TSA 2020:

Briefing on Submission of **School Data** and Selection of **Special Arrangements** (Secondary Schools)

20 November 2019
EDB Kowloon Tong Education Services Centre

Rundown

時間	項目	講者
14:00 – 14:05	致歡迎詞	**林玲芝博士** 香港考試及評核局 教育評核服務部總經理
14:05 – 14:45	2020年全港性系統評估安排 及 學校資料上載注意事項	**謝子慧女士** 香港考試及評核局 系統評估行政組經理
14:45 – 14:55	小休	
14:55 – 15:10	為特殊教育需要學生 提供特別評估安排	**林味徽女士** 教育局教育心理服務（新界東）組 專責教育主任
15:10 – 15:30	為學生點選特別安排簡介	**謝子慧女士** 香港考試及評核局 系統評估行政組經理
15:30 – 16:00	答問時間	**以上各講者** 及 **呂逸青女士** 香港考試及評核局 國際及專業考試部總經理 **張桂敏博士** 香港考試及評核局 教育評核服務部高級經理

TSA 2020 Improvements

Feedbacks received from schools/AASs in July 2019

One printed copy of Invigilators' Handbook for each class and one spare copy will be provided to schools (e.g. 4 copies for school with 3 S.3 classes) for environmental friendliness

Part I:
Briefing on Submission of School Data
學校資料上載注意事項

Submission of School Data

TSA 2020 Important Dates 重要日期

3 December 2019

Deadline for online submission of school, student (including special arrangements) and teacher data (for Oral Assessments and ordering of question & answer booklets)

9 December 2019

Deadline for applying for special arrangement other than WS0 to WS7 (i.e. Screen Reader, Single-side A3 question paper) for SEN students in Written Assessments

5 February 2020

HKEAA will inform schools the Oral assessment date and duties of Oral Examiners

5

Submission of School Data

TSA 2020 Important Dates 重要日期 **(Cont'd)**

2 March 2020

Deadline for updating student data (including special arrangements) for Oral Assessments and barcode label printing

3 - 17 March 2020

Frozen period for generating Oral Sample Lists by HKEAA

26 March 2020

Briefing session on the administration of the Oral and Written Assessments

Submission of School Data

APR

1 April 2020
Deadline for updating student data for barcode label printing

21 or 22 April 2020
Conduct the Oral Assessments

MAY

8 May 2020
Deadline for updating student information (including special arrangements) for Written Assessments

JUN

16 and 17 June 2020
Conduct the Written Assessments

Submission of School Data

1 Process and transmit student information via WebSAMS

2 Check and update school information

3 Select special arrangements for students

4 Select medium of assessments

5 Nomination of Assessment Administration Supervisor (AAS) and his/her deputy

6 Nomination of S3 Chinese and English Oral Examiners (OE)

Submission of School Data

BCA website: http://www.bca.hkeaa.edu.hk

Submission of School Data

Password will only be required to change every 180 days

Combination:

8 to 12 characters with numbers and letters

BCA website Password

Submission of School Data

1. Student Information (WebSAMS)

A. Procedures

1. Upgrade the System to BUILD version 3.0.0.30102019

2. CDS ➜Incoming Message
   - Decrypt the parameter file, "TSA parameter file for secondary school"

3. HKEAA ➜ TSA ➜ Data Communication ➜ Process Incoming Data
   - Import parameter file, "TSA parameter file for secondary school"

4. HKEAA ➜ TSA ➜ Maintain Student Data
   - Maintain the student data and save

5. HKEAA ➜ TSA ➜ Data Communication ➜ Prepare Outgoing Data
   - Prepare the TSA Student Data file and check the report. If there is no problem, confirm the TSA Student Data file.

6. CDS ➜ Outgoing Message ➜ Maintain Message
   - Encrypt and send the TSA Student Data file

Submission of School Data
1. Student Information (WebSAMS) (cont'd)

B. References

1. PowerPoint on submission of TSA student data for Secondary Schools in WebSAMS

   (http://www.edb.gov.hk → School Administration and Management > Administration > IT Systems for Schools > WebSAMS > Briefing Sessions & Workshops)

   Or refer to this link: https://www.edb.gov.hk/attachment/tc/sch-admin/admin/sch-it-systems/websams/TSA%20function_sec_2018.pdf

2. Frequent Asked Questions

   (http://cdr.websams.edb.gov.hk → 參考資料 > 常見問題及答案 > 香港考評局程序 > 全港性系統評估)

Submission of School Data
1. Student Information (WebSAMS) (cont'd)

