

線上培訓課程系列

申請大專院校(INA)

Preparation Work 1

- **Access right:**
School head,
System admin &
INA admin
- **School head &**
System admin
may assign access
right to other staff

* Please refer to Report R-SEC003-E/C for details of each user group's default access right setting.

Function	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Edit	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete	<input checked="" type="checkbox"/> Execute
<input checked="" type="checkbox"/> Subject Grouping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Gen Student List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> Import Data File					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Student Mapping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> Import Personal and General Abilities					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> School Reference Report - Setting Range for Overall Rating	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> School Reference Report - Generate Academic Performance Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> School Reference Report - Maint Academic Performance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> School Reference Report - Academic Performance (Add Subjects)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> School Reference Report - Maint Personal and General Ability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> School Reference Report - Maint Supplementary Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> School Reference Report - Prepare Academic Performance					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> School Reference Report - Prepare Personal and General Ability					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> School Reference Report - Prepare Academic Perf Supplementary File					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Report					<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Process Incoming Data	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Process Outgoing Data	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Confirmed Outgoing Data	<input checked="" type="checkbox"/>				

▼ Bottom

Preparation Work 2

- To facilitate data exchange between JUPAS online application system & WebSAMS, **JUPAS Student List can only be available after submission of student information to JUPAS office and completion of student registration at JUPAS portal**
- **A Data File Structure for School is posted under Download Area of school's JUPAS account (for School Head, Teacher-in-charge & Class / Group Teacher)**

Preparation Work 3

- **If Assessment Module (ASR) is used, Academic Performance in School can be generated via School Reference Report (SRR) from WebSAMS**
- **Can choose school year (S5 and/or S6) and assessment (e.g. T1A1, T1 or Annual) (max two entries) that best reflect students' performance subject to schools' selection**
- **Exam results can be exported in Percentile and Overall Rating from WebSAMS to JUPAS online application system**

Institute Application (INA) Operation

- For extracting S6 student data for JUPAS and E-APP applications

Sep Applications for JUPAS

Student List Generation

Submit Data via JUPAS Portal

JUPAS Student Account Creation

Import Student Registration No and Subject Code to WebSAMS

Student Data Extraction and School Reference Report (SRR) Generation

- Prepare Academic Performance, Personal and General Abilities and Academic Performance Supplementary Information
- **Generate SRR**

School Reference Report (SRR) Submission

Export and submit Data via JUPAS Portal

Dec Applications for E-APP

Student List and SRR Generation

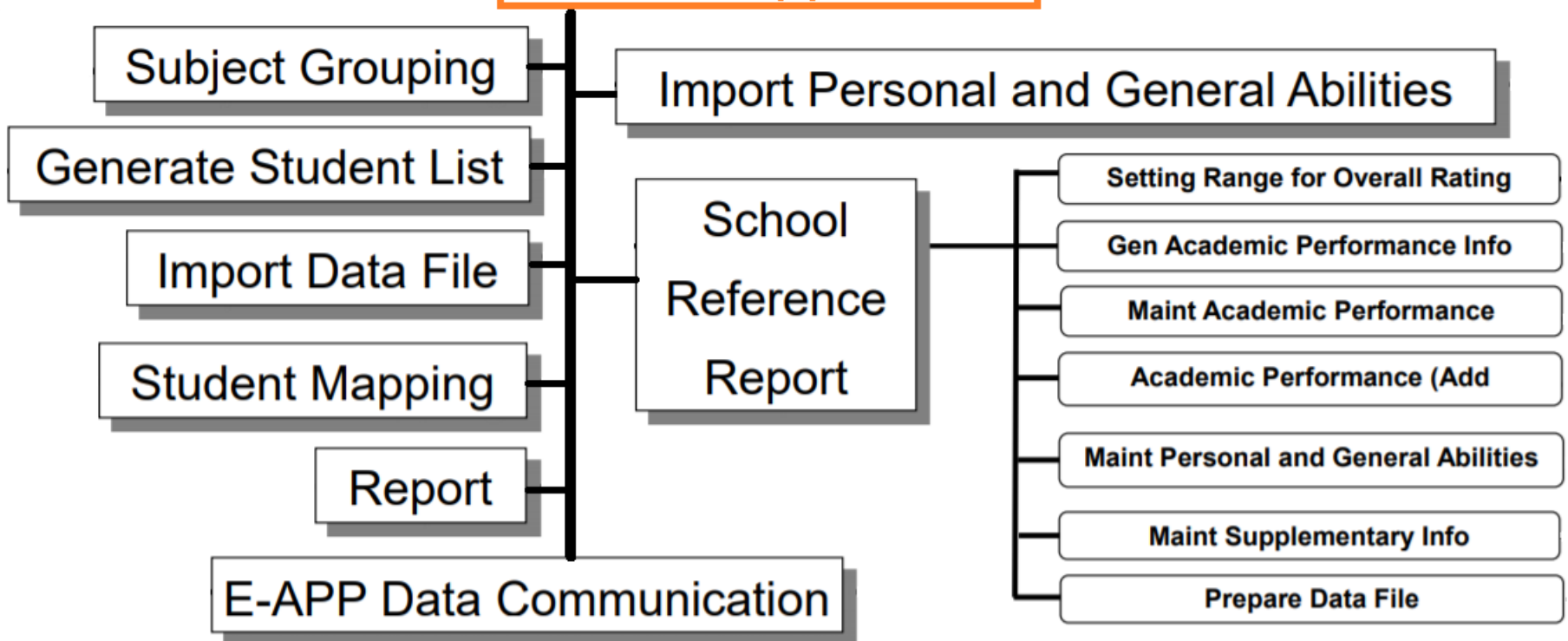
Extract Student Data and generate SRR

Student Data Submission

Export Student List **and SRR (optional)** to E-APP Portal via CDS

Module Flow Chart

Institute Application



JUPAS Work Flow

Subject Grouping

■ Institute Application > Subject Grouping

Lui Kee Secondary School User: super1 Login Time: 03/08/2021 19:55
 (RESTRICTED) Current School Year: 20

- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- School Activities Management
- Award & Punishment
- Assessment
- Institute Application
 - Subject Grouping**
 - Gen Student List
 - Import Data File
 - Student Mapping
 - Import Personal and G
 - School Reference Rep
 - Report
 - E-APP Data Communic

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

<input type="checkbox"/>	Subject Grouping Code ^Δ	Subject Grouping Name	Subject Grouping is a component of	Subject / Subject Component
<input type="checkbox"/>	&bi	Biology	22N Combined Science (Biology, Chemistry)	045Biology 22NCombined Science (Biology, Chemistry) - 01 Biology 24NCombined Science (Physics, Biology) - 02 Biology
<input type="checkbox"/>	&ch	Chemistry	23N Combined Science (Chemistry, Physics)	070Chemistry 22NCombined Science (Biology, Chemistry) - 02 Chemistry 23NCombined Science (Chemistry, Physics) - 01 Chemistry
<input type="checkbox"/>	&ph	Physics	24N Combined Science (Physics, Biology)	23NCombined Science (Chemistry, Physics) - 02 Physics 24NCombined Science (Physics, Biology) - 01 Physics 315Physics

Generate Student List(1)

■ Institute Application > Generate Student List for Institute Application

Lui Kee Secondary School (RESTRICTED) User: super1 Login Ti

- Home
- Student Info Enquiry
- School Management
- Student
- Attendance
- Student Activities
- School Activities Management
- Award & Punishment
- Assessment
- Institute Application
 - Subject Grouping
 - Gen Student List**
 - Import Data File
 - Student Mapping

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

Please select class name to search

Class Name All ▾

Search

Click Extract to extract Student List for Institute Application

Class Name All

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

Extract

Note:

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

Generate Student List(2)

■ Institute Application > Generate Student List for Institute Application

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

Please select class name to search

Class Name All ▾

Click Extract to extract Student List for Institute Application

Class Name All

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

- Note:
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.

