

Evaluation Process and Selection Criteria

11-13 March 2015

Evaluation Process (1)

- An **evaluation panel** comprising representatives from OGCIO, EDB & CDC will evaluate proposals received
- Select not more than **8 applicant schools** as partner schools
- Only proposals fulfilling all the **mandatory requirements** will be evaluated

Mandatory Requirements

Mandatory Requirements	Submission
(a) School Supervisor of the applicant school has vetted the information provided in the schedules & committed to undertake the full responsibilities as required for a partner school	Schedule 1

**REQUEST FOR PROPOSALS
FOR DEVELOPMENT AND IMPLEMENTATION OF
ENRICHED IT CLASS PROGRAMME IN SECONDARY SCHOOLS**

Schedule 1 – Declaration and Commitment

Annex B

**Development and Implementation of Enriched IT Class Programme in
Secondary Schools**

I confirm that: (Please mark "√" as appropriate.)

- All information given in this application is true and accurate. I understand that if I willfully give any false information or withhold any material information, the application will become void and any grant approved will be withheld and any payment made shall be refunded to OGCIQ.
- If our proposal is accepted, we will commit to
 - develop and implement the Enriched IT Class Programme in our school according to our submitted proposal;
 - comply to all the obligations and requirements specified in the Request For Proposal document

Name of School		School Chop
Name of School Supervisor		
Signature of School Supervisor		
Date		

**Must be signed and stamped with the
school chop on the hardcopy of proposal
to be submitted**

Mandatory Requirements

Mandatory Requirements	Submission
(b) Applicant school is a valid government, aided or caput secondary school, or local secondary school under DSS registered under EDB, & is adopting local curriculum	Schedule 2
(c) Applicant school has students taking HKDSE ICT subject	Schedule 2

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Schedule 2 - School Particulars

Annex B

School Name:	(English)						
	(Chinese)						
School Code:							
Finance Type:	<input type="checkbox"/> Government <input type="checkbox"/> Aided <input type="checkbox"/> Caput <input type="checkbox"/> Direct Subsidy Scheme						
School Address:	(English)						
	(Chinese)						
School Website:							
School Head:	(English)						
	(Chinese)						
Telephone No.:							
Fax No.:							
Email Address:							
Person-in-charge of the Enriched IT Programme:	(English)						
	(Chinese)						
Post:							
Telephone No.:							
Fax No.:							
Email Address:							

Responsible for the planning, administration and implementation of IT Class, and to collaborate with the Steering Committee, academia, industry and business organisations throughout the Programme

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Number of Classes/Students studying <u>local curriculum</u>						
S1-S3: CL / IT related School-based Curriculum S4-S6: HKDSE ICT subject						
2014/15 School Yr	S1	S2	S3	S4	S5	S6
No. of Classes:						
No. of Students:						
Breakdown by Elective:	Databases			}		
	Data Communications and Networking					
	Multimedia Production and Web Site Development					
	Software Development					
<p align="center">Partner school should start running IT Class from Secondary 2 from 2015/16 school year.</p> <p align="center">Partner school can also propose to start running Secondary 4 in tandem with Secondary 2 in 2015/16 school year.</p>						
Propose to start S4 in tandem with S2 in 2015/16 school year				Yes/No		

Selection Criteria

- Both the **proposal** & the existing **capability** of the applicant school will be evaluated

	Weighting	Passing Score
Assessment on Proposal	70%	35%
Assessment on Existing Capability	30%	15%

- Applicant schools may upon request be required to make **presentation** to evaluation panel

Assessment on Proposal (1)

Evaluation Criteria	Submission
a. School's vision, objectives and commitment to create a seedbed environment to nurture creativity, innovative & self-directed learning abilities of students in meeting the overall objectives of the Programme (15%)	

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(15%)

Schedule 3 – Vision, Plan and Commitment from School

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Schedule 3 - Vision, Plan and Commitment from School

Annex B

Partner schools should articulate their schools' vision and objectives with the objectives of the Programme, set desired outcomes with measurable and credible key performance indicators (KPIs), and establish effective governance and management mechanism for running the Programme in their secondary schools. Partner schools should obtain support of their School Management Committees (SMCs)/Incorporated Management Committees (IMCs) and Parent-Teacher Associations (PTAs).

