



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

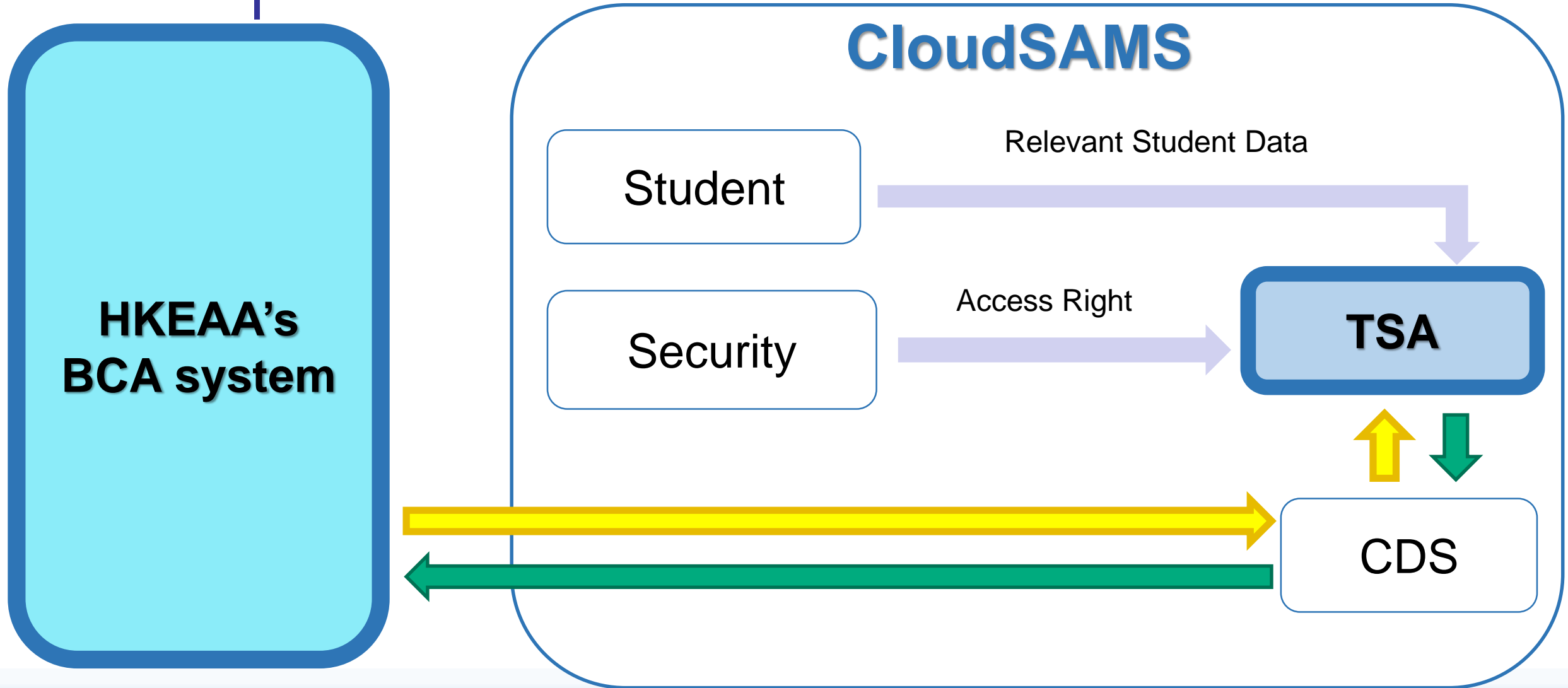
▼ TSA

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 secondary school”.

