



# **CloudSAMS USER MANUAL Institute Application**

**(Document 27e)**

## Table of Contents

<b>1</b>	<b>MODULE OVERVIEW</b> .....	<b>1</b>
1.1	OBJECTIVE.....	1
1.2	FUNCTION LIST .....	2
1.3	FLOW DIAGRAM.....	3
1.4	INTERACTIONS WITH OTHER MODULES .....	4
<b>2</b>	<b>OPERATION PROCEDURES</b> .....	<b>6</b>
2.1	SUBJECT GROUPING .....	6
2.2	GENERATE STUDENT LIST.....	10
2.3	IMPORT DATA FILE .....	15
2.4	STUDENT MAPPING .....	17
2.5	IMPORT PERSONAL AND GENERAL ABILITIES .....	19
2.6	SCHOOL REFERENCE REPORT .....	21
2.6.1	<i>Set Range for Overall Rating</i> .....	21
2.6.2	<i>Function A - Generate Academic Performance Info</i> .....	23
2.6.3	<i>Maintain Academic Performance</i> .....	33
2.6.4	<i>Function B - Academic Performance (Add Subjects)</i> .....	36
2.6.5	<i>Maintain Personal and General Abilities</i> .....	40
2.6.6	<i>Maintain Academic Performance Supplementary Information</i> .....	41
2.6.7	<i>Prepare Data File</i> .....	43
2.7	REPORT .....	50
2.7.1	<i>Generate Report</i> .....	50
2.7.2	<i>Academic Performance (sorted by student) (R-INA001)</i> .....	51
2.7.3	<i>Academic Performance (sorted by subject) (R-INA002)</i> .....	52
2.7.4	<i>Academic Performance Supplementary Information (R-INA003-E)</i> .....	52
2.7.5	<i>Designated Student List for the Institute Application(R-INA005-E)</i> .....	53
2.7.6	<i>DSE Subject Code File imported from JUPAS (R-INA004)</i> .....	54
2.7.7	<i>Exception Report For Import Student List (R-INA006)</i> .....	55
2.7.8	<i>Exempted/Absent/Repeated/OM Excluded Students (R-INA007-E)</i> .....	57
2.7.9	<i>Incomplete OEA Activity Records (R-INA008-E)</i> .....	58
2.7.10	<i>JUPAS Activity Category Code File imported from JUPAS (R-INA009)</i> .....	59
2.7.11	<i>JUPAS Activity Lists Code File imported from JUPAS (R-INA010)</i> .....	59
2.7.12	<i>OEA Activity maintained by student (R-INA011)</i> .....	60
2.7.13	<i>OEA Additional Information maintained by student (R-INA012-E)</i> .....	62
2.7.14	<i>Overall Student List (R-INA013-E)</i> .....	63
2.7.15	<i>Personal and General Ability (R-INA014-E)</i> .....	64
2.7.16	<i>Result of Student Mapping (R-INA015)</i> .....	64
2.7.17	<i>Result of Subject Mapping (R-INA016)</i> .....	65
2.7.18	<i>Student List for JUPAS Application (R-INA017-E)</i> .....	66
2.7.19	<i>Students excluded in the Academic Performance File (R-INA018-E)</i> .....	68
2.7.20	<i>Students excluded in the OEA Activity File (R-INA019-E)</i> .....	68
2.7.21	<i>Students excluded in the OEA Additional Information File (R-INA020-E)</i> .....	69
2.7.22	<i>Students excluded in the Personal and General Ability File (R-INA021-E)</i> .....	70
2.7.23	<i>Subject List (R-INA022-E)</i> .....	72
2.8	E-APP DATA COMMUNICATION .....	73
2.8.1	<i>Process Incoming Data</i> .....	73
2.8.2	<i>Prepare Outgoing Data</i> .....	74
2.8.3	<i>Confirmed Outgoing Data</i> .....	76

## **1 Module Overview**

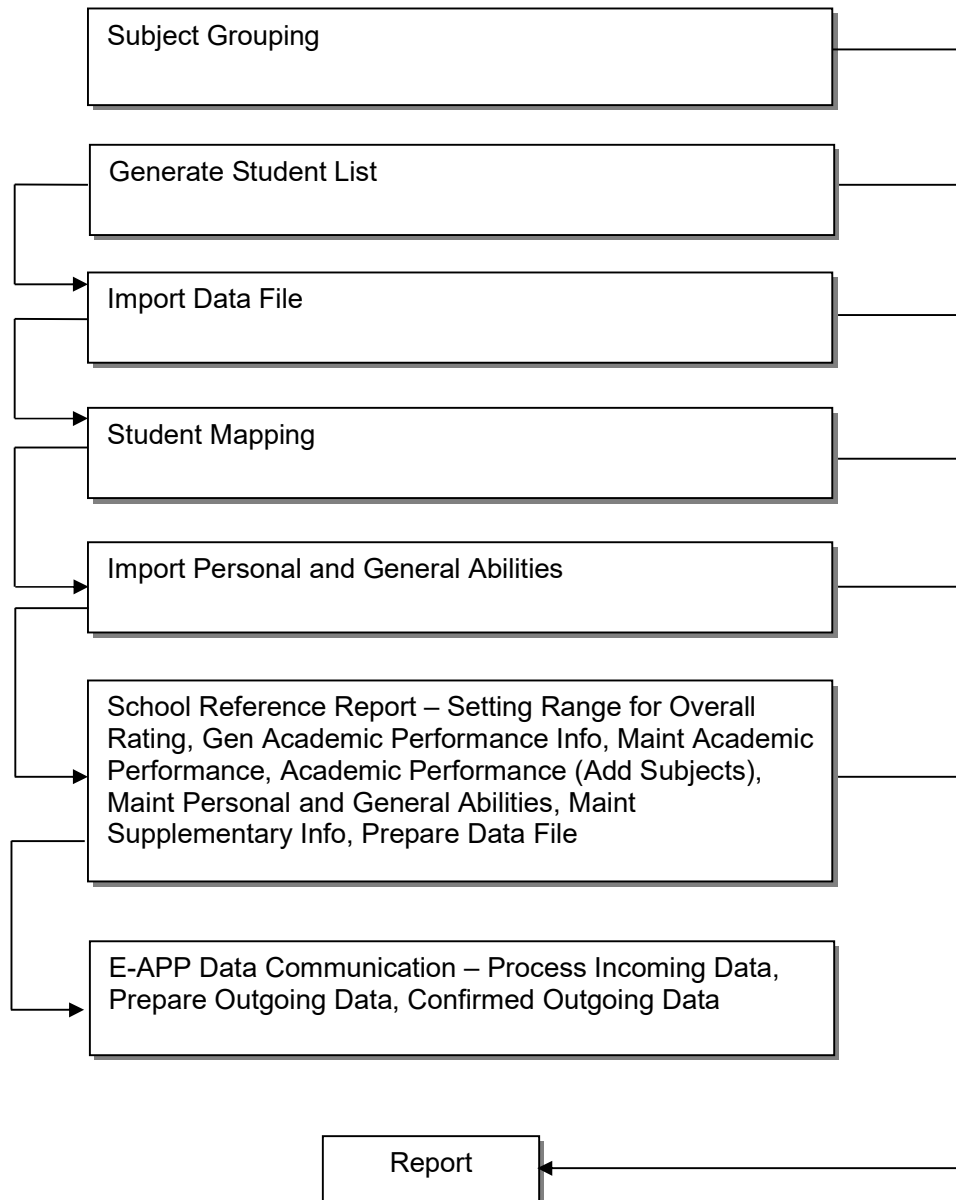
### 1.1 Objective

Institute Application (INA) allows user to maintain active S6 students' data of current school year and extract them as Student List for JUPAS Application or Designated Student List for E-APP Application. E-APP Application can be sent through CDS system.

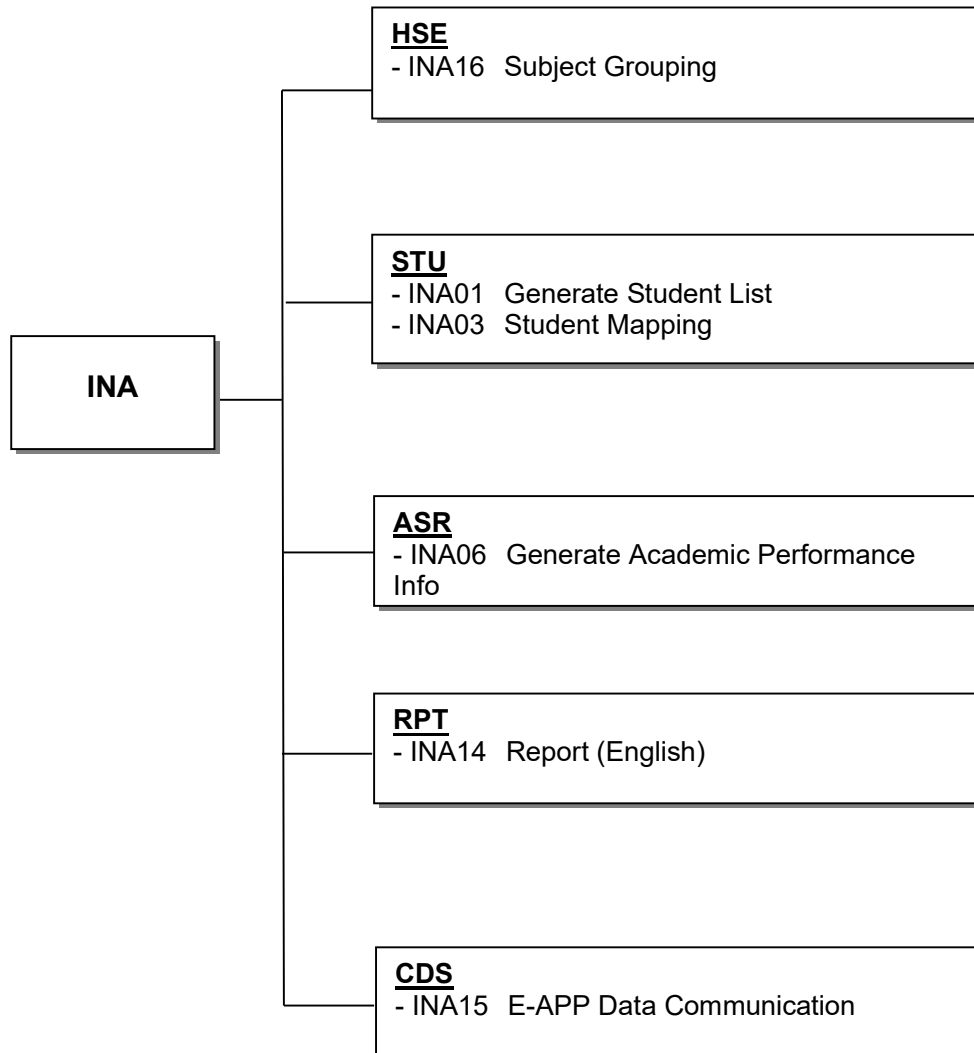
1.2 Function List

Institute Application (INA)	Subject Grouping	-	
	Generate Student List	-	
	Import Data File	-	
	Student Mapping	-	
	Import Personal and General Abilities	-	
	School Reference Report	Set Range for Overall Rating	
		Generate Academic Performance Info	
		Maintain Academic Performance	
		Academic Performance (Add Subjects)	
		Maintain Personal and General Abilities	
		Maintain Supplementary Info	
		Prepare Data File	
	Report	-	
	E-APP Data Communication	-	

1.3 Flow Diagram



1.4 Interactions with other modules



- 📖 **INA16 – Subject Grouping**
  - CODE MANAGEMENT (HSE)
    - Retrieve Subject and Activity
  
- 📖 **INA01 – Generate Student List, INA03 Student Mapping**
  - STUDENT (STU)
    - Retrieve Student Registration Number
    - Retrieve Guardian Information
  
- 📖 **INA06 – Generate Academic Performance**
  - ASSESSMENT (ASR)
    - Retrieve academic result
  
- 📖 **INA014 – Report (English)**
  - REPORT MANAGEMENT (RPT)
    - Retrieve related report template
  
- 📖 **INA15 –E-APP Data Communication**
  - CDS (CDS)
    - Process Incoming Message
    - Process Outgoing Message

## 2 Operation Procedures

### 2.1 Subject Grouping

#### List / Delete Subject Grouping

##### Function Description

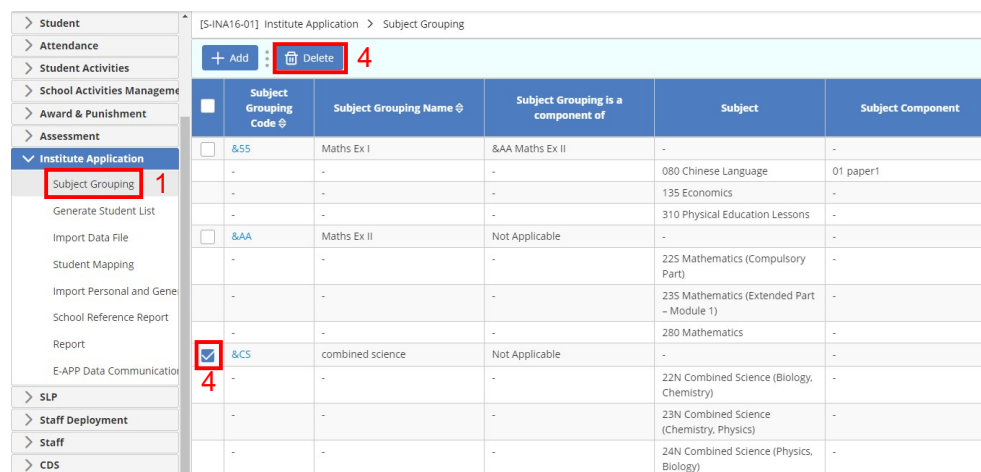
User can review or delete existing subject grouping record.

##### Pre-requisites

N/A

##### User Procedures

1. Click **[Institute Application → Subject Grouping]** on the left menu.
2. A list of all existing subject grouping with details is shown.



Subject Grouping Code	Subject Grouping Name	Subject Grouping is a component of	Subject	Subject Component
<input type="checkbox"/> &S5	Maths Ex I	&AA Maths Ex II	-	-
-	-	-	080 Chinese Language	01 paper1
-	-	-	135 Economics	-
-	-	-	310 Physical Education Lessons	-
<input type="checkbox"/> &AA	Maths Ex II	Not Applicable	-	-
-	-	-	225 Mathematics (Compulsory Part)	-
-	-	-	235 Mathematics (Extended Part - Module 1)	-
-	-	-	280 Mathematics	-
<input checked="" type="checkbox"/> &CS	combined science	Not Applicable	-	-
-	-	-	22N Combined Science (Biology, Chemistry)	-
-	-	-	23N Combined Science (Chemistry, Physics)	-
-	-	-	24N Combined Science (Physics, Biology)	-

3. Default sorting of subject grouping list is ordered by subject grouping code in ascending order. User can click on the header to change the sorting order.
4. Click the checkbox at the beginning of each subject grouping and click **[Delete]** button to delete the selected subject grouping.

##### Post-effects

After deletion, subject grouping, enquiry setup and print sequence maintained for subject grouping are removed.

##### Notes

1. Subject grouping applies to records in all school years.
2. If subject grouping is associated with subject mapping record of current school year in Gen Academic Performance Info, the subject grouping cannot be deleted. User needs to remove the related subject mapping record in Gen Academic Performance Info first.



- If any subject grouping is component of subject grouping to be deleted, the deletion will be failed.

### Add Subject Grouping

#### Function Description

User can add new subject grouping.



#### Pre-requisites

N/A

#### User Procedures

- Click **[Institute Application]** → **[Subject Grouping]** on the left menu.
- Click **[Add]** button.




[S-INA16-01] Institute Application > Subject Grouping

<input type="checkbox"/>	Subject Grouping Code	Subject Grouping Name	Subject Grouping is a component of	Subject	Subject Component
<input type="checkbox"/>	&55	Maths Ex I	&AA Maths Ex II	-	-
-	-	-	-	080 Chinese Language	01 paper1
-	-	-	-	135 Economics	-
-	-	-	-	310 Physical Education Lessons	-
<input type="checkbox"/>	&AA	Maths Ex II	Not Applicable	-	-
-	-	-	-	225 Mathematics (Compulsory Part)	-
-	-	-	-	235 Mathematics (Extended Part – Module 1)	-
-	-	-	-	280 Mathematics	-
<input type="checkbox"/>	&CS	combined science	Not Applicable	-	-
-	-	-	-	22N Combined Science (Biology, Chemistry)	-
-	-	-	-	23N Combined Science (Chemistry, Physics)	-
-	-	-	-	24N Combined Science (Physics, Biology)	-

- Users fill in the fields and click **[Save]** button to create a new subject grouping.

[S-INA16-02] Institute Application > Subject Grouping > Add Subject Grouping

**Add Subject Grouping**

Subject Grouping Code & IG

Subject Grouping Name (Eng)  Subject Grouping Name (Chi)

#### Post-effects

A new subject grouping will be added.

#### Notes

1. User must input 2 digits alphanumeric for subject grouping code which is unique within school. Subject grouping code cannot be changed after creation.
2. Subject Grouping Name (Eng) cannot be blank and only allows single-byte characters.
3. Subject Grouping Name (Chi) cannot be blank.

### Maintain Subject Grouping

#### Function Description

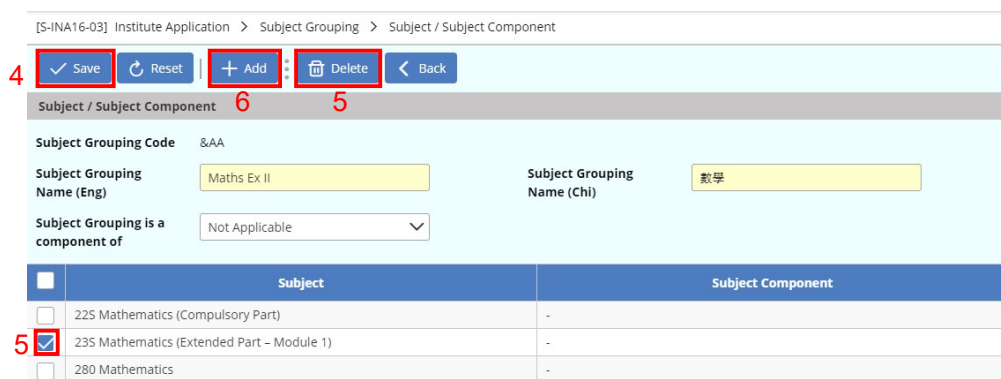
User can maintain existing subject grouping.

