

Phone: 3628 8070  
Ref.: DSE/SBA/GEN16/12

15 November 2016

To: Principals of HKDSE Participating Schools

Dear Principal,

**Hong Kong Diploma of Secondary Education Examination (HKDSE)  
Support Measures for School-based Assessment System (SBAS) and updates on Conduct of SBA**

Further to our letter dated 19 September 2016 (Ref: DSE/SBA/GEN16/1), I write to provide you with the following documents and information regarding the conduct of School-based Assessment (SBA).

**1. Support Measures for School-based Assessment System (SBAS)**

The SBA System ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)) is scheduled to be launched on 1 January 2017 for schools to enter SBA marks of ALL subjects for the 2017 examination cohort. For details about the submission schedule of individual subjects, please refer to the schedule appended to our letter dated 19 September 2016 (Ref: DSE/SBA/GEN16/1) (<http://www.hkeaa.edu.hk/DocLibrary/Circulars/HKDSE/2017HKDSE-SBA-Schedule.pdf>). The User Manual of the SBAS is now available on the HKEAA website ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). Teachers can make reference to the manual in completing the submission. Apart from the User Manual, a range of support measures will be provided to familiarise teachers with the mark submission procedures and to address any queries they may have (*Annex 1*).

Our record reveals that some schools have not yet created teachers' accounts in the School Information Management Online Service. I would be grateful if you could check and, if necessary, remind your School Administrator to create accounts for teachers in order to facilitate them to complete the mark submission on time.

**2. SBA District Coordinators for the School Year 2016-17**

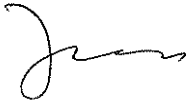
The HKEAA has appointed SBA District Coordinators (DCs) to support schools in administering the SBA in this year. *Annex 2* shows the DCs supporting individual subjects offered by your school. I would be grateful if you could bring the attention of your subject teachers to this arrangement and encourage your School Coordinators/teachers to consult their DCs on the planning and conduct of SBA. If there is any change of teachers teaching subjects with SBA during this school year, School Administrator should update the staff profiles in the School Information Management Online Service ([www.hkdse.hkeaa.edu.hk/](http://www.hkdse.hkeaa.edu.hk/)) as soon as possible. This will ensure that important information about SBA operation can reach relevant subject teachers promptly.

### **3. SBA S6 Work Submission for 2017 HKDSE English Language Examination**

To facilitate the submission of SBA work samples for the 2017 HKDSE English Language Examination, a packet (containing CD/DVD labels, an envelope cover and submission guidelines) will be sent to your English Language panel head by surface mail in February 2017 so that s/he could complete the submission procedures on time.

I should be grateful if you could bring the attention of relevant staff to the above arrangements and remind them to complete the mark submissions on time. Thank you again for your continuous support in implementing SBA and providing professional assessments to our students. Should you have any queries, please contact our SBA Team on 3628 8064 or 3628 8070.

Yours sincerely,



Wan Tak-wing  
General Manager  
Assessment Development Division

## Hong Kong Diploma of Secondary Education Examination Support Measures on the School-based Assessment System

The following support measures will be provided to familiarise teachers with the mark submission procedures and to address any queries they may have:

### 1. User Manual

The User Manual of the SBA System is available on the HKEAA website ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). Teachers can make reference to the manual in completing the submission.

### 2. PowerPoint of SBA Teachers' Conference

The latest information about SBA, including the submission requirements, is provided in the PowerPoint presentation shown in the SBA Teacher's Conference for individual subjects. The PowerPoint presentation files will be uploaded to the HKEAA website ([www.hkeaa.edu.hk/en/sba](http://www.hkeaa.edu.hk/en/sba)) for schools' reference within 2 weeks after the conference.

### 3. Briefing Sessions (Optional)

Two repeated briefing sessions on the SBA System will be held in December 2016. School Administrator and Teachers who are NOT familiar with the system may attend the briefing sessions if deemed necessary. Details of the briefing sessions are listed below.

| Date              | Time  | Venue  |
|-------------------|---|--|
| 22 Dec 2016 (Thu) | 2:30 pm – 3:30 pm<br>and<br>4:00 pm – 5:00 pm | Rm 201, 2/F, Duke of Windsor Social Service Building, No. 15 Hennessy Road, Wanchai, Hong Kong |

### 4. Technical Workshops (Optional)

Two repeated technical workshops will be conducted to familiarise teachers with using the SBA System. Teachers who are NOT familiar with the submission procedures may attend the briefing sessions if deemed necessary. Details of the workshops are listed below.

| Date              | Time              | Venue  |
|-------------------|-------------------|--|
| 10 Jan 2017 (Tue) | 3:30 pm – 5:00 pm | HKEAA Lai King Assessment Centre, Estate School 1, Lai King Estate, Kwai Chung, NT |
| 18 Jan 2017 (Wed) |                   |  |

### Enrollment Procedures:

- i. School Principals/School Examination Officers (SEOs) are required to help enrol their teachers on-line via the School Information Management (SIM) System (Login HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)) → School Information Management → Maintain → Register Event). Once the on-line enrollment is completed, the application will be accepted.
- ii. Enrolment period:
  - Briefing Sessions: **15 November 2016 – 14 December 2016**
  - Technical Workshops: **15 November 2016 – 3 January 2017**

### 5. Enquiry Hotlines

Schools may contact our hotline at 3628 8860 for enquiries on general matters in using the SBAS, or our SBA Team at 3628 8064 or 3628 8070 for enquiries on subject requirements.