C. Enquiries

1. WebSAMS School Liaison Officers
    (http://cdr.websams.edb.gov.hk → 主頁 → 常用電話/電郵/地址 >
    網上校管系統學校聯絡主任名單及聯絡方法)

2. WebSAMS Helpdesk
    Telephone number: 3125 8510
    Fax number: 3125 8999
    Email: websams_support@hk.ncs-i.com

3. CDS Helpdesk
    Telephone number: 3464 0550
    Fax number: 3464 0568
    Email: cdshelpdesk@edb.gov.hk
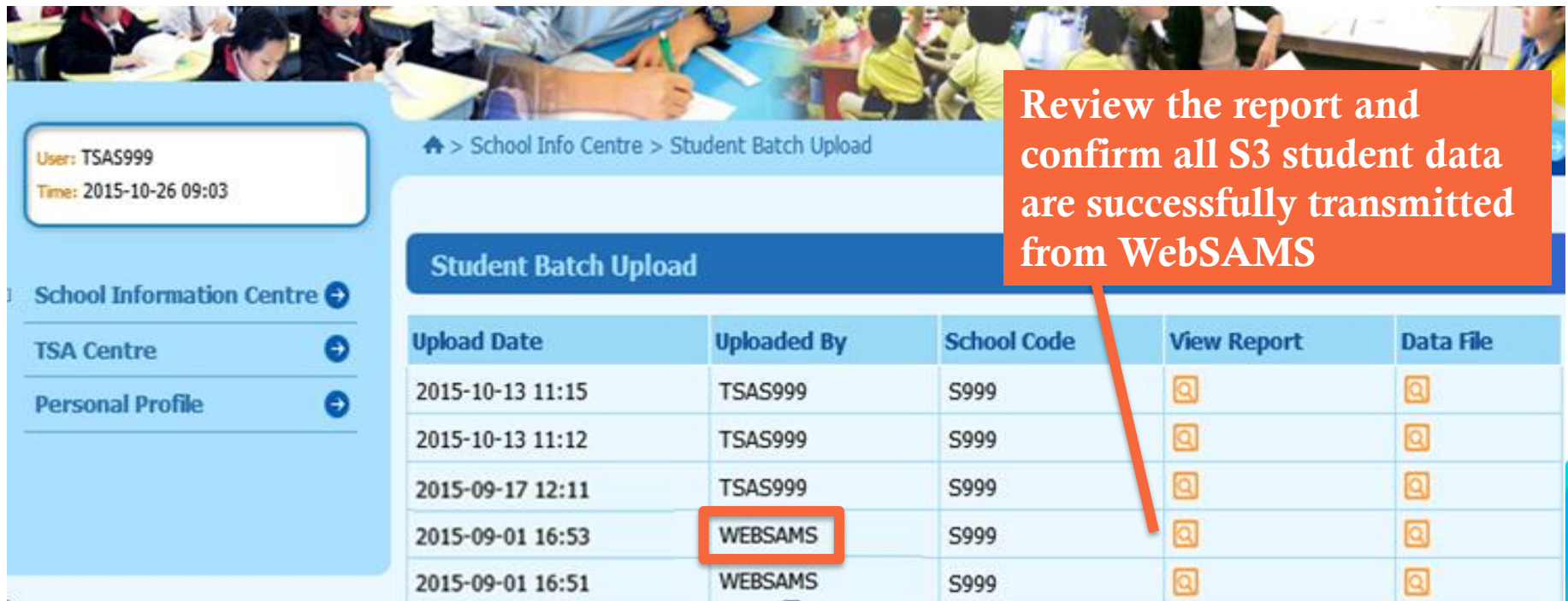
Submission of School Data

1. Student Information (WebSAMS) (cont'd)

For schools using WEBSAMS:

Verify if the student file is transmitted to the **BCA website** from WebSAMS at the Student Batch Upload page.

