

# 2025 年全港性系統評估（中學） 便覽

**Territory-wide System Assessment 2025  
(Secondary 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)**





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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或23日	通過互聯網及速遞接收《監考員手冊》
<input type="checkbox"/> 6月3日至20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2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12或13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"/> 6月18日	測試聆聽及中文科視聽資訊評估所用的影碟機／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、膠擦及藍色（或黑色）原子筆

### 評估當日（即2025年6月19及20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1:15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20或23日	透過速遞將評估物料交回考評局

## 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 <sup>#</sup> (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 <sup>#</sup> (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

<sup>#</sup> 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	<b>有經驗的</b> 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 <sup>*(1)</sup>	<b>新獲委任的</b> 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 <sup>*(2)</sup>	評估行政主任	透過速遞接收說話評估物料 <b>密件</b>
	<b>4 月 29 日或 30 日</b> <sup>*(3)</sup>	<b>考評局及學校</b>	<b>舉行說話評估</b>
	5 月 2 日 <sup>*(4)</sup>	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》

~ 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
	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 <sup>*(5)</sup>	評估行政主任	透過速遞接收紙筆評估物料 <b>密件</b>
	6月19日至20日 <sup>*(6)</sup>	考評局及學校	舉行紙筆評估
	6月20日或23日 <sup>*(7)</sup>	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後備日
- \***(3)** 5月6日：舉行說話評估的後備日
- \***(4)** 5月6日：透過速遞將說話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5月7日）
- \***(5)** 6月16日：透過速遞接收紙筆評估物料的後備日
- \***(6)** 6月25日：舉行紙筆評估的後備日
- \***(7)** 6月24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，將有關物料妥善保管；
- 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 確保將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 所有學校須透過基本能力評估網站（網址：[www.bca.hkeaa.edu.hk](http://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中三級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。所有學校需更新的資料，包括新生、退學或需特別安排的學生資料，須於 **2025 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 學生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）。
- 2.5 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。
- 2.6 每間學校在紙筆評估時所用的電腦條碼，將會按照截至 2025 年 3 月 31 日學校所上載的資料製作。在 2025 年 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。
- 2.7 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 2025 年 4 月 17 日學校所上載的資料製作。

- 2.8 由 2025 年 6 月 3 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 b1**）
  - (2) 試題答題簿數量核對表（特別安排）（見**樣本 b2**）（只適用於學校有需要特別安排學生）
  - (3) 需特別安排學生人數核對表（見**樣本 b3**）（只適用於學校有需要特別安排學生）
  - (4) 學生出席紀錄表（見**樣本 b4**）

上述核對表亦會分別放在「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，在遞交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 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中三教師，但科任老師不可以監考所任教班別的科目評估（例如：3A 班的中國語文科老師不可以監考 3A 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 2025 年 5 月 22 日透過速遞，按學校的班級數目向評估行政主任提供「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 b5）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 2 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（文具箱除外），並於箱外附以標籤識別。考評局將在 2025 年 6 月 12 或 13 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電子版的「評估行政主任－異常事項報告」內（見樣本 b6）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 b12）。
- 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 2025 年 6 月 18 日造訪被選中的學校。考評局職員抵埗後，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，在相關紙筆評估舉行當日開啟。（詳見 7.16 段）*
- 6.3 *為避免洩露評估試題，即使紙箱已被開啓，評估行政主任亦必須確保所有影碟、光碟、試題簿及答題簿封包保持密封，直至監考員在評估開始前於課室內開啟。*

## 7. 紙筆評估舉行當日（即 2025 年 6 月 19 日及 20 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。
- 7.3 提醒學生不要攜帶手提電話／免提裝置進入評估室／禮堂。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，讓監考員清楚看見。學生不可在評估室／禮堂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）。

## 座位安排

7.4 學生應按班號順序入座。

## 使用禮堂

7.5 學校可使用學校禮堂為所有中三級學生進行評估（中國語文科及英國語文科聆聽評估除外，因每班別均會使用不同的分卷）。

學校應安排中國語文科及英國語文科聆聽評估於課室進行。

## 影碟機及鐳射唱機設備

7.6 評估行政主任應在評估場地內放置適當的器材播放影碟／光碟，以進行中國語文科視聽資訊及聆聽評估和英國語文科聆聽評估。為確保每名參加評估的學生都能清楚聽到話語內容，這些器材必須與合適的揚聲器連接在一起。

7.7 建議學校應盡量於評估舉行前一個工作天（即 2025 年 6 月 18 日），安排學校技術支援人員安裝及充分測試備用的音響器材。如使用電腦播放視聽資訊評估影碟／聆聽評估光碟，技術支援人員須關掉電腦內螢幕保護裝置及監視器電源配置的設定，以確保器材於評估期間可正常運作。

## 評估時間

7.8 應在評估室或禮堂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。

兩日的評估，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。

7.9 所有學校**必須**依照第 I 乙段的評估時間表進行評估。

7.10 所有學校**必須**在兩天評估日內不遲於下午 1 時 15 分完成所有評估。

## 評估行政助理

7.11 考評局將委派一名評估行政助理於舉行紙筆評估的兩日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）。

- 7.12 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 8191 通知考評局有關情況。
- 7.13 評估行政助理抵埗後，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 b7**），以識別身份。
- 7.14 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。
- 7.15 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。

#### 開啓及核對評估物料

- 7.16 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 b12**）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，並小心開啓紙箱。**

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，小心開啓紙箱。

- 7.17 「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，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。
- 7.18 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 b1**）
    - iii. 「試題答題簿數量核對表（特別安排）」（見**樣本 b2**）（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 b3**）（如學校有需要特別安排的學生）
  - v. 包含「評估行政主任－異常事項報告」電子版的超連結（見**樣本 b6**）（假若沒有發生特別事故，評估行政主任毋須填寫此表格）
  - vi. 1 個後備的「答卷封套」（見**樣本 b8**）及 1 個後備的「剩餘評估物料封套」（見**樣本 b9**）
  - vii. 1 份「評估行政助理出席紀錄表」（見**樣本 b10**）
  - viii. 1 個「評估行政助理名牌」（見**樣本 b7**）
  - ix. 1 份「更正學生資料表格」
  - x. 1 本額外的「監考員手冊」
  - xi. 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）
  - xii. 供非華語學生在中國語文科閱讀、視聽資訊、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）
  - xiii. 特別通告（如有的話）
- (2) 足夠數量的「答卷封套」及「剩餘評估物料封套」，供所有班別及科目使用
  - (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）
  - (5) 考評局封條（見**樣本 b11**）
  - (6) 封箱膠紙

7.19 不同班別及評估分節的評估物料（包括「監考員文件檔」、試題簿、答題簿及影碟／光碟等）將分開包裝，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）」核對試題簿和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
- (5) 核對「答卷封套」及「剩餘評估物料封套」的數目是否與學校的班級數目及評估卷別數目相符（例如：5 班中三 x 8 張評估卷別 = 40 個「答卷封套」及 40 個「剩餘評估物料封套」）
- (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) 確保影碟、光碟、試題簿及答題簿保持密封
- (8) 確保每班的中國語文科聆聽評估光碟的分卷編號與試題簿及答題簿的分卷編號相同（只適用於 6 月 19 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 19 日）
- (10) 確保中國語文科視聽資訊評估的影碟的語言版本（廣州話或普通話）與學校選擇的相同（只適用於 6 月 19 日）
- (11) 確保每班的英國語文科聆聽評估光碟的分卷編號與試題簿及答題簿的分卷編號相同（只適用於 6 月 20 日）
- (12) 確保數學科的試題簿及答題簿的語言版本（中文或英文）與學校選擇的相同（只適用於 6 月 20 日）
- (13) 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 學生延長聆聽及中國語文科視聽資訊評估的時間安排），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
- (14) **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**

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簿和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

7.20 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
- (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」，每班每份卷別 1 個
- (4) 「剩餘評估物料封套」，每班每份卷別 1 個
- (5) 密封的影碟及光碟（影碟只適用於中國語文科視聽資訊評估，光碟只適用於中國語文科及英國語文科的聆聽評估）
- (6) 密封的試題簿封包
- (7) 密封的答題簿封包
- (8) 密封的試題答題簿封包（只適用於中國語文科寫作評估）
- (9) 草稿紙（只適用於數學科），每班 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帶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) 負責監考需分開進行評估安排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

- 7.21 為非華語學生（即 **WS1** 學生）提供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。
- 7.22 在中國語文科閱讀、視聽資訊、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。
- 7.23 提供特別版本的中國語文科聆聽評估光碟及特別版本的中國語文科視聽資訊評估影碟，此光碟／影碟只供非華語學生使用，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／影碟。如學校使用該光碟／影碟，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。
- 7.24 中國語文科聆聽及視聽資訊評估完成後，所有物料，包括在另一課室所使用的答卷及已使用的光碟／影碟，需先交回原來班別的監考員，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。
- 7.25 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。學校可以按學生的學習需要採用此指引。如學校朗讀該指引，需將那些非華語學生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簿和答題簿及「增潤作答指引」，以便作出安排。

- 7.26 學校可以在中國語文科寫作評估開始時，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。
- 7.27 為便利學校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。
- 7.28 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

