



**Physics  
&  
C S (Physics)**

**SBA marks - Online Submission**

**(2 Nov 2013)**





**School-based Assessment System (SBAS)**  
**S5 + S6 Submissions**  
**(2014 Exam)**



# What to submit

- **S5 and S6 Marks**
- **Student Work samples**
- **S5 and S6 Experiment Lists**

## When to submit

- **7 Jan – 28 Jan 2014**
- SBA Marks, Student Work and Teacher Document (Expt. Lists) **share the same submission period.**
- Please submit SBA marks to principal for endorsement in advance to allow sufficient time for completion of other submissions.



## Points to note before submission

- **Formal approval from HKEAA** is required for **exemption of SBA marks**. If a student has **fulfilled the minimum requirements**, exemption is not required. **No need to enter any symbol** in the respective mark cell(s).



# Submission Procedures



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

October 2013

7



SBAS Online System

>> Enter

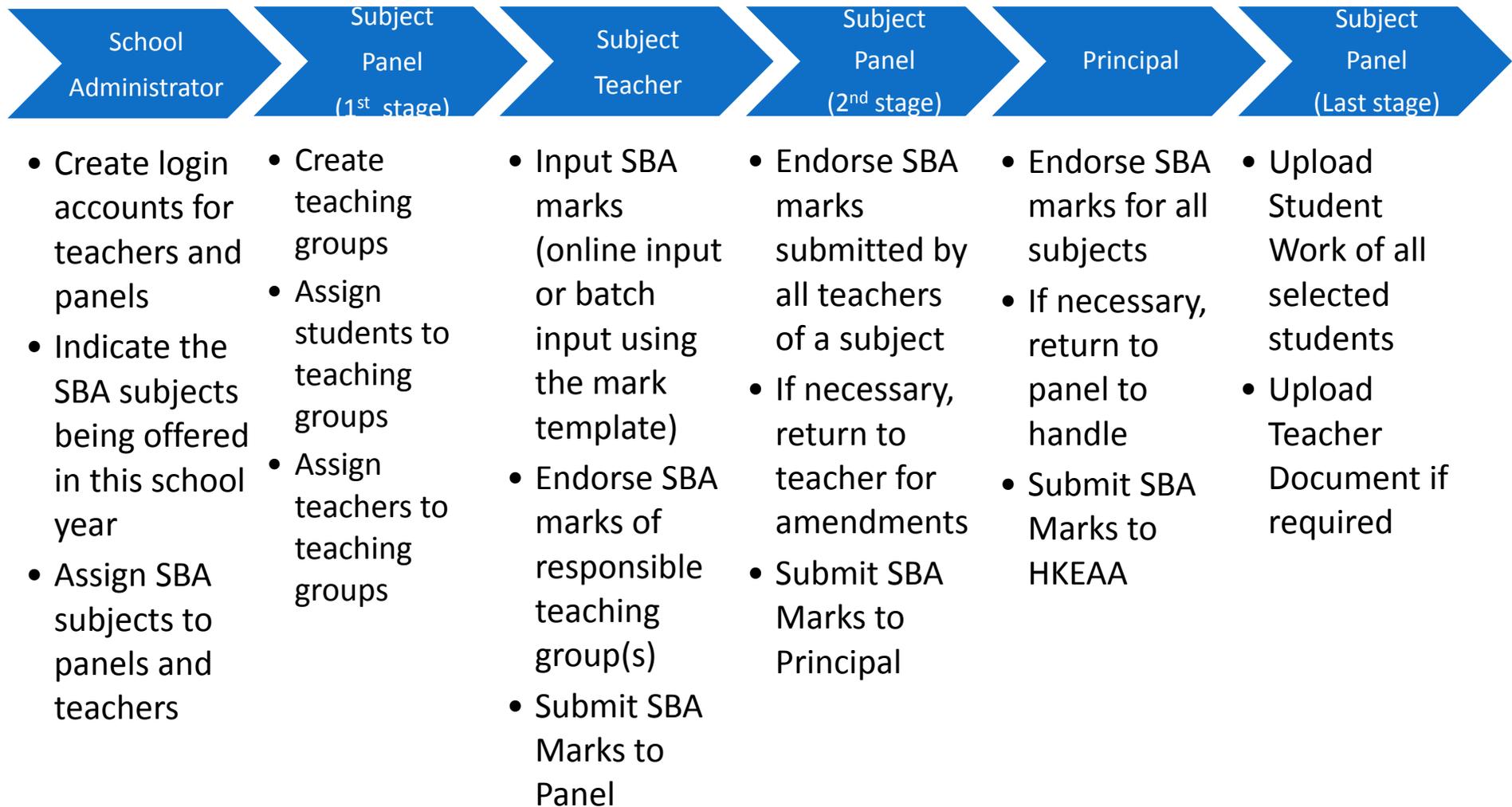


- The work flow remains unchanged.
- The online system is more user-friendly.
- With accurate candidates' information, mark data more secure  
(see the slides for details)



# Overview of the SBA submission process

# Overview of the SBA submission process





# Subject Panel (1<sup>st</sup> 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'

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

Hong Kong School-based Assessment

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

Assign Teaching Group

# Subject Panel – assign teaching group



Hong Kong Diploma of Secondary Education  
School-based Assessment System (SBAS): 1.0

Subject Admin. SBA Marks Upload Files Reports

Home / Subject Admin. / Assign Teaching Group

Subject :

2014 - Physics 物理

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 Logou

Subject Admin. / Assign Teaching Group

Subject : 2014 - Physics 物理

Teaching Group : All Students Class Name : All Classes Search

Assign » Unassign » Switch Group » Rename Group »

Total number of student(s) 25

<input type="checkbox"/>	Class Name ^	Class No ^	Doc. No ^	Student Name ^	Teaching Group ^
<input type="checkbox"/>	6A	9	TA0101206	SURNAME 128878348 GIVEN_NAME 128878348	[unassigned]
<input type="checkbox"/>	6A	23	TA0094358		[unassigned]
<input type="checkbox"/>	6A	24	TA0381934		[unassigned]
<input type="checkbox"/>	6A	25	TA0039942		[unassigned]
<input type="checkbox"/>	6A	26	TA0476447		[unassigned]
<input type="checkbox"/>	6A	27	TA0116041		[unassigned]
<input type="checkbox"/>	6A	28	TA0089907		[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 :

Enter a New Group :  or Existing group :

Enter a New Group :  or Existing group :