Submission of School Data

1. Student Information (Student Batch Upload)

For schools <u>without</u> WEBSAMS:

School Information Centre (學校資料管理)

▪▪▪▶

Batch Upload (上載批次檔案)

▪▪▪▶

Student Batch Upload (上載學生批次檔案)

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

Past Student Data File

...rough WEBSAMS

科 > 常用SQL參考庫 > 香港考評局全港性系統評估)

Step 1:
Prepare an Excel file with the following data structure and convert the Excel file to unicode text file (文字檔 .txt)

Step 2:
Upload the text (.txt) file

選擇檔案 未選擇任何檔案

▸ Upload

...ncoding types for the data file: UTF-8 and UTF-16.
2. Student data should be stored in plain text files.
3. Student data can be uploaded once or more by the user. Each data file should not exceed 1000 records.
4. Insert the data according to the following sequence and format:

Field Name	Academic Year	Class Level	Class	Class No.	Name (English)	Name (Chinese)	Gender	Date of Birth	STRN	Email
Mandatory	Y	Y	Y	Y	Y	N	Y	Y	Y	N
Max length	9	2	10	2	100	80	1	10	15	80

5. Fields are separated by a Tab.
6. Academic Year should be in the format of yyyy/yyyy (e.g. 2015/2016).
7. The valid range of the Class Level is either 'P3', 'P6' or 'S3'.
8. The maximum value of Class No. is 80.
9. The gender's valid values include 'm', 'M', 'f' and 'F'.
10. Date of Birth should be in the format of dd/mm/yyyy.

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

Data structure of student data file

Field Name	Academic Year	Class Level	Class	Class No.	Name (English)	Name (Chinese)	Gender	Date of Birth	STRN	Email
Mandatory	Y	Y	Y	Y	Y	N	Y	Y	Y	N
Max length	9	2	10	2	100	80	1	10	15	80

5. Fields are separated by a Tab.

6. Academic Year should be in the format of yyyy/yyyy (e.g. 2015/2016).

7. The valid range of the Class Level is either 'P3', 'P6' or 'S3'.

8. The maximum value of Class No. is 80.

9. The gender's valid values include 'm', 'M', 'f' and 'F'.

10. Date of Birth should be in the format of dd/mm/yyyy.

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

Submission of School Data

1. Student Information (Student Batch Upload) (cont'd)

3 Record(s) were rejected:

Academic Year	Class Level	Class	Class No.	Student Name (English)	Student Name (Chinese)	Gender	Date of Birth	STRN	Email	Error Message
2018/2019	S3			TESTING				23459		The upload records contain duplicate STRN.
2018/2019	S3							23459		The upload records contain duplicate STRN.

> • **If students were rejected, their STRN may be wrong (e.g. mixed up with others) or they were registered in another school**
> • **Report the latter case to HKEAA by completing the Student Data Amendment (SDA) Form. We will follow-up for you.**

› Back

Submission of School Data

1. Student Information (Student List Download)

Download the student information successfully transmitted from WebSAMS or imported via the Student Batch Upload function

Submission of School Data

1. Student Information (Student List Download) (cont'd)

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

🏠 Home / ⊕ Sitemap / 中文

User: TSAS999
Time: 2015-10-26 10:16

🏠 > School Info Centre > Student List Download

School Information Centre ➡

TSA Centre ➡

Personal Profile ➡

Student List Download

- **Select the target class level and class**
- **The report will be given in unicode text file (文字檔 .txt) format**

Academic Year :	2015/2016 ∨
School Code :	S999
School Name (English) :	DUMMY
School Name (Chinese) :	測試
Class Level* :	S3 ∨
Class :	3A ∨

▸ Download

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Submission of School Data

1. Student Information (Student List Download) (cont'd)

Schools can make amendment on this file to upload the unsuccessful cases again or update the student information by using the Student Batch Upload function

Submission of School Data

1. Student Information (Student Administration)

Submission of School Data

1. Student Information (Student Administration) (cont'd)

Submission of School Data

1. Student Information (Add a new student)

3A	4	W1234567	TESTING 4	測試四	Enrolled	Active	2015-10-23 09:54	TSAS999
3A	5	W1234568	TESTING 5	測試五	Enrolled	Active	2015-10-23 09:54	TSAS999
3A	6	W1234569	TESTING 6		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	7	W1234570	TESTING 7		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	8	W1234571	TESTING 8		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	9	W1234572	TESTING 9		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	10	W1234573	TESTING 10		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	11	W1234574	TESTING 11		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	12	W1234575	TESTING 12		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	13	W1234576	TESTING 13					
3A	14	W1234577	TESTING 14		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	15	W1234578	TESTING 15		Enrolled	Active	2015-10-13 11:15	TSAS999

Total No. of Record : 24 | `<<` | `<` | `1` | `2` | `>` | `>>`

"Create" to add new student

‣ Back ‣ Create

Submission of School Data

1. Student Information (Add a new student) (cont'd)

♠ > School Info Centre > Student Details   Logout →

Student Details

Academic Year*	2015/2016
School Code	S999
School Name (English)	DUMMY
School Name (Chinese)	測試

