

Frequently Asked Question - Institute Application

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 ” . Please note that the Student List can only be available after school has submitted the student information to JUPAS office and the students of the school have finished the registration at JUPAS portal.

The screenshot shows the JUPAS website interface for the 'School Reference Report (SRR) (Batch Upload)' page. The page is titled 'School Reference Report (SRR) (Batch Upload)' and shows the 'Personal and General Abilities' section. A table lists student data with columns for Application Number, Name, and various ability scores (Ind, Mat, AP, Idp, Lead, Init, Resp, Cond, Comm, Wlth, Pers, Creat, Ov, Confirm). A 'Download to Excel' button is highlighted with a red box.

Application Number	Name	Ind	Mat	AP	Idp	Lead	Init	Resp	Cond	Comm	Wlth	Pers	Creat	Ov	Confirm
4300010	JUPAS 010 School	3	2	1	1	2	3	2	1	1	1	1	1	1	1
4300011	JUPAS 011 School	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4300012	JUPAS 012 School	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4300013	JUPAS 013 School	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4300014	JUPAS 014 School	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4300015	JUPAS 015 School	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4300016	JUPAS 016 School	1	1	1	1	1	1	1	1	1	1	1	1	1	1

(Note: The above screen capture is provided by JUPAS Office)

2 Q : After importing the Student List, why are there warning messages telling ‘no matched records’?

A : After importing the Student List, system would check whether the students in the file can be mapped to the students existed in WebSAMS. Two warning messages would be shown if the followings are found:

1

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
Student ONE	6B	6	0217		N
Student GGH	6B	7	Z379		N
Student IIJ	6B	8			N
Student KKL	6B	9			N
Student DED	6C				N

Warning: There is/are 3 student record(s) in JUPAS's Student List cannot be found in WebSAMS.

2

Proceed **Back**

- 1) It means that some WebSAMS students cannot be found in the Student List. Normally, they are students who do not intend to apply via JUPAS. If some students listed are intended to do so, you may liaise with the JUPAS office and see if you need to rectify the student information and re-send it to the JUPAS office.
- 2) It means that the Student List may consist of some applicants who are NOT the students in your school. You may need to contact the JUPAS office and report to them about the irregularities.

If the information listed is correct, you can click 'Proceed' button to the next step.

3 Q : Why do I need to confirm the Student Mapping?

A : It is to confirm the applicant list. If the students are checked and confirmed in the Student Mapping, their SRR records would be included in the data files for submission to JUPAS portal.

4 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 logs on 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" .

5 Q : A student had applied for JUPAS and maintained his/her SRR records. However, the student departed, or withdrew from the application. How can I ensure that his/her records would not be included in the data files to be uploaded to the JUPAS portal?

A : You can re-do the student mapping and uncheck that student.

6 Q : Schools may use different methods to set Mathematics and M1/M2 in their WebSAMS. Can the new function of generating Academic Performance handle the differences among schools?

A : If schools set the M1/M2 as school-defined subjects, they can map the M1/M2 subjects to DSE subject codes.

WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject Auto Map
<input type="checkbox"/> 045 Biology	Chinese (Cantonese)/English/Chinese (Putonghua)	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A130 BIOLOGY <input type="checkbox"/>
<input type="checkbox"/> 080 Chinese Language	Chinese (Cantonese)	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A010 CHINESE LANGUAGE <input type="checkbox"/>
<input type="checkbox"/> 135 Economics	Chinese (Cantonese)/English/Chinese (Putonghua)	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A080 ECONOMICS <input type="checkbox"/>
<input type="checkbox"/> 165 English Language	English	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A020 ENGLISH LANGUAGE <input type="checkbox"/>
<input type="checkbox"/> 243 Technology and Living	Chinese (Cantonese)/Chinese (Putonghua)/Others	S6(2015) <input type="checkbox"/>	T1 <input type="checkbox"/>	% <input type="checkbox"/>	A210 TECHNOLOGY AND LIVING (FOOD SCIENCE AND TECHNOLOGY) <input type="checkbox"/>
<input type="checkbox"/> 265 Liberal Studies	Chinese (Cantonese)	S6(2015) <input type="checkbox"/>	T1 <input type="checkbox"/>	% <input type="checkbox"/>	A040 LIBERAL STUDIES <input type="checkbox"/>
<input type="checkbox"/> 22S Mathematics (Compulsory Part)	Chinese (Cantonese)	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A030 MATHEMATICS COMPULSORY PART <input type="checkbox"/>
<input type="checkbox"/> 951 Mathematics (Module 1)	English	S6(2015) <input type="checkbox"/>	T1 <input type="checkbox"/>	% <input type="checkbox"/>	A031 MATHEMATICS EXTENDED PART (CALCULUS AND STATISTICS) <input type="checkbox"/>
<input type="checkbox"/> 952 Mathematics (Module 2)	Chinese (Cantonese)	S6(2015) <input type="checkbox"/>	T1 <input type="checkbox"/>	% <input type="checkbox"/>	A032 MATHEMATICS EXTENDED PART (ALGEBRA AND CALCULUS) <input type="checkbox"/>

