

### 資料提交步驟

步驟	開始日期	結束日期	狀態	完成時間	信息	行動
<b>第 1 步：經 WebSAMS 處理及傳送學生資料</b>						
<a href="#">上載學生資料</a>	2022-07-19 09:00	2023-09-30 15:15	⚠️ 未完成			<a href="#">編修學生資料</a>
<b>第 2 步：檢查和更新學校資料</b>						
<a href="#">學校資料</a>	2022-08-15 00:00	2023-09-30 00:00	⚠️ 未完成			[確認提交]
<b>第 3 步：為學生點選特別安排</b>						
<a href="#">參與學生資料</a>	2022-09-01 00:00	2023-09-30 00:00	⚠️ 未完成			[確認提交]
<b>第 4 步：點選評估語言</b>						
<a href="#">採用 TSA 的評估語言</a>	2022-09-01 00:00	2023-09-01 00:00	⚠️ 未完成			[確認提交]
<b>第 5 步：提名評估行政主任及助理評估行政主任</b>						
<a href="#">提名本年度的評估行政主任</a>	2022-08-23 00:00	2023-09-30 00:00	⚠️ 未完成			
<b>第 6 步：提名中英文閱讀能力主考員</b>						
<a href="#">提名本年度的閱讀能力主考員</a>	2022-08-22 00:00	2023-09-30 00:00	⚠️ 未完成			
<b>第 7 步：由校長確認閱讀能力主考員的提名</b>						
<a href="#">確認閱讀能力主考員的提名</a>	2022-08-22 00:00	2023-09-09 00:00	⚠️ 未完成		別錄得確認的數目：0 確認提名的途徑：未選擇	

#### 【經 WebSAMS 處理及傳送學生資料】

◇ 經 WebSAMS 傳送 TSA 學生資料

- 模擬流程片段：

[https://www.bca.hkeaa.edu.hk/web/TSA/zh/2025BriefingSession/briefingSession/websams\\_demo.mp4](https://www.bca.hkeaa.edu.hk/web/TSA/zh/2025BriefingSession/briefingSession/websams_demo.mp4)

- 教育局 CDR 網頁上的簡報：

[https://cdr.websams.edb.gov.hk/Files/Module/Module\\_Reference/TSA/TSA%20function\\_pri.pdf](https://cdr.websams.edb.gov.hk/Files/Module/Module_Reference/TSA/TSA%20function_pri.pdf)

◇ 「上載學生資料」：檢視報告並檢查從 WebSAMS 傳送的資料檔案

◇ 「編修學生資料」：新建 / 退學 / 編輯學生資料

#### \*\*\*重要\*\*\*

- ◆ 確保網上校管系統的版本 ( BUILD version ) 已升級至 3.1.18 或以上，以使用「香港考評局程序」模組內的 TSA 功能
- ◆ 於 WebSAMS 「聯遞系統」的「接收訊息」中，接收 TSA 參數檔並進行解密 → 使用「全港性系統評估」的「資料互換」功能，匯入該資料檔案

步驟

1

#### 【檢查和更新學校資料】

◇ 「學校資料」：i) 檢查學校資料，ii) 如有需要，更新學校銀行賬戶資料

◇ 完成後按「確認提交」

#### 【為學生點選特別安排】

◇ 「參與學生資料」：如有需要，為有特殊教育需要的學生點選適當特別安排 ( WS0 – WS7 )

◇ 完成後按「確認提交」

◇ 學校可為其他有特殊需要學生以書面申請 **WS0 至 WS7 以外的其他特別安排**。有關申請必須於 2024 年 11 月 1 日或之前送交考評局。詳情請參閱「特別安排選擇須知」

3

#### 小三級系統評估：

學校如欲在本學年讓**全體**小三學生參與系統評估，並獲發詳細學校報告，請於 2024 年 11 月 1 日或之前將填妥的**回條一**傳真至 3628 8190。

