



香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Individual (Submit by appointment) User Guide for QA i-Portal

Version 1.0

Examples shown in this User Guide are for demonstration purpose only.
They might not reflect the actual information published on QA i-Portal.

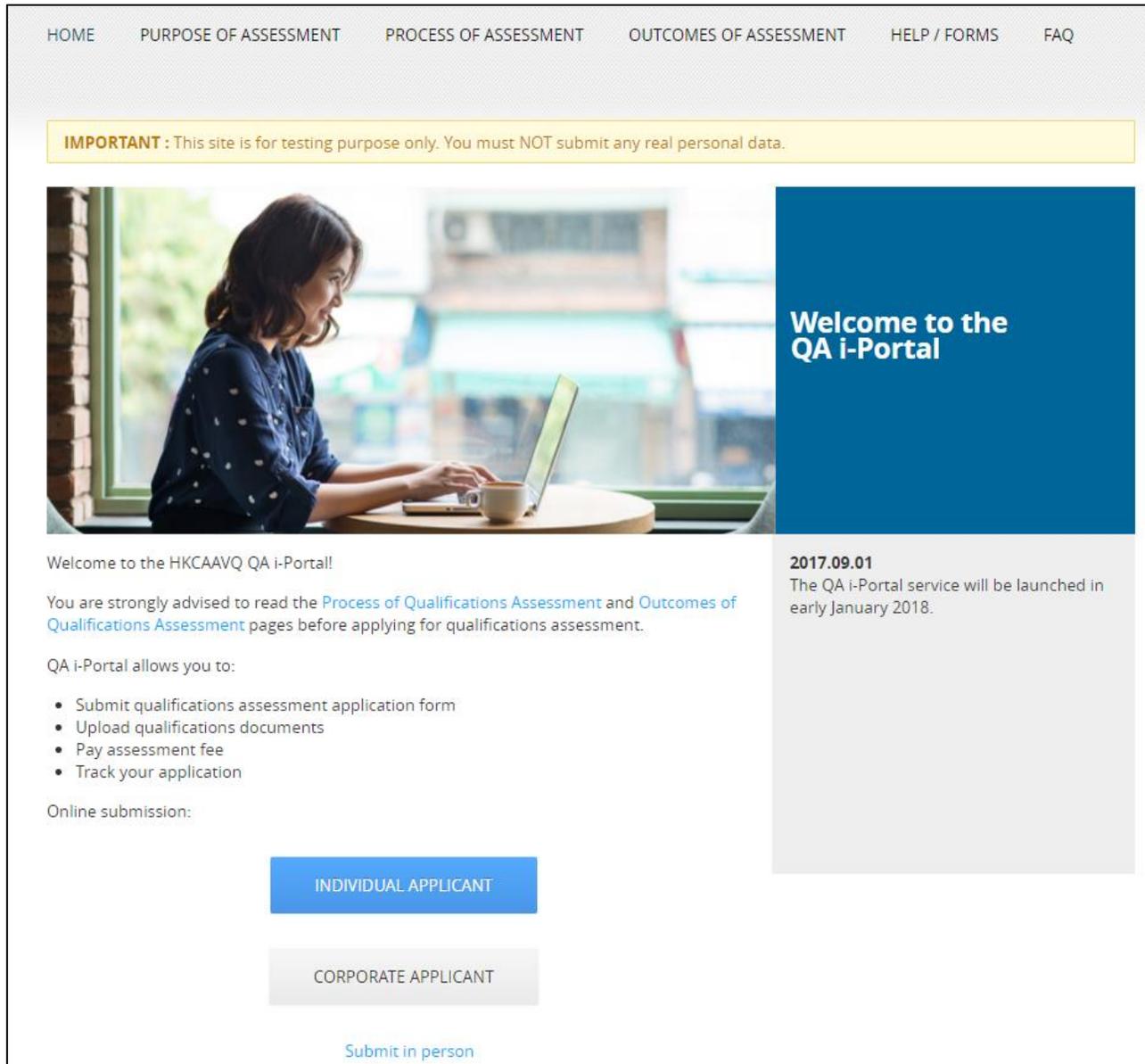
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1. Access the QA i-Portal

The Operating Systems supported by the QA i-Portal are Windows Vista, 7, 8, 8.1, 10; macOS Sierra, and the supported browsers are Firefox version 18-55, Chrome version 27-60, Safari version 6-10, Internet Explorer 11.

To visit the i-Portal as Applicant, open any supported browser and access QA i-Portal Home Page at <https://iportal.hkcaavq.edu.hk>.



The screenshot shows the QA i-Portal Home Page. At the top, there is a navigation menu with links: HOME, PURPOSE OF ASSESSMENT, PROCESS OF ASSESSMENT, OUTCOMES OF ASSESSMENT, HELP / FORMS, and FAQ. Below the menu is a yellow banner with the text: **IMPORTANT** : This site is for testing purpose only. You must NOT submit any real personal data.

The main content area features a large image of a woman sitting at a table by a window, working on a laptop. To the right of the image is a blue box with the text: **Welcome to the QA i-Portal**.

Below the image, there is a section titled "Welcome to the HKCAAVQ QA i-Portal!" followed by a paragraph: "You are strongly advised to read the [Process of Qualifications Assessment](#) and [Outcomes of Qualifications Assessment](#) pages before applying for qualifications assessment."

Below this paragraph, there is a section titled "QA i-Portal allows you to:" followed by a list of bullet points:

- Submit qualifications assessment application form
- Upload qualifications documents
- Pay assessment fee
- Track your application

Below the list, there is a section titled "Online submission:" followed by three buttons: "INDIVIDUAL APPLICANT" (blue), "CORPORATE APPLICANT" (grey), and "Submit in person" (blue text).

On the right side of the page, there is a grey box with the text: **2017.09.01** The QA i-Portal service will be launched in early January 2018.

2. Create an Account

All applicants are required to have an Account in order to submit Qualifications Assessment.

To create an Account, click <**Submit in person**> on QA i-Portal Home Page.

HOME PURPOSE OF ASSESSMENT PROCESS OF ASSESSMENT OUTCOMES OF ASSESSMENT HELP / FORMS FAQ

IMPORTANT : This site is for testing purpose only. You must NOT submit any real personal data.

Welcome to the QA i-Portal

2017.09.01
The QA i-Portal service will be launched in early January 2018.

Welcome to the HKCAAVQ QA i-Portal!

You are strongly advised to read the [Process of Qualifications Assessment](#) and [Outcomes of Qualifications Assessment](#) pages before applying for qualifications assessment.

QA i-Portal allows you to:

- Submit qualifications assessment application form
- Upload qualifications documents
- Pay assessment fee
- Track your application

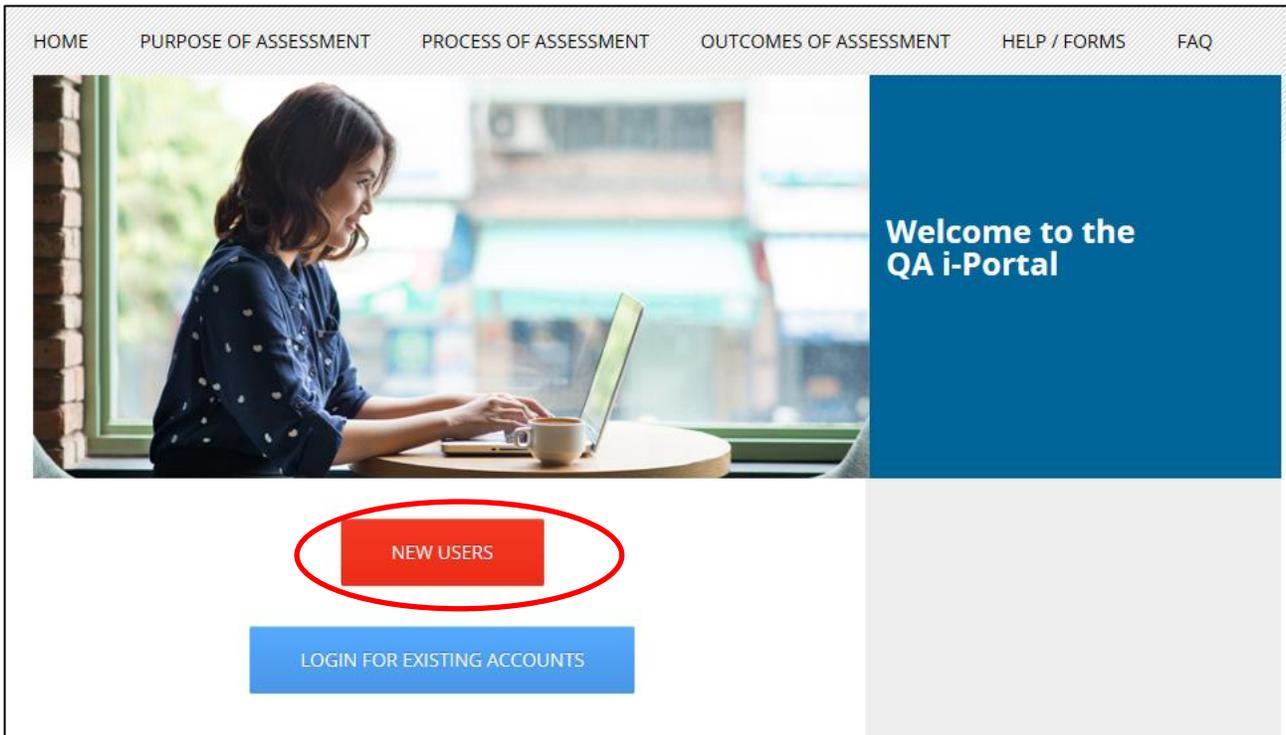
Online submission:

INDIVIDUAL APPLICANT

CORPORATE APPLICANT

[Submit in person](#)

Click <New Users>.



Fill in all information as required. The email address filled in here will be used to login and receive notification from QA i-Portal. Click the box next to **'I'm not a robot'**.

