USER MANUAL
Hong Kong Examinations and Assessment Authority

(Document 27e)

Table of Contents

1 Module Overview

1.1 Introduction

1.1.1 Objective

The HKEAA Module consists of 3 major components namely, HKDSE, HKALE/HKCEE and TSA.

HKDSE

HKDSE includes the functions of Subj Mapping & Exam Lang, Maint HKDSE Reg Data, Batch Amendment, Confirm Fee Remission, HKDSE Result Report, HKDSE and Internal Results, Report and HKDSE Data Communication.

Subj Mapping & Exam Lang allows users to maintain the subject mapping and language version between school subjects (including ApL subjects) and HKDSE subjects.

Maint HKDSE Reg Data allows users to convert student subjects to HKDSE subjects according to subject mapping information. Users can maintain and retrieve student's information (e.g. postal address, contact phone no …) for HKDSE Registration.

Batch Amendment allows users to amend the extracted HKDSE subject information and language versions in batch mode.

Confirm Fee Remission allows users to confirm the examination fee remission which is based on the Student Travel Subsidy (STS) and Textbook Allowance (TA) results extracted from WFSFAA(SFO) module.

HKDSE Result Report allows users to view the HKDSE Result Report that provided by Hong Kong Examinations and Assessment Authority.

HKDSE and Internal Results allows users to view the cross-year statistical result and enquire a student's internal and public exam results.

Report allows users to generate the HKDSE Result Report and HKDSE registration extraction report etc.

HKDSE Data Communication allows users to import the HKDSE Registration (REG) Parameter File, HKDSE Result Release (RD) Parameter File, HKDSE Result Zip File and prepare the HKDSE Registration data file which is sent to HKEAA portal via CDS.

HKALE/HKCEE
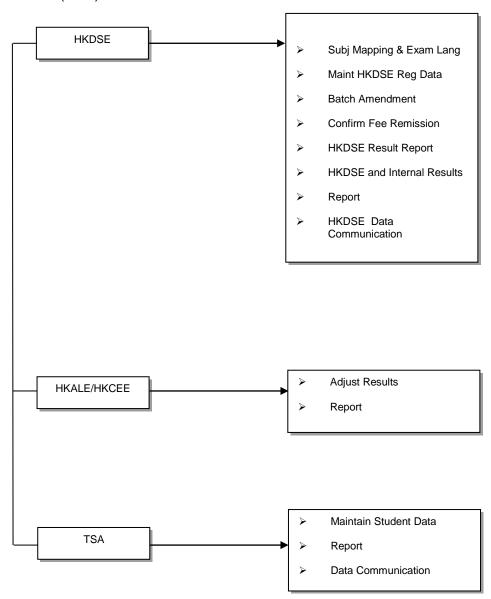
Results allows users to capture applications for adjusting student's HKEAA results. Once the HKEAA rechecking and remarking results are released, users can use Adjust results function to amend the examination results of the student.

TSA

TSA allows users to massage student data of Primary 3, Primary 6 or Secondary 3 and submit to the HKEAA's BCA system via CDS. There is also report function for users to view the confirmed student data.
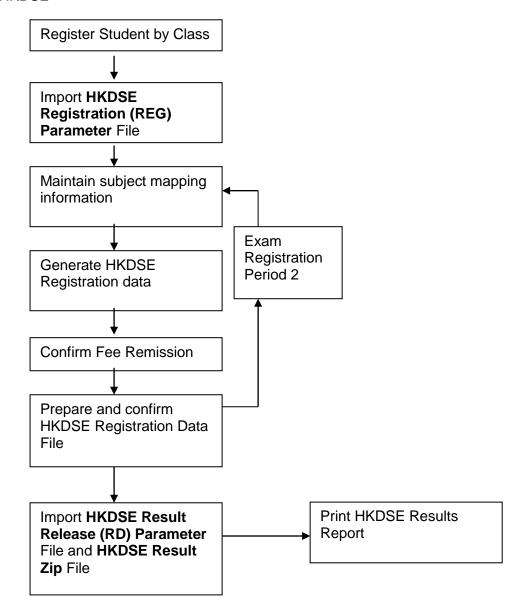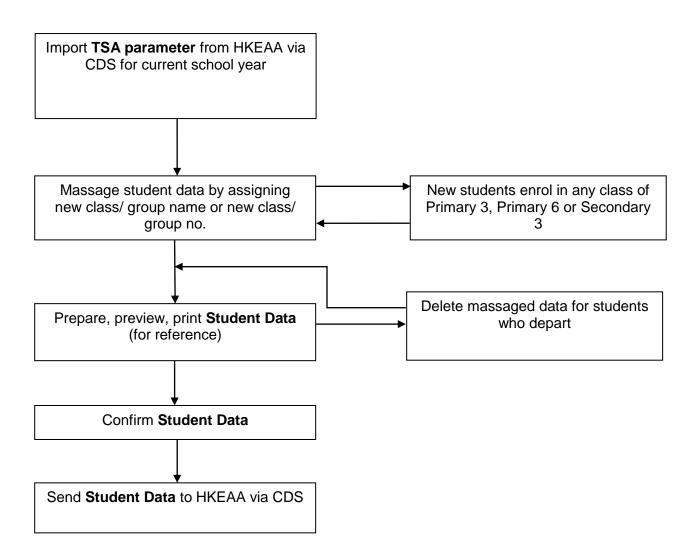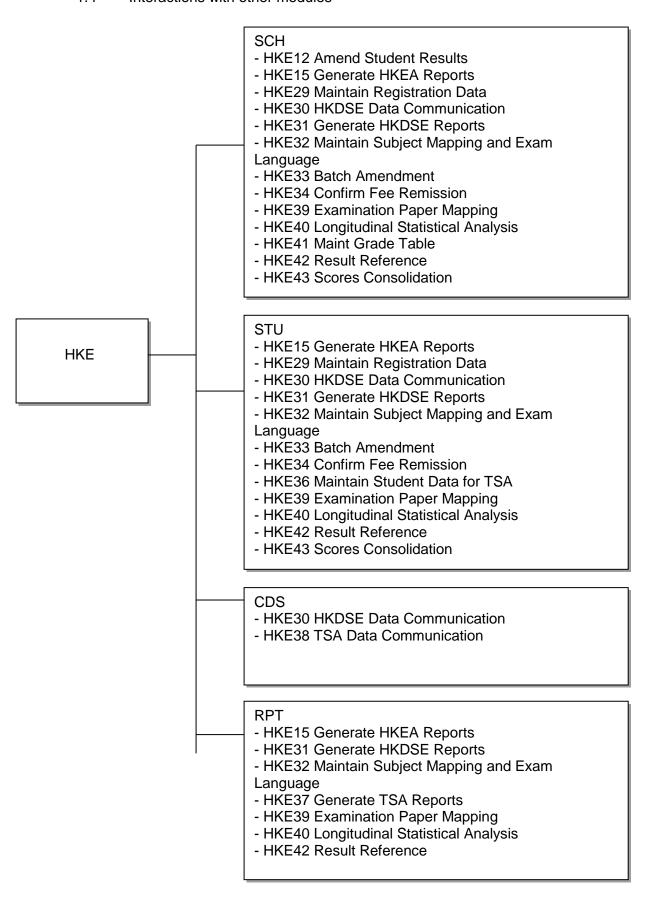
1.2   Function Chart

HKEAA (HKE)

```
                  ┌──────────────┐              ┌─────────────────────────────────┐
              ┌───│    HKDSE     │─────────────▶│  ➤  Subj Mapping & Exam Lang     │
              │   └──────────────┘              │                                   │
              │                                 │  ➤  Maint HKDSE Reg Data          │
              │                                 │                                   │
              │                                 │  ➤  Batch Amendment               │
              │                                 │                                   │
              │                                 │  ➤  Confirm Fee Remission         │
              │                                 │                                   │
              │                                 │  ➤  HKDSE Result Report           │
              │                                 │                                   │
              │                                 │  ➤  HKDSE and Internal Results    │
              │                                 │                                   │
              │                                 │  ➤  Report                        │
              │                                 │                                   │
              │                                 │  ➤  HKDSE  Data                   │
              │                                 │     Communication                 │
              │                                 └─────────────────────────────────┘
              │
              │   ┌──────────────┐              ┌─────────────────────────────────┐
              ├───│ HKALE/HKCEE  │─────────────▶│  ➤  Adjust Results               │
              │   └──────────────┘              │                                   │
              │                                 │  ➤  Report                        │
              │                                 └─────────────────────────────────┘
              │
              │   ┌──────────────┐              ┌─────────────────────────────────┐
              └───│     TSA      │─────────────▶│  ➤  Maintain Student Data        │
                  └──────────────┘              │                                   │
                                                │  ➤  Report                        │
                                                │                                   │
                                                │  ➤  Data Communication            │
                                                └─────────────────────────────────┘
```

1.3   Flow Diagram

HKDSE

```
┌─────────────────────────────┐
│  Register Student by Class   │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Import **HKDSE**             │
│ **Registration (REG)**       │
│ **Parameter** File           │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐           ┌──────────────────┐
│ Maintain subject mapping     │◄──────────│ Exam             │
│ information                  │           │ Registration     │
└─────────────────────────────┘           │ Period 2         │
              │                            └──────────────────┘
              ▼                                     ▲
┌─────────────────────────────┐                    │
│ Generate HKDSE               │                    │
│ Registration data            │                    │
└─────────────────────────────┘                    │
              │                                     │
              ▼                                     │
┌─────────────────────────────┐                    │
│ Confirm Fee Remission        │                    │
└─────────────────────────────┘                    │
              │                                     │
              ▼                                     │
┌─────────────────────────────┐                    │
│ Prepare and confirm          │────────────────────┘
│ HKDSE Registration Data      │
│ File                         │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐           ┌──────────────────────┐
│ Import **HKDSE Result**      │──────────►│ Print HKDSE Results  │
│ **Release (RD) Parameter**   │           │ Report               │
│ File and **HKDSE Result**    │           └──────────────────────┘
│ **Zip** File                 │
└─────────────────────────────┘
```

TSA

```
┌─────────────────────────────────┐
│ Import **TSA parameter** from    │
│ HKEAA via CDS for current        │
│ school year                      │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐      ┌─────────────────────────────────┐
│ Massage student data by assigning│─────▶│ New students enrol in any class  │
│ new class/ group name or new     │      │ of Primary 3, Primary 6 or       │
│ class/ group no.                 │◀─────│ Secondary 3                      │
└─────────────────────────────────┘      └─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐      ┌─────────────────────────────────┐
│ Prepare, preview, print          │─────▶│ Delete massaged data for students│
│ **Student Data** (for reference) │      │ who depart                       │
└─────────────────────────────────┘      └─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ Confirm **Student Data**         │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ Send **Student Data** to HKEAA   │
│ via CDS                          │
└─────────────────────────────────┘
```

1.4   Interactions with other modules

```
                              ┌──────────────────────────────────────────┐
                              │ SCH                                        │
                              │ - HKE12 Amend Student Results              │
                              │ - HKE15 Generate HKEA Reports              │
                              │ - HKE29 Maintain Registration Data         │
                              │ - HKE30 HKDSE Data Communication           │
                              │ - HKE31 Generate HKDSE Reports             │
                              │ - HKE32 Maintain Subject Mapping and Exam   │
                              │ Language                                    │
                              │ - HKE33 Batch Amendment                     │
                              │ - HKE34 Confirm Fee Remission               │
                              │ - HKE39 Examination Paper Mapping           │
                              │ - HKE40 Longitudinal Statistical Analysis   │
                              │ - HKE41 Maint Grade Table                   │
                              │ - HKE42 Result Reference                    │
                              │ - HKE43 Scores Consolidation                │
                              └──────────────────────────────────────────┘

                              ┌──────────────────────────────────────────┐
                              │ STU                                        │
                              │ - HKE15 Generate HKEA Reports              │
                              │ - HKE29 Maintain Registration Data         │
┌──────────────┐             │ - HKE30 HKDSE Data Communication           │
│              │             │ - HKE31 Generate HKDSE Reports             │
│     HKE      │             │ - HKE32 Maintain Subject Mapping and Exam   │
│              │             │ Language                                    │
└──────────────┘             │ - HKE33 Batch Amendment                     │
                              │ - HKE34 Confirm Fee Remission               │
                              │ - HKE36 Maintain Student Data for TSA       │
                              │ - HKE39 Examination Paper Mapping           │
                              │ - HKE40 Longitudinal Statistical Analysis   │
                              │ - HKE42 Result Reference                    │
                              │ - HKE43 Scores Consolidation                │
                              └──────────────────────────────────────────┘

                              ┌──────────────────────────────────────────┐
                              │ CDS                                        │
                              │ - HKE30 HKDSE Data Communication           │
                              │ - HKE38 TSA Data Communication             │
                              └──────────────────────────────────────────┘

                              ┌──────────────────────────────────────────┐
                              │ RPT                                        │
                              │ - HKE15 Generate HKEA Reports              │
                              │ - HKE31 Generate HKDSE Reports             │
                              │ - HKE32 Maintain Subject Mapping and Exam   │
                              │ Language                                    │
                              │ - HKE37 Generate TSA Reports                │
                              │ - HKE39 Examination Paper Mapping           │
                              │ - HKE40 Longitudinal Statistical Analysis   │
                              │ - HKE42 Result Reference                    │
                              └──────────────────────────────────────────┘
```

HSE
- HKE12 Amend Student Results
- HKE15 Generate HKEA Reports
- HKE29 Maintain Registration Data
- HKE32 Maintain Subject Mapping and Exam Language
- HKE39 Examination Paper Mapping

SEC
- HKE12 Amend Student Results
- HKE15 Generate HKEA Reports
- HKE29 Maintain Registration Data
- HKE30 HKDSE Data Communication
- HKE31 Generate HKDSE Reports
- HKE32 Maintain Subject Mapping and Exam Language
- HKE33 Batch Amendment
- HKE34 Confirm Fee Remission
- HKE35 HKDSE Result Report
- HKE36 Maintain Student Data for TSA
- HKE37 Generate TSA Reports
- HKE38 TSA Data Communication
- HKE39 Examination Paper Mapping
- HKE40 Longitudinal Statistical Analysis
- HKE41 Maint Grade Table
- HKE42 Result Reference
- HKE43 Scores Consolidation

APL
- HKE32 Maintain Subject Mapping and Exam Language

SFA (WFSFAA(SFO))
- HKE34 Confirm Fee Remission

ASR
- HKE36 Maintain Student Data for TSA
- HKE40 Longitudinal Statistical Analysis
- HKE42 Result Reference
- HKE43 Scores Consolidation

📖 **HKE12 – Amend Student Results**
- SCH
  - School Year created
  - Class Info
- HSE
  - Retrieve codes
- SEC
  - Access rights changed

📖 **HKE15 – Generate HKEAA Reports**
- SCH
  - School Year created
  - School Level and School Session Info
  - Class Subjects Info
- STU
  - Student created / deleted
  - Student schooling record changed
- RPT
  - Generate Report
- HSE
  - Retrieve codes
- SEC
  - Access rights changed

📖 **HKE29 – Maintain Registration Data**
- SCH
  - School Year created
  - Class Info
  - Class Subjects Info
- STU
  - Student schooling record changed
- CDS
  - HKDSE Parameter imported
- RPT
  - Generate Report
- HSE
  - Retrieve codes
- SEC
  - Access rights changed

📖 **HKE30 – HKDSE Data Communication**
- SCH
  - School Year created
  - Class Info
- STU
  - Student created / deleted
  - Student schooling record changed
- CDS
  - Module Specific Data Communication
- SEC

- Access rights changed

  📖 **HKE31 – Generate HKDSE Reports**
- SCH
  - School Year created
  - School Level and School Session Info
  - Class Info
  - Class Subjects Info
- STU
  - Student schooling record changed
- RPT
  - Generate Report
- HSE
  - Retrieve codes
- SEC
  - Access rights changed

