

USERS MANUAL School Places Allocation



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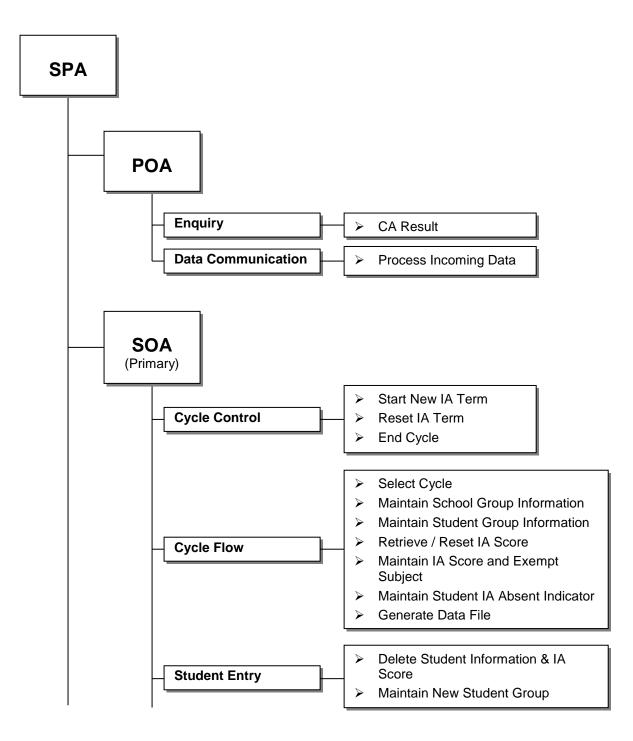
1 Module Overview

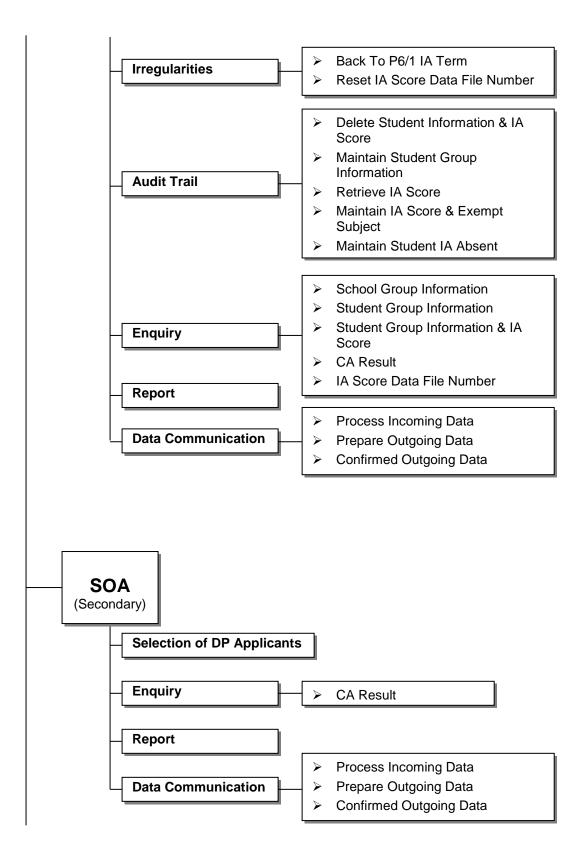
1.1 Introduction

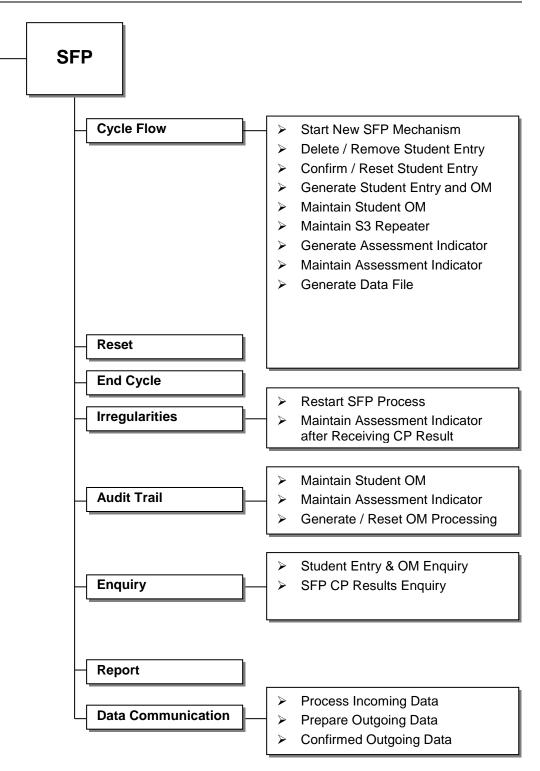
1.1.1 Objective

The School Places Allocation (SPA) module is used to maintain the process of school places allocation for primary one (POA), secondary one (SOAP) / (SOAS) and secondary four (SFP). This document provides the knowledge on the above SPA functions and their corresponding procedures.

1.2 Function Chart

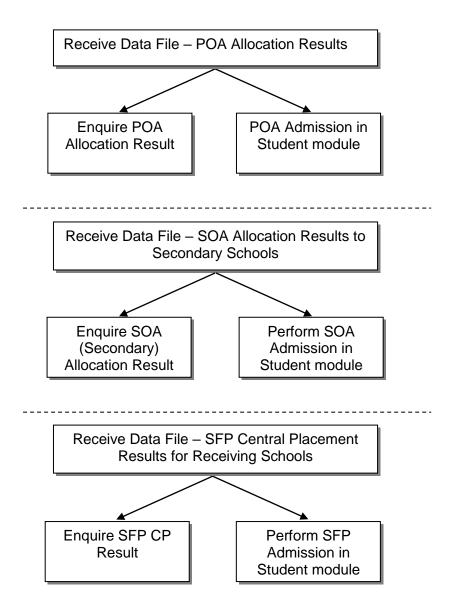




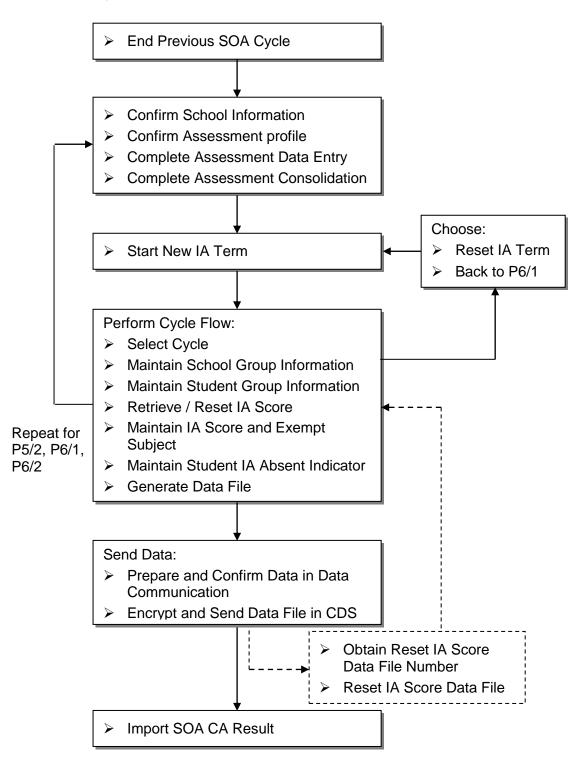


1.3 Flow Chart

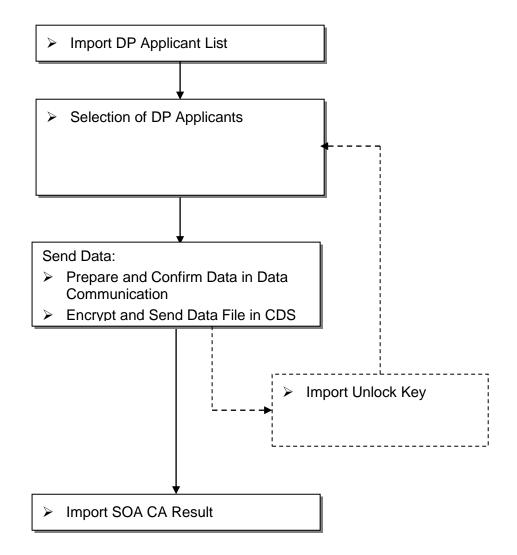
Import CA Result – POA, SOA, SFP, SSA



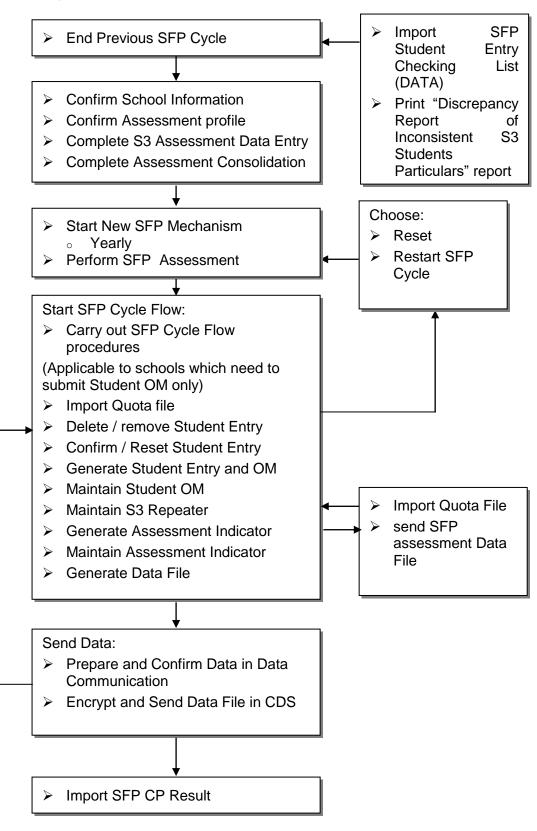
SOAP Cycle



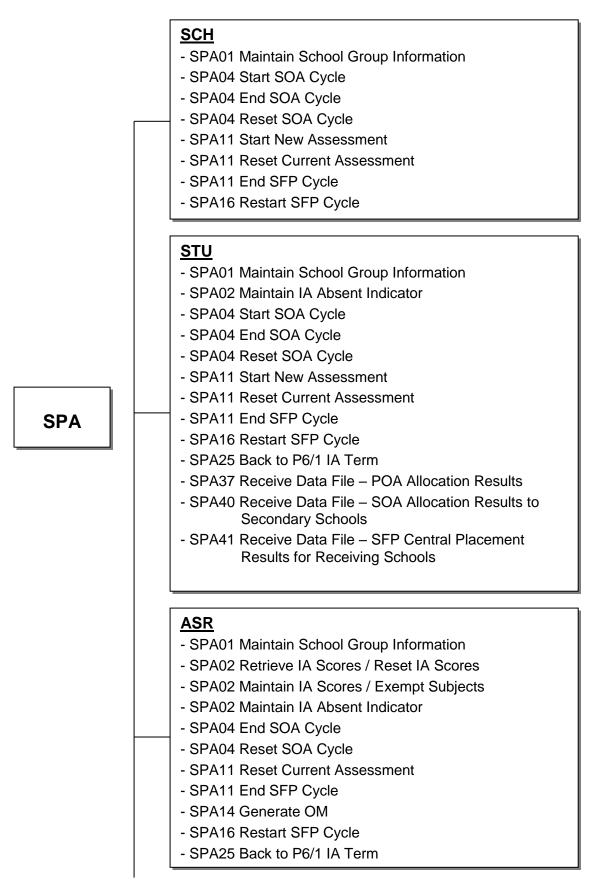
SOAS Cycle



SFP Cycle



1.4 Interactions with other modules



<u>CDS</u>

- SPA03	Prepare Student Info and IA Score
- SPA05	Handle In/Out Msg. Via CDS
- SPA32	Generate Data File – SFP - Student Yearly Assessment
- SPA33	Receive Data File – SFP Quota Information (Data)
- SPA33	Receive Data File – SFP Student Entry checking List (DATA)
- SPA35	Generate Data File – Secondary 6 Admission List
- SPA36	Receive Data File – SSA Central Result
- SPA37	Receive Data File – POA Allocation Results
- SPA38	Generate Data File – SOA IA Score
- SPA39	Receive Data File – SOA Allocation Results to Primary
- SPA40	Receive Data File – SOA Allocation Results to Secondary Schools
- SPA41	Receive Data File – SFP Central Placement Results for Receiving Schools
HKEAA	1

- SPA19 Student Admission & Registration

SPA01 – Maintain Group Information – add, delete, edit

- SCH
 - Retrieve Compulsory Subject and Subject Group Subjects
- STU
 - Retrieve Students (from for P5 or P6 students)

SPA02 – Retrieve IA Scores / Reset IA Scores – retrieve, confirm, reset

- ASR
 - Retrieve Assessment Data
 - Lock the following functions: (only P5 or P6)
 - o Confirm and Reset Assessment Profile
 - Setup Student Dropped and Exempted Subjects
 - Capture Score
 - o Consolidate Score
 - Adjust Assessment and Consolidated Score
 - Import / Export Assessment Data

SPA02 – Maintain IA Scores / Exempt Subjects – search, save

- ASR
 - Student Score and Exempt/Absent Indicator retrieved in Retrieve IA Scores

SPA02 – Maintain IA Absent Indicator – search, save

- STU
 - Display Student Departed Information
- ASR
 - Student Exempt / Absent Indicator retrieved in Retrieve IA Scores

SPA03 – Prepare Student Info and IA Score

- CDS
 - Confirmed message will be display as "Outgoing Messages"
 - Receive Acknowledge after Transmission

SPA04 – Start SOA Cycle

- SCH
 - Lock "Confirm School Information" function
- STU
 - Lock the following functions: (only for P5 or P6 students)
 - o Add new Student
 - Delete student

SPA04 – End SOA Cycle

- SCH
 - Unlock "Confirm School Information" function

- STU
 - Unlock following functions: (only for P5/P6 students)
 - o Add new Student
 - o Delete student
- ASR
 - Unlock the following functions: (only P5 or P6)
 - o Confirm and Reset Assessment Profile
 - Setup Student Dropped and Exempted Subjects
 - o Capture Score
 - Consolidate Score
 - o Adjust Assessment and Consolidated Score
 - Import / Export Assessment Data

SPA04 – Reset SOA Cycle

- SCH
 - Unlock "Confirm School Information" function
- STU
 - Unlock following functions: (only for P5 / P6 students)
 - o Add new Student
 - o Delete student
- ASR
 - Unlock the following functions: (only P5 or P6)
 - o Confirm and Reset Assessment Profile
 - Setup Student Dropped and Exempted Subjects
 - o Capture Score
 - o Consolidate Score
 - Adjust Assessment and Consolidated Score
 - Import/Export Assessment Data

SPA05 – Handle In / Out Msg. Via CDS

- CDS
 - See individual modules for details

SPA11 – Start New Assessment

- SCH
 - Lock "Confirm School Information" function
- STU
 - Lock the following functions: (only for S3 students)
 - Add new Student
 - o Delete student

SPA11 – Reset Current Assessment

- SCH
 - Unlock "Confirm School Information" function
- STU
 - Unlock the following functions: (only for S3 students)
 - o Add new Student
 - Delete student
- ASR
 - Unlock the following functions: (only S3)
 - Consolidate Score
 - o Adjust Assessment and Consolidated Score
 - Import / Export Assessment Data

SPA11 – End SFP Cycle

- SCH
 - Unlock "Confirm School Information" function
- STU
 - Unlock the following functions: (only for S3 students)
 - o Add new Student
 - Delete student
- ASR
 - Unlock the following functions: (only S3)
 - o Consolidate Score
 - o Adjust Assessment and Consolidated Score
 - Import / Export Assessment Data

SPA14 – Generate OM

- ASR
 - Lock the following functions: (only S3)
 - o Consolidate Score
 - o Adjust Assessment and Consolidated Score
 - Import / Export Assessment Data
 - Retrieve Students' Class Level OMs

SPA16 – Restart SFP Cycle

- SCH
 - Unlock "Confirm School Information" function
- STU
 - Unlock the following functions: (only for S3 students)
 - o Add new Student
 - Delete student

- ASR
 - Unlock the following functions: (only S3)
 - Consolidate Score
 - Adjust Assessment and Consolidated Score
 - Import / Export Assessment Data

SPA19 – Student Admission & Registration

- HKEAA
 - Get Student HKCEE information and result

SPA25 – Back to P6/1 IA Term

- SCH
 - Unlock "Confirm School Information" function
- STU
 - Unlock the following functions: (only for P5 or P6 students)
 - Add new Student
 - Delete student
- ASR
 - Unlock the following functions: (only P5 or P6)
 - o Confirm and Reset Assessment Profile
 - o Setup Student Dropped and Exempted Subjects
 - o Capture Score
 - o Consolidate Score
 - Adjust Assessment and Consolidated Score
 - o Import / Export Assessment Data

SPA32 – Generate Data File – SFP - Student Yearly Assessment

- CDS
 - Confirmed message will be display as "Outgoing Messages"
 - Receive acknowledgement as "Sent" after successful transmission of data file

SPA33 – Receive Data File – SFP Quota Information (Data)

- CDS
 - Receive and decrypt the data file for import

SPA33 – Receive Data File – SFP Student Entry Checking List (DATA)

- CDS
 - Receive and decrypt the data file for import

SPA35 – Generate Data File – Secondary 6 Admission List

- CDS
 - Confirmed message will be displayed as "Outgoing Messages"
 - Receive acknowledgement as "Sent" after successful transmission of data file

SPA36 – Receive Data File – SSA Central Result

- CDS
 - Receive and decrypt the data file for import

SPA37 – Receive Data File – POA Allocation Results

- CDS
 - Receive and decrypt the data file for import
- STU
 - Students can be admitted in POA Admission function
- SPA39 Receive Data File SOA Allocation Results to Primary Schools
 - CDS
 - Receive and decrypt the data file for import

SPA40 – Receive Data File – SOA Allocation Results to Secondary Schools

- CDS
 - Receive and decrypt the data file for import
- STU
 - Students can be admitted in SOA Admission function
- SPA41 Receive Data File SFP Central Placement Results for Receiving Schools
 - CDS
 - Receive and decrypt the data file for import
 - STU
 - Students can be admitted in SFP Admission function

2 Operation Procedures

2.1 POA

2.1.1 Data Communication

Function Description

Users can import the data file called "POA Allocation Results" after decrypting the received file in the CDS module.

Pre-requisites

Users have successfully received and decrypted the "POA Allocation Results" data in CDS.

- User Procedures
 - 1. Click [SPA] \rightarrow [POA] \rightarrow [Data Communication] on the left menu.
 - 2. A list of data files is shown. Select the data file to be imported.

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3. Click the [Import] button.

Post-effects

- 1. Once the data file is successfully imported, the allocation result can be viewed in POA's Enquiry function. In addition, the result can be processed in Student's POA Quick Admission function.
- 2. Data file that fails the import validation process will be prompted. No information from the data will be imported and the import status is marked as "Data Import Fail."

Den Notes

- 1. Each transaction would have one of the followings:
 - a. Document Type + HK Birth Certificate
 - b. Document Type + HK ID
 - c. Document Type + Document No.
- 2. Schools with the same SCRN but different POA Allocation Units would receive one set of data only.
- 3. The oldest file must be imported first. If appropriate, imported files should be deleted via CDS in order to import new data files.
- 4. Users may also process the other POA report documents once the message has been successfully decrypted in CDS.

2.1.2Enquiry

Generation Description

Users can enquire central allocation results.

Pre-requisites

The schools have received the "POA Allocation Results" data file (POALRSLT.DAT) sent from EDB in CDS and have successfully imported the data to the system using the POA Data Communication function.

- User Procedures
 - 1. Click [SPA] \rightarrow [POA] \rightarrow [Enquiry] on the left menu.
 - 2. Select the search criteria to search for the target allocated students to be viewed.
 - 3. Click the [Search] button.
 - 4. A list of matched students allocated to this school is displayed. Select a student from the list and click on the **STRN** link to view the student details.

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IKAT	SIRN	English Name	Chinese Name	Sex	HINDE	Doc No	POA App No	HIND	Adm Status	
SPA .	Y443***	STUDENT1493	******	м	Y44'***		51604019		Yes	
POA	<u>Y45</u> ***	T.DENT1531	******	M	Y45%***		51351609		Yes	
Enquiry	<u>Y449</u> ***	STUDENTI552	******	Μ	Y44'***		52029786		Yes	
 Data Communica 	<u>Y454</u> ***	STUDENT1533	X ******	M	Y45***		52665283	12 2	Yes	
SOA	¥47***	STUDENT1534	#*** **	M	Y44RMA		52450171		Yes	
	<u>Y45</u> ***	STUDENT1535	*****	Μ	Y45###	-	51808978	1	Yes	
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5. The selected student details are shown in the pop-up screen.

STRN English Name	Y44 ****** STUDENT1493	POA Appl No Chinese Name	51 <i>6</i> 04019 浩:*****
Sex	Male	DOB	30/12/94
нквс	Y44 ****	HKID	
Doc No		Doc Туре	00
Non-Chinese Speaking Indicator	No		
POA Allocation Type	C(Central Allocation)	POA CIs Type	NORMAL
Admission Status	Yes		

Post-effects

N/A

Den Notes

There are four kinds of allocation types as specified in Data Used - Allocation Type Field.

- K Unrestricted CA
- C Central Allocation
- G Sibling Discretionary
- U Other Discretionary

2.2 SOAP

2.2.1 Cycle Control

Start New IA Term

Generation Description

Users can start a new SOA IA Term. After starting the IA Term, users can go to the Cycle Flow to carry out the various functions necessary for preparing the SOA IA Score data file of the corresponding IA Term.

Pre-requisites

- 1. Users are suggested to backup the data before starting a new IA Term.
- 2. Users should check if the following information is correct: Class information, Class Subject Information, Subject Group Information (if any), Student academic status, departures information and Student subject group information.
- 3. Profiles of the corresponding school session have been confirmed:
 - i. School Information in the School Management module; and
 - ii. Assessment Profile Setup in the Assessment module.
- 4. IA Term to be started has not been started and the IA score data file for the above IA Term has not been confirmed to CDS for sending to EDB.
- 5. In case student information and IA score have been confirmed to CDS, the prepared file in CDS should be rejected first, and the IA Term should be reset.
- In case student information and IA score have been sent to EDB, a Reset IA Score data file number has to be obtained from EDB for resetting the IA Score data file and subsequently resetting the IA Term.
- User Procedures
 - 1. Click **[SPA]** \rightarrow **[SOA]** \rightarrow **[Cycle Control]** on the left menu.
 - 2. Click the [Start New IA Term] tab.
 - 3. Default value of School Level is shown.
 - 4. Select the School Session, the SOA Cycle and the IA Term to be started.

