



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

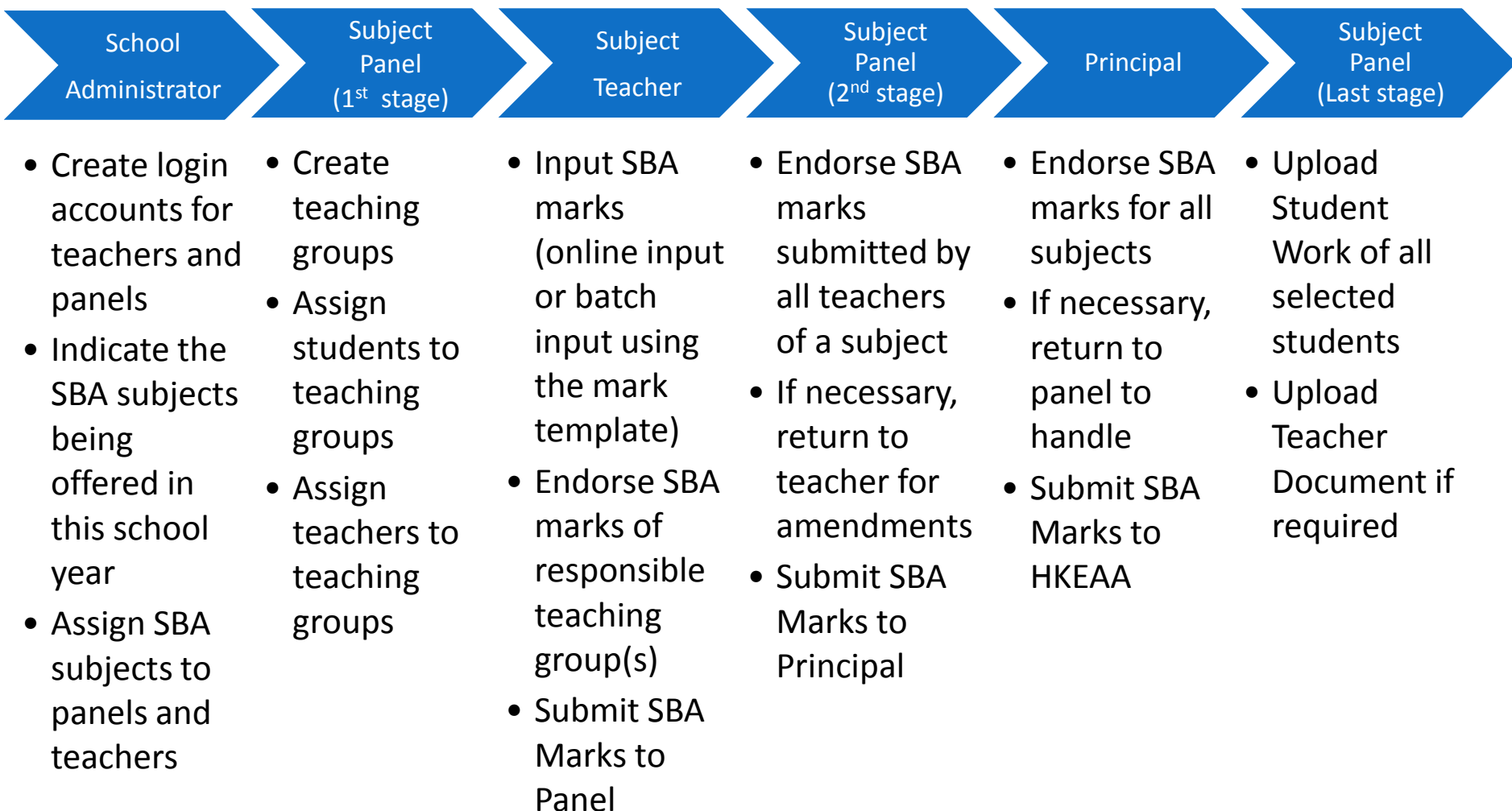
Hong Kong Diploma of Secondary Education School-based Assessment System (SBAS) Operation Guide (Literature in English)

December 2017



Overview of the SBA submission process

Overview of the SBA submission process



HKDSE Online Services

www.hkdse.hkeaa.edu.hk



User ID

Login Password

Login

Forgot Login Password

中文

HOME

Hong Kong Diploma of Secondary Education (HKDSE) Examination Online Services



Welcome to the Hong Kong Diploma of Secondary Education Examination (HKDSE) Online Services. You can access various services such as registration, submission of school-based assessment marks, application for special examination arrangements, etc.



Events and Activities

Description	Date of Application / Submission	Payment Deadline (if applicable)	Reference Document
User Account Operation - with new Password Policy effective from 30 September 2016	-	-	Simplified Account Activation Procedure (School Accounts) User Manual (School Accounts)

News & Notice



Notice of System Maintenance

The HKDSE Examination Online Services will be temporarily unavailable due to system maintenance **from 5:00pm to 7:00pm, 29 Sep 2017**. Please accept our apologies for any inconvenience caused.

What's New

Registration for 2018 HKDSE Examination: From 13 September to 9 October 2017

Payment Deadline: By 11:59 p.m. on 16 October 2017

Input User ID and Password, click 'Login'

[Home](#) [School-based Assessment System](#)

HOME

Hong Kong Diploma of Secondary Education (HKDSE) Examination Online Services

News & Notice

Notice of System Maintenance

The HKDSE Examination Online Services will be temporarily unavailable due to system

Welcome to the Hong Kong Diploma of Secondary Education Examination (HKDSE) Online Services. You can access various services such as registration, submission of school-based assessment arrangements, etc.



Events and Activities

Description

Date
Applic.
Submi

User Account Operation - with new Password Policy - effective from 30 September 2016

Registration

HKDSE 2018

13 September
October 2017

Special Examination Arrangements

Application for Special Examination Arrangements - 6 to 27 September 2018 and 2019 HKDSE Category A Subjects 2017

School-based Assessment (SBA)

[Home](#) [School-based Assessment System](#)

Home > School-based Assessment System



HKDSE Examination School-based Assessment System

Welcome to the School-based Assessment System. Please click the icon on the right to enter the system.

SBA Online System

The HKDSE School-based Assessment System provides an online platform for schools to submit SBA Marks, Student Work and Teacher Document for the HKDSE Examination efficiently.

Useful Information

[2017 SBA Requirements and Schedule of Submissions](#)

The School-based Assessment System User Manual

- [1. Introduction](#)
- [2. Login to the SBA system](#)
- [3. Teacher section](#)
- [4. Panel section](#)
- [5. Principal section](#)
- [6. Appendix I: Submission of Student Work to the HKEAA Office \(only for English Language\)](#)
- [7. Appendix II: File naming convention](#)
- [8. Appendix III: Useful tips for handling Student Work files](#)

Forms

[Student Declaration Form for School-based Assessment \(SBA\)](#)
[Plagiarism Report in School-based Assessment \(SBA\) \(for serious plagiarism case\)](#)
[Application for Exemption for School-based Assessment \(SBA\)](#)

School-based
Assessment
System

>> Enter

Enquiry

General Enquiry:
Tel: (852) 3628-8860
Email: dse@hkeaa.edu.hk

System Requirement

Hong Kong Supplementary Character Set (HKSCS)

Browser
Internet Explorer 8; Firefox 3.5 or above
with Cookies and JavaScript enabled.

