

2025 年全港性系統評估（中學） 便覽

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

第五甲部分 Part 5a

評估行政主任須知 （說話評估）

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



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評估行政主任工作核對表（說話評估）

評估進行前

日期	工作
<input type="checkbox"/> 1月21日或	透過速遞或郵寄接收個別學校的說話評估日期
<input type="checkbox"/> 22日	通知擔任說話能力主考員的校內教師他們的評估工作時間表
<input type="checkbox"/> 1月21日至 2月11日	以回條回覆確定評估所使用的語言
<input type="checkbox"/> 2月21日	截止遞交更新學校及學生資料，包括說話評估的特別安排
<input type="checkbox"/> 3月20日	出席說話及紙筆評估行政安排簡介會
<input type="checkbox"/> 4月25日	透過速遞接收說話評估物料，檢查盛載評估物料的紙箱是否屬於該學校／指定評估日期及仍保持原封不動，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	安排所需的等候室及評估室
<input type="checkbox"/> 三天	提醒學生於評估當日攜帶學生證及原子筆或鉛筆

評估當日（即 2025 年 4 月 29 或 30 日）

工作
<input type="checkbox"/> 1. 評估行政助理於上午 8:00 或下午 1:00 報到
<input type="checkbox"/> 2. 所有說話能力主考員於上午 8:15 或下午 1:15 報到
<input type="checkbox"/> 3. 在評估行政助理見證下開啟及核對評估物料
<input type="checkbox"/> 4. 按指引分發評估物料
<input type="checkbox"/> 5. 提供每班的學生名單予每組別的說話能力主考員及評估行政助理
<input type="checkbox"/> 6. 引領說話能力主考員及評估行政助理前往評估室及等候室
<input type="checkbox"/> 7. 委派 2 名學校職員安排被選中的學生分批前往等候室參與說話評估
<input type="checkbox"/> 8. 於上午 8:45 或下午 1:45 同時開始中國語文科及英國語文科說話評估(容許最多 15 分鐘的彈性處理)
<input type="checkbox"/> 9. 說話能力主考員按指引包裝及歸還評估物料
<input type="checkbox"/> 10. 在評估行政助理協助下複檢所有歸還的封套及評估物料
<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

評估完結後

日期	工作
<input type="checkbox"/> 5月2日	透過速遞將盛載評估物料的紙箱交回考评局

I. 2025 年全港性系統評估（中學）組成部分

甲. 2025 年 4 月份說話評估

科目 \ 日期/開始時間	2025 年 4 月 29 或 30 日 上午 8:45 或下午 1:45*
中國語文科	說話評估
英國語文科	說話評估

乙. 2025 年 6 月份紙筆評估

日期/開始時間	2025 年 6 月 19 日 上午 8:45*	2025 年 6 月 20 日 上午 8:45*
評估範疇 (評估時間)	中國語文－寫作 (75 分鐘)	英國語文－寫作 (40 分鐘)
休息 15 至 35 分鐘		
評估範疇 (評估時間)	中國語文－閱讀 (30 分鐘)	英國語文－閱讀 [#] (35 分鐘)
		英國語文－聆聽 (約 35 分鐘)
休息 15 至 35 分鐘		
評估範疇 (評估時間)	中國語文－視聽資訊 [#] (約 15 分鐘)	數學 (65 分鐘)
	中國語文－聆聽 (約 20 分鐘)	
完成評估	不遲於下午 1:15 完成	

* 容許最多 15 分鐘的彈性處理

[#] 在中國語文科視聽資訊評估及英國語文科閱讀評估完成後，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聆聽評估物料

II. 2025 年工作時間表

	日期	負責人／機構	項目
	1 月 21 或 22 日	學校	透過互聯網及速遞接收一套《2025 年全港性系統評估便覽（中學）》
	1 月 21 或 22 日	校長	1. 透過速遞或郵寄接收個別學校的說話評估日期 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 21 日至 2 月 11 日	評估行政主任	以回條回覆確定評估所使用的語言
■	2 月 21 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），以用作參與說話評估
	2 月 24 日至 3 月 14 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
■	2 月 19 日至 3 月 3 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 3 月 19 日透過郵寄接收委任書）
	或		
	3 月 15 日 ^{*(1)}	新獲委任的 說話能力主考員	出席面對面「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）
	3 月 20 日	評估行政主任	出席說話及紙筆評估行政安排簡介會
■	3 月 31 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）以製作紙筆評估所使用的電腦條碼
■	4 月 17 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），以用作參與紙筆評估
■	4 月 25 日 ^{*(2)}	評估行政主任	透過速遞接收說話評估物料 密件
	4 月 29 日或 30 日 ^{*(3)}	考評局及學校	舉行說話評估

~ 5a-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，評估行政主任需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2日 ^{*(4)}	評估行政主任	透過速遞將說話評估物料交回考評局
	5月22或23日	評估行政主任	透過互聯網及速遞接收《監考員手冊》
	6月3日至20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12日或13日 ^{*(5)}	評估行政主任	透過速遞接收紙筆評估物料 密件
	6月19日至20日 ^{*(6)}	考評局及學校	舉行紙筆評估
	6月20日或23日 ^{*(7)}	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，評估行政主任需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／天氣惡劣安排

- * (1) 3月22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) 4月28日： 透過速遞接收說話評估物料的后備日
- * (3) 5月6日： 舉行說話評估的后備日
- * (4) 5月6日： 透過速遞將說話評估物料交回考評局的后備日（如評估需要延至
后備日，則交回評估物料的日子為5月7日）
- * (5) 6月16日： 透過速遞接收紙筆評估物料的后備日
- * (6) 6月25日： 舉行紙筆評估的后備日
- * (7) 6月24日： 透過速遞將紙筆評估物料交回考評局的后備日（如評估需要延至
后備日，則交回評估物料的日子為6月26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《2025 年全港性系統評估（中學）評估行政主任須知》（即《2025 年全港性系統評估（中學）便覽》的第五甲及五乙部分）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（包括說話評估及紙筆評估）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（包括說話評估及紙筆評估）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；所有說話評估及紙筆評估物料、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簿及答題簿，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) 說話評估及紙筆評估物料
 - (2) 中國語文科的視聽資訊評估影碟
 - (3) 聆聽評估光碟（中國語文科及英國語文科）
 - (4) 試題簿及答題簿
- 1.8 確保在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 所有學校需透過基本能力評估網站（網址：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申請表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中三級參與評估學生的資料（包括需特別安排學生）作核對及更新學校所上載的資料。考評局將在 2025 年 1 月 21 日 以書面通知學校需要確定評估所用的語言。評估行政主任需確保有關說話評估的更新資料，包括新生、退學及／或需特別安排的學生資料，在 2025 年 2 月 21 日或以前 於網站完成有關核對及更新工作。
- 2.4 每間學校在說話評估所用的「學生抽樣名單」及紙筆評估時所用的電腦條碼，將會分別按照截至 **2025 年 2 月 21 日** 及 **2025 年 3 月 31 日** 學校所上載的資料製作。在 **3 月 31 日** 以後遞交的學生資料，考評局將不會在紙筆評估提供有關學生的電腦條碼。
- 2.5 在 2 月 24 日至 3 月 14 日期間，所有學校資料將暫停更新。在 3 月 14 日後，學校仍可透過網上系統更新資料，包括新生、退學或需特別安排的學生資料，直至 2025 年 4 月 17 日。在 4 月 17 日 以後遞交的資料，將不會在紙筆評估的核對表上列出。
- 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。

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，在更新學校及學生資料的截止日期前，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 a1）。

乙. 說話評估

4. 評估前安排

- 4.1 考評局將以隨機抽樣方式選出學生參加說話評估。
- 4.2 所有已點選 WS0 及 WS3 至 WS7 特別安排的學生，均不會在說話評估的「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 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，考評局將不能提供調適安排，而有關學生的評估結果亦會包括在學校報告內。
- 4.3 如學校的中三級人數在 48 人或以上，選出的學生只需參加一項評估，即 24 名學生參加中國語文科說話評估，另外 24 名學生參加英國語文科說話評估。
- 4.4 如學校的中三級人數少於 48 人，考評局將選取約半數學生參加中國語文科說話評估及餘下學生參加英國語文科說話評估。
- 4.5 說話評估於 2025 年 4 月 29 或 30 日舉行。校長將於 2025 年 1 月 21 日或 22 日透過速遞或郵寄接收說話評估舉行的日期。評估時間為上午 8 時 45 分至 11 時 30 分或下午 1 時 45 分至 4 時 30 分。
- 4.6 學校應預留第 4.5 段所指的 2 個評估日作進行說話評估用。
- 4.7 當獲悉說話評估的確實日期後，評估行政主任應盡快將消息發放給有關同事，使評估的安排能順利完成。
- 4.8 評估物料將在 2025 年 4 月 25 日於上午 8 時至下午 5 時期間由考評局所指派的速遞公司送交評估行政主任。
- 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 8191 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「評估行政主任－異常事項報告」電子版內（見樣本 a1）交回考評局。
- 4.9 在速遞人員離開學校前，評估行政主任應核對及確保評估物料紙箱上所列出的學校名稱和學校編號**完全正確無誤**（見樣本 a9）。
- 4.10 評估行政主任應按下列第 5.1 及 5.3 段的指示存放評估物料。

- 4.11 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 2025 年 4 月 28 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。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。

5. 存放評估物料

- 5.1 *在接收到包裝上有「密件」字樣的說話評估物料後，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。*
- 5.2 *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 6.14 段)
- 5.3 *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試題封包保持密封，直至有關說話能力主考員在評估開始前於課室內開啟。*

6. 在說話評估當日（即 2025 年 4 月 29 或 30 日）

學校電鈴、廣播系統及閉路電視系統

- 6.1 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。
- 6.2 未獲考評局、說話能力主考員及學生的書面同意下，不可在評估室內進行錄影。評估行政主任應於評估期間安排關掉／覆蓋評估室內的閉路電視或錄影鏡頭。

手提電話

- 6.3 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。
- 6.4 提醒學生不要攜帶手提電話／免提裝置進入評估室。如學生攜帶手提電話／免提裝置，應關掉通訊儀器，以及它的響鬧功能，並放在座位下的當眼處，讓說話能力主考員清楚看見。學生不可在評估室內使用任何通訊儀器以及攝影、錄音或錄影。學生亦應於評估開始前，先將手提電話的電池取出（如可能的話）。

評估行政助理

- 6.5 考評局將委派一名評估行政助理到學校協助評估行政主任及說話能力主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（說話評估）」（見**附件 a2**）。
- 6.6 評估行政助理應在**早上 8 時（上午時段）／下午 1 時（下午時段）**向評估行政主任報到，如評估行政助理在早上 8 時 10 分（上午時段）／下午 1 時 10 分（下午時段）仍未抵埗，評估行政主任應立即致電 3628 8191 通知考評局有關情況。
- 6.7 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 a2**），以識別身份。
- 6.8 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。
- 6.9 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。
- 6.10 為監察評估行政助理的服務質素，考評局將以隨機抽樣形式選出學校，並在評估當日探訪被選出的學校。考評局職員在抵埗後，將出示職員證，並要求約見評估行政主任及評估行政助理。考評局職員將檢視評估行政助理是否如考評局所示履行職務。

