

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
LANGUAGE PROFICIENCY ASSESSMENT FOR TEACHERS 2019
NOTES FOR PERSONS ENTERING FOR THE ASSESSMENT**

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 (HKDSE); or
 - (iii) equivalent qualifications.

Exemption

2. Details of the exemption from the Language Proficiency Requirement (LPR) are available at the website of the Education Bureau (EDB):

<http://www.edb.gov.hk/exemption>

Registration Period and Method

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

	Registration Centre	Registration Period	Office Hours	Documents Required
Online	https://online.hkeaa.edu.hk/	3 September 2018 (Monday) to 19 September 2018 (Wednesday)		(i) A completed online entry form (ii) Applicant's identification document (soft copy) [▽] (the file size of the image is 1MB) (iii) Certificate(s) of previous examination(s) with results qualifying for entry (soft copy) [▽] (iv) Online payment of assessment fee via Visa / MasterCard
By post	HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	3 September 2018 (Monday) to 14 September 2018 (Friday) (post-mark)*		(i) A completed entry form (ii) A photocopy of applicant's identification document [▽] (iii) A photocopy of certificate(s) of previous examination(s) with results qualifying for entry [▽] (iv) A crossed cheque [^] for the assessment fee made payable to 'Hong Kong Examinations and Assessment Authority' (v) A stamped, self-addressed envelope (for use by the HKEAA to send the receipt of application to the applicant) [◇]
In person	HKEAA Office, Room 1316, 13/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	14 September 2018 (Friday) to 20 September 2018 (Thursday)		Monday – Friday: 9:00 am – 5:30 pm (no lunch break) (Closed on Saturdays, Sundays & Public Holidays)

By an authorised representative	HKEAA Office, Room 1316, 13/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	14 September 2018 (Friday) to 20 September 2018 (Thursday)	Monday – Friday: 9:00 am – 5:30 pm (no lunch break) (Closed on Saturdays, Sundays & Public Holidays)	(i) A completed entry form (ii) Produce for inspection a photocopy of applicant's identification document (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 [▽]
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▽ The document(s) collected will be destroyed upon completion of the assessment.

* To ensure proper delivery of your application to the HKEAA, please ensure that your mail bears sufficient postage before posting.

^ Applicants submitting bouncing cheques due to insufficient funds are required to pay a supplementary fee of HK\$292 per bouncing cheque.

◇ Applicants who do not receive the receipt of application by 17 September 2018 (Monday) should telephone the Public Examinations Information Centre of the HKEAA at 3628 8860 before 5:30 pm on 18 September 2018 (Tuesday).

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\$455 in addition to the assessment fee is required. Applicants have to submit their late applications in person or by their authorised representatives to the HKEAA Southorn Centre Office by 5:30 pm, 4 October 2018 (Thursday). Applications received after the aforesaid deadline will not be accepted.

Personal Data and Answer Scripts

5. Personal data of applicants are used for the purpose of conducting the assessment and the subsequent processing of assessment results. Whether applicants 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 EDB in carrying out administrative duties related to the LPR;
- (ii) certifying applicants' assessment results in response to legitimate requests; and
- (iii) conducting educational research and/or analysis in an anonymous format in which the identities of applicants are not traceable.
- (iv) Processing of any refund of payment in relation to the assessment by the HKEAA's designated banks (or their appointees)

7. In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of the appropriate fee, to anyone who can establish his/her right to be informed of such data as retained by the HKEAA. The procedures for data access request are included in the 'Application Guide on Data Access Request' available at the HKEAA website (www.hkeaa.edu.hk).

8. All answer scripts submitted by applicants including the video recordings for speaking assessments shall be the property of the HKEAA. All scripts and video recordings may be handled by the HKEAA at any time and in any way it deems appropriate, in particular the HKEAA may (and may authorise 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, 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). Application for special assessment arrangements must be made within the registration period, with medical proof or supporting documents. Late applications or applications without valid reasons / proof will not be handled.

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. If the application cannot be processed because the applicant is not eligible for entry, or fails to provide correct or complete information by 7 December 2018, part of the payment made (after deducting an administration fee) will be refunded to the applicant. Assessment fee will not be refunded if the applicant subsequently withdraws from the Assessment.

Subject	Paper	Date	Time
English Language	Paper 1 Reading	27 January 2019 (Sunday)	9:00 am – 10:30 am
	Paper 3 Listening		11:15 am – 12:15 pm
	Paper 2 Writing		2:00 pm – 4:00 pm
	Paper 4 Speaking ⁺⁺	25 February 2019 (Monday) to 1 March 2019 (Friday)	5:30 pm – 8:30 pm
	Paper 5 Classroom Language Assessment ⁺⁺⁺	5 November 2018 (Monday) to 8 April 2019 (Monday)	

⁺ Reporting time for Putonghua Paper 1 is 2:15 pm. Candidates should arrive at 2:15 pm 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. For candidates selected for the second assessment visit, their assessment is considered complete only when both visits are completed. At the beginning of the assessment period (from 5 November 2018 (Monday) to 14 December 2018 (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. The first lesson observation is expected to complete before March 2019. If the candidates do not receive notification for the first lesson observation by 22 February 2019 (Friday), they should contact the Language Teacher Qualifications Team of the EDB at 2892 5783 before 5:00 pm on 25 February 2019 (Monday).

Completing the Entry Form: Part III (Classroom Language Assessment (CLA))

25. The CLA is administered by the EDB. Applicants applying to take the CLA must be teachers in public sector schools, DSS schools, or local private primary/secondary day schools offering a full curriculum, who
 - (i) are teaching or co-teaching English Language / Putonghua in the 2018/19 school year; OR
 - (ii) held a permanent post and taught English Language / Putonghua in or after the 2000/01 school year but failed to meet the LPR; OR
 - (iii) attempted but failed the CLA.
26. Applicants must ensure that they can provide live classroom situations so that their performance can be assessed.
27. Applicants should submit during registration a copy of the school calendar and their full teaching timetable of the whole school year officially issued by the school. Each copy should bear the name of the applicant, the Demand Note No. (if applicable), the name of the school and the school chop.
28. In case of special circumstances when the applicant has to leave the teaching post or is not able to teach temporarily during part of the assessment period, related details should be marked in the school calendar. Applications will be considered by the EDB on a case-by-case basis. 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 (5 November 2018 (Monday) to 8 April 2019 (Monday)), application for the CLA will not be accepted.
29. For applicants using online registration, please download and duly complete the CLA Documentation Cover Sheet (<http://www.hkeaa.edu.hk/en/lpat/>) and return it to the Hong Kong Examinations and Assessment Authority Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong, by post or in person, together with a copy of the school calendar and their full teaching timetable of the whole school year, both officially issued by the school. The deadline for submission of these documents is 4 October 2018 (Thursday). The HKEAA **does not accept** online submission of the school calendar or teaching timetable.

Enquiries

30. (i) For enquiries concerning assessment arrangements, please contact the HKEAA office at 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong (Tel. No.: 3628 8860; Fax No.: 3628 8990 and email: lpata@hkeaa.edu.hk).
- (ii) For enquiries concerning the CLA and other LPR arrangements, please contact the Language Teacher Qualifications Team, EDB 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 meeting the LPR, please visit the EDB website at <http://www.edb.gov.hk/lpr>.