

# Chief Executive's Award for Teaching Excellence

## 2011 / 2012



# Nomination Form

Deadline: 7 October 2011



主辦機構  
Organiser

教育局  
Education Bureau

贊助  
Sponsor





# Chief Executive's Award for Teaching Excellence (2011 / 2012)

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## 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 Nominee<sup>1</sup>

Part A: Particulars of the Nominee

Part B: Nominee's / Group's Description

### Section II - To be completed by the Nominator

Part A: Particulars of the Nominator

Part B: Reason(s) for Making the Nomination

### Section III - To be completed by the Seconders

Part A: Particulars of the Seconder

Part B: Comments of the Seconder (Optional)

### Section IV - Collection and Use of Personal Data

### Enquiries

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

By Tel. : 3150 8582

By Fax. : 3150 8591

By E-mail : [ate@edb.gov.hk](mailto:ate@edb.gov.hk)

By Post : The CEATE Secretariat, 17/F., Murray Building, Garden Road, Central, Hong Kong

<sup>1</sup> 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

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## 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. A 1234)
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. Subject(s) taught in the past 3 years: \_\_\_\_\_  
(Kindergarten<sup>2</sup> teachers are not required to fill in this item.)
6. Involved in the planning and implementation of Information Technology in Education in the past 3 years: Yes / No\*
7. Name of School: \_\_\_\_\_  
(Kindergarten<sup>2</sup> / primary / secondary / special school)\*
8. Key Learning Area/ Key Area to which your nomination belongs:  
Arts Education KLA / Information Technology in Education / Pre-primary Education \*
9. School Address: \_\_\_\_\_
10. Tel. No.: \_\_\_\_\_ (School) \_\_\_\_\_ (Mobile)
11. Fax. No.: \_\_\_\_\_
12. E-mail: \_\_\_\_\_

\* Delete where appropriate.

<sup>2</sup> Including kindergarten-cum-child care centres and schools with kindergarten classes.







# Section I - To be completed by the Nominee

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13. Education-related working experience in Hong Kong

<u>Organisation</u>	<u>Post</u>	<u>Period of Service</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Education-related Professional Qualifications

<u>Awarding Institution</u>	<u>Qualification Obtained</u>	<u>Conferment Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

<u>Body / Organisation</u>	<u>Position held</u>	<u>Period</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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



# Section I - To be completed by the Nominee

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## Part B: Nominee's/ Group's Description

1. Nominees are required to describe the following in not more than 15 pages in accordance with the format as set out in paragraph 7.3 of the Nomination Guidelines:
  - (a) A reflection of your teaching practices and your philosophy of teaching or conceptual framework on what constitutes excellence in Arts Education, Information Technology in Education or Pre-primary 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 9.3 of the Nomination Guidelines.
  - (c) What teaching practices you will disseminate and how you will take forward your dissemination, if awarded.
2. Nominees may refer to the suggested questions as set out in the **Appendix**.
3. Nominees could prepare their nomination documents in either Chinese or English.
4. Nominees are kindly reminded that nominations which fail to comply with the requirements as stated in paragraph 7.2(b) and 7.3 of the Nomination Guidelines will not be considered.
5. For group nominations, there is no need for each member to describe one's own reflection on teaching. The description should represent the reflection of the group as a whole.
6. 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

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### 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 and understand that my nomination will not be considered if it does not comply with the requirements as set out in paragraph 7.2(b) and 7.3 of the Nomination Guidelines.
- iii. I am willing to participate in the sharing activities 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.
- iv. 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 submitted by one Nominator only. Nominators should be school heads, colleagues of the Nominee(s), peers or experienced educators in their personal capacity.

For self-nominations, please complete No. 1 only.

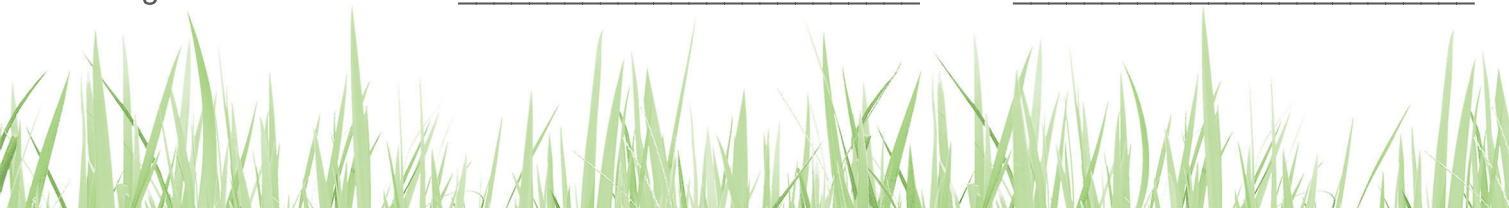
1. Self-nomination:  Yes  No (please tick as appropriate)
2. Name: Dr / Mr / Ms\* \_\_\_\_\_(English)  
\_\_\_\_\_ (Chinese)
3. Organisation: \_\_\_\_\_
4. Position: \_\_\_\_\_
5. Relationship with the Nominee(s): \_\_\_\_\_
6. Professional Qualifications: \_\_\_\_\_
7. Correspondence Address: \_\_\_\_\_
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.

