



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

# TSA 2019: Briefing Session on Oral & Written Assessments (Secondary Schools)

26 March 2019






# Written Assessments



# Reminder – Written Assessments

- Barcode labels are generated from the school data submitted as at **1 Apr 2019** 
- Invigilators' Handbook for use at the Written Assessments will be delivered via the BCA Website and from the courier on **28 May 2019**
- AAS should distribute the Invigilators' Handbooks to concerned teachers before the assessment (by **6 June 2019** at the latest)



# Reminder – Written Assessments

- Teachers are NOT permitted to invigilate their own subject classes
- Remind the Invigilators to familiarize himself/herself with the instructions in the Handbook beforehand and bring along their personal copies of the Invigilators' Handbook for use during the assessment sessions
- The **assessment timetable** will be included in the Invigilators' Handbook



# Reminder – Written Assessments

- Students should be reminded not to bring their **mobile phones** to the assessment room. If they have a mobile phone / handsfree device with them, it must be turned off (including the alarm function) and put under the chair in a position clearly visible to the invigilators. They are also advised to take out the battery from the device (if possible).



# Reminder – Written Assessments

- Check that detailed information (e.g. class name, class number, type of incident, affected paper code, incident duration...etc.) about **the irregularities** which took place in the classroom or school hall, if any, has been reported on the **Assessment Summary for Written Assessments**



此表格由  
評估行政主任填寫  
To be completed by  
Assessment  
Administration  
Supervisor

20XX 年全港性系統評估 (中學)  
Territory-wide System Assessment 20XX  
(Secondary Schools)  
評估行政主任－異常事項報告  
Assessment Administration Supervisor's Irregularity Report  
(學校可自行影印此表格)  
(This form can be photocopied if necessary)

學校名稱  
Name of School: \_\_\_\_\_ 電話號碼  
Tel. No. \_\_\_\_\_

學校編號  
School Code: \_\_\_\_\_

注意：評估行政主任可以此表格填報任何被監察力主考員或監考官未有在「校際評估總結表」、「校際  
實況評估總結表」及「紙筆評估總結表」內填報的有關評估行政主任的特別事項。  
NOTE: Assessment Administration Supervisor may use this form to report irregularities regarding the administration of the  
assessment, which have not been reported by the Oral Examiners or Invigilators on the "Assessment Summary for  
Oral Assessments", "Assessment Summary for Chinese Audio-visual Assessment" and "Assessment Summary for  
Written Assessments".

評估期間發生之異常事項  
☐ NO irregularity occurred during the assessment.  
評估時發生之異常事項  
☐ Irregularities occurred during the assessment.  
Irregularities

「評估行政主任－異常事項報告」

# Reminder – Written Assessments

- Reporting discrepancies of student data / new students on the assessment day through completing the Student Data Amendment (SDA) Form. The Form will be provided in the AAS's Working File and available on the [BCA Website](#)
- Any changes made by schools on the Students' Attendance Record (SAR) will not be updated on the BCA Website

20XX 年全港性系統評估 - 更正學生資料表格  
TSA 20XX - Student Data Amendment Form


如有任何學生資料與「學生出席紀錄表」不一致，請填寫本表格，送回「評估行政主任文件櫃」交回考評局  
If there are any discrepancies of student data in the Students' Attendance Record, please complete this form and return to the YKEAA with the Assessment Administration Supervisor's Working File

新學生 New students:		性別 Gender	班別 Class Name	班號 Class No.	學生註冊號碼 STRN	出生日期 Date of Birth
中文姓名 Chinese Name	英文姓名 English Name					

退學 Drop-out students:		性別 Gender	班別 Class Name	班號 Class No.	學生註冊號碼 STRN
中文姓名 Chinese Name	英文姓名 English Name				

