

About HKEAA

Established in 1977, the Hong Kong Examinations and Assessment Authority (HKEAA) is an independent statutory body administering public examinations as well as professional and international examinations in Hong Kong. The HKEAA is self-financed and derives its income from examination fees, publication sales, and related services provided to both individuals and organisations.



Our Vision

To be a world-renowned and well-trusted examination and assessment services provider.

Our Mission

To meet educational and societal needs, we shall provide valid, reliable and equitable examinations and a range of assessment services in a professional, innovative, efficient and effective manner.

The HKEAA Council and Corporate Governance

The HKEAA Council (the Council) is the highest governing body. Under the Council are a number of committees providing advice and assistance in various areas. The Council is committed to continually enhancing the HKEAA's governance structure and streamlining operational and decision-making processes to ensure its all-time readiness to take on every challenge.

The HKEAA Members – Composition and Appointment

The HKEAA consists of persons as specified in Schedule 2 of the Hong Kong Examinations and Assessment Authority Ordinance. Members are either appointed by the Chief Executive of the Hong Kong Special Administrative Region, nominated by the Heads of Universities Committee or are ex-officio members. All members, who are not Secretariat staff, are not remunerated.

Responsibilities of the Council

The Council makes decisions on and approves major plans, budgets, policies and regulations of the HKEAA. It also appoints senior executives of the Secretariat, and meets at least twice a year. In 2018/19, four such meetings were convened.

Committees

The Council appoints standing committees to monitor various major functions of the HKEAA. These committees carry out their work in accordance with their terms of reference. Working groups and sub-committees may also be appointed to take on particular tasks. The major committees in 2018/19 are listed below:

- Strategic Development Committee
- Appeal Review Committee
- Audit Committee
- Advisory Committee on Basic Competency Assessment
- Finance Committee
- Human Resources Committee
- Information Technology Committee
- Public Examinations Board
- Research and Development Committee

The membership list of the HKEAA in 2018/19 is detailed in Appendix 1.

Secrecy and Council Members' Interests

Members of the Council and its committees are required to maintain secrecy with regard to all matters coming to their knowledge in the exercise or performance of any duties or functions related to the HKEAA.

The Council has an established mechanism for declaration of interests. Members of the Council and its committees with conflict of interest in any matter shall, if so required, withdraw from meetings where the matter is discussed, and in any case shall not vote.

