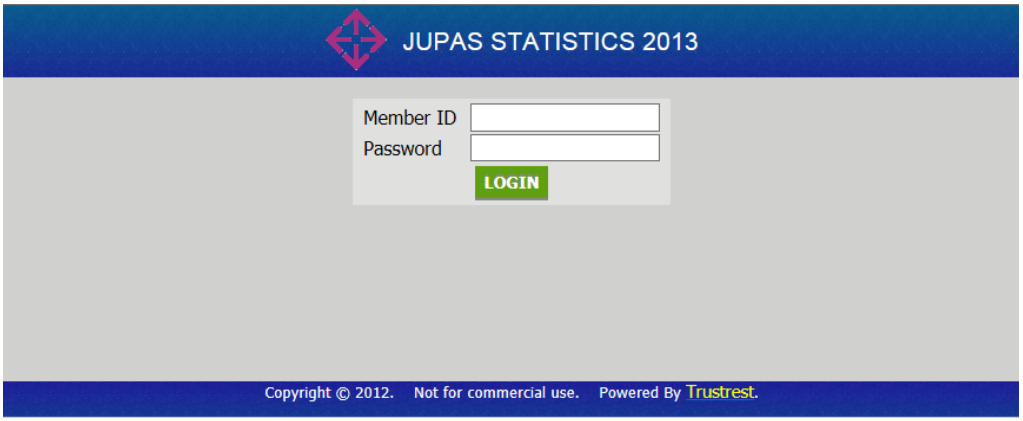
## Guideline for manual data entry of JUPAS STATISTICS 2014 platform

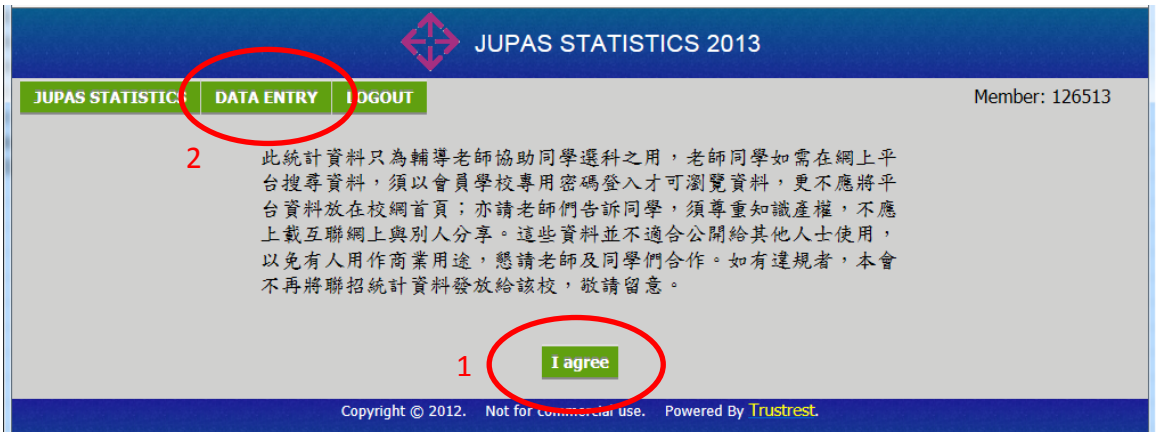
**Input period:** **23 Sep 2014 – 31 Oct 2014**