「更正學生資料表格」

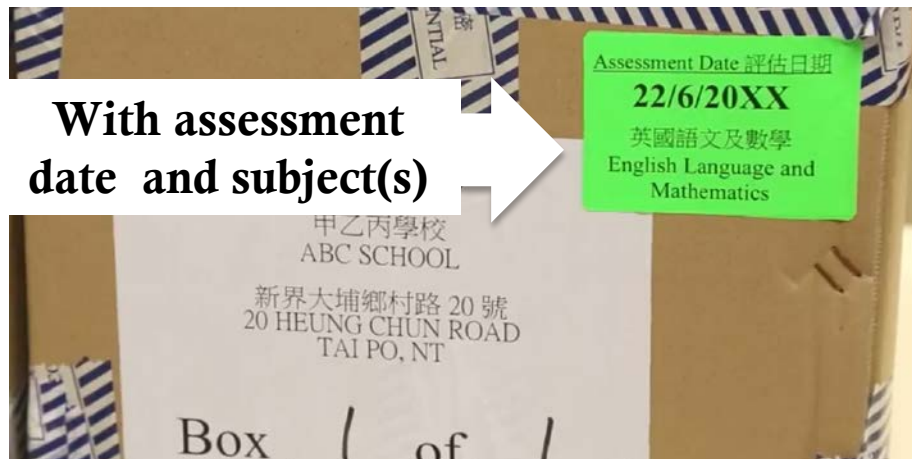
# Delivery of Assessment Materials

- LF LOGISTICS is appointed
- On 12 or 13 June 2019
- Between 8:00 am to 5:00 pm
- An **SMS reminder** will be sent to AAS
- Same receipt procedures as Oral Assessments
- The **assessment date** is given on the SECRET  
 label of all cartons

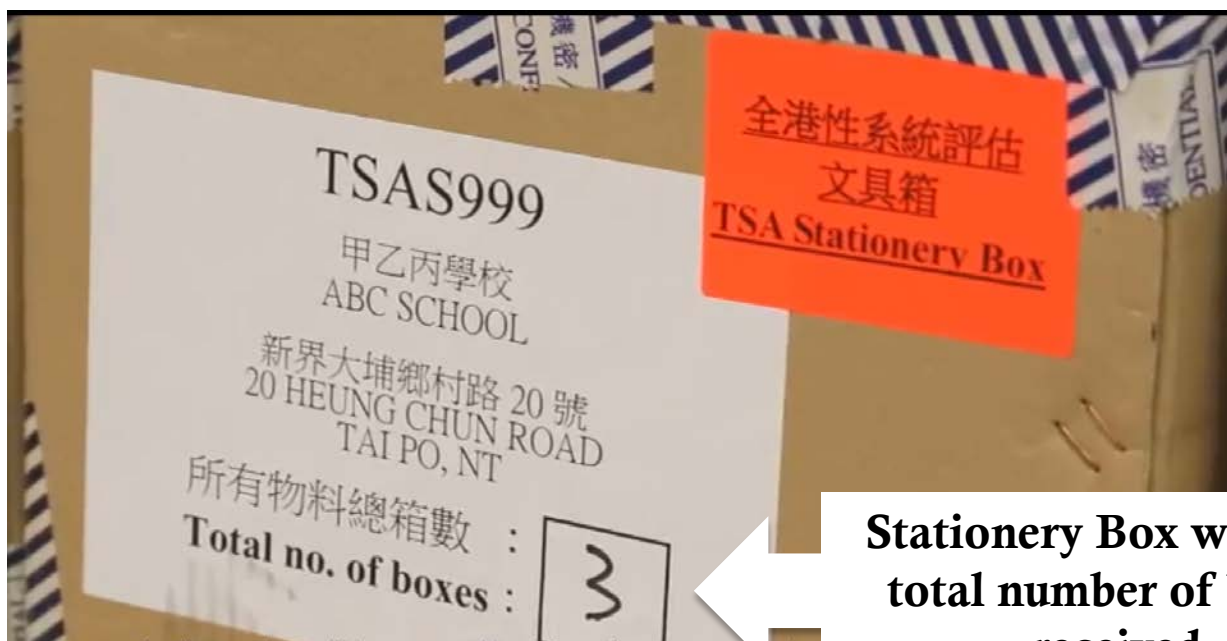
# Delivery of Assessment Materials

- Write down the total number of cartons received on the courier's receipt acknowledgement
- Ensure that (1) the total number of cartons received is **exactly the same** as the number indicated on the Stationery Box; and (2) the school name and school code shown on each carton box are **fully accurate**





**With assessment  
date and subject(s)**



**Stationery Box with the  
total number of boxes  
received**

# Time of Assessment

- All schools to start at 8:45 am on both days (with 15 minutes flexibility)
- All schools must follow the assessment timetables given in the Quick Guide Part 5B – Instructions to AAS
- Students with special needs may start earlier
- All schools must finish the assessments no later than 1:15 p.m.



