Survey on Senior Secondary Subject Information 2024/25
Part II: WebSAMS Survey on Senior Secondary Subjects Taken by Students

Guidelines for Conducting the Survey in WebSAMS

Part I: Introduction

1. The *"Survey on Senior Secondary Subject Information: 2024/25 School Year"* (Part II Survey), short named as Survey below, aims at collecting information on the senior secondary (SS) subjects taken by **S4 and S5 students** in the 2024/25 school year.   Schools are required to report to the Education Bureau (EDB) the SS subjects taken by students **as at 10 October 2024** (Reference Date).

2. The EDB will send a parameter file to school WebSAMS on **10 October 2024**.   The description of the message (CDS) is "Survey on Senior Secondary Subject Information 2024/25 (Part II Survey) – Parameter File".   **School has to first import the parameter file in the "Data Communication" of the Student module** before the Survey can be conducted in the "Subject Survey", one of the sub-modules of the Student module.

3. The Survey aims at collecting data of SS subjects (Annex) taken by each S4 and S5 student in the 2024/25 school year and supplementary information for the following subjects.

Subject	Subject Code	Remark (supplementary information)
Chinese Language	080	- Offered for students taking HKDSE Examination [Default value] - Offered for students not taking HKDSE Examination
Design and Applied Technology	31N	- Offered by own school or through Network Programme - Offered by ATEC
Music	21S	
Visual Arts	83S	

4. The subject data are extracted from the students' subject set up in the Student module and the class-based compulsory subjects set up in the School Management module (<u>Only subjects with EDB-defined subject codes will be captured</u>).   While preparing the survey return, please note the following:

- Please provide information on all SS core and elective subjects from the Key Learning Areas, and Other Languages taken by each student (<u>including</u> subjects offered through **"Network Programme(s)"** or by **"Arts and Technology Education Centre (ATEC)"**).

- Please note that it is <u>NOT necessary</u> to add enrolment information on **Applied Learning** courses for this Survey if the school has not assigned Applied Learning courses to students in the Student module.

- Please note that for the subjects *Ethics and Religious Studies*, *Music*, *Visual Arts* and *Physical Education*, there is a code for the **SS elective subject (i.e. an elective subject that leads to the Hong Kong Diploma of Secondary Education (HKDSE) Examination)**, and another code for the subject <u>not</u> leading to the HKDSE.   Please use the **"HKDSE" subject code** if the student studies the **SS elective subject**.   The relevant codes are listed as follows:

Code	Subject
41N	**Ethics and Religious Studies (HKDSE)**
21S	**Music (HKDSE)**
83S	**Visual Arts (HKDSE)**
41S	**Physical Education (HKDSE)**

School should send the Survey return to the EDB through CDS

on or before 12 November 2024.   Resubmission of data file is allowed before the deadline.

Part II: Prerequisites

1. Please upgrade WebSAMS to Version 3.1.19 or above.

2. The EDB will send a message with a parameter file (STSURVEY.DAU) to school on 10 October 2024 for conducting the Survey.   The file will be decrypted automatically in the CDS module.   School has to import the file in the "Process Incoming Data" page in "Data Communication" of the Student module before the Survey can be conducted.

Part III: Procedure

1. Pre-task

❑ **Update Class and Subject Setup Information**

- Update operating class information in the School Management module.

Update subject setup:

- You can add <u>class-based</u> compulsory or elective subjects in the Class Details of the School Management module.

- Schools may go to WebSAMS Central Document Repository (http://cdr.websams.edb.gov.hk) and download the training material or application user manual of the School Management module for information of adding <u>subject groups</u> and <u>cross-class subject groups</u>.

❑ **Update Student Profile and Subject Setup**

- Update the profile of each student as at 10 October 2024, including name, STRN, class assigned and departure record (if necessary). The STRN is the reference number of a student provided by the EDB.

