

Ref: DSE/SBA/GEN12/1

20 September 2012

To: Principals of HKDSE Participating Schools

Dear Principal,

**Hong Kong Diploma of Secondary Education (HKDSE) Examination
Schedule of Work for School-based Assessment (SBA) in 2012-13**

In the 2011-12 school year, schools were required to submit the S6 and S5 SBA marks and S6 student work samples to the HKEAA. I am happy to inform you that the submission had been completed smoothly. We would like to express our sincere gratitude to schools in conducting the SBA and their valuable contributions to the smooth delivery of the first HKDSE Examination. We will strive to further improve the assessment arrangements of future HKDSE examinations with a view to enhancing learning & teaching for the ultimate benefit of students.

I am writing to update you on the schedule of work for SBA in the 2012-13 school year. Your kind attention is drawn to the following arrangements:

1. SBA Moderation Reports and Liberal Studies Process Assessment Feedback Forms

In the 2012 HKDSE Examination, the SBA marks submitted by schools were moderated to ensure the consistency of assessment standards across schools. The **2012 SBA Moderation Reports** of your school will be available on the HKDSE Online Services platform (www.hkdse.hkeaa.edu.hk) starting from 26 September 2012. They are stored in a folder entitled '2012_SBA_Moderation_Report'. School principals may use their accounts to get access to the reports for individual subjects offered by their schools. The reports will specify the extent of adjustments made to the SBA scores submitted by schools.

For the subject Liberal Studies, the **2012 Process Assessment Feedback Form** (for last year's S6 students) and the **2013 Process Assessment Feedback Form** (for last year's S5 students) will also be uploaded to the HKDSE Online Services platform for schools' reference. The S5 Feedback form is stored in a folder entitled '2013_LS_S5_Process_Feedback_Report'.

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 S6 SBA Marks and Student Work for 2013 HKDSE Examination

In 2012-13, schools are required to submit the SBA marks of S6 students as well as samples of students' SBA work for individual subjects between December 2012 and March 2013. **Annex 1** shows a summary of the submission requirements and the submission period for individual subjects. Please note that starting from the 2013 Examination, schools need not upload the document 'Student List for Student Work Submission' to our HKDSE Online Services platform. For details, you may refer to the '2013 Handbook for SBA S6 Submissions' attached. This Handbook can also be

downloaded from the HKDSE Online Services platform (www.hkdse.hkeaa.edu.hk). 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 2012. Please bring this to the attention of your subject teachers and request them to attend the conferences, details of which are provided in a separate circular.

I would like to draw your attention to Section 5.1 of the Handbook. In submitting the SBA marks to the HKEAA, school teachers should declare if a particular student is a relative of a teacher who has assessed the SBA work of this student. Apart from the provision of these declaration records to us, we would like to remind school leaders to establish an internal system for directing teachers to make a formal declaration of conflict of interest at the beginning of the school year in regard to their personal relationship with the students they teach (if any); and to take appropriate actions to mitigate the declared conflict, e.g. redeployment of teachers to avoid their conducting the assessment for the student(s) concerned, where applicable.

3. Submission of S5 SBA and Related Documents for 2014 HKDSE Examination

Schools should take note of the following regarding the SBA in 2014 HKDSE Examination:

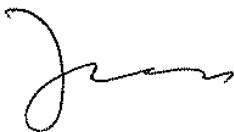
- (a) As announced in February 2012, the SBA requirements of a number of subjects had been streamlined. For details, please refer to the circular entitled 'Finalised Arrangements for the Streamlining of SBA' (<http://www.hkeaa.edu.hk/DocLibrary/DSECirculars/HKDSE-FinalArrangeStreamlining.pdf>).
- (b) The Teachers' Handbooks of the 12 subjects with SBA in 2014 HKDSE Examination will be made available on the HKEAA website (www.hkeaa.edu.hk) by early October 2012 for schools' reference.
- (c) A new online SBA submission system will be adopted for the mark submission of the 2014 Examination. Details of the submission arrangements as well as the submission schedule of the S5 marks will be provided to schools in December 2012.

