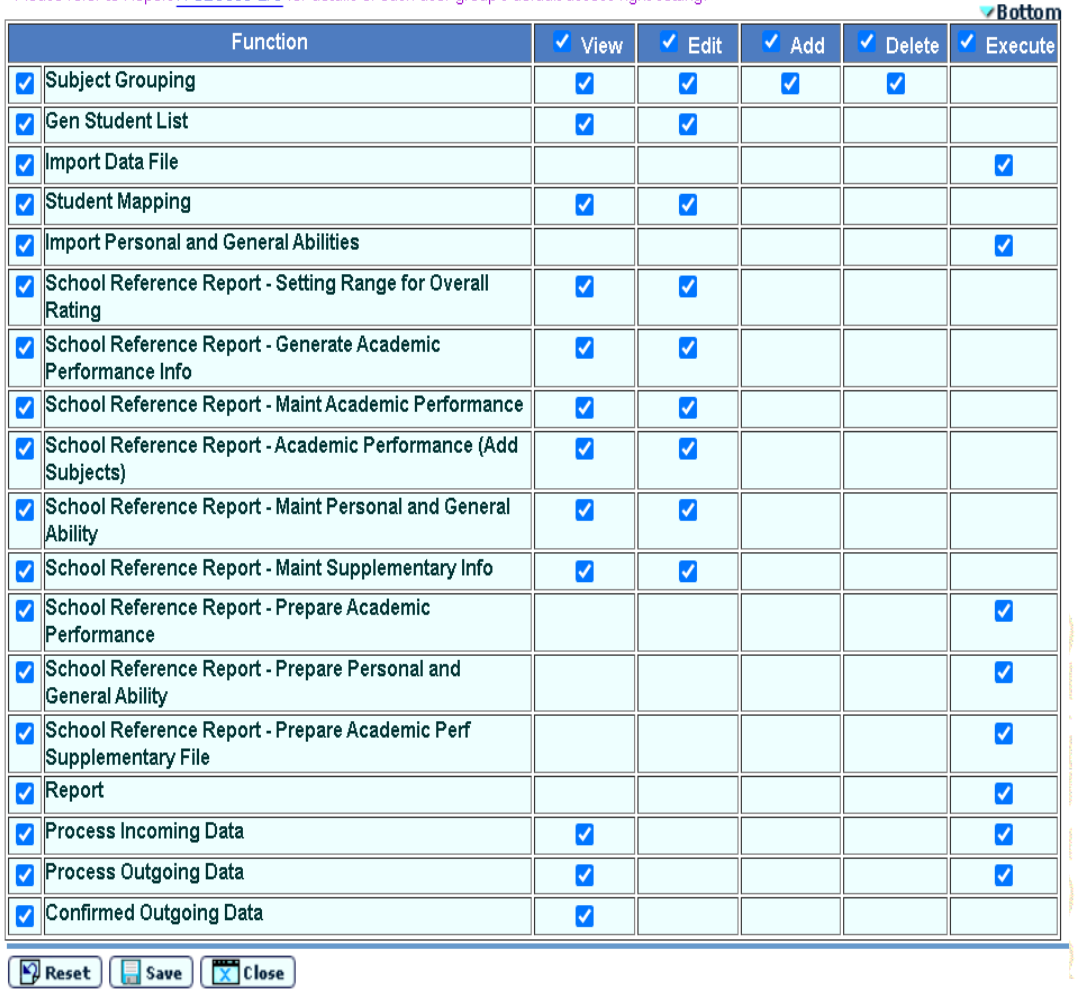
線上培訓課程系列

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.

