

電子課本評審申請表
(2023 年 4 月修訂)
e-Textbook Review Application Form
(Revised in April 2023)

註解 Notes:

- 1 每張表格只填寫同一科目相同書名的電子課本。有關送審課本的要求，請參閱**電子課本送審指引**(www.edb.gov.hk/textbook)。Please use a new form for each title of the same subject. Details of the requirements of e-textbook submission can be found in the **Guidelines on Submission of e-Textbooks for Review** (www.edb.gov.hk/textbook).
- 2 當送審更新版電子課本時，必須提交新舊對照表或更新紀錄表。若更新涉及內容組織和架構的變動，必須加以書面具體闡述更新理由。若更新電子課本的理由不夠充分，教育局不會批准有關課本更新。
In submitting the updated version of the e-textbook(s) for review, a summary table of the proposed updates or a log sheet listing the update details should be given. If the updates involve changes in structure and organisation of content, full justification should also be given. If the justifications provided are not substantial or no significant improvement has been made to the e-textbook(s) content, the updated version of the e-textbook(s) will not be approved.
- 3 為個別科目的修訂課程指引而編寫的電子課本可接受分批送審，但評審結果仍會依據整個階段全套電子課本的整體評審而定。有關詳情，可參閱**電子課本送審指引 附件四「分批送審電子課本」**。
Publishers are allowed to submit the e-textbooks written for the revised curriculum guides of certain subjects for review in batches, whilst the review results will be based on the assessment of the whole set of e-textbooks for the entire Key Stage. Please refer to **Annex 4 “Submission of e-Textbook in Batches for Review” of Guidelines on Submission of e-Textbooks for Review** for details.
- 4 此表格可從上述網頁下載。填妥申請表後，須於送審截止日期或之前親身或以郵遞形式送交課本委員會秘書處辦理；另於擬送審日期/截止日期前**至少三個工作天**將電子檔（以 MS Word 或 PDF 格式）電郵至 textbook@edb.gov.hk。
This form can be downloaded from the webpage mentioned above. Please send the completed form(s) to the Textbook Committee Secretariat by post or in person on or before the submission deadline, and send a soft copy (in MS Word or PDF format) to textbook@edb.gov.hk by email **at least 3 working days** before the intended submission date/submission deadline.
- 5 請在適當方格內加 ☒ 號或刪除不適用者。如本表格的空間不敷應用，請另紙填報有關資料。
Please tick ☒ or delete where appropriate. If the space provided is insufficient, information may be given on separate sheets.
- 6 此表格內所提供的資料，只供教育局處理課本評審有關事宜之用。
The information provided in this application form will be used by the Education Bureau for processing matters relating to e-textbook review only.

請清楚地填寫下列表格 Please complete the following form clearly:

1 出版社 Publisher _____

2 本(套)課本適用於以下課程指引 This (set of) textbook(s) is written to cover the following curriculum guide(s) _____

3 學習階段 Key Stage

☐ 初小 (小一至小三) Lower Primary (P1 to P3)

☐ 初中 (中一至中三) Junior Secondary (S1 to S3)

☐ 高小 (小四至小六) Upper Primary (P4 to P6)

☐ 高中 (中四至中六) Senior Secondary (S4 to S6)

4 科目 Subject _____

語言 Language ☐ 中文 ☐ English

5 書名 Title _____

6 是次送審冊數 Number of volumes for this submission _____ (請參閱註解 3 Please see Note 3)

全套課本冊數 Number of volumes for the whole set of e-textbooks _____

副標題 Subtitle # *	年級 Year Level	編著者 Author(s)

初中地理及高中科目(體育科除外)，請於副標題內列明必修部分或選修/延伸部分。

For Junior Secondary Geography and Senior Secondary subjects (except Physical Education), please state Compulsory Part or Elective/Extended Part in the Subtitle.

* 選修部分 **不接受** 課本送審的科目：歷史、企業、會計與財務概論、資訊及通訊科技、設計與應用科技。
(只適用於高中)

Elective Part of subjects **NOT** accepted for review: History, Business, Accounting and Financial Studies, Information and Communication Technology, Design and Applied Technology. (For the senior secondary level only)

- 7 附加資料 ☐ 互動學習活動/練習建議答案 Suggested answers for interactive activities/exercises
Additional ☐ 聆聽練習錄音文稿 Audio scripts for listening practices
Information ☐ 不適用 Not applicable

8 送審模式 (若多於一項，請剔選適當方格以註明何者為主要版本)

Mode of Submission (If more than one, please indicate the master version by ticking the appropriate box provided)

Master 主要版本	Mode 模式
<input type="checkbox"/>	<input type="checkbox"/> 網址 URL _____
<input type="checkbox"/>	<input type="checkbox"/> 應用程式 Application software <input type="checkbox"/> IPA <input type="checkbox"/> APK <input type="checkbox"/> EXE <input type="checkbox"/> 其他 Others: _____
<input type="checkbox"/>	<input type="checkbox"/> USB 快閃記憶體 USB flash drive / 記憶卡 Memory card / 光碟 DVD-ROM
<input type="checkbox"/>	<input type="checkbox"/> 離線版本 Offline version : <input type="checkbox"/> PDF <input type="checkbox"/> ePub <input type="checkbox"/> 其他 Others: _____ 建議閱讀器(如適用) Suggested reader software (if applicable): _____
<input type="checkbox"/>	<input type="checkbox"/> 其他(請註明) Others (please specify) _____
<input type="checkbox"/>	<input type="checkbox"/> 試用帳戶 Trial account (<u>10</u> trial accounts are required 須提供 <u>10</u> 個試用帳戶) 登入名稱 Login name _____ 密碼 Password _____

須於送審限期前上載至「電子課本管理系統」。 Upload to the “e-Textbook Management System” before submission deadline is required.

