

Preface

This Handbook serves as a guide to schools and subject teachers for administering school-based assessment (SBA) for English Language at their schools for the Hong Kong Diploma of Secondary Education (HKDSE) Examination. Teachers are expected to comply with the requirements and procedures stipulated in this Handbook when conducting the related assessment activities.

Notes on Changes to the Handbook

The SBA requirements of the 2024 HKDSE English Language Examination and beyond have been revised following the ‘Measures to Optimise the Four Senior Secondary Core Subjects’. Please refer to Chapter 2 for details.

Chapter 1 Introduction

1.1 Assessment Framework

The public assessment of this subject is based on the *English Language Curriculum and Assessment Guide (Secondary 4 – 6)* jointly prepared by the Curriculum Development Council and the Hong Kong Examinations and Assessment Authority (HKEAA). It consists of a public examination component and an SBA component as outlined in the following table:

Component		Weighting	Duration
Public Examination	Paper 1 Reading	20%	1½ hours
	Paper 2 Writing	25%	2 hours
	Paper 3 Listening & Integrated Skills	30%	About 2 hours
	Paper 4 Speaking	10%	About 20 minutes
School-based Assessment (for school candidates only)		15%	

1.2 Aims and Objectives

The rationale for including the SBA component in the HKDSE English Language Examination is summarised below:

- It provides a more balanced and trustworthy assessment system, increasing the range and diversity of assessment collection points, task types and assessors.
- It improves the validity of oral language assessment in particular by including aspects that cannot be assessed in public exam settings.
- It improves the reliability of oral language assessment because judgements will be based on many observations of the student over an extended period of time.
- There is beneficial washback on teaching and learning, particularly in relation to the development of speaking and extensive reading skills, but also on teaching and assessment practices more generally.
- It empowers teachers to become part of the assessment process and enhances collaboration and sharing of expertise within and across schools.
- It has a professional development function, building up practical skills in teacher assessment which can then be transferred to other areas of the curriculum.

The distinctive characteristics of SBA (and its strengths as *one* relatively small component of a coherent assessment system) have implications for its design and implementation, in particular the nature of the assessment tasks and role of the teacher standardisation procedures. These implications are summarised as follows:

- the assessment process should be linked to and be a logical outcome of the normal teaching programme, as teaching, learning and assessment should be complementary parts of the whole educational experience (i.e. the SBA component is *not* a separate one-off activity that can be timetabled or prepared for as if it were a separate element of the curriculum);
- the assessment process should provide a richer picture of what learners can do (with oral language) than the external examination (Paper 4) by taking more samples over a longer period of time and by more closely approximating real-life and low stress conditions (i.e. the SBA component is *not* a one-off activity done under pseudo-exam conditions with unfamiliar assessors);
- the focus of the assessment tasks should be on the speaking ability of the students, including their ability to discuss issues in depth and to convey their ideas clearly and concisely (i.e. the SBA component is *not* an assessment of the students' memorisation skills, nor of their ability to provide highly specific factual details about what they have read or viewed, nor of their ability to conduct literary analysis of the texts);
- the nature and number of the assessment tasks need to remain somewhat flexible so that there can be congruence between the learning and assessment activities and more than one opportunity to collect assessment samples (i.e. the SBA component is *not* a single rigid highly standardised prescribed task which can be rehearsed and prepared for, then assessed, as if an external exam);
- the Framework of Guiding Questions (see Appendix H) should be used flexibly to ensure that students have the opportunity to show the full range of their responses, hence achieving the most valid 'true' judgement of students' ability (i.e. the SBA component is *not* designed around a set of standardised questions with the same questions asked of all students; 'fairness' is achieved in a different way to traditional approaches to testing which assume all students must be treated the same);
- the formative/summative distinction exists in SBA but is much less rigid and fixed than in a testing culture, i.e. students should receive constructive feedback and have opportunities to ask questions about specific aspects of their progress after each planned SBA assessment activity. This will both enhance language development and help students prepare for the final oral external examination (i.e. the SBA component is *not* a purely summative assessment);
- the marking criteria and standards will be explicit and publicly available to all, albeit in different forms for different audiences, e.g. students, parents, teachers and employers (i.e. the SBA component does *not* rely on impressionistic marking or implicit judgements);

- the marking criteria and standards should be regularly discussed with students and actively used by them, albeit in adapted form, as part of self and peer assessment for formative purposes throughout S4 to S6, not just when they are being formally assessed, so students can monitor their own progress and standing over the three years (i.e. the SBA component does *not* assume that the marking criteria are only useful for teachers and for summative assessment);
- the assessment tasks are designed as formal moments in the teaching programme at which the teacher can stand back and reflect on their implicit or explicit assumptions about individual students' capacities, compare those assumptions with careful analysis of examples of students' real performance, and then subject their judgements to explicit scrutiny and challenge or confirmation by others (i.e. the SBA component does *not* assume that the teacher is totally objective and/or has no preconceived ideas or assumptions about a student's level, rather it seeks to make such assumptions explicit and open to discussion with fellow teachers);
- a range of student samples of oral language are collected and subjected to systematic and critical scrutiny in order to verify individual teachers' judgements of individual students' standards (i.e. the reliability of the SBA component is *not* dependent on video-records of every assessment of every student, although schools will need to retain relevant evidence of students' progress and performance to address any formal complaints and queries);
- the SBA process, to be effective, has to be highly contextualised, dialogic and sensitive to student needs (i.e. the SBA component is *not* and cannot be treated as identical to an external exam in which texts, tasks and task conditions are totally standardised and all contextual variables controlled; to attempt to do so would be to negate the very rationale for SBA, hence schools and teachers must be granted a certain degree of trust and autonomy in the design, implementation and specific timing of the assessment tasks).

Chapter 2 Assessment Requirements

2.1 SBA Requirements

A school-based assessment component was first introduced into the 2007 CE English Language Examination. According to the *English Language Curriculum and Assessment Guide (Secondary 4-6)* jointly prepared by the Curriculum Development Council and the Hong Kong Examinations and Assessment Authority, the School-based Assessment is part of the public assessment of the HKDSE English Language Examination. The SBA component seeks to provide a more comprehensive appraisal of learners' achievement by assessing those learning objectives which cannot be easily assessed in public examinations whilst at the same time enhancing the capacity for student self-evaluation and life-long learning. The SBA, like the rest of the HKDSE English Language public exam, adopts a standards-referenced reporting system which seeks to recognise and report on the full range of educational achievement in Hong Kong schools.

The SBA component can and should be developed as an integrated part of the curriculum, not as a 'separate' paper. Students should be encouraged to keep copies of the records of their own assessments and regularly review their progress. Teachers should use the assessment activities not only to make judgements about student standards (a snapshot of students' achievement to date), but also to give feedback to students about specific aspects of their oral language skills so that they can improve for the next assessment. The SBA component will be valuable preparation for students for their external public examination as many of the skills required are the same.

The SBA component is worth 15% of the total subject mark. The SBA component consists of a reading/viewing programme in which students read/view two to four texts ('texts' encompass print, non-print, fiction and non-fiction material) over the course of three years, with at least one print and one non-print text. Students should keep a log book of comments/personal reflections, and then take part in a discussion with classmates or make an individual presentation on the books/videos/films that they have read/viewed, and respond to questions from their teacher, which will be derived from the student's written notes/personal responses/comments in their logbook. The assessment will be based on the student's oral performance, that is, the reading/viewing/writing will only serve as the means to this end and the specific content of the texts (i.e. names and places, story lines, other factual information etc.) will not be directly assessed as such, so it is not necessary for teachers to have a comprehensive and detailed knowledge of every text read by their students.

Teachers need to conduct two assessments, one in S5 and one in S6, and report two marks. Of the two marks reported, one mark should be based on a group interaction and one on an individual presentation.

The requirements are summarised in Table 1.

