

2023 年全港性系統評估 (小學) 便覽

Territory-wide System Assessment 2023
(Primary Schools)
Quick Guide

第五乙 2 部分 Part 5b2

評估行政主任須知 (紙筆評估)

Instructions to
Assessment Administration Supervisor
(Written Assessments)



供小六學校及全體小三學生參與的學校參考

For P.6 Schools and Schools with all Primary 3 Students
Participating in TSA

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**MAJOR AMENDMENTS IN TSA 2023 (WRITTEN ASSESSMENTS)
(PRIMARY 6 AND SCHOOLS WITH ALL PRIMARY 3 STUDENTS
PARTICIPATING IN TSA)**

Amendments	Relevant Parts/Paragraph(s)
1. “Due to the continued development of the COVID-19 pandemic, the Assessment Administration Supervisor, AAA, Invigilators and students should adhere to the <i>Precautionary Measures for TSA 2023 (Written Assessments)</i> (see Appendix b3) for conducting the written assessments and when setting up the assessment room.”	7.3, Appendix b3
2. Due to the environmental friendliness, from TSA 2024 onwards, all P.3 students will no longer receive souvenirs upon their completion of the Written Assessments.	Note (7.16)
3. If there is any irregularity which took place in the classroom or school hall, the Invigilator should report all detailed information (class name, class number, type of incident, affected paper code, duration, etc.) by means of the electronic version of <i>Assessment Summary for Written Assessments</i> which is to be sent to the HKEAA immediately afterwards.	7.37
4. <u>The electronic version of <i>Assessment Administration Supervisor’s Irregularity Report</i> must be completed before the completion of the whole assessment even if there is no irregularity.</u>	7.41
5. Updates on Specimen of “ <i>Assessment Summary for Written Assessments</i> ”	Specimen b5
6. Updates on Specimen of “ <i>Assessment Administration Supervisor’s Irregularity Report</i> ”	Specimen b6

TASK CHECKLIST FOR ASSESSMENT ADMINISTRATION SUPERVISOR (WRITTEN ASSESSMENTS)

Before the Assessments

Date	Task
<input type="checkbox"/> 5 May	Deadline for updating student information (including special arrangements) for Written Assessments
<input type="checkbox"/> 23 May	Receive the “ <i>Invigilators’ Handbook</i> ” via the Web and from the courier
<input type="checkbox"/> 25 May - 8 Jun	Download and check the checklists and forms to be used in the Written Assessments via the Web
<input type="checkbox"/> By 29 May	Brief the invigilators and remind them to download and familiarise themselves with the <i>Instructions to Invigilators</i> and other notes for invigilators beforehand
<input type="checkbox"/> 2 or 5 Jun	Receive the materials for Written Assessments from the courier, check the materials and lock them in a secure cabinet or strong-room
<input type="checkbox"/>	Test the CD players or computers (confirm the power saving function of the computer screen is off) and amplifiers for Listening Assessments
<input type="checkbox"/> 6 Jun	Remind all students to bring HB pencils and erasers on the days of the assessments and follow the precautionary measures for TSA 2023

On the Days of Assessments (i.e. 7 and 8 Jun 2023)

Task
<input type="checkbox"/> 1. The AAA(s) report for duty at 7:45 am or 1:00 pm
<input type="checkbox"/> 2. Unpack and check the materials in the Stationery Box with the AAA
<input type="checkbox"/> 3. Unpack and check the assessment materials of the day with the AAA
<input type="checkbox"/> 4. Distribute the assessment materials (incl. barcode labels, envelopes, etc.) to invigilators before each assessment session
<input type="checkbox"/> 5. Start the assessment at 8:45 am or 1:45 pm (with a flexibility of 15 minutes)
<input type="checkbox"/> 6. Check and pack the assessment materials with the AAA
<input type="checkbox"/> 7. Seal the envelopes with the HKEAA sealing labels and sign across the labels with the AAA
<input type="checkbox"/> 8. Finish all assessments no later than 12:30 pm or 5:30 pm
<input type="checkbox"/> 9. Return all envelopes to the original cartons
<input type="checkbox"/> 10. Seal all the cartons
<input type="checkbox"/> 11. Ask the AAA to complete the AAA’s Attendance Record, and then rate the performance of the AAA and countersign on the record form
<input type="checkbox"/> 12. Lock all cartons in a secure cabinet or strong-room

After the Assessments

Date	Task
<input type="checkbox"/> 8 or 9 Jun	Return assessment materials to the HKEAA via the courier

I. Components of the Territory-wide System Assessment 2023 (Primary Schools)

A. ORAL AND CHINESE AUDIO-VISUAL ASSESSMENTS IN MAY 2023

Date / Starting Time Subject	2 or 3 May 2023 8:45 a.m. or 1:45 p.m.*		9 or 10 May 2023 8:45 a.m.*	
Chinese Language	P.3	Audio-visual Assessment (approx. 15 minutes)	P.6	Audio-visual Assessment (approx. 15 minutes)
Chinese Language & English Language	P.3	Oral Assessment	P.6	Oral Assessment

B. WRITTEN ASSESSMENTS IN JUNE 2023

1. Timetable for the First Day of Written Assessments

Date /Starting Time	7 June 2023 / 8:45 a.m. or 1:45 p.m.*	
Level	P.3	P.6
Assessment Session (Assessment time)	Chinese Language – Reading [#] (25 minutes)	Chinese Language – Reading [#] (30 minutes)
	Chinese Language – Listening (approx. 20 minutes)	Chinese Language – Listening (approx. 20 minutes)
Break (15 – 35 minutes)		
Assessment Session (Assessment time)	Chinese Language – Writing (40 minutes)	Chinese Language – Writing (55 minutes)
End of Assessment	AM session and whole-day schools: no later than 12:30 pm PM session schools: no later than 5:30 pm	

2. Timetable for the Second Day of Written Assessments

Date /Starting Time	8 June 2023 / 8:45 a.m. or 1:45 p.m.*	
Level	P.3	P.6
Assessment Session (Assessment time)	English Language – Reading & Writing [#] (30 minutes)	English Language – Reading & Writing [#] (50 minutes)
	English Language – Listening (approx. 20 minutes)	English Language – Listening (approx. 30 minutes)
Break (15 – 35 minutes)		
Assessment Session (Assessment time)	Mathematics (40 minutes)	Mathematics (50 minutes)
End of Assessment	AM session and whole-day schools: no later than 12:30 pm PM session schools: no later than 5:30 pm	

* A flexibility of no more than 15 minutes is allowed

[#] The Assessment Administration Supervisor should 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

II. Operation Timetable 2023

	Date	Responsible / Action Party	Operation Item
	20 Jan	Principals	Receive ONE set of “ <i>Quick Guide for Territory-wide System Assessment 2023 (Primary Schools)</i> ” via the Web and from the courier
	20 Jan	Principals	1. Receive notification of the date of Oral and CAV Assessments for individual schools via post 2. Receive the work schedule of teachers of their own schools serving as Oral Examiners via post
	20 Jan – 17 Feb	AAS	Confirm the languages to be used in the assessments by completing and returning the reply slip
	17 – 27 Mar	<u>Experienced</u> Oral Examiners (Chinese Language)	Attend online training and pass the recruitment test (Oral Examiners who pass the recruitment test will receive their appointment letter by post: 26 April)
	24 Mar – 3 Apr	<u>Experienced</u> Oral Examiners (English Language)	
			OR
	25 Mar and 29 Mar – 12 Apr	<u>New</u> Oral Examiners (Chinese Language)	Attend both webinar and online training sessions in the following order: 1. Webinar – Saturday, 25 March 2023 (AM) for Chinese Language and Saturday, 1 April 2023 (AM) for English Language 2. Online (including recruitment test) – 29 March – 12 April 2023 for Chinese Language and 4 – 18 April 2023 for English Language (Oral Examiners who complete the webinar and online training and pass the recruitment test will receive their appointment letter by post: 26 April)
	1 Apr and 4 – 18 Apr	<u>New</u> Oral Examiners (English Language)	
	6 Mar	AAS / IT Support Staff	Deadline for updating school and student information (including special arrangements) for Oral and CAV Assessments
	7 – 27 Mar	AAS / IT Support Staff	Frozen period for updating school and student information through BCA Website
	31 Mar	AAS / IT Support Staff	Deadline for updating student information (including special arrangements) for barcode label printing of Written Assessments
	17 Apr	AAS	(FACE-TO-FACE and WEBINAR) Attend a briefing session on the administration of the Oral, CAV and Written Assessments
	27 Apr ^{*A}	AAS	Receive the materials for P.3 Oral and Chinese Audio-visual Assessments from the courier SECRET

To be cont'd...Page 5b2-E-3

SMS reminders will be sent to Assessment Administration Supervisors, Deputy Assessment Administration Supervisors or the concerned Oral Examiners

	Date	Responsible / Action Party	Operation Item
	2 or 3 May ^{*B}	HKEAA and Schools	Conduct P.3 Oral and Chinese Audio-visual Assessments
	4 or 5 May ^{*C}	AAS	Return the materials for P.3 Oral and Chinese Audio-visual Assessments to the HKEAA via the courier
		AAS	Receive the materials for P.6 Oral and Chinese Audio-visual Assessments from the courier SECRET
	5 May	AAS	Deadline for updating student information (including special arrangements) for Written Assessments
	9 or 10 May ^{*D}	HKEAA and Schools	Conduct P.6 Oral and Chinese Audio-visual Assessments
	11 May ^{*E}	AAS	Return the materials for P.6 Oral and Chinese Audio-visual Assessments to the HKEAA via the courier
	23 May	AAS	Receive the “Invigilators’ Handbook” via the Web and from the courier
	25 May – 8 Jun	AAS / IT Support Staff	Download and check the checklists and forms to be used in the Written Assessments
	2 or 5 Jun ^{*F}	AAS	Receive the materials for the Written Assessments from the courier SECRET
	7 – 8 Jun ^{*G}	HKEAA and Schools	Conduct the Written Assessments
	8 or 9 Jun ^{*H}	AAS	Return the materials for the Written Assessments to the HKEAA via the courier

SECRET : These materials are marked “SECRET” on the packing. The Assessment Administration Supervisor should ensure that they are kept intact and locked in a secure cabinet or strong-room at all times when they are not in use, and that they should only be unsealed as specifically instructed by the HKEAA.

*Emergency / Bad Weather Arrangements

- *A. 28 Apr : Day reserved for receiving the materials for P.3 Oral & CAV Assessments from the courier
- *B. 5 May : Day reserved for conducting the replacement P.3 Oral & CAV Assessments
- *C. 8 May : Day reserved for returning the materials for P.3 Oral & CAV Assessments to the HKEAA and receiving the materials for P.6 Oral & CAV Assessments from the courier
- *D. 12 May : Day reserved for conducting the replacement P.6 Oral & CAV Assessments
- *E. 12 May : Day reserved for returning the materials for P.6 Oral & CAV Assessments to the HKEAA via courier (if the P.6 assessments have to be conducted on reserve day, the returning date will be 15 May)
- *F. 6 Jun : Day reserved for receiving the materials for the Written Assessments from the courier
- *G. 12 Jun : Day reserved for conducting the replacement Written Assessments
- *H. 12 Jun : Day reserved for returning the materials for the Written Assessments to the HKEAA via courier (if the assessments have to be conducted on reserve day, the returning date will be 13 Jun)

III. Instructions to Deputy/Assessment Administration Supervisors

A. GENERAL NOTES

1. Summary of Responsibilities of Assessment Administration Supervisor and Deputy Assessment Administration Supervisor

With the assistance of the Deputy Assessment Administration Supervisor, an Assessment Administration Supervisor (AAS) is responsible for:

- 1.1 serving as the Hong Kong Examinations and Assessment Authority's contact person of his/her school with regard to the administration of the Territory-wide System Assessment (TSA);
- 1.2 ensuring the proper conduct of the TSA in his/her school by adhering to the instructions detailed in the *TSA 2023 (Primary Schools) Instructions to Assessment Administration Supervisor* (i.e. Parts 5a and 5b of the "*TSA 2023 (Primary Schools) Quick Guide*") and other related instructions issued by the Hong Kong Examinations and Assessment Authority (HKEAA);
- 1.3 receiving, checking and amending, disseminating and returning assessment materials as well as conveying relevant information appropriately ;
- 1.4 keeping the safe custody of assessment materials while they are under his/her charge;
- 1.5 ensuring that the assessment materials (including Oral & Chinese Audio-visual (CAV) Assessments and Written Assessments) marked "SECRET" on the packing are kept intact and locked in a secure cabinet or strong-room at all times when they are not in use;
- 1.6 ensuring that the cartons containing the materials for the Oral & CAV and Written Assessments are unsealed by the Assessment Administration Assistant appointed by the HKEAA on the days of the assessments, and that all materials for the Oral & CAV Assessments and Written Assessments, VCDs/USB devices for the Chinese Audio-visual Assessment, CDs/USB devices for the Listening Assessments and question-answer booklets (QA booklets), are unsealed by the Oral Examiners / Invigilators concerned in the classrooms right before the commencement of the respective assessments;
- 1.7 maintaining the secrecy of the following assessment materials while they are under his/her charge:
 - (1) materials for the Oral & CAV Assessments and Written Assessments
 - (2) VCDs/USB devices for the CAV Assessments
 - (3) CDs/USB devices for the Listening Assessments (Chinese Language and English Language)
 - (4) QA booklets
- 1.8 ensuring that irregularities which happen during the assessment are appropriately reported in writing to the HKEAA
- 1.9 effecting changes to the administration of the TSA as advised by the HKEAA.

Note: In case an AAS is unable to fulfil his/her responsibilities, the Deputy AAS will have to assume the full responsibilities of an AAS.

2. School Data

- 2.1 Schools are required to submit their data online as appropriate to the HKEAA through the BCA Website: www.bca.hkeaa.edu.hk.
- 2.2 The personal data of students/teachers submitted by schools will be used by the HKEAA for the delivery of assessment services, and may be for conducting educational researches and analysis in an anonymous format. As such, they may be provided to the HKEAA's contractor/vendor (or their appointees) for delivery of processes which is not accomplished by the HKEAA, including but not limited to data punching and dispatch of examination documents. The personal data submitted by schools will also be disclosed to the HKSAR Government, other organisations or relevant parties where such disclosure is authorised or required by law.