- 7.29 下表詳列每個評估分節所需的評估物料：

<b>評估分節</b>	<b>2025年6月19日用的評估物料</b>
中國語文科 (寫作評估)	<ul style="list-style-type: none"> <li>• 監考員文件檔（中國語文科－寫作），內有：               <ul style="list-style-type: none"> <li>－ 包含「紙筆評估總結表」電子版的超連結</li> <li>－ 「監考員工作核對表」1份（在「紙筆評估總結表」的背面）</li> <li>－ 「學生出席紀錄表」1份</li> </ul> </li> <li>• <b>密封</b>的試題答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>
中國語文科 (閱讀評估)	<ul style="list-style-type: none"> <li>• 監考員文件檔（中國語文科－閱讀），內有：               <ul style="list-style-type: none"> <li>－ 包含「紙筆評估總結表」電子版的超連結</li> <li>－ 「監考員工作核對表」1份（在「紙筆評估總結表」的背面）</li> <li>－ 「學生出席紀錄表」1份</li> </ul> </li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>

<p>中國語文科 (視聽資訊評估及聆聽評估)</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔(中國語文科－視聽資訊及聆聽)，內有： <ul style="list-style-type: none"> <li>－ 包含「紙筆評估總結表」電子版的超連結</li> <li>－ 「監考員工作核對表」1份(在「紙筆評估總結表」的背面)</li> <li>－ 「學生出席紀錄表」2份(1份供視聽資訊評估用、1份供聆聽評估用)</li> </ul> </li> <li>• 電腦條碼1疊(供視聽資訊評估及聆聽評估共用)</li> </ul> <p><b>視聽資訊評估</b></p> <ul style="list-style-type: none"> <li>• <u>密封</u>的影碟1至2張</li> <li>• <u>密封</u>的試題簿1至2包</li> <li>• <u>密封</u>的答題簿1至2包</li> <li>• 答卷封套1個</li> <li>• 「剩餘評估物料封套」1個</li> </ul> <p><b>聆聽評估</b></p> <ul style="list-style-type: none"> <li>• <u>密封</u>的光碟1至2張</li> <li>• <u>密封</u>的試題簿1至2包</li> <li>• <u>密封</u>的答題簿1至2包</li> <li>• 答卷封套1個</li> <li>• 「剩餘評估物料封套」1個</li> </ul>
<p><b>評估分節</b></p>	<p><b>2025年6月20日用的評估物料</b></p>
<p>英國語文科 (寫作評估)</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔(英國語文科－寫作)，內有： <ul style="list-style-type: none"> <li>－ 包含「紙筆評估總結表」電子版的超連結</li> <li>－ 「監考員工作核對表」1份(在「紙筆評估總結表」的背面)</li> <li>－ 「學生出席紀錄表」1份</li> </ul> </li> <li>• <u>密封</u>的試題簿1至2包</li> <li>• <u>密封</u>的答題簿1至2包</li> <li>• 電腦條碼1疊</li> <li>• 答卷封套1個</li> <li>• 「剩餘評估物料封套」1個</li> </ul>

<p>英國語文科 (閱讀評估及 聆聽評估)</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔 (英國語文科 – 閱讀及聆聽)，內有： <ul style="list-style-type: none"> <li>– 包含「紙筆評估總結表」電子版的超連結</li> <li>– 「監考員工作核對表」1份 (在「紙筆評估總結表」的背面)</li> <li>– 「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)</li> </ul> </li> <li>• 電腦條碼 1 疊 (供閱讀評估及聆聽評估共用)</li> </ul> <p><b>閱讀評估</b></p> <ul style="list-style-type: none"> <li>• <u>密封</u>的試題簿 1 至 2 包</li> <li>• <u>密封</u>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul> <p><b>聆聽評估</b></p> <ul style="list-style-type: none"> <li>• <u>密封</u>的光碟 1 至 2 張</li> <li>• <u>密封</u>的試題簿 1 至 2 包</li> <li>• <u>密封</u>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>
<p>數學科</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔 (數學科)，內有： <ul style="list-style-type: none"> <li>– 包含「紙筆評估總結表」電子版的超連結</li> <li>– 「監考員工作核對表」1份 (在「紙筆評估總結表」的背面)</li> <li>– 「學生出席紀錄表」1份</li> </ul> </li> <li>• <u>密封</u>的試題簿 1 至 2 包</li> <li>• <u>密封</u>的答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 草稿紙 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>

## 評估進行中

### 給予監考員的支援

- 7.30 評估行政助理在評估進行期間，最少每 40 分鐘在評估室外巡視一次，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。如學校使用禮堂進行評估，評估行政助理應留在禮堂內為監考員提供支援。
- 7.31 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。

### 試題簿及／或答題簿數量不足

- 7.32 考評局向學校提供的試題簿及答題簿數量，較學校實際所需的為多。如監考員發現接收的試題簿及／或答題簿數量不足，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的另一科目卷別及分卷的剩餘試題簿及答題簿，如所有班別的剩餘試題簿及答題簿仍不足應付短缺時，評估行政主任應立即致電 3628 8191 向考評局尋求協助。

### 影碟／光碟損壞或內容不符

- 7.33 如接收的影碟／光碟及其後備影碟／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 8191 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影碟／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

- 7.34 新生（或任何在 2025 年 3 月 31 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答卷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

- 7.35 每位監考員應確保電腦條碼已適當地貼在答卷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」，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。
- 7.36 監考員應將所有其他評估物料，如「監考員文件檔」、已填妥的「學生出席紀錄表」、影碟／光碟、已使用及未使用的試題簿（中國語文科寫作評估只需未用的試題答題簿）、未使用的答題簿、剩餘的電腦條碼、已使用及未使用的草稿紙放進「剩餘評估物料封套」。
- 7.37 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

- 7.38 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

- (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) 答卷按學生的班號依次（由小至大，班號小的放在上面）排列
- (3) 電腦條碼已適當地貼在答卷上
- (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）及班別和「學生出席紀錄表」上列印的資料相符（抽樣檢查答卷）
- (5) 「答卷封套」上的資料（即收回答卷總數、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) 在封套面上「放大答卷」的適當方格內已有號

#### 剩餘評估物料封套

- (7) 「學生出席紀錄表」已正確填妥
- (8) 交回所有影碟（只適用於中國語文科視聽資訊評估）
- (9) 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：如有影碟／光碟損壞或內容不符，該影碟／光碟應放在「評估行政主任文件檔」內交回考評局，以便跟進。

- (10) 交回已使用及未使用的試題簿（中國語文科寫作評估只需交回未使用的試題答題簿），包括缺席及獲豁免學生的試題簿
- (11) 交回未使用的答題簿，包括缺席及獲豁免學生的答題簿
- (12) 交回剩餘的電腦條碼
- (13) 交回已使用及未使用的草稿紙（只適用於數學科）
- (14) 交回已使用的答題簿（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「剩餘評估物料封套」，「監考員文件檔」應放在較後一節評估卷別的「剩餘評估物料封套」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回予評估行政主任時，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」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」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」、「答卷封套」及「剩餘評估物料封套」時，確保已包括分開進行評估學生的資料

- 7.39 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。
- 7.40 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 8191）。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。
- 7.41 評估行政主任完成核對後，應將答卷放進所屬的「答卷封套」內。請注意：每班每個評估分節應使用一個封套（即每班應於中國語文科－寫作、閱讀、視聽資訊及聆聽使用共 4 個封套；於英國語文科－寫作、閱讀及聆聽使用共 3 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。



- 7.42 每班每個評估分節應使用一個「剩餘評估物料封套」。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。
- 7.43 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

- 7.44 把所有評估物料，包括：
- (1) 已封口的「答卷封套」
  - (2) 已封口的「剩餘評估物料封套」
- 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

- 7.45 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」。
- 7.46 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

- 7.47 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 b12**）。
- 7.48 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。
- 7.49 **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。**
- 7.50 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 2025 年 6 月 20 或 23 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，教育局宣布中學停課，評估物料將延至 2025 年 6 月 16 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 在舉行紙筆評估的其中一日，倘教育局宣布中學於上午停課，當日的評估將改期至 2025 年 6 月 25 日舉行。收集評估物料的日子將順延至 2025 年 6 月 26 日。
- 9.4 如學校只在評估舉行當日的下午停課，評估將不受影響。
- 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 年度的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，將延至 2025 年 6 月 24 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電子版的「評估行政主任－異常事項報告」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 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 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：tsa@hkeaa.edu.hk

基本能力評估網站：[www.bca.hkeaa.edu.hk](http://www.bca.hkeaa.edu.hk)



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## **Appendices**

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

## **Specimen Documents**

- b1 Question-answer booklets Quantity Checklist
- b2 Question-answer booklets Quantity Checklist (Special Arrangements)
- b3 Checklist of Students Requiring Special Arrangements
- b4 Students' Attendance Record
- b5 Assessment Summary for Written Assessments
- b6 Assessment Administration Supervisor's Irregularity Report
- b7 Identification Badge of Assessment Personnel
- b8 Envelope for Answer Scripts
- b9 Envelope for Surplus Assessment Materials (Written Assessments)
- b10 Assessment Administration Assistant's Attendance Record
- b11 A Properly Sealed Envelope
- b12 Carton Labels

## TASK CHECKLIST FOR ASSESSMENT ADMINISTRATION SUPERVISOR (WRITTEN ASSESSMENTS)

### Before the Assessments

Date	Task
<input type="checkbox"/> 17 April	Deadline for updating school and student information (including special arrangements) for Written Assessments
<input type="checkbox"/> 22 or 23 May	Receive the “ <i>Invigilators’ Handbooks</i> ” via Web and from the courier
<input type="checkbox"/> 3 – 20 Jun	Download and check the checklists and forms to be used in the Written Assessments
<input type="checkbox"/> 2 weeks before the assessments	Brief the invigilators and remind them to download and familiarise themselves with the Instructions to Invigilators and other notes for invigilators beforehand
<input type="checkbox"/> 12 or 13 Jun	Receive the materials for Written Assessments from the courier, check the carton boxes are for the materials to be used for the school/designed 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"/> 18 Jun	Test the CD/VCD players or computers (confirm the power saving function of the computer screen is off) and amplifiers for Listening and CAV Assessments
<input type="checkbox"/>	Remind all students to bring HB pencils, erasers and blue (or black) ball pens on the days of the assessments

