

Chief Executive's Award for Teaching Excellence

2019/2020
Nomination Form

Nomination Period
8.7.2019 - 4.10.2019



Recognising Teaching Excellence
Fostering Professional Development



Chief Executive's Award for Teaching Excellence (2019/2020)

Nomination Form

Please read the Nomination Guidelines carefully before filling in the Nomination Form.

This Nomination Form comprises four sections:

Section I – To be completed by the Nominee¹

- A. Particulars of the Nominee
- B. Nominee's Reflection of Teaching Practices

Section II – To be completed by the Nominator

- A. Particulars of the Nominator
- B. Reason(s) for Making the Nomination

Section III – To be completed by the Seconders

- A. Particulars of the Secunder
- B. Reason(s) for Seconding the Nomination (Optional)

Section IV – Collection and Use of Personal Data

Submission of Nomination

The completed Nomination Forms, the reflection of teaching practices and the DVDs/CDs should be submitted in **triplicate (including the original)**, in person or by post, to the Chief Executive's Award for Teaching Excellence Secretariat at Room 1107, 11/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong on or before **4 October 2019**. For nominations submitted by post, date of the stamp chop will be used as the submission date.

Enquiries

If you have any enquiries, you are most welcome to contact the CEATE Secretariat through the following ways:

By Tel.: 2892 5782
By E-mail: ate@edb.gov.hk
By Post: The CEATE Secretariat, Room 1107, 11/F., Wu Chung House,
213 Queen's Road East, Wan Chai, Hong Kong

¹ In this Nomination Form, "Nominee" means the nominated teacher of an individual nomination or all group members of a group nomination.

Section I – To be completed by the Nominee

Part A: Particulars of the Nominee

For group nominations, each Group should comprise not more than five teachers. Please make copies of Part A for each nominee to fill in.

1. Name: Dr / Mr / Ms * _____ (English)
_____ (Chinese)
2. HKID No. (Letter(s) + first 4 digits): _____ (e.g. A1234)
3. Years of Teaching in HK: _____
4. Teacher Registration No.: _____
(Teachers who are exempted under Section (9)(1)(a) of the Education Ordinance, Cap. 279 are not required to fill in this item.)
5. Theme to which your nomination belongs:
Chinese Language Education KLA / Liberal Studies / Moral and Civic Education *
6. Subject(s) taught in the past 3 years: _____
(Kindergarten² teachers are not required to fill in this item.)
7. Involved in Moral and Civic Education in the past 3 years: Yes / No *
8. Name of School: _____
(Kindergarten² / primary school / secondary school / special school)*
9. School Address: _____
10. Tel. No.: _____ (School) _____ (Mobile)
11. Fax. No.: _____
12. E-mail: _____

* Delete where appropriate.

² These also include kindergarten-cum-child care centres and schools with kindergarten classes.



Section I – To be completed by the Nominee

13. Education-related working experience in Hong Kong

Organisation	Post	Period of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Education-related Professional Qualifications

Awarding Institution	Qualification Obtained	Conferment Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Education bodies/ organisations of which you were/ are a participant/ member

Body / Organisation	Position held	Period
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. Name of the group leader (for group nominations only): _____

Section I – To be completed by the Nominee

Part B: Nominee's Reflection of Teaching Practices

1. Nominees are required to describe the following in not more than 10 pages in accordance with the format as set out in paragraph 7.2 of the Nomination Guidelines:
 - (a) A reflection of their teaching practices and their philosophy of teaching or conceptual framework of what constitutes excellence in Chinese Language Education KLA, Liberal Studies or Moral and Civic Education.
 - (b) Relevant examples and details to illustrate the outcomes and effect in respect of the four domains of assessment as set out in paragraph 9.2 of the Nomination Guidelines.
 - (c) What teaching practices they will disseminate and how they will take forward their dissemination, if awarded.
 - (d) For group nominations, the reflection of teaching practices should represent the group as a whole, describe clearly the contribution of each group member to the teaching practices, particularly those who do not have three or more consecutive years of teaching experience in local schools.
2. Nominees may refer to the reference questions for preparing nominations and template of reflection of teaching practices as set out in the **Appendix I** and **Appendix II** respectively.
3. Nominees could prepare their reflection of teaching practices in either Chinese or English.
4. Nominees may be required by the Assessment Panel to submit more detailed information as evidence when necessary.



