

Ref: DSE/SBA/GEN17/6

19 September 2017

To: Principals of HKDSE Participating Schools

Dear Principal,

Hong Kong Diploma of Secondary Education Examination (HKDSE) Schedule of Work for School-based Assessment (SBA) in 2017-18

I am writing to share with you the schedule of work for SBA in the 2017-18 school year. Your kind attention is drawn to the following arrangements:

1. SBA Moderation Reports

The SBA marks submitted for the 2017 HKDSE were moderated to ensure the consistency of assessment standards across schools. The **2017 SBA Moderation Reports** of your school will be available on the SBA System (<https://www.hkdse.hkeaa.edu.hk/>) from **26 September 2017**. They can be accessed by clicking 'Moderation Reports' under 'Reports'. School principals may use their accounts to get access to the reports for individual subjects offered by their schools (**Annex 1**). The reports will specify the extent of adjustments made to the SBA scores submitted by schools. I would be grateful if you could pass these reports to your staff concerned for their reference. Please kindly remind them these reports are for schools' internal reference and should not be divulged to any unauthorised parties.

2. Submission of SBA Marks and Student Work for 2018 HKDSE

In 2017-18, schools are required to submit the SBA marks of S6 students as well as samples of students' SBA work for individual subjects between January and March 2018. For **Chinese Literature, Health Management and Social Care, Literature in English, and Technology and Living**, schools joining the optional trial will also need to submit SBA marks for feedback from the HKEAA. In response to users' feedback, the upload file size for each piece of Student Work has been adjusted to 40MB for Visual Arts and Technology and Living, 20MB for Information and Communication Technology, and 15MB for all other subjects. **Annex 2** shows a summary of the submission requirements and the submission period for individual subjects.

The latest information about SBA, including the submission requirements and procedures, will also be disseminated to subject teachers in the SBA annual conferences for individual subjects, which are scheduled to be held between October and November 2017. Please bring this to the attention of your subject teachers and request them to attend the conferences, details of which will be provided in a separate circular.

3. Update of Teachers' information in the School Information Management Online Service

To facilitate the smooth completion of mark submission and to offer better support to schools on the conduct of the SBA, we need schools' cooperation in updating related information, including the subjects offered and the staff profiles (panel chairpersons, school coordinators and subject teachers) responsible for the conduct of SBA in 2017-18. The following measures are adopted to facilitate school administrators to update the staff profiles:

- (a) The 2016-17 SBA-related staff profiles are retained in the School Information Management Online Service.

(b) A report showing the details of staff profiles can be downloaded from the School Information Management Online Service for checking. (**Annex 3**)

School administrators should login the platform, update the profiles if necessary, and assign SBA roles to the staff. School administrators are requested to complete the tasks by **7 October 2017**. They may refer to the presentation material ‘School Information Management Online Services’ in <https://www.hkdse.hkeaa.edu.hk/> for details of the update procedure.

Please note that users (including accounts for Principal, School Administrator, Subject Panel, School Coordinator and Subject Teacher) who have not changed their login password for over 365 calendar days are required to do so before accessing the System. Users may follow the instructions on screen to change the password if necessary.

4. Authentication of Students’ Work and Procedures in Handling Plagiarism Cases in SBA

In order to strengthen the message to students about academic honesty and proper conduct in SBA, schools should ask their students to complete and sign a declaration form at the beginning of each school year in which SBA is undertaken to declare that all SBA tasks/assignments completed are their own and to agree to adhere to a code of honour in completing the SBA for all subjects. The declaration form is attached in **Annex 4** and is also available on the HKEAA website (English version: <http://www.hkeaa.edu.hk/en/sba/forms/> Chinese version: <http://www.hkeaa.edu.hk/tc/sba/forms/>).

Schools should note that the revised procedures for handling plagiarism cases in SBA adopted in the 2014 HKDSE will continue to apply in the 2018 examination. Details of the procedures are provided in the SBA School Leaders’ Handbook and Teachers’ Handbooks for individual subjects.