The personal data of students is retained for up to six years, that of nominated and appointed teachers for seven years and that of nominated but not appointed teachers for two years. For all nominated teachers, when similar service is required by the Authority during the personal data retention period, their personal data may be transferred to the relevant units within the Authority for consideration. Thereafter, the forms together with all data and materials submitted by their respective schools in this connection will be disposed of unless there is a subsisting reason that obliges the Authority to retain the personal data for a longer period.

- 2.3 Schools may download if necessary for verification and amendment the information of ALL participating students (including students with SEN options) and school data already submitted online via the BCA Website. It is important for the Assessment Administration Supervisor to ensure the **amendments regarding newly admitted students, drop-outs or students requiring special arrangements for Written Assessments to be made online by 5 May 2023, otherwise they will not be shown on the checklists for the Written Assessments.**
- 2.4 Schools should submit the following information for any newly-admitted students: English name, class name, class number, sex, date of birth and STRN.
- 2.5 Amendments to school data should NOT be submitted by means of *Irregularity Report*, *Assessment Summary* or *Students' Attendance Record*.
- 2.6 Barcode labels for Written Assessments are generated from the school data submitted as at 31 March 2023. The HKEAA will not provide barcode labels to students whose information is submitted after 31 March 2023.
- 2.7 The *Question-answer Booklets Quantity Checklist*, *Checklist of Students Requiring Special Arrangements* and *Students' Attendance Record* for the Written Assessments are generated from the school data submitted as at 5 May 2023.
- 2.8 From 25 May 2023 onwards until the assessment days, schools can view the following documents to be used in the Written Assessments on the BCA Website:
- (1) *Question-answer Booklets Quantity Checklist* (see **Specimen b1**)
 - (2) *Question-answer Booklets Quantity Checklist (Special Arrangements)* (see **Specimen b2**) if there are such students in your school

- (3) *Checklist of Students Requiring Special Arrangements* (see **Specimen b3**) if there are such students in your school
- (4) *Students' Attendance Record* (see **Specimen b4**)

These checklists will be provided in the *Assessment Administration Supervisor's Working File* and the *Invigilator's Working File*.

- 2.9 Invigilators may make amendments to student data (such as adding, deleting or changing names) by correcting the data printed on the relevant *Students' Attendance Records* for taking attendance during the assessments. The Assessment Administration Supervisor should report any major discrepancies (such as adding of special arrangements, adding of new students, etc.) on the *Student Data Amendment Form* provided in the *Assessment Administration Supervisor's Working File*. Any changes made by schools on the *Students' Attendance Records* will not be updated on the BCA Website.

3. Guidelines on Selecting Special Arrangements

- 3.1 Schools are required to follow the existing policies and guidelines of the Education Bureau in selecting special assessment arrangements for students with special needs on the BCA Website before the deadlines for updating student information. Choices of special assessment arrangements range from WS0 to WS7. Please refer to the *Guidelines on Selecting Special Arrangements* (**Appendix b1**) for details.

B. WRITTEN ASSESSMENTS

4. Duties of Invigilators

- 4.1 Schools have full discretion to appoint any of their teaching staff or the Principal (except the Assessment Administration Supervisor and Deputy Assessment Administration Supervisor to avoid potential clashes in roles and responsibilities) to be the Invigilators of the Written Assessments. At least one Invigilator should be in charge of each class of students. Schools with students requiring special arrangements or non-Chinese speaking students may need to appoint additional Invigilators. One or two Reserve Invigilators should also be appointed for contingency deployment if necessary.
- 4.2 It is the recommendation of the HKEAA for schools to give priority to the current P.3 and P.6 teachers in the allocation of invigilation duties but these teachers are NOT permitted to invigilate their own subject classes (e.g. 6A Chinese Language teacher **must** NOT invigilate Class 6A in the Chinese Language assessments). The Assessment Administration Supervisor should ensure that Invigilators are not the subject teacher of the class and all instructions had been strictly adhered to during the assessment by Invigilators.
- 4.3 For environmental friendliness, the *Invigilators' Handbook* with entire set of Instructions to Invigilators for all subjects will NOT be provided to school based on the number of assessment sessions and number of classes with effect from 2019/20. The HKEAA will base on **the number of class** to send a few copies of the *Invigilators' Handbook* (which include the *Instructions to Invigilators* for all subjects and the students requiring special arrangements, General Guidance Notes for Invigilators and also the Notes for Invigilators on Completion of “*Assessment Summary for Written Assessments*” (see **Specimen b5**) and “*Students' Attendance Record*”) and a few copies of the *Instructions to Invigilators for Non-Chinese Speaking Students* taking the assessment separately (ONLY for schools with non-Chinese speaking students) to the Assessment Administration Supervisor via the courier on 23 May 2023 for the use on the assessment days. The Assessment Administration Supervisors can also download from the BCA Website the entire set of *Instructions to Invigilators* for i) all subjects; and ii) the students requiring special arrangements.
- 4.4 To ensure the proper conduct of the TSA, it is extremely important for the Assessment Administration Supervisor to
- (1) remind each of the Invigilators concerned to download the *Instructions to Invigilators* of related subject and brief each of the Invigilators concerned well in advance (by 29 May 2023 at the latest), including the Reserve Invigilators;
 - (2) remind each of the Invigilators to familiarise himself/herself with the *Instructions to Invigilators* beforehand; and
 - (3) place a copy of the *Invigilators' Handbook* in each assessment room on each assessment day.

5. Receipt of Materials for Written Assessments

- 5.1 Assessment materials in cartons, packed by assessment day and addressed to Assessment Administration Supervisors, will be delivered by the authorised courier of the HKEAA to schools on 2 or 5 June 2023 at the following times:

AM Session Schools: 8:00 a.m. - 1:00 p.m.

PM Session Schools: 1:00 p.m. - 5:00 p.m.

Whole-day Schools: 8:00 a.m. - 3:30 p.m.

The Assessment Administration Supervisor should make arrangements to ensure that he/she will receive the assessment materials in person and write down the total number of cartons received on the courier's receipt acknowledgement. Any non-receipt of assessment materials during the period indicated above or receipt of damaged / incorrect assessment materials should be immediately reported to the HKEAA by phone at 3628 8181 so as to enable remedial actions to be taken promptly. The Assessment Administration Supervisor should also send a written report on the incident to the HKEAA by using the electronic version of Assessment Administration Supervisor's Irregularity Report (see Specimen b6) afterwards.

- 5.2 Before the courier staff leaves the school, the Assessment Administration Supervisor should check to 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 the school code shown on each box are *fully accurate* (see **Specimen b12**).
- 5.3 The Assessment Administration Supervisor must keep the assessment materials received as detailed in paragraphs 6.1 and 6.3 below.
- 5.4 The HKEAA will select schools at random and visit them on 6 June 2023 as a part of the quality assurance of the logistic arrangements of the TSA. Upon arrival at a school, the HKEAA staff will show their staff ID cards and ask to see the Assessment Administration Supervisor. They will then check if the assessment materials have been delivered to the school and kept intact as instructed by the HKEAA. The cooperation of the Assessment Administration Supervisor in making this quality assurance check possible will be much appreciated.

6. Storage of Assessment Materials

- 6.1 *The materials for the Written Assessments are put in cartons marked "SECRET" on the outside. The Assessment Administration Supervisor must keep the entire set of cartons of assessment materials intact and locked in a secure cabinet or strong-room at all times when they are not in use until they are returned to the HKEAA.*
- 6.2 *The assessment day is given on the SECRET label of all cartons which must only be unsealed by the Assessment Administration Assistant (AAA) appointed by the HKEAA on their respective assessment days (refer to paragraph 7.14 for details).*

- 6.3 *To safeguard the secrecy of assessment questions, the Assessment Administration Supervisor must keep the CDs/USB devices and the packets of QA booklets SEALED even in opened cartons. These materials must only be unsealed by the Invigilators in the presence of the students in the classroom before the commencement of the respective assessments.*

7. On the Days of Written Assessments (i.e. 7 and 8 June 2023)

BEFORE THE COMMENCEMENT OF ASSESSMENTS

School Bell and PA System

- 7.1 In order to minimise disturbance to the participating students, the Assessment Administration Supervisor should, as far as possible, arrange to turn down or turn off the school bell.

Mobile Phone

- 7.2 During the conduct of the assessments, it is important for the Assessment Administration Supervisor to ensure his/her mobile phone is carried in such a way that the alert signal can be received and check the mobile phone regularly (every 15 to 20 minutes) so that incoming calls from the HKEAA will not be missed.

Seating Arrangement

- 7.3 Students should sit in sequential order of their class numbers. Due to the continued development of the COVID-19 pandemic, the Assessment Administration Supervisor, AAA, Invigilators and students should adhere to the *Precautionary Measures for TSA 2023 (Written Assessments)* (see **Appendix b3**) for conducting the written assessments and when setting up the assessment room.

Provision of CD Players

- 7.4 The Assessment Administration Supervisor should arrange to make available equipment that can read CDs/USB devices in each of the assessment rooms for conducting the Chinese Language and English Language Listening Assessments. Such equipment should be connected to an appropriate amplifier to ensure that the assessment content can be clearly heard by all students attending the assessments.
- 7.5 Schools are recommended to assign staff member with sufficient technical background to set up and thoroughly test the IT equipment to be used in the assessment one working day before the commencement of the assessment (i.e. 6 June 2023) as far as possible. If a computer is to be used for reading the CDs/USB devices in Listening Assessments, 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.

Time of Assessments

- 7.6 There should be a properly functioning clock prominently displayed in each assessment room so that the Invigilator and all students can clearly see the time when they need to.

All schools should start the assessment at **8:45 a.m. (AM session schools and whole-day schools) / 1:45 p.m. (PM session schools)** on both days. (A flexibility of no more than 15 minutes is allowed.)

Individual schools may need to allow students with special needs to start their separate assessment sessions earlier so that all students will finish their assessments at about the same time.

- 7.7 The assessment timetables given in Section I. B. **must** be followed by all schools.
- 7.8 All schools **must** finish all assessments no later than **12:30 p.m. (AM session schools and whole-day schools) / 5:30 p.m. (PM session schools)** on both days.

Assessment Administration Assistant

- 7.9 One AAA will be appointed by the HKEAA to support the Assessment Administration Supervisor and the Invigilators of each school to carry out their duties on the days of Written Assessments. An AAA's role is supportive only, not decision-making. Please refer to the *Instructions to Assessment Administration Assistants (Written Assessments)* (**Appendix b2**) for the full duties of AAAs.
- 7.10 An AAA should report for duty to the Assessment Administration Supervisor at **7:45 a.m. (AM session schools and whole-day schools) / 1:00 p.m. (PM session schools)**. If an AAA fails to arrive at **7:55 a.m. (AM session schools and whole-day schools) / 1:10 p.m. (PM session schools)**, the Assessment Administration Supervisor must report the situation to the TSA Administration Team by phone at 3628 8181.
- 7.11 Upon arrival, an AAA should show to the Assessment Administration Supervisor an appointment letter issued by the HKEAA and his/her HKID Card or Passport for identification. An AAA should wear a badge (see **Specimen b7**) provided by the HKEAA to identify himself/herself at all times when being on duty.
- 7.12 Assessment Administration Assistants are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission from the HKEAA.
- 7.13 The HKEAA will select schools at random to visit on the assessment days as a part of the quality assurance of the overall performance of the AAAs. Upon arrival at a school, the HKEAA staff will show their staff ID cards and ask to see the Assessment Administration Supervisor and AAA. They will then check if the AAA is performing the duties as instructed by the HKEAA.

Unpacking and Checking Assessment Materials

- 7.14 All cartons are packed by assessment day, with a label (see **Specimen b12**) which indicates:

- (1) assessment day and subject(s)
- (2) the total number of carton(s) of the day
- (3) the carton number

In the presence of the AAA, the Assessment Administration Supervisor should take out from the secure cabinet or strong-room the Stationery Box and all the cartons of assessment materials to be used on that assessment day. The AAA ***should check again that the cartons are for the materials to be used for that particular school/assessment day and confirm that such cartons have been kept intact. The AAA will then unseal the cartons with care.***

Note: The Assessment Administration Supervisor should provide a cutter for the AAA to unseal the carton with care as the carton will be re-used to return the assessment materials to the HKEAA.

- 7.15 *Assessment Administration Supervisor's Working File* and all stationery, such as adhesive tape, will be put into a Stationery Box. After the first day of assessment, the Stationery Box need not be sealed. The Assessment Administration Supervisor should keep them for use on the second day of assessment. The box itself can be used for returning assessment materials to the HKEAA.

- 7.16 The Assessment Administration Supervisor, assisted by the AAA, should open and check the Stationery Box which contains:

- (1) *Assessment Administration Supervisor's Working File*:
 - i. *Checklist for the Assessment Administration Supervisor (Written Assessments)*
 - ii. *Question-answer Booklets Quantity Checklist* (see **Specimen b1**)
 - iii. *Question-answer Booklets Quantity Checklist (Special Arrangements)* (see **Specimen b2**, ONLY for schools with students requiring special arrangements)
 - iv. *Checklist of Students Requiring Special Arrangements* (see **Specimen b3**, ONLY for schools with students requiring special arrangements)
 - v. Hyperlink for the electronic version of *Assessment Administration Supervisor's Irregularity Report* (see **Specimen b6**) (which should be completed and returned to the HKEAA even if there is no irregularity)
 - vi. 1 spare P.3 and 1 spare P.6 *Envelope for Worked Question-answer Booklets (Envelope D)* (see **Specimen b8**) and 1 spare *Envelope for Surplus Assessment Materials (Envelope E)* (see **Specimen b9**)
 - vii. 1 or 2 copies of *Assessment Administration Assistant's Attendance Record* (see **Specimen b10**)
 - viii. *Assessment Administration Assistant's Identification badge*
 - ix. 1 copy of *Student Data Amendment Form*
 - x. An additional copy of the *Invigilators' Handbook*
 - xi. 1 copy of the *Instructions to Invigilators for Non-Chinese Speaking Students* taking the assessment separately (ONLY for schools with WS1 Non-Chinese Speaking students)

- xii. Enough copies of bilingual instruction sheet for Chinese Language Reading, Listening and Writing Assessments (ONLY for schools with WS1 Non-Chinese Speaking students)
- xiii. Special Notice (if any)

- (2) Enough quantities of *Envelope for Worked Question-answer Booklets (Envelope D)* and *Envelope for Surplus Assessment Materials (Envelope E)* for all classes and subjects
- (3) Barcode labels for all classes and subjects
- (4) Rough work sheets for Mathematics Assessment
- (5) HKEAA sealing labels (see **Specimen b11**)
- (6) Adhesive tape
- (7) Enough quantities of souvenirs for distributing to P.3 students after these students have finished the assessments (one souvenir for each student)

Note: Due to the environmental friendliness, from TSA 2024 onwards, all P.3 students will no longer receive souvenirs upon their completion of the Written Assessments.