Generate Student List(3)

■ Institute Application > Generate Student List for Institute Application

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

Please select class name to search

Class Name ▼

 Search

Click Extract to extract Student List for Institute Application

Class Name

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

Extract

Note:

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

Generate Student List for Institute Application Bottom

JUPAS Applicants	Designated Students	SN	HKID	JUPAS School Code	EDB School Code	English Name	Last Name	First Name	Class	Student No.	Group	Passport No.	Issue Country
<input type="checkbox"/>	<input type="checkbox"/>			<input type="text" value="Assign"/>					<input type="text" value="Assign"/>		<input type="text" value="Assign"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	S876545(8)	50521	999999	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Y119745(0)	50521	999999	Law cheong jai	Law	cheong jai	6A	2	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	U255363(2)	50521	999999	Tai Siu Ming	Tai	Siu Ming	6A	3	1		

Generate Student List(4)

- Institute Application > Generate Student List for Institute Application

Generate Student List for Institute Application Bottom

JUPAS Applicants	Designated Students	SN	HKID	JUPAS School Code	EDB School Code	English Name	Last Name	First Name	Class	Student No.	Group	Passport No	Issue Country
<input type="checkbox"/>	<input type="checkbox"/>			<input type="text" value="50521"/> Assign					<input type="text" value="6A"/> Assign		<input type="text" value="1"/> Assign		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	S876545(8)	50521	999999	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Y119745(0)	50521	999999	Law cheong jai	Law	cheong jai	6A	2	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	U255363(2)	50521	999999	Tai Siu Ming	Tai	Siu Ming	6A	3	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Y897386(3)	50521	999999	Yip chun wing	Yip	chun wing	6A	4	1		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	X735919(0)	50521	999999	Student1501	Student1501	a	6A	5	2		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	T502110(8)	50521	999999	Fong wai win	Fong	wai win	6B	1	2		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	L416364(0)	50521	999999	Leung chi fat	Leung	chi fat	6B	2	2		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	K171117(2)	50521	999999	Ng wai sang	Ng	wai sang	6B	3	2		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9	V737327(9)	50521	999999	Tong Ka Man	Tong	Ka Man	6B	4	2	123456789	JAP
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	V207604(7)	50521	999999	Ying wan	Ying	wan	6B	5	2		

Generate Student List(5)

■ Institute Application > Generate Student List for Institute Application

Click Extract to extract Student List for Institute Application

Class Name

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

Extract

Note:

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.



Generate Student List for JUPAS Application

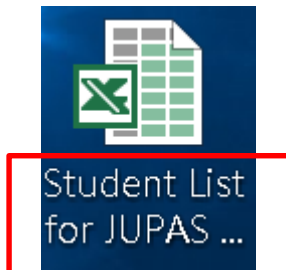
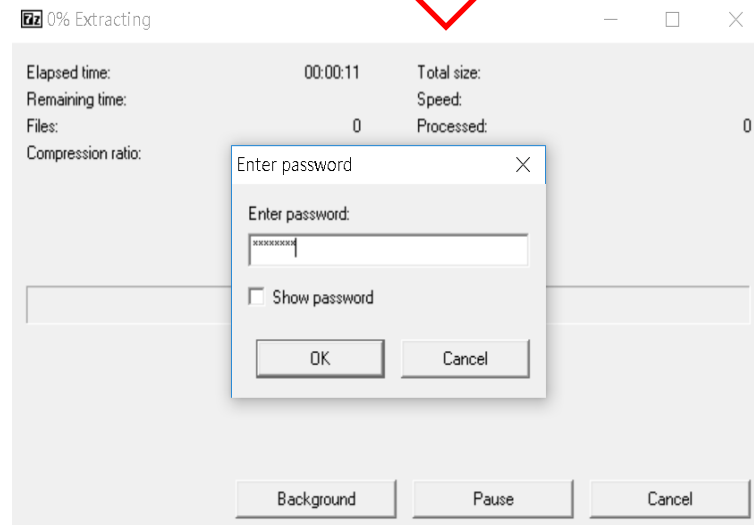
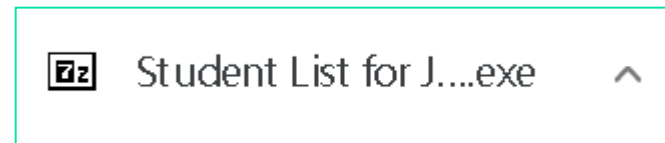
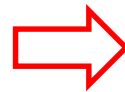
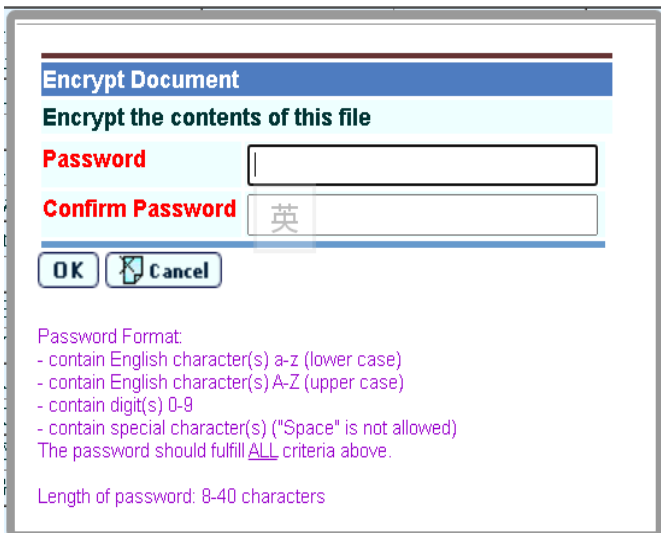
SN	HKID	JUPAS School Code	English Name	Last Name	First Name	Class	Student No.	Group	Passport	Issue Country
1	S876545(8)	50521	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
2	Y119745(0)	50521	Law cheong jai	Law	cheong jai	6A	2	1		
3	U255363(2)	50521	Tai Siu Ming	Tai	Siu Ming	6A	3	1		
4	Y897386(3)	50521	Yip chun wing	Yip	chun wing	6A	4	1		
5	T502110(8)	50521	Fong wai win	Fong	wai win	6B	1	2		
6	L416364(0)	50521	Leung chi fat	Leung	chi fat	6B	2	2		
7	K171117(2)	50521	Ng wai sang	Ng	wai sang	6B	3	2		
8	V737327(9)	50521	Tong Ka Man	Tong	Ka Man	6B	4	2	B123456789	JAP
9	Y307684(7)	50521	Ying wan	Ying	wan	6B	5	2		
10	Y421791(6)	50521	Hui Yuen Yiu	Hui	Yuen Yiu	6C	1	4		
21	Y6U4588(8)	50521	Wong Wing Yin	Wong	Wing Yin	6D	8	3		
22	S876548(2)	50521	YEUNG NGO	YEUNG	NGO	6D	9	3		

