

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 145/2008

From : Secretary for Education

To : Heads of Secondary and Primary Schools
(except ESF schools and international
schools)

Ref. : EDB/LPA/PRO/8

Date : 22 September 2008

- for necessary action

Language Proficiency Assessment for Teachers (LPAT)

(Note: This circular should be read by all heads and teachers of secondary and primary schools.)

Summary

This circular memorandum informs school heads and teachers of the arrangements of entry for the LPAT 2009.

Details

Entry for the LPAT 2009

2. The LPAT provides a channel for teachers to attain the Language Proficiency Requirement (LPR) for teaching English Language/Putonghua (PTH). It is held once annually. The following categories of teachers or potential teachers are now invited to enter for the forthcoming LPAT to be held in February 2009:

(a) Newly Appointed/Deployed English Language/PTH Teachers Holding a Permanent Post

Newly appointed/deployed English Language/PTH teachers in the 2008/09 school year who are holding a permanent post in local public sector schools or private primary/secondary day schools offering a full curriculum should take the LPAT if they are not fully exempted from the LPR. These teachers should have met the LPR of all the papers except the paper on Classroom Language Assessment (CLA) prior to teaching the language subject. They should meet the LPR of CLA within this school year.

(b) English Language/PTH Teachers Holding a Non-permanent Post

English Language/PTH teachers who are holding a non-permanent post in local public sector schools or private primary/secondary day schools offering a full curriculum but have not attained the LPR are strongly encouraged to attain the LPR by entering for the LPAT and/or by obtaining the appropriate qualifications for exemption.

(c) Other Teachers and Members of the Public

Any teacher not teaching English Language/PTH or any member of the public satisfying the entry requirement for the LPAT can also enter for all the papers except the paper on CLA.

Teachers Employed under the Native-speaking English Teachers (NET) Scheme

3. The LPR and all its related arrangements are not applicable to teachers employed under the NET Scheme.

Arrangements for the LPAT 2009

4. The CLA will be conducted by the Education Bureau (EDB), and all other papers by the Hong Kong Examinations and Assessment Authority (HKEAA). Details of the Assessment are as follows:

Events	Dates
Registration for the LPAT Postal Registration Counter Registration (in person or by an authorized representative)	22 September (Monday) – 3 October 2008 (Friday) 29 September (Monday) – 17 October 2008 (Friday)
LPAT (PTH) Listening & Recognition Pinyin	14 February 2009 (Saturday)
LPAT (English Language) Reading Listening Writing	15 February 2009 (Sunday)
LPAT (English Language & PTH) Speaking	Starting from 16 February 2009 (Monday)
LPAT (English Language & PTH) Classroom Language Assessment	December 2008 – early April 2009
Release of Assessment Results	Late May 2009

(For the Speaking and CLA papers, candidates will be informed individually of the assessment dates by the HKEAA and the EDB respectively.)

5. The Entry Form (including *Notes for Persons Entering for the Assessment*) is at the Appendix. This Form can be downloaded from the EDB website (<http://www.edb.gov.hk/>) or the HKEAA website (<http://www.hkeaa.edu.hk/>). Applicants may also make photocopies of the Entry Form for use.

6. For the paper on CLA, please note that in addition to the teachers mentioned in Paragraphs 2(a) and 2(b), teachers holding a permanent post who previously taught English Language/PTH in the 2000/01 to 2007/08 school years and have not met the LPR may also enter for it if their schools would allow them access to two lessons in the relevant subject for assessment purposes. All CLA applicants must ensure that they can provide live classroom situations in the assessment period so that their performance can be assessed. Any applicant entering for the CLA should provide, together with the duly completed Entry Form to be

submitted to the HKEAA, a copy of the school calendar and his/her own full teaching timetable as officially issued by the school. Each copy should also bear the name of the applicant, the Demand Note Number, the name of the school and the school chop.

Reference Materials

7. The following documents are published by the EDB and the HKEAA for candidates' reference:

- (a) *Language Proficiency Assessment for Teachers (English Language) Handbook*;
- (b) *Language Proficiency Assessment for Teachers (Putonghua) Handbook*;
- (c) *Language Proficiency Assessment for Teachers (English Language) 2008 Assessment Report*; and
- (d) *Language Proficiency Assessment for Teachers (Putonghua) 2008 Assessment Report*.

