

# **HKDSE**

**School-based Assessment System (SBAS)**

## **S6 Submissions**

**(Design and Applied Technology)**



# Objective

To provide guidance to schools on how to submit

- S6 Mark Data File
- Student List for SBA Work Submission
- Student Work



# What to submit:

- **Mark Data File** (Online Principal endorsement required)
  - *One mark on Part 2*
- **Student List for SBA Work Submission** (Principal's signature required)
- **Student Work** (Principal Endorsement NOT required)
  - *SBA project reports (including drawings, models and CDs, if any) of six students, chosen by the HKEAA, are to be reviewed by the HKEAA.*



# How to submit:

- **Mark Data File** : Online
- **Student List for SBA Work Submission** : Online
- **Student Work** : Submission of students work **not** required. Assessors will visit the schools to inspect the work samples.



# When to submit

- ***4 - 30 Jan 2012***
- Mark Data File, Student List for SBA Work Submission and Student Work share the same submission period.
- Please submit the Mark Data File to principal for endorsement in advance to allow sufficient time for completion of other submissions.



# S6 Submission Procedures

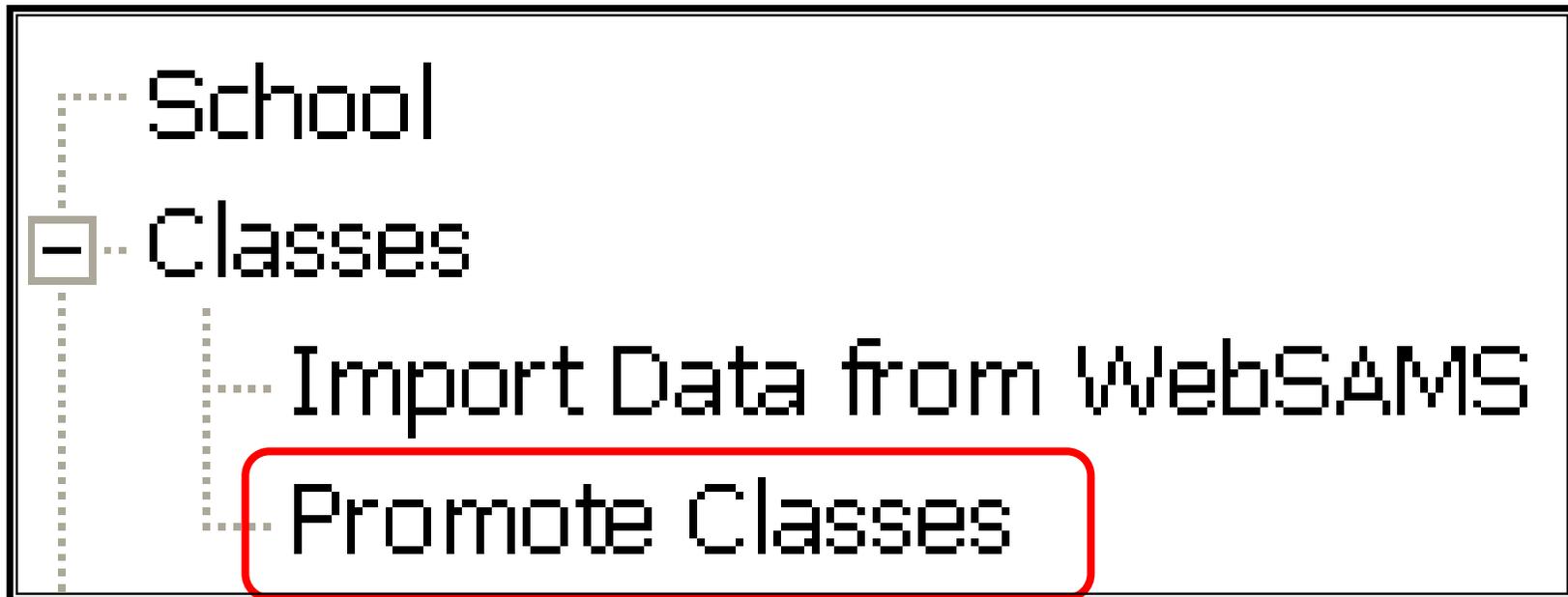


# Promoting Classes

- Teachers are required to use the same software in which the S5 mark has been entered to promote the class before entering the S6 marks.