7.17 The assessment materials (including *Invigilator's Working File*, QA booklets and CDs/USB devices) are packed by class and assessment session. The Assessment Administration Supervisor, assisted by the AAA, should:

- (1) with the *Question-answer Booklets Quantity Checklist* and *Question-answer Booklets Quantity Checklist (Special Arrangements)*, check to see if the question-answer (QA) booklets received and the special arrangements detailed correspond with the actual requirements of the school
- (2) read the Special Notice, if available, for action
- (3) check that the total number of barcode label packs is the same as the number of classes of the school and number of assessment session
- (4) check that the total number of rough work sheet packs is the same as the number of classes of the school
- (5) check that the total number of *Envelope D* and *Envelope E* is the same as the number of classes of the school and number of assessment papers (e.g. 7 P.3 and P.6 classes x 6 papers = 42 *Envelope D* and 42 *Envelope E*)
- (6) keep the HKEAA sealing labels for packing assessment materials after they have been returned by the Invigilators
- (7) confirm the CDs/USB devices and QA booklets are SEALED
- (8) confirm that the paper codes of the CDs/USB devices and QA booklets used by the same class for the Chinese Language Listening Assessment are the same (for 7 June only)
- (9) confirm that the language version of the CDs/USB devices (Cantonese or Putonghua) for the Chinese Language Listening Assessment is the version opted for by the school (for 7 June only)
- (10) confirm that the paper codes of the CDs/USB devices and QA booklets used by the same class for the English Language Listening Assessment are the same (for 8 June only)
- (11) confirm that the language version of the Mathematics QA booklets (Chinese or English) is the version opted for by the school (for 8 June only)
- (12) ONLY for schools with Non-Chinese Speaking students or students requiring special arrangements: confirm receipt of assessment materials and the

relevant guidelines for these students (e.g. guidelines for time extension arrangement during the Listening Assessments for WS7 students), which are bundled together under the label ‘Materials for Students Requiring Special Arrangements’

- (13) ***report any missing items or items in short supply to the HKEAA by phone at 3628 8181 immediately to ensure the situation can be rectified before the commencement of assessments***

Note: Cases such as minor discrepancies regarding the total number of students of a class (while the overall quantity of assessment materials supplied is sufficient for the smooth conduct of assessments of the school as a whole) need **NOT** be reported.

Invigilators

- 7.18 Invigilators should report for duty to the Assessment Administration Supervisor at least 20 minutes before the assessment commencement time with the *Instructions to Invigilators* of related subject. Once the Invigilators have reported for duty, with the help of the AAA, the Assessment Administration Supervisor should distribute the following to the Invigilators:

- (1) *Invigilator’s Working File* which contains:
 - i. Hyperlink for the electronic version of *Assessment Summary for Written Assessments*
 - ii. *Task Checklist for Invigilator* (the back page of the *Assessment Summary for Written Assessments*)
 - iii. *Students’ Attendance Record*Please check to ensure that the Invigilators are given the working file for the class and assessment session that they are assigned to
- (2) Barcode labels of that particular assessment session
Please check to ensure that the Invigilators are given the barcode labels for the class and assessment session that they are assigned to.
- (3) *Envelope(s) for Worked Question-answer Booklets (Envelope D)*, 1 envelope for each class each assessment paper
- (4) *Envelope(s) for Surplus Assessment Materials (Envelope E)*, 1 envelope for each class each assessment paper
- (5) CDs/USB devices in **SEALED** packets (for the English Language and Chinese Language Listening Assessments)
- (6) QA booklets in **SEALED** packet(s)
- (7) Rough work sheets, 1 pack for each class (for Mathematics only)

For Invigilators in charge of the students taking the assessment separately

- i) All assessment materials to be used each day are bundled together under the label ‘Materials for Students Requiring Special Arrangements’.
- ii) Students taking the assessment separately will not be provided a separate set of barcode labels. Their barcode labels are included as a set given to their own respective classes. These students should be asked to fill in the school code, class name and class number on the cover page of the QA booklets.
- iii) After the assessments, their worked QA booklets should be returned to their respective classes or the Assessment Administration Supervisor and

- Invigilators should then help by sticking barcode labels on to the worked QA booklets of these students.
- iv) No working file will be provided to Invigilators in charge of the students taking the assessment separately. The attendance of these students should be taken by the Invigilators of their respective classes. The Invigilators of the students requiring special arrangements should inform the Assessment Administration Supervisor of any irregularities which take place during their assessment sessions.
 - v) The Assessment Administration Supervisor should report these irregularities by means of the electronic version of *Assessment Administration Supervisor's Irregularity Report* which is to be sent to the HKEAA immediately afterwards.

Support Measures to Non-Chinese Speaking (NCS) Students

- 7.19 Additional English Mathematics paper will be provided if the class of NCS students (i.e. WS1 students) is using the Chinese Mathematics paper. Schools may choose to use either language for these students according to their learning needs.
- 7.20 Enough copies of the bilingual instruction sheets of Chinese Reading, Listening and Writing Assessments will be put into the *Assessment Administration Supervisor's Working File* and the Assessment Administration Supervisor may distribute the instruction sheets to the students and make copies if necessary.
- 7.21 Two special CDs/USB devices for Chinese Listening will be provided to schools with P.6 NCS students. This special CD/USB device, with all questions and options read aloud to the students, is **for P.6 NCS students ONLY**. Schools concerned MAY choose to use the special CD/USB device or not, depending on the learning needs of the students. If they choose to do so, the NCS students will have to take the assessment separately in another classroom or computer room.
- 7.22 After the P.6 Chinese Listening Assessment, all materials, including the worked QA booklets and CDs/USB devices used in the separate assessment room, should be returned to the original class. It is not necessary to return these worked QA booklets in a separate envelope.
- 7.23 Enhanced instructions on answering questions for the Chinese Reading Assessment will be provided to schools with NCS students. These instructions are **for NCS students ONLY**. Schools concerned MAY choose to use these instructions or not, depending on the learning needs of the students. If they choose to do so, the NCS students will have to take the assessment separately in another classroom. For the convenience of these schools, an extra package provided with only one sub-paper together with the enhanced instructions will be provided.
- 7.24 In the Chinese Writing Assessment, schools MAY **read aloud** the writing topic to the NCS students. Again, in order not to affect the other students, schools doing so should arrange for the NCS students to take the assessment separately.
- 7.25 In order to facilitate the writing topic to be read aloud in the Chinese Writing Assessment for NCS students, a special paper pack containing copies of only one sub-paper will be provided to each school.

- 7.26 All assessment materials for NCS students to be used each day will be bundled together under the label ‘Materials for Students Requiring Special Arrangements’.

Assessment Materials

- 7.27 The following tables detail the assessment materials required for each assessment session:

Assessment Session	Assessment Materials for 7 June 2023
Chinese Language (Reading and Listening)	<ul style="list-style-type: none"> • <i>Invigilator’s Working File (Chinese Language - Reading and Listening)</i> which contains: <ul style="list-style-type: none"> - Hyperlink for the electronic version of <i>Assessment Summary for Written Assessments</i> - 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>) - 2 copies of <i>Students’ Attendance Record</i> (1 for Reading and 1 for Listening) • 1 pack of barcode labels (for both Reading and Listening) <p>Reading</p> <ul style="list-style-type: none"> • 1 to 2 SEALED packet(s) of QA booklets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i> <p>Listening</p> <ul style="list-style-type: none"> • 1 to 2 CDs/USB devices in SEALED packets • 1 to 2 SEALED packet(s) of QA booklets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i>
Chinese Language (Writing)	<ul style="list-style-type: none"> • <i>Invigilator’s Working File (Chinese Language - Writing)</i> which contains: <ul style="list-style-type: none"> - Hyperlink for the electronic version of <i>Assessment Summary for Written Assessments</i> - 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>) - 1 copy of <i>Students’ Attendance Record</i> • 1 pack of barcode labels • 1 to 2 SEALED packet(s) of QA booklets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i>
Assessment Session	Assessment Materials for 8 June 2023
English Language (Reading & Writing, Listening)	<ul style="list-style-type: none"> • <i>Invigilator’s Working File (English Language –Reading & Writing and Listening)</i> which contains: <ul style="list-style-type: none"> - Hyperlink for the electronic version of <i>Assessment Summary for Written Assessments</i> - 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)

	<ul style="list-style-type: none"> - 2 copies of <i>Students' Attendance Record</i> (1 for Reading & Writing and 1 for Listening) • 1 pack of barcode labels (for both Reading & Writing and Listening) <p>Reading & Writing</p> <ul style="list-style-type: none"> • 1 to 2 SEALED packet(s) of QA booklets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i> <p>Listening</p> <ul style="list-style-type: none"> • 1-2 CDs/USB devices in SEALED packets • 1 to 2 SEALED packet(s) of QA booklets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i>
Mathematics	<ul style="list-style-type: none"> • <i>Invigilator's Working File (Mathematics)</i> which contains: <ul style="list-style-type: none"> - Hyperlink for the electronic version of <i>Assessment Summary for Written Assessments</i> - 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>) - 1 copy of <i>Students' Attendance Record</i> • 1 pack of barcode labels • 1 to 2 SEALED packet(s) of QA booklets • 1 pack of rough work sheets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i>

DURING THE ASSESSMENTS

Support to Invigilators

- 7.28 The AAA should patrol outside the assessment rooms at least once in every 40 minutes to support the Invigilators when necessary. The Assessment Administration Supervisor should indicate to the AAA the area where he/she should be patrolling to ensure all assessment rooms are sufficiently covered.
- 7.29 During the assessments, the Assessment Administration Supervisor must ensure the AAA knows his/her whereabouts within the school premises so that the AAA can obtain timely assistance or advice when necessary.

Shortage of QA booklets

- 7.30 A number of surplus QA booklets will be given to each class. If an Invigilator finds that the QA booklets for his/her class are insufficient, he/she should ask an AAA to seek the help of the Assessment Administration Supervisor.

Chinese Language (Reading and Writing), Mathematics and English Language (Reading & Writing):

The Assessment Administration Supervisor should arrange to use the surplus QA booklets from other classes. If the QA booklets provided for the school as a whole are insufficient, the Assessment Administration Supervisor should call the HKEAA immediately at 3628 8181 for advice.

Chinese Language (Listening):

The Assessment Administration Supervisor should call the HKEAA immediately at 3628 8181 for assistance.

English Language (Listening):

The Assessment Administration Supervisor should call the HKEAA immediately at 3628 8181 for assistance.

Defective CDs/USB devices or Different contents of CDs/USB devices

- 7.31 If the given CD/USB device and even the spare CD/USB device are defective or problematic content wise, the Invigilator should call the HKEAA immediately via the Assessment Administration Supervisor or AAA at 3628 8181 for assistance. After the assessments, the Assessment Administration Supervisor should mark “Defective” or “Wrong Content” on the CD/USB envelope and return this problematic CD/USB device together with the *Assessment Administration Supervisor’s Working File* to the HKEAA for follow-up actions.

Students without barcode Labels

- 7.32 New students (or any student data submitted to the HKEAA after 31 March 2023) may not be given barcode labels. Students without barcode labels should just fill in the school code, class name and class number on the cover page of the QA booklets. The HKEAA will process their worked QA booklets separately. The Assessment Administration Supervisor should return the information of new students to the HKEAA through completing the *Student Data Amendment Form* provided in the *Assessment Administration Supervisor’s Working File*.

AFTER THE ASSESSMENTS

Checking of Assessment Materials by Invigilators

- 7.33 Before dismissing the students, each Invigilator should ensure barcode labels have been properly stuck on to the worked QA booklets and the correct number of worked QA booklets has been collected. He/She should then put the worked QA booklets into the Envelope D, accurately fill in the information required on the envelope with a ball pen and sign in the appropriate space on the envelope.
- 7.34 The Invigilator should put all other assessment materials, such as the *Invigilator’s Working File*, completed *Students’ Attendance Record*, CDs/USB devices, unused QA booklets, unused barcode labels, both used and unused rough work sheets, worked QA booklets (ONLY for student(s) exempted from the assessment, e.g. WS3, WS4) into the Envelope E.

- 7.35 Both envelopes should be left open by the Invigilator since all assessment materials have to be returned to the Assessment Administration Supervisor for checking.

Checking and Packing of Assessment Materials by Assessment Administration Supervisor and Assessment Administration Assistant

- 7.36 With the help of the AAA, the Assessment Administration Supervisor should check the materials returned by the Invigilators to ensure the following has been done:

Envelope for Worked Question-answer Booklets (Envelope D)

- (1) the number of worked QA booklets returned is the same as the number of scripts collected on the *Students' Attendance Record* of each class
- (2) worked QA booklets are arranged in class number order, with the smallest class number on top
- (3) barcode labels have been properly stuck on to the worked QA booklets
- (4) the school code (the last 3 digits ONLY of the full school code) and class name entered by the students on the covers of the worked QA booklets are the same as those printed on the *Students' Attendance Record* (by checking QA booklets at random)
- (5) the information entered (i.e. the total number of scripts collected, the total number of absentees and the class numbers of absentees) on *Envelope D* is accurate and **matches with the information on the *Students' Attendance Record***
- (6) A ☒ has been marked in the column of "Enlarged Worked QA Booklets included" on the envelope if there are A3 enlarged worked QA booklets found in the envelope

Envelope for Surplus Assessment Materials (Envelope E)

- (7) the *Students' Attendance Record* is properly completed
- (8) all CDs/USB devices have been returned (for the Chinese Language and English Language Listening Assessments only)
Note: Any defective CDs/USB devices or CDs/USB devices with wrong content should be returned together with the Assessment Administration Supervisor's Working File to the HKEAA for follow-up actions
- (9) unused QA booklets have been returned, including those of absentees and exempted students
- (10) unused barcode labels
- (11) both used and unused rough work sheets have been returned (for Mathematics only)
- (12) worked QA booklets have been returned (ONLY for students exempted from the assessment, e.g. WS3, WS4)
- (13) unused souvenirs have been returned (for P.3 only)

Note: For an assessment session with 2 Envelopes E, the Invigilator's File should always be put into the Envelope E of the latter session.