These documents can be downloaded from the EDB or HKEAA website. They are also available for collection at the Registration Centre (Address: 12/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong). Applicants may also request to have these documents mailed to them by sending a stamped (postage: HK\$16.40), self-addressed A4 size envelope to the HKEAA.

8. Past question papers (with suggested answers and the relevant listening test CD) of the LPAT for English Language and for PTH are available for sale at the HKEAA On-line Bookstore (<https://online.hkeaa.edu.hk/bookstore/>) and the following venues:

- (a) HKEAA, 12/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong; and
- (b) The HKEAA Publications Unit, 17 Tseuk Luk Street, San Po Kong, Kowloon.

Briefing

9. A briefing jointly organized by the EDB and the HKEAA will be held on 15 November 2008 (Saturday) for candidates who have entered for the LPAT 2009. The briefing is scheduled to be held in the School Hall, Queen's College, 120 Causeway Road, Causeway Bay, Hong Kong. For the other details regarding the briefing, please refer to Paragraph 21 of *Notes for Persons Entering for the Assessment* in the Appendix. The purpose of the briefing is to familiarize candidates with the requirements of individual papers and the assessment procedures. The important points to note when preparing for the LPAT will be highlighted with reference to the Handbook for each language subject. There will be a "Question and Answer" session to address queries raised by the candidates.

10. Candidates will receive an admission ticket for the briefing during registration. They will need to bring along the ticket and the relevant reference materials when they attend the briefing.

Submission of Applications

11. Teachers who wish to sit for the LPAT 2009 may submit their applications to the HKEAA Southorn Centre Office during the registration period as specified in Paragraph 4 by post, in person or by an authorized representative. Late applications for entry after the closing date will only be accepted under special circumstances and at the discretion of the HKEAA. Late applicants will be required to pay a supplementary fee of HK\$320 in addition to the normal assessment fee. Applications received after 24 October 2008 will not be accepted.

Release of Results

12. Results of the LPAT will be mailed directly to candidates by the HKEAA in late May 2009.

Enquiry

13. For enquiries on arrangements for the CLA, please contact Mr Cirillo CHENG at 2186 8182. For all other enquiries on the arrangements for the LPAT, please contact the HKEAA (tel. no.: 3628 8860; fax no.: 3628 8990).

(Y F LEE)
for Secretary for Education

c.c. Heads of Sections – for information

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
LANGUAGE PROFICIENCY ASSESSMENT FOR TEACHERS 2009
NOTES FOR PERSONS ENTERING FOR THE ASSESSMENT**

Entry Requirements

- Applicants must have obtained Level 2/Grade E or above in at least 5 subjects at one or more sittings in the Hong Kong Certificate of Education Examination (HKCEE) (these 5 subjects should include Chinese Language or English Language at Level 2 or above in or after the 2007 HKCEE, or Chinese Language or English Language (Syllabus A or B) at Grade E or above in the HKCEE before 2007); or equivalent qualification.

Submission of Entry Form

- Applicants may submit their applications through one of the following methods:

	Registration Centre	Registration Period	Office Hours	Documents Required
By post	HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	22.9.2008 (Monday) to 3.10.2008 (Friday) (post-mark)		<ol style="list-style-type: none"> A completed entry form A photocopy of applicant's HKID card[#] A photocopy of certificate(s) of previous examination(s) with results qualifying for entry[#] A cheque for the assessment fee made payable to "Hong Kong Examinations and Assessment Authority" A stamped, self-addressed envelope (for sending the receipt of application)*
In person		29.9.2008 (Monday) to 17.10.2008 (Friday)	Monday – Friday: 8:30 am – 5:00 pm (no lunch break) Saturday: 9:00 am – 12:00 noon	<ol style="list-style-type: none"> A completed entry form Produce for inspection the HKID card Produce for inspection the original copy of certificate(s) of previous examination(s) with results qualifying for entry or submit the photocopies of these documents[#]
By an authorised representative			(Sundays & Public Holidays closed)	<ol style="list-style-type: none"> A completed entry form Produce for inspection a photocopy of applicant's HKID card Produce for inspection the original copy of certificate(s) of previous examination(s) with results qualifying for entry or submit the photocopies of these documents[#]

[#] The document(s) concerned will be destroyed upon completion of the assessment.

