



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

# TSA 2023: Briefing Session on Oral & Written Assessments (Secondary Schools)

23 March 2023



時間	項目	講者
14:00 – 14:15	歡迎辭	林玲芝博士 香港考試及評核局 教育評核服務部主管
14:15 – 14:45	說話評估行政安排	謝子慧女士 香港考試及評核局 教育評核服務部經理
14:45 – 14:55	小休	
14:55– 15:30	紙筆評估行政安排	謝子慧女士 香港考試及評核局 教育評核服務部經理
15:30 – 16:00	答問時間	以上各講者及  羅潔怡女士 香港考試及評核局 教育評核服務部經理（中文）  Ms Sabine HONIG 香港考試及評核局 教育評核服務部經理（英文）  韓藝詩女士 香港考試及評核局 教育評核服務部經理（數學）

# What's New

- General Reminder : **Slides 7 and 8**
- Oral & CAV Assessments : **Slides 10, 18 and 19**
- Written Assessments : **Slides 33, 34, 37, 45, 50, 69, 70 and 71**



# General Reminder

- Deputy Assessment Administration Supervisor as a backup
- Written notification to parents on assessment timetable and emergency arrangements
- Schools can still submit any changes on bank account information or student data



online by 5 May 2023

# General Reminder

- Carry your **mobile phone** during the conduct of assessments and check it regularly so that incoming calls from the HKEAA will not be missed
- Assessment Administration Assistants are not allowed to leave their designated schools throughout the entire assessment administration unless they have special permission of the HKEAA



# General Reminder

- In case of emergency, schools should report to the TSA Administration Team either at hotlines: **3628 8191/3628 8181** or direct line: **3628 8192** immediately
- Schools may also call EDB 24-hour hotline **2891 0088** for any school closure announcement under bad weather condition



# General Reminder



- If there is any **irregularity related to the administration of the assessment**, schools should report to the TSA Administration Team via the electronic form at the link below:  
<http://esurvey.hkeaa.edu.hk/TakeSurvey.aspx?SurveyID=AASirre>



# AAS's Irregularity Report

NEW



## 評估行政主任 - 異常事項報告 Assessment Administration Supervisor's Irregularity Report

Page 1 of 1

### 全港性系統評估 Territory-wide System Assessment 評估行政主任 - 異常事項報告 Assessment Administration Supervisor's Irregularity Report

評估年度

Assessment Year:\*

2023

年級

Level:\*

中學三年級 Secondary 3

評估模式

Mode of Assessment:\*

說話評估 (中學) Oral Assessments (Secondary Schools)

學校名稱

Name of School:\*

(請輸入學校中文全名)

(Please enter full name of school)

甲乙丙學校

學校編號:

School Code:\*

TSAS999

注意：評估行政主任可以此表格填報任何說話能力主考員或監考員未有在「說話評估總表」、「視聽資訊評估總表」及「紙筆評估總表」內填報的有關評估行政上的特別事故。

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".

- ☐ 評估期間沒有任何特別事件，NO irregularity occurred during the assessment.
- ☒ 評估時發生以下特別事故 Irregularities occurred during the assessment session are detailed below

	日期 Date DD/MM/YYYY	時間 Time HH:MM	異常事項 Irregularities	受影響的學生班號 Class No. of Affected Student(s)
1	18/04/2023	10:00	學生不適未能應考中:	3A#05