Table 1: SBA Requirements

	S4	S5	S6
Number and type of texts to be read / viewed	Two to four texts, at least one from print and one from non-print in the course of three years ('texts' encompass print, non-print, fiction and non-fiction material)		
Number, % and timing of assessment tasks	Two tasks, one for group interaction and one for individual presentation, with one to be undertaken during the second term of S5 and one anytime during S6 (15%). Each task is weighted 7.5%.		

Requirements for Repeaters and Transfer Students

School repeaters are candidates who have sat the HKDSE Examination in previous year(s) and are currently enrolled as S6 students in a school to retake the examination as school candidates.

Generally speaking, SBA is compulsory for school repeaters. For English Language, repeaters have to be re-assessed in S6 and meet the SBA requirements for S6 only (one assessment only; either group interaction or individual presentation), which will be proportionally adjusted to 15% and incorporated into their subject mark. Their SBA results obtained in previous examinations will not be counted.

Transfer students are S6 students sitting the examination for the first time, but who have transferred from one school to another after S5. Transfer students will need to submit the SBA mark for S6 only, i.e. one assessment, either group interaction or individual presentation, which will be proportionally adjusted to 15% and incorporated into their subject mark. Their SBA results obtained in S5 in the former school will not be counted.

Transfer students should provide information to their new school about the school in which they attended the S5 English Language course and the assessments completed there for their teachers' reference.

Students who have transferred to an S5 class at another school are not considered to be transfer students. They must meet the full SBA requirements as normal S5 students, i.e. complete two assessments.

Private Candidates

Private candidates will not be required to complete the SBA component. Their subject mark will be based entirely on their public examination results.

2.2 Mandatory Assessment Conditions

The main aim of establishing certain conditions for school-based assessment is to ensure that students have the opportunity to demonstrate their best possible oral language use. Students will not produce their best if the assessment task is unfamiliar; if they are too stressed and nervous to speak; if the teacher is intimidating, unfamiliar, or makes the task seem too much like an exam; or if the students are 'rehearsed'. (This will lead to very stilted and unnatural oral language use and will not score high marks). The teacher and the school must be sure that the oral language produced is not the result of memorisation without understanding. Hence, the following conditions must be met for a task to qualify as an *assessment task* for the purpose of SBA:

- a. The type of *task* (i.e. communicative purpose, grouping arrangement etc.) and the type of *text* used for assessment must be familiar to students, i.e. the planned assessment task should not be the first time the students are faced with this type of task or text (but see g. below).
- b. The task must not expect students to take on the role of an unfamiliar character, act out a role in a story or play, read aloud poems or short stories, engage in formal stage debates, sport commentary, job interviews etc, i.e. specific background knowledge and skills in drama, poem or debating, etc are not to be included in the assessment. However, such activities are very useful learning and teaching activities, e.g. to develop intonation and voice projection. Formal SBA assessments need to be constructed with the aim of eliciting natural and authentic spoken language which conforms to the broad task-types of group interaction and individual presentation.
- c. The task must be undertaken with the student's English teacher as the assessor and in the presence of at least one fellow student. The other student(s) can take part in the interaction or be the audience for a presentation.
- d. Tasks used to elicit an individual presentation must provide students with the opportunity to make an extended individual presentation (about 3-5 minutes). Note this is a guide only, as some students may take longer than others.
- e. Tasks used to elicit interaction must provide students with multiple opportunities to demonstrate appropriate interaction skills and make a balanced contribution without either dominating the discussion or being too reticent. Again, some students may need more time than others and/or may need to be prompted by the teacher to demonstrate their best (see h. below).
- f. Students must not read aloud or take notes during the assessment activity. Students are only permitted to refer to brief notes or prompts during the assessment activity (maximum of one 4x6 note card) or PowerPoint slides in point form only during an individual presentation. These notes or PowerPoint slides are not part of the formal assessment and should not be taken into account in making a judgement about students' oral language levels.
- g. Individual students can be given more than the minimum number of assessments, especially if it results in an improvement in their oral standards, but they are not permitted to repeat (i.e. retake) the same assessment task without any change in input, nor should they engage in extensive rehearsal for any task inside or outside school as this may undermine the authenticity of their oral language use.
- h. In any task the teacher-assessor may, if they wish, interact individually with a student at any time to ask specific question(s) to clarify and/or extend the student's ideas, to help prompt and/or scaffold the student's oral interaction and to probe the range and depth of their oral language skills (see Appendix

H Framework of Guiding Questions). This will be particularly important in the case of students who are very shy or lacking confidence or whose oral skills are very weak. The teacher-assessor needs to take into account the amount and nature of teacher support required and the specific contextual conditions of the assessment task when making their assessment. The contextual information needs to be clearly recorded and communicated to the student and fellow teacher-assessors.

Note: *There are no restrictions on the maximum number of tasks that can be used for assessment in any one year, but teachers are reminded that the SBA component is only a relatively small part of the overall public assessment and over-assessment should be avoided.*

2.3 Setting Assessment Tasks

2.3.1 Nature of Oral Text-types to be Assessed

In the SBA component an important distinction is made between two kinds of oral text-types, designated for HKDSE purposes as an *individual presentation* and a *group interaction*:

- An *individual presentation* is defined as a single piece of oral text in which an individual speaker presents some ideas or information over a sustained period (3-5 minutes), with the expectation that they will not be interrupted. An individual presentation requires comparatively long turns, hence generally needs more pre-planning and a more explicit structure to ensure coherence. A presentation may be quite informal and may be followed by questions or comments from the audience, although this exchange is not mandatory for the assessment for the individual presentation. If it is suspected that the student has memorised his/her presentation, the teacher-assessor is strongly recommended to ask one or two follow-up questions.
- A *group interaction* is defined as an exchange of short turns or dialogue with more than one speaker on a common topic. An interaction is jointly constructed by two or more speakers, hence generally needs less explicit structuring but more attention to turn-taking skills, such as how to initiate, maintain and/or control the interaction by making suggestions, asking for clarification, supporting and/or developing each other's views, disagreeing and/or offering alternatives.

Both individual presentations and group interactions require the capacity to speak intelligibly and reasonably fluently, with suitable intonation, volume and stress, using pauses and body language such as eye contact appropriately and effectively. They also require a range of vocabulary and language patterns that are accurate and varied. Some use of formulaic language may be appropriate to help structure long or short turns but the over-use or inappropriate use of set phrases should be discouraged. Above all, the oral language elicited should be natural and interactive, not memorised or read aloud.

It is important to emphasise the interrelationship between the quality of ideas and information, and the linguistic features of these oral texts. The more complex and unfamiliar the ideas being discussed, the more likely there will be some loss of fluency and more false starts, hesitations and dysfluencies. Greater cognitive demands in terms of content (for example, moving from recounting a story at the literal level to

interpretation and critique) may also result initially in more use of non-specific vocabulary and some grammatical mistakes, even amongst highly competent speakers of English. This interrelationship needs to be taken into account in designing all SBA assessment tasks and in making the actual assessments (see *Paragraph 2.2 h* for advice on how teachers can ask questions to prompt students and/or extend oral language use).

The process of selecting appropriate assessment tasks should be undertaken collaboratively, taking into account students' backgrounds, interest and skills as well as the school's available resources. One of the exciting aspects of school-based assessment is the opportunities it gives to teachers to develop their own assessment tasks to suit their own teaching goals and their students' needs. It is likely that the same task would not work equally well with students of different abilities. SBA lets teachers modify tasks and design new ones that will work for them and their class – whether they prefer something more traditional or are keen to experiment with new ideas and techniques.

Grouping arrangements are a particularly important consideration. Initially it may be easiest for students and teachers to put students into friendship groupings. However, teachers should also experiment. Diversity can be a resource, not a problem. If students have different levels of oral language skills, this can create an authentic information gap – a need to communicate. However, highly structured assessment tasks, including jigsaw activities that require the transfer of information, are better for such groupings than more open-ended tasks which require students to discuss or share ideas without a clear focus.