2. **HKEAA > TSA > Data Communication > Process Incoming Data**

Import parameter file “TSA parameter file for secondary 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

Decrypt TSA Parameter at CDS module

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

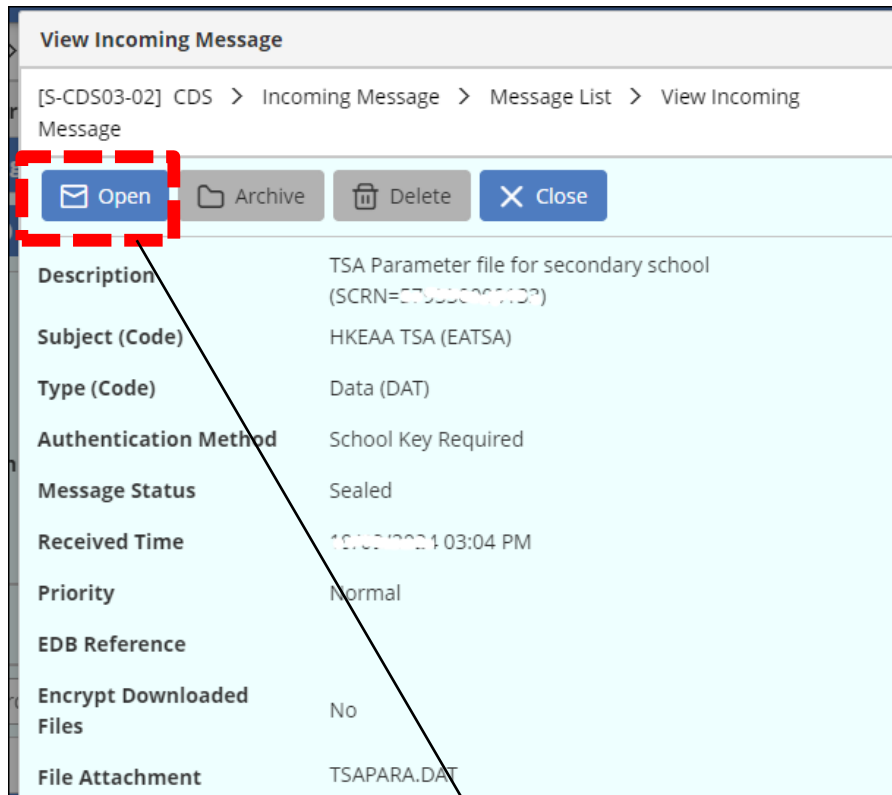
Filter Enter keyword

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

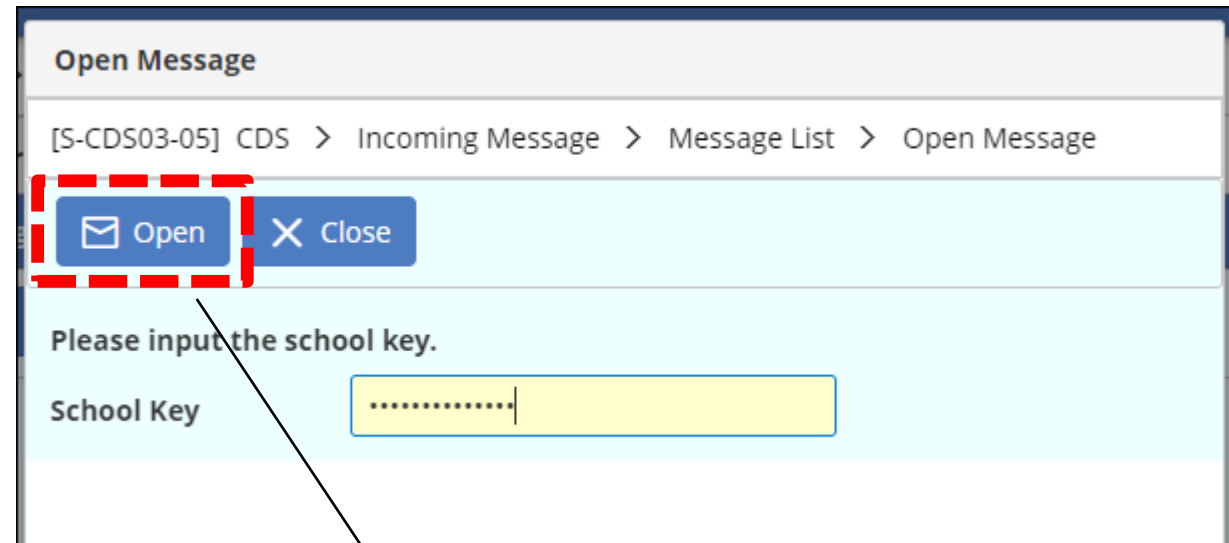
	Message Status	Message ID	Description	Subject (Code)	Type (Code)	Received Time	EDB Reference	Priority
<input type="checkbox"/>	Sealed	391485	TSA Parameter file for secondary school (SCRN=...)	HKEAA TSA (EATSA)	Data (DAT)	19/09/2009 03:04 PM		Normal