- Expand **Classes** > **Promote Classes**



## Classes - Promote Classes

	S5 Class	S6 Class
	5A	6A
	5B	6B
▶	5C	

Promote

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- To review the updates, you can click on the **Classes** on the left menu

School

Classes

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Classes			
	Class	No. of Students	No. of Repeaters / Transfer Students
▶	5A	0	0
	5B	0	0
	5C	0	0
	6A	38	0
	6B	24	0
	6C	1	0
*			



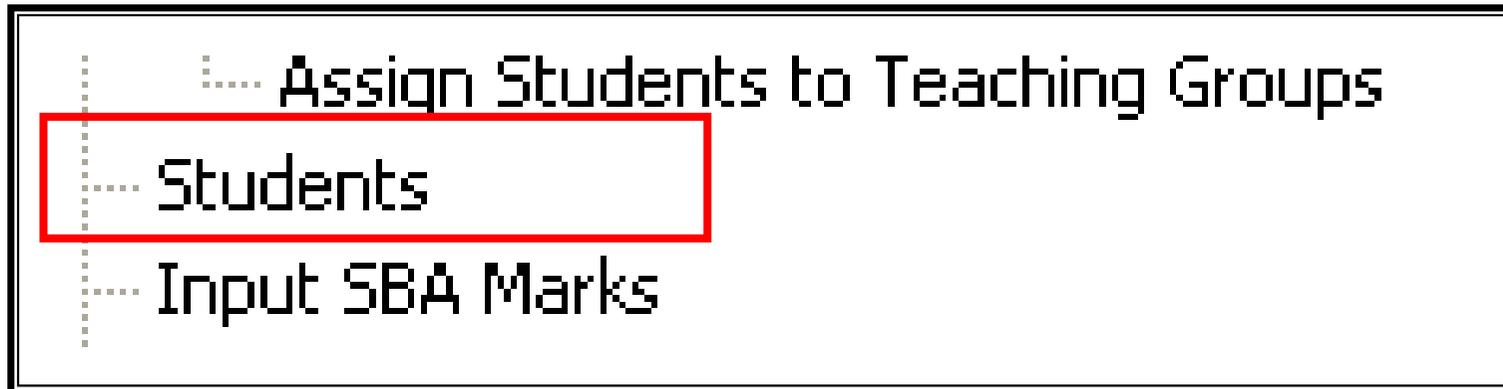
# ***Notes:***

- S6 class must begin with '6'.
- Assign transfer student, if needed, after 'promote class'.
- Select 'language medium' for students after 'promote class'. It refers to the medium used by the student in completing his/her SBA work.



# Assign S6 Students

- Expand **Students**



# Assign transfer student

Teaching Group	Class	Class No.	Medium	Transfer.	Language Medium	Transfer.	Relatives of
6_TG1	6A	1		<input type="checkbox"/>			
6_TG1	6A	2		<input type="checkbox"/>			
6_TG1	6A	3		<input type="checkbox"/>			
6_TG1	6A	4		<input type="checkbox"/>			
6_TG1	6A	5		<input type="checkbox"/>			
6_TG1	6A	6		<input checked="" type="checkbox"/>			
6_TG1	6A	8		<input checked="" type="checkbox"/>			
6_TG1	6A	9		<input type="checkbox"/>			
6_TG1	6A	10		<input type="checkbox"/>			
6_TG1	6A	11		<input type="checkbox"/>			
6_TG1	6A	12		<input type="checkbox"/>			





# Batch input of 'language medium'

- For batch input of 'language medium', copy the respective column from the SBA Software and paste it to an excel file.
- Then batch input the 'language medium' in the excel column.
- Lastly, copy the excel column and paste onto the respective column of the SBA Software.



