



Web-based School Administration and Management System (WebSAMS)

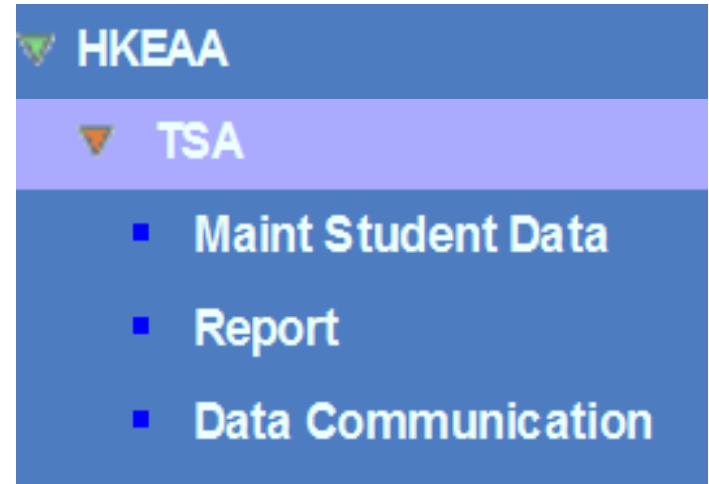
**Introduction of transmitting
TSA Student Data file via
WebSAMS**

HKEAA

HKDSE

HKALE/HKCEE

TSA



Three functions:

Maintain Student Data

Report

Data Communication

WebSAMS

Student
Module

Relevant Student Data

Security
Module

Access Right

TSA
Function

Parameter File

HKEAA's
BCA system

CDS

Student Data File

WebSAMS

Workflow to submit TSA Student Data file via CDS in WebSAMS:

1. CDS > Incoming Message

Decrypt the parameter file, “TSA parameter file for primary school”

2. HKEAA > TSA > Data Communication > Process Incoming Data

Import parameter file, “TSA parameter file for primary school”

3. HKEAA > TSA > Maintain Student Data

Maintain the student data and save

4. HKEAA > TSA > Data Communication > Prepare Outgoing Data

Prepare the TSA Student Data file and check the report. If there is no problem, confirm the TSA Student Data file

5. CDS > Outgoing Message > Maintain Message

Encrypt and send the TSA Student Data file

FIRST STEP



CDS Incoming Message

Import Parameter File

CDS > Incoming Message

[S-CDS03-01] CDS > Incoming Message

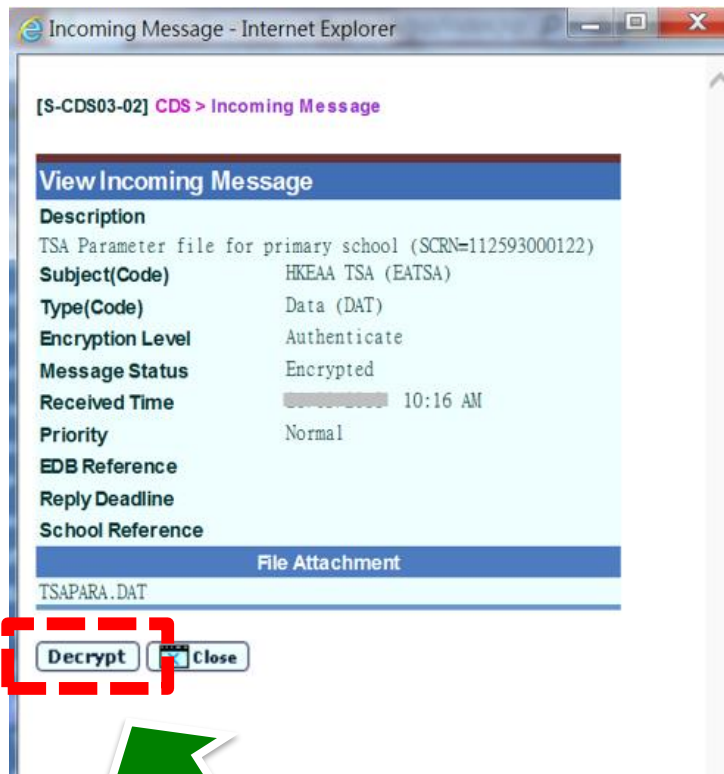
◀ Page 1 of 27 ▶ Bottom

		<input type="checkbox"/>	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline	Key Effective Date	Reply Indicator	Priority
		<input type="checkbox"/>	TSA Parameter file for primary school (SCRN=112593000122)	HKEAA TSA (EATSA)	Data (DAT)	21/08/2016 10:16 AM			05/01/2016	No	Normal