Input the information of new student

Student Name (English)*	
Student Name (Chinese)	
User Name	
Password	
Password Confirm	
STRN*	
Email	
Class*	-- Please Select -- ∨ **Class No.***
Date of Birth*	(YYYY-MM-DD)
Gender*	-- Please Select -- ∨

› Back   › Save

Submission of School Data

1. Student Information (Release a drop-out student)

Class	Class No.	STRN	Student Name (English)	Student Name (Chinese)	Student Status	Account Status	Last Updated Date	Last Updated By
3A	16	W1234579	TESTING 16		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	17	W1234580	TESTING 17		Enrolled	Active	2015-...11:15	
3A	18	W1234581	TESTING 18		Enrolled	Active	2015-...11:15	
3A	19	W1234582	TESTING 19		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	20	W1234583	TESTING 20		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	21	W1234584	TESTING 21		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	22	W1234585	TESTING 22		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	23	W1234586	TESTING 23		Enrolled	Active	2015-10-13 11:15	TSAS999
3A	24	W1234587	TESTING 24		Enrolled	Active	2015-10-13 11:15	TSAS999

Student List

Academic Year — 2015/2016
School Code — S999
School Name (English) — DUMMY
School Name (Chinese) — 測試

Total No. of Record : 24

Select the drop-out student

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Submission of School Data

1. Student Information (Release a drop-out student) (cont'd)

"Release" the selected drop-out student

Submission of School Data

2. School Information

School Information Centre (學校資料管理)

School Administration (學校管理)

Submission of School Data

2. School Information (cont'd)

Callout box:
- **Check if the school information (e.g. SCRN, school name, address, sponsoring body…etc.) is correct**
- **Please contact the TSA Administration Team for any updates if necessary**

Screen content:

♠ > School Info Centre > School Information

Logout →

School Information

General Information

EDB SCRN*	999999000000
CDS ID	999999000000
School Code*	S999
School Name (English)*	DUMMY SCHOOL
School Name (Chinese)*	測試

Submission of School Data

2. School Information (cont'd)

TSA information

Sponsoring Body (English)*	DAUGHTERS OF MA ⌄
Sponsoring Body (Chinese)*	聖母進教之佑孝女會 ⌄
Zone*	Kowloon ⌄
District*	Kwun Tong_1 ⌄
Number of S3 Class	4
Lunch Hour (April)*	13:00 to 14:00 hh:mm, 24-hour format
Bank Name(School Account)*	TSA Testing Bank ⌄
Payee Name(School Account)*	
Bank Account Number(School Account)*	999 - 111 - 1111111 Bank Code Branch Code Account Number
Telephone	91999999
Fax	23333333

› Cancel   › Save

Update lunch hour and bank account information if necessary

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Submission of School Data

3. Special Arrangements

Submission of School Data

3. Special Arrangements (cont'd)

Select level, then class one by one and press "Refresh"

Submission of School Data

3. Special Arrangements (cont'd)

Select appropriate special arrangement(s) for students if necessary

Submission of School Data

3. Special Arrangements (cont'd)

| Class Level* : | S3 |
| Class* : | 3B |

Refresh

Click the header checkbox to select all students in this page.
School can select special arrangements for students in need in this page.

Class	Class No.	STRN	Student Name (English)	Chinese	M/F	WS0 ☐	WS1 ☐	WS2 ☐	WS3 ☐
3B	1	Z9898991	HAPPY ONE	學生壹	M	☑	☐	☐	☐
3B	2	Z9898992	HAPPY TWO	學生貳	F	☐	☐	☑	☐
3B	3	Z9898993	HAPPY THREE	學生參	F	☐	☑	☐	☐
3B	4	Z9898994	HAPPY FOUR	學生肆		☐	☐	☐	☐
3B	5	Z9898995	HAPPY FIVE						
3B	6	Z9898996	3B STUDENT SIX						

Remember to "Save" all work done / changes on every page

Back **Save**

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Submission of School Data

3. Special Arrangements (cont'd)

Submission of School Data

4. Medium of Assessment

If schools are taking the default language (i.e. Cantonese in **Chinese Oral, Listening and CAV** and Chinese in **Mathematics**) as the medium of assessment of **all S3 classes**, they can skip this part

Submission of School Data

4. Medium of Assessment (cont'd)

Submission of School Data

4. Medium of Assessment (cont'd)

Submission of School Data

Arrangements for TSA Mathematics

The medium of assessment for Mathematics should match with the Medium of Instruction (MOI) adopted in school

- Schools will be provided the **English version** if they claim to adopt **English as the MOI** for **all non-language subjects**