Section I – To be completed by the Nominee

Declaration

- i. I hereby certify that the information contained in this Form is correct and true to the best of my knowledge.
- ii. I agree to the rules and regulations as stipulated in this Form and the Nomination Guidelines.
- iii. I understand that my nomination will not be considered if the submitted nomination materials do not comply with the requirements as set out in Part VII of the Nomination Guidelines.
- iv. For the purpose of examining my eligibility, assessing my nomination or examining my awardee's status (if applicable), I understand that the Education Bureau will access my teacher registration information and agree that such information will be disclosed to related persons, if necessary.
- v. I am willing to participate in the sharing activities (as set out in Part V of the Nomination Guidelines) that may be organised by the Education Bureau or any other organisations/ agents authorised by the Education Bureau for the development of the teaching profession, should I be awarded.
- vi. I agree that the Education Bureau may use, distribute, disseminate, publish and/ or reproduce the information related to the teaching practice(s) provided in or obtained from this nomination, should I be awarded.

Name(s) of Nominee(s)

Signature

Date

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Section II – To be completed by the Nominator

Part A: Particulars of the Nominator

Each nomination should be made by one Nominator only. Nominators should be school heads³, colleagues of the Nominee(s), peers or experienced educators in their personal capacity.

For self-nominations, please complete item no. 1 only.

1. Self-nomination: Yes No (please “ ✓ ” as appropriate)
2. Name: Dr / Mr / Ms * _____ (English)
_____ (Chinese)
3. Organisation: _____
4. Position: _____
5. Relationship with the Nominee(s): _____
6. Professional Qualifications in the Education Field (if applicable):

7. Correspondence Address: _____
8. Tel. No.: _____
9. Fax. No.: _____
10. E-mail: _____

* Delete where appropriate.

Part B: Reason(s) for Making the Nomination

Describe in not more than 500 words why you wish to nominate the Nominee(s). This part can be completed in either Chinese or English. (Please use separate sheet if necessary and sign on the attached sheet.)

Signature of Nominator: _____ Date: _____

³ According to paragraph 6.6 of the Nomination Guidelines, the school heads of the nominees should either be the nominators or the seconders of the nominations.



Section III – To be completed by the Seconders

Each nomination should be seconded by two to three Seconders who should be school heads⁴, colleagues of the Nominee(s), peers, experienced educators, students (including former students) or parents in their personal capacity.

First Secunder

Part A: Particulars of the Secunder

1. Name: Dr / Mr / Ms * _____ (English)
_____ (Chinese)
2. Organisation: _____
3. Position: _____
4. Relationship with the Nominee(s): _____
5. Professional Qualifications in the Education Field (if applicable):

6. Correspondence Address: _____
7. Tel. No.: _____
8. Fax. No.: _____
9. E-mail: _____

* Delete where appropriate.

Part B: Reason(s) for Seconding the Nomination (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use separate sheet if necessary and sign on the attached sheet.)

Signature of First Secunder : _____ Date: _____

⁴ According to paragraph 6.6 of the Nomination Guidelines, the school heads of the nominees should either be the nominators or the seconders of the nominations.

Section III – To be completed by the Seconders

Second Seconder

Part A: Particulars of the Seconder

1. Name: Dr / Mr / Ms * _____ (English)
_____ (Chinese)
2. Organisation: _____
3. Position: _____
4. Relationship with the Nominee(s): _____
5. Professional Qualifications in the Education Field (if applicable):

6. Correspondence Address: _____
7. Tel. No.: _____
8. Fax. No.: _____
9. E-mail: _____

* Delete where appropriate.

Part B: Reason(s) for Seconding the Nomination (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use separate sheet if necessary and sign on the attached sheet.)

Signature of Second Seconder : _____ Date: _____



Section III – To be completed by the Seconders

Third Secunder

Part A: Particulars of the Secunder

1. Name: Dr / Mr / Ms * _____ (English)
_____ (Chinese)
2. Organisation: _____
3. Position: _____
4. Relationship with the Nominee(s): _____
5. Professional Qualifications in the Education Field (if applicable):

6. Correspondence Address: _____
7. Tel. No.: _____
8. Fax. No.: _____
9. E-mail: _____

* Delete where appropriate.

Part B: Reason(s) for Seconding the Nomination (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use separate sheet if necessary and sign on the attached sheet.)

