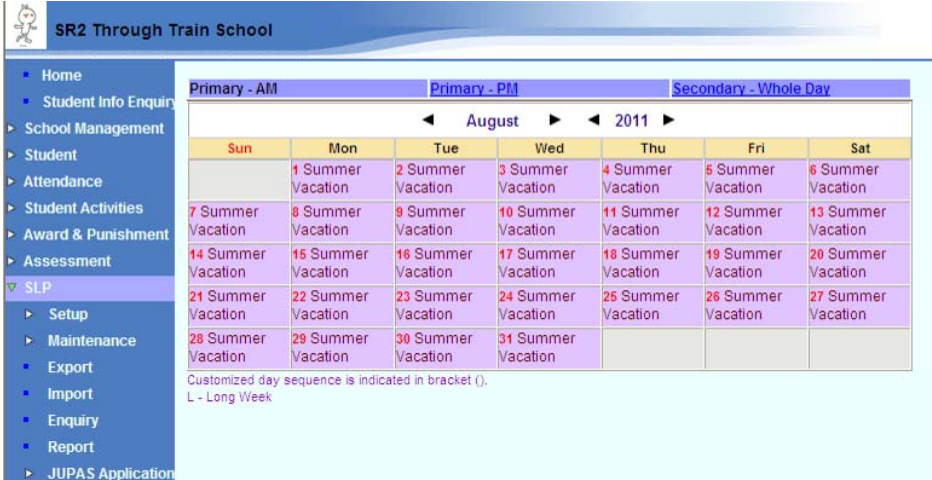*Introduction on WebSAMS enhancement to cater for JUPAS application*

JUPAS Application for
teachers/system administrator/SLP administrator

User Account: sysadmin

Password: wsadmin

Login the user interface for teachers/system administrator/SLP administrator

Introduction on WebSAMS enhancement to cater for JUPAS application

Data File

The following four data files are to be imported into WebSAMS before using related functions of JUPAS application. The updated files are downloaded from JUPAS online interface.

> ➢ OEA Activity File: Student file to be enriched to submit the OEA information
> ➢ JUPAS Activity Lists Code File: JUPAS activity list
> ➢ JUPAS Activity Category Code File: Category code file
> ➢ DSE Subject Code File: Subject code file containing DSE code

(1) Access SLP → JUPAS Application → Data File
(2) Select file type
(3) Import corresponding files into the system. If the file format does not match, an error message will be prompted.

**Introduction on WebSAMS enhancement to cater for JUPAS application**

Student Mapping

(1) Access SLP → JUPAS Application → Student Mapping

You need to check the box on the right to confirm the mapping. The system will basically match the HKID / Passport No. For records with same HKID / Passport No. but with different names, you need to confirm its correctness by manually checking the boxes on the right.

Set up for Non-school Activity
You could include Performance / awards gained outside school as "Attended as non-school activity". Please set up as follows:

(1) Select "Set up" tag.
(2) Check the box. (If this box is unchecked, students could still get access to performance / awards outside school, but all these items would only be included as school activity.)

OEA Code Mapping

Existing Other Learning Experiences and Awards issued by school could be mapped to JUPAS OEA on selection the category.

(1) Access SLP → JUPAS Application → OEA Form → OEA Code Mapping

(2) Select "Add Mapping-OLE" for adding mapping for Other Learning Experiences. (Other Learning Experiences are saved in three files, ECA, Inter-school and Services in existing SLP module.) Select "Add Mapping-Award" for adding mapping for Awards issued by school.

(3) The mapping OEA information would be automatically mapped to selected programmes upon student's selection.

Introduction on WebSAMS enhancement to cater for JUPAS application

Verify OEA Activity

Teachers/System Administrators/SLP Administrators could verify OEA Activity by selecting individual student.

(1) Access SLP → JUPAS Application → OEA Form → Verify OEA Activity and select a student. You may sort the order of display in selected field, such as the class no.

(2) Select a programme. For programme with changed data (as compared to the original SLP record), an asterisk would be displayed in the Remarks column.

**Introduction on WebSAMS enhancement to cater for JUPAS application**

(3) Verify on the data. For changed data (as compared to the original SLP data), an asterisk will be displayed beside the field.

(4) Teachers/System Administrators/SLP Administrators may change the data. For changed data, teachers have to inform the student through personal channel.

In the coming version in early Oct 2011, there would be a "verify" flag to indicate verified student's records / verified programme. A report on verified student's record will be available for reference by school.

Introduction on WebSAMS enhancement to cater for JUPAS application

(5) Teacher may navigate through OEA record of the same student using <OEA Record> button

Verify OEA Additional Information

Teachers/System Administrators/SLP Administrators could verify OEA Additional Information by selecting individual student.

(1) Access SLP → JUPAS Application → OEA Form → Verify OEA Additional Info and select a student.

(2) Teachers/System Administrators/SLP Administrators may edit the content. For edited content, teachers have to inform student through personal channel.

**Introduction on WebSAMS enhancement to cater for JUPAS application**

(3) Teachers/System Administrators/SLP Administrators could navigate through class no by using the <Cls No> button.

Prepare OEA data File

(1) Access SLP → JUPAS Application → OEA Form → Prepare Data File

(2) Select OEA Activity File / OEA Additional Information File

(3) Select Proceed to choose relevant students' information to be included in the file.

[S-SLP40-01] SLP > JUPAS Application > OEA Form > Prepare Data File

	File Description	Status	Extract
⦿	OEA Activity File	Prepared	Extract
○	OEA Additional Information File	Prepared	Extract

Proceed

(5) Select students.

(6) You may use "Preview excluded students" to confirm the excluded list.

(7) Select Save and Confirm.

[S-SLP40-02] SLP > JUPAS Application > OEA Form > Prepare OEA Activity File

Reg No	Eng Name	Class	Cls No	STRN	☐
100010244	Lee BB WW	S6 - 6B	1	Y686546A	☑
1999002	Lee BB EE	S6 - 6B	2	Z3989209	☑
1999004	Lee BB FF	S6 - 6B	3	Z3989829	☑
1999007	Ng AA UU	S6 - 6B	4	Z3995535	☐
1999008	Ng AA VV	S6 - 6B	5	Z3996493	☐
1999011	Ng AA WW	S6 - 6B	6	Z4068824	☑
1999014	Ng AA XX	S6 - 6B	7	Z4087454	☑
1999016	Ng AA YY	S6 - 6B	8	Z4099940	☑
1999017	Lee BB GG	S6 - 6B	9	Z4117272	☑
1999019	Wong BB XX	S6 - 6B	10	Z4129971	☑

Save | Preview Excluded Students | Confirm | Back

Introduction on WebSAMS enhancement to cater for JUPAS application

(8) Select Extract to extract relevant file in pre-defined format required by JUPAS. The Extract button would be dimmed if students have not been selected.

Introduction on WebSAMS enhancement to cater for JUPAS application

School Reference Report
School is required to submit students' academic performance in percentile and overall rating, and their personal and general abilities to JUPAS.

Percentile and default overall rating
Teachers/System Administrators/SLP Administrators could set a default for the percentile and overall rating.

(1) Access SLP → JUPAS Application → School Reference Report → Percentile and Overall Rating

Subject mapping with DSE code and academic results

Teachers/System Administrators/SLP Administrators could set the subject mapping with DSE code and select the academic results to be made reference for generating the academic performance.

(1) Access SLP → JUPAS Application → School Reference Report → Gen Academic Performance Info

(2) You may list the components for Mathematics and Technology & Living

(3) You may select the assessments from S.5 or S.6 in generating the percentiles for individual subject/component or for all subjects/components.

(4) You may map the DSE subject code or choose Automap button to have a preliminary matching.

Introduction on WebSAMS enhancement to cater for JUPAS application

(5) Choose Generate to generate the percentiles. Please note that if the percentiles have been maintained, an alert message would be prompted to confirm if the newly generated percentiles would overwrite the old ones.

Maintain Academic Performance

(1) Access SLP → JUPAS Application → School Reference Report → Maint Academic Performance

(2) The percentile and overall rating would be generated according to the default figures. Teachers/System Administrators/SLP Administrators may update and save the information.

(3) On Reset, the data would be reset to previously saved figures.

(4) On Delete, you may delete subjects that are not taken the students. For example, if a student took Economics at S.5 but dropped at S.6, if S.5 results are made reference to when generating the percentiles, the entry would be displayed for this student. You may need to use this function to remove the record from this student.

(5) On Add, on wrongly remove a record, you may use Add to include the entry again.

Introduction on WebSAMS enhancement to cater for JUPAS application

Add Subjects not handled in WebSAMS

Teachers/System Administrators/SLP Administrators may add subjects not currently handled in WebSAMS, for example the Applied Learning courses.

(1) Access SLP → JUPAS Application → School Reference Report → Academic Performance (Add Subjects)

(2) Choose Add to add subjects

13

Introduction on WebSAMS enhancement to cater for JUPAS application

(3) Click on HKDSE subject to input the percentile and overall rating.

