

Ref.: AD/SBA/DSE/GEN12/06

16 March 2012

To: Principals of schools participating in HKDSE examination

Dear Principal,

## **S5 SBA Submission Arrangements for 2013 HKDSE Examination and Moderation Arrangements for Network Programmes in 2012 HKDSE Examination**

I write to update you on the following regarding the conduct of School-based Assessment (SBA) in the 2012 and 2013 HKDSE examinations.

### **1. S5 SBA Submission Arrangements for 2013 HKDSE Examination**

In the 2013 HKDSE examination, SBA will continue to be implemented in 12 subjects and schools are required to submit SBA marks of their S5 students to the HKEAA from May to July 2012. You may refer to **Annex 1** regarding the submission requirements and schedule for individual subjects, which was sent to schools on 7 October 2011 (<http://www.hkeaa.edu.hk/en/hkdse/Circulars/Circulars.html?2011>). The submission arrangements for the 2013 examination are similar to those of the 2012 examination and the 2013 SBA software for entering marks of this year's S5 students will be available on our Online Services platform for school administrators to download starting from 2 April 2012. Further details are provided in **Annexes 2 to 3**.

Two identical briefing sessions will be conducted for school administrators, IT coordinators and panel heads/subject teachers in mid April 2012 to demonstrate and explain the submission procedures. Details regarding the briefing session and admission tickets for your school are given in Annex 4. You are invited to nominate relevant teachers to attend these briefing sessions. However, as there are no major changes to the submission procedures, teachers who are familiar with the procedures need not attend the sessions.

### **2. Moderation Arrangements for Network Programmes in 2012 HKDSE Examination**

The SBA marks submitted by schools for the 2012 examination cohort are subject to moderation by the HKEAA on a school basis. We are aware that there are a small number of cases in which schools join together (the network schools) to offer network programme(s) for NSS subject(s). If students from these network schools are taught and assessed by the same teachers(s) using the same assessment standards in conducting the SBA, it would be logical to group them into one single moderation group in the process, so that students within the network will receive comparable moderated results. For details of the moderation mechanism, you may refer to the booklet "Moderation of School-based Assessment Scores in the HKDSE" ([http://www.hkeaa.edu.hk/en/sba/sba\\_hkdse/index.html](http://www.hkeaa.edu.hk/en/sba/sba_hkdse/index.html)).

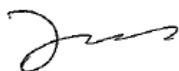
I write to seek your assistance to confirm whether your school has joined such network programme(s) with other schools **for the 12 subjects with an SBA component in the 2012 HKDSE examination**. If your school has applied to the Education Bureau (EDB) for the Diversity Learning Grant (DLG) to offer network programme(s) for one or more of these 12 subjects, you will find attached a Reply Form (**Annex 5**) showing details of the network programme(s). I would be grateful if you could complete the Reply Form and return it to us by fax (Fax No: 3628 8091) on or before **3 April 2012**.

If your school is in fact networking with other schools in one or more of the 12 subjects but not funded by the Diversity Learning Grant, please contact Ms Tansy Chun at 3628 8068 on or before **3 April 2012** to provide us with the necessary information.

I should be grateful if you could bring the attention of your staff concerned to the above arrangements. We are aware that the current submission system and arrangements are not ideal. Please be assured that we will strive to enhance the system and improve the arrangements for future examinations in light of the 2012 experience.

Thank you again for your continuous support in implementing SBA and providing professional assessments to our students. Should you have any queries, please contact Ms Fung at 3628 8070 or Ms Lee at 3628 8064.

Yours faithfully,



T W Wan

Assistant General Manager, Assessment Development Division

## Hong Kong Diploma of Secondary Education Examination 2013 S5 SBA Submission Requirements in 2011-12

Schools are required to submit the following SBA marks and documents of their S5 classes to the HKEAA:

Subject	Mark(s) and documents to be submitted	Submission period
Liberal Studies (Project Proposal Stage)	1. One mark on Project Proposal and one mark on Process 2. Process assessment records for the Project Proposal Stage ( <i>Note 1</i> )	3 – 28 May 2012
Design and Applied Technology	One mark on Part 1	14 May – 8 June 2012
Information and Communication Technology	One mark on Part 1	14 May – 8 June 2012
Biology	Marks on Ability Area A and Ability Area B	14 May – 18 June 2012
Chemistry	Marks on Volumetric Analysis, Qualitative Analysis and Experiment	14 May – 18 June 2012
Physics	Marks on Experiment	14 May – 18 June 2012
Combined Science	<b>Biology Part:</b> No mark submission in S5	Not applicable
	<b>Chemistry Part:</b> Marks on Volumetric Analysis and Experiment	14 May – 18 June 2012
	<b>Physics Part:</b> Marks on Experiment	14 May – 18 June 2012
Chinese Language 中國語文	One mark on an Elective Module 一個選修單元分數	14 May – 28 June 2012 2012年5月14日至6月28日
Integrated Science	Marks on Ability Area A and Ability Area B	14 May – 28 June 2012
History	One mark on Task 1	1 June – 6 July 2012
Visual Arts	One mark on a Portfolio	1 June – 6 July 2012
English Language	One mark on Part A	1 June – 13 July 2012
Chinese History 中國歷史	One mark on S5 assessments 中五評核項目分數一個	1 June – 13 July 2012 2012年6月1日至7月13日

**Note:**

1. School Coordinators for **Liberal Studies** are required to send a set of the following documents (one per school) related to the Process assessment for the Project Proposal Stage of the Independent Enquiry Study (IES), in digital format, **to their District Coordinators by email** within the mark submission period, i.e. 3 – 28 May 2012:
  - (1) The IES assessment plan of the Project Proposal Stage.
  - (2) One Process assessment activity including
    - (a) the design of the activity (e.g. graphic organizer/worksheet);
    - (b) rubrics for that activity; and
    - (c) two samples of students' performance in that activity, one from each of high and low levels of performance, with the marks (or levels of performance) indicated, **chosen by the school**.

## Hong Kong Diploma of Secondary Education Examination 2013 Submission Procedures for S5 SBA Marks in 2011-12

### 1. Submission Procedures for S5 Marks in 2011-12

In the 2013 HKDSE examination, SBA will continue to be implemented in 12 subjects and schools are required to submit SBA marks of their S5 students to the HKEAA from May to July 2012. For **Liberal Studies**, similar to 2012 HKDSE, schools are also required to submit related Process assessment records for the Project Proposal Stage to District Coordinators for review and feedback purposes. The submission requirements and schedule for individual subjects are shown in **Annex 1**.

The submission arrangements for the 2013 examination are similar to those of the 2012 examination, namely

- subject teachers and panel heads using the 2013 SBA software to input and consolidate SBA marks; and
- panel heads to upload mark data files to our HKDSE Examination Online Services platform and school principals to endorse the files.

The SBA software for entering SBA marks of the 2013 examination cohort will be available on our platform for school administrators to download starting from 2 April 2012 ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). **Schools should note that the SBA software is examination year specific, i.e. the 2012 software for this year's S6 students cannot be used for entering SBA marks for this year's S5 students.** To ensure the smooth conduct of the S5 submissions, the 2012 SBA software and the 2012 mark data files and related documents submitted by schools will be removed from the Online Services platform by end of March and end of April 2012 respectively.

School principals, school administrators and panel heads may continue using their current user ID and passwords to access to the Online Services platform. Please note that schools will not be able to submit the SBA marks of the subject(s) which have not been approved. Schools which have only been given approval-in-principle for participation in the HKDSE examination at the time of mark submission will not be able to activate their accounts or submit the marks until approval has been confirmed. If schools intend to submit S5 SBA marks for any subject(s) that they have not registered in 2012 HKDSE examination or have any changes on the approved subjects, they should contact Ms Iris Lee at 3628 8989.

### 2. Briefing Sessions on S5 SBA Submissions

Two identical briefing sessions will be conducted for school administrators, IT coordinators and panel heads/subject teachers in mid April 2012 to demonstrate and explain the submission procedures. Details regarding the briefing session and admission tickets for your school are attached in **Annex 4**. Due to limited seating at the venue, three seats will be reserved for each school. Participants are requested to bring along the completed admission tickets and present them to our staff at the specified session. Please note that the sessions will be conducted in Cantonese and no prior registration is necessary.

School principals are invited to nominate relevant teachers to attend these briefing sessions. However, as there are no major changes to the submission procedures, teachers who are familiar with the procedures need not attend the sessions.

### 3. Other Support Measures

Apart from the briefing sessions, the following support measures will continue to be provided to familiarise teachers with the S5 submission procedures and to address any queries they may have:

#### (a) User Manual and Online Demonstration Kit

The current user manual for S5 submissions in the 2012 HKDSE examination and the online demonstration kit are still valid and available on the HKDSE Examination Online Services platform ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). Teachers can make reference to them in processing this

year's S5 marks.

