

Guidelines on Sending 2023/24 Class and Subject Details to the Education Bureau in WebSAMS (For schools installed with WebSAMS)

Important Notice

- For schools installed with WebSAMS, they are required to return the survey via the CDS in WebSAMS.
- Before preparing the return, schools should ensure their WebSAMS has been upgraded to Version **3.1.8** or later ones (i.e., the version released on/after 30 June 2023).
- Please refer to details regarding WebSAMS upgrade on “WebSAMS Download Site”:

<https://cdr.websams.edb.gov.hk/版本升級/網上校管系統/>

(A) Changes in Subject Codes

Schools should take note of the latest subject code changes as stipulated in the Fast Information Transmission System - School Messaging Module (hereafter referred to the “SMM”) message issued by the Curriculum Development Institute (CDI) of the Education Bureau (EDB) on 30 June 2023. Schools are advised to observe the changes and use the up-to-date subject names and subject codes to report, plan and make arrangements for the 2023/24 school year, so as to ensure the subject information reported to EDB by means of survey returns or other forms is accurate. Schools should also be cautious of the applicable levels and school types when inputting the subject codes. For example, senior secondary (SS) subject codes are applicable to the SS level only.

Please note that, starting from the 2023/24 school year, subject codes 045 (Biology), 070 (Chemistry), 315 (Physics), 135 (Economics), 11N (Business, Accounting & Financial Studies), 12N (Business, Accounting & Financial Studies (Accounting)), and 13N (Business, Accounting & Financial Studies (Business Management)) are applicable to the SS level only. Advisory message(s) will appear on the pages relevant to subject information if the above subject code(s) is/are used in P1-S3 for the 2023/24 school year. If the advisory message(s) is/are shown, please amend the subject information or the school will not be able to submit the "Survey on Class and Subject Details" via WebSAMS.

For details and enquiries, please refer to the [SMM message of CDI on 30 June 2023](#) and the Appendix of Education Bureau Circular Memorandum No. 123/2023.

(B) Steps for preparing the Class and Subject Details

1. Create the new school year 2023/24 under “**School Management > Plan New School Year**” [Figure 1]. The school information including class and subject details of the 2022/23 school year will be copied to the new school year automatically by the system.

[S-IYP01-01] **School Management > Planning New School Year > Plan New School Year**

Planning new school year started successfully

Plan New School Year Reset Plan of New School Year Migrate to New School Year

Capture Data **Housekeeping**

CURRENT School Year 2022

Start NEW School Year 2023 (Started)

☒ Capture data from Current Year
Information of all class levels will be copied from Current Year.

Attention: This function copies current school details (See online help for more information) to new school year.

Confirm

Figure 1

2. Update Premises Information, Classroom Designation and Permitted Accommodation [Figure 2 and Figure 3] by referring to the Certificate of Accommodation issued by EDB.

(Relevant details are also available on:

<http://applications.edb.gov.hk/schoolsearch/schoolsearch.aspx?langno=1>)

[S-SCH05-01] **School Management > School Facilities > Premises & Sub-Premises**

School Year 2023 ▼

Premises & Sub-Premises Classroom Designation School Facilities

	Premises Code / Sub-Premises Code	Description (Eng)	Description (Chi)
<input type="checkbox"/>	0001	1 WAN CHAI MAIN ST, WAN CHAI, HK	香港灣仔大街一號
<input type="checkbox"/>	- 01	1 WAN CHAI MAIN ST, WAN CHAI, HK	香港灣仔大街一號

Add Premises Add Sub-Premises Delete

Figure 2

[S-SCH05-06] **School Management > School Facilities > Classroom Designation**

School Year 2023 ▼

Premises & Sub-Premises Classroom Designation School Facilities

	Premises Code	Sub-Premises Code	Classroom Designation	Permitted Accommodation
<input type="checkbox"/>	0001	01	105	42
<input type="checkbox"/>	0001	01	106	42
<input type="checkbox"/>	0001	01	107	42

Figure 3

- According to the information in *Figure 3*, select the correct Premises Code, Sub-Premises Code and Classroom Designation for each classroom [*Figure 4*]. For Sub-Premises Code, please select “01” if there is no special indication in the Certificate of Accommodation.

