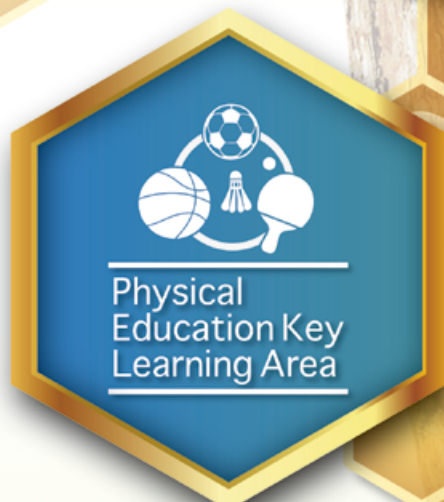


# Chief Executive's Award for Teaching Excellence 2013/2014

## Nomination Guidelines

Nomination Period

15.7.2013 - 4.10.2013



行政長官卓越教學獎  
CHIEF EXECUTIVE'S AWARD FOR  
TEACHING EXCELLENCE

主辦機構  
Organiser

教育局  
Education Bureau

贊助  
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優質教育基金  
Quality Education Fund





## - Nomination Guidelines -

### I Foreword

The Chief Executive's Award for Teaching Excellence (CEATE) (2013/2014) is the fifth CEATE of the second round and covers four themes: Curriculum Leadership, Liberal Studies, Personal, Social and Humanities Education Key Learning Area (KLA) and Physical Education KLA. With the implementation of the current CEATE, the second round of CEATEs will have been completed. A comprehensive review will be conducted to consolidate the experience acquired to better plan the future CEATEs.

## II Objectives

### 2.1 CEATE aims to:

- (a) recognise accomplished teachers who demonstrate exemplary teaching practices;
- (b) enhance the professional image and the social status of teachers, thereby gaining society's recognition of the teaching profession and fostering a culture of respect for teachers;
- (c) pool together accomplished teachers through the CEATE Teachers Association to facilitate sharing of good practices; and
- (d) foster a culture of excellence in the teaching profession.

2.2 CEATE is **not** intended to prescribe a rigid model of excellence for every teacher. Instead, it seeks to recognise effective teaching practices and stresses the promotion of a culture of excellence and collaboration. It symbolises the awarded teachers' excellent efforts and dedicated commitment.

## III Eligibility

3.1 **Both individual and group nominations are accepted.** The following teachers are eligible for nomination in CEATE (2013/2014).

- (a) **Curriculum Leadership**  
Teachers of kindergartens<sup>1</sup>, primary schools, secondary schools and special schools who play a leading role in the planning and implementation of whole-school curriculum;
- (b) **Liberal Studies**  
Teachers of secondary and special schools who teach Liberal Studies at the senior secondary level;
- (c) **Personal, Social and Humanities Education KLA**
  - (i) Teachers of secondary and special schools who teach subjects under the Personal, Social and Humanities Education KLA;
  - (ii) Teachers of primary and special schools who teach General Studies<sup>2</sup>; and
- (d) **Physical Education KLA**  
Teachers of primary, secondary and special schools who teach subjects under the Physical Education KLA.

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<sup>1</sup> These also include kindergarten-cum-child care centres and schools with kindergarten classes.

<sup>2</sup> Topics of the teaching practices should be under the Personal, Social and Humanities Education KLA.

### 3.2 Nominees should meet the following criteria:

- (a) Nominees should be teachers registered under the Education Ordinance, Cap 279 (except those who are exempted under Section 9(1)(a) of the Ordinance) ;
- (b) Nominees should have been involved in Curriculum Leadership [for nominees under paragraph 3.1(a)] or should teach Liberal Studies or the subject(s) under Personal, Social and Humanities Education KLA/ Physical Education KLA [for nominees under paragraph 3.1(b), (c) &(d)] in or before the 2012/13 school year and will continue to do so in the 2013/14 school year; and
- (c) Immediately before the close of nomination, nominees should have at least three consecutive years of teaching experience in local schools which offer a formal curriculum. For group nominations, at least half of the members of the group should meet this criterion.

3.3 Teachers who were awarded in the previous CEATEs may also be nominated if they meet the above criteria. However, only “new” teaching practices which are substantially different from the practices awarded in previous CEATEs to the same nominee(s) would be considered for any award.

