USER MANUAL
Assessment

(Document 27e)

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1 Module Overview

1.1 Introduction

Assessment Module enables users to maintain assessment information such as assessment format, data entry and consolidation. It also allows users to handle student schooling status and assign class number for next school year. The report printing function is reinforced to support printing for user-modified report template.

To cater for different needs of schools in Hong Kong, Assessment Module allows users to export such data file as score entry files, students' assessment results and students' promotion status records from the system for school based need. The exported file could be manipulated either manually or by an external system developed by schools. Users could import the files into the system after manipulation; on condition that format of the data file can pass the validation of import function.

Significant improvements are made. The major improvements are as follows:

1. Subject weighting can be setup by subject and ATA.
2. User defined Other Assessment subject is enabled. Data capture by defined grade and free text is possible and can be printed in student's Report Cards.
3. Input of score/grades for multiple subjects is allowed.
4. User defined score accuracy for consolidation and report printing by class level setting.
5. Improved promotion methods.
6. Internet access for students' parent/guardian to check students' Assessment results.

This chapter provides knowledge and corresponding procedural guide on the Module.

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1.2 Objective

Assessment profile setup and data capture of students' irregularities can be achieved by the function of Profile Setup. Class level assessment information, subject full score and weighting, ranking criteria for order of merit, report card options, grade conversion tables and specifying current term can all be defined here. It is a must that the School Information is confirmed before any changes can be made to the Assessment Profile.

After the assessment details are defined, the assessment profile must be protected by a step of Profile Confirmation. Otherwise, users cannot proceed for data entry, which is governed by the setting of Specify Current Term. When Term 1 is specified, users can only enter data for this term until it is changed to another.

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Note: If there is such a need that users have to change the assessment profile after confirmation, the profile has to be reset. Having changed, the assessment profile has to be confirmed again.

Profile Setup is the most important step of the Module. It is the basis for the operation of other functions.

The table below details a typical school's yearly calendar and the suggested tasks that should be performed in the Module. Schools can view this table as a reference for planning and implementation of internal assessment.

	Tasks
Late Sep - Nov	Setup Assessment Profile
Dec - Jan	• Enter Examination Results • Consolidate Student Results • Generate Student Report Cards • Adjust Examination Results after Report Card Printing if necessary
Feb - Apr	Perform the following for S6 Students: • Enter Examination Results • Consolidate Student Results • Generate Student Report Cards • Adjust Examination Results after Report Card Printing if necessary
Late Apr – Early Jun	Generate Student Transcript for S6
Jun	Perform the following for All Class Levels: • Enter Examination Results • Consolidate Student Results • Generate Student Report Cards • Adjust Examination Results after Report Card Printing if necessary
Throughout the Year	• Generate Student Transcripts • Enter Examination Results • Generate Assessment Reports

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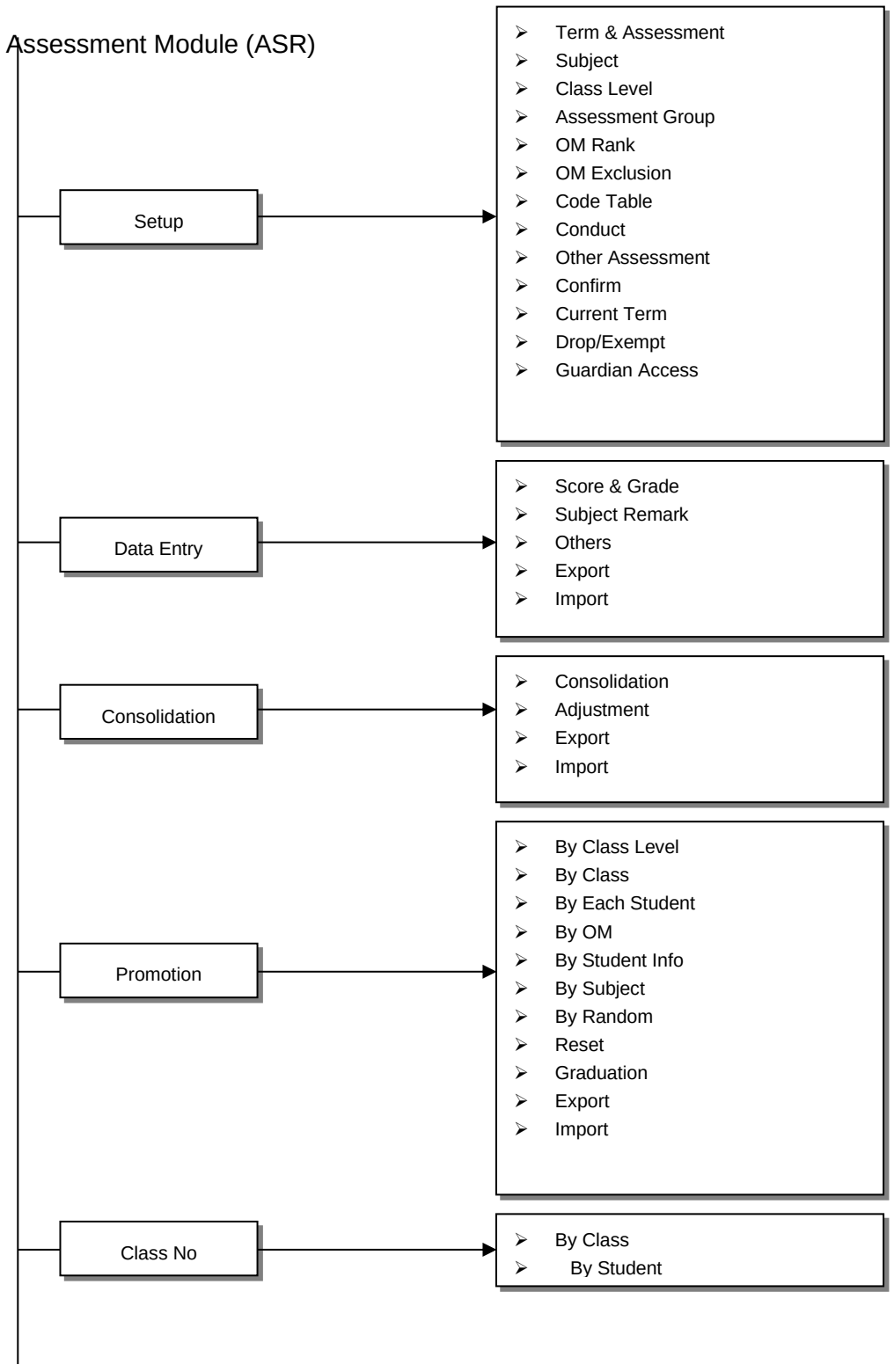
1.3 Function Chart

The chart below shows the functions for Assessment Module:



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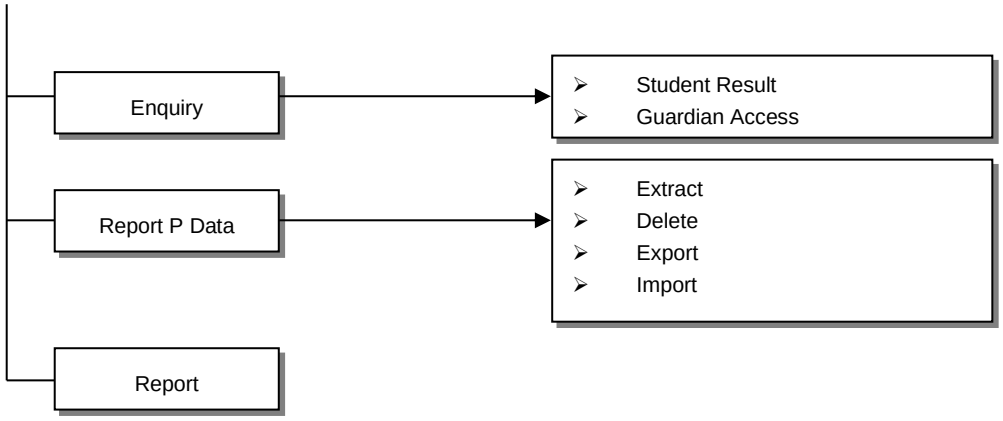

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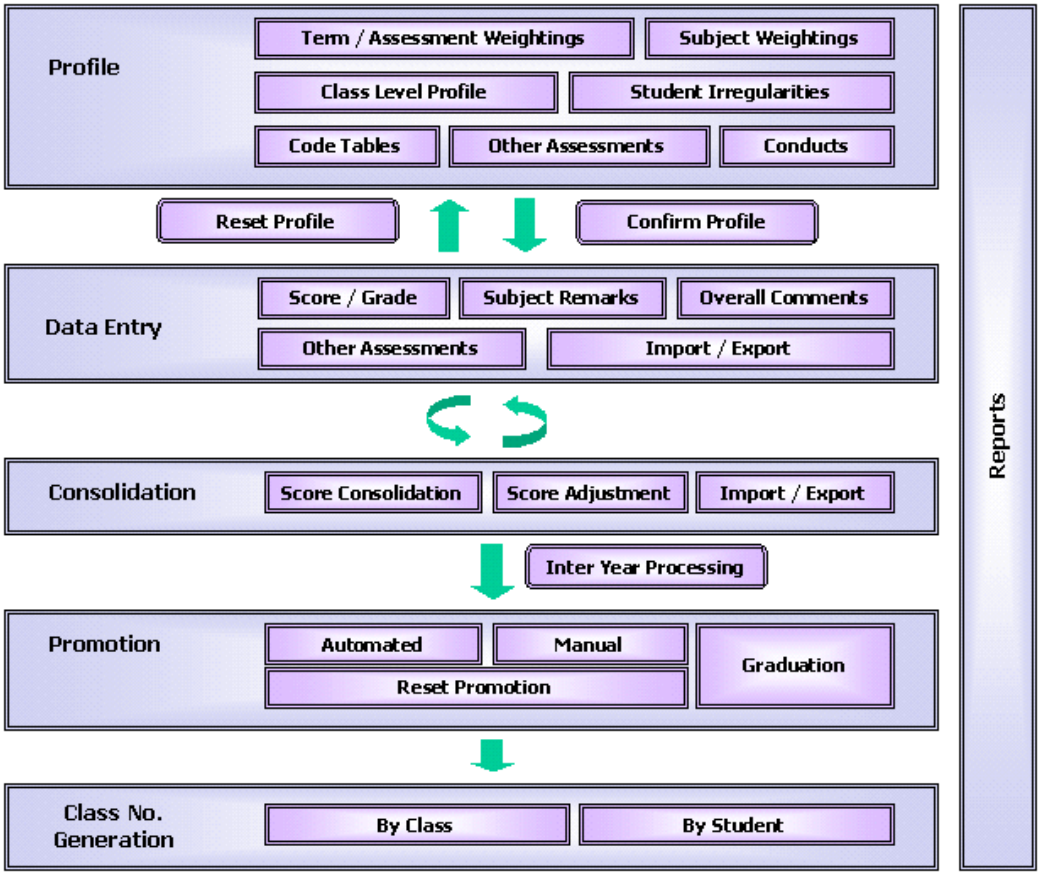
1.4 Flow Diagram

The diagram below shows the high level workflow for the Assessment Module.



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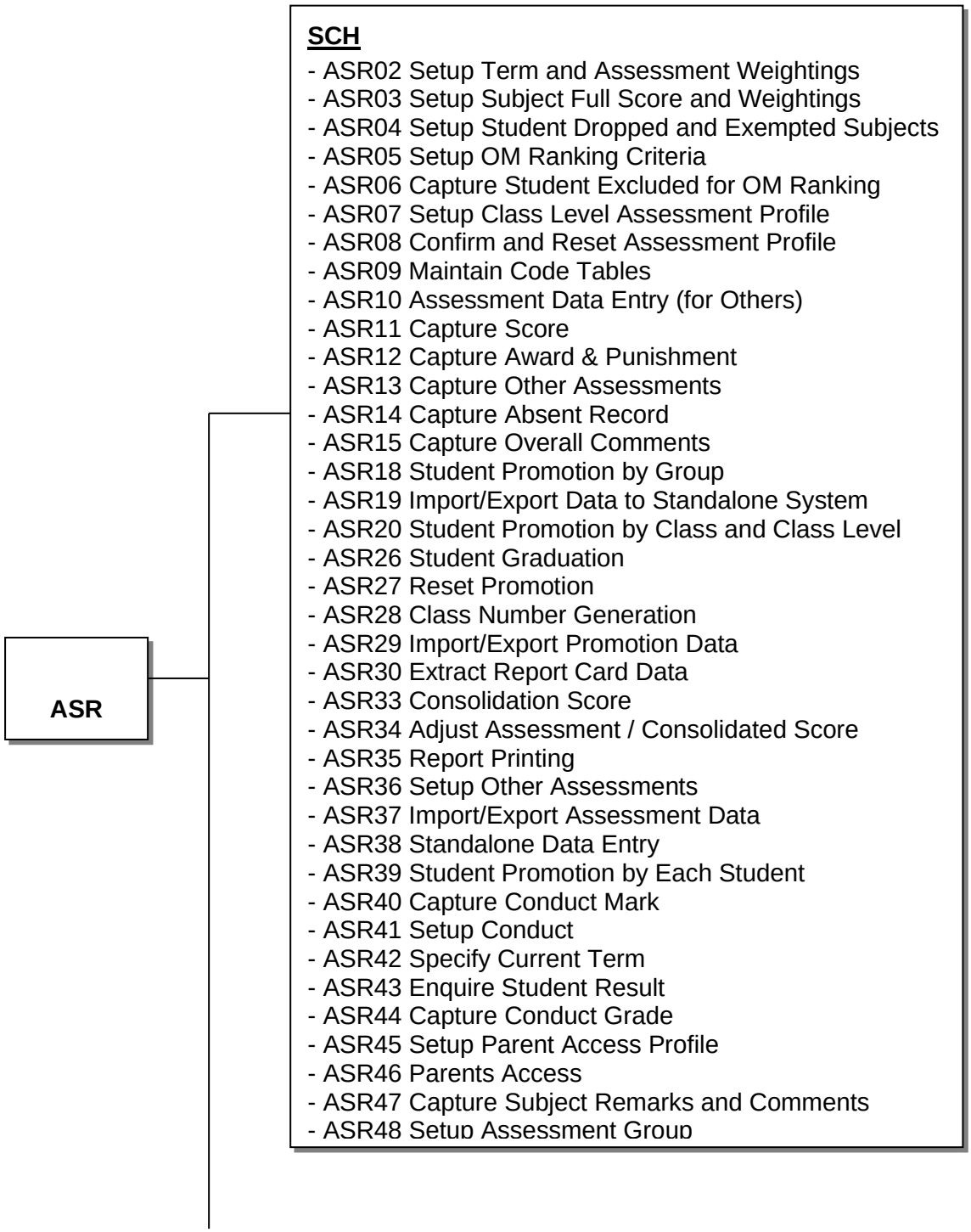
1.5 Interactions with other modules

This section describes the interaction of the Assessment Module's functions with other modules. The diagram below shows the interactions by modules. Please refer to the later part of this section for detailed interaction descriptions.



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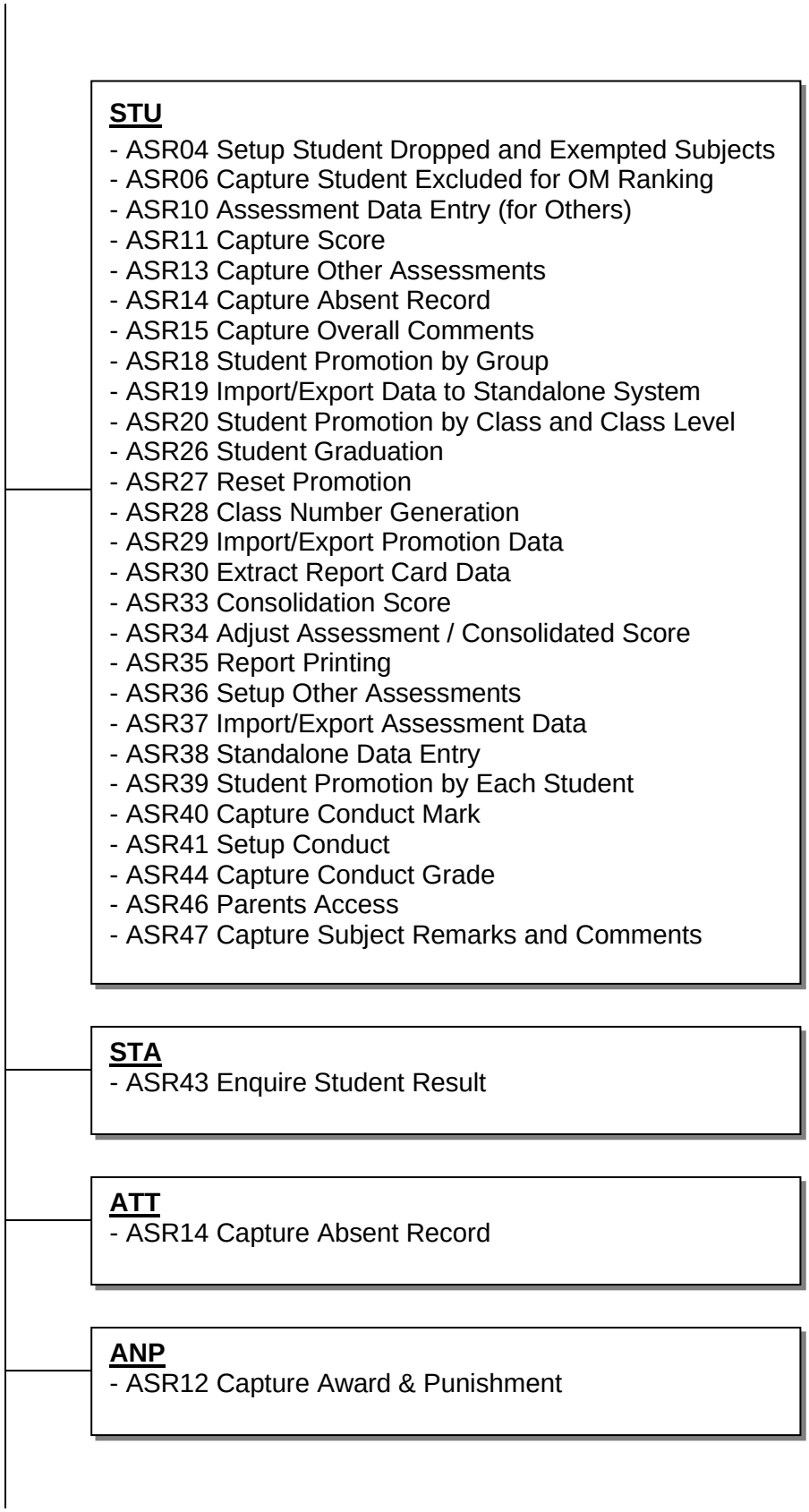

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SPA
- ASR04 Setup Student Dropped And Exempted Subjects
- ASR08 Confirm and Reset Assessment Profile
- ASR11 Capture Score

- ASR33 Consolidate Score
- ASR34 Consolidated Score

HSE
- ASR02 Setup Term and Assessment Weightings
- ASR03 Setup Subject Full Score and Weightings
- ASR04 Setup Student Dropped and Exempted Subjects
- ASR05 Setup OM Ranking Criteria
- ASR06 Capture Student Excluded for OM Ranking
- ASR07 Setup Class Level Assessment Profile
- ASR08 Confirm and Reset Assessment Profile
- ASR09 Maintain Code Tables
- ASR10 Assessment Data Entry (for Others)
- ASR11 Capture Score
- ASR12 Capture Award & Punishment
- ASR13 Capture Other Assessments
- ASR14 Capture Absent Record
- ASR15 Capture Overall Comments
- ASR18 Student Promotion by Group
- ASR19 Import/Export Data to Standalone System
- ASR20 Student Promotion by Class and Class Level
- ASR26 Student Graduation
- ASR27 Reset Promotion
- ASR28 Class Number Generation
- ASR29 Import/Export Promotion Data
- ASR30 Extract Report Card Data
- ASR33 Consolidation Score
- ASR34 Adjust Assessment / Consolidated Score
- ASR35 Report Printing
- ASR36 Setup Other Assessments
- ASR37 Import/Export Assessment Data
- ASR38 Standalone Data Entry
- ASR39 Student Promotion by Each Student
- ASR40 Capture Conduct Mark
- ASR41 Setup Conduct
- ASR42 Specify Current Term
- ASR43 Enquire Student Result
- ASR44 Capture Conduct Grade
- ASR45 Setup Parent Access Profile
- ASR46 Parents Access
- ASR47 Capture Subject Remarks and Comments
- ASR48 Setup Assessment Group

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SEC
- ASR02 Setup Term and Assessment Weightings
- ASR03 Setup Subject Full Score and Weightings
- ASR04 Setup Student Dropped and Exempted Subjects
- ASR05 Setup OM Ranking Criteria
- ASR06 Capture Student Excluded for OM Ranking
- ASR07 Setup Class Level Assessment Profile
- ASR08 Confirm and Reset Assessment Profile
- ASR09 Maintain Code Tables
- ASR10 Assessment Data Entry (for Others)
- ASR11 Capture Score
- ASR12 Capture Award & Punishment
- ASR13 Capture Other Assessments
- ASR14 Capture Absent Record
- ASR15 Capture Overall Comments
- ASR18 Student Promotion by Group
- ASR19 Import/Export Data to Standalone System
- ASR20 Student Promotion by Class and Class Level
- ASR26 Student Graduation
- ASR27 Reset Promotion
- ASR28 Class Number Generation
- ASR29 Import/Export Promotion Data
- ASR30 Extract Report Card Data
- ASR33 Consolidation Score
- ASR34 Adjust Assessment / Consolidated Score
- ASR35 Report Printing
- ASR36 Setup Other Assessments
- ASR37 Import/Export Assessment Data
- ASR38 Standalone Data Entry
- ASR39 Student Promotion by Each Student
- ASR40 Capture Conduct Mark
- ASR41 Setup Conduct
- ASR42 Specify Current Term
- ASR43 Enquire Student Result
- ASR44 Capture Conduct Grade
- ASR45 Setup Parent Access Profile
- ASR46 Parents Access
- ASR47 Capture Subject Remarks and Comments
- ASR48 Setup Assessment Group

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🕮 ASR02 – Setup Term and Assessment Weightings

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR03 – Setup Subject Full Score and Weightings

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR04 – Setup Student Dropped and Exempted Subjects

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
  - Student Subject
- SPA
  - Retrieve whether this ASP function is locked by SOA or not
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

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🕮 ASR05 – Setup OM Ranking Criteria

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

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🕮 ASR06 – Capture Student Excluded for OM Ranking

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR07 Setup Class Level Assessment Profile

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR08 Confirm and Reset Assessment Profile

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- SPA
  - Retrieve whether this ASP function is locked by SOA or not
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR09 Maintain Code Tables

- SCH

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- Retrieve School Year, Class Information

- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

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🕮 ASR10 Assessment Data Entry (for Others)

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
  - Student Subject
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR11 Capture Score

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
  - Check the subjects that the login teacher can capture score
- STU
  - Retrieve Student
  - Student Schooling
  - Student Subject
- ASR
  - Retrieve all assessment settings
  - Retrieve subject remark, subject comment, comment, student score, and other assessment results
  - Retrieve current term
- SPA
  - Retrieve whether this ASP function is locked by SOA or not
- HSE
  - Retrieve the description of the code
- SEC
  - Retrieve the staff code from the login user records

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- Check which School Session and School Level Users can access

🕮 ASR12 Capture Award & Punishment

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- ANP
  - Retrieve ANP setting
  - Retrieve ANP Merit and Demerit of the Student
- ASR
  - Retrieve the current term

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- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR13 Capture Other Assessments

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
- HSE
  - Retrieve the description of the code
- STU
  - Check which School Session and School Level Users can access

🕮 ASR14 Capture Absent Record

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
- ATT
  - Retrieve consolidated of "Absence", "Late", "Leave" for student
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR15 Capture Overall Comments

- SCH
  - Retrieve School Year, Class Information, Term and Assessment

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- STU
  - Retrieve Student
  - Student Schooling
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

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🕮 ASR18 Student Promotion by Group

- SCH
  - Retrieve Current and Next School Year and the corresponding Class Information
- STU
  - Retrieve Student
  - Retrieve and update Student schooling
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR19 Import/Export Data to Standalone System

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
  - Retrieve Teacher
  - Retrieve Teacher Subject
- STU
  - Retrieve Student
  - Retrieve Student schooling
- SPA
  - Retrieve whether this ASP function is locked by SOA or not
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR20 Student Promotion by Class and Class Level

- SCH
  - Retrieve Current and Next School Year and the corresponding Class Information
- STU

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- Retrieve Student
- Retrieve and update Student schooling

- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

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🕮 ASR26 Student Graduation

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
  - Update the Student schooling record to “Graduated”
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR27 Reset Promotion

- SCH
  - Retrieve Current School Year, Class Information
- STU
  - Retrieve Student
  - Retrieve and update Student Schooling
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR28 Class Number Generation

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
  - Update the Student Class number
- HSE
  - Retrieve the description of the code

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- SEC
  - Check which School Session and School Level Users can access

📖 **ASR29 Import/Export Promotion Data**

- SCH
  - Retrieve Current and Next School Year and corresponding Class Information
- STU
  - Retrieve Student
  - Retrieve and update Student Schooling

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- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

📖 **ASR30 Extract Report Card Data**

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Retrieve Student Schooling
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

📖 **ASR33 Consolidate Score**

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
  - Student Subject
- SPA
  - Retrieve whether this ASP function is locked by SOA or not
  - Retrieve whether this ASP function is locked by SFA or not
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

📖 **ASR34 Adjust Assess / Consolidated Score**

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- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
  - Student Subject
- SPA
  - Retrieve whether this ASP function is locked by SOA or not
  - Retrieve whether this ASP function is locked by SFA or not
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR35 Report Printing

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Retrieve Student Schooling
- RPT
  - Calling the Report Module API to display the report
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR37 Import/Export Assessment Data

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU

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- Retrieve Student
- Retrieve Student Schooling

- SPA
  - Retrieve whether this ASP function is locked by SOA or not
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

📖 **ASR38 Standalone Data Entry**

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
  - Retrieve Teacher
  - Retrieve Teacher Subject
- STU
  - Retrieve Student
  - Retrieve Student Schooling
- SPA
  - Retrieve whether this ASP function is locked by SOA or not
  - Retrieve whether this ASP function is locked by SFA or not

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- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR39 Student Promotion by Each Student

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
  - Create next year student schooling record for students
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR40 Capture conduct Mark

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve ANP setting
  - Retrieve consolidated conduct mark of the Student
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR41 Setup Conduct

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU

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- Retrieve Student
- Student Schooling

- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

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🕮 ASR42 Specify Current Term

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
  - Retrieve whether this ASP function is locked by SFA or not
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR43 Enquire Student Result

- SCH
  - Retrieve Current School Year, Class Information
- STA
  - Retrieve the Service and Duty and ECA information
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR44 Capture Conduct Grade

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
- STU
  - Retrieve Student
  - Student Schooling
- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

🕮 ASR45 Setup Parent Access Profile

- SCH

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- Retrieve School Year, Class Information

- HSE
  - Retrieve the description of the code
- SEC
  - Check which School Session and School Level Users can access

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🕮 ASR46 Parents Access

- SCH
  - Retrieve School Year, Class Information
- STU
  - Retrieve Student
  - Retrieve Student Parent
- HSE
  - Retrieve the description of the code
- SEC
  - Retrieve User Code for Student Registration number
  - Check which School Session and School Level Users can access

🕮 ASR47 Capture Subject Remarks and Comments

- SCH
  - Retrieve School Year, Class Information, Term and Assessment
  - Check the subjects that the login teacher can capture score
- STU
  - Retrieve Student
  - Student Schooling
  - Student Subject
- HSE
  - Retrieve the description of the code
- SEC
  - Retrieve the staff code from the login user records
  - Check which School Session and School Level Users can access

🕮 ASR48 Setup Assessment Group

- SCH
  - Retrieve School Year, Class Information, Subject Information, Term and Assessment
- HSE
  - Retrieve the description of the code

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- SEC
  - Check which School Session and School Level Users can access

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2 Operation Procedures

2.1 Setup

Assessment profile is ready for score entry process when this function is finished.

2.1.1 Term & Assessment

Setup Term and Assessment Weighting

📖 Function Description

Users can setup the term and assessment weighting by subject and by class level.

📖 Pre-requisites

1. The following must are setup in School Management Module:
   - School level
   - School session
   - Class level
   - Term
   - Assessment
2. School Information is confirmed.
3. Assessment Profile must NOT be confirmed.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Term & Assessment]** from the left menu.
2. Amend the searching criteria in the drop-down list boxes.

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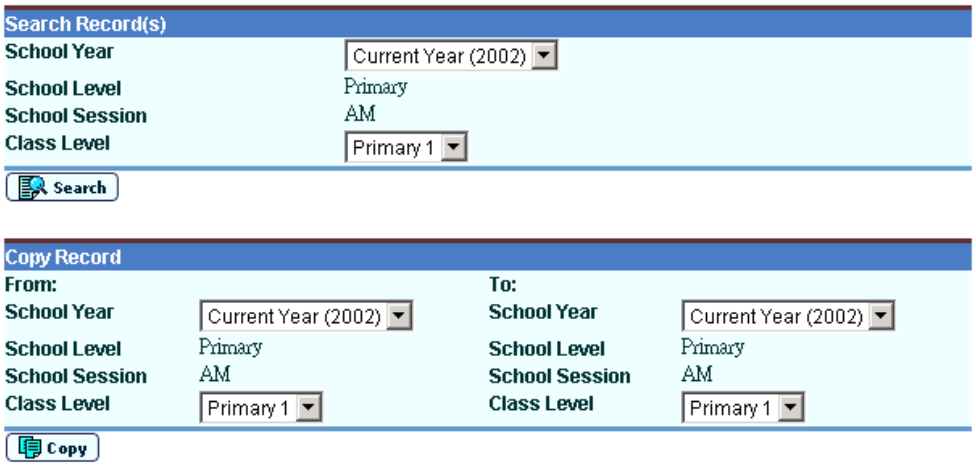
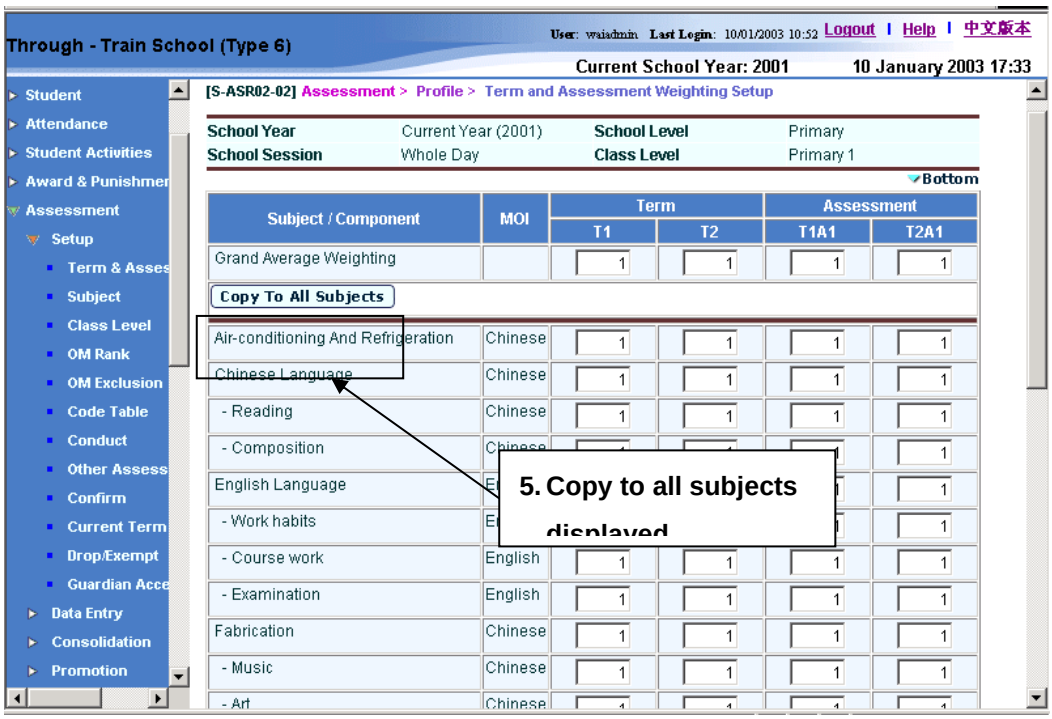


3. Click **[Search]** button.



4. Amend the assessment weighting in the text box.
5. Amend the **Grand Average Weighting** and click **[Copy To All Subject]** button to copy Grand Average Weighting as all subjects weightings displayed. (Optional)
6. Click **[Save]** button.

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📖 Post-effects

The Term and Assessment Weighting will be modified and updated to the system.

📖 Notes

For each class level, users can setup different weighting:

a. Subject Assessment Weighting – Horizontal
   - This is a weighting tied to subjects across assessments. It is used to compute the subject's term average.

b. Subject Term Weighting – Horizontal
   - This is a weighting tied to subjects across terms. It is used to compute the subject's annual average.

c. Assessment Group Assessment Weighting – Horizontal
   - This is a weighting tied to assessment groups across assessments. It is used to compute the assessment group's term average score.

d. Assessment Group Term Weighting – Horizontal
   - This is a weighting tied to assessment groups across terms. It is used to compute the assessment group's annual average score.

e. Grand Average Assessment Weighting – Horizontal
   - This is a weighting tied to assessments. It will be applied to the Assessment Grand Averages to compute the Term Grand Average.

f. Grand Average Term Weightings – Horizontal
   - This is a weighting tied to the terms. It will be applied to the computed term Grand Averages to compute the Annual Average.

g. If weightings are set as zero, related scores will be exempted in consolidation.(Not applicable to the subject/subject component assessed in grade.

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Copy Weighting across Subjects or Term / Assessment

Function Description

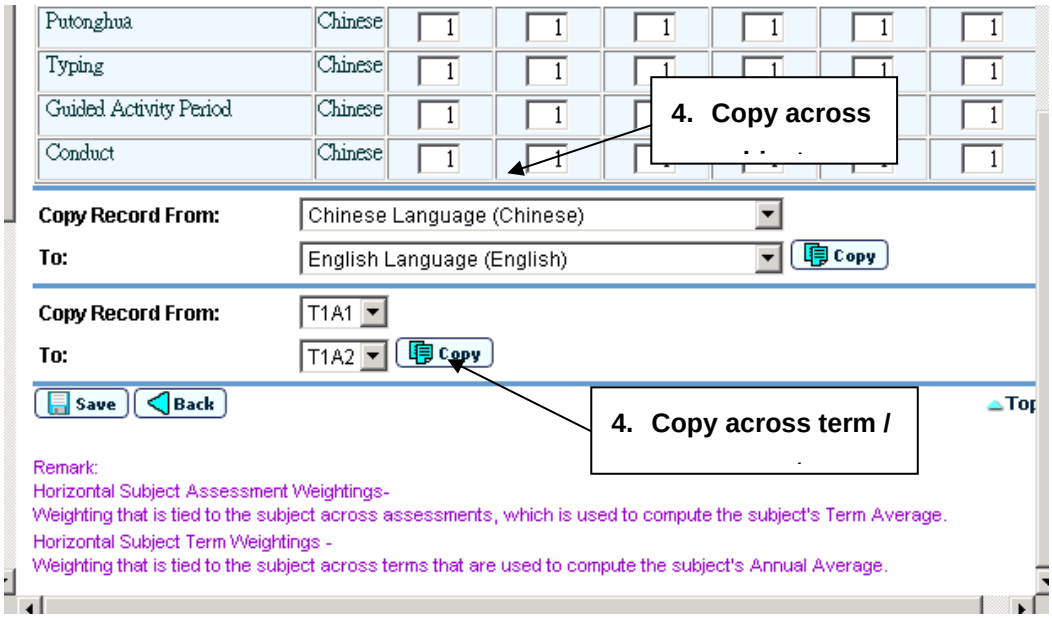
Users can copy the term and assessment weighting, from one subject / assessment group to another or from one Term / Assessment to another.

Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Term & Assessment]** from the left menu.
2. Amend the searching criteria in the drop-down list box.
3. Click **[Search]** button.



4. Amend the **Copy Record From** and **To** by the drop-down list boxes.
5. Click **[Copy]** button aside.
6. Click **[Save]** button.

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📖 Post-effects

N/A

📖 Notes

N/A

Copy Term and Assessment Weighting across School Year, School Level, School Session and Class Levels

📖 Function Description

Users can copy the term and assessment weighting, across School Year, School Level, School Session and Class Level.

📖 Pre-requisites

1. School Information must be confirmed
2. Assessment Profile must NOT be confirmed.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Term & Assessment]** from the left menu.
2. Amend the searching criteria for the copying exercise in the drop-down list box.
3. Click **[Copy]** button.

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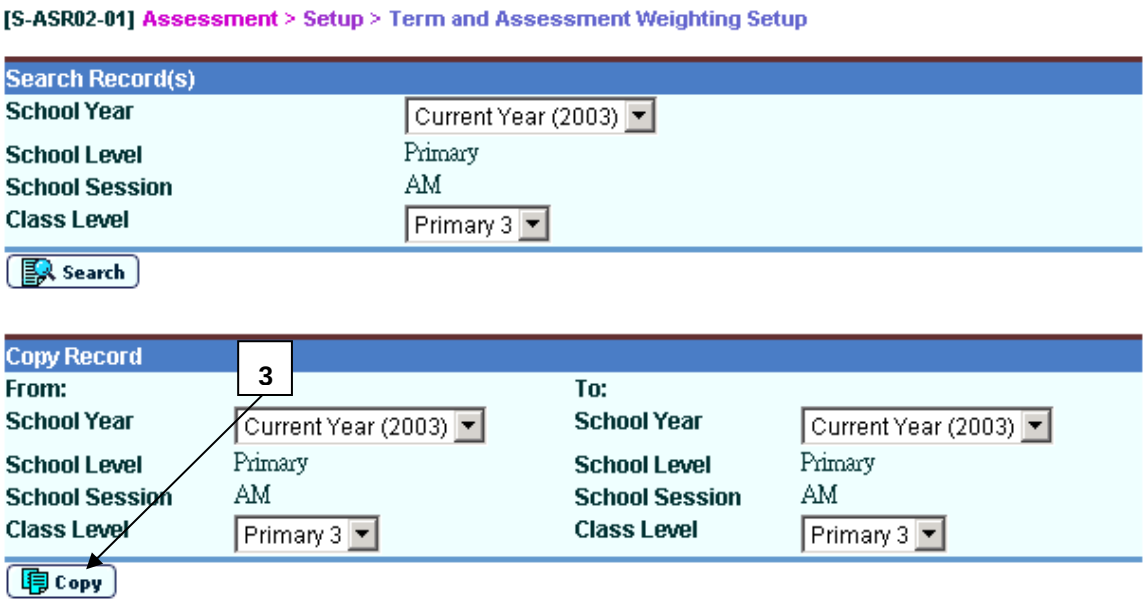

📖 Post-effects

Term and Assessment Weighting are copied across School Year, School Level, School Session and Class Level.

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📖 Notes

1. Users may select to copy term and assessment weighting from one class level to another. If the number of terms and/or assessments of the source (i.e. From) and destination (i.e. To) class level are different, the system will only copy the subject weighting for the terms and assessments which are common on both sides.
2. When users delete a term or assessment in the School Module, weighting set for the selected term or assessment will also be deleted.
3. When users add a term or assessment in the School Module, the system will create an appropriate blank record. Users have to setup the weighting on their own or by the copy function.

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2.1.2 Subject

Subject Full Score and Weighting Setup

📖 Function Description

Users can setup the assessment details for subjects / assessment groups by assessment. It includes the followings.

a. Printing Sequence (Set once in the setup page for Annual assessment and is applicable to all assessments and terms)
b. Assessment indicator (Assessed or NOT assessed)
c. Assessed by Grade indicator (Assessed by grade or by score)
d. Full score for subjects, components and assessment groups
e. Weighting for subjects and components
f. Weighting of subjects / subject components within an assessment group in each assessment
g. Grade Conversion Tables

(Point b & c are not applicable to assessment groups)

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
   - Term
   - Assessment
2. School Information must be confirmed.
3. Assessment Profile must NOT be confirmed.
4. Grade Conversion Table MUST are set up in Code Table Function

🖱 User Procedures

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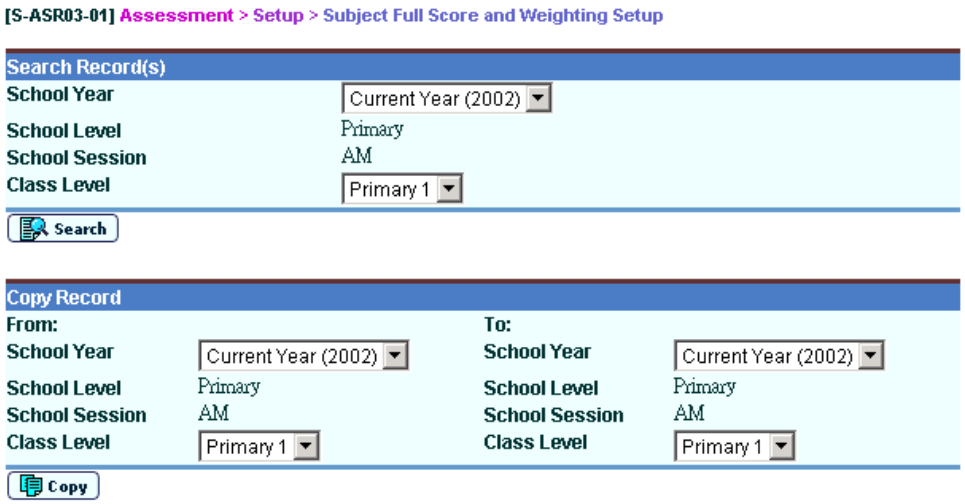
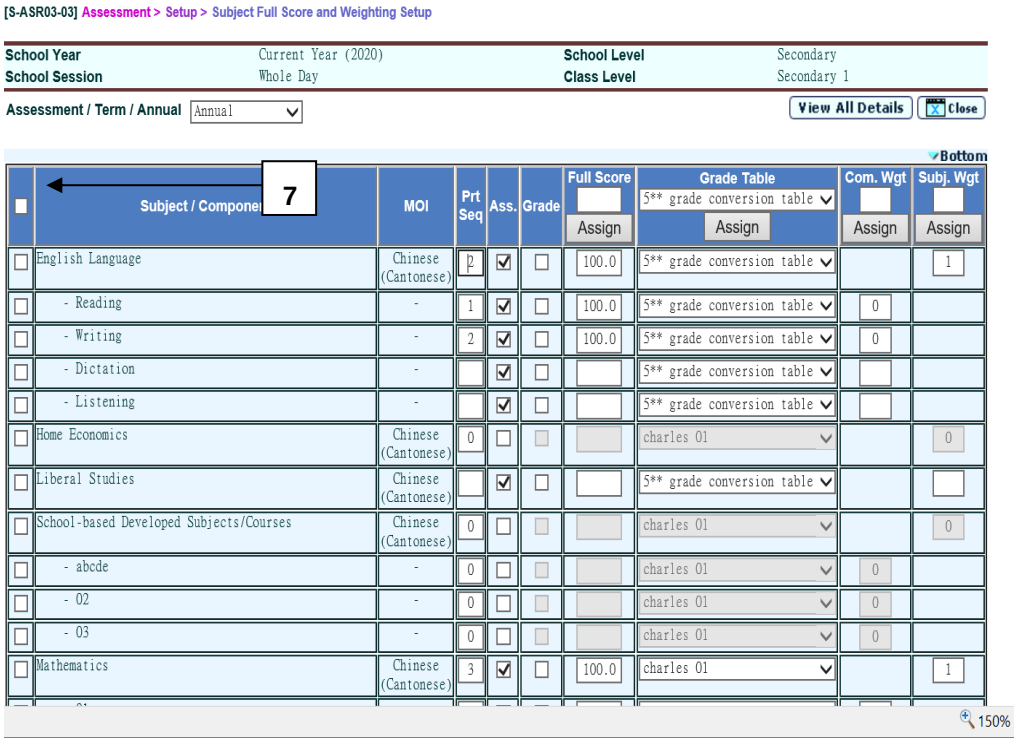
1. Click **Assessment → Setup → Subject** from the left menu.

2. Amend the Searching criteria in the drop-down list box.



3. Click **Search** button.



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4. Select an assessment from the **Assessment/Term/Annual** drop-down list box.
5. Data for the selected **Assessment / Term / Annual** will be displayed.
6. Uncheck the box of Ass. Indicator if a subject is not going to be assessed. By default, all boxes are checked. (optional steps)
7. Select the subject you want to modify or select all subjects by checking the top left checkbox, fill a global value into the textbox followed by a mouse click on the **[Assign]** button. The value will be copied to the respective text boxes automatically(only applicable to assessed subjects).
8. Enter the **Printing Sequence** of the subject and subject components display in the Report Card.
9. Amend the assessment information.
10. Choose the Grade Conversion Table for Student Grand Average.
11. Click **[Save]** button.

📖 Post-effects

Subject Full Score and Weighting are setup in the selected Class Level and ATA.

📖 Notes

It is advised that basic setup should be started from setup for Annual instead of individual assessments. It is because the Annual screen includes the printing sequence. It helps to save users' effort when the Copy function will be applied to other terms and assessments.

h. If weightings are set as zero, related scores will be exempted in consolidation.(Not applicable to subject/subject component assessed in grade.

Setting for Annual / Term / Assessment:

a. Print Sequence (for **Annual** only)
   - To setup the printing sequence to indicate if subject / component / assessment group will be printed on report cards.

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- Print Sequence must be unique among subjects (including Subject Level Assessment Groups).
- Print Sequence must be unique among components (including Subject Component Level Assessment Groups).
- The defaulted value for all subjects and components is set to “0”. It will cause the subjects / components **NOT** to appear in the report cards.

b. Assessed Indicator

- To indicate whether the subject / component will be assessed.
- If the subject / component is defined as “Not Assessed”, it will not be included in the grand average computation. Users are not allowed to input any score and grade for the subject in the specified assessment
- However, users are still able to input subject comments and subject remarks for the specified subject(s).

c. Assessed by Grade Indicator

- To indicate whether the subject / component will be assessed by grade only.
- If the subject is set to be assessed by grade, its component must also be assessed by grade.
- When a subject is set to be assessed by score, its component can either be assessed by score or by grade only.

d. Full Score

- Enter the Full Score of this subject / component / assessment group.

e. Grade Table Name

- User can set the conversion rule of score to grade by specifying a grade table available in the list.

f. Component Weighting

- Entry of the weighting factor, which is tied to components within a subject, for computing the subject’s score in percentage.

g. Subject Weighting

- The weighting, tied to the subject within an assessment, which is used to compute the assessment’s Grand Average.

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To illustrate the use of Subject Weight, let's assume that a student Tom takes 3 subjects: English, Math and Chinese

Subject Name	**Subject Weighting**	**Full Score**	**Tom's Score**	**Percentage Score (%)**	**Weighted Average Percentage Score (%)**
English	*3*	*300*	*264*	264 / 300 x 100% = 88	(88 x 3) / (3 + 2 + 3) = 33
Chinese	*2*	*200*	*180*	180 / 200 x 100% = 90	(90 x 2) / (3 + 2 + 3) = 22.5
Math	*3*	*300*	*279*	279 / 300 x 100% = 93	(93 x 3) / (3 + 2 + 3) = 34.875
Tom's Student Grand Average:					33 + 22.5 + 24.875 = 90.375

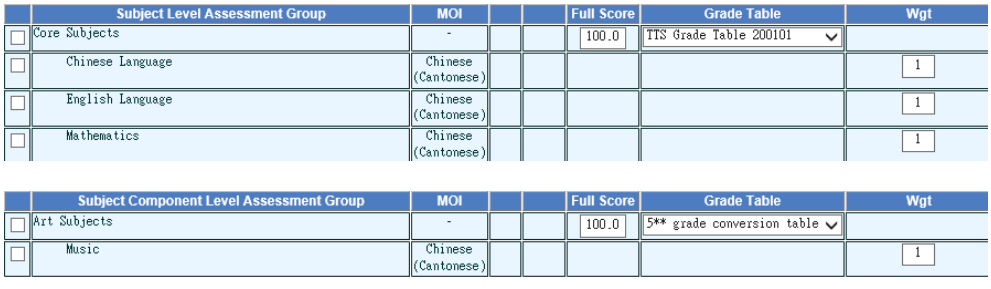
Annual / Term / Assessment Setting for Assessment Groups:

a. Level of Assessment Group

- If any assessment groups are created for the selected class level, the assessment groups will be classified into "Subject Level Assessment Group" and "Subject Component Level Assessment Group".
- The two kinds of assessment groups will be displayed separately in two sections under the existing section of subject / subject component. Otherwise, the section will be hidden.

b. For Assessment

- All assessment groups will be shown in the top-level.
- The corresponding subjects / subject components as well as the MOIs will be shown under the assessment group.
- To setup the weighting of subjects / subject components within an assessment group in order to calculate the assessment group score.



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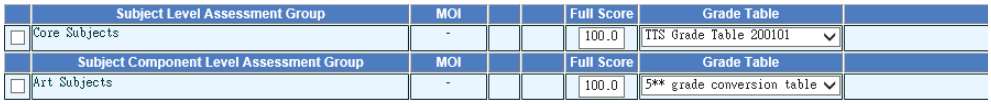
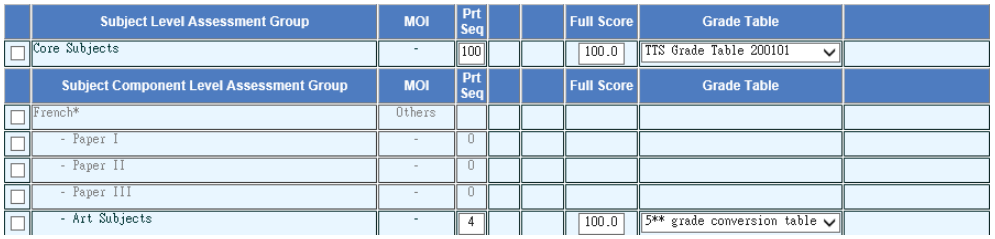
c. For Term

- Only assessment groups will be shown.
- The corresponding subjects / subject components will not be shown.



d. For Annual

- In the “Subject Component Level Assessment Group” section, if a subject component level assessment group is attached to a subject level assessment group, the subject level assessment group will also be shown for reference and the subject component level assessment group will be shown under the subject level assessment group.
- If a Subject Component Level Assessment Group is attached to a subject, the subject information will be shown for reference and the subject component level assessment group will be shown together with the other real subject components under the subject.



View All Data

🕮 Function Description

This function provides users with a view on the setting of Subject Full Score and Weighting. The page browsed can be printed out for easy reference and filing.

🕮 Pre-requisites

N/A

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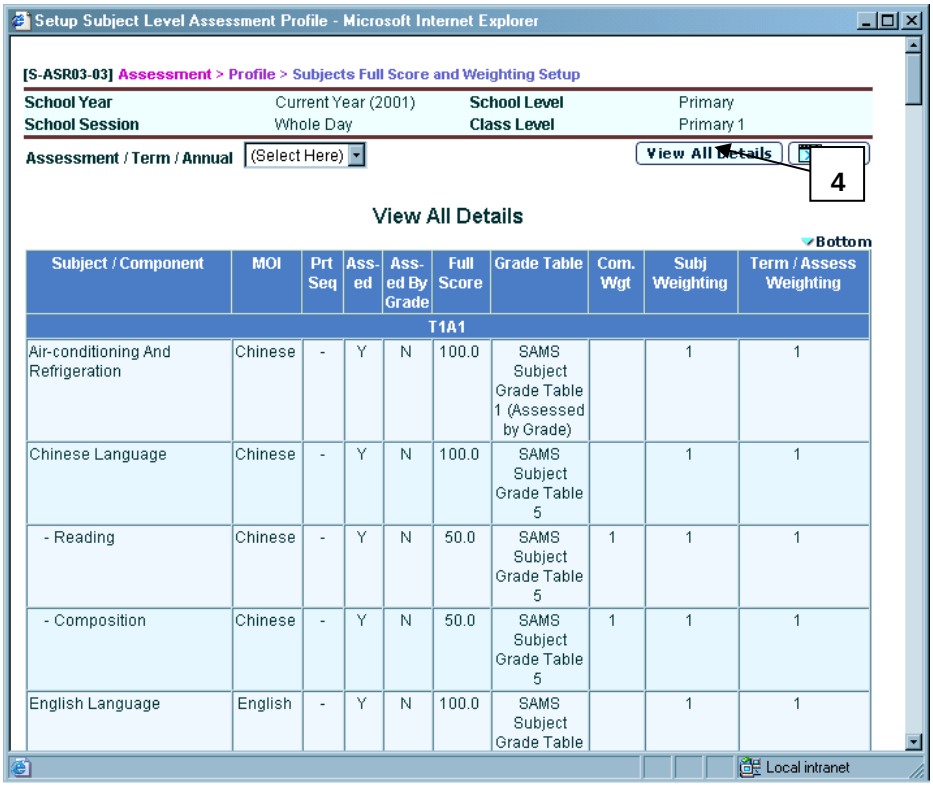
User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Subject]** from the left menu.
2. Amend the searching criteria in the drop-down list box.
3. Click **[Search]** button.



4. Click **[View All Details]** button.

Post-effects

Details of subject / assessment group full score and weighting set for all ATA can be viewed in a single page.

Notes

N/A

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Copy Subject Setting across Term / Assessment

📖 Function Description

Users can copy the setting of Subject / Assessment Group Full Score and Weighting from the current profile shown on screen to the targeted assessment/term/annual.

📖 Pre-requisites

1. School Information must be confirmed.
2. Assessment Profile must NOT be confirmed.

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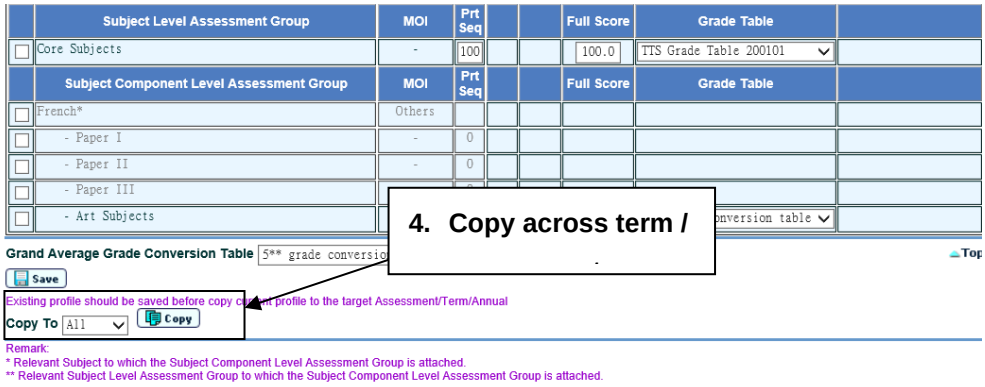
User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Subject]** from the left menu.
2. Amend the searching criteria in the drop-down list box.
3. Click **[Search]** button.



4. Amend the **Copy To** field in the drop-down list boxes.
5. Click **[Copy]** button aside.
6. Click **[Save]** button.

Post-effects

Subject / Assessment Group Full Score and Weighting in the selected ATA can be copied to other ATAs.

Notes

System will only copy record stored in database to the destination assessment/term/annual. If any amendments are made to the prompted screen, users have to update the record to system first before they will be copied to the targeted assessment/term/annual.

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Copy Data across School Year, School Level, School Session and Class Levels

Function Description

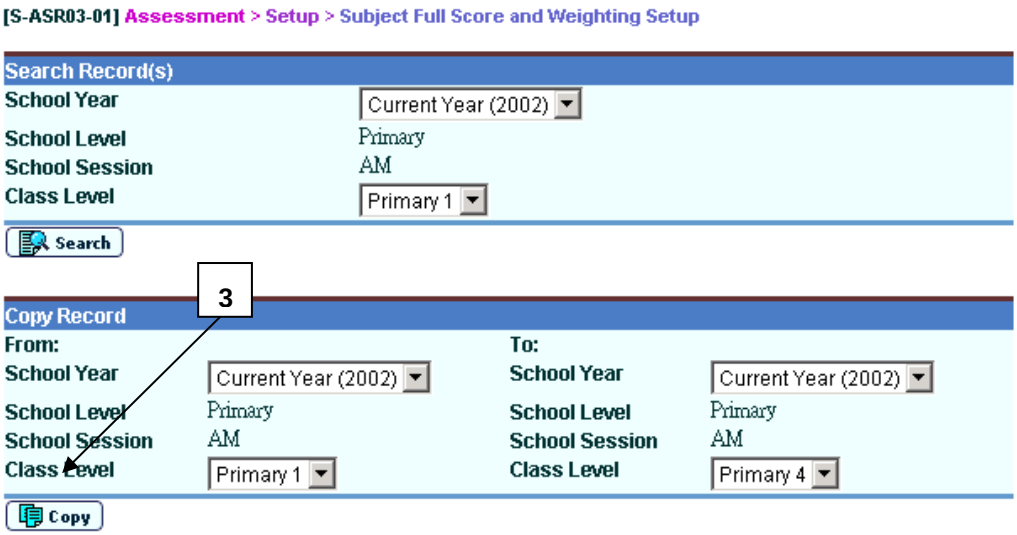
Users can copy the setup of Subject / Assessment Group Full Score and Weighting across School Year, School Level, School Session and Class Level.

Pre-requisites

1. School Information must be confirmed.
2. Assessment Profile must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Subject]** from the left menu.
2. Amend the **Copy Record** criteria in the drop-down list box.
3. Click **[Copy]** button.



Post-effects

Setup of subject / assessment group full score and weighting of the source is copied to destination school year and class level. Users can modify the setup based on the copied data.

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📖 Notes

Users may select to copy data from one class level to another. If the number of terms and/or assessments of the source (i.e. From) and destination (i.e. To) class level are different, the system will only copy the settings for the Terms and Assessments which are common in both source and destination class level.

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2.1.3 Class Level

Setup Class Level Assessment Profile

📖 Function Description

Users can define the class level assessment profile. The following parameters can be defined by class level:

1. Number of decimal points for the score storage and display.
2. Language used for capturing Overall Comments.
3. Selection of Conduct & Conduct Components
4. Selection of Other Assessments subjects & Components.
5. Methods for capturing subject comments, subject remarks and other assessment information.
6. Methods of score consolidation.
7. Report Card Issue Date and displayed heading of assessment columns.

The options defined here will affect the selected class level only.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed
3. Assessment Profile must NOT be confirmed.
4. Setup of Conduct and components if necessary
5. Setup of Other Assessment Subjects and components

🖱 User Procedures

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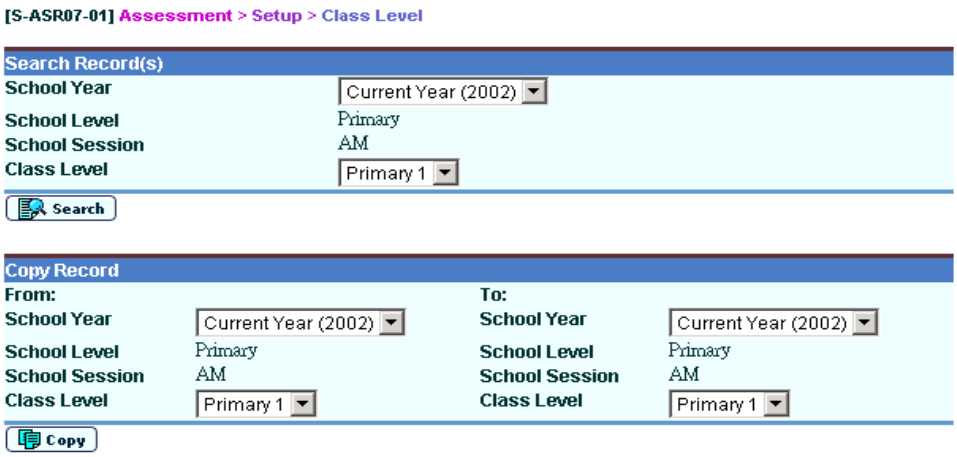
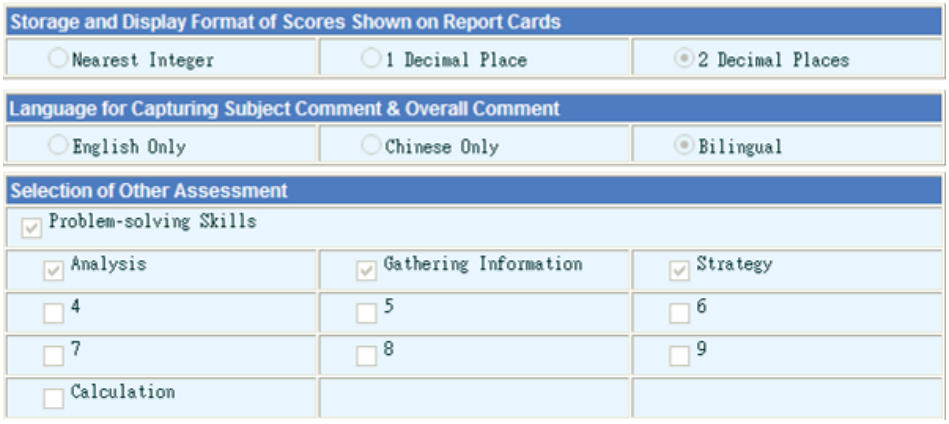
1. Click **[Assessment]** → **[Setup]** → **[Class Level]** from the left menu.

2. Select the targeted class level in the drop-down list box.



3. Click **[Search]** button to enter the maintenance screen.



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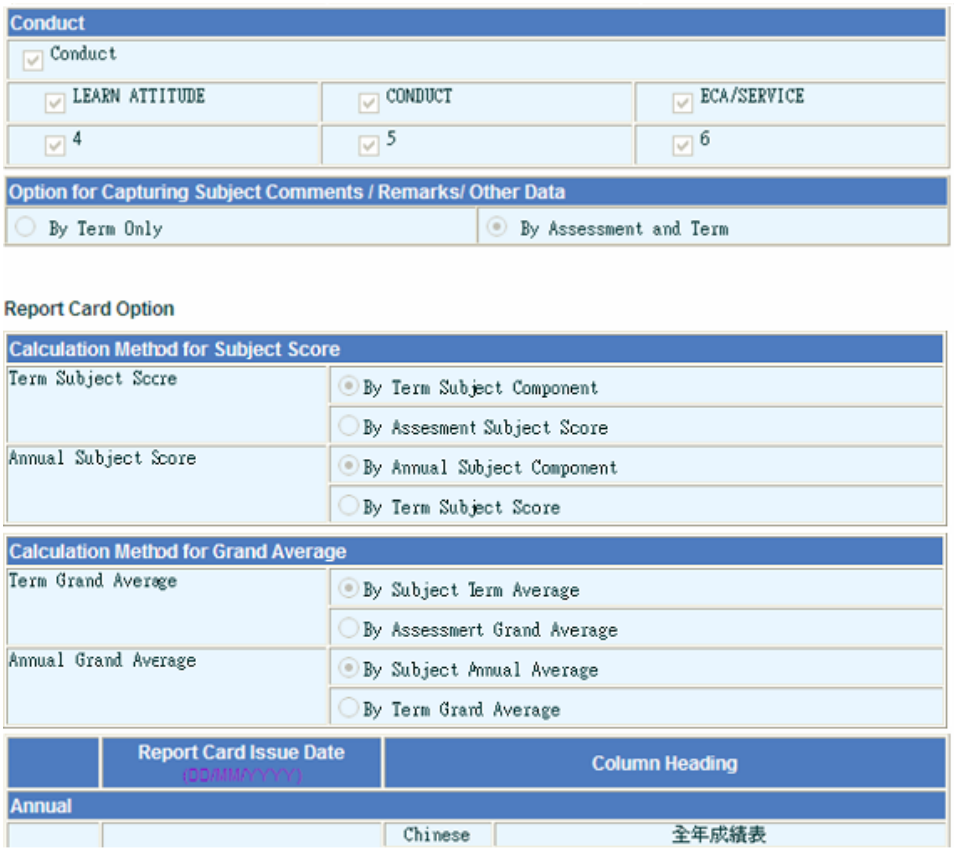

4. Set the storage and display format by checking a radio button
5. Set the Language for capturing subject comments & overall comments by checking a radio button
6. Select the necessary Other Assessment Subject(s) and component(s), if available, by checking the checkboxes.
7. Select the Overall Conduct and components, if available, by checking the checkboxes
8. Set the Option for Capturing Subject Comment / Remarks / Other Data
9. Set the Calculation Method for Subject Score.
10. Set the Calculation Method for Grand Average.
11. Fill in the Report Card Issue Date and Column Heading of the report card.
12. Amend the class level assessment information.
13. Click **[Save]** button.

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📖 Post-effects

The class level setting is modified and updated to the system.

📖 Notes

Option Name	Function
Storage and Display Format of Scores Shown on Report Cards	It specifies the decimal place for the assessment score stored in the database and displayed in the ASR reports. When users input some scores which are not agreed with the setting, they will be rounded to the specified decimal places.
Language for Capturing Subject Comment & Overall Comment	It specifies whether English, Chinese or Bilingual comment is used for capturing the comment of student. If English / Chinese language is selected, a single column textbox is shown in capturing screen for inputting comment. If Bilingual language is selected, two column of textbox are shown in capturing screen. for imputing English and Chinese comment
Selection of Other Assessment	It specifies which other assessment and components setup in the school will be used in this specific class level.
Conduct	It specifies which conduct and components setup in the school will be used in the selected class level.
Option for Capturing Subject Comments / Remarks/ Other Data	If the report card is delivered in term-based, you may choose “By Term Only”. Then, the result of subject comment / remark / other data can be captured for each term. If assessment report card will be delivered, you may choose the option “By Assessment and Term”. Then, users may capture conduct and other assessment information either by assessment and by term.
Calculation Method for Subject Score	For Term: If “by term subject component” is selected, the term subject score will be calculated base on the term subject components. If “by assessment subject score” is selected, the term subject score will be calculated base on the assessment subject score.

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	For Annual: If “by annual subject component” is selected, the annual subject score will be calculated base on the annual subject components. If “by term subject score” is selected, the annual subject score will be calculated base on the term subject score.
Calculation Method for Grand Average	If “By Subject Term Average” is chosen, the term grand average is consolidated based on the subject term average. If “By Assessment Grand Average” is chosen, the term grand average is consolidated based on the assessment grand average. If “By Subject Annual Average” is chosen, the annual grand average is consolidated based on the subject annual average. If “Annual Grand Average” is chosen, the annual grand average is consolidated based on the term grand average.
Report Card Issue Date	It specifies the report card issue date displayed in the report card for different ATA.
Column Heading	It specifies the column heading in displayed the report card for different ATA.

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Copy Class Level Assessment Profile across School Year, School Level, School Session and Class Levels

Function Description

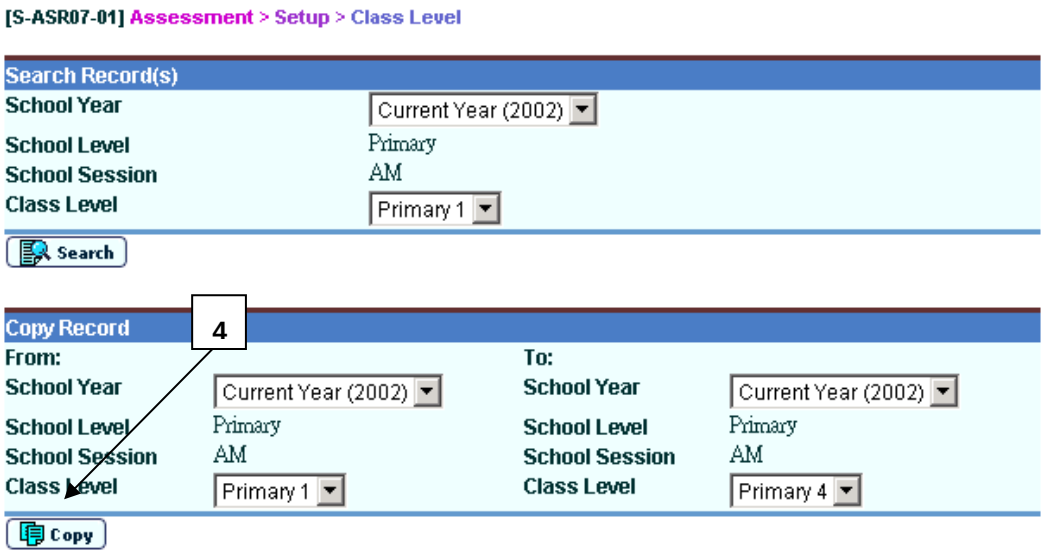
Users can copy the data of Class Level Assessment Profile across School Year, School Level, School Session and Class Level.

Pre-requisites

1. School Information must be confirmed.
2. Assessment Profile must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Class Level]** from the left menu.
2. Select school year and class level from the source from the drop-down list box at the left hand side
3. Select school year and class level from the drop down list box at the right hand side
4. Click **[Copy]** button to copy data from source to targeted class level..



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📖 Post-effects

Class level setup profile will be copied from destination class level to target class level across School Year, School Level and School Session.

📖 Notes

During planning new school year, the setting of subject score calculation method will be copied to the new school year.

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2.1.4 Assessment Group

Setup Assessment Group

📖 Function Description

Users can maintain assessment groups which are composed of different subjects or subject components in order to calculate cross subjects / subject components overall scores and OM. The assessment group score and OM will be generated after consolidation and will be available for report cards / transcripts printing.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed
3. Assessment Profile must NOT be confirmed
4. Consolidation for the class level of the school year must NOT be in progress.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Assessment Group]** from the left menu.
2. Amend the searching criteria in the drop-down list box.

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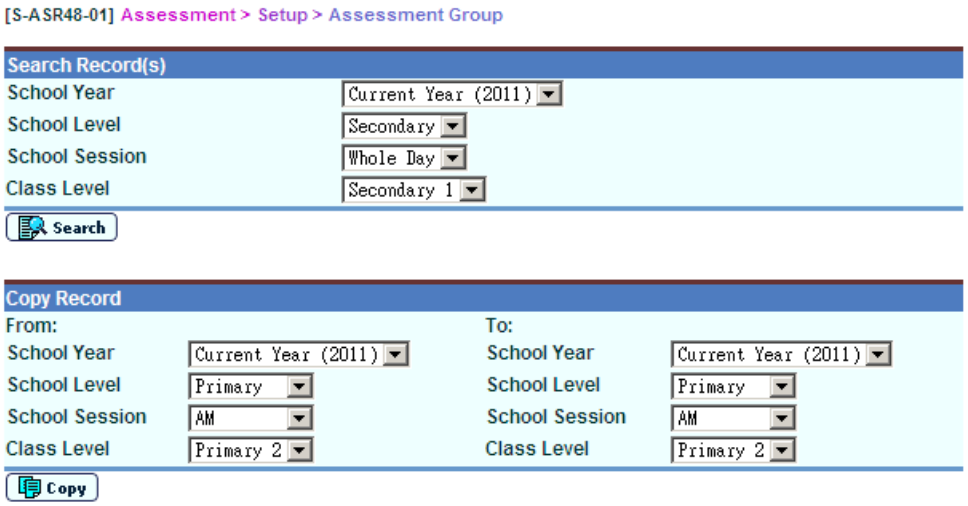
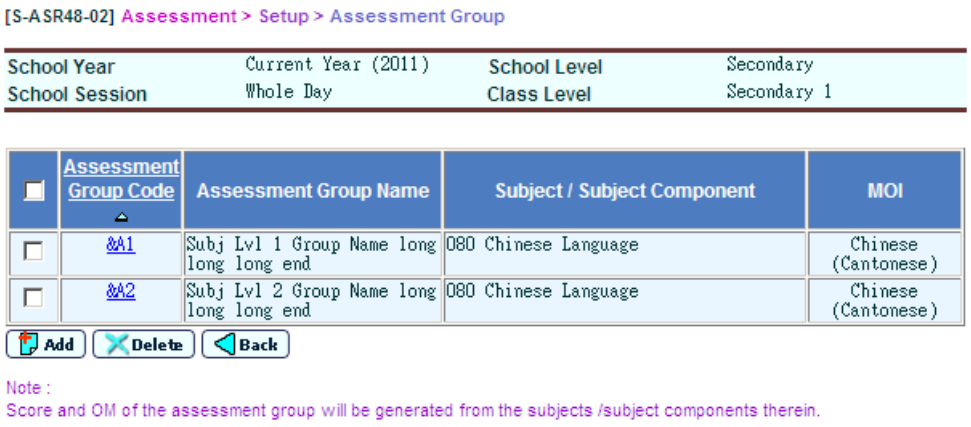


3. Click **Search** button.



4. Assessment group(s) fulfilled the selected criteria will be shown in the page for preview / maintenance.

📖 Post-effects

The assessment group(s) fulfilled the selected criteria will be shown sorted by Group Code in ascending order.

📖 Notes

1. By default, the assessment group(s) will be sorted by Assessment Group Code in ascending order. User can click the hyperlink of **Assessment Group Code** in header to change the order.

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2. If the assessment profile of the selected school year, school level and school session is confirmed or the school information of the selected school year, school level and school session is NOT yet confirmed, the [Add] and [Delete] buttons will be disabled. An alert message will be shown on the top.
3. Score and OM of the assessment group will be generated from the subject / subject components therein.

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Add Assessment Group

Function Description

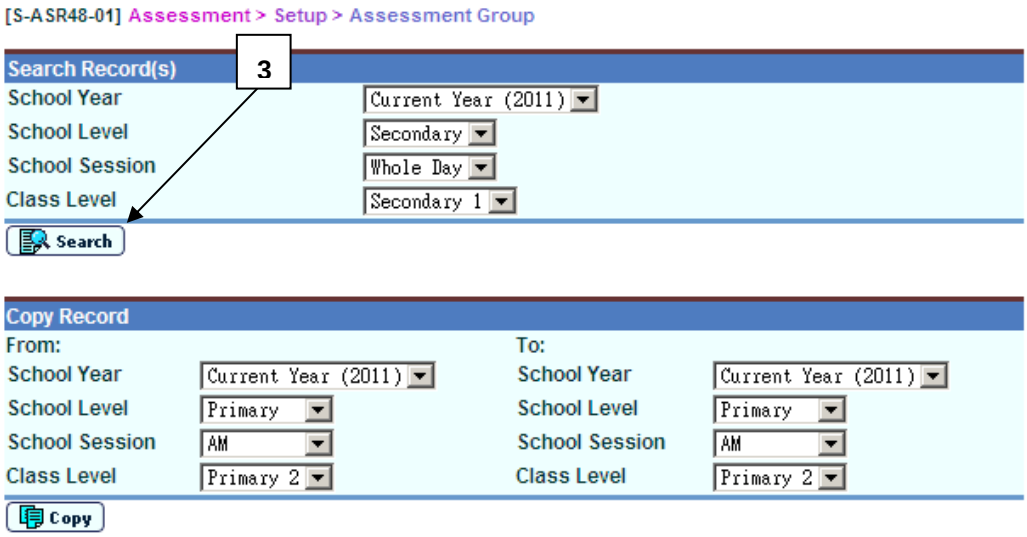
The following procedure describes how to add an assessment group to a class level for a particular school year.

Pre-requisites

1. The targeted School Information must be confirmed.
2. The targeted Assessment Profile must NOT be confirmed.
3. Consolidation for the class level of the school year must NOT be in progress.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Assessment Group]** from the left menu.
2. Amend the searching criteria in the drop-down list box.
3. Click **[Search]** button.



4. Click **[Add]** button in page [S-ASR48-02], page [S-ASR48-03] will be shown for creation of a new assessment group.

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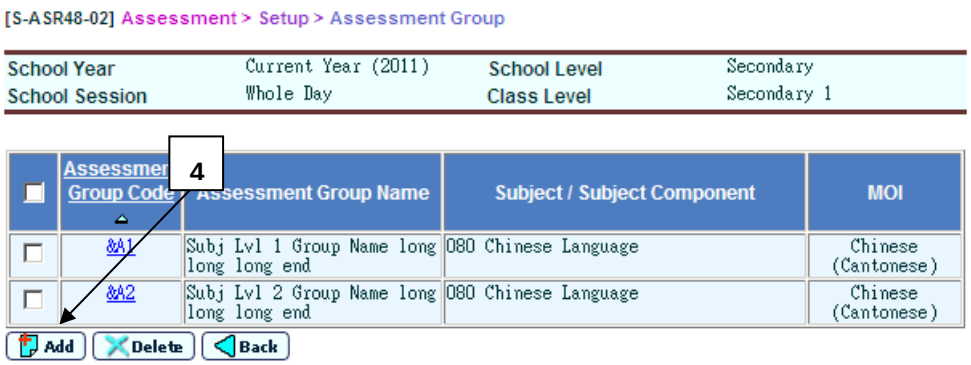
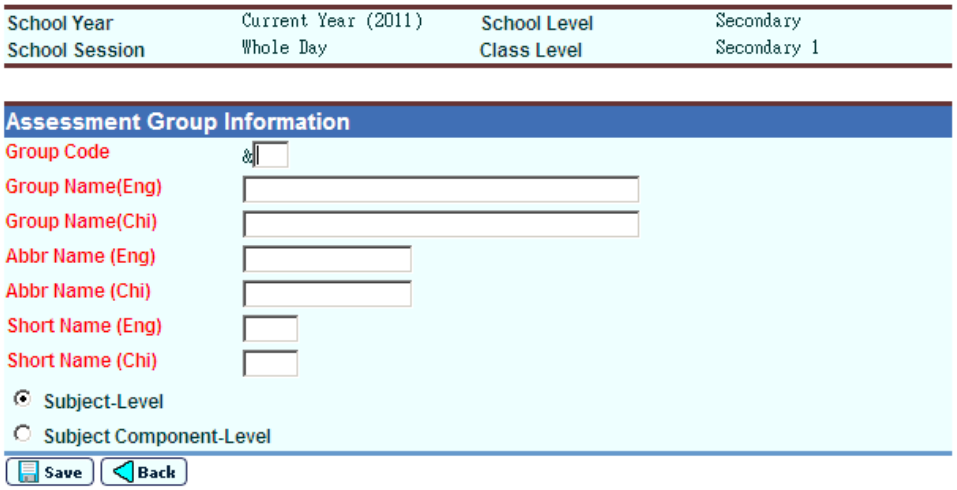


5. Fill in various fields, select assessment group level and click **[Save]** button. System will perform the following validations:

   a. Check if any mandatory field is blank

   b. Check if the group code exists in the selected school year, school level, school session and class level



6. If all validations are passed, system will start to create a new assessment group.

📖 Post-effects

A new assessment group will be created.

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📖 Notes

1. In order to distinguish the assessment group code from real subject code, the first character of assessment group code must be '&'. User can input two alphanumeric characters. For example, if user enters 'AB', the Group Code should be '&AB'.
2. All the fields (Group Code, English & Chinese Group Name, English & Chinese Abbreviation Name and English & Chinese Short Name) are mandatory.
3. Only subject(s) can be added to the Subject Level Assessment Group.
4. Only subject component(s) can be added to the Component Level Assessment Group.

The following two examples illustrate the use of assessment groups for calculating cross subjects / subject components overall scores and OM.

Example 1: Subject Level Assessment Group

Assessment Group (Ass. Gp) Setting:

Ass. Gp Code & Name	Subject	MOI
&G1 Science	045 Biology	Eng
	070 Chemistry	Eng
	315 Physics	Eng

Select the option, "Include students take ALL above subject(s) / subject component(s) into the assessment group"

"Subject" Setting for the assessment group, "&G1 Science":

For T1A1, T1A2, T2A1 and T2A2:

Subject	Subject Full Score
045 Biology	200
070 Chemistry	100
315 Physics	100

Assessment Group	Assessment Group Full Score	Weight
&G1 Science	100	--
045 Biology	--	2
070 Chemistry	--	1
315 Physics	--	1

Student result - T1A1:

Subj. code	Subject	Score				
		Student A	Student B	Student C	Student D	Student E
045	Biology	156	146	174	180	200

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070	Chemistry	66	/	90	92	**Not Study**
315	Physics	90	70	+	**Not Study**	**Not Study**

"/" – Exempted
"+" – Absent (zero mark)

Student	T1A1 Ass. Gp Score	&G1 Science OM
Student A	$\frac{\frac{156}{200}\times 2+\frac{66}{100}\times 1+\frac{90}{100}\times 1}{2+1+1}\times 100=78$	1/3
Student B	$\frac{\frac{146}{200}\times 2+\frac{70}{100}\times 1}{2+1}\times 100=72$	2/3
Student C	$\frac{\frac{174}{200}\times 2+\frac{90}{100}\times 1}{2+1+1}\times 100=66$	3/3

As Student D and Student E do not study all the three subjects in the group, they do not have the assessment group scores and OM.

Example 2: Subject Component Level Assessment Group

Assessment Group (Ass. Gp) Setting:

Ass. Gp Code & Name	Subject Component	MOI
&G6 Combined Science (Biology)	22N Combined Science (Bio, Chem) - 01 Bio	Eng
	24N Combined Science (Phy, Bio) - 02 Bio	Eng
&G7 Combined Science (Chemistry)	22N Combined Science (Bio, Chem) - 02 Chem	Eng
	23N Combined Science (Chem, Phy) - 01 Chem	Eng
&G8 Combined Science (Physics)	23N Combined Science (Chem, Phy) - 02 Phy	Eng
	24N Combined Science (Phy, Bio) - 01 Phy	Eng

Select the option, "Include students take ANY above subject(s) / subject component(s) into the assessment group"

"Subject" Setting for the assessment groups:

For T1A1:

Subject	Subject Full Score
22N Combined Science (Biology, Chemistry)	100
23N Combined Science (Chemistry, Physics)	100
24N Combined Science (Physics, Biology)	100

Assessment Group	Ass. Gp Full Score	Weight
&G6 Combined Science (Biology)	100	--
22N Combined Science (Bio, Chem) - 01 Bio	--	1
24N Combined Science (Phy, Bio) - 02 Bio	--	1
&G7 Combined Science (Chemistry)	100	--

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22N Combined Science (Bio, Chem) - 02 Chem	--	1
23N Combined Science (Chem, Phy) - 01 Chem	--	1
&G8 Combined Science (Physics)	100	--
23N Combined Science (Chem, Phy) - 02 Phy	--	1
24N Combined Science (Phy, Bio) - 01 Phy	--	1

Student result - T1A1:

S6 - Student F

Subject code	Subject / Subject Component	Weight	Full Score	Score
22N	Combined Science (Biology, Chemistry)	--	200	$\frac{\frac{65}{100}\times 1+\frac{58}{100}\times 1}{1+1}\times 200=123$
	-Biology	1	100	65
	-Chemistry	1	100	58

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S6 - Student G

Subject code	Subject / Subject Component	Weight	Full Score	Score
23N	Combined Science (Chemistry, Physics)	--	300	$\frac{\frac{69}{100}\times 1+\frac{126}{200}\times 2}{1+2}\times 300=195$
	-Chemistry	1	100	69
	-Physics	2	200	126

S6 - Student H

Subject code	Subject / Subject Component	Weight	Full Score	Score
24N	Combined Science (Physics, Biology)	--	100	$\frac{\frac{50}{100}\times 1+\frac{172}{200}\times 2}{1+2}\times 100=74$
	-Biology	1	100	50
	-Physics	2	200	172

S6 - Student I

Subject code	Subject / Subject Component	Weight	Full Score	Score
22N	Combined Science (Biology, Chemistry)	--	200	$\frac{\frac{78}{100}\times 1}{1}\times 200=156$
	-Biology	1	100	/
	-Chemistry	1	100	78

"/" – Exempted

Ass. Gp Code & Name	Subject Component	Student	&G6 Combined Science (Bio) Score	&G6 Combined Science (Bio) OM
&G6 Combined Science (Biology)	22N Combined Science (Bio, Chem) - 01 Bio 24N Combined Science (Phy, Bio) - 02 Bio	Student F	$\frac{65}{100}\times 100=65$	1/2
		Student H	$\frac{50}{100}\times 100=50$	2/2
		Student I	--	--

As Student G does not study any subject component in the group, he does not have the assessment group score and OM.

Ass. Gp Code & Name	Subject Component	Student	&G7 Combined Science (Chem) Score	&G7 Combined Science (Chem) OM
&G7 Combined Science (Chemistry)	22N Combined Science (Bio, Chem) - 02 Chem	Student F	$\frac{58}{100}\times 100=58$	3/3
	23N Combined Science (Chem, Phy) - 01 Chem	Student G	$\frac{69}{100}\times 100=69$	2/3

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		Student I	$\frac{78}{100} \times 100 = 78$	1/3

As Student H does not study any subject component in the group, he does not have the assessment group score and OM.

Ass. Group Code & Name	Subject Component	Student	&G8 Combined Science (Phy) Score	&G8 Combined Science (Phy) OM
&G8 Combined Science (Physics)	23N Combined Science (Chem, Phy) - 02 Phy 24N Combined Science (Phy, Bio) - 01 Phy	Student G	$\frac{126}{200} \times 100 = 63$	2/2
		Student H	$\frac{172}{200} \times 100 = 86$	1/2

As Student F and Student I does not study any subject component in the group, they do not have the assessment scores and OM.

Edit Assessment Group

🕮 Function Description

The following procedure describes how to edit an assessment group of a class level for a particular school year.

🕮 Pre-requisites

1. The targeted School Information must be confirmed.
2. The targeted Assessment Profile must NOT be confirmed.
3. Consolidation for the class level of the school year must NOT be in progress.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Assessment Group]** from the left menu.
2. Amend the searching criteria in the drop-down list box.
3. Click **[Search]** button.

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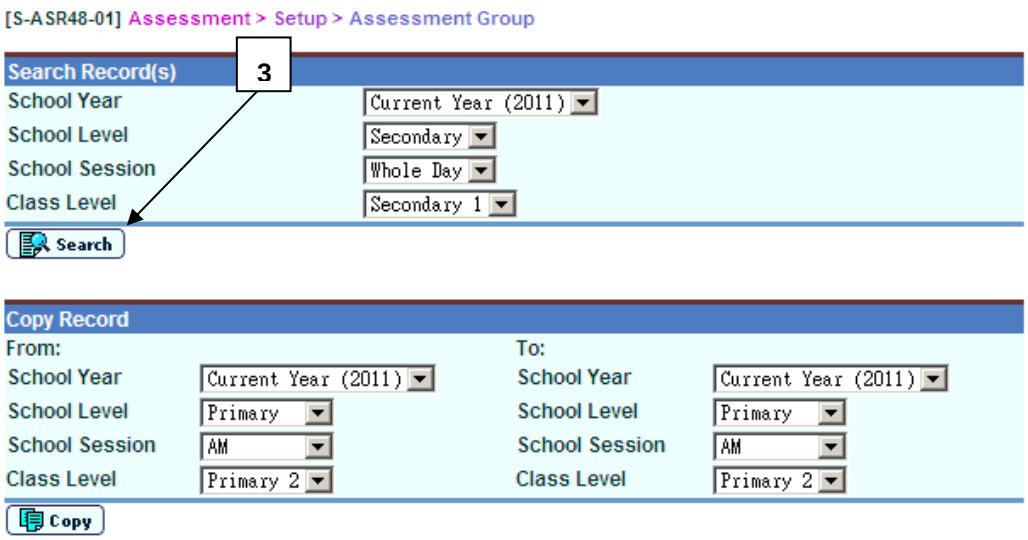
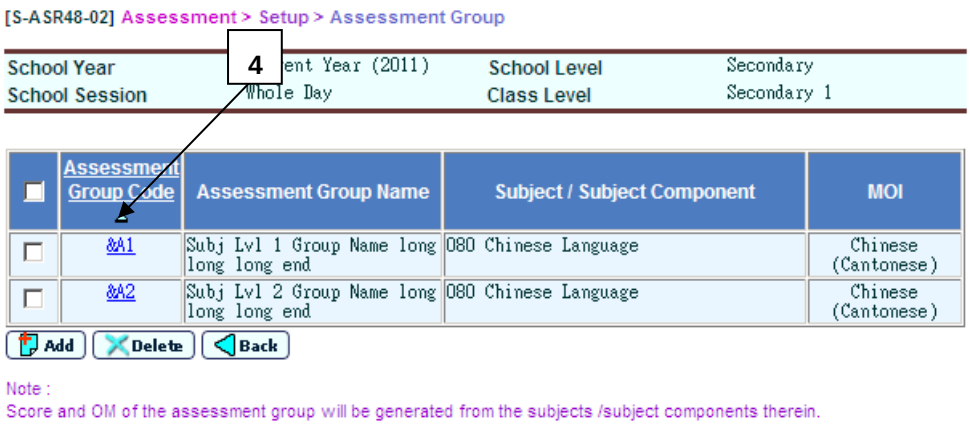


4. Click the hyperlink of **Assessment Group Code** to view / edit the selected assessment group in page [S-ASR48-04].



5. The information of the selected group will be shown in page [S-ASR48-04] for editing.

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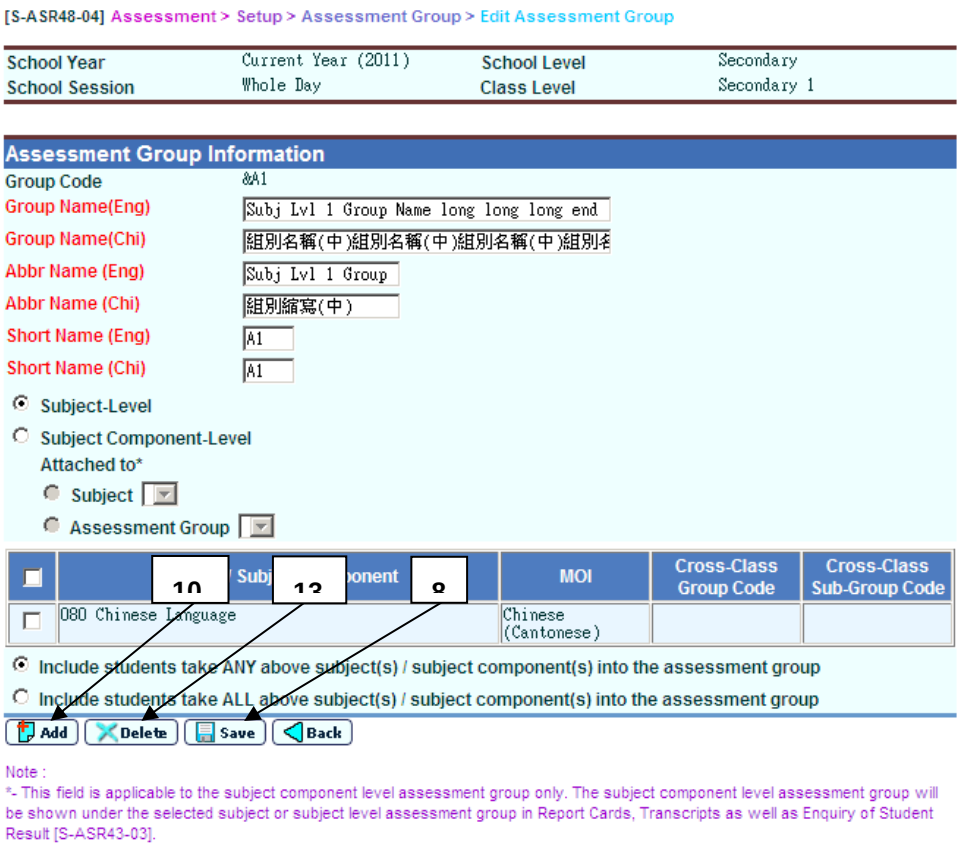

6. If it is a component level assessment group, user must select “Attached to” option:

   a. Attached to subject

      User must select the subject to be attached by the component level assessment group. The component level assessment group will be placed under the selected subject in report card or transcript.

   b. Attached to subject level assessment group

      User must select the subject level assessment group to be attached by the component level assessment group. The component level assessment group will be placed under the selected subject level assessment group in report card or transcript.