### On the Days of Assessments (i.e. 19 and 20 Jun 2025)

Task
<input type="checkbox"/> 1. The AAA 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 1:15 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"/> 20 or 23 Jun	Return 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 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	<b><u>Experienced</u></b> Oral Examiners	Attend <b>online</b> 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 <sup>*A</sup>	<b><u>New</u></b> Oral Examiners	Attend <b>face-to-face</b> 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
■	25 Apr <sup>*B</sup>	AAS	Receive the materials for Oral Assessments from the courier <b>SECRET</b>

*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
	29 or 30 Apr <sup>*C</sup>	HKEAA and Schools	Conduct the Oral Assessments
	2 May <sup>*D</sup>	AAS	Return the materials for Oral Assessments to the HKEAA via courier
	22 or 23 May	AAS	Receive the “Invigilators’ Handbook” 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 <sup>*E</sup>	AAS	Receive the materials for the Written Assessments from the courier <b>SECRET</b>
	19 – 20 Jun <sup>*F</sup>	HKEAA and Schools	Conduct the Written Assessments
	20 or 23 Jun <sup>*G</sup>	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 Language 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 Assessments
  - (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.
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## 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](http://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. It is important for the Assessment Administration Supervisor to ensure the **amendments regarding newly admitted students, drop-outs and/or students requiring special arrangements for Written Assessments to be made online by 17 April 2025, otherwise they will not be shown on the checklists for the Written Assessments.**
- 2.4 Schools should submit the following information for any newly-admitted students: English name, class name, class number, gender, date of birth and STRN.
- 2.5 Amendments to school data should NOT be submitted by means of *Irregularity Report, Assessment Summary* or *Students' Attendance Record*.
- 2.6 Barcode labels for the Written Assessments will be generated from the school data submitted as at 31 March 2025. The HKEAA will not provide barcode labels to students whose information is submitted after 31 March 2025.
- 2.7 The *Question-answer booklets Quantity Checklist, Checklist of Students Requiring Special Arrangements* and *Students' Attendance Record* for the Written Assessments are generated from the school data submitted as at 17 April 2025.
- 2.8 From 3 June 2025 onwards until the assessment days, schools can view the following documents to be used in the Written Assessments on the BCA Website:
- (1) *Question-answer Booklets Quantity Checklist* (see **Specimen b1**)
  - (2) *Question-answer Booklets Quantity Checklist (Special Arrangements)* (see **Specimen b2**) if there are such students in your school
  - (3) *Checklist of Students Requiring Special Arrangements* (see **Specimen b3**) if there are such students in your school
  - (4) *Students' Attendance Record* (see **Specimen b4**)

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

- 2.9 Invigilators may make amendments to student data (such as adding, deleting or changing names) by correcting the data printed on the relevant *Students' Attendance Records for taking attendance* during the assessments. The Assessment Administration Supervisor should report any major discrepancies (such as adding of special arrangements, adding of new students, etc.) on the *Student Data Amendment Form* provided in the *Assessment Administration Supervisor's Working File*. Any changes made by schools on the *Students' Attendance Record* 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 S.3 teachers in the allocation of invigilation duties but these teachers are NOT permitted to invigilate their own subject classes (e.g. 3A Chinese Language teacher **must** NOT invigilate Class 3A 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 Based on the number of classes, the HKEAA will send an adequate number of 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 b5**) and “*Students' Attendance Record*”) and a few copies of the *Instructions to Invigilators for Non-Chinese Speaking Students* taking the assessment separately (ONLY for schools with non-Chinese speaking students) to the Assessment Administration Supervisor via the courier on 22 May 2025 for the use on the assessment days. The Assessment Administration Supervisors can also download from the BCA Website the entire set of *Instructions to Invigilators* for i) all subjects; and ii) the students requiring special arrangements.
- 4.4 To ensure the proper conduct of the TSA, it is extremely important for the Assessment Administration Supervisor to
- (1) remind each of the Invigilators concerned to download the *Instructions to Invigilators* of related subject and brief each of the Invigilators concerned well in advance (2 weeks before the assessments), including the Reserve Invigilators;
  - (2) remind each of the Invigilators to familiarise himself/herself with the *Instructions to Invigilators* beforehand; and
  - (3) place a copy of the *Invigilators' Handbook* in each assessment room on each assessment day

## 5. Receipt of Materials for Written Assessments

- 5.1 Assessment materials in cartons, packed by assessment day (except for the stationery box) and addressed directly to the Assessment Administration Supervisor, will be delivered by the authorised courier of the HKEAA to schools on 12 or 13 June 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 b6) afterwards.*

- 5.2 Before the courier staff leaves the school, the Assessment Administration Supervisor should check to ensure that (1) the total number of cartons received is *exactly the same* as the number indicated on the Stationery Box; and (2) the school name and the school code shown on each carton box are *fully accurate* (see **Specimen b12**).
- 5.3 The Assessment Administration Supervisor must keep the assessment materials received as detailed in paragraphs 6.1 and 6.3 below.
- 5.4 The HKEAA will select schools at random and visit them on 18 June 2025 as a part of the quality assurance of the logistic arrangements of the TSA. Upon arrival at a school, the HKEAA staff will show their staff ID cards and ask to see the Assessment Administration Supervisor. They will then check if the assessment materials have been delivered to the school and kept intact as instructed by the HKEAA. The cooperation of the Assessment Administration Supervisor in making this quality assurance check possible will be much appreciated.

## 6. Storage of Assessment Materials

- 6.1 *The materials for the Written Assessments are put in cartons marked "SECRET" on the outside. The Assessment Administration Supervisor must keep the entire set of cartons of assessment materials intact and locked in a secure cabinet or strong-room at all times when they are not in use until they are returned to the HKEAA.*
- 6.2 *The assessment day is given on the **SECRET** label of all cartons which must only be unsealed by the Assessment Administration Assistant (AAA) appointed by the HKEAA on their respective assessment days (refer to paragraph 7.16 for details).*
- 6.3 *To safeguard the secrecy of assessment questions, the Assessment Administration Supervisor must keep the VCDs, CDs, and the packets of question booklets and answer 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. 19 and 20 June 2025)

### 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.
- 7.3 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 invigilators. 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 (if possible).

#### Seating Arrangement

- 7.4 Students should sit in sequential order of their class numbers.

#### Use of School Hall

- 7.5 Schools may conduct the assessments for all Secondary 3 students in their school hall **EXCEPT** the Chinese Language and English Language Listening Assessments because different sub-papers will be used for each class.

Schools should arrange to conduct the Chinese Language and English Language Listening Assessments in classrooms.

#### Provision of VCD and CD Players

- 7.6 The Assessment Administration Supervisor should arrange to make available equipment that can read VCDs/CDs in each of the assessment venues for conducting the CAV, 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.
- 7.7 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 (i.e. 18 June 2025) as far as possible. If a computer is to be used for reading the VCDs/CDs in the CAV and 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

- 7.8 There should be a properly functioning clock prominently displayed in each assessment room or school hall 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.

- 7.9 The assessment timetables given in Section I. B. **must** be followed by all schools.
- 7.10 All schools **must** finish all assessments no later than 1:15 p.m. on both days.

### Assessment Administration Assistant

- 7.11 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.
- 7.12 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 8191.
- 7.13 Upon arrival, an AAA should show to the Assessment Administration Supervisor an appointment letter issued by the HKEAA and his/her HKID Card or Passport for identification. An AAA should wear a badge (see **Specimen b7**) provided by the HKEAA to identify himself/herself at all times when being on duty.
- 7.14 Assessment Administration Assistants are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission from the HKEAA.
- 7.15 The HKEAA will select schools at random to visit on the assessment days as a part of the quality assurance of the overall performance of the AAAs. Upon arrival at a school, the HKEAA staff will show their staff ID cards and ask to see the Assessment Administration Supervisor and AAA. They will then check if the AAA is performing the duties as instructed by the HKEAA.