# Time of Assessment

- Reserve an extra 5 to 10 minutes for collection and distribution of assessment materials by invigilators after the Chinese Audio-visual and English Reading Assessments
- The AAA should patrol outside the assessment rooms at least once in every 40 minutes to support the Invigilators when necessary



# CAV / Listening Assessments

- Schools are recommended to set up and thoroughly test the AV/IT equipment to be used in the assessment 1 working day before the commencement of the assessment as far as possible
- If a computer is to be used for playing the VCD/CD/USB devices, the school staff with sufficient technical background should switch off the **power saving function of the computer screen** so as to facilitate the smooth conduct of the assessment



# CAV / Listening Assessments

- If the given VCD/CD/USB devices and even the spare VCD/CD/USB devices are defective or problematic content wise, the invigilator should call the Authority immediately via the AAS or AAA at 3628 8191 or 3628 8181 for assistance
- After the assessment, the AAS should mark **“Defective”** or **“Wrong Content”** on the VCD/CD/USB devices envelope and return the problematic VCD/CD/USB devices together with an Irregularity Report to the HKEAA for follow-up actions



# Checklists for Written Assessments

- Schools can view the checklists from the BCA Website ([www.bca.hkeaa.edu.hk](http://www.bca.hkeaa.edu.hk)) from 31 May 2019 **(NOT required to be printed out for use on the assessment days)**
- Checklists are generated according to the class list submitted as at 10 May 2019 (including **re-grouped classes** under the fine-tuned MOI arrangements for Mathematics)



# Checklists for Written Assessments

- Question-answer Booklets Quantity Checklist

2012 年全港性系統評估 (中學) Territory-wide System Assessment 2012 (Secondary Schools)

