

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY  
LANGUAGE PROFICIENCY ASSESSMENT FOR TEACHERS 2022  
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. Starting from September 2021, 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>	1 September 2021 (Wednesday) to 20 September 2021 (Monday)	<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</li> <li>(v) <i>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'</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\$475 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, 29 September 2021 (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 examination 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. If the application cannot be processed because the applicant is not eligible for entry, or fails to provide correct or complete information by 3 December 2021, part of the payment made (after deducting an administration fee) will be refunded to the applicant. Assessment fee will not be refunded if the applicant subsequently withdraws from the Assessment.

**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\$305 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	20 January 2022 (Thursday) (Candidates should contact the HKEAA (Tel.: 3628 8860) if they have not received the admission form by 25 January 2022 (Tuesday).)
Results Notice	27 May 2022 (Friday) (tentative). (Candidates may visit the HKEAA website ( <a href="https://www.hkeaa.edu.hk">https://www.hkeaa.edu.hk</a> ) in mid-May 2022 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 for Teachers (English Language) Handbook
  - (ii) Language Proficiency Assessment for Teachers (Putonghua) Handbook
  - (iii) Language Proficiency Assessment for Teachers (English Language) 2021 Assessment Report (the part on Classroom Language Assessment will be issued in October)
  - (iv) Language Proficiency Assessment for Teachers (Putonghua) 2021 Assessment Report (the part on Classroom Language Assessment will be issued in October)

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\$28), 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/>) and the following places:
  - (i) Hong Kong Examinations and Assessment Authority, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong; and
  - (ii) The HKEAA Publications Unit, 17 Tseuk Luk Street, San Po Kong, Kowloon.

**Briefing Sessions**

15. Briefing sessions in electronic format will be jointly held by the EDB and the HKEAA for candidates who have entered

for the Language Proficiency Assessment for Teachers 2022. Candidates will receive notification regarding access to resource materials in the form of a video / a PowerPoint with voiceover narration for information. The PowerPoint slides of the briefing sessions will be uploaded to the HKEAA's website in early November for all candidates' reference.

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.

### Completing the Online Entry Form

16. Name / C.C. Code

- (i) The applicant should make sure that the name written on the entry form agrees with that on his/her HKID Card / valid identification document.
- (ii) If the applicant has a Chinese name, the name in Chinese commercial code is printed under the Chinese name on his/her HKID Card. Copy this code from the HKID Card.

17. Applicant must provide their HKID Card\* / valid identification document number.

(\* Remarks: Applicants applying to take the Classroom Language Assessment paper must fill in their HKID Card number.)

18. A valid email address should be provided for contact purpose.

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
<b>Putonghua</b>	Paper 1 Listening & Recognition	12 February 2022 (Saturday)	2:30 pm <sup>+</sup> – 3:15 pm
	Paper 2 Pinyin		4:30 pm – 5:00 pm
	Paper 3 Speaking <sup>++</sup>	28 February 2022 (Monday) to 4 March 2022 (Friday)	5:30 pm – 8:30 pm
	Paper 4 Classroom Language Assessment <sup>+++</sup>	1 November 2021 (Monday) to 7 April 2022 (Thursday)	
Subject	Paper	Date	Time
<b>English Language</b>	Paper 1 Reading	13 February 2022 (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>	28 February 2022 (Monday) to 4 March 2022 (Friday)	5:30 pm – 8:30 pm
	Paper 5 Classroom Language Assessment <sup>+++</sup>	1 November 2021 (Monday) to 7 April 2022 (Thursday)	

<sup>+</sup> Reporting time for Putonghua Paper 1 is 2:15 pm. Candidates should arrive at 2:15 pm for the assessment.

<sup>++</sup> The Putonghua and English Language speaking assessments will be video-recorded to facilitate the processing of irregularities during the assessment.

<sup>+++</sup> 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 1 November 2021 (Monday) to 17 December 2021 (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 the end of February. If the candidates do not receive notification for the first lesson observation by 18 February 2022 (Friday), they should contact the Language Teacher Qualifications Team of the EDB at 2892 5783 before 5:00 pm on 21 February 2022 (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, DSS schools, or local private primary/secondary day schools offering a full curriculum, who
  - (i) are teaching or co-teaching English Language / Putonghua in the 2021/22 school year; OR
  - (ii) held a permanent post and taught English Language / Putonghua in or after the 2000/01 school year but failed to meet the LPR; OR
  - (iii) attempted but failed the CLA.
22. Applicants must ensure that they can provide live classroom situations 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 (1 November 2021 (Monday) to 7 April 2022 (Thursday)), 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 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.

### **Enquiries**

27.
  - (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: [lp@hkeaa.edu.hk](mailto:lp@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>.