

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 – 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

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

Primary Schools

<i>Written Assessments</i>
7 & 8 June 2023 [#] * (AM session)

[#] In case formal assessment sessions are cancelled due to bad weather or other emergencies, replacement assessment sessions will be held on 12 June 2023.

Secondary Schools

<i>Written Assessments</i>
14 & 15 June 2023 [^] * (AM session)

[^] In case formal assessment sessions are cancelled due to bad weather or other emergencies, replacement assessment sessions will be held on 19 June 2023.

* *Priorities for the duty of Written Assessments will be given to those applicants who are available on 7, 8, 14 and 15 June.*

5. Training Session

- If appointed, AAAs (including Standby AAAs) are required to attend either one 1½-hour mandatory training of below sessions and to complete a recruitment test for training session.
- Details of the training session – Written Assessments:

Date	Time	Venue
24 May 2023 (WED)	Evening session	Maryknoll Fathers' School - School Hall* 2 To Yuen Street, Tai Hang Tung, Kowloon (Kowloon Tong MTR Station Exit C1 or H)
27 May 2023 (SAT)	Afternoon session	
2 Jun 2023 (FRI)	Evening session	

* No parking facilities will be provided at school

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 6:30am and 9:00am on the days of assessment (including the replacement days).

7. Service Fees

- HK\$338 per 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\$135 per day is payable to AAAs who have to work in Tung Chung,

and HK\$270 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\$221 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 session for Standby AAA is HK\$71. 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 **Wednesday, 3 May 2023**.
- The information entered will not be saved until the entire application process has been completed and all the required data is submitted. The data submitted includes “Access Password” (created by applicants) on the page of “Personal Information”.
- Applicants need to create an Access Password according to the instructions required. Applicants must not disclose their own Access Password to others and keep it in a safe place. Applicants can use their created Access Password together with their HKID Card Number in order to access their own information in the future.
- If you have applied for other posts through the system in 2022/23 academic year, you must enter your own Access Password with your HKID number to complete the application procedure.
- If you are the first time to perform the role of an AAA and have NOT participated in any interview process conducted by the HKEAA before, you will be invited for an online interview to be conducted in August, September or October 2023 in a separate email after you have successfully passed the recruitment test at the training session held in May or June 2023 and completed the required duties at school(s) in June 2023. **ORIGINAL** copies of documentary proof of academic qualifications will be required to submit to HKEAA for verification purpose after the interview.
- Those who have passed the interview and successfully showed the original copies of documentary proof of academic qualifications will be put on a pool of invigilation personnel for provision of invigilation service in future TSA years.

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 19 May 2023. **Applicants who are not notified by 30 May 2023 may assume that their applications are unsuccessful.**

10. Enquiries

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