

**EDUCATION BUREAU (EDB)
CLASSROOM LANGUAGE ASSESSMENT (CLA) (2024/25 SCHOOL YEAR)
NOTES FOR APPLICANTS**

Entry Requirements

1. Applicants must have met the Language Proficiency Requirement (LPR) in all the core language skills of the language subject entered:
 - For English, core language skills refer to—
 - Level 3 or above in the Reading, Writing, Listening and Speaking papers in the Language Proficiency Assessment (LPA) (English Language); OR
 - an overall band score of 7.5 or above with no individual band scores (i.e. the Listening, Reading, Writing, and Speaking band scores) below 7.0 as obtained in the same Test Report Form in the Academic Module of the International English Language Testing System (IELTS) ^{NOTE 1}.
(^{NOTE 1} The aforesaid IELTS results must be obtained on or after 1 September 2022 and are still valid as at 1 September 2024.)
 - For Putonghua, core language skills refer to—
 - Level 3 or above in the Listening and Recognition, Pinyin and Speaking papers in the LPA (Putonghua); OR
 - Grade A, Level 2 or above in the Test of Proficiency in Putonghua conducted by the State Language Commission (PSC).
2. Applicants applying to take the CLA must be teachers in public-sector schools, Direct Subsidy Scheme schools, or local private primary / secondary day schools offering a formal curriculum, who
 - (i) are teaching or co-teaching English Language / Putonghua ^{NOTE 2} in the 2024/25 school year; OR
 - (ii) held a regular post and taught English Language / Putonghua ^{NOTE 2} in or after the 2000/01 school year but failed to meet the LPR; OR
 - (iii) attempted but failed the CLA.

(^{NOTE 2} The Putonghua subject generally refers to the subject with a curriculum planned according to the Putonghua Curriculum Guide (Path: EDB website www.edb.gov.hk Home >Curriculum Development and Support >Key Learning Areas >Chinese Language Education >Putonghua), which can be an independent subject, or integrated with the Chinese Language subject. **If Putonghua is solely adopted as the medium of instruction (MOI) for teaching Chinese Language, it is not regarded as the Putonghua subject.**)

Exemption

3. Details of the exemption from the LPR (English Language) are available at the EDB website (www.edb.gov.hk/exemption). No Putonghua teachers will be exempted from the LPR.

Registration Period and Method

4. Applicants should submit their applications via the online entry form. Late applications and other means of application submission will **not** be accepted.

Online Registration	Registration Period	Documents Required
Link to the online entry form available at the EDB website www.edb.gov.hk/cla	4 September 2024 (Wednesday) (09:00 AM) to 17 September 2024 (Tuesday) (11:59 PM)	(i) A completed online entry form (ii) Applicants are required to upload the following documents (PDF file) [∇] : <ul style="list-style-type: none"> ● A copy of the Test Report Form of the International English Language Testing System (IELTS) (Academic Module) / Certificate of the Test of Proficiency in Putonghua conducted by the State Language Commission (PSC) (if applicable) ● School Calendar ● Teaching Timetable ● Form of 'Verification of Eligibility for the CLA', officially verified by the Principal of the serving school [∇] The size of each of the above files should not exceed 1MB.

▽The document(s) collected will be destroyed upon completion of the assessment.

Payment of Assessment Fees

5. It is the responsibility of the applicant to ensure that they meet the entry requirements for the CLA before applying. At any time during or after the application period, General Demand Notes will be issued to all eligible applicants meeting the entry requirements for the CLA. General Demand Notes will be sent by registered post. The due date of each General Demand Note issued will be 14 calendar days from its issue date.
6. It is the responsibility of the applicant to regularly check the physical mailbox of their submitted postal address for any General Demand Notes received after applying. All applicants must pay the assessment fees in full on or before the due date stated on the General Demand Note. **Should applicants fail to pay the assessment fees in full on or before the due date as stated on the General Demand Note (including the case of bounced cheques), their applications will be regarded as cancelled without prior notice and will not be processed further.**
7. No refund of assessment fees will be arranged under any circumstances for applicants who subsequently withdraw from the assessment or are subsequently found to be ineligible for the assessment.