Assign subjects to students:

- Class-based compulsory subjects will be automatically assigned to students. You can assign the subject group subjects or cross-class subjects to students in the Subject Setup page of the Student module.

- Schools may go to WebSAMS Central Document Repository (http://cdr.websams.edb.gov.hk) and download the application user manual of the Student module for information of Subject Setup.

❑ **Access Right Granting**

- User(s) must have access right to access the Code Management, School Management, Student and CDS modules.

❑ **Incoming Message Handling**

[Path: CDS > Incoming Message]

- Check whether the CDS Incoming Message "Survey on Senior Secondary Subject Information 2024/25 (Part II Survey) – Parameter File" is received together with the parameter file on 10 October 2024.   The parameter file will be decrypted automatically in the CDS module.

[S-CDS03-01] CDS > Incoming Message

			Description	Subject (Code)	Type (Code)	Received Time ▽	EDB Reference	Reply Deadline	Key Effective Date	Reply Indicator	Priority
🔒	📎	☐	Survey on Senior Secondary Subject Information 2024/25 (Part II Survey) – Parameter File	SS Subject Survey (SSCS)	Data (DAT)	10/10/2024 10:46 AM			DD/MMYYYY	No	Normal

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2. Data File Preparation & Confirmation

A. Import the parameter file (STSURVEY.DAU)

[Path: Student > Data Communication > Process Incoming Data]

- Please select the message "Survey on Senior Secondary Subject Information 2024/25 (Part II Survey) – Parameter File" and click the **<Import>** button.

[S-STU26-01] Student > 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
🔒	📎	◉❶	201525	Survey on Senior Secondary Subject Information 2024/25 (Part II Survey) – Parameter File	SS Subject Survey (Data)	10/10/2024 10:46 AM			No

Browse | 📥 Import
❷

B. Maintain Survey Data

[Path: Student > Subject Survey > Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data]

- You can use different criteria to search student(s), including class level, class name, subject, MOI and remark in the interface of "Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data".

(i) Assign subject remark

- Please choose the appropriate remark of the relevant subject from the drop-down menu of the "Remark" column or use the **<Assign>** function to assign the subject remark to selected students.

Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data | **Outgoing Data File**

Survey on Senior Secondary Subject Information (Part II Survey)

School Year	YYYY		
School Level	Secondary	School Session	Whole Day
Class Level	All ▼	Class Name	All ▼
Subject	All ▼		
MOI	All ▼		
Remark	All ▼		

[Search] [Add] [Delete] [Preview & Print]

Assign to students

To selected student(s) taking [080 Chinese Language ▼] , assign [Offered for students taking HKDSE Examination ▼] in "Remark" column. [Assign]

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☐	Class	Cls No	Student Name	Subject	MOI	Remark	Subject Not Taken by the Student	Offered Through Network Programme ☐
☐	4A	11	STUDENT WONG	045 Biology	Chinese (Cantonese)	NA ▼	☐	☐
☐				080 Chinese Language	Chinese (Cantonese)	Offered for students not taking HKDSE Examination ▼	☐	☐
☐				092 C & Soc Dev	Chinese (Cantonese)	NA ▼	☐	☐
☐				165 English Language	Chinese (Cantonese)	NA ▼	☐	☐
☐				21S Music(HKDSE)	Chinese (Cantonese)	------ ▼ ------ Offered by own school or through Network Programme Offered by ATEC	☐	☐
☐				22S Math(Compulsory)	Chinese (Cantonese)		☐	☐

[Save] [Reset] ▲Top

Save the data before going to the next/another page.