Signature of Third Secunder : _____ Date: _____

Section IV – Collection and Use of Personal Datas

1. The personal data provided in this Form will be used by the Education Bureau, Assessment Panels or any persons, organisations/ agents appointed by the Education Bureau for the purpose of assessing nominations for the Chief Executive's Award for Teaching Excellence. For nominations that are awarded, all information provided for the purpose of assessment may be used, distributed, disseminated, published and/ or reproduced for the purpose of disseminating good teaching practices by the Education Bureau and/ or any organisations/ agents appointed or authorised by it.
2. The provision of personal data in this Form is voluntary and will facilitate the consideration of the nomination. However, if insufficient information is provided by the Nominee(s), the Nominator and/ or the Seconders, the Assessment Panel may not be able to assess the nomination.
3. The relevant personal data (e.g. names of the Nominees, Nominators and Seconders) provided in this Form may be disclosed to public sector schools, Direct Subsidy Scheme schools or private schools, other education institutions or organisations and other related persons or bodies including their authorised agents or representatives for the purpose mentioned in paragraph 1 above.
4. Under the Personal Data (Privacy) Ordinance (Cap. 486), Nominees, Nominators and Seconders have a right to request access to and correction of the personal data in relation to this nomination. The right of access includes the right to obtain a copy of the personal data provided in this Form, subject to payment of a fee. In case of need, please write to the CEATE Secretariat, Room 1107, 11/F., Wu Chung House, 213 Queen's Road East, Hong Kong. For enquiries, please call 2892 5782.



Appendix I

Reference Questions for Preparing Nominations

A reflection of your teaching practices and philosophy of teaching or conceptual framework on what constitutes excellence in Chinese Language Education KLA, Liberal Studies or Moral and Civic Education. You may make reference to the Excellence Indicators and CEATE Compendia at the CEATE website (<https://www.ate.gov.hk/english/index.html>).

1. How do you conceive “effective teaching practice” with reference to Chinese Language Education KLA, Liberal Studies or Moral and Civic Education? How does an effective teaching practice contribute to improving learning and teaching?
(You may briefly describe what constitutes effective/ exemplary/ innovative teaching practice and what criteria you would use to judge whether a teaching practice is effective or excellent.)
2. How do you formulate and implement your concept of effective teaching practice mentioned above?
(You may cite examples of education/ learning theories applied to your teaching practices, if any.)

Four Domains of Assessment

Evidence of exemplary practices in these four domains of assessment is set out in paragraph 9.2 of the Nomination Guidelines.

Professional Competence

3. How would you describe your professional competence?
(You may use actual incidents/ examples to illustrate your excellent performance in professional knowledge, subject knowledge, curriculum planning and implementation, teaching skills, classroom management, designing an assessment mechanism conducive to effective learning, solving problems encountered in curriculum development and teaching, developing students’ higher order thinking skills, cultivating positive values and attitudes among students, catering for student diversity, etc.)

Student Development

4. How have students' attitude and their learning outcomes changed?

(You may cite example(s) to illustrate (a) how students of different backgrounds and abilities are inspired and motivated to learn; and/ or (b) in what way you have made a positive impact on students, e.g. purposeful application of knowledge and skills.)

Professionalism and Commitment to the Community

5. What are your reflections on the teaching practices?

(You may describe how the reflection on teaching practices affects your professional development. For example, any difficulties encountered, ways of further improvements, inspiration obtained, etc.)

6. What have you done to promote teachers' professionalism?

(You may describe your engagement in continuing professional development programmes, conducting action research, serving as role models, etc.)

7. How can your teaching practices inspire teachers in other schools?

(You may describe how the teaching practices can be applied generally in other schools, how the experiences gained and inspiration distilled from the teaching practices can be shared effectively, etc.)

School Development

8. How successful have you been in fostering changes in the teaching culture of your school?

(You may describe the continuing professional development activities and education research in which you have participated, how you have led colleagues/ peers in the quest for excellence and improvement in curriculum development, learning and teaching, etc.)

9. How have your teaching practices inspired colleagues of your school?

(You may also describe your achievements in helping to develop your school.)

Dissemination Plan

10. What good teaching practices would you disseminate and how would you share your practices should you be awarded?

(You may briefly state your plan of dissemination and how you are going to implement your plan.)



Appendix II

Template of Reflection of Teaching Practices (For Reference)

(With reference to the theme of your nomination, you may briefly describe what constitutes effective/ exemplary/ innovative teaching practice and what criteria you would use to judge whether a teaching practice is effective or excellent.)

(You may cite examples of education/ learning theories applied to your teaching practices, if any.)

(Evidence of exemplary practices in four domains of assessment)

1. Professional Competence

2. Student Development

3. Professionalism and Commitment to the Community

4. School Development

(Briefly describe the dissemination plan)



行政長官卓越教學獎

CHIEF EXECUTIVE'S AWARD FOR
TEACHING EXCELLENCE