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



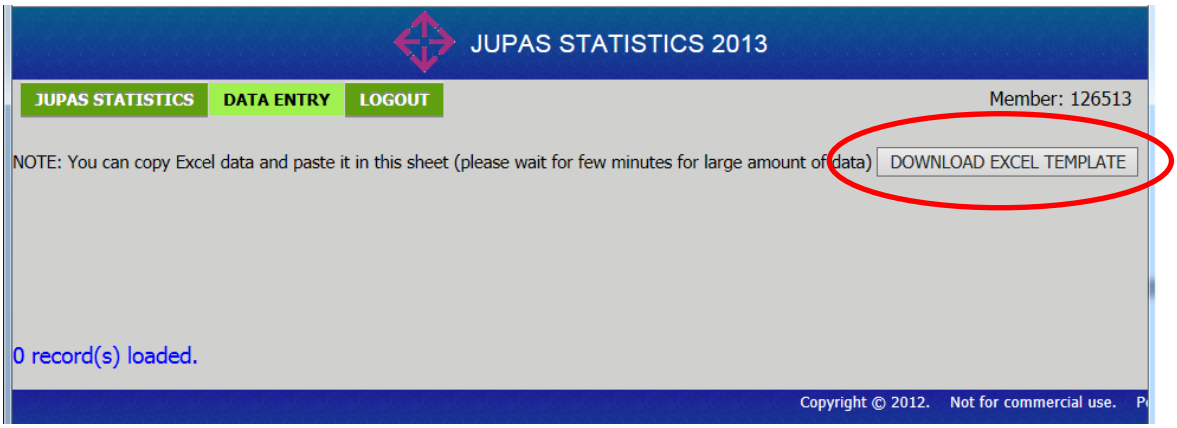

2. **Input the 'Member ID' and 'Password' given to the corresponding boxes, and then press 'LOGIN'. <u>You should use the NEW 'Member ID' and 'Password' given this year</u>.**

3. **Read the declaration and click 'I agree', and then click the green box 'DATA ENTRY'.**

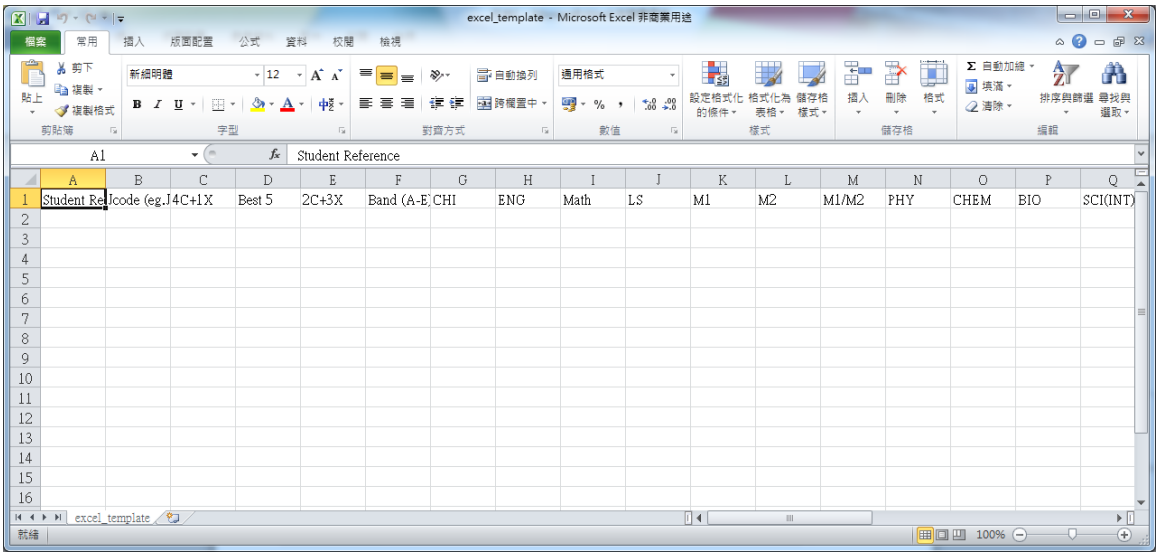



4. **Enter the email address of the teacher-in-charge in the provided space.**

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.

