HKDSE SBA System User Manual



# Hong Kong Diploma of Secondary Education Examination School-based Assessment System (for 2024 Examination and Beyond)

User Manual (December 2023)

(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 <u>www.hkdse.hkeaa.edu.hk</u>

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> <li>Create login accounts for Teachers and Subject Panels</li> <li>Indicate the subjects offered this school year</li> <li>Assign roles to accounts created</li> </ul>			
2	Subject Administration (Assign Teaching Group)			<ul> <li>Create Teaching Groups</li> <li>Assign students to Teaching Groups</li> <li>Assign Teachers to Teaching Groups</li> </ul>	
3	Input SBA Marks		• Input SBA marks (online input or batch input using the mark template)		
4	Submit SBA Marks to Subject Panel		• Endorse SBA marks of responsible Teaching Group(s) to Subject Panel		
5	Submit SBA Marks to Principal			<ul> <li>Endorse SBA marks submitted by all Teachers of a subject</li> <li>If necessary, return to Teacher for amendments</li> </ul>	
6	Submit SBA Marks to HKEAA				<ul> <li>Endorse SBA marks for all subjects</li> <li>If necessary, return to Subject Panel for checking</li> </ul>

7	Upload Files (Upload Teacher Document /Student Work)		<ul> <li>Upload Student Work of all selected students</li> <li>Upload Teacher Document, if</li> </ul>	
			required	

\*The tasks for School Administrators are to be done in the School Information Management System, which is available in the HKDSE Examination Online Services (<u>www.hkdse.hkeaa.edu.hk</u>). 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 (<u>www.hkdse.hkeaa.edu.hk</u>).

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.



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.



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

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



4:

# **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:

- 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]
  - a. Online interface [See Section 5.2]
- b. batch mode (via EXCEL file) [See Section 3.3]2. Submit the marks to the Subject Panel. [See Section 3.4]
- 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.

香港 Exa Asses	考試及評核局 Hong Kong minations and sment Authority	Hong Kong Diploma of Seco School-based Assess	ndary Educat ment System
🗅 Subject Admin. 🔻	🔹 🕸 SBA Marks 👻 🕒 Reports 👻		
🟫 / SBA Marks /	Input Marks		
Subject Teaching Group	2014 - English Language 英國語文 All My Teaching Groups 🔽		Search
Instruction >			



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

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

Upon completion of mark input, teacher may click Save and Submit to submit the marks to Panel.

### 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.

香港考 H Exam Assessr	·試及評核局 ong Kong inations and nent Authority		Hong Kong Diploma of Secon School-based Assessment System
🗅 Subject Admin. 🔻	¢ SBA Marks ▼ B F	еро	rts 👻
	Input Marks		
	Batch Input Marks		
HKDSE Examina	Submit to Panel	A	Assessment (SBA)
香港中學文憑考訪	人 = 仅 4 计 依 永 航		
Select Language 選擇	語言 English 🗸		

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

🗅 Subject Admin. 💌	🕸 SBA Marks 👻 🗈 Reports 💌		
	atch Input Marks		
Subject :	2014 - English Language 英國語文		V
Upload Mark File : (xls or xlsx only)	Brows	e Upload	Download Mark Template
Instruction »			

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

榰	<b>滨</b> 常用	插入	版面配置	公式 資料 校閱	檢視					
ľ	1 🔏 剪下	Aria		- 10 - A A	= = 😑 🗞 - 📑 自動換列	通用格式	-		一般	
貼	複製 上 〃   �� 複製村	▼ 合式 B	IU·	<u></u> → <u>A</u> → φž →	■ 吾 吾 書 律 律 🔤 跨欄置中・	∰ - % , .00 →	08 設定格式化 的條件 ▼	格式化為 表格▼	計算	方式
	剪貼簿	G.	字型	<u>i</u> 12	對齊方式 🕠	數值	Fa			
	K	29	<b>-</b> (=	f <sub>x</sub>						
	Α	В	С	D	E	F	G	Н		J
	Class	Class	Doc No.	Teaching Group	Student Name	Student Name	R/T	Part A	Part B	
	Name	No.		Name	(Eng)	(Chi)	(R, T, or	(0 - 24)	(0 - 24)	
1	-	-	<b>•</b>	-	-	<b>•</b>	blank) 🔽	-	-	
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	- Alexandre - A	2	12	
4	NSS3	10	1234569	ENG GROUP	SURNAME GIVEN_NAME	中文名	<u>,                                    </u>	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 and Literature in English, Teachers can enter R and T to indicate if a student is a repeater (R) or a transfer student (T). If R or T is entered, there is no need to input S5 marks.

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

🗅 Subject Admin. 👻		
🏠 / SBA Marks / Ba	atch Input Marks	
Subject : Upload Mark File :	2014 - English Language 英國語文 X:\user-temp\sba_mark_2014_en Browse	Upload Download Mark Template
(xis or xisx only)		
Instruction »		

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

u Sub	ect Admin.	🔹 💠 SBA N	larks 👻 🗅 Upload Files 🕙	<ul> <li>Rep</li> </ul>	oorts 👻		
合/:	SBA Marks	/ Batch Input	Marks / Preview				
Subje	ct :	2015 - Eng	glish Language				
Teach	ner Name :	ENG pane	I (70203-ENG-PANEL)				
Cor	firm Batch	Input Marks	Cancel Dow	Inload Err	or Report		
Total I	number of s	students: 16	Show / Hide Columns				
Row No. 🔺	Error Details <b>\$</b>	Class Name /No. ♦	Student Name (Eng) <b>≑</b>	R/T	Part A (0-24)	Part B (0-24)	
Row No. 🔺	Error Details <b></b>	Class Name /No. \$ NSS3/3	Student Name (Eng) <b>♦</b>	R/T	Part A (0-24)	Part B (0-24) 15	

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 status and language medium, editing can be done on the page.