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
 (DD/MM/YYYY) (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	551404	TSA Parameter file for secondary school (SCRN=.....)	HKEAA TSA (EATSA)	Data (DAT)	15/03/2024 03:04 PM		Normal

4. Message is decrypted.

STEP 2

HKEAA > TSA > Data Communication
> Process Incoming Data

Import the decrypted parameter

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 type="radio"/>	opened	001101	TSA Parameter file for secondary school (SCRN=170910200011)	HKEAA TSA (EATSA)	Data (DAT)	11/02/2021 03:04 PM		Normal

2. Press "Import".

1. Choose parameter file.

Import the decrypted parameter

HKEAA > TSA > Data Communication > Process Incoming Data

[S-HKE3B-01] HKEAA > TSA > Data Communication > Process Incoming Data

Data imported successfully.

Process Incoming Data | Prepare Outgoing Data | Confirmed Outgoing Data

Search Incoming Message

Search [X] 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	...	TSA Parameter file for secondary school (SCRN#...)	HKEAA TSA (EATSA)	Data (DAT)	2015 03:04 PM		Normal

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

Import Parameter File

[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.

School Year	2019	School Session	Whole Day
School Level	Secondary		
Class Level	Secondary 3		
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

School Year: 2015

School Level: Secondary

Class Level: Secondary 3

Class Name: S3A X S3B X

School Session: Whole Day

Assigned Class/Group Name:

S3A

S3B

S3C

S3D

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 Secondary

School Session Whole Day

Class Level Secondary 3

Class Name 3A

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 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: 2020

School Level: Secondary

School Session: Whole Day

Class Level: Secondary 3

Class Name:

Assigned Class/Group Name:

3b. Modified data → Change into RED

<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 type="checkbox"/>	3A	3A	30	30	Student Pong Tin Lok	彭晉立	M	01/03/2015	A7245000	N
<input type="checkbox"/>	3A	3Y	31	1	No Student		M	03/04/2018	M772221A	N
<input type="checkbox"/>	3A	3A	32	32	Zita Zhong	鍾美怡	M	04/09/2014	F440215B	N

3c. Whole Entry = RED = Newly admitted student

6. Display of relevant system message.

5. Press "Save" button.

4. Select students(s) for record saving.

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

Record saved successfully.

Search Clear

School Year [Redacted]

School Level Secondary School Session Whole Day

Class Level Secondary 3

Class Name [Redacted] Assigned Class/Group Name [Redacted]

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: 2022
 School Level: Secondary
 School Session: Whole Day
 Class Level: Secondary 3
 Class Name: 3A X
 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	Secondary 3A
<input checked="" type="checkbox"/>	3A	3A	2	2	Secondary 3A

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

Search Clear

School Year: 2022
 School Level: Secondary
 School Session: Whole Day
 Class Level: Secondary 3
 Class Name: 3B X
 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"/>	3B	3G	1	1	Secondary 3B
<input type="checkbox"/>	3B	3B	2	2	Secondary 3B

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 2023

School Level Secondary School Session Whole Day

Class Level Secondary 3

Class Name 三義 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 type="checkbox"/>	三義	3A	1	1	XXXXXXXXXX	XXXXXXXXXX	M	14/05/2014	XXXXXXXXXX	N
<input type="checkbox"/>	三義	3A	2	2	XXXXXXXXXX	XXXXXXXXXX	M	14/05/2014	XXXXXXXXXX	N
<input type="checkbox"/>	三義	3A	3	3	XXXXXXXXXX	XXXXXXXXXX	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