2.3.2 Range of Possible Assessment Task-types

A variety of assessment task-types may be used to elicit the required kinds of oral language from students. Assessment tasks will vary in length and complexity according to their *communicative function* (e.g. comparing, classifying, describing, arguing etc.). Task demands will also vary according to the *number of people* involved (e.g. pairs, small groups, split classes, whole classes, the whole school etc.), their *position and status* (e.g. fellow students, younger/older students, teachers, parents etc.), their *roles* (e.g. giving non-verbal responses only, asking questions, making comments, interacting with no limitations etc.), and their *familiarity* to the student being assessed.

This diversity of assessment tasks enables schools to provide students with appropriate, multiple and varied opportunities to demonstrate their oral language abilities. Individual schools and teachers are encouraged to choose the kinds of assessment tasks which best suit their students' English language level and interests. Some schools may choose to adopt a portfolio system where students collect video recordings of their oral language assessments over the year and then choose the best assessment results to report to the HKEAA. Other schools may prefer to incorporate the planned assessment tasks into their existing internal assessment programme. Again, flexibility and sensitivity to student and teacher needs is essential. Teachers are reminded that the ability of a student will be measured not by the accuracy or speed of the completion of the task itself, but by the quality and range of the oral language produced for assessment, including both fluency and accuracy.

2.4 Guidance on the Assessment Process

Teachers should ensure students have read and understood the Assessment Criteria and have extensive experience using it for self and peer assessment in informal situations before conducting a planned assessment activity. Teachers should also have used these criteria for informal assessment and teaching purposes before they conduct any formal assessments so that they are very familiar with the criteria and the assessment process.

Only teachers who are familiar with the SBA process, and authorised by the school as assessors, are permitted to conduct SBA assessments. For more information about student-oriented criteria, please refer to Appendix K.

When using the criteria for formal assessment, teachers should focus on one student at a time. They should ensure they have heard enough oral language from the student to make a sound judgement. It is not necessary to stop students mid-sentence or give every student the exact same number of minutes for their 'turn'. Some students may need a little more time to warm up or to get involved in a group interaction than others. Teachers should use their professional judgement to set reasonable time limits, but at the same time create a supportive and low-stress environment.

Teachers should record their judgement of the student's oral language level in each of the four main domains directly onto the student's Assessment Record. They should then convert their judgements to a total score out of 24. The Assessment Record is then signed by the student and the teacher to certify that the oral text produced is the student's own work and complies with all the conditions listed above.

After each teacher has completed the classroom-based SBA for her/his students, and completed all the Assessment Records, the standardisation process begins. Teachers are encouraged to meet informally with at least one colleague teaching English at the same level to look at a range of video-recordings and to compare judgements. As a result of watching the samples from other classes and talking together about how well students have met certain standards, the teachers may then decide to adjust their marks. This first, informal standardisation may be repeated as often as teachers think it necessary until they feel satisfied that they are very clear about how the oral texts their own students have produced fit with the system expectations and criteria of the SBA. The teachers should consult the School Coordinator in their school if they feel they need help with this process.

2.5 Assessment Criteria

2.5.1 SBA Assessment Criteria for Group Interaction (GI)

	I. Pronunciation & Delivery	II. Communication Strategies	III. Vocabulary & Language Patterns	IV. Ideas & Organisation
6	<p>Can project the voice appropriately for the context without artificial aids.</p> <p>Can pronounce all sounds/sound clusters and words clearly and accurately.</p> <p>Can speak fluently and naturally, with very little hesitation, while using suitable intonation to enhance communication.</p>	<p>Can use appropriate body language to display and encourage interest.</p> <p>Can use a full range of turn-taking strategies to initiate and maintain appropriate interaction, and can draw others into the interaction (e.g. by summarising for weaker students' benefit, or by redirecting a conversation to a quiet student)</p> <p>Can interact without the use of narrowly-formulaic expressions.</p>	<p>Can use a wide range of accurate and appropriate vocabulary.</p> <p>Can use varied, appropriate, and highly accurate language patterns; minor slips do not impede communication.</p> <p>Can self-correct effectively.</p> <p>May occasionally glance at notes but is clearly not dependent on them.</p>	<p>Can express a wide range of relevant information and ideas without any signs of difficulty and without the use of notes.</p> <p>Can consistently respond effectively to others, sustaining and extending a conversational exchange.</p> <p>Can use the full range of questioning and response levels (see Framework of Guiding Questions) to engage with peers.</p>
5	<p>Can project the voice appropriately for the context without artificial aids.</p> <p>Can pronounce all sounds/sound clusters clearly and almost all words accurately.</p> <p>Can speak fluently using intonation to enhance communication, with only occasional hesitation, giving an overall sense of natural non-native language.</p>	<p>Can use appropriate body language to display and encourage interest.</p> <p>Can use a good range of turn-taking strategies to initiate and maintain appropriate interaction and can help draw others into the interaction (e.g. by encouraging contributions, asking for opinions, or by responding to group members' questions).</p> <p>Can mostly interact without the use of narrowly-formulaic expressions.</p>	<p>Can use varied and almost always appropriate vocabulary.</p> <p>Can use almost entirely accurate and appropriate language patterns.</p> <p>Can usually self-correct effectively.</p> <p>May occasionally refer to a note card.</p>	<p>Can express relevant information and ideas clearly and fluently, perhaps with occasional, unobtrusive, reference to a notecard.</p> <p>Can respond appropriately to others to sustain and extend a conversational exchange.</p> <p>Can use a good variety of questioning and response levels (see Framework of Guiding Questions).</p>
4	<p>Can project the voice mostly satisfactorily without artificial aids.</p> <p>Can pronounce most sounds/sound clusters and all common words clearly and accurately; less common words can be understood although there may be articulation errors (e.g. dropping final consonants).</p> <p>Can speak at a deliberate pace, with some hesitation but using sufficient intonation conventions to convey meaning.</p>	<p>Can use some features of appropriate body language to encourage and display interest.</p> <p>Can use a range of appropriate turn-taking strategies to participate in interaction (e.g. by making suggestions in a group discussion), and can sometimes help draw others in (e.g., by asking for their views).</p> <p>Can interact using a mixture of mainly natural language and formulaic expressions.</p>	<p>Can use mostly appropriate vocabulary.</p> <p>Can use language patterns that are usually accurate, and without errors that impede communication.</p> <p>Can self-correct when concentrating carefully, or when asked to do so.</p> <p>May refer to a note card but is not dependent on notes.</p>	<p>Can present relevant literal ideas clearly in a well-organised structure, perhaps with occasional reference to a notecard.</p> <p>Can often respond appropriately to others; can sustain and may extend some conversational exchanges</p> <p>However: Can do these things less well when attempting to respond to interpretive or critical questions, or when trying to interpret information and present elaborated ideas.</p>
3	<p>Volume may be a problem without artificial aids.</p> <p>Can pronounce all simple sounds clearly but some errors with sound clusters; less common words may be misunderstood unless supported by contextual meaning.</p> <p>Can speak at a careful pace and use sufficient basic intonation conventions to be understood by a familiar and supportive listener; hesitation is present.</p>	<p>Can use appropriate body language to display interest in the interaction.</p> <p>Can use appropriate but simple turn-taking strategies to participate in, and occasionally initiate interaction (e.g. by requesting repetition and clarification, or by offering agreement).</p> <p>Can use mainly formulaic expressions as communication strategies.</p>	<p>Can use simple vocabulary and language patterns appropriately, and with errors that only occasionally impede communication.</p> <p>Can sometimes self-correct simple errors.</p> <p>May suggest a level of proficiency above 3 but has provided too limited a sample, OR</p> <p>Cannot be scored accurately because of dependence on notes.</p>	<p>Can present some relevant ideas sequentially with some links among own ideas and with those presented by others.</p> <p>Can respond to some simple questions and may be able to expand these responses when addressed directly.</p>
2	<p>Volume may be a problem without artificial aids.</p> <p>Can pronounce simple sounds/sound clusters well enough to be understood most of the time; common words can usually be understood within overall context</p> <p>Can produce familiar stretches of language with sufficiently appropriate pacing and intonation to help listener's understanding.</p>	<p>Can use appropriate body language when especially interested in the group discussion or when prompted to respond by a group member.</p> <p>Can use simple but heavily formulaic expressions to respond to others (e.g. by offering greetings or apologies).</p>	<p>Can appropriately use vocabulary drawn from a limited and very familiar range.</p> <p>Can use some very basic language patterns accurately in brief exchanges.</p> <p>Can identify some errors but may be unable to self-correct.</p> <p>Provides a limited language sample, OR</p> <p>A sample wholly spoken from notes.</p>	<p>Can express some simple relevant information and ideas, sometimes successfully, and may expand some responses briefly.</p> <p>Can make some contribution to a conversation when prompted.</p>
1	<p>Volume is likely to be a problem.</p> <p>Can pronounce some simple sounds and common words accurately enough to be understood.</p> <p>Can use appropriate intonation in the most familiar of words and phrases; hesitant speech makes the listener's task difficult.</p>	<p>Can use restricted features of body language when required to respond to peers.</p> <p>Can use only simple and narrowly-restricted formulaic expressions, and only to respond to others.</p>	<p>Can produce a narrow range of simple vocabulary.</p> <p>Can use a narrow range of language patterns in very short and rehearsed utterances.</p> <p>The language sample is too limited for a full assessment of proficiency.</p>	<p>Can occasionally produce brief information and ideas relevant to the topic.</p> <p>Can make some brief responses or statements when prompted.</p>
0	<p>Does not produce any comprehensible English speech.</p>	<p>Does not use any interactional strategies.</p>	<p>Does not produce any recognizable words or sequences.</p>	<p>Does not produce any appropriate, relevant material.</p>

