Institute Application − Extract student data for JUPAS and E-APP applications

KEY:
- 📖 Hint
- ☑ Pre-requisites
- ✎ Post Effect

Subject Grouping

Subject Grouping
- ▪ User can review, update or delete existing subject grouping record.
- ☑ Only users belong to INA_ADMIN user group can have edit/add/delete right of Subject Grouping.
- 📖 Subject grouping applies to records in all school years.

Generate Student List

Generate Student List
- ▪ User can 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.
- 📖 Users can click "Extract" to review a full list of Student List maintained for current school year.
- 📖 Users can click "Confirm" to export a Excel file for submitting to JUPAS.
- 📖 Users can click "Confirm and Send to E-APP Data Communication" to prepare the Designated Student List for E-APP.

Import Data File

Import Data File
- ▪ User can import JUPAS Student List and DSE Subject Code File downloaded from JUPAS.
- ☑ The data files have been downloaded from JUPAS already.
- 📖 The imported DSE subject code cannot be deleted.
- 📖 System will map JUPAS applicants to S6 students of WebSAMS joining by Application number, then by HKID, where HKID is not available, Passport number.
- ✎ The existing records will be fully replaced after each successful import.

Student Mapping

Student Mapping
- ▪ Allows user to choose the applicable mapping between JUPAS and non-JUPAS applicants to S6 students of WebSAMS.
- ☑ JUPAS Student List is imported successfully.
- ✎ All or parts of JUPAS applicants come from JUPAS Student List and designated non-JUPAS applicants are mapped to S6 students of WebSAMS.
- ✎ The unmapped applicants are not able to maintain School Reference Report.

Import Personal and General Abilities

Import Personal and General Abilities
- ▪ Allow user to import and maintain Personal and General Abilities for S6 students.
- ☑ JUPAS Student List is imported into WebSAMS 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.
- ✎ **JUPAS Application No.** is hidden for non-JUPAS applicant(s).

School Reference Report

- Setting Range for Overall Rating
- Gen Academic Performance Info
- Maint Academic Performance
- Academic Performance (Add
- Maint Personal and General Abilities
- Maint Supplementary Info
- Prepare Data File

Setting Range for Overall Rating
- ▪ Allow user set default relation between percentile / score and overall rating for percentile / score and overall rating of academic performance.
- 📖 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.
- 📖 The global setting of relation between Percentile/Score and Overall Rating is OPTIONAL.
- 📖 User can choose up to 5 different ratings for "Any" or a specific subject.

Gen Academic Performance Info
- ▪ Allow user to retrieve assessment results of different subjects from either S5 (previous school year) or S6 (current school year) for generation of Academic Performance Info.
- ☑ JUPAS Student List and DSE Subject Code File are imported into WebSAMS.
- 📖 Users can set the mapping between WebSAMS subject and HKDSE subject for generation of Academic Performance Info.
- 📖 If two ATAs (Assessment/Term/Annual) are chosen for a subject, weighting must be filled in and sum of weighting must be 100%.
- 📖 By default, the **exempted/absent**, **repeated** and **OM excluded** students are included as the base for calculating the percentile.
- ✎ The settings in **Subject Setup** page will be used for the generating of percentile information.

Report

E-APP Data Communication

- Process Incoming Data
- Prepare Outgoing Data
- Confirmed Outgoing Data

Maint Academic Performance

- User can maintain academic performance data based on the records of ASR for preparing Academic Performance File to upload to JUPAS or other institutes.
- ☑ Academic performance info is generated.
- Unable to judge is not assigned by system.
- 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.
- JUPAS Application No. is hided for non-JUPAS applicant.
- For the Remarks field, user can only input 800 English characters or 100 words.

Academic Performance (Add Subjects)

- Allows user to manually add/delete HKDSE subjects not generated in Function A
- ☑ JUPAS Student List and DSE Subject Code File are imported into WebSAMS.
- Only the HKDSE subjects which are NOT maintained in Function A are available to be added in Function B
- The percentile and overall rating information under the deleted HKDSE subject will be deleted at the same time.
- If student has no "unable to judge" percentile/overall rating after deleting the subject, remarks maintained for percentile/overall rating will be automatically deleted
- User can maintain the percentile and overall rating information for the added HKDSE subject.

Maintain Personal and General Abilities

- User can maintain personal and general ability of students for preparing Personal and General Ability File to upload to JUPAS or other institutes.
- JUPAS Application No. is hided for non-JUPAS applicant.
- The ratings for all abilities should be filled in.

Process Incoming Data

- Allow user to view and import the data file from EDB through CDS.
- Imported parameter file cannot be imported again.
- 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.

Maintain Supplementary Info

- Allows user to maintain academic performance supplementary information of students for preparing Academic Performance Supplementary File to upload to JUPAS or other institutes.
- JUPAS Application No. is hided for non-JUPAS applicant.
- The maximum length of academic performance supplementary information is 2000 characters.
- Only English input is allowed.

Report

- Report templates would be provided as follows:
  - Academic Performance by student/subject
  - Academic Performance Supplementary Information
  - Designated Student List for Institute Application
  - DSE Subject Code File from JUPAS
  - Exception Report for Import Student List
  - Exempted/Absent/Repeated/OM Excluded Students
  - Incomplete OEA Activity Records
  - JUPAS Activity Category/Lists Code files imported from JUPAS
  - OEA Activity/OEA Additional Information maintained by student
  - Overall Student List
  - Personal and General Ability
  - Result of Student/Subject Mapping
  - Student List for JUPAS Application
  - Students excluded in Academic Performance File/OEA Activity File/OEA Additional Information File/Personal and General Ability File
  - Subject List

Prepare Outgoing Data

- Allows user to prepare a data file to EDB.
- ☑ The parameter file of the E-APP provided by EDB is imported.
- The data files will be generated when schools confirm the relevant file.
- The Tabular type will be in Excel format and this file will be submitted to EDB through CDS.
- If system migrates to new school year, the function will be locked.

Confirmed Outgoing Data

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

Prepare Data File

- Allows user to prepare Academic Performance File, Personal and General Ability File and Academic Performance Supplementary File.
- Only one user is allowed to invoke the Preparing Data File function. The function will not be released until system timeouts, user logouts the system or end of preparing.
- User can extract the data file after the data file has been prepared.
- User cannot extract the Academic Performance File if there is unnecessary remarks or missing remarks.
- 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 Liberal Studies (A040)) of each selected student.
- 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.
- **JUPAS Application No.** is hided for non-JUPAS applicant in screens.
- The status of data file becomes "Prepared".
- After the "Extract" button is clicked, enter "Password" and "Confirm Password" in a popup dialog to encrypt and export the data to a self-extracting executable (.exe) file.