Confirm

▲Top

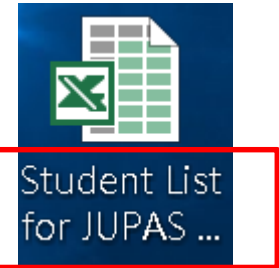
Generate Student List(6)

- Institute Application > Generate Student List for Institute Application (After pressing [Confirm] button)



Generate Student List(7)

- Institute Application > Generate Student List for Institute Application
 - Submit this student information to JUPAS Office (<https://www.jupas.edu.hk/en/>)



	A	B	C	D	E	F	G	H	I
1	HKID	JUPAS School Cod	Last Name	First Name	Class	Student Number	Group	Passport No.	Passport Issuing Country
2	S8765458	50521	Chan	Siu Mei	6A	1	1		
3	Y1197450	50521	Law	cheong jai	6A	2	1		
4	U2553632	50521	Tai	Siu Ming	6A	3	1		
5	Y8973863	50521	Yip	chun wing	6A	4	1		
6	T5021108	50521	Fong	wai win	6B	1	2		
7	L4163640	50521	Leung	chi fat	6B	2	2		
8	K1711172	50521	Ng	wai sang	6B	3	2		
9	V7373279	50521	Tong	Ka Man	6B	4	2	B123456789	JAP
10	Y3076847	50521	Ying	wan	6B	5	2		
11	Y1217016	50521	Hui	Yuen Yiu	6C	1	1		

Import Data File(1)

- Institute Application > Import Data File
(Refer to Preparation Work 2)


Lui Kee Secondary School (RESTRICTED)

[S-INA02-01] Institute Application > Import Data File

Import Data File

File Type
JUPAS Student List
JUPAS Student List
DSE Subject Code File

Imported Source

 Import

Note:
The JUPAS Student List data file can be downloaded from the JUPAS portal.

Navigation menu (left):

- Attendance
- Student Activities
- School Activities Manager
- Award & Punishment
- Assessment
- Institute Application
 - Subject Grouping
 - Gen Student List
 - Import Data File
 - Student Mapping
 - Import Personal and C...

Import Data File(2)

Checking the irregularities

■ Institute Application > Import Data File

Lui Kee Secondary School (RESTRICTED) User: super1 Login Time: 03/08/2021 Current School

[S-INA02-02] Institute Application > Import Data File

Warning: The following WebSAMS student(s) has(have) no matched record(s) in JUPAS's Student List:

Eng Name	Class	Cls No	HKID	Ident Doc No	JUPAS data maintained
Student1502	6A	6	R516342A		N
Student1503	6A	7	E2613453		N
Student1504	6A	8	E7394733		N
Student1505	6A	9	E3150996		N
Student1506	6A	10	D1562208		N
Student1507	6A	11	WZ0893297		N
Student1508	6A	12	R7459334		N
Student1509	6A	13	Y4604219		N
Student1510	6A	14	D5456984		N
Student1511	6A	15	E525098A		N
Student1512	6A	16	O3051448		N
Student1513	6A	17	L3054740		N
Student1514	6A	18	R5765373		N
Student1515	6A	19	R6819574		N
Student1516	6A	20	R5710001		N
Student1517	6A	21	R5710002		N
Student1518	6A	22	R5710003		N
Student1519	6D	20	L7031430		N
Student1580	6D	29	N0286603		N

Proceed Back

Import Data File(3)

Checking the applicants

■ Institute Application > Import Data File

Lui Kee Secondary School (RESTRICTED) User: super1 Login Time: 03/08/2021 1 Current School \

[S-INA03-01] Institute Application > Student Mapping
File(s) uploaded successfully.

Student Mapping

WebSAMS					Student List			
Eng Name	Class	Cls No	HKID / Passport No	JUPAS Application No	Last Name	First Name	HKID / Passport No	<input type="checkbox"/>
Student1501	6A	5	X7359190		Student1501	a	X7359190	<input type="checkbox"/>
Chan Siu Mei	6A	1	S8765458	50000021	Chan	Siu Mei	S8765458	<input checked="" type="checkbox"/>
Law cheong jai	6A	2	Y1197450	50000022	Law	cheong jai	Y1197450	<input checked="" type="checkbox"/>
Tai Siu Ming	6A	3	U2553632	50000023	Tai	Siu Ming	U2553632	<input checked="" type="checkbox"/>
Yip chun wing	6A	4	Y8973863	50000024	Yip	chun wing	Y8973863	<input checked="" type="checkbox"/>
Fong wai win	6B	1	T5021108	50000025	Fong	wai win	T5021108	<input checked="" type="checkbox"/>
Leung chi fat	6B	2	L4163640	50000026	Leung	chi fat	L4163640	<input checked="" type="checkbox"/>
Ng wai sang	6B	3	K1711172	50000027	Ng	wai sang	K1711172	<input checked="" type="checkbox"/>
Tong Ka Man	6B	4	V7373279	50000028	Tong	Ka Man	V7373279	<input checked="" type="checkbox"/>
Yip wai yan	6B	5	Y3076847	50000029	Yip	wai yan	Y3076847	<input checked="" type="checkbox"/>
Student1579	6D	28	L7851458					<input type="checkbox"/>
Student1580	6D	29	N0286603					<input type="checkbox"/>

Import Data File(4)

- Institute Application > Import Data File
(Refer to FAQ question 2)

Lui Kee Secondary School

(RESTRICTED)

- ▶ Attendance
- ▶ Student Activities
- ▶ School Activities Management
- ▶ Award & Punishment
- ▶ Assessment
- ▼ Institute Application
 - Subject Grouping
 - Gen Student List
 - **Import Data File**
 - Student Mapping

[S-INA02-01] Institute Application > Import Data File

File(s) uploaded successfully.

Import Data File

File Type: DSE Subject Code File

Imported Source: Choose File 3_HKDSE S... 2021.xls

Import

Note:
The JUPAS Student List data file can be downloaded from the JUPAS portal.

