



**Hong Kong Diploma of Secondary Education Examination
School-based Assessment System
(for 2021 Examination and Beyond)**

**User Manual
(November 2020)**

***(For Principals, School Administrators, Subject Panels and
Teachers)***

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1. Introduction

The HKDSE School-based Assessment System (the SBA System) is developed for schools to submit SBA Marks, Student Work and Teacher Document for the HKDSE Examination in an effective manner. Schools can get access to the SBA System via the HKDSE Examination Online Services at www.hkdse.hkeaa.edu.hk

This manual describes the procedures to submit SBA Marks, Student Work and Teacher Document through the SBA System. Principals, Subject Panels and Teachers should refer to this manual to get familiarized with:

- i. their roles and responsibilities in the SBA submission; and
- ii. the operation of the SBA System.

Overview of the SBA Submission Process

The table below shows an overview of the mark submission process and the responsibilities of different role holders in schools.

Step	Task	School Administrator	Teacher	Subject Panel	Principal
1	System Administration*	<ul style="list-style-type: none"> • Create login accounts for Teachers and Subject Panels • Indicate the subjects offered this school year • Assign roles to accounts created 			
2	Subject Administration (Assign Teaching Group)			<ul style="list-style-type: none"> • Create Teaching Groups • Assign students to Teaching Groups • Assign Teachers to Teaching Groups 	
3	Input SBA Marks		<ul style="list-style-type: none"> • Input SBA marks (online input or batch input using the mark template) 		
4	Submit SBA Marks to Subject Panel		<ul style="list-style-type: none"> • Endorse SBA marks of responsible Teaching Group(s) to Subject Panel 		
5	Submit SBA Marks to Principal			<ul style="list-style-type: none"> • Endorse SBA marks submitted by all Teachers of a subject • If necessary, return to Teacher for amendments 	
6	Submit SBA Marks to HKEAA				<ul style="list-style-type: none"> • Endorse SBA marks for all subjects • If necessary, return to Subject Panel for checking

7	Upload Files (Upload Teacher Document /Student Work)			<ul style="list-style-type: none"> • Upload Student Work of all selected students • Upload Teacher Document, if required 	
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*The tasks for School Administrators are to be done in the School Information Management System, which is available in the HKDSE Examination Online Services (www.hkdse.hkeaa.edu.hk). User manual of the School Information Management System can be found on the front page of that system.

2. Login to the SBA System

Users need a login account in order to use the SBA system. The account for the Principal is the same as that for login to the HKDSE Examination Online Services (www.hkdse.hkeaa.edu.hk).

The accounts for Subject Panels and Teachers are to be created by the School Administrator. Once created, the login accounts can be used in the current and future examination years. It is NOT necessary to create new login accounts for each examination year.

The steps for login to the SBA System are shown below.

Step 1: Go to HKDSE Examination Online Services (www.hkdse.hkeaa.edu.hk). Enter User ID and Password. Then, click **Login**.

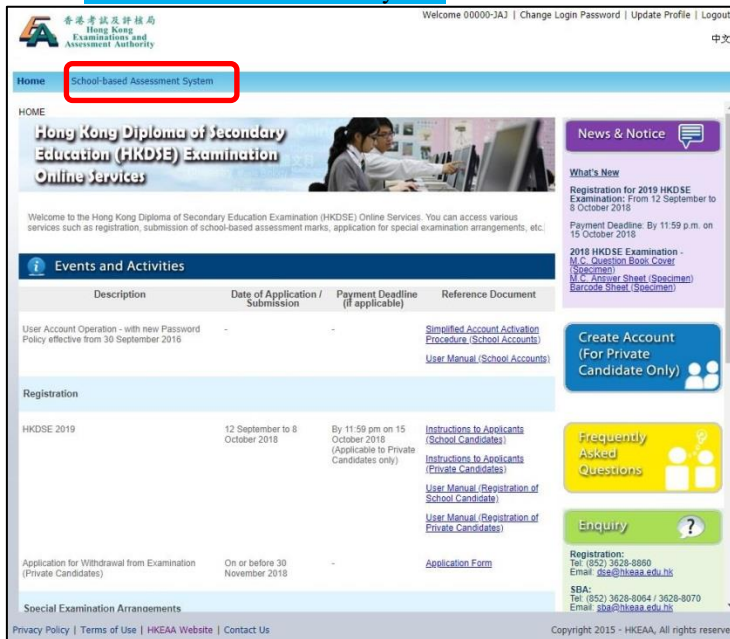
The screenshot shows the HKDSE Examination Online Services website. At the top right, there is a login section with two input fields: 'User ID' and 'Login Password'. Below these fields are links for 'Login' and 'Forgot Login Password'. The main content area features a banner for 'Hong Kong Diploma of Secondary Education (HKDSE) Examination Online Services' and a table of '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)
Registration			
HKDSE 2019	12 September to 8 October 2018	By 11:59 pm on 15 October 2018 (Applicable to Private Candidates only)	Instructions to Applicants (School Candidates) Instructions to Applicants (Private Candidates) User Manual (Registration of School Candidate) User Manual (Registration of Private Candidates)
Application for Withdrawal from Examination (Private Candidates)	On or before 30 November 2018	-	Application Form
Special Examination Arrangements			

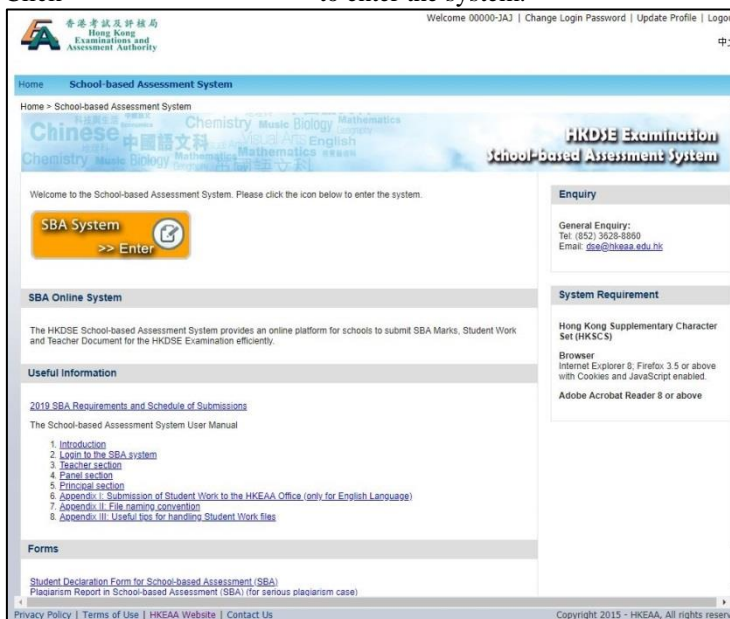
At the bottom of the page, there are links for 'Privacy Policy', 'Terms of Use', 'HKEAA Website', and 'Contact Us'. The footer also includes the copyright notice: 'Copyright 2015 - HKEAA, All rights reserved'.

First time users will be asked to change the password, and to update the personal information (if necessary). To enhance network security, users who have not changed their login password for over 365 calendar days are required to do so before accessing the System. Users may follow the instructions on screen to change the password if necessary.

Step 2: Click **School-based Assessment System**.



Step 3: Click **SBA System >> Enter** to enter the system.



Remarks: Please turn off the “Pop-up Blocker” setting of your browser; otherwise the system window may not be displayed properly.

Step 4: You are now in the SBA home page and may start the submission.



3. Teacher Section

3.1 Task Outline

After the Subject Panel has assigned students and Teachers to Teaching Groups, Teachers may proceed with the mark submission. The work flow for Teachers is as follows:

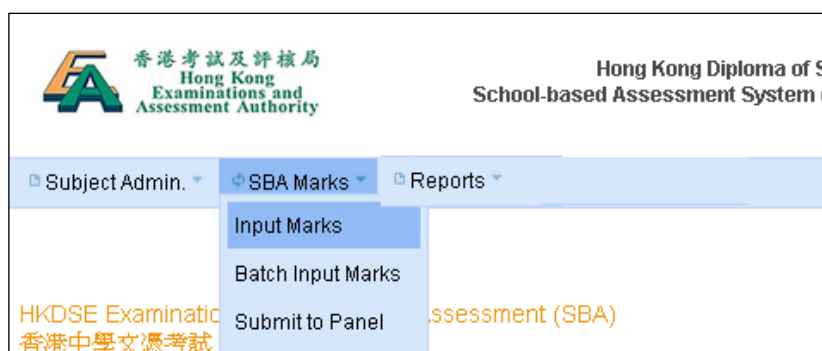
1. Input SBA marks of the students in his/her Teaching Group(s) using either of the following methods:
 - a. online interface [See Section 3.2]
 - b. batch mode (via EXCEL file) [See Section 3.3]
2. Submit the marks to the Subject Panel. [See Section 3.4]
3. In case the Subject Panel rejects the marks, amend and re-submit the marks.

