USER MANUAL
Institute Application

(Document 27e)

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1.1.1   Objective

Institute Application (INA) allows user to maintain active S6 students' data of current school year and extract them as Student List for JUPAS Application or Designated Student List for E-APP Application. E-APP Application can be sent through CDS system.

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Institute Application (INA)

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INA

ASR
- INA06   Generate Academic Performance Info

RPT
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CDS
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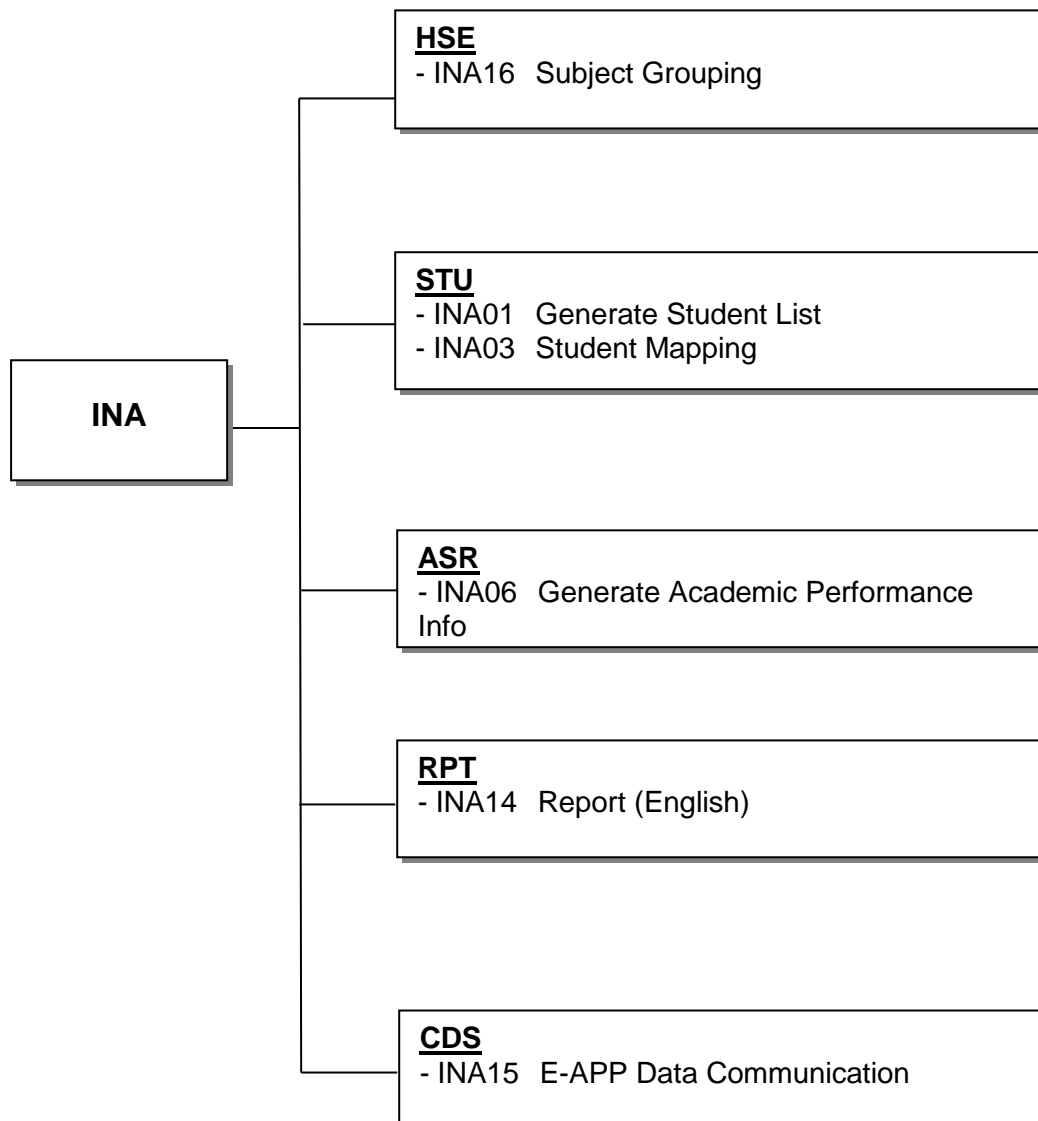
📖 **INA16 – Subject Grouping**
- CODE MANAGEMENT (HSE)
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📖 **INA01 – Generate Student List, INA03 Student Mapping**
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- CDS (CDS)
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2   Operation Procedures

2.1 Subject Grouping

<u>List / Delete Subject Grouping</u>

📖 Function Description

User can review or delete existing subject grouping record.

📖 Pre-requisites

N/A

🕹 User Procedures

1. Click **[Institute Application → Subject Grouping]** on the left menu.

2. A list of all existing subject grouping with details is shown.

[S-INA16-01] Institute Application > Subject Grouping

☐	Subject Grouping Code▲	Subject Grouping Name	Subject Grouping is a component of	Subject / Subject Component

☐	&55	Maths Ex.I	280 Mathematics	23S Mathematics (Extended Part – Module 1)
				280 Mathematics
				  - 02 02
				280 Mathematics
				  - A1 Numeracy Skills
				280 Mathematics
				  - E1 Extended 1 Calculus & Statistics11111111
				931 Mathematics (M1)
				951 Mathematics (Module 1)

☐	&AA	Maths Ex.II	280 Mathematics	24S Mathematics (Extended Part – Module 2)
				280 Mathematics
				  - 03 ~!@#$%^&*()_+=-`[]\}{;':?><,./01234567
				280 Mathematics
				  - A2 Problem-solving Skills
				280 Mathematics
				  - E2 Extended 2 Algebra & Calculus11111111111
				932 Mathematics (M2)
				952 Mathematics (Module 2)

☐	&BB	BAFS (Business Management)	Not Applicable	11N Business, Accounting & Financial Studies 13N BAFS (Business Management)

☐	&CC	Combined Science (Chemistry grp)	21N Combined Science	21N Combined Science
				  - 02 Chemistry
				22N Combined Science (Biology, Chemistry)
				  - 02 Chemistry
				23N Combined Science (Chemistry, Physics)
				  - 01 Chemistry
				933 Combined Science
				  - 2 Chemistry

☐	&CT	CT	240 Home Economics	11N Business, Accounting & Financial Studies - 01 2A Accounting module
☐	&VA	Visual Arts	Not Applicable	432 Visual Arts 83S Visual Arts(HKDSE)

[📄 Add] [✖ Delete]

3. Default sorting of subject grouping list is ordered by subject grouping code in ascending order. User can click on the header to change the sorting order.

4. Click the checkbox at the beginning of each subject grouping and click **[Delete]** button to delete the selected subject grouping.

📖 Post-effects

  After deletion, subject grouping, enquiry setup and print sequence maintained for subject grouping are removed.

📖 Notes

  1. Subject grouping applies to records in all school years.

  2. If subject grouping is associated with subject mapping record of current school year in Gen Academic Performance Info, the subject grouping cannot be deleted. User needs to remove the related subject mapping record in Gen Academic Performance Info first.

  3. If any subject grouping is component of subject grouping to be deleted, the deletion will be failed.

  <u>Add Subject Grouping</u>

📖 Function Description

  User can add new subject grouping.

📖 Pre-requisites

  N/A

🖰 User Procedures

  1. Click **[Institute Application]** → **[Subject Grouping]** on the left menu.

  2. Click **[Add]** button.

[S-INA16-02] Institute Application > Subject Grouping > Add Subject Grouping

Add Subject Grouping

Subject Grouping Code	&
Subject Grouping Name (Eng)	
Subject Grouping Name (Chi)	

[Save] [Back]

  3. User fill in the fields and click **[Save]** button to create a new subject grouping.

📖 Post-effects

  A new subject grouping will be added.

📖 Notes

1. User must input 2 digits alphanumeric for subject grouping code which is unique within school. Subject grouping code cannot be changed after creation.

2. Subject Grouping Name (Eng) cannot be blank and only allows single-byte characters.

3. Subject Grouping Name (Chi) cannot be blank.

Maintain Subject Grouping

📖 Function Description

User can maintain existing subject grouping.

📖 Pre-requisites

N/A

🎩 User Procedures

1. Click **[Institute Application]** → **[Subject Grouping]** on the left menu

2. Click the link on subject grouping code. Details of subject grouping will be shown.

[S-INA16-03] Institute Application > Subject Grouping > Subject / Subject Component

	Subject / Subject Component
	Subject Grouping Code &15
	Subject Grouping Name (Eng) Maths Core
	Subject Grouping Name (Chi) 數必修
	Subject Grouping is a component of 280 Mathematics

☐	**Subject / Subject Component**
☐	0A1 0A1
☐	22S Mathematics (Compulsory Part)
☐	280 Mathematics - 01 01
☐	280 Mathematics - C0 Core
☐	930 Mathematics (Core)

[Add] [Delete] [Save] [Back]

3. User can update the following items:
   - Subject Grouping Name (Eng)
   - Subject Grouping Name (Chi)
   - Subject Grouping is a component of
   - Subject/ Subject Component

4. Click **[Save]** button to save changes on "Subject Grouping Name (Eng)", "Subject Grouping Name (Chi)" and "Subject Grouping is a component of".

5. Click the checkbox of to be deleted subject / subject component. Then click **[Delete]** button to delete selected subject / subject component and "Subject Grouping is a component of" will be saved as well.

6. Click **[Add]** button and a pop-up window for selection of active subject / subject component will be shown.

[S-INA16-04] Institute Application > Subject Grouping > Add Subject / Subject Component

Add subject / subject component into Subject Grouping

Subject	280 Mathematics
Subject Component	

[Add] [Close]

7. User selects subject or subject component and clicks **[Add]** button, "Subject Grouping is a component of" will be saved together with newly added subject or subject component.

📖 Post-effects

N/A

📖 Notes

1. Each subject / subject component could be added to only one subject grouping(s). A student should study one of the subject / subject component in a subject grouping in the same school year.

2. Subject and subject component of that subject are treated as different items and could be added into any subject grouping including the same subject grouping.

3. User can group the following combinations of subject and subject component into a subject grouping:

   - Subject + Subject
   - Subject Component + Subject Component
   - Subject + Subject Component

4. "Subject Grouping is a component of" is set only when a subject grouping contains any subject component(s). It can be a subject which has not been added into any subject grouping; or a subject grouping which contains no subject component.

5. No subject component is allowed to be added into a subject grouping which is set as "Subject Grouping is a component of" of other subject grouping.

6. Subject cannot be added into a subject grouping when the subject is set as "Subject Grouping is a component of" of any subject grouping.

2.2 Gen Student List
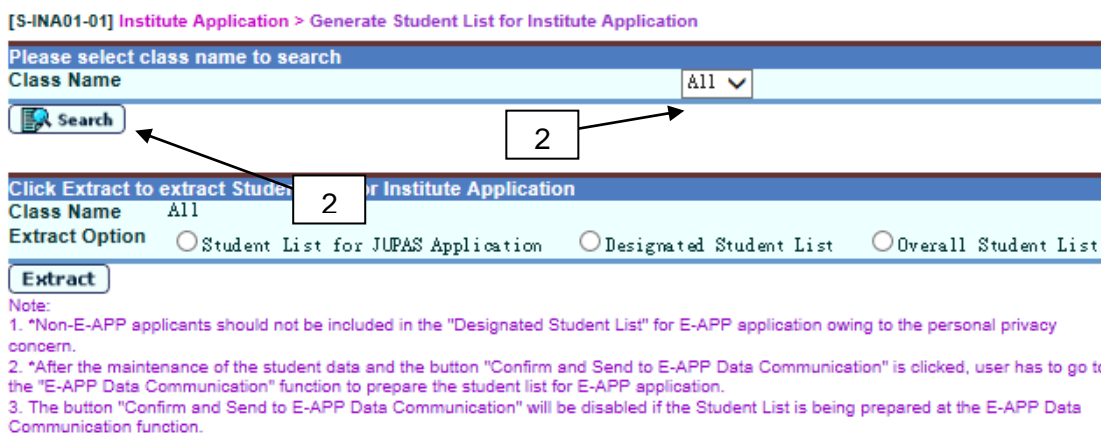
📖 Function Description

User can maintain active S6 students' data of current school year and extract them as Student List for JUPAS Application or Designated Student List to a self-extracting encrypted executable (.exe) file containing data in Excel file format.

📖 Pre-requisites

N/A

🖰 User Procedures

1. User start from selecting **[Institute Application]** → **[Gen Student List]** on the left menu.

2. User selects **Class Name** from dropdown list and click **[Search]** button to search for Student List:

    1) For active students without student list data maintained, data are extracted from Student module and School module.
    2) For other students with student list data maintained, user-maintained data are displayed.

3. User can check two checkboxes for choosing student(s) for "**JUPAS Applicants**" and "**Designated Students**". The student information will be displayed in a dimmed mode unless the user clicks either checkbox.

4. User clicks **[Reset]** to reset all records to initial status and values.

5. User checks the checkboxes, fill in the textbox at **JUPAS School Code**, **Class** or **Group** column header and then click **[Assign]** button to assign the School Code, Class Name and Group to all selected and non-dimmed rows.

6. After editing the page, click **[Save]** and all the maintained records will be saved to Student List.

7. After maintained all students in all classes, user can click **[Extract]** to review a full list of Student List maintained for current school year.

8. If Extract Option "Student List for JUPAS Application" is selected, student(s) with "JUPAS Applicants" indicator will be shown

9. If Extract Option "Designated Student List" is selected, student(s) with "Designated Students" indicator will be shown.

10. After the button "Confirm and Send to E-APP Data Communication" is clicked, user has to go to the "E-APP Data Communication" function to prepare the student list for E-APP application.

11. If Extract Option "Overall Student List" is selected, student(s) with both "JUPAS Application" and "Designated Students" indicator will be shown.

12. After reviewing the maintained Student List, user can click **[Confirm]** button and enter "Password" and "Confirm Password" in a popup dialog. Once the **[OK]** button is clicked, the file will be encrypted and exported to a self-extracting executable (.exe) file.

Encrypt Document
Encrypt the contents of this file
Password [   ] ✖
Confirm Password [   ]
OK   ☒ Cancel
Password Format: - contain English character(s) a-z (lower case) - contain English character(s) A-Z (upper case) - contain digit(s) 0-9 - contain special character(s) ("Space" is not allowed) The password should fulfill any 3 out of the 4 criteria above.
Length of password: 8-40 characters
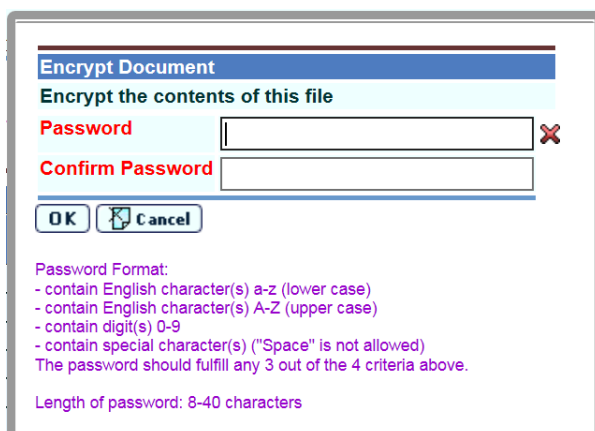
📖 Post-effects

1. Student List for submitting to JUPAS office or other institutes is extracted.

2. Student List for submitting to other institutes can be prepared in "E-APP Data Communication" function

📖 Notes

1. Warning message will be shown when any maintained student is graduated or departed for either JUPAS Applicants or Designated Students. User should consider removing them from Student List.