說話能力主考員

- 6.11 學校將有四名校外的說話能力主考員主持兩個語文科的評估工作。說話能力主考員在工作期間，將佩戴由考評局提供的「說話能力主考員」標貼（見**樣本 a2**），以識別身份。
- 6.12 說話能力主考員將於下列時間向評估行政主任報到：
上午時段：上午 8 時 15 分前
下午時段：下午 1 時 15 分前
- 6.13 4 名說話能力主考員（2 名負責中國語文科說話評估及 2 名負責英國語文科說話評估）在抵達學校後，將出示由考評局發出的委任書及其個人的香港身份證，以便評估行政主任核實身份。

開啟及核對評估物料

- 6.14 在評估行政助理報到後，評估行政主任應在其見證下，將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，讓評估行政助理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，並小心開啟紙箱和分發下列評估物料：
- (1) 密封的題目封包
 - (2) 說話能力主考員文件檔（每組別的說話能力主考員各有 1 套）
 - (3) 文具套裝（每組別的說話能力主考員各有 1 套）
 - (4) 1 個「學生抽樣名單」密封信封，內裏包含 5 套「學生抽樣名單」（見樣本 a3）。每組別的說話能力主考員各有 1 套、評估行政助理 1 套及評估行政主任 2 套
 - (5) 「評估行政主任文件檔」，內裏包含「評估行政主任－異常事項報告」電子版的超連結（假若沒有發生特別事故，評估行政主任毋須填寫此表格）及 1 份「評估行政助理出席紀錄表」（見樣本 a8）
 - (6) 「評估行政助理文件套」，內裏包含名牌、學生報到紀錄表、空白標貼及原子筆
 - (7) 2 個放有共 4 個計時器（每個封套 2 個）的軟墊信封

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

- 6.15 評估行政助理將開啟「學生抽樣名單」密封信封，然後分別將 1 套名單交給每組別的說話能力主考員、2 套交給評估行政主任，讓他／她安排被選中的學生參與評估及 1 套由評估行政助理保管使用。
- 6.16 評估行政主任應向每組別的說話能力主考員及評估行政助理提供每班的學生名單，資料包括所有學生的中文姓名、英文姓名、班別、班號及參與中國語文科說話評估的評估語言，藉以方便進行點名工作。請避免在學生名單中附有過多的學生個人資料（例如身份證號碼或學生編號）。
- 6.17 如評估物料有缺漏情況，請立即致電 3628 8191 通知考評局，以便考評局於評估開始前作出跟進。

豁免參加評估

- 6.18 學校應在 **2025 年 2 月 21 日或以前**透過基本能力評估網站為有特殊教育需要的學生點選或申請特別安排，所有已點選 WS0 及 WS3 至 WS7 特別安排的學生，均不會在說話評估的「學生抽樣名單」中被列為正選或後備。如這些學生仍被發現在「學生抽樣名單」上，評估行政主任可將他們由後備的學生補上，並通過評估行政助理向說話能力主考員報告有關情況。說話能力主考員會正式記錄有關安排於「說話評估總結表」（見樣本 a4）內。

- 6.19 學校如在評估當日為學生申請豁免參加評估，需在評估完成後立即以書面向考評局提交有關專業人士發出的證明文件。

後備學生

- 6.20 如被選中的學生缺席、未能出示附有他們姓名、班別、班號及相片的學生手冊、學生證或任何正式學校文件，或獲豁免參加評估，他們將由後備的學生補上，替補次序從同一班該評估項目最小的班號開始。如所有的後備學生都已作替補，評估行政主任必須請說話能力主考員隨意選出同一班任何一個班號以作替補。

為非華語學生提供的支援措施

- 6.21 在「學生抽樣名單」上，非華語學生（即 WS1 學生）的學生班號旁會有「*」作識別（見**樣本 a3**）。如非華語學生被選中參與中國語文科說話評估，本局會提供中英對照「學生須知」予有關學生。「學生須知」存放在「中國語文科說話能力主考員文件檔」內，說話能力主考員會於評估開始前，把「學生須知」放在被選中的非華語學生桌上。

7. 說話評估（中國語文科及英國語文科）

- 7.1 為令評估順利進行，學校應安排一間課室用作共同等候室。**建議等候室盡量接近及／或位於兩間評估室的同一樓層。**
- 7.2 被選中的學生班別及班號將於「學生抽樣名單」上列出，評估行政主任應委派 2 名學校職員（1 名負責中國語文科，1 名負責英國語文科）陪同被選中的學生前往等候室。
- 7.3 為免太多學生同時間在等候室輪候而出現混亂，評估行政主任應委派 2 名學校職員，安排被選中的學生分批前往等候室有秩序地靜候參與評估：**英國語文科每次 6 名學生；中國語文科個人短講每次 6 名學生（24 名學生應考時適用）或每次 4 名學生（12 名學生應考時適用），小組討論則每次 4 名學生。**
- 7.4 提醒學生攜帶自己的學生手冊或學生證（附有他們的姓名、班別、班號及相片，以茲識別）及鉛筆／原子筆前往參與評估。
- 7.5 說話能力主考員應將異常事項，例如是學生忘記攜帶學生手冊或學生證返校、被選中學生未能參加評估等記錄於「說話評估總結表」內。評估行政主任應就學校所作的任何特別安排和箇中原因在總結表內簽署確認。

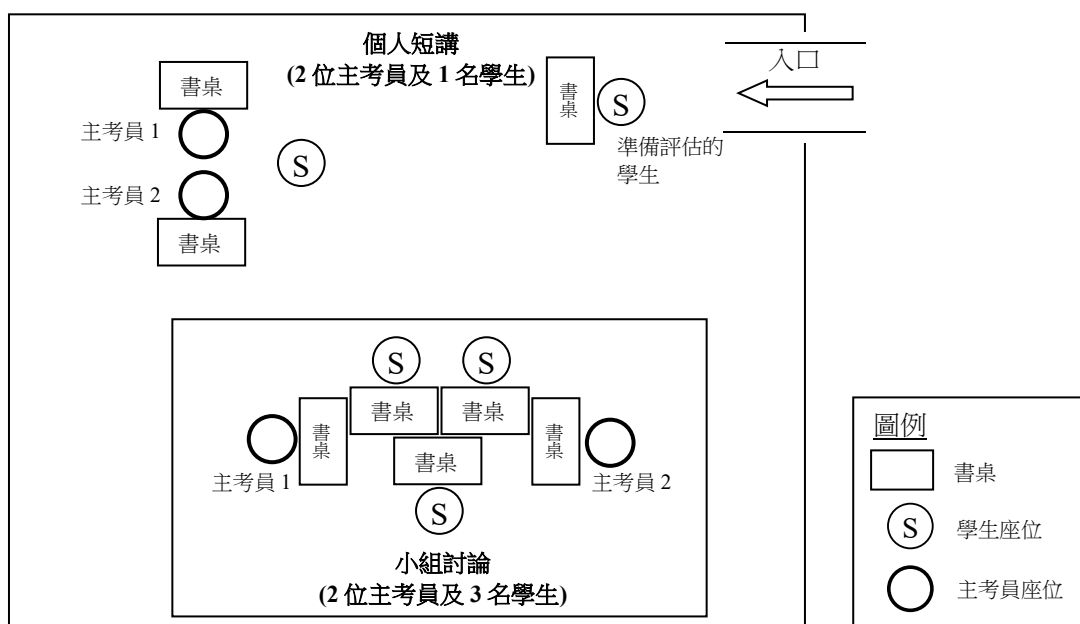
7.6 學校應在上午 8 時 45 分（上午時段）／下午 1 時 45 分（下午時段）同時開始進行中國語文科及英國語文科說話評估（容許最多 15 分鐘的彈性）。

7.7 學生在等候室完成點名後，學校職員應每次帶領不多於 3 位（英國語文科）或 4 位（中國語文科）學生前往評估室。學校職員負責照顧學生及禁止已參與及未參與評估的學生有任何溝通。

7.8 完成評估的學生需盡快由學校職員陪同返回課室。

英國語文科說話評估

7.9 評估行政主任需在事前按下圖佈置英國語文科說話評估的評估室：



每名被選出參加英國語文科說話評估的學生將接受為時 2 分鐘的個人短講或為時 4 分鐘的小組討論。學生將先進行個人短講評估，然後再進行 3 人一組的小組討論。英國語文科說話評估的示例短片可見基本能力評估網站

(https://www.bca.hkeaa.edu.hk/web/TSA/en/OE_demo/S3E_oral_demo.html)。

24人參與評估時，建議流程如下—

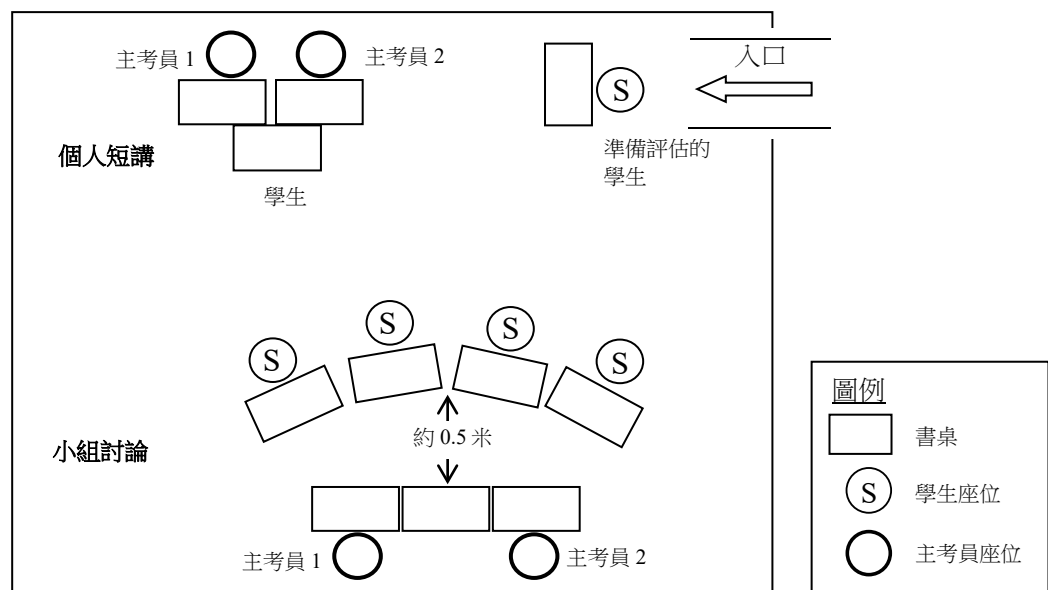
學生批次	評估部分	到達等候室時間	評估時段
第一批（6名）	個人短講	上午 8:40 / 下午 1:40	上午 8:45-9:15 / 下午 1:45-2:15
第二批（6名）		上午 9:15 / 下午 2:15	上午 9:20-9:50 / 下午 2:20-2:50
小休（15分鐘）			
第三批（6名）	小組討論	上午 10:00 / 下午 3:00	上午 10:05-10:25 / 下午 3:05-3:25
第四批（6名）		上午 10:25 / 下午 3:25	上午 10:30-10:50 / 下午 3:30-3:50

