

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
LANGUAGE PROFICIENCY ASSESSMENT 2024  
NOTES FOR PERSONS ENTERING FOR THE ASSESSMENT**

**Entry Requirements**

1. Applicants must have obtained:
  - (i) 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
  - (ii) Level 2 / 'Attained' / Grade E or above in at least 5 subjects (including Chinese Language or English Language) at one or more sittings in the Hong Kong Diploma of Secondary Education Examination (HKDSE); or
  - (iii) equivalent qualifications.

**Exemption**

2. Details of the exemption from the Language Proficiency Requirement (LPR) are available at the website of the Education Bureau (EDB):

<https://www.edb.gov.hk/exemption>

**Registration Period and Method**

3. Applicants should submit their applications via the online registration system. Hardcopies of entry forms will **not** be accepted.

Online Registration	Registration Period	Documents Required
<a href="https://online.hkeaa.edu.hk/">https://online.hkeaa.edu.hk/</a>	8 September 2023 (Friday) to 22 September 2023 (Friday)	<ol style="list-style-type: none"> <li>(i) A completed online entry form</li> <li>(ii) Applicant's identification document (image file)<sup>▽</sup></li> <li>(iii) Certificate(s) of previous examination(s) with results qualifying for entry (image file)<sup>▽</sup></li> <li>(iv) Online payment of assessment fee via credit card / Alipay / WeChat Pay / Faster Payment System (FPS)</li> <li>(v) <i>Classroom Language Assessment (CLA) applicants are required to upload the following documents (image file)</i><sup>▽</sup>:               <ul style="list-style-type: none"> <li>● School Calendar</li> <li>● Teaching Timetable</li> <li>● Form of 'Verification of Eligibility for the CLA', officially verified by the Principal of the serving school</li> </ul> </li> </ol> <p><sup>▽</sup>For (ii), (iii) and (v), the file size of the image(s) should not exceed 1MB.</p>

<sup>▽</sup>The document(s) collected will be destroyed upon completion of the assessment.

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\$518 in addition to the assessment fee is required. Applicants have to submit their late applications in person or by their authorised representatives to the HKEAA Southern Centre Office by 5:30 pm, 27 September 2023 (Wednesday). Applications received after the aforesaid deadline will not be accepted.

**Personal Data and Answer Scripts**

5. Personal data of applicants are used for the purpose of conducting the assessment and the subsequent processing of assessment results. Whether applicants 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, including assessment results, may also be used for the following purposes:
  - (i) assisting the EDB in carrying out administrative duties related to the LPR;
  - (ii) certifying applicants' assessment results in response to legitimate requests;
  - (iii) conducting educational research and/or analysis in an anonymous format in which the identities of applicants are not traceable; and
  - (iv) processing of any refund of payment in relation to the assessment by the HKEAA's designated banks (or their appointees).

7. In compliance with the Personal Data (Privacy) Ordinance, access to all personal data will be made available, on payment of the appropriate fee, to anyone who can establish his/her right to be informed of such data as retained by the HKEAA. The procedures for data access request are included in the ‘Application Guide on Data Access Request’ available at the HKEAA website (<https://www.hkeaa.edu.hk>).
8. All answer scripts submitted by applicants including the video recordings for speaking assessments shall be the property of the HKEAA. All scripts and video recordings may be handled by the HKEAA at any time and in any way it deems appropriate, in particular the HKEAA may (and may authorise third parties to) use, reproduce and/or publish those scripts, or any part thereof in an anonymous format in which the identities of applicants are not traceable. Also, the HKEAA will exercise reasonable care to protect and preserve the scripts submitted, but in the event of any loss or damage, as a result of which the candidate’s performance cannot be assessed based on the scripts, the candidate concerned will waive all claims, if any, against the HKEAA.

**Candidates with Special Needs**

9. Candidates with special needs (such as candidates with disabilities / chronic illness) may apply for special assessment arrangements (SEAs) (such as allocation to special centres, extra time allowance, supervised breaks, provision of Braille or enlarged question papers). Application for special assessment arrangements must be made within the registration period, with medical proof or supporting documents. Late applications or applications without valid reasons / proof will not be handled.

**Assessment Fee**

10. Assessment fee must be paid at the time of registration. Assessment fee is not transferable from one assessment to another, nor from one person to another. Assessment fee will not be refunded if the applicant subsequently withdraws from the Assessment. If the application cannot be processed because the applicant is not eligible for entry, or fails to provide correct or complete information by 1 December 2023, part of the payment made (after deducting an administration fee) will be refunded to the applicant.

**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 HK\$333 for each amendment.

**Documents**

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

Document	Date of receipt
Admission Form	11 January 2024 (Thursday) (Candidates should contact the HKEAA (Tel.: 3628 8860) if they have not received the admission form by 18 January 2024 (Thursday).)
Results Notice <sup>#</sup>	23 May 2024 (Thursday) (tentative)
<b>Rechecking and Remark<sup>#</sup>:</b> Application for rechecking and remarking will be accepted from 24 May 2024 (Friday) to 28 May 2024 (Tuesday) (tentative). Application form is enclosed in the Results Notice and is available for download on the HKEAA website.	

