

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
LANGUAGE PROFICIENCY ASSESSMENT FOR TEACHERS 2012
NOTES FOR PERSONS ENTERING FOR THE ASSESSMENT**

POINTS TO NOTE

Entry Requirements

- Applicants must have obtained 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 equivalent qualifications.

Exemption

- Details of the exemption criteria 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

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

	Registration Centre	Registration Period	Office Hours	Documents Required
By internet	http://online.hkeaa.edu.hk	5.9.2011 (Monday) to 29.9.2011 (Thursday)		(i) A completed entry form via Internet (ii) Applicant's HKID card (soft copy) [#] (iii) Certificate(s) of previous examination(s) with results qualifying for entry (soft copy) [#] (iv) Online payment of assessment fee via Visa / MasterCard/ Online PPS
By post	HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	5.9.2011 (Monday) to 20.9.2011 (Tuesday) (post-mark)		(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 HKEAA to send the receipt of application to the applicant)*
In person	HKEAA Office, 17, Tseuk Luk St, San Po Kong, Kowloon	23.9.2011 (Friday) to 29.9.2011 (Thursday)	Monday – Friday: 9:00 am – 5:00 pm (no lunch break) Saturday: 9:00 am – 12:00 noon (Sundays & Public Holidays closed)	(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		(i) A completed entry form (ii) Produce for inspection a photocopy of applicant's 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 [#]		

[#] 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 \$215 per bouncing cheque.

* Applicants who do not receive the receipt of application by 6.10.2011 (Thursday) should telephone the Public Examinations Information Centre of HKEAA at 3628 8860 before 5:00 pm on 7.10.2011 (Friday).

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\$333 in addition to the normal assessment fee is required. Applicants have to submit their late applications in person or by their authorized representatives to HKEAA Wan Chai Office by 12 noon, 8 October 2011 (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:
- assisting the EDB in carrying out administrative duties related to the Language Proficiency Requirement (LPR);
 - certifying applicants' assessment results in response to legitimate requests; and
 - 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, 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>).

Candidates with Special Needs

8. 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 11 November 2011. Late applications without valid reasons will normally not be accepted.

Assessment Fee

9. 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.
10. 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 6 October 2011.

Change/Addition of Subject Paper

11. 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 \$215 for each amendment.

Documents

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

Document	Tentative date of receipt
Admission Form	18 January 2012 (Candidates should contact the HKEAA (Tel.: 3628 8860) if they have not received the admission form by 20 January 2012.)
Results Notice	24 May 2012 (Candidates may visit the HKEAA website (http://www.hkeaa.edu.hk) in mid-May 2012 for the latest information about the release of results.)

Reference Materials

13. The following documents are published by the Government for the reference of candidates:
- Language Proficiency Assessment for Teachers (English Language) Handbook
 - Language Proficiency Assessment for Teachers (Putonghua) Handbook
 - Language Proficiency Assessment for Teachers (English Language) 2011 Assessment Report
 - Language Proficiency Assessment for Teachers (Putonghua) 2011 Assessment Report

These documents can be downloaded from the EDB or HKEAA websites 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 A4 size envelope to the HKEAA (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

COMPLETING THE ENTRY FORM: Part II

21. Selection of Subject/Paper

Put a '✓' in the box adjacent to the paper name of the subject you enter 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	4 February 2012 (Saturday)	2:30 p.m. ⁺ – 3:15 p.m.
	Paper 2 Pinyin		4:30 p.m. – 5:00 p.m.
	Paper 3 Speaking ⁺⁺	20-24 & 27 February 2012	5:30 p.m. – 8:30 p.m.
	Paper 4 Classroom Language Assessment ⁺⁺⁺	From 21 November 2011 to 30 March 2012	
Subject	Paper	Date	Time
English Language	Paper 1 Reading	5 February 2012 (Sunday)	9:00 a.m. – 10:30 a.m.
	Paper 3 Listening		11:15 a.m. – 12:15 p.m.
	Paper 2 Writing		2:00 p.m. – 4:00 p.m.
	Paper 4 Speaking ⁺⁺	20-24 & 27 February 2012	5:30 p.m. – 8:30 p.m.
	Paper 5 Classroom Language Assessment ⁺⁺⁺	From 21 November 2011 to 30 March 2012	

⁺ Reporting time for Putonghua Paper 1 is 2:15p.m. Candidates should arrive at 2:15p.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 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 in order to verify the actual attainment of various Classroom Language Assessment standards. At the beginning of the assessment period (from 21 November to 16 December 2011), a number of candidates will receive a paired visit in which two assessors observe the same period.