Bottom

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

Reset Save Close

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)**

WebSAMS

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

WebSAMS

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

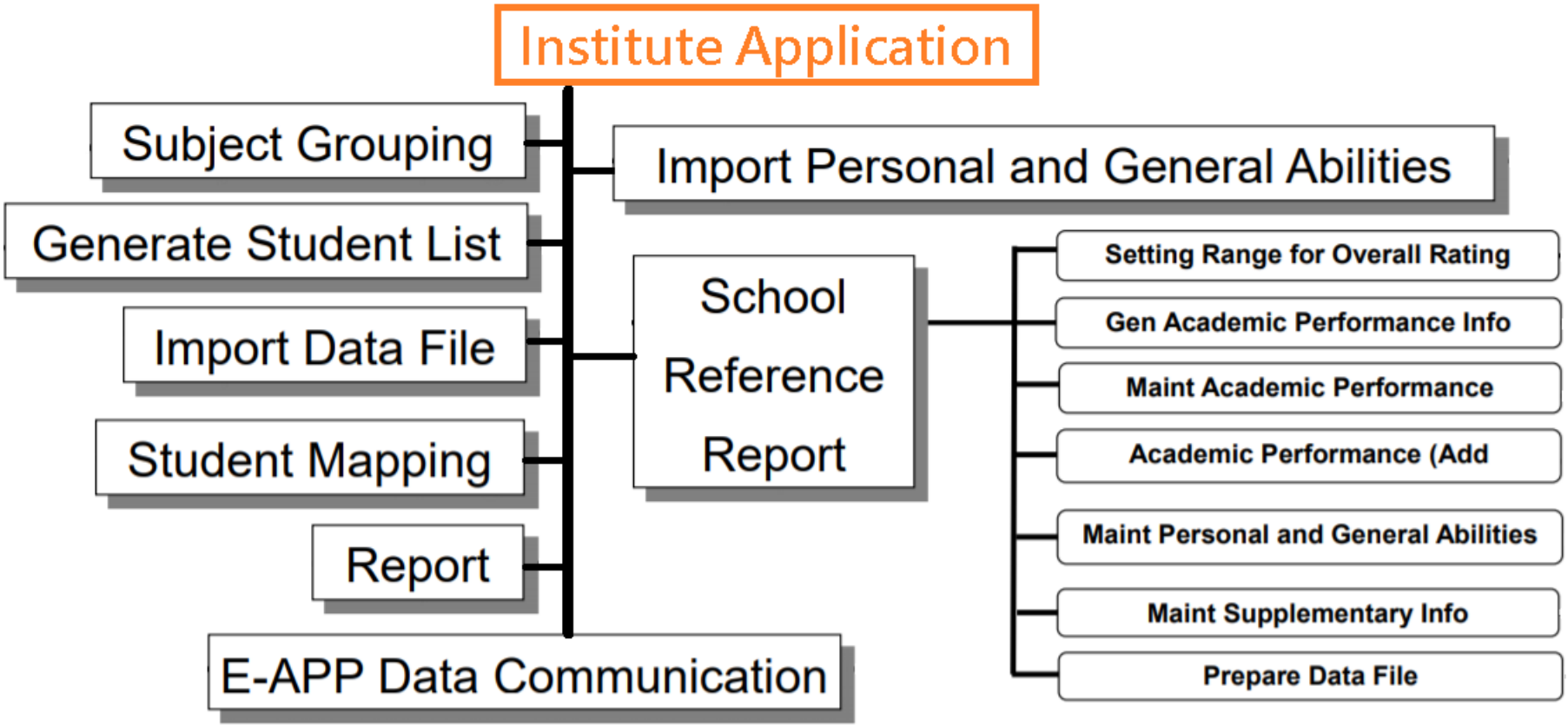
Extract Student Data and generate SRR

Student Data Submission

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

WebSAMS

Module Flow Chart

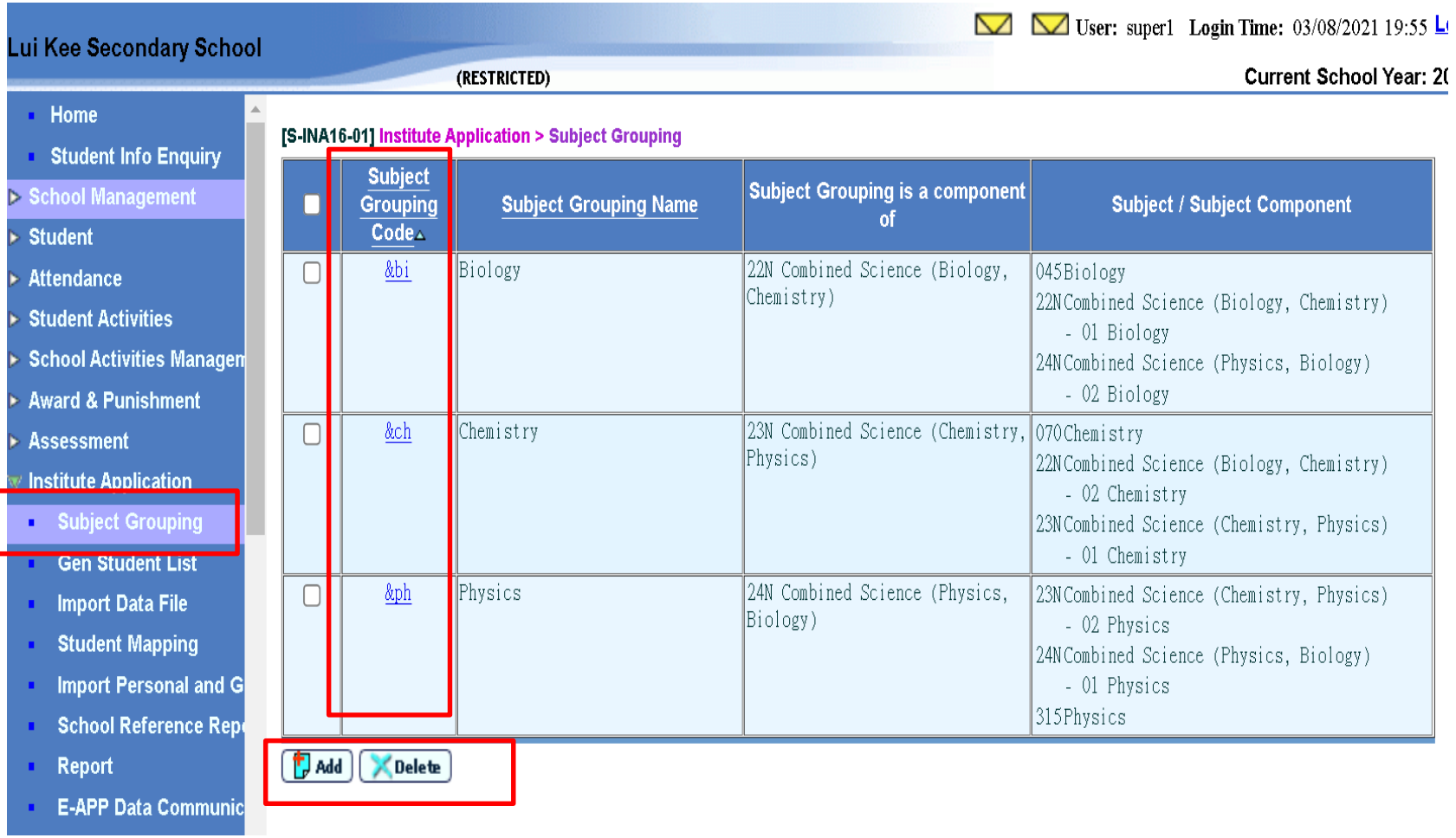


JUPAS
Work Flow

WebSAMS

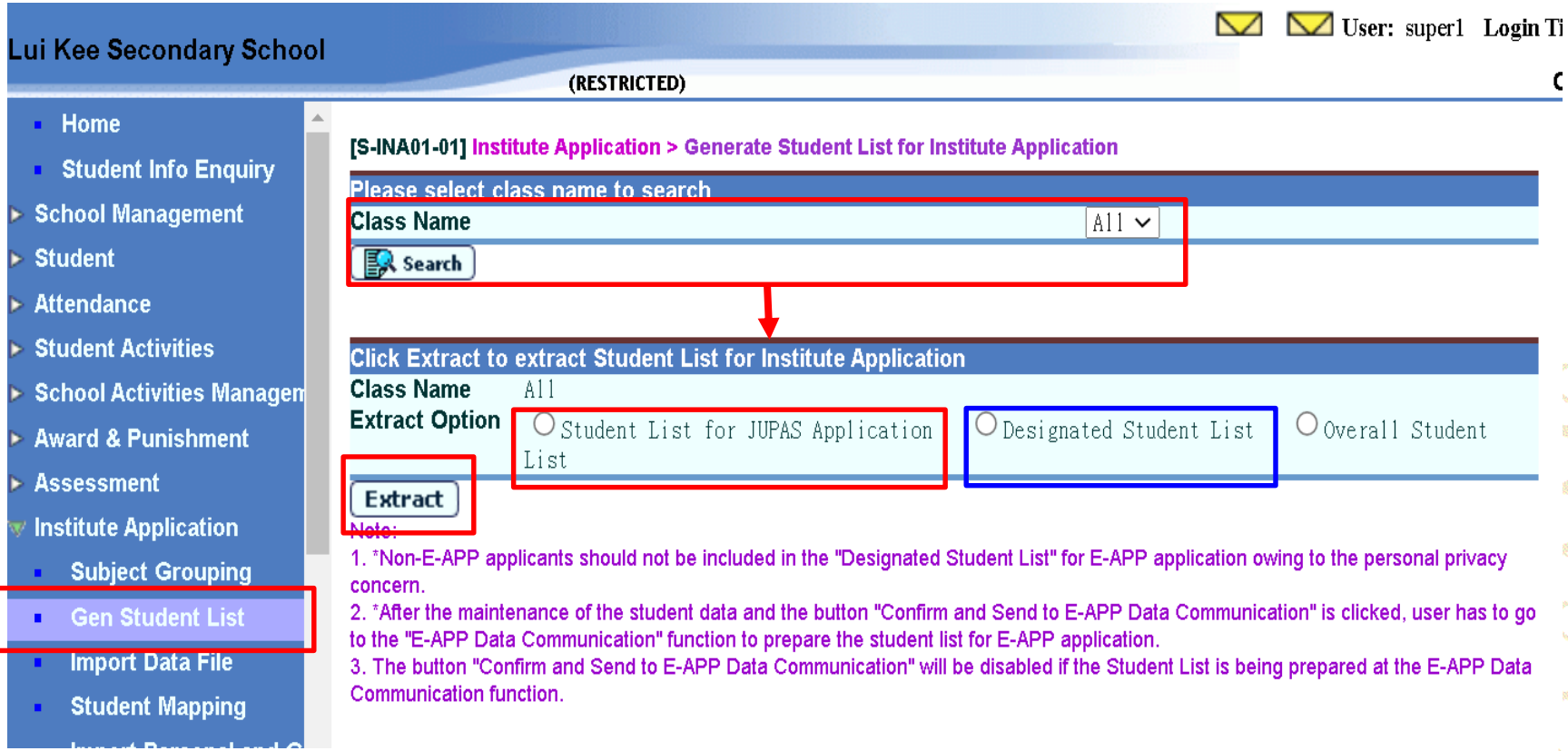
Subject Grouping

- **Institute Application > Subject Grouping**



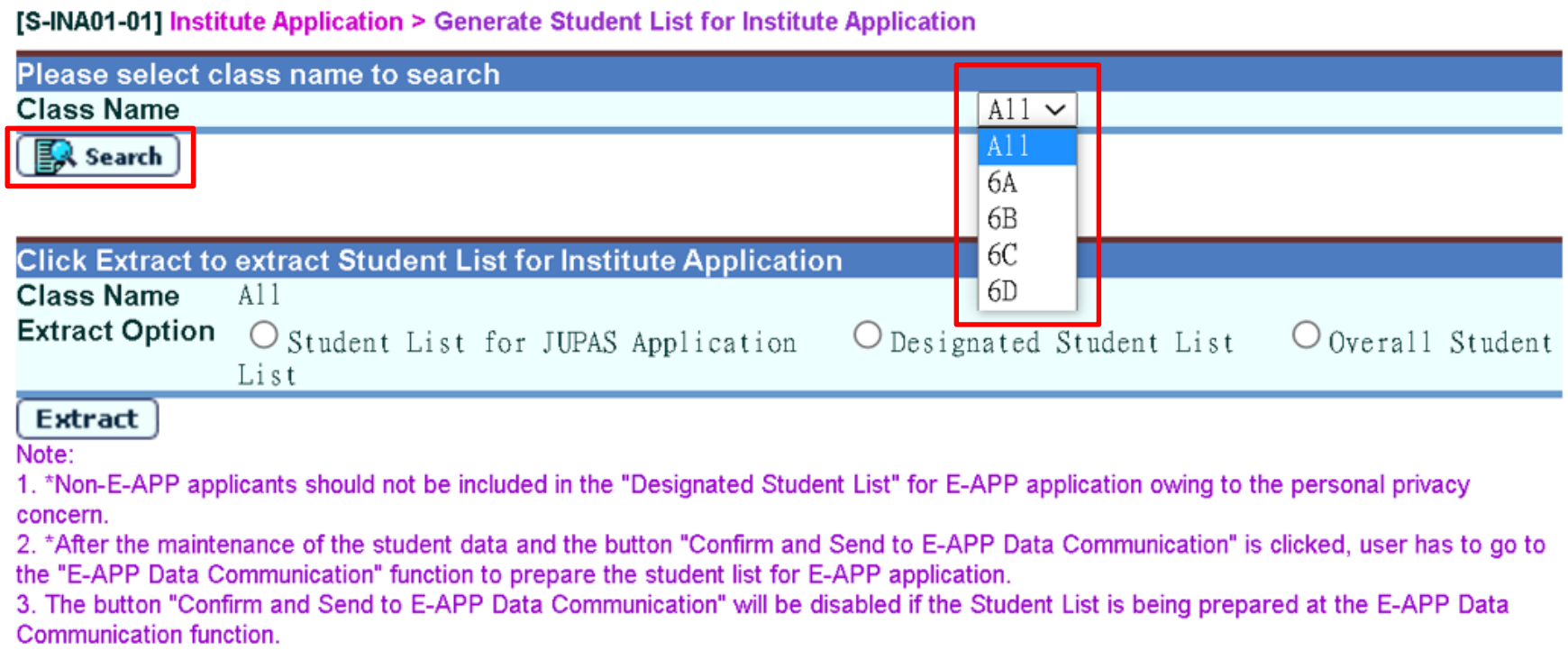
Generate Student List(1)

- **Institute Application > Generate Student List for Institute Application**



Generate Student List(2)

- **Institute Application > Generate Student List for Institute Application**



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 All

Search

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.

Bottom

Generate Student List for Institute Application

JUPAS Applicants ☐	Designated Students ☐	SN	HKID	JUPAS School Code [ ] Assign	EDB School Code	English Name	Last Name	First Name	Class [ ] Assign	Student No.	Group [ ] Assign	Passport No	Issue Country
☑	☑	1	S876545(8)	50521	999999	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
☑	☑	2	Y119745(0)	50521	999999	Law cheong jai	Law	cheong jai	6A	2	1		
☑	☑	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	S/N	HKID	JUPAS School Code (Assign)	EDB School Code	English Name	Last Name	First Name	Class (Assign)	Student No.	Group (Assign)	Passport No	Issue Country
☑	☑		S876545(8)	50521	999999	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
☑	☑		Y119745(0)	50521	999999	Law cheong jai	Law	cheong jai	6A	2	1		
☑	☑		U255363(2)	50521	999999	Tai Siu Ming	Tai	Siu Ming	6A	3	1		
☑	☑		Y897386(3)	50521	999999	Yip chun wing	Yip	chun wing	6A	4	1		
☐	☑		X735919(0)	50521	999999	Student1501	Student1501	a	6A	5	2		
☑	☑		T502110(8)	50521	999999	Fong wai win	Fong	wai win	6B	1	2		
☑	☑		L416364(0)	50521	999999	Leung chi fat	Leung	chi fat	6B	2	2		
☑	☑		K171117(2)	50521	999999	Ng wai sang	Ng	wai sang	6B	3	2		
☑	☑		V737327(9)	50521	999999	Tong Ka Man	Tong	Ka Man	6B	4	2	123456789	JAP
☑	☑			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:
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.

Checking applicants before pressing [Confirm] button

Generate Student List for JUPAS Application — Botton

SN	HKID	JUPAS School Code	English Name	Last Name	First Name	Class	Student No.	Grou	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	Hin Yuen Yin	Hin	Yuen Yin	6C	1	4		
21	Y604588(8)	50521	Wong Wing Yin	Wong	Wing Yin	6D	8	3		
22	S876548(2)	50521	YEUNG NGO	YEUNG	NGO	6D	9	3		

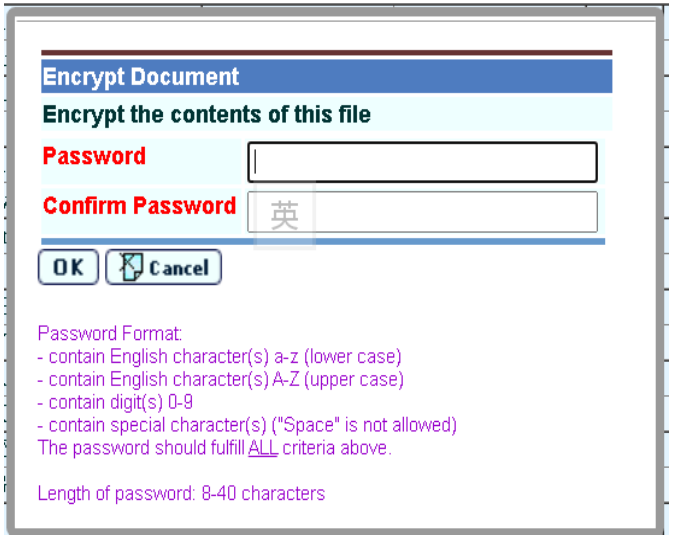
Top

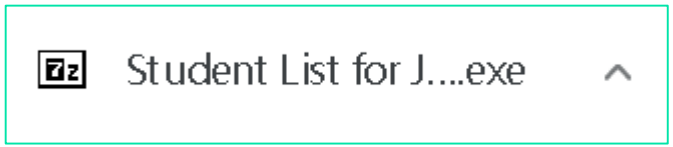
Confirm

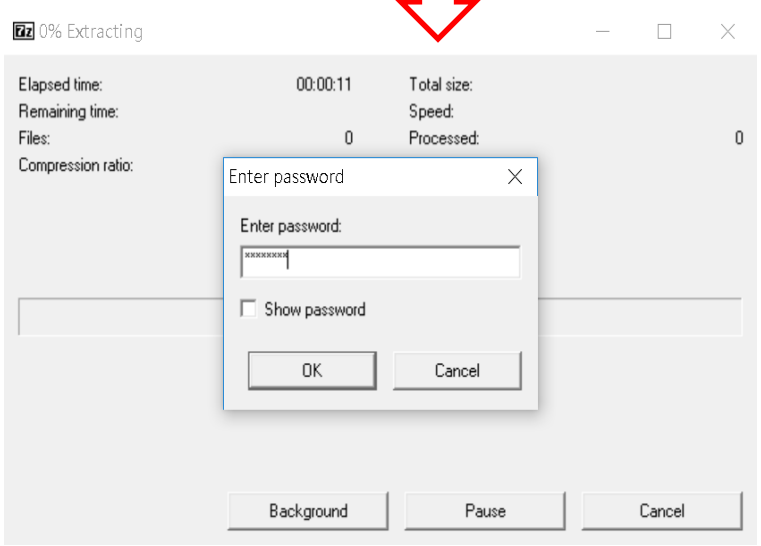
WebSAMS

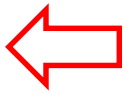
Generate Student List(6)

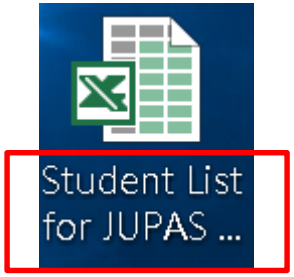
- **Institute Application > Generate Student List for Institute Application (After pressing [Confirm] button)**







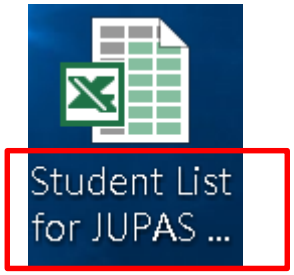




WebSAMS

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/)**



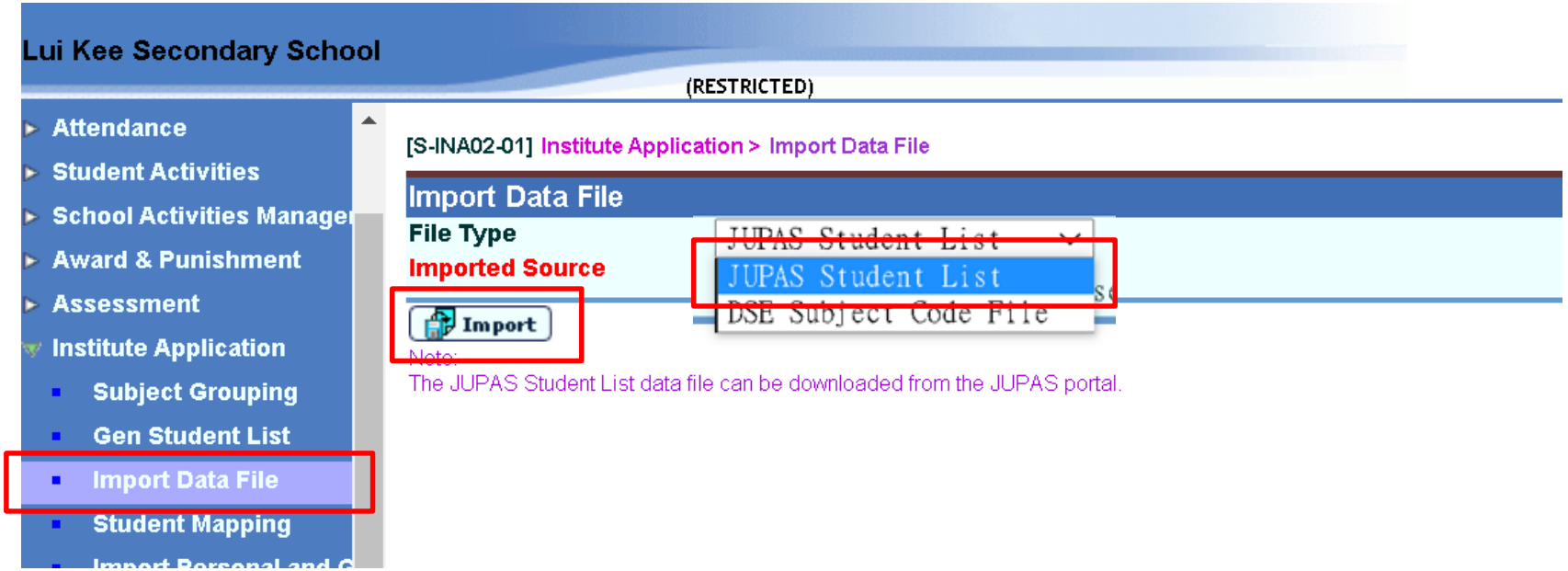
	A	B	C	D	E	F	G	H	I
1	HKID	JUPAS School Cod	Last Name	First Name	Class	Student Number	Group	Passport No.	Passport Issuing Country
2	S8765458	50521	Chan	Siu Mei	6A	1	1		
3	Y1197450	50521	Law	cheong jai	6A	2	1		
4	U2553632	50521	Tai	Siu Ming	6A	3	1		
5	Y8973863	50521	Yip	chun wing	6A	4	1		
6	T5021108	50521	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	Y4217916	50521	Hiu	Yuen Yiu	6C	1	4		

WebSAMS

Import Data File(1)

