



# CloudSAMS

Introduction of transmitting  
TSA Student Data file via CloudSAMS

## HKEAA

HKDSE

HKALE/HKCEE

TSA



Maintain Student Data

Report

Data Communication

### ▼ HKEAA

> HKDSE

> HKALE/HKCEE

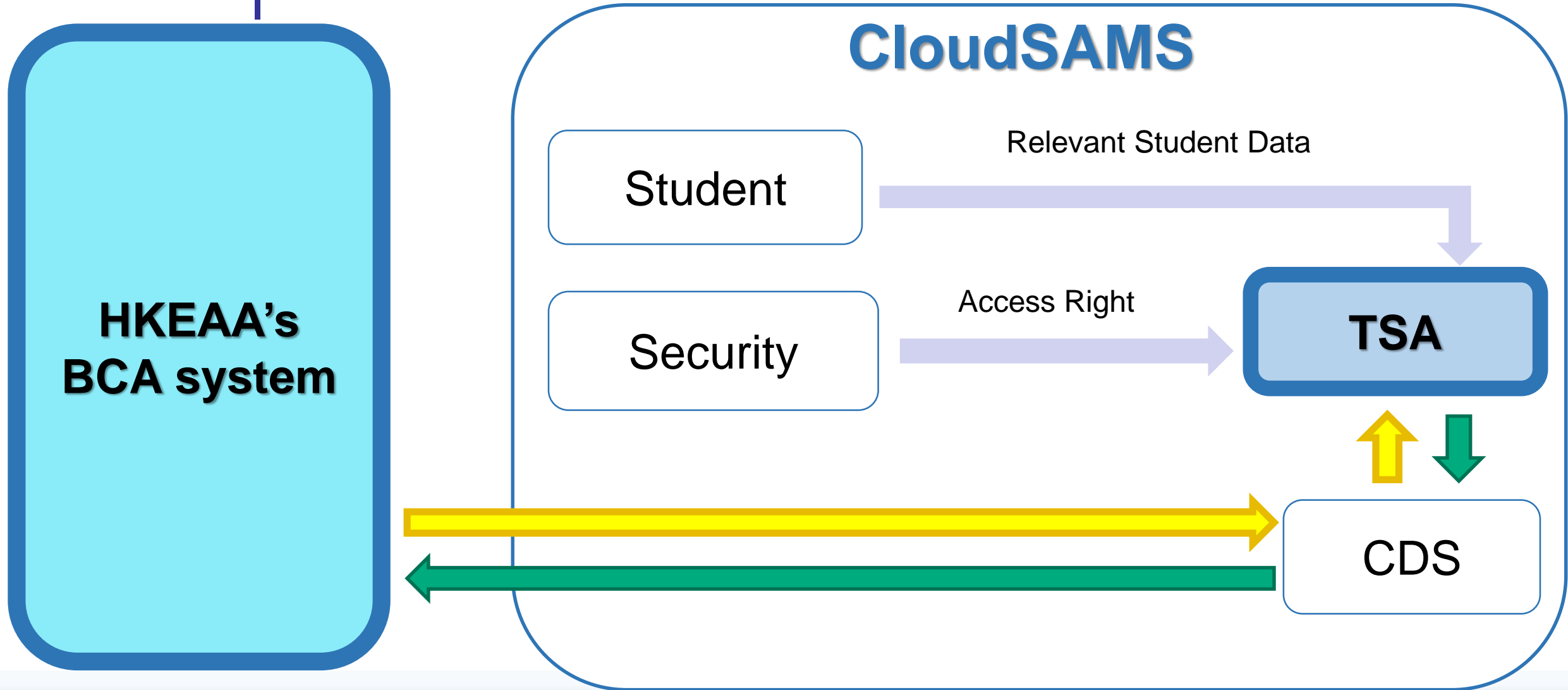
▼ TSA

Maintain Student Data

Report

Data Communication

# Data Transmission between CloudSAMS and BCA System



- **Workflow to submit TSA Student Data file via CDS in CloudSAMS:**
  1. **CDS > Incoming Message**  
Decrypt the parameter file “TSA parameter file for primary school”.
  2. **HKEAA > TSA > Data Communication > Process Incoming Data**  
Import parameter file “TSA parameter file for primary school”.
  3. **HKEAA > TSA > Maintain Student Data**  
Maintain and save the student data.

#### 4. **HKEAA > TSA > Data Communication > Prepare Outgoing Data**

Prepare the TSA Student Data file and check the report. If there is no problem, confirm the TSA Student Data file”.

#### 5. **CDS > Outgoing Message > Maintain Message**

Encrypt and send the TSA Student Data file.