2.5.2 SBA Assessment Criteria for Individual Presentation (IP)

	I. Pronunciation & Delivery	II. Communication Strategies	III. Vocabulary & Language Patterns	IV. Ideas & Organisation
6	<p>Can project the voice appropriately for the context without artificial aids.</p> <p>Can pronounce all sounds/sound clusters and words clearly and accurately.</p> <p>Can speak fluently and naturally, with very little hesitation, while using suitable intonation to enhance communication.</p>	<p>Can use appropriate body language to show focus on audience and to engage interest.</p> <p>Can judge timing in order to complete the presentation.</p> <p>Can confidently invite and respond to questions if this is required by the task.</p>	<p>Can use a wide range of accurate and appropriate vocabulary.</p> <p>Can use varied, appropriate, and highly accurate language patterns; minor slips do not impede communication.</p> <p>Can choose appropriate content and level of language to enable audience to follow.</p> <p>Can self-correct effectively.</p> <p>Can present without use of notes, but may glance at a note card occasionally.</p>	<p>Can convey relevant information and ideas clearly and fluently without referring to notes.</p> <p>Can elaborate in detail on some appropriate aspects of the topic, and can consistently link main points with support and development.</p> <p>Can be followed easily and with interest.</p> <p>Can reformulate a point if the audience is unclear.</p>
5	<p>Can project the voice appropriately for the context without artificial aids.</p> <p>Can pronounce all sounds/sound clusters clearly and almost all words accurately.</p> <p>Can speak fluently using intonation to enhance communication, with only occasional hesitation, giving an overall sense of natural nonnative language.</p>	<p>Can use appropriate body language to show focus on audience and to engage interest.</p> <p>Can judge timing sufficiently to cover all essential points of the topic.</p> <p>Can appropriately invite and respond to questions or comments when required for the task.</p>	<p>Can use varied and almost always appropriate vocabulary.</p> <p>Can use almost entirely accurate and appropriate language patterns.</p> <p>Can choose content and level of language that the audience can follow, with little or no dependence on notes.</p> <p>Can usually self-correct effectively.</p> <p>May occasionally refer to a note card.</p>	<p>Can convey relevant information and ideas clearly and well, perhaps with occasional, unobtrusive, reference to a note card.</p> <p>Can elaborate on some appropriate aspects of the topic, and can link main points with support and development.</p> <p>Can be followed easily.</p> <p>Can explain a point if the audience is unclear.</p>
4	<p>Can project the voice mostly satisfactorily without artificial aids.</p> <p>Can pronounce most sounds/sound clusters and all common words clearly and accurately; less common words can be understood although there may be articulation errors (e.g. dropping final consonants).</p> <p>Can speak at a deliberate pace, with some hesitation but using sufficient intonation conventions to convey meaning.</p>	<p>Can use appropriate body language to display audience awareness and to engage interest, but this is not consistently demonstrated.</p> <p>Can use the available time to adequately cover all the most essential points of the topic.</p> <p>Can respond to any well-formulated questions if these are required by and directly related to the task</p>	<p>Can use mostly appropriate vocabulary.</p> <p>Can use language patterns that are usually accurate, and without errors that impede communication.</p> <p>Can choose mostly appropriate content and level of language to enable audience to follow.</p> <p>Can self-correct when concentrating carefully, or when asked to do so.</p> <p>May refer to a note card but is not dependent on notes.</p>	<p>Can present relevant literal ideas clearly in a well-organised structure, perhaps with occasional reference to a note card.</p> <p>Can expand on some appropriate aspects of the topic with additional detail or explanation, and can sometimes link these main points and expansions together effectively.</p> <p>Can be followed without much effort.</p>
3	<p>Volume may be a problem without artificial aids.</p> <p>Can pronounce all simple sounds clearly but some errors with sound clusters; less common words may be misunderstood unless supported by contextual meaning.</p> <p>Can speak at a careful pace and use sufficient basic intonation conventions to be understood by a familiar and supportive listener; hesitation is present.</p>	<p>Can use some appropriate body language, displaying occasional audience awareness and providing some degree of interest.</p> <p>Can present basic relevant points but has difficulty sustaining a presentation mode.</p> <p>Can respond to any relevant, cognitively simple, well-formulated questions required by the task.</p>	<p>Can use simple vocabulary and language patterns appropriately, and with errors that only occasionally impede communication, but reliance on memorised materials or written notes makes language and vocabulary use seem more like written text spoken aloud.</p> <p>Can choose a level of content and language that enables audience to follow a main point, but needs to refer to notes.</p> <p>Can sometimes self-correct simple errors,</p> <p>May suggest a level of proficiency above 3, but cannot be scored accurately because of dependence on notes.</p>	<p>Can present some relevant literal ideas clearly, and can sometimes provide some simple supporting ideas.</p> <p>Can sometimes link main and supporting points together.</p> <p>May appear dependent on notes.</p>
2	<p>Volume may be a problem without artificial aids.</p> <p>Can pronounce simple sounds/sound clusters well enough to be understood most of the time; common words can usually be understood within overall context.</p> <p>Can produce familiar stretches of language with sufficiently appropriate pacing and intonation to help listener's understanding.</p>	<p>Can use a restricted range of features of body language, but the overall impression is stilted.</p> <p>Can present very basic points but does not demonstrate use of a presentation mode and is dependent on notes. Audience awareness is very limited.</p>	<p>Can appropriately use vocabulary and language patterns drawn from a limited and very familiar range.</p> <p>Can read notes aloud but with difficulty.</p> <p>Can identify some errors but may be unable to self-correct.</p> <p>Provides a limited language sample, OR A sample wholly spoken from notes.</p>	<p>Can make an attempt to express simple relevant information and ideas, sometimes successfully, and Can attempt to expand on one or two points.</p> <p>Can link the key information sequentially.</p> <p>May be dependent on notes.</p>
1	<p>Volume is likely to be a problem.</p> <p>Can pronounce some simple sounds and common words accurately enough to be understood.</p> <p>Can use appropriate intonation in the most familiar of words and phrases; hesitant speech makes the listener's task difficult.</p>	<p>Body language may be intermittently present, but communication strategies appropriate to delivering a presentation are absent. There is no evident audience awareness.</p>	<p>Can produce a narrow range of simple vocabulary.</p> <p>Can use a narrow range of language patterns in very short and rehearsed utterances.</p> <p>Insufficient sample to assess vocabulary and language patterns.</p>	<p>Can express a main point or make a brief statement when prompted, in a way that is partially understandable.</p> <p>The presentation is wholly dependent on notes or a written text.</p>
0	<p>Does not produce any comprehensible English speech.</p>	<p>Does not attempt a presentation.</p>	<p>Does not produce any recognizable words or sequences.</p>	<p>Does not express any relevant or understandable information.</p>