12人參與評估時，建議流程如下—

學生批次	評估部分	到達等候室時間	評估時段
第一批（6名）	個人短講	上午 8:40 / 下午 1:40	上午 8:45-9:15 / 下午 1:45-2:15
小休（15分鐘）			
第二批（6名）	小組討論	上午 9:25 / 下午 2:25	上午 9:30-9:50 / 下午 2:30-2:50

中國語文科說話評估

7.10 評估行政主任需在事前按下圖佈置中國語文科說話評估的評估室：



每名被選出參加中國語文科說話評估的學生將接受為時 2 分鐘的個人短講或為時 8 分鐘的小組討論。學生將先進行個人短講評估，然後再進行 4 人一組的小組討論。中國語文科說話評估的示例短片可見基本能力評估網站

(https://www.bca.hkeaa.edu.hk/web/TSA/zh/OE_demo/S3C_oral_demo.html)。

24人參與評估時，建議流程如下—

學生批次	評估部分	到達等候室時間	評估時段
第一批 (6 名)	個人短講	上午 8:40 / 下午 1:40	上午 8:45-9:35 / 下午 1:45-2:35
第二批 (6 名)		上午 9:30 / 下午 2:30	上午 9:35-10:25 / 下午 2:35-3:25
小休 (10 分鐘)			
第三批 (4 名)	小組討論	上午 10:30 / 下午 3:30	上午 10:35-10:50 / 下午 3:35-3:50
第四批 (4 名)		上午 10:45 / 下午 3:45	上午 10:50-11:05 / 下午 3:50-4:05
第五批 (4 名)		上午 11:00 / 下午 4:00	上午 11:05-11:20 / 下午 4:05-4:20

12人參與評估時，建議流程如下—

學生批次	評估部分	到達等候室時間	評估時段
第一批 (4 名)	個人短講	上午 8:40 / 下午 1:40	上午 8:45-9:20 / 下午 1:45-2:20
小休 (10 分鐘)			
第二批 (4 名)	小組討論	上午 9:25 / 下午 2:25	上午 9:30-9:45 / 下午 2:30-2:45
第三批 (4 名)		上午 9:40 / 下午 2:40	上午 9:45-10:00 / 下午 2:45-3:00

包裝評估物料

- 7.11 評估終結後，說話能力主考員會把全部評估物料分別放進「說話能力評級表及評估總結表封套」(見**樣本 a5**)及「剩餘評估物料封套」(見**樣本 a6**)內。每組別的說話能力主考員都會分別交回 2 個封套及 2 個放有共 4 個計時器(每個封套 2 個)的軟墊信封給評估行政主任。說話能力主考員應請評估行政主任在「說話能力評估總結表」上加簽，並放進「說話能力評級表及評估總結表封套」內，最後以考評局封條將封套密封及在封條上橫加簽署(見**樣本 a7**)。

評估行政助理出席紀錄表

- 7.12 評估行政主任應請評估行政助理填妥「評估行政助理出席紀錄表」（見**樣本 a8**）及在離開前在表格上簽署。
- 7.13 評估行政主任需於「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。填妥的紀錄表應放在「評估行政主任文件檔」內，在說話評估完結後隨評估物料交回考評局。

貯存評估物料

- 7.14 評估行政助理會將名牌及所有文具放進「評估行政助理文件套」內交回評估行政主任。
- 7.15 在評估行政助理協助下，評估行政主任應即時將 4 個已封口的評估物料封套（於中國語文科說話評估使用共 2 個封套及於英國語文科說話評估使用共 2 個封套）、2 個放有 4 個計時器的軟墊封套（每個軟墊封套 2 個）、「評估行政助理文件套」及「評估行政主任文件檔」，放進原來盛載評估物料的紙箱內，以便交回考評局。**把紙箱封好，然後存放在配有堅固門鎖的儲物櫃或密室，直至由考評局所指派的速遞公司收回為止。**
- 7.16 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。評估行政主任需以膠紙將紙箱密封，然後再在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 a9**）。
- 7.17 如發生特別事故，評估行政主任須於完成整個說話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。
- 7.18 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。

註：詳細的說話評估流程可見「說話能力主考員工作手冊」，評估行政主任可於 2025 年 3 月下旬透過基本能力評估網站（網址：www.bca.hkeaa.edu.hk）下載該手冊，以供參閱。

8. 評估終結後安排

收集評估物料

- 8.1 考評局將於 2025 年 5 月 2 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. 緊急事項

接收評估物料當日遇上惡劣天氣

- 9.1 如因天氣惡劣，教育局宣布學校停課，評估物料將延至 2025 年 4 月 28 日送交學校。

舉行評估當日遇上惡劣天氣

- 9.2 如因天氣惡劣，導致中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 在舉行說話評估的其中一日，如學校於早上停課，全日的評估將改期至 2025 年 5 月 6 日，考評局將在 2025 年 5 月 7 日到學校收回評估物料。
- 9.4 在舉行說話評估的其中一日，如學校只是在下午停課，則當日下午的評估將改期至 2025 年 5 月 6 日的下午，考評局將在 2025 年 5 月 7 日到學校收回評估物料。
- 9.5 教育局已於 2024 年 5 月 2 日向全港中學發出通函（第 99/2024 號），通知各中學有關 2025 年度中三級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

- 9.6 如因天氣惡劣，教育局宣布中學停課（即 5 月 2 日），將延至 2025 年 5 月 6 日到學校收回評估物料。

其他緊急事項

- 9.7 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 8191 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「評估行政主任－異常事項報告」電子版內交回考評局。
- 9.8 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 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 8191

傳真：3628 8186

電郵：tsal@hkeaa.edu.hk

網上服務技術支援事宜：

電話：3628 8177

傳真：3628 8138

電郵：tse@hkeaa.edu.hk

基本能力評估網站：www.bca.hkeaa.edu.hk

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Appendices

- a1 Guidelines on Selecting Special Arrangements
- a2 Instructions to Assessment Administration Assistants (Oral Assessments)
(Chinese version only)

Specimen Documents

- a1 Assessment Administration Supervisor's Irregularity Report
- a2 Identification Label / Badge of Assessment Personnel
- a3 Student Sample List
- a4 Assessment Summary for Oral Assessments
- a5 Envelope for Oral Score Sheets and Assessment Summary
- a6 Envelope for Surplus Assessment Materials (Oral Assessments)
- a7 A Properly Sealed Envelope
- a8 Assessment Administration Assistant's Attendance Record
- a9 Carton Label

TASK CHECKLIST FOR ASSESSMENT ADMINISTRATION SUPERVISOR (ORAL ASSESSMENTS)

Before the Assessments

Date	Task
<input type="checkbox"/> 21 or 22 Jan	Receive notification of the date of Oral Assessments via courier or post
<input type="checkbox"/>	Inform teachers of your own school serving as Oral Examiners of the work schedule
<input type="checkbox"/> 21 Jan – 11 Feb	Confirm the languages to be used in the assessments by completing and returning the reply slip
<input type="checkbox"/> 21 Feb	Deadline for updating school and student information (including special arrangements) for the Oral Assessments
<input type="checkbox"/> 20 Mar	Attend the briefing session on the administration of the Oral and Written Assessments
<input type="checkbox"/> 25 Apr	Receive the materials for Oral Assessments from the courier, check the carton box is for the materials to be used for the school/assigned assessment date and ensure it remains unopened. Then, lock the carton box of assessment materials in a secure cabinet or strong-room.
<input type="checkbox"/> 3 days before the assessments	Set up the waiting room and assessment rooms as required
<input type="checkbox"/>	Remind all students to bring their student cards and pens or pencils on the day of assessments

On the Day of Assessments (i.e. 29 or 30 April 2025)

Task
<input type="checkbox"/> 1. The AAA report for duty at 8:00 a.m. or 1:00 p.m.
<input type="checkbox"/> 2. Oral Examiners report for duty at 8:15 a.m. or 1:15 p.m.
<input type="checkbox"/> 3. Unpack and check the assessment materials in the presence of the AAA
<input type="checkbox"/> 4. Distribute the assessment materials accordingly
<input type="checkbox"/> 5. Provide a student list of each class to each pair of Oral Examiners and the AAA
<input type="checkbox"/> 6. Guide the Oral Examiners and the AAA to the assessment rooms and waiting room
<input type="checkbox"/> 7. Appoint 2 staff members to bring the selected students to waiting room in batches for the assessments
<input type="checkbox"/> 8. Start Chinese and English Oral Assessments in parallel at 8:45 a.m. or 1:45 p.m. (a flexibility of no more than 15 minutes is allowed)
<input type="checkbox"/> 9. Oral Examiners pack and return the assessment materials as instructed
<input type="checkbox"/> 10. Double-check all envelopes and materials returned with the assistance of the AAA
<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 the carton box of assessment materials in a secure cabinet or strong-room

After the Assessments

Date	Task
<input type="checkbox"/> 2 May	Return the carton box of assessment materials to the HKEAA via the courier

I. Components of the Territory-wide System Assessment 2025 (Secondary Schools)

A. ORAL ASSESSMENTS IN APRIL 2025

Date / Starting Time Subject	29 or 30 April 2025 8:45 a.m. or 1:45 p.m.*
Chinese Language	Oral Assessment
English Language	Oral Assessment

B. WRITTEN ASSESSMENTS IN JUNE 2025

Date / Starting Time	19 June 2025 8:45 a.m.*	20 June 2025 8:45 a.m.*
Assessment Session (Assessment Time)	Chinese Language - Writing (75 minutes)	English Language - Writing (40 minutes)
Break (15 – 35 minutes)		
Assessment Session (Assessment Time)	Chinese Language - Reading (30 minutes)	English Language - Reading # (35 minutes)
		English Language - Listening (approx. 35 minutes)
Break (15 – 35 minutes)		
Assessment Session (Assessment Time)	Chinese Language - Audio-visual # (approx. 15 minutes)	Mathematics (65 minutes)
	Chinese Language - Listening (approx. 20 minutes)	
End of Assessment	Finish the assessment no later than 1:15 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 Audio-visual and English Reading Assessments

II. Operation Timetable 2025

	Date	Responsible / Action Party	Operation Item
	21 or 22 Jan	Schools	Receive ONE set of “TSA 2025 (Secondary Schools) Quick Guide” via the Web and from the courier
	21 or 22 Jan	Principals	1. Receive notification of the date of Oral 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
	21 Jan – 11 Feb	AAS	Confirm the languages to be used in the assessments by completing and returning the reply slip
■	21 Feb	AAS / IT Support Staff	Deadline for updating school and student information (including special arrangements) for the Oral Assessments
	24 Feb – 14 Mar	AAS / IT Support Staff	Frozen period for updating school and S.3 student information through BCA Website
■	19 Feb – 3 Mar	Experienced Oral Examiners	Attend online training and pass the recruitment test (Oral Examiners who have passed the recruitment test are expected to receive their appointment letter by post on 19 Mar)
	<i>OR</i>		
	15 Mar ^{*A}	New Oral Examiners	Attend face-to-face training workshop (Including the recruitment test, Oral Examiners who have passed the recruitment test will receive their appointment letters on the spot)
	20 Mar	AAS	Attend the briefing session on the administration of the Oral and Written Assessments
■	31 Mar	AAS / IT Support Staff	Deadline for updating school and student information (including special arrangements) for barcode label printing of Written Assessments
■	17 Apr	AAS / IT Support Staff	Deadline for updating school and student information (including special arrangements) for the Written Assessments