Release of Results

8. Results notification letters will be issued to candidates on 22 May 2025 (Thursday) (tentative). Application for rechecking will be accepted from 23 May 2025 (Friday) to 27 May 2025 (Tuesday) (tentative) by email to: ltq@edb.gov.hk. Please note that the EDB can only arrange for the relevant subject to be rechecked for technical errors such as incorrect mark entries.

Reference Materials

9. The following reference materials can be downloaded from the EDB website (www.edb.gov.hk/cla):
 - (i) Classroom Language Assessment (English Language) Handbook
 - (ii) Classroom Language Assessment (Putonghua) Handbook
 - (iii) Language Proficiency Assessment (English Language) 2024 Assessment Report
 - (iv) Language Proficiency Assessment (Putonghua) 2024 Assessment Report

Briefing Sessions

10. Briefing sessions in electronic format will be held by the EDB for candidates who have entered for the CLA (2024/25 school year). The purpose of the briefing sessions is to familiarise candidates with the requirements of the CLA and the assessment procedures. The important points to note when preparing for the assessment will be highlighted with reference to the Handbooks. Candidates will receive notification regarding access to resource materials in the form of a video / a PowerPoint with voiceover narration for information. The PowerPoint slides of the briefing sessions will be uploaded to the EDB website in early November 2024 for all candidates' reference.

Completing the Online Entry Form

11. The applicant should make sure that the Chinese / English name entered on the entry form agrees with that on his / her HKID Card.
12. Applicants must provide their HKID Card number.
13. A valid email address should be provided for contact purposes.
14. General Demand Notes and results notification letters will be sent to the local postal address provided. When an applicant changes his / her postal address, he / she should inform the EDB of the new address in writing.
15. To prove that they have met the entry requirements as stated under Paragraph 1, applicants, excluding those who possess attained results in the relevant papers of LPA, should submit during registration a copy of the Test Report Form of the International English Language Testing System (IELTS) (Academic Module) / Certificate of the Test of Proficiency in Putonghua conducted by the State Language Commission (PSC), if applicable.
16. Applicants should submit during registration a copy of the school calendar, their full teaching timetable of the whole school year officially issued by the school, and a completed version of the form entitled 'Verification of Eligibility for the Classroom Language Assessment (CLA)', officially verified by the Principal of the serving school. Each copy of the aforesaid documents should bear the name of the applicant, the HKID Card No., the

name of the school and the school chop.

Assessment Details

17. The assessment period of the CLA will be from 28 October 2024 (Monday) to 4 April 2025 (Friday). The date of the CLA will be assigned by the assessors. Candidates will receive notification at least five days before the assessment. For candidates who will be taking an extended period of leave during the assessment period and therefore unavailable for CLA visits, if they do not receive notification for the lesson observation at least one month before the commencement date of their extended leave, they should contact the Language Teacher Qualifications Team of the EDB at 2892 5783 immediately, failure of which may lead to the CLA not being able to be conducted. In the above event, the EDB will not accept any liability in respect of claims for expenses, refunds or other damages.
18. The CLA takes the form of lesson observation lasting for a single period by one assessor. Candidates are assessed once with some of them receiving a paired visit in which two assessors observe the same period in order to verify the actual attainment of various CLA standards.
19. Applicants must ensure that they can provide live classroom situations (without simultaneous online teaching/broadcast) so that their performance can be assessed.
20. In case of special circumstances when the applicant has to leave the teaching post or is not able to teach temporarily during part of the assessment period, related details should be marked in the school calendar. Applications will be considered by the EDB on a case-by-case basis. 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 / Email: ltq@edb.gov.hk). Without verified evidence at the time of registration that the applicant is teaching the language subject within the assessment period (28 October 2024 (Monday) to 4 April 2025 (Friday)), application for the CLA will not be accepted.

Important Notes

21. The EDB may at its discretion determine how to conduct and deal with the CLA as it considers necessary or advantageous and proper, and this includes rescheduling, cancelling or changing the mode of assessment for the whole CLA or any part thereof for all candidates or individual candidates, or refusing, restricting or withdrawing participation in the CLA by certain candidates (e.g. due to public health reasons). In any of the above events, the EDB will not accept any liability in respect of claims for expenses, refunds or other damages.

Enquiries

22. For enquiries concerning the CLA and other LPR arrangements, please contact the Language Teacher Qualifications Team, EDB 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).
23. For information on criteria for meeting the LPR, please visit the EDB website at <https://www.edb.gov.hk/lpr>.