

## 香港綠色學校獎（小學及中學組）- 常見問題

### Hong Kong Green School Award (Primary School and Secondary School Categories) - Frequently Asked Questions

#### 自我評核手冊(自評手冊)

#### Self-Assessment Manual (SAM)

- 1) 我校首次參加香港綠色學校獎，我們需要每年遞交自評手冊裡的核心單元和計分表(附件 II)嗎？

**Our school is a new participant of the Hong Kong Green School Award (HKGSA). Do we have to submit the core module and score sheet (Annex II) of the SAM every year?**

答: 可以但非必要。在每一個為期三年的工作期中，學校有三次機會(每年一次)遞交自評手冊，但你可以因應學校的實際情況決定是否每年遞交。

ANS: You may but it is not necessary. Throughout the 3-year working period, there are three rounds of SAM submission, once annually. You may decide whether to submit the SAM every year depending on the actual condition of your school.

- 2) 遞交自評手冊時，需要整份(包括全部擴展單元內文)遞交嗎？

**Do we have to submit the whole set (including the contents of all supplementary sections) of the SAM?**

答: 不需要。只需要遞交核心單元及計分表(即附件 II)。

ANS: No. You only have to submit the core module and score sheet (i.e. Annex II).

- 3) 獲得金獎認證的綠色學校需否每年遞交自評手冊？

**Are schools that have achieved gold accreditation required to submit the SAM every year?**

答: 學校達到金獎認證後，可保留該級別的認證三年。當三年認證效期將屆滿時，學校必須再次提交最新的自評手冊(包括更新的核心單元及計分表(附件II))供評審，否則會喪失有關認證。金獎認證的綠色學校若有意延續認證，環運會或其授權機構會安排評審員進行覆核。

ANS: Schools that have achieved gold accreditation will be eligible to keep that accreditation for three years. Before expiry of the three-year accreditation, the schools need to re-submit the latest SAM, including both updated core module and score sheet (Annex II), for assessment, otherwise the accreditation will be invalid. Gold achievers will be audited by assessors at the discretion of the ECC or its authorised organisation(s) in order to maintain their accreditation.

## 協導員計劃

### Facilitator Scheme

#### 4) 什麼是協導員計劃?

##### **What is Facilitator Scheme?**

答: 為協助學校參與香港綠色學校獎，協導員會義務擔任計劃輔導的工作，為有需要的學校提供額外指導及建議，並會親臨學校提出意見供學校考慮。

協導員只會為提出要求的學校安排支援。每所學校於三年時限內只能申請協導員支援一次，而有關支援只限一年。有意要求協導員支援的學校須於報名參加香港綠色學校獎時提出有關申請。

ANS: To assist participating schools in the HKGSA, facilitators will be voluntarily responsible for mentoring schools that need extra guidance and advice, and will visit and provide advice to schools for their consideration.

Facilitators would only be allocated to schools upon request. Each school can apply for facilitator support once in the three-year timeframe, and the duration of support will be one year. Schools interested in having a facilitator should indicate their request when submitting their application for HKGSA.

#### 5) 我校可如何聯絡協導員?

##### **How could our school contact the facilitator?**

答: 學校可透過學校電話、手提電話、網絡應用程式、電郵、書信、傳真及面談等方式與協導員保持聯絡。

ANS: Schools could contact the facilitator by means of school telephone, cellular phone, online Apps/software, e-mail, letter, fax and face-to-face dialogue, etc.

#### 6) 協導員的一年服務時期完結後可以繼續提供支援嗎?

##### **Is it possible to extend the service of our facilitator at the end of the one-year service?**

答: 只要雙方同意即可，惟有關延伸服務並不受香港綠色學校獎計劃所覆蓋。

ANS: Extension of service is possible with mutual agreement. However, such extension is beyond the coverage of HKGSA.

## 實地探訪

### On-site Inspection

#### 7) 我校該預備什麼以配合實地探訪?

##### **What should our school do to prepare for the on-site inspection?**

答: 學校可根據自評手冊的內容提供任何合適證據/輔助證明, 包括但不限於相片、影像短片、持份者的作品、公開發布的文本、新聞報導、會議記錄的節錄或重點標示、評估後的結論及透過學校網站分享的點子。請注意, 學校須就自評手冊中任何達到「優異」級別的項目或擴展單元D內所有得分項目提供證據支持。請事先整理, 做好索引及歸類以便能在評審及提問時能迅速引用。

ANS: Your school should provide appropriate proofs/support documents for the SAM, including but not limited to photos, short video clips, works of stakeholders, publications, newspaper articles, extract/highlight of minutes of meeting, conclusions of evaluations conducted and ideas shared via the school website. Schools should provide proof/evidence for items achieving “Excellent” level in the SAM or all score-awarded items in Supplementary Section D. Please consolidate your information in advance by indexing or classification for easy reference during assessment and preparation of response to assessors’ questions.

**8) 我校需要安排各持份者代表 (例如校監、家長、學生) 參與實地探訪嗎?**

**Should our school arrange other stakeholders’ representatives (such as school supervisors, parents, students) to join the on-site inspection?**

答: 可以。校方可邀請其他持份者於實地探訪中作出分享, 但需適度分配時間, 以預留足夠的時間作簡介/巡視校園。

ANS: You may. Schools may invite other stakeholders to share their views during on-site inspection. Please be reminded that timing should be properly arranged so as to allow sufficient time for presentation/campus walkthrough.

## 評估方式

### Evaluation Methods

**9) 我校可採用哪些評估方式?**

**What evaluation methods could our school adopt?**

答: 問卷調查只是檢討方式的一種, 多為量化評估性質。其他常見的檢討方式包括考試、訪談、面談、開放式意見書、有規劃的觀察記錄等質性方式, 而量性方式包括統計、投票等。學校應因應能力及可行性設計合適的檢討方式, 結合質性及量化評估並不時作出修訂以尋求改進空間。根據我們的觀察, 質性的評估方式往往更容易融入日常教學中。

ANS: Questionnaire survey is just one of the methods of review and is mostly for quantitative evaluation. Other common methods of review include quizzes, interviews, face-to-face meetings, open-ended submissions, structured records of observation, etc. which are qualitative in nature. The quantitative methods include statistics compilation and voting. Schools should develop appropriate methods of review combining both qualitative and quantitative evaluation in light of their capabilities and feasibility subject to adjustment from time to time for improvement. According to our observation, qualitative methods are often easier to integrate into everyday teaching.