

Phone: 3628 8070

Ref: AD/7S

15 March 2016

To: Principals of HKDSE Participating Schools

Dear Principal,

Nomination of Teachers to Serve as Moderation Committees Members and SBA Personnel

Every year, moderation committees are set up for the development of question papers for the public examinations. Members of the moderation committees include university professors, secondary school teachers, subject specialists and curriculum officers. We have been approaching schools periodically to seek nominations for vacancies on our moderation committees. This year, we are requesting your help again in the nomination of suitable teachers for appointment as setters/moderators/assessors/proofreaders of question papers in the Hong Kong Diploma of Secondary Education Examination (HKDSE), for the 2017 examination and beyond.

For subjects with a School-based Assessment (SBA) component, including the four subjects which will start to implement SBA at Secondary 4 in the 2016-2017 school year (namely Chinese Literature, Health Management and Social Care, Literature in English, and Technology and Living), we would also like to invite your nomination of suitable subject teachers for appointment as SBA personnel to support the implementation of SBA at schools.

The duties and responsibilities of moderation committee members and SBA personnel are set out in Sections I and II of **Annex 1**.

Eligibility criteria

We are seeking in-service teachers (including recently retired teachers) who

- have kept up-to-date in their subject area so that they are aware of current thinking and are able to contribute to the process of examination paper development or the administration of SBA;
- are experienced and innovative in teaching/setting questions/conducting the SBA, capable of teaching independently and interested in trying out new ways of doing things;
- are experienced in having significant professional responsibilities (e.g. as a panel chairperson); and
- are willing and able to speak out at meetings.

In terms of experience, any teacher nominated

- for Moderation Committees, must have recently taught HKDSE or former HKALE examination classes (i.e. S4 – S7) for at least four years, and should preferably have served as a marker or oral examiner for the Authority in recent years;
- for SBA personnel, must have recent experience in conducting SBA in related subjects in HKDSE examination classes (i.e. S4 – S6).

Prohibitions and security requirements

As the moderation committees' work is secret in nature, nominated teachers, if invited to serve on moderation committees, must meet certain declaration and security requirements, as shown in Sections III and IV of **Annex 1**. SBA personnel must also meet the necessary declaration requirements as stated in **Annex 1**.

Sample questions

For most subjects, nominees for moderation committee members are required to submit sample questions (see **Annex 2** for specific requirements of individual subjects) together with a copy of the completed Nomination Form (**Annex 3**). These questions should be original. Please note that they will be used for selection purposes only and not in live examinations.

Bank of moderation committee members/SBA personnel

Selection will be made on the basis of the above criteria and the quality of the sample questions submitted, if applicable. Short-listed teachers may be informally interviewed during the selection process. It is the Authority's intention to establish a pool of suitably qualified persons who can be appointed in subsequent years as the need arises.

Deadline

Due to the importance of producing quality examination papers and ensuring proper conduct of the SBA, we would like to recruit teachers who can actively contribute in these areas. For this reason it is hoped that you will discuss this matter with suitable staff members with a view to making nominations. Please return the completed nomination form(s) together with the sample questions (if applicable) to the **Assessment Development Division, Hong Kong Examinations and Assessment Authority (address: 13/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong)** on or before **9 May 2016**. A 'Return Envelope Cover' (**Annex 4**) is attached for your use.

Nominees who are short-listed will be contacted individually by our Managers - Assessment Development when vacancies arise. Those who do not receive our notification after 30 September 2016 may consider themselves not to have been selected for the 2017 examination.

If you have any queries, please contact Ms Maria Fung at 3628 8070 during office hours.

