



Chief Executive's Award for Teaching Excellence

2024 / 2025

Nomination Form



Award for Education Innovation



Chinese Language Education Key Learning Area



Values Education



Award for Budding Teachers



Mathematics Education Key Learning Area

Recognising Teaching Excellence
Fostering Professional Development



Chief Executive's Award for Teaching Excellence (2024/2025)

Nomination Form

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

This Nomination Form comprises two parts including Part A and Part B:

Part A – Nomination Summary (p. A-1)

(*Please replace by the printed copy of e-Form if it is completed and submitted via GovHK)

Part B – Nomination Details (p. B-1 to B-9)

Section I – To be completed by the Nominee¹

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

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

Nomination materials (please refer to Nomination Guidelines and the Checklist for Submission of Nomination Materials of this form) should be submitted in person or by post, to the Chief Executive's Award for Teaching Excellence (CEATE) Secretariat at **Room 1107, 11/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong** on or before **4 October 2024**. For nominations submitted by post, the postmark date should be no later than the closing date stated. Reference number of the submitted e-Form should be quoted on the cover of envelope, if any..

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" refers to the individual nominee or all nominees in a group nomination.



Part A – Nomination Summary

1. Theme to which your nomination belongs:

Chinese Language Education Key Learning Area (KLA) / Mathematics Education KLA / Values Education / Award for Budding Teachers / Award for Education Innovation *

2. Type of Nomination: **Individual Nomination / Group Nomination ***

(ONLY Individual nomination accepted for the Award for Budding Teachers)

3. Name of Nominee / Group Leader: Dr / Mr / Mrs / Ms * _____ (English)
_____ (Chinese)

[Items no. 4 and 5 below: for Group Nomination only]

4. Number of group members (excluding group leader): _____

5. Name of Nominee: Dr / Mr / Mrs / Ms * _____ (English)
(group member 1) _____ (Chinese)

Name of Nominee: Dr / Mr / Mrs / Ms * _____ (English)
(group member 2) _____ (Chinese)

Name of Nominee: Dr / Mr / Mrs / Ms * _____ (English)
(group member 3) _____ (Chinese)

Name of Nominee: Dr / Mr / Mrs / Ms * _____ (English)
(group member 4) _____ (Chinese)

6. Name of local School² (current): _____

7. School Address³: _____

8. Tel. No.³: _____ 9. Fax. No.³: _____

10. E-mail³: _____

* Delete where appropriate.

² "Local" schools include primary schools, secondary schools, special schools, kindergartens-cum-child care centres and schools with kindergarten classes (excluding schools under the English Schools Foundation and international schools).

³ For group nominations, please provide the contact details of the Group Leader.



Part B – Nomination Details

Section I – To be completed by the Nominee

A. Particulars of the Nominee (to be completed by each nominee)

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

1. Name of Nominee: Dr / Mr / Mrs / Ms * _____ (English)
_____ (Chinese)
2. HKID No. (Letter(s) + first 4 digits): _____ (e.g. A1234)
3. Years of teaching in local school²(s): _____
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. Subject(s) taught in the past 3 years: _____
(Kindergarten⁴ teachers are not required to fill in this item.)
6. Name of the local school²(current): _____
7. Type of School: Kindergarten² / Primary school⁴ / Secondary school / Special school / Others
(Please specify: _____) *
8. School Address: _____
9. Tel. No.: _____ (School) _____ (Mobile)
10. Fax. No.: _____
11. E-mail: _____
12. Have you received any award in the previous CEATE (including the Certificate of Merit) :
Yes (Please indicate the awarded year : _____) / No*

* Delete where appropriate.

⁴ 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 Background and 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Section I – To be completed by the Nominee

B. Nominee's Reflection of Teaching Practices

1. For nominations under “**Chinese Language Education KLA**”, “**Mathematics Education KLA**” and “**Values Education**”

Nominees are required to describe the excellent teaching practices and effectiveness in the teaching reflections according to the content and format specified in paragraph 5.2 of Chapter A, Section VII of Chapter A of the “Nomination Guidelines” and Appendix I (Reference Questions for Preparing Nominations and Template of Reflection of Teaching Practices), with a total of not more than 10 pages. For group nominations, **only one teaching reflection needs to be submitted**, clearly describing the contribution of each group member to the excellent teaching practices.

