) *

輸入您的答案

8. 第一節評估結束時間
Assessment End Time of First Session:
(請以二十四小時制輸入, 如09:00)
(Please enter in 24-hour clock format, e.g. 09:00) *

輸入您的答案

9. 第二節評估開始時間
Assessment Start Time of Second Session:
(請以二十四小時制輸入, 如09:00)
(Please enter in 24-hour clock format, e.g. 09:00)

輸入您的答案

10. 第二節評估結束時間
Assessment End Time of Second Session:
(請以二十四小時制輸入, 如09:00)
(Please enter in 24-hour clock format, e.g. 09:00)

輸入您的答案

11. 評估期間有否發生特別事故
Irregularities Occurring During the Assessment Session *

☐ 評估期間沒有發生任何特別事故 **No irregularity** occurring during the assessment session.
☒ 評估期間發生以下特別事故 (請於第7題註明) Irregularities occurring during the assessment session are detailed below (Please specify in Q12)

12. 評估期間發生特別事故內容
Irregularities occurring during the assessment session
請註明日期、時間、異常事項及受影響的學生班號
Please state the Date, Time, Irregularities and Class No. of Affected Student(s) *

輸入您的答案

<https://forms.office.com/r/bMCRhzPXPM>



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」

<https://forms.office.com/r/XzTPB4P9mE>



全港性系統評估行政主任 - 異常事項報告
Territory-wide System Assessment (TSA)

Assessment Administration Supervisor's Irregularity Report

注意：此表格由能力主考員填報，專為向香港考試及評核局報告有關「全港性系統評估」及「全港性系統評估」內任何可能出現的行政異常事項。評估行政主任可以此表格向香港考試及評核局報告。

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".

* 必填

1. 全港性系統評估年度
TSA Year *

☐ 2024

2. 年級
Level *

☐ 小學三年級 Primary 3

☐ 小學六年級 Primary 6

☐ 中學三年級 Secondary 3

3. 評估模式
Mode of Assessment *

☐ 聽覺及視覺評估 (小學) Oral and Chinese Audio-visual Assessment (Primary Schools)

☐ 聽覺評估 (中學) Oral Assessments (Secondary Schools)

☐ 書寫評估 Written Assessments

4. 學校名稱
Name of School *

輸入位的號碼



Collection of Assessment Materials

Anytime between 2:00 pm and 5:00 pm

on 20 June 2024

Anytime between 8:00 am and 5:00 pm

on 21 June 2024



Bad Weather Arrangements

- Delivery of assessment materials will be postponed to **18 June 2024**
- Assessment will be rescheduled to 24 June 2024
- Collection of assessment materials will be postponed to 24 June 2024



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 **1 April 2024** but checklists for Written Assessments are created based on the class list submitted as at **3 May 2024**. *[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.

Important

The Authority is included in the Schedule of the Prevention of Bribery Ordinance (POBO) (Cap 201) as one of the Public Bodies governed by the Ordinance. AASs are reminded that they are prohibited from offering advantages to HKEAA staff. AASs engaged for providing services to the Authority are also subject to the provisions of the POBO. HKEAA prohibits AASs from soliciting or accepting any advantages from any persons or companies having official dealings with the Authority. AASs are also prohibited from offering advantages to any person or company for the purpose of influencing such person or organisation in any dealings with the Authority.

For details, please refer to the [video](#) and [pamphlet](#).