Please note that the screen captures below are for illustration purpose, for the subject specific details of the mark input requirements, please refer to the SBA Teachers' Handbook.

3.2 Input Marks

After the Subject Panel has assigned Teachers and students to Teaching Groups, Teachers may input marks as shown below.

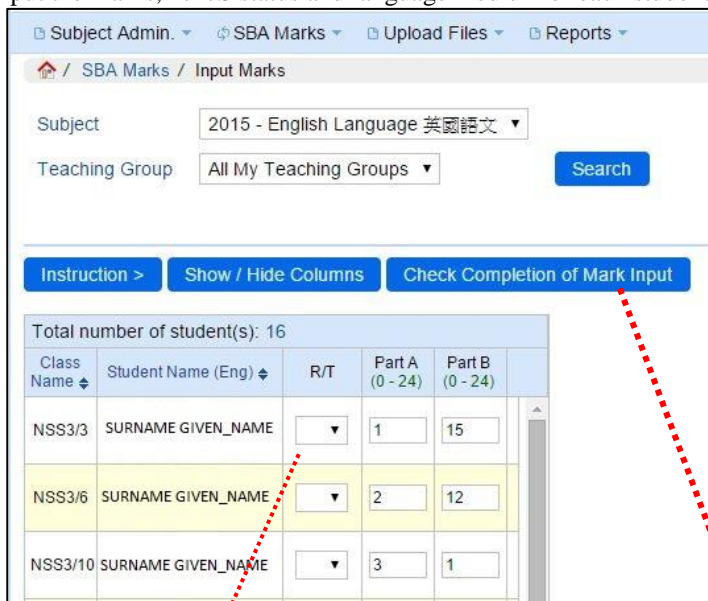
Step 1: Mouse over the **SBA Marks** menu and then click **Input Marks**.



Step 2: Enter Teaching Group criteria and click **Search** to retrieve student records.




Step 3: Input the marks, R/T/S status and language medium of each student. Click **Save**.



Except for Health Management and Social Care, Liberal Studies and Literature in English, Teachers can indicate if a student is a repeater (R), or a transfer student (T). If R or T is chosen, the mark box(es) for S5 will be automatically disabled.

For Science subjects, Teachers may also indicate Switching of courses' (S) for a student. If S is chosen, the mark box(es) for S5 will be automatically disabled.

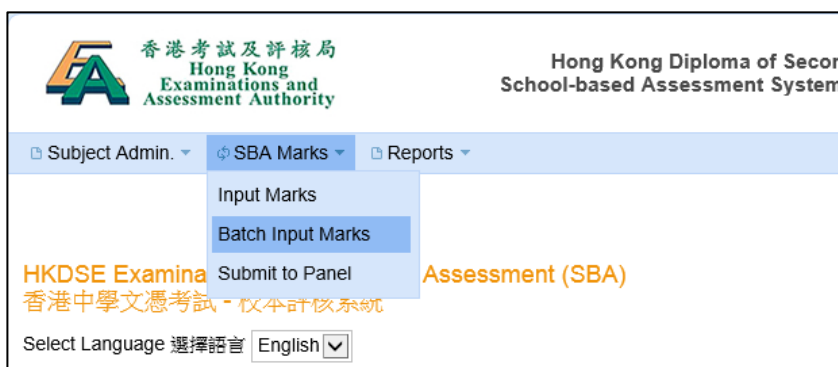
Teacher can click **Check Completion of Mark Input** to check whether the marks for all students have been entered.

The message  Saved Successfully. will be shown when marks are saved.

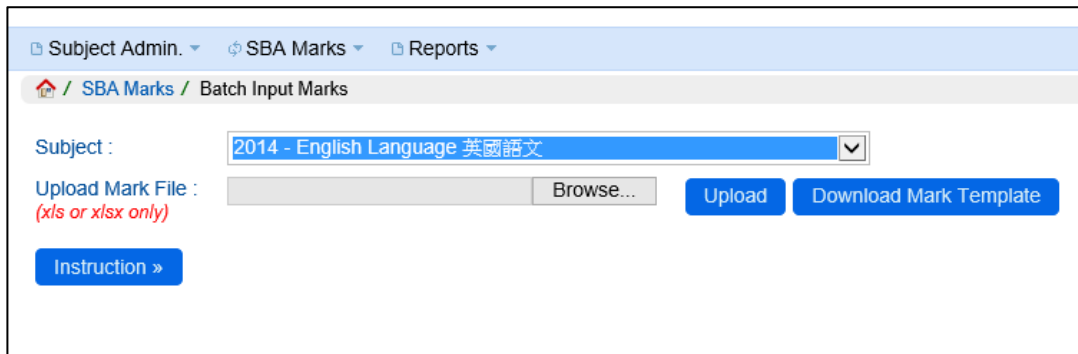
3.3 Batch Input Marks

After the Subject Panel has assigned teachers and students to Teaching Groups, Teachers may input marks by batch as shown below.

Step 1: Mouse over the **SBA Marks** menu and then click **Batch Input Marks**.



Step 2: Choose the subject and click **Download Mark Template** to download the mark template (in EXCEL format).

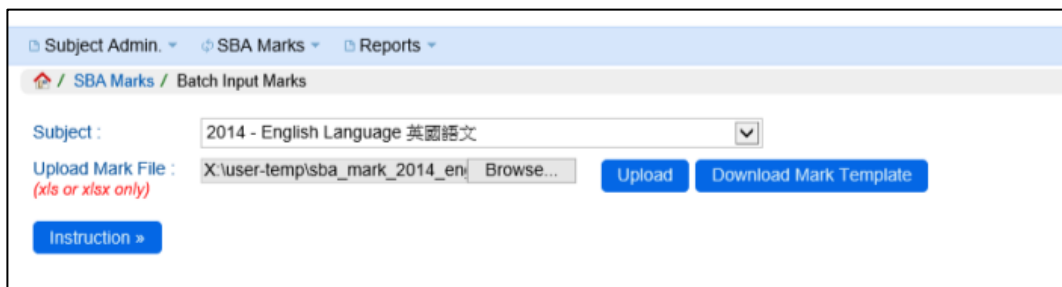


Step 3: After downloading the template, open the EXCEL file. Input the marks, R/T/S status and language medium of each student in the EXCEL and save the file.

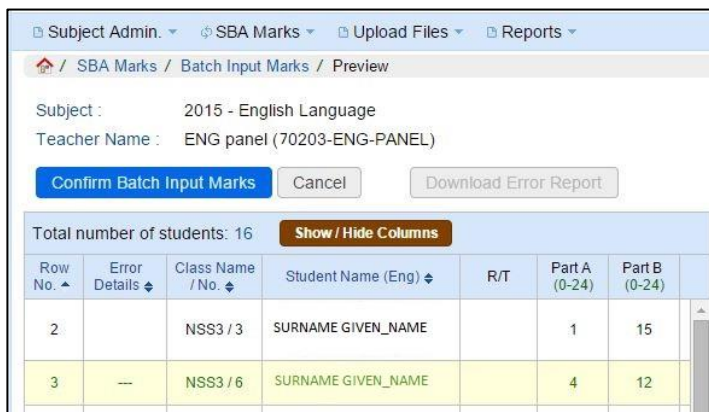
	A	B	C	D	E	F	G	H	I	J
	Class Name	Class No.	Doc No.	Teaching Group Name	Student Name (Eng)	Student Name (Chi)	R/T (R, T, or blank)	Part A (0 - 24)	Part B (0 - 24)	
1										
2	NSS3	3	1234567	ENG GROUP	SURNAME GIVEN_NAME	中文名		1	15	
3	NSS3	6	1234568	ENG GROUP	SURNAME GIVEN_NAME	中文名		2	12	
4	NSS3	10	1234569	ENG GROUP	SURNAME GIVEN_NAME	中文名		3	1	
5	NSS3	11	1234570	ENG GROUP	SURNAME GIVEN_NAME	中文名		4	20	
6	NSS3	12	1234571	ENG GROUP	SURNAME GIVEN_NAME	中文名		5	8	
7	NSS3	13	1234572	ENG GROUP	SURNAME GIVEN_NAME	中文名		6	6	

Except for Health Management and Social Care, Liberal Studies and Literature in English, Teachers can enter R and T to indicate if a student is a repeater (R) or a transfer student (T). For Science subjects, Teacher may also enter S to indicate 'Switching of courses' (S) for a student.

