

2026 年全港性系統評估（小學） 便覽

**Territory-wide System Assessment 2026
(Primary Schools)
Quick Guide**

第五乙部分 Part 5b

評估行政主任須知 （紙筆評估）

**Instructions to
Assessment Administration Supervisor
(Written Assessments)**



◆ 2026 年小六全港性系統評估暫停舉行。此評估是學校以自願形式參與，而非全體小六學生參與的全港性系統評估。
The 2026 P6 TSA has been suspended. Participation in this assessment is on a voluntary basis. As a result, this is a TSA in which not all P6 students will participate.

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評估行政主任工作核對表（紙筆評估）

評估進行前

日期	工作
<input type="checkbox"/> 4 月 17 日	截止遞交更新學校及學生資料（包括特別安排）以用作參與紙筆評估
<input type="checkbox"/> 5 月 22 日	透過互聯網及速遞接收「監考員手冊」
<input type="checkbox"/> 6 月 2 日至 16 日	透過互聯網下載及核對紙筆評估所用的資料核對表
<input type="checkbox"/> 評估進行前兩星期	向監考員簡介評估流程及提醒監考員下載並熟讀「監考員須知」及其他指引和注意事項
<input type="checkbox"/> 6 月 8 日或 9 日	透過速遞接收紙筆評估物料，檢查盛載評估物料的紙箱是否屬於該學校／兩個評估日所使用的評估物料及仍保持原封不動，然後將盛載評估物料的紙箱存放在配有堅固門鎖的儲物櫃或密室
<input type="checkbox"/> 評估進行前一個工作天	測試聆聽評估所用的鐳射唱機或電腦（確保已關掉電腦內的螢幕保護裝置及監視器電源配置的設定）及揚聲器
<input type="checkbox"/>	提醒學生於評估當日攜帶 HB 鉛筆及膠擦

評估當日（即 2026 年 6 月 15 及 16 日）

工作
<input type="checkbox"/> 1. 評估行政助理於上午 7:45 報到
<input type="checkbox"/> 2. 與評估行政助理開啟及核對文具箱的物料
<input type="checkbox"/> 3. 與評估行政助理開啟及核對當天的評估物料
<input type="checkbox"/> 4. 在每個評估分節前，分發評估物料（包括電腦條碼、封套等）給監考員
<input type="checkbox"/> 5. 於上午 8:45 開始進行評估（容許最多 15 分鐘的彈性處理）
<input type="checkbox"/> 6. 與評估行政助理核對及包裝評估物料
<input type="checkbox"/> 7. 使用考評局封條將封套封口及與評估行政助理在封條上橫加簽署
<input type="checkbox"/> 8. 不遲於下午 12:30 完成所有評估
<input type="checkbox"/> 9. 將所有封套放回原來的紙箱
<input type="checkbox"/> 10. 密封所有紙箱
<input type="checkbox"/> 11. 請評估行政助理填寫出席紀錄表，然後給予評估行政助理評分及加簽表格
<input type="checkbox"/> 12. 將所有評估物料存放在配有堅固門鎖的儲物櫃或密室

評估完結後

日期	工作
<input type="checkbox"/> 6 月 16 至 18 日	透過速遞將評估物料交回考評局

I. 2026 年全港性系統評估（小學）組成部份

甲. 2026 年 5 月份說話及視聽資訊評估

科目 \ 日期/開始時間	2026 年 5 月 6 日或 7 日 上午 8:45*		2026 年 5 月 13 日或 14 日上午 8:45*	
中國語文科	小三	視聽資訊評估 (約 15 分鐘)	小六	視聽資訊評估 (約 15 分鐘)
中國語文科及英國語文科	小三	說話評估	小六	說話評估

乙. 2026 年 6 月份紙筆評估

1. 第一天紙筆評估時間表

日期/開始時間	2026 年 6 月 15 日 上午 8:45*	
級別	小三	小六
評估範疇 (評估時間)	中國語文－閱讀 [#] （25 分鐘）	中國語文－閱讀 [#] （30 分鐘）
	中國語文－聆聽（約 20 分鐘）	中國語文－聆聽（約 20 分鐘）
休息 15 至 35 分鐘		
評估範疇 (評估時間)	中國語文－寫作（40 分鐘）	中國語文－寫作（55 分鐘）
完成評估	不遲於下午 12:30 完成	

2. 第二天紙筆評估時間表

日期/開始時間	2026 年 6 月 16 日 上午 8:45*	
級別	小三	小六
評估範疇 (評估時間)	英國語文－閱讀和寫作 [#] （30 分鐘）	英國語文－閱讀和寫作 [#] （50 分鐘）
	英國語文－聆聽（約 20 分鐘）	英國語文－聆聽（約 30 分鐘）
休息 15 至 35 分鐘		
評估範疇 (評估時間)	數學（40 分鐘）	數學（50 分鐘）
完成評估	不遲於下午 12:30 完成	

* 容許最多 15 分鐘的彈性處理

[#] 在中國語文科閱讀評估及英國語文科閱讀和寫作評估完成後，評估行政主任應額外預留約 5 至 10 分鐘予監考員收集及分發下一節評估物料

II. 2026 年工作時間表

	日期	負責人／機構	項目
	1 月 28 日	學校	透過互聯網及速遞接收一套《2026 年全港性系統評估便覽（小學）》
	1 月 28 日	校長	1. 透過速遞或郵寄接收個別學校的說話及視聽資訊評估日期 2. 透過速遞或郵寄接收校內教師擔任說話能力主考員的評估工作時間表
	1 月 28 日至 2 月 4 日	評估行政主任	以回條回覆確定紙筆評估所使用的語言
■	2 月 23 日	評估行政主任／ 技術支援人員	截止遞交更新學校及學生資料（包括特別安排），以用作參與說話及視聽資訊評估與紙筆評估所使用的電腦條碼
	2 月 24 日至 3 月 16 日	評估行政主任／ 技術支援人員	暫停透過互聯網更新學校及學生資料
■	3 月 9 日至 20 日	有經驗的 說話能力主考員	參與網上培訓及招募測試（通過招募測試的說話能力主考員預計將於 2026 年 4 月中旬或之前，透過郵寄接收委任書）
	或		
	3 月 28 日 或 4 月 18 日 ^{*(1)}	新提名的 說話能力主考員	出席面對面小三及／或小六「說話能力主考員工作坊」（包括招募測試，通過招募測試的說話能力主考員將即場獲發委任書）
	4 月 14 日	評估行政主任	出席說話、視聽資訊及紙筆評估行政安排簡介會
■	4 月 17 日	評估行政主任／ 技術支援人員	截止更新學校及學生資料（包括特別安排），以用作參與紙筆評估
■	5 月 4 日 ^{*(2)}	評估行政主任	透過速遞接收小三級說話及視聽資訊評估物料 密件
	5 月 6 日或 7 日 ^{*(3)}	考評局及學校	舉行小三級說話及視聽資訊評估

~ 5b-C-3 頁續 ~

■ 評估行政主任、助理評估行政主任或說話能力主考員將會接收到 SMS 提示短訊

密件：包裝上有「密件」字樣的評估物料，評估行政主任須確保在不需要使用這些物料時，將之原封不動地存放在配有堅固門鎖的儲物櫃或密室，並只按考評局指示開封。

	日期	負責人／機構	項目
■	5 月 8 日或 11 日 ^{*(4)}	評估行政主任	透過速遞將小三級說話及視聽資訊評估物料交回考評局
			透過速遞接收小六級說話及視聽資訊評估物料 密件
	5 月 13 日或 14 日 ^{*(5)}	考評局及學校	舉行小六級說話及視聽資訊評估
	5 月 15 日 ^{*(6)}	評估行政主任	透過速遞將小六級說話及視聽資訊評估物料交回考評局
	5 月 22 日	評估行政主任	透過互聯網及速遞接收《監考員手冊》
	6 月 2 日至 16 日	評估行政主任／ 技術支援人員	透過互聯網下載及核對紙筆評估所用的資料核對表
■	6 月 8 日或 9 日 ^{*(7)}	評估行政主任	透過速遞接收紙筆評估物料 密件
	6 月 15 日至 16 日 ^{*(8)}	考評局及學校	舉行紙筆評估
	6 月 16 日至 18 日 ^{*(9)}	評估行政主任	透過速遞將紙筆評估物料交回考評局

■ 評估行政主任、助理評估行政主任或說話能力主考員將會接收到 SMS 提示短訊 **密件**：包裝上有「密件」字樣的評估物料，評估行政主任須確保在不需要使用這些物料時，將之原封不動地存放在配有堅固門鎖的儲物櫃或密室，並只按考評局指示開封。

*緊急／惡劣天氣安排

- *(1) 4 月 25 日： **新獲委任**的說話能力主考員工作坊後備日（中國語文科及英國語文科）
- *(2) 5 月 5 日： 透過速遞接收小三級說話及視聽資訊評估物料的後備日
- *(3) 5 月 11 日： 舉行小三級說話及視聽資訊評估的後備日
- *(4) 5 月 12 日： 透過速遞將小三級說話及視聽資訊評估物料交回考評局及接收小六級說話及視聽資訊評估物料的後備日（如小三評估需要延至後備日，則交回小三級及接收小六級評估物料的日期為 5 月 12 日）
- *(5) 5 月 18 日： 舉行小六級說話及視聽資訊評估的後備日
- *(6) 5 月 18 日： 透過速遞將小六級說話及視聽資訊評估物料交回考評局的後備日（如小六評估需要延至後備日，則交回評估物料的日期為 5 月 19 日）
- *(7) 6 月 10 日： 透過速遞接收紙筆評估物料的後備日
- *(8) 6 月 22 日： 舉行紙筆評估的後備日
- *(9) 6 月 22 日： 透過速遞將紙筆評估物料交回考評局的後備日（如評估需要延至後備日，則交回評估物料的日期為 6 月 23 日）

III. 評估行政主任／助理評估行政主任須知

甲. 一般事項

1. 評估行政主任及助理評估行政主任職責摘要

評估行政主任在助理評估行政主任的協助下，有以下職責：

- 1.1 出任學校聯絡人，協助香港考試及評核局（考評局）在校內執行有關全港性系統評估（評估）的行政事務；
- 1.2 依據《2026 年全港性系統評估（小學）評估行政主任須知》（即《2026 年全港性系統評估（小學）便覽》的第五甲及五乙部份）及其他由考評局發出的相關指引，確保評估能在校內妥善實施；
- 1.3 適當地接收、核對、更改、發放及交回評估物料與傳達有關評估的資訊；
- 1.4 在接收評估物料後，將有關物料安全保管；
- 1.5 在接收到在包裝上有「密件」字樣的評估物料（包括說話及視聽資訊評估與紙筆評估）後，確保在不需要使用這些物料時，將之原封不動地存放在配有堅固門鎖的儲物櫃或密室；
- 1.6 確保盛載評估物料的紙箱（包括說話及視聽資訊評估與紙筆評估）由考評局委派到學校的評估行政助理，在評估舉行當日開封；所有說話及視聽資訊與紙筆評估物料、中國語文科視聽資訊評估的影碟、中國語文科及英國語文科聆聽評估的光碟及所有試題答題簿，則由說話能力主考員／有關的監考員，在評估開始前於課室內開封；
- 1.7 在接收評估物料後，負責下列物料的保密工作：
 - (1) 說話及視聽資訊評估與紙筆評估物料
 - (2) 中國語文科視聽資訊評估的影碟
 - (3) 聆聽評估光碟（中國語文科及英國語文科）
 - (4) 試題答題簿
- 1.8 確保評估進行期間出現的異常事項，按指引以書面形式向考評局報告；
- 1.9 按考評局的指示更改評估的行政安排。