<sup>#</sup>Candidates may visit the HKEAA website (<https://www.hkeaa.edu.hk>) in mid-May 2024 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:
  - (i) Language Proficiency Assessment (English Language) Handbook
  - (ii) Language Proficiency Assessment (Putonghua) Handbook
  - (iii) Language Proficiency Assessment for Teachers\* (English Language) 2023 Assessment Report
  - (iv) Language Proficiency Assessment for Teachers\* (Putonghua) 2023 Assessment Report

These documents can be downloaded from the EDB or HKEAA website and are available for collection at the HKEAA offices (Southorn Centre and San Po Kong). Applicants may also request to have these documents mailed to them by sending a stamped (postage: HK\$30), self-addressed A3 size envelope to the HKEAA (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

14. Language Proficiency Assessment for Teachers\* question papers for English Language and Putonghua of the past 5 years (with suggested answers and the relevant listening test CD) have been published. These publications are available for sale at the HKEAA Online Bookstore (<https://online.hkeaa.edu.hk/Bookstore/>).

\* Language Proficiency Assessment was known as ‘Language Proficiency Assessment for Teachers’ before September 2023.

## Briefing Sessions

15. (i) Briefing sessions will be jointly held by the EDB and the HKEAA for candidates who have entered for the Language Proficiency Assessment (LPA) 2024. The purpose of the briefing sessions is to familiarise candidates with the requirements of individual papers and the assessment procedures. The important points to note when preparing for the assessment will be highlighted with reference to the Handbooks. There will also be a ‘Question and Answer’ session to address queries raised by the candidates.

### (ii) UPDATED ARRANGEMENT

The Briefing Session will be conducted in an online Webinar mode. The details are as follows:

Date:	21 October 2023 (Saturday)
Time:	9:15am-11:45am (Putonghua); 1:15pm-4:00pm (English Language)
Online Registration:	<a href="https://www.hkeaa.edu.hk/en/events/lpawebinar.html">https://www.hkeaa.edu.hk/en/events/lpawebinar.html</a> Please provide your full name* and the registered email address* for verification purpose, as well as the confirmation of the webinar. <i>(*The information must be the same as those entered in the application for LPA 2024.)</i>
Registration deadline:	12:00 noon on 18 October 2023 (Wednesday)

- (iii) The Powerpoint slides of the Briefing Sessions will be uploaded to the HKEAA website in late October for candidate’s reference.

## Completing the Online Entry Form

### 16. Name

The applicant should make sure that the Chinese / English name written on the entry form agrees with that on his / her HKID Card / valid identification document.

### 17. Applicants must provide their HKID Card<sup>^</sup> / valid identification document number.

<sup>^</sup> Applicants applying to take the CLA paper must fill in their HKID Card number.

### 18. A valid email address should be provided for contact purposes.

### 19. The address should be written in block letters. All documents (e.g. admission form and results notice) will be sent to this address. When an applicant changes his/her postal address, he/she should inform the HKEAA of the new address in writing. Applicants should enclose a copy of the Acknowledgement or admission form together with the notification.

### 20. Selection of Subject/Paper

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	27 January 2024 (Saturday)	2:30 pm <sup>+</sup> – 3:15 pm
	Paper 2 Pinyin		4:30 pm – 5:00 pm
	Paper 3 Speaking <sup>++</sup>	26 February 2024 (Monday) to 1 March 2024 (Friday)	5:30 pm – 8:30 pm
	Paper 4 Classroom Language Assessment <sup>+++</sup>	30 October 2023 (Monday) to 3 April 2024 (Wednesday)	

Subject	Paper	Date	Time
English Language	Paper 1 Reading	28 January 2024 (Sunday)	9:00 am – 10:30 am
	Paper 3 Listening		11:15 am – 12:15 pm
	Paper 2 Writing		2:00 pm – 4:00 pm
	Paper 4 Speaking <sup>++</sup>	26 February 2024 (Monday) to 1 March 2024 (Friday)	5:30 pm – 8:30 pm
	Paper 5 Classroom Language Assessment <sup>+++</sup>	30 October 2023 (Monday) to 3 April 2024 (Wednesday)	

- + Reporting time for Putonghua Paper 1 is 2:15 pm. Candidates should arrive at 2:15 pm 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 (CLA) 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 by another assessor in order to verify the actual attainment of various CLA standards. For candidates selected for the second assessment visit, their assessment is considered complete only when both visits are completed. At the beginning of the assessment period (tentatively from 30 October 2023 (Monday) to 15 December 2023 (Friday)), a number of candidates will receive a paired visit in which two assessors observe the same period.

