POINTS TO NOTE

Entry Requirements
1. Applicants must have obtained:
   (i) Level 2/Grade E or above in at least 5 subjects at one or more sittings in the Hong Kong Certificate of Education Examination (HKCEE) (these 5 subjects should include Chinese Language or English Language at Level 2 or above in or after the 2007 HKCEE, or Chinese Language or English Language (Syllabus A or B) at Grade E or above in the HKCEE before 2007); or
   (ii) Level 2/‘Attained’/Grade E or above in at least 5 subjects (including Chinese Language or English Language) at one or more sittings in the Hong Kong Diploma of Secondary Education Examination; or
   (iii) equivalent qualifications.

Exemption
2. Details of the exemption from the Language Proficiency Requirement are available at the website of the Education Bureau:

   http://www.edb.gov.hk > Teachers' Development > Training and Qualifications > Language Proficiency Requirement > Exemption

Submission of Entry Form
3. Applicants may submit their applications through one of the following methods:

<table>
<thead>
<tr>
<th>Method</th>
<th>Registration Centre</th>
<th>Registration Period</th>
<th>Office Hours</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>By internet</td>
<td>online.hkeaa.edu.hk</td>
<td>3 September 2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
<pre><code>           |                     | to 22 September 2012|
           |                     | (Monday) to (Saturday) |
</code></pre>
<p>| By post     | HKEAA Office,      | 3 September 2012    |
| 12/F, Southorn      | to 17 September 2012|
| Centre, 130         | (Monday) to (Monday)  |
| Hennessy Road,      | (post-mark)         |
| Wan Chai, Hong Kong |                     |
| In person   | HKEAA Office,      | 18 September 2012   |
| 17, Tseuk Luk St,   | to 24 September 20:2 |
| San Po Kong,        | (Tuesday) to (Monday) |
| Kowloon             | 20:2 (Monday)        |
|                     | Monday – Friday: 9:00 am – 5:00 pm (no lunch break) |
|                     | Saturday: 9:00 am – 12:00 noon (Sundays &amp; Public Holidays closed) |</p>
               |                     | (i) A completed entry form
               |                     | (ii) A photocopy of applicant’s HKID card (√)
               |                     | (iii) A photocopy of certificate(s) of previous examination(s) with results qualifying for entry (√)
               |                     | (iv) A cheque for the assessment fee made payable to “Hong Kong Examinations and Assessment Authority” (√)
               |                     | (v) A stamped, self-addressed envelope (for use by the HKEx to send the receipt of application to the applicant) (√) |
               |                     |                     | (i) A completed entry form
               |                     | (ii) Produce for inspection the HKID card
               |                     | (iii) Produce for inspection the original copy of certificate(s) of previous examination(s) with results qualifying for entry or submit the photocopies of these documents (√) |
By an authorised representative

<table>
<thead>
<tr>
<th></th>
<th>HKEAA Office, 17, Tseuk Luk St, San Po Kong, Kowloon</th>
<th>18 September 2012 (Tuesday) to 24 September 2012 (Monday)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday – Friday: 9:00 am – 5:00 pm (no lunch break)</td>
<td>(i) A completed entry form</td>
</tr>
<tr>
<td></td>
<td>Saturday: 9:00 am – 12:00 noon (Sundays &amp; Public Holidays closed)</td>
<td>(ii) Produce for inspection a photocopy of applicant’s HKID card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Produce for inspection the original copy of certificate(s) of previous examination(s) with results qualifying for entry or submit the photocopies of these documents*</td>
</tr>
</tbody>
</table>

* The document(s) collected will be destroyed upon completion of the assessment.

Candidates submitting bouncing cheques due to insufficient funds are required to pay a supplementary fee of $226 per bouncing cheque.

Applicants who do not receive the receipt of application by 3 October 2012 (Wednesday) should telephone the Public Examinations Information Centre of HKEAA at 3628 8860 before 5:00 pm on 4 October 2012 (Thursday).

4. Late applications for entry after the closing date will only be accepted under special circumstances and at the discretion of the HKEAA. The payment of a supplementary fee of HK$350 in addition to the normal assessment fee is required. Applicants have to submit their late applications in person or by their authorized representatives to the HKEAA Wan Chai Office by 12 noon, 6 October 2012 (Saturday). Applications received after the aforesaid deadline will not be accepted.

