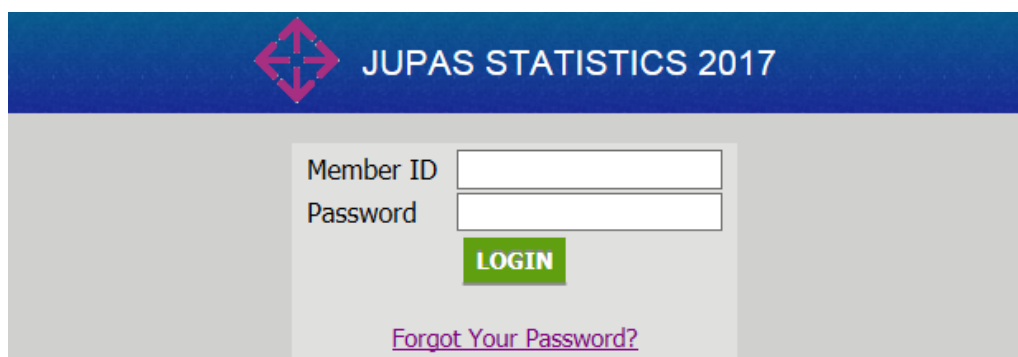# Guideline for data entry of JUPAS STATISTICS 2017 platform
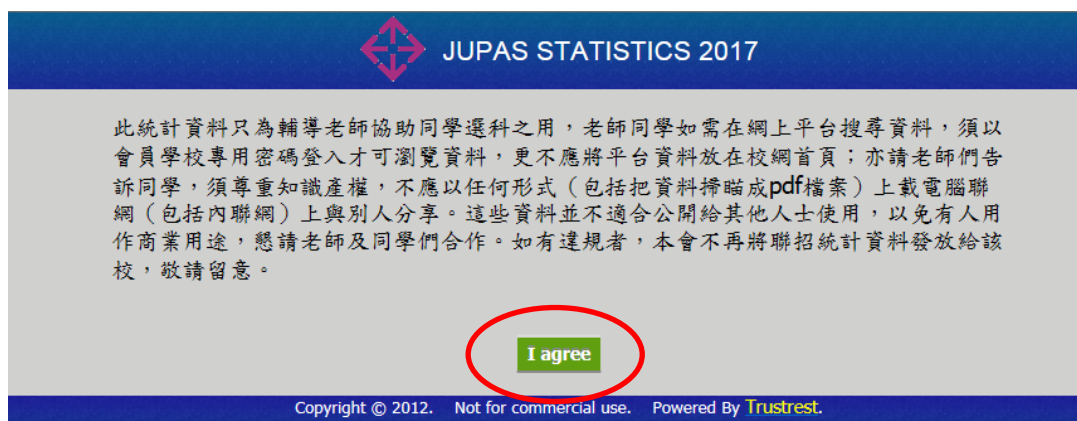

