

Ref: DSE/SBA/GEN 21/1

14 September 2021

To: Principals of HKDSE Participating Schools

Dear Principal,

Hong Kong Diploma of Secondary Education Examination (HKDSE) Schedule of Work for School-based Assessment (SBA) in 2021-22

I am writing to share with you the schedule of work for SBA in the 2021-22 school year. Your kind attention is drawn to the following arrangements:

1. SBA Moderation Reports for 2021 HKDSE

The SBA marks submitted for 2021 HKDSE were moderated to ensure the consistency of assessment standards across schools. The **2021 SBA Moderation Reports** of your school will be available in the SBA System (<https://www.hkdse.hkeaa.edu.hk/>) from **24 September 2021**. They can be accessed by clicking ‘Moderation Reports’ under ‘Reports’. School principals may use their accounts to get access to the reports for individual subjects offered by their schools (**Annex 1**). The reports will specify the extent of adjustments made to the SBA scores submitted by schools. 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 SBA Marks and Student Work for 2022 HKDSE (Chinese Language, English Language, Design and Applied Technology and Visual Arts)

In 2021-22, schools are required to submit the SBA marks of S6 students as well as samples of students’ SBA work for individual subjects between January and March 2022. **Annex 2** shows a summary of the submission requirements and the submission period for individual subjects.

Please note that due to the impact of the COVID-19 pandemic, the SBA requirements for students entering the 2022 HKDSE have been revised to provide more flexibility for this specific cohort of students. Please refer to the circular ‘Streamlining of School-based Assessment and Special Arrangements for Applied Learning Subjects’ (DSE/CR 3/2021) for the highlights of the changes: (https://www.hkeaa.edu.hk/DocLibrary/Circulars/HKDSE/2021_HKDSE_Exam_Circular_No_6_Revised_Assessment_Frameworks_for_the_2022_HKDSE_E.pdf)

For details of the implementation of SBA for the 2022 HKDSE of the relevant subjects, please refer to the SBA Teachers’ Handbooks (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/), which have been updated in 2021.

The latest information about the SBA of individual subjects, including the submission requirements and procedures, will also be disseminated to subject teachers in the SBA annual conferences or through other online means between October and November 2021, details of which will be provided in a separate letter. Please bring this to the attention of your subject teachers.

3. Update of Teachers' information in the School Information Management Online Service

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 updating 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 2021-22 (**S6 information for the ten subjects with SBA cancelled are not required**). The following measures are adopted to facilitate school administrators to update the staff profiles:

- (a) The 2020-21 SBA-related staff profiles are retained in the School Information Management Online Service.
- (b) A report showing the details of staff profiles can be downloaded from the School Information Management Online Service for checking.

School administrators should login the platform, update the profiles if necessary, and assign SBA roles to the staff concerned. School administrators are requested to complete the tasks by **8 October 2021**. They may refer to the presentation material 'School-based Assessment System Operation Guide' in <https://www.hkdse.hkeaa.edu.hk/> for details of the update procedures.

Please note that users (including accounts for Principal, School Administrator, Subject Panel, School Coordinator and Subject Teacher) who have not changed their login password for over 365 calendar days are required to do so before accessing the System. Users may follow the instructions on screen to change the password if necessary.

4. Authentication of Students' Work and Procedures in Handling Plagiarism Cases in SBA

In order to strengthen the message to students about academic honesty and proper conduct in SBA, schools should ask their students to complete and sign a declaration form at the beginning of each school year in which SBA is undertaken to declare that all SBA tasks/assignments completed are their own and to agree to adhere to a code of honour in completing the SBA for all subjects. The declaration form is attached in **Annex 3** and is also available on the HKEAA website (English version: <http://www.hkeaa.edu.hk/en/sba/forms/> Chinese version: <http://www.hkeaa.edu.hk/tc/sba/forms/>). Details of the procedures for handling plagiarism cases in SBA are provided in the SBA School Leaders' Handbook and Teachers' Handbooks for individual subjects.