評估行政主任姓名

Name of Assessment Administration Supervisor:\*

陳大文

日期

Date:\*

04/18/2023




Submit





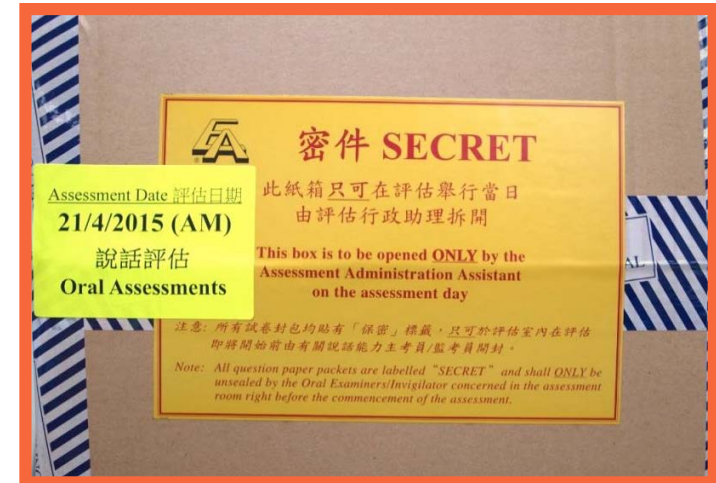
# Oral Assessments

# Delivery of Assessment Materials

-  **MAERSK** is appointed 
- On Monday, 17 April 2023
- Between 8:00 am and 5:00 pm
- To be received by the Assessment Administration Supervisor (AAS)
- An **SMS reminder** will be sent to AAS
-  Keep the box INTACT

# Delivery of Assessment Materials

- The **assessment date** is given on the SECRET label of the carton
- Write down the total number of cartons received on the courier's receipt acknowledgement
- Ensure that the school name and school code shown on the carton box of assessment materials are **fully accurate**



# Delivery of Assessment Materials

Call HKEAA immediately if:

1. the materials of another school is received  
(Read the label only, do NOT open the cartons)
2. the materials have not arrived by 5:00pm
3. any carton is damaged or  
has been unsealed



# Delivery of Assessment Materials

If EDB announces that secondary schools are to be closed due to bad weather or whatever reasons, the delivery will be postponed to

18 April 2023 (Tuesday)



# Pre-assessment Preparation

- Remind the students to bring their **student cards** on the assessment day

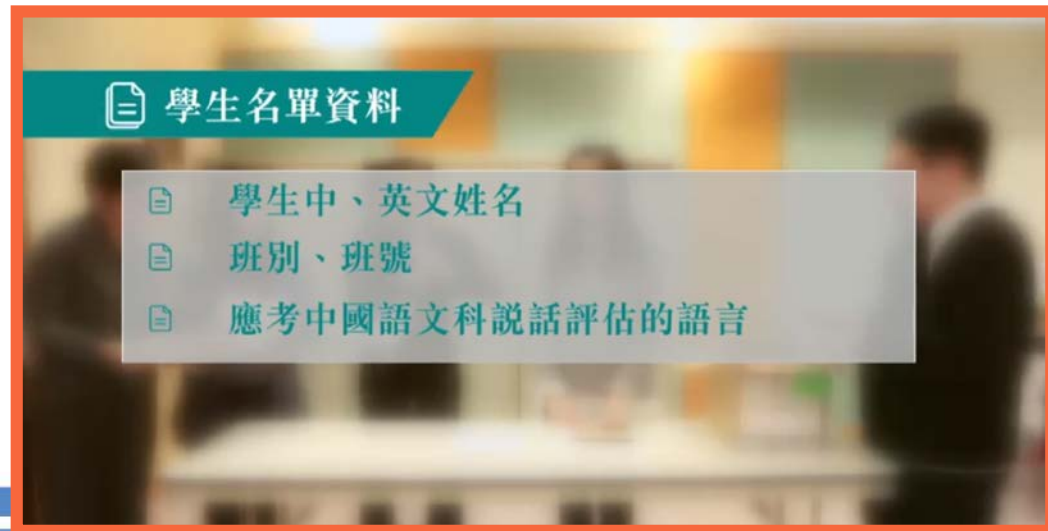


- Remind the students **not** to bring their **mobile phones** to the assessment room



# Pre-assessment Preparation

- Prepare **3 sets** of student list for each class with Chinese names, English names, class name, class numbers and **the language to be used in the Chinese Oral Assessment** for each pair of Oral Examiners and AAA for attendance taking