Student Mapping



- Institute Application > Student Mapping
 - Uncheck the applicant(s) if necessary

Lui Kee Secondary School (RESTRICTED)

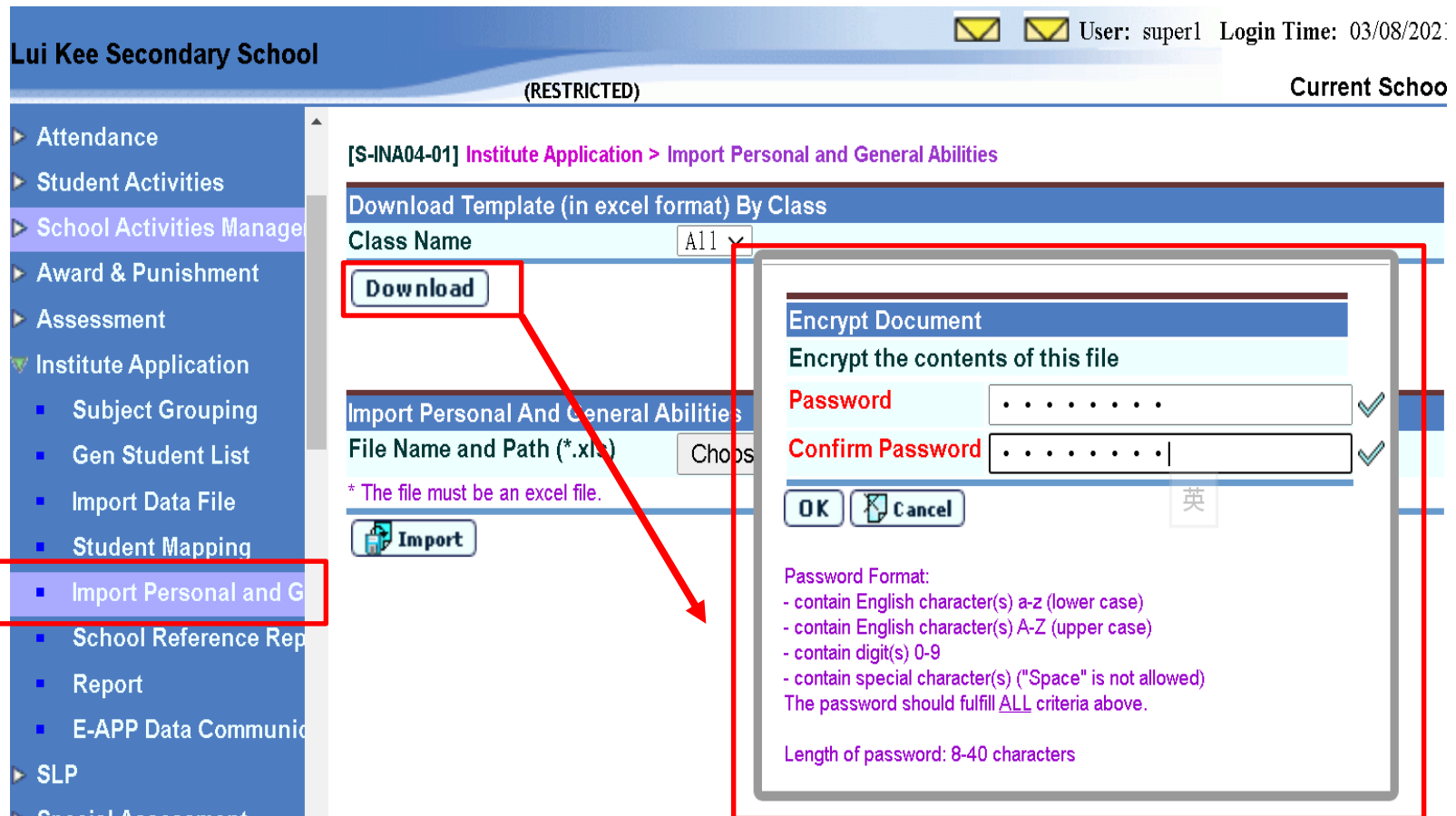
[S-INA03-01] Institute Application > Student Mapping

Student Mapping

WebSAMS					Student List			
Eng Name	Class	Cls No	HKID / Passport No	JUPAS Application No	Last Name	First Name	HKID / Passport No	<input type="checkbox"/>
Student1501	6A	5	X7359190		Student1501	a	X7359190	<input type="checkbox"/>
Chan Siu Mei	6A	1	S8765458	50000021	Chan	Siu Mei	S8765458	<input checked="" type="checkbox"/>
Law cheong jai	6A	2	Y1197450	50000022	Law	cheong jai	Y1197450	<input checked="" type="checkbox"/>
Tai Siu Ming	6A	3	U2553632	50000023	Tai	Siu Ming	U2553632	<input checked="" type="checkbox"/>
Yip chun wing	6A	4	Y8973863	50000024	Yip	chun wing	Y8973863	<input checked="" type="checkbox"/>
Fong wai win	6B	1	T5021108	50000025	Fong	wai win	T5021108	<input checked="" type="checkbox"/>
Leung chi fat	6B	2	L4163640	50000026	Leung	chi fat	L4163640	<input checked="" type="checkbox"/>
Ng wai sang	6B	3	K1711172	50000027	Ng	wai sang	K1711172	<input checked="" type="checkbox"/>
Tong Ka Man	6B	4	V7373279	50000028	Tong	Ka Man	V7373279	<input checked="" type="checkbox"/>
Ying wan	6B	5	V3076847	50000029	Ying	wan	V3076847	<input checked="" type="checkbox"/>
Student1579	6D	28	L7831450					<input type="checkbox"/>
Student1580	6D	29	N0286603					<input type="checkbox"/>

Import Personal and General Abilities(1)

■ Institute Application > Import Personal and General Abilities



Lui Kee Secondary School (RESTRICTED) User: super1 Login Time: 03/08/2021 Current School

[S-INA04-01] Institute Application > Import Personal and General Abilities

Download Template (in excel format) By Class

Class Name All

Download

Import Personal And General Abilities

File Name and Path (*.xls) Choose

* The file must be an excel file.

Import

Encrypt Document

Encrypt the contents of this file

Password

Confirm Password

OK Cancel 英

Password Format:

- contain English character(s) a-z (lower case)
- contain English character(s) A-Z (upper case)
- contain digit(s) 0-9
- contain special character(s) ("Space" is not allowed)

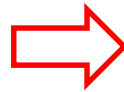
The password should fulfill ALL criteria above.

Length of password: 8-40 characters

Import Personal and General Abilities(2)

■ Institute Application > Import Personal and General Abilities

importPA_GA.exe



13 items to be assessed

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Application No.	Class Code	Cls No	Reg No	Eng Name	Ability to communicate	Ability to work with others	Analytical power	Conduct	Creativity	Independence of mind	Industriousness	Initia
2	50000021	SS6A	1	644786786	Chan Siu Mei	0	3	3	0	0	0	2	
3	50000022	SS6A	2	20171011	Law cheong jai	2	2	2	3	4	1	1	
4	50000023	SS6A	3	S2018119	Tai Siu Ming	4	3	1	4	1	0	2	
5	50000024	SS6A	4	201707124	Yip chun wing	3	0	1	3	4	4	1	
6	50000025	SS6B	1	T5021108	Fong wai win	3	2	3	2	1	4	1	
7	50000026	SS6B	2	TSATS8	Leung chi fat	2	2	0	3	3	3	0	
8	50000027	SS6B	3	201321068	Ng wai sang	2	2	1	4	2	0	3	
9	50000028	SS6B	4	2017101	Tong Ka Man	1	3	4	4	2	4	4	
10	50000029	SS6B	5	201707125	Ying wan	2	3	3	2	4	4	0	
11	50000030	SS6C	1	201707122	Hiu Yuen Yiu	0	1	4	3	1	4	0	
12	50000031	SS6C	2	201790905	Sandy Gi	0	0	2	4	0	2	2	
13	50000032	SS6C	3	565756786	SHEK SHING	0	3	2	1	0	2	3	
14	50000033	SS6C	4	W1338717	Hing Ying	4	2	2	4	4	1	1	
15	50000034	SS6D	1	S2018118	Chow Siu Ming	1	0	1	3	4	3	4	
16	50000035	SS6D	2	2017900	KONG CHUN YU	2	0	2	4	3	3	4	
17	50000036	SS6D	3	646747686	MA KA YING	4	1	1	1	4	0	4	
18	50000037	SS6D	4	HGYU6	NG WING SUM	0	4	4	0	1	3	1	
19	50000038	SS6D	5	20120602	So chi ning	2	3	0	1	1	3	4	
20	50000039	SS6D	6	D4056400	Sophia YAU	0	0	0	2	3	1	0	
21	50000040	SS6D	7	48778908	TSE TING	3	0	1	1	1	4	4	
22	50000041	SS6D	8	201707131	Wong Wing Yin	4	3	4	1	1	3	0	
23	50000042	SS6D	9	O2206312	YEUNG NGO	2	1	3	3	3	0	0	
24													
25													
26	Remark												
27	Rating: 1 - Excellent, 2 - Good, 3 - Average, 4 - Below Average, 0 - Unable to Judge												
28													