Click the TSA Parameter file

CDS > Incoming Message



[S-CDS03-02] CDS > Incoming Message

View Incoming Message

Description
TSA Parameter file for primary school (SCRN=112593000122)

Subject(Code) HKEAA TSA (EATSA)

Type(Code) Data (DAT)

Encryption Level Authenticate

Message Status Encrypted

Received Time 10:16 AM

Priority Normal

EDB Reference

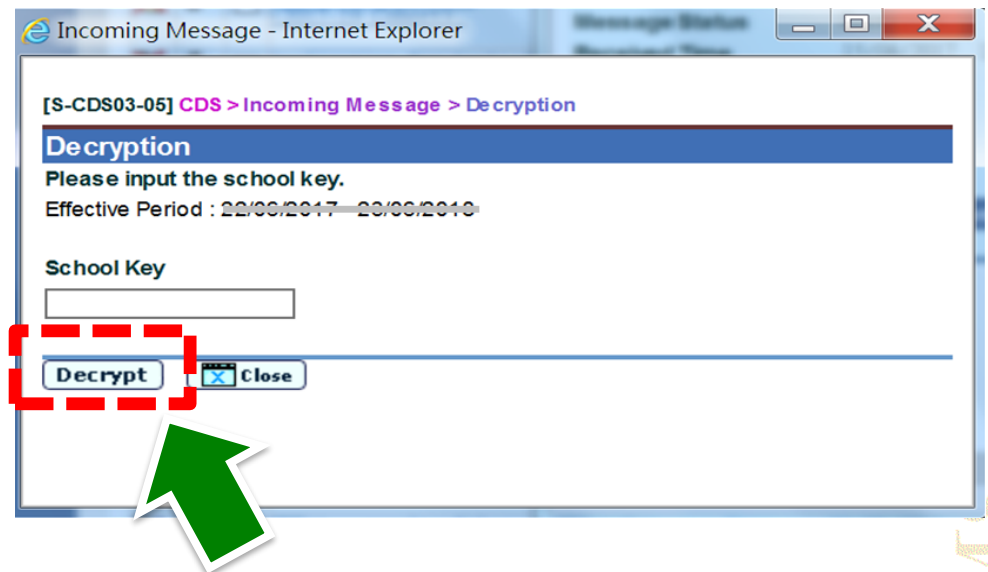
Reply Deadline

School Reference

File Attachment
TSAPARA.DAT

Decrypt **Close**

Press “Decrypt” button



[S-CDS03-05] CDS > Incoming Message > Decryption

Decryption

Please input the school key.

Effective Period : 22/03/2017 - 23/03/2018

School Key



Decrypt **Close**

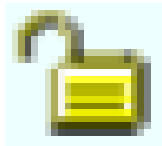
Input “School Key”
Then press “Decrypt” button

CDS > Incoming Message

[S-CDS03-01] CDS > Incoming Message







Page 1

		<input type="checkbox"/>	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline	Key Effective Date
		<input type="checkbox"/>	TSA Parameter file for primary school (SCRN=112593000122)	HKEAA TSA (EATSA)	Data (DAT)	10:16 AM			05/01/20



File decrypted

Each parameter file is imported for each school level and school session. In case, the school is a **through-train** school with **“AM” and “PM” sessions** operated, it has to import **three** parameter files (i.e. “A.M. Primary school parameter file”, “P.M. Primary school parameter file” and “Secondary school parameter file”).

		<input type="checkbox"/>	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline	Key Effective Date
		<input type="checkbox"/>	TSA Parameter file for primary school (SCRN=112593000122)	HKEAA TSA (EATSA)	Data (DAT)	21/03/2018 10:16 AM			05/01/20
		<input type="checkbox"/>	TSA Parameter file for secondary school (SCRN=112593000133)	HKEAA TSA (EATSA)	Data (DAT)	21/03/2018 10:16 AM			05/01/20
		<input type="checkbox"/>	TSA Parameter file for primary school (SCRN=112593000121)	HKEAA TSA (EATSA)	Data (DAT)	21/03/2018 10:16 AM			05/01/20



