



Dear Parents/Guardians,

30<sup>th</sup> September, 2021

**School Policy concerning School-based Assessment (SBA) for HKDSE**

In HKDSE, School-based Assessments (SBA) are implemented in some core and elective subjects. It is an assessment administered in school as part of the learning and teaching process, in which students are assessed by their subject teachers. Marks awarded will be counted towards students' results in the HKDSE. The primary rationale for SBA is to enhance the validity of the assessment by including the assessment of outcomes that cannot be readily assessed within the context of a one-off public examination.

To ensure fairness, the school has formulated the policy concerning SBA as follows :

**1. Consequence of late submission and absence from assessment**

**1.1 Late submission of assessment task**

- 1.1.1 Students failing to submit the task on time with legitimate reasons (e.g. sick leave) should submit their completed work and provide medical certificates on the day they resume school. There will be no mark penalty in the assessment(s) concerned.
- 1.1.2 Twenty percent of the mark will be deducted if students submit their work within three school days after the deadline of the assessment.
- 1.1.3 Students failing to submit their work for assessment without legitimate reasons will get a zero mark in the assessment(s) concerned.

**1.2 Absence from assessment**

- 1.2.1 Students absent from assessment with legitimate reasons (e.g. sick leave) should provide medical certificates on the day they resume school. There will be no mark penalty in the SBA component. If the assessment requirement cannot be reached due to the absence, a supplementary assessment will be arranged for the students. No mark penalty will be imposed on them.
- 1.2.2 Students absent from assessment without legitimate reasons will get a zero mark in the assessment(s) concerned. If the assessment requirement cannot be reached due to the absence, a supplementary assessment will be arranged for the students. They will be subject to a mark penalty.

**2. Consequence of malpractice**

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

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

These behaviours are generally referred to as plagiarism.

2.2 Students are forbidden to indulge in any malpractice when completing their assessment activities. If malpractice is proven, a penalty will be imposed after consideration of the seriousness of the malpractice.

**3. Handling queries against assessment decisions**

Students who have queries about the assessment results should consult with the subject teacher. If necessary, the students can apply for a re-assessment of their performance in SBA according to the subject-based guidelines.

**4. Students with Special Education Needs**

- 4.1 Students with special educational needs will not be deprived of their right to the HKDSE school-based assessment. They can apply to the Academic Affairs Committee with supporting documents for special arrangements.
- 4.2 Special arrangements will be provided to these students depending on the nature and severity of their disabilities. The provision of such arrangements allows these students to be equitably assessed under suitable conditions without having an unfair advantage.

**5. Record keeping requirement**

It is students' responsibility to keep a good record of the assessed work. Whenever assessed work is returned to students, they are responsible for keeping safe custody of their work until the end of the assessment process, as it may be required for inspection at the request of the school or the HKEAA.

Yours faithfully,

Dr. Chu Kai Wing  
Principal

This circular is posted on the school website (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents



**Reply Slip** (Please return this slip to the class teacher on 4<sup>th</sup> October, 2021)  
(Circular No.15)

Dear Dr. Chu,

I acknowledge your notice concerning the School-based Assessment for HKDSE.

Yours sincerely,

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Student

( )  
\_\_\_\_\_  
Class & No.

\_\_\_\_\_  
Date

敬啟者：

## 香港中學文憑考試校本評核事宜

新高中文憑試的核心科目及選修科目多設有校本評核。校本評核是指在學校進行，由任課教師評分的評核活動，分數計算入學生的公開評核成績內。校本評核的主要理念是提高整體評核的效度，並將評核範圍擴展至一次性的紙筆考試未能考核到的學習重點。為確保公正，本校訂立有關校本評核措施如下：

### 1. 學生遲交評核課業或缺席評核活動的處理

#### 1.1 學生遲交評核課業的處理

- 1.1.1 學生如在繳交評核課業當天有合理原因而缺席，復課後首天能立即繳交評核課業及提交證明(如醫生證明書)，課業將不予扣分。
- 1.1.2 學生在繳交日期後的三個上課天內補交評核課業，該課業得分扣 20%。
- 1.1.3 學生如無合理原因而欠交評核課業，有關評核作零分處理。

#### 1.2 學生缺席評核活動的處理

- 1.2.1 學生有合理原因而缺席評核活動，並能於復課後首天提交證明(如醫生證明書)，有關評核將不予扣分。若該生接受評核的次數因該次缺席而未達應有的數目，教師會為該學生另行安排，有關評核不予扣分。
- 1.2.2 學生如無合理原因而缺席評核活動，該次評核活動作零分處理。若該生接受評核的次數因該次缺席而未達應有的數目，教師會為該學生另行安排，惟該評核將扣分，分數扣減按各科指引。

### 2. 違規行為及後果

- 2.1 違規行為泛指在完成校本評核活動時，學生的行為對其他考生造成不公，包括(但又不局限於此)：
  - 把他人已完成的習作的全部或局部當作是自己的作品交給教師。
  - 從書本、報章、雜誌、光碟、互聯網或其他來源直接抄錄部分或全部資料，但無註明出處。一般來說，以上違規情況會被視為抄襲行為。
- 2.2 如證實是違規行為，會按個案的嚴重性懲罰學生。

### 3. 對評核存疑的處理方法

學生如對評核分數存疑，應與任課教師商討，如有需要，可按科本指引提出覆核申請。

### 4. 有特殊教育需要的學生的評核安排

- 4.1 有特殊教育需要的學生一如普通學生，享有參加香港中學文憑考試校本評核的權利。若申請校本評核的特別安排，須備證明文件向學務委員會申請。
- 4.2 學務委員會將審核學生的申請，根據其特殊教育需要的類別和情況，參考有關專業人士(如醫生或教育心理學家)的意見，與任課教師商討後，作出校內評核的特別安排。

### 5. 保存記錄

妥善保存習作為學生應盡的責任。當學生獲發還已批閱的習作後，學生須妥善保存有關習作直至公開考試周期完結(一般指發佈成績後並且已完成成績覆核過程)。若有需要，校方或考評局可要求學生重新提交有關習作以作檢視之用。

敬祈 台端將回條填妥，於十月四日著 貴子弟交回班主任為盼。

此致  
貴家長

校長 朱啟榮 博士 謹啟

二零二一年九月三十日

本通告可參閱本校網頁 (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents

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回 條 (請於十月四日將回條交回班主任)  
(第十五號通告)

敬覆者：

本人已知悉敝子弟 \_\_\_\_\_ ( \_\_\_\_\_ 班) 將參與校本評核，並同意校方有關校本評核的處理方法，亦會督促敝子弟遵守。

此致  
朱啟榮博士

\_\_\_\_\_  
家長或監護人姓名

\_\_\_\_\_  
簽署

\_\_\_\_\_  
學生姓名

\_\_\_\_\_  
班別及學號

\_\_\_\_\_  
日期