- **Institute Application > Import Data File**

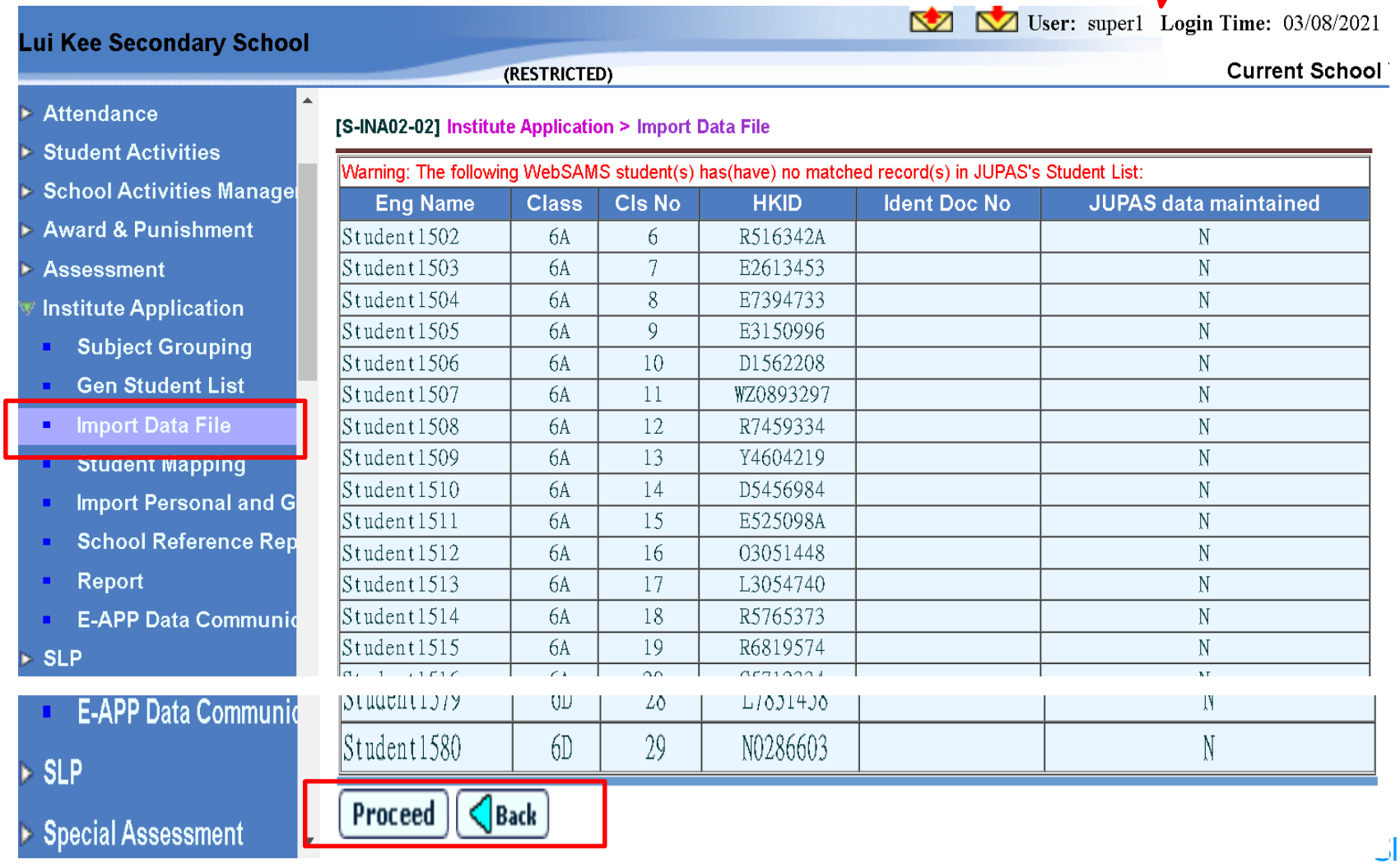
  (Refer to Preparation Work 2)



Import Data File(2)

Checking the irregularities

- Institute Application > Import Data File

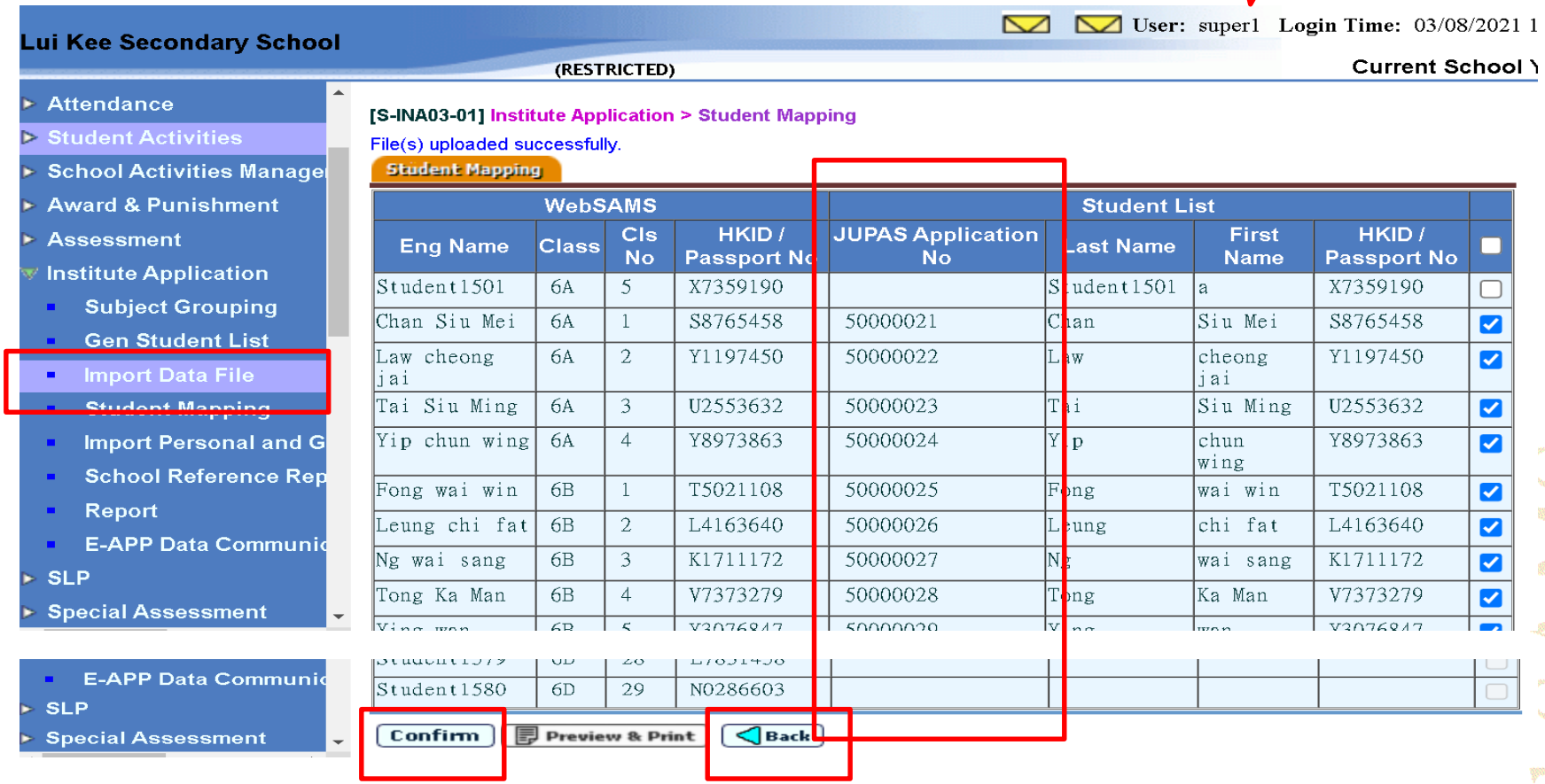


WebSAMS

Import Data File(3)

Checking the applicants

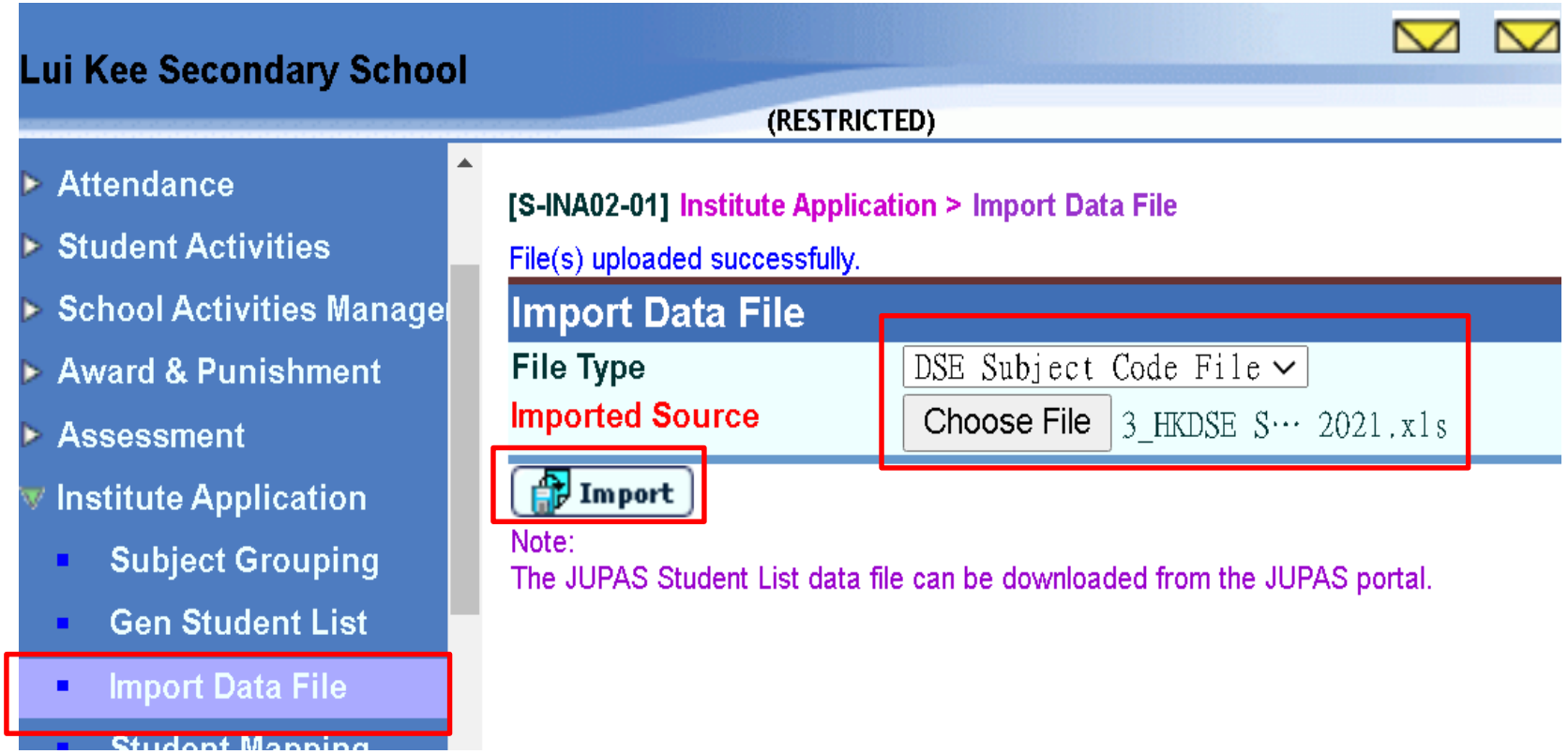
- Institute Application > Import Data File



Import Data File(4)

- **Institute Application > Import Data File**

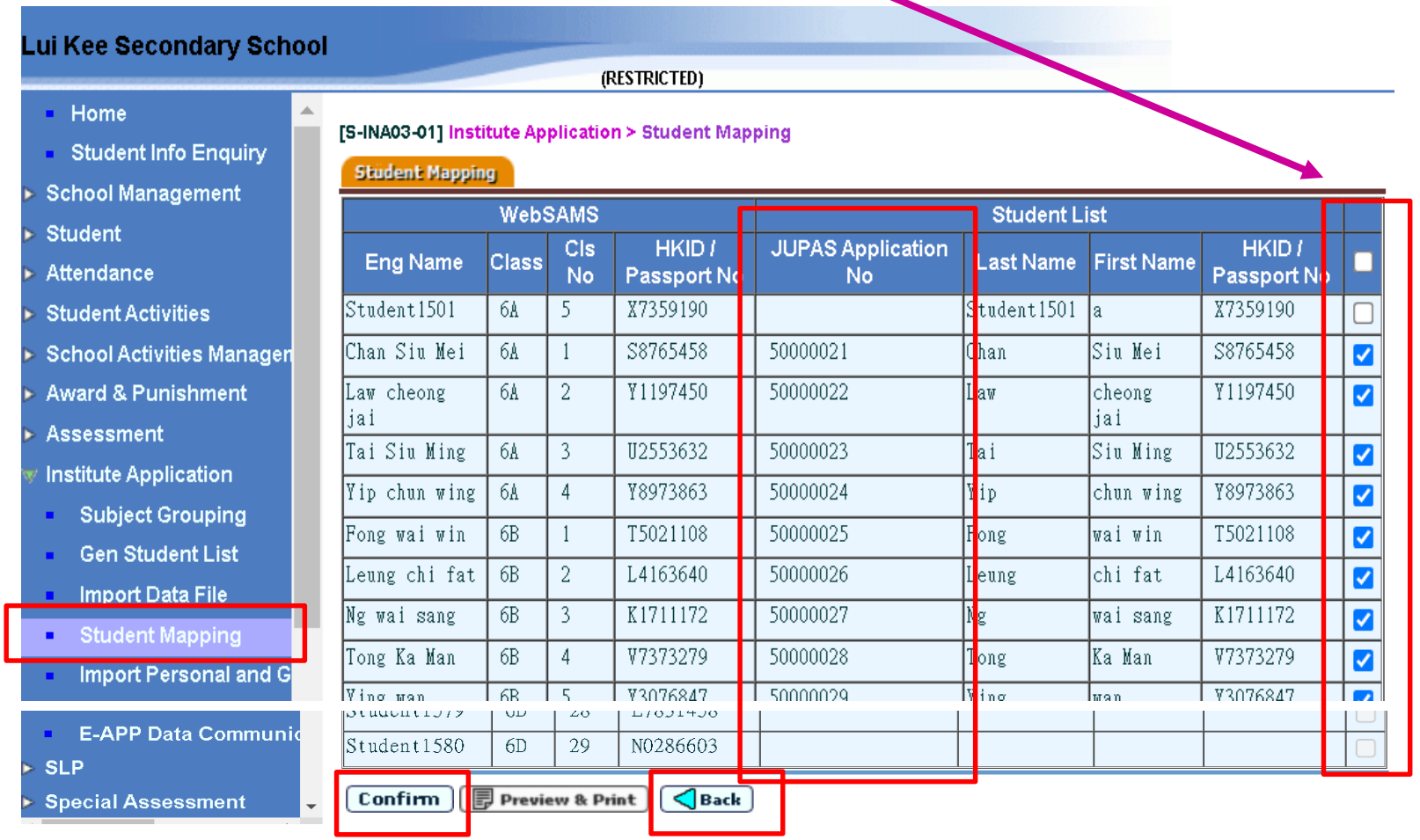
  (Refer to FAQ question 2)



