



# **Web-based School Administration and Management System (WebSAMS)**

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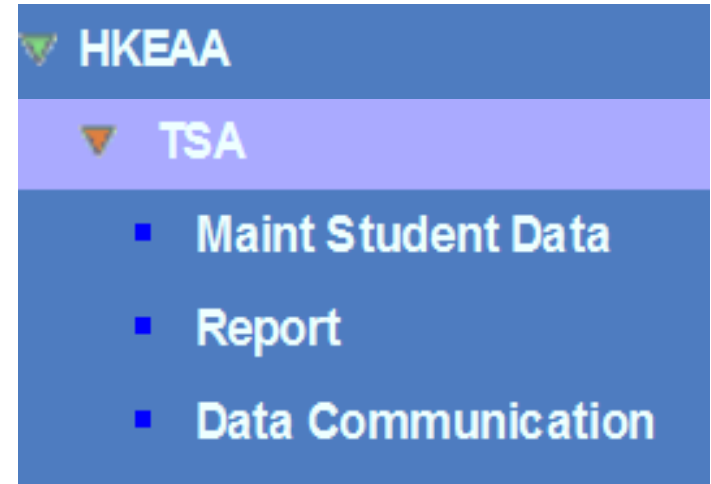
**Introduction of transmitting  
TSA Student Data file via  
WebSAMS**

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

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

### 1. CDS > Incoming Message

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

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

Import parameter file, “TSA parameter file for secondary 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

(RESTRICTED) Current :

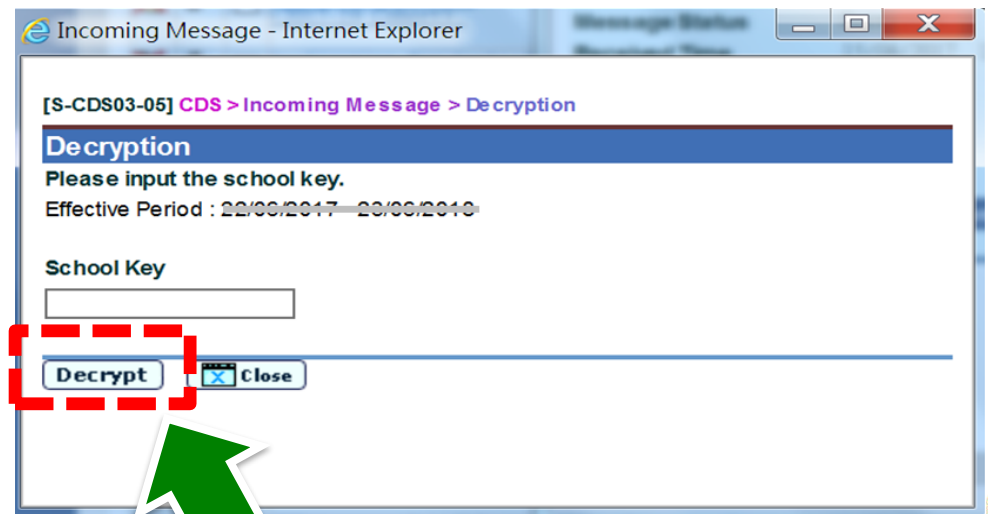
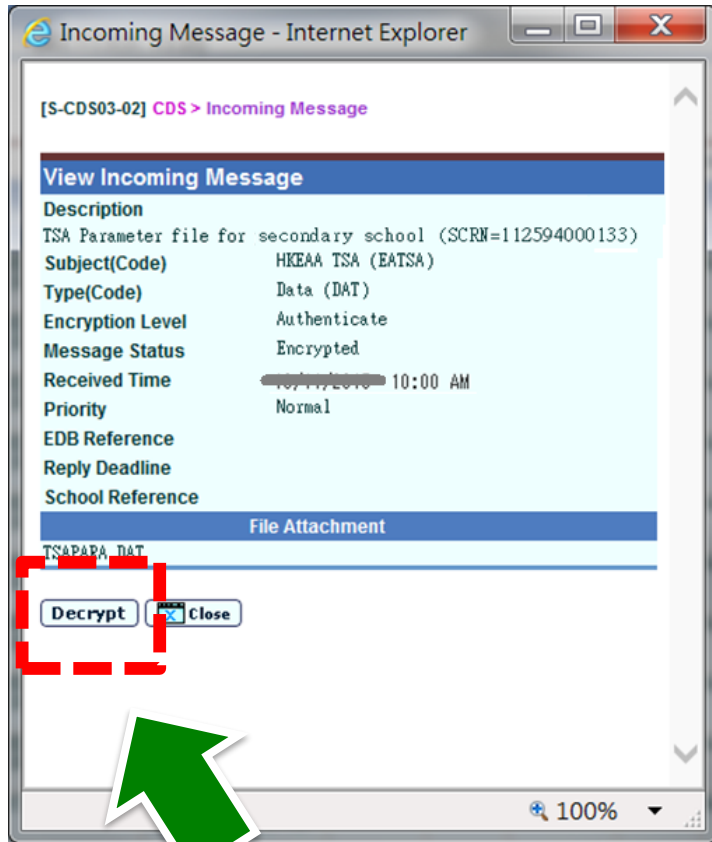
[S-CDS03-01] CDS > Incoming Message