**(b) Enquiry Hotlines**

For assistance, teachers may contact the **SBA team at 3628 8070/3628 8064** (about SBA requirements and submission procedures) or call the **IT hotline at 3628 8333** (for enquiries on technical difficulties) during office hours. There may be a high demand for assistance shortly before the submission deadline of individual subjects. In case teachers encounter any difficulties in getting through to our SBA or IT hotline staff, they can simply submit an enquiry via a dedicated electronic form at [www.hkdse.hkeaa.edu.hk/itenquiry](http://www.hkdse.hkeaa.edu.hk/itenquiry) (effective from 14 April 2012) so that we can call you back as soon as possible.

**(c) Hands-on Workshops on S5 SBA Submissions**

In accordance with the marks submission schedule, six identical hands-on workshops of 1.5 hours each have been arranged to help schools completing S5 submissions on time.

Session	Date	Time	Venue
1	Fri 4 May 2012	1530 - 1700	2/F, San Po Kong Assessment Centre
2	Mon 14 May 2012	1530 - 1700	2/F, San Po Kong Assessment Centre
3	Fri 1 Jun 2012	1530 - 1700	G/F, Lai King Assessment Centre
4	Fri 15 Jun 2012	1530 - 1700	G/F, Lai King Assessment Centre
5	Tue 26 Jun 2012	1530 - 1700	26/F, Fortress Hill Assessment Centre
6	Fri 6 Jul 2012	1530 - 1700	26/F, Fortress Hill Assessment Centre

During the workshops, facilitators will walk through and demonstrate the entire S5 SBA marks submission procedures and sample exercises will be provided as practice. Teachers may also bring along their problems/issues identified during the submission process. To enroll for these workshops, teachers can fill in the online registration form at [www.hkdse.hkeaa.edu.hk/sbaworkshop](http://www.hkdse.hkeaa.edu.hk/sbaworkshop) (effective from 14 April 2012) until two working days before the session.

**(d) Frequently Asked Questions (FAQs) on S5 SBA Submissions**

Teachers may refer to the list of FAQs posted on our Online Services platform for reference. Based on the experience of last year's S5 submissions, a list of useful tips related to S5 submissions is also provided in **Annex 3** for teachers' reference. These tips will be useful guidance for teachers in resolving some of the difficulties that they may encounter during the submission process.

# Hong Kong Diploma of Secondary Education Examination 2013

## Useful Tips for S5 SBA Submissions

The S5 submission procedures for 2013 HKDSE examination are similar to those of the 2012 examination. Below is a list of useful tips related to S5 submissions, which will be useful reference for teachers in resolving some of the difficulties they may encounter during the submission procedure. Please refer to the corresponding sections in the SBAS User Manual for 2012 HKDSE examination ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)).

### Section 1.2 SBA Software

- 1. Is there any difference between the S5 submission procedures for 2013 HKDSE and 2012 HKDSE?**

No. There is no difference between the S5 submission procedures for 2013 HKDSE and 2012 HKDSE.

- 2. Can teachers use the 2012 SBA software to handle the SBA submissions for 2013 HKDSE?**

**No. Please do NOT use the 2012 software** to enter SBA marks of students who will be sitting for the 2013 examination as the software is examination year specific. School administrators should download the 2013 software for entering SBA marks of students who will be sitting for the 2013 HKDSE examination, which will be available on the HKDSE Online Services Platform starting from 2 April 2012 ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)).

### Section 2.3 Installation

- 3. Can schools use one single SBA software to enter the marks of all students for a certain subject?**

Yes. It is up to the school to decide upon the most appropriate administrative arrangement so as to complete the mark submission in a timely and effective manner. Using one single software may streamline the installation and import/export processes, as it would be simpler in importing students' data into one single software and there is no need to consolidate mark files from different teachers.

- 4. Is it possible for schools to install the SBA software into computers shared by different teachers and ask teachers to login the software using their own passwords?**

Yes. Schools can install the SBA software into a computer shared by teachers. It should be noted that the SBA software must be installed under different directories/sub-directories so that users log in with different Windows user accounts can access the SBA software.