- Schools will be provided the **Chinese version** if they claim to adopt **Chinese (mother tongue) as the MOI** for **all non-language subjects**

Submission of School Data

Arrangements for TSA Mathematics

Schools transforming the "Extended Learning Activities in English" (ELA) lesson time into **teaching Mathematics in English as the medium of instruction** ("化時為科"), the **English version** will be provided to the relevant classes/groups

Submission of School Data

4. Medium of Assessment (cont'd)

Arrangements for TSA Mathematics

Schools **teaching Mathematics primarily in the <u>mother tongue</u>** and conducting the ELA in English in different modes, the **Chinese version** will be provided to these classes/groups

Submission of School Data

4. Medium of Assessment (cont'd)

Chinese Oral Assessment

Cantonese | Putonghua
S3

--> | <-- | ->> | <<-

Chinese Oral
Default: Cantonese
Selection: Schools may select Putonghua for the whole level

Please select level(s) / class(es) taking the Chinese Language **Audio-visual Assessment** in **Putonghua**:

Chinese Language Audio-visual Assessment

Cantonese | Putonghua
3A | 3B

--> | <-- | ->> | <<-

Chinese Audio-visual
Default: Cantonese
Selection: Schools may select Putonghua for individual classes

Please select class(es) taking the **Chinese Language Listening Assessment** in **Putonghua**:

Submission of School Data

4. Medium of Assessment (cont'd)

Chinese Listening
Default: Cantonese
Selection: Schools may select
Putonghua for individual classes

Remember to "Save" any change

Submission of School Data

4. Medium of Assessment (cont'd)

Schools may apply to use **'Putonghua' and 'Cantonese'** in the **Chinese Oral Assessment** for different group of students (e.g. select 'Putonghua' for new arrival students or NCS students) by submitting a written request to the TSA Administration Team **by 9 December 2019**. (Late application will **not** be accepted)

Those schools are required to nominate a qualified **Oral Examiner** who is capable of assessing students in BOTH Cantonese and Putonghua and select 'Putonghua' as the assessment language for the Chinese Oral Assessment.

Submission of School Data

4. Medium of Assessment (cont'd)

ONLY for schools without CD/VCD players or CD Roms

Schools may apply to use the **USB** devices to conduct the **Listening and Chinese CAV Assessments** by submitting a written request to the TSA Administration Team **by 9 December 2019** if CD/VCD players are no longer available at schools. (Late application will **not** be accepted)

Submission of School Data

5. Nomination of AAS

Read the Instructions for Nomination of AAS/Deputy AAS

An AAS or Deputy AAS should not be an Oral Examiner in the same year

NOT required to return the nomination form to HKEAA

Submission of School Data

5. Nomination of AAS (cont'd)

Submission of School Data

5. Nomination of AAS (cont'd)

Nominate AAS and Deputy AAS

Submission of School Data

5. Nomination of AAS (cont'd)

Submission of School Data

5. Nomination of AAS (cont'd)

Submission of School Data

5. Nomination of AAS (cont'd)

Confirmation of Assessment Administration Supervisors Nomination

TSA Year :	2016
School Code :	S999
School Type :	Secondary, WD
School Name :	DUMMY

Nominated Assessment Administration Supervisor(s)

Title & English Name:	Ms. Cheung Wai
Chinese Name:	張偉
Contact Phone Number:	12345678
Mobile Phone Number(For receiving SMS notification message):	87654321
Email:	waic@999.edu.hk

Nominated Deputy Assessment Administration Supervisor(s)

Title & English Name:	Mr. Wang San
Chinese Name:	王晨
Contact Phone Number:	12345678
Mobile Phone Number(For receiving SMS notification message):	88882222
Email:	sanw@999.edu.hk

☑ **I confirmed the above Assessment Administration Supervisors Nomination**

▸ Back   ▸ Submit

Submission of School Data

6. Nomination of Oral Examiners

Read the Instructions for Nomination of Oral Examiners (OE)

Each school should nominate at least 1 Chinese OE and 1 English OE

Nominated OE will have to go through a selection process conducted by the HKEAA before being appointed

NOT required to return the nomination form to HKEAA

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Live training workshop for

- **New OEs**; or
- Teachers who only participated in OE training **in 2014(Chi) / 2016(Eng) or before**; or
- Teachers who were **standby/reserve OEs** but did not serve as OE **in the past 2 years (i.e. 2018 and 2019)**; or
- Teachers who **have not completed the online training or failed the recruitment test**