6. Choose teacher

7. Enter the group name

8. Click 'Save'

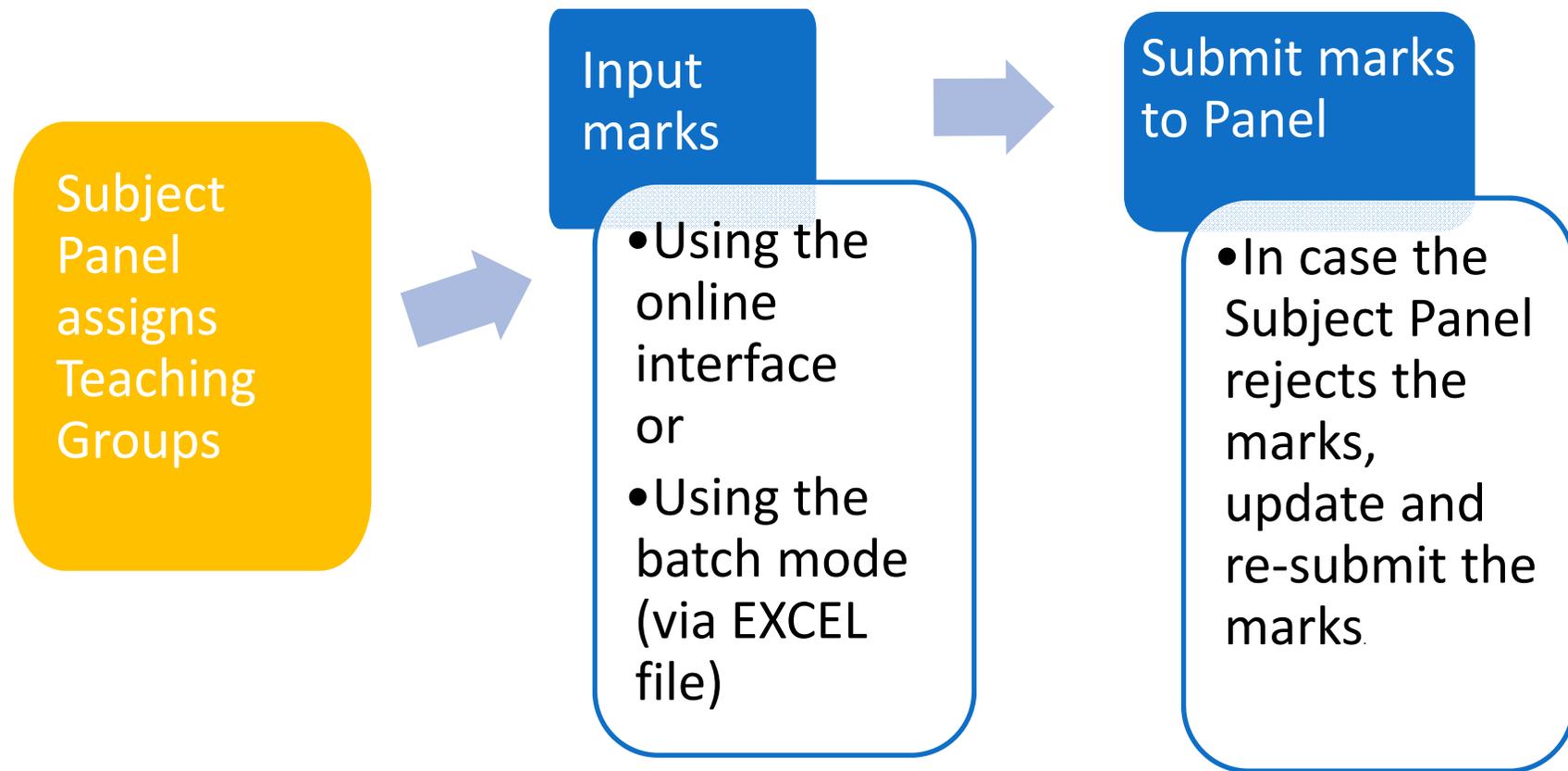
😊

- Created by Panel centrally
- May easily swap students across teaching groups



# Subject Teacher

# Subject Teacher



# Subject Teacher – input marks

Click 'Input Marks'

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

Hong Kong School-based Assessment (SBA)

Subject Admin. SBA Marks Reports

Input Marks  
Batch Input Marks  
Submit to Panel

HKDSE Examinations and Assessment (SBA)  
香港中學文憑考試 - 校本評核系統

Select Language 選擇語言 English

  
No need to install standalone  
Access Programme anymore.

# Subject Teacher – input marks

The screenshot shows the HKEAA website interface for entering SBA marks. At the top left is the HKEAA logo with the text '香港考試及評核局 Hong Kong Examinations and Assessment Authority'. Below the logo is a navigation bar with 'Subject Admin.', 'SBA Marks', and 'Reports'. A breadcrumb trail shows 'SBA Marks / Input Marks'. The main form has two dropdown menus: 'Subject' (set to '2014 - Physics 物理') and 'Teaching Group' (set to 'All My Teaching Groups'). A blue 'Search' button is to the right. A blue 'Instruction >' button is at the bottom left. Three callout boxes with blue borders and lines pointing to specific elements contain the following text:

- 1. Choose subject (points to the Subject dropdown)
- 2. Choose Teaching Group (points to the Teaching Group dropdown)
- 3. Click 'Search' (points to the Search button)

# Subject Teacher – input marks

Subject Admin. SBA Marks Reports

/ SBA Marks / Input Marks

Subject: 2014 - Physics 物理

Teaching Group: All My Teaching Groups

Search

Instruction > Show / Hide Columns Check Completion of Mark Input

Total number of student(s): 25

Class Name	Student Name (Eng)	R/T/S	Lang E C	(S5) EXPT1 (0 - 20)	(S5) EXPT2 (0 - 20)	(S5) EXPT3 (0 - 20)	(S5) EXPT4 (0 - 20)	(S5) EXPT5 (0 - 20)	(S6) EXPT6 (0 - 20)	(S6) EXPT7 (0 - 20)	(S6) EXPT8 (0 - 20)	(S6) EXPT9 (0 - 20)	(S6) EXPT10 (0 - 20)	(S6) IS/EXPT*
6A/9	SURNAME 128878348 GIVEN_NAME 128878348	<input type="checkbox"/>	E C	<input type="text"/>	<input type="text"/>									
6A/23	SURNAME 129519640 GIVEN_NAME 129519640	<input type="checkbox"/>	E C	<input type="text"/>	<input type="text"/>									

「 R 」 : if the student is a repeater  
「 T/S 」 : if the student is a transfer student/switched course

# Subject Teacher – input marks

Subject Admin. SBA Marks Reports

SBA Marks / Input Marks

Subject: 2014 - Physics 物理

Teaching Group: B

Search

Instruction > Show / Hide Columns Check Completion of Mark Input

Total number of student(s): 5

Class Name	Student Name (Eng)	R/T/S	Lang E C	(S5) EXPT1 (0 - 20)	(S5) EXPT2 (0 - 20)	(S5) EXPT3 (0 - 20)	(S5) EXPT4 (0 - 20)	(S5) EXPT5 (0 - 20)	(S6) EXPT (0 - 20)				
6A/9	SURNAME 128878348 GIVEN_NAME 128878348		<input checked="" type="radio"/> E <input type="radio"/> C	10		P			8				
6A/23	SURNAME 129519640 GIVEN_NAME 129519640		<input checked="" type="radio"/> E <input type="radio"/> C	9	6				9				
6A/24	SURNAME 122017681 GIVEN_NAME 122017681		<input checked="" type="radio"/> E <input type="radio"/> C	8		9			7				
6A/25	SURNAME 123088015 GIVEN_NAME 123088015		<input checked="" type="radio"/> E <input type="radio"/> C	7		7			5	2	6	F	16
6A/26	SURNAME 122705953 GIVEN_NAME 122705953		<input checked="" type="radio"/> E <input type="radio"/> C	6	5				8				