1	SBA Marks	/ Batch Input	Marks / Preview				
Subje	ct :	2015 - Eng	llish Language				
Teach	ner Name :	ENG pane	(70203-ENG-PANEL)			- 1	
En En	ror(s) found	I Marks will n	of he saved. Please che	eck		1	
	01(0)	c mane	or po barba				
Cor	nfirm Batch	Input Marks	Cancel Do	wnload Erro	or Report		
Cor	nfirm Batch	Input Marks	Cancel	wnload Erro	or Report		
Cor Total I	nfirm Batch	input Marks	Cancel Do Show / Hide Columns	wnload Erro	or Report		
Cor Total I Row No. A	ntirm Batch number of s Error Details <del>\$</del>	Input Marks students: 16 Class Name / No. \$	Cancel Do Show / Hide Columns Student Name (Eng) \$	R/T	Part A (0-24)	Pat B (0-24)	
Total I Row No	nfirm Batch number of s Error Details <del>\$</del> Details	Input Marks students: 16 Class Name /No. ∳ NSS3/3	Cancel Do Show / Hide Columns Student Name (Eng) ¢ SURNAME 1260 UPDATE GIVEN_NAME	R/T	Part A (0-24)	Pat B (0-24)	

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.

合/	SBA Marks /	Batch Input Marks / Result				
✔ Th	e following re	cord(s) has/have been up	loaded to	the syste	m succes	sfull
Subje	ct :	2015 - English Language				
Teach	ner Name :	ENG panel (70203-ENG-	PANEL)			
Upl	oad Another I	-ile				
Total I Row	number of stu	idents: 16 Student Name (Eng) ♠	R/T	Part A	Part B	
Total I Row No. •	number of stu Class Name /No. ≑	dents: 16 Student Name (Eng) ♦	R/T	Part A (0-24)	Part B (0-24)	
Total I Row No	oad Another I number of stu Class Name /No. ≑ NSS3/3	Idents: 16 Student Name (Eng) SURNAME 126 UPDATE GIVEN_NAME	R/T	Part A (0-24) 3	Part B (0-24) 15	

### 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.

香港考試及評核局 Hong Kong Examinations and Assessment Authority	Hong Kong Diploma of Secondary Education School -based Assessment System
🗈 Subject Admin. 🔹 💠 SBA Marks 💌	Reports
Exam Year / Subject : 2014 - English	n Language 英國語文 Search Search

#### Step 3:

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

Different reports are available for checking. Select Statistical Chart by Teaching Group 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.

Subject.	Admin. 👻 💠 S	BA Marks 👻 🛛	🗈 Reports 👻					中文 [	English 🖣 Lo	ogout
🏫 / SBA	Marks / Submit	to Panel								
Exam Year / Subject: 2014 - English Language 英國語文						Sea	rch			
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	Submit to Pan	iel
	S6-T22				150 / 150			Mark Summary Sheet by Teaching Group 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.

1 SBA	Marks / Submit	to Panel / Mark List							
			Start Submit to Pane	el >		<b>1</b> )	St Dec	ep	2 > Finish Acknowledgement
		Exal I confirm th To my t impose case(s) All the n	m Year : 2015 e following : best knowledge, d for plaglarised identified. narks are correc	Subject the work work acc	: English I presenter ording to	Language d for asse the seriou	e Panel essment is usness. A	Name the st report	EING panel (70203-ENG-PANEL) tudents' own work. Penalty has been t will be submitted to the HKEAA for the
Total numb	er of student(s	) : 16						-	
Class Name / No. 🔶	Teaching Group ¢	Student Name (Eng) 🔶	Student Name (Chi) ¢	R/T <b>≑</b>	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. <mark>5</mark> 0	3	15		
	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		37.50	16	2		
NSS3 / 27	Ento ontool								
NSS3/27 NSS3/24	ENG GROUP	SURNAME GIVEN_NAME	中文姓名		35.42	13	4		
NSS3/27 NSS3/24 NSS3/6	ENG GROUP ENG GROUP	SURNAME GIVEN_NAME	中文姓名		35.42 33.33	13 4	4		

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

Step 5: To prevent potential / perceived conflicts of interest, Teachers conducting SBA have to declare the teacherstudent 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.	<ul> <li></li></ul>	<ul> <li>Reports</li> </ul>	*			中文 English 🖣 Lo	gout
🏫 / SBA Marks /	Submit to Panel /	Declaration					
			Start Submit to Pane	s Step 1 s	Step 2 > F	Finish nowledgement	
		I confirm that to and others livir	Exam Year : 20 eacher-student ng in the same h	14 Subject : English Language relationship (relatives include chi nome), if any, has been declared	e Panel Name : Chan Par Idren, brothers and sisters, r as follows:	el (10000-T01) hephews and nieces, cousins	
Total number of st	tudent(s): 150						
Class Name / No.	Document Type	Document No.		Candidate Name	Candidate Name (Chi)	Please enter Relative Declaration (Teacher Name(s)) if applica (Max. 255 chars)	ble
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.