2. For nominations under the **Award for Budding Teachers**

Nominees are required to describe the excellent teaching practices and effectiveness in the teaching reflections according to the content and format specified in paragraph 5.2 of Chapter B, Section VII of Chapter B of the “Nomination Guidelines” and Appendix II (Reference Questions for Preparing Nominations and Template of Reflection of Teaching Practices), with a total of not more than 8 pages.

3. For nominations under the **Award for Education Innovation**

Nominees are required to describe the innovative teaching practices and effectiveness in the teaching reflections according to the content and format specified in paragraph 5.2 of Chapter C, Section VII of Chapter C of the “Nomination Guidelines” and Appendix III (Reference Questions for Preparing Nominations and Template of Reflection of Teaching Practices), with a total of not more than 8 pages. For group nominations, **only one teaching reflection needs to be submitted**, clearly describing the contribution of each group member to the innovative teaching practices.

4. Notes:

- (a) Should be printed double-sided on A4 paper using a font size not smaller than 12 points (細明體(中文) and Times New Roman (English)).
- (b) Should also be saved in ".doc" or ".docx" format on a USB drive and submitted along with the printed copy.
- (c) Nominee can write the teaching reflections in Chinese or English. If the nominated teaching practices are for the Chinese Language Education Key Learning Area or English Language Education Key Learning Area, the nomination materials must be written in Chinese or English respectively.
- (d) The Assessment Panel may request the nominated teacher to submit more detailed supporting information if necessary.



Section I – To be completed by the Nominee

C. Declaration (to be completed by each nominee)

- 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 hereby declare that I have not received any punishment imposed by schools, warning letters or reprimand letters issued by the Education Bureau, and have not been convicted of a criminal offence in Hong Kong or elsewhere previously⁵.
- iv. I understand that my nomination will not be considered if the submitted nomination materials do not comply with the requirements as set out in the Nomination Guidelines.
- v. 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 latest teacher registration information and any criminal conviction record(s) there may be from other government departments, and agree that such information will be disclosed to related persons, if necessary.
- vi. I am willing to participate in the sharing activities (as set out in Part III of each chapter 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.
- vii. 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 of Nominee

Signature

Date

⁵ Removal of an awardee's status will be considered if he/she is found in breach of professional misconduct.



Section II – To be completed by the Nominator⁶

A. Particulars of the Nominator

Each nomination should be made by one Nominator only. Nominators should be the school heads⁵ or colleagues of the Nominee(s)' current schools, peers or experienced educators in their personal capacity. Self-nomination is also accepted. (**Note: Nominators for “Award for Budding Teachers” should be the school heads of the nominees' current schools.**)

For self-nominations, please complete item no. 1 only. (**Note: Self-nomination is not accepted for “the Award for Budding Teachers”**)

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

7. Tel. No.: _____
8. E-mail: _____

* Delete where appropriate.

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.)

C. Declaration

- I have read, understood, and agree to the terms and conditions of the collection and use of personal data as stated in Section IV of the nomination form.

Signature of Nominator: _____ Date: _____

⁶ According to paragraph 4.6 of Part A and Part C of the Nomination Guidelines, except for the Award for Budding Teachers, the school heads of the nominees should be either the nominators or the seconders of the nominations. The Award for Budding Teachers, the school heads should be the nominators of the nominations.



Section III – To be completed by the Seconders^{7,8,9}

First Seconder

A. Particulars of the Seconder

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

6. Tel. No.: _____
7. E-mail: _____

* Delete where appropriate.

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.)

C. Declaration

- I have read, understood, and agree to the terms and conditions of the collection and use of personal data as stated in Section IV of the nomination form.

Signature of First Seconder: _____ Date: _____

⁷ For nomination under "Chinese Language Education Learning Area", "Mathematics Education Learning Area" and "Values Education": Each nomination (including self-nomination) should be seconded by two to three persons in their personal capacity. The seconders should be the school heads or colleagues of the nominees' current schools, peers, experienced educators, students (including former students), or parent.

⁸ For nomination under "Award for Budding Teachers": Each nomination should be seconded by one person in his or her personal capacity. Seconders should be the panel heads or appraisers of the nominee's current school.

⁹ For nomination under "Award for Education Innovation": Each nomination (including self-nomination) should be seconded by one person in his or her personal capacity. The seconder should be the school heads or colleagues of the nominees' current schools, peers, experienced educators, students (including former students) or parents.



