



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

TSA 2021: Briefing on Submission of School Data and Selection of Special Arrangements (Secondary Schools)



11 November 2020 FACE-TO-FACE
13 November 2020 WEBINAR

Rundown

時間	項目	講者
14:00 – 14:10	致歡迎詞	林玲芝博士 香港考試及評核局 教育評核服務部主管
14:10 – 14:50	2021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 教育評核服務部經理
14:50 – 15:05	小休	
15:05 – 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 教育評核服務部經理
15:30 – 16:00	答問時間	以上各講者及 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 2021 Improvements

WEBINAR briefing **and online** training sessions will be arranged for teachers due to the **COVID** pandemic and the social distancing requirements



NEW

One printed copy of Invigilators' Handbook for each class and one spare copy will be provided to **each school** (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 2021 Important Dates 重要日期



24 November 2020

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



30 November 2020

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



3 February 2021

HKEAA will inform schools the **date of Oral Assessment** and work schedule of Oral Examiners

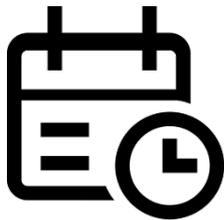
Submission of School Data

TSA 2021 Important Dates 重要日期 (Cont'd)



8 March 2021

Deadline for updating student data (including special arrangements) for Oral Assessments through BCA website



9 - 23 March 2021

Frozen period for updating school and student information through BCA website

MAR



18 / 19 March 2021

FACE-TO-FACE / WEBINAR Briefing sessions on the administration of the Oral and Written Assessments



Submission of School Data

TSA 2021 Important Dates 重要日期 (Cont'd)



31 March 2021

Deadline for updating student data for barcode label printing



20 or 21 April 2021

Conduct the **Oral Assessments**



Submission of School Data

TSA 2021 Important Dates 重要日期 (Cont'd)



7 May 2021

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



16 and 17 June 2021

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>



主頁 / 網頁指南 / English



基本能力評估

教育統籌委員會（教統會）在《終身學習·全人發展—香港教育制度改革建議》中提出設立中、英、數「基本能力評估」。

「基本能力評估」包括「學生評估」和「全港性系統評估」兩部分。

更多

- SA**
學生評估
更多
- TSA**
全港性系統評估
更多
- 培訓及研討會
更多

用戶: 登

密碼:

最新消息

- 16-Jun 2017年基本能力評估研究計劃（小學三年級）的評估設計及評估試卷可供閱覽，請按此處參閱。
- 05-May 2017年基本能力評估研究計劃（小學三年級）的視聽資訊評估和說話評估的評估設計及評估試卷可供閱覽，請按此處參閱。

*Login ID:
TSASXXX*

Submission of School Data

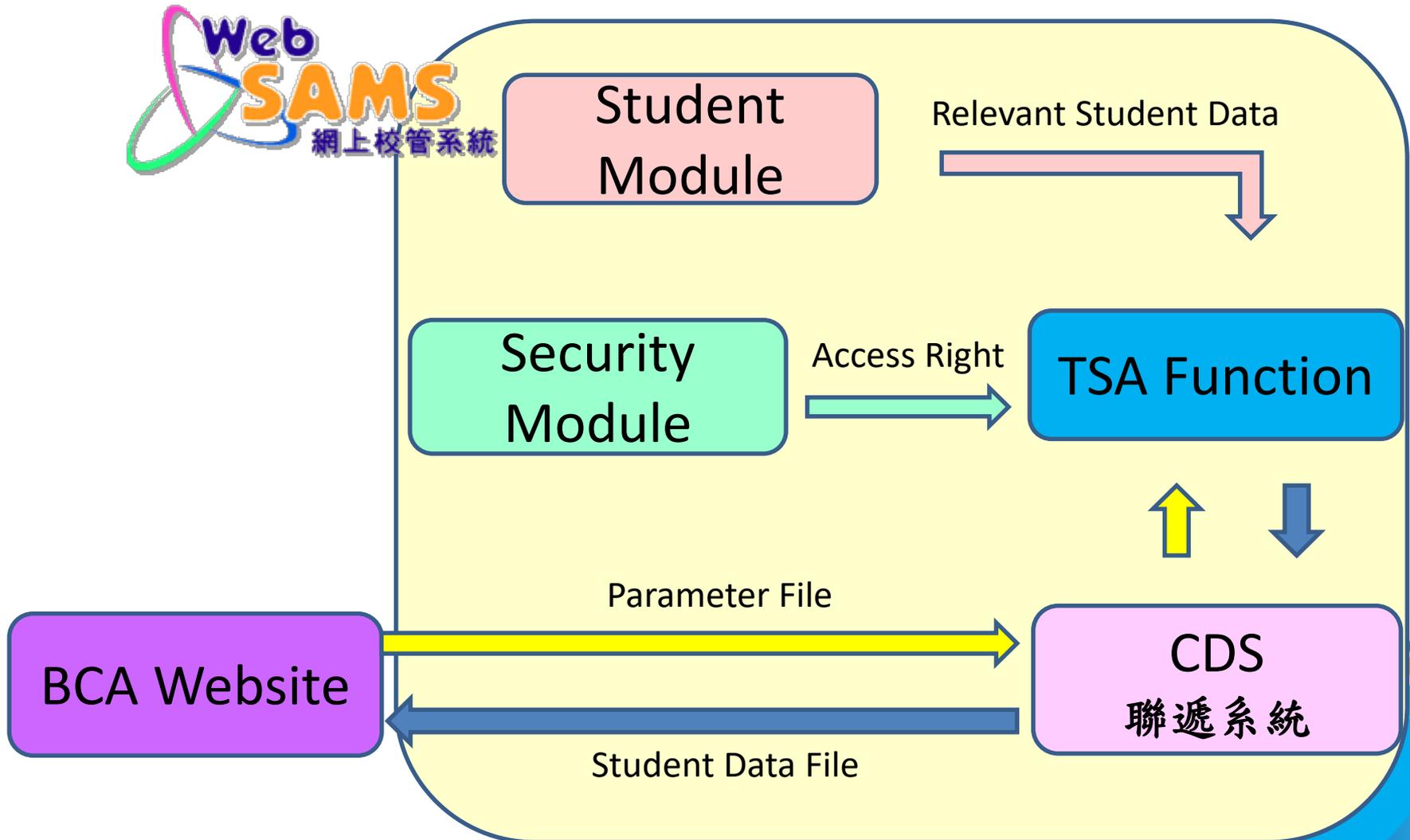
Password will
only be required
to change every
180 days