Import the decrypted parameter

HKEAA > TSA > Data Communication > Process Incoming Data

[S-HKE038-01] HKEAA > TSA > Data Communication > Process Incoming Data

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data

Bottom

	Message ID	Description	Subject (Type)	Received Time	EDB Reference	Reply Deadline	Reply Indicator	Priority
	<input checked="" type="radio"/> 218761	TSA Parameter file for primary school (SCRN=112593000122)	HKEAA TSA (Data)	10/09/2015 06:00 PM			No	Normal
	<input type="radio"/> 218760	TSA Parameter file for primary school (SCRN=112593000121)	HKEAA TSA (Data)	10/09/2015 06:00 PM			No	Normal
	<input type="radio"/> 218747	TSA Parameter file for secondary school (SCRN=112593000133)	HKEAA TSA (Data)	10/09/2015 07:00 AM			No	Normal
	<input type="radio"/> 218744	TSA Parameter file for primary school (SCRN=112593000122)	HKEAA TSA (Data)	10/09/2015 07:00 AM			No	Normal
	<input type="radio"/> 218743	TSA Parameter file for primary school (SCRN=112593000121)	HKEAA TSA (Data)	10/09/2015 07:00 AM			No	Normal
	<input type="radio"/> 218687	TSA Parameter file for secondary school (SCRN=112593000133)	HKEAA TSA (Data)	10/09/2015 10:00 AM			No	Normal
	<input type="radio"/> 218684	TSA Parameter file for primary school (SCRN=112593000122)	HKEAA TSA (Data)	10/09/2015 10:00 AM			No	Normal
	<input type="radio"/> 218683	TSA Parameter file for primary school (SCRN=112593000121)	HKEAA TSA (Data)	10/09/2015 10:00 AM			No	Normal

Encrypted Data Imported to Module
 Decrypted Data Import Failed
 Decryption Failed Attachment

Top

Choose parameter file

Press "Import"

DATA COMMUNICATION

HKEAA > TSA > Data Communication > Process Incoming Data

[S-HKE38-01] HKEAA > TSA > Data Communication > Process Incoming Data



Data imported successfully.

Process Incoming Data

Prepare Outgoing Data

Confirmed Outgoing Data

Bottom

		Message ID	Description	Subject (Type)	Received Time	EDB Reference	Reply Deadline	Reply Indicator	Priority
		242247	TSA Parameter file for primary school (SCRN=112593000122)	HKEAA TSA (Data)	21/03/2010 10:16 AM			No	Normal

E-52147: TSA parameter file(s) has / have not yet been imported. For schools with different school levels and/or school sessions, importing ALL relevant TSA parameter files are required.



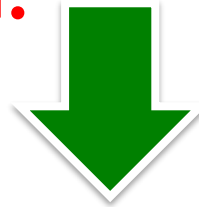
[S-HKE36-01] HKEAA > TSA > Maintain Student Data

E-52147: TSA parameter file(s) has / have not yet been imported. For schools with different school levels and/or school sessions, importing ALL relevant TSA parameter files are required.

School Year	2017	School Session	AM
School Level	Primary		
Class Level	All		
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)	3A 3B 3C 3D	Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection)	

Search Reset

E-52148: The submission period of student data file of Primary (AM/PM) has not started yet or has already expired.



[S-HKE036-01] [HKEAA](#) > [TSA](#) > [Maintain Student Data](#)

E-52148: The submission period of student data file of Primary (AM) has not started yet or has already expired.

School Year	2015	
School Level	Primary	School Session
Class Level	All	
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)	<input type="text" value="3A"/> <input type="text" value="三愛"/> <input type="text" value="6A"/> <input type="text" value="6B"/>	Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection)
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

START



Maintain Student Data

Maintain Student Data

HKEAA > TSA > Maintain Student Data

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

School Year	2017	School Session	AM
School Level	Primary	Assigned Class/Group Name	
Class Level	All	(Hold [Shift] or [Ctrl] key for multiple selection)	
Class Name	3A	(Hold [Shift] or [Ctrl] key for multiple selection)	
(Hold [Shift] or [Ctrl] key for multiple selection)	3B		
	3C		
	3D		



Select the searching criteria and press “Search” button

Data that match searching criteria are shown

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

School Year:

School Level: Primary

Class Level: All

Class Name: 3B
(Hold [Shift] or [Ctrl] key for multiple selection)

School Session: PM

Assigned Class/Group Name:
(Hold [Shift] or [Ctrl] key for multiple selection)

<input type="checkbox"/>	Class Name	Assigned Class/Group Name <input type="text"/> <input type="button" value="Assign"/>	Class No.	Assigned Class/Group No. <input type="text"/>	Name(English)	Name(Chinese)	Gender	DOB
<input type="checkbox"/>	3B	3B	1	1	STUDENT BAA		M	03/03/2008
<input type="checkbox"/>	3B	3B	2	2	STUDENT BAB		M	05/06/2009
<input type="checkbox"/>	3B	3B	3	3	STUDENT BAC		M	14/10/2008



* Any modification(s) in the Assigned Class/Group Name and Assigned Class/Group No. will be shown in red.
 * After the data is saved, any new modification(s) in class and / or class no. will be shown in red. For newly added students of which data has not been saved before, all the fields will be shown in red.