New User Registration *Required field

Email Address: *

Re-type Email Address: *

Password: * (8-40 case-sensitive alphabets / numbers / symbols combination)

Re-type Password: *

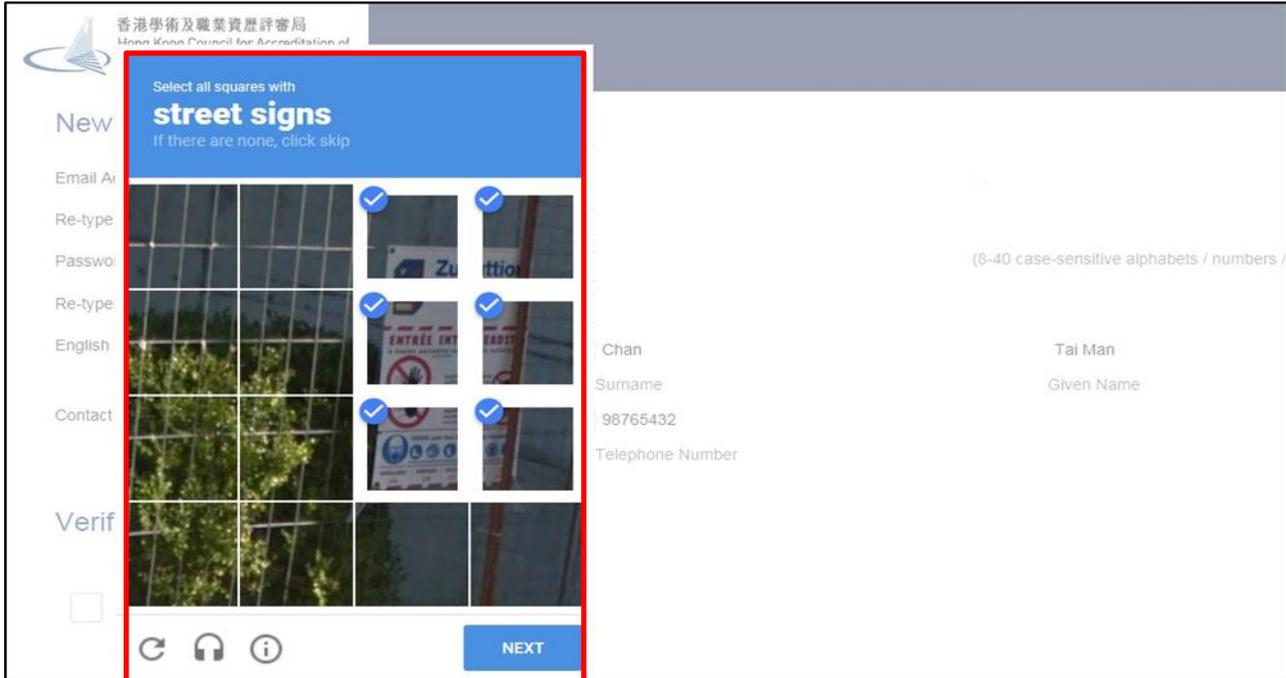
English Name: *
Title: Chan
Surname: Given Name

Contact Phone No.:
Country Code: Telephone Number:

Verification

I'm not a robot  reCAPTCHA Privacy - Terms

Follow the instructions to complete the Verification.



香港學術及職業資歷評審局
Hong Kong Council for Accreditation of

New

Email Address

Re-type

Password

Re-type

English

Contact

Verify

Select all squares with
street signs
If there are none, click skip

Chan
Surname

Tai Man
Given Name

98765432
Telephone Number

852
Country Code

98765432
Telephone Number

8-40 case-sensitive alphabets / numbers

8-40 case-sensitive alphabets / numbers / symbols combination

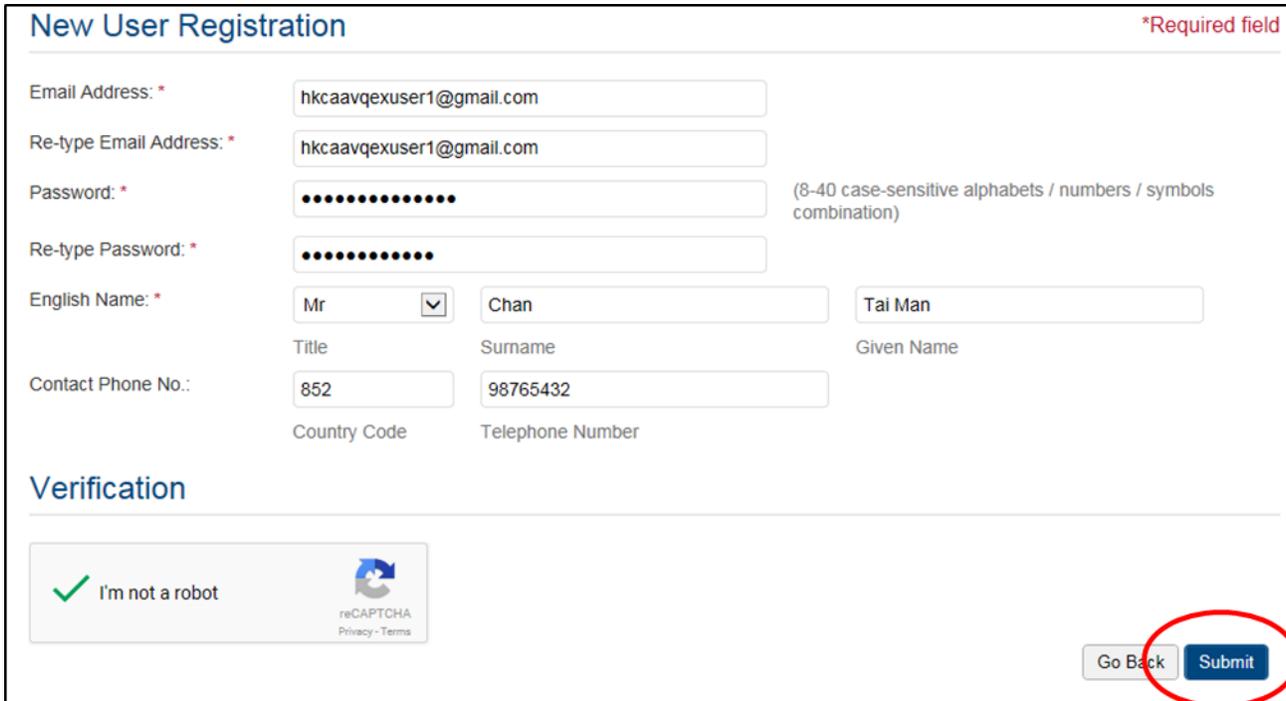
Mr Chan Tai Man

852 98765432

Country Code Telephone Number

Next

Click <Submit>.



New User Registration *Required field

Email Address: * hkcaavqexuser1@gmail.com

Re-type Email Address: * hkcaavqexuser1@gmail.com

Password: * [masked] (8-40 case-sensitive alphabets / numbers / symbols combination)

Re-type Password: * [masked]

