

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 82/2024

From : Secretary for Education
To : Heads of secondary schools
(excluding ESF and International Schools)

Ref. : EDB(RTD)6/284/1410/04(3)

Date : 5 April 2024

Recruitment of Part-time Markers / Part-time Assistant Examiners for Pre-Secondary One Hong Kong Attainment Test

(Note: This circular memorandum should be read by school heads and teachers of all secondary schools except ESF and International Schools)

Summary

The purpose of this circular memorandum is to inform secondary school heads and teachers of the recruitment of part-time Markers and part-time Assistant Examiners for the Pre-Secondary One Hong Kong Attainment Test (Pre-S1 HKAT). Serving secondary school teachers are invited to apply for the above posts.

Details

2. The Pre-S1 HKAT will be conducted on 16 July 2024. It covers the subjects of Chinese Language, English Language and Mathematics. Some students' answer scripts will be collected and centrally marked by the Education Bureau. Serving secondary school teachers are invited to apply for the post of part-time Marker and/or part-time Assistant Examiner for the central marking. Details of the entry requirements, remuneration, duties and terms of appointment for Markers and Assistant Examiners are at Appendices I and II respectively. Applicants may apply for the post of part-time Marker and/or part-time Assistant Examiner for one of the above subjects only. However, a successful candidate for both part-time Marker and part-time Assistant Examiner is only allowed to accept serving for one of the two posts.

Application Procedure

3. Serving secondary school teachers who are interested are requested to send the duly completed application form at Appendix III to Room 1138, 11th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong on or before **22 April 2024**. The specific post title and subject applied for should be clearly marked on the envelope: "Part-time Marker / Part-time Assistant Examiner (Chinese Language / English Language / Mathematics) for the Pre-S1 HKAT". Incomplete or late applications will not be considered.

Enquiries

4. For enquiries, please contact the Research and Test Development Section at 2892 6618.

(Ms Cynthia CHAN)
for Secretary for Education

c.c. Heads of Sections – for information

Post Title	Part-time Marker (Chinese Language / English Language / Mathematics) for the Pre-S1 HKAT
Remuneration	\$16 per script (long questions only) for Chinese Language and English Language \$11 per script (long questions only) for Mathematics
Entry Requirements	Applicants should – (a) have a relevant teacher’s certificate or a bachelor’s degree from a local tertiary institution (with major in Chinese Language / English Language / Mathematics), or equivalent; (b) be a serving secondary school teacher; and (c) have at least 7 years’ relevant teaching experience after obtaining the qualification in (a).
Duties	(a) To mark around 700 to 1 200 students’ answer scripts for the Pre-S1 HKAT; and (b) To compile Markers’ report on (a). <u>Note:</u> To standardise the marking of scripts, successful candidates will be required to attend a Markers’ meeting at their own time and expenses upon appointment. The marking will be conducted mainly in August 2024, and Markers’ report has to be completed by early September 2024.
Terms of Appointment	Successful candidates will be employed on non-civil service contract terms.
Notes	Successful candidates (serving secondary school teachers) will be retained in a list and be offered appointment when service needs arise.
Enquiry Address	Research and Test Development Section, Education Bureau, Room 1138, 11 th Floor, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong
Enquiry Telephone	2892 6618
Closing Date for Application	22 April 2024
General Notes	(a) Applicants should mark clearly the post title and subject applied for in the application form. (b) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service. (c) Candidates appointed must be permanent residents of the Hong Kong Special Administrative Region unless specified otherwise. (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made. (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment interview. (f) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race. (g) It is the Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to any further shortlisting criteria. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related

	<p>measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau’s website at https://www.csb.gov.hk under “Administration of the Civil Service – Appointments”.</p> <p>(h) Staff appointed on non-civil service terms by the Government of the Hong Kong Special Administrative Region of the People’s Republic of China (“HKSAR Government”) on or after 1 July 2020 are required to declare that they will uphold the Basic Law of the Hong Kong Special Administrative Region of the People’s Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People’s Republic of China, be dedicated to their duties and be responsible to the HKSAR Government.</p>
<p>How to Apply</p>	<p>Applicants should send the duly completed application form at Appendix III to the above enquiry address on or before the closing date for application. Please ensure that the address on the envelope is correct and sufficient postage has been paid. Mail items without sufficient postage will not be accepted. Applicants will bear any consequences arising from not paying sufficient postage. Applicants who are selected for interview will normally receive an invitation in about two to four weeks after the closing date. Those who are not invited for interview may assume that their applications are unsuccessful.</p>