試題答題簿數量核對表

## Question-answer Booklets Quantity Checklist

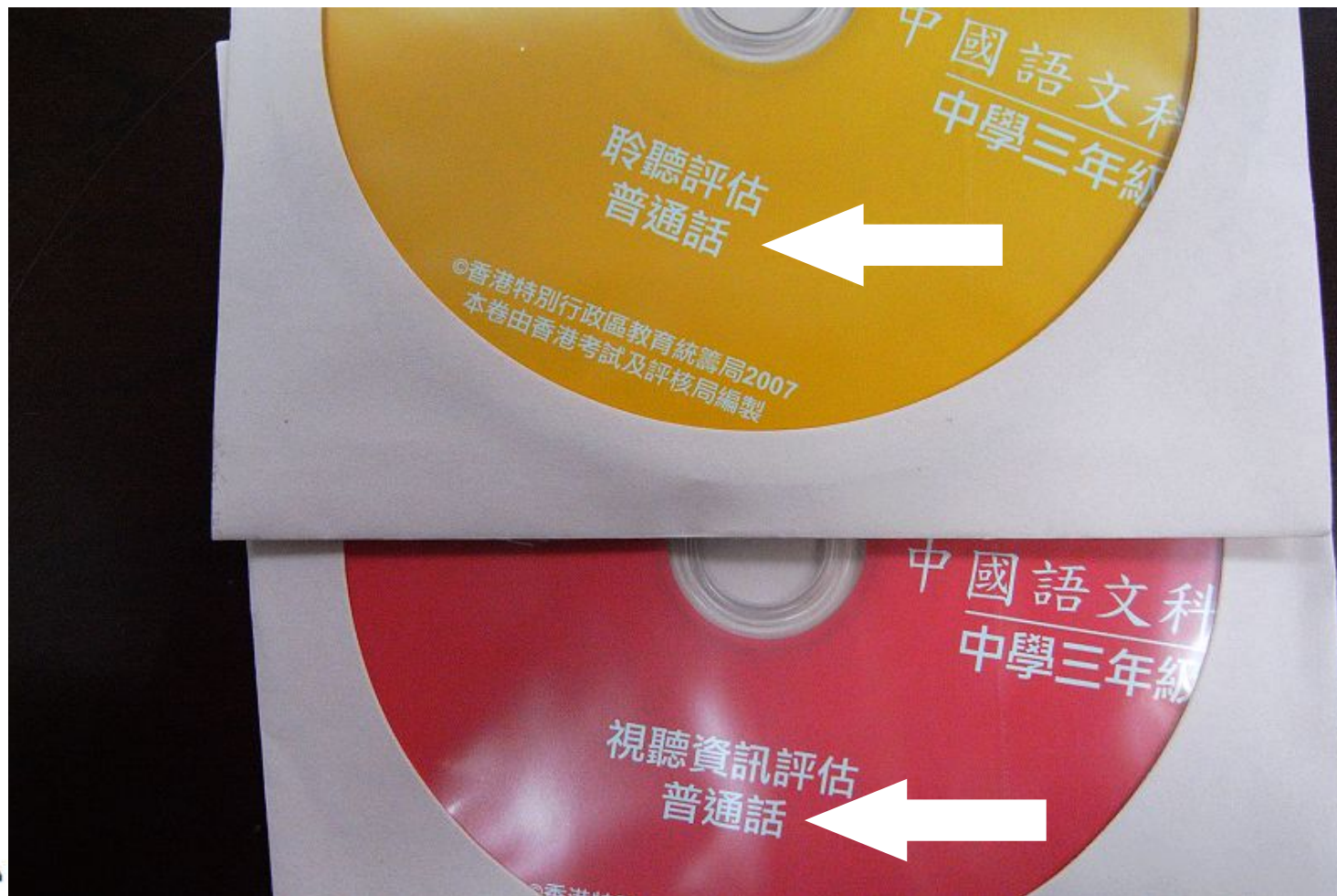
學校名稱 甲乙丙學校(全日) Name of School: ABC SCHOOL(WD)		學校編號 S999 School Code: S999		級別 中三 Level: S3				總卷數 Total copies
日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	班別 Class	學生人數 Entries	包數 @12	No. of packets @36	
25/06/2012	Chinese Language 中國語文	Writing 寫作	9CW1/9CW2/9CW3	3A	17	2	0	24
				3B	23	0	1	36
				3C	35	1	1	48
25/06/2012	Chinese Language 中國語文	Reading 閱讀	9CR1/9CR2/9CR3	3A	17	2	0	24
				3B	23	0	1	36
				3C	35	1	1	48
25/06/2012	Chinese Language 中國語文	Audio-visual 視聽資訊	9CAV (Cantonese) (*VCD) 9CAV (Putonghua) (*VCD)	3A	17	2	0	24
				3B	23	0	1	36
				3C	35	1	1	48