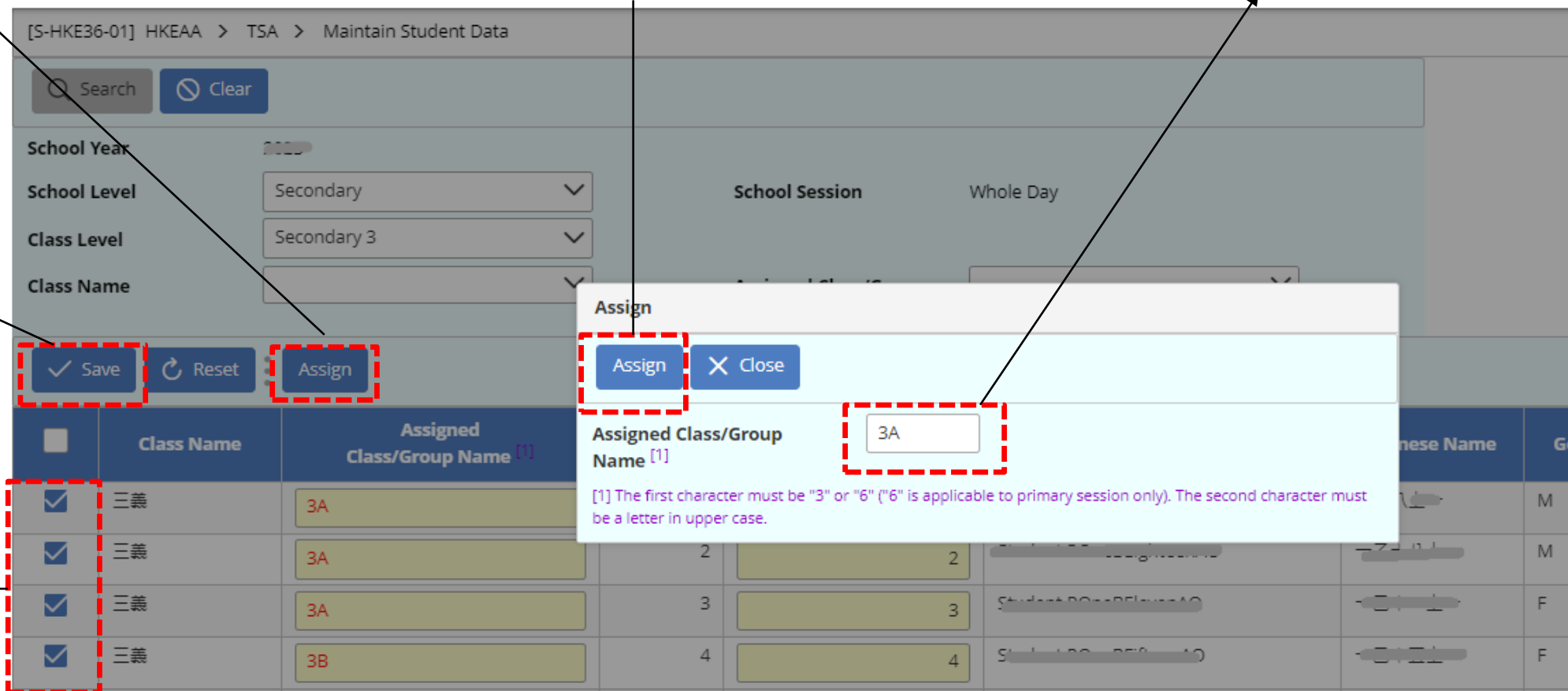
ii. Press “Assign” button.

v. Press “Save” button.

i. Select students(s).

iv. Press “Assign” again.

iii. Input a class/group name.



The screenshot shows the 'Maintain Student Data' interface. At the top, there are search and clear buttons. Below are filters for School Year, School Level (Secondary), Class Level (Secondary 3), and School Session (Whole Day). A table lists students with checkboxes for selection. The 'Assigned Class/Group Name' column shows '3A' and '3B'. A modal window titled 'Assign' is open, showing an 'Assign' button, a 'Close' button, and a text input field containing '3A'. A red dashed box highlights the 'Assign' button in the modal and the '3A' input field. Another red dashed box highlights the 'Save' button in the main interface. A third red dashed box highlights the checkboxes for the first four students in the table.

