# TABLE OF CONTENTS

1. **INTRODUCTION** ....................................................................................................................... 2
   1.1 DISPLAY LANGUAGE CHANGE ................................................................................................. 3
   1.2 LEFT MENU ................................................................................................................................ 4

2. **APPLICATION PROCEDURES** .................................................................................................. 5
   2.1 LOGIN (NOMINATED APPLICANTS ONLY) .................................................................................. 6
   2.2 LOGIN (RECRUITED/INVITED APPLICANTS ONLY) ................................................................. 7
   2.3 AVAILABLE POSTS (OPEN RECRUITMENT) ................................................................................. 9
   2.4 CHOICE OF POST ....................................................................................................................... 10
   2.5 PERSONAL INFORMATION ........................................................................................................ 11
   2.6 CHOICE OF LEVEL, SUBJECT & PAPER (MARKERS & ORAL EXAMINERS ONLY) .................. 12
   2.7 ACADEMIC QUALIFICATIONS ................................................................................................. 13
   2.8 ACADEMIC QUALIFICATIONS (MARKING ASSISTANT ONLY) ................................................. 16
   2.9 TEACHING AND WORKING EXPERIENCE .............................................................................. 17
   2.10 AREA PREFERENCE AND DATE(S) AVAILABLE (HKALE/HKDSE INVIGILATORS & WAITING ROOM SUPERVISORS ONLY) ................................................................. 21
   2.11 AREA PREFERENCE AND DATE(S) AVAILABLE (LPAT INVIGILATORS & WAITING ROOM SUPERVISORS ONLY) ............................................................................................ 23
   2.12 SUPPLEMENTARY FORMS (ORAL EXAMINERS ONLY) ......................................................... 24
   2.13 SUPPLEMENTARY FORM (MARKING ASSISTANTS ONLY) .................................................... 26
   2.14 DECLARATION ........................................................................................................................ 27
   2.15 VERIFICATION OF INFORMATION .......................................................................................... 28
   2.16 SUBMISSION OF APPLICATION ............................................................................................... 30

3. **ENDORSEMENT PROCEDURES (FOR SCHOOL PRINCIPALS ONLY)** .............................. 32
   3.1 LOGIN ......................................................................................................................................... 33
   3.2 VIEW APPLICANTS LIST .......................................................................................................... 34
   3.3 VIEW APPLICATION DETAILS .................................................................................................. 35
   3.4 ENDORSE OR DECLINE THE APPLICATIONS .......................................................................... 37
   3.5 CONFIRM AND SUBMIT APPLICATIONS ................................................................................ 38
1. Introduction

This manual describes the procedures for applying for posts as Exam Personnel for public examinations.

During the application process, you will be required to supply your personal information, your choice of subjects / papers, your current and past teaching experience, and your academic qualifications. Before you submit your application, there will be a preview page for you to review and verify the information you have entered. You may go back any time to make changes to the information.

After submitting your application, you may re-enter the system with your ID card number and the Application Number assigned to you and make changes to your personal particulars if necessary. However, please note that once your application has been endorsed by your school principal or by the HKEAA, only your correspondence information can be updated. If you want to make any changes to the other personal particulars after endorsement, you will need to contact the HKEAA.
1.1 Display Language Change

Each session, except submit success page, can change display language by clicking “English”/“中文” on the right-upper corner (box A in the diagram).
### 1.2 Left Menu

