香 港 資 優 教 育 學 苑
The Hong Kong Academy for Gifted Education

Online Nomination Platform for Primary School Nomination

User Manual for Nominating Officer

Please note that the illustration shown may be slightly different from the Online Nomination Platform since it will be updated on a need basis.

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Quick Reference Guide

As a Nominating Officer, you will facilitate the nomination at school and be the focal point of contact between the school and the Hong Kong Academy for Gifted Education (the HKAGE). You will be responsible for nominating students at your school to the HKAGE and coordinating with the Student Nominee(s) and Parent(s)/Legal Guardian(s) to submit the nomination.

Steps to complete the Nomination

1. Create the nomination(s) on the Platform;
2. Distribute the login information generated by the Platform to the Student Nominee(s) and Parent(s)/Legal Guardian(s);
3. Fill in the Nominating Officer online nomination form for each Student Nominee;
4. Print and sign the Nominating Officer Declaration Statement for each Student Nominee;
5. Oversee the nomination process and check if all information are submitted online by the Student Nominee(s) and Parent(s)/Legal Guardian(s);
6. Collect the signed Declaration Statement(s) and supporting documents of the student nomination(s) including copies of school reports of the past two years and other supporting documents (if applicable)from the Student Nominee(s) and Parent(s)/Legal Guardian(s);
7. Follow the instructions and details on the Submission Checklist. Fill in the Submission Checklist and have it signed by the School Principal with school chop;
8. Submit the completed set of documents to the Academic Programme Development Division, the Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, N.T., Hong Kong by MAIL or in PERSON on or before the nomination deadline.

Tips for using the Platform

- The nomination platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.
- Before creating nomination(s), make sure that the following information is available: **Student Name, STRN, HKID Number, Date of Birth, Gender, Class Level, Email Address and Nominated Domain.**
- Get the printer ready for document printing when necessary.
- Refer to the User Manual and Frequently Asked Questions (FAQs) available on the Platform and the HKAGE website if necessary.

Important Information

- Please allow enough time for final checking before submission to the HKAGE. **Late or incomplete nominations will NOT be considered.**

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1. Introduction

1.1 The User Manual

1.1.1 Purpose

This User Manual provides Nominating Officers with guidance on using the Online Nomination Platform.

1.1.2 Convention

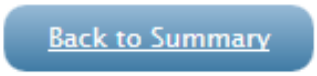
Functions of the applications are triggered by buttons or links. There are different types of buttons and links representing different kinds of functions.

1. Forward Actions
   For actions which bring users to the next page/screen, the buttons or links will be displayed in GREEN.

   e.g.

   or

2. Backward or Normal Actions
   For actions which bring users back to the previous page/screen or stay in the same page/screen, the buttons or links will be displayed in BLUE.

   e.g. 

3. Cancel Actions
   For actions which delete data, the buttons or links will be displayed in RED.

   e.g.

4. Others
   There are other buttons used to differentiate different stages of an action.

1.2 Platform Requirements

The Online Nomination Platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer 9 or above, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.

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2. Using the Online Nomination Platform

Nominating Officers will be allowed to access all the functions of the Platform when the associated Nomination Phase is active. When the Phase is ended, Nominating Officers can only view the nominations on the Platform.

2.1 Login

The Online Nomination Platform is only accessible to authenticated users. All users have to login at http://nomination.hkage.org.hk. Users have to input the correct username and password pair in order to access the functions of the Platform (See Figure 1). After successful Log in, the user will be redirected to the "Home" tab (See Figure 2). Nominating Officers can have an overview on the nomination procedures and tips for using the Platform.

Log in details are shown on the school nomination invitation letter sent to school. If the Nominating Officer's password is forgotten, please contact the Hong Kong Academy for Gifted Education to reset the password.