HKEAA Council Members



01 Mr Benjamin Ng Yau-keung

02 Mrs Hong Chan Tsui-wah

03 Mr Raymond Cheng

04 Mr Samuel Yung Wing-ki,
SBS, MH, JP

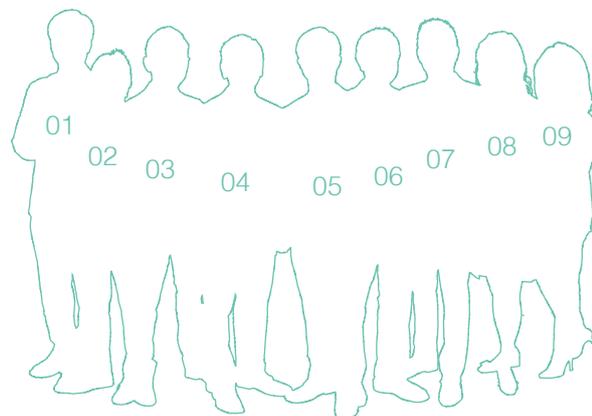
05 Ir Dr So Kwok-sang

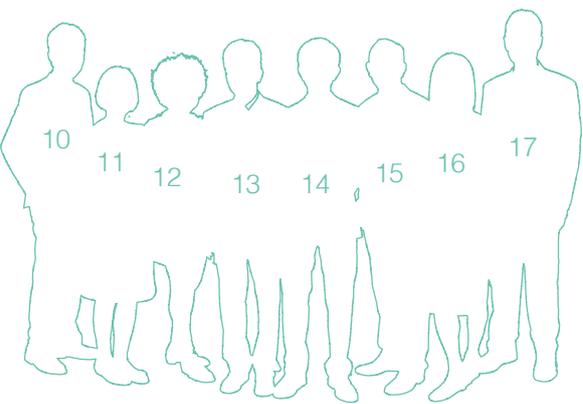
06 Dr Mak Chi-keung

07 Mr Jason Joseph
Lee Kwong-ye

08 Ms Monica
Cheng Wai-ye

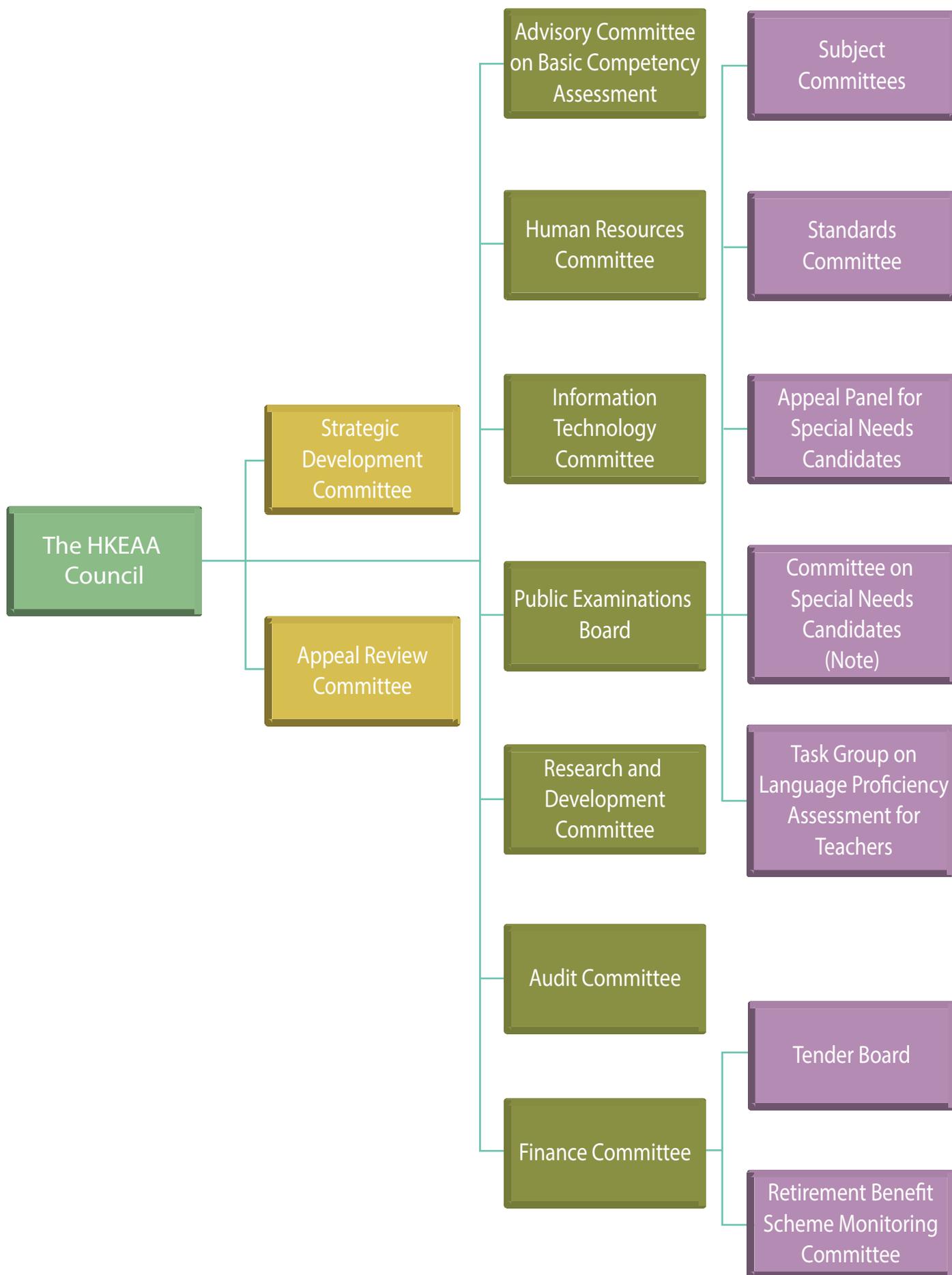
09 Ms Katherine
Cheung Marn-kay





- | | | | |
|----|--------------------------|----|---------------------------|
| 10 | Dr Albert Chau Wai-lap | 14 | Prof Leung Pak-wo |
| 11 | Ms Jane Leung Chui-chun | 15 | Mr Sheridan Lee Sha-lun |
| 12 | Mrs Carrie Yau, GBS, JP | 16 | Ms Bonnie Lai Miu-yee |
| 13 | Mr Stephen Hung Wan-shun | 17 | Mr James Lam Yat-fung, MH |

Structure of the HKEAA Council and Committees



Note : The Task Group on Special Examination Arrangements for Candidates with Specific Learning Disabilities(SLD) is a sub-committee under the Committee on Special Needs Candidates

Corporate Governance Statement

Principles

As an independent statutory body established under the Hong Kong Examinations and Assessment Authority Ordinance, we are committed to upholding the highest standards of corporate governance. We believe that transparency, fairness, integrity and accountability are the cornerstones of excellent corporate governance. From time to time, we make reference to international standards and best practices in updating our policies and procedures in operation and control.

Risk Management and Internal Control

The HKEAA is committed to providing fair and reliable examinations and assessment services in a professional, efficient and effective manner. To achieve this, we have implemented the ISO 9001 Quality Management System (QMS) since 2005. After obtaining the certification for fulfilment of the ISO 9001:2015 International Standard in May 2018, we continued with process enhancement for achieving an effective QMS. An annual surveillance audit was successfully conducted in February 2019, with no non-conformity noted by the certification body.