[S-SCH06-03] **School Management** > **School Facilities** > **School Facilities**

School Year 2023

Premises & Sub-Premises **Classroom Designation** **School Facilities**

Edit Facilities Details

Facilities Type Ordinary Classroom **Facilities Zone** Main Building

Premises Code 0001 **Sub-Premises Code** 01 **Classroom Designation** 106

Facilities Code 106 **Max No of Classes** 1

Facilities Name 2B

Figure 4

- Update class details according to “number of operating classes” in the 2023/24 school year under “**School Management** > **Class Details** > **Setup**” [*Figure 5*].

[S-SCH09-01] **School Management** > **Class Details** > **Setup**

School Year 2023

<input type="checkbox"/>	Class Level	Class Name
<input type="checkbox"/>	Secondary 1	1A 1B 1C 1D
<input type="checkbox"/>	Secondary 2	2A 2B 2C 2D
<input type="checkbox"/>	Secondary 3	3A 3B 3C 3D
<input type="checkbox"/>	Secondary 4	4A 4B 4C 4D
<input type="checkbox"/>	Secondary 5	5A 5B 5C 5D
<input type="checkbox"/>	Secondary 6	6A 6B 6C 6D

Figure 5

Some Points to Note on Class Type and Subject Codes:

- Class Type “**Activity Approach Class**” is **NOT** applicable to **all levels** of non-special aided and government schools, and generation of data file with such input will fail.
- Applied Learning (ApL) courses and adapted Applied Learning courses for students with intellectual disabilities (adapted ApL) offered under Mode 1 and Mode 2 should be reported in the survey.
- Some subject codes are normally used in special schools, such as “373” (Self Care) and those codes with subject descriptions containing “ApL-adapted”.

Please refer to Education Bureau Circular Memorandum No. 123/2023 for details.

- Update class information of each class under “**School Management > Class Details > Class Basic Information**” [Figure 6].

[S-SCH09-03] **School Management > Class Details > Class Basic Information**

Basic Information **Class-Based Subject** **Class Subject Full List** **Class Timetable** **Document**

School Year 2023 **School Level** Secondary
School Session Whole Day **Class Level** Secondary 1
Class Code 1A **Class Name** 1A
Class Type Ordinary Class **Floating Class Indicator** ☐ Yes ☒ No
Stream Not Applicable
Recommended Class Size 32
Home Room Code 201

Class Teacher	
1	Teacher One
2	
3	

[Add more class teacher ...](#)

Copy to Delete Save Back

Figure 6

- Update class-based subject details under “**School Management > Class Details > Class-Based Subject**” [Figure 7].

[Schools are reminded not to handle level-based subjects (e.g. some elective subjects) as class-based subjects in the updating because this may result in reporting a wrong number of groups operated for the subjects at the class level concerned.]

[S-SCH10-01] **School Management > Class Details > Class-Based Subject** [Go to Class List](#)

Basic Information **Class-Based Subject** **Class Subject Full List** **Class Timetable** **Document**

2023 Secondary, Whole Day Secondary 1 - 1A

	Subject / Subject Component ▲	MOI	Subject Teacher	Number of Period
Compulsory				
<input type="checkbox"/>	080 Chinese Language	Chinese (Cantonese)	Teacher Three	8.00
<input type="checkbox"/>	165 English Language	English	Teacher Two	8.00
<input type="checkbox"/>	280 Mathematics	Chinese (Cantonese)	Teacher One	6.00

Add Copy to Delete

Copy from ApL Module

Figure 7

7. Update cross-class subject details under “**School Management > Group for Cross-Class Subject**” [Figure 8].

[S-SCH21-01] **School Management > Group for Cross-Class Subject**

School Year	2023	School Level	Secondary	School Session	Whole Day
Class Level	Secondary 1	Group Type	All	Group Code	

Search

<input type="checkbox"/>	Group Type	Group Code	Group Name	Subject	Sub-Group	School Level / Session	Class Level
<input type="checkbox"/>	Non-Subject Block	E1	S1 ENG	English Language	E1-01, E1-02, E1-03, E1-04, E1-05, E1-06	Secondary / Whole Day	S1

Add Delete

Figure 8

8. Update sub-group details under “**School Management > Group for Cross-Class Subject > Sub-Group**” [Figure 9].

(In the interface file, the number of groups for each subject will be automatically generated according to the number of “Sub-Group”.)