Section III – To be completed by the Seconders ^{7,8,9}

Second Seconder (Note: Not applicable for “Award for Budding teachers” and “Award for Education Innovation”)

A. Particulars of the Seconder

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

6. Tel. No.: _____
7. E-mail: _____

* Delete where appropriate.

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.)

C. Declaration

- I have read, understood, and agree to the terms and conditions of the collection and use of personal data as stated in Section IV of the nomination form.

Signature of Second Seconder: _____ Date: _____



Section III – To be completed by the Seconders

Second Secunder (Note: Not applicable for “Award for Budding teachers” and “Award for Education Innovation”)

A. Particulars of the Secunder

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

6. Tel. No.: _____
7. E-mail: _____

* Delete where appropriate.

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.)

C. Declaration

- I have read, understood, and agree to the terms and conditions of the collection and use of personal data as stated in Section IV of the nomination form.

Signature of Third Secunder: _____ Date: _____



Section IV – Collection and Use of Personal Data

Purpose of Collection

1. The personal data provided by you in this form will be used by the Education Bureau (EDB) for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the form for nomination;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the form mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes / activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below :
 - (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the CEATE Secretariat at Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to ate@edb.gov.hk.
- I (Individual nomination) /We (Group nomination) have read, understand and agree to the above terms and conditions

* Name of Nominee/ Group Leader	Signature	Date	Name of Nominee ³	Signature	Date
_____	_____	_____	_____	_____	_____
Name of Nominee ¹	Signature	Date	Name of Nominee ³	Signature	Date
_____	_____	_____	_____	_____	_____
Name of Nominee ²	Signature	Date			
_____	_____	_____			

* Delete where appropriate



Appendix I

For nomination under Chinese Language Education KLA, Mathematics Education KLA and Values Education

Chief Executive's Award for Teaching Excellence Reference Questions for Preparing Nominations and Template of Reflection of Teaching Practices

(For reference only)

1. Summary of Reflection on Teaching Practices

(Briefly summarise your reflections on teaching practices in no more than one page.)

2. Concept of and Reflection on Teaching Practices

You may make reference to the Excellence Indicators and CEATE Compendiums at the CEATE website (<https://www.ate.gov.hk/english/index.html>)

2a. How do you conceive “effective teaching practice” with reference to Chinese Language Education KLA, Mathematics Education KLA, or Values 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.)

2b. 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.)

2c. 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.)



3. Four Domains of Assessment

Evidence of exemplary practices in these four domains of assessment is set out in paragraph 7.2 of Chapter 1 of the Nomination Guidelines.

Professional Competence

3a. How would you describe your professional competence?

(You may use actual incidents/ examples to illustrate your excellent performance in professional knowledge, subject knowledge, education/ learning theories applied to your teaching practices, 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 proper and positive values and attitudes among students, catering for learner diversity, etc.)

Student Development

3b. How have students' attitude and their learning outcomes changed?

(You may cite examples to illustrate (a) how students of different backgrounds or 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, putting good behaviour and deeds into practice.)

Professionalism and Commitment to the Community

3c. 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.)

3d. 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

3e. 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 planning, learning and teaching, etc.)

3f. How have your teaching practices inspired colleagues of your school?

(You may also describe how you promote your teaching practice to the colleagues and your achievements in helping to develop your school.)

4. Dissemination Plan

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.)

5. Contribution of Group Members (if applicable)

(Describe the contribution of each group member to the desired outcomes of the teaching practices.)



Checklist for Submission of Nomination Materials

Please use the checklist below to ensure all the required nomination materials are properly prepared before submission:

- 1. Have you submitted the below nomination materials?
 - (a) THREE sets of Printed copy of completed Nomination Form (Part A and Part B) (including the original copy with the signature)
 - (b) THREE sets of Printed copy of the reflection of teaching practices and the outline of the lesson video clip
 - (c) THREE sets of Printed copy of outline of the video capturing the programmes or activities related to the teaching practice under the theme of Values education, if any
 - (d) ONE set of the USB which stores the materials below:
 - (i) Reflection of teaching practices (in Word format)
 - (ii) Video clip of a lesson (unedited, continuous and authentic, recorded on or after 1 September 2023), with relevant outline
 - (iii) Year plan/ teaching schedule of all levels in 2023/24 school year
 - (iv) Video clip and outline of the programmes or activities (recording date is not restricted and can be edited) (For Values Education), if any
 - (v) Supplementary information and its index page, if any
- 2. Have you (including each member of your group) completed Section I of the Nomination Form Part B, signed the declaration (page B-4 of the Nomination Form) and collection and use of personal data (page B-9 of the Nomination Form)?
- 3. Have the nominator and seconder(s) completed and signed Section II and Section III of the Nomination Form Part B respectively?
- 4. Is the video clip in “avi” , “wmv” , “mpeg” , “mpg” or “mp4” format?
- 5. Has the supplementary information (up to a maximum of 30 pages in a single file including an index page) been stored in the USB?
- 6. If you submitted Part A of Nomination Form via GovHK, have you quoted the Reference number of the submitted e-Form on the cover of the envelope ?
- 7. Return the nomination to: **CEATE Secretariat**
Room 1107, 11/F, Wu Chung House, 213
Queen's Road East, Wan Chai, Hong Kong