Chapter 3 Guidance on the Conduct of the SBA

3.1 Provision of Information to Students

Students should be informed clearly at the beginning of the course about the various requirements and regulations of the SBA component, including:

- task requirements and assessment criteria;
- schedule of assessment and critical deadlines;
- the school's regulations and administrative procedures for conducting SBA;
- the importance of academic honesty and proper conduct in SBA;
- guidance on how to quote and acknowledge sources properly in their SBA work; and
- record-keeping requirements.

Students should be asked to sign a declaration form regarding proper conduct in SBA at the beginning of each school year in which SBA is undertaken. (*Please refer to Paragraph 3.3 for details.*)

After the completion of the marking, teachers should provide feedback to students, including their marks or grades on individual assessment tasks. Other appropriate feedback may include students' strengths and weaknesses as revealed in the assessments, and advice on how improvements can be made. Students should also be informed that the SBA marks awarded by the school are subject to moderation by the HKEAA and hence their marks may change after the moderation process. Details of the moderation mechanism are provided in Paragraph 5.2.

Quality feedback from the teacher is also a very important part of SBA. Teachers can use the assessment activities not only to make judgements about student standards (a *summative* snapshot of students' achievement to date), but also to give *feedback* to students about specific aspects of their oral language skills so that they can improve for the next assessment.

Feedback should be constructive and specific, i.e. related to the Assessment Criteria. It is better to describe the strengths and weaknesses of the performances first, and the ways to improve, before giving the marks. If marks are given first, students (and parents) are much less likely to listen closely to the descriptions. If students can also ask questions about specific aspects of their progress after each planned SBA assessment activity, they will understand more clearly how to improve their oral language skills.

3.2 Guidance from Teachers

Teachers should provide appropriate guidance to assist students in preparing for the completion of the work. It is understandable that teachers' guidance is most valuable to students in the learning and teaching process. However, it must be emphasised that undue assistance should not be provided to students while undertaking assessments that will be counted towards their public assessment results. As

a general rule of thumb, the guiding principle should be that the ability of an individual student is fairly assessed and that the work submitted for assessment is the student's original work. Teachers should also avoid rehearsing the assessment with the students. In the event of any additional assistance being given to a student who experiences genuine difficulty in completing the tasks, this should be taken into consideration by the teacher such that the marks awarded represents the student's own achievement. Details of the kinds of assistance offered should be documented in the student's assessment record. It should be noted that for the actual assessment tasks, teachers should *not* provide a detailed outline or specific suggestions to help students to prepare for the assessment and rewrite the content of their work for students (also see *Paragraph 2.2*).

3.3 Authentication of Students' Work

Schools may consider adopting suitable measures to ensure authentication of students' work. This may include:

- changing topics/tasks across years;
- developing new tasks to replace old ones;
- adopting sufficient range of topics within class so as to enable teachers to distinguish individual students' work.

In order to strengthen the message to students about academic honesty and proper conduct in SBA, schools should ask their students to complete and sign a declaration form (*see Appendix E*) at the beginning of each school year in which SBA is undertaken to declare that all SBA tasks/assignments completed are their own and to agree to adhere to a code of honour in completing the SBA for all subjects. The declaration form is available on the HKEAA website (<http://www.hkeaa.edu.hk/en/sba/>).

In addition to Appendix E, students have to sign a declaration form on the Assessment Record Forms to confirm that the work they produce is their own (*see Appendix G*) for the English Language SBA programme. When submitting the SBA marks online, teachers are expected to confirm that, to the best of their knowledge, the work presented for assessment is the student's own work. School principals are required to confirm that the SBA is conducted in accordance with the requirements of the HKEAA.

Students should be asked to keep a proper and complete record of their work.

3.4 Within-school Standardisation

The moderation of SBA marks submitted by schools to the HKEAA is conducted on a school basis, i.e. taking each individual school as a moderation unit. If there is more than one subject teacher teaching the subject to the same cohort of students in the school, it is necessary for the teachers involved to agree on the criteria for awarding marks so that the same standard of assessment is applied to all students.

The within-school standardisation meeting is chaired by the School Coordinator. The teachers of the

same form will need to bring a sample of the video-recorded oral texts (e.g. the three highest and the three lowest assessments and three at the mid-point) and their accompanying Assessment Records, as well as the draft Class Records (CRs) to the meeting. During the meeting, some of these examples will be shown and discussed in relation to the Assessment Criteria. They can be used for professional development and induction of new S4 teachers into the assessment process. They are also very useful for providing feedback to students – for evaluating students’ strengths and weaknesses and identifying areas for improvement.

In some schools, the discussions at this meeting may lead to adjustments to marks, and, following the review of the Class Records, adjustments to scores across classes. This school-level standardisation ensures that all the teachers involved in SBA have a clear understanding of the shared expectations of what students at these levels should be able to do in order to achieve a certain score. Meetings like this usually last 2-3 hours, and careful records of the materials presented, the discussions, and any alterations to marks are kept.

3.5 Inter-school Sharing Session

At the end of the school year, the SBA District Coordinator will organise an inter-school meeting for professional sharing among the schools within the group. The School Coordinator should take the CRs, and a sample of video-recordings and Assessment Records to this inter-school meeting. The purpose of this meeting is for professional sharing of different schools’ assessment processes and student samples in order to help teachers better interpret the standards. Samples of student performance from different schools will be viewed and discussed with reference to the Assessment Criteria. Scores need not be changed at these inter-school meetings, but School Coordinators will be asked to report back to the team in their own school. If it is apparent that a particular school’s scores are markedly higher or lower as a whole than those from the other schools as a whole, the school team may wish to review their scores.

This process of systematic, participatory and reflective professional sharing is critical to ensuring the reliability and validity of the whole SBA process. Maintaining careful records of these processes and the discussions and decisions enable every school to show parents and the public that it has applied the SBA consistently and fairly. If any adjustments are made as a result of the inter-school meetings, the School Coordinator has to make sure the scores are updated on the School-based Assessment System (SBAS), the online mark submission system. The scores should be endorsed by the subject teacher, the panel chairperson/School Coordinator and the school principal before they are submitted to the HKEAA for statistical moderation. The School Coordinator is also responsible for ensuring that all records are maintained in the school for quality assurance purposes.

3.6 Handling Queries about Assessment Decisions

In general, schools already have procedures to handle any queries from their students regarding internal

assessment results and can continue with their existing practice for handling SBA results. Some schools may consider setting up a panel to handle those queries that cannot be resolved by the subject teacher (to whom students should first address any queries). The panel may consist of the principal or his/her designate, and the panel head. The panel will adopt appropriate procedures to investigate the case, such as:

- listening to the points raised by the student;
- listening to the views and justifications provided by the subject teacher;
- assigning the panel head or another teacher to serve as a third-party to re-assess the student's work;
- asking the student to complete a task of a similar nature for verification.

Based on the investigation of the panel, the school will make a judgement as to whether the students' query is valid or not. The students will be informed of the result within a reasonable period of time in accordance with the school's procedures.