  📖 **HKE32 – Maintain Subject Mapping and Exam Language**
- SCH
  - School Year created
  - School Level and School Session Info
  - Class Info
  - Class Subjects Info
- STU
  - Student Subject Setup
- RPT
  - Generate Report
- HSE
  - Retrieve codes
- SEC
  - Access rights changed

  📖 **HKE33 – Batch Amendment**
- SCH
  - School Year created
  - School Level and School Session Info
  - Class Info
  - Class Subjects Info
- STU
  - Student schooling record changed
- HSE
  - Retrieve codes
- SEC
  - Access rights changed

  📖 **HKE34 – Confirm Fee Remission**
- SCH
  - School Year created
  - School Level and School Session Info
  - Class Info
  - Class Subjects Info

- STU
  - Student schooling record changed
- SFA
  - Retrieve TA and STS result
- SEC
  - Access rights changed

📖 **HKE35 – HKDSE Result Report**
- SEC
  - Access rights changed

📖 **HKE36 – TSA Maintain Student Data for TSA**
- STU
  - Student 's schooling record changed to departed
- ASR
  - Student's promotion status changed to departed
- SEC
  - Access rights changed

📖 **HKE37 – TSA Report**
- SCH
  - School Year created
- SEC
  - Access rights changed

📖 **HKE38 – TSA Data Communication**
- SEC
  - Access rights changed

📖 **HKE39 – Examination Paper Mapping**
- SCH
  - School Year created
  - School Level and School Session Info
  - Class Info
  - Class Subjects Info
- STU
  - Student Subject Setup
- RPT
  - Generate Report
- HSE
  - Retrieve codes
- SEC
  - Access rights changed

📖 **HKE40 – Longitudinal Statistical Analysis**
- SCH
  - School Year created
- STU
  - Student schooling record changed
- RPT
  - Generate Report

- SEC
  - Access rights changed

  📖 **HKE41 – Maint Grade Table**
- SCH
  - School Year created
- SEC
  - Access rights changed

  📖 **HKE42 – Result Reference**
- SCH
  - School Year created
- SEC
  - Access rights changed

  📖 **HKE43 – Scores Consolidation**
- SCH
  - School Year created
- STU
  - Student schooling record changed
- RPT
  - Generate Report
- SEC
  - Access rights changed

2 Operation Procedures

2.1 HKDSE

2.1.1 Maintain Subject Mapping and Exam Language

Maintain the information of WebSAMS subjects and HKDSE subjects mapping.

<u>School Subject and APL Subject</u>

📖 Function Description
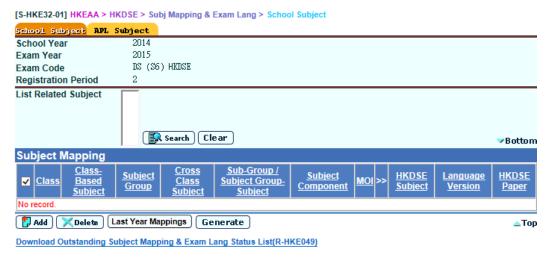
- Users can maintain the subject mapping records between HKDSE subjects and School subjects (including APL subjects).
- Users can preview report (R-HKE049) to show subjects that are missing in subject mapping list.
- Users can search the subject mapping records about School subjects.

📖 Pre-requisites
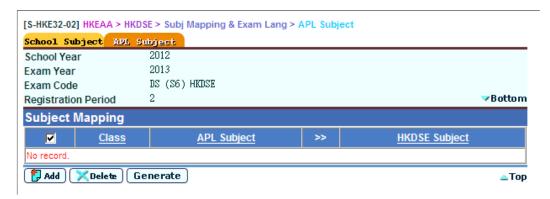
1. School user must import HKDSE Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable).
5. The system time must be in specific exam registration duration.

🎦 User Procedures
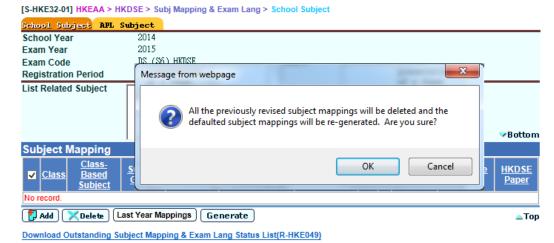
1. Click **[HKEAA]** → **[HKDSE]** → **[Subj Mapping & Exam Lang]** in the left menu.
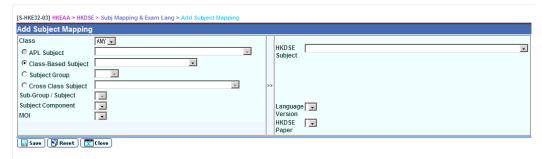
2. The default **[School Subject]** tab page will show all school subjects mapping information. User can also click **[APL subject]** tab page to show APL subjects mapping information.
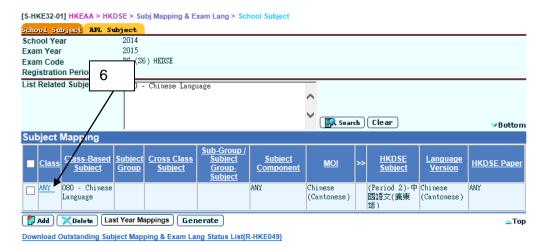
3. By default, the list in **[School Subject]** or **[APL Subject]** will be empty. Users click **[Generate]** button to delete and create corresponding subject mapping records according to default subject mapping information.
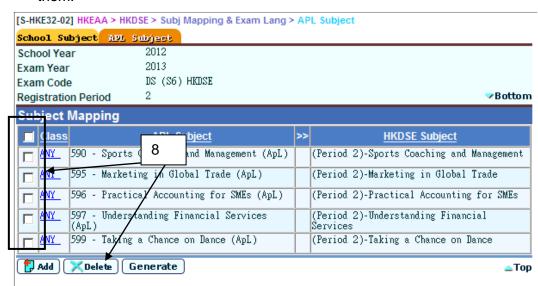
4. Click **[Add]** button to add new subject mapping record, new window will be popup.
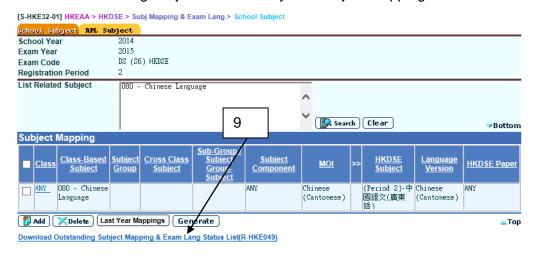
5. After selected school subject (or APL subject) and HKDSE subject, click **[Save]** button to create new record.

6. Click the hyperlink of class name to edit record, new window will be popup. If the data of corresponding record is outdated, the error message will be shown on top of new window
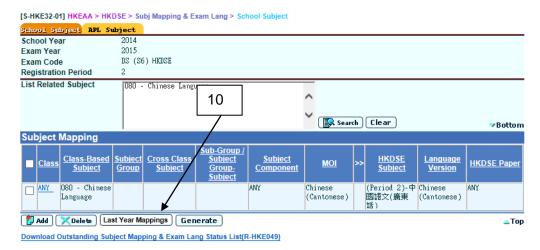
7. After selected school subject (or APL subject) and HKDSE subject, click **[Save]** button to modify the record.

8. Click the checkbox of specific record(s) and click **[Delete]** button to delete them.
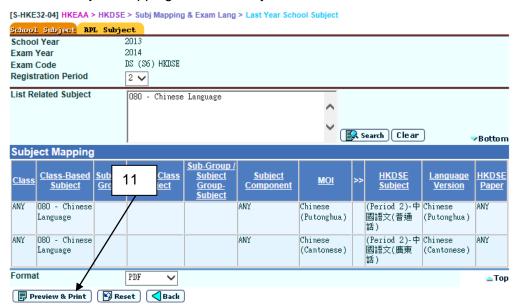
9. Click the hyperlink of R-HKE049 to quickly preview R-HKE049 report which will show missing subject of secondary 6 in subject mapping.
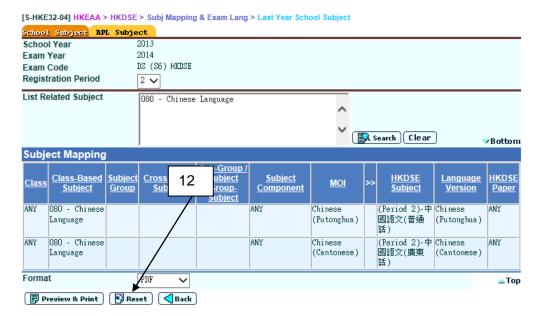
10. Click **[Last Year Mappings]** button to go to Last Year School Subject page.

[S-HKE32-01] HKEAA > HKDSE > Subj Mapping & Exam Lang > School Subject

School Subject	APL Subject

School Year	2014
Exam Year	2015
Exam Code	DS (S6) HKDSE
Registration Period	2

List Related Subject

080 - Chinese Langu...

10

Search Clear

Bottom

Subject Mapping

	Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	MOI	>>	HKDSE Subject	Language Version	HKDSE Paper
☐	ANY	080 - Chinese Language				ANY	Chinese (Cantonese)		(Period 2)-中國語文(廣東話)	Chinese (Cantonese)	ANY

Add Delete Last Year Mappings Generate △Top

Download Outstanding Subject Mapping & Exam Lang Status List(R-HKE049)

11. Click **[Preview & Print]** button to quickly preview R-HKE053 report which will show subject mapping of last exam year.

[S-HKE32-04] HKEAA > HKDSE > Subj Mapping & Exam Lang > Last Year School Subject

School Subject	APL Subject

School Year	2013
Exam Year	2014
Exam Code	DS (S6) HKDSE
Registration Period	2 ∨

List Related Subject

080 - Chinese Language

Search Clear Bottom

Subject Mapping

Class	Class-Based Subject	Sub Gro	Class ect	Sub-Group / Subject Group-Subject	Subject Component	MOI	>>	HKDSE Subject	Language Version	HKDSE Paper
ANY	080 - Chinese Language		**11**		ANY	Chinese (Putonghua)		(Period 2)-中國語文(普通話)	Chinese (Putonghua)	ANY
ANY	080 - Chinese Language				ANY	Chinese (Cantonese)		(Period 2)-中國語文(廣東話)	Chinese (Cantonese)	ANY

Format	PDF ∨	△Top

Preview & Print Reset Back

12. Click **[Reset]** button to reset subject list.

13. Click **[Back]** button to back to current subject mapping page.

🕮 Post-effects

The subject mapping record(s) will be modified

🕮 Notes

1. Apart from subject information, following table will describe special keyword in [S-HKE-32-01], [S-HKE-32-02], [S-HKE-32-03] and [S-HKE-32-04].

Keyword	Description
ANY	Any condition in class, subject, subject group, cross class subject etc.

N/A	• Corresponding school subject (including ApL subject) will not be converted to HKDSE subject. • The school subject will not be shown on R-HKE049 report.
Blank	• Corresponding school subject (including ApL subject) will not be converted to HKDSE subject. • The school subject will be shown on R-HKE049 report.

2. If all fields of subject mapping record is specified (non-ANY), it is the highest priority in subject conversion.

Example 1:

Order of Priorities	Class Name	Subject	Subject component
1. (Highest)	Particular Class	Compulsory Subject / Elective Subject / Subject Group Subject	Particular subject component
2.	Particular Class	Compulsory Subject / Elective Subject / Subject Group Subject	Any
3. (Lowest)	Any	Compulsory Subject / Elective Subject / Subject Group Subject	Any

Example 2:

Order of Priorities	Class Name	Subject	Sub-group code	Subject component
1. (Highest)	Particular Class	Cross Class Subject	Particular sub-group code	Particular subject component
2.	Particular Class	Cross Class Subject	Particular sub-group code	Any
3.	Particular Class	Cross Class Subject	Any	Any
4. (Lowest)	Any	Cross Class Subject	Any	Any

3. The ApL subjects are extracted from Applied Learning module which is based on the subjects listed in ApL parameter file of the respective cohort.
4. The Last Year School Subjects are extracted from School Subjects which are based on the confirmed subject listed in outgoing data.
5. School subject which is Putonghua or Cantonese should be mapped to HKDSE subject which is Cantonese. (except 080 Chinese Language)
6. School subject:
    i.   If user has not generated the subject mapping for the exam year, no records will be shown; Add button, Delete button, Last Year Mappings button, Search button and Clear button will be disabled.

     ii.   After user presses Generate button, subject mapping will be generated. The Add button, Delete button, Last Year Mappings button, Search button and Clear button will be enabled.

7.   APL subject:
     i.   If user has not generated the APL subject mapping for the exam year, no records will be shown; Add button and Delete button will be disabled.
     ii.   After user presses Generate button, APL subject mapping will be generated; the Add button and Delete button will be enabled. It only displays the default mappings of APL subjects which are listed in the parameter file of an exam year and are enrolled by the S.6 students in the corresponding school year.

2.1.2 Maintain Registration Data

📖   Function Description

Allow user to generate DSE subject according to subject mapping information and to maintain the student's DSE subjects, contact information and student's home district council/ preferred district council.

📖   Pre-requisites
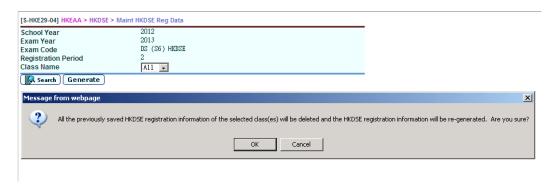
1. School user must import HKDSE Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable).
5. The system time must be in specific exam registration duration.

🖱   User Procedures
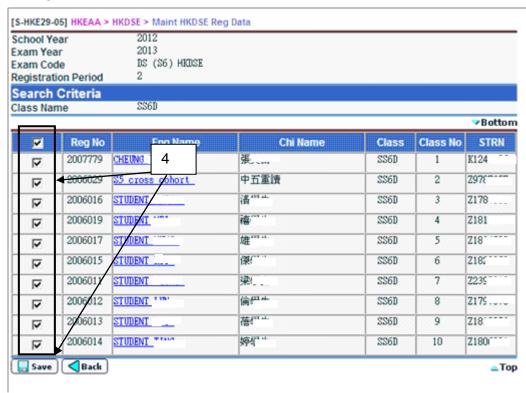
1.   Click **[HKEAA]** → **[HKDSE]** → **[Maint HKDSE Reg Data]** in the left menu.

[S-HKE29-04] HKEAA > HKDSE > Maint HKDSE Reg Data	
School Year	2012
Exam Year	2013
Exam Code	DS (S6) HKDSE
Registration Period	2
Class Name	All ▾
🔍 Search Generate	
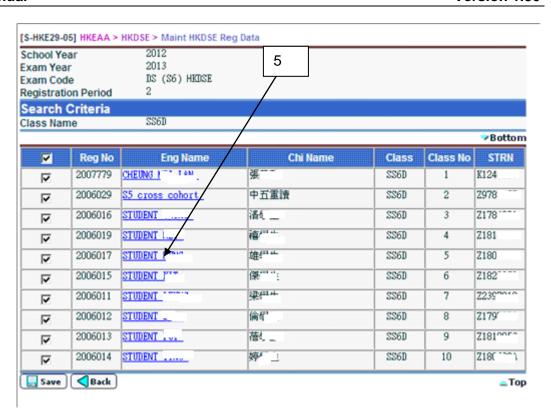
2.   By default, the system does not have any data. User should click **[Generate]** button to delete all and create new records.
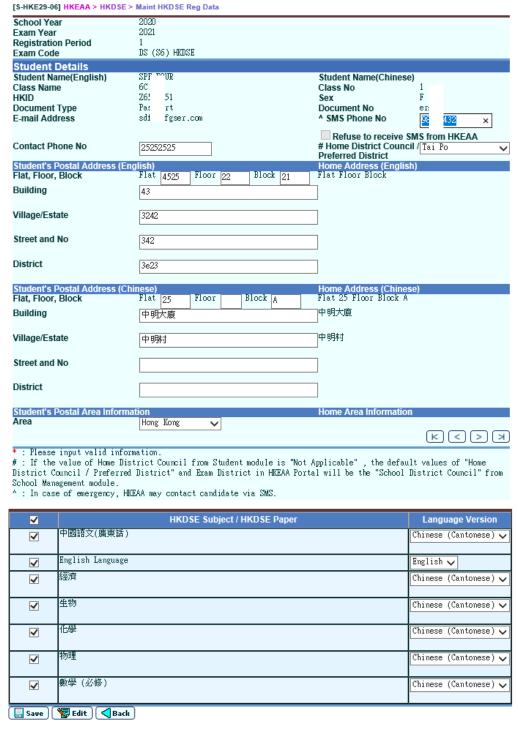
3. Click **[Search]** button to search existing record.

