



香港資優教育學苑  
The Hong Kong Academy for Gifted Education

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# Online Nomination Platform

## User Manual – Parent

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



## Quick Reference Guide

**As a Parent/Legal Guardian**, you will have to provide all the necessary information to support the school nomination to the Hong Kong Academy for Gifted Education (the HKAGE). The School Coordinator and Nominating Officer at school will work with you and the Student Nominee on the submission of the nomination.

### Steps to complete the Nomination

1. Fill in the online nomination form;
2. Sign the Student Nominee & Parent/Legal Guardian Declaration Statement with the Student Nominee;
3. Ensure that the Student Nominee has submitted the signed Declaration Statement and supporting documents of the nomination including copies of school reports of the past two years and other supporting documents (if applicable) to the Nominating Officer at school 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 you proceed to fill in the nomination form, make sure that the following information is available:
  - Personal information including Name, Telephone Number and Email Address;
  - Record of the gifted education activities or programmes you participated in (if any);
  - Any other supporting information you think that would be appropriate for this nomination.
- Refer to the User Manual and Frequently Asked Questions (FAQs) available on the Platform and the [HKAGE website](#) if necessary.

### Important Information

- Please communicate with the Nominating Officer, who may want to have all the information and documents collected much earlier than the deadline to allow enough time for final check before submission to the Coordinator for this school nomination at school. 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 Parents 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.



2. Others

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

## 1.2 System Requirements

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



## 2. Using the Online Nomination Platform

Parents will be allowed to access all the functions of the Platform when the associated Nomination Phase is active. When the Phase is ended, Parents will not be able to access to 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). Parents can have an overview on the nomination procedures and tips for using the Platform.

The log in details should be obtained from the Nominating Officer/School Coordinator.

Welcome 歡迎, Guest 訪客!

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The Hong Kong Academy for Gifted Education

Online Nomination Platform  
網上提名平台

Login  
登入

Username  
登入名稱

Password  
登入密碼

Login 登入

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

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Figure 1 – Login Page



[Home  
主頁](#)

[Fill in Nomination Form  
填寫提名表格](#)

[Nomination Summary  
提名個案總覽](#)

[My Account  
我的帳戶](#)

[Download  
下載](#)

Welcome to the Online Nomination Platform!

#### Your Role

As a Parent/Legal Guardian, you will have to provide all the necessary information to support the school nomination to the Hong Kong Academy for Gifted Education (the HKAGE). The School Coordinator and Nominating Officer at school will work with you and the Student Nominee on the submission of the nomination.

#### Steps to complete the Nomination

1. Fill in the online nomination form;
2. Sign the Student Nominee & Parent/Legal Guardian Declaration Statement with the Student Nominee;
3. Ensure that the Student Nominee has submitted the signed Declaration Statement and supporting documents of the nomination including copies of school reports of the past two years and other supporting documents (if applicable) to the Nominating Officer at school 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 you proceed to fill in the nomination form, make sure that the following information is available:
  - Personal information including Name, Telephone Number and Email Address;
  - Record of the gifted education activities or programmes you participated in (if any);
  - Any other supporting information you think that would be appropriate for this nomination.
- Refer to the User Manual and Frequently Asked Questions (FAQs) available on the Platform and the [HKAGE website](#) if necessary.

#### Important Information

- The nomination period runs from 9:00 a.m., 2 December 2013 to 5:00 p.m., 28 February 2014. Please communicate with the Nominating Officer, who may want to have all the information and documents collected much earlier than the deadline to allow more time for final check before submission to the Coordinator for this school nomination at school.
- Late or incomplete nominations will **NOT** be considered.