Input period: 18 Sep 2017 – 31 Oct 2017

---

1. Go to http://transition.hkacmgm.org/jupas_stats/index.php.
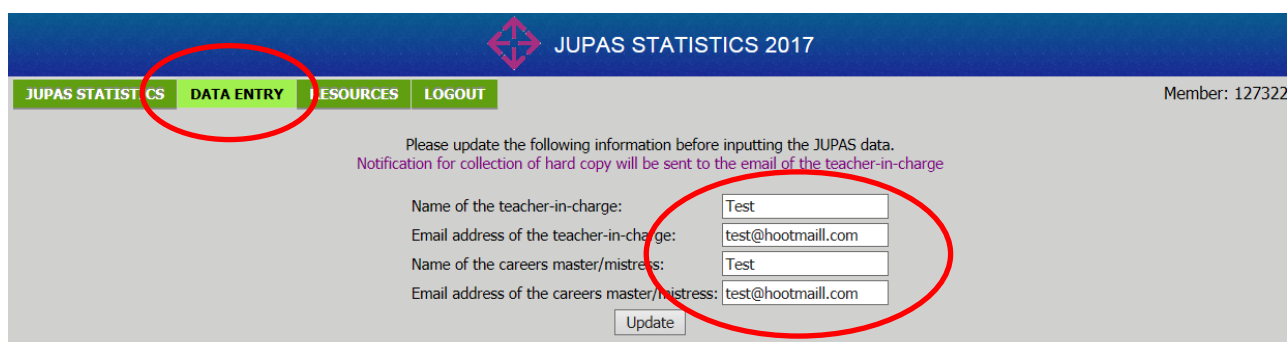

2. Input the 'Member ID' and 'Password' given to the corresponding boxes, and then press 'LOGIN'. You should use the same 'Member ID' and 'Password' as in 2016-17.
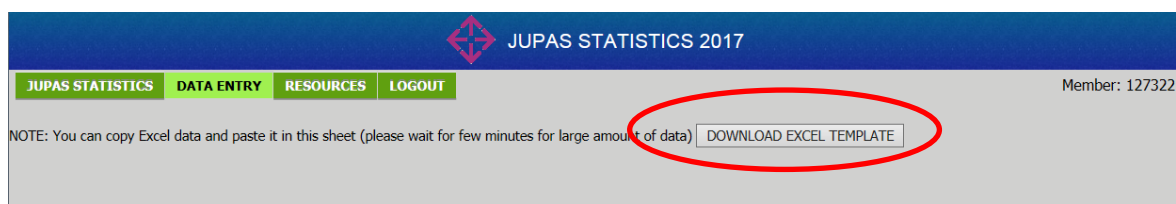
3. Read the declaration and click 'I agree'.

4. Click the green box 'DATA ENTRY'. Update the name and email address of the <u>teacher-in-charge</u> and the <u>Careers Masters/Mistress</u> in the provided space **(Notification for collection of hardcopy will be sent to email account of the teacher-in-charge)**.

5. **You are strongly recommended to download the excel template by clicking the box 'DOWNLOAD EXCEL TEMPLATE', so that you can input the data using the "copy and paste" function.**

6. **Open the excel template, and input data to the relevant columns.**

Column	Remark
Student Reference	Please use numbers or codes (e.g. 6A_01) to avoid using real student names or application numbers. However, the teacher-in-charge should know the corresponding student of any record, so that the record can be verified if necessary.
Jcode	<u>JUPAS code</u> of the admitted course
4C+1X	The <u>grade point</u> will be calculated automatically, **just leave them blank**.
Best 5	(For Mathematics, Compulsory Part and Extended Part are counted as one subject.
2C+3X	When candidates have results in both parts, the one with better result will be selected
4C+2X	for calculation.)
Best 6	
Band	Banding of programme choice. You can enter either "A, B, C, D, E" or "1, 2, 3, … 20".
DSE Subjects	Grade of the subject. You can enter either "1, 2, 3, 4, 5, 5*, 5**" or "1, 2, 3, 4, 5, 6, 7", where 6 = 5* and 7 = 5**.
Remarks	1. To deal with the case of submitting <u>alternative qualification(s) in Chinese Language, please put a "#" in the CHI column, and type the details in the Remarks column</u>. For example: GCSE Cantonese Grade A 2. Please **enter "PNCO" if the student got a conditional offer, and enter "PNBP" if the student got a bonus point** under the Principal nomination scheme.

ABV	Subject	ABV	Subject
PHY	Physics	VA	Visual Arts
CHEM	Chemistry	THS	Tourism and Hospitality Studies
BIO	Biology	ERS	Ethics and Religious Studies
SCI(INT)	Science: Integrated Science	MUSIC	Music
SCI(COM)	Science: Combined Science **(You DON'T have to input the sub-grade of PHY / CHEM / BIO)**	PE	Physical Education
ICT	Information and Communication Technology	HMSC	Health Management and Social Care
CLIT	Chinese Literature	DAT	Design and Applied Technology
ELIT	Literature in English	TL	Technology and Living
CHIST	Chinese History	JAP	Japanese
HIST	History	GER	German
GEOG	Geography	OTH(CATC)	Other Category C subjects
ECON	Economics	APL	Applied learning subjects
BAFS	Business, Accounting and Financial Studies		

** Use "M1/M2" ONLY <u>when you are not sure whether the student was sitting for M1 or M2</u>.

3. **After entering all the required data, select the cells filled with data, and then 'COPY' (or Ctrl C).**

4. **Back to the JUPAS STATISTICS 2016 platform, press Ctrl V to paste the data.**

	Student Reference	Jcode (eg.JS1021)	4C+1X SORT	Best 5 SORT	2C+3X SORT	4C+2X SORT	Best 6 SORT	Band (A-E)/(1-20)	CHI	ENG	Math	LS	M1	M2	M1/M2
DEL *	6A_01	JS4018	29	29	29	34	34	A	5	5	5	8			
DEL *	6A_02	JS2310	24	26	25	29	29	A	7	3	4	4			
DEL *	6A_03	JS4202	25	27	27	31	31	A	5	5	4	5			
DEL *	6A_04	JS9230	15	15	15	17	17	B	3	3	3	2			
DEL *	6B_01	JS2020	23	23	23	26	26	A	4	4	4	5			
DEL *	6B_01	JS3466	23	27	25	28	30	A	3	3	7	3		6	
DEL *	6B_01	JS3480	23	23	23	27	27	A	5	5	5	4			
DEL *	6B_04	JS15002	23	25	25	28	28	A	3	4	7	3		5	

5. **Scroll down to the bottom of the screen to see if there is any WARNING message.**
   If yes, please check and amend immediately.