### Unpacking and Checking Assessment Materials

- 7.16 All cartons are packed by assessment day (except for the stationery box), with a label (see **Specimen b12**) which indicates:
- (1) assessment day and subject(s)
  - (2) the total number of carton(s) of the day
  - (3) the carton number

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

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

- 7.17 *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 does need not be sealed as the materials inside will have to be used on the second day of assessment. The box itself can be used for returning assessment materials to the HKEAA.
- 7.18 The Assessment Administration Supervisor, assisted by the AAA, should open and check the Stationery Box which contains:
- (1) *Assessment Administration Supervisor's Working File:*
    - i. *Checklist for the Assessment Administration Supervisor (Written Assessments)*
    - ii. *Question-answer Booklets Quantity Checklist* (see **Specimen b1**)
    - iii. *Question-answer Booklets Quantity Checklist (Special Arrangements)* (see **Specimen b2**, ONLY for schools with students requiring special arrangements)
    - iv. *Checklist of Students Requiring Special Arrangements* (see **Specimen b3**, ONLY for schools with students requiring special arrangements)
    - v. *Hyperlink for the Assessment Administration Supervisor's Irregularity Report* (see **Specimen b6**) (only to be completed if there are any irregularities.)
    - vi. 1 spare *Envelope for Answer Scripts* (see **Specimen b8**) and 1 spare *Envelope for Surplus Assessment Materials* (see **Specimen b9**)
    - vii. 1 copy of *Assessment Administration Assistant's Attendance Record* (see **Specimen b10**)
    - viii. An *Assessment Administration Assistant's Identification badge* (see **Specimen b7**)
    - ix. 1 copy of *Student Data Amendment Form*
    - x. An additional copy of the *Invigilators' Handbook*
    - xi. 1 copy of the *Instructions to Invigilators for Non-Chinese Speaking Students taking the assessment separately* (ONLY for schools with non-Chinese speaking students)
    - xii. Enough copies of bilingual instruction sheet for the Chinese Language Reading, Audio-visual, Listening and Writing Assessments (ONLY for schools with non-Chinese speaking students)
    - xiii. *Special Notice* (if any)
  - (2) Enough quantities of *Envelope for Answer Scripts* and *Envelope for Surplus Assessment Materials* for all classes and subjects
  - (3) Barcode labels for all classes and subjects
  - (4) Rough work sheets for the Mathematics Assessment
  - (5) HKEAA sealing labels (see **Specimen b11**)
  - (6) Adhesive tape

7.19 The assessment materials (including *Invigilator's Working File*, question booklets, answer booklets and VCDs/CDs) are packed by class and assessment session. The Assessment Administration Supervisor, assisted by the AAA, should:

- (1) with the *Question-answer booklets Quantity Checklist* and *Question-answer booklets Quantity Checklist (Special Arrangements)*, check to see if the question booklets and answer 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 for Mathematics is the same as the number of classes of the school
- (5) check that the total number of *Envelope for Answer Scripts* and *Envelope for Surplus Assessment Materials* is the same as the number of classes of the school and number of assessment papers (e.g. 5 S.3 classes x 8 assessment papers = 40 *Envelope for Answer Scripts* and 40 *Envelope for Surplus Assessment Materials*)
- (6) keep the HKEAA sealing labels for packing assessment materials after they have been returned by the Invigilators
- (7) confirm the VCDs, CDs, question booklets and answer booklets are SEALED
- (8) confirm that the paper codes of the CDs, question booklets and answer booklets used by the same class for the Chinese Language Listening Assessment are the same (for 19 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 19 June only)
- (10) confirm that the language version of the VCDs (Cantonese or Putonghua) for the CAV Assessment is the version opted for by the school (for 19 June only)
- (11) confirm that the paper codes of the CDs, question booklets and answer booklets used by the same class for the English Language Listening Assessment are the same (for 20 June only)
- (12) confirm that the language version of the Mathematics question booklets and answer booklets (Chinese or English) is the version opted for by the school (for 20 June only)
- (13) 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 and Chinese Audio-visual Assessments for WS7 students), which are bundled together under the label 'Materials for Students Requiring Special Arrangements'
- (14) ***report any missing items or items in short supply to the HKEAA by phone at 3628 8191 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 <b>NOT</b> be reported.
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## Invigilators

7.20 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
- (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 Answer Scripts*, 1 envelope for each class each assessment paper
- (4) *Envelope(s) for Surplus Assessment Materials*, 1 envelope for each class each assessment paper
- (5) VCDs / CDs in SEALED packets (VCDs for CAV Assessment and CDs for the English Language and Chinese Language Listening Assessments)
- (6) Question booklets in SEALED packet(s)
- (7) Answer booklets in SEALED packet(s)
- (8) Question-answer booklets in SEALED packet(s) (for Chinese Writing only)
- (9) Rough work sheets, 1 pack for each class (for Mathematics only)

### For Invigilators in charge of 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 answer scripts.
- iii) After the assessments, their answer scripts should be returned to their respective classes or the Assessment Administration Supervisor and invigilators should then help by sticking barcode labels on to the answer scripts of these students.
- iv) No working file will be provided to Invigilators in charge of students taking the assessment separately. The attendance of these students should be taken by the Invigilators of their respective classes. The Invigilators of 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

- 7.21 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.
- 7.22 Enough copies of the bilingual instruction sheets of the Chinese Reading, Audio-visual, 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.
- 7.23 Two special CDs for the Chinese Listening Assessment and two special VCDs for the Chinese Audio-visual Assessment will be provided to schools with NCS students. The special CDs/VCDs, with all questions and options read aloud to the students, are **for NCS students ONLY**. Schools concerned MAY choose to use the special CD/VCD 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.
- 7.24 After the Chinese Listening and Audio-visual Assessments, all materials, including the answer scripts and CD/VCD used in the separate assessment room, should be returned to the original class. It is not necessary to return these answer scripts in a separate envelope.
- 7.25 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.
- 7.26 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.
- 7.27 In order to facilitate the writing topic to be read aloud in the Chinese Writing Assessment, a special paper pack containing copies of only one sub-paper will be provided to each school.
- 7.28 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

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

<i>Assessment Session</i>	<i>Assessment Materials for 19 June 2025</i>
Chinese Language (Writing)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (Chinese Language - Writing)</i> which contains:               <ul style="list-style-type: none"> <li>- Hyperlink for the <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 1 copy of <i>Students' Attendance Record</i></li> </ul> </li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of question-answer booklets</li> <li>• 1 pack of barcode labels</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
Chinese Language (Reading)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (Chinese Language - Reading)</i> which contains:               <ul style="list-style-type: none"> <li>- Hyperlink for the <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 1 copy of <i>Students' Attendance Record</i></li> </ul> </li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of question booklets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of answer booklets</li> <li>• 1 pack of barcode labels</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
Chinese Language (Audio-visual and Listening)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (Chinese Language - Audio-visual and Listening)</i> which contains:               <ul style="list-style-type: none"> <li>- Hyperlink for the <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 2 copies of <i>Students' Attendance Record</i> (1 for Audio-visual and 1 for Listening)</li> </ul> </li> <li>• 1 pack of barcode labels (for both Audio-visual and Listening)</li> </ul> <p><u>Audio-visual</u></p> <ul style="list-style-type: none"> <li>• 1 to 2 VCDs in <b><u>SEALED</u></b> packets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of question booklets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of answer booklets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul> <p><u>Listening</u></p> <ul style="list-style-type: none"> <li>• 1 to 2 CDs in <b><u>SEALED</u></b> packets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of question booklets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of answer booklets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>

<b>Assessment Session</b>	<b>Assessment Materials for 20 June 2025</b>
English Language (Writing)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (English Language - Writing)</i> which contains:               <ul style="list-style-type: none"> <li>- Hyperlink for the <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 1 copy of <i>Students' Attendance Record</i></li> </ul> </li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of question booklets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of answer booklets</li> <li>• 1 pack of barcode labels</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
English Language (Reading and Listening)	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (English Language - Reading and Listening)</i> which contains:               <ul style="list-style-type: none"> <li>- Hyperlink for the <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 2 copies of <i>Students' Attendance Record</i> (1 for Reading and 1 for Listening)</li> </ul> </li> <li>• 1 pack of barcode labels (for both Reading and Listening)</li> </ul> <p><u>Reading</u></p> <ul style="list-style-type: none"> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of question booklets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of answer booklets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul> <p><u>Listening</u></p> <ul style="list-style-type: none"> <li>• 1 to 2 CDs in <b><u>SEALED</u></b> packets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of question booklets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of answer booklets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>
Mathematics	<ul style="list-style-type: none"> <li>• <i>Invigilator's Working File (Mathematics)</i> which contains:               <ul style="list-style-type: none"> <li>- Hyperlink for the <i>Assessment Summary for Written Assessments</i></li> <li>- 1 copy of <i>Task Checklist for Invigilator</i> (the back page of the <i>Assessment Summary for Written Assessments</i>)</li> <li>- 1 copy of <i>Students' Attendance Record</i></li> </ul> </li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of question booklets</li> <li>• 1 to 2 <b><u>SEALED</u></b> packet(s) of answer booklets</li> <li>• 1 pack of barcode labels</li> <li>• 1 pack of rough work sheets</li> <li>• 1 <i>Envelope for Answer Scripts</i></li> <li>• 1 <i>Envelope for Surplus Assessment Materials</i></li> </ul>

## DURING THE ASSESSMENTS

### Support to Invigilators

- 7.30 The AAA should patrol outside the assessment rooms at least once 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. If school hall is used for the assessments, AAA should stay inside the school hall to provide support to the invigilators.
- 7.31 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 Question and/or Answer booklets

- 7.32 A number of surplus question booklets and answer booklets will be given to each class. If an Invigilator finds that the question booklets and/or answer 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 question booklets and answer booklets from the same subject paper and sub-paper from other classes. If the question booklets and answer booklets provided for the school as a whole are insufficient, the Assessment Administration Supervisor should call the HKEAA immediately at 3628 8191 for advice.

### Defective VCDs/CDs or Different contents of VCDs/CDs

- 7.33 If the given VCD/CD and even the spare VCD/CD are defective or problematic content wise, the Invigilator should call the HKEAA immediately via the Assessment Administration Supervisor or AAA at 3628 8191 for assistance. After the assessments, the Assessment Administration Supervisor should mark “Defective” or “Wrong Content” on the VCD/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

- 7.34 New students (or any student data submitted to the HKEAA after 31 March 2025) 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 answer scripts. 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

- 7.35 Before dismissing the students, each Invigilator should ensure barcode labels have been properly stuck on to the answer scripts and the correct number of answer scripts has been collected, matching the number of students present in the ‘*Student’s Attendance Record*’. He/She should then put the answer scripts into the Envelope for Answer Scripts, accurately fill in the information required on the envelope with a ball pen and sign in the appropriate space on the envelope.