Schools are expected to resolve students' queries before submitting SBA marks to the HKEAA. After the release of public assessment results, candidates may submit an application to the HKEAA for rechecking of results, including the SBA component. However, they cannot appeal for a re-assessment of their performance in SBA.

3.7 Record Keeping

Schools are required to keep a proper record of the following until the end of the examination cycle, which normally means the completion of the appeal process after the release of public assessment results:

- SBA assessment tasks and activities administered;
- students' SBA marks and relevant assessment records; and
- documentation of any special or irregularity cases and the actions taken.

The keeping of a proper record of assessment will enable another teacher to take over from a predecessor who leaves the school during the course. To ensure a smooth handover of SBA duties to the succeeding teacher, schools are expected to arrange for the leaving teacher to hand over the relevant mark records and documents to the panel head (or other responsible person in the school).

Schools are encouraged to keep samples of students' performance at different levels as archive material, which may be useful for future reference as well as maintaining assessment standards across years.

The HKEAA will conduct sample inspections of schools' records, including the video recordings, assessment records and class records. Schools should ensure that these records are available for inspection or audit by personnel appointed by the HKEAA. Schools will be informed in advance about the details of the sample inspection.

Chapter 4 Administrative Arrangements

4.1 Participating in SBA

SBA is compulsory for all school candidates. Schools which cannot comply with the requirements specified in this Handbook will not be eligible to present candidates to enter for the subject in the examination. Schools may refer to the HKDSE Examination Regulations regarding the procedures for applying to participate in the examination.

Permission for schools to continue with the SBA in a particular subject will be automatically renewed unless the SBA Supervisor's recommendation is to the contrary. In cases where the HKEAA considers that a particular school does not meet the stipulated requirements for the implementation of SBA, the HKEAA may consider taking the following action(s) as appropriate to remedy the situation:

- providing further guidance to the school or teachers concerned;
- issuing a warning letter to the school concerned and granting a grace period for the school to meet the requirements;
- barring the school from entering candidates for the subject in subsequent examinations until the school is able to demonstrate compliance with the stipulated requirements of the SBA component.

4.2 Absence from Assessment

If a student is absent on the day of the assessment, another assessment should be arranged on another day. At least one more opportunity should be given to students.

Students failing to attend the assessment for legitimate reasons should give those reasons and provide relevant supporting documents (e.g. medical certificates) to the HKEAA via their schools for special consideration, which will be given for medical and other legitimate reasons.

Students failing to participate in the assessment without legitimate reasons will get zero marks in the assessment(s) concerned. Schools may consider issuing a warning letter to the student concerned to remind him/her of the consequences of absence from assessment.

4.3 Students with Special Educational Needs

Students with special educational needs will not be deprived of their right to the HKDSE school-based assessment. When conducting SBA tasks, schools have the autonomy to provide special arrangements for these students depending on the nature and severity of their disabilities. The provision of such arrangements allows these students to be equitably assessed under suitable conditions without having an unfair advantage. Examples of such arrangements may include:

- extension of preparation time;
- extension of assessment time;
- provision of ancillary aids; and
- provision of special assistance during the conduct of the assessment etc.

Blind students can read texts in Braille and/or listen to audio books instead of viewing non-print texts.

In cases where a school cannot provide special arrangements for a particular student, the matter should be brought to the attention of the HKEAA in writing by the principal of the school for HKEAA's special consideration at the beginning of the school year. Such cases, once approved, may include exemption from part or whole of the SBA tasks.

4.4 Submission of SBA marks

The HKEAA will coordinate the deadlines of mark submission for different subjects. At the beginning of the course, the HKEAA will inform schools of these deadlines so that subject teachers can plan their SBA schedule for the year. Teachers should also inform students of these deadlines and set specific dates for students to complete their SBA work in accordance with their schools' schedule.

It must be emphasised that the submission deadlines do not mean deadlines for students to complete their work, as ample time should be left for finalising the assessment results and records as well as following up on any irregularities so that marks can be submitted to the HKEAA on time. Schools are advised to coordinate the timing for students to complete SBA tasks across subjects, taking into account the workload of students and teachers, so that students' work for assessment is not concentrated into one or two critical months but spread out over two years.

All schools have to submit the SBA marks using the online School-based Assessment System. A user manual for the system will be available and training sessions provided to help teachers to become familiar with the system before they need to submit SBA marks. Before the school principal endorses the marks for submission to the HKEAA, teachers have to check carefully the marks entered in the system to ensure the marks awarded to each student are correct.

In order to streamline the administrative procedures, schools are only required to **submit all S5 and S6 SBA marks to the HKEAA in one go in S6**. Regarding the adoption of this 'One-off Submission', the following points should be noted:

- (a) There is no change to the SBA requirements and how SBA is conducted in school. SBA should continue to be conducted in S5 and S6 according to the stipulated SBA requirements and schools' internal schedule.
- (b) The S5 SBA marks should be properly kept by the school for submission in S6. To facilitate the storage of the S5 SBA marks at schools, the HKEAA will provide SBA mark sheet templates (in the format of MS Excel files) for teachers to input the SBA marks for internal record-keeping. The mark sheet templates will be provided to schools around March each year.

(c) A list of frequently-asked questions concerning this measure can be found at 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.

Chapter 5 Moderation of SBA Marks

5.1 Rationale for Moderation of SBA Marks

The main reason for having moderation is to ensure the fairness of SBA. Teachers know their students well and thus are best placed to judge their performance. In consultation with their colleagues, they can reliably judge the performance of all students within the school in a given subject. However, they are not necessarily aware of the standards of performance across all schools. Despite training in carrying out SBA, and even given that teachers will assess students on the same tasks and using the same assessment criteria, teachers in one school may be harsher or more lenient in their judgements than teachers in other schools. They may also vary in the awarded mark ranges.

To address these potential problems, the HKEAA (like most other examination authorities) makes use of various methods for ‘moderating’ assessments submitted by different schools, with an aim to ensuring the comparability of SBA scores across schools.

5.2 Moderation Mechanism

For the HKDSE English Language Examination, a statistical moderation method has been adopted to moderate the SBA scores submitted by schools. This is done by adjusting the average and the spread of the SBA scores of students in a given school with reference to the public examination scores of the same group of students, supplemented by a review of samples of students’ work. The statistical moderation results will be compared to the results from the sample review. If the two are broadly comparable with each other, the statistical moderation results will be adopted. If the difference between the two is significant, HKEAA will follow up with these outlier cases. If necessary, adjustments will be made to the statistical moderation results so that the final moderated scores of these schools can properly reflect the performance of their students in the SBA. During the moderation process, students’ SBA marks may be adjusted but the rank order determined by the school will remain unchanged.

Details of the moderation mechanism are provided in the booklet ‘*Moderation of School-based Assessment Scores in the HKDSE*’, which is available on the HKEAA website (<http://www.hkeaa.edu.hk/en/sba/>).

The moderation is conducted on a school basis, i.e. taking each individual school as a moderation unit. If there is more than one subject teacher teaching the subject to the same cohort of students in the school, it is necessary for the teachers involved to agree in advance on the criteria for awarding marks, so that the same standard of assessment is applied to all students. Teachers may refer to *Paragraph 3.4* for some recommended practices on within-school standardisation.

After the examination each year, SBA moderation reports will be sent to schools for their reference. The report will specify the extent of adjustment made to the marks submitted by schools.

Chapter 6 Malpractice

Malpractice refers to any activities that allow a student to gain an undue advantage over others, examples of which include, but are not limited to:

- presenting work completed by others, in part or in whole, as one's own work;
- including material copied directly, in part or in whole, from books, newspapers, magazines, CDs, the Internet or other sources without proper acknowledgement.

These behaviours are generally referred to as plagiarism.