3.4 Teachers who are not permanent residents of Hong Kong may be nominated if they meet the criteria stated in paragraph 3.2.

3.5 Principals are not eligible for nomination.

## IV Awards

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4.1 All nominators and nominees will each be given a souvenir.

4.2 As CEATE seeks to encourage collaboration among teachers, **there is no limit to the number of the awards to be given.** There are two kinds of awards:

- (a) Award for Teaching Excellence  
Nominees who have demonstrated excellence holistically in the four domains of assessment: Professional Competence, Student Development, Professionalism and Commitment to the Community, and School Development, will be considered for the Award.
- (b) Certificate of Merit  
Nominees who are approaching and very close to the above standard of excellence in the four domains will be considered for the Certificate of Merit.

4.3 Nominations presented with the Awards and the Certificate of Merit will receive the following prizes:

Item	Nomination presented with the Award		Nomination presented with the Certificate of Merit	
	Individual Nomination	Group Nomination <sup>3</sup>	Individual Nomination	Group Nomination <sup>3</sup>
(a) Cash Award	\$10,000	\$20,000	\$5,000	\$5,000
(b) Continuing Professional Development Scholarship and Relief	\$50,000	\$70,000	\$15,000	\$20,000
(c) Dissemination Grant	\$17,000			
(d) Trophy/ Certificate	(i) A trophy for nominations presented with the Award (ii) A certificate for nominations presented with the Certificate of Merit (iii) A personal trophy for each awarded teacher			

4.4 All awarded teachers will also be offered membership of the Chief Executive’s Award for Teaching Excellence Teachers Association. They will share their teaching practices with fellow teachers through the Association.

4.5 Nominators of the nominations presented with the Award and the Certificate of Merit will receive book coupons in the value of \$2,700 and \$500 respectively.

## V Dissemination Activities of the Awarded Teachers

Awarded teachers are required to participate in dissemination and sharing activities organised by the Education Bureau and the Chief Executive’s Award for Teaching Excellence Teachers Association within one year after the Award Presentation Ceremony according to the dissemination plans submitted together with the nominations. Awarded teachers are required to provide articles accompanied by photos and teaching materials that are relevant to the awarded teaching practices

<sup>3</sup> For awarded group nominations, each group has to decide on the share of the items (a), (b) and (c) apportioned to each group member.

for use in the CEATE Compendium/ Showcase/ Exhibition to foster a culture of professional collaboration and excellence. Awarded teachers will be required to open their classrooms for observation by other teachers in Hong Kong. Awarded teachers may also participate in other dissemination and sharing activities that suit their strengths, interests and schedules. The Education Bureau will provide suitable assistance.

## VI Nomination

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### 6.1 Nomination period

Nominations will be accepted from 15 July 2013 to 4 October 2013.

### 6.2 Nominators

- (a) Each nomination should be made by one nominator in his or her personal capacity. Self-nomination is also accepted.
- (b) Nominators should be school heads, colleagues of the nominees, peers or experienced educators.
- (c) Nominators have to obtain prior consent from the nominees before making nominations.
- (d) Nominators may refer to paragraph 7.2(a) of the Nomination Guidelines when filling in the Nomination Form posted on the web.

### 6.3 Nominees

- (a) Nominees are required to describe their philosophy of teaching and what constitutes excellence in Curriculum Leadership, Liberal Studies, Personal, Social and Humanities Education KLA or Physical Education KLA and to reflect on their teaching practices. Nominees are also required to give an account of their teaching practices, how these practices are implemented and their effectiveness. Nominees should cite examples for illustration. Nominees may refer to paragraph 7.2(b) of the Nomination Guidelines when filling in the Nomination Form.
- (b) Each nominee can be nominated once only at each CEATE, irrespective of individual or group nomination.

## 6.4 Seconders

- (a) Each nomination (including self-nomination) should be seconded by two to three persons in their personal capacity.
- (b) Seconders should be school heads, colleagues of the nominees, peers, experienced educators, students (including past students) or parents.

## 6.5 Group nominations

- (a) Each group should comprise not more than five teachers, and select among themselves a group leader. If a teaching practice has been developed by a group of more than five teachers, the group has to decide among themselves who the “core members” or “representatives” are.
- (b) Contribution of each group member, the interaction in the group, and how efforts of the group have contributed to the desired outcomes will need to be explained. The professional competence of each and every group member and the overall performance of the group in its entirety will be taken into account when considering whether the group will be recommended for the Award or the Certificate of Merit.