- 7.36 The Invigilator should put all other assessment materials, such as the *Invigilator's Working File*, completed *Students' Attendance Record*, VCDs/CDs, both used and unused questions booklets (only unused question-answer booklets for Chinese Writing), unused answer booklets, unused barcode labels, both used and unused rough work sheets into the *Envelope for Surplus Assessment Materials*.
- 7.37 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

- 7.38 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 Answer Scripts*

- (1) the number of answer scripts returned is the same as the number of scripts collected on the *Students' Attendance Record* of each class
- (2) answer scripts are arranged in class number order, with the smallest class number on top
- (3) barcode labels have been properly stuck on to the answer scripts
- (4) the school code (the last 3 digits ONLY of the full school code) and class name entered by the students on the covers of the answer scripts are the same as those printed on the *Students' Attendance Record* (by checking answer scripts 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 the *Envelope for Answer Scripts* is accurate and **matches with the information on the *Students' Attendance Record***
- (6) A  has been marked in the appropriate box of "Enlarged Answer Scripts" on the envelope

*Envelope for Surplus Assessment Materials*

- (7) the *Students' Attendance Record* is properly completed
  - (8) all VCDs have been returned (for CAV Assessment only)
  - (9) all CDs have been returned (for Chinese Language and English Language Listening Assessments only)
- Note: Any defective VCDs/CDs or VCDs/CDs with wrong content should be placed in the *Assessment Administration Supervisor's Working File* and return to the HKEAA for follow-up actions.**
- (10) both used and unused question booklets have been returned (only unused question-answer booklets for Chinese Writing), including those of absentees and exempted students
  - (11) unused answer booklets have been returned, including those of absentees and exempted students
  - (12) unused barcode labels
  - (13) both used and unused rough work sheets have been returned (for Mathematics only)

- (14) worked answer booklets have been returned (ONLY for students exempted from the assessments, e.g. WS3, WS4)

**Note: For an assessment session with 2 *Envelopes for Surplus Assessment Materials*, the *Invigilator's Working File* should always be put into the *Envelopes for Surplus Assessment Materials* of the latter session.**

Students Taking the 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 answer scripts.
- ii) Invigilators should help in sticking barcode labels on to the answer scripts 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 answer scripts of these students should be packed together with those of their classmates into the respective *Envelope for Answer Scripts*.
- iv) The surplus assessment materials of these students can be put into the *Envelope for Surplus Assessment Materials* 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 for Answer Scripts* and *Envelope for Surplus Assessment Materials* covers these students as well.

- 7.39 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.
- 7.40 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 8191 immediately. The Assessment Administration Supervisor should then record the irregularities identified by himself/herself and follow-up actions taken by using the electronic version of *Assessment Administration Supervisor's Irregularity Report* which should be immediately sent to the HKEAA.
- 7.41 The Assessment Administration Supervisor should put the answer scripts back into *Envelope for Answer Scripts* after checking. Please note that one envelope should be used for each assessment session each class (i.e. for each class, there will be 4 envelopes for Chinese Language – Writing, Reading, Audio-visual and Listening, 3 envelopes for English Language – Writing, Reading and Listening and 1 envelope for Mathematics). The envelopes should then be sealed with the HKEAA sealing labels. The Assessment Administration Supervisor and AAA should both sign across the labels.
- 7.42 One *Envelope for Surplus Assessment Materials* should be used for each assessment session each class. The AAA should fill in the required information and sign in the appropriate space on each envelope. The Assessment Administration Supervisor and AAA should together seal the envelopes with the HKEAA sealing labels and sign across the labels.

- 7.43 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

- 7.44 All assessment materials, including:
- (1) sealed *Envelopes for Answer Scripts*
  - (2) sealed *Envelopes for Surplus Assessment Materials*
- 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

- 7.45 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.
- 7.46 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

- 7.47 In case the HKEAA cartons are damaged or insufficient to hold all the assessment materials, the Assessment Administration Supervisor may arrange to use the Stationery Box or other suitable cartons for return of assessment materials to the HKEAA. The Assessment Administration Supervisor should seal the cartons with adhesive tape and put a sheet on each carton, clearly stating the school code, name of school in both English and Chinese, school address, the serial number of the carton and the total number of cartons (see **Specimen b12**).
- 7.48 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.
- 7.49 ***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.***
- 7.50 The Assessment Administration Supervisor can dismiss the AAA when he/she has completed all the assessment administration work detailed above.

## 8. Post-assessment Arrangements

### Collection of Assessment Materials

- 8.1 The HKEAA will arrange an authorised courier to collect assessment materials from schools on either 20 or 23 June 2025.
- 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 secondary schools are to be closed due to bad weather on the day, the delivery of assessment materials will be postponed to 16 June 2025.

### 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 secondary schools are to be closed in the morning on either of the two days, the assessments will be rescheduled to **25 June 2025**. The collection of the assessment materials will be postponed to 26 June 2025.
- 9.4 The assessments should not be affected if secondary schools are to be closed only in the afternoon.
- 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 communicating the timetable and the contingency arrangements on the reserve day to parents early by way of written notification to ensure students' participation in the TSA in order to generate comprehensive and useful information for schools to improve learning and teaching.

### Bad Weather on the Day for Collecting Assessment Materials

- 9.6 If the Education Bureau decides that secondary schools are to be closed due to bad weather on the day, collection of assessment materials will be postponed to 24 June 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](mailto:tsa1@hkeaa.edu.hk)

### Technical support related to online services matters:

Tel: 3628 8177

Fax: 3628 8138

Email: [tsa@hkeaa.edu.hk](mailto:tsa@hkeaa.edu.hk)

BCA Website: [www.bca.hkeaa.edu.hk](http://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

<b>WS0 豁免參與說話評估</b> (可供嚴重言語障礙學生點選)
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<b>有關安排</b>
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豁免參與說話評估（學生仍須參與紙筆評估）
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## 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<sup>註一</sup>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<sup>註二</sup>
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<sup>註三</sup>
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：《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](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 student information (including special arrangements) at the BCA Website for Oral Assessments
17 April 2025	Deadline for updating 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

<b>WS0 Exemption from the Oral Assessments</b> (for students with Severe Speech and Language Impairments)
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<b>Relevant Arrangement</b>
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Students will be exempted from the Oral Assessments only (they should still take part in the Written Assessments)
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<b>WS1 Non-Chinese Speaking (NCS) Students</b>
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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.

<b>Relevant Arrangements</b>
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<u>Oral Assessment</u>
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If WS1 students are selected for the Chinese Oral Assessment, they will be provided a bilingual instruction sheet
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### 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<sup>Note 1</sup>)*

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<sup>Note 2</sup>
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<sup>Note 3</sup>
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](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

	<b>SEN Type</b>	<b>Special Arrangements (for reference only)</b>
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

	<b>SEN Type</b>	<b>Assessment Centres / Professionals</b>
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（紙筆評估）

（不連樣本）

## 一、 評估行政助理之職責

1. 評估行政助理需在被委派學校的評估行政主任監督下執行職務。
2. 於全港性系統評估進行期間 **2025 年 6 月 19 日及 20 日**；或有需要於 **2025 年 6 月 25 日**（請參考第十一部分惡劣天氣安排）協助評估行政主任及監考員執行工作。
3. 評估行政助理必須出席工作簡介會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，評估行政助理在被委派到學校執行職務時；必須嚴格遵守及熟讀此須知和簡介會時提供的指引，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，以識別身份。
2. 評估行政助理之服飾必須整齊與整潔，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、 必須攜帶物品

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**學校的全名與地址**，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. 評估行政助理抵埗後，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。

考評局職員會於評估當日上午 6 時 30 分開始值班，如因突發事件或緊急事故未能於評估當日擔任評估行政助理，請務必於當日上午 **6 時 45 分之前**通知考評局。

## 五、 評估時間表

日期	2025 年 6 月 19 日	2025 年 6 月 20 日
評估範疇 (評估時間)	中國語文－寫作 <b>9CW</b> (75 分鐘)	英國語文－寫作 <b>9EW</b> (40 分鐘)
	休息 (15 至 35 分鐘)	
評估範疇 (評估時間)	中國語文－閱讀 <b>9CR</b> (30 分鐘)	英國語文－閱讀 <b>9ER</b> (35 分鐘)
		英國語文－聆聽 <b>9EL</b> (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 <b>9CAV</b> (約 15 分鐘)	數學 <b>9MC/9ME</b> (65 分鐘)
	中國語文－聆聽 <b>9CL</b> (約 20 分鐘)	
完成評估	不遲於下午 1:15 完成	

每日的評估必須在上午 **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 (寫作) **9CW**、中國語文科 (閱讀) **9CR**、數學科 **9MC** 或 **9ME**、英國語文科 (寫作) **9EW** 及英國語文科 (閱讀) **9ER** 的評估均設有不同分卷。有關的分卷採用不同的顏色打印及依次序排列於每包的試題簿及答題簿內。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。中國語文科聆聽評估 **9CL** 設有 2 張分卷，英國語文科聆聽評估 **9EL** 則有 3 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符。
3. 中國語文科視聽資訊評估 **9CAV** 只有一張分卷。

