

**Hong Kong Examinations and Assessment Authority**  
**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2026**  
**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 mainly responsible for assisting in the specially organised speaking examinations (for candidates with special needs or those who need to be rescheduled) by interacting with one or more candidates in a group discussion. Only the performance of candidate(s) will be assessed. You are requested to study the 'Responsibility of OEA' carefully before the examination and attend a mandatory training session once prior to the commencement of the examination (Note: the 'Responsibility of OEA' will be provided later when your appointment is confirmed)

**2) Schedule**

Session	Date	Reporting Time	Location
Main Session	21 March 2026 (Sat)	8:30 am – 12:30 pm; 1:30 pm – 5:30 pm (2 sessions)	Examination centres are located in different areas: 1) Wan Chai, Central, Western District 2) Causeway Bay, Shau Kei Wan, North Point 3) Aberdeen, Southern District 4) Kowloon East, Tseung Kwan O 5) Kowloon West, Tsim Sha Tsui 6) Kwai Tsing, Tsuen Wan, Tung Chung 7) Shatin, Fo Tan, Ma On Shan 8) Tai Po, Fanling, Sheung Shui 9) Tuen Mun, Yuen Long, Tin Shui Wai
	23 March 2026 (Mon)	2:30 pm – 6:30 pm (1 session)	
Reserve Session ^	28 March 2026 (Sat)	8:30 am – 12:30 pm; 1:30 pm – 5:30 pm (2 sessions)	
	24 March 2026 (Tue)	2:30 pm – 6:30 pm (1 session)	
Rescheduling Session	30 March 2026 (Mon)	4:30 pm – 8:30 pm (1 session)	<u>One or two</u> examination centres located on Hong Kong Island and/or in Kowloon districts

*Note ^: the examination may be conducted in the reserve session (instead of the main session) due to bad weather or any unforeseeable circumstances.*

**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 English Language speaking examination and availability for all the sessions specified above (including reserve sessions due to unforeseeable circumstances) are desirable.

You should pay attention to the following requirements and ensure that:

- (i) you are **NOT** current 2026 HKDSE candidates;
- (ii) **your close relatives** (such as parents, brothers, sisters and others residing in the same place as you do) **should NOT** be taking the **subject of English Language in the 2026 HKDSE**; and
- (iii) **neither you nor your close relative(s) are teaching or involved in the management of a tutorial school\*** or **have any direct or indirect interest in the ownership of a tutorial school.**

**4) Service fee**

- \$429 per session.

The HKEAA reserves the right to terminate the service agreement and withhold the service fee due to unsatisfactory performance or misconduct of the OEA.

**5) Punctuality**

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

**6) Proof of identity**

If you are selected, you must bring your service agreement, 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 between **2 and 28 January 2026**.

*(Note: The ‘**Terms and Conditions**’ applicable to exam personnel of the 2026 HKDSE English Language Speaking Examination is enclosed (see **Annex**). Prior to our confirmation of your appointment, you are required to make a declaration and accept the ‘**Terms and Conditions**’ via the online acceptance form (link to be provided later.)*

**Log-in information**

**User ID: EAAPP\_39**

**Password: A245w084**

**8) Result of applications**

You can inquire about the status of your application anytime via the EPO system (<https://epo.hkeaa.edu.hk>) by logging in with your HKID Card Number and your Application Number. Successful applicants will receive an appointment about two weeks before the relevant examination date.

Please ensure that the email address you give in the EPO system is correct.

**Terms and Conditions applicable to Examination Personnel of the 2026 HKDSE English Language Speaking Examination:**

1. You provide the services described above as an independent service provider of the Authority. Nothing in this service agreement shall constitute or be deemed to constitute an employment relationship between you and the Authority.
2. Should you require a work visa to perform any of the duties set out in this service agreement, it is your responsibility and a condition of this appointment that you obtain one in a timely manner before you perform any such duties and that you comply with the visa conditions throughout your appointment.
3. (i) You should not be a current 2026 HKDSE candidate; and  
(ii) Your close relative(s) (such as spouse, children, parents, brothers and sisters and others residing in the same place as you do) should not be taking the subject of English Language in the 2026 HKDSE.  
You are required to make a written declaration before the examination for the above (i) and (ii) .
4. It is the policy of the Authority NOT to appoint any examination personnel applicants who are teaching or involved in the management of a tutorial school\* or have any direct or indirect interest in the ownership of a tutorial school. This restriction also applies to applicants whose immediate family members / persons with whom they have close personal ties are teaching or involved in the management of a tutorial school or have any direct or indirect interest in the ownership of a tutorial school.

