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16 May 2013

To: Principals of HKDSE participating schools

Dear Principal

Hong Kong Diploma of Secondary Education (HKDSE) Examination 2013
Briefing Session for School Leaders

To facilitate schools' understanding of the work of the HKEAA, a briefing session has been arranged for school leaders in early June 2013. The briefing will focus on examination processes of the HKDSE Examination in the following areas:

- (a) Quality assurance in question setting and marking
- (b) Mark processing and grading, including SBA moderation, Group Ability Index (GAI), equating of marks and the graded approach in English Language etc.
- (c) Results Release and Rechecking and Remarking

The briefing will be held on **Friday, 7 June 2013** and two identical sessions have been arranged as follows:

Date : 7 June 2013 (Friday)

Time : *Morning session (9:30 am to 12:00 noon)*
Afternoon session (2:00 pm to 4:30 pm)

Venue : Lecture Theatre, 4/F, West Block,
EDB Kowloon Tong Education Services Centre
19 Suffolk Road, Kowloon Tong
Kowloon

**Programme
Rundown** :

<i>Time</i>	<i>Activities</i>	<i>Speakers</i>
<i>0930 –0945/ 1400 - 1415</i>	<i>Registration</i>	<i>---</i>
<i>0945 –1015/ 1415 – 1445</i>	<i>Understanding the Work of the HKEAA: Quality Assurance</i>	<i>Dr CS Tong, Secretary General</i>

1015 – 1100/ 1445 - 1530	<i>Understanding the Work of the HKEAA: Mark Processing and Grading</i>	<i>Mrs Christina Lee, Ag. Director – Public Examinations Mr Wan Tak-wing, Ag. General Manager – Assessment Development</i>
1100 - 1115 / 1530 -1545	<i>Results Release and Rechecking and Marking for 2013 HKDSE Examination</i>	<i>Ms Margaret Hui, General Manager – School Exams & Assessment</i>
1115 – 1200/ 1545 - 1630	<i>Questions and Answers Session</i>	<i>All</i>

Target Audience : School principals, vice-principals and other school leaders.

Due to limited seating capacity, each school may nominate **2 - 3 representatives** to attend the briefing session.

The briefings will be conducted in Cantonese.

Actions required

School principals and nominated representatives are cordially invited to attend one of these briefing sessions. To facilitate our logistics arrangement, please register for the briefing sessions at <http://esurvey.hkeaa.edu.hk/briefing20130607> on or before **4 June**. If you would like to raise any questions about any of the given topics, we would appreciate it if you could send us your questions via the online registration form. Please note that no confirmation of registration will be given by the HKEAA unless any session is over-subscribed due to limited seating capacity.

We look forward to meeting you at the briefing session. If you have any questions, please contact Mr K W Lok at 3628 8950.

Yours sincerely,



Margaret Hui (Ms)
General Manager, School Examinations and Assessment Division