Chan Tai Man School	n Memorial	User: sysad	min Login Time: 21/05/2007	17:19 Logout I	
• Home			Start New IA T	erm tab	May 2007 17:21
School Manageme	· · ·	> Cycle Control > Start New I			
Student	Start New IA Term	Reset IA Term End Cycle	-		
Attendance	School Level	Primary	School Session	AM 💌	
Student Activities	SOA Cycle	2006-2008 💌	Current IA Term		
Award & Punishme	IA Term	P5/2 🗸	Alternate Session		
Assessment	Confirm				
Special Assessme					
Staff Deployment					
► CDS					
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- 5. Check the Alternate Session box if necessary.
- 6. Click the [Confirm] button.
- Post-effects
 - 1. IA term is started. Users can go to **Cycle Flow** to carry out the various SOA functions necessary for preparing the SOA IA score data file.
 - 2. When P5/2 is started:
 - i. **School Group Information** from the previous **SOA Cycle** (if applicable) is carried forward to the current IA Term.
 - 3. When P6/1 or P6/2 is started:
 - i. **Group Information** from the previous **IA Term** (if applicable) is carried forward to the current IA Term (e.g. Starting P6/2, the Group Information from P6/1 is carried forward).
 - 4. Information of all the P5 / P6 students cannot be added and deleted in the Student module.
 - 5. Lock on the confirmation functions in respect of P5 / P6 in the School Management and Assessment modules takes effect.
- Notes
 - 1. Data prepared under Maintain Sch Group information in P5/2 will be carried forward to P6/1 by the system. Data of the same kind used in P6/1 will also be carried forward to P6/2.
 - 2. Alternate Session box is applicable to schools with classes arranged in an alternate session setting (e.g. AM and PM). When the box is checked, the

Group information is carried forward from the previous IA Term (or Cycle) of the corresponding alternate session (e.g. starting PM, P6/1, then AM P5/2 is carried forward).

3. IA term P5/2 can be started in school year YYYY or YYYY + 1 for cycle YYYY-YYYY + 2. If schools submit P5/2 IA scores for students participated in SSPA 2019-2021, schools could submit IA scores or reset IA term in the 2019 or 2020 school year.

Reset IA Term

Generation Description

Users can reset any IA Term which has been previously started in Start New IA Term. This function is for users who wish to carry out the IA Term Cycle Flow again starting from the beginning where Start New IA Term has to be performed.

Pre-requisites

- 1. The IA Term must be started.
- 2. Users are suggested to back up corresponding data before proceeding.
- 3. The IA Term's IA Score data file has not been prepared nor confirmed; otherwise, it must be un-prepared or rejected in CDS.
- 4. Furthermore, if the data file has already been sent to EDB, a **Reset IA Score** data file number should be obtained from EDB for resetting the IA Score data file, so that the data file returns to the **un-prepared** (normal) state.
- User Procedures
 - 1. Click **[SPA]** \rightarrow **[SOA]** \rightarrow **[Cycle Control]** on the left menu.
 - 2. Click the **Reset IA Term** tab.

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▼ S	PA								
Þ	POA								
	/ SOA								
	Cycle Contro	-							
	 Cycle Flow 								
	Student Entry	x							
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	 Audit Trail 								
	Enquiry								
	Report								
	 Data Commu 	-							
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- 3. Select the School Session, the SOA Cycle. The current IA term is shown.
- 4. Click the [Confirm] button.

Post-effects

- 1. Once the IA Term is reset, all information of the selected IA term will be deleted, including School and Student Group information, Deleted Student Information, IA Score and IA Absent Indicators as well as the data in reports and audit logs.
- 2. Users are required to start the IA Term again.
- Notes

Users may start the IA Term again, and perform the SOA functions in the Cycle Flow.

End Cycle

Generation Description

Users can end the previous SOA cycle upon its completion and after Inter-Year Processing has been confirmed. The previous SOA cycle must be ended before a new SOA cycle can be started.

Pre-requisites

- 1. Users are suggested to back up the data in the SOA cycle to be ended.
- 2. Inter-Year Processing has been confirmed.

¹ User Procedures

- 1. Click **[SPA]** \rightarrow **[SOA]** \rightarrow **[Cycle Control]** on the left menu.
- 2. Click the End Cycle tab.

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	(DM 4) (Turne 2)	User: sysadmir	Login Time: 16/07/200 <u>3</u>	10:09 Logout Help 中之	て版本
PRIMARY SCHOOL	(PIVI-1) (Type 3)		Current School Ye	End Cycle tab	:53
Class No	[S-SPA04-04] SPA > S0	A > Cycle Control > End Cycle			-
Enquiry	Start New IA Term	Reset IA Term End Cycle			
 Report P Data Report 	School Level	Primary	School Session Current IA Term	PM P5/2	
 Report Special Assessmen 	SOA Cycle	2000-2002 💌	Currentia Term	FJIZ	
Staff Deployment	Confirm				
► CDS					
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Irregularities					
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- 3. Select the **School Session** and the **SOA Cycle**. The current IA term is shown.
- 4. Click the [Confirm] button.
- Post-effects
 - 1. All data pertaining to the SOA cycle (i.e. IA Terms P5/2, P6/1 and P6/2) are deleted, including School and Student Group information, Deleted Student Information, IA Score and IA Absent Indicators as well as the data in reports and audit logs. Except for the imported SOA CA Result.
 - 2. New SOA Cycle can be started in **Start New IA Term**.
- Notes

Once Inter-Year Processing has been confirmed, the previous SOA cycle can be ended, regardless of status of that cycle. 2.2.2Cycle Flow

Generation Function Description

Cycle Flow provides a step-by-step workflow process for users to prepare the IA Score data file of an IA Term.

The workflow includes the following steps:

- i. Select SOA cycle
- ii. Maintain the school / Student Group information
 - Define class's Group and subject information.
 - Assign students to corresponding Group(s).
- iii. Retrieve / Reset IA Score.
- iv. Maintain IA Score and Exempted Subject.
- v. Maintain Student IA Absent Indicator.
- vi. Prepare / Un-prepare / Preview and Print SOA IA Score Data File

Pre-requisites

- 1. For **1. Select SOA Cycle**:
 - Users should check if the following information is correct: Class information, Class Subject Information, Subject Group Information (if any), Student academic status and departures information, Student subject group information.
 - School Info and Assessment profiles are confirmed.
 - SOA IA term is started.
- 2. For 2. Maintain School/Student Group Information:
 - Class, subject and student information to be retrieved are ready. Alternate subject information has been maintained in the School Management and Student modules if applicable. School Group information is available.

3. For 3. Retrieve / Reset IA Scores:

- Retrieve IA Score
 - If users have retrieved IA score before, they have to reset IA score first.
 - The P5 / P6 student scores (but not 'grades') must be inputted and consolidated in the Assessment module.
 - The exempt and alternate subjects have been inputted.
 - Maintain School Group Information and Maintain Student Group Information must be completed.
 - When extracting Music (Subject code 300) and / or Visual Arts (Subject code 432), the extracted IA scores for the subject(s) must be in multiples of 5.
- Reset IA Score
 - Users have retrieved the IA score.
 - Users should backup data before proceeding to reset.

- 4. For 4. Maintain IA Score and Exempt Subject:
 - Subject Scores and Subject Exempt Absent Indicators are properly set in the Assessment module.
- 5. For 5. Maintain Student IA Absent Indicator:

N/A

- 6. For 6. Generate Data File:
 - All Student Information and IA scores have been maintained.
 - Enrolment Survey has been sent to EDB.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Cycle Flow] on the left menu.
 - 2. In the 1. Select Cycle tab,
 - a. Select the **School Session** and the **SOA Cycle**. The current IA Term is shown.
 - b. Click the [Confirm] button. Forward to the next step Maintain School Group Information.

😝 Chan Tai Man I	Memorial	User: sysadmi	n Login Time: 21/05/2	007 17:19 Log	<u>iout</u> <u>Help</u> <u>中文版</u>
School			Current Sch	ool Year: 20	06 21 May 2007 17
 Home School Manageme Student 	[S-SPA04-02] SPA > SOA > Cy 1, Select Cycle 2. Maint : 4. Retrieve/Reset IA Scor	Sch Group Information	3. Maint Stud Group In x Sub 6. Maint Stud		7. Gen Data File
 Attendance Student Activities Award & Punishme 		Primary 2006-2008 💌	School Session Current IA Term	PM P5/2	
 Award & Pullishing Assessment Special Assessme 	Confirm				
 Staff Deployment CDS 					
> HKAT > HKEAA V SPA					
► POA ▼ SOA					
Cycle Control Cycle Flow Student Entry					
Irregularities Audit Trail					
Enquiry Report					
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3. In 2. Maint Sch Group Information,

For schools that have participated in SOAP before and their previous School Group information are successfully carried forward to the current IA Term, users can maintain the carried forward information (i.e. Groups) directly. Otherwise, new Group(s) should be created accordingly.

a. Users can add, modify or delete the Group information for classes.

Add - Add a new Group.

Chan Tai Man Mo School	emorial				cted class(sterisk bes	es) is marked
 Home School Manageme 	[S-SPA01-02] SPA >	-	Maintain Scho			
Student		2. Maint Sch Group			oup Information	
Attendance	4. Retrieve/Rese		int IA Score & Ex		Stud IA Abs Ind	7. Gen Data File
Student Activities	School Level	Primary 2006-2008		School Session	ו PM P5/2	
Award & Punishme	SOA Cycle	2000-2008		IA Term	1572	
Assessment	Please refer to Help of	this page and sheek	avatam propared av	input data in "Main	tain Sah Oraun Infa"	
Special Assessme	Please reler to help of	tills page and check	system-prepared of	input data in mail	italii Sch Group into	
Staff Deployment	Group	Class Type	Class Name			
► CDS	□ 1	Normal	5B1 5B2 5B6			
► HKAT	2	Normal	5B3 5B7			1
► HKEAA						
▼ SPA	Group	1 -		Class Name	5B1*	
► POA					5B2* 5B3	
V SOA	Class Type	Norma1	•		5B6* 5B7)
Cycle Control	Back Nex	5			551	
Cycle Flow	Date Ves	9				
Student Entry						
Irregularities						
Audit Trail						
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- i. Click the [Add] button.
- ii. Select the Group number to be added.
- iii. Select the Class Type to show the different types of classes.
- iv. Select the class(es) to be attached to the Group.
- v. Click the [Next] button to maintain the Group details.
- vi. In the pop up screen, select the subject(s) for retrieving IA scores by checking the box(es) aside the **Subject Code** and fill in the weighting for each subject for later report use. Assign subjects to alternate subject group(s) by filling in the **A/S Group** if necessary.

[S-SPA01-03] SPA > SOA > Cycle Flow > Maintain School Group Information

1. Select Cycle	2. Maint Sch Group Informat	ion 3. Maint Stud Group In	formation
4. Retrieve/Res	et IA Score 5. Maint IA Sco	re & Ex Sub 6. Maint Stud I	IA Abs Ind 7. Gen Data File
School Level	Primary	School Session	PM
SOA Cycle	2006-2008	IA Term	P5/2
Group	1	Class Type	Normal
Class Name	5B1 5B2 5B6		

Subject Code	Subject Name	MOI	Period	A/S Group Weighting*
✓ 080	Chinese Language	1	9.0	9
165	English Language	2	10.0	9
185	Ethics/ Religious Education	1/2	2.0	9
200	French	2	2.0	9
205	General Studies	1/3	5.0	9
280	Mathematics	1/2	6.0	9
300	Music	1/9	2.0	9
350	Putonghua	3	1.0	9
432	Visual Arts	1	4.0	9

🔚 Save 🛛 🚺 Cancel

vii. Click the **[Save]** button. The pop-up window is closed. Group record(s) with its class(es) and SOA Class Type(s) is displayed.

Modify - Modify the Group.

Users can modify Group(s) that are carried forward from previous IA Term (see Start IA Term), or any newly added Group.

- i. Select the Group record to be modified by checking the box aside the **Group**.
- ii. Click the [Edit] button.
- iii. Select the Group and the Class Type.
- iv. Select / Deselect the class by simply clicking on the Class Name.

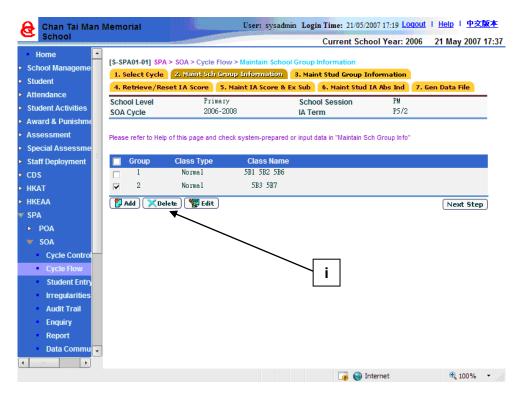
Chan Tai Man School	Memorial		User: sysadmir		cted class(es vith an asteri	,
 Home School Manageme Student Attendance 	1. Select Cycle 4. Retrieve/Res			3. Maint Stud Group c Sub 6. Maint Stu	id IA Abs Ind 7. Gen	ı Data File
 Student Activities Award & Punishme Assessment 	School Level SOA Cycle Please refer to Help	Primary 2006-2008 of this page and check	system-prepared o	School Session IA Term r input data in "Maintain	PM P5/2 Sch Group Info"	
 Special Assessme Staff Deployment CDS HKAT 	 Group ✓ 1 2 	Class Type Normal Normal	Class Name 5B1 5B2 5B6 5B3 5B7			
► HKEAA ♥ SPA ► POA ♥ SOA	Group Class Type	1 💌 Normal 💽	•	Class Name	581* 582* 583 586* 587	
Cycle Control Cycle Flow Student Entry Irregularities	Back Ne	:xt)				
Audit Trail Enquiry Report Data Commu						
				I 😽 🍕	Internet	€ 100% ·

- v. Click the [Next] button to maintain the Group details.
- vi. In the pop up screen, select / deselect the subject(s) to be included for retrieving IA score by checking/un-checking the box(es) aside the Subject Code. Users can also fill in the weighting for each subject. Reassign subjects to alternate subject group(s) by filling in the A/S Group if necessary.
- vii. Click the [Save] button.

Delete - Delete the school Group information for classes.

Users can delete Group(s) that are carried forward from previous IA Term (see Start New IA Term), or any newly added Group.

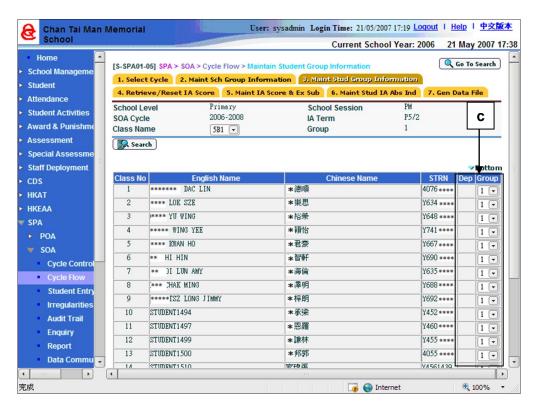
i. Select the Group record to be deleted by checking the box aside the **Group**.



- ii. Click the [Delete] button.
- b. Click the [Next Step] button to proceed in the cycle flow.

4. In 3. Maint Stud Group Information,

- a. A list of classes, which was added in the Maintain School Group Information function, is displayed. Select the target **Class Name**.
- b. Click the [Search] button.
- c. A list of students of the selected class is shown. Assign the **Group** for the students.



- d. Click the [Save] and then the [Go to Search] or [Back] button.
- e. Click the [Next Step] button to proceed in the cycle flow.

5. In 4. Retrieve / Reset IA Score,

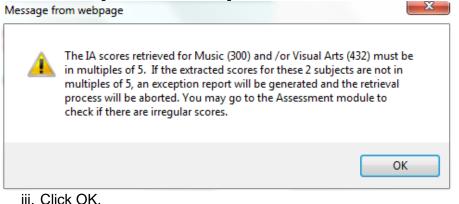
a. Users can retrieve or reset the IA Score.

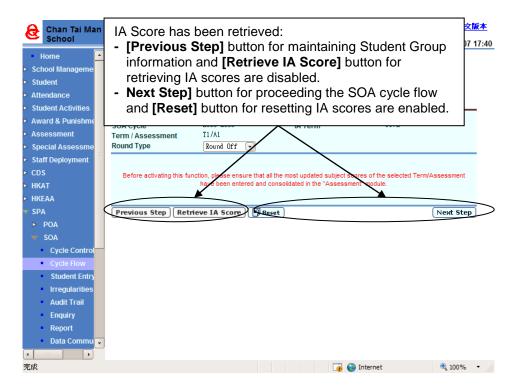
Retrieve IA Score and Proceed with the SOA Cycle Flow

i. Select the Term / Assessment and Round Type so as to retrieve the IA scores.

🔒 Chan Tai Mai	n Memorial	User: sysadn	nin Login Time: 21/05/2	007 17:19 Logout	I Help I 中文版本
School			Current Sch	ool Year: 2006	21 May 2007 17:39
 Home School Manageme Student 		> Cycle Flow > Retrieve IA Sc aint Sch Group Information		formation	
 Attendance 	4. Retrieve/Reset IA	Score 5. Maint IA Score &	Ex Sub 6. Maint Stud	IA Abs Ind 7.	Gen Data File
 Student Activities 	School Level	Primary 2006-2008	School Session IA Term	PM P5/2	
Award & Punishme	Term / Assessment	T1 / A1 💌			
Assessment	Round Type	Round Off 💽			1
 Special Assessme Staff Deployment CDS HKAT 	Before activating this fi	unction, please ensure that all the have been entered and conso			erm/Assessment
► HKEAA ▼ SPA	Previous Step Ret	trieve IA Score 🛛 🖓 Reset			Next Step
▶ POA					
🔻 SOA					
Cycle Control	-				— ii
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Student Entry					
Irregularities					
Audit Trail					
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ii. Click the [Retrieve IA Score] button.

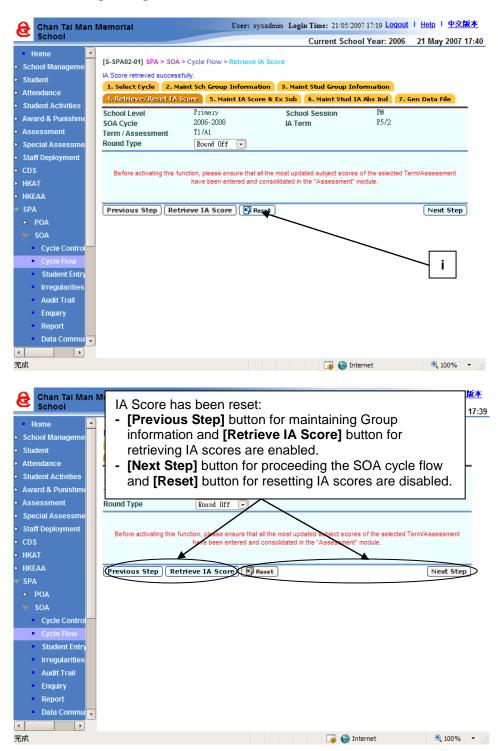




iv. Click the [Next Step] button to proceed with the cycle flow.

Reset IA Score

i. Click the [Reset] button.



6. In 5. Maint IA Score & Ex Sub,

- a. Select the target Group, Class Name and Subject.
- b. Click the [Search] button.
- c. A list of matched student records is shown. Fill in the score in **IA Score** column and select the exempt / absent status for the student in the **Ex/Abs** column.

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School				Current Schoo	l Year: 2006 21 May 2007 1
Home 🦰					Q Go To Search
School Manageme			A > Cycle Flow > Maintain IA		
Student				a 3. Maint Stud Group Info	
Attendance	4. Retrieve	e/Reset I		& Ex Sub 6. Maint Stud IA	
Student Activities	School Leve	el 👘	Primary 2006-2008	School Session	PM P5/2
Award & Punishme	SOA Cycle Group		1 -	IA Term Term / Assessment	T1 / A1
Assessment	Class Name		5B1 -	Termi / Assessment	
 Special Assessme 	Subject		Chinese Language 🖵		
Staff Deployment)			
CDS	💽 Search	/			e
	* next to score	re indicates	having been absent in some sub	ject component(s).	
нкат					Bottom
HKEAA	<u>Class No</u> △	STRN	English Name	Chinese Name	
V SPA	1	4076****	***** DAC LIN	*徳順	
► POA	2	Y634 ****	*** LOK SZE	★樂思	O E -
🔻 SOA	3	Y648****	*** YU WING		
Cycle Control	4	Y741****	*** WING YEE	*額怡	
Cycle Flow			*** KWAN HO	*····································	
Student Entry					O A 🔻
Irregularities	6	Y690****	I* I HIN	*智軒	23 💌
Audit Trail	7	Y635 ****	* I LUN AMY	★海倫	34 💌
Enquiry	8	Y688****	*** HAK MING	* 澤明	12 💌
Report	9	Y692****	*** TSZ LONG JIMMY	*梓朗	34 🔻
Data Commu	10	Y452****	STUDENT1494	* 承梁	
	•				
完成				🍙 😜 Inter	rnet 🔍 100% -

- d. Click the [Save] and then the [Go to Search] or [Back] button.
- e. Click the [Next Step] button to proceed in the cycle flow.

7. In 6. Maint Stud IA Abs Ind,

- a. Select the target **Group** and **Class Name** so as to maintain the student absent indicator.
- b. Click the [Search] button.
- c. A list of matched student records is shown. Select 'Y' in the **Absent** column to indicate that the student is absent for the whole assessment shown above.