English Name: * Mr Chan Tai Man

Contact Phone No.: 852 98765432

Country Code Telephone Number

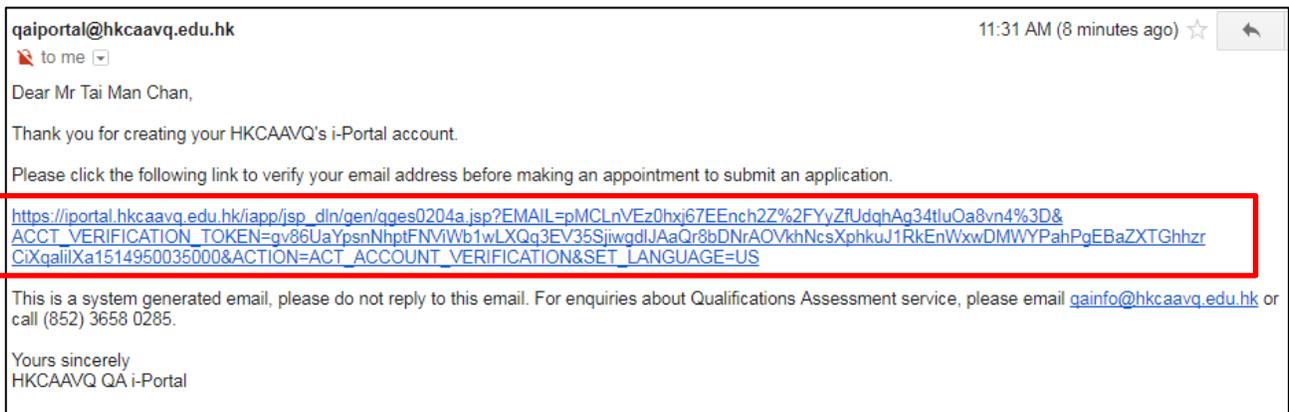
Verification

I'm not a robot

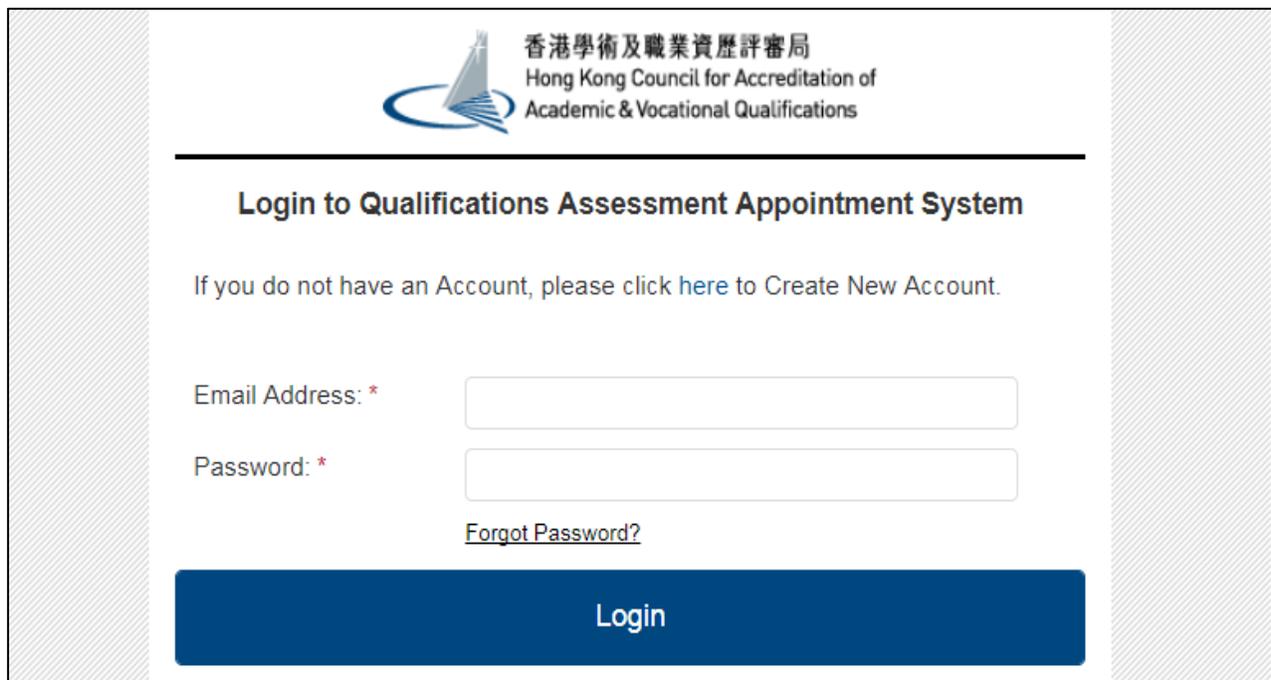
reCAPTCHA Privacy - Terms

Go Back **Submit**

A confirmation email will be sent to your email by QA i-Portal. Click the verification link inside the confirmation email to confirm your email address.



QA i-Portal will take you direct to login page of Appointment System.



3. Login to Account

To login, click <Submit in person> on QA i-Portal Home Page.

Click <Login> after reading the Disclaimer.

WELCOME TO QUALIFICATIONS ASSESSMENT ONLINE APPLICATION SYSTEM!

Disclaimer

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) endeavour to ensure the accuracy of the information in this website, HKCAAVQ make no warranties, representations and statements (whether express or implied) of any kind in relation to the information, including any warranties, representations and statements in respect of the accuracy, completeness, timeliness and fitness for a particular purpose of the information. In no circumstances shall the information (or any part thereof) be regarded as professional advice (whether legal or otherwise; and whether general or specific) or a substitute for such.

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This website is linked to sites provided by others. HKCAAVQ expressly state that they have not approved or endorsed the information provided by any other sites linked to this website and HKCAAVQ accept no responsibility or liability (howsoever caused) for such information.

Users are responsible for making their own assessment of the information and the information available through this website. Users are advised to verify the information and the information available through this website (i.e. by making reference to original publications) and obtain independent professional advice (including professional legal advice) before acting on any of them.

The HKCAAVQ shall not be held responsible for any consequential effect, nor be liable for any loss or damage, howsoever caused or arising from the use of or inability to use this website or use of or reliance upon any information or material provided on this website.

The HKCAAVQ endeavours to ensure that the information contained on this website is accurate as at the date of publication, but does not warrant its accuracy or accept any liability (including third party liability) for any loss or damage, whether or not arising from any error or omission in compiling such information.

By clicking Login, you agree to the terms of service.

Login

Input Email Address and Password and click <Login> to login to the system.

Home 中文



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Login to Qualifications Assessment Online Application System

If you do not have an Account, please click [here](#) to Create New Account.

Email Address: *

Password: *

[Forgot Password?](#)

Login

4. Make an appointment

- i. After log in, you will be lead to the ‘My Appointment’ page. Click the <Make an Appointment> button to start.

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Welcome Tai Man Chan | Logout

My Appointment | My Online Payment | My Profile | Help / Useful Links | Contact Us

My Appointment

You have not made an appointment, click the button below to make an appointment.

[Make an Appointment](#)

- ii. You will be at the ‘Getting Started’ page of the Application Form. After reading the Notes for using Qualifications Assessment i-Portal, click <Next>.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Notes for using Qualifications Assessment i-Portal

About application and submission of documents:

1. At the end of the online application, you will be required to declare you have read and agree to all the terms in "Guidance Notes for Application", which is available here.
2. If you/your authorized person can come to our office to show the originals of all documents for verification when collecting your assessment report, you would be allowed to upload your documents. The following file formats are accepted: JPEG, JPG, PDF, PNG. Each file should be less than 5MB. The total size of all files should be less than 50MB.
3. Applicants who wish to assess qualifications in relation to pre-primary teacher training qualifications can upload Word file under Syllabus field. The file size limit is 20MB.

About payment:

4. You will be allowed to pay online using credit card. Visa, MasterCard, JCB are accepted. You can download your receipt in the system after payment.
5. If you choose to pay by cheque or telegraphic transfer, please remember to write your name at the back of the cheque/remarks field in the transfer. Please refer to the "Guidance Notes for Application" for detailed payment instructions.

About online application system:

6. It normally takes around 30 minutes to complete the whole Application Form.
7. The system will time out automatically if it is idle for 2 hours.
8. You can save at anytime and return to complete this application later.
9. Draft application not submitted within 1 year will be deleted automatically from the system without further notice.

[Next](#)

Fill in your personal particulars in appropriate field. Choose your Purpose for Qualifications Assessment.

After filling all required information, click <Save and Next>.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Personal Particulars *Required field

Identity Document Type: *

ID / Passport No. ⓘ : *

English Name (as appears on your ID or Passport above): *

ⓘ If the name above is different from any of your qualification document, you need to submit proof of name change such as deed poll, adoption, marriage or divorce certificate.

Title Surname Given Name

Chinese Name (as appears on your ID or Passport above):

Contact Phone No. ⓘ : *

Country Code Telephone Number

Email Address:

Additional Email:

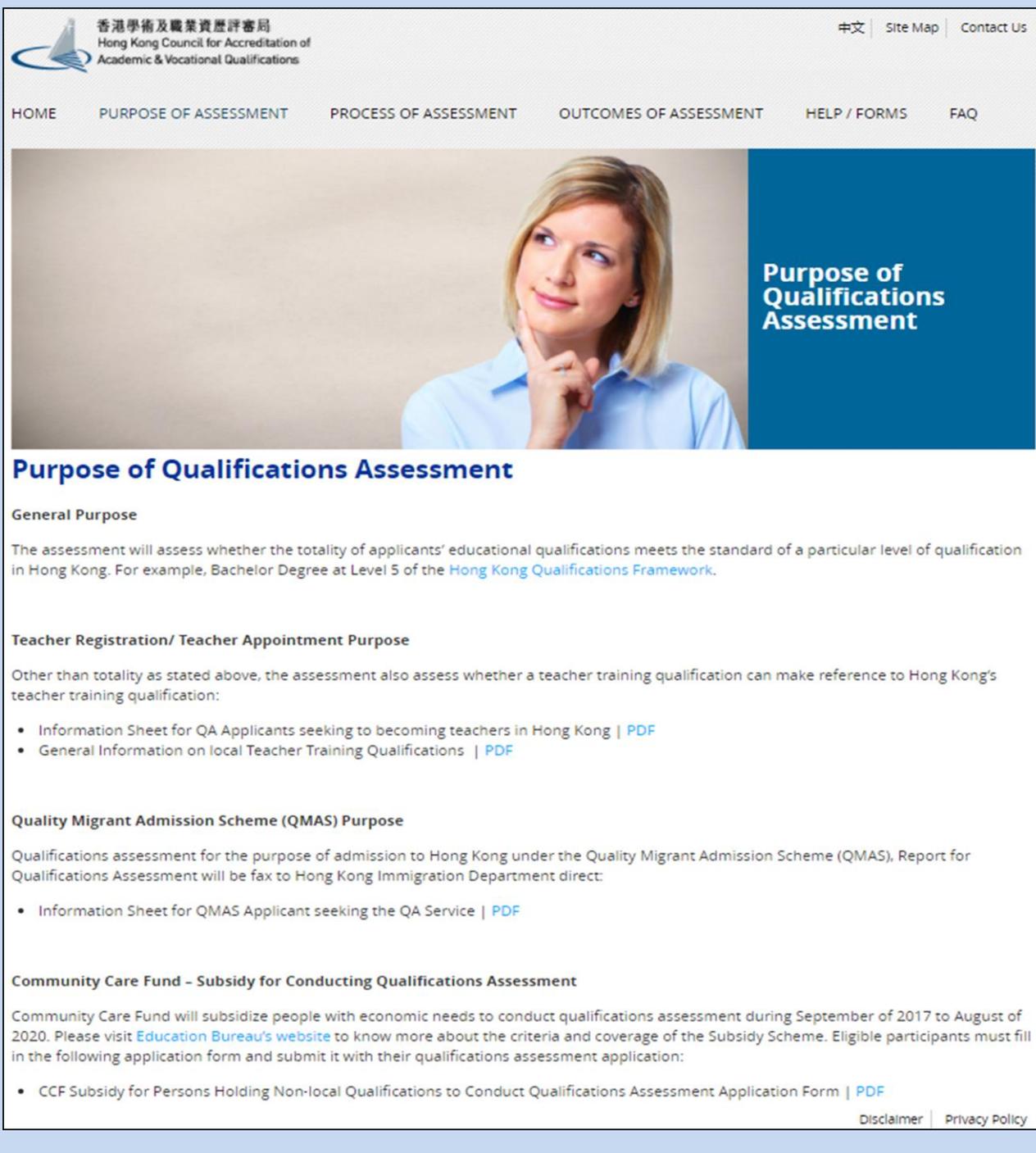
Mailing Address: *

Purpose of Assessment

Purpose of Qualifications Assessment ⓘ : *

Assessment Fee (HKD): 2,545.00

 The difference between different Purposes for Qualifications Assessment is illustrated under ‘Purpose of Assessment’ page in homepage.