		<input type="checkbox"/>	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline	Effective Date
		<input type="checkbox"/>	<a href="#">TSA Parameter file for secondary school (SCRN=112593000133)</a>	HKEAA TSA (BATSA)	Data (DAT)	06:00 PM			05/01



Click the TSA Parameter file

## CDS > Incoming Message



Input "School Key"  
Then press "Decrypt" button


Press "Decrypt" button

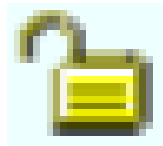
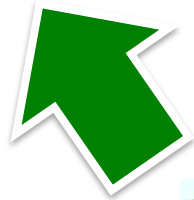


# CDS > Incoming Message

(RESTRICTED) Curr







[S-CDS03-01] CDS > Incoming Message

			Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Reply Deadline
		<input type="checkbox"/>	<a href="#">TSA Parameter file for secondary school (SCRN=112593000133)</a>	HKEAA TSA (EATSA)	Data (DAT)	10:00 AM		



**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)	<del>21/03/2018</del> 10:16 AM			05/01/20
		<input type="checkbox"/>	TSA Parameter file for secondary school (SCRN=112593000133)	HKEAA TSA (EATSA)	Data (DAT)	<del>21/03/2018</del> 10:16 AM			05/01/20
		<input type="checkbox"/>	TSA Parameter file for primary school (SCRN=112593000121)	HKEAA TSA (EATSA)	Data (DAT)	<del>21/03/2018</del> 10:16 AM			05/01/20



# Import the decrypted parameter

HKEAA > TSA > Data Communication > Process Incoming Data

Choose parameter file

Press "Import"

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

**Import**

Encrypted      Data Imported to Module

STATISTICS

# 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
	<input checked="" type="radio"/>	242247	TSA Parameter file for secondary school (SCRN=112593000133)	HKEAA TSA (Data)	01/08/2010 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.**

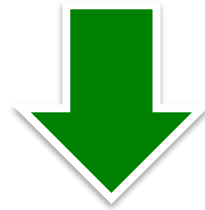


[S-HKE36-01] HKEAA > TSA > Maintain Student Data

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.

<b>School Year</b>	20	<b>School Session</b>	Whole Day
<b>School Level</b>	Secondary	<b>Assigned Class/Group Name</b>	
<b>Class Level</b>	Secondary 3	(Hold [Shift] or [Ctrl] key for multiple selection)	
<b>Class Name</b>			
(Hold [Shift] or [Ctrl] key for multiple selection)	3A		
	3B		
	3C		
	3D		

**E-52148: The submission period of student data file of Secondary (Whole Day) has not started yet or has already expired.**



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

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

<b>School Year</b>	20	<b>School Session</b>	Whole Day
<b>School Level</b>	Secondary	<b>Assigned Class/Group Name</b>	
<b>Class Level</b>	Secondary 3	(Hold [Shift] or [Ctrl] key for multiple selection)	
<b>Class Name</b>			
(Hold [Shift] or [Ctrl] key for multiple selection)	3A 3B 3C 3D		
Search	Reset		

# START

## Maintain Student Data

# Maintain Student Data

## HKEAA > TSA > Maintain Student Data

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

School Year	2011	School Session	Whole Day
School Level	Secondary		
Class Level	Secondary 3		
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)	3A 3B	Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection)	3A 3B



Select the searching criteria and press “Search” button



# Data that match searching criteria are shown

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

School Year: 2015  
 School Level: Secondary  
 School Session: Whole Day  
 Class Level: Secondary 3  
 Class Name (Hold [Shift] or [Ctrl] key for multiple selection): 3A  
 Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection): 3A

<input type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	DOB
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	5	<input type="text" value="5"/>	ST 000	學生六六	F	11/03/2000
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	6	<input type="text" value="6"/>	ST 000	學生六	F	11/05/2000
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	7	<input type="text" value="7"/>	student one	一學生	F	01/01/2000
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	8	<input type="text" value="8"/>	ST AAA AA	學生一一	F	01/01/2000
<input type="checkbox"/>	3A	<input type="text" value="3A"/>	20	<input type="text" value="20"/>	r Junior		F	28/03/2002



\* 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. If no modification is made and the data has not been saved before, all the fields will be shown in black.