7. Select one of the following option:

   a. “Include students take ANY above subject(s) / subject component(s) into the assessment group”

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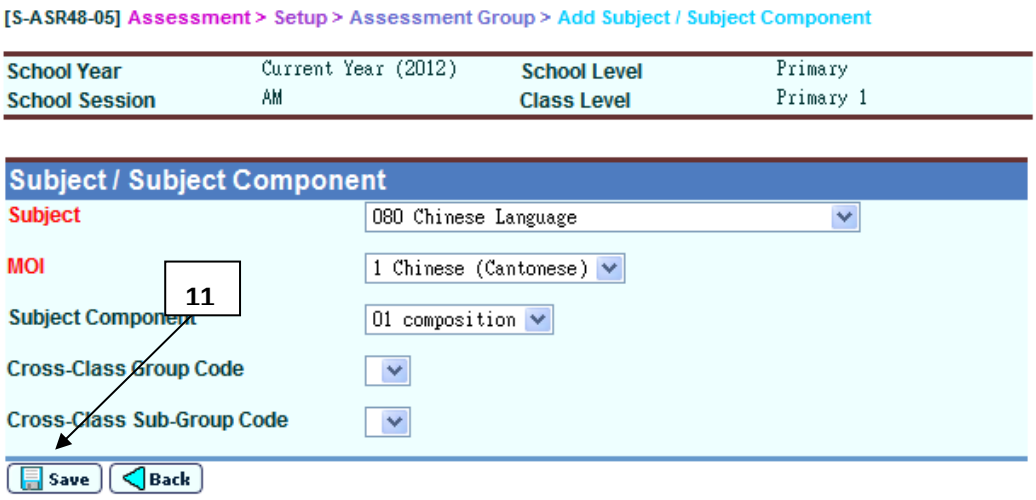
Students who take any subject(s) / subject component(s) in the assessment group would be included.

b. “Include students take ALL above subject(s) / subject component(s)”

Students who take all subject(s)/ subject component(s) in the assessment group would be included.

8. When user clicks **[Save]** button. System will perform the following validation:
   a. Check if any mandatory field is blank
   b. If it is a subject component level assessment group, check if it is attached to Subject / Subject Level Assessment Group
9. If all validations are passed, system will start to save the information. If the parent subject / assessment group is changed, system will clear the print sequence.
10. When user clicks **[Add]** button, page [S-ASR48-05] will be shown. User can input various options for the new subject / subject component to be included in the assessment group.



11. When user clicks **[Save]** button, system will perform the validations:
    a. Check if any mandatory field is blank
    b. The selected subject or subject component must be assessed by score
    c. If the assessment group is subject level, only subject can be included in it

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d. If the assessment group is subject component level, only subject component can be included in it

12. After all the above validations are passed, system will add the selected subject / subject component to the assessment group.
13. If subject / subject component record is selected when user clicks **[Delete]** button, a confirmation message will be shown in a popup window. After user clicks **[OK]** button, system will delete the selected subject(s) / subject component(s) as well as the related weighting settings from the assessment group.

📖 Post-effects

The assessment group information will be updated to the system.

📖 Notes

1. Group Code cannot be edited once created.
2. If the assessment profile of the selected school year, school level and school session is confirmed OR the school information of the selected school year, school level and school session is NOT yet confirmed, the [Add], [Delete] and [Save] buttons will be disabled. An alert message will be shown on the top.
3. Cross-Class Group & Sub-Group will be used to consolidate the OM by Cross Class Subject and class level.

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Delete Assessment Group

Function Description

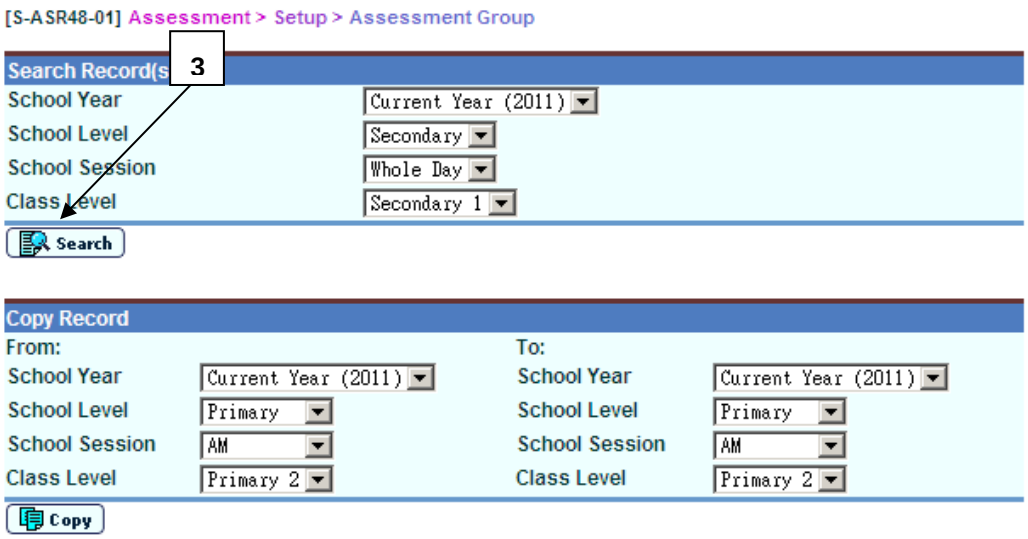
The following procedure describes how to delete an assessment group from a class level for a particular school year.

Pre-requisites

1. The targeted School Information must be confirmed.
2. The targeted Assessment Profile must NOT be confirmed.
3. Consolidation for the class level of the school year must NOT be in progress.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Assessment Group]** from the left menu.
2. Amend the searching criteria in the drop-down list box.
3. Click **[Search]** button.



4. After user selected assessment group(s) and clicked **[Delete]** button in page [S-ASR48-02], a popup confirmation message will be shown. If user clicks **[OK]**, system will perform the following actions:

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a. If component level assessment group(s) is attached to the subject level assessment group, system will not delete the subject level assessment group. And an error message will be shown.

b. If there is assessment data exists for assessment group, delete the assessment data of the group.

c. Delete the assessment settings of the group, including Full Score, Weighting, Print Sequence and Grade Table.

d. Delete the assessment group information.

📖 Post-effects

The assessment group information, assessment setting and assessment data are deleted from the system.

📖 Notes

N/A

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Copy Assessment Group Record

Function Description

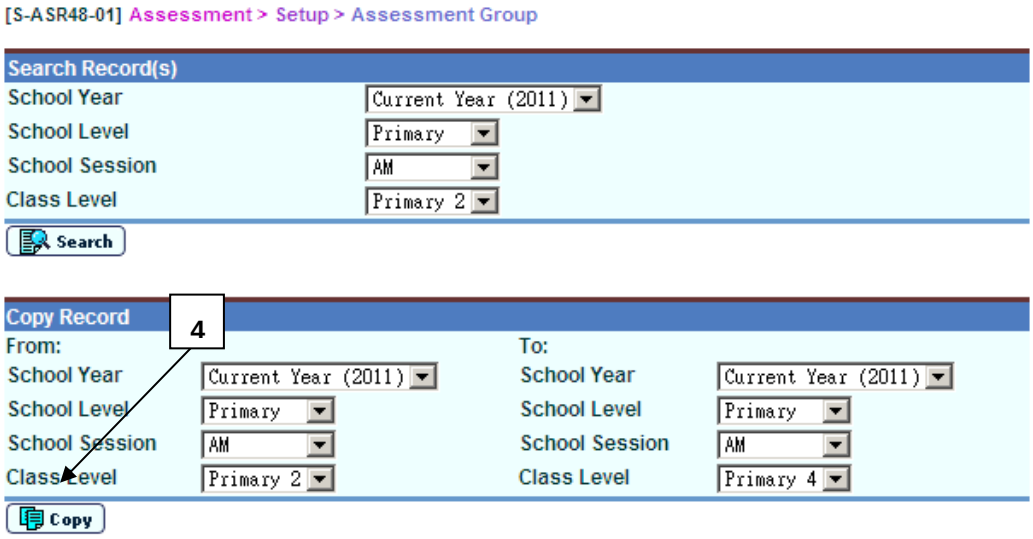
Users can copy Assessment Group record across School Year, School Level, School Session and Class Level.

Pre-requisites

1. The targeted School Information must be confirmed.
2. The targeted Assessment Profile must NOT be confirmed.
3. Consolidation for the class level of the school year must NOT be in progress.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Assessment Group]** from the left menu.
2. Select the school year, school level, school session and class level in the drop-down list box from the source.
3. Select the school year, school level, school session and class level in the drop-down list box from the destination.
4. Click **[Copy]** button and **[OK]** button in the confirmation popup window to copy the Assessment Group record to the destination.



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📖 Post-effects

Assessment Groups are copied to the destination class level. Users can further maintain the setting by the maintenance function.

📖 Notes

N/A

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2.1.5 OM Rank

Setup OM Rank

Function Description

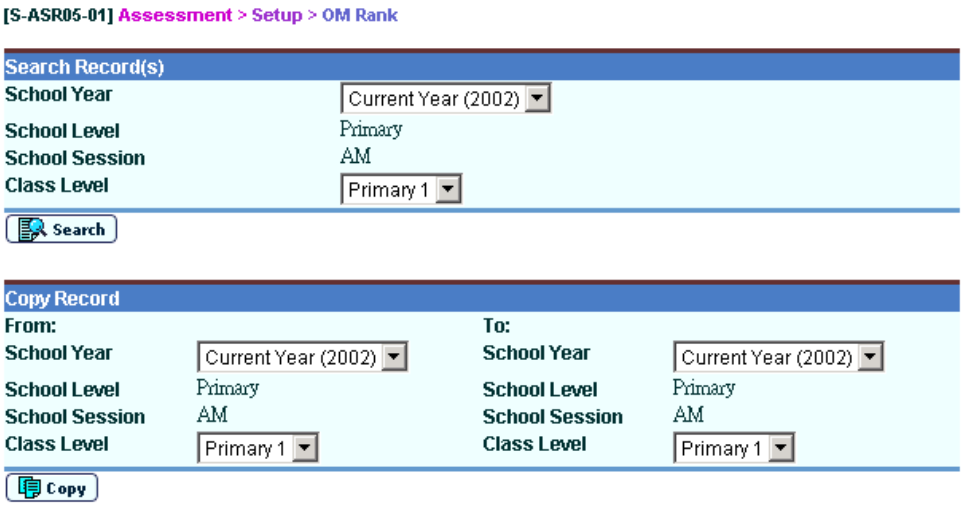
Users can setup the criteria for ranking the Order of Merit (OM) in the process of score consolidation.

Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed
3. Assessment Profile must NOT be confirmed.

User Procedures

1. Click **Assessment → Setup → OM Rank** from the left menu.
2. Amend the searching criteria in the drop-down list box.



3. Click **Search** button.

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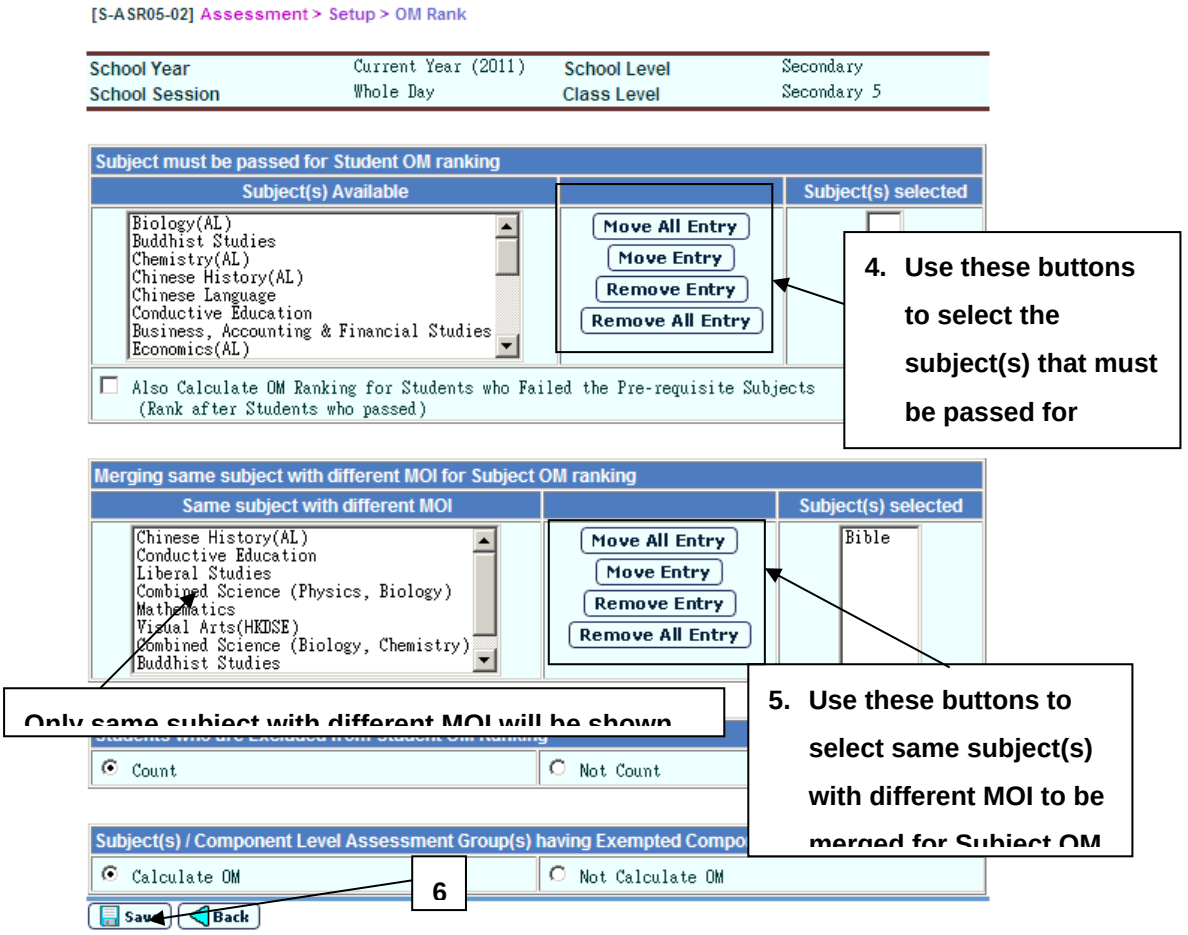

4. Select the subject(s) that must be passed for Student OM ranking.
5. Select same subject(s) with different MOI to be merged for Subject OM ranking.
6. Click **[Save]** button.

🕮 Post-effects

The OM ranking criteria is updated and saved to the system.

🕮 Notes

1. Option "**Subject must be passed for Student OM ranking**" - Users may specify how to handle the ranking of OM for students who fail in any of the pre-requisite subjects. This parameter will result in the students with failed pre-requisite subjects to be ranked after the students who have passed all the subjects, regardless of the students Grand Average score.

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2. Option "**Merging same subject with different MOI for Subject OM Ranking**" – Users may specify how to handle the ranking of OM for subject with different MOI: as different subjects or as one subject.

3. Option "Subject(s) / Component Level Assessment Group(s) having Exempted Component(s)" –

   a. Subject(s) having Exempted Component(s)

      Users will be able to specify whether the Subject OM for subject(s) having exempted component should be calculated or not.

   b. Component Level Assessment Group(s) having Exempted Component(s)

      If the option "Calculate OM" is selected, system will rank the OM for the assessment group even though its components are exempted. If the option "Not Calculate OM" is selected, system will NOT rank the OM for the assessment group if its components are exempted.

4. Option "**Students who are Excluded from Student OM Ranking**" - Users will be able to specify whether students who are excluded from OM ranking should be counted into the base.

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Copy OM Ranking criteria across School Year, School Level, School Session and Class Levels

Function Description

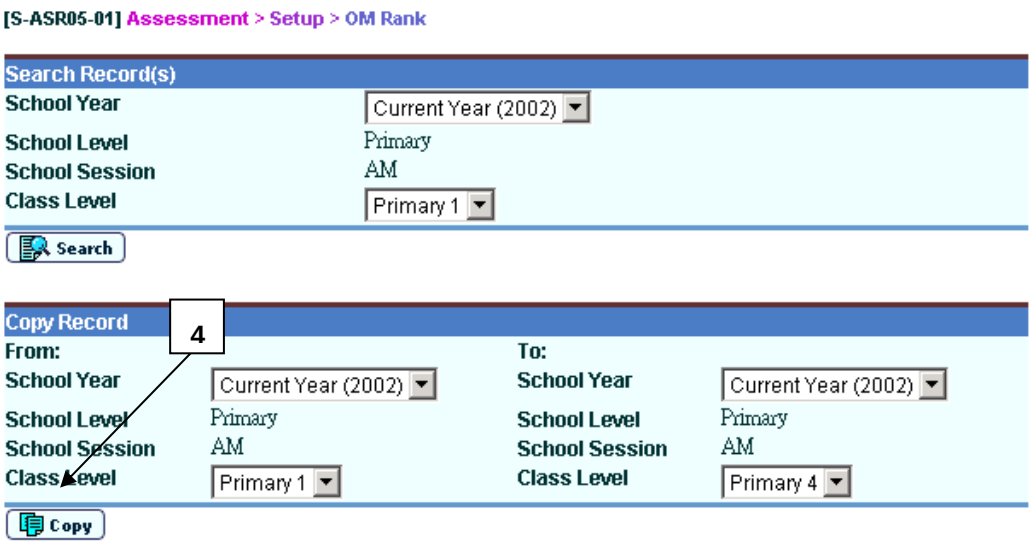
Users can copy the setting for OM Ranking criteria across School Year, School Level, School Session and Class Level.

Pre-requisites

1. The targeted School Information must be confirmed.
2. The targeted Assessment Profile must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[OM Rank]** from the left menu.
2. Select the school year and class level in the drop-down list box from the source.
3. Select the school year and class level in the drop-down list box from the destination.
4. Click **[Copy]** button to copy the OM Ranking criteria to the destination.



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📖 Post-effects

OM Ranking Criteria is copied to the destination class level. Users can further maintain the setting by the maintenance function.

📖 Notes

N/A

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2.1.6 OM Exclusion

OM Exclusion By Student

📖 Function Description

Users can capture students who will be excluded from OM Ranking in assessment, term or annual.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
   - Term
   - Assessment
2. School Information must be confirmed.
3. Score consolidation for the selected class level must NOT in progress.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[OM Exclusion]** from the left menu.
2. Users can search a student by entering his / her **Reg. Number** and a mouse click on the **[Search]** button. Otherwise, student can be searched by class as follow:
   a. Amend the searching criteria in the drop-down list box.
   b. Click **[Search]** button.

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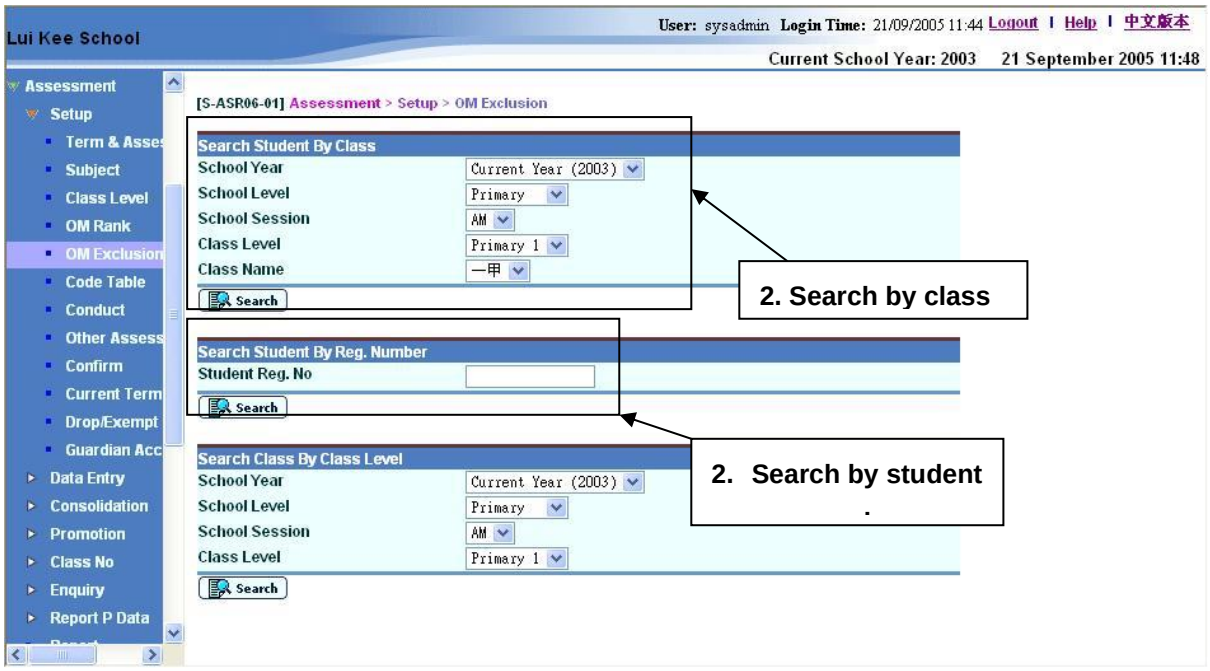

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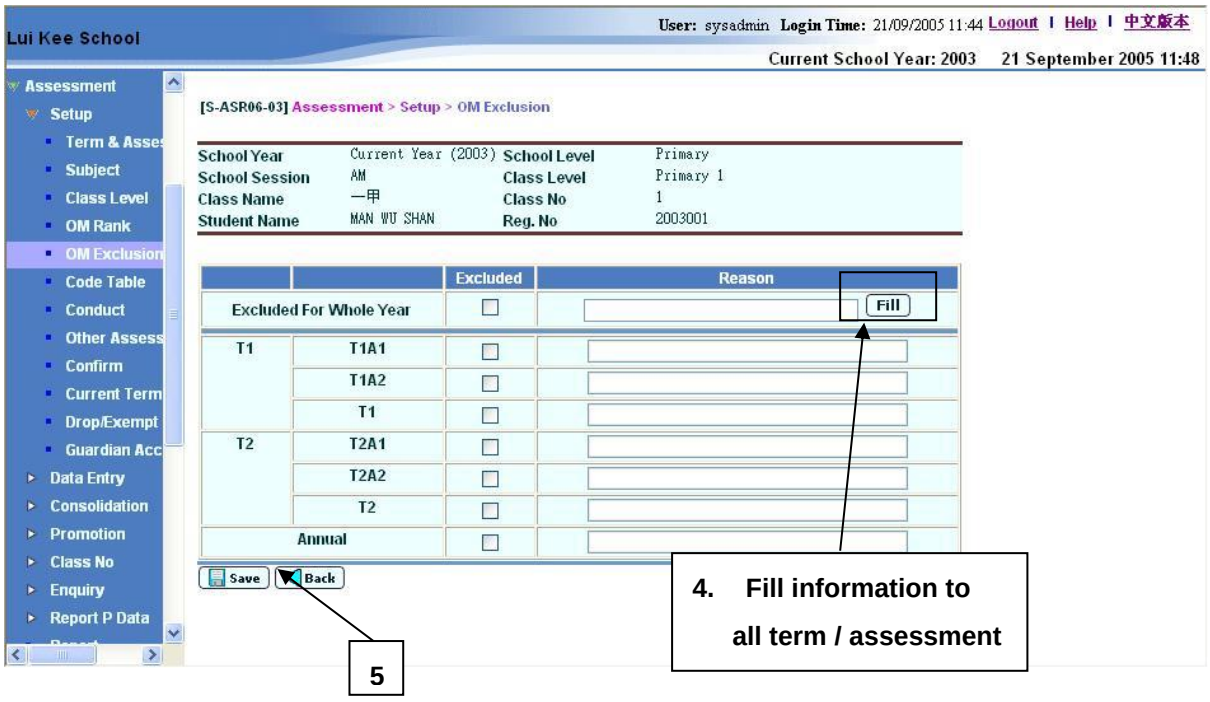
c. Select a student by clicking on the **Student Name** link.



3. Exclude a term / assessment by checking the check box and enter the reason of action if necessary.
4. Fill in the information at **Excluded For Whole Year** and click **[Fill]** button to fill in the entered information to all term / assessment displayed.
5. Click **[Save]** button.

🕮 Post-effects

The student is excluded from OM ranking for the specified assessment, term or annual.

🕮 Notes

If Excluded checkbox in “Excluded For Whole Year” is checked, all underlying ATA are excluded.

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OM Exclusion By Class

📖 Function Description

Users can capture classes of students who will be excluded from OM Ranking in assessment, term or annual.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
   - Term
   - Assessment
2. School Information must be confirmed.
3. Score consolidation for the selected class level must NOT in progress.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[OM Exclusion]** from the left menu.
2. Users can search all the classes and Assessment / Term / Annual of a class level by amending the searching criteria in the drop-down list box and then clicking the **[Search]** button.

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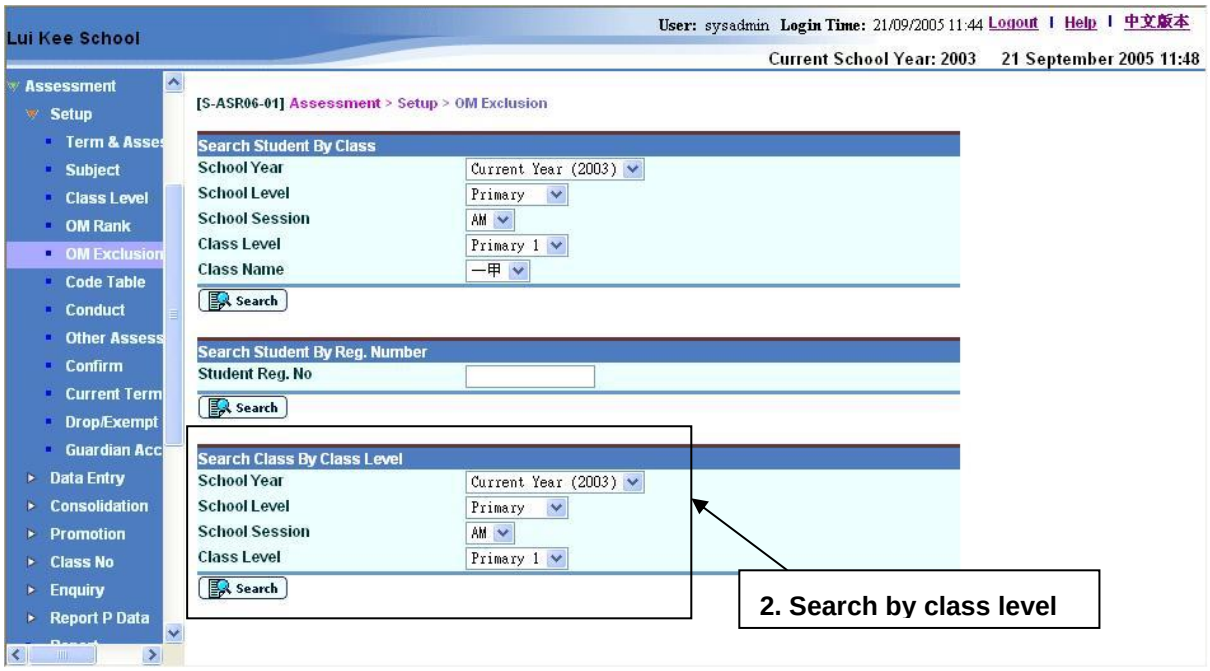

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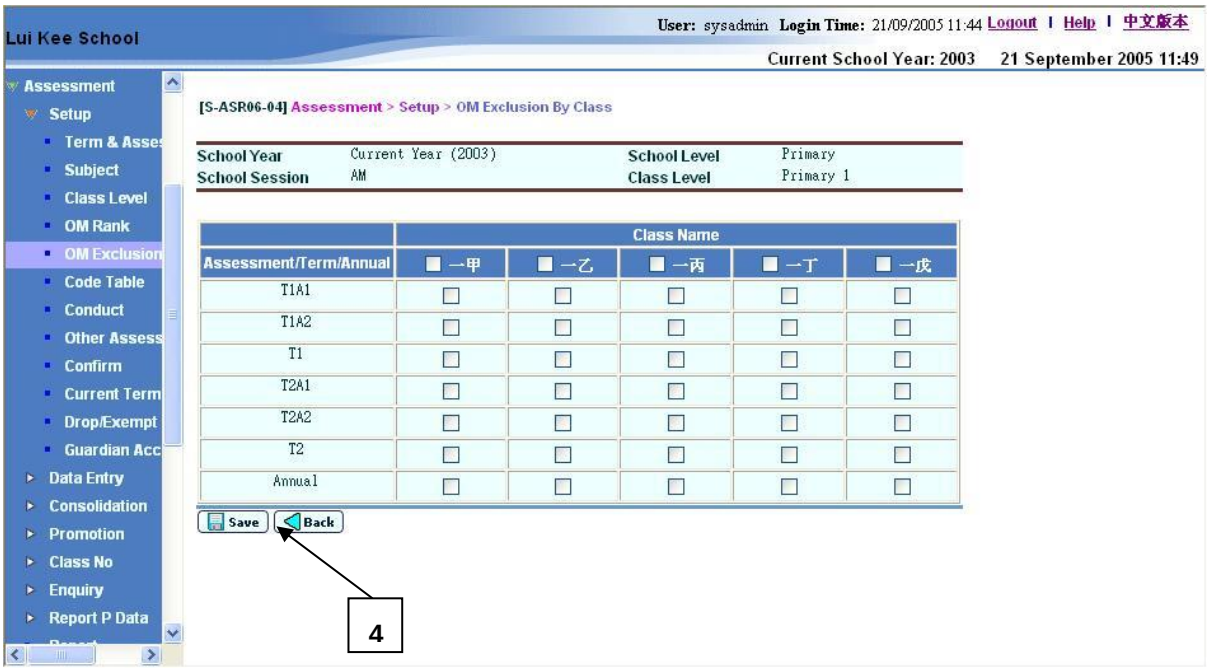

3. Exclude the Assessment / Term / Annual of a class by checking the check box for the class and ATA.
4. Click **[Save]** button.

🕮 Post-effects

The class of students is excluded from OM ranking for the specified assessment, term or annual.

🕮 Notes

1. If Excluded checkbox of a class is checked, all underlying ATA of the class are excluded from OM ranking.
2. One class or several classes of students can be excluded from OM ranking through this function.
3. By using this function, “Students who are Excluded from Student OM Ranking” should not be counted in base of student OMs.
4. Re-consolidation is needed after updating student OM exclusion status using this function.

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2.1.7 Maintain Code Table

Maintain Grade Conversion Table

📖 Function Description

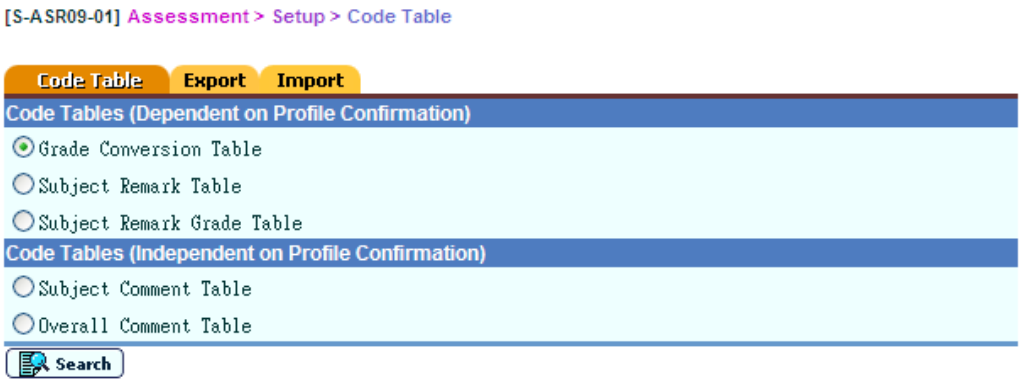
Users can maintain existing Grade Conversion Tables.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed.
3. Assessment Profile must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Code Table]** from the left menu.
2. Select Grade Conversion Table by check the radio button.



Click **[Search]** button.

A list of existing Grade Conversion Tables is displayed. Select a Table by click **Grade Table Code** link.

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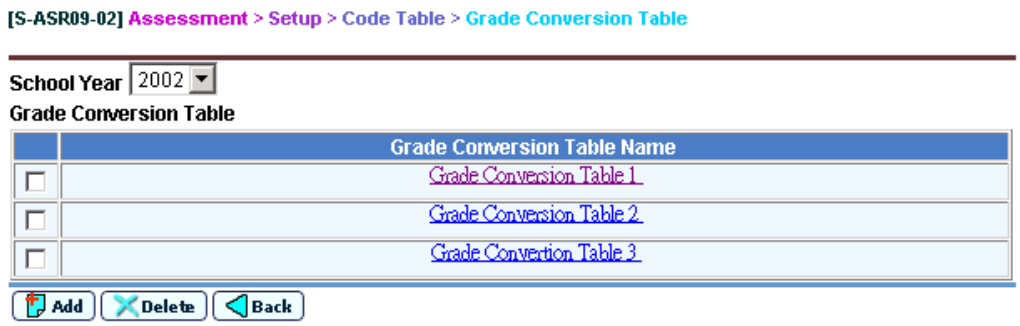

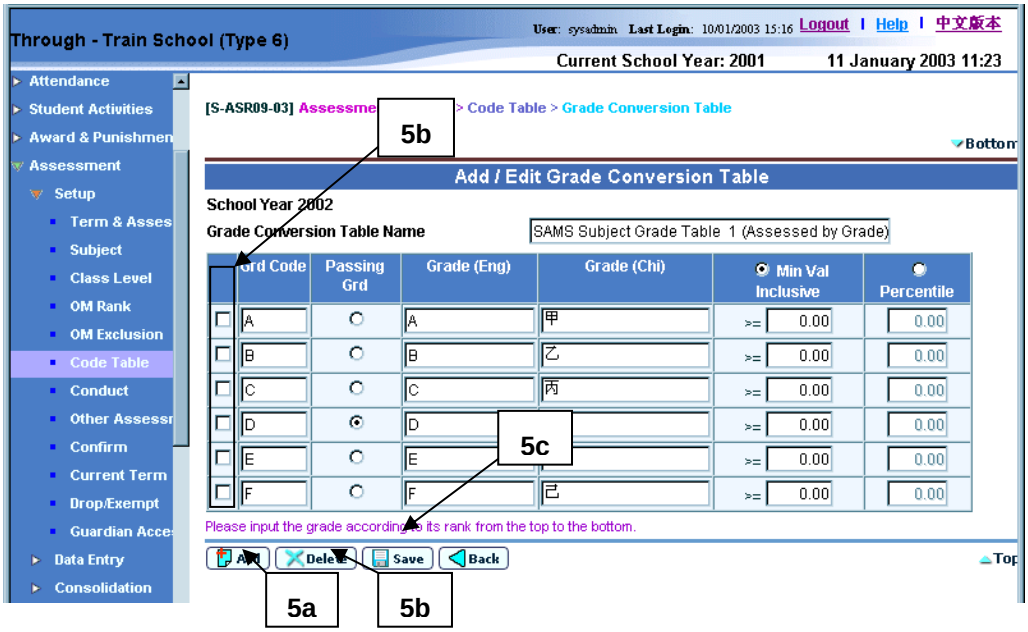

3. Users can maintain the code table by the following processes:
   a. To add a new record, Users can click **[Add]** button to add an empty field for data entry and then click **[Save]** button.
   b. To delete an exiting record, users can select the **Grade** by checking the check box aside **Grd Code** and then click **[Delete]** button.
   c. To amend the existing records, users can amend them by the text box and then click **[Save]** button.

🕮 Post-effects

The grade conversion table details are setup.

🕮 Notes

1. Exactly one grade should be marked as “Passing Grade”.

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2. If “Percentile” is chosen, all percentile value should be summed up as 100.
3. If “Min Val Inclusive” is chosen, the minimum value inclusive should be greater than or equal to 0.
4. If particular grade in the grade conversion table is used in inputting the assessment grade of student, that grade cannot be deleted.
5. When a Grade Conversion Table is used by a subject in an assessment, the table cannot be deleted.
6. The code can be set either in alphabet or in numeric. The later is recommended because it utilizes the numeric pad of keyboard and enables users to input conduct grade easier.
7. Length of Grade Description cannot exceed 15 characters.

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Add Grade Conversion Table

Function Description

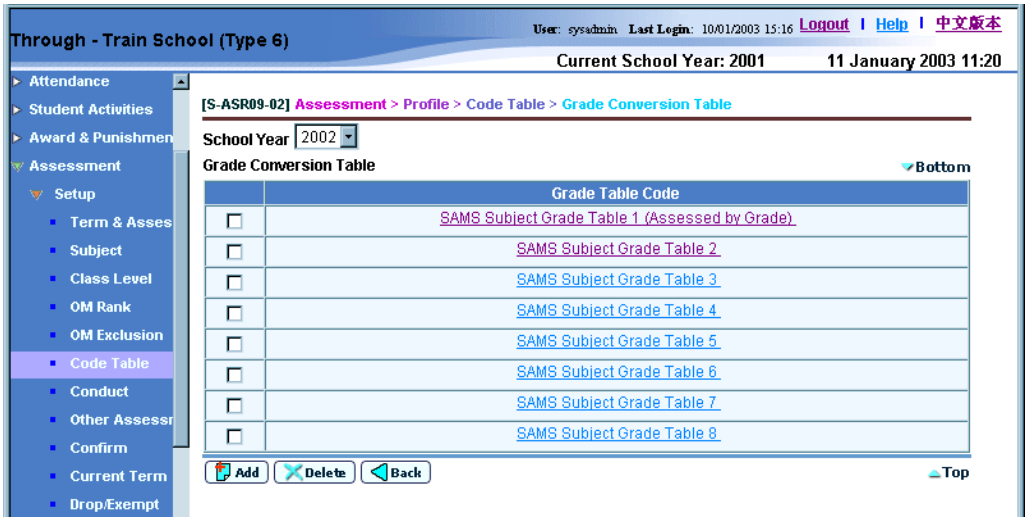
Users can add new Grade Conversion Table.

Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed.
3. Assessment Profile must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Code Table]** from the left menu.
2. Select Grade Conversion Table.
3. Click **[Search]** button.



4. Click **[Add]** button.
5. Fill in the Grade Conversion Table Name.

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6. Users can maintain the code table by the following processes:
    a. To add a new record, users can click **[Add]** button to add an empty record for data entry and then click **[Save]** button.
    b. To delete an exiting record, users can select the **Grade** by checking the check box aside **Grd Code** and then click **[Delete]** button.
    c. To amend the existing records, users can the description in the text box and then click **[Save]** button.

📖 Post-effects

A new page is shown for entering information for newly added grade conversion table.

📖 Notes

N/A

Delete Grade Conversion Table

📖 Function Description

Users can delete an/some existing Grade Conversion Table(s) by this function.

📖 Pre-requisites

1. The following must be setup in School Management Module:
    - School level
    - School session
    - Class level
2. School Information must be confirmed.
3. Assessment Profile must NOT be confirmed.
4. The Grade Conversion Table to be deleted MUST NOT be used by any subjects

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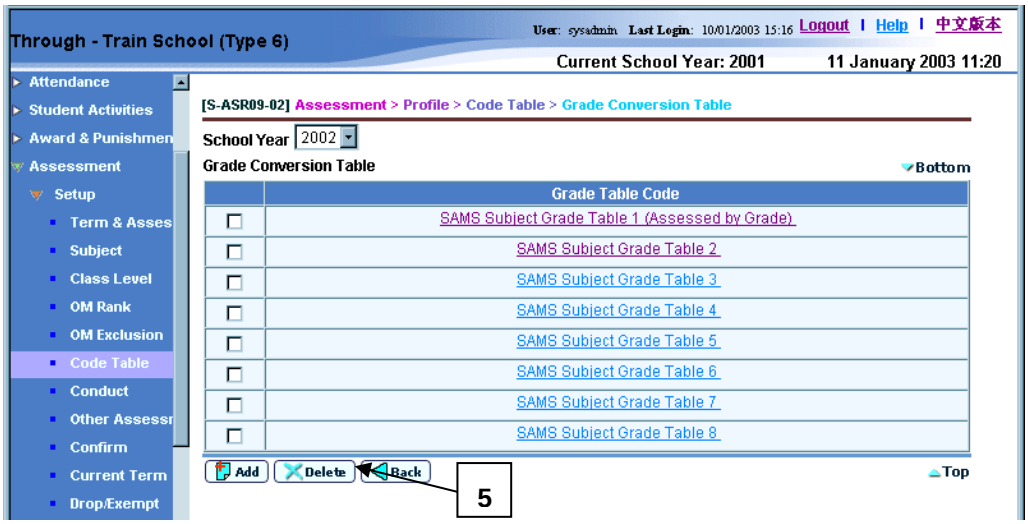
User Procedures

1. Click the links of **Assessment → Setup → Code Table** from the left menu.
2. Select **Grade Conversion Table** by checking the radio button aside
3. Click **Search** button.



4. Select the code table(s) by checking the check box(es) aside the targeted **Grade Table Code**.
5. Click **[Delete]** button.
6. Select “OK” button to confirm deletion of the grade records.

Post-effects

The grade conversion table and its components are removed from the system.

Notes

1. When a Grade Conversion Table is used by a subject in an assessment or setting, the table cannot be deleted.
2. When Plan New School Year is triggered, a grade conversion table can be deleted in the planning area.

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Maintain Subject Remark Table

Function Description

Users can add, delete and amend Subject Remarks by this function for selected class level.

Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed.
3. Assessment Profile must NOT be confirmed.

User Procedures

1. Click the links **Assessment → Setup → Code Table** from the left menu.
2. Select Subject Remark Table.
3. Click **[Search]** button.
4. Amend the **Search Record(s)** criteria, school year and class level
5. Click **[Search]** button.

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6. A list of existing Subject Remarks is displayed. Users can maintain the code table by the following processes:
   a. To add a new record, users can click **[Add]** button to add an empty field for data entry and then click **[Save]** button.
   b. To delete an exiting record, users can select the **Grade** by checking the check box aside **Line No.** and then click **[Delete]** button.
   c. To amend the existing records, users can amend them by the text box and then click **[Save]** button.
   d. To change the assessment method, users can select the radio button to choose whether to assess the subject remark by grade or by text and then click **[Save]** button.

📖 Post-effects

Subject Remarks Input is enabled for a class level.

📖 Notes

- Option “Assessed by Grd/Text” – If it is marked to “G”, the subject remark is going to be assessed by grade. If it is marked to “T”, the subject remark is assessed qualitatively by free text.
- Even the subject is not assessed in the Assessment, Term or Annual specified in the setup of Subject Full Score and Weighting, users can input the subject remarks information to the subject.
- Once a subject remark is used by a student, that subject remark cannot be removed from the system.
- User can change the subject remark grade table even after the grade is input. However, for the entered grade does not exist in the new subject remark grade table, system will prompt error message when user try to save subject remark grade again in “Capture Subject Remark and Comment” function.
- 2 subject remarks can be shown in the built-in template of Report Card P [R-ASR049]. 3 subject remarks can be shown in the Transcript C [R-ASR034] and Report Card Q [R-ASR072]. 4 subject remarks can be shown in the Report Card T [R-ASR049]. If users want more subject remark to be printed in the report cards, users need to modify the built-in template or create a user-defined template.

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Copy Subject Remark Table across School Year, School Level, School Session and Class Level

Function Description

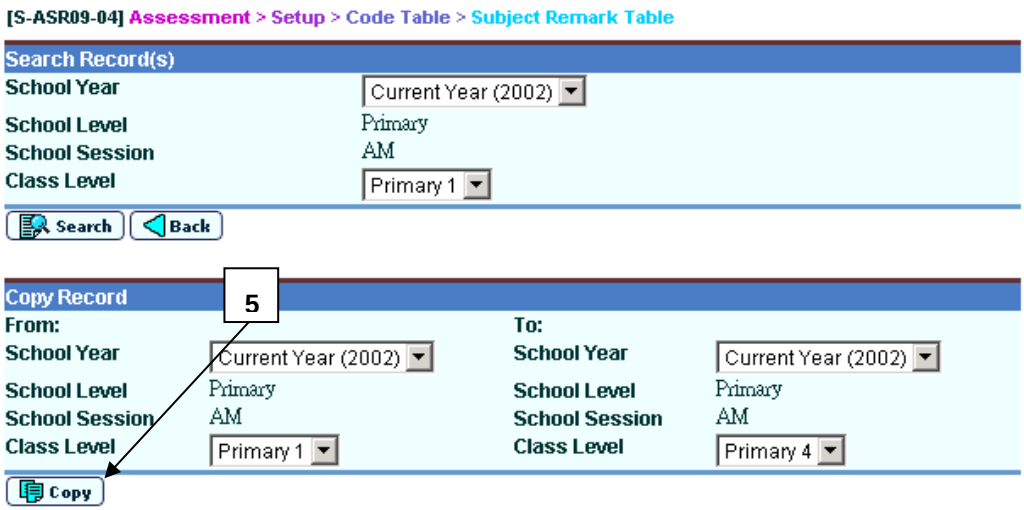
Users can copy Subject Remark Table across School Year, School Level, School Session and Class Level.

Pre-requisites

1. The targeted School Information must be confirmed
2. The targeted Assessment Profile must NOT be confirmed.
3. The Subject Remark Grade Table needs to be setup up first in the target class level.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Code Table]** from the left menu.
2. Select Subject Remark Table.
3. Click **[Search]** button.



4. Amend the **Copy Record** criteria.
5. Click **[Copy]** button.

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📖 Post-effects

Subject Remark table can be copied across School Year, School Level, School Session and Class level.

📖 Notes

If there are subject remarks in the destination class level, the destination subject remarks in the same “Line No.” will be overwritten by the source subject remarks.

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Maintain Subject Remark Grade Table

Function Description

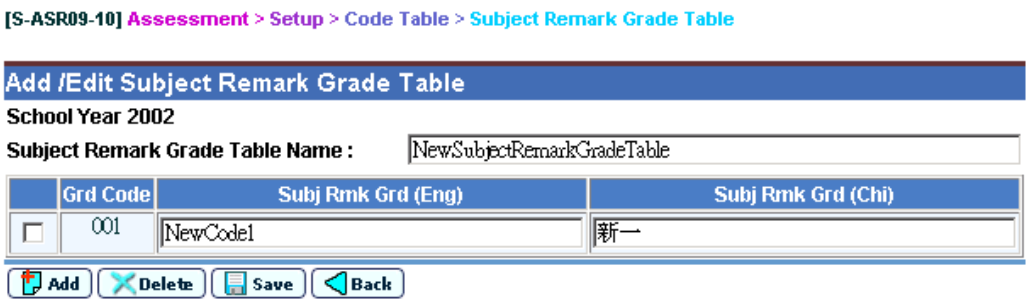
Users can create Subject Remark Grade Table, add, delete and amend subject remark grade by this function.

Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed.
3. Assessment Profile must NOT be confirmed.

User Procedures

1. Click the links **Assessment → Setup → Code Table in the left menu** from the left menu.
2. Select Subject Remark Grade Table.
3. Click **[Search]** button.
4. A list of existing Grade Conversion Tables is displayed. Select a Table by a mouse click on the **Subject Remark Grade** link.



5. Users can maintain the code table by the following steps:

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a. To add a new record, users can click **[Add]** button to add an empty field for data entry and then click **[Save]** button.
b. To delete a grade, users can select the **Grade** by checking the check box aside the column of "**Grd Code"**.
c. Then click the **[Delete]** button.
d. To amend a grade, users may amend either the English or Chinese description in the text box followed by a mouse click on the **[Save]** button.

📖 Post-effects

Subject Remark Grade detail is setup in the system.

📖 Notes

1. Users can input maximum 50 characters as description of subject remark.
2. Once the subject remark grade table is used by subject remark, it cannot be deleted from the system.

Add Subject Remark Grade Table

📖 Function Description

Users can add a new Subject Remark Grade Table by the Add button.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed.
3. Assessment Profile must NOT be confirmed.

🖱 User Procedures

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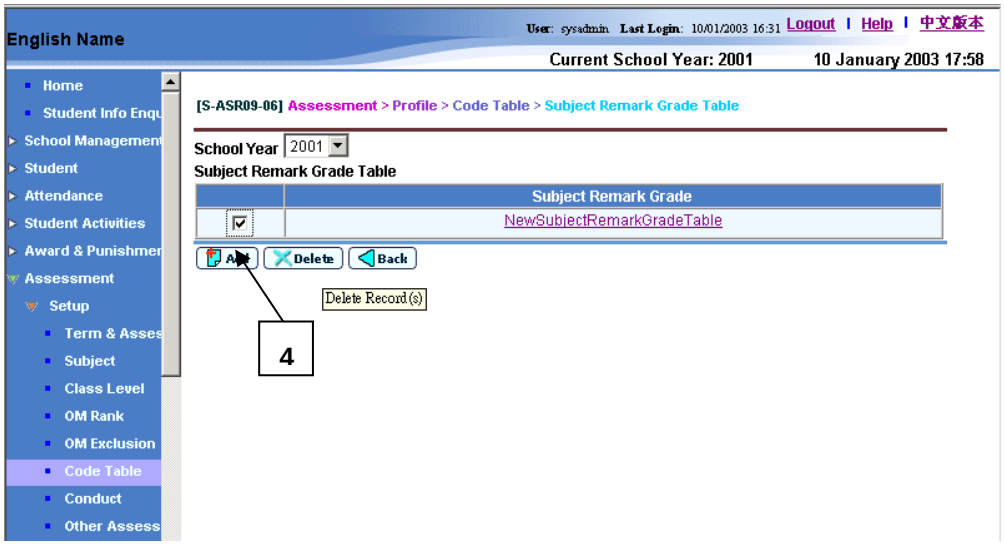
1. Click **[Assessment]** → **[Setup]** → **[Code Table]** from the left menu.
2. Select Subject Remark Grade Table.
3. Click **[Search]** button.



4. Click **[Add]** button.
   - Then repeat the steps described in Maintain Subject Remark Grade Table

📖 Post-effects

A new subject remark grade table is added.

📖 Notes

N/A

Delete Subject Remark Grade Table

📖 Function Description

Users can delete existing Subject Remark Grade Table by the Delete button.

📖 Pre-requisites

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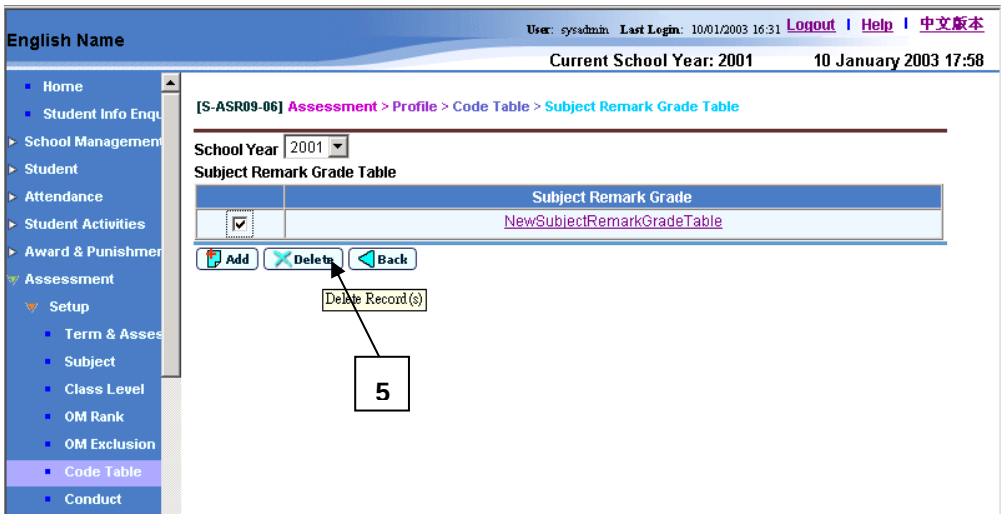
1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information must be confirmed.
3. The Assessment Profile status must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Code Table]** from the left menu.
2. Select Subject Remark Grade Table.
3. Click **[Search]** button.



4. Select the code tables by checking the check box aside **Subject Remark Grade Table**.
5. Click **[Delete]** button.

Post-effects

A subject remark grade table is permanently deleted.

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Notes

Once the subject remark grade table is used by subject remark, it cannot be deleted from the system.

Maintain Subject / Component Comment Table

Function Description

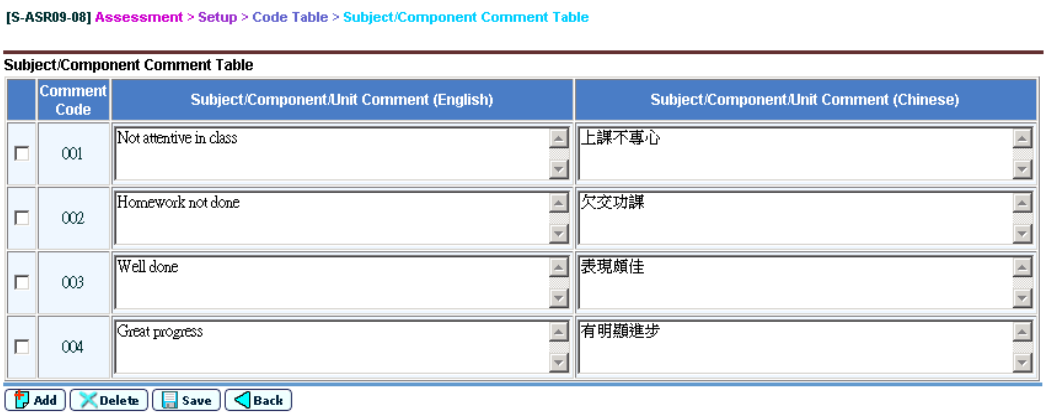
By this function, users can maintain the Subject / Component Comment Table.

Pre-requisites

N/A

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Code Table]** from the left menu.
2. Select Subject / Component Comment Table.
3. Click **[Search]** button.



4. A list of existing Subject / Component Comment Records is displayed. Users can maintain the code table by the following processes:

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a. To add a new record, users can click **[Add]** button to add an empty field for data entry and then click **[Save]** button.
b. To delete an exiting record, users can select the comment by checking the check box aside **Comment Code** and then click **[Delete]** button.
c. To amend the existing records, users can amend the text in the text boxes followed by the **[Save]** button.

📖 Post-effects

A list of standard overall comments in the system is displayed.

📖 Notes

1. As system will store the text of comments for students instead of the code, maintenance of subject/components comments will not affect student records.
2. It is better for users to arrange the subject comments systematically, e.g. grouping comments according to type or nature with specified range of code number.
3. In order to facilitate users to input the comments by direct punching of code number, users are encouraged to assign numeric code, e.g. 101 and 102, instead of alphanumeric code, e.g. A01 or Z99.
4. User can input maximum 60 characters as standard subject/component comments.

Maintain Overall Comment Table

📖 Function Description

By this function, users can maintain overall comments in the Overall Comment Table.

📖 Pre-requisites

For Export and Import Overall Comment Table, the “view” and “edit” right should be granted to the user for this function (Setup – Code Table).

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User Procedures

1. Maintain Overall Comment Table on the Web page

1.1. Click **[Assessment]** → **[Setup]** → **[Code Table]** from the left menu.

1.2. Select Overall Comment Table.

1.3. Click **[Search]** button.

1.4. A list of existing Overall Comment Records is displayed. Users can maintain the code table by the following steps:

a. To add a new record, users can click **[Add]** button to add an empty field for data entry and then click **[Save]** button.

b. To delete an exiting record, users can select the comment by checking the check box aside **Comment Code** and then click **[Delete]** button.

c. To amend the existing record(s), users can amend them by the text box and then click **[Save]** button.

d. To enlarge the text box of overall comment for multi-line text editing, users can click the **[+]** button in the Overall Comment (English) and/or Overall

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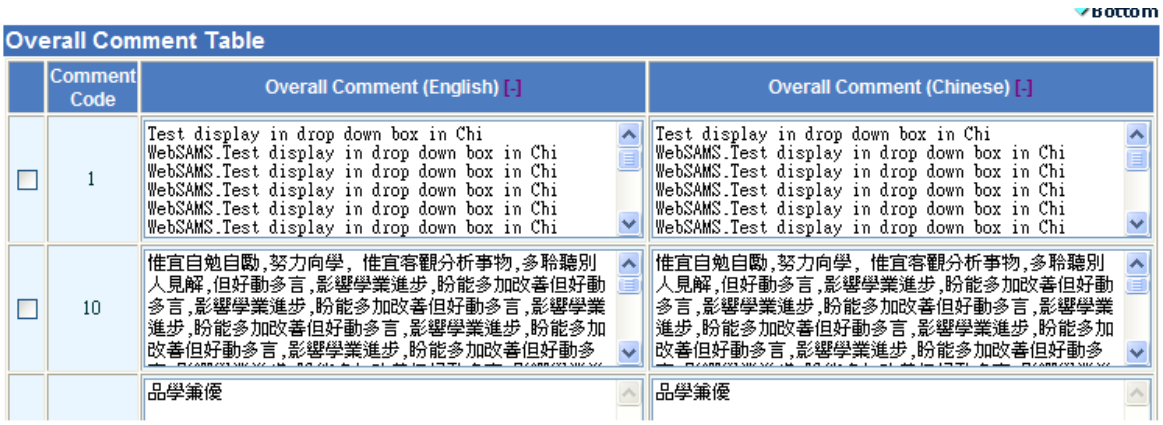
Comment (Chinese) table headers as shown below. The text boxes are not expanded by default.

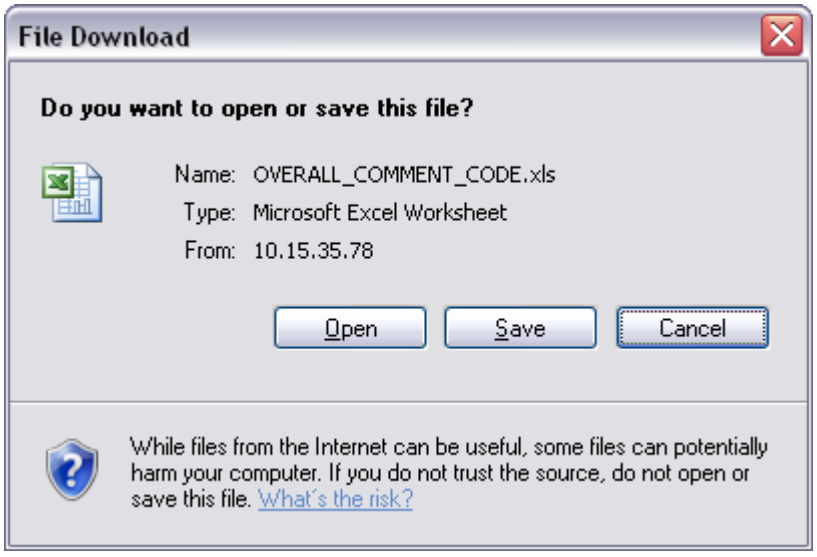


2. Maintain Overall Comment Table by Export and Import the Overall Comment

2.1. Click **[Assessment]** → **[Setup]** → **[Code Table]** from the left menu.

2.2. Click the **[Export]** tag.

2.3. Click the Export button to download the Overall Comment Table.



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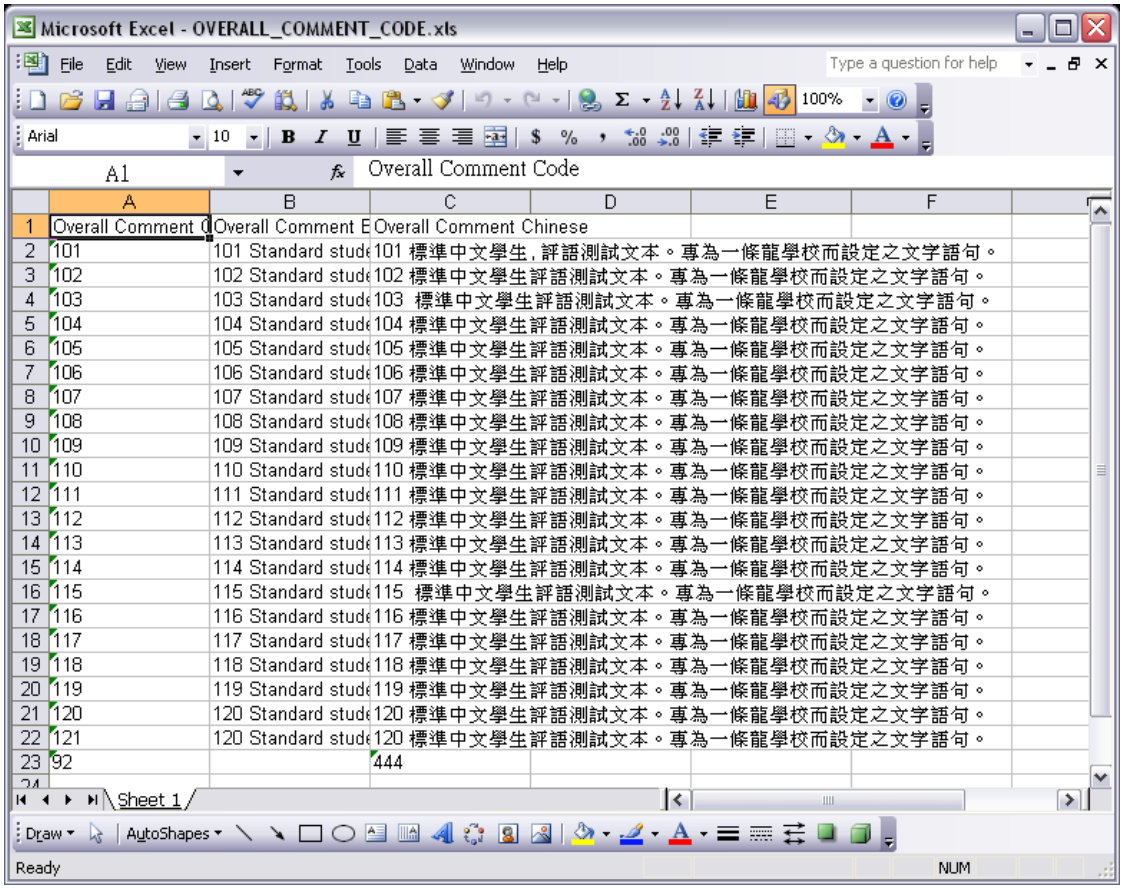
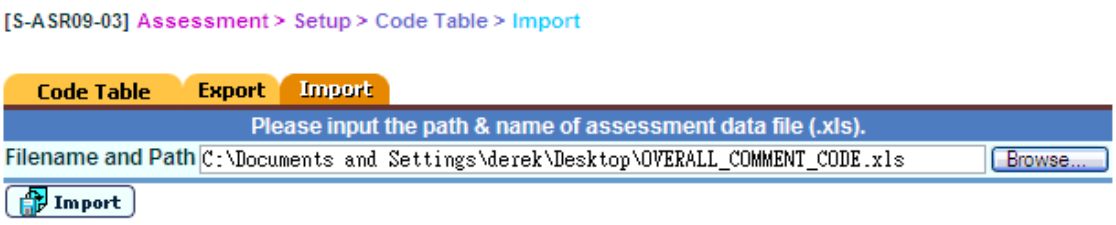
2.4. User can maintain the Overall Comment Table by edit the downloaded Excel file.



2.5. Click the **[Import]** tag.

2.6. Click the Browse button to find out the edited Excel file for the Overall Comment Table, and then click the Import button to upload the file.



2.7. The system would popup a confirmation page to a new window. In this page, user can select the radio button to accept / reject the changes of each record, and then click the Save button to save the changes to the database.

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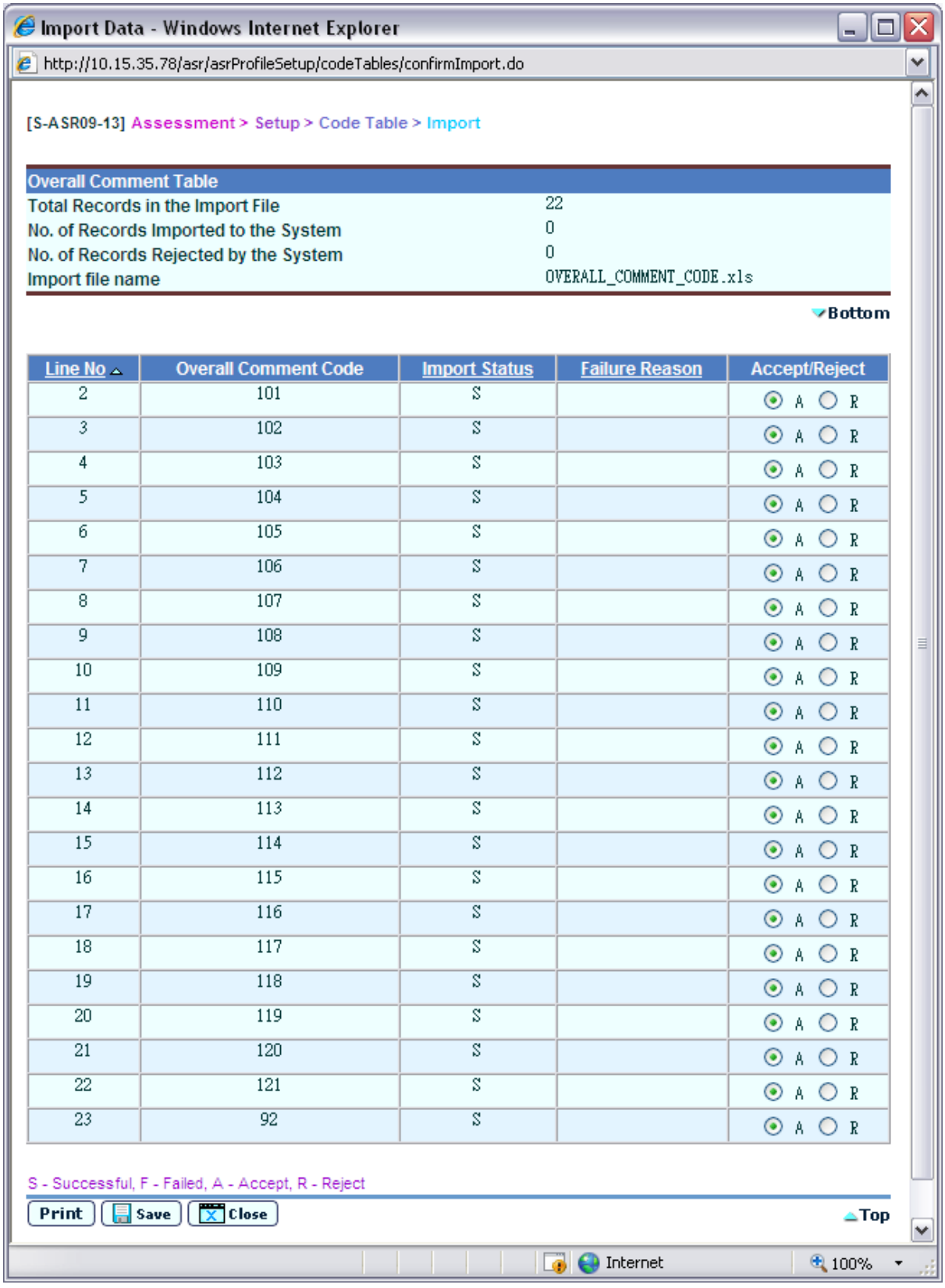

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📖 Post-effects

N/A

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📖 Notes

1. As system will store the text of comments for students instead of the code, maintenance of comments table will not affect the student records.
2. It is better for users to arrange the comments systematically, e.g. grouping comments according to type or nature with specified range of code number.
3. In order to facilitate users to input the comments by direct punching of code number, users are encouraged to assign numeric code, e.g. 101 and 102, instead of alphanumeric code, e.g. A01 or Z99.
4. User can input maximum 700 characters for the standard overall comments.
5. For Export Overall Comment Table, the system would generate the Overall Comment Table into a MS Excel file and name “OVERALL_COMMENT_CODE.xls”.
6. User cannot change the import file name; the name should be same with the exported file name “OVERALL_COMMENT_CODE.xls”.

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2.1.8 Update Conduct Component

Function Description

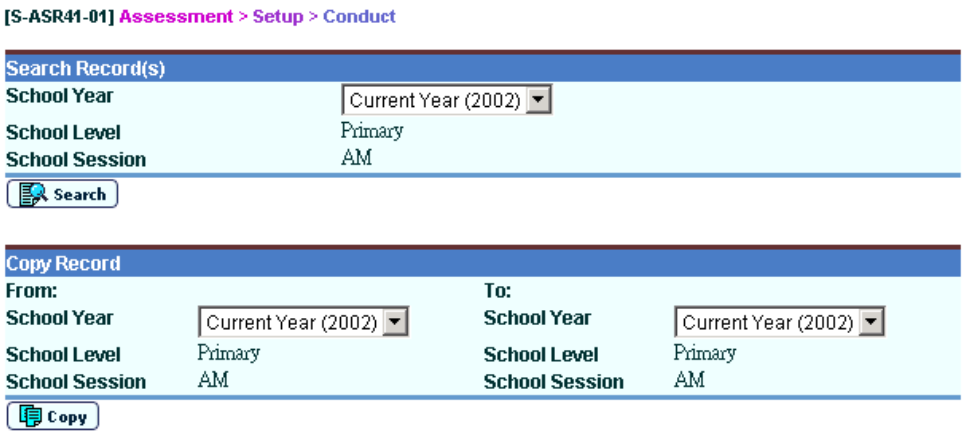
Users can setup conduct and conduct components by this function. Tasks include attaching Grade Conversion Table to conduct and components; adding components, modifying component description, deleting a component, and defining the consolidation method.

Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information (School Management module) for all school levels and sessions must be confirmed.
3. Assessment Profile for all school levels and sessions must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Conduct]** from the left menu.
2. Select School Year.



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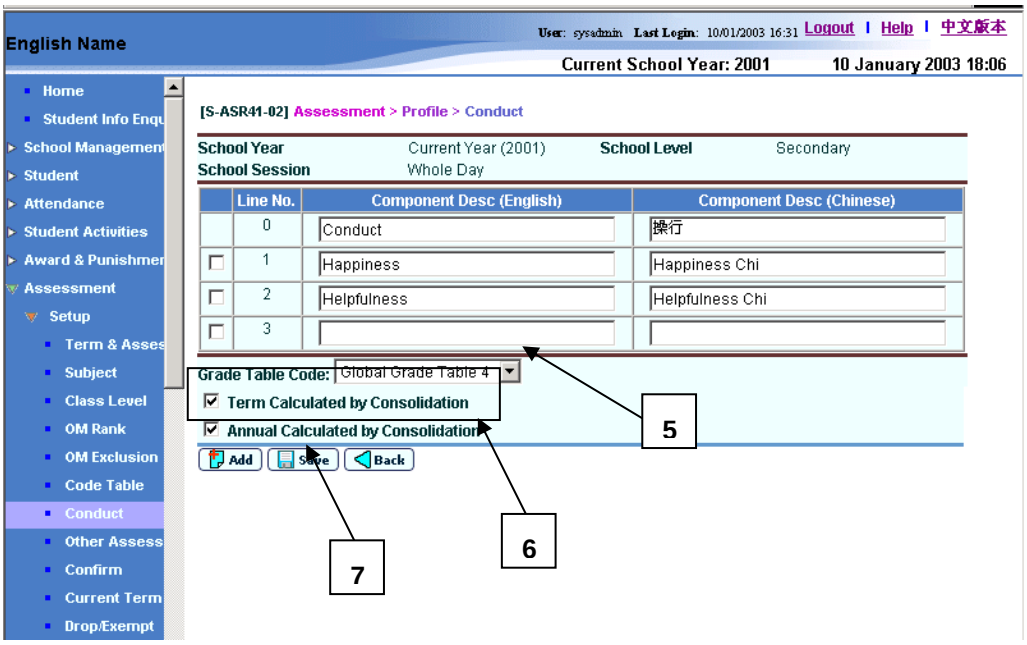
3. Click **[Search]** button.



4. Amend the Conduct component information.
5. Select the **Grade Table Code** by the drop-down list box.
6. Select the Conduct consolidation methods by checking the box(es).
7. Click **[Save]** button.

🕮 Post-effects

Conduct and conduct components are setup for the school year. Consolidation method is set.

🕮 Notes

1. If “Term Calculated by Consolidation” is checked, conduct grade in term level will be calculated based on assessment values. Also, conduct grades entered by user at term level will be cleared after consolidation if the conduct grades at the corresponding assessments are blank.
2. Likewise, for “Annual Calculated by Consolidation” is checked, conduct grade in annual level will be calculated based on term values. Also, conduct grades at annual will also be cleared if those at term level are blank.

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3. User can input maximum 30 characters as description of conduct or conduct component.

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Add Conduct Component

📖 Function Description

The following procedure describes how to add a conduct component for a particular school year.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information (School Management module) for all school levels and sessions must be confirmed.
3. Assessment Profile for all school levels and sessions must NOT be confirmed.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Conduct]** from the left menu.
2. Select school year.
3. Click **[Search]** button.

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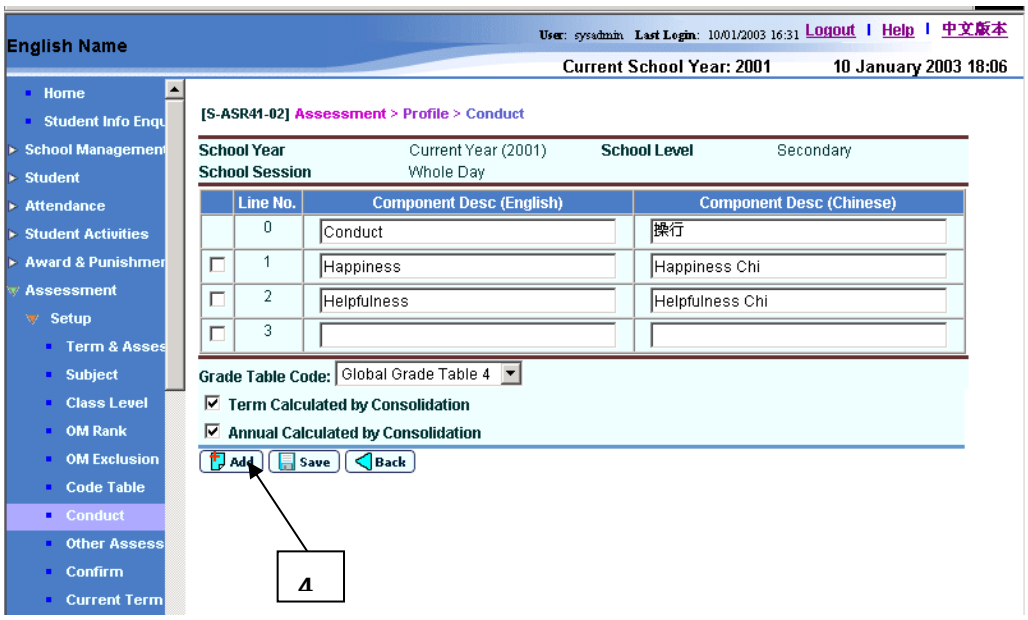

4. Click **[Add]** button to add a new conduct component.

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5. Input description either in English and Chinese
6. Click **[Save]** button.

🕮 Post-effects

A new conduct component is added.

🕮 Notes

When new conduct components are added, users need to activate the components in the Class Level Setup for the targeted class level. Otherwise, data entry for the new component is impossible.

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Delete Conduct Component

📖 Function Description

The following procedure describes how to delete a conduct component in a particular school year.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information (School Management module) for all school levels and sessions must be confirmed.
3. Assessment Profile for all school levels and sessions must NOT be confirmed.
4. The conduct component that is going to be deleted MUST NOT be used by any class level

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Conduct]** from the left menu.
2. Select school year.
3. Click **[Search]** button.

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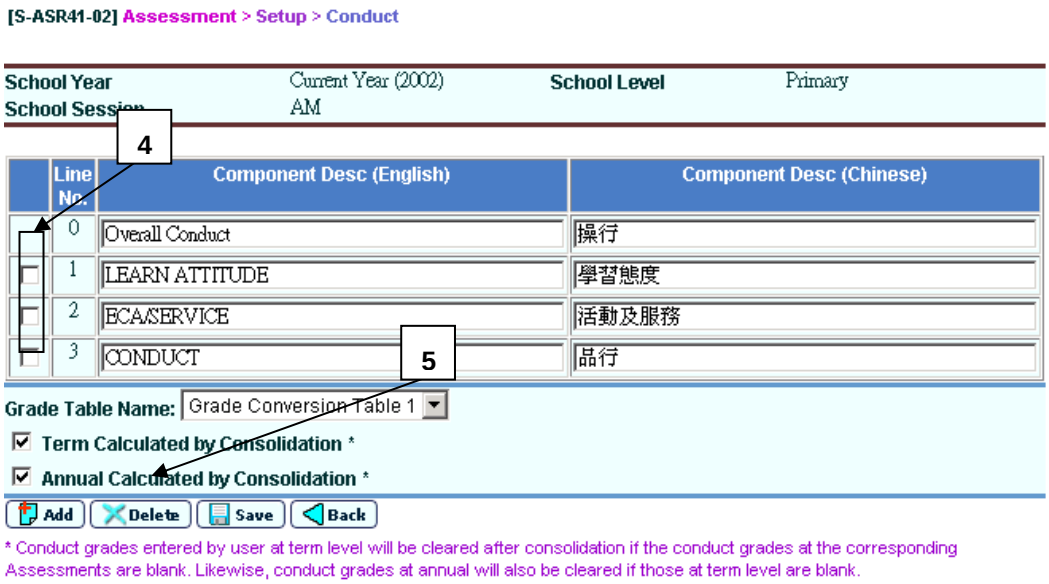

4. Select the conduct component that you want to remove from the table by checking the check box aside the column of **Line No.**
5. Click **[Delete]** button.

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📖 Post-effects

A conduct component is deleted permanently.

📖 Notes

If the conduct or conduct components setup is in use, the corresponding conduct component cannot be deleted.

Copy Conduct and Conduct Component across School Year, School Level and School Session

📖 Function Description

Users can copy the conduct and conduct components across school year and school sessions.

📖 Pre-requisites

1. School Information must be confirmed.
2. Assessment Profile must NOT be confirmed.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Conduct]** from the left menu.
2. Select the school years in both source and destination.
3. Click **[Copy]** button.

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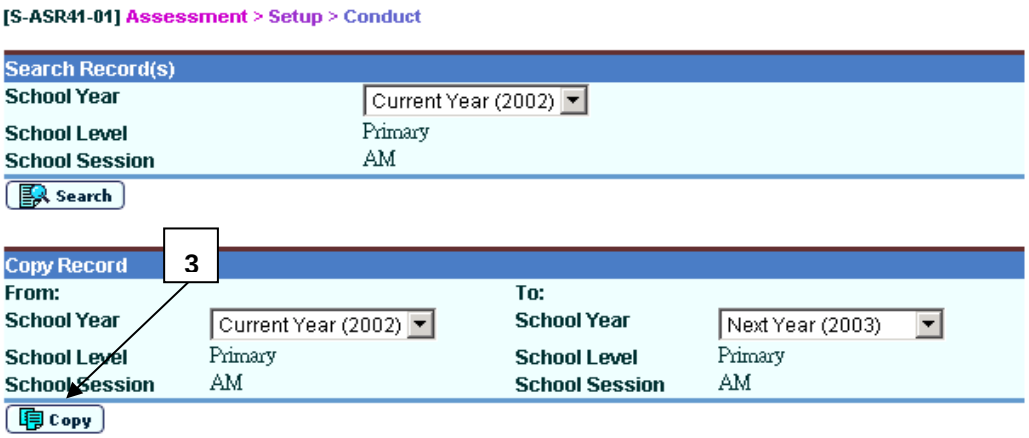

📖 Post-effects

Conduct setup is copied from the source year to the destination year.

📖 Notes

N/A

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2.1.9 Other Assessment

Update Other Assessment

📖 Function Description

This function allows users to maintain Other Assessment Subjects and components, and define consolidation method. The system allows you to create up to ten Other Assessment Subjects with unlimited number of components for each school year.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information (School Management module) for all school levels and sessions must be confirmed.
3. Assessment Profile for all school levels and sessions must NOT be confirmed

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Other Assessment]** from the left menu.
2. Select the **School Year** in the drop-down list box.

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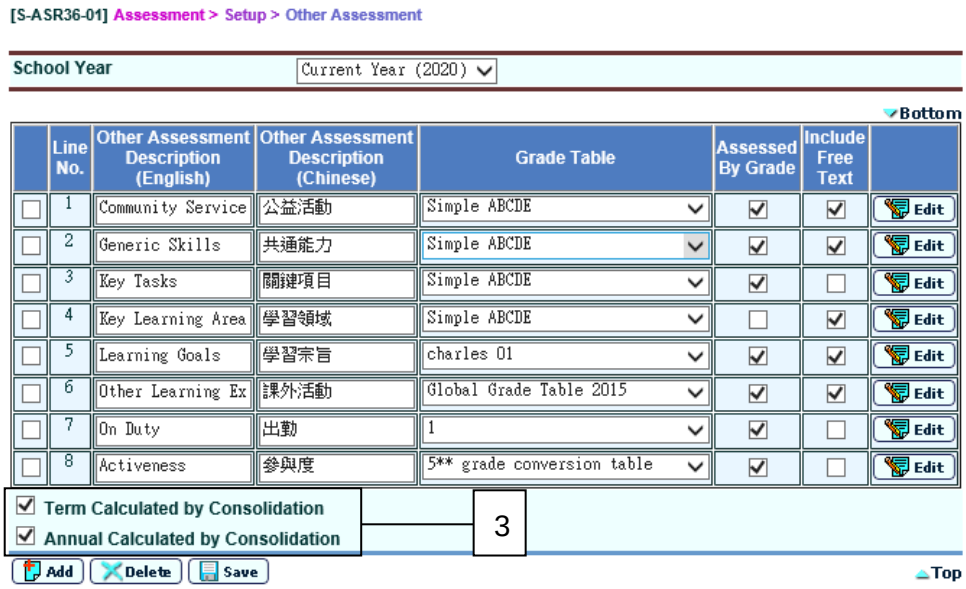
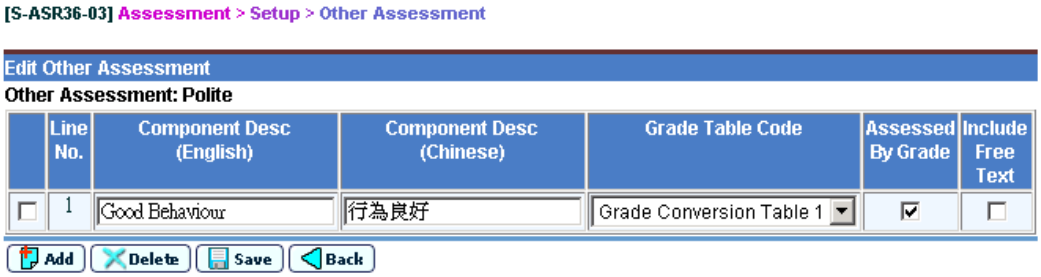


3. Select the consolidation methods by checking the box(es)
4. Select an assessment by clicking **[Edit]** button at the end of the row.



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5. A list of existing Other Assessment Components will be displayed. Users can maintain the details by the following steps:
   a. To add a new record - users can click **[Add]** button to add an empty field for data entry and then click **[Save]** button to save the record.
   b. To delete an exiting record - users can select a component by checking the check box at the beginning of the row and then click **[Delete]** button to remove the record.
   c. To amend the existing records - users can amend both description and grade table by this function a mouse click on the **[Save]** button to update the record

📖 Post-effects

1. Other Assessment Components can be setup in system.
2. Other Assessment Components can be enabled or disabled in the function of Class Level Setup for the selected class level.

📖 Notes

1. Other Assessment provides a solution to users to assess students' performance in the aspects other than academic subject in a qualitative manner. The Consolidation logic is not applicable to all Other Assessment Subjects and components.
2. Unlike the restrictions on the number of Other Assessment Subjects, system does not impose any limit on the number of Other Assessment Components that could be defined by users.
3. Instead, the number of components to be set up is delimited by the printing space available in the report cards.
4. If the *"Assessed By Grade"* checkbox is checked, users can only input grade value defined by the grade table
5. The system allows users to input free text to describe students' performance and progress in the aspects being evaluated. To achieve it, users have to check the *"Include Free Text"* checkbox.
6. If "Term Calculated by Consolidation" is checked, other assessment grade in term level will be calculated based on assessment values. Also, other

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assessment grades entered by user at term level will be cleared after consolidation if the other assessment grades at the corresponding assessments are blank.

7. Likewise, for “Annual Calculated by Consolidation” is checked, other assessment grade in annual level will be calculated based on term values. Also, other assessment grades at annual will also be cleared if those at term level are blank.

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Add Other Assessment Subject

Function Description

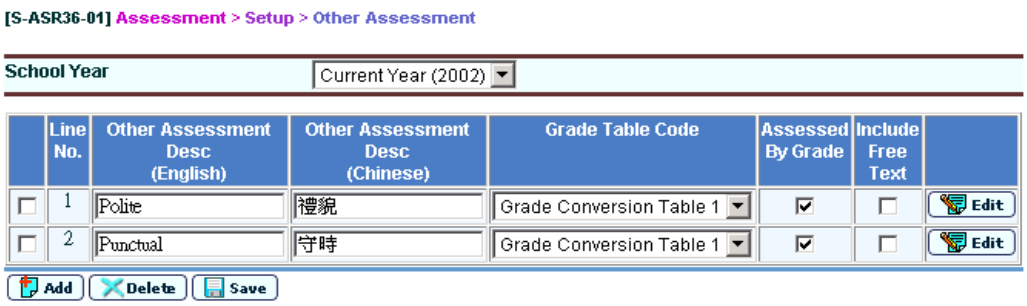
The following procedure describes how to add additional Other Assessment subject and components for a particular school year. Up to ten Other Assessment Subjects can be defined for each school year.

Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
2. School Information (School Management module) for all school levels and sessions must be confirmed.
3. Assessment Profile for all school levels and sessions must NOT be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Other Assessment]** from the left menu.
2. Select the **School Year** in the drop-down list box.



3. Click **[Add]** button.

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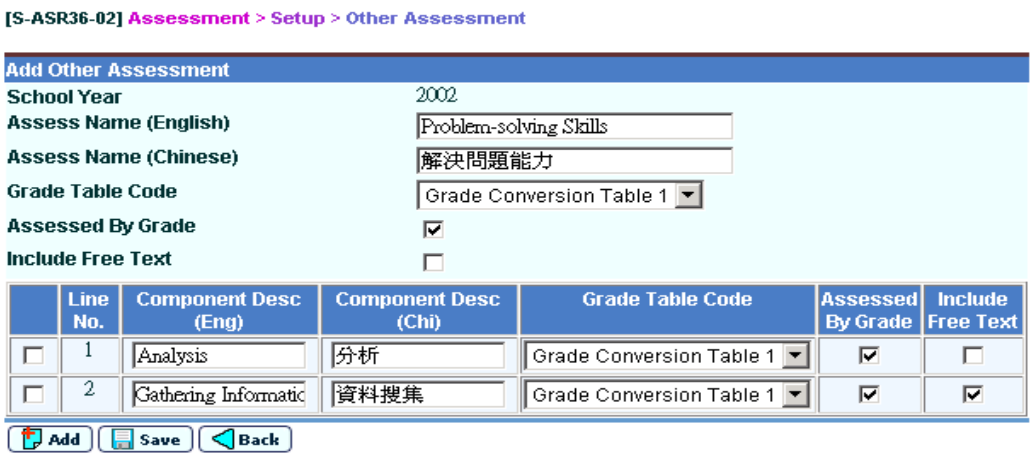

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4. Fill in the Other Assessment Subject and its Component(s) information.
5. Select the **Grade Table Code** by the drop-down list box.
6. Click **[Save]** button.

📖 Post-effects

Other Assessment Subject and components are added into the system.

📖 Notes

1. Users could add as many as other assessment components if necessary. The system does not limit the number of other assessment components that could be defined.
2. User can input maximum 50 characters for the description of other assessment components.

Delete Other Assessment

📖 Function Description

The following procedure describes how to delete Other Assessment Subject from a particular school year.

📖 Pre-requisites

1. The following must be setup in School Management Module:
   - School level
   - School session
   - Class level
   - Term
   - Assessment
2. School Information (School Management module) for all school levels and sessions must be confirmed.

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3. Assessment Profile for all school levels and sessions must NOT be confirmed.

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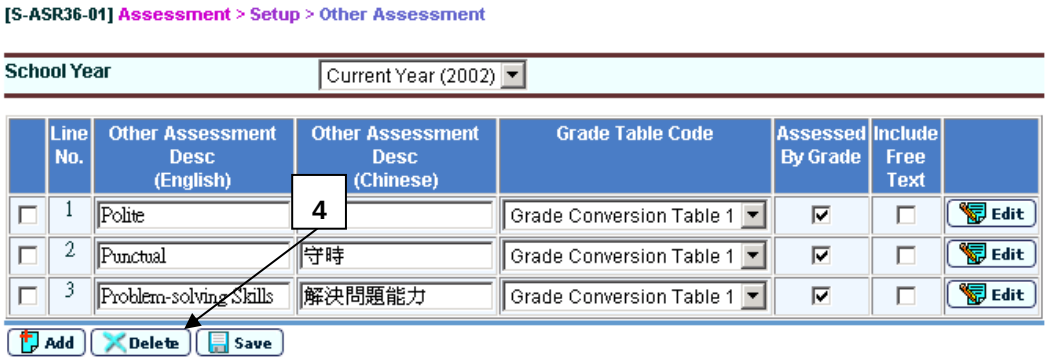
User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Other Assessment]** from the left menu.
2. Select the **School Year** in the drop-down list box.



3. Select the Other Assessment record(s) by checking the check box aside **Line No.**
4. Click **[Delete]** button.

Post-effects

Other Assessment can be deleted in the system.

Notes

If the other assessment subject or other assessment component is input with grade, the other assessment subject or other assessment component cannot be deleted from the system.

