



## 用戶手冊 - 學生的合法監護人

## User Manual - Students' Legal Guardians

### 香港資優教育學苑網上提名平台

### HKAGE Online Nomination Platform

### Nomination 提名階段



香港資優教育學苑網上提名平台  
HKAGE Online Nomination Platform

中文 English

#### 使用cookies

你登入本平台時，平台會透過cookies (定義如下) 收集其中部分資料。

「Cookies」即載有少量資料的檔案，自動儲存於你的電腦硬碟內，可供本平台日後檢索。

Cookies主要讓本平台儲存用戶的登入狀態，以便識別出有效用戶。Cookies並沒有收集姓名、住址、聯絡電話及電郵地址等個人資料。

目前常見的瀏覽器版本均預設歡迎cookies的功能，如你禁用cookies的功能，將無法登入本平台。

[私隱政策](#) / [平等機會及防止性騷擾](#) / [免責聲明](#)

#### 登入 Login

請先登入。  
Please login before accessing the HKAGE nomination system.

登入名稱  
Username

密碼  
Password

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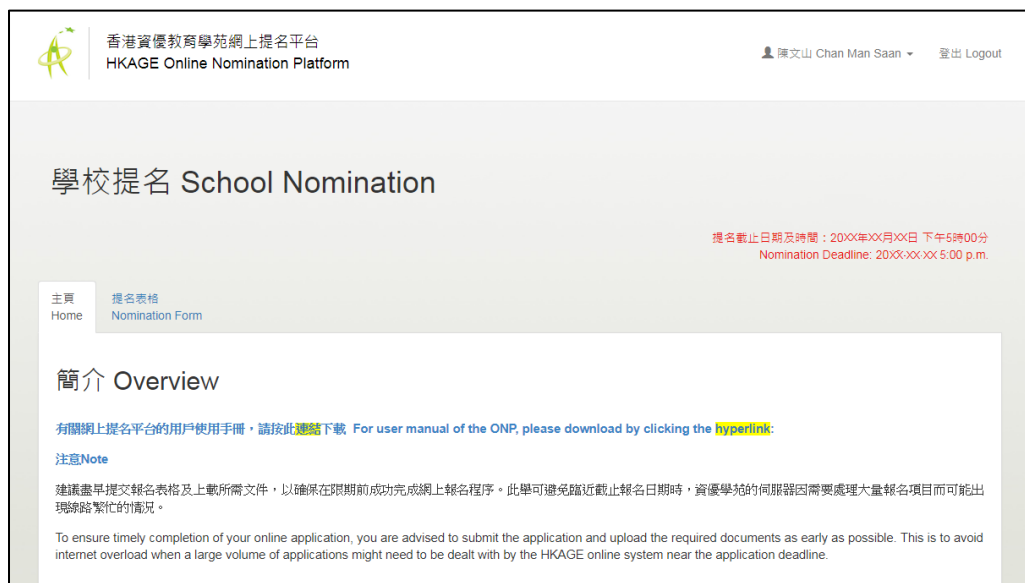
# 1. 學生的合法監護人帳戶

## Students' Legal Guardians Account

### 1.1 主頁 Home

主要的功能是簡介提名或註冊程序，以及查詢香港資優教育學苑網上提名平台的相關問題。

The main function is to introduce the nomination or registration procedures, and submit enquiry about Online Nomination Platform to HKAGE.



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- 右上角會顯示每階段的截止日期及時間，你必須在此日期前完成程序。  
Deadline of each phase is showed on the top right corner, you must finish the process before the deadline.

- 如有查詢，請在方格內輸入相關資料，然後按【送出 Submit】。你亦可致電 3940 0101(選擇語言後，按「2」字) 或電郵至 [ss@hkage.org.hk](mailto:ss@hkage.org.hk) 與學生服務組聯絡。  
For enquiries, please input the details in the enquiry box and then click “送出 Submit”. You may also contact Student Services Team at 3940 0101 (After language selection, press "2") or email to [ss@hkage.org.hk](mailto:ss@hkage.org.hk) .