Student Mapping

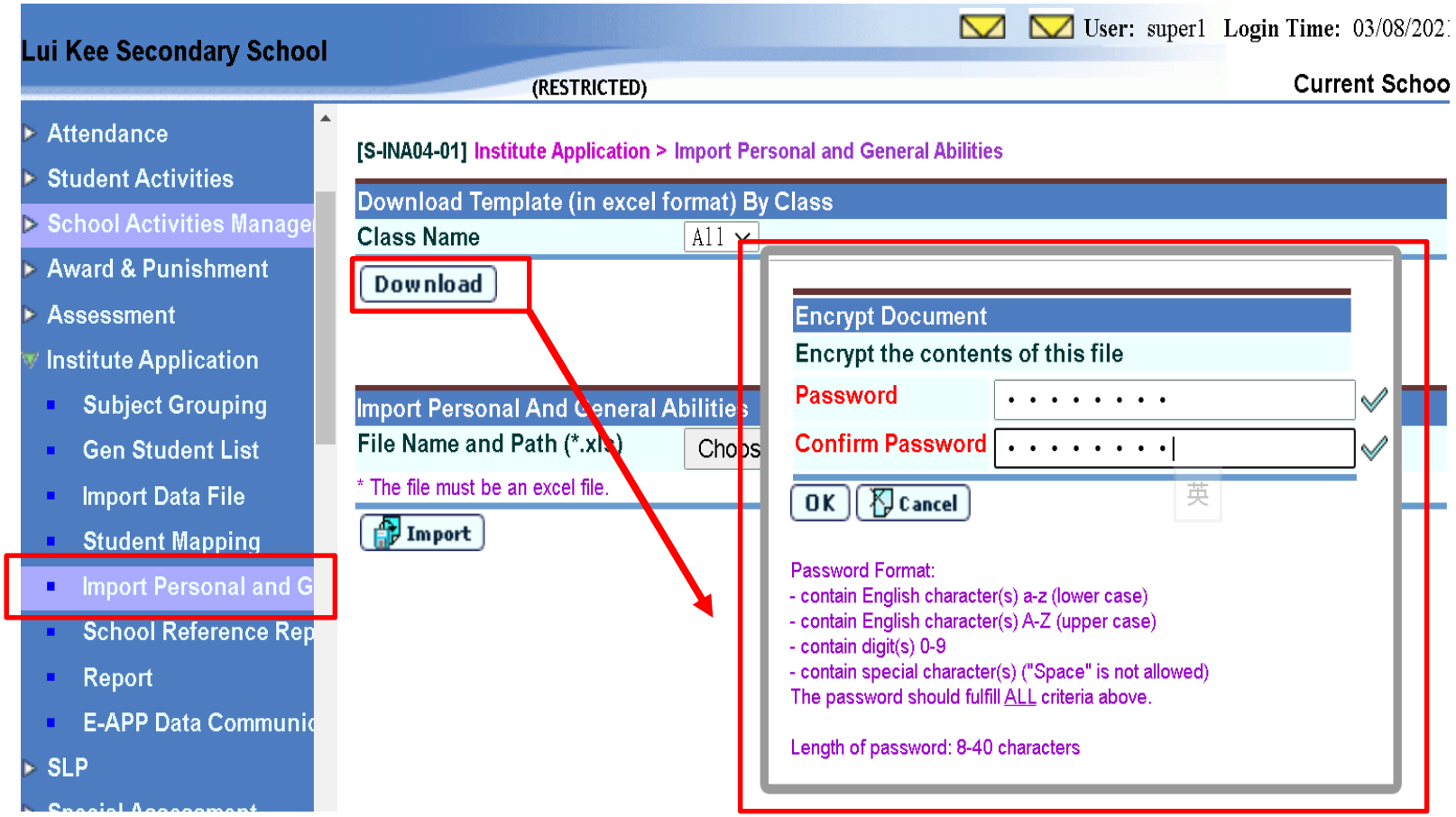
Checking the applicants

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



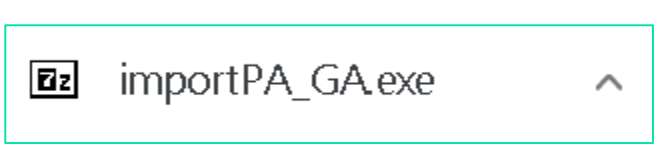
Import Personal and General Abilities(1)

- **Institute Application > Import Personal and General Abilities**



Import Personal and General Abilities(2)

- **Institute Application > Import Personal and General Abilities**



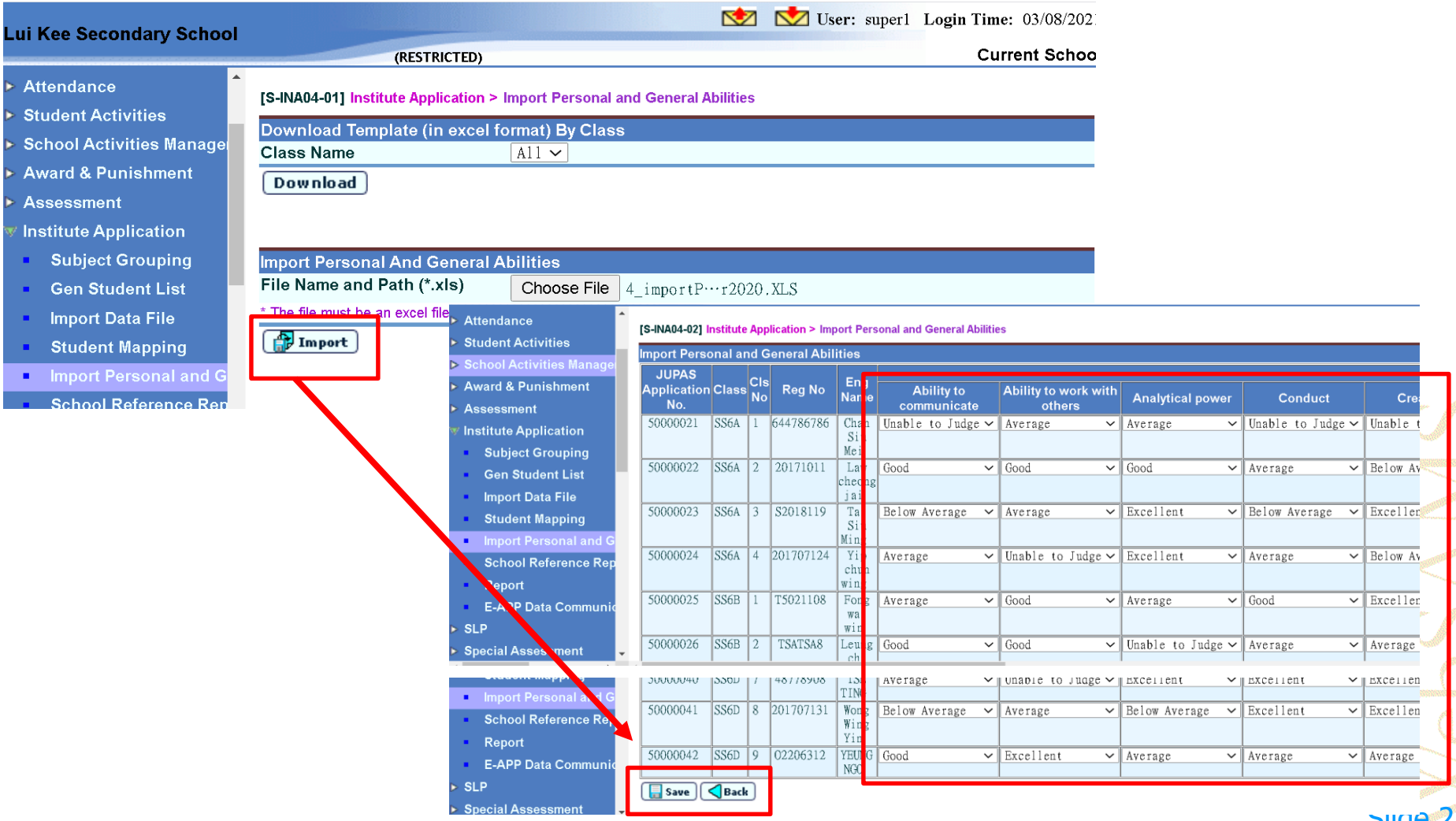
13 items to be assessed

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	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	TSATSA8	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													

WebSAMS

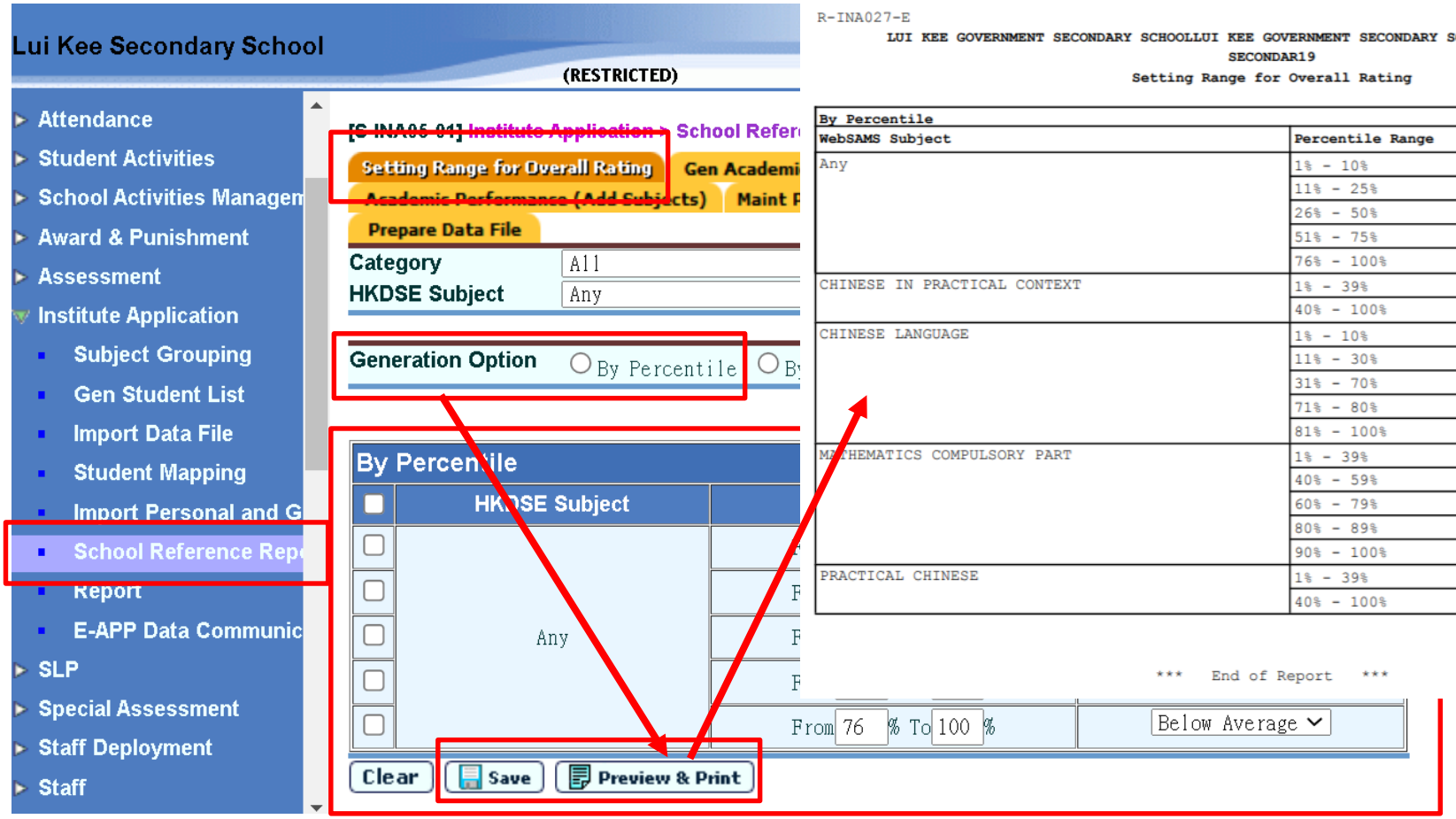
Import Personal and General Abilities(3)