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

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

	Date	Responsible / Action Party	Operation Item
📱	25 Apr ^{*B}	AAS	Receive the materials for Oral Assessments from the courier SECRET
	29 or 30 Apr^{*C}	HKEAA and Schools	Conduct the Oral Assessments
	2 May ^{*D}	AAS	Return the materials for Oral Assessments to the HKEAA via courier
	22 or 23 May	AAS	Receive the “ <i>Invigilators’ Handbook</i> ” via the Web and from the courier
	3 – 20 Jun	AAS / IT Support Staff	Download and check the checklists and forms to be used in the Written Assessments
📱	12 or 13 Jun ^{*E}	AAS	Receive the materials for the Written Assessments from the courier SECRET
	19 – 20 Jun^{*F}	HKEAA and Schools	Conduct the Written Assessments
	20 or 23 Jun ^{*G}	AAS	Return the materials for the Written Assessments to the HKEAA via 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. 22 Mar : Day reserved for attending training workshop for **NEW** Oral Examiners (Chinese and English language)
- *B. 28 Apr : Day reserved for receiving the materials for Oral Assessments from the courier
- *C. 6 May : Day reserved for conducting the replacement Oral Assessments
- *D. 6 May : Day reserved for returning the materials for the Oral Assessments to the HKEAA via courier (if the assessments have to be conducted on reserve day, the returning date will be 7 May)
- *E. 16 Jun : Day reserved for receiving the materials for the Written Assessments from the courier
- *F. 25 Jun : Day reserved for conducting the replacement Written Assessments
- *G. 24 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 26 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 2025 (Secondary Schools) Instructions to Assessment Administration Supervisor* (i.e. Parts 5a and 5b of the "*TSA 2025 (Secondary 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 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 Assessments 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 Assessments and Written Assessments, VCDs for the Chinese Audio-visual Assessment, CDs for the Listening Assessments, question booklets and answer 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 Assessments and Written Assessments
 - (2) VCDs for the CAV Assessment
 - (3) CDs for the Listening Assessments (Chinese Language and English Language)
 - (4) Question booklets and answer booklets;
- 1.8 ensuring that irregularities which happen during the assessment are appropriately reported in writing to the HKEAA;
- 1.9 effecting changes to the administration of the TSA as advised by the HKEAA.

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

2. School Data

2.1 Schools are required to submit their data online as appropriate to the HKEAA through the BCA Website: www.bca.hkeaa.edu.hk.

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

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

2.3 Schools may download if necessary for verification and amendment the information of ALL S3 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 21 January 2025 to confirm the languages to be used in the assessments. It is important for the Assessment Administration Supervisor to ensure all amendments regarding newly admitted students, drop-outs and/or students requiring special arrangements for Oral Assessments to be made online by 21 February 2025.

2.4 **The *Student Sample List* for the Oral Assessments and barcode labels for the Written Assessments will be generated from the school data submitted as at 21 February 2025 and 31 March 2025 respectively. The HKEAA will not provide barcode labels for Written Assessments to those students if their information is submitted after 31 March 2025.**

2.5 From 24 February to 14 March 2025 there will be a frozen period during which schools are not allowed to update any information through the BCA Website. After 14 March 2025, schools can still make amendments regarding newly admitted students, drop-outs or students requiring special arrangements online until 17 April 2025. All information submitted after 17 April 2025 will not be shown on the checklists for the Written Assessments.

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*.

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 a1)* for details.

B. ORAL ASSESSMENTS

4. Pre-assessment Arrangements

- 4.1 Students will be selected at random to participate in the Oral Assessments.
- 4.2 All students provided with special arrangements WS0, WS3 to WS7 will not be included in the *Student Sample List* of the Oral Assessments. Schools may request in writing to put any students receiving WS4 to WS7 in the pool for random selection for the Oral Assessments. If selected, no special arrangements will be provided and their results will be included in the School Report for Oral Assessments.
- 4.3 For schools with 48 or more students at Secondary 3 level, the selected students will need to take one assessment only: 24 students will be selected to take the Chinese Oral Assessment, and another 24 students will be selected to take the English Oral Assessment.
- 4.4 For schools with less than 48 students at Secondary 3 level, the HKEAA will select approximately half of the students to take the Chinese Oral Assessment and the rest to take the English Oral Assessment.
- 4.5 The Oral Assessments will be held on 29 or 30 April 2025. Principals will receive the date of Oral Assessments via courier or post on 21 or 22 January 2025. The time of assessments for individual schools is between **8:45 a.m. and 11:30 a.m. (for AM session) or 1:45 p.m. and 4:30 p.m. (for PM session)**.
- 4.6 Schools should reserve all two assessment days specified in paragraph 4.5 for conducting the Oral Assessments.
- 4.7 Once the particular date of the Oral Assessments is known, the Assessment Administration Supervisor is responsible for disseminating this information to the relevant colleagues so that appropriate arrangements can be made in good time.
- 4.8 The assessment materials, addressed directly to the Assessment Administration Supervisor, will be delivered by the authorised courier of the HKEAA to schools on 25 April 2025 between 8:00 a.m. and 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 8191 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 a1**) afterwards.***
- 4.9 Before the courier staff leaves the school, the Assessment Administration Supervisor should check to ensure that the school name and school code shown on the carton box of assessment materials are **fully accurate** (see **Specimen a9**).
- 4.10 The Assessment Administration Supervisor must keep the assessment materials received as detailed in paragraphs 5.1 and 5.3 below.

- 4.11 The HKEAA will select schools at random to visit on 28 April 2025 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.

5. Storage of Assessment Materials

- 5.1 *The materials for the Oral Assessments are put in the carton marked “SECRET” on the outside. The Assessment Administration Supervisor must keep the entire carton 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.*
- 5.2 *The assessment day is given on the SECRET label of the carton which must only be unsealed by the Assessment Administration Assistant (AAA) appointed by the HKEAA on the particular day of assessments (refer to paragraph 6.14 for details).*
- 5.3 *To safeguard the secrecy of assessment questions, the Assessment Administration Supervisor must keep the packets of question papers SEALED even in opened carton. These materials must only be unsealed by the Oral Examiners in the assessment room right before the commencement of the respective assessments.*

6. On the Days of Oral Assessments (i.e. 29 or 30 April 2025)

School Bell, PA System and CCTV System

- 6.1 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.
- 6.2 Without the written consent of the HKEAA, Oral Examiners and students, recording in the assessment room is not allowed. The Assessment Administration Supervisor should arrange to turn off/cover any CCTV or camera(s) at the assessment room during the assessment.

Mobile Phone

- 6.3 During the conduct of the assessments, it is important for the Assessment Administration Supervisor to ensure his/her mobile phone is carried in such a way that the alert signal can be received and check the mobile phone regularly (every 15 to 20 minutes) so that incoming calls from the HKEAA will not be missed.
- 6.4 Students should be reminded not to bring their mobile phones to the assessment room. If they have a mobile phone/handsfree device with them, it must be turned off (including the alarm function) and put under their chairs in a position clearly visible to the Oral Examiners. They are not allowed to use any communication devices, take photographs, audio record or video record inside the assessment room. They are also advised to take out the battery from their devices before the start of the assessment (if possible).

Assessment Administration Assistant

- 6.5 For each school, one AAA will be appointed by the HKEAA to support the Assessment Administration Supervisor and the Oral Examiners to carry out their duties on the days of the Oral Assessments. An AAA's role is supportive only, not decision-making. Please refer to the *Instructions to Assessment Administration Assistants (Oral Assessments)* (**Appendix a2**) for the full duties of AAAs.
- 6.6 An AAA should report for duty to the Assessment Administration Supervisor at **8:00 a.m. (for AM session) or 1:00 p.m. (for PM session)**. If an AAA fails to arrive at 8:10 a.m. (for AM session) or 1:10 p.m. (for PM session), the Assessment Administration Supervisor should report the situation to the TSA Administration Team by phone at 3628 8191.
- 6.7 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 a2**) provided by the HKEAA to identify himself/herself at all times when being on duty.
- 6.8 During the assessments, the Assessment Administration Supervisor should ensure the AAA knows his/her whereabouts within the school premises so that the AAA can obtain timely assistance or advice when necessary.
- 6.9 AAAs are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission of the HKEAA.
- 6.10 The HKEAA will select schools at random to visit on the assessment days as a part of the quality assurance of the overall performance of the AAAs. Upon arrival at a school, the HKEAA staff will show their staff ID cards and ask to see the Assessment Administration Supervisor and AAA. They will then check if the AAA is performing the duties as instructed by the HKEAA.

Oral Examiners

- 6.11 There will be four external Oral Examiners working as a pair for each of the two language subjects in a school. They should put on an Oral Examiner label (see **Specimen a2**) provided by the HKEAA to identify themselves at all times when they are on duty.
- 6.12 All Oral Examiners should report for duty to the Assessment Administration Supervisor at the following times:
AM session: before 8:15 a.m.
PM session: before 1:15 p.m.
- 6.13 Upon arrival, four Oral Examiners (2 for the Chinese Oral Assessment and 2 for the English Oral Assessment) will show the Assessment Administration Supervisor their letters of appointment issued by the HKEAA and their HKID cards for identification.

Unpacking and Checking Assessment Materials

- 6.14 After the AAA has reported for duty, the Assessment Administration Supervisor should take the carton of assessment materials out from the secure cabinet or strong-room in the presence of the AAA. The *AAA should check again that the carton is for materials to be used for that particular school and assessment day and confirm that the carton has been kept intact. The AAA will then unseal the carton with care* and distribute the assessment materials:
- (1) Sealed Question Papers
 - (2) Oral Examiners' Working File (1 for each pair of the Oral Examiners)
 - (3) Stationery Set (1 for each pair of the Oral Examiners)
 - (4) A sealed envelope containing 5 copies of the *Student Sample List* (see **Specimen a3**), 1 for use by each pair of the Oral Examiners, 1 for the AAA and 2 for the Assessment Administration Supervisors.
 - (5) An *Assessment Administration Supervisor's Working File* containing the hyperlink for the electronic version of *Assessment Administration Supervisor's Irregularity Report* (only to be completed if there are any irregularities.) and an *Assessment Administration Assistant's Attendance Record* (see **Specimen a8**).
 - (6) An *Assessment Administration Assistant's Working Envelope* containing AAA name badge, 'Student Check-in Record Form', blank labels and ballpoint pen .
 - (7) 4 timers in 2 padded envelopes (2 timers in each envelope).

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

- 6.15 The AAA will open the sealed *Student Sample List* envelope and pass 1 copy of the List to **each pair** of Oral Examiners, 2 copies to the Assessment Administration Supervisor so as to enable him/her to arrange for the selected students to assemble to take the assessments and keep 1 copy for his/her own use.
- 6.16 The Assessment Administration Supervisor should provide to each pair of Oral Examiners and the AAA a student list for each class with Chinese names, English names, class name, class numbers and the language to be used in the Chinese Oral Assessment to facilitate attendance taking. Please avoid providing the student lists with excessive students' personal data (e.g. HKID number or STRN).
- 6.17 Immediately report any missing items or items in short supply to the HKEAA by calling 3628 8191 to ensure the situation can be addressed before the commencement of assessments.

