



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

TSA 2025: Briefing Session on Oral & Written Assessments (Secondary Schools)

20 March 2025



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	說話評估行政安排	蔡世平先生 香港考試及評核局 教育評核服務部經理
14:45– 15:30	紙筆評估行政安排	蔡世平先生 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 鄧子源先生 香港考試及評核局 教育評核服務部高級經理



General Reminder

- Deputy Assessment Administration Supervisor (DAAS) 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 17 April 2025

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 at hotlines: **3628 8191/3628 8181** immediately
- Schools may also call EDB 24-hour hotline **2891 0088** for any school closure announcement under bad weather condition



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

- If there are no irregularities, there is **no need** to fill out the
Irregularity Report.



AAS's Irregularity Report

2025全港性系統評估行政主任 - 異常事項報告 Territory-wide System Assessment 2025 AAS Irregularity Report

注意：如發生特別事故，評估行政主任須於評估當日經網上填寫異常事項報告電子版及遞交至考評局。相反，假若沒有特別事故發生，則毋須填寫報告。若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」內填報有關評估行政上的特別事故，評估行政主任可以在此表格填報作補充。

NOTE: If there is any irregularity, the Assessment Administration Supervisor should complete the electronic version of Irregularity Report and submit to the HKEAA on the same assessment day. However, if there are no irregularities, there is no need to fill out the Irregularity Report. 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".

* 必答

1. 全港性系統評估年度 TSA Year *

☐ 2025

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 *

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

☐ 說話評估 (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

中文 (繁體)

5. 學校編號 School Code *

輸入您的答案

6. 評估日期: Assessment Date: *

請輸入日期 (yyyy/M/d)

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

輸入您的答案

8. 評估行政主任姓名 Name of Assessment Administration Supervisor *

輸入您的答案


提交

切勿公開您的密碼。 [檢查不當使用](#)



Oral Assessments

Delivery of Assessment Materials

-  **MAERSK** is appointed
- On Friday, 25 April 2025
- Between 8:00 am and 5:00 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 the 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 5:00 pm
3. any carton is damaged or
has been unsealed



Delivery of Assessment Materials

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

28 April 2025 (Monday)



Pre-assessment Preparation

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

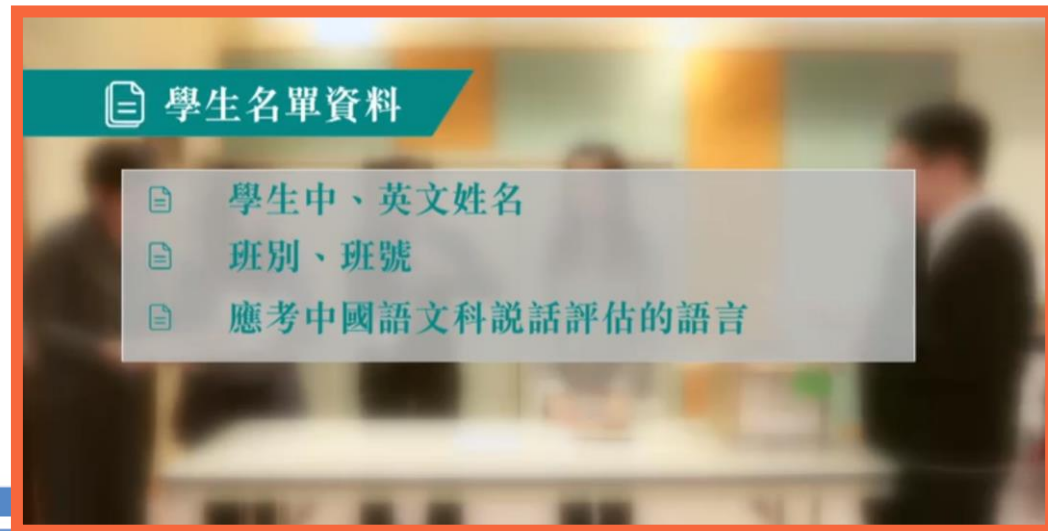


- Remind the students not to bring their **mobile phones** to the assessment room



