

Ref: DSE/SBA/GEN13/1

19 September 2013

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 2013-14**

I am happy to inform you that the submission of S6 SBA marks and student work samples for the 2012-13 school year has been completed smoothly. We would like to express our sincere gratitude to you for your valuable contributions in conducting the SBA in the HKDSE Examination.

I am writing to update you on the schedule of work for SBA in the 2013-14 school year. Your kind attention is drawn to the following arrangements:

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

The SBA marks submitted by schools for the 2013 HKDSE Examination were moderated to ensure the consistency of assessment standards across schools. The **2013 SBA Moderation Reports** of your school will be available on the HKDSE Online Services platform (www.hkdse.hkeaa.edu.hk) between **26 September and 14 December 2013**. They are stored in a folder entitled '2013_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 **2013 Process Assessment Feedback Form** (for last year's S6 students) will also be uploaded to the HKDSE Online Services platform for schools' reference.

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 only and should not be divulged to any unauthorised parties.

2. Submission of S5 and S6 SBA Marks and Student Work for 2014 HKDSE Examination

In 2013-14, schools are required to submit the S5 and S6 SBA marks of S6 students as well as samples of students' SBA work for individual subjects between January and March 2014. **Annex 1** shows a summary of the submission requirements and the submission period for individual subjects. 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 2013. Please bring this to the attention of your subject teachers and request them to attend the conferences, details of which will be provided in a separate circular.

3. The new SBA online system and Provision of Teachers' information in the School Information Management Online Service

The new SBA online system is scheduled to be launched in January 2014 for submission of SBA marks for the 2014 examination cohort. The system provides an online platform for schools to submit SBA Marks, Student Work and Teacher Document in a more effective manner. Further details about the submission arrangements will be provided in a separate circular in November 2013 and in the upcoming SBA annual conferences.

To facilitate the smooth completion of mark submission and to offer better support to schools on the conduct of the SBA, we need schools' cooperation in providing related information, including the subjects offered and the profiles of staff (panel chairpersons, school coordinators and subject teachers) responsible for the conduct of SBA in S5 and S6 in 2013-14. In the past, the information was collected in hard copy format. I am happy to inform you that starting from this year, such information will be collected electronically via the School Information Management Online Service (<https://www.hkdse.hkeaa.edu.hk/>).

To facilitate school administrators to complete the above process, the 2012-13 SBA-related staff profiles provided by individual schools last year will be uploaded to the School Information Management Online Service. School administrators should login the platform to update the profiles. In addition, school administrators should **create user accounts for teachers** who will be responsible for the SBA mark submission in 2013-14. School administrators are requested to complete the tasks by **8 October 2013**. They may refer to the presentation materials for the school briefing session held on 16 and 17 September 2013 (<https://www.hkdse.hkeaa.edu.hk/>) for further details about the School Information Management Online Service.

Annex 2 is a calendar of SBA events in the 2013-14 school year for schools' reference.

4. Arrangements of SBA for the 2015 HKDSE Examination

Schools should take note of the following regarding the SBA in the 2015 HKDSE Examination:

- (a) As announced in April 2013, the SBA requirements of a number of subjects have been further streamlined. For details, please refer to the circular entitled 'Hong Kong Diploma of Secondary Education Examination - 2014-2016 Assessment Frameworks' issued on 30 April 2013, which is available in the 'Circular' section of the HKDSE webpage (<http://www.hkeaa.edu.hk/en/hkdse/>).
- (b) The Teachers' Handbooks for the 12 subjects with SBA in 2015 HKDSE Examination will be made available on the HKEAA website (www.hkeaa.edu.hk) by mid October 2013 for schools' reference.
- (c) For Science subjects, same as previous practice, teachers are requested to email the list of experiments performed in S5 to their District Coordinator (DCs) in May/June 2014 so as to enable DCs to have a better understanding of the conduct of SBA in schools.

5. Handling of plagiarism cases in SBA

In light of the experience and feedback from handling the SBA plagiarism cases in the 2013 HKDSE Examination, we are reviewing the SBA procedures and penalty measures. Details of the revised measures and procedures will be provided in a separate circular in mid October 2013 and in the upcoming SBA annual conferences.