4. By default, all student records are selected. Users can un-click the checkbox of students and click **[Save]** button. These records will be not generated in registration data file in Data Communication.

5. Click the hyperlink of student. The page will show student's particular information and converted DSE subject.

6. The student details are extracted from Student module. User can modify Contact Phone No, SMS Phone No, Home District Council / Preferred District, Student's Postal Address and the language version of DSE subject. If the check box of the DSE subject is not selected, the DSE subject will not be extracted and shown in registration data file. The check box of "Refuse to receive SMS from HKEAA" is dimmed if SMS Phone No is blank. Student won't receive SMS from HKEAA if the "Refuse to receive SMS from HKEAA" is selected.

[S-HKE29-06] HKEAA > HKDSE > Maint HKDSE Reg Data

School Year	2020
Exam Year	2021
Registration Period	1
Exam Code	DS (S6) HKDSE

Student Details

Student Name(English)	SPF FOUR	Student Name(Chinese)	
Class Name	6C	Class No	1
HKID	Z65 51	Sex	F
Document Type	Pas rt	Document No	er
E-mail Address	sdf fgser.com	^ SMS Phone No	9: 432 ✕
		☐ Refuse to receive SMS from HKEAA	
Contact Phone No	25252525	# Home District Council / Preferred District	Tai Po ▾

Student's Postal Address (English) — **Home Address (English)**

Flat, Floor, Block	Flat 4525 Floor 22 Block 21	Flat Floor Block	
Building	43		
Village/Estate	3242		
Street and No	342		
District	3e23		

Student's Postal Address (Chinese) — **Home Address (Chinese)**

Flat, Floor, Block	Flat 25 Floor Block A	Flat 25 Floor Block A	
Building	中明大廈	中明大廈	
Village/Estate	中明村	中明村	
Street and No			
District			

Student's Postal Area Information — **Home Area Information**

Area	Hong Kong ▾

[K] [<] [>] [>]

* : Please input valid information.
\# : If the value of Home District Council from Student module is "Not Applicable" , the default values of "Home District Council / Preferred District" and Exam District in HKEAA Portal will be the "School District Council" from School Management module.
^ : In case of emergency, HKEAA may contact candidate via SMS.

☑	HKDSE Subject / HKDSE Paper	Language Version
☑	中國語文(廣東話)	Chinese (Cantonese) ▾
☑	English Language	English ▾
☑	經濟	Chinese (Cantonese) ▾
☑	生物	Chinese (Cantonese) ▾
☑	化學	Chinese (Cantonese) ▾
☑	物理	Chinese (Cantonese) ▾
☑	數學 (必修)	Chinese (Cantonese) ▾

[💾 Save] [📝 Edit] [◁ Back]

7. After modified student and subject information, click **[Save]** button to save record.

8. You may click **[Edit]** to add or delete subjects for this student.

☐	**HKDSE Subject / HKDSE Paper**	**Language Version**
☐	中國語文(廣東話)	Chinese (Cantonese)
☐	English Language	English
☐	經濟	Chinese (Cantonese)
☐	生物	Chinese (Cantonese)
☐	化學	Chinese (Cantonese)
☐	物理	Chinese (Cantonese)
☐	數學 (必修)	Chinese (Cantonese)

[✕ Delete] [◁ Back]

HKDSE Subject	**Language Version**	**HKDSE Paper**
⌄	⌄	⌄
⌄	⌄	⌄
⌄	⌄	⌄
⌄	⌄	⌄
⌄	⌄	⌄

[📄 Add]

9. Click the checkbox and **[Delete]** button to delete or select subject from drop down box and click **[Add]** button to add.

📖 Post-effects

The information will be modified.

📖 Notes

1. In respect of ApL subjects, the corresponding student application record must have selection result "Successful" and enrolment status "Enrolled".
2. Same subject with different subject codes cannot be registered by same student twice in an exam year.
3. The default value of Home District Council / Preferred District will be that of Home District Council from Student module. If the value is 'X' (Not Applicable), it will be that of District Council from School Management module.
4. The default value of "Contact Phone No" will be copied from "Student Mobile Phone No", "Tel No" or "Emergency Tel No" of Guardian with priority as follows:

   ● [1st priority] If "Student Mobile Phone No" exists, then use it as the mapping value.
   ● [2nd priority] If "Student Mobile Phone No" does not exist, then use "Tel No" as the mapping value.
   ● [3rd priority] If both "Student Mobile Phone No" and "Tel No" do not exist, then use "Emergency Tel No" of Guardian as the mapping value.

5. Only S6 student and S5 repeaters who study APL courses participates in this function.

2.1.3 Batch Amendment

    📖   Function Description

Modify the language version and extraction indicator of DSE subject (including papers) by batch.

    📖   Pre-requisites

1. School user must import HKDSE Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable).
5. The system time must be in specific exam registration duration
6. The student's DSE subject information must be generated on [S-HKE29-04] HKEAA > HKDSE > Maint HKDSE Reg Data

    🖱   User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[Batch Amendment]** in the left menu.

[S-HKE33-01] HKEAA > HKDSE > Batch Amendment	
School Year	2012
Exam Year	2013
Exam Code	DS (S6) HKDSE
Registration Period	2
Class Name	All
HKDSE Subject	中國語文(廣東話), 中國語文(普通話)

🔍 Search

Note:
The options on the HKDSE subject list is based on the generated Registration data.

2. Select class name and DSE subject group (different language version in the same DSE subject), then click **[Search]** button to search specific result.

3. After modification of the extraction indicator of DSE subject (including papers) and corresponding language version, click **[Save]** button to save the updated records.

 📔 Post-effects

The student's DSE subject information record(s) will be modified.

 📔 Notes
1. If the extraction indicator of student is not selected on [S-HKE29-05] HKEAA > HKDSE > Maint HKDSE Reg Data, the student record will not be shown on [S-HKE33-02] HKEAA > HKDSE > Batch Amendment.
2. Same subject with different subject codes cannot be registered by same student twice in an exam year.

2.1.4 Confirm Fee Remission

 📔 Function Description
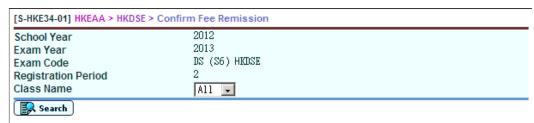
View and confirm students' Textbook Allowance (TA) and Student Travel Subsidy (STS) as the examination fee remission.

 📔 Pre-requisites

1. School user must import HKDSE Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable).
5. The system time must be in specific exam registration duration
6. The student's DSE subject information must be generated on [S-HKE29-04] HKEAA > HKDSE > Maint HKDSE Reg Data
7. The TA and STS result file provided by WFSFAA(SFO) should be imported at WFSFAA(SFO) module (if necessary).

☜ User Procedures

1. Click **[HKEAA] → [HKDSE] → [Confirm Fee Remission]** in the left menu.

2. Select class name and click **[Search]** button to search specific result.

[S-HKE34-01] HKEAA > HKDSE > Confirm Fee Remission

School Year	2014
Exam Year	2015
Exam Code	DS (S6) HKDSE
Registration Period	2
Class Name	6B

Search

▼Bottom

Class	Class No.	Student Name	Confirmation Date	Fee Remission			
				Student Travel Subsidy (STS) Result	Textbook Allowance (TA) Result	Current Remission Indicator	Submitted Remission Indicator
6B	1		23/02/2015	N/A	N/A	0%	0%
6B	2	Student AAB	23/02/2015	N/A	N/A	0%	0%
6B	3		23/02/2015	N/A	N/A	0%	0%
6B	4		23/02/2015	N/A	N/A	0%	0%
6B	5		23/02/2015	N/A	N/A	0%	0%
6B	6		23/02/2015	N/A	N/A	0%	0%
6B	7		23/02/2015	N/A	N/A	0%	0%
6B	8		23/02/2015	N/A	N/A	0%	0%
6B	9		23/02/2015	N/A	N/A	0%	0%
6B	15		23/02/2015	N/A	N/A	0%	0%
6B	16		23/02/2015	N/A	N/A	0%	0%
6B	17		23/02/2015	N/A	N/A	0%	0%

Confirm

▲Top

Note:
- Date of latest TA and STS result in WFSFAA(SFO) module: --
- If the STS result is highlighted in red, school recommendation is required in WFSFAA(SFO) module.
- The Textbook Allowance (TA) and Student Travel Subsidy (STS) result file is waiting to import. Please import the file in WFSFAA(SFO) module.

3. After clicked **[Confirm]** button, current remission indicator will be the submitted remission indicator. The submitted remission indicator will be shown in registration data file.

□   Post-effects

The Submitted Remission Indicators are confirmed.

□   Notes

1. The calculation of Current Remission Indicator:
   The value will be the value of TA result. If TA result is N/A or 0%, the default value will be STS result.

2. The following table will show description of fields:

The description of fields			
Student Travel Subsidy (STS) Result	Textbook Allowance (TA) Result	Current Remission Indicator	Submitted Remission Indicator

Student's result in WFSFAA(SFO) module in real time	Student's result in WFSFAA(SFO) module in real time	Consolidate student's TA and STS result in real time	Confirmed remission indicator
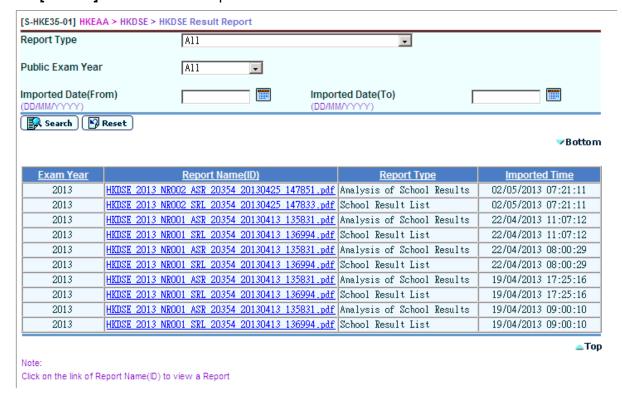
3. The latest confirmed fee remission information will be retrieved for preparing the HKDSE registration data file.

2.1.5 HKDSE Result Report

📖 Function Description

View HKDSE Result Report that provided by HKEAA.

📖 Pre-requisites
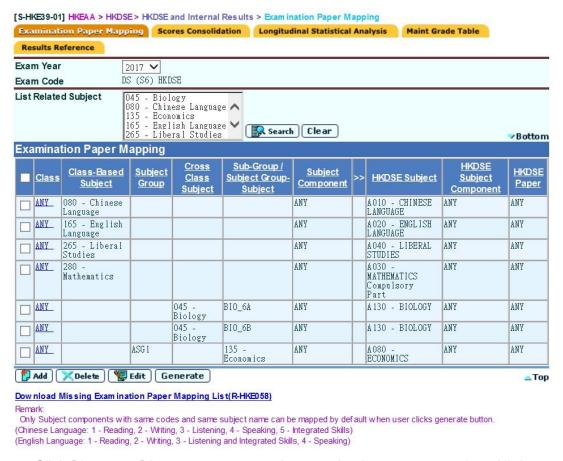
1. School user must import HKDSE Release (RD) Parameter File and HKDSE Result Zip File provided by HKEAA.

🖱 User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[HKDSE Result Report]** in the left menu.

2. Select Report Type, Public Exam Year or/and Imported Date, then click **[Search]** button to search specific result

[S-HKE35-01] HKEAA > HKDSE > HKDSE Result Report

Report Type   All

Public Exam Year   All

Imported Date(From)   [   ]   Imported Date(To)   [   ]
(DD/MM/YYYY)   (DD/MM/YYYY)

[Search] [Reset]

▼Bottom

Exam Year	Report Name(ID)	Report Type	Imported Time
2013	HKDSE_2013_NR002_ASR_20354_20130425_147851.pdf	Analysis of School Results	02/05/2013 07:21:11
2013	HKDSE_2013_NR002_SRL_20354_20130425_147833.pdf	School Result List	02/05/2013 07:21:11
2013	HKDSE_2013_NR001_ASR_20354_20130413_135831.pdf	Analysis of School Results	22/04/2013 11:07:12
2013	HKDSE_2013_NR001_SRL_20354_20130413_136994.pdf	School Result List	22/04/2013 11:07:12
2013	HKDSE_2013_NR001_ASR_20354_20130413_135831.pdf	Analysis of School Results	22/04/2013 08:00:29
2013	HKDSE_2013_NR001_SRL_20354_20130413_136994.pdf	School Result List	22/04/2013 08:00:29
2013	HKDSE_2013_NR001_ASR_20354_20130413_135831.pdf	Analysis of School Results	19/04/2013 17:25:16
2013	HKDSE_2013_NR001_SRL_20354_20130413_136994.pdf	School Result List	19/04/2013 17:25:16
2013	HKDSE_2013_NR001_ASR_20354_20130413_135831.pdf	Analysis of School Results	19/04/2013 09:00:10
2013	HKDSE_2013_NR001_SRL_20354_20130413_136994.pdf	School Result List	19/04/2013 09:00:10

▲Top

Note:
Click on the link of Report Name(ID) to view a Report

3. After clicked the hyperlink of report name, the report will be shown.

📖   Post-effects

HKDSE Result Report will be shown.

📖   Notes

Nil

2.1.6 HKDSE and Internal Results

2.1.6.1   Examination Paper Mapping

📖   Function Description

Create the mapping between HKDSE subjects and School Subjects in WebSAMS.

🎯   Pre-requisites

1. HKDSE Registration (REG) Parameter File and Result Release (RD) Parameter File of the selected exam year are imported. (provided by HKEAA)

📖 User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[HKDSE and Internal Results]** in the left menu, and click **[Examination Paper Mapping]** tab page.
2. The mapped examination paper will be shown in one page in the result pane.

[S-HKE39-01] HKEAA > HKDSE > HKDSE and Internal Results > Examination Paper Mapping

| Examination Paper Mapping | Scores Consolidation | Longitudinal Statistical Analysis | Maint Grade Table |

| Results Reference |

Exam Year	2017 ⌄
Exam Code	DS (S6) HKDSE
List Related Subject	045 - Biology ⌃ 080 - Chinese Language 135 - Economics 165 - English Language ⌄ 265 - Liberal Studies

🔍 Search | Clear | ⌄Bottom

Examination Paper Mapping

| ☐	Class	Class-Based Subject	Subject Group	Cross Class Subject	Sub-Group / Subject Group-Subject	Subject Component	>>	HKDSE Subject	HKDSE Subject Component	HKDSE Paper
☐	ANY	080 - Chinese Language				ANY		A010 - CHINESE LANGUAGE	ANY	ANY
☐	ANY	165 - English Language				ANY		A020 - ENGLISH LANGUAGE	ANY	ANY
☐	ANY	265 - Liberal Studies				ANY		A040 - LIBERAL STUDIES	ANY	ANY
☐	ANY	280 - Mathematics				ANY		A030 - MATHEMATICS Compulsory Part	ANY	ANY
☐	ANY			045 - Biology	BIO_6A	ANY		A130 - BIOLOGY	ANY	ANY
☐	ANY			045 - Biology	BIO_6B	ANY		A130 - BIOLOGY	ANY	ANY
☐	ANY		ASG1		135 - Economics	ANY		A080 - ECONOMICS	ANY	ANY

📝 Add | ✖ Delete | 📝 Edit | Generate | ⌃Top

Download Missing Examination Paper Mapping List(R-HKE058)
Remark:
 Only Subject components with same codes and same subject name can be mapped by default when user clicks generate button.
(Chinese Language: 1 - Reading, 2 - Writing, 3 - Listening, 4 - Speaking, 5 - Integrated Skills)
(English Language: 1 - Reading, 2 - Writing, 3 - Listening and Integrated Skills, 4 - Speaking)

3. Click **[Generate]** button to generate the examination paper mapping. All the previously examination paper mappings will be deleted and the default examination paper mappings will be re-generated.