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2.1.10 Confirm

Confirm Assessment Profile

📖 Function Description

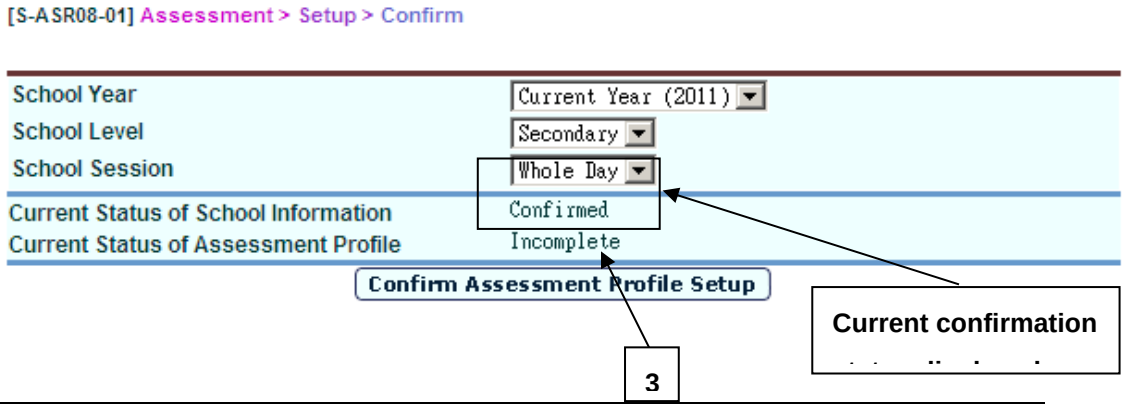
Users can confirm Assessment profiles. The confirm status is a system lock that protects the integrity of assessment profile. It makes sure that there will be no accidental change to the assessment profile once it is confirmed, especially at the moment that data entry is started or even the data has ever been consolidated.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must NOT be confirmed.
3. Term and Assess Weighting, Subject / Assessment Group Full Score and Weighting, as well as Class level Setup in Assessment Profile must be completed.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Confirm]** from the left menu.
2. Select the **School Year** and **School Level** by the drop-down list box.
3. Click **[Confirm Assessment Profile Setup]** button to confirm the profile.



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📖 Post-effects

1. The following functions will be locked. Modification would not be allowed:
   - Setup Term and Assessment Weighting
   - Setup Subject Full Score and Weighting
   - Setup Class Level Setting
   - Setup Assessment Group
   - Code Tables, including Grade Conversion Table, Subject Remark Table, and Subject Remark Grade Table.
   - Setup Conduct
   - Setup Other Assessments

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2. The following functions will not be locked by the confirmation lock. Modification and data entry are possible:
   - Setup Student Dropped and Exempted Subjects
   - Assessment Data Entry
   - Capture Score, Remarks and Comments
   - Capture Award & Punishment
   - Capture Other Assessments
   - Capture Overall Comments
   - Capture Absent Record
   - Import / Export Assessment Data
   - Consolidate Score

📖 Notes

1. The system will check whether the assessment profiles are completed. The system will only check the existence of the record. The values of the records are controlled by validation rules implemented in individual functions.

   For Setup of Term and Assessment Weighting

   - System checks whether records are created for all available classes with reference to the setup in the School Management Module for each Class Level, School Session and School Level.

   For Setup of Subject Full Score & Weighting

   - System checks whether the records are created for all available subjects with reference to the setup in the School Management Module and the assessment groups created for each subject in each Class, Class Level, School Session and School Level.

   For Setup of Class Level Assessment Profile

   - System checks whether the records are created for all available class levels setup in the School Management Module for each School Session and School Level.

   For Setup of Assessment Group

   - System checks whether the records are created for all subjects to be attached by subject component level assessment group in the School

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Management Module for each Class Level, School Session and School Level.

- System checks whether the records are created for all composites of subject level assessment group which is attached by a subject component level assessment group for each Class Level, School Session and School Level.

2. The “Specify Current Terms” does not depend on the confirmation lock. It can be modified once the school profile is confirmed.

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Reset Assessment Profile

Function Description

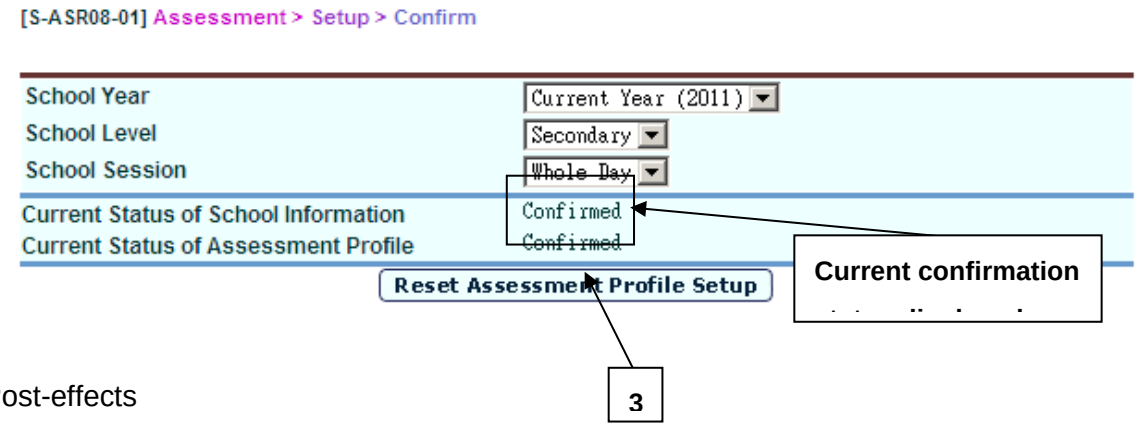
Users can reset assessment profiles. The Reset button is a key to release the profile of which users may want to modify the setting.

Pre-requisites

The assessment profile status must be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Confirm]** from the left menu.
2. Select the **School Year** and **School Level** by the drop-down list box.
3. Click **[Reset Assessment Profile Setup]** button to reset the profile.



Post-effects

1. Users can modify the profile setup of Assessment Module:
   - Setup Term and Assessment Weighting
   - Setup Subject Full Score and Weighting
   - Setup Class Level Setting
   - Setup Assessment Group
   - Code Tables, including Grade Conversion Table, Subject Remark Table and Subject Remark Grade Table
   - Setup Conduct

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- Setup Other Assessments

2. The following functions will be locked and modification would not be allowed:
   - Setup Student Dropped and Exempted Subjects
   - Assessment Data Entry
   - Capture Score, Remarks and Comments
   - Capture Award & Punishment
   - Capture Other Assessments

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- Capture Overall Comments
- Capture Absent Record
- Import / Export Assessment Data
- Consolidate Score

📖 Notes

1. The Reset procedure will also be triggered by the Reset of School Management Profile Profile in the School Management Module. Once the SM profile is reset, the confirmed status of ASR will also be released.
2. The “Specify Current Terms” does not depend on the confirmation lock. It can be modified once the school profile is confirmed.

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2.1.11 Current Term

Specify Current Term

📖 Function Description

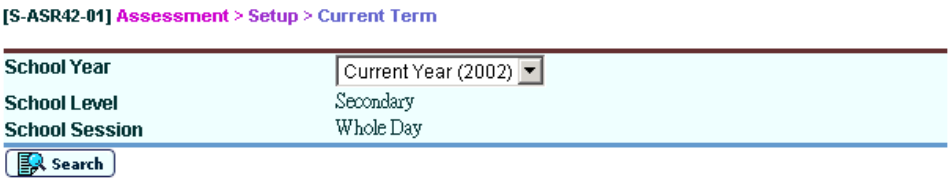
Users can specify the current term for each class level in order to avoid all possible error caused by mismatching in data and assessment in the process of data entry.

📖 Pre-requisites

1. The targeted School Management Profile must be confirmed.
2. This function does not depend on the confirmation status of assessment profile.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Current Term]** from the left menu.
2. Select the **School Year** from the drop-down list box.



3. Click **[Search]** button.

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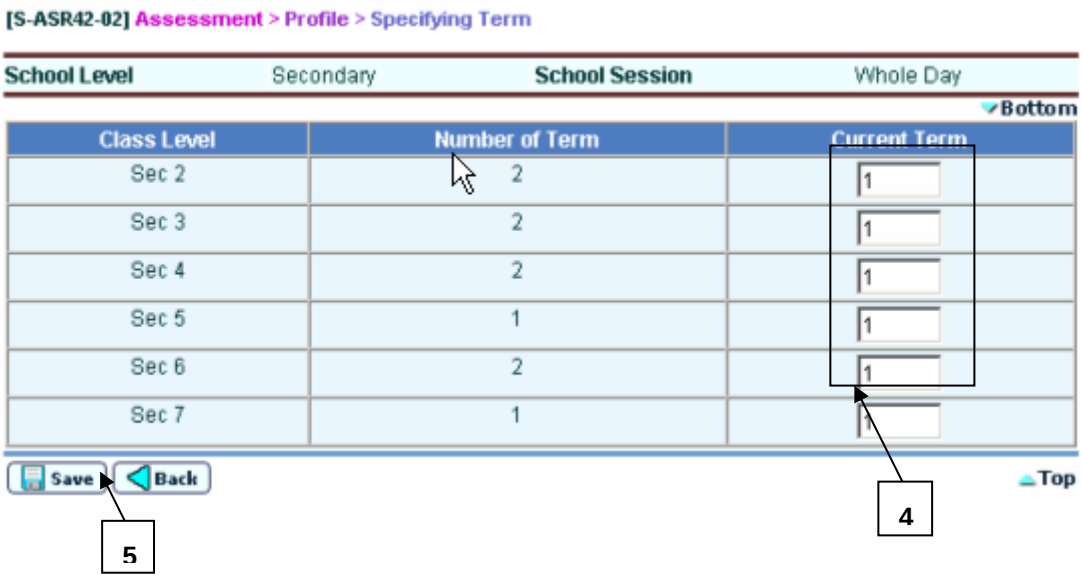

4. Modify the **Current Term** information as necessary.
5. Click **[Save]** button.

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📖 Post-effects

1. Users may find that the term specified in all data entry screen is updated according to the set value.
2. The Data Entry function including “Score & Grade”, “Subject Remark” and “Others” will show only the assessment(s) and term of current term for user to input data.

📖 Notes

All specified term information will be reset to the initial value “1” when data is captured from current year to next year triggered by Plan New School Year function.

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2.1.12 Drop / Exempt

Dropped and Exempted Subjects by Subject

📖 Function Description

Users can identify those students who will be exempted from or dropped from a particular subject.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must be confirmed.

🖱 User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Drop/Exempt]** from the left menu.
2. Setup the search criteria in **By Subject** section.
3. Click **[Search]** button.

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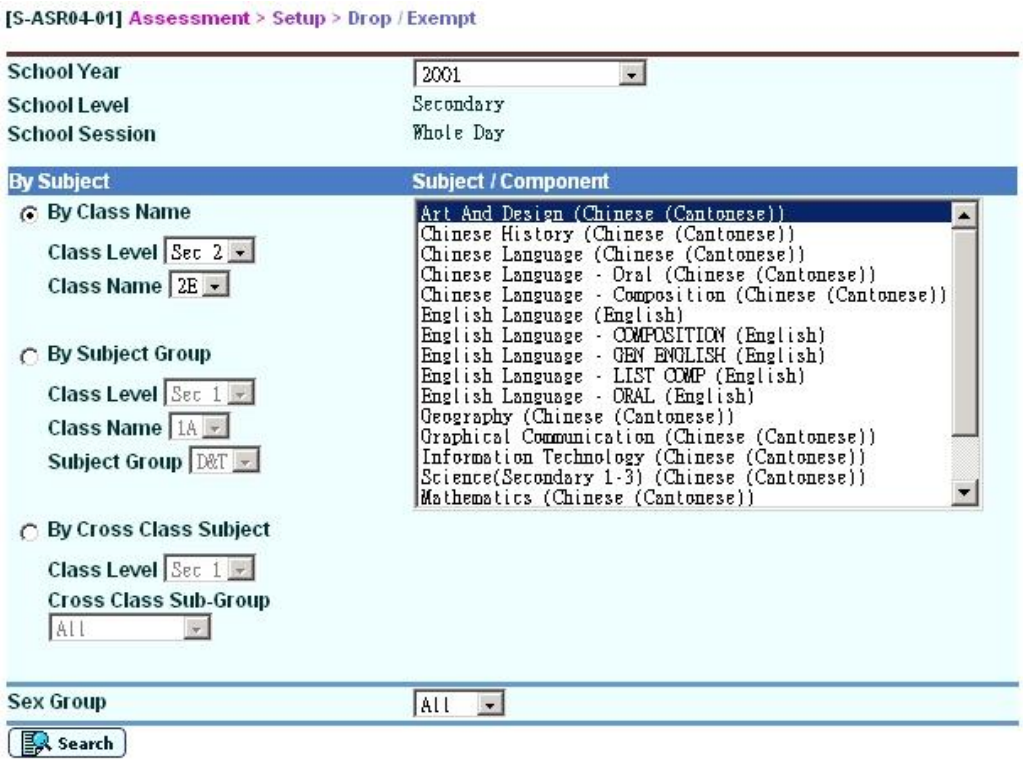

4. Drop / exempt students for the specified subject by the text box.

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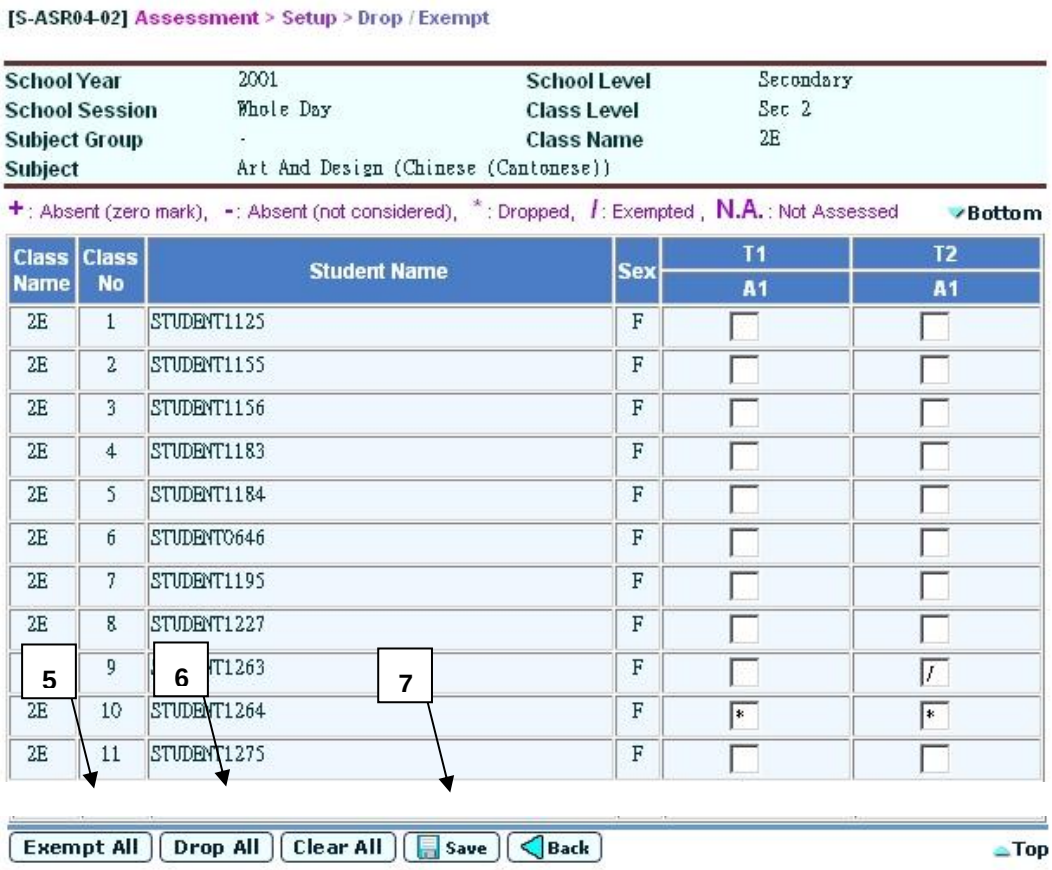

5. Click **[Exempt All]** button to fill the exempt symbol to all text boxes. (Optional)
6. Click **[Drop All]** button to fill the drop symbol to all text boxes. (Optional)
7. Click **[Save]** button.

📖 Post-effects

The subject can be dropped or exempted for selected students.

📖 Notes

1. Only Drop/Exempt status can be input. Absent status of the student cannot be marked in this function. Users have to capture the absence record by the “Score Input” function.
2. Records of irregularities are shown in the screen with respective symbols noted as +: Absent (zero mark), -: Absent (not considered), *: Dropped, /: Exempted, N.A.: Not Assessed.

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3. If the subject is dropped, its term result and the annual result are set to drop accordingly after consolidation.
4. If the subject is exempted, the corresponding term & assessment weighting will not be counted during consolidation.
5. In the report, the subject result shows abbreviation EXM or DRP indicating exemption or drop correspondingly.
6. When a subject is dropped, the score entry box shows a non-editable asterisk (*) in the data entry screen.
7. When the subject is exempted, the score entry box shows an editable slash (/) in the data entry screen. It allows inputting score to reset the action.
8. The originally inserted score/grade will be cleared once the subject is dropped or exempted for the specific ATA.
9. Users can only input absence case by “Score Input” function. They can input plus (+) or minus (-) signs for absence case.
10. During consolidation, (+) sign will be treated as 0 while (-) sign will lead the system to ignore the subject weighting in the corresponding ATA.
11. In the report, the subject result shows abbreviation ABS indicating absence case.

Dropped and Exempted Subjects by Student

📖 Function Description

Users can identify those subjects from which the selected student will be exempted or dropped.

📖 Pre-requisites

1. The following must be setup in the School Management Module and Student Module:
   - School level
   - School session
   - Class level

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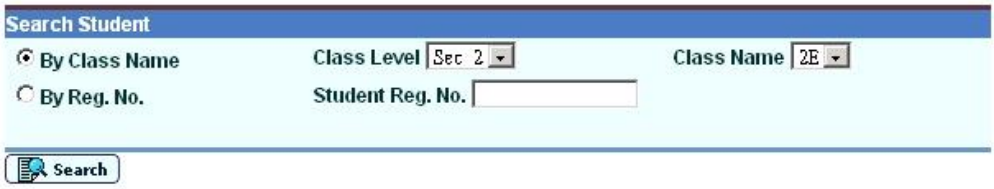
- Subject group
- Subject
- Student profiles
- Number of terms
- Number of assessments in each term

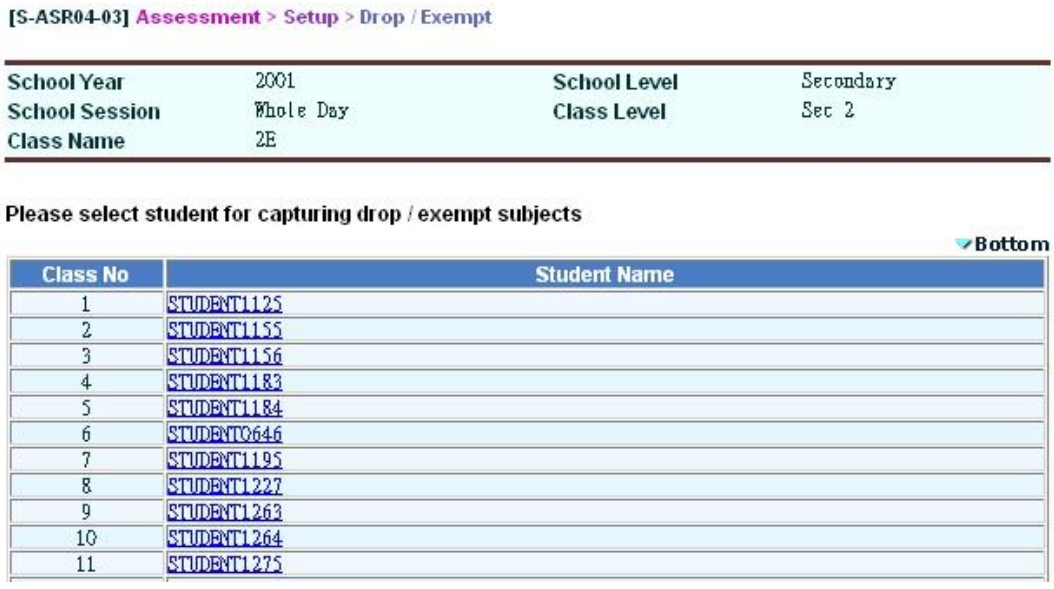
2. The assessment profile must be confirmed.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Drop/Exempt]** from the left menu.
2. Setup the search criteria in **Search Student** section.
3. Click **[Search]** button.



4. Select a student by a mouse click on the link of **Student Name**.



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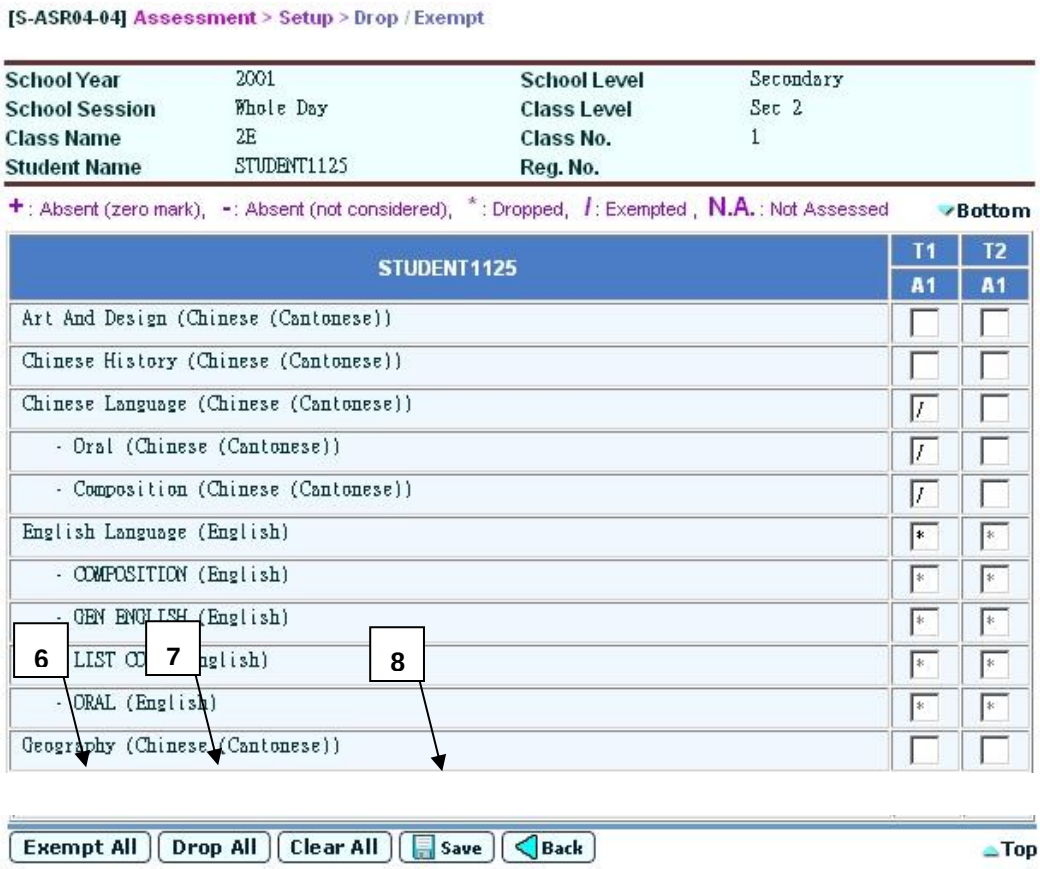
5. Mark drop/exempt of subjects(s) in the text box of the specified subject by ATA.



6. Click **[Exempt All]** button to fill the exempt symbol to all text boxes. (Optional)
7. Click **[Drop All]** button to fill the drop symbol to all text boxes. (Optional)
8. Click **[Save]** button.

📖 Post-effects

The subject can be dropped or exempted for selected students.

📖 Notes

1. Only Drop/Exempt status can be input. Absent status of the student cannot be marked in this function. Users have to capture the absence record by the “Score Input” function.

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2. Records of irregularities are shown in the screen with respective symbols noted as +: Absent (zero mark), -: Absent (not considered), *: Dropped, /: Exempted, N.A.: Not Assessed.
3. If the subject is dropped, its term result and the annual result are set to drop accordingly after consolidation.
4. If the subject is exempted, the corresponding term & assessment weighting will not be counted during consolidation.
5. In the report, the subject result shows abbreviation EXM or DRP indicating exemption or drop correspondingly.
6. When a subject is dropped, the score entry box shows a non-editable asterisk (*) in the data entry screen.
7. When the subject is exempted, the score entry box shows an editable slash (/) in the data entry screen. It allows inputting score to reset the action.
8. The originally inserted score/grade will be cleared once the subject is dropped or exempted for the specific ATA.
9. Users can only input absence case by “Score Input” function. They can input plus (+) or minus (-) signs for absence case.
10. During consolidation, (+) sign will be treated as 0 while (-) sign will lead the system to ignore the subject weighting in the corresponding ATA.
11. In the report, the subject result shows abbreviation ABS indicating absence case.

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2.1.13 Guardian Access

Function Description

Since WebSAMS supports Internet access, schools may distribute user accounts to guardians for their access to the system at home. Users can enable / disable the guardian access to the Assessment Module by this function.

Pre-requisites

1. The school's WebSAMS must be set to enable Internet accessible.
2. Guardian information must be set up in Student Profile
3. The guardian access must be enabled during the access period.

User Procedures

1. Click **[Assessment]** → **[Setup]** → **[Guardian Access]** from the left menu.
2. Select the **Class Level** in the drop-down list box.

3. Click **[Search]** button.
4. Setup the guardian access right.
5. Click **[Save]** button.

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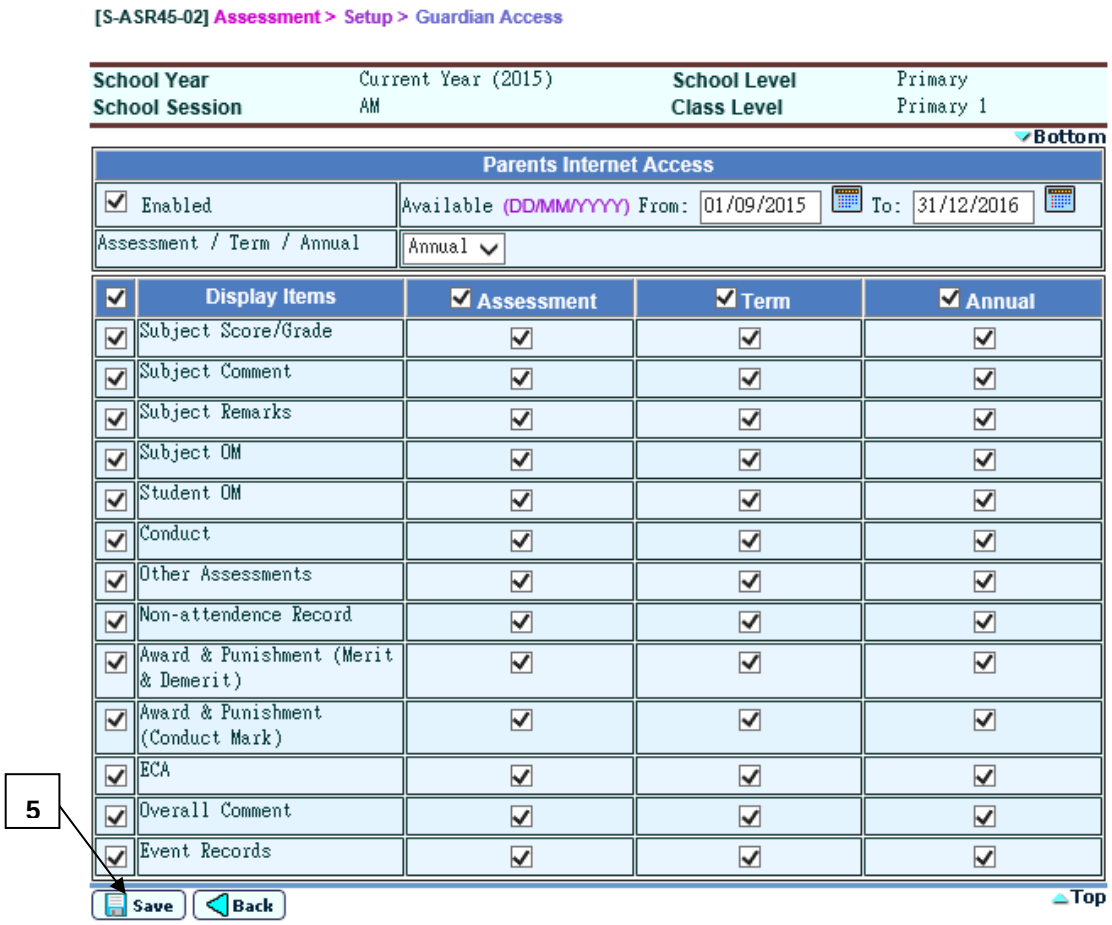

Post-effects

The guardian can view the specified assessment result of his/her child during the defined period.

Notes

1. The system will display an input screen with the following data. If the records are created before, the existing information will be retrieved and displayed:
   - Enable flag
     - This flag allows users to enable or disable parents' access to the Assessment Module.
     - If it is enabled, users MUST also input the Available Date in the text boxes of "From" and "To".
   - Available Date From / To

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- Control the available period in which parents can access to the system in order to view the assessment result of their child.

- Subject Score / Grade
  - Users can select to release Subject Score / Grade for parents in the enquiry result for assessment, term or annual.
- Subject Comments and Remarks
  - Users can select to release Subject Comments and Remarks to parents in the enquiry result of for assessment, term or annual.

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- Subject OM
  - Users can select to release Subject OM to parents in the enquiry result for assessment, term or annual.
- Student OM
  - Users can select to release Student OM to parents in the enquiry result for assessment, term or annual.
- Conduct
  - Users can select to release Conduct to parents in the enquiry result for assessment, term and annual.
- Other Assessments
    - Users can select to release Other Assessments to parents in the enquiry result for assessment, term and annual.
- Absent / Late / Early Leave
  - Users can select to release Absent / Late/ Early Leave to parents in the enquiry result for assessment, term and annual.
- Award & Punishment
  - Users can select to release Award & Punishment to parents in the enquiry result for assessment, term and annual.
- Conduct Mark System
  - Users can select to release Conduct Mark information to parents in the enquiry result for assessment, term and annual.
- ECA
  - Users can select to release ECA to parents in the enquiry result for assessment, term and annual.
- Overall Student Comments
  - Users can select to release Overall Student Comments to parents in the enquiry result for assessment, term and annual.
- Overall Student Comments
  - Users can select to release Overall Student Comments to parents in the enquiry result for assessment, term and annual.
- Event Records
  - Users can select to release Event Records to parents in the enquiry result for assessment, term and annual.

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2.2 Data Entry

Having confirmed the Assessment Profile, users can perform data entry.

Users can input the following 6 types of data for student:

- Subject Score and Grade
- Subject Remark and Comment
- Other Assessment Grade and Comment
- Award and Punishment data
- Non-Attendance data
- Conduct data
- Overall Comment

However, before users can input the above data, two Pre-requisites should be satisfied.

1. Capture Score Option in the Security Module has to be turned on.
    - There are three special teams that have the right to input assessment data in WebSAMS:
    - **by Subject Teacher** – If this option is enabled, all subject teachers can input assessment data for the subjects they teaches in current year.
    - **by Class Teacher** – If this option is enabled, only the class teachers have the authority to input assessment data for the subjects taken by his / her class in current year.
    - **by Score Capture Team** – If this option is enabled, members of the special team can input data for all subjects for all classes of the current school year or past school years.
2. The user must be subject teacher, class teacher or member of score capture team:
    - Users can assign class teachers and subject teachers by the Class Details Function of School Management Module.
    - Users can assign any system users to the Score Capture Team in the Security Module.

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Users can also export data files for input of assessment data outside the system. For data input by the standalone application, the files are exported in zip format. Thus, users can input all assessment data at home. For input subject score & grade, a data file in Excel (XLS) format can be exported so as to enable input of subject score by the spreadsheet software.

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2.2.1 Score & Grade

📖 Function Description

Users can input score and grade of subjects and subject components. By the enhanced interface, users can input score and grade for multiple subjects and components at a single retrieval.

📖 Pre-requisites

1. School Management Profile profile must be confirmed.
2. Assessment profiles must be confirmed.
3. Score Capture Option is setup properly.

🖱 User Procedures

1. Click **[Assessment]** → **[Data Entry]** → **[Score & Grade]** from the left menu.
2. Select the search criteria in the drop-down list box.
3. To search the class subject(s) for input of score & grade,
   i. Select **By Class** radio button
   ii. Select **Subject/Component** from the list box
   iii. Click **[Search]** button.
   iv. Enter or amend the subject scores or grades in the text box for each student for class subject.

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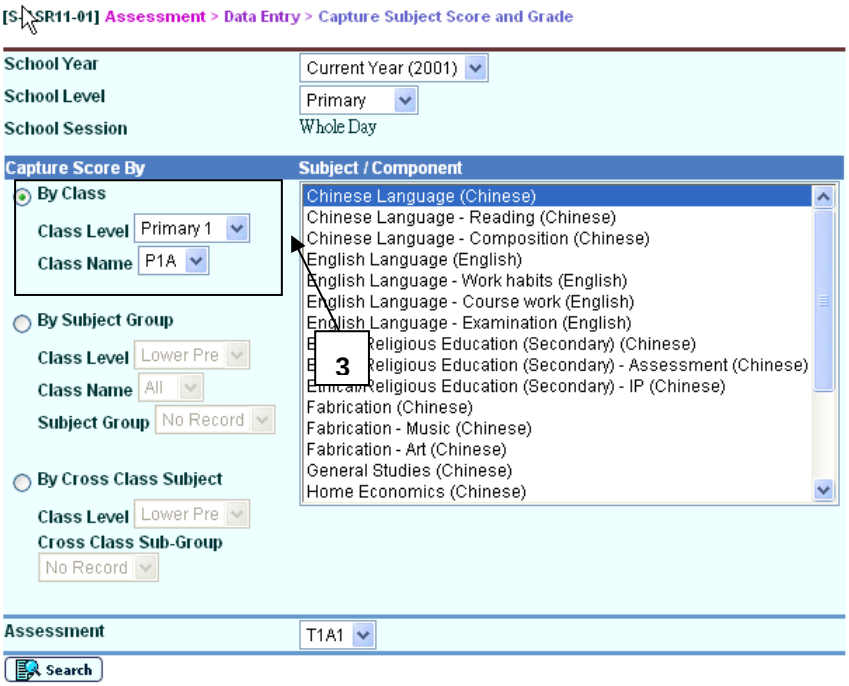

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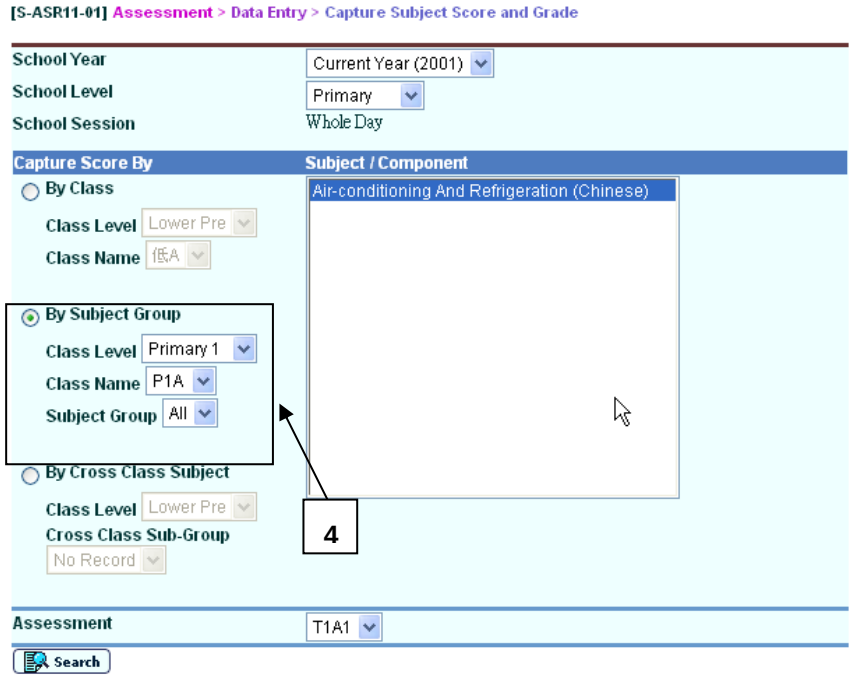
4. To search subject group subject(s) for input of score & grade
   i. Select **By Subject Group** radio button
   ii. Select Subject Group
   iii. Select **Subject/Component** from the list box
   iv. Click **[Search]** button.
   v. Enter or amend the subject scores or grades in the text box for each student.



5. To search cross class subject(s) for input of score & grade
   i. Select By Cross Class Subject radio button
   ii. Select Cross Class Sub - Group
   iii. Select **Subject/Component** from the list box
   iv. Click **[Search]** button.
   v. Enter or amend the subject scores or grades in the text box for each student.

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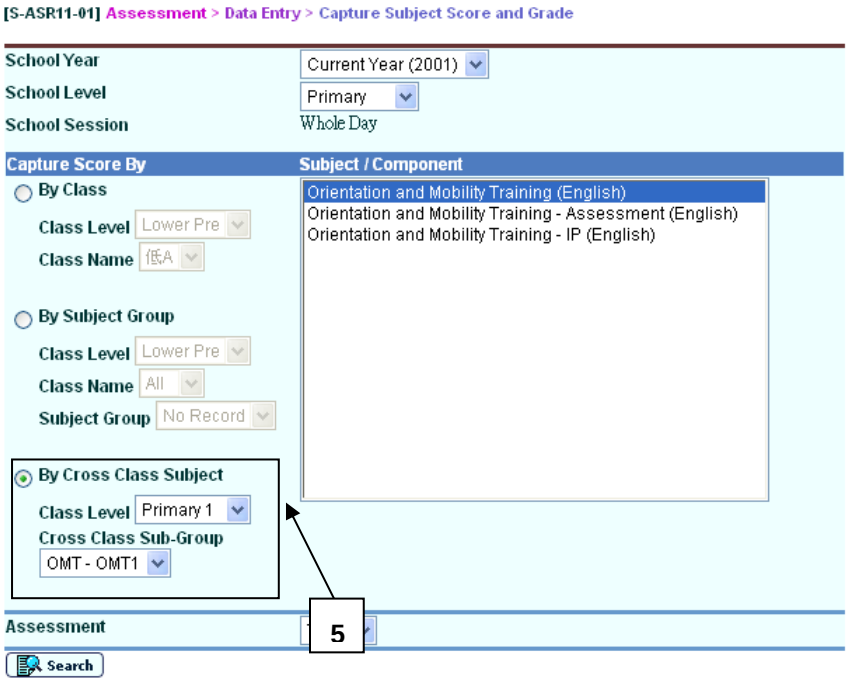
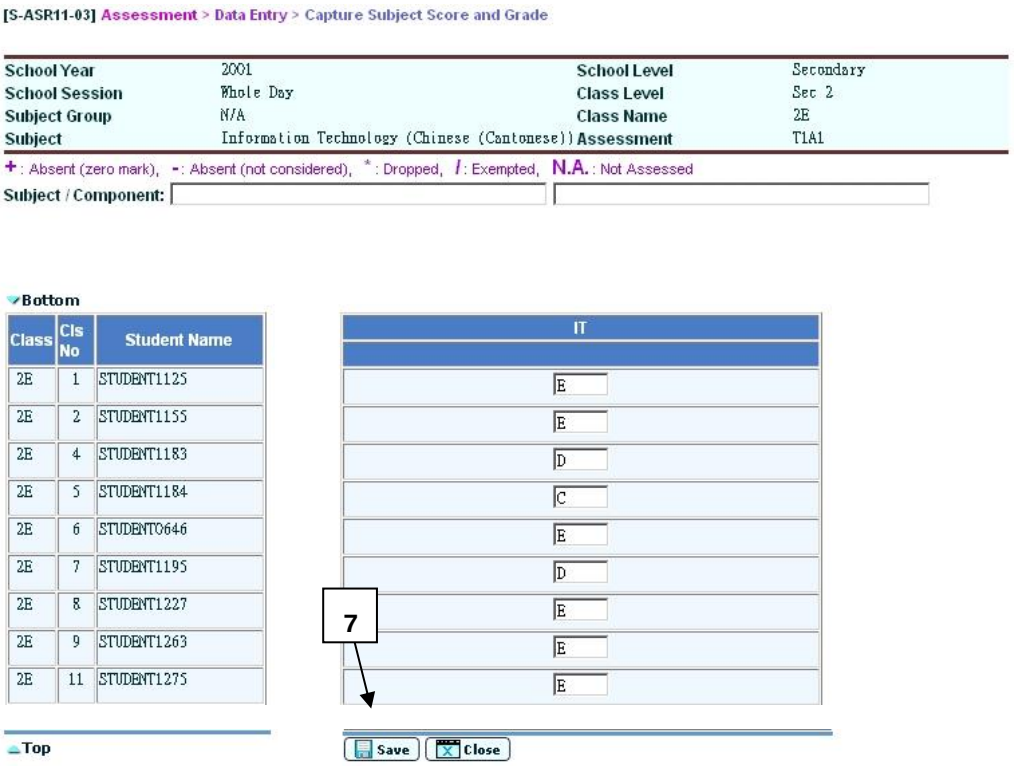


6. Enter or amend the subject scores or grades in the text box for each student. (The screens for input **By Class**, **By Subject Group**, **By Cross Class Subject** are the same.)



7. Click **[Save]** button.

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📖 Post-effects

1. Users can print the “Outstanding Score Entry Status List (By Class) (R-ASR027-E)” or “Outstanding Score Entry Status List (By Teacher) (R-ASR028-E)” to check whether the score entry is completed.
2. Score consolidation can be done after entry of assessment data. The assessment data can be printed in reports and enquired through the enquiry function.

📖 Notes

1. You can enter or amend scores/grades for more than one subject at a time. There are two ways you can select multiple subjects: either select a continuous range of subjects or a few disjoint subjects for updates.

   Selecting a continuous subject range

   i. Select a subject that you want to start your updates (e.g. Computer Studies (Chinese)).

   ii. Click on the subject at the end of the range while holding down the *SHIFT* key on the keyboard (e.g. Library Lesson (Chinese)).

   iii. Obtain a subject list which is similar to the list shown below.

   - Alternatively, click on the first subject (Computer Studies (Chinese))
   - Move the mouse pointer down to the second subject (Library Lesson (Chinese)) while holding down the mouse button.
   - Same effect as using the *SHIFT* key would be achieved.

   Selecting a disjoint set of subjects

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- Say you want to update a list of subjects (e.g. Mathematics, Music and Physical Education) at once but they are not listed together.
- In this case, you would have to first select Mathematics by clicking on it.
- Click on Music while holding down the CTRL key on the keyboard.
- Click on Physical Education, also while holding down the CTRL key.
- Obtain a subject list as shown below.

- You can repeat the *CTRL-Click* procedure as many times as necessary to select your desired set of available subjects for updates.

2. Score / grade amendments and score consolidations can be repeated many times. This is typically done to correct data entry mistakes. Users are advised to use the Adjust Assessment and Consolidated Score function to amend erroneous score/grades once the Student Report Card are distributed to students as consolidation may change the students' subject, class and class level Order of Merit.
3. For subjects with components, if all the components are marked as not assessed, the system will allow users to capture the score in main subject level.

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2.2.2 Capture Subject Remark & Comment

📖 Function Description

Users can capture subject remarks and subject comments by this function.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. The assessment profiles must be set up and confirmed inside the system for the current school year.
3. The Grade Conversion Table is setup in Maintain Code Tables.
4. The Subject Remark Table is setup in Maintain Code Tables.
5. The Subject Remark Grade Table is setup in Maintain Code Tables.
6. The Subject Comment Table is setup in Maintain Code Tables.
7. The Assessment / Term / Annual is not locked in "Consolidation -> Consolidation".

🖱 User Procedures

1. Click **[Assessment]** → **[Data Entry]** → **[Subject Remark]** from the left menu.
2. To search for the class subject, Select **By Class** radio button
   i. Select **Subject** from the list box.
   ii. Click **[Search]** button.

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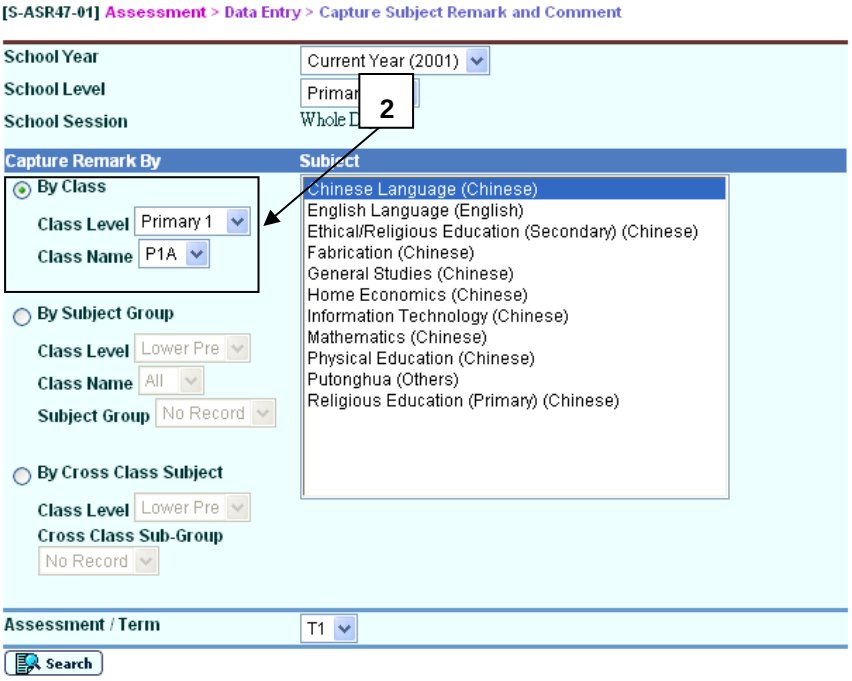

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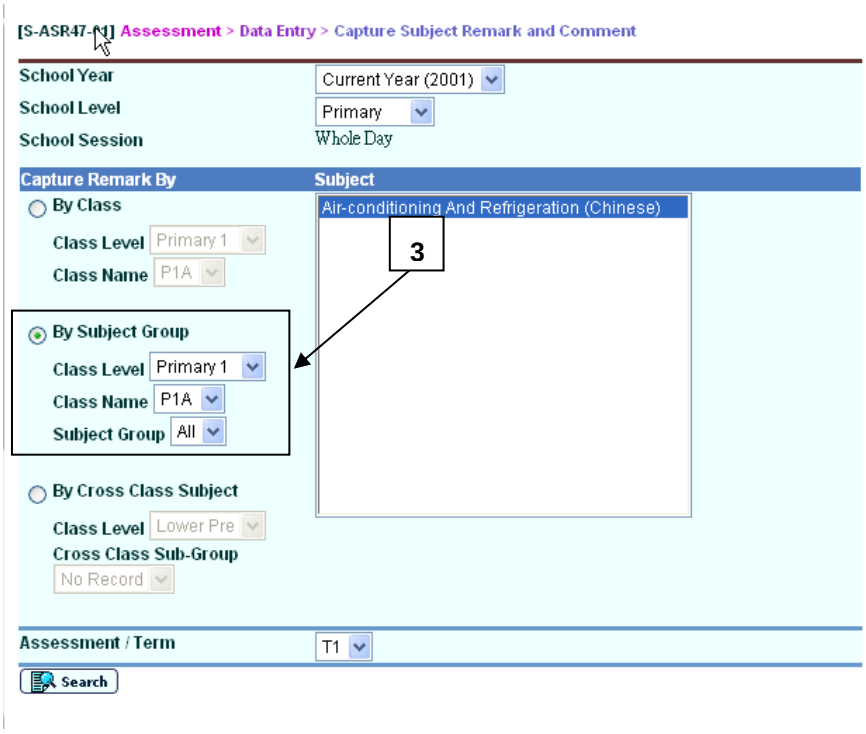
3. To search for the subject group subject
   i. Select **By Subject Group** radio button.
   ii. Select Subject Group
   iii. Select **Subject** from the list box.
   iv. Click **[Search]** button.



4. To search for the cross class subject
   i. Select By Cross Class Subject radio button.
   ii. Select Cross Class Sub - Group
   iii. Select **Subject** from the list box.
   iv. Click **[Search]** button.

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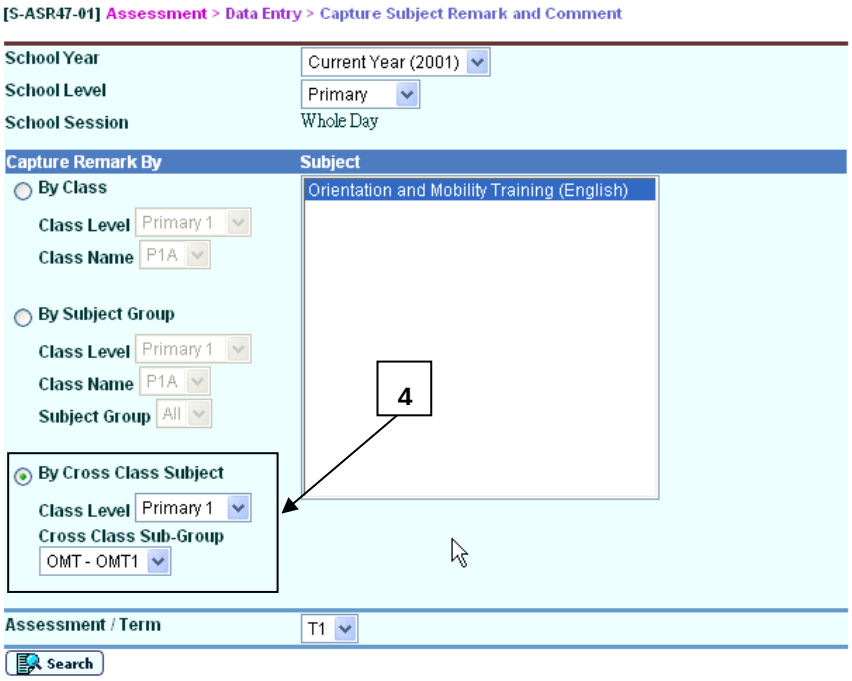

5. Users can enter or amend the subject comments in the text box for each student by any of the following ways.
6. Users can enter the **Code** and press ENTER (note that the code will be erased once the comment is filled in the comment textbox).
7. Click **[Table]** button and select the comment by clicking on the **Select** link

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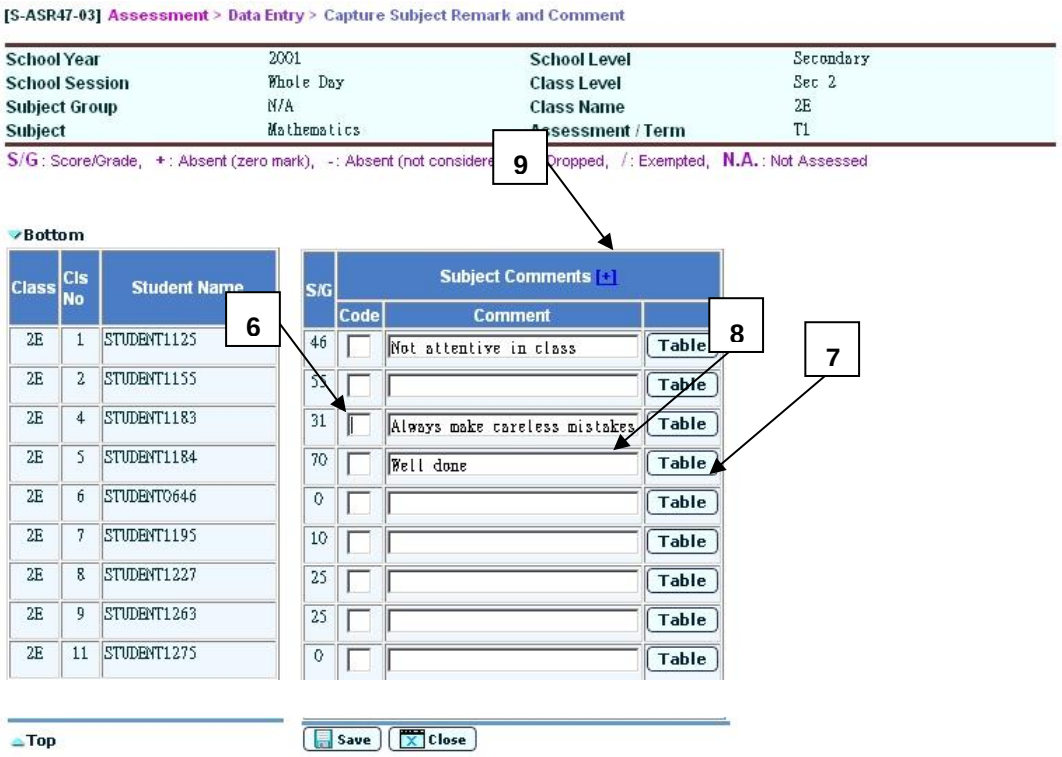

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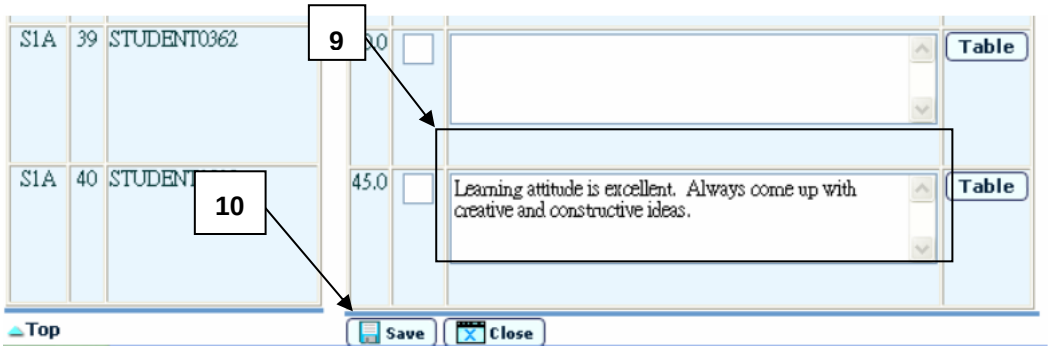
8. Enter remarks into the **Comment** as free text.

9. Click **[+]** to expand the textbox to allow multiple-line text to enter as shown below. The field is in the 'shrunk' mode by default.



10. Click **[Save]** button.

🕮 Post-effects

1. Subject comments and subject remarks can be printed in the report or report cards, which are newly designed for this new feature.
2. These report cards are Report Card Q, Report Card R, Report Card S and Report Card T.

🕮 Notes

1. For capturing subject remark:

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- The system allows up to nine different subject remarks to be captured.
- All subjects in the same class level will use the same set of remarks.
- If no subject remark is setup for a class level, the Subject Remark field will not be displayed.
- Subject remarks can be assessed by selecting Remark Grades, based on the Assess by Grade Flag setup in Maintain Code Tables**.** The Remark Grade itself is setup in Maintain Code Tables.
- Subject remarks can be assessed by entering free text, based on the Free Text Flag setup in Maintain Code Tables.

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2. Subject Comment can be filled in by selecting from a Comment Table, or entered as free text. The Comment Table itself is setup in Maintain Code Tables.
3. Users may select a comment from the Comment Table. Users may modify the comment captured for the current student and subject as necessary.
4. Subject comment field can be blank.
5. The subject comment fields displayed on screen will be different. It depends on the language setting in Setup Class Level Assessment Profile:
   - If the language setting is Chinese, when users enter a Comment Code or select a comment from the Table, the system will fill in the Chinese version of the comment. Users can also input English characters in the Chinese comment field.
   - If the language setting is English, when user enters a Comment Code or select comments from the Table, the system will fill in the English version of the comment. Users can also input Chinese characters in the English comment field.
   - If the language setting is Bilingual, the system will display two separate comment fields for users to input comments. When users enter a Comment Code or select a comment from the Table, the system will fill in both the fields for Chinese and English Comment. The Users can also input Chinese or English characters in the Chinese and English comment field.

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2.2.3 Others

Capturing Award & Punishment Information - Merit & Demerit Scheme

📖 Function Description

By this function, users can capture the merit & demerit records for student. All student merit and demerit records can be captured from Award and Punishment Module by a single click or entered online.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. The Assessment Profiles must be confirmed.
3. The Merit & Demerit Scheme must be set up in the Award & Punishment Module.
4. Data consolidation is completed in the Award & Punishment Module.
5. The Assessment / Term / Annual is not locked in "Consolidation -> Consolidation"

🖱 User Procedures

1. Click **[Assessment]** → **[Data Entry]** → **[Others]** from the left menu.
2. Setup the search criteria in the drop-down list box.
3. Select Award & Punishment (Merit & Demerit Scheme).

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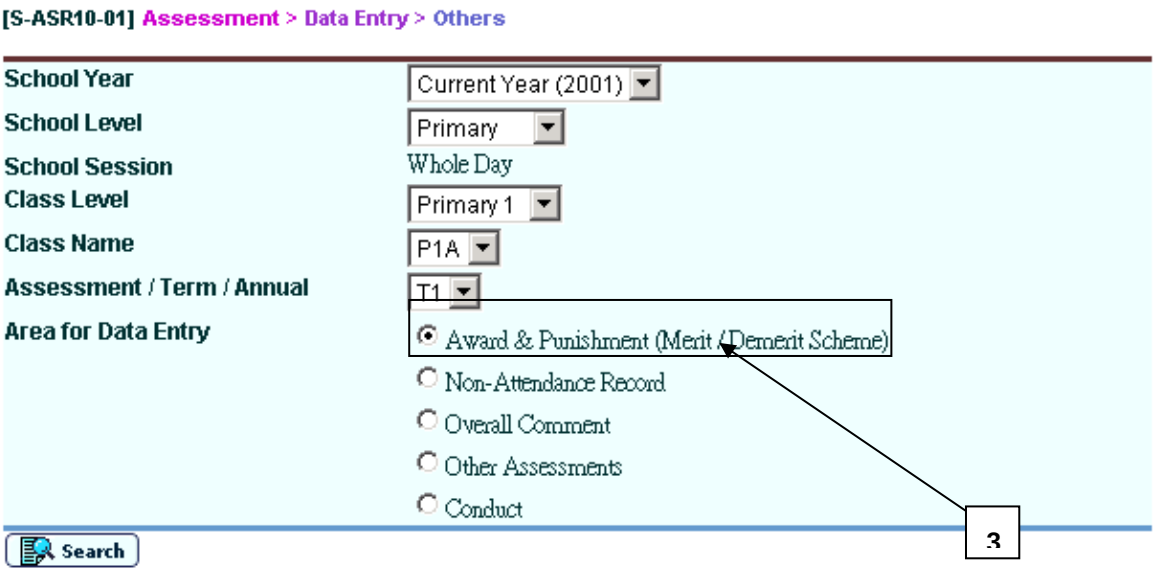

4. Click **[Search]** button.

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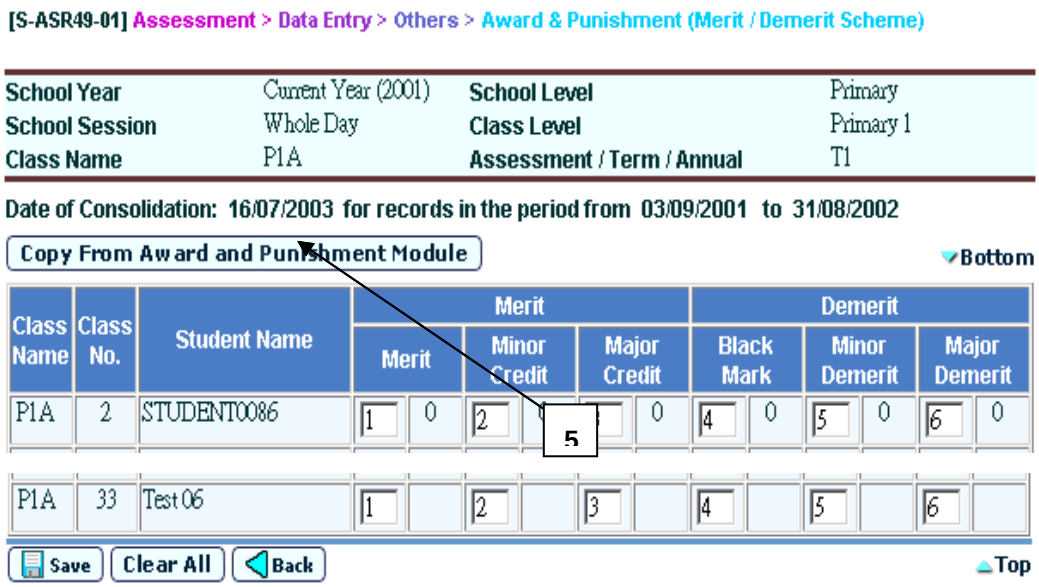

5. Click **[Copy From Award and Punishment Module]** button to copy data from the Award & Punishment Module. (Optional)
6. Amend the award and/or punishment information for each student.
7. Click **[Save]** button.

🕮 Post-effects

Merit & demerit records can be printed in student report cards where “From ASR” option is chosen.

🕮 Notes

1. Merit points can be entered for different merit levels (based on the number of merit levels defined in the Award & Punishment Module, the maximum is 5 levels)
2. Demerit points can be entered for different demerit levels (based on number of demerit levels defined in the Student Module, the maximum is 5 levels)
3. If the data is copied from the Award & Punishment Module:
   - The following information will be copied from the Award & Punishment Module by pressing the “Copy From Award and Punishment Module” button:

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  - Merit point for each merit level
  - Demerit point for each demerit level
- Only the last consolidation result in the Award and Punishment Module for the class level will be copied.
- The copied data will be listed beside the user input.
- Users may input data based on the consolidated figure copied from the Award & Punishment Module but the copied data cannot be altered.
- The consolidation date will be kept as a reference to keep track of “when” the data is consolidated from the Award & Punishment Module.

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- Users can overwrite the merit and demerits records by entering values here. Report Cards will print these input values when the option of Merit/Demerit “From ASR” is chosen.

Capturing Award & Punishment Information - Conduct Mark Scheme

🕮 Function Description

By this function, users can capture conduct mark for students. All student conduct mark can be captured from Award and Punishment Module by a single click or entered online.

🕮 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile status must be confirmed.
3. The Conduct Mark Scheme must be set up in the Award & Punishment Module.
4. Consolidation of conduct mark data is completed in the Award & Punishment Module.
5. The Assessment / Term / Annual is not locked in "Consolidation -> Consolidation"

🖱 User Procedures

1. Click **[Assessment]** → **[Data Entry]** → **[Others]** from the left menu.
2. Setup the search criteria in the drop-down list box.
3. Select Award & Punishment (Conduct Mark Scheme)

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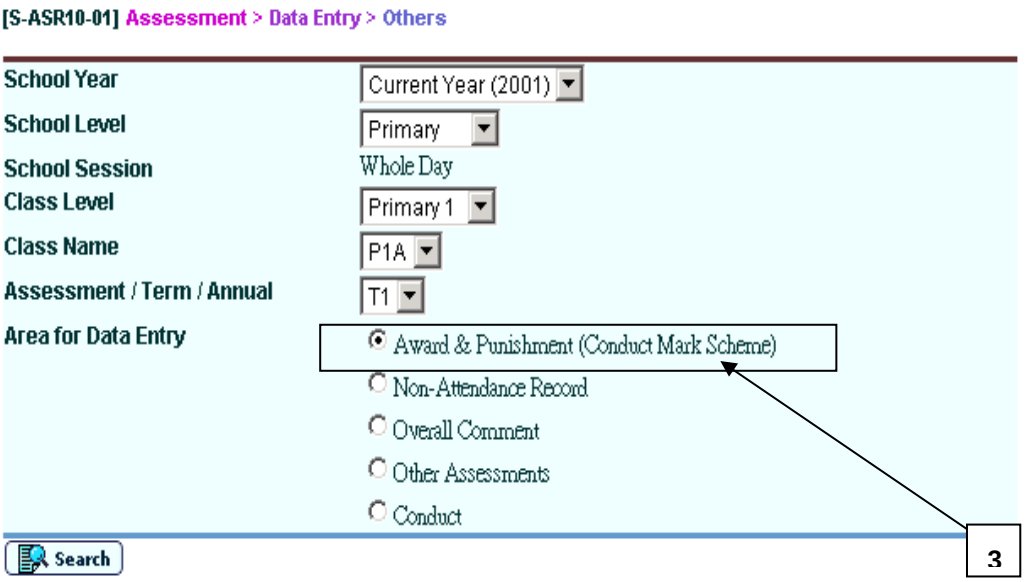

4. **Click [Search]** button.

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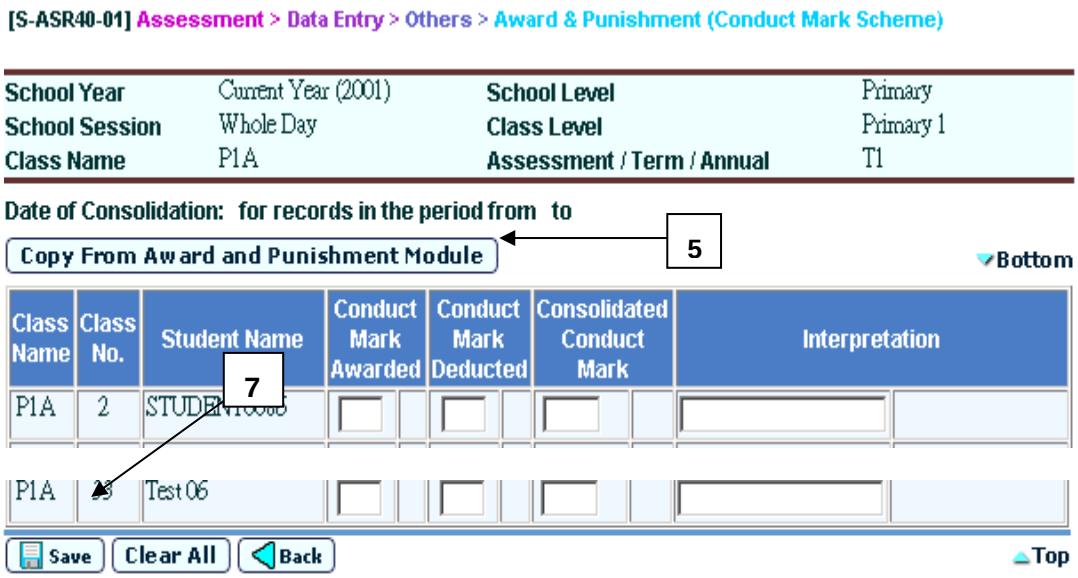

5. Click **[Copy From Award and Punishment Module]** button to copy the conduct mark from the Award & Punishment Module. (Optional)
6. Amend the conduct marks for each student if necessary.
7. Click **[Save]** button.

📖 Post-effects

Student conduct marks can be printed in student report cards when “From ASR” option is chosen.

📖 Notes

1. If data is copied from Award and Punishment Module
   - The copied data will only affect the record kept in the Assessment Module, while the data in the Award & Punishment Module will not be changed.
   - Only the last consolidation result in the Award and Punishment Module for the class level will be copied.
   - The following information will be copied from the Award & Punishment Module by pressing the “Copy From Award and Punishment Module” button:
     - Conduct Mark Awarded

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  - Conduct Mark Deducted
  - Consolidated Conduct Mark
  - Free Text
- The copied data will be listed beside column for user input.
- Users may input data based on the consolidated figure copied from the Award & Punishment Module but the copied data cannot be altered.
- The consolidation date will be kept as a reference to keep track of “when” the data is consolidated in the Award & Punishment Module.

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Non-Attendance Record

Function Description

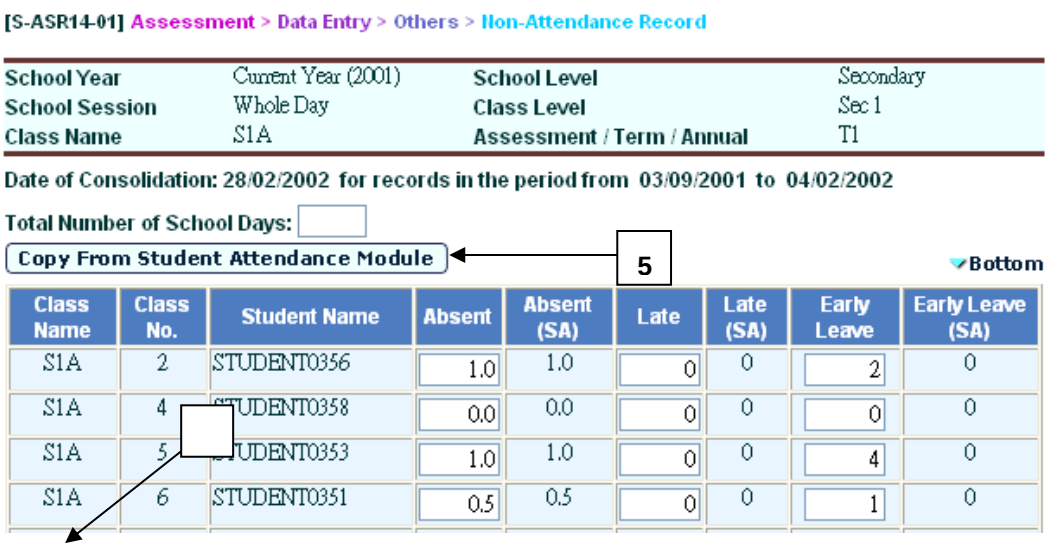
Users can capture non-attendance records. Also, the non-attendance of students captured in Non Attendance Module can be copied to Assessment module using this function.

Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile status must be confirmed.
3. The absent record must be ready in the **Student Attendance Module**. Therefore, it must be consolidated.
4. The Assessment / Term / Annual is not locked in "Consolidation -> Consolidation"

User Procedures

1. Click **[Assessment] → [Data Entry] → [Others]** from the left menu.
2. Setup the search criteria by the drop-down list box.
3. Select Non-Attendance Record.
4. Click **[Search]** button.



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5. Click **[Copy From Student Attendance Module]** button to copy the student attendance data from the Student Attendance Module. (Optional)
6. Amend the non-attendance information for each student.
7. Click **[Save]** button.

📖 Post-effects

The figures can be printed in student report cards.

📖 Notes

1. If data is copied from Student Attendance Module
   - The copied data will only affect the records kept in the Assessment Module, while the data in the Student Attendance Module will not be changed.
   - The following information will be copied from the Student Attendance Module by pressing the “Copy From Student Attendance Module” button:
     - Absent figure
     - Late figure
     - Early figure
   - The copied data will be listed beside the user input.
   - Users may input data based on the consolidated figure copied from the Student Attendance Module but the data copied from the Student Attendance Module cannot be altered.
   - The consolidation date will be kept as a reference to keep track of “when” the data is consolidated from the Student Attendance Module.

Overall Comment

📖 Function Description

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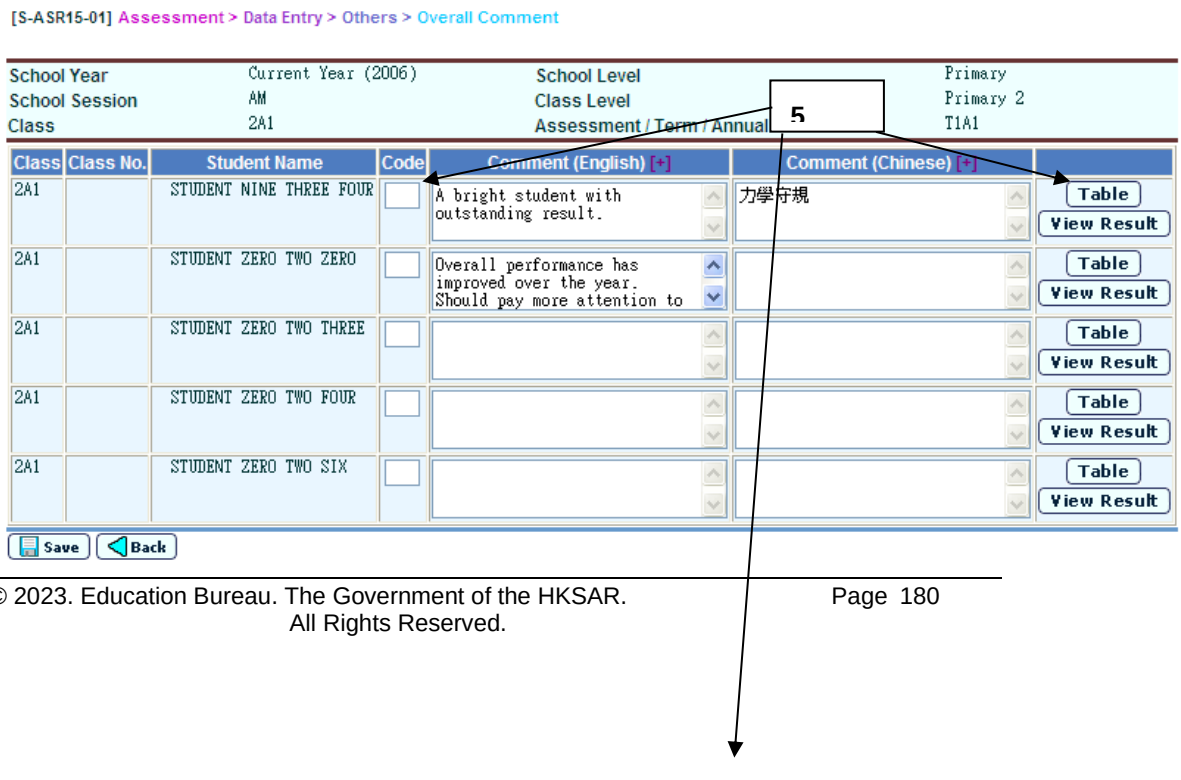
Users can capture the Overall comment of students for describing their overall performance.

Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must be confirmed.
3. The Overall Comment Table is setup in **Maintain Code Tables**.
4. The Assessment / Term / Annual is not locked in "Consolidation -> Consolidation"

User Procedures

1. Click **[Assessment]** → **[Data Entry]** → **[Others]** from the left menu.
2. Setup the search criteria in the drop-down list box.
3. Select Overall Comment.
4. Click **[Search]** button.
5. Users can enter or amend the Overall comments in the text box for each student by either of the following ways.
   - Enter the **Code** and press ENTER (note that code will be erased once associated comment is copied to the textbox)
   - Click **[Table]** button and select the remark by clicking on the **Select** link.



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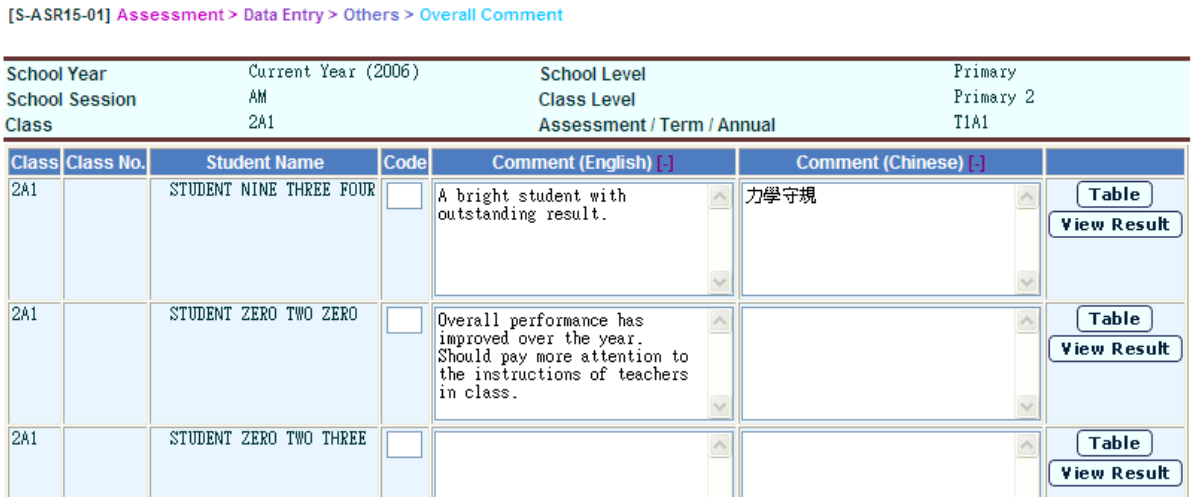
6. Click on **[View Result]** button to enquire student's assessment result.
7. Enter remarks into the **Comment** textbox as free text.
8. Click **[Save]** button.
9. To enlarge the text box of overall comment for multi-line text editing, users can click the **[+]** button in the Comment (English) and/or Comment (Chinese) table headers as shown below. The text boxes are not expanded by default.



📖 Post-effects

The comments can be printed as report and enquired through the enquiry function.

📖 Notes

1. A text field of 700 characters is available which allows users to capture Overall comments for a student.

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2. Depending on the language setting in Setup Class Level Assessment Profile, the Overall comment field will react as described below:
   - If the language setting is Chinese, when users enter a Comment Code or select a comment from the Table, the system will fill in the Chinese version of the comment. Users can also input English characters in the Chinese comment field.
   - If the language setting is English, when users enter a Comment Code or select a comment from the Table, the system will fill in the English version of the comment. Users can also input Chinese characters in the English comment field.
   - If the language setting is Bilingual, the system will display two separate comment fields for users to input comments. When the users enter a Comment Code or select a comment from the Table, the system will fill in both the fields for Chinese and English Comment. Users can also input Chinese or English characters in the Chinese and English comment field.

3. A pop-up screen will be displayed allowing users to view a student's assessment results and conduct in order to facilitate the users to input an appropriate comment.

Other Assessments

📖 Function Description

Users can capture grade and comments of other assessments and its components of student.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must be confirmed.
3. The Grade Conversion Grade Table is setup in Maintain Code Tables.
4. "Other Assessments" is setup in Setup Other Assessments.

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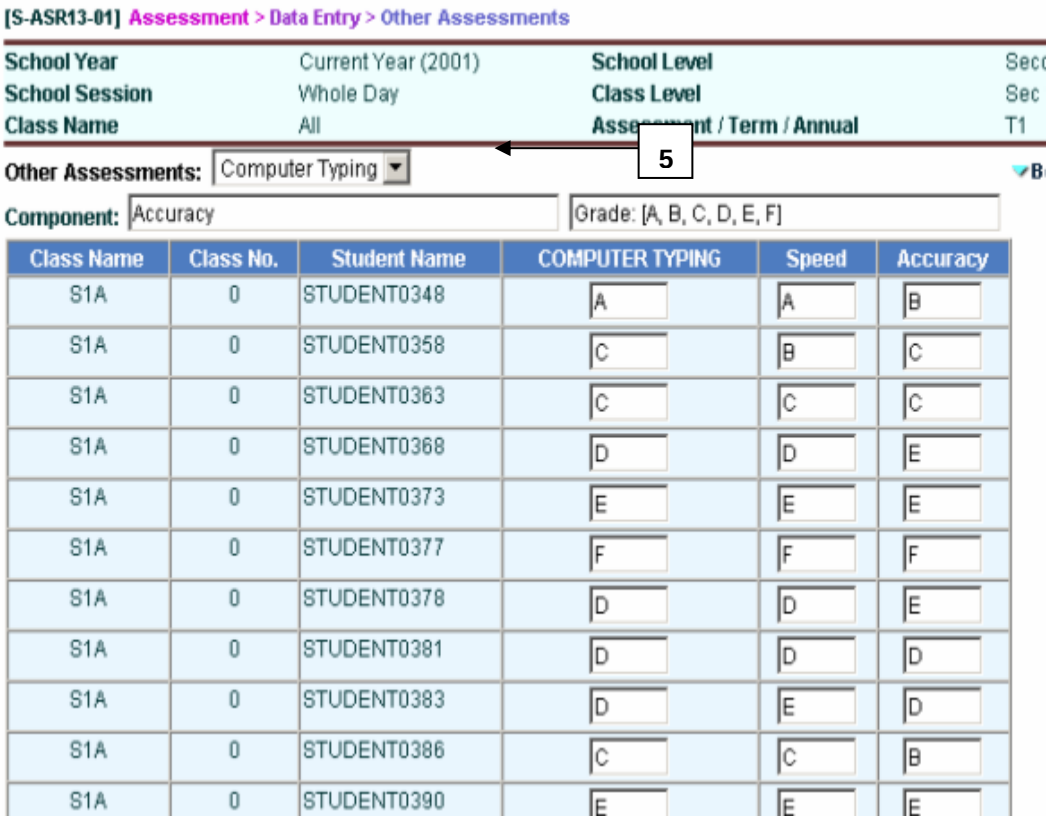
5. The Assessment / Term / Annual is not locked in "Consolidation -> Consolidation"

User Procedures

1. Click **[Assessment]** → **[Data Entry]** → **[Others]** from the left menu.
2. Setup the search criteria in the drop-down list box.
3. Select Other Assessments.
4. Click **[Search]** button.
5. Select the **Other Assessments** in the drop-down list box.



6. Users can enter or amend the other assessment scores or grades by filling in the text box.
7. Click **[Save]** button.

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📖 Post-effects

The other assessments data can be printed on reports and report cards.

📖 Notes

1. For Other Assessment Components set as Assessed by Grade only:
   - A field is available which allows users to capture the Grade from Grade Conversion Table.
2. For Other Assessment Components set as Include Free Text, or if it is both Assessed by Grade and Include Free Text:
   - A link is available which connects to a separate Free Text entry screen. In the separate Free Text entry screen, a field is available which allow users to capture free text. Users may enter a score or enter some texts. If the component is also set to Assessed by Grade, a field will be displayed to allow users to capture the Grade from Grade Conversion Table.

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Conduct

Function Description

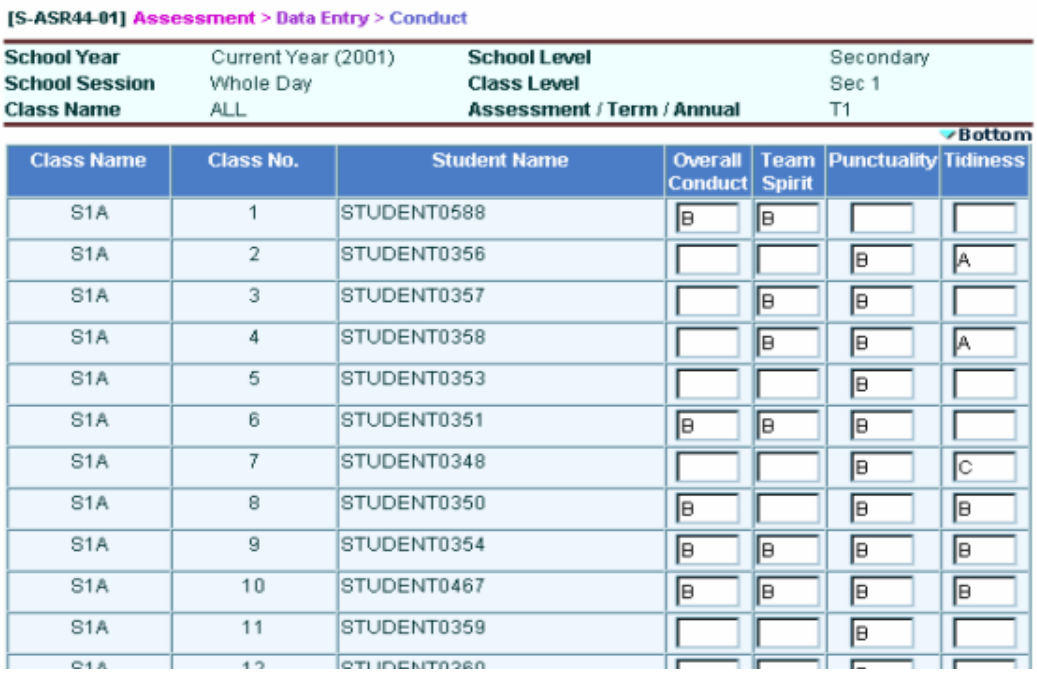
Users can capture grade for conduct and conduct component.

Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must be confirmed.
3. The Assessment / Term / Annual is not locked in "Consolidation -> Consolidation"

User Procedures

1. Click **[Assessment]** → **[Data Entry]** → **[Others]** from the left menu.
2. Setup the search criteria by the drop-down list box.
3. Select **Conduct**.
4. Click **[Search]** button.



[S-ASR44-01] Assessment > Data Entry > Conduct

School Year	Current Year (2001)	**School Level**	Secondary
School Session	Whole Day	**Class Level**	Sec 1
Class Name	ALL	**Assessment / Term / Annual**	T1

Bottom

Class Name	Class No.	Student Name	Overall Conduct	Team Spirit	Punctuality	Tidiness
S1A	1	STUDENT0588	B	B		
S1A	2	STUDENT0356			B	A
S1A	3	STUDENT0357		B	B	
S1A	4	STUDENT0358		B	B	A
S1A	5	STUDENT0353			B	
S1A	6	STUDENT0351	B	B	B	
S1A	7	STUDENT0348			B	C
S1A	8	STUDENT0350	B		B	B
S1A	9	STUDENT0354	B	B	B	B
S1A	10	STUDENT0467	B	B	B	B
S1A	11	STUDENT0359			B	

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5. Enter conduct assessment information in the text-box.
6. Click **[Save]** button.

🕮 Post-effects

Conduct information can be printed in student report cards.

🕮 Notes

N/A

2.2.4 Export

🕮 Function Description

Users can export data files by Class or Teacher. The files can be exported by individual file or by batch.

Users can export data file to an encrypted executable file with a Zip file inside which contains Excel file(s). It searches the Award and Punishment, Non-attendance, Overall Comment, Conduct and Other Assessment records for which users can export by Class.

Users can export data file to the Standalone Application. It searches the subjects or the class for which data export of score, conduct, other assessment, overall comment, subject remark and subject comment will be carried out. Users can either export the data by Class or by Teacher.

🕮 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile status must be confirmed.

