

**2025 年香港中學文憑考試**  
**口試預備室助理**  
**2025 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION (HKDSE)**  
**Preparation Room Assistant for the speaking examination**

**申請人須：**

1. 具備中五或以上教育程度，並在香港中學會考考獲最少 5 科（包括中、英語文）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試考獲不少於五科 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. 能以廣東話及英語溝通；及
3. 成熟及能獨立工作。

**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。
- 能於下列全部日期工作的申請人可獲優先考慮。

**Applicants should:**

1. have completed at least Secondary 5, and have 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 have 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 able to communicate in Cantonese and English; and
3. be mature and able to work independently.

**Remarks:**

- Applicants with comparable / similar qualifications will also be considered.
- Preference will be given to applicants with relevant working experience with the HKEAA.
- Preference will be given to applicants who can work on all sessions listed below.

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聘用香港中學文憑考試口試預備室助理之用。有關資料將予以保密。
- 未獲委派服務之申請人的資料將在 2025 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 necessary information.
- The information provided by the applicant will solely be used for processing applications to serve as Preparation Room Assistants for the HKDSE. The information supplied will be kept confidential.
- Information of all unsuccessful applicants will be destroyed after 31 August 2025.

1. **注意事項 Points to Note**

**服務費 Service Fee:**

科目 Subject	服務費 Service Fee	日期 Date	服務時間 Service Time	節數 No. of Session(s)
英國語文 (特別試場) English Language (SEN sessions)	HK\$318 (每節 per session)	22/ 03/ 2025 (星期六 Saturday) <sup>@</sup>  (後備日 Reserve Date: 29/ 03/ 2025 (星期六及公眾假期 Saturday & Public Holiday))	8:30 – 12:30 pm 1:30 – 5:30 pm	2
		24/ 03/ 2025 (星期一 Monday)  (後備日 Reserve Date: 25/ 03/ 2025 (星期二 Tuesday))	2:30 – 6:30 pm	1

2. 預備室助理主要負責在特別試場內協助口試的進行包括張貼適當告示、佈置備試室、引領考生至考室及維持走廊秩序等。

The Preparation Room Assistant is responsible to assist the supervisors in the administration of specially organised speaking examinations (for candidates with special needs or those who need to be re-scheduled) such as putting on posters, setting up the preparation room, directing the candidates to examination rooms and keeping discipline in the corridor of the examination centre.

3. **申請截止日期：2025 年 2 月 7 日**

**Application Closing Date: 7 February 2025**

4. **申請辦法：申請者須透過網上系統（<http://epo.hkeaa.edu.hk>）遞交申請。**

**Application Method: Applicants should submit their applications online (<http://epo.hkeaa.edu.hk>).**

5. **申請人如在 2025 年 3 月 29 日仍未接獲通知，可作落選論。**

**Applicants who are not notified by 29 March 2025 may assume their applications are unsuccessful.**

6. **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。
- 獲選擔任預備室助理者須於考試前出席簡介會（通常以網上形式進行）。
- 每節考試包括開考前的準備時間、考試進行的時間及考試完畢後的整理時間。
- 預備室助理將以獨立服務合約形式被委任以提供服務。預備室助理的服務合約不構成任何香港考試及評核局與預備室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.
- Appointees are required to attend a briefing session (normally conducted online) before the examination.
- An 'examination session' includes the preparation time before the examination begins, during the examination and the time spent in finishing up when the examination is ended.
- Preparation Room Assistants are assigned to provide services as independent contractors. The service agreement does not give rise to any employment relationship between the HKEAA and the Preparation Room Assistants.