6.1 How to Handle Malpractice

Students are forbidden to indulge in any malpractice when completing their assessment activities. Teachers are expected to provide sufficient supervision to ensure that the work which is assessed is that of the student concerned (see *Paragraph 3.3 Authentication of Students' Work* for details.) Teachers know their students well and hence should be able to detect plagiarism and other malpractices through a close monitoring of students' work.

Schools should establish procedures for handling suspected malpractice cases. These procedures may include investigating suspected cases and determining appropriate action for proven incidents of malpractice. During the investigation, students may be required to:

- provide evidence of the development of their work;
- discuss the content of the work with teachers and answer questions to demonstrate their knowledge and understanding of the work submitted;
- complete, under supervision, a supplementary assessment task related to the original task; and
- attend an interview or complete a test to demonstrate the work submitted is their own.

Plagiarism

Plagiarism in SBA is to be handled as described below, depending on the severity of the offence:

Category	Method of handling
Serious plagiarism cases (P cases): Serious cases in which nearly the whole or the whole SBA task/assignment is plagiarised, with very little or no contribution from the student.	To be forwarded to the HKEAA for follow-up
Other plagiarism cases: Less serious cases, including: <ul style="list-style-type: none">- minor infringement identified in the student's SBA work, or- part of the student's SBA work is copied from source(s) without proper acknowledgement, but the student has made some contribution to the work.	To be handled by schools

Procedures in Handling P cases

Schools should submit a report on the P cases identified to the HKEAA for follow-up, after the completion of mark submission in S6. The report should record details of the case and be submitted with relevant documents. *Appendix F* shows a template of the report for schools' use in reporting such cases, which is available on the HKEAA website (<http://www.hkeaa.edu.hk/en/sba/>). When submitting the SBA marks to the HKEAA, schools should input "P" in the relevant mark box for the student concerned.

These P cases will be deliberated by the HKEAA's Standing Committee and, for proven cases, a recommendation will be made to the Public Examinations Board (PEB) for their consideration. The PEB will review all the information and evidence and decide on the penalty to be imposed in accordance with the Board's guidelines on handling examination irregularities. The levels of penalty to be imposed for proven P cases are as follows:

- (a) **Zero marks** will be given to the task in which serious plagiarism is proven. In addition, a penalty of **downgrade by one level** will be imposed in the subject concerned.
- (b) For extreme cases, e.g. repeated offence of plagiarism, candidates may be subject to **disqualification from the subject(s) concerned or the whole examination**.

Procedures in Handling Other Plagiarism Cases

Other less serious cases are to be dealt with by the school. These cases need not be reported to the HKEAA for follow-up. However, schools should keep a proper record of such cases.

For proven cases, schools should impose an appropriate penalty in accordance with the school regulations and the HKEAA guidelines, taking into consideration the seriousness of the offence. This may include:

- Issuing a warning letter to the students (e.g. for a minor offence due to negligence or committed at the initial stage of the assessment);
- Deducting marks for the task concerned; and
- Awarding zero marks for the task concerned.

It is important to note that in marking students' work, any proven plagiarised material should be disregarded and any marks awarded should be based on the students' own work only.

After the release of examination results, candidates may only submit applications to the HKEAA for rechecking of their SBA marks and cannot apply for a re-assessment of their performance in SBA. Hence it is important that students should be informed of the penalty imposed. Schools should handle any queries from students about assessment decisions in accordance with their established internal procedures. Any queries from students should be resolved before submitting the SBA marks to the HKEAA.

Plagiarism Cases Identified by the HKEAA

After the completion of mark submission in S6, the HKEAA will conduct moderation of SBA marks and a review of samples of student work collected from schools. Any suspected plagiarism cases identified during this process will be handled in a consistent manner as those identified by schools.

Schools will be required to follow up on any suspected cases identified. Both P cases and other less serious cases will be handled following similar procedures as stipulated above.

6.2 Prevention of Malpractice

At the beginning of the course, schools are expected to advise students on what malpractice is and what its consequences are. To avoid plagiarism, guidance needs to be provided to students on how to acknowledge sources properly in their work.

In completing the SBA, students can make reference to any sources (books, newspapers, magazines, the Internet etc) and/or discuss with their peers/parents, but they must not plagiarise when completing their work. They should acknowledge sources properly in their work. Some examples on how to acknowledge sources properly are provided in the booklet “*HKDSE Information on School-based Assessment*”, which is available on the HKEAA website (<http://www.hkeaa.edu.hk/en/sba/>).

Roles and Responsibilities of the HKEAA, EDB, Schools and Students

The following summarises the roles and responsibilities of different parties involved in the administration of the SBA, including the HKEAA, the Education Bureau (EDB), schools (principals and teachers) and students.

HKEAA will:

1. develop the assessment framework, assessment/administrative guidelines and marking criteria for SBA;
2. conduct research in SBA (e.g. with regard to international policies and practices, moderation methods, psychometric issues involved and implementation issues);
3. lead and organise teacher professional development courses on assessment in collaboration with the EDB;
4. monitor the conduct of SBA in schools to ensure compliance with SBA requirements;
5. appoint an SBA Supervisor and District Coordinators to oversee and support the implementation of SBA in individual subjects;
6. process assessment records submitted by schools;
7. moderate SBA marks submitted by schools; and
8. provide feedback to schools.

EDB will:

1. develop the curriculum framework;
2. sponsor and organise teacher professional development courses on assessment in collaboration with the HKEAA;
3. provide learning and teaching resources to facilitate the implementation of SBA in schools;
4. support the WebSAMS system to facilitate retention of SBA teacher/class data and assessment records; and
5. evaluate quality assurance processes of school assessments including SBA (e.g. through inspection of teaching facilities, observation of lessons and the external school review process).

Principals (or their designates) will:

1. establish appropriate regulations and procedures for the proper administration of SBA within the school;
2. send representatives to attend SBA conferences and coordinator-teacher meetings;
3. nominate a School Coordinator for each subject to oversee the conduct of the SBA in that subject;
4. provide information on the administration of SBA as required by the HKEAA;
5. endorse the SBA marks for submission to the HKEAA;

Channels of Communication

(1) Teachers may contact the HKEAA via one of the following means:

	Examination Arrangements and Application for Special Consideration	Subject-specific Information and Operation of SBA in Schools
Tel No.:	3628 8860	3628 8070
Fax No.:	3628 8928	3628 8091
Address:	Manager - DSE (SBA) School Examinations and Assessment Division Hong Kong Examinations and Assessment Authority 12/F, Southorn Centre 130 Hennessy Road, Wan Chai Hong Kong	SBA Team, Assessment Development Division Hong Kong Examinations and Assessment Authority 13/F, Southorn Centre 130 Hennessy Road, Wan Chai Hong Kong

(2) Teachers may view the latest SBA information or download useful documents from the HKEAA website:

- URL: <http://www.hkeaa.edu.hk>
- For general information, please click 'HKDSE' on the homepage, then choose 'Assessment Information', and then choose 'SBA'

Hong Kong Diploma of Secondary Education Examination
Student Declaration Form for School-based Assessment (SBA)
Completed in the School Year 20__ - __

Notes:

1. This form should be signed by senior secondary students at the beginning of each school year in which SBA is undertaken. Only one form needs to be completed by each student.
2. The completed form should be retained by the school until the end of the public examination cycle.

School Name: _____

Student's Name: _____

Class: _____ Class No: _____

Important Reminder to Students:

1. It is of utmost importance that academic honesty is maintained in SBA. Students are forbidden to indulge in any malpractice when completing their assessments.
2. Student can make reference to sources but must not plagiarise when completing their work. They should write in their own words and should not simply copy others' words or ideas and present them as their own. If necessary, they can quote or make reference to something written by another author in their work, as long as they ensure that these quotes or references are identified and the sources properly acknowledged.
3. Students are advised not to quote excessively in their work, as this would mean that they themselves could only make a minimal contribution to that piece of work and consequently they would be likely to get low marks from their teacher.
4. Students can make reference to the booklet "*HKDSE Information on School-based Assessment*", (<http://www.hkeaa.edu.hk/en/sba/>). Some examples on how to quote and acknowledge sources properly are provided in the booklet.
5. Students will be subject to severe penalties for proven plagiarism. The HKDSE Examination Regulations stipulate that a candidate may be liable to disqualification from the subject concerned or the whole of the Examination, or suffer a mark or grade penalty for breaching the Regulations.

