

優質評核管理認證計劃  
*Quality Assessment Management  
Accreditation Scheme*



申請書  
Application Form

香港考試及評核局 HKEAA

優質評核管理認證計劃 QAMAS

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申請書編號

Application No. \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

收件日期

Received Date

經手人

Handled by

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## Quality Assessment Management Accreditation Scheme Application Form

### 『優質評核管理認證計劃』申請書

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甲部： 學校資料

#### SECTION A: School Information

1 學校名稱

Name of School

\_\_\_\_\_

2 教育局學校編號

EDB School Code

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(e.g. 253960)

3 學校地址

Address of School

\_\_\_\_\_

4 校長

School Principal

姓名

(\*博士/先生/女士/小姐)

Name

(\*Dr. / Mr. / Ms.)

\_\_\_\_\_

\_\_\_\_\_

聯絡電話

Contact No.

\_\_\_\_\_

傳真

Fax No.

\_\_\_\_\_

電郵地址

Email Address

\_\_\_\_\_

5 計劃統籌員

Coordinator for the scheme

姓名

(\*博士/先生/女士/小姐)

Name

(\*Dr. / Mr. / Ms.)

\_\_\_\_\_

\_\_\_\_\_

職位

Position

\_\_\_\_\_

聯絡電話

Contact No.

\_\_\_\_\_

電郵地址

Email Address

\_\_\_\_\_

\* 請刪去不適用者。 Please delete as appropriate.

**乙部：** **學校提供公開考試場地的資料**

**SECTION B: Information on Provision of Examination Venue**

- 1 學校有沒有在最近 3 年為香港考試及評核局提供公開考試/評核的場地？  
Did the school serve as a centre for public examination/assessment for the HKEAA in the past 3 years?  
 有 Yes  沒有 No
- 2 公開考試 / 評核的類別 〈請在適當的方格內加“✓”號〉：  
Types of public examination / assessment (Please put a “✓” in the appropriate box(es)):  
 香港中學文憑考試 HKDSE  
 教師語文能力評核 LPAT  
 全港性系統評估 TSA  
 國際及專業考試，請註明：  
International and Professional Examinations, please specify:  
\_\_\_\_\_
- 其他，請註明：  
Others, please specify: \_\_\_\_\_

**丙部：** **聲明**

**SECTION C: Declaration**

本人同意遵守「優質評核管理認證計劃」的規則和計劃的條款〈詳情參照背頁〉。

I hereby agree to follow the rules and regulations of the Quality Assessment Management Accreditation Scheme (refer to the details overleaf).

校長簽署

Principal's Signature \_\_\_\_\_

學校蓋章

School Chop \_\_\_\_\_

日期

Date \_\_\_\_\_

備註：所提供的資料，將只限考評局於「優質評核管理認證計劃」使用。

Remark: Information provided to HKEAA will be restricted for the use in this scheme only.

**丁部：** **只供考評局填寫 〈內部專用〉**

**SECTION D: To be completed by HKEAA (for Internal Use only)**

視察日期

Date(s) of Site Visit \_\_\_\_\_

負責人

Conducted by \_\_\_\_\_

備註

Remarks \_\_\_\_\_

頒發認證

**Accreditation**

學校符合規定及推薦認證

School satisfies the requirements and accreditation is recommended

是  
Yes

否，請說明  
No, please explain \_\_\_\_\_

## 優質評核管理認證計劃的規則和條款

### Rules and Regulations of the Quality Assessment Management Accreditation Scheme

1. 香港考試及評核局(考評局)是唯一簽發「優質評核管理認證計劃」認證的機構。任何學校欲獲取此認證，必須直接向考評局申請。  
The Hong Kong Examinations and Assessment Authority (HKEAA) is the sole authority to issue the accreditation of the Quality Assessment Management Accreditation Scheme to schools. Any application for an accreditation should be addressed to the HKEAA directly.
2. 認證只頒發給符合有關規定的學校，學校並須於認證有效期內遵守規定。  
An accreditation will be awarded only to schools complying with the prescribed requirements and they should give the undertaking to sustain such compliance throughout the validity period of accreditation.
3. 所有參與之學校和考評局的資料交流，均予以保密；有關資料只作為本計劃用途，並不可向第三者透露。  
All information exchange between the participating school and the HKEAA should be regarded as confidential and the information should only be for the sole use in this scheme and should not be disclosed to any other third party.
4. 當考評局頒發認證予學校時，學校須依照確認申請之信件中所列明之收費表，向考評局繳付有關之款項。考評局會發出付款通知書，以便學校繳付有關之款項。  
Upon the award of accreditation by the HKEAA to the school, fees will be charged by the HKEAA to the school according to the fee schedule as set out in the confirmation letter of application. Billing notices will be issued by the HKEAA for payment by the school accordingly.
5. 參與學校必須：  
The participating school should:
  - a. 盡力遵守符合有關規定及任何修訂(學校會收到有關通知)。  
Make all necessary efforts to sustain in conforming with prescribed requirements and with any amendments (of which school will be notified).
  - b. 每年須就此項計劃執行和提交自行評估文件，並為本局進行的定期視察作好準備。  
Conduct and submit annual self-assessment document on the implementation of this scheme to the HKEAA, and be prepared for the regular surveillance visit by the HKEAA.
  - c. 為使考評局代表的檢視工作進行順利，學校需合作並盡量提供有關證明 / 紀錄等文件。  
Facilitate the HKEAA representative in carrying out the visit(s) to the school and upon request, the school should provide relevant documents / records as supporting evidence to HKEAA in a co-operative manner for an effective evaluation.
  - d. 如欲使用任何關於「優質評核管理認證計劃」之標誌、宣傳信息、資料等，應遵守有關的指引，並告知考評局，方可使用。  
Follow the relevant guidelines and inform the HKEAA to make any use of the Quality Assessment Management Accreditation Scheme's logo and messages in advertisements, promotional materials and by any other means.
6. 考評局有權拒絕簽發或續發認證，並有權吊銷已發給的認證。  
The HKEAA is at sole discretion to refuse to issue or renew an accreditation, or revoke an accreditation already issued.