# Pre-assessment Preparation

- Arrange to turn down or turn off the school bell in order to minimize disturbance to the participating students
- Arrange a waiting room to be close to and/or on the same floor as the two assessment rooms





# Work of AAS & AAA

- Instructions to AAA in the Quick Guide Part 5a & 5b

## 十、 評估行政主任與評估行政助理的分工

⊕

### 評估進行前

評估行政助理	評估行政主任
<ul style="list-style-type: none"><li>▪ 檢查及開啓評估物料紙箱</li><li>▪ 分發評估物料予評估行政主任及說話能力主考員</li><li>▪ 開啓「學生抽樣名單」信封及分發名單予評估行政主任及說話能力主考員</li><li>▪ 檢查評估室已佈置妥當</li></ul>	<ul style="list-style-type: none"><li>▪ 完成佈置評估室及安排等候區</li><li>▪ 向說話能力主考員及評估行政助理提供學生名單</li><li>▪ 安排 2 名學校職員負責帶領被選中的學生參與評估</li></ul>



# Oral Examiners' Handbook

NEW

- Detailed working procedures of the Oral Assessments can be found in the Oral Examiners' Handbook, a copy of which can be downloaded at **TSA News dated 17 February 2023** from the BCA Website: [www.bca.hkeaa.edu.hk](http://www.bca.hkeaa.edu.hk)



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

主頁 / 網頁指南 / English

全港性系統評估 > 中學 > 全港性系統評估消息

簡介

全港性系統評估消息

評估試卷及評卷參考

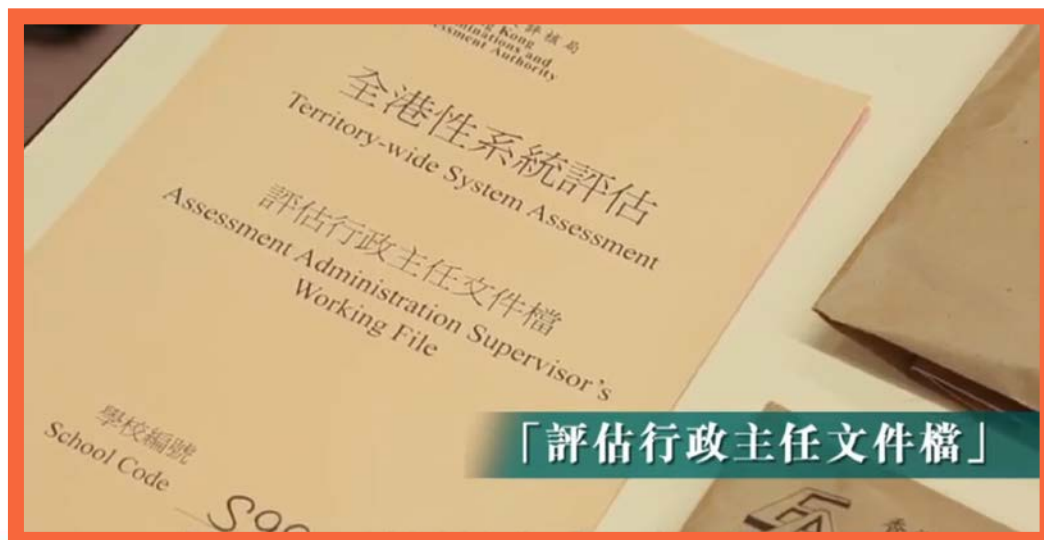
全港性系統評估報告

全港性系統評估消息

21-03-2023	2023年全港性系統評估（中學） 說話能力主考員網絡研討會
17-02-2023	2023年全港性系統評估（中學） 說話能力主考員須知

# AAS's Working File

- Checklist for AAS
- Hyperlink for the **electronic version of Irregularity Report**
- AAA's Attendance Record



