



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 2018



Overview of the SBA submission process

Overview of the SBA submission process

School
Administrator

Subject
Panel
(1st stage)

Subject
Teacher

Subject
Panel
(2nd stage)

Principal

Subject
Panel
(Last stage)

- Create login accounts for teachers and panels
- Indicate the SBA subjects being offered in this school year
- Assign SBA subjects to panels and teachers

- Create teaching groups
- Assign students to teaching groups
- Assign teachers to teaching groups

- Input SBA marks (online input or batch input using the mark template)
- Endorse SBA marks of responsible teaching group(s)
- Submit SBA Marks to Panel

- Endorse SBA marks submitted by all teachers of a subject
- If necessary, return to teacher for amendments
- Submit SBA Marks to Principal

- Endorse SBA marks for all subjects
- If necessary, return to panel to handle
- Submit SBA Marks to HKEAA

- Upload Student Work of all selected students
- Upload Teacher Document if required

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

Welcome to the Hong Kong Diploma of Secondary Education Examination Online Services such as registration, submission, arrangements, etc.

Events and Activities

Description

User Account Operation - with new Page effective from 30 September 2016

Registration

HKDSE 2018

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 System >> Enter

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

[2018 SBA Requirements and Schedule of Submissions](#)

The School-based Assessment System User Manual

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

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

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Hong Kong Examinations and Assessment Authority

Hong Kong Diploma of Secondary Education Examination
School-based Assessment System

Subject Admin. SBA Marks Upload Files Reports 中文 Eng

Subject Admin. / Assign Teaching Group

Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織)

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

Subject Admin. / Assign Teaching Group

Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織)

Teaching Group : All Students Class Name : All Classes Search

Assign » Unassign » Switch Group » Rename Group »

Total number of student(s) 3

| <input type="checkbox"/> | Class Name ^ | Class No ↕ | Doc. No ↕ | Student Name ↕ | Teaching Group ↕ |
|--------------------------|--------------|------------|-----------------|-------------------|------------------|
| <input type="checkbox"/> | 6A | 3 | TESTSUBJECTS003 | TEST SUBJECT S003 | [unassigned] |
| <input type="checkbox"/> | 6A | 4 | TESTSUBJECTS004 | TESTSUBJECT S004 | [unassigned] |
| <input type="checkbox"/> | 6B | 1 | TESTSUBJECTS005 | TEST SUBJECT S005 | [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

6. Choose teacher

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

Assign To Teacher : Chan Tai Man (90001-TL)

Enter a New Group : or Existing group :

