

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
LANGUAGE PROFICIENCY ASSESSMENT FOR TEACHERS 2020
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/	2 September 2019 (Monday) to 18 September 2019 (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 credit card
By post	HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	2 September 2019 (Monday) to 13 September 2019 (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	17 September 2019 (Tuesday) to 20 September 2019 (Friday)		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	17 September 2019 (Tuesday) to 20 September 2019 (Friday)	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\$305 per bouncing cheque.
- ◇ Applicants who do not receive the receipt of application by 16 September 2019 (Monday) should telephone the Public Examinations Information Centre of the HKEAA at 3628 8860 before 5:30 pm on 17 September 2019 (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\$475 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, 3 October 2019 (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;
 - (iii) conducting educational research and/or analysis in an anonymous format in which the identities of applicants are not traceable; and
 - (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 (<http://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 6 December 2019, 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.

11. For applicants 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 23 September 2019 (Monday).

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 HK\$305 for each amendment.

Documents

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

Document	Date of receipt
Admission Form	17 January 2020 (Friday) (Candidates should contact the HKEAA (Tel.: 3628 8860) if they have not received the admission form by 20 January 2020 (Monday).)
Results Notice	21 May 2020 (Thursday) (tentative). (Candidates may visit the HKEAA website (http://www.hkeaa.edu.hk) in mid-May 2020 for the latest information about the release of results.)

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) 2019 Assessment Report
 - (iv) Language Proficiency Assessment for Teachers (Putonghua) 2019 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\$28), self-addressed A3 size envelope to the HKEAA (Address: 12/F, Southorn 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, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong; and
 - (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 2020. Details of the sessions are as follows:

Date: 2 November 2019 (Saturday)
Time: 9:15 am – 11:30 am (Putonghua); 1:00 pm – 3:30 pm (English Language)
Venue: School Hall, Lung Cheung Government Secondary School
1 Ma Chai Hang Road, Wong Tai Sin, Kowloon

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 assessment 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 applicants using online registration, 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 HKID Card / valid identification document. 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	O	N	G																									
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- (ii) If the applicant has a Chinese name, the name in Chinese commercial code is printed under the Chinese name on his/her HKID Card. Copy this code from the HKID Card. An example is shown below:

中文姓名
Name in Chinese 陳 明 江

中文商用電碼
Name in CC Code 7115 2494 3068

19. HKID Card* / valid identification document number. For example,

HK ID Card number E 123456 (2)

(*Remark: Applicants applying to take the Classroom Language Assessment paper must fill in their Hong Kong Identity Card number.)

20. Gender

F Female or M Male

21. Email Address

A valid email address should be provided for communication purpose.

22. 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 3908 Floor 39 Block

Name of Building	M	A	N		T	A	I		H	O	U	S	E						
Estate/Village	T	S	Z		M	A	N		E	S	T	A	T	E					
Street No. & Name																			
District 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.

23. Status of applicant

The applicant should put a ‘✓’ in the box adjacent to only one of the options describing the status of the applicant.

Subject(s) taught in the 2019/20 school year

The applicant should put a ‘✓’ in the box(es) adjacent to the subject(s) (English; Putonghua; Other subjects) taught.

Completing the Entry Form: Part II

24. Selection of Subject/Paper

The applicant should put a ‘✓’ in the box(es) adjacent to the paper(s) he/she enters for. Owing to centre limitation, choice of area is not available for Speaking assessments.

The assessment details are as follows:

Subject	Paper	Date	Time
Putonghua	Paper 1 Listening & Recognition	8 February 2020 (Saturday)	2:30 pm ⁺ – 3:15 pm
	Paper 2 Pinyin		4:30 pm – 5:00 pm
	Paper 3 Speaking ⁺⁺	24 February 2020 (Monday) to 28 February 2020 (Friday)	5:30 pm – 8:30 pm
	Paper 4 Classroom Language Assessment ⁺⁺⁺	4 November 2019 (Monday) to 9 April 2020 (Thursday)	

Subject	Paper	Date	Time
English Language	Paper 1 Reading	9 February 2020 (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 ⁺⁺	24 February 2020 (Monday) to 28 February 2020 (Friday)	5:30 pm – 8:30 pm
	Paper 5 Classroom Language Assessment ⁺⁺⁺	4 November 2019 (Monday) to 9 April 2020 (Thursday)	

⁺ 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 4 November 2019 (Monday) to 13 December 2019 (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 by the end of February. If the candidates do not receive notification for the first lesson observation by 21 February 2020 (Friday), they should contact the Language Teacher Qualifications Team of the EDB at 2892 5783 before 5:00 pm on 24 February 2020 (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 2019/20 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 (4 November 2019 (Monday) to 9 April 2020 (Thursday)), 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 3 October 2019 (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>.