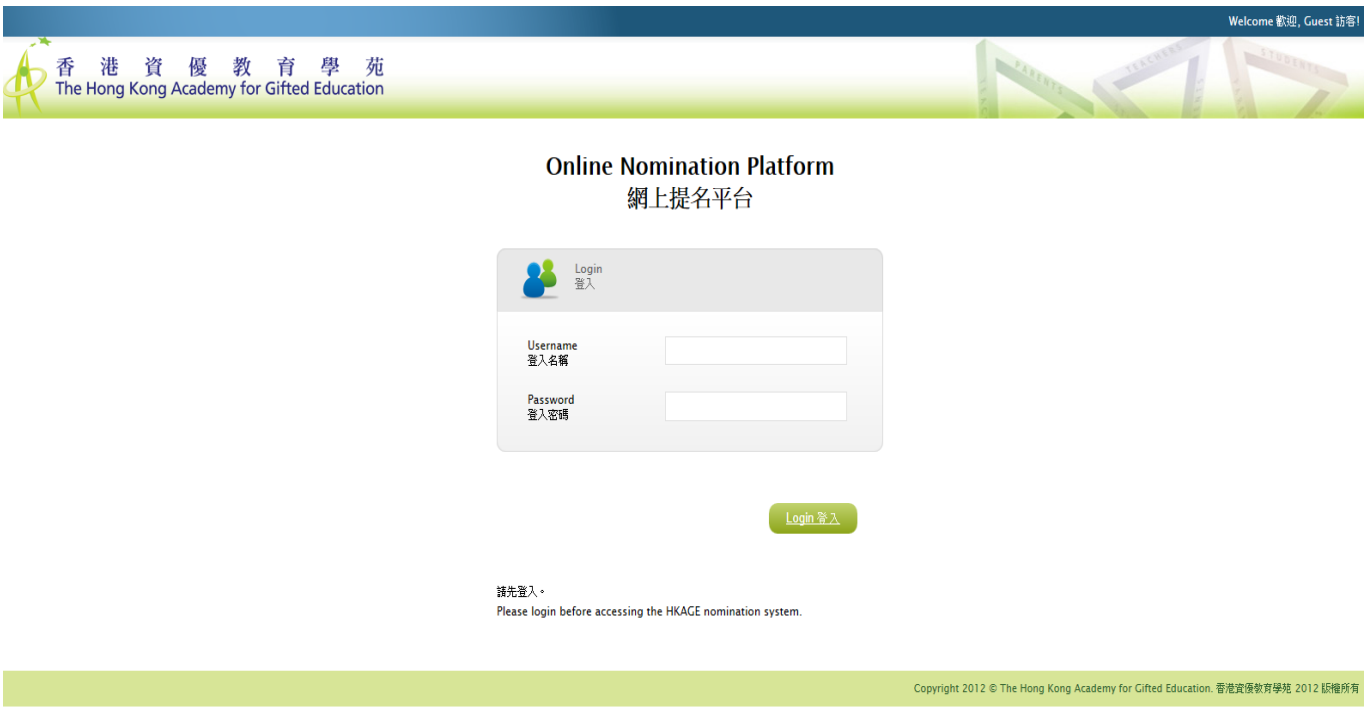

Figure 1 – Login Page

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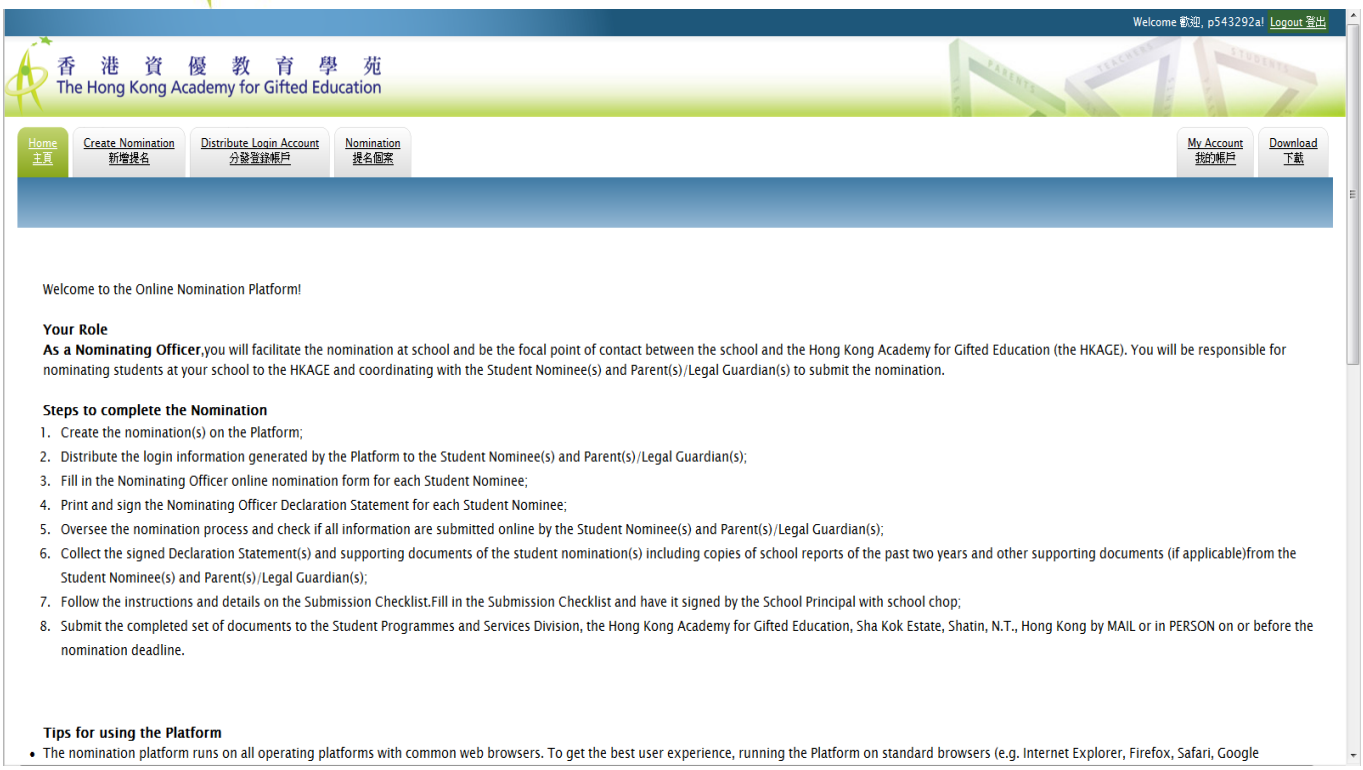

Figure 2 – Home Page

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2.2 User Accounts

2.2.1 User Profile

The user can change his/her name, email address and password at the My Account (See Figure 3). Click "Update" to save the changes.