- **Institute Application > Import Personal and General Abilities**



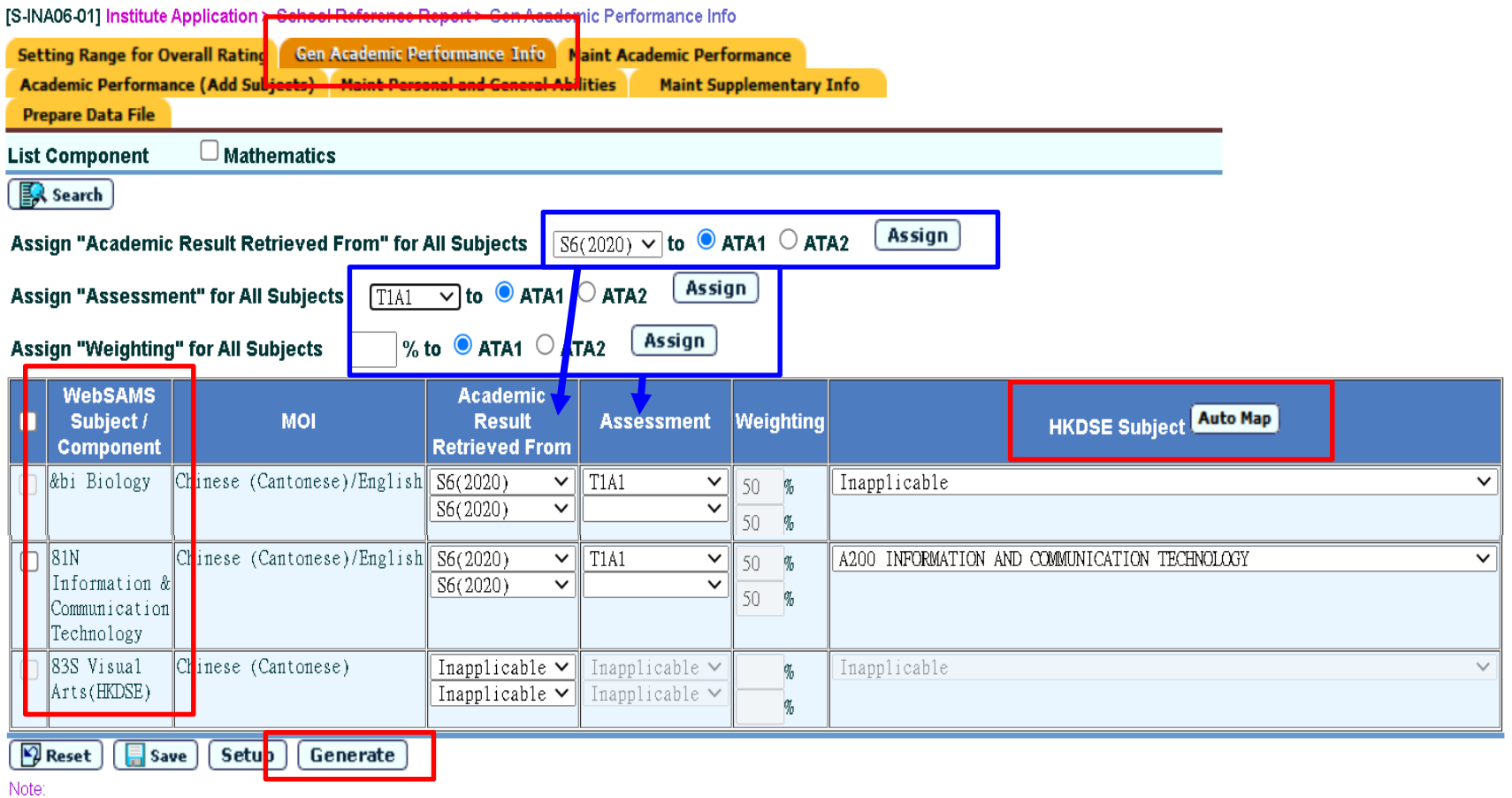
School Reference Report(SRR)(1)

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



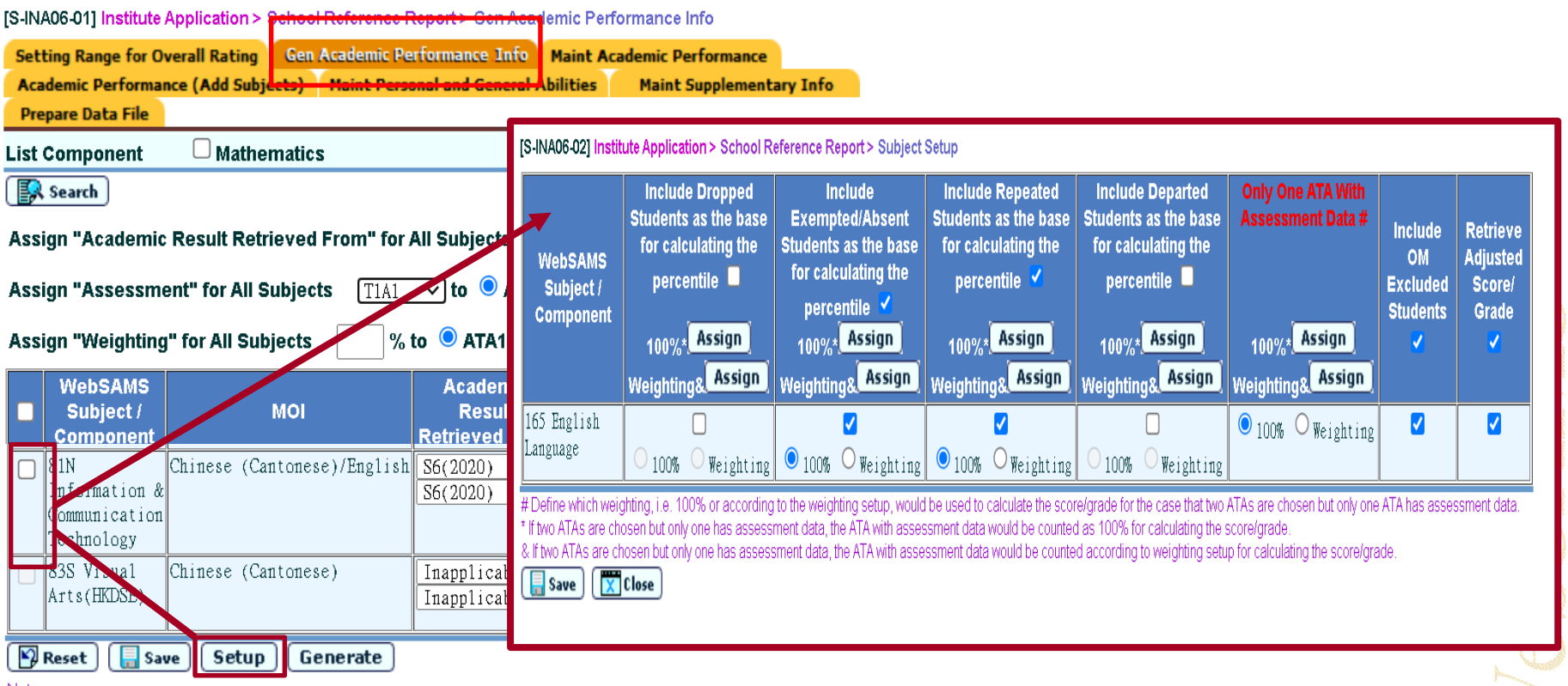
School Reference Report(SRR)(2)

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



School Reference Report(SRR)(3)

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



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

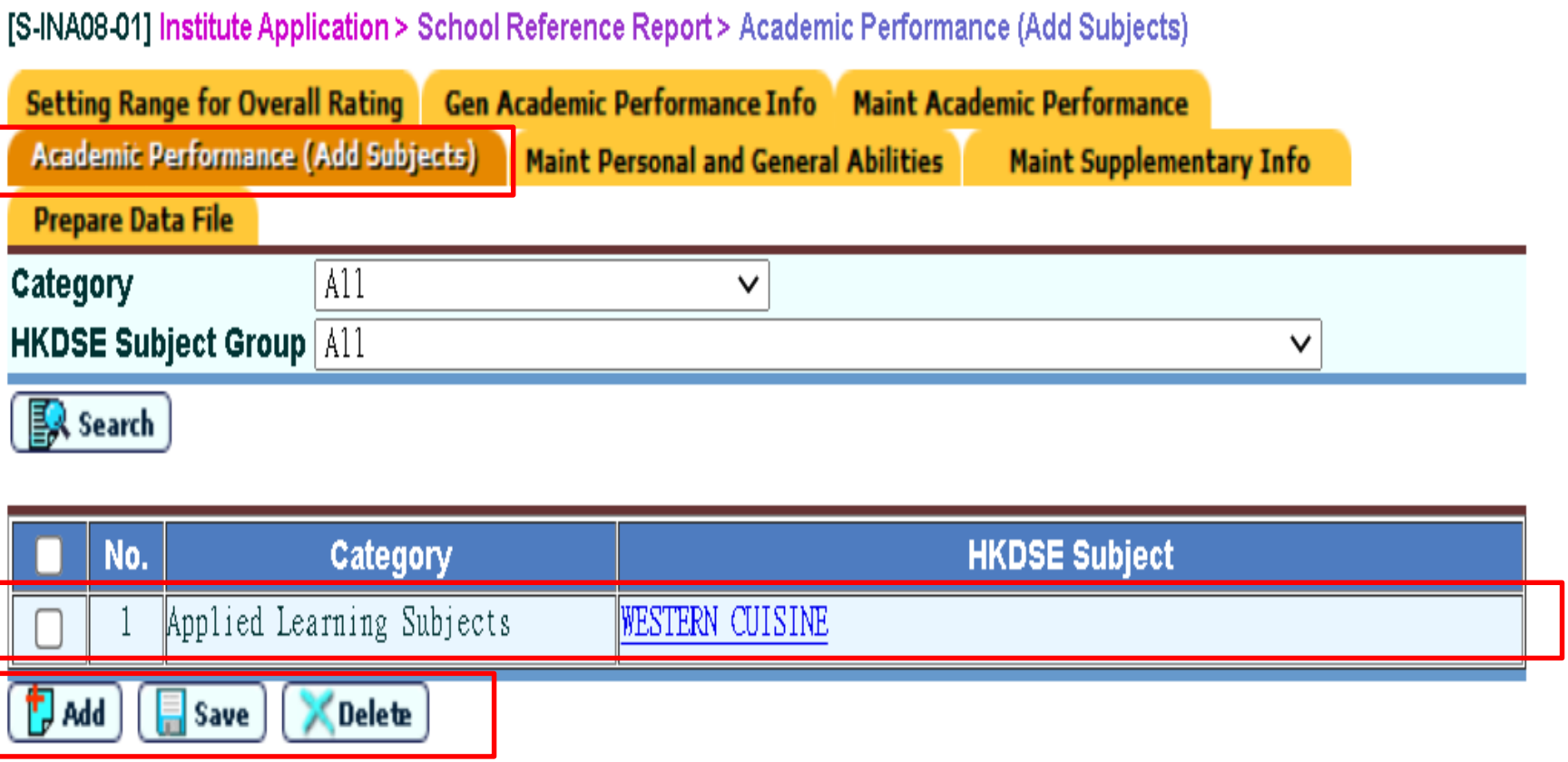
School Subject / Component	HKDSE Subject	Percentile (Position in Form)						Overall Rating					
		Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Unable to Judge	Excellent	Very Good	Good	Average	Below Average	Unable to Judge
Chinese in Practical Context (ApL)	CHINESE IN PRACTICAL CONTEXT	○	○	○	○	◉	○	○	○	◉	○	○	○
Chinese Language	CHINESE LANGUAGE	○	○	○	○	◉	○	◉	○	○	○	○	○
English Language	ENGLISH LANGUAGE	○	○	○	◉	○	○	○	○	○	◉	○	○
French	FRENCH LANGUAGE	○	○	○	◉	○	○	○	○	○	◉	○	○
German	GERMAN LANGUAGE	○	○	○	○	◉	○	○	○	○	○	◉	○
Information & Communication Technology	INFORMATION AND COMMUNICATION TECHNOLOGY	○	◉	○	○	○	○	○	◉	○	○	○	○
Liberal Studies	LIBERAL STUDIES	○	○	○	◉	○	○	○	○	○	◉	○	○
Mathematics (Compulsory Part)	MATHEMATICS COMPULSORY PART	○	○	◉	○	○	○	○	○	○	◉	○	○
Mathematics (Extended Part – Module 1)	MATHEMATICS EXTENDED PART (CALCULUS AND STATISTICS)	○	○	○	○	◉	○	○	○	○	○	◉	○

Add | Delete | Reset | Save | Remarks | Back | Cls No

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

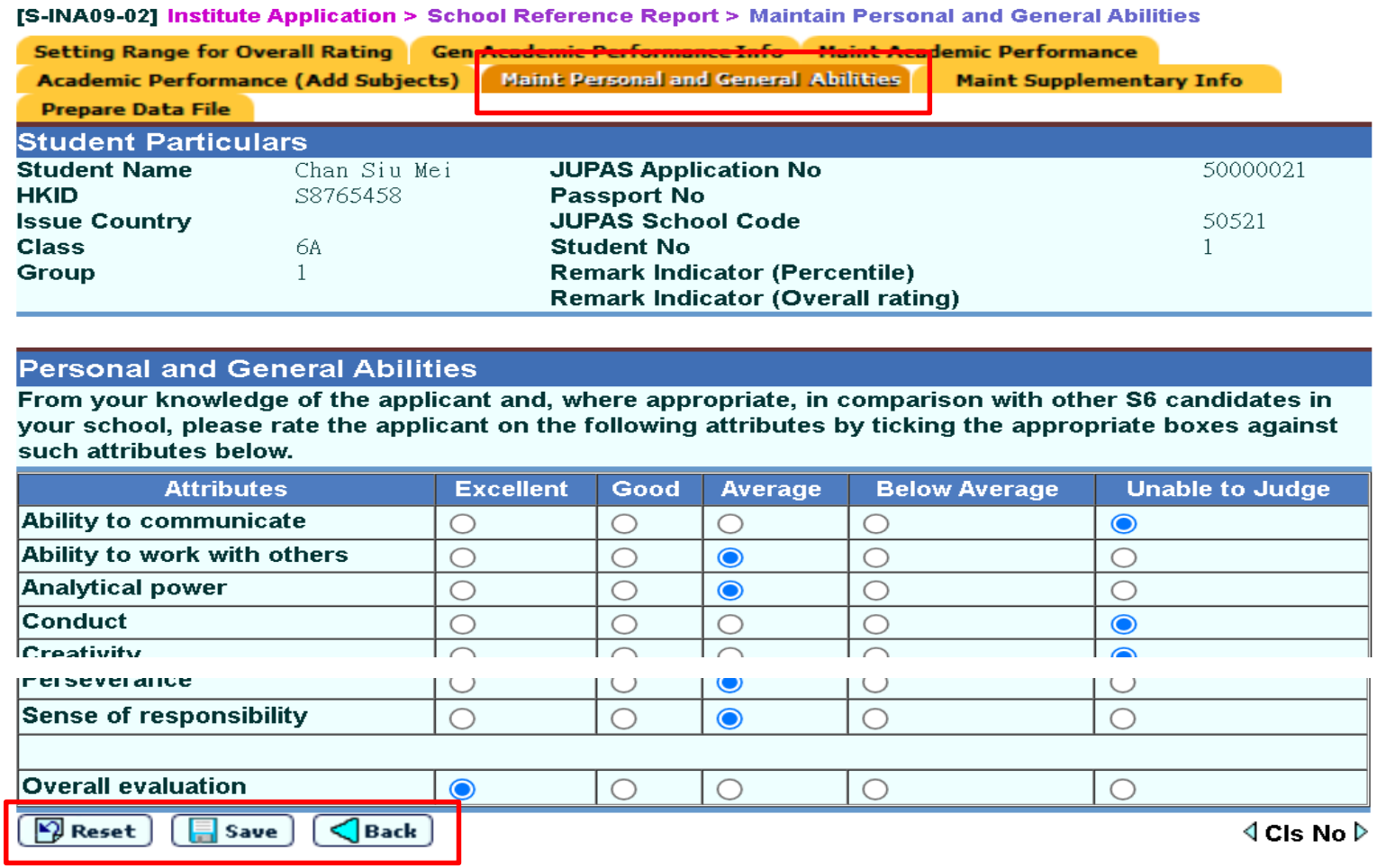
School Reference Report(SRR)(5)

