

【網上版】校長確認說話能力主考員提名程序

網上校長確認說話能力主考員提名程序

校長確認說話能力主考員的提名 (供校長填寫)

請輸入您的學校電郵地址，以便接收一次性密碼登入系統，並確認獲提名的說話能力主考員的資料。「電郵地址」須與您收到的通知電郵所示相同。一次性密碼會在您點擊「提交」後發送到您的電郵地址。

* 校長的學校電郵地址

[忘記電郵地址?](#)

【接收通知電郵】

- 說話能力主考員經網上遞交個人資料後，校長會收到一封由基本能力評估網頁發出的電郵，以確認老師提名；電郵標題為「Notification of Oral Examiner Nomination for Endorsement」
- 點擊電郵內的連結或直接到「**校長確認說話能力主考員的提名**」的頁面
<<https://bca.hkeaa.edu.hk/bca/oenae.do>>，以完成確認程序

步驟

1

Dear School Principal,

Please note that following nominated OE has submitted his/her personal information on 12 Oct, 2022 15:14 and his/her nomi

WONG CHRIS

S.3 Oral Examiner (English)

888 SECONDARY SCHOOL (S888)

Please verify and sign the nomination form for the above teacher via the BCA system (<https://bca.hkeaa.edu.hk/bca/oenae.do>)
Team at tsai@hkeaa.edu.hk or 36288181/36288191.

【獲取一次性密碼及登入】

- 輸入評估行政主任已提供的電郵，以獲取一次性密碼

校長確認說話能力主考員的提名 (供校長填寫)

請輸入您的學校電郵地址，以便接收一次性密碼登入系統，並確認獲提名的說話能力主考員的資料。「電郵地址」須與您收到的通知電郵所示相同。一次性密碼會在您點擊「提交」後發送到您的電郵地址。

* 校長的學校電郵地址

[忘記電郵地址?](#)

💡 提示

請參考你所收到的通知電郵

- 經同一電郵獲取一次性密碼，然後到頁面輸入密碼登入

校長確認說話能力主考員的提名 (供校長填寫)

一次性密碼會發送到您的電郵地址，請在下方輸入您的一次性密碼，然後點擊「提交」以登入系統。
若您再收到一次性密碼，請點擊「重發密碼」，以便系統向您發送另一個一次性密碼。

* 一次性密碼

【核實及確認說話能力主考員的提名表格】

- 點擊教師的名字以檢視被提名教師所輸入的資料

提名說話能力主考員 (中文科)		提名說話能力主考員 (英文科)				
全部展開		全部收起				
編號	英文姓名	中文姓名	提交狀況	行動	備註	最後更新時間
中三說話能力主考員						
MISS	WONG CHRIS		有待確認	<input type="button" value="核實及確認"/>		2022-10-12 15:14

- 選擇相應的行動並按「儲存」

提名說話能力主考員 (中文科)		提名說話能力主考員 (英文科)				
全部展開		全部收起				
編號	英文姓名	中文姓名	提交狀況	行動	備註	最後更新時間
中三說話能力主考員						
MISS	WONG CHRIS		有待確認	<input type="button" value="核實及確認"/>		2022-10-12 15:14

備註

- 核實及確認：確認該說話能力主考員的提名
- 拒絕：拒絕該說話能力主考員的提名
- 需要闡明：要求該說話能力主考員修改提名表格

- 相關說話能力主考員在被確認提名後會收到通知電郵

3

Territory-wide System Assessment 2025

ONLINE Endorsement Procedures for Principal

Online Principal Endorsement for the Nomination of Oral Examiners

Principal Endorsement for the Nomination of Oral Examiners (For School Principals)

Please input your principal's school email address for him/her to receive a one-time password to login for OE endorsement. The "Email Address" should be the email address shown on the notification email you received. A one-time password will be sent to your email address after you click the "Submit" button.

* Principal's School Email Address [Forgot Email?](#)

【Receive the notification email】

- Step **1**
- After OEs submit their personal information online, an email marked “Notification of Oral Examiner Nomination for Endorsement” will be sent to School Principal by the BCA website for endorsement.
 - Click the link provided in the email **OR** go to **Principal Endorsement for the Nomination of Oral Examiners Page** <<https://bca.hkeaa.edu.hk/bca/oenae.do>> to complete the endorsement procedures.

Dear School Principal,

Please note that following nominated OE has submitted his/her personal information on 12 Oct, 2022 15:14 and his/her nomi

WONG CHRIS

S.3 Oral Examiner (English)

888 SECONDARY SCHCOOL (S888)

Please verify and sign the nomination form for the above teacher via the BCA system (<https://bca.hkeaa.edu.hk/bca/oenae.do>)
Team at tsa1@hkeaa.edu.hk or 36288181/36288191.

【Retrieve One-time Password (OTP) for login】

- Input the same email address provided by the AAS to retrieve OTP

Principal Endorsement for the Nomination of Oral Examiners (For School Principals)

Please input your principal's school email address for him/her to receive a one-time password to login for OE endorsement. The "Email Address" should be the email address shown on the notification email you received. A one-time password will be sent to your email address after you click the "Submit" button.

* Principal's School Email Address [Forgot Email?](#)

TIPS

Please refer to the notification email you received

- Receive OTP via the same email address and enter the password on this page to login

Principal Endorsement for the Nomination of Oral Examiners (For School Principals)

A one-time password will be sent to your email address. Please enter your one-time password below and then click "Submit" button to login.
If you cannot receive the one-time password, click "Resend Password" so that the computer system will send you another one-time password.

* One-time password [Resend Password \(9s\)](#)

【Verify and endorse the OE nomination forms】

- Click the teachers' names to verify the nominated teacher information

Endorse Oral Examiner (Chinese)		Endorse Oral Examiner (English)				
Expand All		Collapse All				
Title	English Name	Chinese Name	Submission Status	Action	Remark	Last Updated
S.3 Oral Examiner						
MR	CHUNG MAN HO	鍾文豪	Pending to submit			2022-10-12 14:45

- Select the corresponding action and Press “Save”

Endorse Oral Examiner (Chinese)		Endorse Oral Examiner (English)				
Expand All		Collapse All				
Title	English Name	Chinese Name	Submission Status	Action	Remark	Last Updated
S.3 Oral Examiner						
MR	CHUNG MAN HO	鍾文豪	Pending to endorse	<input type="button" value="Verified and Signed"/> <input type="button" value="Rejected"/> <input type="button" value="Require Clarification"/>		2022-10-12 15:03

Remarks

- Verified and Signed:** Verify and sign the nomination form of the Oral Examiner concerned
- Rejected:** Reject the nomination form of the Oral Examiner concerned
- Require Clarification:** Require the Oral Examiner concerned to edit his/her nomination form

- The relevant OEs will receive a notification email upon endorsement