[S-SLP46-02] SLP > JUPAS Application > School Reference Report > Academic Performance (Add Subjects)

| Percentile and Overall Rating | Gen Academic Performance Info | Maint Academic Performance |
| Academic Performance (Add Subjects) | Maint Personal and General Abilities | Prepare Data File |

| Category | Applied Learning Subjects | HKDSE Subject Group | B640 Aviation Studies |
| Class | All ▾ | | |

Search

▾Bottom

Academic Performance (Add Subject)

	JUPAS Application No	Class	Cls No	Eng Name	Chi Name	Percentile					Overall Rating				
						Top 10%	11% - 25%	26% - 50%	51% - 75%	Bottom 25%	Excellent	Very Good	Good	Average	Below Average
☐	40002199	6B	6	Ng AA WW	吳三二	⦿	○	○	○	○	⦿	○	○	○	○
☐	40002212	6B	7	Ng AA XX	吳三三	⦿	○	○	○	○	⦿	○	○	○	○
☐	40002220	6B	1	Lee BB WW	李五七	○	○	○	○	○	○	○	○	○	○
☐	40002238	6B	8	Ng AA YY	吳三四	○	○	○	○	○	○	○	○	○	○
☐	40002246	6B	2	Lee BB EE	李三十	○	○	○	○	○	○	○	○	○	○
☐	40002254	6B	9	Lee BB GG	李四二	○	○	○	○	○	○	○	○	○	○
☐	40002262	6B	10	Wong BB XX	王五八	○	○	○	○	○	○	○	○	○	○
☐	40002270	6B	3	Lee BB FF	李四文	○	○	○	○	○	○	○	○	○	○
☐	40002288	6B	4	Ng AA VU	吳二十	○	○	○	○	○	○	○	○	○	○
☐	40002296	6B	5	Ng AA VV	吳三文	○	○	○	○	○	○	○	○	○	○

Save | Clear | Back

▲Top

Introduction on WebSAMS enhancement to cater for JUPAS application

Maintain Personal and General Abilities

(1) Access SLP → JUPAS Application → School Reference Report → Maint Personal and General Abilities

(2) Select a student to maintain his/her personal and general abilities.

(3) Teachers/System Administrators/SLP Administrators may navigate through <Cls No> button.

Prepare data file for school reference report

(1) Access SLP → JUPAS Application → School Reference Report → Prepare Data File

Prepare Subject List File

(1) Choose Proceed and Extract.

(2) The corresponding subject list file to be uploaded on JUPAS would be prepared.

Prepare Academic Performance File

(1) Choose Proceed to select students.

(2) You may preview excluded students.

Introduction on WebSAMS enhancement to cater for JUPAS application

(3) Choose Save and Confirm.

(4) Choose Extract to prepare the data file.

Introduction on WebSAMS enhancement to cater for JUPAS application

If there are subjects without percentiles / overall rating for selected students, an alert message would be prompted.

Introduction on WebSAMS enhancement to cater for JUPAS application

Prepare Personal and General Abilities

(1) Choose Proceed to select students.

(2) You may preview excluded students.

(3) Choose Save and Confirm.

(4) Choose Extract to prepare the data file.

Generation of report for JUPAS Application

User can generate reports to view each part of JUPAS Application.

(1) Click **[SLP]** → **[JUPAS 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.

Introduction on WebSAMS enhancement to cater for JUPAS application

(3) Click on the Report Template link to generate the report.

[S-SLP44-06] SLP > JUPAS Application

JUPAS Activity Lists Code File imported from JUPAS (R-SLP031-E) :-
Built-in Template
Please input the print criteria.

Search Criteria

Format	PDF ▼

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

JUPAS Activity Lists Code File imported from JUPAS (R-SLP031)

This report lists out the imported JUPAS activity codes.

R-SLP031-E

Lui Kei Through-train School
JUPAS Activity Lists Code File imported from JUPAS

Category Code	Activity Code	Activity Name
01	00002	Kiwanis International (Global organization of volunteers)
01	00013	「愛・分享」券義賣活動
01	00027	中一家長分享會
01	00056	青少年精神健康急救(證書)課程
01	00063	乘風航伙伴計劃
01	00071	基督教港崇真會社會服務賣旗日
01	00073	教育局九龍城區公益少年團九龍城區聯校公益少年團義工訓練及服務
01	00082	開心社區服務九龍區賣旗日
01	00088	廣西農村義工服務計劃
01	00101	Academic Leaders Group
01	00111	Advanced Scout Standard
01	00167	Anniversary Preparatory Committee (Inter-School)
01	00168	Anniversary Preparatory Committee (Local)
01	00169	Anniversary Variety Show (Inter-School)
01	00170	Anniversary Variety Show (Local)
01	00218	Asia Pacific Red Cross Youth Network 亞太區紅十字青年網絡
01	00352	Asia-Pacific Regional Award for Outstanding Scouts
01	00368	Baden-Powell Award 貝登堡獎章
01	00404	Best Proposal Award on Green Action － Environmental Campaign Committee
01	00405	Best Service Project Competition － Hong Kong Red Cross
01	00448	Carmelian Vision (Junior Form Leadership Training)

JUPAS Category Code File imported from JUPAS (R-SLP032)

This report lists out the imported JUPAS category codes.

R-SLP032-E

Lui Kei Through-train School
JUPAS Activity Category Code File imported from JUPAS

Category Code	Category Name
01	Community Service
02	Career-related Experiences
03	Physical Development
04	Aesthetic Development
05	Moral and Civic Education
06	Others

*** End of Report ***

Introduction on WebSAMS enhancement to cater for JUPAS application

DSE Subject Code File imported from JUPAS (R-SLP033)

This report lists out the imported HKDSE subject codes.

R-SLP033-E

Lui Kei Through-train School
DSE Subject Code

Subject Code	Subject Name
A010	Chinese Language
A020	English Language
A030	Mathematics (Compulsory part)
A031	Mathematics (Extended part - Calculus and Statistics)
A032	Mathematics (Extended part - Algebra and Calculus)
A040	Liberal Studies
A050	Chinese Literature
A060	Literature in English
A070	Chinese History
A080	Economics
A090	Ethics and Religious Studies
A100	Geography
A110	History
A120	Tourism and Hospitality Studies
A130	Biology
A140	Chemistry
A150	Physics
A160	Integrated Science
A165	Combined Science

Exception Report For Import OEA Activity File Template (R-SLP034)

This report lists out the exception records in the imported OEA activity file template.

R-SLP034-E   Date: 11/08/2011

Lui Kei Through-train School
Exception Report For Import OEA Activity File Template

School Year: 2010/2011   Page 1 of 6

The following WebSAMS student(s) has(have) no matched record(s) in JUPAS's OEA Activity File:

Eng Name	Class	Class No	HKID	Ident Doc No	JUPAS data maintained
BHFUSG BMS			Q9176636		No
Wong BB YY	6B	12		H20000000	No
Lee AA AA	6B	13	Z4151543		No
Lee AA BB	6B	14	Z4154763		No
Lee AA CC	6B	15	Z4162588		No
Ng AA ZZ	6B	16	Z420891A		No
Lee BB HH	6B	17	Z4211546		No
Ng BB AA	6B	18	Z4213220		No
Lee BB II	6B	19	Z4215150		No
Ng BB BB	6B	20	Z4217315		No
Ng BB CC	6B	21	Z4219474		No
Lee BB JJ	6B	22	Z4223137		No
Ng BB DD	6B	23	Z4228708		No
Lee BB KK	6B	24	Z422916A		No
Lee BB LL	6B	25	Z4229607		No
Ng BB EE	6B	26	Z4234511		No
Lee BB MM	6B	27	Z4235798		No
Lee BB OO	6B	28	Z4237014		No
Ng BB FF	6B	29	Z0511065		No
Lee BB PP	6B	30	Z4361114		No

Result of Student Mapping (R-SLP035)

This report lists out the result of student mapping.

R-SLP035-E   Date: 11/08/2011

Lui Kei Through-train School
Mapped Student List

School Year: 2010/2011   Page 1 of 1

WebSAMS				JUPAS			
Eng Name	Class	Cls No	HKID / Passport No	Application No	Last Name	First Name	HKID / Passport No
Lee BB WW	6B	1	Y686546A	40002220	LI	Bb Ww	Y686546(A)
Lee BB EE	6B	2	Z3989209	40002246	LEE	Bb Ee	Z398920(9)
Lee BB FF	6B	3	Z3989829	40002270	LEE	Bb Ff	Z398982(9)
Ng AA UU	6B	4	Z3995535	40002288	NG	Aa Uu	Z399553(5)
Ng AA VV	6B	5	Z3996493	40002296	NG	Aavv	Z399649(3)
Ng AA WW	6B	6	Z4068824	40002199	NG	Aa Ww	Z406882(4)
Ng AA XX	6B	7	Z4087454	40002212	NG	Aa Xx	Z408745(4)
Ng AA YY	6B	8	Z4099940	40002238	NG	Aa Yy	Z409994(0)
Lee BB GG	6B	9	H20202020	40002254	LEE	Bb Gg	H20202020
Wong BB XX	6B	10	H10101010	40002262	WONG	Bb Xx	H10101010
Chan BB ZZ	6B	11	H12345678	40002263	WONG	Bx Bx	H12345678

***   End of Report   ***

Result of Subject Mapping (R-SLP036)

This report lists out the result of subject mapping in Function A.