Adobe Acrobat Reader 8 or above



Subject Panel (1st stage)

Subject Panel

Assign
Teaching
Group

- Assign students to Teaching Groups
- Assign teachers to Teaching Groups

Teachers
input
marks

Submit to
principal

- Review all the SBA marks of the subject, and submit to Principal
- If necessary, return the marks to teacher for amendment

Upload
files

- Upload Student Work of the selected students
- Upload Teacher Document (if applicable)

Subject Panel – assign teaching group

Click 'Assign Teaching Group'



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Hong
School-ba

Subject Admin. ▾

SBA Marks ▾

Upload Files ▾

Reports ▾

Assign Teaching
Group

Assign Teaching Group

Subject Panel – assign teaching group

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

🏠 / Subject Admin. / Assign Teaching Group

Subject : 2018 - Literature in English 英語文學 ▾

Teaching Group : All Students ▾

Class Name : All Classes ▾

Search

1. Choose subject

2. Choose class

3. Click 'Search'

Subject Panel – assign teaching group

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾ 中文 English Exit

Subject Admin. / Assign Teaching Group

Subject : 2018 - Literature in English 英語文學 ▾

Teaching Group : All Students ▾ Class Name : All Classes ▾ Search

Assign » Unassign » Switch Group » Rename Group »

Total number of student(s) 9

<input checked="" type="checkbox"/>	Class Name ▴	Class No ▴	Doc. No ▴	Student Name ▴	Teaching Group ▴
<input checked="" type="checkbox"/>	6B	1	187468330	CANDIDATE NAME 187468330	[unassigned]
<input checked="" type="checkbox"/>	6B	1	187398274	CANDIDATE NAME 187398274	[unassigned]
<input checked="" type="checkbox"/>	6B	1	187609788	CANDIDATE NAME 187609788	[unassigned]
<input checked="" type="checkbox"/>	6B	1	188967852	CANDIDATE NAME 188967852	[unassigned]
<input checked="" type="checkbox"/>	6B	1	188253938	CANDIDATE NAME 188253938	[unassigned]
<input checked="" type="checkbox"/>	6C	1	188926860	CANDIDATE NAME 188926860	[unassigned]
<input checked="" type="checkbox"/>	6C	1	188532035	CANDIDATE NAME 188532035	[unassigned]
<input checked="" type="checkbox"/>	6D	1	187575585	CANDIDATE NAME 187575585	[unassigned]
<input checked="" type="checkbox"/>	6D	1	187760013	CANDIDATE NAME 187760013	[unassigned]

4. Choose students

5. Click 'Assign'

- Student data automatically retrieved from the registration system
- All student data should be correct, no need for the school to follow up

Subject Panel – assign teaching group

Assign/Switch the selected student(s) to the following Teaching Group

Assign To Teacher :

Lee C C (88888-LITE)

☒ Enter a New Group : ☐ or Existing group :

LITE-Gp01|

Save

Cancel

6. Choose teacher

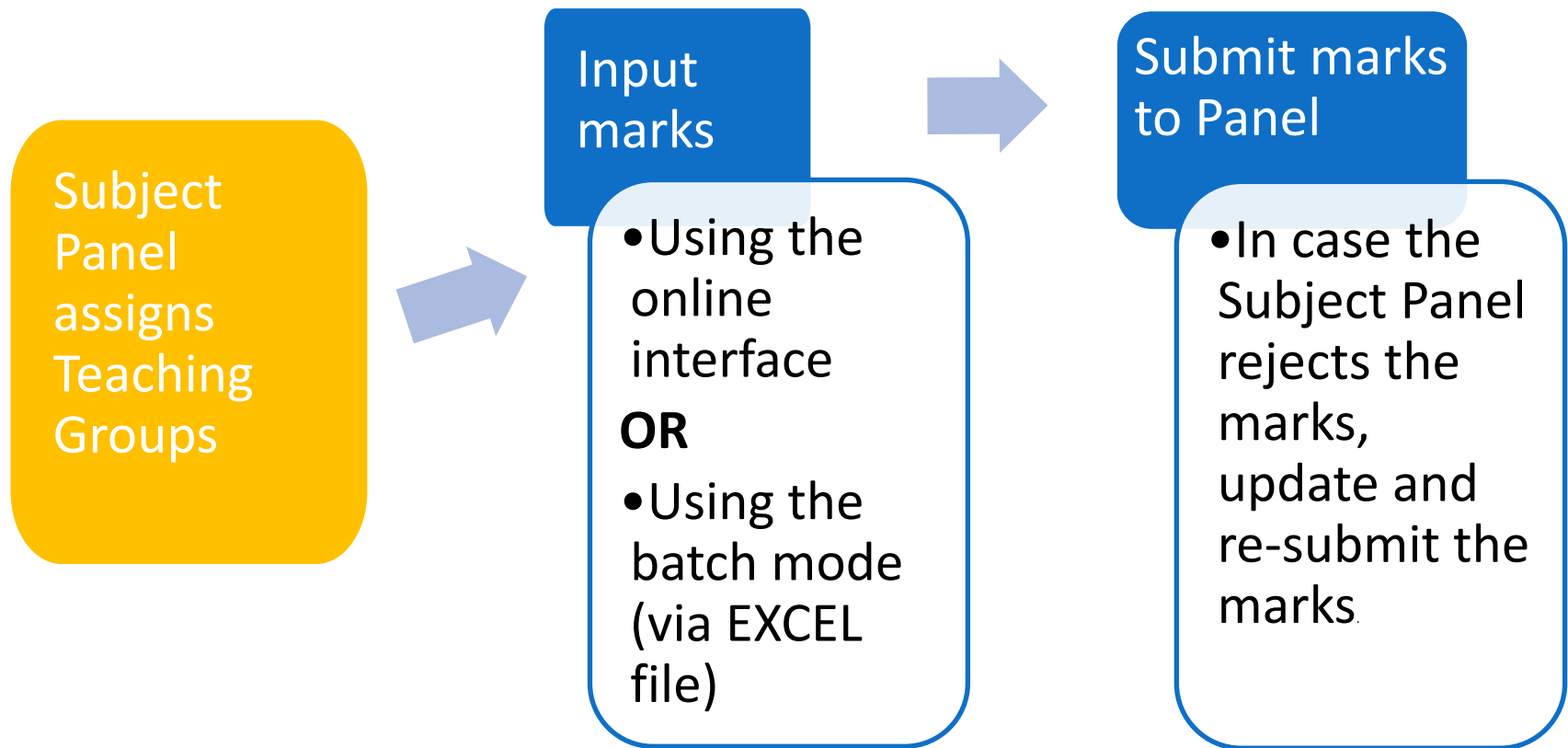
7. Enter the group name

8. Click 'Save'



Subject Teacher

Subject Teacher



Subject Teacher – input marks

Click 'Input Marks'

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Hong Kong
School-based Assessment (SBA)

Subject Admin. SBA Marks Reports

Input Marks
Batch Input Marks
Submit to Panel

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香港中學文憑考試 - 校本評核系統

Select Language 選擇語言 English

Subject Teacher – input marks

The screenshot shows a web interface for 'SBA Marks' with a navigation bar at the top containing 'Subject Admin.', 'SBA Marks', 'Upload Files', and 'Reports'. Below the navigation bar is a breadcrumb trail: 'Home / SBA Marks / Input Marks'. The main form has two dropdown menus: 'Subject' and 'Teaching Group'. The 'Subject' dropdown is currently set to '2018 - Literature in English 英語文學'. The 'Teaching Group' dropdown is set to 'All My Teaching Groups'. A blue 'Search' button is located to the right of the dropdowns. Three numbered instructions are overlaid on the image: '1. Choose subject' points to the 'Subject' dropdown, '2. Choose Teaching Group' points to the 'Teaching Group' dropdown, and '3. Click 'Search'' points to the 'Search' button.