21 March 2020 (Sat)		
Chinese Lang.	9:30 AM - 12:30 PM	Wong Tai Sin Catholic Primary School
English Lang.		Maryknoll Fathers' School

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

Nominate Oral Examiners

Information for nomination of Oral Examiners

- Oral Examiners will conduct the oral assessment and independently rate the students based on given assessment criteria
- Each school is required to nominate one Chinese Language and one English Language Oral Examiners. Nominated Oral Examiners will have to go through a selection process conducted by the HKEAA before being appointed
- An Assessment Administration Supervisor cannot be nominated as an Oral Examiner for the assessment in the same year
- Details of nomination criteria and responsibilities should refer the "Instructions for Nomination of Oral Examiners"

☑ read the above information for nomination of Oral Examiners

▸ Back   ▸ Next

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

School Type: Secondary, WD
School Name: DUMMY

Nominate Oral Examiner (Chinese)

Oral Examiner
Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	➕
-	-	-	-	-	-	-	➕

Nominate Oral Examiner (English)

S.3 Oral Examiner
Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
-	-	-	-	-	-	-	➕
-	-	-	-	-	-	-	➕

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Step 1:
Find the subject to nominate OE (i.e. Chinese or English)

Step 2:
Start to input the information of the nominated OE

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

<u>被提名中國語文科說話能力主考員（中學三年級）</u>

* 必須填寫

Nominate Chinese Language OE

<u>第一部分：被提名說話能力主考員的個人資料</u>

*稱號:	－ 請選擇 － ∨	*聯絡電話:	學校	
*英文姓名:			住所	
中文姓名（必須填寫）:			流動電話	
*身份證號碼:	（ ）	*電子郵件地址		
護照號碼:				

<u>第二部分：被提名說話能力主考員的相關教學經驗及認可資格</u>

☐ 具備 ☐ 年的中學中國語文科教學經驗

☐ 過去三年具備至少一年在第三學習階段（中一、中二或中三）的中國語文科教學經驗

說話評估所用語言(如學校選用普通話為評估語言，提名教師必須兼任普通話說話能力主考員)

☐ 廣州話

☐ 普通話

Schools selected PTH for Chinese Oral Assessment MUST nominate a Chinese OE who can conduct assessments in PTH

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Submission of School Data

6. Nomination of Oral Examiners (cont'd)

考評局普通話高級水評測試及格

國家語委普通話水平測試二級乙等或以上

\# 可選多項

第三部分：被提名說話能力主考員的相關工作經驗

□ 曾擔任全港性系統評估說話能力主考員（後備或候命除外）的年份

□ 曾參與基本能力評估的相關工作（如擬題員、審題員、閱卷員或助理試卷主席等

□ 曾擔任香港其他公開考試的說話能力主考員 ☐ 年

\# 可選多項

第四部分：選擇評估工作地區

請按1 至 3選擇評估工作地區，1代表最合意的選擇，3代表較不合意

	香港島及離島
	九龍
1	荃灣，葵涌，青衣及東涌
2	元朗，天水圍及屯門
	沙田，大埔，粉嶺及上水
3	西貢，將軍澳及調景嶺

▸返回   ▸提交

OE can prioritise the first 3 choices from the specified 6 districts

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

School Name: DUMMY

<u>**Nominated Oral Examiner of English Oral Assessment (Secondary 3)**</u>

* Mandatory

Nominate English Language OE

<u>**PART I : Personal Information of the Nominee**</u>

*Title:	-- Please select -- ∨	***Contact Number:**	**School**	
*English Name:			**Home**	
Chinese Name:			**Mobile**	
*HKID:	( )	***Email**		
Passport No:				

<u>**PART II : Teaching Experience and Qualification**</u>

☐ I have ___ years of teaching experience in English Language at secondary schools

☐ I have been teaching English Language at junior secondary level (S1-S3) for at least 1 year within the past 3 years

☐ I have met the Language Proficiency Requirement (e.g. LPAT)

☐ I am a Native-speaking English Teacher (NET)

<u>**PART III: Related Work Experience**</u>

☐ I served as an Oral Examiner (excluding Reserve and Standby Oral Examiners) in previous ☐ 2015 ☐ 2014 ☐ 2013

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

TSA Year:	2016
School Code:	S999
School Type:	Secondary, WD
School Name:	DUMMY

Nominate Oral Examiner (Chinese)

S.3 Oral Examiner

Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
先生	Ss	林	E979741A	23213	12345678	sso@999.edu.hk	☒
-	-	-	-	-	-	-	⊞