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

School Year: 2015  
 School Level: Secondary  
 School Session: Whole Day  
 Class Level: Secondary 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

Modification → Change into RED

<input type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	DOB	STF
<input type="checkbox"/>	3A	3D	5	6	ST 000	學生六六	F	11/03/2000	02634
<input type="checkbox"/>	3A	3C	6	9	ST QQQ	學生六	F	11/05/2000	A123
<input type="checkbox"/>	3A	3C	7	7	student one	一學生	F	01/01/2000	L9878
<input type="checkbox"/>	3A	3C	8	8	ST AAA AA	學生一一	F	01/01/2000	01234
<input type="checkbox"/>	3A	3A	20	20	Super Junior		F	28/03/2002	S0398

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 only after the data is saved.

Newly Admitted Students

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

Record saved successfully.

School Year: 2015



School Level: Secondary

School Session: Whol

Class Level: Secondary 3

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

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

 Search  Reset

<input type="checkbox"/>	Class Name	Assigned Class/Group Name <input type="button" value="Assign"/>	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	DOB
<input type="checkbox"/>	3A	3D	5	6	ST 000	學生六六	F	11/03/2000
<input type="checkbox"/>	3A	3C	6	9	ST 000	學生六	F	11/05/2000
<input type="checkbox"/>	3A	3A	7	5	student one	一學生	F	01/01/2000

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: [ ]  
 School Level: Secondary [v]  
 Class Level: Secondary 3 [v]  
 Class Name (Hold [Shift] or [Ctrl] key for multiple selection): [三愛]  
 School Session: Whole Day [v]  
 Assigned Class/Group Name (Hold [Shift] or [Ctrl] key for multiple selection): [ ]

Search [ ] Reset [ ]

<input checked="" type="checkbox"/>	Class Name	Assigned Class/Group Name Assign	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	DOB	STRN	NCS (Y/N)
<input checked="" type="checkbox"/>	三愛	三愛	6	6	Faye Faye Wolie	和理非非	F	04/06/2002	J71	N
<input checked="" type="checkbox"/>	三愛	三愛	10	10	Fong Fong Fong	方芳芳	M	09/09/2002	260	N

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, 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-HKE036-01] HKEAA > TSA > Maintain Student Data

School Year: [dropdown]  
 School Level: Secondary [dropdown]  
 Class Level: Secondary 3 [dropdown]  
 Class Name: [dropdown]  
 (Hold [Shift] or [Ctrl] key for multiple selection)

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

Search [button] Reset [button]

<input type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)
<input checked="" type="checkbox"/>	三愛	3A <b>Assign</b>				
<input checked="" type="checkbox"/>	三愛	三愛		6	Faye Faye Wolie	和理非非
<input checked="" type="checkbox"/>	三愛	三愛	10	10	Fong Fong Fong	方芳芳

Save [button] Clear [button]

**Change by Batch**

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

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

School Year: [Redacted]

School Level: Secondary

School Session: [Redacted]

Class Level: Secondary 3

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

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

Class Name dropdown menu:  
6A   
6B   
6C   
6E

<input checked="" type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)
<input checked="" type="checkbox"/>	三愛	3A	6	6	Faye Faye Wolie	和理非非
<input checked="" type="checkbox"/>	三愛	3A	10	10	Fong Fong Fong	方芳芳

- \* Any modification to 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, the Assigned Class/Group Name and Assigned Class/Group No. will be shown in red.

**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	2015	
School Level	Secondary	School Session: Whole Day
Class Level	Secondary 3	
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)	3A 3B	Assigned Class/ Group Name (Hold [Shift] or [Ctrl] key for multiple selection) 3C 3D
<div style="border: 2px dashed red; padding: 5px;"> Search  Confirm  Back</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] HKEAA > 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	2011	School Session	Whole Day
School Level	Secondary		
Class Level	Secondary 3		
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)	3A 3B	Assigned Class/ Group Name (Hold [Shift] or [Ctrl] key for multiple selection)	3A 3B 3D

Search Confirm Back

[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: 2015  
School Level: Secondary  
Class Level: Secondary 3  
School Session: Whole Day

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

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

Search Confirm Back

Class Name (Class No.)	Status	Preview Type	
TSA Student Data 3A(5) ,3A(6)	Prepared	Report	Preview In-prepare