Group A

Save Cancel

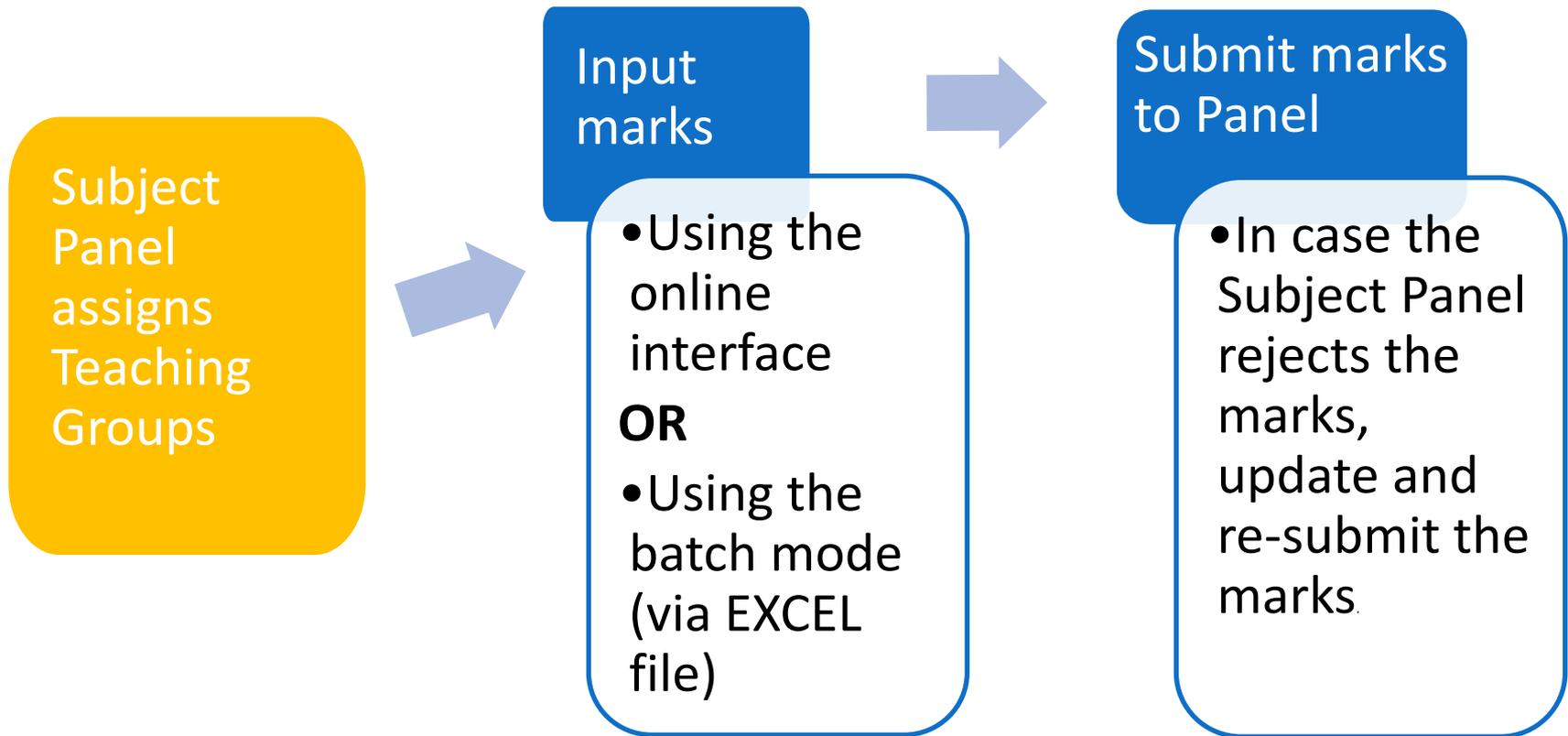
7. Enter the group name

8. Click 'Save'



Subject Teacher

Subject Teacher



Subject Teacher – input marks

Click 'Input Marks'



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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 ▾

Subject Teacher – input marks

The screenshot shows the HKEAA SBA Marks input interface. At the top left is the HKEAA logo and name in Chinese and English. At the top right is the text 'Hong Kong Diploma of Secondary Education Examination School-based Assessment System'. Below this is a navigation bar with 'Subject Admin.', 'SBA Marks', 'Upload Files', and 'Reports'. The breadcrumb trail shows 'SBA Marks / Input Marks'. The main form has two dropdown menus: 'Subject' (selected: '2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織)') and 'Teaching Group' (selected: 'All My Teaching Groups'). A blue 'Search' button is on the right. A blue 'Instruction >' button is at the bottom left. Three callout boxes with blue borders and lines pointing to the form 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 Upload Files Reports

SBA Marks / Input Marks

Subject 2019 - Technology and Living (Fashion, Clothing and T

Teaching Group All My Teaching Groups

「 R 」 :if the student is a repeater

「 T 」 :if the student is a transfer student

Instruction > Show / Hide Columns Check Completion of Mark Input

Total number of student(s): 3

| Class Name | Student Name (Eng) | R/T | Lang | | Prescribed Task (0 - 20) | Project / Design Folio - Proposal (0 - 20) | Project / Design Folio - |
|------------|--------------------|--------------------------|-----------------------|-----------------------|--------------------------|--|--------------------------|
| | | | E | C | | | |
| 6A/3 | TEST SUBJECT S003 | <input type="checkbox"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> | <input type="text"/> | |
| 6A/4 | TESTSUBJECT S004 | <input type="checkbox"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> | <input type="text"/> | |
| 6B/1 | TEST SUBJECT S005 | <input type="checkbox"/> | <input type="radio"/> | <input type="radio"/> | <input type="text"/> | <input type="text"/> | |

