

2025 年香港中學文憑考試  
口試報到室主管

2025 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION (HKDSE)  
WAITING ROOM SUPERVISOR (WRS)

申請人須：

- 具備中七或以上教育程度，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
- 操流利廣東話、普通話及英語；及
- 成熟及能獨立完成工作。

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。
- 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。

Applicants should:

- have completed at least Secondary 7, 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
- be able to speak Cantonese, Putonghua and English fluently; and
- be mature and able to complete the 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.
- Selection will be based on a point system with reference to the applicant's invigilation experience, district preference 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香港中學文憑考試報到室主管之用。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 the applicant fails to provide all the necessary information.
- The information provided by the applicant will solely be used for processing applications to serve as WRSs for the HKDSE. The information supplied will be kept confidential.
- Information of all unsuccessful applicants will be destroyed after 31 August 2025.

**注意事項 Points to Note**

1. 服務費 Service Fee

口試 Speaking Exam	服務費 Service Fee	日期 Date	服務時間 Service Time	日數 No. of Days
英國語文 (一般試場) English Language (Normal Centres)	HK\$606* (每日 per day)	11 – 20/3/2025 <sup>#</sup> (後備日期 Reserve Date: 21/3/2025)	4:30 pm – 8:30 pm	8
英國語文 (特別試場) English Language (SEN Centres)	HK\$1212@ (每日 per day)	22/3/2025 (星期六 Saturday) (後備日期 Reserve Date: 29/3/2025)	8:30 am – 5:30 pm	1

Notes:

\* 報到室主管完成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服務費獎勵。

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

# 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).

@ 特別試場的口試會在星期六舉行，分為兩節（上午及下午各一節）。

For SEN centres, the speaking examination is conducted on Saturday with 2 sessions (AM session and PM session).

2. 申請截止日期： **16 December 2024**

Application Closing Date:

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. 申請人如在 2025 年 3 月 11 日仍未接獲通知，可作落選論。

Applicants who are not notified by 12 March 2025 may assume their applications are unsuccessful.

4. 其他：

- 申請人或會被邀出席面試。
- 獲選擔任報到室主管者須於考試前出席簡介會。
- 報到室主管須最遲於每節口試開考前 30 分鐘抵達試場。
- 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。
- 報到室主管將以獨立合約形式被委派以提供服務。報到室主管的服務合約不構成任何香港考試及評核局與報到室主管之間的僱傭關係。

Others:

- Applicants may be invited to a selection interview.
- Applicants selected to serve as WRSs are required to attend a briefing session before the examination.
- WRSs are required to report for duty at the examination centre at least 30 minutes before the examination session starts.
- An 'examination session' includes the preparation time before the examination begins, during the examination and the tidy-up time after the examination.
- WRSs are assigned to provide services as independent contractors. The service agreement does not give rise to any employment relationship between the HKEAA and the WRSs.