Subject Admin.	- © SBA Marks	· BReports											中文	English	4	Logou
1 SBA Marks /	Submit to Panel /	Declaration														
			Submi	tart to Panel	Step 1	>	Step 2									
		I confirm that t and others livir	Exam Y eacher- ng Dec	ear : 2014 student relation	Subject : English L	anguage	Panel Name : dren, brothers and	Chan Pa I sisters,	nel (10000-T( nephews and	01) nieces	, cousins					
Total number of st	udent(s): 150															
Class Name / No.	Document Type	Document No.	1	. To my be own work seriousn	est knowledge, the k. Penalty has beer ess. A report will be	work pres i imposed submitte	ented for assess for plagiarised w d to the HKEAA f	ment is th ork accor or the 'P'	e students' ding to the case(s)	BI	tive Declar (Ma	ation (Te x. 255 ch	acher ars)	Name(s)	) if app	licable
04/1	TIKID	1000000		All the m	arks are correct											
6A/2	HKID	T000000	-	l confirm	that teacher-stude	nt relation	ship (relatives inc	Jude chile	tren							
6A / 3	HKID	T000000	10	brothers	and sisters, nepher	ws and ni	eces, cousins and	d others li	ving in the							
6A / 4	HKID	T000000	41	same no	me), ir any, nas bee	en declare	ea.									
6A / 5	HKID	T000000	41		✓ I conf	irm the at	ove-mentioned.									
6A / 6	HKID	T000000	10		Subm	nit	Cancel									
6A / 7	HKID	T000000	5						12							
6A / 8	HKID	T000000	SURN	AME	GIVEN_NAME		中文名									

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

	巻考試及評核局 Hong Kong xaminations and essment Authority	Hong Kong Diploma of Secon School-based Assessment System
Subject Admin.	🔹 💠 SBA Marks 👻 🕒 Reports 👻	
🔶 / SBA Marks /	/ Submit to Panel / Acknowledgement	
The SBA marks	of the following subject have been subr	nitted successfully to the Panel.
Exam Year :	2014	
Subject :	English Language	
Panel Name :	Chan Panel (10000-P01)	
Submit anothe	r Subject	

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.

香港 日 Exar Assess	す試及評核局 iong Kong ninations and ment Authority	Hong Kong Diploma of Se School-based A	econdary Educ ssessment Sys	ation Examination stem	
🗅 Subject Admin. 🔻	¢ SBA Marks ▼ 🕒 Upload Files ▼	🗅 Reports 👻			
🏠 / Subject Admin.	/ Assign Teaching Group				
Subject :	2014 - Chemistry 化學				
Teaching Group :	All Students		Class Name :	All Classes 🗸	Search

🖣 Logou

[unassigned]

[unassigned]

#### Step

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T000000

14

2	•
J	٠

Se	elect	students to be	e assigned to	a Teaching	Group, then click Assig	<mark>gn &gt;&gt;</mark> .		
	🗅 Subj	ect Admin. 👻 💠 SBA M	arks 👻 🗈 Upload Fil	es 🔹 🗈 Reports 👻			中文	English
	۸ 🟫 /	Subject Admin. / Assign Te	eaching Group					
	Subje Teach	ct : 2014 - Cł ning Group : All Stude	hemistry 化學 nts		Class Name : All Cla	asses V Search	1	
	Ass	Ign » Unassign » ed Successfully.	Switch Group »	Rename Group »				
_	Total r	umber of student(s) 29						
ſ		Class Name +	Class No ¢	Doc. No ¢	Student N	lame 🖕	Те	aching Grou
		6A	9	T000000	SURNAME GIV	VEN_NAME		[unassigned
L		64	13	7000000	SURNAME GIV	VEN NAME		lunassigned

SURNAME

SURNAME

GIVEN\_NAME

GIVEN\_NAME

Step

### Select a Teacher for this Teaching Group.

6A

### 4:

Subject Admin. ✓ ◆SBA Marks ← ●Upload Files ◆ ● Reports ◆         ✓ / Subject Admin. / Assign Teaching Group         Subject :       2014 - Chemistry 位譽         Teaching Group :       All Students         ✓       Class Name :         Assign ≫       Unassign ≫         Switch Group ≫       Rer         Assign >       Unassign ≫         Switch Group ≫       Rer         Assign To Teacher :       Chan Teacher (10000-T01)         ✓       6A															
		Su	bject Admin. 🔻	¢ SBA M	arks 👻 🕒 Upload Fil	es 🔻	🗅 Reports 🔻								
Subject:       2014 - Chemistry 位譽         Teaching Group:       All Students       Class Name :       All Classes       Search         Assign >       Unassign >       Switch Group >       Ref       Assign To Teacher :       Chan Teacher (10000-T01)       Image: Class Name +       Class No +       Image: Class Name +       Clas	1	<u>^</u> /	Subject Admin.	/ Assign Te	eaching Group										
Subject:       2014 - Chemistry 代學         Teaching Group:       All Students       Class Name :       All Classes ▼       Search         Assign >       Unassign >       Switch Group >       Ref       Assign/Switch the selected student(s) to the following Teaching Group         Assign >       Unassign >       Switch Group >       Ref       Assign To Teacher :       Chan Teacher (10000-T01)       ♥         Total number of student(s) 29       Image: Class No +															
Teaching Group: All Students     Assign > Unassign >     Switch Group > Ref     Assign />      Class Name *     Class No *     Image: Class No *     I	5	Subj	ject :	2014 - Ch	nemistry 化學				$\sim$						
Assign > Unassign >   Switch Group > Rer   Assign /> Unassign > Switch Group >   Total number of student(s) 29 Image: Class No e   Image: Class Name * Class Name *   Image: Class Name * <td< td=""><td>1</td><td>Геа</td><td>china Group :</td><td>All Stude</td><td>nts 🗸</td><td></td><td></td><td></td><td>Cla</td><td>ss Name :</td><td>All Classe</td><td>s V</td><td>s</td><td>earch</td><td></td></td<>	1	Геа	china Group :	All Stude	nts 🗸				Cla	ss Name :	All Classe	s V	s	earch	
Assign » Unassign » Switch Group » Ref   Total number of student(s) 29 Image: Class No e im			5 1				Assign/Switch	the selected st	udent(s) to	the followin	g Teaching	Group			
Class Name *       Class No *         ✓       6A       9         ✓       6A       13         ✓       6A       14		Δ.σ		accian »	Switch Group a	Dor									
Total number of student(s) 29 <ul> <li>Class Name *</li> <li>Class No ●</li> <li>GA</li> <li>GA</li></ul>			sign »	iassigir »	Switch Group »	Rei	Assign To Te	acher :	Chan Te	eacher (1000	0-T01)	[	$\sim$		
✓         Class No ●         ✓           ✓         6A         9         ✓           ✓         6A         13         ✓           ✓         6A         14         ✓	Т	otal	I number of stud	ent(s) 29			Enter a N	lew Group :	O or Exist	ting group :					
Image: Control of the system         Save         Cancel           Image: Control of the system         13         Image: Control of the system         Image: Control of the system           Image: Control of the system         14         Image: Control of the system         Image: Control of the system	E	<b>V</b>	Class Na	me 🕈	Class No •										
✓         6A         13         Save         Cancel           ✓         6A         14	E	<b>V</b>	6A		9										
✓         6A         14	E	~	6A		13			Sav	e	Cancel					
	E	~	6A		14										
M 6A 23	[	~	6A		23										
☑ 6A 27	[	~	6A		27										
✓ 6A 28 T000000 SURNAME GIVEN_NAME	[	~	6A		28		T0000000		SURN	IAME GIVEN	_NAME				