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

# Report Sample

R-HKE056 (RESTRICTED)

Date : 21/02/2016

Through-train School

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

SCRN : 112593000122  
Sch Year : 2007  
Sch Lvl : Secondary  
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)
S3	3A	1	STUDENT AAB		F	14/06	Y61	N
S3	3A	2	STUDENT AAC		M	05/09	S7*	N
S3	3A	3	STUDENT AAD		M	05/09	S7*	N
S3	3A	4	STUDENT AAE		M	07/08	S7*	N
S3	3B	1	STUDENT BAA		M	03/08	S7*	N
S3	3B	2	STUDENT BAB		M	05/09	S7*	N
S3	3B	3	STUDENT BAC		M	14/18	S7*	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: 2015  
School Level: Secondary  
Class Level: Secondary 3  
School Session: Whole Day

Class Name (Hold [Shift] or [Ctrl] key for multiple selection): 3A, 3B  
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(5) ,3A(6)	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: 2015  
School Level: Secondary  
Class Level: Secondary 3  
School Session: Whole Day

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

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

Search Confirm Back

Class Name (Class No.)	Status	Preview Type	
TSA Student Data 3A(5) ,3A(6)	Prepared	Report	Preview 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 2014

School Level Secondary

School Session Whole Day

Class Level Secondary 3

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

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

Search Confirm Back

Class Name (Class No.)	Status	Preview Type
TSA Student Data 3A(5) ,3A(6)	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	<a href="#">TSADATA.DAT - HKE - TSA Student Data</a>	09:56 AM	HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/>	Ready	<a href="#">SCRN_WebSAMS Version</a>	08:36 AM	SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/>	Ready	<a href="#">SCRN_WebSAMS Version</a>	08:36 AM	SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/>	Ready	<a href="#">SCRN_WebSAMS Version</a>	08:36 AM	SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/>	Ready	<a href="#">SCRN_WebSAMS Version</a>	08:36 AM	SAMS version setup (AI)	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 : [REDACTED]

School Key  
[Input Field]

[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

Page 1 of 23 Bottom

	<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		superl
	<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	<a href="#">TSADATA.DAT - HKE - TSA Student Data</a>	10:39 AM		HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/> Received	<a href="#">TSADATA.DAT - HKE - TSA Student Data</a>	09:56 AM	10:12 AM	HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/> Ready	<a href="#">SCRN_WebSAMS</a>	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/> Ready	<a href="#">SCRN_WebSAMS Version</a>	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/> Ready	<a href="#">SCRN_WebSAMS Version</a>	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	<a href="#">ADATA.DAT - HKE - TSA Student Data</a>	10:39 AM	10:40 AM	HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/> Received	<a href="#">ADATA.DAT - HKE - TSA Student Data</a>	09:56 AM	10:12 AM	HKEAA TSA (EATSA)	Data (DAT)	HKEAA	Normal		superl
	<input type="checkbox"/> Ready	<a href="#">SCRN, WebSAMS Version</a>	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/> Ready	<a href="#">SCRN, WebSAMS Version</a>	08:36 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		sysadmin
	<input type="checkbox"/> Ready	<a href="#">SCRN, WebSAMS Version</a>	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
<a href="#">Built-in Template</a>	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

Select print criteria  
Then press “Preview & Print” button

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

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

Please input the print criteria.

School Year	<input type="text"/>	School Session	Whole Day
School Level	Secondary	Assigned Class/Group Name	3E
Class Level	Secondary		
Class Name (Hold [Shift] or [Ctrl] key for multiple selection)	<input type="text"/>		
Format	PDF		

\*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 : ~~00/00/2000~~

Through-train School  
Hong Kong Examinations & Assessment Authority Moudule - TSA  
Student Data Report

page 1 of 1

SCRN : 112593000121  
Sch Year : 2015  
Sch Lvl : Secondary  
Sch Sess : Whole Day

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)
S3	3A	3D	5	5	ST 000	學生六六	F	<del>11/00/2000</del>	<del>02000000</del>	N
S3	3A	3A	6	6	ST 000	學生六	F	<del>11/00/2000</del>	<del>02000000</del>	N
S3	3A	3C	7	7	student one	一學生	F	<del>01/00/2000</del>	<del>L9000000</del>	N
S3	3A	3H	8	9	ST AAA AA	學生一一	F	<del>01/00/2000</del>	<del>01000000</del>	N
S3	3A	3D	20	20	Super Junior		F	<del>20/00/2000</del>	<del>S0000000</del>	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 -