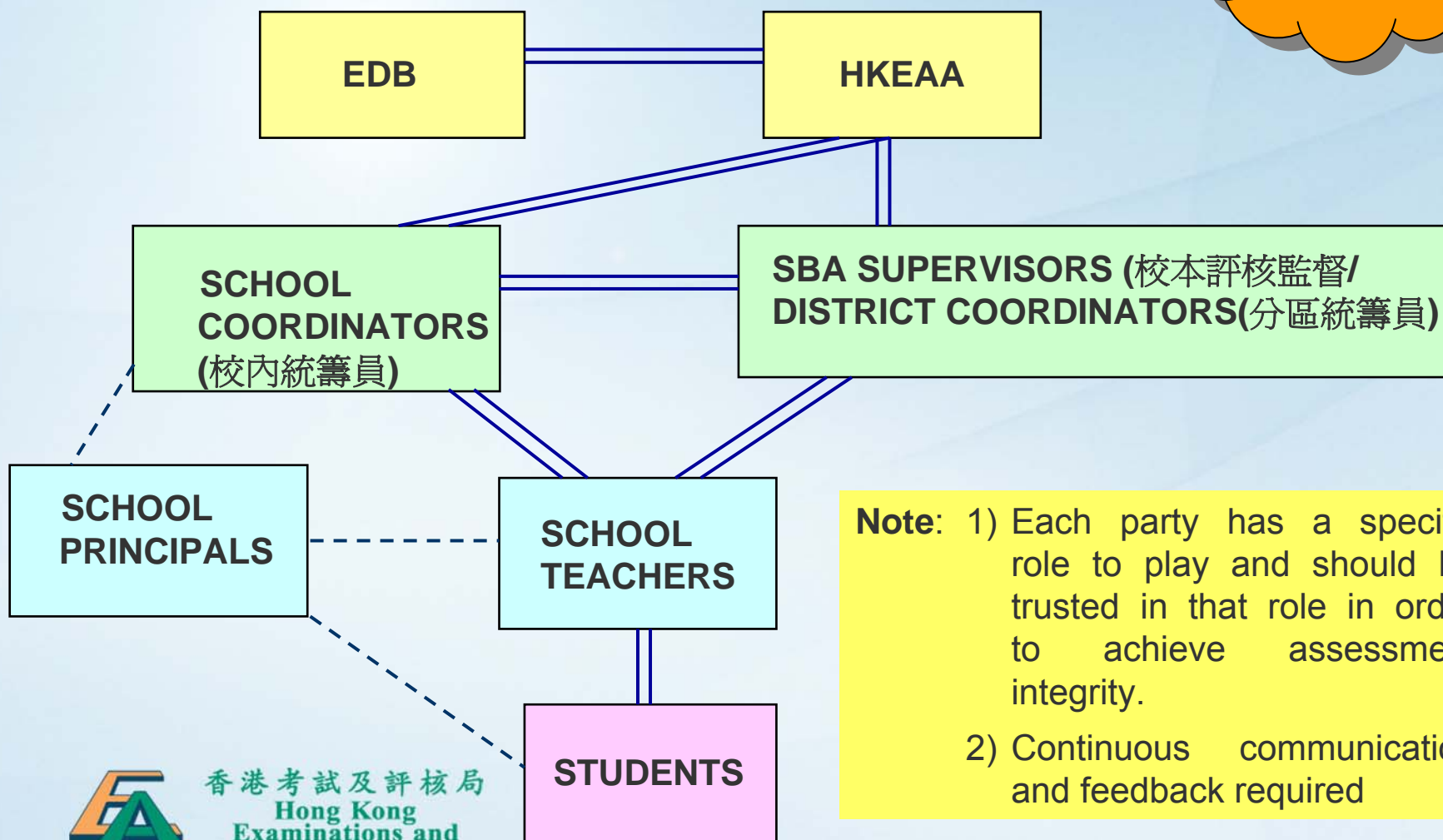


# **Roles and Shared Responsibilities on the Implementation of School- based Assessment (SBA)**

**19 November 2010**

# Roles and shared responsibilities

Who?



