

**Hong Kong Examinations and Assessment Authority**  
**Territory-wide System Assessment**  
**Invitation for the Provision of Examination Personnel Services\***

Service providers are invited to perform the following role(s) for the Territory-wide System Assessment 2025 of Chinese Language, English Language and Mathematics at P.3, P.6 and S.3 levels: Setter, Presenter, Proofreader, Assessor and Assistant Examiner (Oral Examiner Trainer). Details on Application for Posts of Examination Personnel are as follows:

Post	Qualification/Experience	Requirements	Duties
Setter	<ul style="list-style-type: none"> <li>Applicants should have at least 3 years' teaching experience in the subject applied for.</li> <li>Experience in item setting for public assessment/examinations is preferable.</li> </ul>	<ul style="list-style-type: none"> <li>Setter applicants are required to submit a number of items (with answer key) of the subject level applied for together with the application form. For details, please refer to the Annex.</li> <li>Set items according to HKEAA's requirements</li> </ul>	<ul style="list-style-type: none"> <li>Set items according to HKEAA's requirements.</li> <li>The period for setting items is in Jun-Sep each year.</li> </ul>
Presenter	<ul style="list-style-type: none"> <li>Applicants should have experience as a presenter in audio/video production.</li> <li>Preferably a member of a professional body in the discipline.</li> <li>Experience in audio/video production for public assessment/examinations is preferable.</li> </ul>	<ul style="list-style-type: none"> <li>Preferably a native speaker of the language used in the audio production.</li> <li>Presenters must NOT be the subject level teachers for the year assessed.</li> <li>Presenters will be required to perform 5 minutes' voice test.</li> </ul>	<ul style="list-style-type: none"> <li>Able to complete the voice-over task according to the requirements.</li> <li>Serving period in Jan-Mar.</li> </ul>
Proofreader	<ul style="list-style-type: none"> <li>Applicants should have at least 3 years' teaching experience in the subject applied for.</li> <li>Experience in proofreading for public assessment/ examinations is preferable.</li> </ul>	<ul style="list-style-type: none"> <li>Applicants are required to pass a recruitment test before appointed.</li> <li>Proofread items according to HKEAA's requirements</li> </ul>	<ul style="list-style-type: none"> <li>Proofread items according to HKEAA's requirements.</li> <li>Proofreading in Nov-Mar each year.</li> </ul>
Assessor	<ul style="list-style-type: none"> <li>Applicants should have at least 3 years' teaching experience in the subject applied for.</li> <li>Experience in proofreading for public assessment/ examinations is preferable.</li> </ul>	<ul style="list-style-type: none"> <li>Complete items according to HKEAA's requirements</li> </ul>	<ul style="list-style-type: none"> <li>Complete the items according to HKEAA's requirements.</li> <li>Serving period in Feb/Mar each year.</li> </ul>
Assistant Examiner (AE)(Oral Examiner (OE)Trainer)	<ul style="list-style-type: none"> <li>Applicants should have at least 3 years' teaching experience in the subject applied for.</li> <li>Applicants should be experienced Oral Examiners and/or markers with records of good performance.</li> </ul>	<ul style="list-style-type: none"> <li>AEs (OE Trainer) should familiar themselves with the marking schemes given and exemplar performances which represent specified level descriptors on the rating scales.</li> </ul>	<ul style="list-style-type: none"> <li>Train prospective OEs on training workshops.</li> <li>Conduct and mark a recruitment test for prospective OEs.</li> <li>Serving period in Mar/Apr each year.</li> </ul>

Interest parties should send in their completed application form to HKEAA ([tsa1@hkeaa.edu.hk](mailto:tsa1@hkeaa.edu.hk)) **on or before 29 February 2024 (Thursday)**.

Notes:

- **\*In-service daytime primary and secondary school teachers are NOT eligible.**
- *The above-mentioned examination personnel are appointed to provide services as independent contractors. The appointment does not give rise to any employment or agency relationship between the examination personnel and the HKEAA.*
- *Applicants not receiving a reply by the end of April 2024 should consider their applications unsuccessful.*
- *For enquiry, please call 3628 8188.*