Students Taking Assessment Separately

- i) These students should be asked to fill in the school code, class name and class number on the cover page of the QA booklets.
- ii) Invigilators should help in sticking barcode labels on to the worked QA booklets of these students after the booklets have been returned to their

respective classes or the Assessment Administration Supervisor upon completion of the assessment session.

- iii) The worked QA booklets of these students should be packed together with those of their classmates into the respective *Envelopes D*.
- iv) The surplus assessment materials of these students can be put into the *Envelope E* of the same assessment session of any class.
- v) Students exempt from assessments should be treated as absentees and the total number of absentees should be recorded on the *Students' Attendance Record*.
- vi) Ensure the information entered on the *Students' Attendance Record*, *Envelope D* and *Envelope E* covers these students as well.

- 7.37 If there is any irregularity which took place in the classroom or school hall, the Invigilator should report all detailed information (class name, class number, type of incident, affected paper code, duration, etc.) by means of the electronic version of *Assessment Summary for Written Assessments* which is to be sent to the HKEAA immediately afterwards.
- 7.38 If any discrepancies are found, the Assessment Administration Supervisor should try to rectify the situation immediately. If the situation cannot be rectified, the Assessment Administration Supervisor should give a verbal report to the HKEAA by phone at 3628 8181 immediately. The Assessment Administration Supervisor should then record the irregularities identified by himself/herself and remedial actions taken by using the electronic version of *Assessment Administration Supervisor's Irregularity Report* which should be immediately sent to the HKEAA.
- 7.39 The Assessment Administration Supervisor should put the worked QA booklets back into *Envelope D* after checking. Please note that one envelope should be used for each assessment paper each class (i.e. for each class, there will be 3 envelopes for Chinese Language - Reading, Listening and Writing, 1 envelope for Mathematics, and 2 envelopes for English Language - Listening, Reading & Writing). The envelopes should then be sealed with the HKEAA sealing labels. The Assessment Administration Supervisor and AAA should both sign across the labels.
- 7.40 One *Envelope E* should be used for each assessment paper each class. The AAA should fill in the required information and sign in the appropriate space on each envelope. The Assessment Administration Supervisor and AAA should together seal the envelopes with the HKEAA sealing labels and sign across the labels.
- 7.41 The electronic version of *Assessment Administration Supervisor's Irregularity Report* must be completed before the completion of the whole assessment even if there is no irregularity.

Packing of Assessment Materials

- 7.42 All assessment materials, including:

- (1) sealed *Envelopes D*
- (2) sealed *Envelopes E*

should be returned to the cartons in which these materials were sent to the schools. Upon completion of the whole assessment, the Assessment Administration

Supervisor, with the assistance of the AAA, should put the *Assessment Administration Supervisor's Working File* into the Stationery Box or one of the cartons for return of assessment materials and properly seal all the cartons.

Assessment Administration Assistant's Attendance Record

- 7.43 The Assessment Administration Supervisor should ask the AAA to complete and sign the *Assessment Administration Assistant's Attendance Record* before he/she leaves the school.
- 7.44 The Assessment Administration Supervisor should countersign in verification of the arrival time and also rate the performance of the AAA in the appropriate section of this form. The Assessment Administration Assistant's Identification badge and completed form should be put inside the *Assessment Administration Supervisor's Working File* and returned to the HKEAA together with other assessment materials.

Storage of Assessment Materials

- 7.45 In case the HKEAA cartons are damaged or insufficient to hold all the assessment materials, the Assessment Administration Supervisor may arrange to use the Stationery Box or other suitable cartons for return of assessment materials to the HKEAA. The Assessment Administration Supervisor should seal the cartons with adhesive tape and put a sheet on each carton, clearly stating the school code, name of school in both English and Chinese, school address, the serial number of the carton and the total number of cartons (see **Specimen b12**).
- 7.46 If the Assessment Administration Supervisor is adding an extra carton on a particular assessment day (instead of simply replacing damaged carton), it is important for him/her to amend the total number of cartons on **all carton labels of the day**. For example, if one carton is added to make a total of 3 cartons, the total number of cartons should be changed from box X of **2** to box X of **3**. This can be done by simply crossing out 2 on the carton labels with a felt tip pen and write 3 next to it.
- 7.47 *The Assessment Administration Supervisor must keep the cartons and assessment materials locked in a secure cabinet or strong-room at all times when they are not in use until they are returned to the HKEAA.*
- 7.48 The Assessment Administration Supervisor can dismiss the AAA when he/she has completed all the assessment administration work detailed above.

8. Post-assessment Arrangements

Collection of Assessment Materials

- 8.1 The HKEAA will arrange an authorised courier to collect assessment materials from schools on either 8 or 9 June 2023.

- 8.2 The Assessment Administration Supervisor should pass on to the authorised courier of the HKEAA all used and unused assessment materials in properly sealed cartons.

9. Emergencies

Bad Weather on the Day for Receiving Assessment Materials

- 9.1 If the Education Bureau decides that primary schools are to be closed due to bad weather on the day, the delivery of assessment materials will be postponed to 6 June 2023.

Bad Weather on the Days of Written Assessments

- 9.2 Public announcement to be made by the Education Bureau regarding the closure of schools and cancellation or postponement of the assessments due to bad weather will be broadcast through radio and television. In case of doubt about the cancellation or postponement of the assessments, the Assessment Administration Supervisor should pay attention to the public announcement right up to the time he/she leaves for the school.
- 9.3 If primary schools are to be closed in the morning on either of the two days, the whole day of the assessments will be rescheduled to **12 June 2023**. The collection of the assessment materials will be postponed to 13 June 2023.
- 9.4 If primary schools are to be closed in the afternoon on either of the two days, the PM session of the day of the assessments will be rescheduled to the **afternoon of 12 June 2023**. The collection of the assessment materials will be postponed to 13 June 2023.
- 9.5 The Education Bureau issued the Circular Memorandum (No. 90/2022) on 6 July 2022 to inform all primary schools of the arrangements for the administration of the TSA 2023. Schools are responsible for communicating the timetable and the contingency arrangements on the reserve day to parents early by way of written notification to ensure students' participation in the TSA in order to generate comprehensive and useful information for schools to improve learning and teaching.

Bad Weather on the Day for Collecting Assessment Materials

- 9.6 If the Education Bureau decides that primary schools are to be closed due to bad weather on the day, collection of assessment materials will be postponed to 12 June 2023.

Other Emergencies

- 9.7 In cases of emergencies other than bad weather, such as fire outbreak, power failure, etc., the Assessment Administration Supervisor should deal with the situation first and then report the case to the HKEAA by phone at 3628 8181. A written report on the case and the remedial actions taken in the form of a completed electronic version of *Assessment Administration Supervisor's Irregularity Report* should be sent to the HKEAA immediately afterwards.
- 9.8 The Assessment Administration Supervisor should always bear in mind that the AAA has no decision-making responsibilities and cannot help the school make any decision regarding the handling of irregularities and emergencies.

C. CONTACT US

Education Assessment Services Division
Hong Kong Examinations and Assessment Authority
Unit 903-906, 9/F, Stelux House
698 Prince Edward Road East
San Po Kong, Kowloon

For subject and assessment related matters:

Tel: 3628 8188
Fax: 3628 8138

For assessment administration matters:

Tel: 3628 8181
Fax: 3628 8190
Email: tsa1@hkeaa.edu.hk

For technical support related to online services:

Tel: 3628 8177
Fax: 3628 8138
Email: tsa@hkeaa.edu.hk
BCA Website: www.bca.hkeaa.edu.hk

2023 年全港性系統評估（小學） 評估行政助理須知（紙筆評估）（不連工作一覽表及樣本）

一、 評估行政助理之職責

1. 評估行政助理需在被委派學校的評估行政主任監督下執行職務。
2. 於全港性系統評估（評估）進行期間 **2023 年 6 月 7 日及 8 日**；如有需要或於 **2023 年 6 月 12 日**（請參考第十一部份停課安排）協助評估行政主任及監考員執行評審工作。
3. 評估行政助理必須出席培訓工作坊以了解於評估進行期間的角色及職務。
4. 作為香港考試及評核局（考評局）的代表，評估行政助理被委派到學校執行職務；必須嚴格遵守及熟讀此須知和培訓時提供的指引，並以專業的操守處理評估期間的工作。
5. 除獲考評局特殊許可，在整個評估行政工作進行期間，評估行政助理不能擅自離開指定的學校。
6. 評估行政助理的職責只是提供協助而毋須作出任何決定。
7. 如學校全級參與的小三級及小六級合共有 **8 班或以上**，考評局將委派 2 位評估行政助理，其分工如下：

職務編號	備註	職務分工
AAA	被選派的學校只有 1 位 評估行政助理	執行所有評估行政助理的職務
AAA 1	被選派的學校有 2 位 評估行政助理	- 第七部份的工作（小三班級） - 第八部份的工作（所有班級） - 有需要時，協助 AAA2 完成第九部份（第 1-4 點）的工作（所有班級）
AAA 2		- 第七部份的工作（小六班級） - 第九部份（第 1-4 點）的工作（所有班級）

8. 為監察評估行政助理的服務質素，考評局將以隨機抽樣形式選出學校，並在評估當日探訪被選出的學校。考評局職員在抵埗後，將出示職員證，並要求約見評估行政主任及評估行政助理。考評局職員將檢視評估行政助理是否如考評局所示履行職務。

二、 衣飾

1. 在執行職務期間，評估行政助理必須佩戴由考評局提供之工作證，以識別身份。
2. 評估行政助理之服飾必須整齊及整潔，並穿著軟底不發出聲響之鞋子

及佩戴沒有計時響鬧功能的手錶。長裙、及膝裙、西褲、有領與袖手的襯衫、外襖均為可接受之服飾。衣著絕不能過份暴露或帶有冒犯性，不得穿著短褲、牛仔褲、運動服裝及涼鞋。為免滋擾評估的進行，不要穿著硬底會發出聲響之鞋子及佩戴任何會發出聲響的首飾如手鐲、珠鍊等。

3. 評估行政助理需於執勤期間不時在走廊外巡察，並需確保個人之隨身物品妥善放好於手提包內，以便隨身攜帶。考評局或被委派的學校均不會為評估行政助理任何個人財物的損失負上責任。
4. 在執行職務期間，請將手提電話的響鬧裝置設定為**震動模式**。評估行政助理應確保手提電話隨身攜帶及能夠接收來電／提示訊號，並定期檢查電話（每 15 至 20 分鐘），以免未能注意到考評局的來電。

三、 必須攜帶物品

在評估當日，評估行政助理必須確保攜帶以下物件前往學校：

1. 評估行政助理須知
2. 由考評局發出之委任信
3. 香港身份證或護照

四、 準時抵達

1. 確定核對清楚委任信上的**學校全名與地址**，以免錯誤前往相類似名稱的學校。
2. 評估行政助理必須於**早上 7 時 45 分（上午校及全日制）或下午 1 時（下午校）前**向評估行政主任報到。
3. 評估行政助理抵步後，需向評估行政主任出示由考評局發出的委任信及香港身份證或護照，以便核實身份。
4. 如未能履行評估行政助理之職務，請於**最少 3 個工作天前**通知考評局。
5. 考評局職員會於評估當日上午 6 時 30 分開始值班，如因突發事件或緊急事故未能於評估當日擔任評估行政助理，請務必於**當日上午 6 時 45 分之前**通知考評局。

五、 評估時間表

日期	2023 年 6 月 7 日	
級別	小三	小六
評估範疇	中國語文科－閱讀 3CR (25 分鐘)	中國語文科－閱讀 6CR (30 分鐘)
	中國語文科－聆聽 3CL (約 20 分鐘)	中國語文科－聆聽 6CL (約 20 分鐘)
休息(15 至 35 分鐘)		
評估範疇	中國語文科－寫作 3CW (40 分鐘)	中國語文科－寫作 6CW (55 分鐘)
完成評估	上午校及全日制學校：不遲於下午 12:30 完成 下午校學校：不遲於下午 5:30 完成	

日期	2023 年 6 月 8 日	
級別	小三	小六
評估範疇	英國語文科－閱讀和寫作 3ERW (30 分鐘)	英國語文科－閱讀和寫作 6ERW (50 分鐘)
	英國語文科－聆聽 3EL (約 20 分鐘)	英國語文科－聆聽 6EL (約 30 分鐘)
休息(15 至 35 分鐘)		
評估範疇	數學科 3MC/3ME (40 分鐘)	數學科 6MC/6ME (50 分鐘)
完成評估	上午校及全日制學校：不遲於下午 12:30 完成 下午校學校：不遲於下午 5:30 完成	

需確保每日的評估在上午 8 時 45 分（上午校及全日制學校） / 下午 1 時 45 分（下午校）開始。（容許最多 15 分鐘的彈性處理）

所有學校必須依照評估時間表進行評估。個別學校或需安排有特殊需要的學生提早開考，好讓所有學生可在相若時間完成評估。

六、 評估試卷

- 中國語文科（閱讀）**3/6CR**、中國語文科（寫作）**6CW**、數學科 **3/6MC** 或 **3/6ME**、英國語文科（閱讀和寫作）**3/6ERW** 的評估均設有分卷（如 **3CR1**、**3CR2** 等）。有關的分卷採用不同的顏色打印及依次序排列於