[S-SCH21-04] **School Management > Group for Cross-Class Subject > Sub-Group**

Basic Information	Sub-Group	Class Attached	
School Year	2023	School Level	Secondary
School Session	Whole Day	Group Code	E1
Group Name	S1 ENG	Subject	English Language

Sub-Group

<input type="checkbox"/>	Sub-Group / Subject Component ▲	MOI	Subject Teacher	Number of Period
<input type="checkbox"/>	E1-01	English	-	8.00
<input type="checkbox"/>	E1-02	English	-	8.00
<input type="checkbox"/>	E1-03	English	-	8.00
<input type="checkbox"/>	E1-04	English	-	8.00
<input type="checkbox"/>	E1-05	English	-	8.00
<input type="checkbox"/>	E1-06	English	-	8.00

Add Delete Back

Figure 9

- Attach classes to each group under “**School Management > Group for Cross-Class Subject > Class Attached**” [Figure 10].

[S-SCH21-08] **School Management > Group for Cross-Class Subject > Class Attached**

Basic Information		Sub-Group	Class Attached
School Year	2023	School Level	Secondary
School Session	Whole Day	Group Code	E1
Group Name	S1 ENG	Subject	English Language

<input type="checkbox"/>	Class Level	Class
<input checked="" type="checkbox"/>	Secondary 1	<input checked="" type="checkbox"/> 1A <input checked="" type="checkbox"/> 1B <input checked="" type="checkbox"/> 1C <input checked="" type="checkbox"/> 1D
<input type="checkbox"/>	Secondary 2	<input type="checkbox"/> 2A <input type="checkbox"/> 2B <input type="checkbox"/> 2C <input type="checkbox"/> 2D
<input type="checkbox"/>	Secondary 3	<input type="checkbox"/> 3A <input type="checkbox"/> 3B <input type="checkbox"/> 3C <input type="checkbox"/> 3D
<input type="checkbox"/>	Secondary 4	<input type="checkbox"/> 4A <input type="checkbox"/> 4B <input type="checkbox"/> 4C <input type="checkbox"/> 4D
<input type="checkbox"/>	Secondary 5	<input type="checkbox"/> 5A <input type="checkbox"/> 5B <input type="checkbox"/> 5C <input type="checkbox"/> 5D
<input type="checkbox"/>	Secondary 6	<input type="checkbox"/> 6A <input type="checkbox"/> 6B <input type="checkbox"/> 6C <input type="checkbox"/> 6D

Save Back

Figure 10

- Preview/print relevant reports to verify the class and subject details under “**School Management > Report**” [Figure 11 and Figure 12].

[S-SCH16-01] **School Management > Report**

Category All Categories ▼

Language ☒ English ☐ Chinese

Search Reset

Figure 11

[S-SCH16-01] School Management > Report

Category: All Categories ▼
 Language: ☒ English ☐ Chinese

Search Reset

Report Name (ID)

- ▶ Class Basic Information (R-SCH006-E)
- ▶ Class Enrolment List (R-SCH007-E)
- ▶ Class Structure List (R-SCH002-E)
- ▶ Class Subject / Subject Group List (R-SCH008-E)
- ▶ Classroom Designation List (R-SCH004-E)
- ▶ Cross-Class Subject (Subject Block) List (R-SCH021-E)
- ▶ Group for Cross-Class Subject List (R-SCH014-E)
- ▶ School Calendar (R-SCH010-E)
- ▶ School Facilities List (R-SCH003-E)
- ▶ School Holiday and Calendar Event List (R-SCH012-E)
- ▶ School Holiday List (R-SCH011-E)
- ▶ School Management Committee Details (R-SCH001-E)
- ▶ Staff Entitlement List (R-SCH005-E)
- ▶ Subject Group List (R-SCH009-E)
- ▶ Term Information (R-SCH013-E)

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

Figure 12

[For subjects that are not offered throughout the school year (e.g. ApL(C) which is offered in the second term of Secondary 4), schools should derive the equivalent number of periods per week or cycle across the whole school year on a pro-rata basis (e.g. for a subject that has three periods per week in the second term, the pro-rata number of periods per week throughout the year is 1.5). If the number contains decimals, schools are requested to round the number to two decimal places.]

(Steps 11 and 12 are applicable to those schools with school-defined subjects.)