Import Personal and General Abilities(3)

■ Institute Application > Import Personal and General Abilities

Lui Kee Secondary School (RESTRICTED) User: super1 Login Time: 03/08/2021 Current School

[S-INA04-01] Institute Application > Import Personal and General Abilities

Download Template (in excel format) By Class
 Class Name: All

Import Personal And General Abilities
 File Name and Path (*.xls): Choose File 4_importP...r2020.XLS
 * The file must be an excel file

JUPAS Application No.	Class	Clas No	Reg No	Enj Name	Ability to communicate	Ability to work with others	Analytical power	Conduct	Cre
50000021	SS6A	1	644786786	Cha Si Mei	Unable to Judge	Average	Average	Unable to Judge	Unabl
50000022	SS6A	2	20171011	La cheung ja	Good	Good	Good	Average	Below Av
50000023	SS6A	3	S2018119	Ta Si Min	Below Average	Average	Excellent	Below Average	Exceller
50000024	SS6A	4	201707124	Yi chun win	Average	Unable to Judge	Excellent	Average	Below Av
50000025	SS6B	1	T5021108	For wa win	Average	Good	Average	Good	Exceller
50000026	SS6B	2	TSATSAS8	Leu ch	Good	Good	Unable to Judge	Average	Average
50000040	SS6D	7	46778908	IS TIN	Average	unable to judge	excellent	excellent	excellent
50000041	SS6D	8	201707131	Wong Wing Yin	Below Average	Average	Below Average	Excellent	Excellen
50000042	SS6D	9	02206312	YEU NG	Good	Excellent	Average	Average	Average

School Reference Report(SRR)(1)

- Institute Application > School Reference Report > Setting Range for Overall Rating

Lui Kee Secondary School (RESTRICTED)

Attendance
 Student Activities
 School Activities Management
 Award & Punishment
 Assessment
 Institute Application

- Subject Grouping
- Gen Student List
- Import Data File
- Student Mapping
- Import Personal and Gen
- School Reference Report**
 - Report
 - E-APP Data Communic
- SLP
- Special Assessment
- Staff Deployment
- Staff

[S-INA05-04] Institute Application > School Reference Report
 Setting Range for Overall Rating
 Gen Academic Performance (Add Subjects)
 Maint F

Category: All
 HKDSE Subject: Any

Generation Option: By Percentile By ...

By Percentile	
HKDSE Subject	
<input type="checkbox"/>	Any
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

R-INA027-E

Date: 1

LUI KEE GOVERNMENT SECONDARY SCHOOL LUI KEE GOVERNMENT SECONDARY SCHOOL LUI KEE GOVERNMENT SECONDARY SCHOOL
SECONDAR19

Setting Range for Overall Rating

Page

By Percentile	Percentile Range	Overall Rating
WebSAMS Subject		
Any	1% - 10%	Excellent
	11% - 25%	Very Good
	26% - 50%	Good
	51% - 75%	Average
	76% - 100%	Below Average
CHINESE IN PRACTICAL CONTEXT	1% - 39%	Below Average
	40% - 100%	Good
CHINESE LANGUAGE	1% - 10%	Excellent
	11% - 30%	Very Good
	31% - 70%	Good
	71% - 80%	Average
	81% - 100%	Below Average
MATHEMATICS COMPULSORY PART	1% - 39%	Below Average
	40% - 59%	Average
	60% - 79%	Good
	80% - 89%	Very Good
	90% - 100%	Excellent
PRACTICAL CHINESE	1% - 39%	Below Average
	40% - 100%	Good

*** End of Report ***

From 76 % To 100 %

Below Average

School Reference Report(SRR)(2)

- Institute Application > School Reference Report > Gen Academic Performance Info (Press [Generate] to extract results from ASR; refer to Preparation Work 3)


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

Setting Range for Overall Rating **Gen Academic Performance Info** Maint Academic Performance

Academic Performance (Add Subjects) ~~Maint Personal and General Abilities~~ Maint Supplementary Info

Prepare Data File

List Component Mathematics

 Search

Assign "Academic Result Retrieved From" for All Subjects S6(2020) to ATA1 ATA2 **Assign**

Assign "Assessment" for All Subjects T1A1 to ATA1 ATA2 **Assign**

Assign "Weighting" for All Subjects % to ATA1 ATA2 **Assign**

WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject Auto Map
<input type="checkbox"/> &bi Biology	Chinese (Cantonese)/English	S6(2020) ▼	T1A1 ▼	50 %	Inapplicable ▼
		S6(2020) ▼	▼	50 %	
<input type="checkbox"/> 81N Information & Communication Technology	Chinese (Cantonese)/English	S6(2020) ▼	T1A1 ▼	50 %	A200 INFORMATION AND COMMUNICATION TECHNOLOGY ▼
		S6(2020) ▼	▼	50 %	
<input type="checkbox"/> 83S Visual Arts(HKDSE)	Chinese (Cantonese)	Inapplicable ▼	Inapplicable ▼	%	Inapplicable ▼
		Inapplicable ▼	Inapplicable ▼	%	

Reset **Save** **Setup** **Generate**

Note:

School Reference Report(SRR)(3)

- Institute Application > School Reference Report > Gen Academic Performance Info (Check the subject(s) and press [Setup] to fine-tune)

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

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

List Component Mathematics

Search

Assign "Academic Result Retrieved From" for All Subject

Assign "Assessment" for All Subjects T1A1 to

Assign "Weighting" for All Subjects % to ATA1

WebSAMS Subject / Component	MOI	Academic Result Retrieved
<input type="checkbox"/> 81N Information & Communication Technology	Chinese (Cantonese)/English	S6(2020) S6(2020)
<input type="checkbox"/> 83S Visual Arts(HKDSL)	Chinese (Cantonese)	Inapplicable Inapplicable

Reset Save **Setup** Generate

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

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 #	Include OM Excluded Students	Retrieve Adjusted Score/Grade
165 English Language	<input type="checkbox"/> 100% <input type="radio"/> Weighting <input type="radio"/> Assign	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting <input type="radio"/> Assign	<input checked="" type="checkbox"/> 100% <input type="radio"/> Weighting <input type="radio"/> Assign	<input type="checkbox"/> 100% <input type="radio"/> Weighting <input type="radio"/> Assign	<input checked="" type="radio"/> 100% <input type="radio"/> Weighting <input type="radio"/> Assign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.
 * 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.
 & 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.

