



中華人民共和國香港特別行政區政府  
教育局  
Education Bureau  
The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China

Organiser



優質教育基金  
Quality Education Fund

Sponsor

# Chief Executive's Award for Teaching Excellence

## 2025/2026

### Nomination Form



**Nomination Period**  
**7.7.2025 – 3.10.2025**

**STEAM Education**

**Curriculum Leadership**

**Award for Budding Teachers**

**Physical Education  
Key Learning Area**

**Award for Education Innovation**



**Recognising Teaching Excellence  
Fostering Professional Development**



## **Chief Executive's Award for Teaching Excellence (2025/2026)**

### **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 the 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 Nominee<sup>1</sup>**

- 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 Nomination

##### **Section III – To be completed by the Seconder(s)**

- A. Particulars of the Seconder(s)
- B. Reason(s) for Seconding the Nomination (Optional)

##### **Section IV – Collection and Use of Personal Data**

#### **Submission of Nomination**

Nomination materials (please refer to the 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 **3 October 2025**. 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**

For enquiries, please contact the CEATE Secretariat :

**Tel. : 2892 5782**

**E-mail : ate@edb.gov.hk**

**Address : The CEATE Secretariat, Room 1107, 11/F., Wu Chung House,  
213 Queen's Road East, Wan Chai, Hong Kong**

<sup>1</sup> 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:

**Physical Education Key Learning Area / STEAM Education / Curriculum Leadership / Award for Budding Teachers / Award for Education Innovation \***

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

(Remark: **ONLY Individual Nominations** are accepted for the Award for Budding Teachers)

3. Name of **the nominee / group leader**: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)

[Items 4 and 5 below: for Group Nominations only]

4. Number of group members (excluding the group leader): \_\_\_\_\_

5. Name of the nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
(group member 1) \_\_\_\_\_ (Chinese)

Name of the nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
(group member 2) \_\_\_\_\_ (Chinese)

Name of the nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
(group member 3) \_\_\_\_\_ (Chinese)

Name of the nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
(group member 4) \_\_\_\_\_ (Chinese)

6. Name of the local school<sup>2</sup> (current): \_\_\_\_\_

7. School Address<sup>3</sup>: ☐ Hong Kong ☐ Kowloon ☐ New Territories

8. Tel. No.<sup>3</sup>: \_\_\_\_\_ 9. Fax. No.<sup>3</sup>: \_\_\_\_\_

10. E-mail<sup>3</sup>: \_\_\_\_\_

\* Delete where appropriate.

<sup>2</sup> "Local school" includes 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).

<sup>3</sup> 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.

1. Name of the nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
2. HKID No. (Letter(s) + first 4 digits): \_\_\_\_\_ (e.g. A1234)
3. Years of teaching in local school(s)<sup>2</sup>: \_\_\_\_\_
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>4</sup> teachers are not required to fill in this item.)
6. Name of the local school<sup>2</sup>(current): \_\_\_\_\_
7. Type of the local school<sup>2</sup>: Kindergarten<sup>4</sup> / Primary school / Secondary school / Special school / Others (Please specify: \_\_\_\_\_ ) \*
8. School Address: ☐ Hong Kong ☐ Kowloon ☐ New Territories  
\_\_\_\_\_
9. Tel. No.: \_\_\_\_\_ (School) \_\_\_\_\_ (Mobile)
10. E-mail: \_\_\_\_\_
11. Have you received an award in the previous CEATE (including the Certificate of Merit / Award for Budding Teachers / Award for Education Innovation)? \*: \_\_\_\_\_  
Yes (Please indicate the year of award : \_\_\_\_\_ ) / No\*

\* Delete where appropriate.

<sup>4</sup> These also include kindergarten-cum-child care centres and schools with kindergarten classes.



## Section I – To be Completed by the Nominee

12. Education-related working experience in Hong Kong

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

13. Education Background and education-related professional qualifications

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

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

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





## Section I – To be Completed by the Nominee

### B. Nominee's Reflection of Teaching Practices

1. For nominations under “**Physical Education KLA**” , “**STEAM Education**” and “**Curriculum Leadership**”

The nominee(s) is/are required to describe the excellent teaching practices and effectiveness according to the content and format specified in paragraph 6.2 and Section VII of Chapter A of the “Nomination Guidelines” , and Appendix I (Reference Questions for Preparing Nominations and Template of Reflection of Teaching Practices), in **less 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**

The nominee(s) is/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**

The nominee(s) is/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 "docx" format on a USB drive and submitted along with the printed copy.
- (c) Nominee(s) can write the Reflection of Teaching Practices 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 previously<sup>5</sup>.
- 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**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>5</sup> 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 Nominator<sup>6</sup>

### A. Particulars of the Nominator

Each nomination should be made by one nominator only. The nominator should be the school head<sup>6</sup> or colleagues of the nominee(s)' current school, peers or experienced educators in their personal capacity. Self-nomination is also accepted. **(Note: The nominator for the Award for Budding Teachers should be the school head of the nominees' current school.)**

For self-nomination, please complete item 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. Declaration

- ☐ I have read, understood, and agreed 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: \_\_\_\_\_

<sup>6</sup> According to paragraph 5.6 of Part A and paragraph 4.6 of Part C of the Nomination Guidelines, except for the Award for Budding Teachers, the school head of the nominee(s) should be either the nominators or the seconders of the nominations. the Award for Budding Teachers, the school heads should be the nominator of the nomination.





