



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

Online Nomination Platform for Self Nomination – Secondary Students

User Manual – Student Nominee

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 Student Nominee, you will have to provide all the necessary information to support the nomination to the Hong Kong Academy for Gifted Education (the HKAGE).

Steps to complete the Nomination

1. Fill in the online nomination form;
2. Print and sign the Student Nominee & Parent/Legal Guardian Declaration Statement;
3. Submit 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 HKAGE 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 of the Student Nominee and Parent/Legal Guardian;
 - Information on major past or present activities related to the nominated domain(s);
 - Awards & qualifications record;
 - Grade-skipping or subject-skipping record;
 - Scholarships awarded;
 - Psychological Assessment Report;
 - A recent digital photo of the Student Nominee in school uniform. The file you upload should not exceed 5MB in size and be in JPG/PNG format;
 - Any other supporting information you think would be appropriate for this nomination.
- Get the printer ready for document printing when necessary.
- The nomination form is divided into four parts. You can switch to any part to fill in different information at anytime, but the nomination form submission will only be available in part 4 after all the mandatory fields in the first three parts have been filled in.

Important Information

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 Student Nominees 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



2. Using the Online Nomination Platform

Student Nominees will be allowed to access all the functions of the Platform when the associated Nomination Phase is active. When the Phase is ended, Student Nominees 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). Student Nominees can have an overview on the nomination procedures and tips for using the Platform.

The log in details should be obtained from the HKAGE.

Welcome 歡迎, Guest 訪客!

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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



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Welcome 歡迎, st0014311! Logout 登出

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Home Fill in Nomination Form summary My Account Download

Welcome to the Online Nomination Platform!

Your Role

As a Student Nominee, you will have to provide all the necessary information to submit the nomination to the Hong Kong Academy for Gifted Education (the HKAGE).

1. Fill in the online nomination form;
2. Print and sign the Student Nominee & Parent/Legal Guardian Declaration Statement;
3. Submit 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 HKAGE before the nomination deadline.

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 and password at the My Account page (See Figure 3). Click “Update” to save the changes.



Figure 3 - User Profile

2.2.2 Forget Password

Please contact the HKAGE to reset Student Nominee’s login password.



2.3 Nominations

2.3.1 Fill in Nomination Form

To fill in the nomination form, please click “Fill in Nomination Form” tab. The student nomination form is divided into 4 parts. Students can switch to any part to fill in different information at anytime but the nomination form submission will only be available in part 4 when all the mandatory fields in the first 3 parts are filled in. “Save/Update” function is provided at the bottom of each page, click it for saving/updating the information (See Figure 4).





請選擇你的學習語言 (可選多項)
Medium of Instruction: (May choose)

Figure 4 - Student nomination form

2.3.2 Submitting Nomination Form

After completing the first 3 parts, Students shall read the “Personal Data Collection Statement” in part 4 carefully. They can then preview the nomination form by clicking “Preview before submission” at the bottom of the page (See Figure 5).



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個人資料收集聲明 Personal Data Collection Statement