Annex 2 shows a calendar of SBA events in the 2012-13 school year for your reference.

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. If you have any queries about the SBA, please contact our SBA team on 3628 8070 or 3628 8064. 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 and look forward to working together with schools to ensure the smooth conduct of SBA in coming years.

Yours faithfully,



TW Wan
General Manager (Acting)
Assessment Development Division

Requirements and Schedule of S6 Submissions

The following table shows the S6 submission requirements and submission period for individual subjects in the 2013 HKDSE Examination. Please pay special attention to the highlighted parts and the notes at the end of this annex for updates about the 2013 submission requirements.

Subject	Requirements				Submission method	Submission period
	SBA Mark	Student Work (Note 1)	Student List (Note 2)	Teacher Document		
Liberal Studies	One mark on Product and one mark on Process for the Product Stage	Products of the IES of six students, chosen by the HKEAA, are to be submitted.	Not required	Process assessment records	Online (Including Marks, Student Work & Teacher Document) (Note 3)	5 Dec 2012 – 11 Jan 2013
History	One mark on Task 2	Study reports (Task 2) plus completed Forms A and B of six students, chosen by the HKEAA, are to be submitted. Video recording of the oral presentation (Task 1) will not be collected.	Not required	Nil	Online	2 – 23 Jan 2013
Design and Applied Technology	One 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.	Not required	Nil	1. Marks to be submitted online. 2. Submission of students work not required. Assessors will visit the schools to inspect the work samples.	2 – 30 Jan 2013
Visual Arts	One mark on a Portfolio	Two SBA portfolios from each of six students (maximum 20Mb for each student), chosen by the HKEAA, are to be submitted. (Note 4)	Not required	Nil	Online	2 – 30 Jan 2013
Biology	Marks on Ability Area A and 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. (Note 5)	Not required	Nil	Online	4 Jan – 1 Feb 2013
Chemistry	Marks on Experiment	Marked work of six students, chosen by the HKEAA, is to be submitted. Only those pieces of work with marks submitted are required.	Not required	Nil	Online	4 Jan – 4 Feb 2013
Physics	Marks on Experiment	Marked work of six students, chosen by the HKEAA, is to be submitted. Only those pieces of work with marks submitted are required.	Not required	Nil	Online	4 Jan – 6 Feb 2013

Subject	Requirements				Submission method	Submission period
	SBA Mark	Student Work (Note 1)	Student List (Note 2)	Teacher Document		
Combined Science (CS)	Biology Part: Marks on Ability Area A and Ability Area B (Note 6)	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.	Not required	Nil	Online	4 Jan – 1 Feb 2013
	Chemistry Part: Marks on Experiment		Not required			4 Jan – 4 Feb 2013
	Physics Part: Marks on Experiment		Not required			4 Jan – 6 Feb 2013
Chinese History 中國歷史	One mark on S6 assessments 中六評核項目分數一個	Two written assignments (one from S5 and one from S6, which carry the highest weightings) from each of six students, chosen by the HKEAA, are to be submitted. 考評局選取六名學生，學校提交每名學生在中五及中六學年佔分比重最大的文字課業各一分作樣本。	Not required 不需	The 'learning and assessment plan' of S5 (Stages 1 & 2) and S6 (Stage 3) classes/ teaching groups 中五(第一、二階段)及中六(第三階段)各班/各組的「學習及評核計劃」	Online 網上遞交	9 Jan – 8 Feb 2013 2013年1月9日至2月8日
Integrated Science	Marks on Ability Area A and Ability Area B	Marked reports used for assessment of Ability Area B of six students, chosen by the HKEAA, are to be submitted.	Not required	Nil	Online	9 Jan – 20 Feb 2013
Information and Communication Technology	Marks of Parts 2 to 7	SBA project reports of six students, chosen by the HKEAA, are to be submitted.	Not required	Nil	Online	9 Jan – 20 Feb 2013
Chinese Language 中國語文	One mark on Reading activities, One mark on coursework/other language activities, One mark on the elective modules 閱讀活動分數一個、 日常課業/其他語文活動分數一個、 選修單元分數一個	Schools only need to submit student work on any ONE of the two elective modules with marks submitted. Six students are to be chosen by the HKEAA. Their work with marks submitted on that module are to be submitted. 學校只須選取一個呈分單元提交學生課業，而考評局會選取六名學生，學校須為每名學生提交該單元的全部呈分課業。	Not required 不需	Assessment Plan Form and Marking Criteria of the submitted student work. (Note 7) 課業樣本的評核計劃簡表及評分準則。 (註7)	Online 網上遞交	24 Jan – 1 Mar 2013 2013年1月24日至3月1日