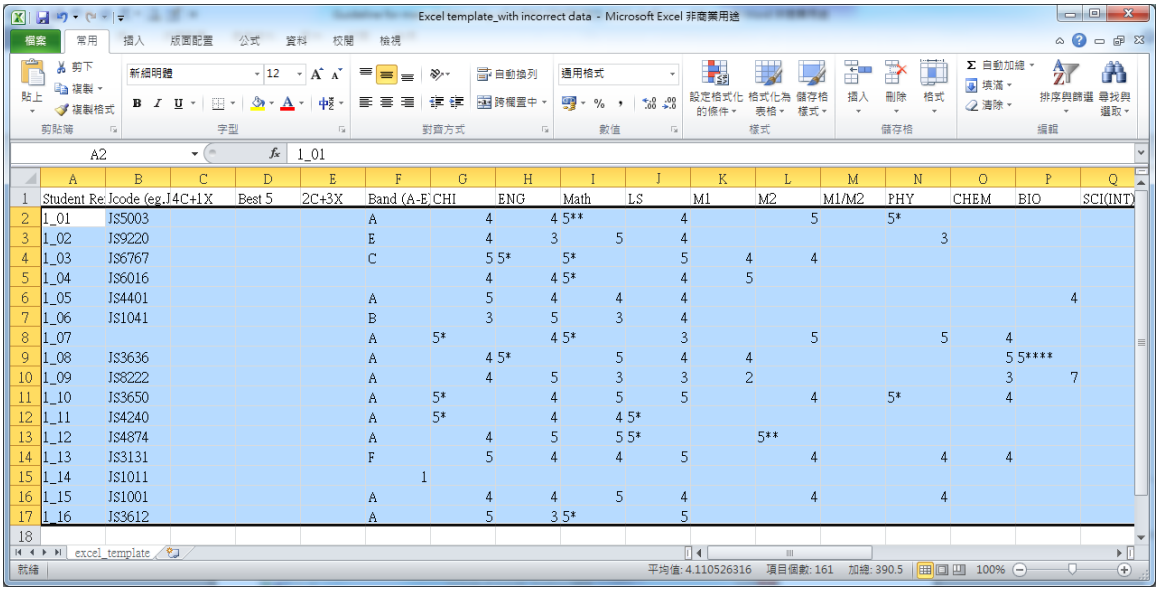



| Column | Remark |
|---|---|
| **Student Reference** | Please use numbers or codes to avoid using real student names or application numbers. However, the teacher-in-charge should know the corresponding student of any record, so that the record can be verified if necessary. |
| **Jcode** | JUPAS code of the admitted course |
| **4C+1X** | The grade point will be calculated automatically, please 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 to input. |
| **Band** | Banding of programme choice |
| **DSE Subjects** | Grade of the subject. You can either enter "1, 2, 3, 4, 5, 5*, 5**" or "1, 2, 3, 4, 5, 6, 7", where 6 = 5* and 7 = 5**. |
| **Remarks** | To deal with the case of submitting alternative qualification(s) in Chinese Language, please put a "#" in the CHI column, and type the details in the Remarks column.<br>For example: GCSE Cantonese Grade A |

| 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 |
| 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 | | |

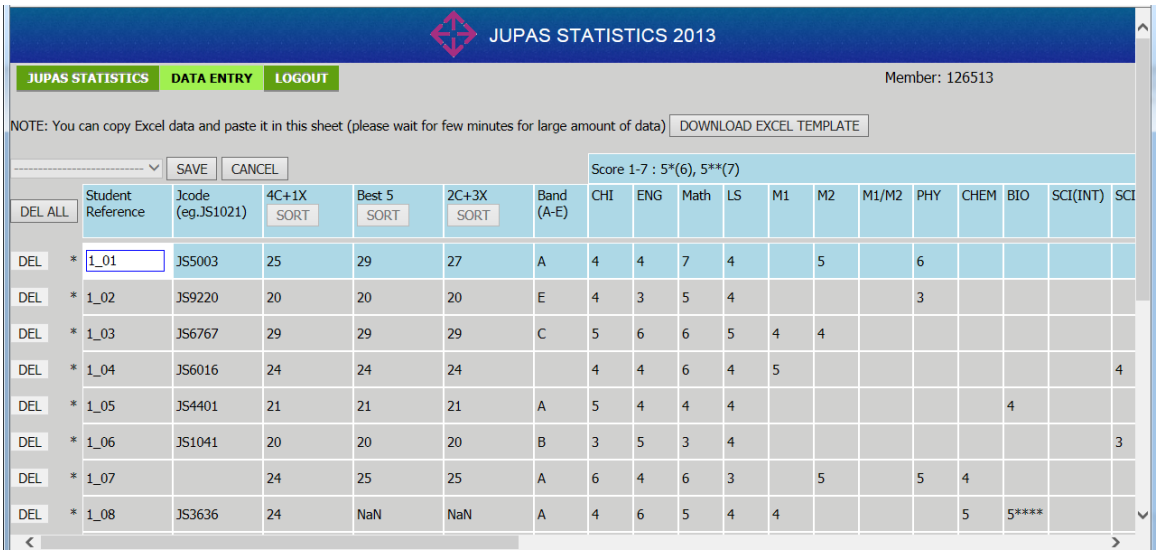
** Use "M1/M2" ONLY when you are not sure whether the student was sitting for M1 or M2.

