# SBA Handbook for Teachers

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>2</td>
</tr>
<tr>
<td>2. General Requirements for the Scheme</td>
<td>2</td>
</tr>
<tr>
<td>2.1 Application Procedure</td>
<td></td>
</tr>
<tr>
<td>2.2 Language used in the School-based Assessment</td>
<td></td>
</tr>
<tr>
<td>2.3 Plagiarism and Disqualification</td>
<td></td>
</tr>
<tr>
<td>3. Implementation of the Scheme</td>
<td>4</td>
</tr>
<tr>
<td>3.1 Attending the Teachers’ Seminar</td>
<td></td>
</tr>
<tr>
<td>3.2 Allocation of Human Resources</td>
<td></td>
</tr>
<tr>
<td>3.3 Project Assignment</td>
<td></td>
</tr>
<tr>
<td>3.4 Moderation and Supervision</td>
<td></td>
</tr>
<tr>
<td>4. Submission of Assessment Records’ Data and Report Samples</td>
<td>5</td>
</tr>
<tr>
<td>4.1 Items to be submitted</td>
<td></td>
</tr>
<tr>
<td>5. Irregularities</td>
<td>6</td>
</tr>
<tr>
<td>5.1 Late Submission</td>
<td></td>
</tr>
<tr>
<td>5.2 The Departure of a SBA Coordinating Teacher During the Course</td>
<td></td>
</tr>
<tr>
<td>6. Documents to Download</td>
<td>6</td>
</tr>
<tr>
<td>7. General Enquiries</td>
<td>6</td>
</tr>
<tr>
<td>8. Suggested List of Reserved Words and Functions</td>
<td>7</td>
</tr>
<tr>
<td>9. Annex: Roles and Responsibilities of HKEAA, EDB and Schools in SBA Administration</td>
<td>8</td>
</tr>
</tbody>
</table>
1. **Introduction**

In School-based Assessment (SBA) teachers have the responsibility and flexibility for designing, constructing and administering assessment tasks, and for appraising student work. It recognises teachers’ professional judgments in the evaluation of student work. Based on the principles of assessment for learning, SBA should be on-going, formative, comprising multiple assessment and multidimensional with integrated / contextualised tasks.

Throughout the course of Computer Applications / Computer Studies there are concepts and knowledge, applications of computer skills, generic skills (communication, creativity, problem solving and critical thinking) and project management skills, which students should master or develop. There should, however, be a balance between the knowledge, concepts and understanding outcomes, and skills (technical and generic) outcomes.

The SBA is treated as a paper of the examination. The contribution of each paper to the final subject mark is as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Paper 1</th>
<th>SBA Project Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Applications</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>Computer Studies</td>
<td>40%</td>
<td>40%</td>
</tr>
</tbody>
</table>

For more information, please refer to the ‘Curriculum and Assessment Guide’ and ‘HKALE Regulations and Syllabuses.’

2. **General Requirements for the Scheme**

The SBA is compulsory for all candidates. Schools which cannot comply with the requirements specified in this section will not be allowed to nominate candidates to this subject.

2.1 **Application Procedure**

2.1.1 Participating in the SBA for the first time: Schools permitted by the Education Bureau (EDB) to operate Computer Applications / Computer Studies for the first time must write to the Hong Kong Examinations and Assessment Authority (HKEAA) to request participation in the SBA for the Hong Kong Advanced Level Education Examination not later than 1st June, two years preceding the date of the Examination. They should inform the HKEAA of the number of S6 candidates they intend to admit. Principals should also ensure that adequate hardware and software are provided for the SBA.

2.1.2 Schools already participating in the SBA: In September, participating schools should confirm to the HKEAA:

(a) the number of candidates taking Computer Applications / Computer Studies in S6 and S7;

(b) the name of the SBA coordinating teachers and subject teachers nominated by the Principal through a reply to the school information sheet issued by the HKEAA.
2.2 Language used in the School-based Assessment

The SBA is treated as a paper of the examination. **The language medium of the SBA should be the same as that of the written examination.**

2.3 Plagiarism and Disqualification

2.3.1 In nominating candidates for Computer Applications / Computer Studies Examination, Principals and SBA coordinating teachers of schools should bear an obligation to provide sufficient supervision to ensure that the assessments are authentically completed by the candidate concerned. All candidates and members of staff concerned must be aware that candidates are forbidden to indulge in any unfair practice, e.g. plagiarism in the preparation of assessments required for the SBA, as these assessments form part of the examination.

