



CloudSAMS USER MANUAL Hong Kong Examinations and Assessment Authority

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

The HKEAA Module consists of 3 major components namely, HKDSE, HKALE/HKCEE and TSA.

HKDSE

HKDSE includes the functions of Subj Mapping & Exam Lang, Maintain HKDSE Reg Data, Batch Amendment, Confirm Fee Remission, HKDSE Result Report, HKDSE and Internal Results, Report and HKDSE Data Communication.

Subj Mapping & Exam Lang allows users to maintain the subject mapping and language version between school subjects (including ApL subjects) and HKDSE subjects.

Maintain HKDSE Reg Data allows users to convert student subjects to HKDSE subjects according to subject mapping information. Users can maintain and retrieve student's information (e.g. postal address, contact phone no ...) for HKDSE Registration.

Batch Amendment allows users to amend the extracted HKDSE subject information and language versions in batch mode.

Confirm Fee Remission allows users to confirm the examination fee remission which is based on the Student Travel Subsidy (STS) and Textbook Allowance (TA) results extracted from WFSFAA(SFO) module.

HKDSE Result Report allows users to view the HKDSE Result Report that provided by Hong Kong Examinations and Assessment Authority.

HKDSE and Internal Results allows users to view the cross-year statistical result and enquire a student's internal and public exam results.

Report allows users to generate the HKDSE Result Report and HKDSE registration extraction report etc.

HKDSE Data Communication allows users to import the HKDSE Registration (REG) Parameter File, HKDSE Result Release (RD) Parameter File, HKDSE Result Zip File and prepare the HKDSE Registration data file which is sent to HKEAA portal via CDS.

HKALE/HKCEE

Results allows users to capture applications for adjusting student's HKEAA results. Once the HKEAA rechecking and remarking results are released, users can use Adjust results function to amend the examination results of the student.

TSA

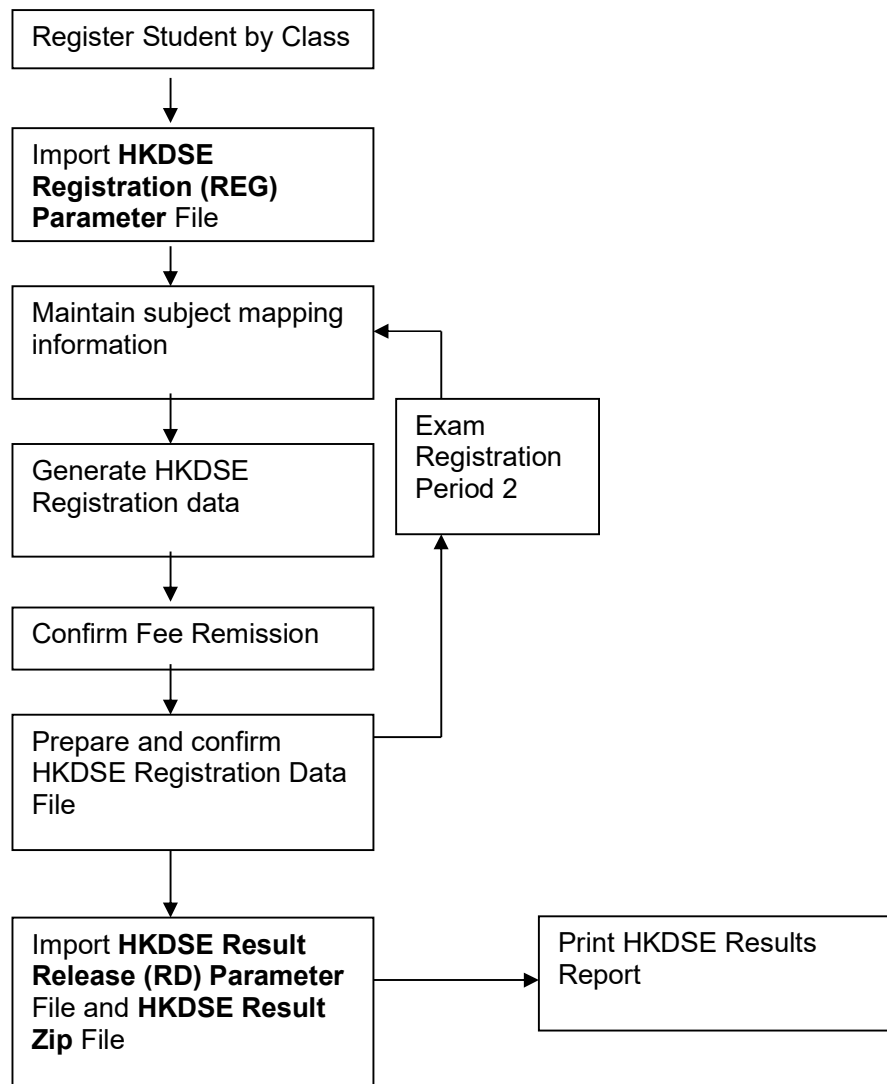
TSA allows users to massage student data of Primary 3, Primary 6 or Secondary 3 and submit to the HKEAA's BCA system via CDS. There is also report function for users to view the confirmed student data.

1.2 Function List

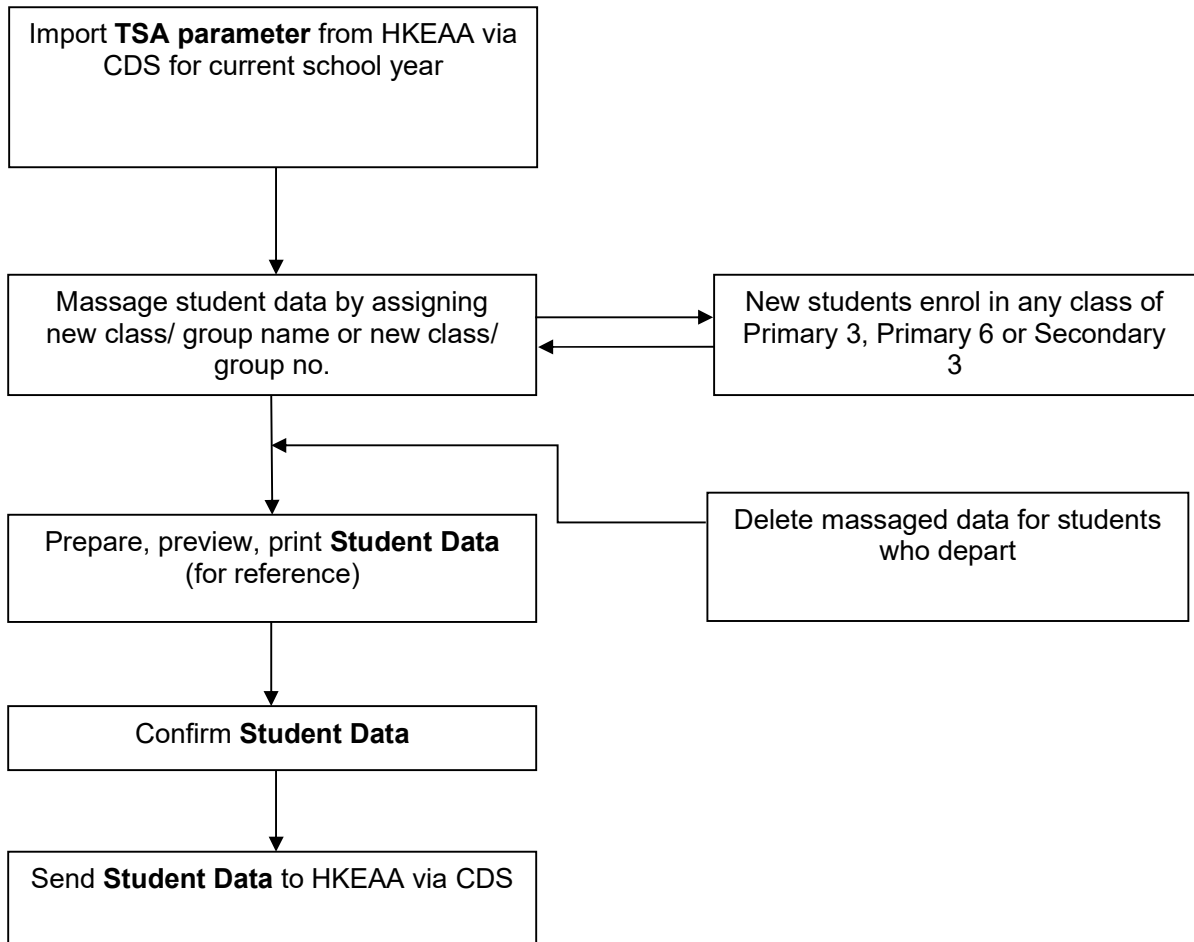
HKEAA (HKE)	HKDSE	Subject Mapping & Examination Language
		Maintain HKDSE Registration Data
		Batch Amendment
		Confirm Fee Remission
		HKDSE Result Report
		HKDSE and Internal Results
		Report
		Data Communication
	HKALE/HKCEE	Report
	TSA	Maintain Student Data
		Report
		Data Communication

1.3 Flow Diagram

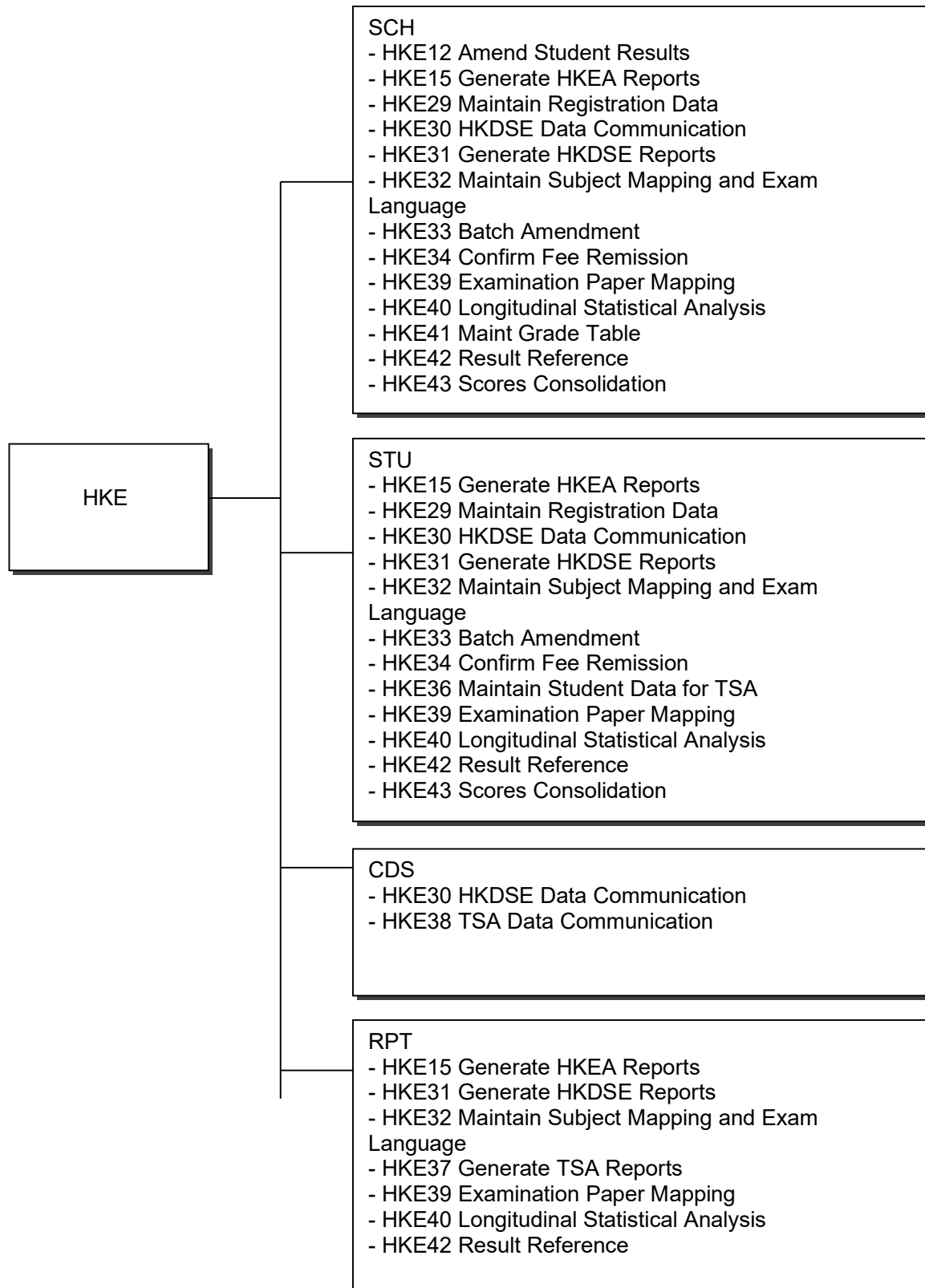
HKDSE

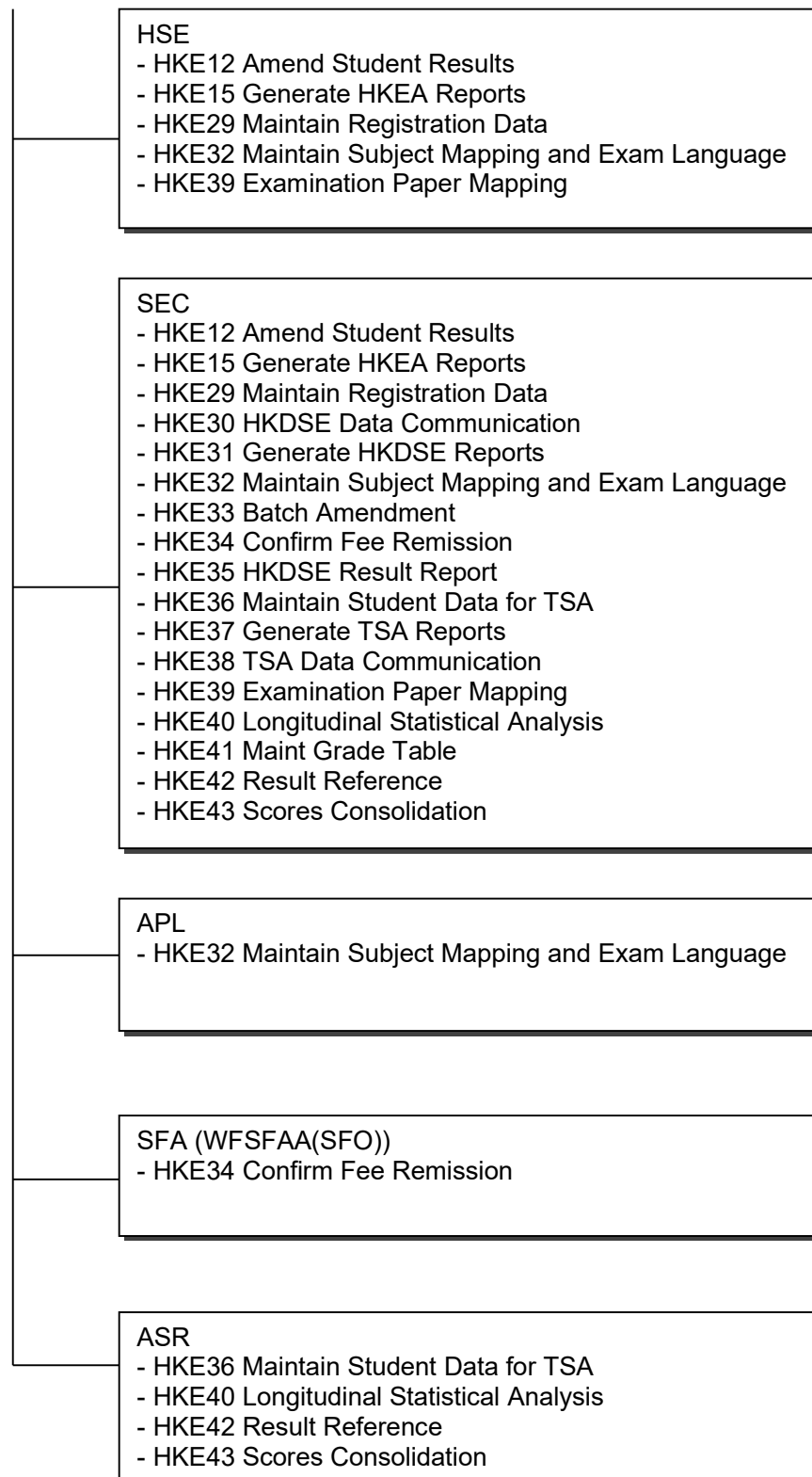


TSA



1.4 Interactions with other modules





 **HKE12 – Amend Student Results**

- SCH
 - School Year created
 - Class Info
- HSE
 - Retrieve codes
- SEC
 - Access rights changed

 **HKE15 – Generate HKEAA Reports**

- SCH
 - School Year created
 - School Level and School Session Info
 - Class Subjects Info
- STU
 - Student created / deleted
 - Student schooling record changed
- RPT
 - Generate Report
- HSE
 - Retrieve codes
- SEC
 - Access rights changed

 **HKE29 – Maintain Registration Data**

- SCH
 - School Year created
 - Class Info
 - Class Subjects Info
- STU
 - Student schooling record changed
- CDS
 - HKDSE Parameter imported
- RPT
 - Generate Report
- HSE
 - Retrieve codes
- SEC
 - Access rights changed

 **HKE30 – HKDSE Data Communication**

- SCH
 - School Year created
 - Class Info
- STU
 - Student created / deleted
 - Student schooling record changed
- CDS
 - Module Specific Data Communication
- SEC

- Access rights changed

HKE31 – Generate HKDSE Reports

- SCH
 - School Year created
 - School Level and School Session Info
 - Class Info
 - Class Subjects Info
- STU
 - Student schooling record changed
- RPT
 - Generate Report
- HSE
 - Retrieve codes
- SEC
 - Access rights changed

HKE32 – Maintain Subject Mapping and Exam Language

- SCH
 - School Year created
 - School Level and School Session Info
 - Class Info
 - Class Subjects Info
- STU
 - Student Subject Setup
- RPT
 - Generate Report
- HSE
 - Retrieve codes
- SEC
 - Access rights changed

HKE33 – Batch Amendment

- SCH
 - School Year created
 - School Level and School Session Info
 - Class Info
 - Class Subjects Info
- STU
 - Student schooling record changed
- HSE
 - Retrieve codes
- SEC
 - Access rights changed

HKE34 – Confirm Fee Remission

- SCH
 - School Year created
 - School Level and School Session Info
 - Class Info
 - Class Subjects Info

- STU
 - Student schooling record changed
- SFA
 - Retrieve TA and STS result
- SEC
 - Access rights changed

- 📖 **HKE35 – HKDSE Result Report**
 - SEC
 - Access rights changed

- 📖 **HKE36 – TSA Maintain Student Data for TSA**
 - STU
 - Student 's schooling record changed to departed
 - ASR
 - Student's promotion status changed to departed
 - SEC
 - Access rights changed

- 📖 **HKE37 – TSA Report**
 - SCH
 - School Year created
 - SEC
 - Access rights changed

- 📖 **HKE38 – TSA Data Communication**
 - SEC
 - Access rights changed

- 📖 **HKE39 – Examination Paper Mapping**
 - SCH
 - School Year created
 - School Level and School Session Info
 - Class Info
 - Class Subjects Info
 - STU
 - Student Subject Setup
 - RPT
 - Generate Report
 - HSE
 - Retrieve codes
 - SEC
 - Access rights changed

- 📖 **HKE40 – Longitudinal Statistical Analysis**
 - SCH
 - School Year created
 - STU
 - Student schooling record changed
 - RPT
 - Generate Report

- SEC
 - Access rights changed

- 📖 **HKE41 – Maint Grade Table**
 - SCH
 - School Year created
 - SEC
 - Access rights changed

- 📖 **HKE42 – Result Reference**
 - SCH
 - School Year created
 - SEC
 - Access rights changed

- 📖 **HKE43 – Scores Consolidation**
 - SCH
 - School Year created
 - STU
 - Student schooling record changed
 - RPT
 - Generate Report
 - SEC
 - Access rights changed

2 Operation Procedures

2.1 HKDSE

2.1.1 Maintain Subject Mapping and Examination Language

Maintain the information of CloudSAMS subjects and HKDSE subjects mapping.

