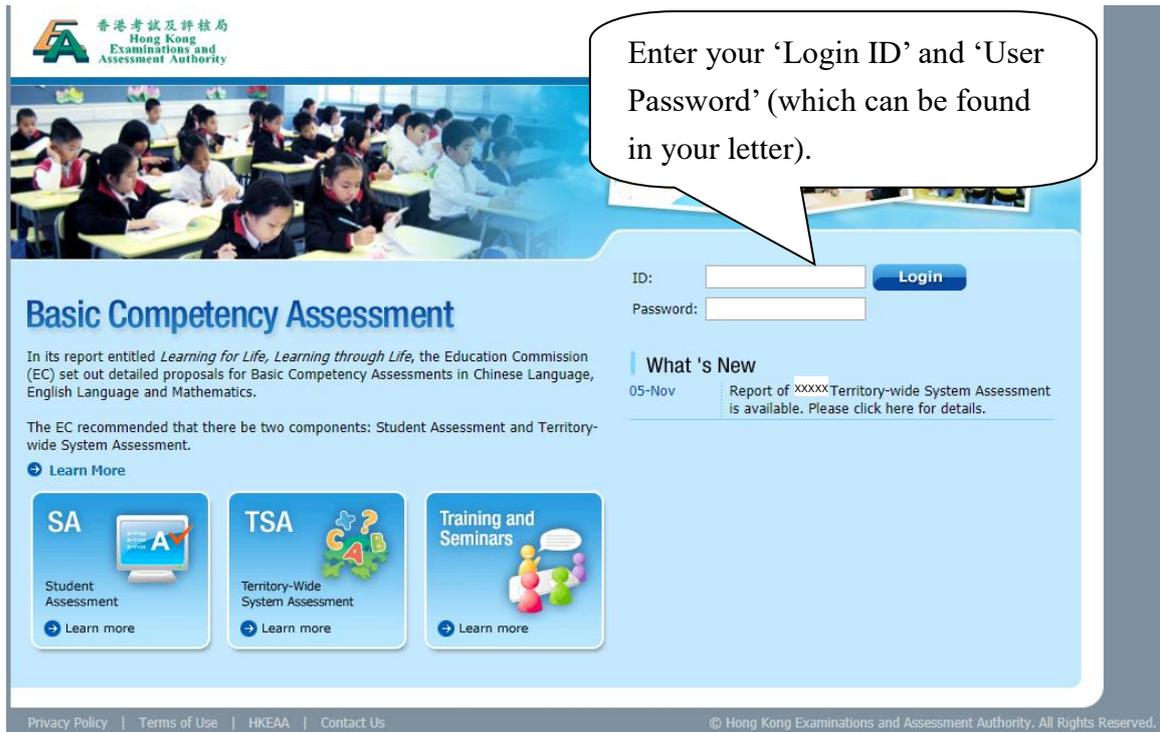


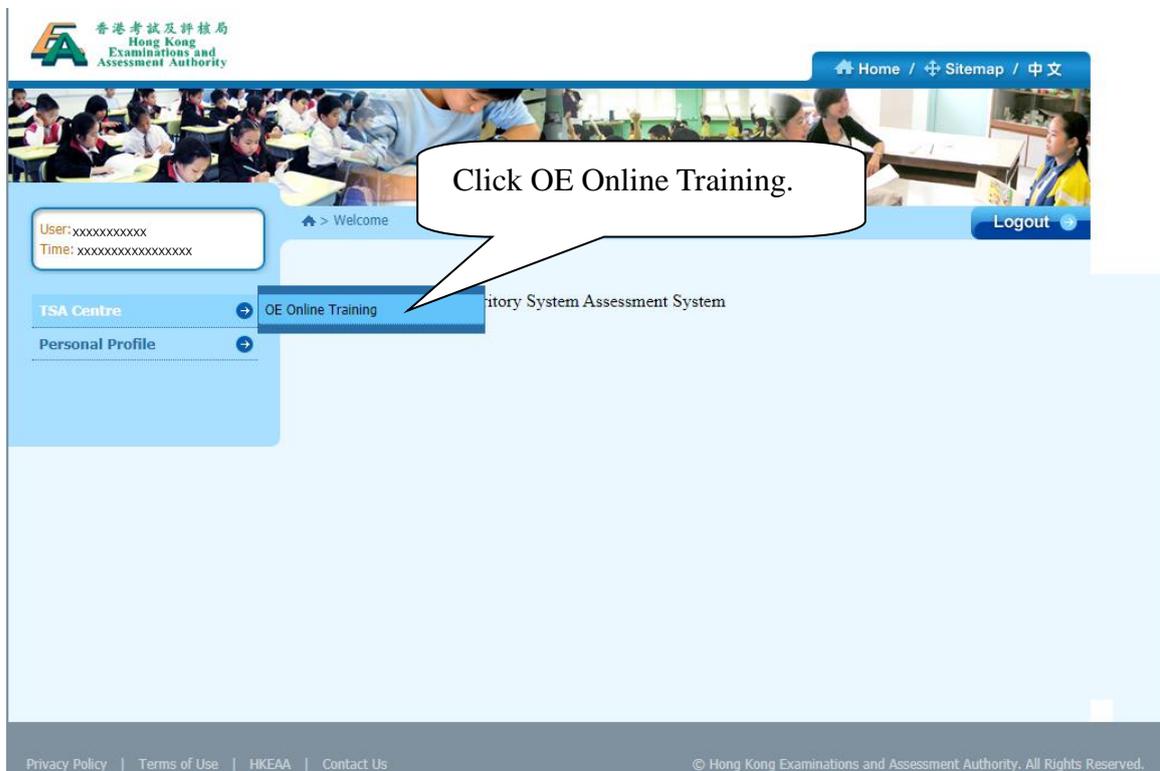
Territory-wide System Assessment User Guide for Oral Examiner's Online Training (Secondary)

1. Go to <http://www.bca.hkeaa.edu.hk/> Enter your 'Login ID and 'User Password'.



The screenshot shows the homepage of the Basic Competency Assessment system. At the top left is the HKEAA logo. Below it is a banner image of students in a classroom. A speech bubble points to the login fields with the text: "Enter your 'Login ID' and 'User Password' (which can be found in your letter)." The login form includes fields for "ID:" and "Password:" with a "Login" button. Below the login form is a "What's New" section with a date "05-Nov" and a link to a report. At the bottom of the page, there are links for "Privacy Policy", "Terms of Use", "HKEAA", and "Contact Us", along with a copyright notice: "© Hong Kong Examinations and Assessment Authority. All Rights Reserved."

2. After a successful login, click 'OE Online Training' from 'TSA Centre'.



The screenshot shows the user interface after a successful login. The user is logged in as "User: xxxxxxxxxxxx" and "Time: xxxxxxxxxxxxxxxxxxxx". A "Welcome" message is displayed. The "TSA Centre" menu is open, and the "OE Online Training" option is highlighted. A speech bubble points to this option with the text: "Click OE Online Training." Other menu options include "Personal Profile" and "Logout". At the top right, there are links for "Home", "Sitemap", and "中文". At the bottom of the page, there are links for "Privacy Policy", "Terms of Use", "HKEAA", and "Contact Us", along with a copyright notice: "© Hong Kong Examinations and Assessment Authority. All Rights Reserved."

3. Read and accept the Declaration before clicking on 'Next' to proceed.

Declaration

ORAL EXAMINER'S ONLINE TRAINING

Declaration

I declare that the following is true, accurate and complete:

- I acknowledge that I shall at all times (during or after my appointment and training) keep restricted all information (e.g. training and assessment materials, documents, students' identities, scores and performances) which I may have access to in the course of my appointment and training.
- I understand that the copyright of all the information relating to my appointment and training belongs to HKEAA. I shall not disclose, make copies, edit, publish or upload them to the Internet without the written permission of HKEAA.
- I shall keep my appointment as a confidential matter and would not divulge it to any unauthorised person. Nor would I disclose it at any time for commercial purposes, such as promoting tutorial schools[Ⓞ] or textbooks.
- I shall not make use of advance confidential information, which I become privy to through my work in connection with this appointment, to publish books or produce materials in the electronic media related to the captioned assessment.
- (Applicable to in-service teachers only) I confirm that I have emailed the details (relationship, name of school and class level) to HKEAA (ts1@hkeaa.edu.hk) if I have member(s) of my immediate family[Ⓞ] / anyone residing in my home / person(s) with whom I have close personal ties[Ⓞ] will be taking the P3 and/or P6; S3 TSA 2022 and/or is/are teaching the P3 and/or P6, S3 classes for TSA 2022.
 - Ⓞ 'Tutorial school' is a private school offering non-formal curriculum and shall be registered under Education Ordinance (Cap. 279). With effect from 1 July 2004, private schools offering non-formal curriculum is exempt from certain requirements of the provisions of the Education Ordinance and Education Regulations relating to fees, employment of teachers, teachers' qualifications, principals, holidays and hours of instruction subject to their compliance with conditions specified in the Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order. For the avoidance of doubt, 'tutorial school' may come under different names such as 'tutorial school', 'tutorial centre', 'education centre', 'college', etc.
 - Ⓞ 'Members of immediate family' refers to spouse, children, parents, brothers and sisters.
 - Ⓞ 'Persons with whom I have close personal ties' refers to relatives outside my immediate family / close friends with whom I am in regular contact.

I Accept

Back
Next

(i) Tick the box

(ii) Click on 'Next'

4. Read the 'Important Notes' and click on 'Start Online Training'.

ORAL EXAMINER'S ONLINE TRAINING

ORAL EXAMINER'S ONLINE TRAINING

Territory-wide System Assessment xxxxx
Secondary 3 English Language
Oral Examiners' Online Training Workshop

Important Notes

For Online Training xxxxxx

- Online Training is available from xxxxxxxxxxxxxxxxxxxxxxxx
- Oral Examiner (OE) applicants are required to browse through the online training materials and complete the recruitment test.
- **Completing the online training by accessing the Internet in public areas or when using public wifi is prohibited.**
- **Please complete Part I and Part II of the recruitment test.** New applicants are required to complete the 'Rating Student Exemplars'. Applicants who do not pass the recruitment test are not eligible to attend the live training workshop.
- A Certificate of Satisfactory Completion of Training will be given to successful applicants.

Start Online Training

Click here to start online training.

5. Click on 'Proceed to Training'.

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Hong Kong Examinations and Assessment Authority

Home / Sitemap / 中文

User: xxxxxxxxxx
Time: xxxxxxxxxx

Welcome > Oral Examiner's Online Training

Logout

Oral Examiner's Online Training

Nominated Oral Examiner's Personal Information

Login Name: xxxxxxxxxx
Chinese Name: 中三英文二
English Name: ENG TWO
Nominated By: S999 - HKEAA

Details for Training

Level	Online Recruitment Test Status
S3	Part II Not started

Back Proceed to Training

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6. After referring to 'Recruitment Procedures' and 'Material for Online Training', click on 'Recruitment Test Part I – Assessment Administration' and complete Part I of the test.

2. For assessment administration, you can refer to the video clips OR the Oral Examiners' Handbooks.

3. Before rating student performances, you can study

- the Sample Items
- the Marking Scheme
- the Demonstration Clips

4. Complete Online Recruitment Test.

Material for Online Training

Assessment Administration

- Before the Assessments
- Conducting the Assessments
- After the Assessments

Other Material

- Oral Examiner's Handbook
- Sample Items
- Scoring Guides
- Sample Score Sheet
- Assessment Summary for Oral Assessment

Demonstration

- Demonstration

Recruitment Test

Please click below buttons to start the recruitment test

Recruitment Test Part I - Assessment Administration

Recruitment Test Part II - Rating Student Exemplars

Back

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7. After the completion of Part I, click on 'Confirm and Submit Part I'.