Save

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



- Almost no chance for missing candidate
- Science subjects: No need to enter experiment details

# Subject Teacher – batch input



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Hong Kong  
Examinations and  
Assessment Authority

Hong Kong [unclear]  
School-based Ass[essment]

Subject Admin. ▾ SBA Marks ▾ Reports ▾

- Input Marks
- Batch Input Marks**
- Submit to Panel

HKDSE Examination System  
香港中學文憑考試 - 恆平評核系統

Assessment (SBA)

Select Language 選擇語言 English ▾

# Subject Teacher – batch input



Hong Kong Diploma of Secondary Education E  
School-based Assessment System (SBAS): 1.0.46 (2014)

Subject Admin. ▾ SBA Marks ▾ Reports ▾

Home / SBA Marks / Batch Input Marks

Subject : 2014 - Physics 物理 ▾

Upload Mark File :  瀏覽...  
*(xls or xlsx only)*

Upload

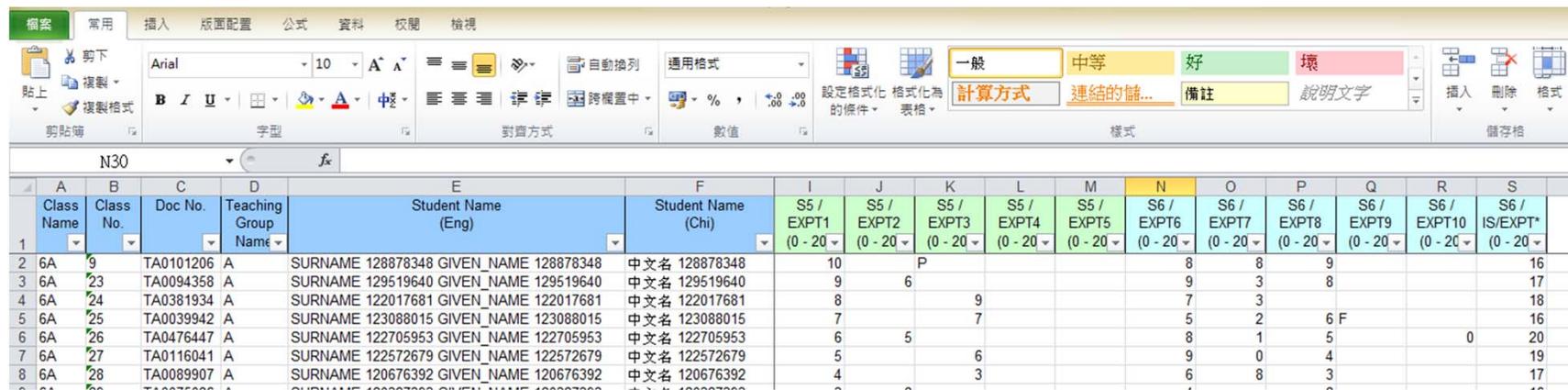
Download Mark Template

Instruction »

1. Choose subject

2. Download Mark  
Template

# Subject Teacher – batch input



The screenshot shows an Excel spreadsheet with the following columns and data:

	A	B	C	D	E	F	I	J	K	L	M	N	O	P	Q	R	S
	Class Name	Class No.	Doc No.	Teaching Group Name	Student Name (Eng)	Student Name (Chi)	S5 / EXPT1 (0 - 20)	S5 / EXPT2 (0 - 20)	S5 / EXPT3 (0 - 20)	S5 / EXPT4 (0 - 20)	S5 / EXPT5 (0 - 20)	S6 / EXPT6 (0 - 20)	S6 / EXPT7 (0 - 20)	S6 / EXPT8 (0 - 20)	S6 / EXPT9 (0 - 20)	S6 / EXPT10 (0 - 20)	S6 / IS/EXPT* (0 - 20)
2	6A	9	TA0101206	A	SURNAME 128878348 GIVEN_NAME 128878348	中文名 128878348	10		P			8	8	9			16
3	6A	23	TA0094358	A	SURNAME 129519640 GIVEN_NAME 129519640	中文名 129519640	9	6				9	3	8			17
4	6A	24	TA0381934	A	SURNAME 122017681 GIVEN_NAME 122017681	中文名 122017681	8		9			7	3				18
5	6A	25	TA0039942	A	SURNAME 123088015 GIVEN_NAME 123088015	中文名 123088015	7		7			5	2	6	F		16
6	6A	26	TA0476447	A	SURNAME 122705953 GIVEN_NAME 122705953	中文名 122705953	6	5				8	1	5		0	20
7	6A	27	TA0116041	A	SURNAME 122572679 GIVEN_NAME 122572679	中文名 122572679	5		6			9	0	4			19
8	6A	28	TA0089907	A	SURNAME 120676392 GIVEN_NAME 120676392	中文名 120676392	4		3			6	8	3			17

3. Input marks in the EXCEL file

# Subject Teacher – batch input



Hong Kong Diploma of Secondary Education  
School-based Assessment System (SBAS): 1.0.46

Subject Admin. ▾ SBA Marks ▾ Reports ▾

Home / SBA Marks / Batch Input Marks

Subject : 2014 - Physics 物理 ▾

Upload Mark File : C:\Users\... \Documents\SBA\DS 瀏覽... Upload Download Mark Template

*(xls or xlsx only)*

Instruction »

4. Choose file

5. Upload mark file

# Subject Teacher – batch input

Home / SBA Marks / Batch Input Marks / Preview

Subject : 2014 - Physics

Teacher Name : Chan Teacher ( )

Confirm Batch Input Marks

Cancel

Download Error Report

Total number of students: 25

Show / Hide Columns

Row No. ▲	Error Details ▼	Class Name / No. ▼	Student Name (Eng) ▼	R/T/S	Lang	(S5) EXPT1 (0-20)	(S5) EXPT2 (0-20)	(S5) EXPT3 (0-20)	(S5) EXPT4 (0-20)	(S5) EXPT5 (0-20)	(S6) EXPT6 (0-20)	(S6) EXPT7 (0-20)	(S6) EXPT8 (0-20)	(S6) EXPT9 (0-20)	(S6) EXPT10 (0-20)	(S6) IS/EXPT* (0-20)	
2	---	6A / 9	SURNAME 128878348 GIVEN_NAME 128878348		English	10		P			8	8	9			16	▲
3	---	6A / 23	SURNAME 129519640 GIVEN_NAME 129519640		English	9	6				9	3	8			17	
24	---	6C / 33	SURNAME 120059867 GIVEN_NAME 120059867		English			8			4		1			17	
25	---	6E / 29	SURNAME 128252087 GIVEN_NAME 128252087		English		6	9			7		0			19	
26	---	6E / 33	SURNAME 128134900 GIVEN_NAME 128134900		English		3	0			8		8			12	▼