每一包的試題答題簿內。為了把所有分卷盡量平均分配，監考員會向第一位學生派發第一張分卷，第二位學生派發第二張分卷，依此類推。

2. 聆聽評估亦設有分卷。在每一分節中，中國語文科的聆聽 **3CL** 設有兩張分卷，**6CL** 只有一張分卷；英國語文科的聆聽 **3EL** 設有三張分卷，而 **6EL** 則設有兩張分卷。同一班的學生會給予相同的分卷。而聆聽評估的分卷編號應與光碟／快閃記憶棒（USB）上的分卷編號相同。

七、 評估進行前

開啟及核對評估物料

1. 評估行政主任應在評估行政助理見證下，將文具箱及用以盛載評估物料的紙箱從堅固的櫃或密室中取出。評估行政助理應再次檢查紙箱是否屬於該學校／當日所使用的評估物料及仍保持原封不動，並以評估行政主任提供的剗刀開啟紙箱。因紙箱將重用以盛載評估物料交回考評局，評估行政助理應小心開啟。
2. 評估行政助理協助評估行政主任打開文具箱，內有：
 - (1) 「評估行政主任文件檔」：
 - i. 「評估行政主任工作備忘（紙筆評估）」
 - ii. 「試題答題簿數量核對表」（樣本 1）
 - iii. 「試題答題簿數量核對表（特別安排）」（樣本 2）（如學校有需特別安排的學生）
 - iv. 「需特別安排學生人數核對表」（如學校有需特別安排的學生）（樣本 3）
 - v. 「學生抽樣名單」（見樣本 11）（如學校是以抽樣形式參與小三評估）
 - vi. 「評估行政主任－異常事項報告」電子版的超連結
 - vii. 1 個後備的小三「答卷封套（D 封套）」、1 個後備的小六「答卷封套（D 封套）」（樣本 4A）及 1 個後備的「剩餘評估物料封套（E 封套）」（樣本 5A）
 - viii. 1 或 2 份「評估行政助理出席紀錄表」（樣本 6）
 - ix. 1 或 2 個「評估行政助理工作證」（樣本 7）
 - x. 1 份「更正學生資料表格」
 - xi. 1 本額外的「監考員手冊」
 - xii. 1 份只供非華語學生分開進行評估的「監考員須知」（如學校有 WS1 非華語學生）
 - xiii. 供非華語學生在中國語文科閱讀、聆聽及寫作評估中使用的中、英對照「學生須知」（如學校有 WS1 非華語學生）
 - xiv. 特別通告（如有的話）
 - (2) 足夠數量的「答卷封套（D 封套）」及「剩餘評估物料封套（E 封套）」，供所有班別及科目使用（小六／全體小三：每班別每評

估卷別各一個封套；小三抽樣：每評估卷別各一個封套)

- (3) 電腦條碼 (樣本 8A)，供所有班別及科目使用
- (4) 草稿紙 (只適用於數學科) (小六／全體小三：每班別 1 疊；小三抽樣：全級 1 疊)
- (5) 考評局封條
- (6) 封箱膠紙
- (7) 足夠數量的紀念品，供分發予完成每一科評估的小三級學生，中國語文科、英國語文科及數學科各一個紀念品

3. 不同班別及評估分節的物料 (包括「監考員文件檔」、試題答題簿及光碟／快閃記憶棒 (USB) 等) 將分開包裝 (小六／全體小三：每班別每評估卷別各一札；小三抽樣：每評估卷別各一札)，評估行政助理協助評估行政主任：

- (1) 使用「試題答題簿數量核對表」及「試題答題簿數量核對表 (特別安排)」核對試題答題簿的數量及所列的特別安排是否與學校的實際要求相符
- (2) 細閱特別通告 (如有的話) 並作出適當的安排
- (3) 核對電腦條碼的數目是否與學校的班級數目及當日的評估分節相符
- (4) 核對數學科使用的草稿紙包數是否與學校的班級數目相符 (如學校是以抽樣形式參與小三，只有 1 疊草稿紙)
- (5) 核對「D 封套」及「E 封套」的數目是否與學校的班級數目及評估卷別數目相符 (例如：3 班小三 x 6 張評估卷別 = 18 個小三「D 封套」及 18 個「E 封套」)，如學校是以抽樣形式參與小三，只有 6 個小三「D 封套」及 6 個「E 封套」
- (6) 妥善保存考評局封條，以便監考員交回評估物料時封口用
- (7) 確保光碟／快閃記憶棒 (USB) 及試題答題簿保持密封
- (8) 確保全級 (如學校以抽樣形式參與小三)／每班的中國語文科聆聽評估光碟／快閃記憶棒 (USB) 的分卷編號與試題答題簿的分卷編號相同 (只適用於 6 月 7 日)
- (9) 確保中國語文科聆聽評估的光碟／快閃記憶棒 (USB) 的語言版本 (廣州話或普通話) 與學校選擇的相同 (只適用於 6 月 7 日)
- (10) 確保全級 (如學校以抽樣形式參與小三)／每班的英國語文科聆聽評估光碟／快閃記憶棒 (USB) 的分卷編號與試題答題簿的分卷編號相同 (只適用於 6 月 8 日)
- (11) 確保數學科的試題答題簿的語言版本 (中文或英文) 與學校選擇的相同 (只適用於 6 月 8 日)
- (12) 確保已接收非華語學生或「需特別安排學生」的評估物料及相關指引 (例如：WS7 學生延長聆聽評估的時間安排)，這些評估物料將捆綁在一起，包裝上註有「需特別安排學生的評估物料」字樣 (只適用於有需特別安排學生的學校)

4. 如評估物料有缺漏情況，評估行政主任應該立即致電 3628 8181 通知考評局以便於評估開始前作出補救。

5. 某些輕微的差異，如其中一班學生的人數不符（但學校整體接收的試題答題簿足以應付短缺，評估亦能順利舉行），便不需通知考評局有關的差異。學生資料的變動，如學生姓名、班號、加減學生等，評估行政主任需在「更正學生資料表格」上更新。

派發評估物料予監考員

1. 評估行政助理需協助評估行政主任派發以下物料予監考員：

- (1) 「監考員文件檔」，內有：

- i. 「紙筆評估總結表」電子版的超連結（**樣本 9**）
- ii. 「監考員工作核對表」（在「紙筆評估總結表」的背面）
- iii. 「學生出席紀錄表」（**樣本 10**）

請檢查及確定監考員所收到的文件檔是屬於被分派到的班別及評估分節。（小六／全體小三：每班別每評估卷別各一個文件檔；小三抽樣：每評估卷別各一個文件檔）

- (2) 該評估分節的電腦條碼

請檢查及確定監考員所收到的電腦條碼是屬於被分派到的班別及評估分節。

- (3) 「答卷封套(D 封套)」，每班每份卷別 1 個 { 若有聆聽評估的評估分節應派發 2 個 }

- (4) 「剩餘評估物料封套(E 封套)」，每班每份卷別 1 個 { 若有聆聽評估的評估分節應派發 2 個 }

- (5) 密封的光碟／快閃記憶棒（USB）（只適用於中國語文科及英國語文科聆聽評估）

- (6) 密封的試題答題簿封包

- (7) 草稿紙（只適用於數學科），每班 1 疊（小六／全體小三：每班別 1 疊；小三抽樣：全級 1 疊）

需分開進行評估的學生

- (i) 所有評估當日使用的評估物料將捆綁在一起，包裝上註有「需特別安排學生的評估物料」字樣
- (ii) 負責監考需分開進行評估學生的監考員沒有個別的「監考員文件檔」，這些學生由所屬班別的監考員點名。
- (iii) 學校可選擇為非華語學生分開進行中國語文科評估，並使用「需特別安排學生的評估物料」內只供非華語學生使用的光碟／快閃記憶棒（USB）進行中國語文科聆聽評估
- (iv) 需分開進行評估的學生將不會額外提供電腦條碼，他們的電腦條碼已放在他們所屬的班別內。在評估期間，這些學生只需在答卷封面電腦條碼方格下的空白位置填上他們的班別及班號便可。
- (v) 當評估完結後，他們的答卷交回所有被選中學生的評估室（如學校以抽樣形式參與）／所屬班別或交予評估行政主任時，

	監考員應為這些學生貼上電腦條碼在答卷上
(vi)	這些學生的答卷應與所有被選中學生的答卷（如學校以抽樣形式參與）／同班同學的答卷一起放進所屬的「 <u>答卷封套（D 封套）</u> 」內
(vii)	需特別安排學生的剩餘評估物料可放進 <u>任何一班相同評估分節的「剩餘評估物料封套（E 封套）」</u> 內
(viii)	<u>獲豁免參加評估的學生應視作缺席，並需將缺席學生的總人數記錄在「學生出席紀錄表」上</u>
(ix)	<u>填寫「學生出席紀錄表」、「D 封套」及「E 封套」時，確保已包括需分開進行評估學生的資料</u>

2. 下表詳列每個評估分節所需的評估物料：

評估分節	2023 年 6 月 7 日用的評估物料
中國語文科 （閱讀評估及 聆聽評估）	<ul style="list-style-type: none"> 監考員文件檔（中國語文科－閱讀及聆聽），內有： <ul style="list-style-type: none"> 紙筆評估總結表電子版的超連結 監考員工作核對表 1 份（在紙筆評估總結表的背面） 學生出席紀錄表 2 份（1 份供閱讀評估用；1 份供聆聽評估用） 電腦條碼 1 疊（供閱讀評估及聆聽評估共用） <p>閱讀評估</p> <ul style="list-style-type: none"> 密封的試題答題簿 1 至 2 包 答卷封套（D 封套）1 個 剩餘評估物料封套（E 封套）1 個 <p>聆聽評估</p> <ul style="list-style-type: none"> 密封的光碟／快閃記憶棒（USB）2 枚 密封的試題答題簿 1 至 2 包 答卷封套（D 封套）1 個 剩餘評估物料封套（E 封套）1 個
中國語文科 （寫作評估）	<ul style="list-style-type: none"> 監考員文件檔（中國語文科－寫作），內有： <ul style="list-style-type: none"> 紙筆評估總結表電子版的超連結 監考員工作核對表 1 份（在紙筆評估總結表的背面） 學生出席紀錄表 1 份 電腦條碼 1 疊 密封的試題答題簿 1 至 2 包 答卷封套（D 封套）1 個 剩餘評估物料封套（E 封套）1 個
評估分節	2023 年 6 月 8 日用的評估物料

英國語文科 (閱讀和寫作 評估、聆聽評 估)	<ul style="list-style-type: none"> • 監考員文件檔 (英國語文科－閱讀和寫作評估、聆聽評估)，內有： <ul style="list-style-type: none"> － 紙筆評估總結表電子版的超連結 － 監考員工作核對表 1 份 (在紙筆評估總結表的背面) － 學生出席紀錄表 2 份 (1 份供閱讀和寫作評估用；1 份供聆聽評估用) • 電腦條碼 1 疊 (供閱讀和寫作評估及聆聽評估共用) <p>閱讀和寫作評估</p> <ul style="list-style-type: none"> • 密封的試題答題簿 1 至 2 包 • 答卷封套 (<i>D</i> 封套) 1 個 • 剩餘評估物料封套 (<i>E</i> 封套) 1 個 <p>聆聽評估</p> <ul style="list-style-type: none"> • 密封的光碟／快閃記憶棒 (USB) 2 枚 • 密封的試題答題簿 1 至 2 包 • 答卷封套 (<i>D</i> 封套) 1 個 • 剩餘評估物料封套 (<i>E</i> 封套) 1 個
數學科	<ul style="list-style-type: none"> • 監考員文件檔 (數學科)，內有： <ul style="list-style-type: none"> － 紙筆評估總結表電子版的超連結 － 監考員工作核對表 1 份 (在紙筆評估總結表的背面) － 學生出席紀錄表 1 份 • 電腦條碼 1 疊 • 密封的試題答題簿 1 至 2 包 • 草稿紙 1 疊 • 答卷封套 (<i>D</i> 封套) 1 個 • 剩餘評估物料封套 (<i>E</i> 封套) 1 個

八、在紙筆評估進行期間支援監考員

1. 巡察

評估行政助理需在紙筆評估進行期間，**最少每 40 分鐘於評估室外巡視一次**，並於有需要時向監考員提供支援。因應 2019 冠狀病毒病的持續發展，評估行政主任、評估行政助理及、監考員及學生在進行評估和佈置評估室時，應遵循「**2023 年全港性系統評估防疫安排 (紙筆評估)**」之守則。評估行政主任應指示評估行政助理所有評估室的位置，以確保其巡視範圍遍及所有評估室。在評估進行期間，評估行政主任應讓評估行政助理得悉其於校內的位置，以便評估行政助理有需要時能及時尋求協助。

2. 試題答題簿數量不足

考評局向學校提供的試題答題簿數量，較學校實際所需的為多。如監考員向評估行政助理報稱接收的試題答題簿數量不足，評估行政助理應即時向評估行政主任尋求協助。

中國語文科（閱讀及寫作）、數學科及英國語文科（閱讀和寫作）—（只適用於學校全體小三學生參與）

評估行政主任應安排使用其他班別的剩餘試題答題簿，如所有班別的剩餘試題答題簿仍不足應付短缺時，評估行政主任應立即致電 3628 8181 向考評局尋求協助。

中國語文科（聆聽）

評估行政主任應立即致電 3628 8181 向考評局尋求協助。

英國語文科（聆聽）

評估行政主任應立即致電 3628 8181 向考評局尋求協助。

3. 光碟／快閃記憶棒（USB）損壞或內容不符

如接收的光碟／快閃記憶棒（USB）及其後備光碟／快閃記憶棒（USB）都已損壞或內容不符，監考員應立即透過評估行政主任或評估行政助理致電 3628 8181 向考評局尋求協助。評估終結後，評估行政主任應在損壞或內容不符的光碟／快閃記憶棒（USB）封套上註明「損壞」或「內容不符」並連同「評估行政主任文件檔」一併交回考評局，以便跟進。

4. 學生沒有電腦條碼

新生（或任何在 2023 年 3 月 31 日以後提供資料予考評局的學生）或許未獲提供電腦條碼。任何沒有電腦條碼的學生只需在試題答題簿封面電腦條碼方格下的空白位置填上班別及班號，考評局會作個別跟進。