閣下向香港資優教育學苑(「學苑」)提供的個人

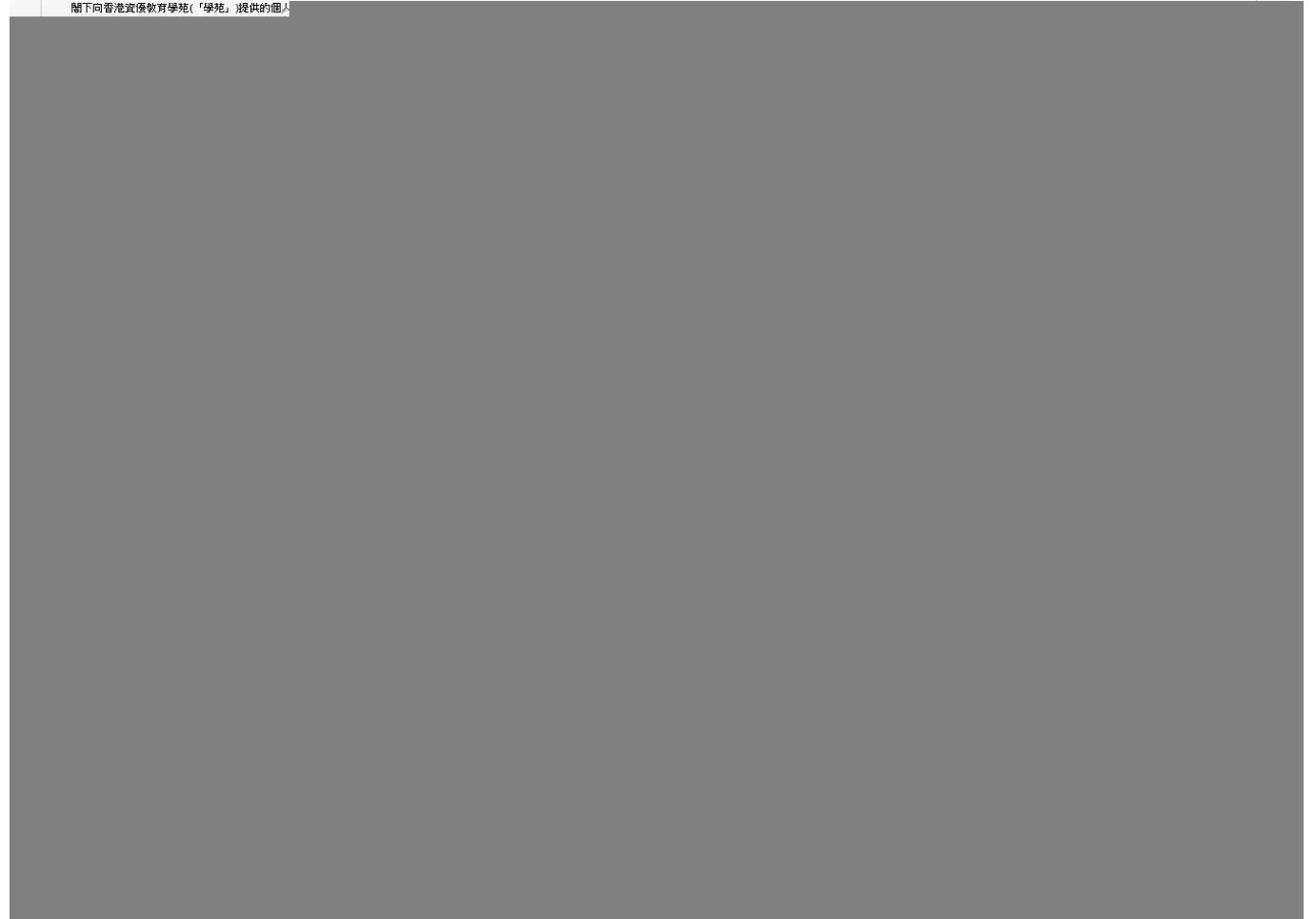


Figure 5 預覽提名表

If the nomination form is filled in correctly, Students can click “Save” after final checking. Or click “Back” to return to the form and edit it (See Figure 6).

88. 學生曾否獲提名



Figure 6 - Submitting Nomination Form

After the form is saved, an on-screen acknowledgement with the nomination information is shown (See Figure 7). Please follow the link to print out the Statement. The Statement should

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be signed by both the Student Nominee and Parent, and returned to the HKAGE. An acknowledgement e-mail with the same information will be sent to the Student Nominee'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) : N0006032

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

Nominated Domain (獲提名範疇) : Sciences (English) 科學 (Chinese)

Class level (級別) : SS2

School (學校) : HOLY TRINITY COLLEGE (English name)

寶血會上智英文書院 (Chinese name)

Please follow the steps below to complete the nomination process:

請按下列步驟完成提名程序：

ent/guardian. Should you miss the on-screen statement, it is also available in the attachment of
版本，可從本電郵的附件找到。

- Read and sign the "Student Nominee & Parent/Legal Guardian [Statement](#)" with your partner this email.
請細閱並與家長/合法監護人簽署「獲提名學生及家長/合法監護人聲明」。如錯過屏幕上的聲明

Figure 7 Æ On-screen Acknowledgement