* 須送交 **4 套** (初版及個別冊次/整套更新版) / **2 套** (部分內容更新版) 予課本委員會秘書處。

4 sets (First version and Updated version for individual volumes/booklets/whole set of books) / **2 sets** (Updated version for parts of content) should be sent to the Textbook Committee Secretariat.

9 兼容性—這套電子課本適用於以下操作系統/免費瀏覽器 (可選多項)

Compatibility – This set of e-textbook can be compatible with the following operation system(s)/free browser(s) (may tick multiple items)

Operating system (version) 作業系統 (版本):	<input type="checkbox"/> 微軟視窗 Microsoft Windows () <input type="checkbox"/> iOS ()
	<input type="checkbox"/> 安卓 Android () <input type="checkbox"/> Mac OS ()
	<input type="checkbox"/> 其他(請註明) Others (please specify):
Browser 瀏覽器:	<input type="checkbox"/> Internet Explorer <input type="checkbox"/> Microsoft Edge <input type="checkbox"/> Chrome <input type="checkbox"/> Firefox <input type="checkbox"/> Safari
	<input type="checkbox"/> 其他(請註明) Others (please specify):

10 輔助學習工具—這套電子課本有提供以下輔助學習工具

Learning tools – This set of e-textbooks provides the following tools that facilitate learning

<input type="checkbox"/> 註釋/筆記 Annotation/Note-taking	<input type="checkbox"/> 標示 Highlighter	<input type="checkbox"/> 書籤 Bookmark	<input type="checkbox"/> 免費字典 free dictionary
<input type="checkbox"/> 其他(請註明) Others (please specify):			

11 其他電子功能—這套電子課本有提供以下非基本要求的電子功能 (可選填)

Other functions – This set of e-textbooks provides the following non-compulsory functions (Optional)

<input type="checkbox"/> 按需求列印 Print on demand	<input type="checkbox"/> 單一帳戶登入 Single sign-on account	<input type="checkbox"/> 讀屏 Screen reader	<input type="checkbox"/> 字體大小調校 Adjustable font size
<input type="checkbox"/> 其他(請註明) Others (please specify):			

12 版本 Version (請參閱註解 2 Please see Note 2)

☐ 初版 1.0 First Version 1.0

☐ 更新版—只修訂部分內容 Updated Version – Parts of content only (版本編號 Version no: _____)

☐ 更新版—修訂個別冊次/整套課本 Updated Version – Individual volumes/booklets / Whole set of books
(版本編號 Version no: _____)

13 全套/分批送審 (分批送審只適用於為個別科目的修訂課程指引而編寫的初版課本, 請參閱註解 3)
Submission (whole set/in batches) (Submission in batches is applicable to the new e-textbooks written for the revised curriculum guides for certain subjects only, please see Note 3)

☐ 全套送審供整個學習階段 Submission of the whole set for the entire Key Stage

☐ 分批送審 Submission in batches: 第_____批 (一/二/三) _____ batch (1st/2nd/3rd)

☐ 不適用 Not Applicable

14 相同書目/內容的印刷課本於同一時段送審

☐ 是 Yes

Printed textbooks with the same title/contents for review are submitted in the same period

☐ 否 No

15 此套電子課本是依據另一套已列入「適用書目表」的印刷課本而編寫

☐ 是 Yes

This set of e-textbooks is written according to another set of printed textbooks on the
Recommended Textbook List (RTL)

☐ 否 No

16 預計出版年份

Expected year of publication _____

上次出版年份

Year of previous publication _____

17 其他資料 (只供參考)

☐ 有(請填寫下表) Yes (Please fill in the table below)

Other materials (for reference only) ☐ 沒有 No

下列資料只供評審員參考, 並不會被評審或被列入「電子教科書適用書目表」內。 The following materials are for reviewers' reference only and will not be reviewed or included in the Recommended e-Textbook List.		
名稱/類別 Title/Category	形式(列印本、光碟、PDF 或其他) Mode (Printed copy, CD-ROMs, PDF or others)	數目 Quantity
<input type="checkbox"/> 教師指南/手冊 Teacher's Guides/Handbooks		
<input type="checkbox"/> 用戶指南 User manual		
<input type="checkbox"/> 其他(請註明) Others (please specify):		

18 「電子課本管理系統」聯絡人資料 eTBMS Coordinator's information

姓名 Name _____ 聯絡電話 Telephone number _____

電郵地址 Email address _____

負責人簽名

Signature of person in charge _____

負責人姓名

Name of person in charge _____

電郵地址

Email address _____

聯絡電話

Telephone number _____

傳真號碼

Fax number _____

日期

Date _____

出版社印鑑 Publisher's stamp

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