School Subject and APL Subject



Function Description

- Users can maintain the subject mapping records between HKDSE subjects and School subjects (including APL subjects).
- Users can preview report (R-HKE049) to show subjects that are missing in subject mapping list.
- Users can search the subject mapping records about School subjects.



Pre-requisites

1. School user must import HKDSE Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable).
5. The system time must be in specific exam registration duration.



User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[Subject Mapping & Examination Language]** on the left menu.

Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	MOI	HKDSE Subject	Language Version	HKDSE Paper
ANY	070 - Chemistry				ANY	English	(Period 2)-Chemistry	English	ANY
ANY	080 - Chinese Language				ANY	Chinese (Cantonese)	(Period 2)-中國語文(廣東話)	Chinese (Cantonese)	ANY
ANY	105 - English Language				ANY	English	(Period 2)-English Language	English	ANY
ANY	188 - Ethnic/Religious Education				ANY	English			
ANY	216 - Japanese				ANY	Chinese (Cantonese)			

2. The default **[School Subject]** tab page will show all school subjects mapping information. User can also click **[APL subject]** tab page to show APL subjects mapping information.

[S-HKE32-02] HKEAA > HKDSE > Subject Mapping & Examination Language > APL Subject

School Subject **APL Subject**

School Year 2021 Exam Year 2022

Exam Code DS (S6) HKDSE Registration Period 2

Subject Mapping

+ Add Delete Generate

Filter Enter keyword

<< < 1 of 1 > >> Display 10 records / page

Class	APL Subject	HKDSE Subject
No record.		

- By default, the list in **[School Subject]** or **[APL Subject]** will be empty. Users click **[Generate]** button to delete and create corresponding subject mapping records according to default subject mapping information.

[S-HKE32-01] HKEAA > HKDSE > Subject Mapping & Examination Language > School Subject

School Subject **APL Subject**

School Year 2021 Exam Year 2022

Exam Code DS (S6) HKDSE Registration Period 2

Search Clear

List Related Subject

- 904 - Assembly
- 12N - BAFS (Accounting)
- 13N - BAFS (Business Management)
- 803 - Bakery & Pastry(ApL-adapted)
- 045 - Biology

Subject Mapping

+ Add Last Year Mappings Generate Delete

Filter Enter keyword

<< < 1 of 4 > >> Display 10 records / page

Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	MOI	HKDSE Subject	Language Version
<input type="checkbox"/>	ANY	070 - Chemistry			ANY	English	(Period 2)-Chemistry	English
<input type="checkbox"/>	ANY	080 - Chinese Language			ANY	Chinese (Cantonese)	(Period 2)-中國語文(廣東話)	Chinese (Cantonese)
<input type="checkbox"/>	ANY	165 - English Language			ANY	English	(Period 2)-English Language	English
<input type="checkbox"/>	ANY	185 - Ethics/Religious Education			ANY	English		
<input type="checkbox"/>	ANY	216 - Japanese			ANY	Chinese (Cantonese)		

- Click **[Add]** button to add new subject mapping record, new window will be popup.

- After selected school subject (or APL subject) and HKDSE subject, click **[Save]** button to create new record.
- Click the hyperlink of class name to edit record, new window will be popup. If the data of corresponding record is outdated, the error message will be shown on top of new window.

Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	MOI	HKDSE Subject	Language Version	HKDSE Paper
ANY	070 - Chemistry				ANY	English	(Period 2)-Chemistry	English	ANY
ANY	080 - Chinese Language				ANY	Chinese (Cantonese)	(Period 2)-中國語文(廣東話)	Chinese (Cantonese)	ANY
ANY	165 - English Language				ANY	English	(Period 2)-English Language	English	ANY
ANY	185 - Ethics/ Religious Education				ANY	English			
ANY	216 - Japanese				ANY	Chinese (Cantonese)			

- After selected school subject (or APL subject) and HKDSE subject, click **[Save]** button to modify the record.
- Click the checkbox of specific record(s) and click **[Delete]** button to delete them.

[S-HKE32-01] HKEAA > HKDSE > Subject Mapping & Examination Language > School Subject

School Subject: APL Subject

School Year: 2021 Exam Year: 2022

Exam Code: DS (S6) HKDSE Registration Period: 2

Search: [] Clear: []

List Related Subject: 904 - Assembly, 12N - BAFS (Accounting), 13N - BAFS (Business Management), 803 - Bakery & Pastry(Apl-adapted), 045 - Biology

Subject Mapping: + Add, Last Year Mappings, Generate, Delete **8**

Filter: Enter keyword

1 of 4 records / page

<input type="checkbox"/>	Class \updownarrow	Class-Based Subject \updownarrow	Subject Group \updownarrow	Cross Class Subject \updownarrow	Sub-Group / Subject Group-Subject \updownarrow	Subject Component \updownarrow	MOI \updownarrow	HKDSE Subject \updownarrow	Language Version \updownarrow	HKDSE Paper \updownarrow
<input checked="" type="checkbox"/>	ANY	070 - Chemistry				ANY	English	(Period 2)-Chemistry	English	ANY
<input checked="" type="checkbox"/>	ANY	080 - Chinese Language				ANY	Chinese (Cantonese)	(Period 2)-中國語文(廣東話)	Chinese (Cantonese)	ANY
<input type="checkbox"/>	ANY	165 - English Language				ANY	English	(Period 2)-English Language	English	ANY
<input type="checkbox"/>	ANY	185 - Ethics/ Religious Education				ANY	English			
<input type="checkbox"/>	ANY	216 - Japanese				ANY	Chinese (Cantonese)			

9. Click the hyperlink of R-HKE049 to quickly preview R-HKE049 report which will show missing subject of secondary 6 in subject mapping.

[S-HKE32-01] HKEAA > HKDSE > Subject Mapping & Examination Language > School Subject

School Subject: APL Subject

School Year: 2021 Exam Year: 2022

Exam Code: DS (S6) HKDSE Registration Period: 2

Search: [] Clear: []

List Related Subject: 904 - Assembly, 12N - BAFS (Accounting), 13N - BAFS (Business Management), 803 - Bakery & Pastry(Apl-adapted), 045 - Biology

Subject Mapping: + Add, Last Year Mappings, Generate, Delete

Filter: Enter keyword

1 of 4 records / page

<input type="checkbox"/>	Class \updownarrow	Class-Based Subject \updownarrow	Subject Group \updownarrow	Cross Class Subject \updownarrow	Sub-Group / Subject Group-Subject \updownarrow	Subject Component \updownarrow	MOI \updownarrow	HKDSE Subject \updownarrow	Language Version \updownarrow	HKDSE Paper \updownarrow
<input type="checkbox"/>	ANY	070 - Chemistry				ANY	English	(Period 2)-Chemistry	English	ANY
<input type="checkbox"/>	ANY	080 - Chinese Language				ANY	Chinese (Cantonese)	(Period 2)-中國語文(廣東話)	Chinese (Cantonese)	ANY
<input type="checkbox"/>	ANY	165 - English Language				ANY	English	(Period 2)-English Language	English	ANY
<input type="checkbox"/>	ANY	185 - Ethics/ Religious Education				ANY	English			
<input type="checkbox"/>	ANY	216 - Japanese				ANY	Chinese (Cantonese)			
<input type="checkbox"/>	ANY	225 - Mathematics (Compulsory Part)				ANY	English	(Period 2)-Mathematics (Compulsory)	English	ANY
<input type="checkbox"/>	ANY	235 - Mathematics (Extended Part - Module 1)				ANY	English	(Period 2)-Mathematics (Compulsory + Extended 1 Calculus & Statistics)	English	ANY
<input type="checkbox"/>	ANY	245 - Mathematics (Extended Part - Module 2)				ANY	English	(Period 2)-Mathematics (Compulsory + Extended 2 Algebra & Calculus)	English	ANY
<input type="checkbox"/>	ANY	265 - Liberal Studies				ANY	English	(Period 2)-Liberal Studies	English	ANY
<input type="checkbox"/>	ANY	300 - Music				ANY	English			

Download Outstanding Subject Mapping & Exam Lang Status List(R-HKEM4) **9**

10. Click [Last Year Mappings] button to go to Last Year School Subject page.

[S-HKE32-01] HKEAA > HKDSE > Subject Mapping & Examination Language > School Subject

School Subject: APL Subject

School Year: 2021 Exam Year: 2022

Exam Code: DS (S6) HKDSE Registration Period: 2

List Related Subject: 904 - Assembly, 12N - BAFS (Accounting), 13N - BAFS (Business Management), 803 - Bakery & Pastry(ApL-adapted), 04S - Biology

Subject Mapping: 10

+ Add Last Year Mapping Generate Delete

Filter: Enter keyword

1 of 4 records / page

Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	MOI	HKDSE Subject	Language Version	HKDSE Paper
ANY	070 - Chemistry				ANY	English	(Period 2)-Chemistry	English	ANY
ANY	080 - Chinese Language				ANY	Chinese (Cantonese)	(Period 2)-中國語文(廣東話)	Chinese (Cantonese)	ANY
ANY	16S - English Language				ANY	English	(Period 2)-English Language	English	ANY
ANY	18S - ETHICS/Religious Education				ANY	English			
ANY	216 - Japanese				ANY	Chinese (Cantonese)			

11. Click **[Preview & Print]** button to quickly preview R-HKE053 report which will show subject mapping of last exam year.

[S-HKE32-04] HKEAA > HKDSE > Subject Mapping & Examination Language > Last Year School Subject

School Subject: APL Subject

School Year: 2020 Exam Year: 2021

Exam Code: DS (S6) HKDSE Registration Period: 2

List Related Subject:

Subject Mapping: 11

Preview & Print Reset Back

Filter: Enter keyword

1 of 1 records / page

Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	MOI	HKDSE Subject	Language Version	HKDSE Paper
No Record.									

Format: PDF WORD EXCEL RICHTEXT

Post-effects

The subject mapping record(s) will be modified.

Notes

1. Apart from subject information, following table will describe special keyword in [S-HKE-32-01], [S-HKE-32-02], [S-HKE-32-03] and [S-HKE-32-04].

Keyword	Description
ANY	Any condition in class, subject, subject group, cross class subject etc.
N/A	<ul style="list-style-type: none"> ● Corresponding school subject (including ApL subject) will not be converted to HKDSE subject. ● The school subject will not be shown on R-HKE049 report.
Blank	<ul style="list-style-type: none"> ● Corresponding school subject (including ApL

	<ul style="list-style-type: none"> ● subject) will not be converted to HKDSE subject. The school subject will be shown on R-HKE049 report.
--	---

2. If all fields of subject mapping record are specified (non-ANY), it is the highest priority in subject conversion.

Example 1:

Order of Priorities	Class Name	Subject	Subject component
1. (Highest)	Particular Class	Compulsory Subject / Elective Subject / Subject Group Subject	Particular subject component
2.	Particular Class	Compulsory Subject / Elective Subject / Subject Group Subject	Any
3. (Lowest)	Any	Compulsory Subject / Elective Subject / Subject Group Subject	Any

Example 2:

Order of Priorities	Class Name	Subject	Sub-group code	Subject component
1. (Highest)	Particular Class	Cross Class Subject	Particular sub-group code	Particular subject component
2.	Particular Class	Cross Class Subject	Particular sub-group code	Any
3.	Particular Class	Cross Class Subject	Any	Any
4. (Lowest)	Any	Cross Class Subject	Any	Any

3. The ApL subjects are extracted from Applied Learning module which is based on the subjects listed in ApL parameter file of the respective cohort.
4. The Last Year School Subjects are extracted from School Subjects which are based on the confirmed subject listed in outgoing data.
5. School subject which is Putonghua or Cantonese should be mapped to HKDSE subject which is Cantonese. (except 080 Chinese Language)
6. School subject:
 - i. If user has not generated the subject mapping for the exam year, no records will be shown; Add button, Delete button, Last Year Mappings button, Search button and Clear button will be disabled.
 - ii. After user presses Generate button, subject mapping will be generated. The Add button, Delete button, Last Year Mappings button, Search button and Clear button will be enabled.
7. APL subject:
 - i. If user has not generated the APL subject mapping for the exam year, no records will be shown; Add button and Delete button will be disabled.

- ii. After user presses Generate button, APL subject mapping will be generated; the Add button and Delete button will be enabled. It only displays the default mappings of APL subjects which are listed in the parameter file of an exam year and are enrolled by the S.6 students in the corresponding school year.

2.1.2 Maintain HKDSE Registration Data

Function Description

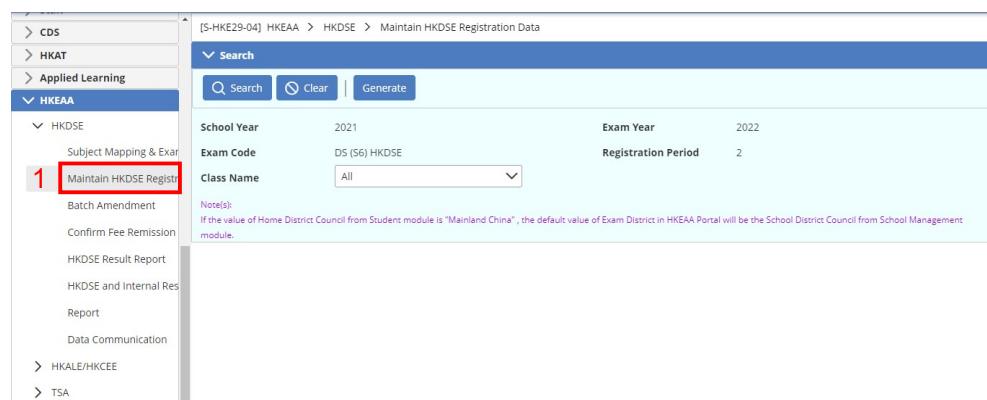
Allow user to generate DSE subject according to subject mapping information and to maintain the student's DSE subjects, contact information and student's home district council/ preferred district council.

Pre-requisites

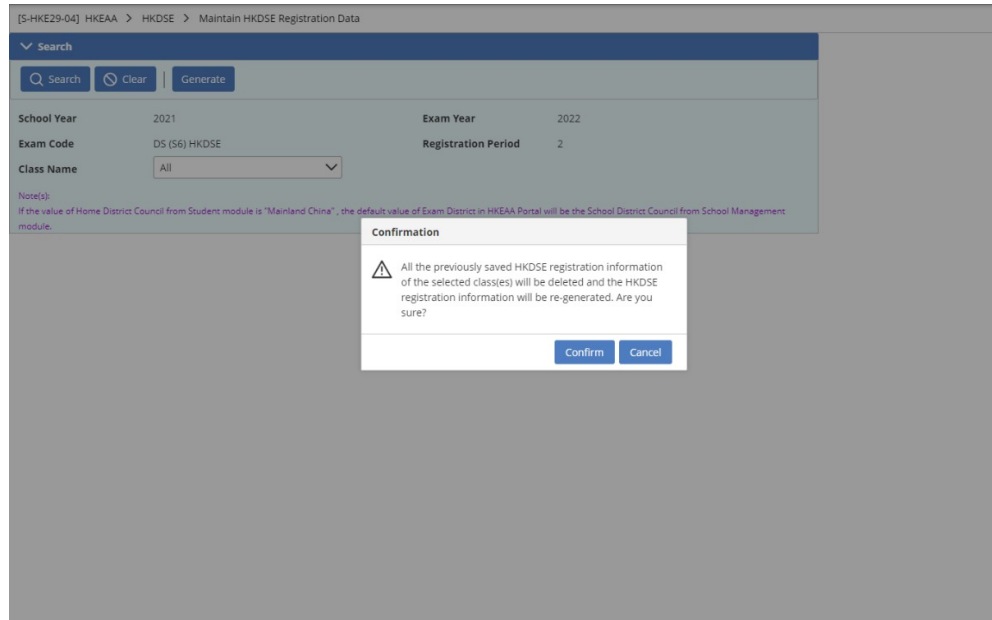
1. School user must import HKDSE Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable).
5. The system time must be in specific exam registration duration.

User Procedures

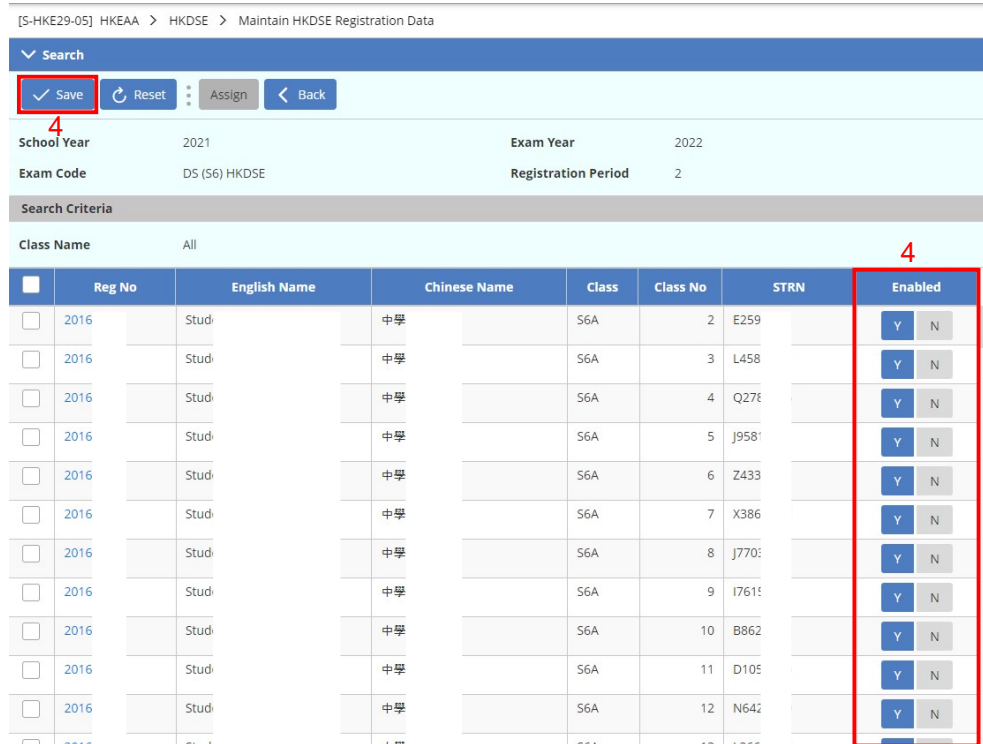
1. Click **[HKEAA] → [HKDSE] → [Maintain HKDSE Registration Data]** on the left menu.