Please provide the following information about your proposal.

(a) <u>Vision and Objectives</u> of Running Enriched IT Class Programme
(b) Proposed <u>Approaches</u> , <u>Expected Outcomes</u> and Key Performance Indicators
(c) Proposed <u>Governance and Management Mechanism</u>
(d) Support from SMC/IMC, PTA, etc. (e.g. meeting minutes, administrative records)

Assessment on Proposal (3)

Evaluation Criteria

Submission

b. Proposed customised school-based IT enrichment curriculum, module teaching plans and project briefs

(30%)

Schedule 4A – Module Teaching Plans (Core Modules)
Schedule 4B – Module Teaching Plans (Elective Modules)
Schedule 4C – S4 & S5 Project

<p>Teaching / Learning Method</p>	<p>Please elaborate on the salient features or characteristics of the proposed teaching/learning methods with <u>specific examples</u> on laboratory and hands-on assignments, and activities such as competitions, industrial visits, etc.</p>														
<p>Teaching Staff Resources</p>	<p>Who will be responsible for delivering the module <u>predominantly</u>? Please elaborate on the experience of trainer(s) in delivering similar training.</p> <p>Please note that teaching team of the school should be responsible for delivering at least 50% of the school-based IT enrichment curriculum (excluding the 'work practicum' module for Secondary 6).</p>														
<p>Time Breakdown (hrs)</p>	<table border="1"> <thead> <tr> <th data-bbox="432 965 1082 1055">Type of Teaching/Learning Method</th> <th data-bbox="1082 965 1423 1055">Teaching/Learning Hours</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 1055 1082 1111">Classroom Lecture</td> <td data-bbox="1082 1055 1423 1111"></td> </tr> <tr> <td data-bbox="432 1111 1082 1167">Group Discussion / Case Study</td> <td data-bbox="1082 1111 1423 1167"></td> </tr> <tr> <td data-bbox="432 1167 1082 1223">Hands-on / Laboratory</td> <td data-bbox="1082 1167 1423 1223"></td> </tr> <tr> <td data-bbox="432 1223 1082 1279">Activity such as visits</td> <td data-bbox="1082 1223 1423 1279"></td> </tr> <tr> <td data-bbox="432 1279 1082 1335">Others, please specify</td> <td data-bbox="1082 1279 1423 1335"></td> </tr> <tr> <td data-bbox="432 1335 1082 1391" style="text-align: right;">Total (24 hours minimum)</td> <td data-bbox="1082 1335 1423 1391"></td> </tr> </tbody> </table>	Type of Teaching/Learning Method	Teaching/Learning Hours	Classroom Lecture		Group Discussion / Case Study		Hands-on / Laboratory		Activity such as visits		Others, please specify		Total (24 hours minimum)	
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Activity such as visits															
Others, please specify															
Total (24 hours minimum)															

Schedule 4B - School-based IT Enrichment Curriculum (Elective Module Plan)

The two elective modules designed by partner schools could be **extension** of the core modules or teaching modules on **new topics** conducive to achieving the objectives of the IT Class.

Please propose the teaching plan for two elective modules : S2(4) and S3(4).

Teaching Module Name	Elective Module : S2(4)		
Objectives	This module aims to		
Alignment with School's Vision	Please elaborate how this elective teaching module can align with the objectives of the Programme and your school's vision in running IT Class.		
Expected Learning Outcomes	Upon completion of the module, students will be able to		
Synopsis / Indicative Syllabus	Unit (Content)	Teaching/Learning Tools or Resources	Teaching/Learning Methods <small>Note 1</small>
	Note 1: Please specify types of teaching/learning method - (A) Classroom Lecture (B) Group Discussion / Case Study (C) Hands-on / Laboratory (D) Activity such as visits (E) Others, please specify		