註：當評估行政主任未能履行其職務時，助理評估行政主任須全權負責評估行政主任的職責。

2. 學校資料

- 2.1 所有學校須透過基本能力評估網站（網址：<https://www.bca.hkeaa.edu.hk>）上載學校資料。
- 2.2 學校所提交學生／教師的個人資料，將被考評局用作提供評估服務，及可能會以不記名方式進行教育研究和分析。就其提供的資料亦有可能會供給考評局指定的承辦商（或其受委人），以便處理一些並非由本局完成之工作，其中包括但不限於資料輸入和發放評估文件。學校所提交學生／教師的個人資料，亦會在法例授權或規定情況下，才向香港特別行政區政府、其他機構或有關一方披露。

本局將會保留學生的個人資料達六年、獲提名及委任教師的個人資料七年，而未獲委任教師的個人資料則會被保留兩年作日後參考之用。於資料保留期內，如本局需要相關的服務，本局或會移轉所有獲提名教師的個人資料予本局內相關部門／小組考慮。除非有具體理由而本局有責任保留該等資料一段較長期間，否則由相關學校提供的所有資料及表格將於資料保留期滿後被銷毀。

- 2.3 學校可透過基本能力評估網站下載參與評估學生的資料（包括需要特別安排學生）作核對及更新學校所上載的資料。考評局將在 2026 年 1 月 28 日 以書面通知學校需要確定紙筆評估所用的語言。

評估行政主任需確保有關紙筆評估的更新資料，包括新生、退學及／或需特別安排的學生資料，須於 2026 年 4 月 17 日 或以前於網站完成有關核對及更新工作，否則有關資料將不會在紙筆評估的核對表上列出。

- 2.4 在紙筆評估時，學校以抽樣形式參與小三評估所用的「學生抽樣名單」（見樣本 **b1**）及每間學校所用的電腦條碼，將會按照截至 2026 年 2 月 23 日的學校所上載的資料製作。在 2026 年 2 月 23 日以後的遞交的學生資料，考評局將不會在紙筆評估提供有關學生的電腦條碼。
- 2.5 每間學校在紙筆評估所用的「試題答題簿數量核對表」、「需特別安排學生人數核對表」及「學生出席紀錄表」，將會按照截至 2026 年 4 月 17 日學校所上載的資料製作。
- 2.6 學校所遞交的新生資料必須包括英文姓名、班別、班號、性別、出生日期及教育局編配的學生編號（STRN）。
- 2.7 學校不應使用異常事項報告、評估總結表或學生出席紀錄表來更新學校資料。

2.8 由 2026 年 6 月 2 日起至評估當日，學校可透過基本能力評估網站檢視紙筆評估所用的學校資料核對表，包括：

- (1) 試題答題簿數量核對表（見**樣本 b2**）（只適用於小六學校及**全體小三學生參與的學校**）
- (2) 試題答題簿數量核對表（見**樣本 b3**）（只適用於小三抽樣形式參與的小三學校）
- (3) 試題答題簿數量核對表（**特別安排**）（見**樣本 b4**）（只適用於有需要特別安排學生的小六學校及**全體小三學生參與的學校**）
- (4) 需特別安排學生人數核對表（見**樣本 b5**）（只適用於有需要特別安排學生的學校）
- (5) 學生出席紀錄表（見**樣本 b6**）（只適用於安排學生的小六學校及**全體小三學生參與的學校**）

上述核對表亦會放在「評估行政主任文件檔」及「監考員文件檔」內。

2.9 監考員可於評估進行期間在「學生出席紀錄表」上修改學生資料（如學生的增刪，或學生姓名的修改）以作點名用途。任何學生資料的主要改動，例如新增特別安排、新增學生等，評估行政主任應在評估行政主任文件檔內的「更正學生資料表格」上報告，學校在「學生出席紀錄表」上所作的任何資料改動將不會在本局系統內更新。

3. 特別安排選擇須知

3.1 所有學校應按照教育局有關特殊教育需要的政策及指引，在截止遞交更新學校及學生資料日期前，透過基本能力評估網站，為有特殊教育需要的學生點選特別安排。評估的特別安排選擇由 WS0 至 WS7，詳情請參閱「特別安排選擇須知」（見**附件 b1**）。

乙. 紙筆評估

4. 監考員職責

- 4.1 學校可提名任何教職員（為使校內執行評估的暢順，評估行政主任及助理評估行政主任不可同時擔任為監考員）為紙筆評估的監考員，惟最少要有 1 名監考員負責每班學生的監考工作。學校如有需要特別安排學生或非華語學生參加評估，學校或需額外委派監考員。學校亦需另選一至兩名教師擔任後備監考員，以備應急。
- 4.2 考評局建議將監考工作盡量分配給現職的小三和小六教師，但科任老師**不可以**監考所任教班別的科目評估（例如：6A 班的中國語文科老師**不可以**監考 6A 班的中國語文科評估）。評估行政主任應確保監考員並非該班的科任老師及會於評估進行期間嚴格遵守所有監考規則。
- 4.3 考評局將於 2026 年 5 月 22 日透過速遞，向評估行政主任提供適量（小六／全體小三：按學校的班級數目；小三抽樣：兩本）的「監考員手冊」（包括各科目及特別安排學生的「監考員須知」、一般監考員指引，以及填寫電子版的「紙筆評估總結表」（見樣本 b7）和「學生出席紀錄表」注意事項）和數份只供非華語學生分開進行評估的「監考員須知」（只適用於有非華語學生的學校）以便在評估當日使用。評估行政主任亦可透過基本能力評估網站下載 i) 各科目；及 ii) 特別安排學生的「監考員須知」。
- 4.4 為使評估能順利舉行，評估行政主任務必－
- (1) 評估進行前兩星期提醒監考員（包括後備監考員）下載相關科目的「監考員須知」及向有關教師簡介評估的程序；
 - (2) 提醒所有監考員在監考前熟讀「監考員須知」及其他指引和注意事項；及
 - (3) 於評估當日在每個評估室內放置一份「監考員手冊」。

5. 接收評估物料

- 5.1 評估物料全部以紙箱盛載，按評估日期分開包裝，並於箱外附以標籤識別。考評局將在 2026 年 6 月 8 日或 9 日於下列時段內由考評局指派的速遞公司送交評估行政主任：

上午校：上午 8 時至下午 1 時

全日制學校：上午 8 時至下午 5 時

評估行政主任應親自接收評估物料，並在速遞的簽收文件上填寫所收到的總箱數。如評估物料在上述時間內仍未送抵學校或評估物料在送抵學校時已破爛或不正確，評估行政主任應立即致電 3628 8181 通知考評局，以便考評局能及時作出跟進。評估行政主任應將事件記錄在電子版的「評估行政主任－異常事項報告」內（見樣本 b8）交回考評局。

- 5.2 在速遞人員離開學校前，評估行政主任應核對及確保（1）所接收的總箱數與文具箱上所列出的數目**相同**；及（2）每一箱所列明的學校名稱和學校編號**完全正確無誤**（見樣本 b14）。
- 5.3 評估行政主任應按下列第 6.1 及 6.3 段的指示存放評估物料。
- 5.4 為監察評估的物流服務質素，考評局將以隨機抽樣形式選出學校，並在評估物料送抵學校後、評估進行前造訪被選中的學校。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。考評局職員將檢查評估物料是否如考評局所示完好送抵學校。此質素檢查有賴評估行政主任的通力合作。

6. 存放評估物料

- 6.1 在接收到包裝上有「密件」字樣的紙筆評估物料後，評估行政主任必須確保在不需要使用這些物料時，將之原封不動地存放在配有堅固門鎖的儲物櫃或密室，直至交回考評局為止。
- 6.2 盛載評估物料紙箱上的密件標籤印有評估日期，這些紙箱只能由考評局委派到學校的評估行政助理，在評估舉行當日開啟。（請參閱第 7.15 段）
- 6.3 為避免洩露評估試題，即使紙箱已被開啟，評估行政主任亦必須確保所有光碟及試題答題簿封包保持密封，直至監考員在評估開始前於評估場地內開啟。

7. 紙筆評估舉行當日（即 2026 年 6 月 15 日及 16 日）

評估進行前

學校電鈴及廣播系統

- 7.1 為減少對參加評估的學生造成干擾，評估行政主任應在可行的情況下減低電鈴所發出的聲浪或關閉電鈴。

手提電話

- 7.2 在評估進行期間，評估行政主任應確保手提電話隨身攜帶及能夠接收來電／提示訊息，並定時檢查電話（每 15 至 20 分鐘），以免未能注意到考評局的來電。

學生抽樣名單 [只適用於小三抽樣學校]

- 7.3 考評局將以隨機抽樣方式選出學生參加紙筆評估。被選中的小三級學生班別及班號將於「學生抽樣名單」（見**樣本 b1**）上列出，評估行政主任應委派學校職員陪同被選中的學生前往評估室。學校可使用一個可容納 30 人的課室、學校禮堂或活動室作為評估室為所有被選中的學生進行評估。此外，學校或需設置其他課室，以便需特別安排學生及非華語學生分開進行評估。

如被抽中參加紙筆評估的學生缺席，不需安排其他學生替補。監考員須在「學生出席紀錄表」上註明該生缺席。

座位安排

- 7.4 **[適用於小六／全體小三]** 學生應按班號順序入座。
[適用於小三抽樣] 所有被選中的小三級學生應按班別及班號順序入座。被選中學生進入評估室前，評估行政助理需從「學生抽樣名單」的資料確認被選中學生之身份。如被選中學生沒有帶備學生手冊，可出示其他學校證明文件，如學籍卡附有學生姓名、班別、班號及相片等均可接受。

鐳射唱機設備

- 7.5 評估行政主任應在每間評估室內設置鐳射唱機，供中國語文科及英國語文科聆聽評估時播放光碟之用。為確保每名參加評估的學生都能清楚聽到話語內容，鐳射唱機必須接駁合適的揚聲器。
- 7.6 建議學校應盡量於評估舉行前一個工作天，安排學校技術支援人員安裝及充分測試備用的音響器材；如使用電腦播放聆聽評估光碟，技術支援人員需關掉電腦內螢幕保護裝置及監視器電源配置的設定，確保器材於評估期間可正常運作。

評估時間

- 7.7 應在評估室內當眼位置設一運作正常的時鐘，以便監考員和所有學生在需要時可清楚看見時間。

兩天的評估，所有學校都應在上午 8 時 45 分開始。（容許最多 15 分鐘的彈性）

個別學校或需安排有特別需要學生提早開考，好讓所有學生可在相若時間完成評估。

- 7.8 所有學校**必須**依照第 I 乙段的評估時間表進行評估。
- 7.9 所有學校**必須**在兩天評估內不遲於下午 12 時 30 分完成所有評估。

評估行政助理

- 7.10 考評局將委派一名評估行政助理於舉行紙筆評估的兩天到學校協助評估行政主任及監考員執行評估行政工作。評估行政助理的職責只提供協助而不是作出決定，關於評估行政助理的職責，請參閱「評估行政助理須知（紙筆評估）」（見**附件 b2**）。
- 7.11 評估行政助理應在**早上 7 時 45 分**向評估行政主任報到，如評估行政助理在**早上 7 時 55 分**仍未抵埗，評估行政主任應立即致電**3628 8181**通知考評局有關情況。
- 7.12 評估行政助理於抵埗後，須向評估行政主任出示由考評局發出的委任書及其個人的香港身份證或護照，以便評估行政主任核實身份。評估行政助理在執行職務期間，將佩戴由考評局提供的名牌（見**樣本 b9**），以識別身份。
- 7.13 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。
- 7.14 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，並在評估當日造訪被選出的學校。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。

