

Phone: 3628 8902

Ref.: SE/2 XXIX

27 February 2015

To: Principals of Participating Schools

Dear Principal

Hong Kong Diploma of Secondary Education (HKDSE) Subject Committees Nomination of Teacher Members

The Hong Kong Diploma of Secondary Education (HKDSE) Subject Committees were set up in 2012 for Category A subjects and Category B Applied Learning (ApL) subjects (**Annex 1** shows a list of the 25 HKDSE Subject Committees). We have been approaching schools periodically to seek nominations for filling up vacancies on our subject committees. In this connection, we are writing to seek your nominations of suitable teachers for appointment as Subject Committee members for 2015/16 and beyond.

Subject Committees play an important role in the quality assurance of public examinations. After each year's examination, the subject committees review relevant examination papers and marking schemes in their regular post mortem meetings. This monitoring mechanism is important as it can help to ensure continuous improvement in the quality of the examination papers and marking. By providing expert advice on various aspects of the examination, the subject committee also plays a key role in advising the Authority concerning changes in the assessment requirements and administration of the examination for the subject.

To ensure that appropriate teachers are nominated, principals are requested to follow the guidelines given below when making nominations:

Teachers being nominated should be

- (1) keeping themselves up-to-date in their subject areas so that they are aware of the current thinking and are able to contribute to the process of assessment development;
- (2) innovative in the classroom, capable of teaching independently of textbooks and interested in trying out new ways of doing things;
- (3) accustomed to having significant professional responsibilities (e.g. as a panel chairperson);
- (4) willing and able to speak out at a public meeting.

In terms of experience, they should

- (1) have recently taught HKDSE examination classes (i.e. S4-S6) for at least four years, but need not be currently doing so;
- (2) have served as a marker/an oral examiner for the Authority on at least two occasions for HKCE/HKAL/HKDSE examinations in the last six years.

If you wish to nominate members of your staff to serve on the Subject Committees, please use the nomination forms enclosed. In nominating teachers, please:

- (1) ascertain their willingness to serve;
- (2) ask the teacher(s) to provide details of their teaching experience and qualifications;
- (3) give an undertaking that teachers who are appointed will be released from their teaching responsibilities to attend meetings. (Note: In most cases, Members of a Subject Committee would be required to attend two afternoon meetings a year, though more meetings would be involved if the teacher is subsequently appointed to working groups.)

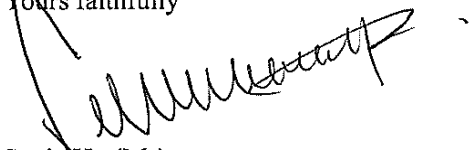
Selection will be made on the basis of the above guidelines and shortlisted teachers may be informally interviewed during the selection process. It is the Authority's intention to establish a pool of suitably qualified persons who can be appointed in subsequent years as vacancies arise.

Because of the importance of its assessment development work, the Authority would like to recruit suitable teachers who can actively contribute in the process. For this reason, it is hoped that you will discuss this matter with suitable staff members with a view to making nominations. You may also wish to note that, nominated teachers, if invited to serve on Subject Committees, must meet certain declaration requirements, which are stated on the last page of the nomination form attached.

Nominations should be returned by **Friday, 20 March 2015**. A postage-paid envelope is enclosed for your convenience.

If you have any queries, please contact Ms Maria Fung at 3628 8070.

Yours faithfully



Senia Ho (Ms)
for Secretary General
Hong Kong Examinations and Assessment Authority

SH/sw

HKDSE Subject Committees

1. HKDSE Chinese Language Subject Committee
2. HKDSE English Language Subject Committee
3. HKDSE Liberal Studies Subject Committee
4. HKDSE Mathematics Subject Committee
5. HKDSE Chinese Literature Subject Committee
6. HKDSE Literature in English Subject Committee
7. HKDSE Biology Subject Committee
8. HKDSE Chemistry Subject Committee
9. HKDSE Physics Subject Committee
10. HKDSE Integrated Science Subject Committee
11. HKDSE Chinese History Subject Committee
12. HKDSE Economics Subject Committee
13. HKDSE Ethics & Religious Studies Subject Committee
14. HKDSE Geography Subject Committee
15. HKDSE History Subject Committee
16. HKDSE Tourism & Hospitality Studies Subject Committee
17. HKDSE Business, Accounting and Financial Studies Subject Committee
18. HKDSE Design & Applied Technology Subject Committee
19. HKDSE Health Management & Social Care Subject Committee
20. HKDSE Information & Communication Technology Subject Committee
21. HKDSE Technology & Living Subject Committee
22. HKDSE Music Subject Committee
23. HKDSE Physical Education Subject Committee
24. HKDSE Visual Arts Subject Committee
25. HKDSE Applied Learning Subjects Committee



香港中學文憑科目委員會
Hong Kong Diploma of Secondary Education (HKDSE) Subject Committee

學校教師委員推薦書
Nomination for School Teacher Member

(請參閱背頁有關申報利益事宜)

(Please read the information on the reverse side concerning Declaration of Interests)

甲部 (由校長填寫)

Section A (to be completed by the Principal)

1. 獲提名教師姓名 _____ (in Chinese)

Name of Nominee: _____ (in English)

2. 任教學校名稱

Name of School: _____

3. 學校地址

Address of School: _____

4. 學校電話

Tel. No. of School: (1) _____ (2) _____

5. 獲提名參加的香港中學文憑科目委員會名稱

Name of HKDSE Subject Committee for which the teacher is being nominated:

有關提名上述教師參與香港考試及評核局科目委員會工作，本人答應准許該教師在上課期間出席委員會會議。

In nominating this member of my staff as a suitable person to serve on the Authority's subject committee(s), I agree to release him/her to attend subject committee meetings if they are held at a time when the school is in session.