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 again 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,

A handwritten signature in black ink, appearing to read 'Wan Tak-wing', with a stylized, cursive flourish.

Wan Tak-wing
Acting General Manager
Assessment Development Division

Requirements and Schedule of S6 Submissions

The following table shows the submission requirements and submission period for individual subjects in the 2014 HKDSE Examination. Please pay special attention to the notes at the end about the submission requirements. Compared with the 2013 HKDSE, some changes are made to the submission requirements/procedures in the 2014 Examination. They are highlighted in the table for teachers' easy reference.

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Liberal Studies	An Independent Enquiry Study (IES)	1 Task mark on Project Proposal Stage	1 Task mark on Product Stage 1 mark on Process	Tasks (Products) of the IES of six students, chosen by the HKEAA, are to be submitted.	Nil	2 – 24 Jan 2014
History	A two-task course assignment	1 mark on Study outline	1 mark on Study report	Study Outlines (Form A) and Study reports plus completed Form B of six students, chosen by the HKEAA, are to be submitted.	Nil	2 – 24 Jan 2014
Design and Applied Technology	A Project (Part 1 and 2)	1 mark on Part 1	1 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.(Note 2)	Nil	6 – 27 Jan 2014
Visual Arts	One SBA portfolio (including 1 research workbook and 4 pieces of artworks/critical studies)	1 mark on 2 pieces of artwork/critical studies	1 mark on Research workbook 1 mark on 2 pieces of artwork/critical studies	One SBA portfolio (including 1 research workbook and 4 pieces of artworks/critical studies) from each of six students (maximum 20Mb for each student), chosen by the HKEAA, are to be submitted.	Nil	6 – 27 Jan 2014
Biology	At least - 2 assessments on Ability Area A - 2 assessments on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on 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 3)	List of Experiments performed in S5 & S6 and Lab Manual/Worksheet (blank) used for assessment	7 – 28 Jan 2014

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Chemistry	At least - 1 assessment on VA - 1 assessment on QA - 2 assessments on Other Experiments (EXPT) / One IS can be done in lieu of 2 EXPT	At least 2 marks on VA/QA/EXPT	At least 2 marks on VA/QA/EXPT	Marked work of six students, chosen by the HKEAA, is to be submitted. Only those pieces of work with marks submitted are required.	List of Experiments performed in S5 & S6	7 – 28 Jan 2014
Physics	At least - 2 assessments on experiments (EXPT) - 1 assessment on IS or an experiment with a detailed report (EXPT*)	At least 1 mark on EXPT	At least - 1 mark on EXPT - 1 mark on IS/EXPT*	Marked work of six students, chosen by the HKEAA, is to be submitted. Only those pieces of work with marks submitted are required.	List of Experiments performed in S5 & S6	7 – 28 Jan 2014
Combined Science (CS)	Biology Part: At least - 1 assessment on Ability Area A - 1 assessment on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B		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.	List of Experiments performed in S5 & S6 and Lab Manual/Worksheet (blank) used for assessment	7 – 28 Jan 2014
	Chemistry Part: At least - 1 assessment on VA - 1 assessment on Other Experiments (EXPT)	At least 1 mark on VA/EXPT	At least 1 mark on VA/EXPT		List of Experiments performed in S5 & S6	
	Physics Part: At least 2 assessments on experiments (EXPT)	At least 1 mark on EXPT	At least 1 mark on EXPT		List of Experiments performed in S5 & S6	