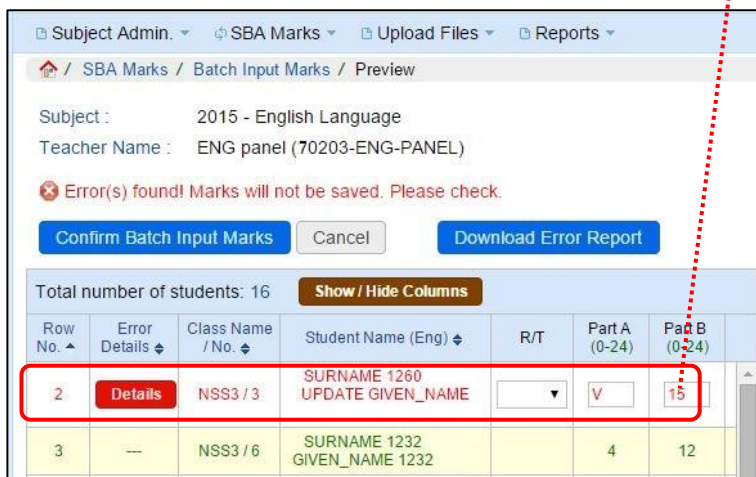
Step 4: Click **Browse...** and select the saved EXCEL file in step3. Then click **Upload**.



Step 5: Check the marks of each student. Click **Confirm Batch Input Marks**.

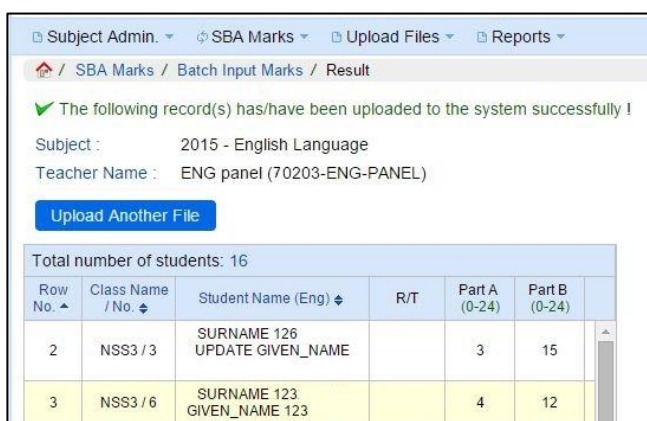


If there is any error in the file, the row(s) with error will be shown in red color. Please edit the EXCEL file and upload it (Steps 3 and 4) again. For marks, R/T/S and language medium, editing can be done on the page.



NOTE: If there is any error in the file, the System will not save any data from the file.

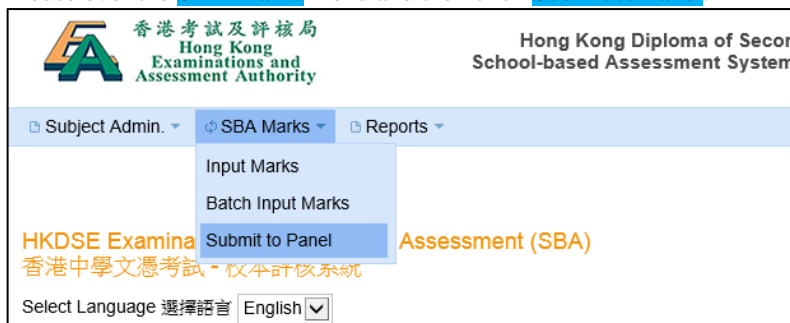
Step 6: The message: **✓ The following record(s) has/have been uploaded to the system successfully !** will be shown upon successful completion of the uploading.



3.4 Submit to Subject Panel

Upon completion of marks input, Teachers may submit marks to the Subject Panel as shown below.

Step 1: Mouse over the **SBA Marks** menu and then click **Submit to Panel**.



Step 2: Select the subject and click **Search**.

Templates of the Teacher Document for the subject, if any, are available under **Reports** menu.



Step 3:

Different reports are available for checking. Select and then click **View**. Teachers should check the reports to ensure the accuracy of the marks input. Click **Submit to Panel** to start submission to the Subject Panel.

Mark Summary Sheet by Teaching Group (Sorted by Final Mark)
Mark Summary Sheet by Teaching Group (Sorted by Class name/Class no.)
Statistical Chart by Teaching Group

Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports
2014	English Language	01-10-2013	31-12-2013	150	150 / 150	Mark Input	28-10-2013 14:47:24	Mark Summary Sheet by Teaching Group <input type="button" value="View"/> <input type="button" value="Submit to Panel"/>
	S6-T22				150 / 150			Mark Summary Sheet by Teaching Group <input type="button" value="View"/>

*If the marks are not ready to be submitted to the Subject Panel, the red button **Submit to Panel** will be shown. Please click on it to check the error messages and amend accordingly so that the marks can be submitted to the Subject Panel.*

Step 4: Review the marks and click **Next >>**.

Subject Admin. SBA Marks Upload Files Reports

SBA Marks / Submit to Panel / Mark List

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

Exam Year : 2015 Subject : English Language Panel Name : ENG panel (70203-ENG-PANEL)

I confirm the following :

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

Total number of student(s) : 16

Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	R/T	Final Mark	Part A (0-24)	Part B (0-24)
NSS3 / 11	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		50.00	4	20
NSS3 / 15	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		45.83	8	14
NSS3 / 26	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		45.83	15	7
NSS3 / 21	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		39.58	10	9
NSS3 / 25	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		39.58	14	5
NSS3 / 3	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		37.50	3	15
NSS3 / 27	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		37.50	16	2
NSS3 / 24	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		35.42	13	4
NSS3 / 6	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		33.33	4	12
NSS3 / 23	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		31.25	12	3

Back to Submission page Next >>

Step 5: To prevent potential / perceived conflicts of interest, Teachers conducting SBA have to declare the teacher-student relationship (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home), if any. Input the relative declaration (teacher name(s)) (if applicable) and click **Finish**.

Subject Admin. SBA Marks Reports

SBA Marks / Submit to Panel / Declaration

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

Exam Year : 2014 Subject : English Language Panel Name : Chan Panel (10000-T01)

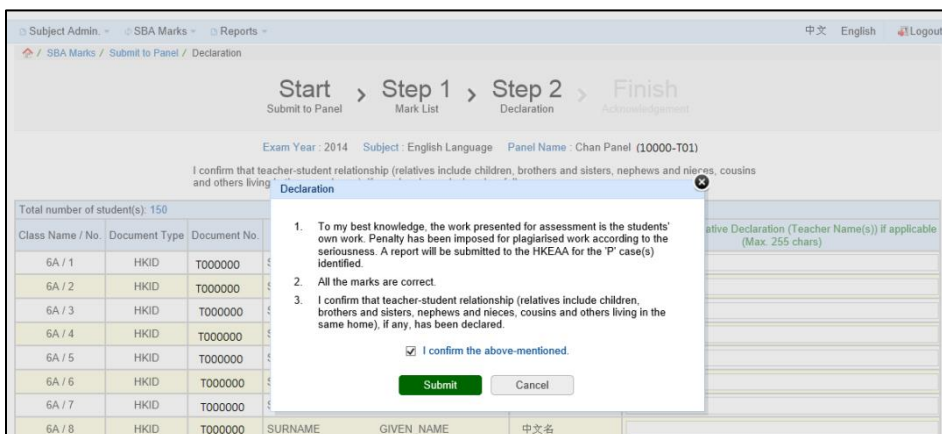
I confirm that teacher-student relationship (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home), if any, has been declared as follows:

Total number of student(s): 150

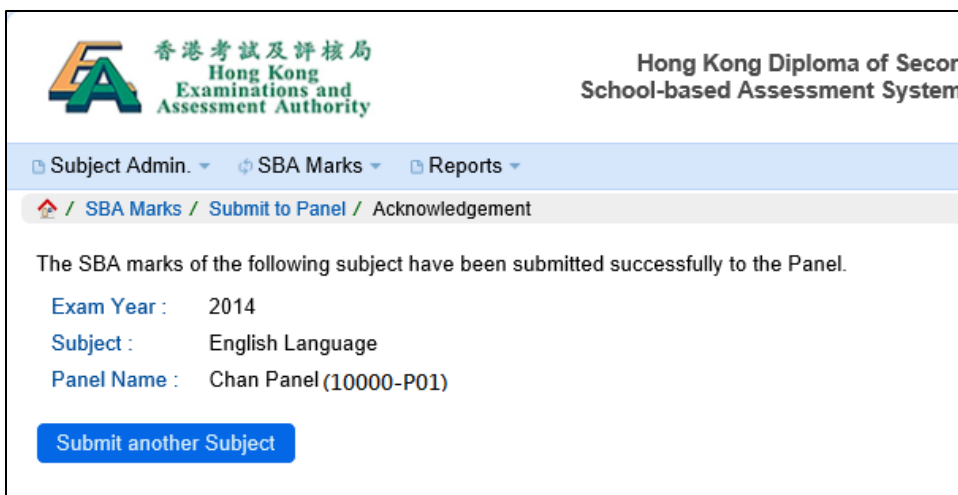
Class Name / No.	Document Type	Document No.	Candidate Name		Candidate Name (Chi)	Please enter Relative Declaration (Teacher Name(s)) if applicable (Max. 255 chars)
6A / 1	HKID	TA000000	SURNAME	GIVEN_NAME	中文名	Chan Teacher
6A / 2	HKID	TA000000	SURNAME	GIVEN_NAME	中文名	
6A / 3	HKID	TA000000	SURNAME	GIVEN_NAME	中文名	Wong Teacher
6A / 4	HKID	TA000000	SURNAME	GIVEN_NAME	中文名	

<< Back Finish

Step 6: Check the declaration statement, and confirm the submission to Subject Panel by clicking **Submit**.



Step 7: On successful submission of the marks to the Subject Panel, the Subject Panel will receive an email notification about the submission.



Note: Marks cannot be changed after they are submitted to the Subject Panel. If Teachers wish to amend the marks, they should ask the Subject Panel to return the marks to them by clicking 'Reject to Teacher'. [See Section 4.4]

4. Subject Panel Section

4.1 Task Outline

The work flow for Subject Panels is as follows:

1. Assign students and Teachers to Teaching Groups. [See Section 4.2]

After completing Step 1, Subject Panels should inform relevant Teachers to input SBA marks for all students in their Teaching Group(s).

2. An email notification will be received when a Teacher has submitted the marks.
3. Review the SBA marks submitted by Teachers. Return them to the Teacher(s) concerned for amendment by using the 'Reject to Teacher' function if necessary. [See Section 4.3]
4. If all the SBA marks are correct, submit the marks to the Principal. [See Section 4.3]
5. Upload and submit all the required Student Work and Teacher Document (if applicable). [See Section 4.4]
6. In case the Principal rejects the marks, check and complete the re-submission following Steps 3 to 5.

Please note that the screen captures below are for illustration purpose, for the subject specific details of the mark input requirements, please refer to the SBA Teachers' Handbook.

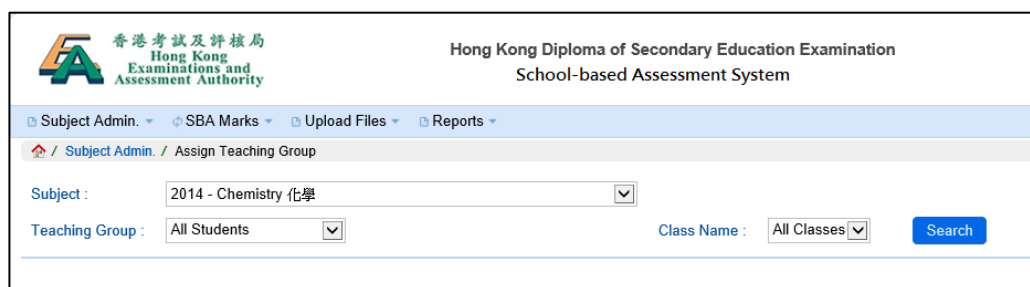
4.2 Assign Teaching Group

Teachers and students must be assigned to Teaching Group before inputting marks.

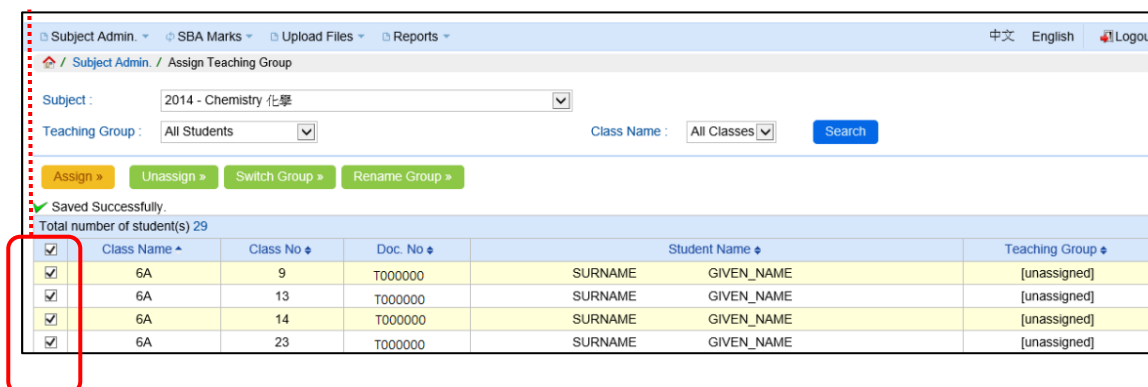
Step 1: Mouse over the **Subject Admin.** menu and then click **Assign Teaching Group**.



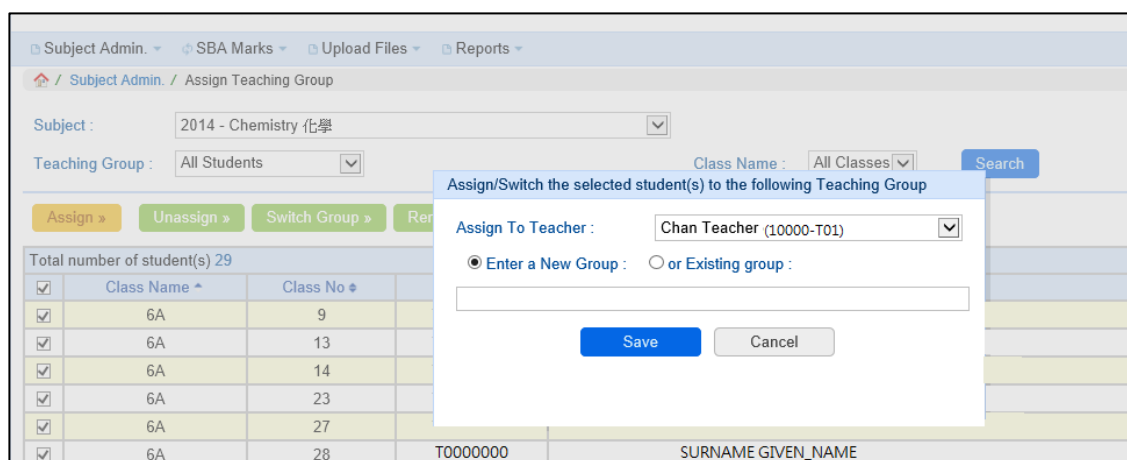
Step 2: Enter appropriate search criteria and click **Search** to retrieve the student records.



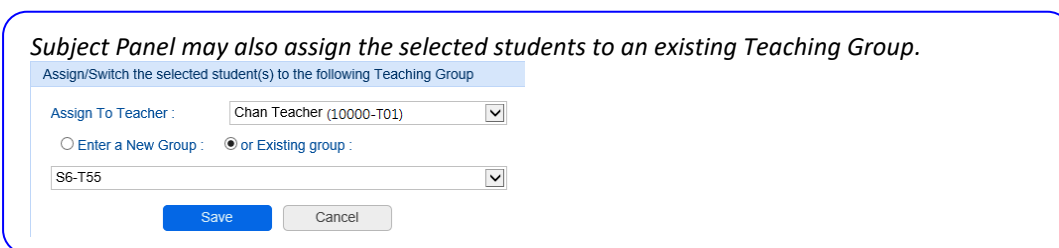
Step 3: Select students to be assigned to a Teaching Group, then click **Assign >>**.



Step 4: Select a Teacher for this Teaching Group.



Click or Enter a New Group : and enter a name for the Teaching Group and then click **Save**.



Subject Panel may also

1. click the **Unassign >>** button to un-assign selected students from a Teaching Group.
2. click the **Switch Group >>** button to switch selected students to another Teaching Group.
3. click the **Rename Group >>** button to change the name of a Teaching Group.

