



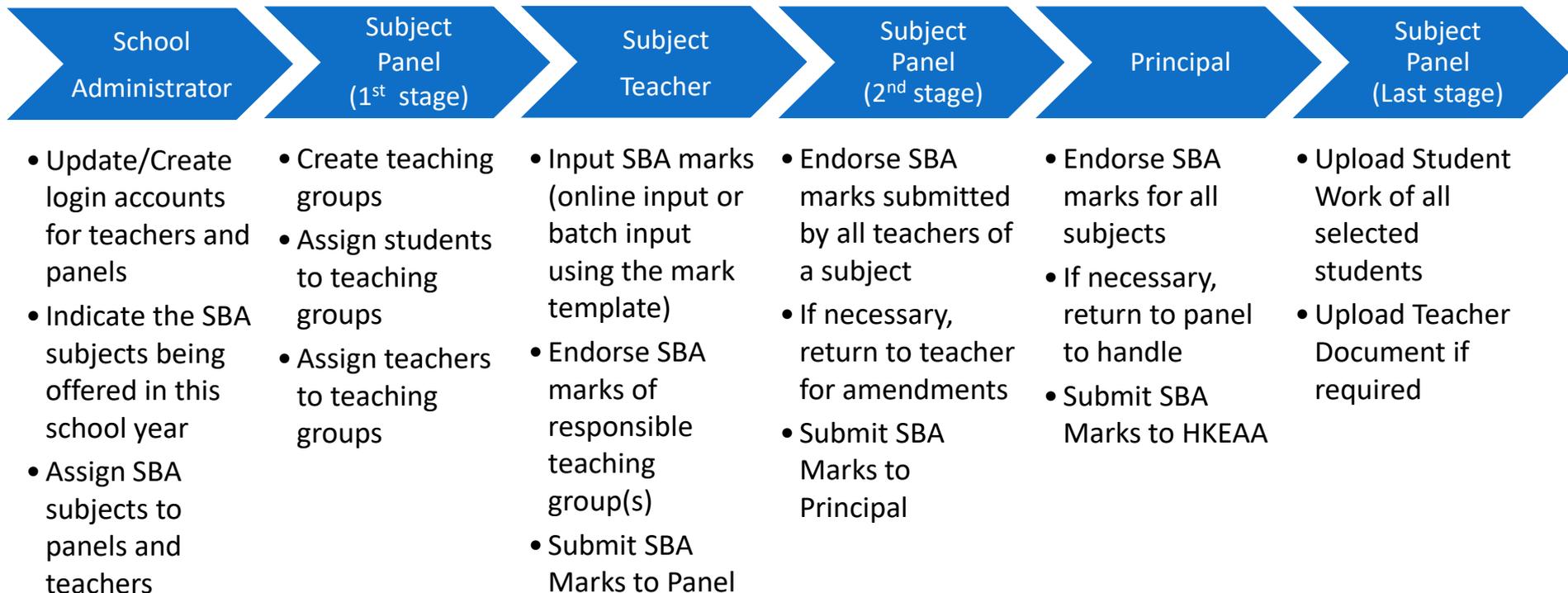
香港考試及評核局
Hong Kong
Examinations and
Assessment Authority

Hong Kong Diploma of Secondary Education School-based Assessment System (SBAS) Operation Guide



Overview of the SBA submission process

Overview of the SBA submission process





Login to HKDSE System

Enter the HKDSE Examination System

1. Enter the HKDSE Examination System website: www.hkdse.hkeaa.edu.hk

2. Enter Login ID

3. Enter Login Password



User ID

Login Password

Login

Forgot Login Password

中文

4. Click 'Login'

HOME

Hong Kong Diploma of Secondary Education (HKDSE) Examination Online Services



Welcome to the Hong Kong Diploma of Secondary Education Examination (HKDSE) Online Services. You can access various services such as registration, submission of school-based assessment marks, application for special examination arrangements, etc.



Events and Activities

News & Notice



Notice of System Maintenance

The School Information Management Online Service will be temporarily unavailable due to system maintenance **from 12:00 to 13:00 on 19 Dec 2024**. Please accept our apologies for any inconvenience caused.

What's New

2024 HKDSE - M.C. Question Book Cover

School Administrator

Enter the School Information Management Module

1. Click 'School Information Management'

The screenshot shows the website interface for the Hong Kong Examinations and Assessment Authority. At the top, there is a navigation bar with links for 'Home', 'School Information Management', 'Predicted Level Study System', and 'Teaching Group Maintenance'. The 'School Information Management' link is highlighted with a red box. Below the navigation bar, there is a banner for 'Hong Kong Diploma of Secondary Education (HKDSE) Examination Online Services'. To the right of the banner, there is a 'News & Notice' section with a 'Notice of System Maintenance' announcement. At the bottom of the page, there is a 'School Information Management' section with a 'School Information Management Online Service' button, which is also highlighted with a red box and has a green arrow pointing to it. The button text includes 'School Information Management Online Service' and '>> Enter'.

2. Click 'Enter'

Subject Panel and Subject Teacher Enter the School-based Assessment System

1. Click 'School-based Assessment System'

The screenshot shows the homepage of the Hong Kong Examinations and Assessment Authority. At the top, there is a navigation bar with a 'Home' link and a 'School-based Assessment System' link, the latter of which is highlighted with a red box. Below the navigation bar, there is a banner for the 'Hong Kong Diploma of Secondary Education (HKDSE) Examination Online Services'. To the right, there is a 'News & Notice' section with a 'What's New' link. Below the banner, there is a 'Home' link and a 'School-based Assessment System' link, the latter of which is highlighted with a red box. Below the 'School-based Assessment System' link, there is a breadcrumb trail: 'Home > School-based Assessment System'. Below the breadcrumb trail, there is a banner with various subjects listed: Chinese, Chemistry, Music, Biology, Mathematics, Geography, Visual Arts, English, and 中國語文科, 化學, 音樂, 生物, 數學, 地理科, 視覺藝術, 英語. Below the banner, there is a message: 'Welcome to the School-based Assessment System. Please click the icon below to enter the system.' Below the message, there is a button labeled 'SBA System >> Enter' with a pencil icon, which is highlighted with a red box. A blue line points from the 'Enter' text in the button to a blue box containing the text '2. Click 'Enter''. A green arrow points from the 'School-based Assessment System' link in the navigation bar to the 'SBA System >> Enter' button.

Home | Update Profile | Logout

Home School-based Assessment System

HOME

Hong Kong Diploma of Secondary Education (HKDSE) Examination Online Services

News & Notice

What's New

2018 HKDSE Examination - M.C. Question Book Cover

Welcome to the Home services such as r

Home School-based Assessment System

Home > School-based Assessment System

Chinese 中國語文科 Chemistry Music Biology Mathematics Geography Visual Arts English 化學 音樂 生物 數學 地理科 視覺藝術 英語

Welcome to the School-based Assessment System. Please click the icon below to enter the system.

SBA System >> Enter

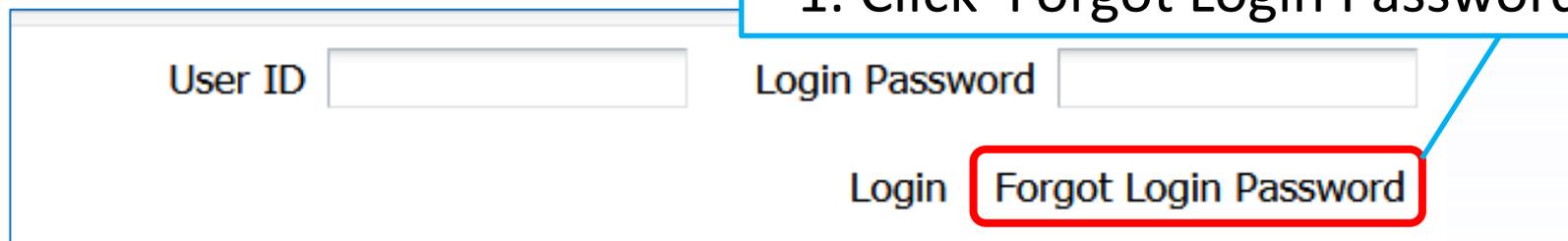
2. Click 'Enter'

Password expiry policy

- All SBAS users need to change password if not done so in the past 365 calendar days
- Follow the instructions on screen to change the password if necessary
- If you encounter difficulties in this process, you can reset the password directly by using the 'Forgot Login Password' function.

Forgot Login Password (if needed)

1. Click 'Forgot Login Password'



User ID Login Password

Login [Forgot Login Password](#)

2. Enter Login ID and Email Address
(registered in system)



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

Forgot Login Password - Reset

If you want to reset your login password, please enter your User ID and Email Address below for verification.

