

**2023 年教師語文能力評核及 2023 年香港中學文憑考試
口試錄影系統助理**
**2023 LANGUAGE PROFICIENCY ASSESSMENT FOR TEACHERS (LPAT) and
2023 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION (HKDSE)
ORAL RECORDING SYSTEM (ORS) ASSISTANT**

職責範圍

- 根據考評局的指引，在試場裝置及測試口試錄影系統，並在每天口試完成後將器材收回及妥善存放。
- 在口試進行期間向考務人員就操作口試錄影系統提供技術支援。
- 如系統失誤，向考評局即時報告，並根據指引作出跟進，令系統運作恢復正常。
- 依從考評局每日提供的指引，妥善保存及運用電腦器材。

申請人須：

- 具備中七或以上教育程度，並在香港中學會考獲最少 5 科（包括中國語文及英國語文）E 級／2 級或以上成績或具備中六或以上教育程度，並在香港中學文憑考獲不少於五科 2 級／e 級／達標或以上的成績（包括中國語文及英國語文）；及
- 熟悉操作電腦，一般應用軟件及運用視聽器材；及
- 操流利廣東話及英語；及
- 成熟及能獨立工作；及
- 於提供服務前完成相關培訓及測試。

備註：

- 具備與上列同等／相若資歷的人士亦可被考慮。
- 具備考評局相關工作經驗的申請人可獲優先考慮。考評局會以計分制度按申請者的監考工作經驗、地區選擇及可執勤的日子作評選。

Scope of Services

- Set up (including installation and testing) the Oral Recording System (ORS) at the assessment/examination centre according to the stipulated requirements before the start of the assessment/examination, and pack up the system after the assessment/examination.
- Provide on-site technical support for the ORS during the assessment/examination.
- Report ORS failure or incidents to the HKEAA for rectification.
- Follow the daily operation checklist and maintain good inventory of the ORS.

Applicants should:

- have completed at least Secondary 7, and obtained in the Hong Kong Certificate of Education Examination Grade E/ Level 2 or above in at least 5 subjects (including Chinese Language & English Language); or have completed at least Secondary 6, and obtained in the Hong Kong Diploma of Secondary Education Examination Level 2/ Grade e/ 'Attained' or above in at least 5 subjects (including Chinese Language & English Language); and be familiar with Windows, software installation and operation of AV equipment; and be able to speak Cantonese and English fluently; and
- be mature and able to work independently; and
- have completed the required training and passed the compliance test before providing the service.

Remarks:

- Applicants with comparable/similar qualifications will also be considered.
- Preference will be given to applicants possessing relevant working experience with the HKEAA.
- Assignment will be made based on a point system with reference to applicant's invigilation experience, district preference and date availability.

根據個人資料（私隱）條例，申請人須注意：

- 如未能提供全部所需資料，申請將不獲受理。
- 申請人所提供的資料只供作申請教師語文能力評核及香港中學文憑考試口試錄影系統助理之用。有關資料將予以保密。
- 未獲委派之申請人的資料將在 2023 年 8 月 31 日後被銷毀。

Notes to Applicants in relation to the Personal Data (Privacy) Ordinance:

- Application will not be processed if applicant fails to provide all the necessary information.
- The information provided by the applicant will solely be used for processing applications to serve as Oral Recording System Assistants for the LPAT & HKDSE. The information supplied will be kept confidential.
- Information of all unsuccessful applicants will be destroyed after 31 August 2023.

1. **注意事項 Points to Note**

服務費（以每日每節口試計）：Service Fee (Per assessment/ examination session per day):

評核/ 考試 Assessment/ Examination	科目 Subject	服務費 Service Fee	日期# Date#	服務時間 Service Time	日數 No. of Days
教師語文能力評核 LPAT	普通話 Putonghua	HK\$540 (每日 per day)	20 – 24/2/2023 (後備日期 Reserve Date: 27/2/2023)	4:00 pm – 9:00 pm	5
	英國語文 English Language				
香港中學文憑考試 HKDSE	英國語文（普通試場） English Language (normal sessions)	HK\$483* (每日 per day)	21 – 30/3/2023 (後備日期 Reserve Date: 31/3/2023)	4:00 pm – 9:00 pm	8
	英國語文（特殊需要考生） English Language (SEN sessions)	HK\$483* (每日 per day)	3/4 & 4/4/2023 (後備日期 Reserve Date: 6/4/2023)	4:00 pm – 9:00 pm	2

星期六、日及公眾假期除外。

Saturdays, Sundays and General Holidays excluded.