Confirm Batch Input Marks

Cancel

6. Confirm batch input marks

# Submit marks to Panel



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Hong Kong  
School-based As

Subject Admin. ▾

SBA Marks ▾

Reports ▾

Input Marks

Batch Input Marks

Submit to Panel

HKDSE Examina

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'

Subject Admin. SBA Marks Reports 中文 English Logout

/ SBA Marks / Submit to Panel

Exam Year / Subject : 2014 - Physics 物理 Search

Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports	
2014	Physics	01-10-2013	31-12-2013	25	25 / 25	Mark Input	28-10-2013 18:07:05	Mark Summary Sheet by Teaching Group View	Submit to Panel
	A				20 / 20			Mark Summary Sheet by Teaching Group View	
	B				5 / 5			Mark Summary Sheet by Teaching Group View	



- No need to import/export data.
- Increased data security.

3. Click 'Submit to Panel'

# Submit marks to Panel

Subject Admin. SBA Marks Reports 中文 English Logout

SBA Marks / Submit to Panel / Mark List

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

Exam Year : 2014 Subject : Physics Panel Name : Chan Panel ( )

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) : 25

Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	Lang.	R/T/S	Final Mark	(S5) EXPT1 (0-20)	(S5) EXPT2 (0-20)	(S5) EXPT3 (0-20)	(S5) EXPT4 (0-20)	(S5) EXPT5 (0-20)	(S6) EXPT6 (0-20)	(S6) EXPT7 (0-20)	(S6) EXPT8 (0-20)	(S6) EXPT9 (0-20)	(S6) EXPT10 (0-20)	(S6) IS/EXPT* (0-20)	
6C / 2	A	SURNAME 121561609 GIVEN_NAME 121561609	中文名 121561609	English		41.00		2				7	5		8		14	
6C / 24	A	SURNAME 121694808 GIVEN_NAME 121694808	中文名 121694808	English		39.00	6					3	1	4			13	
6E / 33	A	SURNAME 128134900 GIVEN_NAME 128134900	中文名 128134900	English		38.25		3	0			8		8			12	
6B / 15	A	SURNAME 127816795 GIVEN_NAME 127816795	中文名 127816795	English		37.75	7	3	5			9	6	7	0		11	
6A / 38	A	SURNAME 123657828 GIVEN_NAME 123657828	中文名 123657828	English		37.00	9	3				6		9	1		10	
6A / 33	A	SURNAME 120704046 GIVEN_NAME 120704046	中文名 120704046	English		35.00	1		7			3	7	0			12	
6A / 37	A	SURNAME 124046313 GIVEN_NAME 124046313	中文名 124046313	English		29.50	9		5			2			2		8	
6A / 35	A	SURNAME 121810074 GIVEN_NAME 121810074	中文名 121810074	Chinese		8.00	0		F			5		8	3		F	
						Mean	44.62	5.50	4.69	5.27	N/A	N/A	5.96	4.22	4.77	3.90	0.00	14.72
						S.D.	10.64	3.12	2.90	3.15	N/A	N/A	2.46	2.98	2.96	3.35	N/A	4.33
						Min	8.00	0.00	0.00	0.00	N/A	N/A	1.00	0.00	0.00	0.00	0.00	0.00
						Max	57.25	10.00	9.00	9.00	N/A	N/A	9.00	9.00	9.00	9.00	0.00	20.00

Back to Submission page Next >>

4. Check the marks and click 'Next'

# Submit marks to Panel

Input teacher-student relationship, if any

Subject Admin. SBA Marks Reports

SBA Marks / Submit to Panel / Declaration

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

Exam Year : 2014 Subject : Physics Panel Name : Chan Panel ( )

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): 25					
Class Name / No.	Document Type	Document No.	Candidate Name	Candidate Name (Chi)	Please enter Relative Declaration (Teacher Name(s)) if applicable (Max. 255 chars)
6A / 9	HKID	TA0101206	SURNAME 128878348 GIVEN_NAME 128878348	中文名 128878348	Chan Tai Man (father)
6A / 23	HKID	TA0094358	SURNAME 129519640 GIVEN_NAME 129519640	中文名 129519640	
6C / 33	HKID	TA0091820	SURNAME 120059867 GIVEN_NAME 120059867	中文名 120059867	
6E / 29	HKID	TA0198501	SURNAME 128252087 GIVEN_NAME 128252087	中文名 128252087	
6E / 33	HKID	TA0117803	SURNAME 128134900 GIVEN_NAME 128134900	中文名 128134900	

<< Back Finish

Click 'Finish'

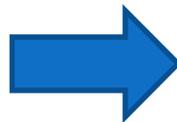
# Submit marks to Panel

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.

Click 'Submit'



Subject Admin. ▾ SBA Marks ▾ Reports ▾

Home / SBA Marks / Submit to Panel / Acknowledgement

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

Exam Year : 2014  
Subject : Physics  
Panel Name : Chan Panel ( )



# Subject Panel (2<sup>nd</sup> stage)

# Subject Panel – submit to principal

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Assessment Authority

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 Examinations and Assessment (SBA)  
香港中學文憑考試

Select Language 選擇語言 English ▾

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



- No need to import/export data.
- Increased data security.

# Subject Panel – submit to principal



Panel can monitor the submission progress online

Select subject and click 'Search'

Reports 中文 English Logout

SBA Marks / Submit to Principal

Exam Year / Subject: All my Subjects Search

Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports
2014	Physics	01-10-2013	31-12-2013	25	25 / 25	Submitted to Panel	28-10-2013 18:23:46	Mark Summary Sheet by School View Submit to Principal
	Chan Teacher (10024-T01)				25 / 25	Submitted to Panel	28-10-2013 18:23:45	Mark Summary Sheet by Teaching Group View Reject to Teacher Submit to Principal

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

The screenshot displays the 'Submit to Principal' web interface. The breadcrumb trail is: SBA Marks / Submit to Principal / Mark List. The progress bar shows: Start (Submit to Principal) > Step 1 (Mark List) > Step 2 (Declaration) > Step 3 (Network School) > Finish (Acknowledgement). The exam details are: Exam Year: 2014, Subject: Physics, Panel Name: Chan Panel. A confirmation message states: '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.' Below this is a table for 25 students with columns for Class Name / No., Teaching Group, Student Name (Eng/Chi), Lang., R/T/S, Final Mark, and seven exam types (EXPT1-EXPT7) with their respective marks. A callout box highlights the text: 'Review the marks and Teacher-Student relationship'.