5. 一般支援

一般情況下，如監考員遇上任何困難，他／她會向評估行政主任尋求協助。因此評估行政助理在巡視時必須保持警覺。

九、 評估終結後

1. 檢查監考員交回的評估物料

在每個評估分節完成後，監考員需交回兩個／四個盛載評估物料的封套。評估行政助理應協助評估行政主任檢查及確定交回的物料是否如下：

答卷封套 (D 封套)

- (1) 收回的答卷數量和「學生出席紀錄表」上的收回答卷總數及「答卷封套」封面上的答卷總數必須相同
- (2) 答卷按學生的班號依次（由小至大，班號小的放在上面）排列（如學校以抽樣形式參與，答卷按學生的班別及班號順序排列，即英文班別字母最前及班號小的放在上面）
- (3) 電腦條碼已適當地貼在試題答題簿上（抽樣檢查）
- (4) 學生在答卷封面上填寫的班別及班號和「學生出席紀錄表」上列印的資料相符（抽樣檢查）
- (5) 「答卷封套 (D 封套)」上的資料（即收回答卷的總數、缺席學生人數、缺席學生班號）已填寫及正確，**並與「學生出席紀錄表」上的資料相同**
- (6) 如封套內有 A3 放大答卷，封套面上的「包括放大答卷」欄已有 ☒ 號
- (7) 核對無誤後，在「答卷封套」封面上的「答卷總數」方格旁加簽作實

剩餘評估物料封套 (E 封套)

- (8) 「學生出席紀錄表」上的資料已填寫及正確。{ 注意：如評估分節包括兩個卷別，封套內應包括兩張已填寫的「學生出席紀錄表」}
- (9) 交回 2 枚光碟／快閃記憶棒 (USB) (只適用於中國語文科及英國語文科聆聽評估)
註：如有光碟／快閃記憶棒 (USB) 損壞或內容不符，該光碟／快閃記憶棒 (USB) 會連同「評估行政主任文件檔」一併交回考评局，以便跟進。
- (10) 交回未使用的試題答題簿，包括缺席及獲豁免學生的試題答題簿
- (11) 交回剩餘的電腦條碼
- (12) 交回已使用及未使用的草稿紙（只適用於數學科）
- (13) 交回已使用的試題答題簿（只適用於獲豁免參與評估的學生，如 WS3, WS4）
- (14) 交回未使用的紀念品（只適用於小學三年級）

注意：如一個評估分節有兩個「E 封套」，「監考員文件檔」應放在較後一個評估卷別的「E 封套」內

2. 密封「答卷封套 (D 封套)」

核對清楚後，評估行政助理需協助評估行政主任把答卷放進所屬的「答卷封套」。請注意：全級（如學校以抽樣形式參與）／每班每個評估卷別應使用一個封套（即於中國語文科－閱讀、聆聽及寫作使用共 3 個封套；於英國語文科－閱讀和寫作、聆聽使用共 2 個封套；於數學科使用 1 個封套）。評估行政主任及評估行政助理應以考評局封條將封套封口，再在封條上橫加簽署。

3. 密封「剩餘評估物料封套 (E 封套)」

全級（如學校以抽樣形式參與）／每班每個評估卷別應使用一個「剩餘評估物料封套 (E 封套)」。評估行政助理需填寫封套上的資料及在封套上簽署，評估行政主任應與評估行政助理一起將封套以考評局封條封口及在封條上橫加簽署。

4. 包裝評估物料

在第一日評估完結後，文具箱毋須密封，只需由評估行政主任保管，以便第二天評估使用。

所有評估物料，包括：

(1) 已封口的「答卷封套 (D 封套)」

(2) 已封口的「剩餘評估物料封套 (E 封套)」

應放回原來盛載評估物料的紙箱內。在完成整個紙筆評估後，評估行政助理需協助評估行政主任將「評估行政主任文件檔」放在文具箱內，並適當地密封所有盛載評估物料的紙箱。

5. 簽署紀錄表

評估行政助理離開前，評估行政主任會請評估行政助理填妥及簽署「評估行政助理出席紀錄表」，然後加簽及確認其到校時間。評估行政主任亦需在紀錄表適當位置上，為有關評估行政助理的工作表現評分。「評估行政助理工作證」及填妥的紀錄表應放在「評估行政主任文件檔」內，在紙筆評估完結後隨評估物料交回考評局。

6. 貯存評估物料

評估行政主任應確保紙箱及評估物料在不需使用時鎖在堅固的櫃或密室，直至交回考評局為止。

7. 離開學校

直至上述評估行政工作完成後，評估行政主任可讓評估行政助理離開學校。

十、評估行政主任與評估行政助理的分工

紙筆評估進行前	
評估行政助理 (括弧內的數字為 AAA1 及 AAA2 的分工，只適用於有 2 位評估行政助理的學校)	評估行政主任
<ul style="list-style-type: none"> 檢查及開啟評估物料紙箱⁽¹⁾⁽²⁾ 協助評估行政主任檢查評估物料的數量⁽¹⁾⁽²⁾ 按所需數量分發「答卷封套」、「剩餘評估物料封套」、「電腦條碼」及「草稿紙」至已捆扎的全級（如學校以抽樣形式參與）／每班每分節的評估物料中⁽¹⁾⁽²⁾ 	<ul style="list-style-type: none"> 按「評估行政主任文件檔」內的核對表檢查評估物料的數量 告知評估行政助理評估室的位置 將評估物料交給負責的監考員
紙筆評估進行時	
<ul style="list-style-type: none"> 最少每 40 分鐘在評估室外巡視一次⁽¹⁾ 向監考員提供支援⁽¹⁾（如課室或禮堂內曾發生異常事項，監考員應立即透過「紙筆評估總結表」電子版列出事件詳情，如：班別、班號、事件類別、受影響之卷別、持續時間等，然後交回考評局。） 	<ul style="list-style-type: none"> 向監考員提供支援（如課室或禮堂內曾發生異常事項，監考員應立即透過「紙筆評估總結表」電子版列出事件詳情，如：班別、班號、事件類別、受影響之卷別、持續時間等，然後交回考評局。）
每節評估完結後	
<ul style="list-style-type: none"> 檢查監考員交回的評估物料的數量及項目無誤⁽²⁾ 確認監考員已填妥「學生出席紀錄表」⁽²⁾ 檢查完成後，在「答卷封套」上的『答卷總數』方格旁加簽⁽²⁾ 以考評局封條密封所有評估封套及在封條上加簽⁽²⁾ 	<ul style="list-style-type: none"> 見證評估行政助理檢查評估物料 在所有封套的考評局封條上加簽
整日評估完結後	
<ul style="list-style-type: none"> 將所有已封口的評估物料封套及其他評估物料放進原來盛載評估物料的紙箱內，並把紙箱封好⁽¹⁾⁽²⁾ 	<ul style="list-style-type: none"> 填妥「評估行政主任－異常事項報告」電子版 請評估行政助理填妥及簽署「評估行政助理出席紀錄表」，並為評估行政助理的工作表現評分及簽署 見證評估行政助理包裝評估物料 將紙箱鎖在堅固的櫃或密室

十一、 停課安排

1. 如因天氣惡劣導致小學停課及該天的評估取消或改期舉行，教育局將透過電台及電視台宣布有關的安排。如評估行政助理對當日的評估是否取消或改期舉行有所疑慮，應於前往學校前留意電台及電視台的有關宣布。
2. 在舉行評估的其中一日，倘教育局宣布小學在上午停課，當日全日之評估將改期至 **2023 年 6 月 12 日舉行**。
3. 在舉行評估的任何一日，倘教育局宣布小學在下午停課，當日下午之評估將改期至 **2023 年 6 月 12 日下午舉行**。
4. 如因緊急事項（例如傳染病爆發）教育局宣佈小學在評估當天，以至後備日均停課，評估將會改期或取消，詳情請留意教育局透過電台及電視台的宣佈，以及基本能力評估網頁 www.bca.hkeaa.edu.hk 的最新消息公佈。**評估行政助理如未能在改期日擔任工作，必須盡早聯絡考评局。**

十二、 聯絡我們

全港性系統評估行政組
香港考試及評核局新蒲崗辦事處
九龍新蒲崗太子道東 698 號
寶光商業中心 9 樓 903-906 室
電話：3628 8181
傳真：3628 8190
電郵：tsa1@hkeaa.edu.hk

Territory-wide System Assessment 2023 (Primary Schools)

Guidelines on Selecting Special Arrangements

The purpose of the Territory-wide System Assessment (TSA) is to provide school management with accurate and comprehensive information on the performance of the students of their own schools and also the overall performance of students at territory-wide level. Based on the principle of equal opportunities, some students may require special arrangements to be made by schools to enable them to display their achievements in learning in examinations. Schools should make corresponding arrangements for these students in TSA provided that the content and objectives of the assessment are not compromised. Besides, before exempting any student from the whole or part(s) of the assessment, schools must make sure that it is due to the students' disability/ disabilities that s/he is unable to participate in the assessment.

A. Selection Principles

Schools should report cases of students requiring special assessment arrangements to the Hong Kong Examinations and Assessment Authority (HKEAA) and select special arrangements WS0 to WS7 for such students during the specified period as indicated below. The HKEAA will make corresponding arrangements in assessment administration and reporting of results:

Date	Action by Schools
1 November 2022	Deadline for select special arrangements for all students participating in assessment on the "Participating Students Information" webpage in the "TSA Centre" at BCA Website
6 March 2023	Deadline for updating student information (including special arrangements) at BCA Website for Oral & CAV Assessments
5 May 2023	Deadline for updating student information (including special arrangements) at BCA Website for Written Assessments

Schools should follow the existing policies and guidelines of the Education Bureau (EDB) in selecting special arrangements WS0, WS3 to WS7 (see Part C and Appendix I) for their students with special educational needs (SEN). For SEN students requiring special arrangements in TSA, schools must ensure the availability of all supporting documents specified below:

1. **Reports provided by relevant professionals** (see Appendix II, e.g. speech therapists, doctors, educational psychologists, clinical psychologists, audiologists, etc.), and
2. **Approval of the Principal, and**
3. **Records of support and assessment accommodation provided by school**

Where necessary, schools will be informed one week in advance to get ready the above documents for on-site review of the HKEAA and EDB representatives.

All Academically Low Achievers (ALAs) should participate in TSA without any special arrangements.

Also, schools should take note of the following when selecting special arrangements for students:

1. Obtain the consent of the parents in advance; and
2. Make reference to the advice of professionals, teachers, parents and recent special arrangements in internal examinations (including time extension); and

3. Extend assessment time to no more than 25% of the original total time for SEN students, if necessary. Students with severe visual impairment or physical disability may have a longer extended time according to the advice of related professionals

Please also note that it is not necessary to inform the HKEAA of any special seating arrangements in the classroom (for SEN or non-SEN students).

B. Selection Guidelines

1. Schools may select more than one special arrangement for each student.
2. **All students receiving WS0, WS3 to WS7 will not be included in the *Student Sample List* of the Oral & CAV Assessments. Schools may request in writing to put any students receiving WS0, WS4 to WS7 in the pool for random selection for the Oral and/or CAV Assessments. If selected, no special arrangements will be provided and their results will be included in the School Report for Oral & CAV Assessments.**
3. The HKEAA will process the results of students requiring special arrangements separately (refer to “Part D – Release of School Reports” for details).
4. Depending on the actual circumstances, schools may apply for special assessment arrangements other than WS0 to WS7 for students with other special needs. The requested arrangements should be practicable in a public assessment setting and without contributing to any unfair advantage over other students. The Principals concerned should submit their application in writing **on or before 15 November 2022** (Note: Late application will not be accepted) with relevant supporting documents to the HKEAA for consideration.

C. Categories for Selection

WS0 Exemption from the Oral Assessments (for students with Severe Speech and Language Impairments)

Relevant Arrangement

Students will be exempted from the Oral Assessments only (they should still take part in the Written Assessments)

WS1 Non-Chinese Speaking (NCS) Students

In principle, school **should arrange all NCS students to take part in the whole assessment** (including the Chinese Language, English Language and Mathematics Assessments). Schools may select WS1 for these NCS students.

Relevant Arrangements

Chinese Oral Assessment

If WS1 students are selected for the Chinese Oral Assessment, they will be provided a bilingual instruction sheet.

CAV Assessment

If WS1 students are selected for the CAV Assessment, schools may choose to use a special VCD, with all questions and options read aloud to the students. If they choose to do so, the WS1 students will have to take the assessment separately in another classroom. A bilingual instruction sheet and 2 special VCDs will be provided to schools with WS1 students.

Written Assessments

1. HKEAA will provide the following extra materials for schools with WS1 students:
 - a. If the class of the student is using Chinese Mathematics paper, the HKEAA will provide an additional set of English Mathematics papers for these students. Schools may opt for Mathematics in either language for these students according to their learning needs
 - b. Separate bilingual instruction sheets for the Chinese Listening, Writing and Reading Assessments
 - c. 2 special CDs for P.6 ^{Note 1} Chinese Listening Assessment, with all questions and options read aloud. It should be arranged for these students to take the assessment separately
 - d. Enhanced instructions on answering questions for the Chinese Reading Assessment. If schools decide to read aloud the enhanced instructions on answering questions to the WS1 students in the Chinese Reading Assessment, they should arrange for the concerned WS1 students to take the assessment separately. For the convenience of these schools, an extra package containing only one sub-paper together with the enhanced instructions will be provided.
2. In the Chinese Writing Assessment, schools may read aloud the writing topic to the WS1 students, but it should be arranged that they take the assessment separately. In Chinese Writing Assessment, schools may use the extra package provided with only one sub-paper for reading the writing topic to WS1 students.
3. All the above extra assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 1 In existing P.3 Chinese Listening Assessment, all questions and options are read in the CD used by the schools

WS2 Newly-arrived Children (NAC)

All students following the local curriculum, disregarding the length of stay in Hong Kong, **should take part in the whole assessment** (including the Chinese Language, English Language and Mathematics Assessments).

In view of the fact that it does take time for NAC students to adapt to the local curriculum and pace of learning, schools may select WS2 for these students.