# Input SBA marks

- Procedure SAME AS S5 submission
  - Subject Teacher to
    - create Teaching group and enter SBA Marks
    - generate Reports and Charts, and export Mark Data File
  - Subject Panel to
    - consolidate SBA Marks and view all SBA Marks
    - generate Reports and Charts, and export Mark Data File (whole school)

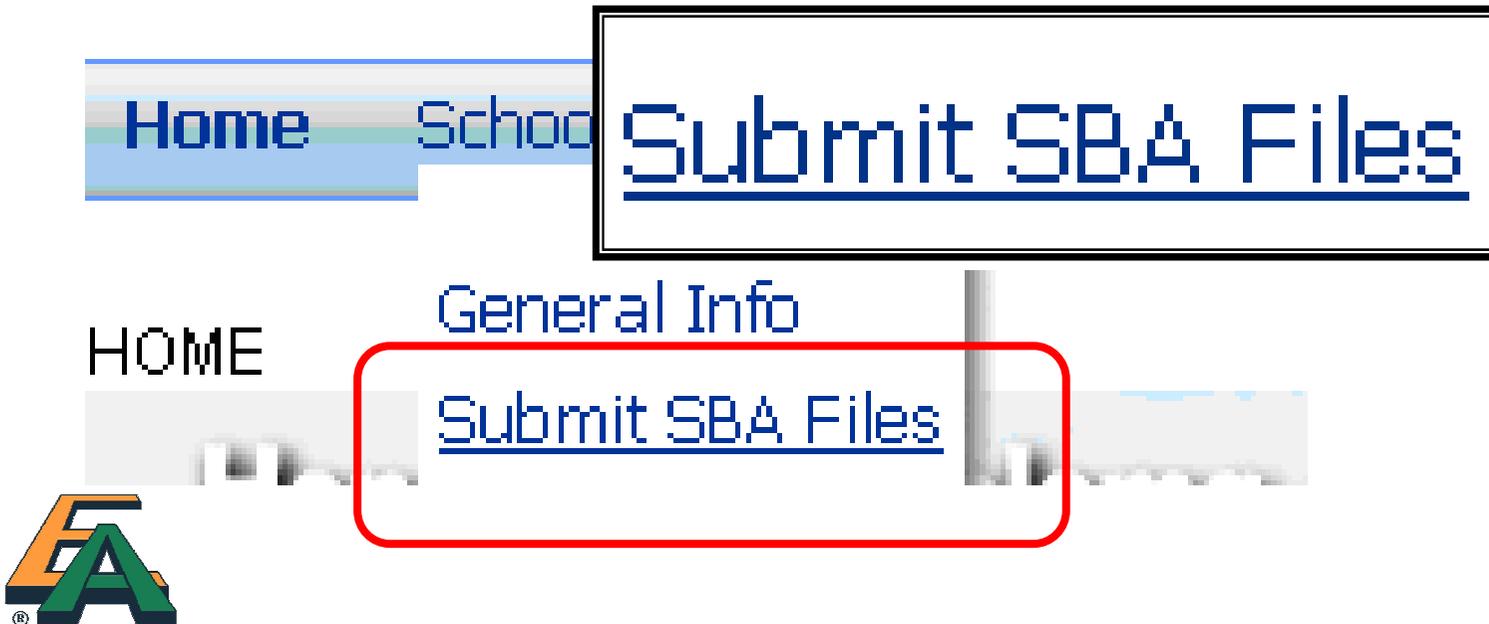


# Submit Mark Data File



# Submit Mark Data File

- The procedures are similar to those performed in S5 submission.
- Check and confirm the accuracy of the marks before submitting the Mark Data File.



### Submit SBA Files

#### Instructions:

- 1) Click the "Upload" button.
- 2) Select the "File Type".
- 3) Click the "Browse..." button to select the file you plan to upload.
- 4) Input description. (optional)
- 5) Click the "Upload" button to start upload.

#### Remarks:

Click [here](#) for the details of file naming convention.

Re-submission of SBA Mark Data File is not allowed when it is pending for endorsement.