## 1.2 提名階段 Nomination

### 1.2.1 提名表格 Nomination Form

#### 1.2.1.1 提名表格 > 提名表格(學生的合法監護人) Nomination Form > Nomination Form (Students' Legal Guardians)

**第一步：填寫「提名表格 - 甲部」。**

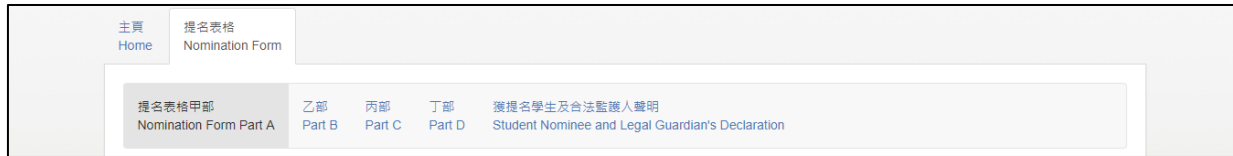
於報讀網上甄選課程時，已收集部分個人資料，並預先填好於提名表格，你需要查閱資料是否正確，並完成其他剩餘部分。

部分資料（以灰色背景顯示）不能透過網上提名平台更正，請致電 3940 0101(選擇語言後，按「2」字) 或電郵至 [ss@hkage.org.hk](mailto:ss@hkage.org.hk) 與學生服務組聯絡，以作出更正。

#### **Step 1: Fill in “Nomination Form – Part A”.**

Some of the personal information has been collected when you applied for the Online Screening Programmes, and pre-filled in the nomination form. You need to double check if the information is correct and complete the rest of the nomination form.

Some of the information (shown in grey background) cannot be amended through the online nomination platform. For amendments, please contact Student Services Team at 3940 0101 (After language selection, press "2") or email to [ss@hkage.org.hk](mailto:ss@hkage.org.hk) .



### 提名表格 - 甲部 Nomination Form - Part A

**注意：**  
1. 資優學苑只處理以香港法定語文（中文或英文）填寫的表格。  
2. 標有星號 (\*) 的欄位必須填寫。

**Notes:**  
1. Only forms completed in Hong Kong's official languages (i.e., Chinese or English) will be processed.  
2. Fields with an asterisk (\*) must be filled in.

#### A. 獲提名學生及家長個人資料 Personal Information of Student Nominee and Parent/Legal Guardian

##### A1 獲提名學生資料 Personal Information of the Student Nominee

獲提名學生姓名(須與香港身份證或護照相符) Name of Student Nominee (as shown on the HKID Card or Passport submitted)

\* 中文全名 (先寫姓氏) Full name in Chinese (Surname first)  
梁軒

\* 英文姓氏 Surname in English  
LEUNG

\* 英文名 Given names in English  
HIN

**第二步：填寫「提名表格 - 乙部」。**

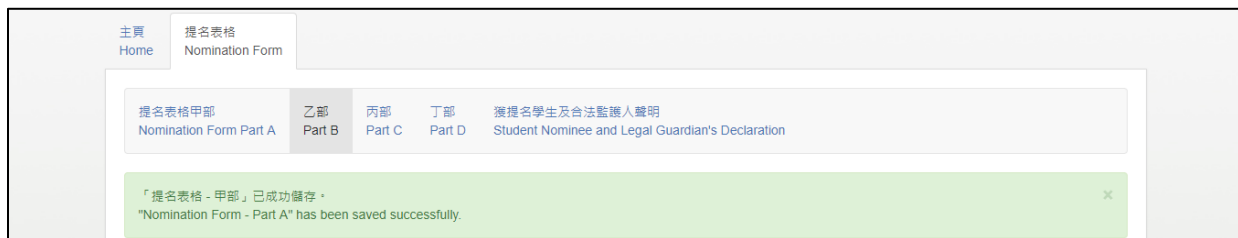
請填寫下列資料及上載相關文件（檔案大小上限: 2MB; 格式: JPEG 或 PDF）

1. 最近兩個學年的學校成績表副本（必須提交）
2. 最多三項學生最具代表性成就的電子版證明文件
3. 電子版智力評估報告

### Step 2: Fill in “Nomination Form – Part B”.

Please fill in the below information and upload relevant documents (Maximum file size: 2 MB; format: JPEG or PDF)

1. Softcopies of the school reports in the past 2 academic years (Compulsory)
2. At most 3 significant achievements with softcopies of supporting documents
3. Softcopies of intellectual assessment reports



## 提名表格 - 乙部 Nomination Form - Part B

**注意：**

1. 資優學苑只處理以香港法定語文（中文或英文）填寫的表格。
2. 標有星號 (\*) 的欄位必須填寫。

**Notes:**

1. Only forms completed in Hong Kong's official languages (i.e., Chinese or English) will be processed.
2. Fields with an asterisk (\*) must be filled in.

