

Phone: 3628 8070  
Ref.: DSE/SBA/GEN17/10

17 November 2017

To: Principals of HKDSE Participating Schools

Dear Principal,

**Hong Kong Diploma of Secondary Education Examination (HKDSE)  
Support Measures for School-based Assessment System (SBAS) and updates on Conduct of SBA**

Further to our letter dated 19 September 2017 (Ref: DSE/SBA/GEN17/6), I write to provide you with the following documents and information regarding the conduct of School-based Assessment (SBA).

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

The SBA System ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)) is scheduled to be launched on 1 January 2018 for schools to enter SBA marks of ALL subjects for the 2018 examination cohort. For details about the submission schedule of individual subjects, please refer to the schedule appended to our letter dated 19 September 2017 (Ref: DSE/SBA/GEN17/6) (<http://www.hkeaa.edu.hk/DocLibrary/Circulars/HKDSE/2018HKDSE-SBA-Schedule.pdf>). The User Manual of the SBAS is now available on the HKEAA website ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). Teachers can make reference to the manual in completing the submission. Apart from the User Manual, a range of support measures will be provided to familiarise teachers with the mark submission procedures and to address any queries they may have (*Annex 1*).

Our record reveals that some schools have not yet created teachers' accounts in the School Information Management Online Service. I would be grateful if you could check and, if necessary, remind your School Administrator to create accounts for teachers in order to facilitate them to complete the mark submission on time.

**2. SBA District Coordinators for the School Year 2017-18**

The HKEAA has appointed SBA District Coordinators (DCs) to support schools in administering the SBA in this year. *Annex 2* 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. If there is any change of teachers teaching subjects with SBA during this school year, School Administrator should update the staff profiles in the School Information Management Online Service ([www.hkdse.hkeaa.edu.hk/](http://www.hkdse.hkeaa.edu.hk/)) as soon as possible. This will ensure that important information about SBA operation can reach relevant subject teachers promptly.

### 3. SBA session for Literature in English

On top of the Briefing session on 2017 Literature in English held on 16 October 2017, a further session will be held to familiarise teachers with the detailed operation of SBA. The details of the session are as follows:

Subject	Details of the Session	Target Participants
Literature in English	<b>SBA session for HKDSE Literature in English</b> Date : 7 December 2017 (Thursday) Time: 4:00 pm – 5:30 pm Venue: G02, St. Rose of Lima's College 29 Ngan Shing Street, Shatin, N.T. (Exit B, City One MTR Station, Ma On Shan Line)	Panel chairpersons and Subject Teachers

A set of admission tickets for your school is enclosed with this letter in *Annex 3*. **No prior registration is necessary.** Participants are requested to bring along the completed admission ticket and present it to our staff at the specified sessions.

### 4. SBA S6 Work Submission for 2018 HKDSE English Language Examination

Starting from the 2018 HKDSE, customised DVD label and envelope cover are available in the SBA System to facilitate the submission of SBA work samples for English Language. *Annex 4* shows the submission guideline and the steps for downloading the label/cover.

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

Yours sincerely,



Wan Tak-wing  
General Manager  
Assessment Development Division

## Hong Kong Diploma of Secondary Education Examination Support Measures on the School-based Assessment System

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

### 1. User Manual

The User Manual of the SBA System is available on the HKEAA website ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). Teachers can make reference to the manual in completing the submission.

### 2. PowerPoint of SBA Teachers' Conference

The latest information about SBA, including the submission requirements, is provided in the PowerPoint presentation shown in the SBA Teacher's Conference for individual subjects. The PowerPoint presentation files will be uploaded to the HKEAA website ([www.hkeaa.edu.hk/en/sba](http://www.hkeaa.edu.hk/en/sba)) for schools' reference within 2 weeks after the conference.

### 3. Briefing Sessions (Optional)

Two repeated briefing sessions on the SBA System will be held in December 2017. School Administrator and Teachers who are NOT familiar with the system may attend the briefing sessions if deemed necessary. Details of the briefing sessions are listed below.