Subject Admin. SBA Marks Upload Files Reports

Home / SBA Marks / Input Marks

Subject 2018 - Literature in English 英語文學

Teaching Group All My Teaching Groups

Search

1. Choose subject

2. Choose Teaching Group

3. Click 'Search'

Subject Teacher – input marks

Instruction >

Show / Hide Columns

Check Completion of Mark Input

Total number of student(s): 9			
Class Name	Student Name (Eng)	Portfolio (0 - 33)	
6B/1	CANDIDATE NAME 187398274	<input type="text"/>	
6B/1	CANDIDATE NAME 187468330	25	
6B/1	CANDIDATE NAME 187609788	17	
6B/1	CANDIDATE NAME 188253938	19	
6B/1	CANDIDATE NAME 188967852	30	
6C/1	CANDIDATE NAME 188532035	28	
6C/1	CANDIDATE NAME 188926860	27	
6D/1	CANDIDATE NAME 187575585	29	

SAME SBA requirements for normal candidates, S6 repeaters and transfer students.

Mark input should be an integer (0-33) within the mark range;

E= Exemption*;

F= Fail to submit;

P= Plagiarism

* For exemption cases, prior approval by HKEAA is needed.

Save



Subject Teacher – input marks

Instruction >

Show / Hide Columns

Check Completion of Mark Input

Total number of student(s): 9

Class Name	Student Name (Eng)	Portfolio (0 - 33)
6B/1	CANDIDATE NAME 187398274	<input type="text"/>
6B/1	CANDIDATE NAME 187468330	<input type="text" value="25"/>
6B/1	CANDIDATE NAME 187609788	<input type="text" value="17"/>
6B/1	CANDIDATE NAME 188253938	<input type="text" value="19"/>
6B/1	CANDIDATE NAME 188967852	<input type="text" value="30"/>
6C/1	CANDIDATE NAME 188532035	<input type="text" value="28"/>
6C/1	CANDIDATE NAME 188926860	<input type="text" value="27"/>
6D/1	CANDIDATE NAME 187575585	<input type="text" value="29"/>

Save

Click 'Check Completion of Mark Input' to check whether the marks for all students have been entered.

Subject Teacher – batch input



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Subject Admin. ▾

SBA Marks ▾

Reports ▾

Input Marks

Batch Input Marks

Submit to Panel



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香港中學文憑考試 - 校本評核系統

Assessment (SBA)

Select Language 選擇語言 English ▾

Subject Teacher – batch input

The screenshot shows the 'Batch Input Marks' page in the SBA Marks system. At the top is a navigation bar with links: 'Subject Admin.', 'SBA Marks', 'Upload Files', and 'Reports'. Below this is a breadcrumb trail: 'Home / SBA Marks / Batch Input Marks'. The main content area includes a 'Subject :' dropdown menu currently set to '2018 - Literature in English 英語文學'. Below the subject menu is the 'Upload Mark File :' section, which includes a file selection button labeled '瀏覽...' and the text '未選擇檔案。' in red. To the left of this section is an 'Instruction »' button. To the right are two blue buttons: 'Upload' and 'Download Mark Template'. Two blue lines with arrows point from the 'Subject :' dropdown to a box labeled '1. Choose subject', and from the 'Download Mark Template' button to a box labeled '2. Download Mark Template'.

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

Home / SBA Marks / Batch Input Marks

Subject : 2018 - Literature in English 英語文學 ▾

Upload Mark File : 瀏覽... 未選擇檔案。
(xls or xlsx only)

Instruction »

Upload Download Mark Template

1. Choose subject

2. Download Mark Template

Subject Teacher – batch input

3.Input marks in the EXCEL file

	A	B	C	D	E	F	G	H
	Class Name	Class No.	Doc No.	Teaching Group Name	Student Name (Eng)	Student Name (Chi)	R/T (R, T, or blank)	Portfolio (0 - 33)
1								
2	6B	1	187398274	LITE-GP01	CANDIDATE NAME 187398274	考生 187398274		32
3	6B	1	187468330	LITE-GP01	CANDIDATE NAME 187468330	考生 187468330		26
4	6B	1	187609788	LITE-GP01	CANDIDATE NAME 187609788	考生 187609788		28
5	6B	1	188253938	LITE-GP01	CANDIDATE NAME 188253938	考生 188253938		27
6	6B	1	188967852	LITE-GP01	CANDIDATE NAME 188967852	考生 188967852		29
7	6C	1	188532035	LITE-GP01	CANDIDATE NAME 188532035	考生 188532035		E
8	6C	1	188926860	LITE-GP01	CANDIDATE NAME 188926860	考生 188926860		F
9	6D	1	187575585	LITE-GP01	CANDIDATE NAME 187575585	考生 187575585		0
10	6D	1	187760013	LITE-GP01	CANDIDATE NAME 187760013	考生 187760013		24
11								

* For the R/T column, please leave it blank.

Subject Teacher – batch input

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

🏠 / SBA Marks / Batch Input Marks

Subject : 2018 - Literature in English 英語文學 ▾

Upload Mark File : 瀏覽... 未選擇檔案。
(xls or xlsx only)

[Instruction »](#)

[Upload](#) [Download Mark Template](#)

4. Choose file

5. Upload mark file

Subject Teacher – batch input

Subject Admin. SBA Marks Upload Files Reports

SBA Marks Batch Input Marks Preview

Subject : 2018 - Literature in English

Teacher Name : Lee C C (88888-LITE)

6. Confirm batch input marks

Confirm Batch Input Marks

Cancel

Download Error Report

Total number of students: 9

Show / Hide Columns

Row No. ▲	Error Details ▼	Class Name / No. ▼	Student Name (Eng) ▼	Portfolio (0-33)	
2		6B / 1	CANDIDATE NAME 187398274	32	
3	---	6B / 1	CANDIDATE NAME 187468330	26	
4	---	6B / 1	CANDIDATE NAME 187609788	28	
5	---	6B / 1	CANDIDATE NAME 188253938	27	
6	---	6B / 1	CANDIDATE NAME 188967852	29	
7	---	6C / 1	CANDIDATE NAME 188532035	27	
8	---	6C / 1	CANDIDATE NAME 188926860	22	
9	---	6D / 1	CANDIDATE NAME 187575585	25	
10	---	6D / 1	CANDIDATE NAME 187760013	24	

Confirm Batch Input Marks

Cancel

Submit marks to Panel



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Subject Admin. ▾

SBA Marks ▾

Reports ▾

Input Marks

Batch Input Marks

Submit to Panel

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香港中學文憑考試 - 校本評核系統

Assessment (SBA)

Select Language 選擇語言 English ▾

Submit marks to Panel

1. Choose subject

2. Click 'Search'

3. Click 'Submit to Panel'

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾ 中文 English Exit

Home / SBA Marks / Submit to Panel

Exam Year / Subject : 2018 - Literature in English 英語文學 ▾ Search

Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports	
2018	Literature in English	01-07-2017	31-07-2017	9	9 / 9	Mark Input	27-07-2017 11:25:22	Mark Summary Sheet by Teaching Group ▾ View	Submit to Panel
	LITE-GP01				9 / 9			Mark Summary Sheet by Teaching Group ▾ View	

Submit marks to Panel

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

Home / SBA Marks / Submit to Panel / Mark List

Start > Step 1 > Step 2 > Finish
Submit to Panel Mark List Declaration Acknowledgement

Exam Year : 2018 Subject : Literature in English Panel Name : Lee C C (88888-LITE)

I confirm the following :

- To my best knowledge, the work presented for assessment is the students' own work. Penalty has been imposed for plagiarised work according to the seriousness. A report will be submitted to the HKEAA for the 'P' case(s) identified.
- All the marks are correct.