R-SLP036-E   Date: 11/08/2011

Lui Kei Through-train School
Subject Mapping List

School Year: 2010/2011   Page 1 of 1

WebSAMS Subject / Component	HKDSE Subject	Academic Result Retrieved From	Selected Assessment
045 Biology	A130 Biology	S6(2010)	T1A1
080 Chinese Language	A010 Chinese Language	S6(2010)	T1A1
135 Economics	A080 Economics	S6(2010)	T1A1
165 English Language	A020 English Language	S6(2010)	T1A1
210 Geography	A100 Geography	S6(2010)	T1A1
235 History	A110 History	S6(2010)	T1A1
243 Technology and Living	Inapplicable	S6(2010)	T1A1
– 01 Food Science & Technology	A210 Technology and Living (Food Science and Technology)	S6(2010)	T1A1
– 02 Fashion, Clothing & Textiles	A211 Technology and Living (Fashion, Clothing and Textiles)	S6(2010)	T1A1
265 Liberal Studies	A040 Liberal Studies	S6(2010)	T1A1
280 Mathematics	A030 Mathematics (Compulsory part)	S6(2010)	T1A1

Introduction on WebSAMS enhancement to cater for JUPAS application

OEA Activity maintained by student (R-SLP037)

This report lists out the OEA activity maintained by student.

R-SLP037-E   Date: 11/08/2011
                                            Lui Kei Through-train School
                                               OEA Activity Records
School Year: 2010/2011   Page 1 of 1

Student Name:	LEE Bb Ee	Application No:	40002246	HKID:	Z398920(9)
Passport No:		Issue Country:		School Code:	9980
Class:	6B	Student No:	2	Group:	Science

Activity Code	Activity Name	Category Code*	Year From	Year To	Participation	Award-bearing Activity	Award Nature	Participation Mode	Award Type	Description
00870	Hong Kong (Asia) Piano Open Competition 香港(亞洲)鋼琴公開比賽	04	2010	2010	Attended as non-school activity	Yes	By competition	Member / Participant	1st Runner-up / 2nd Runner-up / Silver / Bronze Medal	
00968	Hong Kong Schools Music Festival 香港學校音樂節	04	2010	2011	Attended as school activity	Yes	By competition	Member / Participant	Other Awards	
00000	Sports Day (Champion in high jump)	06	2010	2010	Attended as school activity	Yes	By competition	Member / Participant	1st Runner-up / 2nd Runner-up / Silver / Bronze Medal	Sports Day
00000	In-school Drama Festival (Certificate of Merit)	06	2010	2010	Attended as school activity	No	By participation	Member / Participant	No Award	In-school Drama Festival

* Category Code: 01-Community Service; 02-Career-related Experiences; 03-Physical Development; 04-Aesthetic Development; 05-Moral and Civic Education; 06-Others

Academic Performance (sorted by student) (R-SLP038)

This report lists out students' academic performance.

R-SLP038-E   Date: 11/08/2011
                                            Lui Kei Through-train School
                                          Academic Performance (By Student)
School Year: 2010/2011   Page 1 of 1

Student Name:	LEE Bb Ee	Application No:	40002246	HKID:	Z398920(9)
Passport No:		Issue Country:		School Code:	9980
Class:	6B	Student No:	2	Group:	Science

HKDSE Subject	Percentile	Overall Rating
Biology	11% - 25%	Excellent
Chinese Language	26% - 50%	Very Good
Combined Science	26% - 50%	Very Good
English Language	51% - 75%	Good
Liberal Studies	26% - 50%	Very Good
Mathematics (Compulsory part)	51% - 75%	Good

***   End of Report   ***

Academic Performance (sorted by subject) (R-SLP039)

This report lists out the students' academic performance of specified HKDSE subject.

```
R-SLP039-E                                                          Date: 11/08/2011
                                 Lui Kei Through-train School
                                Academic Performance (By Subject)
School Year: 2010/2011                                              Page 1 of 1
```

Subject:	Chinese Language		
Assessment:	T1A1	Academic result retrieved from:	S6(2010)

Application No	Class Name	Class No	Name	Percentile	Overall Rating
40002220	6B	1	Lee BB WW	Top 10%	Excellent
40002246	6B	2	Lee BB EE	26% – 50%	Very Good
40002270	6B	3	Lee BB FF	51% – 75%	Good
40002288	6B	4	Ng AA UU	26% – 50%	Very Good
40002296	6B	5	Ng AA VV	26% – 50%	Very Good
40002199	6B	6	Ng AA WW	Top 10%	Excellent
40002212	6B	7	Ng AA XX	Bottom 25%	Average
40002238	6B	8	Ng AA YY	51% – 75%	Good
40002254	6B	9	Lee BB GG	Top 10%	Excellent
40002262	6B	10	Wong BB XX	51% – 75%	Good

OEA Additional Information maintained by student (R-SLP040-E)

This report lists out the OEA additional information maintained by student.

```
R-SLP040-E                                                          Date: 11/08/2011
                                 Lui Kei Through-train School
                                   OEA Additional Information
School Year: 2010/2011                                              Page 1 of 1
```

Student Name:	LEE Bb Ee	Application No:	40002246	HKID:	Z398920(9)
Passport No:		Issue Country:		School Code:	9980
Class:	6B	Student No:	2	Group:	Science

OEA Additional Information

I enjoy getting along with people very much. I was a boy scout at junior secondary level. I liked meeting people and solving problems through community service. The experience enriched my learning and exerted a positive impact on my study. In a "Care for Community" project, as a team of teenagers, we made proposals to the district office to improve the facilities in our community so that people could make good use of the environment. For instance, we observed that some chairs in our community were not properly located because some metallic chairs there were not suitable for use during hot summers with no shelter on top. We channeled our ideas to the district office and made suggestions for improvement. At my senior secondary level, I got another opportunity to serve the community in a summer internship programme at the Wetland Park. I was trained to lead guided tours to promote wetland conservation and environmental protection. These activities gave me a chance to share love and care in a practical way. I also became more analytical, observant and aware of people's needs. With these positive experiences, I had more ideas in terms of writing and design, and my communication and interpersonal skills improved. Apart from the benefit in learning, I have also developed a disciplined and caring character. As compared to my childhood, I understand myself better, in terms of strengths, limitations and aspirations for the future.

```
                              ***   End of Report   ***
```

Introduction on WebSAMS enhancement to cater for JUPAS application

Personal and General Ability (R-SLP041-E)

This report lists out students' personal and general ability.

R-SLP041-E

Lui Kei Through-train School
Personal and General Ability

School Year: 2010/2011

Student Name:	LEE Bb Ee	Application No:	40002246	HKID:	Z398920(9)
Passport No:		Issue Country:		School Code:	9980
Class:	6B	Student No:	2	Group:	Science

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

***   End of Report   ***

Students excluded in the OEA Activity File (R-SLP042-E)

This report lists out the students who are excluded in the OEA Activity File.

R-SLP042-E

Date: 11/08/2011

Lui Kei Through-train School
Students Excluded in OEA Activity File

School Year: 2010/2011

Page 1 of 1

Class	Class No	Name	Reg No	HKID	Application No
6B	4	Ng AA UU	1999007	Z399553(5)	40002288
6B	5	Ng AA VV	1999008	Z399649(3)	40002296
6B	11	Chan BB ZZ	1999020		40002263

***   End of Report   ***

Students excluded in the OEA Additional Information File (R-SLP043-E)

This report lists out the students who are excluded in the OEA Additional Information File.

R-SLP043-E

Date: 11/08/2011

Lui Kei Through-train School
Students Excluded in OEA Additional Information File

School Year: 2010/2011

Page 1 of 1

Class	Class No	Name	Reg No	HKID	Application No
6B	11	Chan BB ZZ	1999020		40002263

***   End of Report   ***

Introduction on WebSAMS enhancement to cater for JUPAS application

Students excluded in the Academic Performance File (R-SLP044-E)

This report lists out the students who are excluded in the Academic Performance File.

```
R-SLP044-E                                                                    Date: 12/08/2011
                                    Lui Kei Through-train School
                                Students Excluded in Academic Performance File
School Year: 2010/2011                                                        Page 1 of 1
```

Class	Class No	Name	Reg No	HKID	Application No
6B	11	Chan BB ZZ	1999020		40002263

```
                            ***   End of Report   ***
```

Students excluded in the Personal and General Ability File (R-SLP045-E)

This report lists out the students who are excluded in the Personal and General File.

```
R-SLP045-E                                                                    Date: 12/08/2011
                                    Lui Kei Through-train School
                            Students Excluded in Personal and General Ability File
School Year: 2010/2011                                                        Page 1 of 1
```

Class	Class No	Name	Reg No	HKID	Application No
6B	11	Chan BB ZZ	1999020		40002263

```
                            ***   End of Report   ***
```

Subject List (R-SLP046-E)

This report lists out the HKDSE subjects used for academic performance maintenance.

```
R-SLP046-E                                                                    Date: 12/08/2011
                                    Lui Kei Through-train School
                                        Subject List
School Year: 2010/2011                                                        Page 1 of 1
```

HKDSE Subject	
A010	Chinese Language
A020	English Language
A030	Mathematics (Compulsory part)
A031	Mathematics (Extended part - Calculus and Statistics)
A032	Mathematics (Extended part - Algebra and Calculus)
A040	Liberal Studies
A080	Economics
A100	Geography
A110	History
A130	Biology
A165	Combined Science
A170	Business, Accounting and Financial Studies
A210	Technology and Living (Food Science and Technology)
A211	Technology and Living (Fashion, Clothing and Textiles)
A230	Visual Arts
B590	Sports Coaching and Management
B640	Aviation Studies
C8685	Spanish

```
                        ***   End of Report   ***
```

Introduction on WebSAMS enhancement to cater for JUPAS application

Access Right for Teachers/System Administrators/SLP Administrators

The access right could be refined for teachers for accessing OEA/Academic Performance, etc.

