



## 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 nomination materials below?
  - (a) One set of original copy and two sets of printed copy of the completed and signed Nomination Form (Part A and Part B)
  - (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 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) Reason(s) of nominating / seconding in “pdf” format
    - (ii) Reflection of Teaching Practices in Word format
    - (iii) Video clip of a lesson (unedited, continuous and authentic, recorded on or after 1 September 2024), with relevant outline
    - (iv) Year plan/teaching schedule of all levels in 2024/25 school year
    - (v) Video clip and outline of the programmes or activities (recording date is not restricted and can be edited), if any
    - (vi) Supplementary information and its index page, if any
- ☐ 2. Have you (including each member of your group) completed Section IA Particulars of the Nominees, signed the Declaration in C (page B-4 of the Nomination Form)(to be completed by each nominee) and the 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 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 in a single file including an index page) and stored in the USB? (optional)
- ☐ 6. If you submitted Part A of the 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 3 October 2025

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