**Default Value =
Original Class Name & Class Number**

School Year: [dropdown]
 School Level: Primary [dropdown]
 Class Level: All [dropdown]
 Class Name: [dropdown]
 School Session: PM [dropdown]
 Assigned Class/Group Name: [dropdown]

Modification → Change into RED

Search Reset

<input checked="" type="checkbox"/>	Class Name	Assign Class/Group Name <input type="text"/> Assign	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	DOB	S
<input checked="" type="checkbox"/>	3B	3D	1	1	STUDENT BAA		M	03/03/2008	S7
<input checked="" type="checkbox"/>	3B	3B	2	2	STUDENT BAB		M	05/06/2009	S7
<input checked="" type="checkbox"/>	3B	3B	3	5	STUDENT BAC		M	14/10/2008	S7
<input checked="" type="checkbox"/>	3B	3B	4	4	STUDENT BAD		M	03/03/2009	S6

Save Clear

Any modification(s) in the Assigned Class/Group Name and Assigned Class/Group No. will be shown in red.
 * After the data is saved, any new modification(s) in class and / or class no. will be shown in red. For newly added students of which data has not been saved before, all the fields will be shown in red.

Newly Admitted Students

IS_HKE36-011_HKEAA > TSA > Maintain Student Data

Record saved successfully

School Year:

School Level:

School Session:

Class Level:

Class Name:
(Hold [Shift] or [Ctrl] key for multiple selection)

Assigned Class/Group Name:
(Hold [Shift] or [Ctrl] key for multiple selection)

<input checked="" type="checkbox"/>	Class Name	Assigned Class/Group Name <input type="text"/> <input type="button" value="Assign"/>	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Ge
<input checked="" type="checkbox"/>	3B	<input type="text" value="3D"/>	1	<input type="text" value="1"/>	STUDENT BAA		
<input checked="" type="checkbox"/>	3B	<input type="text" value="3B"/>	2	<input type="text" value="2"/>	STUDENT BAB		
<input checked="" type="checkbox"/>	3B	<input type="text" value="3B"/>	3	<input type="text" value="5"/>	STUDENT BAC		
<input checked="" type="checkbox"/>	3B	<input type="text" value="3B"/>	4	<input type="text" value="4"/>	STUDENT BAD		

* Any modification(s) in the Assigned Class/Group Name and Assigned Class/Group No. will be shown in red.

* After the data is saved, any new modification(s) in class and / or class no. will be shown in red. For newly added students of which data has not been saved before.

E-52150: Wrong Assigned Class/Group Name (三愛). Assigned Class/Group Name must be filled and first character must be a digit of 3 or 6 ("6" is not applicable for secondary school level). The second digits must be alphabet in upper case.
 E-52150: Wrong Assigned Class/Group Name (三愛). Assigned Class/Group Name must be filled and first character must be a digit of 3 or 6 ("6" is not applicable for secondary school level). The second digits must be alphabet in upper case.

School Year: 2011

School Level: Primary

School Session: PM

Class Level: Primary 3

Class Name: (Hold [Shift] or [Ctrl] key for multiple selection)
 3B
 3C
 3D
 3E
 三愛

Assigned Class/Group Name: (Hold [Shift] or [Ctrl] key for multiple selection)
 3A
 3B

Search Reset

<input type="checkbox"/>	Class Name	Assigned Class/Group Name <input type="text"/> Assign	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	DOB
<input type="checkbox"/>	三愛	三愛	1	1	STUDENT CAD		M	02/02
<input type="checkbox"/>	三愛	三愛	2	2	STUDENT CAE		M	04/10

Save Clear

* Any modification(s) in Assigned Class/Group Name and Assigned Class/Group No. will be shown in red.
 * After the data is saved, any new modification(s) in class and / or class no. will be shown in red. For newly added students of which data has not been saved before, all the fields will be shown in red.

If Chinese character (e.g. 三愛) is used for Class Name, user should modify Assigned Class/Group Name into English (e.g. 3A).