The screenshot shows the homepage of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications. The header includes the organization's name in Chinese and English, along with navigation links for '中文', 'Site Map', and 'Contact Us'. The main navigation menu lists 'HOME', 'PURPOSE OF ASSESSMENT', 'PROCESS OF ASSESSMENT', 'OUTCOMES OF ASSESSMENT', 'HELP / FORMS', and 'FAQ'. The main content area features a large image of a woman in a light blue shirt thinking, with a blue overlay on the right containing the text 'Purpose of Qualifications Assessment'. Below the image is the title 'Purpose of Qualifications Assessment' and several sections detailing the assessment's purposes: General Purpose, Teacher Registration/ Teacher Appointment Purpose, Quality Migrant Admission Scheme (QMAS) Purpose, and Community Care Fund – Subsidy for Conducting Qualifications Assessment. Each section includes a brief description and links to relevant information sheets or forms. The footer contains links for 'Disclaimer' and 'Privacy Policy'.

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Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

中文 | Site Map | Contact Us

HOME | PURPOSE OF ASSESSMENT | PROCESS OF ASSESSMENT | OUTCOMES OF ASSESSMENT | HELP / FORMS | FAQ

Purpose of Qualifications Assessment

General Purpose

The assessment will assess whether the totality of applicants' educational qualifications meets the standard of a particular level of qualification in Hong Kong. For example, Bachelor Degree at Level 5 of the [Hong Kong Qualifications Framework](#).

Teacher Registration/ Teacher Appointment Purpose

Other than totality as stated above, the assessment also assess whether a teacher training qualification can make reference to Hong Kong's teacher training qualification:

- Information Sheet for QA Applicants seeking to becoming teachers in Hong Kong | [PDF](#)
- General Information on local Teacher Training Qualifications | [PDF](#)

Quality Migrant Admission Scheme (QMAS) Purpose

Qualifications assessment for the purpose of admission to Hong Kong under the Quality Migrant Admission Scheme (QMAS), Report for Qualifications Assessment will be fax to Hong Kong Immigration Department direct:

- Information Sheet for QMAS Applicant seeking the QA Service | [PDF](#)

Community Care Fund – Subsidy for Conducting Qualifications Assessment

Community Care Fund will subsidize people with economic needs to conduct qualifications assessment during September of 2017 to August of 2020. Please visit [Education Bureau's website](#) to know more about the criteria and coverage of the Subsidy Scheme. Eligible participants must fill in the following application form and submit it with their qualifications assessment application:

- CCF Subsidy for Persons Holding Non-local Qualifications to Conduct Qualifications Assessment Application Form | [PDF](#)

Disclaimer | Privacy Policy

iii. Under ‘**Qualification**’ screen, follow instructions on screen to answer question(s) and enter qualifications information. You could add more qualification by clicking <**Add Additional Qualification**>.

Educational Qualifications *Required field

1 Please fill in your highest non-local qualification. If the qualification contains transfer credits/ credit exemption, please also fill in your prior qualification.

Qualification 1 (Q1)

Country / Area of Award Granting Body ⓘ : * ▼

Award Granting Body : *

Title of Qualification (as appears on your graduation certificate) ⓘ : *

Major ⓘ :

Location of Study : * ▼

Year of Conferment (YYYY) : *

Study period (MM/YYYY) : * / 2016 to / 2017

Duration : * ▼

Mode of Study : * ▼

Name of operator in Hong Kong (if any):

Did you receive any credit exemption or transfer for this qualification? ⓘ : * ▼

After filling in all required information, click <**Save and Next**>.

Educational Qualifications

Mode of Study : * ▼

Name of operator in Hong Kong (if any):

Did you receive any credit exemption or transfer for this qualification? ⓘ : * ▼

Qualification 2 (Q2)

Country / Area of Award Granting Body ⓘ : * ▼

Award Granting Body : *

Title of Qualification (as appears on your graduation certificate) ⓘ : *

Major ⓘ :

Location of Study : * ▼

Year of Conferment (YYYY) : *

Study period (MM/YYYY) : * / 2014 to / 2016

Duration : * ▼

Mode of Study : * ▼

Did you receive any credit exemption or transfer for this qualification? ⓘ : * ▼

If your Purpose of Qualifications Assessment is For Teacher Registration or Teacher Appointment, and you possess teacher training qualification, you will be lead to ‘**Teacher Training Qualification**’ page, follow instructions on screen to answer questions and/or enter information about your supervised teaching practice.

After filling in all required information, click <**Save and Next**>.

iv. Under ‘**Document**’ screen, you may upload your qualification documents for our early reference. All relevant originals documents are required to present at the appointment.

Click <**Select Files**> in appropriate field to choose the file you would like to upload.

QA i-Portal will begin to upload your file once you select the file(s). Status of uploading will be shown in the row under the Section.

The screenshot shows the 'Supporting Document(s)' section of the QA i-Portal. On the left is a navigation menu with steps from 'Getting Started' to 'Step 7. Make Appointment'. 'Step 3. Document' is highlighted. The main content area includes instructions to upload documents, a '2.93MB out of 50MB used' status, and a section for 'Q1 Bachelor of Science (Granting Body: Edinburgh Napier University)'. Under this section, there are three 'Select Files' buttons for 'Graduation Certificate and Transcript', 'Translation', and 'Any relevant documents (e.g. letter of credit transfer, authenticity report)'. Below these is a table with columns 'Document Type', 'File Name', and 'Uploaded Date and Time'. The first row shows 'Graduation Certificate and Transcript' with file name 'png_file_2.93MB.png' and a progress bar at 100%. A red box highlights the '100%' text and the progress bar. A 'Delete' button is visible at the bottom right.

| Document Type | File Name | Uploaded Date and Time |
|---------------------------------------|---------------------|------------------------|
| Graduation Certificate and Transcript | png_file_2.93MB.png | 100% |

Once the file is successfully uploaded, it will show the Uploaded Date and Time.

This screenshot shows the same 'Supporting Document(s)' page after the file is fully uploaded. The progress bar is no longer visible. The table now shows the 'Uploaded Date and Time' for the file as '03/01/2018 12:30:17'. A red box highlights this date and time. The 'Delete' button is still present at the bottom right.

| Document Type | File Name | Uploaded Date and Time |
|---------------------------------------|---------------------|------------------------|
| Graduation Certificate and Transcript | png_file_2.93MB.png | 03/01/2018 12:30:17 |



If you would like to delete the file that has been uploaded, click the box on the left hand side of the file and click **<Delete>** button.

Getting Started
Step 1. Essential Information
Step 2. Qualification
Step 3. Document
Step 4. Declaration
Step 5. Confirmation
Step 6. Payment
Step 7. Make Appointment

Supporting Document(s)

Please come to our office to present all relevant original documents. To speed up your application, you can upload the concerned documents here for our early reference.

Please upload documents in appropriate field below:
2.93MB out of 50MB used.

Q1 Bachelor of Science (Granting Body: Edinburgh Napier University)

Graduation Certificate and Transcript [Select Files](#)

Translation [Select Files](#)

Any relevant documents (e.g. letter of credit transfer, authenticity report) [Select Files](#)

| <input checked="" type="checkbox"/> Document Type | File Name | Uploaded Date and Time |
|---|---------------------|------------------------|
| <input checked="" type="checkbox"/> Graduation Certificate and Transcript | png file_2.93MB.png | 03/01/2018 12:30:17 |

[Delete](#)

Click **<OK>** if you are sure you want to delete the file.

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Hong Kong Council for Accreditation of Academic & Vocational Qualifications

Go Back My Appointment Contact Us

Supporting Document(s)

Please come to our office to present all relevant original documents. To speed up your application, you can upload the concerned documents here for our early reference.

Please upload documents in appropriate field below:
2.93MB out of 50MB used.

Q1 Bachelor of Science (Granting Body: Edinburgh Napier University)

Graduation Certificate and Transcript [Select Files](#)

Translation [Select Files](#)

Any relevant documents (e.g. letter of credit transfer, authenticity report) [Select Files](#)

| <input checked="" type="checkbox"/> Document Type | File Name | Uploaded Date and Time |
|---|---------------------|------------------------|
| <input checked="" type="checkbox"/> Graduation Certificate and Transcript | png file_2.93MB.png | 03/01/2018 12:30:17 |

[Delete](#)

After uploading all documents, click <Save and Next>.

| Document Type | File Name | Uploaded Date and Time |
|---|------------------|------------------------|
| <input type="checkbox"/> ID Card / Passport | JPEG_1.20MB.jpeg | 22/12/2017 11:43:04 |

- v. Under **'Declaration'** page, you can enter any special message you would like us to know about this Application under Remarks in **'Any Other Information'**.

Read the Warning message. Click <Save and Next>.

Warning

A person who, either orally or in writing, makes any statement or representation or furnishes any information to HKCAAVQ or a review committee in connection with the performance of its functions under the HKCAAVQ Ordinance (Chapter 1150) which the person knows or reasonably ought to know is misleading or false in a material respect commits an offence and is liable on conviction to a fine at level 5.

Review what you have entered or declared previously. Click <Confirm> to confirm details entered.

The screenshot shows a multi-step application process. The left sidebar lists steps from 'Getting Started' to 'Step 7. Make Appointment', with 'Step 5. Confirmation' highlighted in blue. The main content area is titled 'Confirmation' and contains the text 'Please review and confirm application details as follows:'. Below this is a section titled 'Personal Particulars' with two input fields: 'Identity Document Type' (set to 'Hong Kong Identity Card') and 'ID / Passport No.' (set to 'Y123456(7)'). A 'Download All Documents' button is visible in the top right. Below the 'Personal Particulars' is a section titled 'Any Other Information' with a 'Remarks:' label and a large text area. A 'Warning' section follows, containing a paragraph of legal text. At the bottom right, three buttons are present: 'Further Edit Application Form', 'Further Upload Document', and 'Confirm', with the 'Confirm' button circled in red.

