User Guide of the Online Assessment System

Notification Email

2025 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector)
Login Details of Online Assessment System and Self-assessment Stage

Dear Participant,

The Environmental Campaign Committee (ECC) would like to thank your school for supporting the "2025 Hong Kong Awards for Environmental Excellence". We are pleased to inform you that your school's application has been accepted and has proceeded to the self-assessment stage. The **online self-assessment questionnaire is now open** for completion by all participating schools.

I. Login Details of Online Assessment System

You can log into your account through the **HKAEE Application & Assessment System** at https://aas.hkaee.gov.hk/HKAEE/Applicant/Login to (i) view your application status; (ii) update your contact information; and (iii) fill in the Self-assessment Questionnaire.

Your school's login details are as follows:

Award Participated:	2025 HKAEE (Schools Sector)
Sub-sector:	Secondary
Name of Applicant (Eng):	[redacted]
Name of Applicant (Chi):	[redacted]
Applicant Login ID:	**2025**[redacted]
Password:	[redacted]

2025 Best Green Education Initiative Award
Login Details of Online Assessment System and Self-assessment Stage

Dear Participant,

The Environmental Campaign Committee (ECC) would like to thank your school for supporting the "2025 Best Green Education Initiative Award (BGEIA)". We are pleased to inform you that your school's application has been accepted and has proceeded to the self-assessment stage. The **online environmental education initiative summary form is now open** for completion by all participating schools.

I. Login Details of Online Assessment System

You can log into your account through the **HKAEE Application & Assessment System** at https://aas.hkaee.gov.hk/HKAEE/Applicant/Login to (i) view your application status; (ii) update your contact information; and (iii) fill in the summary form.

Your school's login details are as follows:

Award Participated:	2025 Best Green Education Initiative Award
Sub-sector:	Primary
Name of Applicant School (Eng):	[redacted]
Name of Applicant School (Chi):	[redacted]
Applicant Login ID:	**2025**[redacted]
Password:	[redacted]

A **notification email with login details** of the online assessment system has been sent to the email of the participanting school's contact person. Please contact the technical consultant of the scheme through email or phone if no notification email is received.

Online Application and Assessment System

https://aas.hkaee.gov.hk/HKAEE/Applicant/Login

Schools are required to submit the Self-assessment Questionnaire or Summary Form through the online assessment system.

Schools participating in both the “2025 HKAEE (School Sector)” and the “2025 BGEIA”, and/or in **more than one school sub-sector**, **should log into separate accounts** to complete and submit the respective Self-assessment Questionnaires / Summary Forms for each award and/or school sub-sector.

Deadline: 25 March 2026 (Wed)

A. System Login and Account Settings

1. System Login
2. Forgot and Reset Password
3. Change System Settings
    - 3.1 Change Language
    - 3.2 Change Information of Contact Person
    - 3.3 Add Authorised Email Address(es)
    - 3.4 Change Password

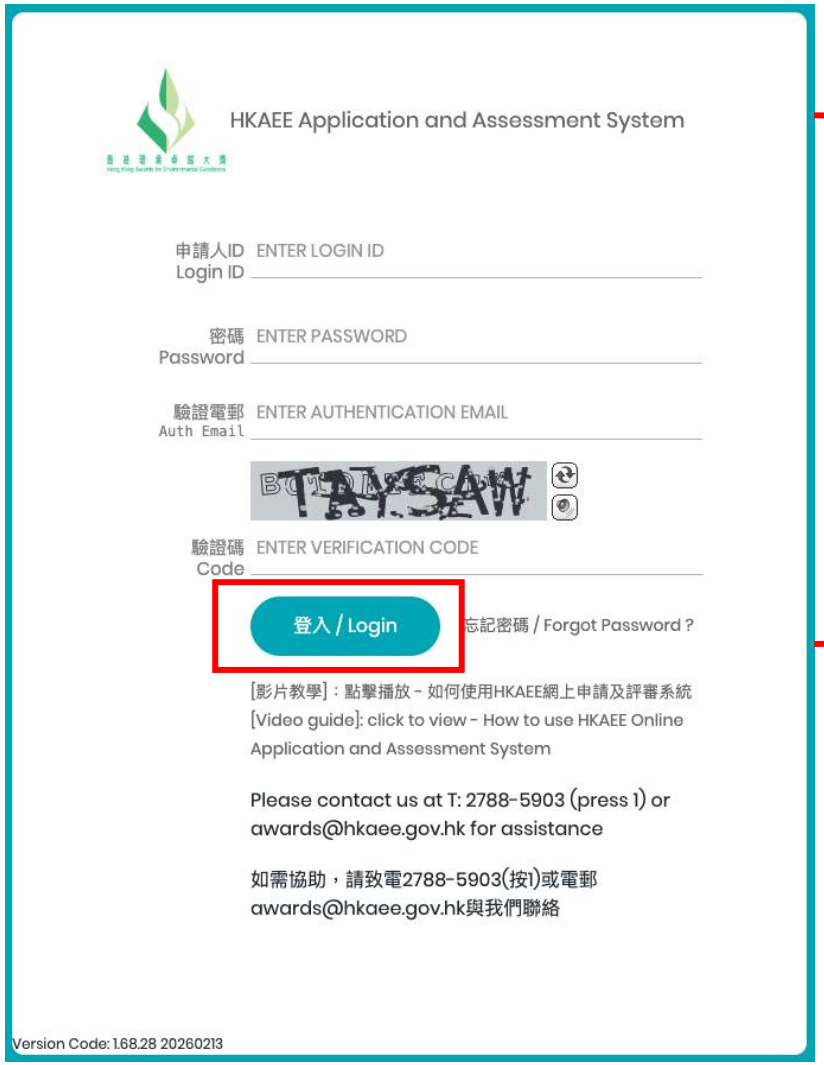
B. Fill in Self-assessment Questionnaire/Summary Form

1. Directory*
2. Answer Selection
3. Character Limit of Text Boxes
4. Upload Attachment
5. Save Questionnaire/Summary Form
6. Login Timeout
7. Supporting Documents Checklist*
8. Declaration
9. Download Questionnaire/Summary Form
10. Submit Questionnaire/Summary Form

* Only applicable to the HKAEE (Schools Sector) Self-assessment Questionnaire

A. System Login and Account Settings

1. System Login



Fill in the following to log into the system:

- "Applicant ID" ★
- "Password" ★
- "Authentication Email" (i.e. Email address of the contact person in the online application submitted)
- "Verification Code"
- Click "Login"

★ Items are listed in the notification email issued after school's online application is received.

If you are unable to retrieve your "Applicant ID", please contact the technical consultant, WWF-Hong Kong by email to hkaee@wwf.org.hk.

1. System Login

2025 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector)
Login Details of Online Assessment System and Self-assessment Stage

Dear Participant,

The Environmental Campaign Committee (ECC) would like to thank your school for supporting the "2025 Hong Kong Awards for Environmental Excellence". We are pleased to inform you that your school's application has been accepted and has proceeded to the self-assessment stage. The **online self-assessment questionnaire is now open** for completion by all participating schools.

I. Login Details of Online Assessment System

You can log into your account through the **HKAEE Application & Assessment System** at https://aas.hkaee.gov.hk/HKAEE/Applicant/Login to (i) view your application status; (ii) update your contact information; and (iii) fill in the Self-assessment Questionnaire.

Your school's login details are as follows:

Award Participated:	2025 HKAEE (Schools Sector)
Sub-sector:	Secondary
Name of Applicant (Eng):	[redacted]
Name of Applicant (Chi):	[redacted]
Applicant Login ID:	**2025**[redacted]
Password:	[redacted]

i. "Login ID" and "Password" are listed in the notification email issued after school's online application is received.

1. System Login

ii. You have successfully logged in.

User Home Page Interface

User ID : 2025[redacted]

Hong Kong Awards for Environemtnal Excellence (Schools Sector)

Application Information

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
View	Edit	HKAEE-2025[redacted]	Schools (Pre-school)	WWF Testing_HKAEE Pre-school_2026.2.2		Stage 1 Open	

Showing 1 to 10 of 1 entries

Participating Award and respective school sub-sector

Best Green Education Initiative Award

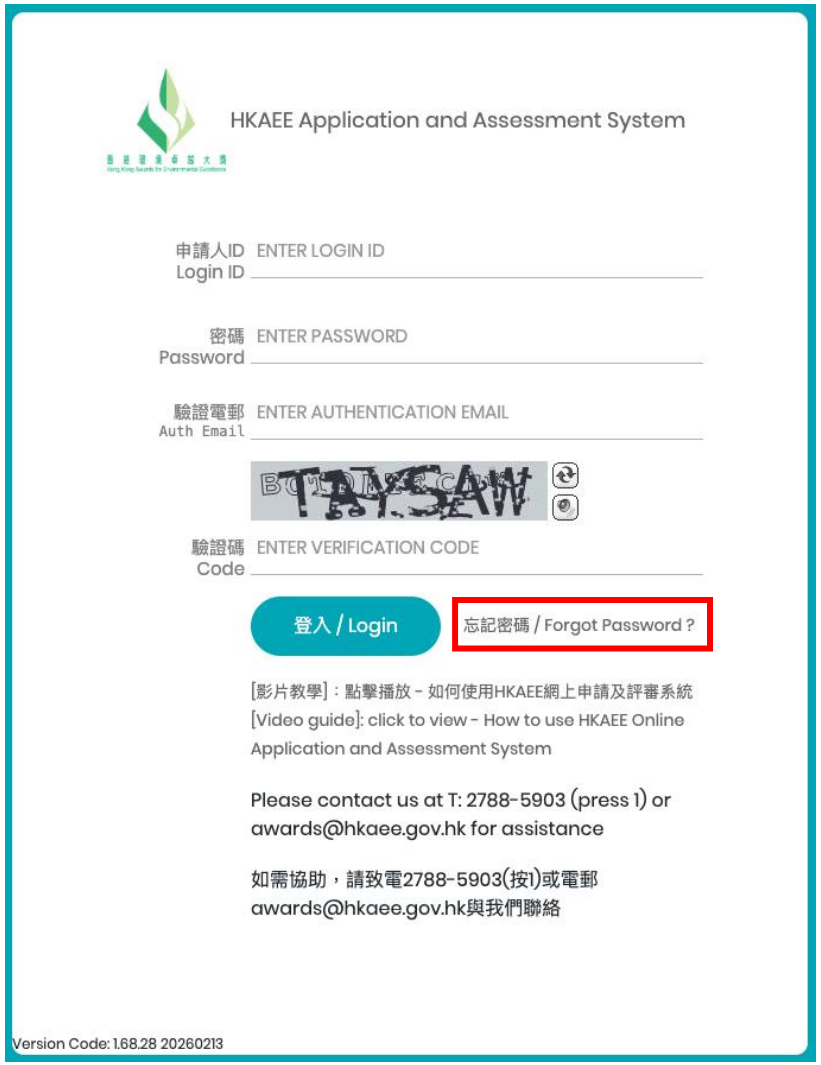
User ID : 2025[redacted]

Application Information

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
View	Edit	HKAEE-2025-[redacted]	Best Green Education Initiative Award (Primary)	WWF Testing_BGEIA Pri_2026.2.2		Stage 1 Open	