- **You can also assign the subject remark to selected students in batches.**

- **For narrowing down the scope of assigning subject remark each time, it is suggested to select the relevant subject before assigning the remark.**

Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data | **Outgoing Data File**

Survey on Senior Secondary Subject Information (Part II Survey)

School Year	YYYY		
School Level	Secondary	School Session	Whole Day
Class Level	All ▼	Class Name	All ▼
❶ Subject	21S Music(HKDSE) ▼		
MOI	All ▼		
Remark	All ▼		

[Search] [Add] [Delete] [Preview & Print]

Assign to students

❸

To selected student(s) taking [21S Music(HKDSE) ▼] , assign [Offered by ATEC ▼] in "Remark" column. [Assign] ❹

☐	Class	Cls No	Student Name	Subject	MOI	Remark	Subject Not Taken by the Student	Offered Through Network Programme ☐
☑	4A	1	Student A	21S Music(HKDSE)	Chinese (Cantonese)	Offered by ATEC ▼	☐	☐
☐	4A	4	Student B	21S Music(HKDSE)	Chinese (Cantonese)	------ ▼	☐	☐
☐	4A	7	Student C	21S Music(HKDSE)	Chinese (Cantonese)	------ ▼	☐	☐
☐	4B	9	Student D	21S Music(HKDSE)	English	------ ▼	☐	☐
☑	5A	3	Student E	21S Music(HKDSE)	Chinese (Cantonese)	Offered by ATEC ▼	☐	☐
☑	5A	7	Student F	21S Music(HKDSE)	Chinese (Cantonese)	Offered by ATEC ▼	☐	☐
☐	5A	8	Student G	21S Music(HKDSE)	Chinese (Cantonese)	------ ▼	☐	☐

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❺ [Save] [Reset]

(ii) Subject not taken by the student in the 2024/25 school year

[Path: Student > Subject Survey > Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data]

- If a student has actually not taken a subject captured from the School Management and the Student modules, please check the relevant checkbox under "Subject Not Taken by the Student". The subject not taken by the student will not be included in the data file.

Save the data before going to the next/another page.

(iii) Subject Offered Through Network Programme

[Path: Student > Subject Survey > Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data]

- Please check the relevant checkbox under "Offered Through Network Programme" to show that the subject taken by a student is offered through the Network Programme. This information will be included in the data file.

Save the data before going to the next/another page.

(iv) Add subject
[Path: Student > Subject Survey > Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data > Add]

- If you need to add subject(s) to a student solely for the Survey, please click the **<Add>** button.

- Search for and select the student.　Then choose the subject to be added to the student and other related information, including MOI and subject remark (if applicable), from the drop-down menu and whether the subject is offered through Network Programme.

Save the data before going to the next/another page.

(v) Delete added subject

[Path: Student > Subject Survey > Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data > Delete]

- If you need to **delete a subject previously added** to a student, please click the **<Delete>** button.

- Search for the student with the added subject record by class level, class name, subject, MOI or remark.   Then select the record to be deleted.

Save the data before going to the next/another page.

C. Preview and Print Survey Data

[Path: Student > Subject Survey > Prepare Survey on Senior Secondary Subject Information (Part II Survey) Data > Preview & Print]

- Please preview the data before generating the outgoing data file. You can preview the "Number of students by subject according to the Survey on Senior Secondary Subject Information (Part II Survey)" report by clicking the **<Preview & Print>** button.

R-STU081 日期/Date: DD/MM/YYYY

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XXXXXX 學校
XXXXXX SCHOOL
高中科目資料調查（第二部分調查）中的學生數目(依科目)
Number of students by subject according to the Survey on
Senior Secondary Subject Information (Part II Survey)

參照日期/Reference Date : DD/MM/YYYY
年份/Year : YYYY/YY

級別/Class Level: 中四/Secondary 4

	班名/Class Name			
科目/Subject	4A	4B	4C	總數/Total
化學 Chemistry	15	0	8	23
中國語文 Chinese Language	30	31	31	92
企業會財（會計） BAFS(Acc)	5	12	12	29
英國語文 English Language	30	31	31	92
生物 Biology	13	12	3	28
數學（必修部分） Math(Compulsory)	30	31	31	92
數學（延伸部分－單元一） Math(Ext-M1)	12	5	0	17
公民與社會發展 C & Soc Dev	30	31	31	92

D. Prepare/Un-prepare Survey Data

[Path: Student > Subject Survey > Outgoing Data File > Prepare]

- Please click the **<Prepare>** button to prepare the survey data file in the interface of "Outgoing Data File".