(1) Access Security → Access Control → User Group → SLP Admin

__Introduction on WebSAMS enhancement to cater for JUPAS application__

Access Right for Student

The access right could be refined for students for accessing OEA/Academic Performance, etc.

(1) Access Security → Access Control → User Group → Student
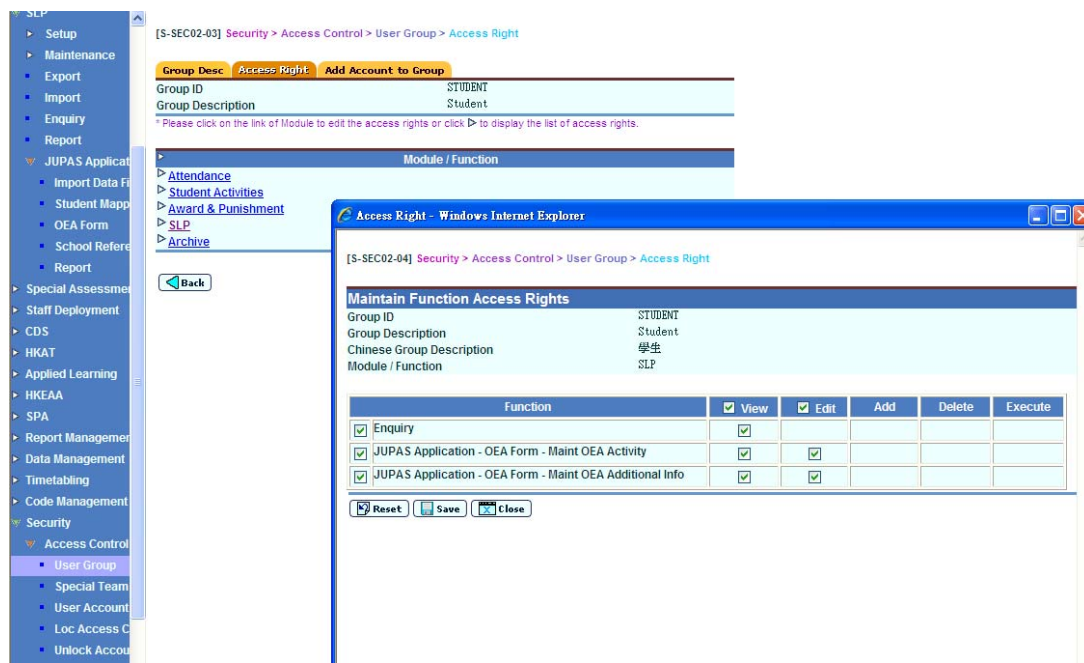
Tentative Future Amendments

1. Schools could select academic results from more than one assessment when generating the percentiles. (Tentative schedule: Jan 2012)

2. Schools may opt to set default rating by their own percentage. For example, Top 40% as Excellent. (Tentative schedule: Dec 2011)

3. Supplementary Information would be included. (Tentative schedule: Dec 2011)

4. Description of Other Learning Experiences could be extracted for students' reference when prepare their own OEA information. (Tentative schedule: Early Oct 2011)

5. Reports will be available for verified information. (Tentative schedule: Early Oct 2011)

6. Printing students' SLP in separate pdf file. (Tentative schedule: Dec 2011)

Introduction on WebSAMS enhancement to cater for JUPAS application

Import from SLP module (import text-based information)

The function allows user to import a modified key project file into the system.

Import Key Projects

(1) Click **[SLP] → [Import]** on the left menu.

Browse the exported key project excel file.

(2) Fill in the Key Project for each of the student and save it. Leave it in blank if the student does not have key project.

(3) Import Key Project is support to upload a single file only.

(4) Click the **[browse..]** button and select the excel file
    (SLP_Key_Project.xls)
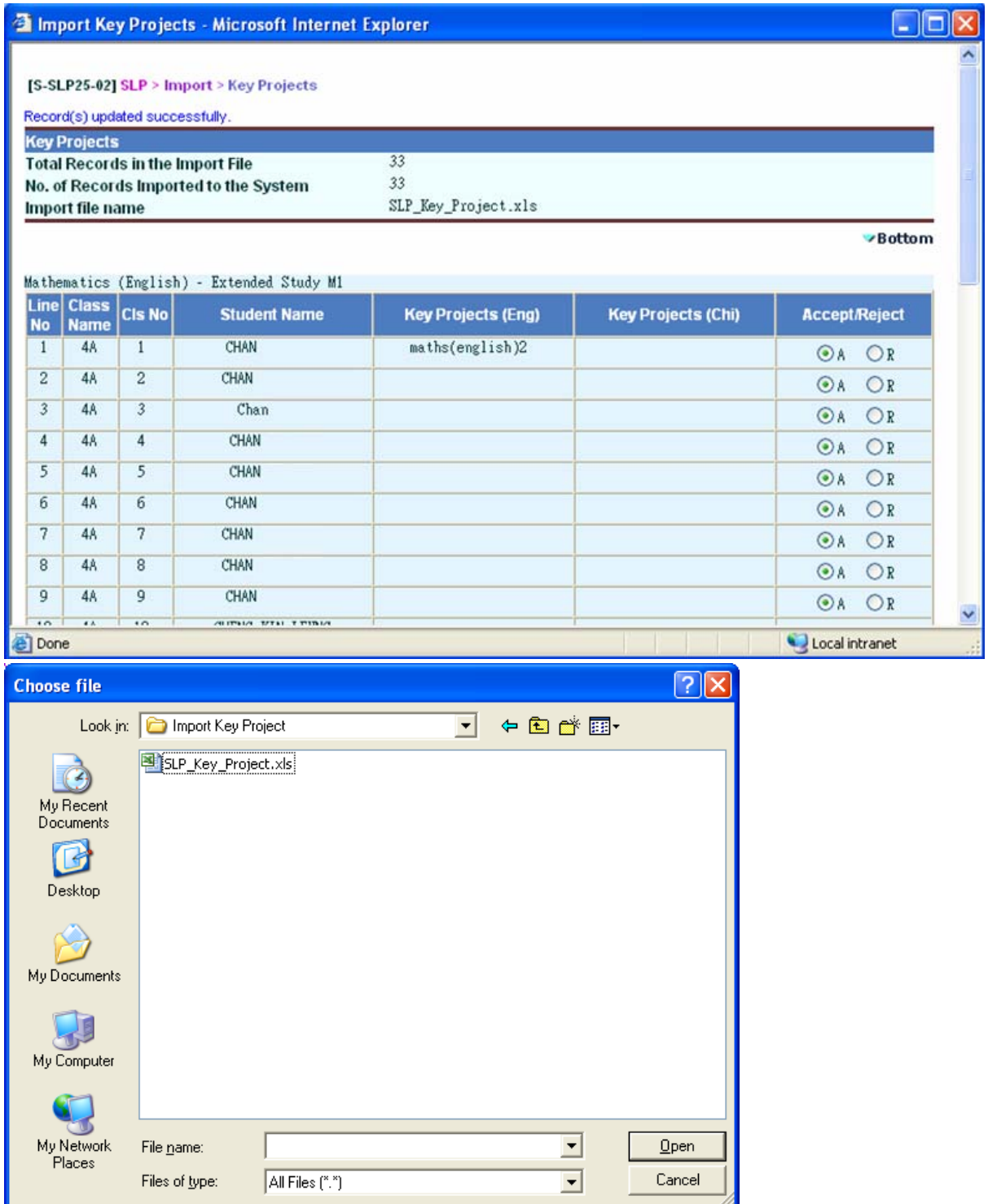
(5) Click **[Import]** button to import the Key Project record.

Introduction on WebSAMS enhancement to cater for JUPAS application

(6)   Select the radio button to "Accept / Reject" for each of the students record. Click **[Save]** buton to update the key project.

Import Other Learning Experiences

This function allows user to download an excel template of "Other Learning Experiences" for offline modification. The user could import the excel file / zip file (containing student's excel files) into the system after modification.

(1) Click **[SLP]** → **[Import]** on the left menu.

Chooses one of the excel template – multiple students per excel file or one student per excel file to download for offline modification.

(2) Fill in OLE record in the template and save the file name by using the student's "Reg No" e.g. **2002038.xls** (For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.)