User ID

Email Address

3. Click 'Submit'



School Administrator

Maintain subject offered

- maintain the subject(s) offered by the school in each school year

Create / edit staff profile

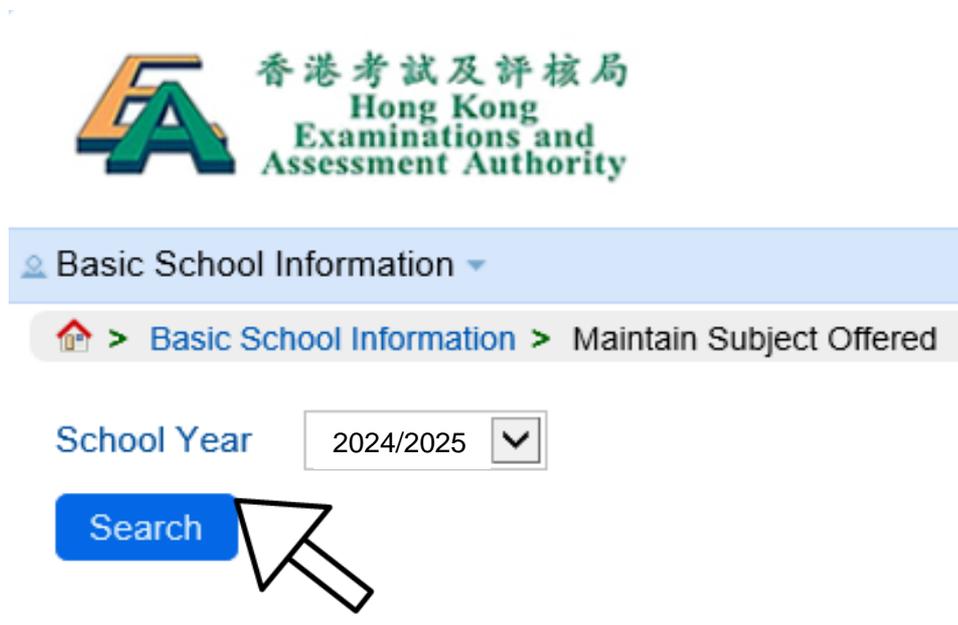
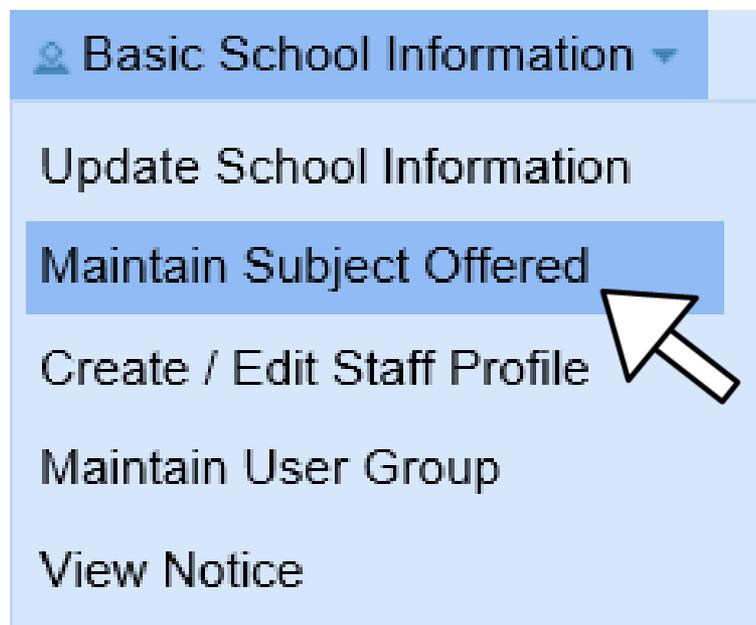
- create, edit or delete staff profile and user account

Maintain user group

- assign different SBA user roles to teachers/staff

School administrator - maintain subject offered

1. Click **'Maintain Subject Offered'** in the menu, and then click **'Search'**



School administrator - maintain subject offered

2. Select the subjects offered by the school.
Both S5 and S6 are required.

Basic School Information 中文 English Exit

Basic School Information > Maintain Subject Offered

School Year

HKEAA Approved Subject for 2013/2014

| Subject Code | Subject Name | S5 Curriculum | S6 Curriculum |
|--------------|---|--------------------------|--------------------------|
| A010 | Chinese Language | <input type="checkbox"/> | <input type="checkbox"/> |
| A020 | English Language | <input type="checkbox"/> | <input type="checkbox"/> |
| A030 | Mathematics Compulsory Part | <input type="checkbox"/> | <input type="checkbox"/> |
| A031 | Mathematics Extended Part (Calculus and Statistics) | <input type="checkbox"/> | <input type="checkbox"/> |
| A032 | Mathematics Extended Part (Algebra and Calculus) | <input type="checkbox"/> | <input type="checkbox"/> |
| A040 | Liberal Studies | <input type="checkbox"/> | <input type="checkbox"/> |

School Administrator – create user account

1. Choose **'Create/Edit Staff Profile'**



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Hong Kong
Examinations and
Assessment Authority

Basic School Information ▾

Update School Information

Maintain Subject Offered

Create / Edit Staff Profile

Maintain User Group

View Notice



No need to apply to
HKEAA.

School Administrator – create staff profile

2. Click 'Create Staff Profile'

Basic School Information ▾

[Home](#) > [Basic School Information](#) > [Create / Edit Staff Profile](#)

Surname : Given Name :

User ID : Email Address : Account Status : All ▾

[Create Staff Profile »](#)

School Administrator – create staff profile

Create Staff Profile

Salutation* Mr. ▼

Surname (English):* CHAN

Given Name (English):* TAI MAN

Name in Chinese: 陳大文

Office Phone No.:* 12345678

Mobile Phone No.:

Email Address:# ctm@hkdse.hkeaa.edu.hk

User ID:# 10000 - CTM

Remark: User ID should be a combination of a school code with a hyphen and not more than 14 numbers (0-9), and/or upper case letters (A-Z), and/or special characters such as hyphen (-) and underscore(_). For example: 80000-tmchan

SBA / TAS Experience since: 2022 (YYYY)

* Mandatory

Mandatory for creating a new user account

Save Cancel



3. Input data to create a new staff profile

* To create a user account, please provide :

**User ID and,
Email address**

Click '**Save**' when finished

School Administrator – edit staff profile

Home > Basic School Information > Create Staff Profile

Surname :

User ID : 

Edit Staff Profile

| | |
|-----------------------------|--|
| Salutation* | Mr. <input type="button" value="v"/> |
| Surname (English):* | <input type="text" value="CHAN"/> |
| Given Name (English):* | <input type="text" value="TAI MAN"/> |
| Name in Chinese: | <input type="text"/> |
| Office Phone No.:* | <input type="text" value="36288860"/> |
| Mobile Phone No.: | <input type="text"/> |
| Email Address:# | <input type="text" value="dse@hkeaa.edu.hk"/> |
| User ID:# | <input type="text" value="80000-HKDSE"/> <input type="button" value="Delete Account"/> |
| Account Status: | Active |
| SBA / TAS Experience since: | <input type="text"/> (YYYY) |

Remark: User ID should be a combination of a school code with a hyphen and not more than 14 numbers (0-9), and/or upper case letters (A-Z), and/or special characters such as hyphen (-) and underscore(_).
For example: 80000-tmchan

* Mandatory
Mandatory for creating a new user account

School Administrator – delete staff profile

Basic School Information > Create / Edit Staff Profile

Surname : Given Name :

User ID : Email Address : Account Status :

Do you want to delete the following staff profile(s)?

| <input type="checkbox"/> | Name | Email Address | Account Status | Last Update Date | |
|--------------------------|------------------|---------------|----------------|---------------------|---|
| <input type="checkbox"/> | Mr. CHAN TAI MAN | hkdsa@hke | | 11-12-2024 09:00:00 | <input type="button" value="Reset Password"/> <input type="button" value="Edit »"/> |

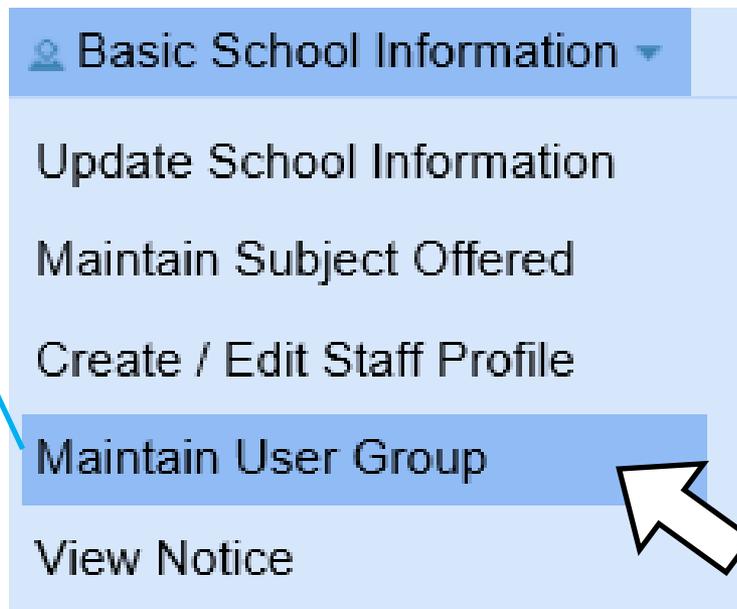
CHAN TAI MAN / 80000-HKDSE



The “Deleted” user ID cannot be reused!

School administrator - maintain user group

1. Choose **'Maintain User Group'**



School administrator - maintain user group

2. Roles can be assigned 'by subject' or 'by staff'

The screenshot displays the 'Maintain User Group' interface. At the top, there is a breadcrumb trail: 'Basic School Information > Basic School Information > Maintain User Group'. Below this, two buttons are visible: 'Assign Role (By Subject)' (highlighted with a yellow border) and 'Assign Role (By Staff)' (highlighted with a green border). The 'General Role' section is expanded to show 'School Examination Officer'. Underneath, there is a 'Staff List' containing the entry 'CHAN TAI MAN (10000-6ANEW)'. To the right of the staff list are four buttons: 'Add All' (blue), 'Add' (grey), 'Remove' (grey), and 'Remove All' (grey). To the right of these buttons is an empty box labeled 'Assigned to'.