2. By default, the system does not have any data. User should click **[Generate]** button to delete all and create new records.



3. Click **[Search]** button to search existing record.
4. By default, all student records are **Enabled**. Users can click **[Y/N]** button to N and click **[Save]** button. These records will be not generated in registration data file in Data Communication.



5. Alternatively, batch update the Enabled status
 - i. Select student(s)
 - ii. Click **[Assign]** button on [S-HKE29-05]

[S-HKE29-05] HKEAA > HKDSE > Maintain HKDSE Registration Data

Search

Save Reset **5-ii** Assign Back

School Year 2021 Exam Year 2022
Exam Code D5 (S6) HKDSE Registration Period 2

Search Criteria

Class Name All

5-i

<input type="checkbox"/>	Reg No	English Name	Chinese Name	Class	Class No	STRN	Enabled
<input checked="" type="checkbox"/>	2016	Stud	中學	S6A	1	K62	<input type="button" value="Y"/> <input type="button" value="N"/>
<input checked="" type="checkbox"/>	2016	Stud	中學	S6A	2	E25	<input type="button" value="Y"/> <input type="button" value="N"/>
<input checked="" type="checkbox"/>	2016	Stud	中學	S6A	3	L45	<input type="button" value="Y"/> <input type="button" value="N"/>
<input type="checkbox"/>	2016	Stud	中學	S6A	4	Q27	<input type="button" value="Y"/> <input type="button" value="N"/>
<input type="checkbox"/>	2016	Stud	中學	S6A	5	J958	<input type="button" value="Y"/> <input type="button" value="N"/>
<input type="checkbox"/>	2016	Stud	中學	S6A	6	Z43	<input type="button" value="Y"/> <input type="button" value="N"/>
<input type="checkbox"/>	2016	Stud	中學	S6A	7	X38	<input type="button" value="Y"/> <input type="button" value="N"/>
<input type="checkbox"/>	2016	Stud	中學	S6A	8	J770	<input type="button" value="Y"/> <input type="button" value="N"/>
<input type="checkbox"/>	2016	Stud	中學	S6A	9	I761	<input type="button" value="Y"/> <input type="button" value="N"/>

iii. Select [Yes/No] for Print Indicator

iv. Click [Assign] button in the pop-up window

5-iv

Assign

Enabled **5-iii**

6. Click the hyperlink of student. The page will show student's particular information and converted DSE subject.

[S-HKE29-05] HKEAA > HKDSE > Maintain HKDSE Registration Data

Search

Save Reset Assign Back

School Year 2021 Exam Year 2022
 Exam Code DS (S6) HKDSE Registration Period 2

Search Criteria

Class Name 6 All

<input type="checkbox"/>	Reg No	English Name	Chinese Name	Class	Class No	STRN	Enabled
<input type="checkbox"/>	2016	Studi	中學	S6A	2	E259	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	3	L458	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	4	Q276	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	5	J958	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	6	Z433	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	7	X386	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	8	J770	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	9	I761	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	10	B862	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	11	D105	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	2016	Studi	中學	S6A	12	N642	<input type="checkbox"/> Y <input type="checkbox"/> N

7. The student details are extracted from Student module. User can modify Contact Phone No, SMS Phone No, Home District Council / Preferred District, Student's Postal Address and the language version of DSE subject. If the check box of the DSE subject is not selected, the DSE subject will not be extracted and shown in registration data file. The check box of "Refuse to receive SMS from HKEAA" is dimmed if SMS Phone No is blank. Student won't receive SMS from HKEAA if the "Refuse to receive SMS from HKEAA" is selected,
8. Modify student and subject information on the page. Alternatively, batch update the Enabled status of HKDSE Subjects
 - i. Select HKDSE Subject(s)/ HKDSE Paper(s)
 - ii. Click **[Assign]** button on [S-HKE29-06]

[S-HKE29-06] HKEAA > HKDSE > Maintain HKDSE Registration Data

9 Save 8-ii

10

School Year: 2021 Exam Year: 2022
 Exam Code: DS (S6) HKDSE Registration Period: 2

Student Details

English Name: Stude Chinese Name: 中學五
 Class Name: S6A Class No: 2
 HKID: E2599 Sex: M
 Document Type: Document No:
 E-mail Address: 90000 SMS Phone No [2]: 90000002
 Refuse to receive SMS from HKEAA: Yes No
 Contact Phone No: 9000 Home District Council / Preferred District [1]: Central & Western

Student's Postal Address (English) Home Address (English)

Flat: 2 Floor: 42 Block: B Flat: 2 Floor: 42 Block: B
 Building: Building
 Village / Estate: Garden Garden
 Street and No: Street C Street C
 District: Kowloon Kowloon

Student's Postal Address (Chinese) Home Address (Chinese)

Flat: Floor: Block:
 Building:
 Village / Estate:
 Street and No:
 District:

Student's Postal Area Information Home Area Information

Area: Kowloon Kowloon

*: Please input valid information.
 Note(s):
 [1] If the value of Home District Council from Student module is "Mainland China", the default values of "Home District Council / Preferred District" and Exam District in HKEAA Portal will be the "School District Council" from School Management module.
 [2] In case of emergency, HKEAA may contact candidate via SMS.

<input type="checkbox"/>	HKDSE Subject / HKDSE Paper	Language Version	Enabled
<input checked="" type="checkbox"/>	中國語文(廣東話)	Chinese (Cantonese)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
<input checked="" type="checkbox"/>	English Language	English	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Liberal Studies	English	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
<input type="checkbox"/>	Economics	English	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
<input type="checkbox"/>	Physics	English	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
<input type="checkbox"/>	Mathematics (Compulsory)	English	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N

8-i

iii. Select Enabled status

iv. Click [Assign] button in the pop-up window.

8-iv

Assign

Enabled 8-iii

- After modified student and subject information, click **[Save]** button to save record.
- You may click **[Edit Subjects]** to add or delete subjects for this student.

[S-HKE29-08] HKEAA > HKDSE > Maintain HKDSE Registration Data

Delete

11

School Year 2021 Exam Year 2022
 Exam Code DS (S6) HKDSE Registration Period 2

Student Details

English Name Stud Chinese Name 中學
 Class Name S6A Class No 2
 HKID E259 Sex M
 Document Type Document No

<input type="checkbox"/>	HKDSE Subject / HKDSE Paper	Language Version
<input type="checkbox"/>	中國語文(廣東話)	Chinese (Cantonese)
<input type="checkbox"/>	English Language	English
<input type="checkbox"/>	Liberal Studies	English
<input type="checkbox"/>	Economics	English
<input type="checkbox"/>	Physics	English
<input type="checkbox"/>	Mathematics (Compulsory)	English

11

HKDSE Subject	Language Version	HKDSE Paper
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click the checkbox and **[Delete]** button to delete or select subject from drop down box and click **[Add]** button to add.

 Post-effects

The information will be modified.

 Notes

- In respect of ApL subjects, the corresponding student application record must have selection result “Successful” and enrolment status “Enrolled”.
- Same subject with different subject codes cannot be registered by same student twice in an exam year.
- The default value of Home District Council / Preferred District will be that of Home District Council from Student module. If the value is ‘X’ (Not Applicable), it will be that of District Council from School Management module.
- The default value of “Contact Phone No” will be copied from “Student Mobile Phone No”, “Tel No” or “Emergency Tel No” of Guardian with priority as follows:
 - [1st priority] If “Student Mobile Phone No” exists, then use it as the mapping value.
 - [2nd priority] If “Student Mobile Phone No” does not exist, then use “Tel No” as the

- mapping value.
 - [3rd priority] If both “Student Mobile Phone No” and “Tel No” do not exist, then use “Emergency Tel No” of Guardian as the mapping value.
5. Only S6 student and S5 repeaters who study APL courses participates in this function.

2.1.3 Batch Amendment

Function Description

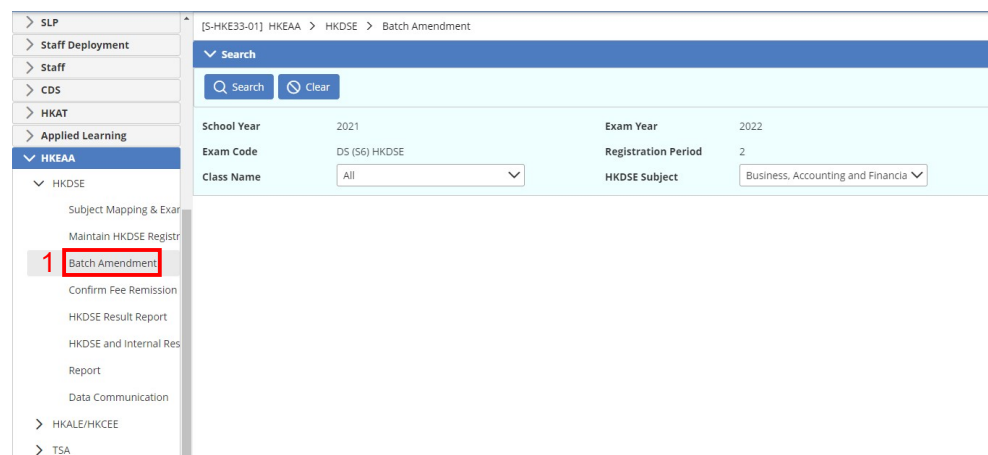
Modify the language version and extraction indicator of DSE subject (including papers) by batch.

Pre-requisites

1. School user must import HKDSE Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable).
5. The system time must be in specific exam registration duration
6. The student’s DSE subject information must be generated on [S-HKE29-04] HKEAA > HKDSE > Maintain HKDSE Reg Data

User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[Batch Amendment]** on the left menu.



The screenshot shows the CloudSAMS interface. On the left is a navigation menu with the following items: SLP, Staff Deployment, Staff, CDS, HKAT, Applied Learning, HKEAA (expanded), HKDSE (expanded), Subject Mapping & Exam, Maintain HKDSE Registr, **1 Batch Amendment** (highlighted with a red box), Confirm Fee Remission, HKDSE Result Report, HKDSE and Internal Res Report, Data Communication, HKALE/HKCEE, and TSA. The main content area shows the breadcrumb path [S-HKE33-01] HKEAA > HKDSE > Batch Amendment. Below the breadcrumb is a search bar with a search icon and a clear button. The search results area contains a table with the following data:

School Year	2021	Exam Year	2022
Exam Code	DS (S6) HKDSE	Registration Period	2
Class Name	All	HKDSE Subject	Business, Accounting and Financia

2. Select class name and DSE subject group (different language version in the same DSE subject), then click **[Search]** button to search specific result.

3. Update the subject status and language version on the table. Alternatively, batch update the HKDSE Subject status and Language version by

- i. Select student(s)
- ii. Click **[Assign]** button on [S-HKE33-01]

- iii. Select HKDSE subject enable status and Language version
- iv. Click **[Assign]** button in the pop-up window

4. After modifying the [Y/N] button and corresponding language version of the DSE subject (including papers), click **[Save]** button to save the updated records.

Post-effects

The student's DSE subject information record(s) will be modified.



Notes

1. If the extraction indicator of student is not selected on [S-HKE29-05] HKEAA > HKDSE > Maint HKDSE Reg Data, the student record will not be shown on [S-HKE33-02] HKEAA > HKDSE > Batch Amendment.
2. Same subject with different subject codes cannot be registered by same student twice in an exam year.

2.1.4 Confirm Fee Remission



Function Description

View and confirm students' Textbook Allowance (TA) and Student Travel Subsidy (STS) as the examination fee remission.



Pre-requisites

1. School user must import HKDSE Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable).
5. The system time must be in specific exam registration duration.
6. The student's DSE subject information must be generated on [S-HKE29-04] HKEAA > HKDSE > Maintain HKDSE Reg Data
7. The TA and STS result file provided by WFSFAA(SFO) should be imported at WFSFAA(SFO) module (if necessary).



User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[Confirm Fee Remission]** on the left menu.

The screenshot shows the CloudSAMS interface. On the left, a navigation menu is visible with the following items: CDS, HKAT, Applied Learning, HKEAA, HKDSE (expanded), Subject Mapping & Exam, Maintain HKDSE Registr, Batch Amendment, **1 Confirm Fee Remission** (highlighted with a red box), HKDSE Result Report, HKDSE and Internal Res Report, Data Communication, HKALE/HKCEE, and TSA. The main content area shows the breadcrumb path [S-HKE34-01] HKEAA > HKDSE > Confirm Fee Remission. Below this is a search bar with 'Search' and 'Clear' buttons. A table displays search filters: School Year (2021), Exam Year (2022), Exam Code (DS (S6) HKDSE), and Registration Period (2). Below the table, there is a 'Notes(s):' section with two bullet points: '- Date of latest TA and STS result in WFSFAA(SFO) module: --' and '- If the STS result is highlighted in red, school recommendation is required in WFSFAA(SFO) module.'

2. Select class name and click **[Search]** button to search specific result.

[S-HKE34-01] HKEAA > HKDSE > Confirm Fee Remission

2

School Year: 2021 Exam Year: 2022
 Exam Code: DS (S6) HKDSE Registration Period: 2
 Class Name: S6C

3

Filter:

Class	Class No.	Student Name	Confirmation Date <small>(DD/MM/YYYY)</small>	Fee Remission			
				Student Travel Subsidy (STS) Result	Textbook Allowance (TA) Result	Current Remission Indicator	Submitted Remission Indicator
S6C	2	Studi Eight	20/11/2023	N/A	0%	0%	0%
S6C	3	Studi	20/11/2023	50%	N/A	50%	50%
S6C	4	Studi	20/11/2023	50%	50%	50%	50%
S6C	5	Studi	20/11/2023	100%	50%	50%	50%
S6C	6	Studi Four	20/11/2023	100%	100%	100%	100%
S6C	7	Studi	20/11/2023	N/A	N/A	0%	0%
S6C	8	Studi Nine	20/11/2023	N/A	N/A	0%	0%
S6C	9	Studi	20/11/2023	N/A	N/A	0%	0%
S6C	10	Studi	20/11/2023	N/A	N/A	0%	0%
S6C	11	Studi Seven	20/11/2023	N/A	N/A	0%	0%

3. After clicked **[Confirm]** button, current remission indicator will be the submitted remission indicator. The submitted remission indicator will be shown in registration data file.



Post-effects

The Submitted Remission Indicators are confirmed.



Notes

1. The calculation of Current Remission Indicator:
 The value will be the value of TA result. If TA result is N/A or 0%, the default value will be STS result.

2. The following table will show description of fields:

The description of fields			
Student Travel Subsidy (STS) Result	Textbook Allowance (TA) Result	Current Remission Indicator	Submitted Remission Indicator
Student's result in WFSFAA(SFO) module in real time	Student's result in WFSFAA(SFO) module in real time	Consolidate student's TA and STS result in real time	Confirmed remission indicator

- The latest confirmed fee remission information will be retrieved for preparing the HKDSE registration data file.

2.1.5 HKDSE Result Report

Function Description

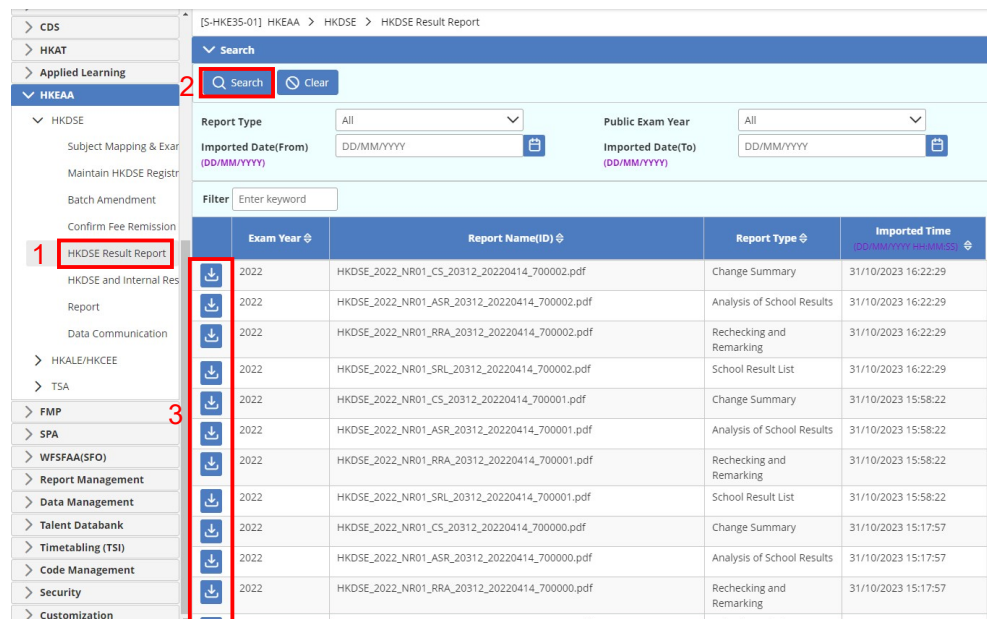
View HKDSE Result Report that provided by HKEAA.

Pre-requisites

- School user must import HKDSE Release (RD) Parameter File and HKDSE Result Zip File provided by HKEAA.

User Procedures

- Click **[HKEAA]** → **[HKDSE]** → **[HKDSE Result Report]** on the left menu.
- Select Report Type, Public Exam Year or/and Imported Date, then click **[Search]** button to search specific result.
- After clicked the download button on the far left of the datatable, the report will be shown.



Exam Year	Report Name(ID)	Report Type	Imported Time
2022	HKDSE_2022_NR01_CS_20312_20220414_700002.pdf	Change Summary	31/10/2023 16:22:29
2022	HKDSE_2022_NR01_ASR_20312_20220414_700002.pdf	Analysis of School Results	31/10/2023 16:22:29
2022	HKDSE_2022_NR01_RRA_20312_20220414_700002.pdf	Rechecking and Remarking	31/10/2023 16:22:29
2022	HKDSE_2022_NR01_SRL_20312_20220414_700002.pdf	School Result List	31/10/2023 16:22:29
2022	HKDSE_2022_NR01_CS_20312_20220414_700001.pdf	Change Summary	31/10/2023 15:58:22
2022	HKDSE_2022_NR01_ASR_20312_20220414_700001.pdf	Analysis of School Results	31/10/2023 15:58:22
2022	HKDSE_2022_NR01_RRA_20312_20220414_700001.pdf	Rechecking and Remarking	31/10/2023 15:58:22
2022	HKDSE_2022_NR01_SRL_20312_20220414_700001.pdf	School Result List	31/10/2023 15:58:22
2022	HKDSE_2022_NR01_CS_20312_20220414_700000.pdf	Change Summary	31/10/2023 15:17:57
2022	HKDSE_2022_NR01_ASR_20312_20220414_700000.pdf	Analysis of School Results	31/10/2023 15:17:57
2022	HKDSE_2022_NR01_RRA_20312_20220414_700000.pdf	Rechecking and Remarking	31/10/2023 15:17:57

Post-effects

HKDSE Result Report will be shown.