開啟及核對評估物料

- 7.15 所有紙箱會按評估日期分開包裝（文具箱除外），並附有標籤（見**樣本 b14**）顯示：
- (1) 評估日期及科目
 - (2) 評估當日所有紙箱總數
 - (3) 紙箱號碼

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配有堅固門鎖的儲物櫃或密室中取出，**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，並小心開啟紙箱。**

註：因紙箱將重用以盛載評估物料交回考評局，評估行政主任須提供剉刀予評估行政助理小心開啟紙箱。

- 7.16 「評估行政主任文件檔」及所有文具，例如膠紙，將會放在一個文具箱內。在首日評估完結後，文具箱毋須密封，只須由評估行政主任保管，以便第二天評估使用。而文具箱可用作存放評估物資交回考評局。

- 7.17 評估行政主任在評估行政助理的協助下打開文具箱，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」（見**樣本 b2 / b3**）
 - iii. 「試題答題簿數量核對表(特別安排)」(見**樣本 b4**)（如學校有需要特別安排的學生）
 - iv. 「需特別安排學生人數核對表」（見**樣本 b5**）（如學校有需要特別安排的學生）
 - v. 3 份「學生抽樣名單」（見**樣本 b1**）（評估行政主任應派發 1 份名單予評估行政助理作核對學生身份之用）[只適用於小三抽樣學校]
 - vi. 包含「評估行政主任－異常事項報告」電子版的超連結（見**樣本 b8**）（假若沒有發生特別事故，評估行政主任毋須填寫此表格）
 - vii. 1 個後備的小三 及 1 個後備的小六「答卷封套（D 封套）」（見**樣本 b10**）及 1 個後備的「剩餘評估物料封套（E 封套）」（見**樣本 b11**）
 - viii. 1 或 2 份「評估行政助理出席紀錄表」（見**樣本 b12**）
 - ix. 1 或 2 個「評估行政助理名牌」（見**樣本 b9**）
 - 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，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（見**樣本 b13**）
 - (6) 封箱膠紙

7.18 不同班別及評估分節的評估物料（包括「**監考員文件檔**」、試題答題簿及光碟等）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**〕，評估行政主任在評估行政助理的協助下：

- (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評估，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：4 班小三 x 6 張評估卷別 = 24 個「**D 封套**」及 24 個「**E 封套**」）〔如學校是以抽樣形式參與小三評估，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評估〕／每班的中國語文科聆聽評估光碟的分卷編號與試題答題簿的分卷編號相同（只適用於 6 月 15 日）
- (9) 確保中國語文科聆聽評估的光碟的語言版本（廣州話或普通話）與學校選擇的相同（只適用於 6 月 15 日）
- (10) 確保全級〔如學校以抽樣形式參與小三評估〕／每班的英國語文科聆聽評估光碟的分卷編號與試題答題簿的分卷編號相同（只適用於 6 月 16 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 16 日）
- (12) 只適用於有非華語學生或「需特別安排學生」的學校：確保已接收這些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
- (13) **如評估物料有缺漏情況，請立即致電 3628 8181 通知考評局，以便考評局於評估開始前作出跟進**

註：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，便毋須通知考評局有關的差異。

監考員

7.19 被委派擔任監考員的教師應於評估正式開始前 20 分鐘，帶備相關科目的「監考員須知」向評估行政主任報到。報到後，在評估行政助理協助下，評估行政主任分發下列物料給監考員：

- (1) 「監考員文件檔」，內有：
 - i. 包含「紙筆評估總結表」電子版的超連結
 - 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」監考員應檢查所收到的「監考員文件檔」是否屬於被分派到的班別及評估分節〔小六／全體小三：每班別每評估分節各一個文件檔；小三抽樣：每評估分節各一個文件檔〕
- (2) 該評估分節的電腦條碼
監考員應檢查所收到的電腦條碼是否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
- (4) 「剩餘評估物料封套（E 封套）」，每班每份卷別 1 個
- (5) 密封的光碟（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：只有 1 疊〕

負責監考需分開進行評估學生的監考員

- (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) 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，這些學生只需填寫他們的學校編號、班別及班號在答卷封面上便可。
- (iii) 當評估完結後，監考員將學生的答卷交回所屬班別或交予評估行政主任時，必須將這些學生的電腦條碼貼在他們的答卷上。
- (iv) 負責監考這些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。在評估期間如發生特別事故，監考員須通知評估行政主任。
- (v) 評估行政主任應隨即將事件記錄在電子版的「評估行政主任－異常事項報告」內，交回考評局。

為非華語學生提供的支援措施

7.20 為非華語學生（即 WS1 學生）提供一套英文版的數學科試題答題簿（該生的班別已點選使用英文版試題除外），學校可因應學生的需要，讓他們選用中文版或英文版的數學科試題答題簿。

- 7.21 在中國語文科閱讀、聆聽及寫作評估中提供足夠數量的「中英對照學生須知」。須知會放在「評估行政主任文件檔」內，學校可按需要派發須知予學生。
- 7.22 提供兩張特別版本的中國語文科聆聽評估光碟，此光碟只供小六級非華語學生使用，光碟內會讀出所有題目及選項。有關學校可以按學生的學習需要使用此特別版本的光碟。如學校使用該光碟，需將有關非華語學生安排在另一個課室或電腦室進行評估。
- 7.23 小六級中國語文科聆聽評估完成後，所有物料，包括在另一課室所使用的答卷及已使用的光碟，需先交回原來班別的中國語文科監考員，以集合其他評估物料一併處理。分開進行評估的答卷毋須以另一個信封分別處理。
- 7.24 在中國語文科閱讀評估提供「增潤作答指引」，此指引只供非華語學生使用。有關學校可以按學生的學習需要使用此指引。如學校朗讀該指引，那些非華語學生需要被安排在另一個課室進行評估。學校將會額外收到一套只有一份分卷的試題答題簿及「增潤作答指引」，以便作出安排。
- 7.25 學校可以在中國語文科寫作評估過程中，向非華語學生朗讀寫作題目。同樣，為了不影響其他學生，如學校有此安排，需將非華語學生安排在另一個課室進行評估。
- 7.26 為便利學校可以為非華語學生，在中國語文科寫作評估中朗讀題目，學校將會收到一套只有一份分卷的特別包裝試題答題簿。
- 7.27 所有評估當日供非華語學生使用的評估物料，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。

評估物料

- 7.28 下表詳列每個評估分節所需的評估物料：

<u>評估分節</u>	<u>2026 年 6 月 15 日用的評估物料</u>
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（<u>中國語文科－閱讀及聆聽</u>），內有： <ul style="list-style-type: none"> 電子版的「<u>紙筆評估總結表</u>」超連結 「<u>監考員工作核對表</u>」1份（在「<u>紙筆評估總結表</u>」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 1-2 張 • 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"> — 電子版的「紙筆評估總結表」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	2026 年 6 月 16 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"> — 電子版的「紙筆評估總結表」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 (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 1-2 張 • 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

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"> — 電子版的「紙筆評估總結表」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 • <u>密封</u>的試題答題簿 1 至 2 包 • 草稿紙 1 疊 • 「答卷封套（D 封套）」1 個 • 「剩餘評估物料封套（E 封套）」1 個
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評估進行中

給予監考員的支援

- 7.29 評估行政助理在評估進行期間，最少每 40 分鐘於評估室外巡視一次，在有需要時向監考員提供支援。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。
- 7.30 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。

試題答題簿數量不足

- 7.31 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。如監考員發現接收的試題答題簿數量不足，可通過評估行政助理向評估行政主任尋求協助。

評估行政主任應安排使用其他班別의 同一科目卷別及分卷的剩餘試題答題簿，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。

光碟損壞或內容不符

- 7.32 如接收的光碟及後備光碟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封套上註明「損壞」或「內容不符」並放在「評估行政主任文件檔」內交回考評局，以便跟進。

學生沒有電腦條碼

- 7.33 新生（或任何在 2026 年 2 月 23 日以後提供予考評局的學生資料）或許未獲提供電腦條碼。沒有電腦條碼的學生須在試題答題簿封面上填寫學校編號、班別及班號，評估行政主任須填寫「評估行政主任文件檔」內的「更正學生資料表格」，向考評局報告有關新生的資料。

評估終結後

監考員核對評估物料

- 7.34 每位監考員應確保電腦條碼已適當地貼在試題答題簿上及收回的答卷數目與「學生出席紀錄表」內的學生出席人數一致，方可讓學生離去。他／她應將答卷放進「答卷封套 (D 封套)」內，以原子筆正確填寫封套上的資料，並在封套上適當位置簽署。
- 7.35 監考員應把所有其他評估物料，如「監考員文件檔」、已填妥的「學生出席紀錄表」、光碟、剩餘的試題答題簿、剩餘的電腦條碼、已使用及未使用的草稿紙及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）放進「剩餘評估物料封套 (E 封套)」內。
- 7.36 監考員應保持所有封套開啟，以便在交回所有評估物料時給評估行政主任複檢。

評估行政主任與評估行政助理檢查及包裝評估物料

- 7.37 在評估行政助理的協助下，評估行政主任應檢查每位監考員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**必須相同**
- (2) 答卷按學生的班號順序（由小至大，班號小的放在上面）排列〔如學校以抽樣形式參與小三評估，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
- (4) 學生在答卷封面上填寫的學校編號（學校編號的最後 3 個位）、班別及班號和「學生出席紀錄表」上列印的資料相符（抽樣檢查試題答題簿）
- (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）正確，並與「學生出席紀錄表」上的資料相同
- (6) 封套面上「放大答卷」的適當方格內已有☑號

剩餘評估物料封套 (E 封套)

- (7) 「學生出席紀錄表」已正確填妥
- (8) 交回所有光碟（只適用於中國語文科及英國語文科聆聽評估）
註：如有光碟損壞或內容不符，該光碟應放在「評估行政主任文件檔」內交回考評局，以便跟進。
- (9) 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
- (10) 交回剩餘的電腦條碼
- (11) 交回已使用及未使用的草稿紙（只適用於數學科）
- (12) 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）

註：如一個評估分節有兩個「E 封套」，「監考員文件檔」應放在較後一節評估卷別的「E 封套」內

需分開進行評估的學生

- i. 需分開進行評估的學生須在答卷封面上填寫學校編號、班別及班號
- ii. 當評估完結後，他們的答卷交回所屬班別或交予評估行政主任時，監考員必須將這些學生的電腦條碼貼在他們的答卷上
- iii. 這些學生的答卷應與同班同學的答卷一起放進所屬的「答卷封套 (D 封套)」內
- iv. 這些學生的剩餘評估物料可放進任何一班相同評估分節的「剩餘評估物料封套 (E 封套)」內
- v. 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
- vi. 填寫「學生出席紀錄表」、「D 封套」及「E 封套」時，確保已包括分開進行評估學生的資料

- 7.38 如課室或禮堂內曾發生異常事項，監考員應立即透過電子版的「紙筆評估總結表」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。
- 7.39 如發現任何資料不符，評估行政主任應盡量尋求解決辦法，如未能解決，應立即致電考評局（電話：3628 8181）。評估行政主任應將親自發現的異常事項詳列於電子版的「評估行政主任－異常事項報告」交回考評局。

