



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

TSA 2025 Briefing Session on Oral, CAV & Written Assessments (Primary Schools)

14 April 2025






Written Assessments



Reminder – Written Assessments

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

- Use of the HKEAA's Extranet 2.0 (<https://extranet.hkeaa.edu.hk>)
- Trial download will be conducted from 14 to 25 April 2025



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

User Name: Logout

Refresh

CHI

| Name | Tags | Modified | Size |
|-----------|---------|----------|-------|
| CL1_C.zip | CL1 廣州話 | | 14 MB |

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

Previous 1 Next

Total file size is 29 MB

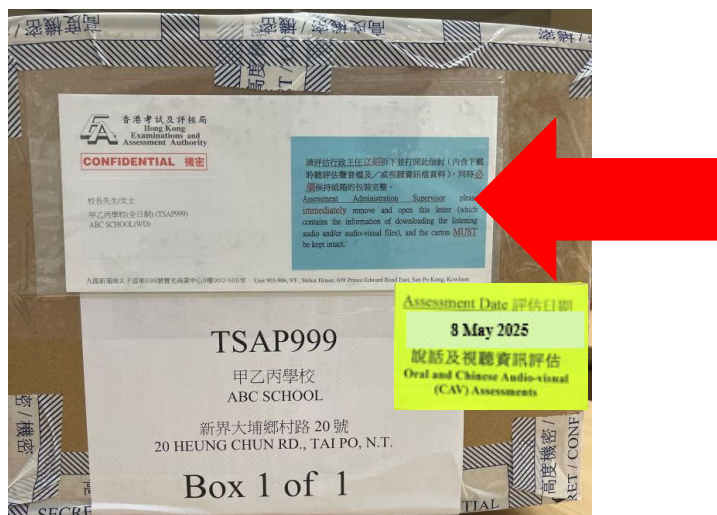
Reminder – Written Assessments

Schools apply for using downloaded files

- 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 by the AAS **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 **14 March 2025**
- Invigilators' Handbook for use at the Written Assessments will be delivered via the BCA Website and from the courier on **22 or 23 May 2025**
- AAS should remind invigilators concerned to download the ***Guidance Notes to Invigilators*** of related subject 2 weeks before the assessments



Reminder – Written Assessments

- Remind 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 (**P.6 and all P.3 students**)



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

A photograph of the '20XX Year Hong Kong System Assessment - Student Data Amendment Form' (20XX年全港性系統評估 - 更正學生資料表格). The form is held by a wooden clip. It contains instructions in both Chinese and English, stating that if there are any discrepancies between the school's Student Data and the HKEAA's Student Data, the form should be completed and returned. The form has two main sections: 'New students' (新生) and 'Drop-out students' (退學). Each section has a table with columns for Chinese Name, English Name, Gender, Class Name, Class No., Student ID Number (STRN), and Date of Birth. A green banner at the bottom right of the form reads '「更正學生資料表格」' (Student Data Amendment Form).

| 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，連同「評估 行政主任文件檔」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 | | | | | | |
| 新生 New students: | | | | | | |
| 中文姓名 Chinese Name | 英文姓名 English Name | 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 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 退學 Drop-out students: | | | | | | |
| 中文姓名 Chinese Name | 英文姓名 English Name | 性別 Gender | 班別 Class Name | 班號 Class No. | 學生註冊 號碼 STRN | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