Function of “Assign” button

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

School Year: 2017
 School Level: Primary
 School Session: PM
 Class Level: Primary 3
 Class Name: (Hold [Shift] or [Ctrl] key for multiple selection)
 Assigned Class/Group Name: (Hold [Shift] or [Ctrl] key for multiple selection)

Search Reset

<input checked="" type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	
<input checked="" type="checkbox"/>	三愛	3A Assign		1	STUDENT CAD		M	02/C
<input checked="" type="checkbox"/>	三愛	三愛	2	2	STUDENT CAE		M	04/I

Change by Batch

Enter Assigned Class / Group Name →
 Select students → Press “Assign” button

WebSAMS

School Year: 2015

School Level: Primary

School Session: PM

Class Level: Primary 3

Class Name: 3B, 3C, 3D, 3E, 三愛

Assigned Class/Group Name: 3A, 3B

(Hold [Shift] or [Ctrl] key for multiple selection)

Search Reset

<input checked="" type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	
<input checked="" type="checkbox"/>	三愛	3A	1	1	STUDENT CAD		M	02/0
<input checked="" type="checkbox"/>	三愛	3A	2	2	STUDENT CAE		M	04/1

Save Clear

* Any modification(s) in Assigned Class/Group Name and Assigned Class/Group No. will be shown in red.

* After the data is saved, any new modification(s) in class and / or class no. will be shown in red. For newly added students of which data has not been saved before, all the fields



Press Save button

CONTINUE

Data Communication - Prepare Outgoing Data

Prepare Outgoing Data

HKEAA > TSA > Data Communication

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

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data



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

Prepare



Click the radio button
Then click “Prepare” button

[S-HKE38-04] [HKEAA](#) > [TSA](#) > [Data Communication](#) > [Prepare Outgoing Data](#)

Process Incoming Data		Prepare Outgoing Data		Confirmed Outgoing Data	
School Year	2017				
School Level	Primary ▾	School Session	PM ▾		
Class Level	Primary 3 ▾				
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)	<div style="border: 1px solid gray; padding: 2px;">3A 3B 3C 3D</div>	Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection)	<div style="border: 1px solid gray; padding: 2px;">3A 3B</div>		
<div style="display: flex; justify-content: center; gap: 10px;"><div style="border: 1px solid gray; padding: 5px; border-radius: 5px;"> Search</div><div style="border: 1px solid gray; padding: 5px; border-radius: 5px;">Confirm</div><div style="border: 1px solid gray; padding: 5px; border-radius: 5px;"> Back</div></div>					

Select the searching criteria and press “Search” button

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

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data

<input checked="" type="checkbox"/>	Class Name	Assigned Class/ Group Name	Class No.	Assigned Class/ Group No.	Name(English)	Name(Chinese)	Gender	
<input checked="" type="checkbox"/>	A	3A	1	1	STUDENT AAB		F	14
<input checked="" type="checkbox"/>	A	3A	2	2	STUDENT AAC		M	05
<input checked="" type="checkbox"/>	A	3A	3	3	STUDENT AAD		M	05
<input checked="" type="checkbox"/>	A	3A	4	4	STUDENT AAE		M	07



Select student data to be prepared and press "Prepare" button

Rectify errors according to the Error Report

View Error Report

[S-HKE38-04] HKEEA > TSA > Data Communication > **Prepare Outgoing Data**

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

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

School Year 2017

School Level Primary ▾

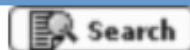
School Session AM ▾

Class Level All ▾

Class Name
(Hold [Shift]
or [Ctrl] key
for multiple
selection)

3A ▲
3B ▼
3C
3D

Assigned Class/
Group Name
(Hold [Shift]
or [Ctrl] key
for multiple
selection)



[S-HKE38-04] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Interface file prepared successfully.

Process Incoming Data
Prepare Outgoing Data
Confirmed Outgoing Data

School Year 2017
School Level Primary ▾ **School Session** AM ▾
Class Level Primary 3 ▾
Class Name (Hold [Shift] or [Ctrl] key for multiple selection) 3A
Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection) 3C, 3D

Class Name (Class No.)	Status	Preview Type	
TSA Student Data 3A(1) ,3A(2) ,3A(3) ,3A(4)	Prepared	Report ▾	<input type="button" value="Preview"/> <input type="button" value="Un-prepare"/>

If there is no error, the TSA student data file will be prepared for preview

Report Sample

R-HKE056 (RESTRICTED)

Date : 21/09/2016

Through-train School

Hong Kong Examinations & Assessment Authority Module - TSA
Student Data file

SCRN : 112593000122
Sch Year : 2016
Sch Lvl : Primary
Sch Sess : PM

Page 1 of 1

Class Lvl	Assigned Class/ Group Name	Assigned Class/ Group No.	Name (English)	Name (Chinese)	Gender	DOB (DD/MM/YYYY)	STRN	NCS (Y/N)
P3	3A	1	STUDENT AAB		F	14/06	Y61	N
P3	3A	2	STUDENT AAC		M	05/09	S71	N
P3	3A	3	STUDENT AAD		M	05/09	S71	N
P3	3A	4	STUDENT AAE		M	07/08	S71	N
P3	3B	1	STUDENT BAA		M	03/08	S71	N
P3	3B	2	STUDENT BAB		M	05/09	S71	N
P3	3B	3	STUDENT BAC		M	14/11	S71	N

*** End of Report ***

[S-HKE38-04] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Interface file prepared successfully.