2. Changes are not applied to the Student List until user clicks **[Save]**.

3. Chinese characters are not allowed for Student List.

4. The extraction can be done more than once.

5. System will perform validation when user saves the Student List:
    1) Same JUPAS school code must be filled in for selected students.
    2) JUPAS School Code must be 5 digits number.
    3) Alphabets must be in capital letter for HKID.
    4) Mandatory fields cannot be empty – JUPAS School Code, Last Name and First Name.
    5) Class name cannot exceed length of 3.
    6) Group name cannot exceed length of 10.
    7) Issue Country must be in length of 3.
    8) Either HKID or Passport Number with Issue Country must be filled in for a student.

6. System will perform validation when user extracts the Student List:
    1) Same JUPAS/EDB School Code is used for all students in Student List with "**JUPAS Applicants**" or "**Designated Students**" checkbox checked.

7. User should double-click the self-extracting encrypted executable (.exe) file and enter password to decrypt the respective Excel file(s).

8. "Confirm and Send to E-APP Data Communication" button will be disabled if the student data file is being "Prepared" or "Confirmed" (not yet send out in CDS) at "E-APP Data Communication" function.

2.3 Import Data File

📖 Function Description

User can import the following 2 data files which are downloaded from JUPAS into WebSAMS:

1) JUPAS Student List
2) DSE Subject Code File

📖 Pre-requisites

Data file(s) downloaded from JUPAS is (are) ready.

🖰 User Procedures

1. Click **[Institute Application]** → **[Import Data File]** on the left menu.
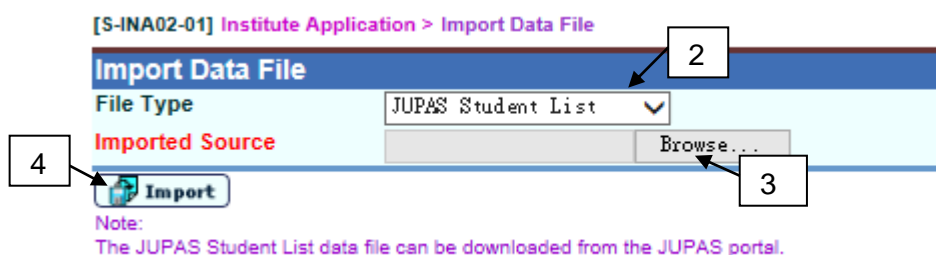
2. Select **File Type** from dropdown list:
    1) JUPAS Student List
    2) DSE Subject Code File

3. Click **[Browse]** button to specify the location of source file.

4. Click **[Import]** button to import the specific data file.

5. If the **File Type** is "JUPAS Student List":
    1) The exception records are listed out.
    2) Click **[Proceed]** button to continue.

[S-INA02-02] Institute Application > Import Data File

Warning: The following WebSAMS student(s) has(have) no matched record(s) in JUPAS's Student List:

Eng Name	Class	Cls No	HKID	Ident Doc No	JUPAS data maintained
Chan BB ZZ	6B	11		H12345678	N
Wong BB YY	6B	12		H20000000	N
Wong BB WW	S6S	42			N

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

[Proceed] [◀ Back]

3) The matched records are listed out for user's confirmation. Record having same HKID and English Name is selected by default.

4) Select the applicable student mapping.

[S-INA03-01] Institute Application > Student Mapping

Student Mapping

WebSAMS				Student List				
Eng Name	Class	Cls No	HKID / Passport No	JUPAS Application No	Last Name	First Name	HKID / Passport No	☐
Student AAB	6B	2	Z8008532	J1234571	Student	DDE	Z800853(2)	☐
Student IIJ	6B	8			Student	GGG	X0524188	☐
Samsung	6A	18	K7193726		Samsung	sam	K7193726	☐
Student EEE	6B	1	13	J1234567	Student	EEE	13	☑
Student BBC	6B	3	14	J1234568	Student	BBC	14	☑
Student CCD	6B	4	15	J1234569	Student	CCD	15	☑
Student GGH	6B	7	02571030	J1234570	Student	GGH	0257103(0)	☑
Student KKL	6B	9	M7693112		Student	KKL	M7693112	☐
Student LLM	6B	10	VC1343768		Student	LLM	VC1343768	☐
S6 transfer S4	6E	7	Z6539824		S6	transfer S4	Z6539824	☐
S6 transfer 3	6E	8	Z6597395		S6	transfer 3	Z6597395	☐
Student TUT	6E	9			Student	TUT	101	☐
Student UVU	6E	22			Student	UVU	88	☐

[Confirm] [📄 Preview & Print] [◀ Back]

5) Click **[Confirm]** button to import the records.

📖 Post-effects

1. Data file is imported into WebSAMS.

2. The existing records will be fully replaced after each successful import.

3. If the **File Type** is "JUPAS Student List":

    1) All or parts of JUPAS applicants come from JUPAS Student List and designated non-JUPAS applicants are mapped to S6 students of WebSAMS.

    2) The unmapped applicants are NOT able to maintain School Reference Report.

       3) User can generate report "Exception Report For Import Student List (R-INA006-E)" for reviewing the exception records in the data file.

📖 Notes

1. System will perform validation on the data file according to specification:

    1) JUPAS Student List: Application Number and JUPAS School Code cannot be blank; all students should share the SAME school code.

    2) JUPAS Student List: Only numbers and alphabets would be allowed for the Application Number of students.

    3) DSE Subject Code File: Subject Code and Subject Name cannot be blank.

2. The imported DSE subject code cannot be deleted.

3. For importing JUPAS Student List, system will map JUPAS applicants to S6 students of WebSAMS joining by Application number, then by HKID, where HKID is not available, Passport number.

2.4 Student Mapping

📖 Function Description

User can choose the applicable mapping between JUPAS and non-JUPAS applicants to S6 students of WebSAMS.

📖 Pre-requisites

The JUPAS Student List is imported successfully.

🖰 User Procedures

1. Click **[Institute Application]** → **[Student Mapping]** on the left menu.

[S-INA03-01] Institute Application > Student Mapping

Student Mapping

WebSAMS				Student List				
Eng Name	Class	Cls No	HKID / Passport No	JUPAS Application No	Last Name	First Name	HKID / Passport No	☑
Samsung	6A	18	K7193726		Samsung	Sam	K7193726	☑
Student AAB	6B	2	Z8008532	43001142	Student	AAB	Z800853(2)	☑
Student YYY	6A	3	Y7612654	43000895	Student	YYY	Y761265(4)	☑
Student XXX	6A	4	1234567890	43000934	Student	XXX	1234567890	☑
Student DDD	6A	15	L9286473		Student	DDD	L9286473	☑
Kong H W	6A	19			Kong	H W	987654321	☑
Student EEE	6B	1						☐
Student BBC	6B	3						☐

4 → **Confirm** | 📋 **Preview & Print** ← 5
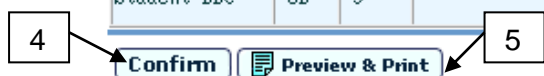
2. Select the applicable mapping.

3. Click **[Confirm]** button to save the mapping.

4. Click **[Preview & Print]** button to print out the report "Mapped Student List (R-INA015)" to review the result of student mapping.

📖 Post-effects

1. All or parts of JUPAS applicants come from JUPAS Student List and designated non-JUPAS applicants are mapped to S6 students of WebSAMS.

2. The unmapped applicants are not able to maintain School Reference Report.

📖 Notes

1. Warning message will be shown when any maintained student is departed.

2. For non-JUPAS applicants, the **JUPAS Application No.** will not be shown.

3. In the left side of **WebSAMS**, all S6 students, including inactive students, will be listed.

4. In the right side of **Student List**, system will handle **Import** and **Update** cases respectively as follows:

   Import:

   1) JUPAS applicants to be imported through the **Import Data File** function pending for confirmation. The student information will be retrieved from the import file.

   2) Students maintained in the **Generate Student List** function but NOT included in the latest import file of JUPAS Student List will be retrieved from maintained student list and shown as non-JUPAS applicants.

Update:

1) JUPAS applicants have been imported through the **Import Data File** function.

2) Non-JUPAS applicants have been mapped to WebSAMS students.

3) Non-JUPAS applicants not yet mapped to WebSAMS students.

5. If a student exists in the latest import file of JUPAS Student List as well as maintained in the **Generate Student List** function, the student will be shown as a JUPAS applicant.

2.5   Import Personal and General Abilities

📖 Function Description

User can import and maintain Personal and General Abilities for S6 students of WebSAMS.
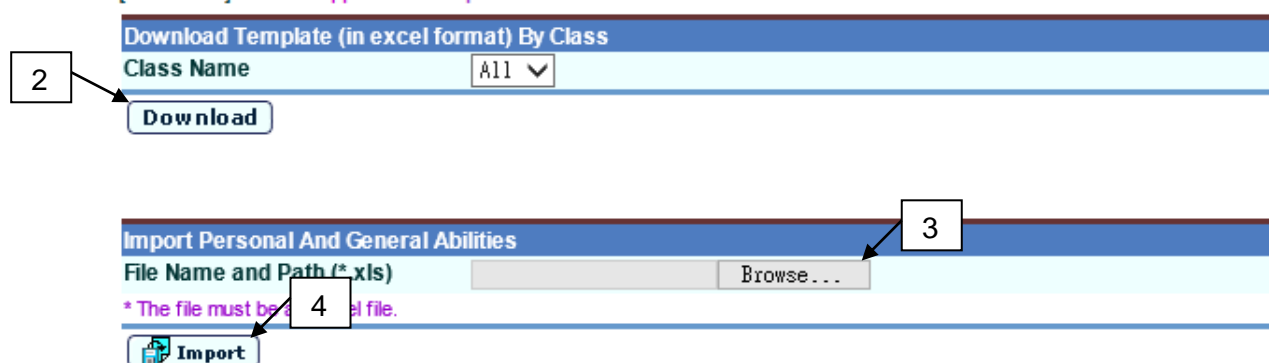
📖 Pre-requisites

JUPAS Student List is imported into WebSAMS.

🖰 User Procedures

1. Click **[Institute Application]** → **[Import Personal and General Abilities]** on the left menu.

[S-INA04-01] Institute Application > Import Personal and General Abilities

Download Template (in excel format) By Class	
Class Name	All ▾

2 → Download

Import Personal And General Abilities		3
File Name and Path (*.xls)		Browse...
* The file must be [4] el file.		

4 → 📥 Import

2. Select a S6 class or all S6 classes. Click **[Download]** button and enter "Password" and "Confirm Password" in a popup dialog to encrypt and export a self-extracting executable (.exe) file containing the Excel template for user to maintain Personal and General Abilities for selected students.

3. Click **[Browse]** button and select the prepared Excel file from local.

4. Click **[Import]** button to import the file.

5. A summary page with students' Personal and General Abilities listed is shown for user to modify the records.

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

7. After **[Save]** button is clicked, system would check if any student of the selected class(es) is missing in the import file. A page would list the missing students and user can click **[Proceed]** or **[Cancel]** button to continue or abort.

8. If **[Proceed]** button is clicked, system would check if any student's Personal and General Abilities records already exist. If records exist, a page would list the students concerned and user can click **[Proceed]** or **[Cancel]** button to replace the existing records or abort.

9. If **[Proceed]** button is clicked, system would save the records and display a summary of imported records. User can click **[Back]** button to import another file.

  Post-effects

1. All records in the Excel file are saved and these records can be enquired and maintained through Maintain Personal and General Abilities function.

📖 Notes

1. Class, Class No, Registration No. and English Name should be matched with S6 student and the values of attributes must be '0','1','2','3' or '4'.

2. Partial import of records is not allowed.

3. The **JUPAS Application No.** is hidden for non-JUPAS applicant(s).

4. User should double-click the self-extracting encrypted executable (.exe) file and enter password to decrypt the respective Excel file(s).

2.6 School Reference Report

2.6.1 Setting Range for Overall Rating

📖 Function Description

User can set default relation between percentile / score and overall rating for percentile / score and overall rating of academic performance.

📖 Pre-requisites

N/A

🖰 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Setting Range for Overall Rating]** tag.

[S-INA05-01] Institute Application > School Reference Report > Setting Range for Overall Rating

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |

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

| Prepare Data File |

4

| Category | All |
| HKDSE Subject | Any |

| Generation Option | ○ By Percentile ○ By Consolidated Score |

By Percentile

☐	HKDSE Subject	Percentile Range	Overall Rating
☐		From 1 % To 10 %	Excellent
☐		From 11 % To 25 %	Very Good
☐	Any	From 26 % To 50 %	Good
☐		From 51 % To 75 %	Average
☐		From 76 % To 100 %	Below Average

Clear | 💾 Save | 🖶 Preview & Print

By Consolidated Score

☐	HKDSE Subject	Score Range	Overall Rating
☐		From To	
☐		From To	
☐	Any	From To	
☐		From To	
☐		From To	

Clear | 💾 Save | 🖶 Preview & Print

Note:
1. The options of HKDSE Subject in searching page are "Any" and all available subjects.
2. "Any" refers to subject(s) not specified in this "Setting Range for Overall Rating" function.
3. For percentile, the value of "From" and "To" must be number and in the range of 1-100 inclusive; for consolidated score, the value of "From" and "To" must be number and in the range of 0-100 inclusive.
4. The value of "From" should not be greater than the value of "To".
5. Schools may choose up to five different ratings for "Any" or a specific subject.
6. Percentile = Round Up(OM by Class Level X 100%)
where OM by Class Level = OM / (Total no. of S5/S6 students taking the subject and having score input in selected Assessment / Term / Annual regardless of MOI)

3. The page shows the settings of Percentile / Consolidated Score and Overall Rating for any subject by default.

4. To filter the HKDSE subject based on Category, select the Category from dropdown list.

5. To change the setting of specified HKDSE subject, select the HKDSE subject from dropdown list.

6. The page shows the setting of the selected HKDSE subject.

   If the Generation Option is 'By Percentile', user can edit the part of By Percentile and the part of By Consolidated Score will be disabled.

[S-INA05-01] Institute Application > School Reference Report > Setting Range for Overall Rating

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info
Prepare Data File		

Category	All ⌄
HKDSE Subject	Any ⌄

Generation Option   ◯ By Percentile   ◯ By Consolidated Score

By Percentile

☐	HKDSE Subject	Percentile Range	Overall Rating
☐		From 1 % To 10 %	Excellent ⌄
☐		From 11 % To 25 %	Very Good ⌄
☐	Any	From 26 % To 50 %	Good ⌄
☐		From 51 % To 75 %	Average ⌄
☐		From 76 % To 100 %	Below Average ⌄

[Clear] [💾 Save] [📄 Preview & Print]

By Consolidated Score

☐	HKDSE Subject	Score Range	Overall Rating
☐		From [ ] To [ ]	⌄
☐		From [ ] To [ ]	⌄
☐	Any	From [ ] To [ ]	⌄
☐		From [ ] To [ ]	⌄
☐		From [ ] To [ ]	⌄

[Clear] [💾 Save] [📄 Preview & Print]

If the Generation Option is 'By Consolidated Score', user can edit the part of By Consolidated Score and the part of By Percentile will be disabled.

[S-INA05-01] Institute Application > School Reference Report > Setting Range for Overall Rating

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info
Prepare Data File		

Category: All

HKDSE Subject: Any

Generation Option: ○ By Percentile ○ By Consolidated Score

By Percentile

☐	HKDSE Subject	Percentile Range	Overall Rating
☐		From 1 % To 10 %	Excellent
☐		From 11 % To 25 %	Very Good
☐	Any	From 26 % To 50 %	Good
☐		From 51 % To 75 %	Average
☐		From 76 % To 100 %	Below Average

[Clear] [💾 Save] [🖶 Preview & Print]

By Consolidated Score

☐	HKDSE Subject	Score Range	Overall Rating
☐		From __ To __	
☐		From __ To __	
☐	Any	From __ To __	
☐		From __ To __	
☐		From __ To __	

8

7   9

[Clear] [💾 Save] [🖶 Preview & Print]

7. Fill in the mapping between percentile / score and overall rating.

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

9. User can check the checkbox beside the **HKDSE Subject** column and click **[Clear]** button to clear the setting.

10. Click **[Preview & Print]** button to print the report "Setting Range for Overall Rating (R-INA027-E)" to view the setting of all HKDSE subjects.

