

**How to cope with JUPAS Arrangement from now on to Feb 2012**

**School: Our Lady's College**

Date	Goals	Students	School Administration	Student Support	Career teachers & class teachers	Other teachers
Jun 2011	Finalization of SLP design  Preparation of the OLE outside school and self account	Prepare the activities outside school and self account	Approval of the design from Principal	Conduct a talk and lessons to help students to write the descriptions and self accounts	Help students review their career path, interests and abilities	Give suggestions to the design of SLP
Jul 2011	Output of students' activity records in MyProfile (with data up to June 2011) Submission of 1 <sup>st</sup> draft of descriptions of activities and self accounts	Checking data and reporting errors  Students submit their drafts of descriptions of activities & self accounts	TA amends all errors. IT coordinator responsible for MyProfile oversee the procedures		Careers teachers give feedback on the self accounts	English teachers correct the grammatical errors of descriptions and self accounts
Aug 2011						

Sep 2011	Output of 2 <sup>nd</sup> drafts of self account Writing up personal statement and additional Information as an exercise	Submission of the 2 <sup>nd</sup> draft of self account and 1 <sup>st</sup> draft of personal statement	IT coordinator responsible for MyProfile testing the system for JUPAS application	Conduct a talk on writing personal statement and additional information	Career teacher conduct a program in preparation of JUPAS	
Oct 2011	Submission of 2 <sup>nd</sup> draft of Personal Statement and Additional Information	Input self account, activities outside school and choose OEA in MyProfile	IT coordinator responsible for MyProfile oversees the IT support during the process		Class teachers help students in Class teacher periods	
Nov 2011	Processing of JUPAS application  Finalization of Additional Information and Personal Statement	Attend briefing sessions; input of required personal data to JUPAS account Decide on program priority lists; selection of OEA from MyProfile; Update the Additional Information	IT coordinator responsible for WebSAMS oversees the management of student academic data		Input of Personal and General ability	Input of students' academic performance
Dec 2011	Final input of OLE records	Check and report errors	Input by TA			Teachers provide records for input

	Final revision and Confirmation of OEA records	Amendment of OEA due to additional OLEs				
Jan 2012	Confirmation of all JUPAS application related data and submission of data files to JUPAS office Submission of JUPAS application (9 January 2012)		Confirmation by the principal  IT coordinator submits the compiled data files to JUPAS			
Feb 2012	Production of SLP					
Mar 2012						