Teaching / Learning Method	<p>Please elaborate on the salient features or characteristics of the proposed teaching/learning methods with specific examples on laboratory and hands-on assignments, and activities such as competitions, industrial visits, etc.</p>														
Teaching Staff Resources	<p>Who will be responsible for delivering the module <u>predominantly</u>? Please elaborate on the experience of trainer(s) in delivering similar training.</p> <p>Please note that teaching team of the school should be responsible for delivering at least 50% of the school-based IT enrichment curriculum (excluding the 'work practicum' module for Secondary 6).</p>														
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Schedule 4C - School-based IT Enrichment Curriculum (Project Module Plan)

Secondary 4 project module and Secondary 5 project module are the crucial component for senior secondary students to develop their abilities in self-directed learning and exploration in IT domains. Partner schools should design and provide at least two project briefs each for S4 and S5 on selected themes or domains for student choices.

Please propose one project brief for S4 Project Module and one project brief for S5 Project Module.

(a) Project Brief for S4 Project Module	
Project Title, Objectives and Scope	Please describe the <u>objectives and scope</u> of the project.
Expected Learning Outcomes	Please state clearly what types of <u>knowledge/skills</u> will be acquired by students when they completed the project.
Facilitation Measures	<p><u>Please describe measures to guide students to complete the project. For example, how to facilitate students self-directed learning and exploration.</u></p> <p>Students are expected to work in group to learn and apply IT knowledge of the selected domain to solve real-life problems. Partner schools should facilitate students to participate in IT related competitions and exhibitions to stretch their creative and innovation talents and to develop their leadership and communication skills.</p> <p>Please note that teaching team of the school should be responsible for delivering at least 50% of the school-based IT enrichment curriculum (excluding the 'work practicum' module for Secondary 6).</p>

Assessment on Proposal (6)

Evaluation Criteria

Submission

c. **Proposed operation, administration & support arrangements
(10%)**

Schedule 5 - Recruitment Strategies & Plan
Schedule 6 – Class Operation & Administration Arrangements
Schedule 7 – Proposed Teaching Team for IT Class

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Schedule 5 - Recruitment Strategies and Plan

Annex B

Partner schools should develop and implement effective, open and equitable recruitment process to identify, scout and develop students for IT Class. Measures should be developed to facilitate talented students from other schools to enroll in IT Class. While having the flexibility to allow students to join and exit from IT classes, partner schools should develop effective promotion and recruitment plan to maintain the class size in each level, and support measures for students joining IT Class at a later stage.

Please provide the following information about your proposal:

At least 25 students

(a) Committed Class Size					
No. of Students	S2	S3	S4	S5	S6
(b) Promotion Strategies and Plan					
<u>Junior IT Class</u>					
At least 30 students					
<u>Senior IT Class</u>					
(c) Recruitment Process including Application, Selection Criteria and Screening Method					
<u>Junior IT Class</u>					
<u>Senior IT Class</u>					

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(d) Measures to Facilitate Students from other Schools to Enroll in the IT Class

Junior IT Class

Senior IT Class

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Schedule 6 – Class Operation and Administration Arrangements

Annex B

Partner schools should develop IT class administration guide which should include procedures to administer admission, attendance, progress and achievements of IT Class students, as well as support measures to facilitate students to attend IT Class and to participate in IT Activities outside normal school hours.

Please provide the following information about your proposal.

(a) Proposed Class Arrangements

e.g. 1.5 hours every Wednesday and Friday, 3 hours every Saturday

- **On average 3 class hours a week**
- **At least 96 class hours each year for S2 to S5 IT Class**
- **At least 48 class hours for S6 IT Class**

(b) Support Measures to Facilitate Students to Participate in IT Class and IT Activities

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Schedule 7 – Proposed Teaching Team for IT Class

Annex B

Partner schools should have a robust management and teaching team with IT teachers with subject expertise to design and develop customised school-based IT enrichment curriculum and teaching modules. The teaching team should be responsible for delivering at least 50% of the school-based IT enrichment curriculum.

Please provide the following information about your proposal.