5. Arrangements of SBA for 2019 HKDSE

Schools should take note of the following regarding the SBA in the 2019 HKDSE:

- (a) For **Chinese Literature, Health Management and Social Care, Literature in English, and Technology and Living**, SBA will be implemented starting from the 2019 HKDSE.
- (b) The Teachers’ Handbooks of subjects with SBA in the 2019 HKDSE are available on the HKEAA website (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/) for schools’ reference.
- (c) For Science subjects, same as previous practice, teachers are requested to email the list of experiments performed in S5 to their District Coordinators (DCs) in May/June 2018 so as to enable DCs to have a better understanding of the conduct of SBA in schools.

6. Arrangements of SBA for 2020 HKDSE

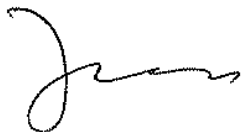
Schools should take note of the following regarding the SBA in the 2020 HKDSE:

- (a) The Teachers’ Handbooks of subjects with SBA in the 2020 HKDSE are available on the HKEAA website (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/) for schools’ early reference. (The Teachers’ Handbooks for Liberal Studies will be available in October 2017, and the Teachers’ Handbooks for Design and Applied Technology will be available in September 2018.)

I would be grateful if you could bring the attention of your staff concerned to the above arrangements and remind them to complete the submissions on time. **Annex 5** shows a calendar of SBA events in the 2017-18 school year for schools’ reference. If you have any queries about the SBA, please contact our SBA Team on 3628 8064 or 3628 8070. Please also encourage your School Coordinators for individual subjects to contact the designated District Coordinators for assistance should they encounter any difficulties in implementing the SBA.

I would like to thank you for your continuous support and professional input to the implementation of SBA in the HKDSE and look forward to working together with schools to ensure the smooth conduct of SBA in the coming years.

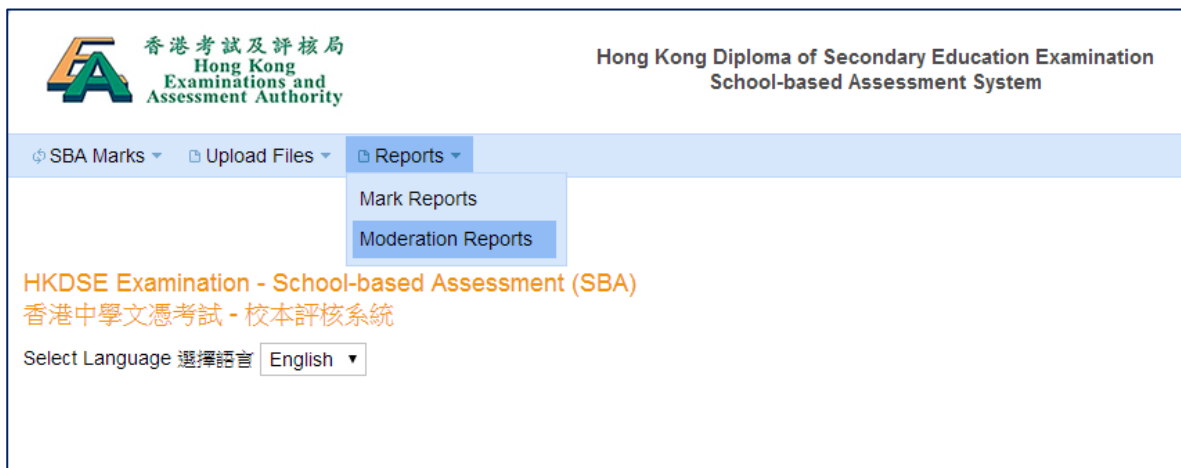
Yours faithfully,

A handwritten signature in black ink, appearing to read 'Wan Tak-wing', with a large, stylized initial 'W'.

