

Salesian English School
Guidelines for S5 English Language School-based Assessment (SBA) 2023-24

1. The exam will be held on Tuesday, 18th June 2024.
2. Report to the teacher in **Room 410** according to the time assigned to you.
(Refer to the schedule on page 2.)
3. **Attendance is compulsory**. Students who fail to attend the examination due to sickness are required to submit a Parent's Letter and a Sick Leave Certificate issued by a doctor. Otherwise, there will be disciplinary follow-ups in case of absence without a valid reason.
4. You should wear proper school uniform and bring along your student ID card on the exam date.
5. You must keep quiet throughout the exam, whether you are in the reporting room, the preparation room, the exam room or the corridor.
6. You should bring a pen/pencil for writing notes during the preparation period.
7. To protect yourself, you may wear a mask.
8. In the Reporting Room (Rm. 410):
 - Report to the teacher first and sit according to the teacher's instructions.
 - Write your name, class and class no. on the Assessment Form.
 - Wait for the teacher's instructions to proceed to the Preparation Room.
9. In the Preparation Room (Rm. 511):
 - You will be given 20 minutes to prepare for the school-based assessment.
 - You may refer to all your notes but **DO NOT** use any electronic devices.
 - You **will not be allowed** to go to the washroom until you have finished the assessment.
 - After the twenty-minute preparation time, you should stop writing and immediately go to the exam room with your assessment form and notecard.
10. In the Examination Room:
 - Give the Assessment Form to the teacher once you enter the room.
 - You are advised to speak for 3 - 5 minutes for the Individual Presentation.
 - During the discussion, you can ONLY refer to your notecard, but you **ARE NOT ALLOWED** to read any other things other than your notecard.
 - After the presentation, your teacher may ask you some follow-up questions.
 - At the end of the examination, you will be asked to hand in the notecard.
11. Leave the school immediately after the oral exam.

Reporting Times

Reporting time	5B	5C	5D
8:30 a.m.	1 - 5	4, 10, 12, 20, 23 - 26, 28 - 31	4, 6, 26
9:00 a.m.	6 - 10	8, 11, 15, 17 - 19, 21, 22, 27	1, 5, 10 - 13
9:40 a.m.	11 - 15	6, 7, 13, 14, 16	2, 3, 7 - 9, 14 - 17, 19
10:10 a.m.	16 - 19	1, 2, 3, 5	2, 20-23, 25, 27 - 32

Reporting Times

Reporting time	5A
12:30 p.m.	1 - 5
1:00 p.m.	6 - 10
1:40 p.m.	11 - 15
2:10 p.m.	16 - 22

Please go to the reporting room (Room 410) on time. Marks may be deducted for students who are late for the exam. In case of latecomers, the examination will be held as scheduled. No extra time will be given for the time lost.