

Ref.: DSE/SBA/GEN12/3

20 September 2012

To: Principals of HKDSE Participating Schools

Dear Principal,

**Hong Kong Diploma of Secondary Education (HKDSE) Examination
Teacher Information for 12 Subjects with SBA in the School Year 2012-13**

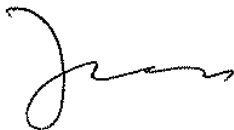
In order to offer better support to schools on the conduct of the School-based Assessment (SBA), I write to seek your help in providing the subject and teacher information of your school by completing the attached HKDSE SBA Form A (indicating the subjects offered by your school) and the HKDSE SBA Form B (indicating panel chairpersons, school coordinators and teachers for individual subjects). Please note that schools are required to nominate **school coordinators** for individual subjects to act as the key contact person between their subject teachers and the District Coordinator and the HKEAA.

Please return the completed forms (both A and B) to us by post, on or before **Friday, 12 October 2012** (Address: HKEAA, 13/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong), using the attached "Return Envelope Label". Please paste it on top of the package and do not return the forms by facsimile. Both forms can also be downloaded from the HKEAA website (www.hkeaa.edu.hk). Please note that **Nil return is required** for schools not offering any of the HKDSE subjects.

I should be grateful if you could bring the attention of your staff concerned to the above arrangements and remind them to complete the submission process on time. Thank you for your great effort and continuous support in providing professional assessments to our students.

Should you have any queries, please contact Ms Fung at 3628 8070 or Ms Lee at 3628 8064.

Yours faithfully,



TW Wan
General Manager (Acting)
Assessment Development Division