School administrator - maintain user group

Assign Role — By Subject

1. Choose subject and school year

SBA Role

School Year: 2024/2025

Subject: Chinese Language

Search

SBA Role

School Year: 2024/2025

Subject: Chinese Language

Search

2. Assign role (Panel / Teacher)

| Staff Name (User ID) | Chinese Language | | | | | |
|-------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| | Panel | | Subject Coordinator | | Teacher | |
| | S5 | S6 | S5 | S6 | S5 | S6 |
| Mr. Chan Panel (29876 -P01) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mr. Chan Teacher (29876 -T01) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save SBA Role

Cancel

3. Click 'Save SBA Role'

School administrator - maintain user group

Assign Role — By Staff

1. Enter the conditions and click **'Search'**

Basic School Information ▾

🏠 > Basic School Information > Maintain User Group

Assign Role (By Subject) **Assign Role (By Staff)**

School Year: 2024/2025 ▾ User ID:

Surname: Given Name:

School administrator - maintain user group

Assign Role — By Staff

2. Assign the roles for each subject (Panel / Teacher)

Total number of record(s) 2

| Staff Name | User ID | Action |
|------------------|-------------|-----------|
| Mr. Chan Panel | 10000-6ANEW | View/Edit |
| Mr. Chan Teacher | 10000-6NEW | View/Edit |



- School Examination Officer
- Special Examination Arrangements Application Officer

SBA Role

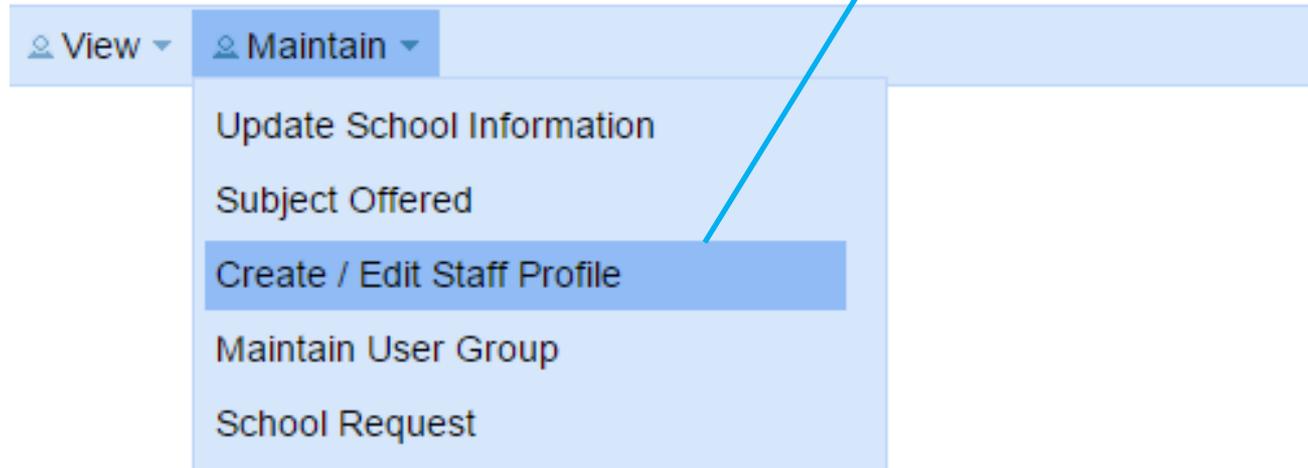
| Subject Name | School Year | | | | | |
|--|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Panel | | Subject Coordinator | | Teacher | |
| | S5 | S6 | S5 | S6 | S5 | S6 |
| Chinese Language | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| English Language | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Liberal Studies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chinese History | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| History | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Biology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Chemistry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physics | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Integrated Science | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Combined Science (Biology) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Combined Science (Chemistry) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Combined Science (Physics) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Design and Applied Technology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Information and Communication Technology | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visual Arts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Click 'Save'

Save cancel

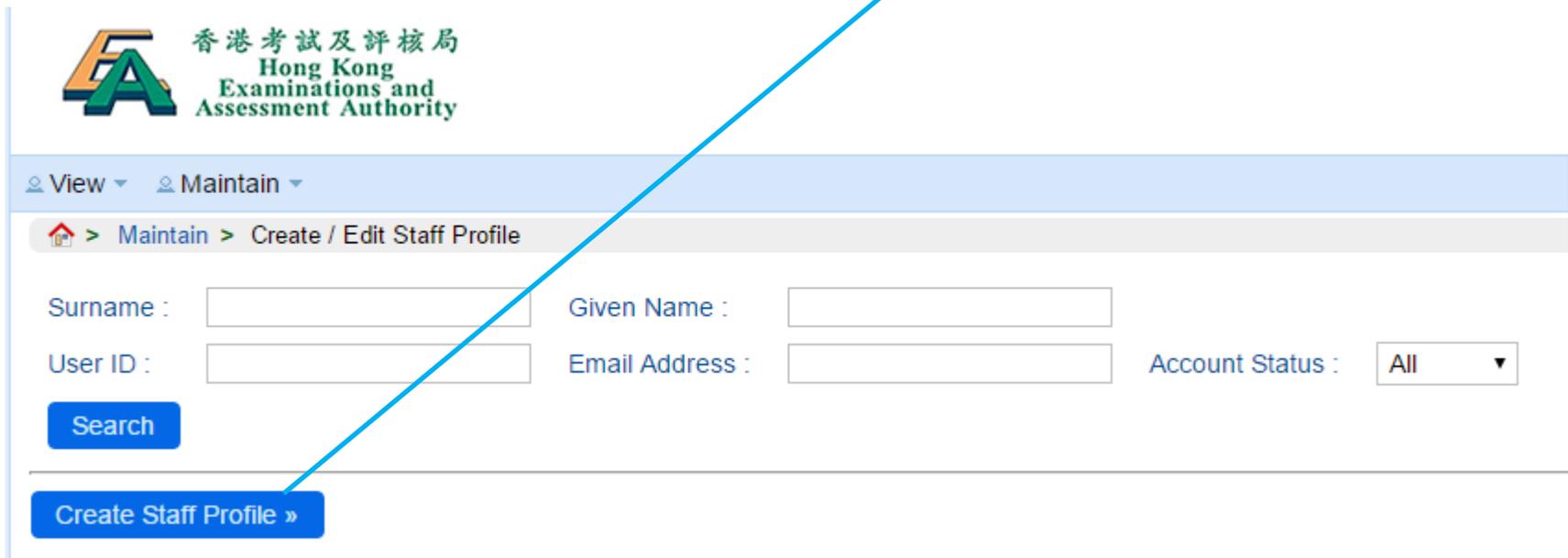
School administrator - retrieving the Staff Profile Report

1. Choose 'Create / Edit Staff Profile'



School administrator - retrieving the Staff Profile Report

2. Enter the conditions and click 'Search'



The screenshot shows the HKEAA system interface. At the top left is the HKEAA logo and name in Chinese and English. Below the logo is a navigation bar with 'View' and 'Maintain' options. The main content area shows a breadcrumb trail: 'Home > Maintain > Create / Edit Staff Profile'. Below this are four input fields: 'Surname', 'Given Name', 'User ID', and 'Email Address'. To the right of the 'Email Address' field is an 'Account Status' dropdown menu set to 'All'. A blue 'Search' button is located below the input fields. At the bottom left, there is a blue button labeled 'Create Staff Profile »'. A blue line connects the 'Search' button to the instruction box above.

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Hong Kong Examinations and Assessment Authority

View ▾ Maintain ▾

Home > Maintain > Create / Edit Staff Profile

Surname : Given Name :

User ID : Email Address : Account Status : All ▾

Search

Create Staff Profile »

School administrator - retrieving the Staff Profile Report



3. Click Download Staff Account List

View ▾ Maintain ▾

Home > Maintain > Create / Edit Staff Profile

Surname : Given Name :
User ID : Email Address : Account Status : All ▾

Search

Create Staff Profile »

Delete Staff Profile »

Download Staff Account List »

Total number of record(s) 26

| <input type="checkbox"/> | Name ▾ | Email Address ▾ | User ID ▾ | Account Status ▾ |
|--------------------------|--------|-----------------|-----------|------------------|
|--------------------------|--------|-----------------|-----------|------------------|

School administrator - retrieving the Staff Profile Report

| | A | B | C | D | E | F | G | H | I |
|----|--------------------|--|---------------------|----------------|------------------|-----|-----|-------------------------------|---------------------------|
| 1 | Name | Email Address | User ID | Account Status | Last Update Date | SEA | SEO | Subject Group Code (S5) Panel | Subject Group Code (S6) |
| 2 | Mr. Chan Tai Man | abc@def.edu.hk | 18123-P01 | Active | | | | | Chin Lang, Bio, Chin Hist |
| 3 | Mr. Chan Siu Ming | abc@def.edu.hk | 18123-T01 | Active | | | | | |
| 4 | Mr. Ip Wendy | abc@def.edu.hk | 18123-E001 | Active | | Y | Y | | |
| 5 | Mr. Chan Jimmy | abc@def.edu.hk | 18123-CHI-TEACHER05 | Active | | | | | |
| 6 | Mr. Chan Eric | abc@def.edu.hk | 18123-T02 | Active | | | | | |
| 7 | Mr. Cheung Paul | abc@def.edu.hk | 18123-CHI-TEACHER01 | Active | | | Y | | |
| 8 | Mr. Wong Peter | abc@def.edu.hk | 18123-A001 | Active | | | | | |
| 9 | Mr. Ho Kwok Wing | abc@def.edu.hk | 18123-TESTING1 | Active | | | Y | | |
| 10 | Mr. Leung Kin Hong | abc@def.edu.hk | | | | | | | |
| 11 | Mr. Chiu Wan Choy | abc@def.edu.hk | 18123-S002 | Active | | | | | |
| 12 | Mr. Chui Shi Fu | abc@def.edu.hk | 18123-CHIST-TEACHER | Active | | | | | |
| 13 | Mr. Lam Shi Yu | abc@def.edu.hk | 18123-ENG-TEACHER03 | Active | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |



Subject Panel (1st stage)

Subject Panel

Assign
Teaching
Group

- Assign students to Teaching Groups
- Assign teachers to Teaching Groups

Teachers
input
marks

Submit to
principal

- Review all the SBA marks of the subject, and submit to Principal
- If necessary, return the marks to teacher for amendment