# Student Sample List

- All WS0, WS3-WS7 students are not included in the Student Sample List
- If any WS0, WS3-WS7 students are still found on the Student Sample List, AAS can replace them with the students on reserve and report to the Oral Examiners via AAA



# Student Sample List

- Student Sample List is generated from the school data submitted as at **17 Feb 2023**
- Students will be selected at random to participate in the Oral Assessments according to the class list submitted as at **17 Feb 2023**



香港考試及評核局 20XX年全港性系統評估(中學)  
HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
Territory-wide System Assessment 20XX (Secondary Schools)

TSA/S

說話評估抽樣編號名單 Oral Assessment - Student Sample List

學校編號(School Code) : S999

學校名稱(School Name) : 甲乙丙學校  
ABC SCHOOL

班別(Class) : 3A

項目Component 班號Class No.	中文科		English		班號Class No.
	個人短講	小組討論	Individual Presentation	Group Interaction	
01					01
02				Selected	02
03		Selected			03
04					04
05		Reserve			05
06					06
07					07
08*		Reserve			08*
09					09
10			Reserve		10
11				Selected	11

Select the lowest class no. along the appropriate column of the same class

\* WS1 students – they have to participate in the Chinese Oral Assessment if selected

# Support to NCS (WS1)

- Bilingual (Chinese and English) instructions for **Chinese Oral Assessment** will be provided to schools with NCS students
- The Oral Examiners will distribute them to NCS students before the commencement of the Oral Assessment



供非華語學生使用

For Non-Chinese Speaking Students

9 C S I

教育局  
20XX 年全港性系統評估  
中三級中國語文  
說話評估－個人短講

Education Bureau  
Territory-wide System Assessment 20XX  
Secondary 3 Chinese Language  
Speaking – Individual Presentation

**學生須知：**

1. 細心閱讀題目，然後完成短講。
2. 你有 5 分鐘準備，你可以在題目紙上空白地方書寫你的說話內容要點。
3. 短講時限為 2 分鐘。
4. 在題目紙的方格內填寫學校編號、班別及班號。

**Instructions:**

1. Read the question carefully and complete your presentation.
2. You have 5 minutes for preparation and you may take notes in the spaces on the question paper.
3. You have 2 minutes for the presentation.
4. Write your School Code, Class and Class Number in the boxes provided on the question paper.

# Time of Assessment

- All schools should start the assessment at 8:45 am (for AM session) / 1:45 pm (for PM session)
- A flexibility of no more than 15 minutes is allowed





此表格資料由說話能力主考員  
填寫，評估行政主任確認。  
Information to be  
completed by Oral Examiners and  
endorsed by Assessment  
Administration Supervisor.

2023 年全港性系統評估 (中學)  
Territory-wide System Assessment 2023  
(Secondary Schools)  
說話評估總結表  
Assessment Summary for Oral Assessments

學校名稱 Name of School:	學校編號 School Code:
科目* Subject*:	日期 Date:
中文科說話評估 Chinese Oral Assessment	英文科說話評估 English Oral Assessment
參與學生人數 No. of Students Participated:	

Please circle where appropriate.

參與學生 (包括補替學生) Students Participated (including replacement students)							
班別 Class	學號 Class Numbers			班別 Class	學號 Class Numbers		
A	f	f	I <sub>3</sub>	A	f	f	I <sub>3</sub>
A	I	f	I <sub>3</sub>	A	f	f	I <sub>3</sub>
A	f	f	I <sub>3</sub>	A	f	f	I <sub>3</sub>

↳ 請轉後頁。  
Please turn overleaf.

