

2024 年香港中學文憑考試
考務人員：試場主任／監考員
2024 Hong Kong Diploma of Secondary Education Examination (HKDSE)
EXAMINATION PERSONNEL : CENTRE SUPERVISORS / INVIGILATORS

申請人須具備良好的中英文水平及下述的經驗或學歷：

1. 任教中／小學經驗；或
2. 公開考試監考經驗；或
3. 大學程度或以上。

備註：

- 具備與上列同等／相若經驗或資歷的人士亦會被考慮。
- 具備考評局相關工作經驗或任教／監考特殊學習需要學生經驗的申請人可獲優先考慮。
- 考評局會以計分制度按申請者的監考工作經驗、地區選擇及可執勤的日子作評選。

根據個人資料（私隱）條例，申請人須注意：

- 如未能提供全部所需資料，申請將不獲受理。
- 申請人所提供的資料只供作申請香港中學文憑考試考務人員之用。有關資料將予以保密。
- 未獲委派服務之申請人的資料將在 2024 年 8 月 31 日後被銷毀。

Notes to Applicants in relation to the Personal Data (Privacy) Ordinance:

- Application will not be processed if applicant fails to provide all the necessary information.
- The information provided will solely be used for processing application to serve as Examination Personnel for the HKDSE. The information supplied will be kept confidential.
- Information of unsuccessful applicants will be destroyed after 31 August 2024.

注意事項 Points to Note

1. 申請辦法：
Application Method: <http://epo.hkeaa.edu.hk>
申請者須透過網上系統遞交申請。
Applicants should submit their applications online.
2. 服務費：
Service Fee: 每小時 HK\$207 (試場主任)／HK\$138(監考員) (依據已公布或特別試場的考試時間表計算)
HK\$207(Centre Supervisor) / HK\$138(Invigilator) per hour (calculated according to the published examination timetable or the examination timetable for special examination centres)
3. 申請截止日期：
Application Closing Date: 2023 年 12 月 18 日
18 December 2023
4. 申請人如在 2024 年 5 月 6 日仍未接獲通知，可作落選論。
Applicants who are not notified by 6 May 2024 may assume that their applications are unsuccessful.

Applicants should be proficient in Chinese and English and have the following experience or qualifications:

1. teaching experience in primary/secondary schools; or
2. prior invigilation experience in public examinations; or
3. education at tertiary level or above.

Remarks:

- Applicants with comparable/similar experience or qualifications will also be considered.
- Preference will be given to applicants with relevant working experience with the HKEAA or with experience in teaching / invigilating students with special educational needs (SEN).
- Selection will be made based on a point system with reference to the applicant's invigilation experience, district preference and date availability.

5. **其他：**

- 申請人或會被邀出席面試。
- 獲選擔任考務人員者須於考試前參加簡介會。
- 考務人員須最遲於考試開考前 30 分鐘 抵達試場協助開考前的準備工作；在考試完畢後，監考員須完成收集、核對及密封答卷等工作，以及填妥所有試場報告，並得到試場主任批准後方可離開。
- 考務人員將以獨立服務合約形式被委派以提供服務。考務人員服務合約不構成其與香港考試及評核局與考務人員之間的任何僱傭關係。

Others:

- Applicants may be invited to a selection interview.
- Applicants selected to serve as Examination Personnel are required to attend a briefing session before the examination.
- Examination Personnel are required to provide service at the examination centre and assist in the preparation work at least 30 minutes before the start of an examination. After the examination, they may only leave with the permission of the Centre Supervisor after all answer scripts have been collected, checked and packed, and irregularity report forms have been completed as appropriate.
- Examination Personnel are assigned to provide services as independent contractors. The service agreement does not give rise to any employment relationship between the Examination Personnel and the HKEAA.