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Chinese History 中國歷史	At least 2 Assessment Items 包括最少兩個評核項目	1 mark on S5 中五的分數一個	1 mark on S6 中六的分數一個 (note 4)	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份作樣本。	The learning and assessment plans of S5 and S6 classes/teaching groups 中五及中六各班/各組的「學習及評核計劃」	20 Jan – 17 Feb 2014 2014年1月20日至2月17日
Integrated Science	At least - 2 assessments on Ability Area A - 2 assessments on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B	At least - 1 mark on Ability Area A - 1 mark on Ability Area B	Marked reports used for assessment of Ability Area B of six students, chosen by the HKEAA, are to be submitted.	List of Experiments performed in S5 & S6	20 Jan – 17 Feb 2014
Information and Communication Technology	A Project (7 stages) - Objective & Analysis - Design & implementation - Practical ICT Skills - Testing & Evaluation - Conclusion & discussion - Documentation - Creativity & Project Management	1 mark on Objective & Analysis	Marks on - Design & implementation - Practical ICT Skills - Testing & Evaluation - Conclusion & discussion - Documentation - Creativity & Project Management	SBA project reports of six students, chosen by the HKEAA, are to be submitted.	Nil	23 Jan – 20 Feb 2014
Chinese Language 中國語文	Reading Activities 2 elective modules 閱讀活動，兩個選修單元	1 mark on 1 elective module 選修單元分數一個	1 mark on Reading activities 1 mark on 1 elective module 閱讀活動分數一個、選修單元分數一個	Six students are to be chosen by the HKEAA. Their work on any one of the two elective modules with marks submitted is to be submitted. 考評局會選取六名學生，學校須為每名學生提交其中一個呈分單元的全部呈分課業。	Assessment Plan Form and Marking Criteria of the submitted student work. 課業樣本的評核計劃簡表及評分準則。 (Note 5)	23 Jan – 20 Feb 2014 2014年1月23日至2月20日

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
English Language	2 oral assessments, with one from Part A and one from Part B; Of the two marks reported, one mark should be based on a group interaction and one on an individual presentation.	1 mark on 1 assessment	1 mark on 1 assessment	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.(Note 6)	Nil	Marks: 10 Feb – 20 Mar 2014 CD/DVD: 7 – 20 Mar 2014

Notes:

1. Except for **English Language** and **Design and Applied Technology**, all Student Work and Teacher Document are to be submitted through the SBA online system.
2. **Design and Applied Technology:** Submission of students work not required. Assessors will visit the schools to inspect the work samples.
3. **Biology:** Schools are NOT required to submit biological drawings to HKEAA.
4. **Chinese History:** Schools need to indicate the percentage weighting of S5 and S6.
中國歷史科: 學校須設定中五及中六的佔分比重。
5. **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 Document' to the SBA online system, i.e. NOT submitting as a part of the student work files.
中國語文科: 2013年考試開始, 學校只須遞交已呈交分數的兩個選修單元其中一個單元的課業樣本。此外, 課業樣本的「評核計劃簡表及評分準則」不應附於學生習作內, 而應以單一檔案的「教師文件」上傳至校本評核網上系統。
6. **English Language:** Video samples and assessment records to be submitted in the form of CD/DVD to the HKEAA office. A set of pre-printed label for CD/DVD and envelope cover will be provided to schools in early December 2013 for facilitating the submission of student work samples.

Calendar of Events for SBA in 2013-14

Time	Events
17 September – 8 October 2013	School administrators to indicate the subjects offered by the school in 2013-14, and to update the staff profiles (panel chairpersons, school coordinators and subject teachers) for individual subjects in the School Information Management Online Service (https://www.hkdse.hkeaa.edu.hk/).
26 September –14 December 2013	2013 SBA Moderation Reports and Liberal Studies Process Assessment Feedback Forms available on the HKDSE Online Services platform (www.hkdse.hkeaa.edu.hk)
September 2013 – April 2014	S6 and S5 SBA activities to be conducted by schools
Mid October 2013	2015 Teachers' Handbooks of the 12 subjects with SBA uploaded to the HKEAA website (www.hkeaa.edu.hk)
Mid October 2013	Circular on revised procedures in handling SBA plagiarism cases
October – November 2013	SBA annual conferences (including briefing of the new SBA online system) for the 12 subjects with SBA
Early November 2013	Informing schools of District Coordinators arrangements for the 12 subjects with SBA
November 2013	Circular on the new SBA online system and provision of user manual
Early December 2013	Provision of student work CD/DVD label and envelope cover for English Language
December 2013	Conduct of briefing and training sessions for the new SBA system
2 January 2014	Launch of new SBA System for the submission of S6 SBA marks
January – March 2014	Submission of S6 SBA marks, student work samples and related documents by schools
March – May 2014	Moderation of SBA marks of the 2014 examination cohort by the HKEAA
May – June 2014	Submission of Science subjects 2015 S5 SBA list of experiments performed by schools
July 2014	Release of 2014 HKDSE results
September – October 2014	Provision of feedback on the outcome of the SBA moderation of 2014 HKDSE to schools