

Phone: 3628 8070  
Ref.: AD/SBA/GEN12/9

15 March 2013

To: Principals of HKDSE Participating Schools

Dear Principal,

**Moderation Arrangements for Network Programmes in 2013 HKDSE Examination and SBA Submission Arrangements for 2014 HKDSE Examination**

I write to update you on the following regarding the conduct of School-based Assessment (SBA) in the 2013 and 2014 HKDSE examinations.

**1. Moderation Arrangements for Network Programmes in 2013 HKDSE Examination**

Similar to the 2012 HKDSE examination, the SBA marks submitted by schools for the 2013 examination cohort are subject to moderation by the HKEAA on a school basis. We are aware that there are a small number of cases in which schools join together (the network schools) to offer network programme(s) for NSS subject(s). If students from these network schools **are taught and assessed by the same teachers(s) using the same assessment standards in conducting the SBA**, it would be logical to group them into one single moderation group in the process, so that students within the network will receive comparable moderated results. For details of the moderation mechanism, you may refer to the booklet “*Moderation of School-based Assessment Scores in the HKDSE*” ([http://www.hkeaa.edu.hk/en/sba/sba\\_hkdse/index.html](http://www.hkeaa.edu.hk/en/sba/sba_hkdse/index.html)). I write to seek your assistance to confirm whether your school has joined such network programme(s) with other schools **for the 12 subjects with an SBA component in the 2013 HKDSE Examination**. If your school has applied to the Education Bureau (EDB) for the Diversity Learning Grant (DLG) to offer network programme(s) for one or more of these 12 subjects, you will find attached a Reply Form showing the details of the network programme(s). I would be grateful if you could complete the Reply Form and return it to us by fax (Fax No: 3628 8091) on or before **3 April 2013**.

If your school is in fact networking with other schools in one or more of the 12 subjects but not funded by the Diversity Learning Grant, please contact Ms Tansy Chun at 3628 8068 on or before **3 April 2013** to provide us with the necessary information.

**2. SBA Mark Templates for 2014 HKDSE Examination**

In order to streamline the administrative procedures, schools are only required to submit all the S5 and S6 SBA marks to the HKEAA in one go in S6 starting from the 2014 HKDSE Examination (Please refer to the circular sent to schools on 10 December 2012 for details regarding the adoption of this “One-off Submission”: <http://www.hkeaa.edu.hk/DocLibrary/Circulars/HKDSE/Circular-2014SBAOneoffSubmission-121210.pdf>). To facilitate schools to store the SBA marks, SBA Mark

Templates (in the format of MS Excel files) are prepared for teachers to input the SBA marks for internal record-keeping. The templates are available at the following web pages:

[www.hkeaa.edu.hk/tc/SBA/sba\\_hkdse/Marks\\_Template.html](http://www.hkeaa.edu.hk/tc/SBA/sba_hkdse/Marks_Template.html) (Chinese)

[www.hkeaa.edu.hk/en/SBA/sba\\_hkdse/Marks\\_Template.html](http://www.hkeaa.edu.hk/en/SBA/sba_hkdse/Marks_Template.html) (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 in safe custody for submission in S6.

Please note that a new online submission system will be adopted for the mark submission of the 2014 examination. Schools will be informed of the details by the end of 2013.

### **3. Submission of S5 SBA Teacher Documents for 2014 HKDSE Examination (for Biology, Chemistry, Physics, Combined Science (CS) and Integrated Science only)**

The HKEAA will continue to provide support and feedback to schools in both S5 and S6 after the implementation of “One-off Submission”. To facilitate the SBA District Coordinators better understand the conduct of SBA in schools so that timely feedback can be provided, **teachers of the above subjects are requested to email the relevant Teacher Documents of their S5 classes in the 2012-13 school year to their District Coordinators.** Details of the submission requirement can be found in the SBA Teachers’ Handbook 2014 of the relevant subjects, and are also listed below for easy reference.

<b>Subject</b>	<b>Details of S5 SBA Teacher Documents to be emailed to District Coordinators</b>	<b>Submission Deadline</b>
Biology & CS(Bio)	List of Experiments performed in S5 and Lab Manual/Worksheet (blank) used for assessment	5 June 2013
Chemistry & CS(Chem)	List of Experiments performed in S5	5 June 2013
Physics & CS(Phy)	List of Experiments performed in S5 and Lab Manual/Worksheet (blank) used for assessment	5 June 2013
Integrated Science	List of Experiments performed in S5	5 June 2013

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 our students. Should you have any queries, please contact Ms Cheung at 3628 8064 or Ms Fung at 3628 8070.

Yours sincerely,



Wan Tak-wing  
Acting General Manager  
Assessment Development Division