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



| Student Re | Jcode (eg.J | 4C+1X | Best 5 | 2C+3X | Band (A-E | CHI | ENG | Math | LS | M1 | M2 | M1/M2 | PHY | CHEM | BIO | SCI(INT) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1_01 | JS5003 | | | | A | 4 | 4 | 5** | 4 | 5 | | 5* | | | | |
| 1_02 | JS9220 | | | | E | 4 | 3 | 5 | 4 | | | | 3 | | | |
| 1_03 | JS6767 | | | | C | 5 | 5* | 5* | 5 | 4 | 4 | | | | | |
| 1_04 | JS6016 | | | | | 4 | 4 | 5* | 4 | 5 | | | | | | |
| 1_05 | JS4401 | | | | A | 5 | 4 | 4 | 4 | | | | | | | 4 |
| 1_06 | JS1041 | | | | B | 3 | 5 | 3 | 4 | | | | | | | |
| 1_07 | | | | | A | 5* | 4 | 5* | 3 | | 5 | | 5 | 4 | | |
| 1_08 | JS3636 | | | | A | 4 | 5* | 5 | 4 | 4 | | | | 5 | 5**** | |
| 1_09 | JS8222 | | | | A | 4 | 5 | 3 | 3 | 2 | | | | 3 | | 7 |
| 1_10 | JS3650 | | | | A | 5* | 4 | 5 | 5 | | 4 | 5* | | 4 | | |
| 1_11 | JS4240 | | | | A | 5* | 4 | 4 | 5* | | | | | | | |
| 1_12 | JS4874 | | | | A | 4 | 5 | 5 | 5* | | 5** | | | | | |
| 1_13 | JS3131 | | | | F | 5 | 4 | 4 | 5 | | 4 | | 4 | 4 | | |
| 1_14 | JS1011 | | | | 1 | | | | | | | | | | | |
| 1_15 | JS1001 | | | | A | 4 | 4 | 5 | 4 | | 4 | | 4 | | | |
| 1_16 | JS3612 | | | | A | 5 | 3 | 5* | 5 | | | | | | | |

8. **Back to the JUPAS STATISTICS 2014 platform, press Ctrl V to paste the data.**



JUPAS STATISTICS 2013

JUPAS STATISTICS | DATA ENTRY | LOGOUT

Member: 126513

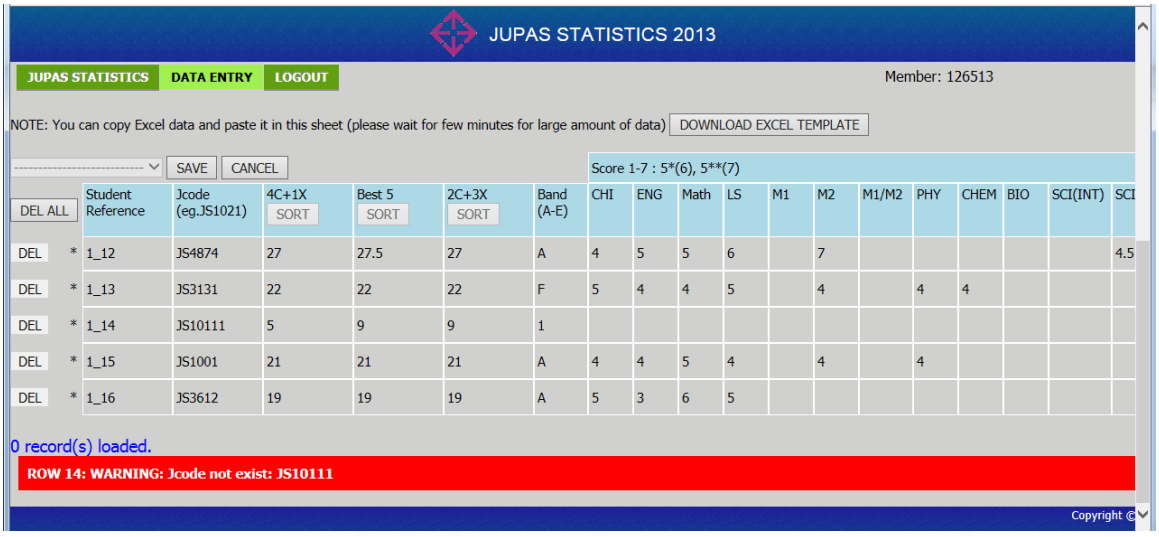
NOTE: You can copy Excel data and paste it in this sheet (please wait for few minutes for large amount of data) DOWNLOAD EXCEL TEMPLATE