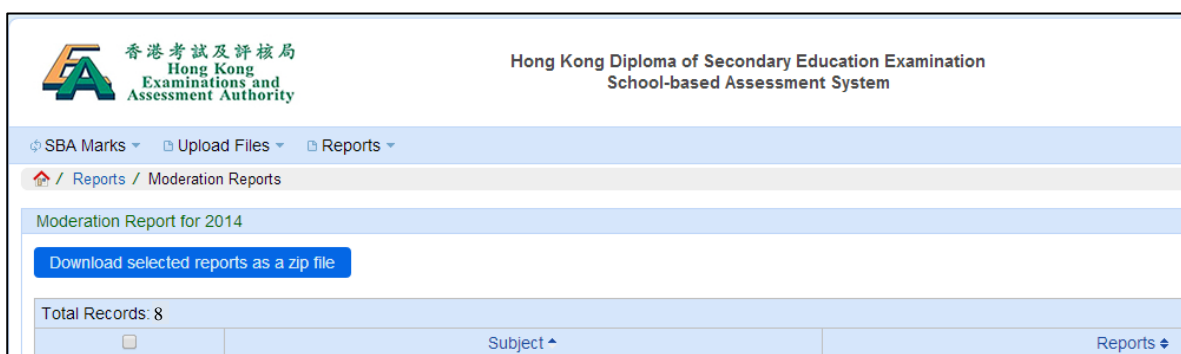
Wan Tak-wing
General Manager
Assessment Development Division

Steps for retrieving the SBA Moderation Reports

1. Login the SBA System using the Principal's account (P001, P002).
2. Mouse over **Reports** and click **Moderation Reports**. The reports are listed by subjects.



3. You may also check the boxes in the first column and click **Download selected reports as a zip file** for downloading reports of multiple subjects.



SBA Requirements and Submission Schedule for 2018 HKDSE

The following table shows the submission requirements and submission period for individual subjects in the 2018 HKDSE. Please pay special attention to the notes at the end about the submission requirements. (Note: Requirements that are different from those adopted in the 2017 HKDSE are shaded for teachers' easy reference.)

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Design and Applied Technology	A Project (Part 1 and 2)	1 mark on Part 1	1 mark on Part 2	SBA project reports (including drawings, models and CDs/DVDs, if any) of six students, chosen by the HKEAA, are to be reviewed by the HKEAA. (Note 2)	Nil	2 - 23 Jan 2018
Liberal Studies	An Independent Enquiry Study (IES)	1 mark on Problem Definition and Identification of Concepts / Knowledge 1 mark on Explanation and Justification 1 mark on Presentation and Organisation 1 mark on Initiative		IES Reports of six students, chosen by the HKEAA, are to be submitted.	Nil	2 - 23 Jan 2018
Visual Arts	One SBA portfolio (including 1 research workbook and 4 pieces of artworks/critical studies, at least one piece of work should be an Artwork)	1 mark on 2 pieces of artwork/critical studies	1 mark on Research workbook 1 mark on 2 pieces of artwork/ critical studies	One SBA portfolio (including 1 research workbook and 4 pieces of artworks/critical studies) and the Assessment Sheet from each of the six students, chosen by the HKEAA, are to be submitted.	Nil	2 - 23 Jan 2018
Chinese Literature 中國文學 (Note 3)	3 Creative Writing 三次創作練習	1 mark on Creative Writing 一個創作練習分數	2 marks on Creative Writing 兩個創作練習分數	2 pieces of creative writing on different genres (one from S5 and one from S6) of six students, chosen by the HKEAA, are to be submitted. 考評局會選取六名學生，學校須為每名學生提交中五及中六學年各一次不同文類的創作練習。	Marking Criteria of the submitted student work. 課業樣本的評分準則	4 - 25 Jan 2018 2018年1月4日至25日

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Health Management and Social Care (Note 3)	A Field Learning Task (including Field Learning Plan, Reflective Journal and Field Notes)	1 mark on Field Learning Task		The completed Assessment Rubrics form, Field Learning Plan, Reflective Journal and Field Notes from each of the six students, chosen by HKEAA, are to be submitted.	Nil	4 - 25 Jan 2018
Integrated Science	At least - 2 assessments on Ability Area A - 2 assessments on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B	Marked reports used for assessment of Ability Area B of six students, chosen by the HKEAA, are to be submitted.	List of Experiments performed in S5 & S6	4 - 25 Jan 2018
Literature in English (Note 3)	Portfolio on either ● Extended essay or ● Analytical review or ● Creative writing	1 mark on Portfolio		Portfolios of six students, chosen by the HKEAA, are to be submitted.	Nil	4 - 25 Jan 2018
Technology and Living (Note 3)	A prescribed task and a project / design folio	1 mark on Prescribed Task 1 mark on Project / Design Folio - Proposal 1 mark on Project / Design Folio - Realisation and evaluation		Marked prescribed task and a project / design folio of six students, chosen by the HKEAA, are to be submitted.	Nil	4 - 25 Jan 2018
Biology	At least - 2 assessments on Ability Area A - 2 assessments on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B	Marked reports of six students, chosen by the HKEAA, are to be submitted. (Biological drawings are NOT required.) Only those pieces of work with marks submitted are required.	List of Experiments performed in S5 & S6 and Lab Manual/Worksheet (blank) used for assessment	9 - 30 Jan 2018
Chemistry	At least - 1 assessment on VA - 1 assessment on QA - 2 assessments on Other Experiments (EXPT) / One IS can be done in lieu of 2 EXPT	At least 2 marks on VA/QA/EXPT	At least 2 marks on VA/QA/EXPT	Marked work of six students, chosen by the HKEAA, is to be submitted. Only those pieces of work with marks submitted are required.	List of Experiments performed in S5 & S6	9 - 30 Jan 2018