The screenshot shows the 'Recruitment Test - Part I' page. At the top left is the logo of the Hong Kong Examinations and Assessment Authority. The page title is 'Recruitment Test - Part I'. Below the title, it shows 'Level : S3' and 'Subject : English Language'. There are three buttons: 'Save', 'Back', and 'Confirm and Submit Part I'. A callout bubble points to the 'Confirm and Submit Part I' button with the text: '(ii) Click here to confirm and submit Part I after completion.' Another callout bubble points to the 'Save' button with the text: '(i) If you have only finished part of the test and want to keep the answers that you have entered, click on 'Save'.' Below the buttons, there is a breadcrumb trail: 'Territory-wide System Assessment > xxxxx Secondary 3 English Language Oral Examiners' Training Workshop - Recruitment Test'. The main content area contains three multiple-choice questions with radio button options.

8. Print the page of 'Acknowledgement of Receipt (Part I)' for record keeping purposes. Continue to Part II.

The screenshot shows the 'Part I Acknowledgement' page. At the top left is the logo of the Hong Kong Examinations and Assessment Authority. The page title is 'Part I Acknowledgement'. Below the title, it shows 'Level : S3' and 'Subject : English Language'. The main heading is 'Acknowledgement of Receipt (Part I)'. Below this, there is a table with the following information:

Oral Examiner Login Name:	xxxxxxxxxx
Date and Time of Submission:	xxxxxxxxxxxxxxxxxxxxxxxxxxxx
Chinese Name:	中三英文二
English Name:	ENG TWO

Below the table, there is a note: 'You must complete the recruitment test (Parts I and II). You will be xxxxxxxxxxxx, please contact TSA Administration Team at 3628'. There are three buttons: 'Back', 'Print', and 'Go to Recruitment Test Part II'. A callout bubble points to the 'Go to Recruitment Test Part II' button with the text: '(ii) Click here to complete Part II of the test.' Another callout bubble points to the 'Print' button with the text: '(i) Print this page for record keeping.'

9. In Part II of the test, make sure you finish rating all student exemplars.

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Hong Kong Examinations and Assessment Authority

Home / Sitemap / 中文

User: xxxxxxxxxxxx
Time: xxxxxxxxxxxx

Welcome > Recruitment Test - Part II

Logout

Recruitment Test - Part II

Level : S3 Subject : English Language

Now playing: Code 7

Secondary 3	
Individual Presentation	Code 7 Code 48 Code 52
Group Interaction	Group 18 Group 13

(i) Click here to view the video clip.

Code 7

(iv) Click on 'Next' to rate the rest of the student exemplars.

0:00 / 0:00

<Previous Next>

Individual Presentation

[Click here to see the Question](#)
[Click here to see the Scoring Guide](#)

Student	Ideas & Organisation (0 – 4)			Vocabulary & Language Patterns (0 – 4)			Pronunciation & Delivery (0 – 4)			Strategies for Oral Communication (0 – 2)						
	0	1	2	3	4	0	1	2	3		4	0	1	2	3	4
1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	N/A

Save Back Confirm and Submit Part II

(iii) Click on 'Save' to keep the answer that you have entered.

(ii) Rate the student exemplar.

Rights Reserved.

10. After you have rated all student exemplars, click on ‘Confirm and Submit Part II’.

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Hong Kong Examinations and Assessment Authority

Home / Sitemap / 中文

User: xxxxxxxxxxxx
Time: xxxxxxxxxxxx

Welcome > Recruitment Test - Part II

Logout

Recruitment Test - Part II

Level : S3 Subject : English Language

Now playing: Code 7

Secondary 3	
Individual Presentation	Code 7 Code 48 Code 52
Group Interaction	Group 18 Group 13

Code 7

0.00 / 0.00

<Previous Next>

Individual Presentation [Click here to see the Question](#)

Student	Ideas & Organising	Language Use	Fluency	Comprehension	Overall	Comments
1	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	0 1 2 3 4	N/A

Save Back **Confirm and Submit Part II**

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After you have rated ALL student exemplars, click on ‘Confirm and Submit Part II’.

11. Fill out the Online Training System Questionnaire.

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Hong Kong Examinations and Assessment Authority

Home / Sitemap / 中文

User: xxxxxxxxxxxx
Time: xxxxxxxxxxxx

Welcome > Part II Acknowledgement

Logout

Part II Acknowledgement

Level : S3

Acknowledgement of Receipt (Part II)

Oral Examiner Login Name: xxxxxxxxxxxx
Date and Time of Submission: xxxxxxxx
Chinese Name: 中文姓名
English Name: 英文姓名

You must complete the recruitment test (Parts I and II) before you can receive the test. If you do not receive the test, please contact the Oral Examiner.

