CloudSAMS
USER MANUAL
Special Assessment

(Document 27e)

Table of Contents

1   Module Overview

1.1 Introduction

In contrast to the Assessment Module which uses mainly scores for assessment with Order of Merit ranking, the Special Assessment Module allows schools to use grades, comments & symbols for assessment and printing of report cards. Under this module, subjects can be broken down into a maximum of 4 sub-levels ─ Subject, Unit, Component & Content to cater for the needs of individual students. There is no Order of Merit ranking for the students.

Schools may attempt this mode of assessment for selected class levels e.g. junior primary levels under the curriculum reform framework. The system provides flexibility for schools to choose whether to use the Assessment module or the Special Assessment module by class level.

In CloudSAMS, only a limited number of report functions remain available. Users can only view reports from the 2023 school year or before.

1.2 Objective

Like Assessment, Special Assessment is divided into distinct workflow steps. They are:

1. Assessment Profile Setup
2. Assessment Data Entry
3. Student Promotions
4. Student Class Number Generation
5. Student Assessment Data Enquiry
6. Report Generation

At the start of a new school year, the Assessment Profile Setup functions will be used to update the code tables, determine the subject structure, report card printing options, conduct & other assessments etc.

Once the Assessment Profile has been set up and confirmed, assessment Data Entry can proceed. Information that can be captured includes subject grades, comments, height & weight and other information (award & punishment, non-attendance record, overall comment, other assessment and conduct). These items can be printed on report cards together with the non-academic activities captured in the Student Activities module.

At the end of the school year, students can be assigned to classes in the next school year by using the Student Promotion functions. Class numbers can be generated by Class and by Student based on different criteria. Processing of assessment information in the next school year can be initiated with the Plan New School Year function in the School Management module. Please refer to the School Management module chapter for details.

The Student Enquiry function can be used to quickly enquire a student's assessment information (items appearing on report card) that have been

captured. This function can also be opened up for guardians through Internet access.

A comprehensive set of reports are provided by the Special Assessment module. They are classified into 5 different categories to facilitate access. For example, data captured using Data Entry functions can be validated by the reports under Student Achievements.

In CloudSAMS, only a limited number of report functions remain available. Users can only generate reports within the "report cards category".

1.3 Function Chart

The chart below shows the functions for Special Assessment Module

Special Assessment (SPE)

```
 ┌─────────────────────┐
 │       Report        │
 └─────────────────────┘
```
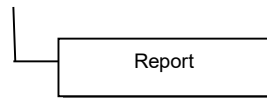
1.4 Flow Diagram

N/A.

1.5 Interactions with other modules

📖 **ASR63 Report Printing**
- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Retrieve Student Schooling records
- RPT
  - Calling the Report Module API to display the report
- SEC
  - Check which School Session and School Level users can access
- ASR
  - Retrieve Student Assessment records
- ATT
  - Retrieve Student Attendance records

2   Operation Procedures

2.1 Report

2.1.1   Search Report Template

📖   Function Description

User can produce reports through the **"Report"** function. Before producing a report, the report template has to be selected. This section describes how to select report templates for printing while the detailed instructions of producing individual reports are described in the individual report sections.

📖   Pre-requisites

Adobe Acrobat Reader or Microsoft Office must be installed on the users' computers to view the reports.

🖱   User Procedures

1.   Click **[Special Assessment]** → **[Report]** on the left menu.
2.   Select the **category** and **language**. Click the **[Search]** button. All reports of the selected language under the selected category will be listed.
3.   Click on the Report Name (ID) link and a list of built-in and user-defined report templates is displayed.

4.   Click on the Report Template link to access the input parameters screen for the corresponding report.
5.   Follow the steps in the individual report's section to enter the printing criteria and generate the report.

📖   Post-effects

The report parameter screen of the selected report will be shown for the users to input the printing criteria.

📖   Notes

1. Reports under the Special Assessment module have only one report category: Report Cards.
2. A built-in template is provided for each Report Name (ID). It can be downloaded from the Template function of the Report Management module. After editing by using the Crystal Reports software, the edited report template can be uploaded to the CloudSAMS server as a user-defined template.

2.1.2   Student Academic Performance Report (R-ASR100-E)

📖   Function Description

Under the "Report Cards" report category, this report lists out students' academic performance.

📖   Pre-requisites

Adobe Acrobat Reader or Microsoft Office must be installed on the users' computers to view the report.

🎦   User Procedures

1. Select "Student Academic Performance Report" from the report selection page. Click on the template link to access the input parameters screen for the report.
2. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assessment**, **Format**, **Printed By Grade / By Symbol**, **Total Number of School Days**, **School Name Print Language**, **Print Date of Birth**, **Print Assessment**, **Print STRN**, **Print Reg No.**, **Reporting Period** and **Print Relevant Activity for the Event**.
3. Select the format of the report to be one of PDF / Word / Excel / Richtext.

4. Click the **[Preview & Print]** button to produce the report. Or click the **[To file]** button to save the report.

5. Click **[Select Student]** button to select individual student(s) for reporting. Click the **[Preview & Print]** button to produce the report. Or click the **[To file]** button to save the report.