Click <sup>O or Enter a New Group :</sup> and enter a name for the Teaching Group and then click Save.

	student(s) to the following reaching e	Toup	
To Teacher :	Chan Teacher (10000-T01)	V	
ter a New Group :	or Existing group :		
55		$\checkmark$	

#### 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.

香港考 Ha Exam Assessm	試及評核局 ong Kong inations and nent Authority		Hong Kong Diploma o School-based Assessment				
🗅 Subject Admin. 👻	¢ SBA Marks ▼	🗅 Upload Files 🔹	Reports -				
	Submit to Princip	al					
HKDSE Examina 香港中學文憑考記 Select Language 選擇	nation - School-based Assessment (SBA) 試 - 校本評核系統 擇語言 English <mark>↓</mark>						

Step Select subject, and then click Search.

$\gamma$	•
4	•

香港考試 Hong Examina Assessment	及評核局 Kong tions and t Authority	Но	ng Kong Diploma o School-base	f Secon d Asses	dary Education sment System
🕒 Subject Admin. 👻 💠	SBA Marks 👻 🗅 Uploa	d Files 👻 🕒 Repor	ts 👻		
🏠 / SBA Marks / Submi	it to Principal				
Exam Year / Subject :	2014 - Chinese Lang	iage 中國語文		~	Search

Step 3:



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

🗅 Subje	ect Admin.	<ul> <li></li></ul>	1arks 👻 🕒 L	Jpload Files 🔻	Report	ts 👻			中文	English	<b>4</b> ∎E
🏫 / S	BA Marks	/ Submit to Pr	incipal								
						-0					
Exam '	Year / Sub	oject : 201	9 - Visual Arts	\$ 視覺藝術 ▼	Searc	th					
Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	input of assigned students	Status	Last Updated	Reports			
	Visual					Submitted	06-11-		_	-	
2019	Arts	01-11-2018	09-11-2018	17	17/17	to Panel	2018	Mark Summary Sheet by School (Sorted by Final Mark)	View	Submit to Pi	incipal
							10.20.20	Mark Summary Sheet by School (Sorted by Final Mark) Mark Summary Sheet by School (Sorted by Class name/Class no.)			
	VA pane	el (10019-VA)			17 / 17	Submitted to Panel	2018 15:26:20	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	View	Reject to Te	acher »
								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.

Subject	: Admin. 👻 🗄 🗄	SBA Marks 👻	Dpload Fi	les 👻 🗅 Repo	rts 👻			中文	English	
🏫 / SBA	Marks / Submi	t to Principal								
Exam Ye	ar / Subject :	2014 - Chine	ese Language	中國語文		▼	Search			
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 View	Submit te	o Principal
	Chan Teache	er (10000-T01	)		150 / 150	Submitted to Panel	28-10- 2013 15:12:48	Mark Summary Sheet by Teaching Group	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 FOR ALL SUBJECTS (EXCEPT ENGLISH LANGUAGE)

5: Review the SBA marks of each student and click Next >>

Subject A	dmin. 👻 💠 S	BA Marks 👻 🕒 Upload Fi	iles 👻 🕒 Repo	orts 👻						
🏫 / SBA N	larks / Submit	to Principal / Mark List								
		Star Submit to Pri	t > S	Step Mark Lis	<b>1</b> >	Step Declaration		Step 3 etwork School	>	Finish Acknowledgement
		E I confirm the • To my be for plagia identified • All the m	Exam Year : 20 following : est knowledge, urised work acc l. arks are correc	14 Subj the work p ording to t	ect : Chin presented the serious	ese Language for assessmer sness. A repor	Panel Nam nt is the studer t will be submi	e : Chan Pane nts' own work. I tted to the HKE	l (100 Pena EAA f	)00-P01) Ity has been imposed or the 'P' case(s)
Total number	er of student(s	) : 150								
Class Name / No. ¢	Teaching Group ¢	Student Name (Eng) 🖕	Student Name (Chi) ∳	R/T 🛊	Final Mark 🖕	(S5) 選修單元— (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	Е	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	~	
		SURNAME	中文名							
				Back to S	Submissio	n page	Next	>>		