Yours faithfully,



Wan Tak-wing
General Manager – Assessment Development Division

Information Sheet for Moderation Committees Members/SBA Personnel

I. Duties and responsibilities of moderation committee members

1. **Setters**
 - to attend a presetting meeting;
 - to prepare for moderation a draft examination question paper together with a draft marking scheme;
 - to attend moderation meetings if required;
 - to amend and redraft the question paper and marking scheme as directed by the moderation committee; and
 - in certain subjects, to provide assistance in the preparation of tape recordings, photographs, etc. or to try out the tasks in certain practical papers/questions to test their feasibility.
2. **Moderators**
 - to ensure that the coverage of the question paper is appropriate and consistent with the curriculum and assessment framework;
 - to ensure that the paper as a whole is of an appropriate standard and provides a fair test for candidates;
 - to ensure that the time allocated to each question in respect of the whole paper is adequate and fair;
 - to ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable;
 - to ensure that the marking scheme is sufficiently flexible and detailed;
 - to ensure that the rubric for the question paper is correct; and
 - to ensure that there are no spelling mistakes or other errors in the question paper.
3. **Assessors**
 - to work through the entire question paper to ensure that the questions are workable and free of any errors.
4. **Proofreaders**
 - to proofread the entire question paper to ensure that it is free of errors or ambiguities.

II. Duties and responsibilities of SBA personnel

1. **District Coordinators**
 - to liaise with School Coordinators and oversee the implementation of SBA in an assigned group of schools;
 - to conduct meetings with School Coordinators/teachers involved in his/her group as necessary, pass on information about SBA to teachers and discuss difficulties and receive comments/feedback from teachers;
 - to report to the SBA Supervisor any difficulties or irregularities in the implementation of SBA in the schools in his/her group and recommend any necessary action;
 - to provide guidance and support to teachers in the implementation of SBA in schools and ensure adherence to the guidelines;
 - to help teachers in the schools in his/her group to establish as far as possible a uniform standard in assessment;
 - to assist the SBA Supervisor in matters concerning the operation of SBA;
 - to inspect samples of students' work and relevant assessment records provided by teachers in his/her group and provide feedback to teachers on the standards of marking and students' work in his/her group; and
 - to complete a report concerning each of the schools in his/her group at the end of the school year.
2. **Assessors** (for Liberal Studies, Design and Applied Technology, and Visual Arts only in 2017 HKDSE)
 - to review samples of students' SBA work in the moderation process.

III. Prohibitions

Persons serving on moderation committees:

1. They and their spouse must **not**
 - have any teaching duties in a tutorial school.
 - be involved in the management of a tutorial school.
2. They, their immediate family members, and persons who are residing in their home must **not**
 - have any direct or indirect interest in the ownership of a tutorial school or a publishing company (textbooks/reference books).
 - be directors of a tutorial school or a publishing company (textbooks/reference books).
3. They, their spouse and children, and persons who are residing in their home must **not** be teaching the subject (including private tuition) to students at either Secondary 5 or Secondary 6 level who will take the subject in the relevant Hong Kong Diploma of Secondary Education Examination.
4. They, their immediate family members, and persons who are residing in their home and with whom they have close personal ties must **not** be taking the subject in the relevant Hong Kong Diploma of Secondary Education Examination.
5. They must **not** be the author/publisher of books which have either been published or are being prepared for publication in connection with the subject/paper of the relevant Hong Kong Diploma of Secondary Education Examination.
6. They must **not** be involved in tutorial school work within one year after the relevant Hong Kong Diploma of Secondary Education Examination.
7. They must **not** be involved in the publishing of relevant examination reference books or text books within one year after the relevant Hong Kong Diploma of Secondary Education Examination.

Persons serving as SBA personnel:

1. They and their spouse must **not**
 - have any teaching duties in a tutorial school.
 - be involved in the management of a tutorial school.
2. They, their immediate family members, and persons who are residing in their home must **not**
 - have any direct or indirect interest in the ownership of a tutorial school or a publishing company (textbooks/reference books).
 - be directors of a tutorial school or a publishing company (textbooks/reference books).
3. They must **not** be the author/publisher of books which have either been published or are being prepared for publication in connection with the subject/paper of the relevant Hong Kong Diploma of Secondary Education Examination.

IV. Security requirements

1. Moderation committee members and SBA personnel must take all necessary measures to ensure the security and confidentiality of the examination paper and SBA scores and assessment records they are working on.
2. Moderation committee members and SBA personnel must **not** disclose their appointment to any unauthorised person.

3. Failure to preserve the secrecy of all information and examination materials/documents classified as confidential will be a contravention of **Section 15 of the Hong Kong Examinations and Assessment Authority Ordinance (six months' imprisonment and \$10,000 fine upon conviction)**.