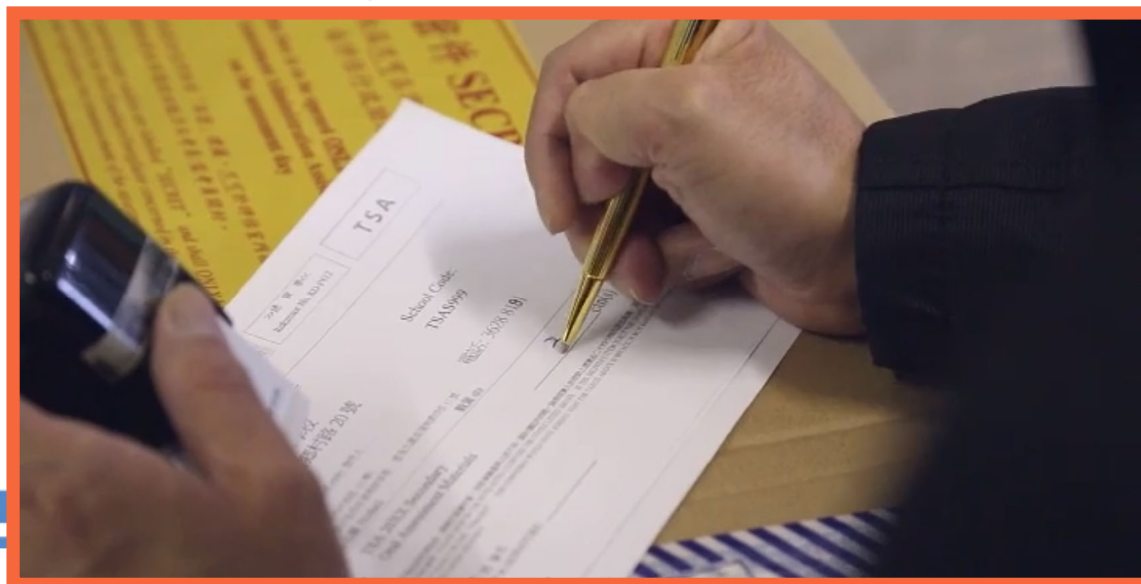
Delivery of Assessment Materials

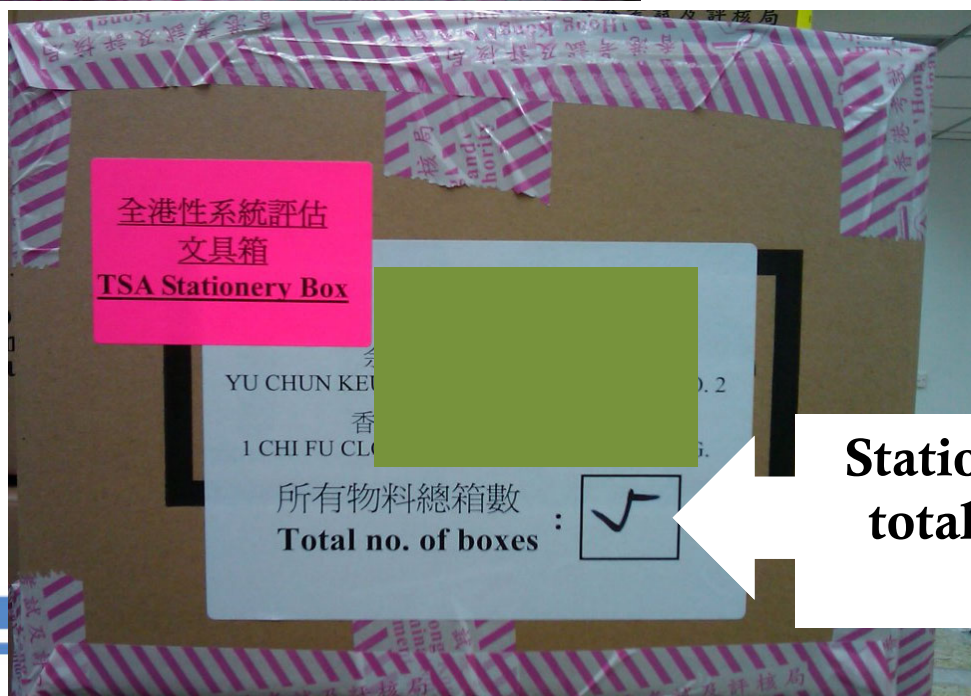
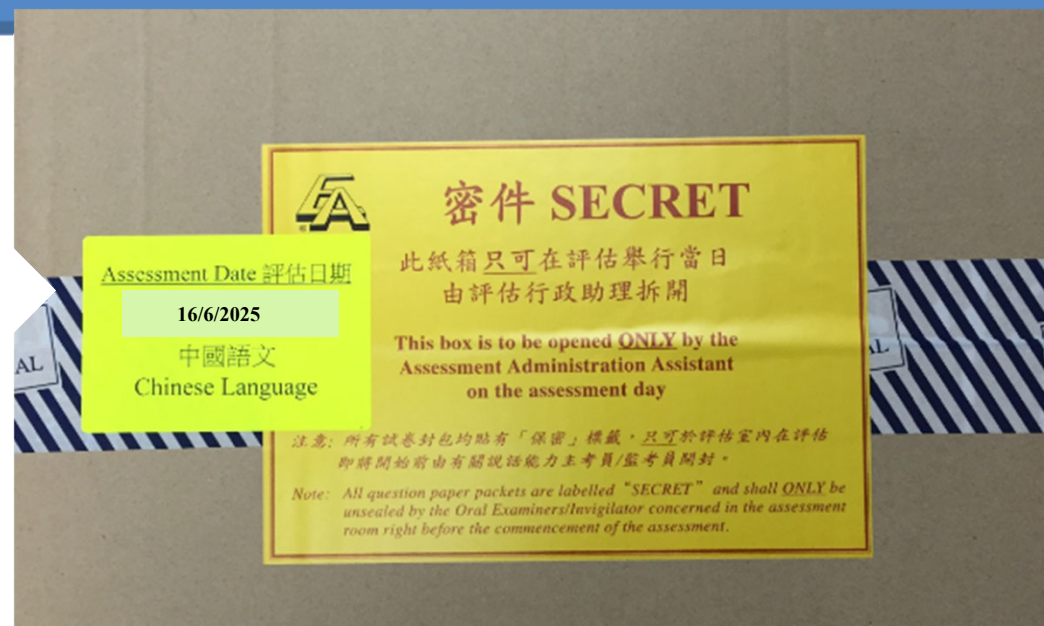
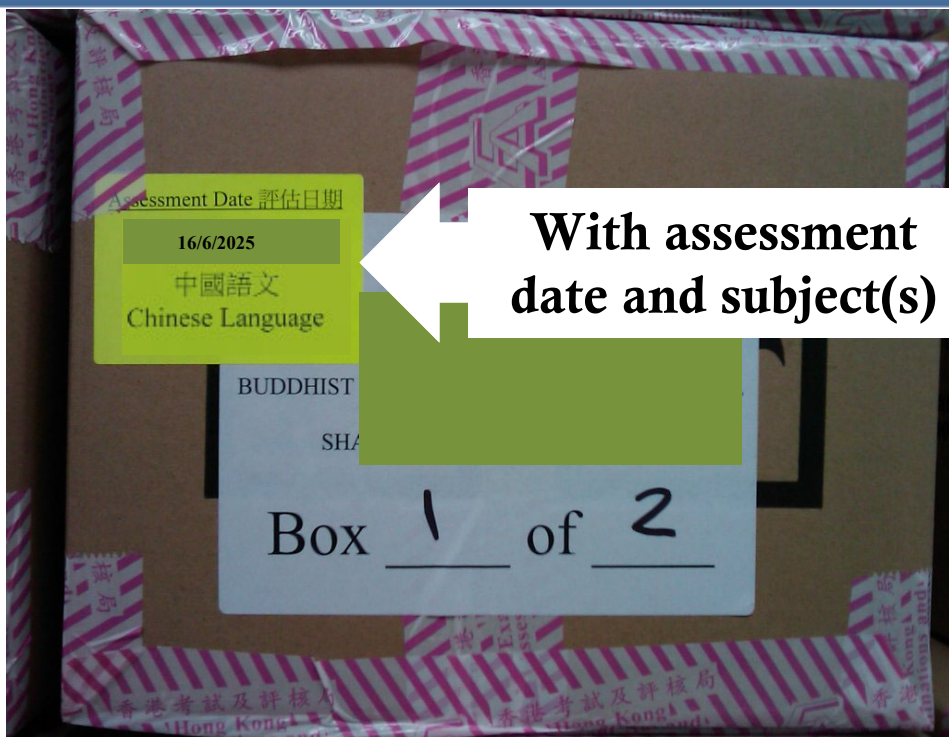
-  **MAERSK** is appointed
- On 9 or 10 June 2025
- AM schools: 8:00 a.m. to 1:00 p.m.
- PM schools: 1:00 p.m. to 5:00 p.m.
- Whole-day schools: 8:00 am – 5:00 p.m.
- An **SMS reminder** will be sent to AAS
- Same receipt procedures as Oral Assessments
- The **assessment date** is given on the SECRET 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**