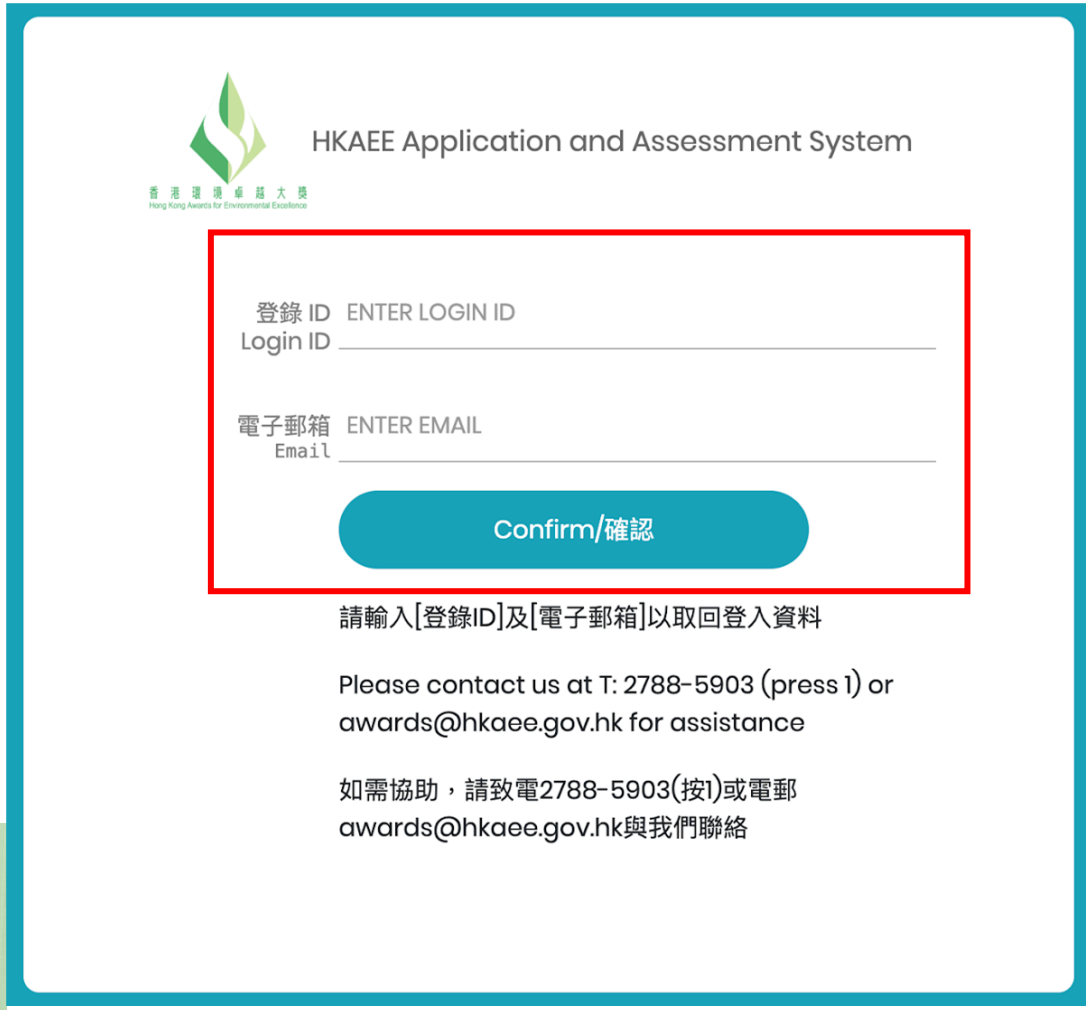
Showing 1 to 10 of 1 entries

2. Forgot and Reset Password



i. Click “Forgot Password”.

2. Forgot and Reset Password



ii. Fill in the “Login ID” and “Authentication Email” (i.e. Email address of the contact person in the online application submitted).

Then click “Confirm”.

If you are unable to retrieve your “Applicant ID”, please contact the technical consultant, WWF-Hong Kong by email to hkaee@wwf.org.hk.

2. Forgot and Reset Password

From no-reply@hkaee.gov.hk <no-reply@hkaee.gov.hk>
Date Mon 2026-02-16 11:25
To HKAEE <hkaee@wwf.org.hk>

Dear Participant

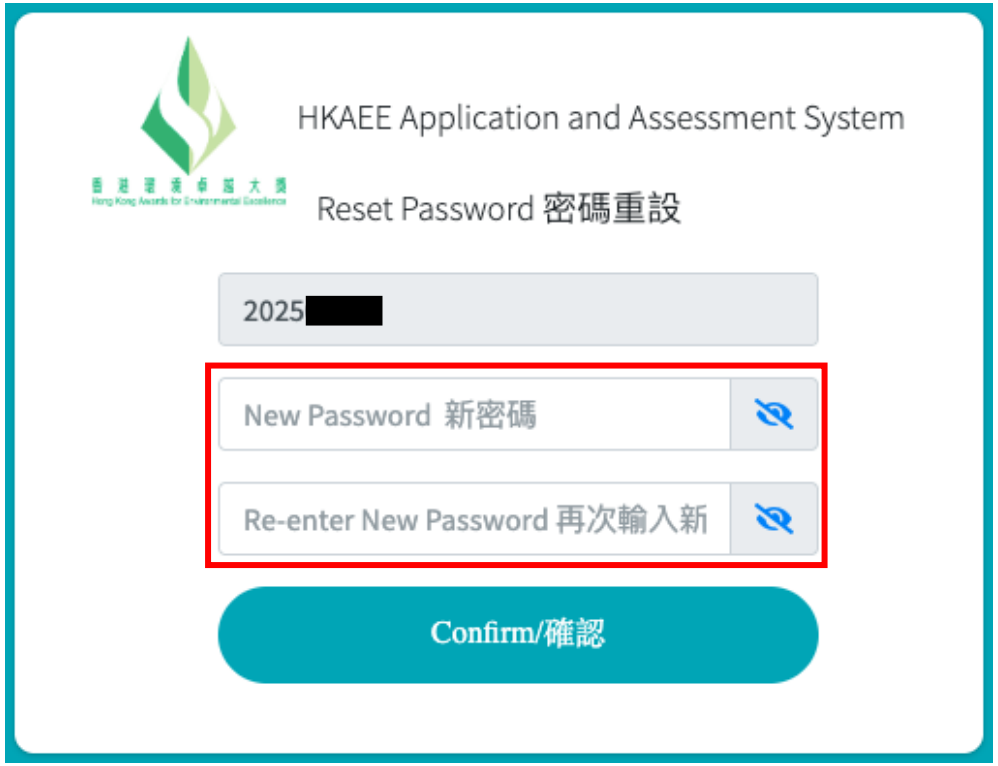
We receive your request to reset the password for your Applicant ID [2025[redacted]]. Please click the following link to proceed.
RESET PASSWORD NOW

Should you have any queries, please feel free to contact our hotline at 2788 5903 (press 1).

Yours sincerely,
HKAEE Technical Consultant

iii. The link for resetting your password will be sent to your authentication email address. Click "RESET PASSWORD NOW".

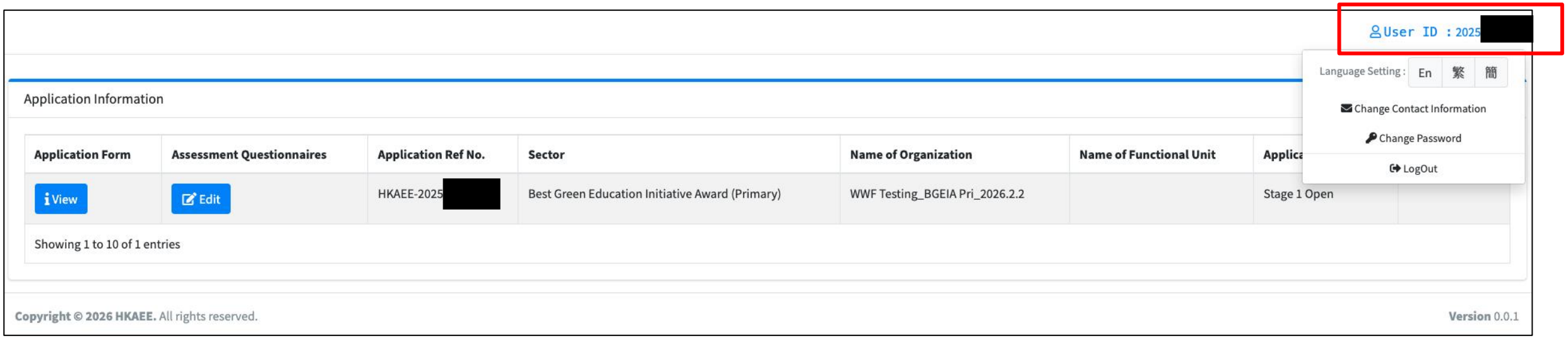
2. Forgot and Reset Password



iv. Enter new password.

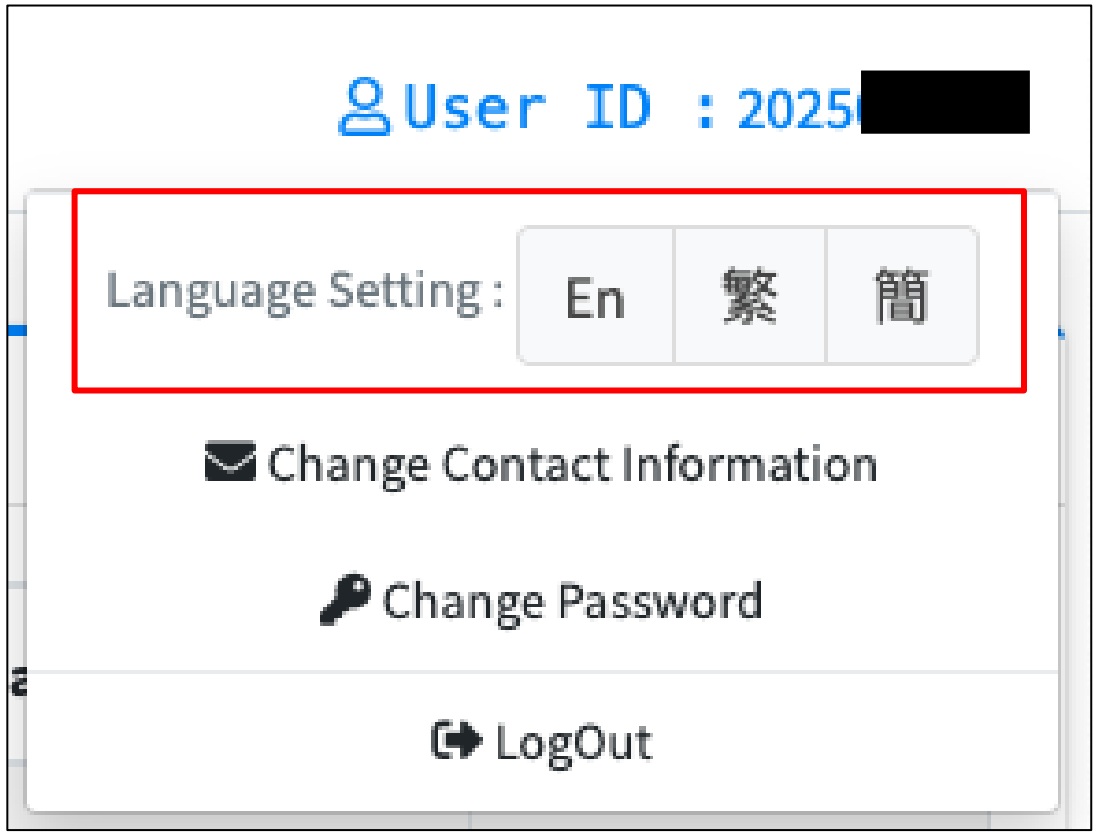
v. The password has been successfully changed.