5. Arrangements of SBA for 2023 HKDSE

Schools should take note of the following regarding the SBA in the 2023 HKDSE:

- (a) The Teachers' Handbooks of subjects with SBA in the 2023 HKDSE are available on the HKEAA website (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/) for schools' reference.
- (b) For Science subjects, same as previous practice, teachers may be requested to email the list of experiments performed in S5 to their District Coordinators (DCs) in May/June 2022 so as to enable DCs to have a better understanding of the conduct of SBA in schools.

6. Arrangements of SBA for 2024 HKDSE

Schools should take note of the following regarding the SBA in the 2024 HKDSE:

The Teachers' Handbooks of subjects with SBA in the 2024 HKDSE are available on the HKEAA website (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/) for schools' early reference.

(The SBA Teachers' Handbook for **Design and Applied Technology** will be available in September 2022.)

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. **Annex 4** shows a calendar of SBA events in the 2021-22 school year for schools' reference.

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

Yours faithfully,

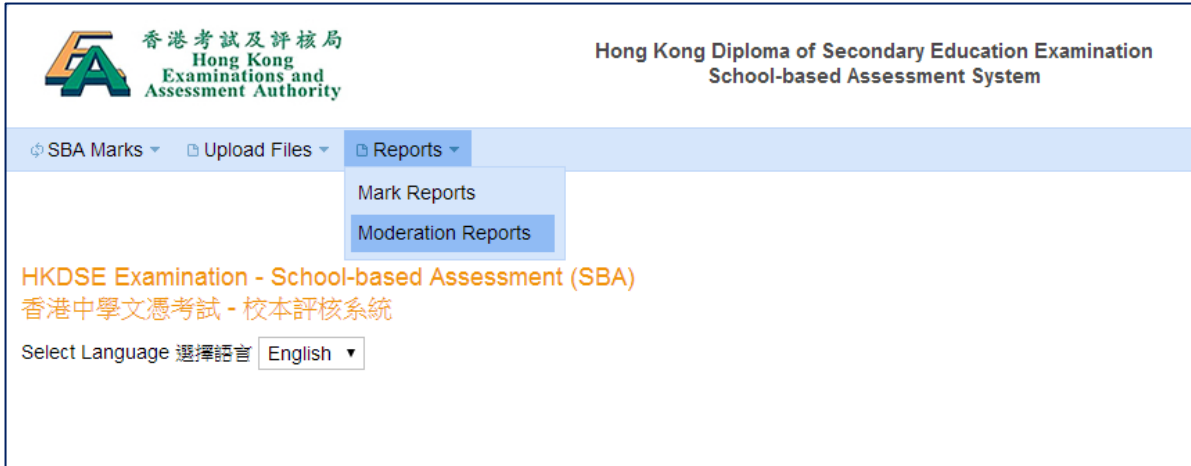
A handwritten signature in black ink, appearing to be 'CSK', written in a cursive style.