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

School Year: 2017

School Level: Primary School Session: AM

Class Level: Primary 3

Class Name (Hold [Shift] or [Ctrl] key for multiple selection):
3A
3B
3C
3D

Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection):
3C
3D

Search Confirm Back

Class Name (Class No.)	Status	Preview Type	Preview	Un-prepare
TSA Student Data 3A(1) ,3A(2) ,3A(3) ,3A(4)	Prepared	Report	Preview	Un-prepare

Press “Un-prepare” button if user would like to modify the TSA student data file



[S-HKE38-04] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Interface file prepared successfully.

Process Incoming Data
Prepare Outgoing Data
Confirmed Outgoing Data

School Year 2017
School Level Primary
School Session AM
Class Level Primary 3
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)

Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection)

Class Name (Class No.)	Status	Preview Type	
TSA Student Data 3A(1) ,3A(2) ,3A(3)	Prepared	Report <input type="button" value="v"/>	<input type="button" value="Preview"/> <input type="button" value="Un-prepare"/>

Press “Confirm” button if the TSA student data file is correct

[S-HKE38-04] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Interface file confirmed successfully

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data

School Year

School Level

School Session

Class Level

Class Name
(Hold [Shift] or [Ctrl] key for multiple selection)

Assigned Class/
Group Name
(Hold [Shift] or [Ctrl] key for multiple selection)

Search Confirm Back

Class Name (Class No.)	Status	Preview Type
TSA Student Data 3A(1) ,3A(2) ,3A(3) ,3A(4)	Confirmed	




The status will change to “Confirmed”

[S-HKE038-03] HKEAA > TSA > Data Communication > Confirmed Outgoing Data

Process Incoming Data		Prepare Outgoing Data		Confirmed Outgoing Data						
Message ID	Message Status	Description	Creation Time	Ack Time	Subject (Type)	Party	Priority	School Reference	Owner	
8178	Ready	TSADATA.DAT - HKE - TSA Student Data	11:05 AM		HKEAA TSA (Data)	HKEAA	Normal		superl	
8177	Received	TSADATA.DAT - HKE - TSA Student Data	10:11 AM	10:16 AM	HKEAA TSA (Data)	HKEAA	Normal		superl	

Attachment



The student data file is ready to be sent out via CDS

CONTINUE

CDS > Outgoing Message

Maintain message

CDS > Outgoing Message > Maintain Message

(RESTRICTED)


[S-CDS01-01] CDS > Outgoing Message > Maintain Message

Maintain Message Process Message Upload D

Page 1 of 23 Bottom

	<input type="checkbox"/>	Message Status	Description	Ack Time	Subject (Code)	Type (Code)	Party	Priority	School Reference	Owner
	<input type="checkbox"/>	Ready	TSADATA.DAT - HKE - TSA Student Data	09:56 AM	HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/>	Ready	SCRN_WebSAMS Version	08:36 AM	SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/>	Ready	SCRN_WebSAMS Version	08:36 AM	SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/>	Ready	SCRN_WebSAMS Version	08:36 AM	SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/>	Ready	SCRN_WebSAMS Version	08:36 AM	SAMS version	Data (DAT)	EDB	Normal		sysadmin

Click the TSA Student Data File



[S-CDS01-03] CDS > Outgoing Message > Maintain Message

View Outgoing Message

Description
TSADATA.DAT - HKE - TSA Student Data

Subject (Code) HKEAA TSA (EATSA)
Type (Code) Data (DAT)
Message Status Ready
Owner super1
Creation Time 01/11/2011 09:56 AM
Acknowledge Receipt
Party HKEAA
Priority Normal
School Reference

File Attachment
TSASTUDATA_112593000121_20150921095404.DAT [Raw] [Tabular] [Report]

[Encrypt] [Reject] [Delete] [Edit] [Close]

[S-CDS01-05] CDS > Outgoing Message > Encryption

Encryption

Please input the school key.
Effective Period : []

School Key
[]

[Encrypt] [Close]

Remarks:
Please allow a few minutes interval between each batch or individual encryption messages.

Press "Encrypt" button

Enter School Key
Then Press "Encrypt" button





(RESTRICTED)

[S-CDS01-01] CDS > Outgoing Message > Maintain Message

Encryption is successful! Message(s) is sending at backend.