	Class Name	Assigned Class/Group Name [1]
<input checked="" type="checkbox"/>	三義	3A
<input checked="" type="checkbox"/>	三義	3A
<input checked="" type="checkbox"/>	三義	3A
<input checked="" type="checkbox"/>	三義	3B

Assigned Class/Group Name [1]
[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
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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 2000

School Level Secondary

School Session Whole Day

Class Level Secondary 3

Class Name 3A X 3B X 3C X S3D X

Assigned Class/Group Name

3A
3X
3Y
3Z

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

<< < 1 of 1 > >> Display 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 Surnamng		M	13/11/2000		N
<input checked="" type="checkbox"/>	3A	3A	2	32	Student Surnamng		M	13/11/2000		N
<input checked="" type="checkbox"/>	3A	3A	3	33	Student Surnamng		M	15/02/2000		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

School Level

Class Level

Class Name

School Session

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), 3A(3)	Prepared	Raw	Tabular	Report	Preview	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 : 23/09/2023

██████████ in School ██████████
Hong Kong Examinations & Assessment Authority Module - TSA
Student Data file

SCRN : ██████████
 Sch Year : 2023
 Sch Lvl : Secondary
 Sch Sess : Whole Day

Page 1 of 1

Class Lvl	Assigned Class/ Group Name	Assigned Class/ Group No.	Name (English)	Name (Chinese)	Gender	DOB (DD/MM/YYYY)	STRN	NCS (Y/N)
S3	3A	31	██████████	██████████	M	13/11/20██	██████████	N
S3	3A	32	██████████	██████████	M	13/11/20██	██████████	N
S3	3A	33	██████████	██████████	M	15/02/20██	██████████	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

Class Level

Class Name

School Session

Assigned Class/Group Name

Class (Class No)	Status	Preview Type			Option
TSA Student Data 3A(1), 3A(2), 3A(3)	Prepared	Raw	Tabular	Report	Preview Un-prepare

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

School Level

Class Level

Class Name

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



[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

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), 3A(3)	Confirmed	Raw Tabular Report	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	23/09/2023 04:51 PM		HKEAA TSA (EATSA)	HKEAA	support

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]

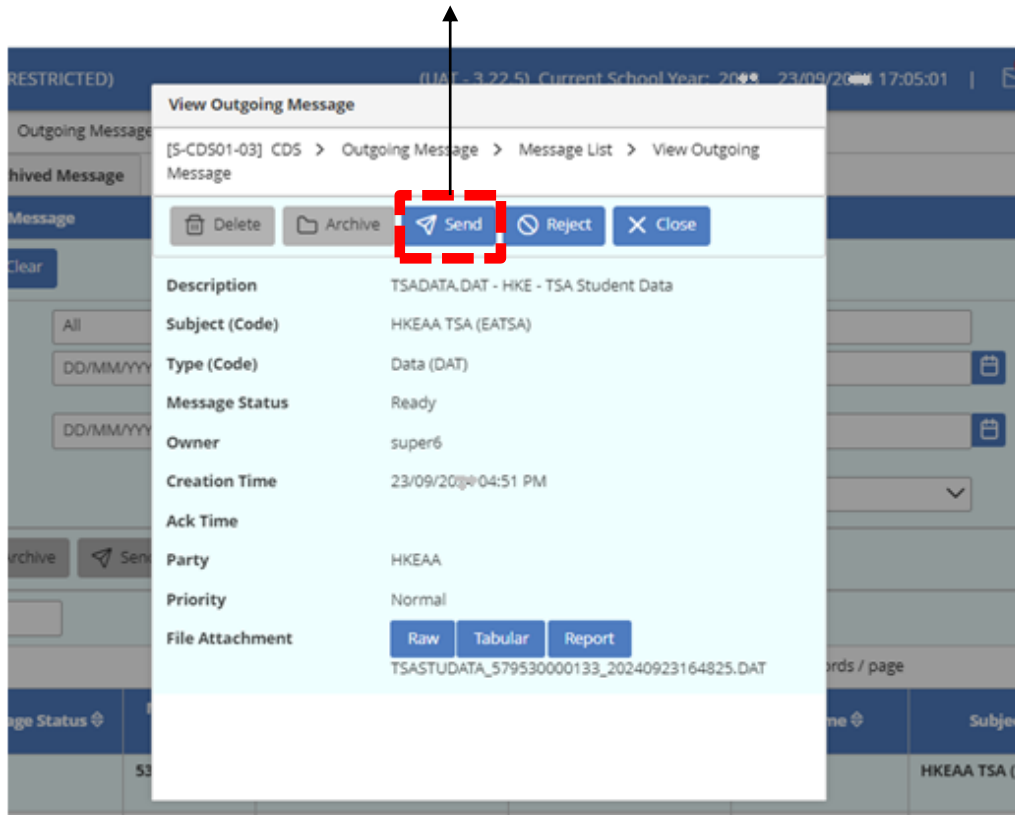
<< < 1 page of 3 > >> Display 10 records / page