(3) User selects the import option either in multiple students per excel file or one student per excel file

(4) Click the **[browse..]** button and select the excel file (2002038.xls)

Introduction on WebSAMS enhancement to cater for JUPAS application
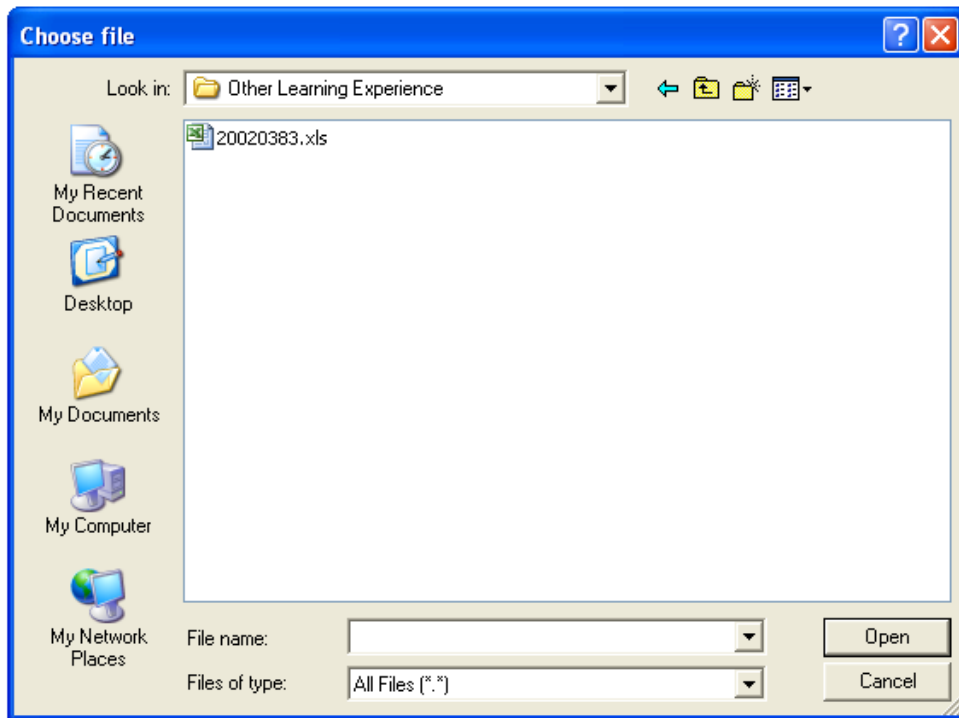
(5) Click **[Import]** button to import the OLE record.

Import Performance / Awards Gained Outside School

This function allows user to download an excel template of "Performance / Awards Gained Outside School" for offline modification. The user could import the excel file / zip file (containing student's excel files) into the system after modification.

(1) Click **[SLP]** → **[Import]** on the left menu.

Chooses one of the excel template – multiple students per excel file or one student per excel file to download for offline modification.
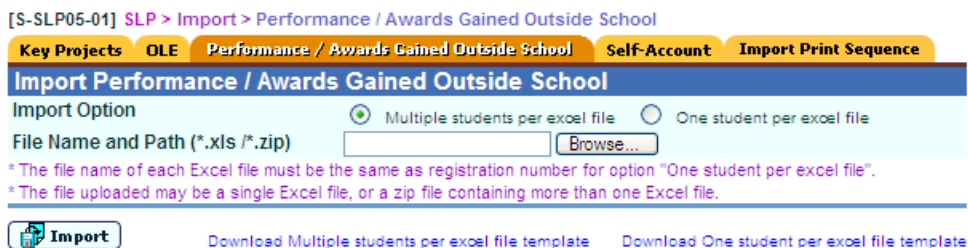
(2) Fill in Performance / Awards Gained Outside School record in the template and save the file name by using the student's "Reg No" e.g. *2002038.xls* (For using "Reg No"

as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.)

	A	B	C	D	E	F	G
1	活動項目 Programme	活動項目簡介 Programme Description	由學年 School Year From	至學年 School Year To	參與角色 Role of Participation	主辦機構 Partner Organization	獎項 / 証書交憑 / 成就* (如有) Awards / Certifications /
2	Programme 1	This is a good programme	2005	2006	member		
3	Boy Scout	Boy Scout Event	2005	2007	Leader	Boy Scout HK	Best Performance

(3) User selects the import option either in multiple students per excel file or one student per excel file

(4) Click the **[browse..]** button and select the excel file (2002038.xls)
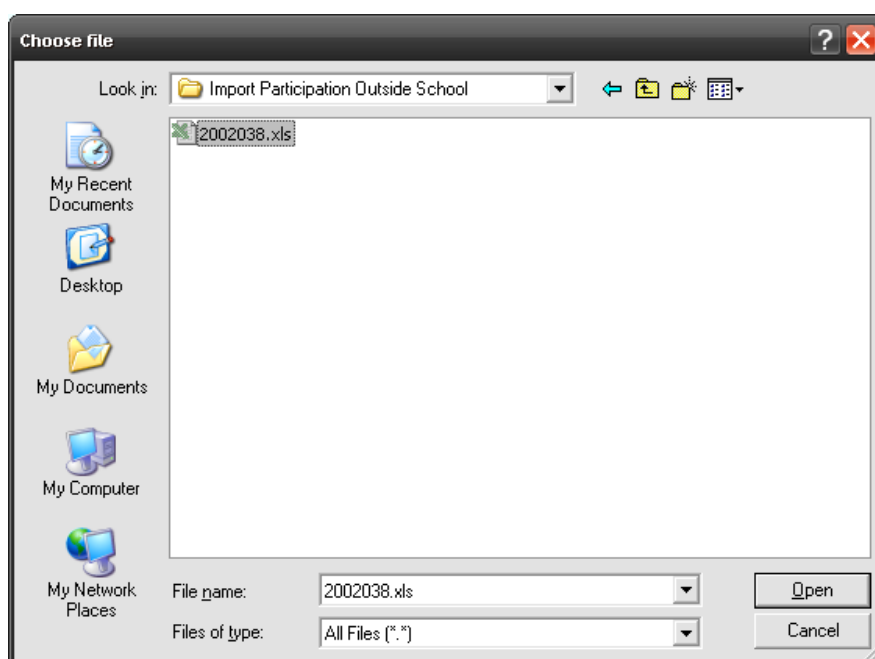
(5) Click **[Import]** button to import the Performance / Awards Gained Outside School record.

Introduction on WebSAMS enhancement to cater for JUPAS application

Import Self-Account

This function allows user to upload "Self-Account" text file / zip file (containing the student's text files) into system. The text file must save in UTF-8 format.

(1) Click **[SLP]** → **[Import]** on the left menu.

Click **Self-Account** tab.

[S-SLP06-01] SLP > Import > Self-Account

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account	Import Print Sequence

Import Self-Account

File Name and Path (*.txt /*.zip)		Browse...

* The file must be plain text file encoded in UTF-8.
* The file name of each text file must be the same as registration number.
* The file uploaded may be a single text file, or a zip file containing more than one text file.

Import

(2) Create a text file, fill in self-account information and save the file name by using the student's "Reg No" e.g. *2002038.txt*

2002038.txt - Notepad

File Edit Format View Help

This is my self description,
Please reference.
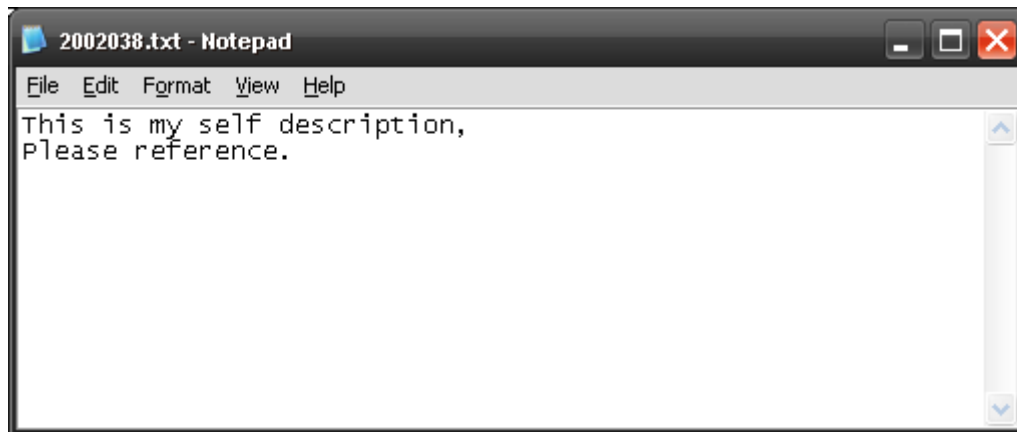
(3) Click the **[browse..]** button and select the text file (2002038.txt)
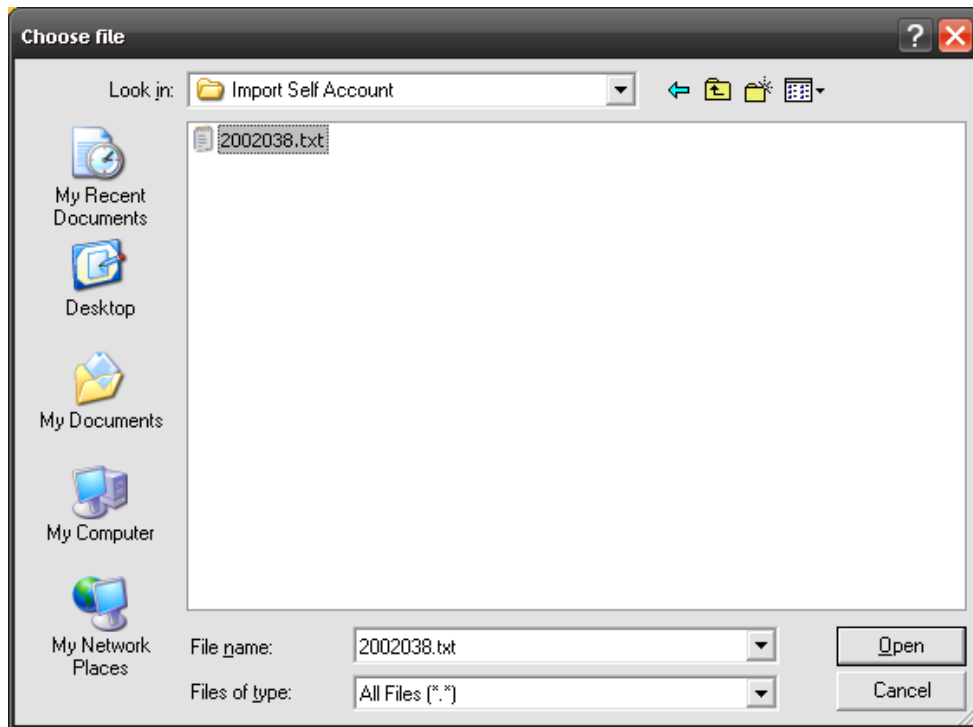
(4) Click **[Import]** button to import the student's self-account.

