

Ref.: DSE/SBA/GEN 14/11

12 May 2015

To: Principal of HKDSE Participating Schools

Dear Principal,

S5 SBA mark templates and submission of Teacher Document (Science Subjects) for 2016 HKDSE Examination

I write to update you on the following regarding the conduct of School-based Assessment (SBA) in the 2016 HKDSE examination.

1. S5 SBA Mark Templates for 2016 HKDSE Examination

Starting from the 2014 HKDSE Examination, schools are only required to submit all S5 and S6 SBA marks to the HKEAA in one go in S6. To facilitate schools to store the S5 SBA marks, SBA Mark Templates (in the format of MS Excel files) are prepared for teachers to input the S5 SBA marks for internal record-keeping. The templates are available at the following web pages:

www.hkeaa.edu.hk/tc/SBA/forms/mark_template/ (Chinese)

www.hkeaa.edu.hk/en/SBA/forms/mark_template/ (English)

As information like candidate numbers are not yet available for the time being, the SBA Mark Templates only serve to facilitate schools to input their SBA marks for internal record-keeping but are not used for submission purpose in S6. Schools are free to adapt these Mark Templates or use other suitable means to keep their SBA marks safely for submission in S6.

2. Submission of S5 SBA Teacher Documents for 2016 HKDSE Examination (for Biology, Chemistry, Physics, Combined Science (CS) and Integrated Science only)

To facilitate the SBA District Coordinators to better understand the operations of SBA in schools so that timely feedback to schools can be provided, **teachers of the above subjects are requested to email the relevant Teacher Documents of their S5 classes in the 2014-15 school year to their District Coordinators.** Details of the submission requirement can be found in the 2016 SBA Teachers' Handbook of the relevant subjects, and the requirements are also listed below for easy reference.

Subject	Details of S5 SBA Teacher Document	Submission deadline
Biology & CS (Bio)	List of Experiments Performed in S5 and Lab Manual/Worksheet (blank) used for assessment	5 June 2015
Chemistry & CS(Chem)	List of Experiments Performed in S5	5 June 2015
Physics & CS(Phy)	List of Experiments Performed in S5	5 June 2015
Integrated Science	List of Experiments Performed in S5	5 June 2015

I should be grateful if you could bring the attention of your staff concerned to the above arrangements. Thank you again for your continuous support in implementing SBA and providing professional assessments to the students. Should you have any queries, please contact our SBA Team at 3628 8064.

Yours sincerely,



Wan Tak-wing
General Manager
Assessment Development Division