Total number of student(s) : 9

Class Name / No. ▴	Teaching Group ▴	Student Name (Eng) ▴	Student Name (Chi) ▴	Final Mark ▾	Portfolio (0-33)	
6B / 1	LITE-GP01	CANDIDATE NAME 187398274	考生 187398274	96.97	32	
6B / 1	LITE-GP01	CANDIDATE NAME 188967852	考生 188967852	87.88	29	
6B / 1	LITE-GP01	CANDIDATE NAME 187609788	考生 187609788	84.85	28	
6B / 1	LITE-GP01	CANDIDATE NAME 188253938	考生 188253938	81.82	27	
6C / 1	LITE-GP01	CANDIDATE NAME 188532035	考生 188532035	81.82	27	
6B / 1	LITE-GP01	CANDIDATE NAME 187468330	考生 187468330	78.79	26	
6D / 1	LITE-GP01	CANDIDATE NAME 187575585	考生 187575585	75.76	25	
6D / 1	LITE-GP01	CANDIDATE NAME 187760013	考生 187760013	72.73	24	
6C / 1	LITE-GP01	CANDIDATE NAME 188926860	考生 188926860	66.67	22	
Mean				80.81	26.67	

4. Check the marks and click **'Next'**

Back to Submission page

Next >>

Submit marks to Panel

Start > Step 1 > Step 2 > Finish
Submit to Panel Mark List Declaration Acknowledgement

Exam Year : 2018 Subject : Literature in English Panel Name : Lee C C (88888-LITE)

I confirm that teacher-student relationship (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home), if any, has been declared as follows:

Total number of student(s): 9					
Class Name / No.	Document Type	Document No.	Candidate Name	Candidate Name (Chi)	Please enter Relative Declaration (Teacher Name(s)) if applicable (Max. 255 chars)
6B / 1	HKID	187398274	CANDIDATE NAME 187398274	考生187398274	
6B / 1	HKID	187468330	CANDIDATE NAME 187468330	考生187468330	Chan Tai Man (father)
6B / 1	HKID	187609788	CANDIDATE NAME 187609788	考生187609788	
6B / 1	HKID	188253938	CANDIDATE NAME 188253938	考生188253938	
6B / 1	HKID	188967852	CANDIDATE NAME 188967852	考生188967852	
6C / 1	HKID	188532035	CANDIDATE NAME 188532035	考生188532035	
6C / 1	HKID	188926860	CANDIDATE NAME 188926860	考生188926860	
6D / 1	HKID	187575585	CANDIDATE NAME 187575585	考生187575585	
6D / 1	HKID	187760013	CANDIDATE NAME 187760013	考生187760013	

Input teacher-student relationship, if any

<< Back

Finish

Click 'Finish'

Submit marks to Panel

Declaration

1. To my best knowledge, the work presented for assessment is the students' own work. Penalty has been imposed for plagiarised work according to the seriousness. A report will be submitted to the HKEAA for the 'P' case(s) identified.
2. All the marks are correct.
3. I confirm that teacher-student relationship (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home), if any, has been declared.

☒ I confirm the above-mentioned.

Submit

Cancel

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

[/](#) [SBA Marks](#) / [Submit to Panel](#) / Acknowledgement

The SBA marks of the following subject have been submitted successfully to the Panel.

Exam Year : 2018

Subject : Literature in English

Panel Name : Lee C C (88888-LITE)

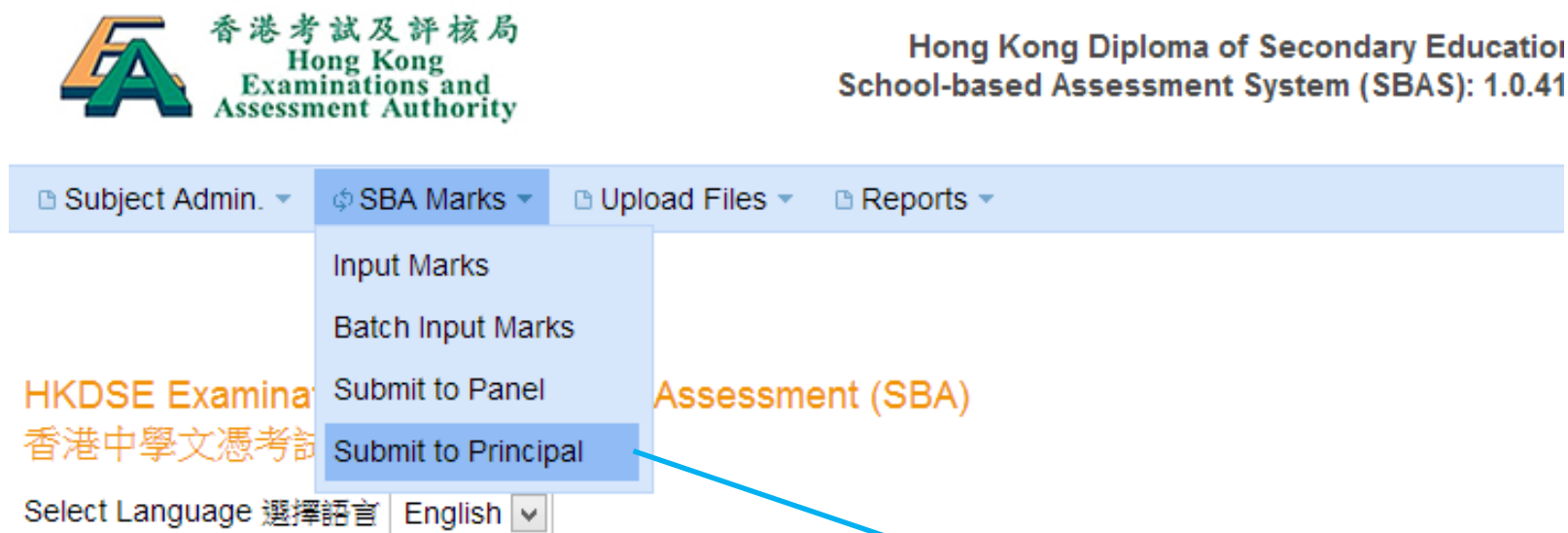
Submit another Subject

Click 'Submit'



Subject Panel (2nd stage)

Subject Panel – submit to principal



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Hong Kong Diploma of Secondary Education
School-based Assessment System (SBAS): 1.0.41

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

- Input Marks
- Batch Input Marks
- Submit to Panel
- Submit to Principal

HKDSE Examination
香港中學文憑考試

Assessment (SBA)

Select Language 選擇語言 English ▾

Mouse over the SBA Marks menu
and then click **‘Submit to Principal’**

Subject Panel – submit to principal

Subject Admin. SBA Marks Upload Files Reports

/ SBA Marks / Submit to Principal

Exam Year / Subject : 2018 - Literature in English 英語文學 Search

Select subject and click 'Search'

Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports	
2018	Literature in English	01-07-2017	31-07-2017	9	9 / 9	Submitted to Panel	27-07-2017 11:29:42	Mark Summary Sheet by School View	Submit to Principal
	Lee C C (88888-LITE)				9 / 9	Submitted to Panel	27-07-2017 11:29:42	Mark Summary Sheet by Teaching Group View	Reject to Teacher »

Click '**Submit to Principal**' to start the submission. If necessary, click '**Reject to Teacher**' to return the marks to teacher for amendment.

