

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 118/2014

From : Secretary for Education

To : Heads of Secondary and Primary Schools
(except ESF schools and international
schools)
- for necessary action

Ref. : EDB/LPA/PRO/8

Date : 29 August 2014

Language Proficiency Assessment for Teachers (LPAT)

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

Summary

This circular memorandum informs all heads and teachers of secondary and primary schools of the arrangements for the LPAT 2015.

Details

Entry for the LPAT 2015

2. The LPAT provides a channel for teachers to attain the Language Proficiency Requirement (LPR) for teaching English/ Putonghua (PTH). It is held once annually. The following categories of teachers or aspiring teachers are now invited to enter for the LPAT to be held in February 2015:

(a) New/ Newly deployed English Language/PTH Teachers Holding a Permanent Post

New/ Newly deployed English Language/PTH teachers in the 2014/15 school year who are holding a permanent post in local public sector schools, Direct Subsidy Scheme schools, or private primary/secondary day schools offering a full curriculum should have met the LPR of all the papers except the paper on Classroom Language Assessment (CLA) prior to teaching the language subject. These teachers should take the LPAT if they are not fully exempted from the LPR. They should meet the LPR of CLA within the 2014/15 school year.

(b) English Language/PTH Teachers NOT Holding a Permanent Post

English Language/PTH teachers who are NOT holding a permanent post in local public sector schools, Direct Subsidy Scheme schools, or private primary/secondary day schools offering a full curriculum are strongly encouraged to attain the LPR by taking the LPAT and/or by obtaining the appropriate qualifications for exemption.

(c) Other Teachers and Members of the Public

Any teachers not teaching English/PTH or any members of the public satisfying the entry requirements can also enter for the LPAT, 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 2015

4. The CLA is 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 On-line Registration (Registration Centre: http://online.hkeaa.edu.hk) Postal Registration (Registration Centre: HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) Counter Registration (in person or by an authorized representative) (Registration Centre: HKEAA Office, 17, Tseuk Luk Street, San Po Kong, Kowloon)	3 September 2014 (Wednesday) – 21 September 2014 (Sunday) 3 September 2014 (Wednesday) – 13 September 2014 (Saturday) 16 September 2014 (Tuesday) – 22 September 2014 (Monday)
LPAT (PTH) Listening & Recognition Pinyin	7 February 2015 (Saturday)
LPAT (English Language) Reading Listening Writing	8 February 2015 (Sunday)
LPAT (English Language & PTH) Speaking	2 March 2015 (Monday) – 6 March 2015 (Friday)
LPAT (English Language & PTH) Classroom Language Assessment	17 November 2014 (Monday) – 31 March 2015 (Tuesday)
Release of Assessment Results	Late May 2015

(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* and the *Notes for Persons Entering for the Assessment* are attached. Both documents 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 who previously taught English/PTH from the 2000/01 to 2013/14 school years and have not met the LPR or attempted but failed the CLA may also enter for it if their schools allow them access to lessons 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 submit to the HKEAA, together with the duly completed *Entry Form*, a copy of the school calendar and his/her full teaching timetable as officially issued by the school. Each copy should bear the name of the applicant, the Demand Note Number (if applicable), 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) 2014 Assessment Report*; and
- (d) *Language Proficiency Assessment for Teachers (Putonghua) 2014 Assessment Report*.

These documents can be downloaded from the EDB or the HKEAA website. They are also available for collection at the HKEAA Registration Centre. Applicants may also request to have these documents mailed to them by sending a stamped (postage: HK\$20), self-addressed A3 size envelope to the HKEAA Office at 12/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.

8. Question papers (with suggested answers and the relevant listening test CD) of the LPAT for English Language and for PTH of the past 5 years 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 8 November 2014 (Saturday) for candidates who have entered for the LPAT 2015. The briefing is scheduled to be held in the School Hall, Queen's College, 120 Causeway Road, Causeway Bay, Hong Kong. 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. Applicants who wish to sit for the LPAT 2015 may submit their applications to the Registration Centres of the HKEAA during the registration period as specified in Paragraph 4 by post, by internet, 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. The payment of a supplementary fee of HK\$379 in addition to the assessment fee is required. Applications received after 4 October 2014 (Saturday) will not be accepted.