Upload
files

- Upload Student Work of the selected students
- Upload Teacher Document (if applicable)

Subject Panel – assign teaching group

Click 'Assign Teaching Group'



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Assessment Authority

Hong
School-ba

Subject Admin. ▾

SBA Marks ▾

Upload Files ▾

Reports ▾

Assign Teaching
Group

Assign Teaching Group

Subject Panel – assign teaching group

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

 / Subject Admin. / Assign Teaching Group

Subject : 2025 - English Language 英國語文 ▾

Teaching Group : All Students ▾

Class Name : 6B ▾

 Search

1. Choose subject

2. Choose class

3. Click 'Search'

Subject Panel – assign teaching group

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

Home / Subject Admin. / Assign Teaching Group

Subject : 2025 - English Language 英國語文 ▾

Teaching Group : All Students ▾ Class Name : 6B ▾ Search

Assign » Unassign » Switch Group » Rename Group »

Total number of student(s) 24

| <input type="checkbox"/> | Class Name ▾ | Class No ⇅ | Doc. No ⇅ | Student Name ⇅ |
|--------------------------|--------------|------------|-----------|----------------|
| <input type="checkbox"/> | 6B | 464 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 465 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 466 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 467 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 468 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 469 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 470 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 471 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 475 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 476 | 123456789 | CANDIDATE NAME |
| <input type="checkbox"/> | 6B | 477 | 123456789 | CANDIDATE NAME |

4. Choose students

5. Click 'Assign'

😊
Student data automatically retrieved from the registration system

Subject Panel – assign teaching group

6. Choose teacher

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

Assign To Teacher :

Chan Tai Man (13900-CTM) ▼

Enter a New Group : or Existing group :

7. Enter the group name

Save

Cancel

8. Click 'Save'

Enter a New Group : or Existing group :

Group 1

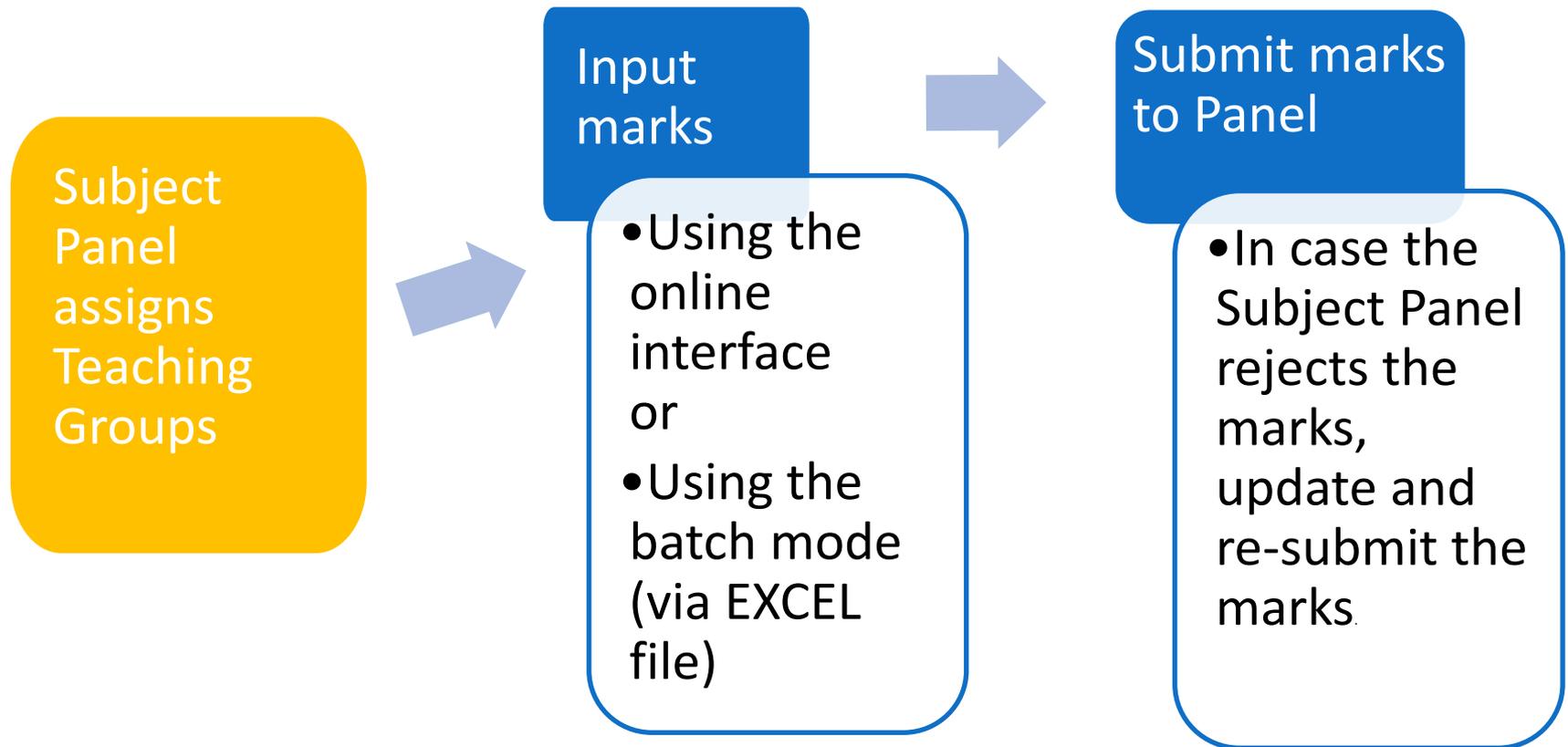


• Created by Panel centrally



Subject Teacher

Subject Teacher



Subject Teacher – input marks

Click 'Input Marks'



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Assessment Authority

Hong Kong
School-based As

Subject Admin. ▾

SBA Marks ▾

Reports ▾

Input Marks

Batch Input Marks

Submit to Panel

HKDSE Examina
香港中學文憑考試 - 校本評核系統

Assessment (SBA)

Select Language 選擇語言 English ▾

Subject Teacher – input marks

1. Choose subject

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

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

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

Home / SBA Marks / Input Marks

Subject 2025 - English Language 英國語文 ▾

Teaching Group All My Teaching Groups ▾

Search

Instruction >

2. Choose Teaching Group

3. Click 'Search'

Subject Teacher – input marks

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

Home / SBA Marks / Input Marks

Subject: 2025 - English Language 英國語文 ▾

Teaching Group: All My Teaching Groups ▾

Total number of student(s): 15

| Class Name ↕ | Student Name (Eng) ↕ | R/T | Individual Presentation (IP) (0 - 24) | Gr |
|--------------|----------------------|-----|--|---------------------------------|
| 6A/438 | CANDIDATE NAME | ▾ | <input type="text" value="18"/> | |
| 6A/439 | CANDIDATE NAME | ▾ | <input type="text" value="16"/> | |
| 6A/440 | CANDIDATE NAME | ▾ | <input type="text" value="21"/> | |
| 6A/441 | CANDIDATE NAME | R ▾ | <input type="text" value="19"/> | <input type="text"/> |
| 6A/442 | CANDIDATE NAME | T ▾ | <input type="text" value="17"/> | <input type="text"/> |
| 6A/443 | CANDIDATE NAME | ▾ | <input type="text" value="20"/> | <input type="text" value="18"/> |
| 6A/444 | CANDIDATE NAME | ▾ | <input type="text" value="5"/> | <input type="text" value="2"/> |

「 R 」 : if the student is a repeater

「 T 」 : if the student is a transfer student

Subject Teacher – input marks

Instruction » Show / Hide Columns Check Completion of Mark Input

Total number of student(s): 15

| Class Name ⇅ | Student Name (Eng) ⇅ | R/T | Individual Presentation (IP) (0 - 24) | Group Interaction (GI) (0 - 24) |
|--------------|----------------------|-----|--|---------------------------------------|
| 6A/438 | CANDIDATE NAME | ▼ | 18 | |
| 6A/439 | CANDIDATE NAME | ▼ | 16 | |
| 6A/440 | CANDIDATE NAME | ▼ | 21 | |
| 6A/441 | CANDIDATE NAME | R ▼ | 19 | |
| 6A/442 | CANDIDATE NAME | T ▼ | 17 | |
| 6A/443 | CANDIDATE NAME | ▼ | 20 | 10 |
| 6A/444 | CANDIDATE NAME | ▼ | 5 | 2 |
| 6A/445 | CANDIDATE NAME | ▼ | 9 | 11 |
| 6A/446 | CANDIDATE NAME | ▼ | 15 | 18 |

Click 'Check Completion of Mark Input' to check whether the marks for all students have been entered.