Please fill out the [Online Training System Questionnaire](#) before you receive the test.

Back Print **Go to Acknowledgement**

Click here to fill out the questionnaire.

Online Survey
請填寫網上培訓調查問卷
Please fill out the Online Training System Questionnaire
OK

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Online Training System Questionnaire(Secondary)

XXXXX年 全港性系統評估
Territory-wide System Assessment XXXXX

說話評估
Oral Assessment

網上培訓系統調查問卷 (中學)
Online Training System Questionnaire (Secondary)

說話能力主考員的意見，對優化網上培訓系統極具參考價值。請閣下於網上培訓後填寫以下問卷，多謝合作。

Your suggestions on the online training system will definitely help us enhance our service in future. Please fill out this questionnaire. Thank you for your cooperation.

請以 1 至 6 表示你對以下句子的同意程度

Please indicate how much you agree or disagree with the following statements using a scale of 1 to 6.

極不同意 ←————→ 極同意
Strongly disagree Strongly agree

甲、網上培訓

A. Online Training*

	1	2	3	4	5	6
1. 網上培訓的內容 / 資料恰當 The content of the training is relevant.	<input type="radio"/>					
2. 網上培訓的文件，如工作手冊等，清楚易明 The training materials and information provided are useful.	<input type="radio"/>					

3. 我相信我能夠把網上培訓所提及的內容/資料應用到評審工作上

I can apply what I have learnt in this training to the assessments.

乙、招募測試

B. Recruitment Test*

	1	2	3	4	5	6
4. 測試流程簡潔 The flow is simple and clear.	<input type="radio"/>					
5. 短片播放效果理想 The quality of video clips is acceptable.	<input type="radio"/>					
6. 給分板操作容易 Scoring boards are easy to use.	<input type="radio"/>					

丙、網上培訓系統

C. Online Training System*

	1	2	3	4	5	6
7. 用戶手冊清楚易明 The User Guide is clear and easy to understand.	<input type="radio"/>					
8. 版面設計清晰 The layout is clearly designed.	<input type="radio"/>					
9. 系統指示清晰 The instructions are clear.	<input type="radio"/>					

10. 其他意見和建議 Other comments and suggestions:

Click here to submit the questionnaire.

Done

12. Print the page of 'Acknowledgement of Receipt (Part II)' for record keeping purposes. Then logout.

The screenshot shows the 'Part II Acknowledgement' page on the Hong Kong Examinations and Assessment Authority website. The page header includes the authority's logo and navigation links. The main content area displays the user's login details and the subject 'English L'. A callout box points to the 'Logout' button in the top right corner. Below the user information, there is a section for 'Acknowledgement of Receipt (Part II)' with fields for 'Oral Examiner Login Name', 'Date and Time of Submission', 'Chinese Name', and 'English Name'. A callout box points to the 'Print' button in the bottom left corner. The footer contains links for 'Privacy Policy', 'Terms of Service', and 'Contact Us', along with the copyright notice for the Hong Kong Examinations and Assessment Authority.

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Hong Kong Examinations and Assessment Authority

Home / Sitemap / 中文

User: xxxxxxxxxxxx
Time: xxxxxxxxxxxx

Welcome > Part II Acknowledgement

Logout

Part II Acknowledgement

Level : S3 Subject : English L

Acknowledgement of Receipt (Part II)

Oral Examiner Login Name: xxxxxxxxxxxx
Date and Time of Submission: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
Chinese Name: 中三英文二
English Name: ENG TWO

You must complete the recruitment test (Parts I and II). You will be appointed as an Oral Examiner after you have passed the test. If you do not receive the appointment letter by xxxxxxxxxxxxxxxx please contact TSA Administration Team at 3628 8191.

Please fill out the [Online Training System Questionnaire](#)

Back Print Go to Recruitment Test Part I

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(i) Click here to print this page.

(ii) Click here to log out.