Subject Panel – submit to principal

Subject Admin. SBA Marks Upload Files Reports

SBA Marks / Submit to Principal / Mark List

Start > Step 1 > Step 2 > Step 3 > Finish
Submit to Principal Mark List Declaration Network School Acknowledgement

Exam Year : 2018 Subject : Literature in English Panel Name : Lee C C (88888-LITE)

I confirm the following :

- To my best knowledge, the work presented for assessment is the students' own work. Penalty has been imposed for plagiarised work according to the seriousness. A report will be submitted to the HKEAA for the 'P' case(s) identified.
- All the marks are correct

Total number of student(s) : 9

Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	Final Mark	Portfolio (0-33)
6B / 1	LITE-GP01	CANDIDATE NAME 187398274	考生 187398274	96.97	32
6B / 1	LITE-GP01	CANDIDATE NAME 188967852	考生 188967852	87.88	29
6B / 1	LITE-GP01	CANDIDATE NAME 187609788	考生 187609788	84.85	28
6B / 1	LITE-GP01	CANDIDATE NAME 188253938	考生 188253938	81.82	27

Review the marks and
Teacher-Student
relationship

Subject Admin. SBA Marks Upload Files Reports

SBA Marks / Submit to Principal / Declaration

Start > Step 1 > Step 2 > Step 3 > Finish
Submit to Principal Mark List Declaration Network School Acknowledgement

Exam Year : 2018 Subject : Literature in English Panel Name : Lee C C (88888-LITE)

No students have Relative Declarations.

<< Back

Next >>

Subject Panel – submit to principal

Subject Admin. SBA Marks Upload Files Reports 中文 English

SBA Marks / Submit to Principal / Network School

Start > Step 1 > Step 2 > Step 3 > Finish

Submit to Principal Mark List Declaration Network School

Exam Year : 2018 Subject : Literature in English Panel Name : Lee C C (88888-LITE)

Is your school a member of a Network School group ? ☒ Yes ☐ No

NOTE:

SBA marks are subject to moderation on a school basis. There are a small number of cases in which together (the network schools) to offer network programme(s). If students from these network schools are assessed by the same teacher(s) using the same assessment standards in conducting the SBA, it is appropriate to group them into one single moderation group, so that students within the network will receive comparable moderation results.

In the school list below, please select the school(s), if any, is/are networking with each teaching group of the subject.

Teaching Group		LITE-GP01 / (Lee C C (88888-LITE))	
LITE-GP01 (Lee C C (88888-LITE))	View / Edit	Selected:	
		School List	Remark (Optional)
		School Name (English) ^	School Name (Chinese) v
		Code	
<input type="checkbox"/>	Aberdeen Baptist Lui Ming Choi College	香港仔浸信會呂明才書院	10001
<input type="checkbox"/>	Aberdeen Technical School	香港仔工業學校	10002
<input type="checkbox"/>	Belilios Public School	庇理羅士女子中學	10004
<input type="checkbox"/>	Buddhist Ho Nam Kam College	佛教何南金中學	20207
<input type="checkbox"/>	CCC Kung Lee College	中華基督教會公理高中書院	10013
<input type="checkbox"/>	Diocesan Girls' School	拔萃女書院	20244
<input type="checkbox"/>	Fukien Secondary School	福建中學	20250

Declare network schools
(if applicable)

Choose the network school

Subject Panel – submit to principal

Declaration

1.

To my best knowledge, the work presented for assessment is the students' own work. Penalty has been imposed for plagiarised work according to the seriousness. A report will be submitted to the HKEAA for the 'P' case(s) identified.

2.

All the marks are correct.

3.

I confirm that teacher-student relationship (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home), if any, has been declared.

4.

Students in the network, if any, are taught and assessed by the same teacher(s) using the same assessment standards in conducting the SBA.

☒ I confirm the above-mentioned.

Submit

Cancel

Go through the declaration statements and click **'Submit'**

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

/ SBA Marks / Submit to Principal / Acknowledgement

The SBA marks of the following subject have been submitted successfully to the Principal.

Exam Year :

2018

Subject :

Literature in English

Panel Name :

Lee C C (88888-LITE)

NOTE: Please click

Upload Files ▾

 above to see the list of students who need to submit their student works.

Submit another Subject

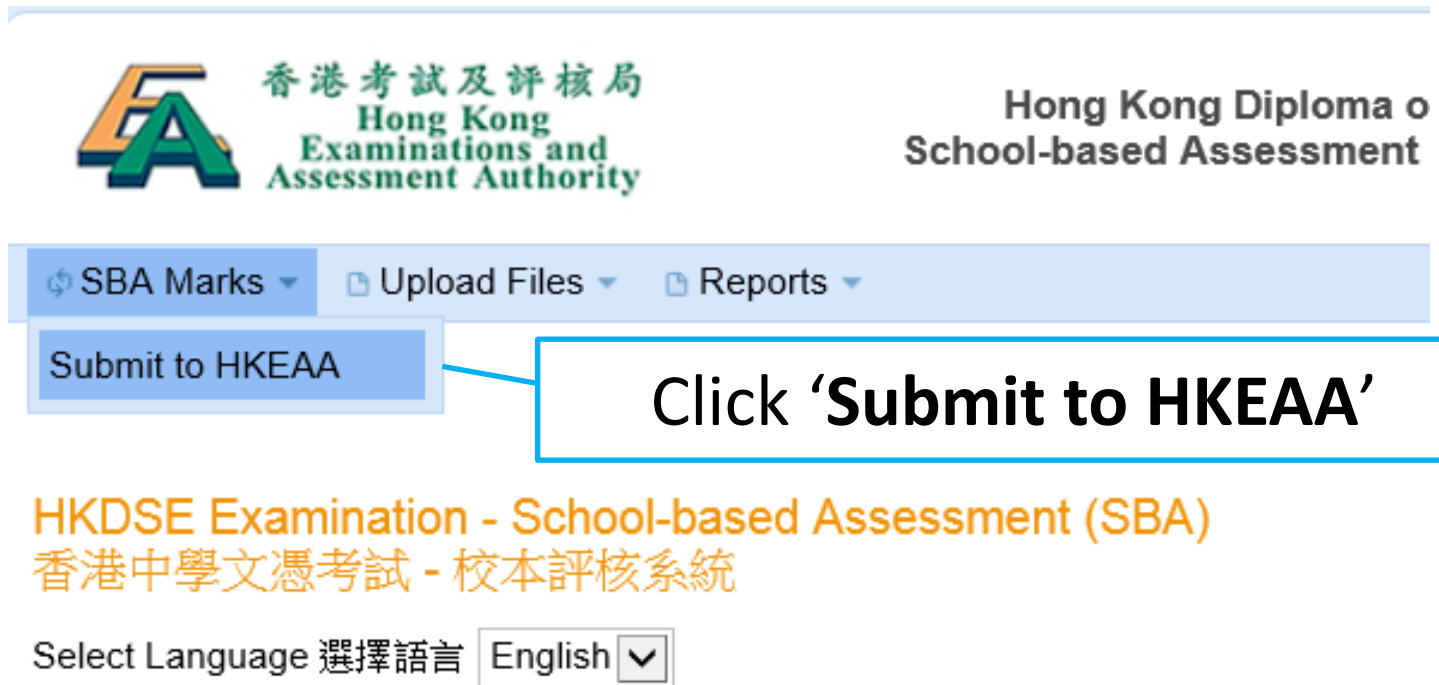


Principal

Principal

- Review SBA marks of all subjects and submit to the HKEAA
- If necessary, return the marks to the panel to handle

Principal – submit to HKEAA



The screenshot shows the HKEAA School-based Assessment (SBA) system interface. At the top left is the HKEAA logo, which consists of a stylized 'EA' in orange and green, followed by the text '香港考試及評核局' (Hong Kong Examinations and Assessment Authority) in Chinese and 'Hong Kong Examinations and Assessment Authority' in English. To the right of the logo is the text 'Hong Kong Diploma of School-based Assessment'. Below the logo and text is a navigation bar with three items: 'SBA Marks' (with a dropdown arrow), 'Upload Files' (with a dropdown arrow), and 'Reports' (with a dropdown arrow). Below the navigation bar is a button labeled 'Submit to HKEAA'. A blue box with a white border and a blue arrow pointing to the 'Submit to HKEAA' button contains the text 'Click 'Submit to HKEAA''. Below the navigation bar and button is the text 'HKDSE Examination - School-based Assessment (SBA)' in orange, followed by '香港中學文憑考試 - 校本評核系統' in orange. At the bottom is a language selection dropdown menu with the text 'Select Language 選擇語言' and a dropdown arrow, with 'English' selected.

