

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 120/2025

From : Secretary for Education

To : Heads of Primary and Secondary Schools
(excluding ESF and International Schools)

Ref. : EDB1167-2010-8030-9020-00014-P001

Date : 4 July 2025

Recruitment of Part-time Item Writers for the Pre-Secondary One Hong Kong Attainment Test

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

Summary

The purpose of this circular memorandum is to inform primary and secondary school heads and teachers of the recruitment of part-time item writers for the Pre-Secondary One Hong Kong Attainment Test (Pre-S1 HKAT). Serving primary and secondary school teachers of Chinese Language, English Language and Mathematics are invited to apply for the above post.

Details

2. Part-time item writers are required to write test items for the Pre-Secondary One Hong Kong Attainment Test (Pre-S1 HKAT). Details of the remuneration, entry requirements, duties and terms of appointment are at Appendix I. Applicants may apply for the post of part-time item writer for only one of the above subjects.

Application Procedure

3. Teachers who are interested in this recruitment are requested to send the duly completed application forms (Appendix II) to Room 1138, 11th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong by **28 July 2025**. (The postmark date on the envelope will be regarded as the date of application.) The specific post and subject applied for should be clearly marked on the envelope: "Part-time Item Writer (Chinese Language / English Language / Mathematics) for the Pre-S1 HKAT". Applicants may also submit the application through the Electronic Form Submission System (e-FormSS) of EDB (<https://eformss.edb.gov.hk/eformss/Form105>).¹ Incomplete or late applications will not be considered.

Enquiries

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

Cliff HUI
for Secretary for Education

c.c. Heads of Sections – for information

¹ Applicants may download electronic version of application form the EDB website (<https://www.edb.gov.hk/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/pre-s1-hkat.htm>). Please log in to the e-FormSS via "Public Login" with personal email or "iAM Smart", and select "Research and Test Development Section" as the recipient to return the completed application form by uploading it through the system.

| | |
|------------------------------|--|
| Post Title | Part-time Item Writer (Chinese Language / English Language / Mathematics) for the Pre-S1 HKAT |
| Remuneration | \$244 per item |
| Entry Requirements | <p>Applicants should -</p> <ul style="list-style-type: none"> (a) have a relevant teacher's certificate or a bachelor's degree from a Hong Kong tertiary institution (with major in Chinese Language / English Language / Mathematics), or equivalent; (b) be a serving primary or secondary school teacher; and (c) have at least 7 years' relevant teaching experience after obtaining the qualification in (a). |
| Duties | <p>To write about 46 items for the Chinese Language test paper or 40 items for the English Language / Mathematics test paper.</p> <p><u>Note:</u> Successful candidates will be required to attend a briefing at their own expense and time upon appointment. All items should be original and submitted by early January 2026, with modifications on items as requested to meet the satisfaction of the Education Bureau from January to May 2026.</p> |
| Terms of Appointment | Successful candidates will be employed on non-civil service contract terms. |
| 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 | 28 July 2025 |
| General Notes | <ul style="list-style-type: none"> (a) Applicants should clearly mark the specific post and subject applied for on their application forms. (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 |

| | |
|-----------------------|--|
| | <p>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 (“HKSAR”), be dedicated to their duties and be responsible to the HKSAR Government.</p> |
| Application Procedure | <p>Applicants should send the duly completed application forms at Appendix II 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 may also submit their applications through the e-FormSS of EDB (https://eformss.edb.gov.hk/eformss/Form105). Applicants who are selected for an 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> |

教育局

只供有關部門填寫
Official Use Only

中一入學前香港學科測驗兼職擬題員申請表
Application Form for Part-time Item Writer
for the Pre-Secondary One Hong Kong Attainment Test

(請在適當方格內加上“✓”號)
(Please insert a “✓” in the appropriate box.)