- Once the data file is prepared, survey data cannot be searched or amended.   If you want to amend the data prepared already, please click the **<Un-prepare>** button.

E. Preview Data File

[Path: Student > Subject Survey > Outgoing Data File > Preview]

- You can preview the prepared data in three different formats: Raw, Tabular and Report.

F. Confirm Data File

[Path: Student > Subject Survey > Outgoing Data File > Confirm]

- Please click the **<Confirm>** button to confirm the data file prepared for submission in the CDS module.

3. Submission of Data File

[Path: CDS > Outgoing Message > Maintain Message]

Prerequisite: The school key must be valid.

- Please click the message "STU Survey on Senior Secondary Subject Information (Part II Survey)" in the CDS module.   The "View Outgoing Message" window will pop up.

- In the pop-up window, please click the **<Encrypt>** button.
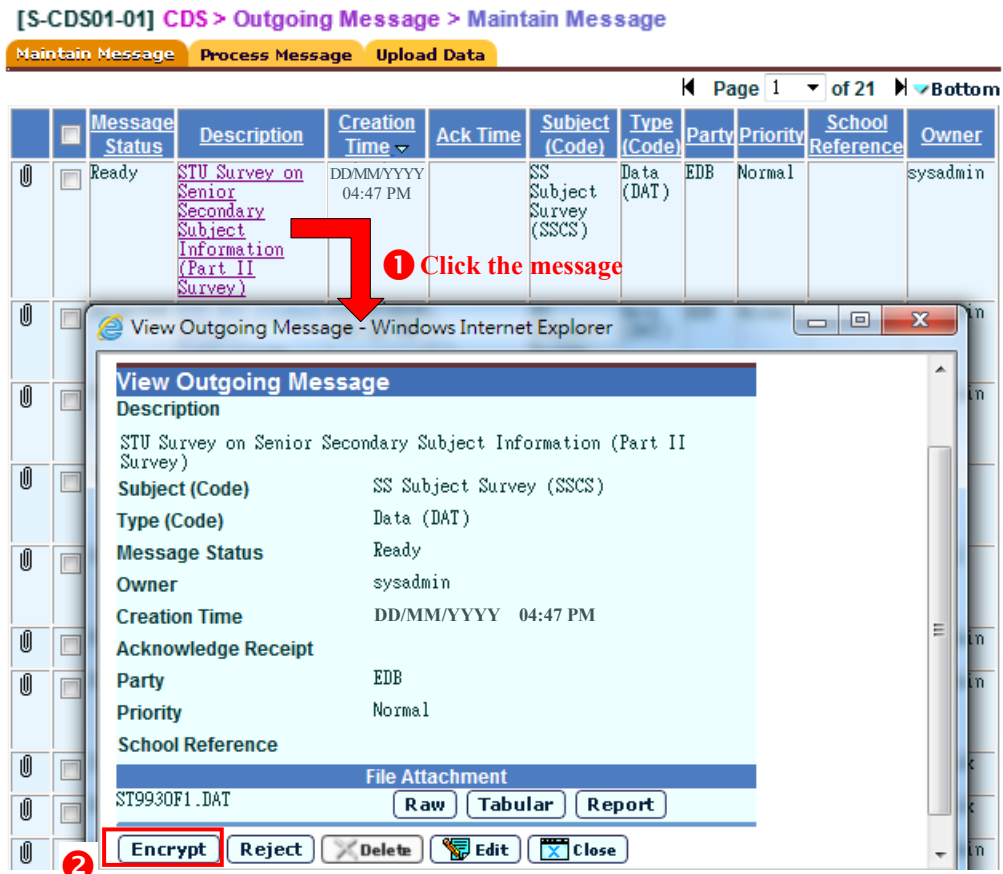
- Another pop-up window will be shown, you have to enter the school key and click the **<Encrypt>** button.   The survey data file will be sent to the EDB via CDS.
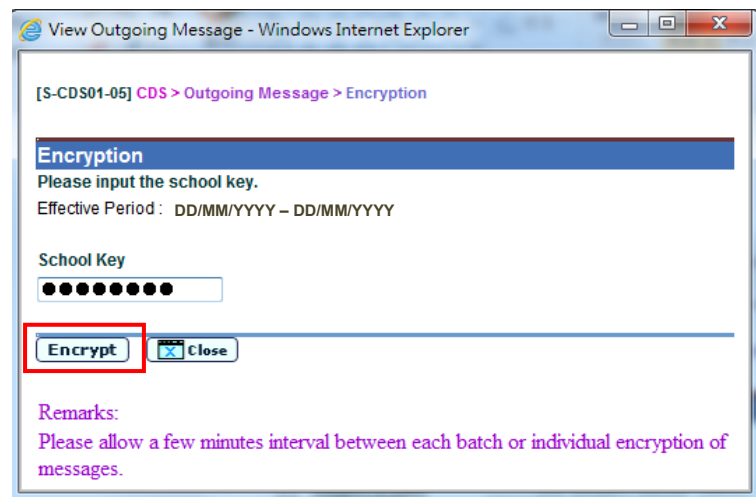
◇ **The Whole Exercise is Completed** ◇