校長簽署

Signature of Principal: _____

日期

Date: _____

學校印鑑

School

Seal

乙部 (由獲提名教師填寫)

Section B (to be completed by the teacher being nominated)

6. 學歷

Academic Qualifications:

大學 / 學院 University / College	國家 / 地區 Country	學位 / 文憑 Degree / Diploma	頒授年份 Year obtained	主修科目 Major Subjects	其他科目 Other Subjects

7. 最近教授有關科目的經驗

Most recent teaching experience in the subject(s) concerned:

學校 School	年份 Year		科目 Subjects	程度 Level			
	由 From	至 To		中四 S4	中五 S5	中六 S6	中七 S7
	2014	2015	(1) (2)				
	2013	2014	(1) (2)				
	2012	2013	(1) (2)				
	2011	2012	(1) (2)				
	2010	2011	(1) (2)				
	2009	2010	(1) (2)				

總教學年數

Total No. of Years of Teaching:

8. 最近參與考評局閱卷/口試工作的紀錄

Most recent marking / oral examining experience with the HKEAA:

年份 Year	程度 Level	科目 Subject	卷別 Paper	應考語文 Language Version	職位 Post

9. 其他參與考評局工作的經驗

Other experience with the HKEAA:

10. 閣下是否擔任科主任？

Are you a Panel Chairperson? 是 Yes 否 No

若答案為「是」，請填寫 If yes, please state:

a) 科目名稱

Name of Panel: _____

b) 擔任年數

No. of Years as Panel Chairperson:

11. 校內其他重要職務

Other major responsibilities held within the school:

12. 有關參與教育局課程發展處工作的經驗

Relevant experience with the Curriculum Development Institute, Education Bureau:

13. 其他相關經驗

Other relevant experience:

本人證實上述資料正確，並同意校方提名本人參與香港考試及評核局科目委員會的工作。

I certify that the information stated above is correct and accept the nomination from my school to serve on the subject committee(s) of the Hong Kong Examinations and Assessment Authority.

獲提名教師簽署

Signature of Nominee: _____

日期

Date: _____

填妥本表格後，請於 2015 年 3 月 20 日或之前交回香港灣仔軒尼詩道 130 號修頓中心 12 樓香港考試及評核局。
Please return the completed form to the Hong Kong Examinations and Assessment Authority, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong via your School Principal on or before 20 March 2015.

申報利益事宜

科目委員會委員的申報利益制度如下：

有關人士獲委任時或在任期中倘申報	本局處理方法
本人或配偶於補習社 <ul style="list-style-type: none"> • 擔任教職(不論任何程度、科目) • 任職管理階層 	不予委任或中止委任
本人或近親* <ul style="list-style-type: none"> • 對補習社或出版社(教科書/參考書)的擁有權涉及直接或間接的利益 • 為上述機構的董事 	
本人編寫同一程度有關科目的書籍	不得出任科目委員會的主席或副主席。當涉及重大課程修訂時，如有需要，須書面保證在指定期間內不出版/修訂有關書籍+

*近親定義：配偶、子女、父母、兄弟姐妹及其他一起居住的人士。

+當有重大課程修訂時，須書面保證在新課程設考前，有關的科目委員會委員不得出版/修訂有關教科書/參考書。如課程定稿在施教前四年或之前經已公布，則毋須作有關聲明。

有關人士獲委任為科目委員會委員前，須申報以上資料。

Declaration of Interests

The system of declaration of interests is outlined as follows:

Persons who, at the time of appointment or during the term of appointment, declare that	Action to be taken
they or their spouses <ul style="list-style-type: none"> • teach in a tutorial school (<i>any level, any subject</i>) • are involved in the management of a tutorial school 	WILL NOT BE APPOINTED
they or any of their close relatives* <ul style="list-style-type: none"> • have any direct or indirect interest in the ownership of a tutorial school or a publishing company (<i>textbooks/reference books</i>) • are directors of such organisations 	
they are authors of books on the subject and at the level concerned	<i>Cannot be chairpersons or vice-chairpersons and, where necessary, have to sign an undertaking not to publish/revise books on the relevant subject within a prescribed period when the subject is undergoing a major syllabus revision+</i>

*Close relatives: spouses, children, parents, brothers and sisters, and others living under the same roof.

+Members have to sign an undertaking not to publish/revise books on the relevant subject until the first examination of the new syllabus has taken place. However, when the lead time for the implementation of a new syllabus is four years or more prior to the commencement of teaching, authors serving on subject committees will have no possible advantage and this restriction does not apply.

Persons who are appointed as subject committee members will be required to make relevant declarations at the time of their appointment.