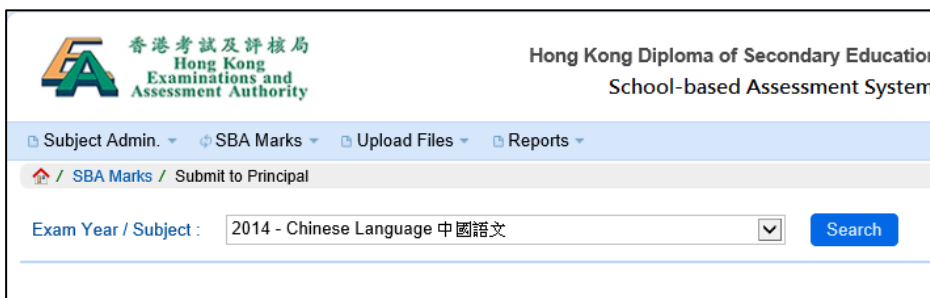
4.3 Submit to Principal

After all Teachers have input the marks, Subject Panels may submit the marks to the Principal as shown below.

Step 1: Mouse over the **SBA Marks** menu and click **Submit to Principal**.



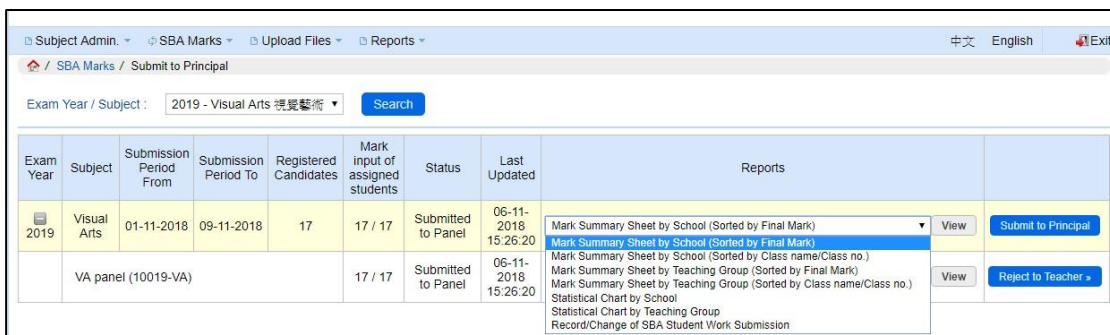
Step 2: Select subject, and then click **Search**.



Step 3:

Different reports are available for checking. Select and then click **View**.

- Mark Summary Sheet by School (Sorted by Final Mark)
- Mark Summary Sheet by School (Sorted by Class name/Class no.)
- Mark Summary Sheet by Teaching Group (Sorted by Final Mark)
- Mark Summary Sheet by Teaching Group (Sorted by Class name/Class no.)
- Statistical Chart by School
- Statistical Chart by Teaching Group
- Record/Change of SBA Student Work Submission



Step 4: If the marks are correct, click **Submit to Principal** to start submitting the marks to the Principal.

Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports
2014	Chinese Language	01-10-2013	31-12-2013	150	150 / 150	Submitted to Panel	28-10-2013 15:12:49	Mark Summary Sheet by School <input type="button" value="View"/> <input type="button" value="Submit to Principal"/>
	Chan Teacher(10000-T01)				150 / 150	Submitted to Panel	28-10-2013 15:12:48	Mark Summary Sheet by Teaching Group <input type="button" value="View"/> <input type="button" value="Reject to Teacher"/>

If necessary, click **Reject to Teacher >>** to return the SBA marks to Teacher for amendment.

After the marks are submitted to the Principal, if the Subject Panel wishes to reject the marks to the Teacher for amendment, the Panel should ask the Principal to reject the marks to him/her first [see Section 5.2], and then reject the marks to the Teacher.

Step 5: FOR ALL SUBJECTS (**EXCEPT ENGLISH LANGUAGE**) Review the SBA marks of each student and click **Next >>**.

Exam Year : 2014 Subject : Chinese Language Panel Name : Chan Panel (10000-P01)

I confirm the following :

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

Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	R/T	Final Mark	(S5) 選修單元一 (0-10)	(S6) 選修單元二 (0-10)	(S6) 閱讀活動 (0-20)
6A / 1	S6-T11	SURNAME GIVEN_NAME	中文名		35.50	E	4	5
6A / 2	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5
6A / 3	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5
6A / 4	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5
6A / 5	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5
6A / 6	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5
6A / 7	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5
6A / 8	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5
6A / 9	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5
6A / 10	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5

Back to Submission page

FOR ENGLISH LANGUAGE ONLY

Review the SBA marks of each student, **select the students for submitting Student Work**, and click **Next >>**.

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

Subject Admin. | SBA Marks | Upload Files | Reports

/ SBA Marks / Submit to Principal / Mark List

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

Exam Year : 2015 Subject : English Language Panel Name : ENG panel (10000-ENG-PANEL)

I confirm the following :

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

NOTE: Please select the students for submitting Student Work in Part A and Part B below.

Total number of student(s) : 16

Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	R/T	Final Mark	Part A (0-24)	Part B (0-24)
NSS3 / 3	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		37.50	3	15
NSS3 / 6	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		33.33	4	12
NSS3 / 10	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		8.33	3	1
NSS3 / 11	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		50.00	4	20

Step 6: Review the relative declaration of the Teacher(s) (if applicable) and click **Next >>**.

Subject Admin. | SBA Marks | Upload Files | Reports

/ SBA Marks / Submit to Principal / Declaration

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

Exam Year : 2014 Subject : Chinese Language Panel Name : Chan Panel(10000-P01)

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 / 1	HKID	TA000000	SURNAME GIVEN_NAME	中文名	CHAN TEACHER

<< Back Next >>

Step 7: Complete the declaration on Network Schools* (if applicable) and click **Finish**.

Subject Admin. | SBA Marks | Upload Files | Reports

/ SBA Marks / Submit to Principal / Network School

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

Exam Year : 2014 Subject : Chinese Language Panel Name : Chan Panel(10000-P01)

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

<< Back Finish

*Moderation Arrangement for Network Schools

The SBA marks submitted by schools are subject to moderation by the HKEAA on a school basis. Some schools may join together (the network schools) to offer network programme(s) for Category A subject(s). If students from these network schools **are taught and assessed by the same teachers(s) using the same assessment standards in conducting the SBA**, it would be logical to group them into one single moderation group in the process, so that students within the network will receive comparable moderated results. For details of the moderation mechanism, please refer to the booklet “Moderation of School-based Assessment Scores in the HKDSE” (www.hkeaa.edu.hk/en/sba/). If your school is a member of a network school group, click **Yes** and then select **all school(s) in that network**. The HKEAA will group all students from the network schools into a single moderation group only if all schools within the network give unanimous replies.

Subject Admin. SBA Marks Upload Files Reports 中文 English Logout

SBA Marks / Submit to Principal / Network School

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

Exam Year : 2014 Subject : Chinese Language Panel Name : Chan Panel (10000-P01)

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

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

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

Teaching Group		S6-T11 / (Chan Teacher (10000-T01))		
S6-T11 (Chan Teacher (10000-T01))	View / Edit	Selected: ABC School (10000)		
School List		Remark (Optional)		
	School Name (English) ▲	School Name (Chinese) ▼	School Code ▼	
<input checked="" type="checkbox"/>	ABC School	甲乙丙中學	20000	
<input type="checkbox"/>	ABC School	甲乙丙學校	30000	
<input type="checkbox"/>	ABC School	甲乙丙學校	40000	

Step 8: Check the declaration statement, and confirm the submission to the Principal by clicking **Submit**.