Choy Siu-kwan

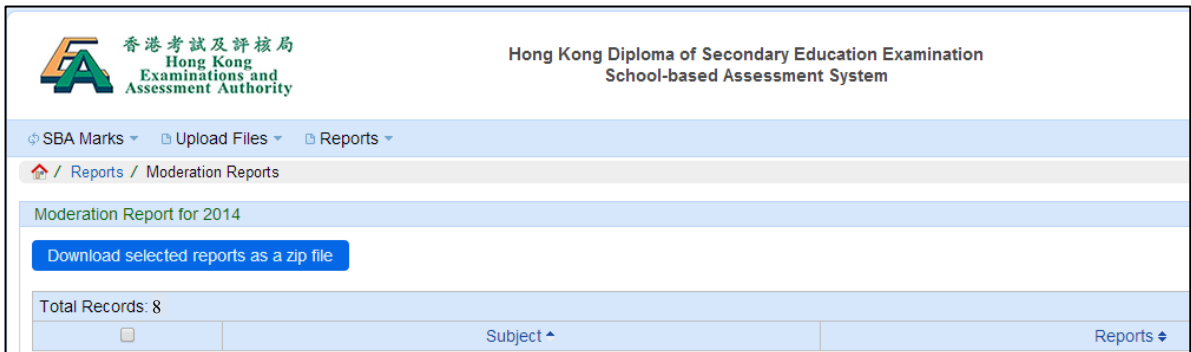
Head - Assessment Development

Steps for retrieving the SBA Moderation Reports

1. Login the SBA System using the Principal’s account (P001, P002).
2. Mouse over **Reports** and click **Moderation Reports**. The reports are listed by subjects.



3. You may also check the boxes in the first column and click **Download selected reports as a zip file** for downloading reports of multiple subjects.



SBA Requirements and Submission Schedule for 2022 HKDSE

The following table shows the submission requirements and submission period for individual subjects in the 2022 HKDSE. Please pay special attention to the notes at the end about the submission requirements. (Note: Streamlined requirements for the 2022 HKDSE are shaded for teachers' easy reference.)

For details of the SBA requirements for 2022 HKDSE of the relevant subjects, please refer to the SBA Teachers' Handbooks (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/), which have been updated in 2021.

Subject	Requirements			Submission period	
	SBA Requirement	Mark submission requirements	Student Work (Note 1)		Teacher Document
Design and Applied Technology	A Project (Part 1 and 2)	1 mark on Part 1 and 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	18 Jan – 18 Feb 2022
Visual Arts	One SBA portfolio (including 1 research workbook and 2 pieces of artworks/critical studies, at least one piece of work should be an Artwork)	1 mark on Research workbook 1 mark on 2 pieces of artwork/ critical studies	One SBA portfolio (including 1 research workbook and 2 pieces of artworks/critical studies) and the Assessment Sheet from each of the six students, chosen by the HKEAA, are to be submitted. (Note 3)	Nil	18 Jan – 18 Feb 2022
Chinese Language 中國語文	Reading Activities 2 elective modules 閱讀活動 一兩個選修單元	1 mark on Reading activities 閱讀活動分數一個	Nil	Nil	1 - 31 Mar 2022 2022年3月 1日至31日
English Language	1 oral assessment 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	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 4)	Nil	Marks: 1 - 31 Mar 2022 CD/DVD: 15 - 31 Mar 2022

Notes:

1. Except for **English Language** and **Design and Applied Technology**, all Student Work are to be submitted through the SBA System.
2. **Design and Applied Technology**: Submission of students work is not required. Assessors will visit the schools to inspect the work samples.
3. For **Visual Arts**, starting from 2020 HKDSE, only PDF files will be accepted for the Student Work submission.
4. **English Language**: Video samples and assessment records are to be submitted in the form of DVD to the HKEAA office. Panel chairperson of English Language should print the DVD label and envelope cover (Reports > (Applicable to English Language only) Envelope Cover/DVD Label for Student Work Submission) via the SBAS and affix the DVD label on the DVD and envelope cover on the packet upon submission.

Hong Kong Diploma of Secondary Education Examination
Student Declaration Form for School-based Assessment (SBA)
Completed in the School Year 20__-__

Annex 3

Notes:

1. *This form should be signed by senior secondary students at the beginning of each school year in which SBA is undertaken. Only one form needs to be completed by each student.*
2. *The completed form should be retained by the school until the end of the public examination cycle.*

School Name: _____

Student's Name: _____

Class: _____ Class No: _____

Important Reminder to Students:

1. It is of utmost importance that academic honesty is maintained in SBA. Students are forbidden to indulge in any malpractice when completing their assessments.
2. Student can make reference to sources but must not plagiarise when completing their work. They should write in their own words and should not simply copy others' words or ideas and present them as their own. If necessary, they can quote or make reference to something written by another author in their work, as long as they ensure that these quotes or references are identified and the sources properly acknowledged.
3. Students are advised not to quote excessively in their work, as this would mean that they themselves could only make a minimal contribution to that piece of work and consequently they would be likely to get low marks from their teacher.
4. Students can make reference to the booklet "*HKDSE Information on School-based Assessment*", (<http://www.hkeaa.edu.hk/en/sba/>). Some examples on how to quote and acknowledge sources properly are provided in the booklet.
5. Students will be subject to severe penalties for proven plagiarism. The HKDSE Examination Regulations stipulate that a candidate may be liable to disqualification from the subject concerned or the whole of the Examination, or suffer a mark or grade penalty for breaching the Regulations.

I certify that I have read the above Reminder and declare that:

- **All SBA tasks/assignments to be completed for all subjects in this school year will be my own work.**
- **My SBA work will not include any materials which have been copied from other sources without acknowledgement.**
- **I am responsible for ensuring that the work produced is my own and will bear the consequences of committing plagiarism or other malpractice in SBA.**

Student's signature: _____ Date: _____

香港中學文憑考試
校本評核學生聲明表格
20__-__學年

註：

1. 高中學生在進行校本評核期間的每一學年開始時，須填妥並簽署本聲明表格。每名學生只須填寫一份。
2. 學校須保存填妥的學生聲明表格，直至公開考試周期完結。

學校名稱： _____

學生姓名： _____

班別： _____ 班號： _____

學生注意事項：

1. 在校本評核中，堅守學術誠信是極之重要的，學生在完成課業時，不可觸犯任何違規行為。
2. 學生在完成課業時，可參考相關資料，但不容許抄襲行為。學生須運用自己的文字完成課業，切記不可抄錄他人的著作或意念，視為自己的作品。若有需要，學生可引錄他人作品的原文或間接引用他人的意念或觀點，但必須在作業中清楚標明所抄錄或引用的資料並列明出處。
3. 學生不宜在課業中大量抄錄或引用他人資料，這只反映作業缺乏個人見解，所得的教師評分將會甚低。
4. 學生可參考「香港中學文憑考試校本評核簡介」小冊子(<http://www.hkeaa.edu.hk/tc/sba/>)中關於引用及註明資料出處的示例。
5. 學生一經證實抄襲行為，將受到嚴懲。香港中學文憑考試規則清楚說明，若考生違反規則，可被罰取消有關科目或全部考試成績，或被罰扣減分數或降級。

我已閱讀上述注意事項，並聲明：

- 於本學年完成所有科目的校本評核課業/作業均是我的作品；
- 我的校本評核習作沒有包含直接抄錄，而又未註明出處的資料；
- 我有責任確保習作是我自己的作品，並承擔在校本評核中觸犯抄襲或其他違規行為帶來的後果。

學生簽名： _____ 日期： _____

Calendar of Events for SBA in 2021-22

Time	Events
September 2021	2023 and 2024* Teachers' Handbooks of the subjects with SBA uploaded to the HKEAA website (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/)
1 September – 8 October 2021	School administrators to indicate the subjects with SBA offered by the school in 2021-22, 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/)
24 September 2021 – 31 May 2022	2021 SBA Moderation Reports available on the SBA System (https://www.hkdse.hkeaa.edu.hk/)
September 2021 – April 2022	SBA activities to be conducted by schools
October – November 2021	SBA annual conferences for the subjects with SBA
Mid November 2021	Informing schools of District Coordinators arrangements for the subjects with SBA.
3 January 2022	SBA System opens
February – April 2022	Submission of SBA marks, student work samples and related documents by schools
April – June 2022	Moderation of SBA marks of the 2022 HKDSE by the HKEAA
May – June 2022	Submission of Science subjects S5 SBA list of experiments for 2023 HKDSE performed by schools
July 2022	Release of 2022 HKDSE results
September 2022	Provision of feedback on the outcome of the SBA moderation of 2022 HKDSE to schools

*: The 2024 SBA Teachers' Handbooks for Design and Applied Technology will be available in September 2022.