

2024 年語文能力評核及 2024 年香港中學文憑考試
口試錄影系統助理
2024 LANGUAGE PROFICIENCY ASSESSMENT (LPA) and
2024 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION (HKDSE)
ORAL RECORDING SYSTEM ASSISTANT (ORSA)

職責範圍

1. 根據考評局的要求，在試場裝置及測試口試錄影系統，並在每天口試完成後將器材收回及妥善存放。
2. 在口試進行期間向考務人員就操作口試錄影系統提供技術支援。
3. 如系統失誤或出現事故，向考評局即時報告，並根據指引作出跟進，令系統運作恢復正常。
4. 依從考評局每日提供的指引，妥善保存及運用口試錄影系統。

申請人須：

1. 具備中七或以上教育程度，並在香港中學會考獲最少 5 科（包括中國語文及英國語文）E 級／2 級或以上成績或
具備中六或以上教育程度，並在香港中學文憑考獲不少於五科 2 級／e 級／達標或以上的成績（包括中國語文科及英國語文科）；及
2. 熟悉操作電腦，一般應用軟件及運用視聽器材；及
3. 操流利廣東話及英語；及
4. 成熟及能獨立工作；及
5. 於獲委派服務前完成相關培訓及通過技能測驗。

備註：

- 具備與上列同等／相若資歷的人士亦可被考慮。
- 具備考評局相關工作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語文能力評核及香港中學文憑考試口試錄影系統助理之用。有關資料將予以保密。
- 未獲委派服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 by the applicant will solely be used for processing applications to serve as ORSAs for the LPA & HKDSE. The information supplied will be kept confidential.
- Information of all unsuccessful applicants will be destroyed after 31 August 2024.

1. **注意事項 Points to Note**

服務費（以每日每節口試計）：**Service Fee** (Per assessment/ examination session per day):

評核 / 考試 Assessment/ Examination	科目 Subject	服務費 Service Fee	日期 Date	服務時間 Service Time	日數 No. of Days
語文能力評核 LPA	普通話 Putonghua	HK\$552 (每日 per day)	26/2 – 1/3/2024 # (後備日期 Reserve Date: 4/3/2024)	4:00 pm – 9:00 pm	5
	英國語文 English Language				
香港中學文憑考試 HKDSE	英國語文（一般試場） English Language (normal sessions)	HK\$494* (每日 per day)	12 – 21/3/2024 # (後備日期 Reserve Date: 22/3/2024)	4:00 pm – 9:00 pm	8
香港中學文憑考試 HKDSE	英國語文（特殊需要考生） English Language (SEN sessions)	HK\$519 (每節 per session)	23/3/2024 (後備日期 Reserve Date: 30/3/2024)	8:00 am – 1:00 pm; 1:30 pm – 6:30 pm	1

星期一至五（星期六、日及公眾假期除外）。

Monday to Friday (excluding Saturdays, Sundays and General Holidays).

* 口試系統錄影助理完成文憑試一般試場的指定服務時段後，會視乎其表現，獲發額外百分之五的合約服務獎勵。

* ORSAs who can complete the service for the assigned examination period of normal sessions for the HKDSE will be given an extra service award equivalent to 5% of the service fee subject to their performance.

Scope of Services

1. Set up (including installation and testing) the Oral Recording System (ORS) at the assessment/examination centre according to the stipulated requirements before the start of the assessment/examination, and pack up the system after the assessment/examination.
2. Provide on-site technical support for the ORS during the assessment/examination.
3. Report ORS failure or incidents to the HKEAA instantly and rectify the problems according to the stipulated guidelines.
4. Follow the daily operation checklist and maintain good inventory and use of the ORS.

Applicants should:

1. have completed at least Secondary 7, and obtained in the Hong Kong Certificate of Education Examination Grade E/Level 2 or above in at least 5 subjects (including Chinese Language & English Language); or
have completed at least Secondary 6, and obtained in the Hong Kong Diploma of Secondary Education Examination Level 2/Grade e/'Attained' or above in at least 5 subjects (including Chinese Language & English Language) and
2. be familiar with Windows, software installation and operation of AV equipment; and
3. be able to speak Cantonese and English fluently; and
4. be mature and able to work independently; and
5. have completed the required training and passed the compliance test prior to the assignment of service.

Remarks:

- Applicants with comparable/similar qualifications will also be considered.
- Preference will be given to applicants possessing relevant working experience with the HKEAA.
- Assignment will be made based on a point system with reference to the applicant's invigilation experience, district preference and date availability.

2. 申請辦法：<http://epo.hkeaa.edu.hk>
Application Method: 申請者須透過網上系統遞交申請。
Applicants should submit their applications online.
3. 申請截止日期： 2023 年 12 月 11 日
Application Closing Date: 11 December 2023
4. 申請人如在 2024 年 3 月 23 日仍未接獲通知，可作落選論。
Applicants who are not notified by 23 March 2024 may assume that their applications are unsuccessful.
5. 其他：
- 申請人或會被邀出席面試，本局會以電郵通知相關申請人有關面試的安排。
 - 獲選擔任口試錄影系統助理須(i)於 2024 年 2 月至 3 月期間出席為期半天的相關培訓及(ii)於獲委派服務前在技能測驗中取得及格成績。
 - 實際的服務完成時間或因考試時間的進度而有所調整。
 - 口試錄影系統助理將以獨立服務合約形式被委派以提供服務。口試錄影系統助理的服務合約不構成任何香港考試及評核局與口試錄影系統助理之間的僱傭關係。

Others:

- Applicants may be invited to a selection interview. The applicants concerned will be informed of the interview arrangement via email.
- Applicants selected to serve as ORSAs are required to (i) attend a half-day training session **between February and March 2024** and (ii) pass a compliance test prior to the assignment of service.
- The actual finishing time may vary due to the progress of assessment/examination.
- ORSAs are assigned to provide services as independent contractors. The service agreement does not give rise to any employment relationship between the HKEAA and the ORSAs.