🖱 User Procedures

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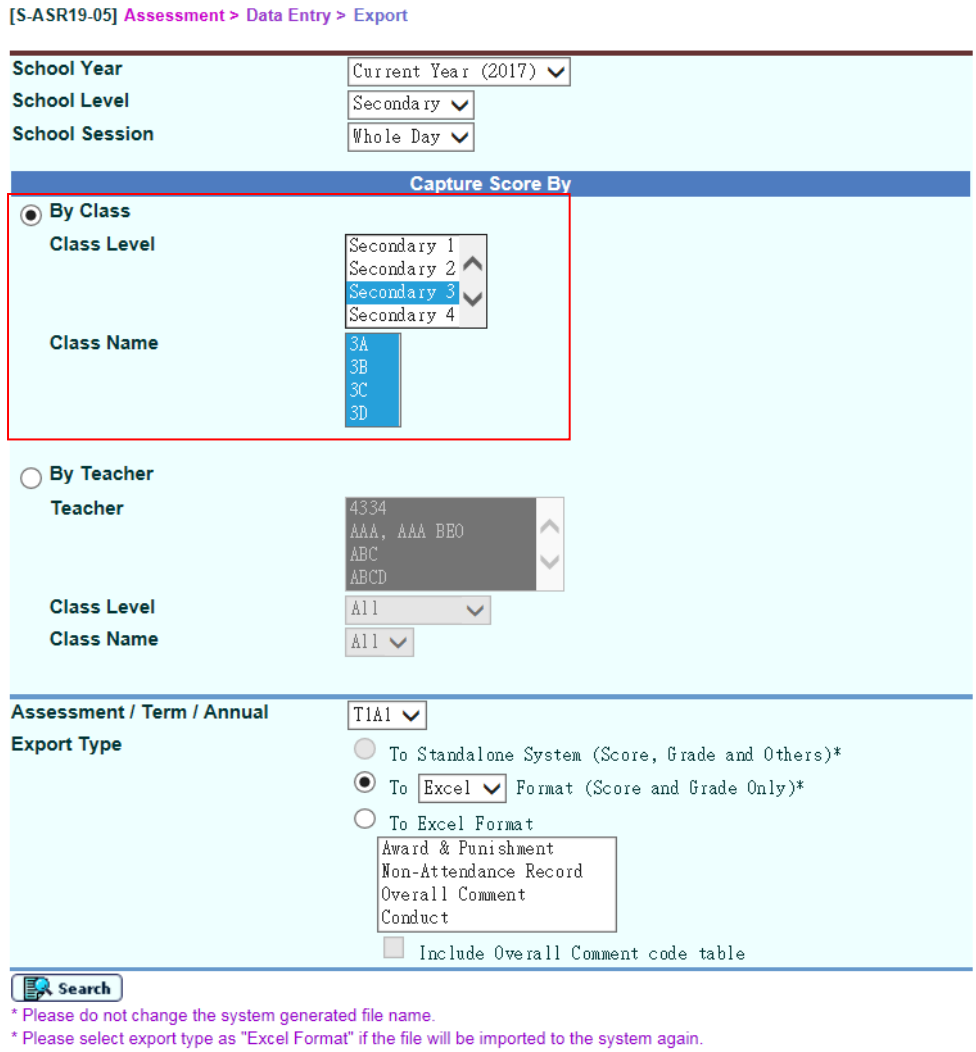
1. Click **[Assessment]** → **[Data Entry]** → **[Export]** from the left menu.
2. Setup the search criteria and **Capture Score By** criteria in the drop-down list box.
3. To Export the data **By Class**
   i. Select the **By Class** radio button
   ii. Select the **Export Type**
   iii. Click **[Search]** button



4. To Export the data by Teacher
   i. Select the **By Teacher** radio button
   ii. Select the Export Type
   iii. Click **[Search]** button

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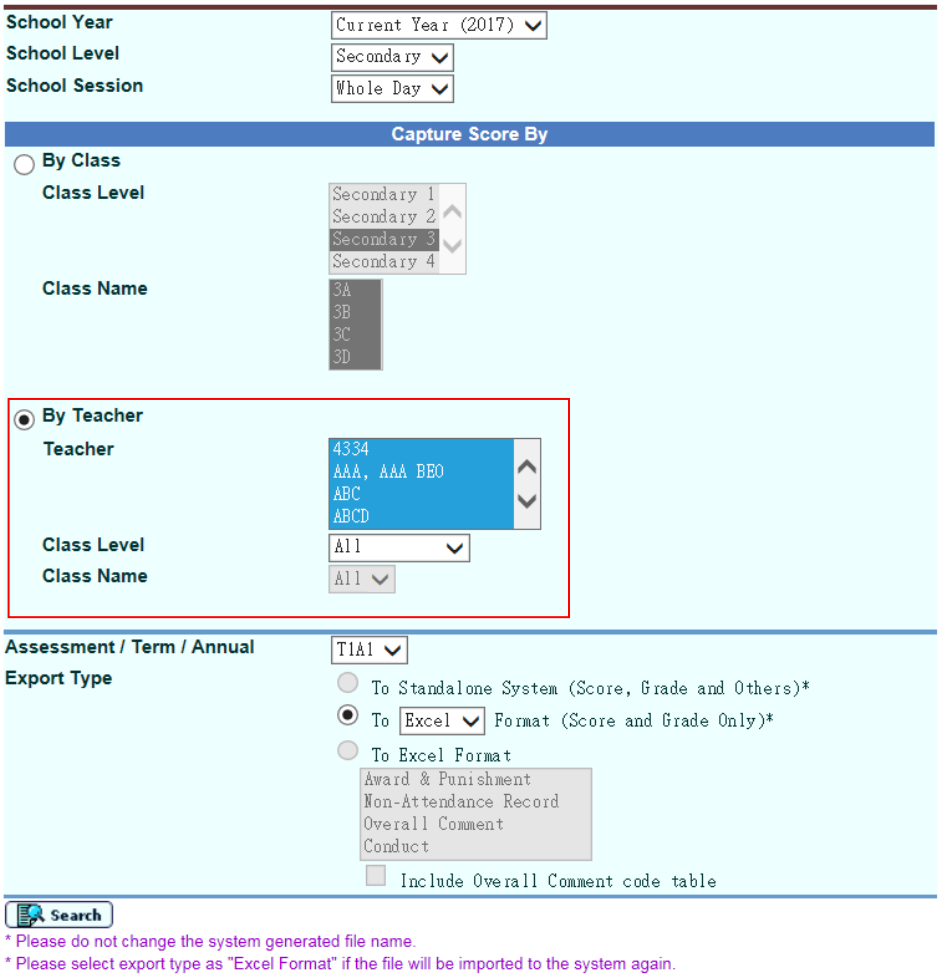
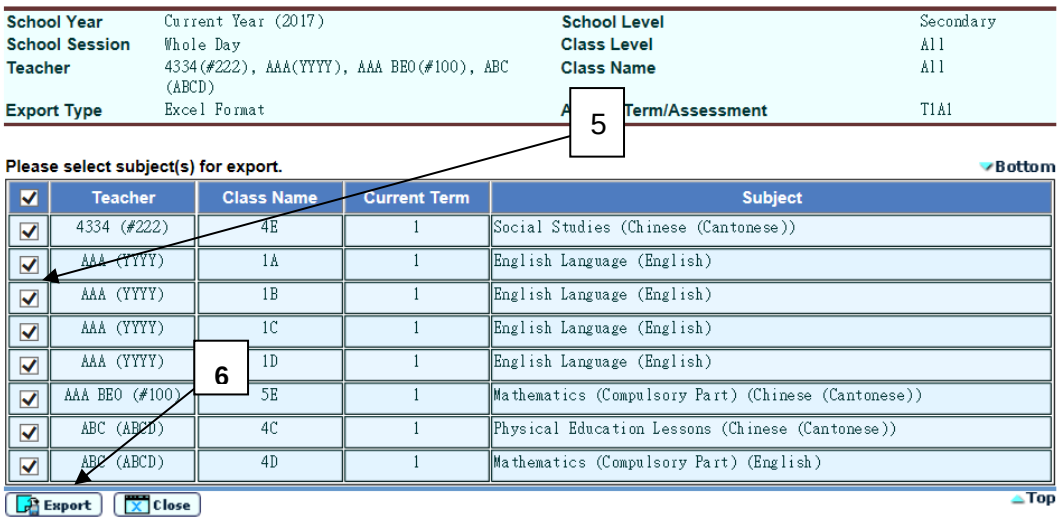
[S-ASR19-05] Assessment > Data Entry > Export



[S-ASR19-06] Assessment > Data Entry > Export



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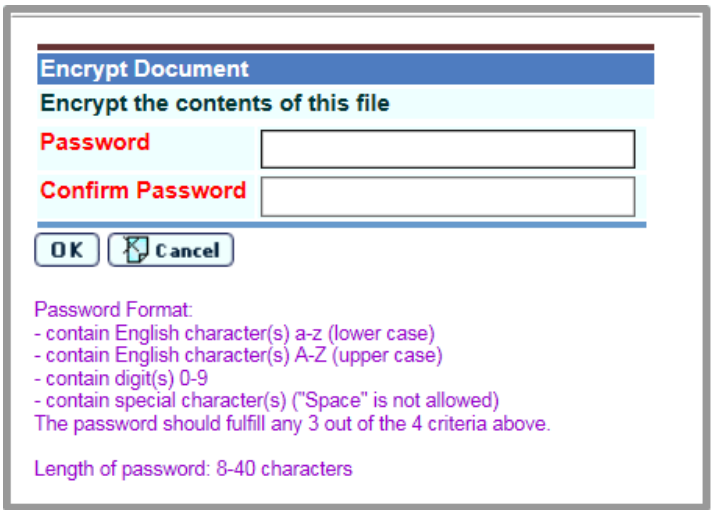
5. Select the subject / subject components to be exported by checking on the check boxes aside the **Class Name**.
6. Click **[Export]** button and enter "Password" and "Confirm Password" in a popup dialog to encrypt the export file.



📖 Post-effects

1. The exported file will be encrypted to a self-extracting executable (.exe) file.
2. If the Assessment Data is exported to standalone system, users may enter the assessment data in the Standalone Data Entry System.
3. If the Assessment Data is exported to XLS file, user may enter the assessment data on the XLS file and import it back to WebSAMS.
4. If the Assessment Data is exported to Zip file, user may enter the other assessment data on the Zipped Excel file and import it back to WebSAMS.

📖 Notes

1. Users double click the file and enter password to decrypt and obtain the Excel / CSV / ZIP file.
2. Users may select to export the data to the Standalone Data Entry System, a comma separated value (CSV) file, an Excel (XLS) file or Zip file (which contains Excel Files).

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3. If users select to export the data to the Standalone Data Entry System, the system will generate the download file. The file will have appropriate data to facilitate the Standalone Data Entry System.
4. If users select to export the data to a CSV file, the system will generate the download file. The file will have appropriate data to facilitate users to use CSV-compliant software to capture score or grade.
5. If users select to export the data to an Excel file, the system will generate the download file. The file will have appropriate data to facilitate users to use Excel-compliant software to capture score or grade. If the exported data has more than 255 columns, error message will be shown and ask user to revise the selection criteria.
6. If users select to export the data to a Zipped Excel file, the system will generate the download file. The file will have appropriate data to facilitate users to use Excel-compliant software to capture Award and Punishment, Non-attendance, Overall Comment and Conduct data.
7. The system generated file name should not be changed for Standalone System exported file and Excel exported file.

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2.2.5 Import

📖 Function Description

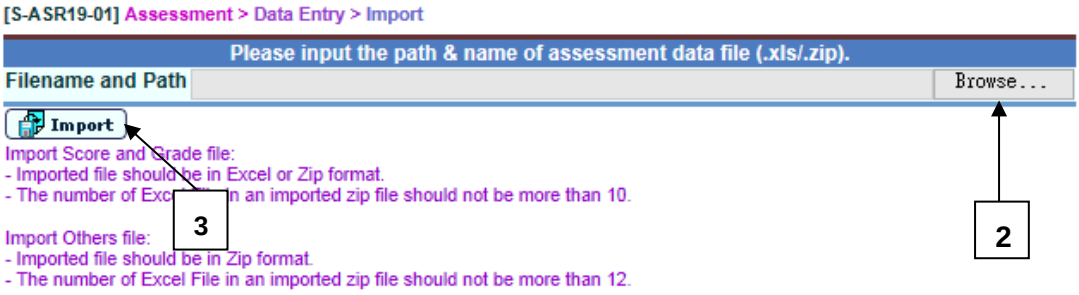
Users can import assessment data from Excel file or the Zip file released by Standalone Application.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must be confirmed.

🖱 User Procedures

1. Click **[Assessment]** → **[Data Entry]** → **[Import]** from the left menu.
2. Click **[Browse]** button and select the file to be imported.
3. Click **[Import]** button.



After the Excel file or zip file is imported, system will pop up an import summary page.

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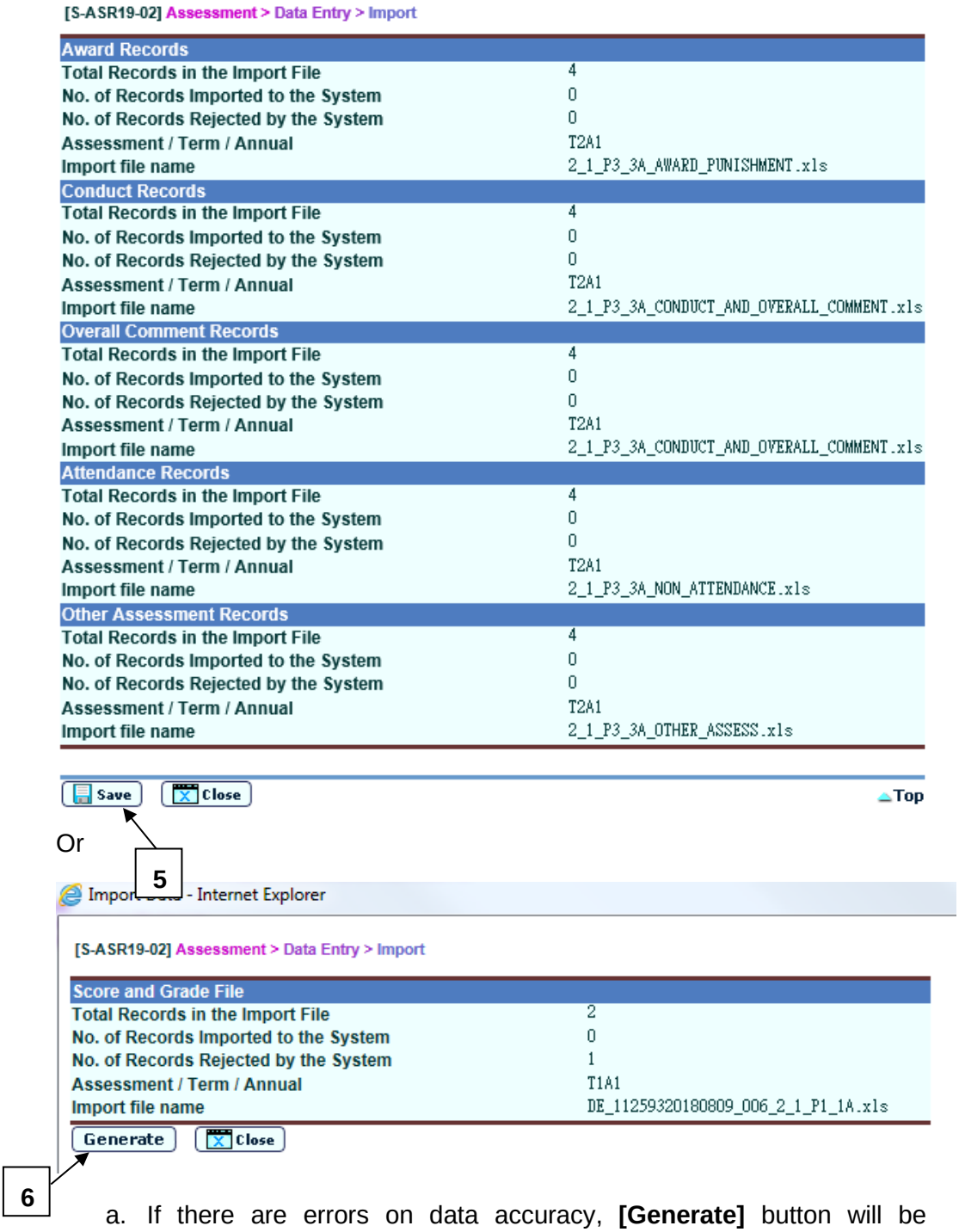

a. If there are errors on data accuracy, **[Generate]** button will be displayed in the page.

b. If there is no error found for this import, **[Save]** button will be shown in the page.

4. Click **[Save]** button to save Score and Grade or Other information into the system.

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5. Click **[Generate]** button to view the Error Report as validation rule(s) are violated.

📖 Post-effects

1. Student score and grade in XLS/Zip file is imported to WebSAMS.
2. Award & Punishment data, Non-Attendance Record, Overall Comment, Conduct and Other Assessment in Zip file is imported to WebSAMS.

📖 Notes

1. The system will perform the following validations when importing files.
   - Import File Format & Invalid File Error
     i. System checks the validity of the import file format. If the file format is not correct, the system will notify the user to correct the error and import again.
     ii. Import Score and Grade File: The file should be in Excel or Zip format. The number of Excel File in an imported zip file should not be more than 10.
     iii. Import Others file: The file should be in Zip format. The number of Excel File in an imported zip file should not be more than 12.
   - Batch Number error
     i. System will check whether the batch number matches the filename. It will reject the file if the batch number does not match the filename or the system has not exported the file with this batch number before. (Score and Grade File Only)
     ii. System will check whether the system code in the excel file is valid. Otherwise, the file will be rejected and an error will be shown. (Score and Grade File Only)
   - Column error
     i. System will check whether the column field and ordering is followed by [S-ASR10-01] Assessment > Data Entry > Others when importing the Zipped Excel file. If not, [S-ASR19-01] will respond with validation error message(s).
   - Pre-requisite error

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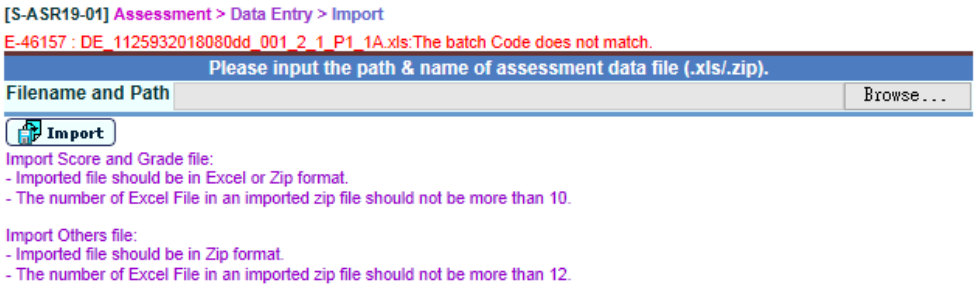
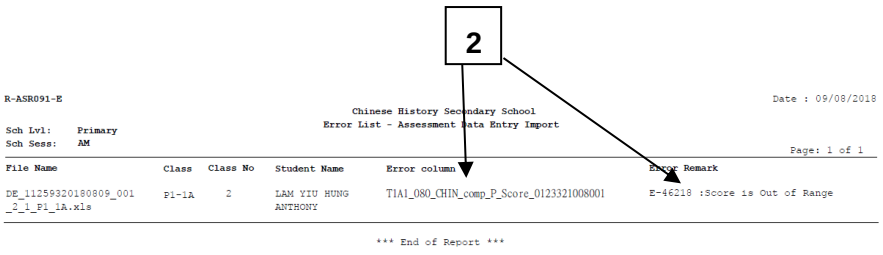
i. System will check whether the Assessment profile is confirmed. Otherwise, the file will be rejected and an error message will be shown.

Import File format & Invalid File error, Column error, Prerequisite error and Batch Number errors will be displayed on the first page of Import function **[S-ASR19-01] Assessment > Data Entry > Import**.



- Import data format error
  i. System checks if the imported scores and order of merit are numeric. If not, the "**Error List - Assessment Data Entry Import**" **Report** (Error Report) will respond with validation error message(s). (Excel format file only)
- Import data integrity error
  i. System will check whether the registration number of the students in the imported file exists.
  ii. System will check whether the imported score is greater than the full score and will show error in the Error Report for a particular student if validation fails.
  iii. System will check whether the grade is in the grade conversion table and will show error in the Error Report for a particular student if validation fails.

Data format error and data integrity error will be displayed in the Error Report.



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2. The error encountered will be shown in the Error Report. (e.g. The Error Remark column on the first row is “Score is Out of Range”. It means the user input score is out of the predefined range. Error Column is the column name where the error occurs in the Excel file.)
3. If a student record contains invalid data, all student records cannot be imported.
4. The score of import file would be rounded to the nearest significant digits.
5. If the Score & Grade is locked in “Consolidation -> Consolidation”, the subjects cannot be selected for import, and a message will be displayed. If the Others is locked in “Consolidation -> Consolidation”, the other assessment data cannot be selected for import, and a message will be displayed. If All is locked in “Consolidation -> Consolidation”, none of the items can be selected for import in [S-ASR19-03].

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2.3 Consolidation

2.3.1 Consolidate Score

Consolidate Score

📖 Function Description

This function allows users to consolidate students' score, grade and order of merit obtained in the assessments. Users can view the consolidation log and the system allows users to lock or unlock the raw score, consolidated score and other assessment data of the Assessment, Term and Annual by class level. By locking the score and/or other assessment data, users can prevent all input score and/or other assessment data from changes by accident.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must be confirmed. It implies that the following information is setup inside the system first:
   - Term and Assessment Weightings
   - Subject Full Score and Weightings
   - Class Level Assessment Profile
   - Other Assessment Setup
   - Setup OM Ranking Criteria
   - Capture Students' Dropped And Exempted Subjects
   - Capture Student excluded for OM Ranking
   - Assessment Data Entry

🖱 User Procedures

1. Click **[Assessment]** → **[Consolidation]** → **[Consolidation]** from the left menu.
2. Select the Assessment / Term / Annual in the multiple selection box.

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3. Clear the user adjusted score/consolidated score uploaded by users manually by checking the **Consolidation Type** checkbox.
4. Click **[Start Validation]** button to perform validation on the completion of score entry if necessary.
5. Select the **Lock Scope** as **Score & Grade**, **Others** or **All**. Then click **[Lock]** button to lock the raw score and/or other assessment data of selected assessment / term / annual to prevent the score and/or other assessment data from accidental change.
6. Click **[Consolidate]** button.

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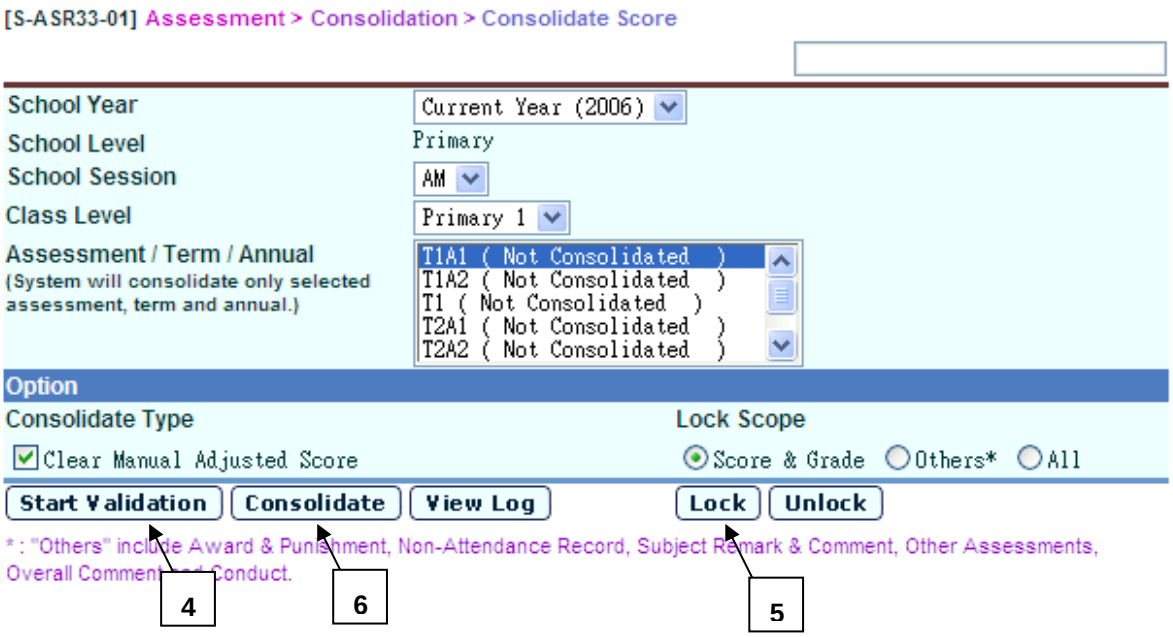

📖 Post-effects

1. Score will be consolidated according to the profile setup.
2. Consolidated score with OM ranking can be viewed by online enquiry function or printed on selected reports.

📖 Notes

1. Users can consolidate students' score for any number of assessment(s), term(s) and/or annual.
2. If a student is transferred from one class level to another within the same school year, system will not carry any score of the student from previous class level to the new one. System will only consolidate score of the student obtained in current class level.
3. For the subject has subject components, system will always use the subject component scores to produce the subject score.
4. If **[Lock]** button is pressed, the system will check the Lock Scope. If the lock scope is selected as Score & Grade, the system will lock the data entry of score through "Data Entry -> Score & Grade" for the selected Assessment / Term / Annual and class level. If the lock scope is selected as Others, the system will lock the data entry of award & punishment, non-attendance record,

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subject remark & comment, other assessments, overall comment and conduct through “Data Entry -> Subject Remark” and “Data Entry -> Others” for the selected Assessment / Term / Annual and class level. If the lock scope is selected as All, the system will lock both the score and other assessment data. Consolidation can still be proceeded.

5. If **[Unlock]** button is pressed, the system will check the Lock Scope. If the lock scope is selected as Score & Grade, the system will unlock the locked Assessment / Term / Annual and class level for “Data Entry -> Score & Grade”. If the lock scope is selected as Others, the system will unlock the Assessment / Term / Annual and class level for “Data Entry -> Subject Remark” and “Data Entry -> Others”. If the lock scope is selected as All, the system will unlock the locked Assessment / Term / Annual and class level for “Data Entry -> Score & Grade”, “Data Entry -> Subject Remark” and “Data Entry -> Others”.
6. Calculation of consolidation bases on score with two decimal places at most.

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View consolidation log

Function Description

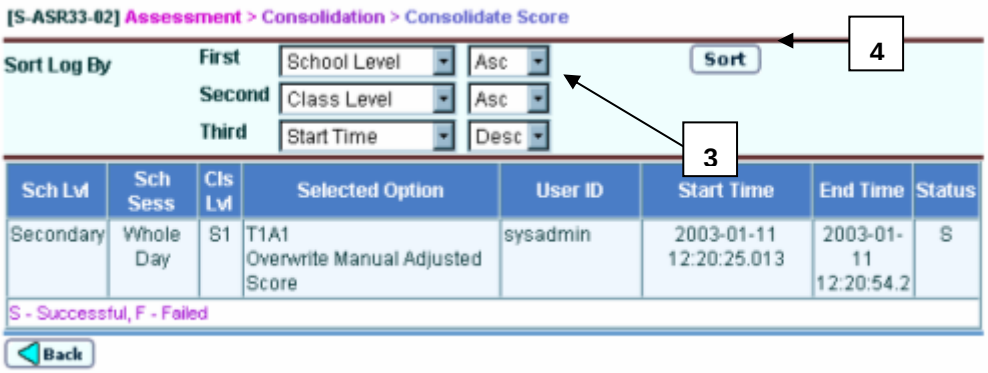
Users can view the consolidation logs in an order sorted by selected criteria. It tells users about the history of consolidation that is ever done in the system.

Pre-requisites

The consolidation must be performed.

User Procedures

1. Click **[Assessment]** → **[Consolidation]** → **[Consolidation]** from the left menu.
2. Click **[View Log]** button to view the consolidation log.
3. Set the sorting criteria by the drop-down list box.
4. Click **[Sort]** button to list the log in order for enquiry.



Post-effects

The history of consolidation performed can be traced.

Notes

N/A

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2.3.2 Adjustment

📖 Function Description

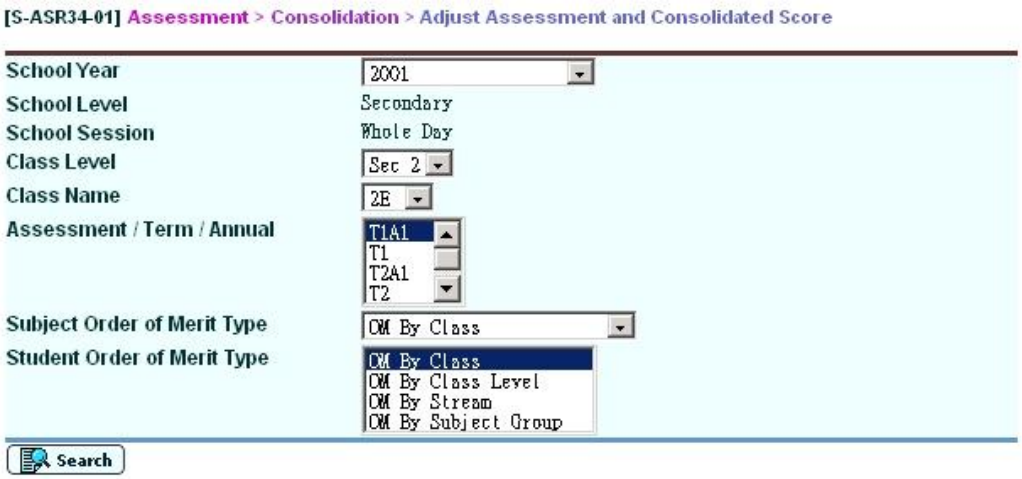
After consolidation of score, if there is a need for changing individual student score, users can change the score using this function. Users can change the subject / assessment group score, subject / assessment group grade, subject / assessment group order of merit, student grand average and student order of merit using this function.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must be confirmed.
3. The scores for the selected annual, term and assessment should be consolidated.

🖱 User Procedures

1. Click **[Assessment]** → **[Consolidation]** → **[Adjustment]** from the left menu.
2. Amend the searching criteria in the drop-down list box.



3. Click **[Search]** button.

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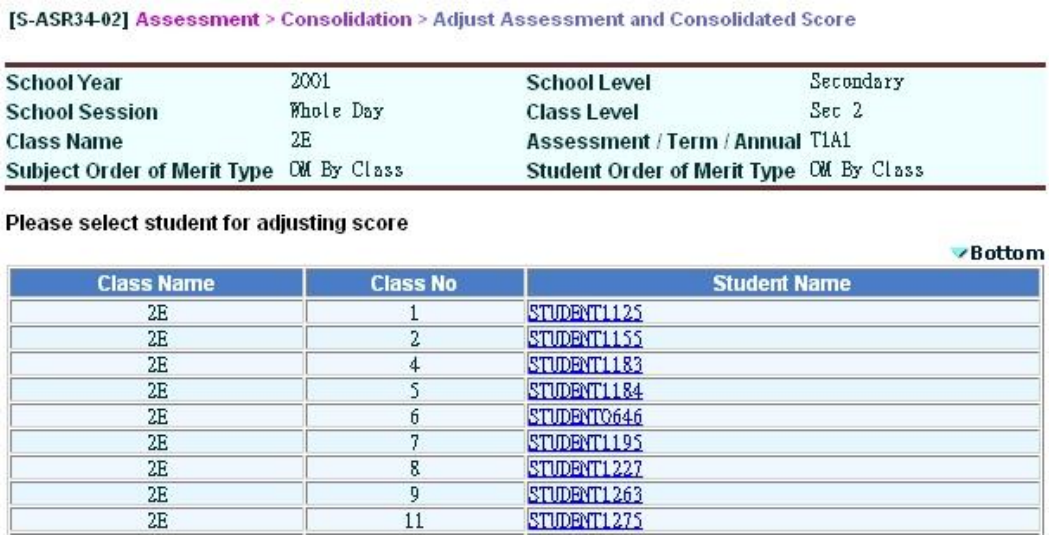
4. A list of students will be displayed based on the criteria.


[S-ASR34-02] Assessment > Consolidation > Adjust Assessment and Consolidated Score

School Year	2001	School Level	Secondary
School Session	Whole Day	Class Level	Sec 2
Class Name	2E	Assessment / Term / Annual	T1A1
Subject Order of Merit Type	OM By Class	Student Order of Merit Type	OM By Class

Please select student for adjusting score

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Class Name	Class No	Student Name
2E	1	STUDENT1125
2E	2	STUDENT1155
2E	4	STUDENT1183
2E	5	STUDENT1184
2E	6	STUDENT0646
2E	7	STUDENT1195
2E	8	STUDENT1227
2E	9	STUDENT1263
2E	11	STUDENT1275

5. Select a student by clicking on the **Student Name** link.
6. The Student Assessment Information will be displayed. Users can adjust the information by the text box.

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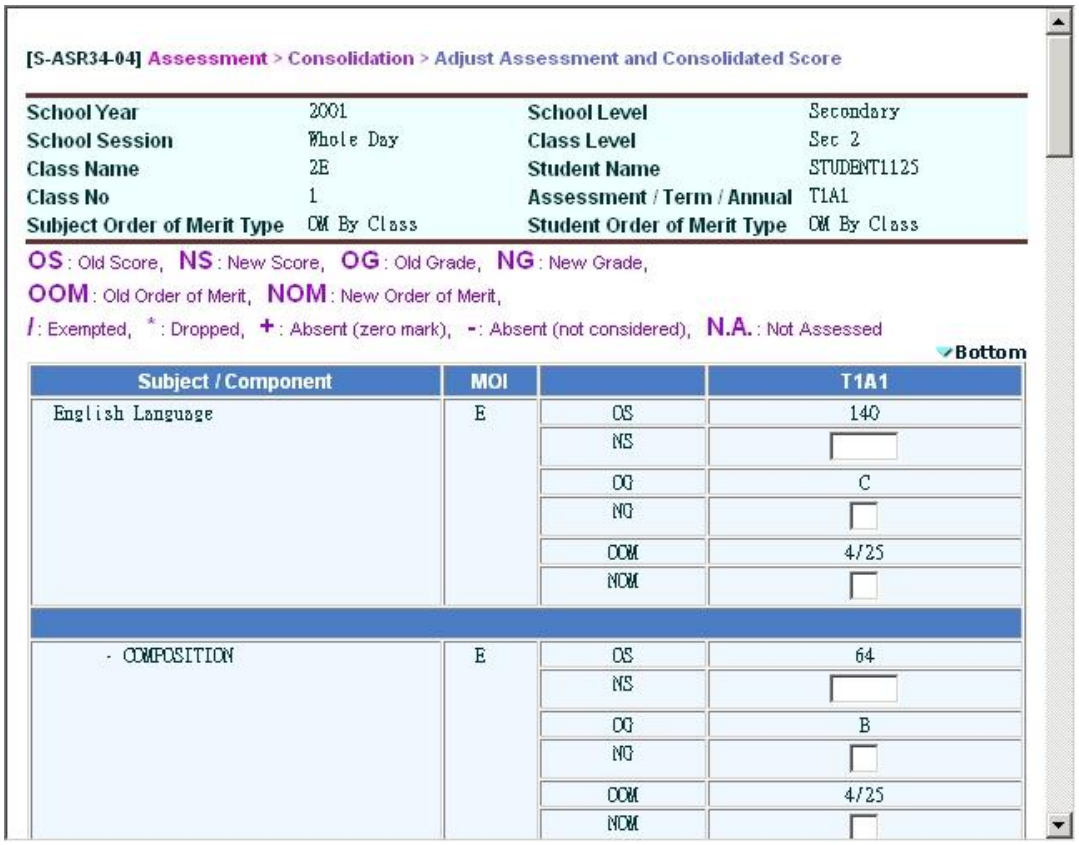

[S-ASR34-04] Assessment > Consolidation > Adjust Assessment and Consolidated Score

School Year	2001	School Level	Secondary
School Session	Whole Day	Class Level	Sec 2
Class Name	2E	Student Name	STUDENT1125
Class No	1	Assessment / Term / Annual	T1A1
Subject Order of Merit Type	OM By Class	Student Order of Merit Type	OM By Class

OS : Old Score, NS : New Score, OG : Old Grade, NG : New Grade,
OOM : Old Order of Merit, NOM : New Order of Merit,
/ : Exempted, * : Dropped, + : Absent (zero mark), - : Absent (not considered), N.A. : Not Assessed

Bottom

Subject / Component	MOI		T1A1
English Language	E	OS	140
		NS	
		OG	C
		NG	
		OOM	4/25
		NOM	
- COMPOSITION	E	OS	64
		NS	
		OG	B
		NG	
		OOM	4/25
		NOM	

Physical Education	C	OS	2
		NS	
		OG	E
		NG	
		OOM	18/25
		NOM	
Putonghua	C	OS	0
		NS	
		OG	E
		NG	
		OOM	23/25
		NOM	
Grand Average		OS	22.14
		NS	
		OG	D
		NG	
		OOM(Cls)	18/35
		NOM	

Save Close

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7. Click **[Save]** button.

📖 Post-effects

1. The student score, grade and order of merit are manually changed to other values.
2. The changed values will be reflected in all assessment reports and report cards.

📖 Notes

1. If the selected assessment, term or annual subject values are not consolidated before adjustment, they will be shown as read only in this function.
2. Users can either adjust the raw score or the consolidated score on if needed.
3. The adjusted score will be cleared if they are consolidated again with “Clear Adjusted Score” option is on.
4. OS – Old Score: Indicate the score calculated by system during consolidation.
5. NS – New Score: Indicate the score input by user through manual adjustment.
6. OG – Old Grade: Indicate the grade calculated by system during consolidation.
7. NG – New Grade: Indicate the grade input by user through manual adjustment.
8. OOM – Old Order of Merit: Indicate the Order of Merit calculated by system during consolidation.
9. NOM – New Order of Merit: Indicate the New Order of Merit input by user through manual adjustment.

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2.3.3 Export

📖 Function Description

Users can export the assessment score, grade and order of merit of students to an encrypted executable file that contains comma separated value (CSV) or an Excel (XLS) file. It then can be imported back to WebSAMS system again using the exported Excel file.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile status must be confirmed.

🖱 User Procedures

1. Click **[Assessment]** → **[Consolidation]** → **[Export]** from the left menu.
2. Select the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
3. Select the **Subject/ Subject Component**.
4. Select the **Subject Score**/ **Subject Grade** /**Subject OM** option(s) on **Subject/ Subject Component** for export.
5. Select the **Assessment Group**.
6. Select the **Subject Score**/ **Subject Grade** /**Subject OM** option(s) on **Assessment Group** for export.
7. Select the **Assessment/ Term/ Annual**.
8. Select the **Subject Order of Merit Type** for export.

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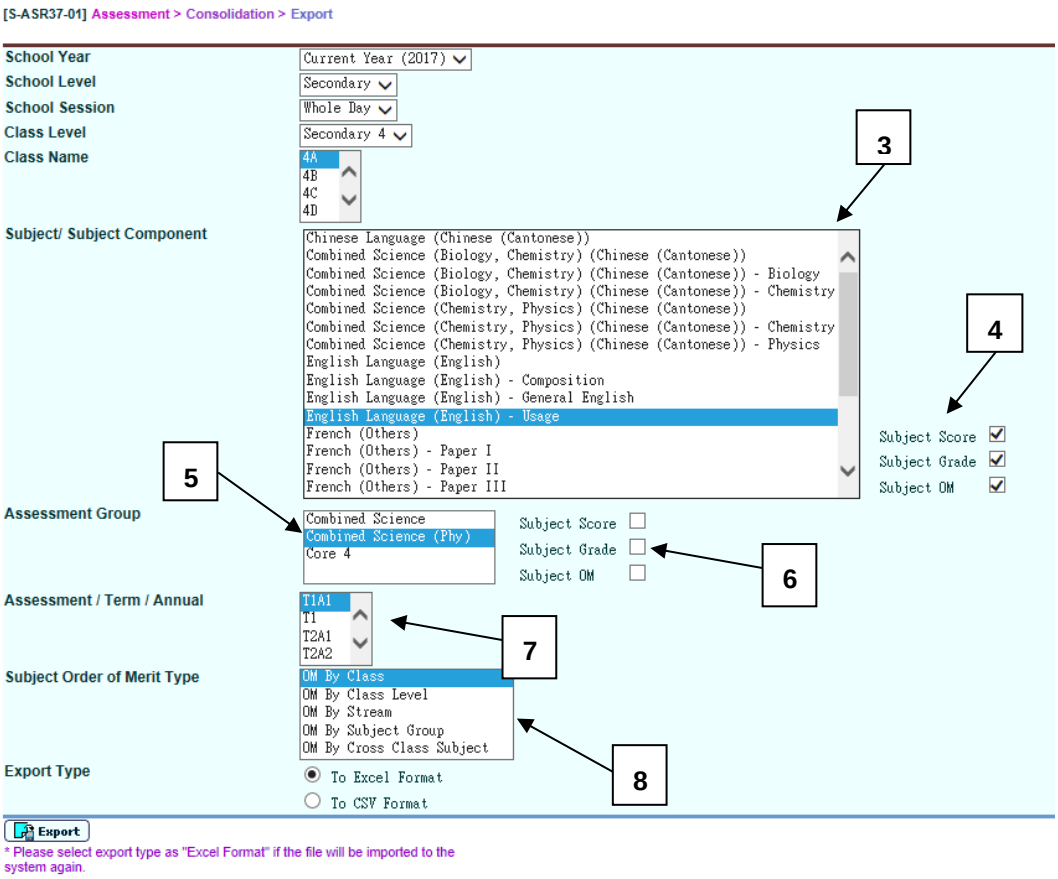
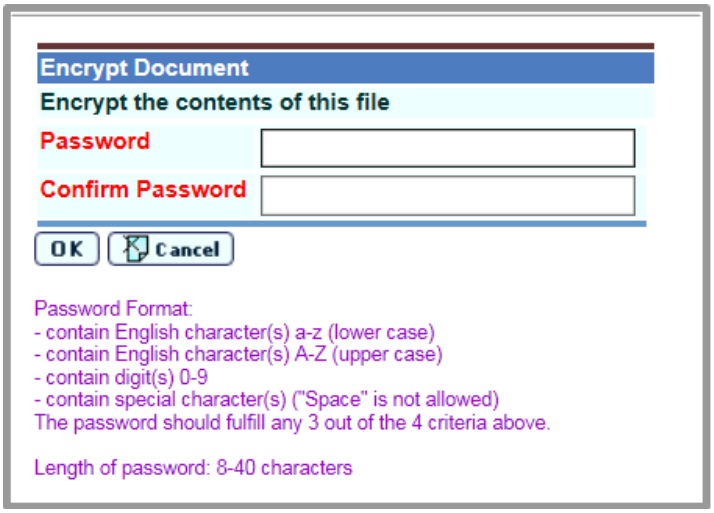


9. Select the **Export Type**.
10. Click **[Export]** button and enter "Password" and "Confirm Password" in a popup dialog to encrypt the export file.



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📖 Post-effects

The consolidated data is encrypted and exported to a self-extracting executable (.exe) file.

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📖 Notes

1. Users can double click the file and enter password to decrypt and obtain the Excel file.
2. Users can change the subject / assessment group score, grade and order of merit in the Excel file.
3. However, no column and row can be deleted or added into the exported file.
4. The exported filename should be kept unchanged as system will validate against the exported filename in Import function.
5. If users select to export the data to an Excel file, the system will generate the download file. The file will have appropriate data to facilitate users to use Excel-compliant software to change the subject / assessment group score, grade and order of merit. If the exported data has more than 255 columns, error message will be shown and ask user to revise the selection criteria.

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2.3.4 Import

📖 Function Description

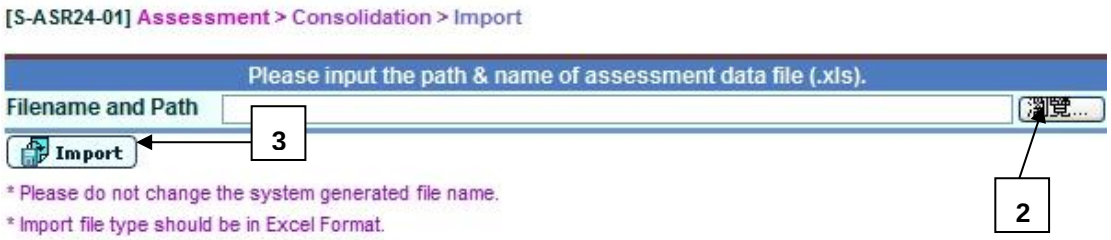
Users can import consolidated data set to the system.

📖 Pre-requisites

1. School Management Profile must be confirmed.
2. Assessment Profile must be confirmed.

User Procedures

1. Click **[Assessment]** → **[Consolidation]** → **[Import]** from the left menu.
2. Click **[Browse]** button and select the file to be imported.
3. Click **[Import]** button.



4. The system displays the information inside the imported file.
5. The system accepts the records to be updated by checking the radio button aside "**A**" of the **Accept/Reject** field. Users can also reject the record imported into the system by selecting "**R**" radio option.

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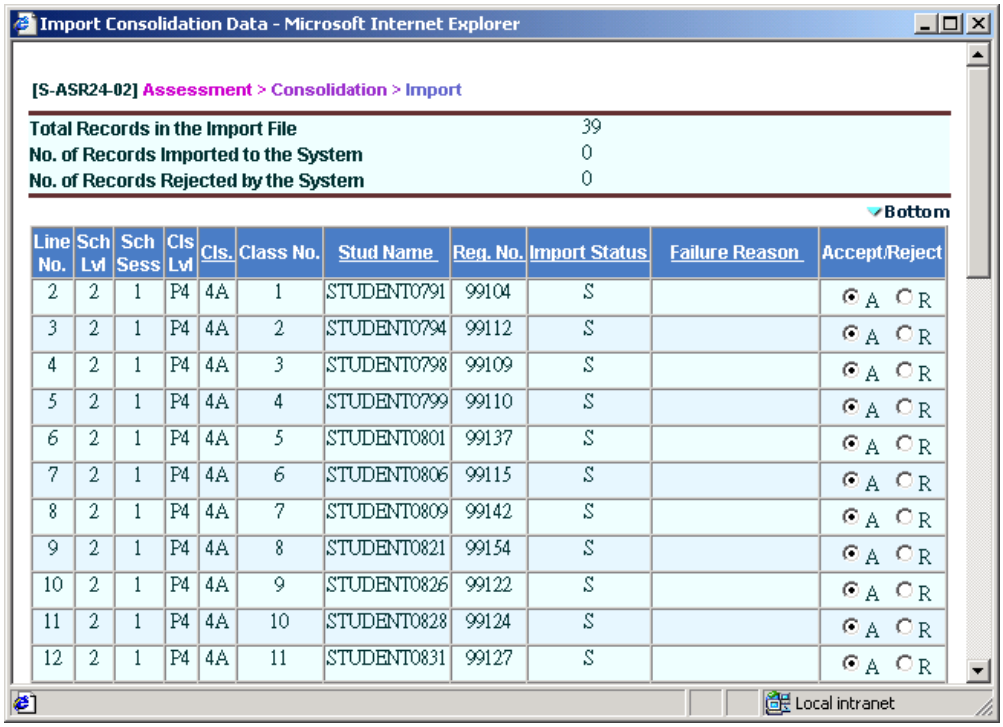
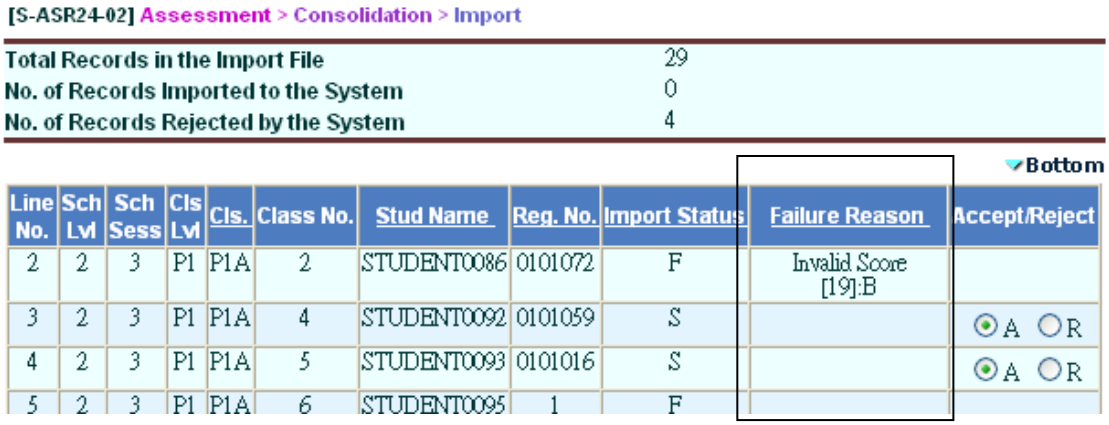


6. Click **[Save]** button.

🕮 Post-effects

1. The score, grade and order of merit of the students in the XLS file are imported to the system.
2. Student report card can be printed after consolidation import.

🕮 Notes



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1. The error encountered will be shown in the **Failure Reason** column. (e.g. The failure reason of the first row record in the above figure is due to Invalid Score. The number [19] in the bracket represents the column number where the error occurs in the XLS file. The system only accepts score while a grade “B” is found in column 19.)
2. If a student record contains invalid data, the student record row will not be imported. However, other student records can be imported.

3. The system will perform the following validations on the imported XLS file.
   - Import file format error
     - System checks the import file format correct or not. If the file format is not correct, the system will notify the user to input the file again until user input the correct file format.
   - Import data format error
     - System checks the format of score and order of merit is numeric or not. If not, system will show validation error.
   - Import data integrity error
     - System will check whether the registration no. of this student exists.
     - System will check whether score exceeds full score or not and will show error for a particular student if validation failed.
     - System will check whether the grade is in the grade conversion table or not and will show error for a particular student if validation failed.
   - Batch number error
     - System will check whether the batch number recorded in the file matched the filename or not. It will reject the import of the file if the batch number does not match the filename or the system has not export the file with this batch number before.

4. If importing an excel without one or two of **Subject Score**, **Subject Grade** and **Subject OM** column of certain subjects does not mean to clear those values in database.

5. The score of import file would be rounded to the nearest significant digits.

6. If the **Assessment/Term/Annual** of the exported file is locked in “Consolidation -> Consolidation” for Score & Grade or All, the information in the file cannot be imported, and a message will be displayed.

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2.4 Promotion

Promotion function allows users to promote students in batch or individually according to various criteria which include By Class Level, By Class, By Each Student, By OM, By Student Info, By Subject, and By Random. Further explanation will be given in the sub-sections.

Reset function is also provided to remove promotion status of students. Graduation function helps to mark students' of class levels P6 and S6 with graduation status by batch.

Import and Export functions are implemented in Promotion as well. They provide an alternative to users to promote students using their own assignment methods.

Several terms are widely used in Promotion and are explained here.

1. **Total No. of Student** indicates the total number of student in the current year class.
2. **Others** indicates the number of students will NOT be handled by the selected promotion method as they have owned a promotion status in new school year.
3. **Total to be Promoted** indicates the total number of students that will be promoted to the selected class(es) of new school year.
4. **Target Number** of the assigned student indicates the number of the student that user expects FINALLY in the class of new school year. (Unlike SAMS that the number filled is the additional number of people to the class.)

2.4.1 By Class Level

📖 Function Description

Users can perform student promotion to a class level of new school year without needs of specifying the new school year class. The new school year classes of the student can be assigned later.

📖 Pre-requisites

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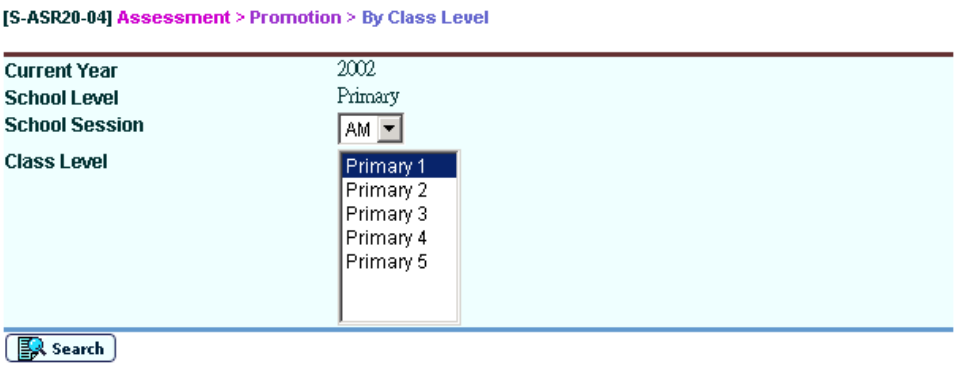
1. Function “Plan New School Year” is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[By Class Level]** from the left menu.
2. Users can amend the search criteria in the drop-down list box. More than one class level can be selected.



3. Click **[Search]** button.
4. Users can amend the **Next Year** promotion information for each class. The default class level of next year is usually the subsequent next one higher class level, if any. (e.g. if current year is P1, the default next year is P2)
5. Click **[Promote]** button.

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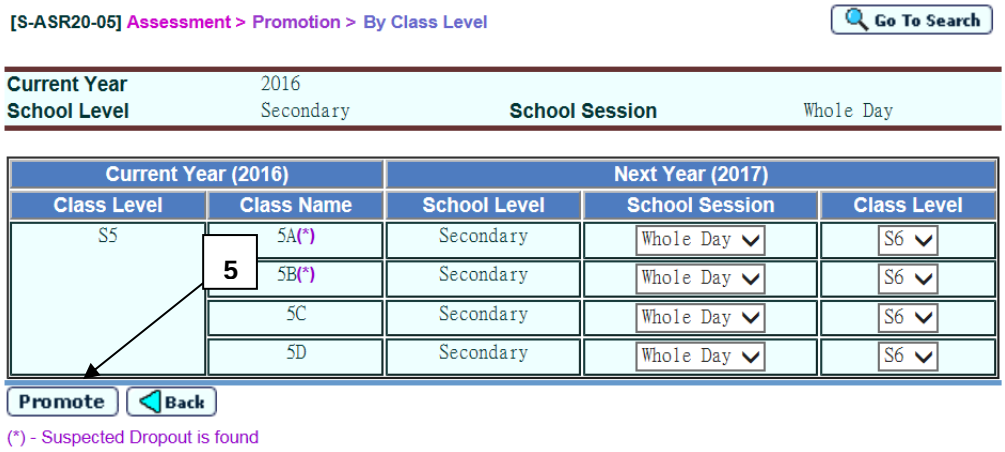
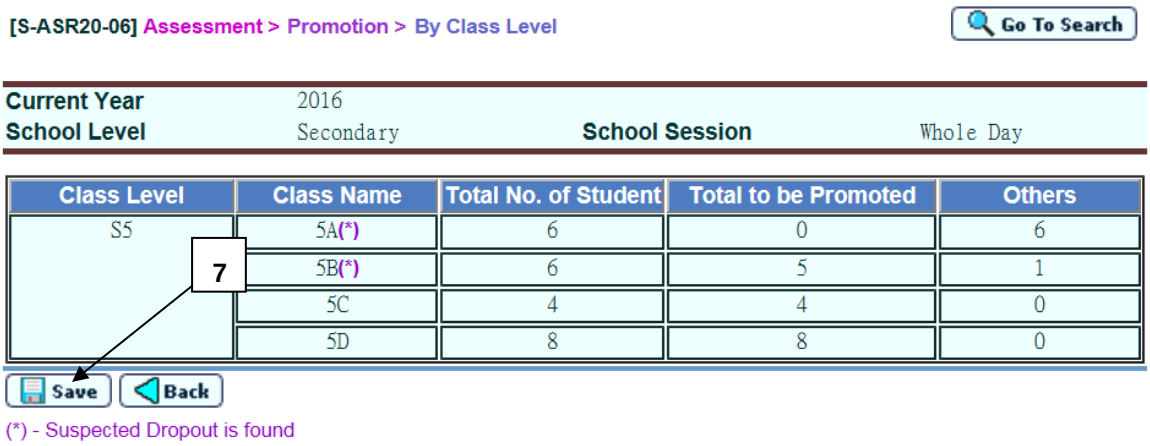


6. The system validates the input and displays the information for users to confirm the promotion.



7. Click **[Save]** button to confirm the promotion.

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📖 Post-effects

All students not yet promoted will be promoted to next class level in the following school year.

📖 Notes

1. All students promoted by this method will only be assigned with the next class level.
2. No class information will be attached to students.
3. When Plan New School Year is triggered without adding the necessary class level, system will not have any default value for the next class year. Thus, Promotion operation is not allowed. It is because next year information must be available for completing an entire promotion operation.
4. Secondary 6 is not handled by this function effective from 2011/12 school year due to the implementation of New Senior Secondary Academic Structure.
5. Suspected Dropout Indicator(*) will be shown next to the Class Name if there is suspected dropout in the class.

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2.4.2 By Class

Function Description

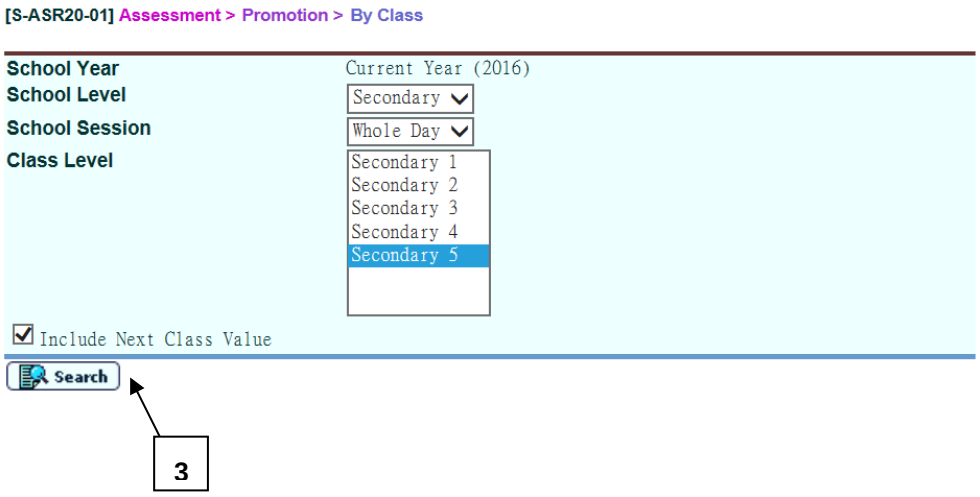
By this function, users can promote students from current school year to next school year on a class basis. All the students in a class of current year can be promoted to class of new school year in a step.

Pre-requisites

1. Function “Plan New School Year” is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[By Class]** from the left menu.
2. Amend the search criteria in the drop-down list box.



3. Click **[Search]** button.
4. Amend the **Next Year** promotion information for each class.
5. Click **[Promote]** button.

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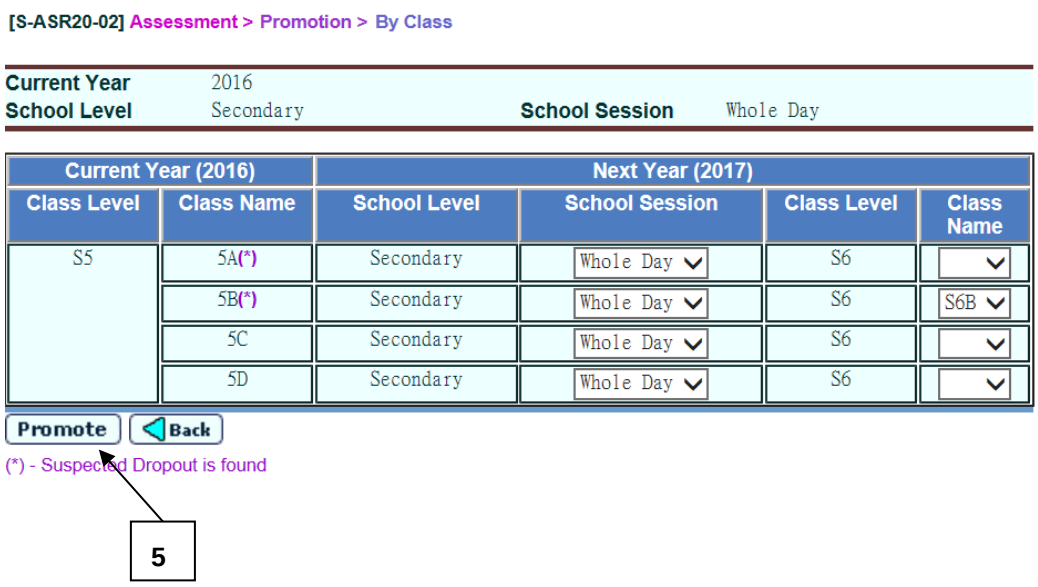
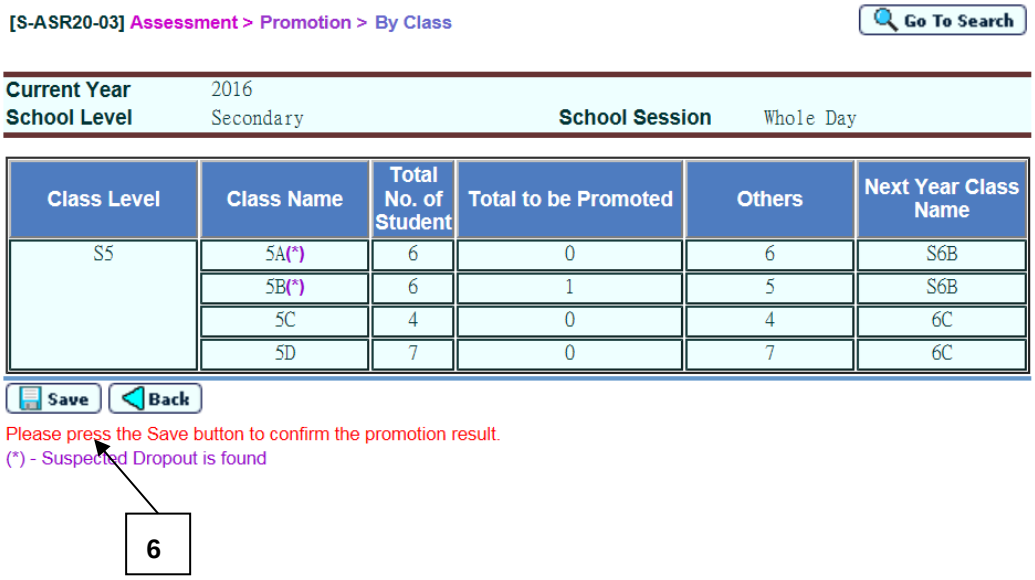


6. Click **[Save]** button to confirm the promotion.



🕮 Post-effects

All students not yet promoted will be promoted to next class level in the following school year.

🕮 Notes

1. **Total No. of Student** indicates the total number of student in the current year class.
2. **Others** indicates the number of students will NOT be promoted to new school year class as he/she has a promotion status in new school year.

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3. **Total to be Promoted** indicates the total number of students that will be promoted to a/the class/classes of new school year.
4. Secondary 6 is not handled by this function effective from 2011/12 school year due to the implementation of New Senior Secondary Academic Structure.
5. Suspected Dropout Indicator(*) will be shown next to the Class Name if there is suspected dropout in the class.

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2.4.3 By Each Student

📖 Function Description

Users can perform promotion and change schooling status by each student.

The promotion status can be changed as follows:

- Promoted
- Repeated
- Accelerated Promoted
- Demoted
- Graduated
- Departed
- Completed S3 (Not applicable with effect from 2011/12 school year & WebSAMS version BUILD-22062012 or above)
- Extended
- Transferred

📖 Pre-requisites

1. Function “Plan New School Year” is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

🖱 User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[By Each Student]** from the left menu.
2. Users can amend the search criteria in the drop-down list box. More than one class name can be selected.

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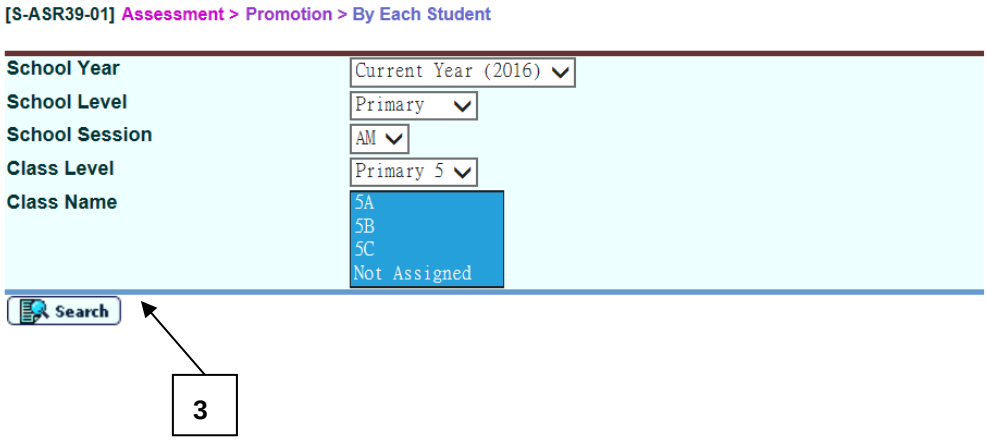

3. Click **[Search]** button.

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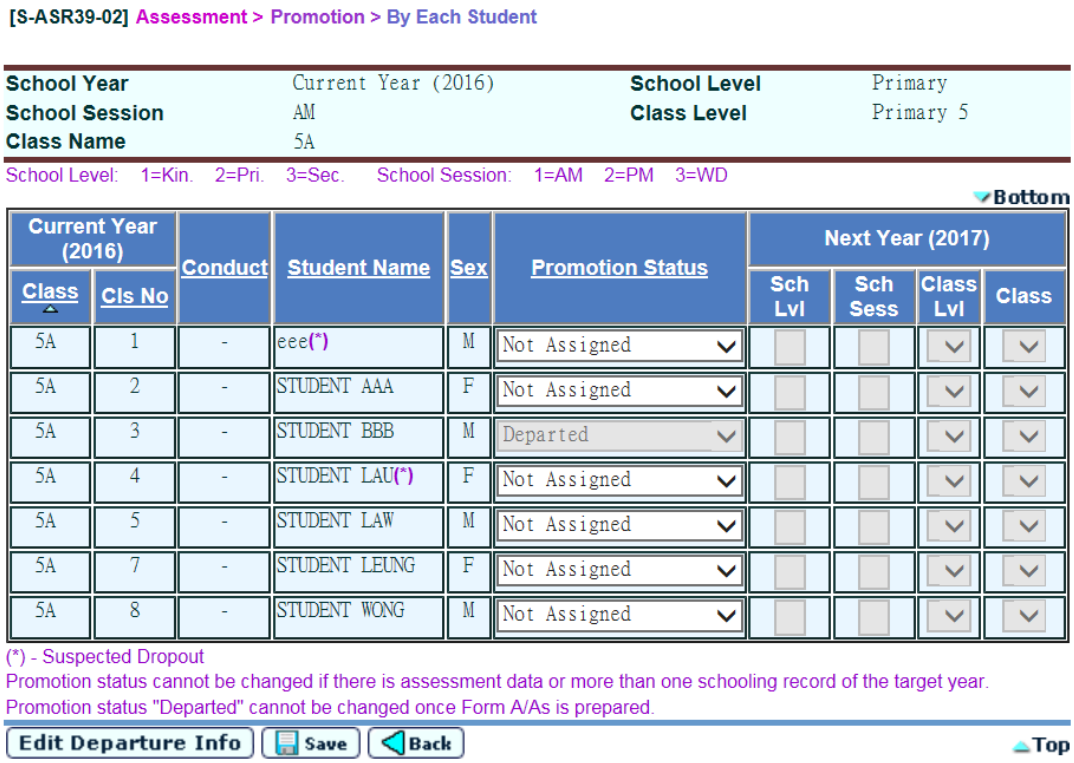
4. Assign the **Promotion Status** (choose from drop-down list) and input **Next Year** promotion information (including School Level, School Session, Class Level, and Class) for each student.


[S-ASR39-02] Assessment > Promotion > By Each Student

School Year	Current Year (2016)	**School Level**	Primary
School Session	AM	**Class Level**	Primary 5
Class Name	5A		

School Level: 1=Kin. 2=Pri. 3=Sec. School Session: 1=AM 2=PM 3=WD

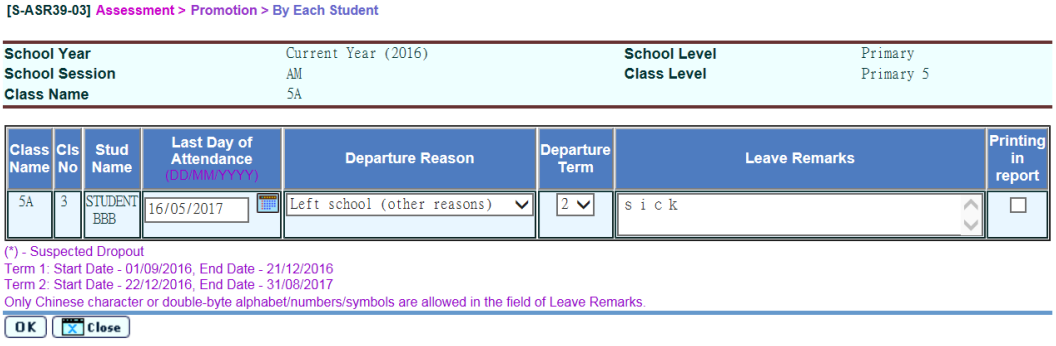
Bottom

Current Year (2016)		Conduct	Student Name	Sex	Promotion Status	Next Year (2017)			
Class	Cls No					Sch Lvl	Sch Sess	Class Lvl	Class
5A	1	-	eee(*)	M	Not Assigned				
5A	2	-	STUDENT AAA	F	Not Assigned				
5A	3	-	STUDENT BBB	M	Departed				
5A	4	-	STUDENT LAU(*)	F	Not Assigned				
5A	5	-	STUDENT LAW	M	Not Assigned				
5A	7	-	STUDENT LEUNG	F	Not Assigned				
5A	8	-	STUDENT WONG	M	Not Assigned				

(*) - Suspected Dropout
Promotion status cannot be changed if there is assessment data or more than one schooling record of the target year.
Promotion status "Departed" cannot be changed once Form A/As is prepared.

Edit Departure Info | Save | Back Top

5. Click the **[Edit Departure Info]** to amend the departure information. (Optional)


[S-ASR39-03] Assessment > Promotion > By Each Student

School Year	Current Year (2016)	**School Level**	Primary
School Session	AM	**Class Level**	Primary 5
Class Name	5A		

Class Name	Cls No	Stud Name	Last Day of Attendance (DD/MM/YYYY)	Departure Reason	Departure Term	Leave Remarks	Printing in report
5A	3	STUDENT BBB	16/05/2017	Left school (other reasons)	2	s i c k	

(*) - Suspected Dropout
Term 1: Start Date - 01/09/2016, End Date - 21/12/2016
Term 2: Start Date - 22/12/2016, End Date - 31/08/2017
Only Chinese character or double-byte alphabet/numbers/symbols are allowed in the field of Leave Remarks.

OK | Close

6. If some students' **Promotion Status** are set to **"Departed"**, a screen will pop up after **[Save]** button is clicked.

7. Fill in or amend the departure information (including Last day of attendance, Departure reason, Departure Term, and Leave Remarks).

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8. If set cross-year suspected dropouts' **Promotion Status** to "**Departed**", Last day of attendance must be on or after First day of attendance of the school year which the suspected dropout record is created.
9. Click **[OK]** button
10. Click **[Save]** button.
11. There is a popup reminder message to alert users to submit Student Departure form to EDB via CDS, if the student is departed and has active Applied Learning course application/enrolment in Applied Learning module.

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📖 Post-effects

1. The students are promoted to classes of subsequent level. (When status **Promoted** is selected, system will automatically generate next class level (i.e. Primary 2 in this example) and class information (i.e. classes of Primary 2 in this example for user)
2. The students are promoted to classes of two or more levels beyond. (When status **Accelerated Promotion** is selected, system will automatically generate next class level(s) (note that only Primary 3 or higher class level will be generated in this example) and class(es) information for user)
3. The students are moved to classes of one previous level when they are marked with **Demoted**.
4. The students are marked as **Repeated** in classes of the current level.
5. The students are marked as **Graduated**.
6. The students are marked as **Departed**.
7. The students are remained in the same level if they are marked with **Extended**.
8. The students are **Transferred** to different classes. The selection of class levels are all class levels of the specified school level and school session.

📖 Notes

1. If **Not Assigned** class name is chosen, the system will search students without promotion status in the selected class level.
2. Promotion status "Departed" cannot be changed once Form A/As is prepared.
3. Secondary 5 students cannot choose promotion status **Graduated** effective from 2010/11 school year due to the implementation of New Senior Secondary Academic Structure.
4. In respect of Secondary 6 students, promotion status option **Promoted** is replaced by **Graduated** effective from 2011/12 school year due to the implementation of New Senior Secondary Academic Structure.
5. Secondary 7 is not handled by this function effective from 2012/13 school year due to the implementation of New Senior Secondary Academic Structure.

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6. Promotion status “**Completed S3**” is not available for Secondary 3 with effect from 2011/12 school year WebSAMS version BUILD-22062012 or above.
7. Suspected Dropout Indicator(*) will be shown next to Student Name for the suspected dropout.

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2.4.4 By OM

📖 Function Description

This function allows users to promote students from current school year to next school year classes by consolidated OM. This function partly automates the promotion process by providing four different types of allocation methods.

1. Even Assignment
2. Wrap Around
3. Sequential
4. Cascade Even

Each allocation method provides different distribution of students to classes of next school year. To have a better illustration on the differences, we take 9 students and 3 target allocation classes namely “A”, “B” and “C” as an example to explain the four distribution algorithms:

Even Assignment
This distribution method evenly distributes a list of students into the list of target classes. The students are ranked by Student OM (highest ranking first), and then they are assigned to different classes in order.

As illustrated by the table below, “Student 1” will be assigned to Class “A”, “Student 2” will be assigned to Class “B”, “Student 3” will be assigned to Class “C”, Student 4 will be assigned to Class “C” and so forth.

Student	Student OM	Assigned Class
Student 1	2	A
Student 2	3	B
Student 3	4	C
Student 4	5	C
Student 5	6	B
Student 6	7	A
Student 7	8	A

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Student 8	9	B
Student 9	10	C

Wrap Around

This distribution method cycles through the list of classes and distributes the students into the different classes. The students are ranked by Student OM (highest ranking first), and then they are assigned to different classes in order.

As illustrated by the table below, “Student 1” will be assigned to Class “A”, “Student 2” will be assigned to Class “B”, “Student 3” will be assigned to Class “C”, “Student 4” will be assigned to Class “A” and so forth.

Student	Student OM	Assigned Class
Student 1	2	A
Student 2	3	B
Student 3	4	C
Student 4	5	A
Student 5	6	B
Student 6	7	C
Student 7	8	A
Student 8	9	B
Student 9	10	C

Sequential

This distribution method is similar to the *Wrap Around* method. Instead of cycling through the classes and allocating the students into a class for one at a time, the *Sequential* method cycles through the classes and allocates the students into the current class until the class is full. After which it will proceed to the next class. So assuming each class has a capacity to take in 3 students and all the classes are initially empty, the 9 students will be distributed to the 3 classes.

As illustrated by the table below, Student 1, Student 2 and Student 3 will be assigned to Class A in the first assignment . In the second assignment, the next three students will be assigned to Class B and so forth. (Re-write all other similar paragraphs with reference to this example)

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Student	Student OM	Assigned Class
Student 1	2	A
Student 2	3	A
Student 3	4	A
Student 4	5	B
Student 5	6	B
Student 6	7	B
Student 7	8	C
Student 8	9	C
Student 9	10	C

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Cascade Even

This allocation method distributes the students into the classes(to better illustrate the distribution methods, 18 students are used in this example). The students are ranked by Student OM (highest ranking first), and then they are assigned to different classes.

As illustrated by the table below, “Student 1” will be assigned to Class “A”, “Student 2” will be assigned to Class “B”, “Student 3” will be assigned to Class “C”, “Student 4” will be assigned to Class “B”, “Student 5” will be assigned to Class “C” and so forth.

Student	Student OM	Assigned Class
Student 1	2	A
Student 2	3	B
Student 3	4	C
Student 4	5	B
Student 5	6	C
Student 6	7	A
Student 7	8	C
Student 8	9	A
Student 9	10	B
Student 10	11	A
Student 11	12	B
Student 12	13	C
Student 13	14	B
Student 14	15	C
Student 15	16	A
Student 16	17	C
Student 17	18	A
Student 18	19	B

In the assignment process, students will be firstly ordered by OM. The sorted students are chosen one by one in the list. Depending of the assignment method used, the chosen students will be allocated to the selected class(es) in the pattern discussed above.

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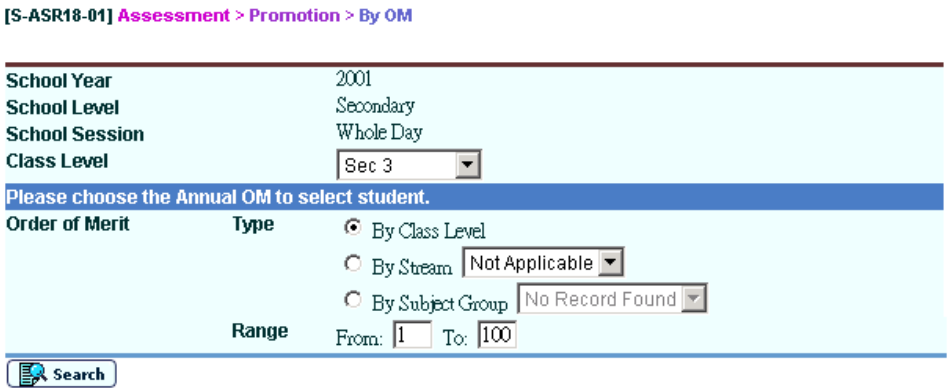
Pre-requisites

1. Function “Plan New School Year” is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[By OM]** from the left menu.
2. Amend the searching criteria in the drop-down list box.
   i. Input the range of Order of Merit
   ii. The OM sorting is either By Class Level, By Stream, or By Subject Group.
   iii. It is defaulted to sort **By Class Level**



3. Click **[Search]** button.
4. Amend the Assignment method.
5. Select the Queue List Type.
6. Select the class in the new year by checking the check box(es) asides.
7. Fill in **Target Number** for each selected class.

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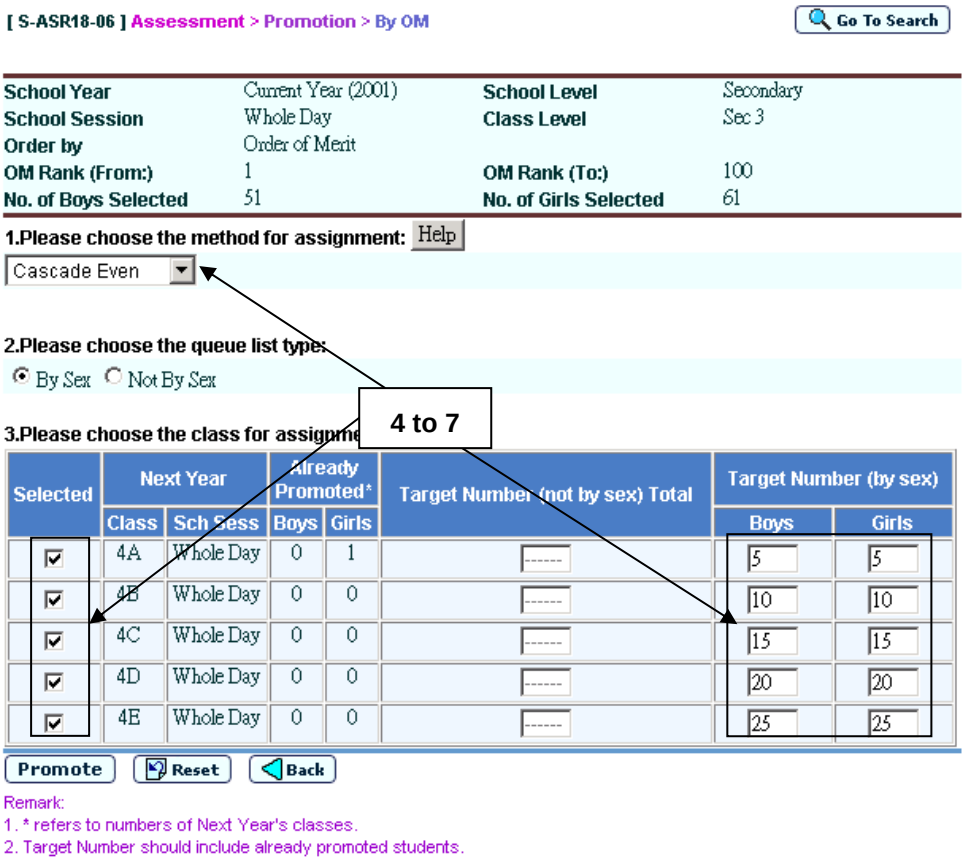
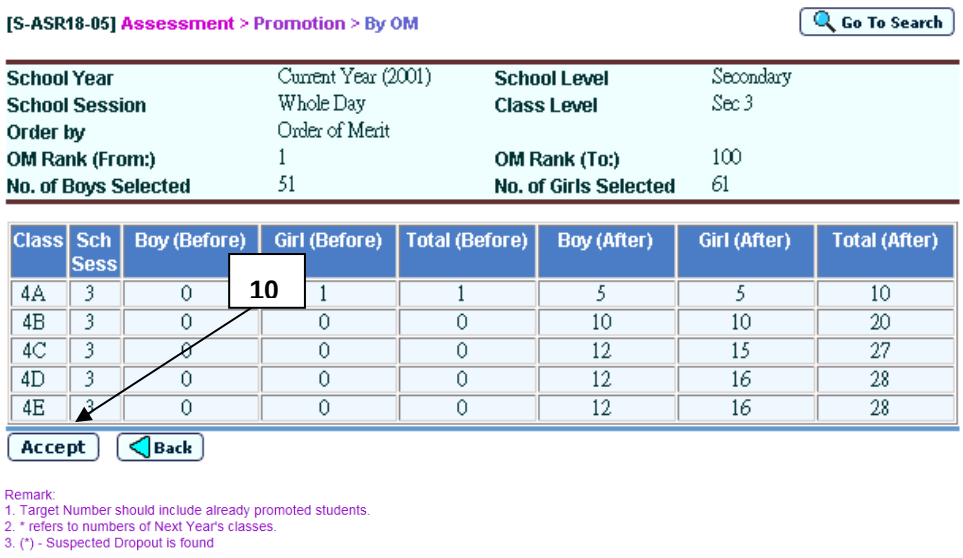


8. Click **[Promote]** button to proceed with student promotion.

9. The system validates the input and displays the information for users to confirm the promotion.



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10. Click **[Accept]** button to confirm the promotion.

📖 Post-effects

Students are promoted to the next class level according to user's specified next year information.

📖 Notes

1. With reference to the input value, system retrieves all the students without promotion status from current school year.
2. The range of Order of Merit must be specified in searching page.
3. The students will be sorted by their order of merit in ascending order.
4. Target number is the number of students to be promoted. This number should include the number of already promoted students.
5. User may select some of the students or all students for the assignment.
6. Number of boys and girls for individual class can be specified if the option: **By Sex** is chosen.
7. **Boy (Before)** indicates the number of boy is in the destination class before the promotion exercise action.
8. **Girl (Before)** indicates the number of girl is in the destination class before the promotion exercise action.
9. **Boy (After)** indicates the number of boy will be in the destination class after the promotion exercise.
10. **Girl (After)** indicates the number of girl will be in the destination class before the promotion exercise.
11. Secondary 6 is not handled by this function effective from 2011/12 school year due to the implementation of New Senior Secondary Academic Structure.
12. Suspected Dropout Indicator(*) will be shown next to the Class Level if there is selected suspected dropout in the class level.

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2.4.5 By Student Info

Function Description

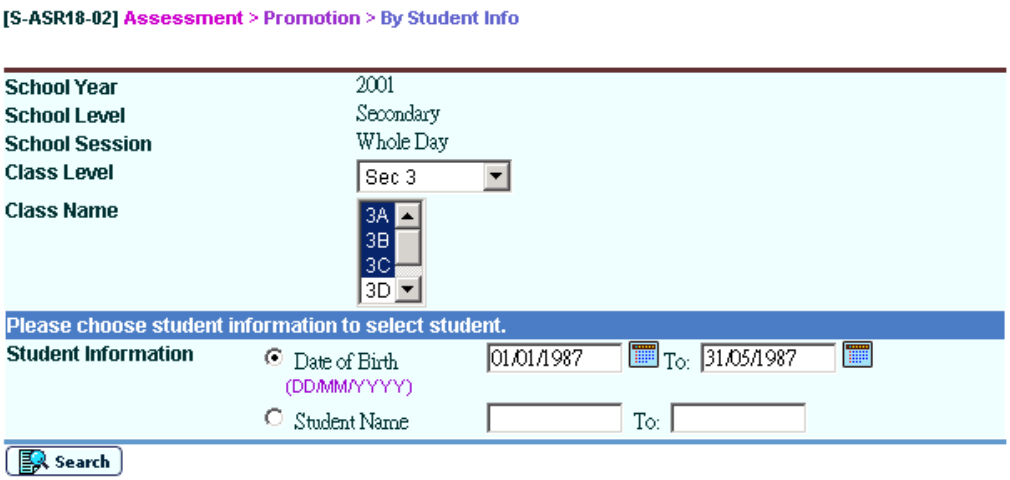
This function allows users to promote students from current school year to the classes of next school year by applying students' personal information as a promotion criterion. Like the **Promotion By OM** function, it also partly automates the promotion process by providing four assignment methods as described in the **Promotion By OM** functions (2.4.4).

Pre-requisites

1. Function "Plan New School Year" is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

User Procedures

1. Click **[Assessment] → [Promotion] → [By Student Info]** from the left menu.
2. Amend the searching criteria in the drop-down list box. More than one class name can be selected.



3. Click **[Search]** button.

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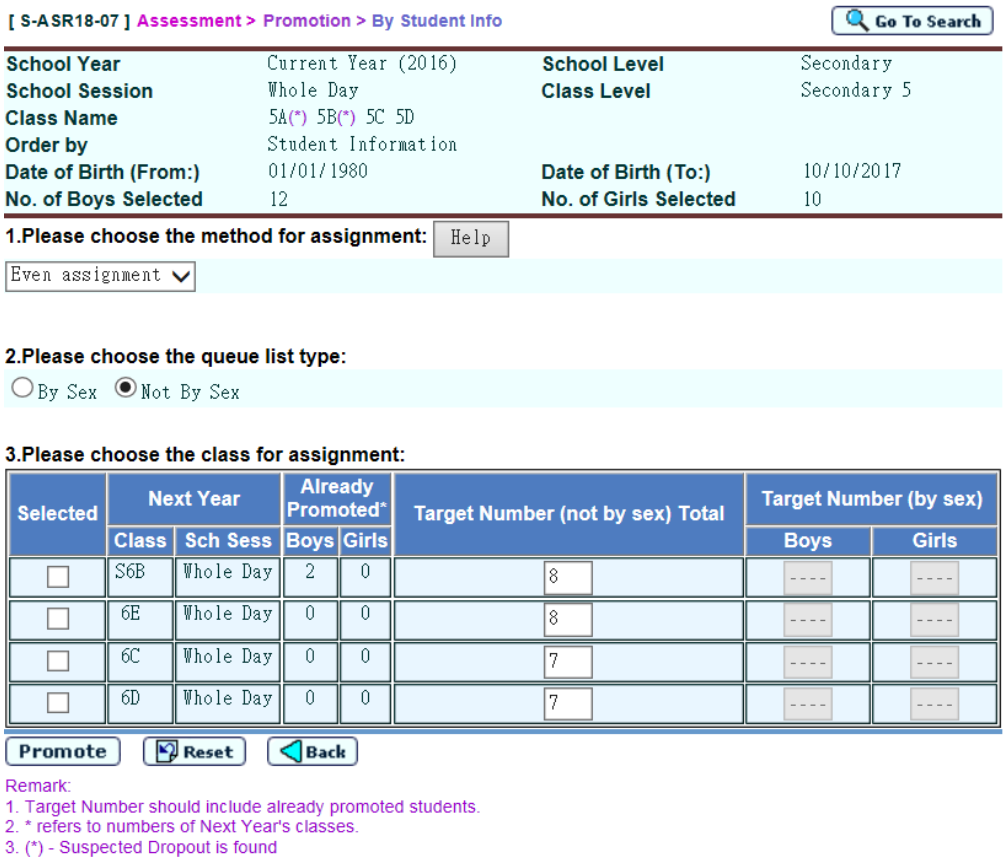
[S-ASR18-07] Assessment > Promotion > By Student Info

Go To Search

School Year	Current Year (2016)	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A(*) 5B(*) 5C 5D		
Order by	Student Information		
Date of Birth (From:)	01/01/1980	Date of Birth (To:)	10/10/2017
No. of Boys Selected	12	No. of Girls Selected	10

1.Please choose the method for assignment: Help

Even assignment

2.Please choose the queue list type:

By Sex Not By Sex

3.Please choose the class for assignment:

Selected	Next Year		Already Promoted*		Target Number (not by sex) Total	Target Number (by sex)	
	Class	Sch Sess	Boys	Girls		Boys	Girls
☐	S6B	Whole Day	2	0	8	----	----
☐	6E	Whole Day	0	0	8	----	----
☐	6C	Whole Day	0	0	7	----	----
☐	6D	Whole Day	0	0	7	----	----

Promote Reset Back

Remark:
1. Target Number should include already promoted students.
2. * refers to numbers of Next Year's classes.
3. (*) - Suspected Dropout is found

4. Amend the Assignment method.
5. Select the Queue List Type.
6. Select the class in the new year by checking the check box(es) asides.
7. Fill in **Target Number** for each class.
8. Click **[Promote]** button to proceed with student promotion.
9. System validates the input value and displays the information for users to have user's confirmation to the promotion exercise.

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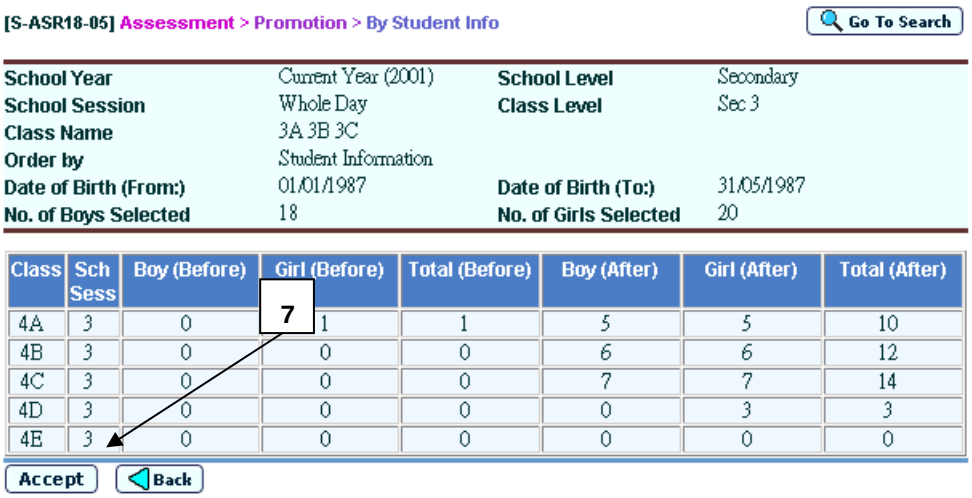

10. Click **[Accept]** button to confirm the promotion.

📖 Post-effects

Students are searched by Student Information (Student Name or Date of Birth) and then are promoted according to the specified information (next year information, assignment method, etc).

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📖 Notes

1. System will only retrieve all students without promotion status based on current school year.
2. Either student's date of birth or student name can be used for searching.
3. In Searching function, if **Student Name** is chosen, their name in ascending order will sort the students.
4. In Searching function, if **Date of Birth** is chosen, their date of birth in ascending order will sort the students.
5. Number of boys and girls for individual class can be specified if the option: **By Sex** is chosen.
6. Secondary 6 is not handled by this function effective from 2011/12 school year due to the implementation of New Senior Secondary Academic Structure.
7. Suspected Dropout Indicator(*) will be shown next to the Class Name if there is selected suspected dropout in the class.

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2.4.6 By Subject

Function Description

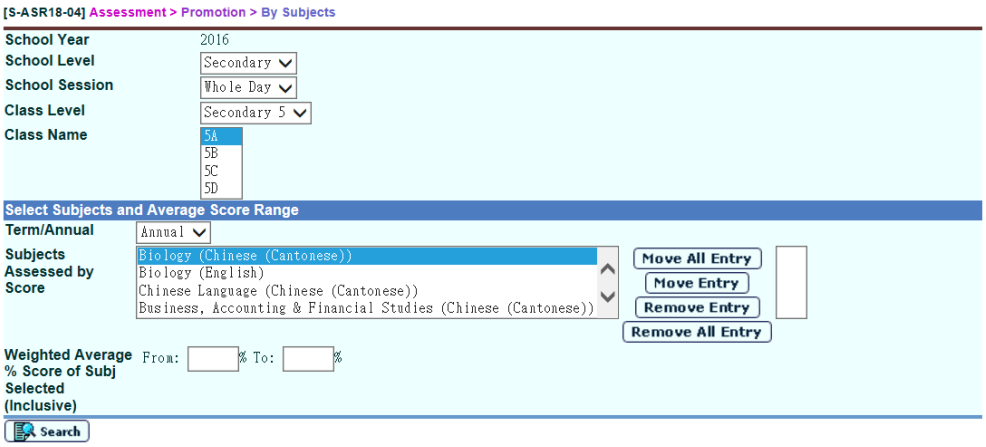
This function allows users to promote students from current school year to the classes of next school year by using students' subject assessment score as one of the promotion criteria. Like the **Promotion By OM** function, it also partly automates the promotion process by the four assignment methods as described in the **Promotion By OM** functions (2.4.4).

Pre-requisites

1. Function "Plan New School Year" is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[By Subject]** from the left menu.
2. Users can amend the searching criteria and select Term/Annual in drop-down list box on **Select Subjects and Average Score Range** section. Then users can select the Subjects Assessed by Score from the left list box and move to the right list box. More than one subject can be selected and moved at the same time.