Combination:
8 to 12
characters with
numbers and
letters

BCA
website
Password

Submission of School Data

1. Student Information (WebSAMS)



Submission of School Data

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

A. Procedures

1. Upgrade the System to BUILD version 3.0.0.27082020
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 (For schools with 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.pdf



2. Frequent Asked Questions

(<http://cdr.websams.edb.gov.hk> → [模組資料 > 香港考評局程序 > 全港性系統評估 > 常見問題](#))



Submission of School Data

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

C. Enquiries

1. WebSAMS School Liaison Officers

(<http://cdr.websams.edb.gov.hk> → 聯絡我們 → 下載網上校管系統 (WebSAMS)學校聯絡主任(SLO)名單(2020.09.17版本)



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

Email: cdshelpdesk@edb.gov.hk



Submission of School Data

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

For schools **with** WEBSAMS:

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

User: TSAS999
Time: 2015-10-26 09:03

School Information Centre →
TSA Centre →
Personal Profile →

Home > School Info Centre > Student Batch Upload

Student Batch Upload

Upload Date	Uploaded By	School Code	View Report	Data File
2015-10-13 11:15	TSAS999	S999		
2015-10-13 11:12	TSAS999	S999		
2015-09-17 12:11	TSAS999	S999		
2015-09-01 16:53	WEBSAMS	S999		
2015-09-01 16:51	WEBSAMS	S999		

Review the report and confirm all S3 student data are successfully transmitted from WebSAMS

Submission of School Data

1. Student Information (Student Batch Upload)

For schools without WEBSAMS:

The screenshot displays the School Information Centre (SIC) web interface. The top navigation bar includes links for Home, Sitemap, and Chinese. The main content area shows a menu with the following items:

- School Information Centre
- TSA Centre
- Personal Profile
- School Administration
- Class Administration
- Student Administration
- Batch Upload
- Student List Download
- Class Batch Upload
- Student Batch Upload

The 'Student Batch Upload' option is highlighted with a red box. An orange callout box on the right side of the interface contains the following text:

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)

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

Past Student Data File

through WEBSAMS

料 > 常用SQL參考庫 > 香港考評局全港性系統評估

選擇檔案 未選擇任何檔案

Upload

encoding 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)

Home > School Info Centre > Student Batch Upload Logout →

Student Batch Upload

37 Record(s) were successfully updated except the user name and password:

Academic Year	Class Level	Class	Class No.	Student Name (English)	Student Name (Chinese)	Gender	Date of Birth	STRN	Email	User Name
2015/2016	S3	3A	1	TESTING 1		M	01/01/2001	W1234564		S999T10
2015/2016	S3	3A	2	TESTING 2		M	01/01/2001	W1234565		S999T20
2015/2016	S3	3A	3	TESTING 3		M	01/01/2001	W1234566		S999T30
2015/2016	S3	3A	4	TESTING 4		M	01/01/2001	W1234567		S999T40
2015/2016	S3	3A	5	TESTING 5		M	01/01/2001	W1234568		S999T50
2015/2016	S3	3A	6	TESTING 6		M	01/01/2001	W1234569		S999T60
2015/2016	S3	3A	7	TESTING 7		M	01/01/2001	W1234570		S999T70

Confirm the number of student records is correct

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.