	Student Reference	Jcode (eg.JS1021)	4C+1X SORT	Best 5 SORT	2C+3X SORT	4C+2X SORT	Best 6 SORT	Band (A-E)/(1-20)	CHI	ENG	Math	LS	M1	M2	M1/M2
DEL *	6B_01	JS2020	23	23	23	26	26	A	4	4	4	5			
DEL *	6B_01	JS3466	23	27	25	28	30	A	3	3	7	3		6	
DEL *	6B_01	JS3480	23	23	23	27	27	A	5	5	5	4			
DEL *	6B_04	JS15002	23	25	25	28	28	A	3	4	7	3		5	

NEW ENTRY

0 record(s) loaded.

ROW 8: WARNING: Jcode not exist: JS15002

6. **Check carefully whether the data are correct. Finally, press 'SAVE'. Time is required for system checking, especially when you have a large amount of data entry. Please wait patiently for the next page.**
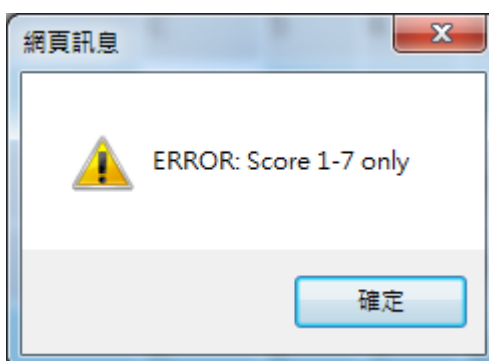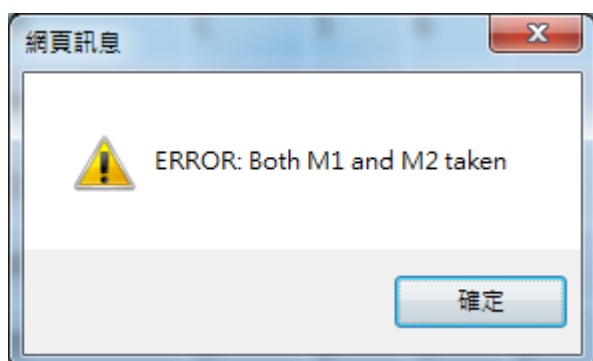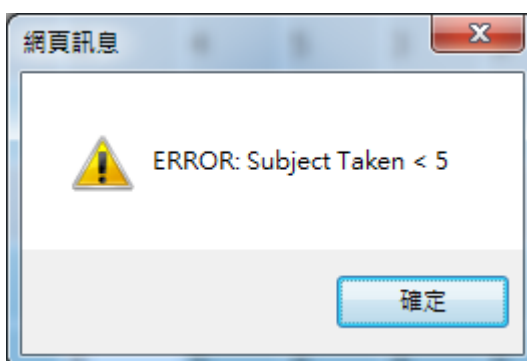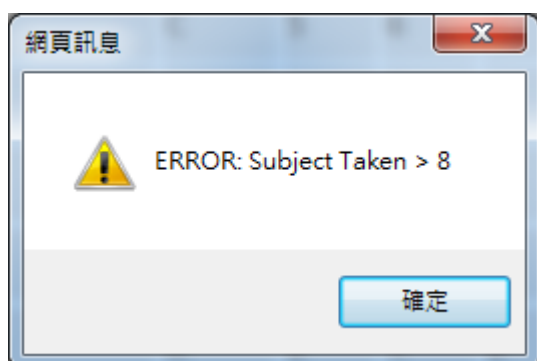
NOTE: You can copy Excel data and paste it in this sheet (please wait for few minutes for large amount of data) | DOWNLOAD EXCEL TEMPLATE
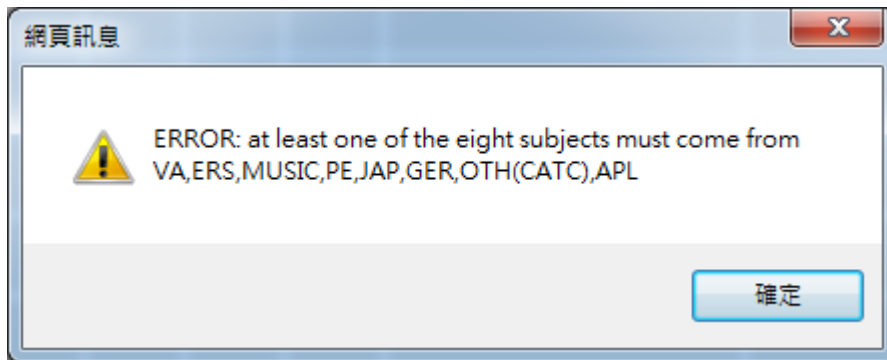
SAVE | CANCEL | Refresh Column Width   Score 1-7, U : 5*(6), 5**(7)