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 waiting room to be close to and/or on the same floor as the two assessment rooms



Work of AAS & AAA

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

九、 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">▪ 檢查及開啟評估物料紙箱▪ 分發評估物料予評估行政主任及說話能力主考員▪ 開啟「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▪ 檢查評估室已佈置妥當	<ul style="list-style-type: none">▪ 完成佈置評估室及安排等候室▪ 向說話能力主考員及評估行政助理提供學生名單▪ 安排 2 名學校職員負責帶領被選中的學生參與評估

Oral Examiners' Handbook

- 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 7 February 2025** from the BCA Website: www.bca.hkeaa.edu.hk



[Home](#) / [Sitemap](#) / [中文](#)



[TSA > Secondary > TSA News](#)

[Introduction](#)

[TSA News](#)

[Question Papers
and Marking
Schemes](#)

TSA News

[07-02-2025](#)

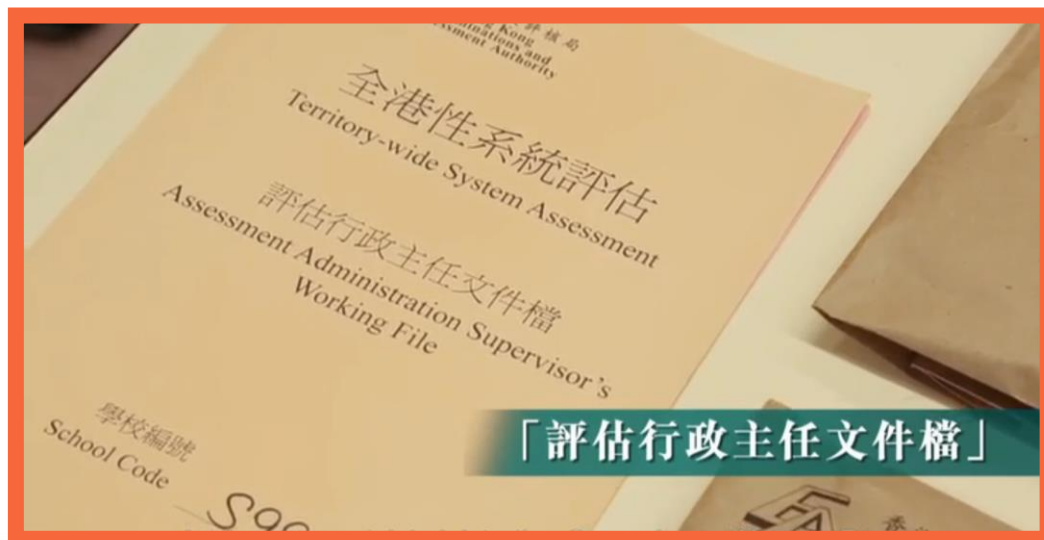
**Territory-wide System Assessment 2025 (Secondary)
Information for Oral Examiners**

[21-01-2025](#)

Territory-wide System Assessment 2025 - Quick Guide (Secondary)