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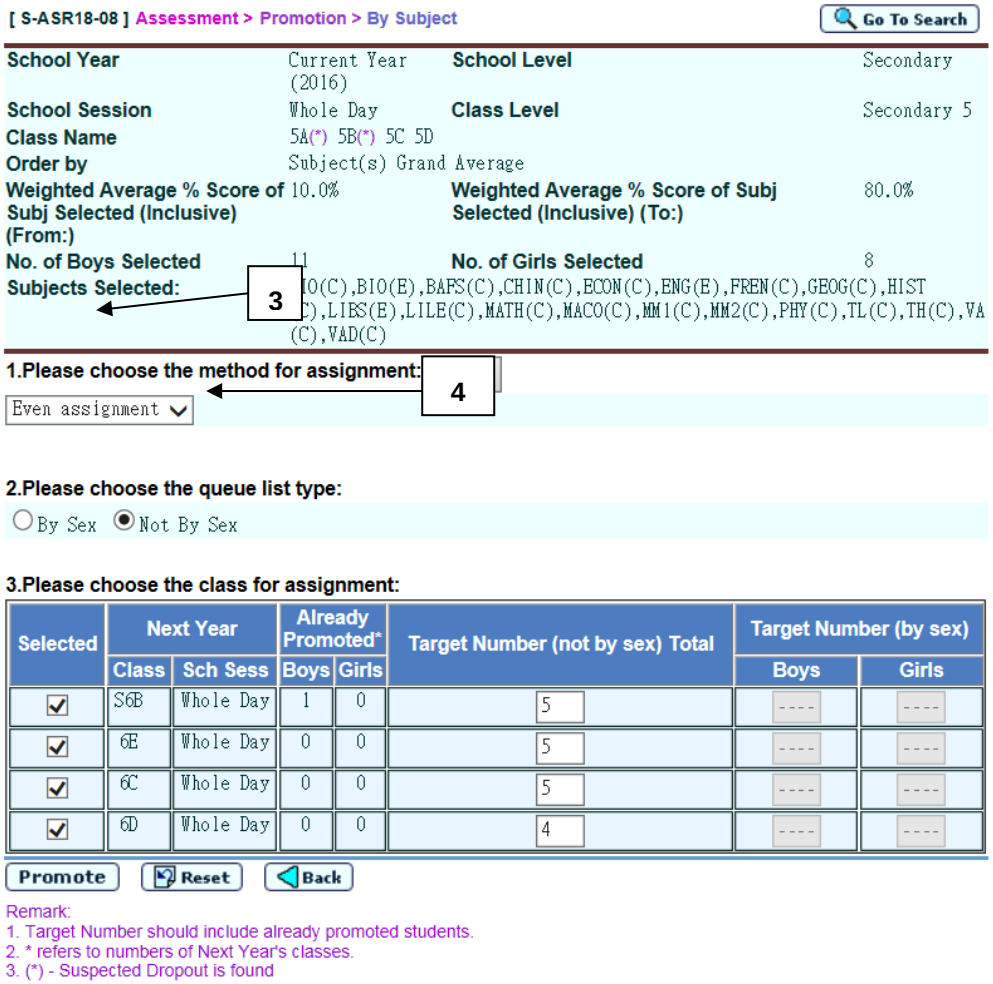
3. Click **[Search]** button.



4. Amend the Assignment method.
5. Select the Queue List Type.
6. Select the class in the new year by checking the check box(es) asides.
7. Fill in **Target Number** for each class.
8. Click **[Promote]** button to proceed with student promotion.
9. System validates the input and displays the information for users to confirm the promotion.

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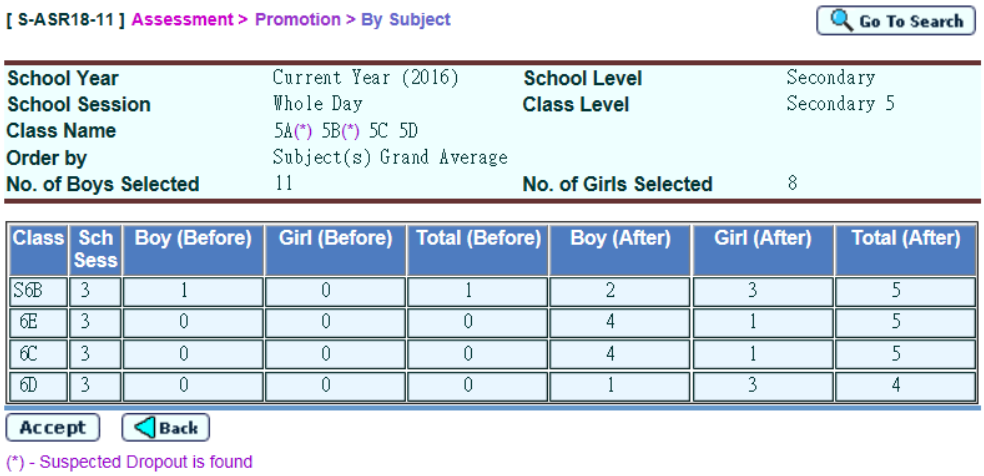
10


[S-ASR18-11] Assessment > Promotion > By Subject

Go To Search

School Year	Current Year (2016)	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A(*) 5B(*) 5C 5D		
Order by	Subject(s) Grand Average		
No. of Boys Selected	11	No. of Girls Selected	8

Class	Sch Sess	Boy (Before)	Girl (Before)	Total (Before)	Boy (After)	Girl (After)	Total (After)
S6B	3	1	0	1	2	3	5
6E	3	0	0	0	4	1	5
6C	3	0	0	0	4	1	5
6D	3	0	0	0	1	3	4

Accept Back

(*) - Suspected Dropout is found

10. Click **[Accept]** button to confirm the promotion.

📖 Post-effects

Students are promoted from current school year to the classes of next school year by using students' subject assessment score as the major promotion criteria.

📖 Notes

1. With reference to the input value, system retrieves all the students without promotion status from current school year.
2. In searching screen, **Term/Annual** indicates which ATA the subject score retrieves from.
3. In searching screen, **Weighted Average % Score of Subj. Selected (Inclusive)** specifies the percentage score of the weighted average of the selected subjects.
4. Secondary 6 is not handled by this function effective from 2011/12 school year due to the implementation of New Senior Secondary Academic Structure.
5. Suspected Dropout Indicator(*) will be shown next to the Class Name if there is selected suspected dropout in the class.

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2.4.7 By Random

📖 Function Description

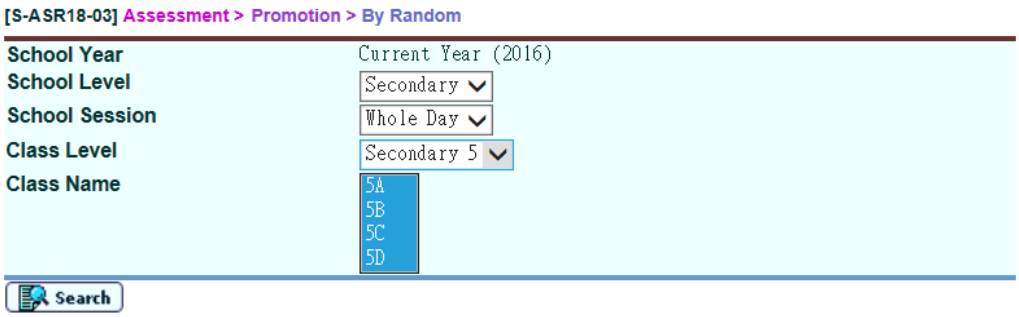
This function allows users to randomly promote students from current school year to next school year.

📖 Pre-requisites

1. Function “Plan New School Year” is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

🖱 User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[By Random]** from the left menu.
2. Users can amend the searching criteria in the drop-down list box. More than one class name can be selected.



3. Click **[Search]** button.

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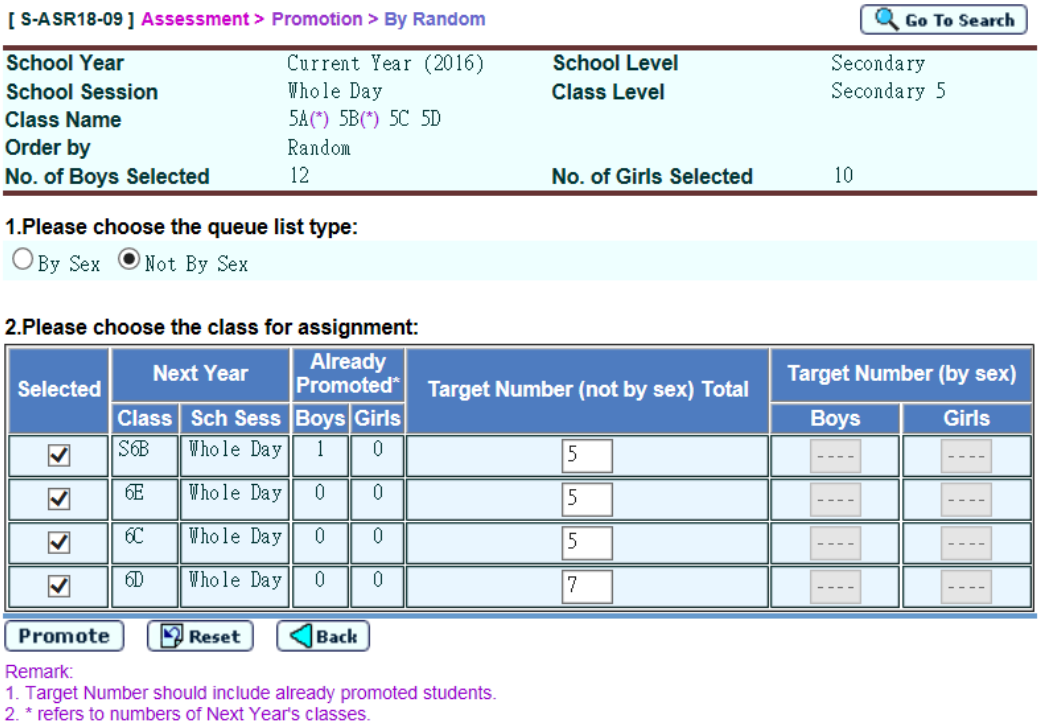


[S-ASR18-09] Assessment > Promotion > By Random — Go To Search

School Year	Current Year (2016)	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A(*) 5B(*) 5C 5D		
Order by	Random		
No. of Boys Selected	12	No. of Girls Selected	10

1.Please choose the queue list type:

○ By Sex ◉ Not By Sex

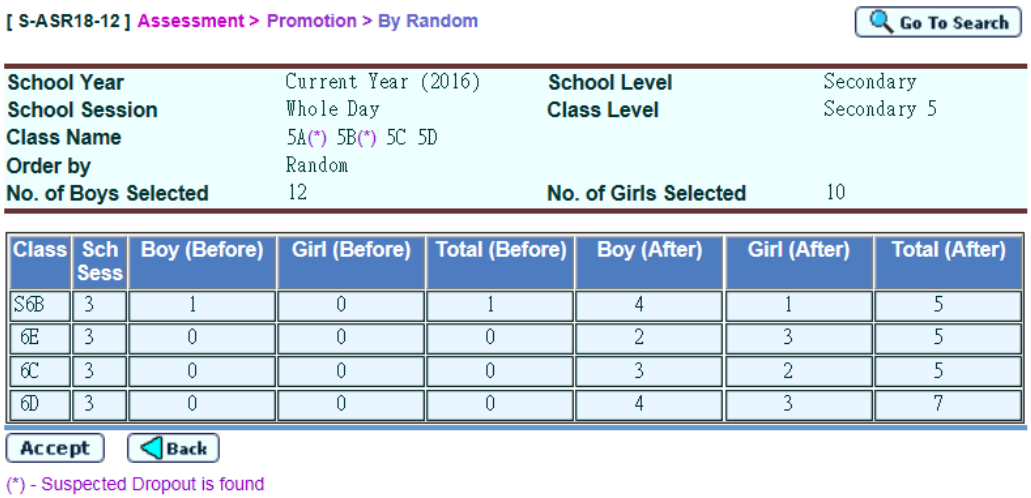
2.Please choose the class for assignment:

Selected	Next Year		Already Promoted*		Target Number (not by sex) Total	Target Number (by sex)	
	Class	Sch Sess	Boys	Girls		Boys	Girls
☑	S6B	Whole Day	1	0	5	----	----
☑	6E	Whole Day	0	0	5	----	----
☑	6C	Whole Day	0	0	5	----	----
☑	6D	Whole Day	0	0	7	----	----

Promote Reset Back

Remark:
1. Target Number should include already promoted students.
2. * refers to numbers of Next Year's classes.
3. (*) - Suspected Dropout is found

4. Select the Queue List Type.
5. Select the class in the new year by checking the check box(es) asides.
6. Fill in **Target Number** for each selected class.
7. Click **[Promote]** button to proceed with student promotion.
8. The system validates the input and displays the information for users to confirm the promotion.



[S-ASR18-12] Assessment > Promotion > By Random — Go To Search

School Year	Current Year (2016)	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A(*) 5B(*) 5C 5D		
Order by	Random		
No. of Boys Selected	12	No. of Girls Selected	10

Class	Sch Sess	Boy (Before)	Girl (Before)	Total (Before)	Boy (After)	Girl (After)	Total (After)
S6B	3	1	0	1	4	1	5
6E	3	0	0	0	2	3	5
6C	3	0	0	0	3	2	5
6D	3	0	0	0	4	3	7

Accept Back

(*) - Suspected Dropout is found

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9. Click **[Accept]** button to confirm the promotion.

📖 Post-effects

Students are promoted randomly from current school year to next school year

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📖 Notes

1. With reference to your input value, system retrieves all students without promotion status from current school year.
2. The searched students will be randomly promoted to the classes of new school year.
3. Secondary 6 is not handled by this function effective from 2011/12 school year due to the implementation of New Senior Secondary Academic Structure.
4. Suspected Dropout Indicator(*) will be shown next to the Class Name if there is selected suspected dropout in the class.

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2.4.8 Reset

📖 Function Description

Users can reset the promotion status for a group of students according to the set criteria. System will restore the promotion status of the student to "Not Assigned".

📖 Pre-requisites

1. Function “Plan New School Year” is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

🖱 User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[Reset]** from the left menu.
2. Amend the search criteria in the drop-down list box and perform either the following:
   a. Select **By Class** to reset the promotion by class, or
   b. Select **By OM** to reset the promotion by order of merit.
      i. Select either By **Class Level**, **By Stream**, or **By Subject Group**

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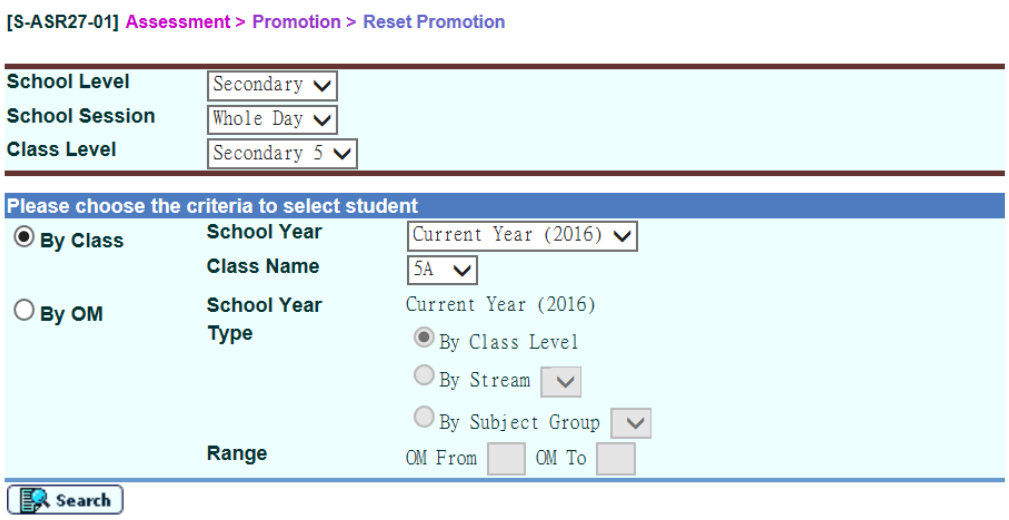
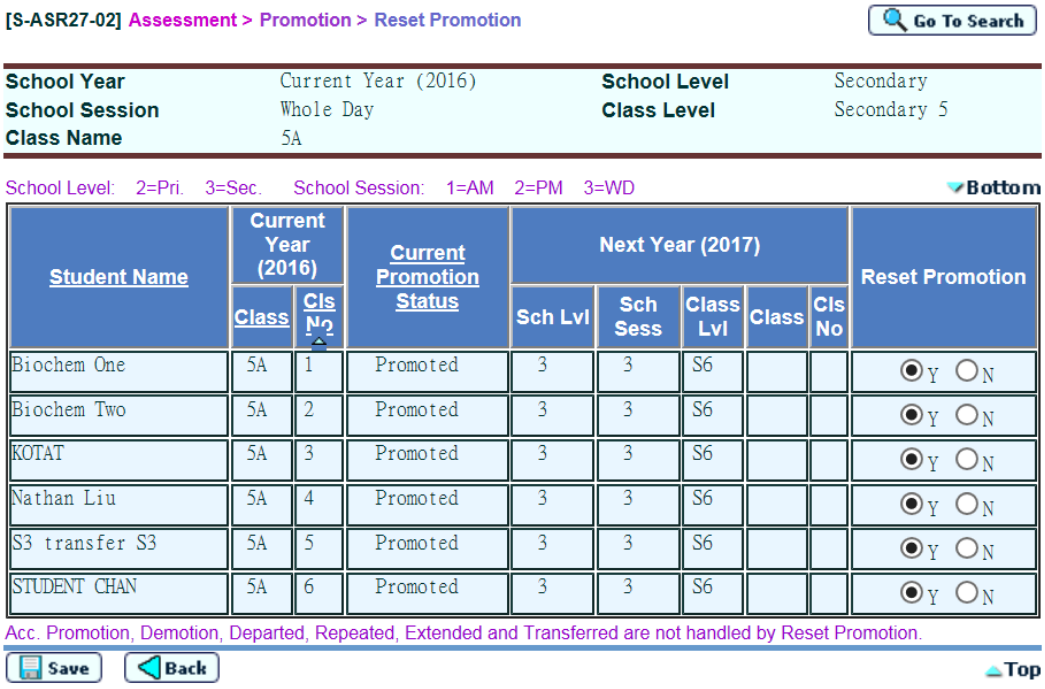


3. Click **[Search]** button.

4. Select **"Y"** by the radio button of **Reset Promotion** for student promotion records needed to be reset.



5. Click **[Save]** button.

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📖 Post-effects

The promotion status of the selected set of student is reset and is turned to “Not Assigned”.

📖 Notes

1. Search criteria of reset promotion can be either **By Class** or **By OM**.
2. If **By Class** is chosen, you need to specify either the class of current year or the class of new school year for searching.
3. If **By OM** is chosen, you need to specify the type of the Order of Merit and the range.
4. Acc. Promotion, Demotion, Departed, Repeated, Extended and Transferred are not handled by Reset Promotion.
5. Secondary 7 is not handled by this function effective from 2012/13 school year due to the implementation of New Senior Secondary Academic Structure.

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2.4.9 Graduation

Function Description

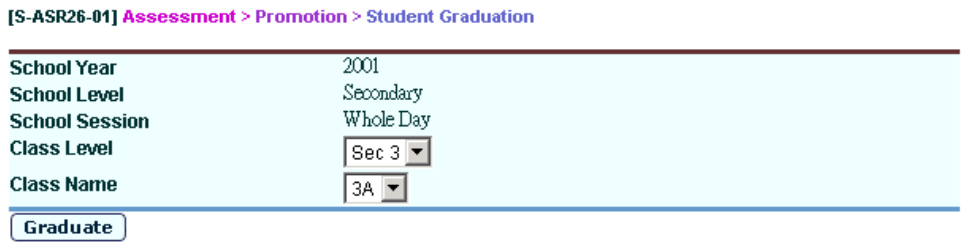
Users can mark students in classes and class levels of P6 and S6 to be graduated from the school.

Pre-requisites

N/A

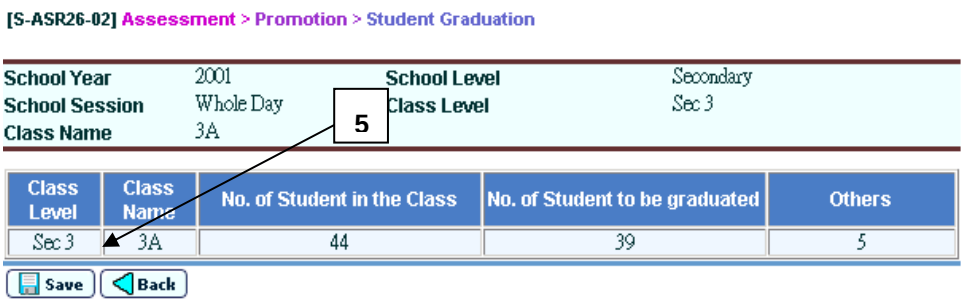
User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[Graduation]** from the left menu.
2. Amend the graduation criteria in the drop-down list box.



3. Click **[Graduate]** button.

4. The system validates the input and displays the information for users to confirm the graduation.



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5. Click **[Save]** button.

📖 Post-effects

The students from the selected class level and classes will be marked as graduated from the school.

📖 Notes

1. Only classes of class level P6 and S6 can be handled by this function.
2. Students in P6 and S6 can be marked “Graduated”.
3. Once students have graduated from school, their school status will be changed to “Inactive”.
4. The Graduation Status for students of P6 will automatically be changed to a new status of “Promoted” whenever they are admitted by the Quick Admission Function of STU Module.
5. Graduation is not applicable for Secondary 5 students with effect from 2010/11 school year due to the implementation of New Senior Secondary Academic Structure.
6. Graduation is applicable for Secondary 6 students with effect from 2011/12 school year due to the implementation of New Senior Secondary Academic Structure.
7. Graduation is not applicable for Secondary 7 students with effect from 2012/13 school year due to the implementation of New Senior Secondary Academic Structure.
8. Suspected Dropout Indicator(*) will be shown next to the Class Name if there is selected suspected dropout in the class.

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2.4.10 Export

📖 Function Description

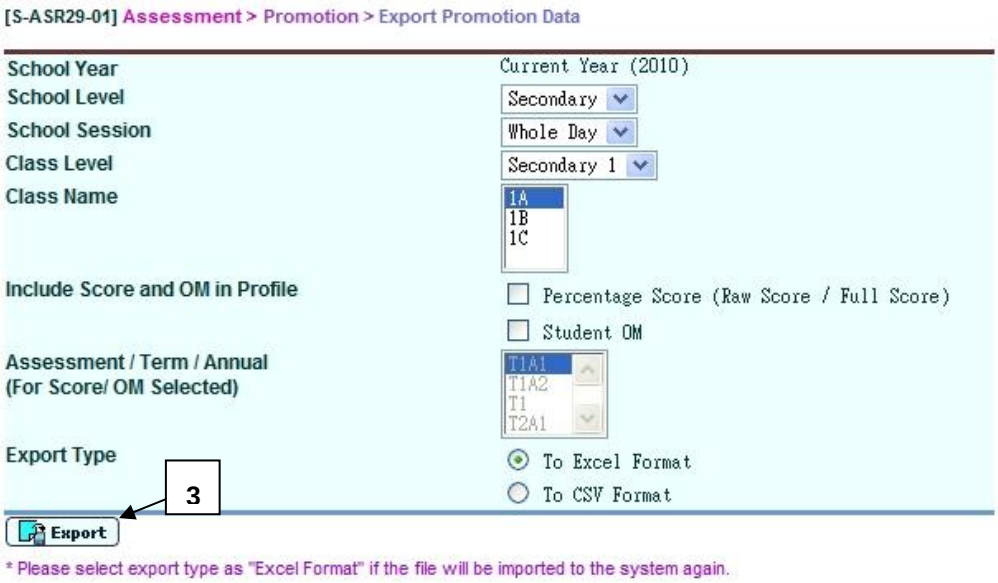
Users can export the student promotion data for the school to promote student by customized methods.

📖 Pre-requisites

1. Function “Plan New School Year” is triggered to copy data from current year to new school year.
2. Setup of class level and class details for the next school year must be completed.

🖱 User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[Export]** from the left menu.
2. Users can amend the export criteria in the drop-down list box. Multiple selections of classes is enabled.



3. Click **[Export]** button and enter "Password" and "Confirm Password" in a popup dialog to encrypt the export file.

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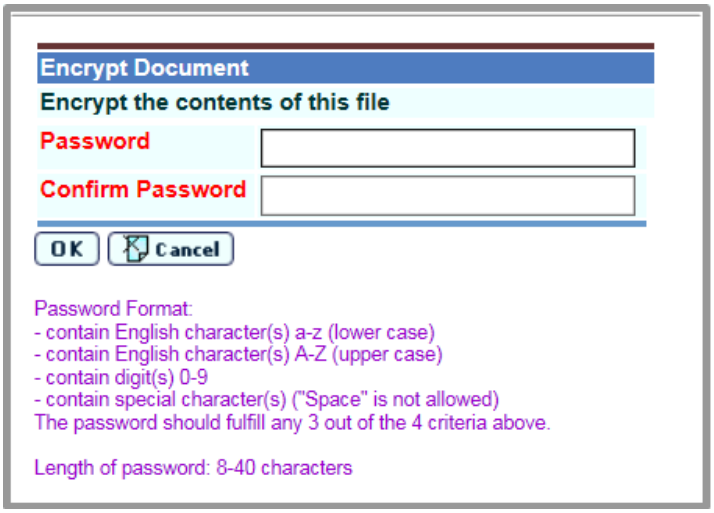

📖 Post-effects

1. The promotion data of students will be encrypted and exported to a self-extracting executable (.exe) file containing data in CSV / Excel file format.
2. The system will prompt users to specify the location to save the export file.

📖 Notes

1. Users can double click the file and enter password to decrypt and obtain the Excel file.
2. Even if the assessment, term or annual data requested by users does not exist, the corresponding subject column will also be included in the text file. However, the score or OM data for that assessment, term or annual will not be included in the export file.
3. In the CSV / Excel file, the following columns have to be filled for each student before it is imported into the system as promotion information:

Column Name	Usage
To School Level	It specifies the destination school level.
To School Session	It specifies the destination school session.
To Class Level	It specifies the destination class level.
To Class	It specifies the destination class.
Promotion Status	It specifies the promotion information.

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	Users can fill number from 0 to 8. The following are the meaning of the number: 0 – Promoted 1 – Repeated 2 – Accelerated Promoted 3 – Demoted 4 – Graduated 5 – Departed 6 – Completed S3 (Not applicable with effect from 2011/12 school year & WebSAMS version BUILD-22062012 or above) 7 – Extended 8 – Transferred

4. If users select to export the data to an Excel file, the system will generate the download file. The file will have appropriate data to facilitate users to use Excel-compliant software to capture promotion information. If the exported data has more than 255 columns, error message will be shown and ask user to revise the selection criteria.

5. Secondary 7 is not handled by this function effective from 2012/13 school year due to the implementation of New Senior Secondary Academic Structure.

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2.4.11 Import Promotion Data

📖 Function Description

Users can import the promotion data into the system after the promotion data is amended externally by third party application, e.g. by Excel.

📖 Pre-requisites

1. The Promotion Data must be exported before.
2. Function “Plan New School Year” is triggered to copy data from current year to new school year.
3. Setup of class level and class details for the next school year must be completed.

🖱 User Procedures

1. Click **[Assessment]** → **[Promotion]** → **[Import]** from the left menu.
2. Click **[Browse]** button and select the file to be imported.
3. Click **[Import]** button.

4. There is a popup reminder message to alert users to submit Student Departure form to EDB via CDS, if the student is departed and has active Applied Learning course application/enrolment in Applied Learning module.
5. The system validates and displays the information inside the imported file. If the record is not valid, the system will reject it. Reason will be given in the column of “Failure Reason”. (Note that the figure below only shows the first few and the last few row records due to limited space.)

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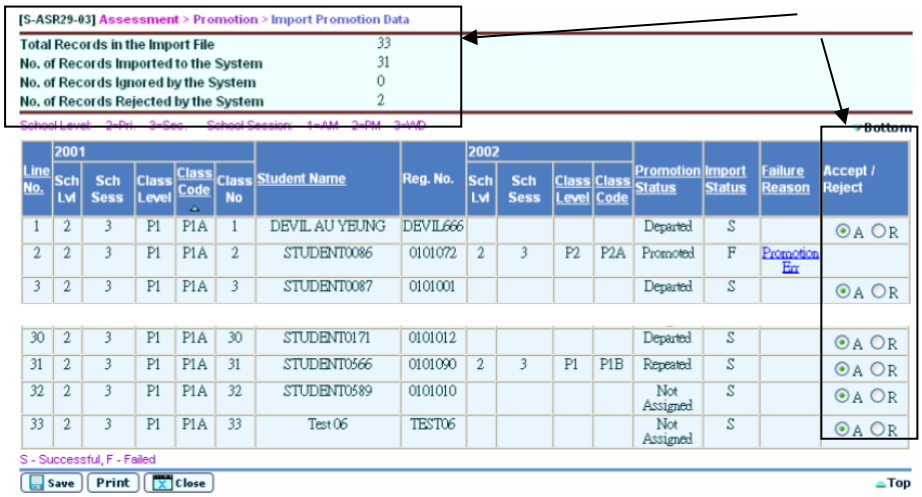

6. Accept the records to be updated by checking the radio button aside **A** of the **Accept/Reject** field.
7. Click **[Save]** button.

🕮 Post-effects

1. The data is imported to system and the class level, class and promotion status of students are updated.
2. Updated information will be reflected on promotion-associated reports.

🕮 Notes

1. Promotion status code (note that the status code ranges from 0 to 8).

   0 – Promoted

   1 – Repeated

   2 – Accelerated Promoted

   3 – Demoted

   4 – Graduated

   5 – Departed

   6 – Completed S3 (Not applicable with effect from 2011/12 school year & WebSAMS version BUILD-22062012 or above)

   7 – Extended

   8 – Transferred

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2. The system will perform the following validations on the imported XLS file.
    - The import will stop if the system detects more than 50 errors in the imported file. The first 50 errors will be displayed.
    - Data Format Error
        i. The file does not contain the expected number of columns. The reason may be user's mistake (removing certain columns) when modifying data.
        ii. Length of the data in the file exceeded or did not meet the length expected by the system.
    - Data Integrity Error
        i. Student could not be found in the system. The reason may be due to data corruption on the database.
        ii. Class Info Error
        iii. Next school year information could not be found in the system.
    - Promotion validations
        i. For "Promoted" status, next school year's class level must be one level above the current school year class level.
        ii. "P6" (in through train school, "P6" students can promote to "S1"), "S6" (starting from 2011/12 school year), "S7" and "SS" students cannot be marked as "Promoted".
        iii. For "Acc. Promoted" status, next school year's class level must be at least two class levels above the current school year class level.
        iv. "P6" (in Through train school, "P6" students can promote to "S2" or the class levels upper than "S2") and "S7" and "SS" students cannot be marked as "Acc. Promoted".
        v. For "Repeated" and "Extended" status, next school year's class level must equal current school year class level.
        vi. For "Demoted" status, next school year's class level must be one class level below the current school year class level.
        vii. Only students in class level "P6", "S6" (starting from 2011/12 school year), "S7" (before 2012/13 school year) and "SS" can be mark with the "Graduated" status.

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viii. "Complete S3" status is reserved for "S3" students only. It is not applicable with effect from 2011/12 school year & WebSAMS version BUILD-22062012 or above.

ix. Promotion status of students with assessment data in the next school year cannot be reset.

- Student with more than one schooling record in the next school year cannot be imported. You can go to Student Module to delete the schooling record to resume the promotion operation.
- Since this function mainly focuses on promotion operation, the system will not import all data columns (such as subject score/grade and OM) in the XLS file even those data columns is modified. Those data is merely for reference.

3. Suspected Dropout Indicator(*) will be shown next to the suspected dropout.

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2.5 Class No

2.5.1 By Class

🕮 Function Description

Users can generate and assign class number to students in particular class(es) or class level(s) based on the three criteria selected:

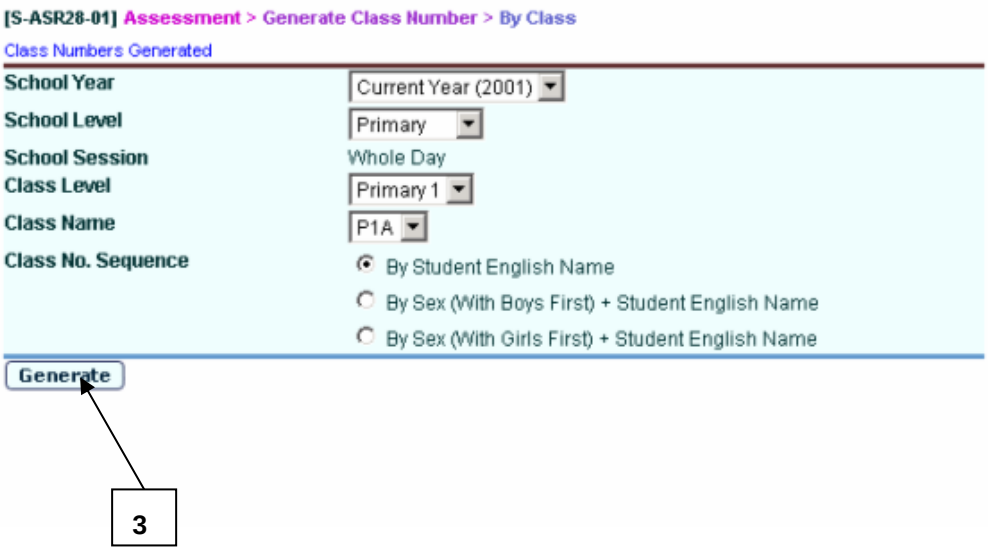
- By Student English Name
- By Sex (With Boys First) + Student English Name
- By Sex (With Girls First) + Student English Name

🕮 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Assessment]** → **[Class No]** → **[By Class]** from the left menu.
2. Users can set the criteria in the drop-down list boxes and radio buttons to generate class number for students of the selected class(es).
3. Click **[Generate]** button.



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📖 Post-effects

1. The class numbers are assigned to students in a class or class level.
2. All class numbers assigned by users manually will be overwritten.

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🕮 Notes

1. If By Student English Name" is chosen, the class number is assigned to students in the sequence of ascending of the student English name.
2. If "By Sex (With Boys First) + Student English Name" is chosen, the class number is assigned to boys first in the sequence of student English name.
3. If "By Sex (With Girls First) + Student English Name" is chosen, the class number is assigned to girls first in the sequence of student English name.
4. If a student with assigned class number but transferred to other class, the assigned class number in the original class will be skipped in class number reassignment.

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2.5.2 By Student

📖 Function Description

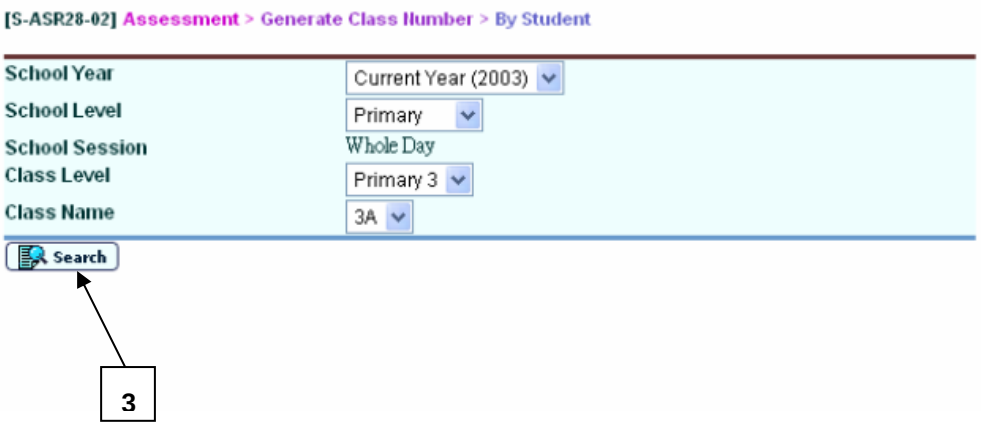
Users can assign/modify class number to/of students in the selected class manually. Two sorting criteria can be specified. System will follow each of them one by one to sort the students.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Assessment]** → **[Class No]** → **[By Student]** from the left menu.
2. Amend the search criteria in the drop-down list boxes.
3. Click **[Search]** button.



4. Users can set the sorting criteria in the drop-down list box(es)

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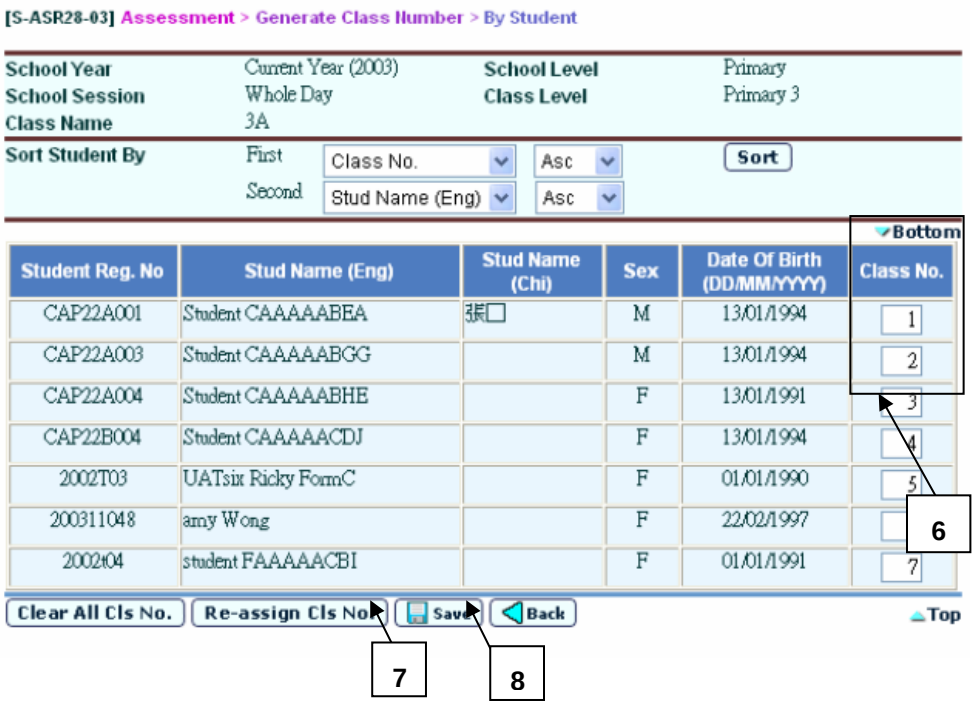

5. Click the **[Sort]** button to sort the student list.
6. Amend the **Class No.** by the text box.
7. Click **[Re-assign Cls No.]** to re-assign the class number to student(s).
8. Click **[Save]** button.

🕮 Post-effects

The class number is assigned to students.

🕮 Notes

1. The system checks if the class number entered is duplicated. If the number is duplicated, system prompts users to enter the class number again.
2. The student can be sorted by up to two criteria of the followings:
   - Student English Name
   - Student Chinese Name
   - Sex
   - Date of Birth
   - Previous Class Number

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3. **[Re-assign class number]** can be performed when necessary. The class number will be assigned sequentially and ascending to the sorted students.
4. If the class no. is occupied by a transferred student. That class no. will be skipped in **[Re-assign class number]**. For example, a student with class no. 2 in 1A. The student is transferred to 1B within the same year. That class no. 2 will be skipped and will not be assigned to other.

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2.6 Enquiry

2.6.1 Student Result

📖 Function Description

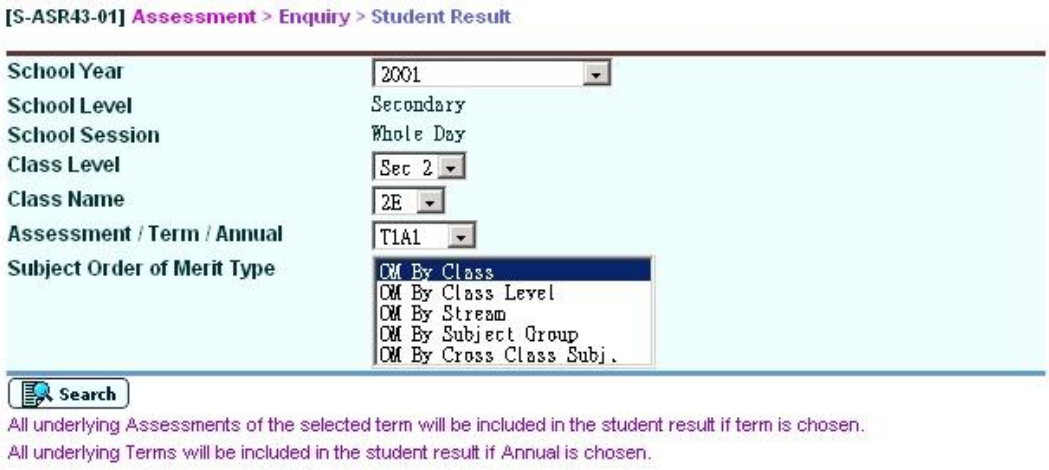
Users can enquire student assessment result of the selected assessment/term/annual by this function. The searched result can be viewed online in the pop-up window.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Assessment]** → **[Enquiry]** → **[Student Result]** from the left menu.
2. Amend the search criteria in the drop-down list boxes and the multiple selection list box.



3. Click **[Search]** button.

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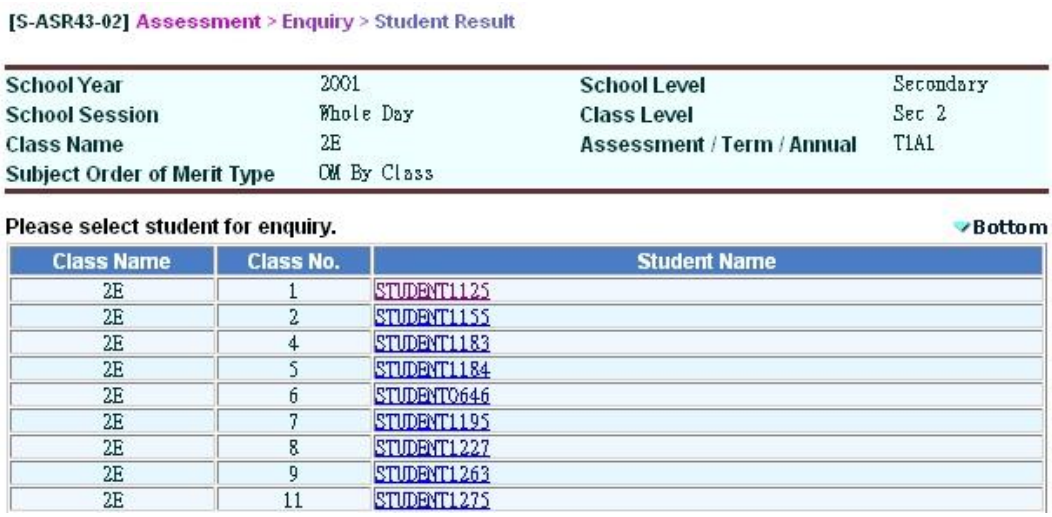

[S-ASR43-02] Assessment > Enquiry > Student Result

School Year	2001	School Level	Secondary
School Session	Whole Day	Class Level	Sec 2
Class Name	2E	Assessment / Term / Annual	T1A1
Subject Order of Merit Type	OM By Class		

Please select student for enquiry. Bottom

Class Name	Class No.	Student Name
2E	1	STUDENT1125
2E	2	STUDENT1155
2E	4	STUDENT1183
2E	5	STUDENT1184
2E	6	STUDENT0646
2E	7	STUDENT1195
2E	8	STUDENT1227
2E	9	STUDENT1263
2E	11	STUDENT1275

4. Select a student by clicking on the **Student Name** link.

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[S-ASR43-03] Assessment > Enquiry > Student Result

School Year	2001	School Level	Secondary
School Session	Whole Day	Class Level	Sec 2
Class Name(No.)	2E (1)	Stud Name	STUDENT1125
Subject Order of Merit Type	OM By Class		

	T1A1	
Subject	Score/Grade	OMC
English Language	140 C	4/25
-COMPOSITION	64 B	4/25
-GEN ENGLISH	38 D	4/25
-LIST COMP	24 C	11/25
-ORAL	14 D	8/25
Chinese Language	60 D	9/25
-Oral	38 D	9/25
-Composition	22 D	7/25
Mathematics	46 D	8/24
Science(Secondary 1-3)	12 E	22/24
Chinese History	13 E	19/25
Geography	16 E	19/25
Art And Design	0 E	24/25
Home Economics	2 E	9/10
Information Technology	E	14/25
Graphical Communication	17 E	19/25
Music	13 D	15/25
Physical Education	2 E	18/25
Putonghua	0 E	23/25
Grand Average	22.14 D	

Student OM in Class		18/35
Student OM in Class Level		170/189
Student OM in Stream		170/189
Student OM in Subject Group		82/86
Absent		0
Late		0
Early Leave		0
Merit	Major Credit	
	Minor Credit	
	Merit	
Demerit	Major Demerit	
	Minor Demerit	
	Black Mark	
Merit Reason		
Demerit Reason		
Overall Comment		

Notes: + : Absent (zero mark), - : Absent (not considered), * : Dropped, / : Exempted, N.A. : Not Assessed

Close

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📖 Post-effects

The student's assessment result, including assessment group assessment data (if any), will be displayed in the popup page [S-ASR43-03].

📖 Notes

1. If Annual is selected, all underlying terms will be included in the page of enquiry result.
2. If Term is selected, all underlying assessments will be included in the page of enquiry result.

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2.6.2 Guardian Access

📖 Function Description

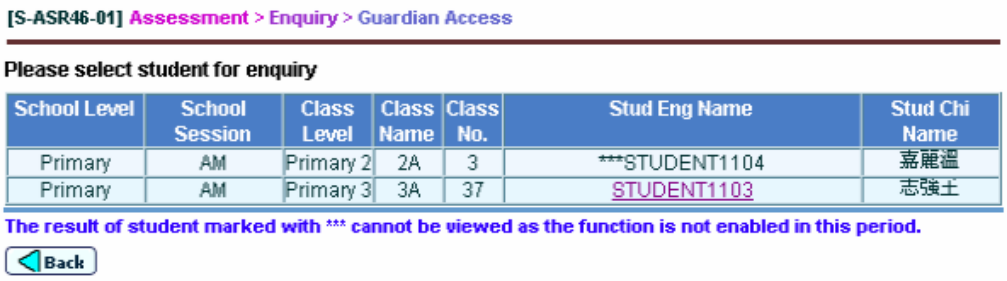
Guardians can enquire their children's assessment information by logging in into the system via Internet.

📖 Pre-requisites

1. The Guardian Internet Access function must be enabled in **[Assessment]** → **[Setup]** → **[Guardian Access]**.
2. Click **[Security]** → **[Access Control]** → **[User Account]** from the left menu and click on tab **[Create Student/Parent Account]** to generate a student/parent account so that parent can login using the generated user name and password.

🖱 User Procedures

1. Click **[Assessment]** → **[Enquiry]** → **[Guardian Access]** from the left menu.


[S-ASR46-01] Assessment > Enquiry > Guardian Access

Please select student for enquiry

School Level	School Session	Class Level	Class Name	Class No.	Stud Eng Name	Stud Chi Name
Primary	AM	Primary 2	2A	3	***STUDENT1104	嘉麗溫
Primary	AM	Primary 3	3A	37	STUDENT1103	志強士

The result of student marked with *** cannot be viewed as the function is not enabled in this period.

Back

2. Click on the **Student Eng Name** link to enquiry the individual student information.

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[S-ASR46-02] Assessment > Enquiry > Guardian Access

School Year	Current Year (2004)	School Level	Primary
School Session	AM	Class Level	Primary 1
Class Name	P1C	Class No	2
Student Name	STUDENT1107		

Subject	T1A1	T1A2	T1							
	-	-	Score/Grade	OMC	OMF	Subject Comments	Remark			
							Concentration	Punctuality	Response	Paticipation
English Language			233.00 C	1/2	2/3					
-Composition			61.67 D	2/2	3/3					
-Reading			92.33 A	1/2	1/3					
-Language			80.33 B	1/2	1/3					
Chinese Language			150.00 C	1/2	1/3					
-Composition			78.33 C	1/2	2/3					
-Language			71.67 C	2/2	2/3					
Mathematics			140.00 C	2/2	3/3					
-Mathematics Paper I			85.00 C	2/2	3/3					
-Mathematics Paper II			55.00 D	2/2	3/3					
Chinese History			90.67 A	1/2	1/3					
History			61.33 D	1/2	1/3					
Geography			51.67 E	2/2	2/3					
Economic And Public Affairs			70.67 C	1/2	1/3					
Physics			85.00 B	1/2	1/3					
Chemistry			36.33 F	2/2	3/3					
Biology			71.33 C	2/2	2/3					
Information Technology			71.67 C	1/2	2/3					
Visual Arts			85.00 B	1/2	1/3					
Music			D	1/2	2/3					
Putonghua			B	1/2	2/3					
Life Education			C	1/2	2/3					
Grand Average			71.67 C							

Student OM in Class			1/2
Student OM in Class Level			1/3
Student OM in Stream			1/3
Student OM in Subject Group			1/3
Conduct			A
-POLITENESS			B
-NEATNESS			C+
-DISCIPLINE			C-
-RESPONSIBILITY			E
-PUBLIC VIRTUE			A
-SERVICES			B
-HONESTY			C+
-COMPANIONSHIP			C-
Other Assessment Item Paper I			
-OA Paper 101			
-OA Paper 102			
-OA Paper 103			
Absent			0
Late			0
Early Leave			0
Conduct Mark Awarded			3
Conduct Mark Deducted			0
Consolidated Conduct Mark			103
Interpretation			Excellent
Overall Comment			

Notes: + : Absent (zero mark), - : Absent (not considered), * : Dropped, / : Exempted, N.A. : Not Assessed

Close

📖 Post-effects

All results of the selected ATAs can be viewed on a single screen.

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📖 Notes

1. Only the guardian’s child will be listed in the enquiry screen.
2. If the guardian access is not enabled, the student name will only be read only. No hyperlink is provided
3. Different columns indicate different assessment, term or annual.
4. Different rows indicate different student result items.

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2.6.3 Report P Data

2.6.4 Extract

📖 Function Description

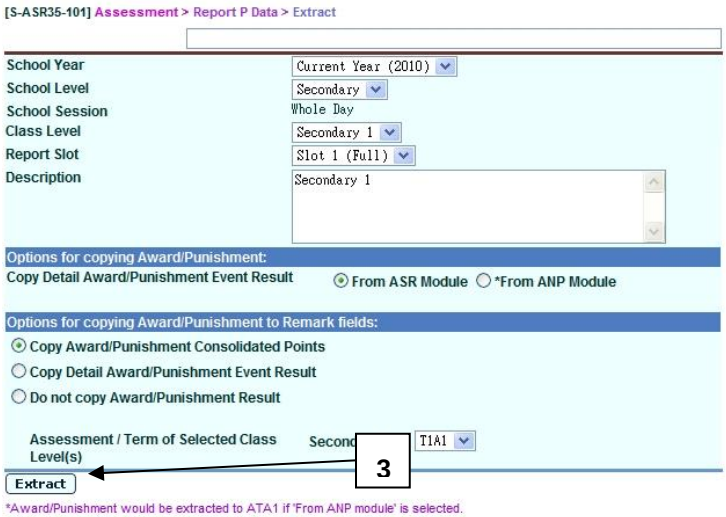
Users can extract a re-structured data set of student assessment for the printing of Report Card P.

📖 Pre-requisites

Score for the targeted assessment must be consolidated.

🖱 User Procedures

1. Click **[Assessment]** → **[Report P Data]** → **[Extract]** from the left menu.
2. Users can amend the criteria for data extraction in the drop-down list. Default description (e.g. School Year 2001 Primary Whole Day Primary 1) will be given if no description is provided by user.
3. Click **[Extract]** button.



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📖 Post-effects

1. Users would be able to generate Report Card P using the extracted dataset.
2. The student related data are extracted into the selected slot
3. The report card P is ready to print with the extracted result set.

2.7 Report P Data

2.7.1 Extract

📖 Function Description

Users can extract a re-structured data set of student assessment for the printing of Report Card P.

📖 Pre-requisites

Score for the targeted assessment must be consolidated.

🖱 User Procedures

1. Click **[Assessment]** → **[Report P Data]** → **[Extract]** from the left menu.
2. Users can amend the criteria for data extraction in the drop-down list. Default description (e.g. School Year 2001 Primary Whole Day Primary 1) will be given if no description is provided by user.
3. Click **[Extract]** button.

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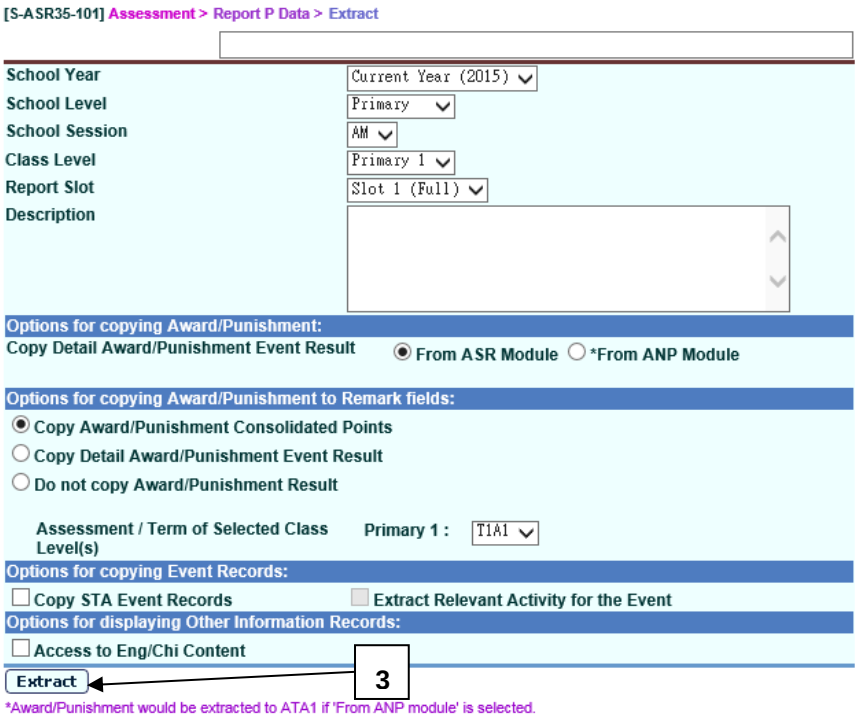

🕮 Post-effects

1. Users would be able to generate Report Card P using the extracted dataset.
2. The student related data are extracted into the selected slot
3. The report card P is ready to print with the extracted result set.

🕮 Notes

1. The system allows up to seven slots for Report P dataset extractions.
2. Options in the screen:

Option Name	Function
Report Slot	Indicate the logical slot that can store the Report P data set. System can hold up to 7 sets of Report P data. The wording “(Full)” denotes that the slot is already extracted with data.
Description	You can type in the brief description to describe the slot data inside.
Copy Detail Award / Punishment Event Result	If “From ANP” is chosen, the award and punishment data are extracted directly from

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	ANP Module. All ANP records of the students in the selected year will be extracted. There will be no duration definition for the records extracted by this option. If “From ASP” is chosen, the award and punishment data must be captured into the Assessment Module before extracted. Because users can capture the consolidated records which are defined by the consolidation start date and consolidation end date, from the ANP Module, the records will be extracted by ATA.
Options for copying Award/Punishment to Remark fields - Copy Award/Punishment Consolidated Points:	The frequency of the Award and Punishment captured in Assessment Module will be copied to the “Remark” field of the report card p.
Options for copying Award/Punishment to Remark fields - Copy Detail Award/Punishment Even Result:	The detail award and punishment records will be copied to the “Remark” field. If “From ASR” is chosen above, the Award/Punishment records must be captured by ASR. If “From ANP” is chosen, those records must be captured by ANP.
Options for copying Award/Punishment to Remark fields - Do not copy Award/Punishment Result:	Indicate that system should not copy the Award / Punishment records to the “Remark” field in the Report P at all.
Assessment/Term/Annual of Selected Class Level	Indicate the ATA that used to the copy the Award / Punishment data to the remark field.
Options for copying Event Records - Copy STA Event Records	Indicate the event records of the student will be extracted or not. The event records are extracted from STA module.

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Options for copying Event Records - Extract Relevant Activity for the Event	Indicate whether the relevant activity for the event will be extracted or not.
Options for displaying Other Information Records - Access to Eng/Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.

3. In “Options for copying Award/Punishment" – Copy Detail Award/Punishment Even Result”, if user chooses “*From ANP Module”, the following 2 fields will be disabled:
   - Copy Award/Punishment Consolidated Points
   - Assessment/Term/Annual of Selected Class Level(s)

   User can choose to extract the ANP events from the whole school year by selecting the filed “Copy Detail Award/Punishment Event Result”

2.7.2 Delete

📖 Function Description

Users can delete extracted Report Card data.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Assessment]** → **[Report P Data]** → **[Delete]** from the left menu.
2. Select the records to be deleted in checking the check box aside **Slot**.
3. Click **[Delete]** button.

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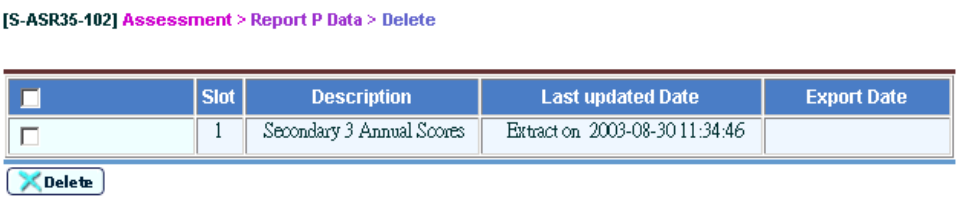

📖 Post-effects

The Report P data in the slot is cleared.

📖 Notes

1. Multiple slot data can be deleted at once when necessary.
2. The “Last updated data” indicates the most recent updated date and time of the data set.
3. The “Export Date” indicates the most recent export date and time of the Report P data set from the slot.
4. If the data set is removed from the slot, users can import the data set from external source

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2.7.3 Export

🕮 Function Description

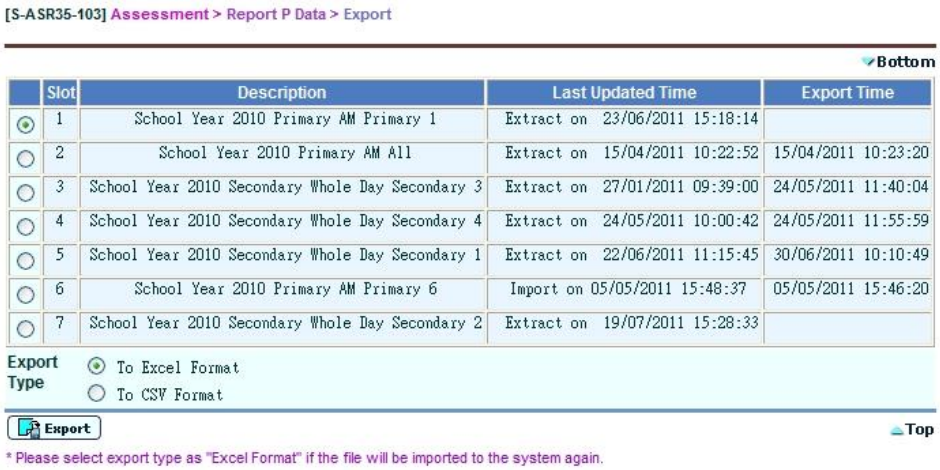
Users can export the data set for Report Card P from the system in CSV / Excel format. Fourteen CSV / Excel files will be exported and encrypted to a self-extracting executable (.exe) file.

🕮 Pre-requisites

The slot has already been extracted or imported with data.

🖱 User Procedures

1. Click **[Assessment]** → **[Report P Data]** → **[Export]** from the left menu.
2. Select the extraction record in checking the radio button.
3. Select the Export Type by checking the radio button.
4. Click **[Export]** button.



5. The Report P dataset file is now ready to be downloaded.

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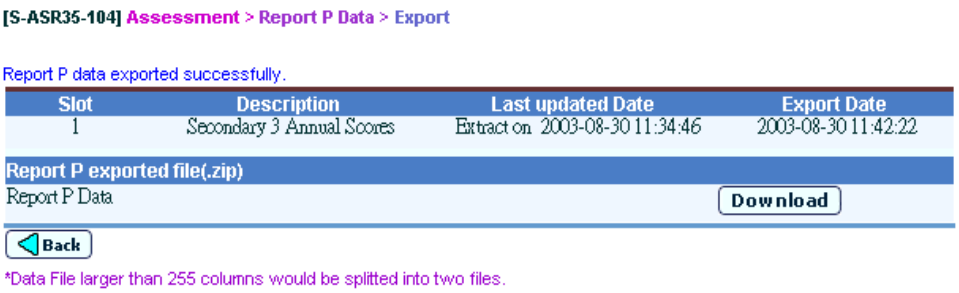
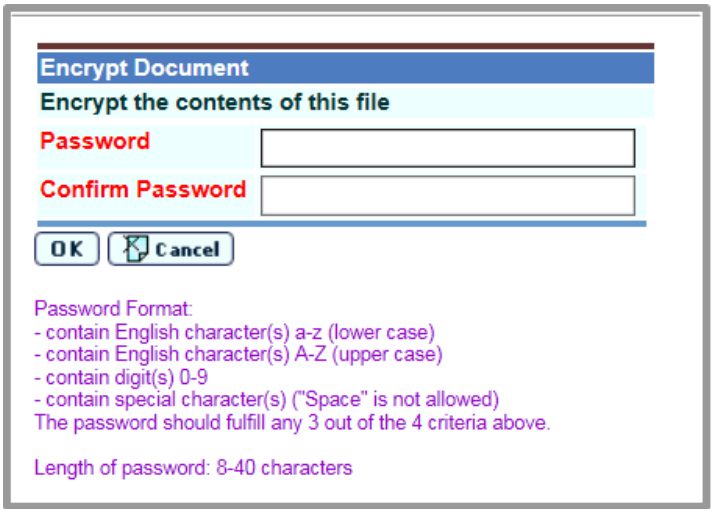


6. Click **[Download]** button and enter "Password" and "Confirm Password" in a popup dialog to encrypt the export file.



📖 Post-effects

The Report P data set will be exported in CSV / XLS format and be encrypted to a self-extracting executable (.exe) file.

📖 Notes

1. The exported file is named as "*REPORTP.exe*"
2. Double click the "*REPORTP.exe"* and enter password to decrypt and obtain the file "*REPORTP*.zip".
3. The Report P dataset contains a number of files. These files are packaged into a .ZIP archive to reduce the time that it takes to download the file from the system. Users can use many popular file compression/decompression utilities that could be downloaded from the Internet to process the .ZIP archive for further processing.

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4. The exported .ZIP archive, *REPORTP.zip*, contains 14 files as listed below:

Filename	Description
ATADEFINITION.csv / ATADEFINITION.xls	This file lists the ATA numbers and their descriptions that are used in the files in the archive. This is file is for reference only. It will be ignored when imported.
COLDEFINITION.csv / COLDEFINITION.xls	This file contains the column definitions for the next 8 files. Refer to this document when updating the individual .XLS files. This is file is for reference only. It will be ignored when imported.
AWARD.csv / AWARD.xls	This file contains the students' Award records. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPAWARD.
CONDUCT.csv / CONDUCT.xls	This file contains the students' conduct assessment records. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPCONDUCT.
OTHERASS.csv / OTHERASS.xls	This file contains the students' Other Assessment records. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPOTHERASS.

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PUNISHMENT.csv / PUNISHMENT.xls	This file contains the students' Punishment records. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPPUNISH.
SCORE.csv / SCORE.xls	This file contains the students' assessment subject scores, grades, OMs and comments. It also contains 20 user definable columns (EXTRA_1 to EXTRA_20) where users could use to enter other information that was not catered to by the extracted Report P dataset. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPSCORE.
ASSESSMENTGROUP.csv / ASSESSMENTGROUP.xls	This file contains the students' assessment group scores, grades and OMs. It also contains 20 user definable columns (EXTRA1 to EXTRA20) where users could use to enter other information that was not catered to by the extracted Report P dataset. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPASSGRPSCORE.
STUDENT.csv / STUDENT.xls	This file contains the students' personal information. It contains 20 user definable columns (EXTRA_1 to EXTRA_20) where users could use to enter other information that was not catered to by the extracted Report P dataset.

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	The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPSTUDENT.
SUBJREMARK.csv / SUBJREMARK.xls	This file contains the students' subject remarks. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPSUBJRMK.
SERVICE.csv / SERVICE.xls	This file contains the students' service records. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPSTUSERVICES.
ACTIVITY.csv / ACTIVITY.xls	This file contains the students' activity records. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPSTUACT.
EVENT.csv / EVENT.xls	This file contains the students' event records. The contents of this file are described in the COLDEFINITION.csv / COLDEFINITION.xls file under the table name TB_ASR_RPTPSTUEVT and TB_ASR_RPTPSTUACH.

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2.7.4 Import

🕮 Function Description

Users can import data set for Report Card P into the system.

🕮 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Assessment]** → **[Report P Data]** → **[Import]** from the left menu.
2. Select the extraction record in checking the radio button.
3. Click **[Import]** button.

4. Click **[Browse]** button and select the file to be imported.
5. Click **[Import]** button.

🕮 Post-effects

The modified Report P dataset will be imported into the system. Report Card P can be generated using the imported dataset.

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📖 Notes

1. Please refer to Report P Data Export for a list of files that will be imported by this function.
2. The system expects the files to be imported in the form of a .ZIP archive. After the exported Report P dataset files are edited, users must package the files into a .ZIP archive. There are no restrictions on the filename of the .ZIP archive.
3. The individual files' filename in the .ZIP archive will be used to identify the data to be imported. Therefore, it is important that **the filename remain the same as when it was exported from the system.** Otherwise the system will not import the modified data.
4. The .ZIP file can contain ALL 14 files or ANY of the 14 files. System will only update the files contained the zipped packet to the slot.
5. The Report P data will be overwritten is the slot previously stored with data.
6. The **Last updated data** indicates the most update date and time for data of the Report P data in the slot either for extracted or imported.
7. The **Export Date** indicates the date and time of the Report P data exported from the slot.

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2.8 Report

🕮 Function Description

Users can generate 64 ASR reports by this function. They are further grouped into 7 categories as follows.

1. Profile Setup Reports
2. Score Entry Form
3. Irregularities Reports
4. Student Achievements
5. Statistic Reports
6. Promotion Reports
7. Report Cards
8. Report Card P

To maximize reporting and printing capabilities, user should be aware of the followings:

1. It is advised that printing task should be undertaken in non-peak-hour to avoid slowing down system performance of other functions.
2. Unlike triggering “Preview & Print” for waiting the generation of report, by clicking “To File”, system will generate the reports in the ‘background’. User does not need to wait the printing of report complete before start printing another report. Thus, user can generate multiple different reports at the same time and collect the generated report later in Report Management Module. This allows more reports to be generated in batch manner.
3. Before printing the Student Achievement, Statistical Report and Report Card, it is better to lock the subject score by the Lock button in Consolidation. This will prohibit those reports are being modified during the report print process.
4. Some reports provide a “Select Student” button for user to select particular student data to be output on report. It is recommended to use this function if not all student data is required. It may save time from processing if only a portion of students is selected for printing.

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📖 Pre-requisites

1. Adobe Acrobat Reader or Microsoft Office must be installed in the machine to view the reports.
2. Data to be printed in the report must be completely input
3. Whenever data compilation is required for the printing report, consolidation process is a must.

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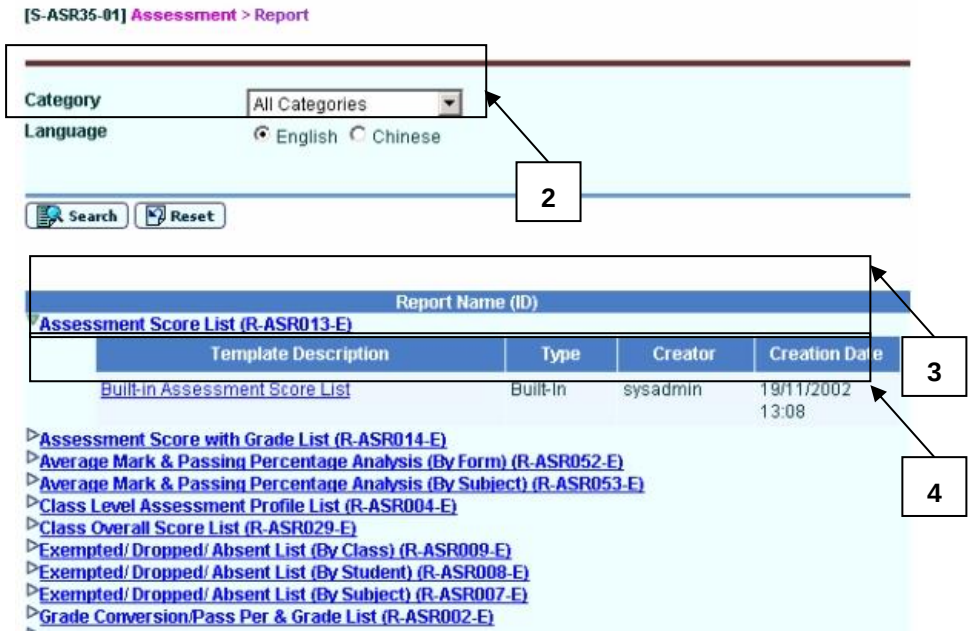
User Procedures

1. Click **[Assessment]** → **[Report]** from the left menu.
2. Users can select the category and language to search for the targeted report.
3. All reports under the selected category will be displayed.



4. Click on the Report Name (ID) link and a list of built-in and user-defined report templates will be displayed.
5. Click on the report template link to generate the report.

Post-effects

1. A printing option screen will be shown to accept user input.
2. Two options are available for generating reports.
   - “Preview & Print” enables a real-time report generation, preview, and printing.
   - “To File” enables a back-end report generation in batch and allows user to download the reports at later.

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📖 Notes

1. Settings for subjects and components in different ATA are grouped under the same subject in the report.
2. “All” class level and “All” ATA can be selected in some of the option boxes. However, all levels and all classes selections are not encouraged due to long processing time.
3. Option “Format” allows users to choose the output format, including PDF, Word, RichText or Excel.

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2.8.1 Assessment Score List (R-ASR013-E)

🕮 Function Description

The report “Assessment Score List (R-ASR013-E)” allows user to print a check list on subject and components score of students. Also, the corresponding subject statistics such as passing percentage, highest score, lowest score, mean score, and standard deviation are all provided.

🕮 Pre-requisites

- Score input for the selected subject and components in the ATA specified must be completed.
- Consolidation should be done before the order of merit, subject score (subject with components), etc can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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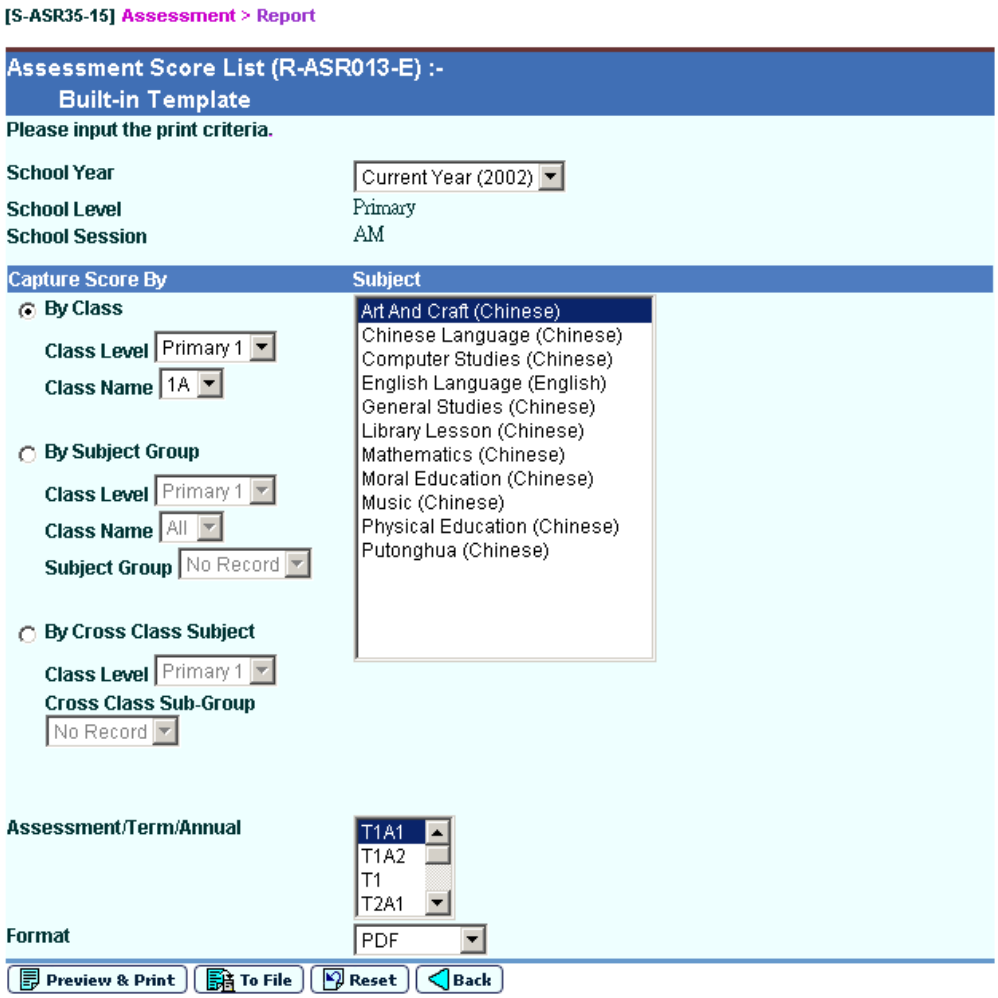

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1. Specify the **School Year**, **School Level** and **School Session**.
2. Select capture score **By Class**, **By Subject Group** or **By Cross Class Subject**.
3. Select **Assessment/Term/Annual**.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
6. Click the **[To File]** button to save the report into Report Repository.
7. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The assessment subject score list of student is printed out. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- As this report will only show subject score of the students, if grade subject is selected in the parameter screen, no score will be printed in the report.
- User can select multiple subjects and ATA at the same time. Assessment score list for different subjects and ATA can then be printed.
- User can print the score entry list for different subject type by select the radio button beside each subject types.

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- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- User can select “All” class and “All” subject group as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.

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2.8.2 Assessment Score with Grade List (R-ASR014-E)

📖 Function Description

The report “Assessment Score with Grade List (R-ASR014-E)” allows user to print both subject score and grade of student. Corresponding subject statistic such as passing percentage, highest score or grade, low score or grade, mean score or grade, and standard deviation are also provided.

📖 Pre-requisites

- Data entry for the selected subjects/components in the assessments specified must be completed before the assessment score can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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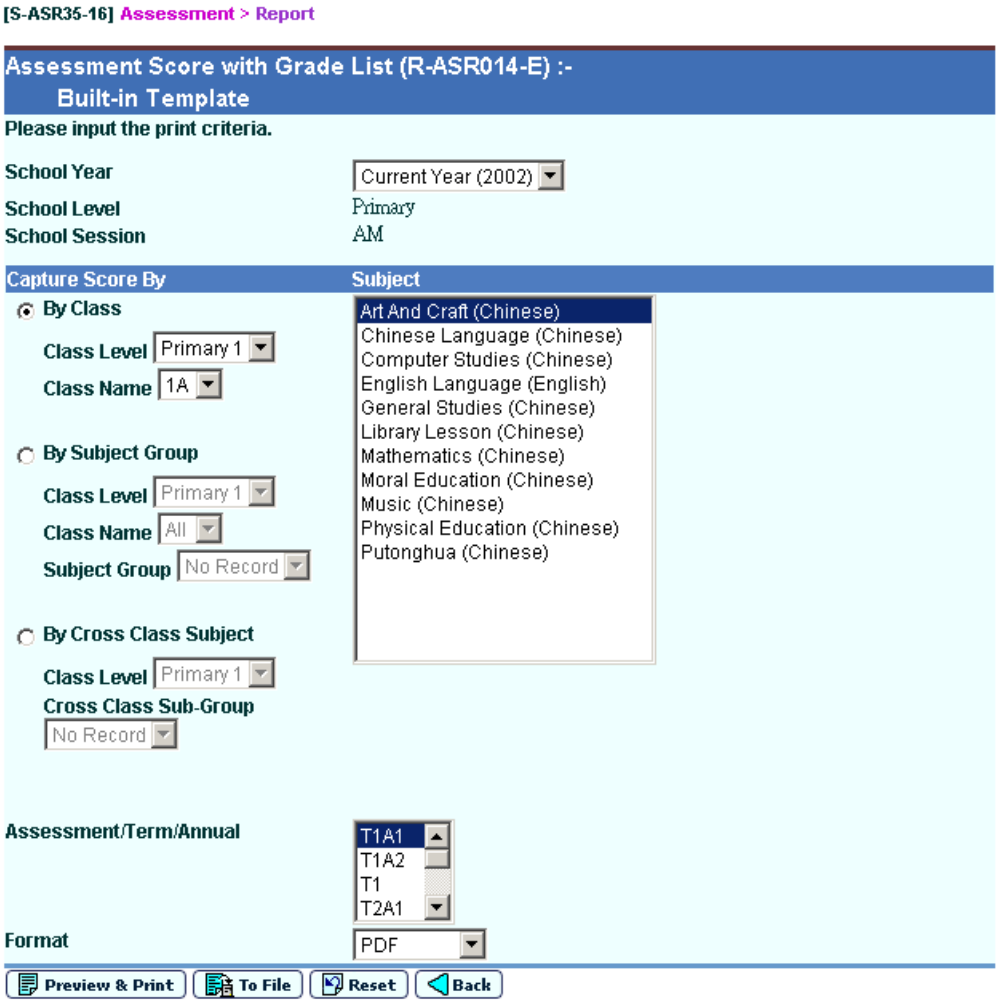

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1. Specify the **School Year**, **School Level** and **School Session**.
2. Select capture score **By Class**, **By Subject Group** or **By Cross Class Subject**.
3. Select **Assessment/Term/Annual**.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
6. Click the **[To File]** button to save the report into Report Repository.
7. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The assessment subject score and grade list of student is printed out. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- This report will show subjects and components either assessed by score and grade.
- When subjects and components, which are assessed by “score”, are selected, both score and grade will be printed in the report.
- If subjects and components, which are assessed by “grade”, are selected, only grade will be printed.

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- User can select multiple subjects and components as well as ATAs at the same time.
- User can print the score entry list for different subject type by select the radio button beside each subject types.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- User can select “All” class and “All” subject group as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.

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2.8.3 Assessment Score/Grade List by Class (Paper saving) (R-ASR075-E)

📖 Function Description

The report “Assessment Score/Grade List by Class (Paper saving) (R-ASR075-E)”allows user to print both subject score and grade of student. Corresponding subject statistic such as passing percentage, highest score or grade, low score or grade, mean score or grade, and standard deviation are also provided.

📖 Pre-requisites

- Data entry for the selected subjects/components in the assessments specified must be completed before the assessment score can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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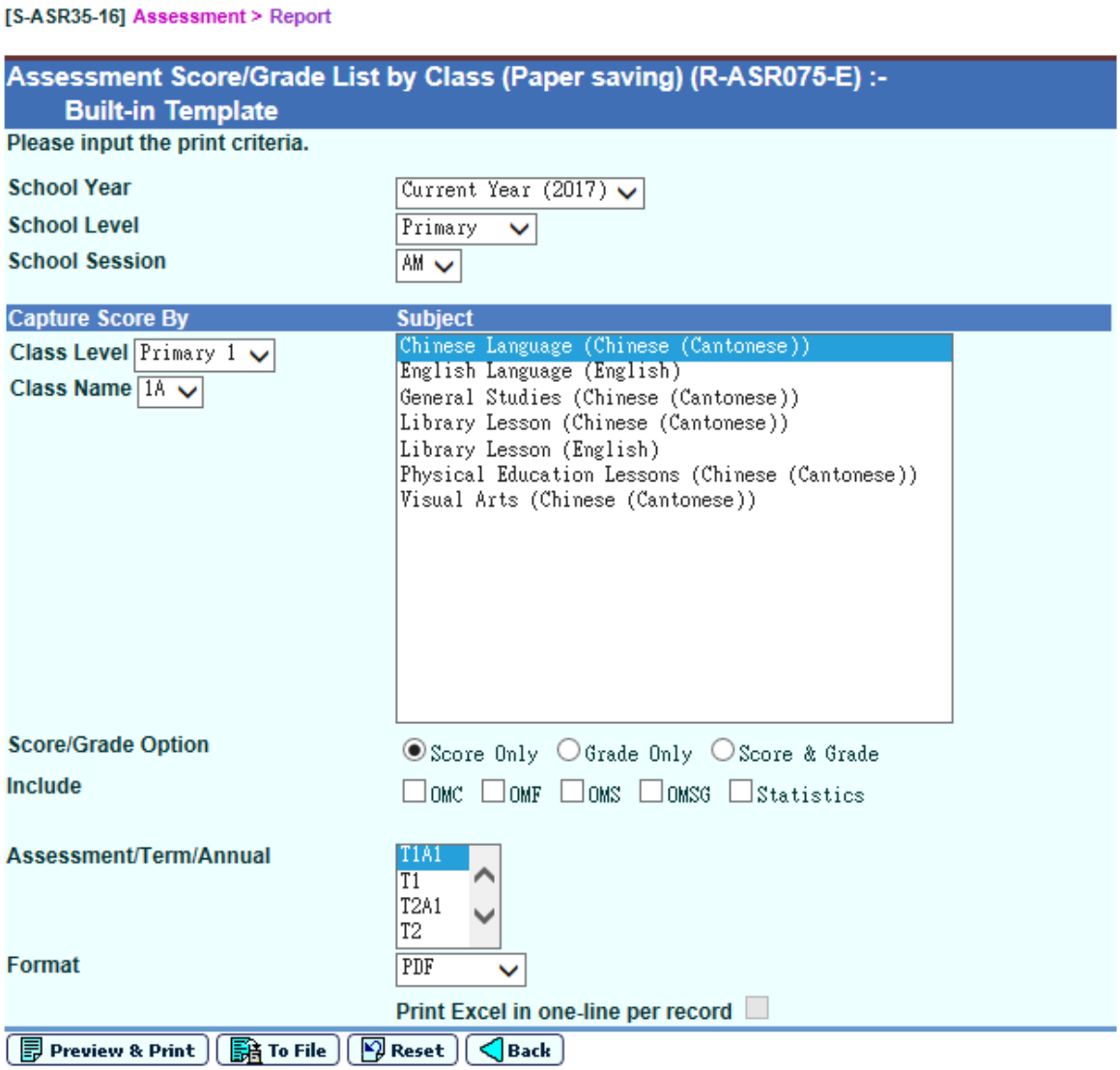

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1. Specify the **School Year**, **School Level** and **School Session**.
2. Select **Class Level, Class Name** and **Subject.**
3. Select **Assessment/Term/Annual**.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
6. Click the **[To File]** button to save the report into Report Repository.
7. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The assessment subject score and grade list of student is printed out. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- This report will show subjects and components either assessed by score and grade.
- If “Score Only” is selected, the converted grade of the subjects, which are assessed by score, will not be printed.
- If “Grade Only” is selected, only those subjects which are assessed by grade, will be printed with grade value. Those subjects, which are assessed by score, will not be printed.

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- If “Score and Grade” is selected, subjects are assessed by score and grade will be printed.
- Option “Include allows user to choose the items to be included in the report” which including OM by Class, OM by Class Level, OM by Stream, OM by Subject Group and Statistics.
- User can select multiple subjects and components as well as ATAs at the same time.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- User can select “All” class as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- If users select “EXCEL” format and check “Print Excel in one-line per record”, the system will generate a spreadsheet file to facilitate users’ editing and analysis of the data.

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2.8.4 Assessment Score/Grade List by Cross-Class Subject (R-ASR080-E)

📖 Function Description

The report “Assessment Score/Grade List by Cross-Class Subject (R-ASR080-E)” allows user to print both cross-class subject score and grade of the students. Corresponding subject statistics such as passing percentage, highest score or grade, lowest score or grade, mean score or grade, and standard deviation are also provided.

📖 Pre-requisites

- Data entry for the selected cross-class subject in the assessments specified must be completed before the assessment score can be printed.
- Consolidation for the selected class level is performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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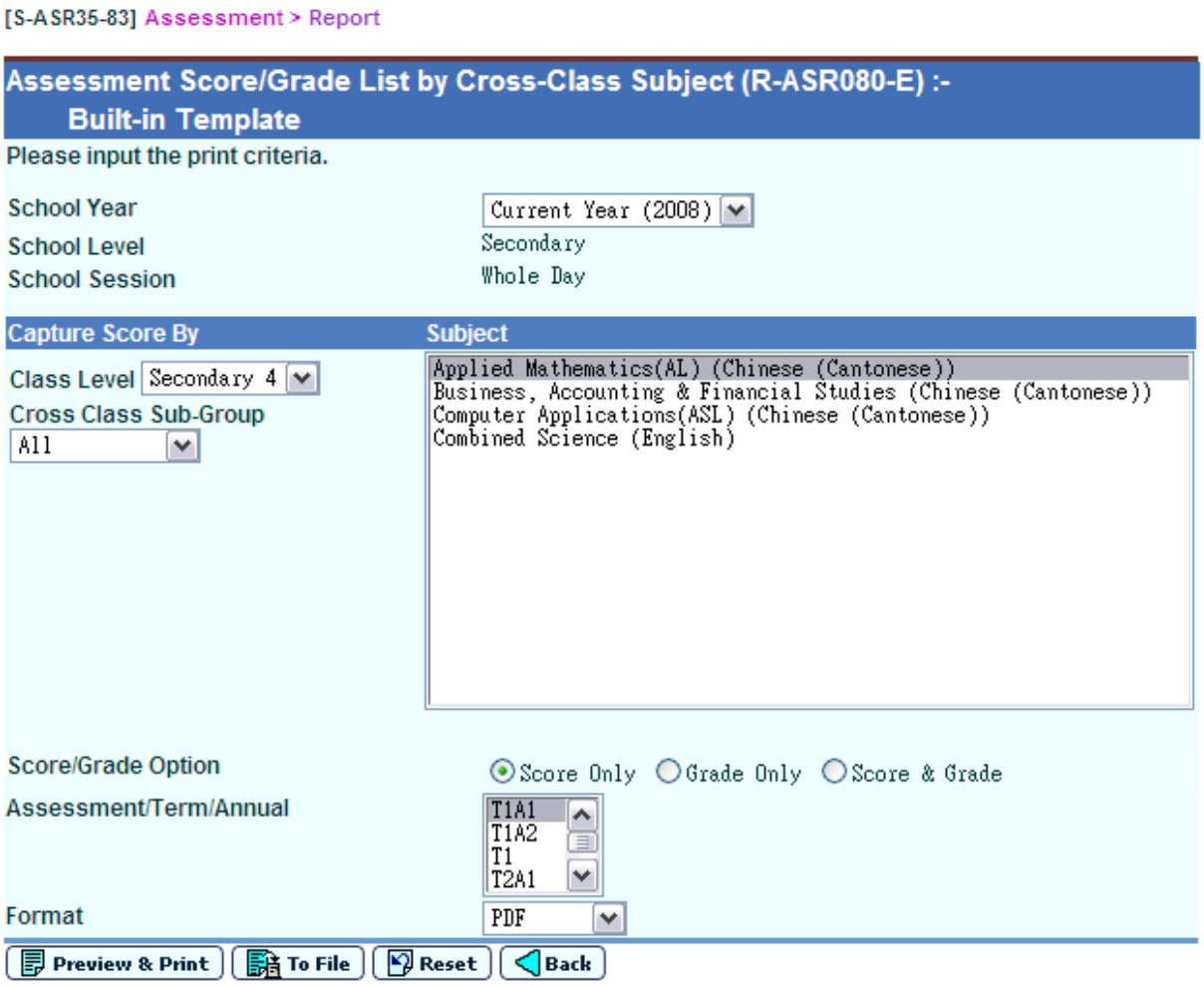

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1. Specify the **School Year**, **School Level** and **School Session**.
2. Select **Class Level, Cross Class Sub-Group** and **Subject**.
3. Select **Score/Grade Option**.
4. Select **Assessment/Term/Annual**.
5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
6. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
7. Click the **[To File]** button to save the report into Report Repository.

📖 Post-effects

- Preview & Print

  The assessment subject score and grade list of student is printed out. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- This report will show subjects and components either assessed by score, grade or both.
- If “Score Only” is selected, the converted grade of the subjects, which are assessed by score, will not be printed.
- If “Grade Only” is selected, only those subjects which are assessed by grade, will be printed with grade value. Those subjects, which are assessed by score, will not be printed.
- If “Score and Grade” is selected, subjects are assessed by score and grade will be printed.

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- Option “Include allows user to choose the items to be included in the report” which including OM by Class, OM by Class Level, OM by Stream, OM by the sub-group of the cross class subject.
- User can select multiple subjects and components as well as ATAs at the same time.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- User can select “All” class level or cross class sub-group as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.

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2.8.5 Assessment Score/Grade List by Subject Group (R-ASR076-E)

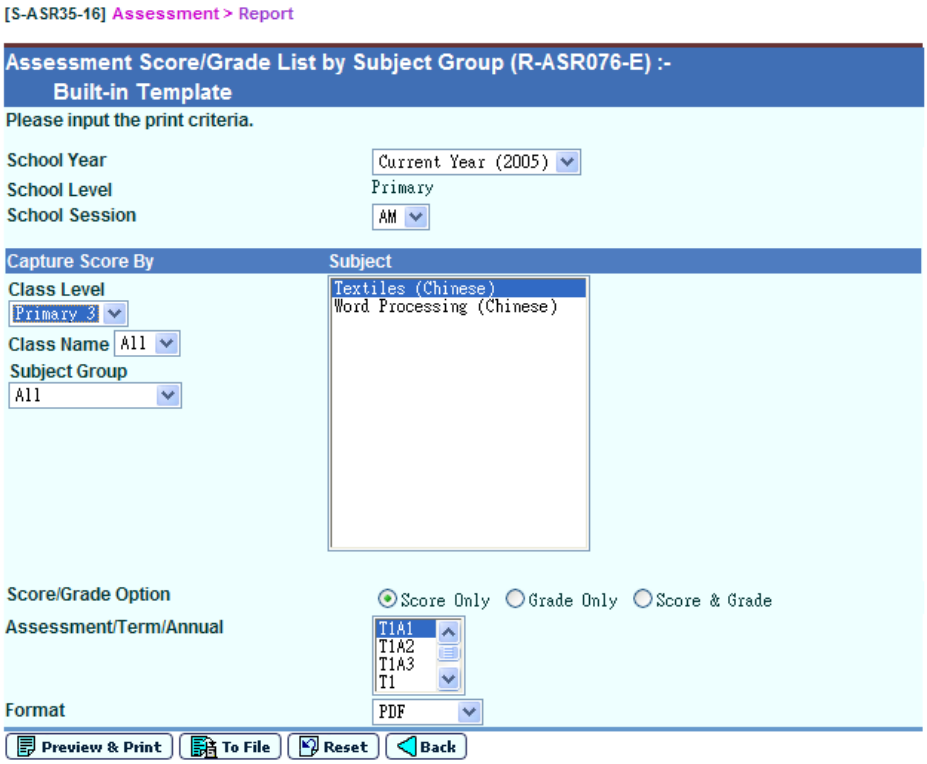
Function Description

The report “Assessment Score/Grade List by Subject Group (R-ASR076-E)”allows user to print both subject score and grade of student. Corresponding subject statistic such as passing percentage, highest score or grade, low score or grade, mean score or grade, and standard deviation are also provided.