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



School Reference Report(SRR)(6)

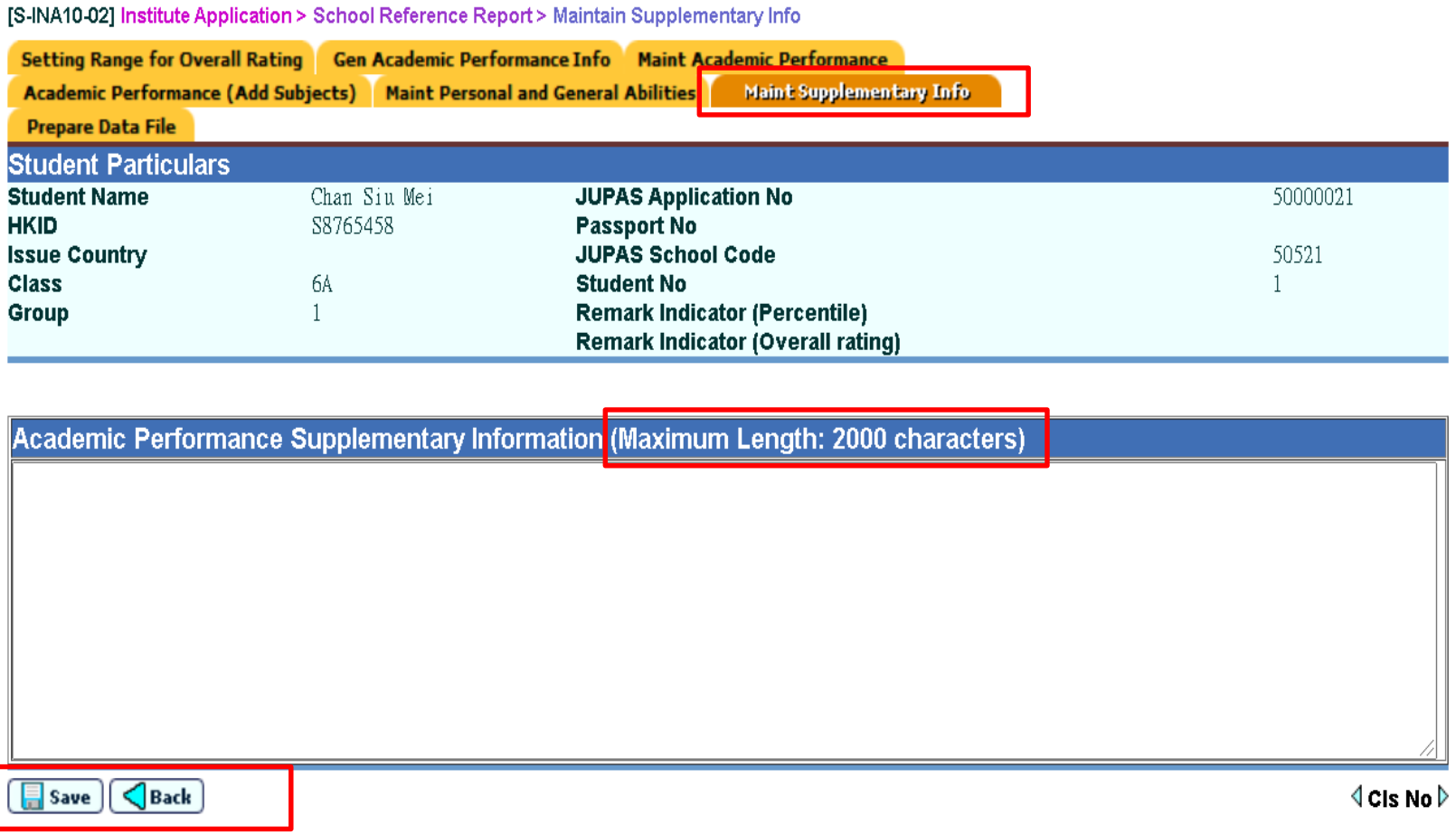
- **Institute Application > School Reference Report > Search Student (Fine-tune student's Personal & General Abilities)**



WebSAMS

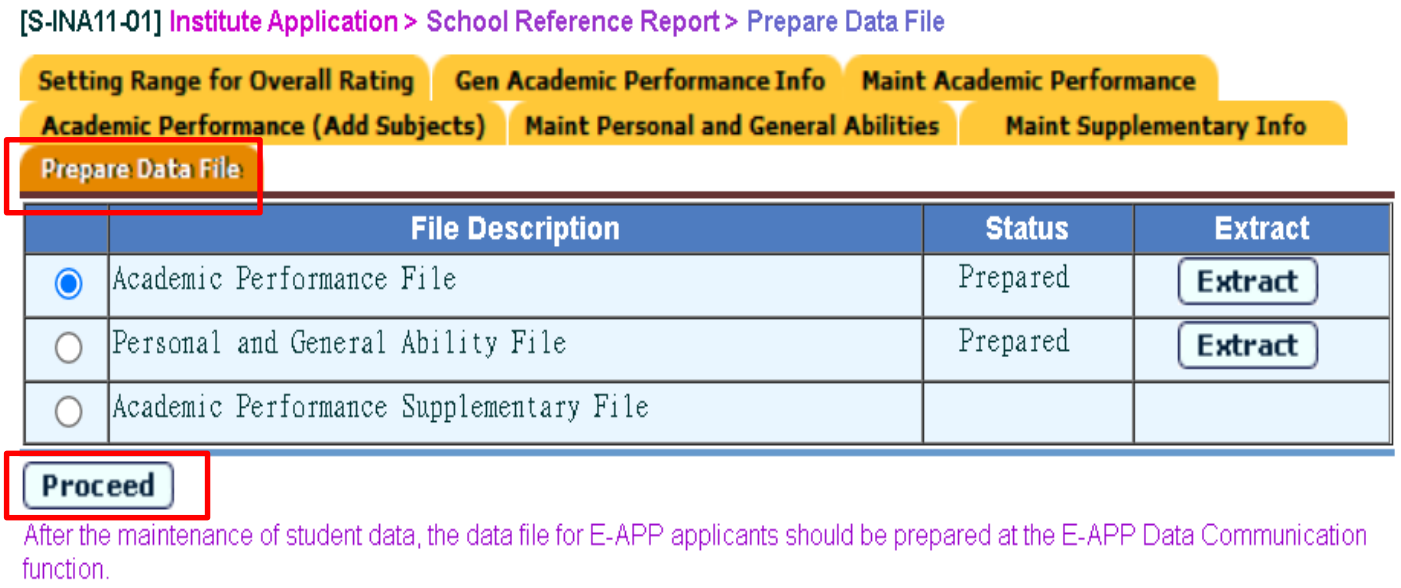
School Reference Report(SRR)(7)

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



School Reference Report(SRR)(8)

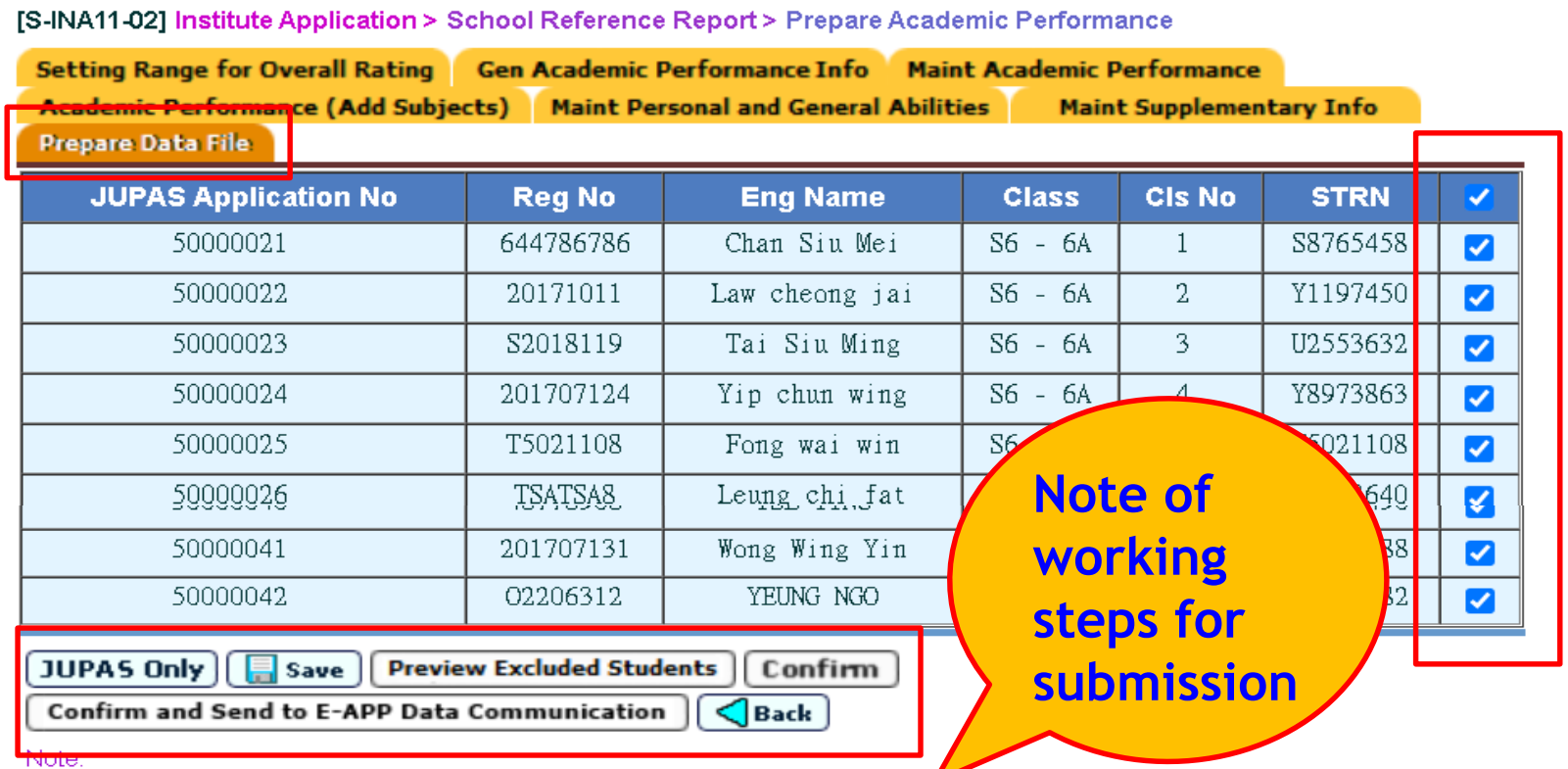
- **Institute Application > School Reference Report > Prepare Data File**



WebSAMS

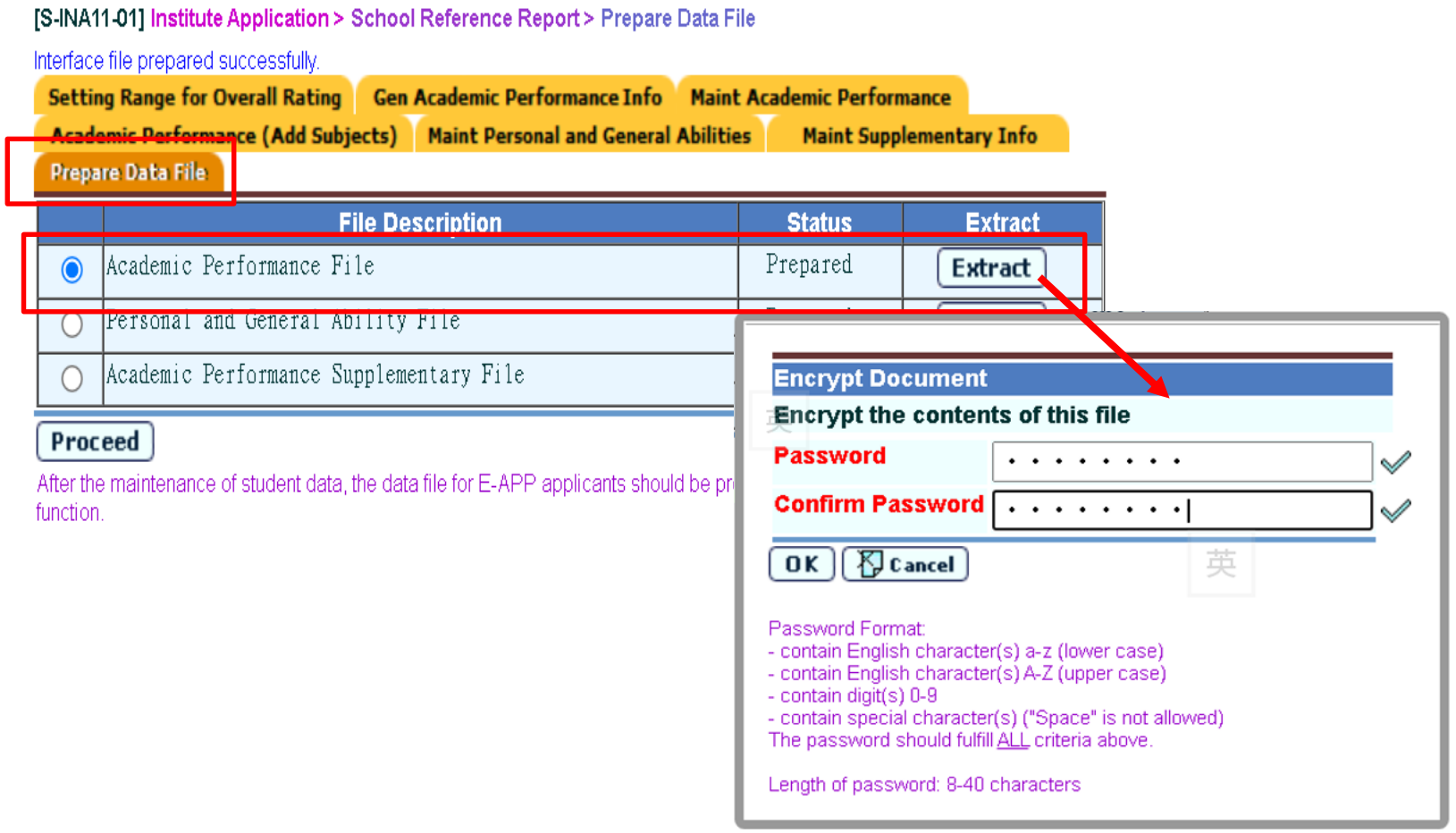
School Reference Report(SRR)(9)