Exemption

- 6.18 Schools should select or apply for appropriate special arrangements for their students with special educational needs via the BCA Website **BY 21 February 2025**. All students receiving WS0, WS3 to WS7 will not be included in the *Student Sample List* of the Oral Assessments. If these students are still found on the *Student Sample List*, the Assessment Administration Supervisor can replace them with the students on reserve and report the cases to the Oral Examiners via the AAA. The Oral Examiners will formally report the arrangement through the *Assessment Summary for Oral Assessments* (see **Specimen a4**).

- 6.19 Exemption requests made by schools on the day of the Oral Assessments should be substantiated in writing to the HKEAA with copies of supporting documents issued by the relevant professionals immediately after the assessments.

Students on Reserve

- 6.20 If the selected students are absent, being unable to produce their handbook or student cards or any official school documents with their names, classes, class numbers and photographs, or being exempted from the assessments, they will be replaced by the students on reserve. The replacement should start from the lowest class number of the same class on the specified component. If all the reserve students of the same class have been used, the Assessment Administration Supervisor must ask the Oral Examiners to select at his/her discretion any class number of the same class as the replacement.

Support Measures to Non-Chinese Speaking (NCS) Students

- 6.21 If NCS students (i.e. WS1 students) are selected for the Chinese Oral Assessment, they can be easily identified on the *Student Sample List* with an asterisk (*) next to their class numbers (see **Specimen a3**). The HKEAA will provide bilingual instructions to those students. Bilingual instruction sheets will be found in the *Chinese Language Oral Examiner's Working File*. The Oral Examiners will distribute them to the desks of the NCS students before the commencement of the Oral Assessment.

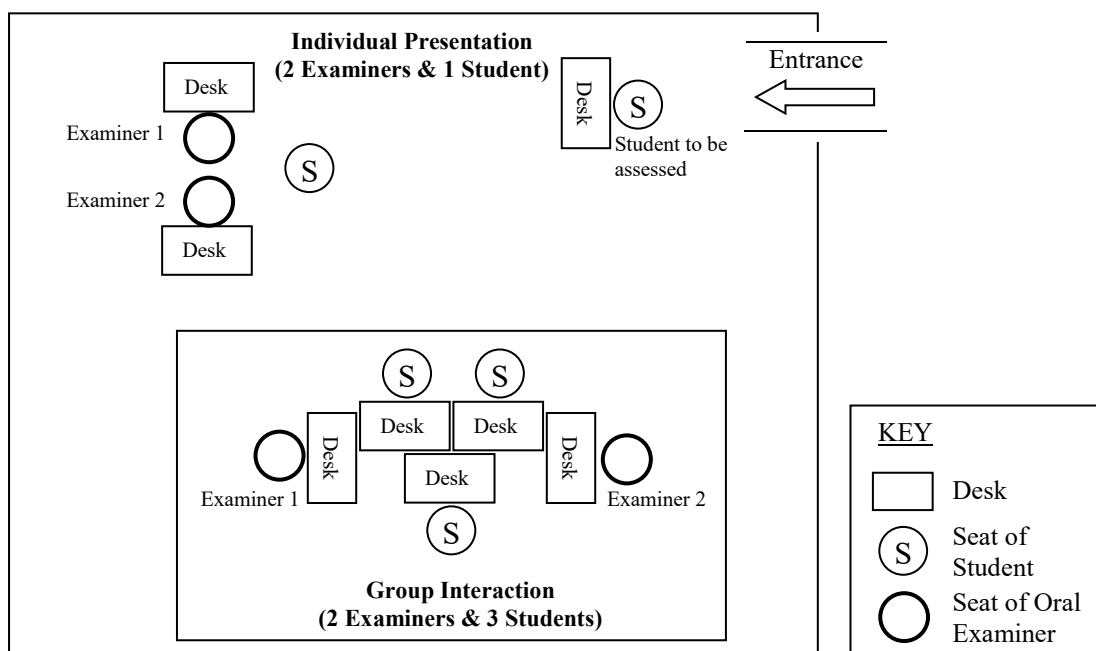
7. Oral Assessments (Chinese Language and English Language)

- 7.1 To facilitate the smooth conduct of the assessments, schools should arrange for a classroom to be used as a common waiting room. **The waiting room is strongly recommended to be close to and/or on the same floor as the two assessment rooms.**
- 7.2 The class and class numbers of students selected will be listed on the *Student Sample List*. The Assessment Administration Supervisor should appoint 2 school staff members (1 for the Chinese Oral Assessment and 1 for the English Oral Assessment) to accompany the selected students to the waiting room.
- 7.3 To avoid any potential confusion of having too many students assembling at the waiting room at one time, the Assessment Administration Supervisor should appoint 2 school staff members to arrange for the selected students to go to the waiting room in batches. Selected students are required to stand by in an orderly manner in the waiting room while waiting for their turn to take the assessments **(6 students at a time for English Language; 6 students and 4 students at a time for Individual Presentations in Chinese Language for schools where 24 students are assessed and 12 students are assessed respectively; and 4 students for Group Discussions in Chinese Language.)**
- 7.4 Students should be reminded to bring their own student handbooks or student cards (with their names, class names, class numbers and photographs) and their own pens/pencils to the assessments for identification and preparation respectively.

- 7.5 Irregularities, such as students having forgotten to bring their own student handbooks or student cards, selected students being unable to take assessments, etc., will be reported by the Oral Examiners on the *Assessment Summary for Oral Assessments*, on which the Assessment Administration Supervisor will have to sign in confirmation of any special arrangements made as a consequence and the reasons behind.
- 7.6 All schools should start the Chinese Language and English Language Oral Assessments in parallel at 8:45 a.m. (AM session) / 1:45 p.m. (PM session). (A flexibility of no more than 15 minutes is allowed.)
- 7.7 After the attendance taking in the waiting room, a school staff member should escort not more than 3 (English Language) or 4 (Chinese Language) students to the assessment room in one time. **The school staff member is responsible to take care of the students and prohibit any communication between the students being assessed and those not yet assessed.**
- 7.8 Students should be accompanied back to their respective classrooms by a school staff member as soon as their assessments are completed.

English Oral Assessment

- 7.9 Before the commencement of the English Oral Assessment, the Assessment Administration Supervisor is requested to arrange the assessment room as per the diagram below:



Each selected student will attempt either a 2-minute Individual Presentation or a 4-minute Group Interaction. Students will first be assessed on Individual Presentations and then on Group Interactions, in groups of 3. Demonstration videos for the English Oral Assessment can be found on the BCA Website (https://www.bca.hkeaa.edu.hk/web/TSA/en/OE_demo/S3E_oral_demo.html).

Suggested time schedule for schools where **24** students are assessed:

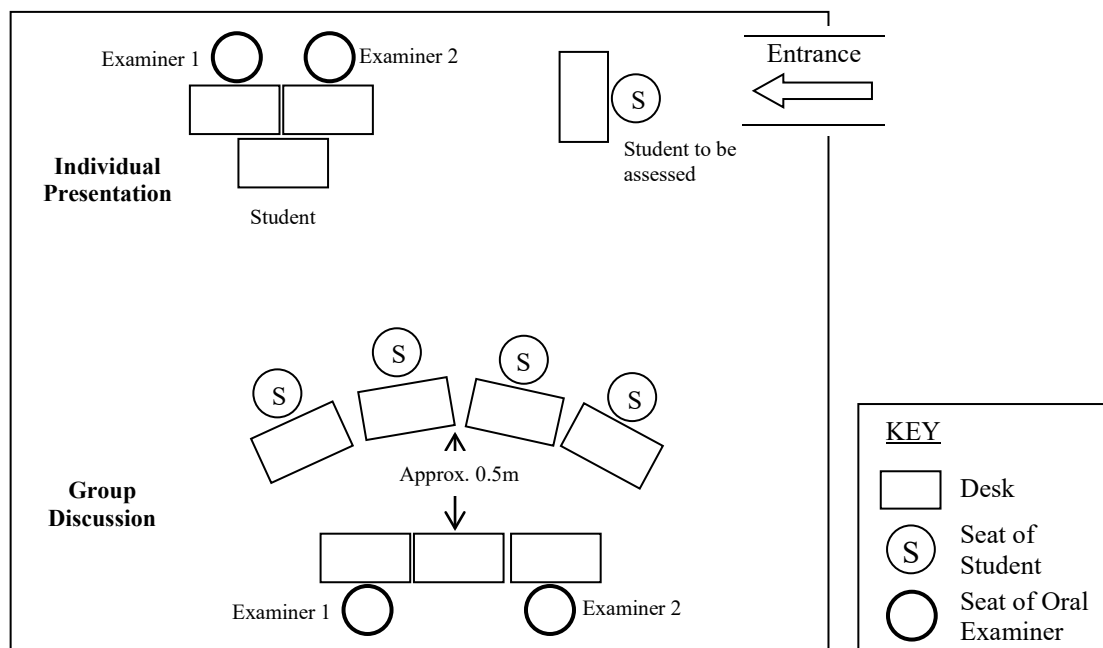
Students to be sent to the waiting room	Component	Arrival time to the waiting room	Assessment timeslot for each batch of students
1 st batch (6 students)	Individual Presentation	8:40 a.m. / 1:40 p.m.	8:45 a.m. – 9:15 a.m. / 1:45 p.m. – 2:15 p.m.
2 nd batch (6 students)		9:15 a.m. / 2:15 p.m.	9:20 a.m. – 9:50 a.m. / 2:20 p.m. – 2:50 p.m.
Break (15 minutes)			
3 rd batch (6 students)	Group Interaction	10:00 a.m. / 3:00 p.m.	10:05 a.m. – 10:25 a.m. / 3:05 p.m. – 3:25 p.m.
4 th batch (6 students)		10:25 a.m. / 3:25 p.m.	10:30 a.m. – 10:50 a.m. / 3:30 p.m. – 3:50 p.m.

Suggested time schedule for schools where **12** students are assessed:

Students to be sent to the waiting room	Component	Arrival time to the waiting room	Assessment timeslot for each batch of students
1 st batch (6 students)	Individual Presentation	8:40 a.m. / 1:40 p.m.	8:45 a.m. – 9:15 a.m. / 1:45 p.m. – 2:15 p.m.
Break (15 minutes)			
2 nd batch (6 students)	Group Interaction	9:25 a.m. / 2:25 p.m.	9:30 a.m. – 9:50 a.m. / 2:30 p.m. – 2:50 p.m.

Chinese Oral Assessment

7.10 Before the commencement of the Chinese Oral Assessment, the Assessment Administration Supervisor is requested to arrange the assessment room as per the diagram below:



Each selected student will attempt either a 2-minute Individual Presentation or an 8-minute Group Discussion. Students will first be assessed on Individual Presentations and then on Group Discussions, in groups of 4. Demonstration videos for the Chinese Oral Assessment can be found on the BCA Website (https://www.bca.hkeaa.edu.hk/web/TSA/zh/OE_demo/S3C_oral_demo.html).