After login and choice of post selected, left menu will show all necessary sessions of the application.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Personal Information</td>
<td>2. Personal Information</td>
</tr>
<tr>
<td>3. Choice of Level, Subject &amp; Paper</td>
<td>3. Choice of Level, Subject &amp; Paper</td>
</tr>
<tr>
<td>5. Teaching and Working Experience</td>
<td>5. Teaching and Working Experience</td>
</tr>
<tr>
<td>7. Verification of Information</td>
<td>7. Verification of Information</td>
</tr>
<tr>
<td>8. HKALE UE Oral Examiners</td>
<td>8. HKALE UE Oral Examiners</td>
</tr>
<tr>
<td>9. HKDSE English Language Oral Examiners</td>
<td>9. HKDSE English Language Oral Examiners</td>
</tr>
<tr>
<td>10. Declarations</td>
<td>10. Declarations</td>
</tr>
<tr>
<td>11. Verification of</td>
<td>11. Verification of</td>
</tr>
</tbody>
</table>
2. Application Procedures

No matter which post you are applying for, the application process involves several steps. You will have to repeat these steps if you wish to apply for different posts. Each post has different requirements, which means that you may need to provide different kinds of information when applying for different posts.

You might also be required to state your availability or time/location preference, so please keep a calendar or diary handy throughout the application process.

To update your application details after you have submitted your application, you will need to go through the same steps as for an initial application.

The following sections illustrate the steps to be taken when applying for different posts.
2.1 Login (Nominated Applicants Only)

Log into the application and endorsement programme

1. If you are nominated by a school principal, HKEAA staff member or other authorized person to apply for a particular post (e.g. Marker, Oral Examiner, Marking Assistant, Invigilator and Moderator, etc.), you will be given an Application Information Sheet stating a User ID and Password.

2. Enter the User ID and Password shown on the Information Sheet.

3. Click “Login” to enter.

4. After login, input your HKID Card Number / Passport Number (box A in the diagram) and click ‘Next’ to continue.

Note

This is the same login page where you can re-enter and update your application details if necessary.
2.2 Login (Recruited/Invited Applicants Only)

Log into the application

1. If you receive an email from the HKEAA recruiting/inviting you to apply for a particular post, you will be given an Application Number and instructions on how to log in to submit the application.

2. Enter the User ID and Password provided by the HKEAA by email (box A in the diagram).

3. Click “Login” to enter.
4. After login, input your HKID Card Number / Passport Number (box B in the diagram) and click ‘Next’ to continue.

5. If you do not have a HKID Card, enter your Passport Number and Country of Issue.

6. Enter the Application Number (box C in the diagram) and click “OK” to continue.

7. If you forgot your Application Number, click ‘Forgot Application Number’. An E-mail including your Application Number will be sent to your registered E-mail address.
2.3 Available Posts (Open Recruitment)

Posts available to the general public

1. If you wish to apply for posts that are open to the general public, you can visit the Available Posts page and click “Apply”. Login is not required.
2.4 **Choice of Post**

Choose the post which you would like to apply for

All applicants (nominated, recruited, invited or public) are first directed to the Choice of Post page.

1. Check the box(es) next to the post(s) you would like to apply for. You can select more than one choice.
2. You can click on the Post Description links to view the details of each position.
2.5 **Personal Information**

Enter your name, HKID Card Number / Passport Number

1. Enter your personal information.
2. If you input your Passport Number, the Country of Issue is a mandatory field.
3. Title, English Name, Bank Code & Account Number, Bank Account Holder’s Name, Gender, Marital Status, Occupation, Home Address, District and E-mail address are mandatory fields. You must supply these details.
4. You must provide any one of the following contact numbers: home telephone number, mobile phone number or overseas telephone number.
2.6 Choice of Level, Subject & Paper (Markers & Oral Examiners Only)

Choose the level, subject and paper which you prefer for LPAT/HKDSE/HKALE

1. This screen only appears if you apply to be a **Marker** or an **Oral Examiner** for LPAT/HKALE/HKDSE. Applicants for the posts of Marking Assistant, Invigilator, Waiting Room Supervisor, Moderator, etc are not required to complete this section.