# STEP 1

CDS > Incoming Message

## CDS > Incoming Message > Message List

[S-CDS03-01] CDS > Incoming Message > Message List

Message List Archived Message

Search Incoming Message

Search Clear

Subject (Code) All Type (Code) All

Description Message Status All

EDB Reference

Received Date From DD/MM/YYYY Received Date To DD/MM/YYYY

Priority All Normal Urgent

Synchronize Open Archive Delete

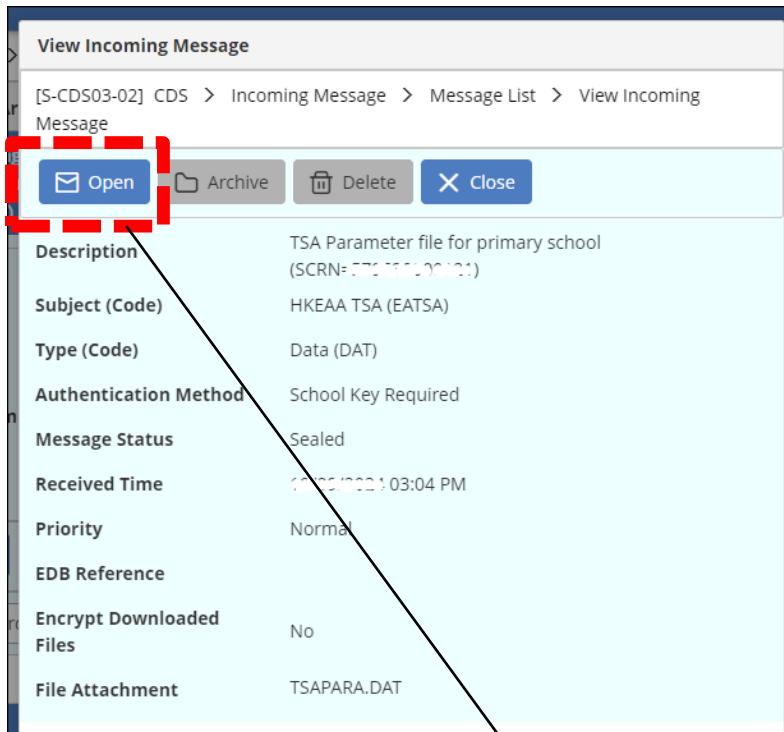
Filter Enter keyword

<< 1 page of 9 >> Display 10 records / page

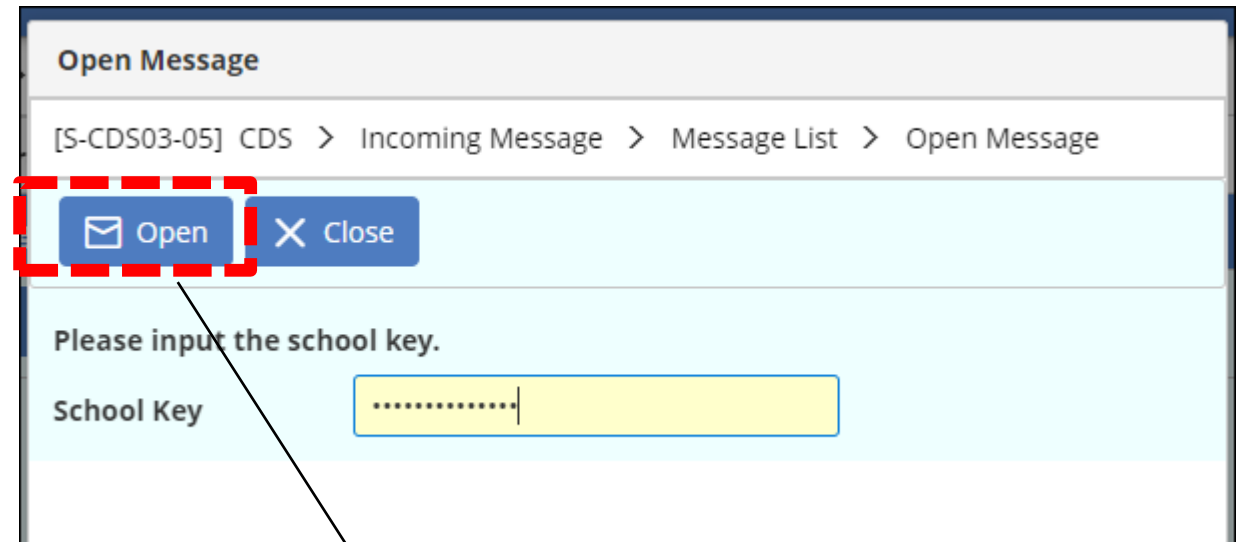
	Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Priority
<input type="checkbox"/>	Sealed	201415	TSA Parameter file for primary school (SCRN=51120036121)	HKEEA TSA (EATSA)	Data (DAT)	12/02/2014 03:04 PM		Normal

1. Click the TSA parameter file.

# Decrypt TSA Parameter at CDS module



2. Press “Open” button



3. Input “School Key”  
Then press “Open” button



# Decrypt TSA Parameter at CDS module

[S-CDS03-01] CDS > Incoming Message > Message List

1 message(s) is/are opened

Message List | Archived Message

Search Incoming Message

Search Clear

Subject (Code) All Type (Code) All  
 Description Message Status All  
 EDB Reference  
 Received Date From DD/MM/YYYY Received Date To DD/MM/YYYY  
 Priority All Normal Urgent

Synchronize Open Archive Delete

Filter Enter keyword

<< < 1 page of 9 > >> Display 10 records / page

	Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Priority
<input type="checkbox"/>	Opened	S1123	TSA Parameter file for primary school (SCRN=57557C000121)	HKEAA TSA (EATSA)	Data (DAT)	15/09/2024 03:04 PM		Normal

**4. Message is decrypted.**

# STEP 2

HKEAA > TSA > Data Communication  
> Process Incoming Data

## HKEAA > TSA > Data Communication > Process Incoming Data

[S-HKE38-01] HKEAA > TSA > Data Communication > Process Incoming Data

Process Incoming Data | Prepare Outgoing Data | Confirmed Outgoing Data

Search Incoming Message

Search [Clear]