## 【點選評估語言】

### ✧ 點擊「採用 TSA 的評估語言」

- 數學科：

- 為個別班別選擇中文或英文版數學試題，然後按「**確認並儲存**」；及 / 或
- 點擊「**為個別學生選取評估語言**」，為個別學生選擇中文或英文版數學試題

班別	評估語言 (個別)	使用中文的學生人數	使用英文的學生人數
3A	<input type="radio"/> 中文 <input checked="" type="radio"/> 英文	5	7
3B	<input checked="" type="radio"/> 中文 <input type="radio"/> 英文	0	7
3C	<input checked="" type="radio"/> 中文 <input type="radio"/> 英文	4	7
4B	<input checked="" type="radio"/> 中文 <input type="radio"/> 英文	12	0

- 中國語文科說話及視聽資訊評估：學校可為整個級別選用廣州話或普通話，然後按「**確認並儲存**」

# 4

班別	評估語言 (級別)	使用廣州話的學生人數	使用普通話的學生人數
P3	<input checked="" type="radio"/> 廣州話 <input type="radio"/> 普通話	12	18
P6	<input checked="" type="radio"/> 廣州話 <input type="radio"/> 普通話	7	5

班別	評估語言 (級別)	使用廣州話的學生人數	使用普通話的學生人數
P3	<input checked="" type="radio"/> 廣州話 <input type="radio"/> 普通話	4	25
P6	<input checked="" type="radio"/> 廣州話 <input type="radio"/> 普通話	8	4

- 中國語文科聆聽評估：學校可為個別班別選用廣州話或普通話，然後按「**確認並儲存**」

班別	評估語言 (個別)	使用廣州話的學生人數	使用普通話的學生人數
3A	<input type="radio"/> 廣州話 <input checked="" type="radio"/> 普通話	3	9
3B	<input checked="" type="radio"/> 廣州話 <input type="radio"/> 普通話	7	0
3C	<input checked="" type="radio"/> 廣州話 <input type="radio"/> 普通話	11	0
4B	<input checked="" type="radio"/> 廣州話 <input type="radio"/> 普通話	8	4

### ✧ 完成後按「**確認提交**」

## 【提名評估行政主任及助理評估行政主任】

### ✧ 「提名本年度的評估行政主任」：輸入評估行政主任/助理評估行政主任的詳細資料

# 5

## 【提名中英文說話能力主考員】

### ✧ 「提名本年度的說話能力主考員」：選擇科目及職位後，輸入相關被提名為中文及英文科說話能力主考員的姓名及電郵

### ✧ 選擇校長核實及確認說話能力主考員提名表的方式

### ✧ 如校長以網上版審核，請輸入校長的電郵

### ✧ 如有需要，在被提名的說話能力主考員提交提名表予校長前，編輯被提名老師的姓名及電郵

### ✧ 詳情請參閱《說話能力主考員提名程序》

# 6

\*\*\*重要\*\*\*

在進行此步驟前，請與校長確認他/她會透過紙本版或網上版核實及確認說話能力主考員的提名。此選項只能選擇一次且不可編輯。

⚠提示

如說話能力主考員的輸入資料不可編輯（編輯下方沒有顯示<sup>✎</sup>），即該說話能力主考員已完成及提交提名表

格式	英文名稱	中文名稱	電郵地址	編輯	刪除
<input checked="" type="checkbox"/>	先生	ICAN OE ONE	廣一	p980chioe1@mailinator.com	
<input type="checkbox"/>	小學三年級正選兼小學六年級後備說話能力主考員				
<input checked="" type="checkbox"/>	博士	ICAN OE THREE	廣一	p980chioe2@mailinator.com	
<input type="checkbox"/>	小姐	ICAN OE TWO	廣二	p980chioe3@mailinator.com	