Back

- If students were rejected, their STRN might 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.

Submission of School Data

1. Student Information (Student List Download)

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

Welcome

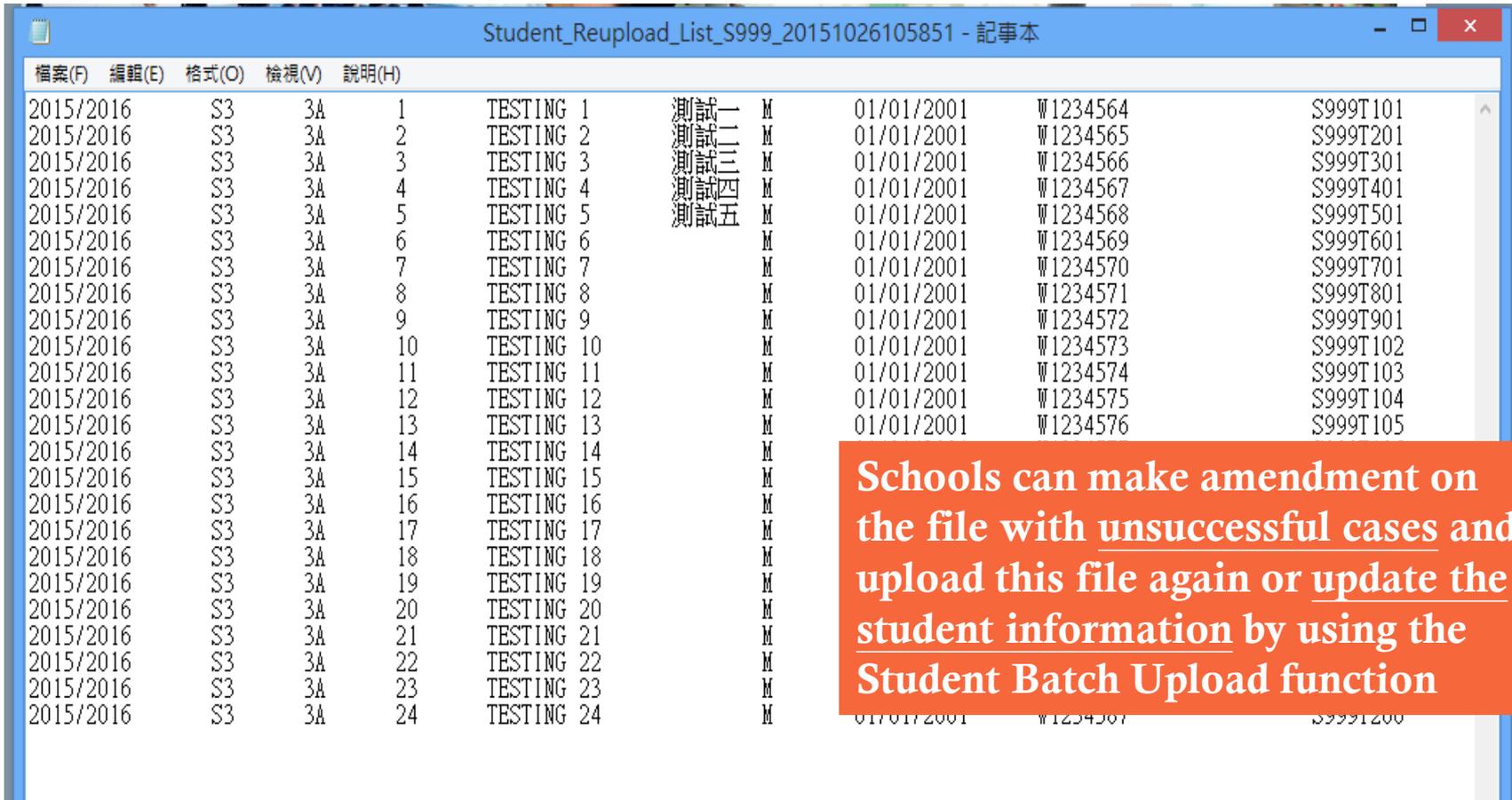
School Information Centre →
TSA Centre →
Personal Profile →

School Administration
Class Administration
Student Administration
Batch Upload
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)



The screenshot shows a Notepad window titled "Student_Reupload_List_S999_20151026105851 - 記事本". The window contains a list of student information with columns for year, school code, class, test number, test name, gender, date, ID, and student ID. The data is as follows:

Year	School Code	Class	Test No.	Test Name	Gender	Date	ID	Student ID
2015/2016	S3	3A	1	TESTING 1	M	01/01/2001	W1234564	S999T101
2015/2016	S3	3A	2	TESTING 2	M	01/01/2001	W1234565	S999T201
2015/2016	S3	3A	3	TESTING 3	M	01/01/2001	W1234566	S999T301
2015/2016	S3	3A	4	TESTING 4	M	01/01/2001	W1234567	S999T401
2015/2016	S3	3A	5	TESTING 5	M	01/01/2001	W1234568	S999T501
2015/2016	S3	3A	6	TESTING 6	M	01/01/2001	W1234569	S999T601
2015/2016	S3	3A	7	TESTING 7	M	01/01/2001	W1234570	S999T701
2015/2016	S3	3A	8	TESTING 8	M	01/01/2001	W1234571	S999T801
2015/2016	S3	3A	9	TESTING 9	M	01/01/2001	W1234572	S999T901
2015/2016	S3	3A	10	TESTING 10	M	01/01/2001	W1234573	S999T102
2015/2016	S3	3A	11	TESTING 11	M	01/01/2001	W1234574	S999T103
2015/2016	S3	3A	12	TESTING 12	M	01/01/2001	W1234575	S999T104
2015/2016	S3	3A	13	TESTING 13	M	01/01/2001	W1234576	S999T105
2015/2016	S3	3A	14	TESTING 14	M			
2015/2016	S3	3A	15	TESTING 15	M			
2015/2016	S3	3A	16	TESTING 16	M			
2015/2016	S3	3A	17	TESTING 17	M			
2015/2016	S3	3A	18	TESTING 18	M			
2015/2016	S3	3A	19	TESTING 19	M			
2015/2016	S3	3A	20	TESTING 20	M			
2015/2016	S3	3A	21	TESTING 21	M			
2015/2016	S3	3A	22	TESTING 22	M			
2015/2016	S3	3A	23	TESTING 23	M			
2015/2016	S3	3A	24	TESTING 24	M			

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

Submission of School Data

1. Student Information (Student Administration)



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

> Welcome

School Information Centre →
TSA Centre →
Personal Profile →

- School Administration
- Class Administration
- Student Administration**
- Batch Upload →
- Student List Download

School Information Centre
(學校資料管理)
Student Administration
(學生管理)

Submission of School Data

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

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

Home / Sitemap / 中文

User: TSA5999
Time: 2015-10-26 10:16

School Information Centre →
TSA Centre →
Personal Profile →

Home > School Info Centre > Search Student Logout

Search Student

Academic Year	2015/2016 ▼
School Code	S999
School Name (English)	DUMMY
School Name (Chinese)	測試
STRN	<input type="text"/>
Class	<input type="text" value="-- Select All --"/>
Student status	<input type="text" value="3B"/>
Account status	-- Select All -- ▼

Clear Continue

Select appropriate class

Submission of School Data

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

Student List								
Academic Year					2015/2016			
School Code					S999			
School Name (English)					DUMMY			
School Name (Chinese)					測試			
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	2015-10-13 11:15	TSAS999
3A	18	W1234581	TESTING 18		Enrolled	Active	2015-10-13 11:15	TSAS999
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

Total No. of Record : 24

<< < 1 2 > >>

Back Create

Select the drop-out student

Submission of School Data

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

Home > School Info Centre > Student Details Logout

Student Details

Academic Year*	2017/2018		
School Code	S999		
School Name (English)	CHRIS TEST SCHOOL		
School Name (Chinese)	測試學校		
Student Name (English)*	<input type="text" value="HAPPY ONE"/>		
Student Name (Chinese)	<input type="text" value="學生壹"/>		
STRN*	<input type="text" value="Z9898991"/>		
Email	<input type="text"/>		
Class*	<input type="text" value="3B"/>	Class No.*	<input type="text" value="1"/>
Date of Birth*	<input type="text" value="2002-11-11"/>		(YY-MM-DD)
Gender*	<input type="text" value="Male"/>		
Last Updated Date	2017-11-07 16:52		
Last Updated By	TSAF999		

“Release” the selected drop-out student

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		Enrolled	Active	2015-10-13 11:15	TSAS999
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

“Create” to add new student

Total No. of Record : 24

<< < 1 2 > >>

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	
Student Name (English)*	<input type="text"/>	
Student Name (Chinese)	<input type="text"/>	
User Name	<input type="text"/>	
Password	<input type="password"/>	
Password Confirm	<input type="password"/>	
STRN*	<input type="text"/>	
Email	<input type="text"/>	
Class*	<input type="text" value="-- Please Select --"/>	Class No.* <input type="text"/>
Date of Birth*	<input type="text"/>  (YYYY-MM-DD)	
Gender*	<input type="text" value="-- Please Select --"/>	

Input the information of new student

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 Chinese and English Oral Examiners (OE)

Submission of School Data

2. School Information



香港考試及評核局
Hong Kong
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Home / Sitemap / 中文