### B 補充資料 Supporting Information

**\*B1 請提交最近兩個學年的學校成績表副本**  
Please submit copies of the school reports in the past 2 academic years

#	文件 Document Name	檔案名稱 File Name	檔案大小 Size	
	* 成績表1 / School Report 1			<input type="button" value="上載 Upload"/>
	* 成績表2 / School Report 2			<input type="button" value="上載 Upload"/>

檔案大小上限: 2MB; 格式: JPEG或PDF  
Maximum file size: 2 MB; format: JPEG or PDF

**B2 按日期順序列出不多於三項學生最具代表性的成就(如獎項、獎學金、學習經驗、課外活動)**  
Please list at most 3 significant achievements (e.g awards, scholarship, learning experiences, extra-curriculum activities, etc.) demonstrating students' ability/potential in chronological order.

#	日期(年/月) Date (Year/Month)	獎項/獎學金/學習經驗/課外活動等名稱 Name of Awards / Scholarships / Programmes/Activities, etc.	校內/校外/國際性 Inside School / Outside School / International	機構名稱 Name of organizations	檔案名稱 File Name	檔案大小 Size	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="上載 Upload"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="上載 Upload"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="上載 Upload"/>

檔案大小上限: 2MB; 格式: JPEG或PDF  
Maximum file size: 2 MB; format: JPEG or PDF

**\*B3 學生曾否跳級/作分科跳級?**  
Has the student ever skipped grade / skipped grade for specific subject(s)?

- 沒有 No  
 有 Yes (如有, 請註明跳級年份/學科。If YES, please specify the skipped year / subject(s).)

**\*B4 學生曾否接受智力評估(例如:韋氏兒童智力量表-第四版)?**  
Has the student taken any intellectual assessment (e.g. WISC-IV (HK) Assessment)?

- 沒有 No  
 有 Yes (如有, 可選擇提交評估報告副本。If YES, you may submit a copy of the assessment report.)

檔案大小上限: 2MB; 格式: JPEG或PDF  
Maximum file size: 2 MB; format: JPEG or PDF

**第三步：填寫「提名表格 - 丙部」。**

可選擇提交創意作品，以展示學生的能力或潛能。

創意作品類型	作品簡介	上載檔案 (檔案大小上限: 2MB; 格式: JPEG 或 PDF)
i. 創意寫作 (故事、詩詞、歌詞、劇本...等等)	簡介： 必須填寫	完整文本： 按需要上載
ii. 研究報告	共享檔案連結 (完整文本、影片)： 按需要填寫	
iii. 科學/工程/科技發明	簡介： 必須填寫	發明/作品之相片： 按需要上載
iv. 藝術作品	共享檔案連結 (音效、影片)： 按需要填寫	
v. 非學術範疇的表現		

**Step 3: Fill in “Nomination Form – Part C”.**

You may submit a creative products (in the means of audio, video, word, pictorial format, etc.) demonstrating student's ability/potential, for example:

Types of creative product	Brief Description	Upload File (Maximum file size: 2 MB; format: JPEG or PDF)
i. Creative writing (story, poem, song, script, etc.)	● brief introduction in written form (not more than 500 words) ● audio/video (not more than 1 minute, please provide via a sharable link)	Full document: Optional
ii. Research study reports	Sharable link (full document/ video): Optional	
iii. Science/Engineering/Technology inventions	Brief introduction : Compulsory	Photo: Optional
iv. Artworks	Sharable link (audio/ video): Optional	
v. Non-academic performance		

主頁 Home    提名表格 Nomination Form

提名表格甲部 Nomination Form Part A    乙部 Part B    丙部 Part C    丁部 Part D    獲提名學生及合法監護人聲明 Student Nominee and Legal Guardian's Declaration

「提名表格 - 乙部」已成功儲存。  
"Nomination Form - Part B" has been saved successfully.