申請科目 (申請人只可申請一個科目)
Subject Applied for (Applicant may only apply for **one** subject)

☐ 中國語文 Chinese Language ☐ 英國語文 English Language ☐ 數學 Mathematics

A. 個人資料
Personal Particulars

英文姓名

| | | |
|-----------------|------------|----------------|
| Name in English | 姓氏 Surname | 名字 Other names |
|-----------------|------------|----------------|

中文姓名 中文姓名電碼
Name in Chinese _____ Chinese Name in Code _____-_____-_____-_____-_____-_____

出生日期
 Date of Birth _____
 日 DD 月 MM 年 YYYY

出生地點
 Place of Birth _____

性別 男 ☐ 女 ☐ 香港身份證號碼

Sex Male Female Hong Kong Identity Card Number

你是否香港特別行政區永久性居民？ 是 ☐ 否 ☐

Are you a permanent resident of the Hong Kong Special Administrative Region? Yes ☐ No ☐

住址
Residential Address:

日間聯絡電話／流動電話
Daytime Contact Telephone / Mobile Phone Number: _____

現職學校名稱
Name of Serving School: _____

學校電話號碼
School Telephone Number: _____

學校傳真號碼
School Fax Number: _____

電郵地址
Email Address:

(一般通知／回覆將經由電郵送交申請人)
(Notification / Reply will be sent to applicant by email)

你曾否經香港或香港以外的法庭判定有罪？

Have you ever been found guilty of an offence in a court of law whether or not in Hong Kong?

是 否

Yes ☐ No ☐

如經判定有罪，請列明詳情 If yes, please give details

(註：請參閱《罪犯自新條例》(第297章)(該條例)。請特別留意該條例第4(2)(c)條及附表所載的例外規定。該條例第4(2)(c)條規定，第2(1)及(1A)條給予已自新人士的保障，並不適用於與訂明職位的聘任有關的問題。訂明職位列於該條例附表內，包括“正由或將由薪俸在總薪級表第27薪點或以上的人員出任的職位”。舉例說，如你正申請總薪級表第25至33薪點的職位，因這個職位將由薪俸在總薪級表第27薪點或以上的人員出任，所以第2(1)及(1A)條給予已自新人士的保障並不適用，你必須對曾被判有罪行的所有罪行（如有的話）作出聲明，否則將不獲考慮聘任。如你對申請職位的薪級表有疑問，請向有關的招聘職系或部門查詢。)

(Note: Please refer to the Rehabilitation of Offenders Ordinance (Cap. 297) (“the Ordinance”). Your particular attention is drawn to the exception set out in section 4(2)(c) of the Schedule of the Ordinance. Section 4(2)(c) of the Ordinance provides that the provisions under section 2(1) and (1A) for protection of rehabilitated persons do not apply to the questions relating to the appointment to the prescribed offices. The prescribed offices are set out in the Schedule to the Ordinance which include ‘any office occupied, or to be occupied, by an officer on or above Point 27 on the Master Pay Scale (“MPS”)’. For example, if you are applying for a post with pay scale from MPS Point 25 to 33, since this post will be occupied by an officer on or above MPS 27, the protection of rehabilitated persons under the provision of section 2(1) and (1A) will not be applicable to this case and all offences (if any) of which you have been found guilty must be declared. Failure to do so may exclude you from the appointment. If you are not certain about the pay scale of the post you are applying for, please consult the recruiting grade/department.)

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 <input type="checkbox"/> 中國語文 Major 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 <input type="checkbox"/> 中國語文 Major 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 <input type="checkbox"/> 中國語文 Major 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 Qualifications 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／小學任教申請科目的詳情（至 2024/25 學年計算）（按任職的日期順序列出）

Details of teaching the subject applied for in primary / secondary school(s) (Up to 2024/25 school year) (in chronological order)

| |
|--------------------------|
| _____ 年 _____ year(s) |
|--------------------------|

| 學校名稱 Name of School | 任教申請科目的級別 Level(s) taught of the subject applied for | | 日期（月／年） Date (Month / Year) | |
|------------------------|---|---|--------------------------------|---------|
| | 小學（例如：小五、小六） Primary (e.g. P5, P6) | 中學（例如：中一、中二） Secondary (e.g. S1, S2) | 由 From | 至 To |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- (ii) 你是否在 2025/26 學年教授申請科目？

Are you teaching the subject applied for in the 2025/26 school year?