- 7.40 評估行政主任完成核對後，應將答卷放進所屬的「答卷封套 (D 封套)」內。請注意：每班〔小六／小三全體〕／全級〔小三抽樣〕每個評估分節應使用一個封套（即每班／全級應於中國語文科－閱讀、聆聽及寫作使用共 3 個封套；於數學科使用 1 個封套；於英國語文科－聆聽、閱讀和寫作使用共 2 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。
- 7.41 全級〔小三抽樣〕／每班〔小六／小三全體〕每個評估分節應使用一個「剩餘評估物料封套 (E 封套)」。評估行政助理將會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。
- 7.42 如發生特別事故，評估行政主任須於完成整個紙筆評估前填寫電子版的「評估行政主任－異常事項報告」交回考評局。相反，假若沒有特別事故發生，則毋須填寫報告。

包裝評估物料

- 7.43 把所有評估物料，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)」
- 放回原來盛載評估物料的紙箱內。在完成整個紙筆評估後，評估行政主任應將「評估行政主任文件檔」放在文具箱或其中一個盛載評估物料的紙箱內，並適當地密封所有盛載評估物料的紙箱。

評估行政助理出席紀錄表

- 7.44 評估行政主任應請評估行政助理在離校前填寫及簽署「評估行政助理出席紀錄表」。
- 7.45 評估行政主任須於「評估行政助理出席紀錄表」上簽署確認其到校時間，並在紀錄表適當位置上為有關評估行政助理工作的表現評分。「評估行政助理名牌」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。

存放評估物料

- 7.46 如考評局提供的紙箱已破爛或不足以放回所有評估物料，評估行政主任可使用文具箱或其他合適的紙箱盛載評估物料，以便交回考評局。評估行政主任須以膠紙將紙箱密封，然後在額外紙箱上貼上一個印有學校編號、中英文學校名稱、學校地址、紙箱號碼及紙箱總數的標籤（見**樣本 b14**）。

- 7.47 使用額外紙箱（並非指更換破爛紙箱）時，評估行政主任必須更改所有紙箱標籤上的當日紙箱總數。如學校多加 1 個紙箱，總箱數變為 3 箱，在這情況下，評估行政主任可用箱頭筆將原來紙箱上標籤的總數 2 刪去，然後在旁邊寫上 3 即可。
- 7.48 *評估行政主任須確保紙箱及評估物料在不需使用時存放在配有堅固門鎖的儲物櫃或密室，直至交回考評局為止。*
- 7.49 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。

8. 評估終結後安排

收集評估物料

- 8.1 考評局將於 2026 年 6 月 16 日至 18 日，安排速遞公司到學校收集所有評估物料。
- 8.2 評估行政主任應將所有已使用或未使用的評估物料放進已妥善密封的紙箱內，交給考評局指派的速遞公司。

9. 緊急情況

接收評估物料當日遇上惡劣天氣

- 9.1 如因天氣惡劣，教育局宣布小學停課，評估物料將延至 2026 年 6 月 10 日送交學校。

舉行紙筆評估當日遇上惡劣天氣

- 9.2 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安排。如評估行政主任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。
- 9.3 在舉行紙筆評估的其中一日，倘教育局宣布小學上午停課，當日全日的評估將改期至 2026 年 6 月 22 日舉行。收集評估物料的日期將順延至 2026 年 6 月 23 日。
- 9.4 教育局已於 2025 年 5 月 2 日向全港小學發出通函（第 57/2025 號），通知各小學有關 2026 年度施行全港性系統評估的安排。學校有責任盡早向家長發出通告，告知他們有關時間表及後備日的應變安排，以確保學生參與全港性系統評估，從而讓學校取得全面而有用的資料，促進學與教。

收回評估物料當日遇上惡劣天氣

- 9.5 如因天氣惡劣，教育局宣布小學停課，將延至 2026 年 6 月 22 日 到學校收回評估物料。

其他緊急事項

- 9.6 除因天氣惡劣影響，其他緊急事項，如發生火警、停電等，評估行政主任應首先處理有關情況，然後致電 3628 8181 通知考評局有關事項。評估行政主任應將事件詳情及處理方法記錄在電子版的「評估行政主任－異常事項報告」內交回考評局。
- 9.7 評估行政主任必須謹記，評估行政助理的職責並不包括作出決定，故此他／她不能就如何處理學校發生的異常及緊急事項下決定。

丙. 聯絡我們

香港考試及評核局 教育評核服務部

地址：九龍新蒲崗太子道東 698 號
寶光商業中心 9 樓 901, 903-906 室

科目及評核事宜

電話：3628 8188

傳真：3628 8138

評估行政事宜：

電話：3628 8181

傳真：3628 8190

電郵：tsa1@hkeaa.edu.hk

網上服務技術支援事宜：

電話：3628 8177

傳真：3628 8138

電郵：tsa@hkeaa.edu.hk

基本能力評估網站：<https://www.bca.hkeaa.edu.hk>

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- b1 Guidelines on Selecting Special Arrangements
- b2 Instructions to Assessment Administration Assistants (Written Assessments) (*Chinese version only*)

Specimen Documents

- b1 Student Sample List (For P.3 schools participating in TSA on a sampling basis)
- b2 Question-answer Booklets Quantity Checklist
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- b4 Question-answer Booklets Quantity Checklist (Special Arrangements)
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- b6 Students' Attendance Record
- b7 Assessment Summary for Written Assessments
- b8 Assessment Administration Supervisor's Irregularity Report
- b9 Identification Badge of Assessment Personnel
- b10 Envelope for Worked Question-answer Booklets (Written Assessments) (Envelope D)
- b11 Envelope for Surplus Assessment Materials (Written Assessments) (Envelope E)
- b12 Assessment Administration Assistant's Attendance Record
- b13 A Properly Sealed Envelope
- b14 Carton Labels

TASK CHECKLIST FOR ASSESSMENT ADMINISTRATION SUPERVISOR (WRITTEN ASSESSMENTS)

Before the Assessments

Date	Task
<input type="checkbox"/> 17 Apr	Deadline for updating school and student information (including special arrangements) for the Written Assessments
<input type="checkbox"/> 22 May	Receive the “ <i>Invigilators’ Handbook</i> ” via the Web and from the courier
<input type="checkbox"/> 2 – 16 Jun	Download and check the checklists and forms to be used in the Written Assessments via the Web
<input type="checkbox"/> 2 weeks before the assessments	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"/> 8 or 9 Jun	Receive the materials for Written Assessments from the courier, check the carton boxes are for the materials to be used for the school/designated assessment dates and ensure them remain unopened. Then, lock the carton boxes of assessment materials in a secure cabinet or strong-room
<input type="checkbox"/> 1 working day before the assessment	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"/> the assessment	Remind all students to bring HB pencils and erasers on the days of the assessments

On the Days of Assessments (i.e. 15 and 16 Jun 2026)

Task
<input type="checkbox"/> 1. The AAA(s) report for duty at 7:45 a.m.
<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 a.m. (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 p.m.
<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"/> 16 – 18 Jun	Return assessment materials to the HKEAA via the courier

I. Components of the Territory-wide System Assessment 2026 (Primary Schools)

A. ORAL AND CHINESE AUDIO-VISUAL ASSESSMENTS IN MAY 2026

Date / Starting Time Subject	6 or 7 May 2026 8:45 a.m.*		13 or 14 May 2026 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 2026

1. Timetable for the First Day of Written Assessments

Date /Starting Time	15 June 2026 8:45 a.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	No later than 12:30 p.m.	

2. Timetable for the Second Day of Written Assessments

Date /Starting Time	16 June 2026 8:45 a.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	No later than 12:30 p.m.	

* 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 2026

	Date	Responsible / Action Party	Operation Item
	28 Jan	Principals	Receive ONE set of “Territory-wide System Assessment 2026 (Primary Schools) Quick Guide” via the Web and from the courier
	28 Jan	Principals	1. Receive notification of the date of Oral and CAV Assessments for individual schools via courier or post 2. Receive the work schedule of teachers of their own schools serving as Oral Examiners via courier or post
	28 Jan – 4 Feb	AAS	Confirm the languages to be used in the Written Assessments by completing and returning the reply slip
	23 Feb	AAS / IT Support Staff	Deadline for updating school and student information (including special arrangements) for the Oral and CAV Assessments, and barcode label printing for the Oral, CAV and Written Assessments
	24 Feb – 16 Mar	AAS / IT Support Staff	Frozen period for updating school and student information through BCA Website
	9 – 20 Mar	Experienced Oral Examiners	Attend online training (Chinese Language and English Language) and pass the recruitment test (Oral Examiners who have passed the recruitment test will receive their appointment letter by post: by mid-April 2026)
	OR		
	28 Mar or 18 Apr ^{*A}	New Oral Examiners	Attend face-to-face training workshops for P.3 and/or P.6 Oral Examiners (Including the recruitment test, Oral Examiners who have passed the recruitment test will receive their appointment letters on the spot)
	14 Apr	AAS	Attend the briefing session on the administration of the Oral, CAV and Written Assessments
	17 Apr	AAS / IT Support Staff	Deadline for updating school and student information (including special arrangements) for the Written Assessments
	4 May ^{*B}	AAS	Receive the materials for P.3 Oral and Chinese Audio-visual Assessments from the courier SECRET
	6 or 7 May ^{*C}	HKEAA and Schools	Conduct P.3 Oral and Chinese Audio-visual Assessments

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

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

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.

	Date	Responsible / Action Party	Operation Item
■	8 or 11 May ^{*D}	AAS	Return the materials for P.3 Oral and Chinese Audio-visual Assessments to the HKEAA via the courier
			Receive the materials for P.6 Oral & CAV Assessments from the courier SECRET
	13 or 14 May^{*E}	HKEAA and Schools	Conduct P.6 Oral & CAV Assessments
	15 May ^{*F}	AAS	Return the materials for P.6 Oral & CAV Assessments to the HKEAA via the courier
	22 May	AAS	Receive the “Invigilators’ Handbook” via the Web and from the courier
	2 – 16 Jun	AAS / IT Support Staff	Download and check the checklists and forms to be used in the Written Assessments
■	8 or 9 Jun ^{*G}	AAS	Receive the materials for the Written Assessments from the courier SECRET
	15 – 16 Jun^{*H}	HKEAA and Schools	Conduct the Written Assessments
	16 – 18 Jun ^{*I}	AAS	Return the materials for the Written Assessments to the HKEAA via the courier

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

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. 25 Apr : Day reserved for attending training workshop for NEW Oral Examiners (Chinese and English language)
- *B. 5 May : Day reserved for receiving the materials for P.3 Oral & CAV Assessments from the courier
- *C. 11 May : Day reserved for conducting the replacement P.3 Oral & CAV Assessments
- *D. 12 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 (if the P.3 assessments have to be conducted on reserve day, the returning date will be 12 May)
- *E. 18 May : Day reserved for conducting the replacement P.6 Oral & CAV Assessments
- *F. 18 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 19 May)
- *G. 10 Jun : Day reserved for receiving the materials for the Written Assessments from the courier
- *H. 22 Jun : Day reserved for conducting the replacement Written Assessments
- *I. 22 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 23 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 2026 (Primary Schools) Instructions to Assessment Administration Supervisor* (i.e. Parts 5a and 5b of the "*TSA 2026 (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 for the Chinese Audio-visual Assessment, CDs 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 for the CAV Assessments
 - (3) CDs 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: <https://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 of the information of ALL participating students (including students with SEN options) and school data already submitted online via the BCA Website. The HKEAA will send a letter to schools by 28 January 2026 to confirm the languages to be used in the Written Assessments.