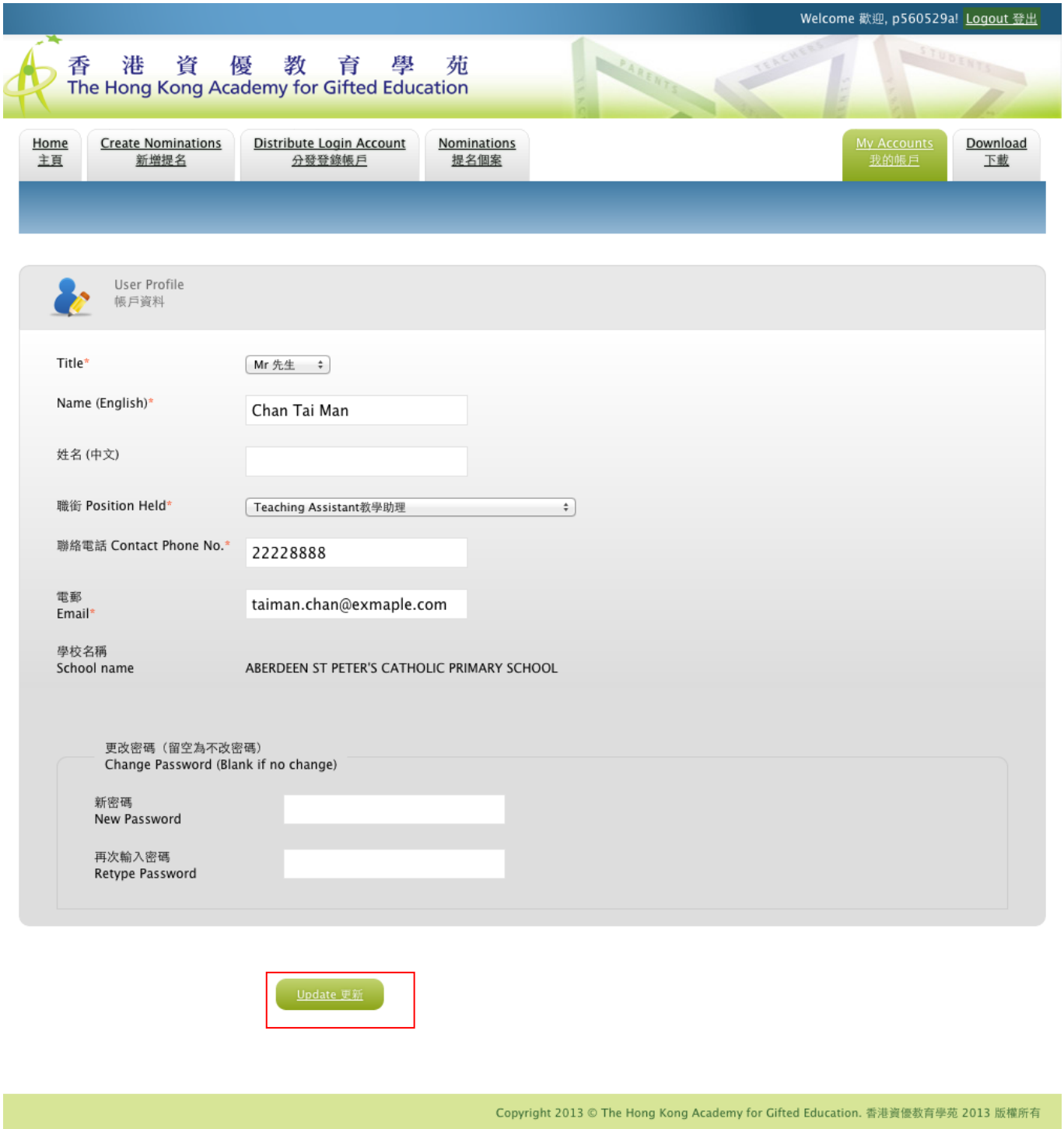

Figure 3 – My Account

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2.3 Create Nominations

2.3.1 Create Nomination

To create a nomination, click “Create Nominations”. It is required to input some information of the student nominee (See Figure 4).

Fill in and then submit all information by clicking “Create nomination” at the bottom of the page. Please note that the “Name of School” has already been preset.