Suggested time schedule for schools where **24** students are assessed:

Students to be sent to the waiting room	Component	Arrival time to the waiting room	Assessment timeslot for each batch of students
1 st batch (6 students)	Individual Presentation	8:40 a.m. / 1:40 p.m.	8:45 a.m. – 9:35 a.m. / 1:45 p.m. – 2:35 p.m.
2 nd batch (6 students)		9:30 a.m. / 2:30 p.m.	9:35 a.m. – 10:25 a.m. / 2:35 p.m. – 3:25 p.m.
Break (10 minutes)			
3 rd batch (4 students)	Group Discussion	10:30 a.m. / 3:30 p.m.	10:35 a.m. – 10:50 a.m. / 3:35 p.m. – 3:50 p.m.
4 th batch (4 students)		10:45 a.m. / 3:45 p.m.	10:50 a.m. – 11:05 a.m. / 3:50 p.m. – 4:05 p.m.
5 th batch (4 students)		11:00 a.m. / 4:00 p.m.	11:05 a.m. – 11:20 a.m. / 4:05 p.m. – 4:20 p.m.

Suggested time schedule for schools where **12** students are assessed:

Students to be sent to the waiting room	Component	Arrival time to the waiting room	Assessment timeslot for each batch of students
1 st batch (4 students)	Individual Presentation	8:40 a.m. / 1:40 p.m.	8:45 a.m. – 9:20 a.m. / 1:45 p.m. – 2:20 p.m.
Break (10 minutes)			
2 nd batch (4 students)	Group Discussion	9:25 a.m. / 2:25 p.m.	9:30 a.m. – 9:45 a.m. / 2:30 p.m. – 2:45 p.m.
3 rd batch (4 students)		9:40 a.m. / 2:40 p.m.	9:45 a.m. – 10:00 a.m. / 2:45 p.m. – 3:00 p.m.

Packing of Assessment Materials

- 7.11 Upon completion of the assessments, the Oral Examiners will put the assessment materials separately into the *Envelope for Oral Score Sheets and Assessment Summary* (see **Specimen a5**) and the *Envelope for Surplus Assessment Materials (Oral Assessments)* (see **Specimen a6**). Both teams of Oral Examiners will return two envelopes and 4 timers in 2 padded envelopes (2 timers in each envelope) to the Assessment Administration Supervisor. The Oral Examiners should ask the Assessment Administration Supervisor to countersign the *Assessment Summary for Oral Assessments*. Then the Oral Examiners will put it into *Envelope for Oral Score Sheets and Assessment Summary* and then seal the envelopes with HKEAA sealing labels and sign across the labels (See **Specimen a7**).

Assessment Administration Assistant's Attendance Record

- 7.12 The Assessment Administration Supervisor should ask the AAA to complete and sign the *Assessment Administration Assistant's Attendance Record* (See **Specimen a8**) before he/she leaves the school.
- 7.13 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 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

- 7.14 The AAA will put the identification badge and all the stationery back into the *Assessment Administration Assistant's Working Envelope* and return the envelope to the Assessment Administration Supervisor.
- 7.15 With the assistance of the AAA, the Assessment Administration Supervisor should immediately put the 4 sealed envelopes of assessment materials (2 envelopes for the Chinese Oral Assessment and 2 envelopes for the English Oral Assessment), 4 timers in 2 padded envelopes (2 timers in each envelope), *Assessment Administration Assistant's Working Envelope* and *Assessment Administration Supervisor's Working File* into the HKEAA carton for return of assessment materials, ***seal the carton and lock the carton in a secure cabinet or strong-room until it is collected by the authorised courier of the HKEAA.***
- 7.16 In case the HKEAA carton is damaged or is insufficient to hold all the assessment materials, the Assessment Administration Supervisor may arrange to use other suitable cartons for return of assessment materials to the HKEAA. Apart from sealing the cartons with adhesive tapes, the Assessment Administration Supervisor should also put a label on the cartons, 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 a9**).
- 7.17 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.
- 7.18 The Assessment Administration Supervisor can dismiss the AAA when he/she has completed all the assessment administration work detailed above.

Note: Detailed working procedures of the Oral Assessments can be found in the *Oral Examiners' Handbook*, a copy of which can be downloaded from the BCA Website: www.bca.hkeaa.edu.hk by the AAS in late March 2025.

8. Post-assessment Arrangements

Collection of Assessment Materials

- 8.1 The HKEAA will arrange an authorised courier to collect assessment materials from schools on 2 May 2025.
- 8.2 The Assessment Administration Supervisor should pass all used and unused assessment materials in properly sealed cartons to the authorised courier of the HKEAA.

9. Emergencies

Bad Weather on the Day for Receiving Assessment Materials

- 9.1 If the Education Bureau decides that secondary schools are to be closed due to bad weather on the day, delivery of assessment materials will be postponed to 28 April 2025.

Bad Weather on the Days of Oral Assessments

- 9.2 Public announcement to be made by the Education Bureau regarding the closure of secondary 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 On any of the assessment days, if secondary schools are to be closed in the morning, the assessments of the whole day will be rescheduled to **6 May 2025**. The collection of assessment materials by the HKEAA will be rescheduled to 7 May 2025.
- 9.4 On any of the assessment days, if secondary schools are to be closed only in the afternoon, the assessments of the PM session of the day will be rescheduled to the **afternoon of 6 May 2025**. The collection of assessment materials by the HKEAA will be rescheduled to 7 May 2025.
- 9.5 The Education Bureau issued the Circular Memorandum (No.99/2024) on 2 May 2024 to inform all secondary schools of the arrangements for the administration of the TSA 2025 for S.3 students. Schools are responsible for providing a written notification to parents of the days of assessment and the contingency arrangements for reserve day well in advance to ensure students' participation in the TSA.

Bad Weather on the Day for Collecting Assessment Materials

- 9.6 If the Education Bureau decides that secondary schools are to be closed due to bad weather on the day (i.e. 2 May), collection of assessment materials will be postponed to 6 May 2025.

Other Emergencies

- 9.7 In cases of emergencies other than bad weather, such as fire outbreak, power failure, etc., the Assessment Administration Supervisor should deal with the situation first and then report the case to the HKEAA by phone at 3628 8191. A written report on the case and the follow-up actions taken in the form of a completed electronic version of *Assessment Administration Supervisor's Irregularity Report* should be sent to the HKEAA immediately afterwards.
- 9.8 The Assessment Administration Supervisor should always bear in mind that the AAA has no decision-making responsibilities and cannot help the school make any decision regarding the handling of irregularities and emergencies.

C. CONTACT US

Education Assessment Services Division
Hong Kong Examinations and Assessment Authority

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 8191
Fax: 3628 8186
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: www.bca.hkeaa.edu.hk

2025 年全港性系統評估（中學）

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	
2024 年 10 月 22 日	截止在基本能力評估網頁上「全港性系統評估中心」內的「參與評估的學生資料」分頁內為所有中三級學生點選特別評估安排
2025 年 2 月 21 日	截止在基本能力評估網頁上更新參與說話評估的學校及學生資料（包括特別評估安排）
2025 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校及學生資料（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，故所有已點選 **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 **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，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 **2024 年 11 月 5 日或以前**（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、英國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」。

紙筆評估——

1. 考評局會為有 WS1 學生的學校額外提供：
 - a. 一套英文版的數學科試題簿及答題簿（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簿及答題簿
 - b. 中國語文科聆聽、視聽資訊、寫作及閱讀評估的中、英對照「學生須知」
 - c. 中國語文科聆聽及視聽資訊評估（供特別安排學生使用的版本）光碟/影碟各兩張。如使用此光碟/影碟，學校需安排 WS1 學生在其他課室區別處理，用光碟/影碟播出所有題目及選項
 - d. 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。
2. 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。
3. 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

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入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障學生^{註一}點選）

註一：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，另附中國語文科視聽資訊影碟、中國語文科及英國語文科聆聽光碟各兩張^{註二}
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

註二：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、中國語文科視聽資訊評估，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^{註三}
3. 考評局將提供額外及只有一份分卷的試題簿及答題簿予全校所有 WS7 學生，另附中國語文科視聽資訊評估影碟、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

註三：《為有特殊教育需要學生提供校內考試特別安排》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

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份報告供校方參考：

- | | |
|----------------------------|--|
| 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.	智障	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.	智障	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 2025 (Secondary Schools) Guidelines on Selecting Special Arrangements

The purpose of the Territory-wide System Assessment (the Assessment) is to provide school management with accurate and comprehensive information on the performance of the students of their own schools. 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 the Assessment 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 student's 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
22 October 2024	Deadline for selecting special arrangements for all S.3 students on the "Participating Students Information" webpage in the "TSA Centre" at the BCA Website
21 February 2025	Deadline for updating school and student information (including special arrangements) at the BCA Website for Oral Assessments
17 April 2025	Deadline for updating school and student information (including special arrangements) at the BCA Website for the 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 the Assessment, 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 adaptation 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 the Assessment without any special arrangements.

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

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

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

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

B. Selection Guidelines

1. Schools may select more than one special arrangement for each student.
2. **All students receiving WS0, WS3 to WS7 will not be included in the *Student Sample List* of the Oral Assessments. Schools may request in writing to put any students receiving WS4 to WS7 in the pool for random selection for the Oral Assessments. If selected, no special arrangements will be provided and their results will be included in the School Report for Oral 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 5 November 2024** (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, schools **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

<u>Oral Assessment</u>

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

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, Audio-visual, Writing and Reading Assessments
 - c. 2 special CDs/VCDs for the Chinese Listening and Audio-visual Assessments, with all questions and options read aloud. It should be arranged for these students to take the assessments 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 they should arrange for the students to take the assessment separately. 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”

WS2 Newly-arrived Children (NAC)

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

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

WS2 Students must satisfy any one of the following criteria:

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

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

WS3 Exemption from the Whole Assessment

(for students with Severe Visual Impairment or Intellectual Disability^{Note 1})

Note 1 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 booklets and answer booklets printed on ivory paper with 2 CDs for Chinese Listening, and English Listening Assessments as well as 2 VCDs for Chinese Audio-visual Assessments^{Note 2}
2. All the above assessment materials will be packed separately and indicated “Assessment materials for students requiring special arrangements”

Note 2 Students who require enlarged question booklets and 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 Issues, 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 3}
3. The HKEAA will provide an additional set of question booklets and answer booklets of one sub-paper only for all WS7 students and 2 CDs on Chinese Listening, Chinese Audio-visual and English Listening Assessments 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 3 “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

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

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

Appendix I

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

Appendix II

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

2025 年全港性系統評估（中學） 評估行政助理須知（說話評估）

（不連樣本）

一、 評估行政助理的一般職責

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. 於全港性系統評估進行期間，即 **2025 年 4 月 29 日及 30 日**；或有需要於後備日，即 **2025 年 5 月 6 日**（請參考第十部分惡劣天氣安排）協助評估行政主任及說話能力主考員執行工作。
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**只是提供協助而無須作出任何決定**。
7. 為監察評估行政助理的服務質素，考評局將以隨機抽樣形式選出學校，並在評估當日探訪被選出的學校。考評局職員在抵埗後，將出示職員證，並要求約見評估行政主任及評估行政助理。考評局職員將檢視評估行政助理是否如考評局所示履行職務。

