

Ref.: DSE/SBA/GEN 18/17

17 May 2019

To: Principals of HKDSE Participating Schools

Dear Principal,

**S5 SBA mark templates and submission of Teacher Document (Science Subjects) for 2020 HKDSE**

I write to update you on the following regarding the conduct of School-based Assessment (SBA) in the 2020 Hong Kong Diploma of Secondary Education Examination (HKDSE).

**1. S5 SBA Mark Templates for 2020 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 on 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 not 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.

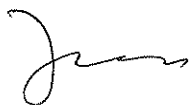
**2. Submission of S5 SBA Teacher Documents for 2020 HKDSE (for Biology, Chemistry, Physics, Combined Science (CS) and Integrated Science only)**

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 2018-19 school year to their District Coordinators.** Details of the submission requirement can be found in the 2020 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 2019
Chemistry & CS(Chem)	List of Experiments Performed in S5	6 June 2019
Physics & CS(Phy)	List of Experiments Performed in S5	6 June 2019
Integrated Science	List of Experiments Performed in S5	6 June 2019

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,



Wan Tak-wing  
General Manager  
Assessment Development Division