School Information Centre
(學校資料管理)



School Administration (學校管理)

User: TSAS999

Time: 2015-10-23 10:33

Welcome

School Information Centre

School Administration

TSA Centre

Class Administration

Personal Profile

Student Administration

Batch Upload

Student List Download

Competency Assessment System



Submission of School Data

2. School Information (cont'd)

🏠 > 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

- 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

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

Update lunch hour and bank account information if necessary

Cancel Save

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 Chinese and English Oral Examiners (OE)

Submission of School Data

3. Special Arrangements



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

Home / Sitemap / 中文



User: TSASEC
Time: 2018-11-09 13:21

TSA Centre > Participating Students' Information

Participating Students' Information

School Information Centre

TSA Centre

Personal Profile

Participating Students' Information

Select Assessment Medium for TSA

Nomination Centre

TSA Reports and Checklists Download Centre

Participating Students' Information Download

2018/2019

S999

HKEAA

考評局

TSA Centre
(全港性系統評估中心)



Participating Students' Information
(參與評估學生的資料)

Submission of School Data

3. Special Arrangements (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

TSA Centre > Participating Students' Information

Logout

School Information Centre

TSA Centre

Personal Profile

Participating Students' Information

Academic Year : 2015/2016

School Code : S999

School Name (English) : DUMM

School Name (Chinese) : 德輔

Class Level : S3

Class :
-- Select All --
3A
3B

Back

Refresh

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

Submission of School Data

3. Special Arrangements (cont'd)

🏠 > TSA Centre > Participating Students' Information Logout →

Participating Students' Information

Academic Year : 2017/2018
School Code : S999
School Name (English) : CHRIS TEST SCHOOL
School Name (Chinese) : 測試學校
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	2	Z9898992	HAPPY TWO	學生貳	F	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3B	3	Z9898993	HAPPY THREE	學生參	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select appropriate special arrangement(s) (WS0 – WS7) for students if necessary

Submission of School Data

3. Special Arrangements (cont'd)

Class Level* :

Class* :

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	2	Z9898992	HAPPY TWO	學生貳	F	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3B	3	Z9898993	HAPPY THREE	學生參	F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	4	Z9898994	HAPPY FOUR	學生肆		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	5	Z9898995	HAPPY FIVE			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3B	6	Z9898996	3B STUDENT SIX			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Submission of School Data

3. Special Arrangements (cont'd)



[Home](#) / [Sitemap](#) / [中文](#)



User: TSAS999

Time: 2015-10-26 10:16

[Home](#) > [TSA Centre](#) > [Participating Students' Information](#)

[Logout](#)

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

Participating Students' Information

save successfully.

OK

Repeat the same procedures until all S3 students requiring special arrangements have been selected

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 Chinese and English Oral Examiners (OE)

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)

The screenshot displays the website of the Hong Kong Examinations and Assessment Authority (HKEAA). The header includes the HKEAA logo and name in Chinese and English, along with navigation links for Home, Sitemap, and Chinese. The main content area shows a breadcrumb trail: Home > TSA Centre > Select Assessment Medium for TSA. A dropdown menu is open under 'Select Assessment Medium for TSA', with the option 'Select Assessment Medium for TSA' highlighted by a red box. Other menu items include 'Participating Students' Information', 'Nomination Centre', 'TSA Reports and Checklists Download Centre', and 'Participating Students' Information Download'. The page also shows a user login box with 'User: TSASEC' and 'Time: 2018-11-09 13:05', and a table with columns for '2018/2019', 'S999', 'HKEAA', and '考評局'.

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

Home / Sitemap / 中文

TSA Centre
(全港性系統評估中心)

◆◆◆◆▶

Select Assessment Medium for TSA
(選擇全港性系統評估語言)

User: TSASEC
Time: 2018-11-09 13:05

School Information Centre →

TSA Centre →

Personal Profile →

Participating Students' Information

Select Assessment Medium for TSA

Nomination Centre

TSA Reports and Checklists Download Centre

Participating Students' Information Download

2018/2019 ▼

S999

HKEAA

考評局

Submission of School Data

4. Medium of Assessment (cont'd)

↑ > TSA Centre > Select Assessment Medium for TSA Logout →

Select Assessment Medium for TSA

Academic Year : 2015/2016

School Code : S999

School Name (English) : DUMMY

School Name (Chinese) : 測試

Instruction:
Please click the [>] or [<] to select class(es) / level(s) taking the assessment language.

If your school uses **English** as the medium of teaching in Mathematics, please select **English** for the **Mathematics** Question-Answer Booklets.