Exam Year : 2014 Subject : Physics Panel Name : Chan Panel

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.

Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	Lang.	R/T/S	Final Mark	(S5) EXPT1 (0-20)	(S5) EXPT2 (0-20)	(S5) EXPT3 (0-20)	(S5) EXPT4 (0-20)	(S5) EXPT5 (0-20)	(S6) EXPT6 (0-20)	(S6) EXPT7 (0-20)			
6C / 28	A	SURNAME 124032881 GIVEN_NAME 124032881	中文名 124032881	English		57.25	7	9				5	0	3	6	20
6A / 24	B	SURNAME 122017681 GIVEN_NAME 122017681	中文名 122017681	English		56.25	8		9			7	3			18
6A / 23	B	SURNAME 129519640 GIVEN_NAME 129519640	中文名 129519640	English		55.25	9	6				9	3	8		17
6E / 29	A	SURNAME 128252087 GIVEN_NAME 128252087	中文名 128252087	English												
6A / 26	B	SURNAME 122705953 GIVEN_NAME 122705953	中文名 122705953	English												

Review the marks and Teacher-Student relationship

The second screenshot shows the 'Declaration' step. The breadcrumb trail is: SBA Marks / Submit to Principal / Declaration. The progress bar shows: Start (Submit to Principal) > Step 1 (Mark List) > Step 2 (Declaration) > Step 3 (Network School) > Finish (Acknowledgement). The exam details are: Exam Year: 2014, Subject: Physics, Panel Name: Chan Panel. A confirmation message states: '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:'. Below this is a table for 1 student with columns for Class Name / No., Document Type, Document No., Candidate Name, Candidate Name (Chi), and Relative Declaration. Navigation buttons '<< Back' and 'Next >>' are visible.

Exam Year : 2014 Subject : Physics Panel Name : Chan Panel

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:

Class Name / No.	Document Type	Document No.	Candidate Name	Candidate Name (Chi)	Relative Declaration
6A / 9	HKID	TA0101206	SURNAME 128878348 GIVEN_NAME 128878348	中文名 128878348	Chan Tai Man (father)

<< Back Next >>

# Subject Panel – submit to principal

Subject Admin. | SBA Marks | Upload Files | Reports

SBA Marks / Submit to Principal / Network School

Start > Step 1 > Step 2 > Step 3

Submit to Principal | Mark List | Declaration | Network School

Exam Year : 2014 | Subject : Physics | Panel Name : Chan Panel

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 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.

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

Teaching Group		A / (Chan Teacher [redacted])	
A (Chan Teacher ( [redacted] ))	<input type="button" value="View / Edit"/>	Selected:	
B (Chan Teacher ( [redacted] ))	<input type="button" value="View / Edit"/>		

School List		Remark (Optional)	
	School Name (English) ^	School Name (Chinese) ^	School Code ^
<input type="checkbox"/>	ABC School	甲乙丙中學	20000
<input type="checkbox"/>	789 School	789 學校	30000

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.

 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): 1.0.0

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 : 2014  
Subject : Physics  
Panel Name : Chan Panel (1000000001)

**NOTE:** Please click  above to see the list of students who need to submit their student works.

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



# 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

Click 'Submit to HKEAA'



The screenshot shows the HKEAA portal interface. At the top left is the HKEAA logo, which consists of a stylized 'E' and 'A' in orange and green, followed by the text '香港考試及評核局' and 'Hong Kong Examinations and Assessment Authority'. To the right of the logo is the text 'Hong Kong Diploma o School-based Assessment'. Below the logo and text is a navigation bar with three dropdown menus: 'SBA Marks', 'Upload Files', and 'Reports'. Below the navigation bar is a button labeled 'Submit to HKEAA', which is highlighted with a blue border. A blue line connects the text 'Click 'Submit to HKEAA'' to this button.

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'

SBA Marks ▾ Upload Files ▾ Reports ▾

Home / SBA Marks / Submit to HKEAA

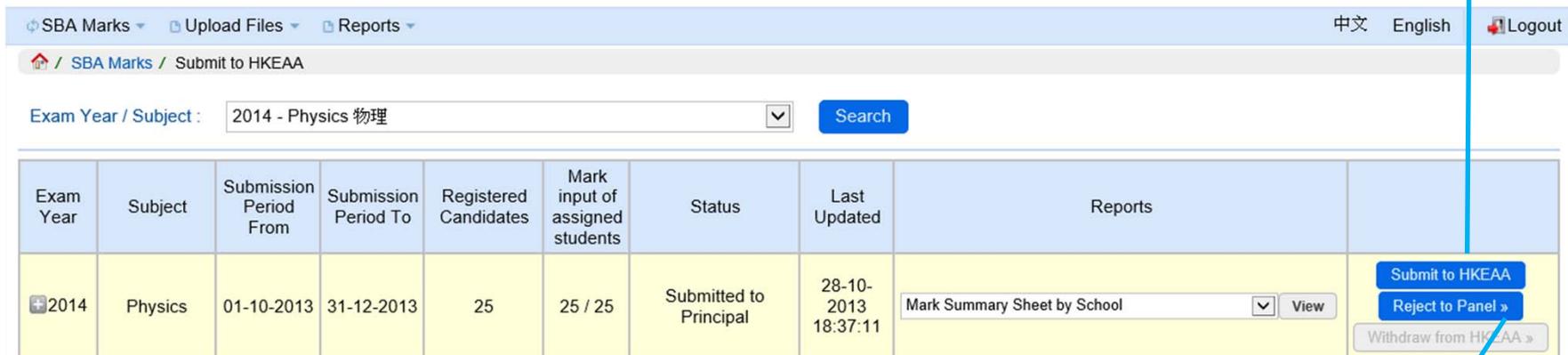
Exam Year / Subject :

- All my Subjects
- 2014 - Chinese Language 中國語文
- 2014 - English Language 英國語文
- 2014 - Liberal Studies 通識教育
- 2014 - Chinese History 中國歷史
- 2014 - History 歷史
- 2014 - Biology 生物
- 2014 - Chemistry 化學
- 2014 - Physics 物理
- 2014 - Information and Communication Technology 資訊及通訊科技
- 2014 - Visual Arts 視覺藝術

Search

# Principal – submit to HKEAA

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



The screenshot shows the SBA Marks system interface. At the top, there are navigation links for 'SBA Marks', 'Upload Files', and 'Reports'. The user is logged in as '中文 English' and can click 'Logout'. The breadcrumb trail is 'SBA Marks / Submit to HKEAA'. Below this, there is a search bar with 'Exam Year / Subject : 2014 - Physics 物理' and a 'Search' button. The main content is a table with the following columns: Exam Year, Subject, Submission Period From, Submission Period To, Registered Candidates, Mark input of assigned students, Status, Last Updated, Reports, and an action column. The table contains one row for '2014 Physics' with a status of 'Submitted to Principal'. In the action column for this row, the 'Submit to HKEAA' button is highlighted with a blue box, and a callout line points from the instruction above to this button. Other buttons in the action column include 'Reject to Panel' and 'Withdraw from HKEAA'.

Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports	
2014	Physics	01-10-2013	31-12-2013	25	25 / 25	Submitted to Principal	28-10-2013 18:37:11	Mark Summary Sheet by School <input type="button" value="View"/>	<input type="button" value="Submit to HKEAA"/> <input type="button" value="Reject to Panel"/> <input type="button" value="Withdraw from HKEAA"/>

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



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Principal can monitor the submission progress online

# Principal – submit to HKEAA

SBA Marks Upload Files Reports 中文 English Logout

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 : 2014 Subject : Physics Panel Name : Chan Panel ( )

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) : 25

Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	Lang.	R/T/S	Final Mark	(S5) EXPT1 (0-20)	(S5) EXPT2 (0-20)	(S5) EXPT3 (0-20)	(S5) EXPT4 (0-20)	(S5) EXPT5 (0-20)	(S6) EXPT1 (0-20)	
6C / 2	A	SURNAME 121561609 GIVEN_NAME 121561609	中文名 121561609	English		41.00		2				7	
6C / 24	A	SURNAME 121694808 GIVEN_NAME 121694808	中文名 121694808	English		39.00	6					3	
6E / 33	A	SURNAME 128134900 GIVEN_NAME 128134900	中文名 128134900	English		38.25		3	0			8	
6B / 15	A	SURNAME 127816795 GIVEN_NAME 127816795	中文名 127816795	English		37.75	7	3	5			9	
6A / 38	A	SURNAME 123657828 GIVEN_NAME 123657828	中文名 123657828	English		37.00	9	3				6	
6A / 33	A	SURNAME 120704046 GIVEN_NAME 120704046	中文名 120704046	English		35.00	1		7			3	
6A / 37	A	SURNAME 124046313 GIVEN_NAME 124046313	中文名 124046313	English		29.50	9		5			2	
6A / 35	A	SURNAME 121810074 GIVEN_NAME 121810074	中文名 121810074	Chinese		8.00	0		F			5	
						Mean	44.62	5.50	4.69	5.27	N/A	N/A	5.96
						S.D.	10.64	3.12	2.90	3.15	N/A	N/A	2.46
						Min	8.00	0.00	0.00	0.00	N/A	N/A	1.00
						Max	57.25	10.00	9.00	9.00	N/A	N/A	9.00

Back to Submission page [Next >>](#)

Review the marks and click 'Next'

# Principal – submit to HKEAA

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

SBA Marks Upload Files Reports 中文 English Logout

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 : 2014 Subject : Physics Panel Name : Chan Panel ( )

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
6A / 9	HKID	TA0101206	SURNAME 128878348 GIVEN_NAME 128878348	中文名 128878348	Chan Tai Man (father)

<< Back Next >>

# Principal – submit to HKEAA

Review the network school declaration and click 'Finish'

SBA Marks Upload Files Reports 中文 English Logout

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 : 2014 Subject Panel Name : Chan C

**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
A	Chan Tai Man	--	ABC School (12090)	
丙	Au Teacher	--		
乙	Au Teacher	--	DEF School (12099)	

<< Back Finish

# Principal – submit to HKEAA

## Declaration

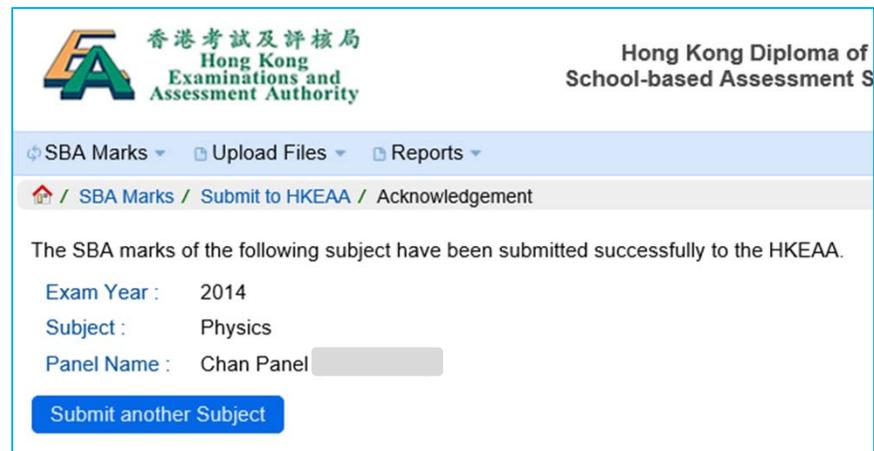
1. To my best knowledge, the work presented for assessment is the students' own work. Penalty has been imposed for plagiarized work according to the seriousness. A report will be submitted to the HKEAA for the 'P' case(s) identified.
2. All the marks are correct.
3. I confirm that teacher-student relationship [member of immediate family (i.e. spouse, children, parents, brothers, sisters), anyone who is residing in the same house, or any relatives outside the immediate family / any close friends with whom in regular contact], 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.