Maintain Message Process Message Upload Data

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	<input type="checkbox"/>	Message Status	Description	Creation Time	Ack Time	Subject (Code)	Type (Code)	Party	Priority	School Reference	Owner
	<input type="checkbox"/>	Processing	ESADATA.DAT - HKE - TSA Student Data	21/08/2008 09:56 AM		HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		super1
	<input type="checkbox"/>	Ready	SCRN, WebSAMS Version	21/08/2008 08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/>	Ready	SCRN, WebSAMS Version	21/08/2008 08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/>	Ready	SCRN, WebSAMS Version	21/08/2008 08:36 AM		SAMS version	Data (DAT)	EDB	Normal		sysadmin

CDS > Transmission > Ad hoc Transmission

Primary School

(RESTRICTED)

[S-CDS15-01] CDS > Transmission > Ad hoc Transmission

Ad hoc Transmission

Schedule Transmission

Click "Start" to trigger transmission

Start



For Instant transmission:
Go to *CDS > Transmission > Ad hoc Transmission*
Then press "*Start*" button

CDS > Outgoing Message > Maintain Message

[S-CDS01-01] CDS > Outgoing Message > Maintain Message

Maintain Message Process Message Upload Data

Page 1 of 23 Bottom

	Message Status	Description	Creation Time	Ack Time	Subject (Code)	Type (Code)	Party	Priority	School Reference	Owner
	<input checked="" type="checkbox"/> Sent	TSADATA.DAT - HKE - TSA Student Data	10:39 AM		HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/> Received	TSADATA.DAT - HKE - TSA Student Data	09:56 AM	10:12 AM	HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/> Ready	SCRN_WebSAMS	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/> Ready	SCRN_WebSAMS Version	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/> Ready	SCRN_WebSAMS Version	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin








Change to "Sent" status

CDS > Outgoing Message > Maintain Message

[S-CDS01-01] CDS > Outgoing Message > Maintain Message

Maintain Message Process Message Upload Data

Page 1 of 23 Bottom

	Message Status	Description	Creation Time	Ack Time	Subject (Code)	Type (Code)	Party	Priority	School Reference	Owner
	<input type="checkbox"/> Received	ADATA.DAT - HKE - TSA Student Data	10:39 AM	10:40 AM	HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/> Received	ADATA.DAT - HKE - TSA Student Data	09:56 AM	10:12 AM	HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/> Ready	SCRN, WebSAMS Version	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/> Ready	SCRN, WebSAMS Version	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/> Ready	SCRN, WebSAMS Version	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin



Change to "Received" status

CONTINUE

Report

Report

Choose English or Chinese Version

[S-HKE37-01] [HKEAA](#) > [TSA](#) > [Report](#)

Report Name (ID)

- ▶ [TSA Student Data Report \(R-HKE054-E\)](#)
- ▶ [全港性系統評估學生資料報告 \(R-HKE054-C\)](#)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

Choose “Built-in Template”

[S-HKE37-01] [HKEAA](#) > [TSA](#) > [Report](#)

Report Name (ID)

- ▼ [TSA Student Data Report \(R-HKE054-E\)](#)

Template Description	Type	Creator
Built-in Template	Built-In	---

- ▶ [全港性系統評估學生資料報告 \(R-HKE054-C\)](#)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

The information on report is based on the latest confirmed and sent TSA Data File

[S-HKE37-02] HKEAA > TSA > Report

TSA Student Data Report (R-HKE054-E) :- Built-in Template

Please input the print criteria.

School Year	2017	School Session	PM
School Level	Primary	School	
Class Level	Primary 3	Class/Group Name	
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)	3A 3B	Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection)	
Format	PDF		

Preview & Print **Reset** **Back**

Select print criteria
Then press “Preview & Print” button

*Blank report will be shown if TSA Data File has never been confirmed.
*The information is based on the latest confirmed and sent TSA Data File.

Report Sample

R-HKE054-E (RESTRICTED)

Date : 01/02/2018

Chinese History Secondary School
 Hong Kong Examinations & Assessment Authority Moudule - TSA
 Student Data Report

page 1 of 1

SCRN : 112593000122

Sch Year : 2017

Sch Lvl : Primary

Sch Sess : PM

Class Lvl	Class Name	Assigned Class / Group Name	Class No	Assigned Class / Group No	Name (English)	Name (Chinese)	Gender	DOB (DD/MM/YYYY)	STRN	NCS (Y/N)
P3	3A	3A	1	1	STUDENT AAB		F	14/	Y6	N
P3	3A	3A	2	2	STUDENT AAC		M	05/	S7	N
P3	3A	3A	3	3	STUDENT AAD		M	05/	S7	N
P3	3A	3A	4	4	STUDENT AAE		M	07/	S7	N
P3	3B	3B	1	1	STUDENT BAA		M	03/	S7	N
P3	3B	3B	2	2	STUDENT BAB		M	05/	S7	N
P3	3B	3B	3	3	STUDENT BAC		M	14/	S7	N