Time of Assessment

- All schools to start at 8:45 a.m. / 1:45 p.m. 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 12:30 p.m. / 5:30 p.m.



Time of Assessment

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



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 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



Listening Assessments

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



Student Sample List – P.3

(On a Sampling Basis)

- P.3 students will be selected at random to participate in the **Written Assessments**. The class and class numbers of students selected will be listed in the Student Sample List of the Written Assessment
- Appoint school staff to arrange for the selected students to go to the assessment room



Student Sample List – P.3

(On a Sampling Basis)

- Arrange a room, a classroom, school hall or activity room that can accommodate 30 students to take the assessment
- If any selected P.3 student is absent, *it is NOT necessary to replace him / her by another student.*
- The Student Sample List is generated from the school data submitted as at 14 March



2025

Student Sample List – P.3 (On a Sampling Basis)

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

紙筆評估抽樣名單 (中文、英文及數學)
Written Assessments – Student Sample List (Chinese, English and Mathematics)

學校編號 (School Code) : P999

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

| 班別 (Class) | 班號 (Class No.) |
|------------|----------------|
| 3A | 04 |
| 3A | 05 |
| 3A | 08 |
| 3A | 12 |
| 3A | 13 |
| 3A | 16 |
| 3A | 20 |
| 3A | 24 |
| 3A | 27 |
| 3A | 29 |
| 3A | 31 |
| 3A | 33 |
| 3B | 02 |
| 3B | 06 |
| 3B | 07 |



Checklists for Written Assessments

- Schools can view the checklists from the BCA Website (www.bca.hkeaa.edu.hk) from 3 June 2025 **(NOT required to be printed out for use on the assessment days)**
- For P.3 sampling basis, the checklists of *1. the Students' Attendance Records* and *2. the Question-answer Booklets Quantity Checklist for Special Arrangements* are not available for review
- Checklists are generated according to the class list submitted as at 17 April 2025



Checklists for Written Assessments

- Question-answer Booklets Quantity Checklist
(P.6 and all P.3 students)

20 年全港性系統評估 (小學) Territory-wide System Assessment 20 (Primary 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 (全日制)
Name of School: ABC SCHOOL (WD)