Mathematics

Chinese	English
3A	3B

Navigation buttons: →, ←, →>, <<

If your school selects Putonghua as the medium of assessment in the Chinese Oral Assessment, your school should nominate a qualified teacher for conducting the assessment in Putonghua. Please select the assessment language to be used for the whole level:

Mathematics
Default: Chinese version
Selection: Schools may select **English** **question papers** for individual classes if schools use English as the medium of instruction in Mathematics

Submission of School Data

4. Medium of Assessment (cont'd)

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

4. Medium of Assessment (cont'd)

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

Schools teaching Mathematics primarily in the mother tongue 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	

Navigation buttons: →, ←, →, <<

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

Navigation buttons: →, ←, →, <<

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)

Cantonese
3A

Putonghua
3B

→
←
→
←

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

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

Chinese Language Listening

Cantonese
3A

Putonghua
3B

→
←
→
←

Remember to “Save”
any changes

▸ Back ▸ Reset to default ▸ Save

Submission of School Data

4. Medium of Assessment (cont'd)

Schools may apply to use 'Putonghua' and 'Cantonese' in the **Chinese Oral and CAV Assessments** for different groups of students (e.g. select 'Putonghua' for newly-arrived students or NCS students) by submitting a written request to the TSA Administration Team by 30 November 2020. (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 and CAV Assessments.

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 30 November 2020** (Late application will **not** be accepted)

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 Chinese and English Oral Examiners (OE)

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)

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

Home / Sitemap / 中文

User: TSASEC
Time: 2018-11-12 09:07

Welcome

Logout

Welcome to HKEAA - Basic Competency Assessment System

School Information Centre

- TSA Centre
- Personal Profile
- Participating Students' Information
- Select Assessment Medium for TSA
- Nomination Centre**
- TSA Reports and Checklists Download Centre
- Participating Students' Information Download

TSA Centre
(全港性系統評估中心)

◆◆◆◆▶

Nomination Centre (評估提名中心)

...ts/teache
(the Au
nducting
Author
by the A
he person
ent bureau and departments, other organizations or relevant parties where such
required by law.

Submission of School Data

5. Nomination of AAS (cont'd)

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

Home / Sitemap / 中文

User: TSA5999
Time: 2015-10-26 10:16

School Information Centre →
TSA Centre →
Personal Profile →

↑ > TSA Nomination Centre Logout →

TSA Nomination Centre

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

Assessment Administration Supervisor

[Nominate Assessment Administration Supervisor\(s\)](#)

[Amend Details of Nominated Assessment Administration Supervisor\(s\)](#)

Oral Examiners

[Nominate Oral Examiners](#)

Handling of Personal Data:

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

Nominate AAS and Deputy AAS

Submission of School Data

5. Nomination of AAS (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

[Home](#) > [TSA Nomination Centre](#) > [Responsibilities of Assessment Administration Supervisors](#)

[Logout](#)

[School Information Centre](#)

[TSA Centre](#)

[Personal Profile](#)

Responsibilities of Assessment Administration Supervisors

A Summary of the Responsibilities of Assessment Administration Supervisors / Deputy AAS

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

- 1) serving as the Hong Kong Examinations and Assessment Authority's contact persons of the school with regard to the administration of the TSA;
- 2) ensuring the proper conduct of the TSA in the school by adhering to the instructions detailed in the *TSA Instructions to Assessment Administration Supervisors (i.e. Part 5 of the "TSA Quick Guide" which will be sent by the HKEAA to the school Head)* and other related instructions issued by the HKEAA;
- 3) receiving, checking and amending, disseminating and returning assessment information and materials as necessary;

I read and understood the above responsibilities of Assessment Administration Supervisors

[Back](#)

[Next](#)

Submission of School Data

5. Nomination of AAS (cont'd)

🏠 > TSA Nomination Centre > Nomination of Assessment Administration Supervisor Logout

Nomination of Assessment Administration Supervisor

The Principal, the Assessment Administration Supervisor and Deputy Assessment Administration Supervisor should read and complete the "Assessment Administration Supervisor and Deputy Assessment Administration Supervisor Nomination Form".

Note:

- An Assessment Administration Supervisor / Deputy Assessment Administration Supervisor cannot be nominated as an Oral Examiner of the TSA in the same year.
- The Assessment Administration Supervisor should keep a copy of the complete report of the year.

TSA Year : 2016

School Code : S999

School Type : Secondary, WD

School Name : DUMMY

* Nominate the Assessment Administration Supervisor(s) for the TSA year

Assessment Administration Supervisor(s)

Title	English Name	Chinese Name	Contact Phone Number	Mobile Phone Number (For receiving SMS notification message)	Email
Ms. <input type="text"/>	Cheung Wai	張偉	12345678	87654321	waic@999.edu. x
--Please Select-- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--Please Select-- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--Please Select-- <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Input required information of 1 AAS and 1 Deputy AAS

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

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 Chinese and English Oral Examiners (OE)

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

Submission of School Data

6. Nomination of Oral Examiners

School can nominate other qualified teachers as additional Reserve OE.