11. Schools can map the contents of the school-defined subjects to EDB-defined subjects under “**School Management > School-defined Subject Mapping**” [Figure 13]. The mapping can be performed on whole-school or class-level basis (the latter is applicable when the percentage of the subject components of a school-defined subject varies from one class level to another). Please note that the total percentages of each set of subject mapping must be 100%.

[Schools are required to use the subject codes in the EDB standard subject code table to report all the subjects offered to students. Unless none of the standard subject codes are appropriate for use, schools should not use school-defined subject codes to report subject information.]

[S-SCH29-01] School Management > School-defined Subject Mapping

School Level: Secondary ▼ School Session: All ▼
 Class Level: All ▼ School-defined Subject: All ▼

Search

	No	School Level	School Session	Class Level	School-defined Subject	EDB-defined Subject	Percentage of Subject Mapping (%)
<input type="checkbox"/>	1	Secondary	Whole Day	Secondary 1	922 Art & Music	300 Music ▼	50
<input type="checkbox"/>	2	Secondary	Whole Day	Secondary 1	922 Art & Music	432 Visual Arts ▼	50

Add Delete Save Reset Start Validation

Figure 13

12. Click “Start Validation” to check if all school-defined subjects have been successfully mapped to EDB-defined subjects. Check the Exception Report and rectify if necessary [Figure 14 and Figure 15].

School-defined Subject Mapping - Exception Report 學校編修科目配對 - 缺漏報告			
			Page : 1 of 1
Warning: School-defined subject(s) have not been mapped yet. 警告: 學校編修科目尚未進行配對。			
School Level 學校級別	School Session 學校授課制	Class Level 級別	School-defined Subject 學校編修科目
Secondary 中學	Whole Day 全日	Secondary 4 中四	991 IT 991 資技
Total No. of Warnings (School-defined subject(s) have not been mapped yet) = 1 警告總數(學校編修科目尚未進行配對) = 1			
*** 完 *** *** End of Report ***			

Figure 14

School-defined Subject Mapping - Exception Report 學校編修科目配對 - 缺漏報告	
Page : 1 of 1	
Validation success. 核對成功。	
*** 完 *** *** End of Report ***	

Figure 15

(C) Steps for sending the Survey on Class and Subject Details

- Please prepare the interface file for Survey on Class and Subject Details of the 2023/24 school year under “**School Management > Data Communication > Prepare Outgoing Data**” [Figure 16 and Figure 17]. Please note that with effect from the 2010/2011 school year, subjects with “School-defined subject code” can also be included in the interface file after mapping. Please refer to steps 11 and 12 of Section (B) for details.

[S-SCH17-01] School Management > Data Communication > Prepare Outgoing Data

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data

File Status	File Description	Preview Type
<input checked="" type="radio"/>	Survey on Class and Subject Details	
<input type="radio"/>	Planned Subject Information in Secondary Schools	
<input type="radio"/>	School Emergency Contact Information	

Prepare Un-prepare Confirm Preview

Figure 16

[S-SCH17-02] School Management > Data Communication > Prepare Outgoing Data

Prepare Survey on Class and Subject Details Interface File

School Year 2023

Please select the **School Year** as follows: 2023

Prepare Back

Figure 17

- Warning message(s)** will appear if:
 - subject code 045,070,315,135,11N,12N or 13N is used in P1-S3 for the 2023/24 school year (including school-defined subjects) [Figure 18], or
 - school-defined subjects are not properly mapped with EDB-defined subjects [Figure 19].

[S-SCH17-03] School Management > Data Communication > Prepare Outgoing Data

Interface file preparation cannot proceed. Subject code 045 is applicable to the senior secondary level only. Starting from the 2023/24 school year, a school which uses subject code 045 at non-senior secondary levels will not be able to submit the "Survey on Class and Subject Details".

Sch Year	Sch Level	Sch Session	Class Level	Class Code
2023	Secondary	Whole Day	S1	1A

Figure 18

[S-SCH17-03] School Management > Data Communication > Prepare Outgoing Data

E-20879 : Interface file preparation cannot be prepared. The EDB-defined subject mapping of following school-defined subject(s) are missing.