學校編號 P999
School Code: P999

級別 小三
Level: P3

| 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 | | | 總卷數 Total copies |
|------------|--------------------------|-----------------|------------------------|----------|--------------|------|-------------------|-----|---|------------------|
| 06/07/2023 | Chinese Language 中國語文 | Reading 閱讀 | 3CR1/3CR2/3CR3/3CR4 | 3A | 17 | @12 | 2 | @36 | 0 | 24 |
| | | | 3CR1/3CR2/3CR3/3CR4 | 3B | 23 | @12 | 0 | @36 | 1 | 36 |
| | | | 3CR1/3CR2/3CR3/3CR4 | 3C | 35 | @12 | 1 | @36 | 1 | 48 |
| 06/07/2023 | Chinese Language 中國語文 | Listening 聆聽 | 3CL1 (Cantonese) (*CD) | 3A | 17 | @12 | 2 | @36 | 0 | 24 |
| | | | 3CL1 (Cantonese) (*CD) | 3C | 35 | @12 | 1 | @36 | 1 | 48 |
| | | | 3CL2 (Putonghua) (*CD) | 3B | 23 | @12 | 0 | @36 | 1 | 36 |
| 06/07/2023 | Chinese Language 中國語文 | Writing 寫作 | 3CW1/3CW2 | 3A | 17 | @12 | 2 | @36 | 0 | 24 |
| | | | 3CW1/3CW2 | 3B | 23 | @12 | 0 | @36 | 1 | 36 |
| | | | 3CW1/3CW2 | 3C | 35 | @12 | 1 | @36 | 1 | 48 |



Checklists for Written Assessments

- Question-answer Booklets Quantity Checklist
(P.3 on a sampling basis)

20 年全港性系統評估 (小學) Territory-wide System Assessment 20 (Primary 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 (全日制) Name of School: ABC SCHOOL (WD) | | | | 學校編號 P999 School Code: P999 | | | 級別 小三 Level: P3 | | <div></div> | |
| 科目 Subject | 卷別 Paper | 分卷 Sub-paper | 班別 Class | 學生人數 Entries | Size | 包數 No. of packets | | 總卷數 Total copies | | |
| Chinese Language 中國語文 | Reading 閱讀 | 3CR1/3CR2/3CR3/3CR4 | P3 | 17 | @12 | 2 | @36 | 0 | 24 | |
| Chinese Language 中國語文 | Listening 聆聽 | 3CL1 (Cantonese) (*CD) | P3 | 17 | @12 | 2 | @36 | 0 | 24 | |
| Chinese Language 中國語文 | Writing 寫作 | 3CW1/3CW2 | P3 | 17 | @12 | 2 | @36 | 0 | 24 | |
| Mathematics 數學 | Chinese Version 中文版 | 3MC1/3MC2/3MC3/3MC4 (Chinese) (*Rough work sheet) | P3 | 10 | @12 | 1 | @36 | 0 | 12 | |





NEW



保密 SECRET

36
Copies 本

只可由說話能力主考員/監考員
於評估當日在評估室內拆閱

To be unsealed ONLY by the Oral Examiners/
Invigilator in the assessment room on the
assessment day