NOT required to return the nomination form to HKEAA

Teachers are required to declare if their child / children will be taking the TSA Oral Assessment 2021 and/or their spouse is teaching classes for 2021
TSA

NEW

Submission of School Data

6. Nomination of Oral Examiners



NEW

2021 Training Arrangement:

- Please note that due to the COVID pandemic and the social distancing requirements, the **mode of delivery** of the Oral Assessment training has been changed in order to safeguard the health and well being of OEs.
- The training has been moved to **online and webinar mode**. This arrangement ONLY applies to the TSA Oral Assessment 2021.
- To ensure rating quality, prospective OEs (including Reserve OEs) must attend the full session of online training (and the webinar for fresh OEs). If teachers fail to complete the online training (and the webinar for fresh OEs), they must attend the **face-to-face make up session**.

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

A) Online Training for Experienced OEs

- **Chinese teachers** who participated in OE training at least once from **TSA 2015 to 2019** and served as an OE (except being a Reserve or Standby OE) once from TSA 2015 to 2019
- **English teachers** who participated in OE training at least once from **TSA 2016 to 2019** and served as an OE (except being a Reserve or Standby OE) once from TSA 2016 to 2019
- Available on the BCA website (www.bca.hkeaa.edu.hk):
 - **Chinese Language and English Language: 2 – 15 March 2021**

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

B) Webinar and Online Trainings for New OEs

- **New nominees**; or
- **Chinese teachers** who only participated in OE training **in 2014 or before**; or
- **English teachers** who only participated in OE training **in 2015 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)**

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

NEW

B) Webinar and Online Trainings for New OEs

- Training will consist of two compulsory parts to be completed in order
 1. **Webinar : 27 February 2021** (Saturday, AM) for **Chinese Language** and **English Language**
 2. **Online training** will be available on the BCA website (www.bca.hkeaa.edu.hk) : **2 March – 15 March 2021** for **Chinese Language** and **English Language**

Submission of School Data

6. Nomination of Oral Examiners (cont'd)



Home / Sitemap / 中文

User: TSAP999
Time: 2016-01-25 16:17

School Information Centre →
TSA Centre →
Personal Profile →

Home > TSA Nomination Centre Logout →

TSA Nomination Centre

TSA Year :	2016
School Code :	P999
School Type :	Primary, WD
School Name :	P999

Assessment Administration Supervisor

[Nominate Assessment Administration Supervisor\(s\)](#)

[Amend Details of Nominated Assessment Administration Supervisor\(s\)](#)

Oral Examiners

[Nominate Oral Examiners](#)

Handling of Personal Data:
The personal data of students/teachers submitted by schools will be used by the Hong Kong Examinations and Assessment Authority (the Authority) for the delivery of assessment services, and may be for, conducting educational

Nominate Oral Examiners

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”



I 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)

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

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
-	-	-	-	-	-	-	+ -
-	-	-	-	-	-	-	+ -

Back

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)

被提名中國語文科說話能力主考員（中學三年級）

* 必須填寫

第一部分：被提名說話能力主考員的個人資料

*稱號:	<input type="text" value="-- 請選擇 --"/>	*聯絡電話:	學校	<input type="text"/>
*英文姓名:	<input type="text"/>		住所	<input type="text"/>
中文姓名（必須填寫）:	<input type="text"/>		流動電話	<input type="text"/>
*身份證號碼:	<input type="text"/>	(<input type="text"/>)	*電子郵件地址	<input type="text"/>
護照號碼:	<input type="text"/>			

Nominate Chinese Language OE

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

- 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，提名教師必須擔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

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

考評局普通話高級水平測試及格

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

- | | |
|------------------------|-------------|
| <input type="text"/> | 香港島及離島 |
| <input type="text"/> | 九龍 |
| 1 <input type="text"/> | 荃灣，葵涌，青衣及東涌 |
| 2 <input type="text"/> | 元朗，天水圍及屯門 |
| <input type="text"/> | 沙田，大埔，粉嶺及上水 |
| 3 <input type="text"/> | 西貢，將軍澳及調景嶺 |

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

返回

提交

Submission of School Data

6. Nomination of Oral Examiners (cont'd)

School Name: DUMMY

Nominated Oral Examiner of English Oral Assessment (Secondary 3)

* Mandatory

PART I : Personal Information of the Nominee

*Title: -- Please select -- v *Contact Number: School

*English Name: Home

Chinese Name: Mobile

*HKID: () *Email

Passport No:

PART II : Teaching Experience and Qualification

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)

PART III: Related Work Experience

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

Nominate English Language OE

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	✕
-	-	-	-	-	-	-	+

Back

Submission of School Data

- ✓ **Process and transmit student information via WebSAMS**
- ✓ **Check and update school information**
- ✓ **Select special arrangements for students**
- ✓ **Select medium of assessments**
- ✓ **Nomination of Assessment Administration Supervisor (AAS) and his/her deputy**
- ✓ **Nomination of Chinese and English Oral Examiners (OE)**