3. Change System Settings



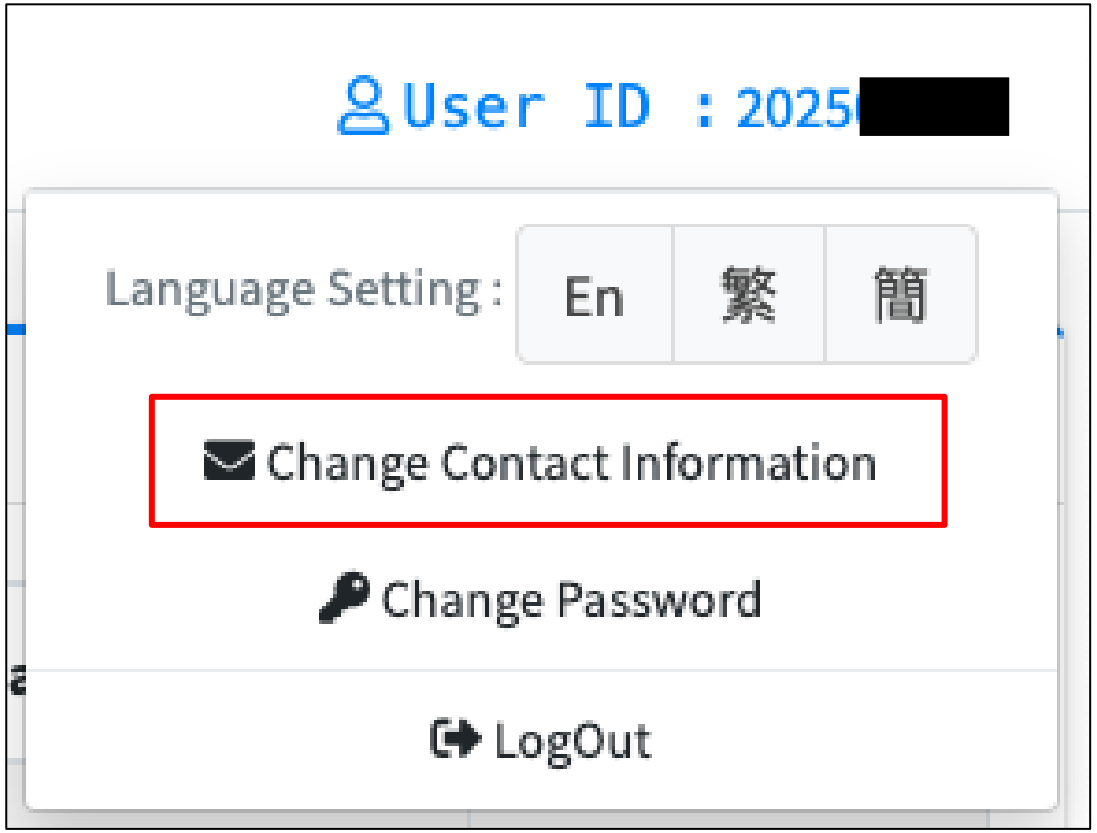
After clicking “User ID” at the top right-hand corner, options for changing system and account settings will appear.

3.1 Change Language



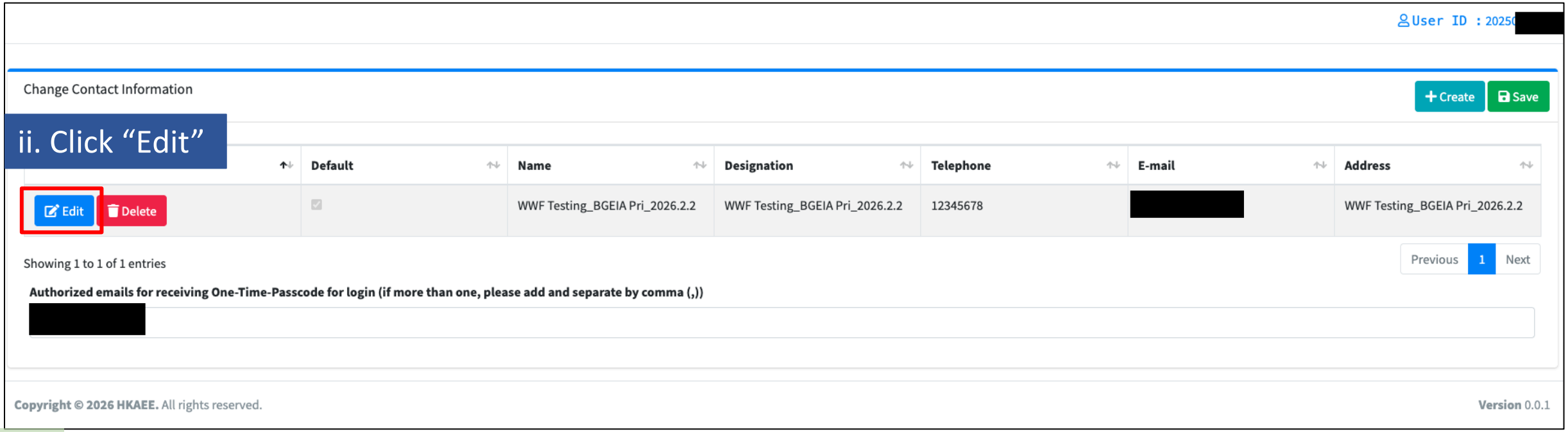
Click “User ID” at the top right-hand corner.
Select your preferred language.

3.2 Change Information of Contact Person

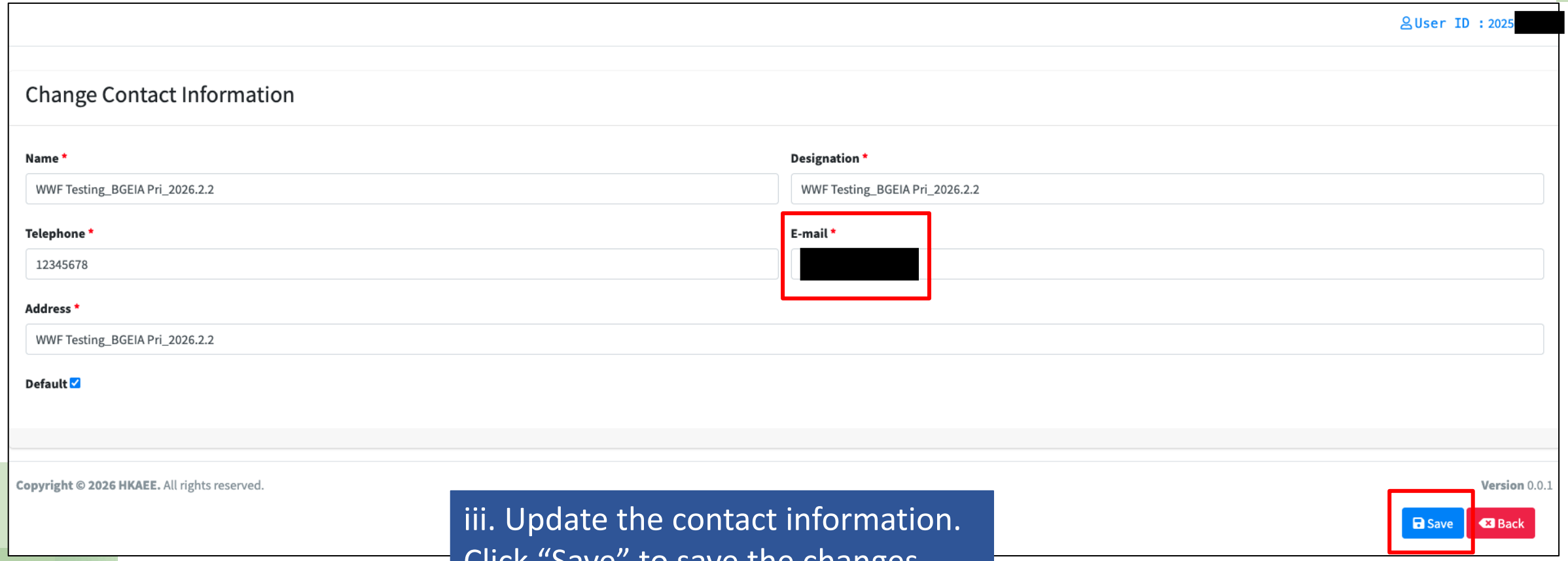


i. Click “User ID” at the top right-hand corner. Choose “Change Contact Information”.

3.2 Change Information of Contact Person

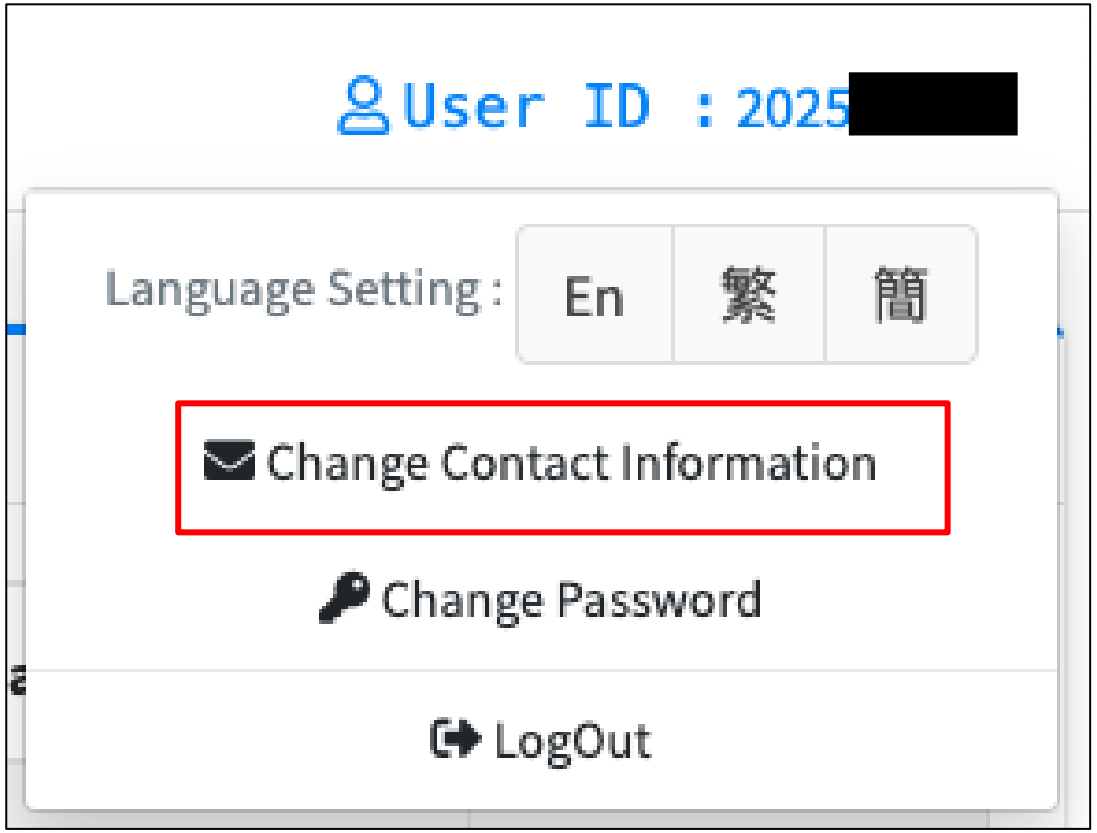


3.2 Change Information of Contact Person



iii. Update the contact information. Click “Save” to save the changes.

