Hong Kong Examinations and Assessment Authority

2018 HKDSE CHINESE LANGUAGE & ENGLISH LANGUAGE PAPER 4 (SPEAKING)

Application to Serve as an Oral Examination Assistant (OEA)

IMPORTANT: Please read the information below before you submit an application

1) Duties
The OEA is responsible for assisting in the specially organised speaking examinations (for candidates with special needs or those who need to be re-scheduled) by interacting with other candidates in a group discussion. Only the candidate’s performance will be assessed.

2) Schedule

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Chinese Language</td>
<td>17 May 2018 (Thu)</td>
<td>4:15pm – 8:00pm</td>
<td>Examination centres are located in different areas:</td>
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<tr>
<td></td>
<td>18 May 2018 (Fri)</td>
<td>2:15pm – 6:00pm, 4:15pm – 8:00pm (2 sessions)</td>
<td>1) Hong Kong East (e.g. Shau Kei Wan, Siu Sai Wan)</td>
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<td></td>
<td>21 May 2018 (Mon)</td>
<td>2:15pm – 6:00pm, 4:15pm – 8:00pm (2 sessions)</td>
<td>2) Hong Kong West (e.g. Pokfulam)</td>
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<td>(Reserve)</td>
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<tr>
<td>English Language</td>
<td>24 May 2018 (Thu)</td>
<td>4:15pm – 8:00pm</td>
<td>3) Kowloon East (e.g. Tseung Kwan O, Kwan Tong)</td>
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<td>25 May 2018 (Fri)</td>
<td>2:15pm – 6:00pm, 4:15pm – 8:00pm (2 sessions)</td>
<td>4) Kowloon West (e.g. Sham Shui Po, Kowloon Tong, Jordan)</td>
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<tr>
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<td>28 May 2017 (Mon)</td>
<td>2:15pm – 6:00pm, 4:15pm – 8:00pm (2 sessions)</td>
<td>5) New Territories East (e.g. Shatin, Ma On Shan)</td>
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<td>(Reserve)</td>
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3) Selection criteria
- To be selected as an OEA, you must be a full-time university undergraduate, preferably in the first or second year. Prior experience in taking the HKDSE Chinese Language and/or English Language speaking examinations and availability for all the sessions specified above (including reserve sessions due to unforeseeable circumstances) are desirable.
- Current year HKDSE candidates or applicants with close relatives sitting this year's HKDSE will NOT be considered.

4) Contract service fee
- $285 per session
- Special training fee of $48 for each language subject
  [All appointees are required to attend a mandatory training session once prior to taking up the appointment on the examination day. The special training fee will NOT be paid if the OEA withdraws from the appointment later.]

The HKEAA reserves the right to terminate appointments and withhold payments if duties are not performed satisfactorily.

5) Punctuality
Punctuality is extremely important. The training session and examination will begin promptly. You will not be allowed to work for the session if you arrive late.

6) Proof of identity
If you are selected, you must bring your appointment letter, HKID card and student ID card to the examination centre.

7) Application Method
Follow the instructions given on the Examination Personnel Online (EPO) system of the HKEAA (https://epo.hkeaa.edu.hk) and submit your application online during 13 March – 9 April 2018.

8) Log-in information
User ID: EAAPP_39
Password: C045s353

8) Result of applications
You can inquire about the status of your application anytime with your HKID Card Number, and your Application Number, by email about two weeks before the relevant examination date. Successful applicants will receive an appointment letter by email. Please ensure that the email address you give in the EPO system is correct.