SAVE CANCEL

Score 1-7 : 5*(6), 5**(7)

| DEL ALL | Student Reference | Jcode (eg.JS1021) | 4C+1X SORT | Best 5 SORT | 2C+3X SORT | Band (A-E) | CHI | ENG | Math | LS | M1 | M2 | M1/M2 | PHY | CHEM | BIO | SCI(INT) | SCI |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DEL * | 1_01 | JS5003 | 25 | 29 | 27 | A | 4 | 4 | 7 | 4 | | 5 | | 6 | | | | |
| DEL * | 1_02 | JS9220 | 20 | 20 | 20 | E | 4 | 3 | 5 | 4 | | | | 3 | | | | |
| DEL * | 1_03 | JS6767 | 29 | 29 | 29 | C | 5 | 6 | 6 | 5 | 4 | 4 | | | | | | |
| DEL * | 1_04 | JS6016 | 24 | 24 | 24 | | 4 | 4 | 6 | 4 | 5 | | | | | | | 4 |
| DEL * | 1_05 | JS4401 | 21 | 21 | 21 | A | 5 | 4 | 4 | 4 | | | | | | 4 | | |
| DEL * | 1_06 | JS1041 | 20 | 20 | 20 | B | 3 | 5 | 3 | 4 | | | | | | | | 3 |
| DEL * | 1_07 | | 24 | 25 | 25 | A | 6 | 4 | 6 | 3 | | 5 | | 5 | 4 | | | |
| DEL * | 1_08 | JS3636 | 24 | NaN | NaN | A | 4 | 6 | 5 | 4 | 4 | | | | 5 | 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.**



JUPAS STATISTICS 2013

JUPAS STATISTICS | DATA ENTRY | LOGOUT

Member: 126513

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

Score 1-7 : 5*(6), 5**(7)

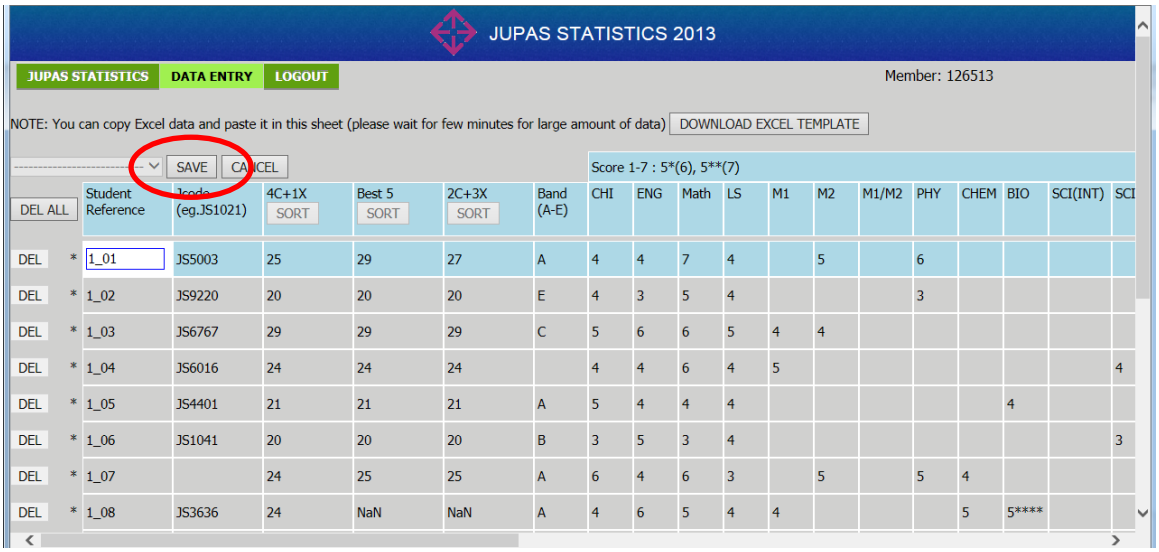
| DEL ALL | Student Reference | Jcode (eg.JS1021) | 4C+1X SORT | Best 5 SORT | 2C+3X SORT | Band (A-E) | CHI | ENG | Math | LS | M1 | M2 | M1/M2 | PHY | CHEM | BIO | SCI(INT) | SCI |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DEL * | 1_12 | JS4874 | 27 | 27.5 | 27 | A | 4 | 5 | 5 | 6 | | 7 | | | | | | 4.5 |
| DEL * | 1_13 | JS3131 | 22 | 22 | 22 | F | 5 | 4 | 4 | 5 | | 4 | | 4 | 4 | | | |
| DEL * | 1_14 | JS10111 | 5 | 9 | 9 | 1 | | | | | | | | | | | | |
| DEL * | 1_15 | JS1001 | 21 | 21 | 21 | A | 4 | 4 | 5 | 4 | | 4 | | 4 | | | | |
| DEL * | 1_16 | JS3612 | 19 | 19 | 19 | A | 5 | 3 | 6 | 5 | | | | | | | | |