Release of Assessment Results

12. Results of the LPAT 2015 will be mailed directly to candidates by the HKEAA in late May 2015.

Enquiry

13. For enquiries on the CLA, please contact the Language Teacher Qualifications Team, EDB at 2892 5783. For enquiries on the arrangements for the LPAT, please contact the HKEAA (telephone number: 3628 8860; fax number: 3628 8990).

(Benjamin YUNG)
for Secretary for Education

c.c. Heads of Sections – for information

第三部分 Part III 課堂語言運用 Classroom Language Assessment (CLA)

本部只適用於選報「課堂語言運用」的申請者。請詳閱下列各項，並在適用的空格內加上✓號。

This part is applicable to Classroom Language Assessment (CLA) applicants only. Please read the following options carefully and put a tick in the appropriate box(es).

- 本人是在本地公營學校、直接資助學校或提供全面課程的私立日間中、小學任教的英文/普通話科教師。
I am a teacher of English/Putonghua in a public-sector school, Direct Subsidy Scheme school, or a local private primary/secondary day school offering a full curriculum.
- 本人在評核期間（2014年11月17日(星期一)至2015年3月31日(星期二)）任教所報考「課堂語言運用」卷別的語文科目，並可安排課堂作評核之用。
I will be teaching the language subject entered and CLA visit(s) could be arranged within the assessment period (17 November 2014 (Monday) to 31 March 2015 (Tuesday)).
- 本人因特殊理由須在評核期內的某些時段暫時離開教學崗位，以致不能安排觀課，本人已將詳情註明在學校行事曆上。
Because of special circumstances, I will not be teaching temporarily during part of the assessment period and CLA visit could not be arranged. I have marked the details on the school calendar attached.
- 隨表已附上學校行事曆及學校認可的完整教學時間表，而且教學時間表及學校行事曆上均已註明本人姓名、繳費單編號（如適用）、學校名稱，並蓋上學校印鑑。
A copy of the school calendar and my full teaching timetable as officially issued by the school are attached. My name, Demand Note No. (if applicable), school name and the school chop are included in these documents submitted.

任教學校資料 School Information :

任教學校名稱（中文）：_____

Name of School (ENG) : _____

學校地址（請用英文正楷填寫）

School Address (In block letters) : _____

地區 Area* : 香港 Hong Kong 九龍 Kowloon 新界 New Territories

255 260

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學校編號
School Number #

261 264

0	0	0	
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學校位置標籤
Location ID#

265
 小學 Primary 中學 Secondary
 教學程度
School Level *

266
 上午 AM 下午 PM 全日 WD
 授課時間
Session (Teaching)*

學校電話號碼 School Tel. No.

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住所電話號碼 Home Tel. No.

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手提電話號碼 Mobile Tel. No.

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學校傳真號碼 School Fax No.

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第四部分 Part IV 聲明 Declaration

- 1.本人同意 2015 年教師語文能力評核「報名須知」內所述的安排及條件，包括將個人資料整理作指定用途。
I agree to the LPAT 2015 arrangement and conditions set forth in the "NOTES FOR PERSONS ENTERING FOR THE ASSESSMENT" including the collection of personal data for the purposes stated.
- 2.本人聲明以上各部資料及所附文件均屬真確無誤。
I declare that all the information provided is correct and true.

