

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：提名中英文聽說能力主考員</b>						
<a href="#">提名本年度的聽說能力主考員</a>	2022-08-22 00:00	2023-09-30 00:00	⚠️ 未完成			
<b>第 7 步：由校長確認聽說能力主考員的提名</b>						
<a href="#">確認聽說能力主考員的提名</a>	2022-08-22 00:00	2023-09-09 00:00	⚠️ 未完成		剩餘待確認的數目：0 確認提名的地區：未選擇	

【經 CloudSAMS 處理及傳送學生資料】

- ✧ 經 CloudSAMS 傳送 TSA 學生資料
  - 教育局 CDR 網站的香港考評局程序模組短片及簡報介紹：  
<https://cdrcloudsams.edb.gov.hk/模組資料/香港考評局程序/tsa模組短片>
- ✧ 「上載學生資料」：檢視報告並檢查從 CloudSAMS 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\*\*\*

- ◆ 確保雲端系統的版本 ( BUILD version ) 已升級至 4.0.38 或以上，以使用「香港考評局程序」模組內的 TSA 功能
- ◆ 於 CloudSAMS「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，更新午飯時間及學校銀行賬戶資料
- ✧ 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 2025 年 11 月 7 日或之前送交考評局。詳情請參閱「特別安排選擇須知」

WS0 至 WS7 以外的其他特別安排

## 【點選評估語言】

✧ 點擊「採用 TSA 的評估語言」

- 數學科：

- i. 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
- ii. 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

※ 貴校以英語作為數學科的教學語言，請為個別班級或學生選用英文版本：

班別	評估語言 (班別)		使用中文的學生人數	使用英文的學生人數
	<input checked="" type="radio"/> 中文	<input type="radio"/> 英文		
3C	<input checked="" type="radio"/>	<input type="radio"/>	0	28
3D	<input checked="" type="radio"/>	<input type="radio"/>	0	19

- 中國語文科說話評估：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**」

※ 貴校選用普通話作為中國語文科說話評估的評估語言，必須提名能以普通話作評審之合資格教師，請在下面選取整個級別使用的評估語言

班別	評估語言 (班別)		使用廣州話的學生人數	使用普通話的學生人數
	<input checked="" type="radio"/> 廣州話	<input type="radio"/> 普通話		
S3	<input checked="" type="radio"/>	<input type="radio"/>	57	36

- 中國語文科視聽資訊及聆聽評估：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**」

※ 貴校選用普通話作為中國語文科視聽資訊評估的語言，請在下面選取個別/級別：

班別	評估語言 (班別)		使用廣州話的學生人數	使用普通話的學生人數
	<input checked="" type="radio"/> 廣州話	<input type="radio"/> 普通話		
3C	<input checked="" type="radio"/>	<input type="radio"/>	25	3
3D	<input checked="" type="radio"/>	<input type="radio"/>	19	0

※ 貴校選用普通話作為中國語文科聆聽評估的語言，請在下面選取個別/級別：

班別	評估語言 (班別)		使用廣州話的學生人數	使用普通話的學生人數
	<input checked="" type="radio"/> 廣州話	<input type="radio"/> 普通話		
3C	<input checked="" type="radio"/>	<input type="radio"/>	25	3
3D	<input checked="" type="radio"/>	<input type="radio"/>	18	1

✧ 完成後按「**確認提交**」

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## 【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

## 【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》

## 【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

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7

\*\*\*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)，即該說話能力主考員已完成及提交提名表

提名說話能力主考員(中文) | 提名說話能力主考員(英文)

編號	英文名稱	中文名稱	電郵地址	編輯	刪除
中三說話能力主考員 <span style="float: right;">請提名至少1位說話能力主考員 <input type="button" value="增加"/></span>					
先生	CHI OE ONE		s146choie1@mallinator.com	<input type="button" value=""/>	<input type="button" value=""/>
先生	CHI OE TWO		s146choie2@mallinator.com	<input type="button" value=""/>	<input type="button" value=""/>

💡 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提名表至翌年年底)