- 5. What should I do if the computer is operating with Window 7 and/or using Microsoft Access 2007 / 2010?**

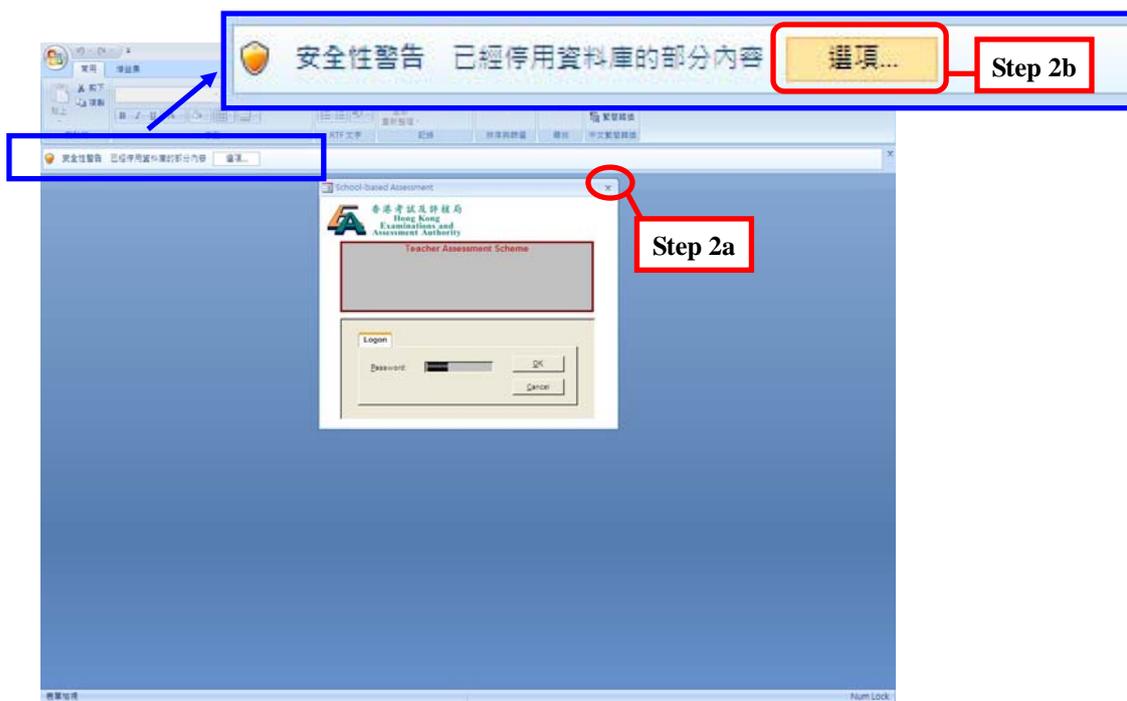
Install the software in user profile (suggest: C:\Users\User\Desktop) if you encounter the following problem – “Cannot login the SBA software, Cannot generate mark data file, Loss of data after opening the SBA software, etc”.

You may refer to the following steps to set the Macro Security in “Microsoft Access 2007”.

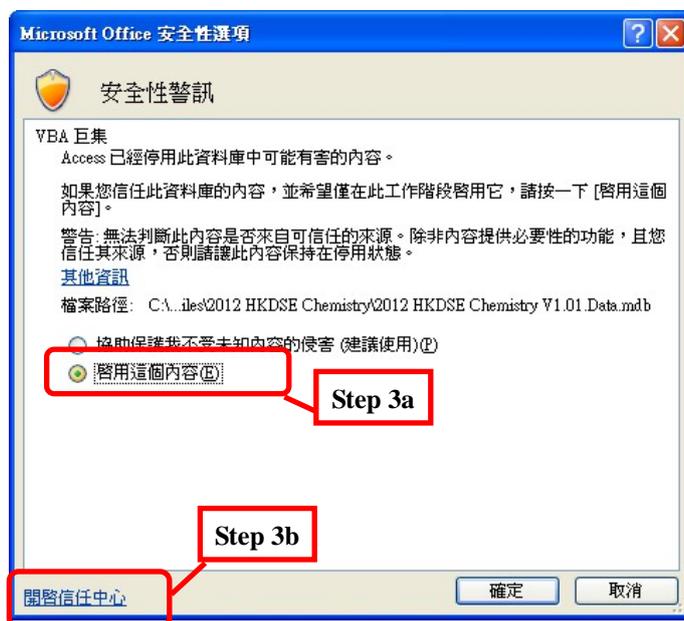
**Step 1** If a security prompt is shown right after the SBA software is open, click “Open”.