#### Pre-requisites

N/A

#### User Procedures

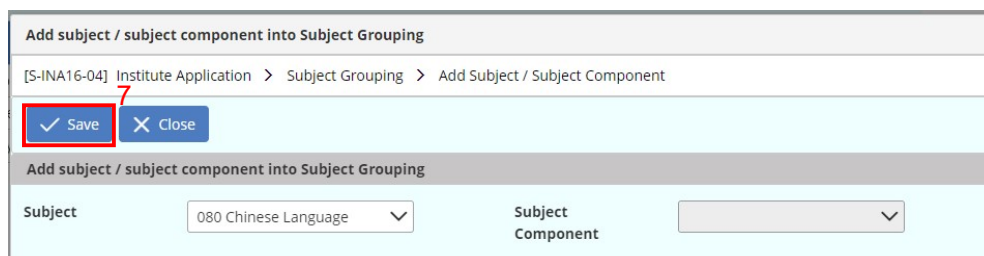
1. Click **[Institute Application]** → **[Subject Grouping]** on the left menu.
2. Click the link on subject grouping code. Details of subject grouping will be shown.
3. User can update the following items:
  - Subject Grouping Name (Eng)
  - Subject Grouping Name (Chi)
  - Subject Grouping is a component of
  - Subject/ Subject Component
4. Click **[Save]** button to save changes on “Subject Grouping Name (Eng)”, “Subject Grouping Name (Chi)” and “Subject Grouping is a component of”.
5. Click the checkbox of to be deleted subject / subject component. Then click **[Delete]** button to delete selected subject / subject component and “Subject Grouping is a component of” will be saved as well.
6. Click **[Add]** button and a pop-up window for selection of active subject / subject component will be shown.



	Subject	Subject Component
<input type="checkbox"/>	225 Mathematics (Compulsory Part)	-
<input checked="" type="checkbox"/> (5)	235 Mathematics (Extended Part - Module 1)	-
<input type="checkbox"/>	280 Mathematics	-

7. User selects subject or subject component and clicks **[Save]** button, “Subject

Grouping is a component of" will be saved together with newly added subject or subject component.



Add subject / subject component into Subject Grouping

[S-INA16-04] Institute Application > Subject Grouping > Add Subject / Subject Component

✓ Save X Close

Add subject / subject component into Subject Grouping

Subject 080 Chinese Language Subject Component

 Post-effects

N/A

 Notes

1. Each subject / subject component could be added to only one subject grouping(s). A student should study one of the subject / subject component in a subject grouping in the same school year.
2. Subject and subject component of that subject are treated as different items and could be added into any subject grouping including the same subject grouping.
3. User can group the following combinations of subject and subject component into a subject grouping:
  - Subject + Subject
  - Subject Component + Subject Component
  - Subject + Subject Component
4. "Subject Grouping is a component of" is set only when a subject grouping contains any subject component(s). It can be a subject which has not been added into any subject grouping; or a subject grouping which contains no subject component.
5. No subject component is allowed to be added into a subject grouping which is set as "Subject Grouping is a component of" of other subject grouping.
6. Subject cannot be added into a subject grouping when the subject is set as "Subject Grouping is a component of" of any subject grouping.

## 2.2 Generate Student List

### Function Description

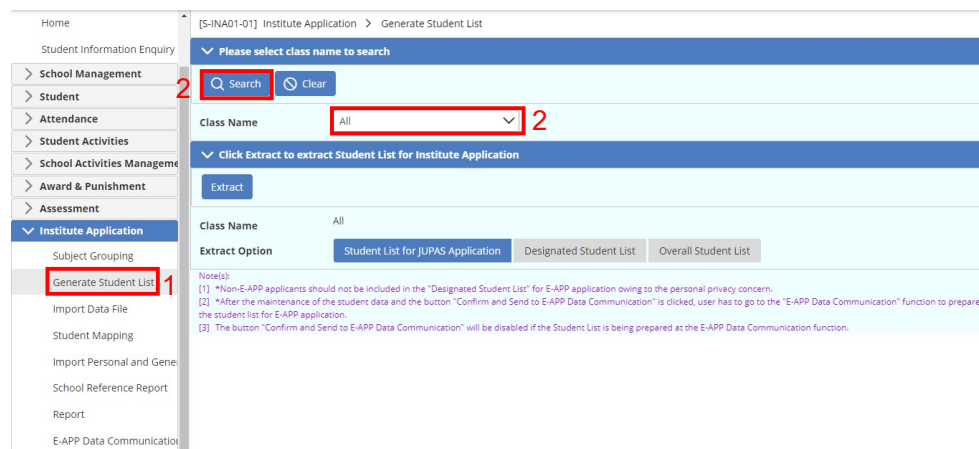
User can maintain active S6 students' data of current school year and extract them as Student List for JUPAS Application or Designated Student List to a self-extracting encrypted executable (.zip) file containing data in Excel file format.

### Pre-requisites

N/A

### User Procedures

1. Users start from selecting **[Institute Application]** → **[Generate Student List]** on the left menu.
2. User selects **Class Name** from dropdown list and click **[Search]** button to search for Student List:
  - i. For active students without student list data maintained, data are extracted from Student module and School module.
  - ii. For other students with student list data maintained, user-maintained data are displayed.



Home [S-INA01-01] Institute Application > Generate Student List

Student Information Enquiry

Please select class name to search

Search Clear

Class Name All

Click Extract to extract Student List for Institute Application

Extract

Class Name All

Extract Option Student List for JUPAS Application Designated Student List Overall Student List

Notes:

[1] \*Non-E-APP applicants should not be included in the "Designated Student List" for E-APP application owing to the personal privacy concern.

[2] \*After the maintenance of the student data and the button "Confirm and Send to E-APP Data Communication" is clicked, user has to go to the "E-APP Data Communication" function to prepare the student list for E-APP application.

[3] The button "Confirm and Send to E-APP Data Communication" will be disabled if the Student List is being prepared at the E-APP Data Communication function.

3. Users can set **[Y/N]** button of any row of "JUPAS Application" and "Designated Students" to Y to enable editing of that row, otherwise student information will be dimmed and cannot be edited.
4. User clicks **[Reset]** to reset all records to initial status and values.

[S-IN401-01] Institute Application > Generate Student List

Please select class name to search

Search Clear

Class Name All

Click Extract to extract Student List for Institute Application

Extract

Class Name All

Extract Option Student List for JUPAS Application Designated Student List Overall Student List

Generate Student List for Institute Application

Save Reset Assign

Filter Enter keyword

	JUPAS Applicants	Designated Students	SN	HKID	JUPAS School Code	EDB School Code	English Name	Last Name	First Name	Class
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	L45e	10001	579530	Stud	Stud	S Flv	S6A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Q27		579530	Stud	Stud	S Flv	S6A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	j958	10001	579530	Stud	Stud	S Flv	S6A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Z43		579530	Stud	Stud	S Flv	S6A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	X38		579530	Stud	Stud	S Flv	S6A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	J770		579530	Stud	Stud	S Flv	S6A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	1761		579530	Stud	Stud	S Flv	S6A

5. Users can check some students and set the same "JUPAS Applicants", "Designated Students", "JUPAS School Code", "Class", "Group" for them.
  - a. Check the students who want to make changes.
  - b. Click the **[Assign]** button.

[S-IN401-01] Institute Application > Generate Student List

Please select class name to search

Search Clear

Class Name All

Click Extract to extract Student List for Institute Application

Extract

Class Name All

Extract Option Student List for JUPAS Application Designated Student List Overall Student List

Generate Student List for Institute Application

Save Reset Assign 5-b

Filter Enter keyword

	JUPAS Applicants	Designated Students	SN	HKID	JUPAS School Code	EDB School Code	English Name	Last Name	First Name	Class
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	L458	10001	579530	Stud	Stud	S Flv	S6A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Q27		579530	Stud	Stud	S Flv	S6A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	j958	10001	579530	Stud	Stud	S Flv	S6A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Z433		579530	Stud	Stud	S Flv	S6A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	X386		579530	Stud	Stud	S Flv	S6A

- c. Click/enter the content to be modified.
- d. Click the **[Assign]** button.

Assign

5-d

Assign Close

5-c

JUPAS Applicants Yes No

Designated Students Yes No

JUPAS School Code 12345

Class S6B

Group

- e. The content just modified is mapped to the table.

6. After editing the page, click **[Save]** and all the maintained records will be saved to Student List.
7. After maintained all students in all classes, user can click **[Extract]** to review a full list of Student List maintained for current school year.
8. If Extract Option “Student List for JUPAS Application” is selected, student(s) with “JUPAS Applicants” indicator will be shown.

9. If Extract Option “Designated Student List” is selected, student(s) with “Designated Students” indicator will be shown.
10. After the button "Confirm and Send to E-APP Data Communication" is clicked, user must go to the "E-APP Data Communication" function to prepare the student list for E-APP application.

Notes:  
 [1] \*Non-E-APP applicants should not be included in the "Designated Student List" for E-APP application owing to the personal privacy concern.  
 [2] After the maintenance of the student data and the button "Confirm and Send to E-APP Data Communication" is clicked, user has to go to the "E-APP Data Communication" function to prepare the student list for E-APP application.  
 [3] The button "Confirm and Send to E-APP Data Communication" will be disabled if the Student List is being prepared at the E-APP Data Communication function.

11. If Extract Option "Overall Student List" is selected, student(s) with both "JUPAS Application" and "Designated Students" indicator will be shown.
12. After reviewing the maintained Student List, user can click **[Confirm]** button and enter "Password" and "Confirm Password" in a popup dialog. Once the **[Confirm]** button is clicked, the file will be encrypted and exported to a self-extracting executable (.zip) file.

#### Post-effects

1. Student List for submitting to JUPAS office or other institutes is extracted.
2. Student List for submitting to other institutes can be prepared in "E-APP Data Communication" function.

#### Notes

1. Warning message will be shown when any maintained student is graduated or departed for either JUPAS Applicants or Designated Students. User should consider removing them from Student List.
2. Changes are not applied to the Student List until user clicks **[Save]**.
3. Chinese characters are not allowed for Student List.
4. The extraction can be done more than once.
5. System will perform validation when user saves the Student List:
  - i. Same JUPAS school code must be filled in for selected students.
  - ii. JUPAS School Code must be 5 digits number.
  - iii. Alphabets must be in capital letter for HKID.
  - iv. Mandatory fields cannot be empty – JUPAS School Code, Last Name and First Name.
  - v. Class name cannot exceed length of 3.
  - vi. Group name cannot exceed length of 10.
  - vii. Issue Country must be in length of 3.
  - viii. Either HKID or Passport Number with Issue Country must be filled in for a student.

6. System will perform validation when user extracts the Student List:
  - i. Same JUPAS/EDB School Code is used for all students in Student List with “**JUPAS Applicants**” or “**Designated Students**” checkbox checked.
7. User should double-click the self-extracting encrypted executable (.zip) file and enter password to decrypt the respective Excel file(s).
8. “Confirm and Send to E-APP Data Communication” button will be disabled if the student data file is being “Prepared” or “Confirmed” (not yet send out in CDS) at “E-APP Data Communication” function.



## 2.3 Import Data File

### Function Description

User can import the following 2 data files which are downloaded from JUPAS into CloudSAMS:

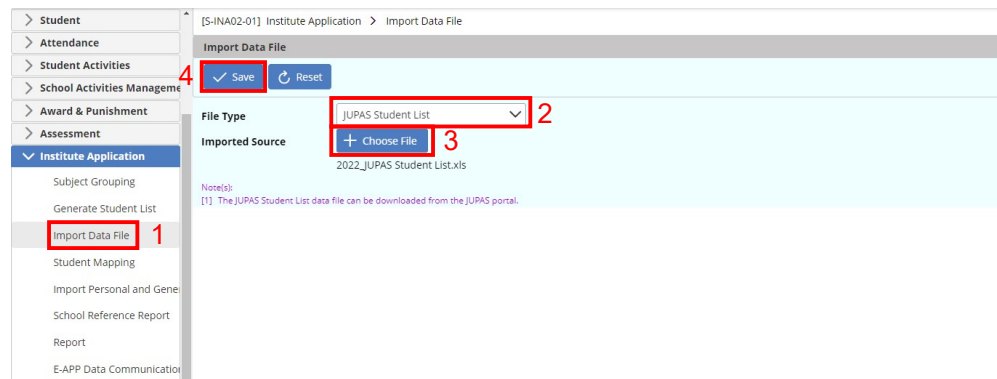
- 1) JUPAS Student List
- 2) DSE Subject Code File

### Pre-requisites

Data file(s) downloaded from JUPAS is (are) ready.

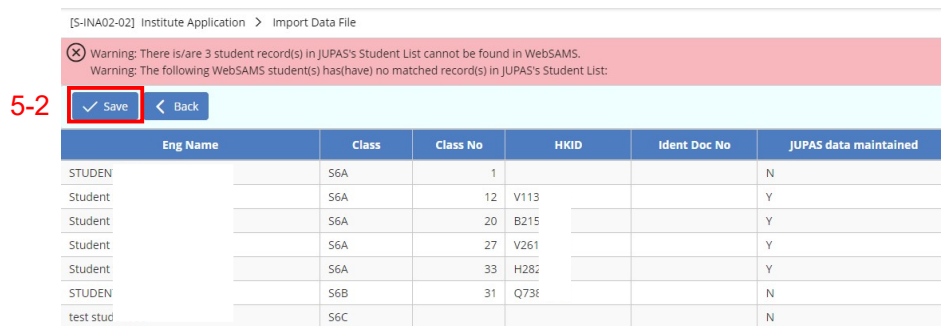
### User Procedures

1. Click **[Institute Application]** → **[Import Data File]** on the left menu.
2. Select **File Type** from dropdown list:
  - 1) JUPAS Student List
  - 2) DSE Subject Code File
3. Click **[Choose File]** button to specify the location of source file.
4. Click **[Save]** button to import the specific data file.



5. If the **File Type** is “JUPAS Student List”:

- 1) The exception records are listed out.
- 2) Click **[Save]** button to continue.



Warning: There is/are 3 student record(s) in JUPAS's Student List cannot be found in WebSAMS.  
 Warning: The following WebSAMS student(s) has(have) no matched record(s) in JUPAS's Student List:

Eng Name	Class	Class No	HKID	Ident Doc No	JUPAS data maintained
STUDEN	S6A	1			N
Student	S6A	12	V113		Y
Student	S6A	20	B215		Y
Student	S6A	27	V261		Y
Student	S6A	33	H282		Y
STUDEN	S6B	31	Q732		N
test stud	S6C				N

- 3) The matched records are listed out for user's confirmation. Record

having same HKID and English Name is selected by default.

- 4) Select the applicable student mapping.
- 5) Click [**Confirm**] button to import the records.

[S-INA03-01] Institute Application > Student Mapping

Student Mapping

5-5 **Confirm**

5-4 <input type="checkbox"/>	WebSAMS				Student List				
	Eng Name	Class	Class No	HKID / Passport No	JUPAS Application No	Last Name	First Name	HKID / Passport No	
<input type="checkbox"/>	STU CAF	S6A	2	X820		STU	CA	X820	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stur SixA	S6A	3	O414		Stur	S S	O414	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stur SixA Elig	S6A	5	A935		Stur	S S Elig	A935	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stur SixA Ele	S6A	6	B761		Stur	S S Ele	B761	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stur SixA Fift	S6A	7	U006		Stur	S S Fift	U006	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stur SixA Fou	S6A	8	G429		Stur	S S Fou	G429	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stur SixA Fou	S6A	9	P723		Stur	S S Fou	P723	<input type="checkbox"/> Y <input type="checkbox"/> N

#### Post-effects

1. Data file is imported into CloudSAMS.
2. The existing records will be fully replaced after each successful import.
3. If the **File Type** is “JUPAS Student List”:
  - i. All or parts of JUPAS applicants come from JUPAS Student List and designated non-JUPAS applicants are mapped to S6 students of CloudSAMS.
  - ii. The unmapped applicants are NOT able to maintain School Reference Report.
  - iii. User can generate report “Exception Report For Import Student List (R-INA006-E)” for reviewing the exception records in the data file.

#### Notes

1. System will perform validation on the data file according to specification:
  - i. JUPAS Student List: Application Number and JUPAS School Code cannot be blank; all students should share the SAME school code.
  - ii. JUPAS Student List: Only numbers and alphabets would be allowed for the Application Number of students.
  - iii. DSE Subject Code File: Subject Code and Subject Name cannot be blank.
2. The imported DSE subject code cannot be deleted.
3. For importing JUPAS Student List, system will map JUPAS applicants to S6 students of CloudSAMS joining by Application number, then by HKID, where HKID is not available, Passport number.

## 2.4 Student Mapping

### Function Description

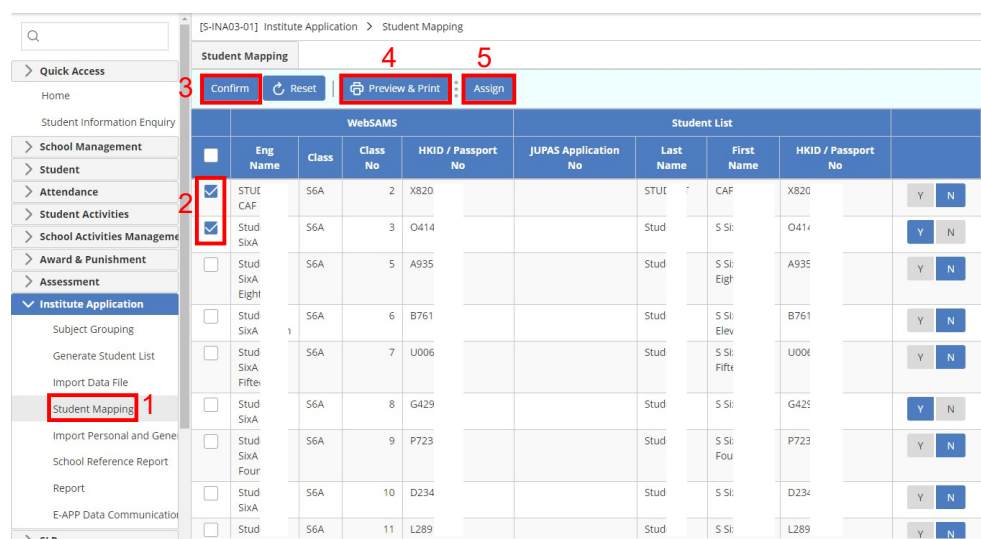
User can choose the applicable mapping between JUPAS and non-JUPAS applicants to S6 students of CloudSAMS.