FAQ

Pre-task

1. What can we do if we have not received the parameter file from the EDB?

A: The parameter file would be sent to school on 10 October 2024. Please check if the CDS connection works by sending WebSAMS version or call the CDS helpdesk on 3464 0550 for support, if necessary.

2. What can we do if the CDS message cannot be decrypted automatically?

A: The Common Key may be corrupted. Please contact the CDS helpdesk for support.

3. What can we do if we cannot find "Process Incoming Data" in the "Data Communication" and "Subject Survey" of the Student module?

A: Check if the location access right is granted for the case when working outside the WebSAMS LAN.
[Path: Security > Access Control > Location Access Control]

Prepare Survey Data

4. If the school has not set up the subject for the students in the School Management module, what can I do?

A: The school can add the subject(s) to the students using the "Add" subject function in the "Subject Survey" sub-module. The record added will be only for the Survey.

5. I cannot find the subject in the drop-down menu for adding the subject to the student.

A: Check whether the status of the subject code is active in the Code Management module. Change the status of the subject code from "I" to "A".
[Path: Code Management > Maintenance > Subject]

6. Why does a student not have a subject which should have been assigned to him/her?

A: (1) Check whether the code of the subject is a school-defined one. If yes, it will not be captured for the Survey. Please note that the "Subject Mapping" in the School Management module is not applicable to the Survey.

(2) If the code of the subject is EDB-defined, check whether the subject has been assigned to the student. [Path: Student > Subject Setup]

7. What subject code for *Mathematics* should I choose if a student is taking both the Compulsory Part and the Extended Part?

A: (1) If a student is taking the M1 in addition to the Compulsory Part, please choose **"code 22S" (Compulsory Part)** and **"code 23S" (Extended Part – Module 1)**.

(2) If a student is allowed to study the Extended Part without specifying M1 or M2, with the intention that they will specify it later, please choose **"code 22S" (Compulsory Part)**, **"code 23S" (Extended Part – Module 1)** and **"code 24S" (Extended Part – Module 2)**.

8. What can I do if I find this error message when preparing the data file?

A: The message informs you that there is a student without STRN. If school has already sent Form C for the student, please contact the School Places Allocation Section of the EDB on 2832 7740 for the STRN of the student.