📖 Post-effects

1. The default relation will be used to set the default value of overall rating for S6 students based on the percentile / score during generating academic performance info.

2. During generation of Academic Performance Info,

   i. If a subject has been specified default mappings of Percentile and Overall Rating, the settings will be adopted to calculate the Overall Rating of the subject for students.

   ii. If a subject has no related default settings of Percentile and Overall Rating, system will further check if the common settings applicable to

any subject have been set or not. If yes, the settings will be adopted to calculate the Overall Rating of the subject for students.

iii. If no available settings have been made, the Overall Rating for the subject of all the students will be left blank in the generated Academic Performance.

📚 Notes

1. The global setting of relation between Percentile/Score and Overall Rating is OPTIONAL. User can skip this setting.

2. User can choose up to 5 different ratings for "Any" or a specific subject.

3. For 'By Percentile':

    - The value of "From" and "To" must be number and in the range of 1-100 inclusive.
    - The value of "From" should not be greater than value of "To".
    - The ranges cannot be overlapped.
    - The sum up range must be equal to 100% (i.e. cover the range 1% – 100%).

4. For 'By Consolidated Score':

    - The value of "From" and "To" must be number and in the range of 0-100 inclusive.
    - The value of "From" should not be greater than value of "To".
    - The ranges cannot be overlapped.
    - The lowest value should be 0 and the highest value should be 100.
    - No missing value is allowed between each score range.

2.6.2 Function A - Generate Academic Performance Info

Subject Mapping

📚 Function Description

User can set the mapping between WebSAMS subject and HKDSE subject for generation of Academic Performance Info.

📚 Pre-requisites

1. Data files (JUPAS Student List and DSE Subject Code File) are imported into WebSAMS.

☟ User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Gen Academic Performance Info]** tag.

3. A page with selection criteria will be shown.

4. Check the checkbox **List Component** to determine which subject is maintained down to component level.

5. Click **[Search]** button.

6. Enter the Academic Result Retrieved From, Assessment, Weighting and HKDSE Subject.

7. To simplify the input process, user can click **[Auto Map]** button to map all unmapped WebSAMS subjects to HKDSE subject based on Suggested Subject Mapping. Or click **[Assign]** button to assign the Academic Result Retrieved, Assessment and Weighting to all records.

8. Click **[Save]** button to save the subject mapping.

📖 Post-effects

1. The report "Result of Subject Mapping (R-INA-016)" is provided in "Report" function of "Institute Application" for reviewing the results of subject mapping.

2. The mapped HKDSE subjects are not available for user's selection in Function B (Academic Performance (Add Subjects)).

📖 Notes

1. The **Academic Result Retrieved From** and **Assessment** column can be blank in this stage.

2. The HKDSE subjects maintained in Function B are not displayed for selection.

3. If two ATAs (Assessment/Term/Annual) are chosen for a subject, weighting must be filled in and sum of weighting must be 100%.

4. The value of weighting must be number and in the range of 1-100 inclusive.

5. If the weighting for the 1st assessment is entered, the system will display the remaining percentage for the 2nd assessment, and vice versa.

6. If Subject Grouping is setup in **[Institute Application → Subject Grouping]**, subject grouping will be listed here instead of the subject(s) included in subject grouping.

Subject Setup

📖 Function Description

User can define the following setting to control the generation of percentile information:

i. Define whether the **dropped / exempted / absent / repeated / departed** students would be included in the generation of percentile information.

ii. Define whether the students being OM Excluded in the selected ATA in ASR module would be included in the generation of percentile information.

iii. Define whether to retrieve the manual adjusted score/grade from ASR module for the generation of percentile information.

📖 Pre-requisites

1. The HKDSE subject is not set to "Inapplicable".

🎫 User Procedures

1. Click **[Institute Application] → [School Reference Report]** on the left menu.

2. Click the **[Gen Academic Performance Info]** tag.

[S-INA06-01] Institute Application > School Reference Report > Gen Academic Performance Info

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

List Component ☐ Mathematics
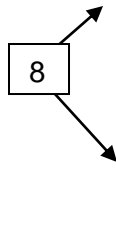
[Search]

Assign "Academic Result Retrieved From" for All Subjects S6(2023) ▼ to ● ATA1 ○ ATA2 [Assign]

Assign "Assessment" for All Subjects T1A1 ▼ to ● ATA1 ○ ATA2 [Assign]

Assign "Weighting" for All Subjects ☐ % to ● ATA1 ○ ATA2 [Assign]

☐	WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject [Auto Map]
☐	045 Biology	Chinese (Cantonese)/English	S6(2023) ▼	T1A1 ▼	%	A130 BIOLOGY ▼
☐	070 Chemistry	Chinese (Cantonese)	S6(2023) ▼	T1A1 ▼	%	A140 CHEMISTRY ▼
☐	080 Chinese Language	Chinese (Cantonese)	S6(2023) ▼	T1A1 ▼	%	A010 CHINESE LANGUAGE ▼
☐	092 Citizenship and Social Development	Chinese (Cantonese)	S6(2023) ▼	T1A1 ▼	%	A045 CITIZENSHIP AND SOCIAL DEVELOPMENT ▼
☐	11N Business, Accounting & Financial Studies	Chinese (Cantonese)	Inapplicable ▼ Inapplicable ▼	Inapplicable ▼ Inapplicable ▼	%	Inapplicable ▼
☐	12N BAFS (Accounting)	Chinese (Cantonese)	S6(2023) ▼	T1A1 ▼	%	A171 BUSINESS, ACCOUNTING AND FINANCIAL STUDIES (ACCOUNTING) ▼
☐	130 Design And Technology	Chinese (Cantonese)	S6(2023) ▼	T1A1 ▼	%	A180 DESIGN AND APPLIED TECHNOLOGY ▼
☐	135 Economics	Chinese (Cantonese)	S6(2023) ▼	T1A1 ▼	%	A080 ECONOMICS ▼
☐	165 English Language	English	S6(2023) ▼	T1A1 ▼	%	A020 ENGLISH LANGUAGE ▼
☐	200 French	Others	S6(2023) ▼	T1A1 ▼	%	C8682 FRENCH LANGUAGE ▼
☐	210 Geography	Chinese (Cantonese)	S6(2023) ▼	T1A1 ▼	%	A100 GEOGRAPHY ▼

6

[Reset] [Save] [Setup] [Generate]

3. A page with selection criteria will be shown.

4. Check the checkbox **List Component** to determine which subject is maintained down to component level.

5. Click **[Search]** button.

6. User checks the checkbox beside the **WebSAMS Subject / Component** column and click **[Setup]** button.

[S-INA06-02] Institute Application > School Reference Report > Subject Setup

WebSAMS Subject / Component	Include Dropped Students as the base ☐ 100%* [Assign] Weighting& [Assign]	Include Exempted/Absent Students as the base ☐ 100%* [Assign] Weighting& [Assign]	Include Repeated Students as the base ☐ 100%* [Assign] Weighting& [Assign]	Include Departed Students as the base ☐ 100%* [Assign] Weighting& [Assign]	Only One ATA With Assessment Data # 100%* [Assign] Weighting& [Assign]	Include OM Excluded Students ☐	Retrieve Adjusted Score/ Grade ☐
045 Biology	☐ ○ 100% ○ Weighting	☐ ○ 100% ○ Weighting	☐ ○ 100% ○ Weighting	☐ ○ 100% ○ Weighting	○ 100% ○ Weighting	☐	☐
080 Chinese Language	☐ ○ 100% ○ Weighting	☐ ○ 100% ○ Weighting	☐ ○ 100% ○ Weighting	☐ ○ 100% ○ Weighting	○ 100% ○ Weighting	☐	☐

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\# Define which weighting, i.e. 100% or according to the weighting setup, would be used to calculate the score/grade for the case that two ATAs are chosen but only one ATA has assessment data.

* If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted as 100% for calculating the score/grade.

& If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted according to weighting setup for calculating the score/grade.

[Save] [Close]

7. A pop-up window is prompted to display the setup of selected subjects.

8. Fill in all required information.

9. Click **[Save]** button to save the subject setup.

📖 Post-effects

1. The settings in **Subject Setup** page will be used for the generating of percentile information.

📖 Notes

1. A default subject setup is assigned to each applicable subject mapping.

   By default, the **exempted/absent**, **repeated** and **OM excluded** students are included as the base for calculating the percentile. If two ATAs are chosen but only one has assessment data, the ATA with assessment data would be counted as 100% for calculating the score/grade. When the manual adjusted score/grade exists, it will be retrieved for the calculation.

   The default subject setup detail can also refer to the following screenshot:
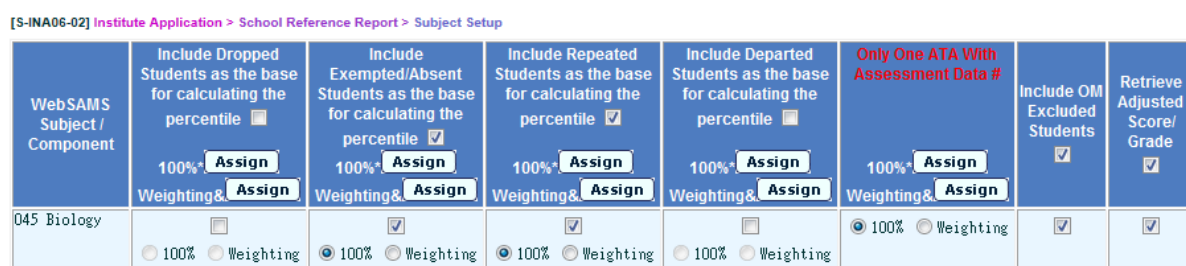
2. Definition of different student type (subject / subject component / subject grouping):

Student Type	Definition
Dropped (except for subject grouping)	1. The student has dropped the subject in S6 or the student does not take that subject in S6 (without the subject assigned and assessment data in S6); Or 2. The student has dropped the subject in S5 and does not retake that subject in S6 (without the subject assigned and assessment data in S6); Or 3. The student has dropped the subject in S4 and does not retake that subject in S5 and S6 (without the subject assigned and assessment data in S5 and S6).
Exempted	It refers to the students having subjects marked with '/' in ASR module.
Absent	It refers to the students having subjects marked with '-' in ASR module, which means 'not considered'.
Repeated	1. The student is a repeater; And 2. ATA(s) in S5 is chosen.
Departed	The status of latest schooling record of the student is "Departed".

3. Definition of different student type (subject grouping only):

Student Type	Definition
Dropped	1. The student has dropped the subject grouping subject in S6 or the student does not take any subject / subject component of the subject grouping

	in S6 (without the subject assigned and assessment data in S6); Or
	2. The student has dropped the subject grouping subject in S5 and does not retake any subject / subject component of the same subject grouping in S6 (without the subject assigned and assessment data in S6); Or
	3. The student has dropped the subject grouping subject in S4 and does not retake any subject / subject component of the same subject grouping in S5 and S6 (without the subject assigned and assessment data in S5 and S6).

Generate Academic Performance Info

📖 Function Description

User can retrieve assessment results of different subjects from either S5 (previous school year) or S6 (current school year) for generation of Academic Performance Info.

📖 Pre-requisites

1. Data files (JUPAS Student List and DSE Subject Code File) are imported into WebSAMS.

🖰 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Gen Academic Performance Info]** tag.

[S-INA06-01] Institute Application > School Reference Report > Gen Academic Performance Info

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info
Prepare Data File		

List Component ☐ Mathematics

🔍 Search

Assign "Academic Result Retrieved From" for All Subjects S6(2023) ▾ to ⦿ ATA1 ◯ ATA2 [Assign]

Assign "Assessment" for All Subjects T1A1 ▾ to ⦿ ATA1 ◯ ATA2 [Assign]

Assign "Weighting" for All Subjects ___ % to ⦿ ATA1 ◯ ATA2 [Assign]

☐	WebSAMS Subject / Component	MOI	Academic Result Retrieved From	Assessment	Weighting	HKDSE Subject [Auto Map]
☐	045 Biology	Chinese (Cantonese)/English	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	A130 BIOLOGY ▾
☐	070 Chemistry	Chinese (Cantonese)	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	A140 CHEMISTRY ▾
☐	080 Chinese Language	Chinese (Cantonese)	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	A010 CHINESE LANGUAGE ▾
☐	092 Citizenship and Social Development	Chinese (Cantonese)	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	A045 CITIZENSHIP AND SOCIAL DEVELOPMENT ▾
☐	11N Business, Accounting & Financial Studies	Chinese (Cantonese)	Inapplicable ▾ / Inapplicable ▾	Inapplicable ▾ / Inapplicable ▾	% / %	Inapplicable ▾
☐	12N BAFS (Accounting)	Chinese (Cantonese)	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	A171 BUSINESS, ACCOUNTING AND FINANCIAL STUDIES (ACCOUNTING) ▾
☐	130 Design And Technology	Chinese (Cantonese)	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	A180 DESIGN AND APPLIED TECHNOLOGY ▾
☐	135 Economics	Chinese (Cantonese)	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	A080 ECONOMICS ▾
☐	165 English Language	English	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	A020 ENGLISH LANGUAGE ▾
☐	200 French	Others	S6(2023) ▾ / ▾	T1A1 ▾ / ▾	% / %	C8682 FRENCH LANGUAGE ▾
☐	210 Geography	Chinese (Cantonese)	S6(2023 ▾ / ▾	T1A1 ▾ / ▾	% / %	A100 GEOGRAPHY ▾

[6]

[Reset] [Save] [Setup] [Generate]

3. A page with selection criteria will be shown.

4. Check the checkbox **List Component** to determine which subject is maintained down to component level.

5. Click **[Search]** button.

6. Click **[Generate]** button to generate academic performance info.

📖 Post-effects

1. User can view the generated result in **[Maint Academic Performance]** page.

2. The generated academic performance info will be used for generation of Academic Performance File.

3. If there is any student being exempted / absent / repeated / OM excluded with blank percentile generated, or student who has dropped the subject in S5 and retakes in S6 with no percentile generated, or student with more than one assessment data in the same ATA in a subject grouping, a report "Exempted/Absent/Repeated/OM Excluded Students (R-INA007-E)" is generated to preview the students.

4. If there is previous generated Academic Performance, re-generate of academic performance will remove student's academic performance generated last time. If student has no "unable to judge" percentile/overall rating after regeneration, remarks maintained for percentile/overall rating will be automatically deleted during the regeneration.

📖 Notes

1. The **Academic Result Retrieved From**, **Assessment** and **HKDSE Subject** column must not be blank.

2. The generation process will be aborted if

   i. The selected ATA(s) in ASR module has(have) not consolidated yet.

   ii. The WebSAMS subjects of applicable mappings are set as "Not Assessed" in ASR module, or any ATA(s) with all subject / subject component(s) set as "Not Assessed" in ASR module for subject grouping case.

   iii. The WebSAMS subject from a particular assessment has no assessment data for all students in ASR module, or subject grouping with all students without assessment data for all subjects / subject components.

   iv. The assessment method (by score / by grade) of selected ATA(s) under a subject is inconsistence (e.g. when 2 ATAs are chosen for a subject, one assessed by score while another assessed by grade).

   v. For subject grouping, ATA(s) with some subject / subject component assessed by score while another assessed by grade.

