29 January 2010

To: Principals of schools participating in the 2010 HKALE

Dear Principal,

2010 Hong Kong Advanced Level Examination
Submission of S7 SBA / TAS Assessment Records

Regarding the submission of the SBA / TAS assessment records of the following subjects, you are kindly requested to note and follow the arrangements stated below:

1. Submission dates and requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Submission Dates</th>
<th>Details of Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Biology</td>
<td>8 – 12 March 2010</td>
<td>Please refer to attachments II a &amp; b.</td>
</tr>
<tr>
<td>A/AS Chemistry</td>
<td>8 – 12 March 2010</td>
<td>Please refer to attachments III a &amp; b.</td>
</tr>
<tr>
<td>A/AS Physics</td>
<td>8 – 12 March 2010</td>
<td>Please refer to attachments IV a &amp; b.</td>
</tr>
<tr>
<td>A/AS Visual Arts</td>
<td>8 – 19 March 2010</td>
<td>Portfolio marks: please</td>
</tr>
<tr>
<td></td>
<td>18 – 19 March 2010</td>
<td>• input and endorse candidates’ marks via the SBAS (<a href="http://sbas.hkeaa.edu.hk">http://sbas.hkeaa.edu.hk</a>).</td>
</tr>
<tr>
<td>AS Chinese Language &amp; Culture</td>
<td>16 - 31 March 2010</td>
<td>Please refer to attachments V a &amp; b.</td>
</tr>
<tr>
<td>A Chinese Literature</td>
<td></td>
<td>Please refer to attachments VI a, b &amp; c.</td>
</tr>
</tbody>
</table>
2. Collection centres

The SBA / TAS assessment records can be submitted by hand or by post, unless specified otherwise in the requirements of individual subjects. A set of envelope covers is attached. Please affix them on the relevant envelopes to be submitted for tracking purpose.

The documents, if submitted by hand, should be delivered to one of the following collection centres:

**Hong Kong Side**

Hong Kong Examinations and Assessment Authority  
School Examinations and Assessment Division  
12/F, Southorn Centre  
130 Hennessy Road, Wan Chai, Hong Kong

**Kowloon Side**

Hong Kong Examinations and Assessment Authority  
Publications Unit  
G/F, 17 Tseuk Luk Street, San Po Kong, Kowloon

**Opening Hours:** 8:30 a.m. – 5:00 p.m. (Monday to Friday); 9:00 a.m. – 12:00 noon (Saturday)

If the documents are submitted by post, they should be sent to the above HKEAA Southorn Centre office (note: the address has been pre-printed on the envelope covers).

3. Downloading relevant information from the HKEAA website

This letter together with the attachments can be downloaded from the HKEAA website (http://www.hkeaa.edu.hk → School-based Assessment → SBA for HKALE → choose a subject → What’s New).

I should be grateful if you would pass the attachments and envelope covers to the subject teachers concerned and remind them to **submit all the required documents to the HKEAA during the specific duration**.

For enquiries, please contact us as follows:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Staff</th>
<th>Tel. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Biology</td>
<td>Ms Tansy CHUN</td>
<td>3628 8068</td>
</tr>
<tr>
<td>A/AS Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/AS Physics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS Chinese Language &amp; Culture</td>
<td>Miss Chris LEE</td>
<td>3628 8089</td>
</tr>
<tr>
<td>AS Chinese Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AS Computer Applications</td>
<td>Miss Ivonne MAK</td>
<td>3628 8055</td>
</tr>
<tr>
<td>A Computer Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/AS Visual Arts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank you very much for your kind assistance!

Yours faithfully,

Judy Cheung (Ms.)  
Senior Manager  
School Examinations and Assessment Division
I. **Deadline for submission of TAS assessment records**

The TAS assessment records should be submitted between **8-12 March 2010**, i.e. the deadline is **12 March 2010**.