Refresh

Title	Status	Description
 Student List / other SBA Files (if any)		



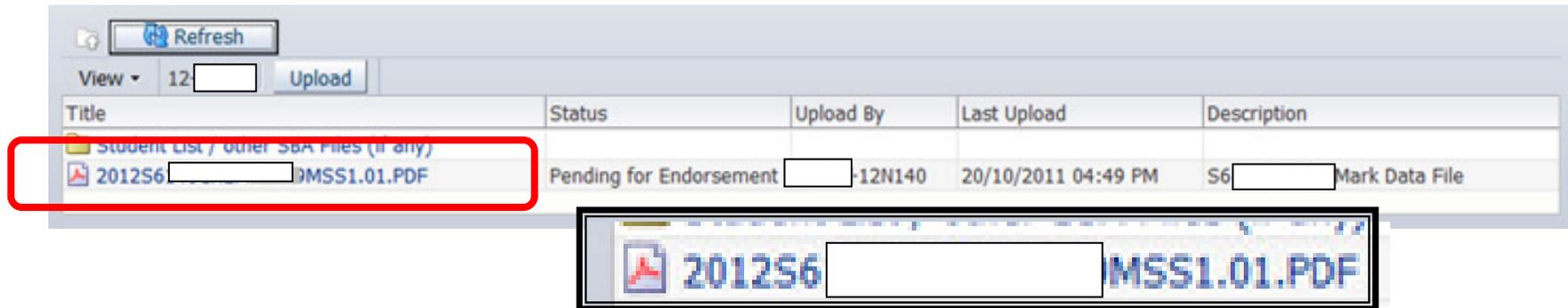
### Submit SBA Files

Mark Data File  Student List

File To Upload Description



- The file is displayed in the list awaiting the Principal's endorsement as below.



The screenshot shows a file management interface with a table of files. The table has columns for Title, Status, Upload By, Last Upload, and Description. A red box highlights the file '2012S6 [redacted] MSS1.01.PDF' in the Title column. A black box highlights a preview of the same file, showing a PDF icon and the text '2012S6 [redacted] MSS1.01.PDF'.

Title	Status	Upload By	Last Upload	Description
Student List / Other S&A Files (if any)				
2012S6 [redacted] MSS1.01.PDF	Pending for Endorsement	[redacted]-12N140	20/10/2011 04:49 PM	S6 [redacted] Mark Data File



# **Submit Student List for SBA Work Submission**



# Submit Student List for SBA Work Submission

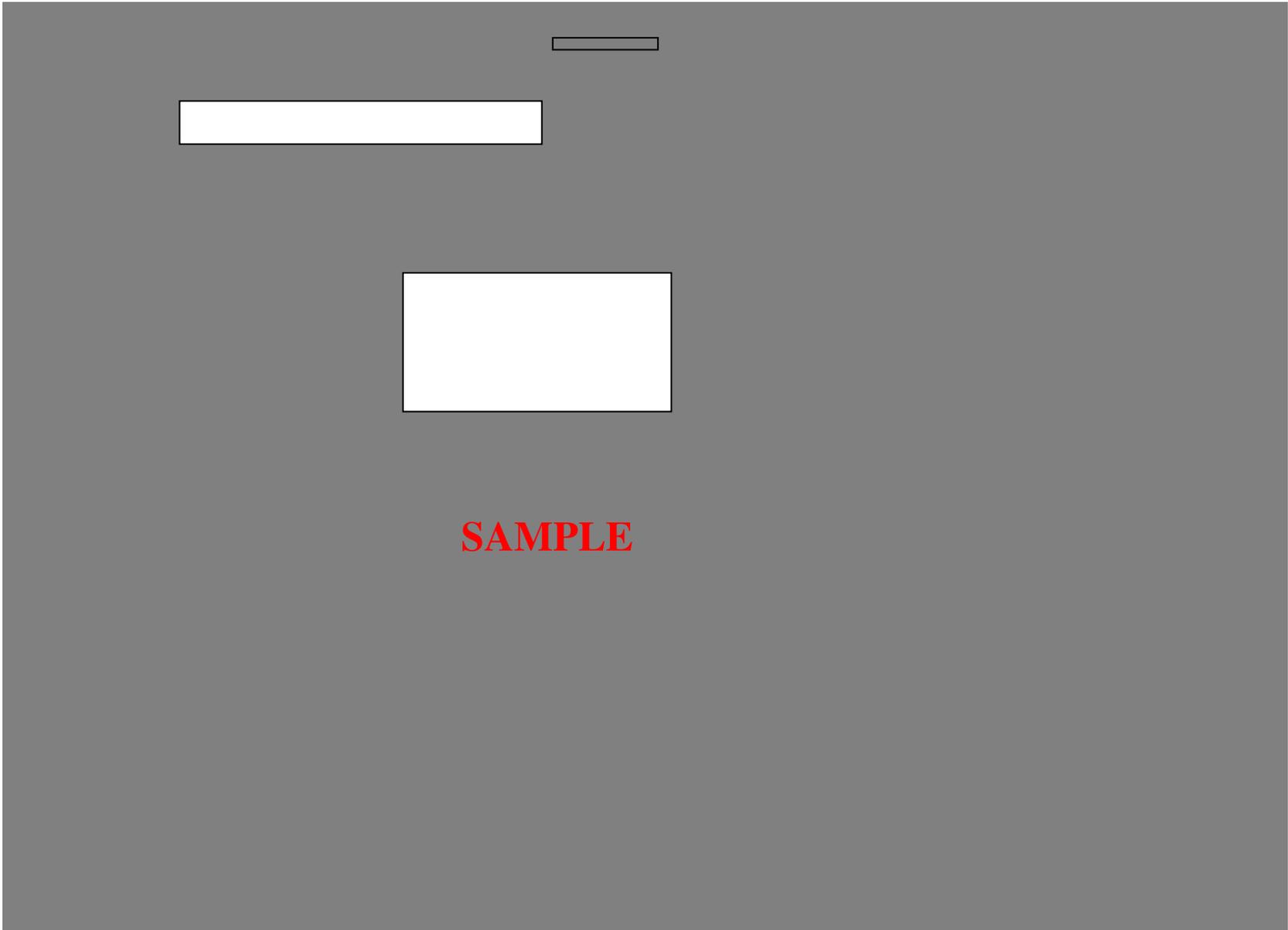
- Student list is a list generated by the SBA software after all the marks are entered to facilitate the SBA work submission.
- It shows the 6 students, selected by the software, who need to submit their work.