WS2 Students must satisfy any one of the following criteria:

- i) the period between the date of first arrival in Hong Kong and the first day of attending school is less than one year (i.e. arrival less than one year); or
- ii) have been in Hong Kong for more than one year, but have not attended any local school for more than one year prior to admission to the current school (i.e. schooling less than one year).

Schools are required to keep these students’ records of entering Hong Kong for settlement (e.g. copies of One-way Permits, Passports, or Certificates of Entitlement). They may be asked to submit such documents to the HKEAA within one week of notification when necessary.

WS3 Exemption from the Whole Assessment

(for students with Severe Visual Impairment or Intellectual Disability^{Note 2})

Note 2 This arrangement is not for students with Limited Intelligence

WS4 Exemption from the Listening and CAV Assessments

(for students with Moderately-severe, Severe or Profound Hearing Impairment)

Relevant Arrangement

Students will be exempted from the Chinese and English Listening Assessments, as well as the Chinese Audio-visual Assessment

WS6 Using A3 QA Booklets

(for students with Visual Impairment, Dyslexia, Physical Disability, etc.)

Relevant Arrangements

1. The HKEAA will provide A3 question-answer booklets printed on ivory paper with 2 CDs for Chinese Listening Assessment and 2 CDs for English Listening Assessment^{Note 3}
2. All the above assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 3 Students who require enlarged question-answer booklets will be given the same sub-papers for all assessments. During the Chinese and English Listening Assessments, the sub-papers of these students may be different from those of their classmates. Schools should arrange for them *to sit the assessments either with another class using the same sub-paper or separately.*

WS7 Taking Assessments Separately, Time Extension, Supervised Break and/or Using Auxiliary Equipment

(for students with Dyslexia, Autism Spectrum Disorders, Attention Deficit / Hyperactivity Disorder, Physical Disability, Speech & Language Impairment, Mental Illness, Visual Impairment, Hearing Impairment, etc.)

Relevant Arrangements

1. Schools should make reference to recent special arrangements in internal examinations
2. Reading aloud the questions is only applicable to those students with Dyslexia and having severe reading difficulties sitting for Listening and Writing papers in the Chinese and English Assessments, as well as the Mathematics Assessments. Schools may refer to the guideline “Special Arrangements for Internal Examinations for Students with Special Educational Needs” issued by EDB for details^{Note 4}
3. The HKEAA will provide an additional set question-answer booklets of one sub-paper only for all WS7 students and 2 CDs on Chinese Listening Assessment and English Listening Assessment to facilitate the teacher to read aloud the questions to the students mentioned in 2 if necessary
4. All the above assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 4 “Special Arrangements for Internal Examinations for Students with Special Educational Needs” website:
https://www.edb.gov.hk/attachment/en/edu-system/special/resources/serc/download/sea_guide_e.pdf

D. Release of School Reports (For Schools with P.6 and all P.3 Students Participating in TSA)

Based on the student information submitted by individual schools, the HKEAA will issue three school-level reports for each school:

School Report:	Results of all students
Supplementary Report 1:	Results of all students except those of WS1 students
Supplementary Report 2:	Results of all students except those of WS1, WS2, WS4, WS6 and WS7 students
Non-Chinese Speaking Students (NCS) / Students with special educational needs (SEN) Report on Chinese Language, English Language and Mathematics Assessments:	Results of NCS/SEN students in the Chinese Language, English Language and Mathematics Assessments (only for schools with 5 or more NCS/SEN students participating in the Chinese Language, English Language and Mathematics Assessments)

Appendix I

	SEN Type	Special Arrangements (for reference only)
1.	Specific Learning Difficulties / Dyslexia	WS6, WS7
2.	Intellectual Disability	WS3
3.	Autism Spectrum Disorders	WS7
4.	Attention Deficit / Hyperactivity Disorder	WS7
5.	Physical Disability	WS6, WS7
6.	Visual Impairment - Mild and Moderate - Severe and Total Blindness	WS6, WS7 WS3, WS7
7.	Hearing Impairment - Mild and Moderate - Moderately-severe, Severe and Profound	WS7 WS4, WS7
8.	Speech & Language Impairment (Articulation, Language, Voice, Fluency and Pragmatic) - Mild and Moderate - Severe	WS7 WS0, WS7
9.	Mental Illness	WS7

Appendix II

	SEN Type	Assessment Centres / Professionals
1.	Specific Learning Difficulties / Dyslexia	Educational psychologists or Clinical psychologists
2.	Intellectual Disability	Educational psychologists, Clinical psychologists or Child Assessment Service operated by the Department of Health / Hospital Authority
3.	Autism Spectrum Disorders	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority
4.	Attention Deficit / Hyperactivity Disorder	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority
5.	Physical Disability	Doctors
6.	Visual Impairment	Ophthalmologists or General Eye and Low Vision Centre operated by the Hong Kong Society for the Blind
7.	Hearing Impairment	Audiologists
8.	Speech & Language Impairment	Speech therapists
9.	Mental Illness	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority

IMPORTANT

PRECAUTIONARY MEASURES FOR TSA 2023 (WRITTEN ASSESSMENTS)

Due to the continued development of the COVID-19 pandemic, schools should adhere to the following:

Centre for Health Protection (<https://www.chp.gov.hk/en/features/102742.html>)

Health Advice on Prevention of Coronavirus disease (COVID-19) for School

https://www.chp.gov.hk/files/pdf/advice_to_school_on_prevention_of_nid_eng.pdf

AAS/AAA/Invigilators

1. School should set up body temperature screening at the school entrance and prepare alcohol sanitizer at the entrance of each assessment room for use. Schools should maintain good indoor ventilation and a clean, disinfected environment.
2. All exam personnel should take extra care and maintain strict environmental hygiene at schools. They are required to wear their own masks properly (with nose, mouth and chin fully covered).

Invigilators

1. Before admitting students to the assessment room, Invigilators should ensure that students are wearing their own masks properly (with nose, mouth and chin fully covered).
2. Students with serious sneezing/persistent coughing in the assessment room should be arranged to sit apart from others.

Students

1. Before entering the assessment room, students should put on their own surgical mask properly (with nose, mouth and chin fully covered) and rub their hands by using alcohol sanitizer gel placed in front of the entrance or the one they brought.
2. If any students have contracted a highly contagious disease (e.g. Measles, Chickenpox) or are under mandatory quarantine on the day of assessment, they must NOT attend the assessment.

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

試題答題簿數量核對表

Question-answer Booklets Quantity Checklist

樣本 b1
Specimen b1

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	Size	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
6/08/2023	Mathematics 數學	Chinese Version 中文版	3MC1/3MC2/3MC3/3MC4 (Chinese) (*Rough work sheet)	3A	17	@12	2	@36	0	24
06/08/2023	Mathematics 數學	English Version 英文版	3ME1/3ME2/3ME3/3ME4 (English) (*Rough work sheet)	3B	23	@12	0	@36	1	36
			3ME1/3ME2/3ME3/3ME4 (English) (*Rough work sheet)	3C	35	@12	1	@36	1	48

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	班別	學生人數	包數 No. of packets				總卷數
				Class	Entries	Size	Packets	Size	Packets	Total copies
06/08/2023	English Language 英國語文	Listening 聆聽	3EL1 (*CD)	3A	17	@12	2	@36	0	24
			3EL2 (*CD)	3B	23	@12	0	@36	1	36
			3EL3 (*CD)	3C	35	@12	1	@36	1	48
06/08/2023	English Language 英國語文	Reading & Writing 閱讀和寫作	3ERW1/3ERW2/3ERW3	3A	17	@12	2	@36	0	24
			3ERW1/3ERW2/3ERW3	3B	23	@12	0	@36	1	36
			3ERW1/3ERW2/3ERW3	3C	35	@12	1	@36	1	48

完
--End--

注意：如有特別安排學生，請同時參閱「試題答題簿數量核對表（特別安排）」
Note: Please refer to the “Question-answer Booklets Quantity Checklist (Special Arrangements)” for special arrangements

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

試題答題簿數量核對表 (特別安排)

Question-answer Booklets Quantity Checklist (Special Arrangements)

樣本 b2
Specimen b2

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	
06/07/2023	Chinese Language 中國語文	Listening 聆聽	3CL2 (Cantonese) (*CD)	2	-	-	2
06/07/2023	Chinese Language 中國語文	Reading 閱讀	3CR2	2	-	-	2
06/07/2023	Chinese Language 中國語文	Writing 寫作	3CW2	2	-	-	2
06/08/2023	English Language 英國語文	Listening 聆聽	3EL2 (*CD)	3	-	-	3
06/08/2023	English Language 英國語文	Reading & Writing 閱讀和寫作	3ERW2	3	-	-	3
06/08/2023	Mathematics 數學	Chinese Version 中文版	3MC2 (Chinese) (*Rough work sheet)	2	-	-	2
06/08/2023	Mathematics 數學	English Version 英文版	3ME2 (English) (*Rough work sheet)	1	-	-	1

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	
06/07/2023	Chinese Language 中國語文	Listening 聆聽	3CL2 (Cantonese) (*CD)	-	1	-	12
06/07/2023	Chinese Language 中國語文	Reading 閱讀	3CR2	-	1	-	12
06/07/2023	Chinese Language 中國語文	Writing 寫作	3CW2	-	1	-	12
06/08/2023	English Language 英國語文	Listening 聆聽	3EL2 (*CD)	-	1	-	12
06/08/2023	English Language 英國語文	Reading & Writing 閱讀和寫作	3ERW2	-	1	-	12
06/08/2023	Mathematics 數學	Chinese Version 中文版	3MC2 (Chinese) (*Rough work sheet)	-	1	-	12
06/08/2023	Mathematics 數學	English Version 英文版	3ME2 (English) (*Rough work sheet)	-	1	-	12

完
--End--

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

需特別安排學生人數核對表

Checklist of Students Requiring Special Arrangements

學校名稱 甲乙丙學校(全日) 學校編號 P999 級別 小三
Name of School: ABC SCHOOL(WD) School Code: Level: P3

班別 Class	學生人數 No. of Students	特別安排類別 Special Arrangements	Exempt Chinese	WS1	WS2	WS3	WS4	WS6	WS7
	3A		2		1	1			
	3B								
	3C								
	3D		5						5
	3E								

註釋
Explanatory Notes

- Exempt Chinese 豁免所有中國語文科卷別
Exempt all Chinese Language papers
- WS1 非華語學生
Non-Chinese speaking students
- WS2 新來港學生
Newly-arrived children
- WS3 豁免參與整個評估
Exempt from the whole assessment
- WS4 豁免參與聆聽及中國語文科視聽資訊評估
Exempt from the Listening & Chinese Audio-visual Assessments
- WS6 使用放大試題答題簿
Using A3 QA booklets
- WS7 分開進行評估、延長評估時間及/或使用輔助設施及儀器
Taking assessments separately, time extension and/or auxiliary equipment

樣本 b3
Specimen b3



學生出席紀錄表
Students' Attendance Record

樣本 b4
Specimen b4

學校名稱
Name of School:

甲乙丙學校 (全日)
ABC School (WD)

科目
Subject:

中國語文聆聽
Chinese Language - Listening

級別
Level:

P3

學校編號
School Code:

P999

班別
Class:

3A

- 如學生沒有遞交答卷，請將缺考學生名字右方的「缺考」圓圈塗黑。[#]
Please blacken the “Absent” circle(s) next to the student(s) without submitting answer scripts. [#]
- 請在名單後加上新生姓名及劃去退學學生。
Please add the new student name(s) to the end of the list and cross out the drop-out student(s).

班號 Class No.	英文姓名 / 中文姓名 English Name / Chinese Name	特別安排* Special Arrangement(s)*	缺考 [#] Absent [#]
1	Student 1 / 學生 1	—	<input type="radio"/>
2	Student 2 / 學生 2	—	<input type="radio"/>
3	Student 3 / 學生 3	Exempt Chinese	<input type="radio"/>
4	Student 4 / 學生 4	—	<input type="radio"/>
5	Student 5 / 學生 5	—	<input type="radio"/>
6	Student 6 / 學生 6	—	<input type="radio"/>
7	Student 7 / 學生 7	WS6	<input type="radio"/>
8	Student 8 / 學生 8	—	<input type="radio"/>
9	Student 9 / 學生 9	—	<input type="radio"/>
10	Student 10 / 學生 10	—	<input type="radio"/>
11	Student 11 / 學生 11	—	<input type="radio"/>
12	Student 12 / 學生 12	—	<input type="radio"/>
13	Student 13 / 學生 13	—	<input type="radio"/>
14	Student 14 / 學生 14	—	<input type="radio"/>
15	Student 15 / 學生 15	—	<input type="radio"/>
16	Student 16 / 學生 16	—	<input type="radio"/>
17	Student 17 / 學生 17	—	<input type="radio"/>
18	Student 18 / 學生 18	—	<input type="radio"/>
19	Student 19 / 學生 19	—	<input type="radio"/>
20	Student 20 / 學生 20	—	<input type="radio"/>
21	Student 21 / 學生 21	—	<input type="radio"/>
22	Student 22 / 學生 22	—	<input type="radio"/>
23	Student 23 / 學生 23	—	<input type="radio"/>
24	Student 24 / 學生 24	—	<input type="radio"/>
25	Student 25 / 學生 25	—	<input type="radio"/>
26	Student 26 / 學生 26	—	<input type="radio"/>

* Exempt Chinese

WS1

WS2

WS3

WS4

WS6

WS7

豁免所有中國語文科卷別

非華語學生

新來港學生

豁免參與整個評估

豁免參與聆聽及中國語文科視聽資訊評估

使用放大試題答題簿

分開進行評估、延長評估時間及/或使用輔助設施及儀器

Exempt all Chinese Language papers

Non-Chinese speaking students

Newly-arrived children

Exempt from the whole assessment

Exempt from the Listening and Chinese Audio-visual Assessments

Using A3 QA booklets

Taking assessments separately, time extension and/or auxiliary equipment

請轉後頁

P.T.O.