Sample Questions from Moderation Committee Nominees for HKDSE Examination

Moderation Committee nominees for the following subjects in the HKDSE are requested to submit sample questions together with their nomination forms. For each subject, nominees may submit sample questions for one or more papers, unless it is specifically stated that sample questions for all papers are required.

Subject	Question type	No. required	Language version	Marking scheme/ answer key required? (Y or N)
Biology	Paper 1: 1. M.C. question on compulsory part of the curriculum for Section A	2	E or C	Y
	2. Structured question (10 - 12 marks) on compulsory part of the curriculum for Section B with short sub-parts related to a context/scenario/focus	1		
	3. Essay question on compulsory part of the curriculum which requires integration of knowledge and presentation skills (10 - 12 marks) for Section B	1		
	Paper 2: 4. Structured question (20 marks) with short sub-parts on one of the 4 elective topics of the curriculum	1		
Business, Accounting and Financial Studies	Paper 1: 1. M. C. question	5	E or C	Y
	2. Short question on business environment, introduction to management, introduction to accounting OR basics of personal financial management	2 for Part 1 and 1 for Part 2		
	Paper 2: 3. Structural question on financial accounting OR cost accounting	1 for either one of the two types		
	4. Case study on financial management, human resources management OR marketing management			
Chemistry	Structured question (10-12 marks)	2	E or C	Y
中國歷史	試卷一 歷史資料題一題，長問題一題			Y
	試卷二 長問題兩題			

Subject	Question type	No. required	Language version	Marking scheme/ answer key required? (Y or N)
中國語文	試卷一 閱讀能力 考材一篇約 500-1000 字，附六至八道問題。考題須涵蓋不同的閱讀理解能力			Y
	試卷二 寫作能力 題目二題（可附參考資料）			Y
	試卷三 聆聽及綜合能力考核 聆聽資料文稿一份(約 2000-3000 字)，內容分甲、乙兩部，甲部附五至六道問題，考題須涵蓋基本的聆聽理解能力；另外再提供二至三篇簡短閱讀材料（或圖表），連同乙部的聆聽資料內容，設計寫作任務一個。			Y
	試卷四 說話能力 口語溝通三題，須附閱讀材料			N
中國文學	試卷一 文學創作 文章寫作題目二題			Y
	試卷二 文學賞析 題目一題（必須包括分題），須結合指定篇章及課外作品			
Design and Applied Technology	Long question for Paper 1, 2A-2E	1	E or C	Y
Economics	Paper 1: 1. M.C. question	6	E or C	Y
	Paper 2: 2. Section A question	1		
	3. Section B question	1		
	4. Section C question	1		
English Language	Paper 1A: Reading passage and items of a variety of item-types	1 passage 20 items		Y
Ethics and Religious Studies	Essay question	One question for the particular module that the potential setter wants to join	E or C	Y
Geography	Paper 1: 1. M.C. question	3	E or C	Y
	2. Data/Skill-based/Structured question carrying sub-parts (18 marks)	1		
	3. Short essay question (12 marks)	1		
	Paper 2: 4. Data/Skill-based/Structured question carrying sub-parts (18 marks)	1		
	5. Short essay question (12 marks)	1		

Subject	Question type	No. required	Language version	Marking scheme/ answer key required? (Y or N)
Health Management and Social Care	Paper 1 : Section B (16 marks) 1. Data-response question – with sub-questions developed from HMSC-related data in the form of charts, tables, extract from newspaper/journal etc	1	E or C	Y
	Paper 2 : Section A (6 marks) 2. Scenario-based question – with sub-questions developed from a HMSC Scenario	1		
	Paper 2 : Section B (18 marks) 3. Issue-based question – with sub-questions developed from authentic health/social care issue(s)	1		
History	1. Data-based question	2	E or C	Y
	2. Essay-type question	2		
Information and Communication Technology	1. Conventional question (Paper 1 or 2)	1	E or C	Y
	2. M.C. question	3		
Integrated Science	Structured question (10-12 marks)	At least one	E or C	Y
Liberal Studies	1. Data-response question with different types of data used (e.g. texts, charts, tables and cartoons) and the full set of data source	2	E or C	Y
	2. Extended-response question and the full set of data source	1		
Literature in English	Sample questions not required			
Mathematics Compulsory Part	1. Elementary question (Section A(1), Paper 1)	At least one for each type	E or C	Y
	2. Harder question (Section A(2), Paper 1)			
	3. Long question (Section B, Paper 1)			
Mathematics Extended Part	<i>Questions from either module:</i> 1. Short question (Section A)	1	E or C	Y
	2. Long question (Section B)	1		
Music	Paper 1: 1. Western Classical Music (Section A) 2. Chinese Instrumental Music, Cantonese Operatic Music, and Popular Music (Section B)	At least two for each type	E or C	Y
Physical Education	1. M.C. question (Paper 1A)	5	E or C	Y
	2. Short question (Paper 1B)	2		
	3. Long question (Paper 2)	1		