📖 Post-effects

1. Preview & Print - The report will be displayed in a pop-up window for previewing or printing.
2. To File - The report will be generated and could be found in the "Repository" function of Report Management module.

📖   Notes

1. Only reports of school year 2023 or before are available for select and view.
2. The "Total Number of School Days" is optional – enter only if the students to be printed have a different value from other students. The global value of the total number of school days for the students should be enter in **[S-ASR14-01] Special Assessment > Data Entry > Others > Non-Attendance Record**.
   This function is no longer available in CloudSAMS.
3. The following items will not be printed on the report card if left empty:
   - "From XX to XX" (reporting period),
   - Date of Issue,
   - STRN (student reference number), and
   - Height and Weight.
4. The assessment results can be printed by grade or by symbol.
5. The grade descriptions / symbols in the Symbol Grade Table will be printed instead of the grade codes.
6. Subject / Unit / Component / Content without grades and comments will not be printed on report cards.
7. In Excel format, to fit the report content to one page:
   - In the browser, select File -> Page Setup.
   - In the "Page Setup" pop-up window, in the "Scaling" section, select "Fit to: 1 page(s) wide by [blank] tall".

2.1.3   Student Ability Report by Grade (R-ASR101-E)

📖   Function Description

Under the "Report Cards" report category, this report lists out the records of students' ability by grade.

📖   Pre-requisites

Adobe Acrobat Reader or Microsoft Office must be installed on the users' computers to view the report.

🖱   User Procedures

1. Select "Student Ability Report by Grade" from the report selection page. Click on the template link to access the input parameters screen for the report.
2. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assessment**, **Format**, **Total Number of School Days**, **School Name Print Language**, **Print Date of Birth**, **Print Assessment**, **Print STRN**, **Print Reg No.**, **Reporting Period** and **Print Relevant Activity for the Event**.
3. Select the format of the report to be one of PDF / Word / Excel / Richtext.
4. Click the **[Preview & Print]** button to produce the report. Or click the **[To file]** button to save the report.

[S-ASR63-08] Special Assessment > Report

| 5 Select Student | 4 Preview & Print | Reset | To File | Back |

Student Ability Report by Grade (R-ASR101-E) : Built-in Template

Please input the print criteria.

School Year	Current Year (2023)		
School Level	Primary	School Session	AM
Class Level	Primary 1	Class Name	All
Assessment	T1A1		
Total Number of School Days (1 decimal place)[2]		School Name Print Language	Both
Print Date of Birth	Yes No	Print Assessment	Yes No
Print STRN	Yes No	Print Reg No	Yes No
Reporting Period From		Reporting Period To	
Print Relevant Activity for the Event	Yes No		
Format	PDF WORD EXCEL RICHTEXT		

Note(s):
[1] Subject / Unit / Component / Content without grades & comment will not be printed on report cards.
[2] Optional

5. Click **[Select Student]** button to select individual student(s) for reporting. Click the **[Preview & Print]** button to produce the report. Or click the **[To file]** button to save the report.

[S-ASR63-09] Special Assessment > Report

🖶 Preview & Print	⟳ Reset	🗋 To File	‹ Back

Student Ability Report by Grade (R-ASR101-E) : Built-in Template

☐	Class Name ⇕	Class No ⇕	English Name ⇕	Chinese Name
☐	2A	1	Sti	學:
☐	2A	2	Sti	學:
☐	2A	3	Sti	學:
☐	2A	4	Sti	學:
☐	2A	5	Sti	學:
☐	2A	6	Sti	學:
☐	2A	7	Sti	學:
☐	2A	8	Sti	學:
☐	2A	9	Sti	學:
☐	2A	10	Sti	學:
☐	2A	11	Sti	學:
☐	2A	12	Sti	學:
☐	2A	13	Sti	學:
☐	2A	14	Sti	學:
☐	2A	15	Sti	學:
☐	2A	16	Sti	學:

📖   Post-effects

1. Preview & Print - The report will be displayed in a pop-up window for previewing or printing.
2. To File - The report will be generated and could be found in the "Repository" function of Report Management module.

📖   Notes

1. Only reports of school year 2023 or before are available for select and view.
2. The "Total Number of School Days" is optional – enter only if the students to be printed have a different value from other students. The global value of the total number of school days for the students should be enter in **[S-ASR14-01] Special Assessment > Data Entry > Others > Non-Attendance Record**.
    This function is no longer available in CloudSAMS.
3. The following items will not be printed on the report card if left empty:
    -   "From XX to XX" (reporting period),
    -   Date of Issue,
    -   STRN (student reference number), and
    -   Height and Weight.
4. The grade descriptions / symbols in the Symbol Grade Table will be printed instead of the grade codes.
5. Subject / Unit / Component / Content without grades and comments will not be printed on report cards.
6. Only subjects with contents will be printed.
7. In Excel format, to fit the report content to one page:
    -   In the browser, select File -> Page Setup.
    -   In the "Page Setup" pop-up window, in the "Scaling" section, select "Fit to: 1 page(s) wide by [blank] tall".