It is important for the Assessment Administration Supervisor to ensure that the **amendments regarding newly admitted students, drop-outs and/or students requiring special arrangements for Written Assessments to be made online by 17 April 2026, otherwise they will not be shown on the checklists for the Written Assessments.**

- 2.4 *Student Sample List* of P.3 schools participating in TSA on a sampling basis (see **Specimen b1**) and barcode labels for Written Assessments are generated from the school data submitted as at 23 February 2026. The HKEAA will not provide barcode labels to students whose information is submitted after 23 February 2026.
- 2.5 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 17 April 2026.
- 2.6 Schools should submit the following information for any newly-admitted students: English name, class name, class number, gender, date of birth and STRN.
- 2.7 Amendments to school data should NOT be submitted by means of *Irregularity Report*, *Assessment Summary* or *Students' Attendance Record*.

- 2.8 From 2 June 2026 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 b2**) (ONLY for P.6 schools and **schools with all P.3 students** participating in TSA)
 - (2) *Question-answer Booklets Quantity Checklist* (see **Specimen b3**) (ONLY for P.3 schools participating in TSA on a sampling basis)
 - (3) *Question-answer Booklets Quantity Checklist (Special Arrangements)* (see **Specimen b4**) if there are such students in P.6 schools and **schools with all P.3 students** participating in TSA
 - (4) *Checklist of Students Requiring Special Arrangements* (see **Specimen b5**) if there are such students in your school
 - (5) *Students' Attendance Record* (see **Specimen b6**) (ONLY for P.6 schools and **schools with all P.3 students** participating in TSA)

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 or deleting students or changing student 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 school and 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 (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 The HKEAA will provide **an adequate number of copies (P.6 / P.3 Opt-in: based on the number of classes; P.3 sampling: 2 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 the electronic version of “*Assessment Summary for Written Assessments*” (see **Specimen b7**) 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 22 May 2026 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, including the Reserve Invigilators, to download the *Instructions to Invigilators* of related subject and brief each of the Invigilators concerned well 2 weeks before the assessments;
 - (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 8 or 9 June 2026 at the following times:

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

Whole-day Schools: 8:00 a.m. – 5:00 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 follow-up 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 b8) 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 b14**).
- 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 any day between the arrival of assessment materials at schools and the commencement of the assessments as 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 7.15 for details).*

- 6.3 *To safeguard the secrecy of assessment questions, the Assessment Administration Supervisor must keep the CDs 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 right before the commencement of the respective assessments.*

7. On the Days of Written Assessments (i.e. 15 and 16 June 2026)

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 message 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.

Student Sample List [ONLY for P.3 sampling schools]

- 7.3 Students will be selected at random to participate in the Written Assessments. The class and class numbers of students selected will be listed in the *Student Sample List* (see **Specimen b1**) of the Written Assessment. The Assessment Administration Supervisor should appoint school staff to arrange for the selected students to go to the assessment room. Schools may conduct the assessments for all the selected P.3 students in a classroom, school hall or an activity room that can accommodate 30 students. Besides, they may need to set up another classroom for students requiring special arrangements and non-Chinese speaking students taking the assessment separately.

If any of the students selected is absent, it is not necessary to replace the student with another student. The invigilator should mark this student as “ABSENT” on the *Students’ Attendance Record*.

Seating Arrangement

- 7.4 **[For P.6 / P.3 Opt-in]** Students should sit in sequential order of their class numbers.
[For P.3 sampling] All the selected P.3 students should sit in sequential order of their classes and class numbers. Before admitting students to the assessment room, the Assessment Administration Assistant should check the identity of the selected students against the *Student Sample List*. If the students do not have their student handbooks, other school official documents with their names, classes, class numbers and photographs are also acceptable, such as their student cards.

Provision of CD Players

- 7.5 The Assessment Administration Supervisor should arrange to make available equipment that can read CDs 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.
- 7.6 Schools are recommended to assign staff members 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 as far as possible. If a computer is to be used for reading the CDs 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

- 7.7 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.** 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.

- 7.8 The assessment timetables given in Section I. B. **must** be followed by all schools.
- 7.9 All schools **must** finish all assessments no later than **12:30 p.m.** on both days.

Assessment Administration Assistant

- 7.10 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.
- 7.11 An AAA should report for duty to the Assessment Administration Supervisor at **7:45 a.m.** If an AAA fails to arrive at **7:55 a.m.**, the Assessment Administration Supervisor must report the situation to the TSA Administration Team by phone at 3628 8181.
- 7.12 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 b9**) provided by the HKEAA to identify himself/herself at all times when being on duty.

- 7.13 Assessment Administration Assistants are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission from the HKEAA.
- 7.14 The HKEAA will select schools at random to visit on the assessment days as 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 the AAA. They will then check if the AAA is performing the duties as instructed by the HKEAA.

Unpacking and Checking Assessment Materials

- 7.15 All cartons are packed by assessment day (except for the stationery box), with a label (see **Specimen b14**) 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.

- 7.16 *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.
- 7.17 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 b2 / b3**)
 - iii. *Question-answer Booklets Quantity Checklist (Special Arrangements)* (see **Specimen b4**, ONLY for schools with students requiring special arrangements)
 - iv. *Checklist of Students Requiring Special Arrangements* (see **Specimen b5**, ONLY for schools with students requiring special arrangements)
 - v. 3 copies of *Student Sample List* (see **Specimen b1**) (1 copy should be given to the AAA for facilitating the identity check) [**ONLY for P.3 sampling schools**]

- vi. Hyperlink for the *Assessment Administration Supervisor's Irregularity Report* (see **Specimen b8**) (only to be completed if there are any irregularities.)
 - vii. 1 spare P.3 and 1 spare P.6 *Envelope for Worked Question-answer Booklets (Envelope D)* (see **Specimen b10**) and 1 spare *Envelope for Surplus Assessment Materials (Envelope E)* (see **Specimen b11**)
 - viii. 1 or 2 copies of *Assessment Administration Assistant's Attendance Record* (see **Specimen b12**)
 - ix. 1 or 2 pieces of *Assessment Administration Assistant's Identification badge* (see **Specimen b9**)
 - x. 1 copy of *Student Data Amendment Form*
 - xi. An additional copy of the *Invigilators' Handbook*
 - xii. 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)
 - xiii. Enough copies of bilingual instruction sheet for Chinese Language Reading, Listening and Writing Assessments (ONLY for schools with WS1 Non-Chinese Speaking students)
 - xiv. 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 [**For P.6/P.3 opt-in: one envelope for each class each assessment paper; For P.3 sampling: one envelope for each assessment paper**]
 - (3) Barcode labels for all classes and subjects
 - (4) Rough work sheets for Mathematics Assessment [**For P.6/P.3 opt-in: one pack for each class; For P.3 sampling: one pack for P.3**]
 - (5) HKEAA sealing labels (see **Specimen b13**)
 - (6) Adhesive tape
- 7.18 The assessment materials (including *Invigilator's Working File*, QA booklets and CDs) are packed by class and assessment session [**For P.6/P.3 opt-in: one pack for each class and assessment session; For P.3 sampling: one pack for each subject**]. 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 [**For P.3 sampling: ONLY one pack of rough work sheet**]
 - (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*) [**For P.3 sampling: ONLY 6 *Envelope D* and 6 *Envelope E***]
 - (6) keep the HKEAA sealing labels for packing assessment materials after they have been returned by the Invigilators

- (7) confirm the CDs and QA booklets are SEALED
- (8) confirm that the paper codes of the CDs and QA booklets used by the whole level [**For P.3 sampling**]/ same class for the Chinese Language Listening Assessment are the same (for 15 June only)
- (9) confirm that the language version of the CDs (Cantonese or Putonghua) for the Chinese Language Listening Assessment is the version opted for by the school (for 15 June only)
- (10) confirm that the paper codes of the CDs and QA booklets used by the whole level [**for P.3 sampling**]/ the same class for the English Language Listening Assessment are the same (for 16 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 16 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 addressed 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

7.19 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 *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 [**For P.6/P.3 opt-in: one working file for each class and assessment session; For P.3 sampling: one working file for each assessment session**].
- (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 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 P.6/P.3 opt-in: one pack for each class; For P.3 sampling: ONLY one pack]**

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

- 7.20 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.
- 7.21 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.
- 7.22 Two special CDs for Chinese Listening will be provided to schools with P.6 NCS students. The special CDs, with all questions and options read aloud to the students, are **for P.6 NCS students ONLY**. Schools concerned MAY choose to use the special CD 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.
- 7.23 After the P.6 Chinese Listening Assessment, all materials, including the worked QA booklets and CDs 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.

- 7.24 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.
- 7.25 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.
- 7.26 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.
- 7.27 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

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

Assessment Session	Assessment Materials for 15 June 2026
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 <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 <u>SEALED</u> packet(s) of question-answer booklets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i> <p>Listening</p> <ul style="list-style-type: none"> • 1 to 2 CDs in <u>SEALED</u> packets • 1 to 2 <u>SEALED</u> packet(s) of question-answer 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 <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 <u>SEALED</u> packet(s) of question-answer booklets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i>
Assessment Session	Assessment Materials for 16 June 2026
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 <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 & 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 <i>SEALED</i> packet(s) of question-answer booklets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i> <p>Listening</p> <ul style="list-style-type: none"> • 1-2 CDs in <i>SEALED</i> packets • 1 to 2 <i>SEALED</i> packet(s) of question-answer 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 <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 <i>SEALED</i> packet(s) of question-answer booklets • 1 pack of rough work sheets • 1 <i>Envelope D</i> • 1 <i>Envelope E</i>

DURING THE ASSESSMENTS

Support to Invigilators

- 7.29 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.
- 7.30 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

- 7.31 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.

The Assessment Administration Supervisor should arrange to use the surplus QA booklets from the same subject paper and sub-paper 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.

Defective CDs or Different Contents of CDs

- 7.32 If the given CD and even the spare CD 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 envelope and place it in the *Assessment Administration Supervisor’s Working File* and return to the HKEAA for follow-up actions.

Students without Barcode Labels

- 7.33 New students (or any student data submitted to the HKEAA after 23 February 2026) may not be given barcode labels. Students without barcode labels should fill in the school code, class name and class number on the cover page of the QA booklets. 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

- 7.34 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, matching the number of students present in the ‘*Student’s Attendance Record*’. 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.
- 7.35 The Invigilator should put all other assessment materials, such as the *Invigilator’s Working File*, completed *Students’ Attendance Record*, CDs, 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*.
- 7.36 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

- 7.37 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 **must be 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 **[For P.3 sampling: worked QA booklets are arranged**

in the order of class name and class number, i.e. the first letter of the class name and 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), class name and class number 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 appropriate box of “Enlarged Worked QA Booklets” on the envelope

Envelope for Surplus Assessment Materials (Envelope E)

- (7) the *Students' Attendance Record* is properly completed
- (8) all CDs have been returned (for the Chinese Language and English Language Listening Assessments only)
Note: Any defective CDs or CDs with wrong content should be placed in the *Assessment Administration Supervisor's Working File* and return 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)

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.

- 7.38 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.
- 7.39 If any discrepancies are found, the Assessment Administration Supervisor should try to resolve the situation immediately. If the situation cannot be resolved, 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.
- 7.40 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 **[For P.6/P.3 opt-in]** / whole level **[For P.3 sampling]** (i.e. for each class or whole level, 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.
- 7.41 One *Envelope E* should be used for whole level **[For P.3 sampling]**/ each assessment paper each class **[For P.6/P.3 opt-in]**. The AAA should fill in the required information and sign in the appropriate space on each envelope. The Assessment Administration Supervisor and the AAA should together seal the envelopes with the HKEAA sealing labels and sign across the labels.
- 7.42 The electronic version of *Assessment Administration Supervisor's Irregularity Report* must be completed before the completion of the whole assessment if there is irregularity. However, if there are no irregularities, there is no need to fill out the Irregularity Report.