## **C. Reason(s) for Making the Nomination<sup>7</sup>**

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 a separate sheet if necessary and sign on the attached sheet.)

Name of nominator: Dr / Mr / Mrs / Ms\* \_\_\_\_\_

Signature of nominator: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete where appropriate

<sup>7</sup> Nominees should save the soft copy of Section 2C and 3C "Reason(s) for nominating / seconding the nomination" in "pdf" format in a USB.



## Section III – To be Completed by the Seconders<sup>8,9,10</sup>

### 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. Declaration

- ☐ I have read, understood, and agreed to the terms and conditions of the collection and use of personal data as stated in Section IV of the Nomination Form.

Signature of the First Seconder: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>8</sup> For nominations under "Physical Education Key Learning Area", "STEAM Education" and "Curriculum Leadership", each nomination (including self-nomination) should be seconded by two to three persons in their personal capacity. The seconders should be the school head or colleagues of the nominee(s)' current school, peers, experienced educators, students (including former students), or parents.

<sup>9</sup> For nominations 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.

<sup>10</sup> For nominations 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 head or colleagues of the nominee(s)' current school, peers, experienced educators, students (including former students) or parents.



### **C. Reason(s) for Seconding the Nomination (Optional) <sup>7</sup>**

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use a separate sheet if necessary and sign on the attached sheet.)

Name of seconder: Dr / Mr / Mrs / Ms\* \_\_\_\_\_

Signature of seconder: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete where appropriate



## Section III – To be Completed by the Seconders<sup>8</sup>

**Second Secnder (Note: Not applicable to Award for Budding Teachers and Award for Education Innovation)**

### A. Particulars of the Secnder

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. Declaration

- ☐ I have read, understood, and agreed to the terms and conditions of the collection and use of personal data as stated in Section IV of the Nomination Form.

Signature of the Second Secnder: \_\_\_\_\_ Date: \_\_\_\_\_



### **C. Reason(s) for Seconding the Nomination (Optional) <sup>7</sup>**

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use a separate sheet if necessary and sign on the attached sheet.)

Name of seconder: Dr / Mr / Mrs / Ms\* \_\_\_\_\_

Signature of seconder: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete where appropriate





## Section III – To be Completed by the Seconders<sup>8</sup>

**Third Secnder (Note: Not applicable to Award for Budding teachers and Award for Education Innovation)**

### A. Particulars of the Secnder

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. Declaration

- ☐ I have read, understood, and agreed to the terms and conditions of the collection and use of personal data as stated in Section IV of the Nomination Form.

Signature of the Third Secnder: \_\_\_\_\_ Date: \_\_\_\_\_



### **C. Reason(s) for Seconding the Nomination (Optional) <sup>7</sup>**

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use a separate sheet if necessary and sign on the attached sheet.)

Name of seconder: Dr / Mr / Mrs / Ms\* \_\_\_\_\_

Signature of seconder: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete where appropriate



## Section IV – Collection and Use of Personal Data

### Purpose of Collection

- 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:
  - Activities relating to the processing, authentication and counter-checking of the form for nomination;
  - 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;
  - Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - 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;
  - Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - Activities relating to compilation of statistics, research and government publications; and
  - 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/Subsidised Schools Provident Fund Rules) and the Codes of Aid.
- 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

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

### Access to Personal Data

- You have the right to request access to and correction of your personal data held by the 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](mailto:ate@edb.gov.hk).
- ☐ I (Individual Nomination) /We (Group Nomination) have read, understood and agreed to the above terms and conditions

<u>* Name of Nominee<sup>1</sup>/ Group Leader</u>	<u>Signature</u>	<u>Date</u>	<u>Name of Nominee<sup>4</sup></u>	<u>Signature</u>	<u>Date</u>
<u>Name of Nominee<sup>2</sup></u>	<u>Signature</u>	<u>Date</u>	<u>Name of Nominee<sup>5</sup></u>	<u>Signature</u>	<u>Date</u>
<u>Name of Nominee<sup>3</sup></u>	<u>Signature</u>	<u>Date</u>			

\* Delete where appropriate



## **Appendix I**

### **For nominations under the Physical Education KLA, STEAM Education, and Curriculum Leadership**

#### **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 the Physical Education KLA, STEAM Education, or Curriculum Leadership? 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 8.2 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 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 copies of the Reflection of Teaching Practices and the outline of the lesson video clip
  - (c) THREE sets of printed copies of outline of the additional video clip under the theme of STEAM Education and Curriculum Leadership, 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) For STEAM Education and Curriculum Leadership, additional video clip recorded on or after 1 September 2024 and relevant outline , if any
    - (vi) 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) (to be completed by each nominee) and the 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 (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 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

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



## **Appendix II**

### **For nominations 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 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) 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 the teaching subject(s) in 2024/25 school year
    - (v) 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) and the Collection and use of Personal Data in Part 4 (page B-9 of the Nomination Form)?
- ☐ 3. Have the nominator and seconder 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 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 3 October 2025

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





## **Appendix III**

### **For nominations 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 Innovative Teaching Practices**

*(Briefly summarise your innovative teaching practices in no more than one page. E.g. Creative curricula, innovative teaching pedagogy, novel technologies)*

#### **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 innovative 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 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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