3.3 Add Authorised Email Address(es) for Login



i. Click “User ID” at the top right-hand corner. Choose “Change Contact Information”.

3.3 Add Authorised Email Address(es) for Login

User ID : 2025[redacted]

Change Contact Information

+ Create | Save

-	Default	Name	Designation	Telephone	E-mail	Address
Edit Delete	☑	WWF Testing_BGEIA Pri_2026.2.2	WWF Testing_BGEIA Pri_2026.2.2	12345678	[redacted]	WWF Testing_BGEIA Pri_2026.2.2

Showing 1 to 1 of 1 entries

Previous 1 Next

Authorized emails for receiving One-Time-Passcode for login (if more than one, please add and separate by comma (,))

[redacted], [redacted]

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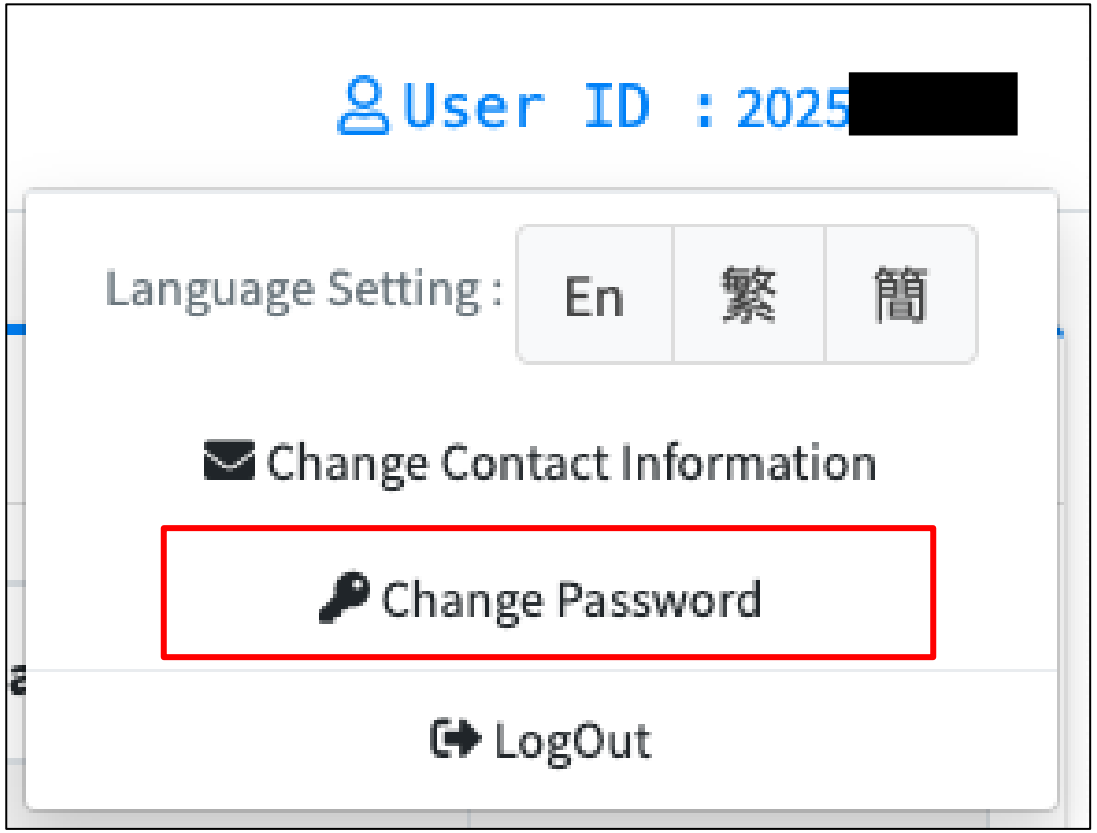
Version 0.0.1

ii. If your school would like to add email address(es) for login (in addition to the email of the contact person), please input the new email address(es) in the text box. Separate multiple email addresses by a comma (,).

3.4 Change Password



i. Click “User ID” at the top right-hand corner. Choose “Change Password”.

3.4 Change Password

ii. Input current and new passwords. Click “Save” to save the changes.

3.4 Change Password

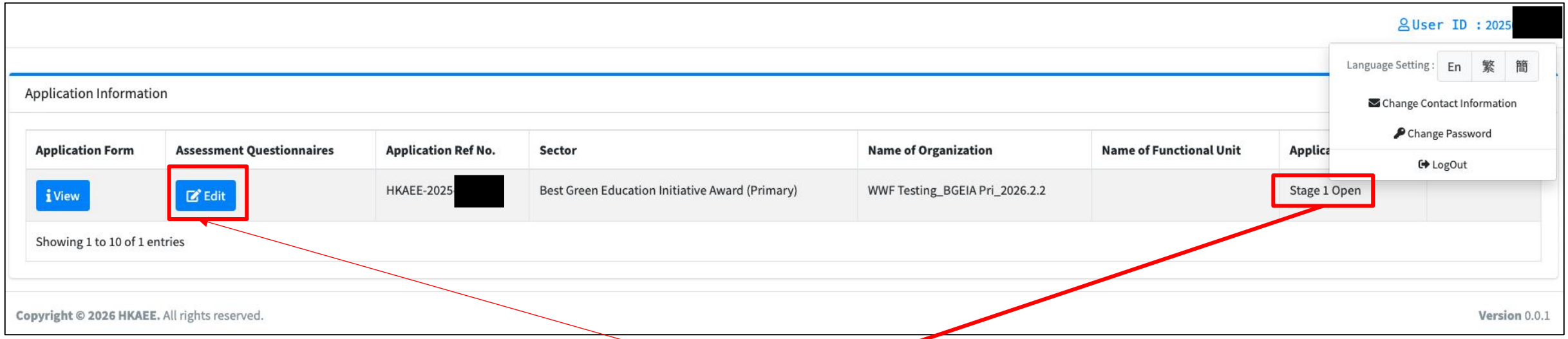
Schools are required to change a new password **within 90 days** from the issuance of the notification email.

Please note the requirements for setting the new password:

⚠ At least 8 characters

⚠ At least one uppercase English letter, one lowercase English letter, one number and one special character

B. Fill in Self-assessment Questionnaire / Summary Form



After the “Application Status” of your school is changed to “Stage 1 Open”, you could click “Edit” under “Assessment Questionnaires” to start filling in the questionnaire/form.

Basic information of your school has been inserted automatically by the system.

User ID : 2025[redacted]

Name of School: WWF Testing_HKAEE Sec_2026.2.2		Number of Employees: (Full-time): 100 (Part-time): 10
Sub-sector*: ☐ Primary School ☑ Secondary School (*Schools should submit **separate questionnaires** for different sub-sectors and/or campuses.)		Number of Students: 1000
Address: WWF Testing_HKAEE Sec_2026.2.2		
Name of Contact Person: WWF Testing_HKAEE Sec_2026.2.2	Tel: 12345678	Email: [redacted]

Important Notes to Applicants

- The assessment system will automatically logout if no action is performed **within 20 minutes**, please click the **"Save" button** to save the parts you have inputted.
- Schools are required to answer all the questions and submit information based on the environmental performance in the **past school year (i.e. 2024/25 school year – From 1 September 2024 to 31 August 2025)**.
- Please select the appropriate box and **provide elaboration** on your answer as requested. It is recommended to provide elaborations in "bullet" point format. Text description of each answer is limited to **a maximum of 4000 characters (including punctuation and spaces)**. If your answer exceeds the word limit of the system, please attach a WORD/PDF file to provide a detailed elaboration for that question.
- Participating schools are required to submit "Appendix A – Appendix D", to provide resources consumption data and activities record. Excel templates of all Appendixes have been uploaded to the Schools Go Green website for participating schools to fill in.
- To ensure fairness and accuracy during the assessment process, schools are required to **submit relevant supporting documents** as requested by the question when "Yes" is selected. Failure in providing elaboration and relevant proofs/evidence may affect the school's ranking in Stage 1 Initial Assessment and the eligibility to be shortlisted for Stage 2 Detailed Assessment. Schools may refer to "**Part (E) Supporting Documents Checklist**" at the end of the questionnaire and ensure relevant supporting documents are uploaded before submitting the questionnaire.
- Schools can provide quantifiable data or relevant information such as charts, photos or statistics by uploading digital files to the online assessment system, with documents upload limit up to 50MB in total. Please click the **"Attachment" button** to upload the files. If you wish to provide more data or information, please upload the documents with no personal data contained to a cloud platform and send the link with your school name to hkaee@wwf.org.hk.
- The technical consultant may contact schools via phone and/or email to verify the content and request to provide supplementary documents.
- Provision of any false or misleading information will lead to disqualification.
- Before submission, schools could click the **"Download" button** to save a copy of the completed questionnaire in WORD for record.

Guidelines and Tips

√ Schools are advised to review the "Annex 4 – Guidelines & Highlights of Best Practices (Schools)" available at the ECC's Schools Go Green website to understand the details of the Self-assessment Questionnaire questions and related practical examples. Schools may also take reference to the "Reports on Overall Performance of Past Participating Schools" to learn about the ways for improving the school's environmental performance.

√ User guide of the HKAEE Application and Assessment System will be uploaded to the Schools Go Green website for participating schools' to understand the operation of the online assessment system.

Please read the "Important Notes to Applicants".

HKAEE (Schools Sector) Self-assessment Questionnaire

Best Green Education Initiative Award Summary form

PART (A) GREEN LEADERSHIP (25%)

	Questions	Please tick and elaborate on your answers as appropriate.
1	***School Management Support and Commitment***	
1.1	School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.) supports the school's environmental/sustainability direction.	☐ Yes ☐ No
1.2	School principal and/or vice-principals are involved in planning, implementation and review of the school's environmental/sustainability policy and/or environmental initiatives and campaigns.	☐ Yes ☐ No
1.3	Financial resources (e.g. budget) are allocated for environmental/sustainability management and related education activities.	☐ Yes (Please provide supporting document(s) of the budget allocation plan or proof of funding, if any) Number of entered characters:0/4000 ☐ No

SUMMARY OF ENVIRONMENTAL EDUCATION INITIATIVE
(THE INITIATIVE MUST BE RELEVANT TO SUSTAINABILITY AND/OR CARBON NEUTRALITY)

Name of initiative:	Number of entered characters:0/4000
Theme(s):	Number of entered characters:0/4000
Learning objective(s):	Number of entered characters:0/4000

Tick the appropriate box(es) and input your answers in the corresponding text box(es) (if appropriate)

Input the content of the Green Education Initiative in the relevant text boxes

1. Directory (only applicable to the HKAEE Self-assessment Questionnaire)

PART (A) GREEN LEADERSHIP (25%)

	Questions	Please tick and elaborate on your answers as appropriate.
1	***School Management Support and Commitment***	
1.1	School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.) supports the school's environmental/sustainability direction.	☐ Yes ☐ No
1.2	School principal and/or vice-principals are involved in planning, implementation and review of the school's environmental/sustainability policy and/or environmental initiatives and campaigns.	☐ Yes ☐ No
1.3	Financial resources (e.g. budget) are allocated for environmental/sustainability management and related education activities.	☐ Yes (Please provide supporting document(s) of the budget allocation plan or proof of funding, if any) Number of entered characters:0/4000 ☐ No
	A team / task force / committee responsible for school's environmental/sustainability work is set up.	☐ Yes Members involved (can select more than one): ☐ Principal and/or vice-principals

Directory | Attachment | Download | Save | Submit | Back

i. Click "Directory" in the menu bar at the bottom right-hand corner.

