

Phone: 3628 8070

Ref.: DSE/SBA/HKDSE/GEN13/3

20 November 2013

To: Principals of HKDSE Participating Schools

Dear Principal,

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

Further to our letter dated 15 October 2013 (Ref: DSE/SBA/GEN13/2), I write to provide you with the following documents and information regarding the conduct of School-based Assessment (SBA).

1. Support Measures for new School-based Assessment System (SBAS)

The new SBA System (www.hkdse.hkeaa.edu.hk) is scheduled to be launched on 2 January 2014 for schools to enter SBA marks of ALL subjects for the 2014 examination cohort. For details about the submission schedule of individual subjects, please refer to the schedule appended to our letter dated 19 September 2013 (Ref: DSE/SBA/GEN13/1) (<http://www.hkeaa.edu.hk/DocLibrary/Circulars/HKDSE/2014HKDSE-SBA-Schedule.pdf>). The User Manual of the new SBAS is now available on the HKEAA website (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 1*).

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 2013-14

The HKEAA has appointed SBA District Coordinators (DCs) to support schools in administering the SBA in the coming 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/) as soon as possible. This will ensure that important information about SBA operation can reach relevant subject teachers promptly.

3. SBA S6 Work Submission for 2014 HKDSE English Language Examination

Attached please find a packet (containing CD/DVD labels, an envelope cover and submission guidelines) to facilitate the submission of SBA work samples for the 2014 HKDSE English Language Examination. I should be grateful if you could pass the packet to your English Language panel head so that s/he could complete the submission procedures on time.

4. Handling Plagiarism Cases in SBA

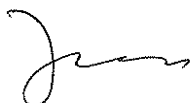
As mentioned in our letter dated 15 October 2013 (Ref: DSE/SBA/GEN13/2), the following documents have now been posted on the HKEAA website (www.hkeaa.edu.hk/en/sba/) for schools' reference.

1. School internal record form for less serious plagiarism cases
2. Some typical examples of suspected plagiarism cases in SBA and suggested handling procedures

Some Frequently Asked Questions are also posted on the HKEAA website. Schools may refer to the above guidelines and documents when handling suspected plagiarism cases in SBA.

I should be grateful if you could bring the attention of relevant staff to the above arrangements and remind them to complete the S6 submissions on time. Thank you again for your continuing support in implementing SBA and providing professional assessments to our students. Should you have any queries, please contact Ms Cheung at 3628 8064 or Ms Fung at 3628 8070.

Yours sincerely,



Wan Tak-wing
Acting General Manager
Assessment Development Division

Hong Kong Diploma of Secondary Education 2014 Support Measures on new 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 new SBA System is now available on the HKEAA website (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 and procedures, 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/) for schools' reference within 2 weeks after the conference.

3. Briefing Sessions (Optional)

Four repeated briefing sessions on the new SBA System will be held in December 2013. The contents of these briefing sessions will be the same as those disseminated in the SBA Teachers' Conferences. Teachers may choose to attend the briefing sessions if deemed necessary. Details of the briefing sessions are listed below.

Date	Time (two sessions per day)	Venue
7 Dec 2013 (Sat) and 14 Dec 2013 (Sat)	Session 1: 9:00 am – 10:30 am Session 2: 11:00 am – 12:30 pm	Community Hall, 3/F, Caritas Social Centre – Kowloon 256A, Prince Edward Road West, Kowloon

A set of admission tickets for your school is enclosed with this letter. **Prior registration is NOT required.** Participants are requested to bring along the completed admission ticket and present it to our staff at the specified session.

4. Technical Workshops (Optional)

Three repeated technical workshops will be conducted to familiarise teachers with using the SBA System. Details of the workshops are listed below.

Date	Time	Venue
16 Jan 2014 (Thu)	3:30 pm – 5:00 pm	HKEAA Lai King Assessment Centre, Estate School 1, Lai King Estate Kwai Chung, NT
12 Feb 2014 (Wed)		
6 Mar 2014 (Thu)		

Teachers who are not familiar with the submission procedures can register for the workshops online at www.hkdse.hkeaa.edu.hk/sbaworkshop starting from 2 January 2014.

5. Enquiry Hotlines

Schools may contact our hotline at 3628 8860 for enquiries on general matters in using the SBAS, or our SBA Team at 3628 8064 or 3628 8070 for enquiries on subject requirements.

(Original copy to be sent by post)

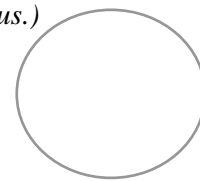
Admission Ticket
Briefing Session on the new SBA System



Date : 7 December 2013 (Saturday)
Time : 9:00 am – 10:30 am
Venue : Community Hall, 3/F, Caritas Social Centre – Kowloon, 256A, Prince Edward Road West, Kowloon
Remark : The conference will be conducted in Cantonese.

(Please bring along this admission ticket on the day of the Briefing Session. DO NOT fax/send a copy to us.)

