Guideline for data entry of JUPAS STATISTICS 2019 platform

Input period: 18 Sep 2019 – 27 Oct 2019

- 1. Apply for the new 'Member ID' and 'Password' for 2019-2020 here: https://goo.gl/1wX3Gu.
- 2. Go to http://transition.hkacmgm.org/jupas_stats/index.php.

<	JUPA	S STATISTICS 20'	19
	Member ID Password	LOGIN	
	Forgo	t Your Password?	

Input the 'Member ID' and 'Password' given to the corresponding boxes, and then press 'LOGIN'.

3. Read the declaration and click 'I agree'.

JUPAS STATISTICS 2019
此統計資料只為輔導老師協助同學選科之用,老師同學如需在網上平 台搜尋資料,須以會員學校專用密碼登入才可瀏覽資料,更不應將平 台資料放在校網首頁;亦請老師們告訴同學,須尊重知識產權,不應 以任何形式(包括把資料掃瞄成pdf檔案)上載電腦聯網(包括內聯 網)上與別人分享。這些資料並不適合公開給其他人士使用,以免有 人用作商業用途,懇請老師及同學們合作。如有違規者,本會不再將 聯招統計資料發放給該校,敬請留意。
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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 hard copy will be sent to email account of the teacher-in-charge).

	JUPAS STATISTICS 2019	
JUPAS STATISTICS DATA ENTRY	LESOURCES LOGOUT	
Not	Please update the following information before inputting the JUPAS data. fication for collection of hard copy will be sent to the email of the teacher-in-charge Name of the teacher-in-charge: HKACMGM Name of the careers master/mistress: HKACMGM Email address of the careers master/mistress: hkacmgm@gmail.com Update	

5. 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	Please use numbers or codes (e.g. 6A_01) to avoid using real student names or
Reference	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	JUPAS code of the admitted course
4C+1X	The grade point 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".
	"Band" may not be applicable for some students. In these cases, please enter "-".
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</u> ,
	please put a "#" in the CHI column, and type the details in the Remarks column.
	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	PE	Physical Education
	(You DON'T have to input the sub-grade of		
	PHY / CHEM / BIO)		
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 when you are not sure whether the student was sitting for M1 or M2.

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

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檔	案 常用	插入	版面配置	公式 資	料 校閱	檢視	増益集							~ ?	
	A	5	- (0	f _x	6A_01										~
	А	В	С	D	E	F	G	Н	Ι	J	K	L	М	N	0
1	School:	HKACMG	M secondar	y school		Tel:	23455432			Email:	<u>email@hka</u>	.cmgm.edu.l	<u>hk</u>		
2	Teacher-in	-charge:	Ho Siu Mir	ng		Tel:	91234567			Email:	hosiuming	@gmail.com	1		
3	Careers M	aster/Mistre	Chan Tai N	⁄lan		Tel: 98765432 Email: chantaiman@hotmail.com						om			
4															
5	Student Re	Jcode (eg.	J4C+1X	Best 5	2C+3X	4C+2X	Best 6	Band (A-E)	CHI	ENG	Math	LS	М1	М2	M1/M
6	6A_01	JS4018						А	5	5	5	5			
7	6A_02	JS2310						А	7	3	4	4			
8	6A_03	JS4202						A	5	5	4	5			
9	6A_04	JS9230						В	3	3	3	2			
10	6B_01	JS2020						А	4	4	4	5			
11	6B_01	JS3466						A	3	3	7	3		1	5
12	6B_01	JS3480						A	5	5	5	4			
13	6B_04	J\$5002						А	3	4	7	3			5
14 4	 M excel 	_template_20	16 version_s	am / 🔁 /		1] 4						▶ 1
就緒					_			平均值: 4	.352941176	項目個數:5	58 加總:148		100% 😑		

8. Back to the JUPAS STATISTICS platform, press Ctrl V to paste the data.

JUP	\S 5	TATISTICS	DATA ENTRY	RESOURCES	LOGOUT									Ν	1ember	: 127322
NOTE:	You	can copy Excel	data and paste	it in this sheet (please wait for	few minutes fo	r large amount (of data) DOW	NLOAD EXCEL	rempla	ΓE					
		~	SAVE CAN	CEL Refresh	Column Width]		Score 1-7, U :	5*(6), 5**(7)							
DEL A	LL	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	А	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	В	3	3	3	2			
DEL	*	6B_01	JS2020	23	23	23	26	26	А	4	4	4	5			
DEL	*	6B_01	JS3466	23	27	25	28	30	А	3	3	7	3		6	
DEL	*	6B_01	JS3480	23	23	23	27	27	А	5	5	5	4			
DEL	*	6B_04	JS15002	23	25	25	28	28	A	3	4	7	3		5	

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

JUP	AS S	TATISTICS	DATA ENTRY						Μ	1ember	: 127322					
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 CANO	CEL Refresh	Column Width]		Score 1-7, U :	5*(6), 5**(7)							
DEL /	LL	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	Α	4	4	4	5			
DEL	*	6B_01	JS3466	23	27	25	28	30	А	3	3	7	3		6	
DEL	*	6B_01	JS3480	23	23	23	27	27	А	5	5	5	4			
DEL	*	6B_04	JS15002	23	25	25	28	28	А	3	4	7	3		5	
NEW	ENT	RY														
0 rec	ord(s) loaded.														
RO	W 8:	WARNING: J	code not exist	: JS15002												

10. 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.

JUPAS STATISTICS DATA ENTRY RESOURCES LOGOUT														Ν	1ember	: 127322
NOTE: Y	(ou	can copy Excel	data and paste	it in this sheet (please wait for	few minutes for	large amount o	of data) DOW	NLOAD EXCEL T	EMPLA	TE					
		~ [SAVE CAN	EL Refresh	Column Width			Score 1-7, U :	5*(6), 5**(7)							
DEL A	LL	Studence 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	В	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	

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





Press '確定 / OK'.

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

JUPAS STATISTICS DATA ENTRY RESOURCES LOGOUT															Μ	lember	127322
	NOTE: Y	′ou (can copy Excel	data and paste	it in this sheet (please wait for	few minutes for	r large amount o	of data) DOW	NLOAD EXCEL 1	rempla	TE					
			~ [SAVE CAN	CEL Refresh	Column Width]		Score 1-7, U :	5*(6), 5**(7)							
	DEL AI	LL	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	В	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	

Then press 'SAVE' again to save the amendment.

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

JUPAS STATISTI	CS DATA ENTR	Y RESOURCES	LOGOUT										Membe	r: 12732	2
NOTE: You can copy	Excel data and pas	ste it in this sheet (please wait for	8 rev few minutes ro	cord(s) proce	or data) DOW	NLOAD EXCEL 1	EMPLA	TE						
	V SAVE CA	ANCEL Refresh	Column Width			Score 1-7, U :	5*(6), 5**(7)								
DEL ALL Student	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	PH
DEL															
NEW ENTRY 0 record(s) load	ed.														

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

	JUPAS STATISTICS	DATA ENTRY	RESOURCES	LOGOUT										Membe	er: 12732	22
					8 re	cord(s) proce	essed.									
r	NOTE: You can copy Exce	l data and paste	it in this sheet (p	blease wait for	few minutes fo	r large amount	of data) DOW	NLOAD EXCEL	rempla	TE						
		SAVE CANO	EL Refresh C	Column Width]		Score 1-7, U :	5*(6), 5**(7)								
	Member ID 127322	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	Pŀ
	JUPAS Program Code															
4	JS2020 JS2310 JS3466															
	JS3480 JS4018															
	JS4202 JS5002 JS9230															

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

15. 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.

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