4. All unmapped school class based subjects, cross-class subjects and subject group-subjects are also listed out for editing.

5. Select desired subject in **List Related Subject** dropdown list and click **[Search]** button to search subjects; click **[Clear]** button to clear the subjects selected.

6. Click **[Add]** button to add Examination Paper Mapping:

[S-HKE39-02] HKEAA > HKDSE > HKDSE and Internal Results > Add Examination Paper Mapping

Add Examination Paper Mapping

Exam Year	2017			
Class	ANY ⌄		HKDSE Subject	A010 - CHINESE LANGUAGE ⌄
⦿ Class-Based Subject	080 - Chinese Language ⌄			
○ Subject Group	⌄			
○ Cross Class Subject	⌄	>>	HKDSE Subject Component	1 - Reading ⌄
Sub-Group / Subject Group-Subject	⌄			
Subject Component	01 - Reading ⌄		HKDSE Paper	ANY ⌄

💾 Save | 🔄 Reset | ✖ Close

   i.   Click the **[Add]** button, above **[S-HKE39-02] HKEAA > HKDSE > HKDSE and Internal Results > Add/ Edit Examination Paper Mapping** window will be prompted.
   ii. Map HKDSE Subject / Subject Component / Option Paper with school subject and subject component.
   iii. Click the **[Save]** button to create new record.

7. Click **[Delete]** button to delete Examination Paper Mapping:
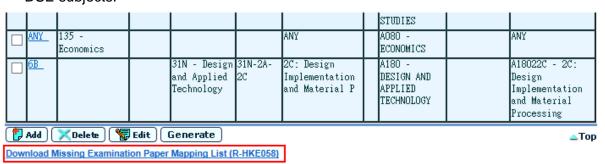
							STUDIES		
☐	ANY	135 - Economics				ANY	A080 - ECONOMICS		ANY
☐	6B			31N - Design and Applied Technology	31N-2A-2C	2C: Design Implementation and Material P	A180 - DESIGN AND APPLIED TECHNOLOGY		A18022C - 2C: Design Implementation and Material Processing

[📄 Add] [✕ Delete] [📝 Edit] [Generate]   ▲Top

Download Missing Examination Paper Mapping List (R-HKE058)

   i. Check the checkbox nearby desired examination paper mapping and click **[Delete]** button in [S-HKE39-01]. Examination paper mapping is deleted.

8. Click **[Edit]** button to edit Examination Paper Mapping:

[S-HKE39-02] HKEAA > HKDSE > HKDSE and Internal Results > Edit Examination Paper Mapping

Edit Examination Paper Mapping

Exam Year	2013		HKDSE Subject	A030 - MATHEMATICS Compulsory Part
Class	ANY ▾			
◉ Class-Based Subject	280 - Mathematics ▾			
○ Subject Group	▾	≫	HKDSE Subject Component	ANY ▾
○ Cross Class Subject	▾		HKDSE Paper	ANY ▾
Sub-Group / Subject Group-Subject	▾			
Subject Component	C0 - Core ▾			

[💾 Save] [🔁 Reset] [✕ Close]

   i. Check the checkbox nearby desired Mapping and click the **[Edit]** button, or click the hyperlinks in the page [S-HKE39-01], above **[S-HKE39-02] HKEAA > HKDSE > HKDSE and Internal Results > Add/ Edit Examination Paper Mapping** window will be prompted.
   ii. Map HKDSE Subject / Subject Component / Option Paper with school subject and subject component.
   iii. Click the **[Save]** button to save the modified record.

9. Click the hyperlink of **[Download Missing Examination Paper Mapping List]** to download the list of school subjects which are not yet mapped to DSE subjects:

							STUDIES		
☐	ANY	135 - Economics				ANY	A080 - ECONOMICS		ANY
☐	6B			31N - Design and Applied Technology	31N-2A-2C	2C: Design Implementation and Material P	A180 - DESIGN AND APPLIED TECHNOLOGY		A18022C - 2C: Design Implementation and Material Processing

[📄 Add] [✕ Delete] [📝 Edit] [Generate]   ▲Top

Download Missing Examination Paper Mapping List (R-HKE058)

   i. Click the hyperlink of **[Download Missing Examination Paper Mapping List (R-HKE058)]** on the page [S-HKE39-01].
   ii. The school subjects or subject components which are not mapped with DSE subjects / DSE subject components / DSE papers are displayed.
   iii. This report shows the missing examination paper mapping of the selected exam year.

     📖   Post-effects

        1. The Examination Paper Mappings of selected exam year will be updated.

        2. User can print Report of Missing Examination Paper Mapping List [R-HKE058].

     📖   Notes

        1. For exam year 2012 and 2013, there is only subject name of **Combined Science** (A165) but not **Combined Science (Biology, Chemistry)** (A166), **Combined Science (Biology, Physics)** (A167), **Combined Science (Chemistry, Physics)** (A168) in RD parameter file.

        2. Examination Paper mappings can be done down to component levels. This is only applicable to certain subjects, **English Language**, **Chinese Language**, **Combined Science**, **Combined Science (Biology, Chemistry)**, **Combined Science (Biology, Physics)**, **Combined Science (Chemistry, Physics)**. **Physic**, **Chemistry** and **Biology** of **Combined Science** are all regarded as Subject Components to Combined Science, the combinations **Combined Science (Biology, Chemistry)**, **Combined Science (Biology, Physics)**, **Combined Science (Chemistry, Physics)** and they are different from Individual Subjects **Physics**, **Chemistry** and **Biology**.

        3. Only Category A and Category C subjects in the HKDSE registration file can be mapped with school subjects.

2.1.6.2   Scores Consolidation

📖   Function Description

   User allows to perform consolidation on calculating the Longitudinal Statistical Result.

🖰   Pre-requisites

        1. HKDSE Registration (REG) Parameter File, Result Release (RD) Parameter File and HKDSE Result Zip File of the selected exam year (equals to school year +1) are imported.

        2. Subject mappings of HKDSE Subjects, HKDSE Subject Components or HKDSE option papers have to be defined.

        3. The annual scores for S6 students in Assessment module should have been consolidated.

📖 User Procedures

        1. Click **[HKEAA]** ➔ **[HKDSE]** ➔ **[HKDSE and Internal Results]** in the left menu, and click **[Scores Consolidation]** tab page.

[S-HKE43-01] HKEAA > HKDSE > HKDSE and Internal Results > Scores Consolidation

| Examination Paper Mapping | Scores Consolidation | Longitudinal Statistical Analysis | Maint Grade Table |

| Results Reference |

School Year	Current Year 2016 ▼
Exam Year	2017
School Level	Secondary
School Session	Whole day
Class Level	Secondary 6
Assessment Period	Annual

[Consolidate]

2. Select School Year and click **[Consolidate]** button.

3. If all the validation passed, system will calculate Range, Mean, Standard Deviation for each grade of each HKDSE paper which are mapped with school subject in WebSAMS.

📖 Post-effects

1. The **Range**, **Mean** and **S.D.** of Annual assessment result in WebSAMS for each grade of HKDSE result will be consolidated. User can view the consolidated result in the Longitudinal Statistical Analysis report.

📖 Notes

1. System will only consolidate the marks of subjects which are mapped with HKDSE subjects.

2. System only calculates the Range, Mean and Standard Deviation based on the Annual result of the subject. If the annual results are not available in WebSAMS, the Range, Mean and Standard Deviation will not be calculated.

3. If students have Exempted, Absent, Dropped or Not Assessed as the annual score in WebSAMS, they will NOT be taken into account in Consolidation.

4. System validates the grade tables, whether in [S-ASR09-03] Assessment > Setup > Code Table > Grade Conversion Table for subjects assessed by Grade or [S-HKE41-01] HKEAA > HKDSE > HKDSE and Internal Results > Maint Grade Table, to check if all the marks of Min Val Inclusive or Percentile input are zero. If so, the converted grade in Results Reference will all be N/A.

2.1.6.3 Longitudinal Statistical Analysis

📖 Function Description
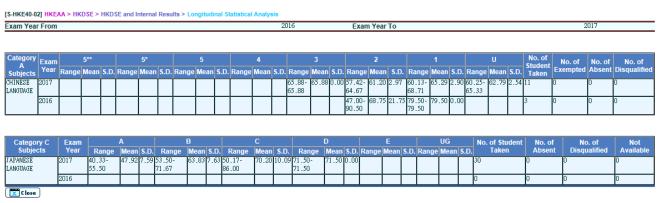
User allows to view and print the cross-year statistical result.

🖰 Pre-requisites
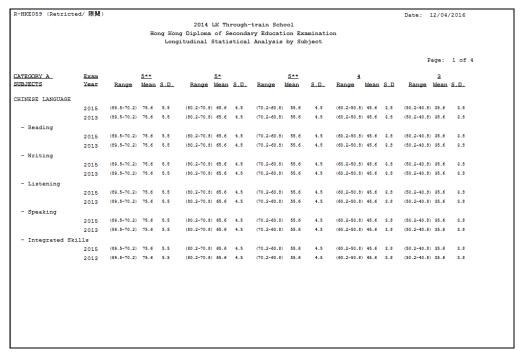
1. HKDSE Registration (REG) Parameter File and Result Release (RD) Parameter File of selected exam year are imported.
2. The Scores consolidation in HKDSE and Internal Results should have been consolidated.

📖 User Procedures

1. Click **[HKEAA]** ➔ **[HKDSE]** ➔ **[HKDSE and Internal Results]** in the left menu, and click **[Longitudinal Statistical Analysis]** tab page.

2. Selects **Public Exam Year From**, **Public Exam Year To**, **Subject**, **Report Option (Subject Component)** and **Report Option (Option Paper)**, and clicks **[View]** button.

[S-HKE40-02] HKEAA > HKDSE > HKDSE and Internal Results > Longitudinal Statistical Analysis

Exam Year From		2016	Exam Year To		2017

Category A Subjects	Exam Year	5** Range	Mean	S.D.	5* Range	Mean	S.D.	5 Range	Mean	S.D.	4 Range	Mean	S.D.	3 Range	Mean	S.D.	2 Range	Mean	S.D.	1 Range	Mean	S.D.	U Range	Mean	S.D.	No. of Student Taken	No. of Exempted	No. of Absent	No. of Disqualified
CHINESE LANGUAGE	2017													65.88-65.88	65.88	0.00	57.42-64.67	61.20	2.97	60.13-68.71	65.29	2.90	60.25-65.33	62.79	2.54	11	0	0	0
	2016																47.00-90.50	68.75	21.75	79.50-79.50	79.50	0.00				3	0	0	0

Category C Subjects	Exam Year	A Range	Mean	S.D.	B Range	Mean	S.D.	C Range	Mean	S.D.	D Range	Mean	S.D.	E Range	Mean	S.D.	UG Range	Mean	S.D.	No. of Student Taken	No. of Absent	No. of Disqualified	Not Available
JAPANESE LANGUAGE	2017	40.33-55.50	47.92	7.59	53.50-71.67	63.83	7.63	50.17-86.00	70.20	10.09	71.50-71.50	71.50	0.00							30	0	0	0
	2016																			0	0	0	0

[X] Close

3. Click **[Preview & Print]** button to print the report [R-HKE059] Longitudinal Statistical Analysis, user can select the statistical report's format in PDF, WORD, RICHTEXT, and EXCEL Formats.

```
R-HKE059 (Retricted/ 限閱)                                          Date: 12/04/2016
                              2014 LK Through-train School
                   Hong Kong Diploma of Secondary Education Examination
                        Longitudinal Statistical Analysis by Subject

                                                                  Page: 1 of 4

CATEGORY A      Exam      5**              5*               5**              4                3
SUBJECTS        Year      Range  Mean S.D. Range  Mean S.D. Range  Mean  S.D. Range   Mean S.D  Range  Mean S.D.

CHINESE LANGUAGE
                2015   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
                2013   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
   - Reading
                2015   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
                2013   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
   - Writing
                2015   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
                2013   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
   - Listening
                2015   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
                2013   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
   - Speaking
                2015   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
                2013   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
   - Integrated Skills
                2015   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
                2013   (89.5-70.2) 75.6  5.5  (80.2-70.8) 65.6  4.5  (70.2-60.8) 55.6  4.5  (60.2-50.8) 45.6  3.8  (50.2-40.8) 35.6  3.8
```

4. Click **[Reset]** button to reset the printing criteria.

📖 Post-effects
1. User can view the Longitudinal Statistical Analysis of selected exam year.
2. User can print the report of Longitudinal Statistical Analysis of selected exam year.

    📖   Notes

        1.   The Statistical Report is a cross year analytical report comprising of most recent years which school users can select (1 to 10 years) results in Examination Year 2012 or after.

        2.   When user selects Exam Year From and Exam Year To, dropdown list of Subject will be refreshed to include subjects which exist within the selected school year (school year which equals to Exam Year From -1 and Exam Year To -1), are mapped with HKDSE subject in corresponding school year and have scores consolidated in [S-HKE43-01].

2.1.6.4   Maint Grade Table

    📖   Function Description
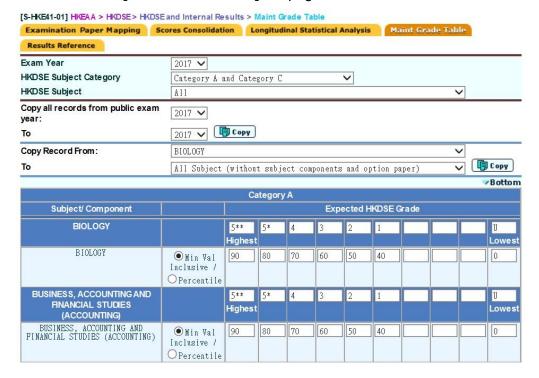
    User allows to maintain public exam grade table of HKDSE subjects.

    🖰   Pre-requisites

        1.   HKDSE Registration (REG) Parameter File and Result Release (RD) Parameter File of the selected exam year are imported.
        2.   Only those HKDSE papers are already mapped with school subjects or subject components will be able to be retrieved.

    📖 User Procedures

        1.   Click **[HKEAA]** → **[HKDSE]** → **[HKDSE and Internal Results]** in the left menu, and click **[Maint Grade Table]** tab page.

2. Select the Exam Year, HKDSE Subject Category and HKDSE Subject to filter desired HKDSE subject out to maintain their Grade tables (3 Category options: Category A and Category C, Category A : Senior Secondary Subjects, Category C : Other Languages Subjects).

3. Category A subjects are displayed on the top, while Category C subjects are displayed in the bottom.

4. Select either (i) Min Value Inclusive or (ii) Percentile with radio button in setting up the grades of individual subject.

5. Edit the grade name in the grade table by each subject. There are up to 10 grades for user to input.

6. User can copy grade table from past exam year by selecting dropdown list of **Copy All Records From public exam year**, dropdown list of copy record To (exam Year) and clicking **[Copy]** button.

7. User can copy grade table from other Subject by selecting dropdown list of **Copy Record From**, dropdown list of copy record To (Subject) and clicking **[Copy]** button.