是 ☐ 否 ☐
Yes No

在 2025/26 學年任教申請科目的級別：

Level(s) taught of the subject applied for in the 2025/26 school year:

- (iii) 由 2020/21 學年起曾擔任與申請科目相關的職位（至 2024/25 年計算）

Number of year(s) holding post(s) related to the subject applied for since the 2020/21 school year (Up to 2024/25 school year)

- | | |
|--|--------------------------|
| (a) 校長／副校長／小學課程統籌主任／學務主任 School Head / Deputy Head / Primary School Curriculum Leader / 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／校外評核的擬題經驗

Item-writing Experience for External Examination / External Assessment

- (i) 由 2020/21 至 2024/25 學年獲教育局聘用為申請科目中一入學前香港學科測驗擬題員

Appointed as **Item Writer** for Pre-S1 HKAT by the Education Bureau in the subject applied for from the 2020/21 to 2024/25 school years

| | | |
|-----------------------------------|--------------------------|---------------------|
| <input type="checkbox"/> 有 Yes | 次數 Frequency _____ | 年份 Year _____ |
| <input type="checkbox"/> 沒有 Never | | |

- (ii) 由 2020／21 至 2024／25 學年獲香港考試及評核局委聘為申請科目校外考試／校外評核擬題員
Appointed as **Item Writer** of External Examination / External Assessment by the Hong Kong Examinations and Assessment Authority (HKEAA) in the subject applied for from the 2020/21 to 2024/25 school years

| 考試／評核名稱 Name of Examination / Assessment | 卷別 Paper | 年份 Year |
|---|-------------|------------|
| <input type="checkbox"/> 全港性系統評估（小三級） Territory-wide System Assessment (TSA) (Primary 3) | _____ | _____ |
| <input type="checkbox"/> 全港性系統評估（小六級） Territory-wide System Assessment (TSA) (Primary 6) | _____ | _____ |
| <input type="checkbox"/> 全港性系統評估（中三級） Territory-wide System Assessment (TSA) (Secondary 3) | _____ | _____ |
| <input type="checkbox"/> 香港中學文憑考試 Hong Kong Diploma of Secondary Education (HKDSE) Examination | _____ | _____ |
| <input type="checkbox"/> 沒有 Never | | |

- (iii) 由 2020／21 至 2024／25 學年獲委聘為申請科目其他校外考試／校外評核擬題員
Appointed as **Item Writer** of other External Examination / External Assessment in the subject applied for from the 2020/21 to 2024/25 school years

校外考試／校外評核名稱及委聘機構名稱

Name of External Examination / External Assessment and the respective Appointed Organisation

年份 [請註明卷別（如適用）]

Year [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 an 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相關安排，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？

是 ☐ 否 ☐
Yes No

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 you or your relatives directors of a tutorial school or a publishing company (textbooks/ reference books)?

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?

如是，請簡略說明

If yes, please briefly explain

G. 聲明

Declaration

(註：請在下列所有方格內加上“✓”號，表示你已閱讀，明白及接受此 G 部所列明之所有條件，否則你的申請將不獲處理。)

(Note: Please insert a “✓” in all the boxes below to indicate that you have read, understood and accepted all conditions specified at this Section G. Otherwise, your application will not be processed further.)

- ☐ 本人確認符合職位列明所需的入職要求。

I confirm that I meet the stipulated entry requirements for the job selected.

- ☐ 本人現附上／將會提交招聘廣告列明所需提交的證明文件。

I attach herewith/will submit the supporting documents as stipulated in the recruitment advertisement.

- ☐ 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職系／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 grade/department 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，及將有關資料送交其他當局／機構／醫護人員；以及向有關的政府部門／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）。本人謹此授權香港警務處處長或其代表把所有關於我的犯罪紀錄及詳情發放予有關政府部門／當局／機構。就我的職位申請，我也同意當有需要時，可套取我的指紋以核實我的犯罪紀錄。

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). I hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to relevant government departments/authorities/agencies. I also agree to my fingerprint impressions being taken by the Police in connection with this application, if required for the purpose of verifying my criminal records.

- ☐ 本人明白並同意，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，用以進行與政府招聘工作，以及其他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 understand and accept that the information given above will be provided to government departments and other organisations or agencies authorised to process the information for 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.

校長簽署

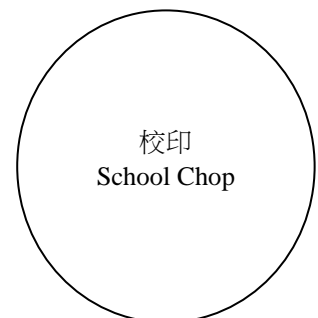
Signature of Principal

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.