Proposed Teaching Team of IT Class					
Please describe the composition of the proposed teaching team and its relationship with the school management committee/board.					
Can make use of organisation chart					
Profile and Responsibilities of Teaching Team for IT Class					
No.	Name of Teacher	Academic and IT Professional Qualification	Subject Expertise ¹	Responsible Module(s) e.g. S2(2)	Responsibilities and Duties ² <u>beside IT Teaching</u>
1					
2					
3					
4					
5					

Pls add entry to show the full teaching team

Note:

- 1 : Subject expertise with reference to the proposed school-based IT enrichment curriculum.
- 2 : Responsibilities and duties related to the Programme, e.g. head or member of IT subject panel, coordinator of IT activities, etc.

Assessment on Proposal (8)

Evaluation Criteria

Submission

d. Proposed IT Activities related to IT Class training (such as short courses, seminars, programming workshops, etc.) for students from other schools to take part each year

(10%)

Schedule 8 - IT Activity Plan for 2015/16 School Year

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Schedule 8 - IT Activity Plan for 2015/16

Annex B

To benefit students beyond IT Class, partner schools should organise at least three IT activities related to IT Class training (such as short courses, seminars, programming workshops, etc.) for students from other schools to take part each year. Each IT activity should have at least 30 students of which one-third should come from other schools.

Please propose at least three IT activities for 2015/16 school year.


(a) IT Activity Plan for 2015/16 School Year

No.	Name / Nature	Relevance to IT Class Modules (e.g. S2(1))	Expected Number of Participants
1			
2			
3			

(b) Promotion and Outreach Arrangements to Target Participants



(c) Measures to Facilitate Students from Other Schools to Participate in the IT Activities



Assessment on Proposal (10)

Evaluation Criteria

Submission

- e. Cost effectiveness of implementing IT Class by the applicant school
(5%)

**Schedule 9 - Resource Plan for IT Facilities and IT Teaching
Software/Materials/Equipment**

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Annex B

Schedule 9 - Resource Plan for IT Facilities and IT Teaching Software/Materials/Equipment

With reference to school-based IT enrichment curriculum and IT activity plan, partner schools should articulate a pragmatic approach and plan for injection of necessary resources to support the operation of IT Class and IT Activities.

A maximum provision of \$1 million for acquiring and maintaining IT facilities and IT teaching software/materials/equipment for supporting IT Class and IT Activities will be released to each partner school in accordance with the annual resource plan endorsed by the Steering Committee.

Please propose your requirements for enhancing existing IT facilities and IT teaching software/materials/equipment to support IT Class and IT Activities.

Additional major IT Facilities and IT Teaching Software /Materials/Equipment to support the operation of IT Class and IT Activities (Note: Please name the relevant teaching modules if appropriate)	Estimated Cost (HK\$)
1.	
2.	
3.	
4.	
5.	
6.	

Pls add entry to show the major IT facilities and IT teaching software/materials/equipment

Assessment on Existing Capability (1)


Evaluation Criteria	Submission
f. The applicant school's characteristics & strengths on existing IT curricula & pedagogy, experience to run extended IT or related programmes and work with stakeholders, and academic achievements in IT (10%)	
Schedule 10 - School's Experience in Teaching IT Schedule 11 – Academic Achievements in IT	

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Schedule 10 - School's Experience in Teaching IT

Annex B

Please provide the following information.

(a) Characteristics and Strengths of Teaching IT Curriculum	
<u>Junior Secondary (S1 – S3)</u>	 <p>Supplement with supporting evidence such as outcomes/results and achievements of relevant initiatives</p>
<u>Senior Secondary (S4 – S6)</u>	
(b) Mechanism and Experience in running extended IT or related programme	
(c) Experience to Work with <u>Tertiary institutions, Industry and Business Organisations</u> for teaching/learning IT	

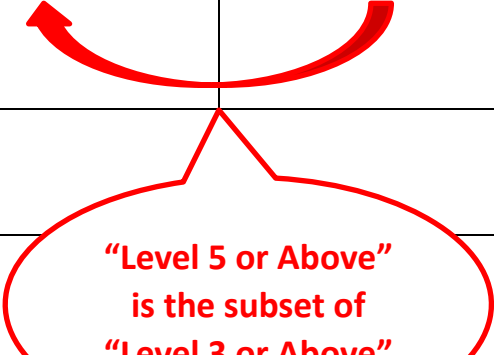
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Schedule 11 - Academic Achievements in IT

Annex B

Please provide information about students' performance on ICT subject in HKDSE Examination.