## 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，評估行政助理小心開啟紙箱。
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 b1）
    - iii. 「試題答題簿數量核對表（特別安排）」（如學校有需要特別安排的學生）（樣本 b2）
    - 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 b3）
    - v. 「評估行政主任－異常事項報告」（樣本 b6）
    - vi. 1 個後備的「答卷封套」（樣本 b8）及 1 個後備的「剩餘評估物料封套」（樣本 b9）
    - vii. 1 份「評估行政助理出席紀錄表」（樣本 b10）
    - viii. 1 個「評估行政助理工作證」（樣本 b7）
    - ix. 1 份「更正學生資料表格」
    - x. 1 本額外的「監考員手冊」
    - xi. 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）
    - xii. 供非華語學生在中國語文科閱讀、視聽資訊、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）
    - xiii. 特別通告（如有的話）
  - (2) 足夠數量的「答卷封套」及「剩餘評估物料封套」，供所有班別及科目使用（**每班別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）
  - (5) 考評局封條（**樣本 b11**）
  - (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」、試題簿、答題簿、光碟及影碟等）將分開包裝，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）」核對試題簿和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
  - (5) 核對「答卷封套」及「剩餘評估物料封套」的數目是否與學校的班級數目及評估卷別數目相符(例如:5班中三 x 8張評估卷別 = 40個「答卷封套」及40個「剩餘評估物料封套」)
  - (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、影碟、試題簿及答題簿保持**密封**
  - (8) 確保每班的中國語文科聆聽評估光碟的分卷編號與試題簿及答題簿的分卷編號相同(只適用於6月19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19日)
  - (10) 確保中國語文科視聽資訊評估的影碟的語言版本(廣州話或普通話)與學校選擇的相同(只適用於6月19日)
  - (11) 確保每班的英國語文科聆聽評估光碟的分卷編號與試題簿及答題簿的分卷編號相同(只適用於6月20日)
  - (12) 確保數學科的試題簿及答題簿的語言版本(中文或英文)與學校選擇的相同(只適用於6月20日)
  - (13) 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 學生延長聆聽及中國語文科視聽資訊評估的時間安排),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
4. 如評估物料有缺漏情況,應立即致電3628 8191通知考評局,以便考評局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簿及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,評估行政主任需在評估行政主任文件檔內的「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 b5)
    - 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 b4)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。
  - (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」,每班每份卷別1個{若該分節應考2份卷別應派發2個}
  - (4) 「剩餘評估物料封套」,每班每份卷別1個{若該分節應考2份卷別應派發2個}

- (5) 密封的影碟及光碟（影碟只適用於中國語文科視聽資訊評估，光碟只適用於中國語文科及英國語文科的聆聽評估）／密封的「檔案密碼」信封以解密已下載的視聽資訊短片及聆聽評估聲音檔
- (6) 密封的試題簿封包
- (7) 密封的答題簿封包
- (8) 密封的試題答題簿封包（只適用於中國語文科寫作評估）
- (9) 草稿紙（只適用於數學科），每班 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／影碟進行中國語文科聆聽評估及視聽資訊評估
- (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，這些學生只需填寫他們的學校編號、班別及班號在答卷封面上便可。
- (v) 當評估完結後，他們的答卷返回所屬班別時，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同班同學的答卷一起放進所屬的「答卷封套」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」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」、「答卷封套」及「剩餘評估物料封套」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	2025 年 6 月 19 日用的評估物料
中國語文科 (寫作評估)	<ul style="list-style-type: none"> <li>• 監考員文件檔（中國語文科－寫作），內有： <ul style="list-style-type: none"> <li>— 「紙筆評估總結表」</li> <li>— 「監考員工作核對表」1 份（在紙筆評估總結表的背面）</li> <li>— 「學生出席紀錄表」1 份</li> </ul> </li> <li>• <u>密封</u>的試題答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>

<p>中國語文科 (閱讀評估)</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔 (中國語文科－閱讀)，內有： <ul style="list-style-type: none"> <li>— 「紙筆評估總結表」</li> <li>— 「監考員工作核對表」1份 (在「紙筆評估總結表」的背面)</li> <li>— 「學生出席紀錄表」1份</li> </ul> </li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>
<p>中國語文科 (視聽資訊 評估及聆聽 評估)</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔 (中國語文科－視聽資訊及聆聽)，內有： <ul style="list-style-type: none"> <li>— 「紙筆評估總結表」</li> <li>— 「監考員工作核對表」1份 (在「紙筆評估總結表」的背面)</li> <li>— 「學生出席紀錄表」2份 (1份供視聽資訊評估、1份供聆聽評估用)</li> </ul> </li> <li>• 電腦條碼 1 疊 (供視聽資訊評估及聆聽評估共用)</li> </ul> <p><b>視聽資訊評估</b></p> <ul style="list-style-type: none"> <li>• <b>密封</b>的影碟 1 至 2 枚</li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul> <p><b>聆聽評估</b></p> <ul style="list-style-type: none"> <li>• <b>密封</b>的光碟 1 至 2 枚</li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>
<p><b>評估分節</b></p>	<p><b>2025 年 6 月 20 日用的評估物料</b></p>
<p>英國語文科 (寫作評估)</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔 (英國語文科－寫作)，內有： <ul style="list-style-type: none"> <li>— 「紙筆評估總結表」</li> <li>— 「監考員工作核對表」1份 (在「紙筆評估總結表」的背面)</li> <li>— 「學生出席紀錄表」1份</li> </ul> </li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>

<p>英國語文科 (閱讀評估及聆聽評估)</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔(英國語文科－閱讀及聆聽),內有: <ul style="list-style-type: none"> <li>— 「紙筆評估總結表」</li> <li>— 「監考員工作核對表」1份(在「紙筆評估總結表」的背面)</li> <li>— 「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)</li> </ul> </li> <li>• 電腦條碼 1 疊(供閱讀評估及聆聽評估共用)</li> </ul> <p><b>閱讀評估</b></p> <ul style="list-style-type: none"> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul> <p><b>聆聽評估</b></p> <ul style="list-style-type: none"> <li>• <b>密封</b>的光碟 1 至 2 枚</li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>
<p>數學科</p>	<ul style="list-style-type: none"> <li>• 監考員文件檔(數學科),內有: <ul style="list-style-type: none"> <li>— 「紙筆評估總結表」</li> <li>— 「監考員工作核對表」1份(在「紙筆評估總結表」的背面)</li> <li>— 「學生出席紀錄表」1份</li> </ul> </li> <li>• <b>密封</b>的試題簿 1 至 2 包</li> <li>• <b>密封</b>的答題簿 1 至 2 包</li> <li>• 電腦條碼 1 疊</li> <li>• 草稿紙 1 疊</li> <li>• 答卷封套 1 個</li> <li>• 「剩餘評估物料封套」1 個</li> </ul>

## 八、在紙筆評估進行期間支援監考員

### 1. 巡察

評估行政助理會在紙筆評估進行期間，**最少每 40 分鐘在評估室外巡視一次**，並於有需要時向監考員提供支援。如使用學校禮堂進行評估，評估行政助理應留在禮堂內為監考員提供支援。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時能及時尋找協助。

### 2. 試題簿及／或答題簿數量不足

考評局向學校提供的試題簿及答題簿數量，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簿及／或答題簿數量不足，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簿及答題簿，如所有班別的剩餘試題簿及答題簿仍不足應付短缺時，評估行政主任應立即致電 3628 8191 向考評局尋求協助。

### 3. 影碟／光碟損壞或內容不符

如接收的影碟／光碟及其後備影碟／光碟都已損壞或內容不符，評估行政助理應即時向評估行政主任匯報及立即致電 3628 8191 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影碟／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 2025 年 3 月 31 日以後提供予考評局的學生資料）或許未獲提供電腦條碼。任何沒有電腦條碼的學生只需在答卷封面上填寫學校編號、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

- (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
- (3) 電腦條碼已適當地貼在答卷上（抽樣檢查）
- (4) 學生在答卷封面上填寫的學校編號及班別和「學生出席紀錄表」上列印的資料相符（抽樣檢查）
- (5) 「答卷封套」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) 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」封面的「答卷總數」方格旁加簽作實**

#### 剩餘評估物料封套

- (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科目，封套內應含兩張已填寫了的「學生出席紀錄表」}
- (9) 交回所有影碟（只適用於中國語文科視聽資訊評估）
- (10) 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：如有影碟／光碟損壞或內容不符，該影碟／光碟會連同「評估行政主任文件檔」交回考評局，以便作出跟進。
- (11) 交回已使用及未使用的試題簿（中國語文科寫作評估只需交回未使用的試題答題簿），包括缺席及獲豁免學生的試題簿
- (12) 交回未使用的答題簿，包括缺席及獲豁免學生的答題簿
- (13) 交回剩餘的電腦條碼
- (14) 交回已使用及未使用的草稿紙（只適用於數學科）
- (15) 交回已使用的答題簿（只適用於獲豁免參與評估的學生，如：WS3，WS4）

注意：如一個評估分節內有兩個「剩餘評估物料封套」，「監考員文件檔」應放在較後一節的「剩餘評估物料封套」內。

### 2. 密封「答卷封套」

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」內。請注意：每班每個評估卷別應使用一個封套（即每班應於中國語文科－寫作、閱讀、視聽資訊及聆聽使用共 4 個封套；於英國語文科－寫作、閱讀及聆聽使用共 3 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」

每班每個評估卷別應使用一個「剩餘評估物料封套」。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，文具箱無須密封，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」
- (2) 已封口的「剩餘評估物料封套」