Mark input should be an integer within the mark range;

E= Exemption;

F= Fail to submit;

P= Plagiarism

Save



Subject Teacher – input marks

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

Home / SBA Marks / Input Marks

Subject

Teaching Group

[Instruction >](#) [Show / Hide Columns](#) [Check Completion of Mark Input](#)

Total number of student(s): 3

| Class Name | Student Name (Eng) | R/T | Lang <input type="radio"/> E <input type="radio"/> C | Prescribed Task (0 - 20) | Project / Design Folio - Proposal (0 - 20) |
|------------|--------------------|--------------------------------|--|---------------------------------|---|
| 6A/3 | TEST SUBJECT S003 | <input type="text" value=""/> | <input type="radio"/> E <input checked="" type="radio"/> C | <input type="text" value="16"/> | <input type="text" value="15"/> |
| 6A/4 | TESTSUBJECT S004 | <input type="text" value="R"/> | <input type="radio"/> E <input checked="" type="radio"/> C | <input type="text" value="R"/> | <input type="text" value="R"/> |
| 6B/1 | TEST SUBJECT S005 | <input type="text" value=""/> | <input type="radio"/> E <input checked="" type="radio"/> C | <input type="text" value="17"/> | <input type="text" value="15"/> |

[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

HKDSE Examination System - School-based Assessment (SBA)
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Select Language 選擇語言 English ▾

Subject Teacher – batch input

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Hong Kong Diploma of Secondary Education Examination
School-based Assessment System

Subject Admin. SBA Marks Upload Files Reports

Home / SBA Marks / Batch Input Marks

Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織)

Upload Mark File : 瀏覽... Upload Download Mark Template

Instruction »

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 | I | |
|----|------------|-----------|------------|---------------------|--------------------|--------------------|----------------------|--------------------------|--------------------------|---------|
| 1 | Class Name | Class No. | Doc No. | Teaching Group Name | Student Name (Eng) | Student Name (Chi) | R/T (R, T, or blank) | Language Medium (C or E) | Prescribed Task (0 - 20) | Project |
| 2 | 6A | 3 | TE00325631 | A | Chung Man Fo | | | C | 16 | 15 |
| 3 | 6A | 4 | TE00325620 | A | Ying Yu Hao | | R | C | | |
| 4 | 6B | 1 | TE00327820 | A | Xue Sue | | | C | 17 | 15 |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |

Subject Teacher – batch input

Batch Input Marks - Internet Explorer

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School-based Assessment System

Subject Admin. SBA Marks Upload Files Reports

SBA Marks / Batch Input Marks

Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織)

Upload Mark File : 瀏覽... Upload Download Mark Template

(xls or xlsx only)

Instruction »

4. Choose file

5. Upload mark file

Subject Teacher – batch input

6. Confirm batch input marks

Subject Admin. SBA Marks Upload Files

SBA Marks / Batch Input Marks / Preview

Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles)

Teacher Name : Chan Tai Man (90001-ChanTM)

Confirm Batch Input Marks

Cancel

Download Error Report

Total number of students: 3

Show / Hide Columns

| Row No. ▲ | Error Details ◆ | Class Name / No. ◆ | Student Name (Eng) ◆ | R/T | Lang | Prescribed Task (0-20) | Project / Design Folio - Proposal (0-20) | Project / Design Folio - Realisation and Evaluation (0-20) |
|-----------|-----------------|--------------------|----------------------|-----|---------|------------------------|--|--|
| 2 | --- | 6A / 3 | TEST SUBJECT S003 | | Chinese | 16 | 20 | 10 |
| 3 | | 6A / 4 | TESTSUBJECT S004 | R | Chinese | | | 16 |
| 4 | --- | 6B / 1 | TEST SUBJECT S005 | | Chinese | 18 | 15 | 13 |

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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Assessment (SBA)