If schools set the M1/M2 as subject components of Mathematics, they can still map the M1/M2 components to DSE subject codes.

Mathematics Technology & Living

Assign "Academic Result Retrieved From" for All Subjects to ATA1 ATA2

Assign "Assessment" for All Subjects to ATA1 ATA2

Assign "Weighting" for All Subjects % to ATA1 ATA2

WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject Auto Map
<input type="checkbox"/> 045 Biology	Chinese (Cantonese)/English/Chinese (Putonghua)	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A130 BIOLOGY <input type="checkbox"/>
<input type="checkbox"/> 080 Chinese Language	Chinese (Cantonese)	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A010 CHINESE LANGUAGE <input type="checkbox"/>
<input type="checkbox"/> 135 Economics	Chinese (Cantonese)/English/Chinese (Putonghua)	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A080 ECONOMICS <input type="checkbox"/>
<input type="checkbox"/> 165 English Language	English	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A020 ENGLISH LANGUAGE <input type="checkbox"/>
<input type="checkbox"/> 243 Technology and Living	Chinese (Cantonese)/Chinese (Putonghua)/Others	S6(2015) <input type="checkbox"/>	T1 <input type="checkbox"/>	% <input type="checkbox"/>	A210 TECHNOLOGY AND LIVING (FOOD SCIENCE AND TECHNOLOGY) <input type="checkbox"/>
<input type="checkbox"/> 265 Liberal Studies	Chinese (Cantonese)	S6(2015) <input type="checkbox"/>	T1 <input type="checkbox"/>	% <input type="checkbox"/>	A040 LIBERAL STUDIES <input type="checkbox"/>
<input type="checkbox"/> 22S Mathematics (Compulsory Part)	Chinese (Cantonese)	S5(2014) <input type="checkbox"/> S6(2015) <input type="checkbox"/>	Annual <input type="checkbox"/> T1 <input type="checkbox"/>	60% <input type="checkbox"/> 40% <input type="checkbox"/>	A030 MATHEMATICS COMPULSORY PART <input type="checkbox"/>
<input type="checkbox"/> - 01	Chinese (Cantonese)	S6(2015) <input type="checkbox"/>	T1 <input type="checkbox"/>	% <input type="checkbox"/>	A031 MATHEMATICS EXTENDED PART (CALCULUS AND STATISTICS) <input type="checkbox"/>
<input type="checkbox"/> - 02	Chinese (Cantonese)	S6(2015) <input type="checkbox"/>	T1 <input type="checkbox"/>	% <input type="checkbox"/>	A032 MATHEMATICS EXTENDED PART (ALGEBRA AND CALCULUS) <input type="checkbox"/>

Only Mathematics and Technology & Living can map to the component level.

7 Q : How can schools submit the academic information of the components (Bio/Chem/Phy) of Combined Science?

A : According to the DSE subject code list and the requirement provided by JUPAS office, only the consolidated score of Combined Science would be collected.

If schools have used school defined subject codes to handle the 3 components of Combined Science in their WebSAMS, you should calculate the consolidated score and respective percentile information of Combined Science on your own. After that, you should input the percentile and overall rating information for Combined Science by adding the subject manually.

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

Prepare Data File

Category: All

HKDSE Subject Group: All

Search

<input type="checkbox"/>	No.	Category	HKDSE Subject
<input type="checkbox"/>	1	New Senior Secondary Subjects	CHINESE LITERATURE
<input type="checkbox"/>	2	Applied Learning Subjects	JEWELLERY ARTS AND DESIGN
<input type="checkbox"/>	3	Other Language Subjects	GERMAN LANGUAGE
<input type="checkbox"/>	4	New Senior Secondary Subjects	A165 COMBINED SCIENCE

Add Save Delete

- 8 Q : Who can maintain the Academic Performance and Personal and General Ability data of students?**
A : School Head, System Administrator and INA administrator can maintain the data of all students.

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