Pre-requisites

- Data entry for the selected subjects/components in the assessments specified must be completed before the assessment score can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



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1. Specify the **School Year**, **School Level** and **School Session**.
2. Select **Class Level, Class Name, Subject Group** and **Subject.**
3. Select **Assessment/Term/Annual**.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
6. Click the **[To File]** button to save the report into Report Repository.
7. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The assessment subject score and grade list of student is printed out. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- This report will show subjects and components either assessed by score and grade.
- If “Score Only” is selected, the converted grade of the subjects, which are assessed by score, will not be printed.
- If “Grade Only” is selected, only those subjects which are assessed by grade, will be printed with grade value. Those subjects, which are assessed by score, will not be printed.

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- If “Score and Grade” is selected, subjects are assessed by score and grade will be printed.
- User can select multiple subjects and components as well as ATAs at the same time.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- User can select “All” class as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.

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2.8.6 Average Mark and Passing Percentage Analysis (By Class Level) (R-ASR052-E)

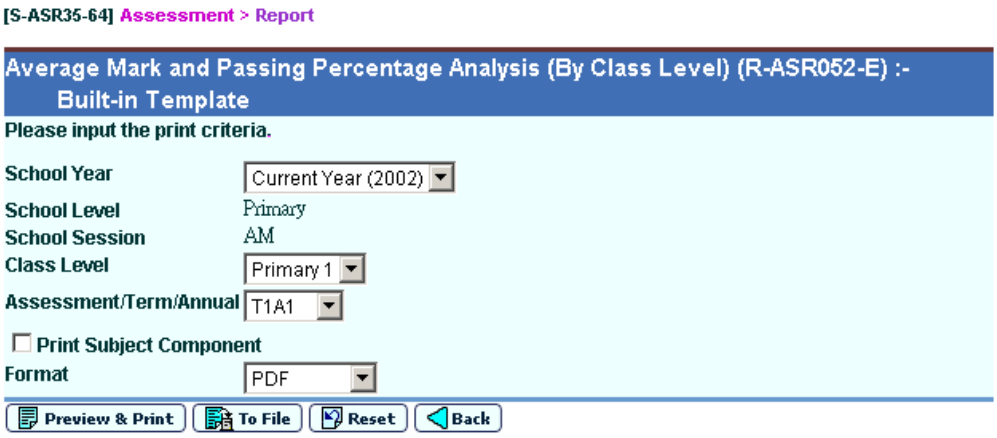
🕮 Function Description

The report “Average Mark and Passing Percentage Analysis (By Class Level) (R-ASR052-E)” allows user to compare the average mark and passing percentage for different classes across different subjects. User can have an overall view of different classes performance for different subjects.

🕮 Pre-requisites

- Subject score are completely input.
- Consolidation for the selected class level is performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Assessment/Term/Annual**.
2. Click the box to **Print Subject Component**.

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3. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
5. Click the **[To File]** button to save the report into Report Repository.
6. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  User can know the average students performance of each class across different subjects through the report. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- If “Subject Component” is checked, the report will include the subject component for comparison.
- Statistic such as Mean, Highest, Lowest, and standard deviation, Passing Percentage, Total Number of Student and Subject Teacher are included in the report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.7 Average Mark and Passing Percentage Analysis (By Cross-Class Subject) (R-ASR081-E)

📖 Function Description

The report “Average Mark and Passing Percentage Analysis (By Cross-Class Subject) (R-ASR081-E)” allows user to analyze the detail of score distribution, average mark and passing percentage of each cross-class subject in different cross-class subject sub-groups

📖 Pre-requisites

- Subject score are completely input.
- Consolidation for the selected class level is performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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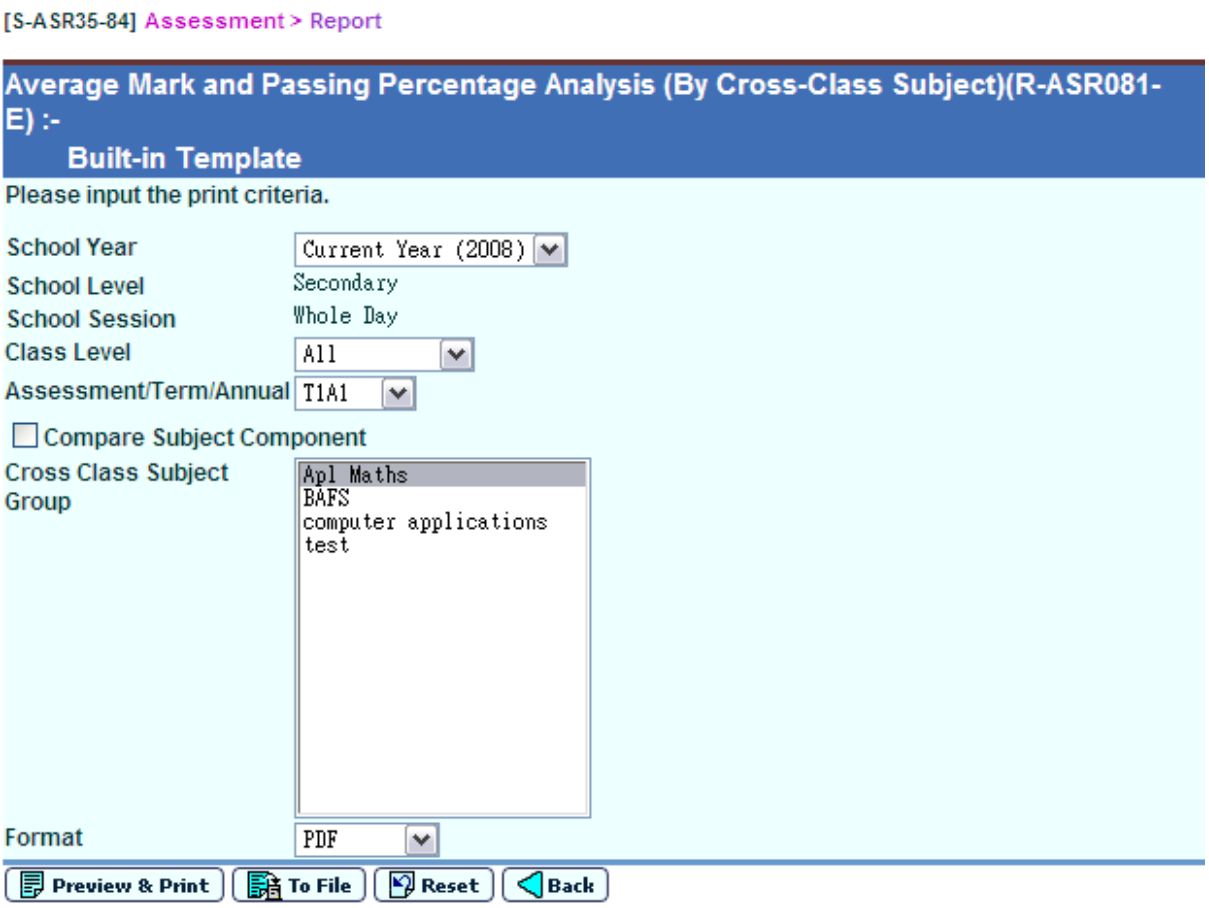

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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Assessment/Term/Annual**, **Compare Subject Component** and **Cross Class Subject Group**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  User can know further detail of the student performance of each class within one subject. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can enable “Compare Subject Component” option to print the subject components result.
- User can select multiple cross-class subject groups at the same time so that comparison result of each selected subject will be printed in the each page.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.8 Average Mark and Passing Percentage Analysis (By Subject / Subject Component) (R-ASR053-E)

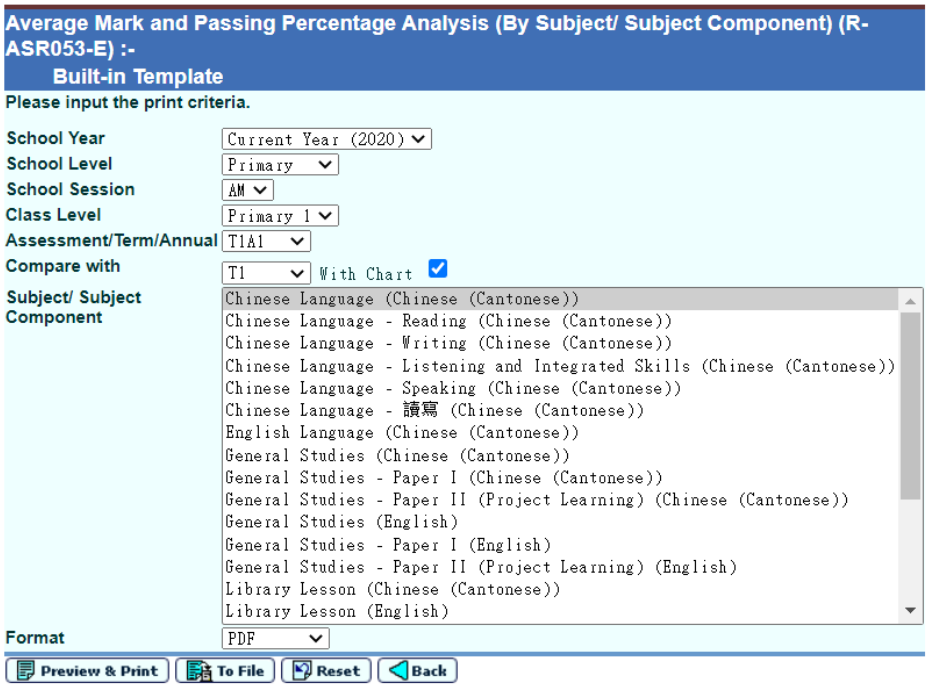
🕮 Function Description

The report “Average Mark and Passing Percentage Analysis (By Subject / Subject Component) (R-ASR053-E)” allows user to analyze the detail of score distribution, average mark and passing percentage within each subject for different classes. User can also compare the subject score across ATA for different classes in histograms format.

🕮 Pre-requisites

- Subject score are completely input.
- Consolidation for the selected class level is performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Assessment/Term/Annual**, **Compare with** and **Subject/ Subject Component**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print
  User can know further detail of the student performance of each class within one subject/ subject component. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can enable “With Chart” option and choose the “Compare With” ATA. Thus, it can compare subject score across ATA for different classes in histograms format.
- User can select multiple subjects/ subject components at a time so that different comparison result of each subject will be printed in the each page.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.9 Class Level Assessment Profile List (R-ASR004-E)

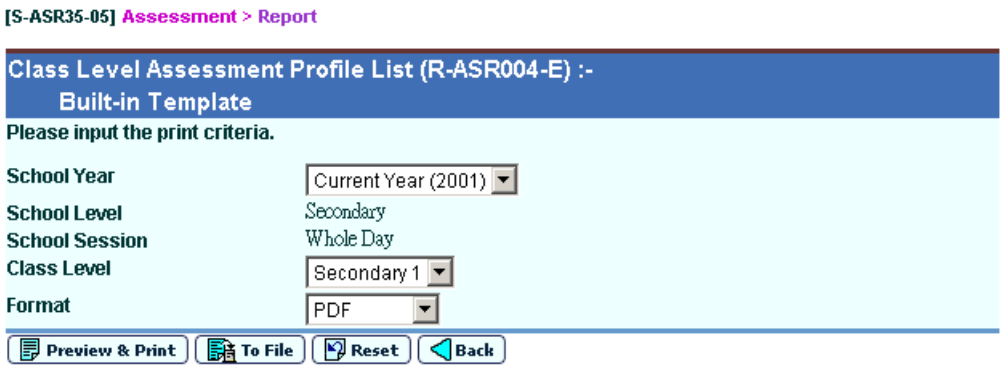
🕮 Function Description

The report “Class Level Assessment Profile List (R-ASR004-E)” enables user to check the setting in Class Level Setup. It includes the storage and display format of score, capturing and display language of comments, other assessment subjects and components, conduct setup in the system, method of calculating student grand average, method of calculating subject score, assessment or term for data input, and report card column heading, etc.

🕮 Pre-requisites

- The class level setting should be input and saved before the content can be printed in the report.
- Acrobat Reader or Microsoft Office must be installed into user’s machine in order to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session** and **Class Level**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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🕮 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

🕮 Notes

- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.10 Class Overall Score and Grade List (R-ASR029-E)

🕮 Function Description

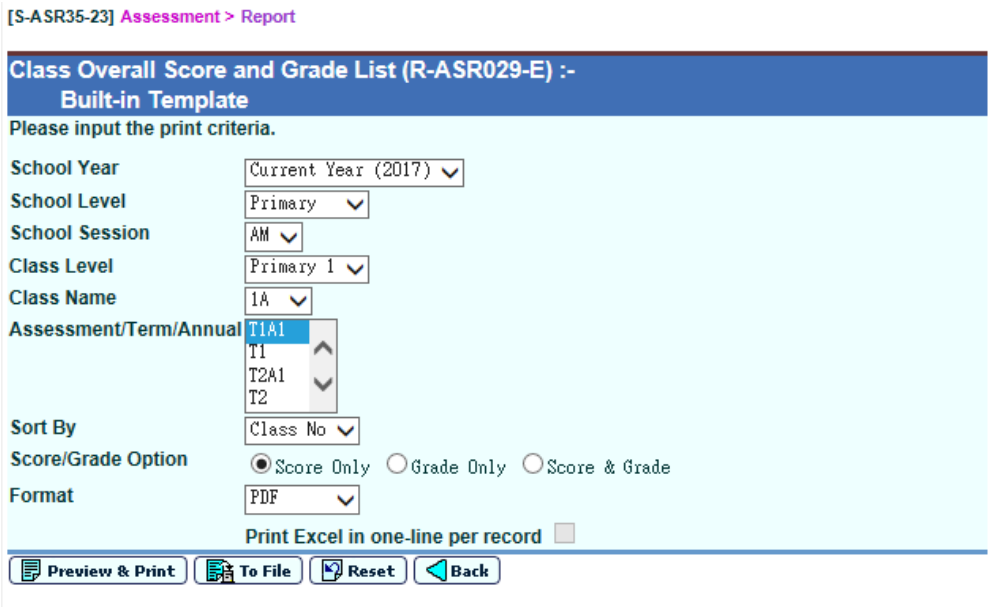
The report “Class Overall Score and Grade List (R-ASR029-E)” enables user to print a master mark sheet by class. The list shows such information as follows:

- Basic class information
- Student name list by selected order
- Subjects and components score and grade
- Selected OM information
- Corresponding subject statistic such as passing percentage, highest score or grade, lowest score or grade, mean score or grade, and standard deviation

🕮 Pre-requisites

- Subject score should be all input.
- Consolidation should be done for the selected class level and ATA.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assessment/Term/Annual**, **Sort By** and **Score/Grade Option**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- If “Score Only” is selected, the converted grade of the subjects, which are assessed by score, will not be printed.
- If “Grade Only” is selected, only those subjects which are assessed by grade, will be printed with grade value. Those subjects, which are assessed by score, will not be printed.
- If “Score and Grade” is selected, subjects are assessed by score and grade will be printed.
- User can print the report for multiple ATA or “All” classes at the same time. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this

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will allow user to continue operations rather than waiting the generation of report.

- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- If users select “EXCEL” format and check “Print Excel in one-line per record”, the system will generate a spreadsheet file to facilitate users’ editing and analysis of the data.

2.8.11 Class Overall Score and Grade List (Paper Saving) (R-ASR077-E)

📖 Function Description

The report “Class Overall Score and Grade List (Paper Saving) (R-ASR077-E)” enables user to print a master mark sheet by class. The list shows such information as follows:

- Basic class information
- Student name list by selected order
- Subjects and components score and grade
- Selected OM information
- Corresponding subject statistic such as passing percentage, highest score or grade, lowest score or grade, grand average or grade, and standard deviation

📖 Pre-requisites

- Subject score should be all input.
- Consolidation should be done for the selected class level and ATA.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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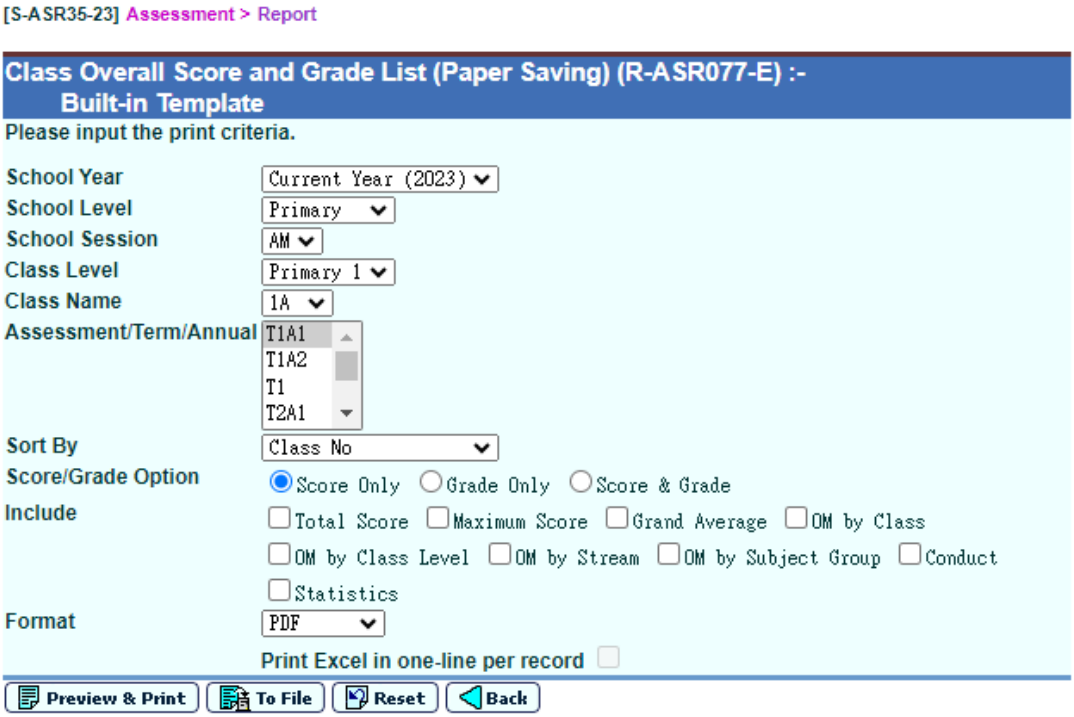

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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assessment/Term/Annual**, **Sort By**, **Score/Grade Option and Include**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- If “Score Only” is selected, the converted grade of the subjects, which are assessed by score, will not be printed.
- If “Grade Only” is selected, only those subjects which are assessed by grade, will be printed with grade value. Those subjects, which are assessed by score, will not be printed.
- If “Score and Grade” is selected, subjects are assessed by score and grade will be printed.
- User can print the report for multiple ATA or “All” classes at the same time. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this

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will allow user to continue operations rather than waiting the generation of report.

- Option “Include allows user to choose the items to be included in the report” which including Total Score, Maximum Score, Grand Average , OM by Class, OM by Class Level, OM by Stream, OM by Subject Group, Conduct and Statistics
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- If users select “EXCEL” format and check “Print Excel in one-line per record”, the system will generate a spreadsheet file to facilitate users’ editing and analysis of the data.

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2.8.12 Exempted / Dropped / Absent List (by Class) (R-ASR009-E)

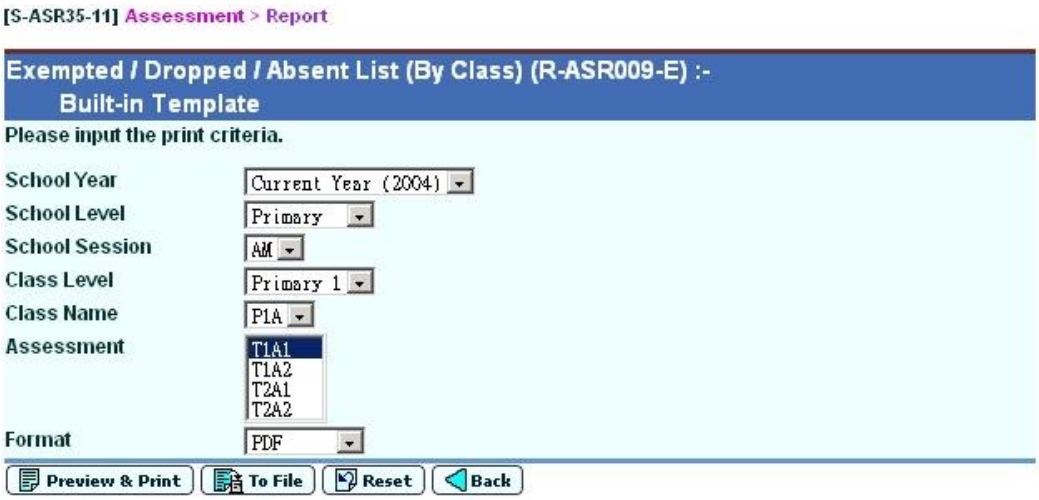
📖 Function Description

The report “Exempted / Dropped / Absent List (by Class) (R-ASR009-E)” enables user to print a student name list on which the students have dropped, exempted or absent in the selected assessment in the subject(s) displayed.

📖 Pre-requisites

- Only the student with dropped, exempted or absent subject will be printed in the report.
- Acrobat Reader or Microsoft Office must be installed into user’s machine in order to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.13 Exempted / Dropped / Absent List (by Student) (R-ASR008-E)

Exempted / Dropped / Absent List (by Student)

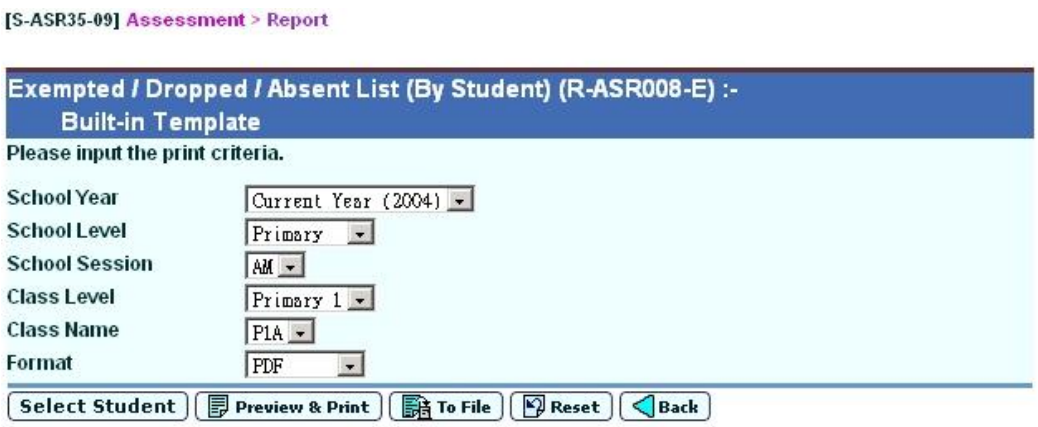
📖 Function Description

The report “Exempted / Dropped / Absent List (by Student) (R-ASR008-E)” enables user to check all the dropped, exempted or absent records of student in specified subjects in all ATA.

📖 Pre-requisites

- Only the student with dropped, exempted or absent subject will be printed in the report.
- Acrobat Reader or Microsoft Office must be installed into user’s machine in order to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Select Student]** button to **Student List for Exempted / Dropped / Absent List (by Student)**.

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4. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
5. Click the **[To File]** button to save the report into Report Repository.
6. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Select Student
  The students of the selected class will be listed out.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can either print the dropped/exempted/absent status of all students in all classes.
- Or, user can press “Select Student” button to select particular students for printing the dropped/exempted/absent status.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- User can print the report for all classes.

Student List for Exempted / Dropped / Absent List (by Student)

📖 Function Description

The report “Student List for Exempted / Dropped / Absent List (by Student)” enables user to check the dropped, exempted or absent student subjects by selecting each student.

📖 Pre-requisites

Same as “Exempted / Dropped / Absent List (by Student)”.

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User Procedures

1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

Post-effects

- Preview & Print
  The drop, exempt and absent status of the selected student are generated. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link

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which will direct the screen to Report Repository. The generated report will be available for user's view.

📖 Notes

- User can select multiple students by checking multiple boxes beside each student.
- Option "Format" allows user to choose the output format, including PDF, Word, RichText or Excel.

2.8.14 Exempted / Dropped / Absent List (by Subject) (R-ASR007-E)

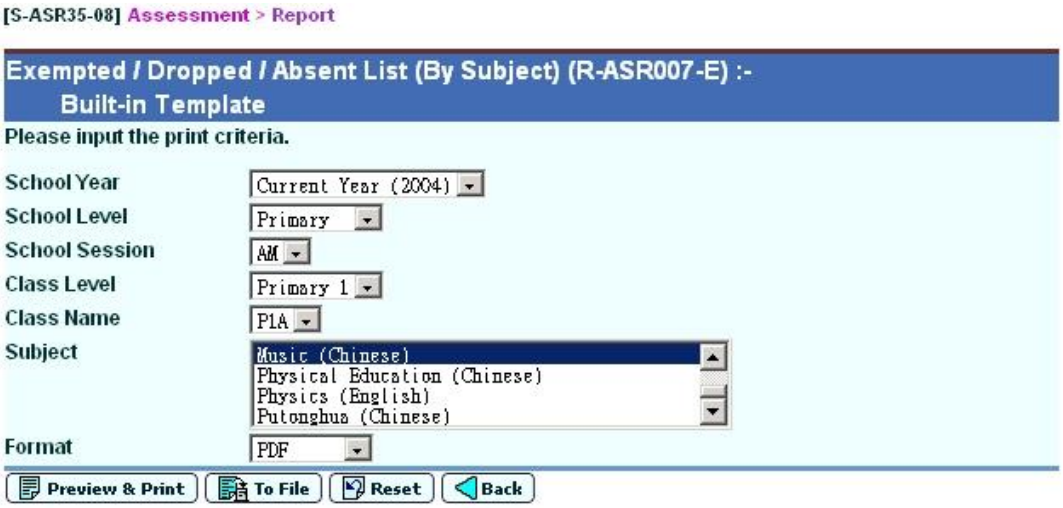
📖 Function Description

The report "Exempted / Dropped / Absent List (by Subject) (R-ASR007-E)" enables user to check all the dropped, exempted or absent records of students for a particular selected subject.

📖 Pre-requisites

- Only the student has dropped, exempted or absent status will be listed out.
- Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Subject**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The dropped, exempted or absent status for a particular subject are shown. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can select multiple subjects for printing the exempted, dropped or absent student.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.15 Grade Conversion / Passing Percentage And Grade List (R-ASR002-E)

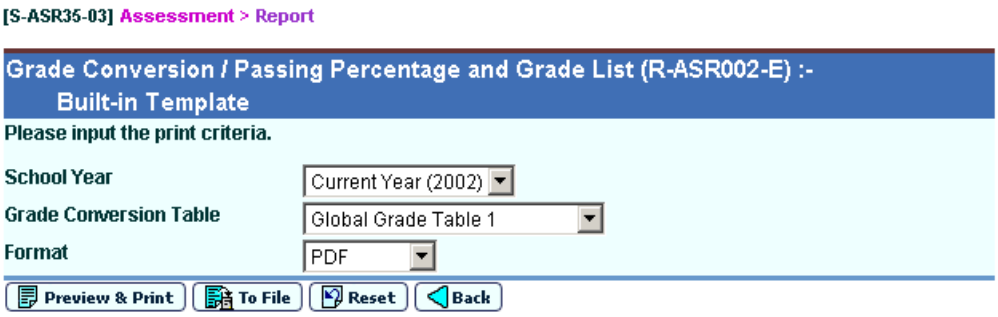
🕮 Function Description

The report “Grade Conversion / Passing Percentage And Grade List (R-ASR002-E)” enables user to generate report for checking all the grades, passing grade, minimum value inclusive and percentile for all Grade Conversion Table setup in the system.

🕮 Pre-requisites

- The Grade Conversion table should be input and saved before they can be printed in the report.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year** and **Grade Conversion Table**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

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🕮 Notes

- User can select “All” in “Grade Conversion Table” to print the content of all grade conversion tables.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.16 Grading List (R-ASR015-E)

📖 Function Description

The report “Grading List (R-ASR015-E)” enables user to print subject grade of student. Also, the corresponding subject statistics such as passing percentage, student count for each grade are also shown in the report.

📖 Pre-requisites

- The student subject score is input before the assessment score can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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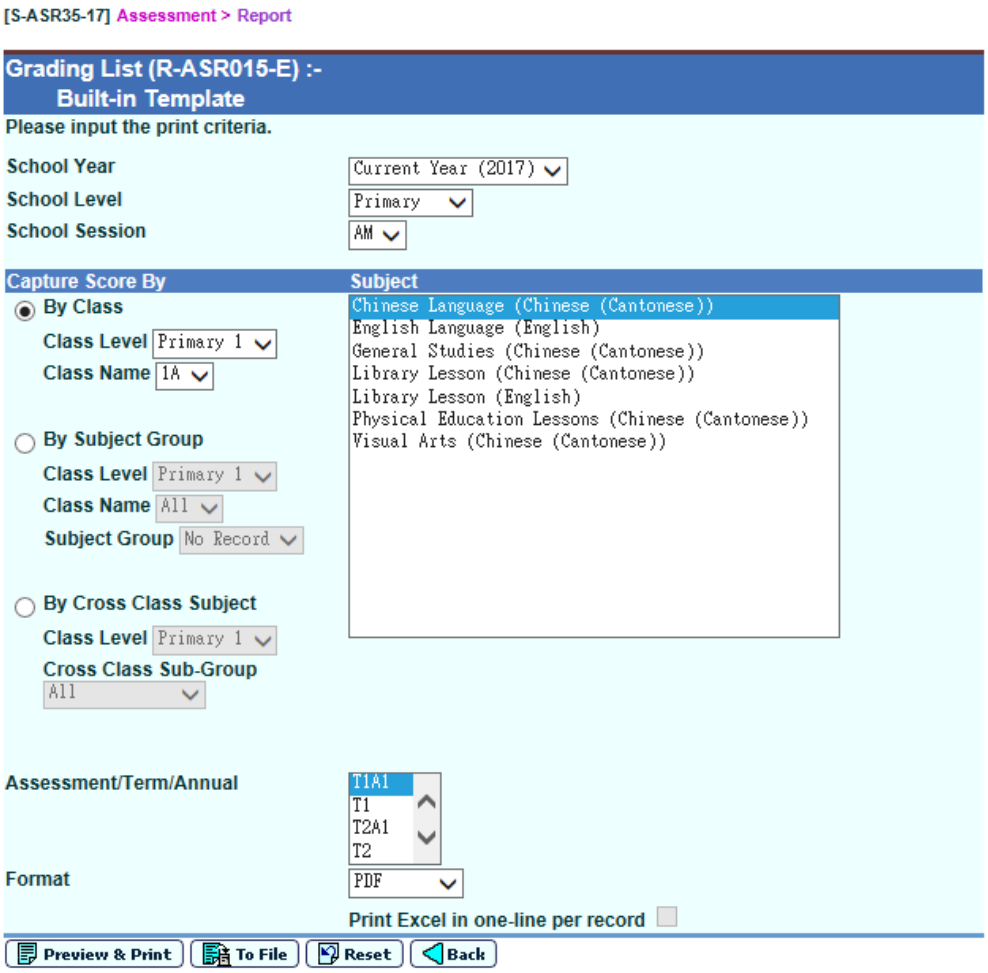

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1. Specify the **School Year**, **School Level** and **School Session**.
2. Select capture score **By Class**, **By Subject Group** or **By Cross Class Subject**.
3. Select **Assessment/Term/Annual**.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
6. Click the **[To File]** button to save the report into Report Repository.
7. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print
  The assessment subject grade list of student is printed out.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user's view.

📖 Notes

- As this report will only show subject grade of the students, if score subject is selected in the parameter screen, only grade will be printed in the report.
- User can select multiple subjects and ATAs at the same time. Assessment grade list for different subjects and ATAs can then be printed.
- User can print the score entry list for different subject types by select the radio button beside each subject type.
- Option "Format" allows user to choose the output format, including PDF, Word, RichText or Excel.
- User can select "All" class and "All" subject group as printing criteria. However, option "All" is not encouraged due to long processing time, unless if

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necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.

- If users select “EXCEL” format and check “Print Excel in one-line per record”, the system will generate a spreadsheet file to facilitate users’ editing and analysis of the data.

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2.8.17 Most Improved Student List (R-ASR054-E)

📖 Function Description

The report “Most Improved Student List (R-ASR054-E)” shows user the most improved students in grand average by comparing different assessments or terms result in same year, or by comparing annual result for different years.

📖 Pre-requisites

- The student subject score should be completely input in Assessment.
- Consolidation should be performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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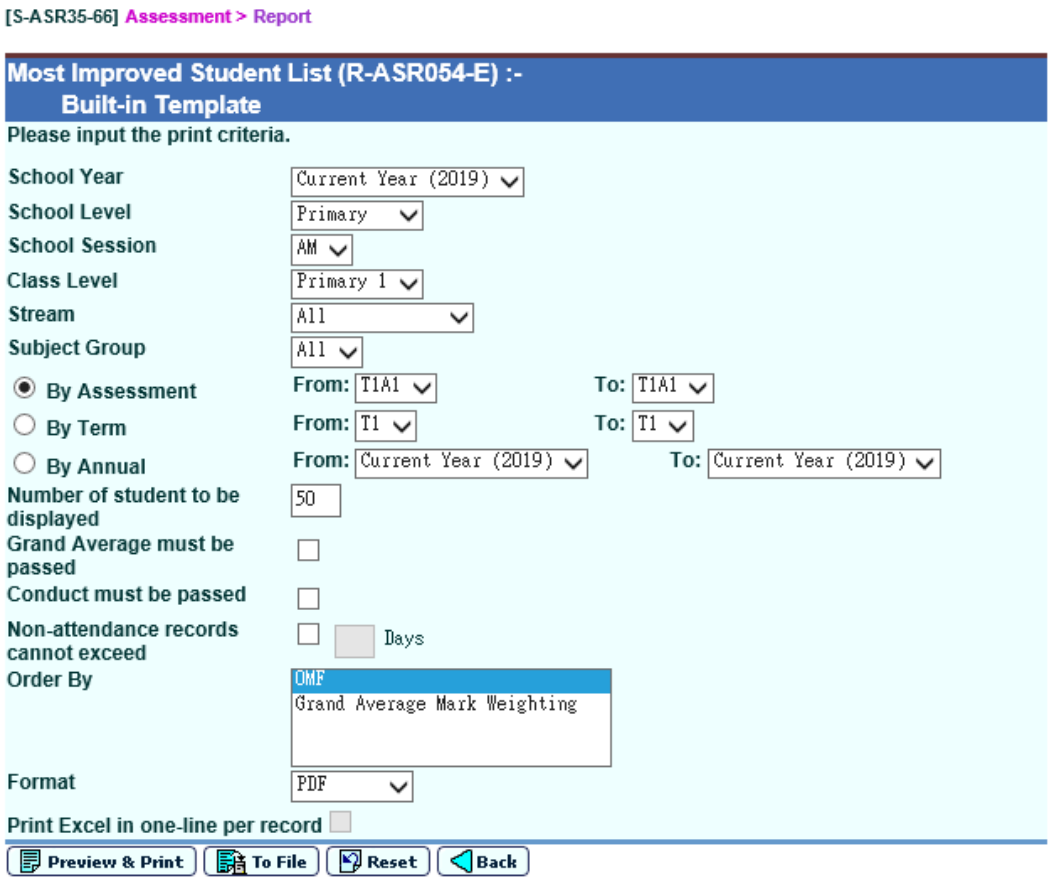

1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Stream** and **Subject Group** (**By Assessment**, **By Term** or **By Annual**).
2. Enter **Number of student to be displayed**.
3. Check **Grand Average must be passed**.
4. Check **Conduct must be passed**.
5. Input **Non-attendance records**.
6. Select **Order By**.
7. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
8. Check **Print Excel in one-line per record**, if **Excel** is selected as **Format**.
9. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
10. Click the **[To File]** button to save the report into Report Repository.

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11. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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🕮 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

🕮 Notes

- If user wants to print the most improved student across assessments, user can select “By Assessment” option. System will return the most improved students specified in “From Assessment” to “To Assessment”.
- Similarly, if user wants to print the most improved student across terms, user can select “By Term” option. System will return the most improved students specified in “From Term” to “To Term”.
- Similarly, if user wants to print the most improved student across different years, user can select “By Annual” option. System will return the most improved students.
- User can limit the number of student to be displayed by specifying the value in “Number of student to be displayed”.
- The student can be either ordered by “OMF” or “Grand Average Mark Weighting”.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- When **Print Excel in one-line per record** is checked, Raw excel will be printed.
- When **Grand Average must be passed** is checked, **Grand Average** in both **From Assessment/ Term/ Annual** and **To Assessment/ Term/ Annual** must be passed.

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- When **Conduct must be passed** is checked, **Conduct** in both **From Assessment/ Term/ Annual** and **To Assessment/ Term/ Annual** must be passed.
- Inputted **Non-attendance records cannot exceed** will be compared to the total number of non-attendance records from school start date and school end date.

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2.8.18 Number of Subjects Passed (R-ASR055-E)

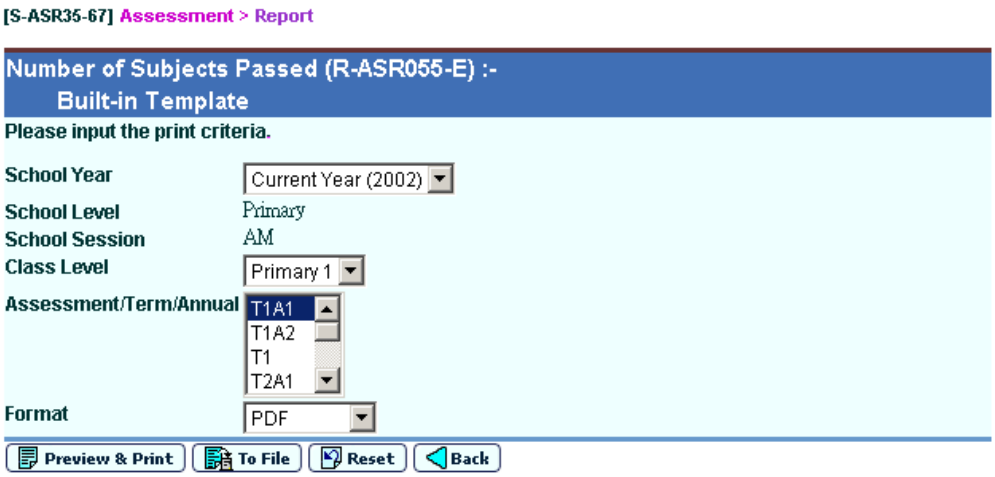
🕮 Function Description

The report “Number of Subjects Passed (R-ASR055-E)” enables user to analyze the number and percentage of student passing a particular number of subjects for each class. By this report, user can understand students’ performance in an ATA in term of number of subject passed.

🕮 Pre-requisites

- Subject score of student should be input completely.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Assessment/Term/Annual**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- The number of the student passing different number of subject is broken down for each class is shown for the selected class level.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.19 OM List by Cross Class Subject (R-ASR062-E)

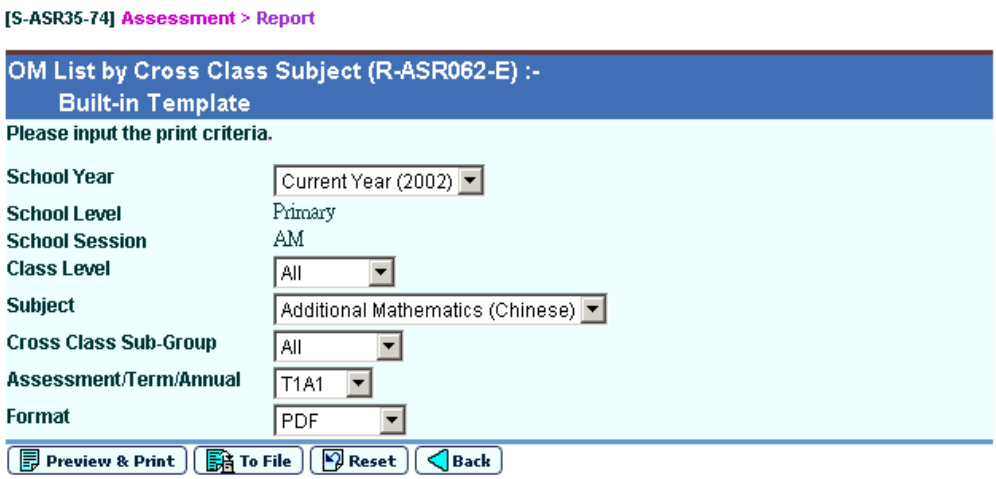
🕮 Function Description

The report “OM List by Cross Class Subject (R-ASR062-E)” enables user to print the student OM for cross class subject. Students come from different classes but are belonging to the same cross-class subject group will be listed in the report by the selected printing order.

🕮 Pre-requisites

- The consolidation for the selected class levels must be done
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Subject**, **Cross Class Sub-Group** and **Assessment/Term/Annual**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The student OM for the cross class subject across different class levels can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can print the report for all class levels and all cross class sub-groups. However, the option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- The Order of Merit is ranked by the subject score.
- If the students have the same score, they will be ranked with the same order.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.20 OM of Selected Subject Component List (R-ASR082-E)

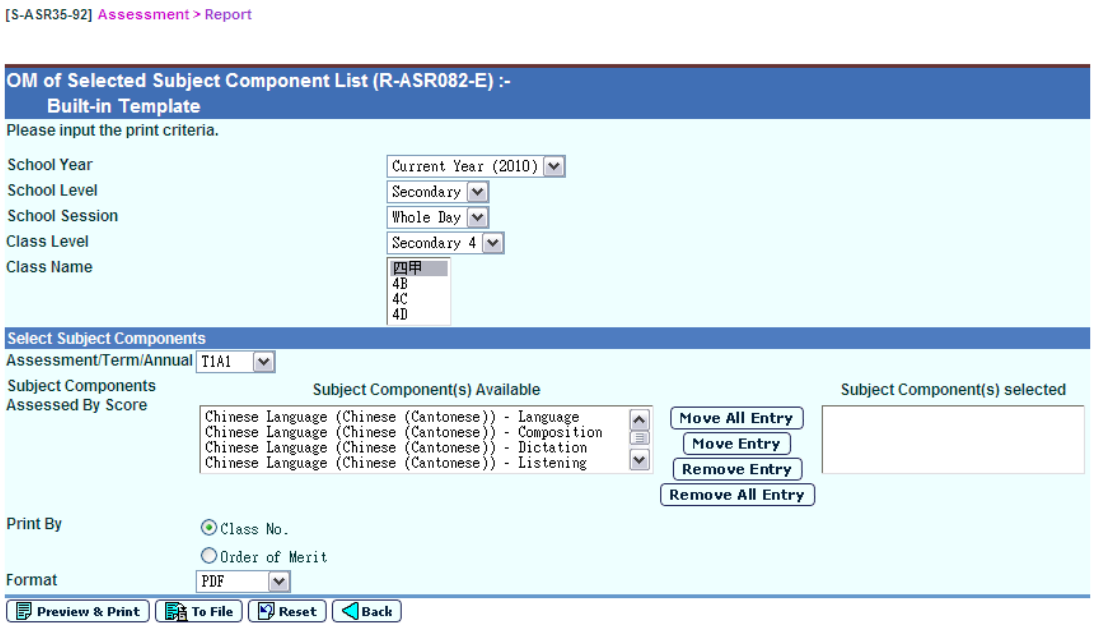
🕮 Function Description

The report “OM of Selected Subject Component List (R-ASR082-E)” enables user to print the student OM (Order of Merit) based on the average score of selected subject components.

🕮 Pre-requisites

- Subject component score should be input.
- Consolidation should be performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
2. Select **Assessment\Term\Annual**, **Subject Components Assessed By Score** and **Print By**.

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3. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
5. Click the **[To File]** button to save the report into Report Repository.
6. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The student OM for the selected subject components would be calculated and listed in the report. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Only the subject components assessed by score can be selected for the calculation.
- User can select subject component(s) to calculate the OM.
- The average score of selected subject components are calculated with the following rules:
  a. For the selected components with the same subject and same MOI (at least one component weighting is greater than 0), the average score is calculated based on the weighting setup in *[Assessment* > *Setup* > *Subject Full Score and Weighting Setup]*.

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b. For the selected components with the same subject and same MOI (all component(s) weighting is 0), the average score will use equal weighting to calculate.

c. For the selected components with different subject or different MOI, the average score will use equal weighting to calculate; even there have one or more subject component weighting is 0.

- By default, the student list is ordered by **Class No** and can also be ordered by their OM if **Order of Merit** is chosen.
- Option **Format** allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.21 OM of Selected Subject List (R-ASR031-E)

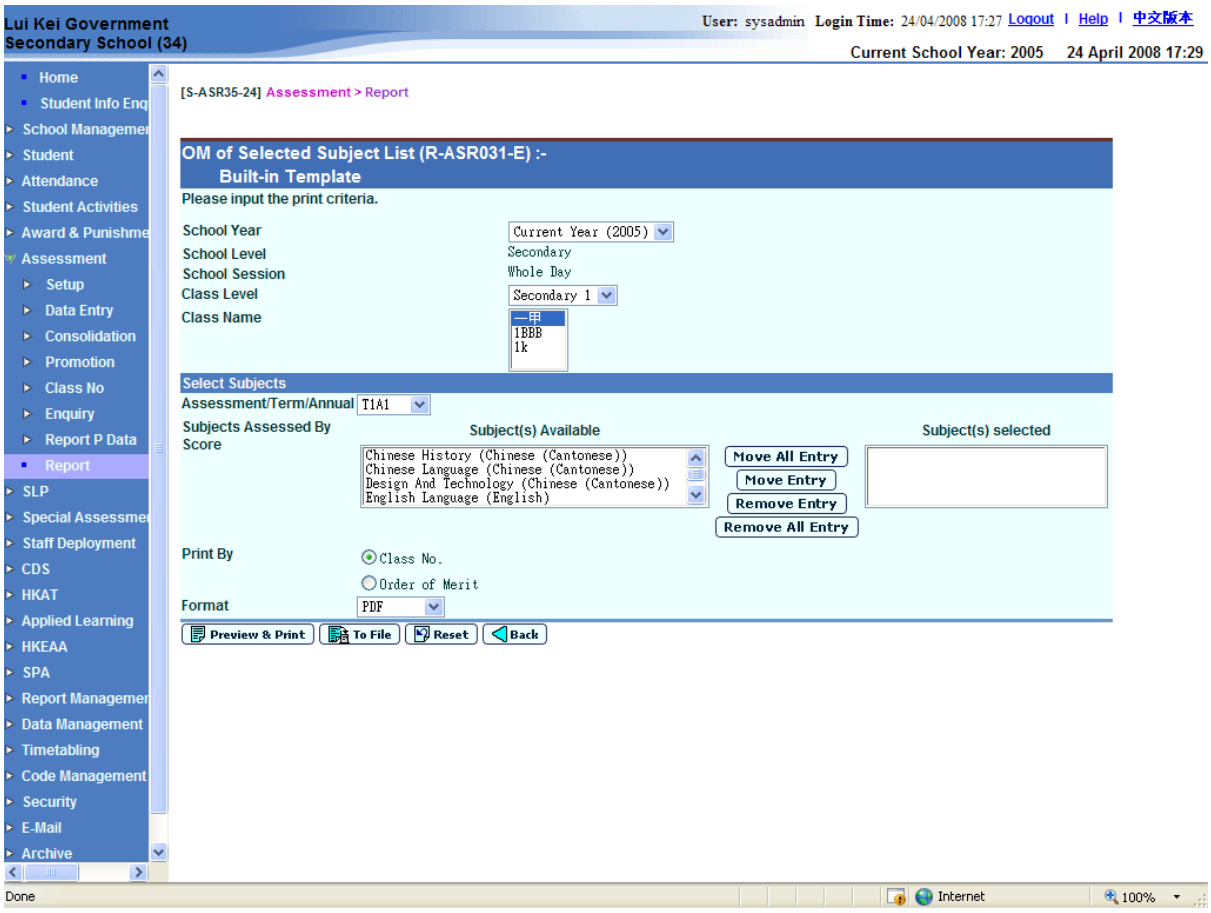
🕮 Function Description

The report “OM of Selected Subject List (R-ASR031-E)” enables user to print the student OM (Order of Merit) based on the average score of selected subjects.

🕮 Pre-requisites

- Subject score should be input.
- Consolidation should be performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
2. Select **Assessment\Term\Annual**, **Subjects Assessed By Score** and **Print By**.
3. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
4. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
5. Click the **[To File]** button to save the report into Report Repository.
6. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The student OM for the selected subjects would be calculated and listed in the report. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- By default, the student list is ordered by “Class No” and can also be ordered by their OM if “Order of Merit” is chosen.
- The average score of selected subjects are calculated with subject weightings.
- Only the subjects assessed by score can be selected for the calculation.
- User can select the subject(s) for the calculation of the OM

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- By highlighting the subject(s) followed by the “Move Entry” button to move the subject(s) from the left box to the right box, subject(s) for calculation can be set.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.22 Other Assessment List (By Grade and Free Text) (R-ASR068-E)

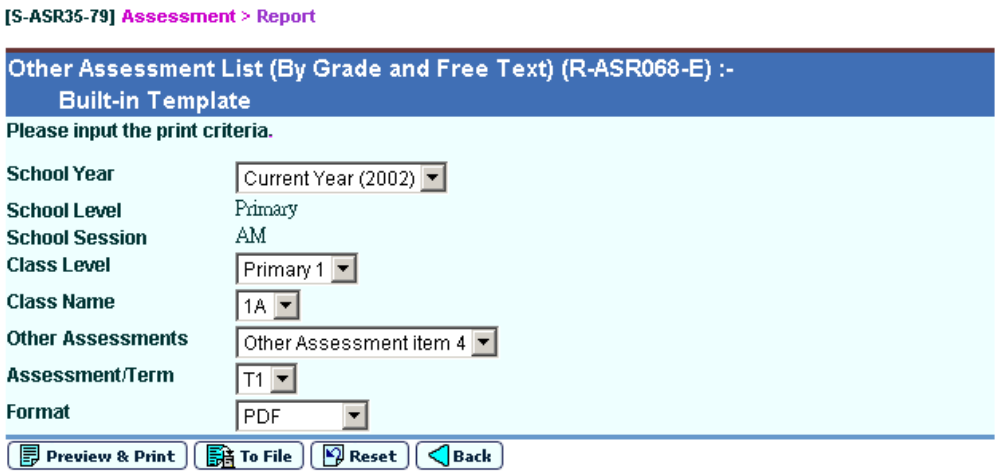
🕮 Function Description

The report “Other Assessment List (By Grade and Free Text) (R-ASR068-E)” enables user to print both grade and text input into other assessment subjects and components of the student.

🕮 Pre-requisites

- Other Assessment of the student must be input.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Other Assessments** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The grade and free text of the other assessment report is generated for user to preview in a pop-up screen. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link, which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can select particular Other Assessment subject for printing the report.
- All the Other Assessment components of the selected Other Assessment subject will be printed in the report.
- Both Grade and Free Text of the other assessment subject/components will be shown in the report.
- User can select “All” class level as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.23 Other Assessment List (By Grade) (R-ASR067-E)

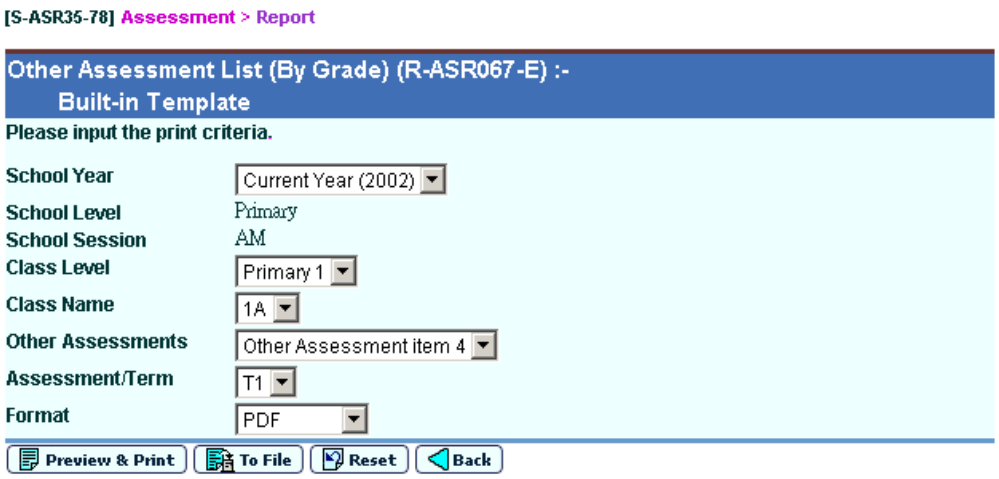
Function Description

The report “Other Assessment List (By Grade) (R-ASR067-E)” enables user to print only the grade input into other assessment subject and components of the student.

Pre-requisites

- Other Assessment of the student must be input.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Other Assessments** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The grade of the other assessment report is generated for user to preview in a pop-up screen in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can select and print the result of particular other assessment subject.
- All the component of the selected other assessments subject are included in the report.
- As only grade of the Other Assessment subject will be included in the report, the Other Assessment subject and its component is displayed in compact format.
- User can select “All” classes and “All” other assessment subject as the printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.24 Outstanding Score Entry Status List (by Class) (R-ASR027-E)

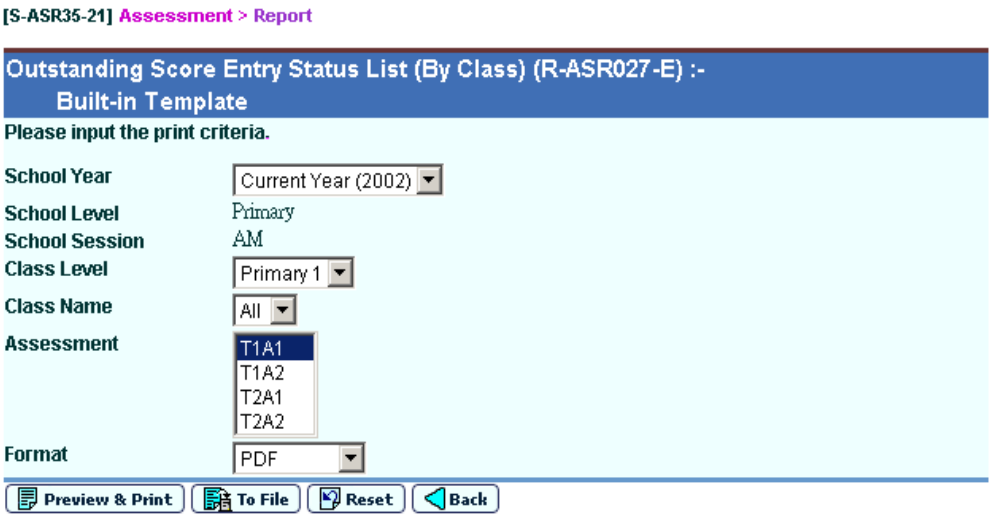
🕮 Function Description

The report "Outstanding Score Entry Status List (by Class) (R-ASR027-E)" enables user to check the outstanding subjects for which score input has not been completely. The outstanding subjects are grouped by class in the report.

🕮 Pre-requisites

Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The subjects that are not completed with inputting of score are generated for user to preview in a pop-up screen in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- The concerned class teachers and subject teachers will be listed out.
- If score input for all the subjects of the selected class are completed, no record will be shown in the report.
- User can print the report for multiple assessments.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.25 Outstanding Score Entry Status List (by Teacher) (R-ASR028-E)

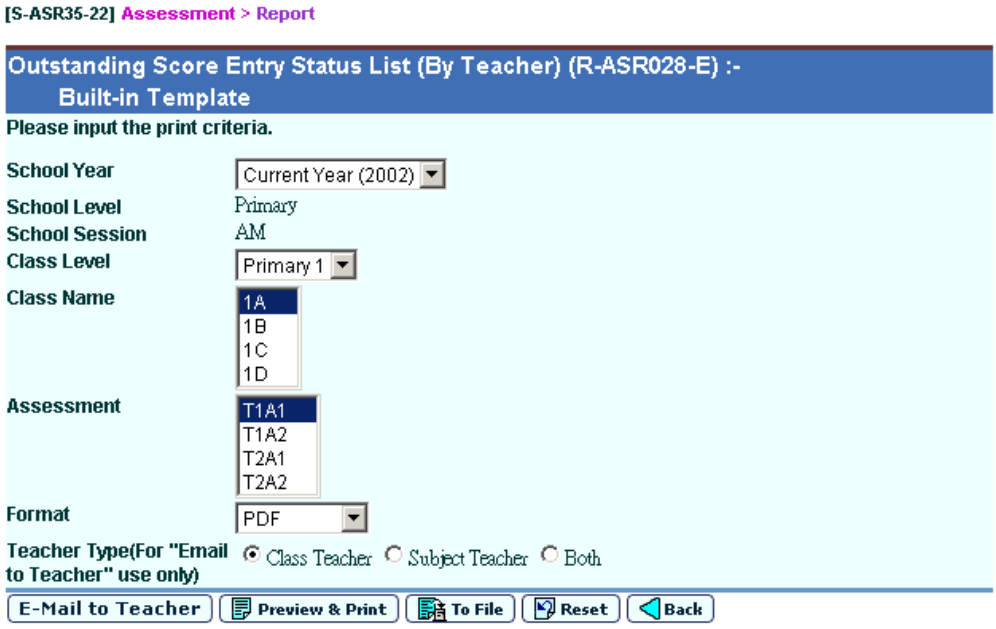
🕮 Function Description

The report “Outstanding Score Entry Status List (by Teacher) (R-ASR028-E)” enables user to print the outstanding subjects that score input have not been completed. The outstanding subjects are grouped by subject teacher. User can also alert the corresponding class teachers and subject teacher by email which will be automatically generated by the “E-mail To Teacher” function.

🕮 Pre-requisites

- E-mail server must be setup under E-Mail module.
- E-mail addresses of class teachers and subject teachers must be input in Staff Module.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Select **Teacher Type** for **[E-Mail To Teacher]** use.
4. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
5. Click the **[To File]** button to save the report into Report Repository.
6. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Class teachers and subject teachers who have not completed task of score input will be listed on the report.
- If score input for all subjects of the selected class are completed, no records will be shown in the report.
- User can print the report for multiple assessments and classes.
- Teacher Type (For "Email to Teacher" use only): This option indicates types of teacher who will receive the outstanding score list via email if “E-mail to Teacher” button is triggered.

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- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.26 Overall Comment Code List (R-ASR006-E)

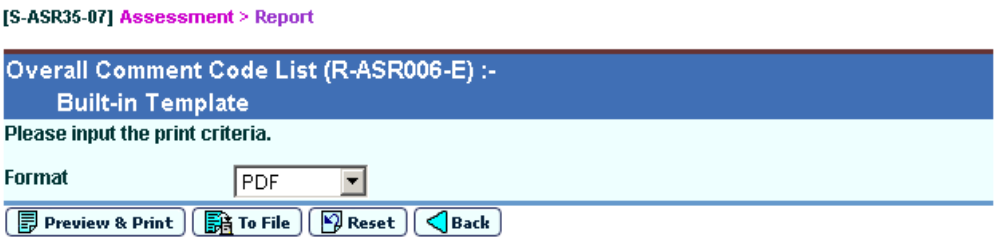
📖 Function Description

The report “Overall Comment Code List (R-ASR006-E)” enables user to generate report for checking the standard overall comments defined in the system.

📖 Pre-requisites

- Standard Overall Comment should be entered before they can be printed in the report.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

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The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.27 Score / Grade Distribution Analysis (By Subject/ Subject Component) (R-ASR083-E)

📖 Function Description

The report “Score / Grade Distribution Analysis (By Subject/ Subject Component) (R-ASR083-E)” allows user to analyze the details of score distribution, average mark and passing percentage within each subject for different classes. The score distribution is based on the Grade Conversion Table of the selected subject concerned.

📖 Pre-requisites

- All subjects are completely set in the Grade Conversion Table.
- Subject score are completely input.
- Consolidation for the selected class level is performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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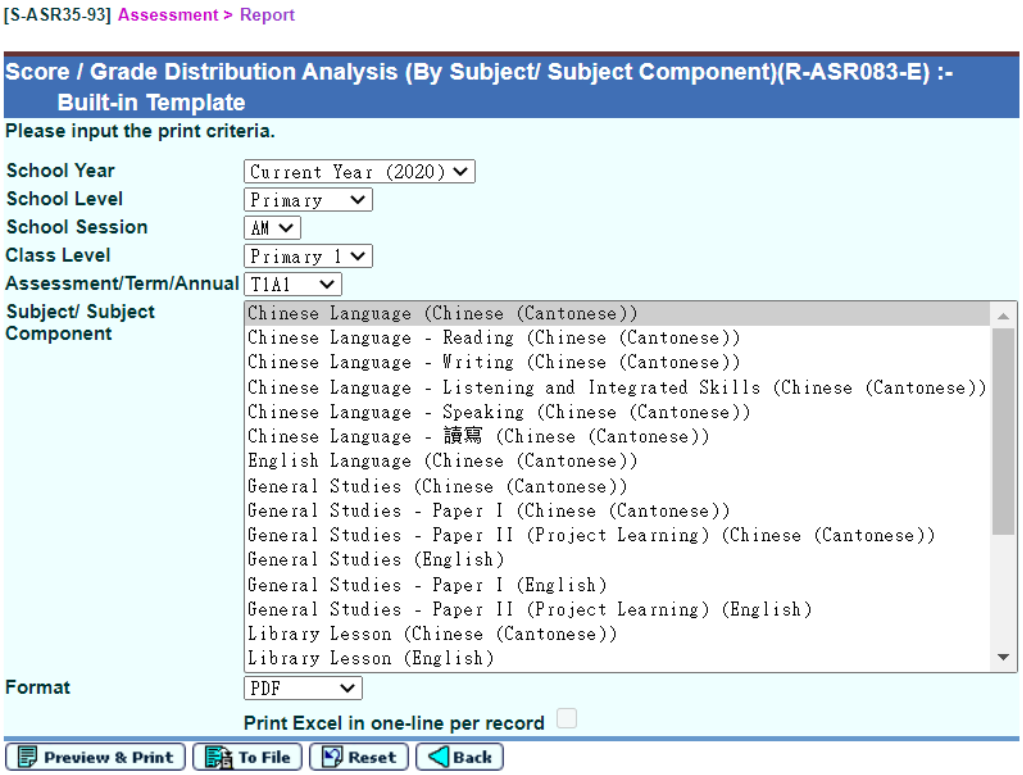

1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Assessment/Term/Annual** and **Subject/ Subject Component**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  User can know further detail of the student performance of each class within one subject/ subject component. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

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- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user's view.

📖 Notes

- User can select multiple subjects/ subject components at a time so that grade distribution analysis result of each subject will be printed in the new page.
- The column **% Score** would not be shown in the report if the selected subject is assessed by grade, or Percentile had been set for the Grade Conversion Table of the selected subject/ subject component concerned.
- The subject that a student is absent (not considered), dropped, exempted or without mark will be ignored during the calculation of **No. of Stud.**, score range percentile, **Mean** and **Pass**.
- For the subject/subject component with different MOI, a merged report will be generated, if following conditions are satisfied.
  i. In the printing criteria page, different MOIs of the same subject/subject component are both selected in the field **Subject**.
  ii. The selected different MOIs of the same subject are using the same Grade Conversion Table.
  iii. The subject is selected in **Merging same subject with different MOI for Subject OM ranking** of **Assessment > Setup > OM Rank**.

  In the merged report, system would add up the **No. of Stud.** and **Student Total** of the selected different MOIs in the same subject/subject component, and using the add up result to calculate the score range percentile, **Mean** and **Pass**.
- Option "Format" allows user to choose the output format, including PDF, Word, RichText or Excel.
- If users select "EXCEL" format and check "Print Excel in one-line per record", the system will generate a spreadsheet file to facilitate users' editing and analysis of the data.

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2.8.28 Student Promotion Status List (R-ASR058-E)

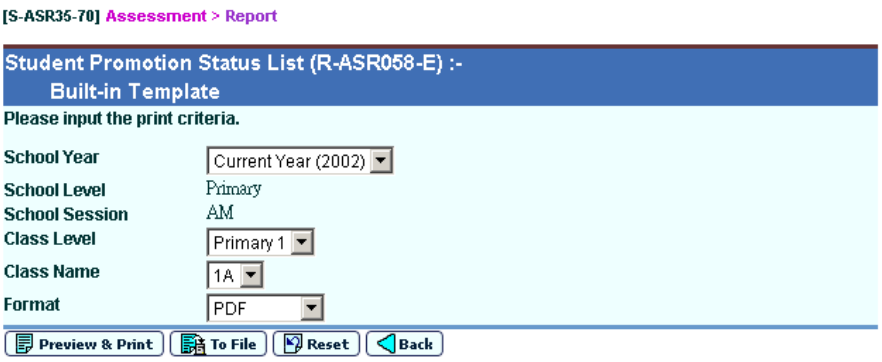
🕮 Function Description

The report “Student Promotion Status List (R-ASR058-E)” enables user to print the promotion status of student for a selected class of current year or next year. Current year class information, promotion status and next year class information of each student are displayed in the report.

🕮 Pre-requisites

- IYP should be performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- If “Current Year” is chosen, the promotion status from current year to next year for students in CURRENT year class level and class student are listed.
- If “Next Year” is chosen, the promotion status from current year to next year for students in NEXT year class level and class student are listed.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.29 Score And Grade Entry List (R-ASR012-E)

📖 Function Description

The report “Score And Grade Entry List (R-ASR012-E)” allows user to print a data entry form for the selected subjects and components. Teacher may then register the score and grade of student subjects.

📖 Pre-requisites

- Students are assigned to take subject so that Score and Grade Entry List can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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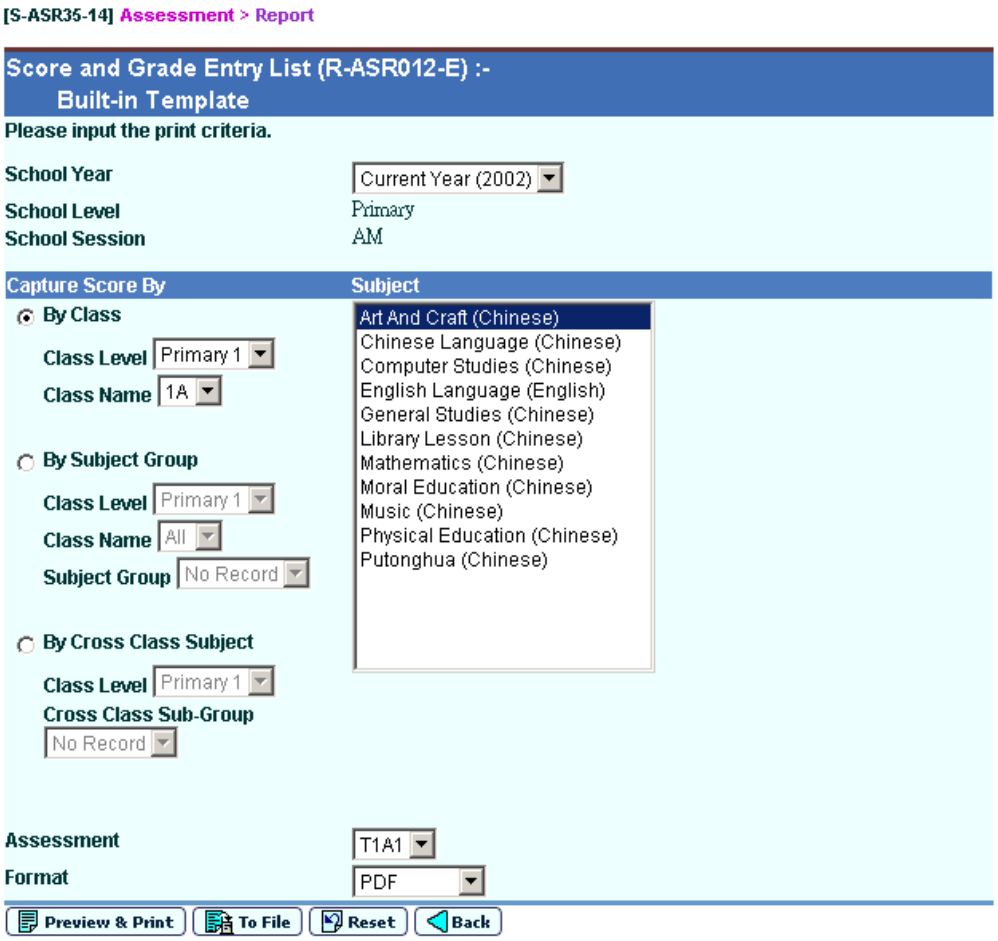

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1. Specify the **School Year**, **School Level** and **School Session**.
2. Either selects **By Class**, **By Subject Group** or **By Cross Class Subject** to capture score.
3. Select **Assessment**.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
6. Click the **[To File]** button to save the report into Report Repository.
7. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print
  User can register the subject score or grade onto the score and grade entry list. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can select multiple subjects at the same time. Multiple score and grade entry lists can be printed.
- User can print the score entry list for different subject types by select the radio button beside each subject types.
- Option “Format” enables user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.30 Student Absent / Late / Early Leave List (R-ASR025-E)

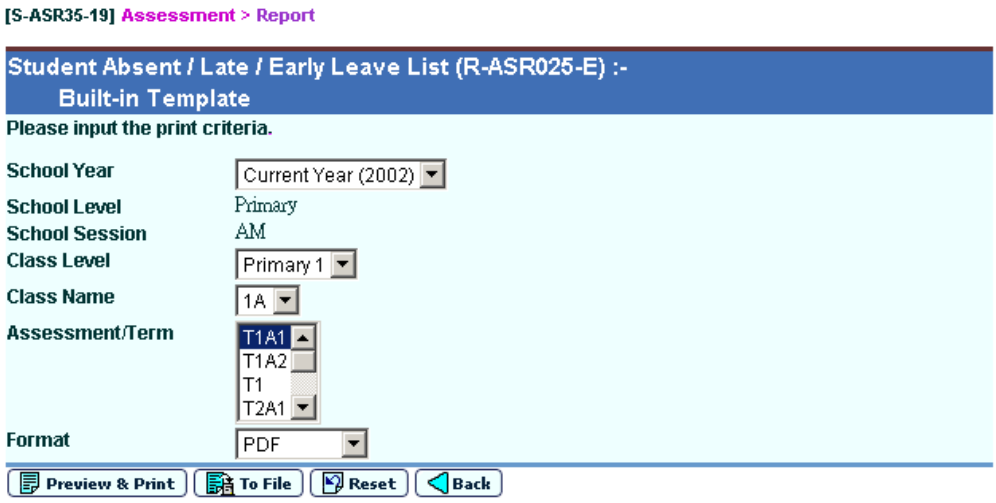
🕮 Function Description

The report “Student Absent / Late / Early Leave List (R-ASR025-E)” enables user to print the non attendance record i.e. absent, late and early leave of the student captured to Assessment Module.

🕮 Pre-requisites

- The non-attendance records of students must be captured to Assessment Module using “Assessment -> Other -> Non Attendance” function.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The captured and adjusted non-attendance records of the student can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can select multiple ATA when printing the report.
- User can select “All” class level and “All” class as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- Both captured and adjusted non-attendance record in Assessment Module are shown in the report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.31 Student Conduct List (R-ASR024-E)

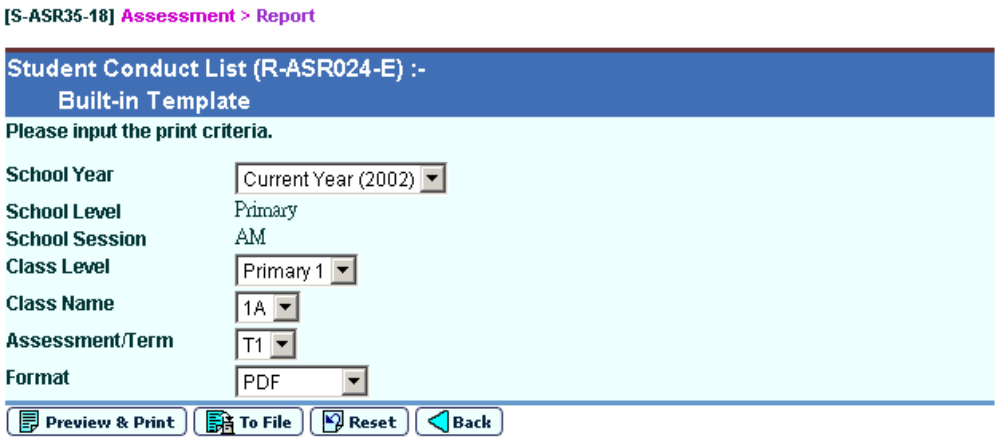
🕮 Function Description

The report “Student Conduct List (R-ASR024-E)” enables user to check the conduct and components result of student.

🕮 Pre-requisites

- Student Conduct should be input to the system before they can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The student conduct is generated for user to preview in a pop up screen in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Conduct and up to 9 conduct components of a student can be printed in the report.
- User can select “All” class level and “All” class in printing the report. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- In case more conduct components need to be printed, user can customize user’s own report layout.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.32 Student Conduct Mark List (R-ASR066-E)

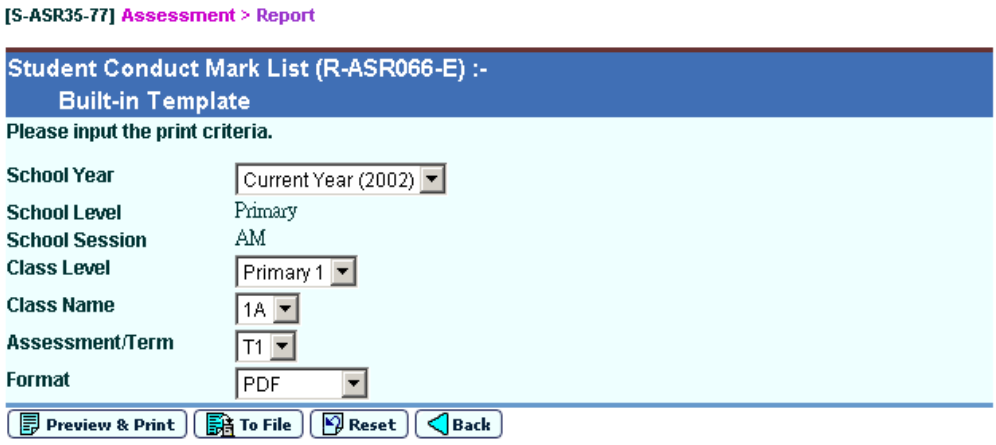
🕮 Function Description

The report “Student Conduct Mark List (R-ASR066-E)” enables user to print the conduct marks of the student captured from ANP Module . The captured value can be adjusted by users in ASR Module.

🕮 Pre-requisites

- The conduct marks must be captured to ASR using “Assessment -> Other -> Conduct Mark” function.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The captured and adjusted conduct mark of the student can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Both captured and adjusted conduct mark and its interpretation result in Assessment module are shown in the report.
- User can select “All” class as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.33 Student Examination Result Report (R-ASR061)

Student Examination Result Report

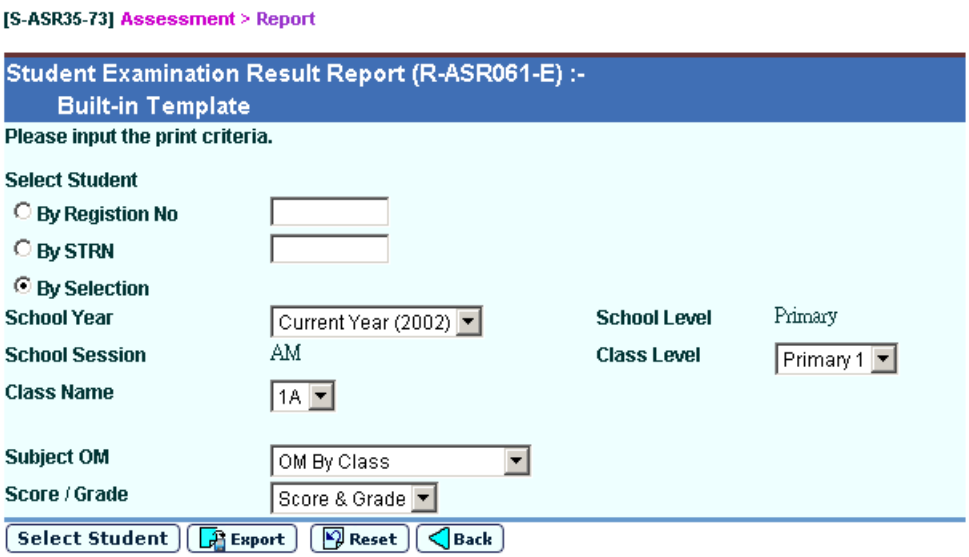
🕮 Function Description

The report “Student Examination Result Report (R-ASR061)” enables user to export student examination results of all ATAs in all school years in CSV format. User can then store and keep record of the examination result for the student.

🕮 Pre-requisites

- Subject assessment result of the student should be input for current and past year before they can be printed.
- Consolidation should be done before the order of merit, subject score (subject with components), etc can be printed.

🖱 User Procedures



1. Select Student **By Registion No**, **By STRN** or **By Selection**.
2. For **By Selection**, specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.

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3. Select **Subject OM** and **Score / Grade**.
4. Click the **[Select Student]** button to **Student Listing Examination Result Report**.
5. Click the **[Export]** button to export as CSV file.

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📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Export
  The CSV format of the examination report of selected students will be exported.

📖 Notes

- User can print all the academic result of student for all ATA by inputting the student registration number, by their STRN or class information.
- Option “Score / Grade” indicates type of assessment data to be displayed. When option “Score Only” is selected, system will only display score of subjects. It will display grade only when option “Grade Only” is chosen. Both score & grade will be displayed when the option “Score & Grade” is selected.
- In order to adapt the excel format, the exemption symbol “/” is replaced by “#” in the exported CVS file.

Student Listing Examination Result Report

📖 Function Description

The report “Student Listing Examination Result Report” enables user to choose a student or students for exporting a full set of examination results in all ATAs of all school years in which the result data is available.

📖 Pre-requisites

- Subject assessment result of the student should be input for current and past year before they can be printed.
- Consolidation should be done before the order of merit, subject score (subject with components), etc can be printed.

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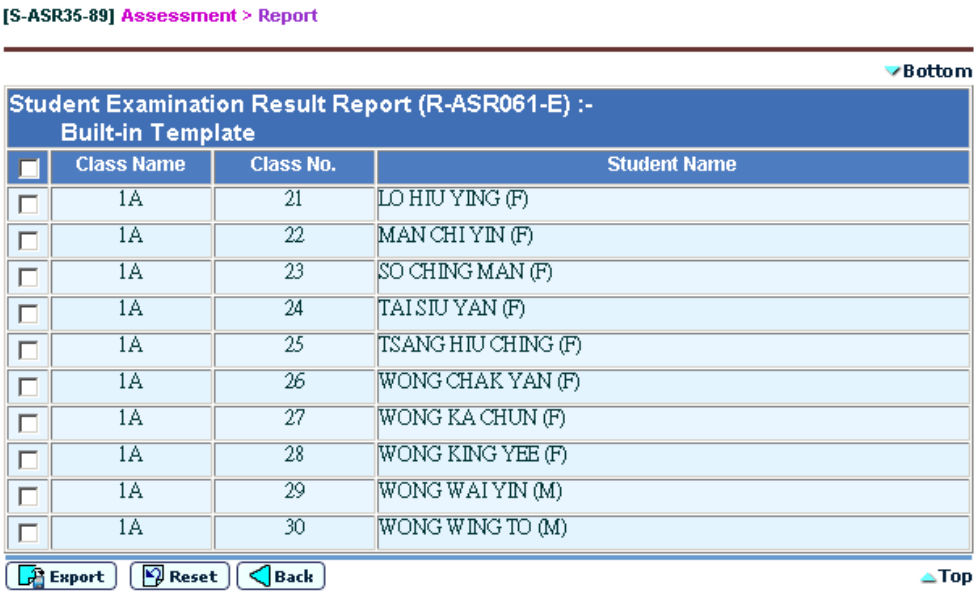
User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Export]** button to export as CSV file.

Post-effects

- Export
  The CSV format of the examination report of selected students will be exported.

Notes

- User can select all students by checking the check box in the header of the table. It may take a longer time for processing if all students are chosen.
- Or checking a box next to student name to select a single record.

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2.8.34 Student Excluded From OM Ranking List (R-ASR010-E)

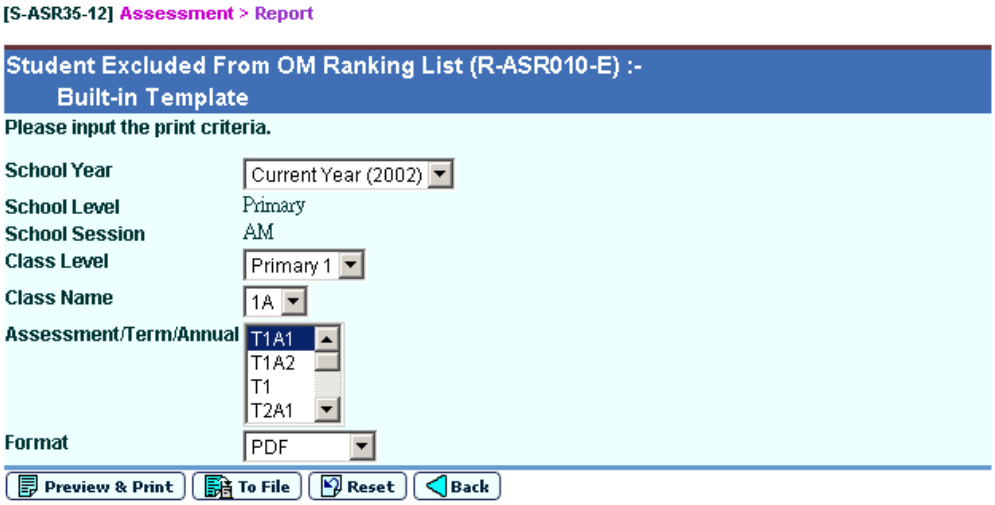
Function Description

The report “Student Excluded From OM Ranking List (R-ASR010-E)” allows user to check all the students who are excluded from ranking the Order of Merit.

Pre-requisites

- Only the students who are excluded from OM ranking for the selected ATA will be listed out.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment/Term/Annual**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The student excluded from OM ranking will be printing out. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can select multiple Assessment/Term/Annuals for print the OM Ranking exclusion.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.35 Student Merit and Demerit List (R-ASR070-E)

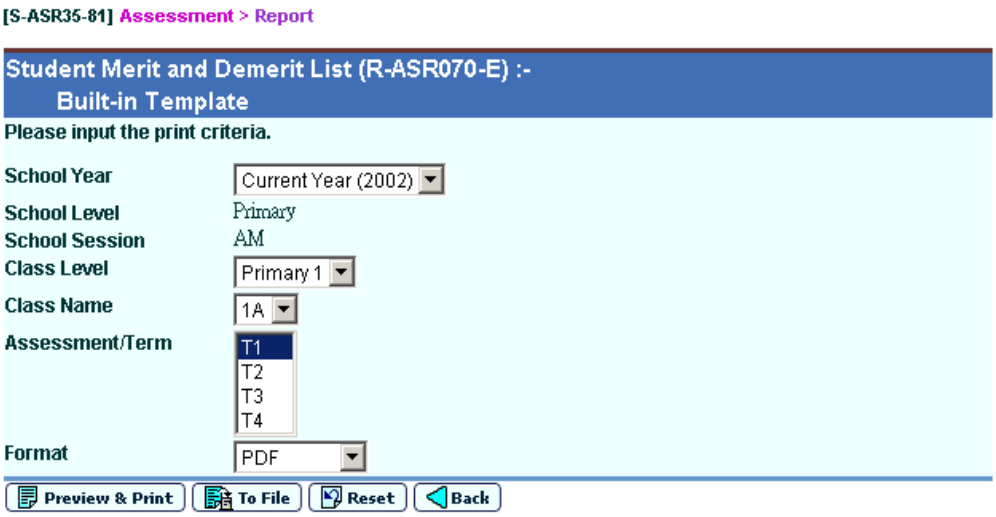
Function Description

The report “Student Merit and Demerit List (R-ASR070-E)” enables user to print the merit and demerit of the student captured to ASR or adjusted in ASR.

Pre-requisites

- The Merit and Demerit must be captured to ASR using “Assessment -> Other -> Merit and Demerit” function.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The captured and adjusted merit and demerit of student can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Both captured and adjusted merit and demerit result in Assessment Module are shown in the report.
- User can select “All” class as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.36 Student Comment List (R-ASR026-E)

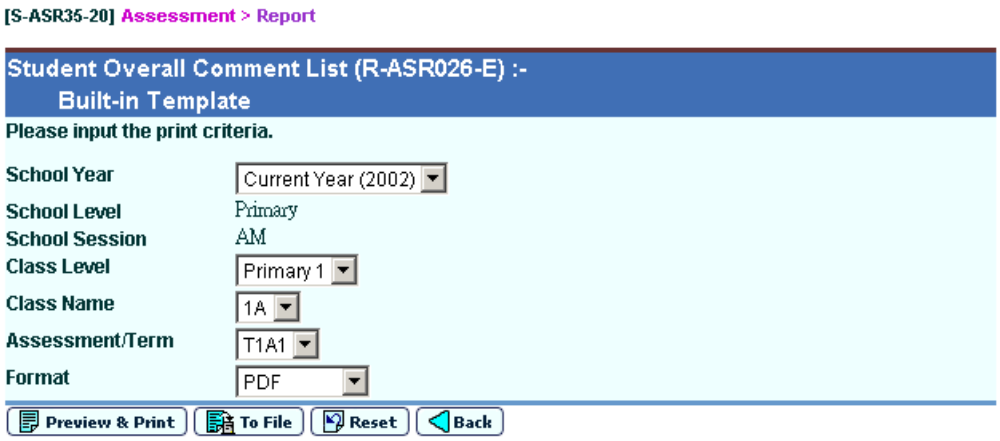
🕮 Function Description

The report “Student Comment List (R-ASR026-E)” enables user to check the overall comments of the student.

🕮 Pre-requisites

- Student comment should be entered to the system before they can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The overall comment of student is generated for user to preview in a pop-up screen in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Displayed language of comments depends on the class level setting.
- English, Chinese and Bilingual overall comment will be displayed on the report if the class level setting is selected as “English Only”, “Chinese Only” and “Bilingual”, respectively.
- User can select “All” class level and “All” class as printing criteria. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.37 Student Report Card G (R-ASR041)

Student Report Card G

📖 Function Description

The function “Student Report Card G (R-ASR041)” is a 2 term and 2 assessment report allows user to generate report card based on the selected print report criteria.

Report Printing Constraint	The class level runs exactly 2 term and 2 assessments per each term

Recommended number of subject printed within a page: 20

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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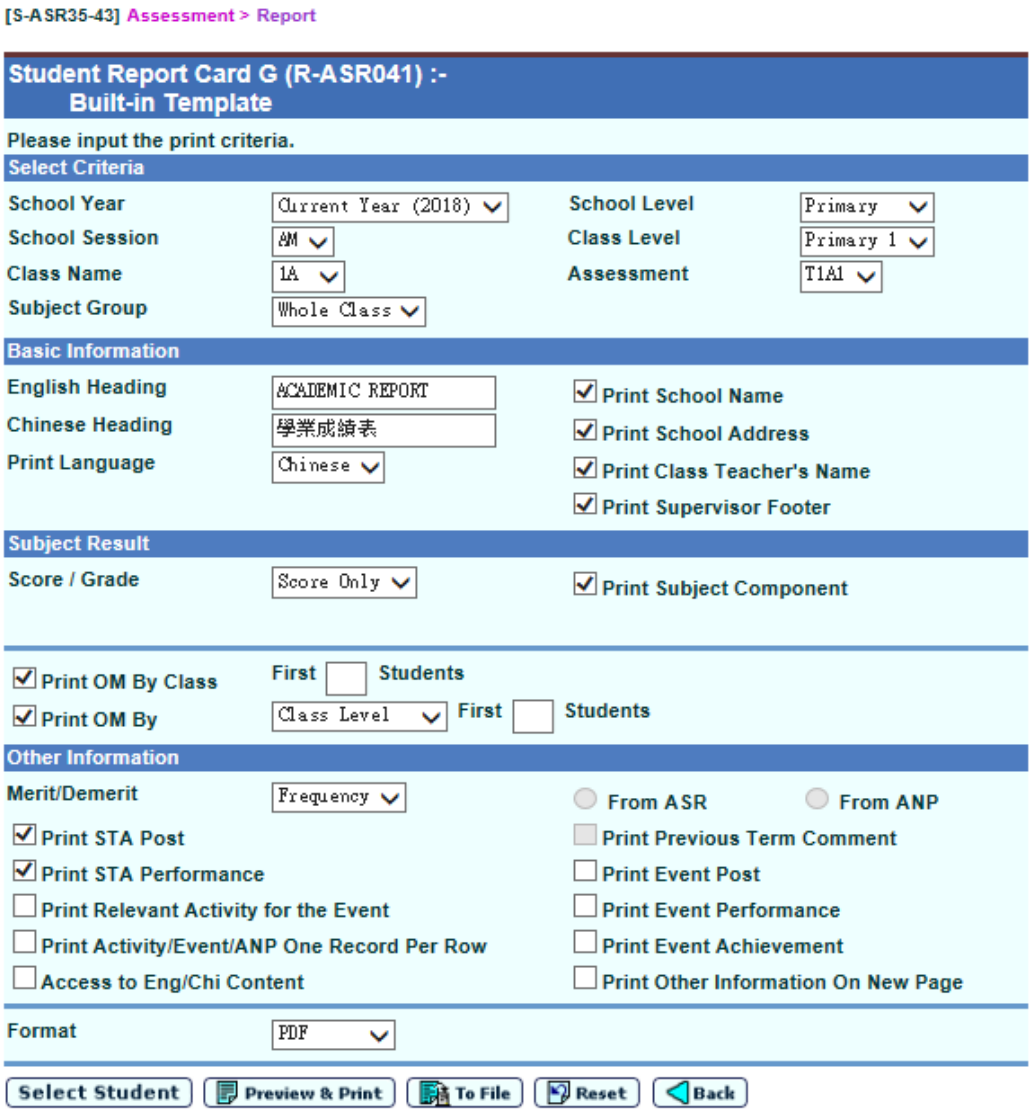

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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assessment** and **Subject Group**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.
   c. Check the box to **Print School Name**.
   d. Check the box to **Print School Address**.
   e. Check the box to **Print Class Teacher's Name**.
   f. Check the box to **Print Supervisor Footer**.
3. For Subject Result,
   a. Select **Score / Grade**.
   b. Check the box to **Print Subject Component**.
   c. Check the box to **Print OM By Class**.
   d. Check the box to **Print OM By**.
   e. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.
4. For Other Information,
   a. Select **Merit/Demerit** (**From ASR** / **From ANP**).
   b. Check the box to **Print Previous Term Comment**.
   c. Check the box to **Print STA Post**.
   d. Check the box to **Print STA Performance**.
   e. Check the box to **Print Relevant Activity for the Event**.
   f. Check the box to **Print Event Post**.
   g. Check the box to **Print Event Performance**.
   h. Check the box to **Print Event Achievement**.
   i. Check the box to **Print Activity/Event /ANP One Record Per Row**.
   j. Check the box to **Print Other Information On New Page**.
   k. Check the box to **Access to Eng/ Chi Content**.
5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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6. Click the **[Select Student]** button to **Select Student for Student Report Card G**.
7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
8. Click the **[To File]** button to save the report into Report Repository.
9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.

