

















































(c) A list of frequently-asked questions concerning this measure can be found at [www.hkdse.hkeaa.edu.hk](http://www.hkdse.hkeaa.edu.hk) > SBA-FAQs for one-off submission of S5 and S6 SBA Marks.

#### **4.5 Declaration Requirements**

To prevent potential / perceived conflicts of interest, teachers conducting SBA have to declare whether the students they are assessing are their relatives (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home). The declaration records should be submitted to the HKEAA through the School-based Assessment System.

Apart from the provision of the declaration records to the HKEAA, school leaders are also expected to establish an internal system for directing teachers to make a formal declaration of conflicts of interest at the beginning of the school year in regard to their personal relationship with the students they teach, and to take appropriate actions to mitigate the declared interest, e.g. redeployment of teachers to avoid their conducting the assessments for the student(s) concerned, where applicable.





























































**Self Evaluation Form**  
**Individual Presentation**

**Your name:** \_\_\_\_\_

**Tick the boxes that best describe how well you presented and add your comments below.**

		Almost never	Not very often	Some of the time	Usually	Most of the time	Almost all of the time
Pronunciation and delivery	1. My voice was loud enough						
	2. I could pronounce English sounds and words clearly						
	3. I could vary my intonation and talk at the right speed to help my group mates understand						
Communication strategies	4. I had friendly body language and made eye contact						
	5. I could manage the timing of my presentation well						
	6. I could get others to ask me questions and answer them						
Vocabulary and language patterns	7. I could use the right words to explain my ideas						
	8. I could use grammatically correct language						
	9. When I made an error, I could correct it						
Ideas and organisation	10. I could speak without depending on my notes						
	11. My ideas were relevant to the topic of the presentation						
	12. My ideas were well organised and clearly linked together						

The thing I liked most about my presentation was

Next time I will ...

**Evaluation Form**  
**Individual Presentation**

Name of presenter: \_\_\_\_\_

Your name: \_\_\_\_\_

Tick the boxes that describe your classmate's presentation and add your comments below.

		Almost never	Not very often	Some of the time	Usually	Most of the time	Almost all of the time
Pronunciation and delivery	1. His/Her voice is loud enough						
	2. He/She can pronounce English sounds and words clearly						
	3. He/She can vary his/her intonation and talk at the right speed to help his/her group mates understand him/her						
Communication strategies	4. He/She has friendly body language and makes eye contact						
	5. He/She can manage the timing of his/her presentation well						
	6. He/She can get others to ask him/her questions and answer them						
Vocabulary and language patterns	7. He/She can use the right words to explain his/her ideas						
	8. He/She can use grammatically correct language						
	9. When he/she makes an error, he/she can correct it						
Ideas and organisation	10. He/She can speak without depending on his/her notes						
	11. His/Her ideas are relevant to the topic of the presentation						
	12. His/Her ideas are well organised and clearly linked together						

The thing I liked most about his/her presentation was

Next time he/she should ...

**Peer evaluation form**  
**Individual Presentation**

Name of presenter: \_\_\_\_\_

Your name: \_\_\_\_\_

Tick the boxes that describe your classmate's presentation and add your comments below.

		Almost never	Not very often	Some of the time	Usually	Most of the time	Almost all of the time
Pronunciation and delivery	1. His/Her voice is loud enough						
	2. He/She can pronounce English sounds and words clearly						
	3. He/She can vary his/her intonation and talk at the right speed to help his/her group mates understand him/her						
Communication strategies	4. He/She has friendly body language and makes eye contact						
	5. He/She can manage the timing of his/her presentation well						
	6. He/She can get others to ask him/her questions and answer them						
Vocabulary and language patterns	7. He/She can use the right words to explain his/her ideas						
	8. He/She can use grammatically correct language						
	9. When he/she makes an error, he/she can correct it						
Ideas and organisation	10. He/She can speak without depending on his/her notes						
	11. His/Her ideas are relevant to the topic of the presentation						
	12. His/Her ideas are well organised and clearly linked together						

The thing I liked most about his/her presentation was

Next time he/she should ...

**Peer evaluation form**  
**Individual Presentation**

Name of presenter: \_\_\_\_\_

Your name: \_\_\_\_\_

**Tick the boxes that describe your classmate's presentation and add your comments below.**

		Almost never	Not very often	Some of the time	Usually	Most of the time	Almost all of the time
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Next time he/she should ...

**Peer evaluation form**  
**Individual Presentation**

Name of presenter: \_\_\_\_\_

Your name: \_\_\_\_\_

Tick the boxes that describe your classmate's presentation and add your comments below.

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