II. **Items to be submitted:**

1. Diskette(s) or CD-Rom(s) containing the softcopy of 2010 TAS assessment records of all students
2. Hardcopies of 2010 TAS software printouts
   - Mark Summary Sheet
   - Academic Term Report
   - List of Experiments
   - Assessment Charts
   - Other supporting documents (Letter of Certification for Transferred Candidates, etc.), if any
3. Form on “Teachers’ Feedback on 2010 A/AS-level Chemistry Teacher Assessment Scheme” (optional)

III. **Reminder on checking the items to be submitted before submission:**

1. **Diskette(s) / CD-Rom(s) containing the softcopy of 2010 TAS assessment records of all students**
   - Teachers should use the function of “Export data for submission to the HKEAA” (not “Backup and Restore”) in the TAS Software to transfer TAS data to a floppy diskette(s) or CD-Rom(s), and use the function of “Print Return Diskette Label” to print the “Return Diskette Label” and affix it on the diskette(s) or CD-Rom envelope(s) accordingly.

2. **Hardcopies of 2010 TAS software printouts**
   a. To ensure the correctness of the assessment marks, teachers should assign another person in the school to counter check the marks entered.
   b. Teacher should **print and check the “Mark Summary Sheet”** before printing other documents:
      i. Double check the **school name**, **school code** and **teacher’s name**. If any mistakes about this information are found in the Mark Summary Sheet, the same mistakes would appear in all TAS software printouts.
      ii. Ensure that all the respective S6 and S7 marks have been entered in the TAS software. If there are students failing to meet the minimum TAS requirement, an “Error Report” with description of errors will show up. Teachers should amend the data accordingly and re-print all documents.
   c. For the Experiment List, S7 experiments numbers must follow S6 experiments and in consecutive number. Do not start from “1” again for S7 experiments. Also, do not open separate classes for S6 and S7 assessments. “Promote class” is no longer applicable to Chemistry TAS software.
   d. For students who have **dropped the subject or left school** before enrolling in the 2010 HKALE, teachers are not required to submit the TAS marks for them. The records of these students should be deleted from the TAS software with the “Check Out” function. However, once the students have enrolled in the 2010 HKALE, teachers are required to submit their assessment records. Teachers may give 0 mark to the student who was absent in the assessment or failed to submit the assessment reports.
   e. All assessment records must be **thoroughly checked** and **duly signed** before submission.
   f. A “Return Envelope Cover” is attached with this letter. Teachers should paste it on top of the package containing all items to be submitted.

IV. **Keeping records for future reference**

To safeguard against any loss of the TAS data entered, teachers are strongly recommended to back up the data using a function in the TAS software (choose “Backup and Restore” in the main menu, and then choose “Back up All Data”). The backup data can be stored in a floppy disk or in a portable drive. Teachers are required to keep a **duplicate photocopy** of all documents submitted, until the end of August of the exam year. These backup records can be referred to in case the HKEAA wishes to seek clarification with the TAS teacher on unforeseen circumstances.

V. **Inspection of TAS work after the written examination**

Please remind your students to return all TAS work to school after the public written examination. The HKEAA will notify schools concerning the collection of their students’ TAS work for inspection.

If you have any questions concerning the TAS software 2010 or the above arrangements, please contact Ms Tansy CHUN at 3628 8068 or Ms Anna LEE at 3628 8064.

Thank you for your cooperation and support.
### A. Administration and Communication

1. The TAS Handbook contains information on the TAS requirements and administration procedures. It is distributed at the annual teachers’ conference and published on the HKEAA website. My comment(s) on this handbook is/are:
   - A The information is useful, the guidelines and instructions are clear and easy to follow. ☐
   - B I suggest adding the following information to the Handbook: ____________________________ ☐
   - C Other comments: _______________________________________________________________. ☐

2. An annual teachers’ conference is held at the beginning of school year. My comment(s) about the conference is/are:
   - A The conference is useful. ☐
   - B The conference should be improved in the following way: _______________________________ ☐
   - C Other comments: _______________________________________________________________. ☐