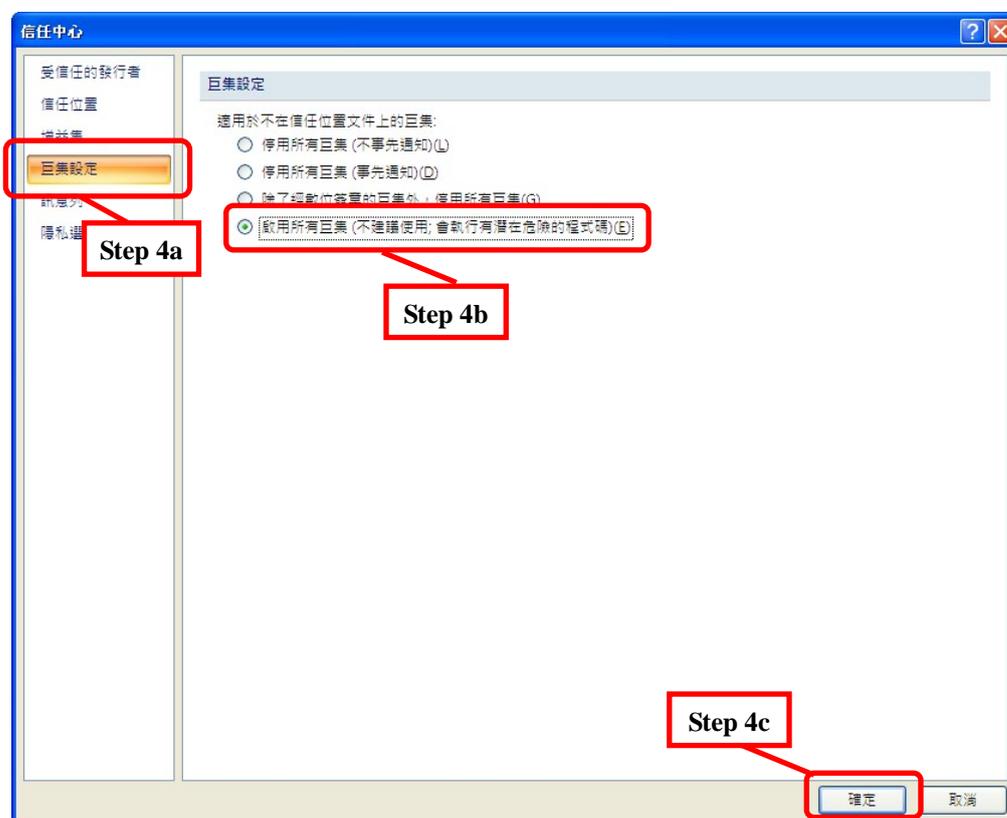
**Step 2** a. Close SBA password sheet.  
b. Click “Option” button.



- Step 3**
- Select “Enable this content” in Microsoft Office Security Option dialog.
  - If you don’t want to set the security option every time you open the software, click “Open Trust Centre”.