36-copy →

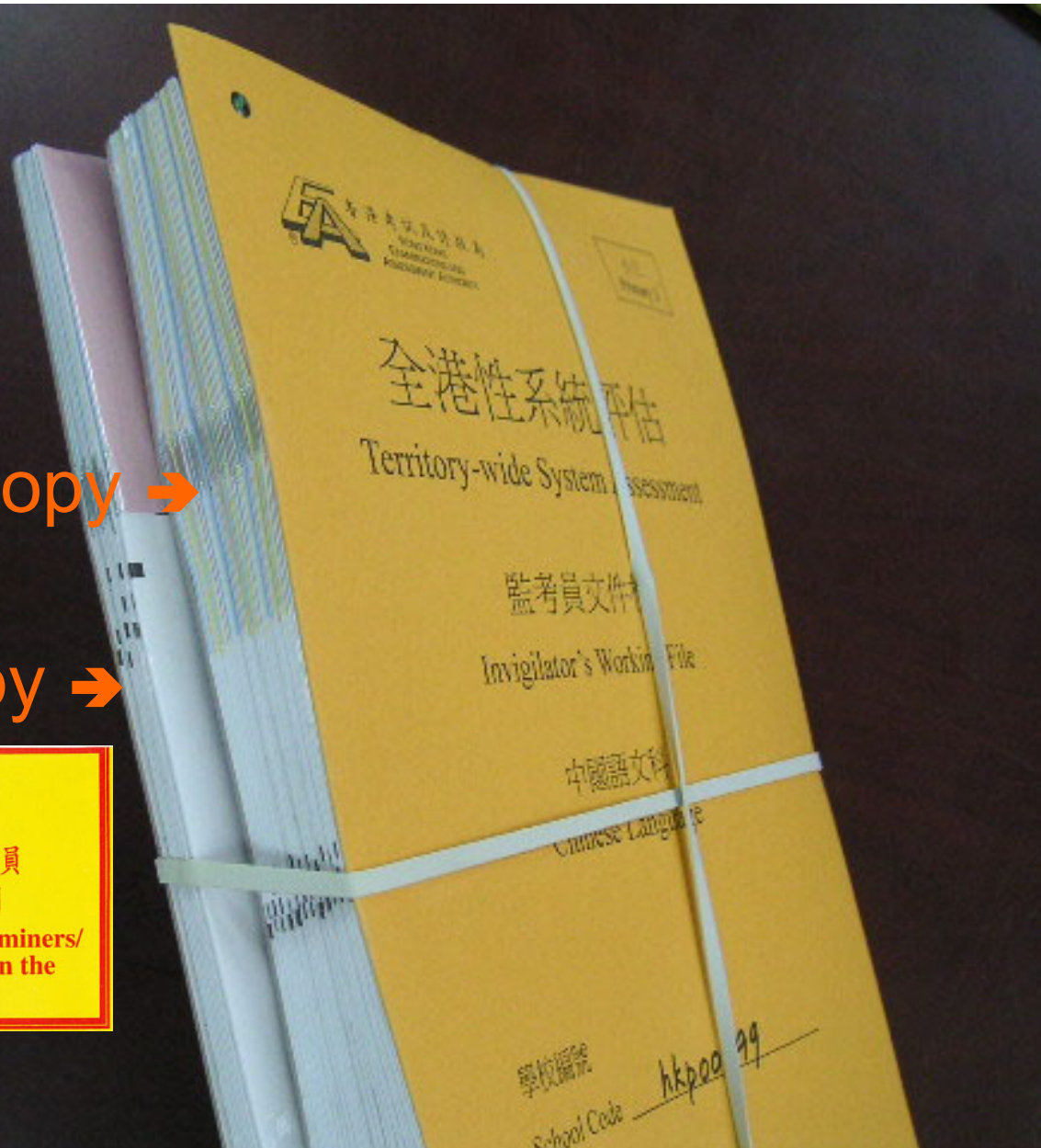
12-copy →



保密 SECRET

只可由說話能力主考員/監考員
於評估當日在評估室內拆閱

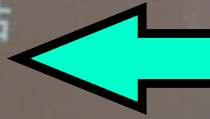
To be unsealed ONLY by the Oral Examiners/
Invigilator in the assessment room on the
assessment day



3CL_C2

中國語文科
小學三年級

聆聽評估
廣州話



3CL_P2

中國語文科
小學三年級

聆聽評估
普通話



P9993A01 School: P999
Class: 3A
No.: 01
08TSA P9993A017

P9993A01 School: P999
Class: 3A
No.: 01
08TSA P9993A017

P9993A01 School: P999
Class: 3A
No.: 01
08TSA P9993A017

P9993A01 School: P999
Class: 3A
No.: 01
08TSA P9993A017

P9993A01 School: P999
Class: 3A

P9993A01 School: P999
Class: 3A

| TSA: Primary 3 BARCODE LABELS | |
|-----------------------------------|-----------|
| Subject(s) | 3MC & 3ME |
| School Code | P165 |
| Class Name | 3A |
| Total No. of Barcode Label Sheets | 34 Sheets |

Note: In case of enquiries, please contact TSA Administration Team at 3628 8181

P9996A01 School: P999
Class: 3A
No.: 01
08TSA P9996A017

| TSA: Primary 6 BARCODE LABELS | |
|-----------------------------------|-----------|
| Subject(s) | 6CL & 6CR |
| School Code | P165 |
| Class Name | 6A |
| Total No. of Barcode Label Sheets | 34 Sheets |

Note: In case of enquiries, please contact TSA Administration Team at 3628 8181

3MC & 3ME-P165-3A



Checklists for Written Assessments

- Checklist for special arrangements

(P.6 and all P.3 students)

20 年全港性系統評估 (小學) Territory-wide System Assessment 20 (Primary 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 (全日制)
Name of School: ABC SCHOOL (WD)

學校編號 P999
School Code: P999

級別 小三
Level: P3

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 | 包數 No. of packets | | | 總卷數 Total copies |
|---------|--------------------------|---------------|---|-------------------|-----|-----|---------------------|
| | | | | @1 | @12 | @36 | |
| | Chinese Language 中國語文 | Reading 閱讀 | 3CR2 | 2 | - | - | 2 |
| | Chinese | Listening | 3CL2 (Cantonese) (*CD) & 3CL2 (Putonghua) (*CD) | 2 | - | - | 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 | 包數 No. of packets | | | 總卷數 Total copies |
|---------|--------------------------|-----------------|------------------------|-------------------|-----|-----|---------------------|
| | | | | @1 | @12 | @36 | |
| | Chinese Language 中國語文 | Reading 閱讀 | 3CR2 | - | 1 | 0 | 12 |
| | Chinese Language 中國語文 | Listening 聆聽 | 3CL2 (Cantonese) (*CD) | - | 1 | 0 | 12 |