Packing of Assessment Materials

- 7.43 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

- 7.44 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.

- 7.45 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

- 7.46 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 b14**).
- 7.47 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.
- 7.48 *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.*
- 7.49 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 from 16 to 18 June 2026.
- 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 10 June 2026.

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 **22 June 2026**. The collection of the assessment materials will be postponed to 23 June 2026.
- 9.4 The Education Bureau issued the Circular Memorandum (No. 57/2025) on 2 May 2025 to inform all primary schools of the arrangements for the administration of the TSA 2026. 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

- 9.5 If the Education Bureau decides that primary schools are to be closed due to bad weather on the day for collecting assessment materials, the collection dates will be postponed to 22 June 2026.

Other Emergencies

- 9.6 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.
- 9.7 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

Address: Unit 901, 903-906, Stelux House
698 Prince Edward Road East
San Po Kong, Kowloon

Subject and assessment related matters:

Tel: 3628 8188
Fax: 3628 8138

Assessment administration matters:

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

Technical support related to online services matters:

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

2026 年全港性系統評估（小學） 特別安排選擇須知

全港性系統評估（系統評估）旨在為學校提供準確而全面的全港學生和個別學校學生整體表現的資料和數據，學校應安排所有學生參加。根據公平原則，部份學生可能需要學校在考試中為他們作出特別安排，以助他們顯示學習成果。在不影響系統評估內容和目標的原則下，學校也應在系統評估中，為這些學生作出相應的安排。同時，學校須確定學生因其障礙而不能參與系統評估，方可豁免學生參加部份或全部的系統評估。

一、點選原則

學校可就學生的情況，或為有特別評估安排需要的學生，於以下時段內為該等學生點選 **WS0** 至 **WS7** 的特別安排類別，讓香港考試及評核局（下稱考評局）在系統評估期間及製作成績報告時作相應安排：

日期	
2025 年 10 月 28 日	截止在基本能力評估網頁上「全港性系統評估中心」內的「參與系統評估的學生資料」分頁內為所有學生點選特別評估安排
2026 年 2 月 23 日	截止在基本能力評估網頁上更新參與說話及視聽資訊評估的學生資料（包括特別評估安排）
2026 年 4 月 17 日	截止在基本能力評估網頁上更新參與紙筆評估的學生資料（包括特別評估安排）

學校應按照教育局有關特殊教育需要的政策及指引，為有特殊教育需要的學生點選 **WS0** 及 **WS3** 至 **WS7** 的特別安排（詳見第三部份及附錄一）。對於需要特別安排的學生，學校必須同時備有下列文件：

1. **相關專業人士**（詳見附錄二，如：言語治療師、醫生、教育心理學家、臨床心理學家、聽力學家）報告；及
2. **校長的書面認許**；及
3. **學生的支援及校內評估調適記錄**

考評局於有需要時，將預先通知學校，並於一星期後連同教育局代表到校查閱有關文件。

成績稍遜的學生（**Academically Low Achievers**，簡稱 **ALAs**）須按正常程序參加系統評估，學校毋須為這些學生點選任何特別安排。

此外，學校為學生點選特別安排時，請留意以下各點：

1. 事先取得家長的同意；及
2. 參考專業人員、教師及學生家長的意見，以及學生近期在校內考試所接受的特別安排（如考試所延長的時間）；及
3. 如需延長個別有特殊教育需要學生的系統評估時間，一般為不超過原定評估時間的百分之二十五。個別學生如有嚴重視障或肢體傷殘，可按相關專業人員的意見增加延長的時間。

如有需要，學校可為個別學生（不論他們是否有特殊教育需要的學生）在課室內作特別座位安排，而毋須事先向考評局申請。

二、點選須知

1. 學校可為一位學生點選多於一項特別安排。
2. 由於說話評估及中國語文科視聽資訊評估只會隨機抽樣部份學生參與，考評局未能即時為參與系統評估的學生提供調適安排，所有於指定日期已點選 **WS0** 及 **WS3** 至 **WS7** 特別安排的學生，均不會在「學生抽樣名單」中被列為正選或後備。然而，學校亦可因應個別情況，以書面向考評局要求把個別已點選 **WS0** 或 **WS4** 至 **WS7** 特別安排的學生包括在學生抽樣名單中。如果有關學生被選中參與說話評估及／或中國語文科視聽資訊評估，考評局將不能提供調適安排，而有關學生的系統評估結果亦會包括在學校報告內。
3. 考評局會將點選特別安排的學生的系統評估結果分別處理（詳見第四部份－系統評估結果發放安排）。
4. 視乎個別情況，學校可為其他有特殊需要學生以書面申請 **WS0** 至 **WS7** 以外的其他特別安排。惟學校必須提供充分證明，有關安排亦需符合公開考試公平、合理的原則。有關申請必須於 **2025 年 11 月 7 日或之前**（註：所有逾期申請將不獲受理），連同個別學生資料及證明文件送交考評局，以供考慮。

三、可點選的類別

WS0 豁免參與說話評估 (可供嚴重言語障礙學生點選)

有關安排

豁免參與說話評估（學生仍須參與紙筆評估）

WS1 非華語學生

原則上學校應安排所有非華語學生參與整個系統評估（即包括中國語文科、英語文科及數學科評估）。學校可為個別非華語學生，點選 WS1 特別安排。

有關安排

說話評估—

如抽中 WS1 學生參與中國語文科說話評估，考評局會提供該評估的中、英對照「學生須知」。

視聽資訊評估—

如抽中 WS1 學生參與中國語文科視聽資訊評估，學校可特別安排他們在其他課室應考，以便在評估過程中區別處理。考評局會提供中、英對照的「學生須知」，中國語文科視聽資訊評估（供需特別安排學生使用版本）影碟兩張，學校可用影碟播出題目及所有選項。

紙筆評估—

- 考評局會為有 WS1 學生的學校額外提供：
 - 一套英文版的數學科試題答題簿（如該生的班別已點選使用中文版試題），學校可因應學生的需要，讓他們選用中文版或英文版的數學科試題答題簿。
 - 中國語文科聆聽、寫作及閱讀評估的中、英對照「學生須知」。
 - 小六級^{註一}中國語文科聆聽評估（供特別安排學生使用的版本）光碟兩張。如使用此光碟，學校需安排 WS1 學生在其他課室區別處理，用光碟播出所有題目及選項。
 - 供中國語文科閱讀評估使用的「增潤作答指引」。如學校在進行中國語文科閱讀評估時，向 WS1 學生朗讀增潤作答指引，學校須安排 WS1 學生在其他課室區別處理。系統評估當日學校將會額外收到一套只有一份分卷的試題答題簿及「增潤作答指引」，以便作出安排。
- 學校可在中國語文科寫作評估過程中，向非華語學生朗讀題目，但必須安排他們在其他課室應考，以便區別處理。系統評估當日學校將會額外收到一套只有一份分卷的試題答題簿，以供監考員朗讀題目給 WS1 學生作答。
- 上述額外的系統評估物料在包裝上將與其他有所區別，以「需特別安排學生的評估物料」標示。

註一：鑑於小三級中國語文科聆聽評估的聆聽檔話語內容已包括所有題目及選項，沒有額外提供 WS1 學生使用的版本。

WS2 新來港學生

任何跟隨本港課程學習的學生，無論居港時間長短，都必須參與整個系統評估（即包括中國語文科、英國語文科及數學科評估）。

鑑於新來港學生需要適應本地的課程及學習步伐，學校可為這些學生點選 WS2。

點選 WS2 的新來港學生必須符合以下其中一項準則：

1. 學生由首日抵港起至本學年首日入學期間少於 1 年（即來港少於 1 年）；
或
2. 學生來港超過 1 年，但本學年入學前未有人讀本港任何學校超過 1 年（即入學少於 1 年）。

學校必須備有這些學生的來港定居證明紀錄（如單程證、護照、居留權證明書副本）及入學證明等。考評局於有需要時，將預先通知學校，並於一星期後向學校查閱有關文件。

WS3 豁免參與整個系統評估

（可供嚴重視障學生及智力發展障礙學生^{註二}點選）

註二：此選項並不包括有限智能學生

WS4 豁免參與聆聽及視聽資訊評估

（可供中度嚴重、嚴重及深度聽障學生點選）

有關安排

豁免參與中國語文科聆聽評估、英國語文科聆聽評估及中國語文科視聽資訊評估

WS6 使用放大試題答題簿

（可供視障、讀寫障礙及肢體傷殘等學生點選）

有關安排

1. 考評局將提供放大的 A3 試題答題簿，並以象牙色紙印刷，另附中國語文科及英國語文科聆聽光碟各兩張^{註三}。
2. 上述額外的系統評估物料在包裝上將與其他有所區別，以「需特別安排學生的系統評估物料」標示。

註三：由於所有 WS6 學生的放大試題答題簿均為同一的指定分卷，在進行中國語文科及英國語文科聆聽評估時，這些學生的分卷與同班學生的分卷可能並不相同，學校應安排這些學生前往使用相同分卷的班別或分開進行聆聽評估。

WS7 分開進行評估、延長評估時間、給予短暫的休息時間及/或使用輔助設施及儀器

(可供讀寫障礙、自閉症譜系、注意力不足/過度活躍症、肢體傷殘、言語障礙、視障、聽障及其他與精神健康相關的障礙等學生點選)

有關安排

1. 學校可參考學生在近期的校內考試所接受的特別安排進行所有評估。
2. 為有嚴重讀字困難的讀寫障礙學生朗讀試卷只適用於中國語文科及英國語文科的寫作及聆聽評估，以及數學科評估，詳情請參閱教育局發出的《特殊教育需要學生校內考試特別安排》指引^{註四}。
3. 考評局將提供額外及只有一份分卷的試題答題簿予全校所有 WS7 學生，另附中國語文科及英國語文科聆聽光碟各兩張，以便學校有需要時安排教師為上述第 2 項的學生朗讀試卷。
4. 上述額外的系統評估物料在包裝上將與其他有所區別，以「需特別安排學生的系統評估物料」標示。

註四：《特殊教育需要學生校內考試特別安排》指引（網址：https://sense.edb.gov.hk/uploads/page/integrated-education/guidelines/sea_guide_c.pdf）

四、系統評估結果發放安排（小六及全體小三學生參與的學校適用）

考評局將按照每所學校提交的學生資料，將學生的系統評估結果分為三類報告供校方參考：

學校報告：	全校學生的系統評估結果
補充報告 1：	不包括有選擇 WS1 的學生系統評估結果
補充報告 2：	不包括有選擇 WS1、WS2、WS4、WS6 及 WS7 的學生的系統評估結果
非華語學生／有特殊教育需要學生中、英、數科評估報告：	非華語學生／有特殊教育需要學生的中、英、數科評估結果（只供學校有 5 位或以上非華語學生／有特殊教育需要學生參與中文、英文、數學科評估）

附錄一

	有特殊教育需要的學生類別	特別安排選項（只供參考）
1.	特殊學習困難／讀寫障礙	WS6, WS7
2.	智力發展障礙	WS3
3.	自閉症譜系	WS7
4.	注意力不足／過度活躍症	WS7
5.	肢體傷殘	WS6, WS7
6.	視障 －輕度、中度 －嚴重、全失明	WS6, WS7 WS3, WS7
7.	聽障 －輕度、中度 －中度嚴重、嚴重、深度	WS7 WS4, WS7
8.	言語障礙（構音、語言、聲線、語暢及語用） －輕度、中度 －嚴重	WS7 WS0, WS7
9.	其他與精神健康相關的障礙	WS7

附錄二

	有特殊教育需要的學生類別	評估機構／專業人士
1.	特殊學習困難／讀寫障礙	教育心理學家或臨床心理學家
2.	智力發展障礙	教育心理學家、臨床心理學家或衛生署／醫管局兒童體能智力測驗中心
3.	自閉症譜系	精神科醫生或衛生署／醫管局兒童體能智力測驗中心
4.	注意力不足／過度活躍症	精神科醫生或衛生署／醫管局兒童體能智力測驗中心
5.	肢體傷殘	醫生
6.	視障	眼科醫生或香港盲人輔導會轄下普通眼科及低視能中心
7.	聽障	聽力學家
8.	言語障礙	言語治療師
9.	其他與精神健康相關的障礙	精神科醫生或衛生署／醫管局兒童體能智力測驗中心

Territory-wide System Assessment 2026 (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 assessments. 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
28 October 2025	Deadline for selecting special arrangements for all students participating in assessment on the "Participating Students Information" webpage in the "TSA Centre" at BCA Website
23 February 2026	Deadline for updating student information (including special arrangements) at BCA Website for Oral & CAV Assessments
17 April 2026	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. **Students identified as WS0, WS3 to WS7 in the BCA Website before the specified deadline will not be chosen as “Selected” or “Reserve” 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 7 November 2025** (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 Since the listening content for P.3 Chinese Listening Assessment includes all questions and options, no additional version for WS1 students is provided.

