

The Hong Kong Examinations and Assessment Authority (HKEAA) is now recruiting various posts of examination personnel (EP) (non in-service teachers) for 2022[#] & 2023 Territory-wide System Assessment (TSA):

- Setter, Proofreader, Assessor, Presenter and Assistant Examiner (Oral Examiner Trainer)

Interested party should send the completed “Application Form for TSA Examination Personnel (Non In-service Teachers) (application form)” to HKEAA’s EASD office by mail (address: Unit 903-6, 9/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon, Hong Kong) **on or before 31 March 2021**.

Applicants who do not receive our recruitment notification after 31 May 2021 but have already met the requirements of the post(s) applied will be placed on the reserve list. They will be contacted individually by our subject staff members-in-charge when vacancies arise. Should applicants have any queries concerning this matter, please contact Mr Oliver Lee (Assistant Officer) at 3628 8110.

2022[#] & 2023 Territory-wide System Assessment			
Details on Application for Posts of Examination Personnel (Non In-service Teachers)			
Post	Experience/Requirements	Duties	Timeline
Setter*	<ul style="list-style-type: none"> • Applicants should have at least 3 years’ teaching experience in the subject applied for. • Experience in item setting for public assessment/examinations is preferable. • Setter applicants must submit a few items for the subject level applied for as a recruitment test. For details, please refer to the annex in the application form. 	<ul style="list-style-type: none"> • Set items according to HKEAA’s requirements • The period for setting items is in June to September each year. 	<ul style="list-style-type: none"> • Application (and item submission) due date (31 March 2021) • Recruitment notification (by 31 May 2021) • Applicants not receiving recruitment notification by 31 May 2021 but have already met the requirements of the post(s) applied will be placed on the reserve list
Proofreader*	<ul style="list-style-type: none"> • Applicants should have at least 3 years’ teaching experience in the subject applied for. • Experience in proofreading for public assessment/examinations is preferable. 	<ul style="list-style-type: none"> • Proofread items according to HKEAA’s requirements • Proofreading (November to March the following year) 	
Assessor*	<ul style="list-style-type: none"> • Applicants should have at least 3 years’ teaching experience in the subject applied for. • Experience in being an assessor / proofreading for public assessment/examinations is preferable. 	<ul style="list-style-type: none"> • Complete the items according to HKEAA’s requirements • Serving period (February/March each year) 	

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Details on Application for Posts of Examination Personnel (Non In-service Teachers)			
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Presenter*	<ul style="list-style-type: none"> • Applicants should have experience as a presenter in audio/video production. • Preferably a member of a professional body in the discipline • Experience in audio/video production for public assessment/examinations is preferable. • Preferably a native speaker of the language used in the audio production • Presenters will be required to perform 5 minutes' voice test. 	<ul style="list-style-type: none"> • Able to complete the voice-over task according to the requirements • Serving period (December to March the following year) 	<ul style="list-style-type: none"> • Application due date (31 March 2021) • Recruitment notification (by 31 May 2021) • Applicants not receiving recruitment notification by 31 May 2021 but have already met the requirements of the post(s) applied will be placed on the reserve list
Assistant Examiner (Oral Examiner Trainer)	<ul style="list-style-type: none"> • Applicants should have at least 3 years' teaching experience in the subject applied for. • Experience in training teachers • Assistant Examiners (Oral Examiner Trainer) should familiar with the marking schemes given and exemplar performances which represent specified level descriptors on the rating scales. 	<ul style="list-style-type: none"> • Train prospective OEs in training workshops by showing them how to use the marking schemes given by HKEAA and illustrate exemplar performances which represent specified level descriptors on the rating scales • Conduct and mark a recruitment test for prospective OEs • Serving period (March/April each year) 	

Notes:

[#]Since 2012, the P.6 Territory-wide System Assessment has been implemented in odd-numbered years. School participation has been on a voluntary basis in even-numbered years.

*The appointment of Examination Personnel posts involving item development is confined to one subject level (e.g. a P.3E proofreader cannot be an assessor for P.6E or P.3M.)