

Phone: 3628 8950

Ref.: DSE/SBA 4/2014

1 November 2013

To: Principals of Schools Participating in 2014 HKDSE Examination

Dear Principal,

**Hong Kong Diploma of Secondary Education Examination 2014
Literature in English**

The portfolios for Paper 3 of the captioned subject should be submitted in late January 2014. In this connection, I should be grateful if you would pass the following documents to the teachers concerned:

- (1) A Summary/Declaration Form for HKDSE Literature in English (if applicable);
- (2) An Envelope Cover, which will be sent to you in early January 2014.

The portfolios should be put into one envelope, along with the completed Summary/Declaration Form(s). The envelope should be submitted to the School Examinations and Assessment Division (address: 12/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) **between Monday, 27 January 2014 and Thursday, 30 January 2014** (office hours: 8:30 am to 5:00 pm).

Please remind your students that the portfolio work should be presented in a single folder and should be typewritten on unlined A4 paper. The following information must be clearly written on the front cover of each piece of work:

Hong Kong Diploma of Secondary Education Examination
Literature in English Portfolio Task

Year of examination	:	2014
* Candidate Number	:	
Syllabus Set Number	:	1 / 2 (<i>circle as appropriate</i>)
Type of work	:	Extended Essay OR Analytical Study/Review OR Creative Writing (<i>circle as appropriate</i>)
Title of piece of work	:	

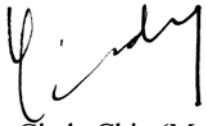
* **Candidates are strictly forbidden to put their names on the portfolios.**

The original copies of the portfolio work must be submitted. Xerox copies will **not** be accepted. CDs and tapescripts may be included if appropriate.

Please remind your students and teachers that

- (1) any candidate who partially or wholly reproduces the work of others is liable to zero marks in the project work/portfolio. An additional penalty of subject downgrade by one level will be imposed in the subject(s) concerned;
- (2) late submission will **not** be accepted and a score of 'zero' will be given.

Yours sincerely,



Cindy Chiu (Ms)

Senior Manager, School Examinations and Assessment Division

c.c. M-AD (BE)

Encl.

MH/kwl

Hong Kong Diploma of Secondary Education Examination 2014 Literature in English – Portfolios Summary/Declaration Form

Enclosed are the Portfolios for Literature in English submitted by the candidates of my school.
Details are as follows:

Number	Candidate Number	Name of Candidate	Candidate's Signature (Candidates should be asked to sign below to declare that the portfolios submitted are the original work of their own.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Total:

sets

Teacher's Declaration:

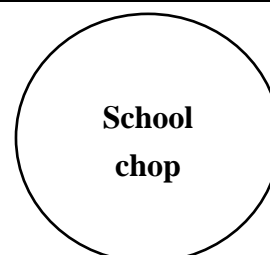
I certify that the portfolios submitted by the above candidates of my school are the original work of their own.

Signature of Teacher: _____
() Name

Signature of Principal: _____

School: _____

Date: _____



(School Code:)