Click <OK> to acknowledge that you understand that you would not be allowed to edit the Application Form further.

The screenshot shows a dialog box with a title bar that reads 'iportal.hkcaavq.edu.hk says:'. The main text inside the dialog box says: 'You will not be allowed to edit the application further. Click OK to proceed or Cancel to edit your application.' At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel', with the 'OK' button circled in red.

vi. Choose a payment method and click <Pay and Go to Make Appointment> or <Go to Make Appointment>.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Step 7. Make Appointment

Payment Summary *Required field

| Charge Item | Amount (HKD) |
|---|--------------|
| Basic Application Fee (General Purpose) | 2,545.00 |
| Total: 2,545.00 | |

Please select payment method: *

- Pay now using Credit Card (Visa, Master, JCB accepted)
- Pay in HKCAAVQ office by cheque or Electronic Payment Services (EPS)

If you choose to pay online, it will lead you to payment gateway where you enter your credit card information.

HKCAAVQ
Secure payment

Card number *

Expiry month * Expiry year *

Cardholder name *

Security code *

The next screen you see may be payment card verification through your card issuer.

Cancel Pay now

Once you choose to pay in HKCAAVQ office later or the payment is successful, it will lead to 'Appointment' page.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Step 7. Make Appointment

Payment Summary *Required field

| Charge Item | Amount (HKD) |
|---|--------------|
| Basic Application Fee (General Purpose) | 2,545.00 |
| Total: 2,545.00 | |

Please select payment method: *

- Pay in HKCAAVQ office by cheque or Electronic Payment Services (EPS)

Go to Make Appointment

If you are applying for CCF QA scheme, the following message will be displayed and you can go to make appointment directly.

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Go Back | Welcome Tai Man Chan | Logout | 中文

My Appointment | My Online Payment | My Profile | Help / Useful Links | Contact Us

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Payment Summary

CCF QA applicants are not required to pay any assessment fee when submitting their applications. Applicants are required to provide documents for eligibility checking by HKCAAVQ. For documents required for eligibility checking, please refer to CCF Subsidy Application Form.

[Go to Make Appointment](#)

vii. Book a Timeslot

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Go Back | Welcome Tai Man Chan | Logout | 中

My Appointment | My Online Payment | My Profile | Help / Useful Links | Contact Us

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Step 7. Make Appointment

Appointment

1. Appointee is advised to arrive at least 5 minutes before the appointment time. For example, if the appointment is 10:00-10:30am. Please arrive before 9:55am.
2. Appointee who is late for an appointment will only be served in the remaining time of the 30 minutes session. If application could not be submitted on time, the assessment of your application will be delayed.

Please select intended date of appointment:

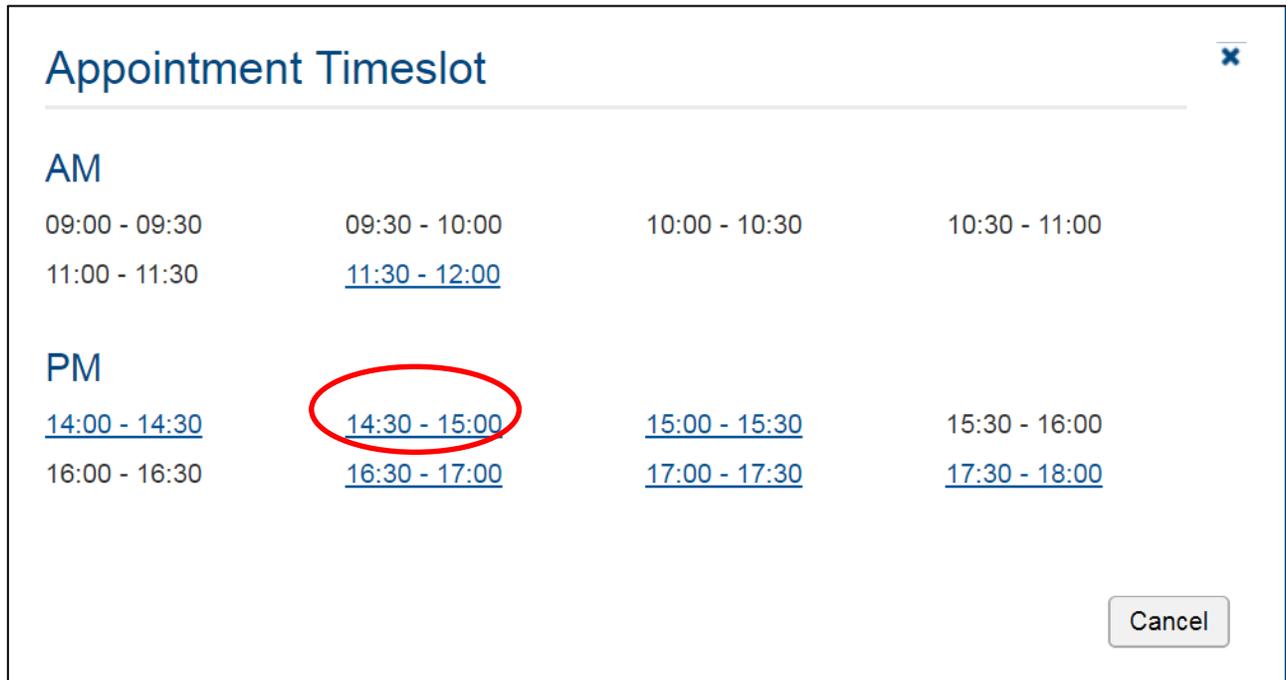
December 2017

| Sun | Mon | Tue | Wed | Thurs | Fri | Sat |
|--------------------|-------------------------------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|
| | | | | 21 | 22 | 23 |
| 24 | 25 (Public Holiday) | 26 (Public Holiday) | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

January 2018

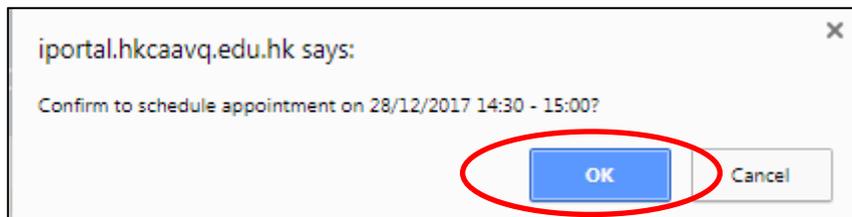
| Sun | Mon | Tue | Wed | Thurs | Fri | Sat |
|-------------------|------------------------------------|-------------------|--------------------|--------------------|-------------------|-------------------|
| | 1 (Public Holiday) | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | | |

Click on the available day (blue), the ‘**Appointment Timeslot**’ page will be prompted up for you to choose the timeslot. You are allowed to book **ONE timeslot** only.



The screenshot shows a window titled "Appointment Timeslot" with a close button (X) in the top right corner. The window is divided into AM and PM sections. Under AM, there are two rows of timeslots: 09:00 - 09:30, 09:30 - 10:00, 10:00 - 10:30, 10:30 - 11:00 in the first row, and 11:00 - 11:30, 11:30 - 12:00 in the second row. Under PM, there are two rows of timeslots: 14:00 - 14:30, 14:30 - 15:00, 15:00 - 15:30, 15:30 - 16:00 in the first row, and 16:00 - 16:30, 16:30 - 17:00, 17:00 - 17:30, 17:30 - 18:00 in the second row. The timeslot "14:30 - 15:00" is circled in red. A "Cancel" button is located in the bottom right corner.

Click the chosen available timeslot (Blue), a screen is prompted to confirm the appointment. Click <OK> if you confirm the appointment.



The screenshot shows a confirmation dialog box with the title "iportal.hkcaavq.edu.hk says:". The message inside reads "Confirm to schedule appointment on 28/12/2017 14:30 - 15:00?". At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

Once the appointment is confirmed, it will lead to ‘**Appointment Confirmed**’ page. The acknowledgment message showing the appointment timeslot and documents to be prepared will be displayed and sent to your email as well. You may click <**Download Application Form**> for record.

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Go Back | Welcome Tai Man Chan | Logout

My Appointment | My Online Payment | My Profile | Help / Useful Links | Contact Us

Appointment Confirmed

You have successfully made an appointment on 28/12/2017 03:00 PM. You are advised to arrive at least 5 minutes before the appointment time.

Please note that you only have 30 minutes in your session. If application could not be submitted on time, the assessment of your application will be delayed.

Please be reminded to bring the **original** of the following documents:

1. Certificate and transcript of Q1 Bachelor Science with Honours (Physics) of University of Warwick
2. Supervised Teaching Practicum Proof of Q1 Bachelor Science with Honours (Physics) issued by University of Warwick
3. Teacher registration certificate (if any)
4. Photocopies of Passport
5. Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. (if applicable)
6. Translation of the above documents if any of it is not in English/ Chinese (For requirements of translation, please refer to Guidance Notes for Application)
7. One set of photocopies of all of the above document(s)

Please note that when Typhoon Signal No. 8 (or above) or a Black Rainstorm Warning is or about to be issued by the Hong Kong Observatory, all bookings of the day(s) will be cancelled without prior notice. Affected applicants will be contacted for rescheduling.

The above message will be sent to your email automatically.

Print This Page | **Download Application Form** | Go to My Appointment

5. Change Timeslot

After login, you will be at **'My Appointment'** screen. If you want to change the booked timeslot, click **<Change Timeslot>**.

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Welcome Tai Man Chan | Logout

My Appointment | My Online Payment | My Profile | Help / Useful Links | Contact Us

My Appointment

You have an appointment on 28/12/2017 03:00 PM.

Please note that you only have 30 minutes in your session. If application could not be submitted on time, the assessment of your application will be delayed.

