

Ref: DSE/SBA/GEN 24/1

13 September 2024

To: Principals of HKDSE Participating Schools

**Hong Kong Diploma of Secondary Education Examination (HKDSE)
Schedule of Work for School-based Assessment (SBA) in 2024-25**

I am writing to share with you the schedule of work for SBA in the 2024-25 school year. Your kind attention is drawn to the following arrangements:

1. SBA Moderation Reports for 2024 HKDSE

The SBA marks submitted for 2024 HKDSE were moderated to ensure the consistency of assessment standards across schools. The **2024 SBA Moderation Reports** of your school will be available in the SBA System (<https://www.hkdse.hkeaa.edu.hk/>) from **26 September 2024**. They can be accessed by clicking ‘Moderation Reports’ under ‘Reports’. School principals may use their accounts to get access to the reports of different 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 2025 HKDSE

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 2025. **Annex 2** shows a summary of the submission requirements and the submission period for individual subjects. Before submitting the SBA marks, students should be informed of their marks and that these marks are also subject to moderation by the HKEAA. Their marks may change after the moderation process. Informing students of their marks before submission will help avoid mistakes of marks submitted for individual student(s) and resolve queries, if any, as any mistakes in the marks submitted may have serious and even irrevocable consequences on the students.

For details of the implementation of SBA of relevant subjects for the 2025 HKDSE, please refer to the SBA Teachers’ Handbooks (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/), which have been updated in August 2023.

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 between October and November 2024, details of which will be provided in a separate letter. Please kindly 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 2024-25. The following measures are adopted to facilitate school administrators to update the staff profiles:

- (a) The 2023-24 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 by **9 October 2024**. 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 account users (including 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. Use of Artificial Intelligence tools in SBA, Authentication of Students’ Work and Procedures in Handling Plagiarism Cases in SBA

As Artificial Intelligence (AI) tools are developing rapidly and are increasingly becoming embedded in many aspects of our lives, teachers should discuss the use of AI tools in learning and completing assignments in the context of SBA. Using AI tools in the learning process can undoubtedly offer new and exciting opportunities if used in a proper manner. However, using an AI tool to gain an undue advantage is considered to be malpractice and can have serious consequences. Just as with other reference sources, it is important to realise that the use of AI tools in SBA must be properly acknowledged. Reference can be made to the booklet “HKDSE Information on School-based Assessment” (<http://www.hkeaa.edu.hk/en/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 (<http://www.hkeaa.edu.hk/en/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 2026 HKDSE

- (a) The Teachers’ Handbooks of subjects with SBA in the 2026 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 2025 so as to enable DCs to have a better understanding of the conduct of SBA in schools.

6. Arrangements of SBA for 2027 HKDSE

The Teachers’ Handbooks of subjects with SBA in the 2027 HKDSE are available on the HKEAA website (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/) for schools’ early reference.

(The 2027 SBA Teachers’ Handbook for **Design and Applied Technology** will be available in

September 2025.)

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 2024-25 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 of 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 SBA and look forward to working together with schools to ensure its smooth implementation in the coming years.

Yours faithfully,

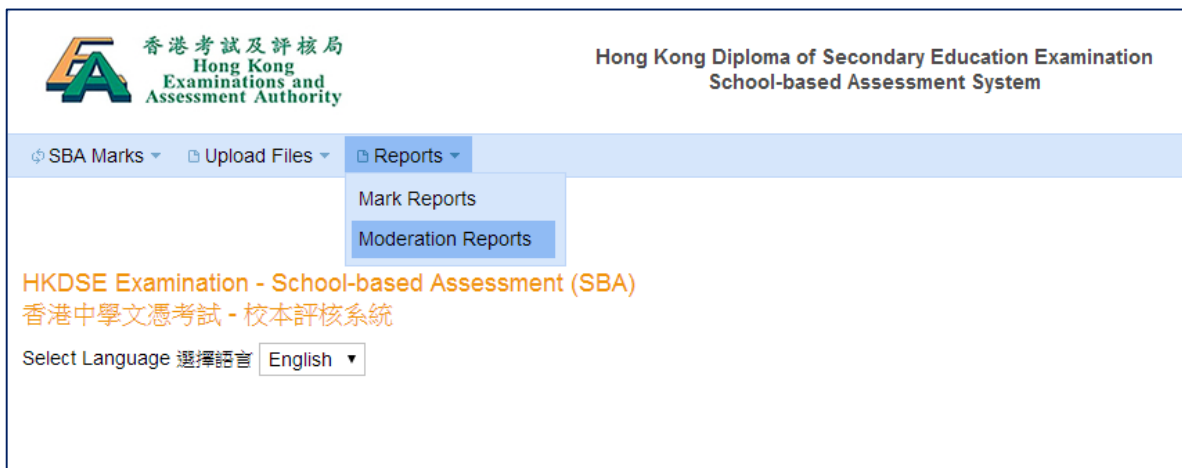
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Choy Siu-kwan