 Notes

Nil

2.1.6 HKDSE and Internal Results

2.1.6.1 Examination Paper Mapping

 Function Description

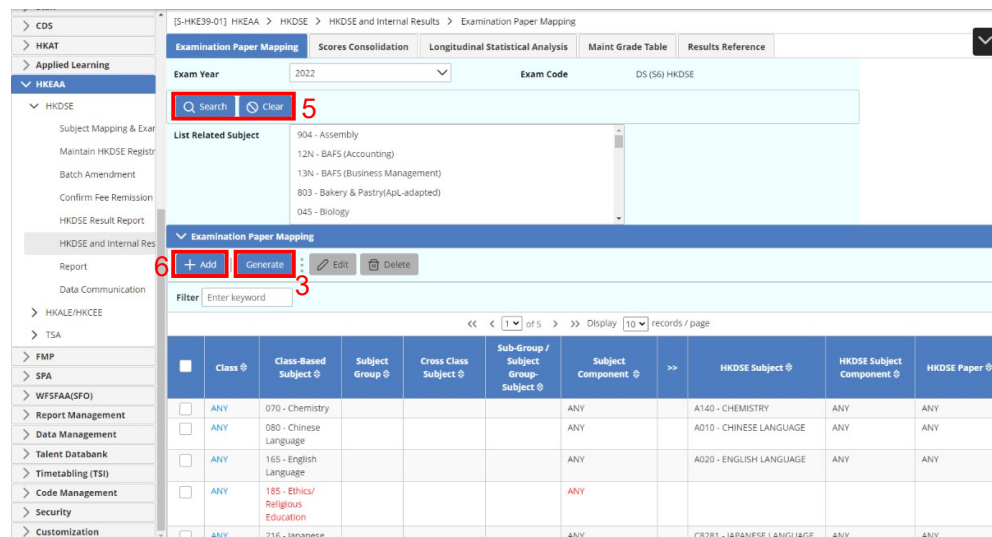
Create the mapping between HKDSE subjects and School Subjects in CloudSAMS.

 Pre-requisites

1. HKDSE Registration (REG) Parameter File and Result Release (RD) Parameter File of the selected exam year are imported. (provided by HKEAA)

 User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[HKDSE and Internal Results]** on the left menu and click **[Examination Paper Mapping]** tab page.
2. The mapped examination paper will be shown in one page in the result pane.



<input type="checkbox"/>	Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	HKDSE Subject	HKDSE Subject Component	HKDSE Paper
<input type="checkbox"/>	ANY	070 - Chemistry				ANY	A140 - CHEMISTRY	ANY	ANY
<input type="checkbox"/>	ANY	080 - Chinese Language				ANY	A010 - CHINESE LANGUAGE	ANY	ANY
<input type="checkbox"/>	ANY	165 - English Language				ANY	A020 - ENGLISH LANGUAGE	ANY	ANY
<input type="checkbox"/>	ANY	185 - Ethics/ Religious Education				ANY			
<input type="checkbox"/>	ANY	216 - Japanese				ANY	C8281 - JAPANESE LANGUAGE	ANY	ANY

3. Click **[Generate]** button to generate the examination paper mapping. All the previously examination paper mappings will be deleted and the default examination paper mappings will be re-generated.
4. All unmapped school class based subjects, cross-class subjects and subject group-subjects are also listed out for editing.

5. Select desired subject in **List Related Subject** dropdown list and click **[Search]** button to search subjects; click **[Clear]** button to clear the subjects selected.
6. Click **[Add]** button to add Examination Paper Mapping:

- i. Click the **[Add]** button, above **[S-HKE39-02] HKEAA > HKDSE > HKDSE and Internal Results > Add Examination Paper Mapping** window will be prompted.
- ii. Map HKDSE Subject / Subject Component / Option Paper with school subject and subject component.
- iii. Click the **[Save]** button to create new record.

7. Click **[Delete]** button to delete Examination Paper Mapping:

	Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	HKDSE Subject	HKDSE Subject Component	HKDSE Paper
<input checked="" type="checkbox"/>	ANY	070 - Chemistry				ANY	A140 - CHEMISTRY	ANY	ANY
<input type="checkbox"/>	ANY	080 - Chinese Language				ANY	A010 - CHINESE LANGUAGE	ANY	ANY
<input type="checkbox"/>	ANY	165 - English Language				ANY	A020 - ENGLISH LANGUAGE	ANY	ANY
<input type="checkbox"/>	ANY	185 - Ethics/ Religious Education				ANY			
<input type="checkbox"/>	ANY	216 - Japanese				ANY	CB281 - JAPANESE LANGUAGE	ANY	ANY

- i. Check the checkbox nearby desired examination paper mapping and click **[Delete]** button in [S-HKE39-01]. Examination paper mapping is deleted.

8. Click **[Edit]** button to edit Examination Paper Mapping:

- i. Check the checkbox nearby desired Mapping and click the **[Edit]** button or click the hyperlinks in the page [S-HKE39-01], above **[S-HKE39-02] HKEAA > HKDSE > HKDSE and Internal Results > Add/ Edit Examination Paper Mapping** window will be prompted.
- ii. Map HKDSE Subject / Subject Component / Option Paper with school subject and subject component.
- iii. Click the **[Save]** button to save the modified record.

9. Click the hyperlink of **[Download Missing Examination Paper Mapping List]** to download the list of school subjects which are not yet mapped to DSE subjects:

- i. Click the hyperlink of **[Download Missing Examination Paper Mapping List (R-HKE058)]** on the page [S-HKE39-01].
- ii. The school subjects or subject components which are not mapped with DSE subjects / DSE subject components / DSE papers are displayed.

- iii. This report shows the missing examination paper mapping of the selected exam year.

 Post-effects

1. The Examination Paper Mappings of selected exam year will be updated.
2. User can print Report of Missing Examination Paper Mapping List [R-HKE058].

 Notes

1. For exam year 2012 and 2013, there is only subject name of **Combined Science (A165)** but not **Combined Science (Biology, Chemistry) (A166)**, **Combined Science (Biology, Physics) (A167)**, **Combined Science (Chemistry, Physics) (A168)** in RD parameter file.
2. Examination Paper mappings can be done down to component levels. This is only applicable to certain subjects, **English Language, Chinese Language, Combined Science, Combined Science (Biology, Chemistry), Combined Science (Biology, Physics), Combined Science (Chemistry, Physics), Physic, Chemistry and Biology of Combined Science** are all regarded as Subject Components to Combined Science, the combinations **Combined Science (Biology, Chemistry), Combined Science (Biology, Physics), Combined Science (Chemistry, Physics)** and they are different from Individual Subjects **Physics, Chemistry and Biology**.
3. Only Category A and Category C subjects in the HKDSE registration file can be mapped with school subjects.

2.1.6.2 Scores Consolidation

 Function Description

User allows to perform consolidation on calculating the Longitudinal Statistical Result.

 Pre-requisites

1. HKDSE Registration (REG) Parameter File, Result Release (RD) Parameter File and HKDSE Result Zip File of the selected exam year (equals to school year +1) are imported.
2. Subject mappings of HKDSE Subjects, HKDSE Subject Components or HKDSE option papers have to be defined.
3. The annual scores for S6 students in Assessment module should have been consolidated.

 User Procedures

1. Click **[HKEAA] → [HKDSE] → [HKDSE and Internal Results]** on the left menu, and click **[Scores Consolidation]** tab page.

[S-HKE43-01] HKEAA > HKDSE > HKDSE and Internal Results > Scores Consolidation

Examination Paper Mapping	Scores Consolidation	Longitudinal Statistical Analysis	Maint Grade Table	Results Reference
---------------------------	-----------------------------	-----------------------------------	-------------------	-------------------

Consolidate

School Year	Current Year 2021	Exam Year	2022
School Level	Secondary	School Session	Whole day
Class Level	Secondary 6	Assessment Period	Annual

2. Select School Year and click **[Consolidate]** button.
3. If all the validation passed, system will calculate Range, Mean, Standard Deviation for each grade of each HKDSE paper which are mapped with school subject in CloudSAMS.



Post-effects

1. The **Range**, **Mean** and **S.D.** of Annual assessment result in CloudSAMS for each grade of HKDSE result will be consolidated. User can view the consolidated result in the Longitudinal Statistical Analysis report.



Notes

1. System will only consolidate the marks of subjects which are mapped with HKDSE subjects.
2. System only calculates the Range, Mean and Standard Deviation based on the Annual result of the subject. If the annual results are not available in CloudSAMS, the Range, Mean and Standard Deviation will not be calculated.
3. If students have Exempted, Absent, Dropped or Not Assessed as the annual score in CloudSAMS, they will NOT be included in Consolidation.
4. System validates the grade tables, whether in [S-ASR09-03] Assessment > Setup > Code Table > Grade Conversion Table for subjects assessed by Grade or [S-HKE41-01] HKEAA > HKDSE > HKDSE and Internal Results > Maint Grade Table, to check if all the marks of Min Val Inclusive or Percentile input are zero. If so, the converted grade in Results Reference will all be N/A.

2.1.6.3 Longitudinal Statistical Analysis



Function Description

User allows to view and print the cross-year statistical result.



Pre-requisites

1. HKDSE Registration (REG) Parameter File and Result Release (RD) Parameter File of selected exam year are imported.
2. The Scores consolidation in HKDSE and Internal Results should have been consolidated.

 User Procedures

1. Click **[HKEAA] → [HKDSE] → [HKDSE and Internal Results]** on the left menu, and click **[Longitudinal Statistical Analysis]** tab page.
2. Selects **Public Exam Year From**, **Public Exam Year To**, **Subject**, **Report Option (Subject Component)** and **Report Option (Option Paper)**, and clicks **[View]** button.

[S-HKE40-01] HKEAA > HKDSE > HKDSE and Internal Results > Longitudinal Statistical Analysis

Examination Paper Mapping | Scores Consolidation | **Longitudinal Statistical Analysis** | Maint Grade Table | Results Reference

Search

View | Preview & Print | Clear

Please input the print criteria

Public Exam Year From: 2022 | Public Exam Year To: 2022

Public Exam Code: DSE

Subject:

- CHINESE LANGUAGE
- ENGLISH LANGUAGE**
- LIBERAL STUDIES
- MATHEMATICS COMPULSORY PART

Report Option

Subject Component: **With Subject Component Results** | Without Subject Component Results

Option Paper: **With Option Paper Results** | Without Option Paper Results

Format: **PDF** | WORD | EXCEL | RICHTEXT

Exam Year From: 2022 | Exam Year To: 2022

Category A Subjects	Exam Year	5**			5*			5			4		
		Range	Mean	S.D.	Range	Mean	S.D.	Range	Mean	S.D.	Range	Mean	S.
ENGLISH LANGUAGE	2022							52-52	52	0	60-65	62	

Category C Subjects	Exam Year	A			B			C			D		
		Range	Mean	S.D.	Range	Mean	S.D.	Range	Mean	S.D.	Range	Mean	S.
No Record.													

3. Click **[Preview & Print]** button to print the report [R-HKE059] Longitudinal Statistical Analysis, user can select the statistical report's format in PDF, WORD, RICHTEXT, and EXCEL Formats.

R-HKE059 (Retricted/ 限制)

2014 LK Through-train School
 Hong Kong Diploma of Secondary Education Examination
 Longitudinal Statistical Analysis by Subject

Date: 12/04/2016

Page: 1 of 4

CATEGORY A SUBJECTS	Exam Year	5**		5*		5**		4		3	
		Range	Mean S.D.	Range	Mean S.D.	Range	Mean S.D.	Range	Mean S.D.	Range	Mean S.D.
CHINESE LANGUAGE	2015	(89.5-70.2)	75.6 5.5	(80.2-70.8)	65.6 4.5	(70.2-60.8)	55.6 4.5	(60.2-50.8)	45.6 3.8	(50.2-40.8)	35.6 3.8
- Reading	2013	(89.5-70.2)	75.6 5.5	(80.2-70.8)	65.6 4.5	(70.2-60.8)	55.6 4.5	(60.2-50.8)	45.6 3.8	(50.2-40.8)	35.6 3.8
- Writing	2015	(89.5-70.2)	75.6 5.5	(80.2-70.8)	65.6 4.5	(70.2-60.8)	55.6 4.5	(60.2-50.8)	45.6 3.8	(50.2-40.8)	35.6 3.8
- Listening	2013	(89.5-70.2)	75.6 5.5	(80.2-70.8)	65.6 4.5	(70.2-60.8)	55.6 4.5	(60.2-50.8)	45.6 3.8	(50.2-40.8)	35.6 3.8
- Speaking	2015	(89.5-70.2)	75.6 5.5	(80.2-70.8)	65.6 4.5	(70.2-60.8)	55.6 4.5	(60.2-50.8)	45.6 3.8	(50.2-40.8)	35.6 3.8
- Integrated Skills	2013	(89.5-70.2)	75.6 5.5	(80.2-70.8)	65.6 4.5	(70.2-60.8)	55.6 4.5	(60.2-50.8)	45.6 3.8	(50.2-40.8)	35.6 3.8

4. Click **[Clear]** button to reset the printing criteria.



Post-effects

1. User can view the Longitudinal Statistical Analysis of selected exam year.
2. User can print the report of Longitudinal Statistical Analysis of selected exam year.



Notes

1. The Statistical Report is a cross year analytical report comprising of most recent years which school users can select (1 to 10 years) results in Examination Year 2012 or after.
2. When user selects Exam Year From and Exam Year To, dropdown list of Subject will be refreshed to include subjects which exist within the selected school year (school year which equals to Exam Year From -1 and Exam Year To -1), are mapped with HKDSE subject in corresponding school year and have scores consolidated in [S-HKE43-01].

2.1.6.4 Maint Grade Table



Function Description

User allows to maintain public exam grade table of HKDSE subjects.

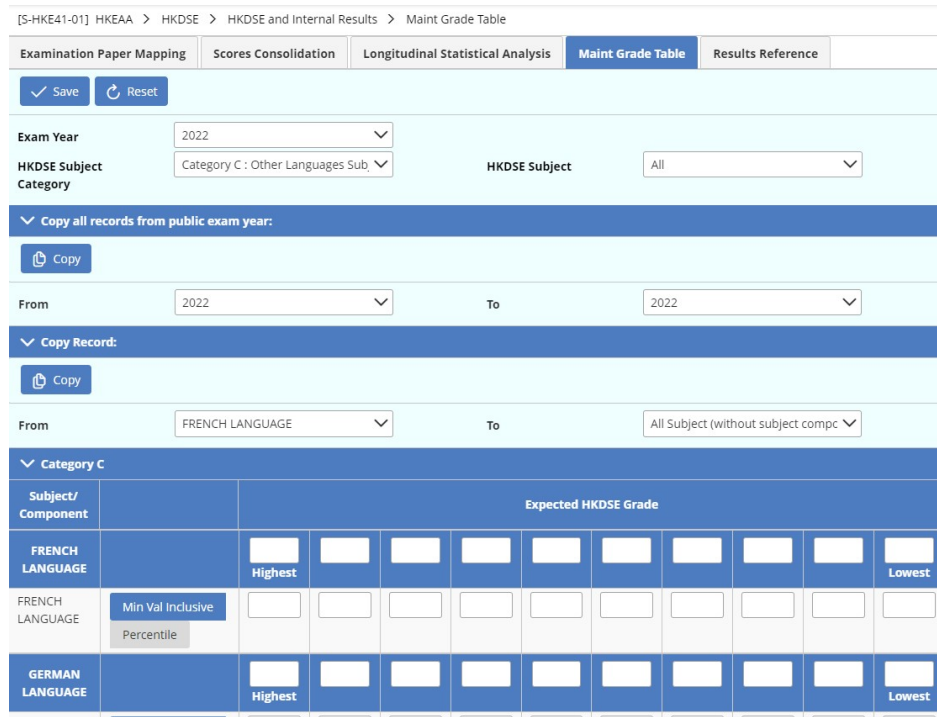


Pre-requisites

1. HKDSE Registration (REG) Parameter File and Result Release (RD) Parameter File of the selected exam year are imported.
2. Only those HKDSE papers are already mapped with school subjects or subject components will be able to be retrieved.

 User Procedures

1. Click **[HKEAA] → [HKDSE] → [HKDSE and Internal Results]** on the left menu and click **[Maintain Grade Table]** tab page.



2. Select the Exam Year, HKDSE Subject Category and HKDSE Subject to filter desired HKDSE subject out to maintain their Grade tables (3 Category options: Category A and Category C, Category A : Senior Secondary Subjects, Category C : Other Languages Subjects).
3. Category A subjects are displayed on the top, while Category C subjects are displayed in the bottom.
4. Select either (i) Min Value Inclusive or (ii) Percentile with button in setting up the grades of individual subject.
5. Edit the grade name in the grade table by each subject. There are up to 10 grades for user to input.
6. User can copy grade table from past exam year by selecting dropdown list of **Copy All Records From public exam year**, dropdown list of copy record To (exam Year) and clicking **[Copy]** button.
7. User can copy grade table from other Subject by selecting dropdown list of **Copy Record From**, dropdown list of copy record To (Subject) and clicking **[Copy]** button.
8. Click **[Save]** button to save the records.

 Post-effects

1. The grade table of HKDSE subjects, HKDSE subject components or HKDSE option papers will be updated.

 Notes

1. Different subject listed in the HKDSE Result File may have different ranges of marks for each grade.
2. Grade table of all subjects can be copied from that of one subject.
3. Maximum number of grade level is 10 for both category A subjects and category C subjects.
4. If user selects Percentile button for the Subject, Subject Component or option paper, the sum of percentage user entered under the defined Grade has to be 100.
5. If user selects Min Value Inclusive button for the Subject, Subject Component or option paper, the ceiling mark is 100 by default, the marks user entered have to be smaller than or equal to 100. During Scores Consolidation and Results Reference, system will calculate the Range, Mean, S.D. or convert the score (Internal score) to Grade with reference to the Full Score defined in [S-ASR03-03] Assessment > Setup > Subject Full Score and Weighting Setup.
6. If user selects Min Value Inclusive button for the Subject, Subject Component or option paper, the marks user entered have to be smaller than the left one and greater than the right one. For example, the mark user entered under Grade 8 has to be greater than that under Grade 7 but smaller than that under Grade 9.

2.1.6.5 Results Reference

 Function Description

User allows to enquire a student's internal and public exam results

 Pre-requisites

1. HKDSE Registration (REG) Parameter File, Result Release (RD) Parameter File and HKDSE Result Zip File of the selected exam year are imported.
2. The Scores consolidation in HKDSE and Internal Results should have been consolidated.