Select Language 選擇語言 English ▾

Submit marks to Panel

1. Choose subject

2. Click 'Search'

Subject Admin. SBA Marks Upload Files Reports 中文 English Exit

/ SBA Marks / Submit to Panel

Exam Year / Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織) Search

| Exam Year | Subject | Submission Period From | Submission Period To | Registered Candidates | Mark input of assigned students | Status | Last Updated | Reports |
|-----------|--|------------------------|----------------------|-----------------------|---------------------------------|------------|---------------------|--|
| 2019 | Technology and Living (Fashion, Clothing and Textiles) | 01-10-2018 | 31-10-2018 | 3 | 3 / 3 | Mark Input | 15-10-2018 12:13:18 | Mark Summary Sheet by Teaching Group View Submit to Panel |
| | A | | | | 3 / 3 | | | Mark Summary Sheet by Teaching Group View |

3. Click 'Submit to Panel'

Submit marks to Panel

Subject Admin. SBA Marks Upload Files Reports

中文 English

SBA Marks / Submit to Panel / Mark List

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

Exam Year : 2019 Subject : Technology and Living (Fashion, Clothing and Textiles) Panel

I confirm the following :

- To my best knowledge, the work presented for assessment is the students' own work and not plagiarised work according to the seriousness. A report will be submitted to the panel if any plagiarism is identified.
- All the marks are correct.

4. Check the marks and click 'Next'

Total number of student(s) : 3

| Class Name / No. | Teaching Group | Student Name (Eng) | Student Name (Chi) | Lang. | R/T | Final Mark | Prescribed Task (0-20) | Project / Design Folio - Proposal (0-20) | Project / Design Folio - Realisation and Evaluation (0-20) |
|------------------|----------------|--------------------|--------------------|---------|-----|------------|------------------------|--|--|
| 6A / 3 | A | TEST SUBJECT S003 | | Chinese | | 76.67 | 16 | 20 | 10 |
| 6B / 1 | A | TEST SUBJECT S005 | | Chinese | | 76.67 | 18 | 15 | 13 |
| 6A / 4 | A | TESTSUBJECT S004 | | Chinese | | 73.33 | 15 | 13 | 16 |
| Mean | | | | | | 75.56 | 16.33 | 16.00 | 13.00 |
| S.D. | | | | | | 1.93 | 1.53 | 3.61 | 3.00 |
| Min | | | | | | 73.33 | 15.00 | 13.00 | 10.00 |
| Max | | | | | | 76.67 | 18.00 | 20.00 | 16.00 |

Back to Submission page

Next >>

Submit marks to Panel

Subject Admin. SBA Marks Upload Files Reports 中文 English

SBA Marks / Submit to Panel / Declaration

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

Exam Year : 2019 Subject : Technology and Living (Fashion, Clothing and Textiles) Panel Name

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): 3

| 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 / 3 | Passport | TESTSUBJECTS003 | TEST SUBJECT S003 | | Chan Tai Man (father) |
| 6A / 4 | Passport | TESTSUBJECTS004 | TESTSUBJECT S004 | | |
| 6B / 1 | Passport | TESTSUBJECTS005 | TEST SUBJECT S005 | | |

<< Back Finish

Input teacher-student relationship, if any

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

Click 'Submit'

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 : 2019
Subject : Technology and Living (Fashion, Clothing and Textiles)
Panel Name : Chan Tai Man (90001-ChanTM)

Submit another Subject



Subject Panel (2nd stage)

Subject Panel – submit to principal



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

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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'**

Subject Panel – submit to principal

Select subject and click 'Search'

Subject Admin. SBA Marks Upload Files Reports 中文 English Exit

SBA Marks / Submit to Principal

Exam Year / Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織) Search

| Exam Year | Subject | Submission Period From | Submission Period To | Registered Candidates | Mark input of assigned students | Status | Last Updated | Reports | |
|-----------|--|------------------------|----------------------|-----------------------|---------------------------------|--------------------|---------------------|---|---------------------|
| 2019 | Technology and Living (Fashion, Clothing and Textiles) | 01-10-2018 | 31-10-2018 | 3 | 3 / 3 | Submitted to Panel | 15-10-2018 12:19:56 | Mark Summary Sheet by School View | Submit to Principal |
| | Chan Tai Man (90001-ChanTM) | | | | 3 / 3 | Submitted to Panel | 15-10-2018 12:19:56 | 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 ▾