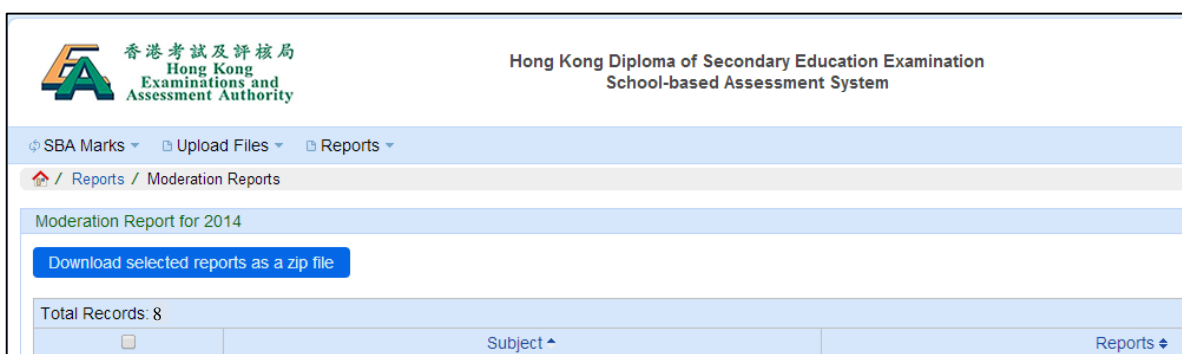
Head - Assessment Development

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 2025 HKDSE

The following table shows the SBA submission requirements and submission period for individual subjects in the 2025 HKDSE. Please pay special attention to the notes at the end about the submission requirements.

For details of the SBA requirements for 2025 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 August 2023.

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Design and Applied Technology	A Design Project (including Parts 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	2 - 23 Jan 2025
Visual Arts	One SBA portfolio (including 1 research workbook and 4 pieces of artworks/critical studies, at least one piece of work should be an Artwork)	1 mark on 2 pieces of artwork/critical studies	1 mark on 2 pieces of artwork/ critical studies 1 mark on Research workbook	One SBA portfolio (including 1 research workbook and 4 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	2 - 23 Jan 2025
中國文學	三次創作練習	創作練習分數一個	創作練習分數兩個	考評局會選取六名學生，學校須為每名學生遞交中五及中六學年各一次不同文類的創作練習。	課業樣本的評分準則	2025 年 1 月 6 至 24 日
Health Management and Social Care	A Field Learning Task (including Field Learning Plan, Field Notes and Reflective Journal)	1 mark on Field Learning Plan 1 mark on Field Notes 1 mark on Reflective Journal		The completed Assessment Rubrics form, Field Learning Plan, Field Notes and Reflective Journal from each of the six students, chosen by HKEAA, are to be submitted. (Note 3)	Nil	6 - 24 Jan 2025