Please be reminded to bring the **original** of the following documents:

1. Certificate and transcript of Q1 Bachelor of Science with Honours (Physics) of The University of Warwick
2. Supervised Teaching Practicum Proof of Q1 Bachelor of Science with Honours (Physics) issued by The University of Warwick
3. Syllabus showing the content and course hours of each subject of your pre-primary teacher training programme
4. Teacher registration certificate (if any)
5. Photocopies of Passport
6. Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. (if applicable)
7. Translation of the above documents if any of it is not in English/ Chinese (For requirements of translation, please refer to Guidance Notes for Application)
8. One set of photocopies of all of the above document(s)

View Form Details | **Change Timeslot** | Cancel Appointment

It will lead to the **'Appointment'** page. Select the intended day and timeslot of appointment.



香港學術及職業資歷評審局
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[Go Back](#) | [Welcome Tai Man Chan](#) | [Logout](#)

中

[My Appointment](#)
[My Online Payment](#)
[My Profile](#)
[Help / Useful Links](#)
[Contact Us](#)

Appointment

1. Appointee is advised to arrive at least 5 minutes before the appointment time. For example, if the appointment is 10:00-10:30am. Please arrive before 9:55am.
 2. Appointee who is late for an appointment will only be served in the remaining time of the 30 minutes session. If application could not be submitted on time, the assessment of your application will be delayed.

Please select intended date of appointment:

December 2017

| Sun | Mon | Tue | Wed | Thurs | Fri | Sat |
|-----|---------------------|---------------------|-----|-------|-----|-----|
| | | | | 21 | 22 | 23 |
| 24 | 25 (Public Holiday) | 26 (Public Holiday) | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

January 2018

| Sun | Mon | Tue | Wed | Thurs | Fri | Sat |
|-----|--------------------|-----|-----|-------|-----|-----|
| | 1 (Public Holiday) | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | | |

Appointment Timeslot ✕

AM

| | | | |
|---------------|----------------------|---------------|---------------|
| 09:00 - 09:30 | 09:30 - 10:00 | 10:00 - 10:30 | 10:30 - 11:00 |
| 11:00 - 11:30 | <u>11:30 - 12:00</u> | | |

PM

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| <u>14:00 - 14:30</u> | <u>14:30 - 15:00</u> | <u>15:00 - 15:30</u> | 15:30 - 16:00 |
| 16:00 - 16:30 | <u>16:30 - 17:00</u> | <u>17:00 - 17:30</u> | <u>17:30 - 18:00</u> |

After confirming the timeslot, the Appointment Time Changed screen. The acknowledgment message with changed timeslot will be displayed.

香港學術及職業資歷評審局
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My Appointment | My Online Payment | My Profile | Help / Useful Links | Contact Us

Appointment Time Changed

Your appointment time has changed to 28/12/2017 09:30 AM. You are advised to arrive at least 5 minutes before the appointment time.

Please note that you only have 30 minutes in your session. If application could not be submitted on time, the assessment of your application will be delayed.

Please be reminded to bring the **original** of the following documents:

1. Certificate and transcript of Q1 Bachelor of Science with Honours (Physics) of The University of Warwick
2. Supervised Teaching Practicum Proof of Q1 Bachelor of Science with Honours (Physics) issued by The University of Warwick
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4. Teacher registration certificate (if any)
5. Photocopies of Passport
6. Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. (if applicable)
7. Translation of the above documents if any of it is not in English/ Chinese (For requirements of translation, please refer to Guidance Notes for Application)
8. One set of photocopies of all of the above document(s)

Please note that when Typhoon Signal No. 8 (or above) or a Black Rainstorm Warning is or about to be issued by the Hong Kong Observatory, all bookings of the day(s) will be cancelled without prior notice. Affected applicants will be contacted for rescheduling.

The above message will be sent to your email automatically.

Print This Page | Download Application Form

[Go to My Appointment](#)

6. Cancel Appointment

After login, you will be at ‘**My Appointment**’ screen. If you want to cancel the booked timeslot, click <**Cancel Appointment**>.

Council for Higher Education | Council for Higher Education | Council for Higher Education | My Appointment

Secure | https://portal.hkcaavq.edu.hk/iapp/dln/app/qaps0501.jsp?WINDOW_ID=WINDO...

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of Academic & Vocational Qualifications

Welcome Tai Man Chan

My Appointment | My Onli

portal.hkcaavq.edu.hk says:
If you cancel your appointment, your application form will be removed. If you wish to change appointment time, please use the Change Timeslot function instead.

Confirm to cancel appointment?

OK | Cancel

links | Contact Us

My Appointment

You have an appointment on 28/12/2017 09:30 AM.

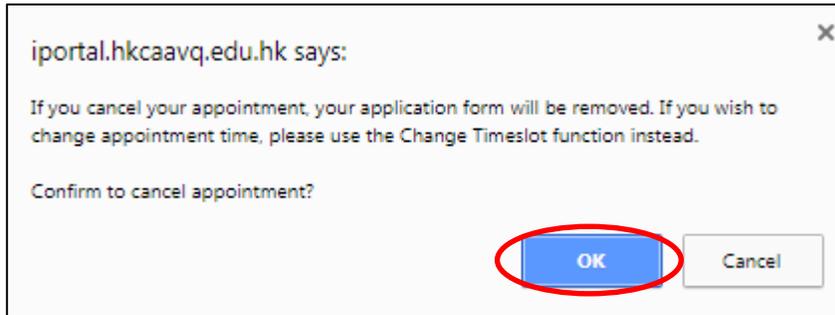
Please note that you only have 30 minutes in your session. If application could not be submitted on time, the assessment of your application will be delayed.

Please be reminded to bring the **original** of the following documents:

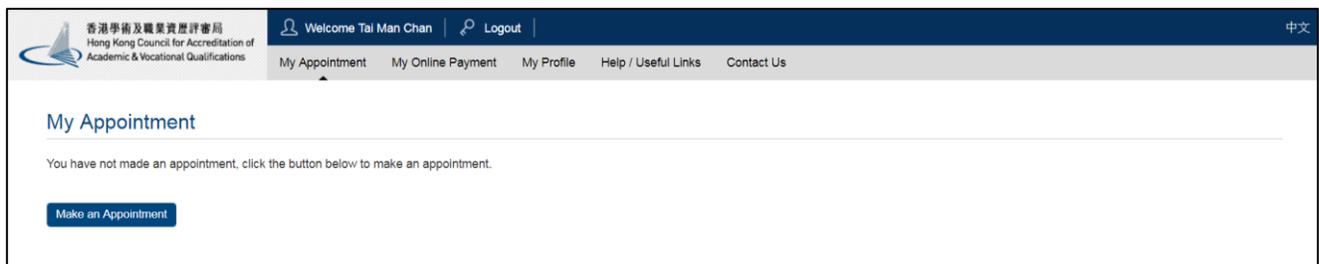
1. Certificate and transcript of Q1 Bachelor of Science with Honours (Physics) of The University of Warwick
2. Supervised Teaching Practicum Proof of Q1 Bachelor of Science with Honours (Physics) issued by The University of Warwick
3. Syllabus showing the content and course hours of each subject of your pre-primary teacher training programme
4. Teacher registration certificate (if any)
5. Photocopies of Passport
6. Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. (if applicable)
7. Translation of the above documents if any of it is not in English/ Chinese (For requirements of translation, please refer to Guidance Notes for Application)
8. One set of photocopies of all of the above document(s)

View Form Details | Change Timeslot | **Cancel Appointment**

The screen will be prompted and click <OK> if you confirm to cancel the appointment.

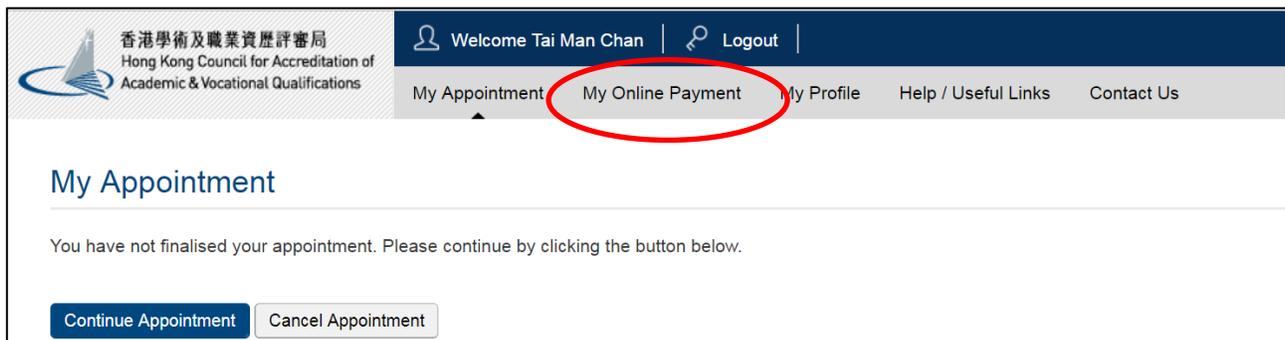


No appointment is made will be shown in 'My Appointment' screen.

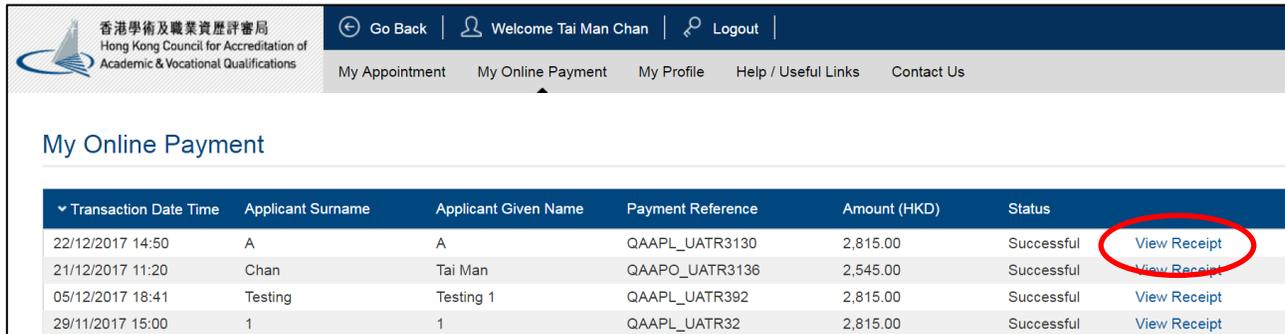


7. Download payment receipt

You can only see payment receipt online if you have paid by credit card online. Click <My Online Payment> in the menu bar to view the transaction records.