\* 'Tutorial school' is a private school offering non-formal curriculum and shall be registered under Education Ordinance (Cap. 279). With effect from 1 July 2004, private schools offering non-formal curriculum are exempt from certain requirements of the provisions of the Education Ordinance and Education Regulations relating to fees, employment of teachers, teachers' qualifications, principals, holidays and hours of instruction subject to their compliance with conditions specified in the Education (Exemption) (Private Schools Offering Non-formal Curriculum) Order.

'Tutorial school' also includes 校外培訓機構 or similar institutions or organisations in Chinese Mainland.

For the avoidance of doubt, 'tutorial school' may come under different names such as 'tutorial school', 'tutorial centre', 'education centre', 'college', etc.

5. It is a condition of your service agreement that you are required to abide by the HKEAA Policy on Equal Opportunities. A copy of the policy is obtainable from the School Examinations and Assessment Division or the Human Resources and Administration Division, or can be downloaded from the HKEAA website ([www.hkeaa.edu.hk](http://www.hkeaa.edu.hk)).
6. All examination personnel are obligated to preserve the secrecy of all matters coming to their knowledge in performing their job duties, and shall at all times keep strictly confidential of all information, materials and documents which they may have access to in the course of their duties. It is strictly prohibited to reproduce or publish the content of examination papers or examination-related documents in any format without the approval of the HKEAA. If it is confirmed that any examination personnel have contravened the confidentiality regulations, stringent follow-up actions will be taken according to the established procedures. If the related actions involve suspected unlawful acts, they shall be reported to the relevant law enforcement agencies for handling.
7. All examination personnel will strictly adhere to the applicable laws and regulations, including but not limited to the Hong Kong Examinations and Assessment Authority Ordinance (Cap 261), the Prevention of Bribery Ordinance (Cap 201), the Safeguarding National Security Ordinance (Instrument A305) and the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region.

The Authority is specified in Schedule 1 to the Prevention of Bribery Ordinance (POBO) (Cap 201) as one of the Public Bodies governed by the Ordinance.

- (i) Examination Personnel (EP) are reminded that they are prohibited from offering advantages ('advantage' means almost anything which is of value, including any gift (both of money and in kind), loan, fee, reward, commission, office, employment, contract, service and favour, etc.) directly or indirectly through a third party to the HKEAA staff.
- (ii) EP engaged in examination administration are also subject to the provisions of the POBO. HKEAA

*prohibits EPs from soliciting or accepting any advantages, whether directly or indirectly through a third party, from any persons or organisations having official dealings with the Authority.*

- (iii) EP are also prohibited from offering advantages, whether directly or indirectly through a third party, to any person or organisation for the purpose of influencing such person or organisation in any dealings with the Authority.*
- (iv) EP should not accept lavish, or unreasonably generous or frequent entertainment ('entertainment' means the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time as the provision of food or drink).*

8. *According to the requirements of the Inland Revenue Department ('IRD'), the Authority is required to report to IRD any payments made to you in each tax year by using Form IR56M. The Authority is also required to provide you with a copy of the IR56M to facilitate their completion of the tax return. The copy of IR56M will be made available to you through an Online Enquiry Platform. You will receive an email and a notification letter by the end of May each year for payments received in the preceding tax year regarding the relevant details and procedures for accessing the copy of IR56M on the Online Enquiry Platform. For example, payments received from April 2026 to March 2027 are included in the IR56M for the 2026/27 tax year. The email and/or notification letter for accessing your IR56M will be sent to you by the end of May 2027.*