 User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[HKDSE and Internal Results]** on the left menu and click **[Results Reference]** tab page.

[S-HKE42-01] HKEAA > HKDSE > HKDSE and Internal Results > Results Reference

Examination Paper Mapping | Scores Consolidation | Longitudinal Statistical Analysis | Maint Grade Table | **Results Reference**

Select Student | Preview & Print | Reset | To File

Please input the print criteria

Public Exam Year: 2022
 Class Name: All
 Public Exam Code: DSE
 Subject:

Report Option
 Subject Component: With Subject Component Results
 Option Paper: With Option Paper Results

Format: PDF | WORD | RICHTEXT | EXCEL

2. Select **Public Exam Year** which has latest exam year as default option, **Class Name** which has All as default option, **Subject**, **Report Option (Subject Component)** and **Report Option (Option Paper)**, the Format for the report can be PDF, WORD, RICHTEXT or EXCEL.
3. Click the **[Select Student]** button to view or print the Comparison result by student.

[S-HKE42-02] HKEAA > HKDSE > HKDSE and Internal Results > Results Reference

Examination Paper Mapping | Scores Consolidation | Longitudinal Statistical Analysis | Maint Grade Table | **Results Reference**

View | Preview & Print | Reset | To File | Back

HKDSE Examination and School Academic Report (R-HKE060) :-

<< < 1 page of 12 > >> Display 10 records / page

<input type="checkbox"/>	Class	Class No	Student Name	Sex
<input checked="" type="checkbox"/>	S6A	2	Studi	M
<input type="checkbox"/>	S6A	3	Studi	F
<input type="checkbox"/>	S6A	4	Studi	F
<input type="checkbox"/>	S6A	5	Studi	F
<input type="checkbox"/>	S6A	6	Studi	M
<input type="checkbox"/>	S6A	7	Studi	M

4. Check the checkbox nearby the desired student.
5. Click the **[View]** button to view the results.

[S-HKE42-03] HKEAA > HKDSE > HKDSE and Internal Results > Results Reference

Examination Paper Mapping | Scores Consolidation | Longitudinal Statistical Analysis | Maint Grade Table | **Results Reference**

Back

Please input the print criteria

Public Exam Year: 2022
 Class Name: S6A
 Reg No: 2016
 Student Name: Studi
 Class No: 2
 Sex: M

Subject	HKDSE		School	
	Level/Grade	Internal Score	Converted Grade	
Category A Subject	No record.			
Category C Subject	No record.			

6. Click the **[Preview and Print]** button to preview and print the report by the PDF, WORD, RICHTEXT, or EXCEL Formats, clicks [To File] button to save the report into system.

 Post-effects

1. User can view the Results Reference online and print the report.


 Notes

1. HKDSE results are from HKDSE Data File while the School Academic Results are from the annual assessment of S6 of students (only those active or graduated students will be taken into account).
2. For subject components of English Language, Chinese Language, Integrated Science, and Combined Science, School Score or converted Grade will be blanked if school has no corresponding subject components. For Category C subject, subject component grade or score will not be displayed.

2.1.7 Generate Report

 Function Description

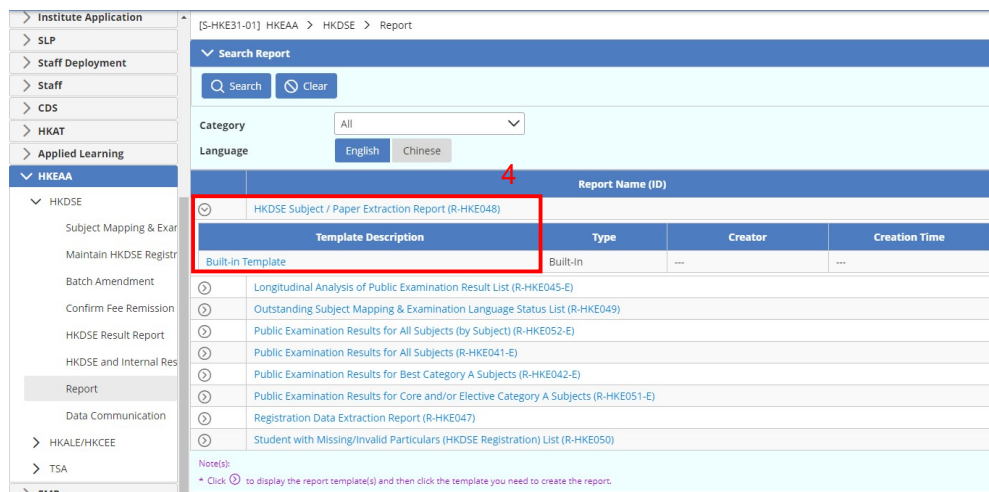
Users can generate HKDSE reports.

 Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required to view the reports.

 User Procedures

1. Click **[HKEAA] → [HKDSE] → [Report]** on the left menu.
2. All the reports with their description and report ID are shown. Click on the **Report Name (ID)** hyperlink.
3. All built-in and user-defined report templates are shown.
4. Select the templates and click on the hyperlink to open the report parameter screen.
5. In the report parameter screen, enter the parameter and/or select the option.
6. Select the Format of the report. The reports can be printed in the format of PDF, WORD, RICHTEXT and EXCEL.
7. Click the **[Preview and Print]** button to generate the report.
8. The report will be shown on a pop-up window.

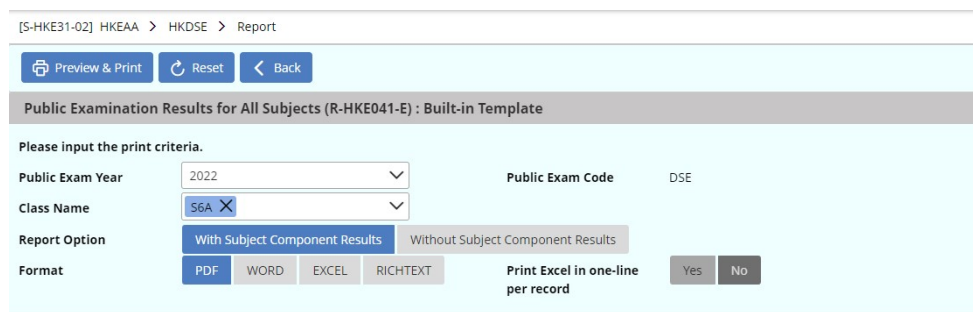


Post-effects

1. The selected report will be shown on a pop-up window. Users can view, print or save the report.

Notes

1. Most of the reports have two language versions. Report ID with a sub-fix of –E stands for English reports, while those with –C stands for Chinese reports. Report ID without sub-fix of –E nor –C are bilingual reports.
2. R-HKE041: Public Examination Results for All Subjects



- i. This report lists out the HKDSE examination results of the students in the selected class for all examination subjects. A summary and the statistics of the performance of individual students are provided. The report includes the following information:

For Category A

- a. Student information - Name of candidates, Class Number.
- b. Summary of the performance of the students - the number of subjects obtained for each level (5**, 5*, 5, 4, 3, 2, 1, U) and X.

- c. The following information is provided:
 - i. Number of subjects with grade Level 2 or above.
- d. Public examination results - The results of all subjects / components (From examination year 2012, the sub-levels of the subjects are also displayed on the report.)
- e. Statistical results of the class:
 - total number of students sat for the examination
 - total number and percentage of students who are absent from the whole examination
 - total number and percentage of all subjects with level 2 or above in the class
 - total number and percentage of all subjects with individual levels (5**, 5*, 5, 4, 3, 2, 1, U) and X

For Category B

- a. Student information - Name of candidates, Class Number.
- b. Summary of the performance of the students - the number of subjects obtained for each level (TD, TT and UT for examination year before 2018, D2, DI, TT and UT for examination year in or after 2018) and X.
- c. The following information is provided:
 - i. Number of subjects with grade Level TT or above.
- d. Public examination results - The results of all subjects / components (From examination year 2012, the sub-levels of the subjects are also displayed on the report.)
- e. Statistical results of the class:
 - total number of students sat for the examination
 - total number and percentage of students who are absent from the whole examination
 - total number and percentage of all subjects with level TT or above in the class (including D2 and DI for examination in or after 2018)
 - total number and percentage of all subjects with individual levels (TD, TT and UT for examination year before 2018, D2, DI, TT and UT for examination year in or after 2018) and X.

For Category C

- a. Student information - Name of candidates, Class Number.

- b. Summary of the performance of the students - the number of subjects obtained for each level (A, B, C, D, E and UG) and X.
 - c. The following information is provided:
 - i. Number of subjects with grade Level E or above.
 - d. Public examination results - The results of all subjects / components (From examination year 2012, the sub-levels of the subjects are also displayed on the report.)
 - e. Statistical results of the class:
 - total number of students sat for the examination
 - total number and percentage of students who are absent from the whole examination
 - total number and percentage of all subjects with level E or above in the class
 - total number and percentage of all subjects with individual levels (A, B, C, D, E and UG) and X.
- ii. In summary page, “Total No. Absence” means that the total no. of candidates who are absent in all Category A/B/C subjects.
 - iii. In summary page, “Total No. Sat” means that the total no. of candidates of Category A/B/C subjects in result file – the total no. of candidates who are absent in all Category A/B/C subjects.
 - iv. In summary page, if no subject for a particular level, ‘©’ will be shown in “Subject Level”.
 - v. In summary page, for Category A, if no subject with Subject Level 2 or above, ‘©’ will be shown in “Level 2 or above”. For Category B, if no subject with Subject Level TT or above, ‘©’ will be shown in “TT or above”. For Category C, if no subject with Subject Level E or above, ‘©’ will be shown in “E or above”.
 - vi. Subject results of the current examination year and past years can be printed.
 - vii. Users can select to print the component grades of the subject in the parameter screen.
 - viii. If users select “EXCEL” format and check “Print Excel in one-line per record”, the system will generate a spreadsheet file to facilitate users’ editing and analysis of the data.

3. R-HKE042: Public Examination Results for Best Category A Subjects

[S-HKE31-10] HKEAA > HKDSE > Report

Preview & Print Reset Back

Public Examination Results for Best Category A Subjects (R-HKE042-E) : Built-in Template

Please input the print criteria.

Public Exam Year: 2022

Public Exam Code: DSE

Number of Best Subjects: 5 Subjects 6 Subjects 7 Subjects

Number of Best Students Listed:

Class Name: S6A X

Format: PDF WORD EXCEL RICHTEXT

- i. The below criteria can be selected from this screen to generate the report:
 1. Public Exam Year - Select public exam year (Selection is allowed from 2012)
 2. Number of Best Subjects - Select the number from the buttons among 5, 6 and 7.
 3. Printing Range
Selected classes from the text box (multiple class selection is allowed)
 4. Number of Student Listed - Type a number in the text box
 5. Format - PDF / WORD / RICHTEXT / EXCEL
- ii. List any best (5/6/7) Category A subjects of students.
- iii. Mathematics is counted as the highest score among (Mathematics (Core) A030, Mathematics (M1) A031, and Mathematics (M2) A032)
- iv. If grade level does not equal to "5**", "5*", "5", "4", "3", "2", "1", the system will consider as ineffective subject and not show subject(s) in report.
- v. Students with lesser no. of subjects will NOT be shown.
- vi. Sorting Method (all student)
 1. Total Scores of best (5/6/7) effective subjects (please see note 7) in descending order
 2. Numbers of subjects obtaining 5**, then 5*, then 5, then 4 and so on.
 3. Class and English Name in alphabetical order.
- vii. Sorting Method (subject scores of one student)
 1. Level 1: Subject score (5** > 5* > 5 > 4 > 3 > 2 > 1)

4. R-HKE045: Longitudinal Analysis of Public Examination Result List

[S-HKE31-09] HKEAA > HKDSE > Report

Preview & Print Reset Back

Longitudinal Analysis of Public Examination Result List (R-HKE045-E) : Built-in Template

Please input the print criteria.

Public Exam Year: 2022

Public Exam Code: DSE

Printing Range: S6A X

Format: PDF WORD EXCEL RICHTEXT

Print Excel in one-line per record: Yes No

- i. The below criteria can be selected from this screen to generate the report:
 - 1) Public Exam Year - Select public exam year (Selection is allowed from 2012)
 - 2) Printing Range
Selected classes from the text box (multiple class selection is allowed)
 - 3) Format - PDF / WORD / RICHTEXT / EXCEL
- ii. For Category A subjects,

1. No. Entered: Count of candidates of Category A subject/subject component in the result file
 2. No. Sat: No. Entered – (11) Absent
 3. 5**: count of records with Subject Grade/Level = '5**'
 4. 5*: count of records with Subject Grade/Level = '5*'
 5. 5: count of records with Subject Grade/Level = '5'
 6. 4: count of records with Subject Grade/Level = '4'
 7. 3: count of records with Subject Grade/Level = '3'
 8. 2: count of records with Subject Grade/Level = '2'
 9. 1: count of records with Subject Grade/Level = '1'
 10. Unclassified: count of records with Subject Grade/Level in ('U', 'Z')
 11. Absent: count of records with Subject Grade/Level or Component grade/level = 'X'
- iii. For Category A subject components,
1. No. Entered: Count of candidates of Category A subject/subject component in the result file
 2. No. Sat: No. Entered – (11) Absent – (12) Exempted
 3. 5**: count of records with Component grade/level = '5**'
 4. 5*: count of records with Component grade/level = '5*'
 5. 5: count of records with Component grade/level = '5'
 6. 4: count of records with Component grade/level = '4'
 7. 3: count of records with Component grade/level = '3'
 8. 2: count of records with Component grade/level = '2'
 9. 1: count of records with Component grade/level = '1'
 10. Unclassified: count of records with Component grade/level in ('U', 'Z')
 11. Absent: count of records with Component grade/level = 'X'
 12. Exempted (Hidden): count of records with Component grade/level = 'Y'
- iv. For Category B subjects,
1. No. Entered: Count of records of Category B subject
 2. No. of Candidates Fulfilled Attendance: Minimum attendance requirement fulfilled = 'Y'
 3. Attained With Distinction (II): count of records with Subject Grade/Level = 'D2' for examination year in or after 2018
 4. Attained With Distinction (I): count of records with Subject Grade/Level = 'DI' for examination year in or after 2018
 5. Attained With Distinction: count of records with Subject Grade/Level = 'TD' for examination year before 2018
 6. Attained: count of records with Subject Grade/Level = 'TT'
 7. Unattained:

- (i) (2) – (3) – (4) – (6) (for examination year in or after 2018)
 - (ii) (2) – (5) – (6) (for examination year before 2018)
8. Unattained (Attendance Not Fulfilled): (1) – (2)
- v. For Category C subjects,
- 1. No. Entered: Count of students of Category C subjects in the result file
 - 2. No. Sat: No. Entered – (9) Absent
 - 3. A: count of records with Subject Grade = ‘A’
 - 4. B: count of records with Subject Grade/Level = ‘B’
 - 5. C: count of records with Subject Grade/Level = ‘C’
 - 6. D: count of records with Subject Grade/Level = ‘D’
 - 7. E: count of records with Subject Grade/Level = ‘E’
 - 8. Ungraded: count of records with Subject Grade/Level in (‘UG’, ‘Z’)
 - 9. Absent: count of records with Subject Grade/Level = ‘X’
 - 10. Pending: count of records with Subject grade/level = empty
- vi. For Category C subject components,
- 1. No. Entered: Count of records of Category C subject
 - 2. No. Sat: the “No.Sat” of Category C subjects
 - 3. With Distinction: count of records with Component grade/level = ‘D’
 - 4. With Merit: count of records with Component grade/level = ‘M’
 - 5. With Pass: count of records with Component grade/level = ‘P’
 - 6. Below Pass: (2) – (3) – (4) – (5) – (7)
 - 7. Pending: count of records with subject grade/level = empty
- vii. If users select “EXCEL” format and check “Print Excel in one-line per record”, the system will generate a spreadsheet file to facilitate users’ editing and analysis of the data.

5. R-HKE047: Registration Data Extraction Report

[S-HKE31-06] HKEAA > HKDSE > Report

[Preview & Print](#) [Reset](#) [Back](#)

Registration Data Extraction Report (R-HKE047) : Built-in Template

Please input the print criteria.

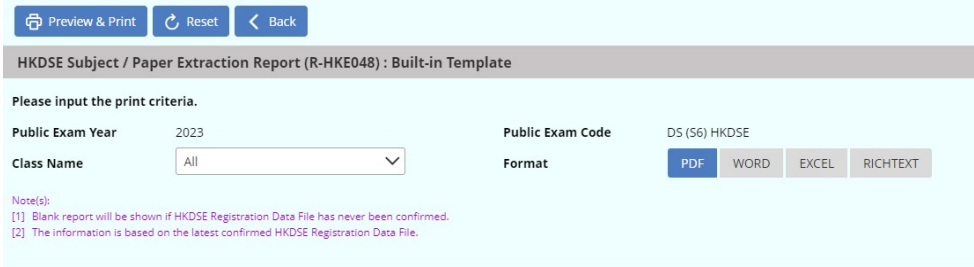
Public Exam Year	2023	Public Exam Code	DS (S6) HKDSE
Class Name	All	Format	PDF WORD EXCEL RICTEXT

Note(s):
[1] Blank report will be shown if HKDSE Registration Data File has never been confirmed.
[2] The information is based on the latest confirmed HKDSE Registration Data File.

Report [R-HKE047] Registration Data Extraction Report displays the extracted student particulars and registered DSE subject information (including papers). User can print and preview the latest report of the specific class

6. R-HKE048: HKDSE Subject / Paper Extraction Report

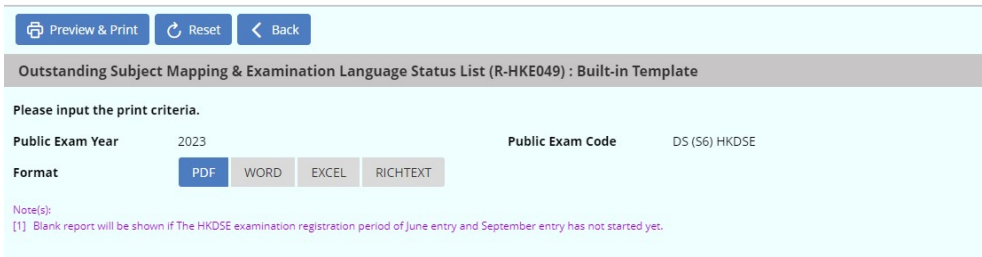
[S-HKE31-07] HKEAA > HKDSE > Report



Report [R-HKE048] HKDSE Subject / Paper Extraction Report displays the summary of registered DSE subject (including papers). User can print and preview the latest report of the specific class.