P.1/2

- 如學生沒有遞交答卷，請將缺考學生名字右方的「缺考」圓圈塗黑。[#]
Please blacken the “Absent” circle(s) next to the student(s) without submitting answer scripts. [#]
- 請在名單後加上新生姓名及劃去退學學生。
Please add the new student name(s) to the end of the list and cross out the drop-out student(s).

班號 Class No.	英文姓名 / 中文姓名 English Name / Chinese Name	特別安排* Special Arrangement(s)*	缺考 [#] Absent [#]
27	Student 27 / 學生 27	—	○
28	Student 28 / 學生 28	—	○
29	Student 29 / 學生 29	Exempt Chinese	○
30	Student 30 / 學生 30	—	○
31	Student 31 / 學生 31	—	○
32	Student 32 / 學生 32	WS1, WS4	○
33	Student 33 / 學生 33	—	○
34	Student 34 / 學生 34	—	○
35	Student 35 / 學生 35	—	○
36	Student 36 / 學生 36	—	○
37	Student 37 / 學生 37	—	○
38	Student 38 / 學生 38	—	○
39			○
40			○
41			○
42			○
43			○
44			○
45			○
46			○
47			○
48			○
49			○
50			○

監考員姓名
Name of Invigilator:

(請用正楷填寫 In block letters)

監考員簽署
Signature of Invigilator:

已報名參加人數 Enrolled : (A)

新生人數 New : (B)

退學人數 Drop-out : (C)

缺考人數 Absent : (D)

38

+

—

—

答卷總數 Scripts Collected:
(A+B-C-D)

=

* Exempt Chinese 豁免所有中國語文科卷別 Exempt all Chinese Language papers
 WS1 非華語學生 Non-Chinese speaking students
 WS2 新來港學生 Newly-arrived children
 WS3 豁免參與整個評估 Exempt from the whole assessment
 WS4 豁免參與聆聽及中國語文科視聽資訊評估 Exempt from the Listening and Chinese Audio-visual Assessments
 WS6 使用放大試題答題簿 Using A3 QA booklets
 WS7 分開進行評估、延長評估時間及/或使用輔助設施及儀器 Taking assessments separately, time extension and/or auxiliary equipment

此表格由
監考員填寫
To be completed by
Invigilator

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

樣本 b5
Specimen b5

紙筆評估總結表
Assessment Summary for Written Assessments

無論有沒有發生特別事故，監考員亦須經網上遞交此表格至考評局。No matter whether there is any irregularity or not, the Invigilator should complete and submit the online form to the HKEAA.

[網上表格 Online Form: <http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=SummaryforWritten>]



學校名稱 Name of School:	
學校編號 School Code:	班別 Class:
<input type="checkbox"/> 中文閱讀及聆聽 Chinese (Reading and Listening) 科目 <input type="checkbox"/> 中文寫作 Chinese (Writing) Subject: <input type="checkbox"/> 英文閱讀和寫作、聆聽 English (Reading & Writing and Listening) <input type="checkbox"/> 數學 Mathematics	
評估時間 Assessment time:	第一節 First session: 由 From 至 To 第二節 Second session: 由 From 至 To

請在適當方格內填上「✓」號。

Please put a “✓” in the appropriate box.

- ☐ 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件：
Irregularities occurred during the assessment session:
- | | | |
|---|---|---|
| <input type="checkbox"/> 試題答題簿缺損
Defective Q&A booklets | <input type="checkbox"/> 學生身體不適
Illness | <input type="checkbox"/> 學生正在接受強制隔離
Undergoing mandatory quarantine |
| <input type="checkbox"/> 光碟/快閃記憶棒不正常/中斷
Malfunctioning/Interrupted CD/USB device | <input type="checkbox"/> 使用錯誤的光碟/快閃記憶棒版本(如:評估語言不正確/與分卷編號不符)
Use wrong CD/USB device version (e.g. wrong language medium / inconsistent sub-paper code of Q & A booklets) | <input type="checkbox"/> #評估中止/受滋擾: _____分鐘
Interruption / Disturbance |
| *上述情況對評估有否造成影響
If the above situation affected the assessment
<input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No | | #上述情況對評估有否造成影響
If the above situation affected the assessment
<input type="checkbox"/> 有 Yes <input type="checkbox"/> 沒有 No |
| <input type="checkbox"/> 播放機損壞
Defective CD/VCD Player | <input type="checkbox"/> 學生遲到
Late Arrival of Student | <input type="checkbox"/> 評估超時/縮短: _____分鐘
Overtiming / Undertiming |
| <input type="checkbox"/> 電腦條碼不正確
Incorrect information of barcode labels | <input type="checkbox"/> 違規/懷疑作弊
Misconduct / Suspected Cheating | <input type="checkbox"/> 學生使用違規物品
Unauthorized Materials |
| | | <input type="checkbox"/> 其他:
Other: |

時間 Time	事件詳情（請描述事件經過及處理方法） Irregularity Detail (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 (if any)

監考員姓名
Name of Invigilator: _____

簽署
Signature: _____

此表格由
評估行政主任填寫
To be completed by
Assessment
Administration
Supervisor

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

樣本 b6
Specimen b6

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

無論有沒有發生特別事故，評估行政主任亦須於完成整個紙筆評估前經網上遞交此表格至考評局。No matter whether there is any irregularity or not, the Assessment Administration Supervisor should **complete and submit the online form to the HKEAA** before the completion of the Written Assessments.



[網上表格 Online Form: <http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=AASirre>]

學校名稱

Name of School : _____

學校編號

School Code : _____

電話號碼

Tel. No. : _____

- ☐ 本人確定所有監考員並非該班的科任老師及他們已於評估進行期間嚴格遵守所有監考規則。
I ensure that all Invigilators are **NOT** the subject teacher of the class and all instructions had been strictly adhered to during the assessment by all Invigilators.
- ☐ 評估期間沒有任何特別事故。
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/時間 Date / Time	異常事項 Irregularities	受影響的學生班號 Class No of Affected Student

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".

評估行政主任姓名

Name of Assessment Administration Supervisor : _____

評估行政主任簽署

Signature of Assessment Administration Supervisor : _____

日期

Date : _____

香港考試及評核局
HK EXAMS & ASSESSMENT AUTHORITY
全港性系統評估
TERRITORY-WIDE SYSTEM ASSESSMENT
評估行政助理
**ASSESSMENT ADMINISTRATION
ASSISTANT
(AAA)**



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

D

全港性系統評估－紙筆評估
Territory-wide System Assessment - Written Assessments

答卷封套

ENVELOPE FOR WORKED QUESTION-ANSWER BOOKLETS

學校編號
School Code : _____

級別
Level : _____

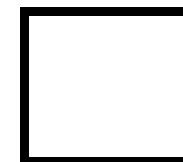
班別
Class : _____

科目
Subject : ☐ 中文閱讀 Chinese (Reading)
☐ 中文聆聽 Chinese (Listening)
☐ 中文寫作 Chinese (Writing)

☐ 英文聆聽 English (Listening)
☐ 英文閱讀和寫作 English (Reading & Writing)
☐ 數學 Mathematics

缺考學生人數
Total No. of Students Absent : _____

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



缺考學生班號
Class No. of Absentee(s) : _____



包括放大答卷
Enlarged Worked QA Booklets included

監考員簽署
Signature of Invigilator : _____

日期
Date : _____

樣本 b8
Specimen b8



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

E

全港性系統評估－紙筆評估
Territory-wide System Assessment - Written Assessments
剩餘評估物料封套
ENVELOPE FOR SURPLUS ASSESSMENT MATERIALS

學校編號
School Code

: _____

級別

Level : _____

班別

Class : _____

科目

Subject

☐

中文閱讀 Chinese (Reading)

☐

英文聆聽 English (Listening)

☐

中文聆聽 Chinese (Listening)

☐

英文閱讀和寫作 English (Reading & Writing)

☐

中文寫作 Chinese (Writing)

☐

數學 Mathematics

請把以下物料放進此封套，並在方格內以“✓”號表示：

Please put the following materials into this envelope, and tick “✓” the boxes accordingly:

- | | | |
|--|--|--|
| <input type="checkbox"/> 監考員文件檔，內有：
Invigilator's Working File, which contains: | <input type="checkbox"/> 未使用的試題答題簿
Unused Question-answer Booklets | <input type="checkbox"/> 光碟（只適用於中文及英文聆聽）
CDs (for Chinese & English Listening only) |
| <input type="checkbox"/> 紙筆評估總結表
Assessment Summary for Written Assessments | <input type="checkbox"/> 已使用及未使用的草稿紙
（只適用於數學科）
Both used and unused rough work sheets (for Mathematics only) | <input type="checkbox"/> 剩餘的電腦條碼
Unused barcode labels |
| <input type="checkbox"/> 學生出席紀錄表
Students' Attendance Record | | |
| <input type="checkbox"/> 已使用的試題答題簿（只適用於獲豁免參與評估的學生，如 WS3，WS4）
Used Question-answer Booklet(s) (for student(s) exempted from the assessment, e.g. WS3, WS4) | | |

樣本 b9
Specimen b9

評估行政助理簽署

Signature of Assessment Administration Assistant : _____

日期

Date : _____

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

評估行政助理出席紀錄表
Assessment Administration Assistant's Attendance Record

填妥的紀錄表須放入評估行政主任文件檔內交回考評局
Completed Record form should be put into the AAS's Working File for returning to the HKEAA

由評估行政助理填寫 Completed by Assessment Administration Assistant:

學校名稱

Name of School : _____

學校編號

School Code : _____

評估行政助理姓名及編號 :
Name and Code of AAA

()

香港身份證/護照號碼 :
HKID Card / Passport No.

評估日期及時段 Assessment Date and Session	抵達時間 Time of Arrival	評估行政助理簽署 Signature of Assessment Administration Assistant	評估行政主任加簽 Countersigned by Assessment Administration Supervisor
/ (A.M./P.M.)			
/ (A.M./P.M.)			

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	* 如評分低於 4 分, 考評局會考慮將來不再委任有關評估行政助理 If rating is lower than 4, the HKEAA will consider not to appoint concerned AAA in the future
	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)	:										

重要事項

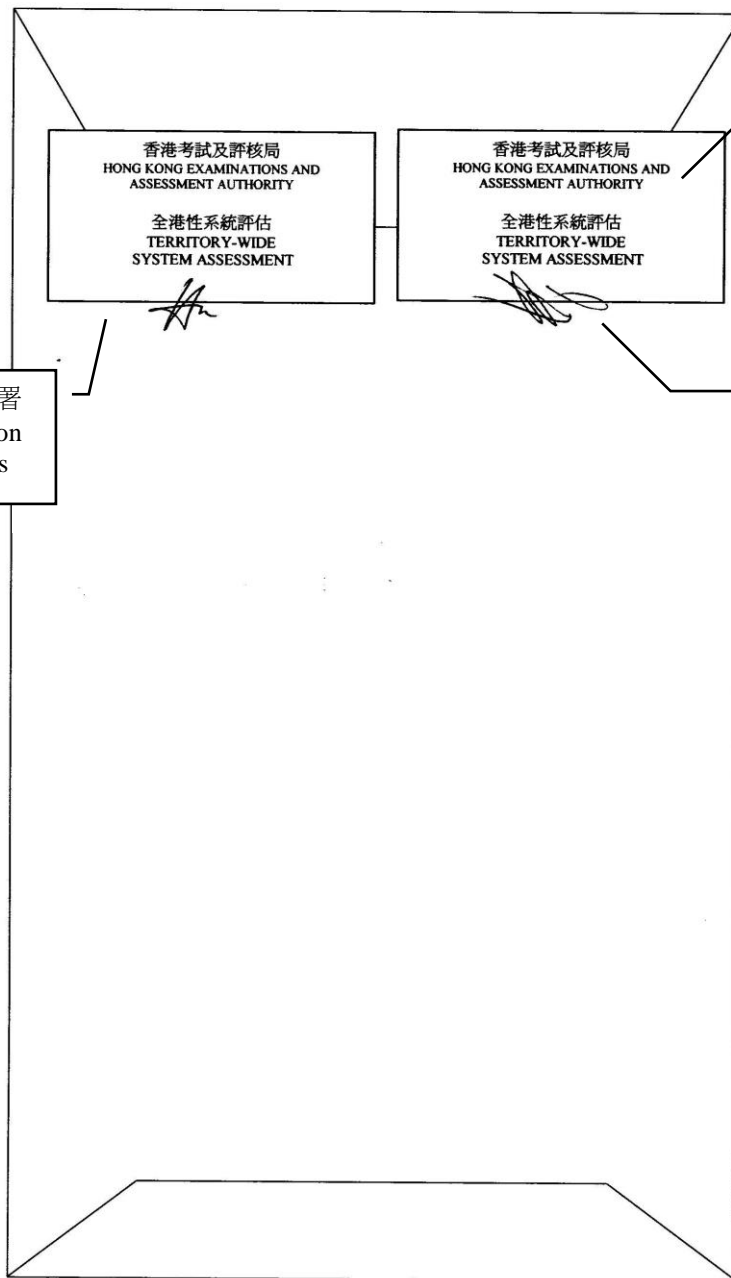
IMPORTANT NOTES

評估行政助理需向評估行政主任出示由香港考試及評核局所發出的委任書及香港身份證 / 護照以作身份證明。

Upon arrival, the Assessment Administration Assistant should show his/her letter of appointment issued by the Hong Kong Examinations and Assessment Authority and HKID Card or Passport to the Assessment Administration Supervisor for identification.

樣本 b10
Specimen b10

樣本 b11
Specimen b11



香港考試及評核局封條
HKEAA Sealing Label

由評估行政主任橫加簽署
Assessment Administration
Supervisor to sign across

由評估行政助理橫加簽署
Assessment Administration
Assistant to sign across

全港性系統評估

文具箱

TSA Stationery
Box

TSAP999

甲乙丙學校
ABC SCHOOL

新界大埔鄉村路 20 號
20 HEUNG CHUN ROAD
TAI PO NEW TERRITORIES

所有物料總箱數：

Total no. of boxes：

TSAP999

甲乙丙學校
ABC SCHOOL

新界大埔鄉村路 20 號
20 HEUNG CHUN ROAD
TAI PO NEW TERRITORIES

Box _____ of _____

評估日期

Assessment Date

7/6/2023

中國語文

Chinese Language