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

Hong Kong Diploma of School-based Assessment

SBA Marks ▼ Upload Files ▼ Reports ▼

Submit to HKEAA

Click 'Submit to HKEAA'

HKDSE Examination - School-based Assessment (SBA)
香港中學文憑考試 - 校本評核系統

Select Language 選擇語言 English ▼

Principal – submit to HKEAA

Choose subject and click **'Search'**

The screenshot shows the SBA Marks system interface. At the top, there are navigation links: SBA Marks, Upload Files, and Reports. Below this is a breadcrumb trail: Home / SBA Marks / Submit to HKEAA. The main form area has a label 'Exam Year / Subject :'. To the right of this label is a dropdown menu. The dropdown menu is open, showing two options: 'All my Subjects' (highlighted in blue) and '2018- Literature in English 英語文學'. To the right of the dropdown menu is a blue button labeled 'Search'. A blue box highlights the 'Search' button, and a line points from the instruction text above to it.

SBA Marks Upload Files Reports

Home / SBA Marks / Submit to HKEAA

Exam Year / Subject :

All my Subjects

2018- Literature in English 英語文學

Search

Principal – submit to HKEAA

SBA Marks Upload Files Reports 中文 English Exit

SBA Marks / Submit to HKEAA

Exam Year / Subject : 2018 - Literature in English 英語文學 Search

Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports	
+ 2018	Literature in English	01-07-2017	31-07-2017	9	9 / 9	Submitted to Principal	27-07-2017 11:35:38	Mark Summary Sheet by School View	<div>Submit to HKEAA</div> <div>Reject to Panel »</div> <div>Withdraw from HKEAA »</div>

Click **'Submit to HKEAA'** to start the submission

If necessary, click **'Reject to Panel'** to return the marks to the panel for following up.

Principal – submit to HKEAA

Home / SBA Marks / Submit to HKEAA / Mark List

Start > Step 1 > Step 2 > Step 3 > Finish

Submit to HKEAA Mark List Declaration Network School Acknowledgement

Exam Year : 2018 Subject : Literature in English Panel Name : Lee C C (88888-LITE)

I confirm the following :

- To my best knowledge, the work presented for assessment is the students' own work. Penalty has been imposed for plagiarised work according to the seriousness. A report will be submitted to the HKEAA for the 'P' case(s) identified.
- All the marks are correct.

Total number of student(s) : 9

Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	Final Mark	Portfolio (0-33)
6B / 1	LITE-GP01	CANDIDATE NAME 187398274	考生 187398274	96.97	32
6B / 1	LITE-GP01	CANDIDATE NAME 188967852	考生 188967852	87.88	29
6B / 1	LITE-GP01	CANDIDATE NAME 187609788	考生 187609788	84.85	28
6B / 1	LITE-GP01	CANDIDATE NAME 188253938	考生 188253938	81.82	27
6C / 1	LITE-GP01	CANDIDATE NAME 188532035	考生 188532035	81.82	27
6B / 1	LITE-GP01	CANDIDATE NAME 187468330	考生 187468330	78.79	26
6D / 1	LITE-GP01	CANDIDATE NAME 187575585	考生 187575585	75.76	25
6D / 1	LITE-GP01	CANDIDATE NAME 187760013	考生 187760013	72.73	24
Mean				80.81	26.67

Back to Submission page Next >>

Review the marks
and click **'Next'**

Principal – submit to HKEAA

[SBA Marks](#) [Upload Files](#) [Reports](#)

[Home](#) / [SBA Marks](#) / [Submit to HKEAA](#) / Declaration

Start > **Step 1** > **Step 2** > Step 3 > Finish
Submit to HKEAA Mark List Declaration Network School Acknowledgement

Exam Year : 2018 Subject : Literature in English Panel Name : Lee C C (88888-LITE)

I confirm that teacher-student relationship (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home), if any, has been declared as follows:

Total number of student(s): 1

Class Name / No.	Document Type	Document No.	Candidate Name	Candidate Name (Chi)	Relative Declaration
6B / 1	HKID	187468330	CANDIDATE NAME 187468330	考生 187468330	Chan Tai Man (father)

<< Back

Next >>

Review the Teacher-Student relationship and click '**Next**'

Principal – submit to HKEAA

SBA Marks Upload Files Reports

中文 English

Exit

SBA Marks / Submit to HKEAA / Network School

Start > Step 1 > Step 2 > Step 3 > Finish
Submit to HKEAA Mark List Declaration Network School Acknowledgement

Exam Year : 2018 Subject : Literature in English Panel Name : Lee C C (88888-LITE)

NOTE:

SBA marks are subject to moderation on a school basis. There are a small number of cases in which schools join together (the network schools) to offer network programme(s). If students from these network schools are taught and assessed by the same teacher(s) using the same assessment standards in conducting the SBA, it would be logical to group them into one single moderation group, so that students within the network will receive comparable moderation results.

I confirm that students in the network, if any, are taught and assessed by the same teacher(s) using the same assessment standards in conducting the SBA.

Teaching Group	Teacher Name (Eng)	Teacher Name (Chi)	School Name(s)	Remark
LITE-GP01	Lee C C	--	123 Secondary School (12333) ABC College (99999)	

<< Back

Finish

Review the network school declaration and click **‘Finish’**

Principal – submit to HKEAA

Declaration

1. To my best knowledge, the work presented for assessment is the students' own work. Penalty has been imposed for plagiarised work according to the seriousness. A report will be submitted to the HKEAA for the 'P' case(s) identified.
2. All the marks are correct.
3. I confirm that teacher-student relationship (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home), if any, has been declared.
4. Students in the network, if any, are taught and assessed by the same teacher(s) using the same assessment standards in conducting the SBA.

☒ I confirm the above-mentioned.

Submit

Cancel

SBA Marks Upload Files Reports

[Home](#) / [SBA Marks](#) / [Submit to HKEAA](#) / [Acknowledgement](#)

Go through the
declaration statements
and click **'Submit'**

The SBA marks of the following subject have been submitted successfully to the HKEAA.