PART (A) GREEN LEADERSHIP (25%)

1. School Management Support and Commitment
2. Environmental Policy
3. Education for Sustainable Development / Environmental Education Plan in School Curriculum
(Details of how the work is implemented will be assessed in the Programme and Performance" Section.)

PART (B) PROGRAMME AND PERFORMANCE (55%)

4. Energy Conservation and Carbon Reduction
5. Water Conservation
6. Waste Management
7. Sustainable School Catering
8. Green Procurement
9. Environmental Compliance
10. Greening
11. Noise Management
12. Indoor Air Quality Management
13. Implementation
14. Information Dissemination
15. Performance Review, Reporting and Follow-up Action

PART (C) PARTNER SYNERGY (20%)

16. Parents and Families' Participations
17. School Network
18. Community Members / Other Organisations
19. Service / Product Suppliers

ii. By selecting the assessment item, you will be directed to the corresponding question(s).

2. Answer Selection

2.3	The policy is made known to different stakeholders through various media (e.g. website, newsletter, handbook, notice around campus, etc.).	☐ Yes Stakeholders included (can select more than one): ☐ All teachers ☐ All non-teaching staff (e.g. janitors, administration staff responsible for facilities/procurement/ resources management) ☐ All students ☐ Parents ☐ Visitors ☐ Others (please specify): (Please provide the channel of publicising the policy, e.g. website link) Number of entered characters:0/4000 ☐ No

Main options

Sub-options

Schools need to select the appropriate option for each question.
For questions with sub-options, if “Yes" is selected for the main option, at least one sub-option must be selected.

3. Character Limit of Text Boxes

Questions with text boxes have a character limit of 4000 (including punctuation and spaces). Schools are required to ensure that the answers do not exceed the limit.

Resource Usage and Management		
4	***Energy Conservation and Carbon Reduction***	
4.2	Energy-saving devices are installed.	(Please list the items) Devices with "Grade 1" energy label LED lighting Energy Management System Automatic light sensor Number of entered characters:100/4000 ☐ No

SUMMARY OF ENVIRONMENTAL EDUCATION INITIATIVE
(THE INITIATIVE MUST BE RELEVANT TO SUSTAINABILITY AND/OR CARBON NEUTRALI

If the answer exceeds the word limit set by the system, please attach a **WORD/PDF file** to provide a detailed description of the item.

Implementation summary and description of the programme: (e.g. content of each activity implemented) * (in point form) *Submission of related documents may be requested for assessment when necessary.	ngtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingte ingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingt tingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingte stingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingt estingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtesting testingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtestingtes Number of entered characters:4000/4000

4. Upload Attachment

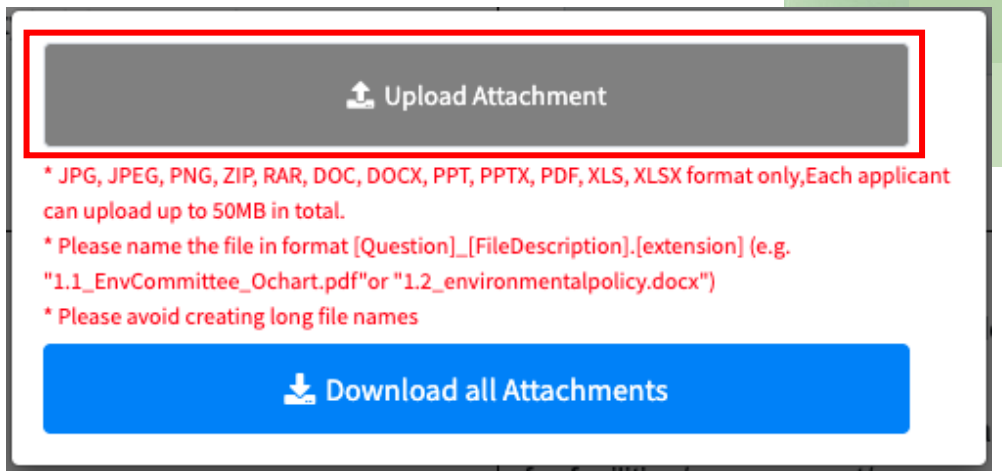
PART (A) GREEN LEADERSHIP (25%)

	Questions	Please tick and elaborate on your answers as appropriate.
1	***School Management Support and Commitment***	
1.1	School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.) supports the school's environmental/sustainability direction.	☐ Yes ☐ No
1.2	School principal and/or vice-principals are involved in planning, implementation and review of the school's environmental/sustainability policy and/or environmental initiatives and campaigns.	☐ Yes ☐ No
1.3	Financial resources (e.g. budget) are allocated for environmental/sustainability management and related education activities.	☐ Yes (Please provide supporting document(s) of the budget allocation plan or proof of funding, if any) Number of entered characters:0/4000
	A team / task force / committee responsible for school's environmental/sustainability work is set up.	Members involved (can select more than one): ☐ Principal and/or vice-principals

i. Click "Attachment" in the menu bar at the bottom right-hand corner.

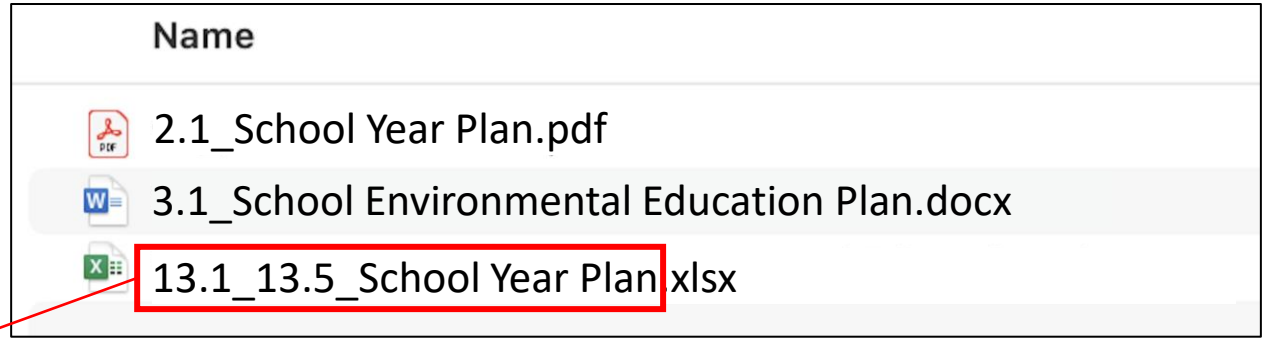
4. Upload Attachment

ii. Click “Upload Attachment”, select the appropriate file(s) or drag the file(s) from desktop to the online system.



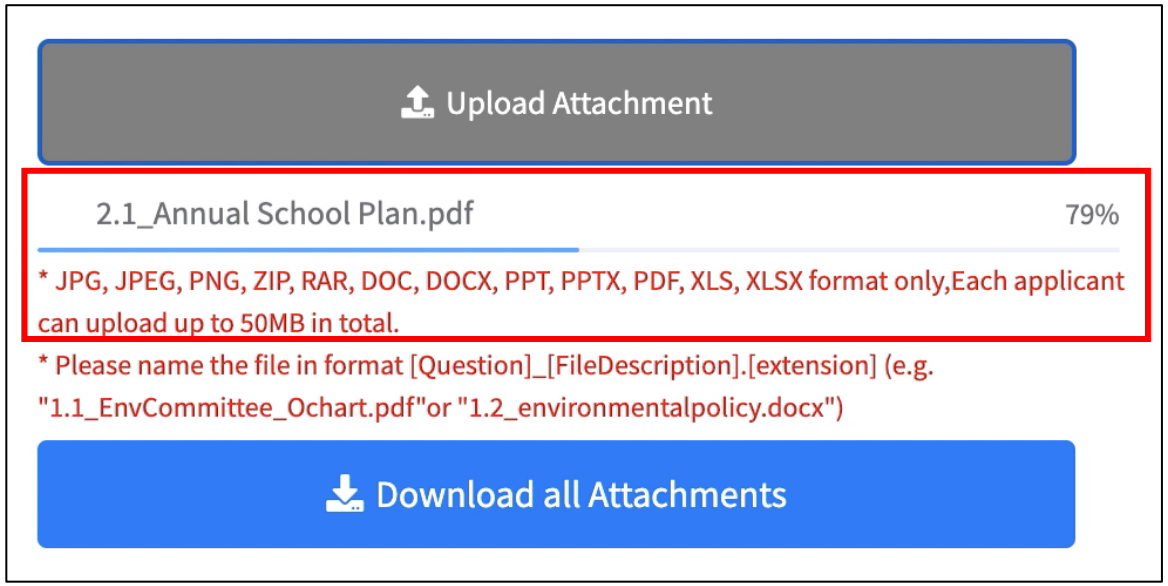
⚠ Total upload limit: **50MB**
⚠ Combine multiple files in **“.zip”** format, if necessary
⚠ To provide more data/information, you may upload the documents to a **cloud platform** (please make sure no personal information is included in the submitted documents), and send **the link with your school name** by email to hkaee@wwf.org.hk

Example of file name:

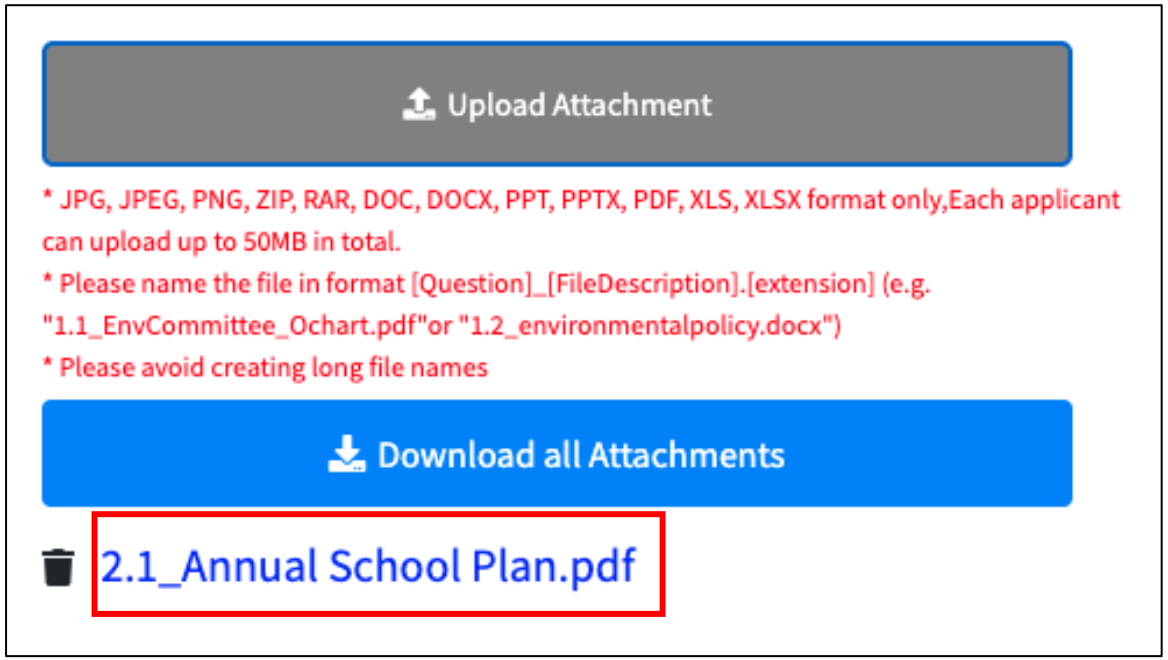


Note: the file cannot be uploaded if the file name exceeds 99 characters

4. Upload Attachment



iii. The progress bar will display the upload status.