2.3.2 Schools should inform the HKEAA immediately of any cases whereby a candidate is found to be using or is suspected of using any unfair means in the SBA. When there is sufficient evidence to support an allegation of cheating or of dishonest behaviour in the assessment, the candidate will be liable to disqualification from the current Computer Applications / Computer Studies Examination or the whole of the current AL Examination.
3. Implementation of Scheme

3.1 Attending the Teachers’ Seminar

A seminar on the administration of the SBA will be held in the year of S6. Subject teachers who teach this subject for the first time are strongly recommended to attend. Subject to seating capacity, experienced teachers nominated by the Principals are also welcome.

3.2 Allocation for Human Resources

It must be recognized that the implementation of the SBA and the provision of proper supervision will make considerable demand on teachers’ time. Principals of schools are requested to give special consideration to the workload of their teachers so as to ensure the smooth running of the assessment.

3.3 Project Assignment

A list of project titles will be announced to schools during the year prior to the examination. Candidates can select a project title from the list. A project assignment includes the product (if any) in the form of CD-ROM together with a written report.

*The nominated SBA coordinating teacher in each school should coordinate the project assessment. In the case of more than one Computer Applications / Computer Studies class in a school, the SBA coordinating teacher should try to balance and moderate the standard of the marking among the classes. Teachers who teach a class are advised to involve themselves in the marking of the corresponding class.*

Teachers should mark the project assignment from 0 to 100 with the following mark allocation (six categories):

1. Objective & Analysis 20
2. Design & Implementation 35
3. Testing & Evaluation 10
4. Conclusion & Discussion 10
5. Documentation 10
6. Creativity & Process Behaviour 15

Full mark = 100

Teachers are free to arrange the marks in each category (e.g. Objective (10), Analysis (10)).

3.4 Moderation and Supervision

Members of the Moderation Committee will inspect the reports submitted (please refer to 4.1), with a view to equating standards among the schools and, if necessary, carry out adjustments to the assessed marks. If problems are encountered during the moderation process, the Manager AD(CIT)1 / external project assessors will contact the school individually; interviews and/or school visits will be held on a need basis. If the internal assessment is found to be unreliable, further action will be taken.
4. Submission of Assessment Records’ Data and Report Samples

Submission is due at the end of S7 in February. Schools will be informed by a circular of the exact deadline for the submission of these documents.

4.1 Items to be submitted

4.1.1 Each candidate should submit a project assignment including the product (if any) in the form of CD-ROM together with a written report to subject teachers for the internal assessment.

4.1.2 Students’ SBA marks should be entered in the online School-Based Assessment System (http://sbas.hkeaa.edu.hk). For more information, please consult the WebSAMS administrator in school.

4.1.3 SBA coordinating teachers should submit three samples of project assignments including CDs and hardcopies of reports (the highest mark, the median mark, the lowest mark §) to the following address. The samples will be scrutinized for improvement of assessment quality.

Manager (AL)
School Examinations and Assessment Division,
Hong Kong Examinations and Assessment Authority
12/F Southorn Centre,
130 Hennessy Road,
Wan Chai,
Hong Kong.

4.1.4 To ensure the accuracy of the assessment documents, teachers should assign another person in school to conduct counter checks of marks entered in the SBAS before the submission.

4.1.5 For security purposes, teachers are advised to create a backup of all the data and keep all the following documents in a safe place until the end of August of the exam year:

(1) All assessment records (softcopy and hardcopy)
(2) Candidates’ CDs and reports
(3) All irregularities reports (e.g. Letters of certification, etc.)

§ The three samples are preferably the one in the top three, the one in the middle three, and the one in the bottom three.
5. Irregularities

5.1 Late Submission

The Principal can petition for late submission by writing to the Senior Manager of School Examinations & Assessment Division or the Manager AD(CIT)1. The school must provide justification to seek for approval from the HKEAA. **Approval will only be given for unexpected difficulties/circumstances backed up by substantial reasons.**

The Senior Manager will reply in writing once late submission is approved.

