

教育局通函第 120/2025 号

分发名单：各中、小学校长
(英基协会属下学校及国际学校除外)

副本送：各组主管 — 备考

招聘中一入学前香港学科测验兼职拟题员

(注：除英基协会属下学校及国际学校外，所有中、小学校长及教师均应阅读本通函)

摘要

本通函旨在通知中、小学校长和教师有关中一入学前香港学科测验兼职拟题员的招聘事宜，并邀请任教中国语文、英国语文或数学科现职中、小学教师申请上述职位。

详情

2. 兼职拟题员须撰写中一入学前香港学科测验的题目。有关酬金、入职条件、职责和聘用条款，请参阅附件一。申请人只可申请其中一个科目的兼职拟题员职位。

申请办法

3. 有意申请上述职位的教师，请填妥申请表(附件二)，在**2025年7月28日**或之前送达香港湾仔皇后大道东213号胡忠大厦11楼1138室(邮寄申请表的递交日期以邮戳为准)。信封正面须清楚注明申请职位和科目：「中一入学前香港学科测验兼职拟题员(中国语文／英国语文／数学)」。申请人亦可在截止申请日期前透过「教育局电子表格递交系统」(<https://eformss.edb.gov.hk/eformss/Form105>)递交申请¹。未填妥或逾期提交的申请将不获考虑。

查询

4. 如有查询，请致电 2892 6618 与研究及测验发展组联络。

教育局局长
许志锋 代行

2025年7月4日

¹ 有关申请表的电子版可于教育局网页(<https://www.edb.gov.hk/sc/edu-system/primary-secondary/spasystems/secondary-spa/general-info/pre-s1-hkat.html>)下载。申请人可使用个人电邮或智方便以「公众人士」身份登入「教育局电子表格递交系统」，选取将文件提交至「研究及测验发展组」，并以上载方式交回已填妥的申请表。

职位名称	中一入学前香港学科测验兼职拟题员（中国语文／英国语文／数学）
酬金	每条题目 244 元
入职条件	<p>申请人必须 —</p> <p>(a) 持有香港大专院校颁授的相关教师证书或学士学位（须主修中国语文／英国语文／数学）或同等学历；</p> <p>(b) 为现职中学或小学教师；及</p> <p>(c) 在取得 (a) 项资历后，具备最少 7 年相关的教学经验。</p>
职责	<p>为中国语文科测验卷撰写约 46 条题目，或为英国语文科／数学科测验卷撰写约 40 条题目。</p> <p>注：获录用者须自费和以个人时间，参加由教育局安排的职前简介会。所有撰写的题目须为原创，并须在 2026 年 1 月初或之前提交。如有需要，教育局会要求拟题员在 2026 年 1 月至 5 月修订所拟题目，直至满意为止。</p>
聘用条款	获录用者将会按非公务员合约条件聘用。
查询地址	<p>香港湾仔皇后大道东 213 号胡忠大厦 11 楼 1138 室</p> <p>教育局研究及测验发展组</p>
查询电话	2892 6618
截止申请日期	2025 年 7 月 28 日
附注	<p>(a) 申请人须在申请表上清楚注明申请的科目。</p> <p>(b) 非公务员职位并不是公务员编制内的职位。应征者如获聘用，将不会按公务员聘用条款和服务条件聘用。获聘者并非公务员，并不会享有获调派、晋升或转职至公务员职位的资格。</p> <p>(c) 除另有指明外，获聘者必须是香港特别行政区永久性居民。</p> <p>(d) 入职薪酬、聘用条款及服务条件应以获聘时之规定为准。</p> <p>(e) 如果符合入职条件的应征者人数众多，招聘部门可以订立筛选准则，甄选条件较佳的应征者，以便进一步处理。在此情况下，只有获筛选的应征者会获邀参加招聘面试。</p> <p>(f) 作为提供平等就业机会的雇主，政府致力消除在就业方面的歧视。所有符合基本入职条件的人士，不论其残疾、性别、婚姻状况、怀孕、年龄、家庭岗位、性倾向和种族，均可申请本栏内的职位。</p> <p>(g) 政府的政策，是尽可能安排残疾人士担任适合的职位。残疾人士申请职位，如其符合入职条件，毋须再经筛选，便会获邀参加面试／笔试。在适合受聘而有申报为残疾的申请人和适合受聘程度相若的其他申请人当中，招聘当局可给予前者适度的优先录用机会。有关政府聘用残疾人士的政策及其他相关措施载列于《用人唯才：残疾人士申请政</p>