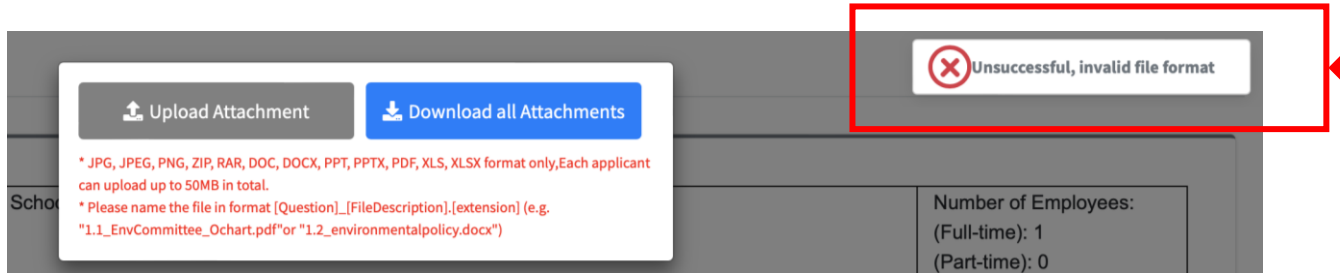


iv. The file is successfully uploaded.

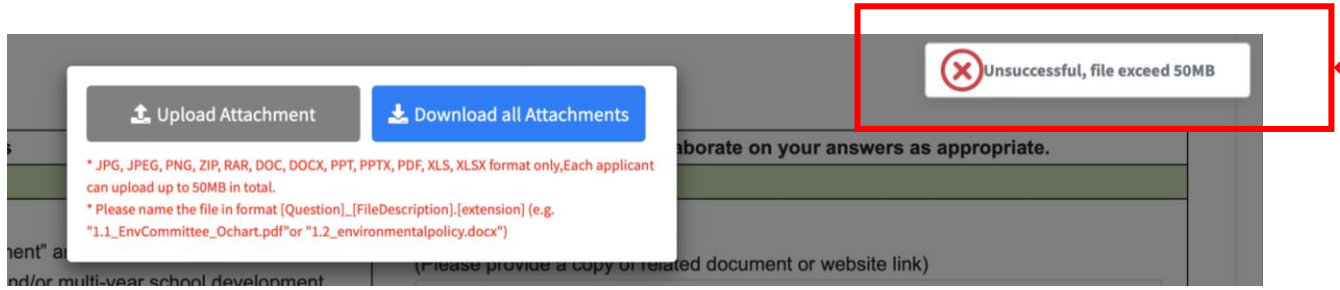
If you wish to remove the uploaded file(s), please click the trash bin icon on the left of the file name.

4. Upload Attachment

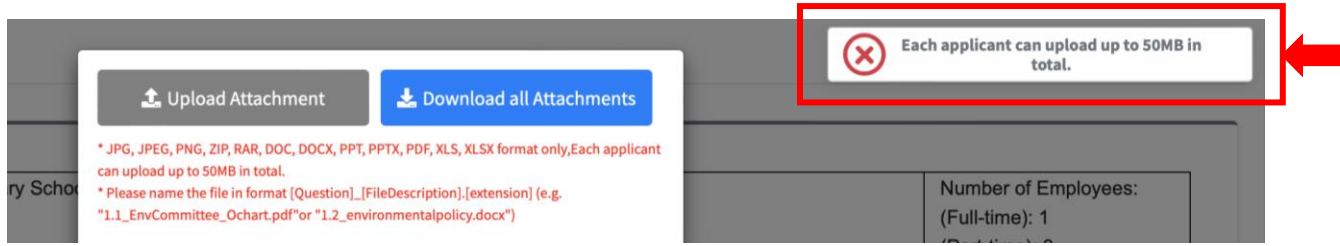
- Examples of unsuccessful attachment uploads



Invalid file format / file name exceeds limit.

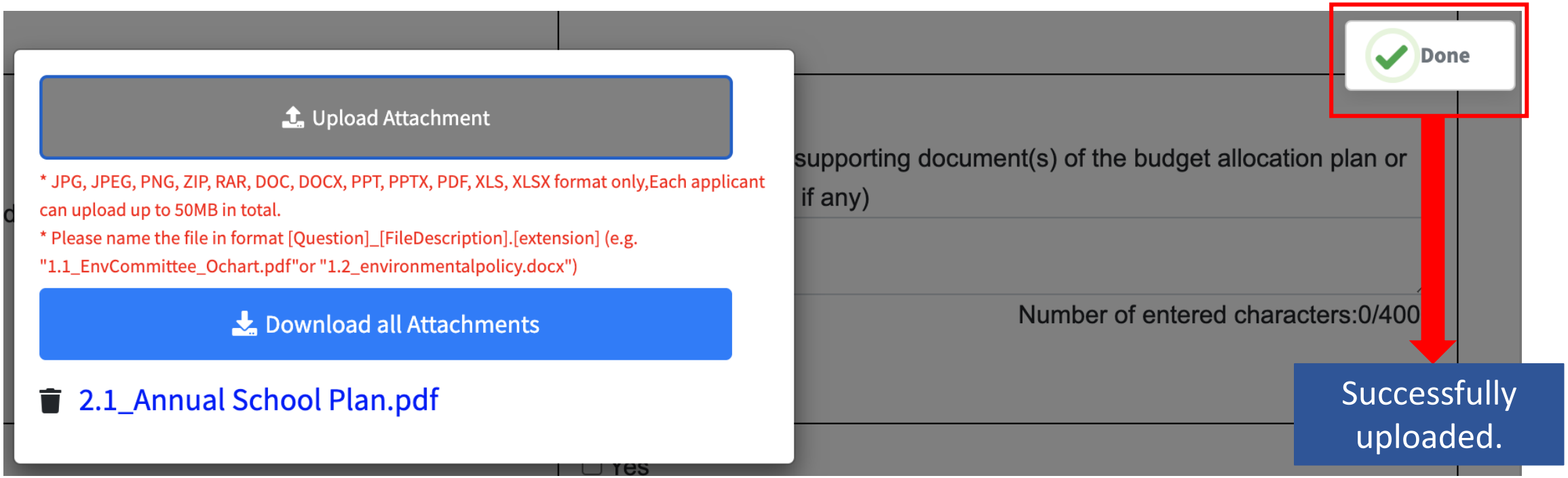


File exceeds upload limit.

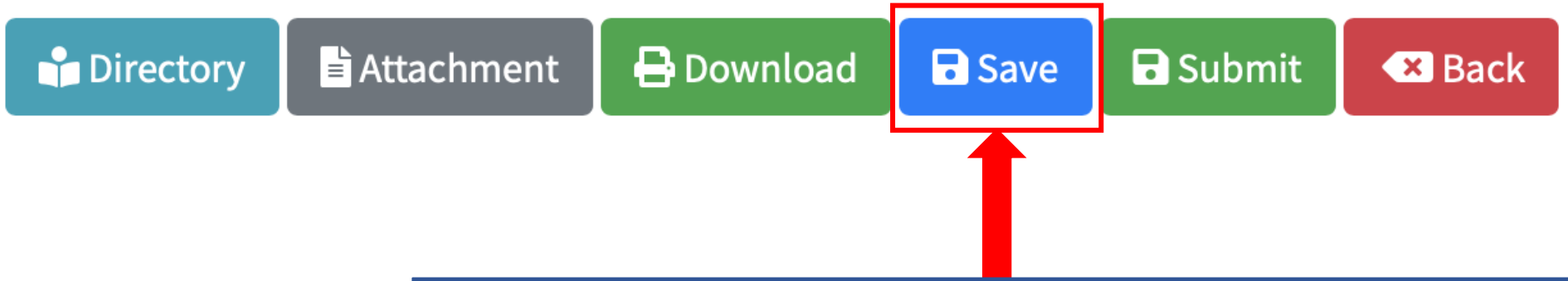


Files exceed total upload limit.

4. Upload Attachment

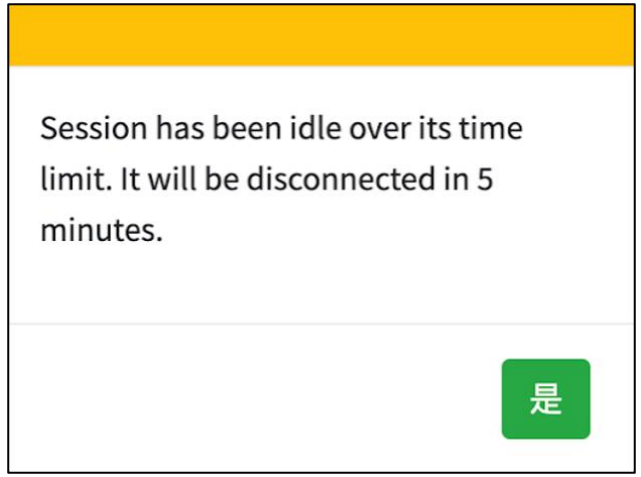


5. Save Questionnaire/Summary Form



- Save function is provided for the online questionnaire/form.
- It is suggested to click “Save” regularly when filling in the questionnaire/form to avoid data loss.

6. Login Timeout



If you remain idle on the online system for 15-20 minutes, a pop-up message will appear.

To re-login, input your password and press “Login”.

7. Supporting Documents Checklist

(only applicable to the HKAEE Self-assessment Questionnaire)

PART (E) SUPPORTING DOCUMENTS CHECKLIST

The following table listed out the questions that requires schools to provide supporting document (if "Yes" is selected) before submission of the self-assessment questionnaire. To ensure fairness and accuracy during the assessment process, failure in providing elaboration and relevant proofs/evidence may affect the school's ranking in Stage 1 Initial Assessment and the eligibility to be shortlisted for Stage 2 Detailed Assessment.

Note:
(1) Schools should provide information on the environmental work implemented and the related achievements in the **2024/25 school year (i.e. from 1 September 2024 to 31 August 2025)**. Information from other school years will not be considered as valid proofs/evidence for this assessment. Participating schools are required to submit "Appendix A – Appendix D", to provide resources consumption data and activities record. Excel templates of all Appendixes have been uploaded to the Schools Go Green website for participating schools to fill in.

(2) To ensure a smooth assessment process, schools are recommended to rename the electronic files before submission, by indicating relevant "Question number" at the start of file name. (e.g. 2.1 School Year Plan.pdf, 3.1 School Environmental Education Plan.docx)

Question number	Examples of supporting document	Ready
Section 1: School Management Support and Commitment		
1.3	Budget allocation plan / proof of funding	☐
1.4	Structure chart of the environmental/sustainability team / task force / committee and respective roles of each member	☐
1.5	Copy of signed Food Wise Charter / Energy Saving Charter / 4T Charter / Charter on External Lighting / Glass Container Recycling Charter / Bye Bye Microbeads Charter / Other Charters	☐
Section 2: Environmental Policy		
2.1	Annual school plan and/or multi-year school development plan	☐
2.2	Environmental/Sustainability/ESG policy	☐
2.3	Channels of publicising Environmental/Sustainability/ESG policy	☐
Section 3: Education for Sustainable Development / Environmental Education Plan in School Curriculum		
3.1	"Education for Sustainable Development" and/or "Environmental Education" plan	☐
3.4	Appendix A – School staff training record	☐
Section 4: Energy Conservation and Carbon Reduction		
4.1	Energy-saving and carbon reduction guideline	☐
4.4	Appendix B – Resources consumption record	☐
4.5	Energy audit report	☐
4.6	Carbon audit report	☐
4.7	Activity record (schemes / incentives for practising energy saving)	☐

Ready
☑
☐
☑

- Locates at the Part (E) of the questionnaire.
- School may tick the attached supporting documents as "Ready".