### Pre-requisites

The JUPAS Student List is imported successfully.

### User Procedures

1. Click **[Institute Application]** → **[Student Mapping]** on the left menu.



	Eng Name	Class	Class No	HKID / Passport No	JUPAS Application No	Last Name	First Name	HKID / Passport No	
<input checked="" type="checkbox"/>	STUI CAF	S6A	2	X820		STUI	CAF	X820	<input type="checkbox"/> Y <input type="checkbox"/> N
<input checked="" type="checkbox"/>	Stud SixA	S6A	3	O414		Stud	S Si	O414	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stud SixA	S6A	5	A935		Stud	S Si	A935	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stud SixA	S6A	6	B761		Stud	S Si	B761	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stud SixA	S6A	7	U006		Stud	S Si	U006	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stud SixA	S6A	8	G429		Stud	S Si	G429	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stud SixA	S6A	9	P723		Stud	S Si	P723	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stud SixA	S6A	10	D234		Stud	S Si	D234	<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Stud	S6A	11	L289		Stud	S Si	L289	<input type="checkbox"/> Y <input type="checkbox"/> N

2. Select the applicable mapping.
3. Click **[Confirm]** button to save the mapping.
4. Click **[Preview & Print]** button to print out the report “Mapped Student List (R-INA015)” to review the result of student mapping.
5. Click **[Assign]** button to uniformly assign **[Y/N]** to the select mapping.

### Post-effects

1. All or parts of JUPAS applicants come from JUPAS Student List and designated non-JUPAS applicants are mapped to S6 students of CloudSAMS.
2. The unmapped applicants are not able to maintain School Reference Report.

### Notes

1. Warning message will be shown when any maintained student is departed.
2. For non-JUPAS applicants, the **JUPAS Application No.** will not be shown.
3. In the left side of **CloudSAMS**, all S6 students, including inactive students,

will be listed.

4. In the right side of **Student List**, system will handle **Import** and **Update** cases respectively as follows:

**Import:**

- 1) JUPAS applicants to be imported through the **Import Data File** function pending for confirmation. The student information will be retrieved from the import file.
- 2) Students maintained in the **Generate Student List** function but NOT included in the latest import file of JUPAS Student List will be retrieved from maintained student list and shown as non-JUPAS applicants.

**Update:**

- 1) JUPAS applicants have been imported through the **Import Data File** function.
  - 2) Non-JUPAS applicants have been mapped to CloudSAMS students.
  - 3) Non-JUPAS applicants not yet mapped to CloudSAMS students.
5. If a student exists in the latest import file of JUPAS Student List as well as maintained in the **Generate Student List** function, the student will be shown as a JUPAS applicant.

## 2.5 Import Personal and General Abilities

### Function Description

User can import and maintain Personal and General Abilities for S6 students of CloudSAMS.

### Pre-requisites

JUPAS Student List is imported into CloudSAMS.

### User Procedures

1. Click **[Institute Application]** → **[Import Personal and General Abilities]** on the left menu.
2. Select a S6 class or all S6 classes. Click **[Download]** button and enter "Password" and "Confirm Password" in a popup dialog to encrypt and export a self-extracting executable (.zip) file containing the Excel template for user to maintain Personal and General Abilities for selected students.
3. Click **[Choose File]** button and select the prepared Excel file from local.
4. Click **[Save]** button to import the file.

5. A summary page with students' Personal and General Abilities listed is shown for user to modify the records.
6. Click **[Save]** button to save the records.

JUPAS Application No.	Class	Class No	Reg No	English Name	Ability to communicate	Ability to work with others
50001002	6A	3	201€	Stud	Unable to Judge	Below Average
50001003	6A	5	201€	Stud	Good	Below Average

7. After **[Save]** button is clicked, system would check if any student of the selected class(es) is missing in the import file. A page would list the missing students and user can click **[Save]** or **[Back]** button to continue or abort.

[S-INA04-04] Institute Application > Import Personal and General Abilities

The following student(s) is(are) missing in the import file. Are you sure to continue?

7

Filter:

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

JUPAS Application No.	Class	Class No	Reg No	English Name
50001002	6A	3	2016	Stud
50001003	6A	5	2016	Stud

8. If **[Save]** button is clicked, system would check if any student's Personal and General Abilities records already exist. If records exist, a page will list the students concerned and user can click **[Save]** or **[Back]** button to replace the existing records or abort.

[S-INA04-04] Institute Application > Import Personal and General Abilities

Personal and General Abilities record(s) has(have) already been maintained for the following student(s). Are you sure to replace the record(s)?

8

Filter:

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

JUPAS Application No.	Class	Class No	Reg No	English Name
50001002	6A	3	2016	Stud
50001003	6A	5	2016	Stud

9. If **[Save]** button is clicked, system would save the records and display a summary of imported records. User can click **[Back]** button to import another file.

[S-INA04-02] Institute Application > Import Personal and General Abilities

Record saved successfully.

Import Personal and General Abilities

9

JUPAS Application No.	Class	Class No	Reg No	English Name	Ability to communicate	Ability to work with others
50001002	6A	3	2016	Stud	Unable to Judge	Below Average
50001003	6A	5	2016	Stud	Good	Below Average

## Post-effects

All records in the Excel file are saved and these records can be enquired and maintained through Maintain Personal and General Abilities function.

## Notes

- Class, Class No, Registration No. and English Name should be matched with S6 student, and the values of attributes must be '0', '1', '2', '3' or '4'.
- Partial import of records is not allowed.
- The **JUPAS Application No.** is hidden for non-JUPAS applicant(s).
- User should double-click the self-extracting encrypted executable (.zip) file and enter password to decrypt the respective Excel file(s).

## 2.6 School Reference Report

### 2.6.1 Set Range for Overall Rating

#### Function Description

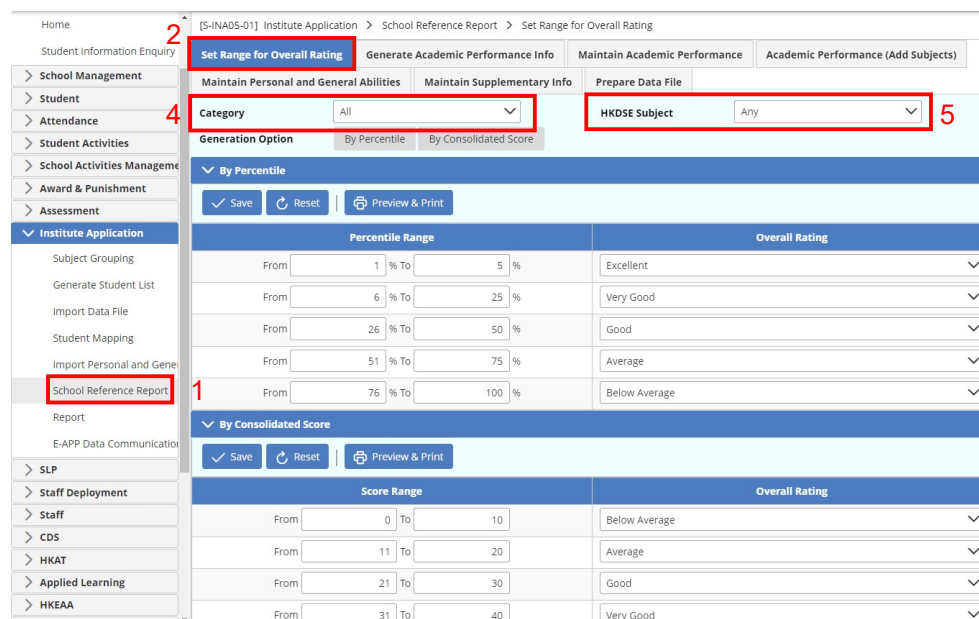
User can set default relation between percentile / score and overall rating for percentile / score and overall rating of academic performance.

#### Pre-requisites

N/A

#### User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Set Range for Overall Rating]** tag.
3. The page shows the settings of Percentile / Consolidated Score and Overall Rating for any subject by default.
4. To filter the HKDSE subject based on Category, select the Category from dropdown list.
5. To change the setting of specified HKDSE subject, select the HKDSE subject from dropdown list.



Home > [S-INA05-01] Institute Application > School Reference Report > Set Range for Overall Rating

Student Information Enquiry

2 **Set Range for Overall Rating** Generate Academic Performance Info Maintain Academic Performance Academic Performance (Add Subjects)

Maintain Personal and General Abilities Maintain Supplementary Info Prepare Data File

4 **Category** All **HKDSE Subject** Any 5

Generation Option By Percentile By Consolidated Score

By Percentile

Save Reset Preview & Print

Percentile Range	Overall Rating
From 1 % To 5 %	Excellent
From 6 % To 25 %	Very Good
From 26 % To 50 %	Good
From 51 % To 75 %	Average
From 76 % To 100 %	Below Average

By Consolidated Score

Save Reset Preview & Print

Score Range	Overall Rating
From 0 To 10	Below Average
From 11 To 20	Average
From 21 To 30	Good
From 31 To 40	Very Good

6. The page shows the setting of the selected HKDSE subject.

If the Generation Option is 'By Percentile', user can edit the part of By Percentile and the part of By Consolidated Score will be disabled.

[S-INA05-01] Institute Application > School Reference Report > Set Range for Overall Rating

Category: All   
 HKDSE Subject: Any

**By Percentile**

Percentile Range	Overall Rating
From <input type="text" value="1"/> % To <input type="text" value="5"/> %	Excellent <input type="button" value="v"/>
From <input type="text" value="6"/> % To <input type="text" value="25"/> %	Very Good <input type="button" value="v"/>
From <input type="text" value="26"/> % To <input type="text" value="50"/> %	Good <input type="button" value="v"/>
From <input type="text" value="51"/> % To <input type="text" value="75"/> %	Average <input type="button" value="v"/>
From <input type="text" value="76"/> % To <input type="text" value="100"/> %	Below Average <input type="button" value="v"/>

**By Consolidated Score**

Score Range	Overall Rating
From <input type="text" value="0"/> To <input type="text" value="10"/>	Below Average <input type="button" value="v"/>
From <input type="text" value="11"/> To <input type="text" value="20"/>	Average <input type="button" value="v"/>
From <input type="text" value="21"/> To <input type="text" value="30"/>	Good <input type="button" value="v"/>
From <input type="text" value="31"/> To <input type="text" value="40"/>	Very Good <input type="button" value="v"/>

If the Generation Option is 'By Consolidated Score', user can edit the part of By Consolidated Score and the part of By Percentile will be disabled.

[S-INA05-01] Institute Application > School Reference Report > Set Range for Overall Rating

Category: All   
 HKDSE Subject: Any

**By Percentile**

Percentile Range	Overall Rating
From <input type="text" value="1"/> % To <input type="text" value="5"/> %	Excellent <input type="button" value="v"/>
From <input type="text" value="6"/> % To <input type="text" value="25"/> %	Very Good <input type="button" value="v"/>
From <input type="text" value="26"/> % To <input type="text" value="50"/> %	Good <input type="button" value="v"/>
From <input type="text" value="51"/> % To <input type="text" value="75"/> %	Average <input type="button" value="v"/>
From <input type="text" value="76"/> % To <input type="text" value="100"/> %	Below Average <input type="button" value="v"/>

**By Consolidated Score**

Score Range	Overall Rating
From <input type="text" value="0"/> To <input type="text" value="10"/>	Below Average <input type="button" value="v"/>
From <input type="text" value="11"/> To <input type="text" value="20"/>	Average <input type="button" value="v"/>
From <input type="text" value="21"/> To <input type="text" value="30"/>	Good <input type="button" value="v"/>
From <input type="text" value="31"/> To <input type="text" value="40"/>	Very Good <input type="button" value="v"/>

- Fill in the mapping between percentile / score and overall rating.
- Click **[Save]** button to save the changes.
- User can click **[Reset]** button to clear the setting.
- Click **[Preview & Print]** button to print the report "Setting Range for Overall



Rating (R-INA027-E)" to view the setting of all HKDSE subjects.

#### Post-effects

1. The default relation will be used to set the default value of overall rating for S6 students based on the percentile / score during generating academic performance info.
2. During generation of Academic Performance Info,
  - i. If a subject has been specified default mappings of Percentile and Overall Rating, the settings will be adopted to calculate the Overall Rating of the subject for students.
  - ii. If a subject has no related default settings of Percentile and Overall Rating, system will further check if the common settings applicable to any subject have been set or not. If yes, the settings will be adopted to calculate the Overall Rating of the subject for students.
  - iii. If no available settings have been made, the Overall Rating for the subject of all the students will be left blank in the generated Academic Performance.

#### Notes

1. The global setting of relation between Percentile/Score and Overall Rating is OPTIONAL. User can skip this setting.
2. User can choose up to 5 different ratings for "Any" or a specific subject.
3. For 'By Percentile':
  - The value of "From" and "To" must be number and in the range of 1-100 inclusive.
  - The value of "From" should not be greater than value of "To".
  - The ranges cannot be overlapped.
  - The sum up range must be equal to 100% (i.e. cover the range 1% – 100%).
4. For 'By Consolidated Score':
  - The value of "From" and "To" must be number and in the range of 0-100 inclusive.
  - The value of "From" should not be greater than value of "To".
  - The ranges cannot be overlapped.
  - The lowest value should be 0 and the highest value should be 100.
  - No missing value is allowed between each score range.

## 2.6.2 Function A - Generate Academic Performance Info

### **Subject Mapping**

#### Function Description

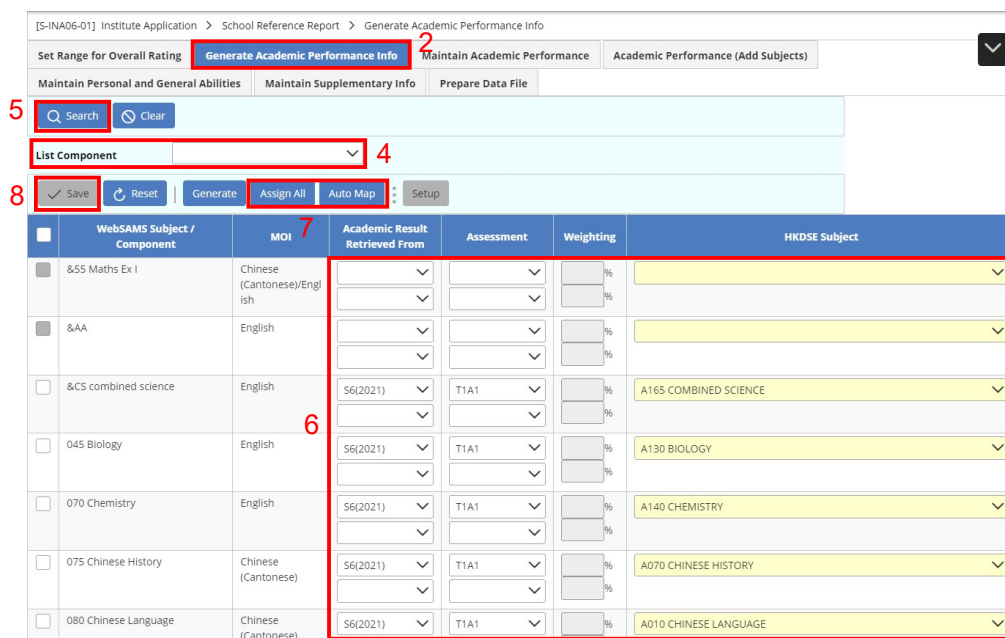
User can set the mapping between CloudSAMS subject and HKDSE subject for generation of Academic Performance Info.

 Pre-requisites

Data files (JUPAS Student List and DSE Subject Code File) are imported into CloudSAMS.

 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Generate Academic Performance Info]** tag.
3. A page with selection criteria will be shown.
4. Check the checkbox **List Component** to determine which subject is maintained down to component level.
5. Click **[Search]** button.
6. Enter the Academic Result Retrieved From, Assessment, Weighting and HKDSE Subject.
7. To simplify the input process, user can click **[Auto Map]** button to map all unmapped CloudSAMS subjects to HKDSE subject based on Suggested Subject Mapping. Or click **[Assign All]** button to assign the Academic Result Retrieved, Assessment and Weighting to all records.
8. Click **[Save]** button to save the subject mapping.



The screenshot shows the 'Generate Academic Performance Info' page. At the top, there are navigation tabs: 'Set Range for Overall Rating', 'Generate Academic Performance Info' (highlighted with a red box and callout 2), 'Maintain Academic Performance', and 'Academic Performance (Add Subjects)'. Below these are sub-tabs: 'Maintain Personal and General Abilities', 'Maintain Supplementary Info', and 'Prepare Data File'. A search bar with a 'Search' button (callout 5) and a 'Clear' button is present. Below the search bar is a 'List Component' dropdown menu (callout 4). A row of buttons includes 'Save' (callout 8), 'Reset', 'Generate', 'Assign All', 'Auto Map', and 'Setup'. The main table has columns: 'WebSAMS Subject / Component', 'MOI' (callout 7), 'Academic Result Retrieved From', 'Assessment', 'Weighting', and 'HKDSE Subject'. The table contains several rows of subject data, with a red box highlighting the 'Academic Result Retrieved From', 'Assessment', and 'Weighting' columns (callout 6). The 'MOI' column for the first two rows is 'Chinese (Cantonese)/English' and 'English' respectively.

WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject
<input type="checkbox"/> &55 Maths Ex I	Chinese (Cantonese)/English	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> &AA	English	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> &CS combined science	English	S6(2021)	T1A1	%	A165 COMBINED SCIENCE
<input type="checkbox"/> 045 Biology	English	S6(2021)	T1A1	%	A130 BIOLOGY
<input type="checkbox"/> 070 Chemistry	English	S6(2021)	T1A1	%	A140 CHEMISTRY
<input type="checkbox"/> 075 Chinese History	Chinese (Cantonese)	S6(2021)	T1A1	%	A070 CHINESE HISTORY
<input type="checkbox"/> 080 Chinese Language	Chinese (Cantonese)	S6(2021)	T1A1	%	A010 CHINESE LANGUAGE

 Post-effects

1. The report “Result of Subject Mapping (R-INA-016)” is provided in “Report” function of “Institute Application” for reviewing the results of subject mapping.
2. The mapped HKDSE subjects are not available for user’s selection in Function B (Academic Performance (Add Subjects)).

 Notes

1. The **Academic Result Retrieved From** and **Assessment** column can be blank in this stage.
2. The HKDSE subjects maintained in Function B are not displayed for selection.
3. If two ATAs (Assessment/Term/Annual) are chosen for a subject, weighting must be filled in and sum of weighting must be 100%.
4. The value of weighting must be number and in the range of 1-100 inclusive.
5. If the weighting for the 1st assessment is entered, the system will display the remaining percentage for the 2nd assessment, and vice versa.
6. If Subject Grouping is setup in [**Institute Application** → **Subject Grouping**], subject grouping will be listed here instead of the subject(s) included in subject grouping.

### **Subject Setup**

 Function Description

User can define the following setting to control the generation of percentile information:

- i. Define whether the **dropped / exempted / absent / repeated / departed** students would be included in the generation of percentile information.
- ii. Define whether the students being OM Excluded in the selected ATA in ASR module would be included in the generation of percentile information.
- iii. Define whether to retrieve the manual adjusted score/grade from ASR module for the generation of percentile information.

 Pre-requisites

1. The HKDSE subject is not set to “Inapplicable”.

 User Procedures

1. Click [**Institute Application**] → [**School Reference Report**] on the left menu.
2. Click the [**Generate Academic Performance Info**] tag.
3. A page with selection criteria will be shown.
4. Check the checkbox **List Component** to determine which subject is maintained down to component level.
5. Click [**Search**] button.
6. User checks the checkbox beside the **CloudSAMS Subject / Component** column and click [**Setup**] button.

[S-INA06-01] Institute Application > School Reference Report > Generate Academic Performance Info

Set Range for Overall Rating: **Generate Academic Performance Info** | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | Prepare Data File

Search [ ] Clear [ ]

List Component [ ]

Save [ ] Reset [ ] Generate [ ] Assign All [ ] Auto Map [ ] **Setup 6**

WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject
<input type="checkbox"/> 855 Maths Ex I	Chinese (Cantonese)/English	[ ]	[ ]	[ ] %	[ ]
<input type="checkbox"/> 8AA	English	[ ]	[ ]	[ ] %	[ ]
<input checked="" type="checkbox"/> 8CS combined science	English	S6(2021)	T1A1	[ ] %	A165 COMBINED SCIENCE
<input checked="" type="checkbox"/> 045 Biology	English	S6(2021)	T1A1	[ ] %	A130 BIOLOGY
<input type="checkbox"/> 070 Chemistry	English	S6(2021)	T1A1	[ ] %	A140 CHEMISTRY

7. Display the settings of selected subjects.
8. Fill in all required information.
9. Click **[Save]** button to save the subject setup.

[S-INA06-02] Institute Application > School Reference Report > Subject Setup

9 Save [ ] Reset [ ] Assign [ ] Back [ ]

WebSAMS Subject / Component	Include Dropped Students as the base for calculating the percentile	Include Exempted / Absent Students as the base for calculating the percentile	Include Repeated Students as the base for calculating the percentile	Include Departed Students as the base for calculating the percentile	Only One ATA With Assessment Data [1]	Include OM Excluded Students	Retrieve Adjusted Score/ Grade
<input type="checkbox"/> 8CS	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	100% [2] Weighting [3]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]
<input type="checkbox"/> 045 Biology	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	100% [2] Weighting [3]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]

[1] Define which weighting, i.e. 100% or according to the weighting setup, would be used to calculate the score/grade for the case that two ATAs are chosen but only one ATA has assessment data.  
 [2] If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted as 100% for calculating the score/grade.  
 [3] If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted according to weighting setup for calculating the score/grade.

## Post-effects

The settings in **Subject Setup** page will be used for the generating of percentile information.

## Notes

1. A default subject setup is assigned to each applicable subject mapping.

By default, the **exempted/absent**, **repeated** and **OM excluded** students are included as the base for calculating the percentile. If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted as 100% for calculating the score/grade. When the manual adjusted score/grade exists, it will be retrieved for the calculation.

The default subject setup detail can also refer to the following screenshot:

[S-INA06-02] Institute Application > School Reference Report > Subject Setup

Save [ ] Reset [ ] Assign [ ] Back [ ]

WebSAMS Subject / Component	Include Dropped Students as the base for calculating the percentile	Include Exempted / Absent Students as the base for calculating the percentile	Include Repeated Students as the base for calculating the percentile	Include Departed Students as the base for calculating the percentile	Only One ATA With Assessment Data [1]	Include OM Excluded Students	Retrieve Adjusted Score/ Grade
<input type="checkbox"/> 8CS	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	[ ] [ ] [ ] [ ] 100% [2] Weighting [3]	100% [2] Weighting [3]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]

2. Definition of different student type (subject / subject component / subject grouping):

Student Type	Definition
Dropped (except for subject grouping)	<ol style="list-style-type: none"> <li>1. The student has dropped the subject in S6 or the student does not take that subject in S6 (without the subject assigned and assessment data in S6); Or</li> <li>2. The student has dropped the subject in S5 and does not retake that subject in S6 (without the subject assigned and assessment data in S6); Or</li> <li>3. The student has dropped the subject in S4 and does not retake that subject in S5 and S6 (without the subject assigned and assessment data in S5 and S6).</li> </ol>
Exempted	It refers to the students having subjects marked with '/' in ASR module.
Absent	It refers to the students having subjects marked with '-' in ASR module, which means 'not considered'.
Repeated	<ol style="list-style-type: none"> <li>1. The student is a repeater; And</li> <li>2. ATA(s) in S5 is chosen.</li> </ol>
Departed	The status of latest schooling record of the student is "Departed".

3. Definition of different student type (subject grouping only):

Student Type	Definition
Dropped	<ol style="list-style-type: none"> <li>1. The student has dropped the subject grouping subject in S6 or the student does not take any subject / subject component of the subject grouping in S6 (without the subject assigned and assessment data in S6); Or</li> <li>2. The student has dropped the subject grouping subject in S5 and does not retake any subject / subject component of the same subject grouping in S6 (without the subject assigned and assessment data in S6); Or</li> <li>3. The student has dropped the subject grouping subject in S4 and does not retake any subject / subject component of the same subject grouping in S5 and S6 (without the subject assigned and assessment data in S5 and S6).</li> </ol>

**Generate Academic Performance Info**

 Function Description

User can retrieve assessment results of different subjects from either S5 (previous school year) or S6 (current school year) for generation of Academic Performance Info.

 Pre-requisites

1. Data files (JUPAS Student List and DSE Subject Code File) are imported into CloudSAMS.

#### User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Generate Academic Performance Info]** tag.
3. A page with selection criteria will be shown.
4. Check the checkbox **List Component** to determine which subject is maintained down to component level.
5. Click **[Search]** button.
6. Click **[Generate]** button to generate academic performance info.

[S-INA06-01] Institute Application > School Reference Report > Generate Academic Performance Info

Set Range for Overall Rating **Generate Academic Performance Info** Maintain Academic Performance Academic Performance (Add Subjects)

Maintain Personal and General Abilities Maintain Supplementary Info Prepare Data File

Search

List Component

<input type="checkbox"/>	WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject
<input checked="" type="checkbox"/>	&55 Maths Ex I	Chinese (Cantonese)/English	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	&AA	English	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	&CS combined science	English	S6(2021)	T1A1	<input type="text"/>	A165 COMBINED SCIENCE
<input type="checkbox"/>	045 Biology	English	S6(2021)	T1A1	<input type="text"/>	A130 BIOLOGY
<input type="checkbox"/>	070 Chemistry	English	S6(2021)	T1A1	<input type="text"/>	A140 CHEMISTRY
<input type="checkbox"/>	075 Chinese History	Chinese (Cantonese)	S6(2021)	T1A1	<input type="text"/>	A070 CHINESE HISTORY

#### Post-effects

1. User can view the generated result in **[Maintain Academic Performance]** page.
2. The generated academic performance info will be used for generation of Academic Performance File.
3. If there is any student being exempted / absent / repeated / OM excluded with blank percentile generated, or student who has dropped the subject in S5 and retakes in S6 with no percentile generated, or student with more than one assessment data in the same ATA in a subject grouping, a report "Exempted/Absent/Repeated/OM Excluded Students (R-INA007-E)" is generated to preview the students.
4. If there is previous generated Academic Performance, re-generate of academic performance will remove student's academic performance generated last time. If student has no "unable to judge" percentile/overall rating after regeneration, remarks maintained for percentile/overall rating will be automatically deleted during the regeneration.

 Notes

1. The **Academic Result Retrieved From, Assessment** and **HKDSE Subject** column must not be blank.
2. The generation process will be aborted if
  - i. The selected ATA(s) in ASR module has(have) not consolidated yet.
  - ii. The CloudSAMS subjects of applicable mappings are set as “Not Assessed” in ASR module, or any ATA(s) with all subject / subject component(s) set as “Not Assessed” in ASR module for subject grouping case.
  - iii. The CloudSAMS subject from a particular assessment has no assessment data for all students in ASR module, or subject grouping with all students without assessment data for all subjects / subject components.
  - iv. The assessment method (by score / by grade) of selected ATA(s) under a subject is inconsistency (e.g. when 2 ATAs are chosen for a subject, one assessed by score while another assessed by grade).
  - v. For subject grouping, ATA(s) with some subject / subject component assessed by score while another assessed by grade.

For example:

	ATA1	ATA2		
	21N	22N	23N	24N
ATA2 is chosen		By Grade	By Score	By Score
2 ATAs are chosen	By Grade	By Score	By Score	By Score

- vi. The weighting (i.e. 100% or according to the weighting setup) is not set up in **Subject Setup** page when 2 ATAs are chosen for a subject.
  - vii. Subject mapping contains subject grouping without any subject / subject component.
  - viii. The subject was setup to generate overall rating by consolidated score and any selected ATA is assessed by grade.
3. Algorithm of generating academic performance:

Score for each subject / subject component is extracted for generating academic performance. For subject grouping, subject / subject component of different ATAs are extracted and are treated as score of same subject grouping.

**Case 1: Only one ATA is chosen**

- i. For the **dropped / exempted / absent / repeated / departed** students:
  - a. Select “Not Include” in **Subject Setup** page
    - Not count to the total no. of students taking the subject
    - For **dropped/departed** students, no percentile record is generated.

- For **exempted/absent/repeated** students, blank percentile record is generated.
- b. Select "Include" in **Subject Setup** page
  - **Dropped/departed** students having assessment data
    - Count to the total no. of students taking the subject
    - No percentile record is generated
  - Students NOT having assessment data
    - Not count to the total no. of students taking the subject
    - For **dropped/departed** students, no percentile record is generated.
    - For **exempted/absent/repeated** student, blank percentile record is generated.
- ii. For students being **OM Excluded** from the ATA in ASR module
  - a. Select "Not Include" in **Subject Setup** page
    - Students having assessment data
      - Not count to the total no. of students taking the subject
      - Blank percentile record is generated.
    - Students NOT having assessment data
      - Not count to the total no. of students taking the subject
      - No percentile record is generated
  - b. Select "Include" in **Subject Setup** page
    - Follow the flow "*iii. Other than above case*"
- iii. Other than above case
  - Students having assessment data
    - Count to the total no. of students taking the subject
    - A percentile record is generated
  - Students NOT having assessment data
    - Not count to the total no. of students taking the subject
    - No percentile record is generated

#### Case 2: Two ATAs are chosen

- i. For the **dropped / exempted / absent / repeated / departed** students:
  - a. Select "Not Include" in **Subject Setup** page
    - Not count to the total no. of students taking the subject
    - For **dropped/departed** students, no percentile record is generated.
    - For **exempted/absent/repeated** students, blank percentile record is generated.
  - b. Select "Include" in **Subject Setup** page
    - **Dropped/departed** students having assessment data in both ATAs



- Calculate the score/grade based on the weighting setup
- Count to the total no. of students taking the subject.
- No percentile record is generated
- Students having assessment data in either ATA
  - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting in **Subject Setup** page
  - Count to the total no. of students taking the subject
  - For **dropped/departed** students, no percentile record is generated.
  - For **exempted/absent/repeated** students, a percentile record is generated.
- Students NOT having assessment data
  - Not count to the total no. of students taking the subject
  - For **dropped/departed** students, no percentile record is generated.
  - For **exempted/absent/repeated** students, blank percentile record is generated.
- ii. For student being **OM Excluded** from the ATA in ASR module
  - a. Select “Not Include” in **Subject Setup** page
    - Students having assessment data in both ATAs
      - If one of the ATAs is excluded
        - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of “**Only One ATA with Assessment Data**” in **Subject Setup** page
        - Count to the total no. of students taking the subject
        - A percentile record is generated
      - If both ATAs are excluded
        - Not count to the total no. of students taking the subject
        - Blank percentile record is generated
    - Students having assessment data in either ATA
      - If the ATA with assessment data is not excluded
        - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of “**Only One ATA with Assessment Data**” in **Subject Setup** page
        - Count to the total no. of students taking the subject
        - A percentile record is generated
      - If the ATA with assessment data is excluded
        - Not count to the total no. of students taking the subject
        - Blank percentile record is generated

- Students NOT having assessment data
  - Not count to the total no. of students taking the subject
  - No percentile record is generated
- b. Select "Include" in **Subject Setup** page
  - Follow the flow "*iii. Other than above case*"
- iii. Other than above case, system
  - Students having assessment data in both ATAs
    - Calculate the score/grade based on the weighting setup
    - Count to the total no. of students taking the subject
    - A percentile record is generated.
  - Students having assessment data in either ATA
    - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of "**Only One ATA with Assessment Data**" in **Subject Setup** page
    - Count to the total no. of students taking the subject
    - A percentile record is generated.
  - Students NOT having assessment data
    - Not count to the total no. of students taking the subject
    - No percentile record is generated

After calculation of score/grade for all subjects, system will sort the students who take the subject by the calculated score/grade to get the OM Ranking and then generate the percentile information based on the OM Ranking and the total no. of students taking the subject as a whole disregarding the difference in MOI.

4. In the case that a student can fulfil more than one scenario, the priority of Departed/Dropped/Exempted/Absent/Repeated is as below:  
 Departed > Dropped > Repeated > Exempted/Absent
5. Example for demonstrating the score calculation for the case that two ATAs are chosen but only one ATA has assessment data using weighting 100% and according to weighting setup.

ATA	Score	Weighting Setup	Based on Weighting Setup	100%
1	90	70%	90*70%=63	90*100%=90
2	Nil	30%		

6. Examples for demonstrating the consolidation of score and consolidation of grade.

**Example 1:** Consolidate scores of 2 ATAs of a subject

ATA	Score	Weighting	Consolidate Grade Mark
1	80	30%	80*30% + 90*70% = 87

2	90	70%	
---	----	-----	--

**Example 2:** Consolidate grades of 2 ATAs of a subject for a student. For consolidation of grades of 2 ATAs, system would refer to the Grade Conversion Table set in ASR module.

Grade Conversion Table for the subject is as below:

Grade Code	Absolute Grade Mark
A	6
B	5
C	4
D	3
E	2
F	1

Consolidate 2 grades of 2 ATAs of a subject:

ATA	Grade	Weighting	Grade Mark	Consolidate Grade Mark
1	A	30%	$6 \times 30\% = 1.8$	1.8+2.1=3.9 (Round to 4)
2	D	70%	$3 \times 70\% = 2.1$	

### 2.6.3 Maintain Academic Performance

#### **Add/Update Academic Performance Info**

##### Function Description

User can maintain academic performance data based on the records of ASR for preparing Academic Performance File to upload to JUPAS or other institutes.

##### Pre-requisites

Academic performance information is generated.

##### User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Maintain Academic Performance]** tag.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Reg No** of the student from the search results to view the academic performance of students.

[S-INA07-01] Institute Application > School Reference Report > Maintain Academic Performance

Set Range for Overall Rating | Generate Academic Performance Info | **Maintain Academic Performance** | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | Prepare Data File

Search

JUPAS Application No  Reg No   
English Name  Class Name

JUPAS Application No	Reg No	English Name	Chinese Name	Class	Class No	Sex	Status
50001004	2016i	Studi	中學	S6B	1	Male	Active
50001005	2016i	Studi	中學	S6B	3	Female	Active
50001006	2016i	Studi	中學	S6B	5	Female	Active
50001001	2016i	Studi	中學	S6B	50	Male	Active
50001007	2016i	Studi	中學	S6C	1	Male	Active
50001008	2016i	Studi	中學	S6C	3	Female	Active
50001009	2016i	Studi	中學	S6C	5	Female	Active
50001011	2016i	Studi	中學	S6D	3	Female	Active
50001012	2016i	Studi	中學	S6D	5	Female	Active

- The academic performance info generated by Function A is listed out.
- User can modify the generated percentile and overall rating. Remarks field for percentile or overall rating must be inputted if any "Unable to Judge" for percentile or overall rating is selected.
- Click **[Add]** button to add a particular subject (mapped subjects in Function A only).
- Click **[Remarks]** button to input remarks for percentile or overall rating.
- Specify the HKDSE subject and fill in the percentile and overall rating of new created academic performance info.
- Click **[Save]** button to save the changes.

[S-INA07-02] Institute Application > School Reference Report > Maintain Academic Performance

Set Range for Overall Rating | Generate Academic Performance Info | **Maintain Academic Performance** | Academic Performance (Add Subjects) | Maintain Personal and General Abilities | Maintain Supplementary Info

Prepare Data File

Student Particulars

JUPAS Application No 50001004 JUPAS School Code 10001  
Student Name Stud Class Name S6B  
Student No 1 HKID C880  
Passport No Issue Country  
Group S6B Class No 1  
Remark Indicator (Percentile) Y Remark Indicator (Overall rating) N

Academic Performance

School Subject / Component	HKDSE Subject	Percentile (Position in Form)						Overall Rating					
		Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Unable to judge	Excellent	Very Good	Good	Average	Below Average	Unable to Judge
<input type="checkbox"/> Chinese History	CHINESE HISTORY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Chinese Language	CHINESE LANGUAGE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> English Language	ENGLISH LANGUAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Ethics/ Religious Education	ETHICS AND RELIGIOUS STUDIES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Liberal Studies	LIBERAL STUDIES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Mathematics (Compulsory Part)	MATHEMATICS COMPULSORY PART	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Music	MUSIC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Physical Education Lessons	PHYSICAL EDUCATION	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>


Post-effects

The Academic Performance data will be used to prepare Academic Performance File for uploading to JUPAS or other institutes.