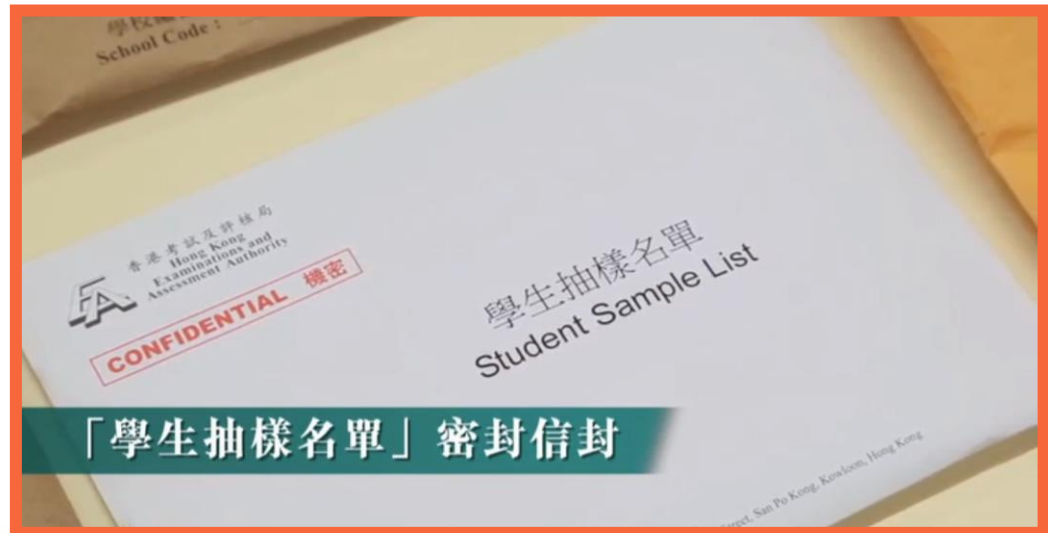
AAS's Working File

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



Student Sample List

- 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



Student Sample List

- Student Sample List is generated from the school data submitted as at **21 February 2025**
- Students will be selected at random to participate in the Oral Assessments according to the class list submitted as at **21 February 2025**



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

TSA/S

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

學校編號(School Code) : S999

學校名稱(School Name) : 甲乙丙學校
 ABC SCHOOL

班別(Class) : 3A

項目 Component 班號 Class No.	中文科		English		班號 Class No.
	個人短講	小組討論	Individual Presentation	Group Interaction	
01					01
02				Selected	02
03		Selected			03
04					04
05		Reserve			05
06					06
07					07
08*		Reserve			08*
09					09
10			Reserve		10
11				Selected	11

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

*** WS1 students – they have to participate in the Chinese Oral Assessment if selected**

Support to NCS (WS1)

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



供非華語學生使用

For Non-Chinese Speaking Students

9 C S I

教育局
20XX 年全港性系統評估
中三級中國語文
說話評估—個人短講

Education Bureau
Territory-wide System Assessment 20XX
Secondary 3 Chinese Language
Speaking – Individual Presentation

學生須知：

1. 細心閱讀題目，然後完成短講。
2. 你有 5 分鐘準備，你可以在題目紙上空白地方書寫你的說話內容要點。
3. 短講時限為 2 分鐘。
4. 在題目紙的方格內填寫學校編號、班別及班號。

Instructions:

1. Read the question carefully and complete your presentation.
2. You have 5 minutes for preparation and you may take notes in the spaces on the question paper.
3. You have 2 minutes for the presentation.
4. Write your School Code, Class and Class Number in the boxes provided on the question paper.

Time of Assessment

- All schools should start the assessment at 8:45 am (for AM session) / 1:45 pm (for PM session)
- A flexibility of no more than 15 minutes is allowed



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

2025 年全港性系統評估 (中學) Territory-wide System Assessment 2025 (Secondary Schools) 說話評估總結表 Assessment Summary for Oral Assessments

學校名稱 Name of School:	學校編號 TSA School Code: TSAS ____
科目* Subject*:	中國語文科說話評估 / 英國語文科說話評估 Chinese Oral Assessment / English Oral Assessment
參與學生人數 No. of Students Participated:	日期 Date:

* 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)	
<p>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> <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)</p> <p>C 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 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____

↳ 請轉後頁
Please turn overleaf

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

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

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

Signature
of AAS

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 concerned AAA in the future

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

	10	9	8	7	6	5	4*	3	2	1
對評估行政助理的評分 Rating to AAA	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:

All assessments of the day will be rescheduled
to **6 May 2025**

Collection of assessment materials will be
postponed to 6 May 2025



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 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 21]*