Save Close

Note:
 1. Percentile = Round Up(OM by Class Level X 100%)
 where OM by Class Level = OM / (Total no. of S5/S6 students taking the subject and having score input in selected Assessment / Term / Annual regardless of MOI)
 2. The percentile of a subject generated by the system may need further manipulation if the total number of students taking that subject is less than 10.

School Reference Report(SRR)(4)

■ Institute Application > School Reference Report > Search Student (Fine-tune student's Academic Performance)

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

Setting Range for Overall Rating Gen Academic Performance Info **Maint Academic Performance**

Academic Performance (Add Subjects) Maint Personal and General Abilities Maint Supplementary Info

Prepare Data File

Student Particulars			
Student Name	Chan Siu Mei	JUPAS Application No	50000021
HKID	S8765458	Passport No	
Issue Country		JUPAS School Code	50521
Class	6A	Student No	1
Group	1	Remark Indicator (Percentile)	N
		Remark Indicator (Overall rating)	N

Academic Performance		Percentile (Position in Form)						Overall Rating					
School Subject / Component	HKDSE Subject	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 in Practical Context (ApL)	CHINESE IN PRACTICAL CONTEXT	<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 checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Chinese Language	CHINESE LANGUAGE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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"/> English Language	ENGLISH LANGUAGE	<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="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> French	FRENCH LANGUAGE	<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="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> German	GERMAN LANGUAGE	<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 checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Information & Communication Technology	INFORMATION AND COMMUNICATION TECHNOLOGY	<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="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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Mathematics (Compulsory Part)	MATHEMATICS COMPULSORY PART	<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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Mathematics (Extended Part - Module 1)	MATHEMATICS EXTENDED PART (CALCULUS AND STATISTICS)	<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 checked="" type="radio"/>	<input type="radio"/>

◀ Cls No ▶

Note:
Remarks must be inputted when Percentile or Overall Rating is Unable to Judge.

School Reference Report(SRR)(5)

■ Institute Application > School Reference Report > Academic Performance (Add Subjects)

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


Setting Range for Overall Rating Gen Academic Performance Info Maint Academic Performance

Academic Performance (Add Subjects) Maint Personal and General Abilities Maint Supplementary Info




Prepare Data File

Category ▼

HKDSE Subject Group ▼

 Search

<input type="checkbox"/>	No.	Category	HKDSE Subject
<input type="checkbox"/>	1	Applied Learning Subjects	WESTERN CUISINE

 Add  Save  Delete

School Reference Report(SRR)(6)

- Institute Application > School Reference Report > Search Student (Fine-tune student's Personal & General Abilities)

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

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

Student Particulars			
Student Name	Chan Siu Mei	JUPAS Application No	50000021
HKID	S8765458	Passport No	
Issue Country		JUPAS School Code	50521
Class	6A	Student No	1
Group	1	Remark Indicator (Percentile)	
		Remark Indicator (Overall rating)	

Personal and General Abilities

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 type="radio"/>	<input checked="" type="radio"/>
Ability to work with others	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analytical power	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conduct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Perseverance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sense of responsibility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall evaluation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

◀ Cls No ▶

School Reference Report(SRR)(7)

- Institute Application > School Reference Report > Search Student (Highlight student's extra Academic Performance)

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

Setting Range for Overall Rating Gen Academic Performance Info **Maint Academic Performance**

Academic Performance (Add Subjects) Maint Personal and General Abilities **Maint Supplementary Info**

Prepare Data File

Student Particulars			
Student Name	Chan Siu Mei	JUPAS Application No	50000021
HKID	S8765458	Passport No	
Issue Country		JUPAS School Code	50521
Class	6A	Student No	1
Group	1	Remark Indicator (Percentile)	
		Remark Indicator (Overall rating)	

Academic Performance Supplementary Information (Maximum Length: 2000 characters)

Save Back

◀ Cls No ▶

School Reference Report(SRR)(8)

■ Institute Application > School Reference Report > Prepare Data File

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

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

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

Proceed

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

School Reference Report(SRR)(9)

■ Institute Application > School Reference Report > Prepare Data File (Select the appropriate applicants)

[S-INA11-02] Institute Application > School Reference Report > Prepare Academic Performance

Setting Range for Overall Rating Gen Academic Performance Info Maint Academic Performance

Academic Performance (Add Subjects) Maint Personal and General Abilities Maint Supplementary Info

Prepare Data File

JUPAS Application No	Reg No	Eng Name	Class	Cls No	STRN	<input checked="" type="checkbox"/>
50000021	644786786	Chan Siu Mei	S6 - 6A	1	S8765458	<input checked="" type="checkbox"/>
50000022	20171011	Law cheong jai	S6 - 6A	2	Y1197450	<input checked="" type="checkbox"/>
50000023	S2018119	Tai Siu Ming	S6 - 6A	3	U2553632	<input checked="" type="checkbox"/>
50000024	201707124	Yip chun wing	S6 - 6A	4	Y8973863	<input checked="" type="checkbox"/>
50000025	T5021108	Fong wai win	S6		5021108	<input checked="" type="checkbox"/>
50000026	TSATSAS8	Leung chi fat			640	<input checked="" type="checkbox"/>
50000041	201707131	Wong Wing Yin			38	<input checked="" type="checkbox"/>
50000042	O2206312	YEUNG NGO			32	<input checked="" type="checkbox"/>

Note of working steps for submission

JUPAS Only Save Preview Excluded Students Confirm

Confirm and Send to E-APP Data Communication Back

Note:

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 Academic Performance Data File for E-APP application
3. The button "Confirm and Send to E-APP Data Communication" will be disable if the Academic Performance File is being prepared at the E-APP Data Communication function.

School Reference Report(SRR)(10)

■ Institute Application > School Reference Report > Prepare Data File (Extract three data files to JUPAS Portal)

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

Interface file prepared successfully.

Setting Range for Overall Rating Gen Academic Performance Info Maint Academic Performance

Academic Performance (Add Subjects) Maint Personal and General Abilities Maint Supplementary Info

Prepare Data File

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

After the maintenance of student data, the data file for E-APP applicants should be prepared for the JUPAS Portal function.

Encrypt Document

Encrypt the contents of this file

Password

Confirm Password

英

Password Format:

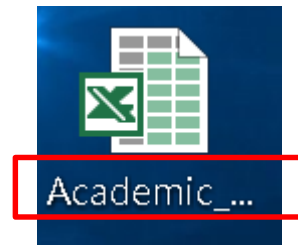
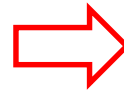
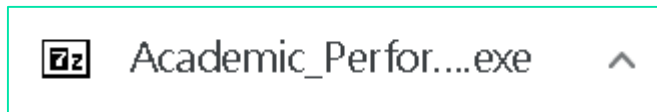
- contain English character(s) a-z (lower case)
- contain English character(s) A-Z (upper case)
- contain digit(s) 0-9
- contain special character(s) ("Space" is not allowed)

The password should fulfill ALL criteria above.