缺席學生班別/班號 Class/Class No. of Absentee.	未能參與之原因 (請在適當方格內填上「✓」號) Reason for not participating (Please put a "✓" in the appropriate box).
-1-	<input type="checkbox"/> A <sub>1</sub> <input type="checkbox"/> B <sub>1</sub> <input type="checkbox"/> C <sub>1</sub> <input type="checkbox"/> D <sub>1</sub> 原因 Reason : _____
-2-	<input type="checkbox"/> A <sub>2</sub> <input type="checkbox"/> B <sub>2</sub> <input type="checkbox"/> C <sub>2</sub> <input type="checkbox"/> D <sub>2</sub> 原因 Reason : _____
-3-	<input type="checkbox"/> A <sub>3</sub> <input type="checkbox"/> B <sub>3</sub> <input type="checkbox"/> C <sub>3</sub> <input type="checkbox"/> D <sub>3</sub> 原因 Reason : _____
-4-	<input type="checkbox"/> A <sub>4</sub> <input type="checkbox"/> B <sub>4</sub> <input type="checkbox"/> C <sub>4</sub> <input type="checkbox"/> D <sub>4</sub> 原因 Reason : _____
-5-	<input type="checkbox"/> A <sub>5</sub> <input type="checkbox"/> B <sub>5</sub> <input type="checkbox"/> C <sub>5</sub> <input type="checkbox"/> D <sub>5</sub> 原因 Reason : _____
-6-	<input type="checkbox"/> A <sub>6</sub> <input type="checkbox"/> B <sub>6</sub> <input type="checkbox"/> C <sub>6</sub> <input type="checkbox"/> D <sub>6</sub> 原因 Reason : _____
-7-	<input type="checkbox"/> A <sub>7</sub> <input type="checkbox"/> B <sub>7</sub> <input type="checkbox"/> C <sub>7</sub> <input type="checkbox"/> D <sub>7</sub> 原因 Reason : _____
-8-	<input type="checkbox"/> A <sub>8</sub> <input type="checkbox"/> B <sub>8</sub> <input type="checkbox"/> C <sub>8</sub> <input type="checkbox"/> D <sub>8</sub> 原因 Reason : _____
-9-	<input type="checkbox"/> A <sub>9</sub> <input type="checkbox"/> B <sub>9</sub> <input type="checkbox"/> C <sub>9</sub> <input type="checkbox"/> D <sub>9</sub> 原因 Reason : _____
-10-	<input type="checkbox"/> A <sub>10</sub> <input type="checkbox"/> B <sub>10</sub> <input type="checkbox"/> C <sub>10</sub> <input type="checkbox"/> D <sub>10</sub> 原因 Reason : _____

[illegible]

## Signature of AAS



# Rating AAA

- Rate AAA from 1 (the lowest) to 10 (the highest) and provide comments on the AAA's Attendance Record
- If the rating is lower than 4, the HKEAA will consider NOT to appoint the concerned AAA in the future

由評估行政主任填寫 Completed by Assessment Administration Supervisor:

對評估行政助理的評分 Rating to AAA	10	9	8	7	6	5	4*	3	2	1
	非常滿意 Excellent				一般 Acceptable					十分不滿意 Unacceptable
其他意見 (如有需要) AAS's Remarks (optional)	:									



# Bad Weather Arrangement

If EDB announces that schools are to be closed  
in the morning:

**All assessments of the day** will be rescheduled  
to **28 April 2023**

Collection of assessment materials will be  
postponed to 2 May 2023



# Bad Weather Arrangement

If EDB announces that schools are to be closed  
in the afternoon:

The **PM** assessments of the day will be  
rescheduled to the **PM of 28 April 2023**

Collection of assessment materials will be  
postponed to 2 May 2023



# Frequently Asked Questions

## Why a Deputy AAS as a backup is necessary?

In case the designated AAS is unable to fulfill his/her responsibilities on the assessment day, there will be a Deputy AAS to take up his/her role.



# Frequently Asked Questions

 If a selected student is absent, which student can be chosen for the Oral Assessment?

If a selected student is absent, s/he can be replaced by a student marked as “Reserve” on the Student Sample List. The replacement should start from the lowest class number of the same class of the specified component. *[refer to slide 22]*

