

Phone: 3628 8950
Ref. : DSE/SBA 4/2016

5 November 2015

To: Principals of Schools Participating in 2016 HKDSE

Dear Principal,

**Hong Kong Diploma of Secondary Education Examination (HKDSE) 2016
Literature in English**

The portfolios for Paper 3 of the captioned subject should be submitted in late January 2016. In this connection, I should be grateful if you would pass the following documents to the teachers concerned:

- (1) A Summary/Declaration Form for HKDSE Literature in English (if applicable);
- (2) An Envelope Cover, which will be sent to you in early January 2016.

The portfolios should be put into one envelope, along with the completed Summary/Declaration Form(s). The envelope should be submitted to the School Examinations and Assessment Division (address: 12/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **between Monday, 25 January 2016 and Friday, 29 January 2016** (office hours: 8:30 am to 5:00 pm).

Please remind your students that the portfolio work should be presented in a single folder and should be typewritten on unlined A4 paper. The following information must be clearly written on the front cover of each piece of work:

Hong Kong Diploma of Secondary Education Examination (HKDSE)
Literature in English Portfolio Task

Year of examination : 2016
* Candidate Number :
Type of work : Extended Essay OR Analytical Study/Review OR
Creative Writing (*circle as appropriate*)
Title of piece of work :

* **Candidates MUST NOT put their names on the portfolios**

The original copies of the portfolio work must be submitted. Xerox copies will **not** be accepted. CDs and tapescripts may be included if appropriate.

Please remind your students and teachers that

- (1) the portfolio work should contain a declaration, signed by the candidate, that it is their own work. A Declaration Form will be sent to you in early January 2016 to serve this purpose.
- (2) the information obtained from outside sources must be acknowledged in a footnote or endnote, and in a list of references. In cases where part(s) of the submitted work is/are found to have been plagiarised, the plagiarised portions will be ignored when the portfolio is marked. A mark penalty may also be applied, depending on the seriousness of the case. In serious cases, where all or nearly all of the submitted work has been plagiarised, the portfolio will be given zero marks. An additional penalty of a subjectdowngrade by one level will be imposed in the subject(s) concerned.
- (3) late submission will **not** be accepted and a score of 'zero' will be given.

Yours sincerely,



Cindy Chiu (Ms)
Senior Manager, School Examinations and Assessment Division

c.c. SM-AD (Eng)