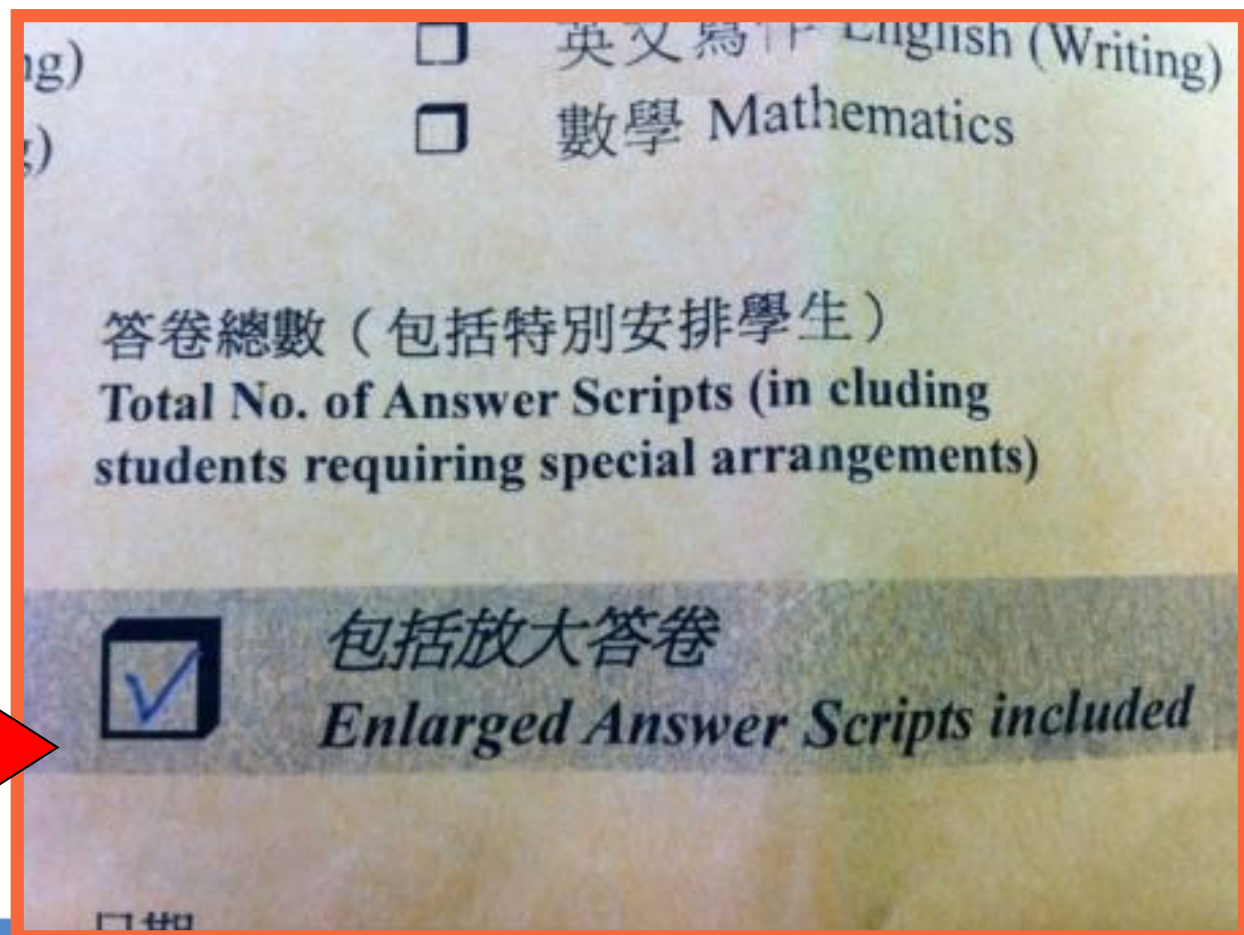
Special Arrangements – WS6

- Students requiring enlarged question papers will be given **sub-paper 2** for the assessments
- In **Listening Assessment**, 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 Worked QA Booklets if there are A3 enlarged scripts inside



g) ☐ 英文寫作 English (Writing)

g) ☐ 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 included



Special Arrangements – WS7

- Students requiring assessment separately will be given **sub-paper 2** for all papers
- 2 additional CDs will be given in Listening Assessments
- A separate set of invigilation guideline will be provided in **Listening** 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 Arrangement – 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
- Sufficient 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**



6 C R 1

供非華語學生使用

For Non-Chinese Speaking Students

教育局
20XX 年 全港性系統評估
小學六年級 中國語文
閱讀評估

Education Bureau
Territory-wide System Assessment 20XX
Primary 6 Chinese Language
Reading

學生須知：

1. 在第 1、3 及 5 頁的適當位置貼上電腦條碼。
2. 本卷共有 xx 題，全部題目均須作答。
3. 評估時限為 30 分鐘。
4. 必須在答題簿內的適當位置作答。
5. 不得在框線以外書寫任何文字、符號。
6. 在答題簿的首頁寫上學校編號、班別及班號。

Instructions:

1. Stick barcode labels on pages 1, 3 and 5 in the spaces provided.
2. There are xx questions in the Question-Answer Booklet. Answer all questions.
3. Time allowed is 30 minutes.
4. Write your answers in the spaces provided in the Question-Answer Booklet.
5. Do not write any words or symbols in the margins.
6. Write your School Code, Class and Class Number in the boxes provided on the first page of the Question-Answer Booklet.

作答說明：

Instructions for answering questions:

選擇題 - 選出正確的答案，並用 HB 鉛筆把該選項的圓圈塗黑和塗滿。如：

Multiple Choice Questions - Use an HB pencil to blacken the circle next to the correct answer. For example:

例子(一)： ● A

Example 1: ○ B

○ C

○ D

(四選一) (4 options, choose 1)

例子(二)： ○ A

Example 2: ● B

○ C

● D

○ E

(五選二) (5 options, choose 2)

填充/短答題 - 在橫線上填寫答案

Fill in the blanks / Short Questions - Write your answers in the blanks provided.