School				Current Schoo	I Year: 2006	21 May 2007 1
Home	[S-SPA02-06] SPA > SC	A > Cycle Flow > Maintain Stude	ent IA Absent Indicator		Go To Search
-	1. Select (ycle 2.	Maint Sch Group Information	3. Maint Stud Group Info	rmation	
tudent	4. Retriev	e/Reset I	A Score 5. Maint IA Score &	Ex Sub 6. Maint Stud IA	Abs Ind 7.	Gen Data File
ttendance	School Lev	ol	Primary	School Session	PM	
tudent Activities	SOA Cycle		2006-2008	IA Term	P5/2	
second of Descriptions of	Group		1 💌	Term / Assessment	T1 / A1	
ssessment	Class Name	е	5B1 -			
pecial Assessme	🕵 Search	ו				
taff Deployment						· · · · · ·
DS						▼Battom
	Class No -	STRN	English Name	Chinese	Name	Dep Absent
KEAA	1	4076****	******* DAC LIN	*:徳順		
	2	Y634****	**** LOK SZE	*樂思		
PA	3	Y648****	**** YU WING			
POA	4	Y741****	**** WING YEE	* 穎怡		
SOA	5	¥667****	INNER KWAN HO	*君豪		
Cycle Control	6	Y690****	****HI HIN			
Cycle Flow	-	Y635****				
Student Entry			****CHAK MING			
Irregularities				★澤明		
Audit Trail		¥692****	**** TSZ LONG JIMMY	*梓朗		
Enquiry			STUDENT1494	.*承梁		
Report	11	Y460****	STUDENT1497	*恩羅		
	12	¥455****	STUDENT1499	*.謙林		
🔹 Data Commu 🚽	12	4055	STIMENT 1 500	★邦第		

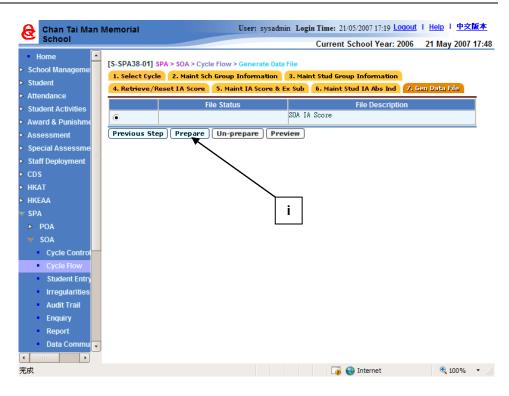
- d. Click the [Save] and then the [Go to Search] or [Back] button.
- e. Click the [Next Step] button to proceed in the cycle flow.

8. In 7. Gen Data File,

a. Users can prepare or un-prepare the data file.

Prepare - Prepare the student information and IA score and to generate a data file for sending it to EDB.

i. Click the [Prepare] button.



<u>Un-Prepare - The "Unprepared" process is used to reset the data file status to "Normal" status.</u>

i. Click the [Un-Prepare] button.

Preview & Print

- i. Select the format to preview or print.
- ii. Click the [Preview & Print] button.

Post-effects

- 1. After 1. Select Cycle,
 - The cycle flow will be based on the selected IA Term.
- 2. After 2. Maintain School Group Information,
 - Student Group Information is updated with new default Group(s).
- 3. After 3. Maintain Student Group Information,

- 4. After 4. Retrieve / Reset IA Score,
 - Retrieve IA Score
 - Student subject scores and their exempt / absent indicators are retrieved from the Assessment module.
 - Once the users confirm to retrieve IA scores, the system locks the "Maintain Group Information" operation by disabling the [Previous Step] button, unless reset IA score is performed. Users may proceed to the Maintain IA Score and IA Absent Indicator functions.
 - Users cannot modify Student score or perform Consolidation in the Assessment module related to assessment of P5 / P6 students until the scores are sent to EDB or unless users reset SOA IA Term.
 - The IA scores retrieved for Music (300) and /or Visual Arts (432) must be in multiples of 5. If the extracted scores for these 2 subjects are not in multiples of 5, an exception report will be generated and the retrieval process will be aborted. Users have to go to the Assessment module to process the concerned irregular scores first.
 - Reset IA Score
 - After confirmation, users cannot proceed to the Maintain IA Score and Maintain IA Absent Indicator functions, until the scores are retrieved again.
 - Once the users confirm to reset IA scores, the system releases the "Maintain Group Information" operation by enabling the [Previous Step] button.
- 5. After 5. Maintain IA Score and Exempt Subject,
 - If all subjects of a student are marked as absent (i.e. "A"), then the student's IA Absent Indicator will be automatically set to absent (i.e. "Y").
 - On the other hand, if any of the subjects taken by the student is not unmarked as absent, then the IA Absent Indicator will be reset.
- 6. After 6. Maintain Student IA Absent Indicator,

• When a student record is set as "Absent" (i.e. "A"), the subject score is automatically updated to zero. This will reflect / display in the Maintain IA Score and Exempt Subject functions.

7. After 7. Generate Data File,

- After the "Prepare" action finished, the status will change from "Normal" to "Prepared".
- After the "Un-prepare" finished, the "Prepared" status will become "Normal" again.
- The generated data file conforms to the existing interface of the receiving end (i.e. EDB). If there is no abnormal information, users may visit the "Prepare Outgoing Data" function in Data Communication to confirm the data file, hence, making it available for sending to EDB.
- If the data file is confirmed, but users wish to amend the data, the file must be rejected in CDS.
- If the data file is sent successfully, but users wish to amend the data. A Reset IA Score Data File Number must be obtained from EDB for resetting the data file, and then changing the file status back to "Normal."

Notes

- 1. In 1. Select Cycle,
 - Only those started IA Terms (see Start New IA Term), and those data file not confirmed can be selected for processing.

2. In 2. Maintain School Group Information,

- The system only allows a maximum of 15 subjects selected.
- Compulsory subjects could not be assigned as alternate subjects.
- If a subject is an alternate subject, users can type in the group number in the A/S Gp column. Each Group can have a maximum of three alternate subject groups. Each alternate subject group should have at least two alternate subjects, but only three out of them can be selected. Compulsory subjects could not be assigned to alternate subject group.
- Users can only input 1, 2, or 3 to alternate subject groups to the selected subjects only. The system will check for user' input according to the definition of alternate subject groups in the School Management / Student modules.
- Class(es) of the same SOA Class Type is defined to the same Group more than once.
- Compulsory Subjects with the same subject code, but different MOI Streams 1 (Cantonese), 2 (English), 3 (Putonghua), and 9 (Others) are treated and handled as one subject in the same Group. Moreover, "1/2/3/9" (Cantonese/English/Putonghua/Others) will be shown in the column of MOI Stream for the subject, the number of periods for the smaller MOI Stream for the subject will be copied to School Group Information. In case the MOI Stream is the same, but the periods for different classes in the Group are different, the smaller number of periods will be copied to School Group Information.

3. In 3. Maintain Student Group Information,

 If a class has more than one Group, the system will automatically assign all students to the first Group of that class. Users can make changes if necessary.

- If a student does not participate in SOA, users will have to type "X" in the Group column.
- There will be a 'Dep' in the Departed column if users have maintained departed student information in Student module.
- If a student departed after the examination, the scores of that student are still required for sending to EDB.
- If a student is approved not to take part in SSPA, users can use the Delete Student Info and IA Scores function to remove the scores of that student.

4. In 4. Retrieve / Reset IA Score,

- Retrieve IA Score
 - During the retrieving process, the system retrieves data from the Assessment module to the SPA module.
 - If a subject has sub papers, the system will only retrieve the sub papers that marked by scores, and then calculate the subject scores according to the weighting of each paper.
 - If a student exempts from some papers of the subject, the system will calculate the remaining papers' mark according to their weighting.
 - If a student absents from all subjects, the IA absent indicator of the student will be "Y", and this piece of information will also be sent to EDB.
 - If a student exempt from some papers of a subject, and absents from the remaining paper of that subject, the subject will be regarded as Exempt.

5. In 5. Maintain IA Score and Exempt Subject,

- If users have maintained the Exempt and Absent information in the Student and Assessment modules, E/A will be shown in the Exempt / Absent column.
- The system will check and give warning messages that a student has not been exempted for a subject or not been absent in the relevant assessment of a subject if users try to enter E or A under Ex/Abs column. The warning message is "Subject is not absent or exempted in "Assessment" application.
- If any student is indicated as Exempt or Absent, the affected subject's score will turn to 0 after clicking the Save button.
- If users input in wrong A or E in Exempt / Absent column, users can remove A or E and they have to input the correct score in order to save the record.
- Depart column is used for indicating a student is departed in SOA. Users can maintain students' departure information in Student module.
- The modified IA score and absent indicator inputted will not be copied to the Assessment module.

6. In 6. Maintain Student IA Absent Indicator,

- All subjects scores in Maintain Student IA Absent Indicator of that student will turn to zero and an "Y" will be entered under the "Absent" column therein.
- The modified absent indicator inputted will not be copied to the Assessment module.
- 7. In 7. Generate Data File,
 - Student information and their IA scores are generated into a data file for sending to EDB. The data file thus generated conforms to the existing interface with the receiving end.
 - Only one SOA IA Score data file can be prepared in the system at a time.

2.2.3Student Entry

Delete Student Info and IA Score

Generation Description

Users can remove students from the current SOA cycle so that their information will not be sent to EDB as circumstances warrant.

Pre-requisites

- 1. SOA IA Term has started.
- 2. IA scores have not been confirmed for sending to EDB.
- 3. Information of the student records will be displayed only after Maintain School Group information of the class concerned has been completed.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Student Entry] on the left menu.
 - 2. Click the **Delete Student Info and IA Score** tab.
 - 3. Select the **SOA Cycle** and the **Class Name** that the student belongs to.
 - 4. A list of matched students is displayed. Select the student record(s) to be deleted by checking the box aside the **Class No**.
 - 5. Click the [Delete] button and confirm the operation.
- Post-effects
 - 1. Selected student's information and IA scores will be deleted. The data file to EDB, the student's data in Maintain Student Group Information, Maintain IA Scores and Exempt Subject and Maintain Student Absent Indicator will no long contain the deleted student's information.
 - 2. After a student record has been deleted, the screen will refresh at once and not display the deleted record again.
 - 3. Even after Reset IA Scores Processing and Retrieve IA Scores again, the selected student's information will not be included.
 - 4. The system removes the deleted student from the SPA module unless the Reset SOA IA Term is affected.
- Notes

Maintain New Student Group

Function Description

Users can assign Group to new students admitted at the following periods, and then reported to EDB:

- After end of P5/2 IA term to before P6/1 IA term.
- After end of P6/1 IA term to before P6/2 IA term.
- After end of P6/2 IA term.

Pre-requisites

P5 / P6 new students have been admitted in the Student module.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Student Entry] on the left menu.
 - 2. Click the Maintain New Student Group tab.
 - 3. Select the search criteria and click the **[Search]** button.
 - 4. A list of matched students is displayed. Select a Group for the students.

Delete St	tudent	Info and IA Score Maintain	New Student Group		
		Primary P6 💌	School Session	PM 💌	4
Searc	h				
Cls Name	CIS NO	English Name	Chinese Name	STRN	Dep Group
6B1	97	SOAtest3		V0676?***	1 🗸
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	Delete S School Le Class Leve Es Searc Cls Name 681 681	Delete Student School Level Class Level Image: Class Clas Cla	Delete Student Info and IA Score Maintain School Level Primary Class Level P6 P6 Class Level P6 P6	Delete Student Info and IA Score Maintain New Student Group School Level Primary School Session Class Level P6 Image: Search English Name Chinese Name GB1 97 SDAtest3 GB1 99 soatest	School Level Primary School Session Class Level P6 P6 P6 Cls Name Chinese Name STRN 6B1 97 SDAtest3 V0676*** 6B1 99 soatest V0676***

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

Post-effects

- 1. New students will be assigned to the selected Group 1, 2 or X.
- 2. The record(s) and Group information of the new student(s) will be shown in the Maintenance functions of the forthcoming term.
- 3. Form B, C, Eb can refer to the Group values.
- Den Notes
 - 1...Default Group(s) for students are referenced from the most recent IA Term.
 - 2... Departed students cannot be maintained in this function.
 - 3...If P5/2 is not started for the cycle, then the next IA Term (i.e. P6/1 or P6/2) must be started before newly admitted students can be maintained in this function.

2.2.4 Irregularities

Back to P6/1 IA Team

Generation Description

Users can go back to P6/1 IA term to maintain information if they have started P6/2 IA term.

Note that both the data in P6/1 and P6/2 of the corresponding cycle are deleted.

Pre-requisites

- 1. P6/2 IA Term is started and IA scores have not been confirmed to CDS for sending or not been sent out.
- 2. Backup data before proceeding to go back to P6/1.

User Procedures

- 1. Click [SPA] \rightarrow [SOA] \rightarrow [Irregularities] on the left menu.
- 2. Click the **Back to P6/1 IA Term** tab.

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Type 6: Through Tra	ain				
			Current School Year: 2	001 17 Janu	ary 2003 9:23
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 Special Assessment Staff Deployment 	Back to P6/1 IA Term	Reset IA Score Dat	ta File Number		
 Staff 	School Level	Primary	School Session Current IA Term	P6/2	
V SPA	SOA Cycle	2000-2002 💌	Current la Term	P6/2	
▶ POA	Confirm		Ť		
V SOA					
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► SFA			Current IA Ter		
► SSA ► HKAT			selected SOA	Cycle	
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- 3. Select the School Session and the SOA Cycle.
- 4. Click the [Confirm] button.

Post-effects

- 1. IA term reset to P6/1. P6/1 and P6/2 data are deleted.
- 2. Users should start P6/1 again in Start New IA Term.
- 3. Users can start to prepare data from P6/1 onwards again.

Notes

If the selected SOA cycle has P5/2 or P6/1 as current IA Term, error message "P5/2 cannot reset to previous IA term" or "P6/1 cannot reset to previous IA term" will be displayed respectively and the **Confirm** button is disabled.

Reset IA Score Data File Number

Generation Description

Users can reset IA Score data file that has been previously sent to EDB. Once the data file is reset, the status becomes "Normal," which allows the users to go back to the Cycle Flow to prepare the IA Score data.

- 1...IA Score Data File has been sent or exported successfully to EDB via CDS.
- 2...Reset IA Scores Data File Number has been obtained from EDB-end.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Irregularities] on the left menu.
 - 2. Click the Reset IA Score Data File Number tab.
 - 3. Select the School Session and SOA Cycle. (Current IA Term is shown)
 - 4. Enter the Reset IA Score Data File Number.

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Queen's Col	llege	User: sysadmin LastLogin: 30/05/2003 10:26	ogout I Help I 中文版 本
V SPA		Current School Year: 2002	30 May 2003 10:29
▶ POA	[S-SPA42-01] SPA > SOA > Irregularities	> Reset IA Score Data File Number	
🔻 SOA	Back to P6/1 IA Term Reset IA Se	ore Data File Number	
Cycle Control	School Year 2002		
Cycle Flow	School Level Prima	à	
Student Entry	School Session AM SOA Cycle 2001-2	~~~	
 Irregularities 	SOA Cycle 2001-2 IA Term P6/1		
Audit Trail	Reset IA Score Data File		
Enquiry	Number		3,4
Report	Reset		
 Data Commun 			
▶ SOA			
e			😼 Local intranet 🛛 🏼 🎼

5. Click the **[Reset]** button.

Dost-effects

The corresponding IA Score Data File is "Un-prepared" for the respective IA Term. Users can then prepare the file again in the Cycle Flow and sent to EDB via CDS accordingly.

Notes

Only the most recent IA Score Data files for the respective SOA cycles are allowed to be reset.

2.2.5Audit Trail

Delete Student Information and IA Score

Generation Description

Users can view the audit trail for the "Delete Student Information and IA Score" operation.

- 1. Users have performed Delete Student Information and IA Score in Student Entry.
- 2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into the machine to view the reports.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Audit Trail] on the left menu.
 - 2. Click the Delete Student Info and IA Score tab.

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6	School			(Current School Yea	ar: 2006 21	May 2007 19:10
	ecial Assessme		A > Audit Trail > Delete \$				
	aff Deployment	Delete Student Info		in Student Group	Information		
► CD		Retrieve IA Score	Maintain IA Score and	Exempt Subject			
► HK	AT	Maintain Student IA	Absent Indicator				
► HK	EAA	School Level	Primary				
▼ SP	A	School Session	PM 🛡				
⊳	POA	SOA Cycle	2006-2008				
•	SOA	IA Term	P5/2 🗨	•			3
	Cycle Control	Format	PDF	•]			·
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	Student Entry						
	Irregularities	=					
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1	Enquiry						
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- 3. Select the SOA Cycle, IA Term and Format.
- 4. Click the [Preview & Print] button.

Post-effects

The selected audit trail will be displayed in a pop-up window which allows users to preview or print.

Notes

N/A

Maintain Student Group Information

Generation Description

Users can view the audit trail for the "Maintain Student Group Information" operation.

- 1. Users have maintained Student Group information in the Cycle Flow.
- 2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into the machine to view the reports.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Audit Trail] on the left menu.
 - 2. Click the Maintain Student Group Information tab.

æ	Chan Tai Ma	an Memorial	User: sysadn	nin Login Time: 21/05/2007 18	:06 Loqout Help <u>中文版本</u>
	School			Current School Ye	ear: 2006 21 May 2007 19:11
	ecial Assessme aff Deployment	[3-3PA41-22] 3PA > 3	OA ≻ Audit Trail ≻ Maintain Stude		
► CD	• •	Delete Student Inf		ent Group Information	
► HK	-	Retrieve IA Score	Maintain IA Score and Exemp	tSubject	
		Maintain Student I			-
► HK		School Level	Primary		
▼ SP		School Session SOA Cycle	PM - 2006-2008 -		
	POA	IA Term	P5/2 •		
×	SOA	Class Namo	5B1 -		3
	Cycle Control	English Name			
	Cycle Flow	Format	PDF		
	 Student Entry 		Reset		
	Irregularities	Preview & Print	-# Reset		
	Audit Trail				
	Enquiry				
	Report				
	 Data Commu 				
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- 3. Select the SOA Cycle, IA Term, Class Name, English Name and Format.
- 4. Click the [Preview & Print] button.
- Post-effects

The selected audit trail will be displayed in a pop-up window which allows users to preview or print.

Notes

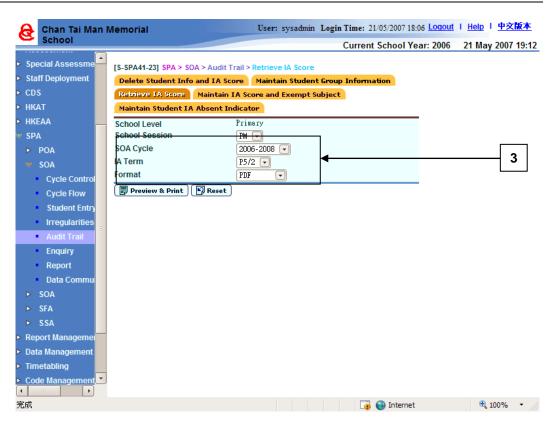
N/A

Retrieve IA Score

Generation Description

Users can view the audit trail for the "Retrieve IA Score" operation.

- 1. Users have retrieved or reset IA Score in the Cycle Flow.
- 2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into the machine to view the reports.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Audit Trail] on the left menu.
 - 2. Click the **Retrieve IA Score** tab.



- 3. Select the SOA Cycle, IA Term and Format.
- 4. Click the [Preview & Print] button.
- Post-effects

The selected audit trail will be displayed in a pop-up window which allows users to preview or print.

Notes

N/A

Maintain IA Score and Exempt Subject

Generation Function Description

Users can view the audit trail for the "Maintain IA Score and Exempt Subject" operation.

- 1. Users have retrieved the IA score and maintained the IA score and exempt subjects in the Cycle Flow.
- 2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into the machine to view the reports.

User Procedures

- 1. Click [SPA] \rightarrow [SOA] \rightarrow [Audit Trail] on the left menu.
- 2. Click the Maintain IA Score and Exempt Subject tab.

😝 Chan Tai Man Me	emorial	User: sysadmin Login Time: 21/05/2007 18:06 Logout Help 中文版本
School		Current School Year: 2006 21 May 2007 19:13
► Special Assessme	S-SPA41-24] SPA > SOA > Audit Ti	rail > Maintain IA Score and Exempt Subject
Staff Deployment	Delete Student Info and IA Sco	Maintain Student Group Information
► CDS	Retrieve IA Score Maintain I	A Score and Exempt Subject
► HKAT	Maintain Student IA Absent Inc	dicator
► HKEAA	School Level	Primary
V SPA	School Session	PM 🔽
► POA	SOA Cycle	2006-2008 🗨
V SOA	A Term	P5/2 • 3
Cycle Control	Class Name	581 - 3
Cycle Flow	English Name	
Student Entry	Format	PDF
Irregularities	F Preview & Print 🕅 Reset	
Audit Trail		
Enquiry		
Report		
Data Commu		
► SOA		
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- 3. Select the SOA Cycle, IA Term, Class Name, English Name and Format.
- 4. Click the [Preview & Print] button.
- Post-effects

The selected audit trail will be displayed in a pop-up window which allows users to preview or print.

Notes

N/A

Maintain Student IA Absent Indicator

Generation Description

Users can view the audit trail for the "Maintain Student IA Absent Indicator" operation.

Pre-requisites

- 1. Users have maintained the IA absent indicator in the Cycle Flow.
- 2. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into the machine to view the reports.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Audit Trail] on the left menu.
 - 2. Click the Maintain Student IA Absent Indicator tab.

🔒 Chan Tai Man	Memorial	User: sysadmin Lo	gin Time: 21/05/2007 18:06	Loqout Help 中文版本
School			Current School Yea	r: 2006 21 May 2007 19:14
 Special Assessme Staff Deployment CDS HKAT HKEAA SPA POA SOA Cycle Control Cycle Flow Student Entry Irregularities Audit Trail Enquiry Report Data Commu SOA SFA SSA Report Management Timetabling Code Management 	Maintain Student IA Absent In School Level School Session SOA Cycle IA Term Class Name English Name Format	Maintain Student Gr A Score and Exempt Subj	bsent Indicator oup Information	<u></u> 3
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- 3. Select the SOA Cycle, IA Term, Class Name, English Name and Format.
- 4. Click the [Preview & Print] button.
- Post-effects

The selected audit trail will be displayed in a pop-up window which allows users to preview or print.

Notes

2.2.6Enquiry

School Group Information

Generation Description

Users can enquire school Group information.

Pre-requisites

Users has defined Group in Maintain School Group Information in the Cycle Flow, or the Group information has been carried forward from the previous IA Term.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Enquiry] on the left menu.
 - 2. Click the School Group Information tab.
 - 3. Select the search criteria.
 - 4. Click the [Search] button.