	Message Status	Message Id	Description	Creation Time	Ack Time	Subject (Code)	Party	Owner
<input type="checkbox"/>	Ready	53	TSADATA.DAT - HKE - TSA Student Data	2024/04/04 04:31 PM		HKEAA TSA (EATSA)	HKEAA	super6

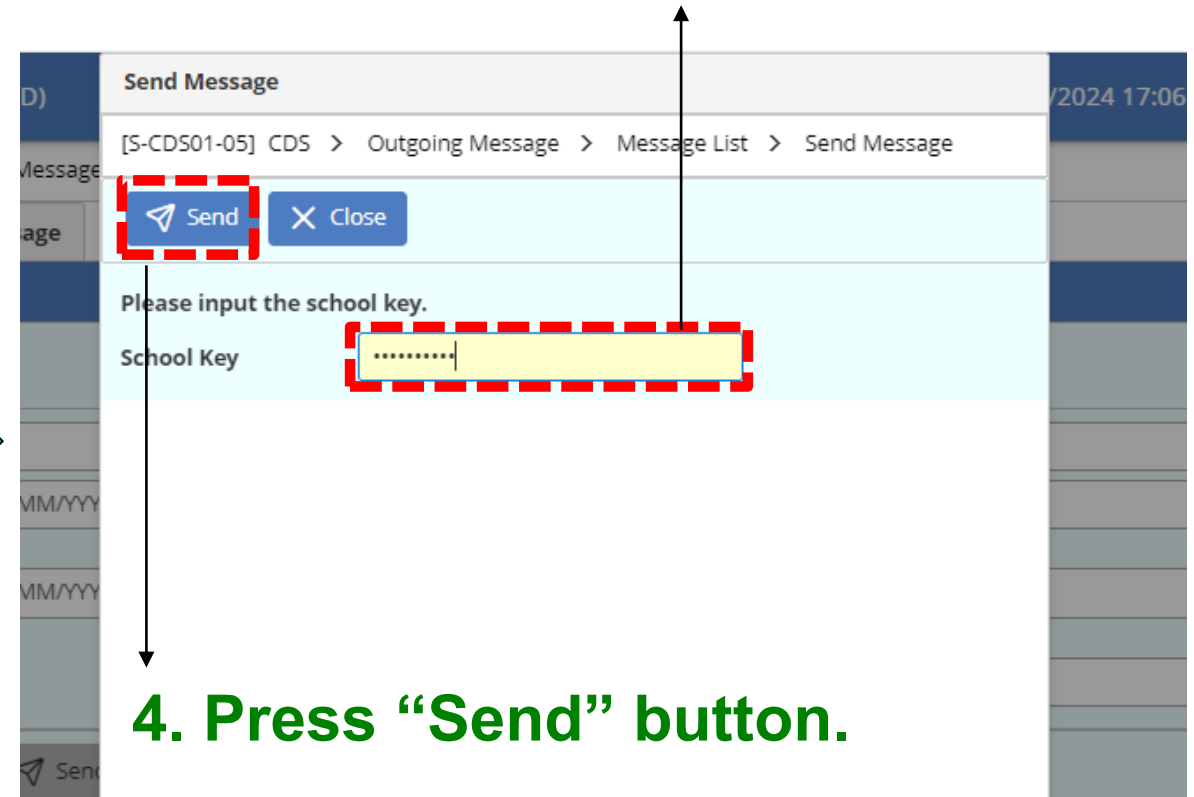
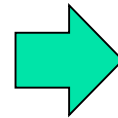
1. Click the TSA Student Data File.