## C 創意作品 Creative Product

可選擇提交創意作品（以音效、影片、文字或圖片等方式上載），以展示學生的能力或潛能，例如：

**You may submit a creative product (in the means of audio, video, word, pictorial format, etc.) demonstrating student's ability/potential, for example:**

- i. 創意寫作 (故事、詩詞、歌詞、劇本...等等); **Creative writing (story, poem, song, script, etc.);**
- ii. 研究報告; **Research study reports;**
- iii. 科學/工程/科技發明; **Science/Engineering/Technology inventions;**
- iv. 藝術作品; 及/或 **Artworks; and/or**
- v. 非學術範疇的表現。 **Non-academic performance.**

請以中文或英文為作品提供一段簡單的文字描述（不多於500字），或以音效/影片檔製作的作品簡介（不超過1分鐘，並請提供音效/影片檔的共享鏈結）。

**Please provide a brief introduction in written form (not more than 500 words) or audio/video format (not more than 1 minute and to be accessed through a sharable link of the audio/video file) for the submitted product either in English or in Chinese.**



#### 第四步：填寫「提名表格 - 丁部」。

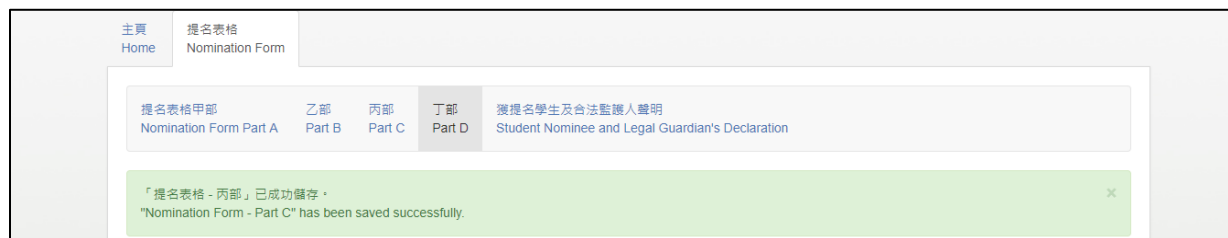
請填寫下列資料及上載相關文件（檔案大小上限: 2MB; 格式: JPEG 或 PDF）

- 請根據家長對獲提名學生的觀察及認識，具體列出獲提名學生的資優特質或潛能。（必須填寫）
- 最多三項電子版的其他補充資料。

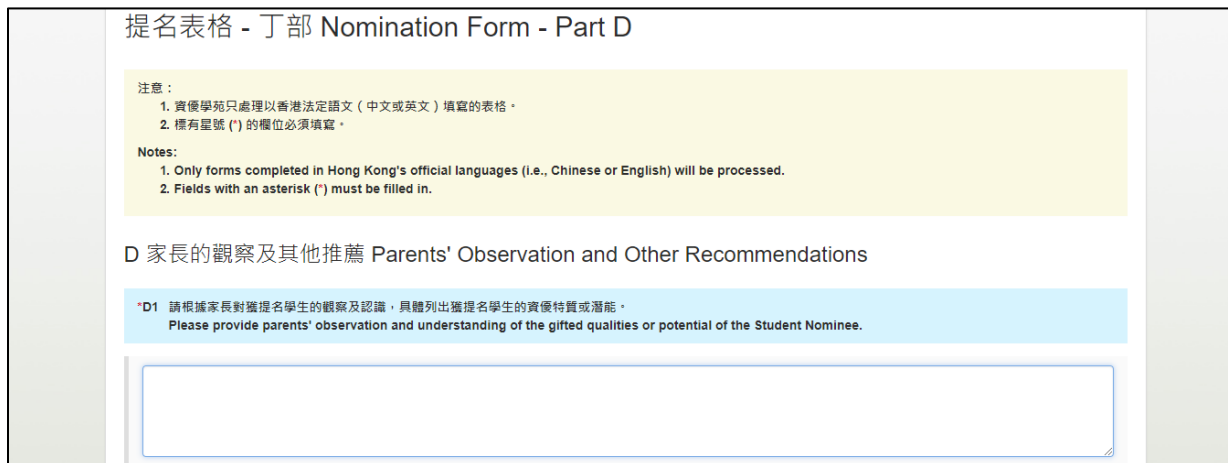
#### Step 4: Fill in “Nomination Form – Part D”.

Please fill in the below information and upload relevant documents (Maximum file size: 2 MB; format: JPEG or PDF)

- Please provide parent's observation and understanding of the gifted qualities or potential of the Student Nominee.
- At most 3 softcopies of additional information.