Subject	Question type	No. required	Language version	Marking scheme/ answer key required? (Y or N)
Physics	1. Structured question (Paper 1 Section B)	At least one	E or C	Y
	2. Structured question (Paper 2)	At least one		
Technology and Living	<i>Questions from either strand:</i> Paper 1: Design question (15 marks)	1	E or C	Y
	Paper 2: Essay question (15 marks)	1		
Tourism and Hospitality Studies	Paper 1: 1. Section A - M.C. question	5	E or C	Y
	2. Section B - Data-based question	1		
	Paper 2: 3. Essay-type question	2		
Visual Arts	Paper 1: 1. Section A: Art Appreciation and Criticism 2. Section B: Visual Arts Marking	At least one	E or C	Y
	Paper 2: 3. Section A: Design Appreciation and Criticism 4. Section B: Design	At least one	E or C	Y



香港中學文憑考試
Hong Kong Diploma of Secondary Education Examination

審題委員會委員／校本評核事務人員提名表格
Nomination Form for Moderation Committee Members / SBA Personnel

(請影印此表格供貴校有關教師使用。)

(Please make copies of this form for distribution to relevant teachers in your school.)

甲部 (由校長填寫)

Section A (To be completed by the Principal)

1. 獲提名教師姓名 _____ (in Chinese)

Name of Nominee: _____ (in English)

2. 任教學校名稱

Name of School: _____

3. 學校地址

Address of School: _____

4. 學校電話

Tel. No. of School: (1) _____ (2) _____

5. 獲提名教師聯絡電郵

Contact email of the nominee: _____

6. 獲提名參與的職務 (請列明科目, 並附試題樣本 (如須提交, 見附件二))

Post for which the teacher is being nominated (please specify subject and attach sample questions (see Annex 2), if applicable):

科目 Subject : _____

職務 Post * : 公開考試審題委員會委員 Member of Moderation Committee for
developing question papers in Public Examinations

校本評核事務人員 SBA Personnel

*請在適用部分加上✓號 Please tick as appropriate

校長簽署

Signature of Principal: _____

日期

Date: _____



乙部 (由獲提名教師填寫)**Section B (to be completed by the teacher being nominated)**

7. 學歷

Academic Qualifications:

大學 / 學院 University / College	國家 / 地區 Country	學位 / 文憑 Degree / Diploma	頒授年份 Year obtained	主修科目 Major Subjects	其他科目 Other Subjects

8. 最近全職教授有關科目的經驗

Most recent full-time teaching experience in the subject(s) concerned:

學校 School	年份 Year		科目 Subjects	程度 Level			
	由 From	至 To		中四 S4	中五 S5	中六 S6	中七 S7
	2015	2016	(1) (2)				
	2014	2015	(1) (2)				
	2013	2014	(1) (2)				
	2012	2013	(1) (2)				
	2011	2012	(1) (2)				
	2010	2011	(1) (2)				
	2009	2010	(1) (2)				

總教學年數:

Total No. of Years of
Teaching Experience:

9. 最近參與香港考試及評核局閱卷工作的紀錄

Most recent marking experience with the HKEAA:

年份 Year	程度 Level	科目 Subject	卷別 Paper	應考語文 Language Version

10. 有關參與香港考試及評核局評核發展工作(包括校本評核)的其他經驗
Other assessment development experience (including SBA) with the HKEAA:

11. 閣下是否擔任科主任？
Are you a Panel Chairperson? 是 Yes 否 No

答案若『是』，請填寫 If yes, please state:

a) 科目名稱

Name of Panel: _____

b) 擔任年數

No. of Years as Panel Chairperson:

12. 校內其他重要職務
Other major responsibilities held within the school:

13. 有關參與教育局課程發展處工作的經驗
Relevant experience with the Curriculum Development Institute, Education Bureau:

14. 其他有關經驗
Other relevant experience:

本人證實上述資料正確，而試題樣本（如需提交）為本人的原創。本人同意校方提名本人參與香港考試及評核局公開考試審題委員會或校本評核事務人員的工作。本人在此確認並同意下面所示有關處理本人的個人資料的規定。

I certify that the information stated above is correct and that the sample questions (if required) are my original work. I accept the nomination from my school to serve on the moderation committee(s) for developing questions in public examinations or as SBA personnel of the Hong Kong Examinations and Assessment Authority. I hereby acknowledge and consent to the provisions and handling of my personal data herein stated below.

收集個人資料聲明

- 獲提名教師提交的個人資料，香港考試及評核局（本局）將會用以評估其是否適合擔任有關職位。
- 就上述的用途，本局會把收集所得的個人資料交予本局評核發展部跟進，亦可能把有關資料交予其他人士，包括專業評核服務提供者，以助挑選提名教師擔任有關職位。
- 於遞交提名表格後，如獲提名教師需要更改已提供的資料，必須盡快通知本局。
- 本局將會保留獲提名教師的個人資料不多於三年。除非本局有具體理由有責任保留該等資料一段較長期間，獲提名教師曾提供的所有資料及申請表將於資料保留期滿後被銷毀。
- 根據《個人資料（私隱）條例》，獲提名教師可查閱及 / 或更改本局所持有其的個人資料。如欲查閱或更改個人資料，請按《個人資料（私隱）條例》有關查閱資料要求致函 [epo@hkeaa.edu.hk]。按《個人資料（私隱）條例》的條款，本局有權收取合理的行政費用以處理查閱有關資料的要求。

PERSONAL INFORMATION COLLECTION STATEMENT

- The personal data of the nominees will be kept confidential and will be used by the Hong Kong Examinations and Assessment Authority (the Authority) for assessing the suitability of nominees for appointment.
- The personal data collected will be provided to the Assessment Development Division of the Authority in connection with the purpose mentioned above. They may also be provided to third parties, including professional assessment service providers, to facilitate the selection of the nominees for appointment.
- Nominees are required to promptly notify the Authority if there are any changes to the information provided after the nomination.
- It is our policy to retain the personal data of the nominees for future reference for a period of no longer than 3 years. Thereafter, the nomination, together with all materials attached, will be disposed of unless there is a subsisting reason that obliges the Authority to retain the personal data for a longer period.
- Under the Personal Data (Privacy) Ordinance, the nominees may request access to, and / or correction of their personal data held by the Authority. If they wish to do so, they can make the relevant data access request in accordance with the Personal Data (Privacy) Ordinance in writing [epo@hkeaa.edu.hk]. In accordance with the terms of the Ordinance, the Authority has the right to charge a reasonable fee for the processing of any data access request.

獲提名教師簽署

Signature of Nominee: _____

日期

Date: _____

填妥本表格後，請連同試題樣本（如須提交）於 2016 年 5 月 9 日或之前經校長交回香港灣仔軒尼詩道 130 號修頓中心 13 樓香港考試及評核局評核發展部。

Please return the completed form together with sample questions (if required) to the Assessment Development Division, Hong Kong Examinations and Assessment Authority, 13/F., Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong via your school principal on or before 9 May 2016.

To: Assistant General Manager
Assessment Development Division
Hong Kong Examinations and Assessment Authority
13/F, Southorn Centre
130 Hennessy Road, Wan Chai, Hong Kong

致：香港灣仔軒尼詩道 130 號修頓中心 13 樓
香港考試及評核局 評核發展部
助理總經理

Please paste this “Return Envelope Cover” on the top of your packet and return it to HKEAA.
請將此 “回郵信封封面” 貼在文件袋上，交回考評局。