2012 LPAT / HKAL / HKDSE Examinations
Part-time Oral Recording System (ORS) Assistant

Duties:
(a) Set up (including installing and testing) the ORS at the examination centre according to the stipulated requirement before the start of the examination, and pack up the system after use.
(b) Provide on-site technical/application support on the ORS during the examination.
(c) Report ORS failure or incidents to the Authority for rectification.
(d) Follow the daily operation checklist and maintain good inventory of the ORS.

Applicants should:
(a) Familiar with Windows XP, software installation and AV equipments operations.
(b) Good command of spoken English and Chinese.
(c) Appropriate training will be provided and a pass in compliance test may be required.

Working Location:
Hong Kong Island, Kowloon, NT East / West / North.

Contract Service Fee (Per exam session per day):

<table>
<thead>
<tr>
<th>Exam</th>
<th>Subject</th>
<th>Contract Service Fee</th>
<th>Period*</th>
<th>Time</th>
<th>No. of Days</th>
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<tr>
<td>普通話教師語文能力評核 LPAT</td>
<td>普通話 Putonghua</td>
<td>HK$414</td>
<td>20 -27/2/2012</td>
<td>4:00 – 9:00 p.m.</td>
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<td>英語文 English Language</td>
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<td>香港高級程度會考 HKALE</td>
<td>中國語文及文化 Chinese Language &amp; Culture</td>
<td>HK$483</td>
<td>1-16/3/2012</td>
<td>4:00 – 9:30 p.m.</td>
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<td>英語運用 Use of English</td>
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<td>香港中學文憑考試 HKDSE</td>
<td>中國語文 Chinese Language</td>
<td>HK$459</td>
<td>3-17/5/2012</td>
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*Saturday, Sunday and General Holidays excluded

Application Period: 5 December 2011 - 13 January 2012
For application, please visit http://epo.hkeaa.edu.hk.

Notes to Applicants in relation to the Personal Data (Privacy) Ordinance:
- Applications with incomplete information will not be processed.
- The information provided will be used for the sole purpose of the selection of applicants to serve as part-time ORS assistant for the LPAT / HKDSE / HKAL Examination. The information supplied will be kept confidential.
- Any information of unsuccessful applicants will be destroyed after 31 August 2012.