If Student's Self-Account already exist in the system, the following screen will be shown:
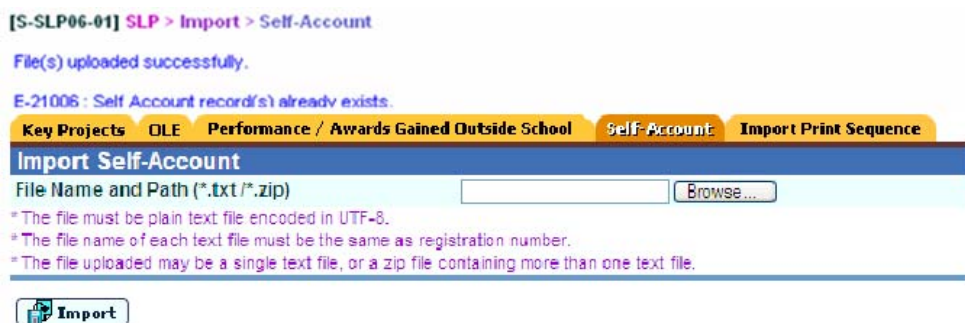
Introduction on WebSAMS enhancement to cater for JUPAS application

Import / Export Function for Print Sequence

This function allows user to set the print sequence of OLE or Award by import the excel data file.

A. Import

1. Clicks on SLP > Import on the left menu and then click the Import Print Sequence tag.

2. Edit the print sequence from the exported excel file(s) only. For using "Reg No" as file name is only applicable for files with "one student per excel file" option. For "Multiple students per excel file" one, there is no such restriction.

3. Selects the import option in either multiple students per excel file or one student per excel file.

4. User clicks on "Browse" button to select the excel file or the zipped excel file(s) which to be imported.
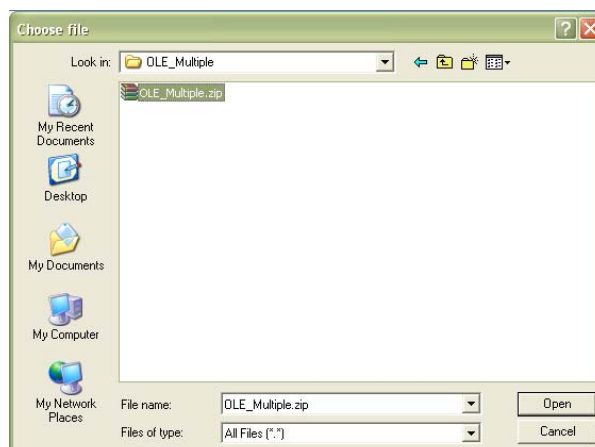
5. User clicks on "Import" button to upload the file to the system

6. If the import operation fails, click **[View Error Report]** button to view the error report.

B. Export

(1) Clicks on **[SLP > Import]** on the left menu and than click the Import Print Sequence tag.

(2) Selects the School Year, Class Level and Class Name.

(3) Selects the Print Sequence option either in OLE or Award.

(4) Selects the export option in multiple students per excel file and one student per excel file.

(5) Clicks the Export button.

Import from STA module (import coded information)

This use case allow user to import the new student activity and related SLP information for list of student by using MS Excel file.

(1) Click **[Student Activities]** → **[Import]** on the left menu.

(2) Click **[Browse]** button to select imported MS Excel file.

(3) Click the **[Import]** button.

(4) During the importing records procedure, if any error been found, error message will be shown on the top of the screen and the process will be aborted.

Introduction on WebSAMS enhancement to cater for JUPAS application

[S-STA17-01] Student Activities > Import

E-54137 : The file failed to upload. Please refer to the error report by clicking the button View Error Report below.

Import Student Activity

File Name and Path (*.xls) [   ] [Browse...]

* Please do not edit the file format. It may lead to import failure.
* Only a single file can be uploaded.
* The maximum number of records upload per file is 300.

[Import]
[View Error Report] ← 5

Download student activity excel file template
Download student activity excel file specification
Download Programme Description Report (R-STA013)
Download Student Activities Post Report
Download Student Activities Performance Report
Download Components of Other Learning Experiences Report
Download Awards/Certifications/Achievements Report

(5)   User can click **[View Error Report]** button to view the error report.

Date 日期 : 22/06/2011

Lui Kei Through-train School
呂祺一條龍學校
Import Student Activity Error Report
課外活動匯入錯誤報告

Page: 1 of 1
第 1 頁

Row No 行數	Reg No. 註冊編號	School Year 學年	STA Dur. 時段	STA Code 活動代碼	Type 類型	STA Post Code 職位代碼	STA Perf. Code 表現代碼	Report Card Readable Indicator 成績表可讀取示標	Major Comp. Code 主要種類代碼	Awards / Cert. / Ach. Code 獎項／證書文憑／成就代碼	Eng. Awards / Cert. / Ach. (by text) 英文獎項／證書文憑／成就	Chi. Awards / Cert. / Ach (by text) 中文獎項／證書文憑／成就	Error 錯誤
2	ASR004	2100	1	4001	E	0001	11	N	01,02	01,02	1...	A1...	E-54154 : School year inputted is invalid E-54154 : 學年輸入不正確
3	AFA3333	1800	50	1001	E	0002	11		01,02,03	01,02	2...	A2...	E-54154 : School year inputted is invalid E-54154 : 學年輸入不正確
4	2001112	2010	2	1001	E	0003	11	Y	01,02,03,04,06		3...	A3...	E-54148 : STA Performance Code inputted is invalid E-54148 : 表現代碼輸入不正確
4	2001112	2010	2	1001	E	0003	11	Y	01,02,03,04,06		3...	A3...	E-54152 : Major Components of Other Learning Experiences Code inputted is invalid E-54152 : 其他學習經歷的主要種類代碼輸入不正確
6	2001186	2010	50	1001	E	0005	08			01	5...	A5...	E-54144 : Duration inputted is invalid E-54144 : 時段輸入不正確
22	2001186	2010	2	4001	E	0005	08			01	5...	A5...	E-54145 : STA Code inputted is invalid or STA not offered E-54145 : 課外活動代碼輸入不正確或課外活動沒有提供

*** End of Report ***
完

(6)   The system will prompt a new confirm page if no error being found in the importing records

__Introduction on WebSAMS enhancement to cater for JUPAS application__

(7)   User can click **[A]**(accept) or **[R]**(reject) radio button.

(8)   Click **[Confirm]** button to import records to system.

(9)   If importing is success, the system will be shown success message on the screen

Data Entry

Key Projects

User can maintain the Name of Project / Extension Activities / Programmes data by Subject or Subject Components (for NSS subject only) for the students.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Key Projects** tab.

(3) Select the search criteria in the drop-down list box.

(4) To search the class subject(s) for input of Key Projects,

    (I)   Select By Class radio button

    (II)   Select Subject/Component from the list box

    (III)   Click [Search] button.

    (IV)   Enter or amend the key projects in the text box for each student for class subject.

Introduction on WebSAMS enhancement to cater for JUPAS application

(5) To search the subject group subject(s) for input of Key Projects

  (I)   Select By Subject Group radio button

 (II)   Select Subject Group

(III)   Select Subject/Component from the list box

(IV) Click [Search] button.

 (V)   Enter or amend the key projects in the text box for each student.

(6) To search the cross class subject(s) for input of Key Projects

  (I) Select By Cross Class Subject radio button

 (II)   Select Cross Class Sub - Group

(III)   Select Subject/Component from the list box

(IV) Click [Search] button.

 (V) Enter or amend the key projects in the text box for each student.

__Introduction on WebSAMS enhancement to cater for JUPAS application__

(VI) A list of students with Key Projects is shown.

(VII) Fill in Key projects by inputting free text / Click the Table button beside the Key Projects (Chi) column.