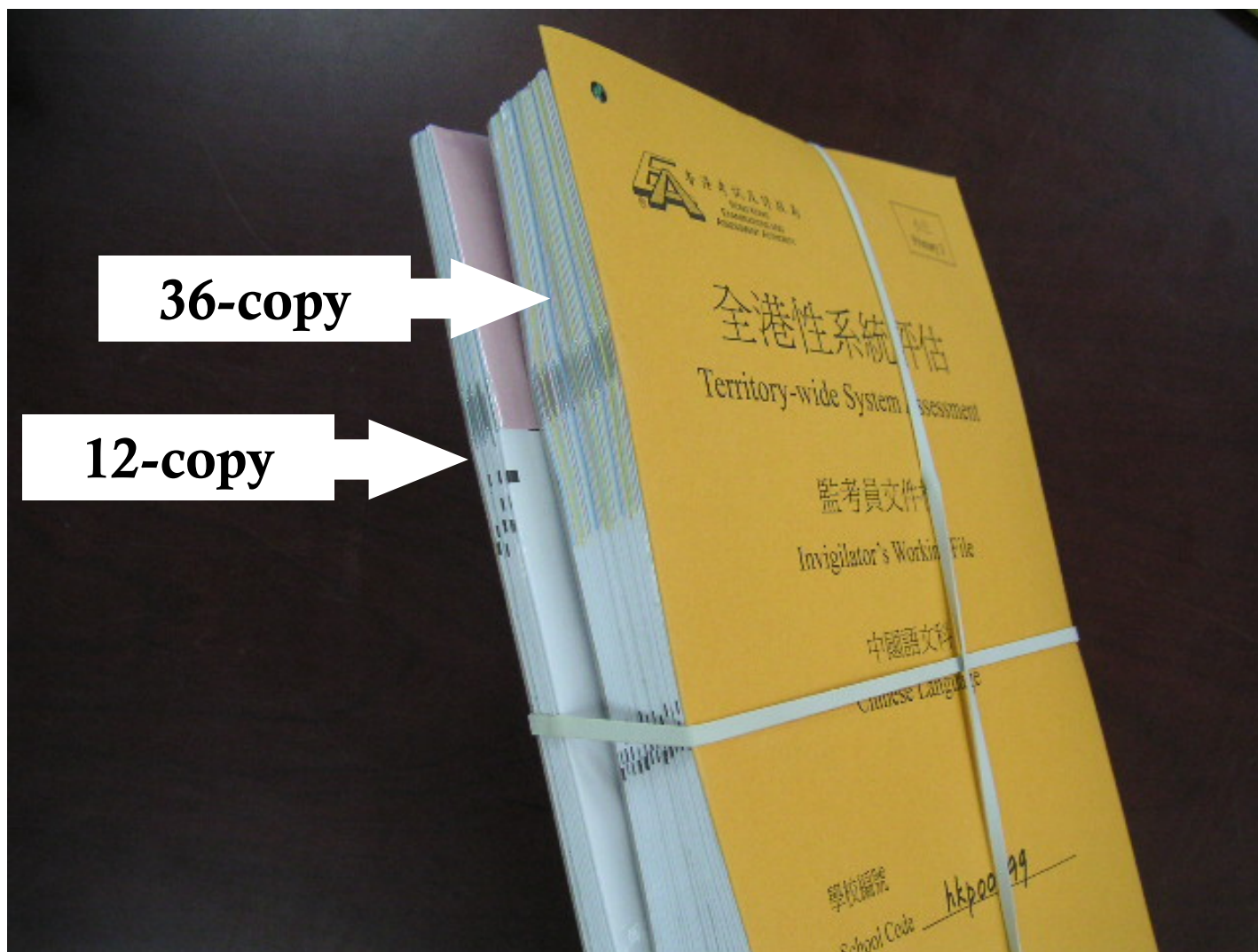
TSA 2008 Secondary 3 BARCODE LABELS	
Subject(s)	9EW
School Code	S999
Class Name	3A
Total No. of Barcode Label Sheets	36 Sheets

Note: In case of enquiries, please contact TSA Administration Team at 3628 8191.



**36-copy**

**12-copy**



# Checklists for Written Assessments

- Checklist for special arrangements

2012 年全港性系統評估 (中學) Territory-wide System Assessment 2012 (Secondary Schools)

試題答題簿數量核對表 (特別安排)

Question-answer Booklets Quantity Checklist (Special Arrangements)

學校名稱 甲乙丙學校  
Name of School: ABC SCHOOL

學校編號 S999  
School Code: S999

級別 中三  
Level: S3

## A3放大試題答題簿 A3 Enlarged Question-answer Booklets

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	包數 No. of packets			總卷數 Total copies
				@1	@12	@36	
25/06/2012	Chinese Language 中國語文	Writing 寫作	9CW1	2	-	-	2
25/06/2012	Chinese Language 中國語文	Reading 閱讀	9CR1	2	-	-	2