Home / 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 : 2019 Subject : Technology and Living (Fashion, Clothing and Textiles) Panel Name :

I confirm the following :

- To my best knowledge, the work presented for assessment is the students' own work and not plagiarised work according to the seriousness. A report will be submitted to the principal if any plagiarism is identified.
- All the marks are correct.

Total number of student(s) : 3

| Class Name / No. | Teaching Group | Student Name (Eng) | Student Name (Chi) | Lang. | R/T | Final Mark | Prescribed Task (0-20) | Project Folio - 1 (0-20) | Project Folio - 2 (0-20) |
|------------------|----------------|--------------------|--------------------|---------|-----|------------|------------------------|--------------------------|--------------------------|
| 6A / 3 | A | TEST SUBJECT S003 | | Chinese | | 76.67 | 16 | 20 | |
| 6B / 1 | A | TEST SUBJECT S005 | | Chinese | | 76.67 | 18 | 15 | 13 |
| 6A / 4 | A | TESTSUBJECT S004 | | Chinese | | 73.33 | 15 | 13 | 16 |
| Mean | | | | | | 75.56 | 16.33 | 16.00 | 13.00 |

Review the marks and Teacher-Student relationship

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

Home / 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 : 2019 Subject : Technology and Living (Fashion, Clothing and Textiles) Panel Name : Chan Tai Man (90001-ChanTM)

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 / 3 | Passport | TESTSUBJECTS003 | TEST SUBJECT S003 | | Chan Tai Man (father) |

<< Back

Next >>

Subject Panel – submit to principal

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

Home / SBA Marks / Submit to Principal / Network School

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

Exam Year : 2019 Subject : Technology and Living (Fashion, Clothing and Textiles) Panel N

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

Declare network schools (if applicable)

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 of the subject

Teaching Group

A

Chan Tai Man (90001-ChanTM)

View / Edit

A / Chan Tai Man (90001-ChanTM)

Selected:

Choose the network school

| School List | Remark (Optional) | | |
|-------------------------------------|--------------------------|-------------------------|---------------|
| | School Name (English) ^ | School Name (Chinese) ^ | School Code ^ |
| <input type="checkbox"/> | Hong Kong College | 香港書院 | 00001 |
| <input type="checkbox"/> | Kowloon Secondary School | 九龍中學 | 00002 |
| <input type="checkbox"/> | NT School | 新界學校 | 00007 |
| <input checked="" type="checkbox"/> | ABC Secondary School | 甲乙丙中學 | 10000 |

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.

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

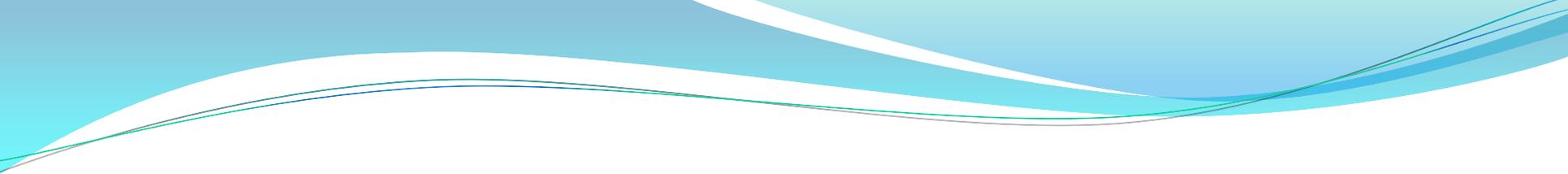
Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

Home / SBA Marks / Submit to Principal / Acknowledgement

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

Exam Year : 2019
Subject : Technology and Living (Fashion, Clothing and Textiles)
Panel Name : Chan Tai Man (90001-ChanTM)