Personal Data

5. Personal data of applicants are used for the purpose of conducting the assessment and the subsequent processing of assessment results. Whether applicants wish to provide the requested personal data or not is voluntary. However, if an applicant fails to provide all the data, or if any of the data provided are inaccurate or incomplete, the processing of the applicant’s assessment results will be affected and hence the HKEAA may not accept the applicant’s entry.

6. The personal data may also be used for the following purposes:
   (i) assisting the Education Bureau (EDB) in carrying out administrative duties related to the Language Proficiency Requirement (LPR);
   (ii) certifying applicants’ assessment results in response to legitimate requests; and
   (iii) conducting educational research and analysis in an anonymous format in which the identities of applicants are not traceable.

7. In compliance with the Personal Data (Privacy) Ordinance, the HKEAA will make available access to all personal data, on payment of the appropriate fee, to anyone who can establish his/her right to be informed of such data. The procedures of applications for data access are included in the “Application Guide on Data Access Requests”. The application guide and application forms are available at the HKEAA Southorn Centre office, San Po Kong office and the HKEAA website (http://www.hkeaa.edu.hk).

Answer Scripts and Video Recordings

8. All answer scripts submitted by applicants including the video recordings for speaking assessments shall be the property of the HKEAA. All scripts may be handled by the HKEAA at any time and in any way it deems appropriate, in particular the HKEAA may (and may authorize third parties to use, reproduce and/or publish those scripts, or any part thereof in an anonymous format in which the identities of applicants are not traceable. Also, the HKEAA will exercise reasonable care to protect and preserve the scripts submitted, but in the event of any loss or damage, as a result of which the candidate’s performance cannot be assessed based on the scripts submitted, the candidate concerned will waive all claims, if any, against the HKEAA.

Candidates with Special Needs

9. Candidates with special needs may apply for special assessment arrangements (e.g. extra time allowance, provision of Braille or enlarged question papers). Each application should be accompanied by supporting documents. Candidates may submit the applications together with the entry forms on or before 9 November 2012 (Friday). Late applications without valid reasons will normally not be accepted.

Assessment Fee

10. Assessment fee must be paid at the time of registration. Assessment fee is not transferable from one examination to another, nor from one person to another. Assessment fee will not be refunded if applicants subsequently withdraw from the Assessment.

11. For candidates who apply in person or via a representative, a demand note for assessment fee will be issued at the time of registration and it must be settled on or before 5:00 pm on 4 October 2012 (Thursday).

Change/Addition of Subject Paper

12. Applicants should note that applications for change/addition of subject paper after the completion of the registration procedures are subject to the approval of the HKEAA and the payment of supplementary fee of $226 for each amendment.
Documents

13. After the entry data have been processed, the HKEAA will send the following documents to applicants:

<table>
<thead>
<tr>
<th>Document</th>
<th>Tentative date of receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Form</td>
<td>30 January 2013 (Wednesday) (Candidates should contact the HKEAA (Tel.: 3628 8860) if they have not received the admission form by 1 February 2013.)</td>
</tr>
<tr>
<td>Results Notice</td>
<td>23 May 2013 (Thursday) (Candidates may visit the HKEAA website (<a href="http://www.hkeaa.edu.hk">http://www.hkeaa.edu.hk</a>) in mid-May 2013 for the latest information about the release of results.)</td>
</tr>
</tbody>
</table>

Reference Materials

14. The following documents are published by the Government for the reference of candidates:
   (i) Language Proficiency Assessment for Teachers (English Language) Handbook
   (ii) Language Proficiency Assessment for Teachers (Putonghua) Handbook
   (iii) Language Proficiency Assessment for Teachers (English Language) 2012 Assessment Report
   (iv) Language Proficiency Assessment for Teachers (Putonghua) 2012 Assessment Report

These documents can be downloaded from the EDB or HKEAA website and are available for collection at the Registration Centre. Applicants may also request to have these documents mailed to them by sending a stamped (postage: HK$ 16.40), self-addressed A3 size envelope to the HKEAA (Address: 12/F, Southern Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

15. Language Proficiency Assessment for Teachers question papers for English Language and Putonghua of the past 5 years (with suggested answers and the relevant listening test CD) have been published. These publications are available for sale at the HKEAA Online Bookstore (https://online.hkeaa.edu.hk/bookstore/) and the following places:
   (i) Hong Kong Examinations and Assessment Authority, 12/F, Southern Centre, 130 Hennessy Road, Wanchai, Hong Kong;
   (ii) The HKEAA Publications Unit, 17 Tseuk Luk Street, San Po Kong, Kowloon.

