

Ref: DSE/SBA/GEN13/2

15 October 2013

To: Principals of HKDSE Participating Schools

Dear Principal,

**Hong Kong Diploma of Secondary Education (HKDSE) Examination
Procedures for Handling Plagiarism in School-based Assessment (SBA)**

In light of the experience and feedback from handling the SBA plagiarism cases in the 2013 HKDSE Examination, the Public Examinations Board (PEB) of the HKEAA recently approved the following procedures for handling plagiarism cases in SBA and the penalty to be imposed on the candidates concerned, for implementation in the **2014 HKDSE Examination** and beyond.

1. Improvement measures in preventing plagiarism in SBA

The important messages about academic honesty and seriousness of plagiarism in SBA will be reinforced to students through the following means:

- (a) Under the existing SBA procedures, students are required to sign a declaration form for individual subjects to confirm that the work they produce is their own in completing any SBA tasks involving work outside class. In order to strengthen the message to students about proper conduct in SBA and to streamline the process, schools should request their students to complete and sign a **declaration form** at the beginning of each school year in which SBA is undertaken to declare that all SBA tasks/assignments to be completed are their own and to agree to adhere to a code of honour in completing the SBA for all subjects. Only one form needs to be completed by each student per year. **Annex 1** shows a template of the student declaration form for schools' use. This is also available on the HKEAA website (<http://www.hkeaa.edu.hk/en/sba/>).
- (b) An **SBA Information Leaflet** will be produced for reference of parents and students. The leaflet contains essential information about the SBA, including importance of academic integrity, malpractice and its consequences, and guidelines on acknowledging sources in their work. This will help educate students and facilitate their better understanding of the SBA and guide them to complete the SBA in a proper manner. This leaflet will be distributed to **all S4, S5 and S6 students and their parents via schools** in November 2013.

2. Procedures in handling plagiarism cases in SBA

Starting from the 2014 Examination, plagiarism in SBA is to be handled as described below, depending on the severity of the cases:

Category	Method of handling
<p>Serious plagiarism cases (P cases): Serious cases in which nearly the whole or the whole SBA task/assignment is plagiarised, with very little or no contribution from the student.</p>	<p>To be forwarded to the HKEAA for follow up</p>

<p>Other plagiarism cases: Less serious cases, including</p> <ul style="list-style-type: none"> - minor infringement identified in students' work, or - part of the student's work copied from source(s) without proper acknowledgement, but the student has made some contribution to the work. 	<p>To be handled by schools</p>
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Annex 2 stipulates the procedures in handling these cases. The revised procedures will also be explained to subject teachers in the upcoming SBA annual conferences for individual subjects, to be conducted between October and November 2013. Please encourage your subject teachers to attend the conferences.

The revised procedures do not involve major changes to how SBA is administered at schools but will ensure that a unified and consistent approach is adopted in the handling of all plagiarism cases, whether they are identified in schools or by the HKEAA. SBA will continue to be an integral part of learning and teaching and its purpose and spirit upheld for the benefit of students.

Some typical examples of suspected plagiarism cases and how they should be handled will be provided for schools' reference. These will be uploaded to the HKEAA website (<http://www.hkeaa.edu.hk/en/sba/>) in November 2013.

3. SBA Handbooks and Information Leaflet

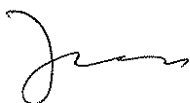
An updated version of the SBA School Leaders' Handbook will be provided for schools' reference. The revised SBA procedures and guidelines will be incorporated into the Handbook.

Printed copies of the School Leaders' Handbook and the SBA Information Leaflet will be available for schools' collection from the HKEAA Southorn Centre office **from 6 to 18 November 2013**. School principals are requested to send staff members to collect the documents, bringing along the completed collection slip at **Annex 3**. Each school will be provided with three copies of the School Leaders' Handbook and sufficient copies of the SBA Information Leaflet (based on the entry figures of individual schools for 2014) for distribution to your S4, S5 and S6 students.

The School Leaders' Handbook and Information Leaflet will also be available on the HKEAA website. The revised procedures and guidelines will also be incorporated into the SBA Teachers' Handbooks for individual subjects for the 2014 and 2015 examinations, which will be uploaded to the HKEAA website by mid October 2013 for teachers' reference.