Length of password: 8-40 characters

School Reference Report(SRR)(11)

- Institute Application > School Reference Report > Prepare Data File (Extract three data files to JUPAS Portal)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R			
1	Application	School Co	HKID	Passport	Issue	Cour	Last Name	First Name	Class	Student	Nt	Group	A010	A020	A030	A031	A032	A040	A090	A100	A11
2	50000021	50521	S8765458				Chan	Siu Mei	6A	1	1	P5	P4	P3	P5		P4				
3	50000022	50521	Y1197450				Law	cheong jai	6A	2	1	P5	P5	P5			P4				
4	50000023	50521	U2553632				Tai	Siu Ming	6A	3	1	P5	P1	P1			P4	P5			
5	50000024	50521	Y8973863				Yip	chun wing	6A	4	1	P2	P5	P5			P5				
6	50000025	50521	T5021108				Fong	wai win	6B	1	2	P2	P2	P5	P3	P3	P3			P4	

E-APP Work Flow

Process Incoming Data

- Institute Application > E-APP Data Communication > Process Incoming Data
 - Decrypt the Parameter File which is sent from E-APP System(EDB) via CDS and import it here







Lui Kee Secondary School (RESTRICTED)

[S-INA15-01] Institute Application > E-APP Data Communication > Process Incoming Data

Process Incoming Data | Prepare Outgoing Data | Confirmed Outgoing Data

Message ID	Description	Subject (Type)	Received Time	EDB Reference	Reply Deadline	Reply Indicator	Priority
No record							

Import

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

E-APP Data Communication

Generate Student List(1)

■ Institute Application > Generate Student List for Institute Application

Lui Kee Secondary School (RESTRICTED) User: super1 Login Ti

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

Please select class name to search

Class Name All

Click Extract to extract Student List for Institute Application

Class Name All

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

Note:

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.

Generate Student List(2)

■ Institute Application > Generate Student List for Institute Application

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

Please select class name to search

Class Name



All v

All

6A

6B

6C

6D

Click Extract to extract Student List for Institute Application

Class Name All

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

Extract

Note:

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.

Generate Student List(3)

■ Institute Application > Generate Student List for Institute Application

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

Please select class name to search

Class Name ▼

 Search

Click Extract to extract Student List for Institute Application

Class Name

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

Extract

Note:

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

Generate Student List for Institute Application Bottom

JUPAS Applicants	Designated Students	SN	HKID	JUPAS School Code	EDB School Code	English Name	Last Name	First Name	Class	Student No.	Group	Passport No.	Issue Country
<input type="checkbox"/>	<input type="checkbox"/>			<input type="text" value="Assign"/>					<input type="text" value="Assign"/>		<input type="text" value="Assign"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	S876545(8)	50521	999999	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Y119745(0)	50521	999999	Law cheong jai	Law	cheong jai	6A	2	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	U255363(2)	50521	999999	Tai Siu Ming	Tai	Siu Ming	6A	3	1		

Generate Student List(4)

- Institute Application > Generate Student List for Institute Application

Generate Student List for Institute Application Bottom

JUPAS Applicants	Designated Students	SN	HKID	JUPAS School Code	EDB School Code	English Name	Last Name	First Name	Class	Student No.	Group	Passport No	Issue Country
<input type="checkbox"/>	<input type="checkbox"/>			<input type="text"/>					<input type="text"/>		<input type="text"/>		
				Assign					Assign		Assign		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	S876545(8)	50521	999999	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	Y119745(0)	50521	999999	Law cheong jai	Law	cheong jai	6A	2	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	U255363(2)	50521	999999	Tai Siu Ming	Tai	Siu Ming	6A	3	1		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	Y897386(3)	50521	999999	Yip chun wing	Yip	chun wing	6A	4	1		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	X735919(0)	50521	999999	Student1501	Student1501	a	6A	5	2		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6	T502110(8)	50521	999999	Fong wai vin	Fong	wai vin	6B	1	2		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	L416364(0)	50521	999999	Leung chi fat	Leung	chi fat	6B	2	2		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	K171117(2)	50521	999999	Ng wai sang	Ng	wai sang	6B	3	2		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9	V737327(9)	50521	999999	Tong Ka Man	Tong	Ka Man	6B	4	2	B123456789	JAP
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	V207604(7)	50521	999999	Ying wan	Ying	wan	6B	5	2		

Generate Student List(5)

■ Institute Application > Generate Student List for Institute Application

Click Extract to extract Student List for Institute Application

Class Name All

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

Extract

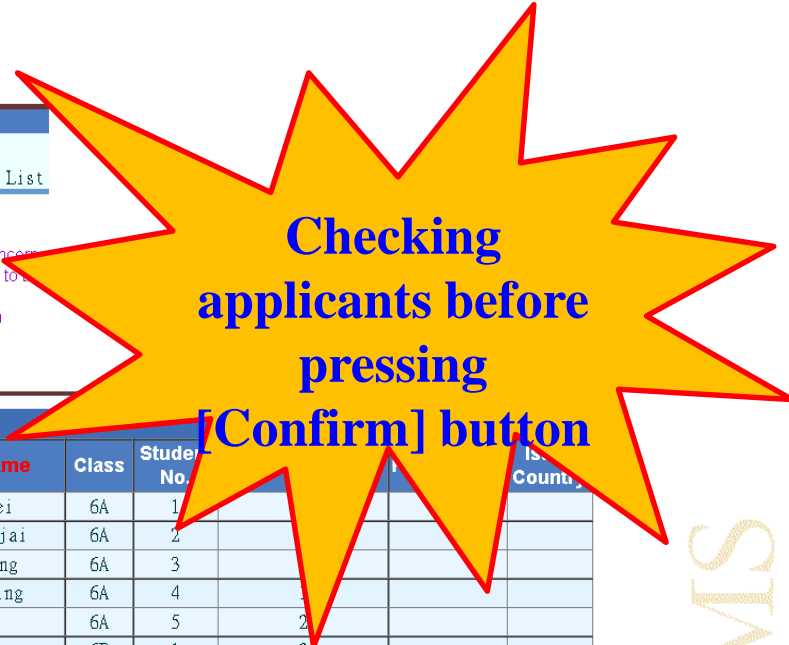
Note

- *Non-E-APP applicants should not be included in the "Designated Student List" for E-APP application owing to the personal privacy concern.
- *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 "E-APP Data Communication" function to prepare the student list for E-APP application.
- 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.