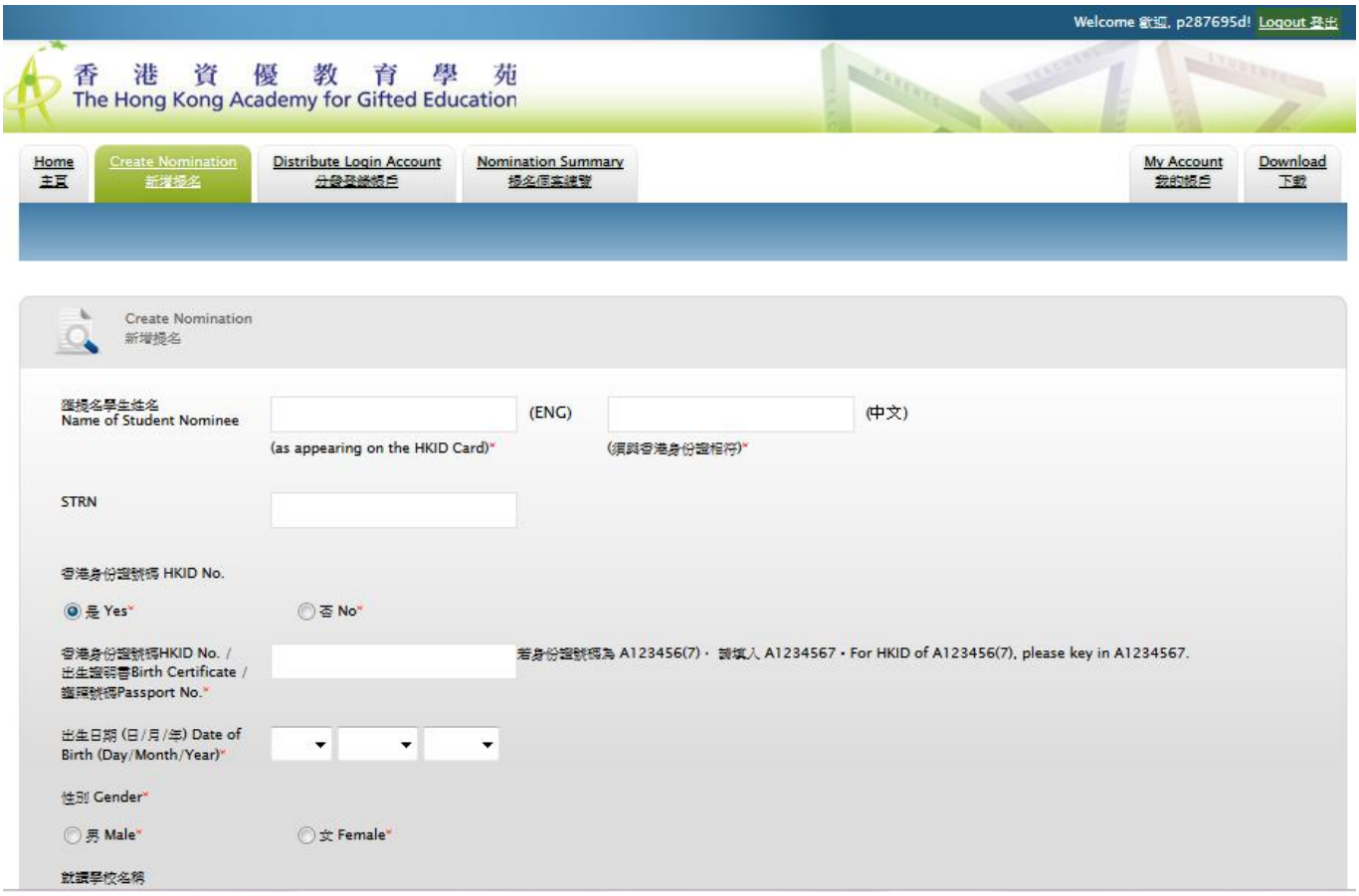

Figure 4 – Create Nomination

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2.4 Distribute Login Accounts

2.4.1 Student Nominee Accounts

Click the “Distribute Login Account” tab to display a list of student accounts associated to the nominations (See Figure 9). Nominating Officers can print out or email the accounts information in PDF format by checking the “Print” or “Send Email” boxes and click “Submit”. If Nominating Officer enters an email address and send email to the corresponding user, the email address will be updated.