	<p>府职位》的资料册内。申请人可于公务员事务局互联网站参阅该资料册，网址如下：https://www.csb.gov.hk 内的「公务员队伍的管理 – 聘任」。</p> <p>(h) 在 2020 年 7 月 1 日或之后获香港特别行政区政府按非公务员聘用条款聘用的雇员，须声明拥护《中华人民共和国香港特别行政区基本法》，效忠中华人民共和国香港特别行政区，尽忠职守，对香港特别行政区政府负责。</p>
申请手续	<p>申请人须填妥申请表（附件二），在截止申请日期或之前送达上述查询地址。申请人须确保信封上的邮寄地址正确无误，并已支付足够邮费。邮费不足的邮件概不受理。申请人须自行承担因未有支付足够邮费而引致的任何后果。申请人亦可在截止申请日期前透过「教育局电子表格递交系统」（https://eformss.edb.gov.hk/eformss/Form105）递交申请。申请人如获选参加面试，一般会在截止申请日期后约二至四个星期内接获通知。如未获邀参加面试，则可视作已经落选。</p>

你曾经经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 ☐

如经判定有罪，请列明详情 If yes, please give details

(注：请参阅《罪犯自新条例》(第297章)(该条例)。请特别留意该条例第4(2)(c)条及附表所载的例外规定。该条例第4(2)(c)条规定，第2(1)及(1A)条给予已自新人士的保障，并不适用于与订明职位的聘任有关的问题。订明职位列于该条例附表内，包括“正由或将由薪俸在总薪级表第27薪点或以上的人员出任的职位”。举例说，如你正申请总薪级表第25至33薪点的职位，因这个职位将由薪俸在总薪级表第27薪点或以上的人员出任，所以第2(1)及(1A)条给予已自新人士的保障并不适用，你必须对曾被判有罪行的所有罪行（如有的话）作出声明，否则将不获考虑聘任。如你对申请职位的薪级表有疑问，请向有关的招聘职系或部门查询。）

(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. 学历 Qualifications

<input type="checkbox"/> 学士学位或同等学历 Bachelor's Degree or equivalent	<input type="checkbox"/> 教师证书或同等学历 Teacher's Certificate or equivalent	<input type="checkbox"/> 学位教师教育证书／学位教师 教育文凭或同等学历 PGCE / PGDE or equivalent
主修 Major <input type="checkbox"/> 中国语文 Chinese Language <input type="checkbox"/> 英国语文 English Language <input type="checkbox"/> 数学 Mathematics <input type="checkbox"/> 其他 Others 请说明 (Please specify _____)	主修 Major <input type="checkbox"/> 中国语文 Chinese Language <input type="checkbox"/> 英国语文 English Language <input type="checkbox"/> 数学 Mathematics <input type="checkbox"/> 其他 Others 请说明 (Please specify _____)	主修 Major <input type="checkbox"/> 中国语文 Chinese Language <input type="checkbox"/> 英国语文 English Language <input type="checkbox"/> 数学 Mathematics <input type="checkbox"/> 其他 Others 请说明 (Please specify _____)

就学详情 (按就读的日期顺序列出)	Education (in chronological order)	就读日期 (月／年) Date (Month / Year)	
曾经就读的学院、大学等 Colleges, Universities, etc. Attended	就读的课程及已获取的学历 [例如：文学士 (主修：英国语文、副修：经济)、 学位教师教育证书 / 学位教师教育文凭 (主修：英国语文、副修：音乐)] 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)]	由 From	至 To