## 供分開進行評估及／或非華語學生使用的試題答題簿 Question-answer Booklets for Students Taking Assessment Separately and/or NCS

日期 Date	科目 Subject	卷別 Paper	分卷 Sub-paper	包數 No. of packets			總卷數 Total copies
				@1	@12	@36	
25/06/2012	Chinese Language 中國語文	Writing 寫作	9CW2	-	1	0	12
25/06/2012	Chinese Language 中國語文	Reading 閱讀	9CR1	-	1	0	12

需特別安排學生  
的評估物料

Materials for Students Requiring  
Special Arrangements

「需特別安排學生的評估物料」字樣的評估物料

# Special Arrangements – WS6

- Students requiring enlarged question papers will be given **sub-paper 2** for all assessments
- In **Listening Assessments**, students may be given a sub-paper different from that of their classmates. In such case, schools should arrange for them to be assessed in a separate room or put them in a class using the same sub-paper



# Special Arrangements – WS6

- Indicate on the Envelope for Answer Scripts if there are A3 enlarged scripts inside

The image shows a yellow envelope for Answer Scripts. It features a checklist of subjects with checkboxes: English (Listening), English (Reading), English (Writing), and Mathematics. The 'English (Writing)' checkbox is checked. Below the checklist, there is a section labeled 'Total No. of Answer Scripts (including students requiring special arrangements)' with a red box around it. The text '包括放大答卷' (Including enlarged answer scripts) is written in Chinese, and 'Enlarged Answer Scripts included' is written in English. The date field is labeled '日期' (Date) and 'Date'. The class field is labeled '班別' (Class) and 'Class :'. The number '36' is written in the bottom right corner.

# Special Arrangements – WS7

- Students requiring assessment separately will be given **sub-paper 2** for all papers
- 2 additional VCDs / CDs/ USB devices will be given in CAV and Listening
- A separate set of invigilation guideline will be provided in **Listening** and **Chinese Audio-visual** for **students granted time extension**



**extension**

# Special Arrangements – WS7

- Will not be provided a separate set of barcode labels
- Their scripts should be returned to their respective classes and Invigilators should then help sticking barcode labels for these students



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)

- Additional **bilingual (Chinese and English) instructions** for all Chinese assessment papers will be provided to each WS1 student
- Enough copies of instructions will be put into the Stationery Box. AAS can distribute the instructions to their WS1 students if necessary



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)

- After the assessment, invigilators should collect the instructions and put them into the **Envelopes for Surplus Materials**



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)

- Additional **English Mathematics** paper will be provided if the class of NCS students is using Chinese Mathematics paper.
- Schools may choose using either language for these students according to their learning needs.



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)

- For **Chinese Listening** and CAV, two special CDs/VCDs/USB devices, with all questions and options read aloud, will be provided to schools with NCS (WS1) students
- Schools MAY choose to **use the special CD/VCD/USB devices** or not. If they choose to do so, the NCS students will have to take the assessment separately in another classroom or  
computer room



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)

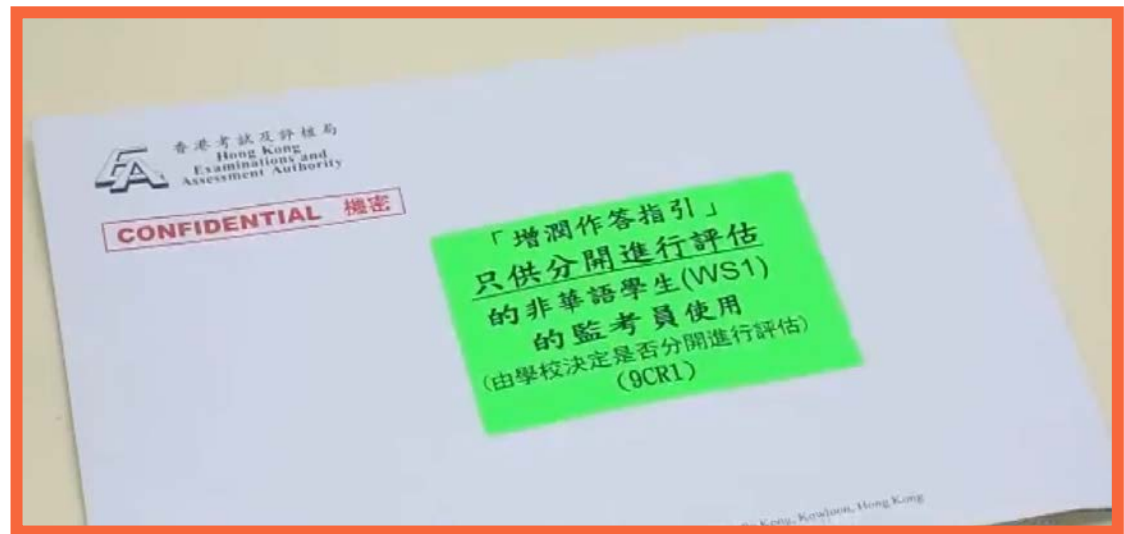
- In **Chinese Writing**, schools MAY read aloud the writing topic to the NCS students
- Schools doing so should arrange for the NCS students to take the assessment separately
- A special QP pack containing copies of **only one sub-paper** will be provided to NCS students