Exam Year : 2018

Subject : Literature in English

Panel Name : Lee C C (88888-LITE)

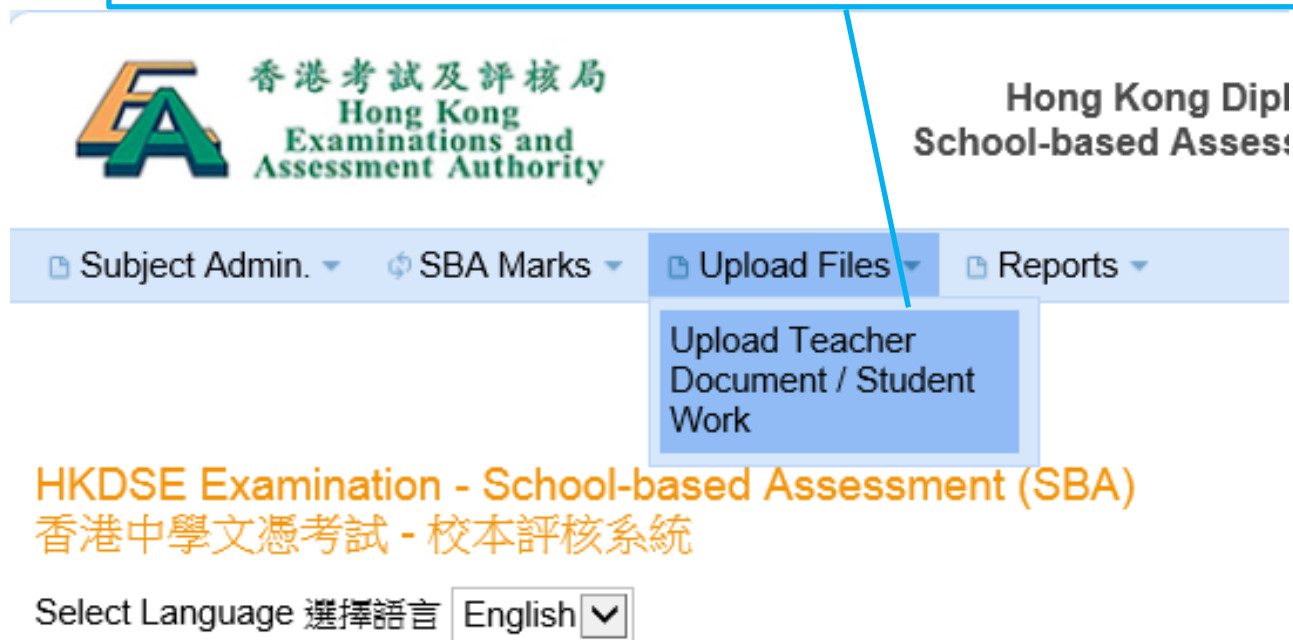
[Submit another Subject](#)



Subject Panel (Last stage)

Subject Panel – upload files

Mouse over the SBA Marks menu and then click
‘Upload Teacher Document / Student Work’



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Examinations and
Assessment Authority

Hong Kong Dipl
School-based Assessment

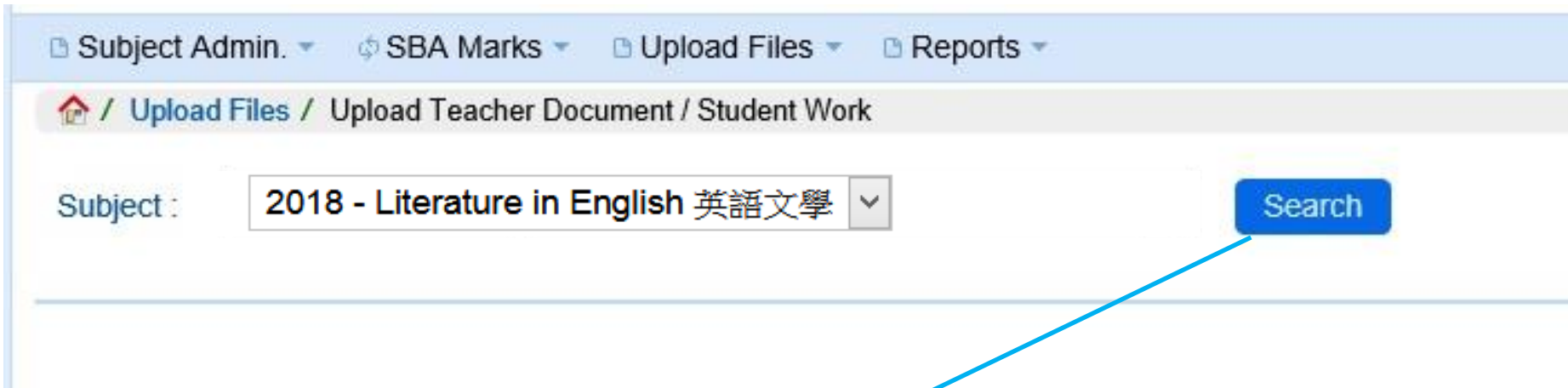
Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