View and Send Outgoing Message

2. Press “Send” button.



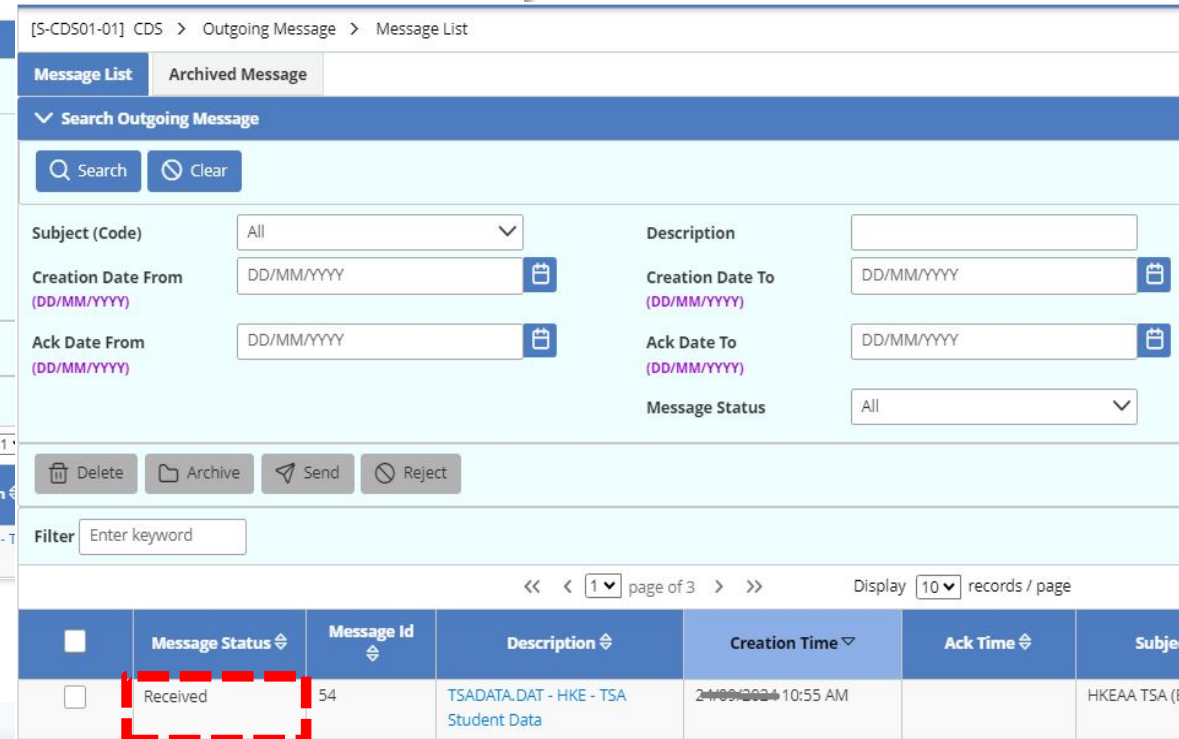
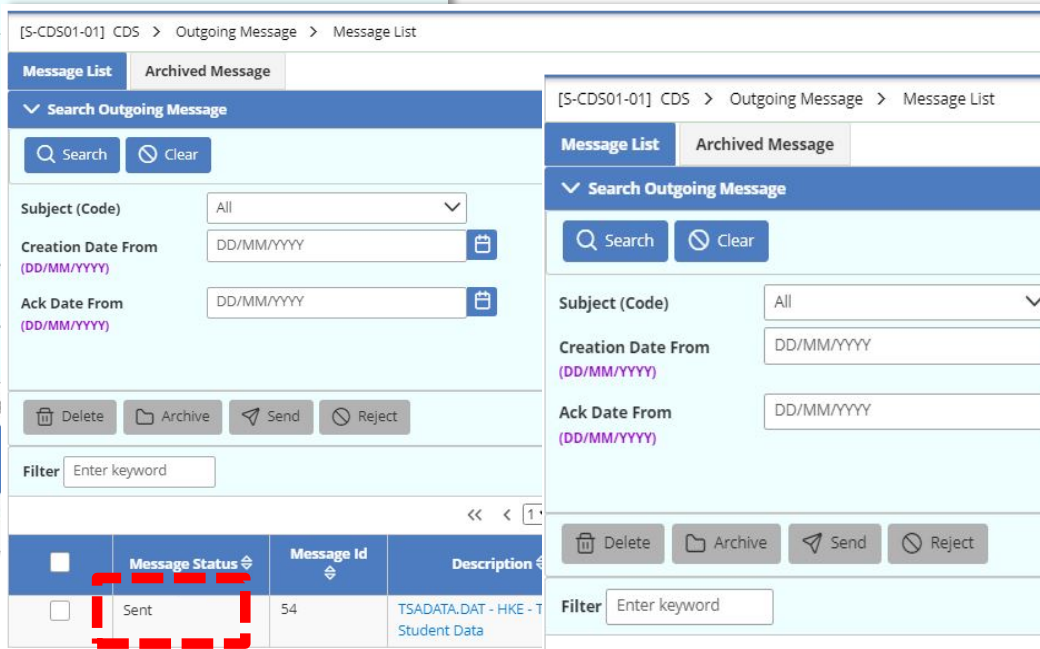
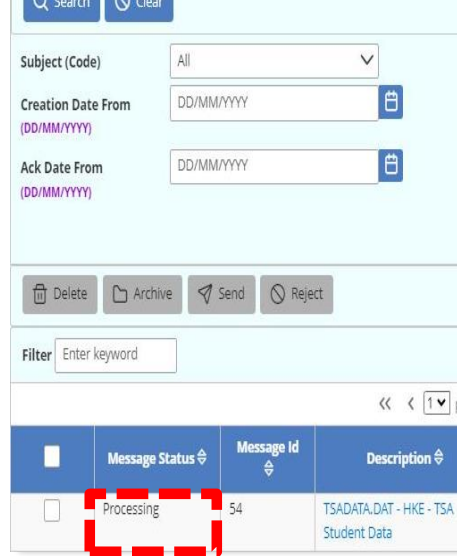
3. In the new dialogue box, enter School Key.



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”.



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

Preview & Print Reset Back

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

Please input the print criteria.

School Year	<input type="text" value="2020"/>	▼	School Session	<input type="text" value="Whole Day"/>	▼
School Level	<input type="text" value="Secondary"/>	▼			
Class Level	<input type="text" value="Secondary 3"/>	▼			
Class Name	<input type="text" value="3A"/>	▼	Assigned Class/Group Name	<input type="text"/>	▼

Format PDF WORD EXCEL RICHTEXT

Note:

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

R-HKE054-E (RESTRICTED)

Date : 24/09/20

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

page 1 of 2

SCRN : [Redacted]
 Sch Year : 20[Redacted]
 Sch Lvl : Secondary
 Sch Sess : Whole Day

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)
S3	3A	3A	1	31	[Redacted]	[Redacted]	M	13/11/20[Redacted]	V[Redacted]	N
S3	3A	3A	2	32	[Redacted]	[Redacted]	M	13/11/20[Redacted]	G[Redacted]	N
S3	3A	3A	3	33	[Redacted]	[Redacted]	M	15/02/20[Redacted]	P[Redacted]	N
S3	3A	3A	4	34	[Redacted]	[Redacted]	M	15/02/20[Redacted]	T[Redacted]	N

END