### Step 5a: FOR ENGLISH LANGUAGE ONLY

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

	香港考試2 Hong F Examinati Assessment	足評核局 Kong ons and Authority	н	ong Kon	ig Diplon School	na of Sec -based /	condary Assessm	Educ	ation Examinatio System	'n	
B Subject A	dmin. ▼	BA Marks 👻 🗅 Upload F	iles 👻 🗅 Rep	orts 👻							
🔶 / SBA N	Aarks / Submi	t to Principal / Mark List									
		Star Submit to Prin	t > S	Step	1 >	Ste	ep 2	>	Step 3 Network School	>	Finish Acknowledgement
		I confirm the • To my be imposed case(s) ii • All the m NOTE: Plet	e following : est knowledge, for plagiarised dentified. arks are correc ase select the :	the work work acc ct.	presente cording to	d for asse the serior	essment is usness. A ent Work i	the s repo n Par	students' own work. rt will be submitted t t A and Part B belov	Pena to the	ilty has been HKEAA for the 'P'
Total numb	er of student(s	i) : 16						1			
Class Name / No. A	Teaching Group <b>≑</b>	Student Name (Eng) 🖨	Student Name (Chi) ¢	R/T ¢	Final Mark <b>≑</b>	Part A (0-24) <b>\$</b>	Part B (0-24) <b></b>				
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 👻 🗅 Uple	oad Files 👻 🗅 Repo	rts 👻				中文	English	
🏠 / SBA Marks / Subr	nit to Principal / Declara	tion							
	S Submit	tart > S	Step 1 >	Step 2	Step 3 >	Finish Acknowledgement			
	I confirm t and other	Exam Year : 201 that teacher-student r s living in the same h	4 Subject : Chine elationship (relatives ome), if any, has be	ese Language Pane s include children, brot en declared as follows	Name : Chan Panel (100 hers and sisters, nephew	00-P01) s and nieces, cousins			
Total number of student	(s): 1								
Class Name / No.	Document Type	Document No.		Candidate Name	1	Candidate Name (Chi)	F	Relative Dec	laration
6A / 1	HKID	TA000000	SURNAME	GIVEN_N	IAME	中文名	0	CHAN TEAC	HER
			<< Back		Next >>				

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

Subject Admin. * Ø SBA Marks * D Upload Files * D Reports *	中文	English	🛃 Logout
Submit to Principal			
Exam Year : 2014 Subject : Chinese Language Panel Name : Chan Panel (10000-P01) Is your school a member of a Network School group ? O Yes O 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 <sup>(\*)</sup>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.

		eta da								
Subject Admin. • Ø SBA Marks • B Upload File	· B Reports ·	Ψ.X	English							
/ SBA Marks / Submit to Principal / Network School										
Start Submit to Princ	s Step 1 s Step 2 s Step 3 Finish Mark List Declaration Retwork School Acknowledgement									
Exa	m Year : 2014 Subject : Chinese Language Panel Name : Chan Panel (10000-P01)									
	Is your school a member of a Network School group ?  Is your school a member of a Network School group ?									
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))	Selected: ABC School (10000)									
	School List Remark (Optional)									
	School Name (English) + School Name (Chinese) + School Code +									
	✓   ABC School   甲乙丙中學		20000							
	□ ABC School 甲乙丙學校		30000							
	□ ABC School 甲乙丙學校		40000							

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

B Subject Admin. ▼	9 Upload Files 👻 🛛	Reports -	中文 English	4 Logout
	etwork School			
Sub	Start Ibmit to Principal	Step 1 > Step 2 > Step 3 > Finish		
	Exam Yea	ar : 2014 Subject : Chinese Language Panel Name : Chan Panel (10000-P01)		
	Is	your school a member of a Network School group ?		
NOTE	Decla	ration 🛛		
SBA n togeth asses group result	marks are s ther (the net issed by the 1. p them into Its.	join ght and 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.		
In the	e school list 2.	All the marks are correct. subject.		
Teaching Group	3.	I confirm that teacher-student relationship (relatives include children, brothers and sisters, nephews and nieces, cousins and others living in the same home), if any, has been declared.		
S6-T11 (Chan Teacher (10000-T01))	View / Edit 4.	Students in the network, if any, are taught and assessed by the same teacher(s) using the same assessment standards in conducting the SBA.		
		✓ I confirm the above-mentioned.		
		Submit Cancel	School Code ¢	
		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. Teacher Document is required only for Chinese Language, Chinese Literature, Biology, Chemistry and Physics. Templates of the Teacher Document for the subjects (except Chinese Literature) 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.

### 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 I 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 100 MB for Information and Communication Technology.)

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

香港考試及評核局 Hong Kong Examinations and Assessment Authority		Scho	Hong Kong Diploma of Secon ool-based Assessment System
🕒 Subject Admin. 👻 💠 SBA Marks 👻	🗅 Upload Files 🔻	🗅 Re	eports 👻
	Upload Teacher Document / Stude Work	ent	
HKDSE Examination - School-b 香港中學文憑考試 - 校本評核系	<mark>ased Assess</mark> m 統	ent (	SBA)
Select Language 選擇語言 English 🗸			

Step 2: Select subject and click Search.