Post Title	Part-time Assistant Examiner (Chinese Language / English Language / Mathematics) for the Pre-S1 HKAT
Remuneration	\$16 per script (long questions only) for Chinese Language and English Language \$11 per script (long questions only) for Mathematics \$1,952 per supervision of one Marker
Entry Requirements	Applicants should – (a) have a relevant teacher’s certificate or a bachelor’s degree from a local tertiary institution (with major in Chinese Language / English Language / Mathematics), or equivalent; (b) be a serving secondary school teacher; and (c) have at least 10 years’ relevant teaching experience after obtaining the qualification in (a).
Duties	(a) To coordinate and supervise about 5-6 Markers in marking students’ answer scripts for the Pre-S1 HKAT; (b) To assist in training the Markers; (c) To mark about 800 to 1 000 students’ answer scripts for the Pre-S1 HKAT; and (d) To compile Markers’ and Assistant Examiners’ reports on (a) and (c). <u>Note:</u> To standardise the supervision of markers and supervision of Markers and marking of scripts, successful candidates will be required to attend Assistant Examiners’ meeting and Markers’ meeting at their own time and at their own expenses upon appointment. The marking and supervisory duties will be conducted from mid-July to end of August 2024. The relevant Markers’ and Assistant Examiners’ reports have to be completed in September 2024.
Terms of Appointment	Successful candidates will be employed on non-civil service contract terms.
Notes	Successful candidates (serving secondary school teachers) will be retained in a list and be offered appointment when service needs arise.
Enquiry Address	Research and Test Development Section, Education Bureau, Room 1138, 11 th Floor, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong
Enquiry Telephone	2892 6618
Closing Date for Application	22 April 2024
General Notes	(a) Applicants should mark clearly the post title and subject applied for in the application form. (b) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service. (c) Candidates appointed must be permanent residents of the Hong Kong Special Administrative Region unless specified otherwise. (d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made. (e) Where a large number of candidates meet the specified entry requirements, the recruiting department may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment interview. (f) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race. (g) It is the Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she

	<p>will be invited to attend the selection interview/written examination without being subject to any further shortlisting criteria. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau’s website at https://www.csb.gov.hk under “Administration of the Civil Service – Appointments”.</p> <p>(h) Staff appointed on non-civil service terms by the Government of the Hong Kong Special Administrative Region of the People’s Republic of China (“HKSAR Government”) on or after 1 July 2020 are required to declare that they will uphold the Basic Law of the Hong Kong Special Administrative Region of the People’s Republic of China, bear allegiance to the Hong Kong Special Administrative Region of the People’s Republic of China, be dedicated to their duties and be responsible to the HKSAR Government.</p>
How to Apply	<p>Applicants should send the duly completed application form at Appendix III to the above enquiry address on or before the closing date for application. Please ensure that the address on the envelope is correct and sufficient postage has been paid. Mail items without sufficient postage will not be accepted. Applicants will bear any consequences arising from not paying sufficient postage. Applicants who are selected for interview will normally receive an invitation in about two to four weeks after the closing date. Those who are not invited for interview may assume that their applications are unsuccessful.</p>

B. 學歷
Qualifications

<input type="checkbox"/> 學士學位或同等學歷 Bachelor's Degree or equivalent	<input type="checkbox"/> 教師證書或同等學歷 Teacher's Certificate or equivalent	<input type="checkbox"/> 學位教師教育證書／學位教師教育文憑或同等學歷 PGCE / PGDE or equivalent
主修 Major <input type="checkbox"/> 中國語文 Chinese Language <input type="checkbox"/> 英國語文 English Language <input type="checkbox"/> 數學 Mathematics <input type="checkbox"/> 其他 Others 請說明 (Please specify _____)	主修 Major <input type="checkbox"/> 中國語文 Chinese Language <input type="checkbox"/> 英國語文 English Language <input type="checkbox"/> 數學 Mathematics <input type="checkbox"/> 其他 Others 請說明 (Please specify _____)	主修 Major <input type="checkbox"/> 中國語文 Chinese Language <input type="checkbox"/> 英國語文 English Language <input type="checkbox"/> 數學 Mathematics <input type="checkbox"/> 其他 Others 請說明 (Please specify _____)