2.1.4 Student Ability Report by Symbol (R-ASR102-E)
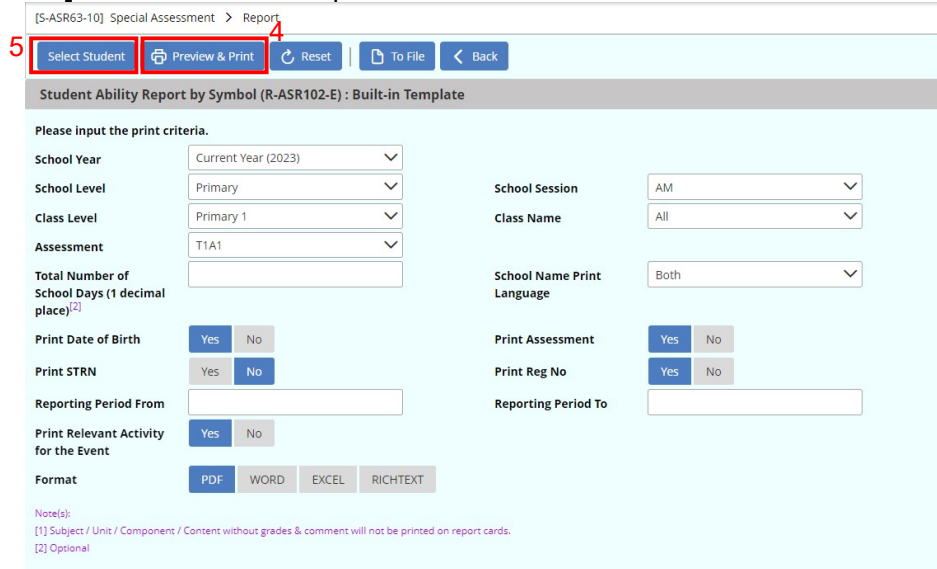
📖 Function Description

Under the "Report Cards" report category, this report lists out the records of students' ability by symbol.

📖 Pre-requisites

Adobe Acrobat Reader or Microsoft Office must be installed on the users' computers to view the report.

🖱 User Procedures

1. Select "Student Ability Report by Symbol" from the report selection page. Click on the template link to access the input parameters screen for the report.
2. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assessment, Format**, **Total Number of School Days**, **School Name Print Language**, **Print Date of Birth**, **Print Assessment**, **Print STRN**, **Print Reg No.**, **Reporting Period** and **Print Relevant Activity for the Event**.
3. Select the format of the report to be one of PDF / Word / Excel / Richtext.
4. Click the **[Preview & Print]** button to produce the report. Or click the **[To file]** button to save the report.

5. Click **[Select Student]** button to select individual student(s) for reporting. Click the **[Preview & Print]** button to produce the report. Or click the **[To file]** button to save the report.

[S-ASR63-11] Special Assessment > Report

| 🖶 Preview & Print | ⟳ Reset | 🖹 To File | ‹ Back |

Student Ability Report by Symbol (R-ASR102-E) : Built-in Template

☐	Class Name ⇕	Class No ⇕	English Name ⇕	Chinese Name
☐	2A	1	Stu	學∃
☐	2A	2	Stu	學∃
☐	2A	3	Stu	學∃
☐	2A	4	Stu	學∃
☐	2A	5	Stu	學∃
☐	2A	6	Stu	學∃
☐	2A	7	Stu	學∃
☐	2A	8	Stu	學∃
☐	2A	9	Stu	學∃
☐	2A	10	Stu	學∃
☐	2A	11	Stu	學∃
☐	2A	12	Stu	學∃
☐	2A	13	Stu	學∃
☐	2A	14	Stu	學∃
☐	2A	15	Stu	學∃
☐	2A	16	Stu	學∃

📖 Post-effects

1. Preview & Print - The report will be displayed in a pop-up window for previewing or printing.
2. To File - The report will be generated and could be found in the "Repository" function of Report Management module.

📖 Notes

1. Only reports of school year 2023 or before are available for select and view.
2. The "Total Number of School Days" is optional – enter only if the students to be printed have a different value from other students. The global value of the total number of school days for the students should be enter in **[S-ASR14-01] Special Assessment > Data Entry > Others > Non-Attendance Record**.
   This function is no longer available in CloudSAMS.
3. The following items will not be printed on the report card if left empty:
   - "From XX to XX" (reporting period),
   - Date of Issue,
   - STRN (student reference number), and
   - Height and Weight.
4. The grade descriptions / symbols in the Symbol Grade Table will be printed instead of the grade codes.
5. Subject / Unit / Component / Content without grades and comments will not be printed on report cards.
6. Only subjects with contents will be printed.
7. In Excel format, to fit the report content to one page:
   - In the browser, select File -> Page Setup.
   - In the "Page Setup" pop-up window, in the "Scaling" section, select "Fit to: 1 page(s) wide by [blank] tall".