8. Click **[Save]** button to save the records.

 Post-effects

1. The grade table of HKDSE subjects, HKDSE subject components or HKDSE option papers will be updated.

 Notes
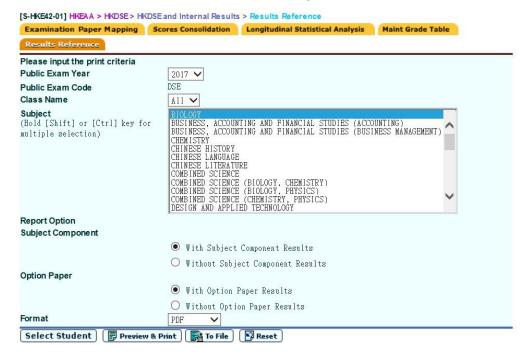
1. Different subject listed in the HKDSE Result File may have different ranges of marks for each grade.

2. Grade table of all subjects can be copied from that of one subject.

3. Maximum number of grade level is 10 for both category A subjects and category C subjects.

4. If user selects Percentile radio button for the Subject, Subject Component or option paper, the sum of percentage user entered under the defined Grade has to be 100.

5. If user selects Min Value Inclusive radio button for the Subject, Subject Component or option paper, the ceiling mark is 100 by default, the marks user entered have to be smaller than or equal to 100. During Scores Consolidation and Results Reference, system will calculate the Range, Mean, S.D. or convert the score (Internal score) to Grade with reference to the Full Score defined in [S-ASR03-03] Assessment > Setup > Subject Full Score and Weighting Setup.

6. If user selects Min Value Inclusive radio button for the Subject, Subject Component or option paper, the marks user entered have to be smaller than the left one and greater than the right one. For example, the mark user entered under Grade 8 has to be greater than that under Grade 7 but smaller than that under Grade 9.

2.1.6.5   Results Reference

🕮   Function Description

User allows to enquire a student's internal and public exam results
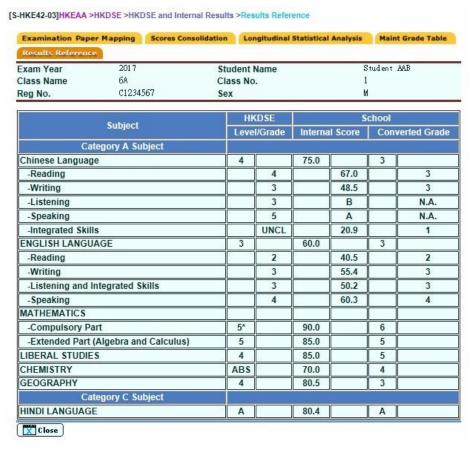
🕰   Pre-requisites

1.   HKDSE Registration (REG) Parameter File, Result Release (RD) Parameter File and HKDSE Result Zip File of the selected exam year are imported.
2.   The Scores consolidation in HKDSE and Internal Results should have been consolidated.

🕮 User Procedures

1.   Click **[HKEAA]** → **[HKDSE]** → **[HKDSE and Internal Results]** in the left menu, and click **[Results Reference]** tab page.

2.   Select **Public Exam Year** which has latest exam year as default option, **Class Name** which has All as default option, **Subject**, **Report Option (Subject Component)** and **Report Option (Option Paper)**, the Format for the report can be PDF, WORD, RICHTEXT or EXCEL.

3.   Click the **[Select Student]** button to view or print the Comparison result by student.

[S-HKE42-02] HKEAA > HKDSE > HKDSE and Internal Results > Results Reference

| Examination Paper Mapping | Scores Consolidation | Longitudinal Statistical Analysis | Maint Grade Table |

Results Reference

HKDSE Examination and School Academic Report (R-HKE060):-

☐	Class Name	Class No.	Student Name	Sex
☐	6A	1	Student AAB	M
☐	6A	43	Fong Fong Fong	M

[View] [Preview & Print] [To File] [Reset] [Back]

4. Check the checkbox nearby the desired student.

5. Click the **[View]** button to view the results.

6. Click the **[Preview and Print]** button to preview and print the report by the PDF, WORD, RICHTEXT, or EXCEL Formats, clicks [To File] button to save the report into system.

[S-HKE42-03] HKEAA > HKDSE > HKDSE and Internal Results > Results Reference

| Examination Paper Mapping | Scores Consolidation | Longitudinal Statistical Analysis | Maint Grade Table |

Results Reference

Exam Year	2017	Student Name	Student AAB
Class Name	6A	Class No.	1
Reg No.	C1234567	Sex	M

Subject	HKDSE		School			
	Level/Grade		Internal Score		Converted Grade	
Category A Subject						
Chinese Language	4		75.0		3	
-Reading		4		67.0		3
-Writing		3		48.5		3
-Listening		3		B		N.A.
-Speaking		5		A		N.A.
-Integrated Skills		UNCL		20.9		1
ENGLISH LANGUAGE	3		60.0		3	
-Reading		2		40.5		2
-Writing		3		55.4		3
-Listening and Integrated Skills		3		50.2		3
-Speaking		4		60.3		4
MATHEMATICS						
-Compulsory Part	5*		90.0		6	
-Extended Part (Algebra and Calculus)	5		85.0		5	
LIBERAL STUDIES	4		85.0		5	
CHEMISTRY	ABS		70.0		4	
GEOGRAPHY	4		80.5		3	
Category C Subject						
HINDI LANGUAGE	A		80.4		A	

[X Close]

📖 Post-effects

  1. User can view the Results Reference online and print the report.

📖 Notes
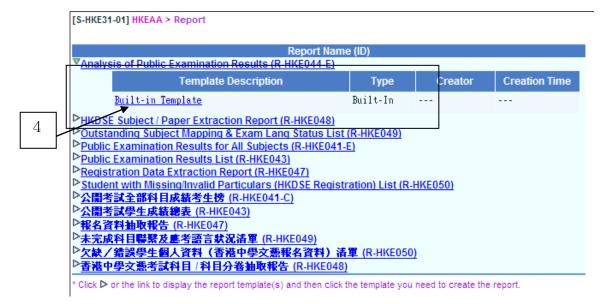
  1. HKDSE results are from HKDSE Data File while the School Academic Results are from the annual assessment of S6 of students (only those active or graduated students will be taken into account).

2. For subject components of English Language, Chinese Language, Integrated Science, and Combined Science, School Score or converted Grade will be blanked if school has no corresponding subject components. For Category C subject, subject component grade or score will not be displayed.

2.1.7 Generate Report

📕   Function Description

Users can generate HKDSE reports.

📕   Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required to view the reports.

🎦   User Procedures

1. Click **[HKEAA] → [HKDSE] → [Report]** in the left menu.

2. All the reports with their description and report ID are shown. Click on the **Report Name (ID)** hyperlink.

3. All built-in and user-defined report templates are shown.

4. Select the templates and click on the hyperlink to open the report parameter screen.

5. In the report parameter screen, enter the parameter and/or select the option.

6. Select the Format of the report. The reports can be printed in the format of PDF, WORD, RICHTEXT and EXCEL.

7. Click the **[Preview and Print]** button to generate the report.

8. The report will be shown on a pop-up window.

☐   Post-effects

1. The selected report will be shown on a pop-up window. Users can view, print or save the report.

☐   Notes

1. Most of the reports have two language versions. Report ID with a sub-fix of –E stands for English reports, while those with –C stands for Chinese reports. Report ID without sub-fix of –E nor –C are bilingual reports.

2. R-HKE041: Public Examination Results for All Subjects

i.   This report lists out the HKDSE examination results of the students in the selected class for all examination subjects. A summary and the statistics of the performance of individual students are provided. The report includes the following information:

For Category A

    a.   Student information - Name of candidates, Class Number.

    b.   Summary of the performance of the students - the number of subjects obtained for each level (5**, 5*, 5, 4, 3, 2, 1, U) and X.

    c.   The following information is provided:

        i.   Number of subjects with grade Level 2 or above.

    d.   Public examination results - The results of all subjects / components (From examination year 2012, the sub-levels of the subjects are also displayed on the report.)

    e.   Statistical results of the class:

       -   total number of students sat for the examination
       -   total number and percentage of students who are absent from the whole examination
       -   total number and percentage of all subjects with level 2 or above in the class
       -   total number and percentage of all subjects with individual levels (5**, 5*, 5, 4, 3, 2, 1, U) and X
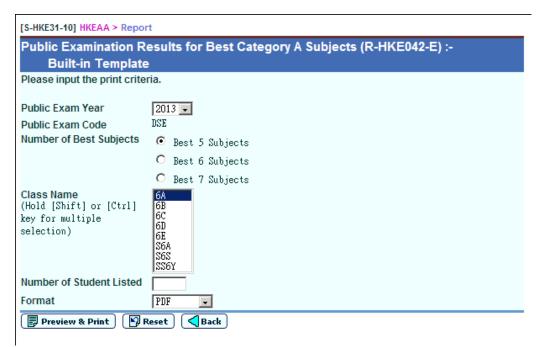
For Category B

a. Student information - Name of candidates, Class Number.

b. Summary of the performance of the students - the number of subjects obtained for each level (TD, TT and UT for examination year before 2018, D2, DI, TT and UT for examination year in or after 2018) and X.

c. The following information is provided:

    i.   Number of subjects with grade Level TT or above.

d. Public examination results - The results of all subjects / components (From examination year 2012, the sub-levels of the subjects are also displayed on the report.)

e. Statistical results of the class:

- total number of students sat for the examination
- total number and percentage of students who are absent from the whole examination
- total number and percentage of all subjects with level TT or above in the class (including D2 and DI for examination in or after 2018)
- total number and percentage of all subjects with individual levels (TD, TT and UT for examination year before 2018, D2, DI, TT and UT for examination year in or after 2018) and X.

For Category C
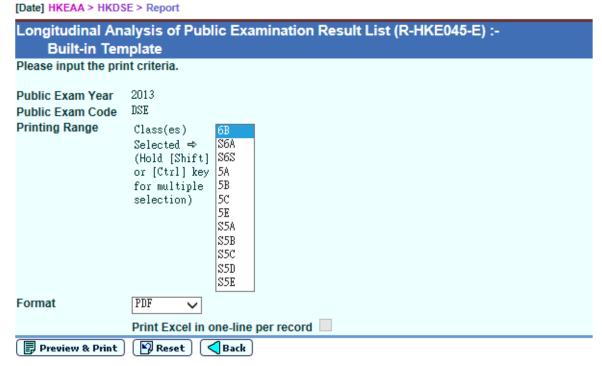
a. Student information - Name of candidates, Class Number.

b. Summary of the performance of the students - the number of subjects obtained for each level (A, B, C, D, E and UG) and X.

c. The following information is provided:

    i.   Number of subjects with grade Level E or above.

d. Public examination results - The results of all subjects / components (From examination year 2012, the sub-levels of the subjects are also displayed on the report.)

e. Statistical results of the class:

- total number of students sat for the examination
- total number and percentage of students who are absent from the whole examination
- total number and percentage of all subjects with level E or above in the class
- total number and percentage of all subjects with individual levels (A, B, C, D, E and UG) and X.

ii. In summary page, "Total No. Absence" means that the total no. of candidates who are absent in all Category A/B/C subjects.

iii. In summary page, "Total No. Sat" means that the total no. of candidates of Category A/B/C subjects in result file – the total no. of candidates who are absent in all Category A/B/C subjects.

iv. In summary page, if no subject for a particular level, '©' will be shown in "Subject Level".

v. In summary page, for Category A, if no subject with Subject Level 2 or above, '©' will be shown in "Level 2 or above". For Category B, if no subject with Subject Level TT or above, '©' will be shown in "TT or above". For Category C, if no subject with Subject Level E or above, '©' will be shown in "E or above".

vi. Subject results of the current examination year and past years can be printed.

vii. Users can select to print the component grades of the subject in the parameter screen.

viii. 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.

3. R-HKE042: Public Examination Results for Best Category A Subjects

i. The below criteria can be selected from this screen to generate the report:
1. Public Exam Year - Select public exam year (Selection is allowed from 2012)

2. Number of Best Subjects - Select the number from the buttons among 5, 6 and 7.
3. Printing Range
Selected classes from the text box (multiple class selection is allowed)
Number of Student Listed - Type a number in the text box
4. Format - PDF / WORD / RICHTEXT / EXCEL

ii. List any best (5/6/7) Category A subjects of students.
iii. Mathematics is counted as the highest score among (Mathematics (Core) A030, Mathematics (M1) A031, and Mathematics (M2) A032)
iv. If grade level does not equal to "5**", "5*", "5", "4", "3", "2", "1", the system will consider as ineffective subject and not show subject(s) in report.
v. Students with lesser no. of subjects will NOT be shown.
vi. Sorting Method (all student)
1. Total Scores of best (5/6/7) effective subjects(please see note 7) in descending order
2. Numbers of subjects obtaining 5**, then 5*, then 5, then 4 and so on.
3. Class and English Name in alphabetical order.
vii. Sorting Method (subject scores of one student)
1. Level 1: Subject score (5** > 5* > 5 > 4 > 3 > 2 > 1)

4. R-HKE045: Longitudinal Analysis of Public Examination Result List

i. The below criteria can be selected from this screen to generate the report:

1) Public Exam Year - Select public exam year (Selection is allowed from 2012)
2) Printing Range
Selected classes from the text box (multiple class selection is allowed)
3) Format - PDF / WORD / RICHTEXT / EXCEL
ii. For Category A subjects,

1. No. Entered: Count of candidates of Category A subject/subject component in the result file

2. No. Sat: No. Entered – (11) Absent

3. 5**: count of records with Subject Grade/Level = '5**'

4. 5*: count of records with Subject Grade/Level = '5*'

5. 5: count of records with Subject Grade/Level = '5'

6. 4: count of records with Subject Grade/Level = '4'

7. 3: count of records with Subject Grade/Level = '3'

8. 2: count of records with Subject Grade/Level = '2'

9. 1: count of records with Subject Grade/Level = '1'

10. Unclassified: count of records with Subject Grade/Level in ('U', 'Z')

11. Absent: count of records with Subject Grade/Level or Component grade/level = 'X'

iii. For Category A subject components,

1. No. Entered: Count of candidates of Category A subject/subject component in the result file

2. No. Sat: No. Entered – (11) Absent – (12) Exempted

3. 5**: count of records with Component grade/level = '5**'

4. 5*: count of records with Component grade/level = '5*'

5. 5: count of records with Component grade/level = '5'

6. 4: count of records with Component grade/level = '4'

7. 3: count of records with Component grade/level = '3'

8. 2: count of records with Component grade/level = '2'

9. 1: count of records with Component grade/level = '1'

10. Unclassified: count of records with Component grade/level in ('U', 'Z')

11. Absent: count of records with Component grade/level = 'X'

12. Exempted (Hidden): count of records with Component grade/level = 'Y'

iv. For Category B subjects,

1. No. Entered: Count of records of Category B subject

2. No. of Candidates Fulfilled Attendance: Minimum attendance requirement fulfilled = 'Y'

3. Attained With Distinction (II): count of records with Subject Grade/Level = 'D2' for examination year in or after 2018

4. Attained With Distinction (I): count of records with Subject Grade/Level = 'DI' for examination year in or after 2018

5. Attained With Distinction: count of records with Subject Grade/Level = 'TD' for examination year before 2018

6. Attained: count of records with Subject Grade/Level = 'TT'

7. Unattained:

(i) (2) – (3) – (4) – (6) (for examination year in or after 2018)

(ii) (2) – (5) – (6) (for examination year before 2018)

8. Unattained (Attendance Not Fulfilled): (1) – (2)

v. For Category C subjects,

1. No. Entered: Count of students of Category C subjects in the result file

2. No. Sat: No. Entered – (9) Absent

3. A: count of records with Subject Grade = 'A'

4. B: count of records with Subject Grade/Level = 'B'

5. C: count of records with Subject Grade/Level = 'C'

6. D: count of records with Subject Grade/Level = 'D'

7. E: count of records with Subject Grade/Level = 'E'

8. Ungraded: count of records with Subject Grade/Level in ('UG', 'Z')

9. Absent: count of records with Subject Grade/Level = 'X'

10. Pending: count of records with Subject grade/level = empty

vi. For Category C subject components,

1. No. Entered: Count of records of Category C subject

2. No. Sat: the "No.Sat" of Category C subjects

3. With Distinction: count of records with Component grade/level = 'D'

4. With Merit: count of records with Component grade/level = 'M'

5. With Pass: count of records with Component grade/level = 'P'

6. Below Pass: (2) – (3) – (4) – (5) – (7)

7. Pending: count of records with subject grade/level = empty

vii. 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.