	香港考試及評核局 Hong Kong Examinations and Assessment Authority	Hong Kong Diploma of Secondary Ed School-based Assessment System (SBAS)
🗅 Subject A	dmin. 👻 🗄 🕸 SBA Marks 💌	🗅 Upload Files 👻 🕒 Reports 👻
🏠 / Upload	d Files / Upload Teacher Doc	cument / Student Work
Subject :	2014 - Chinese Language	e中國語文

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

ubject Adm	iin. ▼      ¢ SBA	Marks 👻 🕒 U	Jpload Files 👻 🗅 Rep	orts 👻								中文	English	4 Lo
/ Upload Fi	iles / Upload Te	acher Docume	nt / Student Work											
bject : 2	014 - Chinese	Language 中臣	國語文		Se	arch								
BA Files S	Submission F	Period: 01/1	0/2013 - 31/12/2013	3										
Teacher Do	cument													
Total numb	er of record(s):	1												
1	File Type	Si	ubmission Method	Status	Uploa	ded Date	File Nam	e F	ile Size	View Up	loaded File	•	Actio	on
Teac	her Document		ONLINE	Pendin	g								Uploa	id
Student Wo Total numb Class	rk er of record(s): Document	6 Teaching	Student Name ቀ		Student Name	Selected	Submission	Status •	Uploaded	File	File Size	Vie	V d File	Action
6A/1	T000000	S6-T11	SURNAME GIVEN_NAME	ф	文名	~	ONLINE	Pending	Duic	Truine V	OLC ¥	opioude		Jpload
6A/28	тооооо	S6-T11	SURNAME GIVEN_NAME	ф	文名	<ul> <li>Image: A second s</li></ul>	ONLINE	Pending						Jpload
6C/3	тоооооо	S6-T11	SURNAME GIVEN_NAME	4	文名	<b>v</b>	ONLINE	Pending						Jpload
6C/23	тооооо	S6-T11	SURNAME GIVEN_NAME	4	文名	<ul> <li>Image: A start of the start of</li></ul>	ONLINE	Pending						lpload
6D/19	T000000	S6-T11	SURNAME GIVEN_NAME	ф	文名	<b>v</b>	ONLINE	Pending						lpload
6E/11	T000000	S6-T11	SURNAME GIVEN_NAME	4	文名	<ul> <li>Image: A second s</li></ul>	ONLINE	Pending						Jpload
Submit to	HKEAA	Withdraw fro	m HKEAA											

Upload Student Work	2013.06.19 0004 with an 0 off	444.09 KB
Class Name: 6B Doc No: <b>T00000</b> File to Upload	Class No 4 Student Name: SURNAME GIVEN_NAME Browse Upload Cancel	File File Size er doc 303 KB

When	the file	unload i	s complete	the message	1	
w nen	i the inte	e udioad i	s compiere.	me message		

Saved Successfully. will be shown.

0.5	ubject Admin.		<ul> <li>D Upload Fil</li> </ul>	es * 🗈 Reports *										中文	English	Exit
1	🕎 / Upload Files / Upload Teacher Document / Student Work															
s	Subject: 2023 - English Language 英置語文 🗸 Search															
١	Saved Su	ccessfully.														
	SBA Files Subr	mission Period: 0	4/11/2022 - 11/11	2022												
	Student Wor	rk														
	Total numb	per of record(s): 6	5													
	Class Name -	Document No ≎	Teaching Group≎	Student Name \$	Student Name (Chinese)≎	Selected (Part A or B) ≎	Selected (Part B)≎	Submission Method \$	File Type	Status ≎	Uploaded Date \$	File Name ≎	File Size \$	View Uploaded File	Action	n

. .

# Step(For ENGLISH LANGUAGE only)3a:The video and assessment record for

The video and assessment record for each selected student should be uploaded separately. For video files, the System accepts file formats of mp4, mpg, wmv and avi.

ect Admin. 👻	φ SBA Marks	<ul> <li>Opload Fi</li> </ul>	ies + 🗈 Reports +										中文	English
Jpload Files	/ Upload Teache	er Document / Stu	dent Work											
ct : 2023	3 - English Lang	uage 英國語文、	Search											
Saved Suco	cessfully.													
Files Submi	ission Period: 04	4/11/2022 - 11/11	/2022											
tudent Work	(													
Total numbe	er of record(s): 6													
Class Name •	Document No ≎	Teaching Group≎	Student Name \$	Student Name (Chinese) 0	Selected (Part A or B) ≎	Selected (Part B)≎	Submission Method o	File Type	Status ¢	Uploaded Date 0	File Name ¢	File Size 0	View Uploaded File	Action
S6BC/793	V1234561	ENG-	CANDIDATE NAME	者生921588100			ONLINE	Video	Uploaded	07-11-2022 17:24:08	ELANG(1234 56).mp4	59.68 MB	谢	Re- upload
00001100	11234301	GROUPA	921588100	-9±321000100			ONLINE	Assessment Record +/	Pending					Upload
SERCIZOS	100 15070	ENG-	CANDIDATE NAME	₹±025240800			ONLINE	Video	Pending					Upload
S0BC//96	Y2345672	GROUPA	925249809	·9±920249809	· ·		ONLINE	Assessment Record+/	Pending					Upload
00001/040	10070510	ENG-	CANDIDATE NAME	This - 000 40 5000			ONUNE	Video	Pending					Upload
50CL/010	Y9876549	GROUPA	926185262	考至926185262	· ·		UNLINE	Assessment Record+	Pending					Upload
0000//004		ENG-	CANDIDATE NAME				0111115	Video	Pending					Upload
S6CY/831	Y3456783	GROUPA	928948246	考生928948246	· ·		ONLINE	Assessment Record+/	Pending					Upload
		ENG.	CANDIDATE NAME					Video	Pending					Upload
S6YC/875	Y4567894	GROUPB	929466388	考生929466388	×		ONLINE	Assessment Record+/	Pending					Upload
		ENG-	CANDIDATE NAME					Video	Pending					Upload
S6YC/876	Y5678905	GROUPB	927695585	考生927695585	×		ONLINE	Assessment	Pending					Upload

Uploaded videos can be viewed by clicking the "Play" 🕑 button.