二、 衣飾

1. 在執行職務期間，評估行政助理必須佩戴由考評局提供之工作證（見**樣本 a2**），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、外褸均為可接受之服飾，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、 需攜帶物品

在評估當日，評估行政助理需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 8 時（上午時段）或下午 1 時（下午時段）前**向評估行政主任報到。
3. 評估行政助理抵埗後，需向評估行政主任出示由考評局發出的委任信及其香港身份證或護照，以便核實身份。
4. 如未能履行評估行政助理之職務，請於**最少 3 個工作天前**通知考評局。
5. 考評局職員會於評估當日上午 6 時 30 分開始值班，如因突發事件或緊急事故未能於評估當日擔任評估行政助理，請務必於當日上午 6 時 45 分之前通知考評局。

五、 評估時間表

時間	評估範疇	
	中文科說話評估	英文科說話評估
上午 8 時 45 分 – 11 時 30 分 / 下午 1 時 45 分 – 4 時 30 分 (開始時間有 15 分鐘彈性)	<u>個人短講</u> (共 6 名或 12 名學生，每次 1 名)	<u>個人短講</u> (共 6 名或 12 名學生，每次 1 名)
	<u>小組討論</u> (共 8 名或 12 名學生，每次 4 名)	<u>小組討論</u> (共 6 名或 12 名學生，每次 3 名)

六、 評估進行前

開啟及核對評估物料

1. 評估行政主任將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。由於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**。

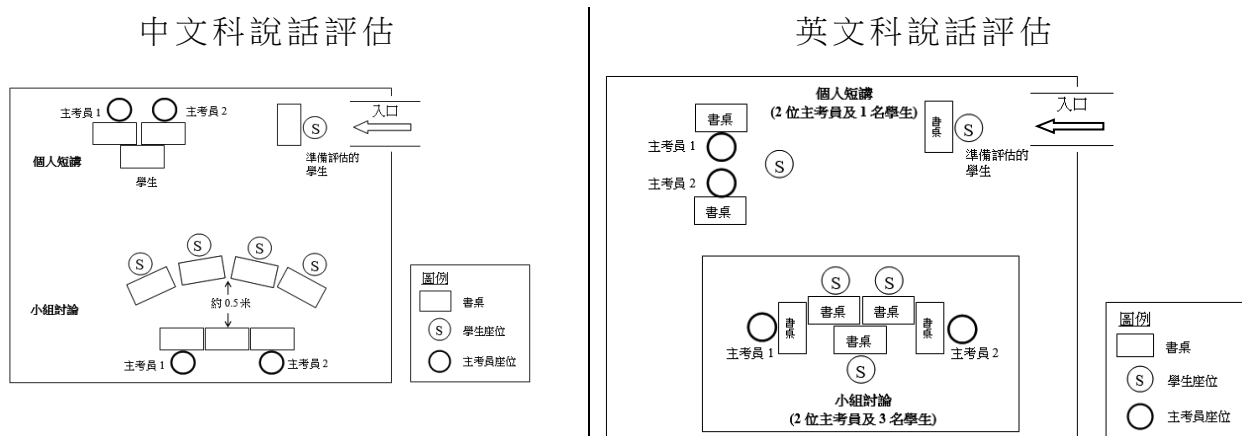
2. 評估行政助理分發以下評估物料：
 - (1) 2 個密封的評估物料封套，每個封套將分發予每組別的說話能力主考員(封套外已標明科目及在封套背面已印有評估物料核對表)
 - (2) 1 個「學生抽樣名單」密封信封，內裡包含 5 套「學生抽樣名單」(見樣本 a3)。每組別的說話能力主考員各有 1 套、評估行政助理 1 套及評估行政主任 2 套
 - (3) 「評估行政主任文件檔」，內裡包含「評估行政主任－異常事項報告」電子版的超連結(見樣本 a1)、1 份「評估行政助理出席紀錄表」(見樣本 a8)
 - (4) 「評估行政助理文件套」，內裡包含工作證、文具及「學生報到核對表」
 - (5) 2 個放有共 4 個計時器(每個封套 2 個)的軟墊信封

3. 評估行政助理開啟「學生抽樣名單」密封封套，然後分別將 1 套名單交給中文科的說話能力主考員、1 套名單交給英文科的說話能力主考員、2 套交給評估行政主任以便他／她安排被選中的學生參與評估，及最後 1 套由評估行政助理保管使用。
4. 評估行政主任應向評估行政助理及每組別的說話能力主考員提供每班的學生名單，資料包括所有學生的中、英文姓名、班別、班號及應考中文科說話評估的語言，以便評估行政助理於等候室點名。
5. 如評估物料有缺漏情況，評估行政主任應該立即致電 3628 8191 通知考評局以便於評估開始前作出補救。

檢查評估設施

6. 評估行政助理需確保學校的評估設施依照考評局的要求安排妥當。如評估室內設有閉路電視系統，評估行政助理需確保學校已關掉評估室內的閉路電視系統或覆蓋錄影鏡頭。

說話評估室佈置 (中學)



7. 學校應安排一個有蓋的地方（最好是一間課室）用作共同等候室，等候室應放置最少 13 張椅子（1 張供評估行政助理，12 張供被選中的學生）及 1 張枱。建議等候室應盡量接近及位於兩間評估室的同一樓層。

七、在說話評估等候室內之職責

為免太多學生同一時間在等候室輪候而出現混亂，評估行政主任應委派 2 名學校職員安排被選中的學生分批（英國語文科每次 6 名學生。中國語文科個人短講每次 6 名學生；小組討論每次 4 名學生）前往等候室。評估行政助理應提醒學生有秩序地在等候室靜候參與評估。

評估行政助理應檢查及確保學生已攜帶自己的學生手冊／學生證（附有他們的姓名、班別、班號及相片，以茲識別）前往參與評估。如被選中學生沒有帶備學生手冊／學生證，評估行政助理應盡快要求他們取回，並提醒學生需攜帶鉛筆或原子筆參與說話評估。

1. 核對被抽選學生的身份

評估行政助理需從「學生抽樣名單」及由評估行政主任提供的學生名單中核對學生手冊上之資料，以確定被選中學生之身份。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。如學生未能出示有效的證明文件，評估行政助理應向評估行政主任匯報，以便他／她安排後備學生參與評估。

核對完畢後，評估行政助理需在「學生抽樣名單」上打「✓」，並把學生所屬班別及學號（如 3D/17）寫在標貼上，以及示意學生貼在當眼位置以識別身份。如被選取學生為後備，評估行政助理則需在班別及學號後加寫〔R〕（如 3D/19〔R〕）（詳情請參閱下述第 3 段）

2. 豁免參加評估

學校應在評估前為有特殊教育需要的學生點選或申請特別安排，此等學生不會在說話評估的「學生抽樣名單」中被列為正選或後備。如這些學生仍被發現在「學生抽樣名單」上，評估行政主任可將後備的學生補上。

評估行政助理應在評估完畢後向說話能力主考員報告有關的情況，並提供相關的學生資料予說話能力主考員；說話能力主考員會把有關的安排紀錄在「說話評估總結表」（見樣本 a4）內。

校方在評估進行期間無須提供任何證明文件。

3. 後備學生

如被選中的學生缺席、未能出示他們的學生手冊或任何學籍證明文件或獲豁免參加評估，他們將由後備的學生補上。替補次序從**同一班別該評估項目最小的班號**開始，如所有後備學生編號都已被使用，評估行政主任需請說話能力主考員隨選任何一個班號以作替補。

4. 協助評估期間的運作

評估行政助理需協助整個評估的運作，令評估能按原定的時間完成。完成評估的學生會由學校職員帶領下返回他們的課室，確保他們不能與等候室內之學生有任何交流。學校職員隨即陪同下一位 / 下一組被選中的學生由等候室前往評估室作準備。

5. 一般支援

在一般情況下，如說話能力主考員遇上任何困難，他 / 她會透過評估行政助理向評估行政主任尋求協助。

八、 評估終結後

1. 包裝評估物料

說話評估終結後，評估行政助理會將工作證及所有文具放進「**評估行政助理文件套**」內交回評估行政主任。每組別的說話能力主考員亦會把評估物料放進 2 個封套內交回評估行政主任。

請確認評估行政主任及說話能力主考員已在所有「評估總結表」上簽署。

2. 簽署紀錄表

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**」，他會加簽確認評估行政助理的到校時間，亦會在紀錄表適當位置上為評估行政助理工作的表現評分。填妥的「**評估行政助理出席紀錄表**」會隨「**評估行政主任文件檔**」交回考評局。

3. 貯存評估物料

在評估行政助理協助下，評估行政主任應即時將 4 個已封口的評估物料封套（中國語文科說話評估 2 個封套及英國語文科說話評估 2 個封套）、2 個放有計時器的軟墊信封、「**評估行政助理文件套**」及「**評估行政主任文件檔**」放進原來盛載評估物料的紙箱內，以便交回考評局。把紙箱封好，然後保存在配有堅固門鎖的儲物櫃或密室，直至由考評局所指派的速遞公司收回為止。

4. 離開學校

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。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。

九、 評估行政主任與評估行政助理的分工

評估進行前	
評估行政助理	評估行政主任
<ul style="list-style-type: none">檢查及開啟評估物料紙箱分發評估物料予評估行政主任及說話能力主考員開啟「學生抽樣名單」信封及分發名單予評估行政主任及說話能力主考員檢查評估室已佈置妥當	<ul style="list-style-type: none">完成佈置評估室及安排等候室向說話能力主考員及評估行政助理提供學生名單安排 2 名學校職員負責帶領被選中的學生參與評估
說話評估進行時	
<ul style="list-style-type: none">核對被抽選學生的身份記錄後備學生替補及豁免評估等的情況維持等候室的秩序	<ul style="list-style-type: none">安排 2 名學校職員帶領被選中的學生前往等候室、從等候室前往評估室及帶領已完成評估的學生返回課室如有被選中的學生缺席，安排後備學生替補
說話評估完結後	
<ul style="list-style-type: none">向說話能力主考員報告有關後備學生替補及豁免評估等的情況確認評估行政主任及中文科與英文科兩位說話能力主考員已在封套及「說話評估總結表」上簽署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	<ul style="list-style-type: none">填妥<u>電子版</u>的「<u>評估行政主任－異常事項報告</u>」。假若沒有特別事故發生，則毋須填寫報告。請評估行政助理填妥及簽署「<u>評估行政助理出席紀錄表</u>」，並為評估行政助理的工作表現評分及簽署在中文科與英文科「<u>說話評估總結表</u>」上簽署從中文科與英文科說話能力主考員各收回兩個已密封及加簽的「<u>說話能力評級表及評估總結表封套</u>」及「<u>剩餘評估物料封套</u>」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、 惡劣天氣安排

1. 如因天氣惡劣導致學校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. 在舉行說話評估的其中一日，如中學於早上停課，全日的評估將改期至 **2025年5月6日**。
3. 在舉行說話評估的其中一日，如中學只是在下午停課，則當日下午的評估將改期至 **2025年5月6日下午**。
4. 如因緊急事項（例如傳染病爆發）教育局宣布在評估當天及後備日均停課，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布，以及基本能力評估網頁 www.bca.hkeaa.edu.hk 的最新消息公布。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。

十一、 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 8191

傳真：3628 8186

電郵：tsal@hkeaa.edu.hk

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

2025 年全港性系統評估 (中學)
Territory-wide System Assessment 2025
(Secondary Schools)

樣本 a1
Specimen a1

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 36288186。

If the Assessment Administration Supervisor **is unable to submit the electronic version** of Irregularity Report, please complete the following information and fax it to 36288186.