## 6.6 School heads

The school heads of the nominees should either be the nominators or the seconders of the nominations. The school heads are encouraged to release their teachers, if awarded, to organise or participate in post-award dissemination and sharing activities within one year after being awarded.

## 6.7 Colleagues, students and parents

Nominees may incorporate the views of their colleagues, their students and/ or parents of their students in the nominations. Also, the Assessment Panel may interview the nominees’ colleagues, students and/ or the parents of their students during school visits for a more thorough understanding of the teaching practices through the eyes of interviewees.

# VII Filling in the Nomination Form

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- 7.1 The Nomination Form is separately provided on the CEATE website ([www.ate.gov.hk](http://www.ate.gov.hk)). Nominators and nominees **should read the Nomination Guidelines carefully** before filling in the Nomination Form. Nominators and nominees may browse the CEATE website for more information.



## 7.2 The following are points to note when filling in the Nomination Form:

### (a) Nominators

State briefly in not more than 500 words the reasons for nominating the nominees and the nominees' outstanding attributes. The description may be prepared in either Chinese or English.

### (b) Nominees

#### (i) Describe the following in not more than 15 pages:

- A reflection of their teaching practices and their philosophy of teaching or conceptual framework of what constitutes excellence in Curriculum Leadership, Liberal Studies, Personal, Social and Humanities Education KLA or Physical Education KLA.
- 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. Nominees may refer to the suggested questions in the **Appendix**.
- What teaching practices they will disseminate and how they will take forward their dissemination, if awarded.

#### (ii) For group nominations: 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.

#### (iii) Submit a video-recorded lesson (up to a maximum of 60 minutes) contained in one CD together with a one-page outline of the lesson, which should be an authentic, continuous lesson without editing, to demonstrate the teaching practices of the nominee/ group. Under Curriculum Leadership, nominees may also submit authentic video clips of not more than 60 minutes of a learning programme/ project/ activity (crucial parts only) contained in one CD together with a one-page outline. The video recordings submitted should be saved in "wmv", "mpeg" or "mpg" format.

#### (iv) Provide the year plan/ teaching schedule of the previous school year (2012/13) on the themes relevant to their nominations to give background information to the Assessment Panel.

#### (v) Append, if necessary, supplementary information, such as teaching projects, lesson<sup>4</sup> plans (not more than five), PowerPoint presentations and photos to help describe the teaching practices.

#### (vi) Prepare the description in either Chinese or English.

#### (vii) Be prepared that the Assessment Panel may request the submission of more detailed information as evidence when necessary.

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<sup>4</sup> Under the theme of Curriculum Leadership, "lesson" may also be taken to mean programme/ project/ activity.

(c) Seconders

Describe briefly in not more than 300 words why the nomination is supported. The description may be prepared in either Chinese or English. (This description by seconders is optional.)

### 7.3 Format

- (a) All information should be typed with 1.5 line spacing in font 12 points or above (Times New Roman for English and 細明體 for Chinese) and printed on both sides of A4 paper.
- (b) The prescribed format and maximum number of pages allowed should be strictly followed. **Non-complying nominations will not be considered.**

## VIII Submission of Nomination Forms

The completed Nomination Forms and all the enclosures should be submitted in **triplicate (including the original)**, in person or by post, to the Chief Executive's Award for Teaching Excellence Secretariat, 11/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong on or before 4 October 2013.

## IX Assessment Mechanism

### 9.1 What is "teaching practice"?

For the purpose of CEATE, "teaching practice" refers to the learning experiences provided by a teacher that facilitate the learning of students as a result of the teacher's professional knowledge and skills in lesson planning, teaching pedagogy, curriculum and assessment design, adaptation of materials, etc.