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Physics	At least - 2 assessments on experiments (EXPT) - 1 assessment on IS or an experiment with a detailed report (EXPT*)	At least 1 mark on EXPT	At least - 1 mark on EXPT - 1 mark on IS/EXPT*	Marked work of six students, chosen by the HKEAA, is to be submitted. Only those pieces of work with marks submitted are required.	List of Experiments performed in S5 & S6	9 - 30 Jan 2018
Combined Science (CS)	Biology Part: At least - 1 assessment on Ability Area A - 1 assessment on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B		For each part of CS (Biology, Chemistry, Physics), marked work of six students, chosen by the HKEAA, is to be submitted. The requirements are similar to those stipulated in the corresponding full science subjects.	List of Experiments performed in S5 & S6 and Lab Manual/Worksheet (blank) used for assessment	9 - 30 Jan 2018
	Chemistry Part: At least - 1 assessment on VA - 1 assessment on Other Experiments (EXPT)	At least 1 mark on VA/EXPT	At least 1 mark on VA/EXPT		List of Experiments performed in S5 & S6	
	Physics Part: At least 2 assessments on experiments (EXPT)	At least 1 mark on EXPT	At least 1 mark on EXPT		List of Experiments performed in S5 & S6	
Information and Communication Technology	2 guided tasks - Design & Implementation - Testing & Evaluation	1 mark on Design & Implementation	1 mark on Testing & Evaluation	SBA project reports of six students, chosen by the HKEAA, are to be submitted.	Nil	9 - 30 Jan 2018
Chinese Language 中國語文	Reading Activities 2 elective modules 閱讀活動，兩個選修單元	1 mark on 1 elective module 選修單元分數一個	1 mark on Reading activities 1 mark on 1 elective module 閱讀活動分數一個、選修單元分數一個	Six students are to be chosen by the HKEAA. Their work on any one of the two elective modules with marks submitted is to be submitted. 考評局會選取六名學生，學校須為每名學生提交其中一個呈分單元的全部呈分課業。	Assessment Plan Form and Marking Criteria of the submitted student work. 課業樣本的評核計劃簡表及評分準則。 (Note 4)	20 Jan - 14 Feb 2018 2018年1月20日至2月14日

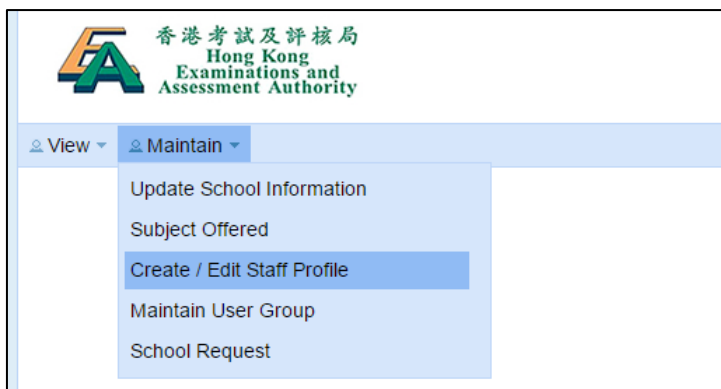
Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
English Language	2 oral assessments - with one from Part A and one from Part B - of the two marks reported, one mark should be based on a group interaction and one on an individual presentation	1 mark on 1 assessment	1 mark on 1 assessment	Six video clips for Part A and six video clips for Part B of the SBA are to be submitted. For each Part, the six sets should consist of two high, two medium and two low levels of performance, to be chosen by the school. Assessment records of the students whose samples are chosen for submission. (Note 5)	Nil	Marks: 9 Feb - 20 Mar 2018 CD/DVD: 5 - 20 Mar 2018