- Fill in by **free text**:

- Fill in by **select Code Table**.

- Click the Table button beside the Key Projects (Chi) column, a pop-up window will shown.

- Then click the [Select] button to fill in the text box.

- Fill in the content by using **Batch Add button**.

  - Fill in the text box of the first column.

  - Check checkbox for each record.

  - Click the **[Batch Add]** button.

  - Click the **[Save]** button to save the Key Projects.

Other Learning Experience

Add OLE record

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the OLE tab.

(3) Fill in the search criteria.

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

(5) Click on the Eng Name of the student from the search results to view the student's OLE record.

(6) All records from SLP module for the student will be listed out.

Introduction on WebSAMS enhancement to cater for JUPAS application

[S-SLP28-01] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Select Student

○ By Reg No

○ By STRN

◉ By Selection

School Year   Current Year (2009)

School Level   Secondary   School Session   Whole Day

Class Level   Secondary 5   Class Name   5A

[Search] [Reset]

▼Bottom

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active
5A	9	1999202	Chan AA JJ	陳一十	M	Active
5A	10	1999205	Chan AA KK	陳二文	F	Active

▲Top

[S-SLP28-02] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Student Name (Eng)   Chan AA AA   Student Name (Chi)   陳十日

Reg No   1999027   Sex   M

Latest Schooling Record:

School Year   2009   School Level   Secondary

School Session   Whole Day   Class Level   Secondary 5

Class Name   5A   Class No   1

OLE (Input in SLP module)

	School Year	Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
☐	2010	Import OLE data (whole class)	To test if the system can handle the import file with many OLE records	Planner	Education Bureau	Moral and Civic Education	Winner of the competition

[Add] [Delete] [Back]

(7) Click **[Add]** button to assign a new OLE record to the student.

(8) Fill in information of the new record and click **[Save]** button.

Introduction on WebSAMS enhancement to cater for JUPAS application

[S-SLP28-03] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M

Latest Schooling Record:

School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

Programme Name (Eng)	Import OLE data (whole class)
Programme Name (Chi)	匯入整班學生的OLE 紀錄
Programme Description (Eng)	To test if the system can handle the import file with many OLE records
Programme Description (Chi)	測試系統是否能夠處理整班的其他學習經歷紀錄
School Year (From)	2010
School Year (To)	
Role of Participation (Eng)	Planner
Role of Participation (Chi)	策劃人
Partner Organization (Eng)	Education Bureau
Partner Organization (Chi)	教育局
Major Components of Other Learning Experiences (Eng)*	Moral and Civic Education
Major Components of Other Learning Experiences (Chi)*	德育及公民教育
Awards / Certifications / Achievements (if any) (Eng)	Winner of the competition
Awards / Certifications / Achievements (if any) (Chi)	冠軍

* The five components of Other Learning Experiences are Moral and Civic Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.

[Save] [Back]

Edit Other Learning Experience record

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **OLE** tab.

(3) Fill in the search criteria.

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

(5) Click on the **Eng Name** of a student from the search results to view the student's OLE record from SLP module.

(6) All OLE records from SLP module for the student will be listed out.

Introduction on WebSAMS enhancement to cater for JUPAS application

[S-SLP28-01] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Select Student

○ By Reg No

○ By STRN

◉ By Selection

School Year   Current Year (2009) ▼

School Level   Secondary   School Session   Whole Day

Class Level   Secondary 5 ▼   Class Name   5A ▼

[Search] [Reset]

▾Bottom

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active
5A	9	1999202	Chan AA JJ	陳一十	M	Active
5A	10	1999205	Chan AA KK	陳二文	F	Active

▲Top

[S-SLP28-02] SLP > Maintenance > Data Entry > Other Learning Experiences

| Key Projects | OLE | Performance / Awards Gained Outside School | Self-Account |

Student Name (Eng)   Chan AA AA   Student Name (Chi)   陳十日

Reg No   1999027   Sex   M

Latest Schooling Record:

School Year   2009   School Level   Secondary

School Session   Whole Day   Class Level   Secondary 5

Class Name   5A   Class No   1

OLE (Input in SLP module)

	School Year	Programme	Programme Description	Role of Participation	Partner Organization	Major Components of Other Learning Experiences	Awards / Certifications / Achievements (if any)
☐	2010	Import OLE data (whole class)	To test if the system can handle the import file with many OLE records	Planner	Education Bureau	Moral and Civic Education	Winner of the competition

[Add] [Delete] [Back]

(7) Click the programme name to edit the OLE record of the student.

(8) Edit the information of the selected record and click **[Save]** button.

[S-SLP28-03] SLP > Maintenance > Data Entry > Other Learning Experiences

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M

Latest Schooling Record:

School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

Programme Name (Eng)	Import OLE data (whole class)
Programme Name (Chi)	匯入整班學生的OLE 紀錄
Programme Description (Eng)	To test if the system can handle the import file with many OLE records
Programme Description (Chi)	測試系統是否能夠處理整班的其他學習經歷紀錄
School Year (From)	2010
School Year (To)	
Role of Participation (Eng)	Planner
Role of Participation (Chi)	策劃人
Partner Organization (Eng)	Education Bureau
Partner Organization (Chi)	教育局
Major Components of Other Learning Experiences (Eng)*	Moral and Civic Education
Major Components of Other Learning Experiences (Chi)*	德育及公民教育
Awards / Certifications / Achievements (if any) (Eng)	Winner of the competition
Awards / Certifications / Achievements (if any) (Chi)	冠軍

* The five components of Other Learning Experiences are Moral and Civic Education, Community Service, Career-related Experiences, Aesthetic Development and Physical Development.

[Save] [Back]

51

Delete Other Learning Experience record

User can delete the OLE data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **OLE** tab.

(3) Fill in the search criteria.

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

(5) Click on the **Eng Name** of a student from the search results to view the student's OLE record from SLP module.

(6) All OLE records from SLP module for the student will be listed out.

(7) Check the checkbox beside the Programme column to delete the record.

(8) Click **[Delete]** button to confirm the operation.

Introduction on WebSAMS enhancement to cater for JUPAS application

Add Performance / Awards Gained Outside School record

User can add the Performance / Awards Gained Outside School data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Performance / Awards Gained Outside School** tab.

(3) Fill in the search criteria.

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

(5) Click on the **Eng Name** of the student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

(7) Click **[Add]** button to assign a new Performance / Awards Gained Outside School record to the student.

(8) Fill in information of the new record and click **[Save]** button.

Introduction on WebSAMS enhancement to cater for JUPAS application

Edit Performance / Awards Gained Outside School record

User can edit the Performance / Awards Gained Outside School data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Performance / Awards Gained Outside School** tab.

(3) Fill in the search criteria.

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

(5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

(7) Click the programme name to edit the Performance / Awards Gained Outside School record of the student.

(8) Edit the information of the selected record and click **[Save]** button.

Delete Performance / Awards Gained Outside School record

User can delete the Performance / Awards Gained Outside School data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Performance / Awards Gained Outside School** tab.

(3) Fill in the search criteria.

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

(5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

**Introduction on WebSAMS enhancement to cater for JUPAS application**

[S-SLP07-01] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account

Select Student

○ By Reg No

○ By STRN

◉ By Selection

School Year	Current Year (2009) ▼		
School Level	Secondary	School Session	Whole Day
Class Level	Secondary 5 ▼	Class Name	All ▼

[Search] [Reset]

|◄ Page 1 ▼ of 6 ►| ▼Bottom

Class	Cls No	Reg No	Eng Name	Chi Name	Sex	Status
5A	1	1999027	Chan AA AA	陳十日	M	Inactive
5A	2	1999168	Chan AA BB	陳一二	M	Inactive
5A	3	1999170	Chan AA CC	陳一三	F	Active
5A	4	1999175	Chan AA EE	陳一五	M	Active
5A	5	1999182	Chan AA FF	陳一六	F	Inactive
5A	6	1999184	Chan AA GG	陳一七	M	Active
5A	7	1999188	Chan AA HH	陳一八	M	Active
5A	8	1999190	Chan AA II	陳一九	M	Active

|◄ Page 1 ▼ of 6 ►| ▲Top

(7) Check the checkbox beside the Programme column to delete the record.

[S-SLP07-02] SLP > Maintenance > Data Entry > Performance / Awards Gained Outside School

Key Projects	OLE	Performance / Awards Gained Outside School	Self-Account

Student Name (Eng)	Chan AA AA	Student Name (Chi)	陳十日
Reg No	1999027	Sex	M

Latest Schooling Record:

School Year	2009	School Level	Secondary
School Session	Whole Day	Class Level	Secondary 5
Class Name	5A	Class No	1

Performance / Awards Gained Outside School

	Programme	Programme Description	School Year	Role of Participation	Organization	Awards / Certifications / Achievements (including grades/marks, if any)	Print Sequence [Fill]
☑	123456	Testomg	2010	A	B	C	

[Preview] [Add] [Delete] [Reset] [Save] [Back]

(8) Click **[Delete]** button to confirm the operation.

Introduction on WebSAMS enhancement to cater for JUPAS application

Maintenance the print sequence of Performance / Awards Gained Outside School record

User can maintain the print sequence of the Performance / Awards Gained Outside School data.