申請人簽署 Signature of Applicant: _____ 日期 Date: _____

* 只可選取其中一項，並請在適當的空格內加上✓號。 You may select one option only by putting a tick in the appropriate box.
 # 有關學校編號及學校位置標籤請向校方查詢。此資料亦已上載教育局網頁 <http://www.edb.gov.hk> > 學生及家長相關 > 學校資料 > 學校資料搜尋及學校名單 > 教育局分區學校名冊。 School Number and Location ID can be obtained from the school office. The information can also be found at the EDB website <http://www.edb.gov.hk> > Students and Parents Related > School Information > School Information Search & School Lists > School Lists (By District)

本欄由香港考試及評核局職員填寫 For Office Use

Entry Qualifications	HKCEE Results	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	Year _____	<input type="checkbox"/> original certificate(s) / <input type="checkbox"/> photocopy
	1	2	3	4	5				
	HKDSEE Results	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	Year _____	<input type="checkbox"/> original certificate(s) / <input type="checkbox"/> photocopy
1	2	3	4	5					
Equivalent Exam. Results	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">1</td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">4</td> <td style="width: 20px; height: 20px; text-align: center;">5</td> </tr> </table>	1	2	3	4	5	Year _____	<input type="checkbox"/> original certificate(s) / <input type="checkbox"/> photocopy	
1	2	3	4	5					
checked by : _____									

**HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY
LANGUAGE PROFICIENCY ASSESSMENT FOR TEACHERS 2015
NOTES FOR PERSONS ENTERING FOR THE ASSESSMENT**

POINTS TO NOTE

Entry Requirements

1. Applicants must have obtained:
 - (i) 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
 - (ii) Level 2/‘Attained’/Grade E or above in at least 5 subjects (including Chinese Language or English Language) at one or more sittings in the Hong Kong Diploma of Secondary Education Examination; or
 - (iii) equivalent qualifications.

Exemption

2. Details of the exemption from the Language Proficiency Requirement are available at the website of the Education Bureau:

<http://www.edb.gov.hk> > Teachers Related > Qualifications, Training and Development > Qualification > Language Proficiency Requirement > Exemption

Submission of Entry Form

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

	Registration Centre	Registration Period	Office Hours	Documents Required
By internet	http://online.hkeaa.edu.hk	3 September 2014 (Wednesday) to 21 September 2014 (Sunday)		(i) A completed entry form via Internet (ii) Applicant’s HKID card (soft copy) [▽] (the file size of the image is 1MB) (iii) Certificate(s) of previous examination(s) with results qualifying for entry (soft copy) [▽] (iv) Online payment of assessment fee via Visa / MasterCard/ Online PPS
By post	HKEAA Office, 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong	3 September 2014 (Wednesday) to 13 September 2014 (Saturday) (post-mark)		(i) A completed entry form (ii) A photocopy of applicant’s HKID card [▽] (iii) A photocopy of certificate(s) of previous examination(s) with results qualifying for entry [▽] (iv) A crossed cheque [^] for the assessment fee made payable to “Hong Kong Examinations and Assessment Authority” (v) A stamped, self-addressed envelope (for use by the HKEAA to send the receipt of application to the applicant) [◇]
In person	HKEAA Office, 17, Tseuk Luk St, San Po Kong, Kowloon	16 September 2014 (Tuesday) to 22 September 2014 (Monday)		Monday – Friday: 9:00 am – 5:00 pm (no lunch break) Saturday: 9:00 am – 12:00 noon (Sundays & Public Holidays closed)

By an authorised representative	HKEAA Office, 17, Tseuk Luk St, San Po Kong, Kowloon	16 September 2014 (Tuesday) to 22 September 2014 (Monday)	Monday – Friday: 9:00 am – 5:00 pm (no lunch break) Saturday: 9:00 am – 12:00 noon (Sundays & Public Holidays closed)	(i) A completed entry form (ii) Produce for inspection a photocopy of applicant's HKID card (iii) 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 [▽]
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[▽] The document(s) collected will be destroyed upon completion of the assessment.

[^] Candidates submitting bouncing cheques due to insufficient funds are required to pay a supplementary fee of \$244 per bouncing cheque.

[◇] Applicants who do not receive the receipt of application by 27 September 2014 (Saturday) should telephone the Public Examinations Information Centre of HKEAA at 3628 8860 before 5:00 pm on 29 September 2014 (Monday).