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

L	2014 - Chinese	Language 中	國語文			Search							
A Files	Submission I	Period: 01/1	10/2013 - 31/1	2/2013									
eacher D	ocument												
otal num	ber of record(s)	: 1											
Fi	le Type	Submis	sion Method	Status	Uploade	d Date	File N	lame	File Size	View	Uploaded	File	Action
Teach	er Document	0	NLINE	Uploaded	28-10-2013	16:41:44	CLANG	(TD).zip	149 Bytes		چە		Re-upload
Otal num Class Name *	ber of record(s) Document No ¢	: 6 Teaching Group ¢	Student N	ame ¢	Student Name (Chinese) ∳	Selected	Submission Method ¢	Status 🕈	Uploaded Date ¢	File Name ¢	File Size ø	View Uploaded File	Action
6A/1	тооооооо	S6-T11	SURNAME GIVEN_NAME		中文名	~	ONLINE	Uploaded	28-10-2013 16:40:56	SW1.zip	170 Bytes	*	Re-upload
6A/28	тоооооо	S6-T11	SURNAME GIVEN_NAME		中文名	~	ONLINE	Uploaded	28-10-2013 16:41:02	SW2.zip	170 Bytes	4	Re-upload
6C/3	тооооооо	S6-T11	SURNAME GIVEN_NAME		中文名	<b>v</b>	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	<b>v</b>	ONLINE	Uploaded	28-10-2013 16:41:14	SW4.zip	170 Bytes	-	Re-upload
	т0000000	S6-T11	SURNAME GIVEN_NAME		中文名	<b>v</b>	ONLINE	Uploaded	28-10-2013 16:41:20	SW5.zip	170 Bytes	-	Re-upload
6D/19					1.1.1.1.1.1.		0.00	Universed	28-10-2013	014/6 =:=	170		

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



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.

香油 Assi	を考試及評核局 Hong Kong xaminations and essment Authority	Hong Kong Diploma of Secondary Education Examinatio School-based Assessment System
Subject Admin.	👻 💠 SBA Marks 👻 🗈 Upload Files 🔹	🗅 Reports 👻
🏠 / Reports / M	/lark Reports	Mark Reports
Subject :*	2019 - Physics 物理 ▼	Teacher Document Template
Report Type :*	Mark Summary Sheet by School (Sor	ted by Final Mark)
	Mark Summary Sheet by School (Sor Mark Summary Sheet by School (Sor Mark Summary Sheet by Teaching Gi Mark Summary Sheet by Teaching Gi Statistical Chart by School Statistical Chart by Teaching Group Record/Change of SBA Student Wor	ted by Final Mark) ted by Class name/Class no.) roup (Sorted by Final Mark) roup (Sorted by Class name/Class no.)

- 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	2628 8068
Technology and Living	3028 8008
Chinese Language	
Chinese Literature	
Design and Applied Technology	3628 8089
Health Management and Social Care	
Visual Arts	
English Language	
Information and Communication Technology	3628 8066
Literature in English	

- The Subject Panel will be requested to generate the document 'Record/Change of Student Work for SBA Work Submission' and fax or email the completed document to the HKEAA. (See step 6 above)
- After confirming the arrangement, the HKEAA will fax or email 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.

 ◆ SBA Marks ▼ □ Upload Files ▼ □ Reports ▼
 Submit to HKEAA
 HKDSE Examination - School-based Assessment (SBA) 香港中學文憑考試 - 校本評核系統 Select Language 選擇語言 English ▼

Mouse over the SBA Marks menu and then click Submit to HKEAA.

Step 2:

Step

1:

9 Select the subject for submission. Click Search.

香港考試及評核局 Hong Kong Examinations and Assessment Authority	Hong Kong Diploma of Secondary Education School-based Assessment System
Exam Year / Subject : 2014 - Chinese Language 中國語文	Search
Select "All Subjects" and click View to obtain an o	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 Record/Change of SBA Student Work Submission and click View. If the marks are correct, Click Submit to HKEAA to start submission to the HKEAA.

¢SBA	. Marks 👻	Upload F Upload F Submit to I	Files 🔹 🖪 Re	eports -					¢;	文 English	Exit
Exam	Year / Su	ibject : 20	19 - Physics	物理				• Search			
Exam Year	Subject	Submission Period From	Submission Period To	Registered Candidates	Mark input of assigned students	Status	Last Updated	Reports			
1000 E	Physics	01-11-2018	09-11-2018	30	30 / 30	Submitted to Principal	06-11- 2018 14:21:16	Mark Summary Sheet by School (Sorted by Final Mark) Mark Summary Sheet by School (Sorted by Final Mark) Mark Summary Sheet by School (Sorted by Cisas name/Class no.)	View	Submit to HK Reject to Par Withdraw from H	EAA hel » KEAA »
								Mark Summary Sheet by Taaching Group (Sorted by Final Mark) Mark Summary, Sheet by Taaching Group (Sorted by Class name/Class no.) Statistical Chart by School Statistical Chart by Taaching Group Record/Change of SBA Student Work Submission			

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 Review the marks of each student and click Next >>.