歡迎登入網上提名平台！

#### 你的身份

作為家長／合法監護人，你需要提供所有支持學校提名學生加入香港資優教育學苑（下稱「學苑」）的資料。學校統籌人與提名人將協助你與獲提名學生遞交提名資料。

#### 完成提名程序的步驟

1. 填寫網上提名表格；
2. 與獲提名學生簽署「獲提名學生及家長／合法監護人聲明」；
3. 確保獲提名學生在截止提名日期前，向校內提名人遞交已簽署聲明及相關文件，包括獲提名學生近兩個學年的學校成績表副本及其他證明文件（如適用）。

#### 網上提名平台使用提示

- 網上提名平台適用於所有作業系統及一般互聯網瀏覽器。請使用一般通用的瀏覽器（例如Internet Explorer、Firefox、Safari、Google Chrome）瀏覽平台，並將螢幕解析度設定為1280 x 1024，以達至最佳瀏覽效果。
- 填寫提名表格前，請先備妥以下資料：
  - 姓名、電話號碼及電郵地址等個人資料；
  - 曾參加的資優教育活動或課程（如適用）；
  - 任何支持是次提名的資料。
- 如有需要，請參閱網上報名平台或香港資優教育學苑網站內的使用手冊及「常見問題」部份。

#### 重要資料

- 提名期由2013年12月2日上午9時起至2014年2月28日下午5時。請與提名人保持溝通，因提名人為了在遞交提名資料給學校統籌人前，預留充足時間覆核資料，或會要求提早收集好所有相關資料與文件。
- 逾期遞交或文件不全的提名，恕不接受。

Figure 2 – Home Page



## 2.2 User Accounts

### 2.2.1 User Profile

The user can input or change his/her name, email and password at the My Account page (See Figure 3). Click “Update” to save the changes.

Welcome 歡迎, pa0009573! [Logout 登出](#)

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[Home 主頁](#) [Fill in Nomination Form 填寫提名表格](#) [Nomination Summary 提名個案總覽](#) [My Account 我的帳戶](#) [Download 下載](#)

[Edit User Profile 編輯個人資料](#)

**User Profile 帳戶資料**

Title\*

Name (English)\*

姓名 (中文)

電郵 Email\*

更改密碼 (留空為不改密碼)  
Change Password (Blank if no change)

新密碼 New Password

再次輸入密碼 Retype Password

[Update 更新](#)

Figure 3 - User Profile

### 2.2.2 Forget Password

Please contact Nominating Officer to reset Parent's login password.



## 2.3 Nominations

### 2.3.1 Fill in Nomination Form

Parents can choose to provide information for the nomination, though it is not mandatory. There is Student information shown on the nomination form. Fill in all the required information and then preview the nomination by clicking the “Preview before Submission” button (See Figure 4).

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Welcome 歡迎, pa00093711 Logout 退出

Home 首頁 | Fill in Nomination Form 填寫提名表格 | Nomination Summary 提名個案摘要 | My Account 我的帳戶 | Download 下載

Nomination Form 提名表格

Student Information 學生資料

Nomination ID(提名編號) 10010830

Domain 1(提名範疇一) Humanities(人文學科)

Domain 2(提名範疇二)

Nomination Form (For Parent / Legal Guardian) 提名表格(家長/合法監護人)

C1. 選擇名學生資料 Information of Student Nominee

選擇名學生姓名(與附香港身份證號碼相符) Name of Student Nominee (as shown on the HKID Card or Passport submitted)

Name (English) Chan Siu Lai

姓名(中文) 陳小麗

就讀學校名稱 Name of School AMERICAN INTERNATIONAL SCHOOL

級別 Study Level (或同等或 equivalent) G11

C2. 選擇名學生之家長/合法監護人資料 Information of the Parent / Legal Guardian

稱謂 Title\* Ms 太太

Name (English)\* Chan (Please use CAPITAL LETTER for your last name)

姓名(中文)

電郵 Email\* chan@xxx.np.hk

與選擇名學生之關係 Relationship with Student Nominee

聯絡電話 Contact Phone No.\*

C3

請家長描述對選擇名子女的觀察及理解，是關於出其資優特質或潛能。  
Please provide parent's observation and understanding of the gifted qualities or potential of the Student Nominee.

資優特質或/及潛能 Exceptional performance or potential

C4 家長曾參與任何家長資優教育的活動或課程?  
Have you ever participated in any gifted education activities or programmes for parents?

