

# Classroom Language Assessment (CLA) (2024/25 school year)

## Briefing for Candidates

# Classroom Language Assessment (CLA) Briefing for Candidates

---

- I.** The Arrangements
- II.** The Assessment
- III.** FAQs

# I. The Arrangements

---

# I. The Arrangements

- **Assessment period:**

28 October 2024 (Monday) – 4 April 2025 (Friday)

- ONE assessment visit arranged for each candidate, with some candidates receiving a PAIRED assessment visit (throughout the whole assessment period)
- For candidates receiving a paired assessment visit, two assessors will be observing the same lesson

# I. The Arrangements

- Notification by phone by the assessor(s) at least 5 days prior to the visit
- Confirmation Sheet sent to candidates through **email** or the **school fax number** provided

To : \_\_\_\_\_

Your Fax No. : \_\_\_\_\_

Date: \_\_\_\_\_

Total No. of Pages: 1

(including this page)

Our Fax No.: 2123 1229

**Arrangements for Classroom Language Assessment (CLA) (2024/25 school year)**

This is to confirm the CLA arrangements made over the phone between you and the assessor, with details as follows:

Demand Note No.	Date	Time*	Class	Assessor
		: - :		

\*The assessment takes about **30 minutes**.

For enquiries, please contact the Language Teacher Qualifications Team at **2892 5783** or by email at [aaltq@edb.gov.hk](mailto:aaltq@edb.gov.hk)

Note:

1. It is the responsibility of the candidate to read carefully all the notes intended for candidates taking this assessment in the Classroom Language Assessment (English Language) Handbook.
2. Candidates are assessed once with a portion of them receiving a paired assessment visit in which two assessors observe the same period in order to check on the actual attainment of various Classroom Language Assessment standards.
3. The candidate should adhere to the schedule agreed upon by both the assessor and the candidate and no changes are to be made without prior agreement from the assessor.
4. The candidate should inform the principal of the visit.
5. The candidate is normally expected to meet the assessor at the school office and should inform the school office of the arrangement.
6. No observer, audio/video recording in any form or live online teaching/broadcast is allowed in the class during the period of assessment. The candidate should ensure that the assessor is not invited to take part in any teaching/learning activity as this might unduly distract the assessor from the assessment.
7. A written lesson plan is not required.
8. The candidate can choose whether to brief the assessor about the lesson to be observed. The briefing will not be assessed.
9. Discussion after the assessment is generally not encouraged and the candidate should make no attempt to find out from the assessor the results of the assessment.



# I. The Arrangements

- Notification by phone by the assessor(s) at least 5 days prior to the visit
- Confirmation Sheet sent to candidates through **email** or the **school fax number** provided
- Candidates should
  - check the details of the visit (e.g. name of candidate, date and time of CLA) and read the notes on the Confirmation Sheet carefully
  - keep the Confirmation Sheet as a reminder / for future contact
  - inform the school head and relevant parties of the visit e.g. janitor(s) at the entrance, staff in the General Office

# I. The Arrangements

- **No change** to the confirmed schedule unless fully justified and agreed upon by the assessor
- **Prompt notification and written confirmation** in case of unforeseen circumstances / withdrawal from the assessment
- **Medical certificate** in case of sickness



# I. The Arrangements

## Reminder

- If not yet submitted, fax/email the following documents to the LTQ Team ASAP:
  - A Complete set of official **teaching timetable, school calendar and verification form**
  - Copies should include **name, HKID Card No., subject entered, contact phone number**, written clearly and legibly on every page
- Notify the LTQ Team immediately of any subsequent changes (e.g. the timetable, the school calendar, contact numbers)

# II. The Assessment

---

## II. The Assessment – Duration

- One lesson (normally 30-40 minutes)
- A continuous period of 20 minutes' teaching is the minimum requirement
  - Including the teacher speaking to the students, responding to their questions, providing feedback, etc.
- Not meeting this minimum requirement of duration as a result of external factors would call for a second visit

## II. The Assessment – Choice of lesson

- The lesson should provide sufficient evidence on all 4 scales
  - Grammatical and Lexical Accuracy and Range
  - Pronunciation, Stress and Intonation
  - Language of Interaction
  - Language of Instruction
- Examples of lessons NOT suitable for assessment:
  - Lessons that do not provide evidence on all 4 scales
  - Lessons largely dominated by student activities with little teacher input