Chan Tai Man I	Memorial	User: sy	vsadmin Login Time: 21	1/05/2007 18:06 Logout	I <u>Help</u> I <u>中文版本</u>
School			Current	School Year: 2006	21 May 2007 19:15
Special Assessme	[S-SPA07-02] SPA > S	DA > Enquiry > School Grou	p Information		🔍 Go To Search
 Staff Deployment 	School Group Infor	nation Student Group Ir	formation Student (Froup Information & I	A Score
► CDS	CA Result IA Sco	re Data File Number			
► HKAT	School Level	Primary	School Session	PM 💌	
▶ HKEAA	SOA Cycle	2006-2008 🔽			
🐨 SPA	IA Term	P5/2 •			
► POA	Group	1 -		5	
🔻 SOA	Class Type	Normal -			
Cycle Control	Class Name	5B1, 5B2, 5B6			
Cycle Flow				-	
	💽 Search 🕅 Res	et	K		
Student Entry	Subject	Subject Name	e	MOI Period A/S	Group Weighting
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 Audit Trail 	165 English L			2 10.0	9
Enquiry	350 Putonghua			3 1.0	1
Report	432 Visual Ar	ts		1 4.0	3
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- 5. A list of matched subjects is displayed.
- Post-effects
 - N/A

Notes

Student Group Information

Generation Description

Users can enquire Student Group information.

Pre-requisites

Users have maintained the Student Group Information in the Cycle Flow.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Enquiry] on the left menu.
 - 2. Click the Student Group Information tab.
 - 3. Select the search criteria.
 - 4. Click the [Search] button.

School				Current Scho	ol Year: 2006	21 May 2007
pecial Assessme	15 50407 0	41 604 > 604 >	Enquiry > Student Group Info	rmation		Q Go To Search
taff Deployment		•				
	School Gr		ion Student Group Inform	ation Student Group	Information &	IA Score
DS	CA Result	IA Score E	ata File Number			
КАТ	School Lev	vel	Primary	School Session	PM 💌	
KEAA	SOA Cycle		2006-2008 🖵			
PA	IA Term		P5/2 -			
POA	Class Type					
			Normal 🖵			5
SOA	Class Nam	ie	5B1 💌			
 Cycle Control 	Class	No				
Cycle Flow	O Englis	h Name				1
Student Entry	Search					
Student Entry	Search					
						1
						Bottor
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Audit Trail		STRN	Enquish Name	Chinese Name	Бер	Group
Audit Trail Enquiry		STRN 4076.****	******* DAC LIN	* * 徳順		Group 1
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Audit Trail Enquiry Report Data Commu SOA SFA	1 4 2 5 4 5 6 1	STRN 4076.**** Y634**** Y648**** Y741**** Y667**** Y667**** Y690****	******** DAC LIN ***** LOK SZE ***** YU WING ***** WING YEE ***** KWAN HO ** HI HIN	*徳順 * 終思 * 裕榮 * 潤怡 * 君豪 * 習軒		Group 1 1 1 1 1 1 1
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Audit Trail Enquiry Report Data Commu SOA SFA SSA port Managemen	1 4 2 5 6 7 7 8 9 9	SIKN 4076.**** 7633**** 7643**** 7667**** 7667**** 7689**** 7689**** 7689****	**************************************	*/應順 */腔思 */招荣 */招荣 */習行 */字術 */字明		Group 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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Audit Trail Enquiry Report Data Commu SOA	1 1 2 1 2 1 3 4 5 5 6 7 7 1 8 7 9 9 10 1 11 1 12 2	STRN 4076.**** 1643.**** 1648.*** 1648.*** 1667.***	******* I DAC LIN ***** LOK SZE **** YU WING **** WING YEE **** KWAN HO ** HI HIN ** JI LUN AMY *** 'HAK MING *** TSZ LONG JIMMY STUDENT1494	*/應順 */聽見 */聽見 */習行 */習軒 */習軒 */海倫 */平明 */平彩梁		Group 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

5. A list of matched subjects is displayed.

Post-effects

N/A

Notes

Student Group Information & IA Score

Generation Description

Users can enquire Student Group information and IA scores.

Pre-requisites

Users have retrieved IA Score, or have maintained IA Score & Exempt Subjects or Student IA Absent Indicator in the Cycle Flow.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Enquiry] on the left menu.
 - 2. Click the Student Group Information & IA Scores tab.
 - 3. Select the search criteria.
 - 4. Click the [Search] button.

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•	School				Cu	rrent School Year: 2006	5 21 Ma	y 2007 19:17
	ecial Assessme	[S-SPA07-06]	SPA > SOA > Enqu	iry > Student Group	Information & I/	\ Score	Q Go T	o Search
► St	aff Deployment	School Grou	p Information	Student Group Info	rmation Stu	dent Group Information &	IA Score	
► CD	S	CA Result	IA Score Data F	ile Number				
► HK	ΤΑΤ	School Leve	l Pri	imary	School Se	ession PM 🖵		
► HK	EAA	SOA Cycle		006-2008 -	301001 30			
w SP	A	IA Term		5/2 -			5	;
	POA	Group					5	
-			1					-
	SOA	Class Type	_	ormal 💌				
	Cycle Control	Class Name	22	31 🖃			/	
	Cycle Flow	Term/Asses	sment 1	/ 1				
	 Student Entry 	Class No.				¥		
	 Irregularities 	O English	Name					
	Audit Trail	Search	Reset					
	Enquiry					Page 1 - c	N	
							of 4 🕨 🤜	
	Report	Class No △	English Name ANDERSON DAC LIN	IA Term Absent	Subject Code 080	Subject Name Chinese Language	Score 0	Ex/Abs
	 Data Commu 	1	WADERSON DAC LIN	[165	English Language	0	
⊳	SOA				350	Putonghua	44	
⊳	SFA				432	Visual Arts	55	
⊳	SSA	2	CHAN LOK SZE		080	Chinese Language	0	E
► Re	port Manageme				165	English Language	0	E
					350 432	Putonghua Visual Arts	56 78	
	ta Management	3	CHAN YU WING		432	Chinese Language	0	8
	netabling				165	English Language	0	A
► Co	de Management 🚬				.350	Putonghua	78	
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- 5. A list of matched subjects is displayed.
- Post-effects

Notes

Central Allocation Result

Generation Description

Users can enquire central allocation result of secondary one.

Pre-requisites

School have received the "SOA Allocation Result to Primary School" data file (SOCARSPA.DAU) sent from EDB in CDS and has successfully imported the data to the system using the SOA Data Communication function.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Enquiry] on the left menu.
 - 2. Click the Central Allocation Results tab.
 - 3. Select the search criteria.
 - 4. Click the [Search] button.

School								Current Scho	ol Year: 2008	1
Home Student Info Enq	[S-SPA	107-08] SPA > SOA > E	nquiry > CA	Result				C	🔍 Go To Search	
School Managemer	Scho	ol Group Information			Informati	ion Stu	ident Grou	ip Information & IA	Score	
> Student	CA Re	esult IA Score Dat	ta File Numb	per						
> Attendance	Schoo	ol Level	Primary			School S	ession	AM 👻		
Student Activities	CA res	sult in	2009 👻			Class Na	me	6A 👻		
Award & Punishme	O CI	ass No								
Assessment	© Er	nglish Name								
> SLP	💽 s	earch 🛛 🕅 Reset								
 Special Assessment Staff Deployment 	<u>Class</u> No ▲	<u>English Nar</u>	ne_	SOA Cycle	Class Typ	e Group		Allocated School (Eng Name)	School (Chi	
> CDS	8	XXXX HO KWONG		2007- 2009	N(Normal)	1	No 511112	MARYXXXXX SECONDARY XXX XXX	Name) 一條龍中學	
> HKAT								TES X SCHOOL		
 Applied Learning HKEAA 	20	XXX YIM KUEN		2007- 2009	N(Normal)	1	111119	POON XXXXX ROMAN SECONDARY TES XX SCHOOL	一條龍中學一 二三四五六七 八九十一二三 四五	
▼ SPA ▶ POA	23	XXXXX PUI YEE		2007- 2009	N(Normal)	1	511112	MARYXXXXX SECONDARY XXX XXX TES X SCHOOL	一條龍中學	
 SOA Cycle Control Cycle Flow Student Entry 	Ва	nck)			-					
IrregularitiesAudit Trail										
Enquiry										

- 5. A list of matched students is displayed.
- Post-effects

N/A

Notes

IA Scores Data File Number

Function Description

Users can enquire the IA score data file number. The number is to be submitted to EDB-end if users wish to resend the IA Score data file.

Pre-requisites

Users have successfully sent the IA Score data file to EDB via CDS.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Enquiry] on the left menu.
 - 2. Click the IA Score Data File Number tab.
 - 3. Click the [Search] button.

æ	Chan Tai Mai	n Mer	norial		User	: sysadmin L	ogin Time:	21/05/2007 18:06 Logout	I <u>Help</u> I <u>中</u> 交	版本
-	School						Curre	nt School Year: 2006	21 May 2007	19:26
⊳ Sp	ecial Assessme	• [S-	-SPA42-02] <mark>SP</mark>	A > SOA > Er	nquiry > IA Score	Data File Numb	ber			
	aff Deployment	s	chool Group Ir	formation	Student Group	Information	Student (Group Information & IA So	ore	
► CE	S	C	A Result	A Score Dat	a File Number					
► HK	ΔT	Se	chool Year		2006					-
► HK	EAA		chool Level		Primary					
₩ SP	PA A	Sc	chool Session	1	AM					
⊳	POA		DA Cycle		2005-2007			Search Resu	Its	
	SOA	IA	Term		P6/2		/			
	Cycle Control		🕵 Search							
	Cycle Flow	Se	arch Result				*			
	Student Entry		Score Data Fi	le 20079.	50041213-93828					-
	Irregularities		mber							
	Audit Trail	i Is I	Exported	Y						
	Enquiry		Back							
	 Report 									
	 Data Commu 									
⊳	SOA									
⊳	SFA									
⊳	SSA									
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► Co	de Management	•								
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- Post-effects
 - N/A

Notes

2.2.7Report

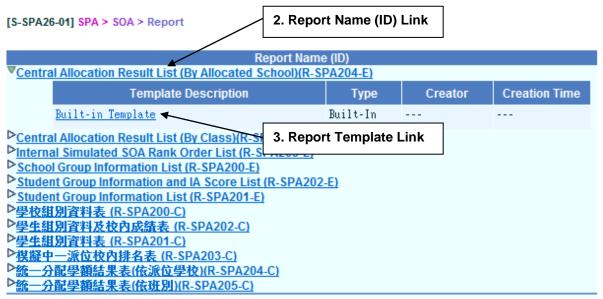
Function Description

User can generate reports related to Secondary One Allocation such as information about current IA Term as well as store reports of previous IA Terms of the same cycle for users' reference until the cycle is ended.

- Central Allocation Result List (By Class) (R-SPA205-E)
- Central Allocation Result List (By Allocated School) (R-SPA204-E)
- School Group Information List (R-SPA200-E)
- Internal Simulated SOA Rank Order List (R-SPA203-E)
- Student Group Information and IA Score List (R-SPA202-E)
- Student Group Information List (R-SPA201-E)

Pre-requisites

- 1. Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed on the machine to view the reports.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Report] in left menu.
 - A list of reports, including both the Chinese and English templates, is available for selection. Click on the **Report Name (ID) link** and list of built-in (and user-defined) report templates is displayed.



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

- 3. Click on the **Report Template link** to browse the corresponding report parameter screen. Select the print criteria.
- 4. Click [Preview & Print] button.
- Dost-effects
 - 1. The selected report will be displayed in a pop-up window, which allows user to preview or print it out.
- Notes

N/A

School Group Information List (R-SPA200-E)

Generation Description

This report allows user to generate the School Group Information as defined in the Cycle Flow for an IA Term. Alternative Subject Groups and corresponding subjects are also listed if applicable. User can select the School Session, the SOA Cycle, the SOA IA Term, and the order for which the report to be generated.

Information displayed on the report:

- Group, SOA Class Type, Class Name
- Subject Code
- MOI
- Period
- Weight Factor
- Alternate Subject Groups, and Alternate Subjects
- Subject Code and Description, MOI Code and Description

Pre-requisites

1. Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

- 1. Select School Session, SOA Cycle, and SOA IA Term.
- 2. Selected Printed By Group or Class Type.
- 3. Select preview Format.

Chan Tai Man I	Memorial User: sysadmin Login Time: 21/05/2007 18:06 Logout	Help I <u>HXRA</u>
School	Current School Year: 2006	21 May 2007 19:4
pecial Assessme	[S-SPA26-02] SPA > SOA > Report	
DS	School Group Information List (R-SPA200-E) :-	
KAT	Built-in Template	
	Please input the print criteria.	
KEAA	School Level Primary	
PA	School Session PM 🔽	
POA	SOA Cycle 2006-2008 🔍	
/ SOA	SOA IA Term P5/2 V	
Cycle Control	Printed By O Group O Class Type	
Cycle Flow	Format PDF	
Student Entry		
Irregularities	Preview & Print Reset	
Audit Trail		
Enquiry		
Report		
 Data Commu 		
SOA		
SFA		
SSA		
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- 4. Click [Preview & Print] button.
- Dost-effects
 - 1. The report School Group Information List (R-SPA200-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.
- Notes

N/A

Student Group Information List (R-SPA201-E)

Generation Description

This report allows user to generate the Student Group Information as defined in the Cycle Flow. User can select the School Session, the SOA Cycle, the SOA IA Term, and the order for an IA Term.

Information displayed on the report:

- Class No.
- STRN
- Student Name
- Chinese Name
- Group
- Departure

1. Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

- 1. Select School Session, SOA Cycle, and SOA IA Term.
- 2. Selected Printed by Group or Class Type.
- 3. Select preview Format.



- 4. Click [Preview & Print] button.
- Post-effects
 - The report Student Group Information List (R-SPA201-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.
- Notes

Student Group Information and IA Score List (R-SPA202-E)

Generation Description

This report allows user to generate the IA Score and Exempt Absent Indicator as retrieved and maintained in the Cycle Flow. User can select the School Session, the SOA Cycle, the IA Term, the Group, the Class Name, and the order for an IA Term. Zero score report can also be printed by checking the "With Zero Score(s) Only" box; students who have at least one subject with zero score is shown on the report.

Information displayed on the report:

- School Session, SOA Cycle, IA Term
- Group
- Group Subject Codes and Names
- Class No.
- STRN
- Student Name
- Chinese Name
- Score
- Exempt / Absent Indicator

Pre-requisites

1. Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- User Procedures
 - 1. Select School Session, SOA Cycle, and SOA IA Term.
 - 2. Select Group and Class Name.
 - 3. Select Printed by Cls No, English Name or STRN.
 - 4. Choose whether to print report "With Zero Score(s) Only".
 - 5. Select preview Format.

🔒 Chan Tai Man I	Memorial U	ser: sysadmin Login Time: 21/05/2007 18:06 Loqout H	<u>leip</u> I <u>中文版本</u>
School		Current School Year: 2006 21	1 May 2007 19:43
Special Assessme	[S-SPA26-04] SPA > SOA > Report		
Staff Deployment	Student Group Information and I	A Score List (R-SPA202-E) :-	
► CDS	Built-in Template		
► HKAT	Please input the print criteria.		
► HKEAA		n '	
🐨 SPA	School Level School Session	Primary PM	
▶ POA	SOA Cycle	2006-2008	
🔻 SOA	IA Term	P5/2 V	
Cycle Control	Group	1 🔻	
Cycle Flow	Class Name	A11 🔍	
Student Entry	Printed by	⊙Cls No ○English Name ○STRN	
Irregularities	With Zero Score(s) Only		
Audit Trail	Format	PDF	
Enguiry	🗊 Preview & Print 🛛 🕅 Reset 🛛 🤇 Bad		
 Report 			
 Data Commu 			
► SOA			
► SEA			
► SSA			
Report Managemer			
 Data Management 			
Timetabling			
Code Management			
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	eview & Print] button.		

- Post-effects
 - 1. The report Student Group Information and IA Score List (R-SPA202-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.
- Notes

N/A

Internal Simulated SOA Rank Order List (R-SPA203-E)

Generation Function Description

This report allows user to generate the Internal Simulated Rank Order of students in a SOA Cycle. Aggregate scores are computed for each IA Term in the SOA Cycle. An average is computed for each student based on the Aggregate scores. The simulated ranking is based on the average scores.

Information displayed on the report:

- School Session, SOA Cycle, IA Term
- Class No.
- Student Name
- Chinese Name
- Aggregated Score
- Average Score
- Ranking

Remarks

Pre-requisites

1. Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

- 1. Select School Session, SOA Cycle.
- 2. Select Group and Class Type.
- 3. Select School Session Used to Group Ranking
- 4. Select IA Term(s) Included Ranking.
- 5. Select **Rank Order** by Class or By Session.
- 6. Select preview Format.

[S-SPA26-05] SPA > SOA > Report

Internal Simulated SOA Rank Order List (R-SPA203-E) :-				
Built-in Template				
School Level	Primary			
School Session	Whole Day			
SOA Cycle	2009-2011 👻			
Current IA Term	P6/1			
Group	2 🗸			
Class Type	Normal 👻			
School Session Used to Group Ranking	Whole Day 👻			
IA Term(s) Included in Ranking	P5/2 👻			
Rank Order	🖲 By Class 🔘 By Session			
Format	PDF 👻			
Drauiau & Drint N Pacat Pach				

📴 Preview & Print 🛛 🗗 Reset 🖉 🖉 Back

The function of "Internal Simulated SOA Rank Order List" is to compute the rank order for students in a particular school group based on their aggregate scores. The aggregate score of a student is obtained by standardising the internal assessment scores of all subjects taken by the student, and then summing up the standardised scores with subject weightings. Please note that the aggregate scores have not been scaled by the Pre-Secondary 1 Hong Kong Attainment Test results of the school.

As the aggregate scores and rank orders are generated using standardised scores, they are different from those stored in the Assessment Module. Since the scaling mechanism has not been applied to the aggregate scores, the rank order may also be different from the final rank order computed by the School Places Allocation Section. For enquiries on the scaling mechanism of the Secondary School Places Allocation, please contact the liaison officers of the School Places Allocation Section.

7. Click [Preview & Print] button.

Post-effects

 The report Internal Simulated SOA Rank Order List (R-SPA203-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities. Notes

N/A

Central Allocation Result List (By Allocated School) (R-SPA204-E)

Generation Function Description

This report allows user to generate the report of SOA CA Result as imported in Data Communication. CA Result of previous years can also be generated. User can select the School Session, the "CA Result In" (i.e. the year to which SOA students are admitted) to generate the report. The CA Result is grouped by the allocating Secondary Schools and the Primary 6 Classes of students, and sorted by the students' Class No.

Information displayed on the report:

- Allocated School
- Class Name
- Class No
- STRN
- Student Name
- Chinese Name
- Group

Pre-requisites

1. Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

- 1. Select School Session.
- 2. Select CA result in.
- 3. Select preview Format.

Lui Kee Through	Tra	in School
∀ SPA ► POA	*	[S-SPA26-06] SPA > SOA > Report
SOACycle Control		Central Allocation Result List (By Allocated School)(R-SPA204-E) Built-in Template
Cycle Flow		Please input the print criteria.
Student Entry Irregularities		School Level Primary School Session AM
 Audit Trail 	_	CA result in 2008 V
Enquiry		Format PDF
 Report Data Communi 		🗐 Preview & Print) 🕅 Reset) 📢 Back
► SOA		
► SFP	Ε	
► SSA		v 9 Drintl hutton

- 4. Click [Preview & Print] button.
- Post-effects
 - The report Central Allocation Result List (By Allocated School) (R-SPA204-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.
- Notes

N/A

Central Allocation Result List (By Class) (R-SPA205-E)

Generation Function Description

This report allows user to generate the report of SOA CA Result as imported in Data Communication. CA Result of previous years can also be generated. User can select the School Session, the "CA Result In" (i.e. the year to which SOA students are admitted), and the Class Name to generate the report. The CA Result is ordered by the students' Primary 6 Classes and Class No.

Information displayed on the report:

- Class Name
- Class No
- STRN
- Student Name
- Chinese Name
- Allocated School

Pre-requisites

1. Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

OB User Procedures

- 1. Select School Session.
- 2. Select CA result in.
- 3. Select Class Name.
- 4. Select preview **Format.**

Lui Kee Through	Train School
▼ SPA ▶ POA	[S-SPA26-07] SPA > SOA > Report
V SOA	Central Allocation Result List (By Class)(R-SPA205-E) :-
 Cycle Control 	Built-in Template
Cycle Flow	Please input the print criteria.
Student Entry	
Irregularities	School Level Primary School Session AM
Audit Trail	CA result in 2008 -
Enquiry	Class Name All -
 Report 	Format PDF -
 Data Commun 	Preview & Print Reset
► SOA	
► SFP	Ξ
► SSA	

5. Click [Preview & Print] button.

Post-effects

- 1. The report Central Allocation Result List (By Class) (R-SPA205-E) containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.
- Den Notes

N/A

2.2.8Data Communication

Process Incoming Data

Generation Description

Users can import the Central Allocation (CA) Result for Secondary One Allocation.

Pre-requisites

The data file should be successfully received and decrypted in CDS's Incoming Message function.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Data Communication] on the left menu.
 - 2. Click the Process Incoming Message tab.
 - 3. A list of data files is shown. Select the data file to be imported.

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] <u>File E</u> dit <u>V</u> iew F <u>a</u> vorit	tes	Too	ls <u>t</u>	<u>H</u> elp							
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					U	ser: sysadmin	Login Time: 0	8/08/2007 17:5	8 Logout	Help	中文版本
SR2 Through Tra	ain :	Sch	001			-		School Year		August 2	
Assessment										<u>-</u>	
Special Assessmer	[S-S	PA3	9-01]	SPA > SOA	> Data Comm	unication > Pro	cess Incoming	Data			
Staff Deployment	Pro	cess	Inco	oming Data	Prepare Ou	utgoing Data	Confirmed Out	going Data			
► CDS				Message ID	Description	n Subject (Type)	Received Time	EDB Reference	Reply Deadline	Reply Indicator	Priority
▶ НКАТ	×	Û	\odot	145097 I	ist of Paren.	t SSPA	25/02/2003	(10) in	Deauine	No	Normal
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► HKEAA					<u>Students (SOA</u> Report for	L .					
V SPA					econdary School)						
► POA	Ъ	U	0		A Result 200	7 SSPA (Data)	03/08/2007 11:42 AM		3	No	Normal
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Student Entry		Imp	 		CHOOLS (DATA					<u> </u>	
Irregularities Audit Trail			pted			Da∌ I)ata Imported t	o Modulo			
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Report				m Failed			Attachment				
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- 4. Click the [Import] button.
- Post-effects

Once the data file is successfully imported, the allocation result can be viewed in SOA's (Primary) Enquiry function.