Briefing Sessions

16. Briefing sessions will be jointly held by the EDB and the HKEAA for candidates who have entered for the Language Proficiency Assessment for Teachers 2013. Details of the sessions are as follows:

   Date:       Saturday, 10 November 2012
   Time:       9:15 a.m. – 11:30 a.m. (Putonghua); 1:00 p.m. – 3:30 p.m. (English Language)
   Venue:      School Hall, Hotung Secondary School, 1 Ka Ning Path,Causeway Bay, Hong Kong

   The purpose of the briefing sessions is to familiarise candidates with the requirements of individual papers and the assessment procedures. The important points to note when preparing for the LPAT will be highlighted with reference to the Handbooks. There will also be a “Question and Answer” session to address queries raised by the candidates.

17. An admission ticket for the briefing will be issued during registration. Please turn up punctually at the venue with the ticket and the relevant reference materials. For online registration applicants, please bring along the print-out of the Acknowledgement for admission upon the completion of the online application. The Acknowledgement will be sent by email.

COMPLETING THE ENTRY FORM: Part I

18. Name/ C.C. Code
   (i) The applicant should make sure that the name written on the entry form agrees with that on his/her Hong Kong Identity Card. The name should be written in block letters with surname first in the boxes provided, starting from the first box on the left and leaving a blank box between names. For example,

   Name in English  C H A N M I N G K W O N G

   (ii) If the applicant has a Chinese name, the name in Chinese commercial code is printed under the Chinese name on his/her Identity Card. Copy this code from the Identity Card. An example is shown below:

   中文姓名  陈  明  江
   中文商用碼  7 1 1 5  2 4 9 4  3 0 6 8

19. Hong Kong Identity Card Number
   HK ID Card No.  E  1 2 3 4 5 6 ( 2 )
20. Sex

Female or Male

21. Postal Address

The address should be written in block letters. All documents (e.g. admission form and results notice) will be sent to this address. If any item is not applicable, leave it blank. An example is shown below:

Flat/Room  3 9 0 8  
Name of Building  M A N T A I N  H O U S E  
Estate/Village  T S Z M A N  E S T A T E  
Street No. & Name  T S Z W A N  S H A N  

Area: Hong Kong Kowloon New Territories

When an applicant changes his/her postal address, he/she should inform the HKEAA of the new address in writing. Applicants should enclose a copy of the assessment fee demand note or admission form together with the notification.

22. Status of applicant

You may put a ‘✓’ in the box adjacent to only one of the options describing the status of the applicant.
(i) ‘Teacher holding a permanent post’ refers to a teacher holding a post in the approved staff establishment in government, aided and caput schools. In Direct Subsidy Scheme (DSS) and private schools, he/she is a teacher holding a regular teaching post.
(ii) ‘Teacher holding a non-permanent post’ refers to a teacher holding a post outside the approved staff establishment in government, aided and caput schools. In DSS and private schools, he/she is a teacher whose employment is temporary in nature.
(iii) ‘Non-teacher’ refers to a person who does not fall under either of the categories above.

Subject(s) taught in the 2012/13 school year
You may put a ‘✓’ in the box(es) adjacent to the subject(s) (English; Putonghua; Other subjects) taught.

COMPLETING THE ENTRY FORM: Part II

23. Selection of Subject/Paper

You may put a ‘✓’ in the box(es) adjacent to the paper(s) you enter for. Owing to centre limitation, choice of area is not available for Speaking assessments.

The assessment details are as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Paper</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Putonghua</td>
<td>Paper 1 Listening &amp; Recognition</td>
<td>16 February 2013 (Saturday)</td>
<td>2:30 p.m. – 3:15 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper 2 Pinyin</td>
<td></td>
<td>4:30 p.m. – 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper 3 Speaking**</td>
<td>4 to 8 March 2013 &amp; 9 March 2013</td>
<td>5:30 p.m. – 8:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper 4 Classroom Language Assessment***</td>
<td>From 19 November (Monday) 2012 to 28 March 2013 (Thursday)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Paper</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language</td>
<td>Paper 1 Reading</td>
<td></td>
<td>9:00 a.m. – 10:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>Paper 3 Listening</td>
<td>17 February 2013 (Sunday)</td>
<td>11:15 a.m. – 12:15 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper 2 Writing</td>
<td></td>
<td>2:00 p.m. – 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper 4 Speaking**</td>
<td>4 to 8 March 2013 &amp; 9 March 2013</td>
<td>5:30 p.m. – 8:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper 5 Classroom Language Assessment***</td>
<td>From 19 November 2012 (Monday) to 28 March 2013 (Thursday)</td>
<td></td>
</tr>
</tbody>
</table>

* Reporting time for Putonghua Paper 1 is 2:15 p.m. Candidates should arrive at 2:15 p.m. for the assessment.