#### 4:

 SBA Marks 
 B Upload Files 
 B Reports A / SBA Marks / Submit to HKEAA / Mark List Start Step 1 > Submit to HKEAA Mark List 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 (S5) 選修單元-(0-10) (S6) 選修單元二 (0-10) (S6) 閱讀活動 (0-20) Class Teaching Group ¢ Student Name (Eng) 🛊 Student Name (Chi) ¢ R/T 🛊 Final Mark 🖕 Name / No. ¢ SURNAME GIVEN\_NAME 中文名 6A / 1 S6-T11 35.50 Е 4 5 ^ SURNAME GIVEN\_NAME 中文名 6A / 2 S6-T11 32.00 4 5 3 SURNAME GIVEN\_NAME 中文名 4 6A / 3 S6-T11 32.00 3 5 SURNAME GIVEN\_NAME 中文名 6A / 4 S6-T11 32.00 3 4 5 SURNAME GIVEN\_NAME 中文名 6A / 5 S6-T11 32.00 3 4 5 SURNAME GIVEN\_NAME 中文名 S6-T11 3 4 6A / 6 32.00 5 SURNAME GIVEN\_NAME 中文名 6A / 7 S6-T11 32.00 3 4 5 SURNAME GIVEN\_NAME 中文名 6A / 8 S6-T11 32.00 3 4 5 SURNAME GIVEN\_NAME 中文名 6A / 9 S6-T11 32.00 3 4 5 SURNAME GIVEN\_NAME 中文名 6A / 10 S6-T11 32.00 3 4 5 SURNAME 中文名 ...... Back to Submission page Next

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

⇔ SBA Marks 👻 🗈 Upl	oad Files 👻 🗅 Report	·s 👻				中文 English	4 Logout				
🏠 / SBA Marks / Subm	nit to HKEAA / Declarati	on									
	Submit	tart > S	Step 1 > Ste Mark List Dec	ep 2 > Step 3 Network School	> Finish 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.	C	andidate Name	Candidate Name (Chi)	Relative De	eclaration				
6A / 1	HKID	тоооооо	SURNAME	GIVEN_NAME	中文名	Chan Teac	her				
			<< Back	Next >>							

#### Review the declaration on Network Schools (if applicable) and click Finish. Step

6:

¢ SBA Marks ∞ 🕒 Upload File	es 👻 🗅 Reports 👻					中文 English	4 Logout				
1 SBA Marks / Submit to HK	EAA / Network School										
	Submit to HKEAA Submit to HKEAA	ep 1 > Step	tion 2 >	Step 3	Finish Acknowledgement						
	Exam Year : 2014       Subject : Chinese Language       Panel Name : Chan Panel (10000-P01)         NOTE:       SBA marks are subject to moderation on a school basis. There are a small number of cases in which schools join together (the network schools) to offer network programme(s). If Students from these network schools are taught and assessed by the same teacher(s) using the same assessment standards in conducting the SBA, it would be logical to group them into one single moderation group, so that students within the network will receive comparable moderation results.         I confirm that students in the network, if any, are taught and assessed by the same teacher(s) using the same assessment standards in conducting the same										
Teaching Group	Teacher Name (Eng)	Teacher Name	(Chi)		School Name(s)		Remark				
S6-T11	Chan Teacher	陳老師		ABC	School / 甲乙丙中學(30000)						
		<< Back	Fi	nish							

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

	e - B Renorts -			中文	English	al ocout
CONTINUING C Submitte HKI	EAA / Notwork Schoo	N		1~	English	Logour
197 SDA Marks 7 Submit to HA	LAA / Network Schoo	,				
	Star Submit to HM	t >	Step 1 > Step 2 > Step 3 > Finish Mark List Declaration > Acknowledgem			
	NOTE:	Exam Year	: 2014 Subject : Chinese Language Panel Name : Chan Panel (10000-P01)			
	SBA marks are together (the n assessed by th group them int results. I confirm that s assessment st	1. T or sid 2. A	on Se join aught an toght and togh	d to on		
Teaching Group	Teacher M	3. I	confirm that teacher-student relationship (relatives include children,	(s)	F	Remark
S6-T11	Chan '	S	ame home), if any, has been declared.	學 (30000)		
		4. S te	Students in the network, if any, are taught and assessed by the same eacher(s) using the same assessment standards in conducting the SBA.           I confirm the above-mentioned.           Submit			

Step After the submission to the HKEAA is confirmed, the following message will be shown. The Principal and the8: Subject Panel will receive a confirmation email about completion of the submission.

香港 Asso	5 考 試 及 評 核 局 Hong Kong xaminations and essment Authority	Hong Kong Diploma of Secon School-based Assessment System		
SBA Marks	🗅 Upload Files 👻 🕒 Reports 👻			
The SBA marks of the following subject have been submitted successfully to the HKEAA.				
Exam Year :	2014			
Subject :	Chinese Language			
Panel Name :	Chan Panel( <u>10000-P01</u> )			
Submit anothe	r Subject			

## 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.

香港考試及評核局 Hong Kong Examinations and Assessment Authority		Hong Kong Diploma of Secondary Education Examination School-based Assessment System			
	🗅 Reports 👻				
	Mark Reports				
	Moderation Reports				
HKDSE Examination - School-based Assessment (SBA) 香港中學文憑考試 - 校本評核系統					
Select Language 選擇語言 English	•				

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.

香港考試及評核局 Hong Kong Examinations and Assessment Authority	Hong Kong Diploma of Seconda School-based Asses	ry Education Examination 80 ssment System		
SBA Marks            B Upload Files        B Reports				
Moderation Report for 2014				
Download selected reports as a zip file				
Total Records: 15				
Subject +		Reports 🗢		

# 6. Appendix I: 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*	[Subject Abbreviation] [(6-digit Student Document Number)].[File extension]			
	e.g. CLANG(123456).zip, CHEM(362880).doc, ELANG(246800).mpeg			
	Note:			
	The '6-digit Student Document Number' comes from the beginning six digits of the identi 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	[Subject Abbreviation] (TD).[File extension]			
Document*				
	e.g. CLANG(TD).zip, CLANG(TD).doc, CLANG(TD).pdf PHYS(TD).zip, PHYS(TD).doc, PHYS(TD).pdf			
	Note: Please note that if the Teacher Document contains only one file, there is no need to perform the zipping procedure.			

\* Subject Abbreviation:

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