學校編號
School Code

班別
Class

班號
Class No.

此格只許填寫一個大楷英文字母
Write one capital letter in the box.

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

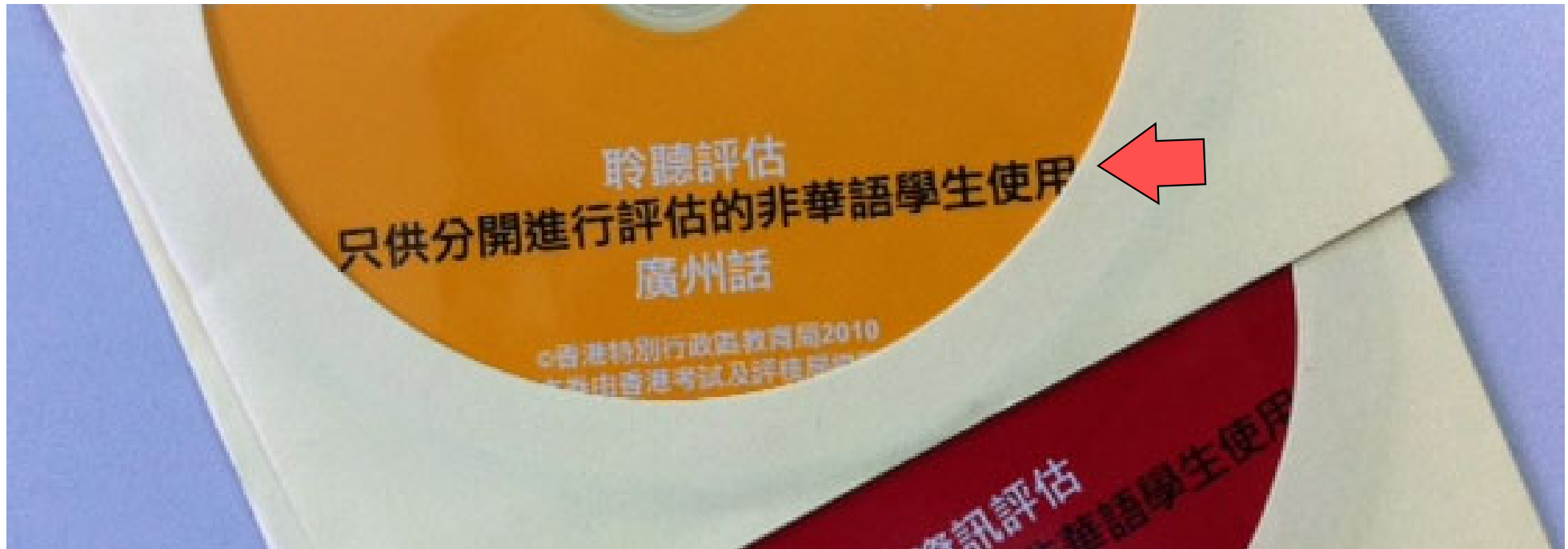
Support to Non-Chinese Students (NCS)

- For **P.6 Chinese Listening**, two special CDs/one special file, with all questions and options read aloud, will be provided to schools with NCS (WS1) students
- Schools MAY choose to **use the special CD/file** 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 instruction on answering questions for **Chinese Reading** will be provided to schools with NCS students



3 C R 1

只供分開進行評估
非華語學生的監考員使用

| 教育局 20XX 年 全港性系統評估 小學三年級 中國語文 閱讀評估 「增潤作答指引」 | |
|--|---|
| 為了讓非華語學生掌握閱讀評估的作答要求，請監考員在評估前向分開進行評估的非華語學生讀出以下指引： | 答題簿頁碼 |
| 這是閱讀卷，卷別是 3CR1 。同學必須閱讀所有篇章和題目，並回答全部問題。 這是篇章一。 | 第一頁 第二頁 第三頁 第三頁 第三頁 第四頁 第五頁 第六頁 第六頁 第七頁 |
| 第 1 題是填充題。請從文中第一段至第二段找出適當的詞語，並寫在橫線上。 第 2 題是填充題。請從文中第三段至第四段找出適當的詞語，並寫在橫線上。 第 3 題是排序題。請根據篇章內容，在方格內填寫英文字母。 第 4 題和第 5 題是四選一的選擇題，請選擇一個答案。 第 6 題和第 7 題是四選一的選擇題，請選擇一個答案。 第 8 題是四選一的選擇題，請選擇一個答案。 第 9 題是排序題。請根據篇章內容，在方格內填寫英文字母。 第 10 題是五選二的選擇題，請選擇一個答案。 | 第八頁 第九頁 第九頁 第九頁 第十頁 第十一頁 第十一頁 第十二頁 第十二頁 第十三頁 |
| 這是篇章二。 第 11 題是填充題。請從文中第一段至第二段找出適當的詞語，並寫在橫線上。 第 12 題是填充題。請從文中第四段至第五段找出適當的詞語，並寫在橫線上。 第 13 題是四選一的選擇題，請選擇一個答案。 第 14 題是排序題。請根據篇章內容，在方格內填寫英文字母。 第 15 題和第 16 題是四選一的選擇題，請選擇一個答案。 第 17 題是短答題。請根據篇章內容，在橫線上填寫答案。 第 18 題是五選二的選擇題，請選擇一個答案。 第 19 題是四選一的選擇題，請選擇一個答案。 第 20 題是短答題。請根據篇章內容，把答案填在適當的位置上。 | 第十四頁 第十五頁 第十五頁 |
| 這是實用文。 第 21 題是短答題。請根據篇章內容，在橫線上填寫答案。 第 22 題和第 23 題是四選一的選擇題，請選擇一個答案。 | 第十五頁 第十五頁 |