Subject (Code): HKEAA TSA (EATSA) | Type (Code): All

Description: [ ] | Message Status: All

EDB Reference: [ ]

Received Date From (DD/MM/YYYY): [ ] | Received Date To (DD/MM/YYYY): [ ]

Priority: All | Normal | Urgent

**Import**

Filter: Enter keyword

<< < 1 page of 1 > >> Display 10 records / page

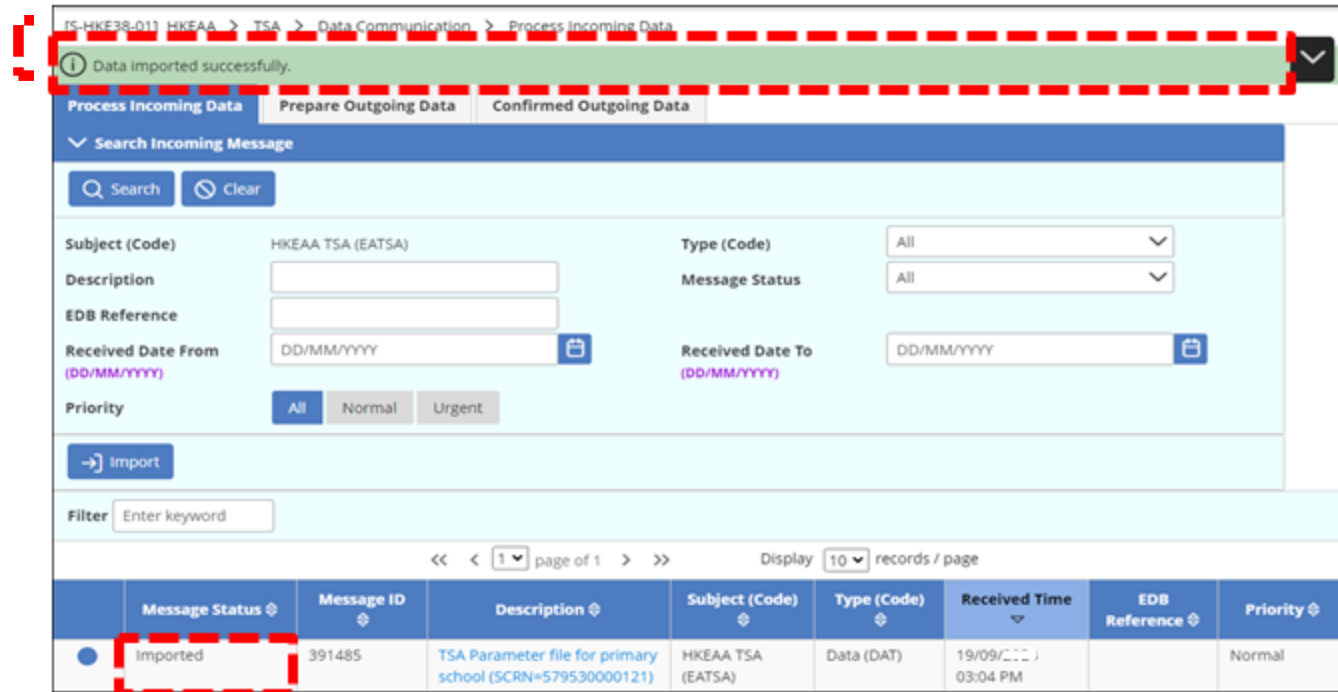
	Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Priority
<input checked="" type="radio"/>	Opened	001120	TSA Parameter file for primary school (SCRN=57050000012)	HKEAA TSA (EATSA)	Data (DAT)	12/05/2014 03:04 PM		Normal

2. Press "Import".

1. Choose parameter file.

# Import the decrypted parameter

## HKEAA > TSA > Data Communication > Process Incoming Data



IS-HKE38-01] HKEAA > TSA > Data Communication > Process Incoming Data

Data imported successfully.

Process Incoming Data | Prepare Outgoing Data | Confirmed Outgoing Data

Search Incoming Message

Search Clear

Subject (Code) HKEAA TSA (EATSA) Type (Code) All

Description Message Status All

EDB Reference

Received Date From DD/MM/YYYY Received Date To DD/MM/YYYY

Priority All Normal Urgent

Import

Filter Enter keyword

1 page of 1 Display 10 records / page

Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Priority
Imported	391485	TSA Parameter file for primary school (SCRN=579530000121)	HKEAA TSA (EATSA)	Data (DAT)	19/09/2011 03:04 PM		Normal

3. The message status will change to “Imported”. Relevant message is shown at the top of the screen.

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

⊗ E-52147: TSA parameter file has not yet been imported. For schools with more than one school level and/or school session, please import ALL TSA parameters received.

