

Hong Kong Examinations and Assessment Authority
Invitation for the provision of Assessment Administration Assistant services

1. Provision of Services

Service providers are invited to perform the role of an Assessment Administration Assistant (AAA) for the Territory-wide System Assessment – Oral and/or Written Assessments

2. Qualification / Experience

- Level 2 / Grade E or equivalent or above in five subjects including Chinese Language and English Language in HKCEE or HKDSEE (or equivalence)
- Completion of Secondary education or above
- Experience in teaching or invigilation preferred
- Fluency in English and Cantonese
- Ability to communicate in Putonghua is an asset

3. Duties

- Attend mandatory training session(s) to learn about his/her role and work on the assessment days
- Work under the supervision of the Assessment Administration Supervisor of the school that he/she is assigned to
- Support the Assessment Administration Supervisor, Oral Examiners and Invigilators to perform their duties by strictly adhering to the instructions given in the mandatory training sessions

4. Working Period

Secondary Schools

<i>Oral Assessments</i>	<i>Written Assessments</i>
21 & 22 April 2020 [^] (AM and/or PM sessions)	16 & 17 June 2020 [^] (AM session)

[^] In case formal assessment sessions are cancelled due to bad weather or other emergencies, replacement assessment sessions will be held on 24 April 2020 (Oral) and 19 June 2020 (Written).

Primary Schools

<i>Oral & CAV Assessments</i>	<i>Written Assessments</i>
P3: 5 & 6 May 2020 [#] (AM and/or PM sessions) P6: 12 & 13 May 2020 [#] (AM session)	11 & 12 June 2020 ^{**} (AM or AM+PM sessions)

[#] In case formal assessment sessions are cancelled due to bad weather or other emergencies, replacement assessment sessions will be held on 8 May 2020 (P.3 Oral & CAV), 15 May 2020 (P.6 Oral & CAV) and 15 June 2020 (Written).

^{*} *Priorities for the duty of Written Assessments will be given to those applicants who are available on 11 and 12 June.*

5. Training Session

- If appointed, AAAs (including Standby AAAs) are required to attend one or two 1½-hour mandatory training session(s) (i.e. one for Oral & CAV Assessments; one for Written Assessments), and to complete a recruitment test during each training session.
- Details of the training sessions – Oral & CAV Assessments:

Date	Time	Venue
2 April 2020 (THUR)	17:45 – 19:15 or 19:30 – 21:00	EDB Kowloon Tong Education Services Centre Lecture Theatre, 4/F, West Block, 19 Suffolk Road, Kowloon Tong, Kowloon (Kowloon Tong MTR Station Exit A1, B or E)
18 April 2020 (SAT) ^{**}	14:30 – 16:00	Wong Tai Sin Catholic Primary School Hall, 102 Ching Tak Street, Wong Tai Sin, Kowloon (Wong Tai Sin MTR Station Exit D2)

^{**} For AAA who only assigned with Primary Schools Duties.

- Details of the training session – Written Assessments:

Date	Time	Venue
27 May 2020 (WED)	17:45 – 19:15 or 19:30 – 21:00	EDB Kowloon Tong Education Services Centre Lecture Theatre, 4/F, West Block, 19 Suffolk Road, Kowloon Tong, Kowloon (Kowloon Tong MTR Station Exit A1, B or E)

30 May 2020 (SAT)	15:30 – 17:00	To be confirmed
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6. Standby AAA

- If the number of applicants is more than the requested number, some applicants will be appointed as Standby AAAs in certain sessions to assume duties of AAAs when required. Standby AAAs should standby to receive any emergency call to assume duties between the times specified below on the days of assessment (including the replacement days):
 - 6:30am and 9:00am for morning session
 - 11:30am and 2:00pm for afternoon session
- Priorities for the duty of Written Assessments will be given to those applicants who are willing to be appointed as Standby AAAs for Oral & CAV Assessments, and vice versa.

7. Service Fees

- HK\$330 per AM or PM duty
- An additional incentive bonus of 40% of total service fees, excluding allowances and standby fees, will be given under the following conditions:
 - i. **No withdrawal of any appointment after the training session** and
 - ii. The assigned duties on **all days of assessment (reserved days inclusive if necessary)** are completed to the **satisfaction** of the HKEAA and the school which an AAA is sent.
- A long-distance allowance of HK\$132 per day is payable to AAAs who have to work in Tung Chung, and HK\$264 per day to those who have to work on outlying islands and in closed areas (areas to which an entry permit is required for gaining access, for which HKEAA will make the necessary arrangement on your behalf).
- An allowance of HK\$216 for an AAA attending the mandatory training session to be made after the satisfactory completion of all the AAA duties. This allowance will NOT be paid if an AAA fails in the recruitment test or later withdraws from the appointment.
- The standby fee per AM or PM session for Standby AAA is HK\$70. Standby fee will NOT be paid to Standby AAAs who cannot be reached by the phone numbers given on the application form during the time specified above on the days of assessment (reserved days inclusive if necessary).

8. Application

- Applicants should complete their applications through the HKEAA Examination Personnel Online System: <http://epo.hkeaa.edu.hk> by using designated User ID and Password on or before **Thursday, 27 February 2020**.
- If it is your first time using the system to apply for the HKEAA examination personnel in 2019/20 academic year, please note that the system will generate an individual “Application Number” at the end of your application and you should keep this number for future applications in this academic year.
- If you have applied for other posts through the system in 2019/20 academic year, you must enter your given individual Application Number with your HKID number to complete the application procedure.

9. Remarks

- AAAs are appointed to provide services as independent contractors. The appointment does not give rise to any employment relationship between the Assessment Administration Assistants and the HKEAA.
- Applicants who knowingly provide false information will be disqualified.
- The Authority reserves the right to terminate the appointment of an AAA before the assessment subject to the pass of his/her recruitment test on the training session.
- The Authority reserves the right to terminate the appointment of an AAA on any working day within the working period if his/her performance is unsatisfactory, e.g. late arrival, no show on the assessment day, etc.
- Successful applicants will receive a confirmation letter with assigned schedules via email on or before 13 March 2020 (Oral & CAV) / 15 May 2020 (Written). **Applicants who are not notified by 18 April 2020 (Oral & CAV) / 30 May 2020 (Written) may assume that their applications are unsuccessful.**

10. Enquiries

- Tel: 3628 8181 / 3628 8191 Email: tsa1@hkeaa.edu.hk