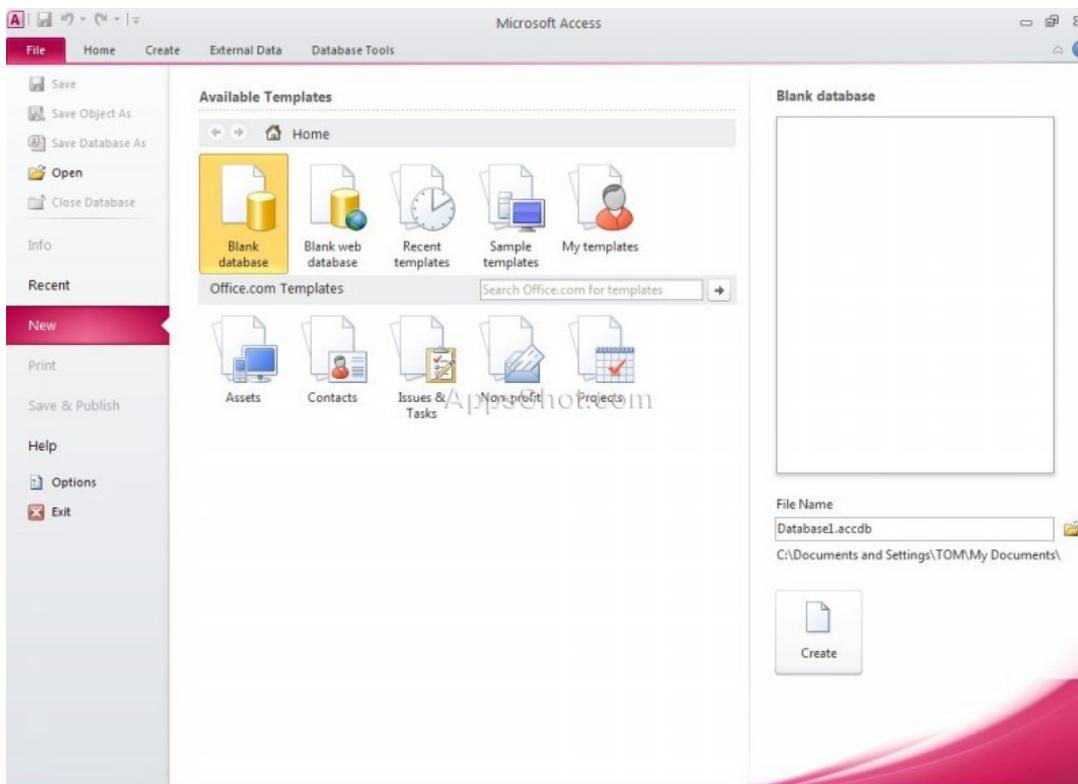
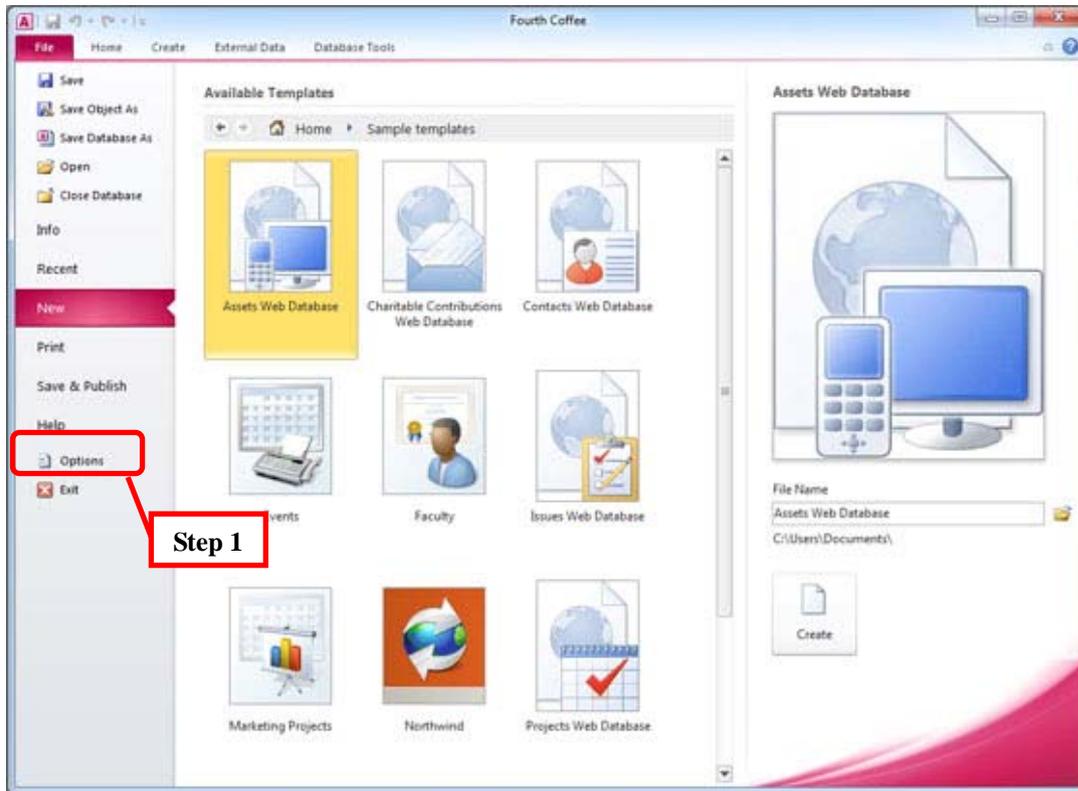
- Step 4**
- Select “Macro Setting 巨集設定” in the left menu of Trust Centre.
  - Select “Enable all macros (not recommended, potentially dangerous code can run)”.
  - Click “OK”.