Search  Clear

School Year	2023	School Session	AM
School Level	Primary	School Session	AM
Class Level	All	Assigned Class/Group Name	
Class Name		Assigned Class/Group Name	

- Each parameter file is imported for **one** school level and school session.
- In case a school is a **through-train** school with **“AM” and “PM” sessions** operated, user has to import **three** parameter files in total. (i.e. Parameter file for Primary – A.M section , Parameter file for Primary– P.M. section, and Parameter file for Secondary )

# STEP 3

HKEAA > TSA > Maintain Student Data

## HKEAA > TSA > Maintain Student Data

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

Search Clear

School Year

School Level Primary

Class Level All

Class Name 3A X

School Session AM

Assigned Class/Group Name

Search

3A

三義

3C

3D

6A

6B

6C

6D

2. Press "Search" button.

1. Select search criteria.

Data that match search criteria are shown

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

Search  Clear

School Year

School Level  School Session

Class Level

Class Name  Assigned Class/Group Name

Save  Reset  Assign

<input type="checkbox"/>	Class Name	Assigned Class/Group Name <sup>[1]</sup>	Class No	Assigned Class/Group No <sup>[1] [2]</sup>	English Name	Chinese Name	Gender	DOB	STRN	NCS Student <sup>[3]</sup>
<input type="checkbox"/>	3A	3A	1	1			M	13/11/20		Y
<input type="checkbox"/>	3A	3A	2	2			M	13/11/20		Y
<input type="checkbox"/>	3A	3A	3	3			F	03/06/20		N
<input type="checkbox"/>	3A	3A	4	4			F	01/10/20		N

**3a. Default Value = Original Class Name & Class Number**



# Maintain Student Data

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

Search Clear

School Year: 2023

School Level: Primary

Class Level: All

Class Name: 3A X

School Session: AM

Assigned Class/Group Name:

Save Reset Assign

<input type="checkbox"/>	Class Name	Assigned Class/Group Name <sup>[1]</sup>	Class No	Assigned Class/Group No <sup>[1] [2]</sup>	English Name	Chinese Name	Gender	DOB	STRN	NCS Student <sup>[3]</sup>
<input type="checkbox"/>	3A	3A	30	30	Student Pong Tsz Ho	平浩士	M	01/03/2015	A7245803	N
<input type="checkbox"/>	3A	3Y	31	1	No-Gin		M	03/04/2018	M772221A	N
<input type="checkbox"/>	3A	3A	32	32	Zhou Zhong	鍾鐘	M	04/09/2014	F4102152	N

3b. Modified data → Change into RED

3c. Whole Entry = RED = Newly admitted student

6. Display of relevant system message.

5. Press "Save" button.

4. Select students for record saving.

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

Record saved successfully.

Search Clear

School Year

School Level  School Session

Class Level

Class Name  Assigned Class/Group Name

Save Reset Assign

<input type="checkbox"/>	Class Name	Assigned Class/Group Name [1]	Class No	Assigned Class/Group No [1] [2]	English Name	Chinese Name	Gender	DOB	STRN	NCS Student [3]
<input checked="" type="checkbox"/>	3A	3A	1	1	[REDACTED]	[REDACTED]	M	13/11/20[REDACTED]	[REDACTED]	Y
<input checked="" type="checkbox"/>	3A	3A	2	2	[REDACTED]	[REDACTED]	M	13/11/20[REDACTED]	[REDACTED]	Y
<input checked="" type="checkbox"/>	3A	3A	3	3	[REDACTED]	[REDACTED]	F	03/06/20[REDACTED]	[REDACTED]	N

# Maintain Student Data: Reminder (1)

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

Record saved successfully.

Search Clear

School Year

School Level Primary

School Session AM

Class Level All

Class Name 3A

Assigned Class/Group Name

Save Reset Assign

<input checked="" type="checkbox"/>	Class Name	Assigned Class/Group Name [?]	Class No	Assigned Class/Group No [?][?]	English Name
<input checked="" type="checkbox"/>	3A	3A	1	1	Student 3A
<input checked="" type="checkbox"/>	3A	3A	2	2	Student 3A

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

Search Clear

School Year

School Level Primary

School Session AM

Class Level Primary 6

Class Name 6A

Assigned Class/Group Name

Save Reset Assign

<input type="checkbox"/>	Class Name	Assigned Class/Group Name [?]	Class No	Assigned Class/Group No [?][?]	English Name
<input type="checkbox"/>	6A	6A	1	1	Student 6A
<input type="checkbox"/>	6A	6A	2	2	Student 6A

**Note:**  
Always save the edited data before starting a new search

## Maintain Student Data: Reminder (2)

[S-HKE36-01] HKEAA > TSA > Maintain Student Data

Search  Clear

School Year

School Level  School Session

Class Level

Class Name  Assigned Class/Group Name

<input type="checkbox"/>	Class Name	Assigned Class/Group Name <sup>[1]</sup>	Class No	Assigned Class/Group No <sup>[1] [2]</sup>	English Name	Chinese Name	Gender	DOB	STRN	NCS Student <sup>[3]</sup>
<input type="checkbox"/>	三義	3A	1	1	XXXXXXXXXX	XXXXXX	M	14/05/2014	XXXXXXXXXX	N
<input type="checkbox"/>	三義	3A	2	2	XXXXXXXXXX	XXXXXX	M	14/05/2014	XXXXXXXXXX	N
<input type="checkbox"/>	三義	3A	3	3	XXXXXXXXXX	XXXXXX	F	03/04/2014	XXXXXXXXXX	N

### Note:

If Chinese character (e.g. 三義) is used for Class Name, user should modify Assigned Class/Group Name into English (e.g. 3A).