8. Declaration

Before submitting the questionnaire/form, please read and tick the box of “Declaration by Applicant”.

Declaration by Applicant

☑ Our school hereby declares that all of the information given is true and accurate to the best of our knowledge and agree that all decisions made by the Organisers (i.e. Environment and Ecology Bureau and Environmental Campaign Committee and its Secretariat) and assessors are final and binding in all aspects relating to the HKAEE. Our school understands that any false or misleading information may lead to disqualification of our application.

Data Retention Policy

This policy stipulates the kinds of personal data collected, means of collecting personal data, duration of retention, ways of using the personal data and data security measures for the HKAEE (Schools Sector).

1. Purpose of Collection and Use of Personal Data

The personal data provided in the questionnaire for the HKAEE (Schools Sector) will be used for the following purposes –

(a) for the administration, evaluation and management of the application for the competition by the Technical Consultant(s) of the HKAEE (Schools Sector); and

(b) for the promotion of latest environment-related development, policies, activities and schemes by the Environment and Ecology Bureau and/or the Environmental Campaign Committee and its Secretariat.

2. Category of Personal Data

Each participant of HKAEE (Schools Sector) is asked to provide the (i) name, (ii) phone number, (iii) correspondence address and (iv) email address of a contact person (“Contact Person”) in the questionnaire.

3. Means of Collection

The provision of personal data by the Contact Person in the HKAEE (Schools Sector) questionnaire is voluntary. The questionnaire should be submitted through the online portal. If participating schools do not provide sufficient information, the processing of their applications may be affected.

4. Access to Personal Data

Each Contact Person has the right to request access to and correction of his/her personal data as stipulated in the Personal Data (Privacy) Ordinance (Chapter 486). Enquiries concerning the personal data collected by means of the HKAEE (Schools Sector) questionnaire should be addressed to supporter@wwf.org.hk.

5. Duration of Retention

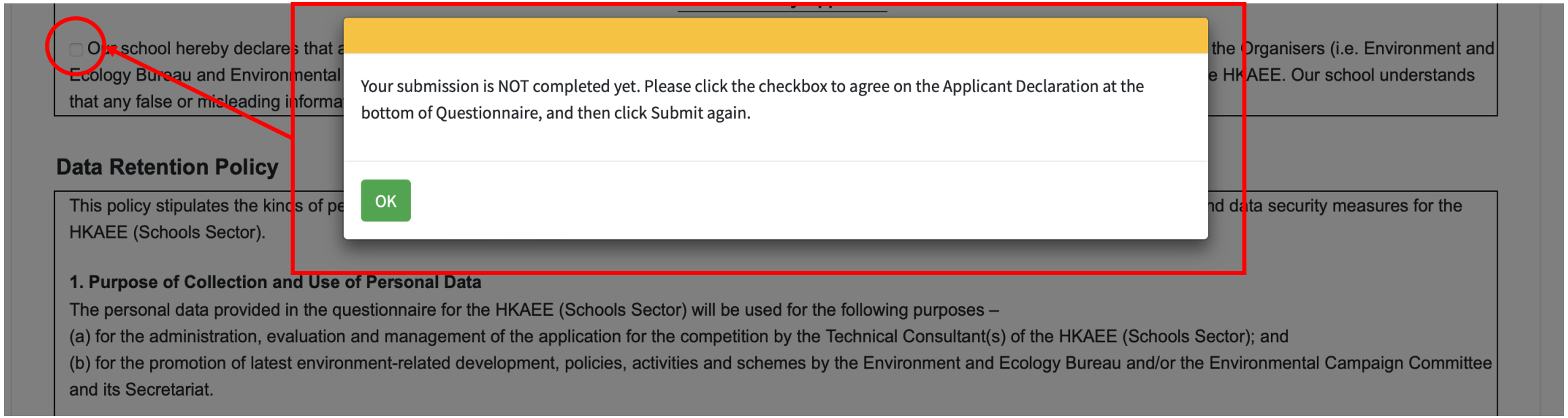
The personal data collected from the Contact Person will be erased or destroyed 24 months after the completion of the assessment of HKAEE (Schools Sector) each year.

6. Security Measures

The personal data collected from the Contact Person is restricted for access and use by the authorised persons of HKAEE (Schools Sector) responsible for administration, evaluation, handling and management of the HKAEE (Schools Sector) applications, and encrypted electronically during transmission.

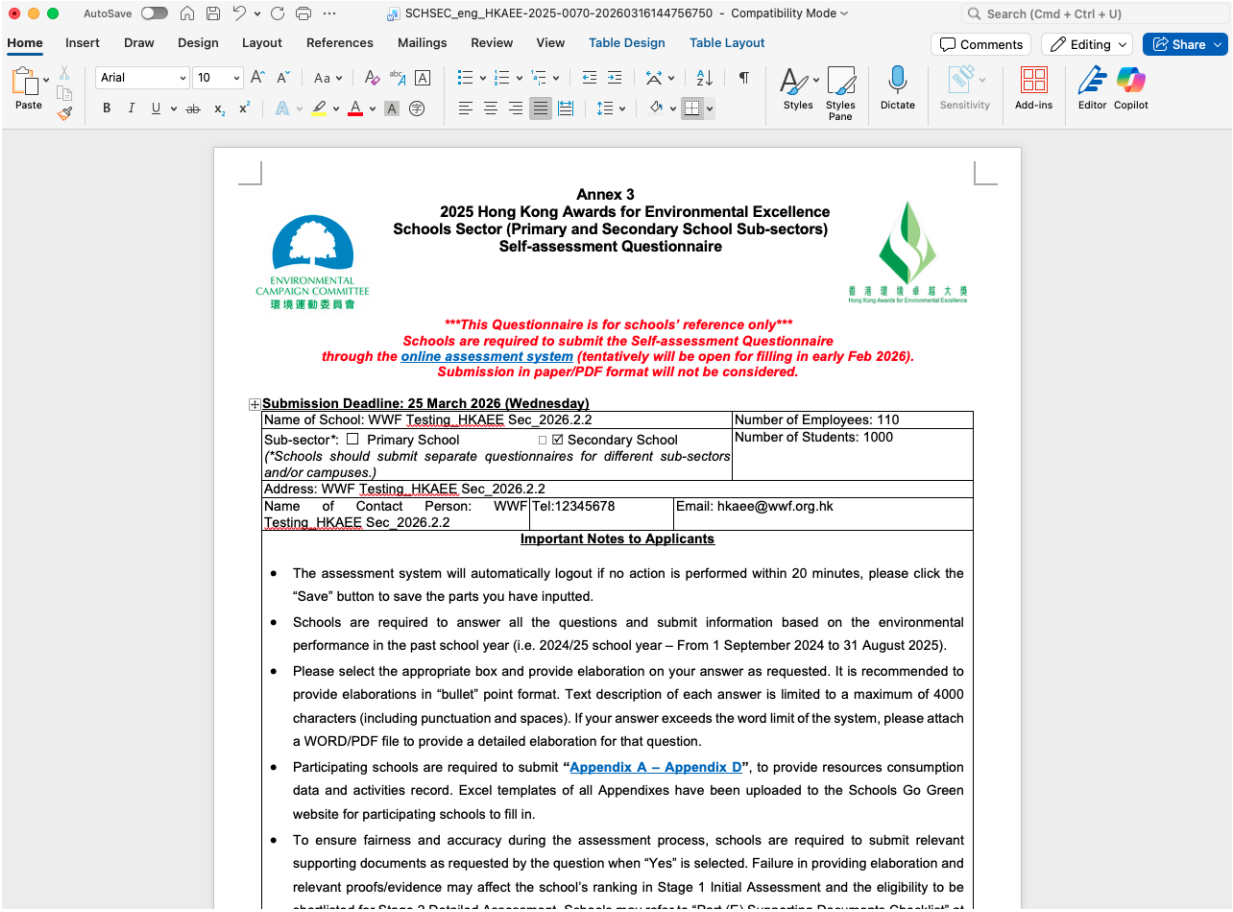
Directory | Attachment | Download | Save | Submit | Back

8. Declaration



A pop-up message will appear if the box of "Declaration by Applicant" remains unticked.

9. Download Questionnaire/Summary Form



Annex 3
2025 Hong Kong Awards for Environmental Excellence
Schools Sector (Primary and Secondary School Sub-sectors)
Self-assessment Questionnaire

ENVIRONMENTAL CAMPAIGN COMMITTEE 環境運動委員會

香港環境卓越大獎 Hong Kong Awards for Environmental Excellence

This Questionnaire is for schools' reference only
Schools are required to submit the Self-assessment Questionnaire through the online assessment system (tentatively will be open for filling in early Feb 2026). Submission in paper/PDF format will not be considered.

Submission Deadline: 25 March 2026 (Wednesday)

Name of School: WWF Testing_HKAEE Sec_2026.2.2		Number of Employees: 110
Sub-sector*: ☐ Primary School ☐ ☑ Secondary School *(*Schools should submit separate questionnaires for different sub-sectors and/or campuses.)*		Number of Students: 1000
Address: WWF Testing_HKAEE Sec_2026.2.2		
Name of Contact Person: WWF Testing_HKAEE Sec_2026.2.2	Tel:12345678	Email: hkaee@wwf.org.hk

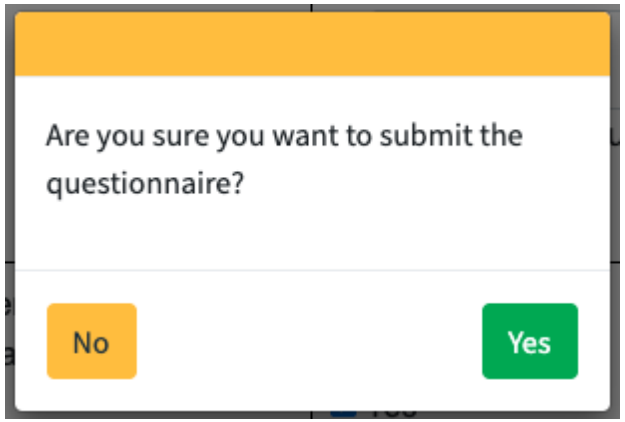
Important Notes to Applicants

- The assessment system will automatically logout if no action is performed within 20 minutes, please click the "Save" button to save the parts you have inputted.
- Schools are required to answer all the questions and submit information based on the environmental performance in the past school year (i.e. 2024/25 school year – From 1 September 2024 to 31 August 2025).
- Please select the appropriate box and provide elaboration on your answer as requested. It is recommended to provide elaborations in "bullet" point format. Text description of each answer is limited to a maximum of 4000 characters (including punctuation and spaces). If your answer exceeds the word limit of the system, please attach a WORD/PDF file to provide a detailed elaboration for that question.
- Participating schools are required to submit "Appendix A – Appendix D", to provide resources consumption data and activities record. Excel templates of all Appendixes have been uploaded to the Schools Go Green website for participating schools to fill in.
- To ensure fairness and accuracy during the assessment process, schools are required to submit relevant supporting documents as requested by the question when "Yes" is selected. Failure in providing elaboration and relevant proofs/evidence may affect the school's ranking in Stage 1 Initial Assessment and the eligibility to be

Before submitting the questionnaire/form, you could click "Save" and then "Download" in the menu bar at the bottom right-hand corner to download a WORD version of the completed questionnaire/form.