### 9.2 Assessment criteria

- (a) Assessment of nominations will focus on four domains of assessment. Recognising that teaching practices cannot be separated into discrete areas, the Assessment Panels will adopt a **holistic approach** when considering the nominations. The focus of CEATE is on learning and teaching.
- (b) For the purpose of CEATE, teaching excellence means teaching practices that are
  - (i) outstanding and/ or innovative and proven to be effective in enhancing students' motivation and/ or in helping students to achieve the desired learning outcomes; orcreatively adapted from exemplary teaching practices from elsewhere to suit the local (i.e. school-based and/ or student-based) context, with proven effectiveness in enhancing students' learning outcomes;

- (ii) based on a coherent conceptual framework, showing reflective practices;
- (iii) inspiring and can be shared with colleagues to improve the quality of education; and
- (iv) instrumental in achieving the learning targets of the themes concerned.
  - For Curriculum Leadership, it means enabling students' whole-person development and life-long learning capabilities through leading teachers to conduct whole-school curriculum planning and implementation, which is in line with Seven Learning Goals<sup>5</sup> set out by the Curriculum Development Council.
  - For Liberal Studies, it means enabling students to make connections among different disciplines, to examine issues from a variety of perspectives, to construct personal knowledge of immediate relevance to themselves in today's world; and to develop their independent learning capabilities and cross-curricular thinking.
  - For Personal, Social and Humanities Education KLA, it means enabling students to understand themselves, society and the world at large, maintaining a healthy personal development and contributing to the well-being of the family, the local community, the nation and the world as confident, informed and responsible persons.
  - For Physical Education KLA, it means helping students to develop the motor skills, knowledge and positive values and attitude pertaining to leading an active and healthy lifestyle.

### 9.3 Domains of Assessment

#### (a) Professional Competence

Evidence of exemplary practices in professional competence may include but is not limited to

- (i) mastery of subject/ professional knowledge, skills and communication ability;
- (ii) setting appropriate learning objectives for lessons in accordance with the learning targets of the theme, as well as effective organisation and planning of teaching to ensure students' attainment of the learning targets;
- (iii) developing appropriate teaching strategies and using suitable teaching skills to suit the diversified needs of different students, the context and environment;
- (iv) effective classroom instruction, class interaction, class management and/ or implementation strategies of programmes/ projects/ activities;
- (v) adopting a student-centred teaching strategy, designing learning activities that are related to the daily lives of students, providing students with

<sup>5</sup> The Seven Learning Goals comprise Responsibility, National Identity, Habit of Reading, Language Skills, Learning Skills, Breadth of Knowledge in the 8 KLAs and Healthy Lifestyle. These Goals are in line with the aims of education and the overall aims of the school curriculum, and are expected to be achieved by our students.

various learning experiences, enabling students to scaffold their knowledge and establishing positive value and attitude; and

- (vi) effective assessment of student learning, and appropriate use of assessment information.

(b) **Student Development**

Evidence of exemplary practices in student development may include but is not limited to

- (i) catering for school-based or student-oriented needs by appropriate adaptation of the curriculum to help students attain the desired learning outcomes;
- (ii) inspiring students of different backgrounds and abilities and motivating them to learn;
- (iii) making positive impacts on students in whole person development and development of generic skills;
- (iv) providing pastoral care services and student activities;
- (v) building trust and rapport with students;
- (vi) (for Curriculum Leadership) helping students to obtain profound learning experience, build up generic skills and knowledge and develop positive values through a broad and balanced curriculum;
- (vii) (for Liberal Studies) enhancing students' understanding of themselves, their society, their nation, the human world and the physical environment; enabling students to develop multiple perspectives on perennial and contemporary issues in different contexts; developing students a range of skills for life-long learning and helping them to become independent thinkers; helping students to appreciate and respect diversity in cultures and views in a pluralistic society and handle conflicting values; and helping students to develop positive values and attitude towards life so that they can become informed and responsible citizens of the society, the country and the humanity;
- (viii) (for Personal, Social and Humanities Education KLA) helping students to acquire knowledge and skills in the humanities and social sciences through observation and experiencing social dynamics to prepare them for participation in society; and nurturing a healthy perception of history and culture, and a sense of responsibility to nature, nation and the world; and
- (ix) (for Physical Education KLA) through physical activities, helping students to develop physical competence, knowledge and generic skills, especially those of collaboration, communication, creativity, critical thinking, as well as the attribute of aesthetic appreciation; and to cultivate positive values and attitudes for the development of an active and healthy lifestyle.