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 Developmental 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, Visual Impairment, Hearing Impairment, Other Mental Health Disorders, 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 of 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://sense.edb.gov.hk/uploads/page/integrated-education/guidelines/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 types of 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 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 Developmental Disability	WS3
3.	Autism Spectrum Disorder	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 and Language Impairment (Articulation, Language, Voice, Fluency and Pragmatic) - Mild and Moderate - Severe	WS7 WS0, WS7
9.	Other Mental Health Disorders	WS7

Appendix II

	SEN Type	Assessment Centres / Professionals
1.	Specific Learning Difficulties / Dyslexia	Educational psychologists or Clinical psychologists
2.	Intellectual Developmental 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.	Other Mental Health Disorders	Psychiatrists or Child Assessment Service operated by the Department of Health / Hospital Authority

2026 年全港性系統評估（小學） 評估行政助理須知（紙筆評估）

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 **2026 年 6 月 15 日及 16 日**；如有需要或於 **2026 年 6 月 22 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，並在評估當日到該校進行探訪。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，如評估行政助理因突發事件或緊急事故未能於評估當日履行職務，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	2026 年 6 月 15 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	不遲於下午 12:30 完成	

日期	2026 年 6 月 16 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	不遲於下午 12:30 完成	

需確保每日的評估在上午 **8 時 45 分** 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

1. 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** 和 **6CL** 均設有兩張分卷，英國語文科的聆聽 **3EL** 和 **6EL** 設有三張分卷。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配有堅固門鎖的儲物櫃或密室中取出。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 b2/b3)
 - iii. 「試題答題簿數量核對表(特別安排)」(樣本 b4)(如學校有需要特別安排的學生)
 - iv. 「需特別安排學生人數核對表」(如學校有需要特別安排的學生)(樣本 b5)
 - v. 3份「學生抽樣名單」(見樣本 b1)(評估行政主任應派發1份名單予評估行政助理作核對學生身份之用)(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」(樣本 b8)
 - 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 b10)及1個後備的「剩餘評估物料封套(E封套)」(樣本 b11)
 - viii. 1或2份「評估行政助理出席紀錄表」(樣本 b12)
 - ix. 1或2個「評估行政助理工作證」(樣本 b9)
 - 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(樣本 b13)
 - (6) 封箱膠紙
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x6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的分卷編號與試題答題簿的分卷編號相同(只適用於6月15日)
 - (9) 確保中國語文科聆聽評估的光碟的語言版本(廣州話或普通話)與學校選擇的相同(只適用於6月15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的分卷編號與試題答題簿的分卷編號相同(只適用於6月16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16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(只適用於有需要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」（樣本 b7）
- 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 b6）

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（只適用於中國語文科及英國語文科聆聽評估）／密封的「檔案密碼」信封以解密已下載的聆聽評估聲音檔

- (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「答卷封套（D 封套）」內
- (vii) 需特別安排學生的剩餘評估物料可放進任何一班相同評估分節的「剩餘評估物料封套（E 封套）」內
- (viii) 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
- (ix) 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

2. 下表詳列每個評估分節所需的評估物料：

評估分節	2026 年 6 月 15 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 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 1-2 張 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 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	2026 年 6 月 16 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 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"> <u>密封</u>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"> <u>密封</u>的光碟 1-2 張 <u>密封</u>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
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 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 <u>密封</u>的試題答題簿 1 至 2 包 草稿紙 1 疊 答卷封套 (D 封套) 1 個 剩餘評估物料封套 (E 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。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。

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。

3. 光碟損壞或內容不符

如接收的光碟及其後備光碟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。評估結束後，評估行政主任應在損壞或內容不符的光碟封套上註明「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 2026 年 2 月 23 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 張光碟 (只適用於中國語文科及英國語文科聆聽評估)
註：如有光碟損壞或內容不符，該光碟會連同「評估行政主任文件檔」一併交回考評局，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)

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 (如小三以抽樣形式參與) / 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 (如小三以抽樣形式參與) / 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」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<u>電子版</u>的「評估行政主任－異常事項報告」。假若沒有發生特別事故，評估行政主任毋須填寫此表格 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 將紙箱保存在配有堅固門鎖的儲物櫃或密室

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早上停課，當日全日之評估將改期至 **2026年6月22日舉行**。
3. 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 <https://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，必須盡早聯絡考評局。**

十二、 聯絡我們

香港考試及評核局 教育評核服務部

地址：九龍新蒲崗太子道東 698 號
寶光商業中心 901, 903-906 室

電話：3628 8181

傳真：3628 8190

電郵：tsa1@hkeaa.edu.hk

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

TSA/P

紙筆評估 – 學生抽樣名單 (中文、英文及數學)

Written Assessments – Student Sample List (Chinese, English and Mathematics)

學校編號 (School Code) : P999

學校名稱 (School Name) : 甲乙丙學校 (全日制)

ABC SCHOOL (WD)

班別 (Class)	班號 (Class No.)
3A	04
3A	05
3A	08
3A	12
3A	13
3A	16
3A	20
3A	24
3A	27
3A	29
3A	31
3A	33
3B	02
3B	06
3B	07
3B	10
3B	15
3B	16
3B	17
3B	20
3B	22
3B	27
3B	30
3B	32
3C	01
3C	06
3C	17
3C	20
3C	21
3C	22
3C	26
3C	28
3C	30
3C	31
3D	05
3D	17
3D	26

20XX年全港性系統評估 (小學) Territory-wide System Assessment 20XX (Primary Schools)

試題答題簿數量核對表

Question-answer Booklets Quantity Checklist

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

學校編號 P999
School Code: _____

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	包數 No. of packets	總卷數 Total copies
16/06/20XX	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
16/06/20XX	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
16/06/20XX	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
17/06/20XX	Mathematics 數學	Chinese Version 中文版	3MC1/3MC2/3MC3/3MC4 (Chinese) (*Rough work sheet)	3A	17	@12	2	@36	0	24
17/06/20XX	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

樣本 b2
Specimen b2

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
17/06/20XX	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
17/06/20XX	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

20XX年全港性系統評估 (小學) Territory-wide System Assessment 20XX (Primary Schools)

試題答題簿數量核對表

Question-answer Booklets Quantity Checklist

學校名稱 Name of School:		甲乙丙學校(全日) ABC SCHOOL(WD)		學校編號 School Code:		P999		級別 Level:		小三 P3	
日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper		班別 Class	學生人數 Entries	包數 @12	No. of packets @36	總卷數 Total copies		
16/06/20XX	Chinese Language 中國語文	Reading 閱讀	3CR1/3CR2/3CR3/3CR4		P3		2	0	24		
16/06/20XX	Chinese Language 中國語文	Listening 聆聽	3CL1 (Cantonese) (*CD)		P3		1	0	12		
			3CL1 (Putonghua) (*CD)		P3		1	0	12		
16/06/20XX	Chinese Language 中國語文	Writing 寫作	3CW1/3CW2		P3		2	0	24		
17/06/20XX	English Language 英國語文	Reading & Writing 閱讀和寫作	3ERW1/3ERW2/3ERW3		P3		2	0	24		
17/06/20XX	English Language 英國語文	Listening 聆聽	3EL1 (*CD)		P3		2	0	24		
17/06/20XX	Mathematics 數學	Chinese Version 中文版	3MC1/3MC2/3MC3/3MC4 (Chinese) (*Rough work sheet)		P3		1	0	12		
17/06/20XX	Mathematics 數學	English Version 英文版	3ME1/3ME2/3ME3/3ME4 (English) (*Rough work sheet)		P3		1	0	12		

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

樣本 b3
Specimen b3

20XX年全港性系統評估 (小學) Territory-wide System Assessment 20XX (Primary Schools)

試題答題簿數量核對表 (特別安排)

Question-answer Booklets Quantity Checklist (Special Arrangements)

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

學校編號 P999
School Code:

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	
16/06/20XX	Chinese Language 中國語文	Listening 聆聽	3CL2 (Cantonese) (*CD)	2	-	-	2
16/06/20XX	Chinese Language 中國語文	Reading 閱讀	3CR2	2	-	-	2
16/06/20XX	Chinese Language 中國語文	Writing 寫作	3CW2	2	-	-	2
17/06/20XX	English Language 英國語文	Listening 聆聽	3EL2 (*CD)	3	-	-	3
17/06/20XX	English Language 英國語文	Reading & Writing 閱讀和寫作	3ERW2	3	-	-	3
17/06/20XX	Mathematics 數學	Chinese Version 中文版	3MC2 (Chinese) (*Rough work sheet)	2	-	-	2
17/06/20XX	Mathematics 數學	English Version 英文版	3ME2 (English) (*Rough work sheet)	1	-	-	1

樣本 b4
Specimen b4

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	
16/06/20XX	Chinese Language 中國語文	Listening 聆聽	3CL2 (Cantonese) (*CD)	-	1	-	12
16/06/20XX	Chinese Language 中國語文	Reading 閱讀	3CR2	-	1	-	12
16/06/20XX	Chinese Language 中國語文	Writing 寫作	3CW2	-	1	-	12
17/06/20XX	English Language 英國語文	Listening 聆聽	3EL2 (*CD)	-	1	-	12
17/06/20XX	English Language 英國語文	Reading & Writing 閱讀和寫作	3ERW2	-	1	-	12
17/06/20XX	Mathematics 數學	Chinese Version 中文版	3MC2 (Chinese) (*Rough work sheet)	-	1	-	12
17/06/20XX	Mathematics 數學	English Version 英文版	3ME2 (English) (*Rough work sheet)	-	1	-	12

完
--End--

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

學校編號 P999
School Code: P999

級別 小三
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 b5
Specimen b5



P9993A3CL8

學生出席紀錄表
Students' Attendance Record

樣本 b6
Specimen b6

學校名稱
Name of School:

甲乙丙學校 (全日)
ABC School (WD)

學校編號
School Code:

P999

科目
Subject:

中國語文聆聽
Chinese Language - Listening

級別
Level:

P3

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	—	○
2	Student 2 / 學生 2	—	○
3	Student 3 / 學生 3	WS1	○
4	Student 4 / 學生 4	—	○
5	Student 5 / 學生 5	—	○
6	Student 6 / 學生 6	—	○
7	Student 7 / 學生 7	WS6	○
8	Student 8 / 學生 8	—	○
9	Student 9 / 學生 9	—	○
10	Student 10 / 學生 10	—	○
11	Student 11 / 學生 11	—	○
12	Student 12 / 學生 12	—	○
13	Student 13 / 學生 13	—	○
14	Student 14 / 學生 14	—	○
15	Student 15 / 學生 15	—	○
16	Student 16 / 學生 16	—	○
17	Student 17 / 學生 17	—	○
18	Student 18 / 學生 18	—	○
19	Student 19 / 學生 19	—	○
20	Student 20 / 學生 20	—	○
21	Student 21 / 學生 21	—	○
22	Student 22 / 學生 22	—	○
23	Student 23 / 學生 23	—	○
24	Student 24 / 學生 24	—	○
25	Student 25 / 學生 25	—	○
26	Student 26 / 學生 26	—	○

* 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

- 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	—	<input type="radio"/>
28	Student 28 / 學生 28	—	<input type="radio"/>
29	Student 29 / 學生 29	WS1	<input type="radio"/>
30	Student 30 / 學生 30	—	<input type="radio"/>
31	Student 31 / 學生 31	—	<input type="radio"/>
32	Student 32 / 學生 32	WS1, WS4	<input type="radio"/>
33	Student 33 / 學生 33	—	<input type="radio"/>
34	Student 34 / 學生 34	—	<input type="radio"/>
35	Student 35 / 學生 35	—	<input type="radio"/>
36	Student 36 / 學生 36	—	<input type="radio"/>
37	Student 37 / 學生 37	—	<input type="radio"/>
38	Student 38 / 學生 38	—	<input type="radio"/>
39			<input type="radio"/>
40			<input type="radio"/>
41			<input type="radio"/>
42			<input type="radio"/>
43			<input type="radio"/>
44			<input type="radio"/>
45			<input type="radio"/>
46			<input type="radio"/>
47			<input type="radio"/>
48			<input type="radio"/>
49			<input type="radio"/>
50			<input type="radio"/>

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

WS1

WS2

WS3

WS4

WS6

WS7

豁免所有中國語文科卷別 Exempt all Chinese Language papers

非華語學生 Non-Chinese speaking students

新來港學生 Newly-arrived children

豁免參與整個評估 Exempt from the whole assessment

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

使用放大試題答題簿 Using A3 QA booklets

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

20XX年全港性系統評估（小學）
Territory-wide System Assessment 20XX
(Primary Schools)

樣本 b7
Specimen b7

紙筆評估總結表
Assessment Summary for Written Assessments

請注意：無論評估當日有沒有發生特別事故，監考員亦須於評估當日經網上填妥紙筆評估總結表電子版並遞交至考評局。（註：如已網上遞交總結表，則毋須填寫紙本總結表。）

Note: No matter whether there is any irregularity or not, the Invigilator should complete the electronic version of Assessment Summary for Written Assessments and submit to the HKEAA on the same assessment day. (Remark: If the online Assessment Summary is completed and submitted, there is no need to complete the Assessment Summary in paper form.)

電子版的紙筆評估總結表

Electronic version of Assessment Summary for Written Assessments:

<https://forms.office.com/r/bMCRhzPXPm?origin=lprLink>



學校名稱 Name of School:			
學校編號 School Code:		級別 Level:	班別 Class:
科目 Subject:			評估時間 Assessment time:
中文 Chinese Language <input type="checkbox"/> 寫作 Writing <input type="checkbox"/> 閱讀 Reading <input type="checkbox"/> 視聽資訊 Audio-visual	英文 English Language <input type="checkbox"/> 寫作 Writing <input type="checkbox"/> 閱讀 Reading <input type="checkbox"/> 閱讀和寫作 Reading & Writing	<input type="checkbox"/> 數學 Mathematics	第一節 (First session) 由 From 至 To
<input type="checkbox"/> 聆聽 Listening	<input type="checkbox"/> 聆聽 Listening		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 occurring during the assessment session:

<input type="checkbox"/> 學生身體不適 Illness	<input type="checkbox"/> 學生遲到 Late Arrival of Student	<input type="checkbox"/> 學生使用違規物品 Unauthorized Materials
<input type="checkbox"/> 違規／懷疑作弊 Misconduct / Suspected Cheating	<input type="checkbox"/> 試題答題簿缺損 Defective Q&A booklets	<input type="checkbox"/> 電腦條碼不正確 Incorrect information of barcode labels
<input type="checkbox"/> 播放機損壞 Defective CD/VCD Player	<input type="checkbox"/> 光碟不正常／中斷 Malfunctioning/Interrupted CD * 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"/> 使用錯誤的光碟版本(如：評估語言不正確／與分卷編號不符) Use wrong CD version (e.g. wrong language medium / inconsistent sub-paper code of Q & A booklets)
<input type="checkbox"/> 評估超時／縮短：_____分鐘 Overtiming/Undertiming min.	<input type="checkbox"/> 評估中止／受滋擾：_____分鐘 Interruption / Disturbance min. # 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"/> 其他： Other: _____ _____ _____

時間 Time	事件詳情（請描述事件經過及處理方法） Irregularity Details (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(s) (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

20XX 年全港性系統評估（小學）
Territory-wide System Assessment 20XX
(Primary Schools)

樣本 b8
Specimen b8

評估行政主任－異常事項報告

Assessment Administration Supervisor's Irregularity Report

請注意：如發生特別事故，評估行政主任須於評估當日經網上填妥異常事項報告電子版及遞交至考評局。相反，假若沒有特別事故發生，則毋須填寫報告。（註：如已網上遞交報告，則毋須填寫紙本報告。）若說話能力主考員或監考員未有在「說話評估總結表」／「紙筆評估總結表」內填報有關評估行政上的特別事故，評估行政主任可以填寫異常事項報告作補充。

Note: **If there is any irregularity**, the Assessment Administration Supervisor should **complete the electronic version of Irregularity Report and submit to the HKEAA on the same assessment day**. However, if there are no irregularities, there is no need to fill out the Irregularity Report. (Remark: If the online report is completed and submitted, there is no need to complete the report in paper form.) 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 Written Assessments".

電子版的異常事項報告

Electronic version of Irregularity Report:

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



若評估行政主任無法遞交電子版的異常事項報告，請填妥以下資料，傳真至 36288190。

If the Assessment Administration Supervisor **is unable to submit the electronic version** of Irregularity Report, please complete the following information and fax it to 36288190.

學校名稱

Name of School : _____

學校編號

School Code : _____

電話號碼

Tel No. : _____

評估時發生以下特別事故：

Irregularities occurring during the assessment session are detailed below:

日期/時間 Date / Time	異常事項 Irregularities	受影響的學生班別及班號 Class and Class No. of the Affected Students

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
**HONG KONG EXAMINATIONS &
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

小學三年級
Primary 3

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

TSA School Code : _____

級別

Level : _____ P3

班別

Class : _____

請在適當方格內填上「✓」號。Please put a “✓” in the appropriate box.

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

☐ 中文版 Chinese Version ☐ 英文版 English Version

☐ 中英文版 Chinese and English Version

缺考學生人數

Total No. of Students Absent: _____

缺考學生班號

Class No. of Absentee(s) : _____

此封套 This Envelope

☐ 有放大答卷 included Enlarged Worked QA Booklets

☐ 沒有放大答卷 not included Enlarged Worked QA Booklets

答卷總數（包括特別安排學生）

Total No. of Worked QA Booklet (including students
requiring special arrangements).



本人確認此封套內的答卷總數（包括特別安排學生）與學生出席記錄表出席人數相同。

I confirmed that the total no. of worked Question-Answer Booklet (including students requiring special arrangements) matches the number of students presented on the Students' Attendance Record.

監考員姓名

Name of Invigilator: _____

監考員簽署

Signature of Invigilator: _____

日期

Date: _____



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

D

小學六年級
Primary 6

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

TSA School Code : _____

級別

Level : _____ P6

班別

Class : _____

請在適當方格內填上「✓」號。Please put a “✓” in the appropriate box.

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

☐ 中文版 Chinese Version ☐ 英文版 English Version

☐ 中英文版 Chinese and English Version

缺考學生人數

Total No. of Students Absent: _____

缺考學生班號

Class No. of Absentee(s) : _____

此封套 This Envelope

☐ 有放大答卷 included Enlarged Worked QA Booklets

☐ 沒有放大答卷 not included Enlarged Worked QA Booklets

答卷總數（包括特別安排學生）

Total No. of Worked QA Booklet (including students
requiring special arrangements).



本人確認此封套內的答卷總數（包括特別安排學生）與學生出席記錄表出席人數相同。

I confirmed that the total no. of worked Question-Answer Booklet (including students requiring special arrangements) matches the number of students presented on the Students' Attendance Record.

監考員姓名

Name of Invigilator: _____

監考員簽署

Signature of Invigilator: _____

日期

Date: _____

樣本 b10
Specimen b10



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)
: ☐ 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

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) | | |

評估行政助理簽署

Signature of Assessment Administration Assistant : _____

日期

Date : _____

樣本 b11
Specimen b11

20XX 年全港性系統評估
Territory-wide System Assessment 20XX
評估行政助理出席紀錄表
Assessment Administration Assistant's Attendance Record

重要事項 IMPORTANT NOTES:

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

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

甲部 Part A (由評估行政助理填寫及評估行政主任加簽 To be completed by AAA and countersigned by AAS) :

學校名稱 _____ 學校編號 _____
 Name of School : _____ School Code : _____

評估行政助理姓名及編號 : _____ (_____) 香港身份證／護照號碼 : _____
 Name and Code of AAA _____ HKID Card / Passport No. _____

評估日期 Assessment Date	評估時段 Assessment Session (A.M. / P.M.)	抵達時間 Time of Arrival	離開時間 Time of Departure	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

乙部 Part B (由評估行政主任填寫 To be completed by Assessment Administration Supervisor):

對評估行政助理的
 評分
 Rating to AAA

10 **9** **8** **7** **6** **5** **4*** **3** **2** **1**

非常滿意
Excellent

一般
Acceptable

十分不滿意
Unacceptable

* 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

意見 (如有) : _____
 Comments (if any) _____

註: 填妥的出席紀錄表須放入評估行政主任文件檔內交回考評局

Note: The completed Attendance Record Form should be put into the AAS's Working File for returning to the HKEAA

樣本 b12
Specimen b12

The diagram illustrates a specimen bag layout. At the top, a box labeled "香港考試及評核局封條 HKEAA Sealing Label" is connected to two internal boxes. Each internal box contains the text "香港考試及評核局 HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY" and "全港性系統評估 TERRITORY-WIDE SYSTEM ASSESSMENT", followed by a signature. Below these internal boxes are two external boxes for signatures: "由評估行政主任橫加簽署 Assessment Administration Supervisor to sign across" on the left and "由評估行政助理橫加簽署 Assessment Administration Assistant to sign across" on the right. The entire assembly is enclosed within a large rectangular frame.

香港考試及評核局封條
HKEAA Sealing Label

香港考試及評核局
HONG KONG EXAMINATIONS AND
ASSESSMENT AUTHORITY

全港性系統評估
TERRITORY-WIDE
SYSTEM ASSESSMENT

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 :

評估物料紙箱標籤 Carton label of boxes with assessment material

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

16/6/20XX

中國語文

Chinese Language