5. R-HKE047: Registration Data Extraction Report
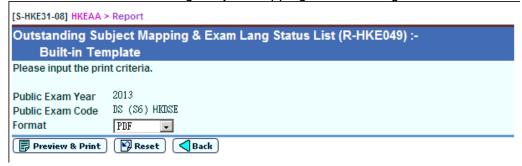
Report [R-HKE047] Registration Data Extraction Report displays the extracted student particulars and registered DSE subject information (including papers). User can print and preview the latest report of the specific class

6. R-HKE048: HKDSE Subject / Paper Extraction Report

[S-HKE31-07] HKEAA > Report

HKDSE Subject / Paper Extraction Report (R-HKE048) :-
Built-in Template

Please input the print criteria.

Public Exam Year   2013
Public Exam Code   DS (S6) HKDSE
Class Name   6B
Format   PDF

[Preview & Print] [Reset] [Back]

*Blank report will be shown if HKDSE Registration Data File has never been confirmed
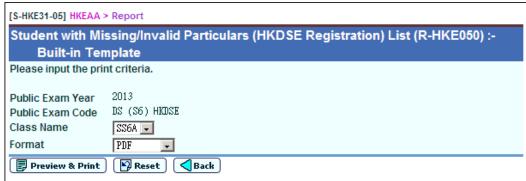
Report [R-HKE048] HKDSE Subject / Paper Extraction Report displays the summary of registered DSE subject (including papers). User can print and preview the latest report of the specific class.

7. R-HKE049: Outstanding Subject Mapping & Exam Lang Status List

[S-HKE31-08] HKEAA > Report

Outstanding Subject Mapping & Exam Lang Status List (R-HKE049) :-
Built-in Template

Please input the print criteria.

Public Exam Year   2013
Public Exam Code   DS (S6) HKDSE
Format   PDF

[Preview & Print] [Reset] [Back]
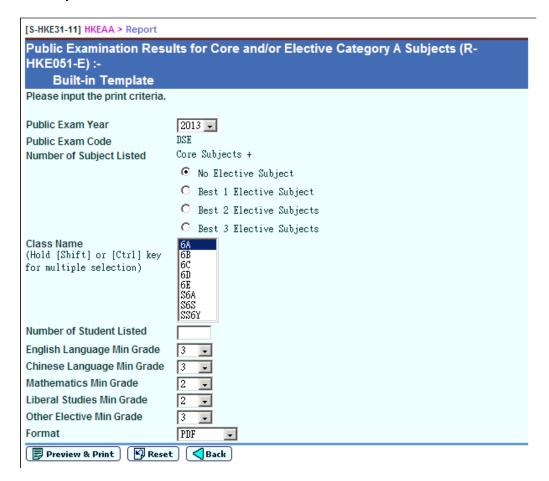
Report [R-HKE049] Outstanding Subject Mapping & Exam Lang Status List displays the school subjects and ApL subjects of secondary 6 in exam year which are not linked to HKDSE subjects.

8. R-HKE050: Student with Missing/Invalid Particulars (HKDSE Registration) List

[S-HKE31-05] HKEAA > Report

Student with Missing/Invalid Particulars (HKDSE Registration) List (R-HKE050) :-
Built-in Template

Please input the print criteria.

Public Exam Year   2013
Public Exam Code   DS (S6) HKDSE
Class Name   SS6A
Format   PDF

[Preview & Print] [Reset] [Back]

Report [R-HKE050] Student with Missing/Invalid Particulars (HKDSE Registration) List displays the missing or invalid student particulars which have not passed the HKDSE registration rules.

9. R-HKE051: Public Examination Results for Core and/or Elective Category A Subjects
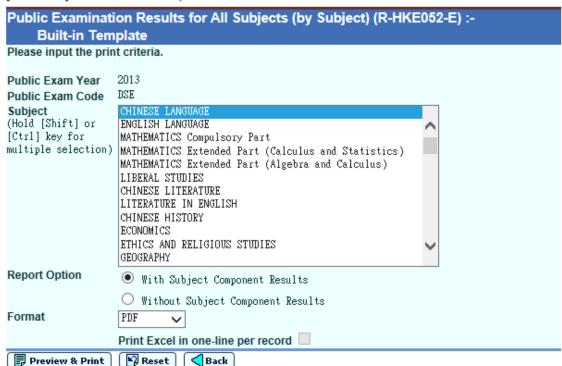
i. The below criteria can be selected from this screen to generate the report:

1) Public Exam Year - Select public exam year (Selection is allowed from 2012)

2) Number of Best Elective Subjects - Select the number from the buttons among 'No Elective Subject, Best 1 Elective Subject, Best 2 Elective Subjects and Best 3 Elective Subjects'

3) Printing Range
   Selected classes from the text box (multiple class selection is allowed)
   Number of Student Listed - Type a number in the text box

4) Minimum Grade Required to be attained in Core Subjects and Elective Subjects

5) Select the Minimum Grades from textboxes of 4 Core Subjects (English Language, Chinese Language, Mathematics, Liberal Studies) and Elective Subjects required have been attained by students

6) Format - PDF / WORD / RICHTEXT / EXCEL

ii. Mathematics is counted as the highest score among (Mathematics (Core) A030, Mathematics (M1) A031, and Mathematics (M2) A032)

iii. Students with lesser no. of subjects will NOT be shown.

iv. English abbreviation subject names will be shown irrespective of the language version of report.

v. Sorting Method (all student)

1) Total Scores of best (5/6/7) effective subjects(please see note 7) in descending order
2) Numbers of subjects obtaining 5**, then 5*, then 5, then 4 and so on.
3) Class and English Name in alphabetical order.

vi. Sorting Method (subject scores of one student)

1) Level 1: Subject score (5** > 5* > 5 > 4 > 3 > 2 > 1)

10. R-HKE052: Public Examination Results for All Subjects (by Subject)

i. This report lists out the HKDSE examination results of the students in the selected examination subjects. The report includes the following information:

For Category A

a. Student information - Name of candidates, Class No. and Class Name.

b. Public examination results - The results of selected subjects / components.

c. Statistical results of selected subjects / components:

i. Total number of students sat for the examination.
ii. Total number of students who are absent from the examination.

      iii.   Total number and percentage of students obtain level 2 or above.

      iv.   Total number and percentage of students obtain individual levels (5**, 5*, 5, 4, 3, 2, 1, U).

For Category B

    a.   Student information - Name of candidates, Class No. and Class Name.

    b.   Public examination results - The results of all subjects / components.

    c.   Statistical results of selected subjects / components:

      i.   Total number of students sat for the examination.

      ii.   Total number of students who are absent from the examination.

      iii.   Total number and percentage of students obtain level TT or above.

      iv.   Total number and percentage of students obtain individual levels (TD, TT and UT for examination year before 2018, D2, DI, TT and UT for examination year in or after 2018).

For Category C

    a.   Student information - Name of candidates, Class No. and Class Name.

    b.   Public examination results - The results of all subjects / components.

    c.   Statistical results of selected subjects / components:

      i.   Total number of students sat for the examination.

      ii.   Total number of students who are absent from the examination.

      iii.   Total number and percentage of students obtain level E or above.

      iv.   Total number and percentage of students obtain individual levels (A, B, C, D, E and UG).

      v.   Total number and percentage of students obtain level P or above in the selected subject components, if "With Subject Component Results" option is selected.

      vi.   Total number and percentage of students obtain individual levels (D, M and P) in the selected subject components, if "With Subject Component Results" option is selected.

    ii.   If option "With Subject Component Result" is selected, the students have not taken the subject component, '©' will be shown as the result of subject component.

    iii.   When printing the result of Category A subjects 22S - Mathematics (Compulsory Part), 23S - Mathematics (Extended Part – Module 1) and 24S - Mathematics (Extended Part – Module 2), the result will be shown in the same page.

iv.   Printing the result of Category A subjects 22S - Mathematics (Compulsory Part), 23S - Mathematics (Extended Part – Module 1) and 24S - Mathematics (Extended Part – Module 2), '©' will be shown as the result if the students have not taken the subject. The students are ordered by the result of the best performed subject among these three subjects, by result of other subjects, by the class name and by the class no. .

v.   Subject results of the current examination year and past years can be printed..

vi.   Users can select to print the component grades of the subject in the parameter screen.

vii.   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.

2.1.8   Data Communication

2.1.8.1   Process Incoming Data

📖   Function Description

Users can import CDS messages of the HKEAA files to the system. The HKEAA file is:

1.   HKDSE Examination Result Data Pack File

•   The file contains all the important information that is required to perform various functions in the HKEAA Module for the HKDSE public examinations in the imported examination year.

2.   HKDSE Examination Registration Parameter File
3.   HKDSE Examination Result Parameter File

    📖   Pre-requisites

        1.   The relevant CDS Messages have been decrypted in **CDS>Incoming Msg**.

    🖱   User Procedures

        1.   Click **[HKEAA]** → **[HKDSE]** → **[Data Communication]** in the left menu.

        2.   Click **[Process Incoming Data]** tab.

        3.   Select the CDS message to import and click the **[Import]** button.

        4.   For HKDSE results data file, users need to enter the password (provided by the HKEAA) in order to decrypt the file. Other files don't need enter the password.

  Post-effects

The system will indicate that if the file import is successful, the relevant information of the system will be updated. The messages that are successfully imported to the system cannot be imported again except HKDSE results data file in the Data Communication.

For HKDSE results data file, if there are errors encountered when importing messages, error messages or an exception report will be printed. After correcting the errors, the messages that cannot be imported to the system can be imported again in the Data Communication.

  Notes

- HKDSE Examination Result Data Pack File

  o If there are errors encountered when importing messages, the records with errors will be show in the exception report and those record without errors can be imported to the system.
  o However, if the results data file has been partially imported, the messages can be re-imported again in the HKDSE Data Communication after correcting the errors.
- When user imports the HKDSE Registration (REG) Parameter File, system automatically update the status of subject mapping and APL subject mapping as not yet generated.
- If HKDSE Registration (REG) Parameter File for the same period in particular year is re-imported, system automatically update the status of subject mapping and APL subject mapping as not yet generated.

2.1.8.2 Prepare Outgoing Data
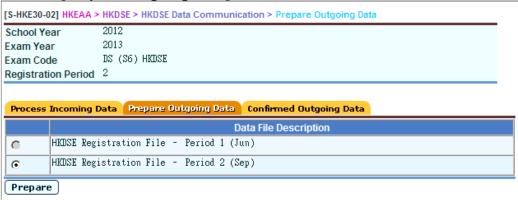
  Function Description

User can prepare registration data file to HKEAA

  Pre-requisites

1. School user must import Registration Parameter file provided by HKEAA.
2. School user has started IYP or migrated to new school year.
3. Students are promoted to Secondary 6 in the new school year with completion of subject setup.
4. The ApL subject information is created in Applied Learning module (if applicable)
5. The system time must be in specific exam registration duration
6. The registration data is generated.
7. School user confirmed fee remission.

  User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[Data Communication]** in the left menu.
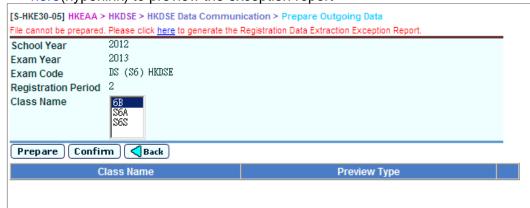
2. Click **[Prepare Outgoing Data]** tab.
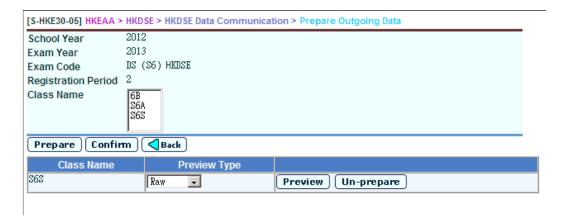
3. Select the data file and click the **[Prepare]** button.

4. Select the multiple class names and click the **[Prepare]** button. The data file of class name will be prepared in the list if no error find. Otherwise, the hyperlink of exception report will show in the top of screen. User can click here(hyperlink) to preview the exception report

5. After selected preview type of specific class name and clicked **[Preview]** button, the preview page will popup.

6. User clicks **[Un-prepare]** button in corresponding class name, the data file of class will be erased.

7. After data file of specific class is ready, user can click **[Confirm]** button. All data file will group in a single CDS message in CDS module.

📖   Post-effects

The data files in specific class(es) will group in a single CDS message in CDS module.

📖   Notes

Same subject with different subject codes cannot be registered by same student twice in an exam year.
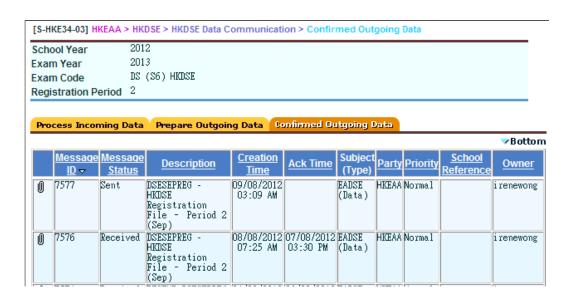
2.1.8.3 Confirmed Outgoing Data

📖   Function Description

Users can view the list of outgoing data that have been confirmed.

📖   Pre-requisites

N/A

🖱   User Procedures

1. Click **[HKEAA]** → **[HKDSE]** → **[Data Communication]** in the left menu.

2. Click **[Confirmed Outgoing Data]** tab to view the list of confirmed outgoing data.

	Message ID ▽	Message Status	Description	Creation Time	Ack Time	Subject (Type)	Party	Priority	School Reference	Owner
📎	7577	Sent	DSESEPREG - HKDSE Registration File - Period 2 (Sep)	09/08/2012 03:09 AM		EADSE (Data)	HKEAA	Normal		irenewong
📎	7576	Received	DSESEPREG - HKDSE Registration File - Period 2 (Sep)	08/08/2012 07:25 AM	07/08/2012 03:30 PM	EADSE (Data)	HKEAA	Normal		irenewong

📖   Post-effects

N/A

  Notes

This function is a channel to view the CDS message status only. The actions of processing CDS messages, such as encrypting or rejecting a confirmed message, should be performed in **Outgoing Msg** of the CDS.

2.2   HKALE/HKCEE

2.2.1   Adjust Result

  Function Description

This function allows users to modify the grades for subjects / components of all students in current and past examination years.

The public examination results will be imported into the system via the Data Communication function. If there are errors during the import of the results file, such as disconnection with CDS, errors in results file and mis-match of student particulars in the results file with the examination entries, this function can help users to input the results so that users can analyze the performance of the students in the public examination.
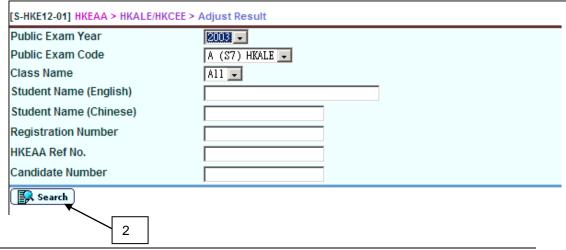
This function also allows users to correct the results of a student after the rechecking and remarking results are released.