## II. The Assessment – Pre-assessment

- Candidate/ office staff/ janitor meets the assessor (at the general office/ school entrance)
- **Pre-assessment briefing (if arranged)**
  - Duration- 5-10 minutes (before the lesson)
  - Brief the assessor on the lesson to be observed
  - Written lesson plan is NOT required
  - The briefing is not assessed

## II. The Assessment – Classroom setting

- Assessor to be seated at the back of the classroom
- Assessor not to be invited to take part in class activities
- **No (audio/video) recording / online broadcasting / observer / co-teaching / peer lesson observation during the assessment**

## II. The Assessment – Criteria / Scales

- Assessment of candidates' language proficiency to deliver an English lesson
  - Use of Cantonese NOT encouraged
- NOT an assessment on teaching methods and techniques

## II. The Assessment – Criteria / Scales

- Performance is judged on the four scales as follows :
  - ◆ *Grammatical and lexical accuracy and range*
  - ◆ *Pronunciation, stress and intonation*
  - ◆ *The language of interaction*
  - ◆ *The language of instruction*
- Candidates are awarded scores from 1 to 5
- To attain LPR – ‘3’ or above on all 4 scales (with one ‘2.5’ allowed) in one sitting



## II. The Assessment – Criteria / Scales

### *Grammatical and Lexical Accuracy and Range*

- The ability to use an appropriate range of grammatical structures and vocabulary accurately
- Demonstrated in
  - **Accuracy, variety and complexity** of language used
  - Types and frequency of **errors**
  - Evidence of **self-correction** or **reformulation**

## II. The Assessment – Criteria / Scales

### *Pronunciation, Stress & Intonation*

- The ability to speak in a comprehensible way with no systematic errors in pronunciation and to use stress and intonation in a natural way to convey meaning
- Demonstrated in
  - The use of appropriate **stress & intonation patterns**
  - Articulation of **vowel** and **consonant sounds**
  - Frequency and types of **errors**

## II. The Assessment – Criteria / Scales

### *Language of Interaction*

- The ability to maintain smooth interaction with students using a range of effective and appropriate language
- Demonstrated in
  - **Eliciting**
    - Modifying and reformulating questions, giving clues and hints
  - **Responding**
    - Giving confirmation, seeking clarification or repetition
  - **Providing feedback**
    - Acknowledging, evaluating and commenting on students' responses

## II. The Assessment – Criteria / Scales

### *Language of Instruction*

- The ability to present and explain lesson content precisely, clearly and naturally, and to give clear instructions
- Demonstrated in
  - **Presenting**
    - Explaining a teaching point, e.g. grammar rules, a vocabulary item or a concept
  - **Giving instructions**
    - Conducting activities / giving homework / managing the classroom
  - **Signalling**
    - Organisation of discourse or a part of lesson / activity

## II. The Assessment – Post-assessment

- **No feedback** on the lesson observed
- The assessor will **NOT** discuss with any school personnel the performance of the teacher/students or the lesson itself
- Results will be issued by around late May 2025

# III. FAQs

---

## III. FAQ – Question 1

- **Will the use of Cantonese among students in group work be penalised in CLA?**
  - CLA is an assessment of teachers' language ability not students'
  - Assessors will not judge a candidate's performance on account of his/her students' language ability

### III. FAQ – Question 2

- **Can an assessor observe a lesson adopting English as the MOI, say a Geography or History lesson?**
  - All lessons chosen for CLA must be a regular English lesson on the official school timetable
  - CLA must take place in a regular English lesson with the subject content being English language



# Further Details

---

- Classroom Language Assessment  
(English Language) **Handbook** (available on the EDB website)
- Language Proficiency Assessment  
(English Language) **Assessment Reports**  
(available on the EDB website)

# For enquiries

---

## Language Teacher Qualifications (LTQ) Team, EDB

Tel : 2892 5783

Fax : 2123 1229

Email : [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk)

Website : <http://www.edb.gov.hk>

- > Teachers Related
- > Qualifications, Training and Development
- > Qualification
- > Language Proficiency Requirement

Thank you