When you are at ‘My Online Payment’ screen, click <View Receipt>.

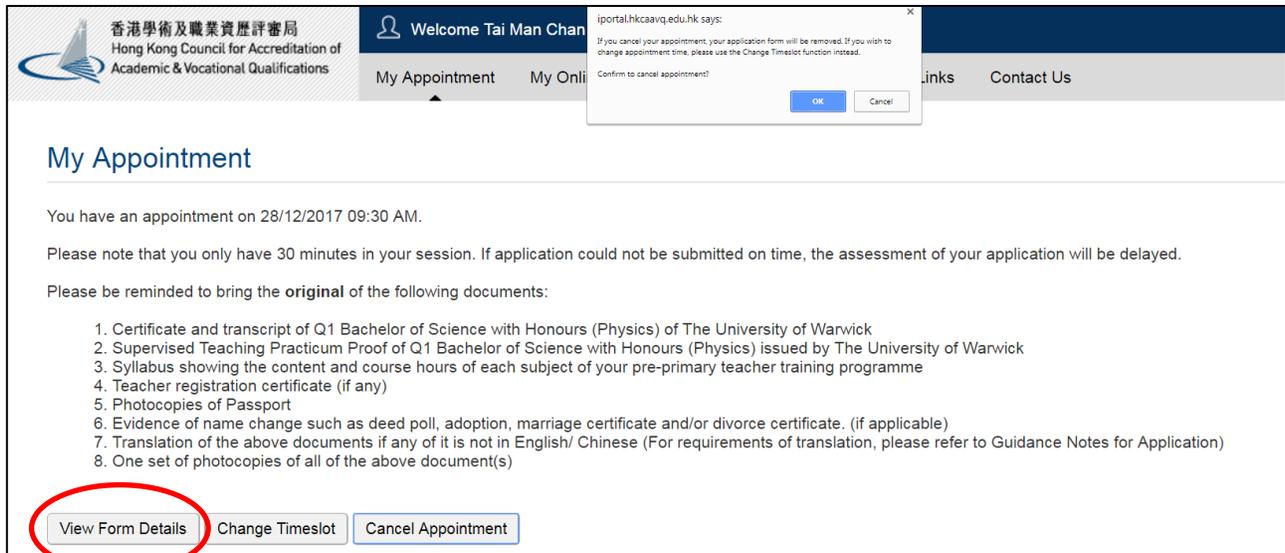


| Transaction Date Time | Applicant Surname | Applicant Given Name | Payment Reference | Amount (HKD) | Status | |
|-----------------------|-------------------|----------------------|-------------------|--------------|------------|------------------------------|
| 22/12/2017 14:50 | A | A | QAAPL_UATR3130 | 2,815.00 | Successful | View Receipt |
| 21/12/2017 11:20 | Chan | Tai Man | QAAPL_UATR3136 | 2,545.00 | Successful | View Receipt |
| 05/12/2017 18:41 | Testing | Testing 1 | QAAPL_UATR392 | 2,815.00 | Successful | View Receipt |
| 29/11/2017 15:00 | 1 | 1 | QAAPL_UATR32 | 2,815.00 | Successful | View Receipt |

HKCAAVQ would have sent the payment receipt to your registered email upon receiving the payment by other payment methods in the counter.

8. View Form Details and Download uploaded documents

After login, QA i-Portal will direct you to ‘My Appointment’ page. Click <View Forms Details>, you may view the data entered in the application form but they are not editable.



iportal.hkcaavq.edu.hk says:
If you cancel your appointment, your application form will be removed. If you wish to change appointment time, please use the Change Timeslot function instead.
Confirm to cancel appointment?

My Appointment

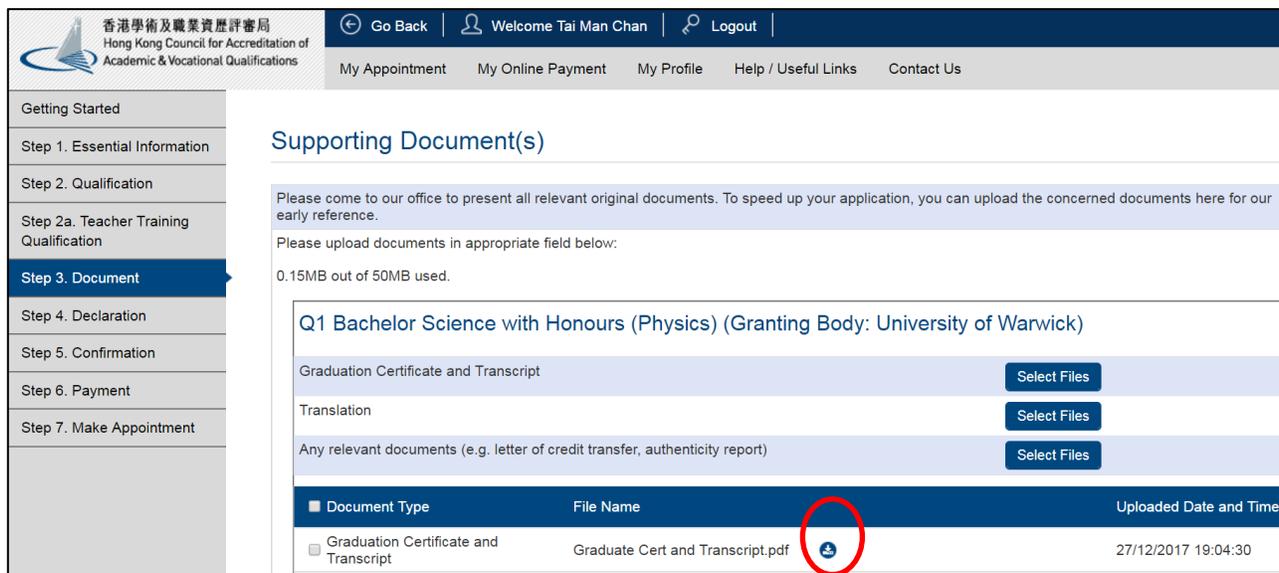
You have an appointment on 28/12/2017 09:30 AM.

Please note that you only have 30 minutes in your session. If application could not be submitted on time, the assessment of your application will be delayed.

Please be reminded to bring the **original** of the following documents:

1. Certificate and transcript of Q1 Bachelor of Science with Honours (Physics) of The University of Warwick
2. Supervised Teaching Practicum Proof of Q1 Bachelor of Science with Honours (Physics) issued by The University of Warwick
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4. Teacher registration certificate (if any)
5. Photocopies of Passport
6. Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. (if applicable)
7. Translation of the above documents if any of it is not in English/ Chinese (For requirements of translation, please refer to Guidance Notes for Application)
8. One set of photocopies of all of the above document(s)

If you would like to download the uploaded documents individually, you can click the  button next to the file name under ‘Supporting Document(s)’.



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Go Back | Welcome Tai Man Chan | Logout

My Appointment | My Online Payment | My Profile | Help / Useful Links | Contact Us

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 2a. Teacher Training Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Step 7. Make Appointment

Supporting Document(s)

Please come to our office to present all relevant original documents. To speed up your application, you can upload the concerned documents here for our early reference.

Please upload documents in appropriate field below:

0.15MB out of 50MB used.

Q1 Bachelor Science with Honours (Physics) (Granting Body: University of Warwick)

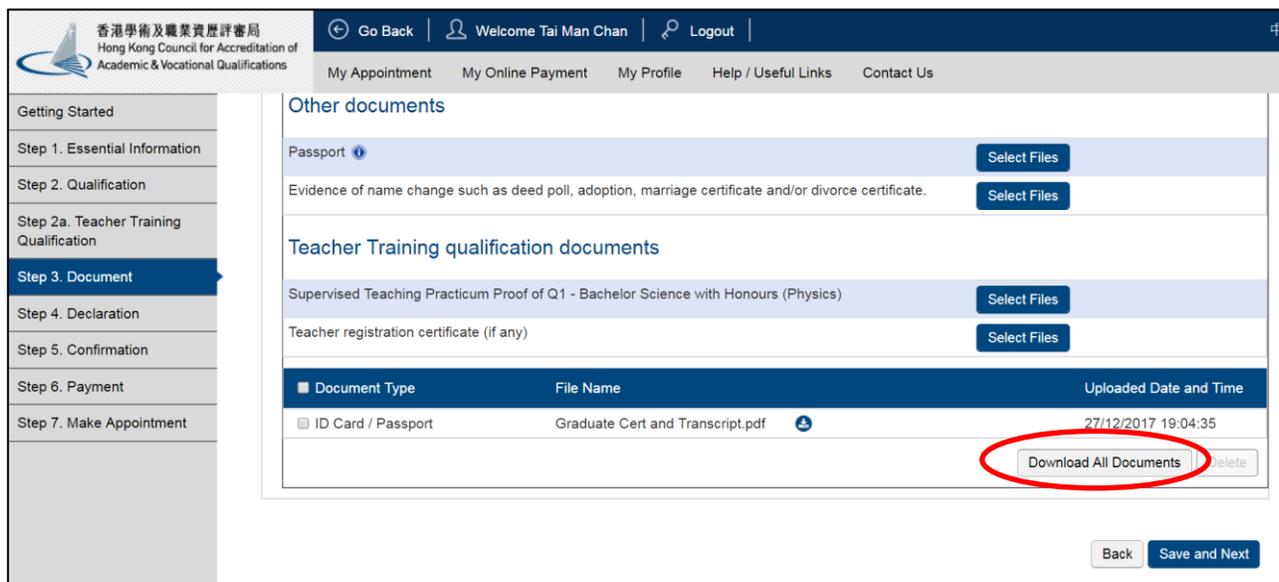
Graduation Certificate and Transcript [Select Files](#)

Translation [Select Files](#)

Any relevant documents (e.g. letter of credit transfer, authenticity report) [Select Files](#)

| Document Type | File Name | Uploaded Date and Time |
|--|---|------------------------|
| <input type="checkbox"/> Graduation Certificate and Transcript | Graduate Cert and Transcript.pdf  | 27/12/2017 19:04:30 |

If you would like to download all documents, click < **Download All Documents** > and a zip file of the documents will be created.



