

Ref.: DSE/SBA/GEN 21/5

13 May 2022

To: Principals of HKDSE Participating Schools

Dear Principal,

S5 SBA mark templates for 2023 HKDSE

I write to update you on the following regarding the conduct of School-based Assessment (SBA) in the 2023 Hong Kong Diploma of Secondary Education Examination (HKDSE).

Schools are required to submit all SBA marks to the HKEAA in one go in S6. 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. Under the streamlined SBA requirements for students entering the 2023 HKDSE, the templates for the four subjects with an SBA component are available on the following web pages:

www.hkeaa.edu.hk/tc/SBA/forms/mark_template/ (Chinese)

www.hkeaa.edu.hk/en/SBA/forms/mark_template/ (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 not for submission purpose in S6. Schools are free to adapt these Mark Templates or use other suitable means to keep their SBA marks safely for submission in S6.

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 the students. Should you have any queries, please contact our SBA Team at 3628 8064.

Yours sincerely,



Choy Siu-kwan

Head - Assessment Development