Notes

- 1. Schools with same SCRN but different allocation stream would receive one set of data only.
- 2. The oldest file must be imported first. If appropriate, imported files should be deleted via CDS in order to import new data files.
- 3. Users may also process the other SOA (Primary) report documents once the message has been successfully decrypted in CDS.

Prepare Outgoing Data

Generation Function Description

Users can confirm and preview data file called SOA IA Score.

Pre-requisites

- 1. Users has completed the SOA cycle flow and generated the IA Score data file in the respective IA Term. i.e. P5/2, P6/1 or P6/2.
- 2. The data file is not confirmed.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Data Communication] on the left menu.
 - 2. Click the Prepare Outgoing Data tab.
 - 3. Users can confirm or preview the data file.
 - a. To confirm the data file, click the **[Confirm]** button.

WebSAMS S	ystem Ve	ersion 1.2.1 (BUILD-2209	2005) - Microsoft Interne	et Explorer		
<u>File E</u> dit <u>V</u> ie	w F <u>a</u> vori	tes <u>T</u> ools <u>H</u> elp				
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SPA ▶ POA	^	[S-SPA38-02] SPA > SOA >	Data Communication > Prepa		ar: 2004 - 19 De	cember 2005 11:4
V SOA Cycle C Cycle F		Process Incoming Data School Year 2004	Prepare Outgoing Data	Confirmed Outgoing D School Level Prim		
StudenIrregula	t Entry arities	Form Status Prepared	Data File I SOA IA Score	Description	Previer Report V	w Туре
Audit T Enquiry Report		Confirm Preview			Appert .	
Data Co	× ≥					
A	- Data Cor				63.	ocal intranet

- b. To preview the data file,
 - i. Select the preview type.
 - ii. Click the [Preview] button.

WebSAMS System Ve	rsion 1.2.1 (BUILD-2209	92005) - Microsoft Internet Explorer		
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LUI KEE SCHOOL			me: 19/12/2005 11:04 School Year: 2004	<u>Logout Help 中文版本</u> 19 December 2005 11:45
∀ SPA ♪ ▶ POA ▼ SOA	[S-SPA38-02] SPA > SOA > Process Incoming Data	Data Communication > Prepare Outgoin	g Data Outgoing Data	
Cycle Control Cycle Flow Student Entry	School Year 2004	School L	evel Primary	
Irregularities	Form Status Prepared	Data File Description SOA IA Score	Report	Preview Type
Enquiry Report Data Commun	Confirm Preview			i
🔮 SOA (Primary) - Data Con	nmunication			🧐 Local intranet

Post-effects

- 1. Confirmed files can be sent in EDB. The status can be viewed in the **Confirmed Outgoing Data** tab.
- 2. Once the data file is confirmed, but users wish to amend the data, the file must be rejected in CDS.
- Notes

N/A

Confirmed Outgoing Data

Generation Description

Users can view the confirmed outgoing data.

Pre-requisites

SOA IA Score data file has been confirmed in Prepared Outgoing Data.

OBSER Procedures

- 1. Click [SPA] \rightarrow [SOA] \rightarrow [Data Communication] on the left menu.
- 2. Click the **Confirmed Outgoing Data** tab.

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JI KEE SCHOOL				Use	r: sysadmin	Login Tim	e: 19/12/	2005 1	1:04 Lo	<u>iout</u> I <u>Hel</u>	<u>p 中文版</u> 2
						Current S	chool Y	ear: 2	004	19 Decem	ber 2005 11:
SPA 🤷		DA38-031	SPA > SOA	> Data Communica	tion > Confirm	med Outroir	va Data				
▶ POA			ming Data			onfirmed O	×	Data			
V SOA	Pro	cess litto	Data	riepare outgo			acating	9919			
Cycle Control											✓Bottom
Cycle Flow		Message	e Message	Description	Creation	Ack Time	Subject	Darty	Priority	School	Owner
Student Entry		<u>D</u> -	<u>Status</u>	SOA IA Score	<u>Time</u> 19/07/2005	MCK TITLE	(Type) SSPA	EMB		<u>Reference</u>	
Irregularities Audit Trail	Ű	599	Ready		05:19 PM		(Data)		Normal		sysadmin
Enquiry	Ű	596	Received	SOA IA Score	29/04/2005 01:03 PM	29/04/2005 01:07 PM	SSPA (Data)	EMB	Normal		LMLSAMS
Report	Ű	586	Received	SOA IA Score	10/01/2005 06:45 PM	11/01/2005 07:00 AM	SSPA (Data)	EMB	Normal		LMLSAMS
 Data Commun 	Ű	574	Received	SOA IA Score		09/07/2004 02:00 PM	SSPA	EMB	Normal		LMLSAMS
Report Managemer =	Ű	572	Received	RESEND:SOA IA	14/05/2004	14/05/2004		EMB	Normal		ypysams
Data Management	Ű	571	Received	Score SOA IA Score	01:49 PM 05/05/2004	02:00 PM 05/05/2004	(Data) SSPA	EMB	Normal		ypysams
Timetabling	Ŭ	562		RESEND:SOA IA	01:31 PM	02:00 PM 31/01/2004	(Data)	EMB	Normal		LMLSAMS
Code Management	U			Score	09:06 AM	10:00 AM	(Data)				
Security	Ű	561	Received	SOA IA Score	16/01/2004 04:26 PM	16/01/2004 05:01 PM	SSPA (Data)	EMB	Normal		LMLSAMS
E-Mail	Ű	560	Received	SOA IA Score	10/01/2004 08:16 AM	10/01/2004 09:00 AM	SSPA (Data)	EMB	Normal		LMLSAMS
Archive 🗸					1 00.10 100	-05100 All	(Dated)				_ Тор

- 3. A list of confirmed outgoing data is displayed.
- Post-effects

N/A

Notes

The message status indicates the status of the confirmed message.

- Ready, ready to be encrypted and sent in CDS,
- Sent, the message is sent successfully,
- Rejected, the message is rejected successfully,
- Send failed, the message cannot be sent,
- *Received*, the message has been received by EDB.

2.3 SOAS

2.3.1 Selection of DP Applicants

Function Description

Users can search, select and mark DP Applicants as successful or enter the Reserve Priority Numbers.

Pre-requisites

The data file "SOA DP Applicant List" (APPLIST.DAU) has been received and imported into the system successfully.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Selection of DP Applicants] on the left menu.
 - [Optional] Enter search criteria of DP applicants (i.e. by Rank Order, English Name, STRN or Type). If no search criteria entered, all DP applicants will be displayed.

ui Kee Secondary §	Sechool					User: sys				jout Help 中文版
							Ci	urrent School	Year: 2006	25 October 2007 11
Student Info Eng		21 SPA > SOA >	Selection of DP Applicar	ite						
School Managemer	Rank Orde		From			To				
Student	English Na				_	10				
Attendance	STRN				-					
Student Activities	Reserve P	riority No.	From			То				
Award & Punishme	Туре		C Successful Appli	cant O Ine	eligib	le Applicant				
Assessment	Reset	Search			-					
Special Assessmer										
Staff Deployment	Allocation	Cycle 200	07 SCRN		(9511100001331 SAU		14958		
CDS	DP Total	48 48	DP Used			SH0		47		
НКАТ	DP TOTAL	40	DP Used				en			
Applied Learning								K Page	1 🔽 of 4 🕨	
HKEAA	Rank	STRN	English Name	Chinese	Sex	Primary School	Successfu	Reserve	Remark	
SPA	Order		_	Name		Attending	Successiu	Priority No.	Rellidik	
► POA	1	S: ******	\$ ****** AME *******] ON-		F	LI SING *******'RI SCHOOL				
> SOA			\$ •		_					
V SOA	2	B ******	CA ******)		м	LI 1************************************				
 Selection of D 	3	\$ ******	STUI ****** DES(M	KEI ****** SCH		2		
Enquiry			2800							
 Report 	4	SO******	STUDE ****** DESCR		М	LI SAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA				
 Data Commur 			\$0052							
▶ SFA	5]]2******	CA 2003 FOUR		М	YAUMAT******.IC PRI SCH				
▶ SSA	6	\$0******	STUI *****		F	LI SIN(****** PRI				
Report Managemer			DESC SOO7			SCHOOL				
Data Management	7	S0I******	STUD: ******		F	FUNG ****** SCH				
Timetabling			DESC S007							
Code Management	8	\$1******	STUD: ******		M	RAIMONDI ******				
Security			DESC. S000-			SECT				
E-Mail	9	SO(******	STUD ****** DESC		F	******* REDX (TEST) ******* SCHOOL				
Archive			S004I			NORODE				
Customization	10	SO ******	STUD ****** DESC S003		М	}******* ******** Seci (umize iesi)				
ection of DP Applicants			NEXT BOD COMT	r	i -				Local intranet	• 100%

3. Mark DP applicants as successful by checking the "Successful" checkbox.

- 4. Reserve priorities for DP applicants by entering the Reserve Priority Numbers in the Reserve Priority Number text box (for Secondary Schools Participating in the SSPA System only).
- 5. Go to other page(s) when needed.
- 6. Click the **[Save]** button to save the changes made.
- Dost-effects
 - 1. If the "Successful" checkbox is checked, the Reserve Priority Number text box will be cleared and disabled (for Secondary Schools Participating in the SSPA System only).
 - 2. If the Reserve Priority Number text box is filled in, the "Successful" checkbox will be cleared and disabled (for Secondary Schools Participating in the SSPA System only).
 - 3. Changes made to the DP applicants will be saved.
- Notes
 - 1. Disqualified or ineligible applicants cannot be marked as successful, nor entered the Reserve Priority Numbers.
 - 2. Number of successful applicants cannot be larger than that of DP Total.
 - Missing Reserve Priority Number(s) is/are allowed during data entry, but all Reserve Priority Numbers should be re-sequenced before generating the outgoing data file "List of Successful & Reserve DP Applicants" (SUCDPLST.DAT).

2.3.2Enquiry

Generation Description

Users can enquire the central allocation (CA) result for the secondary one allocation.

Pre-requisites

The school has received the data file "SOA Allocation Result to Secondary" (SOCARSSA.DAU) sent from EDB in CDS and has successfully imported the data file into the system via the SOA Data Communication function.

- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Enquiry] on the left menu.

				User: s	ysadmin Login T	ime: 02/09/2015	14:19 <u>Logout</u>	I <u>H</u> e
			(RESTRICTED)		Current	School Year: 2	2014 2 Se	pterr
 Student Info Enquiry School Management 	~	[S-SPA28-02] SPA	> SOA > Enquiry				Go To Search)
Student		[3-31 A20-02] 31 A	is some inquiry					
Attendance		School Level	Secondary	School Session	Whole Day 🗸			
Student Activities		CA result in	2008 🗸					
Award & Punishment		• English Name	e					
Assessment								
SLP		○ STRN						
Special Assessment								
Staff Deployment		💽 Search 🛐	Reset					
CDS							✓Botton	-1
HKAT		STRN		English Name		Sex DOB	Admitted	
Applied Learning			STUD******* STUDENT******			M 15/08/1992 F 22/09/1993		-
			STUDENT ******			M 23/01/1993		-
HKEAA			STUDENT******			M 13/07/1993		
SPA			STUDENT ******			M 20/08/1994	N	
> POA		711xxxxx	STUDENT******			M 04/05/1992	N	
SOA		Back					_Тор	0
🔻 SOA								
 Selection of DP Appl 								
Enquiry								
 Report 								
 Data Communication 								
▶ SFP								
⊳ SSA								
Report Management	~							

- 2. Select the search criteria to search for target students.
- 3. Click the [Search] button.
- 4. A list of matched students is displayed. Select a student from the list and click on the **STRN** link to view the allocation result of the student.

🎒 Student Detail - Micro	soft Internet Explorer			- 🗆 ×
[S-SPA28-03]				-
SOA Cycle Applicant Name	2001 STUDE*******	Class Type 朗*******	NORMAL	
STRN	Y0123 ****	Sex	М	
Date of Birth Special Arrangement T	17/03/1989 ype Description			
SOA Band		Bottom XX% Ind.		
Allocation category	DISCRETIONARY PLACES			
Orig School no Name	514853 WING CHO********	Session Type Cod	e 3	
Close				•

- 5. The allocation details of the student are shown in a pop-up screen.
- Post-effects

N/A

Notes

N/A

2.3.3Report

Generation Description

Users can generate the following reports related to Secondary One Allocation:

- DP Applicant List (R-SPA002-E)
- List of Successful & Reserve DP Applicants (R-SPA003-E)

Pre-requisites

- 1. PDF Reader and Microsoft Office are required to be installed to view the reports.
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Report] in left menu.
 - 2. A list of reports, including both the Chinese and English templates, is available for selection. Click on the **Report Name (ID) link** and list of built-in (and user-defined) report templates is displayed.

			User: s	sysadm	nin Login Time:	02/09/2015 12:52	Logout I
		(RESTRICTED)			Current Scho	ool Year: 2014	2 Septe
School Management	~	[S-SPA46-01] SPA > SOA > Report	Domo	+ N	lama (ID) I :	
> Student		[3-31 Arte of J and a source heport	керо	run	lame (ID	JLINK	
Attendance		Rep	ort Name (ID)				
Student Activities		DP Applicant List (R-SPA002-E)					
Award & Punishment		Template Description		Гуре	Creator	Creation Tin	1e
Assessment		Built-in Template	Buil	t-In			
> SLP		▷List of Successful & Reserve DP Applicants (R) ▷自行分配學位正取及備取學生名單 (R-SPA003-C)	SPA003-E)	Г	Report To	omplato	Link
Special Assessment		▶自行分配學位申請學生名單 (R-SPA002-C)		r	xeport re	empiate	LIIIK
Staff Deployment		* Click > or the link to display the report template(s) and t	then click the terr	nolate vo	ou need to create th	e report.	
CDS							
НКАТ							
Applied Learning							
HKEAA							
SPA							
▶ POA							
▶ SOA							
🔻 SOA							
Selection of DP Appl							
Enquiry							
 Report 							
D L D L D							
 Data Communication 							
Data Communication SFP							
► SFP							

3. Click on the Report Template link to browse the corresponding report parameter screen. Select the print criteria.

4. Click [Preview & Print] button.

Post-effects

- 1. The selected report will be displayed in a pop-up window, which allows users to preview or print it out.
- Notes

N/A

DP Applicant List (R-SPA002-E)

Function Description

This report allows users to generate the DP Applicant List from the imported data file "DP Applicant List".

Information displayed on the report:

- Allocation Cycle
- Rank Order
- STRN
- English Name
- Chinese Name
- Sex
- Primary School Attending
- Remarks

Pre-requisites

1. Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

1. Select preview Format.

			User: sysadmin Login Time: 02/09/2015 14:19	<u>.ogout</u> <u>Help</u> <u>中文版</u> ;
		(RESTRICTED)	Current School Year: 2014	2 September 2015 14
 Student Info Enquiry 				
School Management				
Student		DP Applicant List (R-SPA002-E):-		
Attendance		Built-in Template		
Student Activities		Please input the print criteria		
Award & Punishment		Format PDF V		
Assessment		Preview & Print Reset		
▶ SLP				
Special Assessment				
Staff Deployment				
⊳ CDS				
▶ HKAT				
Applied Learning				
▶ HKEAA				
V SPA				
▶ POA				
▶ SOA				
🔻 SOA				
Selection of DP Appl				
Enquiry				
Report				
 Data Communication 				
▶ SFP				
▶ SSA				
Report Management	\checkmark			

2. Click [Preview & Print] button.

Post-effects

- 1. The DP Applicant List (R-SPA002-E) Report will be displayed in a pop-up window. Users are allowed to preview, print and save the report under the application capabilities.
- Notes

N/A

List of Successful & Reserve DP Applicants (R-SPA003-E)

Generation Description

This report displays all DP Applicants marked as successful and assigned with Reserve Priority Numbers in the "Selection of DP Applicants" function.

Information displayed on the report:

- Allocation Cycle
- Rank Order
- STRN
- English Name
- Chinese Name
- Sex

- Primary School Attending
- Successful
- Reserve Priority Number (for Secondary Schools Participating in the SSPA System only)
- Remarks

Pre-requisites

1. Corresponding software application should have been installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

1. Select preview Format.

			User: sysadmin Login Time: 02/09/2015 14:19 Logout	Ⅰ <u>Help</u> Ⅰ <u>中文版本</u>
		(RESTRICTED)	Current School Year: 2014 2 Se	ptember 2015 14:33
 Student Info Enquiry School Management 	^	[S-SPA62-02] SPA > SOA > Report		
► Student		List of Successful & Reserve DP Applicants Built-in Template	(R-SPA003-E):-	
 Attendance Student Activities 		Please input the print criteria		
Award & Punishment		Format PDF V		
 Assessment SLP 		📳 Preview & Print 🛛 🕅 Reset 🖉 🕄 Back		
Special Assessment				
 Staff Deployment CDS 				
 HKAT Applied Learning 				
 Applied Learning HKEAA 				
♥ SPA ▶ POA				
► SOA				
 SOA Selection of DP Appl 				
Enquiry				
 Report Data Communication 				
 Data Communication SFP 				
SSA Report Management	~			

2. Click [Preview & Print] button.

Post-effects

- 1. The List of Successful & Reserve DP Applicants (R-SPA003-E) Report will be displayed in a pop-up window. Users are allowed to preview, print and save the report under the application capabilities.
- Notes

N/A

2.3.4Data Communication

Process Incoming Data

Generation Description

Users can import the following data file(s) after decrypting the received file(s) in the CDS module:

- SOA Allocation Results to Secondary School (SOCARSSA.DAU)
- SOA DP Applicant List (APPLIST.DAU)
- Unlock Key (UNLOCKEY.DAU) for the List of Successful & Reserve DP Applicants

Pre-requisites

The message containing the corresponding data file has been successfully received and decrypted in CDS:

- SOA Allocation Results to Secondary School (SOCARSSA.DAU)
- SOA DP Applicant List (APPLIST.DAU)
- Unlock key (UNLOCKEY.DAU) for the List of Successful & Reserve DP Applicants
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Data Communication] on the left menu.
 - 2. A list of data files is shown. Select the data file to be imported.

	_						User: svs	admin Login	Time: 02/0	9/2015 14-19	Logout
· .				(RI	STRICTED)					/ear: 2014	
Student Info Enquiry	~										
School Management	\sim	-	-		> Data Communicat		-				
Student		Proces	s Inc	oming Data	Prepare Outgoir	-					1
Attendance				Message ID	Description	Subject (Type)	Received Time	EDB Reference	Reply Deadline	Reply Indicator	Priority
tudent Activities		<u>×</u> 0		198413	(RESEND)	SSPA	29/07/2014		boutunito	No	Normal
ward & Punishment					SOA CA Result 2	(Data)	05:43 AM				
ssessment		[🔐 Imp	ort)								
SLP		BEncr	ypted	ι		Da 🔁	ta Imported t	o Module			
pecial Assessment		Decr					ta Import Fai	led			
taff Deployment		MDecr	yptic	m Failed		() At	tachment				
DS											
IKAT											
pplied Learning											
KEAA											
PA											
POA											
> SOA											
/ SOA											
 Selection of DP Appl 											
 Enquiry 											
Report											
Data Communication											
SFP											
SSA											
eport Management	\sim										

3. Click the [Import] button.

- Post-effects
 - 1. Once the data file "SOA Allocation Results to Secondary School" is successfully imported, the allocation result can be viewed in SOA's Enquiry function. In addition, the result can be processed in SOA Admission of Student module.
 - 2. Once the data file "SOA DP Applicant List" is successfully imported, the DP applicants can be processed in the "Selection of DP Applicants" function.
 - 3. Once the data file "Unlock Key" is successfully imported, the outgoing data file "List of Successful & Reserve DP Applicants" can be prepared, confirmed and sent again.
 - 4. Data file that fails the import validation process will be prompted, no information from the data file will be imported, and the import status is marked as "Data Import Failed."
- Notes
 - 1. The oldest file must be imported first. If appropriate, imported files should be deleted in CDS in order to import new data files.
 - 2. Users may also process the other SOA (Secondary) report documents once the message has been successfully decrypted in CDS.
 - 3. After a new DP Applicant List data file is imported, the old DP Applicant List data file cannot be imported.
 - 4. An unlock key cannot be re-imported. Unlock keys of unmatched SCRN and/or allocation cycle cannot be imported.

Prepare Outgoing Data

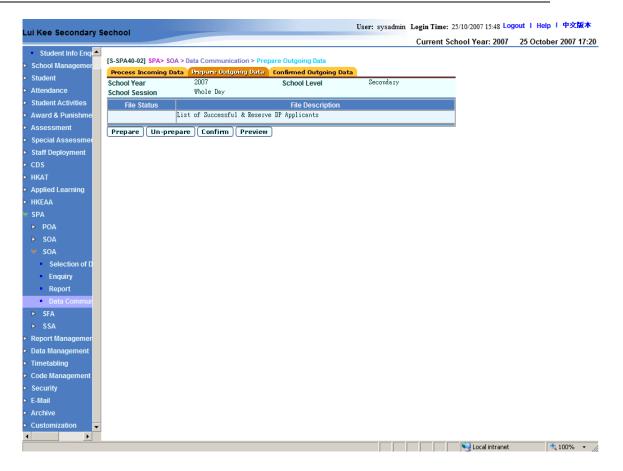
Generation Description

Users can prepare, un-prepare, confirm or preview the List of Successful & Reserve DP Applicants (SUCDPLST.DAT).

Pre-requisites

The DP Applicant List data file has been successfully imported for the current allocation cycle. If the List of Successful & Reserve DP Applicants data file has been sent before, it cannot be prepared again until a valid unlock key is received and imported.

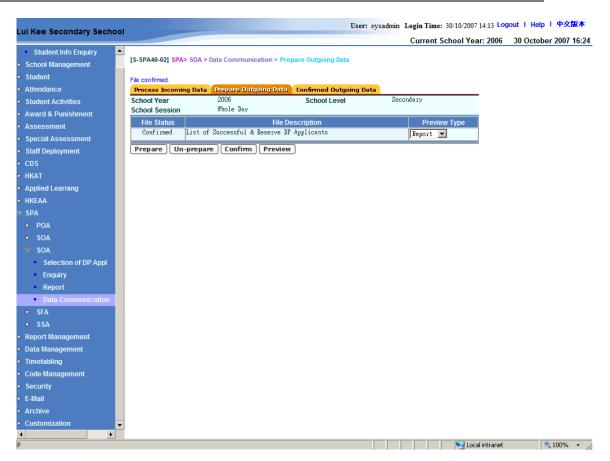
- User Procedures
 - 1. Click [SPA] \rightarrow [SOA] \rightarrow [Data Communication] on the left menu.
 - 2. Click the Prepare Outgoing Data tab.
 - 3. The File Status and File Description of List of Successful & Reserve DP Applicants are shown.