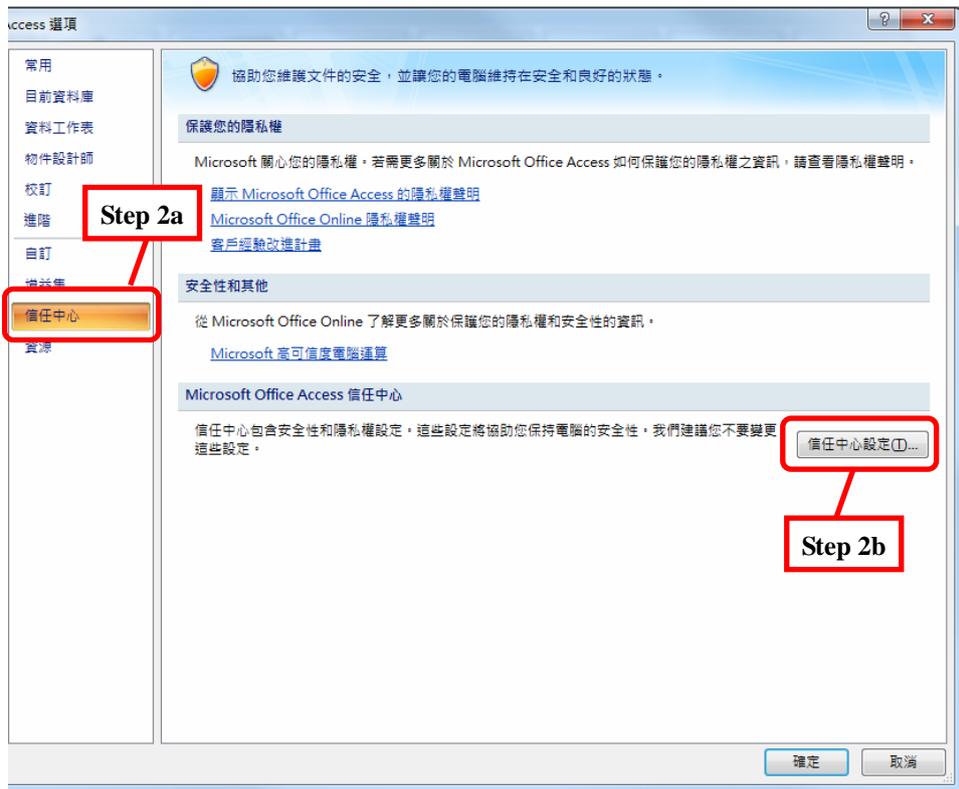
- Step 5** A login page will be shown. Enter password to open the software.

*If you are using “Microsoft Access 2010”:*

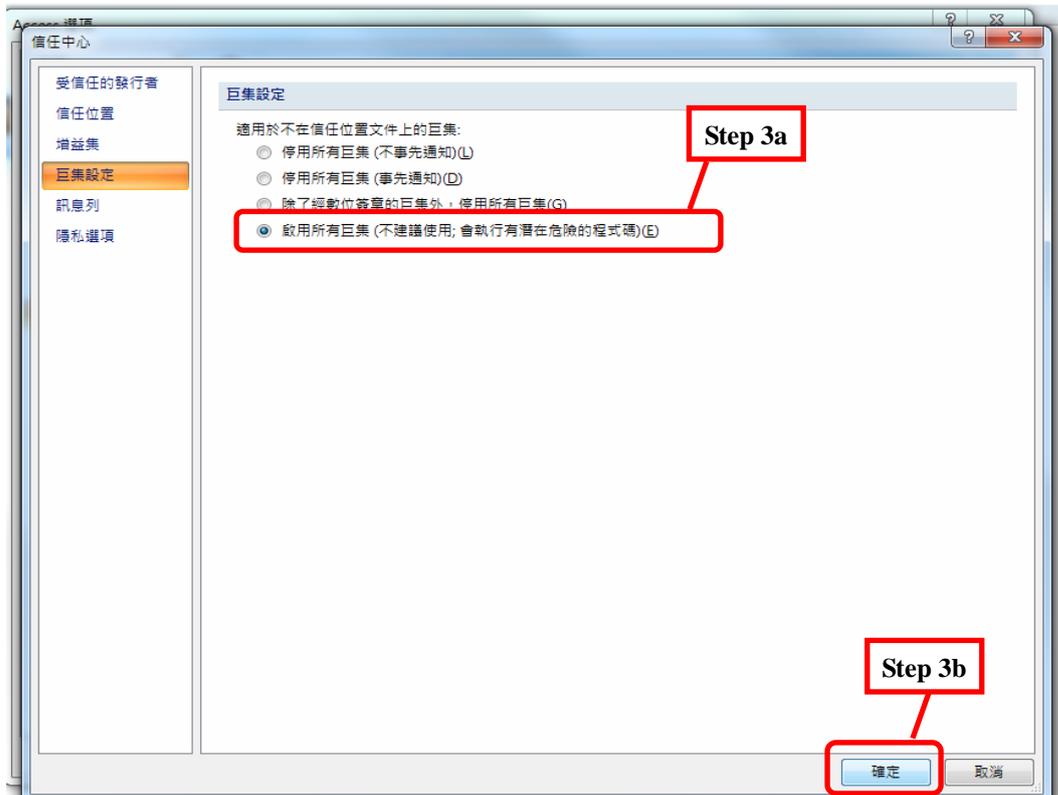
**Step 1** Click “Options/選項”