# Submit Student List for SBA Work Submission

- **After the Principal has endorsed the Mark Data File**, the Subject Panel should **generate the “Student List for SBA Work Submission”** by selecting **“Reports and Charts > Student List for SBA Work Submission”** in the menu of the SBA Software.
- If the Student Work is in good order, please **complete the Student List** appropriately.





**SAMPLE**



- If the work of any chosen student **cannot be located**, or involves any irregularities (such as mark penalty being imposed due to plagiarism or late submission), please **report to the HKEAA (3628 8055)** and request for a change of student(s) for work submission.
- Please **fax the Student List and the Percentile Table to the HKEAA at 3628 8091** for replacement.
- After confirming the arrangement, the **HKEAA will fax an amended version** of the Student List to the school.



- The **Principal** should **sign** in the designated place, and the List should be stamped with the **school seal**.
- Then **scan** the Student List into a pdf file, and name it as **DAT(SL).pdf**
- Then **upload** the Student List through the Online Services. The system can only **store 1 Student List file**.
- Procedure similar to uploading Mark Data File.



# Submit Student Work



# School inspection

- School inspection will be conducted from February to April 2012
- No Student Work should be sent to the HKEAA offices.
- Please be reminded that the **Student List** should be submitted **online**.



# Supports



# Supports

Reference Materials and Enquiries:

<http://www.hkeaa.edu.hk/> > School-based Assessment  
> SBA for HKDSE



The screenshot displays the HKEAA website's 'School-based Assessment' page. The header includes the HKEAA logo and navigation links such as 'Home', 'About HKEAA', 'Resources', 'Online Services', 'Media', 'Career', and 'Tender'. A search bar is located in the top right corner. The main content area features a blue sidebar with a menu listing 'HKCEE', 'HKALE', 'HKDSE', 'School-based Assessment', 'International Recognition', 'BCA/TSA', 'LPAT', and 'Other Exams and Assessments'. The central content area is titled 'School-based Assessment (SBA)' and includes a photograph of students in a classroom. Below the photo, there is a detailed description of SBA: 'In the contexts of public assessment, School-based Assessment (SBA) refers to assessments administered in schools and marked by the students' own teachers. SBA marks awarded will count towards students' public assessment results.' A second paragraph explains the rationale for SBA: 'The primary rationale for SBA is to enhance the validity of the assessment, by including the assessment of outcomes that cannot be readily assessed within the context of a one-off public examination. SBA can also reduce dependence on the result of public examinations, which may not always provide the most reliable indication of the actual abilities of candidates. Obtaining assessments based on student performance over an extended period of time and developed by those who know the students best - their subject teachers - provides a more reliable assessment of each student. Another reason for including SBA is to promote a positive impact on teaching and learning. It can serve to motivate students by engaging them in meaningful activities; and for teachers, it can reinforce curriculum aims and good teaching practices, and provide structure and significance to an activity that they are in any case'.