Completed OE nomination record

Nominate Oral Examiner (English)

S.3 Oral Examiner
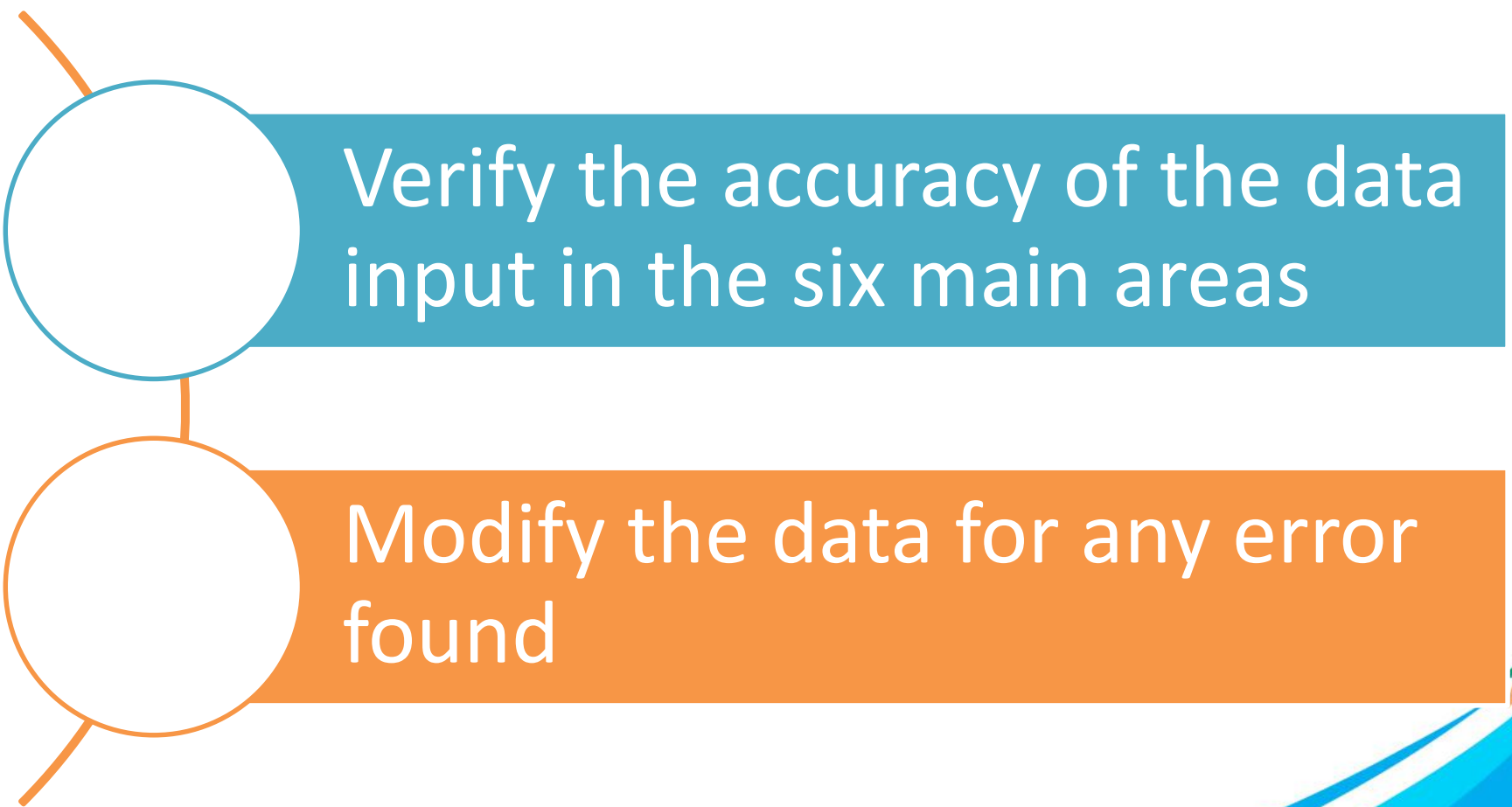
Please nominate at least 1 Oral Examiner

Title	English Name	Chinese Name	HKID / Passport No.	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email	Add / Delete
Prof.	Apple	主考員	Y455656565666	23232323	3232323232	sso1@999.edu.hk	☒
-	-	-	-	-	-	-	⊞

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Submission of School Data

Verification of Submitted School Data

Verify the accuracy of the data input in the six main areas

Modify the data for any error found

Submission of School Data

Verification of Submitted School Data (cont'd)

Submission of School Data

Verification of Submitted School Data (cont'd)

Select level, then class and press "Download"

Submission of School Data

Verification of Submitted School Data (cont'd)

Submission of School Data

Summary

Preparation	→	Data Submission	→	Verification

- Data Submission to be completed on or **before 3 Dec 2019** for the arrangement of Oral Assessments

- Schools may update student information any time except the frozen period

Submission of School Data

Frequently Asked Questions

Can the 2019/20 school year be counted as 1 of the 3 years' secondary school teaching experience required for OE?