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)

- Enhanced instructions on answering questions for **Chinese Reading** will be provided to schools with NCS students



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)

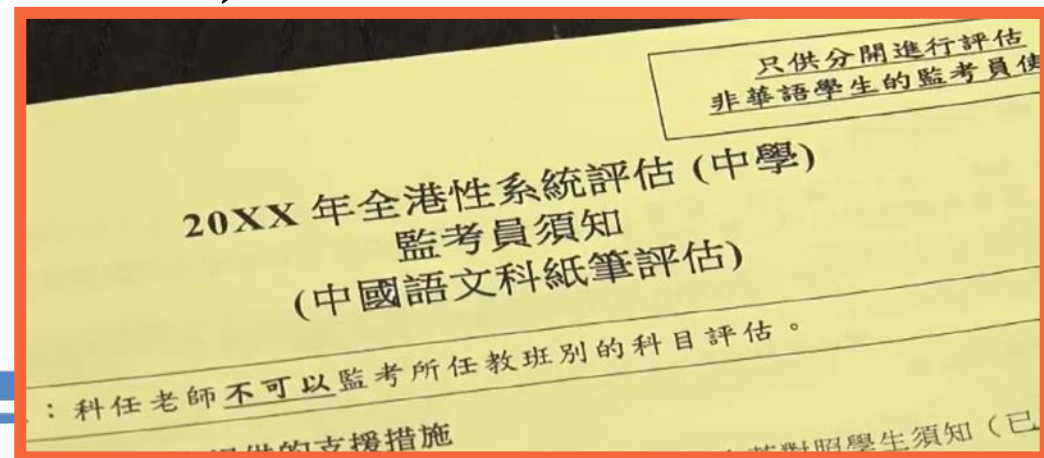
- If schools decide to read aloud the enhanced instructions on answering questions to NCS students, they will have to take the Chinese Reading Assessment separately
- A special QP pack containing copies of **only one sub-paper** will be provided to NCS students



# Special Arrangements – WS1

## Support to Non-Chinese Students (NCS)

- **The Instructions to Invigilators for NCS students taking the assessment separately** will be delivered to schools together with the Invigilators' Handbook on 31 May (ONLY for schools with NCS students)
- One copy of that Instructions to Invigilators will be also provided in the AAS's Working File for reference (ONLY for schools with NCS students)



# Using more than 1 answer book

- If there is not enough space for students to answer a question, invigilators can provide an extra answer booklet / QA booklet of the **same sub-paper** to the students
- **Do NOT stick barcode labels on the 2nd answer book** but ask the students to fill in their respective school code, class name and class number on the cover page