Deadline for Submission of Nomination: by 6:00 p.m. on 4 October 2024

Enquiries Tel : 2892 5782 Email : ate@edb.gov.hk



Appendix II

For nomination under the Award for Budding Teachers

Chief Executive's Award for Teaching Excellence Reference Questions for Preparing Nominations and Template of Reflection of Teaching Practices

(For reference only)

1. Summary of Reflection on Teaching Practices

(Briefly summarise your reflections on teaching practices in no more than one page.)

2. Concept of and Reflection on Teaching Practices

2a. How do you conceive “effective teaching practice” with reference to the subject / Key Learning Area / curriculum area that you teach? How “effective teaching practice” does contributes to improving learning and teaching?

(You may briefly describe what constitutes an effective/exemplary/innovative teaching practice and what criteria you would use to judge whether a teaching practice is effective or excellent.)

2b. 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.)

2c. 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.)



3. Professional Knowledge and Pedagogical Competence

3a. How would you describe your professional knowledge and teaching competence?

(You may use actual incidents/examples to illustrate your excellent performance in professional knowledge, subject knowledge, education/learning theories applied to your teaching practices, 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 proper and positive values and attitudes among students, catering for learner diversity, etc.)

3b. How can your teaching practices inspire teachers within and outside your school?

(You may describe how the teaching practices help develop your school, how the experiences gained and inspiration distilled from the teaching practices can be shared effectively, etc.)

4. Positive Impacts on Students' Whole-person Development

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

(You may cite examples to illustrate the positive impacts that you have made on students, e.g. purposeful application of knowledge and skills, putting good behaviour and deeds into practice.)

4b. How do you adjust the teaching practices that you advocate so as to support students' various learning styles and abilities?

(You may provide examples of how you teach or how students have benefitted from the adjustment.)

4c. In what ways are you a role model for students?

(You may share how you influence students in terms of pursuit of knowledge, interpersonal skills, values and attitudes.)



Checklist for Submission of Nomination Materials

Please use the checklist below to ensure all the required nomination materials are properly prepared before submission:

- 1. Have you submitted the below nomination materials?
 - (a) THREE sets of Printed copy of completed Nomination Form (Part A and Part B) (including the original copy with the signature)
 - (b) THREE sets of Printed copy of the reflection of teaching practices and the outline of the lesson video clip
 - (c) ONE set of the USB which stores the materials below:
 - (i) Reflection of teaching practices (in Word format)
 - (ii) Video clip of a lesson (unedited, continuous and authentic, recorded on or after 1 September 2023), with relevant outline
 - (iii) Year plan/ teaching schedule of all levels in 2023/24 school year
 - (iv) Supplementary information and its index page, if any
- 2. Have you (including each member of your group) completed Section I A Particulars for the nominess, signed the declaration in C (page B-4 of the Nomination Form) and collection and use of personal data (page B-9 of the Nomination Form)?
- 3. Have the nominator and seconder(s) completed and signed Section II and Section III of the Nomination Form Part B respectively?
- 4. Is the video clip of the lesson/ activity in “avi” , “wmv” , “mpeg” , “mpg” or “mp4” format?
- 5. Has the supplementary information provided in a single file (up to a maximum of 10 pages including an index page) and stored in theUSB? (optional)
- 6. If you submitted Part A of Nomination Form via GovHK, have you quoted the Reference number of the submitted e-Form on the cover of the envelope ?
- 7. Return the nomination to: **CEATE Secretariat**
Room 1107, 11/F, Wu Chung House, 213
Queen's Road East, Wan Chai, Hong Kong

Deadline for Submission of Nomination: by 6:00 p.m. on 4 October 2024

Enquiries Tel : 2892 5782 Email : ate@edb.gov.hk



Appendix III

For nomination under the Award for Education Innovation

Chief Executive's Award for Teaching Excellence Reference Questions for Preparing Nominations and Template of Reflection of Teaching Practices

(For reference only)

1. Summary of Reflection on Teaching Practices

(Briefly summarise your reflections on teaching practices in no more than one page.)