   For example:

	ATA1	ATA2		
	21N	22N	23N	24N
ATA2 is chosen		By Grade	By Score	By Score
2 ATAs are chosen	By Grade	By Score	By Score	By Score

   vi. The weighting (i.e. 100% or according to the weighting setup) is not set up in **Subject Setup** page when 2 ATAs are chosen for a subject.

   vii. Subject mapping contains subject grouping without any subject / subject component.

   viii. The subject was setup to generate overall rating by consolidated score and any selected ATA is assessed by grade.

3. Algorithm of generating academic performance:

   Score for each subject / subject component is extracted for generating academic performance. For subject grouping, subject / subject component of different ATAs are extracted and are treated as score of same subject grouping.

   Case 1: Only one ATA is chosen

   i. For the **dropped / exempted / absent / repeated / departed** students:

   a. Select "Not Include" in **Subject Setup** page

   - Not count to the total no. of students taking the subject

   - For **dropped/departed** students, no percentile record is generated.

         - For **exempted/absent/repeated** students, blank percentile record is generated.

    b. Select "Include" in **Subject Setup** page

       ➢ **Dropped/departed** students having assessment data

          - Count to the total no. of students taking the subject
          - No percentile record is generated

       ➢ Students NOT having assessment data

          - Not count to the total no. of students taking the subject
          - For **dropped/departed** students, no percentile record is generated.
          - For **exempted/absent/repeated** student, blank percentile record is generated.

  ii.   For students being **OM Excluded** from the ATA in ASR module

    a. Select "Not Include" in **Subject Setup** page

       ➢ Students having assessment data

          - Not count to the total no. of students taking the subject
          - Blank percentile record is generated.

       ➢ Students NOT having assessment data

          - Not count to the total no. of students taking the subject
          - No percentile record is generated

    b. Select "Include" in **Subject Setup** page

       ➢ Follow the flow "*iii. Other than above case*"

  iii.   Other than above case

       ➢ Students having assessment data

          - Count to the total no. of students taking the subject
          - A percentile record is generated

       ➢ Students NOT having assessment data

          - Not count to the total no. of students taking the subject
          - No percentile record is generated

Case 2: Two ATAs are chosen

  i.   For the **dropped / exempted / absent / repeated / departed** students:

    a. Select "Not Include" in **Subject Setup** page

          - Not count to the total no. of students taking the subject
          - For **dropped/departed** students, no percentile record is generated.
          - For **exempted/absent/repeated** students, blank percentile record is generated.

    b. Select "Include" in **Subject Setup** page

       ➢ **Dropped/departed** students having assessment data in both ATAs

- Calculate the score/grade based on the weighting setup
- Count to the total no. of students taking the subject.
- No percentile record is generated

➢ Students having assessment data in either ATA

- Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting in **Subject Setup** page
- Count to the total no. of students taking the subject
- For **dropped/departed** students, no percentile record is generated.
- For **exempted/absent/repeated** students, a percentile record is generated.

➢ Students NOT having assessment data

- Not count to the total no. of students taking the subject
- For **dropped/departed** students, no percentile record is generated.
- For **exempted/absent/repeated** students, blank percentile record is generated.

ii. For student being **OM Excluded** from the ATA in ASR module

c. Select "Not Include" in **Subject Setup** page

➢ Students having assessment data in both ATAs

- If one of the ATAs is excluded

    - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of "**Only One ATA with Assessment Data**" in **Subject Setup** page
    - Count to the total no. of students taking the subject
    - A percentile record is generated

- If both ATAs are excluded

    - Not count to the total no. of students taking the subject
    - Blank percentile record is generated

➢ Students having assessment data in either ATA

- If the ATA with assessment data is not excluded

    - Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of "**Only One ATA with Assessment Data**" in **Subject Setup** page
    - Count to the total no. of students taking the subject
    - A percentile record is generated

- If the ATA with assessment data is excluded

    - Not count to the total no. of students taking the subject
    - Blank percentile record is generated

➤ Students NOT having assessment data

- Not count to the total no. of students taking the subject
- No percentile record is generated

d. Select "Include" in **Subject Setup** page

➤ Follow the flow "*iii. Other than above case*"

iii.   Other than above case, system

➤ Students having assessment data in both ATAs

- Calculate the score/grade based on the weighting setup
- Count to the total no. of students taking the subject
- A percentile record is generated.

➤ Students having assessment data in either ATA

- Calculate the score/grade according to the weighting setup or 100% for the ATA with assessment data, which depends on the setting of "**Only One ATA with Assessment Data**" in **Subject Setup** page
- Count to the total no. of students taking the subject
- A percentile record is generated.

➤ Students NOT having assessment data

- Not count to the total no. of students taking the subject
- No percentile record is generated

After calculation of score/grade for all subjects, system will sort the students who take the subject by the calculated score/grade to get the OM Ranking and then generate the percentile information based on the OM Ranking and the total no. of students taking the subject as a whole disregarding the difference in MOI.

4. In the case that a student can fulfil more than one scenario, the priority of Departed/Dropped/Exempted/Absent/Repeated is as below:

Departed > Dropped > Repeated > Exempted/Absent

5. Example for demonstrating the score calculation for the case that <u>two ATAs are chosen but only one ATA has assessment data</u> using weighting 100% and according to weighting setup.

ATA	Score	Weighting Setup	Based on Weighting Setup	100%
1	90	70%	90*70%=63	90*100%=90
2	Nil	30%		

6. Examples for demonstrating the consolidation of score and consolidation of grade.

Example 1: Consolidate scores of 2 ATAs of a subject

ATA	Score	Weighting	Consolidate Grade Mark
1	80	30%	80*30% + 90*70% = 87

2	90	70%	

Example 2: Consolidate grades of 2 ATAs of a subject for a student. For consolidation of grades of 2 ATAs, system would refer to the Grade Conversion Table set in ASR module.

Grade Conversion Table for the subject is as below:

Grade Code	Absolute Grade Mark
A	6
B	5
C	4
D	3
E	2
F	1

Consolidate 2 grades of 2 ATAs of a subject:

ATA	Grade	Weighting	Grade Mark	Consolidate Grade Mark
1	A	30%	6*30%=1.8	1.8+2.1=3.9 (Round to 4)
2	D	70%	3*70%=2.1	

2.6.3 Maintain Academic Performance

Add/Update Academic Performance Info

📖 Function Description

User can maintain academic performance data based on the records of ASR for preparing Academic Performance File to upload to JUPAS or other institutes.

📖 Pre-requisites

1. Academic performance info is generated.

🖱 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Maint Academic Performance]** tag.

[S-INA07-01] Institute Application > School Reference Report > Search Student

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance

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

Prepare Data File

4

English Name		JUPAS Application No	
Reg No		Class Name	All ∨

Search   Reset

JUPAS Application No	Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
43001142	6B		2001076	Student AAB	張學生	M	Active
43000895	6A	**5**	20061005	Student YYY	學生昕	M	Active
43000934	6A	4	2003079	Student XXX	何學生	F	Active
	6A	15	100010221	Student DDD	學生丙	F	Active

3. Fill in the search criteria.

4. Click the **[Search]** button to search for a particular student.

5. Click on the **Reg No** of the student from the search results to view the academic performance of students.

[S-INA07-02] Institute Application > School Reference Report > Maintain Academic Performance

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info

Prepare Data File

Student Particulars

Student Name	CHAN Student One	JUPAS Application No	52000137
HKID	Y458930(9)	Passport No	
Issue Country		JUPAS School Code	10026
Class	6B	Student No	1
Group		Remark Indicator (Percentile)	N
		Remark Indicator (Overall rating)	N

Academic Performance

	School Subject / Component	HKDSE Subject	Percentile (Position in Form)						Overall Rating					
			Top 10%	11%-25%	26%-50%	51%-75%	Bottom 25%	Unable to Judge	Excellent	Very Good	Good	Average	Below Average	Unable to Judge
☐	Chinese Language	CHINESE LANGUAGE	○	○	●	○	○	○	○	○	○	○	●	○
☐	Citizenship and Social Development	CITIZENSHIP AND SOCIAL DEVELOPMENT	○	○	○	●	○	○	○	○	○	●	○	○
☐	English Language	ENGLISH LANGUAGE	○	○	○	○	●	○	○	○	○	●	○	○
☐	Hindi	H GUAGE	○	○	●	○	○	○	○	●	○	○	○	○
☐	Mathematics (Compulsory Part)	M ICS COMPULSORY PART	●	○	○	○	○	○	○	○	○	○	●	○

8   **7**

Add   Delete   Reset   Save   Remarks   Back   ◁ Cls No ▷

6. The academic performance info generated by Function A is listed out.

7. User can modify the generated percentile and overall rating. Remarks field for percentile or overall rating must be inputted if any "Unable to Judge" for percentile or overall rating is selected.

8. Click **[Add]** button to add a particular subject (mapped subjects in Function A only).

9. Click **[Remarks]** button to input remarks for percentile or overall rating.

10. Specify the HKDSE subject and fill in the percentile and overall rating of new created academic performance info.

11. Click **[Save]** button to save the changes.

📖 Post-effects

1. The Academic Performance data will be used to prepare Academic Performance File for uploading to JUPAS or other institutes.

📖 Notes

1. User need to click [Save] button in [S-INA07-02] to save any change of percentile or overall rating. Remarks maintained is saved when **[Save]** button is clicked in [S-INA07-03].

2. For the Remarks field, user can only input 800 English characters or 100 words.

3. Unable to judge is not assigned by system.

4. Only ONE remarks field for percentile and ONE remarks field for overall rating should be provided for a student regardless of the no. of subject.

5. The **JUPAS Application No.** is hided for non-JUPAS applicant in screens **[S-INA07-01] and [S-INA07-02].**

Delete Academic Performance Info

📖 Function Description

User can delete the generated or added academic performance data.

📖 Pre-requisites

1. Academic performance info is generated.

⁀👆 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Maint Academic Performance]** tag.

[S-INA07-02] Institute Application > School Reference Report > Maintain Academic Performance

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

| English Name | | JUPAS Application No | |
| Reg No | | Class Name | All ▾ |

[4]

📇 Search   🔖 Reset

JUPAS Application No	Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
43001142	6B	[5]	2001076	Student AAB	張學生	M	Active
43000895	6A		20061005	Student YYY	學生昕	M	Active
43000934	6A	4	2003079	Student XXX	何學生	F	Active
	6A	15	100010221	Student DDD	學生丙	F	Active

3. Fill in the search criteria.

4. Click the **[Search]** button to search for a particular student.

5. Click on the **Reg No** of the student from the search results to view the academic performance of students.

[S-INA07-02] Institute Application > School Reference Report > Maintain Academic Performance

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

Student Particulars

Student Name	CHAN Student One	JUPAS Application No	52000137
HKID	Y458930(9)	Passport No	
Issue Country		JUPAS School Code	10026
Class	6B	Student No	1
Group		Remark Indicator (Percentile)	N
		Remark Indicator (Overall rating)	N

Academic Performance

	School Subject / Component	HKDSE Subject	Percentile (Position in Form)						Overall Rating					
			Top 10%	11%-25%	26%-50%	51%-75%	Bottom 25%	Unable to Judge	Excellent	Very Good	Good	Average	Below Average	Unable to Judge
[7] ☐	Chinese Language	CHINESE LANGUAGE	○	○	●	○	○	○	○	○	○	○	●	○
☐	Citizenship and Social Development	CITIZENSHIP AND SOCIAL DEVELOPMENT	○	○	○	●	○	○	○	○	○	●	○	○
☐	English Language	ENGLISH LANGUAGE	○	○	○	○	●	○	○	○	○	●	○	○
☐	Hindi	HINDI LANGUAGE	○	○	●	○	○	○	○	●	○	○	○	○
☐	Mathematics (Compulsory Part)	MATHEMATICS COMPULSORY PART	●	○	○	○	○	○	○	○	○	○	●	○

[8]

📄 Add   ✕ Delete   🔖 Reset   💾 Save   Remarks   ◀ Back   ◁ Cls No ▷

6. The academic performance info generated by Function A is listed out.

7. Check the checkbox beside the **School Subject / Component** column to delete the record.

8. Click **[Delete]** button and confirm the operation.

📕 Post-effects

1. The academic performance data will be used to prepare Academic Performance File for uploading to JUPAS or other institutes.

2. If student has no "unable to judge" percentile/overall rating after deleting HKDSE subject, remarks maintained for percentile/overall rating will be automatically deleted.

📕 Notes

1. The **JUPAS Application No.** is hided for non-JUPAS applicant in screens **[S-INA07-01] and [S-INA07-02].**

2.6.4 Function B - Academic Performance (Add Subjects)

Add Subjects

📕 Function Description

User can manually add HKDSE subjects not generated in Function A.

📕 Pre-requisites

1. Data files (JUPAS Student List and DSE Subject Code File) are imported into WebSAMS.

🎦 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Academic Performance (Add Subjects)]** tag.

[S-INA08-01] Institute Application > School Reference Report > Academic Performance (Add Subjects)

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

| Category | All ▾ |
| HKDSE Subject Group | All ▾ |

[🔍 Search]

☐	No.	Category	HKDSE Subject
No record.			

[📋 Add] [💾 Save] [✖ Delete]

3. A summary list of the subjects added via Function B is shown.

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

[S-INA08-01] Institute Application > School Reference Report > Academic Performance (Add Subjects)

Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance

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

Prepare Data File

| Category | All |
| HKDSE Subject Group | All |

Search

☐	No.	Category	HKDSE Subject
	1	All	A050 Chinese Literature

6

Add | Save | Delete

5. Select a HKDSE subject to be added. (The **[Category]** dropdown is to facilitate the selection of HKDSE subject.)

6. Click **[Save]** button to save the changes.

📖 Post-effects

1. User can maintain the percentile and overall rating information for the added HKDSE subject.

2. The added HKDSE subjects are not available for user's selection in Function A.

📖 Notes

1. Only the HKDSE subjects which are NOT maintained in Function A are available to be added in Function B.

Maintain Academic Performance

📖 Function Description

User can maintain percentile and overall rating information for the added HKDSE subjects.
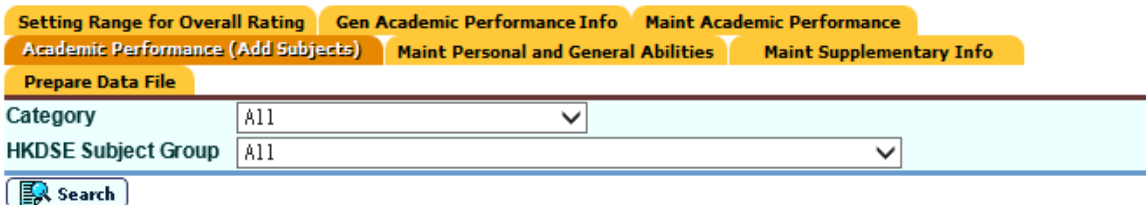
📖 Pre-requisites

1. Data files (JUPAS Student List and DSE Subject Code File) are imported into WebSAMS.

🖍 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Academic Performance (Add Subjects)]** tag.