# Maintain Student Data: How to change Class/Group by batch

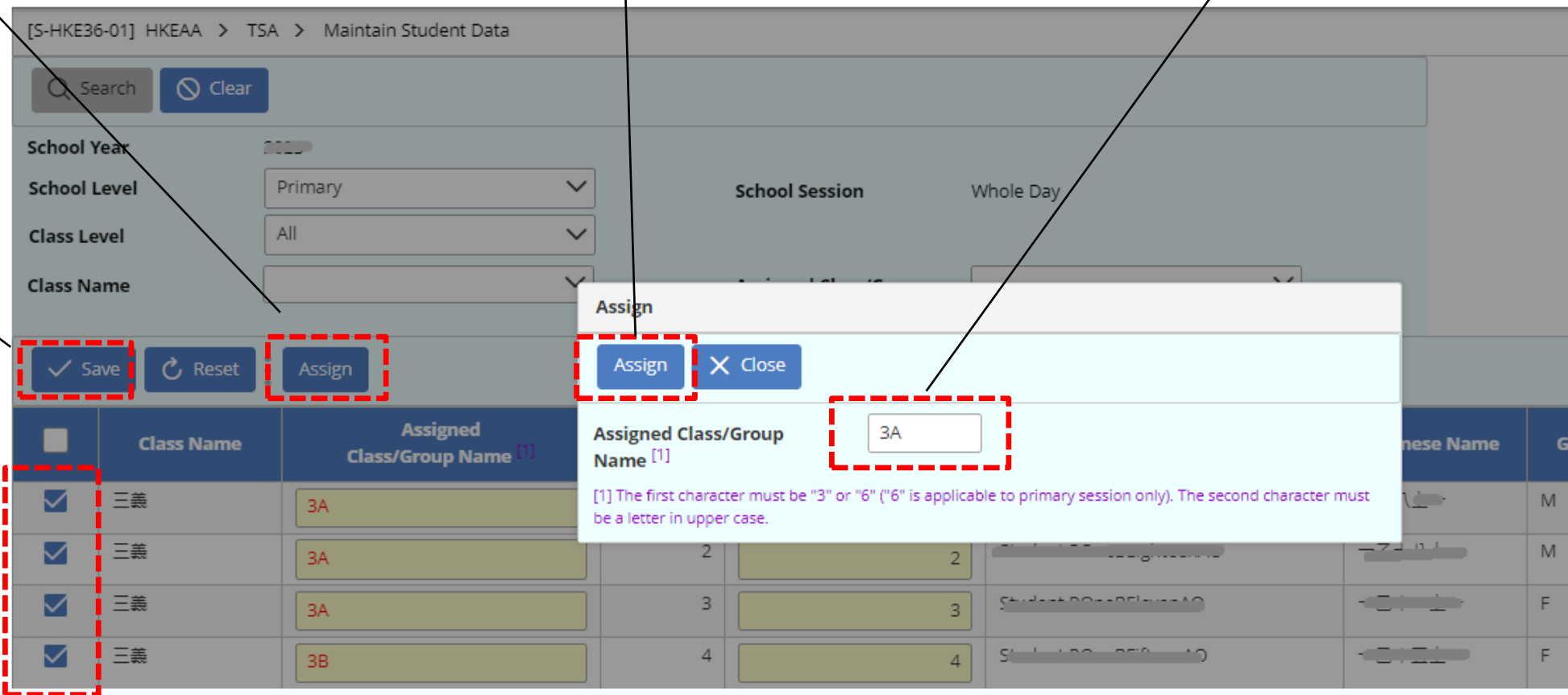
ii. Press “Assign” button.

iv. Press “Assign” again.

iii. Input a class/group name.

v. Press “Save” button.

i. Select students(s).



The screenshot shows the 'Maintain Student Data' interface for school [S-HKE36-01]. The interface includes a search bar, filters for School Year, School Level (Primary), Class Level (All), and School Session (Whole Day). A table lists students with columns for Class Name and Assigned Class/Group Name. A modal dialog titled 'Assign' is open, showing a table with 'Assigned Class/Group Name' and a text input field containing '3A'. The dialog also has 'Assign' and 'Close' buttons. A red dashed box highlights the 'Assign' button in the main interface, the 'Assign' button in the dialog, the 'Assigned Class/Group Name' input field, and the first four rows of the student table.

	Class Name	Assigned Class/Group Name [1]
<input checked="" type="checkbox"/>	三級	3A
<input checked="" type="checkbox"/>	三級	3A
<input checked="" type="checkbox"/>	三級	3A
<input checked="" type="checkbox"/>	三級	3B

Assigned Class/Group Name [1] 3A

[1] The first character must be "3" or "6" ("6" is applicable to primary session only). The second character must be a letter in upper case.