COMPLETING THE ENTRY FORM: Part III

22. Classroom Language Assessment (CLA) applicants should submit during registration a copy of the school calendar and their own full teaching timetable as officially issued by the school. Each copy should also bear the name of the applicant, Demand Note No., name of the school and the school chop. Any subsequent changes to the information submitted must be reported to the Language Teacher Qualifications Team of the Education Bureau (EDB) as soon as possible (Tel. No.: 2186 8749, Fax No.: 2123 1229). Without verified evidence at the time of registration of the applicant teaching the language subject within the assessment period (21 November 2011 to 30 March 2012), application for CLA will not be accepted.

23. The CLA is administered by the EDB. Only English/Putonghua teachers holding a permanent post or a non-permanent post in public-sector schools or local private primary/secondary day schools offering a full curriculum may enter for the CLA. Teachers holding a permanent or non-permanent post who previously taught English/PTH in the 2000/01 to 2010/11 school years and have not met the LPR or attempted but failed the CLA may also enter for the CLA if their schools allow them access to lessons in the relevant language subject for assessment purposes. Applicants must ensure that they can provide live classroom situations so that their performance can be assessed.

24. Applicants applying to take the CLA are required to provide information, at the time of registration, evidence of their teaching the language subject within the assessment period. They must fulfill ALL the criteria laid down under one of the following codes describing their status in the 2011/12 school year. They should also tick the appropriate box(es).

English Language

Code 1

Teachers who (i) are holding a permanent post and teaching English Language in the 2011/12 school year; AND
(ii) have attained the LPR in Papers 1 - 4 or in Papers 1 - 5.

Code 2

- Teachers who
- (i) are holding a permanent or non-permanent post but not teaching English Language in the 2011/12 school year; AND
 - (ii) taught English Language but without meeting the LPR as scheduled, or attempted but failed the CLA in any school year from the 2000/01 to 2010/11 school years; AND
 - (iii) are granted approval from the present school head to have access to English lessons to take the CLA in order to meet the LPR.

Code 3

- Teachers who
- (i) are holding a non-permanent post and teaching or co-teaching English Language in the 2011/12 school year (including temporary teachers, teachers employed with special funding and teaching assistants, all with registered/permitted teacher status); OR
 - (ii) are holding a permanent post and co-teaching English Language in the 2011/12 school year.

Putonghua**Code 4**

- Teachers who
- (i) are holding a permanent post and teaching Putonghua in the 2011/12 school year; AND
 - (ii) have attained the LPR in Papers 1 - 3 or in Papers 1 - 4.

Code 5

- Teachers who
- (i) are holding a permanent or non-permanent post but not teaching Putonghua in the 2011/12 school year; AND
 - (ii) taught Putonghua but without meeting the LPR as scheduled, or attempted but failed the CLA in any school year from the 2000/01 to 2010/11 school years; AND
 - (iii) are granted approval from the present school head to have access to Putonghua lessons to take the CLA in order to meet the LPR.

Code 6

- Teachers who
- (i) are holding a non-permanent post and teaching or co-teaching Putonghua in the 2011/12 school year (including temporary teachers, teachers employed with special funding and teaching assistants, all with registered/permitted teacher status); OR
 - (ii) are holding a permanent post and co-teaching Putonghua in the 2011/12 school year.

ENQUIRIES

25. (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: 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 1707, 17/F., Murray Building, Garden Road, Central, Hong Kong (Tel. No.: 2186 8749; 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>.