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



School Reference Report(SRR)(10)

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



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 N	Issue Cou	Last Name	First Name	Class	Student Nu	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	

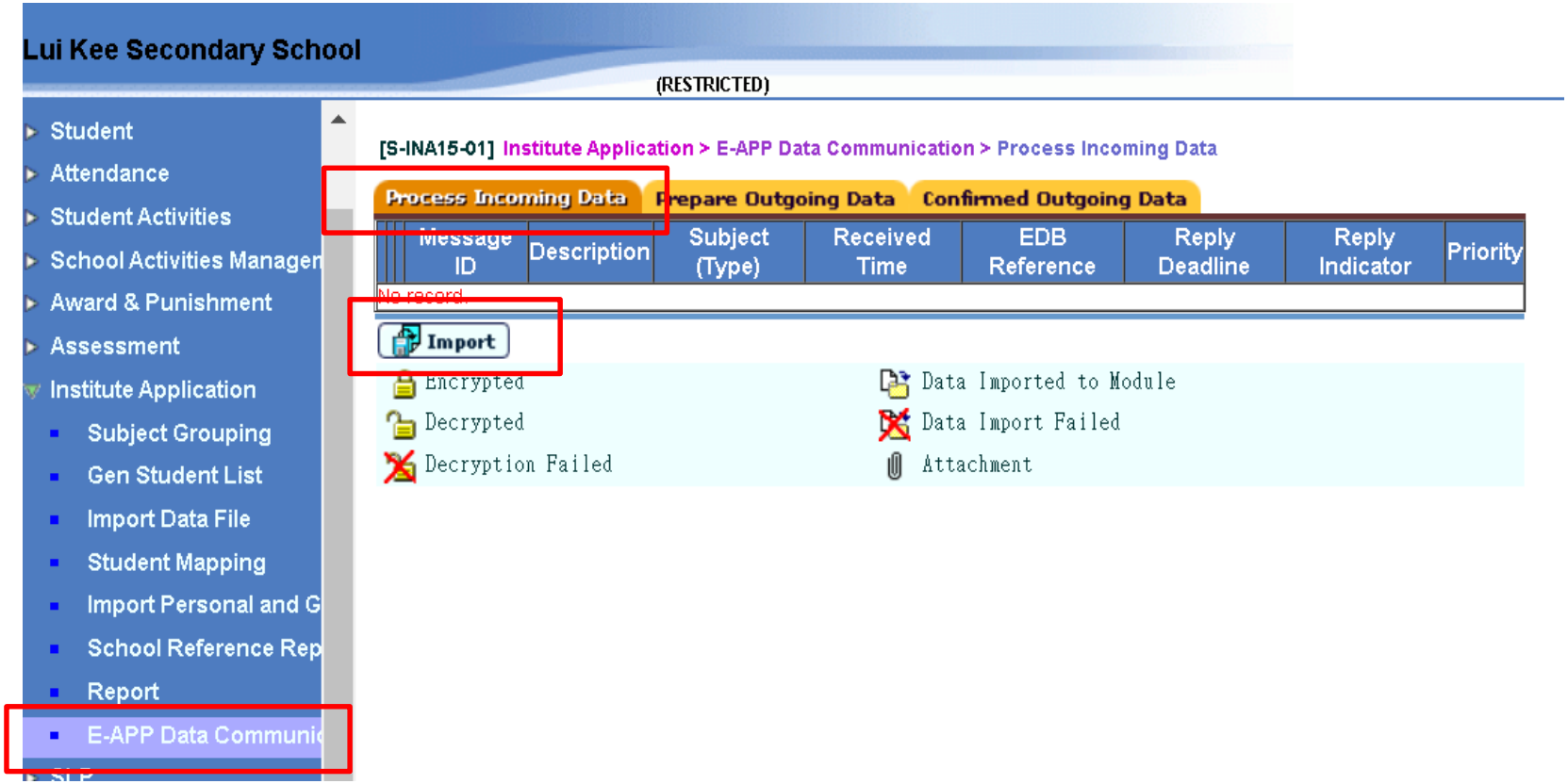
WebSAMS

E-APP
Work Flow

WebSAMS

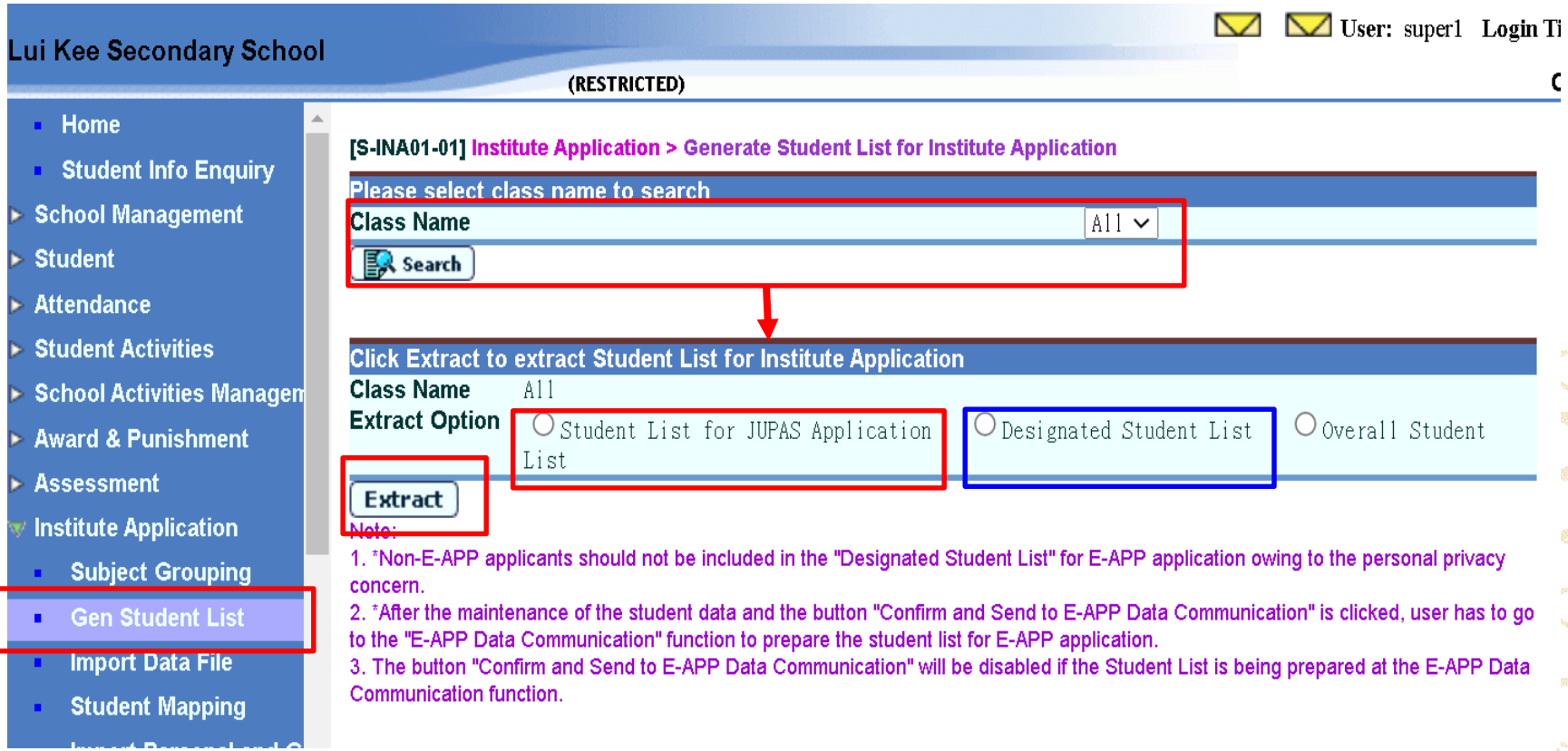
Process Incoming Data

- **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**



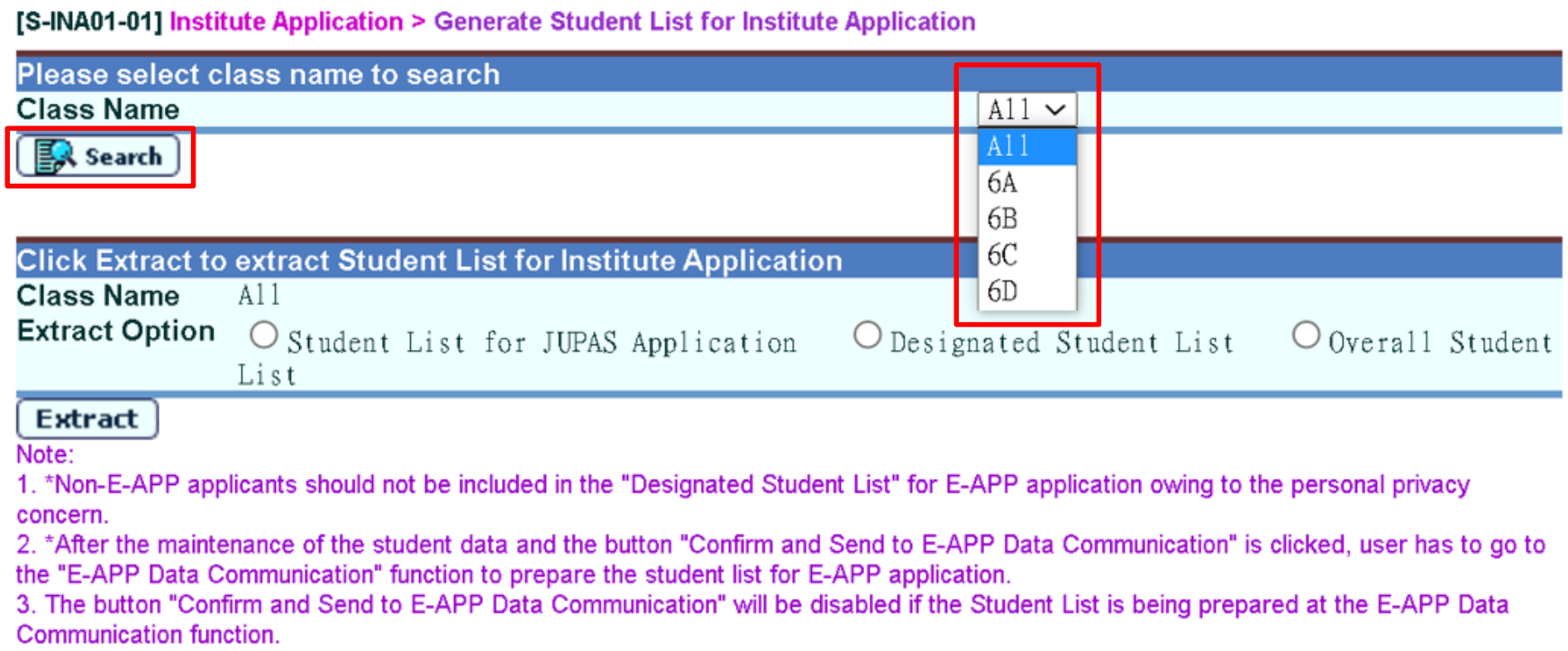
Generate Student List(1)

- **Institute Application > Generate Student List for Institute Application**



Generate Student List(2)

- **Institute Application > Generate Student List for Institute Application**



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 All

Search

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.