The date of the CLA will be assigned by the assessors. Candidates will receive notification at least five days before the assessment. The first lesson observation is expected to complete by mid-February 2024. If the candidates do not receive notification for the first lesson observation by 19 January 2024 (Friday), they should contact the Language Teacher Qualifications Team of the EDB at 2892 5783 before 5:00 pm on 22 January 2024 (Monday).

### **(Classroom Language Assessment (CLA))**

21. The CLA is administered by the EDB. Applicants applying to take the CLA must be teachers in public sector schools, Direct Subsidy Scheme schools, or local private primary / secondary day schools offering a formal curriculum, who
- (i) are teaching or co-teaching English Language / Putonghua<sup>NOTE</sup> in the 2023/24 school year; OR
  - (ii) held a regular post and taught English Language / Putonghua<sup>NOTE</sup> in or after the 2000/01 school year but failed to meet the LPR; OR
  - (iii) attempted but failed the CLA.

(<sup>NOTE</sup> The Putonghua subject generally refers to the subject with a curriculum planned according to the Putonghua Curriculum Guide (Path: Education Bureau website [www.edb.gov.hk](http://www.edb.gov.hk) Home >Curriculum Development >Key Learning Areas >Chinese Language Education>Putonghua), which can be an independent subject, or integrated with the Chinese Language subject. **If Putonghua is solely adopted as the medium of instruction (MOI) for teaching Chinese Language, it is not regarded as the Putonghua subject.**)

22. Applicants must ensure that they can provide live classroom situations (without simultaneous online teaching/broadcast) so that their performance can be assessed.
23. Applicants should submit during registration a copy of the school calendar, their full teaching timetable of the whole school year officially issued by the school, and a completed version of the form entitled ‘Verification of Eligibility for the Classroom Language Assessment (CLA)’, officially verified by the Principal of the serving school. Each copy of the aforesaid documents should bear the name of the applicant, the HKID Card No., the name of the school and the school chop.
24. In case of special circumstances when the applicant has to leave the teaching post or is not able to teach temporarily during part of the assessment period, related details should be marked in the school calendar. Applications will be considered by the EDB on a case-by-case basis. Any subsequent changes to the information submitted must be reported to the Language Teacher Qualifications Team of the EDB as soon as possible (Tel. No.: 2892 5783, Fax No.: 2123 1229). Without verified evidence at the time of registration that the applicant is teaching the language subject within the assessment period (30 October 2023 (Monday) to 3 April 2024 (Wednesday)), application for the CLA will not be accepted.

### **Important Notes**

25. All the dates and times stated in the assessment timetable are subject to change. Although the Authority and the EDB (as in the case of the CLA for the latter) will endeavour to ensure that all the assessments will be conducted on the dates and at the times as specified in the relevant assessment timetable, it cannot guarantee that this will be so. The Authority will also not be liable for any delay, non-performance, claim, complaint or dispute arising from circumstances or causes such as epidemic or pandemic, terrorist attack, demonstrations or riots, social unrest or public disorder; explosion, fire, natural disasters or inclement weather conditions; destruction, suspension, temporary unavailability or break-down of transport, telecommunication, electricity or other public utility; labour disturbance including but without limitation to boycott and strike; quarantine measures or restrictions; immigration or border controls; compliance with any law or governmental order, rule, regulation or direction, etc. Candidates themselves shall be solely responsible for obtaining all necessary visa, entry permit, etc. to cover the Assessment period and, in the event of any epidemic or pandemic situations in Hong Kong, for fulfilling all the prevailing entry and quarantine requirements in accordance with the laws of Hong Kong in order to take part in the Assessment. Candidates themselves shall also be solely responsible for full compliance with any applicable visa or stay conditions and quarantine requirements, etc., and the Authority shall have no responsibility for any consequences if they fail to comply or have

any difficulty in doing so.

26. The Authority may at its discretion determine how to conduct and deal with the Assessment as it considers necessary or advantageous and proper, and this includes rescheduling, cancelling or changing the mode of assessment for the whole Assessment or any part thereof for all candidates or individual candidates, or refusing, restricting or withdrawing participation in the Assessment by certain candidates (e.g. due to public health reasons). In any of the above events, the Authority will not accept any liability in respect of claims for expenses, refunds or other damages.
27. Further updates on the contingency and precautionary measures at assessment centres, if any, will be posted on the HKEAA website (<http://www.hkeaa.edu.hk/en/lpa/>).

### **Enquiries**

28. (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: [lpa@hkeaa.edu.hk](mailto:lpa@hkeaa.edu.hk)).
- (ii) For enquiries concerning the CLA and other LPR arrangements, please contact the Language Teacher Qualifications Team, EDB at Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel. No.: 2892 5783; Fax No.: 2123 1229 and email: [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk)).
- (iii) For information on criteria for meeting the LPR, please visit the EDB website at <https://www.edb.gov.hk/lpr>.