DEL ALL	Student Reference	Jcode (eg.JS1021)	4C+1X SORT	Best 5 SORT	2C+3X SORT	4C+2X SORT	Best 6 SORT	Band (A-E)/(1-20)	CHI	ENG	Math	LS	M1	M2	M1/M2
DEL *	6A_01	JS4018	29	29	29	34	34	A	5	5	5	8			
DEL *	6A_02	JS2310	24	26	25	29	29	A	7	3	4	4			
DEL *	6A_03	JS4202	25	27	27	31	31	A	5	5	4	5			
DEL *	6A_04	JS9230	15	15	15	17	17	B	3	3	3	2			
DEL *	6B_01	JS2020	23	23	23	26	26	A	4	4	4	5			
DEL *	6B_01	JS3466	23	27	25	28	30	A	3	3	7	3	6		
DEL *	6B_01	JS3480	23	23	23	27	27	A	5	5	5	4			
DEL *	6B_04	JS5002	23	25	25	28	28	A	3	4	7	3		5	

7. **Message boxes will pop up when there are something wrong in the data. Here are some of the examples:**

網頁訊息 — ERROR: Subject Taken > 8 — 確定

網頁訊息 — ERROR: Subject Taken < 5 — 確定

網頁訊息 — ERROR: Both M1 and M2 taken — 確定

網頁訊息 — ERROR: Score 1-7 only — 確定

網頁訊息 — ERROR: cannot be blank — 確定

網頁訊息 — ERROR: Missing results of core subjects — 確定
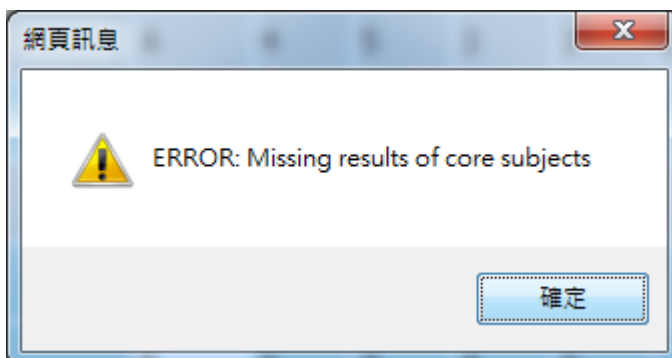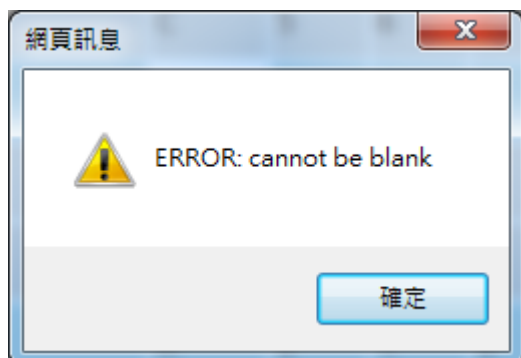
Press '確定 / OK'.

8. **The corresponding entry will be highlighted, please check and amend immediately.**

Then press 'SAVE' again to save the amendment.

9. **If all records are correct, the system will record the data, and the following will be shown.**

10. If you would like to check your record again, choose your member ID from the pull-down-menu.

You can also amend the data and save it if necessary.

11. Congratulations!   The data entry process is finished successfully.   An auto-reply email will be sent to the email address of the teacher-in-charge.   Please remember to logout.   Thank you very much.

©HKACMGM, 13/9/2017