Date	Time	Venue
20 Dec 2017 (Wed)	2:30 pm – 3:30 pm and 4:00 pm – 5:00 pm	Rm 1404, 14/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong

### 4. Technical Workshops (Optional)

Two repeated technical workshops will be conducted to familiarise teachers with using the SBA System. Teachers who are NOT familiar with the submission procedures may attend the briefing sessions if deemed necessary. Details of the workshops are listed below.

Date	Time	Venue
9 Jan 2018 (Tue)	3:30 pm – 5:00 pm	HKEAA Lai King Assessment Centre, Estate School 1, Lai King Estate, Kwai Chung, NT
18 Jan 2018 (Thu)		

### Enrollment Procedures:

- i. School Principals/School Examination Officers (SEOs) are required to help enrol their teachers on-line via the School Information Management (SIM) System (Login HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)) → School Information Management → Maintain → Register Event). Once the on-line enrollment is completed, the application will be accepted.
- ii. Enrolment period:
  - Briefing Sessions: **17 November 2017 – 14 December 2017**
  - Technical Workshops: **17 November 2017 – 3 January 2018**

### 5. Enquiry Hotlines

Schools may contact our hotline at 3628 8860 for enquiries on general matters in using the SBAS, or our SBA Team at 3628 8064 or 3628 8070 for enquiries on subject requirements.

## 2018 Hong Kong Diploma of Secondary Education Examination Guidelines on Work Submission for English Language

### 1. Submission Period

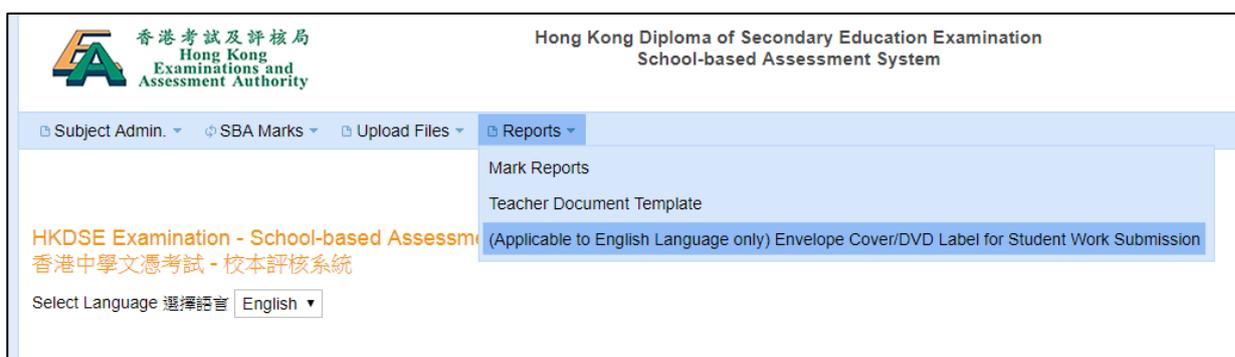
Mark submission: 9 Feb – 20 Mar 2018 (upload to School-based Assessment System (www.hkdse.hkeaa.edu.hk) using English Language Teacher and Panel account)  
DVD submission: 5 – 20 Mar 2018 (submit to HKEAA offices)

### 2. Submission Requirements

- The Subject Panel should select six video clips for Part A and six video clips for Part B of the SBA of their students upon mark submission to Principal in SBAS. For each Part, the six clips should consist of two high, two medium and two low levels of performance.
- 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.
- Open two folders entitled “Part A” and “Part B” in the 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).wmv, the respective assessment record should be named as ELANG(123456).pdf.
- Student Work file name convention:  
[Subject Abbreviation] [(6-digit Student Document Number)].[File extension]  
e.g. ELANG (345622).wmv  
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’.

### 3. Submission Guideline

- All student work should be submitted in the form of DVD. Teachers should record the student work of all the chosen students on a single DVD.
- A set of DVD label and envelope cover are available in the SBA System (Subject Panel account only):  
Mouse over ‘Reports’ menu and click ‘(Applicable to English Language only) Envelope Cover/DVD Label for Student Work Submission’, then click ‘Generate’.



- Please affix the label on the DVD, put it into an envelope and affix the envelope cover provided to the envelope for submission.

- The DVD can be submitted by hand or by registered post. If submitted by hand, the 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 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).

Should you have any queries, please contact the SBA Team of the HKEAA on 3628 8066 or 3628 8070.