C. 任教申请科目经验（只计算取得入职要求学历后的经验）

Teaching Experience in the Subject Applied for (Only the post-qualification experience be counted)

- (i) 在中／小学任教申请科目的详情（至 2024/25 学年计算）（按任职的日期顺序列出）
Details of teaching the subject applied for in primary / secondary school(s) (Up to 2024/25 school year) (in chronological order)

____ 年
____ year(s)

学校名称 Name of School	任教申请科目的级别 Level(s) taught of the subject applied for		日期（月／年） Date (Month / Year)	
	小学（例如：小五、小六） Primary (e.g. P5, P6)	中学（例如：中一、中二） Secondary (e.g. S1, S2)	由 From	至 To

- (ii) 你是否在 2025/26 学年教授申请科目？

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

是 ☐
Yes

否 ☐
No

在 2025/26 学年任教申请科目的级别：

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

- (iii) 由 2020/21 学年起曾担任与申请科目相关的职位（至 2024/25 学年计算）

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) 校长／副校长／小学课程统筹主任／学务主任
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) 级别统筹主任
Form / Level Co-ordinator _____ 年
year(s)

D. 校外考试／校外评核的拟题经验

Item-writing Experience for External Examination / External Assessment

- (i) 由 2020/21 至 2024/25 学年获教育局聘用为申请科目中一入学前香港学科测验拟题员

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	次数 Frequency _____	年份 Year _____
<input type="checkbox"/> 没有 Never		

- (ii) 由 2020/21 至 2024/25 学年获香港考试及评核局委聘为申请科目校外考试／校外评核**拟题员**
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

考试／评核名称 Name of Examination / Assessment	卷别 Paper	年份 Year
<input type="checkbox"/> 全港性系统评估（小三级） Territory-wide System Assessment (TSA) (Primary 3)	_____	_____
<input type="checkbox"/> 全港性系统评估（小六级） Territory-wide System Assessment (TSA) (Primary 6)	_____	_____
<input type="checkbox"/> 全港性系统评估（中三级） Territory-wide System Assessment (TSA) (Secondary 3)	_____	_____
<input type="checkbox"/> 香港中学文凭考试 Hong Kong Diploma of Secondary Education (HKDSE) Examination	_____	_____
<input type="checkbox"/> 没有 Never		

- (iii) 由 2020/21 至 2024/25 学年获委聘为申请科目其他校外考试／校外评核**拟题员**
Appointed as **Item Writer** of other External Examination / External Assessment in the subject applied for from the 2020/21 to 2024/25 school years

校外考试／校外评核名称及委聘机构名称

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

年份 [请注明卷别（如适用）]

Year [Please specify the paper (if applicable)]

E. 可选择是否填写
Optional

你是否残疾人士？

Are you a candidate with disability?

是 ☐ 否 ☐

Yes No

如为残疾人士，请注明残疾性质及程度

If yes, please indicate nature and degree of disability _____

请注明在参加面试时，是否需要特别的安排

Please specify whether you need special arrangement for attending an interview

是 ☐ 否 ☐

Yes No

如需特别面试安排，请列明有关要求

If yes, please specify the arrangement required for an interview _____

注： 政府在遴选时对残疾人士及其他申请人会一视同仁。申请人如需获得为残疾人士而设的聘任相关安排，有关部门可能要求提交医生证明其为残疾人士。

在提交申请书后，本申请书内所提供的资料如有任何更改，申请人必须通知教育局研究及测验发展组。申请人在本申请书内所提供的个人资料，将用于招聘工作以及其他与雇用相关的事宜上。如有需要，有关资料可能会送交获授权处理有关资料的政府部门及其他组织或机构，用作进行与政府招聘工作及雇用有关的事宜，例如学历评审、体格检查、雇主推荐及操守审查等。在一般情况下，未获录取申请人的个人资料将于其落选日期后两个月全部销毁。

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. 利益申报

Declaration of Interest

你或你的亲属是否与补习学校或出版社(教科书／参考书)有任何直接或间接利益、是 ☐ 否 ☐
或者是补习学校或出版社(教科书／参考书)的负责人？ 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，请简略说明

If yes, please briefly explain

你是否申请科目的教科书／参考书作者？

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

如是，请简略说明

If yes, please briefly explain

G. 声明

Declaration

(注：请在下列所有方格内加上“✓”号，表示你已阅读，明白及接受此 G 部所列明之所有条件，否则你的申请将不获处理。)

(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.)