**Note:** 1) Each party has a specific role to play and should be trusted in that role in order to achieve assessment integrity.  
2) Continuous communication and feedback required

## Some example responsibilities

Who?

- Students will:
- Understand SBA requirements, schedule, school regulations, assessment criteria
  - Complete the tasks honestly, responsibly and on time
  - Keep a proper record of their SBA work

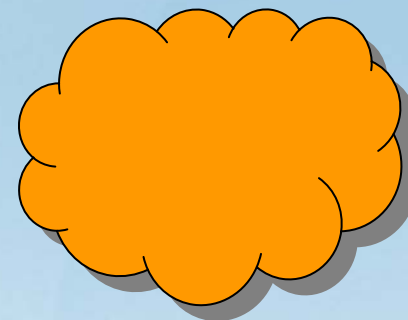
- Teachers will:
- Explain the above to students
  - Administer SBA according to HKEAA regulations and procedures
  - Assess and authenticate students' work



香港考試及評核局  
Hong Kong  
Examinations and  
Assessment Authority

- Submit SBA marks and records on schedule

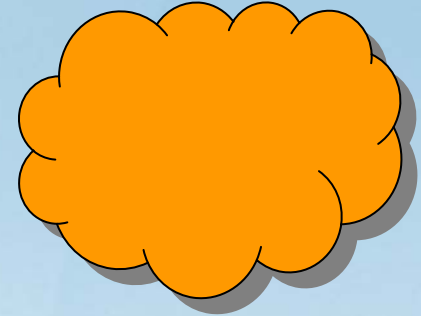
## Some example responsibilities



Principals (or their designates) will:

- Establish school regulations and procedures for administering SBA
- Send representatives to attend SBA conferences and coordinator-teacher meetings
- Nominate a school coordinator for each subject
- Endorse SBA marks for submission
- Maintain a quality assurance system for SBA
- Provide feedback to HKEAA

## Some example responsibilities



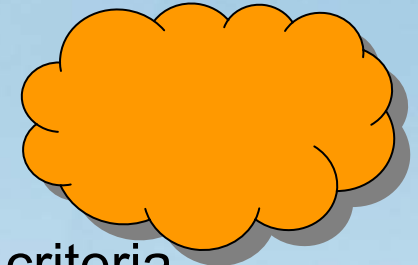
School coordinators will:

- Liaise with HKEAA and the district coordinators
- Plan the school assessment schedule
- Coordinate the reporting of marks to HKEAA
- Report to the district coordinators any irregularities

SBA supervisors / district coordinators will:

- Monitor SBA and report irregularities to HKEAA
- Write reports on progress of SBA
- Meet with school coordinators / teachers to provide guidance and receive comments
- Review samples of students' work

# Some example responsibilities




- HKEAA will:
- Develop assessment framework and criteria
  - Conduct research
  - Organize and lead teacher professional development course (with EDB)
  - Appoint and train SBA supervisors / district coordinators
  - Process assessment records, **moderate SBA marks** and provide feedback to schools
- EDB will:
- Sponsor and organize teacher professional development courses (with HKEAA)
  - Provide learning and teaching resources to help implementation
  - Support the WebSAMS system for processing SBA data
  - Evaluate school quality assurance systems



香港考試及評核局  
Hong Kong  
Examinations and  
Assessment Authority

## Support provided for SBA



- Handbooks for school leaders and teachers (2009)
- Sample assessment tasks and exemplars (2009 and ongoing)
- Professional development programmes for teachers (ongoing)
- Professional advice and support to schools by district coordinators (ongoing)
- EDB parents' seminars (ongoing)
- "HKDSE Information on School-based Assessment" booklet (2009)
- "Useful tips for parents, vol 8" by EDB (Nov, 2010)
-  "Moderation of School-based Assessment scores" booklet (Dec, 2010)







**Statistical  
Moderation of  
School-based  
Assessment  
Scores**

校本評核分數調整機制

分數調整機制  
小冊子

EXPERT  
JUDGEMENT



What if...?