(c) **Professionalism and Commitment to the Community**

Evidence of exemplary practices in professionalism and commitment to the community may include but is not limited to

- (i) the drive to pursue continuous self-improvement and professional development;
- (ii) keeping themselves abreast of developments in education practices and policies, for example, the trends and content of the curriculum;
- (iii) setting themselves as role models;
- (iv) proactively providing support to the teaching profession and the community, such as participation in and contribution to professional sharing activities, dissemination of good practices, and involvement in community services or voluntary work;
- (v) producing exemplary teaching materials, involving in or contributing to educational research, and/ or publishing of articles on teaching-related topics; and
- (vi) participating in the professional development of novice teachers.

(d) **School Development**

Evidence of exemplary practices in school development may include but is not limited to

- (i) encouraging home-school collaboration;
- (ii) inspiring and providing support to peers and colleagues to collaborate for improvement of learning and teaching;
- (iii) promoting a sharing and collaborative culture among colleagues and stakeholders with a view to developing the school as a professional learning community; and
- (iv) taking a leadership role among colleagues and stakeholders in promoting a consensus on and the actualisation of the school vision and mission through one's own exemplary practices and sharing of experience, focusing energy on achieving continuous school development, and realising the essence of the school culture and ethos through a variety of effective channels.

- (e) All nominees should demonstrate good competence in all domains of assessment in order to be considered for any award. For Liberal Studies, Personal, Social and Humanities Education KLA and Physical Education KLA, the focus of assessment is on the Professional Competence domain and the Student Development domain. In particular, learning and teaching will be emphasised. For Curriculum Leadership, the four domains of assessment are equally important. In particular, the leadership role in the planning and implementation of whole-school curriculum will be emphasised.

# X Assessment Procedures

## Initial Assessment

(To be conducted tentatively in November & December 2013)

- Vetting and examining materials submitted with the nominations
- Interviewing nominees (For group nominations, the presence of only the group leader/ representative will suffice.)
- Short-listing nominations for detailed assessment



## Detailed Assessment<sup>6</sup>

(To be conducted tentatively in January & February 2014)

- Conducting school visits which include observation of lessons (For group nominations, the lessons of all group members will be observed.)
- Interviewing nominees, nominators, seconders, colleagues, students and/ or parents
- Examining more evidence from nominators and nominees



Recommendation by the CEATE Assessment Panels



Acceptance by the CEATE Steering Committee  
and the Assessment Working Group



Endorsement by the CEATE High-level Advisory Panel

<sup>6</sup> Nominees who are unable to make themselves available for detailed assessment will be treated as withdrawals.

## XI CEATE Assessment Panels

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- 11.1 Four Assessment Panels, each comprising experts and academics in the respective education field, experienced school heads, experienced frontline teachers and a parent, will be set up to examine the nominations and recommend the ones to be awarded. The assessment results will be submitted to the CEATE Steering Committee and the Assessment Working Group for acceptance. They will then be verified and endorsed by the CEATE High-level Advisory Panel, whose decision is final.
- 11.2 Information on members of the CEATE Assessment Panels will be available on the CEATE website.

## XII Handling of Information

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- 12.1 All information provided for the assessment of nominations will be treated in confidence. Nomination Forms and supporting documents submitted will not be returned. 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 or any organisations or agents appointed or authorised by it. Information related to other nominations will be destroyed within two months after the Award Presentation Ceremony.
- 12.2 The relevant personal data (e.g. names of nominees and seconders) provided in the Nomination 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 same purpose mentioned above.
- 12.3 Personal data provided in the Nomination Form and the supporting materials will be handled according to the provisions stated in Section IV of the Nomination Form.



## **XIII Declaration of Interests**

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All persons involved in the processing and assessment of nominations, including members of the CEATE Secretariat and the Assessment Panels, will be required to declare interests prior to working on any cases. The decision of the Education Bureau with regard to matters related to conflict of interests will be final.

## **XIV Enquiries**

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For enquiries, please call 2892 5782 or e-mail to [ate@edb.gov.hk](mailto:ate@edb.gov.hk).



# Appendix

## Suggested Questions for Preparing Nominations

A reflection of your teaching practices and your/ your group's philosophy of teaching or conceptual framework on what constitutes excellence in Curriculum Leadership, Liberal Studies, Personal, Social and Humanities Education KLA or Physical Education KLA.

1. How do you conceive "effective teaching practice" with reference to Curriculum Leadership, Liberal Studies, Personal, Social and Humanities Education KLA or Physical Education KLA? 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 9.3 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, addressing learning differences, 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.)*





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CHIEF EXECUTIVE'S AWARD FOR  
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