The Internal Audit Unit (IAU) of the HKEAA has continued to oversee the risk assessment and review the internal control of the Authority independently. A risk and effectiveness-based audit approach was adopted. Internal audits, such as budgetary control; staff recruitment, selection and appointment; HKDSE examination irregularities and complaint handling; marking and remarking process of HKDSE; physical count of the 2019 HKDSE surplus question papers and checking against its usage records; and review of the International and Professional Examinations System had been conducted. No significant control deficiencies were noted. Recommendations for process enhancement made by IAU were also well accepted by the management of the HKEAA for implementation. An online survey on internal control was conducted during the year to collect staff's views about the internal control within their division including ethical practices, management philosophy and operational processes. The result revealed that adequate internal control was established within the Authority.

Accounts and Audit

Our accounts are endorsed by the Finance Committee and the Audit Committee before approval by the Council. The approved accounts are then further audited by an external auditor appointed by the Audit Committee. The Balance Sheet and the Income and Expenditure Account for the year ending 31 August 2019 are detailed in Appendix 2.

Staff Remuneration

The Human Resources Committee advises on remuneration-related policies, including annual pay adjustments, remuneration structure and other employment terms and conditions. These are then approved by the Council.

Examination Personnel

To help with public examinations, more than 10,000 personnel are employed on a seasonal basis each year. The majority of these are experienced teachers in secondary schools or universities who serve as examination setters, assessors, moderators, markers, proofreaders, oral examiners and invigilators. The HKEAA also relies on the support of participating schools in providing venues and invigilation staff for public examinations.

The Secretariat

The Secretariat, led by the Secretary General, employs around 350 full-time staff members to serve the public, the Council and its committees.

Organisation Chart of the Secretariat

As at 1 March 2019