9. What do I need to do when I see the following warning message after I have prepared the data file?

A: Check whether there are students in the mentioned classes who do not have taken all SS core subjects (Chinese Language, English Language, Mathematics (Compulsory Part) and Citizenship and Social Development) and at least one of the SS elective subjects. Please note that the warning message is not applicable to special schools.

10. Is it necessary to "add" Other Language courses to the students for the Survey if school has not assigned the Other Language courses to the students in the School Management or the Student modules?

A: Yes, it is necessary.

11. Do I need to input information on subject(s) offered through Network Programme(s) or by ATEC?

A: Yes, it is necessary.

12. Do I need to input the information of students (especially the Non-Chinese Speaking students) who are studying Chinese Language not leading to the HKDSE Examination?

A: Yes, it is necessary. Please select "Offered for students not taking HKDSE Examination" under the remark code for *Chinese Language* (subject code 080).

13. Is it necessary to "add" Applied Learning courses to the students for the Survey if school has not assigned the Applied Learning courses to the students in the School Management or the Student modules?

A: No, it is unnecessary.

14. Do I need to input the information of subjects taken by S6 students?

A: No. EDB will collect relevant information from the Hong Kong Examinations and Assessment Authority.

Submission of Data File

15. What can we do if the message cannot be encrypted?

A: Check if the school key has expired. Renew the school key, if necessary. [Path: CDS > School Key Management > Change School Key]

Miscellaneous

16. Is it necessary for WebSAMS to migrate to the 2024/25 school year before extracting data?

A: It causes no problem whether it is migrated to the 2024/25 school year or not.

17. Is it necessary to update the student attendance data as at 10 October 2024 (Reference Date), i.e. mark the absentees in the Attendance module on that date, before conducting the Survey?

A: No, it is unnecessary. The attendance records do not affect the survey data.

Enquiries

For general enquiries on the Survey, please contact Ms Elaine CHAN (Tel: 3540 6828) or Mr Kelvin LEUNG (Tel: 2892 5963) of the Council and Secondary Section 1 of the Curriculum Development Institute. For matters regarding the use of WebSAMS functions, please call the School Liaison Officers of the Systems and Information Management Section. For matters regarding the use of CDS, please contact CDS helpdesk on 3464 0550.

Systems & Information Management Section
Education Bureau
October 2024

Subject Codes of Senior Secondary (SS) Subjects

(for Part II of the Survey: WebSAMS Survey on SS Subjects Taken by Students)

SS Subject	Subject Code
Business, Accounting and Financial Studies (Accounting)	12N
Business, Accounting and Financial Studies (Business Management)	13N
Biology	045
Chemistry	070
Chinese History	075
Chinese Language	080
Chinese Literature	090
Citizenship and Social Development	092
Design and Applied Technology	31N
Economics	135
English Language	165
Ethics and Religious Studies [Note 1]	41N
Geography	210
Health Management and Social Care	71N
History	235
Information and Communication Technology	81N
Literature in English	170
Mathematics (Compulsory Part)	22S
Mathematics (Extended Part – Module 1)	23S
Mathematics (Extended Part – Module 2)	24S
Music [Note 1]	21S
Physical Education [Note 1]	41S
Physics	315
Technology and Living (Food Science and Technology)	72S
Technology and Living (Fashion, Clothing and Textiles)	73S
Technology and Living	243
Tourism and Hospitality Studies	71S
Visual Arts [Note 1]	83S

SS Subject	Subject Code
French	200
German	215
Japanese	216
Korean	258
Spanish	398
Urdu	425

Notes

1： This refers to the SS elective subject, and the code is applicable only to the subject leading to the Hong Kong Diploma of Secondary Education Examination.   Regarding the SS subject for students with intellectual disability (ID), please use the following code:

SS Subject (ID)	Subject Code
Ethics and Religious Studies	185
Music	300
Physical Education	310
Visual Arts	432