

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

Draft

School SKH LI PING SECONDARY SCHOOL

Date	Goals	Students	School Administration & Student Support	IT Team & Websams	Career team	Other teachers and class teachers
Jun 2011	<ul style="list-style-type: none"> - Review Problems arisen in using E-portfolio - Teachers' training on SLP and OLE 	<ul style="list-style-type: none"> - Continue to input their OLE info - F.3 essay (self-reflection) - JUPAS Workshop 	<ul style="list-style-type: none"> - Academic team arranges sts time to input OLE during May & June 	<ul style="list-style-type: none"> - helps study the problems and fix them and liaison with service provider for further improvement of the system 	<ul style="list-style-type: none"> - Study existing problems & call on meetings with IT team & academic team - Attend seminars related to SLP & OEA - Call on meetings to discuss existing problems with related department 	<ul style="list-style-type: none"> - Form teachers supervise and review the operation of students' input of their OLE
Jul 2011	<ul style="list-style-type: none"> - Get sts (F.6 & F.7) prepare for JUPAS 		<ul style="list-style-type: none"> - Arrange staff D day (4/7 & 6/7) 	<ul style="list-style-type: none"> - Trial run the transition from sch-based e-portfolio to OEA of JUPAS 	<ul style="list-style-type: none"> - Trial run the transition from sch-based e-portfolio to OEA of JUPAS - Help arrange staff-D training - JUPAS Workshop 	<ul style="list-style-type: none"> - Teachers of Chi Dept help out with F.3 essay
Aug 2011				Meetings to confirm problems fixed and arrangement of work plan to F.6 students		
Sep 2011	<ul style="list-style-type: none"> - JUPAS Application 	<ul style="list-style-type: none"> - F.6 students finish "Career Mapping" p.62 -65 		<ul style="list-style-type: none"> - Try out & check all entries of sts data from websams to e-portfolio and from e-portfolio to OEA 	<ul style="list-style-type: none"> - Conducted lessons with "Career Mapping" - JUPAS talks - Individual consultation - Application of JUPAS 	<ul style="list-style-type: none"> - Lang. teachers (Chi & Eng) help teach F. 6 sts writing the essays - Class teachers (individual consultation)
Oct 2011	<ul style="list-style-type: none"> - Helping students write up the essays of SLP and JUPAS 	<ul style="list-style-type: none"> - Writing draft for e-portfolio 		<ul style="list-style-type: none"> - Prepare SRR & OEA 		
Nov 2011						
Dec 2011		JUPAS Application (Sept to Feb)		<ul style="list-style-type: none"> - Technical support and preparing sts' e-portfolio (Burning of CDs) after mock Exam 	<ul style="list-style-type: none"> - Preparing testimonials 	<ul style="list-style-type: none"> - Class teachers help do the school reference report & testimonials
Jan 2012					<ul style="list-style-type: none"> - JUPAS Principal Nomination 	<ul style="list-style-type: none"> - Subject teachers supply marks to IT team for converting to percentile for OEA form
Feb 2012	Finish JUPAS Application	Checking info & data of e-portfolio	preparing sts' e-portfolio (Burning of CDs)			
Mar 2012	Issue CD of SLP					