Subject	Requirements			Submission method	Submission period
	SBA Mark	Student Work (Note 1)	Student List (Note 2)		
English Language	Two marks, one from Part A and one from Part B	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.	Not required	Nil	1. Marks to be submitted online. 2. Video samples and assessment records to be submitted in the form of CD/DVD to the HKEAA office. (CD/DVD label and envelope cover will be provided by HKEAA.) (Note 8)

Notes:

- Detailed requirements and procedures of the submissions will be provided to teachers at the SBA conferences held between October and November 2012.
- Starting from the 2013 Examination, schools need NOT submit the 'Student List for SBA Work Submission (Student List)' to the HKEAA.
- Liberal Studies:** In addition to the Task samples, a set of the following Teacher Documents (one single file per school) related to the Process assessment of the Independent Enquiry Study (IES) are to be uploaded to the HKDSE Online Services:
 - The IES assessment plan of the Product Stage
 - One Process assessment activity for the Product Stage including
 - the design of the activity (e.g. graphic organizer/worksheet);
 - rubrics for that activity; and
 - two samples of students' performance in that activity, one from each of high and low levels of performance, with the marks (or levels of performance) indicated, **chosen by the school.**
- Visual Arts:** The file size for each student's work file should not exceed 20 Mb.
- Biology:** Schools are NOT required to submit biological drawings to HKEAA.
- Combined Science (Biology):** School presenting candidates for the first time will receive the HKDSE Online Services Subject Panel account in early November 2012.
- Chinese Language:** Starting from the 2013 Examination, 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 Documents' to the HKDSE Online Services, i.e. DO NOT submit this as part of the student work files.
中國語文科：2013年考試開始，學校只須選取一個呈分選修單元提交課業樣本。此外，課業樣本的評核計劃簡表及評分準則須以單一檔案——「教師文件」上傳至香港中學文憑考試網上服務，而不應附在學生習作內。
- English Language:** A set of pre-printed labels for CD/DVD and an envelope cover will be provided to schools in early December 2012 to facilitate the submission of student work samples.

Calendar of Events for SBA in 2012-13

Time	Events
26 September 2012	2012 SBA Moderation Reports and Liberal Studies Process Assessment Feedback Forms available on the HKDSE Online Services platform (www.hkdse.hkeaa.edu.hk)
September 2012 – April 2013	S6 and S5 SBA activities to be conducted by schools
Early October 2012	2014 Teachers' Handbooks of the 12 subjects with SBA uploaded to the HKEAA website (www.hkeaa.edu.hk)
October – November 2012	SBA annual conferences for the 12 subjects with SBA
Early November 2012	Informing schools of District Coordinators arrangements for the 12 subjects with SBA
November 2012	Provision of S6 Combined Science (Biology) user accounts to first participating schools
Early December 2012	Provision of student work CD/DVD label and envelope cover for English Language
Early December 2012	Informing schools of S5 submission requirements and periods for the 12 SBA Subjects
December 2012 – March 2013	Submission of S6 SBA marks, student work samples and related documents by schools (Note: Submission of the Student List is NOT required.)
March – May 2013	Moderation of SBA marks of the 2013 examination cohort by the HKEAA
March 2013	Launch of new SBA System for the submission of S5 SBA marks Provision of new system user accounts to schools and conduct of briefing and training sessions
May – July 2013	Submission of S5 SBA marks by schools
July 2013	Release of 2013 HKDSE results
September – October 2013	Provision of feedback on the outcome of the SBA moderation of 2013 HKDSE to schools