* 香港中學文憑考試口試系統錄影助理，如能完成整個指定服務時段，可獲額外百分之五的合約服務獎勵。

HKDSE Oral Recording System Assistant who can complete the service for the whole period(s) of individual speaking examinations as specified will be given an extra service award equivalent to 5% of the service fee.

2. **申請辦法：** <http://epo.hkeaa.edu.hk>
Application Method: 申請者須透過網上系統遞交申請。
Applicants should submit their applications online.
 3. **申請截止日期：** 2022年12月12日
Application Closing Date: 12 December 2022
 4. 申請人如在 2023 年 4 月 4 日仍未接獲通知，可作落選論。
Applicants who are not notified by 4 April 2023 may assume that their applications are unsuccessful.
 5. **其他：**
 - 申請人或會被邀出席面試。
 - 獲選擔任口試錄影系統助理須於 2023 年 2 月及／或 3 月份出席為期半天的相關培訓及於技能測驗中取得及格成績，方能獲委派服務。
 - 實際的服務完成時間或因考試時間的進度而有所調整。
 - 口試錄影系統助理將以獨立服務合約形式被委派以提供服務。口試錄影系統助理的服務合約不構成任何香港考試及評核局與口試錄影系統助理之間的僱傭關係。
- Others:**
- Applicants may be invited to a selection interview.
 - Applicants selected to serve as Oral Recording System Assistants are required to attend a half-day training session in **February and/or March 2023** and pass the compliance test conducted prior to the assignment of service.
 - The actual finishing time may vary due to the progress of assessment.
 - Oral Recording System Assistants are assigned to provide services as independent contractors. The service agreement does not give rise to any employment relationship between the Oral Recording System Assistants and the HKEAA.



**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
2023 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION (HKDSE)**

Applications are invited for the provision of the following service for the **2023 HKDSE English Language Speaking Examination**.

Waiting Room Supervisors (WRS)

<i>Exam</i>	<i>Subject</i>	<i>Service Fee*</i>	<i>Date[#]</i>	<i>Service Time</i>	<i>No. of Days</i>
HKDSE	English Language (Normal sessions)	HK\$580 (per day)	21/3 – 30/3/2023 (Reserve Date: 31/3/2023)	4:30 – 8:30 pm	8
	English Language (SEN sessions)		3/4 & 4/4/2023 (Reserve Date: 6/4/2023)	4:30 – 8:30 pm	2

* *Waiting Room Supervisor who can complete the service for the whole period of the normal sessions will be given an extra service award equivalent to 5% of the service fee (applicable to normal sessions only).*

Saturdays, Sundays and General Holidays excluded

Scope of Services:

- Take attendance and check the identification documents of candidates;
- Maintain discipline in the waiting room/preparation room;
- Ensure compliance with the examination procedures and smooth conduct of the examinations; and
- Attend to the instructions of the examiners.

Applicants selected to serve as Waiting Room Supervisors are required to attend a briefing session as below and pass a quiz, if applicable.

Normal sessions: in early March 2023

SEN sessions: in late March/Early April 2023

Requirements:

- University graduate or under-graduate at Year 2 or above may also be considered;
- Good oral and written communication skills in both English and Chinese (oral Cantonese);
- Mature, patient, polite and pleasant personality;
- Experience in dealing with students and teachers is an added advantage; and
- Be punctual for work and be available throughout the whole examination period.

Assignment will be made based on a point system with reference to applicant's invigilation experience, district preference and date availability.

Closing Date for Application: 17 December 2022

Applicants should submit their applications online via the HKEAA's website (<http://epo.hkeaa.edu.hk>) between 21 November and 17 December 2022 (both dates inclusive). Applicants not notified by 21 March 2023 should consider their applications unsuccessful.