*** End Of Report ***

REFERENCES

WebSAMS Build Version

**Build Version 3.1.18
or above**

學校行政及管理系統
*School Administration &
Management System*



User ID

Password

Login



[Central Document Repository](#)

網上校管系統資料庫

[Log on using CLO](#)

使用統一登入系統登錄

WebSAMS Version 3.1.18

(RESTRICTED) Access to this system and the information / materials contained therein are restricted to authorized users only.

(限閱) 只容許已授權的用戶使用此系統及存取其資料

Best viewed with 800X600 resolution

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<http://cdr.websams.edb.gov.hk>



最新消息

- 2024.09.10 **資料調查** 使用網上校管系統呈報「實際在學人數點算 2024」須知 (中學) (小學)
- 2024.09.09 **資料調查** 使用網上校管系統向教育局遞交2024/25 班別及科目資料指引
- 2024.09.02 **課程訊息** 2024年9月至2025年1月的雲端校管系統培訓課程現於培訓行事曆接受報名，詳情請參見
- 2023.05.31 **模組資料** 「資料選取工具」模組及網上校管系統內「時間表編排專家支援」系統(TESS)相關功能中移除，詳情請參閱2023年5月31日的學校通訊模組訊息
「電子郵件」模組將於2024年下半年從網上校管系統中移除，詳情請參閱2023年5月:

▶ 更多



模組資料

主頁 > 模組資料

- 2024.09.24 **新增功能** 網上校管系統模組主要功能新增項目
- 2023.05.31 **模組資料** 「資料選取工具」模組及網上校管系統內「時間表編排專家支援」系統(TESS)相關功能將於2024年下半年從網上校管系統中移除，詳情請參閱[2023年5月31日的學校通訊模組訊息](#)
- 2023.02.21 **庫存** 「庫存」模組將於2023年5月從網上校管系統中正式移除，詳情請參閱[2023年2月21日的學校通訊模組訊息](#)
- 電子郵件** 「電子郵件」模組將於2024年下半年從網上校管系統中移除，詳情請參閱[2023年5月31日的學校通訊模組訊息](#)

學校管理(SCH) 學校活動管理(SAM) 在職家庭及學生資助事務處 (學生資助處)(SFO)	學生資料(STU) 學生出席資料(ATT) 人才資料庫(TDB) 課外活動(STA)	學生成績(ASR) 特殊學生成績(SPE) 獎懲資料(ANP)	學位分配 小一派位(POA) 中一派位(小學)(SOA(P)) 中一派位(中學)(SOA(S)) 中四學位安排(SFP)
香港考评局程序 香港中學文憑(DSE) 全港性系統評估(TSA)	香港學科測驗(HKA) 應用學習(ApL) 學生學習概覽(SLP) 申請大專院校(INA)	教職員調配(STD) 教職員資料(STF)	獨立版時間表編排工具(STT) 時間表編排(介面)(TSI) 時間表編排(網上版)(TTL)
聯遞系統(CDS) 系統保安(SEC)	代碼管理(HSE) 報告管理(RPT) 資料管理(DAT)	資料選取工具(DQT) 電子郵件(EMAIL) 設定(CUS)	財務管理及策劃(FMP)

香港考评局程序 - 香港中學文憑



功能概覽



快速指引



參考文件



常見問題



課程講義



模組短片



常用SQL

只供獲授權用戶使用

香港考评局程序 - 全港性系統評估



功能概覽



快速指引



參考文件



常見問題



課程講義



常用SQL

只供獲授權用戶使用

聯絡我們

主頁 > 聯絡我們

教育局系統及資訊管理組

EDB Systems & Information Management Section

網上校管系統支援熱線

網上校管系統(WebSAMS)學校聯絡主任(SLO)名單(2022.09.23版本)



網上校管系統求助台
(WebSAMS Helpdesk)

電話：2166 1150 傳真：5801 1284
電郵：websams_support@ges.com.hk
辦公時間：
星期一至五 上午8:30至下午5:30
星期六 上午8:30至下午1:00

聯遞系統求助台
(CDS Helpdesk)

電話：3464 0550
電郵：cdshelpdesk@edb.gov.hk
辦公時間：
星期一、三、四、五 上午8:30至下午5:15
星期二 上午9:00至下午6:00

- End -