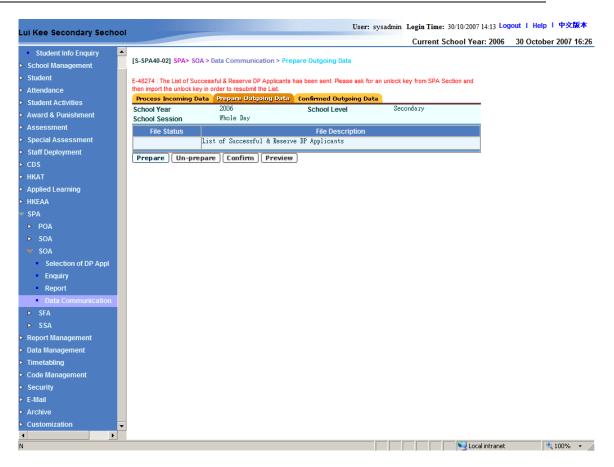
4. If the File Status is blank (i.e. normal), the data file can be prepared.

				Current Schoo	ol Year: 2006	30 October 2007 16:2
Student Info Enquiry	[S_SPA40_02] SPA> SO	A > Data Communication >	Prenare Outgoing Data			
School Management			Troparo outgoing bata			
Student	File prepared successfull	ly.				
Attendance				_		
Student Activities	Process Incoming Da	ta Prepare Outgoing D 2006		secondary		
Award & Punishment	School Year School Session	Whole Day	School Level	secondary		
Assessment	File Status	,	le Description	Preview Typ		
Special Assessment		of Successful & Reserv		Report 💌		
Staff Deployment		pare Confirm Prev	.)	[
CDS	Prepare Un-pre		new			
НКАТ						
Applied Learning						
IKEAA						
SPA						
> POA						
> SOA						
V SOA						
 Selection of DP Appl 						
Enquiry						
Report						
Data Communication						
> SFA						
> SSA						
eport Management						
ata Management						
ïmetabling						
ode Management						
Security						
-Mail						
Archive						

5. If the File Status is **Prepared**, the data file can be un-prepared, confirmed or previewed.



6. If the File Status is **Confirmed**, the data file cannot be prepared, unprepared, confirmed, or previewed.



- 7. If the data file has been sent before, it cannot be prepared again.
- Post-effects
 - 1. After the data file List of Successful & Reserve DP Applicants (SUCDPLST.DAT) is prepared, it can be confirmed and sent via CDS.
- Notes
 - 1. After the outgoing data file "List of Successful & Reserve DP Applicants" is sent out, it cannot be prepared again, unless a valid Unlock Key is received and imported in Process Incoming Data function.

Confirmed Outgoing Data

Generation Description

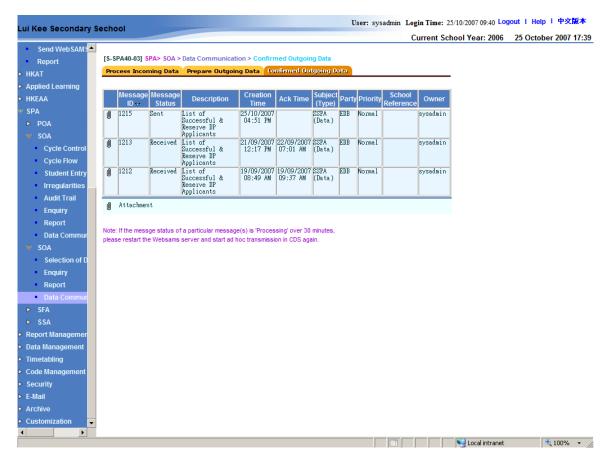
Users can view the list of confirmed outgoing data files in this function.

Pre-requisites

The List of Successful & Reserve DP Applicants displayed in this function has been confirmed in Prepare Outgoing Data function.

User Procedures

- 1. Click [SPA] → [SOA] → [Data Communication] on the left menu.
- 2. Click the Confirmed Outgoing Data tab.



- Post-effects
 - 1. The confirmed data files are displayed.

Notes

The **message status** indicates the status of the confirmed message.

- Ready, ready to be encrypted and sent in CDS,
- Sent, the message is sent successfully,
- Rejected, the message is rejected,
- Send failed, the message cannot be sent,
- *Received*, the message has been received by EDB.

2.4 SFP

2.4.1 Cycle Flow

Start New SFP Mechanism

Function Description

Start a Yearly SFP Mechanism.

Pre-requisites

- 1. The last cycle should be ended before starting a new cycle.
- 2. Relevant school information has been confirmed in School Management.
- 3. To start Yearly SFP Mechanism,
 - (Jump start Yearly) Yearly SFP Mechanism has not been started, or
 - (Re-do Yearly) Recently completed Yearly SFP data file has been successfully sent / exported to EDB via CDS.

User Procedures

- 1. Click [SPA] \rightarrow [SFP] \rightarrow [Cycle Flow] on the left menu.
- 2. In the 1. Start New SFP Mechanism tab, click the [Confirm] button.

	gh Train School		(RESTRICTED)	
Home				
Student Info E	[S-SPA11-01] SPA	SFP > Cycle Flow >	Start New SFP Mechanism	
	1. Start New SFI	Mechanism 2.	Delete / Remove Student Entry	3. Confirm/Reset Student Entry
chool Managen	4. Gen Stud Ent	y and O/M 5. Mai	nt Stud O/M 6. Maint S3 Repea	ater 7. Gen Assess Ind
udent	8. Maint Assess	Ind 9. Gen Data	File	
tendance	School Year	2015	School Level	Secondary
udent Activitie	School Session	Whole Day	SFP	Yearly
ard & Punishi	Confirm			
ssment				
cial Assessm				
f Deploymen				
aff				
5				
(AT				
plied Learning				
EAA				
P				
A				
AO				
SOA				
DA				
P				
Cycle Flow				
Reset				
End Cycle				
Irregularitie				

Post-effects

The following modules will be locked:

- 1. "Confirm School Information" function (School Management module)
- 2. "Add", "Depart" or "Delete" S3 student in Student module. Other levels will not be affected.
- Notes

N/A

Delete / Remove Student Entry

Function Description

To remove a student from the SFP cycle so as to remove him / her from participating in the SFP.

Pre-requisites

SFP Yearly SFP has been started.

- OBSER Procedures
 - Click [SPA] → [SFP] → [Cycle Flow] on the left menu, or continue from the 1. Start New SFP Mechanism.
 - 2. In the 2. Delete / Remove Student Entry tab, select a class to search for.
 - 3. Click the [Search] button.
 - 4. A list of students of the selected class is displayed. Check the box(es) for the student(s) to be removed.

```
[S-SPA12-02] SPA > SFP > Cycle Flow > Delete / Remove Student Entry
```

```
🔍 Go To Search
```

School Year School Session Class Name	2008 Whole Day 3A 👽	School Level Current SFP	Secondary Yearly	
💽 Search				

					⊽Bottom
	<u>CIs No</u> ∡	<u>STRN</u>	English Name	Chinese Name	Dep
	1	Z4 ******	CHAN ****** *****	陳*****	-
	2	Z3 ******	CHAN ****** ******	枏 *****	Dep
	3	Z1 ******	CHUNG ******* ******	▼	-
	4	Z1 ******	HUI ******* ******	ft ******	-
	5	Z1 *****	LAM *****	林******	-
	e 6	Z1 *****	LAM ****** *****	林******	-
	7	Z1 ******	LAM ****** *****	Departed Student	is not
	8	Z2 ******	LEUNG ****** *****	allowed for deletic	on.
	9	Z1 ******	LETRIG ****** *****	******	-
	10	Z1 ******	LIU ******	廖 *****	-
	11	Z1 ******	LO ****** ******	盧*****	-
	12	Z1 ******	LUI ****** *****	R ******	-
	13	Z] ******	LUI *****	4 *****	-
	14	Z1 ******	MAN ****** ***	×-*****	-
	15	Z1 ******	NG ****** ***	吳 ******	-
Ē	16	Z1 ******	POON ****** *****	潘 *****	-

- 5. Click the [Delete] button.
- 6. Click the **[Back]** and then the **[Next Step]** button to proceed with the SFP cycle flow.

Dost-effects

All information of the removed students will be deleted from the SFP and their records will not be appeared in the subsequent SFP cycle flow functions. The removed student records will not be sent to EDB and hence will not join the SFP.

- Notes
 - 1. All departed students will be shown with "Dep" in the 'Dep' column and the check box for these departed students is disabled. However, the departed students' records are still required to be sent to EDB in Yearly.
 - 2. Once the students are removed / deleted, there is no way to undelete the deleted students' information unless users perform the "Reset" function. Moreover, reset current SFP function will delete all the current SFP data; and all maintained information will be lost.

Confirm / Reset Student Entry

Function Description

Users can confirm the entered student entry, or reset the confirmed student entry.

Pre-requisites

- 1. Yearly SFP Mechanism has been started.
- For Confirming Student Entry, the SFP Student Entry has not been confirmed or SFP Student Entry has been reset.
- For Resetting Student Entry, the SFP Student Entry has been confirmed.

- OBSER Procedures
 - 1. Click [SPA] → [SFP] → [Cycle Flow] on the left menu, continue from 2. Delete / Remove Student Entry
 - 2. In the **3. Confirm / Reset Student Entry** tab, users can confirm or reset the student entry.

Confirm SFP Student Entry

i. Click the [Confirm] button.

Reset SFP Student Entry

i. Click the [Reset] button.

[S-SPA12-03] SPA > SFP > Cycle 1. Start New SFP Mechanism		Student Entry	3. Co	nfirm/Reset Studer	nt Entry
4. Gen Stud Entry and O/M	5. Maint Stud O/M	· ·		7. Gen Assess Ind	
8. Maint Assess Ind 9. G School Year 2015	<mark>en Data File</mark> Scho			ident entry is co us Step] and [(
School SessionWhole DayStatusReady	Curr			are disabled.	
Previous Step Confirm	Reset				Next Step

3. Click the **[Next Step]** button to proceed in the SFP cycle flow.

Post-effects

- 1. Confirm SFP Student Entry
 - The SFP cycle can be proceeded; the **[Next Step]** button is enabled. Moreover, the following functions will be locked:
 - Delete / Remove Student Entry function in SFP; and the [Previous Step] button are disabled.
 - The "Add", "Depart", or "Delete" S3 students function in the Student module (other levels were not affected)

- 2. Reset SFP Student Entry
 - Delete Student Entry function in SFP; and the [Previous Step] button is enabled.
 - The "Add" Admitting and deleting S3 students functions are allowed in the Student module.
 - The SFP cycle cannot be proceeded until student entry has been confirmed; and the **[Next Step]** button is disabled.
- Notes
 - 1. Once SFP Student entry is confirmed, users cannot admit, depart and delete any S3 students in Student module unless the "Reset" button is triggered.

Generate Student Entry and OM

Generation Description

Generate - retrieve students' OM from the Assessment module and rearranged as non-duplicate integer Order of Merits Reset - Clear all the students' OM and allow users to review the information maintained in previous steps of the current SFP Cycle.

Pre-requisites

Generate

- "SFP Quota Information (Data)" must be imported successfully in Data Communication.
- If the annual OMs from the Student Assessment Module are wanted, marks should have been entered / consolidated and OM should have been generated / imported in the Student Assessment Module.

<u>Reset</u>

- OM has been generated.
- User Procedures
 - 1. Click [SPA] → [SFP] → [Cycle Flow] on the left menu, or continue from 3. Confirm / Reset Student Entry.
 - 2. In the **4. Gen Stud Entry and OM** tab, users can generate or reset student OM:

<u>Generate</u>

i. Click the [Generate] button.

[S-SPA14-01] SPA > SFP > Cycle Flow > Generate Student OM								
1. Start New SFP Mech	anism 2. Delet	te / Remove Student Entry	3. Confirm/Reset Studer	it Entry				
4. Gen Stud Entry and	0/M 5. Maint St	ud O/M 6. Maint \$3 Repea	ater 7. Gen Assess Ind	b				
8. Maint Assess Ind	9. Gen Data File							
School Year	2015	School Level	Secondary					
School Session	Whole Day	Current SFP	Yearly					
Annual / Term	Annual 🧹							
	System w	i We OM after consolidation from th ill give a dummy value 999 to thos er OM of the students concerned	se without OM.					
Previous Step) Ge	enerate (Reset O	IM		Next Step				

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Reset OM

- i. Click the [Reset OM] button. After OM has been generated, [S-SPA14-01] SPA > SFP > Cycle Flow > Ger [Previous Step] and [Generate] 1. Start New SFP Mechanism 2. Dele Student Entry buttons are disabled. 4. Gen Stud Entry and O/M 5. Maint 9 Ind 8. Maint Assess Ind 9. Gen Data School Year 2015 School Level Secondary Whole Da Yearly School Session Current SFP Annua] Annual / Term Generate Reset OM Previous Step Next Step
- 3. Click the **[Next Step]** button to proceed in the SFP cycle flow.

Post-effects

<u>Generate</u>

- Student OMs are retrieved from the Assessment module and rearranged as non-duplicate integer OMs. Besides, system will give a dummy value 999 to those without OM.
- The following functions in the Assessment module are locked for S3 (other levels are not affected):
 - Consolidation
 - Adjust grand average & OM
 - o Extract consolidated score
 - Accept consolidated score
 - o Import OM

<u>Reset</u>

• Functions locked in Assessment module are moved.

Notes

- 1. When processing, default OMs of the annual results are extracted.
- 2. If a SFP Cycle was reset / restarted, all data including the OMs retrieved will be erased. Users need to Generate Student Entry and OM again. Users are required to re-import the following CDS messages in Data Communication:
 - "SFP Quota Information (Data)"
- 3. When generating Student OMs, the system will retrieve OM after consolidation from the Assessment module and give a dummy value 999 to those without OM. User should enter OM of the students concerned in Maintain Stud O/M.

Maintain Student OM

Generation Description

When student OM is generated, duplicated OM or OM with a dummy value may occur. This function provides a mean for users to maintain and check students' OM so as to avoid duplication of student OMs. Also, OM of the students should be entered if his/her original OM is a dummy value.

Pre-requisites

Student OMs are generated successfully in the previous step **Gen Stud Entry** and **O/M**.

- User Procedures
 - 1. Click [SPA] → [SFP] → [Cycle Flow] on the left menu, or continue from 4. Gen Stud Entry and OM.
 - 2. In the **5. Maint Stud OM** tab, Click the **[Search]** button.
 - 3. A list of students together with their original OM and system suggested OM is displayed. Amend those highlighted duplicated OM, and enter OM of the students for whose original OM is a dummy value.

Scho Scho Lang	A14-03] SPA ol Year ol Session uage Group ss Gp	2008 Whole	Telow > Maintain Student OM School Level Current SFP -Chinese SFP Stream	Original duplicate dummy value are in red. Updated OM is m an asterisk in the column.	ed -	1.16 To Search]	
	Search						Bottom
<u>CI</u> Nan		STRN	English Name	Chinese Name	Org OM 🗠	Upd OM	Updated
3A	1	2476****	CHAN *****	D# ****	1	1	
3B	б	Z312 ****	CHEUNG *****		1	2	
3B	27	Z185****	LEE *****	* ****	1	3	
3B	26	Z191****	LEE ****	* ***	4	4	
3C	12	Z222****	CHU *****	朱****	5	5	
3B	16	Z188****	HUNG *****	洪****	6	6	
3B	2	Z188****	CHAN ******	!!! ****	7	7	
3B	1	Z190-****	CHAN *****	陳 ****	8	8	
3B	17	Z183.***	KONG ****	江****	9	9	
ЗА	25	Z312 ****	TITITI	新	10	10	
3A	24	2978****	YIU *****	姚****	11	11	
3A	23	Z479****	YIU *****	姚 ****	12	12	
3A	22	Z180****	YEUNG *****	楊****	13	13	
3A	21	Z282****	WONG ****	黄.****	14	14	
3A	20	Z279****	WONG ****	王****	15	15	
3.A	19	Z177****	WONG *****	***	16	16	

- 4. Click the [Check] button to check for duplicated OM from the current input.
- 5. All duplicated OMs are shown in a pop-up window.

🖉 SPA - Windows Internet Explorer									
😢 http://localhost/jsp/spa/sfa/checkDuplicatedOM.jsp 🛛 👻									
[S-SPA14-04] SPA > SFP > Cycle Flow > Duplicate OM List									
CIs Name	CIs No	STRN	E	English Name		Chinese Name	Org Upd OM OM		
3C	22	Z195 *******	LAU ******			ﷺ ******	115 116		
3D	12	2235 *******	CHEUNG *******			張 ******	115 116		
3D	-	2253 *******	AU ******			****	118 116		
3D	б	2252 *******	CHAN ******			陳 ******	118 116		
(🖾 с	lose	1		blicated OM		by			
						•			
Done						😜 Internet	🔍 100%	•:	

- 6. Close the pop-up window and amend those duplicated OM if necessary.
- 7. Click the **[Save]** button to save the input data.
- 8. Click the [Back] button.

- 9. Repeat step 2 to 8 until there is no duplication or empty for student OM.
- 10. Click the **[Next Step]** button to proceed with the SFP cycle flow.
- Post-effects

Students' OM is maintained, so that no duplicated OM or empty OM exists.

Notes

- 1. The updated OM fields are highlighted with "*" under the **Updated** column of the table.
- 2. The Original OM is the integer OM retrieved from Assessment module. The system give a dummy value 999 to those without OM, excluding those students not participating SFP.
- 3. As these Original OMs may be duplicated (except dummy value), the system will automatically generate suggested OMs in the Updated OM fields according the class name and class number order. The suggested OM was listed in the Updated OM column and marked with "*" under the **Updated** column. Users are required to check if the suggestions are appropriate before proceeding.
- 4. If the Original OM is a dummy value, the user should enter OM of the students in the Updated OM fields.
- 5. Students departed will be assigned as '6' or '7' for the assessment indicator by the system. Their OMs may not be viewed or maintained.
- 6. Users check the duplicated **Updated** OM records by using the "Check" function.
- 7. Before the pop-up screen of duplicated **Updated OM** is activated, the system will update duplicate OM automatically (except dummy value). Users can only update the OM subsequently if the suggested OM has to be changed.

Maintain S3 Repeater

Generation Description

Maintain student that needs to repeat S3.

Pre-requisites

- 1. The data files "SFP Quota Information (Data)" must be imported successfully in Data Communication.
- 2. All the OMs have checked and no duplication of Student OMs exists.
- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Cycle Flow] on the left menu, or continue from 5. Maint Stud OM.
 - 2. In the 6. Maint S3 Repeater tab, Click the [Search] button.
 - 3. A list of matched students together with their OM and assessment group is displayed. Check the check box in the **Repeater** column for those student(s) that needs to repeat S3.

[S-SPA14-06] SPA >	SFP > Cycle Flow > Maintain S3	The current quota (S3 for each Assessment for S3 according to th	Search		
School Year School Session Language Group	2008 Whole Day Anglo-Chinese 💌	is displayed.			
Repeater Quota	2				
Assess Gp	1				
Quota Used	0				
Quota Left	2				

✓Bottom

<u>Cls</u> Name	CIS No	<u>STRN</u>	English Name	Chinese Name	Assess Gp	<u>0M</u> ⊽	Repeater
3D	б	Z252****	CHAN ****	陳 ****	1	119	
3D	3	Z253****	AU *****	***	1	118	
3D	12	Z235****	CHEUNG ****	張****	1	117	
3C	22	2195 _{****}	LAU *****	劉****	1	116	
3C	18	Z215****	LAI *****	****	1	115	
3B	18	2190****	KWOK *****	% ****	1	114	
3C	11	Z216****	СНՄ *****	朱***	1	113	
3B	25	Z181****	LAU *****	** **	1	112	
3B	21	2185 _{****}	LAM *****	林***	1	111	
3B	5	Z184.****	CHENG *****	\$\$ ****	1	110	
3C	10	Z214****	CHU *****	朱***	1	109	

- 4. Click the [Save] and then the [Back] button.
- 5. Repeat step 2 to 4 if necessary.
- 6. Click the **[Next Step]** button to proceed with the SFP cycle flow.

Dost-effects

- 1. Students marked as repeater will be assigned "5" for the assessment indicator and they will not be able to promote to own school or participating the SFP Central Placement.
- 2. The quota used / left are updated and refreshed on the maintaining screen.
- Notes
 - The Repeater quota is drawn from the data file "SFP Quota Information (Data)". If the information shown on the screen is incorrect, contact the liaison officer of the School Places Allocation Section and request to deliver a correct Quota file via CDS

2. In normal circumstances, the number of repeater assigned should not exceed the S3 repeater Quota from the data file. Notes will be issued to alert the users if the quota was exceeded.

Generate Assessment Indicator

Function Description

Generate assessment indicator of all students participating SFP according to the Promotion Quota.

Pre-requisites

- 1. The data files "SFP Quota Information (Data)" must be imported successfully in Data Communication.
- 2. All the OMs have checked and no duplication of Student OMs exists.
- 3. Students repeating S3 has been assigned.
- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Cycle Flow] on the left menu, or continue from 6. Maint S3 Repeater.
 - 2. In the 7. Gen Assessment Indicator tab,
 - a. Click [Generate] button to generate assessment indicator for SFP allocation.

LC CDA44 071	CDA N CED N	Cycle Flow >	Generate Assess Ind	
[3-3PA14-07]	JEA 2 JEE 2	Cycle Flow >	Generate Assess inu	

1. Start New SFP Mech	anism 2. I	2. Delete / Remove Student Entry			3. Confirm/Reset Student Entry			
4. Gen Stud Entry and O/M 5. Maint Stud O/M 6. Maint S3 Repeater 7. Gen Assess Ind								
8. Maint Assess Ind	9. Gen Data	File	-					
School Year 2015 School Session Whole Day			Current SFP af		tt Step] button will be enabled generation of assessment ator.			
The Assessment Indicator of students will be set as "Promoted to Own School" or "Require Central Placement".								
Previous Step G	enerate				Next Step			

3. Click the **[Next Step]** button to proceed in the SFP cycle flow.

Post-effects

The assessment indicators are generated for all students participating SFP.