就學詳情 (按就讀的日期順序列出) Education (in chronological order)			
曾經就讀的學院、大學等 Colleges, Universities, etc. Attended	就讀的課程及已獲取的學歷 [例如：文學士 (主修：英國語文、副修：經濟)、 學位教師教育證書／學位教師教育文憑 (主修：英國語文、副修：音樂)] Programmes Attended and Qualification Obtained [e.g. Bachelor of Arts (Major: English Language, Minor: Economics), Postgraduate Certificate in Education / Postgraduate Diploma in Education (Major: English Language, Minor: Music)]	就讀日期 (月／年) Date (Month/Year)	
		由 From	至 To

C. 任教申請科目經驗 (只計算取得入職要求學歷後的經驗)
Teaching Experience in the Subject Applied for (Only the post-qualification experience be counted)

- (i) 在中學任教申請科目的詳情 (截至 2024 年 3 月 31 日) (按任職日期順序列出)
Details of teaching the subject applied for in secondary school(s) (Up to 31 March 2024) _____年 year(s)
(in chronological order)

學校名稱 Name of School	任教申請科目的級別 (例如：中一、中二) Level taught of the subject applied for (e.g. S1, S2)	日期 (月／年) Date (Month/Year)	
		由 From	至 To

- (ii) 你是否在 2023/24 學年任教申請科目？ 是 否
 Are you teaching the subject applied for in the 2023/24 school year? Yes No

在 2023/24 學年任教申請科目的級別：
 Level taught of the subject applied for in the 2023/24 school year:

- (iii) 由 2017/18 學年起曾擔任以下職位的經驗，職位須與申請科目有關（截至 2024 年 3 月 31 日）
 Number of year(s) holding the following post(s) related to the subject applied for since the 2017/18 school year (Up to 31 March 2024)

- (a) 校長／副校長／學務主任
 Principal / Vice Principal / Head of Academic Affairs _____ 年 year(s)
- (b) 科主任
 Panel Head _____ 年 year(s)
- (c) 助理科主任
 Assistant Panel Head _____ 年 year(s)
- (d) 級別統籌主任
 Form/Level Co-ordinator _____ 年 year(s)

D. 校外考試／校外評核的閱卷經驗
 Marking Experience for External Examination / External Assessment

- (i) 由 2017/18 至 2022/23 學年在**校內**擔任申請科目的中一入學前香港學科測驗閱卷工作
 Marking the Pre-S1 HKAT of the subject applied for **in school** from the 2017/18 to 2022/23 school years

<input type="checkbox"/> 有 Yes	次數 Frequency	年份 Year(s)
	_____	_____
<input type="checkbox"/> 沒有 Never		

- (ii) 由 2017/18 至 2022/23 學年獲教育局聘用為申請科目的中一入學前香港學科測驗**閱卷員**
 Appointed as **Marker** for the Pre-S1 HKAT by the Education Bureau in the subject applied for from the 2017/18 to 2022/23 school years

<input type="checkbox"/> 有 Yes	次數 Frequency	年份 Year(s)
	_____	_____
<input type="checkbox"/> 沒有 Never		

- (iii) 由 2017/18 至 2022/23 學年獲教育局聘用為申請科目的中一入學前香港學科測驗**助理考試主任**
 Appointed as **Assistant Examiner** for the Pre-S1 HKAT by the Education Bureau in the subject applied for from the 2017/18 to 2022/23 school years

<input type="checkbox"/> 有 Yes	次數 Frequency	年份 Year(s)
	_____	_____
<input type="checkbox"/> 沒有 Never		

