

Classroom Language Assessment (CLA) Documentation Cover Sheet

- 報考「課堂語言運用」的申請人，請填妥本頁資料，連同 由任教學校發出並已蓋章核實整個學年的學校行事曆及完整的教學時間表，在 **2020 年 10 月 9 日（星期五）** 或之前郵遞或送交香港考試及評核局修頓中心辦事處（地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓；查詢電話：3628 8860）

For CLA applicants, please return this sheet, duly completed, to the Hong Kong Examinations and Assessment Authority Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong), by post or in person, together with **a copy of your school calendar and your full teaching timetable of the whole school year, both officially issued by the school.**

Deadline for submission of these documents is **9 October 2020 (Friday)**. (Enquiry hotline: 3628 8860)

- 申請人如未能於上述日期前提交學校行事曆及學校發出的完整教學時間表，除特殊情況外，其申請將不獲處理。

Applicants who fail to provide a copy of the school calendar and the personal full teaching timetable officially issued by their schools by the deadline will result in their applications not being processed, except under special circumstances.

申請人姓名 Name of Applicant: \_\_\_\_\_

學校名稱 Name of School: \_\_\_\_\_

聯絡電話號碼 Contact Tel. No.: \_\_\_\_\_

電郵地址 Email Address: \_\_\_\_\_

香港身份證號碼 HKID Card No.: \_\_\_\_\_

註冊編號 HKEAA Registration Number:

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(請參閱確認電郵 Please refer to the acknowledgement email)

請在適當的方格內加上√號。Please tick the appropriate box(es).

選報科目 Subject(s):  英國語文科 English Language  普通話科 Putonghua

- 本人現附上由任教學校發出並已蓋章核實整個學年的學校行事曆及完整教學時間表以便安排觀課。

I attach a copy of my school calendar and a copy of my full teaching timetable of the **whole school year**, both officially issued by the school.

- 本人在以下期間需暫時離開教學崗位，不能進行觀課，詳情如下：

I expect to be taking an extended period of leave during the assessment period and therefore unavailable for CLA visits. The details are as follows:

日期 Period of leave:

\_\_\_\_\_

原因 Reason :

\_\_\_\_\_