Sch Level	Sch Session	Class Level	School-defined Subject
Secondary	Whole Day	Secondary 5	904 Assembly

E-20880 : Interface file preparation cannot be prepared. The lump sum of the proportion of the following set of mapping of school-defined subject(s) are not 100%.

Sch Level	Sch Session	Class Level	School-defined Subject	EDB-defined Subject	Percentage of Subject Mapping (%)
Any	Any	Any	900 Bible	271 Sch Developed	65%
Secondary	Whole Day	Secondary 1	933 Combined Science	260 Science	65%

Back

Figure 19

Please amend the relevant subject information or finish your mapping in “**School Management > School-defined Subject Mapping**” first before continuing with “**Prepare Outgoing Data**”.

- Advisory message(s) [Figure 20] will appear if input of Senior Secondary subject codes at non-Senior Secondary levels (P1-P6, S1-S3) is found (not applicable to schools with Special Curriculum Type). If necessary, users can amend the data and prepare the data file again.

Warning: Mismatch between the subject code and the class level is found. The subject code input by your school is designated for senior secondary levels only.					
Sch Year	Sch Level	Sch Session	Class Level	Class Code	Subject
2023	Secondary	Whole Day	Secondary 1	1A	Chinese Literature

Figure 20

- For secondary schools, two sets of subject data, by class and by class level respectively, will be automatically generated for reporting. Click “**Prepared**” to check and amend the number of subject groups by class level [Figure 21]. Amend the number of subject groups if the number generated by the system does not reflect the real picture [Figure 22]. Please note that the number of groups of EDB-defined subjects converted from school-defined subjects is not shown in the screen and cannot be modified.

[S-SCH17-01] School Management > Data Communication > Prepare Outgoing Data

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data

File Status	File Description	Preview Type
<input checked="" type="radio"/> Prepared	Survey on Class and Subject Details	Report ▼
<input type="radio"/>	Planned Subject Information in Secondary Schools	
<input type="radio"/>	School Emergency Contact Information	

Prepare Un-prepare Confirm Preview

Figure 21

[S-SCH17-10] School Management > Data Communication > Prepare Outgoing Data

▼ Bottom

Class Level	EDB-defined Subject	MOI	No. of Periods per Week / Cycle	Original No. of Groups	No. of Groups
S1	110-Computer Literacy	Chinese (Cantonese)	2.75	3	<input type="text"/>
S1	165-English Language	English	8.00	4	<input type="text"/>
S1	259-Integrated Humanities	Chinese (Cantonese)	5.00	3	<input type="text"/>
S1	260-Science(Secondary 1-3)	Chinese (Cantonese)	5.00	3	<input type="text"/>
S1	267-Library Lesson	Chinese (Cantonese)	1.00	4	<input type="text"/>

Figure 22

5. Preview/print the report for Survey on Class and Subject Details to verify the data again [Figure 23]. Please note that the EDB-defined subjects converted from school-defined subjects, if any, will appear at the end of the list of subjects and will be marked “#” before the subject code(s) and subject name(s). The system will automatically calculate the number of periods of these “converted” subjects according to the percentages input into the system.

Class Level : Secondary 2 級別: 中二		Class Code : 2B 班別代號:	Stream : Not Applicable 分科組別: 不適用	
Class Type : Ordinary Class 班別類別: 普通班		Sub-Premises : 01 分校舍編號:	Classroom Designation : 603 課室編號:	
Premises : 校舍編號:		* No. of Boys : 18 男生人數:	* No. of Girls : 19 女生人數:	
Subject 科目	MOI 教學語言	No. of Period per Week/Cycle 每週節數	No. Of Day/Cycle 每循環週日數	
310-Physical Education Lessons 310-體育課	Chinese (Cantonese) 中文(粵語)	1.00	7	
350-Putonghua 350-普通話	Chinese (Putonghua) 中文(普通話)	2.00	7	
432-Visual Arts 432-視覺藝術	Chinese (Cantonese) 中文(粵語)	2.00	7	
#110-Computer Literacy 110-普通電腦科	Chinese (Cantonese) 中文(粵語)	0.55	7	
#300-Music 300-音樂	Chinese (Cantonese) 中文(粵語)	0.45	7	

Figure 23

6. The number of groups of each of these “converted” subjects is calculated in the same way as that of EDB-defined subjects [Figure 24].