香港學術及職業資歷評審局
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Go Back | Welcome Tai Man Chan | Logout

My Appointment | My Online Payment | My Profile | Help / Useful Links | Contact Us

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 2a. Teacher Training Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Step 7. Make Appointment

Other documents

Passport  [Select Files](#)

Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. [Select Files](#)

Teacher Training qualification documents

Supervised Teaching Practicum Proof of Q1 - Bachelor Science with Honours (Physics) [Select Files](#)

Teacher registration certificate (if any) [Select Files](#)

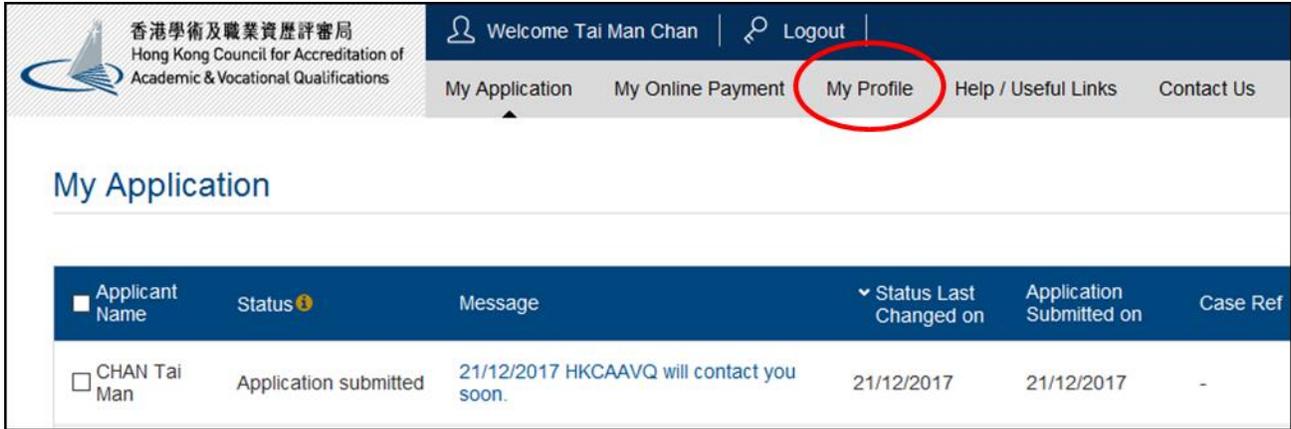
| Document Type | File Name | Uploaded Date and Time |
|---|--|------------------------|
| <input type="checkbox"/> ID Card / Passport | Graduate Cert and Transcript.pdf  | 27/12/2017 19:04:35 |

[Download All Documents](#) [Delete](#)

[Back](#) [Save and Next](#)

9. Change details of user account/password

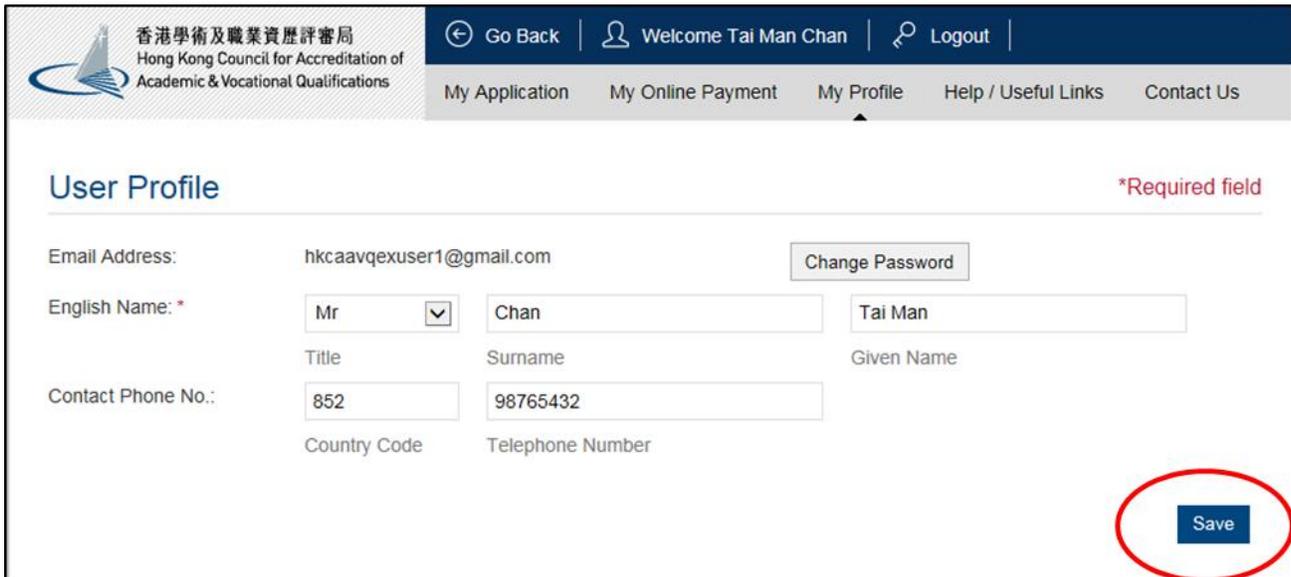
At the 'My Appointment' page, click <My Profile>.



The screenshot shows the user interface of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications. The top navigation bar includes the logo and name of the council, a 'Welcome Tai Man Chan' message, and a 'Logout' link. Below this, a secondary navigation bar contains links for 'My Application', 'My Online Payment', 'My Profile' (circled in red), 'Help / Useful Links', and 'Contact Us'. The main content area is titled 'My Application' and displays a table of application records.

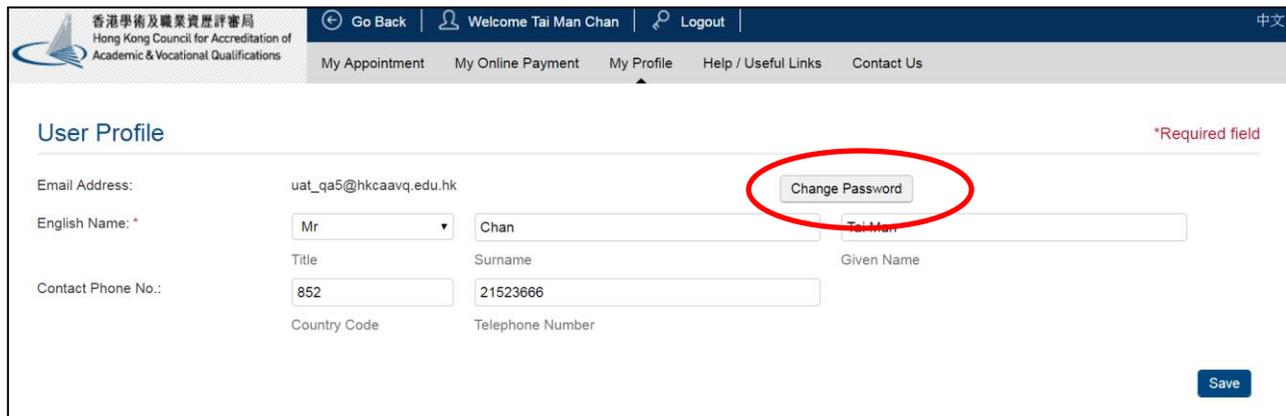
| Applicant Name | Status | Message | Status Last Changed on | Application Submitted on | Case Ref |
|---------------------------------------|-----------------------|---|------------------------|--------------------------|----------|
| <input type="checkbox"/> CHAN Tai Man | Application submitted | 21/12/2017 HKCAAVQ will contact you soon. | 21/12/2017 | 21/12/2017 | - |

After changing the details under your account, click <Save>.



The screenshot shows the 'User Profile' page. The top navigation bar is similar to the previous page, but includes a 'Go Back' link. The main content area is titled 'User Profile' and contains a form for updating user details. The form includes fields for 'Email Address' (hkcaavqexuser1@gmail.com), 'English Name' (with a dropdown for 'Mr' and input fields for 'Chan' and 'Tai Man'), and 'Contact Phone No.' (with input fields for '852' and '98765432'). A 'Change Password' button is located next to the email field. A red asterisk indicates that the 'English Name' fields are required. The 'Save' button at the bottom right is circled in red.

If you would like to change your password, click <Change Password>.



The screenshot shows the 'User Profile' page of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications. The page includes a navigation bar with 'Go Back', 'Welcome Tai Man Chan', and 'Logout'. Below the navigation bar are links for 'My Appointment', 'My Online Payment', 'My Profile', 'Help / Useful Links', and 'Contact Us'. The 'User Profile' section contains the following fields: Email Address (uat_qa5@hkcaavq.edu.hk), English Name (Mr Chan), Title (Mr), Surname (Chan), Given Name (Tai Man), Contact Phone No. (852 21523666), and Country Code. A 'Change Password' button is circled in red. A '*Required field' label is visible in the top right corner. A 'Save' button is located at the bottom right.

Enter current password, and new password. Click <Save>.



The screenshot shows the 'Change Password' page. It includes a '*Required field' label in the top right corner. The page contains three password input fields: 'Current Password: *', 'New Password: *', and 'Re-type New Password: *'. The 'New Password' field has a note: '(8-40 case-sensitive alphabets / numbers / symbols combination)'. A 'Cancel' button and a 'Save' button are located at the bottom right, with the 'Save' button circled in red.