Notes:

1. Except for **English Language** and **Design and Applied Technology**, all Student Work and Teacher Document are to be submitted through the SBA System. In response to users' feedback, the upload file size for each piece of Student Work has been adjusted to 40MB for **Visual Arts** and **Technology and Living**, 20MB for **Information and Communication Technology**, and 15MB for all other subjects.
2. **Design and Applied Technology**: Submission of students work is not required. Assessors will visit the schools to inspect the work samples.
3. For **Chinese Literature**, **Health Management and Social Care**, **Literature in English**, and **Technology and Living**, submissions are required only for schools joining the optional trial.
4. **Chinese Language**: Schools only need to submit student work on any ONE of the two elective modules with marks submitted. Moreover, the 'Assessment Plan Form and Marking Criteria' of the submitted student work should be uploaded as a single file of 'Teacher Document' to the SBA online system, i.e. NOT submitting as a part of the student work files.
中國語文科：學校只須遞交已呈交分數的兩個選修單元其中一個單元的課業樣本。此外，課業樣本的「評核計劃簡表及評分準則」不應附於學生習作內，而應以單一檔案的「教師文件」上傳至校本評核網上系統。
5. **English Language**: Video samples and assessment records to be submitted in the form of DVD to the HKEAA office. Starting from 2018 HKDSE, panel chairperson of English Language should print the DVD label and envelope cover (Reports > (Applicable to English Language only) Envelope Cover/DVD Label for Student Work Submission) via the SBAS and affix the DVD label on the DVD and envelope cover on the packet upon submission.

Steps for retrieving the Staff Profile Report

1. Login the School Information Management Online Service using the School Administrator's account (M001, M002).
2. Mouse over **Maintain** and click **Create / Edit Staff Profile**.



3. Enter search criteria, if any, and click **Search**, and the existing staff profiles will be displayed.

The screenshot shows the search form for staff profiles. It includes fields for Surname, Given Name, User ID, and Email Address, along with an Account Status dropdown menu set to 'All'. A 'Search' button is present, and a 'Create Staff Profile »' button is located below the search form.

4. Click **Download Staff Account List** to download a spreadsheet file containing the records found.

The screenshot shows the search results for staff profiles. It includes the search form and a 'Download Staff Account List' button. Below the search form, there are three buttons: 'Create Staff Profile »', 'Delete Staff Profile »', and 'Download Staff Account List ». The search results table is partially visible, showing columns for Name, Email Address, User ID, and Account Status. The total number of records is 26.

Total number of record(s) 26				
<input type="checkbox"/>	Name ↕	Email Address ↕	User ID ↕	Account Status ↕

Hong Kong Diploma of Secondary Education Examination
Student Declaration Form for School-based Assessment (SBA)
Completed in the School Year 20__-__

Annex 4

Notes:

1. This form should be signed by senior secondary students at the beginning of each school year in which SBA is undertaken. Only one form needs to be completed by each student.
2. The completed form should be retained by the school until the end of the public examination cycle.

School Name: _____

Student's Name: _____

Class: _____ Class No: _____

Important Reminder to Students:

1. It is of utmost importance that academic honesty is maintained in SBA. Students are forbidden to indulge in any malpractice when completing their assessments.
2. Student can make reference to sources but must not plagiarise when completing their work. They should write in their own words and should not simply copy others' words or ideas and present them as their own. If necessary, they can quote or make reference to something written by another author in their work, as long as they ensure that these quotes or references are identified and the sources properly acknowledged.
3. Students are advised not to quote excessively in their work, as this would mean that they themselves could only make a minimal contribution to that piece of work and consequently they would be likely to get low marks from their teacher.
4. Students can make reference to the booklet "*HKDSE Information on School-based Assessment*", (<http://www.hkeaa.edu.hk/en/sba/>). Some examples on how to quote and acknowledge sources properly are provided in the booklet.
5. Students will be subject to severe penalties for proven plagiarism. The HKDSE Examination Regulations stipulate that a candidate may be liable to disqualification from the subject concerned or the whole of the Examination, or suffer a mark or grade penalty for breaching the Regulations.