Save Submit To Panel



Subject Teacher – batch input



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Hong Kong
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Assessment Authority

Hong Kong [
School-based Ass

Subject Admin. ▾

SBA Marks ▾

Reports ▾

Input Marks

Batch Input Marks

Submit to Panel



HKDSE Examination System - School-based Assessment (SBA)
香港中學文憑考試 - 校本評核系統

Select Language 選擇語言 English ▾

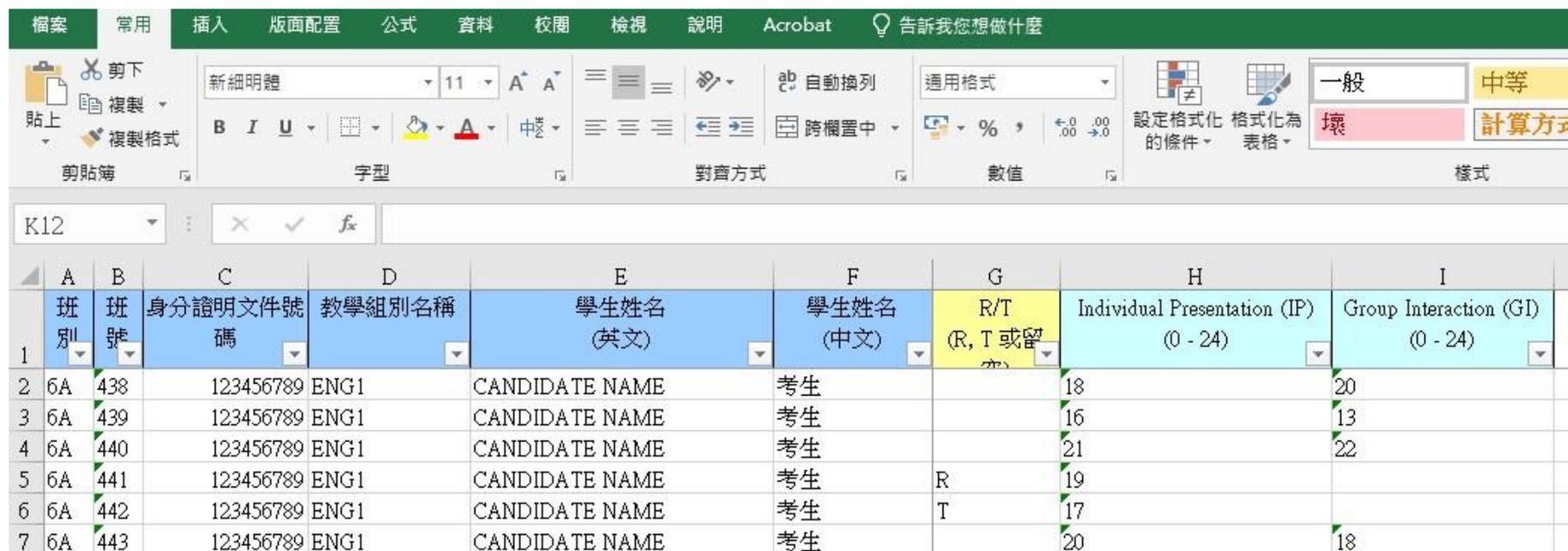
Subject Teacher – batch input

The screenshot shows the 'Batch Input Marks' page in the Subject Teacher system. At the top, there is a navigation bar with 'Subject Admin.', 'SBA Marks', 'Upload Files', and 'Reports'. Below this, the breadcrumb path is 'SBA Marks / Batch Input Marks'. The main form area includes a 'Subject' dropdown menu currently set to '2025 - English Language 英國語文'. To the right of the dropdown are two buttons: 'Upload' and 'Download Mark Template'. Below the subject dropdown is a file selection area with a button labeled '選擇檔案' and the text '未選擇任何檔案'. A red note below this area says '(xls or xlsx only)'. There is also an 'Instruction »' button.

1. Choose subject

2. Download Mark
Template

Subject Teacher – batch input



| | A | B | C | D | E | F | G | H | I |
|---|----|-----|-----------|--------|----------------|----------|-------------------|--|------------------------------------|
| | 班別 | 班號 | 身分證明文件號碼 | 教學組別名稱 | 學生姓名(英文) | 學生姓名(中文) | R/T (R, T 或留空) | Individual Presentation (IP) (0 - 24) | Group Interaction (GI) (0 - 24) |
| 1 | | | | | | | | | |
| 2 | 6A | 438 | 123456789 | ENG1 | CANDIDATE NAME | 考生 | | 18 | 20 |
| 3 | 6A | 439 | 123456789 | ENG1 | CANDIDATE NAME | 考生 | | 16 | 13 |
| 4 | 6A | 440 | 123456789 | ENG1 | CANDIDATE NAME | 考生 | | 21 | 22 |
| 5 | 6A | 441 | 123456789 | ENG1 | CANDIDATE NAME | 考生 | R | 19 | |
| 6 | 6A | 442 | 123456789 | ENG1 | CANDIDATE NAME | 考生 | T | 17 | |
| 7 | 6A | 443 | 123456789 | ENG1 | CANDIDATE NAME | 考生 | | 20 | 18 |

3. Input marks in the EXCEL file

Subject Teacher – batch input

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

🏠 / SBA Marks / Batch Input Marks

Subject : 2025 - English Language 英國語文 ▾

Upload Mark File : 未選擇任何檔案

(xls or xlsx only)

4. Choose file

5. Upload mark file

Subject Teacher – batch input

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

Home / SBA Marks / Batch Input Marks / Preview

Subject: 2025 - English Language

Teacher Name: Wong Teacher (10000-WT)

Upon completion of mark input, mouse over the 'SBA Marks' menu and then click 'Submit to Panel' to submit marks.

Confirm Batch Input Marks

Cancel

Download Error Report

Total number of students: 26

Show / Hide Columns

| Row No. ▾ | Error Details ▾ | Class Name / No. ▾ | Student Name (Eng) ▾ | R/T | (S6) Individual Presentation (IP) (0-24) | (S6) Group Interaction (GI) (0-24) |
|-----------|-----------------|--------------------|----------------------|-----|--|------------------------------------|
| 2 | --- | 6A / 438 | CANDIDATE NAME | | 17 | 19 |
| 3 | --- | 6A / 439 | CANDIDATE NAME | | 18 | 15 |
| 4 | --- | 6A / 440 | CANDIDATE NAME | | 22 | 21 |
| 5 | --- | 6A / 441 | CANDIDATE NAME | R | 18 | |
| 6 | --- | 6A / 442 | CANDIDATE NAME | T | 16 | |
| 7 | --- | 6A / 443 | CANDIDATE NAME | | 12 | 13 |
| 8 | --- | 6A / 444 | CANDIDATE NAME | | 7 | 5 |
| 9 | --- | 6A / 445 | CANDIDATE NAME | | 8 | 11 |
| 10 | --- | 6A / 446 | CANDIDATE NAME | | 10 | 12 |
| 11 | --- | 6A / 447 | CANDIDATE NAME | | 13 | 10 |
| 12 | --- | 6A / 448 | CANDIDATE NAME | | 16 | 16 |
| 13 | --- | 6A / 449 | CANDIDATE NAME | | 18 | 15 |
| 14 | --- | 6A / 450 | CANDIDATE NAME | | | 16 |
| 15 | --- | 6A / 451 | CANDIDATE NAME | | | 15 |

6. Confirm batch input marks

Confirm Batch Input Marks

Cancel

Submit marks to Panel



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

Hong Kong
School-based As

Subject Admin. ▾

SBA Marks ▾

Reports ▾

Input Marks

Batch Input Marks

Submit to Panel

HKDSE Examina

香港中學文憑考試 - 校本評核系統

Assessment (SBA)

Select Language 選擇語言 English ▾

Submit marks to Panel

1. Choose subject

2. Click 'Search'

Exam Year / Subject: 2025 - English Language 英國語文

| Exam Year | Subject | Submission Period From | Submission Period To | Registered Candidates | Mark input of assigned students | Status | Last Updated | Reports |
|-----------|------------------|------------------------|----------------------|-----------------------|---------------------------------|------------|---------------------|--|
| 2025 | English Language | 27-02-2025 | 20-03-2025 | 94 | 26 / 26 | Mark Input | 04-03-2025 16:18:20 | Mark Summary Sheet by Teaching Group (Sorted by Final Mark) <input type="button" value="View"/> <input type="button" value="Submit to Panel"/> |
| | ENG1 | | | | 15 / 15 | | | Mark Summary Sheet by Teaching Group (Sorted by Final Mark) <input type="button" value="View"/> |
| | ENG2 | | | | 11 / 11 | | | Mark Summary Sheet by Teaching Group (Sorted by Final Mark) <input type="button" value="View"/> |

3. Click 'Submit to Panel'

Submit marks to Panel

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

Exam Year : 2025 Subject : English Language Panel Name : Wong Teacher (10000-WT)

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) : 26

| Class Name / No. ↕ | Teaching Group ↕ | Student Name (Eng) ↕ | Student Name (Chi) ↕ | R/T ↕ | Final Mark ↕ | Individual Presentation (IP) (0-24) | Group Interaction (GI) (0-24) | |
|--------------------|------------------|----------------------|----------------------|-------|--------------|-------------------------------------|-------------------------------|-------|
| 6A / 449 | ENG1 | CANDIDATE NAME | 考生 | | 62.00 | 15 | 17 | |
| 6A / 450 | ENG1 | CANDIDATE NAME | 考生 | | 60.42 | 14 | 15 | |
| 6A / 451 | ENG1 | CANDIDATE NAME | 考生 | | 64.58 | 15 | 16 | |
| 6A / 452 | ENG1 | CANDIDATE NAME | 考生 | | 64.58 | 16 | 15 | |
| 6A / 453 | ENG2 | CANDIDATE NAME | 考生 | T | 54.17 | 13 | | |
| 6A / 454 | ENG2 | CANDIDATE NAME | 考生 | T | 75.00 | 18 | | |
| 6A / 455 | ENG2 | CANDIDATE NAME | 考生 | | 85.42 | 20 | 21 | |
| 6A / 456 | ENG2 | CANDIDATE NAME | 考生 | | 58.33 | 13 | 15 | |
| 6A / 457 | ENG2 | CANDIDATE NAME | 考生 | | 41.67 | 11 | 9 | |
| 6A / 458 | ENG2 | CANDIDATE NAME | 考生 | | 68.75 | 17 | 16 | |
| 6A / 459 | ENG2 | CANDIDATE NAME | 考生 | | 77.08 | 19 | 18 | |
| 6A / 460 | ENG2 | CANDIDATE NAME | 考生 | | 87.50 | 22 | 20 | |
| 6A / 461 | ENG2 | CANDIDATE NAME | 考生 | | 81.25 | 21 | 18 | |
| 6A / 462 | ENG2 | CANDIDATE NAME | 考生 | | 72.92 | 18 | 17 | |
| 6A / 463 | ENG2 | CANDIDATE NAME | 考生 | | 12.50 | 6 | F | |
| | | | | | Mean | 62.42 | 15.35 | 14.23 |
| | | | | | S.D. | 20.82 | 4.51 | 6.13 |
| | | | | | Min | 12.50 | 5.00 | 0.00 |
| | | | | | Max | 89.58 | 22.00 | 22.00 |