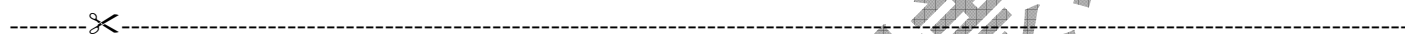
Name	Post
	* Principal / School Administrator / Panel / School Coordinator / Subject Teacher



School Chop

Name of school: _____ School Code: _____

* Circle as appropriate



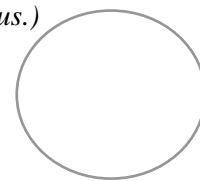
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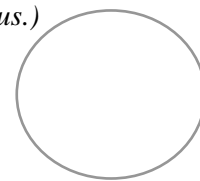
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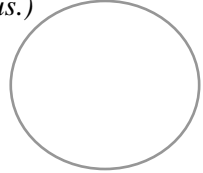
Admission Ticket
Briefing Session on the new SBA System



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Time : 11:00 am – 12:30 pm
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Remark : The conference will be conducted in Cantonese.

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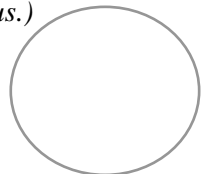
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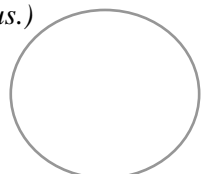
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Hong Kong Diploma of Secondary Education (HKDSE) Examination
School-based Assessment (SBA) District Coordinators for the School Year 2013-14

Core subjects

Subject	District Coordinator for your school
Chinese Language	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
English Language	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
Liberal Studies	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:

Elective Subjects

Subject	*District Coordinator for your school
Biology and Combined Science (Biology)	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
Chemistry and Combined Science (Chemistry)	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
Chinese History	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:

(Original copy to be sent by post)

Subject	*District Coordinator for your school
Design and Applied Technology	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
History	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
Information and Communication Technology	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
Integrated Science	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
Physics and Combined Science (Physics)	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:
Visual Arts	SBA Group Number: District Coordinator: Telephone No.: Fax No.: Email Address: School/Institution:

*Note: N.A. denotes that the subject is not offered by your school in 2013-14.

2014 Hong Kong Diploma of Secondary Education Examination Guidelines on Work Submission for English Language

1. Submission Procedures

- Submission Period
for marks: 10 Feb – 20 Mar 2014 (upload to HKEAA Online Services www.hkdse.hkeaa.edu.hk using English Language Panel account),
for CDs/DVDs: 7 – 20 Mar 2014 (submit to HKEAA offices).
- The Subject Panel should select six video clips for Part A and six video clips for Part B of the SBA of their students upon mark submission to Principal in School-based Assessment System, HKEAA Online Services. For each Part, the six clips should consist of two high, two medium and two low levels of performance.
- When selecting students for SBA Work Submission, do NOT select those whose work is found to be an irregularity, such as mark penalty being imposed on due to plagiarism.

2. Submission Requirements

- Open two folders entitled “Part A” and “Part B” in the CD/DVD, with each containing six pieces of student work and assessment records of relevant students. For group interactions, teachers should write down next to the student name on the assessment records where the student chosen sat, e.g. the first student on the left. The assessment records should be scanned to pdf and named using the same naming convention. For example, if a student work is named as ELANG(123456).mpg, the respective assessment record should be named as ELANG(123456).pdf.
- Student Work file name convention:
[Subject Abbreviation] [(6-digit Student Document Number)].[File extension]
e.g. ELANG (345622).mpg
The Student Document Number is the reference number of each individual student as shown in the Mark Summary Sheet. In fact, it comes from the beginning six digits of the identity document of a student. For example, if the HKID number of a student is K362880(1), the document number of him/her will then be ‘362880’.
- All student work should be submitted in the form of CDs/DVDs. Teachers should record the student work of all the chosen students on a single CD/DVD and affix the pre-printed label provided on it. Please put the CD/DVD into an envelope and affix the envelope cover provided to the envelope for submission.
- The CD/DVD can be submitted by hand or by registered post. If submitted by hand, the CD/DVD should be delivered to one of the following collection centres:

Hong Kong Side

Hong Kong Examinations and Assessment
Authority
School Examinations and Assessment
Division
Southorn Centre, 12/F
130 Hennessy Road, Wan Chai, Hong Kong

Kowloon Side

Hong Kong Examinations and Assessment
Authority
San Po Kong Office
Publications Unit
G/F, 17 Tseuk Luk Street, San Po Kong,
Kowloon

Opening Hours : 8:30 a.m. – 5:00 p.m. (Monday to Friday);
9:00 a.m. – 12:00 noon (Saturday)

- If the CD/DVD is submitted by registered post, it should be sent to the above HKEAA Southorn Centre office (note: the address has been pre-printed on the envelope cover).
3. Should you have any queries, please contact the SBA Team of the HKEAA on 3628 8066 or 3628 8064.