0 record(s) loaded.

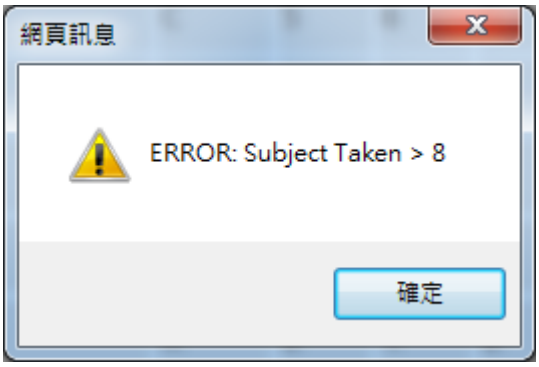
ROW 14: WARNING: Jcode not exist: JS10111

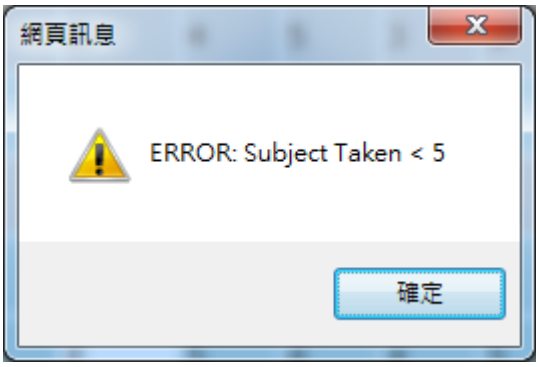
Copyright @

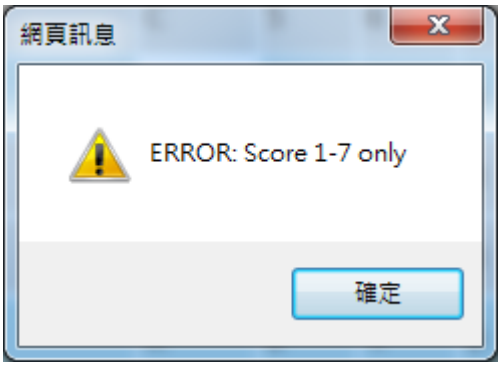
10. **Check carefully whether the data are correct. Finally, press 'SAVE'. Time is required for system checking, especially when you have a large amount of data entry . Please wait patiently for the next page.**