# Territory-wide System Assessment (TSA) 2026 Checklists to Assessment Administration Supervisor (Secondary Schools)

## Data Submission Steps

Task	Start Date	End Date	Status	Complete Time	Information	Action
<b>Step 1: Process and transmit student information via WebSAMS</b>						
<a href="#">Upload Student Information</a>	2022-07-19 09:00	2023-09-30 15:15	Incomplete			Maintain student information
<b>Step 2: Check and update school information</b>						
<a href="#">School Information</a>	2022-08-15 00:00	2023-09-30 00:00	Incomplete			[Confirm Submission]
<b>Step 3: Select special arrangement for students</b>						
<a href="#">Participating Students' Information</a>	2022-09-01 00:00	2023-09-30 00:00	Incomplete			[Confirm Submission]
<b>Step 4: Select medium of assessment</b>						
<a href="#">Assessment Medium for TSA</a>	2022-09-01 00:00	2023-09-01 00:00	Incomplete			[Confirm Submission]
<b>Step 5: Nominate Assessment Administration Supervisor and his/her deputy</b>						
<a href="#">Nomination of Assessment Administration Supervisor</a>	2022-08-23 00:00	2023-09-30 00:00	Incomplete			
<b>Step 6: Nominate Chinese and English Oral Examiners</b>						
<a href="#">Nomination of Oral Examiners</a>	2022-08-22 00:00	2023-09-30 00:00	Incomplete			
<b>Step 7: Endorse nominated Oral Examiners by Principal</b>						
<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 CloudSAMS】

Step

1

#### ✧ “Transmit TSA student data via CloudSAMS”:

- TSA Module Videos and PPTs at CDR website of EDB (Chinese version only): [https://cdrcloudsams.edb.gov.hk/模組資料/香港考評局程序/tsa\\_模組短片](https://cdrcloudsams.edb.gov.hk/模組資料/香港考評局程序/tsa_模組短片)

#### ✧ “Upload Student Information”: View the report and check the data file transmitted from CloudSAMS

#### ✧ “Maintain Student Information”: Add/Release/Edit student information

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

- ◆ Ensure the CloudSAMS BUILD version has been upgraded to 4.0.38 or above for using the “TSA” function under the “HKEAA module”
- ◆ Receive and decrypt the TSA parameter file at “Incoming Message” (接收訊息) of CloudSAMS’s “Communication & Delivery System (CDS)” → Import the parameter file at the “Data Communication” (資料互換) under the “TSA” function

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### 【Check and update school information】

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

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### 【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 **7 November 2025**. For details, please refer to the “Guidelines on Selecting Special Arrangements”.

For special arrangements other than WS0-WS7

\*\*\*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**”

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

Mathematics

Class	Assessment Medium (Class Level)		No. of Student using Chinese	No. of Student using English
	Chinese	English		
3A	<input checked="" type="radio"/>	<input type="radio"/>	8	12
3B	<input checked="" type="radio"/>	<input type="radio"/>	6	20
3C	<input checked="" type="radio"/>	<input type="radio"/>	0	28
3D	<input checked="" type="radio"/>	<input type="radio"/>	0	19

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

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:

Chinese Oral Assessment

Class	Assessment Medium (Whole Level)		No. of Student using Cantonese	No. of Student using Putonghua
	Cantonese	Putonghua		
S3	<input checked="" type="radio"/>	<input type="radio"/>	57	36

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

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

Chinese Language Audio-visual Assessment

Class	Assessment Medium (Class Level)		No. of Student using Cantonese	No. of Student using Putonghua
	Cantonese	Putonghua		
3A	<input checked="" type="radio"/>	<input type="radio"/>	17	3
3B	<input checked="" type="radio"/>	<input type="radio"/>	25	1
3C	<input checked="" type="radio"/>	<input type="radio"/>	25	3
3D	<input checked="" type="radio"/>	<input type="radio"/>	19	0

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

Chinese Language Listening

Class	Assessment Medium (Class Level)		No. of Student using Cantonese	No. of Student using Putonghua
	Cantonese	Putonghua		
3A	<input checked="" type="radio"/>	<input type="radio"/>	17	3
3B	<input checked="" type="radio"/>	<input type="radio"/>	25	1
3C	<input checked="" type="radio"/>	<input type="radio"/>	25	3
3D	<input checked="" type="radio"/>	<input type="radio"/>	18	1

- ✧ 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

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【Nominate Chinese and English Oral Examiners (OE)】

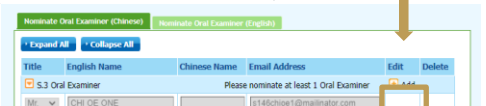
- ✧ “**Nomination of Oral Examiners**”: After selecting the subject, input the name and email of nominated Chinese and English OEs
- ✧ Select a version for the Principal to verify and endorse OE nomination forms
- ✧ **If the Principal endorses online**, input the email address of the Principal
- ✧ Edit 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” 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



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【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 copy of their completed forms until the end of next calendar year)