7. R-HKE049: Outstanding Subject Mapping & Exam Lang Status List

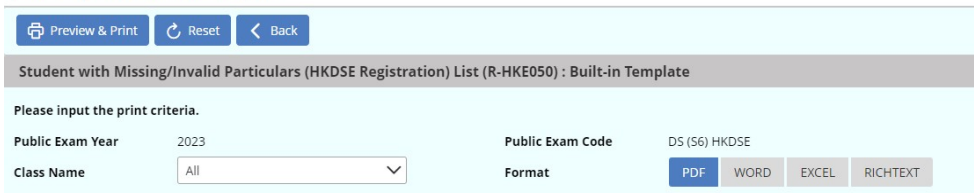
[S-HKE31-08] HKEAA > HKDSE > Report



Report [R-HKE049] Outstanding Subject Mapping & Exam Lang Status List displays the school subjects and ApL subjects of secondary 6 in exam year which are not linked to HKDSE subjects.

8. R-HKE050: Student with Missing/Invalid Particulars (HKDSE Registration) List

[S-HKE31-05] HKEAA > HKDSE > Report



Report [R-HKE050] Student with Missing/Invalid Particulars (HKDSE Registration) List displays the missing or invalid student particulars which have not passed the HKDSE registration rules.

9. R-HKE051: Public Examination Results for Core and/or Elective Category A Subjects

[S-HKE31-11] HKEAA > HKDSE > Report

Preview & Print Reset Back

Public Examination Results for Core and/or Elective Category A Subjects (R-HKE051-E) : Built-in Template

Please input the print criteria.

Public Exam Year: 2022 Public Exam Code: DSE

Number of Subject Listed: Core Subjects + No Elective Subject Best 1 Elective Subject Best 2 Elective Subjects Best 3 Elective Subjects

Class Name: S6A X Number of Best Students Listed: []

Minimum Grade Requirement

English Language: 3 Chinese Language: 3

Mathematics: 2 Liberal Studies: 2

Other Elective Subjects: 3

Format: PDF WORD EXCEL RICHTEXT

- i. The below criteria can be selected from this screen to generate the report:
 - 1) Public Exam Year - Select public exam year (Selection is allowed from 2012)
 - 2) Number of Best Elective Subjects - Select the number from the buttons among 'No Elective Subject, Best 1 Elective Subject, Best 2 Elective Subjects and Best 3 Elective Subjects'
 - 3) Printing Range
Selected classes from the text box (multiple class selection is allowed)
Number of Student Listed - Type a number in the text box
 - 4) Minimum Grade Required to be attained in Core Subjects and Elective Subjects
 - 5) Select the Minimum Grades from textboxes of 4 Core Subjects (English Language, Chinese Language, Mathematics, Liberal Studies) and Elective Subjects required have been attained by students
 - 6) Format - PDF / WORD / RICHTEXT / EXCEL
- ii. Mathematics is counted as the highest score among (Mathematics (Core) A030, Mathematics (M1) A031, and Mathematics (M2) A032)
- iii. Students with lesser no. of subjects will NOT be shown.
- iv. English abbreviation subject names will be shown irrespective of the language version of report.
- v. Sorting Method (all student)
 - 1) Total Scores of best (5/6/7) effective subjects(please see note 7) in descending order
 - 2) Numbers of subjects obtaining 5**, then 5*, then 5, then 4 and so on.
 - 3) Class and English Name in alphabetical order.
- vi. Sorting Method (subject scores of one student)
 - 1) Level 1: Subject score (5** > 5* > 5 > 4 > 3 > 2 > 1)

10. R-HKE052: Public Examination Results for All Subjects (by Subject)

The screenshot shows a web interface for generating a report. At the top, there is a breadcrumb trail: [S-HKE31-12] HKEAA > HKDSE > Report. Below this are three buttons: 'Preview & Print', 'Reset', and 'Back'. The main heading is 'Public Examination Results for All Subjects (by Subject) (R-HKE052-E) : Built-in Template'. A prompt says 'Please input the print criteria.' The 'Public Exam Year' is set to 2022. The 'Public Exam Code' is 'DSE'. The 'Subject' dropdown menu is open, showing a list of subjects: CHINESE LANGUAGE (highlighted), ENGLISH LANGUAGE, MATHEMATICS COMPULSORY PART, MATHEMATICS EXTENDED PART (CALCULUS AND STATISTICS), MATHEMATICS EXTENDED PART (ALGEBRA AND CALCULUS), LIBERAL STUDIES, CHINESE LITERATURE, LITERATURE IN ENGLISH, CHINESE HISTORY, and ECONOMICS. The 'Report Option' section has two radio buttons: 'With Subject Component Results' (selected) and 'Without Subject Component Results'. The 'Format' section has four buttons: 'PDF' (selected), 'WORD', 'EXCEL', and 'RICHTEXT'. There is also a 'Print Excel in one-line per record' checkbox with 'Yes' and 'No' options.

- i. This report lists out the HKDSE examination results of the students in the selected examination subjects. The report includes the following information:

For Category A

- a. Student information - Name of candidates, Class No. and Class Name.
- b. Public examination results - The results of selected subjects / components.
- c. Statistical results of selected subjects / components:
 - i. Total number of students sat for the examination.
 - ii. Total number of students who are absent from the examination.
 - iii. Total number and percentage of students obtain level 2 or above.
 - iv. Total number and percentage of students obtain individual levels (5**, 5*, 5, 4, 3, 2, 1, U).

For Category B

- a. Student information - Name of candidates, Class No. and Class Name.
- b. Public examination results - The results of all subjects / components.
- c. Statistical results of selected subjects / components:
 - i. Total number of students sat for the examination.
 - ii. Total number of students who are absent from the examination.
 - iii. Total number and percentage of students obtain level TT or above.

- iv. Total number and percentage of students obtain individual levels (TD, TT and UT for examination year before 2018, D2, DI, TT and UT for examination year in or after 2018).

For Category C

- a. Student information - Name of candidates, Class No. and Class Name.
 - b. Public examination results - The results of all subjects / components.
 - c. Statistical results of selected subjects / components:
 - i. Total number of students sat for the examination.
 - ii. Total number of students who are absent from the examination.
 - iii. Total number and percentage of students obtain level E or above.
 - iv. Total number and percentage of students obtain individual levels (A, B, C, D, E and UG).
 - v. Total number and percentage of students obtain level P or above in the selected subject components, if "With Subject Component Results" option is selected.
 - vi. Total number and percentage of students obtain individual levels (D, M and P) in the selected subject components, if "With Subject Component Results" option is selected.
-
- ii. If option "With Subject Component Result" is selected, the students have not taken the subject component, '©' will be shown as the result of subject component.
 - iii. When printing the result of Category A subjects 22S - Mathematics (Compulsory Part), 23S - Mathematics (Extended Part – Module 1) and 24S - Mathematics (Extended Part – Module 2), the result will be shown in the same page.
 - iv. Printing the result of Category A subjects 22S - Mathematics (Compulsory Part), 23S - Mathematics (Extended Part – Module 1) and 24S - Mathematics (Extended Part – Module 2), '©' will be shown as the result if the students have not taken the subject. The students are ordered by the result of the best performed subject among these three subjects, by result of other subjects, by the class name and by the class no. .
 - v. Subject results of the current examination year and past years can be printed..
 - vi. Users can select to print the component grades of the subject in the parameter screen.
 - vii. If users select "EXCEL" format and check "Print Excel in one-line per record", the system will generate a spreadsheet file to facilitate users' editing and analysis of the data.

2.1.8 Data Communication

2.1.8.1 Process Incoming Data

Function Description

Users can import CDS messages of the HKEAA files to the system. The HKEAA file is:

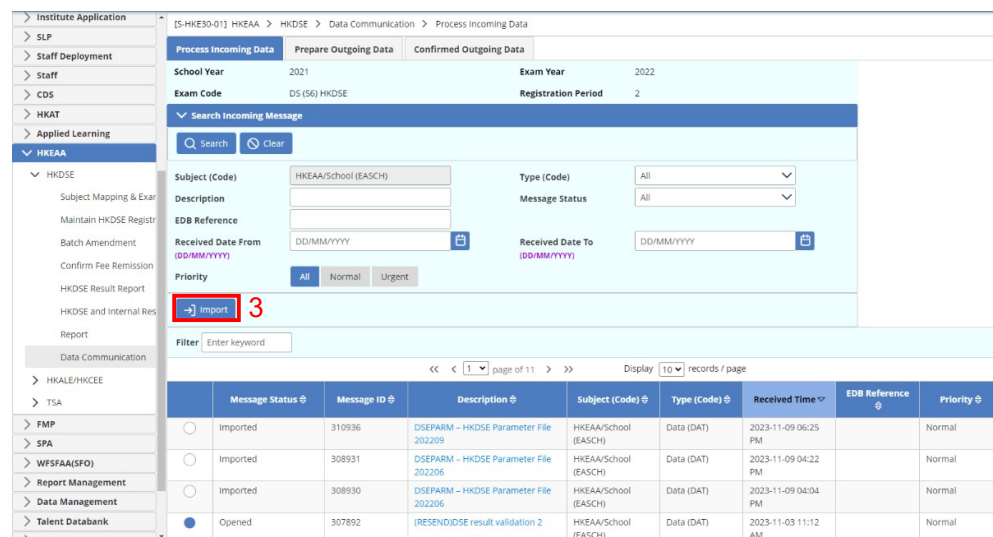
1. HKDSE Examination Result Data Pack File
 - The file contains all the important information that is required to perform various functions in the HKEAA Module for the HKDSE public examinations in the imported examination year.
2. HKDSE Examination Registration Parameter File
3. HKDSE Examination Result Parameter File

Pre-requisites

1. The relevant CDS Messages have been decrypted in **CDS>Incoming Msg.**

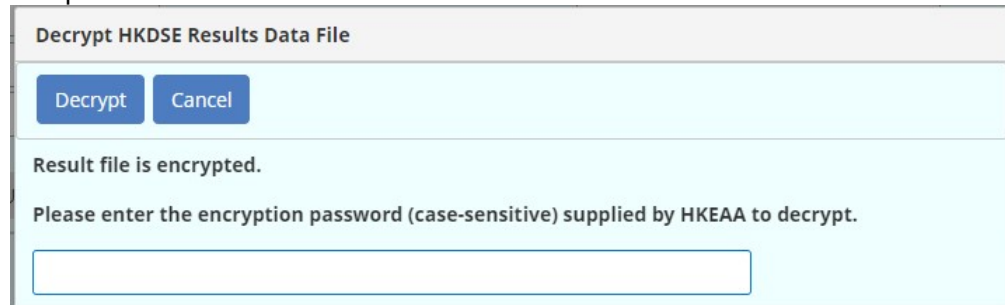
User Procedures

1. Click **[HKEAA] → [HKDSE] → [Data Communication]** on the left menu.
2. Click **[Process Incoming Data]** tab.
3. Select the CDS message to import and click the **[Import]** button.



Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Priority
Imported	310936	DSEPARM - HKDSE Parameter File 202209	HKEAA/School (EASCH)	Data (DAT)	2023-11-09 06:25 PM		Normal
Imported	308931	DSEPARM - HKDSE Parameter File 202206	HKEAA/School (EASCH)	Data (DAT)	2023-11-09 04:22 PM		Normal
Imported	308930	DSEPARM - HKDSE Parameter File 202206	HKEAA/School (EASCH)	Data (DAT)	2023-11-09 04:04 PM		Normal
Opened	307892	(RESEND)DSE result validation 2	HKEAA/School (EASCH)	Data (DAT)	2023-11-03 11:12 AM		Normal

4. For HKDSE results data file, users need to enter the password (provided by the HKEAA) in order to decrypt the file. Other files don't need enter the password.



Decrypt HKDSE Results Data File

Decrypt Cancel

Result file is encrypted.

Please enter the encryption password (case-sensitive) supplied by HKEAA to decrypt.

Post-effects

The system will indicate that if the file import is successful, the relevant information of the system will be updated. The messages that are successfully imported to the system cannot be imported again except HKDSE results data file in the Data Communication.

For HKDSE results data file, if there are errors encountered when importing messages, error messages or an exception report will be printed. After correcting the errors, the messages that cannot be imported to the system can be imported again in the Data Communication.

Notes

- HKDSE Examination Result Data Pack File
 - If there are errors encountered when importing messages, the records with errors will be show in the exception report and those record without errors can be imported to the system.
 - However, if the results data file has been partially imported, the messages can be re-imported again in the HKDSE Data Communication after correcting the errors.
- When user imports the HKDSE Registration (REG) Parameter File, system automatically update the status of subject mapping and APL subject mapping as not yet generated.
- If HKDSE Registration (REG) Parameter File for the same period in particular year is re-imported, system automatically update the status of subject mapping and APL subject mapping as not yet generated.

2.1.8.2 Prepare Outgoing Data

Function Description

User can prepare registration data file to HKEAA

Pre-requisites

1. School user must import Registration Parameter file provided by HKEAA.

2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable)
5. The system time must be in specific exam registration duration
6. The registration data is generated.
7. School user confirmed fee remission.



User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[Data Communication]** on the left menu.
2. Click **[Prepare Outgoing Data]** tab.

[S-HKE30-02] HKEAA > HKDSE > Data Communication > Prepare Outgoing Data

Process Incoming Data	Prepare Outgoing Data	Confirmed Outgoing Data	
School Year	2021	Exam Year	2022
Exam Code	DS (S6) HKDSE	Registration Period	2
<input type="button" value="Prepare"/>			
File Description			
<input type="checkbox"/>	HKDSE Registration File - Period 1 (Jun)		
<input checked="" type="checkbox"/>	HKDSE Registration File - Period 2 (Sep)		

3. Select the data file and click the **[Prepare]** button.

[S-HKE30-05] HKEAA > HKDSE > Data Communication > Prepare Outgoing Data

Process Incoming Data	Prepare Outgoing Data	Confirmed Outgoing Data	
School Year	2021	Exam Year	2022
Exam Code	DS (S6) HKDSE	Registration Period	2
<input type="button" value="Prepare"/> <input type="button" value="Confirm"/> <input type="button" value="Back"/>			
Class Name	<input type="text" value="S6A"/> <input type="text" value="S6B"/>		
Class Name	Preview Type		
No record.			

4. Select the multiple class names and click the **[Prepare]** button. The data file of class name will be prepared in the list if no error is found. Otherwise, the hyperlink of exception report will show in the top of screen. User can click here(hyperlink) to preview the exception report
5. After selected preview type of specific class name and clicked **[Preview]** button, the preview page will popup.

[S-HKE30-05] HKEAA > HKDSE > Data Communication > Prepare Outgoing Data

Process Incoming Data	Prepare Outgoing Data	Confirmed Outgoing Data	
School Year	2021	Exam Year	2022
Exam Code	DS (S6) HKDSE	Registration Period	2
<input type="button" value="Prepare"/> <input type="button" value="Confirm"/> <input type="button" value="Back"/>			
Class Name	<input type="text" value="S6A"/>		
Class Name	Preview Type		
S6A	<input type="button" value="Raw"/> <input type="button" value="Tabular"/> <input type="button" value="Report"/>	<input type="button" value="Preview"/> <input type="button" value="Un-prepare"/>	

6. User clicks **[Un-prepare]** button in corresponding class name, the data file of class will be erased.
7. After data file of specific class is ready, user can click **[Confirm]** button. All data file will group in a single CDS message in CDS module.



Post-effects

The data files in specific class(es) will group in a single CDS message in CDS module.



Notes

Same subject with different subject codes cannot be registered by same student twice in an exam year.

2.1.8.3 Confirmed Outgoing Data



Function Description

Users can view the list of outgoing data that have been confirmed.



Pre-requisites

N/A



User Procedures

1. Click **[HKEAA] → [HKDSE] → [Data Communication]** on the left menu.
2. Click **[Confirmed Outgoing Data]** tab to view the list of confirmed outgoing data.

[S-HKE34-03] HKEAA > HKDSE > Data Communication > Confirmed Outgoing Data

Process Incoming Data | Prepare Outgoing Data | **Confirmed Outgoing Data**

School Year: 2021 Exam Year: 2022
 Exam Code: DS (S6) HKDSE Registration Period: 2

Search Outgoing Message

Search [] Clear []

Subject (Code): HKEAA/School DSE (EADSE) Description: []
 Creation Date From (DD/MM/YYYY): [] Creation Date To (DD/MM/YYYY): []
 Ack Time From (DD/MM/YYYY): [] Ack Time To (DD/MM/YYYY): []
 Message Status: All

Filter: Enter keyword []

<< < 1 > >> page of 1 Display 10 records / page

Message Status	Message Id	Description	Creation Time	Ack Time	Subject (Code)	Party	Owner
Ready	92	DSEJUNREG - HKDSE Registration File - Period 1(Jun)	2023-11-09 05:57 PM		HKEAA/School DSE (EADSE)	HKEAA	super1
Ready	90	DSESEPREG - HKDSE Registration File - Period 2 (Sep)	2023-10-30 05:16 PM		HKEAA/School DSE (EADSE)	HKEAA	super1
Received	83	DSESEPREG - HKDSE Registration File - Period 2 (Sep)	2023-10-24 11:26 AM	2023-10-24 11:30 AM	HKEAA/School DSE (EADSE)	HKEAA	super1
Ready	82	DSEJUNREG - HKDSE Registration File - Period 1(Jun)	2023-10-20 05:30 PM		HKEAA/School DSE (EADSE)	HKEAA	super1

 Post-effects

N/A

 Notes

This function is a channel to view the CDS message status only. The actions of processing CDS messages, such as encrypting or rejecting a confirmed message, should be performed in **Outgoing Msg** of the CDS.

2.2 HKALE/HKCEE

2.2.1 Generate Report



Function Description

Users can generate HKEAA reports and forms. The reports are divided into 7 categories:

1. Public Examination Result Reports



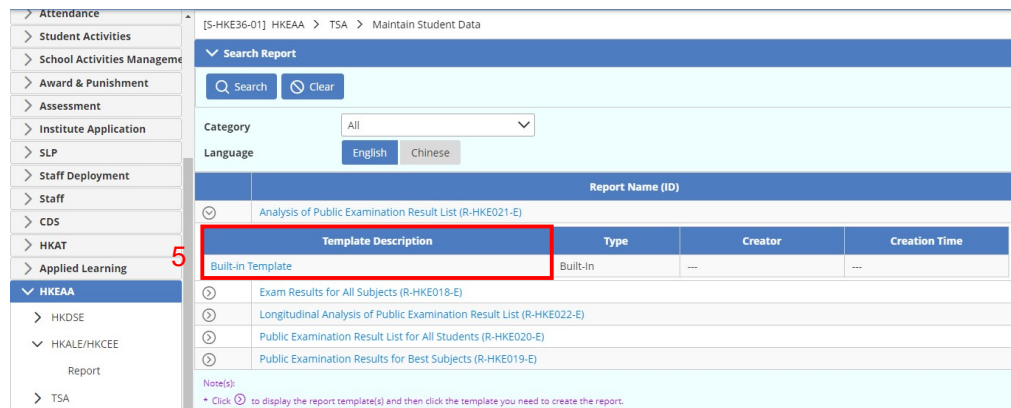
Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required to view the reports.