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)



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

Home / Sitemap / 中文



User: TSASEC
Time: 2018-11-12 09:07

Welcome

Logout

Welcome to HKEAA - Basic Competency Assessment System

School Information Centre

TSA Centre

Personal Profile

Participating Students' Information

Select Assessment Medium for TSA

Nomination Centre

TSA Reports and Checklists Download Centre

Participating Students' Information Download

TSA Centre
(全港性系統評估中心)



Participating Students' Information Download
(參與評估的學生資料下載)

Submission of School Data

Verification of Submitted School Data (cont'd)

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

Home / Sitemap / 中文

User: TSAS999
Time: 2015-10-22 17:03

School Information Centre →
TSA Centre →
Personal Profile →

↑ > TSA Centre > Participating Students' Information Download Logout →

Participating Students' Information Download

Academic Year : 2015/2016 ▼

School Code : S999

School Name (English) : DUMMY

School Name (Chinese) : 測試

Class Level* : S3 ▼

Class :
- Select All -
3A
3B

Download

Select level, then class and press "Download"

Submission of School Data

Verification of Submitted School Data (cont'd)

ParticipatingStudentsInformation20151103125227 [唯讀]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	TSA Year	School	Coass	Lev	Participation in TSA	Class	Class Number	Gender	Date of Birth	STRN	ent Name (Eng)	ent Name (Chn)	WS0	WS1	WS2	WS3	WS4	WS5	WS6	WS7	ECS	USER NAME
1	2016	S999	S3	Y	3A	1	M	1/1/2001	W1234564	TESTING 1	測試一									Y		S999T101
2	2016	S999	S3	Y	3A	2	M	1/1/2001	W1234565	TESTING 2	測試二			Y								S999T201
3	2016	S999	S3	Y	3A	3	M	1/1/2001	W1234566	TESTING 3	測試三											S999T301
4	2016	S999	S3	Y	3A	4	M	1/1/2001	W1234567	TESTING 4	測試四							Y				S999T401
5	2016	S999	S3	Y	3A	5	M	1/1/2001	W1234568	TESTING 5	測試五											S999T501
6	2016	S999	S3	Y	3A	6	M	1/1/2001	W1234569	TESTING 6										Y		S999T601
7	2016	S999	S3	Y	3A	7	M	1/1/2001	W1234570	TESTING 7												S999T701
8	2016	S999	S3	Y	3A	8	M	1/1/2001	W1234571	TESTING 8					Y							S999T801
9	2016	S999	S3	Y	3A	9	M	1/1/2001	W1234572	TESTING 9			Y									S999T901
10	2016	S999	S3	Y	3A	10	M	1/1/2001	W1234573	TESTING 10												S999T102
11	2016	S999	S3	Y	3A	11	M	1/1/2001	W1234574	TESTING 11												S999T103
12	2016	S999	S3	Y	3A	12	M	1/1/2001	W1234575	TESTING 12												S999T104
13	2016	S999	S3	Y	3A	13	M	1/1/2001	W1234576	TESTING 13												S999T105
14	2016	S999	S3	Y	3A	14	M	1/1/2001	W1234577	TESTING 14												S999T106
15	2016	S999	S3	Y	3A	15	M	1/1/2001	W1234578	TESTING 15			Y									S999T107
16	2016	S999	S3	Y	3A	16	M	1/1/2001	W1234579	TESTING 16			Y									S999T108
17	2016	S999	S3	Y	3A	17	M	1/1/2001	W1234580	TESTING 17			Y									S999T109
18	2016	S999	S3	Y	3A	18	M	1/1/2001	W1234581	TESTING 18			Y									S999T110
19	2016	S999	S3	Y	3A	19	M	1/1/2001	W1234582	TESTING 19			Y									S999T111
20	2016	S999	S3	Y	3A	20	M	1/1/2001	W1234583	TESTING 20			Y									S999T202
21	2016	S999	S3	Y	3A	21	M	1/1/2001	W1234584	TESTING 21			Y									S999T203
22	2016	S999	S3	Y	3A	22	M	1/1/2001	W1234585	TESTING 22			Y									S999T204
23	2016	S999	S3	Y	3A	23	M	1/1/2001	W1234586	TESTING 23			Y									S999T205
24	2016	S999	S3	Y	3A	24	M	1/1/2001	W1234587	TESTING 24			Y									S999T206

Confirm there is no missing record

Verify the SEN record for each participating student

Submission of School Data

Summary



- Data Submission to be completed on or before **24 Nov 2020** 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 2020/21 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 32]*

Submission of School Data

Frequently Asked Questions

 **Why some student data cannot 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 21-22, and 72-74]*

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 18]*

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 using 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 18]*

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 20]*

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 11]*

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