2. Select Level (LPAT/HKALE/HKDSE) and the subject to apply from the pull-down list.

3. Indicate whether you are a panel chairperson or department head for the subject you have chosen. The default setting is “No” if no selection is made.
2.7 Academic Qualifications (Except Marking Assistant)

Provide your academic qualifications in a chronological order
1. For all posts except Marking Assistant, enter your academic qualifications in a chronological order. You are required to provide at least one qualification and allowed to provide at most six qualifications.

2. If you want to add more qualifications, you can click “+Click here to add more Qualification columns”. And if you want to remove a qualification, you can click “X” after the last qualification.

3. Marking Assistants are not required to complete this page.

4. Applicants for the post of Waiting Room Supervisor are required to complete the information of Language(s)/Dialect(s) Spoken (box A in the diagram).

5. Applicants for the post of Marker or Oral Examiner of TPP exam are required to complete the information of Language(s)/Dialect(s) Spoken (box B in the diagram).

6. Complete the Other Relevant Qualifications section if applicable.

**Note**

Applicants applying to mark DSE English Language and AS Use of English papers must have attained the Language Proficiency Requirement for Teachers as stipulated by the EDB.
2.8 Academic Qualifications (Marking Assistant Only)

Provide your academic qualifications

1. If you are applying to serve as a Marking Assistant, you are required to briefly indicate your academic qualifications.
2.9 Teaching and Working Experience

Provide your relevant teaching and working experience

Other Relevant Experience

Employment Record

+Click here to add more Employment Record columns

Quit
4. Teaching and Working Experience

#### Teaching Experience
- Secondary or above
- Primary
- None
- Other
- More than 5 years
- 2-5 years
- Less than 2 years
- None

#### Invigilating Experience
- More than 5 years
- 2-5 years
- Less than 2 years
- None

#### Employment Record

<table>
<thead>
<tr>
<th>Name of organization</th>
<th>Position held with brief description of duties</th>
<th>Date(from:dd:mm:yyyy)</th>
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Click here to add more Employment Record columns.
Markers and Oral Examiners should enter the name(s) of the school(s) where you are teaching and where you taught previously (if applicable). If you have logged in with your school’s User ID, the name of your current school will be displayed automatically.
2. LPAT exam personnel (including Markers and Oral Examiners, Invigilators, Waiting Room Supervisors, Moderators, etc.) need **not** enter the information of the schools you taught.

3. Marking Assistants are not required to complete this section.

4. Choose the subject(s) you are teaching in the current year and the subject(s) you taught in previous years. If the subject(s) is/are not on the pull-down list, choose “Others” and put the name(s) of the subject(s) in the text box (box A in the diagram).

5. ‘Other relevant experience’ includes earlier teaching experience, work for the CDI, EDB and/or universities, as well as exam-related work (e.g. setting/moderation of public exam papers).

6. For Invigilators and Waiting Room Supervisors, it is necessary to select the choices that best describe your teaching and invigilating experience (box B & C in the diagram).

7. For Marker and Oral Examiner of TPP exam, it is necessary to select the choices that best describe your teaching and oral examiner experience (box D in the diagram).

8. Complete the employment record section if applicable.

**Hint**

You can use “Copy” button after each teaching experience to copy the experience from another year (box E in the diagram).
2.10 Area Preference and Date(s) Available (HKALE/HKDSE Invigilators & Waiting Room Supervisors Only)

Provide your preferred area to work in and the date(s) you are available
1. This page is only applicable to HKALE/HKDSE Invigilators & Waiting Room Supervisors.

2. Select your preferred exam centers and dates from the pull-down list or checking the appropriate boxes. Drag and drop the selected area to adjust order. Click ‘X’ to remove your selection.
2.11 Area Preference and Date(s) Available (LPAT Invigilators & Waiting Room Supervisors Only)

Provide your preferred area to work in

1. This page is only applicable to LPAT Invigilators & Waiting Room Supervisors.

2. Select your preferred exam centers from the pull-down list. Drag and drop the selected area to adjust order. Click 'X' to remove your selection.
2.12 Supplementary Forms (Oral Examiners Only)

Provide supplementary information
1. Oral Examiners are required to complete a supplementary form for the subject / paper you have chosen and indicate your preferred centre(s).