Bottom

Generate Student List for Institute Application

JUPAS Applicants ☐	Designated Students ☐	SN	HKID	JUPAS School Code [ ] Assign	EDB School Code	English Name	Last Name	First Name	Class [ ] Assign	Student No.	Group [ ] Assign	Passport No	Issue Country
☑	☑	1	S876545(8)	50521	999999	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
☑	☑	2	Y119745(0)	50521	999999	Law cheong jai	Law	cheong jai	6A	2	1		
☑	☑	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**

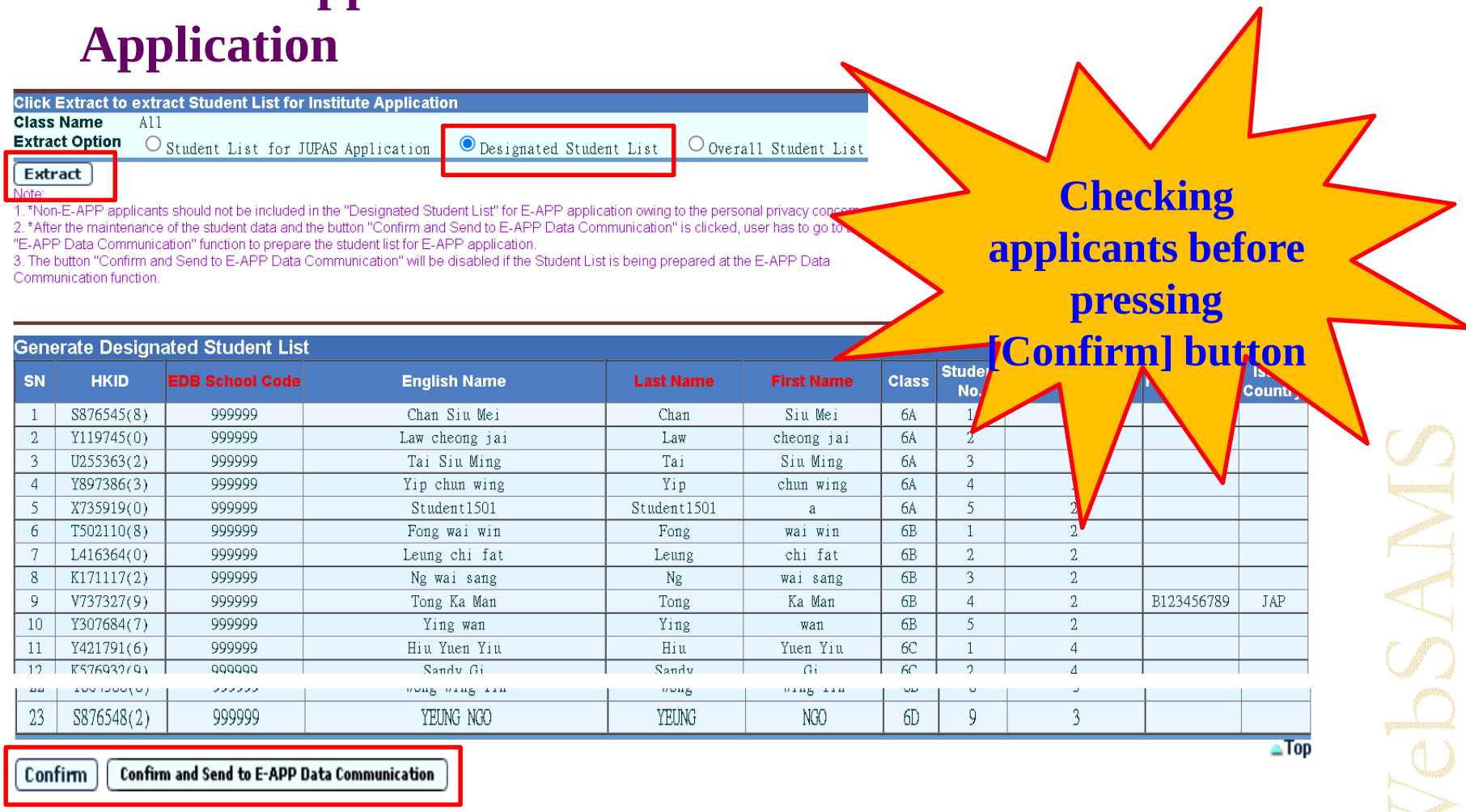
Generate Student List for Institute Application

Bottom

JUPAS Applicants	Designated Students	SN	HKID	JUPAS School Code (Assign)	EDB School Code	English Name	Last Name	First Name	Class (Assign)	Student No.	Group (Assign)	Passport No	Issue Country
☑	☑	1	S876545(8)	50521	999999	Chan Siu Mei	Chan	Siu Mei	6A	1	1		
☑	☑	2	Y119745(0)	50521	999999	Law cheong jai	Law	cheong jai	6A	2	1		
☑	☑	3	U255363(2)	50521	999999	Tai Siu Ming	Tai	Siu Ming	6A	3	1		
☑	☑	4	Y897386(3)	50521	999999	Yip chun wing	Yip	chun wing	6A	4	1		
☐	☑	5	X735919(0)	50521	999999	Student1501	Student1501	a	6A	5	2		
☑	☑	6	T502110(8)	50521	999999	Fong wai win	Fong	wai win	6B	1	2		
☑	☑	7	L416364(0)	50521	999999	Leung chi fat	Leung	chi fat	6B	2	2		
☑	☑	8	K171117(2)	50521	999999	Ng wai sang	Ng	wai sang	6B	3	2		
☑	☑	9	V737327(9)	50521	999999	Tong Ka Man	Tong	Ka Man	6B	4	2	B123456789	JAP
☑	☑	10	X307684(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 A11

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 "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.

Checking applicants before pressing [Confirm] button

Generate Designated Student List

SN	HKID	EDB School Code	English Name	Last Name	First Name	Class	Student No.			Is Country
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	K576932(9)	999999	Sandy Gi	Sandy	Gi	6C	2	4		
23	S876548(2)	999999	YEUNG NGO	YEUNG	NGO	6D	9	3		

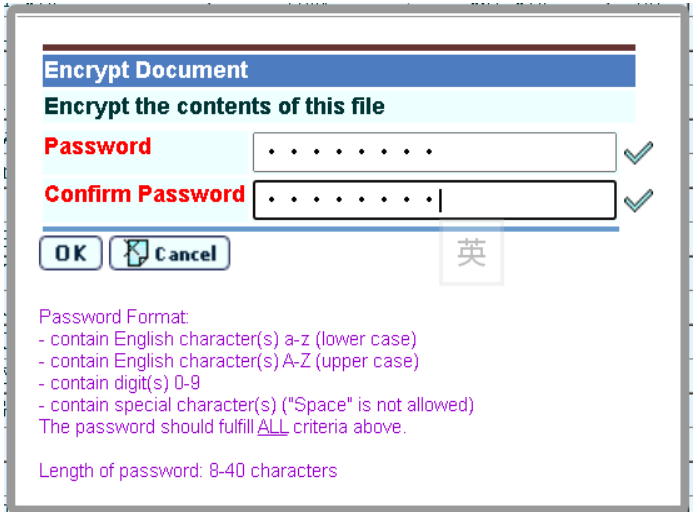
Top

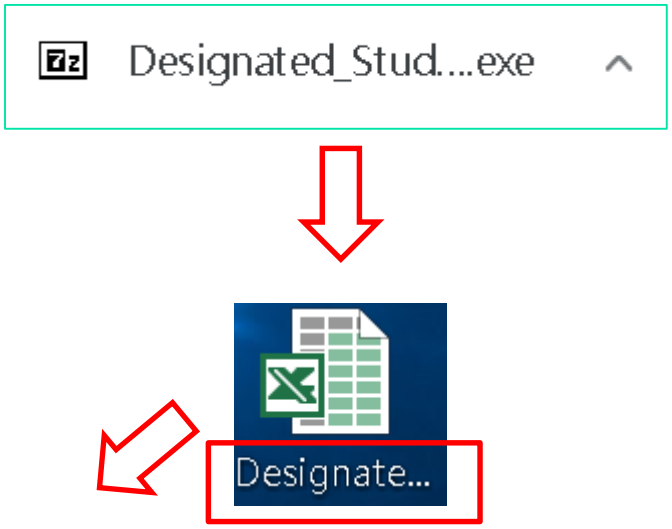
Confirm | Confirm and Send to E-APP Data Communication

WebSAMS

Generate Student List(6)

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



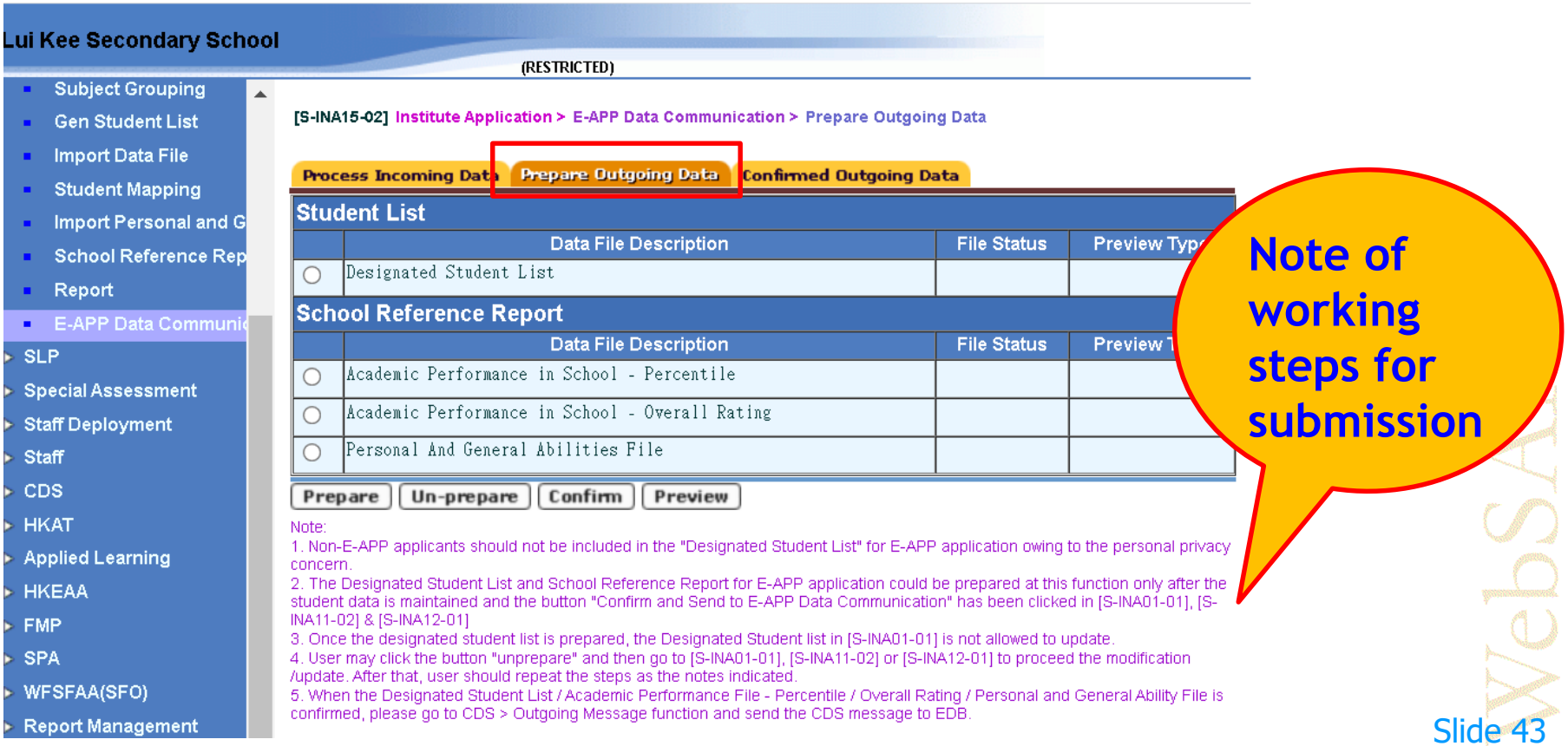


	A	B	C	D	E	F	G	H	I
1	HKID	EDB School Code	Last Name	First Name	Class	Student Number	Group	Passport No.	Passport Issuing Country
2	S8765458	999999	Chan	Siu Mei	6A	1	1		
3	Y1197450	999999	Law	cheong jai	6A	2	1		
4	U2553632	999999	Tai	Siu Ming	6A	3	1		
5	Y8973863	999999	Yip	chun wing	6A	4	1		
6	X7359190	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	Y4217916	999999	Hiu	Yuen Yiu	6C	1	4		

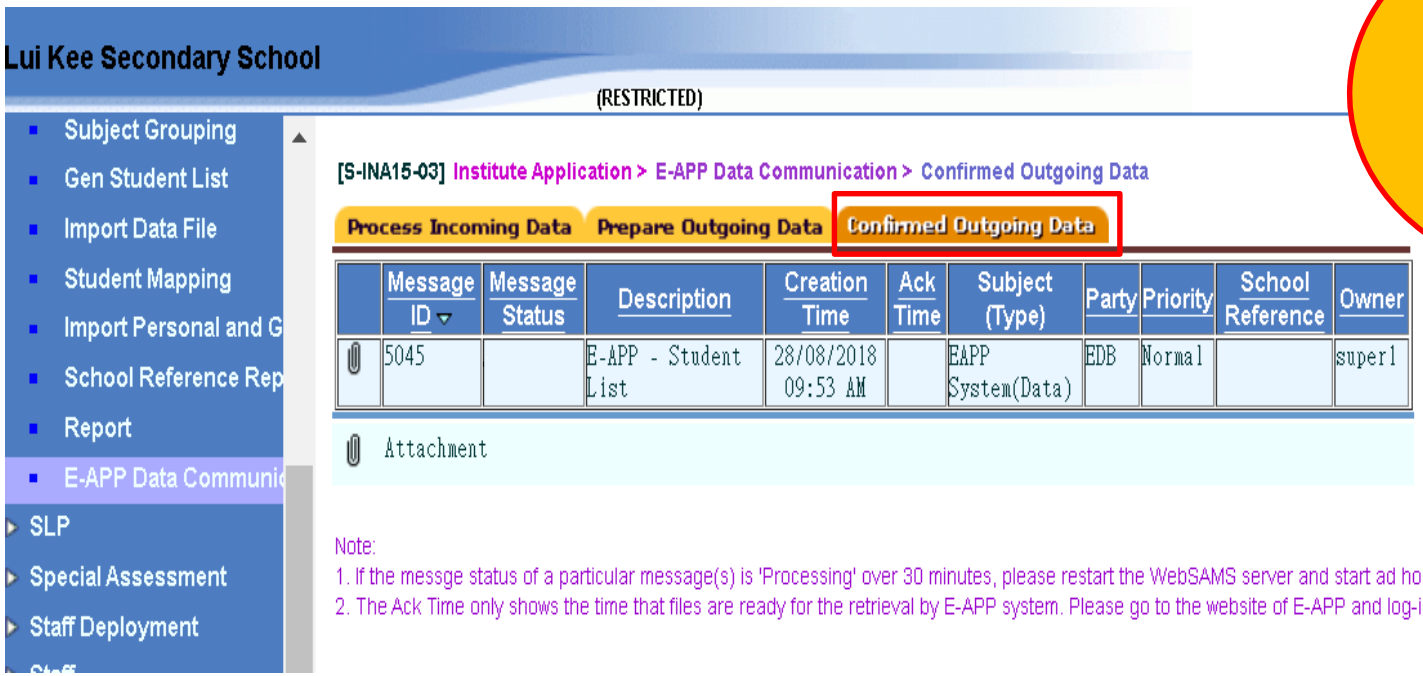
WebSAMS

Generate Student List(7)

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



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



Note of working steps after submission

Report

- **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.

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網上系統資料庫 - 模組參考資料

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)

WebSAMS

網上系統資料庫 - 模組參考資料

申請大專院校

主頁 > 模組資料 > 申請大專院校

WebSAMS

常見問題(FAQ)

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”.

主要功能新增項目

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)

學生成績模組近年主要功能新增項目

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

WebSAMS

有用資料

- **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

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