## 【由校長確認說話能力主考員的提名】

### ✧ 「資料提交步驟」：檢視審核狀態

### ✧ 如校長以網上版審核，請參閱《【網上版】校長確認說話能力主考員提名程序》以了解詳情

### ✧ 檢查校長是否已核實及確認所有提名表

# 7

⚠提示

如校長以紙本版審核，當所有說話能力主考員經網上填妥並提交提名表，「剩餘待確認的數目」會轉為「0」

（說話能力主考員須保存填妥的紙本版提名表至翌年年底）

# Territory-wide System Assessment (TSA) 2025

## Checklists to Assessment Administration Supervisor (Primary Schools)

### Data Submission Steps



Task	Start Date	End Date	Status	Complete Time	Information	Action
Step 1: Process and transmit student information via WebSAMS						
<a href="#">Upload Student Information</a>	2022-07-19 09:00	2023-09-30 15:15	Incomplete			<a href="#">Maintain student information</a>
Step 2: Check and update school information						
<a href="#">School Information</a>	2022-08-15 00:00	2023-09-30 00:00	Incomplete			<a href="#">[Confirm Submission]</a>
Step 3: Select special arrangement for students						
<a href="#">Participating Students' Information</a>	2022-09-01 00:00	2023-09-30 00:00	Incomplete			<a href="#">[Confirm Submission]</a>
Step 4: Select medium of assessment						
<a href="#">Assessment Medium for TSA</a>	2022-09-01 00:00	2023-09-01 00:00	Incomplete			<a href="#">[Confirm Submission]</a>
Step 5: Nominate Assessment Administration Supervisor and his/her deputy						
<a href="#">Nomination of Assessment Administration Supervisor</a>	2022-08-23 00:00	2023-09-30 00:00	Incomplete			
Step 6: Nominate Chinese and English Oral Examiners						
<a href="#">Nomination of Oral Examiners</a>	2022-08-22 00:00	2023-09-30 00:00	Incomplete			
Step 7: Endorse nominated Oral Examiners by Principal						
<a href="#">Endorsement for Nomination of Oral Examiners</a>	2022-08-22 00:00	2023-09-09 00:00	Incomplete		No. of remaining endorsement: 0 Endorsement Version: Not selected	

#### 【Process and transmit student information via WebSAMS】

- ✧ Transmit TSA student data via WebSAMS

- Demo Video:

[https://www.bca.hkeaa.edu.hk/web/TSA/zh/2025BriefingSession/briefingSession/websams\\_demo.mp4](https://www.bca.hkeaa.edu.hk/web/TSA/zh/2025BriefingSession/briefingSession/websams_demo.mp4)

Step

1

PPT on CDR site of EDB:

[https://cdr.websams.edb.gov.hk/Files/Module/Module\\_Reference/TSA/TSA%20function\\_pri.pdf](https://cdr.websams.edb.gov.hk/Files/Module/Module_Reference/TSA/TSA%20function_pri.pdf)

- ✧ “**Upload Student Information**”: View the report and check the data file transmitted from WebSAMS
- ✧ “**Maintain Student Information**”: Add/Release/Edit student information

#### \*\*\*IMPORTANT\*\*\*

- ◆ Ensure the WebSAMS BUILD version has been upgraded to 3.1.18 or above for using the “TSA” function under the “HKEAA module”
- ◆ Receive and decrypt the TSA parameter file at “Incoming Message” of WebSAMS’s “Communication & Delivery System (CDS)” → Import the parameter file at the “Data Communication” under the “TSA” function

2

#### 【Check and update school information】

- ✧ “**School Information**”: i) Check school information, ii) Update bank account information where necessary
- ✧ Press “**Confirm Submission**” for completion

3

#### 【Select special arrangements for students】

- ✧ “**Participating Students’ Information**”: Select appropriate special arrangement(s) (WS0 – WS7) for students with special educational needs where necessary
- ✧ Press “**Confirm Submission**” for completion
- ✧ School may apply in writing for **special arrangements other than WS0 to WS7** for students with other special needs. Application for those special arrangements should be submitted to HKEAA by **1 November 2024**. For details, please refer to the “Guidelines on Selecting Special Arrangements”.

#### P.3 TSA:

Schools which would like all their P.3 students to participate in the TSA and obtain detailed school reports, please complete the Reply Slip 1 and fax it to 3628 8190 on or before 1 Nov 2024.

\*\*\*To be cont'd\*\*\*

【Select medium of assessment】

- ✧ By clicking “Assessment Medium for TSA”
  - For Mathematics,
    - i. select Chinese or English versions for **individual classes** by pressing “Confirm and Save”; and/or
    - ii. assign Chinese or English versions for **individual students** by pressing “Assign Assessment Medium for Individual Student”

Mathematics

If your school uses English as the medium of instruction in Mathematics, please select English version for individual classes or students.