2. Click and read the “Oral Examiner Information” before you start filling in the supplementary form.

3. Select your preferred exam center(s) from the pull-down list. Drag and drop the selected area(s) to adjust order. Click 'X' to remove your selection.
2.13 Supplementary Form (Marking Assistants Only)

Provide supplementary information

1. Marking Assistants are required to complete a supplementary form indicating your preferred timeslots and centres.

2. Click and read the “Marking Assistants Information” before you start filling in the supplementary form.
2.14 Declaration

Make your declaration

1. All declaration items MUST be completed.
2. If you choose “Yes”, further details must be given.
2.15 Verification of Information

Verify and confirm that the information you have provided is correct.

1. Before submitting your application, you need to check the information you have provided and confirm that it is correct.
2. Scroll down the completed application and check every item carefully. If you want to make any change(s), use the “Back” button to go back to the relevant page and make the change(s).

3. After verifying the information, check the box next to the declaration statement (box A in the diagram) to confirm that all the information supplied by you is true and correct.

**Note**

You can re-enter the system any time before endorsement by your school principal or by the HKEAA and make changes to your application.
2.16 Submission of Application

Submit your application

1. Click the “Submit Application” button to submit the application. This is the last step in the application process.

2. A unique Application Number (box A in the diagram) will be assigned to you upon successful submission of your application. You will have to provide this number to re-enter the system to make changes or enquire about your application status, so please make a note of it.
3. Please also keep a copy of the EPO Information Sheet or write down the User ID and Password you have used (if applicable). You will need this information and the Application Number to log into the system again.

4. Print out a hard copy or save a soft copy of the application for future reference using the links on the form (box B in the diagram).

Note

You can re-enter the system any time and make necessary changes to your application by going back to the first step in the application process. However, please note that once your application has been endorsed by your school principal or by the HKEAA, only your correspondence information can be updated. If you want to make any changes to other information after endorsement, you need to contact the HKEAA.
3. Endorsement Procedures (FOR SCHOOL PRINCIPALS ONLY)

There are four steps in the endorsement process. The application data will be sent to the EPO database for further processing after being endorsed.

Please note that an endorsed application cannot be revoked. If you want to withdraw an endorsed application, please contact the HKEAA.
3.1 Login

**Log into the application and endorsement program**

1. This function is available only to school principals whose staff has applied to be the exam personnel.
2. Refer to the School Principal Information Sheet provided by the HKEAA.
3. Enter the Administrator User ID and Password given on the Information Sheet.
4. Click “Login” to log into the system.
3.2 View Applicants List

View the Applicants List

All applicants who have applied through the school account will be displayed.
3.3 View Application Details

View the application details

![Approval of Online Application](image)

![Territory-wide System Assessment](image)
1. Click on the applicant’s name and the application details will be displayed in PDF format (box A in the diagram).

2. Check that the applicant’s name, teaching experience, academic qualifications and other related information are correct.
3.4 Endorse or Decline the Applications

Endorse or decline the applications

1. If the information is correct, click the “Endorse” button to endorse the application; or click the “Decline” button to decline the application (box B in the diagram).

2. Click the “Pending” button if the applicant’s information has to be checked further.

3. Click the “Suggest to Revise” button if the applicant’s information needs to be revised.

4. Certify the accuracy of the application information by clicking the check box (box C in the diagram).
3.5 Confirm and Submit Applications

Confirm and submit the applications

1. Confirm the applications by clicking the “Confirm” button (box D in the diagram).
2. The application data will be submitted to the EPO database.
3. All “Pending” applications will be on hold until they are either endorsed or declined.
4. Applicants whose applications have not been endorsed will not be selected for appointment.
5. Once endorsed or declined, the application cannot be changed again.
END