

Information Sheet on Application to Serve as Markers for Onscreen Marking

1. Posts

- Markers for Chinese, English and Mathematics at Secondary 3 (S.3) level.

2. Qualification / Experience

- Applicants should have at least 3 years' teaching experience in the subject applied for.
- Applicants must be serving teachers of secondary schools participating in the TSA.

3. Requirements

- **ONLY ONE** application form should be submitted.
- Markers can serve for **ONLY ONE** subject.

4. Duties

- Mark the live scripts according to the given marking schemes.
- Markers will need to re-mark their scripts if their marking is found to be unsatisfactory.

5. Mode of Onscreen Marking (OSM)

- The OSM will take place during the period of 10 July to 27 July 2024 (end date depends on the actual marking progress).
- Non-centralised OSM will be mainly adopted. Markers can select any marking venue* and timeslot(s) to mark via the HKEAA Online Booking System (OBS). They are required to mark on their own free time (i.e. not during working hours at school).
- Depending on the actual marking progress, markers may be required to mark in the designated timeslots and assessment centre (AC).

* Including Lai King AC, San Po Kong AC, Tsuen Wan AC and Wan Chai AC (Southorn Centre 13/F)

6. OSM Training

- OSM Training will be provided on the first day of marking.

7. Markers' Meetings

- The markers' meeting for each subject (about 3-hour session) will be held in early July 2024. Successful applicants will be notified of the details of the meeting (date and time) in their appointment letter.

8. Remuneration

<i>Level & Subject</i>	Remuneration per paper (HK\$)
S.3 Chinese (9CH1-Practical Writing and Reading)*	Practical Writing: 4.00-4.38 Reading: 2.32
S.3 Chinese (9CH2-Essay)*	9.14
S.3 English (Writing)	8.53
S.3 Mathematics*	Section B: 2.95 Section C: 3.87

* Applicants can indicate their order of preference on the EPOS. Markers will be chosen for a particular paper (9CH1 and/or 9CH2) in S.3 Chinese / for a particular section (Section B and/or Section C) in S.3 Mathematics taking into consideration the overall needs and requirements of the subject as a whole.

9. Deadline for Online Application

- Online application should be done using the HKEAA Examination Personnel Online System: <http://epo.hkeaa.edu.hk> on or before 19 April 2024. Please note that any late applications will not be accepted.
- Applicants should ensure that their applications are endorsed by their principal on or before 26 April 2024. Applications that are not endorsed by the applicants' principal will not be accepted.

10. Remarks

- The Authority reserves the right to terminate the appointment of a marker on any working day within the working period if his/her performance is unsatisfactory, e.g. marking is erratic.
- It is the policy of the Authority NOT to appoint markers who are involved in work with tutorial schools or who are authors/editors/publishers of books which have either been published or are being prepared for publication in connection with the subject/paper (at the level) of the post applied for (except for Curriculum Development Council / HKEAA publications).
- Successful applicants need to declare their conflict of interest accordingly. (See the "System of declaration of interest" as follows:)

System of Declaration of Interest

Persons who at the time of appointment or during the term of appointment, declare that	Action to be taken by HKEAA
they, their immediate family members ^① , persons who are residing in their home, and persons with whom they have close personal ties ^② <ul style="list-style-type: none"> • have teaching duties in a tutorial school^③ (regardless of any subject or level) • are involved in the management of a tutorial school^③ 	<i>WILL NOT BE APPOINTED</i>
they, their immediate family members ^① , persons who are residing in their home, and persons with whom they have close personal ties ^② <ul style="list-style-type: none"> • have any direct or indirect interest in the ownership of a tutorial school^③ or a publishing company (textbooks/reference books) • are directors of a tutorial school^③ or a publishing company (textbooks/reference books) 	
they are author/editor/publisher of books which have either been published or are being prepared for publication in connection with the subject/paper (at the level) concerned	

^① 'Immediate family members' refer to spouse, children, parents, brothers and sisters.

^② 'Persons with whom they have close personal ties' refer to relatives outside their immediate family / close friends with whom they are in regular contact.

^③ 'Tutorial school' is private school offering non-formal curriculum and shall be registered under Education Ordinance (Cap. 279). With effect from 1 July 2004, private school offering non-formal curriculum is exempt from certain requirements of the provisions of the Education Ordinance and Education Regulations relating to fees, employment of teachers, teachers' qualifications, principals, holidays and hours of instruction subject to their compliance with conditions specified in the Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order. For the avoidance of doubt, 'tutorial school' may come under different names such as 'tutorial school', 'tutorial centre', 'education centre', 'college', etc.