4. Late applications for entry after the closing date will only be accepted under special circumstances and at the discretion of the HKEAA. The payment of a supplementary fee of HK\$379 in addition to the assessment fee is required. Applicants have to submit their late applications in person or by their authorized representatives to the HKEAA Southern Centre office by 12:00 noon, 4 October 2014 (Saturday). Applications received after the aforesaid deadline will not be accepted.

Personal Data

5. 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.
6. The personal data may also be used for the following purposes:
- (i) assisting the Education Bureau (EDB) in carrying out administrative duties related to the Language Proficiency Requirement (LPR);
 - (ii) certifying applicants' assessment results in response to legitimate requests; and
 - (iii) conducting educational research and analysis in an anonymous format in which the identities of applicants are not traceable.
7. In compliance with the Personal Data (Privacy) Ordinance, the HKEAA will make available access to all personal data, on payment of the appropriate fee, to anyone who can establish his/her right to be informed of such data. The procedures of applications for data access are included in the "Application Guide on Data Access Requests". The application guide and application forms are available at the HKEAA Southern Centre office, San Po Kong office and the HKEAA website (<http://www.hkeaa.edu.hk>).

Answer Scripts and Video Recordings

8. All answer scripts submitted by applicants including the video recordings for speaking assessments shall be the property of the HKEAA. All scripts may be handled by the HKEAA at any time and in any way it deems appropriate, in particular the HKEAA may (and may authorize third parties to) use, reproduce and/or publish those scripts, or any part thereof in an anonymous format in which the identities of applicants are not traceable. Also, the HKEAA will exercise reasonable care to protect and preserve the scripts submitted, but in the event of any loss or damage, as a result of which the candidate's performance cannot be assessed based on the scripts submitted, the candidate concerned will waive all claims, if any, against the HKEAA.

Candidates with Special Needs

9. Candidates with special needs may apply for special assessment arrangements (e.g. extra time allowance, provision of Braille or enlarged question papers). Application for special assessment arrangements must be made within the registration period, with medical proof or supporting documents. Late applications or applications without valid reasons / proof will not be handled.

Assessment Fee

10. 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.
11. For candidates who apply in person or via a representative, a demand note for assessment fee will be issued at the time of registration and it must be settled on or before 5:00 pm on 26 September 2014 (Friday).

Change/Addition of Subject Paper

12. Applicants should note that applications for change/addition of subject paper after the completion of the registration procedures are subject to the approval of the HKEAA and the payment of supplementary fee of \$244 for each amendment.

Documents

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

Document	Date of receipt
Admission Form	21 January 2015 (Wednesday) (Candidates should contact the HKEAA (Tel.: 3628 8860) if they have not received the admission form by 26 January 2015 (Monday).)
Results Notice	22 May 2015 (Friday) (The date is tentative. Candidates may visit the HKEAA website (http://www.hkeaa.edu.hk) in mid-May 2015 for the latest information about the release of results.)

Reference Materials

14. 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) 2014 Assessment Report
- (iv) Language Proficiency Assessment for Teachers (Putonghua) 2014 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\$20), self-addressed A3 size envelope to the HKEAA (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong).

15. Language Proficiency Assessment for Teachers question papers for English Language and Putonghua of the past 5 years (with suggested answers and the relevant listening test CD) have been published. These 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, Wan Chai, Hong Kong; and
- (ii) The HKEAA Publications Unit, 17 Tseuk Luk Street, San Po Kong, Kowloon.

Briefing Sessions

16. Briefing sessions will be jointly held by the EDB and the HKEAA for candidates who have entered for the Language Proficiency Assessment for Teachers 2015. Details of the sessions are as follows:

- Date: 8 November 2014 (Saturday)
- Time: 9:15 am – 11:30 am (Putonghua) ; 1:00 pm – 3:30 pm (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 important points to note when preparing for the LPAT will be highlighted with reference to the Handbooks. There will also be a “Question and Answer” session to address queries raised by the candidates.