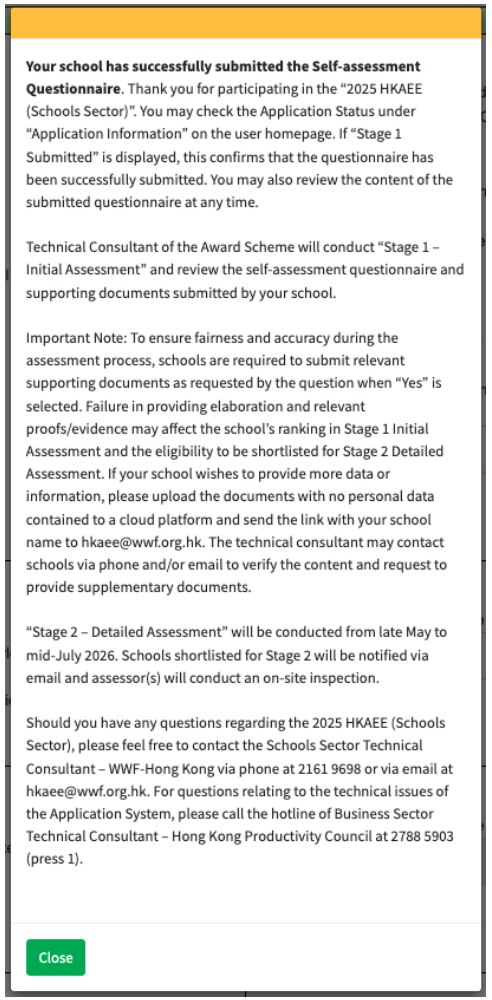
10. Submit Questionnaire/Summary Form

i. Please click “Submit” in the menu bar at the bottom right-hand corner after completion.



ii. Click “Yes” if you confirm your submission.

Note: Schools are not allowed to change the answers after submission.



Your school has successfully submitted the Self-assessment Questionnaire. Thank you for participating in the “2025 HKAEE (Schools Sector)”. You may check the Application Status under “Application Information” on the user homepage. If “Stage 1 Submitted” is displayed, this confirms that the questionnaire has been successfully submitted. You may also review the content of the submitted questionnaire at any time.

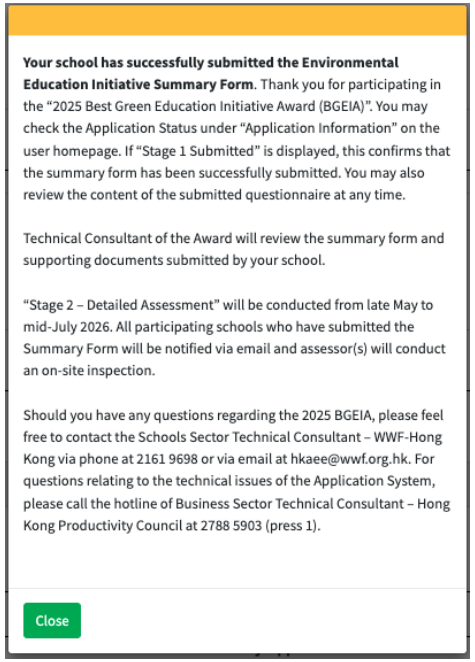
Technical Consultant of the Award Scheme will conduct “Stage 1 – Initial Assessment” and review the self-assessment questionnaire and supporting documents submitted by your school.

Important Note: To ensure fairness and accuracy during the assessment process, schools are required to submit relevant supporting documents as requested by the question when “Yes” is selected. Failure in providing elaboration and relevant proofs/evidence may affect the school’s ranking in Stage 1 Initial Assessment and the eligibility to be shortlisted for Stage 2 Detailed Assessment. If your school wishes to provide more data or information, please upload the documents with no personal data contained to a cloud platform and send the link with your school name to hkaee@wwf.org.hk. The technical consultant may contact schools via phone and/or email to verify the content and request to provide supplementary documents.

“Stage 2 – Detailed Assessment” will be conducted from late May to mid-July 2026. Schools shortlisted for Stage 2 will be notified via email and assessor(s) will conduct an on-site inspection.

Should you have any questions regarding the 2025 HKAEE (Schools Sector), please feel free to contact the Schools Sector Technical Consultant – WWF-Hong Kong via phone at 2161 9698 or via email at hkaee@wwf.org.hk. For questions relating to the technical issues of the Application System, please call the hotline of Business Sector Technical Consultant – Hong Kong Productivity Council at 2788 5903 (press 1).

Close



Your school has successfully submitted the Environmental Education Initiative Summary Form. Thank you for participating in the “2025 Best Green Education Initiative Award (BGEIA)”. You may check the Application Status under “Application Information” on the user homepage. If “Stage 1 Submitted” is displayed, this confirms that the summary form has been successfully submitted. You may also review the content of the submitted questionnaire at any time.

Technical Consultant of the Award will review the summary form and supporting documents submitted by your school.

“Stage 2 – Detailed Assessment” will be conducted from late May to mid-July 2026. All participating schools who have submitted the Summary Form will be notified via email and assessor(s) will conduct an on-site inspection.

Should you have any questions regarding the 2025 BGEIA, please feel free to contact the Schools Sector Technical Consultant – WWF-Hong Kong via phone at 2161 9698 or via email at hkaee@wwf.org.hk. For questions relating to the technical issues of the Application System, please call the hotline of Business Sector Technical Consultant – Hong Kong Productivity Council at 2788 5903 (press 1).

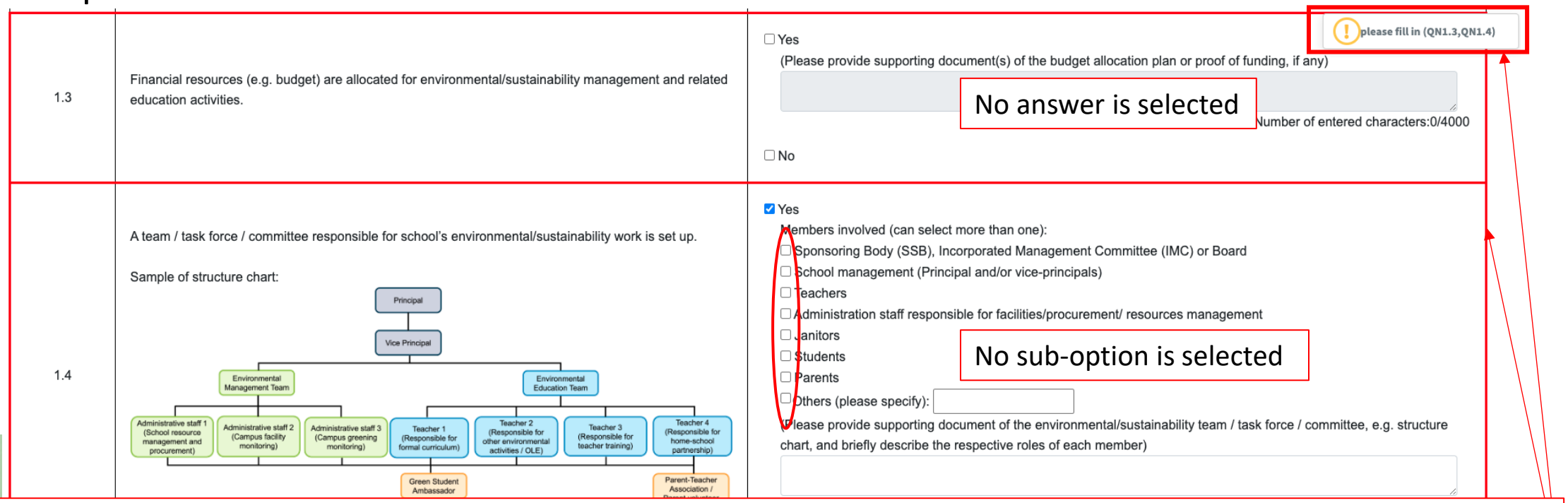
Close

iii. Successfully submitted.

10. Submit Questionnaire/Summary Form

To submit the questionnaire/form, you must answer all the questions.
Otherwise, a message box will appear.

- Examples of unsuccessful submission

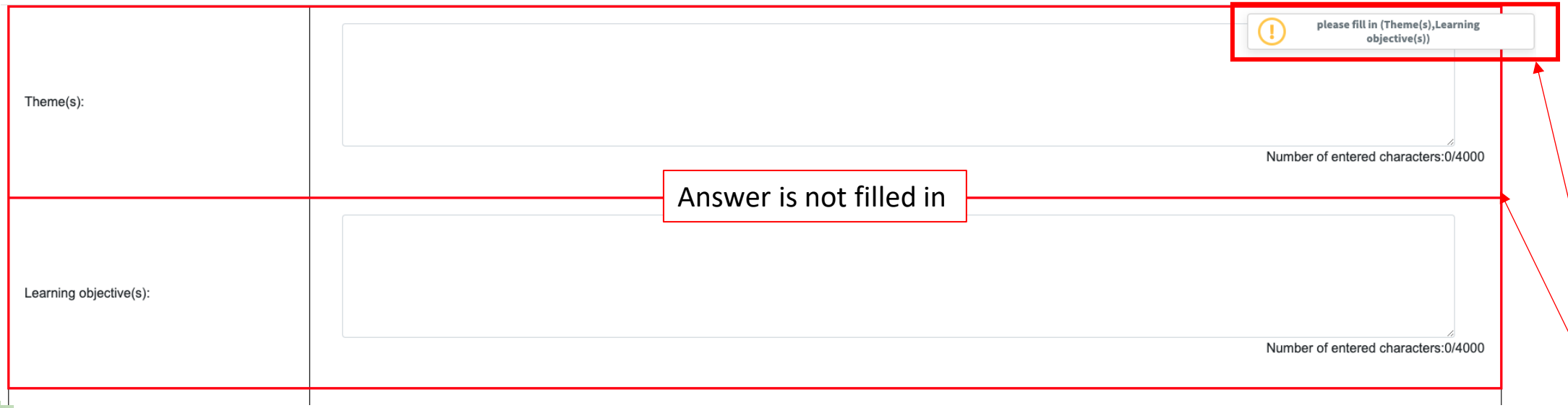


Upon clicking the "Submit" button, the system will mark unanswered questions with red boxes, and a message box will appear in the top-right corner of the screen.

10. Submit Questionnaire/Summary Form

To submit the questionnaire/form, you must answer all the questions.
Otherwise, a message box will appear.

- Examples of unsuccessful submission



Upon clicking the “Submit” button, the system will mark unanswered questions with red boxes, and a message box will appear in the top-right corner of the screen.

10. Submit Questionnaire/Summary Form

User ID : 2025[redacted]

Application Information

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
View	View	HKAEE-2025[redacted]	Schools (Primary)	WWF Testing_HKAEE Pri_2026.2.2		Stage 1 Submitted	

Showing 1 to 10 of 1 entries

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Version 0.0.1

User ID : 2025[redacted]

Application Information

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
View	View	HKAEE-2025[redacted]	Best Green Education Initiative Award (Primary)	WWF Testing_BGEIA Pri_2026.2.2		Stage 1 Submitted	

Showing 1 to 10 of 1 entries

Schools may view the application status under “Application Information” on the user homepage. If the status is displayed as “Stage 1 Submitted”, the questionnaire has been successfully submitted. Schools could access the submitted questionnaire content at any time.

Enquiry

2025 HKAEE (Schools Sector) & 2025 BGEIA

Technical Consultant – WWF-Hong Kong

hkaee@wwf.org.hk

2161 9698