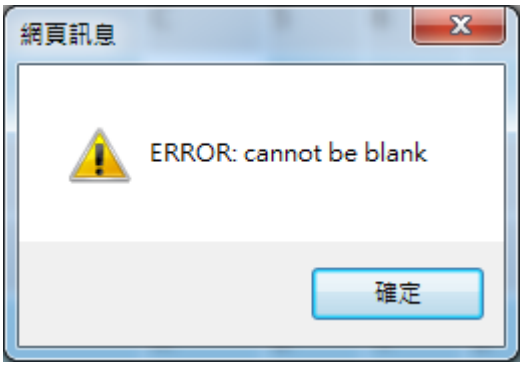


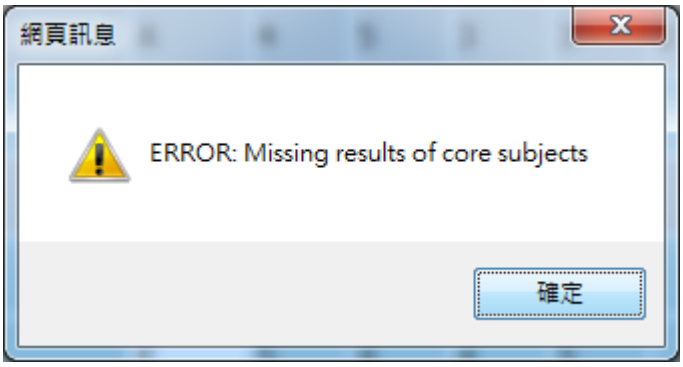

11. **A message box will pop up when there is something wrong in the data. Here are some of the examples:**