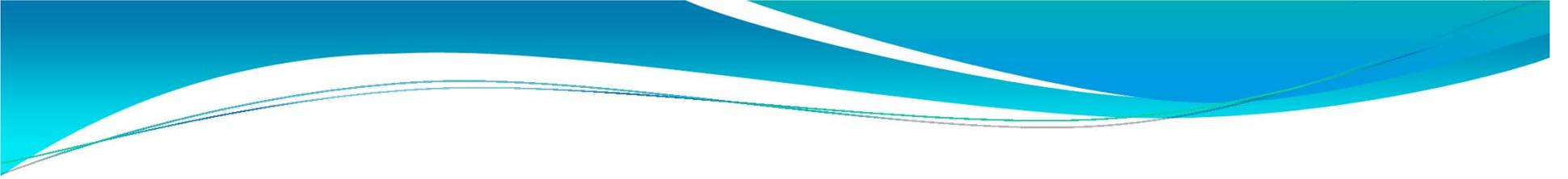
Submit

Cancel

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



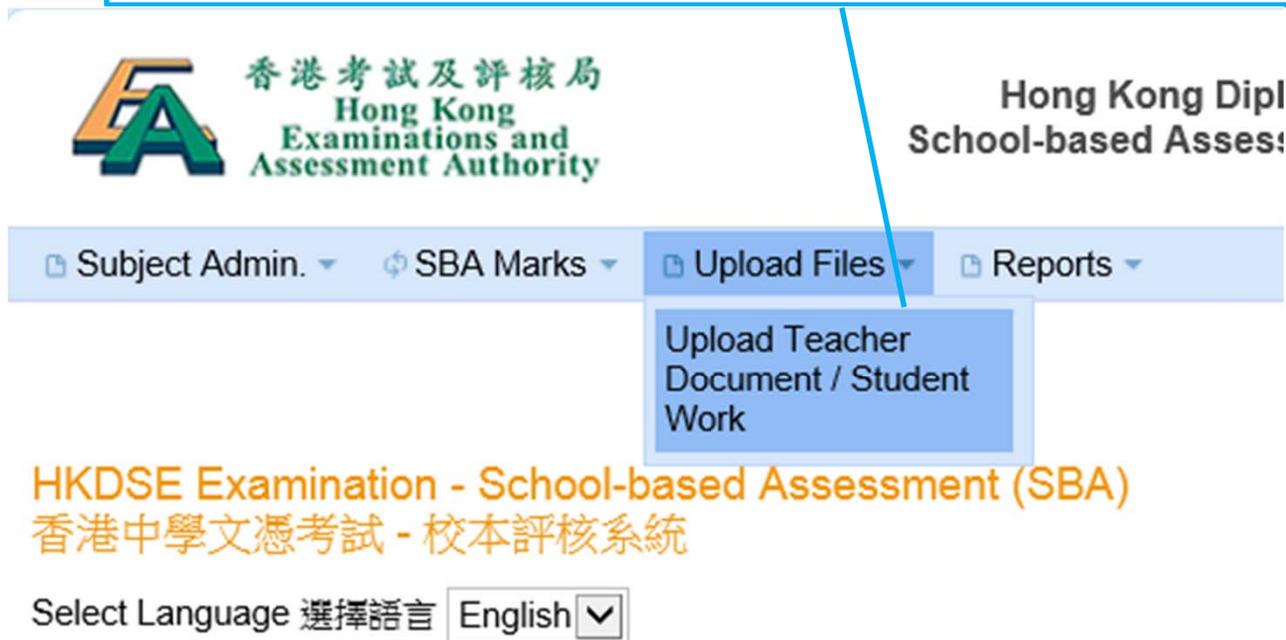
The screenshot shows the HKEAA submission interface. At the top, there is a logo for the Hong Kong Examinations and Assessment Authority (HKEAA) and the text "Hong Kong Diploma of School-based Assessment S". Below the logo, there are navigation tabs: "SBA Marks", "Upload Files", and "Reports". The current page is "SBA Marks / Submit to HKEAA / Acknowledgement". The main content area displays a confirmation message: "The SBA marks of the following subject have been submitted successfully to the HKEAA." Below this message, the following details are shown: "Exam Year : 2014", "Subject : Physics", and "Panel Name : Chan Panel". At the bottom, there is a button labeled "Submit another Subject". A large blue arrow points from the "Submit" button in the declaration section to the screenshot.



# Subject Panel (Last stage)

# Subject Panel – upload files

Mouse over the SBA Marks menu and then click  
**'Upload Teacher Document / Student Work'**



香港考試及評核局  
Hong Kong  
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



Hong Kong Diploma of Secondary Education  
School-based Assessment System (SBA)

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

Home / Upload Files / Upload Teacher Document / Student Work

Subject : 2014 - Physics 物理



Search

Choose subject and click 'Search'

# Subject Panel – upload **EXPT LIST**

Subject Admin. SBA Marks Upload Files Reports 中文 English Logout

/ Upload Files / Upload Teacher Document / Student Work

Subject : 2014 - Physics 物理 Search

Click 'Upload'

SBA Files Submission Period: 01/09/2013 - 31/10/2013

**Teacher Document**

Total number of record(s): 1

File Type	Submission Method	Status	Uploaded Date	File Name	File Size	View Uploaded File	Action
Teacher Document	ONLINE	Pending					Upload

**Student Work**

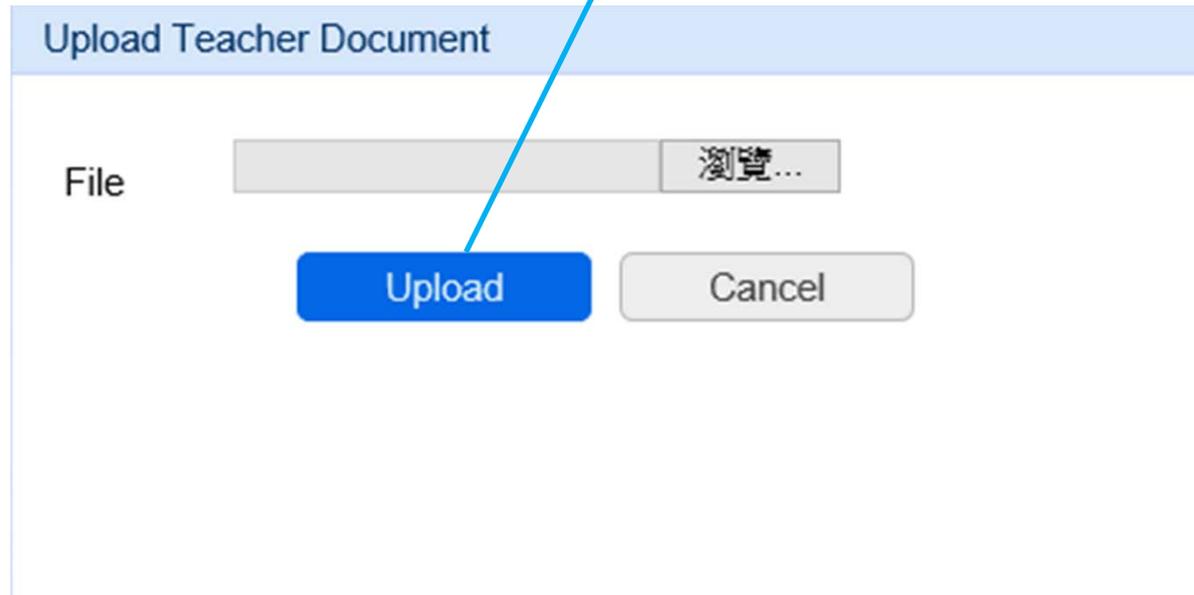
Total number of record(s): 6

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
6C/21	TA0361887	A	SURNAME 122240783 GIVEN_NAME 122240783	中文名 122240783	✓	ONLINE	Pending					Upload
6D/6	TA0197165	A	SURNAME 127950058 GIVEN_NAME 127950058	中文名 127950058	✓	ONLINE	Pending					Upload
6D/26	TA0002372	丙	SURNAME 127356496 GIVEN_NAME 127356496	中文名 127356496	✓	ONLINE	Pending					Upload
6E/5	TA0378771	乙	SURNAME 123706473 GIVEN_NAME 123706473	中文名 123706473	✓	ONLINE	Pending					Upload
6E/14	TA0207454	乙	SURNAME 128153683 GIVEN_NAME 128153683	中文名 128153683	✓	ONLINE	Pending					Upload
6E/16	TA0383562	乙	SURNAME 124707979 GIVEN_NAME 124707979	中文名 124707979	✓	ONLINE	Pending					Upload

Submit to HKEAA Withdraw from HKEAA

# Subject Panel – upload files

Choose file (**EXPT LIST**) and click 'Upload'



Upload Teacher Document

File  瀏覽...