- (iv) 由 2017/18 至 2022/23 學年獲香港考試及評核局聘用為申請科目的其他校外考試/校外評核之**閱卷員/助理考試主任**
Appointed as **Marker / Assistant Examiner** of other External Examination(s) / External Assessment(s) by the Hong Kong Examinations and Assessment Authority (HKEAA) in the subject applied for from the 2017/18 to 2022/23 school years

<input type="checkbox"/> 全港性系統評估 (小三級) Territory-wide System Assessment (TSA) (Primary 3)	次數 Frequency _____	年份 [請註明卷別 (如適用)] Year(s) [Please specify the paper (if applicable)] _____
<input type="checkbox"/> 全港性系統評估 (小六級) Territory-wide System Assessment (TSA) (Primary 6)	次數 Frequency _____	年份 [請註明卷別 (如適用)] Year(s) [Please specify the paper (if applicable)] _____
<input type="checkbox"/> 全港性系統評估 (中三級) Territory-wide System Assessment (TSA) (Secondary 3)	次數 Frequency _____	年份 [請註明卷別 (如適用)] Year(s) [Please specify the paper (if applicable)] _____
<input type="checkbox"/> 香港中學文憑考試 Hong Kong Diploma of Secondary Education (HKDSE) Examination	次數 Frequency _____	年份 [請註明卷別 (如適用)] Year(s) [Please specify the paper (if applicable)] _____
<input type="checkbox"/> 沒有 Never		

- (v) 由 2017/18 至 2022/23 學年獲聘用為申請科目其他校外考試/校外評核的**閱卷員/助理考試主任**
Appointed as **Marker / Assistant Examiner** of other External Examination(s) / External Assessment(s) in the subject applied for from the 2017/18 to 2022/23 school year(s)

校外考試/校外評核名稱及聘用機構名稱

Name of External Examination(s) / External Assessment(s) and the respective Appointed Organisation(s)

年份 [請註明卷別 (如適用)]

Year(s) [Please specify the paper (if applicable)] _____

E. 可選擇是否填寫

Optional

你是否殘疾人士?

Are you a candidate with disability?

是 否
Yes No

如為殘疾人士，請註明殘疾性質及程度

If yes, please indicate nature and degree of disability _____

請註明在參加面試時，是否需要特別的安排

Please specify whether you need special arrangement for attending an interview

是 否
Yes No

如需特別面試安排，請列明有關要求

If yes, please specify the arrangement required for interview _____

註： 政府在遴選時對殘疾人士及其他申請人會一視同仁。申請人如需獲得為殘疾人士而設的聘任安排，有關部門可能要求提交醫生證明其為殘疾人士。

在提交申請書後，本申請書內所提供的資料如有任何更改，申請人必須通知教育局研究及測驗發展組。申請人在本申請書內所提供的個人資料，將用於招聘工作以及其他與僱用相關的事宜上。如有需要，有關資料可能會送交獲授權處理有關資料的政府部門及其他組織或機構，用作進行與政府招聘工作及僱用有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。在一般情況下，未獲錄取申請人的個人資料將於其落選日期後兩個月全部銷毀。

Note: Candidates with disabilities are considered on equal terms with other applicants. The Government may require medical proof of their disability if candidates wish to make use of the appointment arrangements applicable to candidates with disabilities.

You are required to notify the Research and Test Development Section of the Education Bureau if there are any subsequent changes to the information provided after submission of the application form. The personal data provided in this form will be used for recruitment and other employment-related purposes. It may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment by and employment with the Government, e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary. Personal data on an unsuccessful candidate will normally be destroyed two months after rejection of the candidate's application.

F. 利益申報

Declaration of Interest

你或你的親屬是否與補習學校或出版社（教科書／參考書）有任何直接或間接利益，或者是補習學校或出版社（教科書／參考書）的負責人？

Do you or your relatives have any direct or indirect interest in the ownership of a tutorial school or a publishing company (textbooks / reference books), or are directors of a tutorial school or a publishing company (textbooks / reference books)?

是 否
Yes No

如是，請簡略說明

If yes, please briefly explain

你是否申請科目的教科書／參考書作者？

Are you the author of any textbook / reference book of the subject applied for?

