



# 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.**



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



## 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 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, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.

The upload of photos and files in the nomination form is managed by Adobe Flash Player plug-in. Please install the plug-in in order to complete the nomination process. The plug-in can be downloaded from <http://get.adobe.com/flashplayer>.



## 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](#)  
主頁

[Fill in Nomination Form](#)  
填寫提名表格

[My Account](#)  
我的帳戶

[Download](#)  
下載

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



## 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.

The screenshot shows the 'User Profile' page of The Hong Kong Academy for Gifted Education. The page has a header with the academy's name and logo. Below the header, there are navigation links: Home, Fill in Nomination Form, My Account, and Download. The main content area is titled 'User Profile' and contains the following fields:

- Name (English): Chai Sui Lai
- Name (中文): 陳小麗
- Email: [Empty field]
- Change Password (Blank if no change): [Empty field]
- New Password: [Empty field]
- Retype Password: [Empty field]

A red box highlights the 'Update' button at the bottom of the form.

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).

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Welcome 歡迎, 400148300 Logout 退出

Home 首頁 | **Fill in Nomination Form 填寫提名表格** | 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): XXX108X

Domain 1(提名範疇一): Humanities(人文學科)

Domain 2(提名範疇二):

Part 1 第一部份 | **Part 2 第二部份** | Part 3 第三部份 | Part 4 第四部份

Nomination Form (For Student Nominee) 提名表格 (擬提名學生)

B1. 提名學生個人資料 Information of Student Nominee

提名學生姓名(請與香港身份證或護照相符) 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 AMERICAN INTERNATIONAL SCHOOL

類別 Study Level (級別或同等) Q11

香港身份證號碼/HKID No. / 出生證明書 Birth Certificate / 護照號碼 Passport No. ... tes4

出生日期(日/月/年) Date of Birth (Day/Month/Year) 15 NOV 2003  
(already inputted by the Nominating Officer, but the Student Nominee is allowed to change it)

出生地點 Place of Birth

性別 Gender Male Female  
(already inputted by the Nominating Officer, but the Student Nominee is allowed to change it)

國籍 Nationality

相片 Photo 上載學校近照的學生近照(5MB 或以下) (PNG 檔案) Upload 上載  
Upload a recent student photo in school uniform (at most 5 MB; JPG, PNG file in size)

住址 Home Address

Address (Line 1)  
Address (Line 2)  
Address (Line 3)  
地址 (行1)  
地址 (行2)  
地址 (行3)

通訊地址與住址不同  
Correspondence Address if different from the Home Address

聯絡電話 Contact Phone No.

電郵地址 Email Address: dsu@csraupe.com

能夠流利表達的語言 (可選多項)  
Languages fluently spoken: (May choose multiple items)

普通話 Putonghua  
 廣東話 Cantonese  
 英文 English  
 其他 Other

請註明 Please specify:



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

普通話 Putonghua  
 廣東話 Cantonese  
 英文 English  
 其他 Other  
請註明 Please specify: \_\_\_\_\_

學生父親資料 Information of Father

父親姓名 \_\_\_\_\_  
Name of Father \_\_\_\_\_

緊急聯絡人 Emergency Contact Person  
緊急聯絡電話 Emergency Contact Number \_\_\_\_\_  
電郵地址 Email Address \_\_\_\_\_

教育程度 Education Level (可選 擇填寫 optional) \_\_\_\_\_

學生母親資料 Information of Mother

母親姓名 \_\_\_\_\_  
Name of Mother \_\_\_\_\_

緊急聯絡人 Emergency Contact Person  
緊急聯絡電話 Emergency Contact Number \_\_\_\_\_  
電郵地址 Email Address \_\_\_\_\_

教育程度 Education Level (可選 擇填寫 optional) \_\_\_\_\_

合法監護人資料 Information of Legal Guardian (如非獲提名學生的父母親 If not Father or Mother of Student Nominee)

合法監護人姓名 \_\_\_\_\_  
Name of Legal Guardian \_\_\_\_\_

與獲提名學生的關係 Relationship with Student Nominee \_\_\_\_\_

緊急聯絡人 Emergency Contact Person  
緊急聯絡電話 Emergency Contact Number \_\_\_\_\_  
電郵地址 Email Address \_\_\_\_\_

教育程度 Education Level (可選 擇填寫 optional) \_\_\_\_\_

Q2 學生曾否參加任何本地或國際公開考試? Has the student ever attended any local or international public examinations?  
 曾參加 Yes  未曾參加 No

[返回 請在此處 更新](#)

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」)提供的個人資料將會用作:

- 考慮及處理閣下的申請;
- 正式記錄;
- 在適用情況下籌劃有關的節目及活動,以及
- 研究及統計。

閣下必須提供個人資料,若未能提供所需資料,閣下的申請處理程序及結果或閣下參加節目/活動的機會可能會受影響。閣下隨後提供的個人資料亦可能作上述任何一個或更多的用途。

學苑可能酌情決定向第三者披露閣下提供的個人資料作上述一個或更多的用途。

閣下有權向學苑要求一份個人資料副本,此副本乃根據《個人資料(私隱)條例》並遵照學苑的資料私隱政策及行政安排的規定向閣下提供,閣下有權要求改正副本中任何不準確之處。

任何有關查詢請聯絡:

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 records;
- 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

## 獲提名學生確認

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。此外,我承諾在參與培訓及其他相關活動時,會遵守培訓機構的規定。

## Acknowledgment of the Student Nominee

I fully understand the content of this Form and declare that the information and documents submitted are accurate. Moreover, I agree to abide by the regulations set by the training organisations during my participation in the training and associated activities.

Preview before submission 提交前預覽

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Figure 5 – Previewing Nomination Form

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).

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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：

- Read and sign the "Student Nominee & Parent/Legal Guardian [Statement](#)" with your parent/guardian. Should you miss the on-screen statement, it is also available in the attachment of 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版本，可從本電郵的附件找到。

**Figure 7 – On-screen Acknowledgement**