17. An admission ticket for the briefing will be issued during registration. Please turn up punctually at the venue with the ticket and the relevant reference materials. For applicants using online registration, please bring along the print-out of the Acknowledgement for admission upon the completion of the online application. The Acknowledgement will be sent by email.

COMPLETING THE ENTRY FORM: Part I

18. Name/ C.C. Code

- (i) The applicant should make sure that the name written on the entry form agrees with that on his/her Hong Kong Identity Card. The name should be written in block letters with surname first in the boxes provided, starting from the first box on the left and leaving a blank box between names. For example,

Name in English

C	H	A	N		M	I	N	G		K	O	N	G										
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- (ii) If the applicant has a Chinese name, the name in Chinese commercial code is printed under the Chinese name on his/her Identity Card. Copy this code from the Identity Card. An example is shown below:

中文姓名 陳 明 江

中文商用電碼

7	1	1	5
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2	4	9	4
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3	0	6	8
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19. Hong Kong Identity Card Number

HK ID Card No.

	E
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1	2	3	4	5	6
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 (

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20. Sex

F	Female	or	M	Male
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21. Postal Address

The address should be written in block letters. All documents (e.g. admission form and results notice) will be sent to this address. If any item is not applicable, leave it blank. An example is shown below:

Flat/Room	3	9	0	8	Floor	3	9	Block				
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Name of Building	M	A	N		T	A	I		H	O	U	S	E										
Estate/Village	T	S	Z		M	A	N		E	S	T	A	T	E									
Street No. & Name																							
District Name	T	S	Z		W	A	N		S	H	A	N											

Area:	Hong Kong		Kowloon	<input checked="" type="checkbox"/>	New Territories	
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When an applicant changes his/her postal address, he/she should inform the HKEAA of the new address in writing. Applicants should enclose a copy of the assessment fee demand note or admission form together with the notification.

22. Status of applicant

The applicant should put a ‘✓’ in the box adjacent to only one of the options describing the status of the applicant.

- (i) ‘Teacher holding a permanent post’ refers to a teacher holding a post in the approved staff establishment in local public sector schools. In Direct Subsidy Scheme (DSS) schools and private schools, he/she is a teacher holding a regular teaching post.
- (ii) ‘Teacher not holding a permanent post’ refers to a teacher holding a post outside the approved staff establishment in local public sector schools. In DSS schools and private schools, he/she is a teacher whose employment is temporary in nature.
- (iii) ‘Non-teacher’ refers to a person who does not fall under either of the categories above.

Subject(s) taught in the 2014/15 school year

The applicant should put a ‘✓’ in the box(es) adjacent to the subject(s) (English; Putonghua; Other subjects) taught.

COMPLETING THE ENTRY FORM: Part II

23. Selection of Subject/Paper

The applicant should put a ‘✓’ in the box(es) adjacent to the paper(s) he/she enters for. Owing to centre limitation, choice of area is not available for Speaking assessments.

The assessment details are as follows:

Subject	Paper	Date	Time
Putonghua	Paper 1 Listening & Recognition	7 February 2015 (Saturday)	2:30 pm ⁺ – 3:15 pm
	Paper 2 Pinyin		4:30 pm – 5:00 pm
	Paper 3 Speaking ⁺⁺	2 March 2015 (Monday) to 6 March 2015 (Friday)	5:30 pm – 8:30 pm
	Paper 4 Classroom Language Assessment ⁺⁺⁺	17 November 2014 (Monday) to 31 March 2015 (Tuesday)	
Subject	Paper	Date	Time
English Language	Paper 1 Reading	8 February 2015 (Sunday)	9:00 am – 10:30 am
	Paper 3 Listening		11:15 am – 12:15 pm
	Paper 2 Writing		2:00 pm – 4:00 pm
	Paper 4 Speaking ⁺⁺	2 March 2015 (Monday) to 6 March 2015 (Friday)	5:30 pm – 8:30 pm
	Paper 5 Classroom Language Assessment ⁺⁺⁺	17 November 2014 (Monday) to 31 March 2015 (Tuesday)	

⁺ Reporting time for Putonghua Paper 1 is 2:15 pm. Candidates should arrive at 2:15 pm for the assessment.