 Notes

1. User needs to click [Save] button in [S-INA07-02] to save any change of percentile or overall rating. Remarks maintained is saved when [Save] button is clicked in [S-INA07-03].
2. For the Remarks field, user can only input 800 English characters or 100 words.
3. Unable to judge is not assigned by system.
4. Only ONE remarks field for percentile and ONE remarks field for overall rating should be provided for a student regardless of the no. of subject.
5. The **JUPAS Application No.** is hided for non-JUPAS applicant in screens [S-INA07-01] and [S-INA07-02].

**Delete Academic Performance Info**

 Function Description

User can delete the generated or added academic performance data.

 Pre-requisites

1. Academic performance info is generated.

 User Procedures

1. Click [Institute Application] → [School Reference Report] on the left menu.
2. Click the [Maintain Academic Performance] tag.
3. Fill in the search criteria.
4. Click the [Search] button to search for a particular student.
5. Click on the **Reg No** of the student from the search results to view the academic performance of students.

[S-INA07-01] Institute Application > School Reference Report > Maintain Academic Performance

Set Range for Overall Rating   Generate Academic Performance Info   **Maintain Academic Performance**   Academic Performance (Add Subjects)

Maintain Personal and General Abilities   Maintain Supplementary Info   Prepare Data File

**4**

JUPAS Application No  Reg No

English Name  Class Name

JUPAS Application No	Reg No	English Name	Chinese Name	Class	Class No	Sex	Status
50001004	2016	Studi	中學	S6B	1	Male	Active
50001005	2016	Studi	中學	S6B	3	Female	Active
50001006	2016	Studi	中學	S6B	5	Female	Active
50001001	2016	Studi	中學	S6B	50	Male	Active
50001007	2016	Studi	中學	S6C	1	Male	Active
50001008	2016	Studi	中學	S6C	3	Female	Active
50001009	2016	Studi	中學	S6C	5	Female	Active
50001011	2016	Studi	中學	S6D	3	Female	Active
50001012	2016	Studi	中學	S6D	5	Female	Active

**5**

- The academic performance info generated by Function A is listed out.
- Check the checkbox beside the **School Subject / Component** column to delete the record.
- Click **[Delete]** button and confirm the operation.

	School Subject / Component	HKDSE Subject	Percentile (Position in Form)					Overall Rating						
			Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Unable to Judge	Excellent	Very Good	Good	Average	Below Average	Unable to Judge
<input type="checkbox"/>	Chinese History	CHINESE HISTORY	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Chinese Language	CHINESE LANGUAGE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	English Language	ENGLISH LANGUAGE	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Ethics/ Religious Education	ETHICS AND RELIGIOUS STUDIES	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Liberal Studies	LIBERAL STUDIES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Mathematics (Compulsory Part)	MATHEMATICS COMPULSORY PART	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	Music	MUSIC	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Post-effects

- The academic performance data will be used to prepare Academic Performance File for uploading to JUPAS or other institutes.
- If student has no “unable to judge” percentile/overall rating after deleting HKDSE subject, remarks maintained for percentile/overall rating will be automatically deleted.

### Notes

The **JUPAS Application No.** is hidden for non-JUPAS applicant in screens **[S-INA07-01]** and **[S-INA07-02]**.

## 2.6.4 Function B - Academic Performance (Add Subjects)

### Add Subjects

#### Function Description

User can manually add HKDSE subjects not generated in Function A.

#### Pre-requisites

Data files (JUPAS Student List and DSE Subject Code File) are imported into CloudSAMS.

#### User Procedures

- Click **[Institute Application]** → **[School Reference Report]** on the left

menu.

2. Click the **[Academic Performance (Add Subjects)]** tag.
3. A summary list of the subjects added via Function B is shown.
4. Click **[Add]** button to add a new subject.

[S-INA08-01] Institute Application > School Reference Report > Academic Performance (Add Subjects)

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | **Academic Performance (Add Subjects)**

Maintain Personal and General Abilities | Maintain Supplementary Info | Prepare Data File

Search Clear

Category: All | HKDSE Subject Group: All

Save Reset **Add** Delete

No	Category	HKDSE Subject
1	Applied Learning Subjects	COMPUTER GAME AND ANIMATION DESIGN

5. Select a HKDSE subject to be added. (The **[Category]** dropdown is to facilitate the selection of HKDSE subject.)
6. Click **[Save]** button to save the changes.

[S-INA08-01] Institute Application > School Reference Report > Academic Performance (Add Subjects)

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | **Academic Performance (Add Subjects)**

Maintain Personal and General Abilities | Maintain Supplementary Info | Prepare Data File

Search Clear

Category: All | HKDSE Subject Group: All

Save Reset Add Delete

No	Category	HKDSE Subject
1	Applied Learning Subjects	COMPUTER GAME AND ANIMATION DESIGN
2	All	B703 ACCOUNTING FOR E-BUSINESS

### Post-effects

1. User can maintain the percentile and overall rating information for the added HKDSE subject.
2. The added HKDSE subjects are not available for user's selection in Function A.

### Notes

Only the HKDSE subjects which are NOT maintained in Function A are available to be added in Function B.

## Maintain Academic Performance

### Function Description

User can maintain percentile and overall rating information for the added HKDSE subjects.

Pre-requisites

Data files (JUPAS Student List and DSE Subject Code File) are imported into CloudSAMS.

User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Academic Performance (Add Subjects)]** tag.
3. A summary list of the subjects added via Function B is shown.
4. Click on the **HKDSE Subject** to maintain the academic performance of the selected HKDSE subjects.

5. Fill in the percentile and overall rating of students. Remarks field for percentile or overall rating must be inputted if any “Unable to Judge” for percentile or overall rating is selected.
6. Click **[Remarks]** button to input remarks for percentile or overall rating.
7. To remove the input, check the checkbox beside JUPAS Application No column and click **[Clear]** button.
8. Click **[Save]** button to save the changes.

Class	Class No	English Name	Chinese Name	Percentile (Position in Form)					Overall Rating					Remarks				
				Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Unable to Judge	Remark Indicator	Excellent	Very Good	Good		Average	Below Average	Unable to Judge	Remark Indicator
B	1	Stud Five/Eigh	中學八	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Y	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remarks
B	3	Stud Five/Elev	中學十一	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remarks
B	5	Stud Five	中學五	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remarks
B	50	Stud Five/Eigh	中學八	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remarks
C	1	Stud Five/Eigh	中學八	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remarks
C	3	Stud Five/Elev	中學十一	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	N	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Remarks

Post-effects



The information will be used for generation of Academic Performance file.

 Notes

1. User does not need to fill in the academic performance of all students.
2. User needs to click **[Save]** button in **[S-INA07-02]** to save any change of percentile or overall rating. Remarks maintained is saved when **[Save]** button is clicked in **[S-INA07-03]**.
3. For the Remarks field, user can only input 800 English characters or 100 words.
4. Unable to judge is not assigned by system.
5. Only ONE remarks field for percentile and ONE remarks field for overall rating should be provided for a student regardless of the no. of subject.
6. The **JUPAS Application No.** is hidid for non-JUPAS applicant.

**Delete Subject**

 Function Description

User can delete the added HKDSE subjects and their corresponding percentile and overall rating information.

 Pre-requisites

Data files (JUPAS Student List and DSE Subject Code File) are imported into CloudSAMS.

 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Academic Performance (Add Subjects)]** tag.
3. A summary list of the subjects added via Function B is shown.
4. Check the checkbox beside the **No.** column to delete record.
5. Click **[Delete]** button and confirm the operation.

[S-INA08-01] Institute Application > School Reference Report > Academic Performance (Add Subjects)

Set Range for Overall Rating	Generate Academic Performance Info	Maintain Academic Performance	<b>Academic Performance (Add Subjects)</b>
Maintain Personal and General Abilities	Maintain Supplementary Info	Prepare Data File	2

Search [ ] Clear [ ]

Category: All [v] HKDSE Subject Group: All [v]

Save [ ] Reset [ ] Add [ ] **Delete** 5

<input checked="" type="checkbox"/>	No.	Category	HKDSE Subject
<input checked="" type="checkbox"/>	4	Applied Learning Subjects	COMPUTER GAME AND ANIMATION DESIGN

 Post-effects

1. The percentile and overall rating information under the deleted HKDSE subject will be deleted at the same time.
2. If student has no “unable to judge” percentile/overall rating after deleting the subject, remarks maintained for percentile/overall rating will be automatically deleted.


 Notes

N/A

## 2.6.5 Maintain Personal and General Abilities

 Function Description

User can maintain personal and general ability of students for preparing Personal and General Ability File to upload to JUPAS or other institutes.

 Pre-requisites

N/A

 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Maintain Personal and General Abilities]** tag.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Reg No** of the student from the search results to view the personal and general abilities of students.

[S-INA09-01] Institute Application > School Reference Report > Maintain Personal and General Abilities

Set Range for Overall Rating   Generate Academic Performance Info   Maintain Academic Performance   Academic Performance (Add Subjects)

**Maintain Personal and General Abilities**   Maintain Supplementary Info   Prepare Data File

2

4 JUPAS Application No  Reg No

English Name  Class Name

JUPAS Application No	Reg No	English Name	Chinese Name	Class	Class No	Sex	Status
50001004	2016	Stud	中學	S6B	1	Male	Active
50001005	2016	Stud	中學	S6B	3	Female	Active
50001006	2016	Stud	中學	S6B	5	Female	Active
50001001	2016	Stud	中學	S6B	50	Male	Active
50001007	2016	Stud	中學	S6C	1	Male	Active
50001008	2016	Stud	中學	S6C	3	Female	Active
50001009	2016	Stud	中學	S6C	5	Female	Active
50001011	2016	Stud	中學	S6D	3	Female	Active
50001012	2016	Stud	中學	S6D	5	Female	Active

5

- Select the ratings for all abilities.
- Click **[Save]** button to save the changes.

[S-INA09-02] Institute Application > School Reference Report > Maintain Personal and General Abilities

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | Prepare Data File

Student Particulars

JUPAS Application No: 50001004 | JUPAS School Code: 10001  
 Student Name: Stud... | Class Name: S6B  
 Student No: 1 | HKID: C880  
 Passport No: | Issue Country: |  
 Group: S6B | Class No: 1 | < Prev | Next >

Personal and General Abilities

**Save** | Reset | < Back

From your knowledge of the applicant and, where appropriate, in comparison with other S6 candidates in your school, please rate the applicant on the following attributes by ticking the appropriate boxes against such attributes below.

Attributes	Excellent	Good	Average	Below Average	Unable to Judge
Ability to communicate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ability to work with others	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical power	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conduct	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Independence of mind	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Industriousness	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Post-effects

The personal and general ability data will be used to prepare Personal and General Ability File for uploading to JUPAS or other institutes.

Notes

- User can switch the page to the student with previous/next class number by clicking the **[Cls No]** arrow button.
- The **JUPAS Application No.** is hidid for non-JUPAS applicant in screens **[S-INA09-01]** and **[S-INA09-02]**.

2.6.6 Maintain Academic Performance Supplementary Information

Function Description

User can maintain academic performance supplementary information of students for preparing Academic Performance Supplementary File to upload to JUPAS or other institutes.

Pre-requisites

N/A

User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Maintain Supplementary Info]** tag.
3. Fill in the search criteria.
4. Click the **[Search]** button to search for a particular student.
5. Click on the **Reg No** of the student from the search results to view the academic performance supplementary information of students.

[S-INA10-01] Institute Application > School Reference Report > Maintain Supplementary Info

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | **Maintain Supplementary Info** | Prepare Data File

2

4 JUPAS Application No   
 English Name   
 Maintain Indicator

Reg No   
 Class Name

JUPAS Application No	Reg No	English Name	Chinese Name	Class	Class No	Sex	Status	Maintain Indicator
50001004	2016	Stud	中學	S6B	1	Male	Active	Yes
50001005	2016	Stud	中學	S6B	3	Female	Active	Yes
50001006	2016	Stud	中學	S6B	5	Female	Active	Yes
50001001	2016	Stud	中學	S6B	50	Male	Active	Yes
50001007	2016	Stud	中學	S6C	1	Male	Active	Yes
50001008	2016	Stud	中學	S6C	3	Female	Active	Yes
50001009	2016	Stud	中學	S6C	5	Female	Active	Yes
50001011	2016	Stud	中學	S6D	3	Female	Active	Yes
50001012	2016	Stud	中學	S6D	5	Female	Active	Yes

5

6. Fill in the supplementary information.
7. Click **[Save]** button to save the changes.

[S-INA10-02] Institute Application > School Reference Report > Maintain Supplementary Info

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | **Maintain Supplementary Info** | Prepare Data File

Student Particulars

JUPAS Application No 50001004 JUPAS School Code 10001  
 Student Name Stud  Class Name S6B  
 Student No 1 HKID C880  
 Passport No  Issue Country   
 Group S6B Class No 1

Academic Performance Supplementary Information (Maximum Length: 2000 characters)

7

Student Name Stuc JUPAS Application No 50001004  
 HKID C880 Passport No   
 Issue Country JUPAS School Code 10001  
 Class S6B Student No 1  
 Group S6B Remark Indicator (Percentile)  
 Remark Indicator (Overall rating)

Post-effects

The academic performance supplementary information will be used to prepare Academic Performance Supplementary File for uploading to JUPAS or other institutes.

 Notes


1. User can switch the page to the student with previous/next class number by clicking the **[Class No]** arrow button.
2. Only English input is allowed.
3. The **JUPAS Application No.** is hidid for non-JUPAS applicant in screens **[S-INA10-01]** and **[S-INA10-02]**.

### 2.6.7 Prepare Data File

#### *Prepare Academic Performance File*

 Function Description

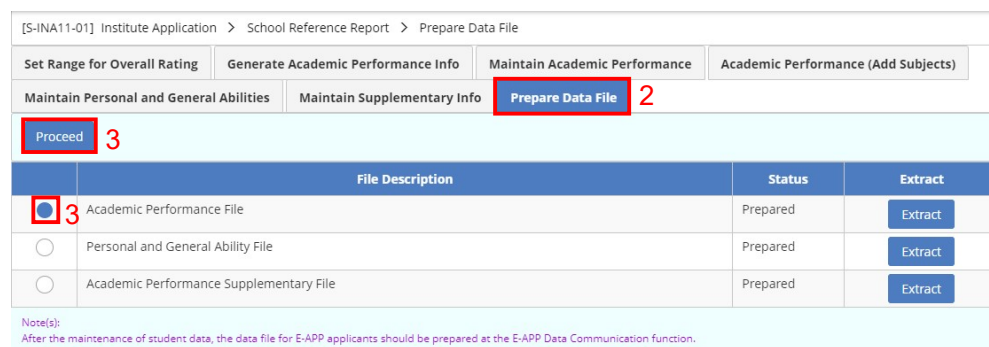
User can prepare Academic Performance File based on the academic performance data maintained by teacher for uploading to JUPAS or other institutes.

 Pre-requisites

N/A

 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Prepare Data File]** tag.
3. Select **Academic Performance File** option and click **[Proceed]** button.



4. Select students who will be included in the Academic Performance File.
5. Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants.
6. Click **[Save]** button to save the selection.

- Click **[Preview Excluded Students]** button to view which students are excluded from the Academic Performance File.
- Click **[Confirm]** button to generate the Academic Performance File.
- Click **[Confirm and Send to E-APP Data Communication]** button and then go to "E-APP Data Communication" to prepare the Academic Performance Data File for E-APP application.

[S-IN11-02] Institute Application > School Reference Report > Prepare Academic Performance

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | **Prepare Data File**

6  Save |  Reset |  JUPAS Only |  Preview Excluded Students |  Confirm |  Confirm and Send to E-App Data Communication

View Error Report | < Back 5 7 8 9

<input checked="" type="checkbox"/>	JUPAS Application No	Reg No	English Name	Class	Class No	STRN
<input checked="" type="checkbox"/>	50001004	2016	Stud	S6 - S6B	1	C88C
<input checked="" type="checkbox"/>	50001005	2016	Stud	S6 - S6B	3	Z286
<input checked="" type="checkbox"/>	50001006	2016	Stud	S6 - S6B	5	R725
<input checked="" type="checkbox"/>	50001001	2016	Stud	S6 - S6B	50	K621
<input checked="" type="checkbox"/>	50001007	2016	Stud	S6 - S6C	1	I523
<input checked="" type="checkbox"/>	50001008	2016	Stud	S6 - S6C	3	K115
<input checked="" type="checkbox"/>	50001009	2016	Stud	S6 - S6C	5	F364
<input checked="" type="checkbox"/>	50001011	2016	Stud	S6 - S6D	3	W48
<input checked="" type="checkbox"/>	50001012	2016	Stud	S6 - S6D	5	G04

Note(s):  
 1. Click "JUPAS Only" to deselect all the non-JUPAS applicants.  
 2. After the maintenance of the student data and the button "Confirm and Send to E-APP Data Communication" is clicked, user has to go to the "E-APP Data Communication" to prepare the Personal and General Ability Data File for E-APP application.  
 3. The button "Confirm and Send to E-APP Data Communication" will be disable if the Personal and General Ability File is being prepared at the E-APP Data Communication function.

- If there is any selected student who has more than 10 subjects, user should select maximum 10 subjects from them.
- After user selects the records, click **[Confirm]** button again to generate the Academic Performance File or send to E-APP Application.

[S-IN11-04] Institute Application > School Reference Report > Prepare Academic Performance

Setting Range for Overall Rating | Gen Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects) | Main

**Prepare Data File**

The following student(s) has/have more than 10 subjects included in the data file. Each student should have a maximum of 10 subjects included. Please select the subjects.