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



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 top navigation bar of the HKEAA website. On the 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 horizontal navigation bar with three dropdown menus: 'SBA Marks', 'Upload Files', and 'Reports'. A blue box highlights the 'Submit to HKEAA' button, which is located below the 'SBA Marks' dropdown menu. 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

Principal – submit to HKEAA

Choose subject and click 'Search'



The screenshot shows a web interface for submitting marks to HKEAA. 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 area is titled 'Exam Year / Subject :'. A dropdown menu is open, displaying a list of subjects for the year 2019. A blue 'Search' button is located to the right of the dropdown. A blue callout box from the top of the slide points to the 'Search' button.

SBA Marks ▾ Upload Files ▾ Reports ▾

Home / SBA Marks / Submit to HKEAA

Exam Year / Subject :

- All my Subjects
- 2019 - Chinese Language 中國語文
- 2019 - English Language 英國語文
- 2019 - Liberal Studies 通識教育
- 2019 - Biology 生物
- 2019 - Chemistry 化學
- 2019 - Physics 物理
- 2019 - Information and Communication Technology 資訊及通訊科技
- 2019 - Visual Arts 視覺藝術
- 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織)
- 2019 - Technology and Living (Food Science and Technology) 科技與生活 (食品科學與科技)

Search

Principal – submit to HKEAA

Click **‘Submit to HKEAA’** to start the submission

SBA Marks Upload Files Reports 中文 English Exit

SBA Marks / Submit to HKEAA

Exam Year / Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織) Search

| Exam Year | Subject | Submission Period From | Submission Period To | Registered Candidates | Mark input of assigned students | Status | Last Updated | Reports |
|-----------|--|------------------------|----------------------|-----------------------|---------------------------------|------------------------|---------------------|--|
| + 2019 | Technology and Living (Fashion, Clothing and Textiles) | 01-10-2018 | 31-10-2018 | 3 | 3 / 3 | Submitted to Principal | 15-10-2018 12:37:29 | Mark Summary Sheet by School View Submit to HKEAA Reject to Panel » Withdraw from HKEAA » |

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

Principal – submit to HKEAA

SBA Marks Upload Files Reports

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 : 2019 Subject : Technology and Living (Fashion, Clothing and Textiles)

I confirm the following :

- To my best knowledge, the work presented for assessment is the work of the student and is not plagiarised work according to the seriousness. A report will be submitted if identified.
- All the marks are correct.

Total number of student(s) : 3

| Class Name / No. | Teaching Group | Student Name (Eng) | Student Name (Chi) | Lang. | R/T | Final Mark | Prescribed Task (0-20) | Project / Design Folio - Proposal (0-20) | Project / Design Folio - Realisation and Evaluation (0-20) |
|------------------|----------------|--------------------|--------------------|---------|-----|------------|------------------------|--|--|
| 6A / 3 | A | TEST SUBJECT S003 | | Chinese | | 76.67 | 16 | 20 | 10 |
| 6B / 1 | A | TEST SUBJECT S005 | | Chinese | | 76.67 | 18 | 15 | 13 |
| 6A / 4 | A | TESTSUBJECT S004 | | Chinese | | 73.33 | 15 | 13 | 16 |
| Mean | | | | | | 75.56 | 16.33 | 16.00 | 13.00 |
| S.D. | | | | | | 1.93 | 1.53 | 3.61 | 3.00 |
| Min | | | | | | 73.33 | 15.00 | 13.00 | 10.00 |
| Max | | | | | | 76.67 | 18.00 | 20.00 | 16.00 |

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 Exit

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 : 2019 Subject : Technology and Living (Fashion, Clothing and Textiles) Panel Name : Chan Tai Man (90001-ChanTM)

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 / 3 | Passport | TESTSUBJECTS003 | TEST SUBJECT S003 | | Chan Tai Man (father) |