We will continue to support schools and look forward to working together with you to ensure the smooth and proper conduct of SBA. Should you have any queries about the above procedures, please contact our SBA Team on 3628 8070 or 3628 8064.

Yours faithfully,



Wan Tak-wing
Acting General Manager
Assessment Development Division

Hong Kong Diploma of Secondary Education Examination
Student Declaration Form for School-based Assessment (SBA)
Completed in the School Year 20__ - __

Notes:

1. This form should be signed by senior secondary students at the beginning of each school year in which SBA is undertaken. Only one form needs to be completed by each student.
2. The completed form should be retained by the school until the end of the public examination cycle.

School Name: _____

Student's Name: _____

Class: _____ Class No: _____

Important Reminder to Students:

1. It is of utmost importance that academic honesty is maintained in SBA. Students are forbidden to indulge in any malpractice when completing their assessments.
2. Student can make reference to sources but must not plagiarise when completing their work. They should write in their own words and should not simply copy others' words or ideas and present them as their own. If necessary, they can quote or make reference to something written by another author in their work, as long as they ensure that these quotes or references are identified and the sources properly acknowledged.
3. Students are advised not to quote excessively in their work, as this would mean that they themselves could only make a minimal contribution to that piece of work and consequently they would be likely to get low marks from their teacher.
4. Students can make reference to the booklet "*HKDSE Information on School-based Assessment*", (<http://www.hkeaa.edu.hk/en/sba/>). Some examples on how to quote and acknowledge sources properly are provided in the booklet.
5. Students will be subject to severe penalties for proven plagiarism. The HKDSE Examination Regulations stipulate that a candidate may be liable to disqualification from the subject concerned or the whole of the Examination, or suffer a mark or grade penalty for breaching the Regulations.

I certify that I have read the above Reminder and declare that:

- All SBA tasks/assignments to be completed for all subjects in this school year will be my own work.
- My SBA work will not include any materials which have been copied from other sources without acknowledgement.
- I am responsible for ensuring that the work produced is my own and will bear the consequences of committing plagiarism or other malpractice in SBA.

Student's signature: _____ Date: _____

Procedures in handling Plagiarism Cases in School-based Assessment (SBA)

1. Plagiarism in SBA is to be handled as described below, depending on the severity of the offence:

Category	Method of handling
<p>Serious plagiarism cases (P cases):</p> <p>Serious cases in which nearly the whole or the whole SBA task/assignment is plagiarised, with very little or no contribution from the student.</p>	To be forwarded to the HKEAA for follow up
<p>Other plagiarism cases:</p> <p>Less serious cases, including</p> <ul style="list-style-type: none"> - minor infringement identified in students' SBA work, or - part of the student's SBA work copied from source(s) without proper acknowledgement, but the student has made some contribution to the work. 	To be handled by schools

Procedures in Handling P cases

2. Schools should submit a report on the P cases identified to the HKEAA for follow up, after completion of the mark submission in S6. The report should record details of the case and be submitted with the related documents. The **Appendix** shows a template of the report for schools' use in reporting these cases, which is available on the HKEAA website (<http://www.hkeaa.edu.hk/en/sba/>). In submitting the SBA marks to the HKEAA, schools should put "P" in the relevant mark box of the student concerned.
3. These P cases will be deliberated by the HKEAA's Standing Committee and, for proven cases, a recommendation will be presented to the Public Examinations Board (PEB) for their consideration. The PEB will review all the information and evidence and decide on the penalty to be imposed in accordance with the Board's guidelines on handling examination irregularities. The levels of penalty to be imposed for proven P cases are as follows:
- (a) **Zero marks** will be given to the task in which serious plagiarism is proven. In addition, a penalty of **downgrade by one level** will be imposed in the subject concerned.
 - (b) For extreme cases, e.g. repeated offence of plagiarism, candidates may be subject to **disqualification from the subject(s) concerned or the whole examination**.

Procedures in Handling Other Cases

4. Other less serious cases are to be dealt with by the school. These cases need not be reported to the HKEAA for follow-up. However, schools should keep a proper record of such cases.