Special Arrangements – WS1

Support to Non-Chinese Students (NCS)

- If schools decide to read aloud the enhanced instruction 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 or 23 May



Using more than 1 QA booklet

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



Using more than 1 QA booklet

- Staple two QA booklets together
- The HKEAA will process these QA booklets separately



Using more than 1 QA booklet

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



The image shows a portion of a QA booklet cover. It lists subjects: English (Listening), English (Reading & Writing), and Mathematics. Below this, it asks for the number of QA Booklets requiring (s). A box contains the handwritten number '32'. A large blue arrow points to this box. At the bottom, there is a field for the date, which is filled with '17/6/09'.

| |
|---------------------------------------|
| 聽 English (Listening) |
| 讀和寫作 English (Reading & Writing) |
| Mathematics |
| 別安排學生) QA Booklets quiring) |
| 32 |
| 日期 Date : 17/6/09 |

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

- 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

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 *

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

☐ 聽覺評估 (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Q12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

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

NEW



「評估行政主任－異常事項報告」

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



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：此為全新表格，請於考試當日填妥此表格上所有資料，包括電子版及紙本表格。填妥後，請將表格放入指定位置，以便有關人員收閱。此表格僅供行政主任使用，不得分發給考生或家長。

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".

* 必填

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*

☐ 數碼及視聽評估 (小學) Oral and Chinese Audio-visual Assessment (Primary Schools)

☐ 數碼評估 (中學) Oral Assessments (Secondary Schools)

☐ 紙筆評估 Written Assessments

4. 學校名稱
Name of School*

Collection of Assessment Materials

17 June 2025

- PM schools: 5:30 p.m. to 6:30 p.m.
- Whole-day schools: 2:00 p.m. – 3:30 p.m.

18 June 2025

- AM schools: 8:00 a.m. to 1:00 p.m.
- Whole-day schools: 8:00 a.m. – 3:30 p.m.



Bad Weather Arrangements

- Delivery of assessment materials will be postponed to **11 June 2025**
- Assessment will be rescheduled to 23 June 2025
- Collection of assessment materials will be postponed to 19 June 2025



Summary on the difference between Full participation and P.3 Sampling for Written Assessments

| | P.6 and all P.3 students | P.3 on a sampling basis |
|--|--|---|
| Download and view checklists on the BCA website from 3 June 2025 onwards | All | <ul style="list-style-type: none"> • Question-answer Booklets Quantity Checklist • Checklist of Students Requiring Special Arrangements if there are such students in your school |
| <ol style="list-style-type: none"> 1. Question Papers and CDs 2. Envelopes D and E 3. Rough Work Sheets 4. Students' Attendance Records 5. Assessment Summary | 1 for each class each assessment paper | 1 for each assessment paper |
| Invigilators' Working File | 1 for each class each assessment session | 1 for each assessment session |
| Student Sample List | N/A | Yes |

Summary on the difference between Full participation and P.3 Sampling for Written Assessments (con't)

| | P.6 and all P.3 students | P.3 on a sampling basis |
|------------------------------------|--|--|
| Identification checking by the AAA | N/A | Yes, before admitting students to the assessment room |
| Assessment Venue | Classrooms | A classroom, school hall or activity room that can accommodate 30 students |
| Invigilators | <ul style="list-style-type: none"> 1 for each class each assessment paper Teachers are NOT permitted to invigilate their own subject classes | <ul style="list-style-type: none"> 1 for each assessment paper Any teaching staff can be appointed as the Invigilators |



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 **14 March 2025** but checklists for Written Assessments are created based on the class list submitted as at **17 April 2025**. *[refer to Slides 41 and 55]*



Frequently Asked Questions

 **Why no special CDs with all questions and options read aloud for Chinese Listening Assessment will be provided for P.3 NCS students?**

In existing P.3 Chinese Listening Assessment, all questions and options are read in the CD

[refer to “Guidelines on Selecting Special Arrangements”]




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 P.3/P.6 teacher, but these teachers are **NOT** permitted to invigilate their own subject classes. *[refer to Slides 42 and 86]*



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 worked QA booklets 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 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 66]*



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, students arriving within the first half of the assessment session can be admitted to the classroom. However, NO extra time will be given to compensate for the time lost. [*refer to “Instructions to Invigilators”*]



Frequently Asked Questions

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

The invigilator should replace the **dirty QA booklet** with a surplus QA booklet. Use the same sub-paper if possible. The dirty QA booklet is required to be kept in a separate envelope before being put into the Envelope E. 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](#).



Thank
& You?





Q & A

