

## **3.9 School Policy on SBA Implementation**

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### **1. Introduction**

Subject Panels are required to adhere to the detailed procedures of SBA set out in the HKEAA's School-based Assessment Teachers' Handbook (**the HKEAA Handbook**) of their respective subjects.

The following information regarding SBA should be disseminated to students and parents via the Department Web page at the start of school year and updated as soon as new information is available.

- Task requirements & assessment criteria
- Milestones/Schedule/Assessment Plan
- Penalty arrangement
- Proper acknowledgment of source information
- Record keeping requirements

### **2. Handling of Irregularities**

Students' work can be categorized into two types of work, namely **Type I** for work that students do at home and submit to the teacher on prescribed due dates, and **Type II** for work that is done under the supervision of the teacher in class. Individual subject panels will inform their students and parents the type of assessment work they are going to submit and the way their work is being handled in case of irregularities.

#### **2.1 Type I Assessment**

Work done by students throughout the term and submitted to teacher on **set due dates**, e.g. projects, major assignments, portfolios

##### **Situations and penalty**

###### **2.1.1 Late submission**

###### **(a) Non-justified**

- A penalty range of 5-10% of the total mark of the assignment will be deducted for each school day the work is late.
- The exact penalty percentage is to be decided in the panel meeting of individual subject panels.

###### **(b) Justified**

- Justified as defined in Section 3.4 Handling Absences in Tests / Exams - Explanatory Notes in Staff Handbook, which is as follows:

### **Absence is considered justified**

- if medical certificates issued up to two calendar days BEFORE the date of any Form Tests are produced by students having flu or fever.

(Under the instruction of CHP, with effect from September 2009, students are advised to stay home for two more days after their fever subsided.)

- if prior application with justified reasons , such as competitions, piano examination and family affairs are submitted at least 2 working days in advance.

- Students are expected to hand in the SBA work on the first day they return from their sick leave. No grace period will be given.
- After the 2-day grace period, a penalty range of 5-10% of the total mark of the assignment will be deducted for each school day the work is late.
- The exact penalty percentage is to be decided in the panel meeting of individual subject panels.

#### 2.1.2 Non-submission of work

##### (a) Non-justified

- 0 marks will be given to non-submission of work with no accepted justification

##### (b) Justified

- For a sub-task, its score will not be included in the computation of overall scores.
- For major tasks/ parts of the work, the School will report individual cases to the HKEAA for further instruction.

#### 2.1.3 Further notes:

- Due dates are to be set on Monday, Tuesday or Wednesday to avoid students taking advantage of non-school days on weekends. The due date and collection time are to be uniform across the level.
- Only school days will be counted for penalty purposes.
- Students can apply for **special allowance to extend due date** with justifiable reasons and should apply in advance. Concerning subject panel should discuss with the teachers in the same level before making the decision. The application and the decision should be recorded in a standardized form (*See Appendix 3.9a*) and submitted to the principal for endorsement before notifying the student concerned.
- All teachers must strictly follow instructions stipulated in the HKEAA Handbook as it is a criminal offence in public examinations for teachers to give students any unfair advantage.
- The penalty percentage adopted in the panel meeting by individual subject panels should be consistently adhered to among all subject teachers of the same class level.

## 2.2 Type II Assessment

Work done by students in class, under the supervision of the teacher, e.g. assessment, lab work, oral assessment

## **Situations and penalty**

### 2.2.1 Absence

#### (a) Non-justified

Make-up arrangement is based on the HKEAA Handbook.

(i) Make-up not allowed: 0 marks

(ii) Make-up allowed:

- Should be conducted within 10 school days.
- A penalty range of 5-10% of the total mark of the make-up work will be deducted for each school day.
- The penalty percentage adopted by individual subject panels should be consistently adhered to among all subject teachers of the same class level.

#### (b) Justified

- A make-up arrangement can be made according to procedures stated in the HKEAA Handbook.
- Penalty: Nil

### 2.2.2 Cheating

- Suspected cheating will be dealt with according to the procedures stated in Section 2.11D of the Staff Handbook Section.
- 0 marks will be given for proven cases of cheating.

## **3. Warning Letter**

3.1 A **set** of warning letters, which is designed with reference to the HKEAA Handbook, will be issued to students who are/will be given a penalty.

### 3.2 The 1st warning letter

- To be issued to the student concerned within the shortest reasonable time when further late work or absence from assessment will incur a penalty to the overall SBA score.
- The student concerned is required to sign on the warning letter to acknowledge receipt.
- The original of signed warning letter will then be kept in the student's personal record ("White Card") folder at the General Office whilst the photocopy of the signed warning letter will be retained by the student.