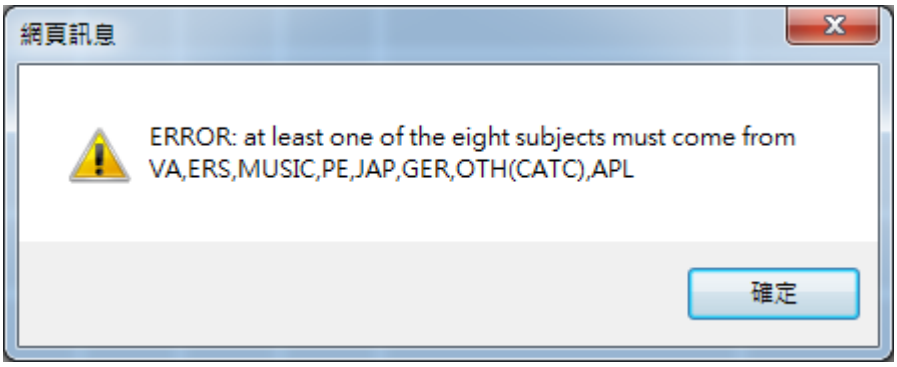




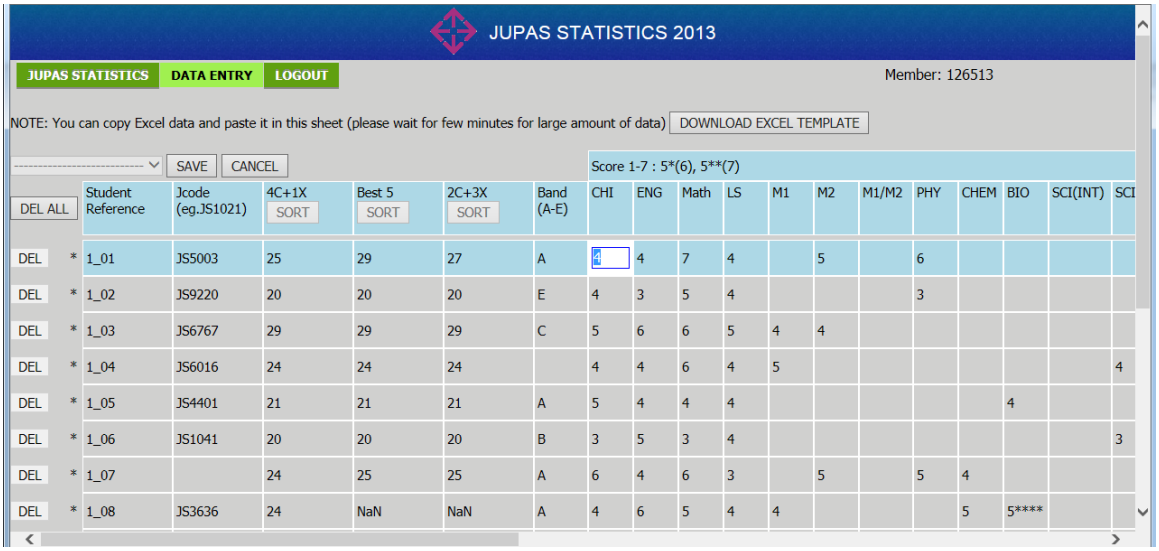





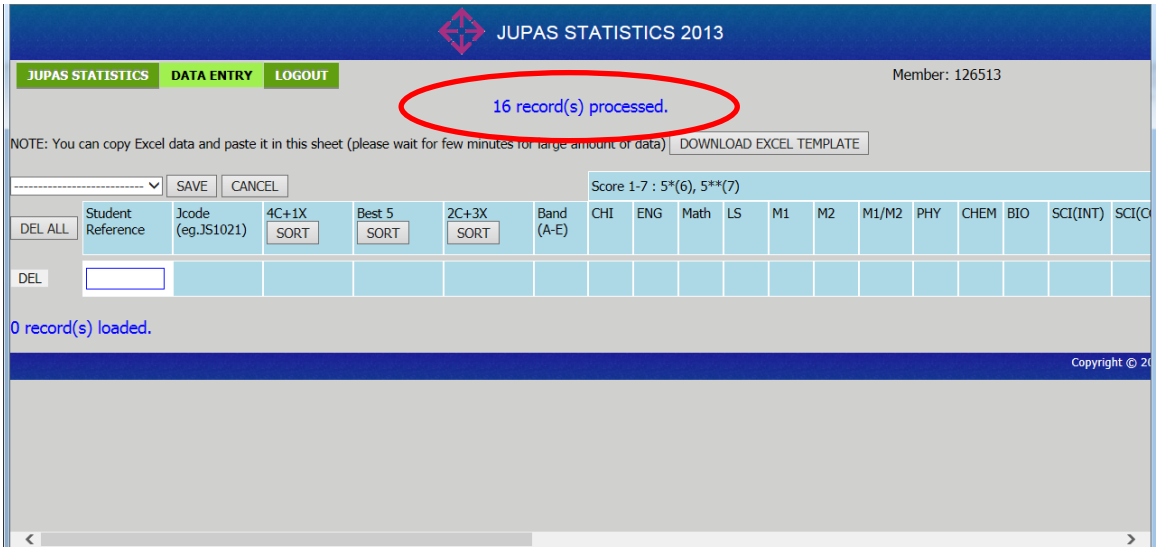

**Press '確定 / OK' .**

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

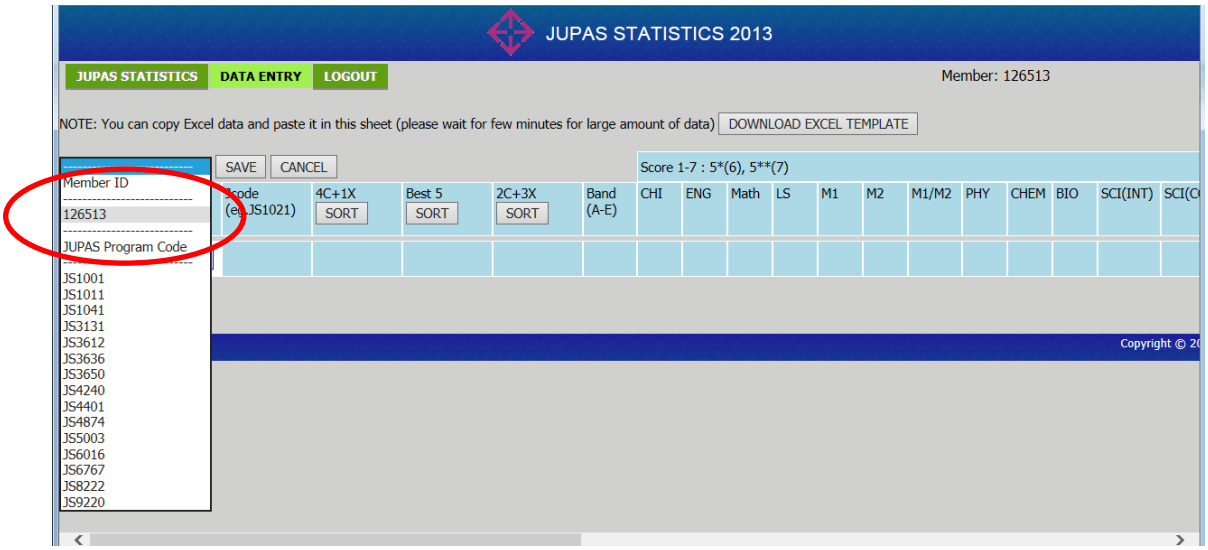



**Then press 'SAVE' again to save the amendment.**

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



14. **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.**

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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