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Performance / Awards Gained Outside School** tab.

(3) Fill in the search criteria.

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

(5) Click on the **Eng Name** of a student from the search results to view the student's Performance / Awards Gained Outside School record.

(6) All Performance / Awards Gained Outside School records for the student will be listed out.

(7) Fill in print sequence numbers in the range 0-999.9 or you may leave it blank under 'Print Seq' column.

(8) Click **[Save]** button to store the print sequence.

(9) User can click the [Preview] button to preview the effect. This will not save the data until user trigger [Save] button.

59

Introduction on WebSAMS enhancement to cater for JUPAS application

Self-Account

(1) Click **[SLP]** → **[Maintenance]** → **[Data Entry]** on the left menu.

(2) Click the **Self-Account** tab.

(3) Fill in the search criteria.

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

(5) Click on the **Eng Name** of a student from the search results to view the student's self-account.

(6) Fill in the information of self-account in the textbox and click **[Save]** button.

Appendix
Detailed Design Specification Manual

JUPAS 4.0

JUPAS 4-Year Curriculum for 2012 Admission

Data File Structure

(Version 2.0 – Last updated on 1 Sept 2011)

Contents

1. Introduction

1.1 Purpose and Scope

This document aims to provide detailed description on the files to be used by Schools on JUPAS 4.0.

1.2 Audience

School users

2. Overview

2.1 File Format

- JUPAS 4.0 support file upload in csv and xls formats.
- Files provided in xls format should be in plain text without any formula embedded.
- Headers are all required to be specified
- Data uploaded will be truncated if it exceeds the specified maximum length.
- The following fields in upload file will be verified against the JUPAS 4.0 system once specified:
    1. HKID
    2. Passport Number
    3. Issue Country
    4. Last Name
    5. First Name
    6. Class
    7. Student Number
    8. Group
- The uploading will be aborted if there is any missing mandatory data or invalid format
- Please refer to the description of each file for the data overwritten rules.

3. OEA

3.1 OEA Activity File

FILE NAME:	OEA Activity File		
DESCRIPTION:	This file is for uploading the OEA activities. Each student should have a maximum of 20 activities included. After each successful upload, the corresponding records of ALL applicants of the school that applied the admission exercise will be replaced and overwritten.		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Application Number	8	Y	The JUPAS application number
School Code	5	Y	School Code
HKID	11	N	The Hong Kong identification number of the applicant
Passport Number	30	N	The passport number of the applicant
Issue Country	3	N	The country code of the specified passport issue country in ISO 3166-1 alpha-3 format. It will be verified with passport number of specified.
Last Name	28	N	Student last name
First Name	100	N	Student first name
Class	3	N	Student class name
Student Number	20	N	The school student number
Group	10	N	Student group name
Sequence Number	5	Y	OEA Sequence Number (Input 00000 for "Others")
Activity Name	400	N	Activity name of OEA activity. It is mandatory if the activity is not selected from the provided OEA list, i.e. with sequence number "00000". (This field may contain Chinese characters) Otherwise, it will be ignored.
Year From	4	Y	Start year of the award / participation
Year To	4	Y	End year of the award / participation

Participation	1	Y	S - "Attended as school activity", P - "Attended as non-school activity"
Award Bearing	1	Y	Y - "Award-bearing", N - "Not award-bearing"
Award Nature	1	Y	C - "By competition", N - "By nomination", P - "By participation" ("By competition" is only for the activities that have awards.)
Participation Mode	1	Y	L - "Leader", C - "Committee Member", M - "Member / Participant"
Award Type	1	Y	G - "Champion / Gold Medal", B - "1st Runner-up / 2nd Runner-up / Silver / Bronze Medal", O - "Other Awards", N - "No Award"
Description	300	N	Description of the activity participation of the applicant. It is mandatory if the activity is not selected from the provided OEA list, i.e. with sequence number "00000". (This field may contain Chinese characters)

3.2 OEA Additional Information File

FILE NAME:	OEA Additional Information File		
DESCRIPTION:	This file is for uploading the OEA additional information. After each successful upload, the corresponding records of ALL applicants of the school that applied the admission exercise will be replaced and overwritten.		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Application Number	8	Y	The JUPAS application number
School Code	5	Y	School Code
HKID	11	N	The Hong Kong identification number of the applicant
Passport Number	30	N	The passport number of the applicant
Issue Country	3	N	The country code of the specified passport issue country in ISO 3166-1 alpha-3 format. It will be verified with passport number of specified.

Last Name	28	N	Student last name
First Name	100	N	Student first name
Class	3	N	Student class name
Student Number	20	N	The school student number
Group	10	N	Student group name
Additional Information	2000	Y	Additional information for the student (Chinese input allowed)

3.3 OEA Sequence Number File

FILE NAME:	OEA Sequence Number File		
DESCRIPTION:	This file is for school to update the OEA sequence number in their own system		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Category Code	2	Y	OEA activity category code
Sequence Number	5	Y	OEA sequence number
Activity Name	400	Y	The activity name

3.4 OEA Category Code File

FILE NAME:	OEA Category Code File		
DESCRIPTION:	This file is for school to update the OEA activity category code in their own system		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Category Code	2	Y	OEA activity category code
Category Name	100	Y	The activity category name (e.g. Community Services, Career-related Experience, Physical Development, Aesthetic Development, Moral and Civic Education)

4. Reference Report

4.1 Personal and General Ability File

FILE NAME:	Personal and General Ability File		
DESCRIPTION:	This file is for uploading the personal and general ability details. ** *The overwritten rule of this file is different from the others:* After each successful upload, the corresponding records will be replaced and overwritten in the following order: 1. In group level if the "Group" field is specified; 2. In class level if the "Class" field is specified; 3. In applicant level if both "Group" and "Class" are not specified.		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Application Number	8	Y	The JUPAS application number
School Code	5	Y	School Code
HKID	11	N	The Hong Kong identification number of the applicant
Passport Number	30	N	The passport number of the applicant
Issue Country	3	N	The country code of the specified passport issue country in ISO 3166-1 alpha-3 format. It will be verified with passport number of specified.
Last Name	28	N	Student last name
First Name	100	N	Student first name
Class	3	N	Student class name
Student Number	20	N	The school student number
Group	10	N	Student group name
Attribute	5	Y	Name of the Ability Attribute (Comm, W/oth, AP, Cond, Creat, Idp, Ind, Init, Lead, Mat, Pers, Resp, Ov)
Rating	1	Y	0 - "Unable to judge", 1 - "Excellent", 2 - "Good", 3 - "Average", 4 - "Below Average"

4.2 Subject List File

FILE NAME:	Subject List File		
DESCRIPTION:	This file is for school to upload the subjects what the applicants have taken and will be included in the academic reference report. The list will be used for applicant records validation and online report composition.		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Subject Code	10	Y	DSE Subject Code

4.3 Academic Performance File

FILE NAME:	Academic Performance File		
DESCRIPTION:	This file is for uploading the academic performance details per subject. Each student should have a maximum of 10 subjects included. After each successful upload, the corresponding records of ALL applicants of the school that applied the admission exercise will be replaced and overwritten.		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Application Number	8	Y	The JUPAS application number
School Code	5	Y	School Code
HKID	11	N	The Hong Kong identification number of the applicant
Passport Number	30	N	The passport number of the applicant
Issue Country	3	N	The country code of the specified passport issue country in ISO 3166-1 alpha-3 format. It will be verified with passport number of specified.
Last Name	28	N	Student last name
First Name	100	N	Student first name
Class	3	N	Student class name
Student Number	20	N	The school student number
Group	10	N	Student group name
Subject Code	10	Y	DSE Subject Code

Percentile	2	Y	P1 – "Top 10%", P2 – "11% - 25%", P3 – "26% - 50%", P4- "51% - 75%", P5 – "Bottom 25%"
Overall Rating	2	Y	R1 - Excellent, R2 - Very Good, R3 - Good, R4 - Average, R5 - Below Average

4.4 Academic Performance Supplementary File

FILE NAME:	Academic Performance Supplementary File		
DESCRIPTION:	This file is for uploading the academic performance supplementary information. After each successful upload, the corresponding records of ALL applicants of the school that applied the admission exercise will be replaced and overwritten.		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Application Number	8	Y	The JUPAS application number
School Code	5	Y	School Code
HKID	11	N	The Hong Kong identification number of the applicant
Passport Number	30	N	The passport number of the applicant
Issue Country	3	N	The country code of the specified passport issue country in ISO 3166-1 alpha-3 format. It will be verified with passport number of specified.
Last Name	28	N	Student last name
First Name	100	N	Student first name
Class	3	N	Student class name
Student Number	20	N	The school student number
Group	10	N	Student group name
Supplementary Information	2000	Y	Supplementary information for the student

4.5 DSE Subject Code File

FILE NAME:	DSE Code File		
DESCRIPTION:	This file is for school to update the DSE subject code in their own system		
COLUMN NAME	LENGTH	MANDATORY	DESCRIPTION
Subject Code	10	Y	DSE Subject Code
Subject Name	300	Y	The subject name
Subject Type	30	Y	The subject type. Possible values are APL, Elective, Compulsory, and Compulsory (optional) in the case of Chinese Language