[S-INA08-01] Institute Application > School Reference Report > Academic Performance (Add Subjects)

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance

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

Prepare Data File

Category	All ▼
HKDSE Subject Group	All ▼

🔍 Search

☐	No.	Category	HKDSE Subject
☐	1	New Senior Secondary Subjects	Chinese Literature　4

📝 Add　💾 Save　✖ Delete

3. A summary list of the subjects added via Function B is shown.

4. Click on the **HKDSE Subject** to maintain the academic performance of the selected HKDSE subjects.

[S-INA08-02] Institute Application > School Reference Report > Academic Performance (Add Subjects)

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance

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

Prepare Data File

Category	Applied Learning Subjects	HKDSE Subject Group	B627 Exercise Science and Health Fitness
Class	All ▼		

🔍 Search

▾Bottom

Academic Performance (Add Subject)

☐	JUPAS Application No	Class	Cls No	Eng Name	Chi Name	Top 10%	11%-25%	26%-50%	51%-75%	Bottom 25%	Unable to Judge	Remark Indicator	Excellent	Very Good	Good	Average	Below Average	Unable to Judge	Remark Indicator	
						Percentile (Position in Form)							Overall Rating							
☐	20131001	SS6Y	1	Test report card one	測試成績表一	◉	◉	◉	◉	◉	◉	N	◉	◉	◉	◉	◉	◉	N	Remarks
☐	20131002	SS6Y	3	TEST REPORT CARD THREE	測試成績表三	◉	◉	◉	◉	◉	◉	N	◉	◉	◉	◉	◉	◉	N	Remarks
☐		SS6Y	4	TEST REORT CARD FOUR	測試成績表四	◉	◉	◉	◉	◉	◉	N	◉	◉	◉	◉	◉	◉	N	Remarks
☐	20131004	SS6Y	5	TEST REORT CARD FIVE	測試成績表五	◉	◉	◉	◉	◉	◉	N	◉	◉	◉	◉	◉	◉	N	Remarks
☐		SS6Y	6	Test report card six	測試成績表六	◉	◉	◉	◉	◉	◉	N	◉	◉	◉	◉	◉	◉	N	Remarks
☐	20131006	SS6Y	13	TEST FUNG	陳三	◉	◉	◉	◉	◉	◉	N	◉	◉	◉	◉	◉	◉	N	Remarks
☐	20131007	S	7	TEST HO	陳四	◉	◉	◉	◉	◉	◉	N	◉	◉	◉	◉	◉	◉	N	Remarks 6

8　💾 Save　Clear　◀ Back　▵Top

5. Fill in the percentile and overall rating of students. Remarks field for percentile or overall rating must be inputted if any "Unable to Judge" for percentile or overall rating is selected.

6. Click **[Remarks]** button to input remarks for percentile or overall rating.

7. To remove the input, check the checkbox beside JUPAS Application No column and click **[Clear]** button.

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

📖 Post-effects

1. The information will be used for generation of Academic Performance file.

📖 Notes

1. User does not need to fill in the academic performance of all students.

2. User need to click **[Save]** button in **[S-INA07-02]** to save any change of percentile or overall rating. Remarks maintained is saved when **[Save]** button is clicked in **[S-INA07-03]**.

3. For the Remarks field, user can only input 800 English characters or 100 words.

4. Unable to judge is not assigned by system.

5. Only ONE remarks field for percentile and ONE remarks field for overall rating should be provided for a student regardless of the no. of subject.

6. The **JUPAS Application No.** is hided for non-JUPAS applicant.

Delete Subject

📖 Function Description

User can delete the added HKDSE subjects and their corresponding percentile and overall rating information.

📖 Pre-requisites

1. Data files (JUPAS Student List and DSE Subject Code File) are imported into WebSAMS.

🖰 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Academic Performance (Add Subjects)]** tag.

[S-INA08-01] Institute Application > School Reference Report > Academic Performance (Add Subjects)

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info
Prepare Data File		

| Category | All ▾ |
| HKDSE Subject Group | All ▾ |

[🔍 Search]

	☐	No.	Category	HKDSE Subject
4	☐	1	New Senior Secondary Subjects	Chinese Literature

[📋 Add] [💾 Save] [✖ Delete] **5**

3. A summary list of the subjects added via Function B is shown.

4. Check the checkbox beside the **No.** column to delete record.

5. Click **[Delete]** button and confirm the operation.

📖 Post-effects

1. The percentile and overall rating information under the deleted HKDSE subject will be deleted at the same time.

2. If student has no "unable to judge" percentile/overall rating after deleting the subject, remarks maintained for percentile/overall rating will be automatically deleted.

📖 Notes

N/A

2.6.5 Maintain Personal and General Abilities

📖 Function Description

User can maintain personal and general ability of students for preparing Personal and General Ability File to upload to JUPAS or other institutes.

📖 Pre-requisites

N/A

🎦 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Maint Personal and General Abilities]** tag.

[S-INA09-01] Institute Application > School Reference Report > Search Student

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

| English Name | | JUPAS Application No | |
| Reg No | | Class Name | All ▾ |

4 →   🔍 Search   🔁 Reset

JUPAS Application No	Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
43001142	6B		2001076	Student AAB	張學生	M	Active
43000895	6A		20061005	Student YYY	學生昕	M	Active
43000934	6A	4	2003079	Student XXX	何學生	F	Active
	6A	15	100010221	Student DDD	學生丙	F	Active

(5 → points to 20061005)

3. Fill in the search criteria.

4. Click the **[Search]** button to search for a particular student.

5. Click on the **Reg No** of the student from the search results to view the personal and general abilities of students.

[S-INA09-02] Institute Application > School Reference Report > Maintain Personal and General Abilities

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance

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

Prepare Data File

Student Particulars

Student Name	Student AAB	JUPAS Application No	43001142
HKID	2800853(2)	Passport No	
Issue Country		JUPAS School Code	99902
Class	6B	Student No	2
Group	Applicable		

Personal and General Abilities

From your knowledge of the applicant and, where appropriate, in comparison with other S6 candidates in your school, please rate the applicant on the following attributes by ticking the appropriate boxes against such attributes below.

Attributes	Excellent	Good	Average	Below Average	Unable to Judge
Ability to communicate	○	○	○	○	○
Ability to work with others	○	○	○	○	○
Analytical power	○	○	○	○	○
Conduct	○	○	○	○	○
Creativity	○	○	○	○	○
Independence of mind	○	○	○	○	○
Industriousness	○	○	○	○	○
Initiative	○	○	○	○	○
Leadership	○	○	○	○	○
Maturity	○	○	○	○	○
Perseverance	○	○	○	○	○
Sense of responsibility	○	○	○	○	○
Overall evaluation	○	○	○	○	○

7

[Reset] [Save] [Back]   ◁ Cls No ▷

6. Select the ratings for all abilities.

7. Click **[Save]** button to save the changes.

📖 Post-effects

1. The personal and general ability data will be used to prepare Personal and General Ability File for uploading to JUPAS or other institutes.

📖 Notes

1. User can switch the page to the student with previous/next class number by clicking the **[Cls No]** arrow button.

2. The **JUPAS Application No.** is hided for non-JUPAS applicant in screens **[S-INA09-01] and [S-INA09-02].**

2.6.6 Maintain Academic Performance Supplementary Information

📖 Function Description

User can maintain academic performance supplementary information of students for preparing Academic Performance Supplementary File to upload to JUPAS or other institutes.

📖 Pre-requisites

N/A

🖋 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Maint Supplementary Info]** tag.

[S-INA010-01] Institute Application > School Reference Report > Search Student

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	**Maint Supplementary Info**
Prepare Data File		

English Name		JUPAS Application No
Reg No		Class Name All ∨
Maintain Indicator	All ∨	

4

[Search] [Reset]

JUPAS Application No	Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status	Maint Indicator
43001142	6B	**5**	2001076	Student AAB	張學生	M	Active	No
43000895	6A	3	20061005	Student YYY	學生昕	M	Active	No
43000934	6A	4	2003079	Student XXX	何學生	F	Active	No
	6A	15	100010221	Student DDD	學生丙	F	Active	No

3. Fill in the search criteria.

4. Click the **[Search]** button to search for a particular student.

5. Click on the **Reg No** of the student from the search results to view the academic performance supplementary information of students.

[S-INA10-02] Institute Application > School Reference Report > Maintain Supplementary Info

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |
| Prepare Data File |

Student Particulars

Student Name	Student AAB	JUPAS Application No	43001142
HKID	Z800853(2)	Passport No	
Issue Country		JUPAS School Code	99902
Class	6B	Student No	2
Group	Applicable		

Academic Performance Supplementary Information (Maximum Length: 2000 characters)

6

7

[Save] [Back]   ◁ Cls No ▷

6. Fill in the supplementary information.

7. Click **[Save]** button to save the changes.

📖 Post-effects

1. The academic performance supplementary information will be used to prepare Academic Performance Supplementary File for uploading to JUPAS or other institutes.

📖 Notes

1. User can switch the page to the student with previous/next class number by clicking the **[Cls No]** arrow button.

2. Only English input is allowed.

3. The **JUPAS Application No.** is hided for non-JUPAS applicant in screens **[S-INA10-01] and [S-INA10-02].**

2.6.7 Prepare Data File

Prepare Academic Performance File

📖 Function Description

User can prepare Academic Performance File based on the academic performance data maintained by teacher for uploading to JUPAS or other institutes.

📖 Pre-requisites

N/A

🖰 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Prepare Data File]** tag.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info

Prepare Data File

	File Description	Status	Extract
●	Academic Performance File	Prepared	Extract
○	Personal and General Ability File	Prepared	Extract
○	Academic Performance Supplementary File	Prepared	Extract

3 → Proceed

After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

3. Select **Academic Performance File** option and click **[Proceed]** button.

[S-INA11-02] Institute Application > School Reference Report > Prepare Academic Performance

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info

Prepare Data File

4

JUPAS Application No	Reg No	Eng Name	Class	Cls No	STRN	☑
45000046	888888888	Nathan Liu	S6 - S6B	1	I6427345	☑
45000047	S2-2C06	Biochem Six	S6 - S6B	2	N0526493	☑
45000045	S2-2C07	Biochem Seven	S6 - S6B	5	L2898996	☑
	S2-2D07	Phybio Seven	S6 - 6D	19	L6113667	☑
	S2-2E01	Phybio Eight	S6 - 6D	20	N7499335	☑
	S2-2E02	Phybio Nine	S6 - 6D	21	K5182549	☑
	S2-2	Phybio Ten	S6 - 6D	22	U2446518	☑

5 → **6** → **7** **8**

JUPAS Only | 💾 Save | Preview Excluded Students | Confirm

9 → Confirm and Send to E-APP Data Communication | ◀ Back

Note:
1. Click "JUPAS Only" to deselect all the non-JUPAS applicants.
2. After the maintenance of the student data and the button "Confirm and Send to E-APP Data Communication" is clicked, user has to go to the "E-APP Data Communication" to prepare the Academic Performance Data File for E-APP application.
3. The button "Confirm and Send to E-APP Data Communication" will be disable if the Academic Performance File is being prepared at the E-APP Data Communication function.

4. Select students who will be included in the Academic Performance File.

5. Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants.

6. Click **[Save]** button to save the selection.

7. Click **[Preview Excluded Students]** button to view which students are excluded from the Academic Performance File.

8. Click **[Confirm]** button to generate the Academic Performance File.

9. Click **[Confirm and Send to E-APP Data Communication]** button and then go to "E-APP Data Communication" to prepare the Academic Performance Data File for E-APP application.

[S-INA11-04] Institute Application > School Reference Report > Prepare Academic Performance

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |

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

Prepare Data File

The following student(s) has/have more than 10 subjects included in the data file. Each student should have a maximum of 10 subjects included. Please select the subjects.

JUPAS Application No	Reg No	Eng Name	Class	Cls No	HKDSE subject	☐
52000195	20220003	student5C15	S6 - 6E	1	CHINESE LANGUAGE	☐
					ENGLISH LANGUAGE	☑
					MATHEMATICS COMPULSORY PART	☑
					CITIZENSHIP AND SOCIAL DEVELOPMENT	☑
					BIOLOGY	☐
					CHEMISTRY	☐
					DESIGN AND APPLIED TECHNOLOGY	☐
					INFORMATION AND COMMUNICATION TECHNOLOGY	☐
					FRENCH LANGUAGE	☐
					SPANISH LANGUAGE	☐
					URDU LANGUAGE	☐

11

[Confirm] [◀ Back]

10. If there is any selected student who has more than 10 subjects, user should select maximum 10 subjects from them.

11. After user selects the records, click **[Confirm]** button again to generate the Academic Performance File or send to E-APP Application.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |

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

Prepare Data File

	File Description	Status	Extract	
⦿	Academic Performance File	Prepared	[Extract]	**12**
○	Personal and General Ability File	Prepared	[Extract]	
○	Academic Performance Supplementary File	Prepared	[Extract]	

[Proceed]

After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

12. Click **[Extract]** button and enter "Password" and "Confirm Password" in a popup dialog. Once the **[OK]** button is clicked, the file will be encrypted and exported to a self-extracting executable (.exe) file.

📖 Post-effects

1. An Academic Performance File is generated. The status of Academic Performance File becomes "Prepared" afterwards ; or
2. Academic Performance File can be prepared at the E-APP Data Communication function
3.

📖 Notes

1. Only one user is allowed to invoke the Preparing Academic Performance File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.

2. User can generate report "Students excluded in the Academic Performance File (R-INA018)" for reviewing the list of student(s) who is/are not in the data file.

3. System will perform verification to ensure that the Academic Performance File contains all the compulsory HKDSE subjects (i.e. English Language (A020), Mathematics (A030) and Citizenship and Social Development (A045)) of each selected student. If not, the data file preparation is aborted and the **[View Error Report]** button is available for user to view the detail of the error.

4. If there is any selected student who has more than 10 subjects, user should select maximum 10 subjects from them. The compulsory HKDSE subjects are selected by default and not allowed to un-select.

5. User cannot extract the Academic Performance File if there are unnecessary remarks or missing remarks.

6. The **JUPAS Application No.** is hided for non-JUPAS applicant in screens**.**

7. User should double-click the self-extracting encrypted executable (.exe) file and enter password to decrypt the respective Excel file(s).

Prepare Personal and General Ability File

📖 Function Description

User can prepare Personal and General Ability File based on the personal and general ability data maintained by teacher for uploading to JUPAS or other institutes.

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Prepare Data File]** tag.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |

Prepare Data File

	File Description	Status	Extract
○	Academic Performance File	Prepared	**Extract**
◉	Personal and General Ability File	Prepared	**Extract**
○	Academic Performance Supplementary File	Prepared	**Extract**

3

Proceed

After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Communication function.

3. Select **Personal and General Ability File** option and click **[Proceed]** button.

[S-INA12-01] Institute Application > School Reference Report > Prepare Personal and General Ability

| Setting Range for Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Maint Supplementary Info |

4

Prepare Data File

JUPAS Application No	Reg No	Eng Name	Class	Cls No	STRN	☑
45000046	888888888	Nathan Liu	S6 - S6B	1	I6427345	☑
45000047	S2-2C06	Biochem Six	S6 - S6B	2	N0526493	☑
45000045	S2-2C07	Biochem Seven	S6 - S6B	5	L2898996	☑
	S2-2D0	Phybio S	S6 - 6D	19	L6113667	☑

5   6   7   8

JUPAS Only **Save** **Preview Excluded Students** **Confirm**

Confirm and Send to E-APP Data Communication **Back**

Note:
1. Click "JUPAS Only" to deselect all the non-JUPAS applicants.
2. After the maintenance of the student data and the button "Confirm and Send to E-APP Data Communication" is clicked, user has to go to the "E-APP Data Communication" to prepare the Personal and General Ability Data File for E-APP application.
3. The button "Confirm and Send to E-APP Data Communication" will be disable if the Personal and General Ability File is being prepared at the E-APP Data Communication function.

4. Select students who will be included in the Personal and General Ability File.

5. Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants.

6. Click **[Save]** button to save the selection.

7. Click **[Preview Excluded Students]** button to view which students are excluded from the Personal and General Ability File.

8. Click **[Confirm]** button to generate the Personal and General Ability File.

9. Click [Confirm and Send to E-APP Data Communication] button and then go to "E-APP Data Communication" to prepare the Personal and General Ability Data File for E-APP application.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info
Prepare Data File		

	File Description	Status	Extract
○	Academic Performance File	Prepared	[Extract]
⊙	Personal and General Ability File	Prepared	[Extract]
○	Academic Performance Supplementary File	Prepared	[Extract]

10

[Proceed]

After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

10. Click **[Extract]** button and enter "Password" and "Confirm Password" in a popup dialog. Once the **[OK]** button is clicked, the file will be encrypted and exported to a self-extracting executable (.exe) file.