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。

### 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寫及簽署「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

<b>紙筆評估進行前</b>	
<b>評估行政助理</b>	<b>評估行政主任</b>
<ul style="list-style-type: none"> <li>檢查及開啟評估物料紙箱</li> <li>協助評估行政主任檢查評估物料的數量</li> <li>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每班每分節的評估物料中</li> </ul>	<ul style="list-style-type: none"> <li>按「評估行政主任文件檔」內的核對表檢查評估物料的數量</li> <li>告知評估行政助理評估室的位置</li> <li>將評估物料交給負責的監考員</li> </ul>
<b>紙筆評估進行時</b>	
<ul style="list-style-type: none"> <li>最少每 40 分鐘在評估室外巡視一次</li> <li>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。）</li> </ul>	<ul style="list-style-type: none"> <li>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。）</li> </ul>
<b>每節評估完結後</b>	
<ul style="list-style-type: none"> <li>檢查監考員交回的評估物料的數量及項目無誤</li> <li>確認監考員已填妥「學生出席紀錄表」</li> <li>檢查完成後，在「答卷封套」上的『答卷總數』方格旁加簽</li> <li>以考評局封條密封所有評估封套及在封條上加簽</li> </ul>	<ul style="list-style-type: none"> <li>見證評估行政助理檢查評估物料</li> <li>在所有封套的考評局封條上加簽</li> </ul>
<b>整日評估完結後</b>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>填妥<u>電子版</u>的「評估行政主任－異常事項報告」。假若沒有特別事故發生，則毋須填寫報告。</li> <li>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</li> <li>見證評估行政助理包裝評估物料</li> <li>將紙箱保存在配有堅固門鎖的儲物櫃或密室</li> </ul>



## 十一、惡劣天氣安排

1. 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. 在舉行紙筆評估的其中一日，倘若教育局宣布中學於上午停課，當日之評估將改期至 **2025年6月25日**。
3. 如中學只在評估舉行當日的下午停課，評估將不受影響。
4. 如因緊急事項（例如傳染病爆發）教育局宣布中學在評估當天，以至後備日均停課，評估將會改期，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](http://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 8191

傳真：3628 8186

電郵：[tsal@hkeaa.edu.hk](mailto:tsal@hkeaa.edu.hk)



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

## 試題答題簿數量核對表

### Question-answer Booklets Quantity Checklist

學校名稱		學校編號		級別		總卷數			
Name of School:		School Code:		Level:		Total copies			
甲乙丙學校(全日)		S999		中三		S3			
日期	科目	卷別	分卷	學生人數	包數	No. of packets	Size	Packets	Total copies
Date	Subject	Paper	Sub-paper	Entries	Class	Class	Size	Packets	Total copies
06/19/2025	Chinese Language 中國語文	Writing 寫作	9CW1/9CW2/9CW3	17	3A	3A	@12	2	24
				23	3B	3B	@12	0	36
				35	3C	3C	@12	1	48
06/19/2025	Chinese Language 中國語文	Reading 閱讀	9CR1/9CR2/9CR3	17	3A	3A	@12	2	24
				23	3B	3B	@12	0	36
				35	3C	3C	@12	1	48
06/19/2025	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD) 9CAV (Cantonese) (*VCD) 9CAV (Putonghua) (*VCD)	17	3A	3A	@12	2	24
				23	3B	3B	@12	0	36
				35	3C	3C	@12	1	48
06/19/2025	Chinese Language 中國語文	Listening 聆聽	9CL1 (Cantonese) (*CD) 9CL2 (Cantonese) (*CD) 9CL1 (Putonghua) (*CD)	17	3A	3A	@12	2	24
				23	3B	3B	@12	0	36
				35	3C	3C	@12	1	48
06/20/2025	Mathematics 數學	Chinese Version 中文版	9MC1/9MC2/9MC3/9MC4 (Chinese) (*Rough work sheet)	17	3A	3A	@12	2	24
06/20/2025	Mathematics 數學	English Version 英文版	9ME1/9ME2/9ME3/9ME4 (English) (*Rough work sheet)	23	3B	3B	@12	0	36
				35	3C	3C	@12	1	48
06/20/2025	English Language 英國語文	Writing 寫作	9EW1/9EW2/9EW3	17	3A	3A	@12	2	24
				23	3B	3B	@12	0	36
				35	3C	3C	@12	1	48

樣本 b1  
Specimen b1

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	班別 Class	學生人數 Entries	包數 No. of packets	Size	Packets	總卷數 Total copies
06/20/2025	English Language 英國語文	Reading 寫作	9ER1/9ER2/9ER3	3A	17	2	@36	0	24
				3B	23	0	@36	1	36
				3C	35	1	@36	1	48
06/20/2025	English Language 英國語文	Listening 聆聽	9EL1 (*CD) 9EL2 (*CD) 9EL3 (*CD)	3A	17	2	@36	0	24
				3B	23	0	@36	1	36
				3C	35	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

# 2025年全港性系統評估(中學) Territory-wide System Assessment 2025 (Secondary 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  
Name of School: ABC SCHOOL

學校編號  
School Code: S999

級別  
Level: 中三  
S3

### 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		Size	Packets	Size	Packets	總卷數 Total copies
				Size	Packets					
06/19/2025	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD) & 9CAV (Putonghua) (*VCD)	@1	2	@12	-	@36	-	2
06/19/2025	Chinese Language 中國語文	Listening 聆聽	9CL2 (Cantonese) (*CD) & 9CL2 (Putonghua) (*CD)	@1	2	@12	-	@36	-	2
06/19/2025	Chinese Language 中國語文	Reading 閱讀	9CR2	@1	2	@12	-	@36	-	2
06/19/2025	Chinese Language 中國語文	Writing 寫作	9CW2	@1	2	@12	-	@36	-	2
06/20/2025	English Language 英國語文	Writing 寫作	9EW2	@1	3	@12	-	@36	-	3
06/20/2025	English Language 英國語文	Reading 閱讀	9ER2	@1	3	@12	-	@36	-	3
06/20/2025	English Language 英國語文	Listening 聆聽	9EL2 (*CD)	@1	3	@12	-	@36	-	3
06/20/2025	Mathematics 數學	Chinese Version 中文版	9MC2 (Chinese) (*Rough work sheet)	@1	2	@12	-	@36	-	2
06/20/2025	Mathematics 數學	English Version 英文版	9ME2 (English) (*Rough work sheet)	@1	1	@12	-	@36	-	2

樣本 b2  
Specimen b2

**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	Size	Packets	包數 No. of packets		Size	Packets	Total copies
						Size	Packets			
06/19/2025	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD)	@1	-	@12	1	@36	0	12
06/19/2025	Chinese Language 中國語文	Listening 聆聽	9CL2 (Cantonese) (*CD)	@1	-	@12	1	@36	0	12
06/19/2025	Chinese Language 中國語文	Reading 閱讀	9CR2	@1	-	@12	1	@36	0	12
06/19/2025	Chinese Language 中國語文	Writing 寫作	9CW2	@1	-	@12	1	@36	0	12
06/20/2025	English Language 英國語文	Writing 寫作	9EW2	@1	-	@12	1	@36	0	12
06/20/2025	English Language 英國語文	Reading 閱讀	9ER2	@1	-	@12	1	@36	0	12
06/20/2025	English Language 英國語文	Listening 聆聽	9EL2 (*CD)	@1	-	@12	1	@36	0	12
06/20/2025	Mathematics 數學	Chinese Version 中文版	9MC2 (Chinese) (*Rough work sheet)	@1	-	@12	1	@36	0	12
06/20/2025	Mathematics 數學	English Version 英文版	9ME2 (English) (*Rough work sheet)	@1	-	@12	1	@36	0	12

完  
--End--

2025年全港性系統評估 (中學) Territory-wide System Assessment 2025 (Secondary 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  
Name of School: ABC SCHOOL

學校編號 S999  
School Code: \_\_\_\_\_

級別 中三  
Level: S3

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				1	1				
3B									
3C									
3D						1			5
3E								2	

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、給予短暫的休息時間及/或使用輔助設施及儀器  
Taking assessments separately, time extension, supervised break, and/or auxiliary equipment



## 學生出席紀錄表

### Students' Attendance Record

樣本 b4  
Specimen b4

學校名稱 甲乙丙學校  
Name of School: ABC School

學校編號 S999  
School Code: S999

科目 中國語文視聽資訊  
Subject: Chinese Language - Audio-visual

級別 S3  
Level: S3

班別 3W  
Class: 3W

- 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。<sup>#</sup>  
Please blacken the "Absent" circle(s) next to the student(s) without submitting answer scripts. <sup>#</sup>
- 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 <sup>#</sup> Absent <sup>#</sup>
1	Student 1 / 學生 1	—	○
2	Student 2 / 學生 2	—	○
3	Student 3 / 學生 3	—	○
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	—	○

\* 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、給予短暫休息時間及/或使用輔助設施及儀器 Taking assessments separately, time extension, supervised break, and/or auxiliary equipment

請轉後頁  
P.T.O.