School Year	ICT Subject HKDSE Examination		
	Total No. of Students Sat In the Examination	Total No. of Students Achieved Level 3 or Above	Total No. of Students Achieved Level 5 or Above
2013/14			
2012/13			
2011/12			



**“Level 5 or Above”
is the subset of
“Level 3 or Above”**

Assessment on Existing Capability (3)

Evaluation Criteria	Submission
g. The applicant's school existing resources in teaching IT (10%)	
<p style="text-align: center;">Schedule 12 – Existing IT Teaching Team Schedule 13 – Existing IT Facilities</p>	

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Schedule 12 - Existing IT Teaching Team

Annex B

Please provide information on the existing IT teaching team.

Existing IT teaching team					
<p>Please describe the composition of the existing teaching team and its relationship with the school management committee/board.</p> <div style="text-align: center; border: 2px solid red; border-radius: 50%; padding: 20px; margin: 20px auto; width: 80%;"> <p>Can make use of organisation chart</p> </div>					
Profile and Responsibilities of Existing IT Teaching Team					
No.	Name of Teacher	Academic and IT Professional Qualification	Subject Expertise related to IT Teaching	Responsibilities and Duties ¹ related to IT Teaching	Time Spent related to IT Teaching (%)
1	}				
2					
3					
4					
5					

Pls add entry to show the full teaching team

Note:

¹ : Responsibilities and duties related to the IT teaching, e.g. head or member of IT subject panel, coordinator of IT activities, etc.

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Schedule 13 - Existing IT Facilities

Annex B

Please provide information on existing IT facilities for teaching IT curricula.

Please note that facilities for e-learning should not be included.

(a) Please describe major IT hardware and software for teaching IT curricula
<p style="text-align: center;">e.g. which software is used to teach which IT topics of Junior and Senior Secondary respectively</p>
(b) Accessibility of PCs, mobile and portable devices for learning IT curricula (such as student to device ratio)
<p style="text-align: center;">per Class</p> <p style="text-align: center;">e.g. which form of students can access which types of device</p>
(c) Please describe the Internet and WiFi connections in school premises, such as bandwidth and access points for students
e.g. capacity and location of access points
(d) Ongoing Mechanism to Review and Upgrade IT Facilities

Assessment on Existing Capability (5)

Evaluation Criteria

Submission

- h. The applicant school's track record in organising or participating in IT or related activities, and practice of sharing IT teaching resources
(10%)

Schedule 14 - Past IT Activities

Schedule 15 - Sharing IT Teaching Resources & Experience

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Schedule 14 - Past IT Activities

Annex B

Please elaborate on each IT or related activities organised/participated from 2013/14 to 2011/12 (in descending chronological order).

(a) IT or Related Activities Organised / Participated				
Dates / Duration	Name / Description of Activities	No. of Students	Organiser(s)	No. and Type of Award for Competition
(b) Experience in Collaborating with Academia, Industry or Other Parties in Organising IT Activities for Students				

Pls add entry to show all IT or related activities

e.g.
 ● Gold/ Silver/ Bronze
 ● 1st Class Award/ 2nd Class Award

Can refer to the same activity

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Schedule 15 – Experience in Sharing IT Teaching Resources

Annex B

Please provide information on past experience in sharing IT teaching resources from 2013/14 to 2011/12 (in descending chronological order).

Date	Type ¹ of IT Teaching Resource	Channel/Medium ² for Sharing

**Can provide
more than 5 past
experiences**

Note:

- 1 : Type of IT teaching resource, e.g. Curriculum synopsis, mode of teaching and learning, presentation slides, worksheets
- 2 : Channel/medium for sharing, e.g. website portal, exchange sessions/workshops among schools, events organised by teacher associations / EDB