# Online Demonstration

- “Online Demonstration Kit” (操作示範) to illustrate the step-by-step procedures in completing the process. **Available by Mid Nov 2011.**

The screenshot shows the HKDSE Chinese Language V2.0 installation window. The window title is "2012 HKDSE Chinese Language V2.0". The installation progress bar is at 100%. The window lists the following components: HKEAA, 2012 HKDSE Chinese Language V2.0, Maintenance, and Microsoft Office. The "Default Prog" button is highlighted. The window also has a "Shut down" button. The background shows a Windows 7 desktop with the Start menu open, displaying the "2012 HKDSE Chinese Language V2.0" application.

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

管理員  
流程

下載軟件 • 安裝軟件 輸出檔案 返回

下載一 - 簡介  
下載二 - 路徑  
下載三 - 確定  
下載四 - 安裝中  
下載四 - 完成  
下載五 - 執行路徑

| 聯絡我們 | 使用條款 | 私隱聲明 | 免責聲明 |

The screenshot shows the user login interface for the HKDSE Chinese Language V2.0 software. The interface is in Chinese and includes fields for "用戶編號" (User ID) and "密碼" (Password). There is a "登入" (Login) button and a "填寫後按登入" (Click Login after filling) button. The interface also has a "English" link. The background shows a Windows 7 desktop with the Start menu open, displaying the "2012 HKDSE Chinese Language V2.0" application.

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

管理員  
流程

• 下載軟件 安裝軟件 輸出檔案 返回

下載一 - 輸入密碼  
下載二 - 一般資料  
下載三 - 下載校本評核軟件  
下載四 - 下載頁面  
下載五 - 儲存

| 聯絡我們 | 使用條款 | 私隱聲明 | 免責聲明 |



# User Manual

- Available on HKEAA website  
(<https://www.hkdse.hkeaa.edu.hk>)



# Handbook for SBA S6 Submissions (New)

- To be distributed to schools and available on HKEAA website by **early Nov 2011**
- Read together with the User Manual



# Useful Tips for Handling Student Work Files

- Resizing pictures
- Converting hard copy to pdf with minimum file size by a scanner or a photocopying machine with scanning function
- Zipping several files into a single file
- Compressing pictures/images using Microsoft Word
- Converting Word documents to pdf



# Technical Review Sessions for SBAS S6 submission (Optional)

## Aim:

- To demonstrate the operation of SBAS with a focus on S6 mark, student work and other file submission

## Target audience:

- Current S6 teacher responsible for 2012 SBA submissions

Session	Date & Time	Venue
A	12 Dec 2011 (Mon) 5:00 pm – 6:30 pm	G/F, Lai King Assessment Centre, HKEAA
B	17 Dec 2011 (Sat) 9:00 am – 10:30 am	

- Online enrolment at first-come-first-served basis (Deadline: 10 Dec 2011)

<http://esurvey.hkeaa.edu.hk/SBAS6>



# Supplementary Workshops (Optional)

- Aim:
  - Facilitate teachers with technical issues in using SBAS for S6 submissions
- The following will be covered:
  - Structured hands-on exercise
  - Technical consultation in special problems teachers may encounter

Mon	Tue	Wed	Thu	Fri
			5 JAN Workshop	6 JAN Workshop
9 JAN Workshop	10 JAN Workshop	11 JAN Workshop		



- Time: Session A: 4:30 pm – 5:30 pm  
Session B: 5:30 pm – 6:30 pm
- Enrolment by calling 3628 8333 starting from 12 Dec 2011



# Enquiry Hotlines

- Subject Matters:
  - 3628-8070
  - 3628-8055
- Technical Issues:
  - 3628-8333