4. Check the marks and click 'Next'

Back to Submission page

Next >>

Submit marks to Panel

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

SBA Marks / Submit to Panel / Declaration

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

Exam Year : 2025 Subject : English Language Panel Name : Wong Teacher (10000-WT)

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): 26

| 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 / 438 | HKID | 123456789 | CANDIDATE NAME | 考生 | Chan Tai Man (Father) |
| 6A / 439 | HKID | 123456789 | CANDIDATE NAME | 考生 | |
| 6A / 440 | HKID | 123456789 | CANDIDATE NAME | 考生 | |
| 6A / 441 | HKID | 123456789 | CANDIDATE NAME | 考生 | |
| 6A / 442 | HKID | 123456789 | CANDIDATE NAME | 考生 | |
| 6A / 443 | HKID | 123456789 | CANDIDATE NAME | 考生 | |
| 6A / 444 | HKID | 123456789 | CANDIDATE NAME | 考生 | |
| 6A / 445 | HKID | 123456789 | CANDIDATE NAME | 考生 | |
| 6A / 446 | HKID | 123456789 | CANDIDATE NAME | 考生 | |
| 6A / 447 | HKID | 123456789 | CANDIDATE NAME | 考生 | |

<< Back **Finish**

- Input teacher-student relationship, if any
- **Don't enter "NA" or "Subject Teacher"**

Click **'Finish'**

Submit marks to Panel

Declaration ✕

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

I confirm the above-mentioned.

Submit Cancel

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

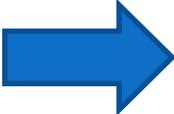
🏠 / SBA Marks / Submit to Panel / Acknowledgement

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

Exam Year : 2025
Subject : English Language
Panel Name : Wong Teacher (10000-WT)

Submit another Subject

Confirm and
Click **'Submit'**



The Subject Panel will receive an email notification



Subject Panel (2nd stage)

Subject Panel – submit to Principal

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

Hong Kong Diploma of Secondary Education
School-based Assessment System (SBAS): 1.0.41

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

Input Marks
Batch Input Marks
Submit to Panel
Submit to Principal

HKDSE Examinations and Assessment (SBA)
香港中學文憑考試

Select Language 選擇語言 English ▾

Mouse over the SBA Marks menu and then click **'Submit to Principal'**

Subject Panel – submit to Principal

Select subject and click **'Search'**

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

🏠 / SBA Marks / Submit to Principal

Exam Year / Subject :

| Exam Year | Subject | Submission Period From | Submission Period To | Registered Candidates | Mark input of assigned students | Status | Last Updated | Reports | |
|-----------|-------------------------|------------------------|----------------------|-----------------------|---------------------------------|--------------------|---------------------|---|---|
| 2025 | English Language | 27-02-2025 | 20-03-2025 | 94 | 94 / 94 | Submitted to Panel | 04-03-2025 16:52:46 | Mark Summary Sheet by School (Sorted by Final Mark) <input type="button" value="View"/> | <input type="button" value="Submit to Principal"/> |
| | Wong Teacher (10000-WT) | | | | 94 / 94 | Submitted to Panel | 04-03-2025 16:52:46 | Mark Summary Sheet by Teaching Group (Sorted by Final Mark) <input type="button" value="View"/> | <input type="button" value="Reject to Teacher >"/> |

Mark reports are available here.

Click **'Submit to Principal'** to start the submission.
If necessary, click **'Reject to Teacher'** to return the marks to teacher for amendment.

Subject Panel – submit to Principal

For English Language Only

[中文](#) [English](#) [Exit](#)

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

Exam Year : 2025 Subject : English Language Panel Name : Wong Teacher (10000-WT)

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) : 94 | | | | | | | |
|---------------------------------|------------------|----------------------|----------------------|-------|--------------|--|------------------------------------|
| Class Name / No. ↓ | Teaching Group ↓ | Student Name (Eng) ↓ | Student Name (Chi) ↓ | R/T ↓ | Final Mark ↓ | Individual Presentation (IP) (0-24) ↓ | Group Interaction (GI) (0-24) ↓ |
| 6A / 438 | ENG1 | CANDIDATE NAME | 考生 | | 79.17 | 18 <input type="checkbox"/> | 20 <input type="checkbox"/> |
| 6A / 439 | ENG1 | CANDIDATE NAME | 考生 | | 60.42 | 16 <input type="checkbox"/> | 13 <input type="checkbox"/> |
| 6A / 440 | ENG1 | CANDIDATE NAME | 考生 | | 89.58 | 21 <input type="checkbox"/> | 22 <input type="checkbox"/> |
| 6A / 441 | ENG1 | CANDIDATE NAME | 考生 | T | 79.17 | 19 <input type="checkbox"/> | |
| 6A / 442 | ENG1 | CANDIDATE NAME | 考生 | T | 70.83 | 17 <input type="checkbox"/> | |
| 6A / 443 | ENG1 | CANDIDATE NAME | 考生 | | 79.17 | 20 <input type="checkbox"/> | 18 <input type="checkbox"/> |
| 6A / 444 | ENG1 | CANDIDATE NAME | 考生 | | 14.58 | 5 <input type="checkbox"/> | 2 <input type="checkbox"/> |
| 6A / 445 | ENG1 | CANDIDATE NAME | 考生 | | 41.67 | 9 <input type="checkbox"/> | 11 <input type="checkbox"/> |
| 6A / 446 | ENG1 | CANDIDATE NAME | 考生 | | 68.75 | 15 <input type="checkbox"/> | 18 <input type="checkbox"/> |
| 6A / 447 | ENG1 | CANDIDATE NAME | 考生 | | 39.58 | 11 <input type="checkbox"/> | 8 <input type="checkbox"/> |
| 6A / 448 | ENG1 | CANDIDATE NAME | 考生 | | 33.33 | 12 <input type="checkbox"/> | 4 <input type="checkbox"/> |
| 6A / 449 | ENG1 | CANDIDATE NAME | 考生 | | | | |
| 6A / 450 | ENG1 | CANDIDATE NAME | 考生 | | | | |
| 6A / 451 | ENG1 | CANDIDATE NAME | 考生 | | | | |
| 6A / 452 | ENG1 | CANDIDATE NAME | 考生 | | | | |
| 6A / 453 | ENG2 | CANDIDATE NAME | 考生 | | | | |
| 6A / 454 | ENG2 | CANDIDATE NAME | 考生 | | | | |
| 6A / 455 | ENG2 | CANDIDATE NAME | 考生 | | | | |

[Back to Submission page](#) [Next >>](#)

Select 6 Student samples for IP and 6 Student samples for GI

Subject Panel – submit to Principal

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

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 : 2025 Subject : Visual Arts Panel Name : Cheung Sir (10000-CS)

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) : 15

| Class Name / No. ↕ | Teaching Group ↕ | Student Name (Eng) ↕ | Student Name (Chi) ↕ | Lang. ↕ | R/T ↕ | Final Mark ↕ | (SS) 2 Artwork / Studies (0-30) | Studies (0-30) | Workbook (0-40) |
|--------------------|------------------|----------------------|----------------------|---------|-------|--------------|--|-------------------|--------------------|
| 6B / 930 | VA | CANDIDATE NAME | 考生 | English | | 84.00 | E | 26 | 32 |
| 6C / 957 | VA | CANDIDATE NAME | 考生 | English | T | 79.00 | | 22 | 35 |
| 6A / 903 | VA | CANDIDATE NAME | 考生 | English | | 70.00 | 17 | 18 | 35 |
| 6B / 942 | VA | CANDIDATE NAME | 考生 | English | T | 70.00 | | 20 | 30 |
| 6B / 937 | VA | CANDIDATE NAME | 考生 | English | | 68.00 | 16 | E | 36 |
| 6A / 922 | VA | CANDIDATE NAME | 考生 | English | | 67.00 | 20 | 22 | 25 |
| 6B / 938 | VA | CANDIDATE NAME | 考生 | English | | 65.00 | E | E | 26 |
| 6A / 924 | VA | CANDIDATE NAME | 考生 | English | | 66.00 | 20 | E | 36 |
| 6A / 917 | VA | CANDIDATE NAME | 考生 | English | | 66.00 | 20 | E | 36 |
| 6C / 945 | VA | CANDIDATE NAME | 考生 | English | | 66.00 | 20 | E | 36 |
| 6C / 947 | VA | CANDIDATE NAME | 考生 | English | | 66.00 | 20 | E | 36 |

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

Exam Year : 2025 Subject : Visual Arts Panel Name : Cheung Sir (10000-CS)

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:

| Class Name / No. | Document Type | Document No. | Candidate Name | Candidate Name (Chi) | Relative Declaration |
|------------------|---------------|--------------|----------------|----------------------|----------------------|
| 6B / 937 | HKID | 123456789 | CANDIDATE NAME | 考生 | Cheung Sir (Nephews) |

<< Back Next >>

Review the marks and Teacher-Student relationship

Subject Panel – submit to Principal

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

Home / SBA Marks / Submit to Principal / Network School

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

Exam Year : 2025 Subject : Visual Arts Panel Name : Cheung Sir (10000-CS)

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 | | VA / (Cheung Sir (10000-CS)) | |
|--------------------------------------|-----------------------------|------------------------------|---------------|
| VA (Cheung Sir (10000-CS)) | View / Edit | Selected: | |
| School List Remark (Optional) | | | |
| | School Name (English) ▲ | School Name (Chinese) ⇅ | School Code ⇅ |
| <input type="checkbox"/> | Hong Kong Secondary School | 香港中學 | 00001 |
| <input type="checkbox"/> | Kowloon College | 九龍書院 | 00002 |
| <input type="checkbox"/> | New Territories School | 新界學校 | 00003 |
| <input type="checkbox"/> | One Two Three College | 一二三中學 | 00004 |

Declare network schools (if applicable)

Choose the network school

Subject Panel – submit to Principal

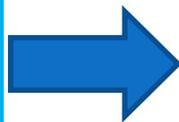
Declaration

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

I confirm the above-mentioned.