Class Level 級別	Subject 科目	MOI 教學語言	No. of Period per Week/Cycle 每週節數	No. of Group 組別數目
	432-Visual Arts 432-視覺藝術	Chinese (Cantonese) 中文(粵語)	2.00	5
	#135-Economics 135-經濟	Chinese (Cantonese) 中文(粵語)	5.00	5
	#271-School-based Developed Subjects/Courses 271-校本發展科目	Chinese (Cantonese) 中文(粵語)	0.30	5
	#665-Child Care and Education (ApL) 665-幼兒教育 (應用學習)	Chinese (Cantonese) 中文(粵語)	0.30	5
	#674-Exercise and Fitness Coaching (ApL) 674-運動及體適能教練 (應用學習)	Chinese (Cantonese) 中文(粵語)	0.20	5
	#715-English Communication (ApL) 715-英文傳意 (應用學習)	English 英文	0.20	5

Figure 24

7. If all data are correct, click the “**Confirm**” button to send the file to CDS [Figure 25]. If not, un-prepare the file, correct the irregularities and then prepare a new interface file.

[Attention: An error page will appear when clicking the “Confirm” button for the data file if the WebSAMS of the school has not yet been upgraded to Version 3.1.8 or later ones (i.e., the version released on/after 30 June 2023). Schools are required to prepare the data file again after completing the version upgrade.]

[S-SCH17-01] School Management > Data Communication > Prepare Outgoing Data

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data

	File Status	File Description	Preview Type
<input checked="" type="radio"/>	Prepared	Survey on Class and Subject Details	Report ▼
<input type="radio"/>		Planned Subject Information in Secondary Schools	
<input type="radio"/>		School Emergency Contact Information	

Prepare Un-prepare **Confirm** Preview

Figure 25

Schools are requested to forward their class and subject details for the 2023/24 school year within the survey period. An error message will appear if the data file is not prepared or confirmed within the survey period [Figure 26]. Schools are required to prepare the data file again within the survey period.

[S-SCH17-01] School Management > Data Communication > Prepare Outgoing Data

E-20950: This data file is not prepared within the survey period. You are required to prepare it again.

Process Incoming Data Prepare Outgoing Data Confirmed Outgoing Data

	File Status	File Description	Preview Type
<input checked="" type="radio"/>	Prepared	Survey on Class and Subject Details	Report ▼
<input type="radio"/>		Planned Subject Information in Secondary Schools	
<input type="radio"/>		School Emergency Contact Information	

Prepare Un-prepare Confirm Preview

Figure 26

8. Find the interface file for Survey on Class and Subject Details under “**CDS > Outgoing Message > Maintain Message**” [Figure 27].

[S-CDS01-01] **CDS > Outgoing Message > Maintain Message**

Maintain Message Process Message Upload Data

Page 1 of 11 Bottom

	Message Status	Description	Creation Time	Ack Time	Subject (Code)	Type (Code)	Party	Priority	School Reference	Owner
	Ready	SC9731PID1H.DAT - Survey on Class and Subject Details	19/09/2023 03:40 PM		SCIM (SCIM)	Data (DAT)	EDB	Normal		super1

Figure 27

- a. Encrypt the file with school key and send it to EDB [Figure 28 and Figure 29].

[S-CDS01-03] **CDS > Outgoing Message > Maintain Message**

View Outgoing Message

Description
SC9731PID1H.DAT - Survey on Class and Subject Details

Subject (Code) SCIM (SCIM)

Type (Code) Data (DAT)

Message Status Ready

Owner super1

Creation Time 19/09/2023 03:40 PM

Acknowledge Receipt

Party EDB

Priority Normal

School Reference

File Attachment
SC9731F1.DAT

Raw Tabular Report

Encrypt Reject Delete Edit Close

Figure 28

[S-CDS01-06] **CDS > Outgoing Message > Encryption**

Encryption

Please input the school key.
Effective Period : 05/01/2023 - 04/01/2024

School Key

Encrypt Close

Remarks:
Please allow a few minutes interval between each batch or individual encryption of messages.

Figure 29

- b. An error message will appear if the preparation date and/or the confirmation date of data file is/are not within the survey period [Figure 30]. Schools are required to prepare the data file again within the survey period.

This data file has been prepared before the survey start date. You are required to prepare it again.

確定

Figure 30

--- End ---