** The Putonghua and English Language speaking assessments will be video-recorded to facilitate the processing of irregularities during the assessment.

*** The Classroom Language Assessment (CLA) paper takes the form of lesson observation lasting for a single period by one assessor. Candidates are assessed once with about 40% of them receiving a second assessment visit by another assessor in order to verify the actual attainment of various CLA standards before the end of the
assessment period. At the beginning of the assessment period (from 19 November (Monday) to 14 December 2012 (Friday)), a number of candidates will receive a paired visit in which two assessors observe the same period.

The date of the CLA will be assigned by the assessors. Candidates will receive notification at least five days before the assessment. If the candidates do not receive notification for the first lesson observation by 1 March 2013 (Friday), they should contact the Language Teacher Qualifications Team of the EDB at 2892 5783 before 5:00 pm on 4 March 2013 (Monday).

COMPLETING THE ENTRY FORM: Part III

24. The CLA applicants should submit during registration a copy of the school calendar and their full teaching timetable as officially issued by the school. Each copy should bear the name of the applicant, the Demand Note No., the name of the school and the school chop. In case of special circumstances during the assessment period that the applicant is not teaching temporarily and CLA visit could not be arranged, related details should be marked in the school calendar. Any subsequent changes to the information submitted must be reported to the Language Teacher Qualifications Team of the EDB as soon as possible (Tel. No.: 2892 5783, Fax No.: 2123 1229). Without verified evidence at the time of registration that the applicant is teaching the language subject within the assessment period (19 November 2012 (Monday) to 28 March 2013 (Thursday)), application for CLA will not be accepted.

25. The CLA is administered by the EDB. Only English/Putonghua teachers holding a permanent post or a non-permanent post in public sector schools, DSS schools, or local private primary/secondary day schools offering a full curriculum may enter for the CLA. Applicants must ensure that they can provide live classroom situations so that their performance can be assessed. Applicants applying to take the CLA must fall into one of the categories describing their status listed below.

**English Language**

(i) Teachers who
- are holding a permanent post and teaching English Language in the 2012/13 school year; AND
- have attained the LPR at least in Papers 1 - 4.

(ii) Teachers who
- are holding a permanent or non-permanent post but not teaching English Language in the 2012/13 school year; AND
- taught English Language in any school year from the 2000/01 to 2011/12 school years but did not meet the LPR as scheduled, or attempted but failed the CLA; AND
- are granted approval by their present school head to have access to live classroom situations to take the CLA.

(iii) Teachers who
- are holding a non-permanent post (such as a teacher employed by school funds or special grants, a supply teacher who is daily paid or a teaching assistant performing teaching duties independently) and teaching or co-teaching English Language in the 2012/13 school year; OR
- are holding a permanent post and co-teaching English Language in the 2012/13 school year.

**Putonghua**

(i) Teachers who
- are holding a permanent post and teaching Putonghua in the 2012/13 school year; AND
- have attained the LPR at least in Papers 1 - 3.

(ii) Teachers who
- are holding a permanent or non-permanent post but not teaching Putonghua in the 2012/13 school year; AND
- taught Putonghua in any school year from the 2000/01 to 2011/12 school years but did not meet the LPR as scheduled, or attempted but failed the CLA; AND
- are granted approval from the present school head to have access to live classroom situations to take the CLA.

(iii) Teachers who
- are holding a non-permanent post (such as a teacher employed by school funds or special grants, a supply teacher who is daily paid or a teaching assistant performing teaching duties independently) and teaching or co-teaching Putonghua in the 2012/13 school year; OR
- are holding a permanent post and co-teaching Putonghua in the 2012/13 school year.
ENQUIRIES

26. (i) For enquiries concerning assessment arrangements, please contact the HKEAA office at 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hk (Tel. No.: 3628 8860; Fax No.: 3628 8990 and email: lpat@hkeaa.edu.hk).

(ii) For enquiries concerning the CLA and other LPR arrangements, please contact the Language Teacher Qualifications Team, Education Bureau at Room 1107, 11/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel. No.: 2892 5783; Fax No.: 2123 1229 and email: ltq@edb.gov.hk).

(iii) For information on criteria for reaching the LPR, please visit the EDB homepage at http://www.edb.gov.hk.