Notes

- 1. The function can be triggered repeatedly upon request from users. Moreover, delete the students with assessment indicators 1, 2, 8 or 9 first before regenerating of the assessment indicator (i.e. those maintained assessment indicator history will be erased.) Assessment indicators other than 1, 2, 8, 9 are unaffected for regenerating function.
- 2. Students are then arranged in ascending order of non-duplicated **Updated OM (if any).** The value of assessment indicator of students' OM within promotion quota is assigned to "1 Promoted to Own School" by default. Those OM outside promotion quota is assigned to "9 Require Central Placement"

Maintain Assessment Indicator

Generation Description

Maintain assessment indicator (1, 2, 8, 9) for students participating SFP.

Pre-requisites

The assessment indicator of students participating SFP has been generated.

- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Cycle Flow] on the left menu, or continue from 7. Gen Assess Ind.
 - 2. In the **8. Maint Assess Ind** tab, Click the **[Search]** button.
 - 3. A list of matched students is displayed. Amend the assessment indicator if necessary.

[S-SPA14-09] SPA > SI	FP > C)	cle Flow 3	Maintain Assess	ment lr	ndicator		Go To Search
School Year School Session		2008 Whole Da	у		School Lev	el	Secondary
Language Group		Anglo-C	Chinese 💌		SFP Stream	n	Chinese 💌
Assess Gp		1 🕶					
English Name						Assessmen	t Indicator
					1	Promoted to own	school
S4 Places in Next	98	Used	98 Balance	0	2	Promoted to own	school by DP
Year					8	Not requiring place	ement
					9	Requiring placeme	int

💽 Search 💽 Reset

							Bottom
<u>CIs Name</u>	CIS No	STRN	English Name	Chinese Name		Upd OM a	Assess Ind
3A	1	Z476****	CHAN ****	!!! ****	1	1	4
3B	6	Z312****	CHEUNG *****		1	2	1
3B	27	2185****	LEE *****	·****	1	3	1
3B	26	Z191****	LEE *****	*** **	1	4	1
3C	12	Z222****	CHU *****	朱****	1	5	1
3B	16	Z188****	HUNG *****	洪****	1	б	1
3B	2	Z188****	CHAN *****	ii ****	1	7	1
3B	1	2190****	CHAN *****	陳 ****	1	8	1
3B	17	Z183.****	KONG ****	11 ****	1	9	1
3A	25	Z312****	rititit	新	1	10	1
3A	24	2978****	YIU '*****	****	1	11	1
3A	23	Z479****	YIU *****	*** *	1	12	1
3A	22	Z180****	YEUNG *****	楊 ****	1	13	1
3A	21	2282****	VONG ****	ğ ****	1	14	1

- 4. Click the **[Save]** and then **[Back]** button.
- 5. Repeat step 2 to 5 if necessary.
- 6. Click the **[Next Step]** button to proceed in the SFP cycle flow.

Post-effects

The Assessment Indicators of the students are updated.

Notes

- 1. Users can maintain the assessment indicator when:
 - A student does not require central placement. His assessment indicator should change from '1' or '9' to '8'.
 - If a student requires central placement, his assessment indicator should change from '1' to '9'.
 - If the "promoted to own school quota" has not been used up, a student may be assigned as promoted to own school. His assessment indicator should change from '9' to'1'.

• If "promoted to own school quota" has been used up, a student may assign as promoted to own school by discretionary place. His assessment indicator should change to '2'.

- 2. The following assignments of assessment indicator are prohibited:
 - Assign a promoted to own school student as promoted to own school by discretionary place (i.e. Not allow to assign assessment indicator from '1' to '2').
 - Assign a student as promoted to own school (i.e. Not allow to change the assessment indicator of a student from '8' or '9' to '1' when the promotion quota limit exceeded).
 - Number of students promoted to own school exceeds the promotion quota (i.e. Not allow to change the assessment indicator of a student from '2' or '8' or '9' to '1').
 - Assign a student as promoted to own school by discretionary place but the promoted to own school quota has not been used up (i.e. Not allow to change the assessment indicator of a student from '8' or '9' to '2'. If the promotion quota has not been used up, the student should be assigned as "1 Promoted to own school").
 - Assign a student as promoted to own school or promoted to own school by discretionary place but the school itself has no secondary 4 classes.
- 3. The system updates the following information on screen after users click the save button:
 - Promotion quota (Promote to own school quota)
 - Quota used (total no. of assessment indicator 1)
 - Quota balance (Promotion Quota minus Quota used)
- 4. The promotion quota are captured from the Data file called "SFP Quota Information (Data)". If the information shown on the screen is incorrect, please contact liaison officer of the School Places Allocation Section and request to deliver a correct Quota file via CDS.

Generate Data File

Generation Description

Freeze the data that will be sent to EDB involving SFP. Printing function allows users to preview / print / save relevant reports to check for the correctness before actually creating corresponding CDS Message that will be sent to EDB. The data file involve is:

SFP Student Yearly Assessment.

Pre-requisites

1. All the proceeding steps involving in the corresponding SFP Cycle (Yearly) must be completed.

- Updated student information must have been sent to EDB via CDS (i.e. there is no outstanding records of Enrollment Survey E_b, Form A, Form B and Form C)
- 3. To prepare a file, the data file status must be "Normal (Un-prepared)" (i.e. the data file has not been confirmed in Data Communication).
- 4. To un-prepare a file, the data file status must be "Prepared" (i.e. the data file has been prepared before or has not been confirmed in Data Communication).
- 5. To preview the content of the data file, the data file status must be "Prepared".
- 6. Corresponding software application should have installed in order to view, print or save report in the selected format:

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Cycle Flow] on the left menu, or continue from 10. Maint Assess Ind.
 - 2. In the **9. Gen Data File** tab, the data file together with its status and description is displayed. Users can prepare, un-prepare or preview the data file.

Prepare

i. Click the [Prepare] button.

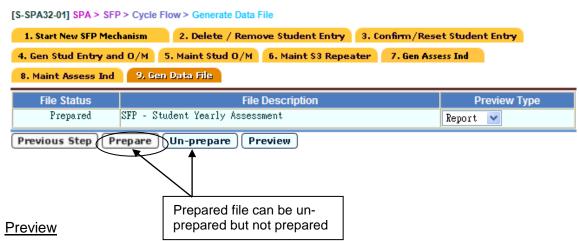
[S-SPA32-01] SPA > SFP > Cycle Flow > Generate Data File

1. Start New SFP Mechanism
2. Delete / Remove Student Entry
3. Confirm/Reset Student Entry
4. Gen Stud Entry and 0/M
5. Maint Stud 0/M
6. Maint \$3 Repeater
7. Gen Assess Ind
8. Maint Assess Ind
9. Gen Data File

File Status
File Description
SFP - Student Yearly Assessment
Previous Step
Prepare
Un-prepare
Preview
For a normal data file, Unprepare and Preview
button is disabled.

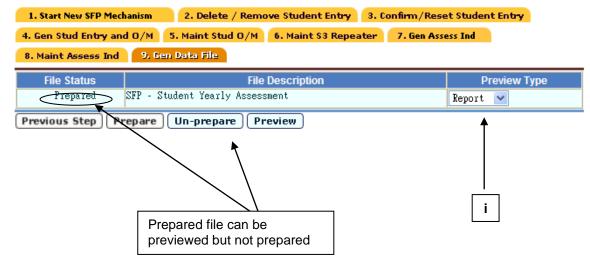
Un-prepare

i. Click the [Un-prepare] button.



- i. Select a Preview Type.
- ii. Click the [Preview] button.

[S-SPA32-01] SPA > SFP > Cycle Flow > Generate Data File



Post-effects

- 1. Prepare
 - The form status will be changed to "prepared" and allow users to unprepare, confirm or preview.
 - The data file called "SFP Student Yearly Assessment" is ready to be generated in Data Communication and eventually sent to EDB via CDS.
- 2. Un-Prepare
 - The file status will become "Normal".
- 3. <u>Preview</u>
 - The data file is displayed in a pop-up window.
- Notes
 - 1. Once the data file has been prepared, the data maintenance function in the SFP Cycle is frozen.
 - 2. The SFP data file cannot be prepared if there is outstanding student information that has not been generated / sent to EDB via CDS. Make sure the current year enrollment survey (Form E_b), all outstanding Form A, Form B and Form C have been sent to EDB via CDS in the Student module.

2.4.2Reset

Function Description

Users can reset the CURRENT SFP

Pre-requisites

- 1. SFP Mechanism must be started.
- 2. SFP Data File must not be confirmed in Data Communication nor encrypted to in CDS.
- User Procedures
 - 1. Click **[SPA]** \rightarrow **[SFP]** \rightarrow **[Reset Assessment]** on the left menu.

- Home 🗠					
 Student Info Enq 	[S-SPA16-03] SPA				
School Managemer	School Year	2008 Whole Day	School Level	Secondary Yearly	
Student	School Session	whole bay	Current SFP	Tearry	
Attendance	Confirm				
Student Activities					
Award & Punishme					
Assessment					
> SLP					
 Special Assessment 					
 Staff Deployment 					
> CDS					
> НКАТ					
Applied Learning					
> HKEAA					
V SPA					
▶ POA					
► SOA					
► SOA					
▼ SFP					
Cycle Flow					
 Reset 					
End Cycle					
Irregularities					
Audit Trail					
Enquiry					
Report					

2. Click the [Confirm] button.

Dost-effects

- 1. Locking of the following functions are released:
 - School Management module
 - i. Confirm School Information
 - Student module
 - i. Student Admission
 - ii. Deleting student
 - Assessment module
 - i. Consolidation
 - ii. Adjust grand average & OM
 - iii. Extract consolidated score
 - iv. Accept consolidated score
 - v. Import OM
- 2. The system deletes all data of the current assessment maintained in the SFP
- 3. The data imported are also deleted ("SFP Quota Information"). However, the central placement results are retained for enquiry
- 4. The system returns the status to just before starting a new SFP mechanism.
- Notes
 - 1. If SFP data file has been confirmed in Data Communication, users must reject the corresponding CDS message in **Outgoing Message** in CDS before the current assessment can be reset.

2.4.3End Cycle

Generation Description

If the system contains SFP data of previous school years, users cannot start the SFP cycle of the current school year. Users can use this function to end the SFP cycle of the previous school years.

Pre-requisites

- 1. **Migrate to New School Year process** has been completed in School Management module.
- 2. All reports relating SFP cycle of the previous school year have been backed up (saved to diskettes if necessary).

User Procedures

1. Click [SPA] \rightarrow [SFP] \rightarrow [End Cycle] on the left menu.

> HKEAA	^	[S-SPA11-02] SPA > SFP	> End Cycle		
V SPA		School Level	Secondary	School Session	Whole Day
▶ POA		Current SFP	Yearly	301001 36551011	inore bay
▶ SOA		Confirm			
▶ SOA					
V SFP					
Cycle Flow					
Reset					
End Cycle					
Irregularitie					
Audit Trail					
Enquiry					
Report					
 Data Comm 					
► SSA					

2. Click the [Confirm] button.

Post-effects

The system clears all SFP information of the previous school year, except for the imported Central Placement Results.

Notes

The Admission of SFP students of the current school year has been completed in the Student module.

2.4.4 Irregularities

Restart SFP Process

Function Description

Users can restart the SFP process so as to return to the initial stage of SFP.

Pre-requisites

- 1. The Yearly SFP Mechanism must be started.
- 2. The Yearly data file must not be prepared in Cycle Flow nor confirmed in Data Communication.
- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Irregularities] on the left menu.
 - 2. Click the **Restart SFP Process** tab.

Special Assessmer	[S-SPA16-05] SPA	> SFP > Irregularities	> Restart SFP Process	
Staff Deployment	Restart SFP Proce	_	essment Indicator after Rece	eivina CP Result
CDS	School Year	2008	School Level	Secondary
НКАТ	School Session	Whole Day	Current SFP	Yearly
Applied Learning	Confirm			
HKEAA				
SPA				
> POA				
> SOA				
▶ SOA				
🔻 SFP				
Cycle Flow				
Reset				
End Cycle				
Irregularities				
Audit Trail				
Enquiry				
Report				
Data Commu				
SSA				

3. Click the [Confirm] button.

Post-effects

- 1. All SFP Yearly assessment data will be deleted. These including the data imported during the cycle are also deleted ("SFP Quota Information"). However, the central allocation results are retained in the system for enquiry.
- 2. The system returns the status to just before starting a new SFP assessment. Users can then restart a new Yearly assessment cycle.
- Notes

N/A

Maintain Assessment Indicator after Receiving CA Result

Generation Description

After receiving and checking the Central Allocation Result report, any errors relating to the assessment indicators can be modified through this function. The amended assessment indicator will be updated and can be reflected in the Admission of SFP students in the Student module.

Pre-requisites

- 1. The report of central placement results (SFCAPTLT.RPT) must be received and decrypted in CDS.
- 2. The Yearly assessment has completed and successfully sent to EDB.
- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Irregularities] on the left menu.
 - 2. Click the Maintain Assessment Indicator after Receiving CA Result tab.
 - 3. Select the search criteria to search for target students.
 - 4. Click the [Search] button.

Restart	SFP Pro	ocess Mainta	in Assessment)	Indicator after Rec	eiving C	P Result			
School Ye School Se Language Assess G English N	ession Group p	2008 Whole Anglo	Day o-Chinese 💌	School Level Current SFP SFP Stream	-	Second Yearly Chine:			
				Assessment Indicato	e				5
1 Promo	ted to ov	n school	3 Admittee	d by PS3		Repeat S3	8 Not requ	viring placemen	
		n school by DP	4 Admitter	d by DSS School	6,7	Departed	9 Requirin	g placement	
A Admitt	ed by SS	18							
		Reset						_	D at 1
Cls	Cls	STRN		English Name		Chinese			sses
CIs Name	Cls No		CHAN *****	English Name			Assess Gp 1		Botto Isses Ind
Cis Name XA	Cls No 1	STRN 2476 *****				Name	Gp		isses Ind
Cis Name A	Cls No 1 6	STRN 2476 *****	CHAN ***** Cheung *****			Name	Gp	Upd OM	Ind
CIs Name 3A 3B 3B	CIs No 1 6 27	STRN 2476 ****** 2312 ******	CHAN ****** CHEUNG ***** LEE *****			Name 陳 *****	Gp	Upd OM 1 2	sses Ind 4
CIs Name SA SB SB SB	Cls No 1 6 27 26	STRN 2476 ***** 2312 ****** 2185 ******	CHAN ****** CHEUNG ****** LEE ***** LEE *****			Name 陳 ****** 李 *****	Gp 1 1 1	Upd OM / 1 2 3	sses Ind 4 1
CIs Name 3A 3B 3B 3B 3B 3C	Cls No 1 6 27 26 12	STRN 2476 ****** 2312 ****** 2185 ****** 2185 ******	CHAN ****** CHEUNG ****** LEE ***** LEE *****			Name III ****** III ****** III ******* III *******	Gp 1 1 1	Upd OM / 1 2 3 4	Ind 4 1 1
Cis Name 3A 3B 3B 3B 3C 3B	Cls No 1 27 26 12 16	STRN 2476 ****** 2312 ****** 2185 ****** 2191 ****** 2222 ****** 2188 *****	CHAN ****** CHEUNG ***** LEE ***** LEE ***** CHU *****			Name M *****	Gp 1 1 1	Upd OM / 1 2 3 4 5	Ind 4 1 1 1 1
Cls	Cls No 1 6 27 26 12 16 2	STRN 2476 ****** 2312 ****** 2185 ****** 2191 ****** 2222 ****** 2188 *****	CHAN ****** CHEUNG ****** LEE ****** LEE ****** CHU ****** HUNG ****** CHAN ******			Name Image: wide wide wide wide wide wide wide wide	Gp 1 1 1	Upd OM / 1 2 3 4 5 6	Ind 4 1 1 1 1 1
Cis Name 384 388 388 388 305 388 388 388 388	Cls No 1 6 27 26 12 16 2 16 2 1	STRN 2476 ****** 2312 ****** 2185 ****** 2191 ****** 2222 ****** 2188 ****** 2188 ****** 2188 ******	CHAN ****** CHEUNG ****** LEE ****** LEE ****** CHU ****** HUNG ****** CHAN ******			Name # ****** # ****** # ****** # ****** # ****** # ****** # ****** # ****** # ******	Gp 1 1 1	Upd OM / 1 2 3 4 5 6 7	sses Ind 4 1 1 1 1 1 1

- 5. A list of matched students is displayed. Amend the assessment indicator, **Assess Ind**, for the students.
- 6. Click the **[Save]** button.

Dost-effects

The assessment indicators of the students are updated. The change is then reflected to students' admission status of next school year in the Student module.

Notes

- 1. The constraints of maintaining assessment indicators in SFP Yearly Assessment Cycle Flow are released. Users should modify the assessment indicator according to the Central Placement Reports.
- 2. All the modified assessment indicators will not be sent to EDB and are solely used by the admission of SFP students in the Student module.

2.4.5 Audit Trail

Maintain Student OM

Generation Description

After the Student OM was generated by the system, all OM maintenance activities will be logged for references. Information reported by the audit trail includes:

- Student Name
- STRN
- Stream
- Assessment Group
- Updated OM
- Original OM
- Date and Time of OM being updated
- Users ID

Pre-requisites

- 1. SFP Assessment has been started.
- 2. Student Entry and OM have been generated.
- 3. The corresponding software applications should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

- 1. Click [SPA] \rightarrow [SFP] \rightarrow [Audit Trail] on the left menu.
- 2. Click the **Maintain Student OM** tab.
- 3. Select the criteria and **Format**.

[S-SPA41-41] SPA > SFP > Au	idit Trail > Maintain Student OM		
Maintain Student O/M	faintain Assessment Indicator	Generate/Reset Student O/M	
SFP	Yearly 💙		
Language Group	Anglo-Chinese 💌		
English Name			
	A11	*	
Format	PDF 💌		
📴 Preview & Print 🕅 🕅 Re	set		

- 4. Click the [Preview & Print] button.
- Post-effects

The audit trails **Maintain Student OM Audit Trail (A-SPA402)** containing records that matched the criteria will be displayed in a pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

- Notes
 - 1. The pull-down list under the **English Name** contains all students with audit log entries. If users choose any one of the students from the list, only the audit log of the student will be printed. If users intend to print the entire audit log, users should choose the option "ALL" from the list.
 - 2. All the assessment information together with the content of the audit log could be deleted through one of the following process:
 - a. Reset Assessment
 - b. Restart SFP Process (In Irregularities)
 - c. End Cycle

Maintain Assessment Indicator (Yearly Assessment Only)

Generation Description

After the Assessment Indicator of the students was generated by the system, all Assessment Indicator maintenance activities will be logged for reference. The logs are kept separately under two categories according to the time of the assessment indicator being updated. They are:

- In OM Processing
 - Maintained during SFP Yearly Assessment Cycle
- Irregularities
 - o Maintained after CP Results was received

Information reported by the audit logs includes:

- Class
- Student Name
- STRN
- Stream
- Assessment Group
- Assessment Indicator
- Date and Time of Indicator being updated
- Users ID

Pre-requisites

- 1...Yearly Assessment has been started.
- 2...Assessment Indicator of the students has been generated.
- 3...To retrieve the audit log for the category "Irregularities", the Central Placement result reports must be received and decrypted in CDS
- 4...The corresponding software applications should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- 1 User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Audit Trail] on the left menu.
 - 2. Click the Maintain Assessment Indicator tab.
 - 3. Select the criteria and Format.

[S-SPA41-42] SPA > SFP > Audit Trail	> Maintain Assessment Indicator
Maintain Student O/M Maintain	Assessment Indicator Generate/Reset Student O/M
Type of Maintenance	In O/M Processing 💌
Language Group	Chinese 💌
Class Name	A11 💌
English Name	
	A11 💌
Format	PDF 💌
🗐 Preview & Print 🕅 🕅 Reset	

- 4. Click the [Preview & Print] button.
- Post-effects

The audit log **Maintain Assessment Indicator Audit Trail (A-SPA403)** containing records that matched the criteria will be displayed in a pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

- 1. The pull-down list under the **English Name** contains all the students with audit log entries. If users choose any one of the students from the list, only the audit log of the student will be printed. If users intend to print the entire audit log, users should choose the option "ALL" from the list.
- 2. The assessment information together with the content of the audit log could be deleted through one of the following process:
 - a. Reset Assessment (SFP Yearly Assessment)
 - b. Restart SFP Process (In Irregularities)
 - c. End Cycle

Generate / Reset Student OM

Generation Description

The system will log the activities when the Student OM is generated or reset. Information reported by the audit logs includes:

- Assessment Indicator
- Action (Generate OM / Reset OM)
- Date and Time of Indicator being updated
- Users ID

Pre-requisites

- 1...SFP Assessment (Yearly) has been started.
- 2...The corresponding software applications should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Audit Trail] on the left menu.
 - 2. Click the Generate / Reset Student OM tab.
 - 3. Select the **SFP** and **Format**.

[S-SPA41-43] SPA > SFP > .	Audit Trail > Generate/Reset OM F	rocessing	
Maintain Student O/M	Maintain Assessment Indicator	Generate/Reset Student D/M	
SFP	Yearly 💌		
Format	PDF 💌		
🕞 Preview & Print 🛛 🛐	Reset		

4. Click the [Preview & Print] button.

Post-effects

1. The audit logs **SFP Generate O/M Audit Log (A-SPA404)** containing records that matched the criteria will be displayed in a pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

- 2. The content of the audit log could be deleted through one of the following process:
 - a. Reset (Yearly)
 - b. Restart SFP Process (In Irregularities)
 - c. End Cycle
- Notes

N/A

2.4.6Enquiry

Student Entry and OM Enquiry

Generation Description

Users can enquire student entries and OM.

Pre-requisites

Generate Student OM and / or Maintain Student OM have been performed.

- ¹ User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Enquiry] on the left menu.
 - 2. Click the Student Enquiry and OM Enquiry tab.
 - 3. Select the search criteria to search for the target students to be viewed.
 - 4. Click the [Search] button.

