

Phone: 3628 8070

Ref.: DSE/SBA/HKDSE/GEN12/7

10 December 2012

To: Principals of HKDSE Participating Schools

Dear Principal

**Hong Kong Diploma of Secondary Education (HKDSE) Examination
SBA S6 Work Submission for 2013 English Language and
'One-off Submission' of SBA Marks for the 2014 Examination and Beyond**

Further to our earlier letter dated 15 November 2012 (Ref: DSE/SBA/HKDSE/GEN12/6), I am writing to provide you with the following documents and updates regarding the conduct of the School-based Assessment (SBA):

1. SBA S6 Work Submission for 2013 HKDSE English Language Examination

Attached please find an envelope packet (containing CD/DVD labels, an envelope cover and submission guidelines) to facilitate the submission of S6 SBA work samples in the 2013 HKDSE English Language Examination. I should be grateful if you could pass the packet to your English Language panel head so that s/he could complete the submission procedures on time.

2. 'One-off Submission' of SBA Marks for the 2014 Examination and Beyond

In the 2014 HKDSE Examination, SBA will continue to be implemented in 12 subjects. You may refer to **Annex 1** for details regarding the S5 SBA requirements for individual subjects.

In order to streamline the administrative procedures, a new online SBA system has been developed and schools are only required to **submit all S5 and S6 SBA marks to the HKEAA in one go in S6 starting from the 2014 HKDSE Examination**. I would like to draw your attention to the following regarding the adoption of this 'One-off Submission':

- (a) There is no change to the SBA requirements and how SBA is conducted in school. SBA should continue to be conducted in S5 and S6 according to the stipulated SBA requirements and schools' internal schedule.
- (b) The S5 SBA marks should be properly kept by the school for submission in S6. Schools will be informed of the detailed submission arrangements for the S5 and S6 SBA marks by the end of 2013.
- (c) The 2014 SBA Teachers' Handbooks have been updated accordingly and the updated version can be downloaded from http://www.hkeaa.edu.hk/tc/sba/sba_hkdse/ (select Core Subjects/Elective Subjects → select subject name → select SBA Teachers Handbook) by the end of December 2012.
- (d) A list of frequently-asked questions concerning this new measure is provided in **Annex 2**.

I should be grateful if you could bring the attention of your staff concerned to the above arrangements. Should you have any queries, please contact Ms Lee at 3628 8064 or Ms Fung at 3628 8070.

Thank you again for your continuing support in implementing SBA and providing professional assessments to our students. I would like to take this opportunity to wish you a Merry Christmas and a Happy New Year.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'WAN Tak-wing', with a stylized flourish extending to the right.

WAN Tak-wing
Acting General Manager
Assessment Development Division

Hong Kong Diploma of Secondary Education Examination 2014
S5 SBA Requirements in 2012-13

Subject	Requirement
Liberal Studies (Project Proposal Stage)	One mark on Task
Design and Applied Technology	One mark on Part 1
Information and Communication Technology	One mark on Part 1
Biology	Marks on Ability Area A and Ability Area B
Chemistry	Two marks on any of Volumetric Analysis, Qualitative Analysis and Other Experiment
Physics	Marks on Experiment
Combined Science	Biology Part: No mark specially required for S5
	Chemistry Part: One mark on any of Volumetric Analysis and Other Experiment
	Physics Part: Marks on Experiment
Chinese Language 中國語文	One mark on an Elective Module 一個選修單元分數
Integrated Science	Marks on Ability Area A and Ability Area B
History	One mark on Task 1
Visual Arts	One mark on Two Art Work
English Language	One mark on Part A
Chinese History 中國歷史	One mark on S5 assessments 中五評核項目分數一個

Frequently-asked Questions on ‘One-off Submission’ of SBA Marks to the HKEAA in S6