No. The nominated Oral Examiners should have obtained at least **3 years' secondary school teaching experience** and this must include **at least 1 year's experience in junior secondary levels (S1-S3)** obtained over the last 3 years.

Submission of School Data

Frequently Asked Questions

🙋 **What bank account information should be given by the government schools?**

As the payment for travelling allowance and honorarium for government schools will be handled by the EDB directly, government schools are required to input **000-000-0** for system validation. *[refer to slide 31]*

Submission of School Data

Frequently Asked Questions

👩‍💼 **Why cannot some student data be found at the BCA system though the student data file has been successfully transmitted / uploaded to the system?**

After transmitting / uploading the student data file to the BCA system via the WebSAMS, please download the student information under the page of "Student List Download" and confirm all S3 student records are successfully transmitted / uploaded. *[refer to slides 18-19, and 63-65]*

Submission of School Data

Frequently Asked Questions

What should be done for students without STRNs?

As the STRN is a mandatory data, schools are advised to seek assistance from the **School Places Allocation Section** of EDB at **2832 7740**. *[refer to slide 19]*

Submission of School Data

Frequently Asked Questions

👩‍💻 **What should I do if the message "STRN must only contain letter(s) and digit(s)" appears *(For schools without WebSAMS)*?**

Please note that all **special characters** should be removed before uploading the student data file, e.g. **change R123456(7) to R1234567**.

Submission of School Data

Frequently Asked Questions

🙋 **Why do I always fail to upload the text file (.txt) that is created by Microsoft Excel *(For schools without WebSAMS)*?**

Before converting the student list into text (.txt) file, please make sure that the excel file does **NOT include the field names** (i.e. header) on the first row. The student data should be prepared according to the **default data structure** and saved as **unicode text file** (文字檔.txt). *[refer to slide 16-17]*

Submission of School Data

Frequently Asked Questions

👩‍🏫 What should I do if the message "STRN already exists" appears?

If the students have been registered in another school, please complete and return the Student Data Amendment (SDA) Form to 3628 8190. *[refer to slide 19]*

Submission of School Data

Frequently Asked Questions

🙋 **What should I do if the message "Name (Chinese)" must be Chinese characters appears while student data is being uploaded?**

If a Chinese character of a student name is **NOT** within the Hong Kong Supplementary Character Set (HKSCS) , you can simply **omit the entire Chinese name** of that student and upload the student data again.

Submission of School Data

Frequently Asked Questions

🙋 **What should be done if the message "Class level" is invalid appears while student data is being uploaded?**

As schools can only upload **S1-S3 student data** onto the BCA system, please make sure that the S4-S6 students are excluded from the data file.

Submission of School Data

Frequently Asked Questions

👩‍💼 How can I login to the system if I have forgotten the password?

The login password is required to be changed every 180 days. If you forget the password, please complete and return the **"Application Form for Re-issue of TSA School Administrator Password"** to 3628 8190. *[refer to slide 10]*

Submission of School Data

Frequently Asked Questions

👩‍🏫 What is Standby Oral Examiner ?

Standby Oral Examiners may receive calls to fill emergency vacancies anytime from approximately **6:45 am to 10:00 am** and/or **12:00 pm to 2:00 pm** on the assessment days. As such, they should not be assigned any teaching duties at their own schools during the said period.

An **honorarium**, which is equivalent to the daily rate of a supply teacher, will be paid to a school for allowing a teacher to serve as a Standby Oral Examiner disregarding whether he/she will be arranged to fill emergency vacancies or not. A **travelling allowance** per assessment session will be paid to the teacher if he/she is appointed and completed duties as requested eventually.

Submission of School Data

Frequently Asked Questions

🙋 Can a school nominate a teacher as reserve OE and DAAS at the same?

No. In case an AAS is unable to fulfill his/her responsibilities, the DAAS will have to assume the full responsibilities of an AAS.

Submission of School Data

Support and Enquiry

Hotline: 3628 8191

Email: tsa1@hkeaa.edu.hk