# STEP 4

HKEAA > TSA > Data Communication  
> Prepare Outgoing Data

## HKEAA > TSA > Data Communication > Prepare Outgoing Data

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

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

**Prepare** **2. Press “Prepare” button.**

	File Description
<input checked="" type="checkbox"/>	TSA Student Data

**1. Check “TSA Student Data”.**

# Prepare Outgoing Data

4. Press “Search” button.

3. Select search criteria.

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

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

Search Confirm < Back

School Year

School Level Primary School Session AM

Class Level All

Class Name 3A X 三義 X 3C X  
3D X 6B X 6C X 6D X  
6A X

Assigned Class/Group Name 3A X 3B X 3D X 3C X  
3Y X 3Z X 6A X 6B X  
6C X 6D X

X

- 3A
- 三義
- 3C
- 3D
- 6A
- 6B
- 6C
- 6D



# Prepare Outgoing Data

6. Press  
“Prepared”

5. Select  
student(s).

[S-HKE38-05] HKEAA > TSA > Data Communication > Prepare Outgoing Data

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

Prepare < Back

Filter  Hide/Show Column

<< < 1 of 1 > >> Display All records / page

<input type="checkbox"/>	Class Name	Assigned Class/Group Name	Class No	Assigned Class/Group No	English Name	Chinese Name	Gender	DOB	STRN	NCS Student (1)
<input checked="" type="checkbox"/>	3A	3A	1	31	Student Somenegh...	學生	M	13/11/2000	XXXXXXXXXX	N
<input checked="" type="checkbox"/>	3A	3A	2	32	Student Somenegh...	學生	M	13/11/2000	XXXXXXXXXX	N
<input checked="" type="checkbox"/>	3A	3A	3	33	Student Somenegh...	學生	M	15/02/2000	XXXXXXXXXX	N

## 7. In case error(s) is/are detected, please rectify errors according to the Error Report.

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

⊗ Critical error occurred. File cannot be prepared. Please click [here](#) to generate the Error Report of preparing Student Data .

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

Search Confirm < Back

School Year ~~2008~~

School Level Primary ▼

School Session AM ▼

Class Level All ▼

Class Name ▼

Assigned Class/Group Name ▼

# Prepare Outgoing Data

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

*i* Interface file prepared successfully.

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

Search Confirm < Back

School Year

School Level

Class Level

Class Name

School Session

Assigned Class/Group Name

Class (Class No)	Status	Preview Type	Option
TSA Student Data 3A(1), 3A(2), 6A(10), 6A(11)	Prepared	Raw Tabular <b>Report</b>	<b>Preview</b> Un-prepare

**8. If there is no error, a TSA student data file will be prepared for preview. Select a type of report under “Preview Type” first, then press “Preview” under “Option”.**

## Report Sample

R-HKE056 (RESTRICTED) Date : 23/09/2024

School ID: [REDACTED]

**Hong Kong Examinations & Assessment Authority Module - TSA**  
Student Data file

SCRN : [REDACTED] Page 1 of 1

Sch Year : 2024

Sch Lvl : Primary

Sch Sess : AM

Class Lvl	Assigned Class/ Group Name	Assigned Class/ Group No.	Name (English)	Name (Chinese)	Gender	DOB (DD/MM/YYYY)	STRN	NCS (Y/N)
P3	3A	1	NCS-MARVIN-CHIU	[REDACTED]	M	13/11/2015	[REDACTED]	Y
P3	3A	2	NCS-HUNT-YUEN	[REDACTED]	M	13/11/2015	[REDACTED]	Y
P6	6A	10	Student-20240610	[REDACTED]	F	03/06/2018	[REDACTED]	N
P6	6A	11	Student-20240611	[REDACTED]	F	01/12/2018	[REDACTED]	N

\*\*\* End of Report \*\*\*

# Prepare Outgoing Data

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

*i* Interface file prepared successfully.

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

Search **Confirm** < Back

School Year

School Level  School Session

Class Level

Class Name  Assigned Class/Group Name

Class (Class No)	Status	Preview Type			Option	
TSA Student Data 3A(1), 3A(2), 6A(10), 6A(11)	Prepared	Raw	Tabular	<b>Report</b>	Preview	<b>Un-prepare</b>

## 9. After viewing the report:

→ If user needs to modify the TSA student data, press “Un-prepare” button.

→ If no modification is needed, press “Confirm”.

# Prepare Outgoing Data

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

Interface file prepared successfully.

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

Search **Confirm** < Back

School Year 2023

School Level Primary

Class Level All

Class Name

Class (Class No)
TSA Student Data 3A(1), 3A(2), 6A(1), 6A(2)



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

Interface file confirmed successfully.

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

Search **Confirm** < Back

School Year 2023

School Level Primary

Class Level All

Class Name

School Session AM

Assigned Class/Group Name

Class (Class No)	Status	Preview Type			Option	
TSA Student Data 3A(1), 3A(2), 6A(1), 6A(2)	Confirmed	Raw	Tabular	<b>Report</b>	Preview	Un-prepare

**10. After pressing “Confirm” button and the data file is confirmed successfully, a system message will be shown at the top of the system and “Confirm” button will turn dimmed.**

## HKEAA > TSA > Data Communication > Confirmed Outgoing Data

[S-HKE38-03] HKEAA > TSA > Data Communication > Confirmed Outgoing Data

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

Search Outgoing Message

Search [ ] Clear [ ]

Subject (Code) HKEAA TSA (EATSA) Description [ ]

Creation Date From [ DD/MM/YYYY ] Creation Date To [ DD/MM/YYYY ]

Ack Date From [ DD/MM/YYYY ] Ack Date To [ DD/MM/YYYY ]

Message Status All

Filter [ Enter keyword ]

<< < 1 page of 2 > >> Display 10 records / page

Message Status	Message Id	Description	Creation Time	Ack Time	Subject (Code)	Party	Owner
Ready	53	TSADATA.DAT - HKE - TSA Student Data	2010-04-04 04:51 PM		HKEAA TSA (EATSA)	HKEAA	super6

