

Ref.: DSE/SBA/GEN 17/15

11 May 2018

To: Principals of HKDSE Participating Schools

Dear Principal,

**S5 SBA mark templates and submission of Teacher Document (Science Subjects) for 2019 HKDSE**

I write to update you on the following regarding the conduct of School-based Assessment (SBA) in the 2019 Hong Kong Diploma of Secondary Education Examination (HKDSE).

**1. S5 SBA Mark Templates for 2019 HKDSE**

Schools are required to submit all S5 and S6 SBA marks to the HKEAA in one go in S6. To facilitate schools to store the S5 SBA marks, SBA Mark Templates (in the format of MS Excel files) are prepared for teachers to input the S5 SBA marks for internal record-keeping. The templates are available at the following web pages:

[www.hkeaa.edu.hk/tc/SBA/forms/mark\\_template/](http://www.hkeaa.edu.hk/tc/SBA/forms/mark_template/) (Chinese)

[www.hkeaa.edu.hk/en/SBA/forms/mark\\_template/](http://www.hkeaa.edu.hk/en/SBA/forms/mark_template/) (English)

As information like candidate numbers are not yet available for the time being, the SBA Mark Templates only serve to facilitate schools to input their SBA marks for internal record-keeping but are not used for submission purpose in S6. Schools are free to adapt these Mark Templates or use other suitable means to keep their SBA marks safely for submission in S6. Please note in particular that the mark templates for the four deferred subjects (namely Chinese Literature, Literature in English, Health Management and Social Care, and Technology and Living) have also been prepared.

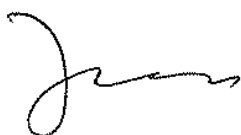
**2. Submission of S5 SBA Teacher Documents for 2019 HKDSE (for Biology, Chemistry, Physics, Combined Science (CS) and Integrated Science only)**

To facilitate the SBA District Coordinators to better understand the operations of SBA in schools so that timely feedback to schools can be provided, **teachers of the above subjects are requested to email the relevant Teacher Documents of their S5 classes in the 2017-18 school year to their District Coordinators.** Details of the submission requirement can be found in the 2019 SBA Teachers' Handbook of the relevant subjects, and the requirements are also listed below for easy reference.

<b>Subject</b>	<b>Details of S5 SBA Teacher Document</b>	<b>Submission deadline</b>
Biology & CS (Bio)	List of Experiments Performed in S5 and Lab Manual/Worksheet (blank) used for assessment	6 June 2018
Chemistry & CS(Chem)	List of Experiments Performed in S5	6 June 2018
Physics & CS(Phy)	List of Experiments Performed in S5	6 June 2018
Integrated Science	List of Experiments Performed in S5	6 June 2018

I should be grateful if you could bring the attention of your staff concerned to the above arrangements. Thank you again for your continuous support in implementing SBA and providing professional assessments to the students. Should you have any queries, please contact our SBA Team at 3628 8064.

Yours sincerely,



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