1.	<p>What is meant by ‘One-off Submission’ of SBA marks?</p> <p>It means that instead of the current practice of submitting SBA marks separately in S5 and S6 to the HKEAA, the S5 and S6 SBA marks of all subjects with an SBA component are to be submitted in one go in S6 via a new online SBA system.</p>
2.	<p>What is the rationale behind the implementation of ‘One-off Submission’ of SBA marks?</p> <p>This can streamline the SBA mark submission process and save schools' efforts in handling the S5 submission. Schools will not need to promote students or re-assign teaching groups on the system when students enter S6.</p>
3.	<p>When will the ‘One-off Submission’ of SBA marks be implemented?</p> <p>The ‘One-off Submission’ of SBA marks will be implemented starting from the 2014 Examination. This means that the S5 and S6 SBA marks for the students sitting for the 2014 Examination will be submitted in one go to the HKEAA in S6. Schools will be informed of the detailed submission arrangements by the end of 2013.</p>
4.	<p>Will this change in submission arrangements affect how SBA is conducted in school?</p> <p>No, there is no change to the SBA requirements and how SBA is conducted in school. Schools are expected to conduct the SBA over the two years of S5 and S6 and continue to set their own internal schedule and deadlines for students to complete the SBA.</p>
5.	<p>How should schools handle the S5 SBA marks?</p> <p>Even though there is no need for schools to submit the S5 SBA marks to the HKEAA in S5, students should be well informed that they still need to complete the S5 SBA tasks on schedule. Schools should have proper internal procedures in place to ensure that the S5 SBA marks are kept in safe custody for future submission.</p>
6.	<p>Are there any provisions from the HKEAA to facilitate schools to store the S5 SBA marks in school?</p> <p>To facilitate schools to store the S5 SBA marks, the HKEAA will provide SBA mark sheet templates (in the format of MS Excel files) for teachers to input the SBA marks for internal record-keeping. For the 2014 Examination, the mark sheet templates will be provided to schools in March 2013. Schools will be informed of the detailed arrangements in due course.</p>
7.	<p>Will the HKEAA continue to provide support and feedback to schools in S5?</p> <p>The HKEAA will continue to provide support and feedback to schools in both S5 and S6 after the implementation of ‘One-off Submission’. In particular, feedback will be provided to schools each year based on the overall performance of the examination cohort. This will be useful guidance for schools to improve their SBA administration for subsequent cohorts. Timely feedback on the conduct of SBA will also be provided to schools by SBA district coordinators through group sharing, school visits, emails and telephone calls throughout the year.</p>
8.	<p>Will there be any changes to the SBA requirements for S6 transfer students and school repeaters?</p> <p>No. The SBA requirements for transfer students and school repeaters will remain unchanged as specified in the SBA Teachers’ Handbooks.</p>
9.	<p>When should schools submit applications for special consideration in SBA (e.g. for SEN students, for students with extended absence with legitimate reasons) for their students?</p> <p>The applications for special consideration should continue to be submitted on a yearly basis. That is, separate applications are to be submitted in S5 and S6, if necessary.</p>

2013 Hong Kong Diploma of Secondary Education Examination Guidelines on S6 Work Submission for English Language

1. Submission Procedures

- Submission Period
for marks: 31 Jan – 20 Mar 2013 (upload to HKEAA Online Services www.hkdse.hkeaa.edu.hk using English Language Panel account),
for CDs/DVDs: 7 – 20 Mar 2013 (submit to HKEAA offices).
- The Subject Panel should select six video clips for Part A and six video clips for Part B of the SBA and indicate the names of the relevant students in the Access programme. For each Part, the six clips should consist of two high, two medium and two low levels of performance. For details, please refer to Section 6.3 on page 72 of the SBAS User Manual: (https://www.hkdse.hkeaa.edu.hk/HKEAA/content/conn/HKEAA_UCM/path/Contribution%20Folders/web/Public/doc/SBA/HKDSE_SBAS_User_Manual_e.pdf)
- When selecting students for SBA Work Submission, do NOT select those whose work is found to be an irregularity, such as mark penalty being imposed on due to plagiarism, or students who have not registered for the 2013 HKDSE Examination.

2. Submission Requirements

- Open two folders entitled “Part A” and “Part B” in the CD/DVD, with each containing six pieces of student work and assessment records of relevant students. For group interactions, teachers should write down next to the student name on the assessment records where the student chosen sat, e.g. the first student on the left. The assessment records should be scanned to pdf and named using the same naming convention. For example, if a student work is named as ELANG(123456).mpg, the respective assessment record should be named as ELANG(123456).pdf.
- To facilitate an effective and accurate identification of the work, the work of an individual student should be submitted as a single file. In case the work for a student contains more than one file, they should be zipped into one single file. Please note that if the work for a student contains only one file, there is no need to perform the zipping procedure. The HKEAA can accept files of any common extensions such as .doc, .mpeg, wmv, mov, rmvb and .pdf, etc.
- Student Work file name convention:
[Subject Abbreviation] [(6-digit Student Document Number)].[File extension]
e.g. ELANG (345622).mpg
The Student Document Number is the reference number of each individual student as shown in the Mark Summary Sheet. In fact, it comes from the beginning six digits of the identity document of a student. For example, if the HKID number of a student is K362880(1), the document number of him/her will then be ‘362880’.
- All student work should be submitted in the form of CDs/DVDs. Teachers should record the student work of all the chosen students on a single CD/DVD and affix the pre-printed label provided on it. Please put the CD/DVD into an envelope and affix the envelope cover provided to the envelope for submission.
- The CD/DVD can be submitted by hand or by registered post. If submitted by hand, the CD/DVD should be delivered to one of the following collection centres:

Hong Kong Side

Hong Kong Examinations and Assessment
Authority
School Examinations and Assessment
Division
Southorn Centre, 12/F
130 Hennessy Road, Wan Chai, Hong Kong

Kowloon Side

Hong Kong Examinations and
Assessment Authority
San Po Kong Office
Publications Unit
G/F, 17 Tseuk Luk Street, San Po
Kong, Kowloon

Opening Hours : 8:30 a.m. – 5:00 p.m. (Monday to Friday);
9:00 a.m. – 12:00 noon (Saturday)

- If the CD/DVD is submitted by registered post, it should be sent to the above HKEAA Southorn Centre office (note: the address has been pre-printed on the envelope cover).
3. For details of the submission requirements and procedures, teachers may refer to the '*Handbook for SBA S6 Submissions*' (<http://www.hkdse.hkeaa.edu.hk>) that was distributed to schools earlier. Should you have any queries, please contact the SBA Team of the HKEAA on 3628 8066 or 3628 8064.