* **If an applicant has not received the receipt of application by 15.10.2008 (Wednesday), he/she should telephone the Public Examinations Information Centre of the HKEAA at 3628 8860 before 5:00pm on 16.10.2008 (Thursday).**

- A Classroom Language Assessment (CLA) applicant should submit during registration **a copy of the school calendar and his/her own full teaching timetable as officially issued by the school. Each copy should also bear the name of the applicant, Demand Note No., name of the school and the school chop.** Any subsequent changes to the information submitted must be reported to the Language Proficiency Assessment Team of the Education Bureau (EDB) as soon as possible (Tel. No.: 2186 8182, Fax No.: 2123 1229). **Without verified evidence at the time of registration of the applicant teaching the language subject within the assessment period (December 2008 to early April 2009), application to take the CLA will not be accepted.**
- Late applications for entry after the above closing date will only be accepted under special circumstances and at the discretion of the HKEAA. The payment of a supplementary fee in the amount of HK\$320 in addition to the normal assessment fee is required. Applications received after 24 October 2008 will not be accepted.

Personal Data

- Personal data of applicants are used for the purpose of conducting the assessment and the subsequent processing of assessment results. Whether applicants wish to provide the requested personal data or not is voluntary. However, if an applicant fails to provide all the data, or if any of the data provided are inaccurate or incomplete, the processing of the applicant's assessment results will be affected and hence the HKEAA may not accept the applicant's entry.

Subject	Paper	Date	Time
English Language	Paper 1 Reading	15 February 2009 (Sunday)	9:00 a.m. – 10:30 a.m.
	Paper 3 Listening		11:15 a.m. – 12:15 p.m.
	Paper 2 Writing		2:00 p.m. – 4:00 p.m.
	Paper 4 Speaking*	Starting from 16 February 2009 (Monday)	5:30 p.m. – 8:30 p.m.
	Paper 5 Classroom Language Assessment	From December 2008 to early April 2009	

Put a '✓' in the box adjacent to the paper name of the subject you enter for.

Applicants who enter for Paper 4 Speaking of English Language must put a '✓' in the appropriate box adjacent to the paper name to indicate their teaching focus (i.e. primary or secondary). This information will only be used to assign candidates to a group in the Group Discussion task of the Speaking paper.

* The Putonghua and English Language speaking assessments will be video-recorded to facilitate the processing of irregularities during the assessment.

13. The CLA is administered by the EDB. Only **English/Putonghua teachers holding a permanent post or a non-permanent post in public-sector schools or local private primary/secondary day schools offering a full curriculum may enter for the CLA.** Teachers holding a permanent post who previously taught English/PTH in the 2000/01 to 2007/08 school years and have not met the LPR may also enter for the CLA if their schools would allow them access to two lessons for assessment purposes. Applicants must ensure that they can provide live classroom situations so that their performance can be assessed.

14. Applicants applying to take the CLA are required to provide information, at the time of registration, evidence of their teaching the language subject within the assessment period. They should also put down the appropriate number code describing their teaching status in the 2008/09 school year in the appropriate box:

English Language

Code 1 Teachers **holding a permanent post and newly-appointed to teach English Language** in the **2008/09** school year with **attainment of the LPR in Papers 1 - 4.**

Code 2 Teachers (i) **holding a permanent post** in the current school year;
(ii) having taught English Language from the **2000/01 to 2007/08** school years without meeting the LPR as scheduled; AND
(iii) granted approval from the present school head to have access to two lessons to **retake the CLA** in order to meet the LPR.

Code 3 Teachers **holding a non-permanent post and teaching English Language** in the **2008/09** school year (including temporary teachers, teachers employed with special funding and teaching assistants, all with **registered/permitted teacher status**).

Putonghua

Code 4 Teachers **holding a permanent post and newly-appointed to teach Putonghua** in the **2008/09** school year with **attainment of the LPR in Papers 1 - 3.**

Code 5 Teachers (i) **holding a permanent post** in the current school year;
(ii) having taught Putonghua from the **2000/01 to 2007/08** school years without meeting the LPR as scheduled; AND
(iii) granted approval from the present school head to have access to two lessons to **retake the CLA** in order to meet the LPR.

Code 6 Teachers **holding a non-permanent post and teaching Putonghua** in the **2008/09** school year (including temporary teachers, teachers employed with special funding and teaching assistants, all with **registered/permitted teacher status**).