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_





# Section III - To be completed by the Seconders

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Each nomination should be seconded by two to three Seconders who should be school heads, colleagues of the Nominee(s), peers, experienced educators, students (including past 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: Comments of the Secunder (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English.

Signature of First Secunder: \_\_\_\_\_ Date: \_\_\_\_\_





# Section III - To be completed by the Seconders



## Second Secunder

### Part A: Particulars of the Secunder

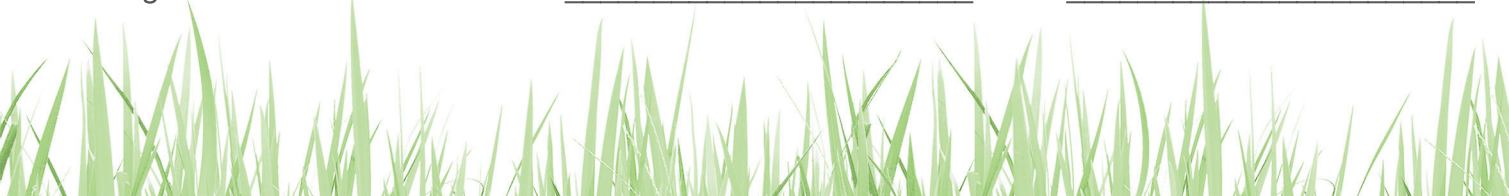
1. Name: Dr / Mr / Ms\* \_\_\_\_\_(English)  
\_\_\_\_\_ (Chinese)
2. Organisation: \_\_\_\_\_
3. Position: \_\_\_\_\_
4. Relationship with the Nominee(s): \_\_\_\_\_
5. Professional Qualifications in the Education Field (if applicable):  
\_\_\_\_\_
6. Correspondence Address: \_\_\_\_\_
7. Tel. No.: \_\_\_\_\_
8. Fax. No.: \_\_\_\_\_
9. E-mail: \_\_\_\_\_

\* Delete where appropriate.

### Part B: Comments of the Secunder (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English.

Signature of Second Secunder: \_\_\_\_\_ Date: \_\_\_\_\_





# Section III - To be completed by the Seconders

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## 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: Comments of the Secunder (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English.

Signature of Third Secunder: \_\_\_\_\_ Date: \_\_\_\_\_



## Section IV - Collection and Use of Personal Data

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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 Nominator, the Nominee(s) 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 and Seconders) provided in this Form may be disclosed to public sector 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), you (i.e. Nominator, Nominee or Seconder) have a right to request access to and correction of your personal data in relation to this nomination. Your right of access includes the right to obtain a copy of your personal data provided in this Form, subject to payment of a fee. In case of need, please write to the CEATE Secretariat, 17/F., Murray Building, Garden Road, Central, Hong Kong. For enquiries, please call 3150 8582.



# Appendix

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## Suggested Questions for Use by Nominees when Preparing Nominations

A reflection of your teaching practices and your/ your group's philosophy of teaching or conceptual framework on what constitutes excellence in Arts Education KLA, Information Technology in Education or Pre-primary Education.

1. Describe how you conceive "effective teaching" with reference to Arts Education, Information Technology in Education or Pre-primary Education. (What constitutes effective/ exemplary/ innovative teaching? What criteria would you use to judge whether a teaching practice is effective or excellent? How does an effective practice contribute to improving learning and teaching?)
2. Briefly describe how you formulate and implement your concept of effective teaching mentioned above. Is your teaching practice based on any education/ learning theories?

## Four Domains of Assessment

### Professional Competence

3. How would you describe your professional competence? Use actual incidents/ examples to illustrate your excellent performance in subject knowledge, teaching skills, classroom management, designing an assessment mechanism conducive to effective learning, solving problems encountered in teaching, developing students' higher order thinking skills, cultivating positive values and attitudes among students, addressing learning differences, etc.

### Student Development

4. How have students' attitude and their learning outcomes changed? Give an account of the learning outcomes of your students. You can 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. Reflect on the inspiration obtained from your teaching practices. How does it affect your professional development?
6. Describe what you have done to promote teachers' professionalism, e.g. to engage in continuing professional development programmes, to conduct action research, to serve as role models, etc.
7. How can your teaching 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 learning and teaching, etc.
9. How has your teaching 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? Briefly state your plan of dissemination and how you are going to implement your plan.



行政長官卓越教學獎

CHIEF EXECUTIVE'S AWARD FOR  
TEACHING EXCELLENCE