

Ref.: DSE/SBA/GEN 24/2

19 November 2024

To: Principals of HKDSE Participating Schools

Dear Principal,

**Hong Kong Diploma of Secondary Education Examination (HKDSE)  
Support Measures for School-based Assessment System (SBA System) and updates on Conduct of SBA**

Further to our letter dated 13 September 2024 (Ref: DSE/SBA/GEN24/1), I write to provide you with the following documents and information regarding the conduct of School-based Assessment (SBA).

**1. Support Measures for School-based Assessment System (SBA System)**

The SBA System ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)) will be launched on 2 January 2025 for schools to enter SBA marks of subjects with SBA for the 2025 examination cohort. For details about the submission schedule of individual subjects, please refer to the schedule appended to our letter dated 13 September 2024 (Ref: DSE/SBA/GEN24/1)

([https://www.hkeaa.edu.hk/DocLibrary/Circulars/HKDSE/2025HKDSE\\_SBA\\_Schedule-E.pdf](https://www.hkeaa.edu.hk/DocLibrary/Circulars/HKDSE/2025HKDSE_SBA_Schedule-E.pdf)).

The User Manual of the SBA System is available on the HKEAA website ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). Teachers can make reference to the manual in completing the submission. Apart from the User Manual, a range of support measures will be provided to familiarise teachers with the mark submission procedures and to address any queries they may have (*Annex I*).

Our record reveals that some schools have not yet created teachers' accounts in the School Information Management Online Service. I would be grateful if you could check and, if necessary, remind your School Administrator to create accounts for teachers in order to facilitate them to complete the mark submission on time.

**2. SBA District Coordinators for the School Year 2024-24**

The HKEAA has appointed SBA District Coordinators (DCs) to support schools in administering the SBA this year. *Annex 2* shows the DCs supporting individual subjects offered by your school. I would be grateful if you could bring the attention of your subject teachers to this arrangement and encourage your School Coordinators/teachers to consult their DCs on the planning and conduct of SBA. If there is any change of teachers teaching subjects with SBA during this school year, School Administrator should update the staff profiles in the School Information Management Online Service ([www.hkdse.hkeaa.edu.hk/](http://www.hkdse.hkeaa.edu.hk/)) as soon as possible. This will ensure that important information about SBA operation can reach relevant subject teachers promptly.

I should be grateful if you could bring the attention of relevant staff to the above arrangements and remind them to complete the mark submissions on time. Thank you again for your continuous support in implementing SBA and providing professional assessments to students. Should you have any queries, please contact our SBA Team at 3628 8064 or 3628 8070.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'CSK' or similar, written in a cursive style.

Choy Siu-kwan  
Head - Assessment Development

## Hong Kong Diploma of Secondary Education Examination Support Measures on the School-based Assessment System

The following support measures will be provided to familiarise teachers with the mark submission procedures and to address any queries they may have:

### 1. User Manual

The User Manual of the SBA System is available on the HKEAA website ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)). Teachers can make reference to the manual in completing the submission.

### 2. PowerPoint of SBA Teachers' Conference

The latest information about SBA, including the submission requirements, is provided in the PowerPoint presentation shown in the SBA Teacher's Conference for individual subjects. The PowerPoint presentation files will be uploaded to the HKEAA website ([www.hkeaa.edu.hk/en/sba](http://www.hkeaa.edu.hk/en/sba)) for schools' reference around three weeks after the conference.

### 3. Briefing Session (Optional)

Two repeated briefing sessions on the SBA System will be conducted. The content of the briefing is similar to the sessions of previous years. School Administrator and Teachers who are NOT familiar with the system may attend the briefing session if deemed necessary. Details of the briefing sessions are listed below.

Date	Time	Venue
14 Jan 2025 (Tue) / 15 Jan 2025 (Wed)	2:30 pm – 3:30 pm	HKEAA Lai King Assessment Centre, Estate School 1, Lai King Estate, Kwai Chung, NT

### 4. Technical Workshop (Optional)

Two repeated technical workshops will be conducted to familiarise teachers with using the SBA System. Teachers who are NOT familiar with the submission procedures may attend the workshop if deemed necessary. Details of the workshops are listed below.

Date	Time	Venue
14 Jan 2025 (Tue) / 15 Jan 2025 (Wed)	3:30 pm – 5:00 pm	HKEAA Lai King Assessment Centre, Estate School 1, Lai King Estate, Kwai Chung, NT

### Enrollment Procedures for briefing sessions and/or technical workshops:

- i. School Principals/School Examination Officers (SEOs) are required to help enroll their teachers on-line via the School Information Management (SIM) System (Login HKDSE Examination Online Services ([www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk)) → School Information Management → School Information Management Online Service → Maintain → Register Event). Once the on-line enrollment is completed, the application will be accepted.
- ii. Enrolment period: **19 November – 30 December 2024**

### 5. Enquiry Hotlines

Schools may contact our Public Examinations Information Centre at 3628 8860 for enquiries on general matters in using the SBA System, or our SBA Team at 3628 8064 or 3628 8070 for enquiries on subject requirements.