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Print School Address	Indicate whether the school address is needed to print in the report or not.
Print Teacher Name	Indicate whether the principal name is needed to print in the report card.
Print Supervisor Footer	Indicate whether the Supervisor Signature section is needed to print in the report card.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.
Print Subject Component	Indicate whether the subject components should also be printed in the report card.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not Printed” in the report card. If the Award and Punishment is displayed as “Reason”, user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.

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Print Previous Term Comment	Indicate whether the comment of the previous term should be appended and printed in the report card or not.
Print STA Post	Indicate whether the student activity position is needed to print in the “Other Information” section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the “Other Information” section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the “Other Information” section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the “Other Information” section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the “Other Information” section of the report card.
Print Event Achievement	Indicate whether the student event achievement is needed to print in the “Other Information” section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the “Other Information” section of the report card.
Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Select Student for Student Report Card G

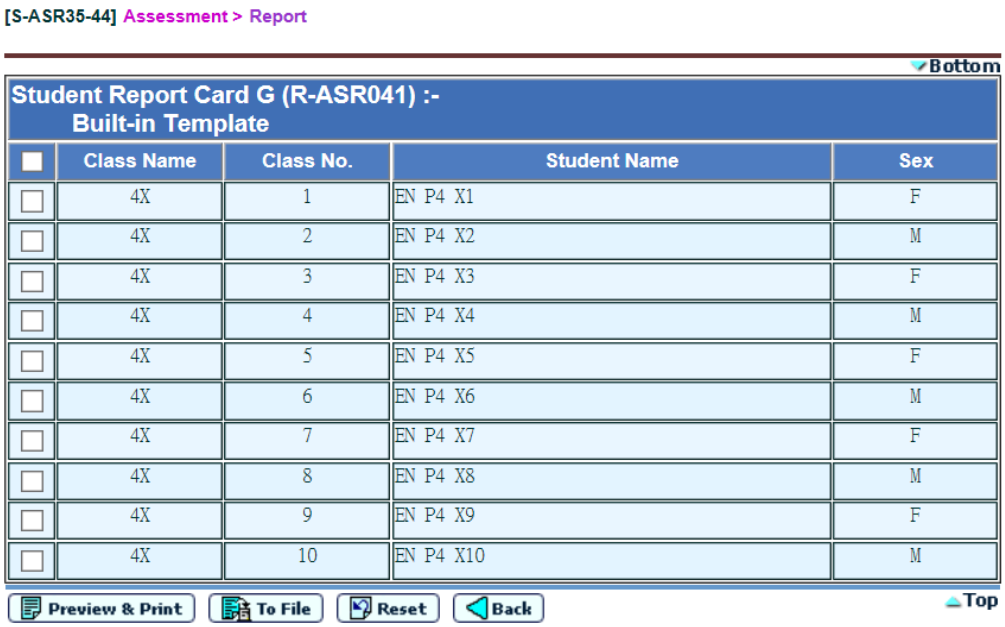
Function Description

"Select Student for Student Report Card G" allows user to select particular students for printing the report card.

Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

User Procedure



1. Specify students by checking the box(es) or check the box for all at the header row for all students.

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2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.38 Student Report Card H (R-ASR042)

Student Report Card H

📖 Function Description

The function “Student Report Card H (R-ASR042)” allows user to generate report card with 3 different report layouts:

Available Report Layout	1. Single Term without Assessment 2. Single Term with 2 Assessments 3. Single Term with 3 Assessments
Report Printing Constraint	1. ATA within a range of 4 terms and 3 assessments 2. Each term, number of assessment must be equal

Recommended number of subject printed within a page: 20

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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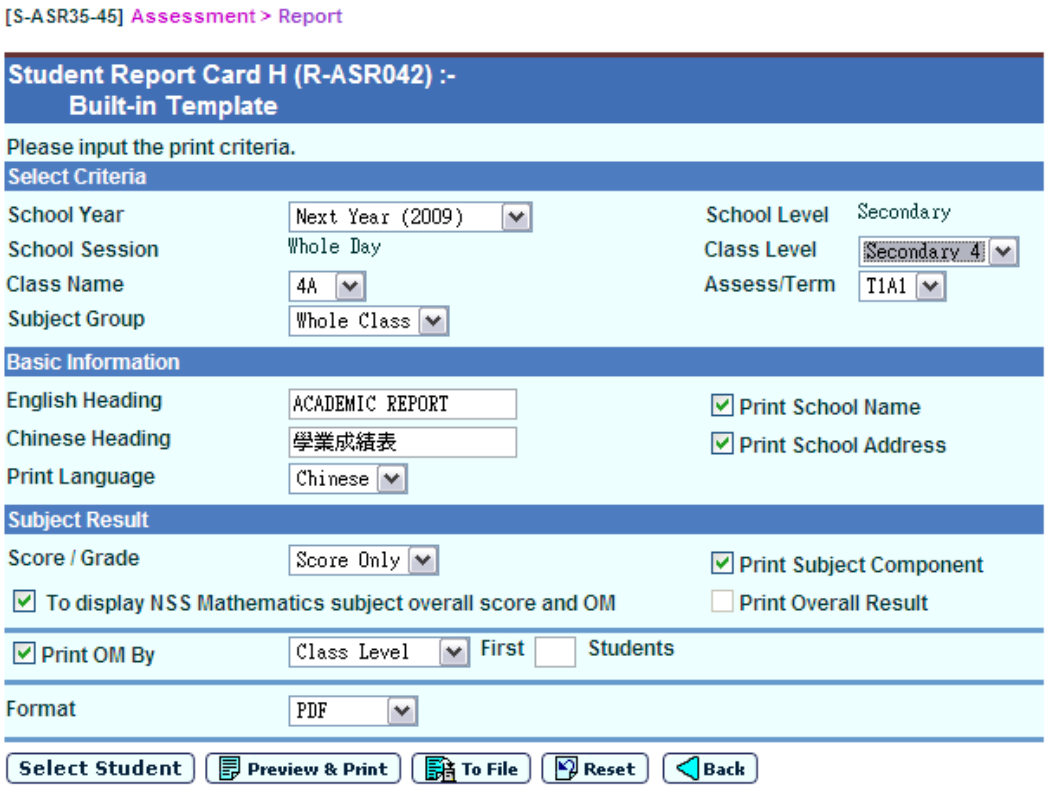

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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assess/Term** and **Subject Group**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.
   c. Check the box to **Print School Name**.
   d. Check the box to **Print School Address**.
3. For Subject Result,
   a. Select **Score / Grade**.
   b. Check the box to **Print Subject Component**.
   c. Check the box to **Print Overall Result**.
   d. Check the box to **Print OM By**.
   e. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Select Student]** button to **Select Student for Student Report Card H**.
6. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
7. Click the **[To File]** button to save the report into Report Repository.
8. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print

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The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

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📖 Notes

Option Name	Function
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.
Print School Address	Indicate whether to print the school address in the report card.
Score/Grade	Indicate whether score only or grade only should be printed for subjects.
Print Subject Component	Indicate whether the subject components should also be printed in the report card.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Print Overall Result	Indicate whether the student overall comment is needed to print or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Select Student for Student Report Card H

📖 Function Description

"Select Student for Student Report Card H" allows user to select particular students for printing the report card.

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

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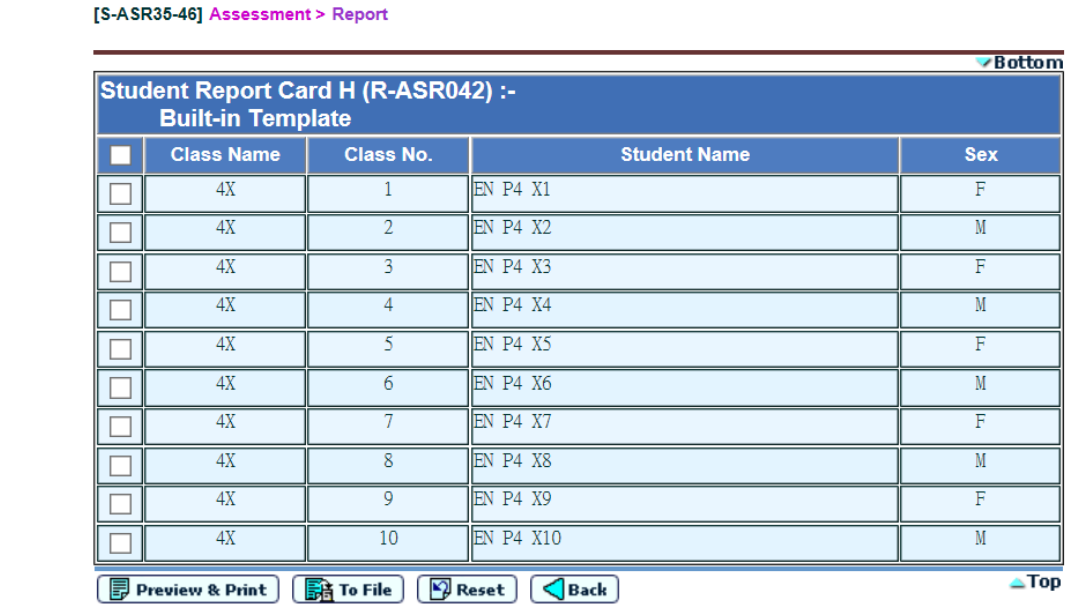
User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the "Print" button to print the report directly from the browser or 'Save' button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user's view.

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🕮 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.39 Student Report Card I (R-ASR043)

Student Report Card I

📖 Function Description

The function “Student Report Card I (R-ASR043)” allows user to generate report card with 8 different report card formats:

Available Report Layout	1. Term 2 with annual 2. Term 3 with annual 3. 2nd Term details with annual 4. Single Term / 1st Term 5. 1st Term detailed 6. Term2 simple without annual 7. Term 3 simple without annul 8. 2nd Term for detailed without annual
Report Printing Constraint	1. ATA within a range of 4 terms and 3 assessments 2. Each term, number of assessment must be equal

Recommended number of subject printed within a page: 25

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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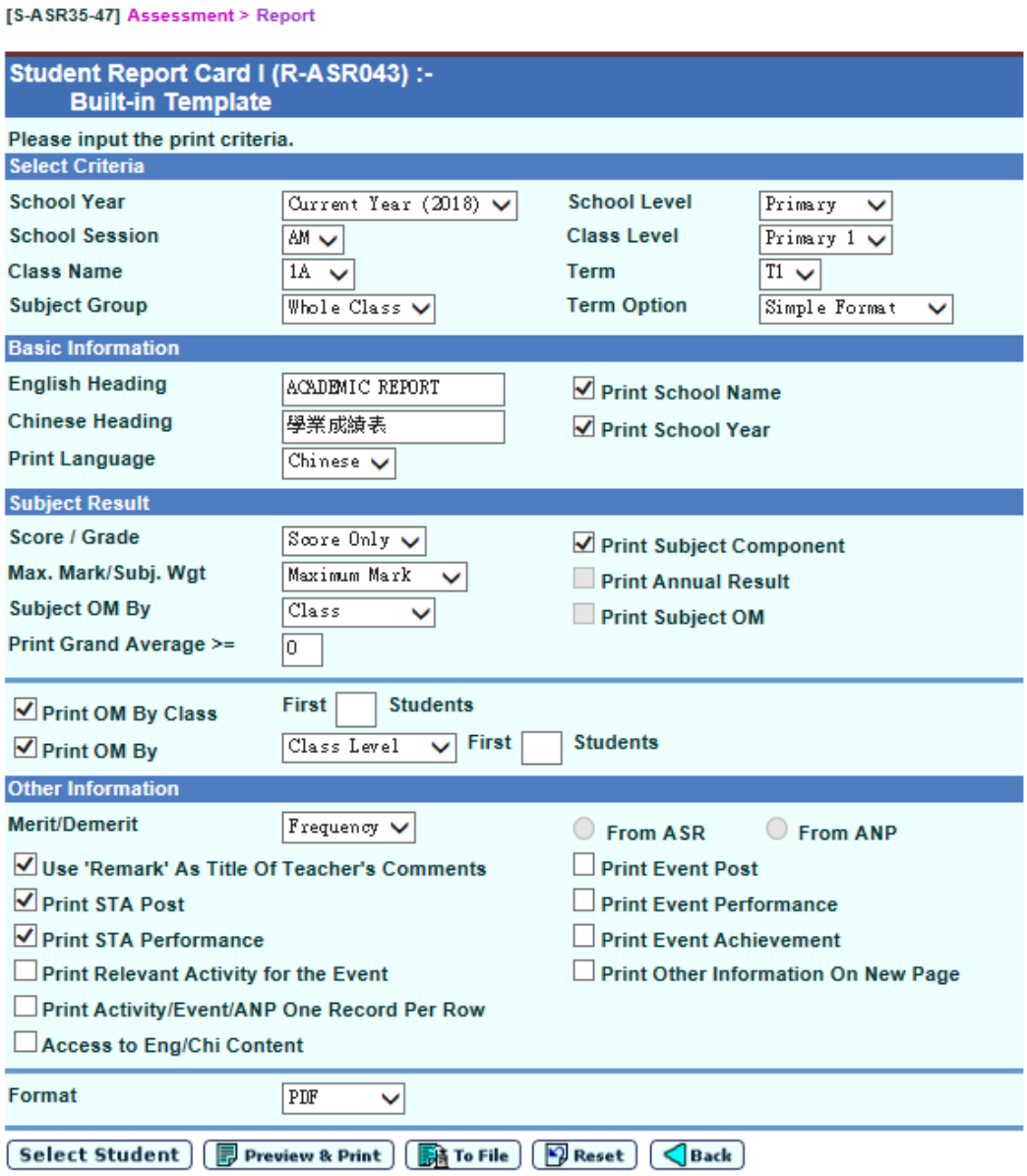
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Term**, **Subject Group** and **Term Option**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.
   c. Check the box to **Print School Name**.
   d. Check the box to **Print School Year**.

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3. For Subject Result,
    a. Select **Score / Grade**.
    b. Select **Max. Mark/Subj. Wgt**.
    c. Select **Subject OM By**.
    d. Enter **Print Grand Average**.
    e. Check the box to **Print Subject Component**.
    f. Check the box to **Print Annual Result**.
    g. Check the box to **Print Subject OM**.
    h. Check the box to **Print OM By Class**.
    i. Check the box to **Print OM By**.
    j. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 and S5, 2011 S4, S5 and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.
4. For Other Information,
    a. Select **Merit/Demerit** (**From ASR** / **From ANP**).
    b. Check the box to **Use 'Remark' As Title Of Teacher's Comments**.
    c. Check the box to **Print STA Post**.
    d. Check the box to **Print STA Performance**.
    e. Check the box to **Print Relevant Activity for the Event**.
    f. Check the box to **Print Event Post**.
    g. Check the box to **Print Event Performance**.
    h. Check the box to **Print Event Achievement**.
    i. Check the box to **Print Activity/Event /ANP One Record Per Row**.
    j. Check the box to **Print Other Information On New Page**.
    k. Check the box to **Access to Eng/ Chi Content**.
5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
6. Click the **[Select Student]** button to **Select Student for Student Report Card I**.

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7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
8. Click the **[To File]** button to save the report into Report Repository.
9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.
Print School Year	Indicate whether the school year is needed to print in the report card.

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Score/Grade	Indicate whether score only or grade only should be printed for subjects.
Max. Mark/Subj. Wgt	Indicate whether the “Max. Mark” of the subject or the
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.
Print Grand Average	Indicate whether the grand average of student is included in the report cards.
Print Subject Component	Indicate whether the subject components should also be printed in the report card. - Print Annual Result: Indicate whether “Annual” column is included in the report card or not.
Print Annual Result	Indicate whether “Annual” column is included in the report card or not.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not Printed” in the report card. If the Award and Punishment is displayed as “Reason”, user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.

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Use 'Remark' As Title Of Teacher's Comments	Indicate whether using the “Remark” wording to replace the “Comment” heading.
Print STA Post	Indicate whether the student activity position is needed to print in the “Other Information” section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the “Other Information” section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the “Other Information” section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the “Other Information” section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the “Other Information” section of the report card.
Print Event Achievement	Indicate whether the student event achievement is needed to print in the “Other Information” section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the “Other Information” section of the report card.
Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Select Student for Student Report Card I

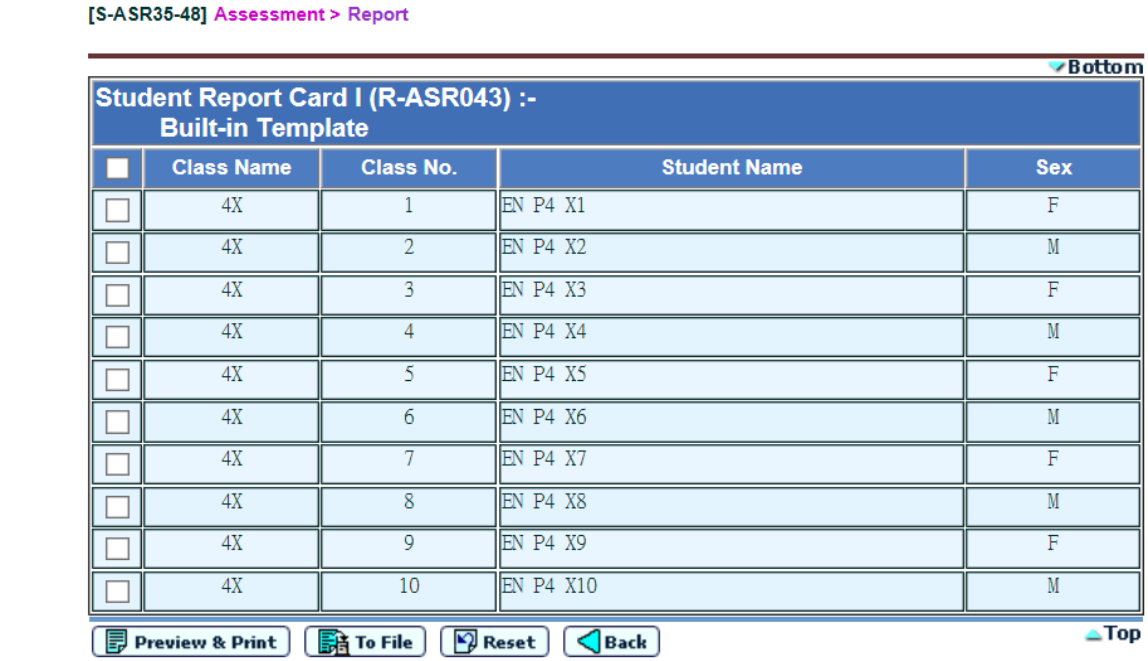
Function Description

"Select Student for Student Report Card I" allows user to select particular students for printing the report card.

Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.

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2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.40 Student Report Card K (R-ASR045)

Student Report Card K

📖 Function Description

The function “Student Report Card K (R-ASR045)” allows user to generate report card with 3 different report card formats:

Available Report Layout	1. Single Assessment 2. 2 Assessments 3. 3 Assessments
Report Printing Constraint	1. ATA within a range of 4 terms and 3 assessments 2. Each term, number of assessment must be equal

Recommended number of subject printed within a page: 33

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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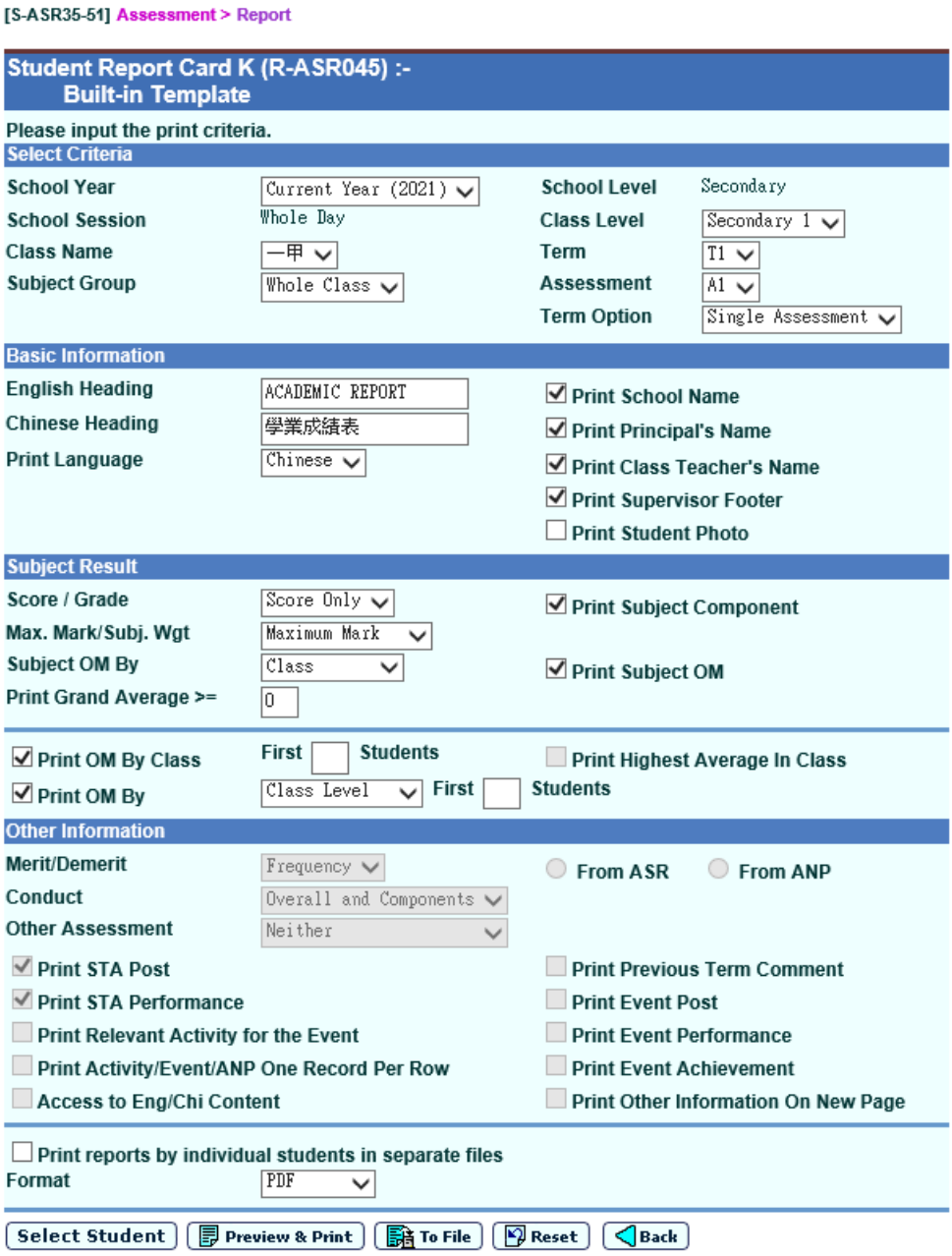
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Term**, **Subject Group**, **Assessment** and **Term Option**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.
   c. Check the box to **Print School Name**.

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d. Check the box to **Print Principal's Name**.

e. Check the box to **Print Class Teacher's Name**.

f. Check the box to **Print Supervisor Footer**.

g. Check the box to **Print Student Photo**.

3. For Subject Result,

   a. Select **Score / Grade**, **Max. Mark/Subj. Wgt.** and **Subject OM By**.

   b. Enter **Print Grand Average**.

   c. Check the box to **Print Subject Component**.

   d. Check the box to **Print Subject OM**.

   e. Check the box to **Print OM By Class**.

   f. Check the box to **Print OM By**.

   g. Check the box to **Print Highest Average In Class**.

   h. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.

4. For Other Information,

   a. Select **Merit/Demerit** (**From ASR** / **From ANP**), **Conduct** and **Other Assessment**.

   b. Check the box to **Print Previous Term Comment**.

   c. Check the box to **Print STA Post**.

   d. Check the box to **Print STA Performance**.

   e. Check the box to **Print Relevant Activity for the Event**.

   f. Check the box to **Print Event Post**.

   g. Check the box to **Print Event Performance**.

   h. Check the box to **Print Event Achievement**.

   i. Check the box to **Print Activity/Event /ANP One Record Per Row**.

   j. Check the box to **Print Other Information On New Page**.

   k. Check the box to **Access to Eng/ Chi Content**.

   l. Check the box to **Print reports by individual students in separate files.**

5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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6. Click the **[Select Student]** button to **Select Student for Student Report Card K**.
7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
8. Click the **[To File]** button to save the report into Report Repository.
9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.

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Print Principal Name	Indicate whether the principal name is needed to print in the report card.
Print Teacher Name	Indicate whether the teacher name is needed to print in the report card.
Print Supervisor Footer	Indicate whether the Supervisor Signature section is needed to print in the report card.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Max. Mark/Subj. Wgt	Indicate whether the “Max. Mark” of the subject or the “Subject Weighting” should be indicated in the report card.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print Grand Average	Indicate whether the grand average of student is included in the report cards.
Print Subject Component	Indicate whether the subject components should also be printed in the report card.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Print Highest Average in Class	Indicate whether the highest student grand average of class is needed to print in the report.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not

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	Printed" in the report card. If the Award and Punishment is displayed as "Reason", user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.
Conduct	Indicate whether the "Overall conduct only", "Overall and component" or "Component only" should be printed in the report card.
Other Assessment	Indicate whether the "Overall Other Assessment only", "Overall Other Assessment and Component" or "Neither of them" should be printed in the report card.
Print Previous Term Comment	Indicate whether the comment of the previous term should be appended and printed in the report card or not.
Print STA Post	Indicate whether the student activity position is needed to print in the "Other Information" section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the "Other Information" section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the "Other Information" section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the "Other Information" section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the "Other Information" section of the report card.
Print Event Achievement	Indicate whether the student event achievement is needed to print in the "Other Information" section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the "Other Information" section of the report card.

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Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Print reports by individual students in separate files	Allow users to print reports by individual students in separate files
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

Select Student for Student Report Card K

📖 Function Description

“Select Student for Student Report Card K” allows user to select particular students for printing the report card.

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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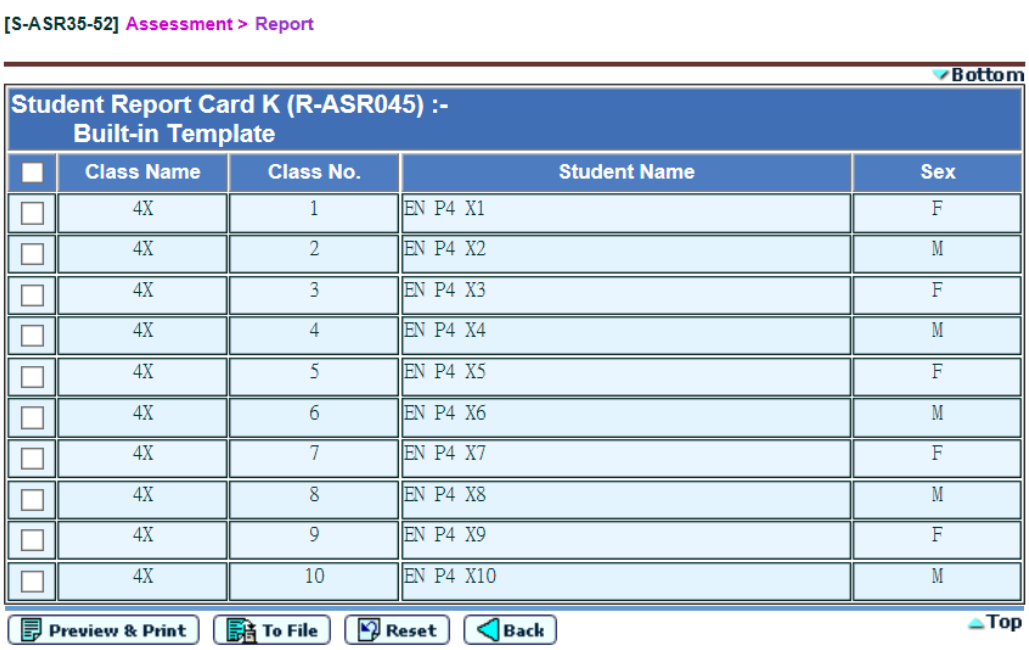

1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the "Print" button to print the report directly from the browser or 'Save' button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user's view.

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🕮 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.41 Student Report Card L (R-ASR046)

Student Report Card L

📖 Function Description

The function “Student Report Card L (R-ASR046)” allows user to generate report card with 7 different report card formats:

Available Report Layout	1. Single Term 2. 2 Terms 3. 2 Terms with annual 4. 3 Terms 5. 3 Terms with annual 6. 4 Terms 7. 4 Terms with annual
Report Printing Constraint	1. ATA within a range of 4 terms and 3 assessments 2. Each term, number of assessment must be equal

Recommended number of subject printed within a page: 25

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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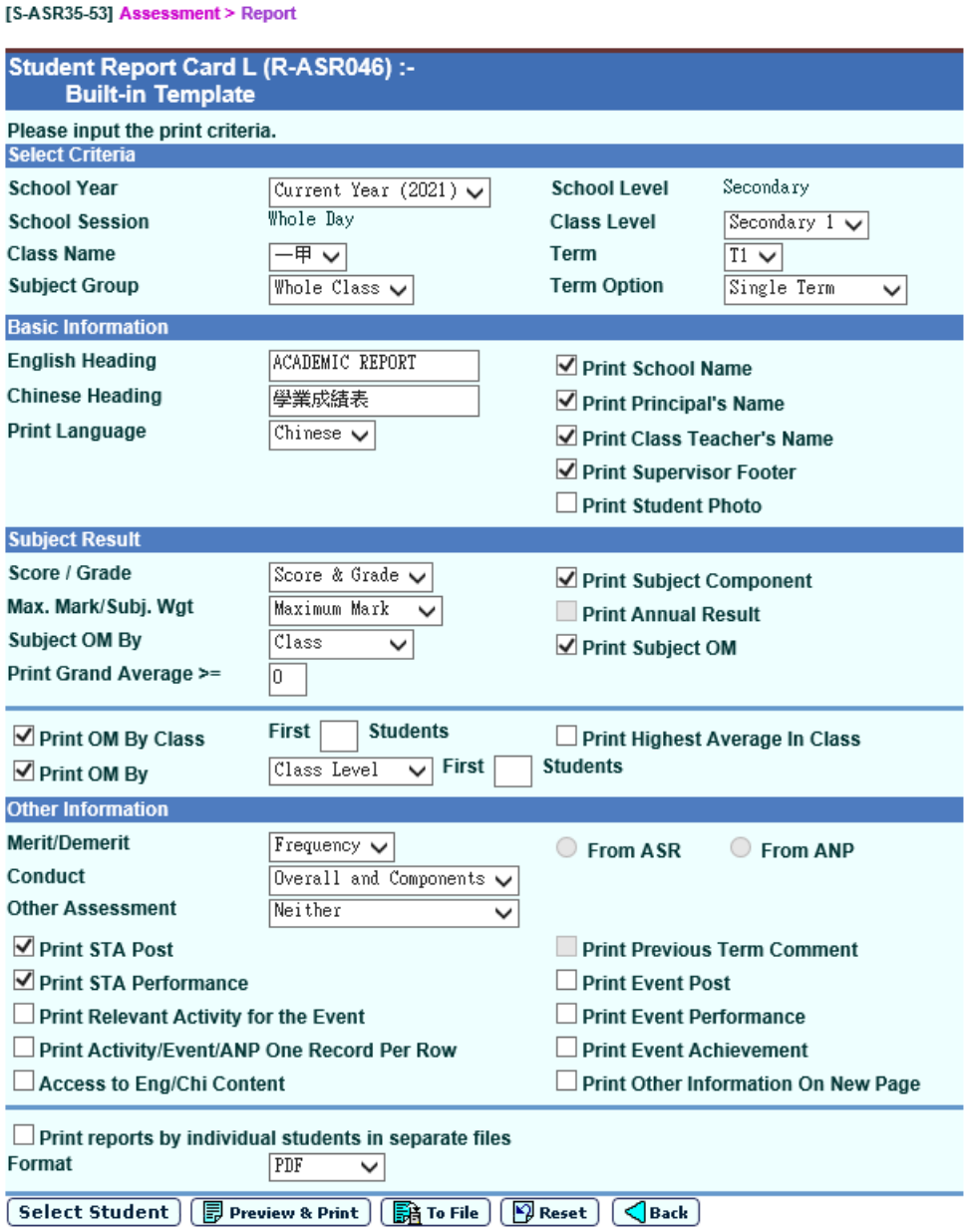
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Term**, **Subject Group** and **Term Option**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.
   c. Check the box to **Print School Name**.
   d. Check the box to **Print Principal's Name**.

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e. Check the box to **Print Class Teacher's Name**.

f. Check the box to **Print Supervisor Footer**.

g. Check the box to **Print Student Photo**.

3. For Subject Result,

   a. Select **Score / Grade**, **Max. Mark/Subj. Wgt.** and **Subject OM By**.

   b. Enter **Print Grand Average**.

   c. Check the box to **Print Subject Component**.

   d. Check the box to **Print Annual Result**.

   e. Check the box to **Print Subject OM**.

   f. Check the box to **Print OM By Class**.

   g. Check the box to **Print OM By**.

   h. Check the box to **Print Highest Average In Class**.

   i. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.

4. For Other Information,

   a. Select **Merit/Demerit** (**From ASR** / **From ANP**), **Conduct** and **Other Assessment**.

   b. Check the box to **Print Previous Term Comment**.

   c. Check the box to **Print STA Post**.

   d. Check the box to **Print STA Performance**.

   e. Check the box to **Print Relevant Activity for the Event**.

   f. Check the box to **Print Event Post**.

   g. Check the box to **Print Event Performance**.

   h. Check the box to **Print Event Achievement**.

   i. Check the box to **Print Activity/Event /ANP One Record Per Row**.

   j. Check the box to **Print Other Information On New Page**.

   k. Check the box to **Access to Eng/ Chi Content**.

   l. Check the box to **Print reports by individual students in separate files.**

5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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6. Click the **[Select Student]** button to **Select Student for Student Report Card L**.
7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
8. Click the **[To File]** button to save the report into Report Repository.
9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.

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Print Principal Name	Indicate whether the principal name is needed to print in the report card.
Print Teacher Name	Indicate whether the teacher name is needed to print in the report card.
Print Supervisor Footer	Indicate whether the Supervisor Signature section is needed to print in the report card.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Max. Mark/Subj. Wgt	Indicate whether the “Max. Mark” of the subject or the “Subject Weighting” should be indicated in the report card.
Print Grand Average	Indicate whether the grand average of student is included in the report cards.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.
Print Subject Component	Indicate whether the subject components should also be printed in the report card.
Print Annual Result	Indicate whether “Annual” column is included in the report card or not.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Print Highest Average in Class	Indicate whether the highest student grand average of class is needed to print in the report.

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Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not Printed” in the report card. If the Award and Punishment is displayed as “Reason”, user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.
Conduct	Indicate whether the “Overall conduct only”, “Overall and component” or “Component only” should be printed in the report card.
Other Assessment	Indicate whether the “Overall Other Assessment only”, “Overall Other Assessment and Component” or “Neither of them” should be printed in the report card.
Print Previous Term Comment	Indicate whether the comment of the previous term should be appended and printed in the report card or not.
Print STA Post	Indicate whether the student activity position is needed to print in the “Other Information” section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the “Other Information” section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the “Other Information” section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the “Other Information” section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the “Other Information” section of the report card.
Print Event Achievement	Indicate whether the student event achievement is needed to print in the “Other Information” section of the report card.

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Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the “Other Information” section of the report card.
Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Print reports by individual students in separate files	Allow users to print reports by individual students in separate files
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

Select Student for Student Report Card L

📖 Function Description

“Select Student for Student Report Card L” allows user to select particular students for printing the report card.

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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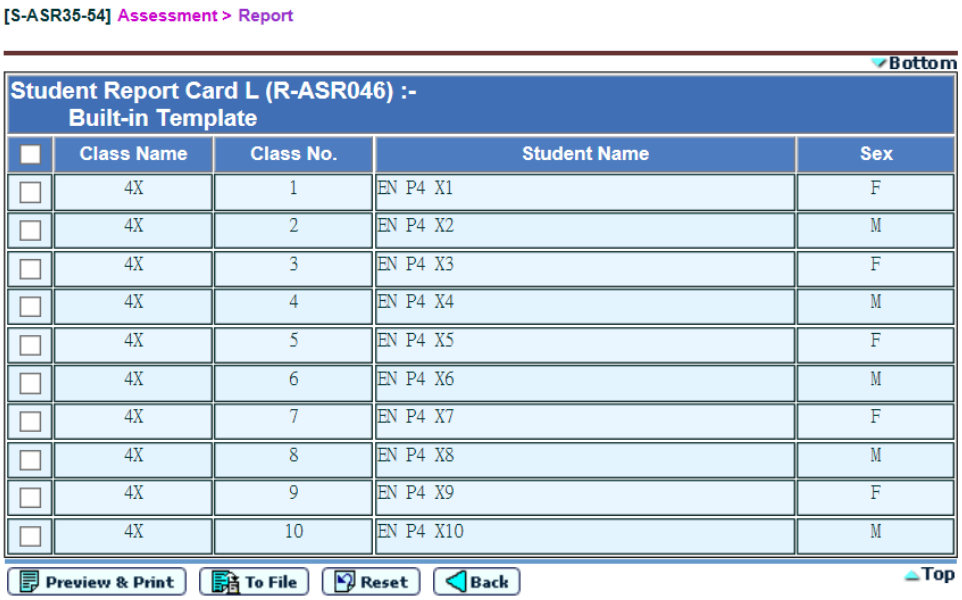

1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the "Print" button to print the report directly from the browser or 'Save' button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user's view.

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🕮 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.42 Student Report Card M (R-ASR047)

Student Report Card M

📖 Function Description

The function “Student Report Card M (R-ASR047)” allows user to generate report card with 10 different formats:

Available Report Layout	1. 2 Assessment 2. 3 Assessment 3. Single Term 4. 2 Terms 5. 2 Terms with Annual 6. 3 Terms 7. 3 Terms with Annual 8. 4 Terms 9. 4 Terms with Annual 10. 2 Terms and 2 Assessments
Report Printing Constraint	1. ATA within a range of 4 terms and 3 assessments 2. Each term, number of assessment must be equal

Recommended number of subject printed within a page: 25

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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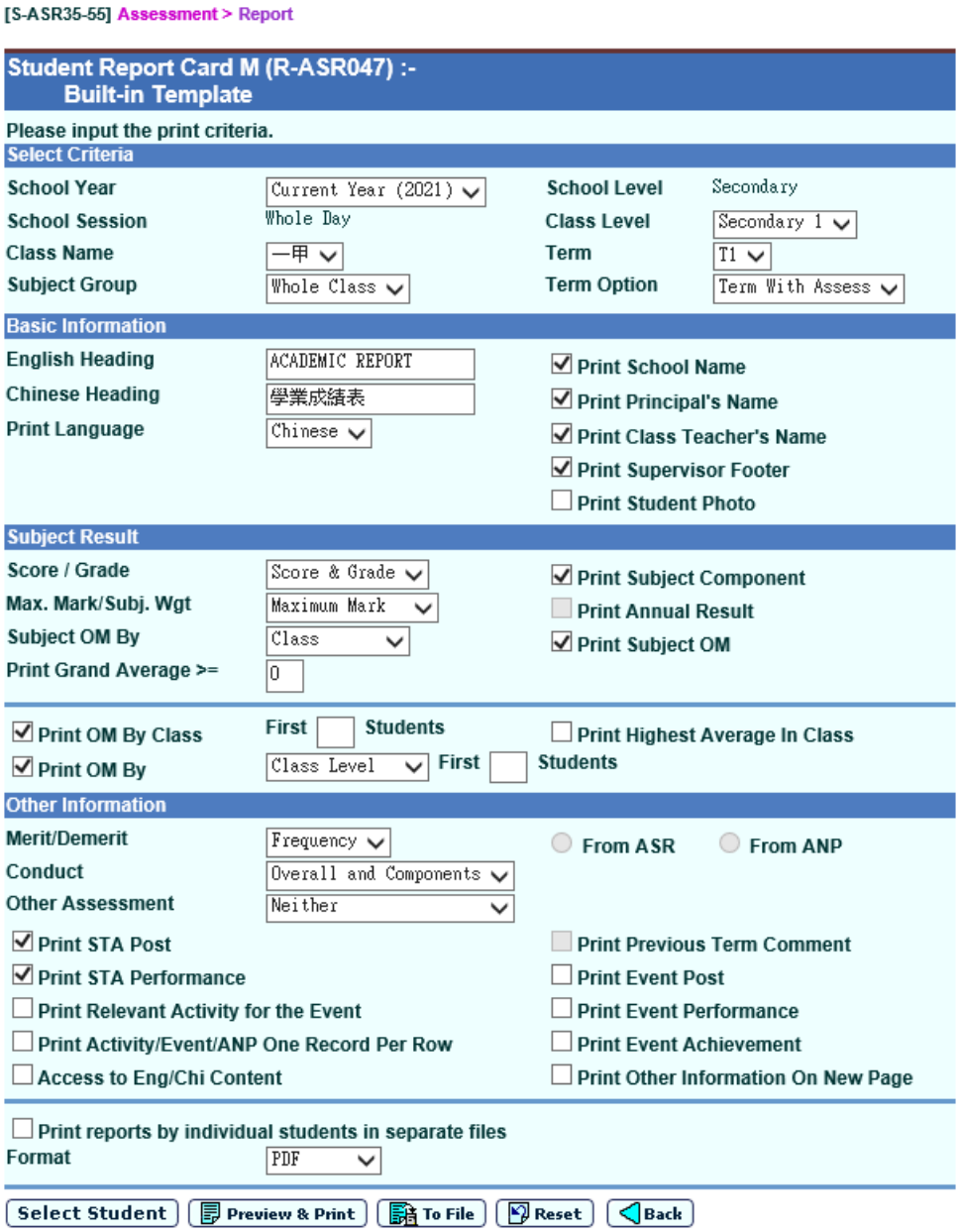
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Term**, **Subject Group** and **Term Option**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.
   c. Check the box to **Print School Name**.

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d. Check the box to **Print Principal's Name**.

e. Check the box to **Print Class Teacher's Name**.

f. Check the box to **Print Supervisor Footer**.

g. Check the box to **Print Student Photo**.

3. For Subject Result,

   a. Select **Score / Grade**, **Max. Mark/Subj. Wgt.** and **Subject OM By**.

   b. Enter **Print Grand Average**.

   c. Check the box to **Print Subject Component**.

   d. Check the box to **Print Annual Result**.

   e. Check the box to **Print Subject OM**.

   f. Check the box to **Print OM By Class**.

   g. Check the box to **Print OM By**.

   h. Check the box to **Print Highest Average In Class**.

   i. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.

4. For Other Information,

   a. Select **Merit/Demerit** (**From ASR** / **From ANP**), **Conduct** and **Other Assessment**.

   b. Check the box to **Print Previous Term Comment**.

   c. Check the box to **Print STA Post**.

   d. Check the box to **Print STA Performance**.

   e. Check the box to **Print Relevant Activity for the Event**.

   f. Check the box to **Print Event Post**.

   g. Check the box to **Print Event Performance**.

   h. Check the box to **Print Event Achievement**.

   i. Check the box to **Print Activity/Event /ANP One Record Per Row**.

   j. Check the box to **Print Other Information On New Page**.

   k. Check the box to **Access to Eng/ Chi Content**.

   l. Check the box to **Print reports by individual students in separate files.**

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5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
6. Click the **[Select Student]** button to **Select Student for Student Report Card M**.
7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
8. Click the **[To File]** button to save the report into Report Repository.
9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.

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Print School Name	Indicate whether the school name is needed to print in the report card.
Print Principal Name	Indicate whether the principal name is needed to print in the report card.
Print Teacher Name	Indicate whether the teacher name is needed to print in the report card.
Print Supervisor Footer	Indicate whether the Supervisor Signature section is needed to print in the report card.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Max. Mark/Subj. Wgt	Indicate whether the “Max. Mark” of the subject or the “Subject Weighting” should be indicated in the report card.
Print Grand Average	Indicate whether the grand average of student is included in the report cards.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.
Print Subject Component	Indicate whether the subject components should also be printed in the report card.
Print Annual Result	Indicate whether “Annual” column is included in the report card or not.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.

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Print Highest Average in Class	Indicate whether the highest student grand average of class is needed to print in the report.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not Printed” in the report card. If the Award and Punishment is displayed as “Reason”, user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.
Conduct	Indicate whether the “Overall conduct only”, “Overall and component” or “Component only” should be printed in the report card.
Other Assessment	Indicate whether the “Overall Other Assessment only”, “Overall Other Assessment and Component” or “Neither of them” should be printed in the report card.
Print Previous Term Comment	Indicate whether the comment of the previous term should be appended and printed in the report card or not.
Print STA Post	Indicate whether the student activity position is needed to print in the “Other Information” section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the “Other Information” section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the “Other Information” section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the “Other Information” section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the “Other Information” section of the report card.

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Print Event Achievement	Indicate whether the student event achievement is needed to print in the “Other Information” section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the “Other Information” section of the report card.
Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Print reports by individual students in separate files	Allow users to print reports by individual students in separate files.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Select Student for Student Report Card M

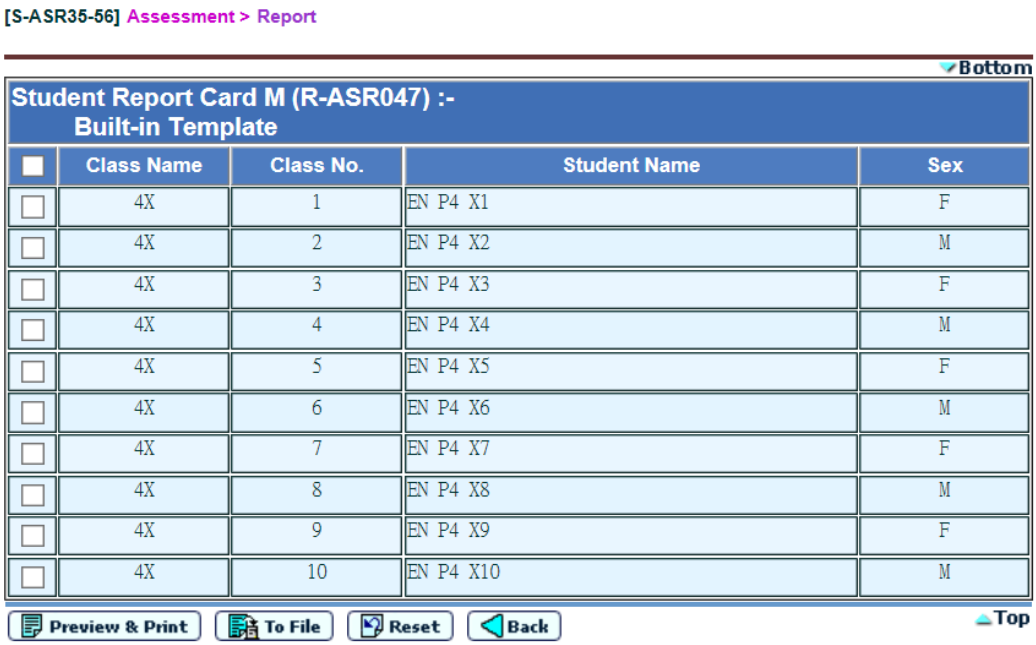
Function Description

"Select Student for Student Report Card M" allows user to select particular students for printing the report card.

Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.

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2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.43 Report Card P (R-ASR049)

Select Slot for Student Report Card P

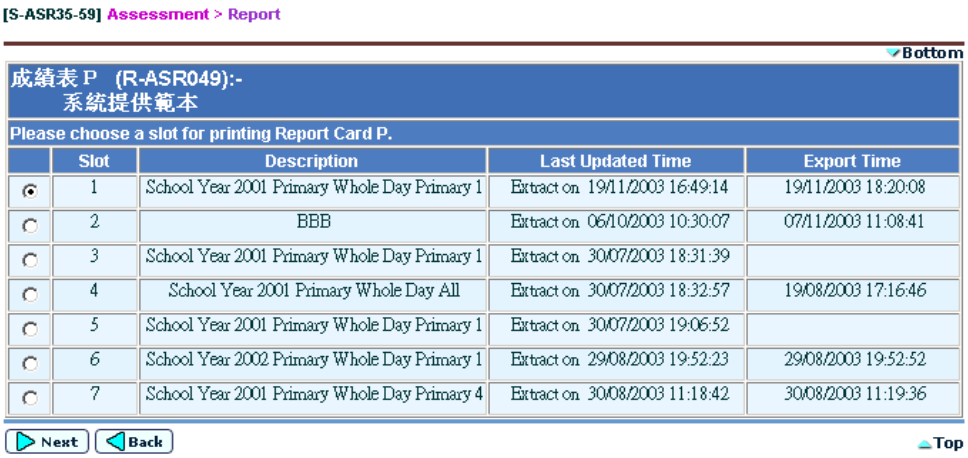
📖 Function Description

The function “Select Slot for Student Report Card P” allows user to select Report P data slot for printing Report Card P.

📖 Pre-requisites

- Report P data set should be extracted or imported with data.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Select a **Slot**.
2. Click the **[Next]** button to the parameter screen of **Report Card P**.

📖 Post-effects

- Preview & Print
  User can select the print criteria in the next screen to print the Report card P. The generated report will be previewed in a pop-up window in the selected

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format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

User can click the radio button beside the slot number to select the slot.

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Report Card P

Function Description

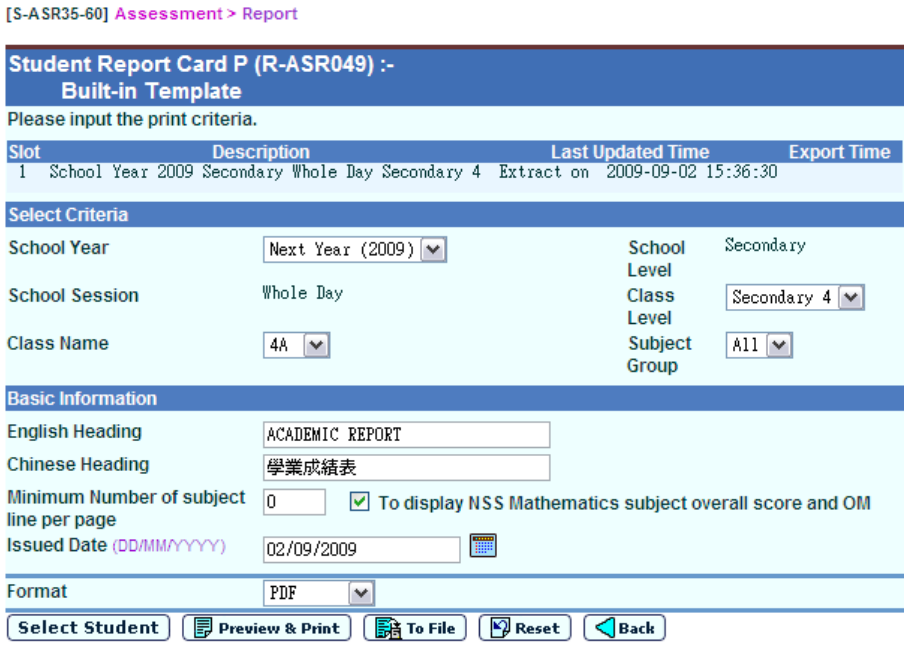
The function “Report Card P (R-ASR049)” allows user to print the Report Card P.

Recommended number of subject printed within a page: 20

Pre-requisites

- Report P data set should be extracted or imported into the specified slot.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Subject Group**.
2. For Basic Information, enter **English Heading**, **Chinese Heading**, **Minimum Number of subject line per page** and **Issued Date** if different.

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3. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Select Student]** button to **Select Student for Student Report Card P**.
6. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
7. Click the **[To File]** button to save the report into Report Repository.
8. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- The built-in Report P template is a 3 Assessment and 1 Term template for printing 1st Term. This allows user to print the Report Card P if the class level contains exactly 3 assessments and 1 term.

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- User need to customize user's own Report Card P if user are print the report for different term or with different Assessments in the class level.
- User can specify the minimum number of the subject line in the report section.
- User can specify the Issue Date of the report in the screen. If it is not specified, system will retrieve the issue date from the class level setting.
- Option "Format" allows user to choose the output format, including PDF, Word, RichText or Excel.
- The option **To display NSS Mathematics subject overall score and OM** is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
- The old Other information section (In Group footer #5a to #5av of the template) of built-in Report P template can only show 3 X 11 fields of Other Information records, and each is limited to 120 characters. These constraints are released in the built-in Report P template of build 3.0.0.07072017, all records can be displayed properly (In Group footer #5ax to #5ay of the template).

Select Student for Student Report Card P

🕮 Function Description

"Select Student for Student Report Card P" allows user to select particular students for printing the report card.

🕮 Pre-requisites

- Report P data set should be extracted or imported with data.
- Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

🖱 User Procedures

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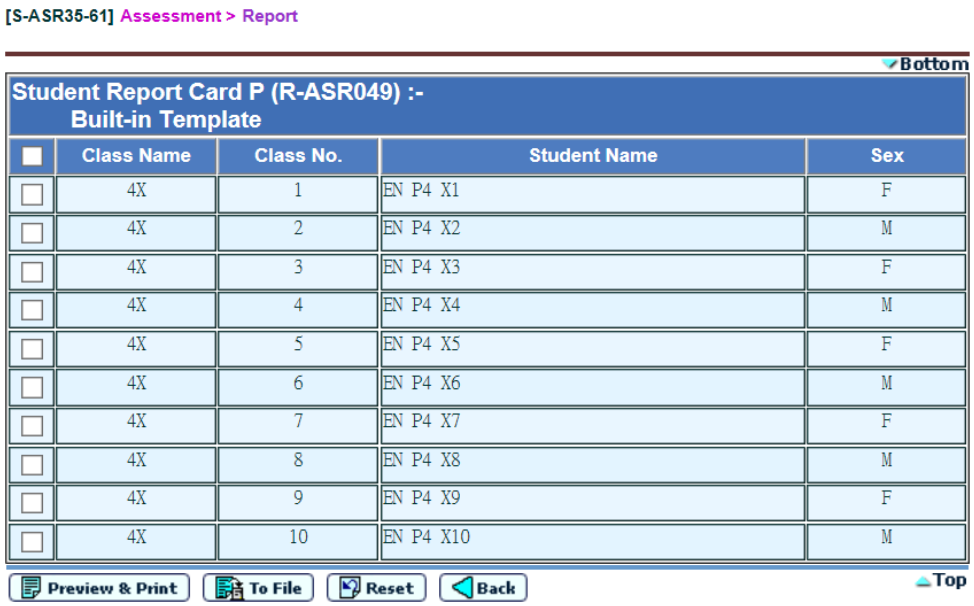

1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

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🕮 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.44 Report Card P – Subject Remark (R-ASR049)

Select Slot for Student Report Card P – Subject Remark

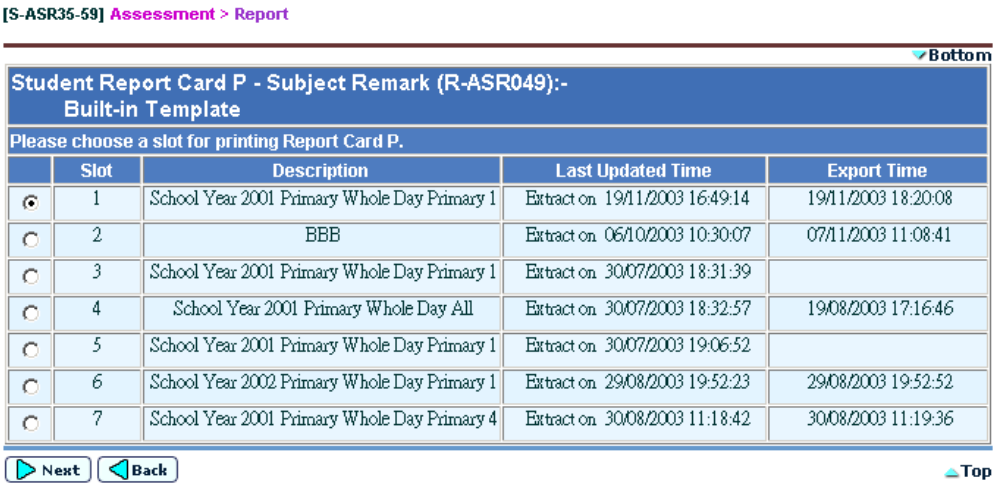
🕮 Function Description

The function “Select Slot for Student Report Card P – Subject Remark” allows user to select Report P data slot for printing Report Card P – Subject Remark.

🕮 Pre-requisites

- Report P data set should be extracted or imported with data.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Select a **Slot**.
2. Click the **[Next]** button to **Report Card P**.

🕮 Post-effects

- Preview & Print

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User can select the print criteria in the next screen to print the Report card P – Subject Remark. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

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📖 Notes

User can click the radio button beside the slot number to select the slot.

Report Card P – Subject Remark

📖 Function Description

The function “Report Card P – Subject Remark (R-ASR049)” allows user to print the Report Card P with Subject Remark and Comment.

Recommended number of subject printed within a page: 25

📖 Pre-requisites

- Report P data set should be extracted or imported with data.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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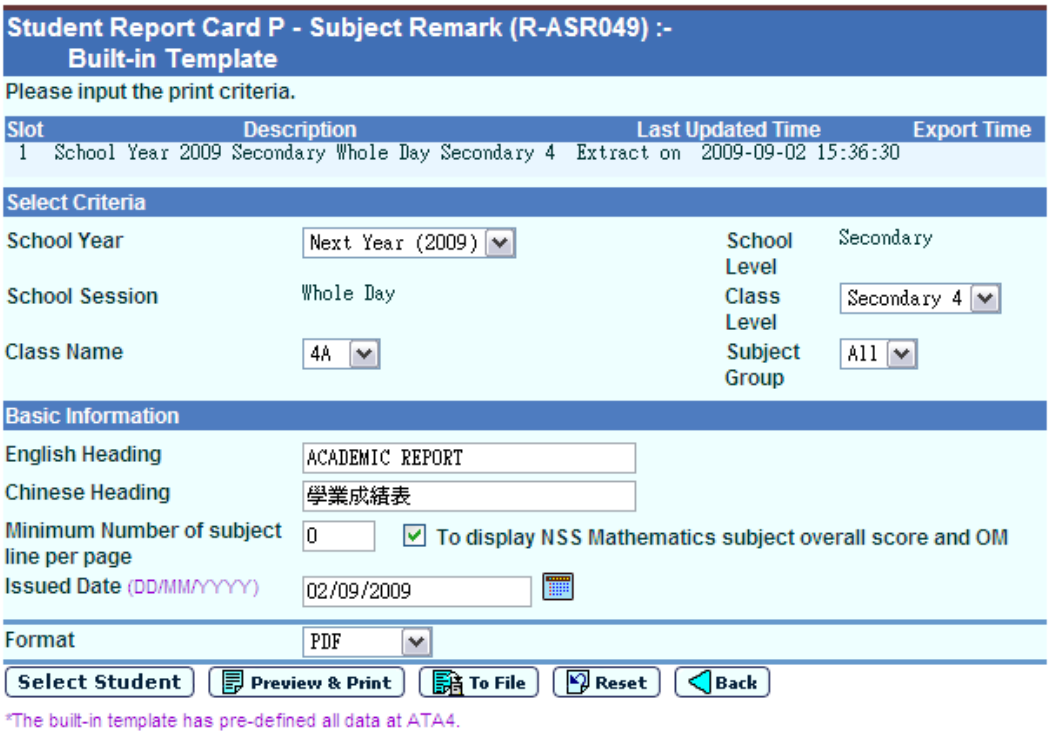
[S-ASR35-110] Assessment > Report



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1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Subject Group**.
2. For Basic Information, enter **English Heading**, **Chinese Heading**, **Minimum Number of subject line per page** and **Issued Date** if different.
3. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Select Student]** button to **Select Student for Student Report Card P – Subject Remark**.
6. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
7. Click the **[To File]** button to save the report into Report Repository.
8. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student

  User can see a student list page and choose the specific student in printing the report.

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

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📖 Notes

- The built-in Report P template with subject remarks is a single ATA template for printing 1st Term. This allows user to print the Report Card P for a particular ATA by simply modifying the ATA number of data fields.
- The build-in template has all pre-defined fields at ATA4
- User need to customize user's own Report Card P if user are print the report for different term or Assessments in the class level.
- User can specify the minimum number of the subject line in the report section.
- User can specify the Issue Date of the report in the screen. If it is not specified, system will retrieve the issue date from the class level setting.
- Option "Format" allows user to choose the output format, including PDF, Word, RichText or Excel.
- The option **To display NSS Mathematics subject overall score and OM** is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
- The old Other information section (In Group footer #5m to #5av of the template) of built-in Report P template can only show 3 X 11 fields of Other Information records, and each is limited to 120 characters. These constraints are released in the built-in Report P template of build 3.0.0.07072017, all records can be displayed properly (In Group footer #5ax to #5ay of the template).

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Select Student for Student Report Card P – Subject Remark

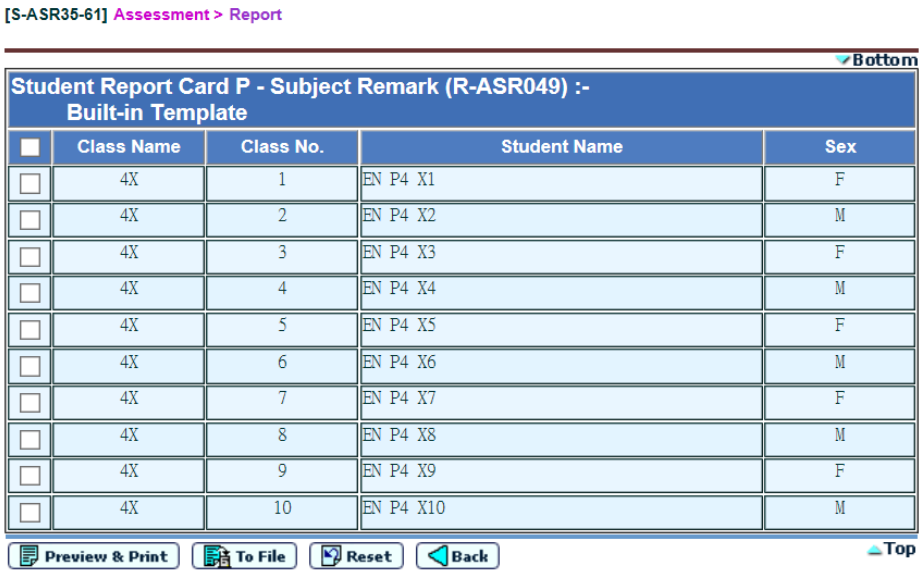
🕮 Function Description

"Select Student for Student Report Card P – Subject Remark" allows user to select particular students for printing the report card.

🕮 Pre-requisites

- Report P data set should be extracted or imported with data.
- Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.45 Student Report Card Q (R-ASR072)

Student Report Card Q

📖 Function Description

The function “Student Report Card Q (R-ASR072)” allows user to generate a formatted Report Card Q based on the selected printing criteria:

Available Report Layout	1. Single Assessment/Term/Annual
Report Printing Constraint	1. Class level runs maximum up to 26 ATA

Recommended number of subject printed within a page: 25

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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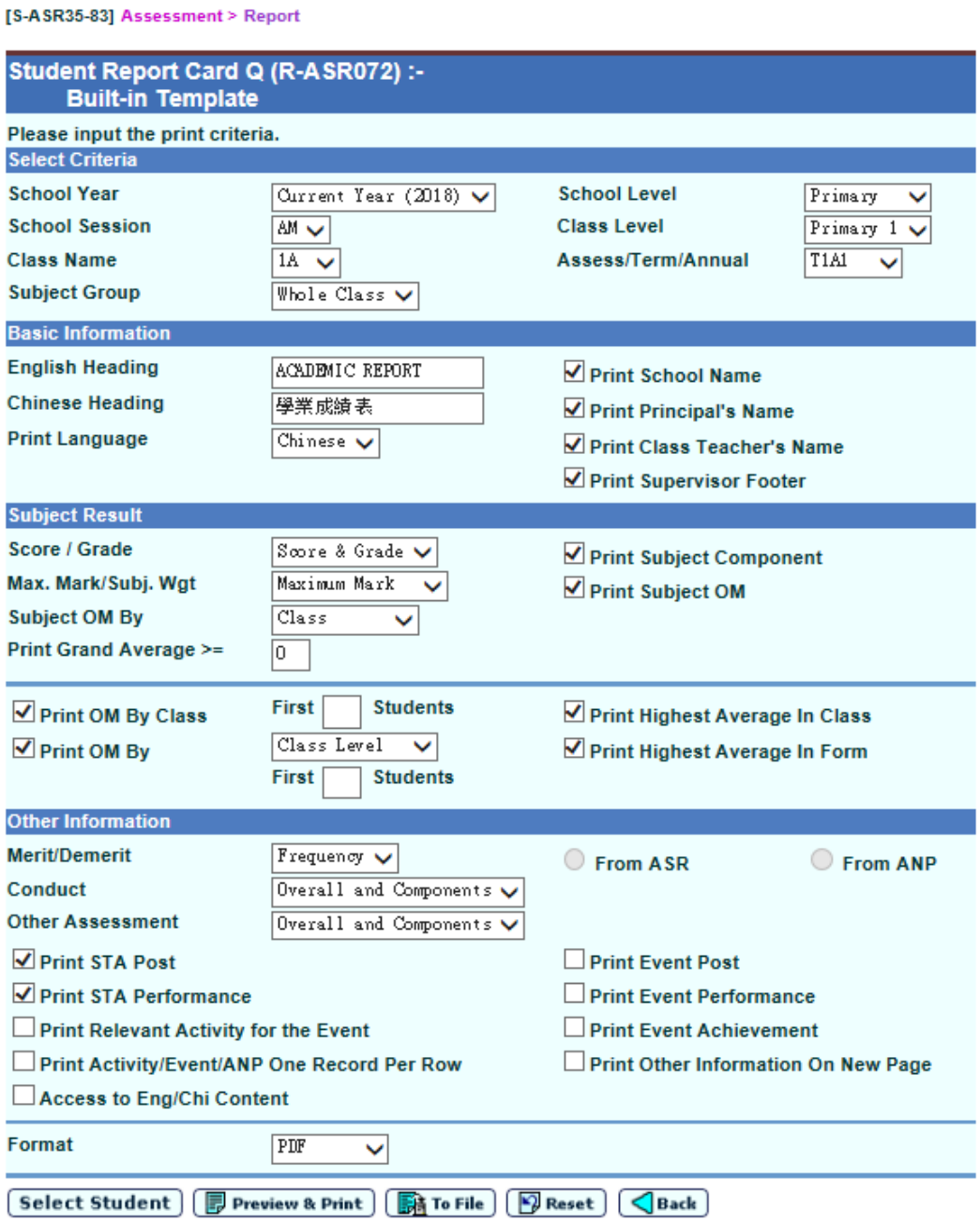
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assess/Term/Annual** and **Subject Group**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.

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c. Check the box to **Print School Name**.

d. Check the box to **Print Principal's Name**.

e. Check the box to **Print Class Teacher's Name**.

f. Check the box to **Print Supervisor Footer**.

3. For Subject Result,

   a. Select **Score / Grade**, **Max. Mark/Subj. Wgt.** and **Subject OM By**.

   b. Enter **Print Grand Average**.

   c. Check the box to **Print Subject Component**.

   d. Check the box to **Print Subject OM**.

   e. Check the box to **Print OM By Class**.

   f. Check the box to **Print OM By**.

   g. Check the box to **Print Highest Average In Class**.

   h. Check the box to **Print Highest Average In Form**.

   i. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.

4. For Other Information,

   a. Select **Merit/Demerit** (**From ASR** / **From ANP**), **Conduct** and **Other Assessment**.

   b. Check the box to **Print STA Post**.

   c. Check the box to **Print STA Performance**.

   d. Check the box to **Print Relevant Activity for the Event**.

   e. Check the box to **Print Event Post**.

   f. Check the box to **Print Event Performance**.

   g. Check the box to **Print Event Achievement**.

   h. Check the box to **Print Activity/Event /ANP One Record Per Row**.

   i. Check the box to **Print Other Information On New Page**.

   j. Check the box to **Access to Eng/ Chi Content**.

5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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6. Click the **[Select Student]** button to **Select Student for Student Report Card Q**.
7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
8. Click the **[To File]** button to save the report into Report Repository.
9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.

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Print Principal Name	Indicate whether the principal name is needed to print in the report card.
Print Teacher Name	Indicate whether the teacher name is needed to print in the report card.
Print Supervisor Footer	Indicate whether the Supervisor Signature section is needed to print in the report card.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Max. Mark/Subj. Wgt	Indicate whether the “Max. Mark” of the subject or the “Subject Weighting” should be indicated in the report card.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.
Print Subject Component	Indicate whether the subject components should also be printed in the report card. - Print Annual Result: Indicate whether “Annual” column is included in the report card or not.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Print Highest Average in Class	Indicate whether the highest student grand average of class is needed to print in the report.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not

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	Printed" in the report card. If the Award and Punishment is displayed as "Reason", user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.
Conduct	Indicate whether the "Overall conduct only", "Overall and component" or "Component only" should be printed in the report card.
Other Assessment	Indicate whether the "Overall Other Assessment only", "Overall Other Assessment and Component" or "Other Assessment Component only" should be printed in the report card.
Print Previous Term Comment	Indicate whether the comment of the previous term should be appended and printed in the report card or not.
Print STA Post	Indicate whether the student activity position is needed to print in the "Other Information" section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the "Other Information" section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the "Other Information" section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the "Other Information" section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the "Other Information" section of the report card.
Print Event Achievement	Indicate whether the student event achievement is needed to print in the "Other Information" section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the "Other Information" section of the report card.

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Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Select Student for Student Report Card Q

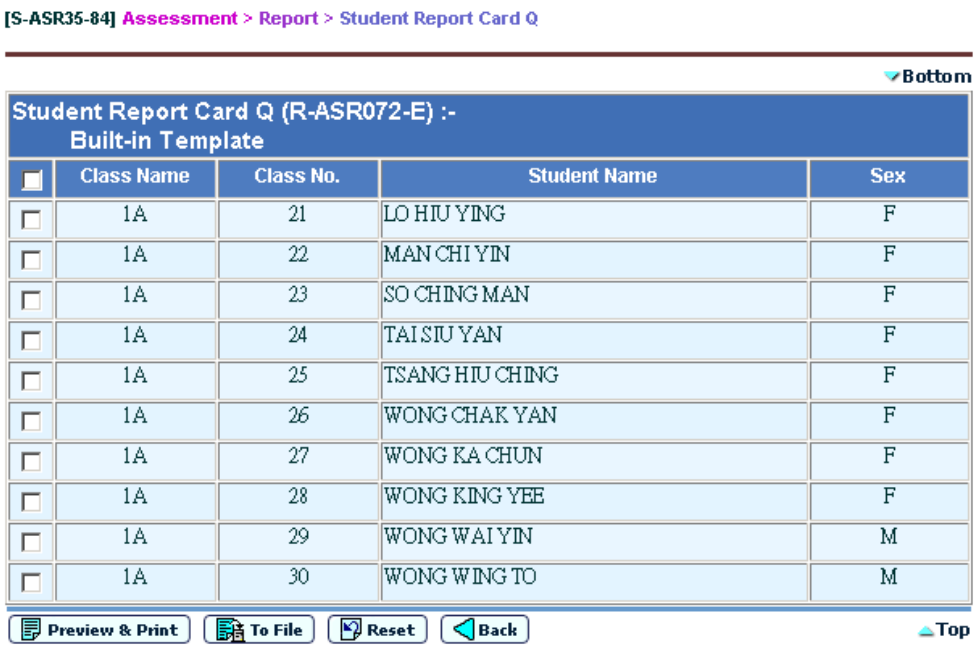
🕮 Function Description

The function “Select Student for Student Report Card Q” allows user to select student(s) for printing of Report Card Q.

🕮 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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🕮 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

🕮 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.46 Student Report Card R (R-ASR073)

Student Report Card R

📖 Function Description

The function “Student Report Card R (R-ASR073)” allows user to generate a formatted Report Card R based on the selected printing criteria.

Available Report Layout	1. Two Assessments and one term if parameter “term” is chosen 2. Two terms and one annual when such parameter as “annual” is chosen

Recommended number of subject printed within a page: 25

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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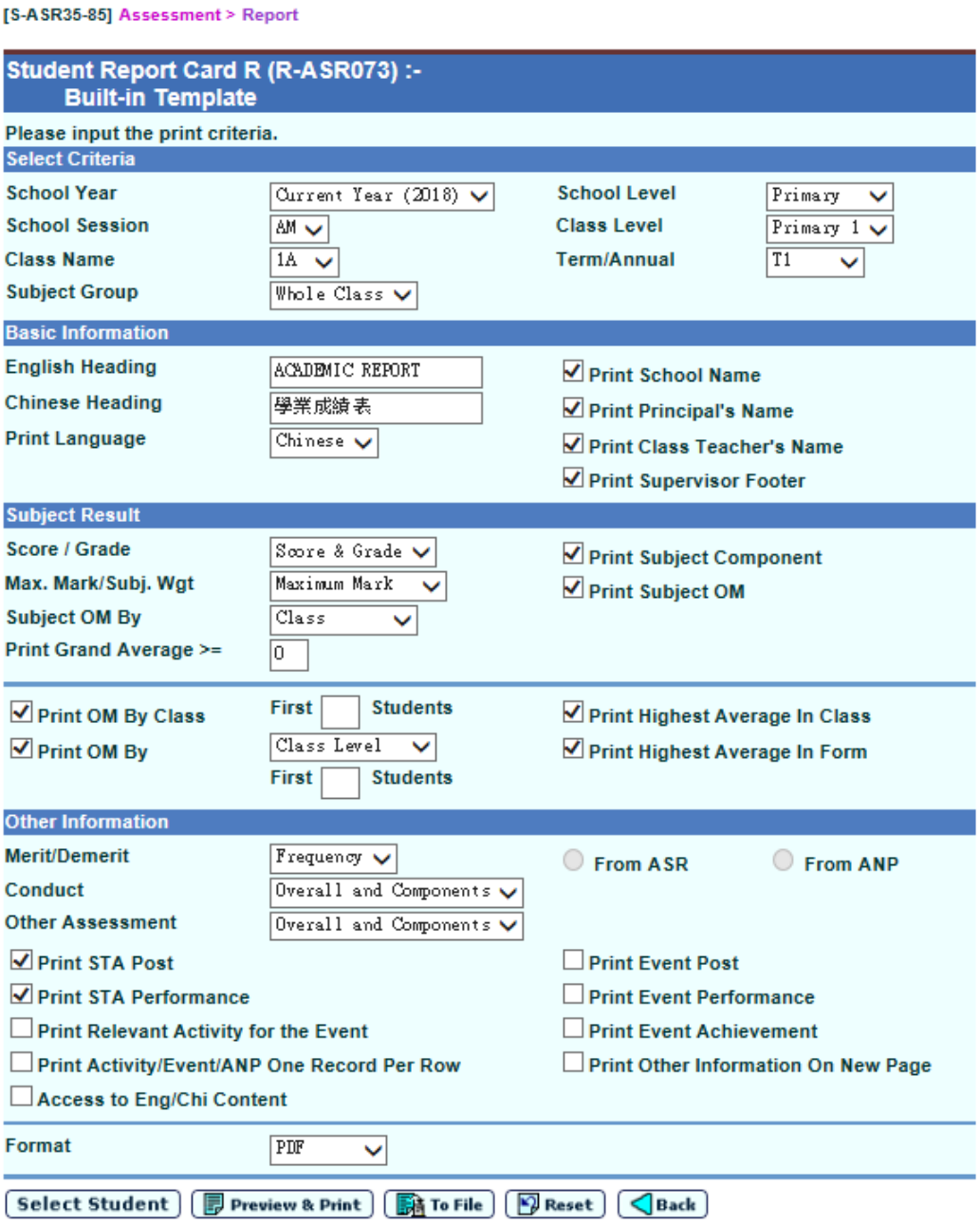
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Term\Annual** and **Subject Group**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.
   c. Check the box to **Print School Name**.

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d. Check the box to **Print Principal's Name**.

e. Check the box to **Print Class Teacher's Name**.

f. Check the box to **Print Supervisor Footer**.

3. For Subject Result,

   a. Select **Score / Grade**, **Max. Mark/Subj. Wgt.** and **Subject OM By**.

   b. Enter **Print Grand Average**.

   c. Check the box to **Print Subject Component**.

   d. Check the box to **Print Subject OM**.

   e. Check the box to **Print OM By Class**.

   f. Check the box to **Print OM By**.

   g. Check the box to **Print Highest Average In Class**.

   h. Check the box to **Print Highest Average In Form**.

   i. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.

4. For Other Information,

   a. Select **Merit/Demerit** (**From ASR** / **From ANP**), **Conduct** and **Other Assessment**.

   b. Check the box to **Print STA Post**.

   c. Check the box to **Print STA Performance**.

   d. Check the box to **Print Relevant Activity for the Event**.

   e. Check the box to **Print Event Post**.

   f. Check the box to **Print Event Performance**.

   g. Check the box to **Print Event Achievement**.

   h. Check the box to **Print Activity/Event /ANP One Record Per Row**.

   i. Check the box to **Print Other Information On New Page**.

   j. Check the box to **Access to Eng/ Chi Content**.

5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

6. Click the **[Select Student]** button to **Select Student for Student Report Card R**.

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7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
8. Click the **[To File]** button to save the report into Report Repository.
9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

All underlying assessments will be extracted into the temporary database behind the report if “term” is selected. All underlying terms will be extracted into the temporary database when parameter “annual” is selected. With support of the temporary data set, you may customize the report template to include more assessment and term.

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.

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Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.
Print Principal Name	Indicate whether the principal name is needed to print in the report card.
Print Teacher Name	Indicate whether the teacher name is needed to print in the report card.
Print Supervisor Footer	Indicate whether the Supervisor Signature section is needed to print in the report card.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Max. Mark/Subj. Wgt	Indicate whether the “Max. Mark” of the subject or the “Subject Weighting” should be indicated in the report card.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.
Print Subject Component	Indicate whether the subject components should also be printed in the report card.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Print Annual Result	Indicate whether “Annual” column is included in the report card or not.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.

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Print Highest Average in Class	Indicate whether the highest student grand average of class is needed to print in the report.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not Printed” in the report card. If the Award and Punishment is displayed as “Reason”, user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.
Conduct	Indicate whether the “Overall conduct only”, “Overall and component” or “Component only” should be printed in the report card.
Other Assessment	Indicate whether the “Overall Other Assessment only”, “Overall Other Assessment and Component” or “Other Assessment Component only” should be printed in the report card.
Print Previous Term Comment	Indicate whether the comment of the previous term should be appended and printed in the report card or not.
Print STA Post	Indicate whether the student activity position is needed to print in the “Other Information” section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the “Other Information” section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the “Other Information” section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the “Other Information” section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the “Other Information” section of the report card.

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Print Event Achievement	Indicate whether the student event achievement is needed to print in the “Other Information” section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the “Other Information” section of the report card.
Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Select Student for Student Report Card R

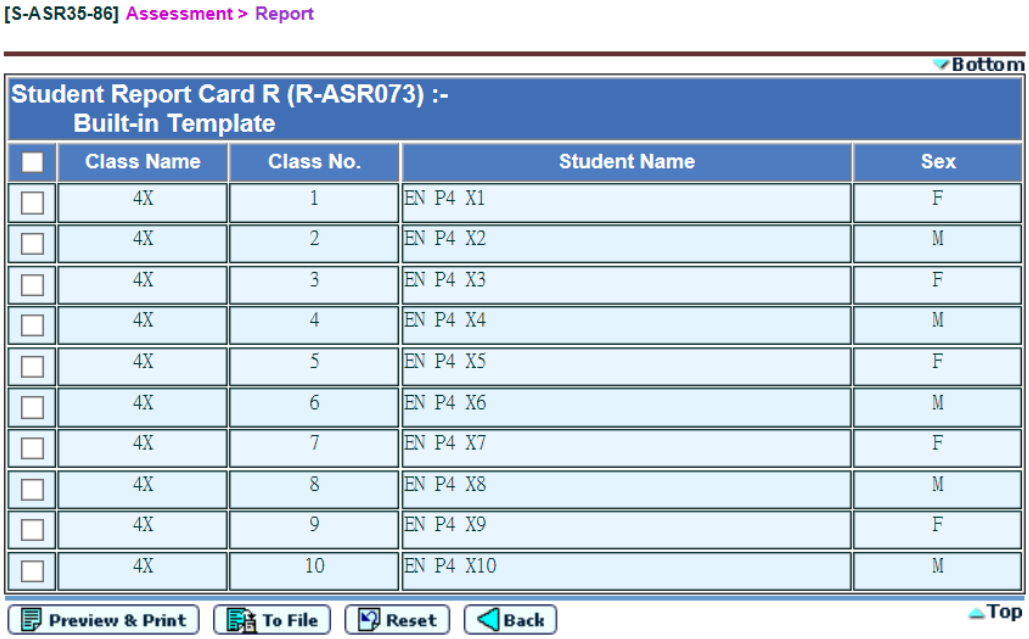
Function Description

The function “Select Student for Student Report Card R” allows user to select particular students for printing the report card.

Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures


[S-ASR35-86] Assessment > Report

Bottom

Student Report Card R (R-ASR073) :-
Built-in Template

	Class Name	Class No.	Student Name	Sex
☐	4X	1	EN P4 X1	F
☐	4X	2	EN P4 X2	M
☐	4X	3	EN P4 X3	F
☐	4X	4	EN P4 X4	M
☐	4X	5	EN P4 X5	F
☐	4X	6	EN P4 X6	M
☐	4X	7	EN P4 X7	F
☐	4X	8	EN P4 X8	M
☐	4X	9	EN P4 X9	F
☐	4X	10	EN P4 X10	M

Preview & Print | To File | Reset | Back

Top

1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.47 Student Report Card S (R-ASR074)

Student Report Card S

📖 Function Description

The function “Student Report Card S (R-ASR074)” allows user to generate report based on the selected print report criteria.

Available Report Layout	1. Single Assessment/Term/Annual
Report Printing Constraint	1. Class level runs maximum up to 26 ATA

Recommended number of subject printed within a page: 20

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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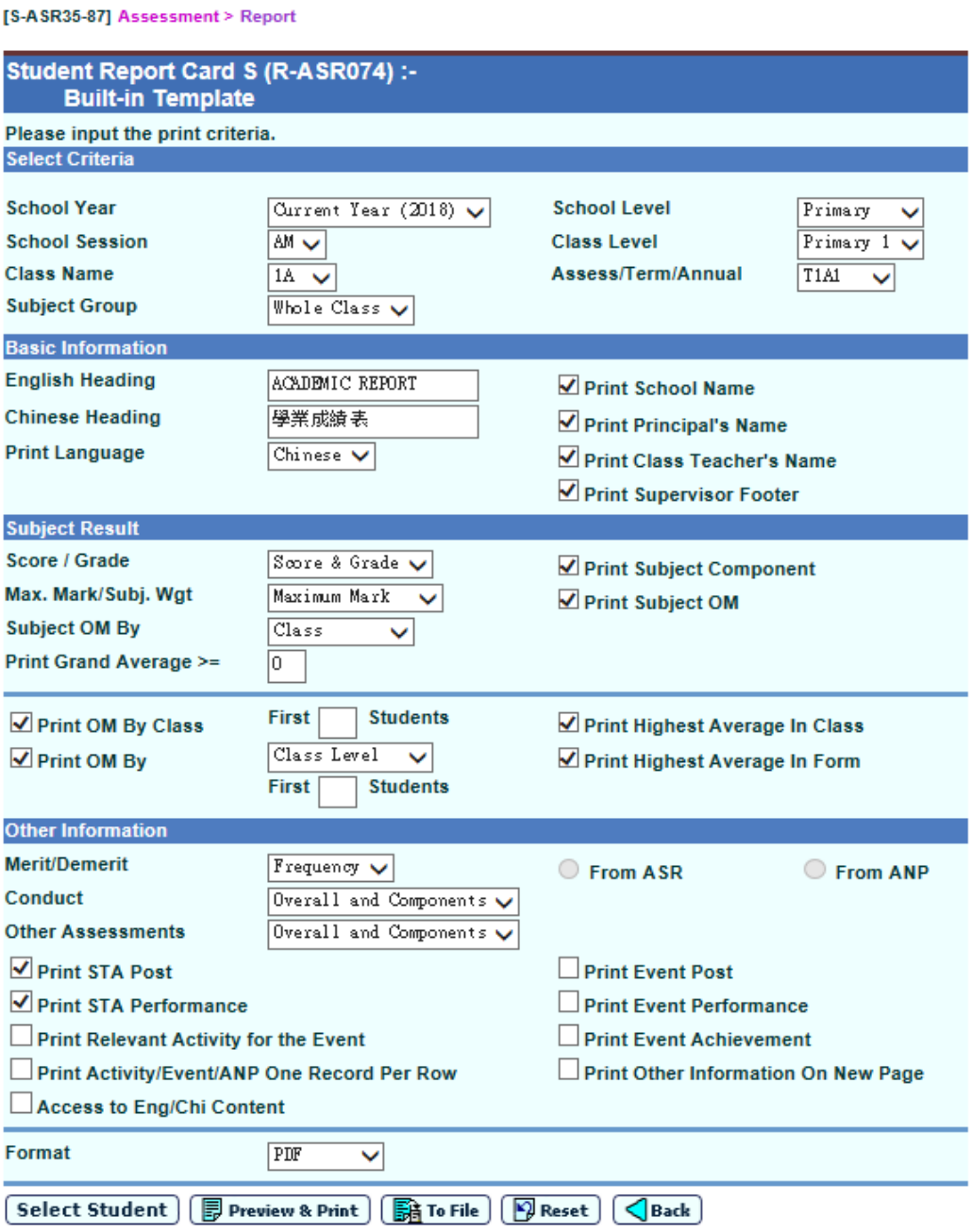
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assess/Term/Annual** and **Subject Group**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.

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c. Check the box to **Print School Name**.

d. Check the box to **Print Principal's Name**.

e. Check the box to **Print Class Teacher's Name**.

f. Check the box to **Print Supervisor Footer**.

3. For Subject Result,

a. Select **Score / Grade**, **Max. Mark/Subj. Wgt.** and **Subject OM By**.

b. Enter **Print Grand Average**.

c. Check the box to **Print Subject Component**.

d. Check the box to **Print Subject OM**.

e. Check the box to **Print OM By Class**.

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f. Check the box to **Print OM By**.

g. Check the box to **Print Highest Average In Class**.

h. Check the box to **Print Highest Average In Form**.

i. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.

4. For Other Information,

   a. Select **Merit/Demerit** (**From ASR** / **From ANP**), **Conduct** and **Other Assessment**.

   b. Check the box to **Print STA Post**.

   c. Check the box to **Print STA Performance**.

   d. Check the box to **Print Relevant Activity for the Event**.

   e. Check the box to **Print Event Post**.

   f. Check the box to **Print Event Performance**.

   g. Check the box to **Print Event Achievement**.

   h. Check the box to **Print Activity/Event /ANP One Record Per Row**.

   i. Check the box to **Print Other Information On New Page**.

   j. Check the box to **Access to Eng/ Chi Content**.

5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

6. Click the **[Select Student]** button to **Select Student for Student Report Card S**.

7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

8. Click the **[To File]** button to save the report into Report Repository.

9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student

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User can see a student list page and choose the specific student in printing the report.

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.
Print Principal Name	Indicate whether the principal name is needed to print in the report card.
Print Teacher Name	Indicate whether the teacher name is needed to print in the report card.
Print Supervisor Footer	Indicate whether the Supervisor Signature section is needed to print in the report card.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Max. Mark/Subj. Wgt	Indicate whether the “Max. Mark” of the subject or the “Subject Weighting” should be indicated in the report card.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.

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Print Subject Component	Indicate whether the subject components should also be printed in the report card.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Print Annual Result	Indicate whether “Annual” column is included in the report card or not.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Print Highest Average in Class	Indicate whether the highest student grand average of class is needed to print in the report.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not Printed” in the report card. If the Award and Punishment is displayed as “Reason”, user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.
Conduct	Indicate whether the “Overall conduct only”, “Overall and component” or “Component only” should be printed in the report card.
Other Assessment	Indicate whether the “Overall Other Assessment only”, “Overall Other Assessment and Component” or “Other Assessment Component only” should be printed in the report card.

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Print Previous Term Comment	Indicate whether the comment of the previous term should be appended and printed in the report card or not.
Print STA Post	Indicate whether the student activity position is needed to print in the “Other Information” section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the “Other Information” section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the “Other Information” section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the “Other Information” section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the “Other Information” section of the report card.
Print Event Achievement	Indicate whether the student event achievement is needed to print in the “Other Information” section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the “Other Information” section of the report card.
Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Select Student for Student Report Card S

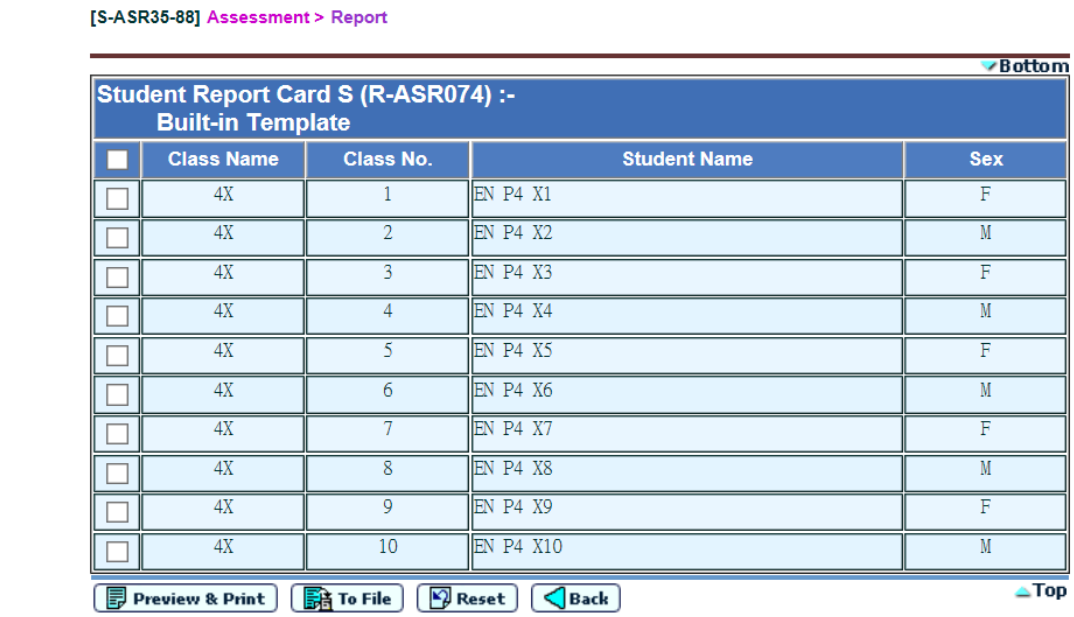
Function Description

The function “Select Student for Student Report Card S” allows user to generate report for the selected students based on the printing criteria set in previous screen.

Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.

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4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.48 Student Report Card T (R-ASR050)

Student Report Card T

📖 Function Description

The function “Student Report Card T (R-ASR050)” allows user to generate report based on the selected printing criteria.

Available Report Layout	1. Single Assessment/Term/Annual
Report Printing Constraint	1. Class level runs maximum up to 26 ATA

Recommended number of subject printed within a page: 20

📖 Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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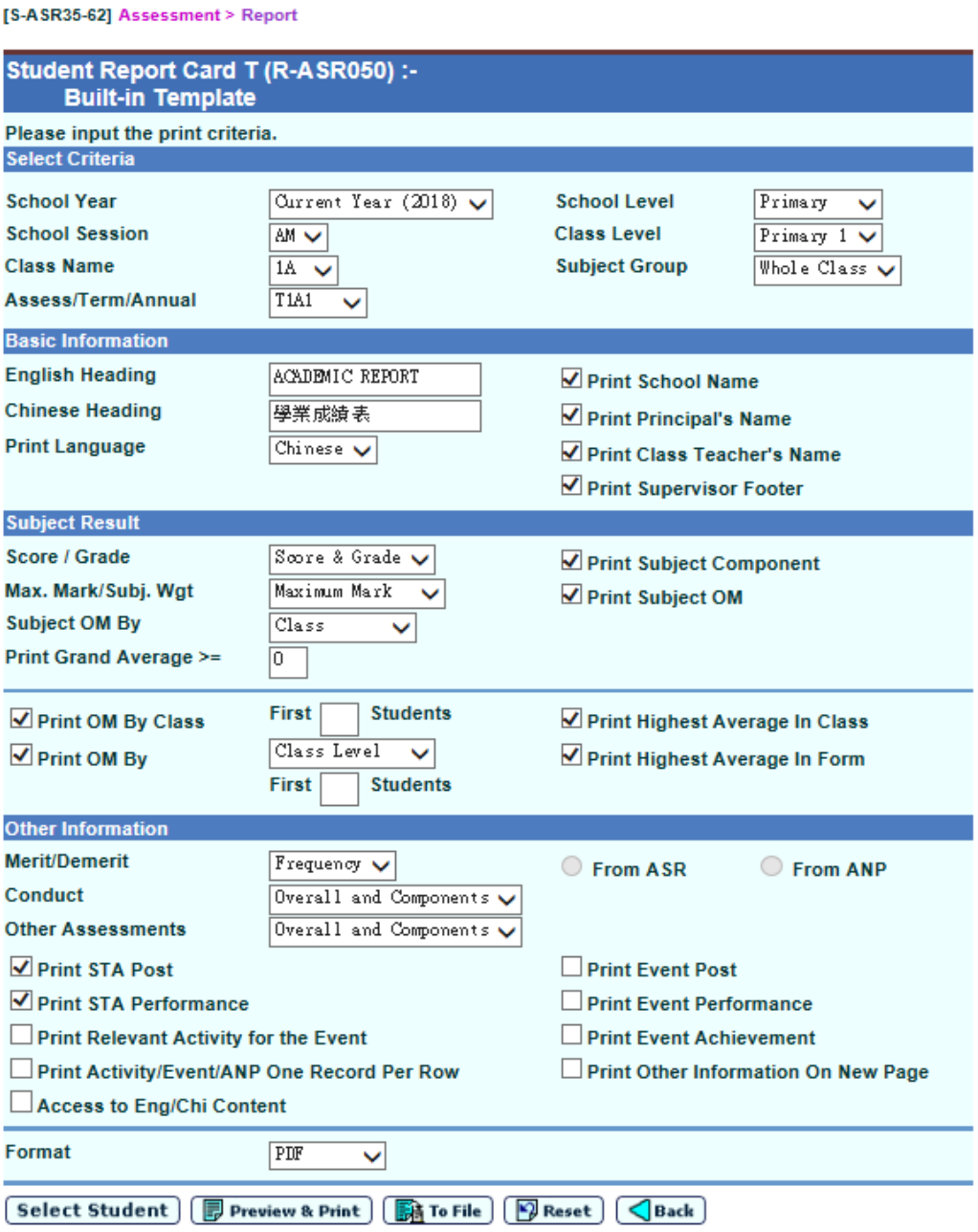
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Subject Group** and **Assess/Term/Annual**.
2. For Basic Information,
   a. Enter **English Heading** and **Chinese Heading** if different.
   b. Select **Print Language**.

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c. Check the box to **Print School Name**.

d. Check the box to **Print Principal's Name**.

e. Check the box to **Print Class Teacher's Name**.

f. Check the box to **Print Supervisor Footer**.

3. For Subject Result,

a. Select **Score / Grade**, **Max. Mark/Subj. Wgt.** and **Subject OM By**.

b. Enter **Print Grand Average**.

c. Check the box to **Print Subject Component**.

d. Check the box to **Print Subject OM**.

e. Check the box to **Print OM By Class**.

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f. Check the box to **Print OM By**.

g. Check the box to **Print Highest Average In Class**.

h. Check the box to **Print Highest Average In Form**.

i. If **School Year** and **Class Level** are selected in NSS (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6), the checkbox **To display NSS Mathematics subject overall score and OM** would be available.

4. For Other Information,

   a. Select **Merit/Demerit** (**From ASR** / **From ANP**), **Conduct** and **Other Assessments**.

   b. Check the box to **Print STA Post**.

   c. Check the box to **Print STA Performance**.

   d. Check the box to **Print Relevant Activity for the Event**.

   e. Check the box to **Print Event Post**.

   f. Check the box to **Print Event Performance**.

   g. Check the box to **Print Event Achievement**.

   h. Check the box to **Print Activity/Event /ANP One Record Per Row**.

   i. Check the box to **Print Other Information On New Page**.

   j. Check the box to **Access to Eng/ Chi Content**.

5. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

6. Click the **[Select Student]** button to **Select Student for Student Report Card T**.

7. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

8. Click the **[To File]** button to save the report into Report Repository.

9. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student

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User can see a student list page and choose the specific student in printing the report.

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
English Heading	Entered text will be displayed as English heading of the report card.
Chinese Heading	Entered text will be displayed as Chinese heading of the report card.
Print Language	Specify the language for displaying the result of “Other Information” and “Comment” section.
Print School Name	Indicate whether the school name is needed to print in the report card.
Print Principal Name	Indicate whether the principal name is needed to print in the report card.
Print Teacher Name	Indicate whether the teacher name is needed to print in the report card.
Print Supervisor Footer	Indicate whether the Supervisor Signature section is needed to print in the report card.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Max. Mark/Subj. Wgt	Indicate whether the “Max. Mark” of the subject or the “Subject Weighting” should be indicated in the report card.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.

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Print Grand Average	Indicate whether the grand average of student is included in the report cards.
Print Subject Component	Indicate whether the subject components should also be printed in the report card.
Print Annual Result	Indicate whether “Annual” column is included in the report card or not.
To display NSS Mathematics subject overall score and OM	The option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, 2011 S4, S5 & S6, and S6, after 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Print Highest Average in Class	Indicate whether the highest student grand average of class is needed to print in the report.
Print Highest Average in Form	Indicate whether the highest student grand average of form is needed to print in the report.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed as “Reason”, “Frequency” or even “Not Printed” in the report card. If the Award and Punishment is displayed as “Reason”, user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.

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Conduct	Indicate whether the “Overall conduct only”, “Overall and component” or “Component only” should be printed in the report card.
Other Assessment	Indicate whether the “Other Assessment only”, “Other Assessment and component” or “Component only” should be printed in the report card.
Print STA Post	Indicate whether the student activity position is needed to print in the “Other Information” section of the report card.
Print STA Performance	Indicate whether the student activity performance is needed to print in the “Other Information” section of the report card.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the “Other Information” section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the “Other Information” section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the “Other Information” section of the report card.
Print Event Achievement	Indicate whether the student event achievement is needed to print in the “Other Information” section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the “Other Information” section of the report card.
Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Select Student for Student Report Card T

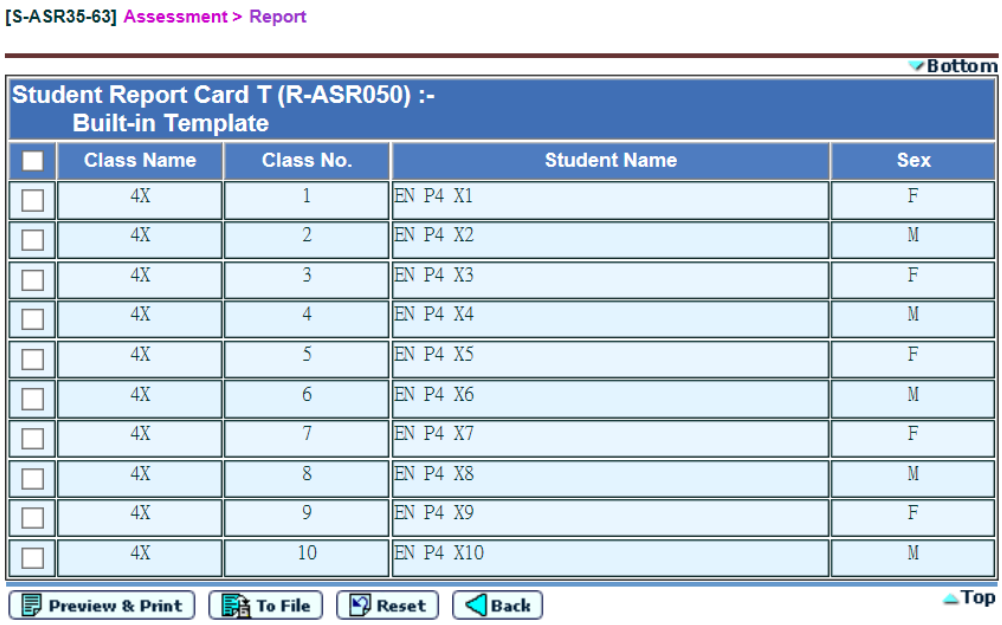
Function Description

The function “Select Student for Student Report Card T” allows user to select particular students for printing the report card.

Pre-requisites

- Assessment Profile is confirmed.
- Student assessment data are fully input.
- Consolidation is done.
- Promotion exercise must be completed when annual report is being printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.

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2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  Report card for particular students can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

User can check the checkbox to select all the students in the list and print in the report card. It may take a longer time for processing if all students are chosen.

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2.8.49 Student Subject Remark List (By Grade and Free Text) (R-ASR071-E)

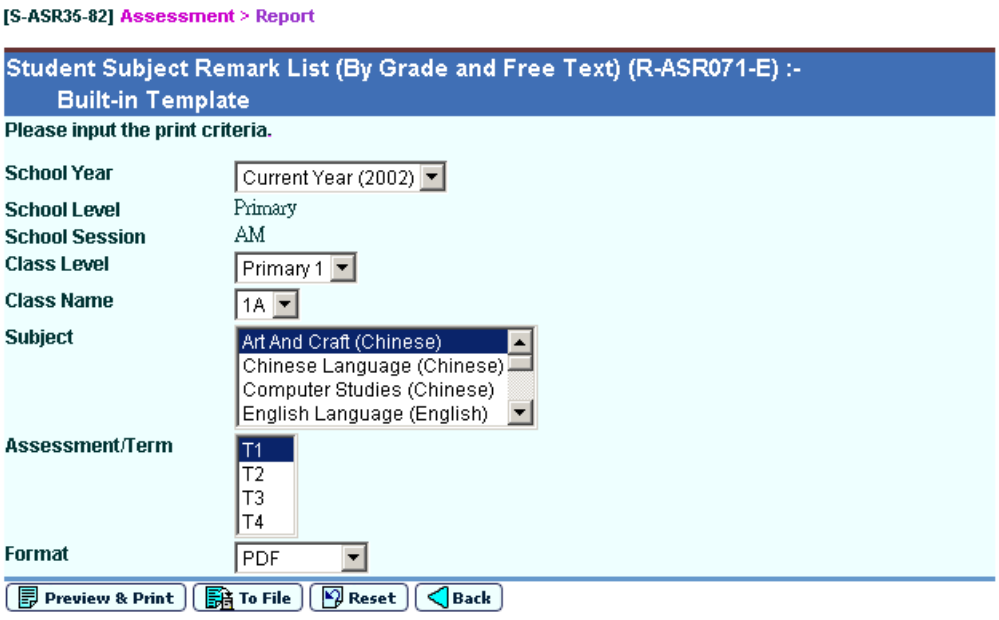
🕮 Function Description

The report “Student Subject Remark List (By Grade and Free Text) (R-ASR071-E)” allows user to print both grade and free text for subject remark for a particular subject listed by students.

🕮 Pre-requisites

- Subject remarks are setup for the selected subject.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Subject** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The grade and free text of subject remark are printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- System will group students’ result under the same subject remark.
- User can select “All” classes, multiple subjects and multiple ATAs for printing the subject remark list. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.50 Student Subject Remark List (By Grade) (R-ASR064-E)

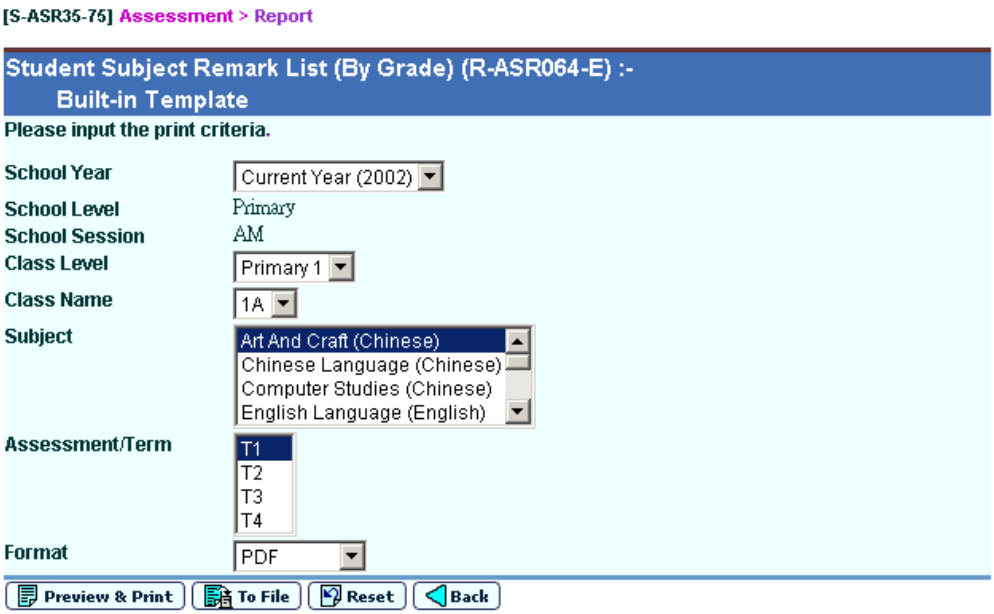
Function Description

The report “Student Subject Remark List (By Grade) (R-ASR064-E)” allows user to print the grade of student subject remark for a particular subject.

Pre-requisites

- Subject remarks are setup for the selected subject.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Subject** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The selected report is generated for user to preview in a pop-up screen in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can see all the subject remarks for the subject horizontally in the report layout.
- User can select “All” classes, multiple subjects and multiple ATAs for printing the subject remark list. However, option “All” is not encouraged due to long processing time, unless if necessary. Users can choose to click on the “To File” button to generate report(s) in batch at the system background. Unlike “Preview & Print”, this will allow user to continue operations rather than waiting the generation of report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.51 Student Transcript A (R-ASR032)

Student Transcript A

📖 Function Description

The report “Student Transcript A (R-ASR032)” allows user to print the student annual results for all years in a concise format. Subject annual scores for different years are printed horizontally.

📖 Pre-requisites

- Subject scores of students must be inputted.
- Consolidation on Annual must be done.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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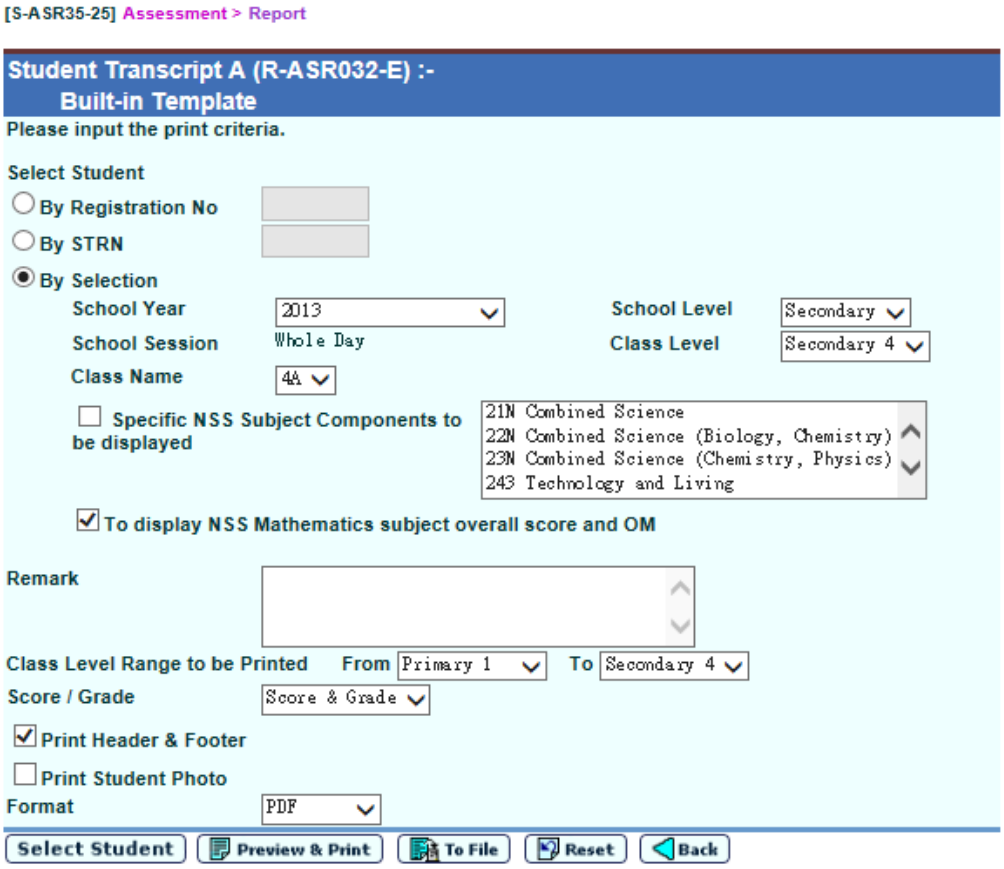

1. Select Student **By Registration No**, **By STRN** or **By Selection**.
2. For **By Selection**, specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
3. Enter the **Remark**.
4. If **School Year** and **Class Level** of NSS are selected (i.e. 2009 S4, 2010 S4 and S5, from 2011 S4, S5 and S6), two more options on **NSS Subject Component to be displayed** and **To display NSS Mathematics subject overall score and OM** would be available.
5. Select **Class Level Range to be Printed**.
6. Select **Score / Grade**.
7. Click the box to **Print Header & Footer**.
8. Click the box to **Print Student Photo**.
9. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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10. Click the **[Select Student]** button to **Student Listing for Student Transcript A**.
11. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
12. Click the **[To File]** button to save the report into Report Repository.
13. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The annual results of student will be listed in the report. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- All academic results of student in the selected years will be listed horizontally.
- User can select a student for printing the academic results by inputting the registration number, STRN or class information.
- User can input the description to the “Remark” textbox. The remark will be listed at the end of transcript of each student.
- The option **NSS Subject Component to be displayed** is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 & S5, from 2011 S4, S5 & S6). User can choose to show the component(s) score and order of merit of the preloaded NSS subjects by

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checking the check box and selecting the preloaded NSS subjects in the multiple selection box.

- The option **To display NSS Mathematics subject overall score and OM** is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, from 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
- User can decide to print the academic record(s) within the selected class level range in the option **Class Level Range to be Printed**.
- Report Option: Indicate the option affecting the score subject only. The score subject will display score only, grade only or score and grade if user chooses the “Score Only”, “Grade Only” and “Score & Grade”, respectively.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- Student Transcript A supports a maximum of 27-year academic records.

Student Listing for Student Transcript A

📖 Function Description

The function “Student Listing for Student Transcript A” allows user to choose the student(s) for printing of transcript.

📖 Pre-requisites

- Subject assessment results of the student should be inputted for current and past year before they can be printed.
- Consolidation should be done before the order of merit, subject scores (subject with components), etc can be printed.

🖱 User Procedures

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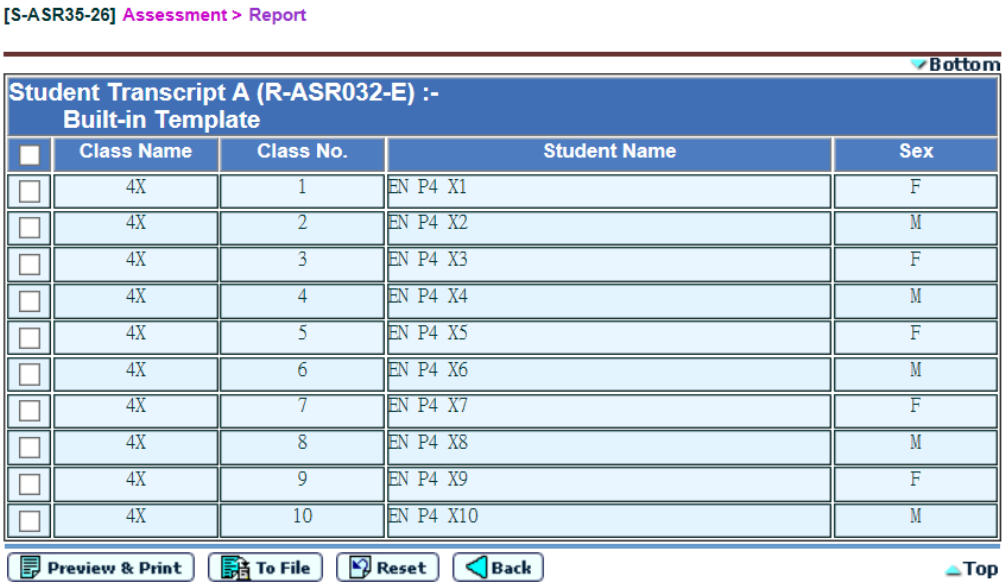

1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The annual results of student will be listed in the report. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

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🕮 Notes

- User can select all students by checking the check box in the header of the table. It may take a longer processing time if all students are chosen.
- Or select some students by checking the check boxes at the left hand side.

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2.8.52 Student Transcript B (R-ASR033)

Student Transcript B

📖 Function Description

The report “Student Transcript B (R-ASR033)” allows user to print the student annual results of all years in a concise format. The annual results of each student in different years will be listed vertically.

📖 Pre-requisites

- Subject scores of students must be inputted.
- Consolidation on Annual must be done.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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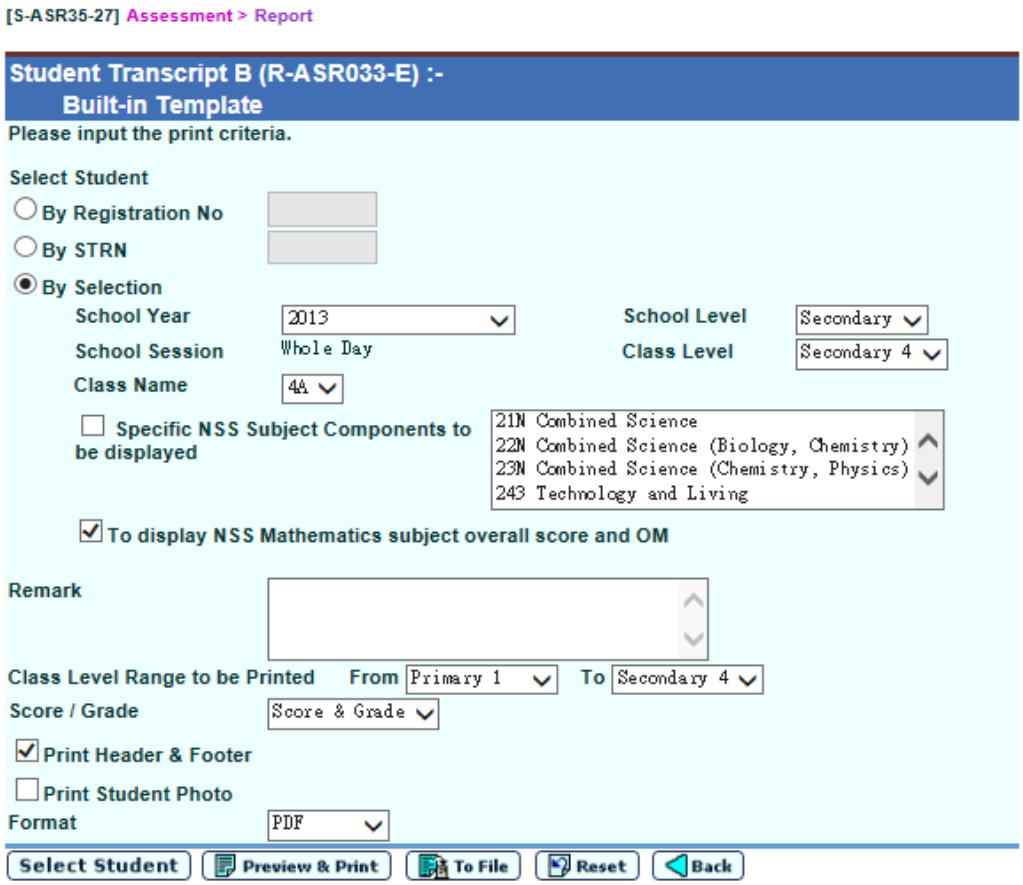

1. Select Student **By Registration No**, **By STRN** or **By Selection**.
2. For **By Selection**, specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
3. Enter the **Remark**.
4. If **School Year** and **Class Level** of NSS are selected (i.e. 2009 S4, 2010 S4 and S5, from 2011 S4, S5 and S6), two more options on **NSS Subject Component to be displayed** and **To display NSS Mathematics subject overall score and OM** would be available.
5. Select **Class Level Range to be Printed**.
6. Select **Score / Grade**.
7. Click the box to **Print Header & Footer**.
8. Click the box to **Print Student Photo**.
9. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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10. Click the **[Select Student]** button to **Student Listing for Student Transcript B**.
11. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
12. Click the **[To File]** button to save the report into Report Repository.
13. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The annual results of student will be listed in the report. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- Select Student
  User can see a student list page and choose the specific student in printing the report.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- The annual results of the selected student in all years will be listed vertically.
- User can print all academic results of the selected student for all ATA by inputting the registration number, STRN or class information.
- User can input the description to the “Remark” textbox. The remark will be listed at the end of transcript of each student.

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- The options **NSS Subject Component to be displayed** is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, from 2011 S4, S5 and S6). User can choose to show the component(s) score and order of merit of the preloaded NSS subjects by checking the check box and selecting the preloaded NSS subjects in the multiple selection box.
- The option **To display NSS Mathematics subject overall score and OM** is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, from 2011 S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
- User can decide to print the academic record(s) within the selected class level range in the option **Class Level Range to be Printed**.
- Report Option: Indicate the option affecting the score subject only. The score subject will display “score only”, “grade only” or “score and grade” if user chooses the “Score Only”, “Grade Only” and “Score & Grade”, respectively.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

Student Listing for Student Transcript B

🕮 Function Description

The function “Student Listing for Student Transcript B” allows user to choose which student for printing the transcript.

🕮 Pre-requisites

- Subject assessment results of the student should be inputted for current and past year before they can be printed.
- Consolidation should be done before the order of merit, subject scores (subject with components), etc can be printed.

🖱 User Procedures

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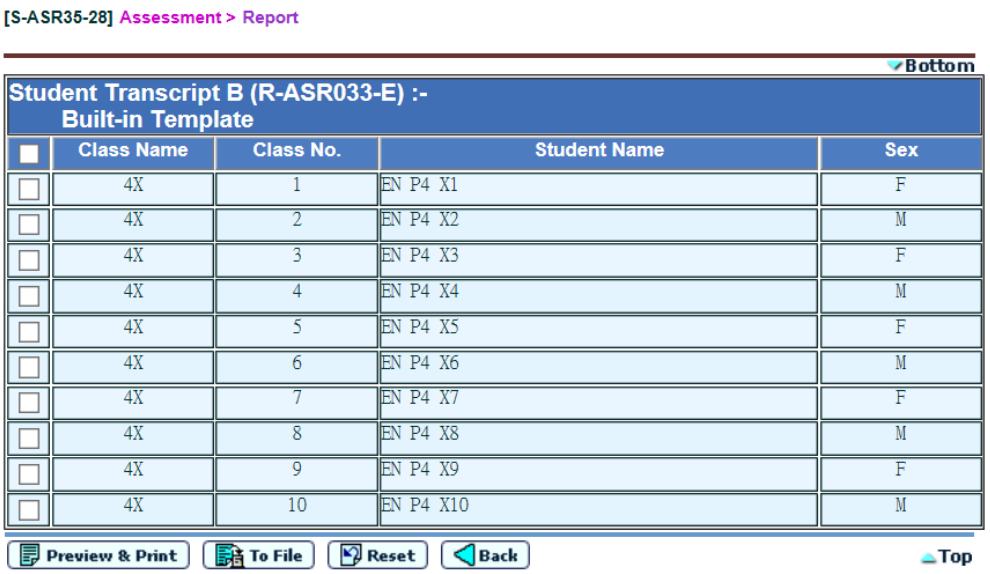

1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.
4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The annual results of student will be listed in the report. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

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🕮 Notes

- User can select all students by checking the check box in the header of the table.
- Multiple selections of students can be achieved by checking the check boxes at the left hand side.

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2.8.53 Student Transcript C (R-ASR034)

Student Transcript C

📖 Function Description

The report “Student Transcript C (R-ASR034)” allows user to print the student academic results all years in a concise format. The academic results of different years will be listed vertically. Apart from the subject scores, information such as other assessments, subject comments and subject remarks will also be listed in the Transcript C.

📖 Pre-requisites

- Subject assessment results of the student should be inputted for current and past year before they can be printed.
- Consolidation should be done before the order of merit, subject scores (subject with components), etc can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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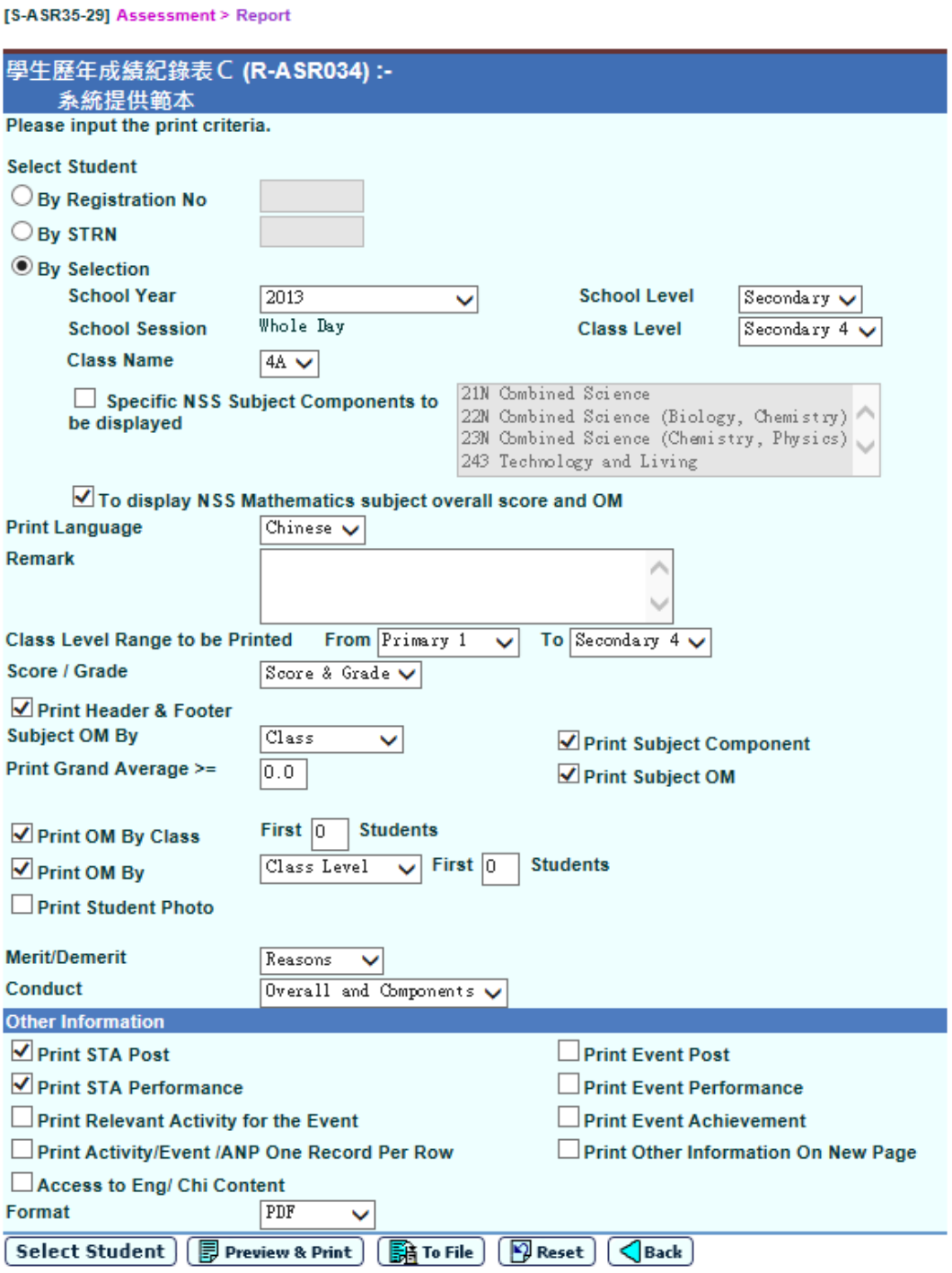

1. Select Student **By Registration No**, **By STRN** or **By Selection**.
2. For **By Selection**, specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
3. Enter the **Remark**.

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4. If **School Year** and **Class Level** of NSS are selected (i.e. 2009 S4, 2010 S4 and S5, from 2011 S4, S5 and S6), two more options on **NSS Subject Components to be displayed** and **To display NSS Mathematics subject overall score and OM** would be available.
5. Select **Class Level Range to be Printed**.
6. Select **Score / Grade**.
7. Click the box to **Print Header & Footer**.
8. Select **Subject OM By**.
9. Enter **Print Grand Average**.
10. Click the box to **Print Subject Component**.
11. Click the box to **Print Subject OM**.
12. Click the box to **Print OM By**.
13. Click the box to **Print Student Photo**.
14. Select **Merit/Demerit** and **Conduct**.
15. Click the box to **Print STA Post**.
16. Click the box to **Print STA Performance**.
17. Click the box to **Print Relevant Activity for the Event**.
18. Click the box to **Print Event Post**.
19. Click the box to **Print Event Performance**.
20. Click the box to **Print Event Achievement**.
21. Click the box to **Print Activity/Event /ANP One Record Per Row**
22. Click the box to **Print Other Information On New Page**.
23. Click the box to **Access to Eng/ Chi Content**.
24. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
25. Click the **[Select Student]** button to **Student Listing for Student Transcript C**.
26. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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27. Click the **[To File]** button to save the report into Report Repository.
28. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Select Student
  User can see a student list page and choose the specific student in printing the report.
- Preview & Print
  The annual results of student will be listed in the report. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File
  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

Option Name	**Function**
Print Language	Specify the language for displaying the results of “Other Information” and “Comment” section.
NSS Subject Component to be displayed	This option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, from 2011 S4, S5 and S6). User can choose to show the component(s) scores and order of merit of the preloaded NSS subjects by checking the check box and selecting the preloaded NSS subjects in the multiple selection box.
To display NSS Mathematics subject overall score and OM	This option is only available to the new senior secondary students who are registered from school year 2009 (i.e. 2009 S4, 2010 S4 and S5, from 2011

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	S4, S5 and S6). The corresponding NSS Mathematics full mark, OM, score and grade will be excluded in the report card if this option is unchecked.
Class Level Range to be Printed	Only the academic record(s) within the selected class level range would be printed in the report.
Score/Grade	Indicate whether score and grade, score only or grade only should be printed for subjects.
Subject OM By	Indicate whether the class subject OM or class level subject OM should be printed in the report card.
Print Grand Average	Indicate whether the grand average of the student is needed to be printed in the report.
Print OM By Class	Indicate whether the student OM by class is needed in the report or not.
Print OM By	Indicate whether the student OM is needed in the report or not. And specify which type of the student OM: “Class Level”, “Stream” or “Subject Group” is need in the report.
Print Subject Component	Indicate whether the subject components should also be printed in the report.
Print Subject OM	Indicate whether the subject OM is printed in the report.
Merit/Demerit (From ASR and From ANP)	Indicate whether the Award and Punishment is displayed by “Reason”, “Frequency” or “Not Printed” in the report. If the Award and Punishment is displayed by “Reason”, user can further choose whether the reason is directly read from the ANP or from the captured value from the ASR.
Conduct	Indicate whether the “Overall conduct only”, “Overall and component” or “Component only” should be printed in the report.
Print STA Post	Indicate whether the student activity position is needed to print in the “Other Information” section of the report.

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Print STA Performance	Indicate whether the student activity performance is needed to print in the “Other Information” section of the report.
Print Relevant Activity for the Event	Indicate whether the relevant activity for the event is needed to print in the “Other Information” section of the report card.
Print Event Post	Indicate whether the student event post is needed to print in the “Other Information” section of the report card.
Print Event Performance	Indicate whether the student event performance is needed to print in the “Other Information” section of the report card.
Print Event Achievement	Indicate whether the student event achievement is needed to print in the “Other Information” section of the report card.
Print Activity/Event /ANP One Record Per Row	Indicate whether the records are needed to print one record per row in the “Other Information” section of the report card.
Print Other Information On New Page	Indicate whether the “Other Information” section is printed on new page or not in the report card.
Access to Eng/ Chi Content	Indicate whether the content in the “Other Information” section is bilingual or not.
Format	Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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Student Listing for Student Transcript C

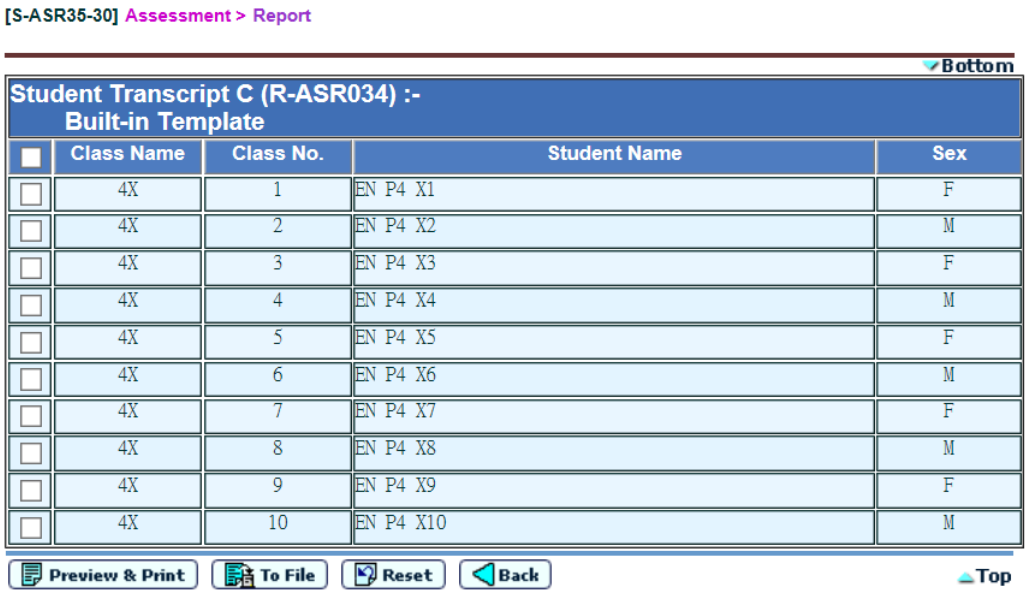
Function Description

The function “Student Listing for Student Transcript C” allows user to choose the student(s) for printing of Transcript C.

Pre-requisites

- Subject assessment results of the student should be inputted for current and past year before they can be printed.
- Consolidation should be done before the order of merit, subject scores (subject with components), etc can be printed.

User Procedures



1. Specify students by checking the box(es) or check the box for all at the header row for all students.
2. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
3. Click the **[To File]** button to save the report into Report Repository.

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4. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.
- To File

  The selected report will be generated and can be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can click the check box along the student name to print the desired student report. Multiple students can be checked at one time.
- User can select all students by checking the check box in the header of the table. It may take a longer time for processing if all students are chosen.

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2.8.54 Student Without Promotion Status List (R-ASR059-E)

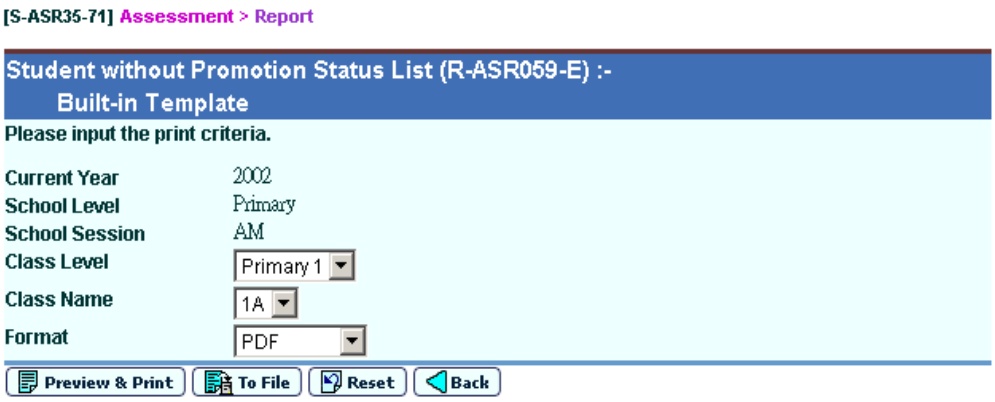
🕮 Function Description

The report “Student Without Promotion Status List (R-ASR059-E)” allows user to list all the students who do not have promotion status in the new school year. User can then promote those students by Promotion function.

🕮 Pre-requisites

- IYP should be performed
- Before rollover to next year.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- The student does not have the following promotion status from current year to next year will be printed in the report:
  - Promoted
  - Repeated
  - Acc Promoted
  - Demoted
  - Graduated
  - Departed
  - Completed S3
  - Extended
  - Transferred
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.55 Student Subject Comment List (R-ASR065-E)

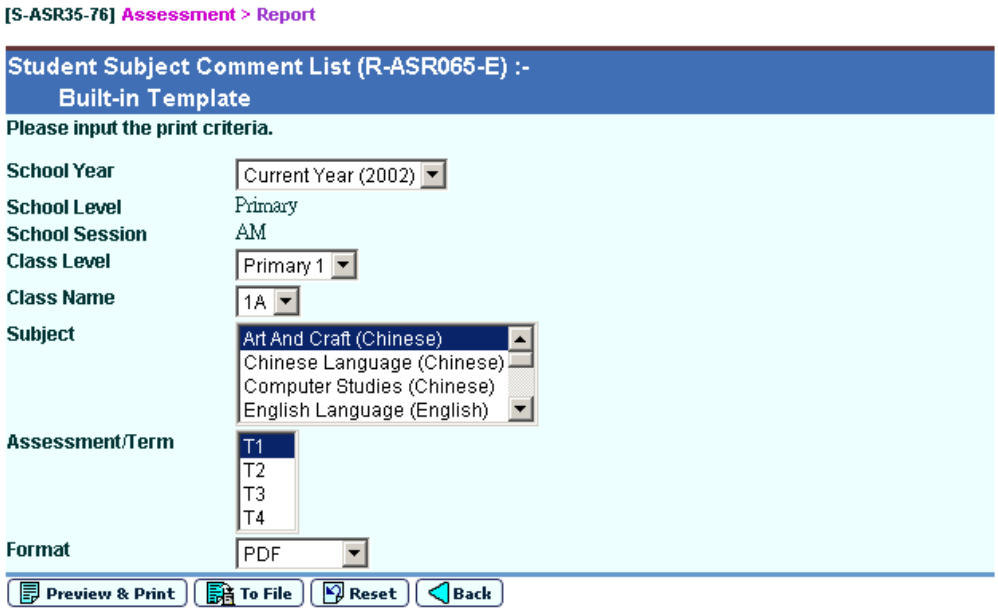
🕮 Function Description

The report “Student Subject Comment List (R-ASR065-E)” allows user to print the comments given to student in subjects.

🕮 Pre-requisites

- Subject comments are input before they can be printed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Subject** and **Assessment/Term**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print
  The subject comment of student can be printed. The generated report will be previewed in a pop-up window in the selected format. Users may click the "Print" button to print the report directly from the browser or 'Save' button to save the report into a file for the future use.
- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user's view.

📖 Notes

- User can select "All" classes, multiple subjects and ATAs for printing the comment. However, option "All" is not encouraged due to long processing time, unless if necessary. Users can choose to click on the "To File" button to generate report(s) in batch at the system background. Unlike "Preview & Print", this will allow user to continue operations rather than waiting the generation of report.
- Option "Format" allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.56 Subject Remark Code List (By Class Level) (R-ASR005-E)

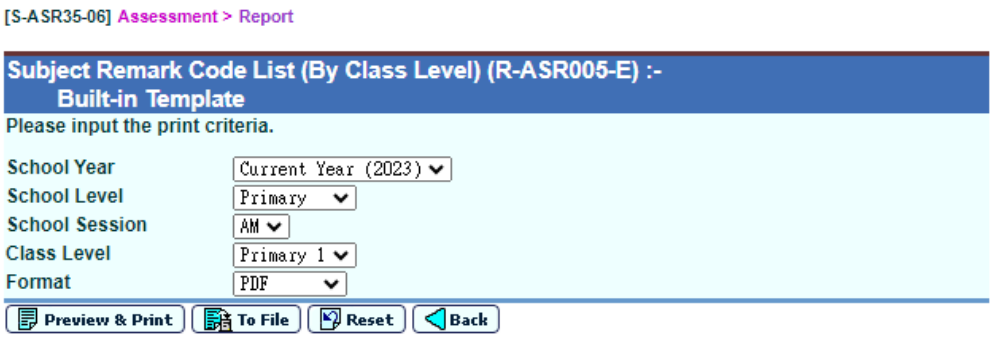
🕮 Function Description

The report “Subject Remark Code List (By Class Level) (R-ASR005-E)” allows user to generate report for checking all the subject remarks defined in each class level.

🕮 Pre-requisites

- Subject Remark Code must be entered before they can be printed in the report.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session** and **Class Level**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

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🕮 Notes

Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.57 Subject Full Score and Weighting List (By Assessment / Term / Annual) (R-ASR069-E)

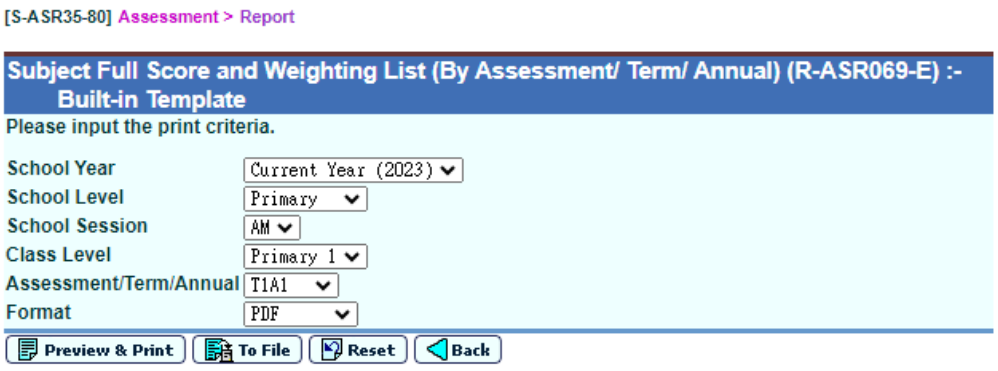
🕮 Function Description

The report “Subject Full Score and Weighting List (By Assessment/ Term/ Annual) (R-ASR069-E)” allows user to generate report for checking the setting of Subject Weighting and Full Score. Such information as subject/component weighting, Assessed by grade indicator, Assessment indicator, Subject & Component Full Score and grade conversion table attached to different subject in a class level for different ATA will be displayed.

🕮 Pre-requisites

- Setup for subject full score & weighting is completed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Assessment/Term/Annual**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The subject setting defined for class level is printed in a pop-up screen. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Settings of different subjects are grouped under the same ATA in the report.
- “All” class level and “All” ATA can be selected in the option box.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.58 Subject Full Score and Weighting List (By Subject) (R-ASR001-E)

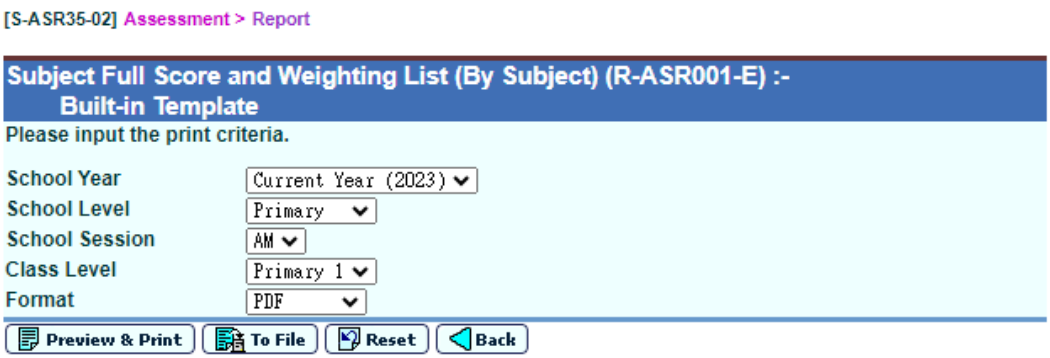
Function Description

The report “Subject Full Score and Weighting List (By Subject) (R-ASR001-E)” allows user to generate a check list for the setting of subject full score and weighting, Subject and component (vertical) weighting, assessed by grade indicator, assessment indicator and grade conversion table applied in a class level for different ATA.

Pre-requisites

- Setup for subject full score & weighting is completed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

User Procedures



1. Specify the **School Year**, **School Level**, **School Session** and **Class Level**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The subject setting defined for class level is printed in a pop-up screen. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Settings for subjects and components in different ATA are grouped under the same subject in the report.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.59 System Generated Vs User Adjusted OM List (R-ASR011-E)

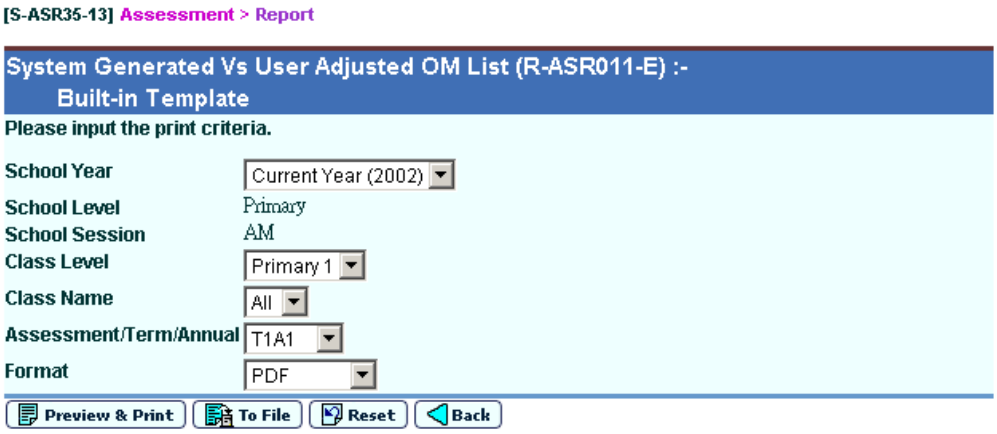
🕮 Function Description

The report “System Generated Vs User Adjusted OM List (R-ASR011-E)” prints the system generated OM and Grand Average in parallel to the adjusted order of merit and adjusted grand average.

🕮 Pre-requisites

- Only those students whose assessment records have ever been adjusted by user will be listed out.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name** and **Assessment/Term/Annual**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The selected report is generated for user to preview in a pop-up screen. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.60 Term / Assessment Weighting Factor List (R-ASR003-E)

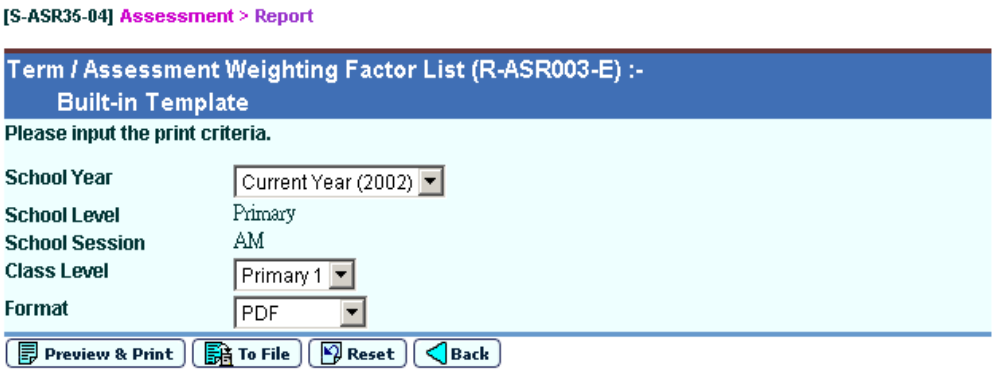
🕮 Function Description

The report “Term / Assessment Weighting Factor List (R-ASR003-E)” allows user to generate report for checking the horizontal subject weighting based on the selected print report criteria.

🕮 Pre-requisites

- Term / Assessment Weighting information must be entered.
- Acrobat Reader or Microsoft Office must be installed into user’s machine in order to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session** and **Class Level**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The term and assessment weightings report is generated for user to preview in a pop-up screen. The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Option “Format” allows user to choose the output format of report, including PDF, Word, RichText or Excel.

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2.8.61 Top 5 and Bottom 5 Statistics (By Class Level) (R-ASR056-E)

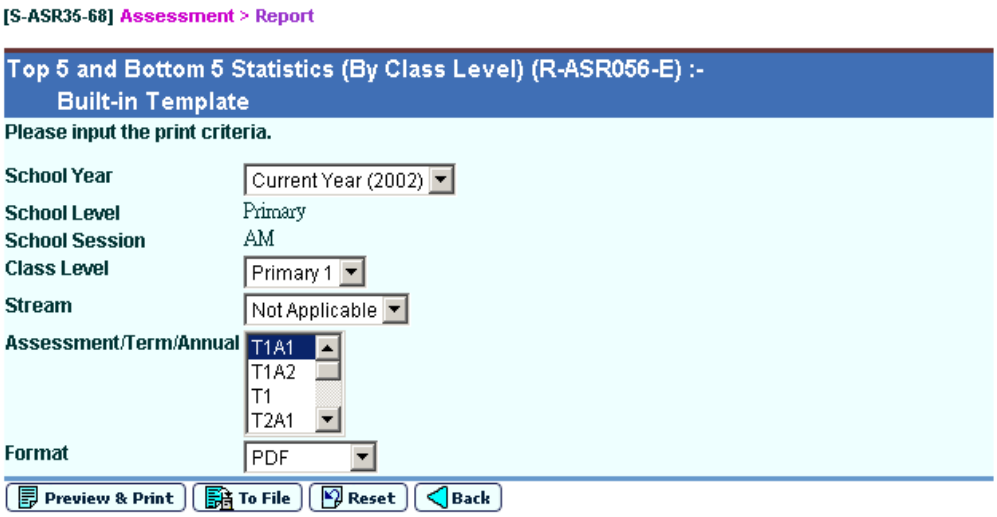
🕮 Function Description

The report “Top 5 and Bottom 5 Statistics (By Class Level) (R-ASR056-E)” allows user to print the top 5 and bottom 5 overall performance of students for different classes and class levels.

🕮 Pre-requisites

- Subject score of students should be completely input.
- Consolidation should be performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Stream** and **Assessment/Term/Annual**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Student Grand Average and Overall Conduct are shown in the report for checking the overall performance.
- User can select multiple subjects for print the performance of student at a time.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.62 Top 5 and Bottom 5 Statistics (By Subject) (R-ASR057-E)

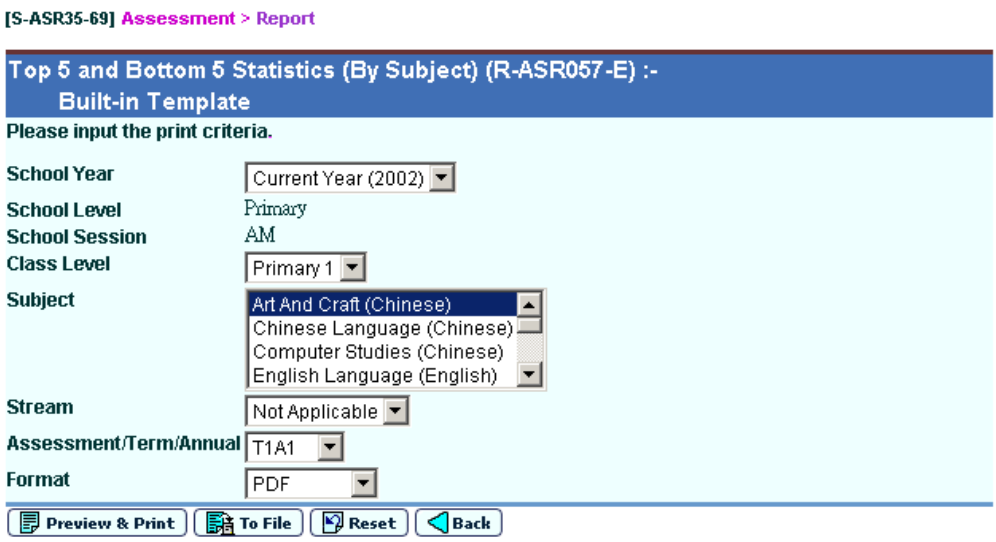
🕮 Function Description

The report “Top 5 and Bottom 5 Statistics (By Subject) (R-ASR057-E)” allows user to print the top 5 and bottom 5 performance of students for each class and class level of a specific subject.

🕮 Pre-requisites

- Subject score of students should be completely input.
- Consolidation should be performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Subject**, **Stream** and **Assessment/Term/Annual**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- Subject Score and Grade are shown in the report for checking the student performance for a specific subject.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.63 Vacancy After Promotion List (R-ASR060-E)

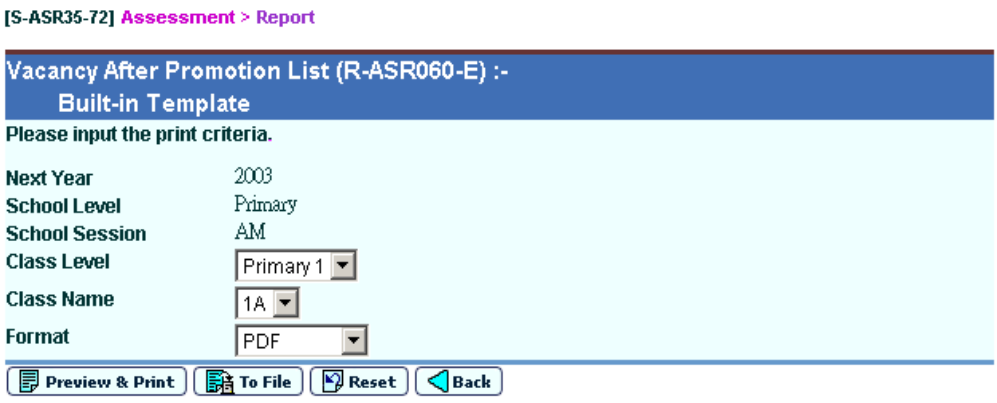
🕮 Function Description

The report “Vacancy After Promotion List (R-ASR060-E)” enables user to print the number of vacancy available in the selected classes in next school year after the promotion exercise is completed.

🕮 Pre-requisites

- The suggested class size should be setup under school management.
- IYP should be performed
- Before rollover to next year.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Class Name**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.

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5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- The vacancy of each class is equal to the difference of the approved class size and promoted students for the class.
- User can select to print the vacancy of the all classes and all class levels.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.64 Report of Basic Information of Assessment Group (R-ASR084-E)

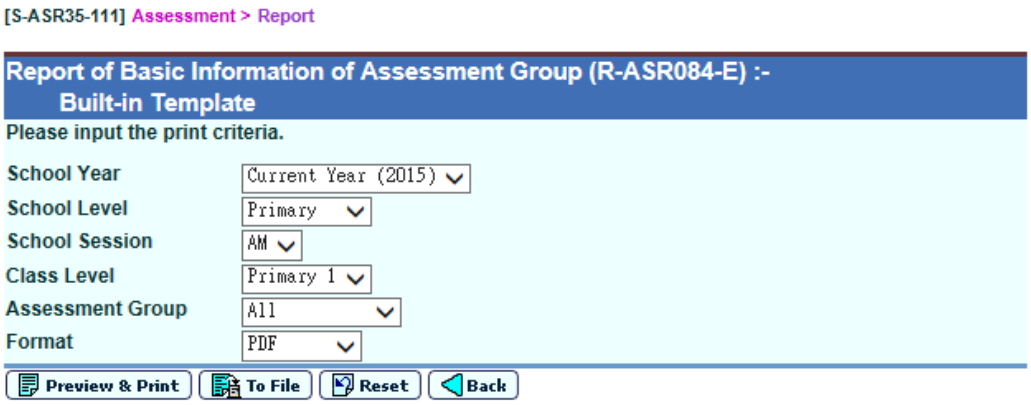
📖 Function Description

The report “Report of Basic Information of Assessment Group” enables user to print the basic information of assessment group.

📖 Pre-requisites

- Assessment Groups of selected class level are setup.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **Assessment Group**.
2. Select the **Format** of the report to be exported in either one of the format of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- If there are no Assessment Group defined for the selected Class Level, “**No Record**” will be displayed in the dropdown list and the dropdown list is dimmed.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.65 OM of selected Assessment Group (R-ASR085-E)

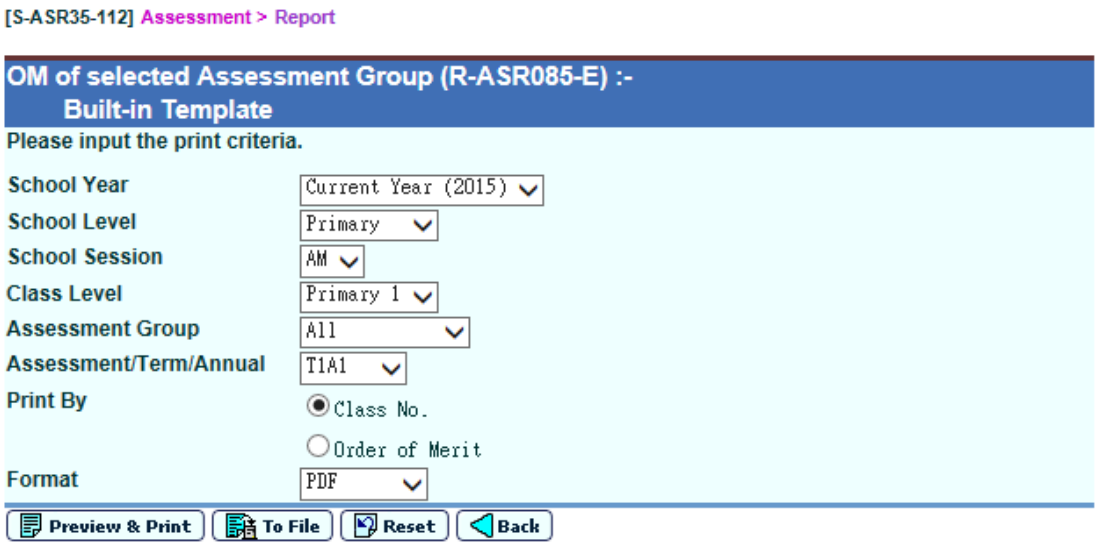
🕮 Function Description

The report “OM of selected Assessment Group” enables user to print the OM of selected assessment group of students.

🕮 Pre-requisites

- Assessment Groups of selected class level are setup.
- Students’ scores of selected assessment group are consolidated.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Assessment Group**, and **Assessment/Term/Annual**
2. Select **Print By** – **Class No.** or **Order of Merit**.
3. Select the **Format** of the report to be exported in either one of the format of PDF / Word / RTF / Excel.

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4. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
5. Click the **[To File]** button to save the report into Report Repository.
6. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- If there are no Assessment Group defined for the selected Class Level, “**No Record**” will be displayed in the dropdown list and the dropdown list is dimmed.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.66 Cross-Year Comparison of Assessment Score and Grand Average (By Student) (R-ASR087-E)

📖 Function Description

The report “Cross-Year Comparison of Assessment Score and Grand Average (By Student) (R-ASR087-E)” enables users to print the comparison of Assessment Score and Grand Average by Student.

📖 Pre-requisites

- Students’ scores of selected subjects are input.
- Students’ scores of selected subjects are consolidated.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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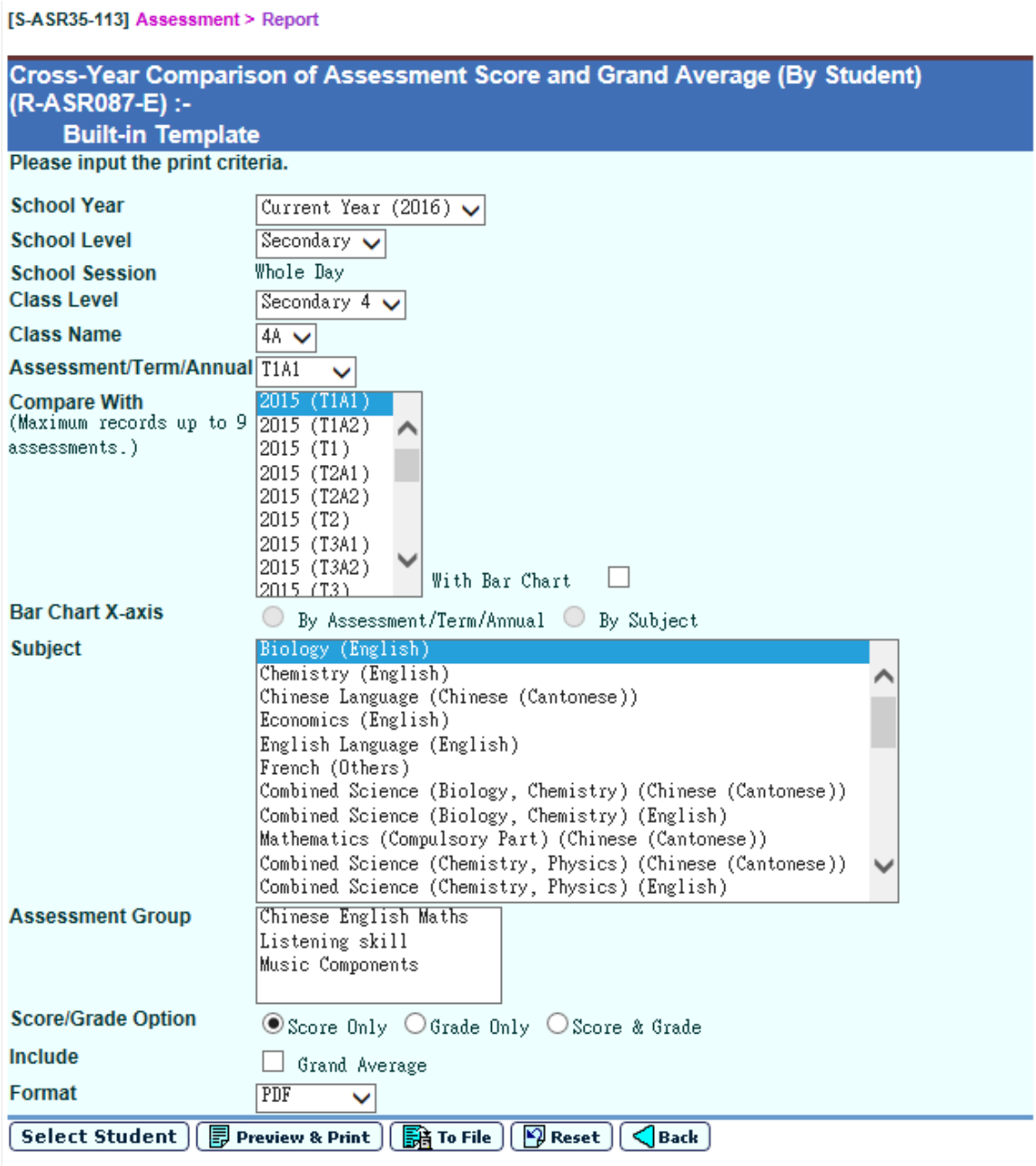

6. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assessment/Term/Annual**, **Compare With** and **Subject**, **Assessment Group**.
7. Select **Bar Chart X-axis** - **By Assessment/Term/Annual** or **By Subject**.
8. Check **Grand Average** checkbox.
9. Select **Score/Grade Option** – **Score Only**, **Grade Only** and **Score & Grade**.
10. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.

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11. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
12. Click the **[To File]** button to save the report into Report Repository.
13. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.
14. Click **[Select Student]** button to select particular students for report printing.

🕮 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

🕮 Notes

- User can compare selected Assessment/Term/Annual with maximum nine assessments.
- User can select up to 16 subjects and assessment groups.
- If “**Grand Average**” option is selected, the student Grand Average will be shown. The values are retrieved from consolidated result, same as those in **[S-ASR43-03] Assessment > Enquiry > Student Result**. (i.e. The result of selected subjects is NOT calculated when generating the reports.)
- Report shows **Class Level OM** for each selected subjects.
- When the scores of certain selected subjects are not inputted for the student, or the student does not study these subjects (including Drop, Exempt or Absent (not considered)), hyphen ‘-’ will be shown in **Score**, **Mean**, **S.D.**, **Score Change** and **Class Level OM.**

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- If the subjects are assessed by grade in **[S-ASR03-03] Assessment > Setup > Subject Full Score and Weighting Setup**, hyphen '-' will be shown in **Score**, **Mean**, **S.D.** & **OMF**.

- When the subject full scores are not equal to 100, system will convert the full scores in 100 for easy comparison for different subjects with different full scores. For example, a student scores 150/300 in Chinese Language, his scores will be converted to 50 (150/300 x100).
- Option "Format" allows user to choose the output format, including PDF, Word, RichText or Excel.

2.8.67 Cross-Year Comparison of Assessment Score and Grade Distribution (By Subject) (R-ASR088-E)

📖 Function Description

The report "Cross-Year Comparison of Assessment Score and Grade Distribution (By Subject)" enables user to print the comparison of Assessment Score and Grand Average by Subject.

📖 Pre-requisites

- Students' scores of selected subjects are input.
- Students' scores of selected subjects are consolidated.
- Acrobat Reader or Microsoft Office must be installed on user's machine to view the reports.

🖱 User Procedures

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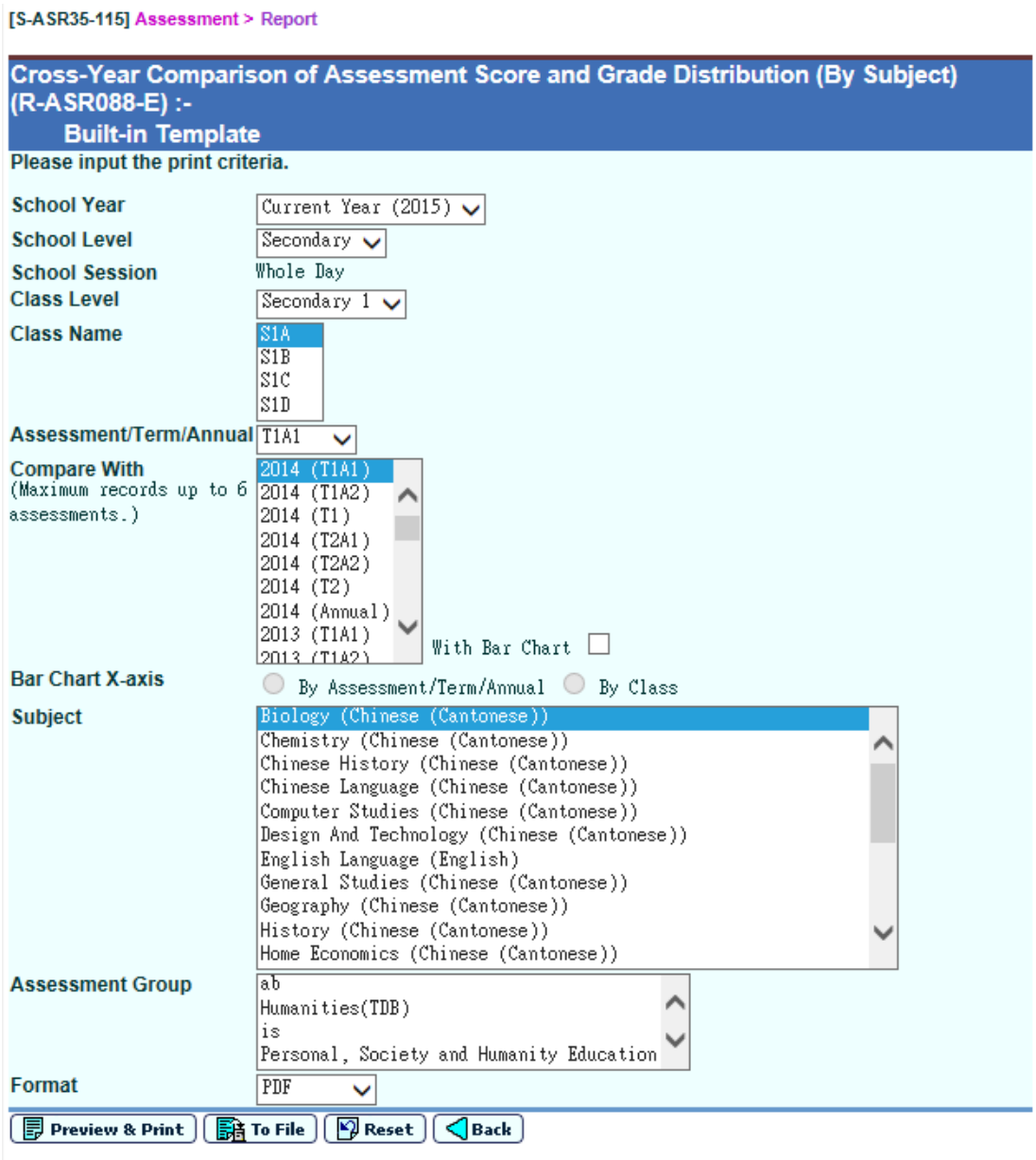

1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Class Name**, **Assessment/Term/Annual**, **Compare With**, **Subject** and **Assessment Group**.
2. Check **With Bar Chart** checkbox.
3. Select **Bar Chart X-axis** - **By Assessment/Term/Annual** or **Subject**.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.

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6. Click the **[To File]** button to save the report into Report Repository.
7. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can compare selected Assessment/Term/Annual with maximum six assessments.
- User can select up to 16 subjects and assessment groups.
- When the scores of certain selected subjects are not inputted for the student, hyphen ‘-’ will be shown in **Score**, **Mean**, **S.D.**, **Score Change** and **Class Level OM.**
- If the subjects are assessed by grade in function **[S-ASR03-03] Assessment > Setup > Subject Full Score and Weighting Setup**, ‘-’ will be shown as **Mean**, **S.D.** & **Score Change**, while **Passing %** will still be calculated based on the grades other students obtained.
- When calculating **Mean**, **S.D.**, **Score Change**, **Passing%**, system allows user to extract scores after adjustment (if any).
- When the subject full scores are not equal to 100, system will convert the full scores in 100 for easy comparison for different subjects with different full scores.

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- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

2.8.68 Cross-Year Comparison of Assessment Score and Grade Distribution (By Class Level) (R-ASR089-E)

📖 Function Description

The report “Cross-Year Comparison of Assessment Score and Grade Distribution (By Class Level)” enables user to print the comparison of Assessment Score and Grand Average by Class Level.

📖 Pre-requisites

- Students’ scores of selected subjects are input.
- Students’ scores of selected subjects are consolidated.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures

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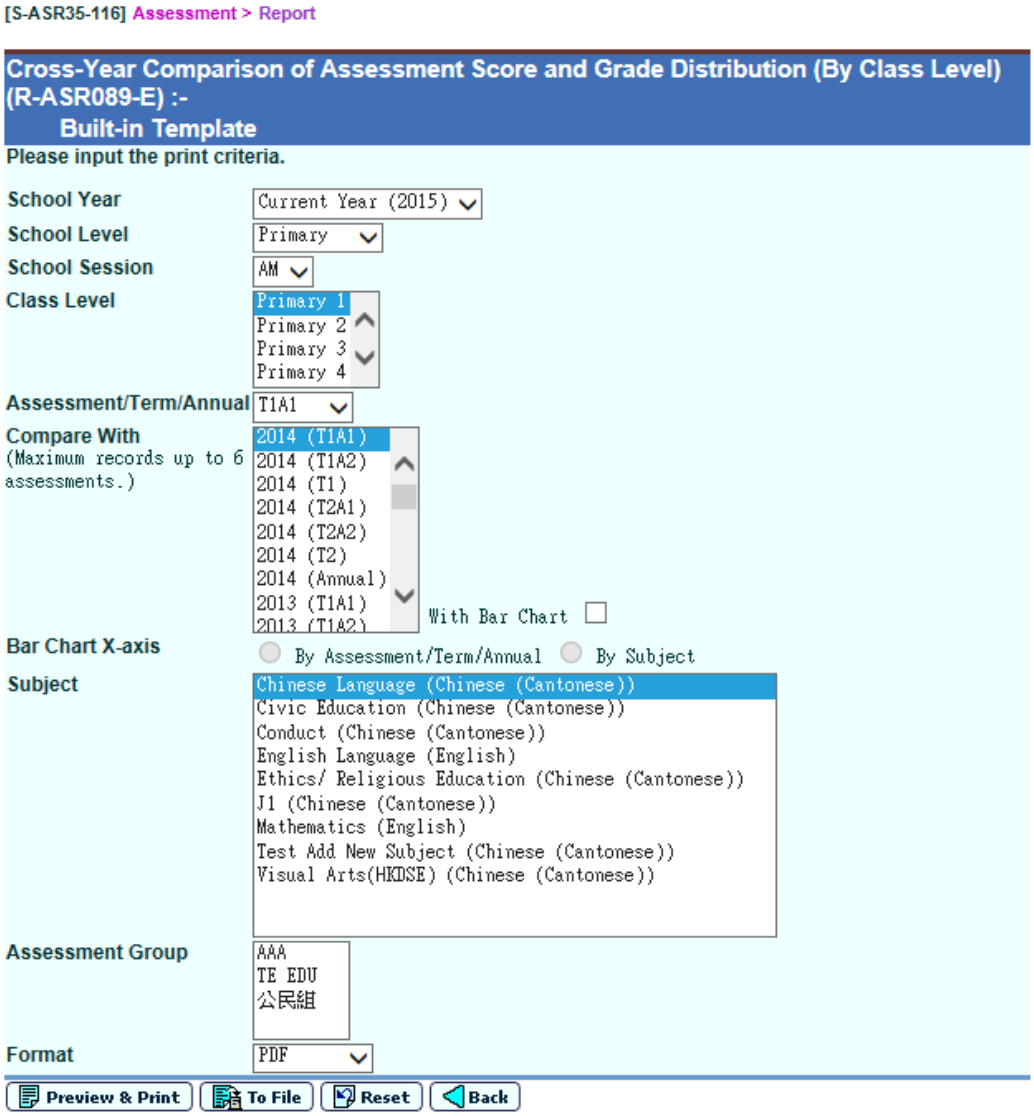

1. Specify the **School Year**, **School Level**, **School Session**, **Class Level**, **Assessment/Term/Annual**, **Compare With** and **Subject**, **Assessment Group**.
2. Check **With Bar Chart** checkbox.
3. Select **Bar Chart X-axis** - **By Assessment/Term/Annual** or **Subject**.
4. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
5. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
6. Click the **[To File]** button to save the report into Report Repository.

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7. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

📖 Notes

- User can compare selected Assessment/Term/Annual with maximum six assessments.
- User can select up to 16 subjects and assessment groups.
- When the scores of certain selected subjects are not inputted for the student, hyphen ‘-’ will be shown in **Score**, **Mean**, **S.D.**, **Score Change** and **Class Level OM.**
- If the subjects are assessed by grade in function **[S-ASR03-03] Assessment > Setup > Subject Full Score and Weighting Setup**, ‘-’ will be shown as **Mean**, **S.D.** & **Score Change**, while **Passing %** will still be calculated based on the grades other students obtained.
- When calculating **Mean**, **S.D.**, **Score Change**, **Passing%**, system allows user to extract scores after adjustment (if any).
- When the subject full scores are not equal to 100, system will convert the full scores in 100 for easy comparison for different subjects with different full scores.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

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2.8.69 Promotion Status of Suspected Dropout (R-ASR090-E)

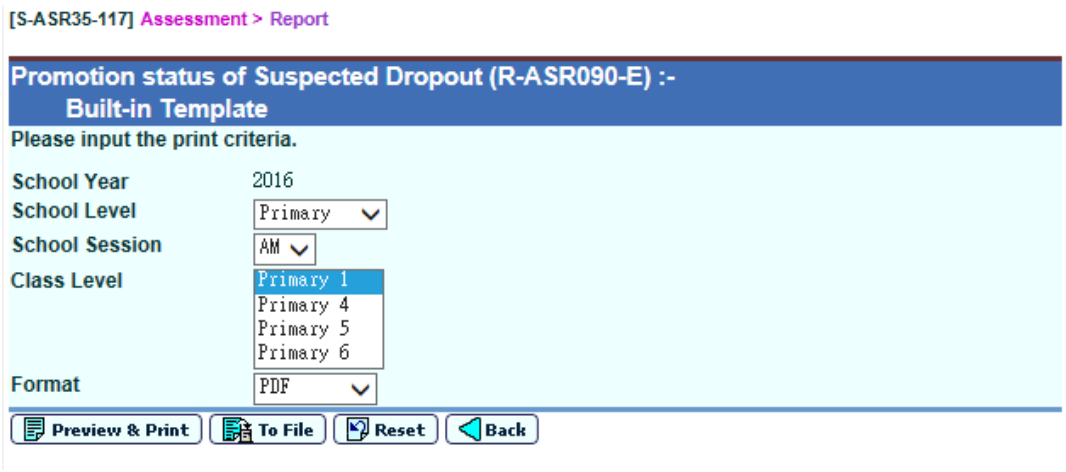
🕮 Function Description

The report “Promotion Status of Suspected Dropout (R-ASR090-E)” enables user to print the promotion status of suspected dropout for a selected class level of current year. Current year class information, promotion status and next year class information of each student are displayed in the report.

🕮 Pre-requisites

- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

🖱 User Procedures



1. Specify the **School Level**, **School Session** and **Class Level**.
2. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
3. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
4. Click the **[To File]** button to save the report into Report Repository.
5. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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🕮 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

🕮 Notes

- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.

2.8.70 Most Improved Student List (By Subject) (R-ASR092-E)

🕮 Function Description

The report “Most Improved Student List (By Subject) (R-ASR092-E)” shows user the most improved students in selected subjects/subject components or assessment group by comparing different assessments or terms result in same year, or by comparing annual result for different years.

🕮 Pre-requisites

- The student subject score should be completely inputted in Assessment.
- The student subject score of the assessment group should be completely inputted in Assessment.
- Consolidation should be performed.
- Acrobat Reader or Microsoft Office must be installed on user’s machine to view the reports.

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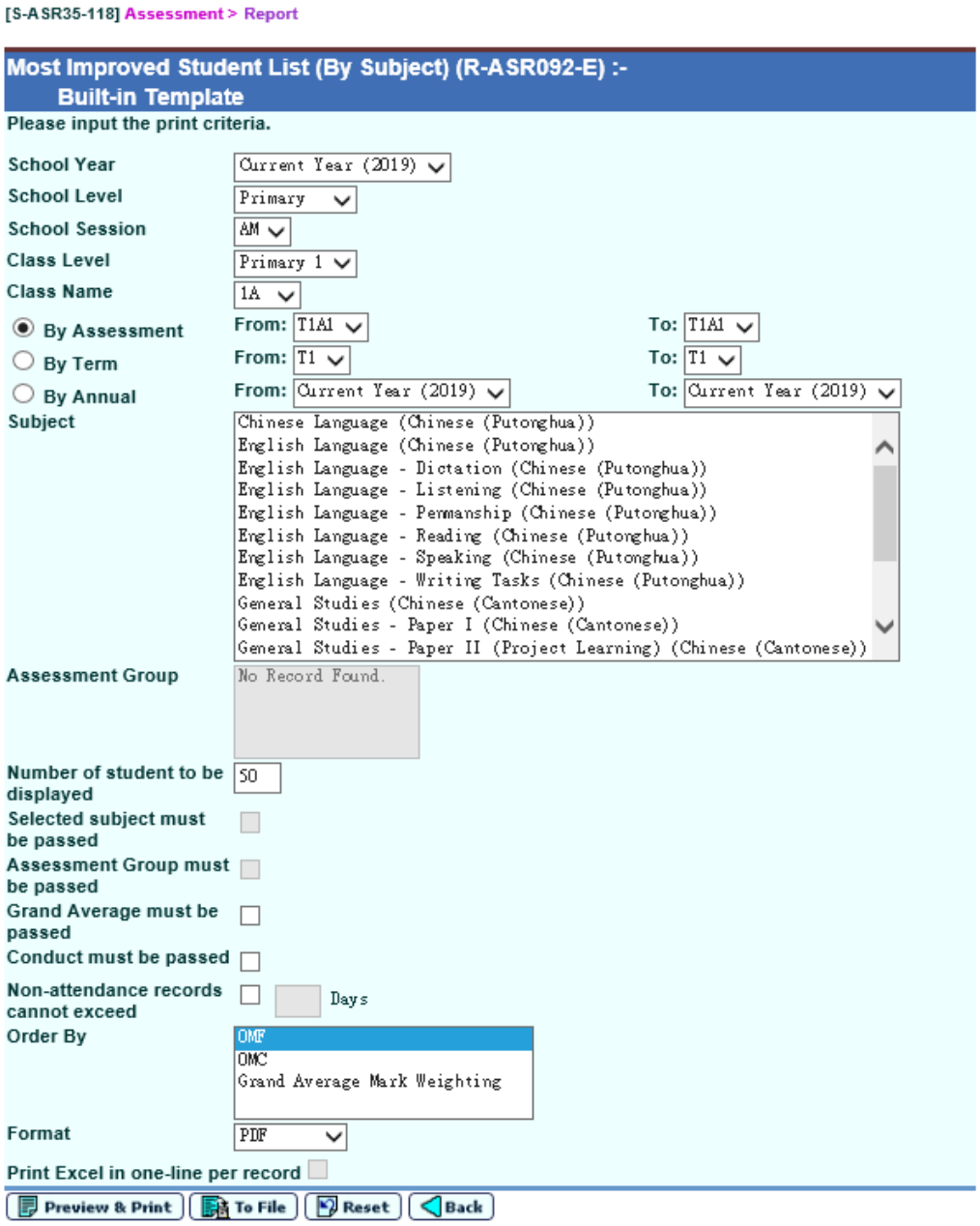
User Procedures



1. Specify the **School Year**, **School Level**, **School Session**, **Class Level** and **By Assessment**, **By Term** or **By Annual**.
2. Enter **Number of student to be displayed**.
3. Check **Selected subject must be passed**.
4. Check **Assessment Group must be passed**.

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5. Check **Grand Average must be passed**.
6. Check **Conduct must be passed**.
7. Input **Non-attendance records cannot exceed**.
8. Select **Order By**.
9. Select the **Format** of the report to be exported in either one of the formats of PDF / Word / RTF / Excel.
10. Click the **[Preview & Print]** button to produce the report in a preview screen or to printer.
11. Click the **[To File]** button to save the report into Report Repository.
12. Users are required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

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🕮 Post-effects

- Preview & Print

  The generated report will be previewed in a pop-up window in the selected format. Users may click the “Print” button to print the report directly from the browser or ‘Save’ button to save the report into a file for the future use.

- To File

  The selected report will be generated and could be found in Report Repository. A hyperlink will be displayed at the top of screen. Users may click on the link which will direct the screen to Report Repository. The generated report will be available for user’s view.

🕮 Notes

- If user wants to print the most improved student across assessments, user can select “By Assessment” option. System will return the most improved students specified in “From Assessment” to “To Assessment”.
- Similarly, if user wants to print the most improved student across terms, user can select “By Term” option. System will return the most improved students specified in “From Term” to “To Term”.
- Similarly, if user wants to print the most improved student across different years, user can select “By Annual” option. System will return the most improved students by comparing in two years.
- User can limit the number of student to be displayed by specifying the value in “Number of student to be displayed”.
- The student can be ordered by “OMF”, “OMC” or “Grand Average Mark Weighting”.
- Option “Format” allows user to choose the output format, including PDF, Word, RichText or Excel.
- When **Print Excel in one-line per record** is checked, Raw excel will be prinited.
- When **Subject must be passed** is checked, **Subject** in both **From Assessment/ Term/ Annual** and **To Assessment/ Term/ Annual** must be passed.

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- When **Assessment Group must be passed** is checked, **Assessment Group** in both **From Assessment/ Term/ Annual** and **To Assessment/ Term/ Annual** must be passed.
- When **Grand Average must be passed** is checked, **Grand Average** in both **From Assessment/ Term/ Annual** and **To Assessment/ Term/ Annual** must be passed.
- When **Conduct must be passed** is checked, **Conduct** in both **From Assessment/ Term/ Annual** and **To Assessment/ Term/ Annual** must be passed.
- Inputted **Non-attendance records cannot exceed** will be compared to the total number of non-attendance records from school start date and school end date.

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