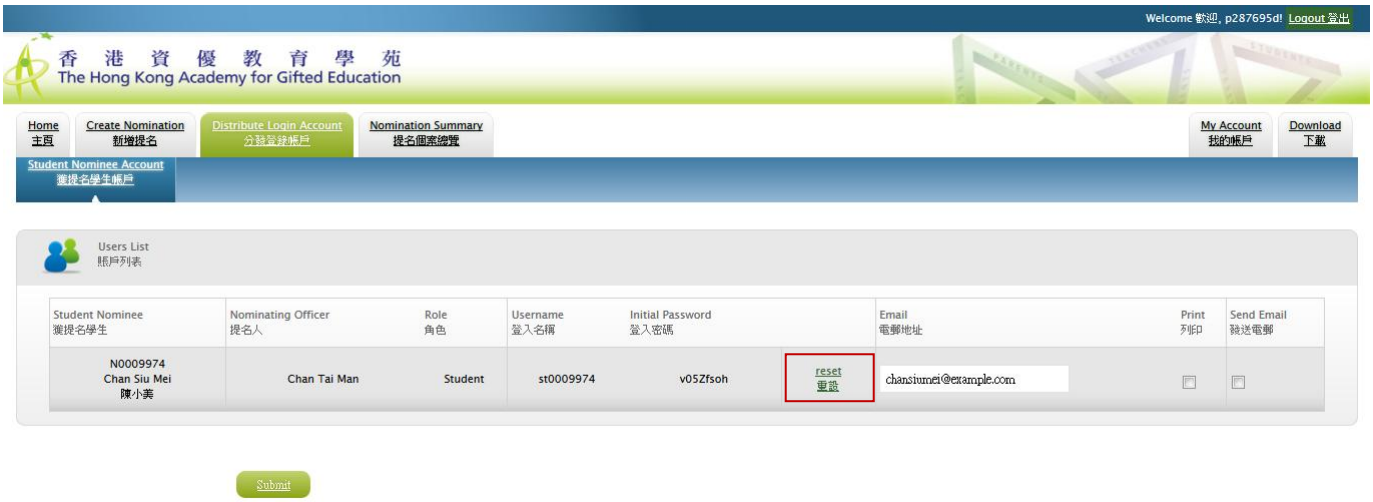

Figure 5 – Student Nominee Accounts

2.4.2 Reset User Password

Nominating Officers can reset the passwords if the Student Nominees forget them. Choose the relevant accounts and click “Reset” (See Figure 5). Inform the Student Nominees about the usernames and the new passwords.

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2.5 Manage Nominations

2.5.1 Checking Nomination Status

Nominating Officer can click the “Nomination Summary” tab to get a summary of all the nominations. A list of nominations will be displayed (See Figure 6).

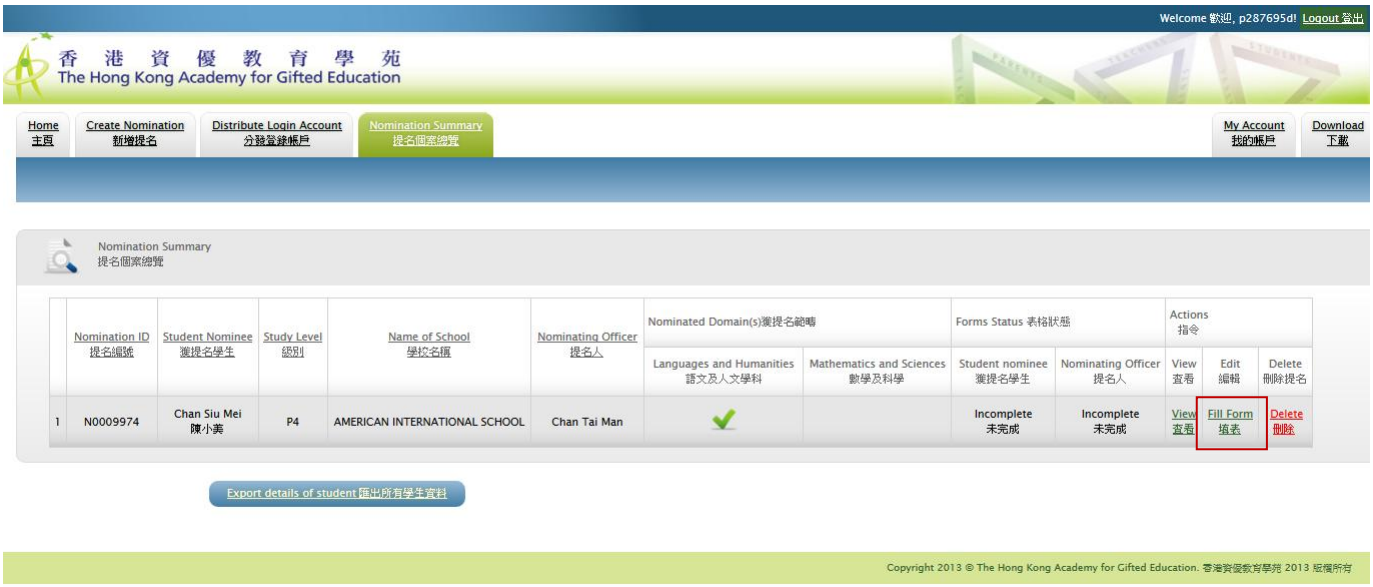

Figure 6 - Nomination Summary

The indicates which domains the students have been nominated for and which nomination forms have been submitted.

2.5.2 Filling Nomination Form

To fill in the nomination from, please click “Fill Form” tab. Nominating Officer can edit the information at anytime but the nomination form submission will only be available when all the mandatory fields are filled in (See Figure 7).

