

2023/2024 行政長官卓越教學獎

Chief Executive's Award for Teaching Excellence

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)
 - (b) THREE sets of Printed copy of the reflection of teaching practices
 - (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 or an activity, with relevant outline
 - (iii) Year plan/ teaching schedule of all levels in 2022/23 school year
 - (iv) 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. Have you submitted the Nomination Form in triplicate including the original with signature?
- 5. Is the video clip in “avi” , “wmv” , “mpeg” , “mpg” or “mp4” format?
- 6. Has the supplementary information (up to a maximum of 50 pages in a single file including an index page) been stored in the USB?
- 7. 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 ?
- 8. 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 6 October 2023

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