是 否
Yes No

如是，請簡略說明

If yes, please briefly explain

G. 聲明
Declaration

本人明白倘若故意在填寫本申請表時虛報資料或隱瞞重要事實，或未有在申請表內所提供資料已作更改後通知招聘部門，可令本人喪失獲政府錄用的資格；即使已獲政府錄用，亦可遭終止聘用。

I understand that if I wilfully give any false information or withhold any material information in this application form, or fail to notify the recruiting department/grade of any subsequent change of information provided, it will render me liable to disqualification for employment by the Government or termination of employment, if already employed by the Government.

本人同意政府可就進行與政府招聘工作及僱用有關的事宜，以及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料（其中包括，在提出聘任前，向本人的現行及／或前僱主索取一份僱主推薦書／工作表現評核報告；向有關當局／機構／醫護人員索取本人的體格檢查報告、醫事委員會報告或診療紀錄，以及將有關資料送交其他當局／機構／醫護人員；向有關的政府部門／院校／機構查詢本人的學歷／語文／專業資格和索取有關紀錄，以及將有關資料送交其他政府部門／當局／機構進行學歷評審）。

I consent to the Government making any necessary enquiries for purposes relating to recruitment by and employment with the Government and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries (including, inter alia, obtaining a reference/performance appraisal report(s) from my current and/or previous employer(s) before offer of appointment; obtaining my medical examination reports, medical board reports or medical records from relevant authorities/agencies/medical personnel and transferring of such data to other authorities/agencies/medical personnel; and making enquiries from relevant government departments/institutions/agencies regarding my academic/language/professional qualifications and obtaining relevant records and transferring of such data to other government departments/authorities/agencies for qualifications assessment).

本人已閱讀及明白本表格內的「個人資料收集聲明」。本人同意，如有需要，上述資料會送交獲授權處理有關資料的政府部門及其他組織或機構，用作進行與政府招聘工作，以及其他與僱用和人力資源管理有關的事宜，例如學歷評審、體格檢查、僱主推薦及操守審查等。

I have read and understood the Personal Information Collection Statement in this form. I accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to recruitment, other employment-related and human resource management-related purposes, e.g. qualifications assessment, medical examination, employer reference and integrity checking, etc. as may be necessary.

日期
Date _____

申請人簽署
Signature of Applicant _____

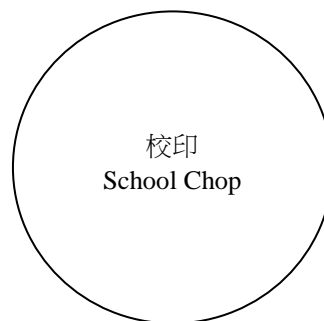
學校填寫部分
To be completed by school

本人原則上同意申請人的上述申請。
I agree in principle to the application made by the applicant above.

申請人現職學校校長簽署
Signature of Principal of
Serving School _____

校長姓名
Name of Principal _____

日期
Date _____



個人資料收集聲明
Personal Information Collection Statement

收集個人資料的目的
Purpose of Collection

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) 處理、核實及查證僱傭相關事宜，包括聘用、培訓及職業前途發展、薪酬及福利、員工關係、通訊和程序遵行；
Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;
 - (b) 就上文(a)項所述僱傭相關事宜的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；以及
Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB; and
 - (d) 編製統計資料、研究及政府刊物。
Activities relating to compilation of statistics, research and Government publications.
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。
The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

可獲轉移資料者
Classes of Transferees

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:
 - (a) 政府其他政策局及部門，以用於上文第 1 段所述的用途；
other Government bureaux and departments for the purposes mentioned in paragraph 1 above;

- (b) 你曾就披露個人資料給予訂明同意；以及
where you have given your prescribed consent to such disclosure; and
- (c) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查閱個人資料

Access to Personal Data

- 4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向保障資料主管人員提出（地址：香港灣仔皇后大道東 213 號胡忠大廈 15 樓或電郵：edbinfo@edb.gov.hk）。

You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or edbinfo@edb.gov.hk.