I certify that I have read the above Reminder and declare that:

- All SBA tasks/assignments work to be completed for all subjects in this school year will be my own work.
- My SBA work will not include any materials which have been copied from other sources without acknowledgement.
- I am responsible for ensuring that the work produced is my own and will bear the consequences for committing plagiarism or other malpractice in SBA.

Student's signature: _____ Date: _____

**Hong Kong Diploma of Secondary Education Examination
Plagiarism Report in School-based Assessment (SBA)**

Notes:

1. Details of serious plagiarism cases (*P* cases) are to be recorded in this report, which should be submitted to the HKEAA for follow-up after the completion of the mark submission in S6, together with relevant documents.
2. When submitting the SBA marks to the HKEAA, schools should put “P” in the relevant mark box for the student concerned.

School Name: _____
 Student's Name: _____ Candidate No.: _____
 Class: _____ Class No.: _____
 Subject: _____

Case Summary

	Details / Remarks
Task/assignment involved	
Date of completion of the task/assignment	
Irregularities identified	<p><i>(Please tick as appropriate)</i></p> <input type="checkbox"/> Nearly the whole task/assignment is plagiarised <input type="checkbox"/> The whole task/assignment is plagiarised <input type="checkbox"/> Others (please specify): _____ _____ _____
Documentation	<p>The following documents are submitted as evidence:</p> <ol style="list-style-type: none"> 1. The SBA task/assignment 2. The student's work, with the plagiarised part(s) highlighted 3. The source material(s) from which the unacknowledged work is copied 4. Others (<i>please specify</i>): _____ _____
Follow-up actions taken	<p>Student was interviewed on _____ (Date) and informed about the submission of this report to the HKEAA. <i>Others (please specify):</i> _____ _____</p>

Contact Person

Name: _____ Post: _____

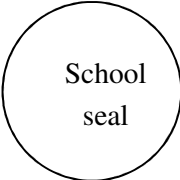
Telephone No.: _____

Signature of Subject Teacher

Signature of Principal

Name of Subject Teacher

Name of Principal



Date

Hong Kong Diploma of Secondary Education Examination English Language Recommended SBA Practice

The following summary is for teachers' reference only. Schools can tailor-make their own teaching and assessment plans according to the SBA requirements.

Summary of the Teaching and Assessment Process

Before or at the beginning of the S4 school year

- School Coordinator and S4 teachers meet to plan the extensive reading / viewing scheme (based on existing ERS in junior forms if possible), the assessment schedule and professional development training
- Try to integrate SBA into the curriculum
 - Plan other teaching / learning activities in conjunction with the SBA e.g. writing and listening tasks
 - Reading and speaking skills learnt relevant to the reading and speaking exam papers
- Communicate with students and parents regarding the SBA requirements and assessment schedule
- Conduct survey to find out students' interests
- Recommend suitable texts at students' level for extensive reading /viewing
 - Allow students to choose texts according to their interests
 - Two to four texts in three years (at least one from print, one from non-print)
 - Texts should be selected according to the text selection criteria provided (see page 1 of the list of Recommended Texts on the HKEAA website: www.hkeaa.edu.hk)
- Select from sample SBA assessment tasks provided or develop other suitable assessment tasks
- Can prepare an SBA student handbook or logbook containing support materials to help students

S4 and First term of S5

- Select text(s) to teach extensive reading / viewing skills and how to use the logbook
- Teach different kinds of oral communication skills
- Explain the Assessment Criteria by using a simplified version
- Inform students the schedule for assessment and SBA regulations
- Show clips of students doing GI/IP; have students discuss and assess the students in the clips
 - Use clips from the introductory DVD or clips of own students
- Practise doing a few pre-assessment tasks; record performances and give feedback to help students do better in their assessment task
- Teach students relevant self-assessment and peer-assessment skills (see *Appendix K*)
- Give students opportunities to self-assess and peer-assess their performances based on the Assessment Criteria
- Help students select appropriate texts for reading / viewing on their own
- Students should be encouraged to read / view more than one text in each category to widen their exposure and increase their choice
- Students are required to read a minimum of two texts from four different categories over the three years
- Form reading groups if necessary so students can support each other
- Check logbooks occasionally to ensure that students are reading / viewing their texts
 - Logbooks do not need to be corrected or marked but some feedback is useful
 - Can give students help with pronunciation and language

Before the actual assessment

- All S5 teachers meet to view and discuss the Anchor Sets to ensure that they are familiar with the assessment criteria and standards
 - View some clips of own students for discussion and compare judgements
- Decide on assessment tasks and assessment schedule (*Teachers can choose to conduct more than one assessment per year and report the best mark*)
- Prepare Assessment Record
 - Refer to the samples provided in the SBA Handbook
 - Can be downloaded from HKEAA website and adapted for own use

Second term of S5

- Actual assessment (either GI or IP)
 - Students must be familiar with the type of assessment task and the type of text
 - Students can be allowed to choose the texts they want to be assessed on if they have read / viewed more than the required number of texts
 - Teachers can give students the general assessment task a few days in advance for preparation (length of time depends on nature of task and ability of students; but to avoid memorisation and extensive rehearsal, the exact assessment task should be given shortly before the assessment)
 - Students must be assessed by their usual English subject teacher
 - Students should be given appropriate time to produce enough oral language to be assessed (about 3-5 minutes each)
 - Teachers can be flexible with timing to cater to students' ability
 - Different assessment tasks can be given to students depending on their ability and the texts they have read
 - For group interactions, students can be assessed in pairs or groups of three or four or more
 - Depending on the complexity of the task, about 15 minutes preparation time should be given before the actual assessment for students to make notes
 - Students can refer to their texts and logbooks during preparation
 - During the assessment students can only refer to notes made on one 4x6 note card
 - During the assessment teachers can interact with students / ask impromptu questions / scaffold students' oral interaction
 - If teachers suspect the work is not the students' own, another assessment should be arranged
 - Video recording of at least nine students, three each with the best, average and lowest performance for standardisation and review purposes; more recordings can be made and used for feedback purposes
 - Recordings need not be of professional quality
 - Students are scored according to the assessment criteria and scores recorded on the Assessment Record which is signed by the students and the teacher for authentication
 - Scores and other feedback should be given to students to help them do better in the next assessment

Late June

- Students' scores are recorded on the Class Record
- All S5 teachers attend a formal within-school standardisation meeting chaired by the School Coordinator to standardise scores
 - Review video recordings with reference to the Assessment Criteria
 - Adjustments to scores should be made if necessary to ensure fairness and standardisation
 - Should inform students if scores are adjusted

Early July

- School Coordinators attend district level inter-school meeting chaired by District Coordinator for professional sharing and informal review
 - Review video recordings
 - Share experience and good practices
 - Adjustments to scores are still possible at this stage, but not compulsory
- School Coordinator reports back to school SBA team
- The S5 SBA marks should be properly kept by the school for submission in S6.

The whole process should be repeated in S6, with within-school and inter-school meetings conducted in late February to early March.

When submitting the marks, teachers should make sure that of the two marks reported, one mark should be based on a group interaction and one on an individual presentation. At the end of S6, schools need to submit the two SBA marks in one go via their principal using the online mark submission platform.

For review of students' work, 6 sets of videos (a set refers to one video clip for individual presentation and one for group interaction) and the assessment records of relevant students should be submitted to the HKEAA by mid March.

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 ...