曾參與, 請按日期順序列出(不多於十項)。  
Yes, please list at most 10 items in chronological order.

未曾參與 No

家長/合法監護人確認  
我完全明白此表格的內容,並聲明所提供的資料及相關文件均屬準確。  
Acknowledgment of Parent / Legal Guardian  
I fully understand the content of this Form and declare that the information and documents submitted are accurate.

Preview before Submission 預覽及提交

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Figure 4 - Parent nomination form



### 2.3.2 Submitting Nomination Form

If the information is filled in correctly, then Parent can confirm and save the nomination form by clicking “Save” after final checking. Or click “Back” to return to the form and edit it (See Figure 5).

C4 你曾否參與任何資優教育的活動或課程？  
Have you ever participated in any gifted education activities or programmes?  
未曾參與 No.

家長/合法監護人確認  
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 Parents / Legal Guardian**  
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 5 – Submitting Nomination Form

After the form is saved, an on-screen acknowledgement with the nomination information is shown (See Figure 6). Please read the messages shown in the acknowledgement carefully. An acknowledgement e-mail with the same information will be sent to the Parents/Legal Guardian’s email address.

已填寫家長/合法監護人提名表格。Parents / Legal Guardian Form is filled.

Dear Chan (Parent/Legal guardian),

親愛的（家長/合法監護人）：

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) : N0000322

Student Nominee (獲提名學生) : Chan (English name) Chan (Chinese name)

Nominated Domain (獲提名範疇) : Humanities, Leadership (English) 人文學科, 領導才能 (Chinese)

Class level (級別) : SS1

School (學校) : ABERDEEN BAPTIST LUI MING CHOI COLLEGE (English name)

香港仔浸信會呂明才書院 (Chinese name)

Please follow the steps below to complete the nomination process:

請按下列步驟完成提名程序：

- Parent/Legal guardian and the student nominee have to read and sign the “Student Nominee & Parent/Legal Guardian [Statement](#)”. The statement is available on-screen after the student nominee has completed the nomination form, and it is also attached to the email sent to the student nominee.  
家長/合法監護人及獲提名學生須細閱並簽署「獲提名學生及家長/合法監護人 [聲明](#)」。獲提名學生完成提名表格後聲明會於屏幕上顯示，同一聲明亦可從我們發送給獲提名學生的電郵附件中找到。
- Student nominee has to submit the supporting documents of this nomination including copies of school reports of the past two years and other supporting documents (if applicable) to the Nominating Officer at school before the nomination deadline.  
獲提名學生須於提名到期日前將有關文件，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），向學校提名人遞交。

Thank you for participating in the online nomination. For enquiries, please contact the HKAGE on 3940 0102 or email at [sps@hkage.org.hk](mailto: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](mailto:sps@hkage.org.hk) 與本學苑聯絡。

Figure 6 – On-screen acknowledgement



### 2.3.3 Checking Nomination Status

Parent can always check the nomination status. To check the nomination status, click the “Nomination Summary” tab. A nomination summary will be displayed. The summary indicates which domains the student has been nominated and the progress of the nomination forms (See Figure 7).

Welcome 歡迎, pa0009572! [Logout 登出](#)

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[Nomination Form 提名表格](#)

Nomination Summary  
提名個案總覽

Nomination ID 提名編號	Student Nominee 獲提名學生	Study Level 級別	Name of School 學校名稱	Nominated Domain(s) 獲提名範疇				Forms Status 表格狀態			
				Humanities 人文學科	Leadership 領導才能	Mathematics 數學	Sciences 科學	Student nominee 獲提名學生	Nominating Officer 提名人	Parent(s) 家長/合法 監護人	Professional(s) 專業人士
1 N0010831	Chan Siu Lai 陳小麗	SS1	AMERICAN INTERNATIONAL SCHOOL	✓	✓			Incomplete 未完成	Incomplete 未完成	Optional 選填	Optional 選填

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Figure 7 - Nomination Summary