User Procedures

1. Choose **[HKEAA]** → **[Report]** from the left menu.
2. Users can select a category and the language of the report.
3. All the reports of the selected category with their description and report ID are shown. Click on the **Report Name (ID)** hyperlink.
4. All built-in and user-defined report templates under the category are shown.
5. Select the templates and click on the hyperlink to open the report parameter screen.
6. In the report parameter screen, enter the parameter and/or select the option.
7. Select the Format of the report. The reports can be printed in the format of PDF, WORD, RICHTEXT and EXCEL.
8. Click the **[Preview and Print]** button to generate the report.
9. The report will be shown on a pop-up window.

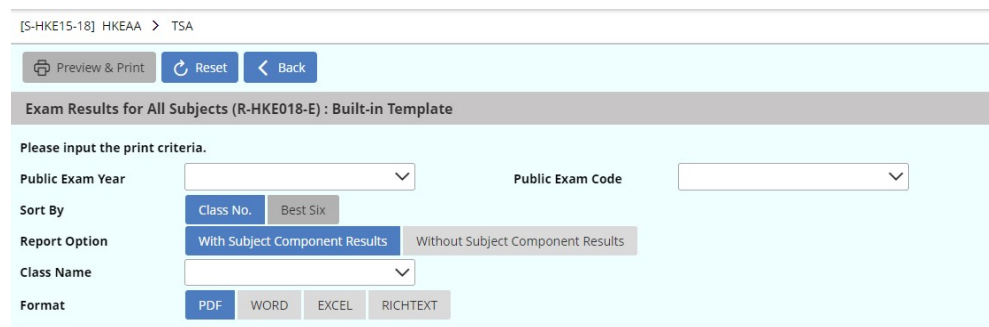


Post-effects

1. The selected report will be shown on a pop-up window. Users can view, print or save the report.

Notes

1. Public Examination Results Report – R-HKE018: Public Examination Results for All Subjects



- This report lists out the examination results of the students in the selected class for all examination subjects. A summary and the statistics of the performance of individual students are provided. The report includes the following information:
 - Student information - Name of candidates, Class and Class Number
 - Summary of the performance of the students - the number of subjects obtained for each grade (A, B, C, D, E, F, UNCL), ABS and Others
 - For HKALE, the following information is provided:
 - number of subjects with grade E or above
 - number of AL subjects with grade E or above
 - number of AS subjects with grade E or above

- c. Public examination results - The results of all subjects / components (For examination year 2001 and before, the sub-grades of the subjects are also displayed on the report.)
 - d. Statistical results of the class:
 - total number of students sat for the examination
 - total number and percentage of students who are absent from the whole examination
 - total number and percentage of all subjects with grade E or above in the class
 - total number and percentage of all subjects with individual grades (A, B, C, D, E, F, UNCL), ABS and Others
 - e. Statistical results of the students of individual subjects
 - total number of students sat for the subject
 - total number and percentage of students who are absent from the subject
 - total number and percentage of students with grade E or above obtained in the subject
 - total number and percentage of students with individual grades (A, B, C, D, E, F, UNCL), ABS and Others
- ii. Subject results of the current examination year and past years can be printed.
 - iii. Users can select to print the component grades of the subject in the parameter screen.
 - iv. The following grades are underlined for easy reference (F, G, UNCL).
 - v. The Best 6, Best 4 and Best 3 subjects are re-calculated by the system according to the grade point table of all subjects taken by the students if the examination results are adjusted in the Adjust Result of the Result function.
2. Public Examination Results Report – R-HKE019: Public Examination Result List for Best Subjects.

[S-HKE15-19] HKEAA > TSA

Preview & Print Reset Back

Public Examination Results for Best Subjects (R-HKE019-E) : Built-in Template

Please input the print criteria.

Public Exam Year

Public Exam Code

Printing Range

Class(es) Selected

Subject(s) Selected

Maximum number of subjects allowed is 10.

Format

- i. This report lists out the students' results for the selected subjects. Users can select a maximum of 10 subjects for analysis. Students from one or more classes can be selected. The report includes the following information:
 - a. Student Information
Class and Class Number, Name of Candidate and Candidate Number (if any)
 - b. Total grade points for the selected subjects
 - For HKALE, the grade points are calculated based on the following criteria:
A = 5, B = 4, C = 3, D = 2, E = 1, others = 0
 - c. Public examination results - Results of the selected subjects (For examination year 2001 and before, the sub-grades of the subjects are also displayed on the report)
 - ii. Subject results of the current examination year and past years can be printed.
 - iii. As a maximum of 10 subjects can be selected, the total grade points of the students will be more than those listed in Best 3 / Best 4 / Best 6 subjects.
 - iv. The following grades are underlined for easy reference (F, G, UNCL).
 - v. The Best 6, Best 4 and Best 3 subject grade points are re-calculated by the system according to the grade point table of all subjects taken by the students if the examination results are adjusted in the Adjust Result of the Result function.
 - vi. The report can be sorted in the following order:
 - a. Sorted by class and class number
 - b. Sorted by total grade point of the selected subjects in the parameter screen
 - vii. The subjects with different HKEAA subject codes are treated as different subjects in the report, i.e. the same subject of different languages is treated as different subjects in the report.
3. Public Examination Results Report – R-HKE020: Public Examination Results List for All Students

[S-HKE15-20] HKEAA > TSA

Preview & Print Reset Back

Public Examination Result List for All Students (R-HKE020-E) : Built-in Template

Please input the print criteria.

Public Exam Year Public Exam Code

Printing Range

Aggregate

School, Best Six

School, Candidate No.

Individual

Class, Candidate No.

Class, Class No.

Class, Best Six

Class(es) Selected

Format

PDF WORD EXCEL RICHTEXT

- i. This report shows the grades obtained by the students for all examination subjects. It is printed by individual students. It includes the following information:
 - a. Student information - Name of the candidate, class and class number, HKEAA Ref No, candidate number (if any), sex, date of birth and HKID
 - b. Public Examination Results - Subject grades and the component grades (if any) of each subject (For examination year 2001 and before, the sub-grades of the subjects are also displayed on the report.)
- ii. Subject results of the current examination year and past years can be printed.
- iii. The Best 6, Best 4 and Best 3 subject grade points are re-calculated by the system according to the grade point table of all subjects taken by the students if the examination results are adjusted in the Adjust Result of the Result function.
- iv. The report can be sorted in the following order:
 - a. Sorted by school and Candidate Number (similar to the report printed by the HKEAA)
 - b. Sorted by Class and Candidate Number
 - c. Sorted by Class and Class Number
- v. The report can be printed for one or more classes. If the sorting option of Class and Best 6 are selected for more than one class, the report will be printed in descending order of Best 6 subject grade point for the students in the classes selected rather than printed by individual classes.

4. Public Examination Results Report – R-HKE021: Public examination results for All Students

The screenshot shows a web interface for generating a report. At the top, there are navigation buttons: 'Preview & Print', 'Reset', and 'Back'. Below this is a header bar: 'Analysis of Public Examination Result List (R-HKE021-E) : Built-in Template'. The main area is titled 'Please input the print criteria.' and contains several input fields: 'Public Exam Year' (a dropdown menu), 'Public Exam Code' (a dropdown menu), 'Report Type' (with 'Subject' and 'HKEAA Subject Group' as options), 'Printing Range' (with 'All Classes' and 'Class(es) Selected' as options), and 'Format' (with 'PDF', 'WORD', 'EXCEL', and 'RICHTEXT' as options).

- i. This report shows the statistical data for each subject or HKEAA subject group for the selected examination year. It displays the results of all students selected from one or more classes specified in the parameter screen according to different grade range (A, A-B, A-C, A-D, A-E, A-F, UNCL and Others).
- ii. Subject results of the current examination year and past years can be printed.
- iii. The report can be printed with the following options:
 - a. printed by subjects
 - b. printed by HKEAA subject group (similar to the one printed by the HKEAA)
 - c. the range of results of one or more classes specified in the print parameter screen. If more than one class is selected, the analysis will be based on all students in the classes selected to produce one set of statistical results rather than printed by individual classes.
- iv. The subjects with different HKEAA subject codes are treated as different subjects, i.e. the same subject of different languages is treated as different subjects in the analysis of this report.

5. Public Examination Results Report – R-HKE022: Longitudinal Analysis of Public Examination Results List

The screenshot shows a web interface for generating a report. At the top, there are navigation buttons: 'Preview & Print', 'Reset', and 'Back'. Below this is a header bar: 'Longitudinal Analysis of Public Examination Result List (R-HKE022-E) : Built-in Template'. The main area is titled 'Please input the print criteria.' and contains several input fields: 'Public Exam Year' (a dropdown menu), 'Public Exam Code' (a dropdown menu), 'Report Type' (with 'Subject' and 'HKEAA Subject Group' as options), 'Class Name' (a dropdown menu), and 'Format' (with 'PDF', 'WORD', 'EXCEL', and 'RICHTEXT' as options).

- i. This report compares the results of the selected class(es) for the past 5 years. It lists out the allocation of subject grades (A, B, C, D, E, F, UNCL)

ABS and Others and component grades (if any) by number and percentage of students sat for each subject.

- ii. The report can be printed with the following options:
 - a. printed by subjects
 - b. printed by HKEAA subject group
- iii. The report shows the results of one or more classes specified in the parameter screen. If more than one class is selected, the analysis will be based on all students in the classes selected to produce one set of statistical results rather than printed by individual classes.
- iv. The subjects with different HKEAA subject codes are treated as different subjects, i.e. the same subject of different languages is treated as different subjects in the report.

2.3 TSA

2.3.1 Maintain Student Data

Function Description

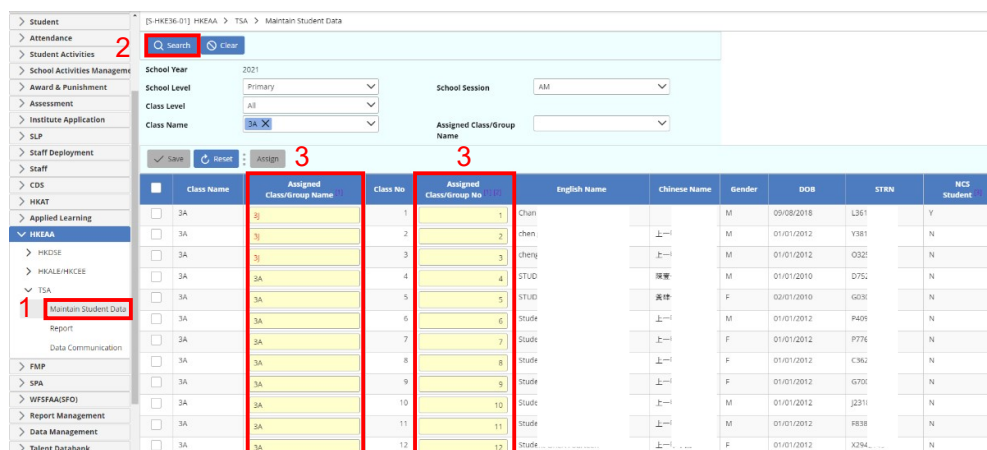
This function allows users to maintain data of Primary 3, Primary 6 or Secondary 3 students by entering **Assigned Class/Group Name** and **Assigned Class/Group No.**

Pre-requisites

1. The TSA parameter file must be imported successfully beforehand.
2. Operation must be done within the valid period of TSA Student Data file submission as stated in TSA parameter file.

User Procedures

1. Choose **[HKEAA] → [TSA] → [Maintain Student Data]** from the left menu.
2. Enter the search criteria and click **[Search]**.
3. A list of student records that match the searching criteria is shown. The default **Assigned Class/Group Name** is Class Name and the default value of **Assigned Class/Group No.** is Class No.



Class Name	Assigned Class/Group Name	Class No.	Assigned Class/Group No.	English Name	Chinese Name	Gender	DOB	STRN	MCS Student
3A	3A	1	1	Chan		M	09/08/2018	L361	Y
3A	3A	2	2	Chan		M	01/01/2012	V381	N
3A	3A	3	3	Cheng		M	01/01/2012	0322	N
3A	3A	4	4	STUD	陳寧	M	01/01/2010	D752	N
3A	3A	5	5	STUD	黃梓	F	03/01/2010	G039	N
3A	3A	6	6	STUD		M	01/01/2012	P409	N
3A	3A	7	7	STUD		F	01/01/2012	P776	N
3A	3A	8	8	STUD		M	01/01/2012	C362	N
3A	3A	9	9	STUD		F	01/01/2012	G702	N
3A	3A	10	10	STUD		M	01/01/2012	J231	N
3A	3A	11	11	STUD		M	01/01/2012	H838	N
3A	3A	12	12	STUD		F	01/01/2012	K294	N

4. Edit the **Assigned Class/Group Name** and/or **Assigned Class/Group No.**, if necessary.
5. Check the checkboxes to select students. Then click **[Save]** to save the data of the selected students.

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

Search Clear

School Year: 2021
 School Level: Primary
 Class Level: All
 Class Name: 3A X
 School Session: AM
 Assigned Class/Group Name:

5 Save Reset

<input type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No	Assigned Class/Group No	English Name	Chinese Name	Gender	DOB	STRN	NCS Student
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	1	<input type="text" value="1"/>	Chan		M	09/08/2018	L361	Y
5 <input checked="" type="checkbox"/>	3A	<input type="text" value="3A"/>	2	<input type="text" value="2"/>	chen	上一	M	01/01/2012	Y381	N
5 <input checked="" type="checkbox"/>	3A	<input type="text" value="3A"/>	3	<input type="text" value="3"/>	chen	上一	M	01/01/2012	O321	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	4	<input type="text" value="4"/>	STUC	陳聖	M	01/01/2010	D751	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	5	<input type="text" value="5"/>	STUC	黃輝	F	02/01/2010	G031	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	6	<input type="text" value="6"/>	Stud	上一	M	01/01/2012	P406	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	7	<input type="text" value="7"/>	Stud	上一	F	01/01/2012	P776	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	8	<input type="text" value="8"/>	Stud	上一	F	01/01/2012	C362	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	9	<input type="text" value="9"/>	Stud	上一	F	01/01/2012	G701	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	10	<input type="text" value="10"/>	Stud	上一	M	01/01/2012	J231	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	11	<input type="text" value="11"/>	Stud	上一	M	01/01/2012	F838	N
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	12	<input type="text" value="12"/>	Stud	上一	F	01/01/2012	X294	N

Post-effects

1. The **Assigned Class/Group Name** and **Assigned Class/Group No.** of selected student(s) is/are saved.
2. Search records (no matter whether the searched student data are saved or not) will be saved for the purpose of highlighting all fields for newly admitted students and/or new students transferred to the class in red.

Notes

1. Current school year is shown at **School Year**. Users are allowed to maintain TSA student data for current school year only.
2. If the parameter file of current school year is not yet imported, the dropdown menus of class level and class name and all the buttons are dimmed. Message will be displayed to alert user to import the parameter file first.
3. If the operation is not done within the valid period of TSA Student Data file submission as stated in TSA parameter file, the dropdown menus of Class Level and Class Name together with all action buttons are dimmed. Relevant message will be displayed.
4. Data maintenance is only allowed for Primary 3, Primary 6 and Secondary 3.
5. The **Assigned Class/Group Name** must be comprised of 2 characters. The first character must be “3” or “6”. The second character must be a letter in upper case.
6. The **Assigned Class/Group No.** can be comprised of 2 digits maximally. Its value must be within the range 1-80.

7. **Class Name, Class No., English Name, Chinese Name, Gender, DOB, STRN** and **NCS Student** are real-time data.
8. If a student with his class name or class no. massaged at TSA departs, the massaged data will be deleted accordingly.
9. The dropdown list of **Assigned Class/Group Name** are empty if there is no saved **Assigned Class/Group Name**.
10. Multiple selection is applicable to the searching criteria **Class Name** and **Assigned Class/Group Name**.
11. Users must select **Class Name, Assigned Class/Group Name** or **both**. Otherwise, **[Search]** button will not be enabled.
12. The default values of **Assigned Class/Group Name** and **Assigned Class/Group No.** are the values of **Class Name** and **Class No.** at STU module by default. The default values of these two fields are editable.
13. For a student transfers from one class to another, the massaged values of **Assigned Class/Group Name** and Assigned Class/Group No. remain unchanged.
14. When clicking **[Save]** button, checking of duplicate combination of **Assigned Class/Group Name** and **Assigned Class/Group No.** will be performed.
15. The class codes displayed in searching criteria **Class Name** are captured from STU module.
16. The class codes displayed in searching criteria **Assigned Class/Group Name** are captured from TSA function.
17. Audit Trail is performed when creating or updating records at "Maintain Student Data".
18. On page **[S-HKE36-01]**, when clicking **[Save]** (to enable this button, users must have selected at least one student beforehand), a tooltip pops up. It explains under what conditions student information is shown in red. Details are as follows:
 - Each time when users click **[Save]**, system will save the maintained data and take a snapshot of all students shown on the page by class.
 - The read-only fields **Class Name** and **Class No.** are retrieved from STU module in a real time manner. Data in these fields are shown in red if they are different from the previous values saved at TSA.

For example, the data of student A who originally belongs to class 3A has been massaged at TSA. This student is then transferred to class 3B with the same **Class No.** The **Class Name** (read-only field) of student A will be shown in red while **Class No.** (read-only field) will not.
 - Data in **Assigned Class/Group Name** and **Assigned Class/Group No.** are shown in red if they are different from the read-only fields **Class Name** and **Class No.** respectively.

- When a student whose data are not in the last saved snapshot of the class, his/her entire entry is shown in red.

[S-HKE36-01]

The 1st Time

Class Name	Class No.	Assigned Class/Group Name	Assigned Class/Group No.	Name (Eng)
3A	1	3A	11	AAA
3A	2	3R	2	BBB
3A	3			CCC
3B	1	3R	1	DDD
3B	2			EEE

Snapshot

Class Name	Class No.	Name (Eng)
3A	1	AAA
3A	2	BBB
3A	3	CCC
3B	1	DDD
3B	2	EEE

Save the snapshot by class

Compare with the last snapshot of the class

The 2nd Time:

Class Name	Class No.	Assigned Class/Group Name	Assigned Class/Group No.	Name (Eng)
3A	1	3A	11	AAA
3A	2	3R	2	BBB
3A	4			FFF
3B	1	3R	1	DDD
3B	2			EEE
3B	3			CCC

Class Name	Class No.	Name (Eng)
3A	1	AAA
3A	2	BBB
3A	4	FFF
3B	1	DDD
3B	2	EEE
3B	3	CCC

Save the snapshot by class

Compare with the last snapshot of the class

The 3rd Time:

Class Name	Class No.	Assigned Class/Group Name	Assigned Class/Group No.	Name (Eng)
...				

Class Name	Class No.	Name (Eng)
...		

