

Ref.: DSE/SBA/GEN 23/3

23 May 2024

To: Principals of HKDSE Participating Schools

Dear Principal,

**S5 SBA mark templates and submission of Teacher Document (Science Subjects) for 2025 HKDSE**

I write to update you on the following regarding the conduct of School-based Assessment (SBA) in the 2025 Hong Kong Diploma of Secondary Education Examination (HKDSE).

**1. S5 SBA Mark Templates for 2025 HKDSE**

Schools are required to submit all S5 and S6 SBA marks to the HKEAA in one go in S6. To facilitate schools to store the S5 SBA marks, SBA Mark Templates (in the format of MS Excel files) are prepared for teachers to input the S5 SBA marks for internal record-keeping. The templates are available on the following web pages:

[www.hkeaa.edu.hk/tc/SBA/forms/mark\\_template/](http://www.hkeaa.edu.hk/tc/SBA/forms/mark_template/) (Chinese)

[www.hkeaa.edu.hk/en/SBA/forms/mark\\_template/](http://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.

**2. Submission of S5 SBA Teacher Documents for 2025 HKDSE (for Biology, Chemistry, and Physics only)**

To facilitate the SBA District Coordinators to better understand the operations of SBA in schools so that timely feedback to schools can be provided, **teachers of the above subjects are requested to email the relevant Teacher Documents of their S5 classes in the 2023-24 school year to their District Coordinators.** Details of the submission requirement can be found in the 2025 SBA Teachers' Handbook of the relevant subjects, and the requirements are also listed below for easy reference.

<b>Subject</b>	<b>Details of S5 SBA Teacher Document</b>	<b>Submission deadline</b>
Biology	List of Experiments Performed in S5 and Lab Manual/Worksheet (blank) used for assessment	18 June 2024
Chemistry	List of Experiments Performed in S5	18 June 2024
Physics	List of Experiments Performed in S5	18 June 2024

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