Submit Cancel

Confirm and Click **'Submit'**



Subject Admin. SBA Marks Upload Files Reports

/ SBA Marks / Submit to Principal / Acknowledgement

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

Exam Year : 2025
Subject : English Language
Panel Name : Wong Teacher (10000-WT)

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

Submit another Subject

The Principal will receive an email notification



Principal

Principal

- Review SBA marks of all subjects and submit to the HKEAA
- If necessary, return the marks to the panel to handle

Principal – submit to HKEAA

Click 'Submit to HKEAA'



The screenshot shows the HKEAA portal interface. On the left is the HKEAA logo, which consists of a stylized 'EA' in orange and green, followed by the text '香港考試及評核局' (Hong Kong Examinations and Assessment Authority) in Chinese and 'Hong Kong Examinations and Assessment Authority' in English. To the right of the logo is the text 'Hong Kong Diploma of School-based Assessment'. Below the logo and text is a navigation bar with three items: 'SBA Marks', 'Upload Files', and 'Reports', each with a dropdown arrow. Below the navigation bar is a blue button labeled 'Submit to HKEAA'. A blue box with a white border and a blue line pointing to the button contains the text 'Click '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

Principal – submit to HKEAA

Choose subject and click 'Search'

The screenshot shows the 'SBA Marks' application interface. At the top, there are navigation links: 'SBA Marks', 'Upload Files', 'Reports', and 'Register Trial Subject'. Below this is a breadcrumb trail: 'SBA Marks / Submit to HKEAA'. The main form area has a label 'Exam Year / Subject :'. A dropdown menu is open, displaying a list of subjects for the year 2025. The subjects listed are: 'All my Subjects', '2025 - Chinese Language 中國語文', '2025 - English Language 英國語文', '2025 - Biology 生物', '2025 - Chemistry 化學', '2025 - Physics 物理', '2025 - Health Management and Social Care 健康管理與社會關懷', '2025 - Information and Communication Technology 資訊及通訊科技', and '2025 - Visual Arts 視覺藝術'. To the right of the dropdown is a blue 'Search' button. A blue box with a white border surrounds the 'Search' button, and a blue arrow points from the text 'Choose subject and click 'Search'' to this button.

Exam Year / Subject :

- All my Subjects
- 2025 - Chinese Language 中國語文
- 2025 - English Language 英國語文
- 2025 - Biology 生物
- 2025 - Chemistry 化學
- 2025 - Physics 物理
- 2025 - Health Management and Social Care 健康管理與社會關懷
- 2025 - Information and Communication Technology 資訊及通訊科技
- 2025 - Visual Arts 視覺藝術

Principal – submit to HKEAA

Click **'Submit to HKEAA'** to start the submission

SBA Marks / Upload Files / Reports / Register Trial Subject

中文 English

SBA Marks / Submit to HKEAA

Exam Year / Subject : 2025 - English Language 英國語文 Search

| Exam Year | Subject | Submission Period From | Submission Period To | Registered Candidates | Mark input of assigned students | Status | Last Updated | Reports |
|-----------|------------------|------------------------|----------------------|-----------------------|---------------------------------|------------------------|---------------------|---|
| 2025 | English Language | 21-10-2024 | 06-12-2024 | 94 | 94 / 94 | Submitted to Principal | 04-12-2024 17:26:53 | Mark Summary Sheet by School (Sorted by Final Mark) View Submit to HKEAA Reject to Panel Withdraw from HKEAA |

Mark reports are available here.

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

Principal – submit to HKEAA

SBA Marks Upload Files Reports Register Trial Subject 中文 English

SBA Marks / Submit to HKEAA / Mark List

Start > Step 1 > Step 2 > Step 3 > Finish

Submit to HKEAA Mark List Declaration Network School Acknowledgement

Exam Year : 2025 Subject : English Language Panel Name : Wong Teacher (1

I confirm the following :

- To my best knowledge, the work presented for assessment is the students' own work. Penalties will be applied for plagiarised work according to the seriousness. A report will be submitted to the HKEAA if identified.
- All the marks are correct.

Review the marks and click 'Next'

Total number of student(s) : 94

| Class Name / No. ↓ | Teaching Group ↓ | Student Name (Eng) ↓ | Student Name (Chi) ↓ | R/T ↓ | Final Mark ↓ | Individual Presentation (IP) (0-24) | Group Interaction (GI) (0-24) |
|--------------------|------------------|----------------------|----------------------|-------|--------------|-------------------------------------|-------------------------------|
| 6A / 438 | ENG1 | CANDIDATE NAME | 考生 | | 79.17 | 18 | 20 |
| 6A / 439 | ENG1 | CANDIDATE NAME | 考生 | | 60.42 | 16 | 13 |
| 6A / 440 | ENG1 | CANDIDATE NAME | 考生 | | 89.58 | 21 | 22 |
| 6A / 441 | ENG1 | CANDIDATE NAME | 考生 | T | 79.17 | 19 | |
| 6A / 442 | ENG1 | CANDIDATE NAME | 考生 | T | 70.83 | 17 | |
| 6A / 443 | ENG1 | CANDIDATE NAME | 考生 | | 79.17 | 20 | 18 |
| 6A / 444 | ENG1 | CANDIDATE NAME | 考生 | | 14.58 | 5 | 2 |
| 6A / 445 | ENG1 | CANDIDATE NAME | 考生 | | 41.67 | 9 | 11 |
| 6A / 446 | ENG1 | CANDIDATE NAME | 考生 | | 68.75 | 15 | 18 |
| 6A / 447 | ENG1 | CANDIDATE NAME | 考生 | | 39.58 | 11 | 8 |
| 6A / 448 | ENG1 | CANDIDATE NAME | 考生 | | 33.33 | 12 | 4 |
| 6A / 449 | ENG1 | CANDIDATE NAME | 考生 | | 62.50 | 13 | 17 |
| 6A / 450 | ENG1 | CANDIDATE NAME | 考生 | | 60.42 | 14 | 15 |
| 6A / 451 | ENG1 | CANDIDATE NAME | 考生 | | 64.58 | 15 | 16 |
| 6A / 452 | ENG1 | CANDIDATE NAME | 考生 | | 64.58 | 16 | 15 |
| 6A / 453 | ENG2 | CANDIDATE NAME | 考生 | T | 54.17 | 13 | |
| 6A / 454 | ENG2 | CANDIDATE NAME | 考生 | T | 75.00 | 18 | |
| 6A / 455 | ENG2 | CANDIDATE NAME | 考生 | | 85.42 | 20 | 21 |

Back to Submission page Next >>

Principal – submit to HKEAA

Review the Teacher-Student relationship and click **'Next'**

SBA Marks Upload Files Reports Register Trial Subject 中文 English Exit

SBA Marks / Submit to HKEAA / Declaration

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

Exam Year : 2025 Subject : English Language Panel Name : Wong Teacher (10000-WT)

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 / 438 | HKID | 123456789 | CANDIDATE NAME | 考生 | Chan Tai Man (Father) |

<< Back Next >>

Principal – submit to HKEAA

Review the network school declaration and click **‘Finish’**

SBA Marks Upload Files Reports Register Trial Subject 中文 English Exit

/ SBA Marks / Submit to HKEAA / Network School

Start > Step 1 > Step 2 > Step 3 > Finish

Submit to HKEAA Mark List Declaration Network School Acknowledgement

Exam Year : 2025 Subject : Visual Arts Panel Name : Cheung Sir (10000-CS)

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

I confirm that students in the network, if any, are taught and assessed by the same teacher(s) using the same assessment standards in conducting the SBA.

| Teaching Group | Teacher Name (Eng) | Teacher Name (Chi) | School Name(s) | Remark |
|----------------|--------------------|--------------------|---|--------|
| VA | Cheung Sir | 張老師 | Kowloon College / 九龍書院 (00002) New Territories School / 新界學校 (00003) | |

<< Back Finish

Principal – submit to HKEAA

Declaration

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

I confirm the above-mentioned.