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Literature in English	Portfolio on either <ul style="list-style-type: none"> Extended essay or Analytical review or Creative writing 	1 mark on Portfolio		Portfolios of six students, chosen by the HKEAA, are to be submitted. (Note 3)	Nil	6 - 24 Jan 2025
Technology and Living	A prescribed task and project / design folio	2 marks on Prescribed Task 5 marks on Project / Design Folio		Marked prescribed task and a project / design folio of six students, chosen by the HKEAA, are to be submitted.	Nil	6 - 24 Jan 2025
Biology	At least <ul style="list-style-type: none"> 2 assessments on Ability Area A 2 assessments on Ability Area B 	At least <ul style="list-style-type: none"> 1 mark on Ability Area A 1 mark on Ability Area B1 1 mark on Ability Area B2 	At least <ul style="list-style-type: none"> 1 mark on Ability Area A 1 mark on Ability Area B1 1 mark on Ability Area B2 	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.	List of Experiments performed in S5 & S6 and Lab Manual/Worksheet (blank) used for assessment	15 Jan - 10 Feb 2025
Chemistry	At least <ul style="list-style-type: none"> 1 assessment on Volumetric Analysis (VA) 1 assessment on Qualitative Analysis (QA) 2 assessments on Other Experiments (EXPT) / One Investigative Study 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	15 Jan - 10 Feb 2025

Subject	Requirements					Submission period
	SBA Requirement	S5 Requirement	S6 Requirement	Student Work (Note 1)	Teacher Document (Note 1)	
Physics	At least - 2 assessments on experiments (EXPT) - 1 assessment on Investigative Study (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	15 Jan - 10 Feb 2025
Information and Communication Technology	2 guided tasks - Design & Implementation - Testing & Evaluation	1 mark on Design & Implementation	1 mark on Testing & Evaluation	SBA project reports of six students, chosen by the HKEAA, are to be submitted.	Nil	15 Jan - 10 Feb 2025
中國語文	兩個閱讀匯報 - 文字報告 - 口頭匯報	文字報告分數一個 口頭匯報分數一個		考評局會選取六名學生，學校須為每名學生遞交其文字報告或口頭匯報的錄影。	課業樣本的評核指引及評分準則。 (Note 4)	2025 年 2 月 12 日至 3 月 3 日
English Language	2 oral assessments: one mark should be based on a group interaction (GI) and one on an individual presentation (IP); one assessment should be based on at least one print text and the other assessment on at least one non-print text.	1 mark on 1 assessment	1 mark on 1 assessment	Six video clips for GI and six video clips for IP 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. A zip file containing the Assessment records and Assessment Task of the students whose samples are chosen for submission. (Note 5)	Nil	27 Feb - 20 Mar 2025

Notes:

1. Except for **Design and Applied Technology**, all Student Work and Teacher Document are to be submitted through the SBA System.
2. **Design and Applied Technology**: Online submission of Student Work is not required. Assessors will visit the schools to inspect the selected samples and collect the electronic copies stored in CD, DVD, or USB devices.
3. For **Health Management and Social Care**, **Literature in English** and **Visual Arts**, only PDF files will be accepted for the Student Work submission.
4. **中國語文科**: 課業樣本的評核指引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。
5. **English Language**: Video samples and assessment records are to be submitted through the SBA System. Details of the submission procedure can be found in the User Manual of SBA System (<https://www.hkdse.hkeaa.edu.hk/webcenter/portal/HKEAA>).

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, including those generated using Artificial Intelligence tools, 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: _____

Calendar of Events for SBA in 2024-25

Time	Events
September 2024	2026 and 2027* Teachers' Handbooks of the subjects with SBA uploaded to the HKEAA website (http://www.hkeaa.edu.hk/en/sba/sub_info_sba/)
1 September – 9 October 2024	School administrators to indicate the subjects with SBA offered by the school in 2024-25, 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 2024 – 31 May 2025	2024 SBA Moderation Reports available on the SBA System (https://www.hkdse.hkeaa.edu.hk/)
September 2024 – April 2025	SBA activities to be conducted by schools
October – November 2024	SBA annual conferences for the subjects with SBA
Mid November 2024	Informing schools of District Coordinators arrangements for the subjects with SBA
2 January 2025	SBA System opens for submission
January – March 2025	Submission of SBA marks, Student Work and related documents by schools
April – June 2025	Moderation of SBA marks of the 2025 HKDSE by the HKEAA
May – June 2025	Submission of Science subjects S5 SBA list of experiments for 2026 HKDSE performed by schools
July 2025	Release of 2025 HKDSE results
September 2025	Provision of 2025 SBA Moderation Reports to schools

*: The 2027 SBA Teachers' Handbooks for Design and Applied Technology will be available in September 2025.