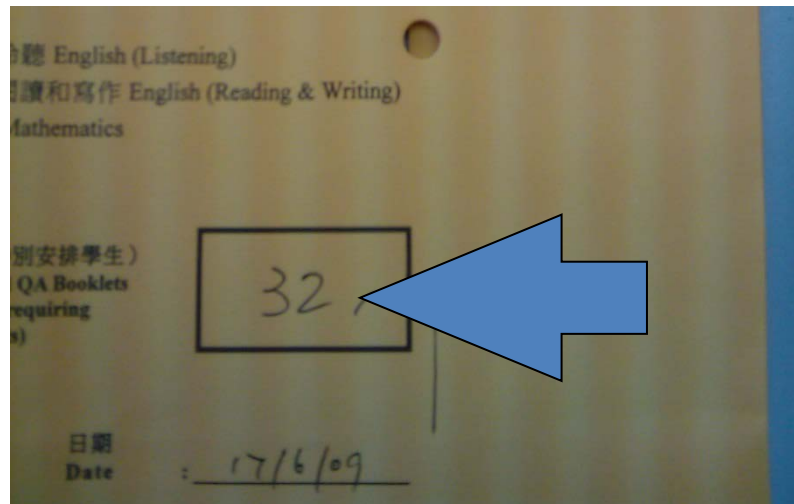
# Using more than 1 answer book

- Staple two answer booklets together
- HKEAA will process these answer booklets separately



# Using more than 1 answer book

- Invigilators should ensure the number of scripts is the same as the number of students taking the assessment but NOT the number of answer books collected when completing the cover of the envelope and Students' Attendance Record



The photograph shows a portion of a form with the following text:

- 聽 English (Listening)
- 讀和寫作 English (Reading & Writing)
- Mathematics
- 別安排學生) QA Booklets requiring

A blue arrow points to a box containing the handwritten number 32.

日期 Date : 17/6/09

# Other Irregularities

- Invigilators may make reference to the video or part “**F. Irregularities**” of the Guidance Notes for Invigilators for details

處理評估異常事項的程序



# Collection of Assessment Materials

Anytime between 8:00 am and 5:00 pm

on 20 or 21 June 2019



# Bad Weather Arrangements

- Delivery of assessment materials will be postponed to **14 June 2019**
- Assessment will be rescheduled to 21 June 2019
- Collection of assessment materials will be postponed to 24 June 2019



# Frequently Asked Questions

 **How should I handle the barcode labels for absentees/drop-out students during the Written Assessments?**

In order to ensure not to distribute them to other students by mistake, it is recommended that these barcode labels be taken out from those for the whole class before the assessments.



# Frequently Asked Questions

 Why is there a student shown on Students' Attendance Record but no corresponding barcode labels are provided?

Barcode labels are generated from the school data submitted as at **1 April 2019** but checklists for Written Assessments are created based on the class list submitted as at **10 May 2019**. *[refer to pages 3 & 15]*




# Frequently Asked Questions

## Who can be appointed as Invigilators of the Written Assessments?

Schools have full discretion to appoint any of their teaching staff or the Principal (except the AAS and DAAS) to be Invigilators. It is the recommendation of the HKEAA for schools to give priority to the current S.3 teacher, but these teachers are NOT permitted to invigilate their own subject classes. *[refer to page 4]*



# Frequently Asked Questions

 How should I handle the answer scripts for students granted exemption (e.g. WS3 or WS4) but subsequently attended the assessments?

The answer scripts for those students should be put into the “**Envelope for Surplus Materials**”. They should be **treated as absentees** and the number of exempted students should be recorded on the “**Students’ Attendance Record**”.



# Frequently Asked Questions

 Could invigilation guidelines for Listening and CAV assessments be provided for WS7 students granted time extension?

A **separate set of invigilation guideline** will be provided in the packet of “Assessment materials for students requiring special arrangements”. *[refer to slide 52]*



# Frequently Asked Questions

 Can time adjustment be provided for students who need to go to toilet, leave the classroom because of illness or arrive late?

Students may go to the toilet/leave the classroom if needed. Also, latecomers can be admitted to the classroom. However, NO extra time will be given to compensate for the time lost.



# Frequently Asked Questions



**What should I do if a student vomit during the assessment?**

The invigilator should replace the **dirty answer booklet** with a surplus answer booklet. Use the same sub-paper if possible. The dirty answer booklet is required to be kept in a separate envelope before being put into the Envelope for Surplus Assessment Materials. If the student is finally **treated as “absent”**, enter the information clearly on the Students’ Attendance Record (SAR). The invigilator should also record the incident on the Assessment Summary for Written Assessments.