Others

Code 7 Teacher status not defined in any of the above codes with detailed description separately provided in the space given.

Candidates with Special Needs

15. Candidates with special needs may apply for special assessment arrangements (e.g. extra time allowance, provision of Braille or enlarged question papers). Each application should be accompanied by supporting documents. Candidates may submit the applications together with the entry forms on or before 29 November 2008. Late applications without valid reasons will normally not be accepted.

Assessment Fee

16. Assessment fee must be paid at the time of registration. Assessment fee is not transferable from one examination to another, nor from one person to another. Assessment fee will not be refunded if applicants subsequently withdraw from the Assessment.

Change/Addition of Subject Paper/ Change of Teaching Focus

17. Applicants should note that applications for change/addition of subject paper/ change of teaching focus after the completion of the registration procedures are subject to the approval of the HKEAA and the payment of supplementary fee in the amount of \$205 for each amendment.

Documents

18. After the entry data have been processed, the HKEAA will send the following documents to applicants:

Document	Tentative date of receipt
Admission Form	Monday, 2 February 2009 [#]
Results Notice	Late May 2009*

[#] Candidates should contact the HKEAA (Tel.: 3628 8860) if they have not received the admission form by 4.2.2009 (Wednesday).

*Candidates may visit the HKEAA website (<http://www.hkeaa.edu.hk>) in mid-May 2009 for the latest information about the release of results.

Reference Materials

19. The following documents are published by the Government for the reference of candidates:

- (i) Language Proficiency Assessment for Teachers (English Language) Handbook
- (ii) Language Proficiency Assessment for Teachers (Putonghua) Handbook
- (iii) Language Proficiency Assessment for Teachers (English Language) 2008 Assessment Report
- (iv) Language Proficiency Assessment for Teachers (Putonghua) 2008 Assessment Report

These documents can be downloaded from the EDB or HKEAA website and are available for collection at the Registration Centre. Applicants may also request to have these documents mailed to them by sending a stamped (postage: HK\$ 16.40), self-addressed A4 size envelope to the HKEAA (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

20. Language Proficiency Assessment for Teachers Past Question Papers for English Language and Putonghua (starting from the March 2004 administration) (with suggested answers and the relevant listening test CD)

The above publications are available for sale at the HKEAA Online Bookstore (<https://online.hkeaa.edu.hk/bookstore/>) and the following places:

- (i) Hong Kong Examinations and Assessment Authority, 12/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong; and
- (ii) The HKEAA Publications Unit, 17 Tseuk Luk Street, San Po Kong, Kowloon.

Briefing Sessions

21. Briefing sessions will be jointly held by the EDB and the HKEAA for candidates who have entered for the Language Proficiency Assessment for Teachers 2009. Details of the sessions are as follows:

Date: Saturday, 15 November 2008

Time: 9:15 a.m. – 11:30 a.m. (Putonghua) ; 1:00 p.m. – 3:30 p.m. (English Language)

Venue: School Hall, Queen's College, 120 Causeway Road, Causeway Bay, Hong Kong

The purpose of the briefing sessions is to familiarise candidates with the requirements of individual papers and the assessment procedures. The skills required to achieve success and the major pitfalls to avoid will be highlighted with reference to the Handbooks. There will also be a "Question and Answer" session to address queries that candidates might have on the "dos" and "don'ts" in the course of their preparation for the assessments and during the assessment process. In order to provide common ground for more in-depth discussions, participants are invited to read through the reference materials mentioned in Paragraph 19 above beforehand and bring them along to the briefing. An admission ticket for the briefing will be distributed during registration. Please turn up punctually at the venue with the ticket and the relevant reference materials.

Enquiries

22. (i) For enquiries concerning assessment arrangements, please contact the HKEAA office at 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong (Tel. No.: 3628 8860; Fax No.: 3628 8990 and email: lpata@hkeaa.edu.hk).

(ii) For enquiries concerning the CLA and other LPR arrangements, please contact the Language Proficiency Assessment Team, EDB at Room 1707, 17/F., Murray Building, Garden Road, Central, Hong Kong (Tel. No.: 2186 8182; Fax No. : 2123 1229 and email: lpa@edb.gov.hk).

(iii) For information on criteria for reaching the LPR, please visit the EDB homepage at <http://www.edb.gov.hk>.