Upload Teacher
Document / Student
Work

HKDSE Examination - School-based Assessment (SBA)
香港中學文憑考試 - 校本評核系統

Select Language 選擇語言 English ▾

Subject Panel – upload files



Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

Home / Upload Files / Upload Teacher Document / Student Work

Subject : 2018 - Literature in English 英語文學 ▾

Search

Choose subject and click **‘Search’**

Subject Panel – upload files

Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾ 中文 English Exit

Home / Upload Files / Upload Teacher Document / Student Work

Subject : 2018 - Literature in English 英語文學 ▾ Search

SBA Files Submission Period: 04/07/2017 - 27/09/2017

Student Work

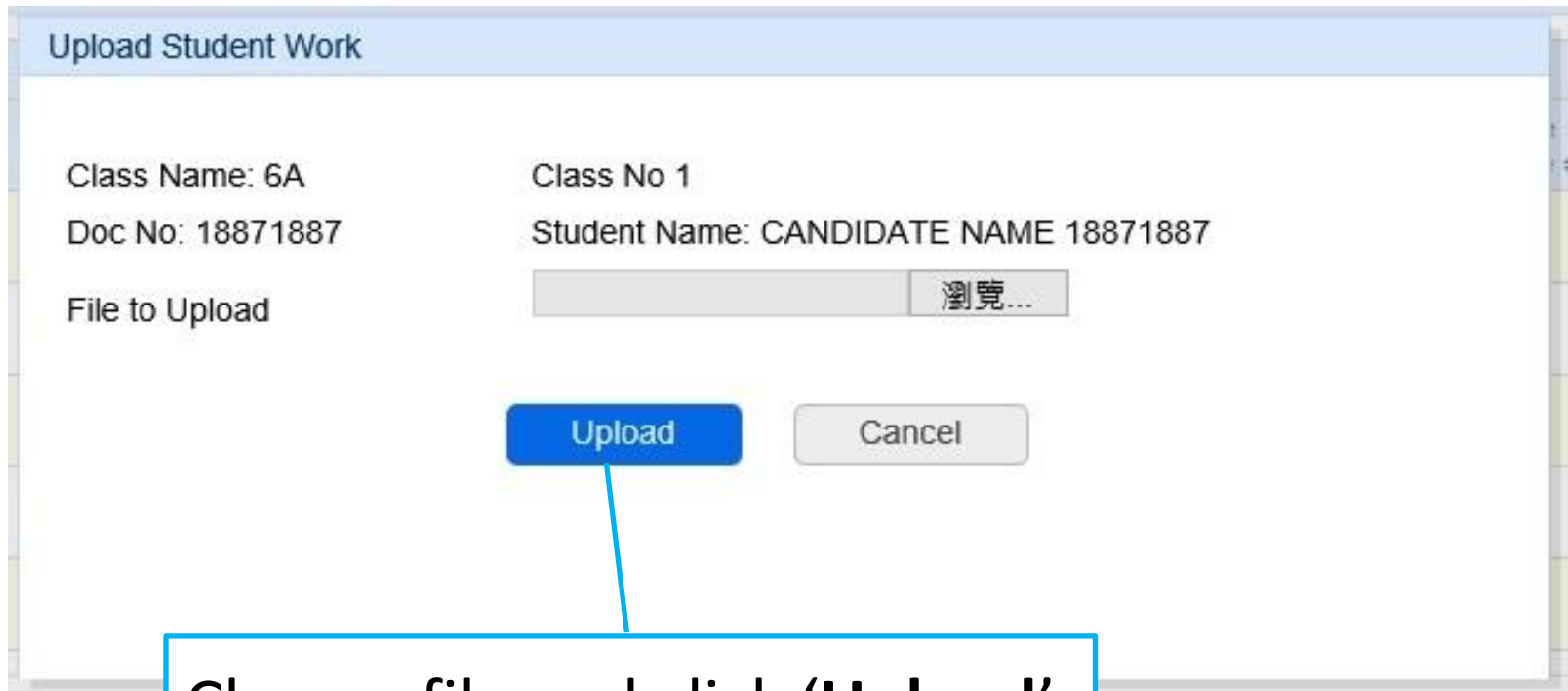
Total number of record(s): 5

Class Name ^	Document No ^	Teaching Group ^	Student Name ^	Student Name (Chinese) ^	Selected	Submission Method ^	Status ^	Uploaded Date ^	File Name ^	File Size ^	View Uploaded File	Action
6A/1	18871887	LITE-Gp01	CANDIDATE NAME 18871887	考生18871887	✓	ONLINE	Pending					Upload
6D/1	18771877	LITE-Gp01	CANDIDATE NAME 18771877	考生18771877	✓	ONLINE	Pending					Upload
6D/1	18831887	LITE-Gp01	CANDIDATE NAME 18831887	考生18831887	✓	ONLINE	Pending					Upload
6D/1	18851885	LITE-Gp01	CANDIDATE NAME 18851885	考生18851885	✓	ONLINE	Pending					Upload
6D/1	18921887	LITE-Gp01	CANDIDATE NAME 18921887	考生18921887	✓	ONLINE	Pending					Upload

Submit to HKEAA Withdraw from HKEAA

Click 'Upload'

Subject Panel – upload files



Upload Student Work

Class Name: 6A Class No 1

Doc No: 18871887 Student Name: CANDIDATE NAME 18871887

File to Upload 瀏覽...

Choose file and click '**Upload**'

Subject Panel – upload files

Subject Admin. SBA Marks Upload Files Reports 中文 English Exit

/ Upload Files / Upload Teacher Document / Student Work

Subject : 2018 - Literature in English 英語文學 Search

✓ Saved Successfully.

SBA Files Submission Period: 04/07/2017 - 27/09/2017

Student Work

Total number of record(s): 5

Class Name ^	Document No ^	Teaching Group ^	Student Name ^	Student Name (Chinese) ^	Selected	Submission Method ^	Status ^	Uploaded Date ^	File Name ^	File Size ^	View Uploaded File	Action
6A/1	18871887	LITE-Gp01	CANDIDATE NAME 18871887	考生 18871887	✓	ONLINE	Uploaded	26-09-2017 17:26:42	LITE(871887).zip	794.48 KB		Re-upload
6D/1	18771877	LITE-Gp01	CANDIDATE NAME 18771877	考生 18771877	✓	ONLINE	Uploaded	26-09-2017 17:27:02	LITE(771877).pdf	71.79 KB		Re-upload
6D/1	18831887	LITE-Gp01	CANDIDATE NAME 18831887	考生 18831887	✓	ONLINE	Uploaded	26-09-2017 17:27:39	LITE(831887).pdf	10.0 MB		Re-upload
6D/1	18851885	LITE-Gp01	CANDIDATE NAME 18851885	考生 18851885	✓	ONLINE	Uploaded	26-09-2017 17:28:25	LITE(851885).doc	6.98 MB		Re-upload
6D/1	18921887	LITE-Gp01	CANDIDATE NAME 18921887	考生 18921887	✓	ONLINE	Uploaded	26-09-2017 17:30:46	LITE(921887).pdf	666.08 KB		Re-upload

Submit to HKEAA Withdraw from HKEAA

Click 'Submit to HKEAA' after all the files are uploaded.

Reminders

- Student work included:
Portfolio on either Extended essay OR Analytical review OR Creative writing
- The work for each student should be zipped to one single file if the work contains more than one file.

Reminders

- Suggested file naming convention:

[Subject Abbreviation] [(6-digit Student Document Number)].[File extension]

e.g. LITE(123456).zip LITE(362880).pdf
LITE(246800).doc

Student Document Number is the beginning 6 digits of the identity document of a student.

Reminders

- The system **only** accepts file formats of **zip, pdf, txt, doc, docx, rtf, ppt, pptx, xls, xlsx, csv, mp4, mp3, mpg, wmv, avi, jpg or tif.**
- The file size limit for each student's work file is 15MB

Request for a change of student(s) for work submission

- If the work of any chosen student cannot be located, or involves any irregularities (such as mark penalty being imposed due to partial plagiarism or late submission), the Subject Panel should contact the SBA Team at 3628 8066.
- Subject Panel should download the **‘Record/Change of SBA Student Work Submission’** form from **‘Mark Reports’** under **‘Reports’** menu.

Subject Admin. SBA Marks Upload Files Reports

Home / Reports / Mark Reports

Subject : 2018 - Literature in English 英語文學

Report Type :
Mark Summary Sheet by School
Mark Summary Sheet by Teaching Group
Statistical Chart by School
Statistical Chart by Teaching Group
Record/Change of SBA Student Work Submission

Generate



香港考試及評核局
Hong Kong
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Assessment Authority

S5+S6

Hong Kong Diploma of Secondary Education Examination 2018

Literature in English

Record/Change of SBA Student Work Submission

District Group

01

School Code: 88888 Name: HKDSE Secondary School

Panel Teacher: Lee C C (88888-LITE)

Please complete the following form in case of change of student work is necessary.

Part A (For School use only)

Please be informed that the following Student Work cannot be submitted and need replacement.

(Please tick as appropriate)	Class Name/ Class No	Student Name (Reference Number)	Please indicate the reason: (1) Student work cannot be located. (2) Marks deducted due to late submission. (3) Marks deducted due to partial plagiarism. (4) Others (please specify)	The Student Work to be replaced by that of
<input type="checkbox"/>	6A/1	CANDIDATE NAME 18871887 (188718)		
<input type="checkbox"/>	6D/1	CANDIDATE NAME 18771877 (187718)		
<input type="checkbox"/>	6D/1	CANDIDATE NAME 18831887 (188318)		
<input type="checkbox"/>	6D/1	CANDIDATE NAME 18851885 (188518)		
<input type="checkbox"/>	6D/1	CANDIDATE NAME 18921877 (189218)		

Part B (For HKEAA use only)

Name of contact person: _____(Mr./Ms)

Telephone no: _____ Fax no: _____

Signature of Principal: _____ Date: _____

(Please fax this page to the HKEAA at 36288091. For enquiries, please call 3628 8070.)



Date: _____



Request for a change of student(s) for work submission

- Complete the section for the school and fax the form to 3628 8091.
- After confirming the arrangement, the HKEAA will fax the amended form to the school for school's record.



Support Measures

User Manual

- Available on HKEAA website by November 2017 (<https://www.hkdse.hkeaa.edu.hk>)



Enquiry Hotlines

- General Issues:
 - 3628-8860
- Subject Matters:
 - 3628-8066
 - 3628-8070



Briefing Sessions

- Date: 20 December 2017

Hands-on Training Workshops

- Date: 9 and 18 January 2018



Enrollment

- School Principals/School Examination Officers (SEOs) are required to help enroll their teachers on-line via the School Information Management (SIM) System
- Details send to school in November 2017



Thank you