2. Concept of and Reflection on Teaching Practices

2a. How do you conceive “innovative teaching practice” ? How does “innovative teaching practice” contributes to improving learning and teaching?

(You may illustrate the concept, objectives and desired educational outcomes of your innovative teaching practices, and the innovative features of the practices, etc.)

2b. How do you formulate and implement your concept of “education innovation” mentioned above?

(You may cite examples to illustrate how you utilise innovative thinking, strategies, pedagogies, or technology to implement your innovative teaching practices, having regard to prevailing educational challenges or students' learning needs.)

2c. 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.)

3. Professional Competence and Innovative Spirit

3a. How would you describe your professional competence?

(You may use actual incidents/examples to illustrate your excellent performance in professional knowledge, subject knowledge, education/learning theories applied to your teaching practices, 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 proper and positive values and attitudes among students, catering for learner diversity, etc.)



3b. How would you describe your innovative spirit?

(You may use actual incidents/examples to illustrate your innovative spirit; describe how you keep yourself/yourselves updated, and integrate innovative thinking into your teaching practices in light of the latest educational developments.)

3c. How can your teaching practices inspire teachers within and outside your school?

(You may describe how the teaching practices help develop your school, how the experiences gained and inspiration distilled from the teaching practices can be shared effectively, etc.)

4. Effectiveness of Education Innovation

4a. What positive impacts have your innovative teaching practices brought to the effectiveness of both teaching and assessment/the promotion of students' whole-person development?

(You may provide specific examples, such as students' works, feedback from students/parents, or use data as supporting evidence.)

4b. How do you adjust the innovative teaching practices that you advocate so as to support students' various learning styles and abilities?

(You may provide examples of how you teach or how students have benefitted from the adjustment.)

5. Contribution of Group Members (if applicable)

(Describe the contribution of each group member to education innovation and the collaboration among the members.)



Checklist for Submission of Nomination Materials

Please use the checklist below to ensure all the required nomination materials are properly prepared before submission:

- 1. Have you submitted the below nomination materials?
 - (a) THREE sets of Printed copy of completed Nomination Form (Part A and Part B) (including the original copy with the signature)
 - (b) THREE sets of Printed copy of the reflection of teaching practices and the outline video clip of the lesson
 - (c) THREE sets of Printed copy of the outline of the video capturing the programmes or activities related to the teaching practice, if any
 - (d) ONE set of the USB which stores the materials below:
 - (i) Reflection of teaching practices (in Word format)
 - (ii) Video clip of a lesson (unedited, continuous and authentic, recorded on or after 1 September 2023), with relevant outline
 - (iii) Year plan/ teaching schedule of all levels in 2023/24 school year
 - (iv) Video clip and outline of the programmes or activities (recording date is not restricted and can be edited), if any
 - (v) Supplementary information and its index page, if any
- 2. Have you (including each member of your group) completed Section I A Particulars for the nominees, signed the declaration in C (page B-4 of the Nomination Form) (to be completed by each nominee) and collection and use of personal data in Part 4 (page B-9 of the Nomination Form)?
- 3. Have the nominator and seconder(s) completed and signed Section II and Section III of the Nomination Form Part B respectively?
- 4. Is the video clip of lesson/ activity in “avi” , “wmv” , “mpeg” , “mpg” or “mp4” format?
- 5. Have the supplementary information provided in a single file (up to a maximum of 10 pages In a single file including an index page) and stored in the USB? (optional)
- 6. If you submitted Part A of Nomination Form via GovHK, have you quoted the Reference number of the submitted e-Form on the cover of the envelope ?
- 7. Return the nomination to: **CEATE Secretariat**
Room 1107, 11/F, Wu Chung House, 213
Queen' s Road East, Wan Chai, Hong Kong

Deadline for Submission of Nomination: by 6:00 p.m. on 4 October 2024

Enquiries Tel : 2892 5782 Email : ate@edb.gov.hk