Upload Cancel

# Subject Panel – upload files

Subject Admin. SBA Marks Upload Files Reports 中文 English Logout

/ Upload Files / Upload Teacher Document / Student Work

Subject: 2014 - Physics 物理 Search

SBA Files Submission Period: 01/09/2013 - 31/10/2013

Teacher Document

Total number of record(s): 1

File Type	Submission Method	Status	Uploaded Date	File Name	File Size	View Uploaded File	Action
Teacher Document	ONLINE	Pending					Upload

Student Work

Total number of record(s): 6

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
6C/21	TA0361887	A	SURNAME 122240783 GIVEN_NAME 122240783	中文名 122240783	✓	ONLINE	Pending					Upload
6D/6	TA0197165	A	SURNAME 127950058 GIVEN_NAME 127950058	中文名 127950058	✓	ONLINE	Pending					Upload
6D/26	TA0002372	丙	SURNAME 127356496 GIVEN_NAME 127356496	中文名 127356496	✓	ONLINE	Pending					Upload
6E/5	TA0378771	乙	SURNAME 123706473 GIVEN_NAME 123706473	中文名 123706473	✓	ONLINE	Pending					Upload
6E/14	TA0207454	乙	SURNAME 128153683 GIVEN_NAME 128153683	中文名 128153683	✓	ONLINE	Pending					Upload
6E/16	TA0383562	乙	SURNAME 124707979 GIVEN_NAME 124707979	中文名 124707979	✓	ONLINE	Pending					Upload

Submit to HKEAA Withdraw from HKEAA

Click 'Upload'

Unified student list in mark sheets and student work submission screen

# Subject Panel – upload files

Choose file and click **'Upload'**

Upload Student Work

Class Name: 6B

Class No 10

Doc No: TA0000000

Student Name: SURNAME GIVEN\_NAME

File to Upload

Browse...

Upload

Cancel

# Subject Panel – upload files

Student Work

Total number of record(s):6

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/4	FA288064	S6-T01	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	26-09-2013 11:10:56	PHYS(288064).pdf	589.38 KB		Re-upload
6A/14	TB288066	S6-T01	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	24-09-2013 16:36:05	PHYS(288066).pdf	170 Bytes		Re-upload
6C/22	TC286068	S6-T01	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	24-09-2013 16:36:10	PHYS(288068).pdf	170 Bytes		Re-upload
6C/34	KA288070	S6-T01	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	24-09-2013 16:36:16	PHYS(288070).pdf	170 Bytes		Re-upload
6D/5	AP288072	S6-T01	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	24-09-2013 16:36:23	PHYS(288072).pdf	170 Bytes		Re-upload
6D/12	JB288074	S6-T01	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	24-09-2013 16:36:28	PHYS(288074).pdf	170 Bytes		Re-upload

Submit to HKEAA

Withdraw from HKEAA

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



## Reminders

- Only student work with marks submitted to HKEAA are required.
- The work for each student should be zipped to one single file if the work contains more than one file.



# Reminders

- If need scanning, advise students to use **A4 paper** to do their homework.
- If one or two reports were lost, mark in the first page of the student work file, e.g. **Chan Tai Man has lost report #2 and #5.**
- **Attach lab. manual/guidelines** in the student work file for the convenience of checking by District Coordinators.



# Reminders

- Suggested file naming convention:

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

e.g. PHYS(123456).zip      PHYS(362880).pdf  
CSPHY(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 10MB.

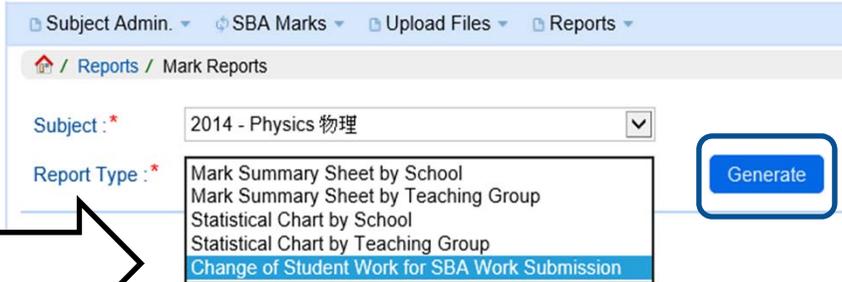


## Reminders

- Teacher Document for **Physics**, means **S5+S6 List of Experiments performed.**
- Please make use of the **template provided at HKEAA website:**  
*SBA → DSE → Elective → Physics → Forms*

# 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 8068.
- Subject Panel should download the **‘Change of Student Work for SBA Work Submission’** form from **‘Mark Reports’** under **‘Reports’** menu.



The screenshot shows a web interface for 'Subject Admin.' with a navigation bar containing 'SBA Marks', 'Upload Files', and 'Reports'. Below the navigation bar, the breadcrumb path is 'Reports / Mark Reports'. The 'Subject' dropdown menu is set to '2014 - Physics 物理'. The 'Report Type' dropdown menu is open, showing a list of options: 'Mark Summary Sheet by School', 'Mark Summary Sheet by Teaching Group', 'Statistical Chart by School', 'Statistical Chart by Teaching Group', and 'Change of Student Work for SBA Work Submission'. A blue arrow points to the 'Change of Student Work for SBA Work Submission' option. A 'Generate' button is visible to the right of the dropdown menu.



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

Hong Kong Diploma of Secondary Education Examination 2014

Physics

Change of Student Work for SBA Work Submission

S5+S6

District Group

--

School Code: 10024 School Name: Fukien Secondary School (Siu Sai Wan)

Panel Teacher: Chan Panel (10024-P01)

Part A (For School use only)				Part B (For HKEAA 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"/>	6C/28	SURNAME 124032881 GIVEN_NAME 124032881 (019770)			
<input type="checkbox"/>	6A/27	SURNAME 122572679 GIVEN_NAME 122572679 (011604)			
<input type="checkbox"/>	6C/20	SURNAME 121059242 GIVEN_NAME 121059242 (009750)			
<input type="checkbox"/>	6A/31	SURNAME 122160658 GIVEN_NAME 122160658 (008873)			
<input type="checkbox"/>	6E/33	SURNAME 128134900 GIVEN_NAME 128134900 (011780)			
<input type="checkbox"/>	6A/33	SURNAME 120704046 GIVEN_NAME 120704046 (035635)			
Name of contact person: _____ (Mr./Ms)			School Seal	Date: _____	
Telephone no: _____ Fax no: _____				HKEAA Seal	
Signature of Principal: _____ Date: _____					
(Please fax this page to the HKEAA at 36288091. For enquiries, please call 3628 8070.)					

# 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 2013 (<https://www.hkdse.hkeaa.edu.hk>)



# Enquiry Hotlines

- General Issues:
  - 3628-8860
- Subject Matters:
  - 3628-8064
  - 3628-8070





Thank you