🕮 Post-effects

1. A Personal and General Ability File is generated. The status of Personal and General Ability File becomes "Prepared" afterwards; or
2. Personal and General Ability File can be prepared at the E-APP Data Communication function.

🕮 Notes

1. Only one user is allowed to invoke the Preparing Personal and General Ability File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.

2. User can generate report "Students excluded in the Personal and General Ability File (R-INA021)" for reviewing the list of student(s) who is/are not in the data file.

3. The **JUPAS Application No.** is hided for non-JUPAS applicant in screens**.**

4. User should double-click the self-extracting encrypted executable (.exe) file and enter password to decrypt the respective Excel file(s).

Prepare Academic Performance Supplementary File

🕮 Function Description

User can prepare Academic Performance Supplementary File based on the Academic Performance Supplementary data maintained by teacher for uploading to JUPAS or other institutes.

🕮 Pre-requisites

N/A

☞ User Procedures

1. Click **[Institute Application]** → **[School Reference Report]** on the left menu.

2. Click the **[Prepare Data File]** tag.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info

Prepare Data File

	File Description	**Status**	**Extract**
○	Academic Performance File	Prepared	Extract
○	Personal and General Ability File	Prepared	Extract
◉	Academic Performance Supplementary File	Prepared	Extract

3

Proceed

After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

3. Select **Academic Performance Supplementary File** option and click **[Proceed]** button.

[S-INA13-01] Institute Application > School Reference Report > Prepare Academic Performance Supplementary File

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info

Prepare Data File

4

JUPAS Application No	**Reg No**	**Eng Name**	**Class**	**Cls No**	**STRN**	☑
J1234567	123456780	Student EEE	S6 - 6B	1	P7974225	☑
J1234568	2003007	Student BBC	S6 - 6B	3	ZZ2369485	☑
4569	200	Student CCD	- 6B	4	ZZ0789711	☑

5 **6** **7** **8**

JUPAS Only **Save** **Preview Excluded Students** **Confirm** **Back**

Note:
Click "JUPAS Only" to deselect all the non-JUPAS applicants.

4. Select students who will be included in the Academic Performance Supplementary File.

5. Click **[JUPAS Only]** button to deselect all the non-JUPAS applicants.

6. Click **[Save]** button to save the selection.

7. Click **[Preview Excluded Students]** button to view which students are excluded from the Academic Performance Supplementary File.

8. Click **[Confirm]** button to generate the Academic Performance Supplementary File.

[S-INA11-01] Institute Application > School Reference Report > Prepare Data File

Setting Range for Overall Rating	Gen Academic Performance Info	Maint Academic Performance
Academic Performance (Add Subjects)	Maint Personal and General Abilities	Maint Supplementary Info

Prepare Data File

	File Description	Status	Extract
○	Academic Performance File	Prepared	[Extract]
○	Personal and General Ability File	Prepared	[Extract]
⦿	Academic Performance Supplementary File	Prepared	[Extract]

[Proceed]

9

After the maintenance of student data, the data file for E-APP applicants should be prepared at the E-APP Data Communication function.

9. Click **[Extract]** button and enter "Password" and "Confirm Password" in a popup dialog. Once the **[OK]** button is clicked, the file will be encrypted and exported to a self-extracting executable (.exe) file.

📖 Post-effects

1. An Academic Performance Supplementary File is generated. The status of Academic Performance Supplementary File becomes "Prepared" afterwards.

📖 Notes

1. Only one user is allowed to invoke the Preparing Academic Performance Supplementary File function. For example, if user has invoked the function, other users cannot invoke it. The function will not be released until system timeouts, user logouts the system or end of preparing.

2. The **JUPAS Application No.** is hided for non-JUPAS applicant in screens**.**

3. User should double-click the self-extracting encrypted executable (.exe) file and enter password to decrypt the respective Excel file(s).

2.7   Report

2.7.1 Generate Report

📖 Function Description
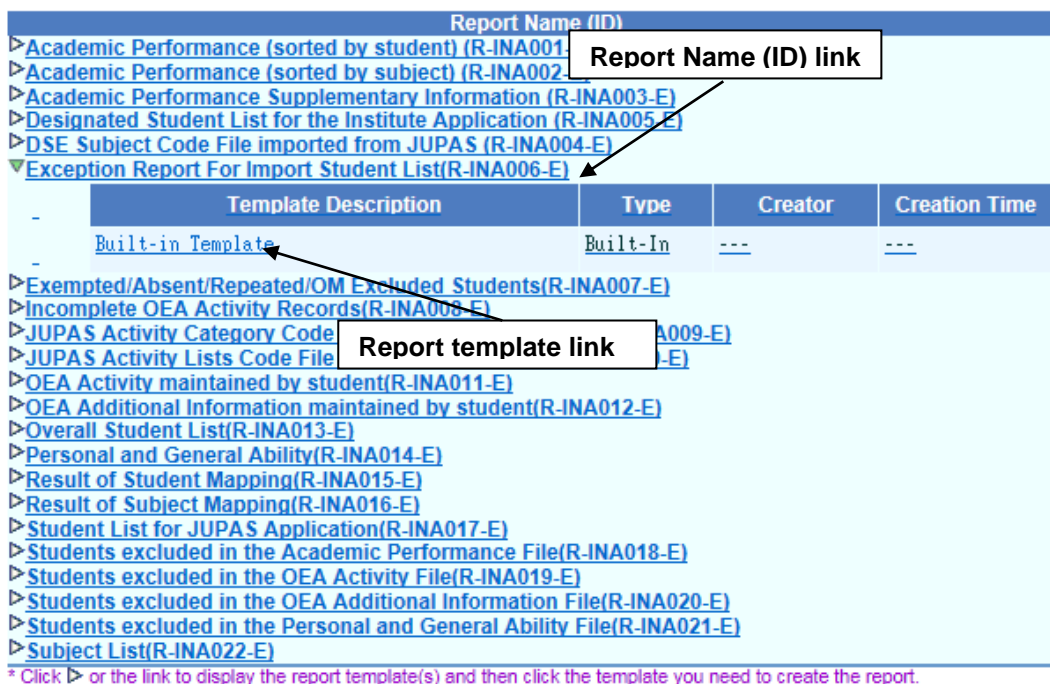
User can generate reports.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above are required to be installed on the workstation to view the reports.

🖱 User Procedures

1. Click **[Institute Application]** → **[Report]** on the left menu.

2. Click on the Report Name (ID) link and a list of built-in and user-defined report templates is displayed.

[S-INA14-01] Institute Application > Report

Report Name (ID)			
▷Academic Performance (sorted by student) (R-INA001-E)			
▷Academic Performance (sorted by subject) (R-INA002-E)			
▷Academic Performance Supplementary Information (R-INA003-E)			
▷Designated Student List for the Institute Application (R-INA005-E)			
▷DSE Subject Code File imported from JUPAS (R-INA004-E)			
▽Exception Report For Import Student List(R-INA006-E)			
Template Description	Type	Creator	Creation Time
Built-in Template	Built-In	---	---
▷Exempted/Absent/Repeated/OM Excluded Students(R-INA007-E)			
▷Incomplete OEA Activity Records(R-INA008-E)			
▷JUPAS Activity Category Code ... A009-E)			
▷JUPAS Activity Lists Code File ...-E)			
▷OEA Activity maintained by student(R-INA011-E)			
▷OEA Additional Information maintained by student(R-INA012-E)			
▷Overall Student List(R-INA013-E)			
▷Personal and General Ability(R-INA014-E)			
▷Result of Student Mapping(R-INA015-E)			
▷Result of Subject Mapping(R-INA016-E)			
▷Student List for JUPAS Application(R-INA017-E)			
▷Students excluded in the Academic Performance File(R-INA018-E)			
▷Students excluded in the OEA Activity File(R-INA019-E)			
▷Students excluded in the OEA Additional Information File(R-INA020-E)			
▷Students excluded in the Personal and General Ability File(R-INA021-E)			
▷Subject List(R-INA022-E)			

Report Name (ID) link

Report template link

* 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 generate the report.

[S-INA14-03] Institute Application > Report

Exception Report For Import Student List(R-INA006-E) :-
    Built-in Template
Please input the print criteria.

Search Criteria

School Year	2017 ⌄
Format	PDF ⌄

[📄 Preview & Print] [🔁 Reset] [◁ Back]

⍰ Post-effects

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

⍰ Notes

1. A built-in template is provided for each Report Name (ID). It can be downloaded from the Template function of the Report Management module. After editing by using the Crystal Reports software, the edited report template can be uploaded to the WebSAMS server through the Report Management module as a user-defined template.

2.7.2 Academic Performance (sorted by student) (R-INA001)

⍰ Function Description

Under the "Institute Application" report category, this report lists out students' academic performance.

⍰ Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

⌊ User Procedures

1. Select "Academic Performance (sorted by student)" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-02] Institute Application > Report

Academic Performance (sorted by student) (R-INA001-E) :-
Built-in Template
Please input the print criteria.

School Year	2017		
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 6	Class Name	All
Format	PDF		

Select Student   Preview & Print   To File   Reset   Back

2. Specify the school year and class name.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Select Student]** button to select students for Academic Performance report.

5. Click the **[Preview & Print]** button to produce the report.

6. Click the **[To File]** button to save the report into Report Repository.

    i.   User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.3 Academic Performance (sorted by subject) (R-INA002)

📗 Function Description

Under the "Institute Application" report category, this report lists out the students' academic performance of specified HKDSE subject.

📗 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

✍ User Procedures

1. Select "Academic Performance (sorted by subject)" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-04] Institute Application > Report

Academic Performance (sorted by subject) (R-INA002-E) :-
    Built-in Template
Please input the print criteria.

Search Criteria	
School Year	2017 ⌄
Category	All ⌄
HKDSE subject	B687 ACCOUNTING IN PRACTICE ⌄
Class Name	All ⌄
Format	PDF ⌄

[📄 Preview & Print] [🔁 Reset] [◀ Back]

2. Specify the school year, category, HKDSE subject and class name.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Preview & Print]** button to produce the report.

📗 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📗 Notes

N/A

2.7.4 Academic Performance Supplementary Information (R-INA003-E)

  📖 Function Description

Under the "Institute Application" report category, this report lists out students' academic performance supplementary information.
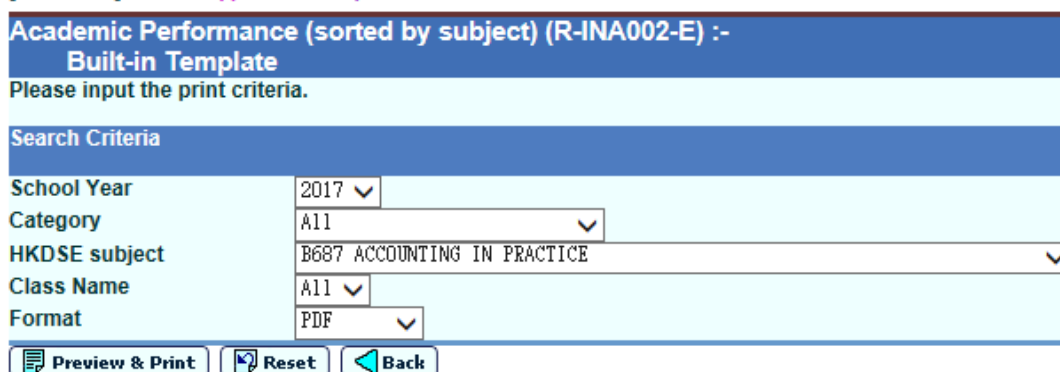
  📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

  🖰 User Procedures

1. Select "Academic Performance Supplementary Information" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-02] Institute Application > Report

Academic Performance Supplementary Information (R-INA003-E) :- Built-in Template		
Please input the print criteria.		
School Year	2017	
School Level	Secondary	School Session Whole Day
Class Level	Secondary 6	Class Name All
Format	PDF	

[Select Student] [📄 Preview & Print] [📑 To File] [🔖 Reset] [◁ Back]

2. Specify the school year and class name.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Select Student]** button to select students for Academic Performance Supplementary Information Report.

5. Click the **[Preview & Print]** button to produce the report.

6. Click the **[To File]** button to save the report into Report Repository.

    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

  📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

  📖 Notes

NIL

2.7.5 Designated Student List for the Institute Application(R-INA005-E)

📖 Function Description

Under the "Institute Application" report category, this report lists out the student list for Institute Application.
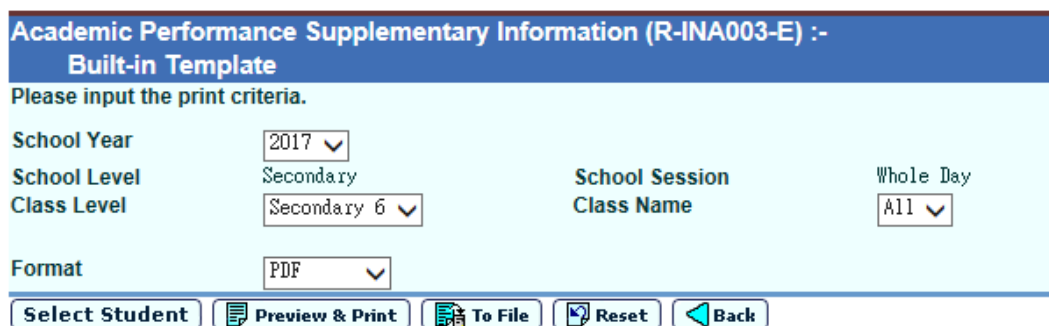
📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🖰 User Procedures

1. Select "Designated Student List for the Institute Application" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Designated Student List for the Institute Application (R-INA005-E) :- Built-in Template

Please input the print criteria.

Search Criteria

| School Year | 2017 ∨ |
| Format | PDF ∨ |

[📄 Preview & Print] [🗐 Reset] [◀ Back]

2. Specify the school year.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.6 DSE Subject Code File imported from JUPAS (R-INA004)

📖 Function Description

Under the "Institute Application" report category, this report lists out the imported HKDSE subject codes.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🎦 User Procedures

1. Select "DSE Subject Code File imported from JUPAS" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

DSE Subject Code File imported from JUPAS (R-INA004-E) :-
    Built-in Template
Please input the print criteria.

Search Criteria

Format	PDF ⌄

[📄 **Preview & Print**] [📝 **Reset**] [◁ **Back**]

2. Select the format of the report (PDF / Word / RTF / Excel).

3. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.7 Exception Report For Import Student List (R-INA006)

📔 Function Description

Under the "Institute Application" report category, this report lists out the exception records in the imported Student List.
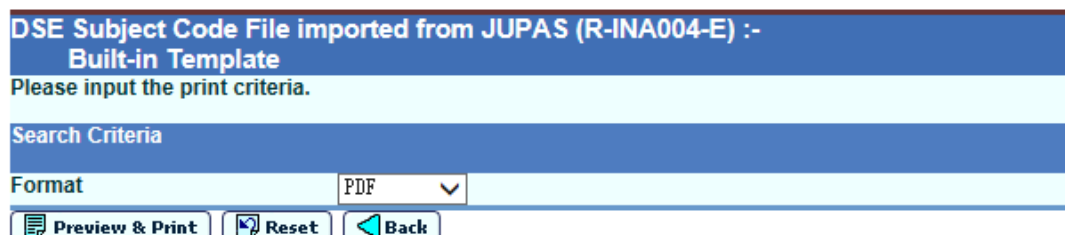
📔 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

⎙ User Procedures

1. Select "Exception Report For Import Student List" from the report selection page. Click on the template link to go to the report parameter screen.
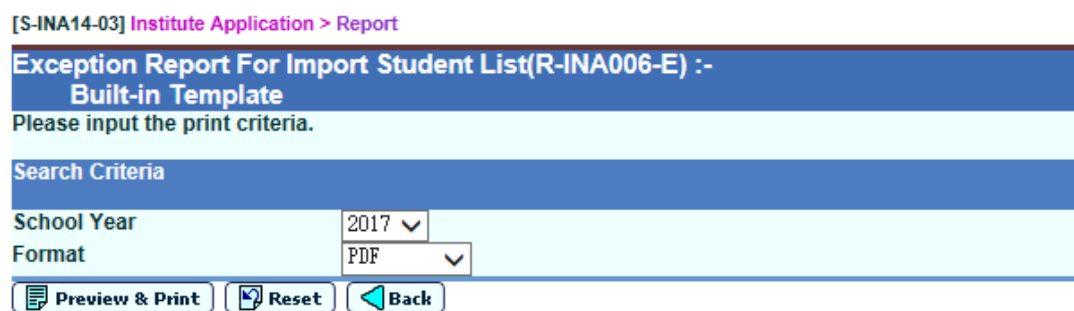
[S-INA14-03] Institute Application > Report

Exception Report For Import Student List(R-INA006-E) :-
    Built-in Template
Please input the print criteria.