Subject Admin. SBA Marks Upload Files Reports 中文 English Logout

SBA Marks / Submit to Principal / Network School

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

Exam Year : 2014 Subject : Chinese Language Panel Name : Chan Panel (10000-P01)

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

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

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

Declaration

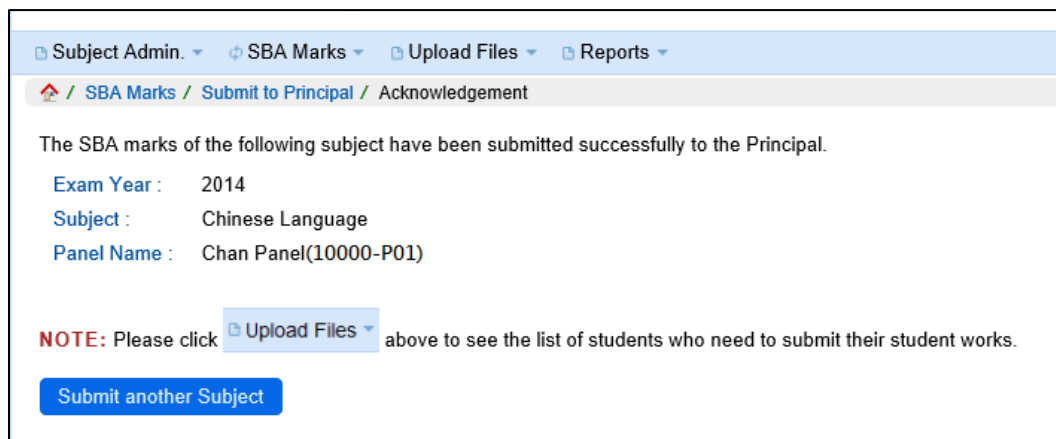
- To my best knowledge, the work presented for assessment is the students' own work. Penalty has been imposed for plagiarised work according to the seriousness. A report will be submitted to the HKEAA for the 'P' case(s) identified.
- All the marks are correct.
- I confirm that teacher-student relationship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

	School Name (English) ▲	School Name (Chinese) ▼	School Code ▼
<input type="checkbox"/>	ABC School	甲乙丙中學	20000
<input type="checkbox"/>	ABC School	甲乙丙學校	30000

- Step 9: After the marks are submitted to the Principal, the following message will be shown and the Principal will receive an email notification about the submission.



4.4 Upload Student Work / Teacher Document

After the SBA marks are submitted to the Principal, Subject Panels may proceed to upload the Student Work / Teacher Document as shown below.

Note:

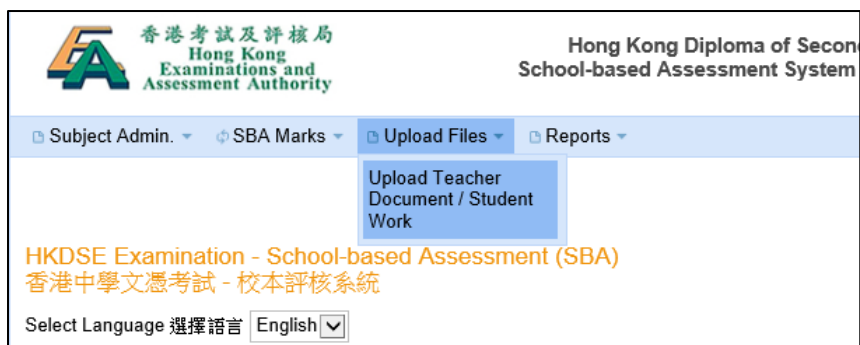
1. (Not applicable to 2021 HKDSE) Teacher Document is required only for Chinese Language, Chinese Literature, Biology, Chemistry, Physics, Combined Science and Integrated Science. Templates of the Teacher Document for the subjects are also available under **Reports** menu.
2. For Design and Applied Technology, school inspections will be conducted; hence no submission of Student Work is required.
3. For English Language, selected Student Work should be submitted to the HKEAA office by hand or by registered post. See Appendix I for details.

Notes on handling the Student Work file:

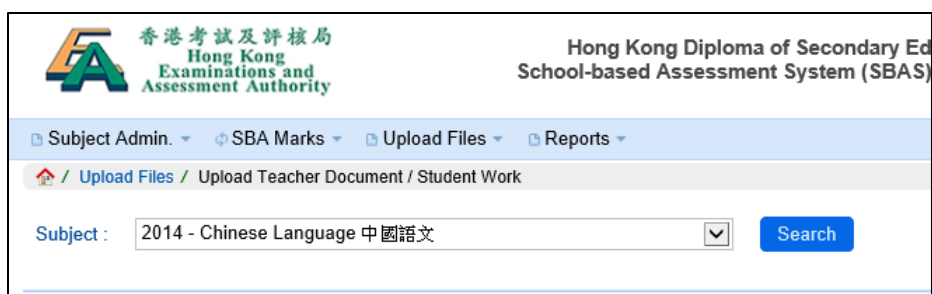
1. To facilitate an effective and accurate identification of the work, the work of an individual student in a certain subject should be submitted as a single file. In case the work of a student contains more than one file, they should be zipped into one single file. Please note that if the work of a student contains only one file, there is no need to perform the zipping procedure.
2. For Health Management and Social Care, Literature in English and Visual Arts, the system only accepts PDF files. For other subjects, the System accepts file formats of zip, pdf, txt, doc, docx, rtf, ppt, pptx, xls,xlsx, csv, mp4, mp3, mpg, wmv, avi, jpg and tif.
3. The System has no specific requirements for file naming, but it is advised to name the files in a way that is easy to identify. Please refer to Appendix II for suggestions of file naming.
4. The file size for each student's work file should not be more than 15 MB. (Note: For Visual Arts and Technology and Living, the file size for each student's work file should not exceed 40 MB, and 20 MB for Information and Communication Technology.)

Step 1: To upload Student Work and Teacher Document, mouse over the **Upload Files** menu and then click

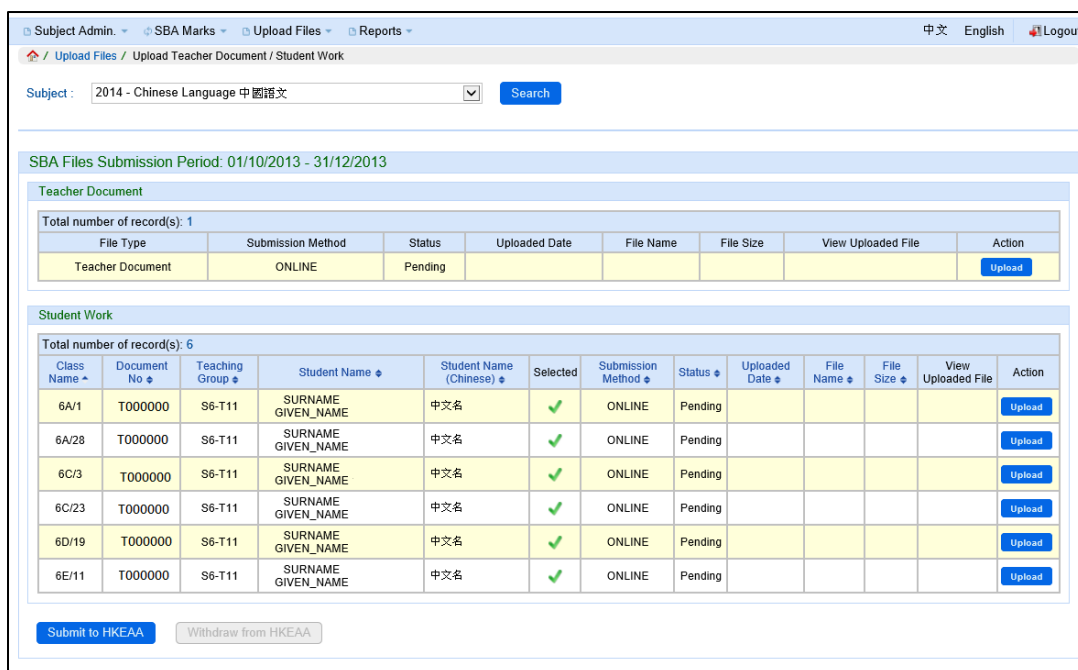
Upload Teacher Document / Student Work

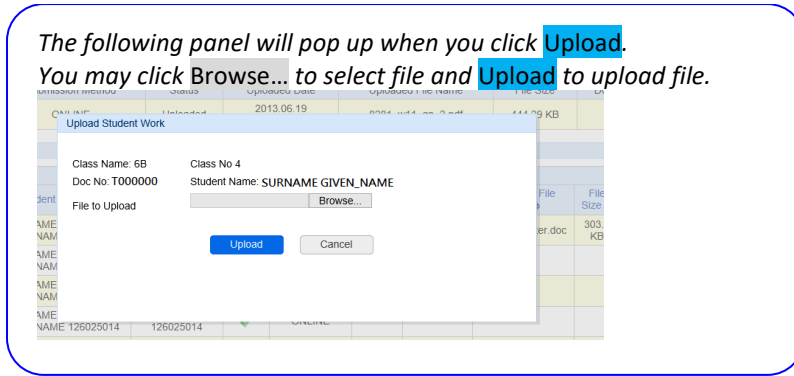


Step 2: Select subject and click **Search**.



Step 3: Click **Upload** to upload Student Work and Teacher Document.





Step 4: After all the files are uploaded, click **Submit to HKEAA** to submit the files to the HKEAA.