5. For proven cases, schools should impose appropriate penalty in accordance with the school regulations and the HKEAA guidelines, taking into consideration seriousness of the offence. This may include:

- Issuing a warning letter to students (e.g. for minor offence due to negligence or committed at the initial stage of the assessment);
- Deducting marks for the task concerned; and
- Awarding zero marks for the task concerned.

It is important to note that in marking students' work, any proven plagiarised material should be disregarded and any marks awarded should be based on the students' own work only.

6. Details of less serious plagiarism cases should be recorded and retained by the school. A template will be developed for schools' reference which may be adapted for internal record keeping as appropriate. The template will be available on the HKEAA website in November 2013.

7. After the release of examination results, candidates may only submit applications to the HKEAA for rechecking of their SBA marks but cannot apply for a re-assessment of their performance in SBA. Hence it is important that students should be informed of the penalty imposed. Schools should handle any queries from students against assessment decisions in accordance with their established internal procedures. Any queries from students should be resolved before submitting the SBA marks to the HKEAA.

Plagiarism Cases Identified by the HKEAA

8. After the completion of mark submission in S6, the HKEAA will conduct moderation of SBA marks and review of samples of student work collected from schools. Any suspected plagiarism cases identified during this process will be handled in a consistent manner as those identified by schools. Schools will be required to follow up on any suspected cases identified. Both P cases and other less serious cases will be handled following similar procedures as stipulated above.

**Hong Kong Diploma of Secondary Education Examination
Plagiarism Report in School-based Assessment (SBA)**

Notes:

1. Details of serious plagiarism cases (*P* cases) are to be recorded in this report, which should be submitted to the HKEAA for follow-up after the completion of the mark submission in S6, together with relevant documents.
2. When submitting the SBA marks to the HKEAA, schools should put “P” in the relevant mark box for the student concerned.

School Name: _____

Student's Name: _____

Candidate No.: _____

Class: _____

Class No.: _____

Subject: _____

Case Summary

	Details / Remarks
Task/assignment involved	
Date of completion of the task/assignment	
Irregularities identified	<p><i>(Please tick as appropriate)</i></p> <input type="checkbox"/> Nearly the whole task/assignment is plagiarised <input type="checkbox"/> The whole task/assignment is plagiarised <input type="checkbox"/> Others (please specify): _____ _____ _____
Documentation	<p>The following documents are submitted as evidence:</p> <ol style="list-style-type: none"> 1. The SBA task/assignment 2. The student's work, with the plagiarised part(s) highlighted 3. The source material(s) from which the unacknowledged work is copied 4. Others (<i>please specify</i>): _____ _____ _____
Follow-up actions taken	<p>Student was interviewed on _____ (Date) and informed about the submission of this report to the HKEAA.</p> <p>Others (<i>please specify</i>): _____ _____ _____</p>

Contact Person

Name: _____ Post: _____

Telephone No.: _____

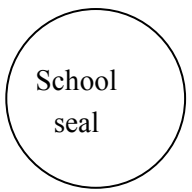
Signature of Subject Teacher

Signature of Principal

Name of Subject Teacher

Name of Principal

Date



DSE School Code: _____

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

Collection Slip

**Hong Kong Diploma of Secondary Education Examination
Collection of SBA School Leaders' Handbook and Information Leaflet**

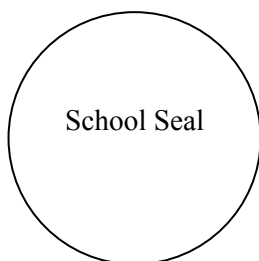
(Documents to be collected between 6 and 18 November 2013)

Please allow the bearer

Mr/Mrs _____

to collect the following documents for my school:

- Three copies of the SBA School Leaders' Handbook
- SBA Information Leaflet (based on entry figures of individual schools for 2014)



Signature: _____
(Principal of School)

School: _____

Date: _____

Office Hours: Weekdays: 8:30 am – 5:00 pm Saturday: 9:00 am – 12:00 noon

Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

N.B. The above documents are fairly bulky. Please arrange sufficient staff members to collect them.