Search Criteria

School Year	2017 ⌄
Format	PDF ⌄

[🗎 **Preview & Print**] [🔁 **Reset**] [◀ **Back**]

2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

📔 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📔 Notes

N/A

2.7.8 Exempted/Absent/Repeated/OM Excluded Students (R-INA007-E)

📔 Function Description

Under the "Institute Application" report category, this report is generated for previewing the following exempted/absent/repeated and OM Excluded students after generating the academic performance,

     i.   Only one ATA is chosen and there are exempted/absent/repeated students in the school year/assessment/subject selected;

     ii.   Two ATAs are chosen and exempted/absent/repeated students have no assessment data in BOTH ATAs.

     iii.   Two ATAs are chosen and exempted/absent/repeated students have assessment data in either ATA but user specifies not to include such students in the generation of percentile information.

     iv.   Students are OM Excluded in ASR module and user specifies NOT to include such students in the generation of percentile information.

     v.   ATA(s) from S5 is/are chosen and the students have dropped in S5 but retake that subject in S6.

📔 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

↪ User Procedures

1. Select "Exempted/Absent/Repeated/OM Excluded Students" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Exempted/Absent/Repeated/OM Excluded Students(R-INA007-E) :-
**   Built-in Template**
Please input the print criteria.

Search Criteria

| School Year | 2017 |
| Format | PDF |

[📄 Preview & Print] [🔃 Reset] [◁ Back]

2. Specify the school year.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Preview & Print]** button to produce the report.

📔 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📕 Notes

N/A

2.7.9 Incomplete OEA Activity Records (R-INA008-E)

📕 Function Description

Under the "Institute Application" report category, this report lists out students' incomplete OEA activity records.

The OEA activity is considered to be incomplete if:

- OEA activity is not maintained

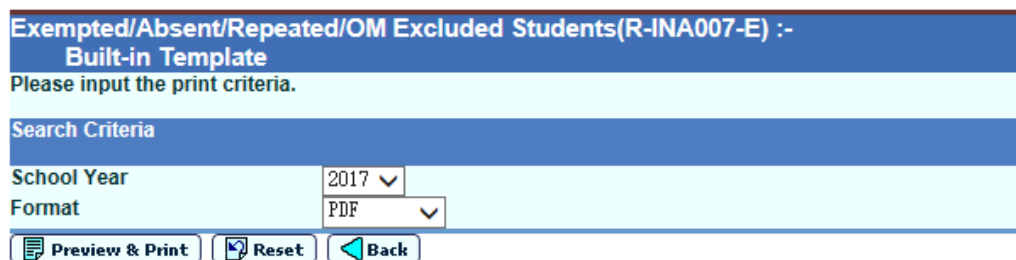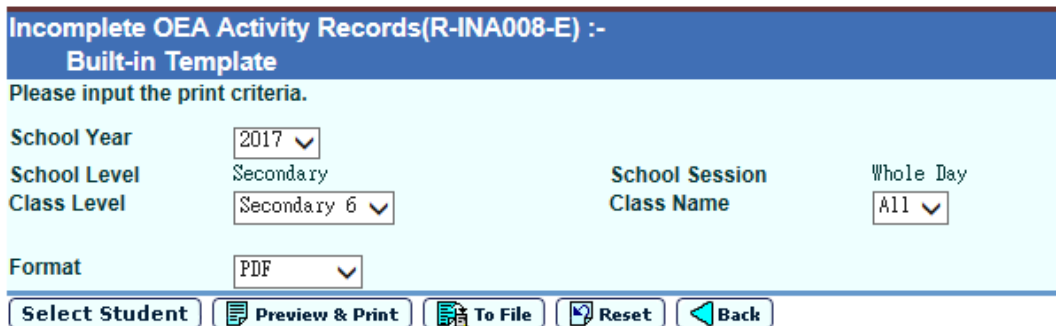📕 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🎦 User Procedures

1. Select "Incomplete OEA Activity Records" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-02] Institute Application > Report

Incomplete OEA Activity Records(R-INA008-E) :-
Built-in Template
Please input the print criteria.

School Year	2017		
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 6	Class Name	All
Format	PDF		

[Select Student] [Preview & Print] [To File] [Reset] [Back]

2. Specify the school year and class name.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Select Student]** button to select students for Incomplete OEA Activity Records Report.

5. Click the **[Preview & Print]** button to produce the report.

6. Click the **[To File]** button to save the report into Report Repository.

   i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

1. After clicking the **[Select Student]** button, only students with incomplete OEA activity records are listed for selection.

2.7.10   JUPAS Activity Category Code File imported from JUPAS (R-INA009)

📖 Function Description

Under the "Institute Application" report category, this report lists out the imported JUPAS category codes.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "JUPAS Activity Category Code File imported from JUPAS" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

JUPAS Activity Category Code File imported from JUPAS(R-INA009-E) :-
Built-in Template
Please input the print criteria.

Search Criteria

Format	PDF ∨

📄 **Preview & Print**   🖫 **Reset**   ◁**Back**

2. Select the format of the report (PDF / Word / RTF / Excel).
3. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.11 JUPAS Activity Lists Code File imported from JUPAS (R-INA010)

📖 Function Description

Under the "Institute Application" report category, this report lists out the imported JUPAS activity codes.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🏚 User Procedures

1. Select "JUPAS Activity Lists Code File imported from JUPAS" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

JUPAS Activity Lists Code File imported from JUPAS(R-INA010-E) :-
Built-in Template
Please input the print criteria.

Search Criteria

Format	PDF ∨

[📄 Preview & Print] [🔁 Reset] [◀ Back]

2. Select the format of the report (PDF / Word / RTF / Excel).
3. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.12   OEA Activity maintained by student (R-INA011)

☐ Function Description

Under the "Institute Application" report category, this report lists out the OEA activity maintained by student.

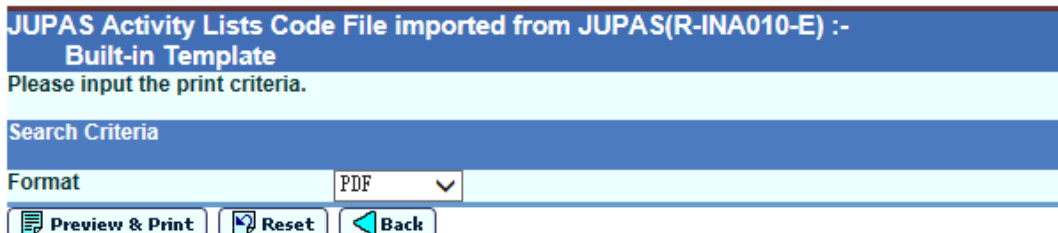☐ Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🎠 User Procedures

1. Select "OEA Activity maintained by student" from the report selection page. Click on the template link to go to the report parameter screen.
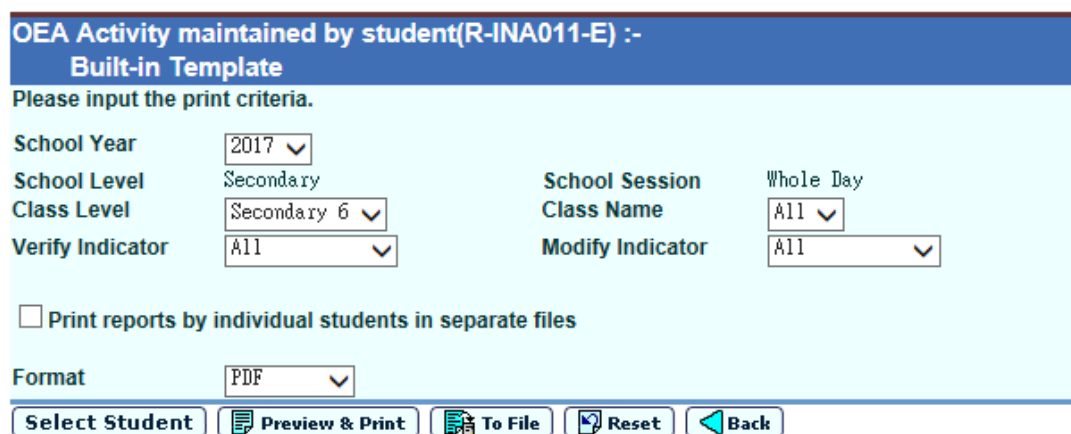
[S-INA14-02] Institute Application > Report

OEA Activity maintained by student(R-INA011-E) :-
Built-in Template
Please input the print criteria.

School Year	2017		
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 6	Class Name	All
Verify Indicator	All	Modify Indicator	All

☐ Print reports by individual students in separate files

Format   PDF

[Select Student] [Preview & Print] [To File] [Reset] [Back]

2. Specify the school year, class name, verify indicator and modify indicator.

3. If select **[Print reports by individual students in separate files]**, system will generate a zipped file containing report for individual students in separate files.

4. Select the format of the report (PDF / Word / RTF / Excel).

5. Click the **[Select Student]** button to select students for OEA Activity maintained by student report.

6. Click the **[Preview & Print]** button to produce the report.

7. Click the **[To File]** button to save the report into Report Repository.

    i. User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

☐ Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

1. Selection criteria of Verify Indicator

Verify Indicator	Selection Criteria
Verified	1. The student has at least one OEA activity; AND
	2. All OEA activities of the student are maintained and verified.
Not Verified	1. The student does not have any OEA activity; OR
	2. The student has any OEA activity which is not maintained or verified.

2. Selection criteria of Modify Indicator

Modify Indicator	Selection Criteria
Modified	The student has OEA activity which is:
	1. Maintained; AND
	2. Ever modified by teacher
Not Modified	The student has OEA activity which is:
	1. Maintained; AND
	2. Not modified by teacher

2.7.13   OEA Additional Information maintained by student (R-INA012-E)

🕮 Function Description

Under the "Institute Application" report category, this report lists out the OEA additional information maintained by student.
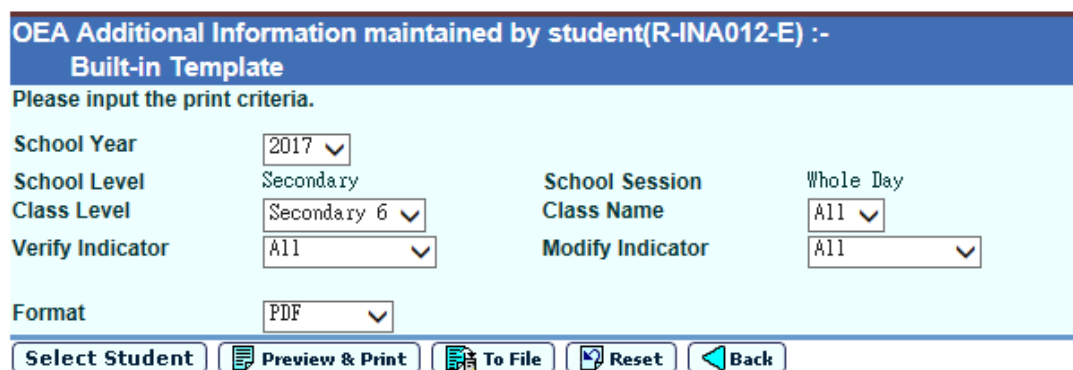
🕮 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "OEA Additional Information maintained by student" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-02] Institute Application > Report

2. Specify the school year, class name, verify indicator and modify indicator.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Select Student]** button to select students for OEA Additional Information maintained by student Report.

5. Click the **[Preview & Print]** button to produce the report.

6. Click the **[To File]** button to save the report into Report Repository.

     i.   User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

🕮 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

🕮 Notes

1. Selection criteria of Verify Indicator

Verify Indicator	Selection Criteria
Verified	The OEA additional information is:
	1. Maintained; AND
	2. Verified.
Not Verified	1. The OEA additional information is:
	2. Not maintained; OR
	3. Not verified.

2. Selection criteria of Modify Indicator

Modify Indicator	Selection Criteria
Modified	1. OEA additional information is maintained; AND
	2. The record has ever modified by teacher.
Not Modified	1. OEA additional information is maintained; AND
	2. There is no modification made by teacher.

2.7.14   Overall Student List (R-INA013-E)

📖 Function Description

Under the "Institute Application" report category, this report shows the overall student list.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

∟ User Procedures

5. Select "Overall Student List" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Overall Student List(R-INA013-E) :-
    Built-in Template
Please input the print criteria.

Search Criteria

School Year	2017 ▼
Format	PDF ▼

🗎 Preview & Print   🔃 Reset   ◀ Back

6. Specify the school year.

7. Select the format of the report (PDF / Word / RTF / Excel).

8. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.15 Personal and General Ability (R-INA014-E)

📖 Function Description

Under the "Institute Application" report category, this report lists out students' personal and general ability.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🖰 User Procedures

1. Select "Personal and General Ability" from the report selection page. Click on the template link to go to the report parameter screen.

**[S-INA14-02]** Institute Application > Report

Personal and General Ability(R-INA014-E) :-
Built-in Template

Please input the print criteria.

School Year	2017		
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 6	Class Name	All
Format	PDF		

[Select Student] [📝 Preview & Print] [📇 To File] [🗐 Reset] [◁ Back]

2. Specify the school year and class name.

3. Click the **[Select Student]** button to select students for Personal and General Ability Report.

4. Select the format of the report (PDF / Word / RTF / Excel).

5. Click the **[Preview & Print]** button to produce the report.

6. Click the **[To File]** button to save the report into Report Repository.

    i.   User is required to fill in the report descriptions in the pop up textbox. Click the **[OK]** button to generate the report and store it into Report Repository.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.16   Result of Student Mapping (R-INA015)

📖 Function Description

Under the "Institute Application" report category, this report lists out the result of student mapping.

📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🐿 User Procedures

1. Select "Result of Student Mapping" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Result of Student Mapping(R-INA015-E) :- Built-in Template
Please input the print criteria.

Search Criteria	
School Year	2017
Format	PDF

[Preview & Print] [Reset] [Back]

2. Specify the school year.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.17   Result of Subject Mapping (R-INA016)

📖   Function Description

Under the "Institute Application" report category, this report lists out the result of subject mapping in Function A.

📖   Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🎦   User Procedures

1.   Select "Result of Subject Mapping" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Result of Subject Mapping(R-INA016-E) :-
Built-in Template
Please input the print criteria.

Search Criteria

| School Year | 2017 ∨ |
| Format | PDF ∨ |

Preview & Print   Reset   Back

2.   Specify the school year.
3.   Select the format of the report (PDF / Word / RTF / Excel).
4.   Click the **[Preview & Print]** button to produce the report.