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

⁺⁺⁺ The Classroom Language Assessment (CLA) paper takes the form of lesson observation lasting for a single period by one assessor. Candidates are assessed once with about 40% of them receiving a second assessment visit by another assessor in order to verify the actual attainment of various CLA standards. At the beginning of

the assessment period (from 17 November 2014 (Monday) to 12 December 2014 (Friday)), a number of candidates will receive a paired visit in which two assessors observe the same period.

The date of the CLA will be assigned by the assessors. Candidates will receive notification at least five days before the assessment. If the candidates do not receive notification for the first lesson observation by 27 February 2015 (Friday), they should contact the Language Teacher Qualifications Team of the EDB at 2892 5783 before 5:00 pm on 2 March 2015 (Monday).

COMPLETING THE ENTRY FORM: Part III

24. CLA applicants should submit during registration a copy of the school calendar and their full teaching timetable as officially issued by the school. Each copy should bear the name of the applicant, the Demand Note No., the name of the school and the school chop. In case of special circumstances during the assessment period that the applicant is not teaching temporarily and CLA visit could not be arranged, related details should be marked in the school calendar. Any subsequent changes to the information submitted must be reported to the Language Teacher Qualifications Team of the EDB as soon as possible (Tel. No.: 2892 5783, Fax No.: 2123 1229). Without verified evidence at the time of registration that the applicant is teaching the language subject within the assessment period (17 November 2014 (Monday) to 31 March 2015 (Tuesday)), application for CLA will not be accepted.
25. The CLA is administered by the EDB. Only English Language/ Putonghua teachers in public sector schools, DSS schools, or local private primary/secondary day schools offering a full curriculum can enter for the CLA. Applicants must ensure that they can provide live classroom situations so that their performance can be assessed. Applicants applying to take the CLA must fall into one of the categories describing their status listed below.

English

- (i) Teachers who
- are holding a permanent post and teaching English in the 2014/15 school year; AND
 - have attained the LPR at least in Papers 1 - 4.
- (ii) Teachers who
- are not teaching English in the 2014/15 school year; AND
 - taught English in any school year from the 2000/01 to 2013/14 school years but did not meet the LPR as scheduled, or attempted but failed the CLA; AND
 - are granted approval by their present school head to have access to live classroom situations to take the CLA.
- (iii) Teachers who
- are not holding a permanent post (such as a teacher employed by school funds or special grants, a supply teacher who is daily paid or a teaching assistant performing teaching duties independently) and teaching or co-teaching English in the 2014/15 school year; OR
 - are holding a permanent post and co-teaching English in the 2014/15 school year.

Putonghua

- (i) Teachers who
- are holding a permanent post and teaching Putonghua in the 2014/15 school year; AND
 - have attained the LPR at least in Papers 1 - 3.
- (ii) Teachers who
- are not teaching Putonghua in the 2014/15 school year; AND
 - taught Putonghua in any school year from the 2000/01 to 2013/14 school years but did not meet the LPR as scheduled, or attempted but failed the CLA; AND
 - are granted approval from the present school head to have access to live classroom situations to take the CLA.
- (iii) Teachers who
- are not holding a permanent post (such as a teacher employed by school funds or special grants, a supply teacher who is daily paid or a teaching assistant performing teaching duties independently) and teaching or co-teaching Putonghua in the 2014/15 school year; OR
 - are holding a permanent post and co-teaching Putonghua in the 2014/15 school year.

ENQUIRIES

26. (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: lpat@hkeaa.edu.hk).
- (ii) For enquiries concerning the CLA and other LPR arrangements, please contact the Language Teacher Qualifications Team, Education Bureau at Room 1107, 11/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Tel. No.: 2892 5783; Fax No. : 2123 1229 and email: ltq@edb.gov.hk).
- (iii) For information on criteria for reaching the LPR, please visit the EDB homepage at <http://www.edb.gov.hk>.