<< Back Next >>

Principal – submit to HKEAA

The screenshot shows a web interface for submitting SBA marks to HKEAA. At the top, there is a breadcrumb trail: Home / SBA Marks / Submit to HKEAA / Network School. Below this is a progress bar with five steps: Start (Submit to HKEAA), Step 1 (Mark List), Step 2 (Declaration), Step 3 (Network School), and Finish (Acknowledgement). The current step is Step 3, which is highlighted in blue. Below the progress bar, the exam details are displayed: Exam Year: 2019, Subject: Technology and Living (Fashion, Clothing and Textiles), and Panel Name: Chan Tai Man (90001-). A red **NOTE:** explains that SBA marks are subject to moderation on a school basis and that network schools should be grouped into one moderation group. Below the note, there is a confirmation statement: "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." An information icon indicates that the panel has not specified network school information. At the bottom, there are two buttons: "<< Back" and "Finish". The "Finish" button is highlighted in blue and has a callout box pointing to it.

Home / 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 : 2019 Subject : Technology and Living (Fashion, Clothing and Textiles) Panel Name : Chan Tai Man (90001-

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.

i Panel has not specified network school information.

<< 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

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

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

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

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

Exam Year : 2019

Subject : Technology and Living (Fashion, Clothing and Textiles)

Panel Name : Chan Tai Man (90001-ChanTM)

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’



Hong Kong Dipl
School-based Asses:

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 : ▾

Choose subject and click **'Search'**

Subject Panel – upload files

Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織) Search

Click 'Upload'

SBA Files Submission Period: 01/10/2018 - 31/10/2018

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): 3

| 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/3 | TESTSUBJECTS003 | A | TEST SUBJECT S003 | | ✓ | ONLINE | Pending | | | | | Upload |
| 6A/4 | TESTSUBJECTS004 | A | TESTSUBJECT S004 | | ✓ | ONLINE | Pending | | | | | Upload |
| 6B/1 | TESTSUBJECTS005 | A | TEST SUBJECT S005 | | ✓ | ONLINE | Pending | | | | | Upload |

[Submit to HKEAA](#)

[Withdraw from HKEAA](#)

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...

Upload Cancel

Choose file and click **'Upload'**

Subject Panel – upload files

Subject Admin. SBA Marks Upload Files Reports

中文 English

Upload Files / Upload Teacher Document / Student Work

Subject : 2019 - Technology and Living (Fashion, Clothing and Textiles) 科技與生活 (服裝、成衣與紡織)

Search

✓ Saved Successfully.

SBA Files Submission Period: 01/10/2018 - 31/10/2018

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): 3

| 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/3 | TESTSUBJECTS003 | A | TEST SUBJECT S003 | | ✓ | ONLINE | Uploaded | 15-10-2018 14:03:43 | TLFCT (123456).docx | 2.31 MB | | Re-upload |
| 6A/4 | TESTSUBJECTS004 | A | TESTSUBJECT S004 | | ✓ | ONLINE | Uploaded | 15-10-2018 14:04:02 | TLFCT (159328).docx | 2.31 MB | | Re-upload |
| 6B/1 | TESTSUBJECTS005 | A | TEST SUBJECT S005 | | ✓ | ONLINE | Uploaded | 15-10-2018 14:04:25 | TLFCT (561862).docx | 2.31 MB | | Re-upload |

[Submit to HKEAA](#)

[Withdraw from HKEAA](#)

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

Reminders

- Student work included:
Marked prescribed task and a project / design folio of six students, chosen by the HKEAA, are to be submitted
- 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. TLFCT(123456).zip TLFCT (362880).pdf
 TLFCT (246800).doc