## Some possible questions that might arise

- How much guidance and feedback can teachers give to students?
- How should students' late submission of work be dealt with?
- What can students do if they have queries about the SBA scores given by their teacher?
- Will students be penalized if they plagiarise work?
- Will SBA results be reported separately in the Diploma?

For these and many others queries, see the “Handbook for school leaders on SBA” and the new “FAQs on the implementation of SBA in HKDSE” just uploaded on the NAS Web Bulletin.

# How much guidance and feedback can teachers give to students?

- 應給予學生有關設計意念發展的指導，強調若該次評核涉及學生在公開評核的成績，則教師不宜給予學生過多協助。
- 指導學生管理時間，保存工作紀錄。
- 引用他人資料時，要在習作中註明。
- 選題時給予建議。
- 向學生初稿作出提問或谷一般建議。

# How should students' late submission of work be dealt with?

## 遲交

- 學生須準時提交他們已完成的習作。學生遲交習作，將按情況予以口頭或書面警告、缺點、小過或大過。若學生於評分結果公佈日或以後才繳交習作，有關課業之實際分數將按評核結果----%計算。

# What can students do if they have queries about the SBA scores given by their teacher?

- 學生如對評核結果存疑，可按程序向校方申請重新評核。
- 校方在未交分前要先解決所有問題後，方可呈交分數。

# 對評核結果存疑的處理方法

- 學生如對評核結果存疑，可按下列程序向校方申請重新評核。
  - 學生如對結果有任何存疑，須首先與任課老師商討。
  - 如未能解決，學生必須於評核結果公佈後**3**個上課天內，以書面正式向校方申請重新評核，列出對評核結果存疑的理據，期限後的申請概不受理。
  - 校方將就個案聯同科主任及教務主任採取適當的程序檢視有關個案，例如：
    - 聽取學生提出的理由；
    - 聽取任課老師的觀點和理據；
    - 委派科主任或另一位教師作為第三者，重新評核學生的習作；
    - 要求學生完成一項類似的課業以作核證。
  - 校方根據調查結果作判斷，裁定學生的疑問是否合理，並於接獲書面申請後**14**天內通知學生議決的結果。  
公開考試成績公布後，考生可向考評局提交積分覆核的申請(包括校本評核部分)，惟他們不能就其校本評核成績申請重新評核。

# Will students be penalized if they plagiarise work?

- 在課堂以外完成的課業，學生須簽署聲明以確認提交的習作屬他們自己的作品。
- 任課老師會按其專業，確認學生所提交的校本評核習作屬學生本人的作品。



就核實的個案採取適當的懲處行動。調查過程中，學校可要求學生：

- 在完成評核活動的過程中，學校會就懷疑，學校可要求學生提供完成課業的相關證明；
- 與教師一起討論課業內容及回答有關問題，以顯示他們對習作內容的認識和理解；
- 在教師的監督下，完成一些與原本課業相近的補充課業；
- 出席面談或完成測試，以顯示他對自己提交的課業有充分的理解。



# 如果證實是違規行爲學校可按校規及個案的嚴重性，懲罰有關學生

- 處理方法：
  - 給予學生書面警告及紀律處分；
  - 扣減有關課業的得分；
  - 有關課業給予零分；
  - 整個校本評核部分給予零分。

# Will SBA results be reported separately in the Diploma?

- No.

When?

## The way forward for SBA

November 2010	Annual SBA teachers' seminar for DAT
December 2010	Publication of booklet on SBA moderation methodology
Mid May – Early June 2011	Submission by schools of Secondary 5 SBA marks (SBA Projects Part 1)
September – October 2011	Provision of feedback to schools on Secondary 5 SBA marks
January 2012	Submission by schools of Secondary 6 SBA marks (SBA Projects Part 2) and student work samples
September – October 2012	Provision of SBA feedback to schools Review of SBA procedures based on first administration



香港考試及評核局  
Hong Kong  
Examinations and  
Assessment Authority

# Useful website



香港考試及評核局  
Hong Kong  
Examinations and  
Assessment Authority