The screenshot shows a web interface for the nomination form. At the top, there are tabs for 'Home' and 'Nomination Form'. Below this, there are sub-tabs for 'Nomination Form Part A', 'Part B', 'Part C', and 'Part D'. The 'Part D' tab is currently selected. To the right of these tabs is a link for 'Student Nominee and Legal Guardian's Declaration'. A green notification box at the bottom of the interface states: "「提名表格 - 丙部」已成功儲存。" / "Nomination Form - Part C" has been saved successfully.



The screenshot shows the 'Nomination Form - Part D' page. At the top, it says '提名表格 - 丁部 Nomination Form - Part D'. Below this, there is a yellow box with '注意:' (Notes) and two points: '1. 實優學苑只處理以香港法定語文（中文或英文）填寫的表格。' and '2. 標有星號 (\*) 的欄位必須填寫。'. Below the yellow box, there is an English translation of the notes. The main heading is 'D 家長的觀察及其他推薦 Parents' Observation and Other Recommendations'. Below this, there is a blue box with the instruction: '\*D1 請根據家長對獲提名學生的觀察及認識，具體列出獲提名學生的資優特質或潛能。' / 'Please provide parents' observation and understanding of the gifted qualities or potential of the Student Nominee.'. At the bottom, there is a large empty text input area for providing the observation and recommendations.

## 1.2.1.2 提名表格 > 獲提名學生及合法監護人聲明 Nomination Form > Declaration Statement – Student Nominee and Legal Guardian

### 第五步：完成「獲提名學生及合法監護人聲明」及提交提名表格

完成「獲提名學生及合法監護人聲明」之後，按「提交報名」提交提名表格。在提名限期前，透過「學校提名」的學生可以聯絡學校統籌人更改提名表格，而透過「自身提名」的學生則可以自行更改。

### Step 5: Completing the "Declaration Statement – Student Nominee and Legal Guardian" and Submit Nomination

After completing the "Declaration Statement – Student Nominee and Legal Guardian", click "Submit Nomination" to submit the nomination form. Before the nomination deadline, you can contact School Coordinator to update the nomination form if you are nominated by school. If you are under self nomination, you can update the form by yourself.

The screenshot shows a web interface for the nomination form. At the top, there are navigation tabs: "主頁 Home" and "提名表格 Nomination Form". Below this, there are sub-tabs for "提名表格甲部 Nomination Form Part A", "乙部 Part B", "丙部 Part C", "丁部 Part D", and "獲提名學生及合法監護人聲明 Student Nominee and Legal Guardian's Declaration". A green success message states: "「提名表格 - 丁部」已成功儲存。" "Nomination Form - Part D" has been saved successfully. Below this is the title "獲提名學生及合法監護人聲明 Declaration Statement – Student Nominee and Legal Guardian". A yellow note box contains the following text: "注意： 1. 實優學苑只處理以香港法定語文（中文或英文）填寫的表格。 2. 標有星號 (\*) 的欄位必須填寫。" "Notes: 1. Only forms completed in Hong Kong's official languages (i.e., Chinese or English) will be processed. 2. Fields with an asterisk (\*) must be filled in." At the bottom of the page, there is a link for "獲提名學生資料 Information of Student Nominee".



### 填寫個人資料收集意願 Fill in Personal Data Collection Consent

The screenshot shows a consent form with the instruction: "請選擇以下合適的方格。" "Please tick the appropriate boxes below." Below this is a table with two columns: "同意 Agree" and "不同意 Object". There are two rows of consent items, each with a radio button in the "同意" column and a radio button in the "不同意" column.

	同意 Agree	不同意 Object
1. * 發放實優學苑公告和告示之用 (學生規則、課程申請及取錄、學生意見收集) Receiving HKAGE announcements and notices (Student policy, programme application and enrollment, student feedback collection)	<input checked="" type="radio"/>	<input type="radio"/>
2. * 直接促銷 (最新課程及活動資料、實優學苑刊物) Direct marketing (information of forthcoming programmes and activities, HKAGE publication)	<input checked="" type="radio"/>	<input type="radio"/>



按「提交報名」提交提名表格

Click "Submit Nomination" to Submit the Nomination Form

我們謹此簽署及同意我們完全明白提名表格的內容，並聲明所提供的資料及相關文件均屬準確，所提交之作品亦屬原創。我們亦同意參與所有有關提名的甄選活動。  
We fully understand the content of the nomination form and declare that the information and documents submitted are accurate and the product submitted is a result of own effort of the Student Nominee. We also agree to participate in all the selection activities relating to the nomination.