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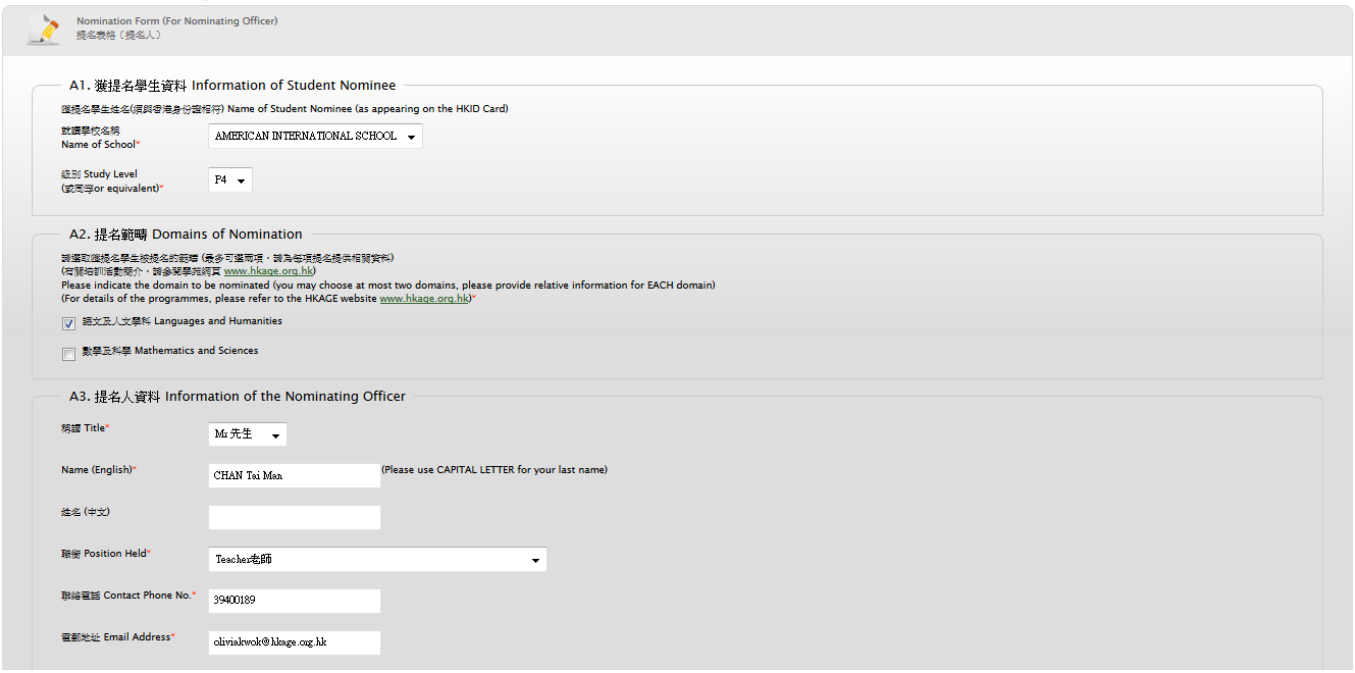

Figure 7 – Fill in Nomination Form

2.5.3 Submitting Nomination Form

After completing the form, Nominating Officer shall read the "Personal Data Collection Statement" carefully. They can then preview the nomination form by clicking "Preview before submission" at the bottom of the page (See Figure 8).