Save the snapshot by class

2.3.2 Generate Report

Function Description

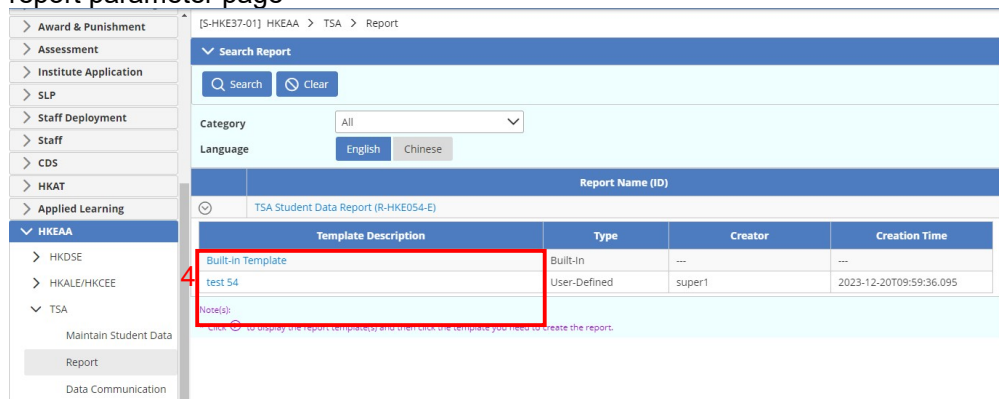
Users can generate **TSA** reports.

Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 (or above) are required to view the reports.
2. TSA student data have been confirmed in TSA – Data Communication – Prepare Outgoing Data **[S-HKE38-02]** and sent via CDS.

User Procedures

1. Choose **[HKEAA] → [TSA] → [Report]** from the left menu.
2. Select a **Report Name (ID)**.
3. All built-in and user-defined report templates are shown.
4. Select a template. Click the name of the template which is a hyperlink to a report parameter page



Report Name (ID)			
TSA Student Data Report (R-HKE054-E)			
Template Description	Type	Creator	Creation Time
Built-in Template	Built-in	---	---
test 54	User-Defined	super1	2023-12-20T09:59:36.095

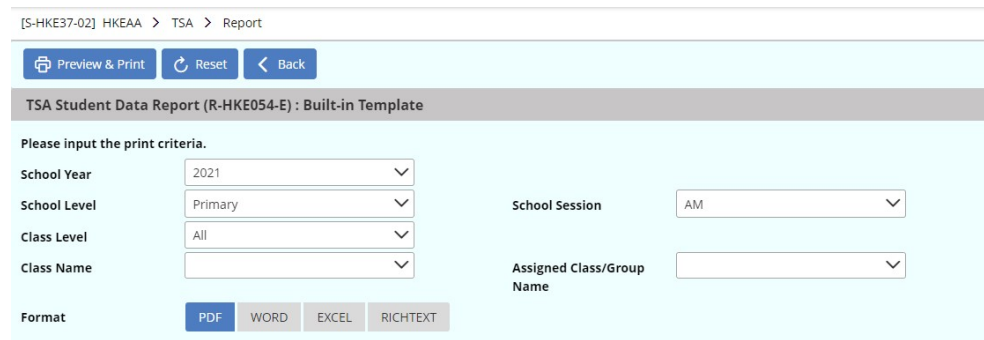
5. Enter the parameter and/or select necessary options on the report parameter screen.
6. Select report format. The reports can be previewed and printed in the following formats PDF, WORD, EXCEL and RICHTEXT.
7. Click **[Preview and Print]** to generate the report.
8. Depending on the selected format, report will be shown in a new window tab or will be downloaded.

 Post-effects

1. Depending on the selected format, report will be shown in a new window tab or will be downloaded.

 Notes

1. R-HKE054: TSA Student Data Report



- i. This report shows TSA student data that have been confirmed. It includes the following content:
 1. School information – SCRN, School Year, School Level and School Session
 2. Student information – Class Level, Class Name, Assigned Class/Group Name, Class No., Assigned Class/Group No., English Name, Chinese Name, Gender, DOB (DD/MM/YYYY), STRN and NCS Student (Y/N)
- ii. The following criteria can be manipulated on this screen to generate the report:
 1. School Year
 2. School Level
 3. School Session
 4. Class Level
 5. Class Name – (multiple selection is allowed)
 6. Assigned Class/ Group Name (multiple selection is allowed)
 7. Format - PDF / WORD / EXCEL / RICHTEXT
- iii. Important notes for this report:
 1. TSA Student data Report can be prepared by both individual class and class level.
 2. For secondary school, the default value of **School Session** is “Whole-day” while that of **Class level** is “Secondary 3.
 3. TSA Student Data Report of different school years can be printed.
 4. The class codes displayed in searching criterion **Class Name** are captured from STU module.
 5. The class codes of **Assigned Class/Group Name** are captured from the database where confirmed student data are stored.

2.3.3 Data Communication

2.3.3.1 Process Incoming Data

Function Description

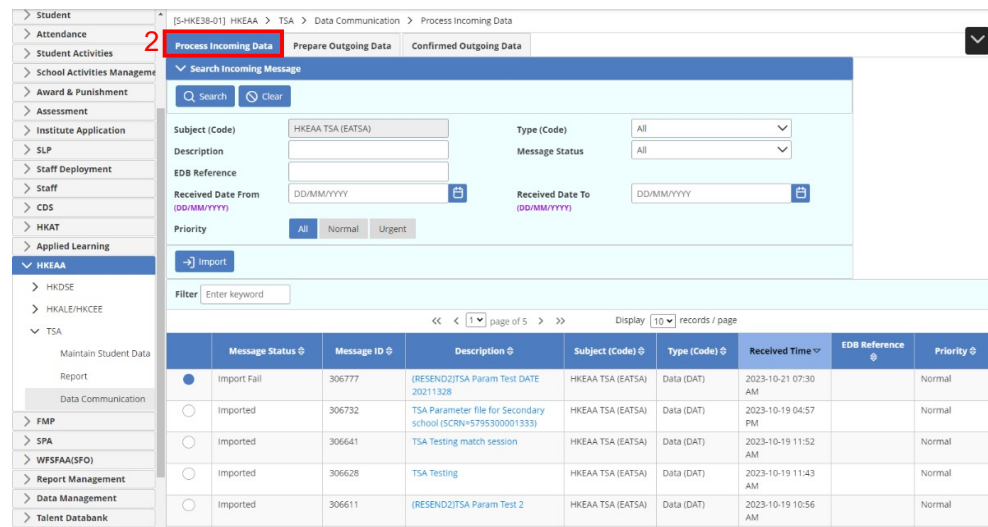
Users can import CDS messages that contain TSA files (i.e. TSA Parameter File) to the system.

Pre-requisites

1. Users must have the access right of “**TSA – Data Communication – Process Incoming Data**” under **HKEAA** module.
2. Relevant CDS messages have been decrypted at **CDS > Incoming Message**.

User Procedures

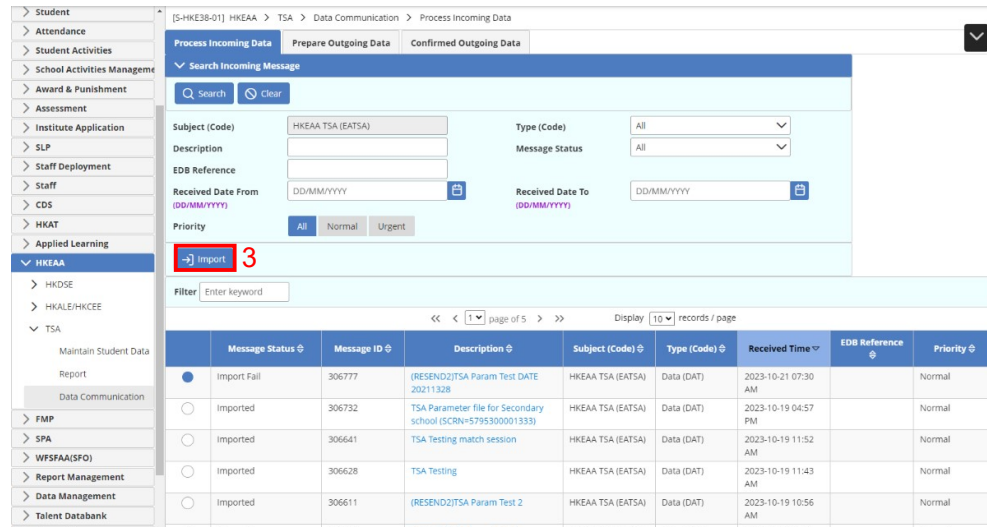
1. Choose **[HKEAA] → [TSA] → [Data Communication]** from the left menu.
2. Click the tab **[Process Incoming Data]**.



The screenshot shows the 'Process Incoming Data' page in the CloudSAMS system. The left sidebar is expanded to show the 'HKEAA' module, with 'TSA' and 'Data Communication' selected. The main content area displays a search form for incoming messages and a table of message records. The 'Import' button is highlighted in red.

Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Priority
<input checked="" type="radio"/> Import Fail	306777	(RESEND)TSA Param Test DATE 20211328	HKEAA TSA (EATSA)	Data (DAT)	2023-10-21 07:30 AM		Normal
<input type="radio"/> Imported	306732	TSA Parameter file for Secondary School (SCRN=5795300001333)	HKEAA TSA (EATSA)	Data (DAT)	2023-10-19 04:57 PM		Normal
<input type="radio"/> Imported	306641	TSA Testing match session	HKEAA TSA (EATSA)	Data (DAT)	2023-10-19 11:52 AM		Normal
<input type="radio"/> Imported	306628	TSA Testing	HKEAA TSA (EATSA)	Data (DAT)	2023-10-19 11:43 AM		Normal
<input type="radio"/> Imported	306611	(RESEND)TSA Param Test 2	HKEAA TSA (EATSA)	Data (DAT)	2023-10-19 10:56 AM		Normal

3. Select the CDS message to import and click the **[Import]** button.



Post-effects

The system will indicate the import status. Relevant information will be updated in the import is successful. The messages that have been successfully imported to the system cannot be imported again.



Notes

For TSA parameter File:

- Users must import the latest message. The older files will be obsolete. (i.e. If there is a newer parameter file pending for import, the whole **TSA – Maintain Student Data [UCS-HKE36]** will be blocked.)
- Multiple pairs of start date and end date can be specified in the parameter file.

2.3.3.2 Prepare Outgoing Data



Function Description

Users can prepare TSA Student data file.



Pre-requisites

1. Users must have the access right of “**TSA – Data Communication – Process Incoming Data**” under **HKEAA** module.
2. Users must have imported TSA Parameter file.



User Procedures

1. Choose [**HKEAA**] → [**TSA**] → [**Data Communication**] from the left menu.
2. Click the tab [**Prepare Outgoing Data**].

3. beneathCheck “TSA Student Data” file and click **[Prepare]** .

[S-HKE38-02] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Process Incoming Data **Prepare Outgoing Data** Confirmed Outgoing Data

Prepare

File Description	
<input checked="" type="checkbox"/>	TSA Student Data

4. Choose **Class Level** (if applicable), **Class Name** and/or **Assigned Class/Group Name** or both (multiple selection is applicable to latter two criteria). Then click **[Search]**.

[S-HKE38-02] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Process Incoming Data **Prepare Outgoing Data** Confirmed Outgoing Data

4 Search Confirm < Back

School Year 2021

School Level Secondary School Session Whole Day

4 Class Level Secondary 3

Class Name Assigned Class/ Group Name

5. Student data that match the searching criteria are shown. Check the checkbox(es) to select student(s) for data preparation. Then click **[Prepare]**.

[S-HKE38-05] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Process Incoming Data **Prepare Outgoing Data** Confirmed Outgoing Data

5 Prepare < Back

Filter Enter keyword Hide/Show Column

<< < 1 of 1 >> Display All records / page

<input type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No	Assigned Class/Group No	English Name	Chinese Name	Gender	DOB	STRN	NCS Student
<input checked="" type="checkbox"/>	S3A	3A	1	1	Chan		M	08/08/2012	Y635:	Y
<input checked="" type="checkbox"/>	S3A	3A	2	2	STUD	劉八	F	01/01/2008	F226:	N
<input type="checkbox"/>	S3A	3A	3	3	Stude	中學	M	01/01/2009	L990:	N
<input type="checkbox"/>	S3A	3A	4	4	Stude	中學	M	01/01/2009	A647:	N
<input type="checkbox"/>	S3A	3A	5	5	Stude	中學	F	01/01/2009	J545:	N
<input type="checkbox"/>	S3A	3A	6	6	Stude	中學	F	01/01/2009	M731:	N
<input type="checkbox"/>	S3A	3A	7	7	Stude	中學	F	01/01/2009	H942:	N
<input type="checkbox"/>	S3A	3A	8	8	Stude	中學	M	01/01/2009	K443:	N
<input type="checkbox"/>	S3A	3A	9	9	Stude	中學	M	01/01/2009	C593:	N
<input type="checkbox"/>	S3A	3A	10	10	Stude	中學	F	01/01/2009	H382:	N
<input type="checkbox"/>	S3A	3A	11	11	Stude	中學	F	01/01/2009	H989:	N

[1] Y - Yes, N - No.

6. TSA student data file will be prepared if no error is found. Otherwise, an error message that include a hyperlink of error report will be displayed in the top part of the screen. User can click the hyperlink to preview error report.

[S-HKE38-02] HKEAA > TSA > Data Communication > Prepare Outgoing Data

6 Critical error occurred. File cannot be prepared. Please click [here](#) to generate the Error Report of preparing Student Data .

Process Incoming Data **Prepare Outgoing Data** Confirmed Outgoing Data

Search Confirm < Back

School Year 2021

School Level Secondary

School Session Whole Day

Class Level Secondary 3

Class Name

Assigned Class/ Group Name

7. After selecting **Preview Type**, then click **[Preview]**, a new tab will pop up for data preview.

8. If **[Un-prepare]** is click, the prepared student data file will be erased.

[S-HKE38-02] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Interface file prepared successfully.

Process Incoming Data **Prepare Outgoing Data** Confirmed Outgoing Data

Search Confirm < Back

School Year 2021

School Level Secondary

School Session Whole Day

Class Level Secondary 3

Class Name

Assigned Class/Group Name

Class (Class No)	Status	Preview Type	Option
TSA Student Data S3A(1), S3A(2), S3A(3), S3A(4), S3A(5), S3A(6), S3A(7), S3A(8), S3A(9), S3A(10)	Prepared	Raw <input type="text"/> Tabular <input type="text"/> Report <input type="text"/>	Preview <input type="text"/> Un-prepare <input type="text"/>

7 7 8

9. Click **[Confirm]** to confirm the student data file. The student data file will then be attached to a CDS message at CDS module.

Post-effects
 Not applicable.

Notes

- TSA Student data file contains
 - School Year
 - SCRN
 - School Level
 - School Session
 - Class Level
 - Assigned Class/Group Name
 - Assigned Class/Group No.
 - Name (English)
 - Name (Chinese)
 - Gender
 - Date of Birth
 - STRN
 - NCS (Y/N)
- Student data file in UTF-8 format and tab separated.

3. The prepared data file will be zipped with the key imported in parameter file.
4. Two report formats, **Report** and **Tabular** , are created for previewing the prepared student data file before sending the TSA student data file at CDS module. For **Report**, please refer to report specification of **[R-HKE056]**. For **Tabular**, please refer to report specification of **[R-HKE057]**.
5. An error report (please refer to report specification of **[R-HKE055]**) is generated for viewing the errors that block the preparation of TSA student data file.
6. Important reminder: User must maintain the most up-to-date student data by oneself right before preparing TSA student data file. For instance, if user has maintained and saved TSA student data a month ago and some of students are not transferred to another class, user MUST maintain and save the changes at TSA module before preparing and sending student data file.
7. Class codes displayed in the searching criteria **Class Name** are captured from STU module.
8. Class codes of **Assigned Class/Group Name** are captured from TSA function.
9. For secondary schools, "Secondary 3" is set at **Class Level** by default.

2.3.3.3 Confirmed Outgoing Data

Function Description

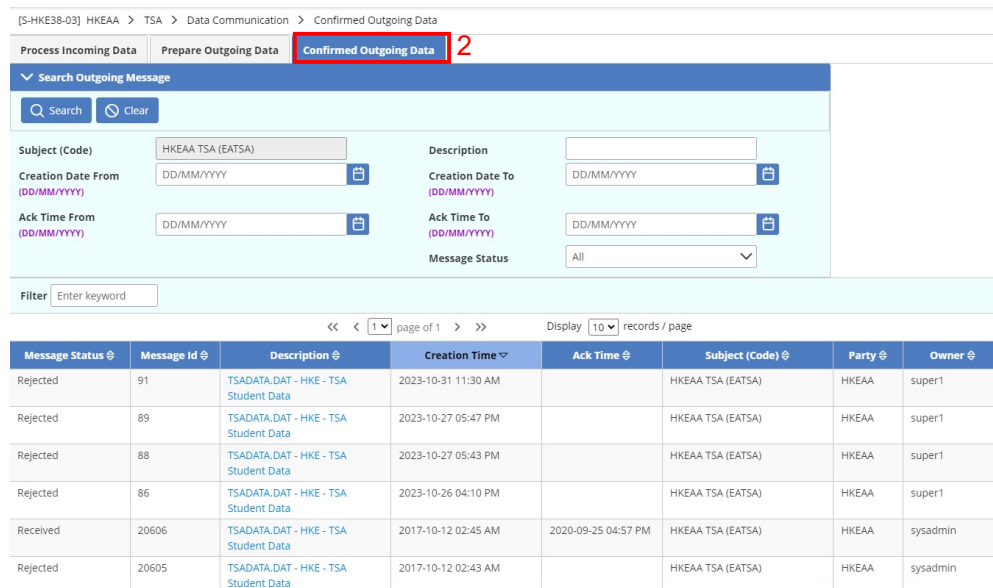
Users can view the list of outgoing data that have been confirmed.

Pre-requisites

1. The user must have access right of “**TSA – Data Communication – Confirmed Outgoing Data**” under **HKEAA** module.

User Procedures

1. Choose **[HKEAA] → [TSA] → [Data Communication]** on the left menu.
2. Click **[Confirmed Outgoing Data]** tab to view the list of confirmed outgoing data.



Message Status	Message Id	Description	Creation Time	Ack Time	Subject (Code)	Party	Owner
Rejected	91	TSADATA.DAT - HKE - TSA Student Data	2023-10-31 11:30 AM		HKEAA TSA (EATSA)	HKEAA	super1
Rejected	89	TSADATA.DAT - HKE - TSA Student Data	2023-10-27 05:47 PM		HKEAA TSA (EATSA)	HKEAA	super1
Rejected	88	TSADATA.DAT - HKE - TSA Student Data	2023-10-27 05:43 PM		HKEAA TSA (EATSA)	HKEAA	super1
Rejected	86	TSADATA.DAT - HKE - TSA Student Data	2023-10-26 04:10 PM		HKEAA TSA (EATSA)	HKEAA	super1
Received	20606	TSADATA.DAT - HKE - TSA Student Data	2017-10-12 02:45 AM	2020-09-25 04:57 PM	HKEAA TSA (EATSA)	HKEAA	sysadmin
Rejected	20605	TSADATA.DAT - HKE - TSA Student Data	2017-10-12 02:43 AM		HKEAA TSA (EATSA)	HKEAA	sysadmin

Post-effects

N/A

Notes

This function serves to view the CDS message status only. The actions of processing CDS messages, such as encrypting or rejecting a confirmed message, should be performed at **CDS > Outgoing Message**.