提交提名 Submit Nomination



成功提交提名表格

Successfully Submitted the Nomination Form

主頁 Home | 提名表格 Nomination Form

提名表格甲部 Nomination Form Part A | 乙部 Part B | 丙部 Part C | 丁部 Part D | 獲提名學生及合法監護人聲明 Student Nominee and Legal Guardian's Declaration

你已提交提名表格。如果你想更新提名表格，請按以下按鈕。  
You have submitted the nomination form. If you want to update the nomination form, please click the button below.

更新表格 Amend this form



收到電郵確認提名通知

Receive Email of Nomination Submission Acknowledgement

致梁軒 [18100099] 的合法監護人，  
Dear Legal Guardian of LEUNG HIN [18100099],

香港資優教育學苑 2018/19 全新提名計劃  
HKAGE New Nomination Scheme 2018/19

以上提名申請已經收受。現附上閣下之聲明以作紀錄，並請留意以下重要日期：  
The nomination has been received. Below please find your declaration for record and please note the below important dates:

- 在提名階段結束後至結果公佈前的期間，你仍可登入檢視已提交之提名表格，但不可作任何修改。  
You can still login to check the nomination form after the Nomination deadline and before the Result Announcement date, but you cannot make any amendments.

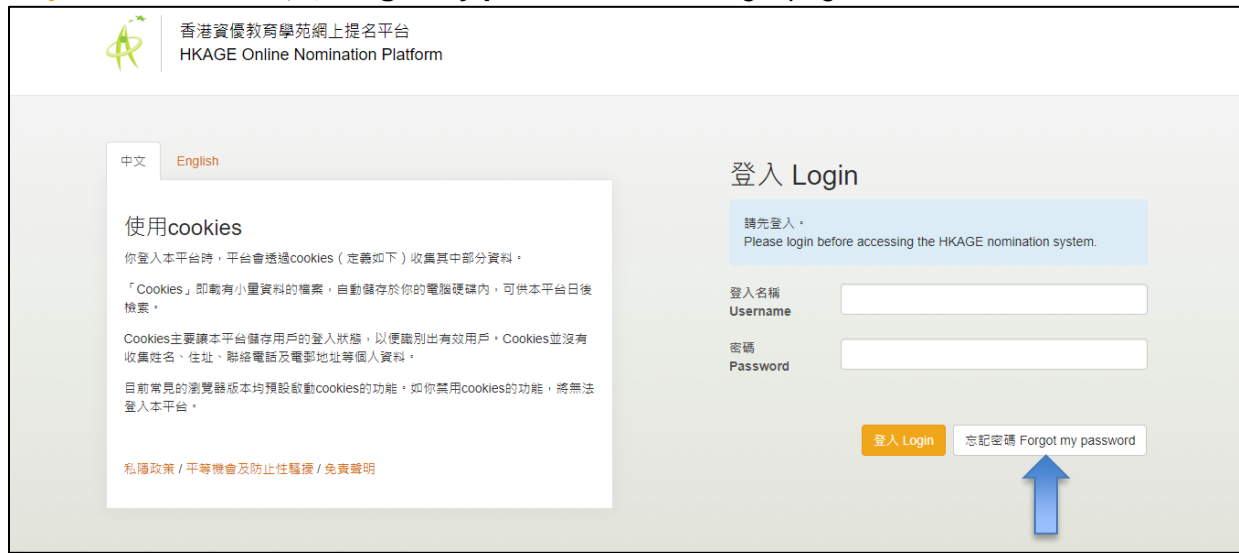
## 1.3 忘記密碼 Forgot my password

如果需要重設密碼，你可要求系統向你發送連結來重設。

If you need to reset password, you can request the ONP to send a link to reset it.