3. To improve the communication between teachers and the HKEAA, TAS documents / announcements are published on the HKEAA website, a hotline is provided by the HKEAA for TAS enquiries and teachers would receive reminder by fax or email for important dates of TAS events. My comment(s) about the TAS web corner and the hotline service is/are:
   - A The services are useful for TAS operation. ☐
   - B The services should be improved in the following way: __________________________________ ☐
   - C Other comments: _______________________________________________________________. ☐

4. Regarding the administration procedures of the submission of TAS assessment records, my comment(s) is/are:
   - A The procedures are clear and easy to follow; the “Notes for Submission” is useful. ☐
   - B The procedures or “Notes for Submission” should be improved in the following way: ____________________________ ☐
   - C Other comments: _______________________________________________________________. ☐

5. Regarding the sharing and support from group coordinator, My comment(s) is/are:
   - A The coordinator provides useful information and support for TAS. ☐
   - B I didn’t receive support from the coordinator, because: ________________________________ ☐
   - C Other comments: _______________________________________________________________. ☐

6. Regarding the TAS software:
   - A The software / software manual is user-friendly. ☐
   - B The software / software manual should be improved in the following way: _________________ ☐
   - C I prefer to use TAS software under the following environment:
     - Windows *98/2000/ME/XP/Vista/Others: _______ and

7. Overall comments about administration and communication:
   - A The administration is smooth and efficient; communication is effective. ☐
   - B The administration procedures can be improved in the following way: ____________________________ ☐
   - C The communication channels can be improved in the following way: ____________________________ ☐

* Please delete where inappropriate.
B. TAS Requirements and Assessment of Practical Work

8. Number of experiments/assessments/reports:
   A The number of experiments should *remain unchanged / be increased / be decreased to ________.
   B The number of assessments should *remain unchanged / be increased / be decreased to ________.
   C The number of detailed reports should *remain unchanged / be increased / be decreased to ________.

9. Weighting of areas A and B:
   A The weighting of area A should *remain unchanged / be increased / be decreased to __________.
   B The weighting of area B should *remain unchanged / be increased / be decreased to __________.
   C The assessments in areas A and B should have equal weighting.

10. Criteria for awarding marks:
    A They are appropriate.
    B They should be improved in the following way: ______________________________________
    C Other comments: ________________________________________________________________.

11. Differentiation of students’ performance:
    A I can effectively differentiate students’ performance.
    B I have encountered problems in this aspect: __________________________________________.
    C Other comments: ________________________________________________________________.

12. Assessment resources:
    A The experiments / assessment resources / reference materials are adequate.
    B The following resources are needed: ________________________________________________
    C Other comments: ________________________________________________________________.

13. The effectiveness of TAS:
    A Students’ motivation and attitude in learning have shown *no / some / significant improvement.
    B Students’ knowledge and skills have shown *no / some / significant progression.
    C Students *recognize / do not recognize the value of TAS in helping their learning, because: 
       ____________________________________________________________________________.

14. Overall comments about the assessment:
    A In general, the assessment process is smooth and effective.
    B I encountered some difficulties in the assessment process: ______________________________
       ____________________________________________________________________________.
    C Other comments/suggestions: _____________________________________________________
       ____________________________________________________________________________.

C. Would you like to help as a co-ordinator for TAS?  Yes ☐ No ☐
   If yes, please provide your information below:
   Name of teacher (in Chinese): ________________________ (152) Experience in TAS: __________Year(s) (153)
   Mobile phone number: ______________________________ (154) Email address: ________________________ (155)
   Thank you for your support. We may contact you when there is a vacancy.

Name of TAS teacher (in English): ____________________ Signature: ____________________ Date: __________

* Please delete where inappropriate.
To: Manager
School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority
12/F, Southorn Centre
130 Hennessy Road, Wan Chai, Hong Kong.

致：香港灣仔軒尼詩道 130 號修頓中心 12 樓
香港考試及評核局 學校考試及評核部
經理

Hong Kong Advanced Level Examination 2010
A/AS-level Chemistry (S7)
TAS Assessment Records

請將此“回郵信封封面”貼在公文袋上，交回考評局。

For HKEAA use 考評局專用

Please paste this “Return Envelope Cover” on the top of your packet and return it to HKEAA.