I certify that I have read the above Reminder and declare that:

- All SBA tasks/assignments to be completed for all subjects in this school year will be my own work.
- My SBA work will not include any materials which have been copied from other sources without acknowledgement.
- I am responsible for ensuring that the work produced is my own and will bear the consequences of committing plagiarism or other malpractice in SBA.

Student's signature: _____ Date: _____

香港中學文憑考試
校本評核學生聲明表格
20__-__學年

註：

1. 高中學生在進行校本評核期間的每一學年開始時，須填妥並簽署本聲明表格。每名學生只須填寫一份。
2. 學校須保存填妥的學生聲明表格，直至公開考試周期完結。

學校名稱： _____

學生姓名： _____

班別： _____ 班號： _____

學生注意事項：

1. 在校本評核中，堅守學術誠信是極之重要的，學生在完成課業時，不可觸犯任何違規行為。
2. 學生在完成課業時，可參考相關資料，但不容許抄襲行為。學生須運用自己的文字完成課業，切記不可抄錄他人的著作或意念，視為自己的作品。若有需要，學生可引錄他人作品的原文或間接引用他人的意念或觀點，但必須在作業中清楚標明所抄錄或引用的資料並列明出處。
3. 學生不宜在課業中大量抄錄或引用他人資料，這只反映作業缺乏個人見解，所得的教師評分將會甚低。
4. 學生可參考「香港中學文憑考試校本評核簡介」小冊子(<http://www.hkeaa.edu.hk/tc/sba/>)中關於引用及註明資料出處的示例。
5. 學生一經證實抄襲行為，將受到嚴懲。香港中學文憑考試規則清楚說明，若考生違反規則，可被罰取消有關科目或全部考試成績，或被罰扣減分數或降級。

我已閱讀上述注意事項，並聲明：

- 於本學年完成所有科目的校本評核課業/作業均是我的作品；
- 我的校本評核習作沒有包含直接抄錄，而又未註明出處的資料；
- 我有責任確保習作是我自己的作品，並承擔在校本評核中觸犯抄襲或其他違規行為帶來的後果。

學生簽名： _____ 日期： _____

Calendar of Events for SBA in 2017-18

Time	Events
September 2017	2019 and 2020* Teachers' Handbooks of the subjects with SBA uploaded to the HKEAA website (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/)
1 September – 7 October 2017	School administrators to indicate the subjects with SBA offered by the school in 2017-18, and to update the staff profiles (panel chairpersons, school coordinators and subject teachers) for individual subjects in the School Information Management Online Service (https://www.hkdse.hkeaa.edu.hk/)
26 September 2017 – 31 May 2018	2017 SBA Moderation Reports available on the SBA System (https://www.hkdse.hkeaa.edu.hk/)
September 2017 – April 2018	SBA activities to be conducted by schools
October – November 2017	SBA annual conferences for the subjects with SBA (including Chinese Literature, Health Management and Social Care, Literature in English, and Technology and Living)
Mid November 2017	Informing schools of District Coordinators arrangements for the subjects with SBA.
December 2017	Briefing and training sessions for the SBA System
2 January 2018	SBA System opens for the submission of SBA marks
January – March 2018	Submission of SBA marks, student work samples and related documents by schools
Early February 2018	Provision of student work CD/DVD label and envelope cover for English Language
March – May 2018	Moderation of SBA marks of the 2018 HKDSE by the HKEAA
May – June 2018	Submission of Science subjects S5 SBA list of experiments for 2019 HKDSE performed by schools
July 2018	Release of 2018 HKDSE results
September 2018	Provision of feedback on the outcome of the SBA moderation of 2018 HKDSE to schools

*The 2020 Teachers' Handbooks for Liberal Studies will be available in October 2017, and the 2020 Teachers' Handbooks for Design and Applied Technology will be available in September 2018. For Chinese Literature, Health Management and Social Care, Literature in English, and Technology and Living, the trial version of the Teachers' Handbooks of these 4 subjects are available for the 2018 HKDSE.