**11. The student data file is ready to be sent via CDS.**

# STEP 5

CDS > Outgoing Message >  
Maintain Message



# View and Send Outgoing Message

## CDS > Outgoing Message > Message List

[S-CDS01-01] CDS > Outgoing Message > Message List

Message List | Archived Message

Search Outgoing Message

Search [ ] Clear [ ]

Subject (Code) [ All ] Description [ ]

Creation Date From [ DD/MM/YYYY ] Creation Date To [ DD/MM/YYYY ]

Ack Date From [ DD/MM/YYYY ] Ack Date To [ DD/MM/YYYY ]

Message Status [ All ]

Delete [ ] Archive [ ] Send [ ] Reject [ ]

Filter [ Enter keyword ]

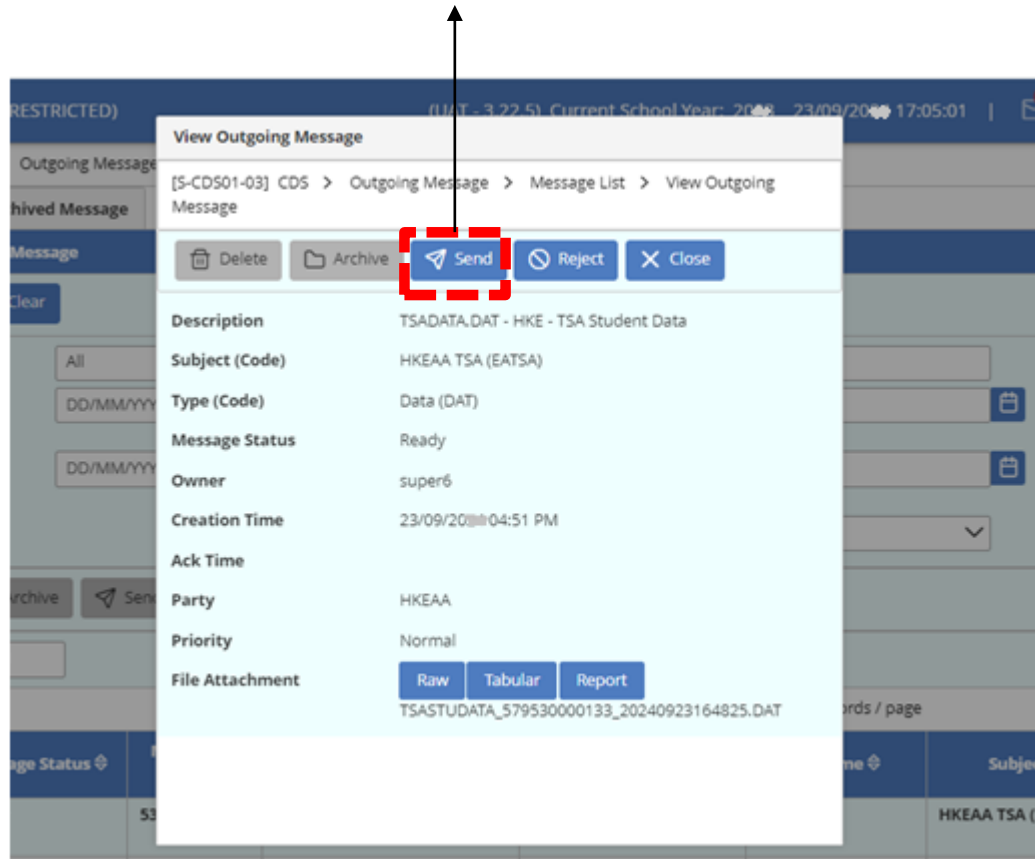
<< < 1 page of 3 > >> Display 10 records / page

	Message Status	Message Id	Description	Creation Time	Ack Time	Subject (Code)	Party	Owner
<input type="checkbox"/>	Ready	53	TSADATA.DAT - HKE - TSA Student Data	2019/12/24 04:31 PM		HKEAA TSA (EATSA)	HKEAA	super6