11  Confirm |  Reset | < Back

<input type="checkbox"/>	JUPAS Application No	Reg No	English Name	Class Name	Class No	HKDSE subject
<input type="checkbox"/>	50001008	2016	Stud	S6 - S6C	3	CHINESE LANGUAGE
<input checked="" type="checkbox"/>						ENGLISH LANGUAGE
<input checked="" type="checkbox"/>						MATHEMATICS COMPULSORY PART
<input checked="" type="checkbox"/>						LIBERAL STUDIES
<input checked="" type="checkbox"/>						ETHICS AND RELIGIOUS STUDIES
<input checked="" type="checkbox"/>						BIOLOGY
<input checked="" type="checkbox"/>						CHEMISTRY
<input checked="" type="checkbox"/>						MUSIC
<input checked="" type="checkbox"/>						PHYSICAL EDUCATION
<input checked="" type="checkbox"/>						COMPUTER GAME AND ANIMATION DESIGN
<input checked="" type="checkbox"/>						HINDI LANGUAGE

- Click **[Extract]** button and enter "Password" and "Confirm Password" in a popup dialog. Once the **[Confirm]** button is clicked, the file will be encrypted and exported to a self-extracting executable (.zip) file.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

Set Range for Overall Rating	Generate Academic Performance Info	Maintain Academic Performance	Academic Performance (Add Subjects)
Maintain Personal and General Abilities	Maintain Supplementary Info	Prepare Data File	

Proceed

	File Description	Status	Extract
<input checked="" type="radio"/>	Academic Performance File	Prepared	12 <input type="button" value="Extract"/>
<input type="radio"/>	Personal and General Ability File	Prepared	<input type="button" value="Extract"/>
<input type="radio"/>	Academic Performance Supplementary File	Prepared	<input type="button" value="Extract"/>

Notes(s):  
After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

### Post-effects

1. An Academic Performance File is generated. The status of Academic Performance File becomes “Prepared” afterwards; or
2. Academic Performance File can be prepared at the E-APP Data Communication function.

### Notes

1. Only one user is allowed to invoke the Preparing Academic Performance File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.
2. User can generate report “Students excluded in the Academic Performance File (R-INA018)” for reviewing the list of student(s) who is/are not in the data file.
3. System will perform verification to ensure that the Academic Performance File contains all the compulsory HKDSE subjects (i.e. English Language (A020), Mathematics (A030) and Citizenship and Social Development (A045)) of each selected student. If not, the data file preparation is aborted and the **[View Error Report]** button is available for user to view the detail of the error.
4. If there is any selected student who has more than 10 subjects, user should select maximum 10 subjects from them. The compulsory HKDSE subjects are selected by default and not allowed to un-select.
5. User cannot extract the Academic Performance File if there are unnecessary remarks or missing remarks.
6. The **JUPAS Application No.** is hidid for non-JUPAS applicant in screens.
7. User should double-click the self-extracting encrypted executable (.zip) file and enter password to decrypt the respective Excel file(s).

## ***Prepare Personal and General Ability File***

### Function Description

User can prepare Personal and General Ability File based on the personal and general ability data maintained by teacher for uploading to JUPAS or other institutes.

### Pre-requisites

N/A

User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Prepare Data File]** tab.
3. Select **Personal and General Ability File** option and click **[Proceed]** button.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | **Prepare Data File** 2

**Proceed** 3

	File Description	Status	Extract
<input type="radio"/>	Academic Performance File	Prepared	<b>Extract</b>
<input checked="" type="radio"/> 3	Personal and General Ability File	Prepared	<b>Extract</b>
<input type="radio"/>	Academic Performance Supplementary File	Prepared	<b>Extract</b>

Note(s):  
After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

4. Select students who will be included in the Personal and General Ability File.
5. Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants.
6. Click **[Save]** button to save the selection.
7. Click **[Preview Excluded Students]** button to view which students are excluded from the Personal and General Ability File.
8. Click **[Confirm]** button to generate the Personal and General Ability File.
9. Click **[Confirm and Send to E-APP Data Communication]** button and then go to "E-APP Data Communication" to prepare the Personal and General Ability Data File for E-APP application.

[S-INA12-01] Institute Application > School Reference Report > Prepare Personal and General Ability

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | **Prepare Data File**

6 **Save** **Reset** **JUPAS Only** 5 **Preview Excluded Students** 7 **Confirm** 8 **Confirm and Send to E-App Data Communication** 9 **Back**

<input checked="" type="checkbox"/>	JUPAS Application No 5	Reg No 7	English Name 8	Class 9	Class No	STRN
<input checked="" type="checkbox"/>	50001002	2016	Stud	S6 - S6A	3	L458
<input checked="" type="checkbox"/>	50001003	2016	Stud	S6 - S6A	5	J958
<input checked="" type="checkbox"/>	50001004	2016	Stud	S6 - S6B	1	C880
<input checked="" type="checkbox"/>	50001005	2016	Stud	S6 - S6B	3	Z286
<input checked="" type="checkbox"/>	50001006	2016	Stud	S6 - S6B	5	R725
<input checked="" type="checkbox"/>	50001001	2016	Stud	S6 - S6B	50	K621
<input checked="" type="checkbox"/>	50001007	2016	Stud	S6 - S6C	1	I523
<input checked="" type="checkbox"/>	50001008	2016	Stud	S6 - S6C	3	K115
<input checked="" type="checkbox"/>	50001009	2016	Stud	S6 - S6C	5	F364
<input checked="" type="checkbox"/>	50001011	2016	Stud	S6 - S6D	3	W48
<input checked="" type="checkbox"/>	50001012	2016	Stud	S6 - S6D	5	G04

Note(s):  
1. Click "JUPAS Only" to deselect all the non-JUPAS applicants.  
2. After the maintenance of the student data and the button "Confirm and Send to E-APP Data Communication" is clicked, user has to go to the "E-APP Data Communication" to prepare the Personal and General Ability Data File for E-APP application.  
3. The button "Confirm and Send to E-APP Data Communication" will be disabled if the Personal and General Ability File is being prepared at the E-APP Data Communication function.

10. Click **[Extract]** button and enter "Password" and "Confirm Password" in a popup dialog. Once the **[Confirm]** button is clicked, the file will be encrypted and exported to a self-extracting executable (.zip) file.



[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

Set Range for Overall Rating	Generate Academic Performance Info	Maintain Academic Performance	Academic Performance (Add Subjects)
Maintain Personal and General Abilities	Maintain Supplementary Info	<b>Prepare Data File</b>	

Proceed

	File Description	Status	Extract
<input type="radio"/>	Academic Performance File	Prepared	<input type="button" value="Extract"/>
<input checked="" type="radio"/>	Personal and General Ability File	Prepared	10 <input type="button" value="Extract"/>
<input type="radio"/>	Academic Performance Supplementary File	Prepared	<input type="button" value="Extract"/>

Note(s):  
After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

### Post-effects

1. A Personal and General Ability File is generated. The status of Personal and General Ability File becomes “Prepared” afterwards; or
2. Personal and General Ability File can be prepared at the E-APP Data Communication function.

### Notes

1. Only one user is allowed to invoke the Preparing Personal and General Ability File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.
2. User can generate report “Students excluded in the Personal and General Ability File (R-INA021)” for reviewing the list of student(s) who is/are not in the data file.
3. The **JUPAS Application No.** is hidid for non-JUPAS applicant in screens.
4. User should double-click the self-extracting encrypted executable (.zip) file and enter password to decrypt the respective Excel file(s).

## ***Prepare Academic Performance Supplementary File***

### Function Description

User can prepare Academic Performance Supplementary File based on the Academic Performance Supplementary data maintained by teacher for uploading to JUPAS or other institutes.

### Pre-requisites

N/A

### User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.
2. Click the **[Prepare Data File]** tag.
3. Select **Academic Performance Supplementary File** option and click **[Proceed]** button.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

Set Range for Overall Rating | Generate Academic Performance Info | **Maintain Academic Performance** | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | **Prepare Data File** 2

**Proceed** 3

	File Description	Status	Extract
<input type="radio"/>	Academic Performance File	Prepared	<b>Extract</b>
<input type="radio"/>	Personal and General Ability File	Prepared	<b>Extract</b>
<input checked="" type="radio"/> 3	Academic Performance Supplementary File	Prepared	<b>Extract</b>

Note(s):  
After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

- Select students who will be included in the Academic Performance Supplementary File.
- Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants.
- Click **[Save]** button to save the selection.
- Click **[Preview Excluded Students]** button to view which students are excluded from the Academic Performance Supplementary File.
- Click **[Confirm]** button to generate the Academic Performance Supplementary File.

[S-INA13-01] Institute Application > School Reference Report > Prepare Academic Performance Supplementary File

Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | **Prepare Data File**

6  **Save** |  **Reset** | **JUPAS Only** 5 | **Preview Excluded Students** 7 | **Confirm** 8 |

<input checked="" type="checkbox"/>	JUPAS Application No 5	Reg No 7	English Name	Class	Class No	STRN
<input checked="" type="checkbox"/>	50001002	2016	Stud	S6 - S6A	3	L458
<input checked="" type="checkbox"/>	50001003	2016	Stud	S6 - S6A	5	J958
<input checked="" type="checkbox"/>	50001004	2016	Stud	S6 - S6B	1	C880
<input checked="" type="checkbox"/>	50001005	2016	Stud	S6 - S6B	3	Z286
<input checked="" type="checkbox"/>	50001006	2016	Stud	S6 - S6B	5	R725
<input checked="" type="checkbox"/>	50001001	2016	Stud	S6 - S6B	50	K621
<input checked="" type="checkbox"/>	50001007	2016	Stud	S6 - S6C	1	I523
<input checked="" type="checkbox"/>	50001008	2016	Stud	S6 - S6C	3	K115
<input checked="" type="checkbox"/>	50001009	2016	Stud	S6 - S6C	5	F364
<input checked="" type="checkbox"/>	50001011	2016	Stud	S6 - S6D	3	W48
<input checked="" type="checkbox"/>	50001012	2016	Stud	S6 - S6D	5	G041

Note(s):  
Click "JUPAS Only" to deselect all the non-JUPAS applicants.

- Click **[Extract]** button and enter "Password" and "Confirm Password" in a popup dialog. Once the **[Confirm]** button is clicked, the file will be encrypted and exported to a self-extracting executable (.zip) file.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File


Set Range for Overall Rating | Generate Academic Performance Info | Maintain Academic Performance | Academic Performance (Add Subjects)

Maintain Personal and General Abilities | Maintain Supplementary Info | **Prepare Data File**


**Proceed**

	File Description	Status	Extract
<input type="radio"/>	Academic Performance File	Prepared	<b>Extract</b>
<input type="radio"/>	Personal and General Ability File	Prepared	<b>Extract</b>
<input checked="" type="radio"/>	Academic Performance Supplementary File	Prepared	9 <b>Extract</b>

Note(s):  
After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

 Post-effects

An Academic Performance Supplementary File is generated. The status of Academic Performance Supplementary File becomes “Prepared” afterwards.

 Notes

1. Only one user is allowed to invoke the Preparing Academic Performance Supplementary File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.
2. The **JUPAS Application No.** is hidden for non-JUPAS applicant in screens.
3. User should double-click the self-extracting encrypted executable (.zip) file and enter password to decrypt the respective Excel file(s).

## 2.7 Report

### 2.7.1 Generate Report

#### Function Description

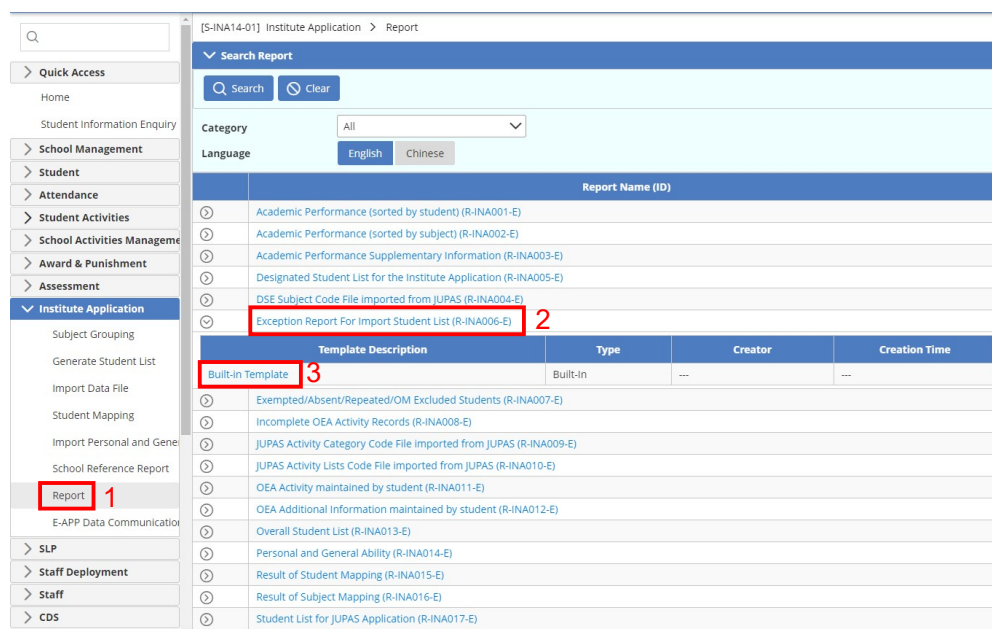
User can generate reports.

#### Pre-requisites

Adobe Acrobat Reader and Microsoft Office are required to be installed on the workstation to view the reports.

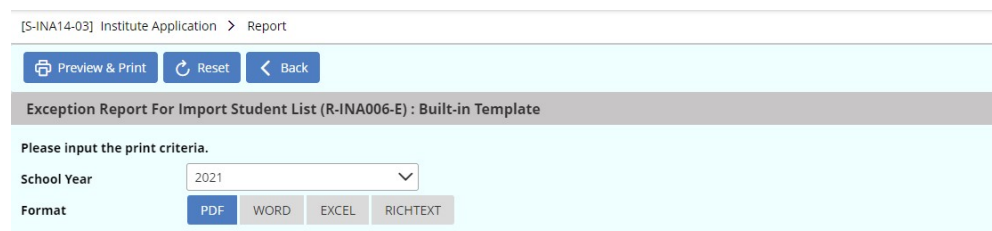
#### User Procedures

1. Click **[Institute Application]** → **[Report]** on the left menu.
2. Click on the Report Name (ID) link and a list of built-in and user-defined report templates is displayed.



Report Name (ID)	Template Description	Type	Creator	Creation Time
⊙ Academic Performance (sorted by student) (R-INA001-E)				
⊙ Academic Performance (sorted by subject) (R-INA002-E)				
⊙ Academic Performance Supplementary Information (R-INA003-E)				
⊙ Designated Student List for the Institute Application (R-INA005-E)				
⊙ DSE Subject Code File imported from JUPAS (R-INA004-E)				
⊙ <b>Exception Report For Import Student List (R-INA006-E)</b>				
	<b>Built-in Template</b>	Built-in	---	---
⊙ Exempted/Absent/Repeated/OM Excluded Students (R-INA007-E)				
⊙ Incomplete OEA Activity Records (R-INA008-E)				
⊙ JUPAS Activity Category Code File imported from JUPAS (R-INA009-E)				
⊙ JUPAS Activity Lists Code File imported from JUPAS (R-INA010-E)				
⊙ OEA Activity maintained by student (R-INA011-E)				
⊙ OEA Additional Information maintained by student (R-INA012-E)				
⊙ Overall Student List (R-INA013-E)				
⊙ Personal and General Ability (R-INA014-E)				
⊙ Result of Student Mapping (R-INA015-E)				
⊙ Result of Subject Mapping (R-INA016-E)				
⊙ Student List for JUPAS Application (R-INA017-E)				

3. Click on the Report Template link to generate the report.



#### Post-effects

The selected report will be displayed in a pop-up window, which allows user to

preview and print.

### Notes

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 through the Report Management module as a user-defined template.

## 2.7.2 Academic Performance (sorted by student) (R-INA001)

### Function Description

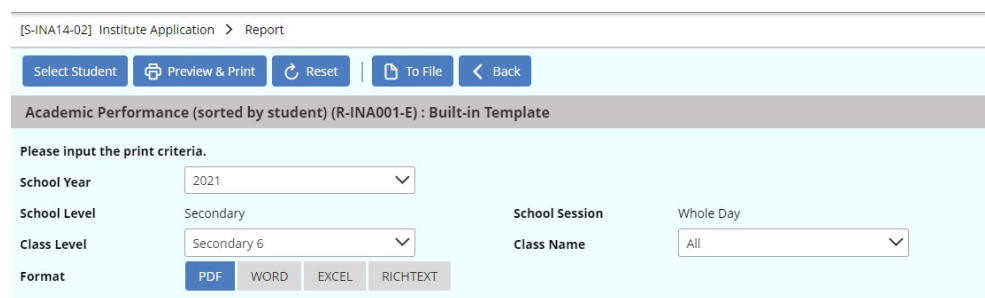
Under the “Institute Application” report category, this report lists out students’ academic performance.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select “Academic Performance (sorted by student)” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year and class name.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Select Student]** button to select students for Academic Performance report.
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.

User is required to fill in the report descriptions in the pop-up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.


### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

 Notes

N/A

### 2.7.3 Academic Performance (sorted by subject) (R-INA002)

 Function Description

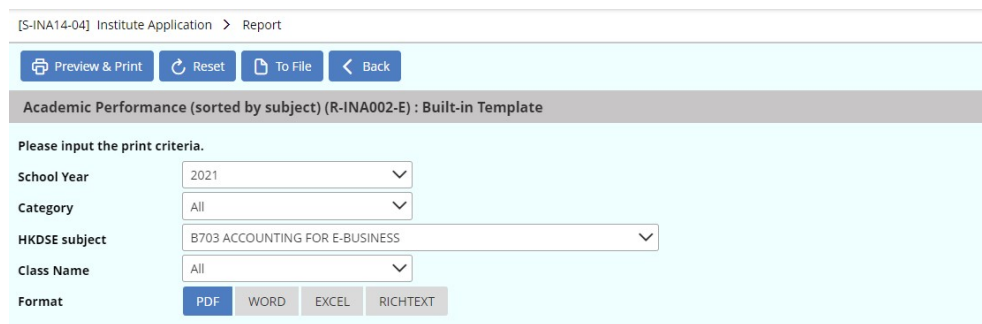
Under the “Institute Application” report category, this report lists out the students’ academic performance of specified HKDSE subject.

 Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

 User Procedures

1. Select “Academic Performance (sorted by subject)” from the report selection page. Click on the template link to go to the report parameter screen.



[S-INA14-04] Institute Application > Report

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

Academic Performance (sorted by subject) (R-INA002-E) : Built-in Template

Please input the print criteria.

School Year: 2021

Category: All

HKDSE subject: B703 ACCOUNTING FOR E-BUSINESS

Class Name: All

Format: [PDF](#) [WORD](#) [EXCEL](#) [RICHTEXT](#)

2. Specify the school year, category, HKDSE subject and class name.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

 Notes

N/A

### 2.7.4 Academic Performance Supplementary Information (R-INA003-E)

### Function Description

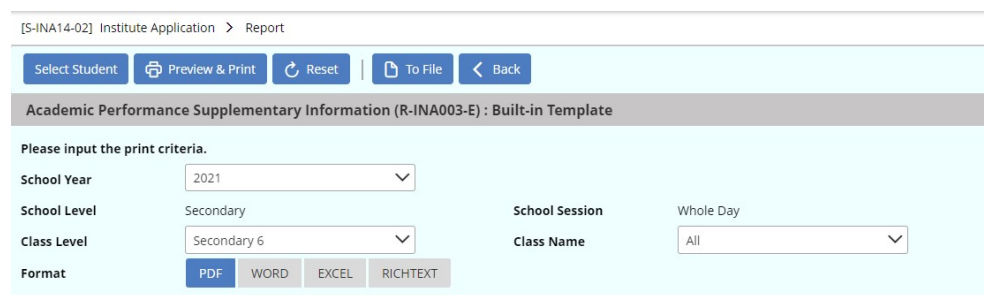
Under the “Institute Application” report category, this report lists out students’ academic performance supplementary information.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select “Academic Performance Supplementary Information” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year and class name.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Select Student]** button to select students for Academic Performance Supplementary Information Report.
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.

User is required to fill in the report descriptions in the pop-up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

### Notes

NIL

## 2.7.5 Designated Student List for the Institute Application(R-INA005-E)

### Function Description

Under the “Institute Application” report category, this report lists out the student

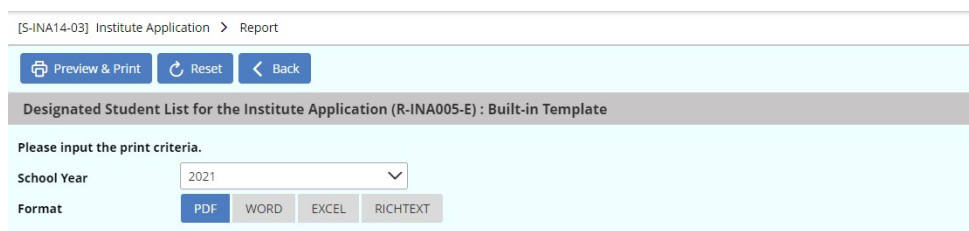
list for Institute Application.

#### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

#### User Procedures

1. Select "Designated Student List for the Institute Application" from the report selection page. Click on the template link to go to the report parameter screen.



The screenshot shows a web interface for generating a report. At the top, there are three buttons: 'Preview & Print', 'Reset', and 'Back'. Below these is a title bar: 'Designated Student List for the Institute Application (R-INA005-E) : Built-in Template'. The main area is titled 'Please input the print criteria.' and contains a 'School Year' dropdown menu set to '2021' and a 'Format' section with four buttons: 'PDF', 'WORD', 'EXCEL', and 'RICHTEXT'.

2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

#### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

#### Notes

N/A

### 2.7.6 DSE Subject Code File imported from JUPAS (R-INA004)

#### Function Description

Under the "Institute Application" report category, this report lists out the imported HKDSE subject codes.

#### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

#### User Procedures

1. Select "DSE Subject Code File imported from JUPAS" from the report selection page. Click on the template link to go to the report parameter screen.



[S-INA14-03] Institute Application > Report

Preview & Print Reset Back

DSE Subject Code File imported from JUPAS (R-INA004-E) : Built-in Template

Please input the print criteria.

Format PDF WORD EXCEL RICHTEXT

2. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
3. Click the **[Preview & Print]** button to produce the report.

#### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

#### Notes

N/A

### 2.7.7 Exception Report For Import Student List (R-INA006)

#### Function Description

Under the “Institute Application” report category, this report lists out the exception records in the imported Student List.

#### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

#### User Procedures

1. Select "Exception Report For Import Student List" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Preview & Print Reset Back

Exception Report For Import Student List (R-INA006-E) : Built-in Template

Please input the print criteria.


School Year 2021

Format PDF WORD EXCEL RICHTEXT

2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

#### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

 Notes

N/A

## 2.7.8 Exempted/Absent/Repeated/OM Excluded Students (R-INA007-E)

### Function Description

Under the “Institute Application” report category, this report is generated for previewing the following exempted/absent/repeated and OM Excluded students after generating the academic performance,

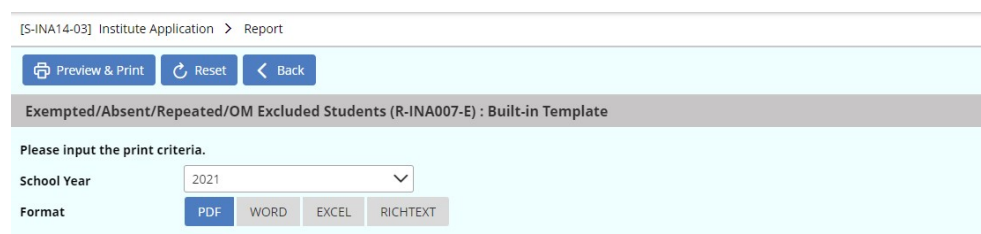
- i. Only one ATA is chosen and there are exempted/absent/repeated students in the school year/assessment/subject selected;
- ii. Two ATAs are chosen and exempted/absent/repeated students have no assessment data in BOTH ATAs.
- iii. Two ATAs are chosen and exempted/absent/repeated students have assessment data in either ATA but user specifies not to include such students in the generation of percentile information.
- iv. Students are OM Excluded in ASR module and user specifies NOT to include such students in the generation of percentile information.
- v. ATA(s) from S5 is/are chosen and the students have dropped in S5 but retake that subject in S6.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select "Exempted/Absent/Repeated/OM Excluded Students" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

### Notes

N/A

## 2.7.9 Incomplete OEA Activity Records (R-INA008-E)

### Function Description

Under the “Institute Application” report category, this report lists out students’ incomplete OEA activity records.

The OEA activity is considered to be incomplete if:

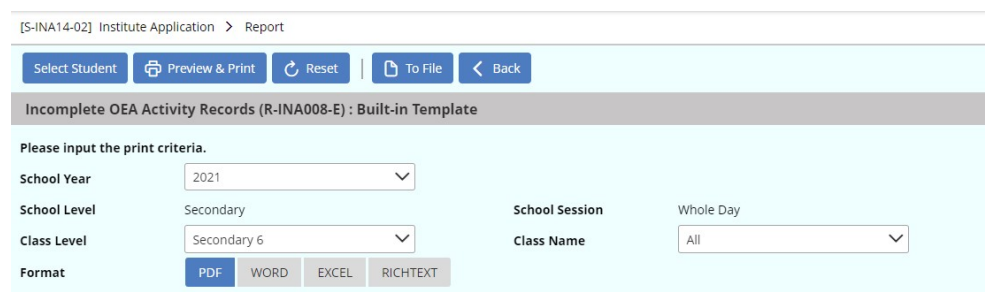
- OEA activity is not maintained

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select “Incomplete OEA Activity Records” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year and class name.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Select Student]** button to select students for Incomplete OEA Activity Records Report.
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.

User is required to fill in the report descriptions in the pop-up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

### Notes

After clicking the **[Select Student]** button, only students with incomplete OEA activity records are listed for selection.

## 2.7.10 JUPAS Activity Category Code File imported from JUPAS (R-INA009)

### Function Description

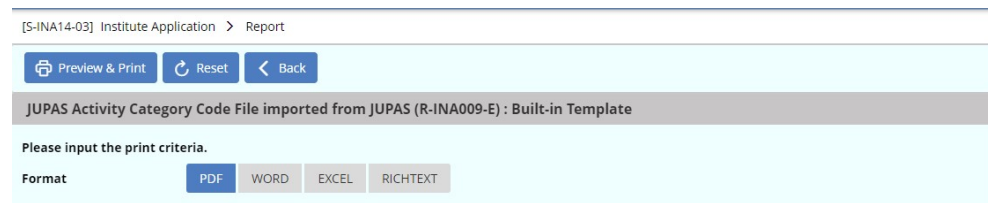
Under the “Institute Application” report category, this report lists out the imported JUPAS category codes.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select "JUPAS Activity Category Code File imported from JUPAS" from the report selection page. Click on the template link to go to the report parameter screen.



[S-INA14-03] Institute Application > Report

Preview & Print Reset Back

JUPAS Activity Category Code File imported from JUPAS (R-INA009-E) : Built-in Template

Please input the print criteria.

Format PDF WORD EXCEL RICHTEXT

2. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
3. Click the **[Preview & Print]** button to produce the report.

### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

### Notes

N/A

## 2.7.11 JUPAS Activity Lists Code File imported from JUPAS (R-INA010)

### Function Description

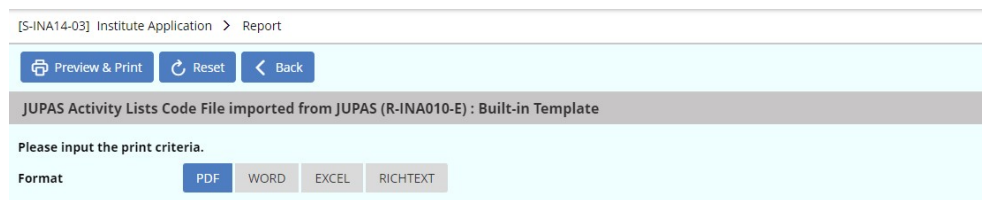
Under the “Institute Application” report category, this report lists out the imported JUPAS activity codes.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

 User Procedures

1. Select “JUPAS Activity Lists Code File imported from JUPAS” from the report selection page. Click on the template link to go to the report parameter screen.



2. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
3. Click the **[Preview & Print]** button to produce the report.

 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.


 Notes

N/A

## 2.7.12 OEA Activity maintained by student (R-INA011)

 Function Description

Under the “Institute Application” report category, this report lists out the OEA activity maintained by student.

 Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

 User Procedures

1. Select "OEA Activity maintained by student" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-02] Institute Application > Report

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

OEA Activity maintained by student (R-INA011-E) : Built-in Template

Please input the print criteria.

School Year: 2021

School Level: Secondary

Class Level: Secondary 6

Verify Indicator: ALL | Verified | Not Verified

School Session: Whole Day

Class Name: All

Modify Indicator: ALL | Modified | Not Modified

Print reports by individual students in separate files: Yes | No

Format: PDF | WORD | EXCEL | RICHTEXT

- Specify the school year, class name, verify indicator and modify indicator.
- If select **[Print reports by individual students in separate files]**, system will generate a zipped file containing report for individual students in separate files.
- Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
- Click the **[Select Student]** button to select students for OEA Activity maintained by student report.
- Click the **[Preview & Print]** button to produce the report.
- Click the **[To File]** button to save the report into Report Repository.

User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

#### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

#### Notes

- Selection criteria of Verify Indicator

Verify Indicator	Selection Criteria
Verified	<ol style="list-style-type: none"> <li>The student has at least one OEA activity; AND</li> <li>All OEA activities of the student are maintained and verified.</li> </ol>
Not Verified	<ol style="list-style-type: none"> <li>The student does not have any OEA activity; OR</li> <li>The student has any OEA activity which is not maintained or verified.</li> </ol>

- Selection criteria of Modify Indicator

Modify Indicator	Selection Criteria
Modified	The student has OEA activity which is: <ol style="list-style-type: none"> <li>Maintained; AND</li> <li>Ever modified by teacher</li> </ol>
Not Modified	The student has OEA activity which is: <ol style="list-style-type: none"> <li>Maintained; AND</li> <li>Not modified by teacher</li> </ol>

## 2.7.13 OEA Additional Information maintained by student (R-INA012-E)

### Function Description

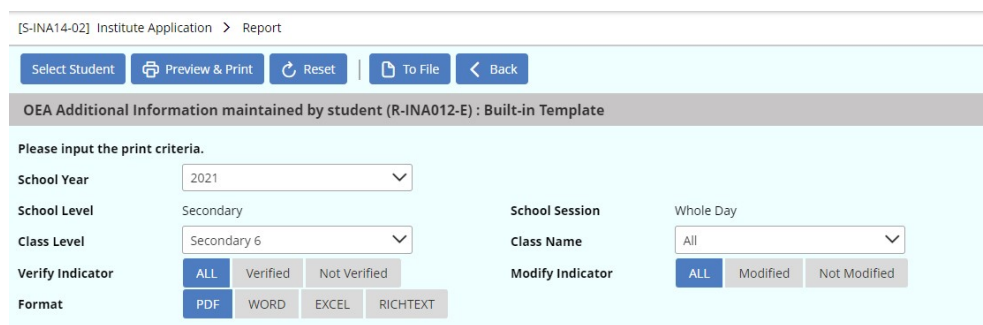
Under the “Institute Application” report category, this report lists out the OEA additional information maintained by student.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select “OEA Additional Information maintained by student” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year, class name, verify indicator and modify indicator.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Select Student]** button to select students for OEA Additional Information maintained by student Report.
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.

User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

### Notes

1. Selection criteria of Verify Indicator

Verify Indicator	Selection Criteria
Verified	The OEA additional information is: 1. Maintained; AND 2. Verified.




Not Verified	<ol style="list-style-type: none"> <li>1. The OEA additional information is:</li> <li>2. Not maintained; OR</li> <li>3. Not verified.</li> </ol>
--------------	--


2. Selection criteria of Modify Indicator

Modify Indicator	Selection Criteria
Modified	<ol style="list-style-type: none"> <li>1. OEA additional information is maintained; AND</li> <li>2. The record has ever modified by teacher.</li> </ol>
Not Modified	<ol style="list-style-type: none"> <li>1. OEA additional information is maintained; AND</li> <li>2. There is no modification made by teacher.</li> </ol>

2.7.14 Overall Student List (R-INA013-E)

 Function Description

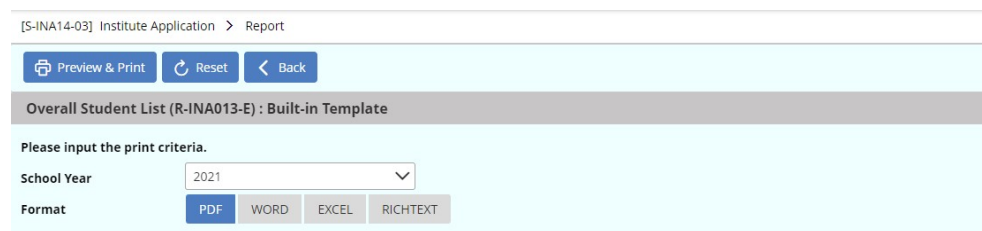
Under the “Institute Application” report category, this report shows the overall student list.

 Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

 User Procedures

1. Select "Overall Student List" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

 Notes

N/A

## 2.7.15 Personal and General Ability (R-INA014-E)

### Function Description

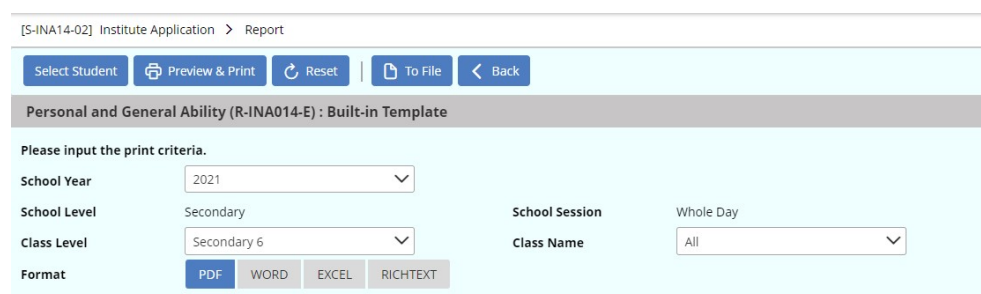
Under the “Institute Application” report category, this report lists out students’ personal and general ability.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select “Personal and General Ability” from the report selection page. Click on the template link to go to the report parameter screen.



[S-INA14-02] Institute Application > Report

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

Personal and General Ability (R-INA014-E): Built-in Template

Please input the print criteria.

School Year: 2021

School Level: Secondary

Class Level: Secondary 6

School Session: Whole Day

Class Name: All

Format: PDF | WORD | EXCEL | RICHTEXT

2. Specify the school year and class name.
3. Click the **[Select Student]** button to select students for Personal and General Ability Report.
4. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
5. Click the **[Preview & Print]** button to produce the report.
6. Click the **[To File]** button to save the report into Report Repository.

User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.


### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.


### Notes

N/A

## 2.7.16 Result of Student Mapping (R-INA015)

 Function Description

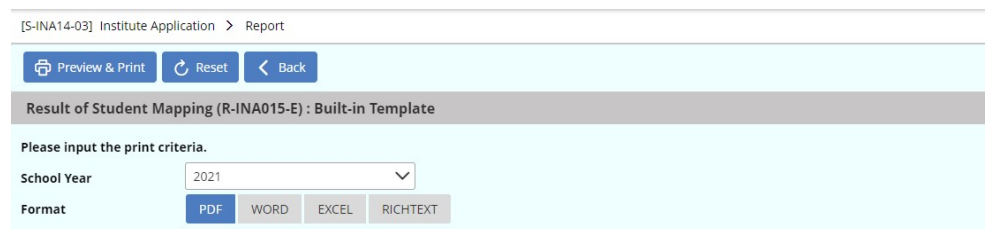
Under the “Institute Application” report category, this report lists out the result of student mapping.

 Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

 User Procedures

1. Select “Result of Student Mapping” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.


 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.