Class	Assessment Medium (Class Level)		No. of Student using Chinese	No. of Student using English
	Chinese	English		
3A	<input type="radio"/>	<input checked="" type="radio"/>	5	7
3B	<input type="radio"/>	<input checked="" type="radio"/>	0	7
3C	<input checked="" type="radio"/>	<input type="radio"/>	4	7
6B	<input checked="" type="radio"/>	<input type="radio"/>	12	0

Confirm and Save Assign Assessment Medium for Individual Student

- For Chinese Oral and Audio-visual, select Cantonese or Putonghua for the **whole level** and press “Confirm and Save”

Chinese Oral Assessment

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

Class	Assessment Medium (Whole Level)		No. of Student using Cantonese	No. of Student using Putonghua
	Cantonese	Putonghua		
P3	<input checked="" type="radio"/>	<input type="radio"/>	12	18
P6	<input checked="" type="radio"/>	<input type="radio"/>	7	5

Confirm and Save

Chinese Language Audio-visual Assessment

If your school selects Putonghua as the medium of assessment in the Chinese Audio-visual Assessment, please select level(s)/class(es) below:

Class	Assessment Medium (Whole Level)		No. of Student using Cantonese	No. of Student using Putonghua
	Cantonese	Putonghua		
P3	<input type="radio"/>	<input checked="" type="radio"/>	4	26
P6	<input checked="" type="radio"/>	<input type="radio"/>	8	4

Confirm and Save

- For Chinese Listening, select Cantonese or Putonghua for **individual classes** and press “Confirm and Save”

Chinese Language Listening

If your school selects Putonghua as the medium of assessment in Chinese Language Listening Assessment, please select class(es) below:

Class	Assessment Medium (Class Level)		No. of Student using Cantonese	No. of Student using Putonghua
	Cantonese	Putonghua		
3A	<input type="radio"/>	<input checked="" type="radio"/>	3	9
3B	<input checked="" type="radio"/>	<input type="radio"/>	7	0
3C	<input checked="" type="radio"/>	<input type="radio"/>	11	0
6B	<input checked="" type="radio"/>	<input type="radio"/>	8	4

Confirm and Save

- ✧ Press “Confirm Submission” for completion

4

5

【Nominate Assessment Administration Supervisor (AAS) and his/her deputy】

- ✧ “Nomination of Assessment Administration Supervisor”: Input the details of AAS / Deputy AAS

6


【Nominate Chinese and English Oral Examiners (OEs)】

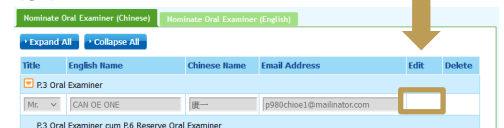
- ✧ “Nomination of Oral Examiners”: After selecting the subject and post, input the name and email of nominated Chinese and English OEs
- ✧ Select a version for the Principal to verify and endorse OE nomination forms
- ✧ **If the Principal endorses online**, input the email address of the Principal
- ✧ Edit the names and emails of nominated OEs where necessary before the nominated OEs submit their nomination forms to Principal
- ✧ Refer to the “Nomination Procedures for Oral Examiner (OE)” for details

\*\*\*IMPORTANT\*\*\*

Before proceeding with this step, please confirm with the Principal if he/she would like to verify and endorse OE nomination in either Printed or Online versions. This option can only be selected ONCE and is NON-EDITABLE.

TIPS

If you find the inputted data of an OE is non-editable (without ) , this means the OE has completed and submitted his/her nomination form



Title	English Name	Chinese Name	Email Address	Edit	Delete
P3 Oral Examiner				<span style="border: 1px solid red; padding: 2px;">Edit</span>	

7

【Endorse nominated Oral Examiners by Principal】

- ✧ “Data Submission Steps”: View the endorsement status
- ✧ **If the Principal endorses online**, please refer to the “Online Endorsement Procedures for Principal” for details
- ✧ Check if Principal has verified and endorsed all nomination forms

TIPS

If the Principal endorses the form via **printed version**, the “No. of remaining endorsement” will turn to “0” if all OEs have completed and submitted their nomination forms online (OEs should keep a printed copy of their completed forms until the end of next calendar year)