Generate Designated Student List

SN	HKID	EBS School Code	English Name	Last Name	First Name	Class	Student No.	Is County		
1	S876545(8)	999999	Chan Siu Mei	Chan	Siu Mei	6A	1			
2	Y119745(0)	999999	Law cheong jai	Law	cheong jai	6A	2			
3	U255363(2)	999999	Tai Siu Ming	Tai	Siu Ming	6A	3			
4	Y897386(3)	999999	Yip chun wing	Yip	chun wing	6A	4			
5	X735919(0)	999999	Student1501	Student1501	a	6A	5	2		
6	T502110(8)	999999	Fong wai win	Fong	wai win	6B	1	2		
7	L416364(0)	999999	Leung chi fat	Leung	chi fat	6B	2	2		
8	K171117(2)	999999	Ng wai sang	Ng	wai sang	6B	3	2		
9	V737327(9)	999999	Tong Ka Man	Tong	Ka Man	6B	4	2	B123456789	JAP
10	Y307684(7)	999999	Ying wan	Ying	wan	6B	5	2		
11	Y421791(6)	999999	Hiu Yuen Yiu	Hiu	Yuen Yiu	6C	1	4		
12	K576937(9)	999999	Sandy Gi	Sandy	Gi	6C	2	4		
13	Y119745(0)	999999	Law cheong jai	Law	cheong jai	6A	2			
23	S876548(2)	999999	YEUNG NGO	YEUNG	NGO	6D	9	3		

Confirm **Confirm and Send to E-APP Data Communication**



Generate Student List(6)

- Institute Application > Generate Student List for Institute Application (After pressing [Confirm] button)

Encrypt Document

Encrypt the contents of this file

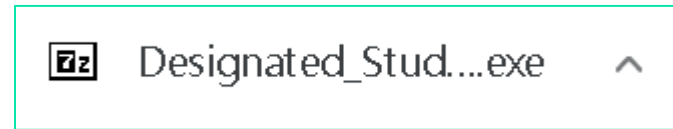
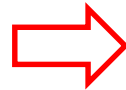
Password

Confirm Password

英

Password Format:
 - contain English character(s) a-z (lower case)
 - contain English character(s) A-Z (upper case)
 - contain digit(s) 0-9
 - contain special character(s) ("Space" is not allowed)
 The password should fulfill ALL criteria above.

Length of password: 8-40 characters



	A	B	C	D	E	F	G	H	I
1	HKID	EDB School Code	Last Name	First Name	Class	Student Number	Group	Passport No.	Passport Issuing Country
2	S8765458	999999	Chan	Siu Mei	6A	1	1		
3	Y1197450	999999	Law	cheong jai	6A	2	1		
4	U2553632	999999	Tai	Siu Ming	6A	3	1		
5	Y8973863	999999	Yip	chun wing	6A	4	1		
6	X7359190	999999	Student1501	a	6A	5	2		
7	T5021108	999999	Fong	wai win	6B	1	2		
8	L4163640	999999	Leung	chi fat	6B	2	2		
9	K1711172	999999	Ng	wai sang	6B	3	2		
10	V7373279	999999	Tong	Ka Man	6B	4	2	B123456789	JAP
11	Y3076847	999999	Ying	wan	6B	5	2		
12	Y4217016	999999	Hui	Yuen Yiu	6C	1	4		

Generate Student List(7)

- Institute Application > E-APP Data Communication > Prepare Outgoing Data (After pressing [Confirm and Send to E-APP Data Communication] button)

Lui Kee Secondary School

(RESTRICTED)

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

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

Student List			
	Data File Description	File Status	Preview Type
<input type="radio"/>	Designated Student List		

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

Prepare Un-prepare Confirm Preview

Note:

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.


Note of working steps for submission


■ Institute Application > E-APP Data Communication > Confirmed Outgoing Data

Lui Kee Secondary School (RESTRICTED)

[S-INA15-03] Institute Application > E-APP 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
	5045		E-APP - Student List	28/08/2018 09:53 AM		EAPP System(Data)	EDB	Normal		superl

 Attachment

Note:

1. If the message status of a particular message(s) is 'Processing' over 30 minutes, please restart the WebSAMS server and start ad hoc transmission in CDS again.
2. The Ack Time only shows the time that files are ready for the retrieval by E-APP system. Please go to the website of E-APP and log-in to confirm.

Note of working steps after submission

■ Institute Application > Report

[S-INA14-01] Institute Application > Report

Report Name (ID)
▶ 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)
▶ Exception Report For Import Student List(R-INA006-E)
▶ 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)
▶ Students excluded in the Academic Performance File(R-INA018-E)
▶ Students excluded in the OEA Activity File(R-INA019-E)
▶ Students excluded in the OEA Additional Information File(R-INA020-E)
▶ Students excluded in the Personal and General Ability File(R-INA021-E)
▶ Subject List(R-INA022-E)

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

主頁 > 模組資料 > 申請大專院校(INA)

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)
香港考評局程序 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) 庫存(ARC) 設定(CUS)	財務管理及策劃 (FMP)

申請大專院校

主頁 > 模組資料 > 申請大專院校



用戶手冊



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

主頁 > 模組資料 > 申請大專院校(INA)

➤ 常見問題



1. Q : **Where can I get the Student List from JUPAS website for importing to WebSAMS?**

A : The Student List should be imported into the WebSAMS in order to start the JUPAS application function.

The Student List data file can be downloaded from the JUPAS website after user logons with his/her school portal account. You may download the Student List by clicking “Student Info Management” > “School Reference Report (SRR)(Batch Upload)” > “Personal and General Abilities” > “Download to Excel” .

2. Q : **Where can I get the DSE Subject Code File from JUPAS website for importing to WebSAMS?**

A : The DSE Subject Code File can be downloaded from the JUPAS website after user logons with his/her school portal account. You may download the DSE Subject Code File by clicking “Student Info Management” > “School Reference Report (SRR)(Batch Upload)” > “Subject List” > “HKDSE Subject Code Full List” .

主頁 > 模組資料 > 模組訊息 > 網上校管系統主要功能 新增項目(中文版)



模組資料

主頁 > 模組資料

模組訊息

- | | | |
|------------|-----------------|------------------------------------------------------------------------------------------------------|
| 2021.06.22 | 香港中學文憑 | 六月抽取學生報名資料(丙類：其他語言科目)現已上載至 主頁 > 模組資料 > 香港考評局程序 > 參考文件 |
| 2021.05.28 | 新增功能 | 網上校管系統模組主要功能新增項目 |
| 2021.04.29 | 新增功能 | 網上校管系統模組主要功能新增項目 |
| 2020.09.10 | 中一派位(小學) | 學年過渡後，學校須先行完成「收生實況調查」，才呈交小五生呈分試成績。另見模組資料>中一派位>常見問題Q.22。 |
| 2020.08.18 | 中一派位(小學) | 因應2019-2021派位年度遞交小五呈分試成績評核積分安排，相關模組功能將容許學校進行學年過渡後仍可呈交2019-2021派位年度的小五生呈分試成績。詳情請參閱模組資料>中一派位>常見問題Q.21。 |

申請大專院校

- ◇ 新增傳輸功能，以便透過聯遞系統遞交「專上課程電子預先報名平台」(E-APP) 的學生資料檔案
- ◇ 新增模組，以便編修及預備學生資料檔案，以便處理「大學聯合招生辦法」(JUPAS) 及「專上課程電子預先報名平台」(E-APP) 的申請事宜

■ JUPAS Office

Enquiry Hotline: 2334 2929 / 2233 2929

Email: info@jupas.edu.hk

■ 專上課程預先報名平台

電話：3104 2560

電郵：eapp_post_sec@edb.gov.hk