

Phone: 3628 8070

Ref.: DSE/SBA/HKDSE/GEN12/6

15 November 2012

To: Principals of HKDSE Participating Schools

Dear Principal

**Hong Kong Diploma of Secondary Education (HKDSE) Examination  
SBA District Coordinators, Support Measures for School-based Assessment System (SBAS) and  
User Accounts for Combined Science (Biology)**

Further to our earlier letter dated 20 September 2012 (Ref: DSE/SBA/GEN12/1), I am writing to provide you with the following document and information regarding the conduct of School-based Assessment (SBA).

**1. SBA District Coordinators for the School Year 2012-13**

Similar to last year, the HKEAA has appointed SBA District Coordinators (DCs) to support schools in administering the SBA in the coming year. Annex 1 shows the DCs supporting individual subjects offered by your school. I would be grateful if you could bring the attention of your subject teachers to this arrangement and encourage your School Coordinators/teachers to consult their DCs on the planning and conduct of SBA. In case there is any change of teachers teaching subjects with SBA during this school year, please inform us immediately by faxing to us (Fax No: 3628 8091) a completed *HKDSE SBA Form B*, which is available on the HKEAA website ([http://www.hkeaa.edu.hk/en/SBA/sba\\_hkdse/Form\\_B.html](http://www.hkeaa.edu.hk/en/SBA/sba_hkdse/Form_B.html)). This will ensure that important information about SBA operation can reach relevant subject teachers promptly.

**2. Support Measures for School-based Assessment System (SBAS)**

The following support measures will be provided to familiarise teachers with the S6 mark submission procedures and to address any queries they may have.

● **Technical Workshops (Optional)**

Three repeated technical workshops will be conducted to familiarise teachers with using the SBAS to perform S6 submissions. Details of the workshops are listed below.

Date	Time	Venue
4 Jan 2013 (Fri)	3:30 – 5:00 pm	Lai King Assessment Centre
5 Feb 2013 (Tue)	3:30 – 5:00 pm	San Po Kong Assessment Centre
1 Mar 2013 (Fri)	3:30 – 5:00 pm	Fortress Hill Assessment Centre

Teachers who are not familiar with the submission procedures can register for the workshops online at [www.hkdse.hkeaa.edu.hk/sbaworkshop](http://www.hkdse.hkeaa.edu.hk/sbaworkshop) starting from 10 December 2012.

- **Enquiry Hotlines**

Schools may contact our IT hotline on 3628 8333 for enquiries on technical difficulties in using the SBAS, or our SBA team on 3628 8064 or 3628 8070 for enquiries on subject requirements.

### **3. User accounts for Combined Science (Biology) (if applicable)**

As Combined Science (Biology) does not require SBA mark submission at S5, we did not provide schools with the relevant user account in the 2011-12 school year. If your school is presenting students for the first time in the 2013 HKDSE Combined Science (Biology) examination, a 'User ID' for the captioned subject and the default password slip for this account will be sent to you in a separate letter in November 2012. Please pass the information to the subject panel concerned so that he/she can activate the account for submission of SBA marks.

I should be grateful if you could bring the attention of your staff concerned to the above arrangements and remind them to complete the S6 submissions on time. Thank you again for your continuing support in implementing SBA and providing professional assessments to our students. Should you have any queries, please contact Ms Lee at 3628 8064 or Ms Fung at 3628 8070.

Yours sincerely,



TW Wan  
Acting General Manager  
Assessment Development Division