

2024 年香港中學文憑考試
Hong Kong Diploma of Secondary Education Examination 2024
內地試點試場之考務人員
Examination Personnel for Pilot Examination Centres in the Mainland

考評局現正招聘 2024 年香港中學文憑考試（文憑試）考務人員。獲聘任的考務人員須在 2024 年 4 月至 5 月文憑試考試期間，到位於深圳及廣州的內地試點試場執行監考職務。

Applications are invited for Examination Personnel for the 2024 Hong Kong Diploma of Secondary Education Examination (HKDSE). Selected examination personnel will be required to perform invigilation duties in the Mainland pilot examination centres in Shenzhen and Guangzhou during the HKDSE examination period from April to May 2024.

申請人須具備良好的中英文水平及下述的經驗及／或學歷：

1. 任教中／小學經驗；
2. 公開考試監考經驗；
3. 大學程度或以上。

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

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

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的申請人可獲優先考慮。
- 考評局會以計分制按申請人的監考工作經驗及可執勤的日子作評選。

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.
- Selection will be made based on a point system with reference to the applicant's invigilation experience and date availability.

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 2024 年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 2024 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 : 請透過考評局考務人員網上申請系統提交申請。
Applications should be submitted via the HKEAA Examination Personnel Online System: <https://epo.hkeaa.edu.hk/epms/epos/index.htm>.
2. 服務費及福利
Service Fee and Benefit :
 - 服務費：試場主任 - 每小時港幣 207 元；監考員 - 每小時港幣 138 元（根據已公布的考試時間表計算）。
 - 除服務費外，獲聘任的考務人員亦會獲得津貼。
 - 考評局會為考務人員安排食宿及購買相關保險。
 - **Service Fee: Centre Supervisor - HK\$207 per hour; Invigilator - HK\$138 per hour** (calculated according to the published examination timetable).
 - Apart from the service fee, allowance will be offered to the selected examination personnel.
 - The HKEAA will arrange accommodation and meals, as well as purchase relevant insurance for the examination personnel.

3. 申請期 : 2024年2月19至27日
Application Period 19 to 27 February 2024

4. 申請人如在 2024年4月8日仍未獲通知，可作落選論。
Applicants who are not notified by 8 April 2024 may assume that their applications are unsuccessful.

5. 其他：

- 申請人或會被邀出席面試。
- 獲聘任之考務人員須於文憑試開考前到相關內地試點試場參加簡介會及培訓工作坊。
- 獲聘任之考務人員須按照考評局的指示完成考務工作。
- 考務人員將以獨立服務合約行事被委派以提供服務，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前的任何僱傭關係。
- 如有查詢，請聯絡本局職員（電話：3628 8998 或 3628 8984）。

Others:

- Applicants may be invited to a selection interview.
- Applicants selected to serve as examination personnel are required to attend a briefing session and a training workshop at the relevant pilot examination centres in the Mainland before the HKDSE commences.
- Selected examination personnel should follow the instruction of the HKEAA to complete the invigilation duties.
- 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.
- For enquiry, please contact us on 3628 8998 or 3628 8984.