  Pre-requisites
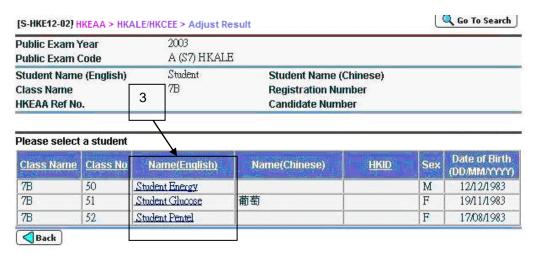
There are examination entries for current or past examination years.

  User Procedures

1. Click **[HKEAA]** → **[HKALE/HKCEE]** → **[Adjust Result]** in the left menu.

2. Enter the search criteria and click the **[Search]** button.

[S-HKE12-01] HKEAA > HKALE/HKCEE > Adjust Result	
Public Exam Year	2003 ▾
Public Exam Code	A (S7) HKALE ▾
Class Name	All ▾
Student Name (English)	
Student Name (Chinese)	
Registration Number	
HKEAA Ref No.	
Candidate Number	
🔍 Search	

2

3. A list of matched student records is shown. Click on the **Student Name** hyperlink to select a student record. The default sorting order of the students is by class name and class number. Click on the hyperlink under each column header to sort the records by the field stated in the column header.

[S-HKE12-02] HKEAA > HKALE/HKCEE > Adjust Result   🔍 Go To Search

Public Exam Year	2003	
Public Exam Code	A (S7) HKALE	

Student Name (English)	Student	**Student Name (Chinese)**	
Class Name	7B	**Registration Number**	
HKEAA Ref No.		**Candidate Number**	

3

Please select a student

Class Name	Class No	Name(English)	Name(Chinese)	HKID	Sex	Date of Birth (DD/MM/YYYY)
7B	50	Student Energy			M	12/12/1983
7B	51	Student Glucose	葡萄		F	19/11/1983
7B	52	Student Pentel			F	17/08/1983

◀ Back

4. Edit the results of the Subject / Subject Component in the column of the Amended Grade.

5. Click the **[Save]** button to update the results.

[S-HKE12-03] HKEAA > HKALE/HKCEE > Adjust Result

🔍 **Go To Search**

Student Details

Public Exam Year	2011		
Public Exam Code	A(S7) HKALE		
Student Name (English)	YIP *** ***	Student Name (Chinese)	葉***
Class(No.)	S7S(6)	Date of Birth(DD/MM/YYYY)	18/07/1984
HKID	Z17***.***	Registration No.	199***
Candidate Number	870***	HKEAA Ref. No.	02***

▾**Bottom**

Rechecking and Remarking	Subject / Subject Component	Grade Awarded	Amended Grade
	826 A PHYSICS-E	B	B ▾
RM	501 AS USE OF ENGLISH	C	C ▾
	- 1 Listening	C	C ▾
	- 2 Writing	B	B ▾
	- 3 Reading and Language Systems	C	C ▾
RM	- 4 Oral	D	D ▾
	- 5 Practical Skills for Work and Study	C	C ▾
	522 AS C LANG&CULT-PTH	C	C ▾
	- 1 Practical Writing	C	C ▾
	- 2 Reading Comprehension	D	D ▾
	- 3 Listening Comprehension	C	C ▾
	- 4 Oral	D	D ▾
	- 5 Cultural Issues and Reading Programme	C	C ▾
	530 AS LIBERAL STUDIES		C ▾
	- 1 Hong Kong Studie		C ▾
	- 2 Environmental S		C ▾
	- A Project (Hong K		C ▾
	611 AS ECONOMICS-E	D	D ▾
RC	651 AS ETHICS & RS-E	C	C ▾
	811 AS CHEMISTRY-E	E	E ▾

Click the combo box to modify the amended grade

5

Type: RC = Rechecking; RM = Remarking

💾 Save   ◀ Back

▲Top

    📖   Post-effects

      1. The grades of the subjects / components of the student are updated.

      2. All examination results reports are updated.

    📖   Notes

      1. The subject results can only be selected from the pull down list, which are pre-defined by the subject grades in the HKEAA parameter file.

      2. The sub-grade of the subject is available for public examination year 2001 and before. The sub-grades cannot be modified by the Adjust Result function.

      3. Users can modify the component results by selecting the correct grades in the pull down box provided. The system will not perform any validations on the component results, as there are no pre-defined grades for subject components in the HKEAA parameter file.

      4. The rechecking and remarking indicator RM (Remarking) or RC (Rechecking) in this maintenance function are for reference only. Application for subject rechecking and remarking should be performed in the Rechecking and Remarking function.

2.2.2   Generate Report

   📖   Function Description

Users can generate HKEAA reports and forms. The reports are divided into 7 categories:

1.   Public Examination Result Reports

   📖   Pre-requisites

1.   Adobe Acrobat Reader and Microsoft Office 2000 are required to view the reports.

   🖱   User Procedures
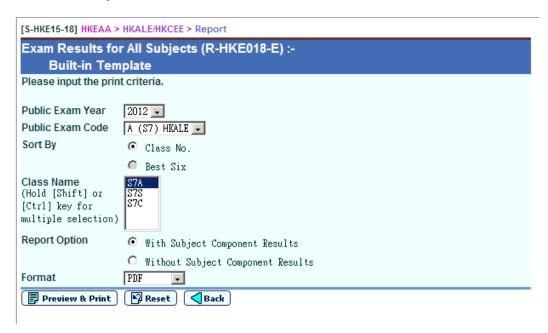
1.   Click **[HKEAA]** → **[Report]** in the left menu.

2.   Users can select a category and the language of the report.

3.   All the reports of the selected category with their description and report ID are shown. Click on the **Report Name (ID)** hyperlink.

4.   All built-in and user-defined report templates under the category are shown.

5.   Select the templates and click on the hyperlink to open the report parameter screen.

6.   In the report parameter screen, enter the parameter and/or select the option.

7.   Select the Format of the report. The reports can be printed in the format of PDF, WORD, RICHTEXT and EXCEL.

8.   Click the **[Preview and Print]** button to generate the report.

9.   The report will be shown on a pop-up window.

    📖   Post-effects

        1. The selected report will be shown on a pop-up window. Users can view, print or save the report.

    📖   Notes
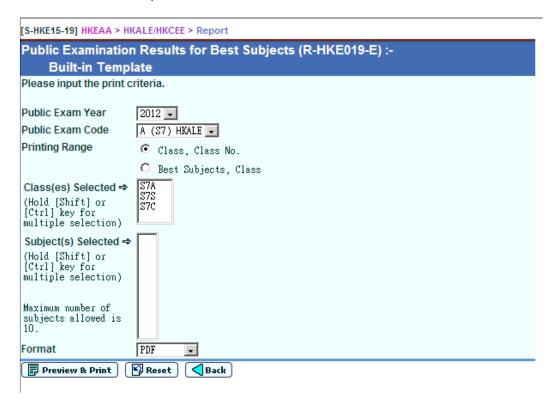
1. Public Examination Results Report – R-HKE018: Public Examination Results for All Subjects

i. This report lists out the examination results of the students in the selected class for all examination subjects. A summary and the statistics of the performance of individual students are provided. The report includes the following information:

    a. Student information - Name of candidates, Class and Class Number

    b. Summary of the performance of the students - the number of subjects obtained for each grade (A, B, C, D, E, F, UNCL), ABS and Others

        - For HKALE, the following information is provided:
            a. number of subjects with grade E or above
            b. number of AL subjects with grade E or above
            c. number of AS subjects with grade E or above

    c. Public examination results - The results of all subjects / components (For examination year 2001 and before, the sub-grades of the subjects are also displayed on the report.)

    d. Statistical results of the class:

        - total number of students sat for the examination
        - total number and percentage of students who are absent from the whole examination
        - total number and percentage of all subjects with grade E or above in the class
        - total number and percentage of all subjects with individual grades (A, B, C, D, E, F, UNCL), ABS and Others

    e. Statistical results of the students of individual subjects

- total number of students sat for the subject
- total number and percentage of students who are absent from the subject
- total number and percentage of students with grade E or above obtained in the subject
- total number and percentage of students with individual grades (A, B, C, D, E, F, UNCL), ABS and Others

ii. Subject results of the current examination year and past years can be printed.

iii. Users can select to print the component grades of the subject in the parameter screen.

iv. The following grades are underlined for easy reference (F, G, UNCL).

v. The Best 6, Best 4 and Best 3 subjects are re-calculated by the system according to the grade point table of all subjects taken by the students if the examination results are adjusted in the Adjust Result of the Result function.

2. Public Examsation Results Report – R-HKE019: Public Examination Result List for Best Subjects.
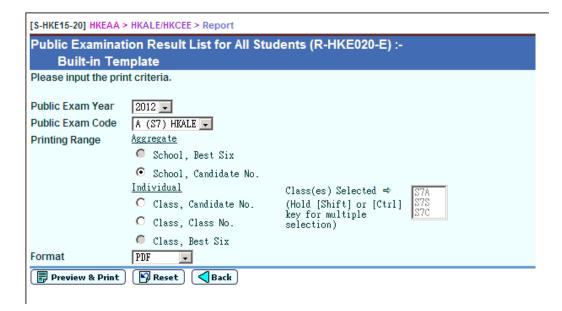
i. This report lists out the students' results for the selected subjects. Users can select a maximum of 10 subjects for analysis. Students from one or more classes can be selected. The report includes the following information:

    a. Student Information
    Class and Class Number, Name of Candidate and Candidate Number (if any)

    b. Total grade points for the selected subjects

       - For HKALE, the grade points are calculated based on the following criteria:
       A = 5, B = 4, C = 3, D = 2, E = 1, others = 0
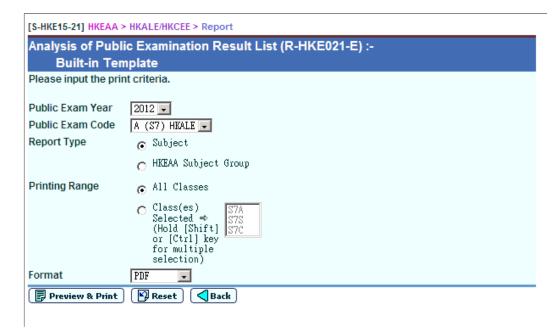
    c. Public examination results - Results of the selected subjects (For examination year 2001 and before, the sub-grades of the subjects are also displayed on the report)

ii. Subject results of the current examination year and past years can be printed.

iii. As a maximum of 10 subjects can be selected, the total grade points of the students will be more than those listed in Best 3 / Best 4 / Best 6 subjects.

iv. The following grades are underlined for easy reference (F, G, UNCL).

v. The Best 6, Best 4 and Best 3 subject grade points are re-calculated by the system according to the grade point table of all subjects taken by the students if the examination results are adjusted in the Adjust Result of the Result function.

vi. The report can be sorted in the following order:

  a. Sorted by class and class number
  b. Sorted by total grade point of the selected subjects in the parameter screen

vii. The subjects with different HKEAA subject codes are treated as different subjects in the report, i.e. the same subject of different languages is treated as different subjects in the report.

3. Public Examination Results Report – R-HKE020: Public Examination Results List for All Students
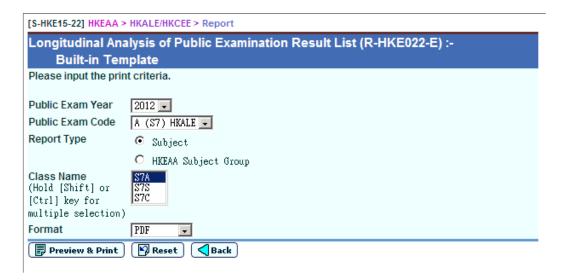
i. This report shows the grades obtained by the students for all examination subjects. It is printed by individual students. It includes the following information:

  a. Student information - Name of the candidate, class and class number, HKEAA Ref No, candidate number (if any), sex, date of birth and HKID

  b. Public Examination Results - Subject grades and the component grades (if any) of each subject (For examination year 2001 and before, the sub-grades of the subjects are also displayed on the report.)

ii. Subject results of the current examination year and past years can be printed.

iii. The Best 6, Best 4 and Best 3 subject grade points are re-calculated by the system according to the grade point table of all subjects taken by the students if the examination results are adjusted in the Adjust Result of the Result function.

iv. The report can be sorted in the following order:

     a. Sorted by school and Candidate Number (similar to the report printed by the HKEAA)

     b. Sorted by Class and Candidate Number

     c. Sorted by Class and Class Number

v. The report can be printed for one or more classes. If the sorting option of Class and Best 6 are selected for more than one class, the report will be printed in descending order of Best 6 subject grade point for the students in the classes selected rather than printed by individual classes.

4. Public Examination Results Report – R-HKE021: Public examination results for All Students

i. This report shows the statistical data for each subject or HKEAA subject group for the selected examination year. It displays the results of all students selected from one or more classes specified in the parameter screen according to different grade range (A, A-B, A-C, A-D, A-E, A-F, UNCL and Others).

ii. Subject results of the current examination year and past years can be printed.

iii. The report can be printed with the following options:

     a. printed by subjects

b. printed by HKEAA subject group (similar to the one printed by the HKEAA)
c. the range of results of one or more classes specified in the print parameter screen. If more than one class is selected, the analysis will be based on all students in the classes selected to produce one set of statistical results rather than printed by individual classes.

iv. The subjects with different HKEAA subject codes are treated as different subjects, i.e. the same subject of different languages is treated as different subjects in the analysis of this report.

5. Public Examination Results Report – R-HKE022: Longitudinal Analysis of Public Examination Results List

i. This report compares the results of the selected class(es) for the past 5 years. It lists out the allocation of subject grades (A, B, C, D, E, F, UNCL) ABS and Others and component grades (if any) by number and percentage of students sat for each subject.

ii. The report can be printed with the following options:

a. printed by subjects
b. printed by HKEAA subject group

iii. The report shows the results of one or more classes specified in the parameter screen. If more than one class is selected, the analysis will be based on all students in the classes selected to produce one set of statistical results rather than printed by individual classes.

iv. The subjects with different HKEAA subject codes are treated as different subjects, i.e. the same subject of different languages is treated as different subjects in the report.

2.3 TSA

    2.3.1   Maintain Student Data

📖   Function Description
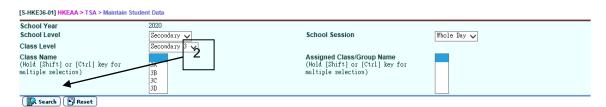
This function allows users to maintain data of Primary 3, Primary 6 or Secondary 3 students by entering Assigned Class/ Group Name and Assigned Class/ Group No.

📖   Pre-requisites

1. The TSA parameter file has to be imported successfully beforehand.
2. It must be within the valid period of submitting TSA Student Data file as stated in TSA parameter file.

🖑   User Procedures

1. Click **[HKEAA] → [TSA] → [Maintain Student Data]** in the left menu.

2. Enter the search criteria and click the **[Search]** button.

3. A list of student records matched the searching criteria is shown. The default Assigned Class/ Group Name is Class Name and the default value of Assigned Class/ Group No. is Class No.

4. Edit the Assigned Class/ Group Name and / or Assigned Class/ Group No., if necessary.

5. Check the checkboxes to select the students and click the **[Save]** button to save the selected student data.

	Class Name	Assigned Class/Group Name [Assign]	Class No.	Assigned Class/Group No.	Name(English)	Name(Chinese)	Gender	DOB	STRN	NCS(Y/N)
☑	3A	3A	5	5	ST OOO	學生六六	F	11/03/2000	026█████	N
☑	3A	3B	6	7	ST QQQ	學生六	F	11/05/2000	028█████	N
☑	3A	3C	7	7	student one	一學生	F	01/01/2000	L98█████	N
☐	3A	3H	8	9	ST AAA AA	學生一一	F	01/01/2000	013█████	N
☐	3A	3D	20	20	Super Junior		F			
☐	3B	3B	1	1	ST GGG	學生八	F			
☐	3B	3B	2	5	ST III	學生十	F			
☐	3B	3B	36	35	ST JJJ	學生一一	M			
☐	3B	3B	56	56	ST NNN	學生五五	F			

Check the checkbox to select the student data to be saved.