SBA Files Submission Period: 01/10/2013 - 31/12/2013

Teacher Document

File Type	Submission Method	Status	Uploaded Date	File Name	File Size	View Uploaded File	Action
Teacher Document	ONLINE	Uploaded	28-10-2013 16:41:44	CLANG(TD).zip	149 Bytes		Re-upload

Student Work

Class Name	Document No	Teaching Group	Student Name	Student Name (Chinese)	Selected	Submission Method	Status	Uploaded Date	File Name	File Size	View Uploaded File	Action
6A/1	T0000000	S6-T11	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	28-10-2013 16:40:56	SW1.zip	170 Bytes		Re-upload
6A/28	T0000000	S6-T11	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	28-10-2013 16:41:02	SW2.zip	170 Bytes		Re-upload
6C/3	T0000000	S6-T11	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	28-10-2013 16:41:08	SW3.zip	170 Bytes		Re-upload
6C/23	T0000000	S6-T11	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	28-10-2013 16:41:14	SW4.zip	170 Bytes		Re-upload
6D/19	T0000000	S6-T11	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	28-10-2013 16:41:20	SW5.zip	170 Bytes		Re-upload
6E/11	T0000000	S6-T11	SURNAME GIVEN_NAME	中文名	✓	ONLINE	Uploaded	28-10-2013 16:41:27	SW6.zip	170 Bytes		Re-upload

Submit to HKEAA Withdraw from HKEAA

Step 5: The following message will be displayed upon successful submission. The Principal will receive an email notification about the submission.

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

Hong Kong Diploma of Secondary Education
 School-based Assessment

Subject Admin. SBA Marks Upload Files Reports

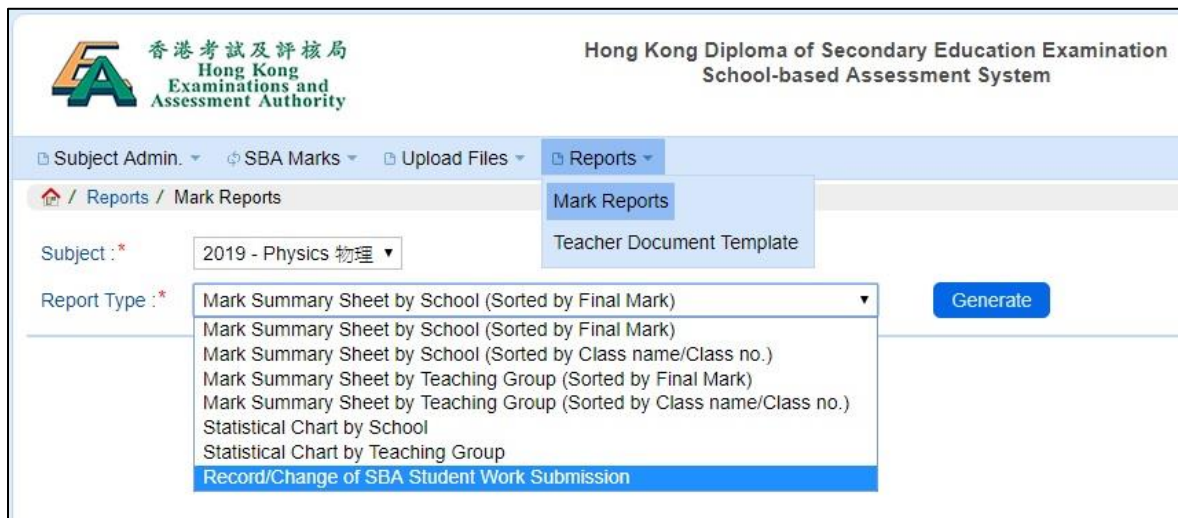
Home / Reports / Upload Teacher Document / Student Work

Upload SBA File Acknowledgement :

i SBA Files for the following subject has been submitted successfully to HKEAA on 05-11-2014 at 16:23:15.

Exam Year : 2015
 Subject : Liberal Studies 通識教育

Step 6: (Optional) A report showing the Student Works uploaded can be downloaded for record. Mouse over the **Reports** menu and then click **Mark Reports**. Choose 'Record/Change of SBA Student Work Submission' and click **Generate**.



- 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 less serious plagiarism cases or late submission), the Subject Panel should contact the SBA Team of the HKEAA to request for a change of student(s) for work submission.

Subject	Telephone number of the SBA Team
All Science subjects	3628 8068
Technology and Living	
Chinese Language	3628 8089
Chinese Literature	
Design and Applied Technology	
Health Management and Social Care	
Visual Arts	
English Language	3628 8066
Information and Communication Technology	
Literature in English	
Liberal Studies	3628 8075

- The Subject Panel will be requested to generate the document '**Record/Change of Student Work for SBA Work Submission**' and fax the completed document to the HKEAA. (See step 6 above)
- After confirming the arrangement, the HKEAA will fax an amended form to the school for school's record.
- The list of students for submitting Student Work in the System will be updated. The Subject Panel may proceed to upload and submit the documents.

5. Principal Section

5.1 Task Outline

The work flow for the Principal in completing the submission for individual subjects is as follows:

1. An email notification will be received when a Subject Panel finishes the mark submission.
2. Review the SBA marks. Return them to the Subject Panel for checking by using the ‘Reject to Panel’ function if necessary. [See Section 5.2]
3. Submit the marks to HKEAA if they are correct. [See Section 5.2]

Please note that the screen captures below are for illustration purpose, for the subject specific details of the mark input requirements, please refer to the SBA Teachers’ Handbook.

After the issuance of the relevant letter to schools, Principal may download the SBA Moderation Reports of the previous year in the SBA system. [See Section 5.3]

5.2 Submit to the HKEAA

After a Subject Panel has submitted the marks, the Principal should process the marks as shown below.

Step 1: Mouse over the **SBA Marks** menu and then click **Submit to HKEAA**.



Step 2: Select the subject for submission. Click **Search**.



Select “All Subjects” and click **View** to obtain an overview of all SBA subjects.

Step 3:

- Mark Summary Sheet by School (Sorted by Final Mark)
- Mark Summary Sheet by School (Sorted by Class name/Class no.)
- Mark Summary Sheet by Teaching Group (Sorted by Final Mark)
- Mark Summary Sheet by Teaching Group (Sorted by Class name/Class no.)
- Statistical Chart by School
- Statistical Chart by Teaching Group
- Record/Change of SBA Student Work Submission

Different reports are available for checking. Select and click **View**. If the marks are correct, Click **Submit to HKEAA** to start submission to the HKEAA.

If necessary, click **Reject to Panel >>>** to return the SBA marks to the Subject Panel for checking.

After the marks are submitted to the HKEAA, and before the submission deadline, if the Principal wishes to reject the marks to the Subject Panel, he/she should first withdraw the marks from the HKEAA by clicking **Withdraw from HKEAA >>>**, then reject the marks to the Subject Panel.

Step 4: Review the marks of each student and click **Next >>>**.

Exam Year : 2014 Subject : Chinese Language Panel Name : Chan Panel (10000-P01)

I confirm the following :

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

Total number of student(s) : 150									
Class Name / No.	Teaching Group	Student Name (Eng)	Student Name (Chi)	R/T	Final Mark	(S5) 滙修單元一 (0-10)	(S6) 滙修單元二 (0-10)	(S6) 閱讀活動 (0-20)	
6A / 1	S6-T11	SURNAME GIVEN_NAME	中文名		35.50	E	4	5	
6A / 2	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	
6A / 3	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	
6A / 4	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	
6A / 5	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	
6A / 6	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	
6A / 7	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	
6A / 8	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	
6A / 9	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	
6A / 10	S6-T11	SURNAME GIVEN_NAME	中文名		32.00	3	4	5	

Step 5: Review the relative declaration of teacher(s) (if applicable) and click **Next >>**.

Step 6: Review the declaration on Network Schools (if applicable) and click **Finish**.

Step 7: Check the declaration statement, and confirm the submission to the HKEAA by clicking **Submit**.