- 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。<sup>#</sup>  
Please blacken the “Absent” circle(s) next to the student(s) without submitting answer scripts. <sup>#</sup>
- 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 <sup>#</sup> Absent <sup>#</sup>
26	Student 26 / 學生 26	—	○
27	Student 27 / 學生 27	—	○
28	Student 28 / 學生 28	—	○
29	Student 29 / 學生 29	—	○
30	Student 30 / 學生 30	—	○
31	Student 31 / 學生 31	—	○
32	Student 32 / 學生 32	WS1, WS4	○
33	Student 33 / 學生 33	—	○
34	Student 34 / 學生 34	—	○
35	Student 35 / 學生 35	—	○
36	Student 36 / 學生 36	—	○
37	Student 37 / 學生 37	—	○
38	Student 38 / 學生 38	—	○
39			○
40			○
41			○
42			○
43			○
44			○
45			○
46			○
47			○
48			○
49			○
50			○

監考員姓名  
Name of Invigilator: \_\_\_\_\_  
(請用正楷填寫 In block letters)

監考員簽署  
Signature of Invigilator: \_\_\_\_\_

已報名參加人數 Enrolled : (A)		<b>38</b>
新生人數 New : (B)	+	_____
退學人數 Drop-out : (C)	—	_____
缺考人數 Absent : (D)	—	_____
<b>答卷總數</b> <b>Scripts Collected:</b> <b>(A+B-C-D)</b>		= <span style="border: 2px solid black; display: inline-block; width: 60px; height: 40px; vertical-align: middle;"></span>

- \* 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、給予短暫休息時間及/或使用輔助設施及儀器 Taking assessments separately, time extension, supervised break, and/or auxiliary equipment

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

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

樣本 b5  
Specimen b5

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:
<input type="checkbox"/> 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	<input type="checkbox"/> 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 事件詳情 (請描述事件經過及處理方法) 持續時間 受影響的學生班號(如有)  
Time Irregularity Details (Please describe all events and actions taken) Duration 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

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

樣本 b6  
Specimen b6

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 : \_\_\_\_\_

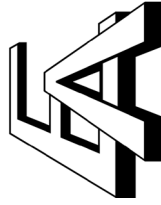
評估行政主任簽署

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*  
評估行政助理  
**ASSESSMENT ADMINISTRATION  
ASSISTANT**  
**(AAA)**



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

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

答卷封套  
ENVELOPE FOR ANSWER SCRIPTS

學校編號 School Code : \_\_\_\_\_ 級別 Level : \_\_\_\_\_ 班別 Class : \_\_\_\_\_

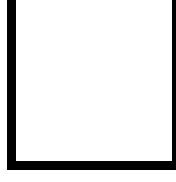
- |                          |                               |                          |                          |
|--------------------------|-------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | 中文寫作 Chinese (Writing)        | <input type="checkbox"/> | 英文聆聽 English (Listening) |
| <input type="checkbox"/> | 中文視聽資訊 Chinese (Audio-visual) | <input type="checkbox"/> | 英文閱讀 English (Reading)   |
| <input type="checkbox"/> | 中文聆聽 Chinese (Listening)      | <input type="checkbox"/> | 英文寫作 English (Writing)   |
| <input type="checkbox"/> | 中文閱讀 Chinese (Reading)        | <input type="checkbox"/> | 數學 Mathematics           |

缺考學生人數

Total No. of Students Absent : \_\_\_\_\_

答卷總數 (包括特別安排學生)

Total No. of Answer Scripts (including students requiring special arrangements)



缺考學生班號

Class No. of Absentee(s) : \_\_\_\_\_



包括放大答卷

*Enlarged Answer Scripts included*

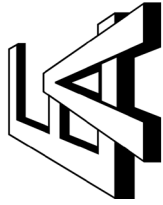
監考員簽署

Signature of Invigilator : \_\_\_\_\_

日期

Date : \_\_\_\_\_

樣本 b8  
Specimen b8



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

# 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      | : | <input type="checkbox"/> 中文寫作 Chinese (Writing)        | <input type="checkbox"/> 英文聆聽 English (Listening) |
| Subject | : | <input type="checkbox"/> 中文視聽資訊 Chinese (Audio-visual) | <input type="checkbox"/> 英文閱讀 English (Reading)   |
|         |   | <input type="checkbox"/> 中文聆聽 Chinese (Listening)      | <input type="checkbox"/> 英文寫作 English (Writing)   |
|         |   | <input type="checkbox"/> 中文閱讀 Chinese (Reading)        | <input type="checkbox"/> 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：<br>Invigilator's Working File, which contains:  | <input type="checkbox"/> 已使用及未使用的試題簿<br>Both used and unused question booklets                                    | <input type="checkbox"/> 影碟/光碟<br>VCDs / CDs  |
| <input type="checkbox"/> 紙筆評估總結表<br>Assessment Summary for Written Assessments  | <input type="checkbox"/> 未使用的答題簿<br>Unused answer booklets  | <input type="checkbox"/> 剩餘的電腦條碼<br>Unused barcode labels   |
| <input type="checkbox"/> 學生出席紀錄表<br>Students' Attendance Record   | <input type="checkbox"/> 未使用的試題答題簿<br>(只適用於中文寫作)<br>Unused question-answer booklets<br>(for Chinese Writing only) | <input type="checkbox"/> 已使用及未使用的草稿紙<br>(只適用於數學科)<br>Both used and unused rough work sheets<br>(for Mathematics only) |
| <input type="checkbox"/> 已使用的答題簿/試題答題簿 (只適用於獲豁免參與評估的學生，如 WS3, WS4)<br>Used answer/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 b9  
Specimen b9

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 Name of School : \_\_\_\_\_ 學校編號 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 9 8 7 6 5 4\* 3 2 1  
非常滿意 Excellent 一般 Acceptable 十分不滿意 Unacceptable  
其他意見 (如有需要) AAS's Remarks (optional) : \_\_\_\_\_  
\* 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

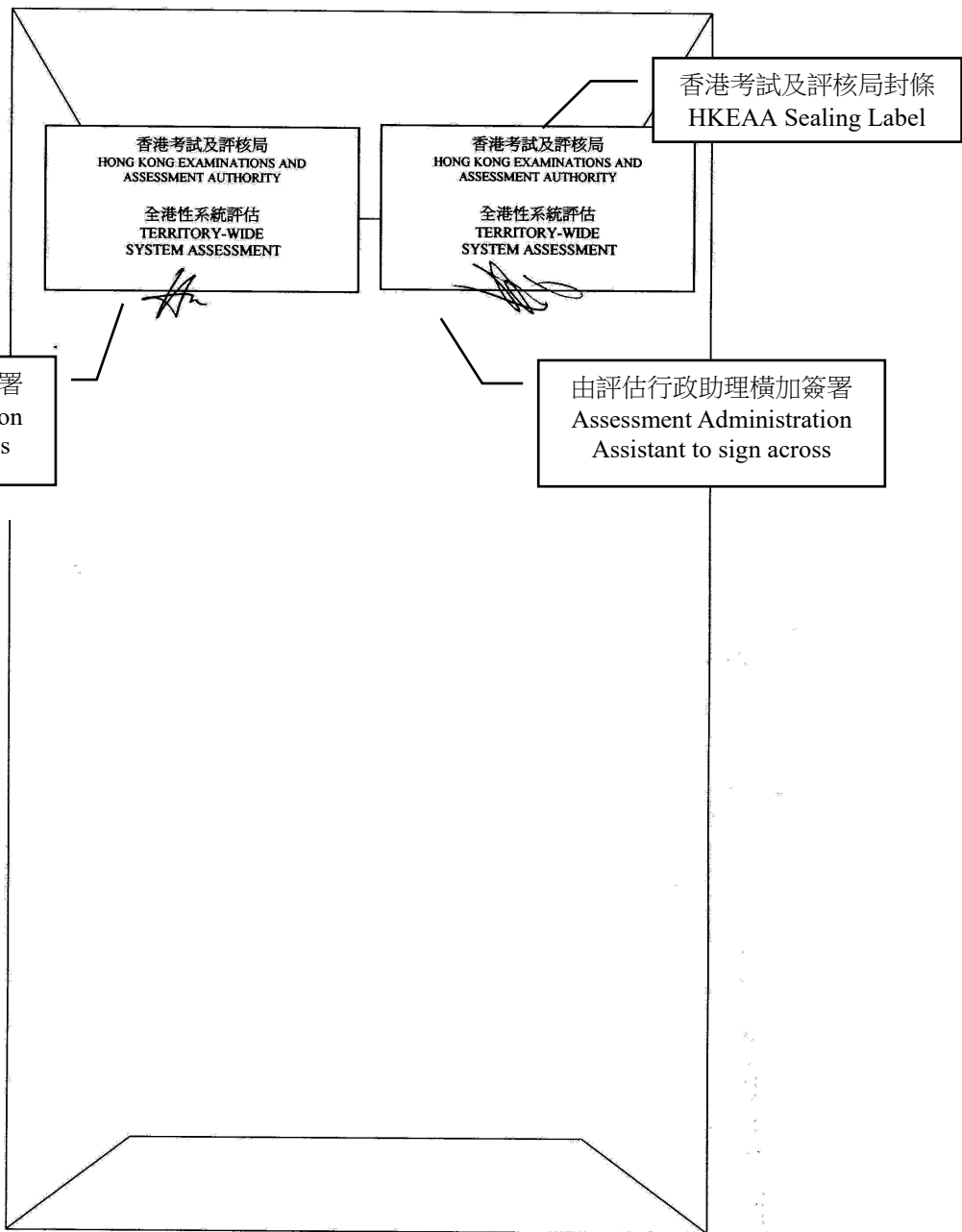
重要事項

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 b10  
Specimen b10





全港性系統評估

文具箱

TSA Stationery  
Box

# TSAS999

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

# TSAS999

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

**19/6/2025**

中國語文

Chinese Language