Submit Cancel

SBA Marks Upload Files Reports Register Trial Subject

/ SBA Marks / Submit to HKEAA / Acknowledgement

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

Exam Year : 2025
Subject : English Language
Panel Name : Wong Teacher (10000-WT)

Submit another Subject

Confirm and Click 'Submit'

The Principal and Subject Panel will receive an email notification



Subject Panel (Last stage)

Subject Panel – upload files

Mouse over the SBA Marks menu and then click
‘Upload Teacher Document / Student Work’



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

Hong Kong Dipl
School-based Assessment

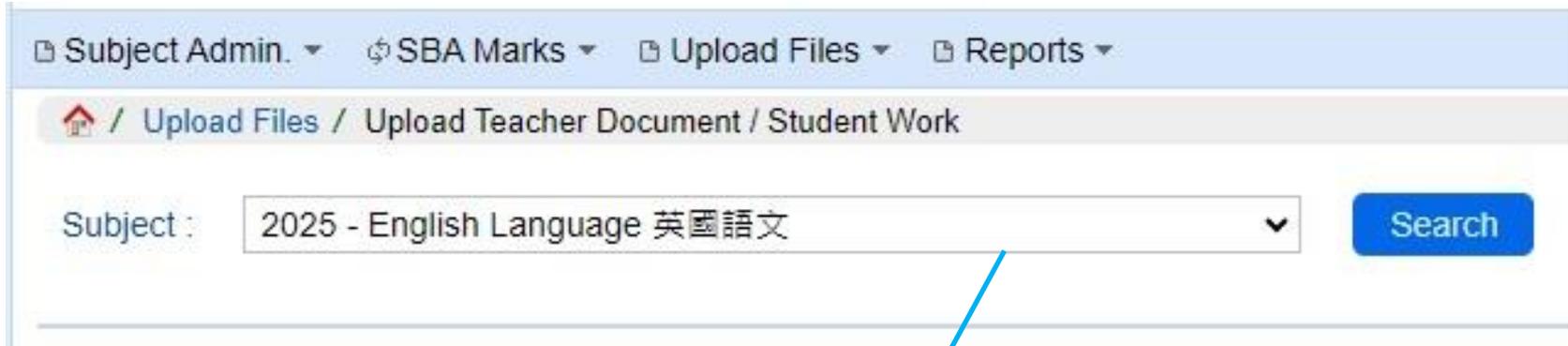
Subject Admin. ▾ SBA Marks ▾ Upload Files ▾ Reports ▾

Upload Teacher
Document / Student
Work

HKDSE Examination - School-based Assessment (SBA)
香港中學文憑考試 - 校本評核系統

Select Language 選擇語言 English ▾

Subject Panel – upload files



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

Home / Upload Files / Upload Teacher Document / Student Work

Subject : 2025 - English Language 英國語文 ▾ Search

Choose subject and click **'Search'**

Subject Panel – upload files

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

Home / Upload Files / Upload Teacher Document / Student Work

Subject: 2025 - Visual Arts 視覺藝術 ▾

SBA Files Submission Period: 02/01/2025 - 23/01/2025

Student Work

Total number of record(s): 6

| 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/922 | FA123456(7) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Pending | | | | | <input type="button" value="Upload"/> |
| 6A/928 | FB234567(8) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Pending | | | | | <input type="button" value="Upload"/> |
| 6B/930 | FC345678(9) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Pending | | | | | <input type="button" value="Upload"/> |
| 6B/938 | FA456789(0) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Pending | | | | | <input type="button" value="Upload"/> |
| 6B/942 | FB567890(1) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Pending | | | | | <input type="button" value="Upload"/> |
| 6C/945 | FC678901(2) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Pending | | | | | <input type="button" value="Upload"/> |

Click 'Upload'

Subject Panel – upload files

Choose file and click **'Upload'**

Upload Student Work

Class Name: 6A Class No 922

Doc No: 123456789 Student Name: CANDIDATE NAME

File to Upload 未選擇任何檔案

Subject Panel – upload files

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

Home / Upload Files / Upload Teacher Document / Student Work

Subject: 2025 - Visual Arts 視覺藝術 ▾

SBA Files Submission Period: 02/01/2025 - 23/01/2025

Student Work

Total number of record(s): 6

| 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/922 | FA123456(7) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Uploaded | 07-01-2025 11:37:05 | VARTS (123456).pdf | 6.64 MB | | <input type="button" value="Re-upload"/> |
| 6A/928 | FB234567(8) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Uploaded | 07-01-2025 11:37:28 | VARTS (234567).pdf | 10.0 MB | | <input type="button" value="Re-upload"/> |
| 6B/930 | FC345678(9) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Uploaded | 07-01-2025 11:37:56 | VARTS (345678).pdf | 38.62 MB | | <input type="button" value="Re-upload"/> |
| 6B/938 | FA456789(0) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Uploaded | 07-01-2025 11:39:04 | VARTS (456789).pdf | 22.56 MB | | <input type="button" value="Re-upload"/> |
| 6B/942 | FB567890(1) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Uploaded | 07-01-2025 11:39:25 | VARTS (567890).pdf | 11.31 MB | | <input type="button" value="Re-upload"/> |
| 6C/945 | FC678901(2) | VA | CANDIDATE NAME | 考生 | ✓ | ONLINE | Uploaded | 07-01-2025 11:39:57 | VARTS (678901).pdf | 17.09 MB | | <input type="button" value="Re-upload"/> |

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

The Principal will receive an email notification

Reminders

- Only student work with marks submitted to HKEAA are required.
- The work for each student should be zipped to one single file if the work contains more than one file.

Reminders

- Suggested file naming convention:

[Subject Abbreviation] [(6-digit Student Document Number)].[File extension]

e.g. CLANG(123456).zip
VARTS(362880).pdf

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

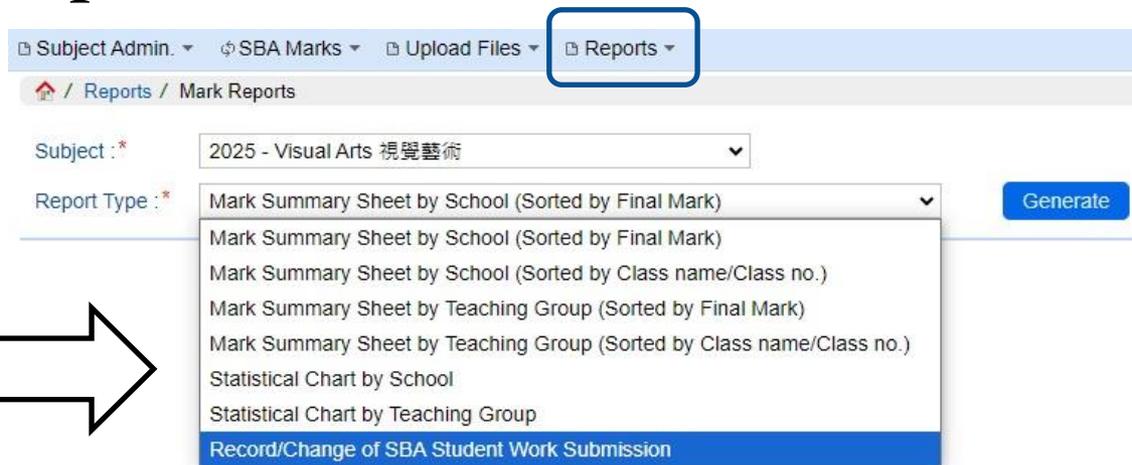
Reminders

- Please note that for Health Management and Social Care, Literature in English and Visual Arts, the system only accepts PDF files.
- For the other subjects, the system accepts all formats, including **zip, pdf, txt, docx, rtf, ppt, pptx, xlsx, csv, mp4, mp3, mpg, wmv, avi, etc.**
- The file size limit for each student's work file is

| Subject | File size limit |
|--|-----------------|
| Chinese Language, English Language | 2GB |
| Information and Communication Technology | 100MB |
| Technology and Living, Visual Arts | 40MB |
| Other subjects | 15MB |

Request for a change of student(s) for work submission

- If the work of any chosen student cannot be located, or involves any irregularities (such as mark penalty being imposed due to partial plagiarism or late submission), the Subject Panel should contact the SBA Team at 3628 8064 or 3628 8070.
- Subject Panel should download the **‘Record/Change of SBA Student Work Submission’** form from **‘Mark Reports’** under **‘Reports’** menu.



The screenshot shows the SBA system interface. At the top, there is a navigation bar with the following items: Subject Admin., SBA Marks, Upload Files, and Reports. The 'Reports' item is highlighted with a blue box. Below the navigation bar, the breadcrumb trail shows 'Reports / Mark Reports'. The main form area has two dropdown menus: 'Subject' and 'Report Type'. The 'Subject' dropdown is set to '2025 - Visual Arts 視覺藝術'. The 'Report Type' dropdown is open, showing a list of options. The option 'Record/Change of SBA Student Work Submission' is highlighted in blue. A large white arrow points to this option. To the right of the 'Report Type' dropdown is a blue 'Generate' button.



香港考試及評核局
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S5+S6

Hong Kong Diploma of Secondary Education Examination 2025

Visual Arts

Record/Change of SBA Student Work Submission

District Group

0

School Code: 10000 School Name: HKDSE Secondary School

Panel Teacher: Cheung Sir (10000-CS)

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

Part A (For School use only)

Part B (For HKEAA use only)

Please be informed that the following Student Work cannot be submitted and need replacement.

| (Please tick as appropriate) | Class Name/ Class No | Student Name (Reference Number) | Please indicate the reason: (1) Student work cannot be located. (2) Marks deducted due to late submission. (3) Marks deducted due to partial plagiarism. (4) Others (please specify) | The Student Work to be replaced by that of |
|------------------------------|-------------------------|---------------------------------|--|--|
| <input type="checkbox"/> | 6B/930 | CANDIDATE NAME (345678) | | |
| <input type="checkbox"/> | 6B/942 | CANDIDATE NAME (567890) | | |
| <input type="checkbox"/> | 6A/922 | CANDIDATE NAME (123456) | | |
| <input type="checkbox"/> | 6B/938 | CANDIDATE NAME (456789) | | |
| <input type="checkbox"/> | 6C/945 | CANDIDATE NAME (678901) | | |
| <input type="checkbox"/> | 6A/928 | CANDIDATE NAME (234567) | | |

Name of contact person: _____ (Mr./Ms)

Telephone no: _____ Fax no: _____ Email address: _____

Signature of Principal: _____ Date: _____

(Please complete Part A and return to the HKEAA by fax (fax no.: 3628 8091) or e-mail (e-mail address: sba@hkeaa.edu.hk).
For enquiries, please call 3628 8070.)



Date: _____



Request for a change of student(s) for work submission

- Complete the section for the school and email the form to sba@hkeaa.edu.hk or fax to 3628 8091.
- After confirming the arrangement, the HKEAA will fax the amended form to the school for school's record.



Support Measures

User Manual

- Available on the HKEAA website
(<https://www.hkdse.hkeaa.edu.hk>)



Enquiry Hotlines

- General Issues:
 - dse@hkeaa.edu.hk
 - 3628-8860
- Subject Matters:
 - sba@hkeaa.edu.hk
 - 3628-8064
 - 3628-8070





Thank you