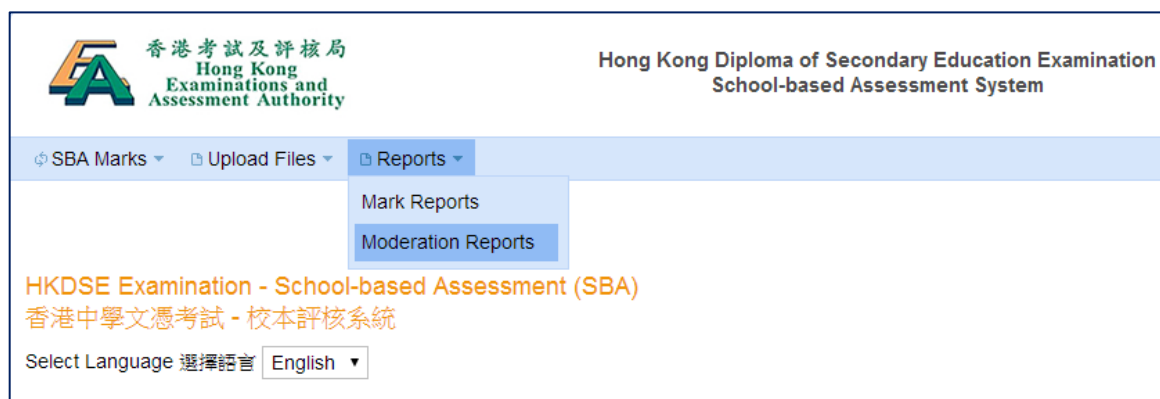
Step 8: After the submission to the HKEAA is confirmed, the following message will be shown. The Principal and the Subject Panel will receive a confirmation email about completion of the submission.



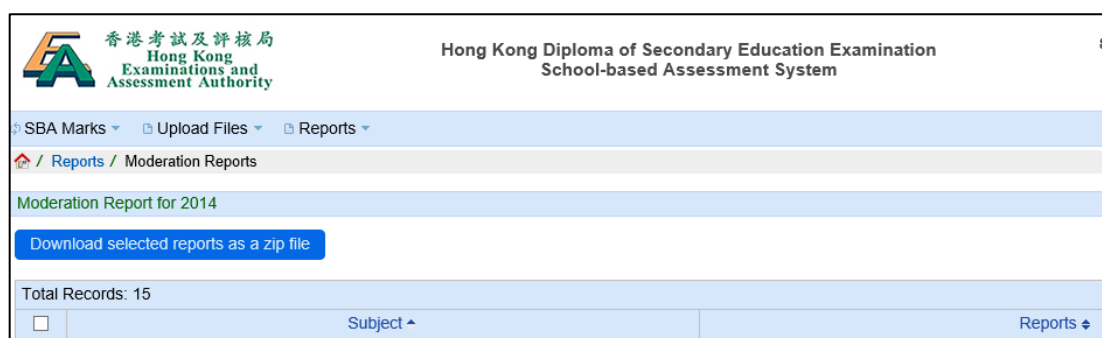
5.3 Download SBA Moderation Reports

After the issuance of the relevant letter to schools, Principal may download the SBA Moderation Reports of the previous year as shown below.

Step 1: Mouse over **Reports** menu and click **Moderation Reports**. The reports are listed by subjects.

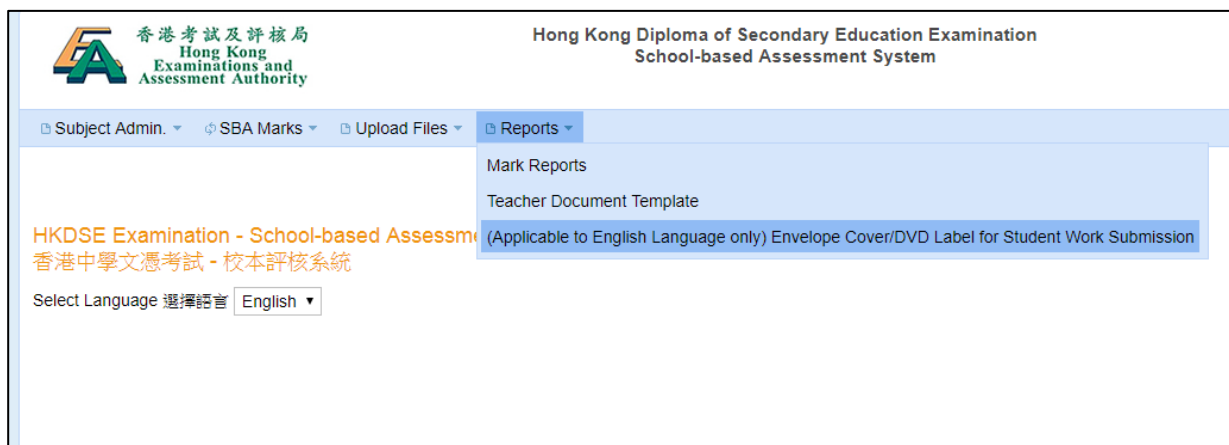


Step 2: Principal may also check the boxes in the first column and click **Download selected reports as a zip file** for downloading reports of multiple subjects.



6. Appendix I: Submission of Student Work to the HKEAA Office (only for English Language)

- All Student Work should be submitted in the form of DVD. Teachers should record the student work of all the chosen students on a single DVD.
- Please put the DVD into an envelope. A set of label and envelope cover are available in the SBA System: Mouse over **Reports** menu and click **(Applicable to English Language only) Envelope Cover/DVD Label for Student Work Submission**, then click **Generate**.



- Please affix the label on the DVD, and affix the cover on the envelope to be submitted for tracking purposes.
- Student Work file name convention: [Subject Abbreviation] [(6-digit Student Document Number)].[File extension], e.g. ELANG (345622).mpg . Please refer to Appendix II – File Naming Convention. The ‘6-digit Student Document Number’ comes from the beginning six digits of the identity document of a student. For example, if the HKID number of a student is K362880(1), the document number of him/her is then ‘362880’.
- (Not applicable to the 2021 HKDSE) There should be two folders, entitled “Part A” and “Part B”, on the DVD.
Each folder should include Student Work of six students and their assessment records. For group interactions, teachers should write down next to the student name on the assessment records where the student chosen sat, e.g. the first student on the left. The assessment records should be scanned to pdf and named using the same naming convention. For example, if a Student Work is named as ELANG(123456).mpg, the respective assessment record should be named as ELANG(123456).pdf.
- The DVD can be submitted by hand or by registered post. The DVD, if submitted by hand, should be delivered to one of the following collection centres:

Hong Kong Side

Hong Kong Examinations and Assessment Authority
School Examinations and Assessment Division
Southorn Centre, 12/F
130 Hennessy Road, Wan Chai, Hong Kong

Kowloon Side

Hong Kong Examinations and Assessment Authority
San Po Kong Office
Publications Unit
G/F, 17 Tseuk Luk Street, San Po Kong, Kowloon

Opening Hours : 8:30 am – 5:30 pm (Monday to Friday)

- If the Student Work is submitted by registered post, it should be sent to the above HKEAA Southorn Centre office (note: the address will be pre-printed on the envelope cover).

7. Appendix II: File Naming Convention

The System has no specific requirements for file naming, but it is advised to name the files in a way that is easy to identify. Teachers may create file names for Student Work and Teacher Document according to the following naming conventions.

Please note that for Health Management and Social Care, Literature in English and Visual Arts, the system only accepts PDF files. For other subjects, the System accepts file formats of zip, pdf, txt, doc, docx, rtf, ppt, pptx, xls, xlsx, csv, mp4, mp3, mpg, wmv, avi, jpg or tif.

File	Filename Conventions
Student Work*	<p>[Subject Abbreviation] [(6-digit Student Document Number)].[File extension]</p> <p>e.g. CLANG(123456).zip, CHEM(362880).doc, ELANG(246800).mpeg</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ The ‘6-digit Student Document Number’ comes from the beginning six digits of the identity document of a student. For example, if the HKID number of a student is K362880(1), the document number of him/her is then ‘362880’. ➤ Please note that if the work for a student contains only one file, there is no need to perform the zipping procedure. ➤ If students are completing their work in digital format, teachers can encourage them to use the above naming convention for their work.
Teacher Document*	<p>[Subject Abbreviation] (TD).[File extension]</p> <p>e.g. CHIST(TD).zip, CHIST (TD).doc, CHIST (TD).pdf CLANG(TD).zip, CLANG(TD).doc, CLANG(TD).pdf</p> <p>Note: Please note that if the Teacher Document contains only one file, there is no need to perform the zipping procedure.</p>

* *Subject Abbreviation:*

Subject	Subject Abbreviation
Biology	BIO
Chemistry	CHEM
Chinese Language	CLANG
Chinese Literature	CLIT
Combined Science (Biology)	CSBIO
Combined Science (Chemistry)	CSCHM
Combined Science (Physics)	CSPHY
Design and Applied Technology	DAT
English Language	ELANG
Health Management and Social Care	HMSC
Information and Communication Technology	ICT
Integrated Science	INTSC
Liberal Studies	LIBST
Literature in English	LITENG
Physics	PHYS
Technology and Living (Fashion, Clothing and Textiles)	TLFASHION
Technology and Living (Food Science and Technology)	TLFOOD
Visual Arts	VARTS