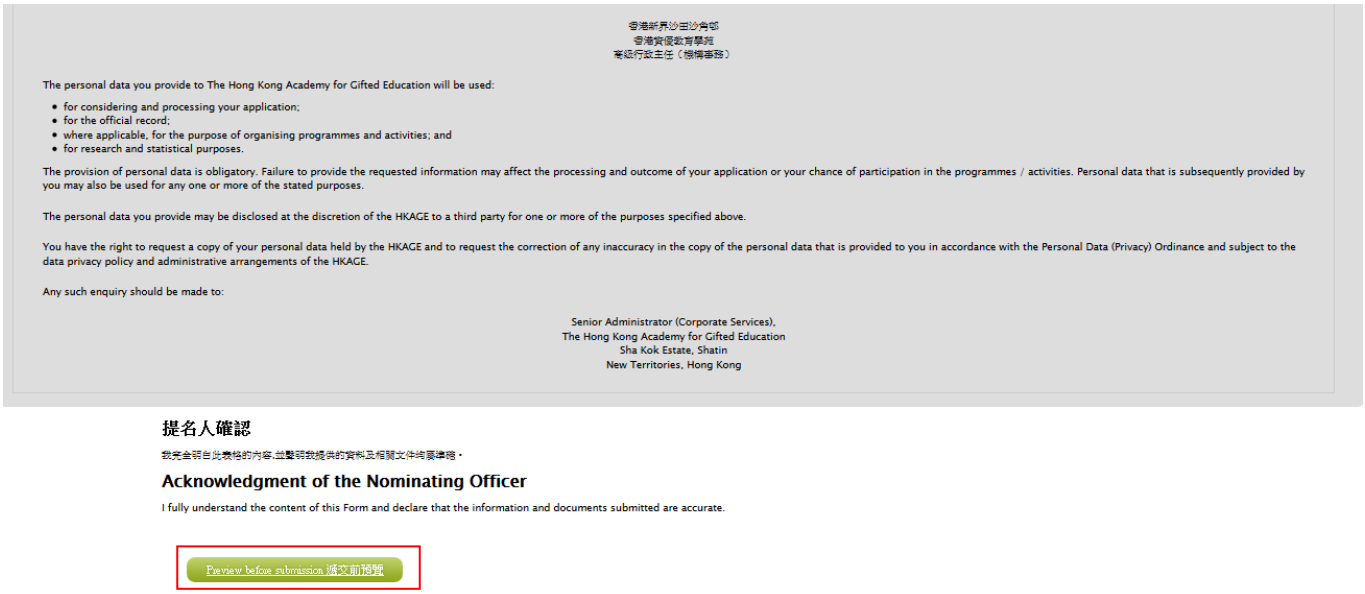

Figure 8 – Previewing Nomination Form

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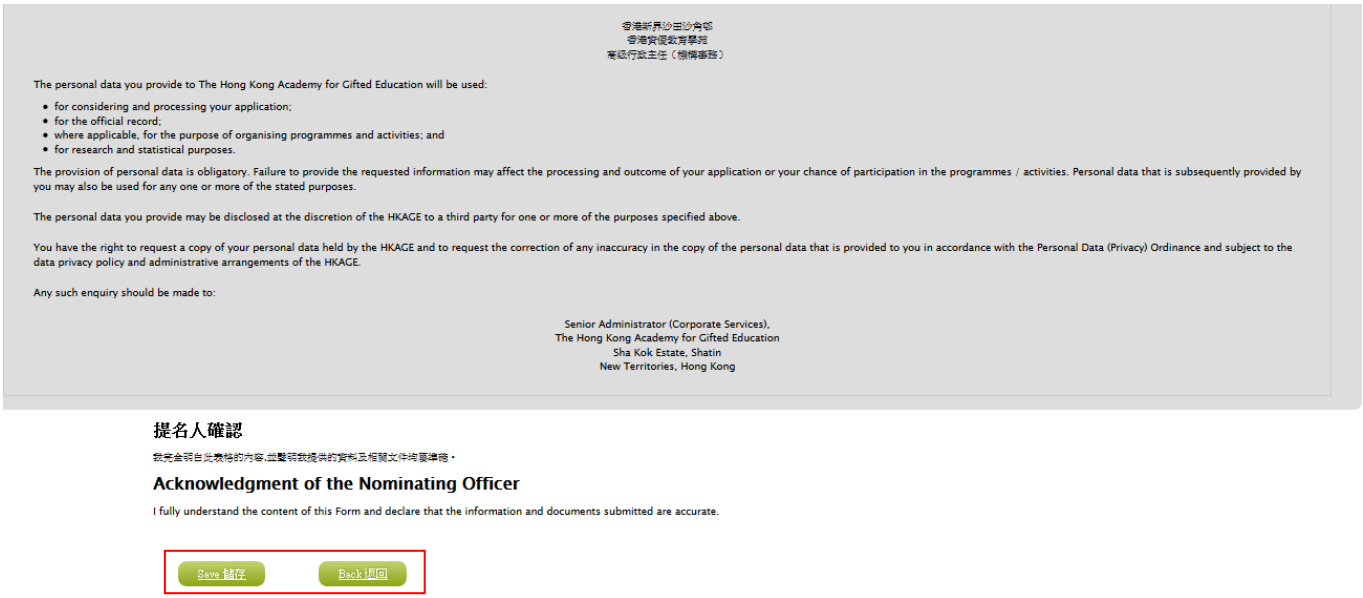
If the nomination form is filled in correctly, Nominating Officer can click "Save" after final checking. Or click "Back" to return to the form and edit it (See Figure 9).


香港新界沙田沙角邨
香港資優教育學苑
高級行政主任（機構事務）

The personal data you provide to The Hong Kong Academy for Gifted Education will be used:

- for considering and processing your application;
- for the official record;
- where applicable, for the purpose of organising programmes and activities; and
- for research and statistical purposes.

The provision of personal data is obligatory. Failure to provide the requested information may affect the processing and outcome of your application or your chance of participation in the programmes / activities. Personal data that is subsequently provided by you may also be used for any one or more of the stated purposes.

The personal data you provide may be disclosed at the discretion of the HKAGE to a third party for one or more of the purposes specified above.

You have the right to request a copy of your personal data held by the HKAGE and to request the correction of any inaccuracy in the copy of the personal data that is provided to you in accordance with the Personal Data (Privacy) Ordinance and subject to the data privacy policy and administrative arrangements of the HKAGE.