 Notes

N/A

## 2.7.17 Result of Subject Mapping (R-INA016)

 Function Description

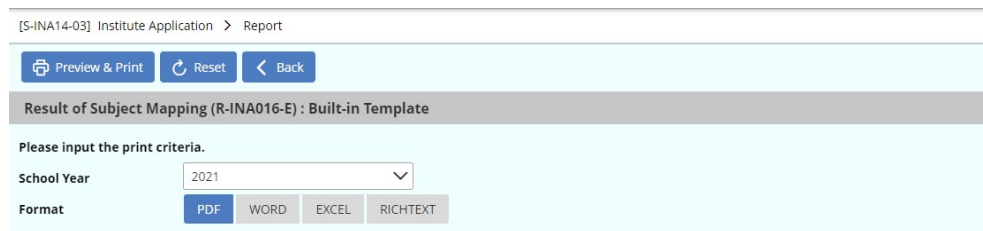
Under the “Institute Application” report category, this report lists out the result of subject mapping in Function A.

 Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

 User Procedures

1. Select "Result of Subject Mapping" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

#### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

#### Notes

N/A

## 2.7.18 Student List for JUPAS Application (R-INA017-E)

#### Function Description

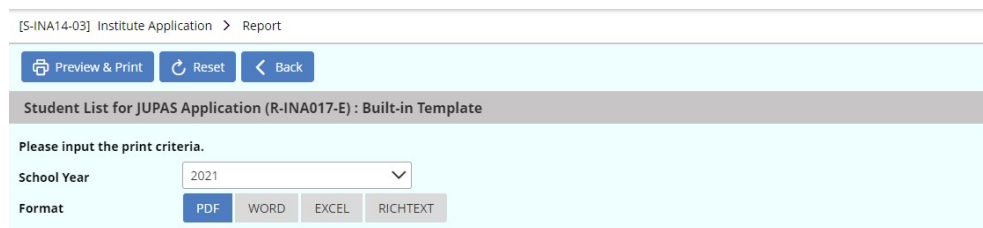
Under the "Institute Application" report category, this report lists out the student list maintained by school for each year.

#### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

#### User Procedures

1. Select "Student List for JUPAS Application" from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).

4. Click the **[Preview & Print]** button to produce the report.

 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

 Notes

N/A

## 2.7.19 Students excluded in the Academic Performance File (R-INA018-E)

### Function Description

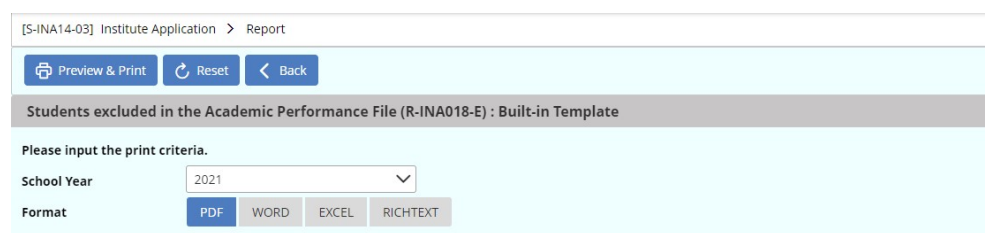
Under the “Institute Application” report category, this report lists out the students who are excluded in the Academic Performance File.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select “Students excluded in the Academic Performance File” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

### Notes

N/A

## 2.7.20 Students excluded in the OEA Activity File (R-INA019-E)

### Function Description

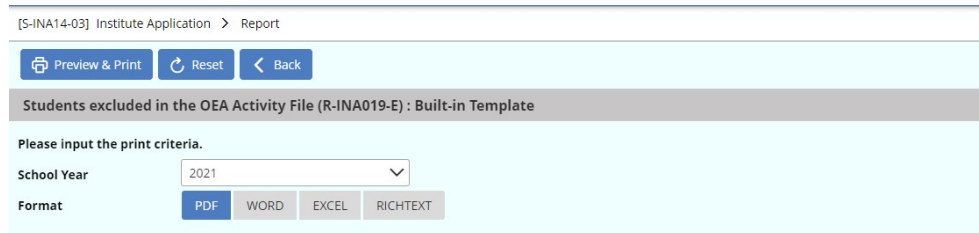
Under the “Institute Application” report category, this report lists out the students who are excluded in the OEA Activity File.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.


 User Procedures

1. Select “Students excluded in the OEA Activity File” from the report selection page. Click on the template link to go to the report parameter screen.



The screenshot shows a web interface for generating a report. At the top, there is a breadcrumb trail: [S-INA14-03] Institute Application > Report. Below this, there are three buttons: 'Preview & Print', 'Reset', and 'Back'. The main title of the report is 'Students excluded in the OEA Activity File (R-INA019-E) : Built-in Template'. Underneath, it says 'Please input the print criteria.' There is a 'School Year' dropdown menu currently set to '2021'. Below that, there is a 'Format' section with four buttons: 'PDF', 'WORD', 'EXCEL', and 'RICHTEXT'. The 'PDF' button is highlighted.

2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.


 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.


 Notes

N/A

### 2.7.21 Students excluded in the OEA Additional Information File (R-INA020-E)

 Function Description

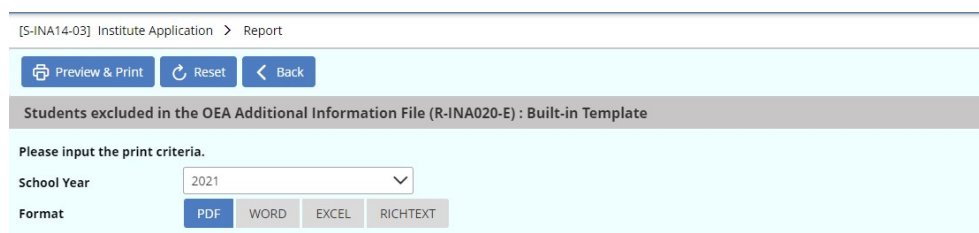
Under the “Institute Application” report category, this report lists out the students who are excluded in the OEA Additional Information File.

 Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

 User Procedures

1. Select “Students excluded in the OEA Additional Information File” from the report selection page. Click on the template link to go to the report parameter screen.



The screenshot shows a web interface for generating a report. At the top, there is a breadcrumb trail: [S-INA14-03] Institute Application > Report. Below this, there are three buttons: 'Preview & Print', 'Reset', and 'Back'. The main title of the report is 'Students excluded in the OEA Additional Information File (R-INA020-E) : Built-in Template'. Underneath, it says 'Please input the print criteria.' There is a 'School Year' dropdown menu currently set to '2021'. Below that, there is a 'Format' section with four buttons: 'PDF', 'WORD', 'EXCEL', and 'RICHTEXT'. The 'PDF' button is highlighted.

2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

 Notes

N/A

## 2.7.22 Students excluded in the Personal and General Ability File (R-INA021-E)

 Function Description

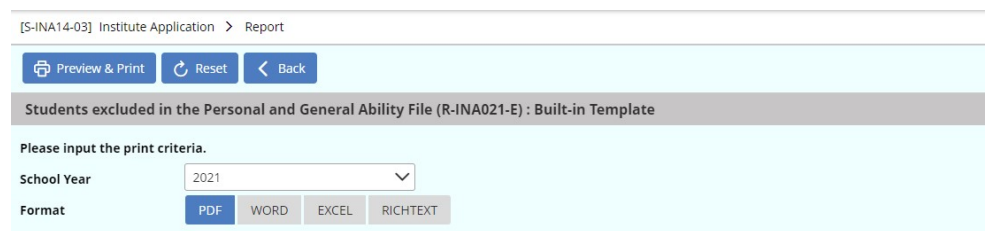
Under the “Institute Application” report category, this report lists out the students who are excluded in the Personal and General File.

 Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

 User Procedures

1. Select “Students excluded in the Personal and General Ability File” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.



 Notes

N/A

## 2.7.23 Subject List (R-INA022-E)

### Function Description

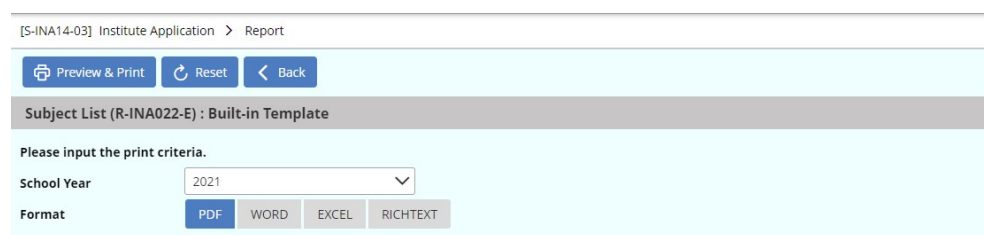
Under the “Institute Application” report category, this report lists out the HKDSE subjects used for academic performance maintenance.

### Pre-requisites

Adobe Acrobat Reader and Microsoft Office should be installed in the workstation in order to view the report.

### User Procedures

1. Select “Subject List” from the report selection page. Click on the template link to go to the report parameter screen.



2. Specify the school year.
3. Select the format of the report (PDF / WORD / EXCEL / RICHTEXT).
4. Click the **[Preview & Print]** button to produce the report.

### Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

### Notes

N/A

## 2.8 E-APP Data Communication

### Introduction

User can process incoming data from and outgoing data to the EDB.

### 2.8.1 Process Incoming Data

#### Function Description

Process Incoming Data allow user to view and import the data file received from EDB through CDS. The following type of data file available:

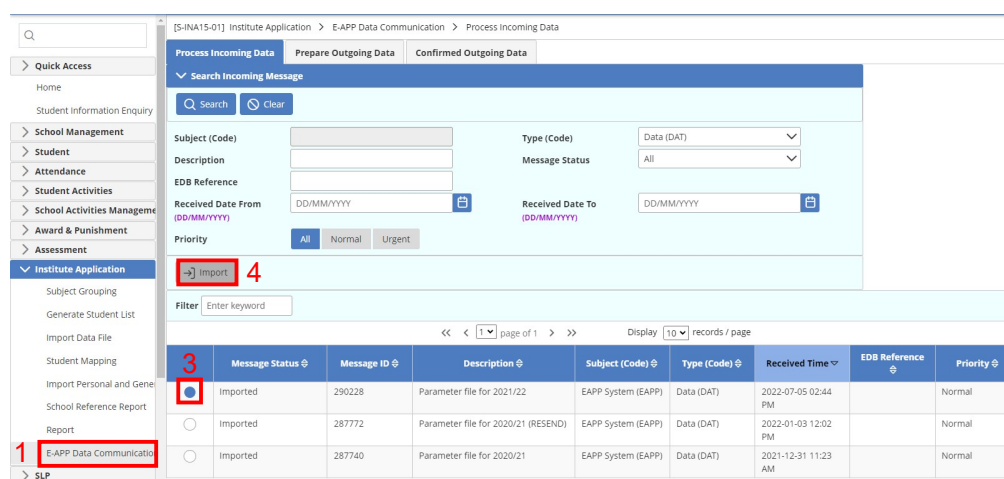
E-APP Parameter File – EDB will send a parameter file (EAPPDAT.DAT) to the school in order to prepare the student list.

#### Pre-requisites

N/A

#### User Procedures

1. Click **[Institute Application]** → **[E-APP Data Communication]** on the left menu.
2. **Process Incoming Data** screen will be displayed by default.
3. Select a data file by clicking the radio button aside.
4. Click the **[Import]** button to confirm import of the selected incoming data file.



Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Priority
<input checked="" type="radio"/> Imported	290228	Parameter file for 2021/22	EAPP System (EAPP)	Data (DAT)	2022-07-05 02:44 PM		Normal
<input type="radio"/> Imported	287772	Parameter file for 2020/21 (RESEND)	EAPP System (EAPP)	Data (DAT)	2022-01-03 12:02 PM		Normal
<input type="radio"/> Imported	287740	Parameter file for 2020/21	EAPP System (EAPP)	Data (DAT)	2021-12-31 11:23 AM		Normal

#### Post-effects

If data file is successfully imported, the **[E-APP Data Communication]** > **[Prepare Outgoing Data]** will be activated. It will be deactivated again only when school migrates to new school year and the parameter file for new school year is not yet

imported.

#### Notes

1. If School Year is not an integer, error message will be shown.
2. If the Submission Period Start Date is not in the format of DD/MM/YYYY, error message will be shown.
3. If the Submission Period End Date is not in the format of DD/MM/YYYY, error message will be shown.
4. Imported parameter file cannot be imported again.
5. When importing a new parameter file, previous parameter will be deleted.

### 2.8.2 Prepare Outgoing Data

#### *Introduction:*

The Generate Data Files function allows user to prepare a data file to EDB.

1. Designated Student List will be generated to Education Bureau when school confirms the designated student list.
2. Academic Performance in School - Percentile will be generated to Education Bureau when school confirms Academic Performance file.
3. Academic Performance in School - Overall Rating will be generated to Education Bureau when school confirms Academic Performance file.
4. Personal And General Abilities File will be generated to Education Bureau when school confirms Personal and General Abilities file.

#### Function Description

Prepare data interface content into 3 different formats, which are raw, tabular and report format.

#### Pre-requisites

The parameter file of the E-APP provided by EDB is imported.

#### User Procedures

1. Click **[Institute Application]** → **[E-APP Data Communication]** on the left menu.
2. Click the **[Prepare Outgoing Data]** tab.
3. Select a data file by clicking the radio button aside.
4. To prepare, un-prepare, confirm, or preview a data file, click the radio button next to the data file and click the [Prepare], [Un-prepare], [Confirm] or [Preview] button respectively.

[S-INA15-02] Institute Application > E-APP Data Communication > Prepare Outgoing Data

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

Prepare Un-prepare Confirm Preview **2**

Preview Type **4** Raw Tabular Report

Student List		
	File Status	Data File Description
<input checked="" type="checkbox"/>		Designated Student List

School Reference Report		
	File Status	Data File Description
<input type="checkbox"/>		Academic Performance in School - Percentile
<input type="checkbox"/>		Academic Performance in School - Overall Rating
<input type="checkbox"/>		Personal And General Abilities File

Note(s):

1. Non-E-APP applicants should not be included in the "Designated Student List" for E-APP application owing to the personal privacy concern.
2. The Designated Student List and School Reference Report for E-APP application could be prepared at this function only after the student data is maintained and the button "Confirm and Send to E-APP Data Communication" has been clicked in [S-INA01-01], [S-INA11-02] & [S-INA12-01].
3. Once the designated student list is prepared, the Designated Student List in [S-INA01-01] is not allowed to update.
4. User may click the button "unprepare" and then go to [S-INA01-01], [S-INA11-02] or [S-INA12-01] to proceed the modification /update. After that, user should repeat the steps as the notes indicated.
5. When the Designated Student List / Academic Performance File - Percentile / Overall Rating / Personal and General Ability File is confirmed, please go to CDS > Outgoing Message function and send the CDS message to EDB.

## Post-effects

### Prepare

The file status on the interface of **Prepare Outgoing Data** will be changed to **'Prepared'** and preview of report (**Report, Tabular** and **Raw Data**) will be available.

### Un-Prepare

The file status will be changed to blank.

### Confirm

Data file will be sent to the EDB via CDS and the file status will be changed to "Confirmed".

### Preview

The data file will be displayed in a pop-up window.

## Notes

1. The Tabular type will be in Excel format and this file will be submitted to EDB through CDS.
2. A data file with a **'Prepared'** status can only be prepared again after being un-prepared.
3. A data file with a **'Confirmed'** status should be submitted via CDS before another data file of the same type can be prepared.
4. User can **'Un-prepare'** / **'Confirm'** / **'Preview'** a data file when it is with a **'Prepared'** status.
5. **'Designated Student list'** would be available for preparation after the process of 'Generate Student List for Institute Application' and 'Confirm and send to E-APP Data Communication' button is clicked.

6. 'Academic Performance in School - Percentile' and 'Academic Performance in School – Overall Rating' would be available for preparation after the process of 'School Reference Report – Prepare Data file' and 'Confirm and send to E-APP Data Communication' button is clicked when processing Academic Performance file.
7. 'Personal and General Abilities File' would be available for preparation after the process of 'School Reference Report – Prepare Data file' and 'Confirm and send to E-APP Data Communication' button is clicked when processing Academic Performance file.
8. If system migrates to new school year, the function will be locked.

### 2.8.3 Confirmed Outgoing Data

#### Function Description

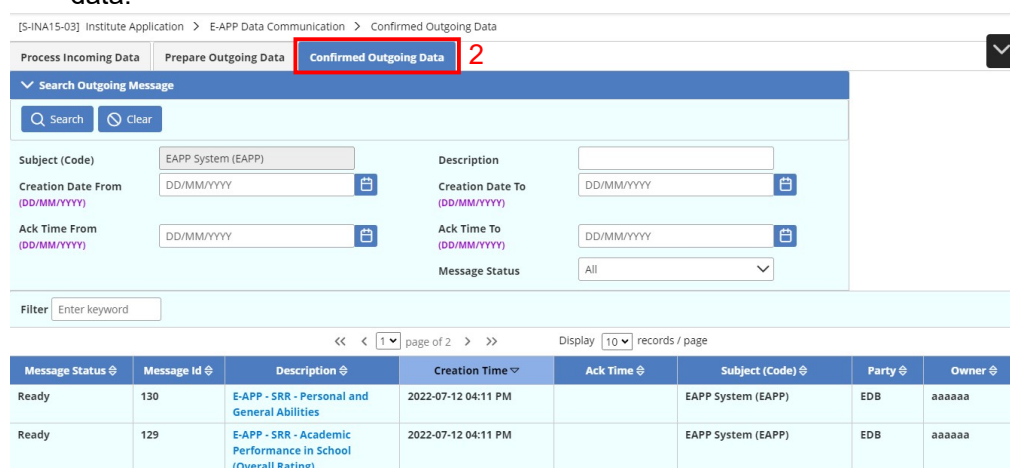
User can view the list of outgoing data that has been confirmed.

#### Pre-requisites

N/A

#### User Procedures

1. Click [Institute Application] → [E-APP Data Communication] on the left menu.
2. Click the [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
Ready	130	E-APP - SRR - Personal and General Abilities	2022-07-12 04:11 PM		EAPP System (EAPP)	EDB	aaaaaa
Ready	129	E-APP - SRR - Academic Performance in School (Overall Rating)	2022-07-12 04:11 PM		EAPP System (EAPP)	EDB	aaaaaa

#### Post-effects

N/A

#### Notes

N/A