5.2 The Departure of a SBA Coordinating Teacher During the Course

The SBA coordinating teacher nominated by his/her school Principal is responsible for the administration of the SBA in the participating school. Principals should inform the HKEAA in writing immediately to the Senior Manager of School Examinations & Assessment Division if there are any changes in the teachers involved in the SBA. The out-going SBA coordinating teacher should also inform the Manager AD(CIT)1 of such changes. Principals must ensure that all documents listed below are securely in their possession before a SBA coordinating teacher leaves his/her school:

(i) All assessment records (softcopy and hardcopy)
(ii) Candidates’ portfolios, CDs and reports
(iii) All documents received from and sent to the HKEAA

6. Documents to Download

Softcopies of the “SBA Handbook for Teachers” and related documents can be downloaded through the HKEAA’s website (www.hkeaa.edu.hk → School-based Assessment → SBA for HKALE → Computer Applications / Computer Studies).

7. General Enquiries

If you have any questions about the SBA, please feel free to contact Mr. Steven Yip, Manager-AD.

Email: wyip@hkeaa.edu.hk
Tel: 3628 8002
Fax: 3628 8090
8. Suggested List of Reserved Words and Functions (HKALE 2011)

**Database (SQL commands**)**

<table>
<thead>
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</tr>
<tr>
<td>Operators</td>
<td>+, −, *, /, &gt;, =, &gt;=, &lt;=, %, _, ’, AND, NOT, OR</td>
</tr>
<tr>
<td>SQL</td>
<td>ABSOLUTE (ABS), AVG, INT, MAX, MIN, SUM, COUNT</td>
</tr>
<tr>
<td></td>
<td>ASC, AT, CHAR (CHR), CHAR_LENGTH (LEN), LOWER, TRIM, SPACE, SUBSTRING (SUBSTR/MID), UPPER, VALUE (VAL)</td>
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<tr>
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<tr>
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<td>ADD, ALL, ALTER, ANY, AS, ASC, BETWEEN, BY, CREATE, DELETE, DESC, DISTINCT, DROP, EXISTS, FROM, GROUP, HAVING, IN, INDEX, INNER JOIN, INSERT, INTEGER, INTERSECT, INTO, LEFT [OUTER] JOIN, LIKE, MINUS, NULL, RIGHT [OUTER] JOIN, FULL [OUTER] JOIN, ON, ORDER, SELECT, SET, TABLE, TO, UNION, UNIQUE, UPDATE, VALUES, VIEW, WHERE</td>
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**Electronic Spreadsheet**

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<td>+, −, *, /, &gt;, =, &lt;=, &gt;=</td>
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<tr>
<td>Functions</td>
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<tr>
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<td>IF</td>
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** Based on SQL-92 Standard
Annex

Roles and responsibilities of HKEAA, EDB and schools in SBA administration

HKEAA
1. Develop the assessment framework, assessment/administrative guidelines and marking criteria of SBA.
2. Conduct research in SBA to better inform One Committees and working groups (e.g. international policies and practices, moderation methods, psychometric issues involved and implementation issues).
3. Lead and organize teacher professional development courses on assessment in collaboration with EDB.
4. Monitor the conduct of SBA in schools to ensure compliance with SBA requirements.
6. Moderate SBA marks submitted by schools.
7. Provide feedback to schools.

EDB
1. Develop the curriculum framework.
2. Sponsor and organize teacher professional development courses on assessment in collaboration with HKEAA.
3. Provide teaching resources to facilitate the implementation of SBA in schools.
4. Support the WebSAMS system to facilitate retention of SBA teacher/class data and assessment records.
5. Evaluate quality assurance processes of school assessments including SBA (e.g. through inspection of teaching facilities, observation of lessons and the external school review process).

School (Principals and Teachers)
1. Explain to students the design, requirements and assessment criteria of SBA, as set out in the relevant guidelines issued by HKEAA.
2. Send representatives to attend SBA conferences and coordinator-teacher meetings.
3. Administer SBA according to requirements and regulations set by HKEAA.
4. Provide information on the administration of SBA as required by HKEAA.
5. Facilitate visits by HKEAA subject officers and examination personnel (e.g. supervisors, coordinators and moderators) who may need to review students’ work and assessment records.
6. Facilitate visits by EDB inspectors who may need to observe lessons.
7. Assess students’ work/performance using assessment criteria set by HKEAA.
8. Maintain a quality assurance system for SBA.
9. Implement control and security measures in handling question papers (where applicable) and assessment records.
10. Authenticate students’ SBA work and performance records and verify that no irregularities have occurred.
11. Submit SBA marks and assessment records to HKEAA according to schedule.
12. Retain students’ assessed work and performance records and make them available for inspection if required.
13. Provide feedback to HKEAA.