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
說話能力主考員
ORAL EXAMINER

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 20XX年全港性系統評估(中學)
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
Territory-wide System Assessment 20XX (Secondary Schools)

TSA/S

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

學校編號(School Code) : S999
 學校名稱(School Name) : 甲乙丙學校
 ABC SCHOOL

樣本a3
Specimen a3

班別(Class) : 3A

項目Component 班號Class No.	中文科		English		班號 Class No.
	個人短講	小組討論	Individual Presentation	Group Interaction	
01					01
02				Selected	02
03					03
04					04
05					05
06					06
07					07
08*		Reserve			08*
09					09
10			Reserve		10
11				Selected	11
12				Selected	12
13*					13*
14					14
15					15
16					16
17					17
18		Selected			18
19					19
20*			Selected		20*
21					21
22					22
23					23
24*				Reserve	24*
25					25
26		Selected			26
27*		Selected			27*
28					28
29		Selected			29
30					30
31					31

*WS1 非華語學生 - 需參與中國語文科視聽資訊及說話評估

*WS1 Non-Chinese speaking (NCS) students - should take part in the Chinese Language Audio-visual and Oral Assessment

註：1. 若正選缺席，則由後備補上。(後補次序從該評估項目最小的班號開始)。

2. 若後備名單不足，評估行政助理可請校外主考員隨意選取該班的學號。

Remarks: 1. If the students selected are absent, they will be replaced by the students on reserve.

(Replacement starts from the lowest class no. in the specified component.)

2. If the reserve list of a particular class is used up, the Assessment Administration Assistant should ask the external Examiner to select any class no. at random.

此表格資料由說話能力主考員
填寫，評估行政主任確認
Information to be
completed by Oral Examiners and
endorsed by Assessment
Administration Supervisor

樣本 a4
Specimen a4

2025 年全港性系統評估 (中學)
Territory-wide System Assessment 2025
(Secondary Schools)

說話評估總結表
Assessment Summary for Oral Assessments

學校名稱 Name of School:	學校編號 School Code:
科目* Subject*:	日期 Date:
中文科說話評估 Chinese Oral Assessment	英文科說話評估 English Oral Assessment
參與學生人數 No. of Students Participated:	

* 請圈起適用者

Please circle where appropriate

參與學生 (包括補替學生)
Students Participated (including replacement students)

班別 Class	學號 Class Numbers	班別 Class	學號 Class Numbers	班別 Class	學號 Class Numbers
	/ / /		/ / /		/ / /
	/ / /		/ / /		/ / /
	/ / /		/ / /		/ / /

缺席學生 (如適用)
Absentees (if applicable)

學生雖被選中，但由於以下原因，未能參與評估：

List of originally selected students who did not participate in the assessment for the reasons given below:

- A 身體不適或缺席
Sick or absent
- B 未能出示任何身份證明文件 (如手冊、學生證、學校正式文件等)
Unable to produce any identification documents (e.g. handbooks, student cards, official school documents)
- C 其他 (請簡述原因)
Others (Please briefly give reasons.)

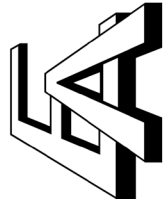
缺席學生班別/班號 Class/Class No. of Absentee	未能參與之原因 (請在適當方格內填上「✓」號) Reason for not participating (Please put a "✓" in the appropriate box)
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason: _____

↳ 請轉後頁
Please turn overleaf

缺席學生班別/班號 Class/Class No. of Absentee	未能參與之原因 (請在適當方格內填上「✓」號) Reason for not participating (Please put a "✓" in the appropriate box)
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____
	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C 原因 Reason : _____

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

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



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

全港性系統評估－說話評估

Territory-wide System Assessment - Oral Assessments

說話能力評級表及評估總結表封套

ENVELOPE FOR ORAL SCORE SHEETS AND ASSESSMENT SUMMARY

學校編號 School Code : _____ 級別 Level : **S3**
參與學生人數 Total No. of Students Participated : _____ 科目 Subject : 中國語文科 Chinese Language 英國語文科 English Language

請把以下文件放進此封套，並在方格內以「✓」號表示：

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

已使用的「說話能力評級表」
Used Oral Score Sheets _____ copies

未使用的「說話能力評級表」
Unused Oral Score Sheets _____ copies

說話評估總結表 (1 份)
Assessment Summary for Oral Assessments (1 copy)

學生抽樣名單 (1 份)
Student Sampling List (1 copy)

說話能力主考員 1 姓名

Name of Oral Examiner 1 : _____

說話能力主考員 2 姓名

Name of Oral Examiner 2 : _____

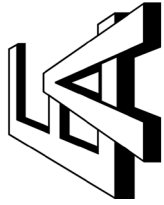
簽署

Signature : _____

簽署

Signature : _____

樣本 a5
Specimen a5



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

全港性系統評估－說話評估
Territory-wide System Assessment - Oral Assessments

剩餘評估物料封套

ENVELOPE FOR SURPLUS ASSESSMENT MATERIALS

學校編號 : _____ 級別 : S3
School Code : _____ Level : S3

科目 : 中國語文科
Subject : Chinese Language

英國語文科
 English Language

除計時器及所有已放進「說話能力評級表及評估總結表封套」的物料外，請將所有剩餘評估物料放進此封套。

Assessment materials other than timers and those which have been put in the “Envelope for Oral Score Sheets and Assessment Summary” should be put into this envelope.

說話能力主考員 1 姓名
Name of Oral Examiner 1 : _____

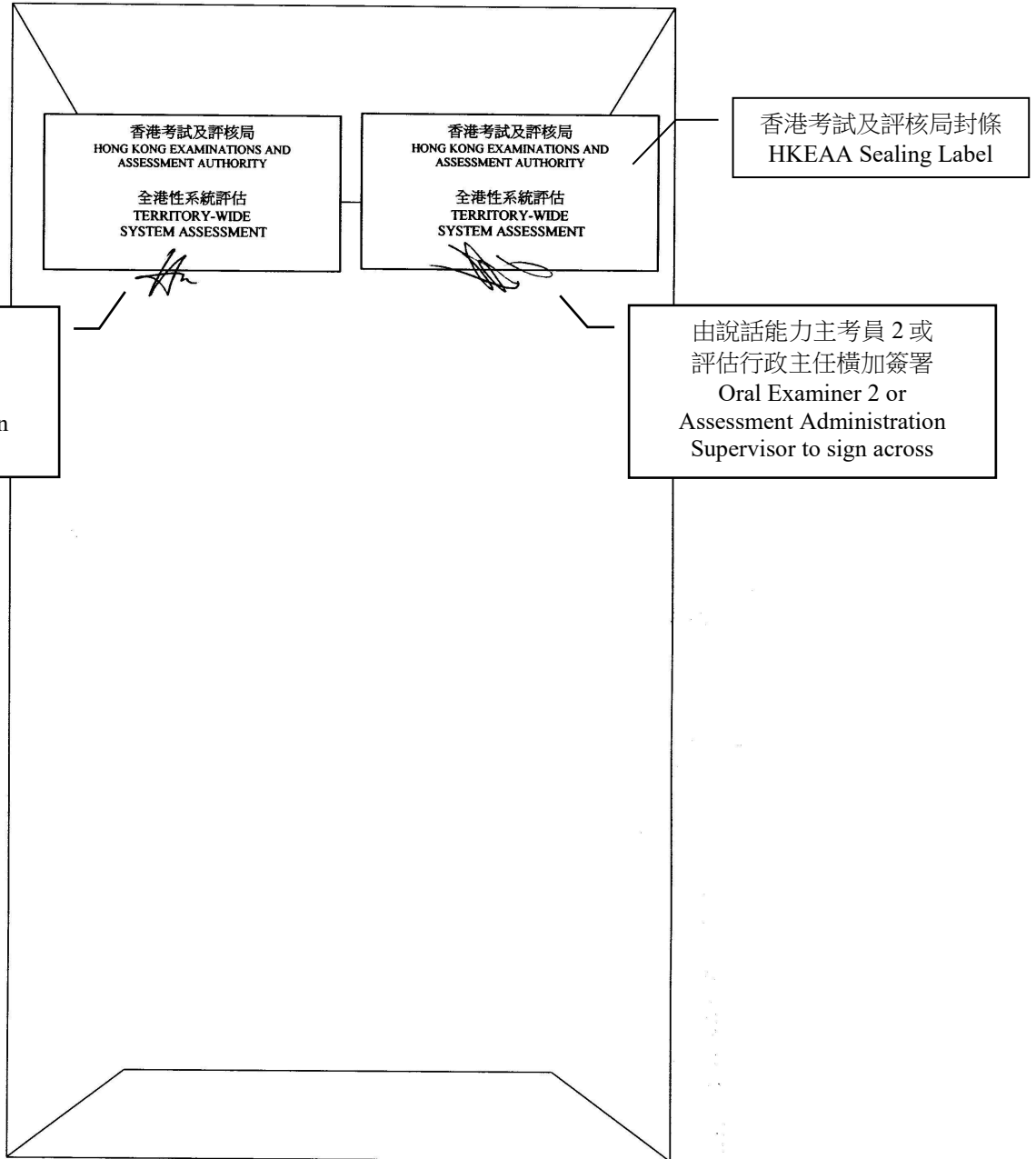
簽署
Signature

說話能力主考員 2 姓名
Name of Oral Examiner 2 : _____

簽署
Signature

樣本 a6
Specimen a6

樣本 a7
Specimen a7



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

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

香港考試及評核局封條
HKEAA Sealing Label

由說話能力主考員 1 或
評估行政助理橫加簽署
Oral Examiner 1 or
Assessment Administration
Assistant to sign across

由說話能力主考員 2 或
評估行政主任橫加簽署
Oral Examiner 2 or
Assessment Administration
Supervisor to sign across

2025 年全港性系統評估 (中學)
Territory-wide System Assessment 2025 (Secondary Schools)
評估行政助理出席紀錄表

Assessment Administration Assistant's Attendance Record

填妥的紀錄表須放入評估行政主任文件檔內交回考評局

Completed Record form should be put into the AAS's Working File for returning to the HKEAA

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

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

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

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

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

對評估行政助理的評分 Rating to AAA **10** 非常滿意 Excellent **9** **8** **7** **6** 一般 Acceptable **5** **4*** **3** **2** **1** 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

其他意見 (如有需要) : _____
AAS's Remarks (optional) _____

重要事項

IMPORTANT NOTES

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

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

樣本 a8
Specimen a8

TSA S999

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 _____