Any such enquiry should be made to:

Senior Administrator (Corporate Services),
The Hong Kong Academy for Gifted Education
Sha Kok Estate, Shatin
New Territories, Hong Kong

提名人確認

我完全明白此表格的內容,並聲明我提供的資料及相關文件均屬準確。

Acknowledgment of the Nominating Officer

I fully understand the content of this Form and declare that the information and documents submitted are accurate.

Save 儲存　　Back 返回

Figure 9 – Submitting Nomination Form

After the form is saved, an on-screen acknowledgement with the nomination information is shown (See Figure 10). Please follow the link to print out and sign the Statement. An acknowledgement e-mail with the same information will be sent to the Nominating Officer's email address.

Thank you for your submission of the nomination form for the following student nominee.

多謝 閣下提交以下學生的提名表格。

Nomination ID (提名編號)： N0009974

Student Nominee（獲提名學生）：Chan Siu Mei （English name） 陳小美 （Chinese name）

Nominated Domain（獲提名範疇）：Languages and Humanities（English） 語文及人文學科（Chinese）

Class level（級別）：P4

School（學校）： AMERICAN INTERNATIONAL SCHOOL （English name）

（Chinese name）

Please follow the steps below to complete the nomination process:

請按下列步驟完成提名程序：

- Read and sign either the English or Chinese version of the "Nominating Officer Statement". If you miss the on-screen statement, it is also available in the attachment of the email sent to you.
  請細閱並簽署中文或英文版的「提名人聲明」。如錯過屏幕上的版本，可從我們發出的電郵附件中找到。
- Collect the signed statement from the Student nominee and Parent/Legal Guardian.
  收集獲提名學生及家長/合法監護人已簽署的聲明。
- Collect the supporting document of this student nomination including copies of school reports of the past two years and other supporting documents (if applicable).
  收集提名相關文件，包括最近兩個學年的學校成績表副本及其他證明文件（如適用）。
- Check if the Student Nominee and Parent/Legal Guardian online nomination form has been completed.
  複核獲提名學生及家長/合法監護人的網上提名表格是否經已完成。
- Submit the documents for all the student nominees together with the "Submission Checklist" before the nomination deadline to the HKAGE.
  請於提名到期日前將所有獲提名學生的有關文件及「提交資料檢表」遞交到本學苑。

Thank you for participating in the online nomination. For enquiries, please contact the HKAGE on 3940 0102 or email at sps@hkage.org.hk 衷心感謝　閣下參加是次網上提名活動，如有查詢，請致電3940 0102 或電郵至sps@hkage.org.hk 與本學苑聯絡。

Figure 10 – On-screen Acknowledgement

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2.5.4 Viewing Nomination Details

Nominating Officers can view the nomination forms of the related parties by clicking the “View” button under the “Actions” column of the respective Student Nominee (See Figure 11).

Figure 11 - Nominations Summary – View Nomination Details

2.5.5 Sorting

The online nomination platform provides a sorting function in the Nomination Summary page. Nominating Officers can quickly and easily sort the nomination records by clicking the column heads with underline (See Figure 12).

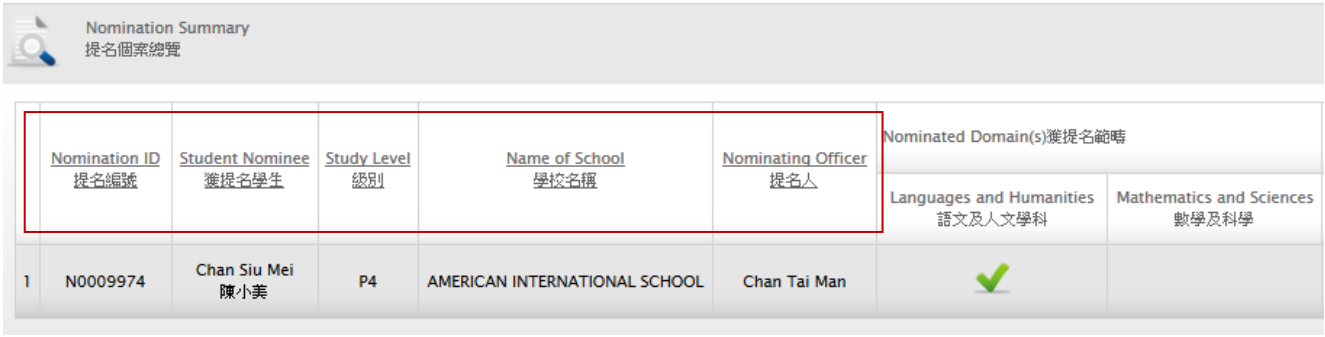

Figure 12 – Available columns for sorting function

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2.5.6 Delete nomination

If a nomination is needed to be deleted for any reasons, Nominating Officers can click “Delete” to remove the nomination from the platform (See Figure 13). Please be reminded that all submitted information will not be retrieved once the nomination is deleted.

Figure 13 – Delete a nomination

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