- Step 2**
- a. Click “信任中心”
  - b. Click “信任中心設定”



- Step 3**
- a. Select “啓用所有巨集”
  - b. Click “確定”



## Section 5.2 Creating Teaching Groups and Assigning Students to Teaching Groups

### 6. How should schools define teaching groups?

Normally if a school has say 4 classes of students studying a certain subject, then the school is expected to enter the marks in 4 teaching groups. It is up to the Subject Panel to determine the most appropriate number of teaching groups for mark submission purpose. It should be noted that if schools choose to combine, say two classes into one teaching group in submitting the marks, then the SBAS will treat the two classes as a single unit and will not generate class-level mark summary and statistics for reference of schools.

### 7. Can schools simply create one single teaching group for a particular subject?

It is up to schools to decide whether to do this or not. If the subject is a major subject with different classes/groups of students taking that subject, dividing students into separate teaching groups may facilitate the School Principal, Subject Panel and Subject Teachers to view the mark summary and statistics of individual groups.

## Section 5.3 Entering SBA Marks

### 8. Teaching groups have been created and students have already been assigned to the groups, why I still cannot input SBA Marks by clicking “Input SBA Marks”?

You should click the respective teaching group name under “Input SBA Marks” instead of clicking “Input SBA Marks” for inputting marks.

## Section 5.7 Checking In / Checking Out Student Record(s)

### 9. What should I do if there are students transferred into my class from my colleague’s?

Your colleague should first generate the records of the students using the ‘Check Out’ function in the SBA software with a password created by him/her. He/She should then pass the exported file and the password to you. After that, you should transfer the records to your teaching group using the ‘Check In’ function.

### 10. What should be done if students leave the school in the middle of the course?

Please use ‘Check Out’ function in the SBA software to remove students from the teaching group.

## Section 5.8 Backing Up and Restoring Student Data

### 11. What should I do to safeguard the S5 data for the future S6 submission?

You should use the “Back Up All Data” function to create the backup file right after the S5 submission. You can restore the S5 data from this backup file in case the software or the computer has been cleaned up accidentally. Please store the backup file at a safe location such as the file server of your school or an encrypted removable media.

## Section 6.1 Consolidating SBA Marks

### 12. If a Subject Teacher is also the Subject Panel, can he/she use the same SBA software to handle the SBA marks?

Yes. The Subject Panel should use the same software to perform the roles of a Subject Panel and a

Subject Teacher.

**13. What should be done if the Subject Panel fails to consolidate S5 data files exported from other teachers?**

Before the Subject Panel imports the S5 data files from other teachers by using the function “Consolidate SBA Marks”, he/she should

- make sure that there is no duplication of teaching group names;
- make sure that there is no duplication of student names; and
- be aware that the Subject Panel need NOT import his/her own teaching groups.

Please note that after consolidation, the ‘Mark Data File (by school)’ exported can be found in the folder where the software was installed.

## **Section 6.7 Uploading Mark Data File to Online Services**

**14. Why the ‘Mark Data File (by school)’ cannot be uploaded to the Online Services?**

Filenames are generated by the software and the Subject Panel should not change it. The filename should begin with ‘2013S5’. For example: 2013S5140CHEM12345MSS1.01.pdf

**15. How to overwrite mark data file that has been uploaded?**

Please ask your school principal to ‘Reject / Endorse’ the file first. After that, you may upload the correct file again with the same file name.