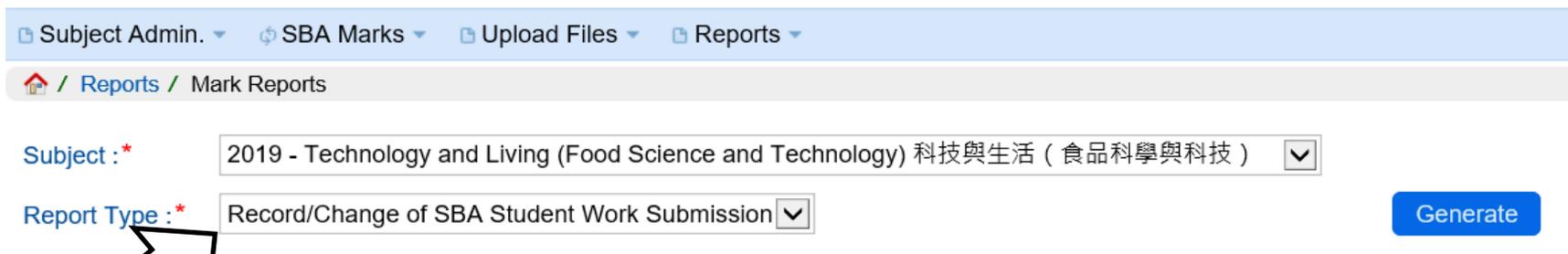
Student Document Number is the beginning 6 digits of the identity document of a student.

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 **40MB**

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 **‘Record/Change of SBA Student Work Submission’** form from **‘Mark Reports’** under **‘Reports’** menu.



The screenshot shows a web interface 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 / Reports / Mark Reports'. The main content area features two dropdown menus: 'Subject : *' with the selected value '2019 - Technology and Living (Food Science and Technology) 科技與生活 (食品科學與科技)', and 'Report Type : *' with the selected value 'Record/Change of SBA Student Work Submission'. A blue 'Generate' button is located to the right of the 'Report Type' dropdown. A large white arrow with a black outline points to the 'Report Type' dropdown menu.



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

S5+S6

Hong Kong Diploma of Secondary Education Examination 2018
2019 - Technology and Living (Food Science and Technology)

Record/Change of SBA Student Work Submission

| |
|----------------|
| District Group |
| -- |

School Code: 90001 School Name: HKDSE Secondary School

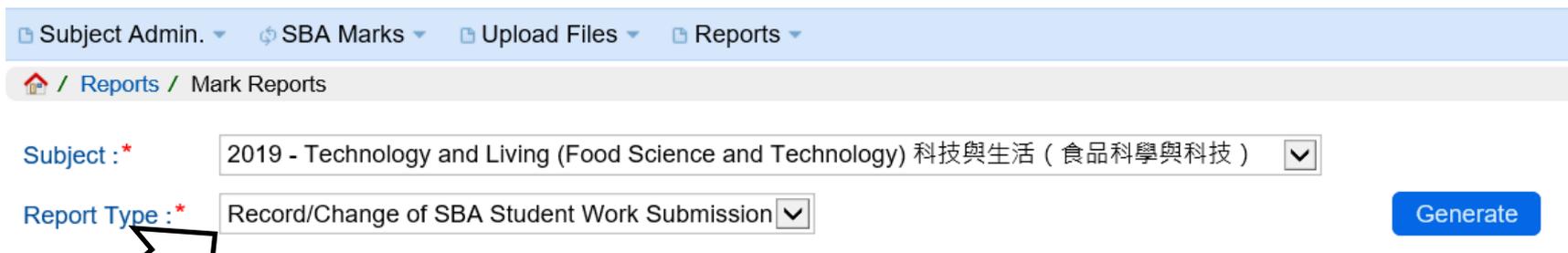
Panel Teacher: Chan Tai Man (90001-ChanTM)

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

| 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"/> | 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) | | |
| Name of contact person: _____ (Mr./Ms) | | | Date: _____ | |
| Telephone no: _____ Fax no: _____ | | | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; text-align: center; line-height: 60px;">School Seal</div> <div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; text-align: center; line-height: 60px;">HKEAA Seal</div> </div> | |
| 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

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



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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 2018 (<https://www.hkdse.hkeaa.edu.hk>)



Enquiry Hotlines

- General Issues:
 - 3628-8860
 - 3628-8070
- Subject Matters:
 - 3628-8068
 - 3628-8064



Briefing Sessions (tentative)

- June 2019
- Enrollment:
Details will be sent to
schools later



Thank you