[Save] [Clear]

* Any modification(s) in the Assigned Class/Group Name and Assigned Class/Group No. will be shown in red.
* After the data is saved, any new modification(s) in class and / or class no. will be shown in red. For newly added students of which data has not been saved before, all the fields will be shown in red.

5

📖 Post-effects

1. The Assigned Class/ Group Name and Assigned Class/ Group No. of the selected student(s) is/are saved.

2. All the students who have been searched (no matter whether the student data is chosen to be saved or not) will be saved for the purpose of highlighting all fields for newly admitted students and/or new students transferred into the class in red.

📖 Notes

1. **School year** shows the current school year. That is, user is allowed to massage the TSA student data for current school year only.

2. If the parameter file of current school year is not yet imported, the dropdown lists of class level and class name and all the buttons will be dimmed. Message will be displayed to alert user to import parameter file first.

3. If it is not within the valid period for submitting data file, the dropdown lists of class level and class name and all the buttons will be dimmed. Message will be displayed to alert user submission period has not started yet or already expired.

4. Only Primary 3, Primary 6 or Secondary 3 are allowed to be inputted data.

5. The **Assigned Class/Group Name** must be 2 characters. The first character must be a digit of 3 or 6 and the second character must be an alphabet in upper case.

6. The **Assigned Class/Group No.** is maximum 2 digits. Its value must be 1 to 80.

7. The **Class Name**, **Class No.**, **Name (Chinese)**, **Name (English)**, **Gender**, **DOB**, **STRN** and **NCS** fields show real-time data.

8. If a student with his class name or class no. massaged in TSA function departs, the massaged data will be deleted accordingly.

9.   The dropdown list of **Assigned Class/Group Name** will be empty if there is no saved **Assigned Class/Group Name**.

10. The searching criteria **Class Name and Assigned Class/Group Name** can be multi-selected.

11. User must select **Class Name, Assigned Class/Group Name or both**. Otherwise, alert message asking user to select searching criteria will be prompted.

12. The initial values of **Assigned Class/Group Name** and **Assigned Class/Group No.** are the values of **Class Name** and **Class No.** in STU module by default. The field is editable.

13. For a student transfers from one class to another, the massaged value of Assigned Class Name and Assigned Class No. keep unchanged.

14. Validation of checking duplicate combination of **Assigned Class/Group Name** and **Assigned Class/Group No.** will be performed when clicking "Save" button.

15. The class codes of searching criteria for **Class Name** are from **STU** module.

16. The class codes of **Assigned Class/Group Name** are from TSA function.

17. Audit Trail is performed when creating or updating records in Maintain Student Data function.

18. Remarks in the beneath result pane of page **[S-HKE36-01]** explains under what conditions the fields of particular student(s) will be shown in red. The detailed logic should be:

- Each time when user clicks [Save] button, system will save the messaged data as well as take the snapshot of all students shown in the page **by class**.

- The read-only fields **Class Name** and **Class No.**, which are retrieved from STU module in real time, will be shown in red if they are different from the previous values saved in TSA.

    For example, student A who originally belongs to class 3A and has messaged data in TSA is transferred to class 3B with **Class No.** unchanged. The read-only field **Class Name** of student A will be shown in red while his **Class No.** will not.

- Massaged fields (i.e. **Assigned Class/Group Name** and **Assigned Class/Group No.**) will be shown in red if they are different from the read-only fields **Class Name** and **Class No.**

- All the fields of particular students will be shown in red if the relevant student record fulfilling the following criteria:

    The student(s) is/are not in **the last snapshot of the class**.

[S-HKE36-01]

Snapshot

The 1st Time

Class Name	Class No.	Assigned Class/Group Name	Assigned Class/Group No.	Name (Eng)
3A	1	3A	11	AAA
3A	2	3R	2	BBB
3A	3			CCC
3B	1	3R	1	DDD
3B	2			EEE

Save the snapshot by class →

Class Name	Class No.	Name (Eng)
3A	1	AAA
3A	2	BBB
3A	3	CCC
3B	1	DDD
3B	2	EEE

Compare with the last snapshot of the class

The 2nd Time:

Class Name	Class No.	Assigned Class/Group Name	Assigned Class/Group No.	Name (Eng)
3A	1	3A	11	AAA
3A	2	3R	2	BBB
3A	4			FFF
3B	1	3R	1	DDD
3B	2			EEE
3B	3			CCC

Save the snapshot by class →

Class Name	Class No.	Name (Eng)
3A	1	AAA
3A	2	BBB
3A	4	FFF
3B	1	DDD
3B	2	EEE
3B	3	CCC

Compare with the last snapshot of the class

The 3rd Time:

Class Name	Class No.	Assigned Class/Group Name	Assigned Class/Group No.	Name (Eng)
…				

Save the snapshot by class →

Class Name	Class No.	Name (Eng)
…		

2.3.2   Generate Report

  Function Description

Users can generate **TSA** reports.

  Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required to view the reports.

2. TSA student data has been confirmed in TSA – Data Communication – Prepare Outgoing Data **[S-HKE38-04]** and sent via CDS.

  User Procedures

1. Click **[HKEAA]** → **[TSA]** → **[Report]** in the left menu.

2. All the reports with their description and report ID are shown. Click on the **Report Name (ID)** hyperlink.

3. All built-in and user-defined report templates are shown.

4. Select the templates and click on the hyperlink to open the report parameter screen.

5. In the report parameter screen, enter the parameter and/or select the option.

6. Select the Format of the report. The reports can be printed in the format of PDF, WORD, RICHTEXT and EXCEL.

7. Click the **[Preview and Print]** button to generate the report.

8. The report will be shown on a pop-up window.

[S-HKE37-01] HKEAA > TSA > Report
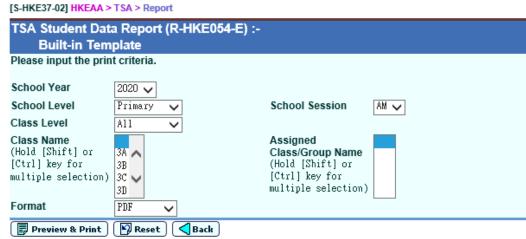
Report Name (ID)			
▽TSA Student Data Report (R-HKE054-E)			

Template Description	Type	Creator	Creation Time
Built-in Template	Built-In	---	---
▷全港性系統評估學生資料報告 (R-HKE054-C)			

4

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

  Post-effects

1. The selected report will be shown on a pop-up window. Users can view, print or save the report.

📖   Notes

1. R-HKE054: TSA Student Data Report

i.   This report shows the list of the TSA student data having been confirmed. The report includes the following information:

1.   School information - SCRN, School Year, School Level and School Session

2.   Student information – Class Level, Class Name, Assigned Class/ Group Name, Class No., Assigned Class/ Group No., Name (English), Name (Chinese), Gender, DOB (DD/MM/YYYY), STRN and NCS (Y/N)

ii.   The below criteria can be selected from this screen to generate the report:
1.   School Year – Select school year
2.   School Level
3.   School Session
4.   Class Level
5.   Class Name – Select class name (multiple class names selection is allowed)
6.   Assigned Class/ Group Name – Select assigned class/ group name (multiple assigned class/ group names selection is allowed)
7.   Format - PDF / WORD / RICHTEXT / EXCEL

iii.   Important notes for this report:
1.   TSA Student data Report can be prepared on individual class or whole class level.
2. For Secondary school, "Whole-day" for School Session and "Secondary 3" for Class level will be set as default.
3. TSA Student Data Report of different school year can be printed.
4. The class codes of searching criteria for **Class Name** are from **STU** module.

5. The class codes of **Assigned Class/ Group Name** are from the database which stores confirmed student data.

2.3.3 Data Communication

2.3.3.1 Process Incoming Data

📖 Function Description

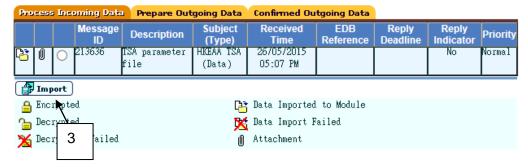Users can import CDS messages of the TSA files (i.e. TSA Parameter File) to the system.

📖 Pre-requisites

1. The user must have access right of "**TSA – Data Communication – Processing Incoming Data**" under module **HKEAA.**
2. The relevant CDS Messages have been decrypted in **CDS > Incoming Msg**.

🎦 User Procedures

1. Click **[HKEAA]** → **[TSA]** → **[Data Communication]** in the left menu.

2. Click **[Process Incoming Data]** tab.

3. Select the CDS message to import and click the **[Import]** button.

📖 Post-effects

The system will indicate that if the file is imported successfully. The relevant information of the system will then be updated. The messages that are successfully imported to the system cannot be re-imported again.

📖 Notes

For TSA parameter File:

■ Users must import the latest file in full version. The older files will be ignored.(i.e. if the system detects there is a new parameter file pending for upload, the whole function TSA - Maintain Student Data [UCS-HKE36] will be blocked.)
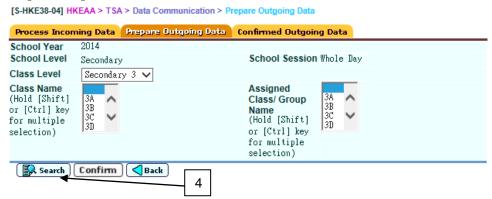■ Multiple pairs of start date and end date can be specified in the parameter file.

2.3.3.2   Prepare Outgoing Data

📖   Function Description

User can prepare TSA Student data file.
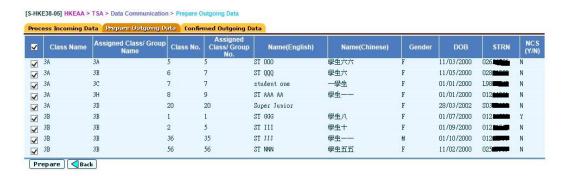
📖   Pre-requisites

1. The user must have access right of "**TSA – Data Communication – Prepare Outgoing Data**" under module **HKEAA**.
2. School user must import TSA Parameter file beforehand.

🖰   User Procedures

1. Click **[HKEAA]** → **[TSA]** → **[Data Communication]** in the left menu.

2. Click **[Prepare Outgoing Data]** tab.

[S-HKE38-02] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Process Incoming Data	Prepare Outgoing Data	Confirmed Outgoing Data	
	Data File Description		
⦿	TSA Student Data		

[Prepare]

3. Select the radio button beneath "TSA Student Data" file and click "Prepare" button.

4. Choose Class Name, Assigned Class/ Group Name or both (multiple Class Name and Assigned Class/ Group Name can be chosen). Then click the **[Search]** button.
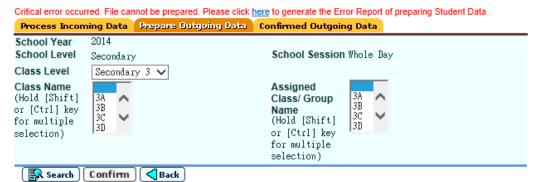
[S-HKE38-04] HKEAA > TSA > Data Communication > Prepare Outgoing Data

Process Incoming Data	Prepare Outgoing Data	Confirmed Outgoing Data

School Year   2014
School Level   Secondary   School Session Whole Day
Class Level   Secondary 3 ∨

Class Name   Assigned
(Hold [Shift]   3A   Class/ Group   3A
or [Ctrl] key   3B   Name   3B
for multiple   3C   (Hold [Shift]   3C
selection)   3D   or [Ctrl] key   3D
                                     for multiple
                                     selection)

[🔍 Search] [Confirm] [◁ Back]   4

5. List of student data matched the searching criteria is shown.
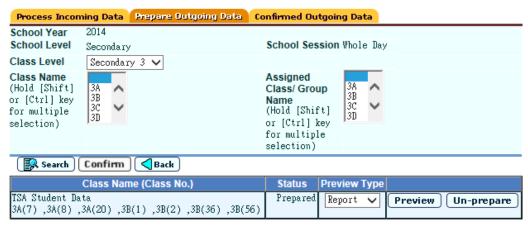
6.   Check the checkboxes to select the student data to be prepared and click **[Prepare]** button. The TSA student data file will be prepared if no error is found. Otherwise, the hyperlink of error report will be displayed in the top of screen. User can click here(hyperlink) to preview the error report.

7.   After selecting preview type and clicking **[Preview]** button, the preview page will popup.

8.   If user clicks **[Un-prepare]** button, the prepared student data file will be erased.

9.   User can click **[Confirm]** button to confirm the student data file. The student data file will then be attached to a single CDS message in CDS module.

    📖   Post-effects

       Not applicable.

    📖   Notes

      1.   TSA Student data file contains

- "School Year",
- "SCRN",
- "School Level",
- "School Session",
- "Class Level",
- "Assigned Class/Group Name",
- "Assigned Class/Group No.",
- "Name (English)",
- "Name (Chinese)",
- "Gender",
- "Date of Birth",
- "STRN",
- "NCS (Y/N)".

      2.   Student data file is of UTF-8 format and tab separated.

      3.   The prepared data file will be zipped with the key imported in parameter file.

      4.   Two report templates (i.e. Report (Please refer to report specification of **[R-HKE056]**) and Tabular (Please refer to report specification of **[R-HKE057]**)) are created for preview the prepared student data file before sending out the TSA message in CDS module.

      5.   An error report (Please refer to report specification of **[R-HKE055]**) is created for viewing the errors for preparing the TSA student data file.

      6.   User should be noted that he/she must maintain student data up-to-date by himself/herself right before preparing student data file. For instance, if user had maintained and saved TSA student data a month ago and some of students have switched to another class, user MUST maintain and save the changes to TSA in Maintain Student Data function before preparing and sending student data file.

      7.   The class codes of searching criteria for **Class Name** are from STU module.

      8.   The class codes of **Assigned Class/ Group Name** are from TSA function.

      9.   For secondary school, class level will be automatically set as "Secondary 3"
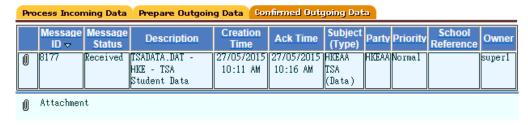
2.3.3.3 Confirmed Outgoing Data

📖 Function Description

Users can view the list of outgoing data that have been confirmed.

📖 Pre-requisites

1. The user must have access right of "**TSA – Data Communication – Confirmed Outgoing Data**" under module **HKEAA**.

🎦 User Procedures

1. Click **[HKEAA]** → **[TSA]** → **[Data Communication]** in the left menu.

2. Click **[Confirmed Outgoing Data]** tab to view the list of confirmed outgoing data.

[S-HKE038-03] HKEAA > TSA > Data Communication > Confirmed Outgoing Data

| Process Incoming Data | Prepare Outgoing Data | Confirmed Outgoing Data |

	Message ID ▽	Message Status	Description	Creation Time	Ack Time	Subject (Type)	Party	Priority	School Reference	Owner
📎	8177	Received	TSADATA.DAT - HKE - TSA Student Data	27/05/2015 10:11 AM	27/05/2015 10:16 AM	HKEAA TSA (Data)	HKEAA	Normal		super1

📎 Attachment

Note: If the messge status of a particular message(s) is 'Processing' over 30 minutes, please restart the WebSAMS server and start ad hoc transmission in CDS again.

📖 Post-effects

N/A

    📖   Notes

This function is a channel to view the CDS message status only. The actions of processing CDS messages, such as encrypting or rejecting a confirmed message, should be performed in **Outgoing Msg** of the CDS.