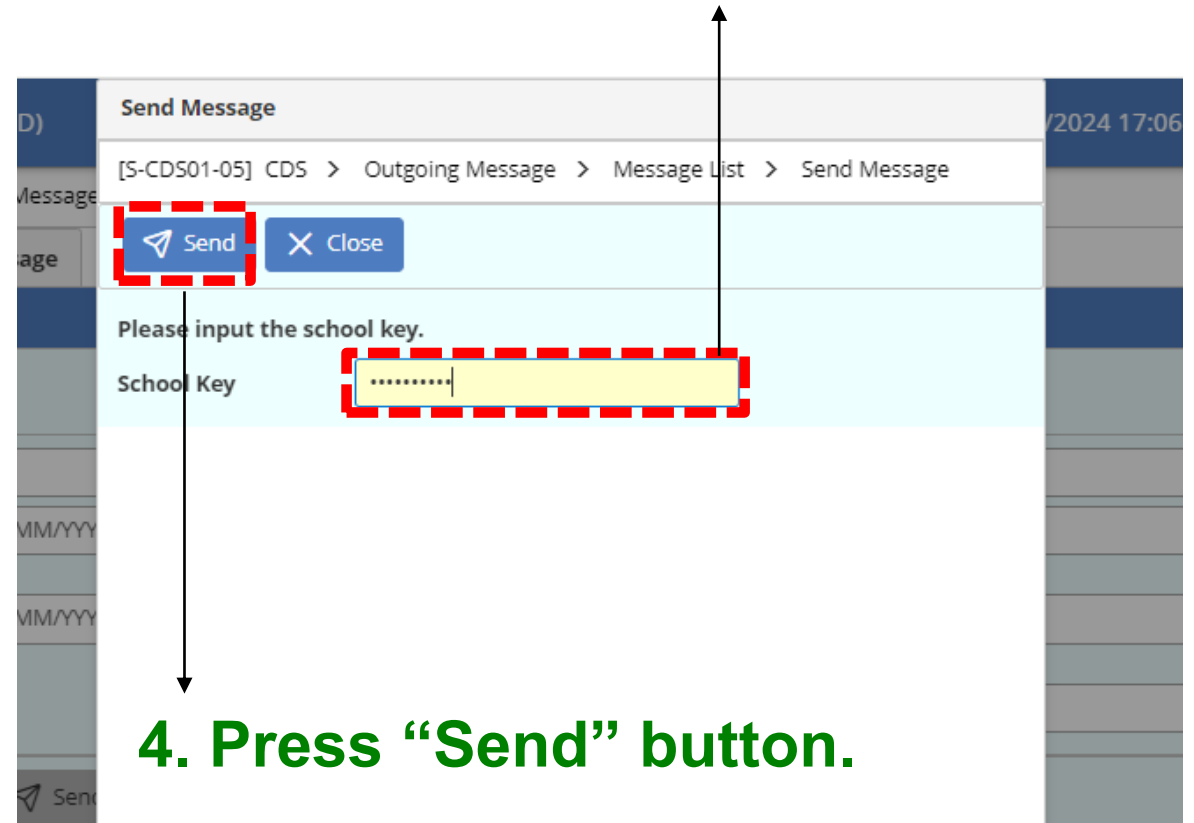
**1. Click the TSA Student Data file.**

# View and Send Outgoing Message

2. Press "Send" button.



3. In the new dialogue box, enter School Key.



4. Press "Send" button.

# Send Outgoing Message

5. Successful message is seen at the top of the screen. Message status will change from “Processing” to “Received”.

[S-CDS01-01] CDS > Outgoing Message > Message List

The message is being sent at the backend.

Message List | Archived Message

Search Outgoing Message

Subject (Code): All

Creation Date From: DD/MM/YYYY

Ack Date From: DD/MM/YYYY

Buttons: Delete, Archive, Send, Reject

Message Status	Message Id	Description
Processing	54	TSADATA.DAT - HKE - TSA Student Data

[S-CDS01-01] CDS > Outgoing Message > Message List

Message List | Archived Message

Search Outgoing Message

Subject (Code): All

Creation Date From: DD/MM/YYYY

Ack Date From: DD/MM/YYYY

Buttons: Delete, Archive, Send, Reject

Message Status	Message Id	Description
Sent	54	TSADATA.DAT - HKE - TSA Student Data

[S-CDS01-01] CDS > Outgoing Message > Message List

Message List | Archived Message

Search Outgoing Message

Subject (Code): All

Creation Date From: DD/MM/YYYY

Ack Date From: DD/MM/YYYY

Description: [Empty]

Creation Date To: DD/MM/YYYY

Ack Date To: DD/MM/YYYY

Message Status: All

Buttons: Delete, Archive, Send, Reject

page 3 of 3 | Display 10 records / page

Message Status	Message Id	Description	Creation Time	Ack Time	Subject
Received	54	TSADATA.DAT - HKE - TSA Student Data	24/09/2024 10:55 AM		HKEAA TSA (EA

# TSA REPORT

## HKEAA > TSA > Report

2. Press “Search” button.

1. Choose language.

3. Choose “Built-in Template”

[S-HKE37-01] HKEAA > TSA > Report

Search Report

Search Clear

Category All

Language English Chinese

	Report Name (ID)
	TSA Student Data Report (R-HKE054-E)

Note(s):  
\* Click to display the report template(s) and then click the template you need to create the report.

5. Press “Preview & Print” button.

4. Choose print criteria.

[S-HKE37-02] HKEAA > TSA > Report

**TSA Student Data Report (R-HKE054-E) : Built-in Template**

Please input the print criteria.

School Year	20	▼	School Session	AM	▼
School Level	Primary	▼	Assigned Class/Group Name		▼
Class Level	All	▼			
Class Name	3A X 6A X	▼			

Format

**Note:**

**The information on report is based on the latest confirmed and sent TSA data file.**

R-HKE054-E (RESTRICTED)

Date : 24/09/20

School  
 Hong Kong Examinations & Assessment Authority Module - TSA  
 Student Data Report

page 1 of 4

SCRN :  
 Sch Year : 20  
 Sch Lvl : Primary  
 Sch Sess : AM

Class Lvl	Class Name	Assigned Class / Group Name	Class No	Assigned Class / Group No	Name (English)	Name (Chinese)	Gender	DOB (DD/MM/YYYY)	STRN	NCS (Y/N)
P3	3A	3Z	1	31	WONG HARVEEN CHIA	黃曉欣	M	13/11/20	I	Y
P3	3A	3Z	2	32	NGO WAI MAN	吳蔚文	M	13/11/20	P	Y
P3	3A	3Y	3	31	SUN	孫	F	03/06/20	O	N
P3	3A	3Y	4	32	PO	鄧	F	01/10/20	G	N
P3	3A	3A	5	5	WONG	黃	F	01/10/20	U	N

END