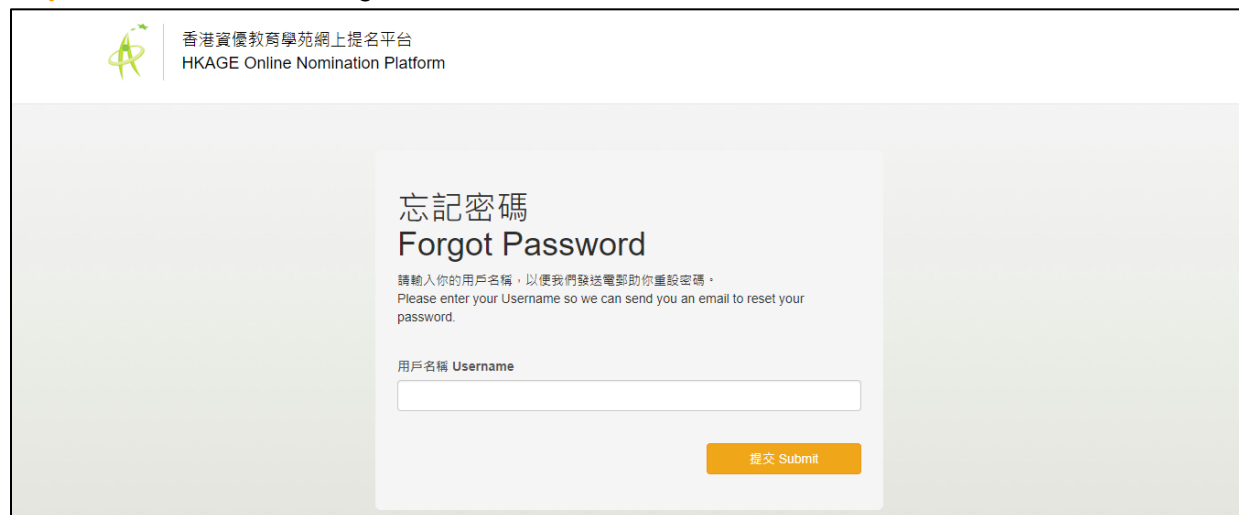
**第一步：**於登入版面，按“忘記密碼 **Forgot my password**”。

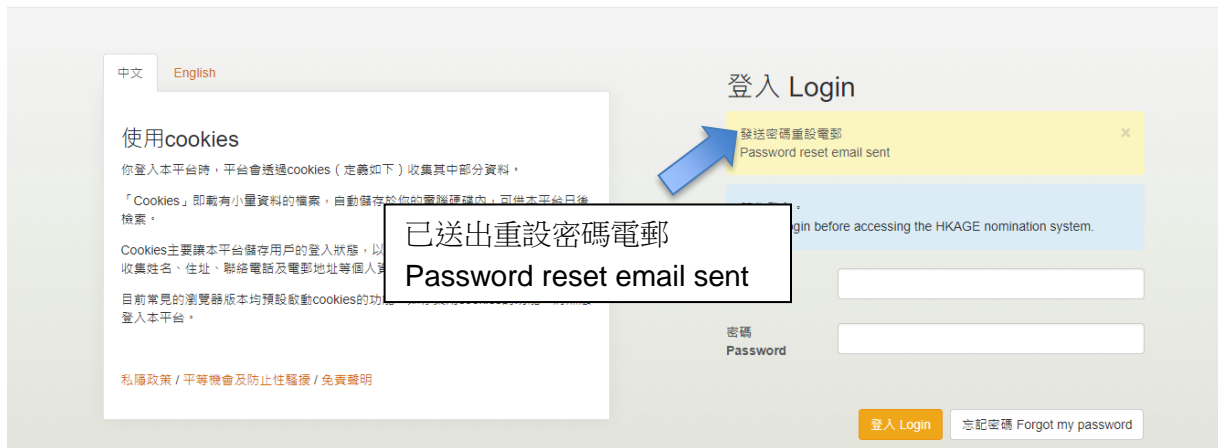
**Step 1:** Click “忘記密碼 **Forgot my password**” in the login page.



**第二步：**輸入登入名稱，按“**Submit**”。

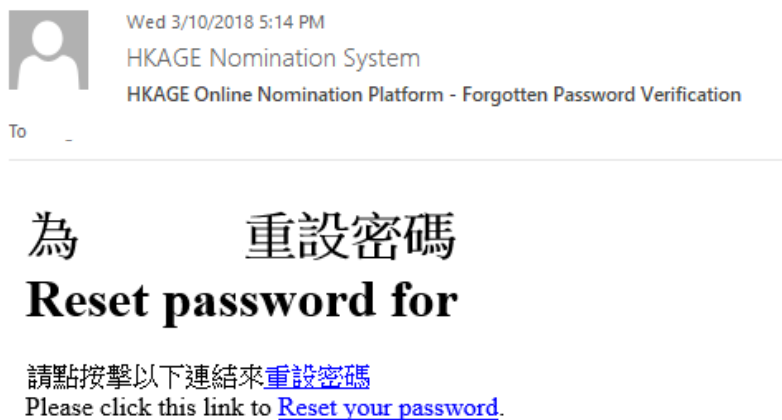
**Step 2:** Enter username e.g. 182XXXXX and click “**Submit**”.