📖   Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖   Notes

N/A

2.7.18   Student List for JUPAS Application (R-INA017-E)

📖   Function Description

Under the "Institute Application" report category, this report lists out the student list maintained by school for each year.
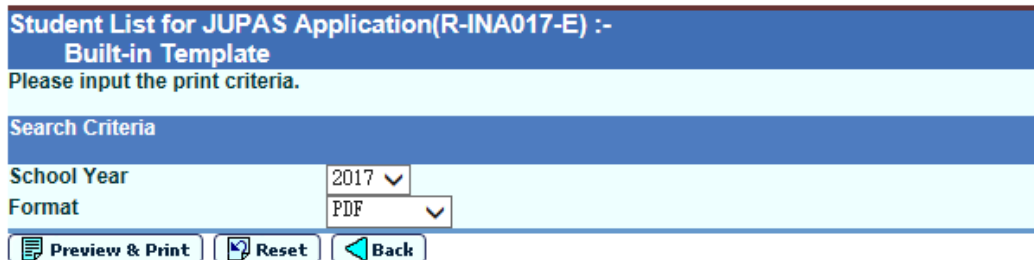
    📖 Pre-requisites

        Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

    🖱 User Procedures

       9. Select "Student List for JUPAS Application" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Student List for JUPAS Application(R-INA017-E) :-
    Built-in Template
Please input the print criteria.

Search Criteria

School Year	2017 ∨
Format	PDF ∨

📄 Preview & Print   🔁 Reset   ◁ Back

      10. Specify the school year.

      11. Select the format of the report (PDF / Word / RTF / Excel).

      12. Click the **[Preview & Print]** button to produce the report.

    📖 Post-effects

        The report will be displayed in a pop-up window which allows user to preview and print.

    📖 Notes

        N/A

2.7.19   Students excluded in the Academic Performance File (R-INA018-E)

  Function Description

Under the "Institute Application" report category, this report lists out the students who are excluded in the Academic Performance File.
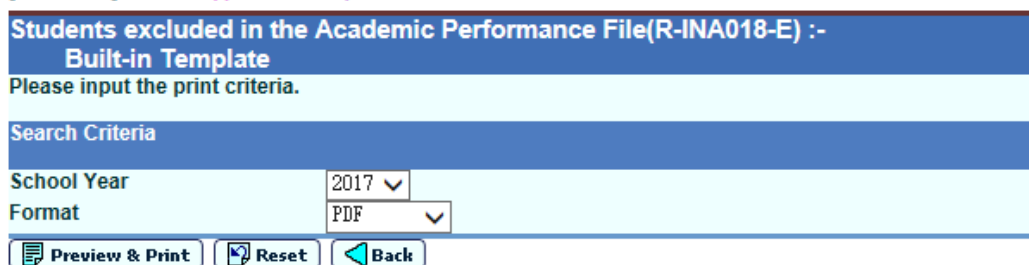
  Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

  User Procedures

1. Select "Students excluded in the Academic Performance File" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Students excluded in the Academic Performance File(R-INA018-E) :-
  Built-in Template
Please input the print criteria.

Search Criteria

School Year   2017 ∨
Format   PDF   ∨

[📑 Preview & Print] [🔖 Reset] [◀ Back]

2. Specify the school year.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Preview & Print]** button to produce the report.

  Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

  Notes

N/A

2.7.20   Students excluded in the OEA Activity File (R-INA019-E)

🕮 Function Description

Under the "Institute Application" report category, this report lists out the students who are excluded in the OEA Activity File.

🕮 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

„ User Procedures

1. Select "Students excluded in the OEA Activity File" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Students excluded in the OEA Activity File(R-INA019-E) :- Built-in Template
Please input the print criteria.

Search Criteria	
School Year	2017 ▼
Format	PDF ▼

[📄 Preview & Print] [💾 Reset] [◀Back]

2. Specify the school year.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Preview & Print]** button to produce the report.

🕮 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

🕮 Notes

N/A

2.7.21 Students excluded in the OEA Additional Information File (R-INA020-E)

📖 Function Description

Under the "Institute Application" report category, this report lists out the students who are excluded in the OEA Additional Information File.
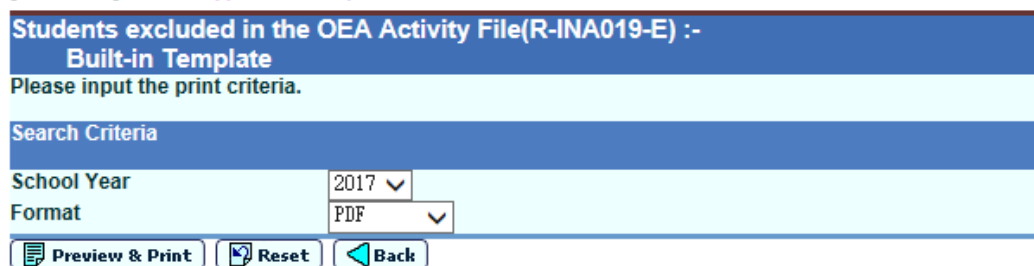
📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🕆 User Procedures

1. Select "Students excluded in the OEA Additional Information File" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Students excluded in the OEA Additional Information File(R-INA020-E) :-
Built-in Template
Please input the print criteria.

Search Criteria

| School Year | 2017 ⌄ |
| Format | PDF ⌄ |

[📄 Preview & Print] [🔁 Reset] [◀ Back]

2. Specify the school year.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.7.22   Students excluded in the Personal and General Ability File (R-INA021-E)

☐ Function Description

Under the "Institute Application" report category, this report lists out the students who are excluded in the Personal and General File.

☐ Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

◌ User Procedures

1. Select "Students excluded in the Personal and General Ability File" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Students excluded in the Personal and General Ability File(R-INA021-E) :- Built-in Template
Please input the print criteria.

Search Criteria	
School Year	2017 ∨
Format	PDF ∨

[📄 Preview & Print] [🔁 Reset] [◀ Back]

2. Specify the school year.
3. Select the format of the report (PDF / Word / RTF / Excel).
4. Click the **[Preview & Print]** button to produce the report.

☐ Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

☐ Notes

N/A

2.7.23   Subject List (R-INA022-E)

📖 Function Description

Under the "Institute Application" report category, this report lists out the HKDSE subjects used for academic performance maintenance.
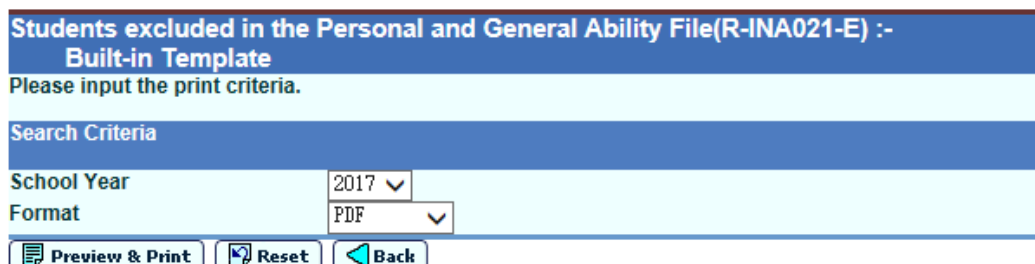
📖 Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 or above should be installed in the workstation in order to view the report.

🖱 User Procedures

1. Select "Subject List" from the report selection page. Click on the template link to go to the report parameter screen.

[S-INA14-03] Institute Application > Report

Subject List(R-INA022-E) :-
    Built-in Template
Please input the print criteria.

Search Criteria

| School Year | 2017 ⌄ |
| Format | PDF ⌄ |

📄 Preview & Print   🔁 Reset   ◀ Back

2. Specify the school year.

3. Select the format of the report (PDF / Word / RTF / Excel).

4. Click the **[Preview & Print]** button to produce the report.

📖 Post-effects

The report will be displayed in a pop-up window which allows user to preview and print.

📖 Notes

N/A

2.8 E-APP Data Communication
Introduction
User can process incoming data from and outgoing data to the EDB.

2.8.1   Process Incoming Data

📖 Function Description

Process Incoming Data allow user to view and import the data file received from EDB through CDS. The following type of data file available:

E-APP Parameter File – EDB will send a parameter file (EAPPDATA.DAT) to the school in order to prepare the student list.

📖 Pre-requisites

- N/A

🖰 User Procedures

1. Click **[Institute Application]** → **[E-APP Data Communication]** on the left menu.

2. **Process Incoming Data** screen will be displayed by default.

3. Select a data file by clicking the radio button aside.

[S-INA15-01] Institute Application > E-APP Data Communication > Process Incoming Data

Process Incoming Data	Prepare Outgoing Data	Confirmed Outgoing Data						

			Message ID	Description	Subject (Type)	Received Time	EDB Reference	Reply Deadline	Reply Indicator	Priority
🔓	📎	◉	246050	EAPP	EAPP System (Data)	22/08/2018 03:18 PM			No	Normal

3

🗐 Import

4

🔒 Encrypted   🗈 Data Imported to Module
🔓 Decrypted   ✖ Data Import Failed
✖ Decryption Failed   📎 Attachment

4. Click the **[Import]** button to confirm import of the selected incoming data file.

📖 Post-effects
If data file is successfully imported, The [E-APP Data Communication] > [Prepare Outgoing Data] will be activated. It will be deactivated again only when school migrates to new school year and the parameter file for new school year is not yet imported.

📖 Notes
    1.   If School Year is not an integer, error message will be shown.
    2.   If the Submission Period Start Date is not in the format of DD/MM/YYYY, error message will be shown.

3. If the Submission Period End Date is not in the format of DD/MM/YYYY, error message will be shown.
4. Imported parameter file cannot be imported again.

5. When importing a new parameter file, previous parameter will be deleted.

2.8.2 Prepare Outgoing Data
Introduction:
The Generate Data Files function allows user to prepare a data file to EDB.
1. Designated Student List will be generated to Education Bureau when school confirms the designated student list.
2. Academic Performance in School - Percentile will be generated to Education Bureau when school confirms Academic Performance file.
3. Academic Performance in School - Overall Rating will be generated to Education Bureau when school confirms Academic Performance file.
4. Personal And General Abilities File will be generated to Education Bureau when school confirms Personal and General Abilities file.

📖 Function Description

Prepare data interface content into 3 different formats, which are raw, tabular and report format.

📖 Pre-requisites

The parameter file of the E-APP provided by EDB is imported.
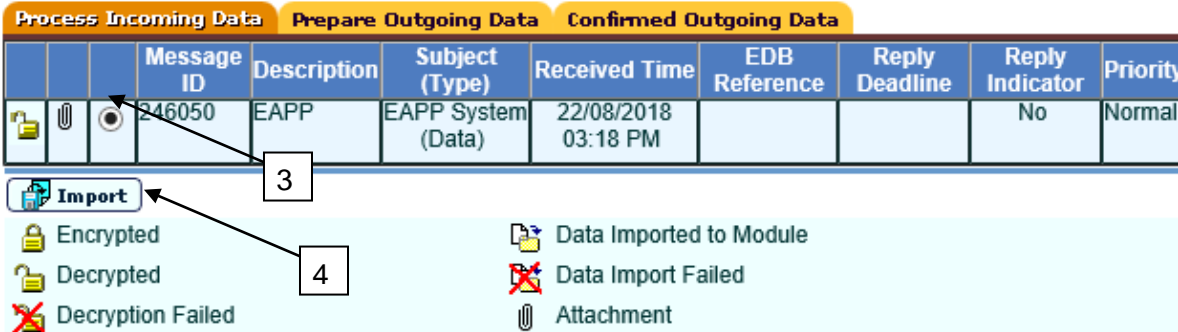
🖰 User Procedures

1. Click **[Institute Application]** → **[E-APP Data Communication]** on the left menu.

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

3. Select a data file by clicking the radio button aside.

[S-INA15-02] Institute Application > E-APP Data Communication > Prepare Outgoing Data

Process Incoming Data	**Prepare Outgoing Data**	Confirmed Outgoing Data

Student List

	Data File Description	File Status	Preview Type
○	Designated Student List		

School Reference Report

	Data File Description	File Status	Preview Type
○	Academic Performance in School - Percentile		
○	Academic Performance in School - Overall Rating		
○	Personal And General Abilities File		

[Prepare] [Un-prepare] [Confirm] [Preview]

Note:
1. Non-E-APP applicants should not be included in the "Designated Student List" for E-APP application owing to the personal privacy concern.
2. The Designated Student List and School Reference Report for E-APP application could be prepared at this function only after the student data is maintained and the button "Confirm and Send to E-APP Data Communication" has been clicked in [S-INA01-01], [S-INA11-02] & [S-INA12-01]
3. Once the designated student list is prepared, the Designated Student list in [S-INA01-01] is not allowed to update.
4. User may click the button "unprepare" and then go to [S-INA01-01], [S-INA11-02] or [S-INA12-01] to proceed the modification /update. After that, user should repeat the steps as the notes indicated.
5. When the Designated Student List / Academic Performance File - Percentile / Overall Rating / Personal and General Ability File is confirmed, please go to CDS > Outgoing Message function and send the CDS message to EDB.

4. To prepare, un-prepare, confirm or preview a data file, click the radio button next to the data file and click the **[Prepare]**, **[Un-prepare]**, **[Confirm]** or **[Preview]** button respectively.

  Post-effects

- Prepare

  ■ The file status on the interface of **Prepare Outgoing Data** will be changed to **'Prepared'** and preview of report (**Report**, **Tabular** and **Raw Data**) will be available.

- Un-Prepare

  ■ The file status will be changed to blank.

- Confirm

  ■ Data file will be sent to the EDB via CDS and the file status will be changed to "Confirmed".

- Preview

  ■ The data file will be displayed in a pop-up window.

  Notes

- The Tabular type will be in Excel format and this file will be submitted to EDB through CDS.

- A data file with a **'Prepared'** status can only be prepared again after being un-prepared.

- A data file with a **'Confirmed'** status should be submitted via CDS before another data file of the same type can be prepared.

- User can **'Un-prepare'** / **'Confirm'** / **'Preview'** a data file when it is with a **'Prepared'** status.

- '**Designated Student list**' would be available for preparation after the process of 'Generate Student List for Institute Application' and 'Confirm and send to E-APP Data Communication' button is clicked.

- '**Academic Performance in School - Percentile**' and '**Academic Performance in School – Overall Rating**' would be available for preparation after the process of 'School Reference Report – Prepare Data file' and 'Confirm and send to E-APP Data Communication' button is clicked when processing Academic Performance file.

- '**Personal and General Abilities File**' would be available for preparation after the process of 'School Reference Report – Prepare Data file' and 'Confirm and send to E-APP Data Communication' button is clicked when processing Academic Performance file.

- If system migrates to new school year, the function will be locked.

2.8.3   Confirmed Outgoing Data

📖 Function Description

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

📖 Pre-requisites

N/A

🖱 User Procedures

1. Click **[Institute Application]** → **[E-APP Data Communication]** on the left menu.

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

[S-INA15-03] Institute Application > E-APP Data Communication > Confirmed Outgoing Data

	Message ID ▽	Message Status	Description	Creation Time	Ack Time	Subject (Type)	Party	Priority	School Reference	Owner
📎	9970	Sent	E-APP - SRR - Personal and General Abilities	10/08/2018 03:48 PM		EAPP System (Data)	EDB	Normal		super1
📎	9969	Sent	E-APP - SRR - Academic Performance in School (Overall Rating)	10/08/2018 03:48 PM		EAPP System (Data)	EDB	Normal		super1
📎	9968	Sent	E-APP - SRR - Academic Performance in School (Percentile)	10/08/2018 03:47 PM		EAPP System (Data)	EDB	Normal		super1
📎	9967	Sent	E-APP - Student List	10/08/2018 03:47 PM		EAPP System (Data)	EDB	Normal		super1
📎	9966	Rejected	E-APP - SRR - Personal and General Abilities	30/07/2018 11:30 AM		EAPP System (Data)	EDB	Normal		super1

📖 Post-effects
    N/A

📖 Notes
    N/A