☐ 本人确认符合职位列明所需的入职要求。

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

☐ 本人现附上／将会提交招聘广告列明所需提交的证明文件。

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

- ☐ 本人明白倘若故意在填写本申请表时虚报资料或隐瞒重要事实，或未有在申请表内所提供资料已作更改后通知招聘职系／部门，可令本人丧失获政府录用的资格；即使已获政府录用，亦可遭终止聘用。

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.

- ☐ 本人同意政府可就进行与政府招聘工作及雇用有关的事宜，以及为核实上述资料而进行必要的查询。本人授权所有政府部门及其他组织或机构可就这些查询，透露任何有关的纪录及资料（其中包括，在提出聘任前，向本人的现行及／或前雇主索取一份雇主推荐书／工作表现评核报告；向有关当局／机构／医护人员索取本人的体格检查报告、医事委员会报告或诊疗纪录，及将有关资料送交其他当局／机构／医护人员；以及向有关的政府部门／院校／机构查询本人的学历／语文／专业资格和索取有关纪录，以及将有关资料送交其他政府部门／当局／机构进行学历评审）。本人谨此授权香港警务处处长或其代表把所有关于我的犯罪纪录及详情发放予有关政府部门／当局／机构。就我的职位申请，我也同意当有需要时，可套取我的指纹以核实我的犯罪纪录。

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.

- ☐ 本人明白并同意，如有需要，上述资料会送交获授权处理有关资料的政府部门及其他组织或机构，用以进行与政府招聘工作，以及其他雇用和人力资源管理有关的事宜，例如学历评审、体格检查、雇主推荐及操守审查等。

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: _____

申请人签署：
Signature of Applicant: _____

学校填写部分
To be completed by school

本人原则上同意申请人的上述申请。

I agree in principle to the application made by the applicant above.

校长签署
Signature of Principal

校长姓名
Name of Principal

日期
Date

校印
School Chop

个人资料收集声明
Personal Information Collection Statement

收集个人资料的目的
Purpose of Collection

1. 你在本表格提供的个人资料，会供教育局用于以下一项或多项用途：

The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) 处理、核实及查证雇佣相关事宜，包括聘用、培训及职业前途发展、薪酬及福利、员工关系、通讯和程序遵行；

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)项所述雇佣相关事宜的处理、核实及查证，将个人资料与政府相关政策局／部门资料库进行核对；

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) 将个人资料与教育局资料库进行核对，以核实／更新教育局的记录；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) 编制统计资料、研究及政府刊物。

Activities relating to compilation of statistics, research and Government publications.

2. 你必须按本表格的要求及于本局处理本表格的过程中提供个人资料。假如你没有提供该等个人资料，本局可能无法办理或继续处理申请。

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.

可获转移资料者
Classes of Transferees

3. 你提供的个人资料会供教育局人员取阅。除此之外，本局亦可能会向下列各方或在下述情况转移或披露该等个人资料：

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门，以用于上文第 1 段所述的用途；

other Government bureaux and departments for the purposes mentioned in paragraph 1 above;

- (b) 你曾就披露个人资料给予订明同意；以及
where you have given your prescribed consent to such disclosure; and
- (c) 根据适用于香港的法例或法庭命令授权或规定披露个人资料。
where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

查阅个人资料

Access to Personal Data

4. 你有权要求查阅及更正教育局所持有你的个人资料。如需查阅或更正个人资料，请以书面向保障资料主管人员提出（地址：香港湾仔皇后大道东 213 号胡忠大厦 15 楼或电邮：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.