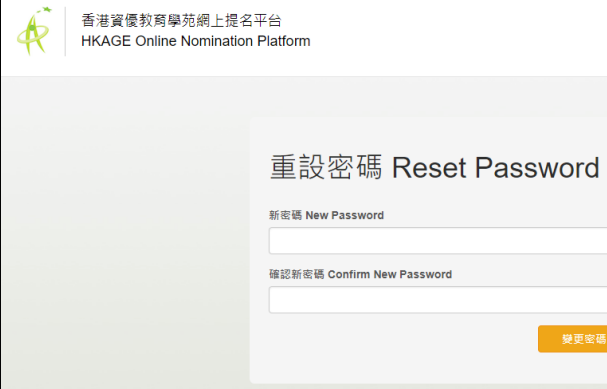
**第三步：**檢查你的收件箱是否收到重設密碼電郵，並按“Reset your password”的連結。

**Step 3:** Check your inbox for a **password reset** email and click the link “Reset your password”.



**第四步：**輸入新的密碼，並再次輸入此密碼以作確認，然後按“Change”。

**Step 4:** Enter a new password and re-type this password to confirm. Then, click “Change”.



香港資優教育學苑網上提名平台  
HKAGE Online Nomination Platform

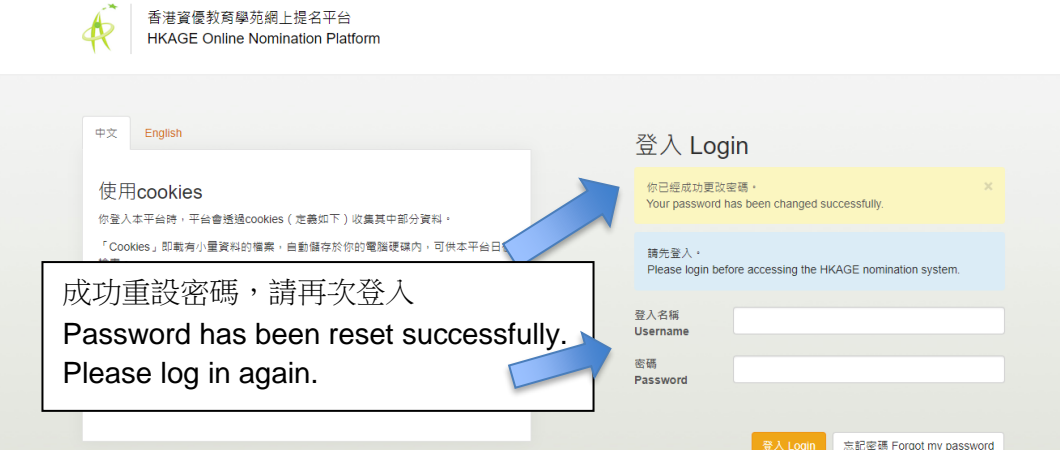
重設密碼 Reset Password

新密碼 New Password

確認新密碼 Confirm New Password

變更密碼

密碼必須為 8 到 20 個字符，當中須包含小寫字母、大寫字母、數字和/或特殊字符的組合。僅包含字母或數字的密碼不被接受。  
The password must contain 8 to 20 characters, and with a mix of lowercase letters, uppercase letters, numbers, and/or special characters. Passwords containing only letters or only numbers are not accepted.



香港資優教育學苑網上提名平台  
HKAGE Online Nomination Platform

中文 English

使用cookies  
你登入本平台時，平台會透過cookies（定義如下）收集其中部分資料。  
「Cookies」即載有小量資料的檔案，自動儲存於你的電腦硬碟內，可供本平台日後使用。

登入 Login

你已經成功更改密碼。  
Your password has been changed successfully.

請先登入。  
Please login before accessing the HKAGE nomination system.

登入名稱 Username

密碼 Password

登入 Login 忘記密碼 Forgot my password

成功重設密碼，請再次登入  
Password has been reset successfully.  
Please log in again.

- 完 -  
- End of Manual -