### 3.3 The 2nd warning letter

- To be issued to the student concerned within the shortest reasonable time once a penalty is definitely incurred to the overall SBA score.
- The student concerned, the parent and the Principal are required to sign the warning letter.
- The original of signed warning letter will then be kept in the student's personal record ("White Card") folder at the General Office whilst the photocopy of the signed warning letter will be retained by the student.

- 3.4 Subject panels can adapt / modify the sample warning letter provided to suit their needs. All modified warning letters are subject to approval of the L&T Section.

## 4. Plagiarism

### 4.1 Standard practice

- Students should be informed of what plagiarism is and its consequences at the beginning of the course of study.
- Malpractice like plagiarism refers to any activities that allow a student to gain an undue advantage over others, examples of which include, but are not limited to:
  - presenting work completed by others, including those generated using Artificial Intelligence tools, in part or in whole, as one's own work;
  - including material copied directly, in part or in whole, from books, newspapers, magazines, CDs, the Internet or other sources without proper acknowledgement.
- To avoid plagiarism, guidance needs to be provided to students on how to acknowledge sources properly in their work according to the HKEAA booklet "*HKDSE Information on School-based Assessment*" (August 2023).
- Students should be verbally warned if any instances of plagiarism are detected at the early stage of their SBA tasks/assignments. Opportunities should be given to students to make amendments to their work accordingly. It is only after such warning has been ignored and plagiarism is still found in later submission(s) that appropriate penalty should be imposed.
- Students are required to complete and sign a declaration form at the beginning of each school year in which SBA is undertaken to declare that all SBA tasks/assignments to be completed are their own and to agree to adhere to a code of honour in completing the SBA for all subjects
- When submitting the SBA marks online, teachers are required to confirm that, to the best of their knowledge, the work presented for assessment is the student's own work.

### 4.2 Proven cases of plagiarism

- To impose appropriate penalty which may include:
  - Issuing a warning letter to student concerned requiring parent's signature;
  - Awarding zero marks to the part(s)/ question(s) proven plagiarised;
  - Deducting marks for the task / assignment concerned; and
  - Awarding zero marks for the task/ assignment concerned
- For serious cases in which nearly the whole or the whole SBA task/assignment is plagiarised, with very little or no contribution from the student, the teacher concerned should report to the panel head, L&T Section head and the principal. The cases have to be forwarded to the HKEAA using the Plagiarism Report Form.
- For other less serious plagiarism cases, the teacher concerned should report to the panel head, L&T Section head and the principal. The cases have to be recorded and retained by the school.
- Whenever penalty is imposed, teachers should notify parents concerned of the case and penalty imposed in writing within one week.

- For the student who allows her work to be copied by others, her conduct mark will be deducted. The case should be handed over to the Discipline Team for appropriate action to be taken.

#### 4.3 Suspected cases of plagiarism

- Suspected cases of plagiarism in major work will be reported to the coordinator of the concerning subject at the HKEAA for investigation

### 5. Submission of scores

- Follow the guidelines/deadlines announced by the HKEAA, e.g. roles of subject teachers / panel chairs / principal.
- Allow sufficient time for marking and checking.
- To avoid potential disputes regarding SBA marks, students should be asked to verify their scores by signing on the “endorsed printouts” after subject teacher’s endorsement on the SBA system.

### 6. Other reminders

- SEN special arrangements will be made if it is requested and proven genuine. Reasonable measures to respect the privacy of the student should be taken.
- To prevent potential/perceived conflicts of interest, teachers conducting SBA have to declare whether the students they assess are their relatives (relatives include children, brothers and sisters, nephews and nieces, cousins, and anyone living in the same house). Apart from the declaration records to be submitted to the HKEAA through the School-based Assessment System, relative declaration will be included in the teacher’s annual declaration and undertaking at the start of each academic year.
- The rounding off of decimals in computing the sub-scores and overall scores should be standardized within panel and made known to all panel members.
- If there needs to be assessments in split groups, to ensure fairness, teachers should rotate students for tasks of different levels of difficulties and nature (e.g. lab work / diagram drawings).
- For Group work (e.g. ecological fieldwork / investigative practical work) in which a teacher has to assess practical skills & abilities of INDIVIDUAL students, panels need to set up clear guidelines and criteria on how to distinguish what work is being done by whom.

*Revised on 1 Sept 2023*

<b>Appendix</b>	<b>School Policy on SBA Implementation</b>
<b>Appendix 3.9a</b>	<b>SBA Due Date Extension Application Form</b>
<b>Reference</b>	<b>School Policy on SBA Implementation</b>
<b>Reference 3.9a</b>	<b>HKEAA booklet “Information on School-based Assessment”</b>
<b>Reference 3.9b</b>	<b>Student Declaration Form</b>
<b>Reference 3.9c</b>	<b>HKEAA document on Revised Procedures in handling plagiarism cases in SBA</b>
<b>Reference 3.9d</b>	<b>Plagiarism Report Form to HKEAA</b>