[S-SPA17-	02] SPA > SFP > E	inquiry > Student Entry & OM Er	ntry			🔍 Go T	o Search		
Student	Entry and O/M I	Enguiny SFP CP Results Enqu	iry						
School Ye	ar	2008	Series Ecter		Secondary				
School Se	ession	Whole Day	SFP		Yea	rly			
Class Na	ne	3A 🕶							
Regis	tration No								
STRN									
O Class	No								
O Englis	h Name								
💽 Sean	ch 🛐 Reset			_					
							Bottom		
			Chinese	SFP					
<u>Cls No</u>	<u>STRN</u>	English Name	Name	Stream	Ass Gp	Org OM	Upd OM		
41	2503***	CHAN *****	5 *****	2	1	999	400		
2	2182 ****	CHUNG *****	3 ******	2	1	44	44		
3	2178 ****	HUI *****	*****	2	1	47	47		
4	<u>Z181</u> ****	LAM *****	林 *****	2	1	52	52		
5	2177 ****	LAM ******	* *****	2	1	49	49		
6	2178 ****	*****	* *****	2	1	68	68		
7	2239 ****	LEUNG ****	****	2	1	70	70		
8	2179 ****	LEUNG *****	*****	2	1	73	73		
9	2181 ****	LIV *****	*** ***	2	1	74	74		
10	2180 ****	10 *****	****	2	1	75	75		
11	2182 ****	LUI ****	8*****	2	1	76	76		
12	21784 ****	LUI ****	*** ***	2	1	77	77		
13	21804 ****	MAN *****	交*****	2	1	78	78		
14	2180 ****	NG ****	Ş i*****	2	1	79	79		
15	<u>Z181</u> ****	POON ****	****	2	1	80	80		
16	2177 ****	TSUI *****	****	2	1	81	81		
17	2180 ****	WONG ****	王*****	2	1	82	82		
18	2177 ****	WONG *****	*** ***	2	1	83	83		
10	2020221.5	BOART MITHE VITE	T 0840	0	4	04	04		

5. A list of matched students together with their entry and OM details is displayed. Click on a student's **STRN** to view his / her entry and OM details in a pop-up window.

C Student Details - Windows	Internet Explo	rer			X
🖉 http://10.15.35.49/jsp/spa/sfa/s	tudentEntryOMEnd	quiryDetails.jsp			~
					^
[S-SPA17-07] SPA > SFP > Enqui	ry > Student Entr	ry & OM Entry			
School Level	Secondary	School Session	Whole Day		
SFP Stream	2. Chinese	Assessment Group	1		
Class Name	3A	Class No	41		
English Name	CHAN ****				
STRN	Z50 *****				
Special Ed Type	1 VisuallyI	mpaired+IntellectualDisability			
Non Chinese Speaking	N				
Original OM	999	Updated OM	400		
Assessment Indicator	1. Promoted	to own school			
Close					
					~
🚹 Done		😜 Internet		100%	•

Post-effects

N/A

Notes

N/A

SFP CP Results Enquiry

Generation Description

Users can enquire Central Allocation results all SFP cycles.

Pre-requisites

The Central Placement Results for the corresponding SFP cycles have been imported.

- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Enquiry] on the left menu.
 - 2. Click the SFP CP Results Enquiry tab.
 - 3. Select the search criteria to search for target students.
 - 4. Click the [Search] button.

[S-SPA17-06] SPA > SFP > En		🔍 Go To Search			
Student Entry and O/M Er	spectrum SFP CP Results	Enquiry			
School Level	Secondary	School Se	ssion	Whole	Day
CP result in	2008 💌	Language	Group	Chin	ese 💌
SFP Stream	Anglo-Chinese 💌				
STRN				5	
C English Name				ļ	
[🚱 Search) 💽 Reset)				•	
STRN A English Na	me Chinese Name	DOB	Admitted	Last Sch Id	Last Sch Attend
Y371*** CHAN ****	陳 ****	01/0*****	-	777771	SLL ******* SECONDARY SCHOOL
Back					

- 5. A list of matched students is displayed.
- Post-effects

N/A

Den Notes

The Admitted status column reflects the Quick Admission status as retrieved from the Student module. This information is retrieved from the Student module. To maintain student admission information, use the functions via the Student module. 2.4.7Report

General

Generation Description

Users can generate report related to Secondary Four Allocation.

- Student Entry And OM List (R-SPA400-E)
- Discrepancy Report of Inconsistent S3 Students Particulars (R-SPA405-E)

Pre-requisites

The corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

- 1. Click [SPA] \rightarrow [SFP] \rightarrow [Report] on the left menu.
- 2. A list of reports is displayed. Click on the **Report Name (ID)** link and a list of built-in and user-defined report templates is displayed.
- 3. Click on the **Report Template** link to generate the report.

[S-SPA29-01] SPA > SFP > Report

	Depart Name	n (ID)	2. Report	Name (ID) Link				
Report Name (ID)								
_	Template Description	Creator	Creation Time					
_	<u>Built-in Template</u>	<u>Built-In</u>						
▶中三學	<u>nt Entry And OM List (R-SPA400-E)</u> <u>生資料差異報告 (R-SPA405-C)</u> <u>名紀錄及名次表 (R-SPA400-C)</u>							
* Click D	or the link to display the report template(s) and then click t	3. Report	Template Link	K IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII				

4. Click the [Preview & Print] button.

Post-effects

The criteria selection screen of the corresponding report is displayed. By choosing suitable print criteria, the report will be displayed in a pop-up window and allow users to preview, print and save the report under the application capabilities.

Notes

N/A

Student Entry And OM List (R-SPA400-E)

Generation Description

This report will list all general information and OM of the students that meet the selection criteria.

Users can choose from four kinds of sorting order:

- Sorted by class name, class no. / English name
- Sorted by student English name
- Sorted by updated OM
- Sorted by STRN

Information displayed on the report includes:

- Student name
- STRN
- SFP Stream and Assessment Group
- Original and Updated OM (Yearly Only)
- Assessment Indicator and description (For Yearly only)

Pre-requisites

The corresponding software applications should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

- 1. Select the Language Group and SFP Stream.
- 2. Input the Updated **OM Range** to be printed (999 = last OM of the class level).
- 3. Select the Printed by and Preview Format Options.

[S-SPA29-03] SPA > SFP > Report

Student Entry And OM List Built-in Template	(R-SPA400-E) :-			
Please input the print criteria.				
Language Group	Anglo-Chinese 💌			
Placement Stream	Anglo-Chinese 💌			
OM Range	Start	1	End	999
SFP	Yearly			
Printed by	⊙Class Name	A11 💌	Order By	⊙Class No
	🔘 English Name			🔘 English Name
	🔘 Updated OM			
	🔘 STRN			
Format	PDF 💌			
📴 Preview & Print) 🕅 Reset)	Back			

- 4. Click the [Preview & Print] button.
- Dost-effects

The report **Student Entry And OM List (R-SPA400-E)** containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

All the Assessment Information, including the content of the report could be deleted through one of the following process:

- a. Reset
- b. Restart SFP Process (In Irregularities)
- c. End Cycle

Discrepancy Report of Inconsistent S3 Students Particulars (R-SPA405-E)

Function Description

This report will list the inconsistent S3 Students Particulars after received and imported the data file "SFP Student Entry Checking List (DATA)" through Data Communication in the SFP.

Information displayed on the report includes:

- Student name
- Class name
- STRN
- SEX
- Date of Birth

Pre-requisites

- 1. The data file "SFP Student Entry Checking List (DATA)" has been imported successfully.
- 2. The corresponding software applications should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

User Procedures

1. Select the **Preview Format** Options.

[S-SPA29-04] SPA	> SFA > Report
• •	Report of Inconsistent S3 Students Particulars (R-SPA405-E):- Template
Please input the	print criteria
Format	PDF
🕞 Preview & Pr	rint) 🕼 Reset) < Back

- 2. Click the [Preview & Print] button.
- Post-effects

The report **Discrepancy Report of Inconsistent S3 Students Particulars (R-SPA405-E)** containing records that matched the criteria will be displayed in a pop-up window. Users are allowed to preview, print and save the report under the application capabilities.

Notes

Report checks S3 students in WEBSAMS against the EDB data file, "SFP Student Entry Checking List (DATA)" data file. The validation rules are as follow:

- a. Check whether the **STRN** of student are matched in both WEBSAMS and data file. Then, check whether the **Name** student are matched in both WEBSAMS and EDB data file.
- 2.4.8Data Communication

Process Incoming Data

Generation Description

Users can import the data files called "SFP Quota Information (Data)" and "SFP Student Entry Checking List (DATA)".

Pre-requisites

For data files "SFP Quota Information (Data)":

- 1. The users must have started the SFP Yearly Mechanism.
- 2. Both messages containing the data files "SFP Quota Information (Data)" (SFQTAINF.DAT) and "SFP Student Entry Checking List (DATA)" (SFU302F1.DAT) must be received and decrypted in CDS.

¹ User Procedures

- 1. Click [SPA] \rightarrow [SFP] \rightarrow [Data Communication] on the left menu.
- 2. Click the Process Incoming Data tab.
- 3. A list of data files is shown. Select the data file to be imported.

[S-SPA33-01] SPA > SFP > Data Communication > Process Incoming Data

Proc	ess In	coming	Data	Prepa	re Out	Data	Conf	irmed Ou	tgoin	g Data				
			Mess	age ID		lion	Subj	ect (Type)		Receive	ed Time	;	EDB Refe	erence
×	Ű	۲	106811		SFP CARS	<u>a2</u>	SFP	(Data)	19	/12/2008	09:55	AM		
6	Ű		106807		SFPSDSLF	-	SFP	(Data)	4	/12/2008	09:30	AM		
6	U	0	106804		SFQTAINE	<u>495</u>	SFP	(Data)	19	/12/2008	09:15	AM		
(1	Import]•												
a :	Encrypt	ted				6	Data	Imported	to M	odule				
പ്പ	Decrypt	ted				X	Data	Import Fa	ailed					
*	Decrypt	tion Fa	iled			U	Atta	chment						

4. Click the [Import] button.

Dost-effects

For data files "SFP Quota Information (Data)": All information of the data file will be imported into the system and used in the later stage of the SFP Yearly Assessment Cycle.

For data file "SFP Student Entry Checking List (DATA)": All information of the data file will be imported into the system and used to print Discrepancy Report of Inconsistent S3 Students Particulars (R-SPA405-E) report.

Notes

For data files "SFP Quota Information (Data)":

- 1. Schools with same SCRN but different SFP stream would receive one set of data only.
- 2. The import process automatically checks for the existence of the files pair. Both data files must be imported together, or else no data will be imported. Successfully imported files are marked with the "Imported icon."
- 3. Users may also process the other SFP report documents once the message has been successfully decrypted in CDS.
- 4. The oldest file must be imported first. If appropriate, imported files should be deleted via CDS in order to import new data files.

For data file "SFP Student Entry Checking List (DATA)":

1. Only latest file can be imported.

Prepare Outgoing Data

Generation Description

Users can confirm or preview SFP Student Yearly data file.

Pre-requisites

Users have completed the Yearly Cycle Flow, and the corresponding data file has been prepared.

- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Data Communication] on the left menu.
 - 2. Click the Prepare Outgoing Data tab.
 - 3. The data file together with its status and description is displayed. Users can confirm or preview the data file.

<u>Confirm</u>

i. Click the [Confirm] button.

Process Incoming Data	Prepare Outgoing Data	Confirmed Outgoing D	ata	
School Year	2008	School Level	i	Secondary
School Session	Whole Day		•	
File Status	File De	escription		Preview Type
Prepared SFP	- Student Yearly Assessm	ent		Report 💙

Preview

- i. Select a **Preview Type**.
- ii. Click the [Preview] button.

[S-SPA32-02] SPA > SFP > Data Communication > Prepare Outgoing Data

Process Incoming Data	Prepare Outgoing Data	Confirmed Outgoing Data	
School Year	2008	School Level	Secondary
School Session	Whole Day		

File Status	File Description	Preview Type
Prepared SFP - Student	Yearly Assessment	Report 💌
Confirm Preview		Ť

i

Post-effects

Once confirmed, the data file is ready to be sent in CDS.

Notes

Users have to reject the data file in CDS to bring the file status from "Confirmed" back to "Normal".

Confirmed Outgoing Data

Generation Description

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

Pre-requisites

Users have confirmed the data file in Prepare Outgoing data.

- User Procedures
 - 1. Click [SPA] \rightarrow [SFP] \rightarrow [Data Communication] on the left menu.
 - 2. Click the Confirmed Outgoing Data tab.
 - 3. A list of confirmed outgoing data is displayed.

[S-SPA31-03] SPA > SFP > Data Communication > Confirmed Outgoing Data

Process Incoming Data Prepare Outgo	ng Data Confirmed Outgoing Data
-------------------------------------	---------------------------------

										✓Bottom
	<u>Messaqe</u> ID √	<u>Messaqe</u> <u>Status</u>	Description	Creation <u>Time</u>	<u>Ack Time</u>	Subject (Type)	Party	Priority	<u>School</u> Reference	<u>Owner</u>
Ű	1781	Received	SFU315P1D1H - SFP Student Yearly Assessment	22/12/2008 11:16 AM		SFP (Data)	EDB	Normal		sysadmin
Ű	1780	Received	SFU310P1D1H - SFP Student Entry	22/12/2008 10:34 AM	22/12/2008 11:04 AM	SFP (Data)	EDB	Normal		sysadmin
Ű	1779	Sent	SFU310P1D1H - SFP Student Entry	19/12/2008 04:14 PM		SFP (Data)	EDB	Normal		sysadmin
Ű	1778	Sent	SFU315P1D1H - SFP Student Yearly Assessment	19/12/2008 12:24 PM		SFP (Data)	EDB	Normal		sysadmin
Ű	1777	Received	SFU310P1D1H - SFP Student Entry	19/12/2008 12:04 PM		SFP (Data)	EDB	Normal		sysadmin
Ű	1776	Received	SFU315P1D1H - SFP Student Yearly Assessment	19/12/2008 11:36 AM	12:05 PM	(Data)	EDB	Normal		sysadmin
Ű	1775	Received	SFU315P1D1H - SFP Student Yearly Assessment	19/12/2008 09:48 AM		SFP (Data)	EDB	Normal		sysadmin
Ű	1772	Rejected	SFU315P1D1H - SFP Student Yearly Assessment	18/12/2008 12:03 PM		SFP (Data)	EDB	Normal		sysadmin
Ű	1771	Sent	SFU315P1D1H - SFP Student	18/12/2008 09:17 AM		SFP (Data)	EDB	Normal		sysadmin

Post-effects

N/A

Notes

The **message status** indicates the status of the confirmed message.

- Ready, ready to be encrypted and sent in CDS
- Sent, the message is sent successfully
- *Rejected*, the message is rejected successfully
- Send failed, the message cannot be sent
- Received, the message has been received by EDB

2.5 SSA

2.5.1 Enquiry

CA Result

Generation Description

Users can enquire the SSA Central Allocation results for the previous school years.

Pre-requisites

The data file "SSA Central Allocation Results List (data)" (SSCARSLT.DAT) of previous school years have been successfully received in CDS and imported by using the SSA Data Communication function.

- ¹ User Procedures
 - 1. Click [SPA] \rightarrow [SSA] \rightarrow [Enquiry] on the left menu.
 - 2. Click the **CA Result** tab.
 - 3. Select the search criteria to search for the target students to be viewed.
 - 4. Click the [Search] button.

Home Student Info Enq [S-SPA21-06] SPA > SSA > Enquiry > CA Result	Go To Search
School Managemen CA Result ApL Results	
 > Student > Attendance School Level Secondary School Session Whole Whole Whole School Session Whole School Session School Ses	^{e Day} 5
► Student Activities	
Award & Punishme Candidate No.	
► Assessment O HKID	
► SLP O Applicant Name	
	Bottom
Staff Deployment Cand. No. △ Applicant Name Sex DOB HKID	Adm
CDS <u>Calid. No. △ Applicant wante</u> Sex DOB <u>INNO</u> 00****** A0TES'************************************	
► HKAT	
➤ Applied Learning 00****** A0TES ********** F 12.****** Y0****	** N
► HKEAA	
00***** <u>AOTES</u> ****** M 12 ***** YO****	
00++++++ A0TES ++++++++ M 12/+++++++	
▷ SOA 00****** AOTES ********** F 12/******* Y0****	
► SOA 00****** ADTES ********* F 12****** Y0****	** N
▷ SFP	_ Тор
V SSA	
Enguiry	
Report	
Data Commun	
▶ Report Managemer	
► Data Management	
► Timetabling	
► Code Management	

5. A list of matched students together with their admission and registration details is displayed. Click on a student's **Applicant Name** to view his / her CE & ApL Results in a pop-up window.

[S-SPA21-07] SPA > SSA > Enquiry > CA Result

Student Detail Applicant Name Date of Birth Candidate No. S6 Admission Gp	AO**** 12/*** 000***	n ******* *******	Sex HKID Stream Adm Stat	SC	00********* CIENCE O
HKCE	E Subj Code	HKCEE Subj Name		Grade/Level	HKCEE Grade Point
1 2 3 4	011 022 350 370 380 462	CHIN LANG-CAN ENGLISH LANGUAGE BIOLOGY-C PHYSICS-C MATHEMATICS-C ELECT & ELECT-C		3 C D XE D	2 0 3 2 0 2
ApL	Subj Code	ApL Subj Name		Grade	ApL Grade Point
2 3	601 602 603 604	Commercial Comic Art Creative Design Stud Fashion and Image De Enabling Tech for Internetworking	ies	PASS PASS FAIL FAIL	1 1 0 0
No. of Subjects w	ith Grade E/XE	or Level 2/X2 or Above		7	

For status of "assessed results", please refer to circular(s) on SSA Procedure.

Close

Post-effects

N/A

Notes

N/A

ApL Results

Generation Description

Users can enquire the Applied Learning results for the previous school years.

Pre-requisites

The data file "Applied Learning Results (data)" (SSAAPLRS.DAT) of previous school years have been successfully received in CDS and imported by using the SSA Data Communication function.

- User Procedures
 - 1. Click [SPA] \rightarrow [SSA] \rightarrow [Enquiry] on the left menu.
 - 2. Click the **ApL Results** tab.
 - 3. Select the search criteria to search for the target students to be viewed.
 - 4. Click the **[Search]** button.

	Through Train Schoo	bi					
	Home A Student Info Enq School Managemer	[S-SPA21-09] SPA > S CA Result ApL Result		_ Results			🔍 Go To Search
	 Student Attendance Student Activities Award & Punishme Assessment 	School Level Exam Year O HKID Student English N			School Session	Whole	Day 5
D	 SLP Special Assessment Staff Deployment CDS 	English N.	ame 🔺	Chine 李****** 李*****	se Name	DOB 13/(±**** 14/(*****	<u>HKID</u> YO***** YO*****
D	 HKAT Applied Learning HKEAA Y SPA 	* indicates the student na	ime in imported ApL (data file is different f	rom the student name	stored in WebSAMS	
	 ► POA ► SOA ► SOA ► SFP 						
	 SSA Enquiry Report Data Commun 						
	 Report Managemer Data Management 						

5. A list of matched students is displayed. Click on a student's **English Name** to view his / her ApL result in a pop-up window.

inglish Name	STU	* *	Chinese Name		學 *	*
Sex	F		DOB		18 *	*
IKID	Z7 🖈	*	Year of ApL Results		2008	
1 2 3	612 613 614	Child Developm Adventure Faci Leisure and To	litation	PASS PASS PASS		1 1 1

Dost-effects

N/A

Den Notes

N/A

2.5.2Report

Generation Description

Users can generate reports related to Secondary Six Allocation:

- Imported ApL Result Report

Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 are required to be installed into the machine to view the reports.

- User Procedures
 - 1. Click [SPA] \rightarrow [SSA] \rightarrow [Report] on the left menu.
 - 2. A list of reports, including both the Chinese and English templates, is available for selection. Click on the **Report Name (ID)** link and a list of built-in and user-defined report templates is displayed.

Through Train Scho	Use	r: sysadmin I	ogin Time: 25/03/2	2011 14:47 Logou	ut <u>Help</u> <u>中文版本</u>
			Current Schoo	ol Year: 2010	25 March 2011 15:16
Home		2. Repo	rt Name (ID)	Link	
Student Info Enq	[S-SPA30-01] SPA > SSA > Report				
School Managemer		Report	iame (ID)		
▶ Student	Vimported ApL Results Report (R-SPA				
▶ Attendance	Template Descri	ption	Туре	Creator	Creation Time
Student Activities	Built-in Template		Built-In		
Award & Punishme	▶ 涯入應用學習成績資料表 (R-SPA506	<u>-C)</u>			
Assessment	* Click Þ or the link to display the report temp	ate(s) and then			
► SLP			3. Report T	emplate L	.ink
Special Assessment		L			
Staff Deployment					
► CDS					
▶ НКАТ					
Applied Learning					
▶ HKEAA					
🐨 SPA					
▶ POA]				
► SOA					
► SOA					
▶ SFP					
🔻 SSA					
Enquiry					
 Report 					
<					

3. Click on the **Report Template** link to browse the corresponding report parameter screen.

- 4. Select the report criteria.
- 5. Click the [Preview & Print] button.
- Post-effects

The selected report will be displayed in a pop-up window, which allows users to preview or print.

Notes

N/A

Imported ApL Results Report (R-SPA506-E)

Generation Function Description

This report allows users to print the ApL results from the imported ApL data file.

Information displayed on the report:

- Student Name (English)
- Student Name (Chinese)
- HKID
- ApL Subject Name
- ApL Grade

Pre-requisites

- SSA Cycle has been started.
- Corresponding software application should have installed in order to view, print or save report in the selected format.

Report Format	Application Example
PDF	Adobe Acrobat Reader
WORD (DOC)	Microsoft Word
RICHTEXT (RTF)	Microsoft Word / Word pad
EXCEL (XLS)	Microsoft Excel

- User Procedures
 - 1. Select Exam Year.
 - 2. Select preview Format.

[S-SPA30-06] SPA > SSA > Report

Imported ApL Results Rep	ort (R-SPA506-E)	:-	
Built-in Template			
Please input the print criteria.			
Exam Year School Session	2008 💌 Whole Day	School Level	Secondary
Format	PDF		
📴 Preview & Print 🕅 Reset	Back		

- 3. Click [Preview & Print] button.
- Post-effects
 - 1. The report **Imported ApL Results Report (R-SPA506-E)** containing records that matched the criteria will be displayed in pop-up window. Users are allowed to preview, print and save the report under the application capabilities.
- Notes

N/A